

Pewaukee Public Library



AUGUST 2024 BOT Packet

Wednesday, August 21, 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, August 21, 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, August 21, 2024 at 6:30 p.m.

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

1. Call Meeting to Order and Roll Call

SPECIAL BUSINESS:

2. Presentation by Madi Cooper, Library Services Manager
3. Introduction of Matt Heiser, Administrator, Village of Pewaukee

REGULAR BUSINESS:

4. Citizen Comments/Correspondence
5. Approval of Consent Agenda
 - a. Minutes July 17, 2024 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – July 2024
 - ii. GL Detail Library – July 2024
 - iii. Payment Approval Report – July 2024
 - c. Library Monthly Statistics Report though July 2024
 - d. Director's Report

OTHER BUSINESS:

6. Discussion on the new Joint Library Agreement
7. Discussion and possible action on the Library Building Lease
8. Discussion and possible action on Resolution No. 2024-03 *Resolution Authorizing the purchase of Certificates of Deposit for the Pewaukee Public Library (roll call vote)*
9. Discussion and possible action on Resolution No.2024-04 *Resolution Authorizing the Investment of Pewaukee Public Library Monies in the Village of Pewaukee's Local Government Investment Pool (roll call vote)*
10. Discussion and possible action on the 2025 Joint Library Operations Budget
11. Discussion and possible action on the 5-year Capital Projects Plan
12. Discussion and possible action on the 2025 Joint Library Capital Projects Budget
13. Discussion and possible action on a Special Library Board Meeting if needed.
14. Discussion and possible action on *TE07: Library Board and Library Personnel*
15. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, September 18, 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, August 16, 2024

Board Presentation – Circulation

August 2023

Madi Cooper

Summer in Circulation

This summer, we are significantly more efficient compared to last year. Improvements to the backroom have expedited book processing, and additional assistance with shelving has been invaluable. We've partnered with several companies to offer temporary work experiences for people with disabilities, a program that has been consistently successful. Notably, we recently hired a permanent employee through this initiative.

I allocated extra hours to our staff this summer and adjusted the scheduling of our pages to align with peak demand times. This strategy has been effective in maintaining our workflow, allowing me to focus on my own projects instead of managing returns.

Current and Future Projects

- Puzzle Collection

Last year, we introduced a puzzle trade system. This year, I upgraded it to a check-out system, enhancing our collection size, circulation numbers, and puzzle quality. Patrons can report missing pieces, allowing us to either remove the puzzle or notify others of the missing pieces. The collection, built entirely from donations, continues to grow, though we are pausing new additions to manage space.

The puzzles have been well-received, with a 3-week checkout period and up to 3 renewals, ensuring patrons have ample time to enjoy them.

- Repairing and Replacing books

This has been a never ending project. This summer I acquired more volunteers, so I currently have someone coming in on a weekly basis who cleans discs and tapes up books. I also have someone coming in weekly that has been using the glue machine to repair bindings. Both have been a huge help because, between the books and the media, I get about 50 things a week that need to be repaired. It has become nearly impossible to keep up on my own. I am very thankful to have so many people willing to volunteer their time at the library.

- Backroom

I have created a system that streamlines the process of returned books getting put back on the shelf. However, the children's area remains a challenge. The

books get checked out and returned on such a large scale that it's hard to find a system that can keep up with them. My goal for the next year is to develop a more efficient process for this area.

- Sling

Sling remains a crucial project for our team. Although it requires regular updates, the time spent on scheduling has significantly decreased since its implementation. The software enables employees to track their vacation time, eliminating the need for spreadsheets. Additionally, it allows for easy shift swaps, removing the necessity for paper forms. The mobile app provides clear access to individual schedules, eliminating any uncertainty about upcoming shifts. I only need to check Sling once a day to monitor time-off requests and shift changes. Otherwise, it operates autonomously. The rest of the staff also greatly appreciates its functionality.

- Lending Key

Lending Key has proven to be an invaluable feature at the circulation desk. It simplifies tracking current availability, checked-out items, and upcoming due dates. This functionality is particularly beneficial when patrons have larger items on hold, allowing us to prepare these items in advance and avoid last-minute searches.

Recently, Bridges announced they will purchase Lending Key for any interested library. I have already discussed the software with several libraries, highlighting its benefits and practical applications.

Proposed Changes

- Food for Fines

This past June we offered a Food for Fines that was incredibly successful. I had originally planned to hold the program in January, but after doing some research I found out that is a month the food pantry is not as in need as they are in the summer months. So rather than doing a start the New Year off right, I changed it to start the summer off right. This change allowed people to get rid of any fines that might have prevented them from participating in the summer reading program. With the program we were able to waive over \$200 of fines.

I propose continuing this program and offering it again next June. We would be able to get people ready for summer reading and also give to the food pantry when they are most in need.

- Overdue Fines for Young Adult Materials

Tweens and teens often face overdue fines due to circumstances beyond their control, impacting their ability to check out books. The overdue fines also affected our circulation recently when Sandy ran a teen program that asked the teens to get a book from the library. Many of them could not check out the books because of old fines on the account. I propose eliminating overdue fines for teen materials, similar to our policy for children's items, to improve circulation and support young readers.

- New Fiction Books Checkout Length

Given the reduced demand for new fiction books, I propose standardizing the checkout period for all fiction books to three weeks. People who finish in less time than that are usually very good about bringing it back right as they finish it regardless of how much time they have. This change will simplify the process for staff and patrons and encourage more people to borrow books without worrying about short loan periods.

- Children to Adult Cards

Currently, there is no official policy regarding the transition of child library cards when a patron turns 18. I propose that we offer these new adults a "fresh start" by waiving any existing fines on their accounts, regardless of the reason for the fines. This approach would allow them to begin their adult library experience with a clean slate. Given that retaining new adults as library patrons can be challenging, I believe this policy could help foster a positive and lasting relationship with them.

- Milwaukee County Residents

Last year, I highlighted the issue of denying library cards to Milwaukee County residents, which remains a problem. Many caregivers in Pewaukee, such as nannies and grandparents from Milwaukee County, face difficulties accessing our services. All libraries in the Bridges System, other than ours, offer cards to Milwaukee County residents, often for a fee. I propose implementing a \$25 fee for Milwaukee County residents to obtain a library card, enhancing our outreach opportunities, especially with the nearby WCTC community.

Another important thing to note is that once a Milwaukee patron receives a library card from a different Bridges library, they can use that library card here, no questions asked.

Thank you for letting me come speak with you today and for all you do for the library!

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Director's Report
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Adult Services Department (from Kelly Nelson, Adult Services Manager)

- We held a Memory Cafe here in July. A Memory Cafe is a social gathering for those living with memory loss and their care partners. We are part of the Lake County Libraries Memory Project and split Memory Cafe hosting with 4 other libraries in the area. This month we visited with Sawdust the Miniature Therapy Horse. We learned about how Sawdust came to be a Therapy Horse and what it takes in general to be a therapy animal. Attendees were delighted to meet Sawdust and his owner, Alexa Billstrom.
- I led an Adult Craft Night featuring step-by-step painting. While my artistic skills aren't good enough to fully lead a class like this, I felt fine showing a video with step-by-step instructions and encouraging people along the way. Sandy George found a website of painting instructional videos that are free to use if attendees aren't charged for the event. She used it for a teen painting event and I decided we needed to do it for adults as well! For this event, we painted a sunflower. It was so fun to see everyone's unique paintings. I'll definitely be doing more painting classes in the future.
- A Bridges Library System Adult Services Meeting was held here this month. Librarians from Waukesha and Jefferson Counties met to talk about a variety of things including how they run their summer reading programs for adults. Eric Branske, Sue Vuckovich, and I were all able to attend and we came away with a few ideas that we plan to implement in the future.
- Nick Schmudlach and I attended the Pewaukee Farmer's Market on July 10. We were excited to be able to interact with over 100 people and share a little about what the Library is doing.
- While attending the Pewaukee Farmer's Market, we were approached by the Community Liaison for WAUK 101.1FM/540 AM radio. He expressed that Jane Matenaer, longtime radio personality and the host of Matenaer on Air loves libraries and would love to have a chat with us. I emailed Jane and had the opportunity to do a live interview with her on Thursday, July 25. It was a short interview about all things libraries. I love talking about libraries and what we do and offer! You can find my interview here: <https://civicmedia.us/shows/matenaer-on-air/2024/07/25/the-french-love-us-so-much-hour-2>.
- I received an email from a Doctoral candidate who is doing her dissertation on Memory Cafes. She was looking for Memory Cafe facilitators that were interested in participating in an interview about the Cafes. I was able to set up a zoom meeting with her this month and shared what goes into a Memory Cafe, from preparation to execution and our goals for the Cafe.

Thanks for your support!

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

We're wrapping up our Summer Reading Program. Sign up for the summer reading program has been slightly lower than expected, but many of our programs were very successful and regularly had 50-70 attendees. So, it was a decent summer overall, and we have already been discussing what we can improve upon and what definitely worked.

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Our Helping Library is almost ready to go out, we're just waiting on a few books that are backordered. It will be great for staff to have ready resources to reference for patrons that need materials on tough topics. And it will be good on the patron end too, since the kits eliminate the barrier to asking for help and materials. The Waukesha Freeman was really excited about the idea, and just did an interview about it, so we're really excited to see how that turns out.



Lisa and I made an appearance at National Night Out on August 6th, it's been a while since the Library attended. We reached about 125 people. Most were there for the Freezie Pops but there was a lot of interest in story time and Lego Night handouts with information and dates, so it was a great outreach opportunity.

Pewaukee Public Library Director's Report August 2024



Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - July 9: Village of Pewaukee Department Heads Meeting
 - July 12: APL Meeting @ Virtual
 - July 17: Library Board Meeting
 - July 25: PPL Department Heads Meeting
- *Statistics.* Circulation rebounded in July. Our total circulation was 33,221. Compared to July of 2023, we had a 3.07% increase in circulation of physical materials. As well, July proved to be our highest circulation month of all materials (physical and digital) since August of 2019 when we circulated 37,115 total items.
- *Civic Training.* I have been in contact with Civic Systems. They have agreed to provide virtual training for me at the cost of \$150.00/hr. I have provided them with very specific questions and issues that I would more information on including Reports, Invoices and Budgets. I plan to apply this cost to the Library's Technology expenditure line.
- *New Joint Library Agreement (AGENDA ITEM).* The Joint Library Agreement was reviewed in closed session by the Village and then approved in open session. I have received confirmation that the City will review the Agreement in closed session and then vote in open session on Monday, August 19th. I will send a copy of the final agreement as soon as possible after it is approved.
- *Library Building Lease (AGENDA ITEM).* The current lease for the Pewaukee Public Library between the Board of Trustees and the City/Village is due to expire on August 31, 2024. A new lease has been drafted. Since the Library Board approves this document, I have submitted the proposed lease to the Library's attorney, Bill Wirkus for review. Attorney Wirkus' revisions have been submitted to the City and the Village for review, consideration and hopefully approval. As

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soon as the City and Village have approved that document, I will forward it to the Library Board as well.

- *Investment Options for excess Library Funds (AGENDA ITEM)*. I have been advised by John Rader to keep it simple with LGIP and/or CDs being the best option. Here is what those two investment options look like:
 - LGIP: I have included a copy of rates of return for this fund. The advantage of this account is that the investment is liquid so the Library could have access to the funds if needed. The disadvantage is that the rates of return are variable and will change as the market changes so there are no guaranteed returns.
 - CD: There are several CD options that are available through the local bank. I have included a list of the available CD options. The advantage is that the Library would be guaranteed a rate of return. The disadvantage is that IF the Library would need to withdrawal funds outside the term of the certificate, we would incur a penalty.

For your information, I have also included an analysis of the Library's cash balance for the past two years. We consistently maintain a balance of around \$300,000.00. The recent dip below that threshold was due to the payment for the carpet replacement before we have received the reimbursement from the insurance company. Looking at this data my recommendations would be:

1. Purchase of two CDs to latter – one 7-month and one 15-month. This would guarantee returns for next years budget which can be added as guaranteed revenue to the budget. I would recommend a purchase not to exceed \$200,000.00. The returns would be as follows:
 - a. 7-month at the current rate: Every \$25,000 would yield \$721.75
 - b. 15-month at the current rate: Every \$25,000 would yield \$1,419.97
 2. Transfer an amount of cash to LGIP. Any funds deposited in the LGIP can be accessed if needed. There is a nominal fee to transfer money out of this fund but it could be accessed in an emergency. I have included a document which shows LGIP rate history and comparative earnings rates. The Village does use the LGIP to hold cash that they know will need to pay bills in the immediate future.
- *Library Budget (AGENDA ITEM)*. This process is stalled until the Joint Library Agreement is approved by both the City and the Village. As soon as that process is completed, I will forward you the proposed budget as well as calculations for Village and City contributions.

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, July 17th, 2024 at 6:30 p.m.

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

Members Present: Heather Gergen, Dale Noll, Phil Vetterkind, Karen Wildman,
Ann Wright

Others Present: Nan Champe (Library Director)

Members Excused: Lisa Jansen, Leslie Miller

OLD BUSINESS:

2. Update on Eagle Scout Project from Peter Koutropoulos

REGULAR BUSINESS:

3. Citizen Comments/Correspondence-n/a

4. Approval of Consent Agenda

a. Minutes June 19, 2024 (Regular Board Meeting)

b. Financial Reports:

i. GL Budget vs. Actual Library – June 2024

ii. GL Detail Library – June 2024

iii. Payment Approval Report – June 2024

c. Library Monthly Statistics Report through June 2024

d. Director's Report

Motion to approve: Heather Gergen

Second: Ann Wright

Discussion:

Motion Carried

NEW BUSINESS:

5. Discussion and possible action on the 2025 Joint Library Budget

No Action

6. Discussion and possible action on investment income for the Library.

Discussion: Pewaukee Library Director received direction from the Library Board to research how to maximize the returns on the fund balance.

7. Discussion and possible action on training for Nan Champe on Civic accounting software

Discussion: The Library Board has approved the Pewaukee Library Director to research the cost to attend Civic Accounting training.

8. Discussion and possible action on TE04: Effective Board Meetings and Trustee Participation

No Action

9. ADJOURNMENT 7:42pm

Motion to approve: Heather Gergen

Second: Ann Wright

Discussion:

Motion Carried

NEXT MEETING SCHEDULED: Wednesday, August 21, 2024

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

End.GLPeriod 724

Account Number	Account Title	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND					
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	352,172.68	668,000.00	315,827.32	52.72%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	129,811.79	213,710.00	83,898.21	60.74%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	5,259.16	7,000.00	1,740.84	75.13%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	40,988.34	45,936.00	4,947.66	89.22%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	57,355.73	89,700.00	32,344.27	63.94%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	2,761.00	4,000.00	1,239.00	69.02%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	9,553.47	6,500.00	-3,053.47	146.97%
900-00-57610-000-000	LIBRARY OUTLAY(E)	68,646.65	20,200.00	-48,446.65	339.83%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	31,763.72	80,500.00	48,736.28	39.45%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	7,186.32	14,000.00	6,813.68	51.33%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	36,734.65	44,628.00	7,893.35	82.31%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	15,007.80	19,580.00	4,572.20	76.64%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	1,456.96	3,750.00	2,293.04	38.85%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	25,678.16	62,789.00	37,110.84	40.89%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	17,801.97	23,962.00	6,160.03	74.29%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	2,835.69	5,250.00	2,414.31	54.01%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	10,629.97	9,038.00	-1,591.97	117.61%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	1,590.37	.00	-1,590.37	100.00%
Total Expenditure:		817,234.43	1,318,543.00	501,308.57	
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	-60,787.04	-118,775.00	-57,987.96	51.17%
900-00-46710-000-000	LIBRARY FINES(R)	-4,928.63	-7,609.00	-2,680.37	64.77%
900-00-48110-000-000	INTEREST INCOME(R)	-762.73	-338.00	424.73	225.65%
900-00-48200-000-100	FISCAL AGENT FEES(R)	.00	.00	.00	100.00%
900-00-48500-000-000	DONATIONS, PRIVATE OR ORGANIZ(R)	-19,810.00	-6,500.00	13,310.00	304.76%

End.GLPeriod 724

Account Number	Account Title	YTD	Budget	Variance	% Budget
900-00-48500-000-100	MISC REVENUES(R)	-5,738.97	-6,500.00	-761.03	88.29%
900-00-48500-000-200	DESIGNATED GRANTS(R)	-6,038.00	-9,038.00	-3,000.00	66.80%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	-597,783.36	-896,675.00	-298,891.64	66.66%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	-153,144.85	-262,534.00	-109,389.15	58.33%
900-00-49200-000-000	TRANSFER IN FROM MUNICIPALITY(R)	.00	.00	.00	100.00%
900-00-49300-000-000	FUND BALANCE APPLIED(R)	.00	-20,200.00	-20,200.00	0.00%
900-00-48440-000-000	INSURANCE RECOVERIES(R)	-48,735.86	.00	48,735.86	100.00%
Total Revenue:		-897,729.44	-1,328,169.00	-430,439.56	
Total 900 - LIBRARY FUND:		-80,495.01	-9,626.00	70,869.01	
Total:		-80,495.01	-9,626.00	70,869.01	

End.GLPeriod 724 AND Start.GLPeriod 724 AND End.GLPeriod 724

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
07/02/2024	7002249-1	CR	LIBRARY FINES - LIBRARY			.00	-133.00
07/09/2024	4-1	JE	LIBRARY FINES/ GL CORRECTION/ ENTRY ERROR/BOOK REPLACE			54.99	.00
07/09/2024	4-3	JE	LIBRARY FINES/ GL CORRECTION/ ENTRY ERROR MTG ROOM			90.00	.00
07/17/2024	9000145-1	CR	LIBRARY FINES - LIBRARY			.00	-178.80
07/26/2024	7002322-1	CR	LIBRARY FINES - LIBRARY			.00	-131.80
07/26/2024	7002322-2	CR	LIBRARY FINES - LIBRARY			.00	-36.97
07/31/2024	9000553-1	CR	LIBRARY FINES - LIBRARY			.00	-93.25
Account Number And Title900-00-46710-000-000 - LIBRARY FINES						144.99	-573.82
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
07/02/2024	7002249-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-3,160.00
07/26/2024	7002322-3	CR	PEWAUKEE PUBLIC LIBRARY FOUNDATION CHECK #570 - LIBRARY			.00	-250.00
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ						.00	-3,410.00
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
06/30/2024	229-1	AP	ACH WI DEPT OF REVENUE			27.72	.00
07/02/2024	7002249-3	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-69.00
07/02/2024	7002249-4	CR	LIBRARY MISC REVENUES LIB CARDS - LIBRARY			.00	-2.00
07/02/2024	7002249-5	CR	LIBRARY MISC REVENUES PRINT CARTRIDGES - LIBRARY			.00	-19.30
07/02/2024	7002249-6	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-158.43
07/09/2024	4-2	JE	LIBRARY FINES/ GL CORRECTION/ ENTRY ERROR/BOOK REPLACE			.00	-54.99
07/09/2024	4-4	JE	LIBRARY FINES/ GL CORRECTION/ ENTRY ERROR MTG ROOM			.00	-90.00

End.GLPeriod 724 AND Start.GLPeriod 724 AND End.GLPeriod 724

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/17/2024	9000145-2	CR	BOOK REPLACEMENT - LIBRARY			.00	-20.00
07/17/2024	9000145-3	CR	NEW LIB CARDS - LIBRARY			.00	-6.00
07/17/2024	9000145-4	CR	COPIES - LIBRARY			.00	-50.00
07/26/2024	7002322-4	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-194.00
07/26/2024	7002322-5	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-164.65
07/31/2024	9000553-2	CR	LIBRARY MISC REVENUES - Book Replacement - LIBRARY			.00	-29.00
07/31/2024	9000553-3	CR	LIBRARY MISC REVENUES - New Lib Cards - LIBRARY			.00	-1.00
07/31/2024	9000553-4	CR	LIBRARY MISC REVENUES - Copies - LIBRARY			.00	-47.00
07/31/2024	9000553-5	CR	LIBRARY MISC REVENUES - Meeting Room Rental - LIBRARY			.00	-60.00
Account Number And Title900-00-48500-000-100 - MISC REVENUES						27.72	-965.37
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							
07/17/2024	3000332-2	CR	CITY CONTRIBUTIONS-AUGUST 2024 -			.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							
07/01/2024	1-2	JE	LIBRARY CONTRIBUTION JULY			.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							
07/05/2024	12-1	PC	PAYROLL TRANS FOR 6/30/2024 PAY PERIOD			25,108.01	.00
07/19/2024	65-1	PC	PAYROLL TRANS FOR 7/14/2024 PAY PERIOD			25,004.21	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES						50,112.22	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
07/05/2024	4-1	PB	PAYROLL TRANS FOR 6/30/2024 PAY PERIOD			3,168.37	.00
07/19/2024	26-1	PB	PAYROLL TRANS FOR 7/14/2024 PAY PERIOD			13,425.92	.00

End.GLPeriod 724 AND Start.GLPeriod 724 AND End.GLPeriod 724

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						16,594.29	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							
07/03/2024	170-1	AP	EBSCO PAYMENT PROCESSING CENTER			3,246.67	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS						3,246.67	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
04/30/2024	8-1	AP	ACH NORTH SHORE BANK CREDIT CARD			28.82	.00
05/01/2024	10-1	AP	ACH NORTH SHORE BANK CREDIT CARD			93.70	.00
05/06/2024	12-1	AP	ACH NORTH SHORE BANK CREDIT CARD			180.15	.00
05/07/2024	14-1	AP	ACH NORTH SHORE BANK CREDIT CARD			33.42	.00
05/09/2024	16-1	AP	ACH NORTH SHORE BANK CREDIT CARD			362.08	.00
05/09/2024	18-1	AP	ACH NORTH SHORE BANK CREDIT CARD			137.18	.00
05/10/2024	20-1	AP	ACH NORTH SHORE BANK CREDIT CARD			15.11	.00
05/14/2024	23-1	AP	ACH NORTH SHORE BANK CREDIT CARD			329.98	.00
05/14/2024	25-1	AP	ACH NORTH SHORE BANK CREDIT CARD			31.90	.00
05/14/2024	28-1	AP	ACH NORTH SHORE BANK CREDIT CARD			147.76	.00
05/15/2024	31-1	AP	ACH NORTH SHORE BANK CREDIT CARD			182.36	.00
05/15/2024	33-1	AP	ACH NORTH SHORE BANK CREDIT CARD			230.62	.00
05/15/2024	27-1	AP	ACH NORTH SHORE BANK CREDIT CARD			412.12	.00
05/16/2024	35-1	AP	ACH NORTH SHORE BANK CREDIT CARD			94.69	.00
05/17/2024	37-1	AP	ACH NORTH SHORE BANK CREDIT CARD			134.15	.00
05/20/2024	38-1	AP	ACH NORTH SHORE BANK CREDIT CARD			140.81	.00
05/20/2024	41-1	AP	ACH NORTH SHORE BANK CREDIT CARD			297.44	.00
05/21/2024	43-1	AP	ACH NORTH SHORE BANK CREDIT CARD			140.44	.00
05/22/2024	44-1	AP	ACH NORTH SHORE BANK CREDIT CARD			16.79	.00

End.GLPeriod 724 AND Start.GLPeriod 724 AND End.GLPeriod 724

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/24/2024	47-1	AP	ACH NORTH SHORE BANK CREDIT CARD			359.89	.00
05/28/2024	49-1	AP	ACH NORTH SHORE BANK CREDIT CARD			608.21	.00
05/28/2024	52-1	AP	ACH NORTH SHORE BANK CREDIT CARD			127.07	.00
05/29/2024	54-1	AP	ACH NORTH SHORE BANK CREDIT CARD			45.06	.00
05/29/2024	50-1	AP	ACH NORTH SHORE BANK CREDIT CARD			20.16	.00
05/31/2024	56-1	AP	ACH NORTH SHORE BANK CREDIT CARD			99.18	.00
05/31/2024	58-1	AP	ACH NORTH SHORE BANK CREDIT CARD			412.65	.00
06/03/2024	60-1	AP	ACH NORTH SHORE BANK CREDIT CARD			242.30	.00
06/16/2024	85-1	AP	AMAZON CAPITAL SERVICES, INC.			35.66	.00
06/21/2024	168-1	AP	AMAZON CAPITAL SERVICES, INC.			39.78	.00
06/23/2024	169-1	AP	AMAZON CAPITAL SERVICES, INC.			51.63	.00
06/30/2024	157-1	AP	AMAZON CAPITAL SERVICES, INC.			62.60	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						5,113.71	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
06/14/2024	84-1	AP	AMAZON CAPITAL SERVICES, INC.			27.96	.00
06/14/2024	92-1	AP	MIDWEST TAPE			44.98	.00
06/14/2024	93-1	AP	MIDWEST TAPE			13.49	.00
06/14/2024	94-1	AP	MIDWEST TAPE			56.98	.00
06/24/2024	158-1	AP	AMAZON CAPITAL SERVICES, INC.			11.79	.00
06/25/2024	177-1	AP	MIDWEST TAPE			29.99	.00
06/25/2024	178-1	AP	MIDWEST TAPE			37.48	.00
06/25/2024	179-1	AP	MIDWEST TAPE			26.24	.00
06/27/2024	180-1	AP	MIDWEST TAPE			95.20	.00
06/27/2024	181-1	AP	MIDWEST TAPE			36.73	.00

End.GLPeriod 724 AND Start.GLPeriod 724 AND End.GLPeriod 724

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
06/27/2024	182-1	AP	MIDWEST TAPE			26.24	.00
06/27/2024	183-1	AP	MIDWEST TAPE			22.49	.00
06/27/2024	184-1	AP	MIDWEST TAPE			52.48	.00
07/08/2024	279-1	AP	MIDWEST TAPE			11.99	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						494.04	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
05/31/2024	62-1	AP	ACH NORTH SHORE BANK CREDIT CARD			6.00	.00
06/13/2024	99-1	AP	DEPARTMENT OF ADMINISTRATION			600.00	.00
06/30/2024	305-1	AP	TAYLOR COMPUTER SERVICES, INC			298.00	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						904.00	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
04/30/2024	9-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.58	.00
05/01/2024	11-1	AP	ACH NORTH SHORE BANK CREDIT CARD			1.87	.00
05/06/2024	13-1	AP	ACH NORTH SHORE BANK CREDIT CARD			3.60	.00
05/07/2024	15-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.67	.00
05/09/2024	17-1	AP	ACH NORTH SHORE BANK CREDIT CARD			7.24	.00
05/09/2024	19-1	AP	ACH NORTH SHORE BANK CREDIT CARD			2.74	.00
05/10/2024	21-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.30	.00
05/14/2024	22-1	AP	ACH NORTH SHORE BANK CREDIT CARD			6.60	.00
05/14/2024	24-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.64	.00
05/14/2024	29-1	AP	ACH NORTH SHORE BANK CREDIT CARD			2.96	.00
05/15/2024	30-1	AP	ACH NORTH SHORE BANK CREDIT CARD			3.65	.00
05/15/2024	32-1	AP	ACH NORTH SHORE BANK CREDIT CARD			4.61	.00
05/15/2024	26-1	AP	ACH NORTH SHORE BANK CREDIT CARD			8.24	.00

End.GLPeriod 724 AND Start.GLPeriod 724 AND End.GLPeriod 724

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/16/2024	34-1	AP	ACH NORTH SHORE BANK CREDIT CARD			1.89	.00
05/17/2024	36-1	AP	ACH NORTH SHORE BANK CREDIT CARD			2.68	.00
05/20/2024	39-1	AP	ACH NORTH SHORE BANK CREDIT CARD			2.82	.00
05/20/2024	40-1	AP	ACH NORTH SHORE BANK CREDIT CARD			5.95	.00
05/21/2024	42-1	AP	ACH NORTH SHORE BANK CREDIT CARD			2.81	.00
05/22/2024	45-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.34	.00
05/22/2024	64-1	AP	ACH NORTH SHORE BANK CREDIT CARD			85.32	.00
05/24/2024	46-1	AP	ACH NORTH SHORE BANK CREDIT CARD			7.20	.00
05/28/2024	48-1	AP	ACH NORTH SHORE BANK CREDIT CARD			12.16	.00
05/28/2024	53-1	AP	ACH NORTH SHORE BANK CREDIT CARD			2.54	.00
05/29/2024	55-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.90	.00
05/29/2024	51-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.40	.00
05/30/2024	63-1	AP	ACH NORTH SHORE BANK CREDIT CARD			908.75	.00
05/31/2024	57-1	AP	ACH NORTH SHORE BANK CREDIT CARD			1.98	.00
05/31/2024	59-1	AP	ACH NORTH SHORE BANK CREDIT CARD			8.25	.00
06/03/2024	61-1	AP	ACH NORTH SHORE BANK CREDIT CARD			4.85	.00
06/21/2024	151-1	AP	RHYME BUSINESS PRODUCTS, LLC			192.45	.00
06/21/2024	269-1	AP	AMAZON CAPITAL SERVICES, INC.			11.88	.00
06/23/2024	159-1	AP	AMAZON CAPITAL SERVICES, INC.			11.46	.00
06/23/2024	156-1	AP	AMAZON CAPITAL SERVICES, INC.			54.41	.00
07/01/2024	161-1	AP	AMAZON CAPITAL SERVICES, INC.			10.56	.00
07/08/2024	274-1	AP	AMAZON CAPITAL SERVICES, INC.			15.91	.00
07/10/2024	271-1	AP	AMAZON CAPITAL SERVICES, INC.			38.76	.00
07/10/2024	272-1	AP	AMAZON CAPITAL SERVICES, INC.			39.99	.00

End.GLPeriod 724 AND Start.GLPeriod 724 AND End.GLPeriod 724

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						1,467.96	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT							
07/23/2024	6-1	JE	DOJ BACKGROUND CHECK - LIBRARY EMPLOYEE FARBER			7.00	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT						7.00	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS							
06/07/2024	66-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.00	-70.00
07/01/2024	2-1	JE	FISCAL AGENT FEE- Q3-2024			5,829.75	.00
07/01/2024	3-2	JE	CORRECT FISCAL AGENT FEE Q3-2024			.00	-1,058.25
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS						5,829.75	-1,128.25
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
05/20/2024	292-1	AP	KUJAWA ENTERPRISES INC			845.00	.00
06/14/2024	91-1	AP	MILWAUKEE PLUMBING & PIPING INC			755.60	.00
06/17/2024	218-1	AP	ATIS ELEVATOR INSPECTIONS LLC			128.63	.00
06/21/2024	154-1	AP	BRADFORD SYSTEMS CORPORATION			1,990.00	.00
06/26/2024	172-1	AP	J & H HEATING INC			2,240.00	.00
06/28/2024	137-1	AP	LYONS ELECTRIC			2,780.04	.00
06/30/2024	166-1	AP	AMAZON CAPITAL SERVICES, INC.			279.91	.00
07/01/2024	194-1	AP	KUJAWA ENTERPRISES INC			2,209.75	.00
07/01/2024	138-1	AP	JANI-KING OF MILWAUKEE			2,729.43	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						13,958.36	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
05/10/2024	65-1	AP	ACH NORTH SHORE BANK CREDIT CARD			345.38	.00
05/14/2024	2-1	AP	ACH NORTH SHORE BANK CREDIT CARD			224.95	.00

End.GLPeriod 724 AND Start.GLPeriod 724 AND End.GLPeriod 724

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/09/2024	232-1	AP	ACH WE ENERGIES			4,262.64	.00
07/09/2024	233-1	AP	ACH WE ENERGIES			195.07	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES						5,028.04	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
06/18/2024	79-1	AP	MIDWEST TAPE - HOOPLA			169.23	.00
06/25/2024	147-1	AP	MIDWEST TAPE - HOOPLA			95.00	.00
07/08/2024	261-1	AP	MIDWEST TAPE - HOOPLA			359.23	.00
07/09/2024	262-1	AP	MIDWEST TAPE - HOOPLA			243.46	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS						866.92	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS							
05/13/2024	3-1	AP	ACH NORTH SHORE BANK CREDIT CARD			5.37	.00
05/14/2024	5-1	AP	ACH NORTH SHORE BANK CREDIT CARD			38.61	.00
06/02/2024	270-1	AP	AMAZON CAPITAL SERVICES, INC.			47.22	.00
06/02/2024	273-1	AP	AMAZON CAPITAL SERVICES, INC.			.00	-12.99
06/06/2024	7-1	AP	ACH NORTH SHORE BANK CREDIT CARD			3.49	.00
06/13/2024	86-1	AP	AMAZON CAPITAL SERVICES, INC.			59.98	.00
06/16/2024	87-1	AP	AMAZON CAPITAL SERVICES, INC.			43.97	.00
06/21/2024	164-1	AP	AMAZON CAPITAL SERVICES, INC.			21.99	.00
06/21/2024	165-1	AP	AMAZON CAPITAL SERVICES, INC.			16.87	.00
06/23/2024	160-1	AP	AMAZON CAPITAL SERVICES, INC.			7.67	.00
06/23/2024	162-1	AP	AMAZON CAPITAL SERVICES, INC.			114.98	.00
06/25/2024	163-1	AP	AMAZON CAPITAL SERVICES, INC.			38.23	.00
07/01/2024	167-1	AP	AMAZON CAPITAL SERVICES, INC.			42.98	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS						441.36	-12.99

End.GLPeriod 724 AND Start.GLPeriod 724 AND End.GLPeriod 724

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title 900-00-55110-000-450 - GRANT FUNDED EXPENSE							
02/08/2024	263-1	AP	BILLSTROM, ALEXA			50.00	.00
06/21/2024	153-1	AP	BRADFORD SYSTEMS CORPORATION			3,000.00	.00
07/01/2024	148-1	AP	MIDWEST TAPE - HOOPLA			722.85	.00
Account Number And Title 900-00-55110-000-450 - GRANT FUNDED EXPENSE						3,772.85	.00
Account Number And Title 900-00-55110-000-500 - DONATION FUNDED EXPENSE							
05/14/2024	4-1	AP	ACH NORTH SHORE BANK CREDIT CARD			57.50	.00
05/15/2024	6-1	AP	ACH NORTH SHORE BANK CREDIT CARD			160.00	.00
05/16/2024	1-1	AP	ACH NORTH SHORE BANK CREDIT CARD			394.95	.00
Account Number And Title 900-00-55110-000-500 - DONATION FUNDED EXPENSE						612.45	.00
Total:						108,622.33	-102,691.17

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
ACH NORTH SHORE BANK CREDIT CARD									
Approved									
13040	ACH NORTH SHORE BANK CREDIT CARD	2038385344	LIBRARY/F REIGHT	4.05	06/25/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038385344	LIBRARY/A DULT 12 BKS	202.27	06/25/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	7499338	LIBRARY/P ROCESSING SUPPLIES	192.45	06/24/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	7499365	LIBRARY/P ROCESSING SUPPLIES	134.44	06/24/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	1485816	LIBRARY/P ROCESSING SUPPLIES	199.98	06/21/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	000966921	LIBRARY/IN K CARTRIDGE S	218.49	06/18/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	127931	LIBRARY/J UV PROGRAM MING SUPPLIES	54.66	06/07/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	WSJ07012024	LIBRARY/W SJ QUARTERL Y PAYMENT	194.97	07/01/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	152358301061424	LIBRARY/S PECTRUM 6.17.2024-7.16.2024	224.95	06/14/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	5009144748	LIBRARY/G OOGLE JUNE	6.00	06/30/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	417500593883	LIBRARY/KI WANIS YA	11.06	06/23/2024	08/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0724

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	669873	LIBRARY/J UV PROGRAM MING	11.78	07/02/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	wiscom047696236	LIBRARY/E LEVATOR ANNUAL PERMIT	51.13	06/18/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	CE4EF2C2-0006	LIBRARY/S LING ANNUAL SUBSCRIPTI ON	734.40	06/16/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	1898	LIBRARY/F RIENDS/SU MMER KICKOFF	450.00	06/11/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	IN6946	LIBRARY/C YBERLYNK JUNE	345.38	06/10/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038395099	LIBRARY/F REIGHT	0.91	06/27/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038395099	LIBRARY/A DULT 3 BKS	45.55	06/27/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038385342	LIBRARY/F REIGHT	9.02	06/25/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038385342	LIBRARY/A DULT 24 BKS	450.90	06/25/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038383076	LIBRARY/F REIGHT	9.54	06/24/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038383076	LIBRARY/A DULT 22 BKS	476.86	06/24/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038381622	LIBRARY/F REIGHT	5.99	06/21/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038381622	LIBRARY/J UV 21 BKS	299.41	06/21/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038380842	LIBRARY/F REIGHT	0.28	07/10/2024	08/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0724

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2038380842	LIBRARY/J UV 1 BK	13.99	07/10/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038380840	LIBRARY/F REIGHT	1.30	06/21/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038380840	LIBRARY/Y A 6 BKS	64.89	06/21/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038373053	LIBRARY/F REIGHT	0.23	06/18/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038373053	LIBRARY/A DULT 1 BK	11.33	06/18/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038372873	LIBRARY/F REIGHT	12.72	06/19/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038372873	LIBRARY/A DULT 24 BKS	636.09	06/19/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038370740	LIBRARY/F REIGHT	1.80	07/18/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038370740	LIBRARY/J UV 6 BKS	90.10	07/18/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038364797	LIBRARY/F REIGHT	1.79	06/14/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038364797	LIBRARY/A DULT 5 BKS	89.56	06/14/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038358798	LIBRARY/F REIGHT	7.44	06/12/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038358798	LIBRARY/A DULT 21 BKS	372.02	06/12/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038358781	LIBRARY/F REIGHT	0.64	06/11/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038358781	LIBRARY/J UV 2 BOOK	31.94	06/11/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038358467	LIBRARY/F REIGHT	1.74	06/12/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038358467	LIBRARY/Y A 8 BKS	86.83	06/12/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038358434	LIBRARY/F REIGHT	4.15	06/11/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038358434	LIBRARY/A DULT 14	207.34	06/11/2024	08/04/2024			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2038358352	BKS LIBRARY/F REIGHT	3.48	06/11/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038358352	LIBRARY/A DULT 9 BKS	173.82	06/11/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038349866	LIBRARY/F REIGHT	4.86	06/07/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038349866	LIBRARY/A DULT 15 BKS	243.20	06/07/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038349842	LIBRARY/F REIGHT	9.49	06/07/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038349842	LIBRARY/A DULT 28 BKS	474.61	06/07/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038343354	LIBRARY/F REIGHT	0.74	06/05/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038343354	LIBRARY/A DULT 2 BKS	37.09	06/05/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038343348	LIBRARY/F REIGHT	11.80	06/05/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038343348	LIBRARY/23 ADULT BKS	590.24	06/05/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038339808	LIBRARY/F RIEGHT	3.50	06/03/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038339808	LIBRARY/Y A BKS	174.99	06/03/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038340265	LIBRARY/F RIEGHT	2.90	06/03/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038340265	LIBRARY/Y A 13 BKS	144.98	06/03/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038339434	LIBRARY/F REIGHT	1.21	06/05/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038339434	LIBRARY/A DULT 4 BKS	60.66	06/05/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	POS-157213	LIBRARY/F RIENDS EXPLORE PASS BBCM	500.00	06/13/2024	08/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0724

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2010678774507118	LIBRARY/KI WANIS/JUV SRP	36.23	06/13/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	611161	LIBRARY/F RIENDS/AD ULT SRP	50.00	06/11/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	416300589625	LIBRARY/F RIENDS/AD ULT SRP	52.00	06/11/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	716203	LIBRARY/Y A PROG SUPP	28.34	06/26/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	137658936	LIBRARY/KI WANIS YA	449.11	06/18/2024	08/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	217163	LIBRARY/Y A	9.95	06/17/2024	08/04/2024			Approved
Total ACH NORTH SHORE BANK CREDIT CARD:				<u><u>9033.57</u></u>					
ACH PEWAUKEE UTILITY									
Approved									
13111	ACH PEWAUKEE UTILITY	4-1024-0020242	LIBRARY/W ATER & SEWAGE 2ND QUARTER	394.61	07/10/2024	08/01/2024			Approved
13111	ACH PEWAUKEE UTILITY	4-1024-0020242	LIBRARY/FI RE 2ND QUARTER	177.00	07/10/2024	08/01/2024			Approved
13111	ACH PEWAUKEE UTILITY	4-1024-0020242	LIBRARY/T RANSPORT ATION FEE 2ND QUARTER	944.31	07/10/2024	08/01/2024			Approved
Total ACH PEWAUKEE UTILITY:				<u><u>1515.92</u></u>					
ACH WE ENERGIES									
Approved									
13090	ACH WE ENERGIES	5093294404	LIBRARY/G AS BILL	195.07	07/09/2024	07/31/2024			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13090	ACH WE ENERGIES	5093294404	2024.06.06 - 07.08 LIBRARY/E LECTRIC BILL 2024.06.06- 07.08	4262.64	07/09/2024	07/31/2024			Approved
Total ACH WE ENERGIES:				<u>4457.71</u>					
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	1NFM-3MR7-1DLF	LIBRARY/O FFICE SUPPLIES	39.99	07/10/2024	08/09/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1NFM-3MR7-1DLF	LIBRARY/P ROC SUPPLIES	38.76	07/10/2024	08/09/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1KDX-NPFQ-3CCV	LIBRARY/3 ADULT CD	37.94	07/22/2024	08/21/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1LDG-QNL7-Y9MR	LIBRARY/J UV PROG SUPP	55.98	07/22/2024	08/21/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1KWK-PM7D-VYJ3	LIBRARY/J UV PROG SUPP	37.97	07/21/2024	08/20/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1D36-TXX7-416K	LIBRARY/LI BRARY OF THINGS REPLACEM ENT	29.99	07/22/2024	08/21/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1PG7-DJLY-YNLM	LIBRARY/J UV PROG SUPP	40.98	07/16/2024	08/15/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WTW-JHJC-NHN6	LIBRARY/A DULT CD	12.98	07/17/2024	08/16/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WTW-JHJC-NHN6	LIBRARY/A DULT PROG SUPP	19.96	07/17/2024	08/16/2024			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	1VTR-6NWT-PXDJ	LIBRARY/O FFICE SUPPLIES	15.91	07/08/2024	08/07/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1QGQ-QL7N-T7PQ	LIBRARY/1 ADULT DVD	19.96	07/14/2024	08/13/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1VGN-7ML1-9XHM	LIBRARY/O FFICE SUPPLIES	43.38	07/11/2024	08/10/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1YVM-73WJ-QDGN	LIBRARY/KI WANIS/JUV SUMMER READING	64.98	07/14/2024	08/13/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	17CH-W93J-1J4R	LIBRARY/1 ADULT DVD	26.95	07/15/2024	08/14/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1R4Y-PHTW-7J7Q	LIBRARY/Y A PROG SUPP	9.99	07/11/2024	08/10/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1QNY-T4RT-JWWH	LIBRARY/J UV PROG SUPP	44.30	07/12/2024	08/11/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1MLF-H3MV-HDW6	LIBRARY/F RIENDS/AD ULT	37.32	07/12/2024	08/11/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	13TD-XGGN-9TGJ	LIBRARY/O FFICE SUPPLIES	11.88	06/21/2024	07/21/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1RT6-7XYW-3VN9	LIBRARY/A DULT PROG SUPP	-12.99	06/02/2024	07/31/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1JJ7-3MRQ-HRLV	LIBRARY/A DULT PROG SUPP	47.22	06/02/2024	07/31/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1VTY-CDJ6-63DW	LIBRARY/J UV PROG SUPP	42.98	07/01/2024	07/31/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1MC9-DVWT-6DHF	LIBRARY/O FFICE SUPPLIES	10.56	07/01/2024	07/31/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	13JV-3M6T-36DQ	LIBRARY/2 ADULT NF BOOKS	62.60	06/30/2024	07/30/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0724

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			BOOKS						
23	AMAZON CAPITAL SERVICES, INC.	1V9Y-QMDQ-Y7GM	LIBRARY/C LEANING SUPPLIES	279.91	06/30/2024	07/30/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1NC3-4NFV-DJN9	LIBRARY/J UV PROG SUPP	38.23	06/25/2024	07/25/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	11GR-3VD7-H1KY	LIBRARY/P ROC SUPPLIES	54.41	06/23/2024	07/23/2024			Approved
Total AMAZON CAPITAL SERVICES, INC.:				<u><u>1112.14</u></u>					
ATIS ELEVATOR INSPECTIONS LLC									
Approved									
9949	ATIS ELEVATOR INSPECTIONS LLC	IN352928	LIBRARY/A NNUAL ELEVATOR INSPECTION	128.63	06/17/2024	07/17/2024			Approved
Total ATIS ELEVATOR INSPECTIONS LLC:				<u><u>128.63</u></u>					
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	62942790	LIBRARY/P EST MGMT JULY 2024	113.74	07/23/2024	08/22/2024			Approved
Total BATZNER PEST CONTROL INC:				<u><u>113.74</u></u>					
BILLSTROM, ALEXA									
Approved									
13179	BILLSTROM, ALEXA	INV0001	LIBRARY/F OUNDATION GREATER MKE FOUNDATION	50.00	02/08/2024	07/19/2024			Approved
Total BILLSTROM, ALEXA:				<u><u>50.00</u></u>					

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2103800	LIBRARY/2 LARGE PRINT BOOKS	50.34	07/01/2024	08/01/2024			Approved
Total CENTER POINT LARGE PRINT:				<u>50.34</u>					
EBSCO PAYMENT PROCESSING CENTER									
Approved									
245	EBSCO PAYMENT PROCESSING CENTER	1729262	LIBRARY/M AGAZINE SUBSCRIPTI ON EBSCO ANNUAL RENEWAL	3246.67	07/03/2024	08/02/2024			Approved
Total EBSCO PAYMENT PROCESSING CENTER:				<u>3246.67</u>					
J & H HEATING INC									
Approved									
2984	J & H HEATING INC	W37447	LIBRARY/H VAC 2024 SPRING PREVENTA TIVE MAINTENA NCE	2240.00	06/26/2024	07/26/2024			Approved
Total J & H HEATING INC:				<u>2240.00</u>					
JANI-KING OF MILWAUKEE									
Approved									
12411	JANI-KING OF MILWAUKEE	MIL08240373	LIBRARY/J ANITORIAL SVC AUGUST 2024	2729.43	08/01/2024	08/31/2024			Approved
Total JANI-KING OF MILWAUKEE:				<u>2729.43</u>					

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
KUJAWA ENTERPRISES INC									
Approved									
6819	KUJAWA ENTERPRISES INC	340297	LIBRARY/TRIMMING	845.00	05/20/2024	07/31/2024			Approved
6819	KUJAWA ENTERPRISES INC	359224	LIBRARY/LANDSCAPE MNT- JULY 2024	2209.75	07/01/2024	08/01/2024			Approved
Total KUJAWA ENTERPRISES INC:				<u>3054.75</u>					
LYONS ELECTRIC									
Approved									
1060	LYONS ELECTRIC	4963	LIBRARY/LIGHT BULB BALLAST REPLACEMENT	2780.04	06/28/2024	07/28/2024			Approved
Total LYONS ELECTRIC:				<u>2780.04</u>					
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	505798372	LIBRARY/2 ADULT DVD	37.48	07/23/2024	08/23/2024			Approved
548	MIDWEST TAPE	505798371	LIBRARY/2 ADULT DVD	120.73	07/23/2024	08/23/2024			Approved
548	MIDWEST TAPE	505754680	LIBRARY/2 ADULT DVD	84.72	07/12/2024	08/12/2024			Approved
548	MIDWEST TAPE	505754538	LIBRARY/1 ADULT CD	14.99	07/12/2024	08/12/2024			Approved
548	MIDWEST TAPE	505754537	LIBRARY/1 ADULT DVD	26.24	07/12/2024	08/12/2024			Approved
548	MIDWEST TAPE	505715999	LIBRARY/1 ADULT CD	11.99	07/08/2024	08/08/2024			Approved
548	MIDWEST TAPE	505686422	LIBRARY/2 ADULT DVD	36.73	06/27/2024	07/27/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0724

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
548	MIDWEST TAPE	505686425	LIBRARY/2 ADULT DVD	52.48	06/27/2024	07/27/2024			Approved
548	MIDWEST TAPE	505686424	LIBRARY/1 ADULT DVD	22.49	06/27/2024	07/27/2024			Approved
548	MIDWEST TAPE	505686423	LIBRARY/1 ADULT DVD	26.24	06/27/2024	07/27/2024			Approved
548	MIDWEST TAPE	505686421	LIBRARY/5 ADULT DVD	95.20	06/27/2024	07/27/2024			Approved
Total MIDWEST TAPE:				<u>529.29</u>					
MIDWEST TAPE - HOOPLA									
Approved									
12821	MIDWEST TAPE - HOOPLA	505767317	LIBRARY/H OOPLA FLEX	85.50	07/16/2024	08/16/2024			Approved
12821	MIDWEST TAPE - HOOPLA	505735239	LIBRARY/H OOPLA/FLE X	243.46	07/09/2024	08/09/2024			Approved
12821	MIDWEST TAPE - HOOPLA	505735238	LIBRARY/H OOPLA FLEX	359.23	07/08/2024	08/08/2024			Approved
12821	MIDWEST TAPE - HOOPLA	505702292	LIBRARY/B RIDGES HOOPLA INSTANT GRANT JUNE	722.85	07/01/2024	08/01/2024			Approved
Total MIDWEST TAPE - HOOPLA:				<u>1411.04</u>					
NELSON, KELLY									
Approved									
10248	NELSON, KELLY	20240712KN2	LIBRARY/S TAFF DEVELOPM ENT	119.26	07/25/2024	08/25/2024			Approved
10248	NELSON, KELLY	20240508KN	LIBRARY/F RIENDS ADULT BINGO	18.75	07/25/2024	08/25/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0724

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
10248	NELSON, KELLY	20240522KN	LIBRARY/A DULT PRGM	10.98	07/25/2024	08/25/2024			Approved
10248	NELSON, KELLY	20240712KN	LIBRARY/F RIENDS ADULT MEMORY CAFE	37.02	07/25/2024	08/25/2024			Approved
Total NELSON, KELLY:				<u><u>186.01</u></u>					
RHYME BUSINESS PRODUCTS, LLC									
Approved									
13202	RHYME BUSINESS PRODUCTS, LLC	AR753148	LIBRARY/C OPIES 2024.06.23 - 07.22	151.20	07/23/2024	08/23/2024			Approved
Total RHYME BUSINESS PRODUCTS, LLC:				<u><u>151.20</u></u>					
TAYLOR COMPUTER SERVICES, INC									
Approved									
810	TAYLOR COMPUTER SERVICES, INC	26547	LIBRARY/M ANAGED SERVICES JULY	298.00	06/30/2024	07/30/2024			Approved
Total TAYLOR COMPUTER SERVICES, INC:				<u><u>298.00</u></u>					
Total:				<u><u>33088.48</u></u>					

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Circulation - ALL														
2022	23342	22612	26259	25561	23685	29361	30878	28702	24652	24191	23948	20660	303851	97.40%
2023	24356	23294	27214	24363	24324	31204	31713	30545	24531	25520	24240	22072	313376	110.66%
2024	27030	25093	27741	26423	24802	29343	33221						193653	103.85%
Circulation - Print and A/V														
2022	19238	18922	22076	21691	19578	25491	26887	24471	20463	19540	19935	17312	255604	97.57%
2023	20252	19604	23031	20493	20217	27334	27722	26314	20342	20869	20227	18682	265087	103.40%
2024	22224	20591	23043	21936	20181	24818	28559						161352	101.70%
Circulation - Overdrive														
2022	3713	3254	3555	3409	3257	3206	3493	3608	3430	3422	3435	3288	41070	96.09%
2023	3881	3481	3946	3655	3827	3602	3732	3928	3861	4320	3707	2953	44893	118.82%
2024	4288	3946	4190	3898	4164	4097	4229						28812	110.29%
Circulation - Hoopla														
Instant 2022	217	209	272	242	188	168	193	203	176	218	205	192	2483	102.52%
Flex 2023												42	42	
Instant 2023	223	209	237	215	280	268	259	303	328	331	306	395	3354	146.40%
Total 2023	223	209	237	215	280	268	259	303	328	331	306	437	3396	
Flex 2024	67	95	99	112	122	118	126						739	#DIV/0!
Instant 2024	451	461	409	477	335	310	307						2750	162.63%
Total 2024	518	556	508	589	457	428	433	0	0	0	0	0	3489	206.33%
% of Circulation Digital														
2023	16.85%	15.84%	15.37%	15.88%	16.88%	12.40%	12.58%	13.85%	17.08%	18.22%	16.56%	15.36%	15.41%	
2024	17.78%	17.94%	16.94%	16.98%	18.63%	15.42%	14.03%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	16.68%
LSER (LIBRARY SERVICES EFFORT RATIO)														
2023	87.99%	89.36%	91.35%	91.52%	87.75%	90.87%	91.45%	91.99%	89.18%	89.65%	92.00%	92.76%	90.53%	
2024	96.86%	90.08%	94.91%	92.91%	91.70%	88.67%	87.21%						91.40%	
Circulation - Check Ins														
2024	14,241	13,691	14,049	15,745	15,630	14,855	19,188						107,399	
Library Visits														
Monthly total 2023	8020	7498	9025	7730	8554	11587	10672	9266	8221	9683	9207	7392	106855	111.70%
Daily average 2023	321	312	334	392	361	446	427	356	328	372	384	352	365	114.58%
Monthly total 2024	9456	9532	n/a	n/a	1701	6230	5995						32914	42.09%
Daily average 2024	394	381	n/a	n/a	243	249	231						300	82.09%
Reference Transactions														
2023	967	1106	1305	875	943	1833	1538	1067	760	888	612	522	12416	130.55%
2024	680	627	727	716	477	950	989						5166	60.30%
Items from Other libraries														
2023	3597	3257	3590	3279	3332	3666	3824	3858	3504	3505	3159	3337	41908	103.54%
2024	4007	3517	3668	3649	3313	3583	4194						25931	105.65%
Items to Other Libraries														
2023	2943	2580	2811	2633	2530	2942	3062	3002	2804	2979	2513	2580	33379	102.55%
2024	3134	2805	2827	2871	2581	2740	3157						20115	103.15%

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
New Library Cards Issued															
2023	87	95	125	76	86	242	149	141	96	73	81	65	1316	119.14%	
2024	129	129	120	98	97	137	113						823	95.70%	
Meetings Room Usage															
2023	46	37	45	54	42	35	53	29	47	51	53	35	527	106.26%	
2024	44	47	55	75	48	52	73						394	126.28%	
Study Room Usage															
2023	134	138	121	116	155	154	126	127	111	126	145	137	1590	118.04%	
2024	139	170	133	159	131	139	159						1030	109.11%	
Uses of Public Wireless Internet															
2023	998	897	1062	932	1046	1268	1017	1025	1113	1197	1112	933	12600	120.67%	
2024	1210	1050	n/a	451	1149	1401	1318						6579	91.12%	
Use of Public Internet Computers															
2023	366	342	437	358	381	419	379	417	431	471	481	421	4903	120.67%	
2024	457	513	474	509	282	364	380						2979	111.07%	
Website Visits															
2023	12439	12708	15124	15195	14512	17877	16231	15629	17102	15487	13230	13991	179525		
2024	14744	14903	19352	16068	16870	15999	15308						113244	108.80%	
Children's Programs (0-5)															
# programs	2023	12	6	7	7	7	7	17	0	3	14	5	6	91	0.73%
Attendance	2023	187	70	124	98	975	266	743	0	80	934	131	353	3961	26.87%
# programs	2024	11	15	10	15	4	10	22						87	138.10%
Attendance	2024	568	712	732	724	165	377	982						4260	172.96%
Children's Programs (6-11)															
# programs	2023	12	6	7	7	7	11	17	0	3	14	5	6	95	128.38%
Attendance	2023	187	70	124	98	975	841	743	0	80	934	131	353	4536	118.65%
# programs	2024	3	4	5	4	4	11	22						53	79.10%
Attendance	2024	75	86	202	308	261	932	809						2673	87.99%
Teen Programs (12-18)															
# program	2023	3	1	2	2	3	1	2	0	2	3	3	2	24	126.32%
Attendance	2023	21	3	10	11	19	18	23	0	15	21	24	28	193	86.55%
# programs	2024	4	4	2	2	3	2	2						19	135.71%
Attendance	2024	24	43	11	16	138	75	29						336	320.00%
Adult Programs (19+)															
# programs	2023	6	5	8	12	8	7	8	8	10	11	6	7	96	106.67%
Attendance	2023	105	97	204	215	178	165	199	130	178	284	184	93	2032	137.20%
# programs	2024	10	10	10	11	9	12	10						72	133.33%
Attendance	2024	117	145	167	217	176	214	124						1160	99.74%
General Interest Program															
# programs	2023	0	0	0	0	0	1	1	0	0	0	0	0	2	11.76%
Attendance	2023	0	0	0	0	0	343	142	0	0	0	0	0	485	44.37%
# programs	2024	0	0	0	0	0	3	1						4	200.00%
Attendance	2024	0	0	0	0	0	515	112						627	129.28%

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
Children's Self-Directed Activities (0-5) (includes summer reading participation)															
# programs 2023	0	0	0	1	0	0	0	0	0	0	0	0	1	2	#REF!
Attendance 2023	0	0	0	43	0	0	0	0	0	0	0	0	25	68	#REF!
# programs 2024	0	0	0	0	0	0	0	0						0	0.00%
Attendance 2024	0	0	0	0	0	0	0	0						0	0.00%
Children's Self-Directed Activities (6-11) (includes summer reading participation)															
# programs 2023	0	4	6	5	2	5	2	1	0	0	0	3	2	30	130.43%
Attendance 2023	0	103	202	421	76	579	113	863	0	0	111	47	2515	125.06%	
# programs 2024	2	1	1	1	0	0	0							5	20.83%
Attendance 2024	100	32	155	32	0	0	0							319	21.35%
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	3	3	4	4	3							22	146.67%
Attendance 2024	80	68	66	187	33	225	148							807	195.40%
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	4	0	0	0	0							11	110.00%
Attendance 2024	297	358	409	0	0	0	0							1064	132.67%
Other Self-Directed Activities (All Ages) (includes summer reading participation)															
# program 2023	0	0	0	0	0	1	2	1	0	0	0	0	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	0	0	2	1							3	100.00%
Attendance 2024	0	0	0	0	0	612	242							854	168.11%

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

LIBRARY BUILDING LEASE

This Lease agreement is made and entered into by and between the Village of Pewaukee and the City of Pewaukee, Wisconsin municipal corporations, collectively hereinafter referred to as Lessors, and the Village of Pewaukee-City of Pewaukee Joint Library Board, hereinafter referred to as Lessee.

WHEREAS, the Village of Pewaukee and City of Pewaukee have entered into an intermunicipal agreement to construct and operate a joint library; and

WHEREAS, the intermunicipal agreement required the creation of a Joint Library Board to operate and oversee the management of the joint library, which agreement was entered into between the Village and the City pursuant to Wisconsin Statutes Section 43.53 and 66.0301; and

WHEREAS, the Village of Pewaukee is the owner of the lands upon which the joint library is being constructed; and

WHEREAS, the City and the Village are jointly sharing the cost of construction of the library building; and

WHEREAS, the parties are desirous of confirming their rights and responsibilities concerning the occupation and use of the joint library by the Lessee.

NOW, THEREFORE, based upon the mutual promises and covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree and consent as follows:

1. Leased Premises. The Lessors hereby lease to the Lessee, and Lessee leases from the Lessors, the library building located at 210 Main Street in the Village of Pewaukee, Waukesha County, Wisconsin, hereinafter referred to as the Pewaukee Public Library Building. In addition, the Lessee leases all the fixtures and equipment located thereon.

2. Term of Lease. The term of this Lease shall be for the period commencing on September 1, 2005 and ending August 31, 2024 and will automatically renew for a like term under the same terms and conditions as are set forth herein. However, the Lessors collectively retain the right to terminate this Lease upon thirty (30) days written notice to the Lessee. This Lease shall automatically terminate upon the cancellation of the intermunicipal agreement between the Village of Pewaukee and City of Pewaukee dated December 30, 2004.

3. Rent. There shall be no rent due for Lessee's use of the leased premises.

4. Compliance with Laws. The Lessee will occupy the leased premises and use it for the purposes of the operation of the Pewaukee Public Library and will not use or occupy the leased premises for any unlawful purpose and will obey all present and future laws, ordinances, regulations and orders of the United States, State of Wisconsin, the County of Waukesha, and the

Village of Pewaukee, or any agency or subdivision thereof, relating to the leased premises. The Lessee will not conduct any activity or place any equipment in the leased premises which will increase the fire insurance rate on the building.

5. Alterations, Additions and Improvements. No alteration, addition or improvement to the leased property shall be made by the Lessee without the prior written consent of the Lessor. Any alteration, addition or improvement made, and any fixtures installed by the Lessee after such consent is given, shall at the Lessor's option become the property of the Lessor upon the expiration of this Lease; however, Lessor shall have the right to require the Lessee to remove such fixtures at the Lessee's cost upon termination of this lease.

6. Subletting and Assignment. The Lessee will not sublet the leased premises, or any part thereof, or transfer or assign this Lease without the prior written consent of the Lessor.

7. Utility Expense. Lessor will not pay any utilities furnished to the leased premises. The Lessee shall pay for all utilities furnished to the leased premises including, but not limited to, electricity, gas, telephone, water, and cable charges.

8. Lessor's Right of Entry. Lessor may, at reasonable times, enter the leased premises for inspection thereof, provided that such entry shall not unreasonably interfere with the Lessee's operations.

9. Repairs and Maintenance. The Lessee shall be solely responsible for the repair and maintenance of the building and any improvements therein including fixtures and contents. In that regard the Lessee agrees to keep and maintain the building and all improvements thereon in good repair. At the termination of this Lease, the Lessee shall leave the leased premises in as good condition as at the beginning of said term, ordinary wear and tear and damage by the elements excepted.

10. Signs. The Lessee may paint, erect, hang or place upon the exterior of the building only such signs and other displays as are consented to by the Lessor and for which necessary sign permits have been received from the Village of Pewaukee.

11. Insurance. The Lessee shall carry comprehensive general public liability insurance on the leased premises with limits of not less than \$3,000,000, all on an occurrence basis. The Lessors shall be individually named as additional insureds under the Lessee's comprehensive general public liability policy. Evidence of such insurance shall be supplied to the Lessor. The Lessee, at its cost, shall maintain the structure and all its personal property in or on the premises, a policy of standard fire and extended coverage insurance, with vandalism and malicious mischief endorsement, to the extent of full replacement value. Such policy or policies shall provide that 30 days written notice shall be given to Lessor prior to cancellation or amendment of the terms of said policy. Clauses in such policy which indicate that the insured or insurer will endeavor to notify the Lessor of such changes is unacceptable. Lessee shall furnish evidence satisfactory to Lessor at the time this Lease is executed that such coverage is in full force and effect.

12. Indemnification. The Lessee agrees to and hereby does indemnify and hold harmless the Lessors from and against any and all loss, liability, damage, claims or demands including actual attorney fees made against or incurred by the Lessor resulting from the operation of the Pewaukee Public Library on this site and/or resulting from any default of the term of this agreement or the operation of this agreement or any other negligent or intentional acts on the part of the Lessee, its agents or employees or persons permitted on the leased premises by the Lessee.

13. Damage or Destruction. If any of the leased premises or the building is rendered untenable by fire or other casualty, the Lessor may elect:

1. (a) To terminate this Lease as of the date of the fire or casualty by notice to the Lessee immediately; or
- (b) To repair, restore or rehabilitate the building or the leased premises at the Lessor's expense, in which event this Lease shall not terminate.
2. In the event the Lease is not terminated pursuant to this provision, rent shall abate on a per diem basis during the period of untenability. In the event of termination of this Lease pursuant to Section 1(a), rent shall be apportioned on a per diem basis and paid to the date of the fire or other casualty. In the event that the leased premises are partially damaged by fire or other casualty but are not wholly untenable, the Lessor shall, except if the building has been substantially damaged and the Lessor has elected not to restore, proceed with due diligence to repair and restore the leased premises, and the rent shall abate in proportion to the non-usability of the leased premises during the period of untenability.

14. Quiet Possession. The Lessor covenants that it has the right and title to make this Lease for the term hereof; it will put the Lessee into complete and exclusive possession of the leased premises, and if the Lessee shall perform all of the covenants, terms and conditions of this Lease to be performed by the Lessee, the Lessee shall, during the term hereby created, freely, peaceably, and quietly occupy and enjoy the full possession of the leased premises, without molestation or hindrance from any source, other than condemnation.

15. Legal Cost and Expenses. The Lessee shall pay and discharge all costs, expenses and attorneys fees, which shall be incurred and expended by the Lessor in enforcing the covenants and agreements under this Lease.

16. Notices. All notices, consents, demands, presentations, and requests which may be or are required to be given by either party to the other shall be in writing and shall be sent by United States registered or certified mail, with return receipt requested, addressed as follows:

TO LESSEE: Village of Pewaukee/City of Pewaukee Joint Library Board

210 Main Street
Pewaukee, Wisconsin 53072

TO LESSOR: Village of Pewaukee City of Pewaukee

The date shown on the return receipt as of the date on which said registered or certified mail is received by the addressee shall be conclusively deemed to be the date on which a notice, consent, demand, presentation or request is given or made. A party's address may be changed at any time or from time to time by notice given to the other party as herein provided.

17. Waiver. One or more waivers of any provision of this Lease by either party shall not be construed as a waiver of a further breach of the same provision.

18. Hazardous Materials. Lessee will not cause or permit any installation, handling, generation, storage, treatment, use, disposal, discharge, release, refinement, presence, migration or transportation of any hazardous materials in, on or about the leased premises, the building, or the property by or on behalf of Lessee, its agents, employees or contractors. Lessee will not permit the leased premises, the building or the property to be used for or operated in a manner that may cause the leased premises, the building or the property to be contaminated by any hazardous materials in violation of any environmental laws. Lessee shall immediately advise Lessor in writing of the presence of any hazardous materials on the leased premises in the building or on the property including but not limited to all enforcement, cleanup, remedial removal or other governmental or regulatory action threatened or instituted affecting the premises, the building or the property. Lessee shall be solely responsible for and will indemnify the Lessor harmless from and against all claims, costs including reasonable attorney fees and liabilities arising out of or in connection with Lessee's breach of its obligations set forth in this section. Lessee will be solely responsible for and will defend, indemnify and hold harmless the Lessor from and against any and all claims, costs including reasonable attorney fees and liabilities arising out of or in connection with the removal, cleanup and restoration of materials necessary to return the leased premises, the building and the property to the condition existing prior to the appearance of any hazardous materials. Lessee's obligation under this section shall survive the expiration or the termination of this Lease. For purposes of this section environmental laws shall mean and include all existing and future statutes, laws, ordinances, codes, regulations, rules, rulings, orders, directives, policies and requirements enacted by any Federal, State or local governmental authority regulating or imposing liability or standards of conduct concerning public health, safety and welfare of the environment.

19. Americans with Disabilities Act. Lessee shall be solely responsible for compliance with the Americans with Disabilities Act and the regulations and accessibility guidelines thereunder as the same may be amended from time to time as it affects the premises, Lessee's use of the premises and Lessee's customers, invitees and employees.

20. Default by Lessee. If any monthly installment of rent or any charge included therein or any other default in the terms of this Lease shall remain unpaid ten days after the date in which the same is due, then Lessor shall provide written notice of such nonpayment or breach

of Lessee. In the event that said rent or charge continues to remain unpaid for ten days after the tender of the aforementioned written notice, then the Lessor shall have such remedies as may be permitted under law including, but not limited to, the termination of this Lease and the collection of all remaining payments due under the term of the Lease.

21. Default by Lessor. If Lessor fails to perform any of the covenants to be performed by the Lessor pursuant to the terms of this Lease, then in the event of the failure of the Lessor to perform such covenant within a period of 30 days after the Lessee is given written notice to the Lessor of its failure to perform such covenant, Lessee may, at Lessee's option, terminate this Lease upon 30 days written notice.

22. Integration. This Lease constitutes the entire agreement of the parties hereto, and no representations, inducements, promises, or agreements, oral or otherwise, between the parties hereto, and ~~no representations, inducements, promises or agreements, oral or otherwise, between~~ the parties, not embodied herein, shall be of any force or effect.


23. Governing Law. This Lease shall be governed and construed in accordance with the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first above written.

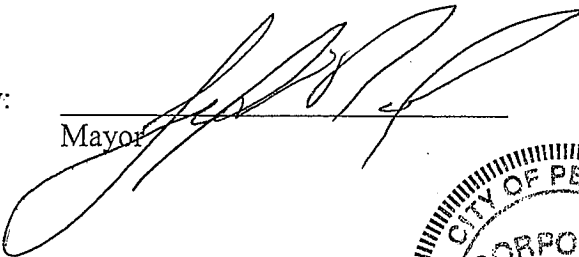
Lessor: VILLAGE OF PEWAUKEE

By: 
Village President

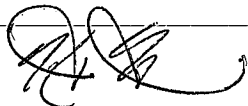
Attest:


Village Clerk

CITY OF PEWAUKEE

By: 
Mayor

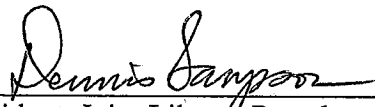
Attest:

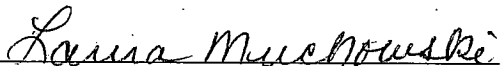


City Clerk



Lessee: VILLAGE OF PEWAUKEE-CITY OF PEWAUKEE JOINT LIBRARY BOARD


President, Joint Library Board


Secretary, Joint Library Board

Pewaukee/Library/Lease Between Village & City

Notice:

Scam Awareness: Don't share your personal or financial information with someone who calls unexpectedly.



Certificates of Deposit (CD) Interest Rates

Promotional CD Rates

Type of Certificate	Minimum Account Balance	Interest Rate	APY	Interest Compounding
7-month CD	\$1,000	4.91%	5.00%	Quarterly
15-month CD	\$1,000	4.43%	4.50%	Quarterly
5-year CD	\$1,000	2.97%	3.00%	Quarterly
10-year CD	\$1,000	2.09%	2.10%	Quarterly

Standard CD Rates

Type of Certificate	Minimum Account Balance	Interest Rate	APY	Interest Compounding
91-day CD*	\$1,000	0.05%	0.05%	Simple
6-month CD*	\$1,000	0.10%	0.10%	Simple
1-year CD	\$1,000	0.15%	0.15%	Quarterly
1½-year CD	\$1,000	0.15%	0.15%	Quarterly
2-year CD	\$1,000	0.20%	0.20%	Quarterly
2½-year Homeowner CD*	\$50, additions (any amount at any time)	0.35%	0.35%	Quarterly
3-year CD	\$1,000	0.20%	0.20%	Quarterly
4-year CD	\$1,000	0.25%	0.25%	Quarterly
5-year CD	\$1,000	0.35%	0.35%	Quarterly

Rates are effective as of 7/25/2024. The Annual Percentage Yields (APYs) assume that the current interest rates will be in effect for one year and that the interest credited remains on deposit. Penalty for early withdrawal. A withdrawal will reduce earnings.

For blended rate CDs through the 457(b) Deferred Compensation program, please contact [Retirement Services](#).

*CD is not IRA eligible.

Frequently Asked Questions

Is there a limit to the number of personal accounts I can set up in the Personal Mobile App or Online Banking for external transfers?



Can I use my contactless debit card on payment readers that don't display the contactless symbol?



How do I activate my debit card?



How do I sign up for the Mobile App?



How do I sign up for Online Banking?



How do I use Zelle®?



[View All FAQs](#)

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Routing Number: 275071356

Pewaukee Public Library : Cash Analysis

North Shore Account Balance for the Library

	Beginning	End	Average	Interest Earned	% on Average
JAN 2023	362,398.03	366,200.03	364,299.03		
FEB 2023	366,200.03	358,956.41	362,578.22		
MAR 2023	358,956.41	331,254.17	345,105.29		
APR 2023	340,823.03	347,842.90	344,332.97		
MAY 2023					
JUN 2023					
JUL 2023	352,046.31	332,692.13	342,369.22		
AUG 2023	317,366.16	299,625.85	308,496.01		
SEP 2023					
OCT 2023	299,625.85	318,956.86	309,291.36		
NOV 2023	318,956.86	395,696.00	357,326.43		
DEC 2023	395,696.00	338,761.40	367,228.70		
JAN 2024	338,761.40	337,980.35	338,370.88	305.85	0.09%
FEB 2024	337,980.35	331,712.06	334,846.21	160.52	0.05%
MAR 2024	331,712.06	229,771.63	280,741.85	23.5	0.01%
APR 2024	229,771.63	360,948.77	295,360.20	108.12	0.04%
MAY 2024	360,948.77	327,745.66	344,347.22	127.01	0.04%
JUNE 2024	327,980.79	378,350.72	353,165.76	37.73	0.01%
Monthly Average			336,523.95		

NORTH SHORE MONTHLY INTEREST

	GL ACCOUNT #	5/31/2024	6/30/2024	Average	Interest Allc %
Fund 110 General	110-00-11101-000-000	(7,295,426.01)	(6,403,784.57)	-	0.00%
Fund 450 TIF #2	450-00-11101-000-000	325,927.16	325,927.16	325,927.16	16.03%
Fund 455 TIF #3	455-00-11101-000-000	190,003.38	190,003.38	190,003.38	9.34%
Fund 600 Water Utility	600-00-11101-000-000	686,252.66	590,916.96	638,584.81	31.41%
Fund 650 Storm Water	650-00-11101-000-000	123,013.59	102,252.77	112,633.18	5.54%
Fund 675 Transportation Utility	675-00-11101-000-000	378,451.64	369,608.17	374,029.91	18.40%
Fund 700 Sewer Utility	700-00-11101-000-000	(442,295.79)	(478,495.19)	-	0.00%
Fund 900 Joint Library	900-00-11101-000-000	327,980.79	378,350.72	353,165.76	17.37%
Fund 950 Lake Patrol	950-00-11101-000-000	40,656.77	37,243.67	38,950.22	1.92%
Fund 960 Laimon Lk Park	960-00-11101-000-000	(14,256.76)	(35,254.48)	-	0.00%
		(5,679,692.57)	(4,923,231.41)	2,033,294.41	100.00%

NORTH SHORE

JUNE	217.25
TOTAL INTEREST \$	217.25

Journal_Group	Journal_Code	Date	GL_Account_Number	Description	Amount
	1 CRJE	6/30/2024	001-00-11000-000-000	JUNE	217.25
	1 CRJE	6/30/2024	110-00-48110-000-000	JUNE	-
	1 CRJE	6/30/2024	450-00-48110-000-000	JUNE	(34.84)
	1 CRJE	6/30/2024	455-00-48110-000-000	JUNE	(20.30)
	1 CRJE	6/30/2024	600-00-40419-001-000	JUNE	(68.23)
	1 CRJE	6/30/2024	650-00-40636-000-000	JUNE	(12.03)
	1 CRJE	6/30/2024	675-00-40636-000-000	JUNE	(39.96)
	1 CRJE	6/30/2024	700-00-40636-000-000	JUNE	-
	1 CRJE	6/30/2024	900-00-48110-000-000	JUNE	(37.73)
	1 CRJE	6/30/2024	950-00-48110-000-000	JUNE	(4.16)
	1 CRJE	6/30/2024	960-00-40636-000-000	JUNE	-
					\$ (0.00)

Resolution No. 2024-03
Pewaukee Public Library
Board of Trustees

A RESOLUTION AUTHORIZING THE PURCHASE OF CERTIFICATES OF DEPOSIT FOR
THE PEWAUKEE PUBLIC LIBRARY

WHEREAS, the Village of Pewaukee serves as the fiscal agent for the Pewaukee Public Library; and has designated the North Shore Bank as the depository for village funds; and

WHEREAS, it is the desire of the Board of Trustees for the Pewaukee Public Library that funds not needed for current operations be invested to earn interest,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Pewaukee Public Library, that the Village Treasurer is hereby authorized and directed to invest from the Pewaukee Public Library's general fund balance by purchasing certificate of deposit from the North Shore Bank in the following amounts and for the following terms:

[\$Amount] in a 7-month certificate of deposit and
[\$Amount] in a 15-month certificate of deposit.

PASSED and **ADOPTED** this 21st day of August, 2024.

Dale Noll, Library Board President

Attest: _____ Lisa Jansen, Library Board Secretary



Mailing Address:
P.O. Box 7871
Madison, WI 53707-7871

**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

Ph: 608/266-3711
Fax: 608/223-6578

June 2024

LOCAL GOVERNMENT INVESTMENT POOL EARNINGS SUMMARY

Average Daily LGIP Balance	\$ 6,848,202,838
Gross LGIP Earnings from the State Investment Fund	\$ 30,457,942
Administrative and Banking Expenses (see below)	\$ (15,094)
Net Earnings Distributed to LGIP Investors:	\$ 30,442,848
Annualized Earnings Rate as Calculated Below:	5.42%

CALCULATION OF ANNUALIZED EARNINGS RATE

Gross Earnings	\$ 30,457,942
Less: LGIP Administrative Expenses and Banking Expenses	\$ (15,094)
Net Earnings	\$ 30,442,848
Divided by LGIP Average Daily Balance	\$ 6,848,202,838
Monthly Earnings Rate	0.44453777%
Days in the Month	30
Daily Earnings Rate	0.01481793%
Multiplied by No. of Days in the Year	366
Annualized Earnings Rate	5.42%

LGIP RATE HISTORY AND COMPARATIVE EARNINGS RATES

Month	Year	LGIP Ann Rate	-----Comparative Earnings Rates-----		
			90-Day T-Bill	Crane Government MMFD	Crane Taxable All MMF Average
June	2022	0.98	1.49	0.51	0.72
July	2022	1.55	2.23	0.90	1.17
August	2022	2.15	2.63	1.45	1.75
September	2022	2.42	3.13	1.90	2.10
October	2022	2.91	3.69	2.34	2.62
November	2022	3.72	4.15	2.92	3.25
December	2022	4.05	4.35	3.41	3.68
January	2023	4.26	4.53	3.79	4.02
February	2023	4.54	4.65	3.96	4.20
March	2023	4.62	4.69	4.14	4.34
April	2023	4.80	4.91	4.27	4.49
May	2023	5.01	5.14	4.48	4.68
June	2023	5.09	5.16	4.54	4.79
July	2023	5.15	5.25	4.63	4.84
August	2023	5.31	5.30	4.78	5.02
September	2023	5.35	5.32	4.84	5.05
October	2023	5.37	5.33	4.86	5.07
November	2023	5.39	5.27	4.87	5.08
December	2023	5.38	5.24	4.87	5.08
January	2024	5.39	5.22	4.85	5.06
February	2024	5.39	5.23	4.83	5.03
March	2024	5.40	5.24	4.83	5.03
April	2024	5.38	5.24	4.83	5.02
May	2024	5.38	5.25	4.83	5.02
June	2024	5.42	5.22	4.82(e)	5.02(e)

(e) = estimate

State of Wisconsin

Local Government Investment Pool Policies and Procedures Manual



Wisconsin Department of Administration - State Controller's Office

State of Wisconsin Investment Board

**STATE OF WISCONSIN
LOCAL GOVERNMENT INVESTMENT POOL
POLICIES AND PROCEDURES MANUAL**

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Local Government Investment Pool

Overview of Fund

Welcome to the State of Wisconsin Local Government Investment Pool (LGIP). The LGIP was created in 1975 to give local governments the opportunity to combine their idle cash to make short-term investments equal to those afforded to state government or large local governments. The LGIP has been designed to consistently maintain the integrity of local funds within a diversified and safe portfolio, provide liquidity, and offer rates of return competitive with comparable investments. The funds from the LGIP are combined with the cash balances of the State of Wisconsin and its agencies and the excess cash of the retirement funds invested by the State of Wisconsin Investment Board (SWIB) and managed as one fund called the State Investment Fund (SIF). Since its inception in 1975, the LGIP, which is managed by the State of Wisconsin Investment Board, has provided participating communities rates of return on their funds comparable to national money market funds during changing and challenging economic cycles.

Investment Objectives

The primary objective of the LGIP is to provide for the prudent management of public funds on behalf of the local government investor. While there can be no assurance that each investment in the LGIP will be successful, the strategy for meeting this objective is to apply the prudent investor standard and ensure that the investment of pool assets is prioritized as follows: safety of principal, liquidity, and rate of return. SWIB tries to achieve the objectives of safety of principal and liquidity by evaluation of the quality of investment instruments, attention to maturity schedules, and emphasis on high marketability. SWIB seeks enhanced return through active portfolio management which considers probable changes in the general level of interest rates. SWIB may invest in obligations of the U.S. Treasury and its agencies, Commercial Paper, Bank Time Deposits/Certificates of Deposit, Bankers' Acceptances, Asset Backed Securities, and Repurchase Agreements secured by the U.S. Government or its agencies and other instruments authorized under the State Investment Fund Investment Guidelines. All securities must meet the criteria outlined in the formal investment guidelines, adopted by the SWIB Board of Trustees, which can be found in Appendix A of this manual.

Benefits of the Local Government Investment Pool

THE FOLLOWING ARE POTENTIAL BENEFITS TO LGIP PARTICIPANTS AND WERE PART OF THE RATIONALE FOR THE CREATION OF THE LOCAL GOVERNMENT INVESTMENT POOL (LGIP) BACK IN 1975.

Voluntary Participation

Participation in the Local Government Investment Pool is strictly voluntary.

Flexibility/Daily Liquidity

The LGIP provides an affordable, yet flexible, tool for cash management. The fund is invested primarily in short-term instruments that help provide liquidity for participants who need to use their money on short notice. Such investments are designed to contribute to the safety of the principal by attempting to minimize exposure to interest rate fluctuations over time. Local cash managers direct how much to invest in the LGIP and the length of time local funds are invested. Further, the lack of minimum denominations for investment coupled with daily liquidity gives the municipal participant flexibility in fine tuning its investment program while meeting its fiscal obligations.

Competitive Yields

By pooling investment funds, local governments may be able to realize generally higher yields over time. When local governments combine their excess capital, economies of scale result which allow such pools to obtain professional and technical expertise along with the purchasing power needed to create a diversified portfolio that may not be available to local governments as smaller individual accounts.

Low Costs

Administrative costs are minimized by pooling and expensed from the earnings accrual, thus making it unnecessary for cash managers to appropriate additional monies that could be invested.

Competitiveness

Because local governments are a major source of capital to the money markets, pooling may increase the competitiveness of financial institutions vying for local monies, therefore, potentially increasing efficiencies and rates on alternative investments.

Oversight

The basic operating policies of the LGIP are administered by the Department of Administration - State Controller's Office. The investments of the LGIP are managed by the professional investment staff of SWIB. The nine member Board of Trustees of SWIB has responsibility for setting guidelines and policies for the LGIP which can be found in Appendix A of this manual, and for providing oversight of the managers of the LGIP. By statute, one of the Trustees is the financial officer of an LGIP participant.

Safety

The primary investment objective of the LGIP is to provide a safe investment for local governments. Although no investment is guaranteed, the LGIP emphasizes diversifying the investment instruments as a means of limiting the risk of possible losses. In addition to the generally safe investment instruments utilized in the pool, Federal Deposit Insurance Corporation coverage for Certificates of Deposit generally applies to the proportionate public unit share of accounts, thereby reducing the uninsured portion of the deposit. If the LGIP has been designated as a public depository by the local governing body, the State of Wisconsin's Public Deposit Guarantee Fund created under Chapter 34 of the Wisconsin Statutes protects the depositing municipality against any losses of public funds up to \$400,000 subject to the total amount of the Guarantee Fund available.

Risk Factors and Fund Limitations

THE FOLLOWING LIST OF RISK FACTORS DOES NOT PURPORT TO BE A COMPLETE EXPLANATION OF THE RISKS INVOLVED IN THE LGIP. PROSPECTIVE INVESTORS SHOULD READ THE ENTIRE MANUAL BEFORE DETERMINING TO INVEST IN THE LGIP.

Risk of Principal Loss

The SIF does contain investments which are subject to market risks. The success of any investment activity is affected by general economic conditions. In certain economic cycles, the fund may incur losses in certain investments. Should a liquidation of these investments occur, market losses would impact returns to investors. Depending on the extent of such liquidation and the size of such loss, participants may not receive a return of their entire principal invested.

Liquidity Risks

Combining state, local, and retirement funds in the SIF provides the LGIP with a high degree of liquidity. However, a number of risks exist that could adversely affect the liquidity of the LGIP, including:

1. The daily liquidity/withdrawal feature offered to LGIP participants creates the risk of having a significant number of pool participants make withdrawals from the pool simultaneously, which could adversely affect the liquidity of the LGIP.
2. The Secretary of Administration may temporarily loan surplus monies in the LGIP (monies that are not necessary for cash flow of the LGIP) to the state's general fund or segregated fund accounts that have insufficient monies to finance their activities but have accounts receivable balances or monies anticipated to be received from lottery proceeds, tax revenues, gifts, grants, interest earnings or other sources specified by statute. The state will pay interest on the borrowed LGIP monies at the SIF daily interest earnings rate (See Wis. Stat. § 20.002(11), found in Appendix B of this manual, for more detailed information).
3. Markets in which the SIF trades may experience limited liquidity and depth. This lack of depth could disadvantage the SIF, both in the realization of the prices which are quoted and in the execution of orders at desired prices. Illiquidity may make it difficult for the SIF to protect itself against adverse price movements when liquidating its positions.
4. Security exchanges and financial institutions typically have the right to suspend or limit trading due to unforeseen circumstances of event risk. Such limitations could render it difficult or impossible for the LGIP to invest or liquidate positions.

Illiquidity as a result of any of the aforementioned causes could result in losses and/or a delay in receiving funds invested in the LGIP.

Credit Risk Factors

LGIP participants may also be subject to other investment risks that are typical for funds similar to the SIF and the LGIP. These risks include the risk of default by an issuer.

Counterparty Risk

SWIB transacts its investment trades, pursuant to standard industry practices, with a wide array of primary broker and dealer arrangements. These institutions could encounter financial difficulties which could impair the operational capabilities or the capital position of the LGIP.

Impact on Local Economies

By using the LGIP, participants may be removing money from local economies and reducing funds available for use by community financial institutions. To offset this, the SIF investment guidelines allow up to \$500 million of the SIF to be invested in Wisconsin banks or thrifts. Therefore, by investing in the LGIP, funds are invested back into Wisconsin communities.

Past Performance No Guarantee

Past performance of the SIF and LGIP is no guarantee of future performance. Returns to fund participants may vary significantly as market conditions dictate.

Absence of Regulation

The LGIP is not registered, and does not intend to register, as an "investment company" under the Investment Company Act of 1940, and SWIB is not registered, and does not intend to register, as an "investment advisor" or as a commodity trading advisor or commodity pool operator under the Investment Advisors Act of 1940 or the Commodity Exchange Act, respectively. Consequently, investors will not have the benefit of the significant investor protection provisions of these statutes. However, the LGIP has adopted the restrictions set forth in the investment guidelines (found in Appendix A of this manual), and any changes to those guidelines will be sent to all participants. The Investment Company Act contains provisions which restrict registered investment companies from implementing a number of strategies. Furthermore, registered investment companies are prohibited from changing certain "fundamental" investment policies without the consent of investors. In the case of the LGIP, the investment guidelines may be amended without prior notice to investors.

Compatibility with Investment Policy

Every potential participant in the LGIP should review the investment policies set forth in this manual to determine if the fund's procedures, objectives, and policies are acceptable and consistent with the participant's needs, prior to investing. Any capital loss, as well as any capital gain, must be borne by all participants. Extraordinary losses and gains may, in the discretion of the manager, be restructured and spread over several periods as a means of reducing fluctuation of earnings to participants.

Procedures

Eligibility

Local governmental units within the state can participate in the LGIP on a voluntary basis. School districts, towns, villages, counties, cities, and other special districts in addition to commissions, committees, boards, or other subunits of these entities, are eligible to participate as provided in Wisconsin Statute 25.50. Participants make deposits and withdrawals in accordance with LGIP procedures as they see fit, and there is no commitment made to the LGIP by the participant as to the length of its investment in the LGIP.

Setting up an Account

The local governing body must designate the LGIP as a public depository via the “Resolution Form” found on the LGIP Homepage. Chapter 34 of the Wisconsin Statutes deals with public deposits. Governments in Wisconsin are allowed to make deposits in the LGIP if they designate the fund by resolution as provided in Wisconsin Statute. 34.05. The DOA LGIP Resolution can be found on the LGIP website at <http://www.doa.wi.gov/Divisions/Budget-and-Finance/LGIP> or obtained by contacting the LGIP at the State Controller’s Office at lgip@wisconsin.gov or (608)-266-3711.

The DOA LGIP Resolution along with corresponding meeting minutes or letter indicating the local government's desire to participate, and the name of the local official authorized to make deposits and withdrawals must be sent to the State Controller’s Office - Local Government Investment Pool by mail, fax, or email.

Changing an Existing Account

All changes in the account name, address, phone, and names of persons authorized to access the account must be made in writing and sent to the State Controller’s Office - Local Government Investment Pool by mail, fax, or email.

Changes in bank destination accounts for wire transfer withdrawals must be accompanied by a corresponding bank statement or a signed bank verification letter provided on bank letterhead that contains the account name and account number to the Local Government Investment Pool.

LGIP Account Access Website

Only persons designated by the LGIP participant may register to use the website. All website users must be approved by the LGIP Administrator. The LGIP Account Access Website contains information about a participant's account such as account balances, transaction history, and monthly statements. Participants can schedule transactions on the website as well. To register as a user, visit the Local Government Investment Pool website at <http://lgip.wisconsin.gov>.

Deposits

PLEASE NOTE

There are no minimum or maximum dollar limits for deposits. However, to enhance investment performance for all LGIP participants, notify the State Controller's Office, at least one day prior to the transaction date, of any deposits of \$10 million or more.

Deposits by wire and ACH will be credited on the same business day, if notification is received by 11:00 a.m. Credit will be given on the following business day if notification is received after 11:00 a.m. Deposit notification can be scheduled in the LGIP Account Access Website at <http://lgip.wisconsin.gov>. For questions regarding the scheduling of the transaction on the LGIP Account Access Website, please email lgip@wisconsin.gov or call (608) 266-3711.

Contact your bank to request a wire transfer into your LGIP account. Transfer the money to:

US Bank Wisconsin, N.A.
777 E. Wisconsin Avenue
Milwaukee, WI 53202
ABA #0750 0002 2
Account Name: State of Wisconsin, Local Govt Invest Pool
Account #xxx xxx xxx (contact LGIP administrator for a/c #)
Beneficiary Address: 101 E. Wilson St. 5th Fl., Madison, WI 53703
Further Credit to: Depositor ID # and sub account #

Deposits by check will be credited on the date of receipt at the State Controller's Office. Include depositor number and subaccount number with all check deposits.

Mail to:

Wisconsin Department of Administration
Local Government Investment Pool
101 East Wilson Street; 5th Floor
P.O. Box 7871
Madison, WI 53707-7871

Withdrawals

PLEASE NOTE

There are no minimum or maximum dollar limits for withdrawals. However, to enhance investment performance for all LGIP participants, please notify the State Controller's Office, at least one day prior to the transaction date, of any withdrawals in excess of \$10 million. To notify the State Controller's Office, please email lgip@wisconsin.gov and doacashdesk@doa.state.wi.us.

Withdrawals will be completed on the same business day if notification is received by 11:00 a.m. Withdrawals will be completed on the following business day if notification is received after 11:00 a.m. For questions regarding the scheduling of the transaction on the LGIP Account Access Website, please email lgip@wisconsin.gov or call (608) 266-3711.

Wire withdrawals can be sent only to pre-approved destination accounts. When adding a destination account, participants must provide written notice of the complete wire instructions for each, including the bank name, routing number, and participant's account number. In addition, participants must provide documentation (such as a monthly statement or a signed bank verification letter) that shows the name and account number on the account. Each participant may have up to ten destination accounts. Any changes to existing destination account instructions must be submitted in writing. Please allow up to seven days before using a new destination account.

Checks will be mailed to the participant's address as designated on the "Designation Account and Withdrawal Instructions" form on file at the State Controller's Office.

Direct Payments to State Programs

Funds may be withdrawn and paid directly from a participant's account to the following state programs: Trust Fund Loan Program, Tax Settlement, Clean Water Loan Program, and State Investment Banking Loan Program. The participant may designate a destination state program to receive the withdrawal (payment) instead of a bank. This option is only available to those participants electing to do business by wire.

Transfers

Transfers between subaccounts will be completed on the same business day, if notification is received at the State Controller's Office by 11:00 a.m.

Monthly Statements and Calculations

The Wisconsin State Controller's Office maintains detailed records on all accounts. Each local government may maintain up to fifteen accounts in the LGIP. Participants may review all records at any time.

Monthly statements will usually be issued within the first seven working days after month end. The monthly statements detail transactions occurring in the prior month and earnings on the average balance of the account. Participants in the LGIP earn interest daily. If money is deposited with the LGIP for one day, it receives its pro rata portion of interest earnings for that day. Interest is credited and posted to participants' accounts monthly. Allocations are determined by each participant's average daily balance for the month in the LGIP. This amount is multiplied by the monthly interest rate (net of administrative expenses) to calculate the earnings for the month as shown below:

1. Determine number of days in the month.
2. Multiply beginning balance times number of days in month - this gives the beginning cumulative balance.
3. FOR DEPOSIT: From end of month's Julian date, subtract date of deposit's Julian date. Add one for inclusive. This sum times the deposit is added to the cumulative balance.
4. FOR WITHDRAWAL: Same calculation as for deposit. The amount is then subtracted from the cumulative balance.
5. At end of month, divide the ending cumulative balance by the number of days in the month. This amount is the average daily balance for the month.
6. The average daily balance for the month is multiplied by the posted monthly interest rate times the number of days in the month divided by the actual number of days in the year. This amount is the monthly interest credited to the account.

Treatment of Earnings Calculation Errors

While significant precautions are taken to avoid errors in the monthly calculations of earnings, errors may occur. When they do, a policy is in place which governs how errors will be corrected. The policy categorizes errors within three materiality thresholds, as follows:

1. Any error which impacts the monthly earnings rate by $12/100^{\text{th}}$ of one percent will be retroactively adjusted in the earnings of the month for which it occurred.
2. Any error which is between $12/100^{\text{th}}$ and $6/100^{\text{th}}$ of one percent may be retroactively adjusted in the earnings of the month for which it occurred if, in consultation with the State Controller, it is determined that any fund is materially harmed by the error based on changes in relative share balances of the participating funds. No retroactive adjustment of less than \$2.00 will be made to any LGIP account.
3. Any error which is less than $6/100^{\text{th}}$ of a percent will be considered non-material and the correction will be made in the current month's earnings.

In some months the relative share balances of the fund participants remains relatively unchanged from the previous month. For instance, participant ABC owned .10% of the fund in March, when an error occurred, and .10% of the fund in April. In this case it makes no difference if an adjustment is made retroactively or is based upon the current month's principal balances. The amount of the adjustment would have been exactly the same regardless of when the earnings adjustment is recognized.

Any adjustment requires additional administrative expenses which are ultimately shared by all participants. Therefore, it is in all participants' best interests to strike a balance between the desire for absolute accuracy and the fiduciary requirement to ensure the fund is managed equitably. The above policy provides for that balance.

To help visualize how the above policy will be administered, the following examples have been provided:

Example #1: Assume that the total LGIP has a balance of \$2.5 billion and that a participant's balance increased from \$2.5 million to \$2.6 million from March to April respectively, or an increase from .10% to .104% of the pool. If the earnings in March were originally stated at 5.34%, but they should have been stated at 5.39%, an error of 5/100th of a percent would have occurred. In this case, the pro rata share of the error for the participant would have been \$104.17 as originally calculated (\$2.5 million x .0005/12 months). But because the error was not material (less than 6/100th of a percent) the adjustment would be made based on the April balances and the participant would receive \$108.33 in adjusted earnings (\$2.6 million x .0005/12) on their April statement.

Example #2: If, in the above example, an understatement of 9/100th of a percent occurred, and in consultation with the State Controller it is determined that the relative share balances of the participating funds have changed to the extent that any fund is harmed, then a retroactive adjustment to the participant balances would be made. In this case, the participant would receive a separately itemized credit of \$187.50 (\$2.5 million x .0009/12) on their next account statement depicting the adjustment as pertaining specifically to March earnings.

Whenever an error is determined to be material and a retroactive adjustment is made to participants' accounts, a separate itemization of that adjustment will disclose the correction on the monthly account statement.

Finally, earnings are always stated as an annualized rate, even though they pertain to a single month. For example, a rate stated as 6% for April is actually 0.5% (6%/12 months) of earnings for the month. Therefore, an error of 12/100th of a percent annualized in actuality equates to 1/100th of a percent error adjustment for the month's earnings.

The Wisconsin Department of Administration - State Controller's Office and the State of Wisconsin Investment Board are committed to providing the LGIP participants with the highest quality level of service at the most efficient cost that is reasonably attainable.

Special Procedures for Bond Proceeds

Bond proceeds or other segregated funds may be deposited into the LGIP but are subject to federal arbitrage regulations. The 1986 Tax Reform Act requires many local governments to rebate investment income in excess of their bond yields. Participants should contact their bond counsel to assure their compliance with these regulations. Principal and interest on bond issues can be paid directly to a fiscal agent or depository within the following guidelines:

1. The "Authorization to Wire Monies to Fiscal Agent" Form must be completed and signed by the appropriate official of the governing board prior to the establishment of the new destination. This form can be obtained on the LGIP Account Access Website at <http://lgip.wisconsin.gov/> or by contacting the State Controller's Office at (608) 266-3711.
2. In addition to the authorization form, the State Controller's Office must also be furnished with a one of the following: Redemption Payment Summary, Payment schedule, or wire instruction letter from fiscal agent or depository.
3. Additional destinations established for this purpose must not exceed the permitted total of ten.
4. An established destination may not be changed prior to the maturity date as indicated on the bond resolution.

For More Information About the
Local Government Investment Pool

Please Call or Write:

Local Government Investment Pool
101 E. Wilson Street
P.O. Box 7871
Madison, WI 53707-7871

Phone: (608) 266-3711
Phone (toll free): (877) 947-7665
Email: LGIP@wisconsin.gov

State Investment Fund Guidelines

State Investment Fund guidelines can be accessed by a registered participant on the Online Account Access Website at: <http://lgip.wisconsin.gov>

APPENDIX B

Wisconsin Statutes Relating to Investments by Local Governments

Wisconsin Statutes 25.14 and 25.17 create and govern the State Investment Fund.

25.14 State investment fund. (1) There is created a state investment fund under the jurisdiction and management of the investment board (hereinafter referred to as "board") to be operated as an investment trust for the purpose of managing the securities of all the state's funds consisting of the funds specified in s. 25.17 (1) except the state life fund, the core retirement investment trust, variable retirement investment trust, the capital improvement fund, the bond security and redemption fund, the state building trust fund, the state housing authority reserve fund, the children's trust fund, the injured patients and families compensation fund, the tuition trust fund, funds which under article X of the constitution are controlled and invested by the board of commissioners of public lands, funds which are required by specific provision of law to be controlled and invested by any other authority, the university trust funds, the trust funds of the state universities, the college savings program trust fund, the college savings program bank deposit trust fund, the college savings program credit union deposit trust fund, the permanent endowment fund, any redemption fund established under s. 18.561 (5), any redemption fund established under s. 18.562 (3) any fund established under s. 18.57 (1), the artistic endowment fund, the local government property insurance fund, except that the respective authorities controlling the investment of any such excluded fund may authorize the transfer of any temporary cash assets of any such excluded fund to the state investment fund in accordance with subs. (2) and (3).

(2) At such time as the board determines, all of the securities held by any of the state's funds, except those specifically excluded in sub. (1), shall be transferred, at the market value plus accrued interest as of the date of transfer, to the state investment fund together with such amounts of cash as may be required to provide each contributing fund an equity in the state investment fund which may be expressed in terms of even thousands of dollars. Thereafter, the department of administration shall make such subsequent transfers of money between the individual funds and the state investment fund as in its judgment is advisable and in accordance with cash requirements of the individual funds, such transfer to be made on the basis of even thousands of dollars, and it shall furnish to the board such information with respect to daily balances of individual funds within the investment fund as may be required.

(3) The department of administration, upon consultation with the board, shall distribute all earnings, profits, or losses of the state investment fund to each participating fund in the same ratio as each participating fund's average daily balance within the state investment fund bears to the total average daily balance of all participating funds, except as provided in s. 16.401 (14) and except that the department of administration shall credit to the appropriation account under s. 20.505 (1) (kj) an amount equal to the amount assessed under s. 25.19 (3) from the earnings or profits of the funds against which an assessment is made. Distributions under this section shall be made at such times as the department of administration may determine but must be made at least semiannually in each complete fiscal year of operation.

(4) The department of administration shall maintain such records as may be required to account for each contributing fund's share in the state investment fund.

(5) The assets of the state investment fund shall be invested as prescribed by s. 25.17 (3) (b), (ba) and (bd) and (dg).

25.17 Powers and duties of board. The "State of Wisconsin Investment Board" shall be a body corporate with power to sue and be sued in said name. The board shall have a seal with the words, "State of Wisconsin Investment Board". The board shall:

(3) (b) Invest any of the funds over which it has investment authority, including but not limited to the state investment fund and surplus funds of the state building trust fund not invested under sub. (2) (b) and not in the state investment fund, in:

1. Direct obligations maturing within 10 years or less from the date of settlement, of the United States or its agencies, corporations wholly owned by the United States, the International Bank for Reconstruction and Development, the International Finance Corporation, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank, the Federal National Mortgage Association, or any corporation chartered by an act of congress.
2. Securities maturing within 10 years or less from the date of settlement, guaranteed by the United States or, where the full faith and credit of the United States is pledged or, where securities are collateralized by government-insured investments or, where the securities are issued by a corporation created by act of congress and regulated by such act.
3. Unsecured notes of financial and industrial issuers maturing within 5 years or less from the date of settlement and having one of the 2 highest ratings given by a nationally recognized rating service, but if the corporation issuing such notes has any long-term senior debt issues outstanding which also have been rated, the rating must be one of the 3 highest ratings so given.
4. Certificates of deposit issued by banks located in the United States and by savings and loan associations, savings banks and credit unions located in this state.
5. Banker's acceptances accepted by banks located in the United States.
6. Direct obligations of or guaranteed by the government of Canada maturing within 2 years from the date of settlement provided that at the time of purchase the board enters into a contract with a bank or securities dealer in the United States or Canada providing that at the maturity of the obligation the Canadian dollars will be exchanged into U.S. dollars at a guaranteed rate of exchange.

7. Certificates of deposit of at least \$100,000 issued by solvent financial institutions in this state. The board shall promulgate rules to determine solvency on the basis of assets, capital, surplus, undivided profits, and net worth of a financial institution.
8. Bonds issued by a local exposition district under subch. II of ch. 229.
 - (ba) Invest the funds included in the state investment fund created by s. 25.14 in loans upon collateral security in the form of direct obligations of the U.S. government having a maturity of 5 years or less where the principal amount of each such loan does not exceed 98% of the market value of such collateral security.
 - (bd) Have authority to invest any funds includable in the state investment fund in loans, securities or investments which are in addition to those permitted under any other statute but within the board standard of responsibility under s. 25.15 (2). The total amount of loans, securities and investments made under this paragraph may not exceed 10% of the aggregate value of all funds includable in the state investment fund under s. 25.14 (1) at the time that the investment is made.

Wisconsin Statute 25.50 creates and governs the Local Government Investment Pool. This statute and section 66.0603 authorize local government participation in the LGIP.

25.50 Local government pooled-investment fund.

(1) DEFINITIONS. In this section:

- (b)** "Fund" means the local government pooled-investment fund.
- (c)** "Local funds" means funds under the control or in the custody of any local government or local official that are not required to meet current expenditures or demands.
- (d)** "Local government" means any county, town, village, city, power district, sewerage district, drainage district, town sanitary district, public inland lake protection and rehabilitation district, local professional baseball park district created under subch. III of ch. 229, long-term care district under s. 46.2895, local professional football stadium district created under subch. IV of ch. 229, local cultural arts district created under subch. V of ch. 229, public library system, school district or technical college district in this state, any commission, committee, board or officer of any governmental subdivision of this state, any court of this state, other than the court of appeals or the supreme court, or any authority created under s. 114.61, 231.02, 233.02, or 234.02.
- (e)** "Local official" means each officer or employee of a local government who by law or vote of the governing body of the local government is made the custodian of funds.

(2) CREATION. There is established within the state investment fund a local government pooled-investment fund with a separate and identifiable account within the fund for each local government.

(3) LOCAL GOVERNMENTS AUTHORIZED TO PLACE FUNDS IN POOL.

(a) With the consent of the governing body, a local official may transfer local funds to the department of administration for deposit in the fund.

(b) On the dates specified and to the extent to which they are available, subject to s. 16.53 (10), funds payable to local governments under ss. 79.035, 79.04, 79.05, 79.08, and 79.10 shall be considered local funds and, pursuant to the instructions of local officials, may be paid into the separate accounts of all local governments established in the local government pooled investment fund and, pursuant to the instructions of local officials, to the extent to which they are available, be disbursed or invested.

(4) PERIOD OF INVESTMENTS; WITHDRAWAL OF FUNDS. Subject to the right of the local government to specify the period in which its funds may be held in the fund, the department of administration shall prescribe the mechanisms and procedures for deposits and withdrawals.

(5) INVESTMENT POLICIES. The board shall formulate policies for the investment and reinvestment of moneys in the fund and the acquisition, retention, management, and disposition of such investments. The board shall provide a copy of the investment policies, together with any guidelines adopted by the board to direct staff investment activity, to each local government having an investment in the fund upon the local government's request and at least annually to all investors. The board shall distribute at least annually performance information over the preceding one-year, 5-year and 10-year periods, compared with appropriate indexes or benchmarks in the private sector. The investment policies shall include all of the following:

- (a)** Any types of prohibited investments.
- (b)** Any restrictions on allocation of assets among various asset types.
- (c)** Credit standards for private companies in which the fund may invest.
- (d)** Dollar or percentage limits on investments in a single company or bank.

(5m) MONTHLY REPORTING REQUIREMENTS.

(a) The board, in cooperation with the department of administration, shall provide a monthly report to each local government having an investment in the fund. The board shall use all reasonable efforts to provide the report to the local government no later than 6 business days after the end of the month covered by the report. The report shall include information on the fund's earnings for the month, with comparison to appropriate indexes or benchmarks in the private sector.

(b) Upon request of any local government having an investment in the fund, the board shall provide a summary of securities held by the fund, including for each type of security, its cost, current value and, in the case of debt instruments, the average maturity. The board shall provide the information as soon as practicable after receiving the request.

(6) BOARD TO INVEST, REINVEST POOLED FUNDS. In the amounts available for investment purposes and subject to the policies formulated by the board, the board shall invest and reinvest moneys in the fund and acquire, retain, manage, including the exercise of any voting rights, and dispose of investments of the fund.

(7) REIMBURSEMENT OF EXPENSES. The department of administration shall deduct monthly from the earnings of the fund during the preceding calendar month an amount sufficient to cover all actual and necessary expenses incurred by the state in administering the fund in the preceding calendar month, except that in no fiscal year

may the department of administration deduct an amount exceeding the amount appropriated under s. 20.505 (1) (gc) for that fiscal year.

(8) SEPARATE ACCOUNTS.

(a) The department of administration shall keep a separate account for each local government and shall record the individual amounts and the totals of all investments of each local government's moneys in the fund.

(b) The department of administration shall report monthly to each local official the deposits and withdrawals of the preceding month and any other activity within the account.

(c) For each municipality that invests in the fund surplus debt service funds under s. 67.11 (2) (d), the department of administration shall keep separate accounts for such surplus debt service funds and for all other local funds of the municipality that are invested in the fund.

(9) RULES. The department of administration may promulgate rules to carry out the purposes of this section.

(10) INSURANCE OF PRINCIPAL. The department of administration may obtain insurance for the safety of the principal investments of the fund. The insurance is a reimbursable expense under sub.

Section 66.0603 also defines permissible investments for municipalities in Wisconsin. Statutes 34.01, 34.05 and 34.06 discuss designation of public depositories.

34.01 Definitions. In this chapter:

(1) "Governing board" means the investment board in the case of the state, the housing and economic development authority if the authority elects to be bound by all or part of this chapter under s. 234.32 (2), the county board or committee designated by the county board to designate public depositories in the case of a county, the city council in the case of a city, the village board in the case of a village, the town board in the case of a town, the school board in the case of a school district, the board of control in the case of a cooperative educational service agency, the clerk of court in the case of any court in this state, and any other commission, committee, board or officer of any governmental subdivision of the state not mentioned in this subsection.

(2) "Loss" means any of the following:

(a) Any loss of public moneys, which have been deposited in a designated public depository in accordance with this chapter, resulting from the failure of any public depository to repay to any public depositor the full amount of its deposit because the commissioner of credit unions, administrator of federal credit unions, commissioner of banking, U.S. comptroller of the currency, federal home loan bank board, U.S. office of thrift supervision, federal deposit insurance corporation, resolution trust corporation or commissioner of savings and loan has taken possession of the public depository or because the public depository has, with the consent and approval of the commissioner of credit unions, administrator of federal credit unions, commissioner of banking, U.S. office of thrift supervision, federal deposit insurance corporation, resolution trust corporation or commissioner of savings and loan, adopted a stabilization and readjustment plan or has sold a

part or all of its assets to another credit union, bank, savings bank or savings and loan association which has agreed to pay a part or all of the deposit liability on a deferred payment basis or because the depository is prevented from paying out old deposits because of rules of the commissioner of credit unions, administrator of federal credit unions, commissioner of banking, U.S. comptroller of the currency, federal home loan bank board, U.S. office of thrift supervision, federal deposit insurance corporation, resolution trust corporation or commissioner of savings and loan.

(b) With respect to public moneys deposited in the local government pool investment in addition to a loss as described in par. (a), the public depositor's proportionate share of any loss of principal invested or reinvested by the investment board under s. 25.50 (6).

(3) "Public deposit" means public moneys deposited by a public depositor in a public depository, including private moneys held in trust by a public officer.

(4) "Public depositor" means the state or any county, city, village, town, drainage district, power district, school district, cooperative educational service agency, sewer district, or any commission, committee, board or officer of any governmental subdivision of the state or any court of this state, a corporation organized under s.39.33 or the housing and economic development authority if the authority elects to be bound by all or part of this chapter under s. 234.32 (2), which deposits any moneys in a public depository.

(5) "Public depository" means a federal or state credit union, federal or state savings and loan association, state bank, savings, and unit company, federal or state savings bank, or national bank in this state which receives or holds any public deposits, or the local government pooled-investment fund.

(6) "Public moneys" means all moneys coming into the hands of the treasurer of a public depositor by virtue of his or her office without regard to the ownership of the moneys.

(7) "Treasurer" means any duly elected, appointed, or acting official or employee of a public depositor whose duties require that he or she receive and account for public moneys.

34.05 Designation of public depositories.

(1) Except as provided in sub. (4), the governing board of each public depositor shall, by resolution, designate one or more public depositories, organized and doing business under the laws of this state or federal law and located in this state, in which the treasurer of the governing board shall deposit all public moneys received by him or her and specify whether the moneys shall be maintained in time deposits or savings deposits subject to the limitations of ss. 66.04 (2), demand deposits or savings deposits and whether a surety bond or other security shall be required to be furnished under s. 34.07 by the public depository to secure the repayment of such depository for all treasurers of the governing board and for all public depositors for which each treasurer shall act.

34.06 Liability of treasurers. Notwithstanding any other provision of law, a treasurer who deposits public moneys in any public depository, in compliance with s. 34.05, is thereby relieved of liability for any loss of public moneys which results from the failure of any public depository to repay to the public depositor the full amount of its deposits thus causing a loss as defined in s. 34.01(2).

66.0603 Appropriations.

(1m) INVESTMENTS.

66.0603(1m)(a)(a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this state if the time deposits mature in not more than 3 years.
 2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board, or other instrumentality of the federal government.
 3. Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of this state.
 - 3m. Bonds issued by a local exposition district under subch. II of ch. 229.
 - 3p. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.
 - 3q. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.
 - 3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.
 - 3t. Bonds issued by a local cultural arts district under subch. V of ch. 229.
 - 3u. Bonds issued by the Wisconsin Aerospace Authority.
 4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
 5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:
 - a. Bonds and securities issued by the federal government or a commission, board, or other instrumentality of the federal government.
 - b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board, or other instrumentality of the federal government.
 - c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.
- (b)

1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. 40.02 (28), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. 881.01.

(c) A local government, as defined under s. 25.50 (1) (d), may invest surplus funds in the local government pooled-investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. 881.

(2) DELEGATION OF INVESTMENT AUTHORITY. A county, city, village, town, school district, drainage district, technical college district or other governing board, as defined in s. 34.01 (1), may delegate the investment authority over any of its funds not immediately needed to a state or national bank, or trust company, which is authorized to transact business in this state if all of the following conditions are met:

(a) The institution is authorized to exercise trust powers under s. 221.0316 or ch. 223.

(b) The governing board renews annually the investment agreement under which it delegates its investment authority, and reviews annually the performance of the institution with which its funds are invested.

Wisconsin Statutes 20.002 (11) allow temporary borrowing of funds from the LGIP

20.002(11)

(11) Temporary reallocation of surplus moneys.

20.002(11)(a)

(a) All appropriations, special accounts and fund balances within the general fund or any segregated fund may be made temporarily available for the purpose of allowing encumbrances or financing expenditures of other general or segregated fund activities which do not have sufficient moneys in the accounts from which they are financed but have accounts receivable balances or moneys anticipated to be received from lottery proceeds, as defined in s. 25.75 (1) (c), tax revenues, gifts, grants, fees, sales of service, or interest earnings recorded under s. 16.52 (2). The secretary of administration shall determine the composition and allowability of the accounts receivable balances and anticipated moneys to be received for this purpose in accordance with s. 20.903 (2) and shall specifically approve the use of surplus moneys from the general or segregated funds after consultation with the appropriate state agency head for use by specified accounts or programs. The secretary of administration shall reallocate available moneys from the budget stabilization fund under s. 16.465 prior to reallocating moneys from any other fund.

20.002(11)(b)

20.002(11)(b)1.

1. The secretary of administration shall limit the total amount of any temporary reallocations to a fund other than the general fund to \$400,000,000.

20.002(11)(b)2.

2. Except as provided in subd. 3, the secretary of administration shall limit the total amount of any temporary reallocations to the general fund at any one time during a fiscal year to an amount equal to 5% of the total amounts shown in the schedule under s. 20.005 (3) of appropriations of general purpose revenues, calculated by the secretary as of that time and for that fiscal year.

20.002(11)(b)3.

3. In addition to the amount permitted for temporary reallocations in subd. 2., the secretary may permit an additional 3% of the total amounts shown in the schedule under s. 20.005 (3) of appropriations of general purpose revenues, calculated by the secretary as of that time and for that fiscal year, to be used for temporary reallocations to the general fund but only if the reallocation is for a period not to exceed 30 days. Reallocations may not be made under this subdivision for consecutive periods.

20.002(11)(b)4.

4. This paragraph does not apply to reallocations from the budget stabilization fund to the general fund.

20.002(11)(c)

(c) The secretary may assess a special interest charge against the programs or activities utilizing surplus moneys within the same fund under this subsection in an amount not to exceed the daily interest earnings rate of the state investment fund during the period of transfer of surplus moneys to other accounts or programs. Except as provided in s. 16.465, the secretary shall assess a special interest charge against the fund utilizing surplus moneys under this subsection in an amount equal to the rate of return the state investment fund earnings would have created to the fund from which the reallocation was made. This interest shall be calculated and credited to the appropriate fund at the same time the earnings from the state investment fund are distributed and shall be considered an adjustment to those earnings.

20.002(11)(d)

(d) This subsection applies only to those funds participating in the investment fund for purposes of temporary reallocation between funds or accounts and does not include the following funds or specified accounts in these funds:

20.002(11)(d)1.

1. The bond security and redemption fund under s. 18.09.

20.002(11)(d)2.

2. The capital improvement fund under s. 18.08.

20.002(11)(d)2m.

2m. The election administration fund.

20.002(11)(d)3.

3. The industrial building construction loan fund under s. 560.10, 2005 stats.

20.002(11)(d)4.

4. All trust funds authorized under ch. 40.

20.002(11)(d)5.

5. The veterans trust fund under s. 25.36.

20.002(11)(d)6.

6. The state housing authority reserve fund under s. 25.41.

20.002(11)(d)7.

7. The fish and wildlife account within the conservation fund.

20.002(11)(e)

(e) The secretary of administration may not exercise the authority granted in this subsection if a temporary reallocation would jeopardize the cash flow of any fund or account from which a temporary reallocation would be made.

20.002(11)(f)

(f) If the secretary of administration exercises or proposes to exercise the authority granted in this subsection, he or she shall publish and transmit a report to the chief clerk of each house of the legislature, for distribution to the appropriate standing committees under s. 13.172 (3), on a monthly basis specifying the date, amount, source and use of any outstanding temporary reallocation or proposed reallocation of moneys for the period covered by the report.

The Attorney General's Office of the State of Wisconsin serves as the General Counsel to the Local Government Investment Pool.

Accounting Policies

The State Investment Fund is accounted for using the flow of economic resources measurement focus and the full accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized in the accounting period in which they are earned and become measurable, and expenses are recognized in the period incurred, if measurable. Security transactions and related gains and losses are recorded on a trade date basis. Interest income is accrued as earned.

All investments are valued at amortized cost for purposes of calculating income to participants. The market value information provided in various reports is compiled by the custodial bank utilizing external pricing sources.

Management operating expenses are the State of Wisconsin Investment Board's administrative costs, which are allocated to the State Investment Fund participants. The State Controller's Office costs are allocated to the participants of the Local Government Investment Pool.

Definitions

Average Daily Balance

The total of the balance at the end of each day during a period divided by the number of days in the period.

Bankers Acceptance

A short-term negotiable discount note. Bankers Acceptances (BA's) are drawn on and accepted by banks, which are obliged to pay the face value amount at maturity.

Certificates of Deposit

An interest-bearing negotiable time deposit of fixed maturity at a commercial bank.

Commercial Paper

The market name for short-term, unsecured promissory notes which are exempt from registration with the SEC.

FDIC

Federal Deposit Insurance Corporation. The FDIC preserves and promotes public confidence in the U.S. financial system by insuring certain deposits in banks and thrift institutions; by identifying, monitoring, and addressing risks to the deposit insurance funds; and by limiting the effect on the economy and the financial system when a bank or thrift institution fails.

Local Government Investment Pool

This fund is the aggregate of all funds from political subdivisions that are placed in the custody of the State Controller's Office – Local Government Investment Pool for investment by the State of Wisconsin Investment Board.

Mortgage-Backed Securities

An ordinary bond backed by an undivided interest in a pool of mortgages or trust deeds. Income from the underlying mortgages is used to pay off the securities.

Repurchase Agreements

A collateralized investment. A customer buys a group of securities from a broker-dealer under the provision that the broker-dealer will buy them back at a predetermined date for a specified price.

Reverse Repurchase Agreement

A collateralized investment. A customer sells a group of securities to a broker-dealer under the provision that the customer will buy them back by a predetermine date for a specified price.

State Investment Fund

This fund is the combination of cash balances from the State of Wisconsin and its agencies, the State of Wisconsin Investment Board, and the Local Government Investment Pool.

Time Deposit

A money deposit at a banking institution for a certain period of time.

U.S. Agencies

An agency chartered by the U.S. Government to serve the public purposes specified by Congress. Payment of the principal and interest may or may not be guaranteed by the full faith and credit of the U.S. Government itself.

U.S. Treasury Bill

U.S. Treasury short-term discount security guaranteed by the full faith and credit of the U.S. Government.

U.S. Treasury Note

U.S. Treasury coupon issues with original maturities up to 10 years guaranteed by the full faith and credit of the U.S. Government.

Yankee/Euro

An obligation of a foreign issuer payable in U.S dollars and registered with the SEC.

Revised 03/28/2023.

Resolution No. 2024-04
Pewaukee Public Library
Board of Trustees

A RESOLUTION AUTHORIZING THE INVESTMENT OF PEWAUKEE PUBLIC LIBRARY
MONIES IN THE VILLAGE OF PEWAUKEE'S LOCAL GOVERNMENT INVESTMENT
POOL

WHEREAS, the state of Wisconsin has created a Local Government Investment Pool; and

WHEREAS, the Village of Pewaukee currently participates in the Local Government
Investment Pool and serves as the fiscal agent for the Pewaukee Public Library; and

WHEREAS, it is the desire of the Board of Trustees for the Pewaukee Public Library that funds
not needed for current operations be invested to earn interest; and

WHEREAS it may prove beneficial for the Pewaukee Public Library to participate in the Local
Government Investment Pool,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Pewaukee Public
Library, that the Village Treasurer is hereby authorized and directed to invest from the Pewaukee
Public Library's general fund balance up to [\$Amount] into the Wisconsin's Local Government
Invest Pool.

PASSED and **ADOPTED** this 21st day of August, 2024.

Dale Noll, Library Board President

Attest: _____ Lisa Jansen, Library Board Secretary

2025 Pewaukee Public Library Budget - DRAFT 8.2024

<i>EXPENDITURES</i>	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>	<i>June 30,</i>	<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>%</i>
	<i>2023</i>	<i>2023</i>	<i>-2023</i>	<i>2024</i>	<i>2024</i>	<i>2025</i>	<i>+/-</i>	<i>Change</i>
				<i>Actual</i>				
Library Salaries	636,565	627,855	-8,710	302,060	668,000	688,000	20,000	2.99%
Benefits	212,484	185,608	-26,876	113,218	213,710	223,435	9,725	4.55%
Social Security (6.2%)	39,467	36,546	-2,921		41,416	42,650	1,234	2.98%
Medicare (1.45%)	9,230	8,547	-683		9,686	9,975	289	2.98%
Retirement (WRS 6.95%)	35,977	35,158	-819		37,691	36,502	-1,189	-3.15%
Dental	3,537	2,635	-902		2,045	1,865	-180	-8.81%
Disability	3,293	3,758	465		4,000	3,964	-36	-0.90%
Health	119,843	97,900	-21,943		117,660	127,511	9,851	8.37%
Life Insurance	1,137	1,065	-73		1,212	968	-244	-20.13%
Materials Budget	123,899	128,681	4,782	52,290	125,462	126,307	845	0.67%
Subscriptions	7,000	6,663	-337		7,000	7,000	0	0.00%
Print Materials	73,000	76,362	3,362		80,500	80,500	0	0.00%
Non-Print Materials	24,000	15,945	-8,055		14,000	14,700	700	5.00%
Digital Materials	19,899	29,711	4,795		23,962	24,107	152	0.63%
Technology	50,040	50,059	19	35,831	44,628	45,548	920	2.06%
CAFÉ - ILS System	23,300	23,287	-13		24,176	25,366	1,190	4.92%
Computer								
Equipment/Installation	9,000	11,607	2,607		9,000	9,000	0	0.00%
Taylor Computing -								
Managed Services	5,800	3,544	-2,256		5,800	4,244	-1,556	-26.83%
Biblioteca Maintenance								
Contracts/Software								
Licenses	3,640	3,647	7		0	0	0	#DIV/0!
Software Licenses	5,000	4,792	-208		2,675	3,280	605	22.62%
Envisionware Software &								
Maintenance	2,100	1,982	-118		1,777	2,458	681	38.32%
T-1 Line: Wisnet	1,200	1,200	0		1,200	1,200	0	0.00%
Mileage, Supplies,								
Other Expenditures	21,550	26,471	4,921	13,540	19,580	14,045	-5,535	-28.27%
Copier Services: James								
Imaging Contract	10,050	10,085	35		6,680	0	-6,680	-100.00%
Rhyme Copier								
Maintenance Contract	0	0	0		0	1,400	1,400	#DIV/0!
Marketing	1,000	825	-175		900	0	-900	-100.00%
Mileage	500	299	-201		0	0	0	#DIV/0!
Postage/Shipping/Freight	0	1,145	1,145		1,500	1,145	-355	-23.67%
Office Supplies	5,000	3,544	-1,456		5,000	4,000	-1,000	-20.00%
RFID Tags	2,000	1,501	-499		1,500	1,500	0	0.00%
Processing Supplies	3,000	9,071	6,071		4,000	6,000	2,000	50.00%
Staff Development	3,000	2,562	-438	1,450	3,750	3,000	-750	-20.00%
Conference Attendance	2,000	1,468	-532		2,000	1,500	-500	-25.00%
Professional Association								
Memberships	1,000	724	-276		1,000	750	-250	-25.00%
Staff Development Days	0	117	117		0	350		#DIV/0!
New Hire	0	156	156		250	150	-100	-40.00%
Mileage	0	97	97		500	250	-250	-50.00%

	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>	<i>Current</i>	<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>%</i>
EXPENDITURES	2023	2023	" +/- 2023"	Actual	2024	2025	+/-	Change
Professional Services	45,952	45,776	-176	36,287	45,936	45,936	0	0.00%
Auditing Services	6,150	5,560	-590		6,350	6,350	0	0.00%
Fiscal Agent Services	19,992	19,992	0		19,086	19,086	0	0.00%
Insurance: Liability	6,660	6,739	79		6,800	6,800	0	0.00%
Insurance: Property	12,150	12,630	480		12,700	12,700	0	0.00%
Insurance: Worker's Comp	1,000	855	-145		1,000	1,000	0	0.00%
Library Annual								
Municipal Fees	4,113	5,872	1,759	1,590	7,776	3,782	-3,994	-51.36%
Utility - Water, Sewer Stormwater, Fire Prot.								
Publ Fire Prot	2,000	2,095	95		2,000	2,095	95	4.75%
Utility - Transportation	2,113	3,777	1,664		3,776	0	-3,776	-100.00%
Fire and EMS	0	0	0		2,000	1,687	-313	-15.65%
Building Maintenance	89,652	84,783	-4,869	43,397	89,700	93,332	3,632	4.05%
Carpet/Window Cleaning	3,400	2,400	-1,000		3,400	3,400	0	0.00%
Cleaning Services (Contra	32,110	32,164	54		32,730	33,385	655	2.00%
Cleaning/Building Supplie:	4,000	4,150	150		4,000	4,000	0	0.00%
Elevator Inspections/Perm	1,400	1,977	577		1,800	1,977	177	9.83%
Fire: Inspections & Permits & Maintenance	1900	2,786	886		1,900	4,561	2,661	140.05%
Fire Monitoring	1200	1,419	219		1,400	1,400	0	0.00%
General: Maintenance & Repair	12,000	9,187	-2,813		12,000	12,000	0	0.00%
HVAC Maintenance	9,000	7,756	-1,244		6,500	7,756	1,256	19.32%
Lawn Care	15,473	15,770	297		15,790	17,678	1,888	11.96%
Snow Plowing	9,169	7,175	-1,994		10,180	7,175	-3,005	-29.52%
Utilities	51,532	52,930	1,398	20,650	55,013	52,930	-2,083	-3.79%
Electric	39,300	39,279	-21		48,600	39,279	-9,321	-19.18%
Gas	6,087	6,681	594			6,681	6,681	#DIV/0!
Telephone	6,145	6,970	825		6,413	6,970	557	8.69%
Programs	5,250	4,705	-545	2,407	5,250	5,000	-250	-4.76%
Programming - Adult	2,000	1,443	-557		2,000	2,000	0	0.00%
Programming - Children's	3,000	2,450	-550		2,100	2,500	400	19.05%
Programming - Young Adult	0	725	725		900	500	-400	-44.44%
Programming - General Supplies	250	87	-163		250	0	-250	-100.00%
Legal	2,000	4,978	2,978	2,761	4,000	4,000	0	0.00%
Grants	3,101	11,774	8,673	6,857	9,038	7,763	-1,275	-14.11%
Bridges Grants (Materials)	0	8,099	8,099		6,038	3,263	-2,775	-45.96%
Bridges Grants (Non- materials)		2,673	2,673		3,000	4,000	1,000	33.33%
LSTA SEWI Grant		800	800		0	0	0	#DIV/0!
JUV Literacy Grant	0	202	202		0	0	0	#DIV/0!
Bridges Grant - Adult Program			0			500	500	#DIV/0!

EXPENDITURES	Budget	Actual	Actual	June 30,	Budget	Budget	Actual	%
	2023	2023	-2023	2024 Actual	2024	2025	+/-	Change
Donations	0	21,862	21,862	8,941	6,500	8,000	1,500	23.08%
Friends : Explore Passes/Library of Things	0	0	0		6,500	8,000	1,500	23.08%
Library Outlay (Fund Balance)	0	66,109	66,109	68,647	20,200	25,000	4,800	23.76%
Ref/Children's Desk Remodel	0	66,109	66,109		0	0	0	#DIV/0!
Purchase 2 new copy machines	0	0	0		10,000	0	-10,000	-100.00%
Security Gates	0	0	0		10,200	0	-10,200	-100.00%
LED Light Upgrade	0	0	0		0	10,000	10,000	#DIV/0!
Security Camera Replacement	0	0	0		0	15,000	15,000	#DIV/0!
TOTAL EXPENDITURES	1,249,138	1,320,025	70,887	709,926	1,318,543	1,346,078	27,535	2.09%

REVENUES	Budget	Actual	Actual	Actual	Budget	Budget	Actual	%
	2023	2023	-2023	2024	2024	2025	+/-	Change
43790 County Lib Aids	112,141	112,141	0	60,787	118,775	114,549	-4,226	-3.56%
Waukesha County	108,996	108,996	0		114,627	110,335	-4,292	-3.74%
Prairie Lakes	384	384	0		897	13	-884	-98.55%
Jefferson Co.	1,739	1,739	0		2,250	3,235	985	43.78%
Dodge Co.	511	511	0		488	245	-243	-49.84%
Ozaukee Co.	0	0	0		0	30	30	#DIV/0!
Washington Co.	511	511	0		512	691	179	34.94%
46710 Library Fines	10,136	8,681	-1,455	4,500	7,609	8,681	1,072	14.09%
48110 Interest Income	167	1,202	1,035	763	338	1,202	864	255.62%
7-Month CD							0	#DIV/0!
15-Month CD							0	#DIV/0!
General Interest						1,202	1,202	#DIV/0!
48500-000 Donations	0	76,672	76,672	16,400	6,500	8,000	1,500	23.08%
Passes/Library of Things	0	6,500	6,500		6,500	8,000	1,500	23.08%
48500-100 Misc. Revenue	5,907	7,251	1,344	4,801	6,500	8,251	1,751	26.94%
48500-200 Grants	3,101	11,774	8,673	6,038	9,038	6,763	-2,275	-25.17%
Bridges - Hoopla Grant	3,101	3,101	0		6,038	3,263	-2,775	-45.96%
Bridges - Innovation Grants		7,671			3,000	3,000	0	0.00%
Delta Kappa Gamma Bridges - Adult Program Grant		202				500		
LSTA SEWI Grant	0	800						
48440-000 Insurance Recoveries	0	0	0	48,736	0	0	0	#DIV/0!
49300-000 Fund Balance Applied	0	0	0	0	20,200	25,000	4,800	23.76%
Revenue Sub Total	131,452	217,720		93,289	148,760	172,446	23,686	15.92%
Total Contribution Subtotal	1,117,686	1,102,304	70,887	616,637	1,169,783	1,173,632	3,849	0.33%
49000-000 City Contribution	871,795	871,795	0	523,060	896,675	927,169	30,494	3.40%
49001-000 Village Contribution	262,744	262,744	0	131,267	262,534	246,463	-16,071	-6.12%
SUB TOTAL	1,265,991	1,352,259	86,268	796,352	1,328,169	1,346,078	17,909	1.35%

2025 Proposed Budget: Description of Significant Changes in Expenditures

Library Salaries. (Increase of \$20,000 or 2.99%)

- This budget plans for 13.25 FTE employees so that Library meets the MOE standards for employees. The MOE standard for the Library for 2025 is 13.24 FTE.
- For full-time employees, this budget includes a cost-of-living adjustment of 2% and a merit increase from 0-2%. For part-time employees, this budget includes a set increase for part-time employees of .50 or \$1.00/hr.

Benefits. (Increase of \$9,725 or 4.55%)

- **Retirement.** WRS contribution rate for 2025 will increase from 6.9% to 6.95%.
- **Health Insurance.** 2025 rates have been released. The proposed increase is assuming that staff elections remain the same. Staff do have the option to change their elections during the open enrollment period so costs may change.

Materials. (Decrease of \$430 or .31%)

- The total proposed budget for a materials expenditure for 2025 is \$137,570.00. This includes general operations funds, gifts funds from the Friends of the Library and grant funds from Bridges. This amount will ensure the Library meets the MOE standards for material spending. The MOE standard for the Library for 2025 is \$137,570.00.
- Here is information on the adjustments within these collections:
 - **Non-Print Materials.** This budget will increase by \$700.00 to support the purchase of new formats such as playaways and wonderbooks.
 - **Friends of the Pewaukee Library Donation.** We will request increased funding from the Friends for continued support of our Explore Passes and we will ask for new funding so that we can add to our Library of Things collection. This will be an increase of \$1,500.00
 - **Grants.** The Library will receive a grant from Bridges for \$3,263.00 to purchase digital materials. This is a decrease of \$2,775.00

Technology (Increase of \$920 or 2.06%)

- The Library's CAFÉ contribution for the ILS system will increase by \$1,190.00
- Adjustments in Envisionware Costs:
 - With the new security gates, the Library will have an annual maintenance fee of \$1,190.70
 - The cost for mobile printing increased \$325.00
 - As we replace RFID pads, with hardware from Envisionware, we now need to purchase a software subscription at an annual cost of \$225.00.
- Adjustments in Software Licenses:
 - The WI DPI pulled funding for Beanstack. We have signed a contract to continue with the product for \$1,200.75
 - With the new security gates, we will discontinue our software subscription to SMS/PeopleCounter for a cost savings of \$537.00.
 - We added Sling last year to manage work schedules, desk schedules and time off. The annual cost for this subscription is \$734.40.
 - Bridges is scheduled to provide funding for LendingKey for all libraries beginning in 2025. This will be a cost savings of \$647.87.

Mileage, Supplies, Other Expenditures. (Decrease of \$7,535 or 38.48%)

- The expiration and elimination of our lease with James Imaging accounts for savings of \$6,680.00.

- The strategic capital investment in purchasing copiers includes a maintenance contract based on usage at a cost of \$1,400.00.
- With the increase in our regular and strategic marketing plan, it time to discontinue our summer advertisement in the Parks and Recreation booklet. This change would realize a savings of \$900.00.
- We continue to spend less on general office supplies. This budget line has been reduced in accordance with actual spending trends by \$1,000.00.

Municipal Fees. (Decrease of \$3,994 or 51.36%)

- **Utility - Transportation.** The Transportation Utility charge will be eliminated in 2025 at a cost saving of \$3,776.00.

Building Maintenance. (Increase of \$3,651 or 4.07%)

- For services vary from year to year based on weather and unexpected breakdown of equipment, the actual cost from 2023 has been added as the budgeted cost for 2025.
- For services that include contracted rates, those rates have been added as firm costs for 2025.
- The contract for Jana-King cleaning services is expected to increase 2% or \$655.00.
- The increase for landscaping services in 2024 was 12% or \$1,888.00
- In 2025, a special fire inspection with extended interval testing is due to be completed for \$1775.00. This special inspection added to actual costs from 2023 will increase the Fire Inspection cost by \$2,661.00.

Utilities. (Decrease of \$2,082 or 3.78%)

- Utilities have been budgeted based on actual costs from 2023.

Grants. (Decrease of \$1,275 or 14.11%)

- Bridges has budgeted to increase their non-competitive grant by \$1,000.00.
- Bridges has budgeted to decrease our Hoopla grant by \$2,775.00.

Library Outlay. (Increase of \$4,800)

- The Security Camera equipment has failed. As a special project, I would propose the replacement of cameras and the purchase of new monitoring software as a cost of \$15,000.00
- The Library will continue to realize savings with the upgrade of fixtures to LEDs. I would propose the upgrade of lights at the cost of \$10,000.00

Description of Significant Changes in Revenue

County Library Aids (Decrease of \$4,226 or 3.56%)

- Waukesha County aid will be reduced by \$4,226.00.

	Village	City	Total	V	C
	Actual Contribution	Actual Contribution			
2006	227,598	634,302	861,900	26%	74%
2007	225,713	677,139	902852	25%	75%
2008	225,713	669,639	895352	25%	75%
2009	226,341	660,360	886701	26%	74%
2010	232,396	662,572	894968	26%	74%
2011	235,935	672,644	908579	26%	74%
2012	232,523	661,823	894346	26%	74%
2013	232,533	661,823	894356	26%	74%
2014	236,924	674,323	911247	26%	74%
2015	233,997	687,568	921565	25%	75%
2016	238,487	715,463	953950	25%	75%
2017	248,048	744,143	992191	25%	75%
2018	262,347	787,045	1049392	25%	75%
2019	256,489	812,214	1068703	24%	76%
2020	263,372	834,012	1097384	24%	76%
2021	263,679	834,875	1098554	24%	76%
2022	261,180	840,591	1101771	23%	77%
2023	262,744	871,795	1134539	22%	78%
2024	262,534	896,675	1159209	22%	78%
2025				21%	79%

Special Joint Library Calculation: Average of the past 3 years

Village	MOE for 2025	262,153
City	MOE for 2025	869,687

Standards Calculations for PPL

Annual Report Year	Budget Year	Population Year	Population Actual	Materials Expenditures/Capita Standard	Materials Expenditure Minimum	Materials Expenditures /Capita Actual	Materials Expenditure Actual	# of Hours / Week Standard	# of Hours/ Week Actual	FTE Staff Standard	FTE Staff Actual	Collection Size Standard	Collection Size Actual	Public Internet Devices Standard	Public Internet Devices Actual
2021	2022	2020	22,658	\$5.44	\$124,473	\$5.34	\$120,994	57	59	12.85	13.24	98,000	96,827	12	9
2022	2023	2021	22,881	\$5.44	\$124,473	\$5.55	\$126,990	57	59	12.85	13.11	98,000	97,467	12	12
2023	2024	2022	24,342	\$5.50	\$137,796	\$5.68	\$138,263	57	59	13.24	13.29	101,000	100,009	13	12
2024	2025	2024	24,299	\$5.66	\$137,570			57		13.24		101,000		13	

Pewaukee Public Library - 5 YR Capital Projects Plan

Interior/Exterior	ITEM DESCRIPTION	TOTAL COST TO REPLACE	Quote Provided by	Quote Year	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
Exterior	Parking lot - blacktop and curb replacement	\$126,292.00	PLM Paving and Concrete	2023	X				
Exterior	Roof - Flat 2	\$28,650.00	Hernandez Roofing	2023	X				
Exterior	Roof - Shingled	\$100,000.00	Hernandez Roofing	2023	X				
Interior	HVAC : Control System (Front End)	\$77,974.00	Grunau	2024			X		
Total		\$332,916.00							

The Library Board and Library Personnel

The most important determinant of library service quality is the training, experience, attitude, and motivation of the library staff. Developing and maintaining a high-quality library staff requires careful decision-making and cooperation by both the library board and the library director.

Role of the Board / Role of the Director

The most direct personnel responsibility of the library board is the hiring and supervision of the library director (see [Trustee Essential #5: Hiring a Library Director](#) and [Trustee Essential #6: Evaluating the Director](#)), but the board's responsibilities extend to issues that affect all library staff. It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.

While both the library board and the library director have significant personnel responsibilities, the library will operate most effectively if the two parties cooperate and communicate on important personnel matters, while avoiding intrusion into each other's area of responsibility. Keep in mind that:

- The library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.
- The library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.

Staff duties and compensation are another area where cooperation is essential. While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

7

In This Trustee Essential

- The roles of the board and the library director on personnel issues
- How board decisions can affect the quality of library staff and library services

Lines of Communication

While trustees will want to know the individuals who comprise the staff and what they think about the library and its policies, services and collections, trustees must be very careful to avoid undermining the authority of the director if he/she is going to be able to manage effectively. Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.

Because the library board may want input from the staff on certain issues, the board should solicit such input through the director. In addition, the library board may decide to obtain library staff input on the director's performance as part of a formal evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

Staff Compensation Levels

The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide (see the [Sources of Additional Information](#) section below for sources of this data). Compensation for library staff should be in line with other community positions that require similar training and responsibilities.

Personnel Policy

It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. (For more information, see [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#).) Your municipality or county may have personnel department staff that keeps up to date on these laws. Knowledgeable individuals should review all proposed changes in the personnel policy. To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues. For more information about the employment-related requirements of the ADA including a sample job description, see [*Trustee Essential #5: Hiring a Library Director*](#).

Sample personnel policies are available from the Wisconsin Public Library Policy Resource Webpage at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Library Employee Unions

The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights. Note: Under [*2011 Wisconsin Act 10*](#), collective bargaining for most public employees (including library staff) was sharply curtailed.

In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes. Therefore, it is the library board (or a designee of the library board acting under library board supervision) that negotiates with any union(s) representing library employees. An individual familiar with [*Chapter 43*](#), library board concerns, and collective bargaining law should handle all labor negotiations on behalf of the board. Knowledgeable individuals should assist in the development of library board collective bargaining strategy. The library board must ratify any union agreements involving library employees.

The library board may not abrogate or delegate its legal responsibilities for establishing library policies and personnel policies or for determining the duties and compensation of all library staff. In addition, the library board may not take away the library director's legal authority to hire and supervise all other library staff.

Personnel Records and Board Meetings on Personnel Issues

Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues. See [*Trustee Essential #14: The Library Board and the Open Meetings Law*](#) and [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information.

Continuing Education for Library Staff

Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules. (See [Trustee Essential #19: Library Director Certification](#).)

Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

Sources of Additional Information

- Your regional library system staff (see [Trustee Tool B: Library System Map and Contact Information](#))
- Your municipal attorney and municipal personnel staff.
- Sample personnel policies on the Wisconsin Public Library Policy Resource page (<http://dpi.wi.gov/pld/boards-directors/policy-resources>)
- Annual nationwide Public Library Data Service Statistical Report (available from the Public Library Association)
- Wisconsin Association of Public Libraries Sample Library Position Descriptions (contact WLA or your library system)
- State publications on employment laws (dwd.wisconsin.gov/er/)
- Federal Laws Prohibiting Job Discrimination: Questions and Answers (www.eeoc.gov/facts/qanda.html)

Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232,

www.adagreatlakes.org

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