

**Pewaukee Public Library**



# September 2024 BOT Packet

Wednesday, September 18, 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, September 18, 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, September 18, 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 Peter Blenski, Youth Services Manager

#### **REGULAR BUSINESS:**

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

#### **OLD BUSINESS:**

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

#### **NEW BUSINESS:**

7. Discussion and possible action on policy and board expectations on staff response to patrons and the handling and assessment of Pewaukee owned items and items from other libraries that they suspect and/or confirm have been exposed to a biohazard or an unknown substance.
8. Discussion and possible action on revisions to the Library Card Policy
9. Discussion and possible action to cancel the October 16 Regular Board Meeting.
10. Discussion and possible action on BOT *Trustee Essentials 09: Managing the Library's Money*
11. ADJOURNMENT

#### **NEXT MEETING SCHEDULED: Wednesday, October 16, 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: Thursday, September 12, 2024
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**SRP Overview 2024--Pewaukee**

Adult Total—254  
 Kids Total—660  
 Teen Total—166  
 Early Literacy—148

Total Readers –1,228

Total –974 Kids and Teen

**Last Year**

Total – 1,038 Kids and Teen

**Baby and Toddler Overview**

148 Total Signups  
 71 Completions  
 47.97% Completion Rate

**Last Year**

0 Total Signups  
 0 Completions  
 0% Completion Rate

**Kids Overview**

660 Total Signups  
 467 Returns (Came back at least for one week)  
 70.76% Return Rate

**Last Year**

863 Total Signups (both Baby & Kid)  
 704 Returns  
 81.58% Return Rate

**Weekly Breakdown**

Activity by Week

467 kids turned in Week 0	Coupon Giveaway after Week 1 = 467 total coupons + 467 books
428 kids turned in Week 1	Coupon Giveaway after Week 1 = 895 total coupons
375 kids turned in Week 2	Coupon Giveaway after Week 2 = 1,270 total coupons
338 kids turned in Week 3	Coupon Giveaway after Week 3 = 1,608 total coupons + 805 total books
287 kids turned in Week 4	Coupon Giveaway after Week 4 = 1,895 total coupons
242 kids turned in Week 5	Coupon Giveaway after Week 5 = 2,137 total coupons
222 kids turned in Week 6	Total Giveaway for Kids = 2,359 total coupons + 1,027 total books

Registration by Week (compiled by Sandy)

	First available 5/23		First available 5/23		First available 6/7	
	<b>Early Literacy</b>		<b>Kids</b>		<b>Teens</b>	
	Registration	Completions	Registration	Participation	Registration	Participation
Pre-Registration	49	0	184	0	28	0
6/16/2024	85	1	362	89	68	30
6/23/2024	104	16	480	221	104	66
6/30/2024	116	25	548	330	129	87
7/7/2024	121	29	573	362	140	96
7/14/2024	131	34	626	410	148	104
7/21/2024	137	43	642	431	153	108

7/28/2024	145	56	654	446	155	110
8/4/2024	147	61	660	457	157	114
8/11/2024	148	66	661	466	160	117
8/17/2024	148	71	660	466	166	124

Email newsletter sent to cardholders on 6/10

Email newsletter sent to cardholders on 7/8

Targeted reminder email sent to registrants on 8/12

Early Lit started but not Completed: 26

Child Participation Total: (466+71+26): 563

	Kid & EL Registration	Participation	Teen Registration	Participation
2024	808	563	166	124
2023	859	656	172	145
	-5.94%	-14.18%	-3.49%	-14.48%

### Teen Overview

166 Total Signups

124 Logged in some way

74.70% Return Rate

**Last Year**

175 Total Signups

139 Returns

79.43% Return Rate

### School Overview

Kids		Teens	
41	Asa Clark Middle School	57	Asa Clark Middle School
2	CELA	1	Butler
21	Homeschool	1	CELA
161	Horizon Elementary	13	Homeschool
9	Meadowbrook	2	Horizon Elementary
192	Other	59	Other
187	Pewaukee Lake Elementary	27	Pewaukee High School
35	Saint Anthony	4	Saint Anthony
6	Swallow	1	Swallow

### Adult Overview

254 Total Signups

**Last Year**

247 Total Signups

# PEWAUKEE PUBLIC LIBRARY BOARD MEETING - AGENDA

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

## 1. Call Meeting to Order and Roll Call 6:32pm

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

Others Present: Nan Champe (Library Director)

Members Excused:

## **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

Motion to approve: Phil Vetterkind

Second: Ann Wright

Discussion:

Motion Carried Leslie Miller and Lisa Jansen abstain from voting on the minutes

## **OTHER BUSINESS:**

6. Discussion on the new Joint Library Agreement

No Action

7. Discussion and possible action on the Library Building Lease

No Action

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:

Heather Gergen-Yes  
Lisa Jansen-Yes  
Leslie Miller-Yes  
Dale Noll-Yes  
Phil Vetterkind-Yes  
Karen Wildman-Yes  
Ann Wright-Yes

Motion to approve:

Lisa Jansen motioned to approve the Pewaukee Public Library investing in a 7 month & 15 month CD

Second: Leslie Miller

Motion Carried

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:

Heather Gergen-Yes  
Lisa Jansen-Yes  
Leslie Miller-Yes  
Dale Noll-Yes  
Phil Vetterkind-Yes  
Karen Wildman-Yes  
Ann Wright-Yes

Motion to approve:

Ann Wright motioned to approve P  
ewaukee Public Library Monies to be invested in the LGIP

Second: Phil Vetterkind

Motion Carried

10. Discussion and possible action on the 2025 Joint Library Operations Budget

Motion to approve: Leslie Miller

Second: Ann Wright

Motion Carried

11. Discussion and possible action on the 5-year Capital Projects Plan & the 2025 Joint Library Capital Projects Budget

Motion to approve:

Lisa Jansen moved to approve the revised 5 year capital plan & budget.

And for the Pewaukee Library Director to submit to both municipalities

Second: Phil Vetterkind

Motion Carried

12. Discussion and possible action on a Special Library Board Meeting if needed.

No Action

13. Discussion and possible action on TE07: Library Board and Library Personnel

No Action

14. ADJOURNMENT 8:23pm

Motion to approve: Heather Gergen

Second: Ann Wright

Motion Carried

**NEXT MEETING SCHEDULED:** Wednesday, September 18, 2024

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

End.GLPeriod 824

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
<b>Fund900 - LIBRARY FUND</b>						
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	75,261.52	427,434.20	668,000.00	240,565.80	63.98%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	19,757.04	149,568.83	213,710.00	64,141.17	69.98%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	194.97	5,454.13	7,000.00	1,545.87	77.91%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	.00	40,988.34	45,936.00	4,947.66	89.22%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	3,386.48	60,742.21	89,700.00	28,957.79	67.71%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	.00	2,761.00	4,000.00	1,239.00	69.02%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	2,375.34	11,928.81	6,500.00	-5,428.81	183.52%
900-00-57610-000-000	LIBRARY OUTLAY(E)	.00	68,646.65	20,200.00	-48,446.65	339.83%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	5,269.41	37,033.13	80,500.00	43,466.87	46.00%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	712.06	7,898.38	14,000.00	6,101.62	56.41%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	1,163.40	37,898.05	44,628.00	6,729.95	84.91%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	1,129.82	16,137.62	19,580.00	3,442.38	82.41%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	315.26	1,772.22	3,750.00	1,977.78	47.25%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	5,312.38	30,990.54	62,789.00	31,798.46	49.35%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	457.34	18,259.31	23,962.00	5,702.69	76.20%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	566.37	3,402.06	5,250.00	1,847.94	64.80%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	358.03	10,988.00	9,038.00	-1,950.00	121.57%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	1,515.92	3,106.29	.00	-3,106.29	100.00%
<b>Total Expenditure:</b>		<b>117,775.34</b>	<b>935,009.77</b>	<b>1,318,543.00</b>	<b>383,533.23</b>	
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	.00	-60,787.04	-118,775.00	-57,987.96	51.17%
900-00-46710-000-000	LIBRARY FINES(R)	-648.59	-5,577.22	-7,609.00	-2,031.78	73.29%
900-00-48110-000-000	INTEREST INCOME(R)	.00	-884.38	-338.00	546.38	261.65%
900-00-48200-000-100	FISCAL AGENT FEES(R)	.00	.00	.00	.00	100.00%
900-00-48500-000-000	DONATIONS, PRIVATE OR ORGANIZ(R)	-.80	-19,810.80	-6,500.00	13,310.80	304.78%

End.GLPeriod 824

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900-00-48500-000-100	MISC REVENUES(R)	-1,099.04	-6,838.01	-6,500.00	338.01	105.20%
900-00-48500-000-200	DESIGNATED GRANTS(R)	.00	-6,038.00	-9,038.00	-3,000.00	66.80%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	-74,722.91	-672,506.27	-896,675.00	-224,168.73	75.00%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	-21,877.83	-175,022.68	-262,534.00	-87,511.32	66.66%
900-00-49200-000-000	TRANSFER IN FROM MUNICIPALITY(R)	.00	.00	.00	.00	100.00%
900-00-49300-000-000	FUND BALANCE APPLIED(R)	.00	.00	-20,200.00	-20,200.00	0.00%
900-00-48440-000-000	INSURANCE RECOVERIES(R)	.00	-48,735.86	.00	48,735.86	100.00%
<b>Total Revenue:</b>		<b>-98,349.17</b>	<b>-996,200.26</b>	<b>-1,328,169.00</b>	<b>-331,968.74</b>	
<b>Fund900 - LIBRARY FUND</b>		<b>19,426.17</b>	<b>-61,190.49</b>	<b>-9,626.00</b>	<b>51,564.49</b>	
<b>Total:</b>		<b>19,426.17</b>	<b>-61,190.49</b>	<b>-9,626.00</b>	<b>51,564.49</b>	

End.GLPeriod 824 AND Start.GLPeriod 0824 AND End.GLPeriod 0824

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
<b>Fund900 - LIBRARY FUND</b>							
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
08/14/2024	7002726-1	CR	LIBRARY FINES - LIBRARY			.00	-191.40
08/20/2024	7002757-1	CR	LIBRARY FINES - LIBRARY			.00	-342.44
08/28/2024	7002778-1	CR	LIBRARY FINES - LIBRARY			.00	-114.75
<b>Account Number And Title900-00-46710-000-000 - LIBRARY FINES</b>						<b>.00</b>	<b>-648.59</b>
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
08/14/2024	7002726-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-.80
<b>Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ</b>						<b>.00</b>	<b>-.80</b>
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
08/01/2024	4-2	CRJE	CC REBATE REDEMPTION 8.1.2024			.00	-475.00
08/14/2024	7002726-3	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-67.00
08/14/2024	7002726-4	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-157.45
08/20/2024	7002757-2	CR	LIBRARY MISC REV BOOK REPLACE - LIBRARY			.00	-108.00
08/20/2024	7002757-3	CR	LIBRARY MISC REV LIB CARDS - LIBRARY			.00	-1.00
08/20/2024	7002757-4	CR	LIBRARY MISC REV COPIES - LIBRARY			.00	-187.00
08/28/2024	7002778-2	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-37.59
08/28/2024	7002778-3	CR	LIBRARY MISC REVENUES NEW LIB CARDS - LIBRARY			.00	-1.00
08/28/2024	7002778-4	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-65.00
<b>Account Number And Title900-00-48500-000-100 - MISC REVENUES</b>						<b>.00</b>	<b>-1,099.04</b>
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							
08/12/2024	7002719-1	CR	CITY CONTRIBUTIONS- SEPTEMBER 2024 - CITY OF PEWAUKEE			.00	-74,722.91
<b>Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS</b>						<b>.00</b>	<b>-74,722.91</b>

End.GLPeriod 824 AND Start.GLPeriod 0824 AND End.GLPeriod 0824

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
08/01/2024	1-2	JE	LIBRARY CONTRIBUTION AUGUST			.00	-21,877.83
<b>Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS</b>						<b>.00</b>	<b>-21,877.83</b>
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES							
08/02/2024	12-1	PC	PAYROLL TRANS FOR 7/28/2024 PAY PERIOD			24,592.37	.00
08/16/2024	66-1	PC	PAYROLL TRANS FOR 8/11/2024 PAY PERIOD			25,355.97	.00
08/30/2024	123-1	PC	PAYROLL TRANS FOR 8/25/2024 PAY PERIOD			25,313.18	.00
<b>Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES &amp; WAGES</b>						<b>75,261.52</b>	<b>.00</b>
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
08/02/2024	4-1	PB	PAYROLL TRANS FOR 7/28/2024 PAY PERIOD			3,125.43	.00
08/16/2024	26-1	PB	PAYROLL TRANS FOR 8/11/2024 PAY PERIOD			13,452.81	.00
08/30/2024	52-1	PB	PAYROLL TRANS FOR 8/25/2024 PAY PERIOD			3,178.80	.00
<b>Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS</b>						<b>19,757.04</b>	<b>.00</b>
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							
07/01/2024	68-1	AP	ACH NORTH SHORE BANK CREDIT CARD			194.97	.00
<b>Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS</b>						<b>194.97</b>	<b>.00</b>
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
06/03/2024	10-1	AP	ACH NORTH SHORE BANK CREDIT CARD			174.99	.00
06/03/2024	12-1	AP	ACH NORTH SHORE BANK CREDIT CARD			144.98	.00
06/05/2024	14-1	AP	ACH NORTH SHORE BANK CREDIT CARD			590.24	.00
06/05/2024	16-1	AP	ACH NORTH SHORE BANK CREDIT CARD			37.09	.00
06/05/2024	8-1	AP	ACH NORTH SHORE BANK CREDIT CARD			60.66	.00
06/07/2024	18-1	AP	ACH NORTH SHORE BANK CREDIT CARD			474.61	.00
06/07/2024	20-1	AP	ACH NORTH SHORE BANK CREDIT CARD			243.20	.00

End.GLPeriod 824 AND Start.GLPeriod 0824 AND End.GLPeriod 0824

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
06/11/2024	22-1	AP	ACH NORTH SHORE BANK CREDIT CARD			173.82	.00
06/11/2024	24-1	AP	ACH NORTH SHORE BANK CREDIT CARD			207.34	.00
06/11/2024	28-1	AP	ACH NORTH SHORE BANK CREDIT CARD			31.94	.00
06/12/2024	30-1	AP	ACH NORTH SHORE BANK CREDIT CARD			372.02	.00
06/12/2024	26-1	AP	ACH NORTH SHORE BANK CREDIT CARD			86.83	.00
06/14/2024	32-1	AP	ACH NORTH SHORE BANK CREDIT CARD			89.56	.00
06/18/2024	38-1	AP	ACH NORTH SHORE BANK CREDIT CARD			11.33	.00
06/19/2024	36-1	AP	ACH NORTH SHORE BANK CREDIT CARD			636.09	.00
06/21/2024	40-1	AP	ACH NORTH SHORE BANK CREDIT CARD			64.89	.00
06/21/2024	44-1	AP	ACH NORTH SHORE BANK CREDIT CARD			299.41	.00
06/24/2024	46-1	AP	ACH NORTH SHORE BANK CREDIT CARD			476.86	.00
06/25/2024	48-1	AP	ACH NORTH SHORE BANK CREDIT CARD			450.90	.00
06/25/2024	50-1	AP	ACH NORTH SHORE BANK CREDIT CARD			202.27	.00
06/27/2024	52-1	AP	ACH NORTH SHORE BANK CREDIT CARD			45.55	.00
07/01/2024	143-1	AP	CENTER POINT LARGE PRINT			50.34	.00
07/10/2024	42-1	AP	ACH NORTH SHORE BANK CREDIT CARD			13.99	.00
07/18/2024	34-1	AP	ACH NORTH SHORE BANK CREDIT CARD			90.10	.00
08/01/2024	359-1	AP	CENTER POINT LARGE PRINT			50.34	.00
08/04/2024	350-1	AP	AMAZON CAPITAL SERVICES, INC.			49.81	.00
08/13/2024	409-1	AP	GREY HOUSE PUBLISHING			140.25	.00
<b>Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS</b>						<b>5,269.41</b>	<b>.00</b>
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
07/12/2024	152-1	AP	MIDWEST TAPE			26.24	.00
07/12/2024	153-1	AP	MIDWEST TAPE			14.99	.00

End.GLPeriod 824 AND Start.GLPeriod 0824 AND End.GLPeriod 0824

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/12/2024	154-1	AP	MIDWEST TAPE			84.72	.00
07/14/2024	136-1	AP	AMAZON CAPITAL SERVICES, INC.			19.96	.00
07/15/2024	129-1	AP	AMAZON CAPITAL SERVICES, INC.			26.95	.00
07/17/2024	141-1	AP	AMAZON CAPITAL SERVICES, INC.			12.98	.00
07/22/2024	130-1	AP	AMAZON CAPITAL SERVICES, INC.			29.99	.00
07/22/2024	131-1	AP	AMAZON CAPITAL SERVICES, INC.			37.94	.00
07/23/2024	155-1	AP	MIDWEST TAPE			120.73	.00
07/23/2024	156-1	AP	MIDWEST TAPE			37.48	.00
08/05/2024	361-1	AP	MIDWEST TAPE			117.71	.00
08/05/2024	362-1	AP	MIDWEST TAPE			14.99	.00
08/05/2024	363-1	AP	MIDWEST TAPE			76.47	.00
08/05/2024	364-1	AP	MIDWEST TAPE			50.98	.00
08/11/2024	405-1	AP	AMAZON CAPITAL SERVICES, INC.			39.93	.00
<b>Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS</b>						<b>712.06</b>	<b>.00</b>
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
06/16/2024	63-1	AP	ACH NORTH SHORE BANK CREDIT CARD			734.40	.00
06/30/2024	57-1	AP	ACH NORTH SHORE BANK CREDIT CARD			6.00	.00
07/31/2024	377-1	AP	TAYLOR COMPUTER SERVICES, INC			423.00	.00
<b>Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY</b>						<b>1,163.40</b>	<b>.00</b>
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
05/24/2024	65-1	AP	ACH NORTH SHORE BANK CREDIT CARD			70.35	.00
06/03/2024	13-1	AP	ACH NORTH SHORE BANK CREDIT CARD			2.90	.00
06/03/2024	11-1	AP	ACH NORTH SHORE BANK CREDIT CARD			3.50	.00
06/05/2024	9-1	AP	ACH NORTH SHORE BANK CREDIT CARD			1.21	.00

End.GLPeriod 824 AND Start.GLPeriod 0824 AND End.GLPeriod 0824

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
06/05/2024	17-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.74	.00
06/05/2024	15-1	AP	ACH NORTH SHORE BANK CREDIT CARD			11.80	.00
06/07/2024	21-1	AP	ACH NORTH SHORE BANK CREDIT CARD			4.86	.00
06/07/2024	19-1	AP	ACH NORTH SHORE BANK CREDIT CARD			9.49	.00
06/11/2024	25-1	AP	ACH NORTH SHORE BANK CREDIT CARD			4.15	.00
06/11/2024	23-1	AP	ACH NORTH SHORE BANK CREDIT CARD			3.48	.00
06/11/2024	29-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.64	.00
06/12/2024	27-1	AP	ACH NORTH SHORE BANK CREDIT CARD			1.74	.00
06/12/2024	31-1	AP	ACH NORTH SHORE BANK CREDIT CARD			7.44	.00
06/14/2024	33-1	AP	ACH NORTH SHORE BANK CREDIT CARD			1.79	.00
06/18/2024	1-1	AP	ACH NORTH SHORE BANK CREDIT CARD			218.49	.00
06/18/2024	39-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.23	.00
06/19/2024	37-1	AP	ACH NORTH SHORE BANK CREDIT CARD			12.72	.00
06/21/2024	41-1	AP	ACH NORTH SHORE BANK CREDIT CARD			1.30	.00
06/21/2024	4-1	AP	ACH NORTH SHORE BANK CREDIT CARD			199.98	.00
06/21/2024	45-1	AP	ACH NORTH SHORE BANK CREDIT CARD			5.99	.00
06/24/2024	61-1	AP	ACH NORTH SHORE BANK CREDIT CARD			192.45	.00
06/24/2024	62-1	AP	ACH NORTH SHORE BANK CREDIT CARD			134.44	.00
06/24/2024	47-1	AP	ACH NORTH SHORE BANK CREDIT CARD			9.54	.00
06/25/2024	51-1	AP	ACH NORTH SHORE BANK CREDIT CARD			4.05	.00
06/25/2024	49-1	AP	ACH NORTH SHORE BANK CREDIT CARD			9.02	.00
06/27/2024	53-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.91	.00
07/10/2024	43-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.28	.00
07/11/2024	139-1	AP	AMAZON CAPITAL SERVICES, INC.			43.38	.00

End.GLPeriod 824 AND Start.GLPeriod 0824 AND End.GLPeriod 0824

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/18/2024	35-1	AP	ACH NORTH SHORE BANK CREDIT CARD			1.80	.00
07/23/2024	117-1	AP	RHYME BUSINESS PRODUCTS, LLC			151.20	.00
07/31/2024	356-1	AP	AMAZON CAPITAL SERVICES, INC.			19.95	.00
<b>Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC</b>						<b>1,129.82</b>	<b>.00</b>
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT							
06/02/2024	345-1	AP	WISCONSIN LIBRARY ASSOCIATION			189.00	.00
07/25/2024	108-1	AP	NELSON, KELLY			119.26	.00
08/29/2024	8-1	JE	DOJ BACKGROUND CHECK - LIBRARY EMPLOYEE HOFFMAN			7.00	.00
<b>Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT</b>						<b>315.26</b>	<b>.00</b>
Account Number And Title900-00-55110-000-160 - LIBRARY ANNUAL MUNICIPAL FEES							
07/10/2024	93-1	AP	ACH PEWAUKEE UTILITY			944.31	.00
07/10/2024	94-1	AP	ACH PEWAUKEE UTILITY			177.00	.00
07/10/2024	95-1	AP	ACH PEWAUKEE UTILITY			394.61	.00
<b>Account Number And Title900-00-55110-000-160 - LIBRARY ANNUAL MUNICIPAL FEES</b>						<b>1,515.92</b>	<b>.00</b>
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
06/18/2024	67-1	AP	ACH NORTH SHORE BANK CREDIT CARD			51.13	.00
07/23/2024	169-1	AP	BATZNER PEST CONTROL INC			113.74	.00
07/29/2024	261-1	AP	JF AHERN COMPANY			180.00	.00
07/30/2024	353-1	AP	AMAZON CAPITAL SERVICES, INC.			52.29	.00
07/31/2024	334-1	AP	JOHNSON CONTROLS SECURITY SOLUTIONS LLC			205.95	.00
08/01/2024	337-1	AP	JANI-KING OF MILWAUKEE			2,729.43	.00
08/02/2024	247-1	AP	CHAMPE, ELIZABETH			14.99	.00
08/06/2024	351-1	AP	AMAZON CAPITAL SERVICES, INC.			38.95	.00
<b>Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE</b>						<b>3,386.48</b>	<b>.00</b>

End.GLPeriod 824 AND Start.GLPeriod 0824 AND End.GLPeriod 0824

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
<b>Account Number And Title</b> 900-00-55110-000-311 - LIBRARY-UTILITIES							
06/10/2024	64-1	AP	ACH NORTH SHORE BANK CREDIT CARD			345.38	.00
06/14/2024	5-1	AP	ACH NORTH SHORE BANK CREDIT CARD			224.95	.00
08/08/2024	329-1	AP	ACH WE ENERGIES			159.95	.00
08/08/2024	330-1	AP	ACH WE ENERGIES			4,582.10	.00
						<b>5,312.38</b>	<b>.00</b>
<b>Account Number And Title</b> 900-00-55110-000-311 - LIBRARY-UTILITIES							
<b>Account Number And Title</b> 900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
07/16/2024	114-1	AP	MIDWEST TAPE - HOOPLA			85.50	.00
07/31/2024	343-1	AP	MIDWEST TAPE - HOOPLA			371.84	.00
						<b>457.34</b>	<b>.00</b>
<b>Account Number And Title</b> 900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
<b>Account Number And Title</b> 900-00-55110-000-313 - LIBRARY-PROGRAMS							
04/01/2024	118-1	AP	WELLNESS EMPOWERED LLC			100.00	.00
06/07/2024	2-1	AP	ACH NORTH SHORE BANK CREDIT CARD			54.66	.00
06/17/2024	54-1	AP	ACH NORTH SHORE BANK CREDIT CARD			9.95	.00
06/26/2024	60-1	AP	ACH NORTH SHORE BANK CREDIT CARD			28.34	.00
07/02/2024	59-1	AP	ACH NORTH SHORE BANK CREDIT CARD			11.78	.00
07/11/2024	138-1	AP	AMAZON CAPITAL SERVICES, INC.			9.99	.00
07/12/2024	137-1	AP	AMAZON CAPITAL SERVICES, INC.			44.30	.00
07/16/2024	135-1	AP	AMAZON CAPITAL SERVICES, INC.			40.98	.00
07/17/2024	140-1	AP	AMAZON CAPITAL SERVICES, INC.			19.96	.00
07/21/2024	132-1	AP	AMAZON CAPITAL SERVICES, INC.			37.97	.00
07/22/2024	133-1	AP	AMAZON CAPITAL SERVICES, INC.			55.98	.00
07/25/2024	106-1	AP	NELSON, KELLY			10.98	.00
08/02/2024	354-1	AP	AMAZON CAPITAL SERVICES, INC.			24.17	.00

End.GLPeriod 824 AND Start.GLPeriod 0824 AND End.GLPeriod 0824

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/02/2024	355-1	AP	AMAZON CAPITAL SERVICES, INC.			39.97	.00
08/05/2024	352-1	AP	AMAZON CAPITAL SERVICES, INC.			77.34	.00
<b>Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS</b>						<b>566.37</b>	<b>.00</b>
Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE							
07/31/2024	342-1	AP	MIDWEST TAPE - HOOPLA			358.03	.00
<b>Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE</b>						<b>358.03</b>	<b>.00</b>
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE							
06/11/2024	55-1	AP	ACH NORTH SHORE BANK CREDIT CARD			52.00	.00
06/11/2024	58-1	AP	ACH NORTH SHORE BANK CREDIT CARD			50.00	.00
06/11/2024	6-1	AP	ACH NORTH SHORE BANK CREDIT CARD			450.00	.00
06/13/2024	7-1	AP	ACH NORTH SHORE BANK CREDIT CARD			36.23	.00
06/13/2024	66-1	AP	ACH NORTH SHORE BANK CREDIT CARD			500.00	.00
06/18/2024	3-1	AP	ACH NORTH SHORE BANK CREDIT CARD			449.11	.00
06/23/2024	56-1	AP	ACH NORTH SHORE BANK CREDIT CARD			11.06	.00
07/12/2024	134-1	AP	AMAZON CAPITAL SERVICES, INC.			37.32	.00
07/14/2024	142-1	AP	AMAZON CAPITAL SERVICES, INC.			64.98	.00
07/25/2024	105-1	AP	NELSON, KELLY			18.75	.00
07/25/2024	107-1	AP	NELSON, KELLY			37.02	.00
08/02/2024	246-1	AP	CHAMPE, ELIZABETH			88.42	.00
08/02/2024	262-1	AP	WHALEN, JOLYNNE			130.45	.00
08/14/2024	403-1	AP	STRUTZ, CURT			450.00	.00
<b>Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE</b>						<b>2,375.34</b>	<b>.00</b>
<b>Total:</b>						<b>117,775.34</b>	<b>-98,349.17</b>

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0824

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
<b>ACH NORTH SHORE BANK CREDIT CARD</b>									
<b>Approved</b>									
13040	ACH NORTH SHORE BANK CREDIT CARD	2969159	LIBRARY/F RIENDS/ZO O EXPLORE PASS	1000.00	07/31/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	7505285	LIBRARY/pP ROCESSING SUPPLIES	114.06	07/11/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	5029373868	LIBRARY/G OOGLE WORKSPAC E	6.00	07/31/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038438820	LIBRARY/P RINTED MATERIALS	86.13	07/23/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038443668	LIBRARY/P RINTED MATERIALS	136.98	07/25/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038443735	LIBRARY/P RINTED MATERIALS	269.69	07/24/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	152358301071424	LIBRARY/S PECTRUM 7.17.2024-8.16.2024	224.95	07/14/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038431276	LIBRARY/P RINTED MATERIALS	17.14	07/18/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038438736	LIBRARY/P RINTED MATERIALS	67.34	07/23/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038434231	LIBRARY/P RINTED MATERIALS	122.46	07/22/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	IN8040	LIBRARY/U TILITIES/TE LEPHONE	349.77	07/10/2024	09/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0824

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2038434210	LIBRARY/P RINTED MATERIALS	250.62	07/22/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038434264	LIBRARY/P RINTED MATERIALS	208.38	07/22/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038431879	LIBRARY/P RINTED MATERIALS	476.24	07/19/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038429142	LIBRARY/P RINTED MATERIALS	96.91	07/18/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038426317	LIBRARY/P RINTED MATERIALS	152.40	07/17/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038426379	LIBRARY/P RINTED MATERIALS	204.60	07/17/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038412551	LIBRARY/P RINTED MATERIALS	69.66	07/09/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038418404	LIBRARY/P RINTED MATERIALS	96.92	07/12/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038423490	LIBRARY/P RINTED MATERIALS	435.95	07/16/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038411218	LIBRARY/P RINTED MATERIALS	68.52	07/08/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038416250	LIBRARY/P RINTED MATERIALS	249.10	07/11/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038412820	LIBRARY/P RINTED MATERIALS	951.54	07/10/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038412514	LIBRARY/P RINTED MATERIALS	471.89	07/09/2024	09/04/2024			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	2038412804	LIBRARY/P RINTED MATERIALS	105.18	07/10/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038405891	LIBRARY/P RINTED MATERIALS	434.73	07/03/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038412533	LIBRARY/P RINTED MATERIALS	266.14	07/09/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038400718	LIBRARY/P RINTED MATERIALS	10.27	07/02/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038412554	LIBRARY/P RINTED MATERIALS	353.86	07/09/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038405151	LIBRARY/P RINTED MATERIALS	198.05	07/03/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038405165	LIBRARY/P RINTED MATERIALS	198.93	07/03/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038405812	LIBRARY/P RINTED MATERIALS	512.25	07/03/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038400698	LIBRARY/P RINTED MATERIALS	110.16	07/01/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	GC22204241	LIBRARY/A DULT PROGRAMS	83.00	07/22/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	318173	LIBRARY/F RIENDS/ADULT SUMMER KICKOFF	50.00	07/18/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	FpmcfNbcNM	LIBRARY/F RIENDS/ADULT SUMMER KICKOFF	25.00	07/18/2024	09/04/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0824

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	103	LIBRARY/F RIENDS/ADULT SUMMER KICKOFF	25.00	07/18/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	420000563349	LIBRARY/ADULT PROGRAM SUPPLIES	43.00	07/18/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	444107424	LIBRARY/F RIENDS/ADULT SUMMER KICKOFF	25.00	07/18/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	23754484746258	LIBRARY/F RIENDS/ADULT GIFT CARD PRIZE	25.00	07/18/2024	09/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	112072	LIBRARY/Y APROGRAM	19.98	08/02/2024	09/04/2024			Approved
<b>Total ACH NORTH SHORE BANK CREDIT CARD:</b>				<b>8612.80</b>					
<b>ACH WE ENERGIES</b>									
<b>Approved</b>									
13090	ACH WE ENERGIES	5129725085	LIBRARY/UTILITIES ELECTRIC JULY	4582.10	08/08/2024	08/30/2024			Approved
13090	ACH WE ENERGIES	5129725085	LIBRARY/UTILITIES GAS JULY	159.95	08/08/2024	08/30/2024			Approved
<b>Total ACH WE ENERGIES:</b>				<b>4742.05</b>					
<b>AMAZON CAPITAL SERVICES, INC.</b>									
<b>Approved</b>									
23	AMAZON CAPITAL SERVICES, INC.	1797-P64C-PY11	LIBRARY/PRINTED MATERIALS	49.81	08/04/2024	09/03/2024			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.	19NP-N1J9-19K7	LIBRARY/C LEANING SUPPLIES	38.95	08/06/2024	09/05/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	13G4-X34R-N17P	LIBRARY/2 ADULT CD	39.93	08/11/2024	09/10/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1YWD-VHVH-HFMF	LIBRARY/P RINT MATERIALS	64.91	08/17/2024	09/16/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1R7X-HD4C-367X	LIBRARY/O FFICE SUPPLIES	19.95	07/31/2024	08/30/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1R1K-YK1M-DRLC	LIBRARY/A DULT PROG SUPP	39.97	08/02/2024	09/01/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1Q9R-JLKF-D9DX	LIBRARY/J UV PROG SUPP	24.17	08/02/2024	09/01/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1CT3-C3XQ-RMJX	LIBRARY/J UV PROG SUPP	77.34	08/05/2024	09/04/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1KHM-RR4X-6KCJ	LIBRARY/C LEANING SUPPLIES	52.29	07/30/2024	08/29/2024			Approved
<b>Total AMAZON CAPITAL SERVICES, INC.:</b>				<u><u>407.32</u></u>					
<b>CENTER POINT LARGE PRINT</b>									
<b>Approved</b>									
3552	CENTER POINT LARGE PRINT	2109283	LIBRARY/B OOKS-LARGE PRINT	50.34	08/01/2024	09/01/2024			Approved
<b>Total CENTER POINT LARGE PRINT:</b>				<u><u>50.34</u></u>					
<b>CHAMPE, ELIZABETH</b>									
<b>Approved</b>									
11012	CHAMPE, ELIZABETH	20240802ECFRIENDS	LIBRARY/F RIENDS SUMMER KICKOFF	88.42	08/02/2024	08/30/2024			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
11012	CHAMPE, ELIZABETH	202408EC	LIBRARY/DI APER GENIE BAGS	14.99	08/02/2024	08/30/2024			Approved
<b>Total CHAMPE, ELIZABETH:</b>				<u><u>103.41</u></u>					
<b>COSTA PROPERTY MAINTENANCE, LLC</b>									
<b>Approved</b>									
12996	COSTA PROPERTY MAINTENANCE, LLC	3324	LIBRARY/T REE REMOVAL	1837.50	08/15/2024	09/15/2024			Approved
<b>Total COSTA PROPERTY MAINTENANCE, LLC:</b>				<u><u>1837.50</u></u>					
<b>GREY HOUSE PUBLISHING</b>									
<b>Approved</b>									
321	GREY HOUSE PUBLISHING	986317	LIBRARY/1 ADULT NON -FIC	140.25	08/13/2024	09/13/2024			Approved
<b>Total GREY HOUSE PUBLISHING:</b>				<u><u>140.25</u></u>					
<b>JANI-KING OF MILWAUKEE</b>									
<b>Approved</b>									
12411	JANI-KING OF MILWAUKEE	MIL09240373	LIBRARY/J ANITORIAL SVC SEPT 2024	2729.43	09/01/2024	09/30/2024			Approved
<b>Total JANI-KING OF MILWAUKEE:</b>				<u><u>2729.43</u></u>					
<b>JF AHERN COMPANY</b>									
<b>Approved</b>									
4875	JF AHERN COMPANY	672799	LIBRARY/FI RE SPRINKLER INSP - ANNUAL	297.00	08/15/2024	09/15/2024			Approved
4875	JF AHERN COMPANY	668630	LIBRARY/S PRINKLER	180.00	07/29/2024	08/29/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0824

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
				INSP-JUL QTRLY					
<b>Total JF AHERN COMPANY:</b>				<u><u>477.00</u></u>					
<b>JOHNSON CONTROLS SECURITY SOLUTIONS LLC</b>									
<b>Approved</b>									
10353	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	40383776	LIBRARY/FIRE INSPECTION SUBMISSION CHARGE	205.95	07/31/2024	08/31/2024			Approved
<b>Total JOHNSON CONTROLS SECURITY SOLUTIONS LLC:</b>				<u><u>205.95</u></u>					
<b>MIDWEST TAPE</b>									
<b>Approved</b>									
548	MIDWEST TAPE	505858323	LIBRARY/1 CHILD DVD	50.98	08/05/2024	09/05/2024			Approved
548	MIDWEST TAPE	505858321	LIBRARY/2 ADULT DVD	76.47	08/05/2024	09/05/2024			Approved
548	MIDWEST TAPE	505858320	LIBRARY/1 ADULT DVD	14.99	08/05/2024	09/05/2024			Approved
548	MIDWEST TAPE	505858247	LIBRARY/4 ADULT DVD	117.71	08/05/2024	09/05/2024			Approved
<b>Total MIDWEST TAPE:</b>				<u><u>260.15</u></u>					
<b>MIDWEST TAPE - HOOPLA</b>									
<b>Approved</b>									
12821	MIDWEST TAPE - HOOPLA	505927459	LIBRARY/MIDWEST TAPE/HOOPLA FLEX	71.59	08/20/2024	09/20/2024			Approved
12821	MIDWEST TAPE - HOOPLA	505843266	LIBRARY/HOOPLA/INSTANT/JULY	371.84	07/31/2024	08/31/2024			Approved
12821	MIDWEST TAPE - HOOPLA	505843266	LIBRARY/HOOPLA/INSTANT/GRA	358.03	07/31/2024	08/31/2024			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0824

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			NT	<u>801.46</u>					
<b>Total MIDWEST TAPE - HOOPLA:</b>									
<b>OCLC, INC</b>									
<b>Approved</b>									
13156	OCLC, INC	1000396423	LIBRARY/L ENDING KEY FOR LIBRARY OF THINGS	674.87	08/04/2024	09/18/2024			Approved
				<u>674.87</u>					
<b>Total OCLC, INC:</b>									
<b>STRUTZ, CURT</b>									
<b>Approved</b>									
13233	STRUTZ, CURT	00080014024	LIBRARY/KI WANIS SUMMER READING PERFORME R	450.00	08/14/2024	09/13/2024			Approved
				<u>450.00</u>					
<b>Total STRUTZ, CURT:</b>									
<b>TAYLOR COMPUTER SERVICES, INC</b>									
<b>Approved</b>									
810	TAYLOR COMPUTER SERVICES, INC	26682	LIBRARY/M ANAGED SERVICES AUG	423.00	07/31/2024	08/31/2024			Approved
				<u>423.00</u>					
<b>Total TAYLOR COMPUTER SERVICES, INC:</b>									
<b>WHALEN, JOLYNNE</b>									
<b>Approved</b>									
4914	WHALEN, JOLYNNE	20240802JW	LIBRARY/KI WANIS SUMMER READING	130.45	08/02/2024	08/30/2024			Approved
				<u>130.45</u>					
<b>Total WHALEN, JOLYNNE:</b>									

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0824

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
<b>Total:</b>				<b><u>22045.98</u></b>					

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# Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
<b>Circulation - ALL</b>														
2022	23342	22612	26259	25561	23685	29361	30878	28702	24652	24191	23948	20660	303851	97.40%
2023	24356	23294	27214	24363	24324	31204	31713	30545	24531	25520	24240	22072	313376	110.66%
2024	<b>27030</b>	<b>25093</b>	<b>27741</b>	<b>26423</b>	<b>24802</b>	<b>29343</b>	<b>33221</b>	<b>28671</b>					<b>222324</b>	<b>102.45%</b>
<b>Circulation - Print and A/V</b>														
2022	19238	18922	22076	21691	19578	25491	26887	24471	20463	19540	19935	17312	255604	97.57%
2023	20252	19604	23031	20493	20217	27334	27722	26314	20342	20869	20227	18682	265087	103.40%
2024	<b>22224</b>	<b>20591</b>	<b>23043</b>	<b>21936</b>	<b>20181</b>	<b>24818</b>	<b>28559</b>	<b>24014</b>					<b>185366</b>	<b>100.22%</b>
<b>Circulation - Overdrive</b>														
2022	3713	3254	3555	3409	3257	3206	3493	3608	3430	3422	3435	3288	41070	96.09%
2023	3881	3481	3946	3655	3827	3602	3732	3928	3861	4320	3707	2953	44893	118.82%
2024	<b>4288</b>	<b>3946</b>	<b>4190</b>	<b>3898</b>	<b>4164</b>	<b>4097</b>	<b>4229</b>	<b>4183</b>					<b>32995</b>	<b>109.79%</b>
<b>Circulation - Hoopla</b>														
Instant 2022	217	209	272	242	188	168	193	203	176	218	205	192	2483	102.52%
Flex 2023												42	42	
Instant 2023	223	209	237	215	280	268	259	303	328	331	306	395	3354	146.40%
Total 2023	223	209	237	215	280	268	259	303	328	331	306	437	3396	
Flex 2024	67	95	99	112	122	118	126	134					873	#DIV/0!
Instant 2024	451	461	409	477	335	310	307	340					3090	353.95%
Total 2024	<b>518</b>	<b>556</b>	<b>508</b>	<b>589</b>	<b>457</b>	<b>428</b>	<b>433</b>	<b>474</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3963</b>	<b>198.75%</b>
<b>% of Circulation Digital</b>														
2023	16.85%	15.84%	15.37%	15.88%	16.88%	12.40%	12.58%	13.85%	17.08%	18.22%	16.56%	15.36%	15.41%	
2024	<b>17.78%</b>	<b>17.94%</b>	<b>16.94%</b>	<b>16.98%</b>	<b>18.63%</b>	<b>15.42%</b>	<b>14.03%</b>	<b>16.24%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>16.62%</b>	
<b>LSER (LIBRARY SERVICES EFFORT RATIO)</b>														
2023	87.99%	89.36%	91.35%	91.52%	87.75%	90.87%	91.45%	91.99%	89.18%	89.65%	92.00%	92.76%	90.53%	
2024	<b>96.86%</b>	<b>90.08%</b>	<b>94.91%</b>	<b>92.91%</b>	<b>91.70%</b>	<b>88.67%</b>	<b>87.21%</b>	<b>89.14%</b>					<b>91.10%</b>	
<b>Circulation - Check Ins</b>														
2024	<b>14,241</b>	<b>13,691</b>	<b>14,049</b>	<b>15,745</b>	<b>15,630</b>	<b>14,855</b>	<b>19,188</b>	<b>16,651</b>					<b>124,050</b>	
<b>Library Visits</b>														
Monthly total 2023	8020	7498	9025	7730	8554	11587	10672	9266	8221	9683	9207	7392	106855	111.70%
Daily average 2023	321	312	334	392	361	446	427	356	328	372	384	352	365	114.58%
Monthly total 2024	<b>9456</b>	<b>9532</b>	n/a	n/a	<b>1701</b>	<b>6230</b>	<b>5995</b>	<b>4589</b>					<b>37503</b>	<b>42.88%</b>
Daily average 2024	<b>394</b>	<b>381</b>	n/a	n/a	<b>243</b>	<b>249</b>	<b>231</b>	<b>177</b>					<b>335</b>	<b>91.76%</b>
<b>Reference Transactions</b>														
2023	967	1106	1305	875	943	1833	1538	1067	760	888	612	522	12416	130.55%
2024	<b>680</b>	<b>627</b>	<b>727</b>	<b>716</b>	<b>477</b>	<b>950</b>	<b>989</b>	<b>700</b>					<b>5866</b>	<b>60.89%</b>
<b>Items from Other libraries</b>														
2023	3597	3257	3590	3279	3332	3666	3824	3858	3504	3505	3159	3337	41908	103.54%
2024	<b>4007</b>	<b>3517</b>	<b>3668</b>	<b>3649</b>	<b>3313</b>	<b>3583</b>	<b>4194</b>	<b>3627</b>					<b>29558</b>	<b>104.07%</b>
<b>Items to Other Libraries</b>														
2023	2943	2580	2811	2633	2530	2942	3062	3002	2804	2979	2513	2580	33379	102.55%
2024	<b>3134</b>	<b>2805</b>	<b>2827</b>	<b>2871</b>	<b>2581</b>	<b>2740</b>	<b>3157</b>	<b>2869</b>					<b>22984</b>	<b>102.14%</b>

# Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
<b>New Library Cards Issued</b>															
2023	87	95	125	76	86	242	149	141	96	73	81	65	1316	119.14%	
2024	129	129	120	98	97	137	113	95					918	91.71%	
<b>Meetings Room Usage</b>															
2023	46	37	45	54	42	35	53	29	47	51	53	35	527	106.26%	
2024	44	47	55	75	48	52	73	29					423	124.05%	
<b>Study Room Usage</b>															
2023	134	138	121	116	155	154	126	127	111	126	145	137	1590	118.04%	
2024	139	170	133	159	131	139	159	131					1161	108.40%	
<b>Uses of Public Wireless Internet</b>															
2023	998	897	1062	932	1046	1268	1017	1025	1113	1197	1112	933	12600	120.67%	
2024	1210	1050	n/a	451	1149	1401	1318	931					7510	91.09%	
<b>Use of Public Internet Computers</b>															
2023	366	342	437	358	381	419	379	417	431	471	481	421	4903	120.67%	
2024	457	513	474	509	282	364	380	443					3422	110.42%	
<b>Website Visits</b>															
2023	12439	12708	15124	15195	14512	17877	16231	15629	17102	15487	13230	13991	179525		
2024	14744	14903	19352	16068	16870	15999	15308	13505					126749	105.88%	
<b>Children's Programs (0-5)</b>															
# 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	3					90	142.86%
Attendance	2024	568	712	732	724	165	377	982	87					4347	176.49%
<b>Children's Programs (6-11)</b>															
# programs	2023	12	6	7	7	7	11	17	0	3	14	5	6	95	128.38%
Attendance	2023	187	70	124	98	975	841	743	0	80	934	131	353	4536	118.65%
# programs	2024	3	4	5	4	4	11	22	0					53	79.10%
Attendance	2024	75	86	202	308	261	932	809	0					2673	87.99%
<b>Teen Programs (12-18)</b>															
# program	2023	3	1	2	2	3	1	2	0	2	3	3	2	24	126.32%
Attendance	2023	21	3	10	11	19	18	23	0	15	21	24	28	193	86.55%
# programs	2024	4	4	2	2	3	2	2	1					20	142.86%
Attendance	2024	24	43	11	16	138	75	29	34					370	352.38%
<b>Adult Programs (19+)</b>															
# programs	2023	6	5	8	12	8	7	8	8	10	11	6	7	96	106.67%
Attendance	2023	105	97	204	215	178	165	199	130	178	284	184	93	2032	137.20%
# programs	2024	10	10	10	11	9	12	10	10					82	132.26%
Attendance	2024	117	145	167	217	176	214	124	154					1314	101.62%
<b>General Interest Program</b>															
# programs	2023	0	0	0	0	0	1	1	0	0	0	0	0	2	11.76%
Attendance	2023	0	0	0	0	0	343	142	0	0	0	0	0	485	44.37%
# programs	2024	0	0	0	0	0	3	1	0					4	200.00%
Attendance	2024	0	0	0	0	0	515	112	0					627	129.28%

## Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
<b>Children's Self-Directed Activities (0-5) (includes summer reading participation)</b>															
# programs 2023	0	0	0	1	0	0	0	0	0	0	0	0	1	2	#REF!
Attendance 2023	0	0	0	43	0	0	0	0	0	0	0	0	25	68	#REF!
# programs 2024	0	0	0	0	0	0	0	0	1					1	100.00%
Attendance 2024	0	0	0	0	0	0	0	148						148	344.19%
<b>Children's Self-Directed Activities (6-11) (includes summer reading participation)</b>															
# programs 2023	0	4	6	5	2	5	2	1	0	0	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	1						6	24.00%
Attendance 2024	100	32	155	32	0	0	0	660						979	41.54%
<b>Teen Self-Directed Activities (12-18) (includes summer reading participation)</b>															
# 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	4						26	152.94%
Attendance 2024	80	68	66	187	33	225	148	280						1087	176.46%
<b>Adult Self-Directed Activities (19+) (includes summer reading participation)</b>															
# program 2023	3	4	3	0	0	0	0	1	0	0	0	0	0	11	#REF!
Attendance 2023	242	320	240	0	0	0	0	194	0	0	0	0	996	#REF!	
# programs 2024	3	4	4	0	0	0	0	1						12	109.09%
Attendance 2024	297	358	409	0	0	0	0	249						1313	131.83%
<b>Other Self-Directed Activities (All Ages) (includes summer reading participation)</b>															
# program 2023	0	0	0	0	0	1	2	1	0	0	0	0	0	4	66.67%
Attendance 2023	0	0	0	0	0	212	296	97	0	0	0	0	605	168.52%	
# programs 2024	0	0	0	0	0	2	1	3						6	150.00%
Attendance 2024	0	0	0	0	0	612	242	209						1063	175.70%

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



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

P 262.896.8080  
W bridgeslibrarysystem.org

To: Waukesha County Library Directors  
From: Karol Kennedy, Bridges Library System Director  
Re: Minimum Municipal Appropriation to Exempt from County Library Tax  
Date: August 19, 2024

Please see the chart below for your municipality's necessary minimum library appropriation for 2025 to qualify for exemption from the county library tax. The calculation for each municipality's minimum amount is based on the county library tax rate from the previous year and the [equalized assessed value](#) for each municipality in the current year. The county library tax rate decreased from \$0.000215554 to \$0.000201553 from the previous year. Please contact me if you have any questions.

Library	2024 Equalized Value (less TID) in Municipalities with Libraries	% Change in Equalized Value from Prior Year	County Library Tax Rate (for 2024 levy)	2025 Minimum Municipal Library Appropriation*	% Change in Minimum Appropriation from Prior Year
Big Bend	\$260,673,300	5.59%	\$0.000201553	\$52,539	-1.27%
Brookfield	\$9,735,692,500	0.50%	\$0.000201553	\$1,962,257	-6.03%
Butler	\$334,857,100	-2.36%	\$0.000201553	\$67,491	-8.70%
Delafield	\$2,430,953,900	5.85%	\$0.000201553	\$489,966	-1.03%
Eagle Village*	\$313,394,400	0.99%	\$0.000201553	\$63,166	-5.57%
Eagle Town*	\$844,663,400	5.11%	\$0.000201553	\$170,244	-1.72%
Elm Grove	\$1,683,458,000	8.53%	\$0.000201553	\$339,306	1.49%
Hartland	\$2,090,401,300	5.66%	\$0.000201553	\$421,327	-1.20%
Menomonee Falls	\$7,442,661,100	1.85%	\$0.000201553	\$1,500,090	-4.77%
Mukwonago	\$1,291,618,300	3.91%	\$0.000201553	\$260,329	-2.84%
Muskego	\$4,903,930,000	5.25%	\$0.000201553	\$988,401	-1.59%
New Berlin	\$7,949,009,900	1.96%	\$0.000201553	\$1,602,146	-4.67%
North Lake	\$2,773,800,000	3.50%	\$0.000201553	\$559,068	-3.23%
Oconomowoc	\$3,736,212,000	4.48%	\$0.000201553	\$753,044	-2.31%
Pewaukee Village*	\$1,357,611,200	1.03%	\$0.000201553	\$273,631	-5.53%
Pewaukee City*	\$4,971,695,200	2.37%	\$0.000201553	\$1,002,060	-4.28%
Sussex	\$2,203,785,400	3.40%	\$0.000201553	\$444,179	-3.32%
Waukesha	\$9,424,505,300	3.77%	\$0.000201553	\$1,899,537	-2.97%

\*Joint libraries may use an alternative calculation described in Wis. Stats. 43.64 (2) (c).

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

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

- Our Adult Summer Reading Challenge came to a close in August. Participants gained entries into raffle drawings for local restaurant gift cards for reading books, writing book reviews, and completing activities. 249 people participated this summer, which is very close to the same as last summer.
- This month we hosted Michele Stamm, a plant-based holistic health coach to present about getting started with a plant-based diet. We had 40 eager attendees who came with lots of thoughtful questions. This was a very informative presentation!
- After many requests for a video game collection, we're excited to be able to announce that we have been able to shift some collection funds into a line for this collection. Titles have been purchased and added for the Nintendo Switch console as those are the most requested. We've already found that we can't keep them in stock, so we will be adding to the collection in the future.
- Peter Blenski and I put together a post-summer survey that was sent to library patrons via our email newsletter. We hope to gain a little insight into what worked for us this summer and what we can improve on for next year's challenge and programming.

Thanks for your support!

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

Thanks for letting me meet with you last month! I have gotten together policy revisions for all the upgrades you approved and I am excited to implement all the changes.

- We were short a library clerk this past month due to a long time clerk officially retiring. Staff was very helpful in picking up hours, and I was able to get someone hired who started after Labor Day. I am excited to be fully staffed again!
- JoLynne and I got to go to the Pewaukee Farmer's Market again. While it was not as busy as it had been the first time, it was still a great experience and we got to see lots of new faces and promote the library.
- I will be doing another outreach event this month with Waukesha Public Library to go to WCTC and issue cards to incoming students and let them know about our Library of Things.
- We recently started our video game collection which has been very exciting. I have been working closely with adult librarian, Nick to get staff trained on the changes and how this new collection will work. The collection is going over wonderfully and we can't keep the Nintendo Switch games on the shelves longer than a few minutes!

Thanks for everything you do!

*Administration (from Nan Champe, Library Director)*

- *Meetings/Events attended:*
  - August 16: APL Meeting @ Delafield
  - August 21: Library Board Meeting
  - August 23: Library Director's Retreat @ New Berlin

# Pewaukee Public Library

## Director's Report

### September 2024

- *Nametags.* Thank you to Kelly Nelson for designing, printing and distributing nametags to all staff. Staff have the option to wear a lanyard or use a clip to display. Staff have been asked to always display their nametag when working in a public area of the Library.
- *Employee Updates:*
  - Matt Davis resigned as a Library Shelver effective 8/23/2024. Matt is off to college. We wish him the best of luck.
  - Debbie Zimmermann resigned as a Library Clerk effective 8/05/2024. Debbie is hoping to find more time to travel.
  - Allison Miller has been hired as a new Library Shelver. Allison's first day of work was 8/05/2024.
  - Kirk Farber has been hired as the new Administrative Assistant. Kirk's first day was 7/29/2024.
- *Director's Retreat.* On August 23<sup>rd</sup> I attended a Library Director's Retreat. At this event, I heard various speakers talk on FMLA leave, changes and updates to the Library Annual Report Data and mastering challenging conversations.
- *Eagle Scout Project.* Diggers hotline was called and the designated spot was utility free for Peter to start his project. A hole has been dug and clear markings indicate that work is in progress. I'm not sure of the status of his project. I sent an email on 8/27 asking for him to let me know when he will be working on the property again but have not heard back.
- *Civic Training.* I have had 1 training session on our accounting system. In submitting my list of questions, the trainer determined that much of the functionality that I was looking for would be possible by using another module of the software called MiExcel or Connect. I had not been provided access to this module. Cassie set up my account to have access to this program. I will be meeting with the trainer in the near future to learn about this system and to receive help in setting up the various reports that I'm looking for.
- *CD Purchase and set up of Library LGIP Account.* The CDs have been purchased for the Library. Cassie has provided me with documentation on those purchases and I will be sure to inform the Library Board when a CD is up for renewal. The maturity dates are 3/23/2025 and 11/23/2025. A Library LGIP account has been established and funds deposited. Here is the information on the Library's LGIP account:

ACCOUNT TOTAL		\$1,111,111	\$0.00	\$1,111,111
Acct# 16 LIBRARY			<b>Beginning Balance</b>	<b>\$0.00</b>
08/27/2024 Deposit - Wire	LIBRARY FUNDS TO LGIP #16	\$150,000.00		\$150,000.00
08/31/2024 Interest	INT Aug 24 5.41%	\$110.93		\$150,110.93
<b>Account Total</b>		<b>\$150,110.93</b>	<b>\$0.00</b>	<b>\$150,110.93</b>

- *Adoption of Resolutions for Minimum Funding.* On annual basis, the City and the Village are required to adopt a resolution in which they commit to fund their local library at a minimum contribution. The adoption of this Resolution would exempt their residents from the county library tax in 2025. I've included a copy of the annual memo from Bridges which provides the calculation for Waukesha County municipalities. As a member of a joint library, the City and Village are eligible for a special calculation which is the average of the past three years contribution. For the City, it is \$869,687 and for the Village, it is \$262,153. I am expecting that the City will consider the resolution at their September 16<sup>th</sup> meeting and the Village on September 17<sup>th</sup>. The deadline for submitting the signed resolutions is September 30<sup>th</sup>. I plan to attend both of

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

those council meetings and will be able to report to the Library Board if those resolutions passed on September 18<sup>th</sup>.

- *Joint Library Agreement (AGENDA ITEM)*. I have not heard of any confirmed dates for additional council review. I do know that the City has been proactively reviewing the proposed agreement so I am hopeful that both sides are working to draft an agreement that both municipalities can review and adopt.
- *2025 Library Budget (AGENDA ITEM)*. I enclosed a copy of the updated budget that was approved at the August 21<sup>st</sup> meeting. I've also included a copy of the budget requests that were submitted to the City and Village in accordance with the August 31<sup>st</sup> budget submittal date. As advised, the contribution calculations are based on the Joint Library Agreement set to expire on December 31, 2024. I assume that this would be adjusted with the adoption of a new Joint Library Agreement. I would ask for board's approval to adjust and resubmit the budget request to the City and Village if and when a new Joint Library Contract is approved and in accordance with the new agreement.
- *Materials exposed to a Biohazard or unknown substance (AGENDA ITEM)*. Materials get damaged. Included with this packet is the procedure that staff follow in order to assess damaged materials to make sure that we responsibly maintain the collection. We understand that accidents happen. When a damaged item is brought to our attention or when one is discovered in the bookdrop, staff follow the provided procedure. We do our best to assess whether or not we can continue to circulate the item in its current condition. If we can't, the patron is responsible for paying for a replacement and their library card privileges are suspended until the fee is paid. Staff really appreciate when a patron is forthcoming about a damaged item. Patrons regularly bring items to the circulation desk, show us the material and explain the situation. If a patron asks to be charged for an item because they realize it is beyond repair or may be unsanitary, staff are trained to change the item status to damaged. The system then automatically bills the patron for replacement of the item. A patron can pay any fees for any damaged item at any library or via credit card on the catalog site.

We recently encountered an unusual situation which I believe warrants updates in policy, procedure, and signage to ensure that staff are safe and other library materials are not put in danger due to exposure to a damaged item that has been exposed to a biohazard, bed bugs or any unknown substance that we cannot identify or classify and think might be dangerous. Also, we need to develop a policy on the return of materials that are not owned by the Pewaukee Library. I have received verification from the Bridges Library System that items that have been contaminated or are suspected of a contamination are NOT to be placed in delivery for return to their owning library. Some questions that arose are: If a patron challenges our assessment, how can we get the material to the owning library so that they can make their own decision? As well, if staff feels that the item/s are unhygienic, what is their level of responsibility for evaluating the materials? I would propose the following updates to ensure consistent policies and procedures in this situation:

- An update to the Library's "Borrowing Materials Policy" (a copy of the current policy is included):
  - The expectation that damaged materials be returned directly to staff and not put in the bookdrop. Also, if a damaged item is placed in the bookdrop and causes damage to other materials, the patron will be responsible for those other damages.

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

- The expectation for the handling any item that we suspect has been contaminated with a biohazard, beg bug contamination or evidence of exposure to an unknown substance. To what lengths does the Library Board expect staff to go to in evaluating the materials?
- A process for getting materials returned to the owning library if the patron challenges the Pewaukee library staff's assessment. The patron would need to provide transport.
- New sign for the bookdrop: "Do not deposit damaged items here. Return them to the library staff. Thank you." By installing this sign, the Library policy and expectations has been clearly posted and a patron will no longer be able to argue that we told them to put the damaged item in the bookdrop.
- The development of a detailed staff procedure following the policy updates on their responsibilities and process for handling such a situation.
- Stock availability of gloves, masks, air freshener, and Ziploc bags for staff to use when dealing with a situation such as this.
- Update the Library's "Code of Conduct Policy" (a copy of the current policy is included) to include treating materials with respect and respecting other patron's materials.

I would appreciate the Library Board's input on how to update policy and procedure enhancements so that there is clear process for us to follow in the future if a similar incident were to occur.

## 2025 Pewaukee Public Library Budget - 9.2024 (Approved 8.21.2024)

EXPENDITURES	Budget	Actual	Actual	June 30,	Budget	Budget	Actual	%
	2023	2023	-2023	2024 Actual	2024	2025	+/-	Change
<b>Library Salaries</b>	<b>636,565</b>	<b>627,855</b>	<b>-8,710</b>	<b>302,060</b>	<b>668,000</b>	<b>688,000</b>	<b>20,000</b>	<b>2.99%</b>
<b>Benefits</b>	<b>212,484</b>	<b>185,608</b>	<b>-26,876</b>	<b>113,218</b>	<b>213,710</b>	<b>223,435</b>	<b>9,725</b>	<b>4.55%</b>
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%
<b>Materials Budget</b>	<b>123,899</b>	<b>128,681</b>	<b>4,782</b>	<b>52,290</b>	<b>125,462</b>	<b>126,307</b>	<b>845</b>	<b>0.67%</b>
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%
<b>Technology</b>	<b>50,040</b>	<b>50,059</b>	<b>19</b>	<b>35,831</b>	<b>44,628</b>	<b>45,548</b>	<b>920</b>	<b>2.06%</b>
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%
<b>Mileage, Supplies, Other Expenditures</b>	<b>21,550</b>	<b>26,471</b>	<b>4,921</b>	<b>13,540</b>	<b>19,580</b>	<b>14,045</b>	<b>-5,535</b>	<b>-28.27%</b>
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%
<b>Staff Development</b>	<b>3,000</b>	<b>2,562</b>	<b>-438</b>	<b>1,450</b>	<b>3,750</b>	<b>3,000</b>	<b>-750</b>	<b>-20.00%</b>
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>
<b>EXPENDITURES</b>	<b>2023</b>	<b>2023</b>	<b>" +/- 2023"</b>	<b>Actual</b>	<b>2024</b>	<b>2025</b>	<b>+/-</b>	<b>Change</b>
<b>Professional Services</b>	<b>45,952</b>	<b>45,776</b>	<b>-176</b>	<b>36,287</b>	<b>45,936</b>	<b>45,936</b>	<b>0</b>	<b>0.00%</b>
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%
<b>Library Annual</b>								
<b>Municipal Fees</b>	<b>4,113</b>	<b>5,872</b>	<b>1,759</b>	<b>1,590</b>	<b>7,776</b>	<b>3,782</b>	<b>-3,994</b>	<b>-51.36%</b>
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%
<b>Building Maintenance</b>	<b>89,652</b>	<b>84,783</b>	<b>-4,869</b>	<b>43,397</b>	<b>89,700</b>	<b>93,332</b>	<b>3,632</b>	<b>4.05%</b>
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%
<b>Utilities</b>	<b>51,532</b>	<b>52,930</b>	<b>1,398</b>	<b>20,650</b>	<b>55,013</b>	<b>52,930</b>	<b>-2,083</b>	<b>-3.79%</b>
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%
<b>Programs</b>	<b>5,250</b>	<b>4,705</b>	<b>-545</b>	<b>2,407</b>	<b>5,250</b>	<b>5,000</b>	<b>-250</b>	<b>-4.76%</b>
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%
<b>Legal</b>	<b>2,000</b>	<b>4,978</b>	<b>2,978</b>	<b>2,761</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>0.00%</b>
<b>Grants</b>	<b>3,101</b>	<b>11,774</b>	<b>8,673</b>	<b>6,857</b>	<b>9,038</b>	<b>7,763</b>	<b>-1,275</b>	<b>-14.11%</b>
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
<b>Donations</b>	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%
<b>Library Outlay (Fund Balance)</b>	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!
<b>TOTAL EXPENDITURES</b>	<b>1,249,138</b>	<b>1,320,025</b>	<b>70,887</b>	<b>709,926</b>	<b>1,318,543</b>	<b>1,346,078</b>	<b>27,535</b>	<b>2.09%</b>

REVENUES	Budget	Actual	Actual	Actual	Budget	Budget	Actual	%
	2023	2023	-2023	2024	2024	2025	+/-	Change
<b>43790 County Lib Aids</b>	112,141	112,141	0	60,787	118,775	114,549	-4,226	-3.56%
<b>Waukesha County</b>	108,996	108,996	0		114,627	110,335	-4,292	-3.74%
<b>Prairie Lakes</b>	384	384	0		897	13	-884	-98.55%
<b>Jefferson Co.</b>	1,739	1,739	0		2,250	3,235	985	43.78%
<b>Dodge Co.</b>	511	511	0		488	245	-243	-49.84%
<b>Ozaukee Co.</b>	0	0	0		0	30	30	#DIV/0!
<b>Washington Co.</b>	511	511	0		512	691	179	34.94%
<b>46710 Library Fines</b>	10,136	8,681	-1,455	4,500	7,609	8,681	1,072	14.09%
<b>48110 Interest Income</b>	167	1,202	1,035	763	338	9,769	9,431	2790.24%
<b>7-Month CD</b>						2,887	2,887	#DIV/0!
<b>15-Month CD</b>						5,680	5,680	#DIV/0!
<b>General Interest</b>						1,202	1,202	#DIV/0!
<b>48500-000 Donations</b>	0	76,672	76,672	16,400	6,500	8,000	1,500	23.08%
<b>Passes/Library of Things</b>	0	6,500	6,500		6,500	8,000	1,500	23.08%
<b>48500-100 Misc. Revenue</b>	5,907	7,251	1,344	4,801	6,500	8,251	1,751	26.94%
<b>48500-200 Grants</b>	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						
<b>48440-000 Insurance Recoveries</b>	0	0	0	48,736	0	0	0	#DIV/0!
<b>49300-000 Fund Balance Applied</b>	0	0	0	0	20,200	25,000	4,800	23.76%
<b>Revenue Sub Total</b>	<b>131,452</b>	<b>217,720</b>		<b>93,289</b>	<b>148,760</b>	<b>181,013</b>	<b>32,253</b>	<b>21.68%</b>
<b>Total Contribution Subtotal</b>	<b>1,117,686</b>	<b>1,102,304</b>	<b>70,887</b>	<b>616,637</b>	<b>1,169,783</b>	<b>1,165,065</b>	<b>-4,718</b>	<b>-0.40%</b>
<b>49000-000 City Contribution</b>	<b>871,795</b>	<b>871,795</b>	<b>0</b>	<b>523,060</b>	<b>896,675</b>	<b>920,401</b>	<b>23,726</b>	<b>2.65%</b>
<b>49001-000 Village Contribution</b>	<b>262,744</b>	<b>262,744</b>	<b>0</b>	<b>131,267</b>	<b>262,534</b>	<b>244,664</b>	<b>-17,870</b>	<b>-6.81%</b>
<b>SUB TOTAL</b>	<b>1,265,991</b>	<b>1,352,259</b>	<b>86,268</b>	<b>796,352</b>	<b>1,328,169</b>	<b>1,346,078</b>	<b>17,909</b>	<b>1.35%</b>





TO: Scott Klein, City Administrator

FROM: Nan Champe, Library Director *Nan Champe*

SUBJECT: 2025 Pewaukee Public Library Budget and Municipal Contribution Request

DATE: 8/28/2024

The Pewaukee Public Library Board of Trustees approved the 2025 Budget for the Pewaukee Public Library on August 21, 2024. A copy is attached. The total expenditure budget is \$1,346,078. This budget reflects an increase of \$27,535 or 2.09% in comparison to the Library’s 2024 Budget. This budget will maintain all of the minimum service standards required for the citizens of the City of Pewaukee to remain exempt from the Waukesha County Library Tax. Those standards are as follows:

PPL Service Standards for 2025

Budget Year	Materials Expenditure Minimum	2025 Budget Materials Expenditure	# of Hours/Week Standard	# of Hours/Week Actual	FTE Staff Standard	2025 Budget FTE Staff	Collection Size Standard	2025 Collection Size	Public Internet Devices Standard	2025 Public Internet Devices
2025	\$137,570	\$137,570	57	59	13.24	13.25	101,000	101,000	13	13

Since the Village and City are still in negotiations to approve a new Joint Library Agreement, we are not able to calculate and formally request a contribution amount from the City. This calculation will be established with the formal adoption of a new Joint Library Agreement. For informational purposes only, this budget calculates the municipal contribution based on the Joint Library Agreement which will end on December 31, 2024. The Pewaukee Public Library Board of Trustees will continue to review this budget and may make changes based on updated expenditure and revenue information.

The Pewaukee Public Library facility and grounds at 210 Main Street will be twenty years old. Now that the facility has hit this milestone, it has become apparent that capital repairs will be needed on the buildings and grounds. In order to prepare for these needed repairs, the Library Board has approved a 5 – Year Capital

Projects Plan. That plan is included for your information. In reviewing this plan, the Library Board has concluded that the replacement of the Library's roof is a priority for 2025.

On behalf of the Pewaukee Public Library Board of Directors, I would like to submit this approved Budget and the Capital Projects Plan to the City of Pewaukee. Once the Joint Library Agreement is finalized, a formal appropriation request will be made for operations and capital repairs for 2025.

Thank you and please let me know if you have any further questions.

## 2025 Pewaukee Public Library Budget - Approved 8.21.2024

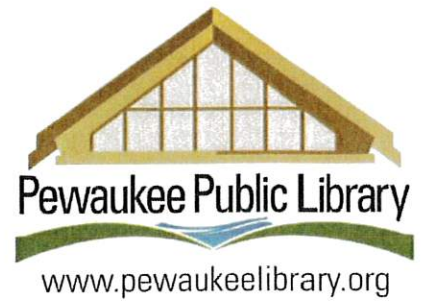
<b>EXPENDITURES</b>	<i>Budget</i> 2023	<i>Actual</i> 2023	<i>Actual</i> -2023	<i>June 30,</i> 2024 <i>Actual</i>	<i>Budget</i> 2024	<i>Budget</i> 2025	<i>Actual</i> +/-	<i>%</i> <i>Change</i>
Library Salaries	636,565	627,855	-8,710	302,060	668,000	688,000	20,000	2.99%
Benefits	212,484	185,608	-26,876	113,218	213,710	223,435	9,725	4.55%
Materials Budget	125,815	125,579	-236	52,290	125,462	126,307	845	0.67%
Technology	50,040	50,059	19	35,831	44,628	45,548	920	2.06%
Mileage, Supplies, Other Expenditures	21,550	26,471	4,921	13,540	19,580	14,045	-7,505	-28.27%
Staff Development	3,000	1,761	-1,239	1,450	3,750	3,000	-750	-20.00%
Professional Services	47,129	33,146	-13,983	36,287	45,936	45,936	0	0.00%
Library Annual Municipal Fees	4,113	5,872	1,759	1,590	7,776	3,782	-3,994	-51.36%
Building Maintenance	91,000	75,596	-15,404	43,397	89,700	93,332	3,632	4.05%
Utilities	50,887	52,930	2,043	20,650	55,013	52,930	-2,083	-3.79%
Programs	5,250	4,705	-545	2,407	5,250	5,000	-250	-4.76%
Legal	2,000	4,978	2,978	2,761	4,000	4,000	0	0.00%
Grants	0	11,774	11,774	6,857	9,038	7,763	-1,275	-14.11%
Donations	0	26,453	26,453	8,941	6,500	8,000	1,500	23.08%
Library Outlay (Fund Balance)	0	78,215	0	68,647	20,200	25,000	4,800	23.76%
<b>TOTAL EXPENDITURES</b>	<b>1,249,833</b>	<b>1,311,002</b>	<b>61,169</b>	<b>709,926</b>	<b>1,318,543</b>	<b>1,346,078</b>	<b>27,535</b>	<b>2.09%</b>

<b>REVENUES</b>	<i>Budget</i> 2023	<i>Actual</i> 2023	<i>Actual</i> -2023	<i>Actual</i> 2024	<i>Budget</i> 2024	<i>Budget</i> 2025	<i>Actual</i> +/-	<i>%</i> <i>Change</i>
43790 County Lib Aids	112,141	112,141	0	60,787	118,775	114,549	-4,226	-3.56%
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	598	338	7,627	7,289	2156.51%
48500-000 Donations	0	68,914	68,914	16,400	6,500	8,000	1,500	23.08%
48500-100 Misc. Revenu	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%
49300-000 Fund Balance Applied	0	69,015	69,015	0	20,200	25,000	4,800	23.76%
<b>SUB TOTAL</b>	<b>131,452</b>	<b>278,978</b>	<b>147,526</b>	<b>93,124</b>	<b>168,960</b>	<b>178,871</b>	<b>9,911</b>	<b>5.87%</b>

<b>MUNICIPAL CONTRIBUTIONS</b>	<i>Budget</i> 2023	<i>Actual</i> 2023	<i>Actual</i> -2023	<i>Actual</i> 2024	<i>Budget</i> 2024	<i>Budget</i> 2025	<i>Actual</i> +/-	<i>%</i> <i>Change</i>
City (79%)	871,795	871,795	0	523,060	896,675	922,094	25,419	2.83%
Village (21%)	262,744	262,744	0	131,267	262,534	245,113	-17,421	-6.64%
<b>TOTAL REVENUES</b>	<b>1,136,562</b>	<b>1,136,562</b>	<b>0</b>	<b>654,327</b>	<b>1,328,169</b>	<b>1,346,078</b>	<b>17,909</b>	<b>1.35%</b>

Pewaukee Public Library - 5 YR Capital Projects Plan approved 8.21.2024

Interior/Exterior	ITEM DESCRIPTION	TOTAL COST TO REPLACE	Quote Provided by	Quote Year	2025	2026	2027	2028	2029
					BUDGET	BUDGET	BUDGET	BUDGET	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			
<b>Total</b>		<b>\$332,916.00</b>							



TO: Matt Heiser, Village Administrator  
 FROM: Nan Champe, Library Director *nan champe*  
 SUBJECT: 2025 Pewaukee Public Library Budget and Municipal Contribution Request  
 DATE: 8/28/2024

The Pewaukee Public Library Board of Trustees approved the 2025 Budget for the Pewaukee Public Library on August 21, 2024. A copy is attached. The total expenditure budget is \$1,346,078. This budget reflects an increase of \$27,535 or 2.09% in comparison to the Library’s 2024 Budget. This budget will maintain all of the minimum service standards required for the citizens of the Village of Pewaukee to remain exempt from the Waukesha County Library Tax. Those standards are as follows:

PPL Service Standards for 2025

Budget Year	Materials Expenditure Minimum	2025 Budget Materials Expenditure	# of Hours/Week Standard	# of Hours/Week Actual	FTE Staff Standard	2025 Budget FTE Staff	Collection Size Standard	2025 Collection Size	Public Internet Devices Standard	2025 Public Internet Devices
2025	\$137,570	\$137,570	57	59	13.24	13.25	101,000	101,000	13	13

Since the Village and City are still in negotiations to approve a new Joint Library Agreement, we are not able to calculate and formally request a contribution amount from the Village. This calculation will be established with the formal adoption of a new Joint Library Agreement. For informational purposes only, this budget calculates the municipal contribution based on the Joint Library Agreement which will end on December 31, 2024. The Pewaukee Public Library Board of Trustees will continue to review this budget and may make changes based on updated expenditure and revenue information.

The Pewaukee Public Library facility and grounds at 210 Main Street will be twenty years old. Now that the facility has hit this milestone, it has become apparent that capital repairs will be needed on the buildings and grounds. In order to prepare for these needed repairs, the Library Board has approved a 5 – Year Capital

Projects Plan. That plan is included for your information. In reviewing this plan, the Library Board has concluded that the replacement of the Library's roof is a priority for 2025.

On behalf of the Pewaukee Public Library Board of Directors, I would like to submit this approved Budget and the Capital Projects Plan to the Village of Pewaukee. Once the Joint Library Agreement is finalized, a formal appropriation request will be made for operations and capital repairs for 2025.

Thank you and please let me know if you have any further questions.

## 2025 Pewaukee Public Library Budget - Approved 8.21.2024

<i><b>EXPENDITURES</b></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%
Materials Budget	125,815	125,579	-236	52,290	125,462	126,307	845	0.67%
Technology	50,040	50,059	19	35,831	44,628	45,548	920	2.06%
Mileage, Supplies, Other Expenditures	21,550	26,471	4,921	13,540	19,580	14,045	-7,505	-28.27%
Staff Development	3,000	1,761	-1,239	1,450	3,750	3,000	-750	-20.00%
Professional Services	47,129	33,146	-13,983	36,287	45,936	45,936	0	0.00%
Library Annual Municipal Fees	4,113	5,872	1,759	1,590	7,776	3,782	-3,994	-51.36%
Building Maintenance	91,000	75,596	-15,404	43,397	89,700	93,332	3,632	4.05%
Utilities	50,887	52,930	2,043	20,650	55,013	52,930	-2,083	-3.79%
Programs	5,250	4,705	-545	2,407	5,250	5,000	-250	-4.76%
Legal	2,000	4,978	2,978	2,761	4,000	4,000	0	0.00%
Grants	0	11,774	11,774	6,857	9,038	7,763	-1,275	-14.11%
Donations	0	26,453	26,453	8,941	6,500	8,000	1,500	23.08%
Library Outlay (Fund Balance)	0	78,215	0	68,647	20,200	25,000	4,800	23.76%
<b>TOTAL EXPENDITURES</b>	<b>1,249,833</b>	<b>1,311,002</b>	<b>61,169</b>	<b>709,926</b>	<b>1,318,543</b>	<b>1,346,078</b>	<b>27,535</b>	<b>2.09%</b>
	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>%</i>
<i><b>REVENUES</b></i>	<i>2023</i>	<i>2023</i>	<i>-2023</i>	<i>2024</i>	<i>2024</i>	<i>2025</i>	<i>+/-</i>	<i>Change</i>
43790 County Lib Aids	112,141	112,141	0	60,787	118,775	114,549	-4,226	-3.56%
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	598	338	7,627	7,289	2156.51%
48500-000 Donations	0	68,914	68,914	16,400	6,500	8,000	1,500	23.08%
48500-100 Misc. Revenu	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%
49300-000 Fund Balance Applied	0	69,015	69,015	0	20,200	25,000	4,800	23.76%
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<i><b>MUNICIPAL CONTRIBUTIONS</b></i>	<i>2023</i>	<i>2023</i>	<i>-2023</i>	<i>2024</i>	<i>2024</i>	<i>2025</i>	<i>+/-</i>	<i>Change</i>
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Pewaukee Public Library - 5 YR Capital Projects Plan approved 8.21.2024

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<b>Total</b>		<b>\$332,916.00</b>							

# BORROWING LIBRARY MATERIALS POLICY

## PURPOSE

The Pewaukee Public Library [Library] offers a variety of items that are available for circulation to patrons which complement the Library's mission. This collection may include, but is not limited to:

- Books
- DVDs
- Books on CD
- Music CDs
- Digital materials

Patrons who borrow an item from the Library's collection agree to the terms established in this policy.

Borrowing policies for items from the Library's Library of Things [LoTs] collection are subject to the Library of Things Collection Policy.

## GUIDELINES FOR BORROWING

A CAFÉ library card in good-standing is required to borrow an item. A library card is considered in good standing if it is an unexpired card and has less than \$10.00 in fines and/or fees.

The total item checkout limit per library card is 250 items.

Materials may be returned to any library within the Bridges Library System. The Pewaukee Public Library has an external book drop where material may be returned 24 hours a day, 7 days a week.

## HOLDS

CAFÉ cardholders may place a hold on circulating items, except for items in the browsing collection. The maximum hold limit is 100. Held items will be shared via delivery with other libraries in the Bridges Library System.

Holds may be placed by patrons in person, over the phone or online. Patrons will be notified when the materials are available and the item will be held for seven (7) days. If the item is not picked up after seven (7) days, the hold will be automatically cancelled.

For digital materials, hold limits and the notification processes are set by the vendor and will vary.

## LOAN PERIODS, FINES & RENEWALS

The cardholder is responsible for ensuring that all materials checked out on their library card are returned in a timely manner. All materials circulate for three weeks with the exception of the following:

- New Adult Fiction and Browsing Collection circulate for fourteen days
- DVDs/Blu-Rays circulate for seven days
- DVD Series & Sets circulate for fourteen days
- Newspapers & Magazines circulate for seven days
- Digital materials vary based on type of materials and vendor settings.

Materials classified as rare books, reference, and professional titles and newspapers do not circulate and may only be viewed in the Library.

Checked out items may be renewed three times unless an item is on hold for another patron. Items in the browsing collection, digital materials and items borrowed from outside the Bridges System may not be renewed.

If an item is not returned by the due date, the patron will be notified via email, text message or telephone call on the following schedule, 1<sup>st</sup> notice: three (3) days, 2<sup>nd</sup> notice: fourteen (14) days, 3<sup>rd</sup> and final notice: twenty-one (21) days. Overdue notification is a courtesy and the Library cannot be responsible for emails, texts or phone calls not received due to invalid information provided or other issues outside the control of the Library.

The overdue fine is \$0.20 per day on all items. The maximum fine for an item is \$10.00.

No fines will be assessed on children's books and books on CD and digital materials.

### **LOST AND DAMAGED MATERIALS**

Patrons will be financially responsible for loss of and damage to an item while borrowed. Items will be considered lost and a replacement fee assessed to their library account if an item remains unreturned 30 days after its due date. Replacement costs are assessed according to the [Replacement Costs for Lost or Damaged Materials Policy](#)

Library staff will inspect all items upon return to determine if the item is damaged or pieces are missing. Regular wear and tear of materials is expected and is not considered the fault of the patron. If an item is found to be damaged and is no longer suitable for circulation, the patron will be charged the approved fee. Damage fees will not exceed the replacement cost of the item.

The following applies to lost and damaged materials:

- If a patron pays for the lost or damaged item, overdue fines will not be assessed.
- If a patron returns the lost item before it has been paid for, the lost material charge will be forgiven. The patron will be responsible for all overdue fines.
- Refunds will not be given for lost items that have been paid for and later found and returned.
- Library staff will determine if a lost or damaged item will be replaced with the same or a similar item. All replacements will be procured by the Library.

Exceptions to the foregoing fines and assessments may only be made on a case-by-case basis in the sole discretion of and upon the approval by the Library Director.

### **PAYMENT OF FINES AND FEES**

Payment may be made in cash or by check at the circulation desk, or online via electronic payment. Checks returned for insufficient funds will not be re-deposited and a \$25.00 NSF fee will be assessed and placed on the patron's account. The patron's account will remain blocked until the full amount of fines and fees is paid by cash, money order, or cashier's check.

### **RESPONSIBILITY FOR MINOR'S (17 YEARS OF AGE AND YOUNGER) ACCESS TO LIBRARY MATERIALS**

Library staff does not restrict access to any material by age, and leaves the responsibility for a minor's use of its materials to each minor's parent or guardian. Parents and guardians are strongly encouraged to monitor their own child's reading, viewing and listening, and to be

aware of what they check out. The foregoing notwithstanding, the Library respects caregiver and parental autonomy over the welfare of children under their care. Accordingly, if a caregiver or parent desires to restrict their child's access to certain categories of the Library collection or to Internet access, they may contact the Library administration, which will make reasonable efforts to accommodate their opt-out request(s).

State law and the Library's Privacy of Library Records and Use Policy govern the information about a minor's library records that may be given to a parent or guardian.

*Adopted by the Board of Trustees, April 21, 2021: Leslie Miller, Library Board President  
Revised by the Board of Trustees, July 21, 2022; September 30, 2023*

# CODE OF CONDUCT POLICY

The Board of Trustees [Board] of the Pewaukee Public Library [Library] is committed to providing a safe, welcoming, and pleasant environment for all patrons. In order to ensure this environment, the Board has adopted a Code of Conduct Policy.

Each patron has a responsibility to ensure that the Library is a safe, welcoming and pleasant environment for all. Their behavior should reflect this expectation. Disruptive and inappropriate behaviors which diminish the safe, welcoming and pleasant environment of the Library will not be tolerated.

Examples of disruptive or inappropriate behaviors include, but are not limited to:

- Any illegal activities
- Behaving in a disorderly, rowdy, or boisterous manner
- Using offensive language or gestures (i.e. profanity, sexual references, or middle finger)
- Harassing, threatening, or using behavior or language that is abusive, intimidating, or disrespectful, which may include unwanted conversation
- Engaging in excessive displays of affection or any sexual contact, activities, or conduct
- Soliciting commercial goods or services in the Library facility or on Library property
- Use of electronic devices or behaviors which disrupt others from using the Library facility, collections or services
- Loitering or impeding access to the Library facility
- Entering unauthorized areas
- Damaging, defacing or misusing Library materials, equipment or facilities
- Failure to dispose of all trash or failure to remove all traces of food or drink
- Smoking, tobacco or electronic cigarette use
- Possession and/or use of alcoholic beverages
- Shaving, bathing, or laundering of clothes in public restrooms
- Not wearing sufficient clothing, including a shirt or shoes
- Personal hygiene which disrupts others from using the Library facility, collections or services
- Prolonged or chronic sleeping
- Pets, except service animals
- Using skateboards, scooters, rollerblades and/or similar toy/sport items in the Library facility
- Engaging in behaviors in the Library facility or on Library property which create a safety hazard for themselves or others

Patrons are encouraged to report disruptive or inappropriate behaviors immediately to staff so steps can be taken to correct the issue. Library staff will make every effort to immediately address issues and/or complaints.

Library staff have the authority to issue an immediate and temporary ban from the Library facility and/or property at their sole discretion (up to forty-eight (48) hours per incident). Library staff are encouraged to contact local law enforcement if they require assistance.

The Library Director or designee has the authority to issue extended bans from the Library facility and/or property at their sole discretion (up to one (1) year per incident).

A patron may appeal an extended ban from the Library facility and/or property to the Pewaukee Public Library's Board of Trustees at its next regularly scheduled meeting. The Board's decision shall be final.

# DAMAGED ITEM QUICK GUIDE

1. Overview
2. Chargeable Damage
3. Minor Damage
4. Librarian Assessment Damage
5. Simple Repair Damage
6. No action required

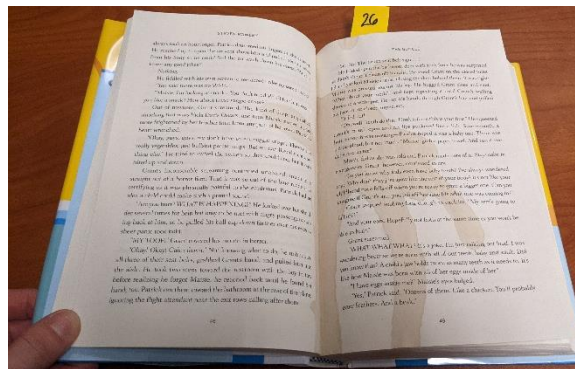
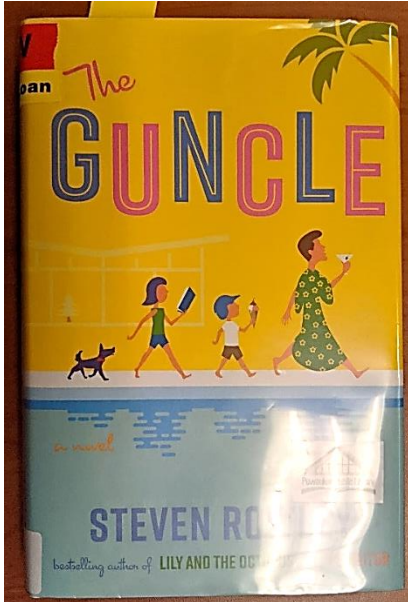
## **Overview**

Our items circulate through many hands in their lifetimes and we must expect damage to occur. While no one likes to find an item that needs repair or replacement in the return bin, confidence in assessing where to route the item will make the discovery less frustrating. Follow this quick guide to determine what to do when you find a damaged item.

# Chargeable Damage

## Example A:

From the front, this returned book looks just fine. However, with standard check-in practices, a clerk should catch that this book has **chargeable damage**. Even without opening the book, a glance at the bottom edge of the pages reveals a stain within. By paging through the book, a clerk would come across the page on which the liquid was spilled.



## Why is this chargeable?

The stain has left a mark that hinders legibility and bleeds through more than one page.

## What should you do?

DO NOT CHECK THE ITEM IN

If the book is still wet, we want to give it a chance to dry – not because we may keep it in the collection, but because we don't want it to grow mold between discovery and when the patron picks it up after purchase. Stand the book up to dry with pages fanned either in the circ supervisor's office or on the processing counter with a note directing the circ supervisor to the item. Fill out a **PK Damaged Item Report**.

If the book is dry, it can simply be routed to the circ supervisor with a **PK Damaged Item Report**. The circ supervisor will make the charging assessment from there.

## PK Damaged Item Report

Date \_\_\_\_\_ Replacement Cost \$ \_\_\_\_\_ Staff initials \_\_\_\_\_

Title \_\_\_\_\_

Item ID \_\_\_\_\_

Describe Damage \_\_\_\_\_

Patron Name \_\_\_\_\_ Patron ID \_\_\_\_\_

**Give this slip to Circulation Supervisor.**

If the book in example A were from another **CAFÉ library**, you would instead fill out the bright lime green **Café Damaged Item** report, but stop after the item information box. The circ supervisor will complete the contact sections.

### CAFÉ DAMAGED/MISSING PIECES

**DO NOT CHECK IN ITEM**

#### Patron Information

Patron Name	
Patron Barcode	
Patron Phone	

#### Item Information

Item Title	
Item Barcode	
Charging Library	
Date Received	
Damage Noted/ Missing Piece	

#### Contact 1 - Library that Received Return

Date	
Staff Initials	
Contact Notes	

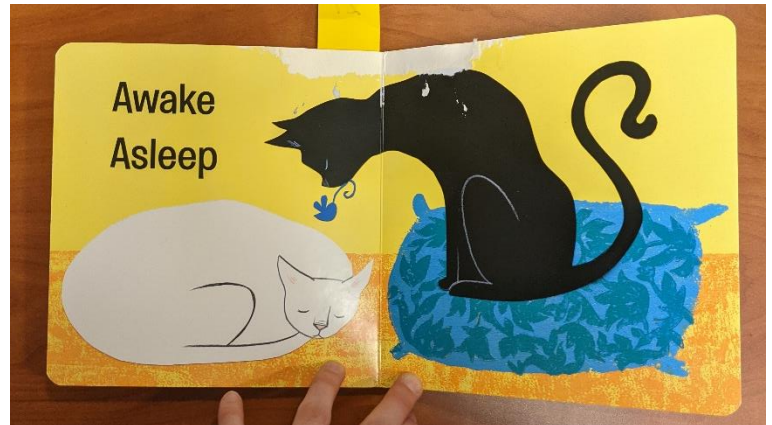
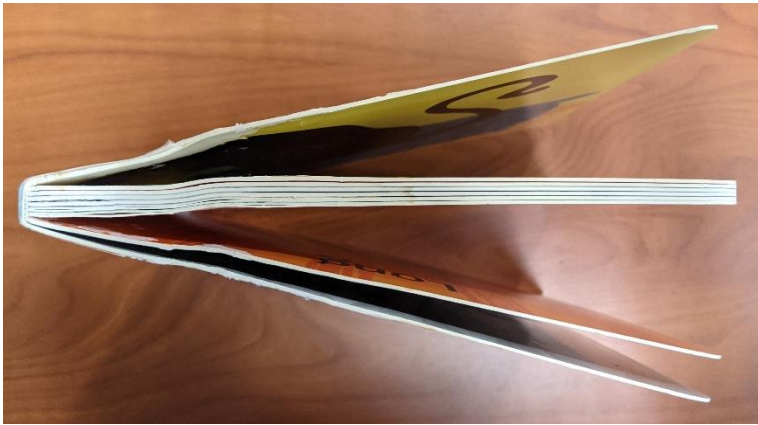
**BLOCK AND NOTE ADDED TO PATRON RECORD**

#### Contact 2 - Owning Library

Date	
Staff Initials	
Contact Notes	

## Example B:

This returned board book has damage to the tops of its pages throughout. Board books are built for rough handling, and we expect this collection to receive considerable wear and tear. That said, this would be an instance of chargeable damage. By looking at the top of the pages while the book is closed or thumbing through the pages before check in, a clerk should catch this damaged item so that it does not return to the shelf.



## Why is this damage Chargeable?

- The damage to the items is from moisture, likely a spill, and the pages are not only warped, but the illustrations are damaged on each page.
- Consider that caretakers borrowing board books will likely be borrowers with us for many years as their young readers grow. We need to set standards early for taking care of our books

## What should you do?

DO NOT CHECK THE ITEM IN

If the book is still wet, we want to give it a chance to dry – not because we may keep it in the collection, but because we don't want it to grow mold between discovery and when the patron picks it up after purchase. Stand the book up to dry with pages fanned either in the circ supervisor's office or on the processing counter with a note directing the circ supervisor to the item.

If the book is dry, it can simply be routed to the circ supervisor with a PK Damaged Item Report. The circ supervisor will make the charging assessment from there.

Let's consider why we WOULDN'T route these items the other ways.

1. Why don't these get the **Minor Damage** stamp and continue to circulate?

Both these books are damaged in a way that hinders the texts' legibility. The damage is on more than one page. If we gave it a minor damage stamp, we would be sending future readers the wrong message about what is an appropriate way to handle our materials.

2. Why don't these get routed to the **Collection Librarian for assessment**?

The Collection Librarians never charge patrons, as that is a Circulation function, but the previous patrons for these materials need to be held responsible and charged for the damage. If you send an item like this to the Collection Librarian, they will likely bring it back up to the circ supervisor for charging. No need to waste their time! Once the patron is charged, the circ supervisor forwards the paperwork to the librarians for replacement.

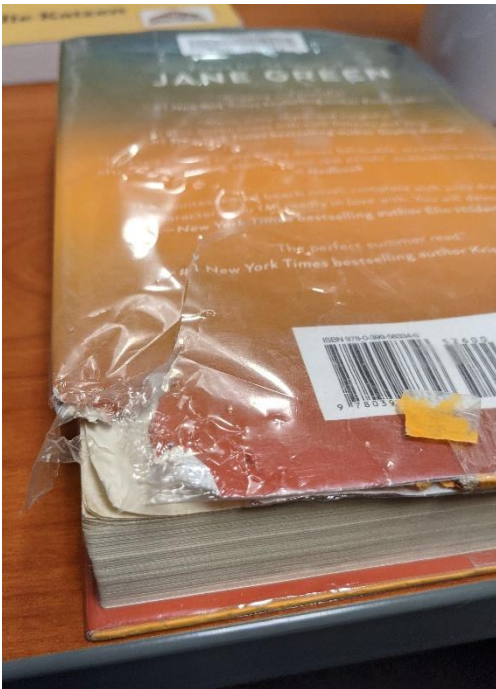
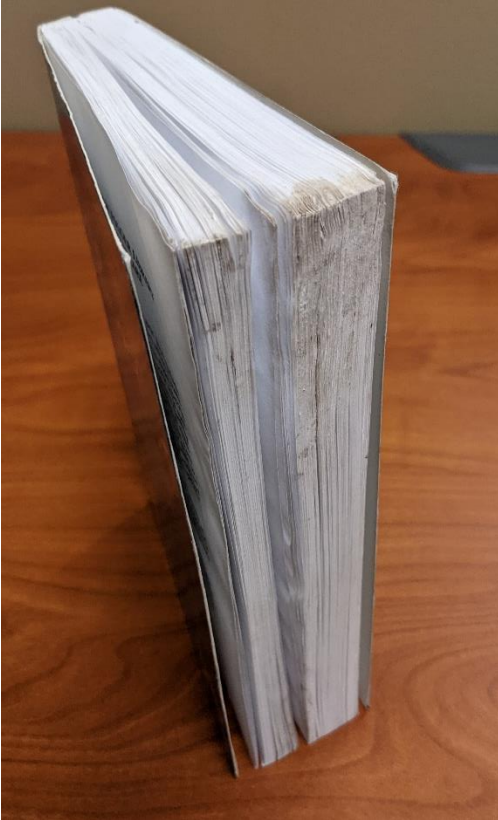
3. Why can't we try a **simple repair** here at the Circ Desk?

Unfortunately, there is no simple repair for these items. Whenever possible, we should try to repair an item to save the patron from the full replacement cost. However, there is no easy fix for water damage and stains.

4. Why can't we ignore it and move on (**No Action**)?

The condition of our materials sends a message to our patrons that says, "You agreed to take care of our materials when you borrow them. Therefore, we will not put a book back on the shelf or into your hands that is illegible, unclean, or falling apart." Charging patrons for damage is part of our model of patron education.

Other examples of clear chargeable damage:



**Essentially,**

if there is no chance we could loan the material out to another patron to enjoy

**and**

the damage did not occur from normal wear-and-tear that we expect to see in libraries,

**then the damage is chargeable.**

# Minor Damage

## Example A:

Not every item in our collection will last 100 circulations, but so long as it is readable/playable and safe to handle, we want to keep it moving in our collection. This Ian Fleming novel has circulated a lot and has been previously repaired. Without opening it, it looks fine. When you thumb through, you will find very minor pen marks and ink stains on very few pages. You will also see the repair tape between endpapers; the tape is holding up!

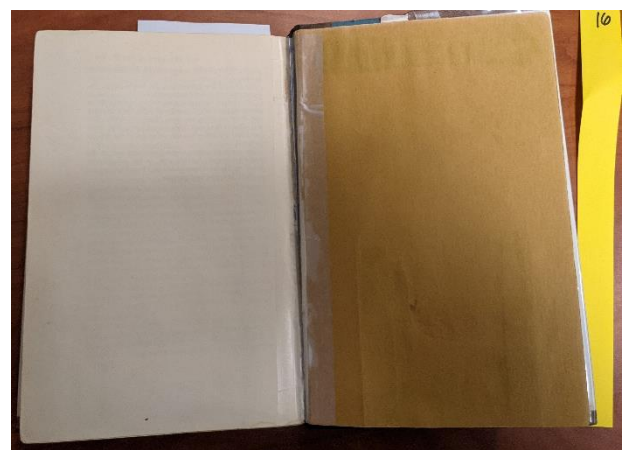
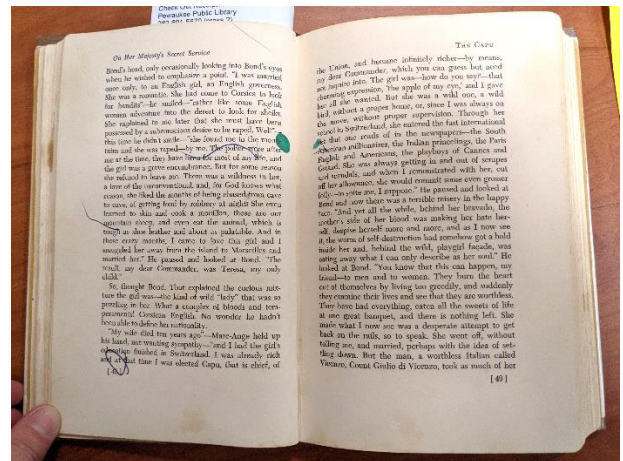
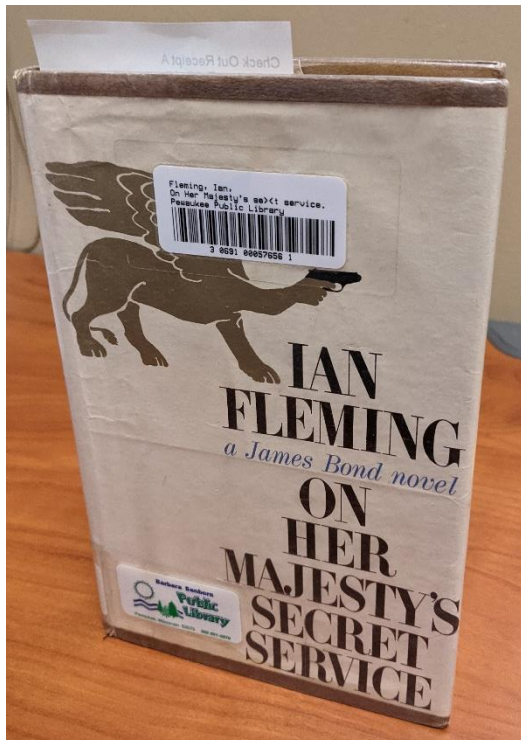
## Why is this damage only considered minor?

The damage does not affect the book's readability. The stains do not cover any words and they do not appear on more than ten pages. The repair is holding up, so no pages are falling out. There are stains to the sides of the pages, but, again, they don't hinder the book's readability.

## What should you do?

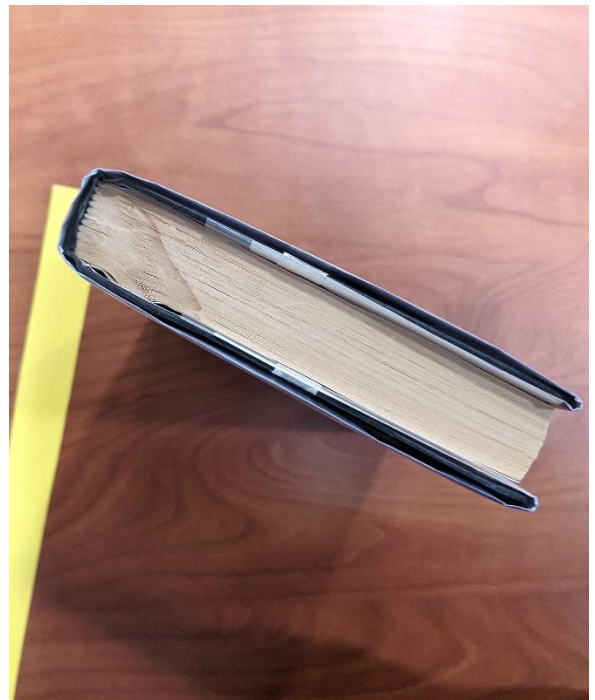
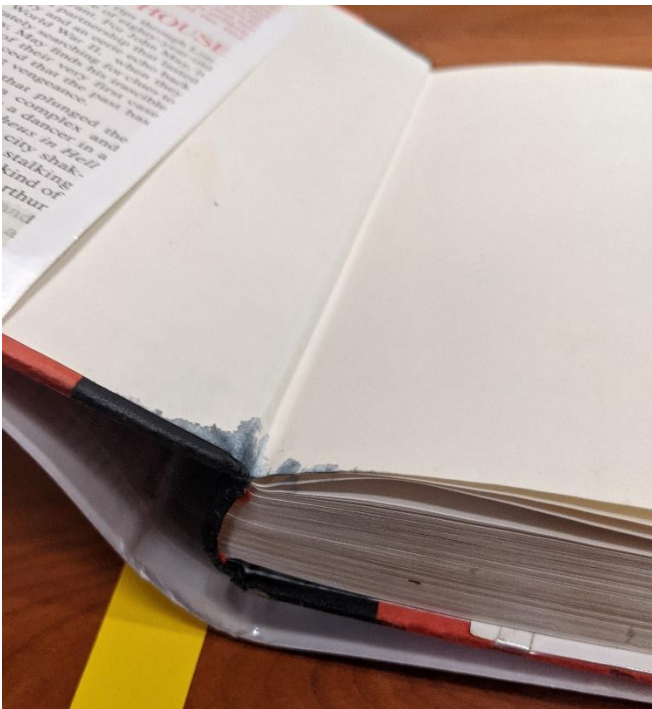
Check the item in

Open the front cover. Use the Minor Damage stamp (with the accurate date) to stamp whichever upper corner is stampable. Briefly describe the damage and its location with a pen and initial next to the stamp.



## Example B:

This type of moisture stain is fairly common and is worth careful inspection before stamping and putting back on the shelf. If the book is still wet, then the circ supervisor may want to charge the patron, in which case you can follow the instructions for chargeable damage. If the stain is dry, it has possibly been circulating with the stain. We want to add the Minor Damage stamp so that patrons checking out the book in the future understand that we inspect the books for damage. It also helps other libraries loaning our materials, because if we have it marked with the stamp they do not need to fill out that **Arrived in Transit with Damage** slip. If you suspect there is mold, route to the circ supervisor immediately.



### Why is this damage only considered minor?

The damage does not affect the book's readability. So long as there is not mold, residue, or smell, the stain poses no threat of danger or disgust to our patrons.

### What should you do?

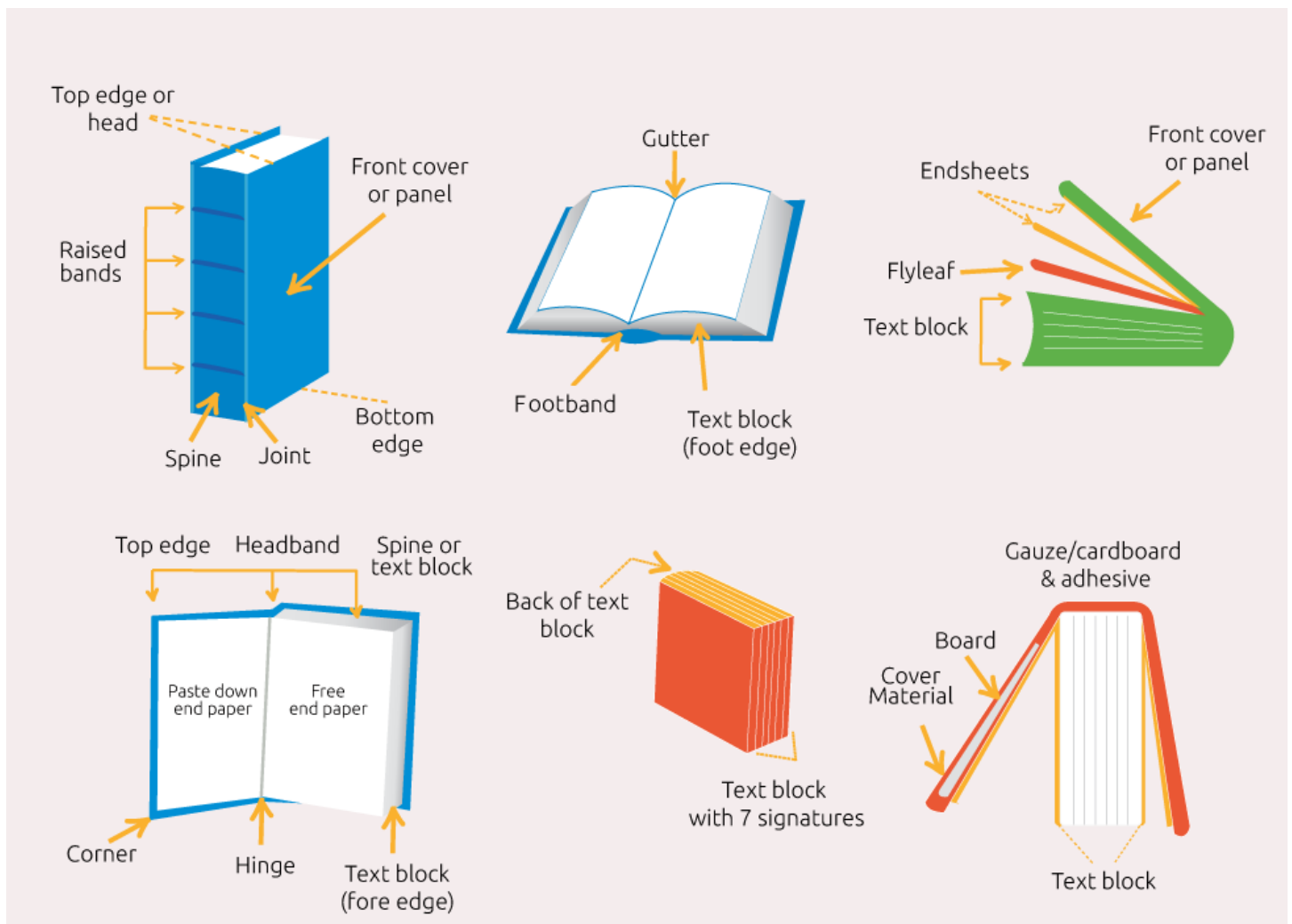
Check the item in. Use the Minor Damage stamp (with the accurate date) to stamp whichever upper corner is stampable. Briefly describe the damage and its location with a pen and initial next to the stamp.

# Phrases to Use

Having trouble thinking of what to write next to the Minor Damage stamp? Keep it simple! Don't make guesses (i.e. "Patron spilled Diet 7-Up on book").

Use the below list of phrases and book anatomy image to develop helpful notations.

- "Moisture Damage on page [x]"
- "Small tears on pages [x-x]"
- "Exposed stitching of gutter, page [x]"
- "Worn top edge of headband"
- "Pen marks on pages [x, x, and x]"



From [bookprinting.com](http://bookprinting.com)

# Librarian Assessment Damage

## Example A:



### Why does this book need to go to the Librarian for assessment?

The spine label on this book is very faded. You can tell it is an old label, because it has the old font. Rather than change all the old labels at once, the librarians prefer to assess the items as they circulate. That way, when one comes through, they can determine if they want to keep the book in the collection or purchase a new copy.

### What should you do?

Check the item in.

Check it out to PK REF.

Fill out an **Item Change Request**. The item isn't necessarily "Damaged," so you'll want to put a check box next to the more accurate descriptor "Need Spine Label" and then leave a short note describing the problem with the spine label.

Place the item with the receipt and request in the Reference basket.

Whenever you are sending an item to a Librarian, keep in mind that the request may be denied. Don't take it personally! The Librarian may think this spine label isn't faded enough to replace, or they may want to let an old book with loose pages circulate until the pages fall out, because they don't plan to replace it.

**Item Change Request**  
Please check the item out and route to:  
**PK REF or**  
**Children's Department Pewaukee**

---

Item Title: *Full Dark House*

---

Date: *12/9/21*      Initials: *DM*

---

<input type="checkbox"/>	Not in Catalog	
<input type="checkbox"/>	Spine Label Does Not Match Catalog	
<input type="checkbox"/>	Remove from Browsing block on item	
<input type="checkbox"/>	Other Blocks/Notes	
<input type="checkbox"/>	Item Damaged	
<input checked="" type="checkbox"/>	Need Spine Label	<i>faded</i>
<input type="checkbox"/>	Need Barcode	
<input type="checkbox"/>	Email Cover Art to	

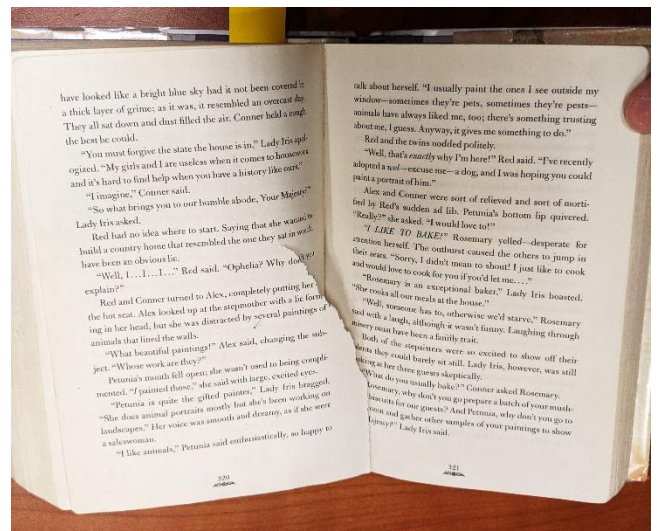
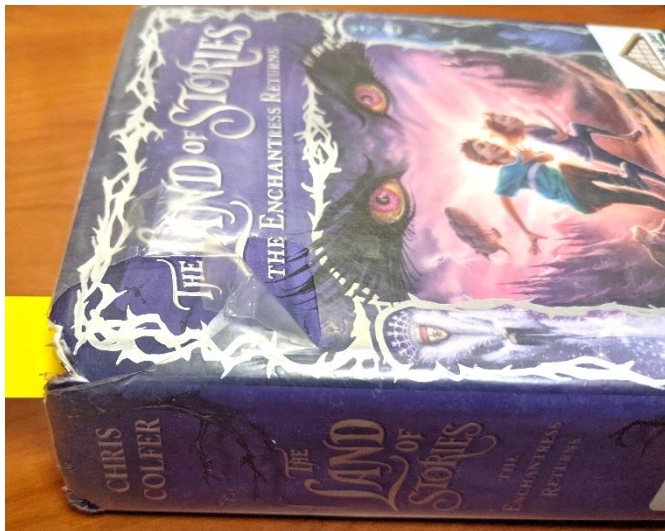
---

**Repair Requested**  
Check item in, change circ status to in-repair, put item + requested pieces in the repair cabinet

---

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

## Example B:



## Why does this book need to go to the Librarian for assessment?

This book has a torn dust jacket and a torn page. Either damage on its own would be sufficient reason to send the item to the Librarian for assessment. Though many Circulation clerks are able to easily fix these types of damage, the purpose of this procedure is to provide the Librarian with an opportunity to replace the item with a new copy or remove the item from the collection altogether. The Librarian is comparing the cost of repair against the cost of replacement for a book withat will continue to circulate quite a bit.

## Why not charge the last patron?

These instances of damage are typical wear-and-tear. If a number of the pages were torn, or if the dust jacket were ripped entirely off, we would consider that chargeable.

## What should you do?

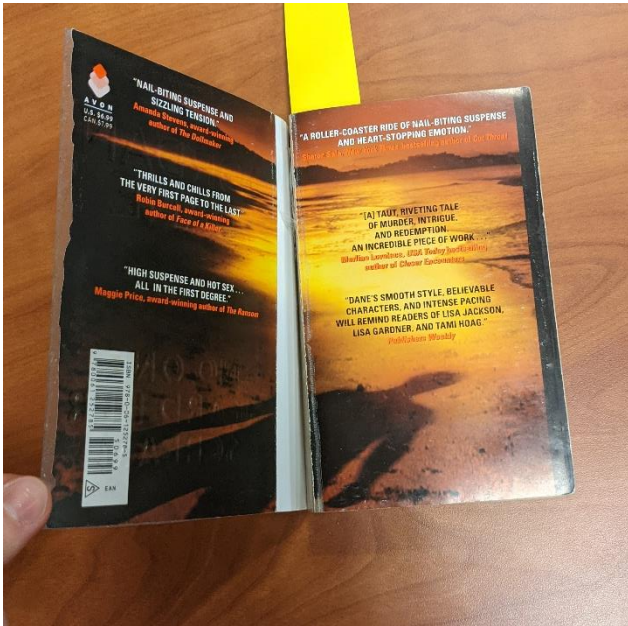
Check the item in.

Check the item out to Pewaukee, Children's Department.

Fill out an **Item Change Request** and provide specific notes stating all evident damage to the book.

Put the item on the Youth Services problem book shelf (next to the Reference basket).

## Example C:



### Why does this book need to go to the Librarian for assessment?

This book's binding is broken. The patron is not to blame for this damage – paperback books often tear in this place after a few circulations. The Librarian will determine whether it is worth repairing the damage or replacing the item. If they want to repair it, it will be sent bac to Circulation for the repair procedure.

### What should you do?

Check the item in.

Check the item out to PK REF.

Fill out an **Item Change Request** and provide specific notes stating all evident damage to the book.

Put the item in the Reference basket.

# Simple Repair Damage

Simple repairs are repairs that can be performed by circ staff without prior assessment by the Collection Librarian.

Replacing CD and DVD cases will always fall into simple repair, rather than Librarian Assessment, because cases break so often and we have plenty of low-cost, reusable materials to fix the issue.

That said, not *every* cracked case needs to be replaced. Replace a case if the damage puts the disc in peril or if it has any sharp edges that could hurt a patron or Library staff member. If you are unsure, ask the circ supervisor.

## Example A:

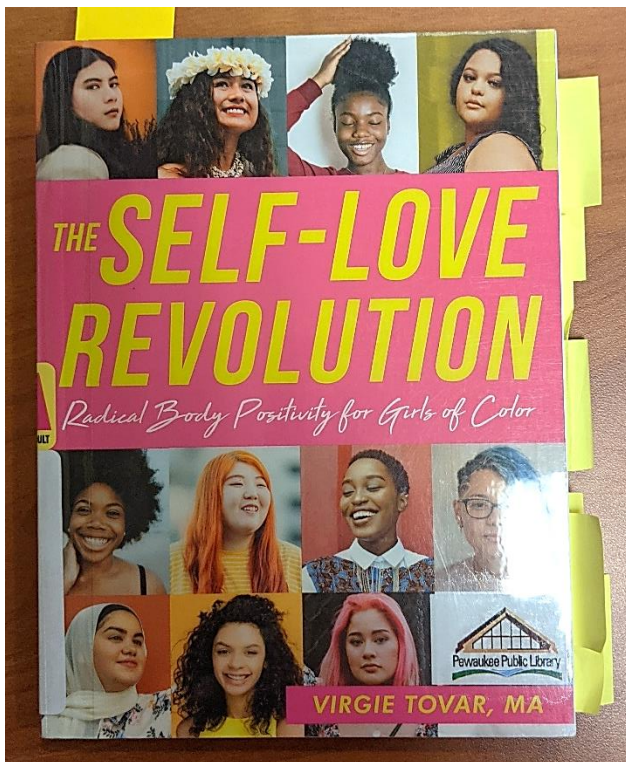


The damage to the front of this case by itself is not reason enough to replace the item. Jewel cases crack this way often - the crack does not put the disc in peril and does not appear to be sharp.



However, when you open this CD case, you can see that the pieces which hold the disc in its hub are broken, leaving the disc in peril to slide about the case. This case needs to be replaced!

## Example B:



### Why does this item fall under Simple Repair?

These post-it notes will not permanently damage the item, so we won't charge the patron or send the book to the Librarian for assessment. It should take under ten minutes to remove the post-its, which is an easy task to do while on Desk A.

Obviously, we wish our patrons would remove the post-its before returning the book, but not every patron knows to do so and we don't know the circumstances of the return.

### What should you do?

Check the item in.

Open the Patron Record and navigate to the Notes tab. If the patron has a history of leaving post-its or marking in our books, route the item to the circ supervisor with a note indicating that this is an ongoing issue. They will call the patron for a conversation.

If there is no prior history of leaving post-its or marking in our books, leave a short note: "[date] Patron returned PK item with many post-its still inside. [initials]"

Carefully remove the post-its. If there is residue, discoloration, or tearing from the removal, route the item to the circ supervisor who will assess for possible Chargeable Damage.

## **Other examples of Simple Repairs:**

**Pencil markings** that are erasable. If the labor or erasing the markings will take less than ten minutes, then this is considered a simple repair. Put a note in the patron record. If they already have a note about leaving markings, dog-eared pages, or post-its, route to the circ supervisor who will have a conversation with the patron. Erase the markings. Don't have time? Leave it with the circ supervisor.

**Dog-eared pages**, so long as the bend to the page does not cause it to break. Put a note in the patron record. If they already have a note about leaving dog-eared pages, markings, or post-its, route to the circ supervisor who will have a conversation with the patron. Un-dog-ear the pages. Don't have time? Leave it with the circ supervisor.

**Minor torn pages.** We expect to see some torn pages, especially in Children's books. And because so many Children's books are read in the library and checked out on the self-checks, it can be hard to pin down the culprit of the torn page. If the tear can be fixed (and fixed WELL by a trained staff member), then that is a simple repair. Ask the circ supervisor if you are unsure.

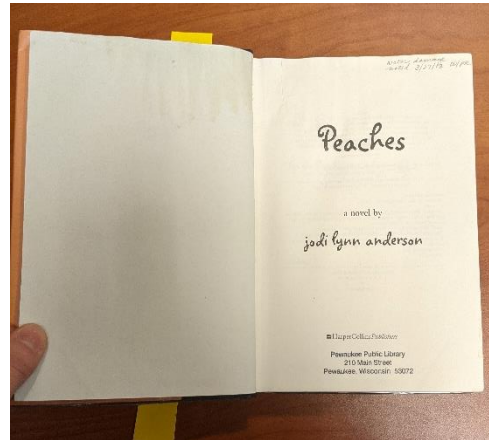
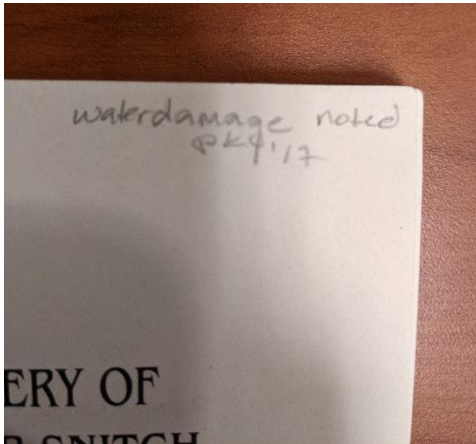
**Need to be trained to perform a simple repair? Talk to the circ supervisor to set up a training session!**

# No Action Required

Sometimes you will come across a damaged item and not need to do anything.

When?

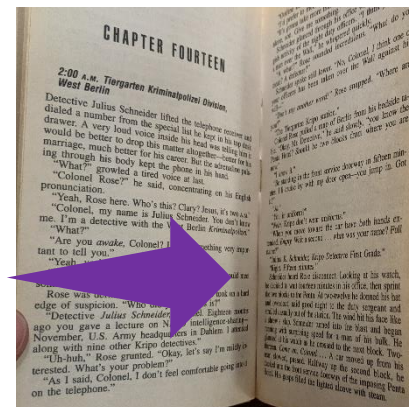
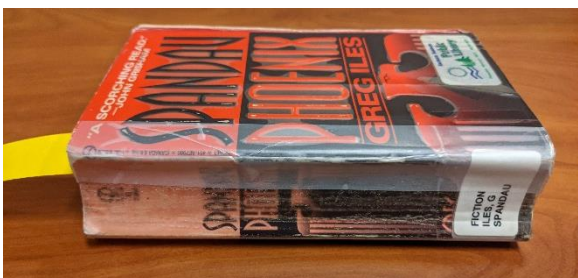
A. When someone else has already noted it!



Practices in the Library change over the years – the location of the damage noted note/stamp may be on the title page or back cover. It may be in pencil. That's okay - so long as we have a record of the damage being noted, nothing else need be done with the item.

If you have serious doubts about the possibility of the item continuing to circulate, despite the decision of a previous staff member, route to the circ supervisor.

B. When the damage is very, very minor. If you want to stamp it, have at it. But extremely minor wear-and-tear can go unnoted. When in doubt, ask the circ supervisor who can help you develop an eye for when the stamp is necessary.



# Overview of Handling Damaged Items from Other Libraries

## Inter-Library Loan (ILL) Items

ILL items arrive from libraries outside the CAFÉ Bridges system, so we do not use the CAFÉ forms. ILL items with damage do not require any form, as the ILL Librarian will have noted any damage before routing the item to us for circulation.

## CAFÉ Items

### CAFÉ Items Received In-Transit for Pewaukee Circulation:

**RECEIVED IN TRANSIT  
DAMAGED**

---

This item arrived at: \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_ Staff Initials: \_\_\_\_

Item **was/was not** (circle one) checked out to patron with the following minor problems:

✓

<input type="checkbox"/>	Binding/Case broken	
<input type="checkbox"/>	Disc(s) scratched	#
<input type="checkbox"/>	Insert/part missing	
<input type="checkbox"/>	Other	
<input type="checkbox"/>		

Additional notes:

---

---

---

Attach this slip to front of damaged item with rubber bands before checkout or returning to owning library.

When you find a damaged item belonging to another CAFÉ library in a blue transit bin or transit bag arriving at Pewaukee, it should *almost always* be paired with a lime green CAFÉ Received in Transit Damaged slip.

The only reason the item would not receive a slip is if the owning library has clearly noted the damage by stamp or notation on the item. If the item record notes the damage, but the note is not on the physical item, it will still need a slip, as the slip communicates to the borrowing patron that the damage has been noted and they will not be held responsible for it.

There are two routes for items that receive a CAFÉ Received in Transit Damaged slip – either routed home to their library or out to the patron. See the following page for details.

# ITEMS WITH CAFÉ RECEIVED IN TRANSIT DAMAGED SLIP

## SEND IT HOME

- If the item has what we would consider Chargeable damage, we cannot loan it out to a patron. This would send the wrong message to our borrowers about our expectations for circulatable materials.
- If the item has loose or perilously torn pages.
- If the binding looks unlikely to last through a circulation.
- If the case is unable to safely hold a disc or has sharp edges which may harm a patron.
- If the item already has a Received in Transit Damaged from another library.

### What to do?

#### DO NOT CHECK THE ITEM IN

Fill out the form completely

Circle **“was not”** checked out to patron.

Clearly note why we did not circulate the item.

Rubber band the slip to the item in a way that does not further damage it. If there are loose pieces, opt for an inter-dept. envelope and include the slip inside.

Place the item in the outgoing transit bin to its owning library.

## SEND IT OUT FOR HOLD

- If the item has minor damage for which we would give it a stamp.
- If the item has pages with minor tears (NOT LOOSE PAGES).
- If the binding is only minorly loose or cracked. Need help assessing? Talk to the circ supervisor.
- If the item’s labels, stickers, or tape are loose or illegible, in such a way that does not affect the reading experience.
- If the item case has damage that does not put the disc or patron in danger.

### What to do?

Check the item in

Fill out the form completely

Circle **“was”** checked out to the patron.

Clearly note the damage.

Rubber band or securely place slip inside the item along with hold slip. **DO NOT USE TAPE.**

At check out, the clerk will need to explain to the patron that a lost slip could result in a charge for damage.

Route the item out for hold.

RECEIVED IN TRANSIT DAMAGED	
This item arrived at: _____	
Date ___/___/___ Staff Initials: ____	
Item <b>was/was not</b> (circle one) checked out to patron with the following minor problems:	
✓	
<input type="checkbox"/>	Binding/Case broken
<input type="checkbox"/>	Disc(s) scratched # _____
<input type="checkbox"/>	Insert/part missing
<input type="checkbox"/>	Other
Additional notes: _____ _____ _____	
Attach this slip to front of damaged item with rubber bands before checkout or returning to owning library.	

# CAFÉ ITEMS RETURNED TO PEWAUKEE WITH DAMAGE

When a CAFÉ item is returned to us with damage, it is our responsibility to follow up with the borrowing patron, no matter their home library.

A damaged item discovered in the return drops or handed over at the desk should **NEVER BE CHECKED IN**.

Even if the damage is not what we would consider chargeable, say for damage that we would send to the Collection Librarian or would give a minor damage stamp or on which we would perform a minor repair, the item must be paired with a CAFÉ Damaged/Missing Pieces form and should not be checked in. We do not know the standards of each library for what is circulatable. The circ supervisor will communicate with the owning library to determine whether charging is necessary.

If you accidentally check an item in, note the mistake on the form.

## What to do?

DO NOT CHECK THE ITEM IN

Fill out the lime green CAFÉ DAMAGED/MISSING PIECES form until you get to the Contact 1 box. Stop there, as the Circ Supervisor will contact the patron if a charge is determined necessary.

Place the item in the Circ Supervisor's basket.

If the patron brings the item to you and reports the damage, wishing to pay for its replacement, then the CAFÉ DAMAGED/MISSING PIECES is not necessary. Instead, fill out a CAFÉ ITEM LOST PAYMENT TO OWNING LIBRARY form and receive the payment. If they are unable to pay at the time of return, complete the charging step, prepare both forms, and place the item with its forms on the Damaged Awaiting Payment shelf.

CAFÉ DAMAGED/MISSING PIECES	
DO NOT CHECK IN ITEM	
Patron Information	
Patron Name	
Patron Barcode	
Patron Phone	
Item Information	
Item Title	
Item Barcode	
Charging Library	
Date Received	
Damage Noted/ Missing Piece	
Contact 1 - Library that Received Return	
Date	
Staff Initials	
Contact Notes	
BLOCK AND NOTE ADDED TO PATRON RECORD <input type="checkbox"/>	
Contact 2 - Owning Library	
Date	
Staff Initials	
Contact Notes	

# LIBRARY CARD POLICY

## PURPOSE

The Pewaukee Public Library primarily serves the residents of the Village and City of Pewaukee. As a member of the Bridges Library System, the Pewaukee Public Library also provides services to the residents of Waukesha and Jefferson County. The Bridges Library System is comprised of 24-member libraries and all member libraries issue the CAFÉ library card.

## ELIGIBILITY

Any resident of the State of Wisconsin (except for Milwaukee County residents) who currently does not have a CAFÉ library card may apply for a free library card at the Pewaukee Public Library. ~~Children must be age 4 to obtain a card. The Pewaukee Public Library will honor all CAFÉ library cards.~~

Milwaukee County residents may apply for a Pewaukee CAFÉ fee card. The cost of the fee card is a one-time fee of \$25.00. This fee will be waived for Milwaukee County residents who work for the Pewaukee School District with proof of employment. Fee cards may be used to check out materials at any library in the Bridges Library System. Fee cards may be restricted in their use for checkout of digital materials.

Children must be age 4 to obtain a card. The Pewaukee Public Library will honor all CAFÉ library cards.

## REGISTRATION

### *Adult (age 18+)*

In person registration is required to receive a library card. To register, the applicant must show proof of current address along with a photo ID. A Wisconsin ID/DL fulfills both the photo ID and proof of current address requirement. If an applicant's Wisconsin ID/DL does not have the current address or if the applicant does not have a Wisconsin ID/DL, he/she may use a school or government issued photo ID along with one of the following items bearing his/her current address in print or electronic format:

- Property tax bill
- Rental lease agreement
- Utility bill dated within the last 30 days
- Financial account statement dated within the last 30 days
- Mail post marked within the last 30 days that is not "junk mail" and is not a window envelope
- Checkbook with preprinted personal checks
- Vehicle registration from the current year
- Current insurance card
- Current report card or class schedule

### *Minor (Age 4 - 17)*

The guardian and the minor must be present at the library for a minor to receive a library card. Because the guardian is responsible for the items checked out on the minor's library card, the guardian must obtain or hold a CAFÉ library card before a library card will be issued to the minor. If a guardian's card is blocked because of outstanding unreturned material, the material must be returned or the replacement cost paid before the minor is issued a card. Once the guardian's card is verified, a library card will be issued to the minor. The minor's card will be linked to the guardian's card.

### **ONLINE REGISTRATION**

Applicants may also apply for a temporary online card. Applicants 13 or older can fill out an online application and obtain a temporary barcode which will allow a patron to:

- Checkout up to 10 Overdrive items (e-resources).
- ~~Checkout up to 4 Hoopla items (e-resources).~~
- Place a hold on up to 10 Overdrive items.
- Place a hold on up to two library items.

Online registration is valid for 30 days. In person registration must be completed to convert an online registration to a regular library card.

### **CHANGE OF ADDRESS**

It is the cardholder/guardian's responsibility to let the library know when their mailing address, telephone number or email address has changed. If a cardholder/guardian does not receive a library notice because they have not notified the library of the change in contact information, they will be held responsible for any resulting fines or bills.

### **LIABILITY**

The library card must be signed by the adult cardholder or guardian. By signing the library card, the cardholder or guardian agrees to comply with all policies and procedures authorized by the Boards of Trustees of CAFÉ member libraries. The cardholder or guardian agrees to pay fines for items returned overdue and to pay replacement charges for materials lost, damaged or stolen. This card remains the property of the issuing library and a replacement fee for lost cards will be charged. In case this card is lost or stolen, notify the issuing library immediately, otherwise cardholder or guardian is responsible for any unauthorized use.

### **CHECK OUT**

Cardholders are required to have their library card in print or digital format (the barcode must be scannable) when checking out materials. Staff will allow the use of a photo ID (such as a Driver's License) in lieu of the actual library card one time per year per patron.

### **EXPIRATION AND RENEWAL**

CAFÉ cards expire 18 months from date of issue. Library cards may be renewed in person or over the telephone. The cardholder will be required to verbally provide his/her registration information for verification.

Upon a minor reaching the age of 18, the minor's card will automatically expire. The cardholder will need to visit the Library to upgrade their card to an adult card. ~~All fines and/or fees due and owed at the time of expiration will be transferred to the guardian's account.~~ All charges will be deleted to allow for the individual to have a fresh start as an adult.

### **INACTIVE CARDS**

To ensure the accuracy and integrity of the database, the Pewaukee Public Library is responsible for managing the library card registrations for residents of the Village and City of Pewaukee and any True Non-Resident (TNR) cards, non-resident cards and fee cards where Pewaukee is the chosen "Registered at" location for their CAFÉ library card. ~~that are issued at the Pewaukee Public Library.~~ Library cards for ~~these cardholders~~ that have been expired for over three years and have under \$20100 in fines only will be deleted from the database. All library cards that have been expired for over seven years will be deleted from the database.

### **TEMPORARY LIBRARY CARD**

Temporary cards may be issued to individuals 18 years of age or older who reside out of state and are temporarily living in the Pewaukee area or new residents that have not obtained local proof of address. The individual will be required to show a valid picture ID with an out of state address and they will be required to provide their temporary/new local address. Individuals will be allowed to have three (3) items checked out at any time from the Pewaukee Public Library. The card may not be used to check out digital materials or items from the Library of Things [LoTs] collection. The card will be good for three months and is eligible for renewal or upgrade to a regular library card.

*Adopted by the Board of Trustees, April 15, 2020; Leslie Miller, Library Board President  
Revised by the Board of Trustees: September 20, 2023*

# Managing the Library's Money

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

The board controls and monitors library finances by:

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

## Approval of Library Expenditures

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

Basic library financial procedures are as follows:

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

# 9

In This Trustee Essential

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

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

## Financial Statements

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

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

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

## Gifts and Donations

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

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

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

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

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

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

## Annual Report

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

## Audit

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

## Discussion Questions

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

## Sources of Additional Information

- [Sample Trust/Gift Fund Report](#)
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

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

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## Sample Library Trust / Gift Fund Report

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

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