

Pewaukee Public Library



December 2024 BOT Packet

Wednesday, December 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, December 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, December 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

REGULAR BUSINESS:

2. Citizen Comments/Correspondence
3. Approval of Consent Agenda
 - a. Minutes November 20, 2024 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – November 2024
 - ii. GL Detail Library – November 2024
 - iii. Payment Approval Report – November 2024
 - iv. LGIP Statement – November 2024
 - c. Library Monthly Statistics Report through November 2024
 - d. Library Directors Report December 2024

OLD BUSINESS:

4. Discussion on the Board Transition to 2025 as clarified in the First Addendum to and Restatement of the Joint Library Agreement Between the Village of Pewaukee and the City of Pewaukee Dated October 1, 2024.

NEW BUSINESS:

5. Discussion and possible action to approve the proposed revisions to the Bylaws of the Pewaukee Public Library Board of Trustees
6. Discussion and possible action on the Library Building Lease Agreement
7. Discussion and possible action on Resolution No. 2024-06: a Resolution Establishing 2025 Wages/Salaries for Certain Library Employees
8. Discussion and possible action on End of Year Projections for the Pewaukee Public Library Budget 2024
9. Discussion and possible action on *TE19: Library Director Certification*
10. Closed Session – The Library Board will recess into closed session pursuant to § 19.85(1)(e) Wisconsin Statute for the following reason:
 - (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically for the purpose of discussing compensation for the Library Director.

You are further notified that at the conclusion of the Closed Session, the Library Board may convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.
11. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, December 18, 2024

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

The Pewaukee Public Library is committed to providing the highest degree of accessibility within its means when conducting library-sponsored events. Please notify us of your disability-related accommodation requests two weeks prior to a Library Board meeting by calling (262) 691-5670, extension 920. We will attempt to honor all requests but cannot assure that requests made too close to the date will be able to be accommodated.

Posted: Friday, November 15, 2024

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, November 20, 2024 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:31 PM
 Members Present: Lisa Jansen, Leslie Miller, Dale Noll, Heather Gergen, Phil Vetterkind, Ann Wright, Karen Wildman
 Others Present: Nan Champe (Library Director)
 Members Excused:

REGULAR BUSINESS

2. Citizen Comments/Correspondence – n/a
3. Approval of Consent Agenda
 - a. Minutes October 16, 2024 (Regular Board Meeting)
 - b. Financial Reports
 - GL Budget vs. Actual Library – September 2024
 - GL Budget vs. Actual Library – October 2024
 - GL Library Detail – September 2024
 - GL Library Detail – October 2024
 - Payment Approval Report – September 2024
 - Payment Approval Report – October 2024
 - LGIP Statement – September 2024
 - LGIP Statement – October 2024
 - d. Library Monthly Statistics Report through October 2024
 - e. Director's Report: November 2024

Motion to approve: Ann
 Second: Phil
 Discussion: LGIP statements are positive
 Motion carried

OLD BUSINESS

4. Discussion on the Joint Library Agreement
 Discussion: Department of Public Instruction Opinion – forwarded to City & Village – recommendations were made. Transition of Board members should be worked on. Lease is also a topic of discussion.
 No action taken

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

Motion: Heather Gergen– Develop a policy - when developing the municipal budgets your unassigned fund balance will not exceed 20% of the Operating Budget for the current year

Second: Phil Vetterkind

Discussion: n/a

Motion carried

Motion: Phil Vetterkind - Propose to use \$32,211 out of Fund Balance to keep revenues balanced with expenses.

Second: Leslie Miller

Discussion: Next year provide additional documentation to support use and percentage of Fund Balance along with our ability to meet County Standards.

Motion carried

Motion: Leslie Miller – Approve revised 2025 Library Budget with changes made

Second: Heather Gergen

Motion carried

NEW BUSINESS

6. Discussion on the Terms of Office for Current Board Members and Transition to 2025

No action taken

7. Discussion and possible action on the Annual Addendum to the Bridges Library System Member Library and Cafe' Agreement

Motion to approve: Heather Gergen

Second: Ann Wright

Discussion: n/a

Motion carried

8. Discussion and possible action on the budget and checkout restrictions for Hoopla

Bridges will put in \$150,000 for systemwide Overdrive Lucky Day collection. People will wean themselves off Hoopla

No action taken

9. ADJOURNMENT - 7:43 PM

Motion to approve: Heather Gergen

Second: Phil Vetterkind

Discussion: n/a

Motion carried

NEXT MEETING: Wednesday December 18, 2024

End.GLPeriod 1124

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND						
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	48,555.97	574,980.90	668,000.00	93,019.10	86.07%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	16,443.77	199,232.86	213,710.00	14,477.14	93.22%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	194.97	5,649.10	7,000.00	1,350.90	80.70%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	.00	47,463.74	45,936.00	-1,527.74	103.32%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	11,008.35	87,179.77	89,700.00	2,520.23	97.19%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	.00	4,988.50	4,000.00	-988.50	124.71%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	456.28	13,673.96	6,500.00	-7,173.96	210.36%
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)	8,571.81	62,555.84	80,500.00	17,944.16	77.70%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	1,204.16	11,276.20	14,000.00	2,723.80	80.54%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	983.66	40,888.20	44,628.00	3,739.80	91.62%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	1,060.02	17,745.87	19,580.00	1,834.13	90.63%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	238.19	2,775.55	3,750.00	974.45	74.01%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	4,199.52	44,218.88	62,789.00	18,570.12	70.42%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	1,077.04	22,584.17	23,962.00	1,377.83	94.24%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	434.93	4,639.76	5,250.00	610.24	88.37%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	.00	10,988.00	9,038.00	-1,950.00	121.57%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	.00	3,106.29	.00	-3,106.29	100.00%
Total Expenditure:		94,428.67	1,222,594.24	1,318,543.00	95,948.76	
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	.00	-118,323.51	-118,775.00	-451.49	99.61%
900-00-46710-000-000	LIBRARY FINES(R)	-628.45	-7,466.58	-7,609.00	-142.42	98.12%
900-00-48110-000-000	INTEREST INCOME(R)	.00	-2,460.15	-338.00	2,122.15	727.85%
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)	-1,650.00	-21,460.80	-6,500.00	14,960.80	330.16%

End.GLPeriod 1124

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900-00-48500-000-100	MISC REVENUES(R)	-699.89	-9,484.79	-6,500.00	2,984.79	145.91%
900-00-48500-000-200	DESIGNATED GRANTS(R)	.00	-10,720.30	-9,038.00	1,682.30	118.61%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	-149,445.82	-896,675.00	-896,675.00	.00	100.00%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	-21,877.83	-240,656.17	-262,534.00	-21,877.83	91.66%
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%
Total Revenue:		-174,301.99	-1,355,983.16	-1,328,169.00	27,814.16	
Total 900 - LIBRARY FUND:		-79,873.32	-133,388.92	-9,626.00	123,762.92	
Total:		-79,873.32	-133,388.92	-9,626.00	123,762.92	

End.GLPeriod 1124 AND Start.GLPeriod 1124

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
11/05/2024	7003613-1	CR	LIBRARY FINES - LIBRARY			.00	-124.70
11/13/2024	7003711-1	CR	LIBRARY FINES - LIBRARY			.00	-122.90
11/20/2024	7003755-1	CR	LIBRARY FINES - LIBRARY			.00	-108.00
11/26/2024	7003759-1	CR	LIBRARY FINES - LIBRARY			.00	-272.85
Account Number And Title900-00-46710-000-000 - LIBRARY FINES						.00	-628.45
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
11/26/2024	7003759-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-1,650.00
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ						.00	-1,650.00
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
11/05/2024	7003613-2	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-50.00
11/05/2024	7003613-3	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-20.00
11/13/2024	7003711-2	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-29.00
11/13/2024	7003711-3	CR	LIBRARY MISC REVENUES NEW LIB CARDS - LIBRARY			.00	-1.00
11/13/2024	7003711-4	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-35.50
11/20/2024	7003755-2	CR	LIBRARY MISC REVENUES NEW LIB CARDS - LIBRARY			.00	-1.00
11/26/2024	7003759-3	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-300.39
11/26/2024	7003759-4	CR	LIBRARY MISC REVENUES NEW LIB CARDS - LIBRARY			.00	-1.00
11/26/2024	7003759-5	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-262.00
Account Number And Title900-00-48500-000-100 - MISC REVENUES						.00	-699.89
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							
11/20/2024	3001077-1	CR	CITY CONTRIBUTIONS-NOV & DEC - CITY OF PEWAUKEE			.00	-149,445.82
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS						.00	-149,445.82

End.GLPeriod 1124 AND Start.GLPeriod 1124

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title 900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
11/01/2024	1-2	JE	LIBRARY CONTRIBUTION NOVEMBER			.00	-21,877.83
Account Number And Title 900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS						.00	-21,877.83
Account Number And Title 900-00-55110-000-110 - LIBRARY SALARIES & WAGES							
11/08/2024	12-1	PC	PAYROLL TRANS FOR 11/3/2024 PAY PERIOD			25,543.44	.00
11/12/2024	3001068-1	CR	STD PMT CHAMPE - 10/27-11/3/2024 - MADISON NATIONAL LIFE			.00	-1,167.08
11/20/2024	3001073-1	CR	STD REIMBURSE CHAMPE 11/3-11/11/2024 (8 DAYS) - MADISON NATI			.00	-1,333.81
11/22/2024	64-1	PC	PAYROLL TRANS FOR 11/17/2024 PAY PERIOD			25,513.42	.00
Account Number And Title 900-00-55110-000-110 - LIBRARY SALARIES & WAGES						51,056.86	-2,500.89
Account Number And Title 900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
11/08/2024	4-1	PB	PAYROLL TRANS FOR 11/3/2024 PAY PERIOD			3,042.38	.00
11/22/2024	23-1	PB	PAYROLL TRANS FOR 11/17/2024 PAY PERIOD			13,401.39	.00
Account Number And Title 900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						16,443.77	.00
Account Number And Title 900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							
10/05/2024	1-1	AP	ACH NORTH SHORE BANK CREDIT CARD			194.97	.00
Account Number And Title 900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS						194.97	.00
Account Number And Title 900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
08/28/2024	6-1	AP	ACH NORTH SHORE BANK CREDIT CARD			113.73	.00
08/28/2024	7-1	AP	ACH NORTH SHORE BANK CREDIT CARD			72.69	.00
09/04/2024	8-1	AP	ACH NORTH SHORE BANK CREDIT CARD			430.09	.00
09/04/2024	10-1	AP	ACH NORTH SHORE BANK CREDIT CARD			114.52	.00
09/04/2024	11-1	AP	ACH NORTH SHORE BANK CREDIT CARD			273.28	.00
09/04/2024	12-1	AP	ACH NORTH SHORE BANK CREDIT CARD			196.32	.00

VILLAGE OF PEWAUKEE

GL Detail

December 09, 2024 11:53 AM

End.GLPeriod 1124 AND Start.GLPeriod 1124

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
09/05/2024	9-1	AP	ACH NORTH SHORE BANK CREDIT CARD			33.68	.00
09/09/2024	14-1	AP	ACH NORTH SHORE BANK CREDIT CARD			719.70	.00
09/09/2024	15-1	AP	ACH NORTH SHORE BANK CREDIT CARD			54.49	.00
09/10/2024	16-1	AP	ACH NORTH SHORE BANK CREDIT CARD			366.55	.00
09/10/2024	17-1	AP	ACH NORTH SHORE BANK CREDIT CARD			363.55	.00
09/10/2024	18-1	AP	ACH NORTH SHORE BANK CREDIT CARD			250.53	.00
09/10/2024	13-1	AP	ACH NORTH SHORE BANK CREDIT CARD			231.99	.00
09/12/2024	19-1	AP	ACH NORTH SHORE BANK CREDIT CARD			311.40	.00
09/12/2024	20-1	AP	ACH NORTH SHORE BANK CREDIT CARD			91.25	.00
09/12/2024	21-1	AP	ACH NORTH SHORE BANK CREDIT CARD			180.77	.00
09/12/2024	22-1	AP	ACH NORTH SHORE BANK CREDIT CARD			28.75	.00
09/16/2024	23-1	AP	ACH NORTH SHORE BANK CREDIT CARD			596.88	.00
09/16/2024	24-1	AP	ACH NORTH SHORE BANK CREDIT CARD			41.38	.00
09/17/2024	25-1	AP	ACH NORTH SHORE BANK CREDIT CARD			564.62	.00
09/20/2024	26-1	AP	ACH NORTH SHORE BANK CREDIT CARD			250.08	.00
09/20/2024	27-1	AP	ACH NORTH SHORE BANK CREDIT CARD			230.50	.00
09/26/2024	28-1	AP	ACH NORTH SHORE BANK CREDIT CARD			485.32	.00
09/27/2024	29-1	AP	ACH NORTH SHORE BANK CREDIT CARD			315.15	.00
09/27/2024	30-1	AP	ACH NORTH SHORE BANK CREDIT CARD			325.13	.00
09/30/2024	31-1	AP	ACH NORTH SHORE BANK CREDIT CARD			140.58	.00
10/01/2024	32-1	AP	ACH NORTH SHORE BANK CREDIT CARD			154.25	.00
10/01/2024	33-1	AP	ACH NORTH SHORE BANK CREDIT CARD			120.99	.00
10/01/2024	34-1	AP	ACH NORTH SHORE BANK CREDIT CARD			245.10	.00
10/11/2024	64-1	AP	SALEM PRESS INC			172.90	.00

VILLAGE OF PEWAUKEE

GL Detail

December 09, 2024 11:53 AM

End.GLPeriod 1124 AND Start.GLPeriod 1124

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/20/2024	160-1	AP	AMAZON CAPITAL SERVICES, INC.			80.98	.00
10/25/2024	532-1	AP	AMAZON CAPITAL SERVICES, INC.			145.30	.00
10/29/2024	305-1	AP	AMAZON CAPITAL SERVICES, INC.			100.94	.00
10/30/2024	235-1	AP	AMAZON CAPITAL SERVICES, INC.			18.09	.00
10/31/2024	237-1	AP	AMAZON CAPITAL SERVICES, INC.			167.58	.00
10/31/2024	303-1	AP	SALEM PRESS INC			98.28	.00
11/01/2024	239-1	AP	AMAZON CAPITAL SERVICES, INC.			303.90	.00
11/01/2024	312-1	AP	CENTER POINT LARGE PRINT			50.34	.00
11/03/2024	306-1	AP	AMAZON CAPITAL SERVICES, INC.			50.07	.00
11/04/2024	527-1	AP	AMAZON CAPITAL SERVICES, INC.			80.16	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						8,571.81	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
09/18/2024	40-1	AP	ACH NORTH SHORE BANK CREDIT CARD			59.99	.00
09/26/2024	41-1	AP	ACH NORTH SHORE BANK CREDIT CARD			59.99	.00
10/13/2024	71-1	AP	AMAZON CAPITAL SERVICES, INC.			27.97	.00
10/14/2024	78-1	AP	MIDWEST TAPE			18.74	.00
10/14/2024	79-1	AP	MIDWEST TAPE			20.24	.00
10/14/2024	80-1	AP	MIDWEST TAPE			114.71	.00
10/14/2024	81-1	AP	MIDWEST TAPE			86.22	.00
10/17/2024	143-1	AP	PLAYAWAY PRODUCTS LLC			29.90	.00
10/21/2024	164-1	AP	MIDWEST TAPE			26.24	.00
10/21/2024	165-1	AP	MIDWEST TAPE			14.99	.00
10/21/2024	144-1	AP	PLAYAWAY PRODUCTS LLC			49.99	.00
10/28/2024	244-1	AP	MIDWEST TAPE			24.73	.00

VILLAGE OF PEWAUKEE

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December 09, 2024 11:53 AM

End.GLPeriod 1124 AND Start.GLPeriod 1124

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
11/05/2024	318-1	AP	MIDWEST TAPE			23.24	.00
11/05/2024	319-1	AP	MIDWEST TAPE			140.95	.00
11/05/2024	320-1	AP	MIDWEST TAPE			43.48	.00
11/05/2024	321-1	AP	MIDWEST TAPE			37.48	.00
11/05/2024	322-1	AP	MIDWEST TAPE			44.98	.00
11/05/2024	323-1	AP	MIDWEST TAPE			110.94	.00
11/05/2024	324-1	AP	MIDWEST TAPE			14.99	.00
11/05/2024	296-1	AP	PLAYAWAY PRODUCTS LLC			24.99	.00
11/11/2024	497-1	AP	MIDWEST TAPE			18.74	.00
11/11/2024	498-1	AP	MIDWEST TAPE			11.24	.00
11/11/2024	499-1	AP	MIDWEST TAPE			17.24	.00
11/11/2024	500-1	AP	MIDWEST TAPE			49.48	.00
11/11/2024	501-1	AP	MIDWEST TAPE			107.96	.00
11/11/2024	502-1	AP	MIDWEST TAPE			24.74	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						1,204.16	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
09/10/2024	39-1	AP	ACH NORTH SHORE BANK CREDIT CARD			181.91	.00
09/12/2024	46-1	AP	ACH NORTH SHORE BANK CREDIT CARD			349.77	.00
09/30/2024	42-1	AP	ACH NORTH SHORE BANK CREDIT CARD			6.00	.00
10/31/2024	515-1	AP	TAYLOR COMPUTER SERVICES, INC			430.00	.00
11/05/2024	529-1	AP	AMAZON CAPITAL SERVICES, INC.			15.98	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						983.66	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
09/13/2024	43-1	AP	ACH NORTH SHORE BANK CREDIT CARD			273.34	.00

VILLAGE OF PEWAUKEE

GL Detail

December 09, 2024 11:53 AM

End.GLPeriod 1124 AND Start.GLPeriod 1124

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
09/18/2024	47-1	AP	ACH NORTH SHORE BANK CREDIT CARD			24.89	.00
09/19/2024	5-1	AP	ACH NORTH SHORE BANK CREDIT CARD			87.31	.00
09/30/2024	3-1	AP	ACH NORTH SHORE BANK CREDIT CARD			182.00	.00
10/23/2024	146-1	AP	RHYME BUSINESS PRODUCTS, LLC			108.53	.00
10/24/2024	236-1	AP	AMAZON CAPITAL SERVICES, INC.			125.99	.00
10/24/2024	45-1	AP	ACH NORTH SHORE BANK CREDIT CARD			119.90	.00
10/27/2024	238-1	AP	AMAZON CAPITAL SERVICES, INC.			22.60	.00
10/28/2024	234-1	AP	AMAZON CAPITAL SERVICES, INC.			50.98	.00
11/04/2024	304-1	AP	AMAZON CAPITAL SERVICES, INC.			64.48	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						1,060.02	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT							
07/18/2024	35-1	AP	ACH NORTH SHORE BANK CREDIT CARD			135.00	.00
10/04/2024	2-1	AP	ACH NORTH SHORE BANK CREDIT CARD			103.19	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT						238.19	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
10/09/2024	59-1	AP	MEI TOTAL ELEVATOR SOLUTIONS			1,062.30	.00
10/11/2024	77-1	AP	JF AHERN COMPANY			180.00	.00
10/15/2024	57-1	AP	LYONS ELECTRIC			4,200.00	.00
10/25/2024	531-1	AP	AMAZON CAPITAL SERVICES, INC.			110.03	.00
10/30/2024	286-1	AP	JOHNSON CONTROLS SECURITY SOLUTIONS LLC			33.00	.00
11/01/2024	331-1	AP	KUJAWA ENTERPRISES INC			2,209.75	.00
11/01/2024	291-1	AP	JANI-KING OF MILWAUKEE			2,729.43	.00
11/05/2024	317-1	AP	MILWAUKEE PLUMBING & PIPING INC			185.00	.00
11/06/2024	334-1	AP	BATZNER PEST CONTROL INC			113.74	.00

VILLAGE OF PEWAUKEE

GL Detail

December 09, 2024 11:53 AM

End.GLPeriod 1124 AND Start.GLPeriod 1124

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
11/12/2024	533-1	AP	AMAZON CAPITAL SERVICES, INC.			185.10	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						11,008.35	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
09/14/2024	4-1	AP	ACH NORTH SHORE BANK CREDIT CARD			224.95	.00
10/10/2024	104-1	AP	ACH PEWAUKEE UTILITY			561.98	.00
11/05/2024	481-1	AP	ACH WE ENERGIES			3,103.53	.00
11/05/2024	482-1	AP	ACH WE ENERGIES			309.06	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES						4,199.52	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
10/15/2024	60-1	AP	MIDWEST TAPE - HOOPLA			95.00	.00
10/29/2024	224-1	AP	MIDWEST TAPE - HOOPLA			89.99	.00
10/31/2024	225-1	AP	MIDWEST TAPE - HOOPLA			892.05	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS						1,077.04	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS							
09/16/2024	38-1	AP	ACH NORTH SHORE BANK CREDIT CARD			47.84	.00
10/08/2024	159-1	AP	AMAZON CAPITAL SERVICES, INC.			117.11	.00
10/27/2024	229-1	AP	Lynn Braun			250.00	.00
11/05/2024	530-1	AP	AMAZON CAPITAL SERVICES, INC.			19.98	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS						434.93	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE							
09/16/2024	37-1	AP	ACH NORTH SHORE BANK CREDIT CARD			62.50	.00
10/02/2024	44-1	AP	ACH NORTH SHORE BANK CREDIT CARD			199.88	.00
10/05/2024	36-1	AP	ACH NORTH SHORE BANK CREDIT CARD			75.00	.00
10/27/2024	528-1	AP	AMAZON CAPITAL SERVICES, INC.			118.90	.00

VILLAGE OF PEWAUKEE

GL Detail

December 09, 2024 11:53 AM

End.GLPeriod 1124 AND Start.GLPeriod 1124

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title						456.28	.00
900-00-55110-000-500 - DONATION FUNDED EXPENSE							
Total:						96,929.56	-176,802.88

APInvoiceApprovalDepartment.DepartmentName LIBRARY AND GeneralLedgerPeriod.GLPeriod 1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
ACH NORTH SHORE BANK CREDIT CARD									
Approved									
13040	ACH NORTH SHORE BANK CREDIT CARD	5099559978	LIBRARY/G OOGLE WORKSPAC E	6.00	10/31/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	6418395188	LIBRARY/C HILDRENS PROGRAM	2.50	10/18/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	SP451804	LIBRARY/S UPPLIES	8.99	10/29/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	1490763	LIBRARY/P ROCESSING SUPPLIES	107.55	10/23/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	94001036993000635 40099	LIBRARY/S UPPLIES	6.30	10/10/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038579490	LIBRARY/P RINTED MATERIALS	28.75	09/24/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038579098	LIBRARY/P RINTED MATERIALS	77.11	09/24/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038591422	LIBRARY/P RINTED MATERIALS	17.14	09/27/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038579454	LIBRARY/P RINTED MATERIALS	18.83	09/24/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	152358301101424	LIBRARY/T ECHNOLOG Y10/17/2024- 11/16/2024	224.95	10/14/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	43043991001176618	LIBRARY/N ON-PRINT MATERIALS	49.99	10/30/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038650565	LIBRARY/P RINTED MATERIALS	245.62	10/23/2024	12/04/2024			Approved

APInvoiceApprovalDepartment.DepartmentName LIBRARY AND GeneralLedgerPeriod.GLPeriod 1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	IN11451	LIBRARY/CYBERLYNK	352.40	10/13/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	CE4EF2C2-0007	LIBRARY/TECHNOLOGY	20.10	10/20/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	42923991055549832	LIBRARY/NON-PRINT MATERIALS	59.99	10/18/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038664039	LIBRARY/P RINTED MATERIALS	494.27	10/29/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038662506	LIBRARY/P RINTED MATERIALS	27.12	10/28/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038666430	LIBRARY/P RINTED MATERIALS	174.57	10/30/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038663391	LIBRARY/P RINTED MATERIALS	376.17	10/29/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038659887	LIBRARY/P RINTED MATERIALS	481.98	10/29/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038647955	LIBRARY/P RINTED MATERIALS	19.37	10/21/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038656867	LIBRARY/P RINTED MATERIALS	361.26	10/25/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038648926	LIBRARY/P RINTED MATERIALS	70.99	10/22/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038650535	LIBRARY/P RINTED MATERIALS	387.23	10/22/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038643912	LIBRARY/P RINTED MATERIALS	166.08	10/21/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038640697	LIBRARY/P RINTED MATERIALS	33.11	10/17/2024	12/04/2024			Approved

APInvoiceApprovalDepartment.DepartmentName LIBRARY AND GeneralLedgerPeriod.GLPeriod 1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2038640587	MATERIALS LIBRARY/P RINTED	137.47	10/17/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038639164	MATERIALS LIBRARY/P RINTED	122.11	10/17/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038628778	MATERIALS LIBRARY/P RINTED	498.86	10/14/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038628563	MATERIALS LIBRARY/P RINTED	648.23	10/14/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038613072	MATERIALS LIBRARY/P RINTED	50.27	10/07/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038625429	MATERIALS LIBRARY/P RINTED	510.05	10/11/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038625302	MATERIALS LIBRARY/P RINTED	154.68	10/11/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038614791	MATERIALS LIBRARY/P RINTED	89.61	10/07/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038606253	MATERIALS LIBRARY/P RINTED	164.14	10/03/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038613618	MATERIALS LIBRARY/P RINTED	25.34	10/07/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038617099	MATERIALS LIBRARY/P RINTED	139.32	10/08/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038606955	MATERIALS LIBRARY/P RINTED	702.53	10/04/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038606975	MATERIALS LIBRARY/P RINTED	121.71	10/04/2024	12/04/2024			Approved

AP Invoice Approval Department: LIBRARY AND General Ledger Period: 1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2038603760	LIBRARY/P RINTED MATERIALS	241.55	10/02/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	110393	LIBRARY/A DULT PROGRAMS	9.48	10/30/2024	12/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	42273991012688828 CREDIT	LIBRARY/N ON-PRINT MATERIALS	-37.99	08/14/2024	11/04/2024			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	32742106 CREDIT	LIBRARY/D EEP FREEZE RENEWAL	-8.66	09/10/2024	11/04/2024			Approved
Total ACH NORTH SHORE BANK CREDIT CARD:				<u><u>7387.07</u></u>					
ACH WE ENERGIES									
Approved									
13090	ACH WE ENERGIES	5242337376	LIBRARY/U TILITIES/GA S OCT	309.06	11/05/2024	11/27/2024			Approved
13090	ACH WE ENERGIES	5242337376	LIBRARY/U TILITIES/EL ECTRIC OCT	3103.53	11/05/2024	11/27/2024			Approved
Total ACH WE ENERGIES:				<u><u>3412.59</u></u>					
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	1YFN-HGNC-4RK3	LIBRARY/C LEANING SUPPLIES	185.10	11/12/2024	12/04/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1VHH-6NM4-6YVV	LIBRARY/2 ADULT DVD	37.45	11/19/2024	12/16/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1MDT-RYYJ-69GX	LIBRARY/3 ADULT DVD	64.85	11/19/2024	12/16/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1KLC-L499-J736	LIBRARYA DULT PROG SUPPLIES	45.51	11/21/2024	12/21/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1K36-1K1Q-FVR3	LIBRARY/A DULT PRINT	80.16	11/04/2024	12/04/2024			Approved

APInvoiceApprovalDepartment.DepartmentName LIBRARY AND GeneralLedgerPeriod.GLPeriod 1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	1LGP-X973-RFF3	MATERIALS LIBRARY/FRIENDS/ADULT PROG PRIZES	118.90	10/27/2024	11/26/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WW4-6YFV-D4V7	LIBRARY/AULT PRINT MATERIALS	145.30	10/25/2024	11/26/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WW4-6YFV-D4V7	LIBRARY/CLEANING SUPPLIES	110.03	10/25/2024	11/26/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1LXH-CHTY-CQVR	LIBRARY/AULT PROG SUPPLIES	19.98	11/05/2024	12/05/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1LXH-CHTY-CQVR	LIBRARY/T ECH	15.98	11/05/2024	12/05/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1LRF-KVN9-FT4M	LIBRARY/AULT PRINT MATERIALS	100.94	10/29/2024	11/26/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1933-MF7J-NLLG	LIBRARY/AULT PRINT MATERIALS	69.77	11/16/2024	12/16/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WW7-CQL1-Q4WK	LIBRARY/YA PRINT MATERIALS	303.90	11/01/2024	11/26/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1XG7-4MNC-6G37	LIBRARY/AULT PRINT MATERIALS	50.07	11/03/2024	12/04/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1767-NQVM-CY3M	LIBRARY/OFFICE SUPPLIES	64.48	11/04/2024	12/04/2024			Approved
23	AMAZON CAPITAL SERVICES, INC.	1KM6-TTVN-9GC6	LIBRARY/JUV PRINT MATERIALS	167.58	10/31/2024	11/26/2024			Approved

Total AMAZON CAPITAL SERVICES, INC.: 1580.00

BATZNER PEST CONTROL INC

Approved

APInvoiceApprovalDepartment.DepartmentName LIBRARY AND GeneralLedgerPeriod.GLPeriod 1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
7070	BATZNER PEST CONTROL INC	70348493	LIBRARY/P EST MGMT NOV 2024	113.74	11/06/2024	12/06/2024			Approved
Total BATZNER PEST CONTROL INC:				<u>113.74</u>					
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2127664	LIBRARY/B OOKS- LARGE PRINT	50.34	11/01/2024	12/01/2024			Approved
Total CENTER POINT LARGE PRINT:				<u>50.34</u>					
EBSCO PAYMENT PROCESSING CENTER									
Approved									
245	EBSCO PAYMENT PROCESSING CENTER	2501561	LIBRARY/M AGAZINE SUBSCRIPTI ON EBSCO ADJUSTME NT	2.05	11/20/2024	12/20/2024			Approved
Total EBSCO PAYMENT PROCESSING CENTER:				<u>2.05</u>					
GREY HOUSE PUBLISHING									
Approved									
321	GREY HOUSE PUBLISHING	985476	LIBRARY/1 ADULT NON -FIC	140.25	11/19/2024	12/19/2024			Approved
Total GREY HOUSE PUBLISHING:				<u>140.25</u>					
JANI-KING OF MILWAUKEE									
Approved									
12411	JANI-KING OF MILWAUKEE	MIL12240361	LIBRARY/J ANITORIAL SVC DEC 2024	2784.02	12/01/2024	12/31/2024			Approved
Total JANI-KING OF MILWAUKEE:				<u>2784.02</u>					

APInvoiceApprovalDepartment.DepartmentName LIBRARY AND GeneralLedgerPeriod.GLPeriod 1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
JOHNSON CONTROLS SECURITY SOLUTIONS LLC									
Approved									
10353	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	40679830	JOHNSON CONTROLS SECURITY	33.00	10/30/2024	11/30/2024			Approved
Total JOHNSON CONTROLS SECURITY SOLUTIONS LLC:				<u><u>33.00</u></u>					
KUJAWA ENTERPRISES INC									
Approved									
6819	KUJAWA ENTERPRISES INC	400142	LIBRARY/L ANDSCAPE MNT- NOV 2024	2209.75	11/01/2024	12/01/2024			Approved
Total KUJAWA ENTERPRISES INC:				<u><u>2209.75</u></u>					
LUHRING, DANIEL									
Approved									
10005	LUHRING, DANIEL	084309	LIBRARY/S TUMP GRINDING	200.00	11/24/2024	12/24/2024			Approved
Total LUHRING, DANIEL:				<u><u>200.00</u></u>					
Lynn Braun									
Approved									
13243	Lynn Braun	0000201	LIBRARY/A D PROGRAM MING	250.00	10/27/2024	11/25/2024			Approved
Total Lynn Braun:				<u><u>250.00</u></u>					
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	506359126	LIBRARY/1 ADULT DVD	18.74	11/19/2024	12/19/2024			Approved
548	MIDWEST TAPE	506375921	LIBRARY/4 ADULT DVD	86.96	11/22/2024	12/22/2024			Approved

APIInvoiceApprovalDepartment.DepartmentName LIBRARY AND GeneralLedgerPeriod.GLPeriod 1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
548	MIDWEST TAPE	506375920	LIBRARY/1 ADULT DVD	14.99	11/22/2024	12/22/2024			Approved
548	MIDWEST TAPE	506375924	LIBRARY/1J UV DVD	26.24	11/22/2024	12/22/2024			Approved
548	MIDWEST TAPE	506375923	LIBRARY/1 ADULT DVD	18.74	11/22/2024	12/22/2024			Approved
548	MIDWEST TAPE	506320246	LIBRARY/1 ADULT DVD	17.24	11/11/2024	12/11/2024			Approved
548	MIDWEST TAPE	506320244	LIBRARY/1 ADULT CD	11.24	11/11/2024	12/11/2024			Approved
548	MIDWEST TAPE	506320247	LIBRARY/2 ADULT DVD	49.48	11/11/2024	12/11/2024			Approved
548	MIDWEST TAPE	506320248	LIBRARY/4 ADULT DVD	107.96	11/11/2024	12/11/2024			Approved
548	MIDWEST TAPE	506320249	LIBRARY/1 ADULT DVD	24.74	11/11/2024	12/11/2024			Approved
548	MIDWEST TAPE	506320243	LIBRARY/1 ADULT DVD	18.74	11/11/2024	12/11/2024			Approved
548	MIDWEST TAPE	506292921	LIBRARY/1 ADULT DVD	23.24	11/05/2024	12/05/2024			Approved
548	MIDWEST TAPE	506292924	LIBRARY/2 ADULT DVD	43.48	11/05/2024	12/05/2024			Approved
548	MIDWEST TAPE	506292925	LIBRARY/2 ADULT DVD	37.48	11/05/2024	12/05/2024			Approved
548	MIDWEST TAPE	506292927	LIBRARY/6 ADULT DVD	110.94	11/05/2024	12/05/2024			Approved
548	MIDWEST TAPE	506292926	LIBRARY/2 ADULT DVD	44.98	11/05/2024	12/05/2024			Approved
548	MIDWEST TAPE	506292928	LIBRARY/1 CHILD DVD	14.99	11/05/2024	12/05/2024			Approved
548	MIDWEST TAPE	506292922	LIBRARY/5 ADULT DVD	140.95	11/05/2024	12/05/2024			Approved
548	MIDWEST TAPE	506249204	LIBRARY/2 ADULT DVD	24.73	10/28/2024	11/29/2024			Approved

Total MIDWEST TAPE:

835.86

MIDWEST TAPE - HOOPLA

Approved

AP Invoice Approval Department: Department Name LIBRARY AND General Ledger Period: GL Period 1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
12821	MIDWEST TAPE - HOOPLA	506354740	LIBRARY/H OOPLA FLEX	89.99	11/19/2024	12/22/2024			Approved
12821	MIDWEST TAPE - HOOPLA	506273297	LIBRARY/H OOPLA/FLE X OCT 2024	892.05	10/31/2024	11/29/2024			Approved
12821	MIDWEST TAPE - HOOPLA	506254377	LIBRARY/P ERPETUAL AUDIOBOO K	89.99	10/29/2024	11/29/2024			Approved
Total MIDWEST TAPE - HOOPLA:				1072.03					
MILWAUKEE PLUMBING & PIPING INC									
Approved									
5391	MILWAUKEE PLUMBING & PIPING INC	43548	LIBRARY/P LUMBING REPAIRS	185.00	11/05/2024	12/05/2024			Approved
Total MILWAUKEE PLUMBING & PIPING INC:				185.00					
PLAYAWAY PRODUCTS LLC									
Approved									
13153	PLAYAWAY PRODUCTS LLC	480345	LIBRARY/P LAYAWAY REPLACEM ENT	24.99	11/05/2024	12/05/2024			Approved
Total PLAYAWAY PRODUCTS LLC:				24.99					
RHYME BUSINESS PRODUCTS, LLC									
Approved									
13202	RHYME BUSINESS PRODUCTS, LLC	AR788017	LIBRARY/C OPIES	125.43	11/21/2024	12/21/2024			Approved
Total RHYME BUSINESS PRODUCTS, LLC:				125.43					
SALEM PRESS INC									
Approved									
1708	SALEM PRESS INC	187469	LIBRARY/1 ADULT NON -----	117.00	11/14/2024	12/14/2024			Approved

AP Invoice Approval Department: Department Name LIBRARY AND General Ledger Period: GL Period 1124

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
1708	SALEM PRESS INC	188874	FICTION LIBRARY/A DULT NON FICTION	98.28	10/31/2024	11/30/2024			Approved
Total SALEM PRESS INC:				<u>215.28</u>					
TAYLOR COMPUTER SERVICES, INC									
Approved									
810	TAYLOR COMPUTER SERVICES, INC	27065	ADVANCED SERVER MONITORIN G	430.00	10/31/2024	12/01/2024			Approved
Total TAYLOR COMPUTER SERVICES, INC:				<u>430.00</u>					
Total:				<u>21051.40</u>					

LOCAL GOVERNMENT INVESTMENT POOL

MONTHLY STATEMENT of ACCOUNTS

Department of Administration

November 2024

State of Wisconsin
P.O. Box 7871 - Madison WI 53707
Phone: 608.266.3711
Fax: 608.223.6578
Depositor No. 867171

PEWAUKEE, VILLAGE OF

235 HICKORY ST
PEWAUKEE, WI 53072-3533

01) GENERAL	\$11,645,539.44
02) CAP EXP & CONST PROJ	\$506,429.22
03) SEWER DEBT REPLACE	\$2,651,848.40
04) SEWER INVESTMENTS	\$1,223,348.36
05) WTR UTIL INVESTMENT	\$611,535.22
06) TIF RELATED HOLDING	\$159,064.35
07) LAIMON DONATION/LAKESIDE PARK	\$42,918.89
08) CEMETARY PERPETUAL	\$35,911.50
09) SEWER HOOKUP FEES	\$1,885,875.00
12) WATER HOOKUP FEES	\$272,824.50
16) LIBRARY	\$151,970.59

TOTAL **\$19,187,265.47**

Date	Type	Memo	Deposits	Withdrawals	Balance
Acct# 01	GENERAL			Beginning Balance	\$12,243,870.30
11/12/2024	Withdraw - Wire	TRANSFER TO COVER PAYABLES 11.11.2024		(\$500,000.00)	\$11,743,870.30
11/18/2024	Deposit - Direct Aids	REV SHARED REV	\$355,302.47		\$12,099,172.77
11/25/2024	Withdraw - Wire	TRANSFER TO COVER PAYABLES 11.25.2024		(\$500,000.00)	\$11,599,172.77
11/30/2024	Interest	INT Nov 24 4.72%	\$46,366.67		\$11,645,539.44
	Account Total		\$401,669.14	(\$1,000,000.00)	\$11,645,539.44
Acct# 02	CAP EXP & CONST PROJ			Beginning Balance	\$504,476.91
11/30/2024	Interest	INT Nov 24 4.72%	\$1,952.31		\$506,429.22
	Account Total		\$1,952.31	\$0.00	\$506,429.22
Acct# 03	SEWER DEBT REPLACE			Beginning Balance	\$2,641,625.41
11/30/2024	Interest	INT Nov 24 4.72%	\$10,222.99		\$2,651,848.40
	Account Total		\$10,222.99	\$0.00	\$2,651,848.40
Acct# 04	SEWER INVESTMENTS			Beginning Balance	\$1,218,632.30
11/30/2024	Interest	INT Nov 24 4.72%	\$4,716.06		\$1,223,348.36
	Account Total		\$4,716.06	\$0.00	\$1,223,348.36
Acct# 05	WTR UTIL INVESTMENT			Beginning Balance	\$609,177.73
11/30/2024	Interest	INT Nov 24 4.72%	\$2,357.49		\$611,535.22
	Account Total		\$2,357.49	\$0.00	\$611,535.22
Acct# 06	TIF RELATED HOLDING			Beginning Balance	\$158,451.15
11/30/2024	Interest	INT Nov 24 4.72%	\$613.20		\$159,064.35
	Account Total		\$613.20	\$0.00	\$159,064.35
Acct# 07	LAIMON DONATION/LAKESIDE PARK			Beginning Balance	\$42,753.44
11/30/2024	Interest	INT Nov 24 4.72%	\$165.45		\$42,918.89

	Account Total		\$165.45	\$0.00	\$42,918.89
Acct# 08	CEMETARY PERPETUAL			Beginning Balance	\$35,773.06
11/30/2024	Interest	INT Nov 24 4.72%	\$138.44		\$35,911.50
	Account Total		\$138.44	\$0.00	\$35,911.50
Acct# 09	SEWER HOOKUP FEES			Beginning Balance	\$1,878,604.87
11/30/2024	Interest	INT Nov 24 4.72%	\$7,270.13		\$1,885,875.00
	Account Total		\$7,270.13	\$0.00	\$1,885,875.00
Acct# 12	WATER HOOKUP FEES			Beginning Balance	\$271,772.75
11/30/2024	Interest	INT Nov 24 4.72%	\$1,051.75		\$272,824.50
	Account Total		\$1,051.75	\$0.00	\$272,824.50
Acct# 16	LIBRARY			Beginning Balance	\$151,384.74
11/30/2024	Interest	INT Nov 24 4.72%	\$585.85		\$151,970.59
	Account Total		\$585.85	\$0.00	\$151,970.59

As a routine audit procedure, we are requesting that you notify our auditors, the Legislative Audit Bureau, of any discrepancies in the balances reported in the monthly statement of accounts. If you believe the balances are incorrectly stated, please notify our auditors directly with pertinent information at one of the following addresses: Legislative Audit Bureau Attn: Carolyn Stittleburg, 22 E. Mifflin St., Ste. 500 Madison, WI 53703-4225 or by email: Legislative Audit Bureau Attn: Carolyn Stittleburg, LAB.Confirmations@legis.wisconsin.gov

- There are no minimum or maximum dollar limits for deposits and withdrawals. However, to enhance investment performance for all LGIP participants, notify the LGIP Administrator, at least one day prior to the transaction date, of any deposits and/or withdrawals of \$10 million or more.

- There has been changes to your account security. The Local Government Investment Pool (LGIP) has a new security measure to protect your account. Your LGIP Account will be assigned a verification code to protect your account from unauthorized use. The verification code is used to validate your full user rights account access. To assist us in this new security measure, please make note of what your verification code is. For users with full user rights access, you can find your verification code on the LGIP website under your account settings. Please provide this verification code when calling LGIP. If you do not have online access, please contact the LGIP Administrator at lgip@wisconsin.gov.

- As a user of your LGIP account online, please ensure your user access is updated. If you would like to verify who has user access to your account, please email the administrator at LGIP@wisconsin.gov

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Circulation - ALL														
2022	23342	22612	26259	25561	23685	29361	30878	28702	24652	24191	23948	20660	303851	97.40%
2023	24356	23294	27214	24363	24324	31204	31713	30545	24531	25520	24240	22072	313376	110.66%
2024	27030	25093	27741	26423	24802	29343	33221	28671	24717	23933	23536		294510	101.10%
Circulation - Print and A/V														
2022	19238	18922	22076	21691	19578	25491	26887	24471	20463	19540	19935	17312	255604	97.57%
2023	20252	19604	23031	20493	20217	27334	27722	26314	20342	20869	20227	18682	265087	103.40%
2024	22224	20591	23043	21936	20181	24818	28559	24014	20107	19320	18971		243764	98.93%
Circulation - Overdrive														
2022	3713	3254	3555	3409	3257	3206	3493	3608	3430	3422	3435	3288	41070	96.09%
2023	3881	3481	3946	3655	3827	3602	3732	3928	3861	4320	3707	2953	44893	118.82%
2024	4288	3946	4190	3898	4164	4097	4229	4183	4107	4119	4108		45329	108.08%
Circulation - Hoopla														
Instant 2022	217	209	272	242	188	168	193	203	176	218	205	192	2483	102.52%
Flex 2023												42	42	
Instant 2023	223	209	237	215	280	268	259	303	328	331	306	395	3354	146.40%
Total 2023	223	209	237	215	280	268	259	303	328	331	306	437	3396	
Flex 2024	67	95	99	112	122	118	126	134	152	130	123		1278	#DIV/0!
Instant 2024	451	461	409	477	335	310	307	340	351	364	334		4139	139.88%
Total 2024	518	556	508	589	457	428	433	474	503	494	457	0	5417	183.07%
% of Circulation Digital														
2023	16.85%	15.84%	15.37%	15.88%	16.88%	12.40%	12.58%	13.85%	17.08%	18.22%	16.56%	15.36%	15.41%	
2024	17.78%	17.94%	16.94%	16.98%	18.63%	15.42%	14.03%	16.24%	18.65%	19.27%	19.40%	#DIV/0!	17.23%	
LSER (LIBRARY SERVICES EFFORT RATIO)														
2023	87.99%	89.36%	91.35%	91.52%	87.75%	90.87%	91.45%	91.99%	89.18%	89.65%	92.00%	92.76%	90.53%	
2024	96.86%	90.08%	94.91%	92.91%	91.70%	88.67%	87.21%	89.14%	92.84%	92.31%	89.63%		91.22%	
Circulation - Check Ins														
2024	14,241	13,691	14,049	15,745	15,630	14,855	19,188	16,651	14,519	13,388	12,158		164,115	
Library Visits														
Monthly total 2023	8020	7498	9025	7730	8554	11587	10672	9266	8221	9683	9207	7392	106855	111.70%
Daily average 2023	321	312	334	392	361	446	427	356	328	372	384	352	365	114.58%
Monthly total 2024	9456	9532	n/a	n/a	1701	6230	5995	4589	3981	4832	3822		50138	43.76%
Daily average 2024	394	381	n/a	n/a	243	249	231	177	166	186	159		437	119.75%
Reference Transactions														
2023	967	1106	1305	875	943	1833	1538	1067	760	888	612	522	12416	130.55%
2024	680	627	727	716	477	950	989	700	509	550	435		7360	61.88%
Items from Other libraries														
2023	3597	3257	3590	3279	3332	3666	3824	3858	3504	3505	3159	3337	41908	103.54%
2024	4007	3517	3668	3649	3313	3583	4194	3627	3424	3418	3342		39742	103.04%
Items to Other Libraries														
2023	2943	2580	2811	2633	2530	2942	3062	3002	2804	2979	2513	2580	33379	102.55%
2024	3134	2805	2827	2871	2581	2740	3157	2869	2707	2557	2666		30914	100.37%

Pewaukee Public Library - Monthly Statistics 2024

		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
New Library Cards Issued															
	2023	87	95	125	76	86	242	149	141	96	73	81	65	1316	119.14%
	2024	129	129	120	98	97	137	113	95	100	99	73		1190	95.12%
Meetings Room Usage															
	2023	46	37	45	54	42	35	53	29	47	51	53	35	527	106.26%
	2024	44	47	55	75	48	52	73	29	54	67	54		598	121.54%
Study Room Usage															
	2023	134	138	121	116	155	154	126	127	111	126	145	137	1590	118.04%
	2024	139	170	133	159	131	139	159	131	120	167	133		1581	147.62%
Uses of Public Wireless Internet															
	2023	998	897	1062	932	1046	1268	1017	1025	1113	1197	1112	933	12600	120.67%
	2024	1210	1050	n/a	451	1149	1401	1318	931	1234	1434	1143		11321	97.03%
Use of Public Internet Computers															
	2023	366	342	437	358	381	419	379	417	431	471	481	421	4903	120.67%
	2024	457	513	474	509	282	364	380	443	377	395	339		4533	101.14%
Website Visits															
	2023	12439	12708	15124	15195	14512	17877	16231	15629	17102	15487	13230	13991	179525	
	2024	14744	14903	19352	16068	16870	15999	15308	13505	13331	14730	15204		170014	102.71%
Children's Programs (0-5)															
# programs	2023	16	18	21	14	0	7	5	0	12	15	11	3	122	91.73%
Attendance	2023	402	387	557	285	0	266	179	0	500	622	469	155	3822	133.08%
# programs	2024	11	15	10	15	4	10	22	3	8	17	14		129	108.40%
Attendance	2024	568	712	732	724	165	377	982	87	350	693	660		6050	164.99%
Children's Programs (6-11)															
# programs	2023	12	6	7	7	7	11	17	0	3	14	5	6	95	128.38%
Attendance	2023	187	70	124	98	975	841	743	0	80	934	131	353	4536	118.65%
# programs	2024	3	4	5	4	4	11	22	0	4	5	4		66	74.16%
Attendance	2024	75	86	202	308	261	932	809	0	150	276	132		3231	77.24%
Teen Programs (12-18)															
# program	2023	3	1	2	2	3	1	2	0	2	3	3	2	24	126.32%
Attendance	2023	21	3	10	11	19	18	23	0	15	21	24	28	193	86.55%
# programs	2024	4	4	2	2	3	2	2	1	1	1	3		25	113.64%
Attendance	2024	24	43	11	16	138	75	29	34	11	11	27		419	253.94%
Adult Programs (19+)															
# programs	2023	6	5	8	12	8	7	8	8	10	11	6	7	96	106.67%
Attendance	2023	105	97	204	215	178	165	199	130	178	284	184	93	2032	137.20%
# programs	2024	10	10	10	11	9	12	10	10	15	12	10		119	133.71%
Attendance	2024	117	145	167	217	176	214	124	154	279	192	171		1956	100.88%
General Interest Program															
# programs	2023	0	0	0	0	0	1	1	0	0	0	0	0	2	11.76%
Attendance	2023	0	0	0	0	0	343	142	0	0	0	0	0	485	44.37%
# programs	2024	0	0	0	0	0	3	1	0	1	1	0		6	300.00%
Attendance	2024	0	0	0	0	0	515	112	0	41	22	0		690	142.27%

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
Children's Self-Directed Activities (0-5) (includes summer reading participation)															
# programs	2023	0	0	0	1	0	0	0	0	0	0	0	1	2	#REF!
Attendance	2023	0	0	0	43	0	0	0	0	0	0	0	25	68	#REF!
# programs	2024	0	0	0	0	0	0	0	1	0	0			1	100.00%
Attendance	2024	0	0	0	0	0	0	148	0	0				148	344.19%
Children's Self-Directed Activities (6-11) (includes summer reading participation)															
# programs	2023	0	4	6	5	2	5	2	1	0	0	3	2	30	130.43%
Attendance	2023	0	103	202	421	76	579	113	863	0	0	111	47	2515	125.06%
# programs	2024	2	1	1	1	0	0	0	1	0	0	1		7	25.00%
Attendance	2024	100	32	155	32	0	0	0	660	0	0	181		1160	47.00%
Teen Self-Directed Activities (12-18) (includes summer reading participation)															
# programs	2023	2	2	3	2	2	2	2	2	2	0	3	3	25	96.15%
Attendance	2023	29	34	115	29	33	115	58	203	32	0	72	69	789	141.91%
# programs	2024	3	2	3	3	4	4	3	4	0	3	4		33	150.00%
Attendance	2024	80	68	66	187	33	225	148	280	0	112	168		1367	189.86%
Adult Self-Directed Activities (19+) (includes summer reading participation)															
# program	2023	3	4	3	0	0	0	0	1	0	0	0	0	11	#REF!
Attendance	2023	242	320	240	0	0	0	0	194	0	0	0	0	996	#REF!
# programs	2024	3	4	4	0	0	0	0	1	0	0	0		12	109.09%
Attendance	2024	297	358	409	0	0	0	0	249	0	0	0		1313	131.83%
Other Self-Directed Activities (All Ages) (includes summer reading participation)															
# program	2023	0	0	0	0	0	1	2	1	0	0	0	0	4	66.67%
Attendance	2023	0	0	0	0	0	212	296	97	0	0	0	0	605	168.52%
# programs	2024	0	0	0	0	0	2	1	3	0	0	0		6	150.00%
Attendance	2024	0	0	0	0	0	612	242	209	0	0	0		1063	175.70%

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

Pewaukee Public Library Director's Report December 2024

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

- During the months of September, October, and November we held a READ IT! Reading Challenge through Beanstack. This challenge was designed to emulate the Book It! Reading challenge that was popular in the 90s and encouraged students to read for a personal pan pizza from a popular pizza chain. We altered it slightly and offered up a chance to win monthly \$25 gift certificates to Park Avenue Pizza. 52 people participated in this challenge. Prizes were sponsored by the Friends of the Library.
- Eric attended a Bridges adult services meeting at the Delafield Library on November 13.
- I've been working with Angela Meyers at the Bridges Library System to get an iteration of Library Calendar started for the Library Memory Project. This calendar should be ready by the end of the year.
- I partnered with a Pewaukee small business, Beyond the Design, to bring patrons a DIY Ornament craft event. Attendees had a great time creating and socializing!



- We've recently worked with the Friends of the Library President, Chris Krasovich, to bring to life a Library Merch store. The store is online only and contains print on demand shirts, sweatshirts, totes, and more in a variety of designs. Designs have truly been a collaboration between various staff members and Chris and we're excited to start advertising it. All proceeds from the sale of items go to the Friends of the Pewaukee Public Library. You can see some sample items in the lobby and visit the full store at www.bonfire.com/store/pewaukee-public-library.

Pewaukee Public Library Director's Report December 2024



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

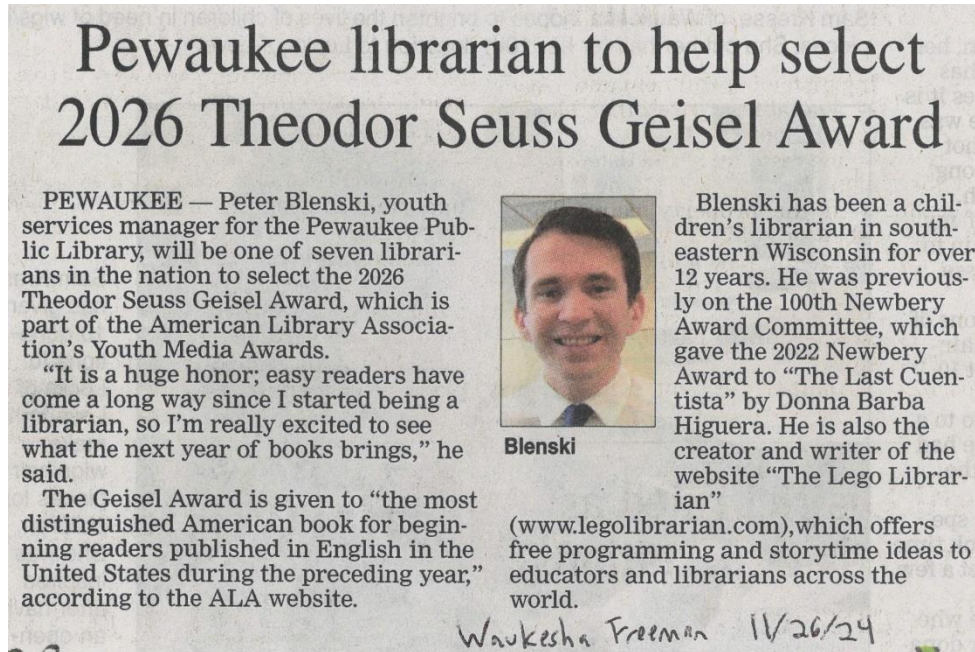
- We are once again hiring for a library clerk. Applications have been sparse as I am assuming no one is really looking to get a job during the holiday season. I was able to get a couple interviews scheduled, and I'm hopeful we'll get someone hired soon.
- With the end of the year approaching, it is time to get reviews done. I have been working on getting my reviews written out for staff as well as my personal review.
- I wrote up a policy on how staff should deal with items that are returned that may have hazardous material on it. The policy has been sent to Bridges so they can review it before we consider adding it as an official staff policy.
- I got the 2025 schedule put together, so everyone knows when they'll be working. This includes any extra weekends that we need to account for.
- Bridges has started a postcard program for the entire system. Patrons that moved within the last year are getting postcards sent to their homes encouraging to stop into the library to receive an entry for an Amazon gift card. I have trained staff on how to handle it when these patrons stop in. We are hoping it will encourage people to get a library card/use their library card when they may not have otherwise.

Thanks for everything you do!

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

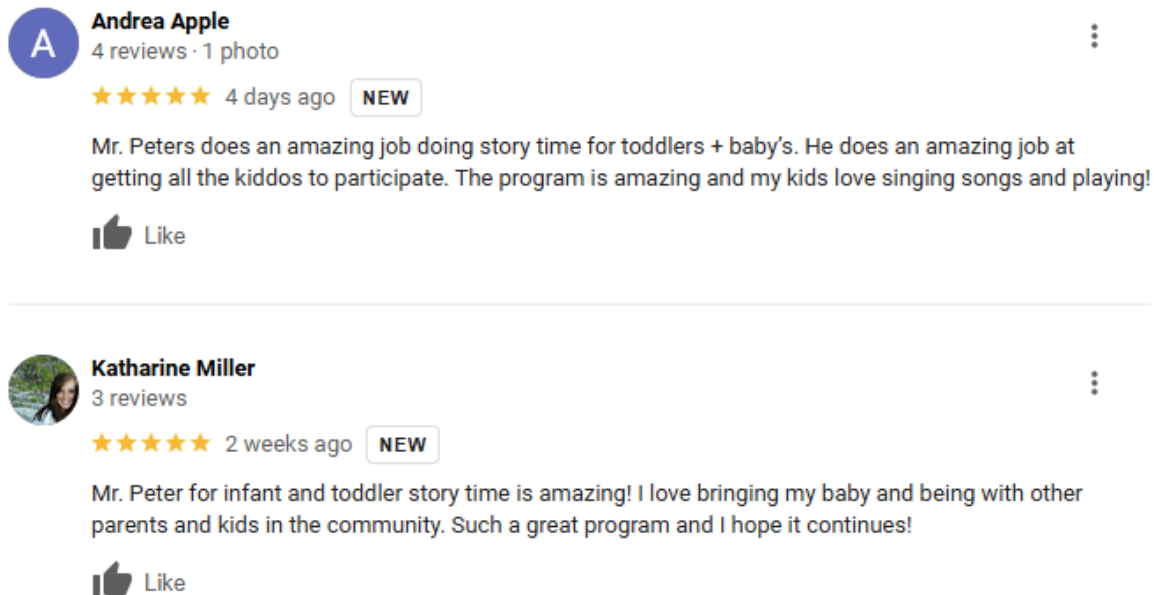
DECEMBER

**Pewaukee Public Library
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December 2024**



I'm going to be on the Geisel Committee to select the 2026 book which will win the award. This is part of the ALA's Youth Media Awards—it's basically the Oscars of kids books. This is a huge honor and I can't wait to start.

Story time is over until January 7th. It was another successful semester and we often had individual storytime groups totally 60-70 a session. The response has been very positive as usual, here's some recent Google reviews from patrons:



Still concerned about the size of both the Community Room and the Multipurpose Room. Both of the pictured story time groups were in the 60s to 70s, and so sometimes getting in and out can be a challenge. Or finding a seat. I feel that expansion should be in the future of this Library. The room size is definitely

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a challenge for some of our bigger programs.



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As Kelly I'm sure told you, we now have shirts! They have been going well and I've been promoting them after every story time. Some kids wear their shirts do story time and it's the best 😊



We're moving graphic novels! Sandy has implemented a plan to swap our graphic novels and DVDs, which will create much more space for our most popular collection by far. It's also one of the collections we get the most reference questions about so think that the placement is a great choice. Again, this was all Sandy's idea, so I'm really proud of how she advocated for this and is seeing it thru. We'll be having another Noon Year's Eve party at the end of the year, so really excited to have a program and A LOT of people in the library during the time we are usually super slow. Look for pictures online!!

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - November 11: City of Pewaukee Public Hearing and Budget Approval
 - November 14: Friends of the Pewaukee Library Meeting
 - November 15: APL Meeting @ Oconomowoc Public Library
 - November 19: PPL Foundation Meeting
 - November 19: Village of Pewaukee Public Hearing and Budget Approval
 - November 20: PPL Library Board Meeting
 - November 21: PPL Department Head Meeting
- *Employee Updates:*
 - Rachel Fedorchak resigned as a Library Clerk effective December 13, 2024. Rachel is moving out of state so we wish her the best in her new adventures.
 - Village Employee Update: Cassie Smith has resigned as the Village Treasurer. I am confident that Matt Heiser will keep accounting, finance and human resource processes on task.
- *Director Certification.* As a Library Director at PPL, I am required to hold a Grade 1 Certification in the State of Wisconsin. My certification will expire on December 31, 2024. I'm working to complete all my continuing education requirements and submit the needed paperwork to the Bridges System and State. I am required to complete and document 100 CE hours over a five-year

Pewaukee Public Library Director's Report December 2024

period. I plan to have this completed by 12/31/2024 so that my certification will remain in compliance for the Library.

- *Building.*
 - Sump Pump. In order to prevent lower level flooding this winter, DPW staff cleaned debris from around the discharge pipe. The discharge pipe empties into the rain garden. The plumber also came out the Library to check that the sump pump was functioning correctly and that the discharge pipe was clear.

Dave Buechl, Matt Heiser, and I did a walk through at the Library to look at the sump pump and the discharge pipe. Dave noted that there is a serious design flaw. The discharge pipe is well below the grade of the ground and well below the sewage intake pipe on the opposite side of the rain garden. If the ground is frozen, the water will simply pool around the discharge pipe and may freeze the pipe. This is what caused the flooding inside the building. In order to properly fix this issue, there needs to be an engineering plan developed and executed. The system needs to be fixed so that the water will flow away from the discharge pipe. This should be a priority project in 2025.

- MEI completed the Packing Replacement on the Elevator which had been approved by the Library Board.
- Water. We have a water mystery. The water in some toilets is cloudy. I had the plumber look into this. Usually this is an issue with hard water. We worked to get the softener running on a regular cycle and he gave me a detailed tutorial on maintenance, salt and how to start a cycle. Even with this change, we continue to have issues and it has caused the new flush valve in the urinal to fail twice. We may need to get a water consultant in the building to figure out what is causing the issue. I'll keep you posted.
- *Discussion on the Board Transition (AGENDA ITEM).* In response to the DPI's opinion of the Joint Library Agreement, an addendum has been drafted to provide further clarification on the Board transition. This resolution will be considered in closed session by the Village on Tuesday, December 17. I am hoping that this will be on the Agenda for the City for their Monday, December 16 meeting. I will get a copy of this document to you as soon as it has been approved by each entity. I am also hoping that both Boards will appoint and confirm their Library Trustees as all your current terms end December 31, 2025 and all new terms will begin January 1, 2025.
- *Bylaws (AGENDA ITEM).* In accordance with your current Bylaws, I submitted a copy of proposed revisions to you 10 days before the board meeting. Those documents are also included in the board packet for your review and consideration.
- *Resolution No. 2024-05 (AGENDA ITEM).* This resolution establishes the 2025 wages/salary ranges for certain library employees. This resolution makes no adjustments to the salary ranges established in 2024 so there are no proposed changes. The approved 2025 Budget does include a 2% cost of living increase for each employee and merit raises so employees will see an increase in their compensation for 2025.
- *End of Year Projections (AGENDA ITEM).* Financial information will not be finalized until the end of January 2025. In order to project where the budget will end up, I have created a spreadsheet of "Projected" final financials. Here are some of the highlights:
 - Salaries and Fringe Benefits. Gaps in employment (an open position due to a resignation) are a regular cause for variance. Another reason is that most part time employees do not

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- have paid time off. All positions are fully funded so when part time employees take time off, those funds are unspent.
- Building Maintenance. This year included several unexpected building maintenance projects. This included elevator repairs, tree removal and plumbing issues. As well, additional projects were completed in coordination with the lower-level recarpeting of the Library due to the flood event such as LED upgrades and the removal of the coffee bar. Once we have concluded the year, I can give you a detailed spreadsheet of all of these unexpected building repairs and their costs.
 - Legal. Legal costs are over budget due to the needs of the Library from the Joint Library Agreement.
 - Library Outlay. The variance in this fund was the recarpeting of the lower level which is offset by Insurance Recovery Revenues.
 - Utilities: Gas cost is down for the year.
 - Municipal Fees. The collection of the Transportation Fee was suspended mid-year.
 - Interest (Revenue): Investment revenue will be up for the year with the new investment options set up by the Board.

The last part of this report shows projections for the Library's fund balances. The restricted fund balance should increase about \$7,905.74 which are unspent donations. I am projecting that we will use about \$7, 802.60 from the unassigned fund balance. In the original budget, we had projected to use \$20,200.20 from the fund balance for 2 library projects so this spreadsheet projects that the Library will use less that it had planned from fund balance reserves.

Bylaws of the Pewaukee Public Library Board of Trustees

ARTICLE I

IDENTIFICATION

The name of this organization is the Pewaukee Public Library, a joint Library of the Village and the City of Pewaukee, located in the Village of Pewaukee, Waukesha County, Wisconsin, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

ARTICLE II

BOARD OF TRUSTEES

Section 1. Number and qualifications. The Library Board of Trustees shall consist of 7 members appointed in accordance with Sec. 43.54(1). Three members shall be appointed by the Village of Pewaukee President, subject to confirmation of the Village Board and three members shall be appointed by the City of Pewaukee Mayor, subject to confirmation by the City Council. No more than one member from each municipality shall be an elected official. One additional member shall be a City of Pewaukee resident and shall be nominated by the Superintendent of the Pewaukee School District and appointed by the Mayor and confirmed by the City Council.

Section. 2. Terms shall be three years from May 1 of the year of appointment. In the event that any elected appointee who does not get reelected or chooses not to run for re-election the respective municipality will appoint someone to complete his/her term.

Section 3. Disqualifications, vacancies. Any library trustee who moves out of the municipality he/she was appointed to represent or who chooses not to be re-appointed shall be responsible for notifying the President of the Board of Trustees in writing as soon as possible. It shall be the responsibility of the President to notify the appointing official of the vacancy and request a new appointment be made pursuant to Section 1 above.

ARTICLE III

OFFICERS

Note: Section 43.52(2), Wis. Stats. Requires the Board of Trustees only to elect a President “and such other as they deem necessary.”

Section 1. The officers shall be a President, a Secretary, and a Treasurer, elected from among the appointed trustees at the annual meeting of the Board. Officers will serve for one year, but may be re-nominated and reelected each year, but may not serve more than two consecutive one year terms. Vacancies in office shall be filled by vote at the next regular meeting of the Board after vacancy occurs.

Section 2. Officers shall serve a term of one year from the annual meeting (see Article IV, Section 2) at which they are elected and until their successors are duly elected.

Section 3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office. In the absence or unavailability of the President, the duties shall be performed by such other officer of the Board as the President designates.

Section 4. The Secretary shall keep a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office. The Library Director, a member of the staff, or an outside agency may be designated to perform any or all of the above duties subject to review by the Secretary and the Board.

Section 5. The Treasurer shall be receipt and disbursing officer for the Pewaukee Public Library Fund. The Treasurer reviews, monitors and reports monthly to the Board trustees all expenses and receipts recorded in the Village Clerks office. The Board of Trustees, Library Director and Treasurer prepare the annual Library budget that is presented to the Village Board of Trustees and the City Common Council. In the absence or unavailability of the Treasurer, the duties shall be performed by such other trustees of the Board as the Board designates.

ARTICLE IV

MEETINGS

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and the approval and adoption of an annual audit report for the library shall be held at the time of the regular meeting in June of each year.

Section 3. The order of business for the regular meetings shall include, but not be limited to, the following items:

- a. Call to order
- b. Roll call of members, introduction of visitors
- c. Adoption/amendment of agenda
- d. Disposition of minute of previous regular meeting and any intervening special or closed meeting
- e. Financial report
- f. Action on bills
- g. Library Director's report
- h. Committee reports
- i. Communication
- j. Unfinished business
- k. New business
- l. Adjournment

The agenda for the Board meetings may include a consent agenda. Any Board member may request that an item on the consent agenda be removed from the consent agenda and placed elsewhere on the agenda for separate action. Items remaining in the consent agenda may be approved by unanimous consent.

Section 4. Special meetings may be called by the Library Director at the direction of the President or at the request of majority members for the transaction of business as stated in the call for the meeting.

Section 5. A quorum for the transaction of business at any meeting shall consist of majority members of the Board present in person. (For municipalities see S.43.54(1)(e), Wis Stats.). In rare circumstances and on preapproval by the President, members may participate by telephone or other means of telecommunication or electronic communication. Any voting conducted by telephone, or by other means of telecommunication or electronic communication, shall be subject to the same quorum requirements of meetings at which members are present in person. A person appearing electronically shall state on the record that no other individuals are able to hear the closed session discussion.

Section 6. Parliamentary Authority. "Robert's Rules of Order," latest revised edition, shall govern the parliamentary procedure of the meetings in compliance with State of Wisconsin Open Meetings Law S.19.81-S.19.98 inclusive.

ARTICLE V

COMMITTEES

Section 1. Ad Hoc Committees. Ad hoc committees for the study of special problems will be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filled. Many of these committees may also include staff representatives.

Section 2. All committees shall make a progress report to the Board of Trustees at each of its meetings.

Section 3. No committee will have other than advisory powers.

ARTICLE VI

DUTIES OF THE BOARD OF TRUSTEES

Section 1. Determine the policies of the Library and develop the highest possible degree of operating efficiency in the Library.

Section 2. Select and appoint a competent Library Director.

Section 3. Advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.

Section 4. Through the Library Director, supervise and maintain building and grounds as well as regularly review various physical and building needs to see that they meet the requirements of the total Library program.

Section 5. Study and encourage legislation that will bring about the greatest good to the greatest number of Library users.

Section 6. Cooperate with other public officials and boards and maintain vital public relations.

Section 7. All other powers and duties as set forth in Section 43.58 of the Wisconsin Statutes.

ARTICLE VII

LIBRARY DIRECTOR

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The director shall attend all Library Board meetings but shall have no vote.

ARTICLE VIII

GENERAL

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 2. Any rule of resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of those present shall so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all trustees of the Board provided written notice of the proposed amendment shall have been mailed to all trustees at least ten days prior to the meeting at which such action is proposed to be taken.

The bylaws will be in force upon adoption by the Board of Trustees of the Pewaukee Public Library.

Adopted: March 9, 2005

Revised: July, 2005
Dennis Sampson, Library Board President

Revised: June 15, 2011
Dale Noll, Library Board President

Revised: November 14, 2012
Revision Adopted: December 19, 2012
Dale Noll, Library Board President

Bylaws of the Pewaukee Public Library Board of Trustees

ARTICLE I

IDENTIFICATION

The name of this organization is the Pewaukee Public Library, a joint Library of the Village and the City of Pewaukee, located in the Village of Pewaukee, Waukesha County, Wisconsin, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

ARTICLE II

BOARD OF TRUSTEES

Section 1. Board Members, Composition and Terms of Office. The Library Board of Trustees shall consist of seven (7) members appointed in accordance with Wisconsin Statute section 43.54, the Joint Library Agreement Between the Village of Pewaukee and the City of Pewaukee, Approved and executed on the 1st day of October, 2024 (“Joint Library Agreement”) and the First Addendum to and Reinstatement of the Joint Library Agreement Between the Village of Pewaukee and the City of Pewaukee Dated October 1, 2024, Approved and executed on day of , 2024 (“First Addendum”).

Section. 2. Meeting Attendance. Members shall be expected to attend all meetings, except as they are prevented by valid reasons. Notice should be sent by the member to the Library Director before a scheduled meeting if such member is unable to attend.

Section 3. Vacancies. Any Library Trustee who resigns before the completion of their term, shall be responsible for notifying the President of the Board of Trustees in writing as soon as possible. It shall be the responsibility of the President to notify the appointing official of the vacancy and request a new appointment be made pursuant to Section 1 above.

ARTICLE III

OFFICERS

Section 1. Officers and Duties. In accordance with the Joint Library Agreement and the First Addendum, the Board shall elect a President, Treasurer and Secretary from among the appointed trustees at the January annual meeting of the Board. The Officers will be responsible for the duties prescribed in the Joint Library Agreement, First Addendum, and any amendments thereof from time-to-time.

Section 2. Nominations. The Library Board shall meet, as a Committee as a Whole, for the purpose of nominating a slate of Officers prior to the regular January meeting of the Board. Additional nominations may be made from the floor at the time of the Annual Board meeting.

Section 3. Officer Term Limits and Transition. No Officer may be elected by the Board to serve more than two (2) consecutive one (1) year terms in the same office but, the foregoing

notwithstanding, the Officers may continue to serve until their successors are duly elected and seated.

Section 4. Special Elections. If the Board has a vacant Officer seat, the Board shall hold a vote to select another Trustee to fill the vacant Officer seat for the remainder of the unexpired term. The process shall occur at the next scheduled Board meeting following the vacancy.

ARTICLE IV

MEETINGS

Section 1. Regular Meetings. The regular meetings shall be held on the third Wednesday of each month at 6:30 p.m. at the Library, unless otherwise directed by the Board from time-to-time.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of Officers shall be held at the time of the regular meeting in January of each year.

Section 3. Meeting Notices. Meeting notices shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting or shall be accompanied by an agenda.

- a. Meeting notices shall be posted in the main lobby of the Library and the full board packet shall be posted on the Library's website. Meeting notices and agendas shall also be sent to the Village of Pewaukee and the City of Pewaukee for public posting consistent with the posting of other public notices and to other locations and media as required by law and the Board.
- b. The order of business for the regular meetings shall include, but not be limited to, the following items:
 1. Call to order
 2. Roll call of members, introduction of visitors
 3. Adoption/amendment of agenda
 4. Disposition of minute of previous regular meeting and any intervening special or closed meeting
 5. Financial report
 6. Action on bills
 7. Library Director's report
 8. Committee reports
 9. Communication
 10. Unfinished business
 11. New business
 12. Adjournment

The agenda for the Board meetings may include a consent agenda. Any Board member may request that an item on the consent agenda be removed from the consent agenda and placed elsewhere on the agenda for separate action. Items remaining in the consent agenda may be approved by unanimous consent.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate Board members present, all items of business, all motions (except those that were withdrawn), and the results of all votes taken. Board minutes shall be drafted by the Secretary, or any other person present who is designated by the President to act as secretary of the meeting, and such minutes shall be

reviewed and approved by all Board members at the next regular meeting. Approved minutes will be posted on the Library's website.

Section 5. Special Meetings. Special meetings may be called by the President or at the request of four (4) members for the transaction of business as stated in the call for the meeting. In accordance with Wisconsin statute section 19.84(3), notice must be given at least twenty-four (24) hours before the commencement of the meeting. If there is good cause why a 24-hour notice is impossible or impractical, a shorter notice may be given. However, in no case may notice be provided less than two (2) hours before the meeting.

Section 6. Quorum.

- a. A quorum for the transaction of business at any meeting shall consist of the lesser: i) four (4) members; or ii) the majority of the appointed members of the Board, in both cases being present, as provided herein. In rare circumstances and on preapproval by the President, members may participate by telephone or other means of telecommunication or electronic communication. Any voting conducted by telephone, or by other means of telecommunication or electronic communication, shall be subject to the same quorum requirements of meetings at which members are present in person. A person appearing electronically shall state on the record that no other individuals are able to hear the closed session discussion.
- b. In the event that a quorum is not present as specified in either Section 6(a)(i) or (a)(ii) above, in accordance with Wisconsin Statute section 43.54(e), three (3) members of the Board shall constitute a quorum for the limited purpose of approving bills, approval of any documents required by law or by the Bridges Library System and the nomination and election of Officers.

Section 7. Parliamentary Authority. "Robert's Rules of Order," latest revised edition, shall govern the parliamentary procedure of the meetings in compliance with State of Wisconsin Open Meetings Law Wisconsin Statute section 19.81 through 19.98.

Section 8. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's Open Meetings Law Wisconsin Statute section 19.81 through 19.98.

Section 9. Ad Hoc Committees. Ad hoc committees for the study of special problems may be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filled. These committees may include staff and public representatives as well as outside experts.

ARTICLE V

DUTIES OF THE BOARD OF TRUSTEES

Section 1. Power and Duty. Legal responsibility for the operation of the Pewaukee Public Library is vested in the Board of trustees through Wisconsin Statute section 43.58. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing operations and services.

Section 2. Duty to Hire a Library Director. The Board shall select, appoint, and supervise a certified and competent Library Director, who shall be evaluated on an annual basis.

Section 3. Budget. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. Facility and Maintenance. The Board shall supervise and maintain building and grounds as well as regularly review various physical and building needs to see that they meet the requirements of the total Library program.

Section 5. Advocacy. The Board shall study and encourage legislation that will bring about the greatest good to the greatest number of Library users.

Section 6. Public Relations. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 7. Exclusive Control of Money. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

ARTICLE VI

LIBRARY DIRECTOR

Section 1. Appointment. The Library Director shall be appointed by the Board and shall be responsible to the Board. The Director shall be considered the executive officer of the Library under the direction and review of the Board, and subject to policies established by the Board. The Director shall act as the technical advisor to the Board. The Director shall attend all Library Board meetings but shall have no vote.

Section 2. Duty to Publish Meeting Notices. The Director shall issue notice of all regular and special meetings.

Section 3. Duty to Report. The Director shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds under the Board's charge.

ARTICLE VII

GENERAL

Section 1. Majority Vote. An affirmative vote of the majority of all members constituting a quorum of the Board and present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 2. Temporary Suspension of Rules. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of those present shall so approve.

Section 3. Amendment of Bylaws. These bylaws may be amended at any regular meeting of the Board by majority vote of all Trustees of the Board provided written notice of the proposed

amendment shall have been provided to all Trustees at least ten days prior to the meeting at which such action is proposed to be taken.

The bylaws will be in force upon adoption by the Board of Trustees of the Pewaukee Public Library.

Adopted: March 9, 2005

Revised: July, 2005
Dennis Sampson, Library Board President

Revised: June 15, 2011
Dale Noll, Library Board President

Revised: November 14, 2012
Revision Adopted: December 19, 2012
Dale Noll, Library Board President

Resolution No. 2024-05
Pewaukee Public Library
Board of Trustees

A RESOLUTION ESTABLISHING 2025 WAGES/SALARY RANGES FOR
FOR CERTAIN LIBRARY EMPLOYEES

The Library Board of the Pewaukee Public Library does resolve as follows: this resolution establishes wages/salaries for certain library employees for 2025

Section I. The Library Board does hereby establish the following wages/salaries for the following positions based upon an update to the Library's salary scale:

<i>Position Title</i>	<i>Salary Range</i>
Library Director (MLIS)	\$84,864.00 – 105,231.00/yr
Youth Services Manager/Adult Services Manager/Public Services Manager (MLIS)	\$60,882.00– \$75,493.00/yr
Librarian (MLIS)	\$53,456.00 - \$66,285.00/yr
Librarian (MLIS – PT Position)	\$25.70 - \$31.87hr
Administrative Assistant (PT Position)/Library Associate (PT Position)	\$16.55- \$20.52/hr
Library Clerk (PT Position)	\$15.50 - \$19.22/hr
Library Page (PT Position)	\$10.50 - \$13.00/hr

Section II. All of the above noted ranges shall be effective as of January 1, 2025 unless otherwise specified.

Section III. Severability. The provisions of this resolution are severable and if any section of this resolution shall be held to be unconstitutional or invalid, such particular section may be rejected or deleted without impairing or affecting the section, paragraphs, clauses, or words of this resolution.

Section III. Effective Date. This resolution shall take effect and be in force upon passage and posting as required by law.

Adopted this 18th day of December, 2024.

_____ Library Board President

Attest: _____ Secretary of Library Board

**Pewaukee Public Library
END of YR Projections 2024
12.18.2024**

Expenditures	Budget	Projected	Budget vs Projected + (underbudget) /- (overbudget)
Library Salaries	\$668,000.00	\$650,255.56	\$17,744.44
Library Fringe Benefits	\$213,710.00	\$205,988.26	\$7,721.74
Library Subscriptions *	\$7,000.00	\$7,000.00	\$0.00
Library Fiscal Agent/Insurance	\$45,936.00	\$46,493.00	-\$557.00
Building Maintenance	\$89,700.00	\$123,000.00	-\$33,300.00
Legal	\$4,000.00	\$5,488.00	-\$1,488.00
Library Outlay	\$20,200.00	\$68,646.65	-\$48,446.65
Print Materials *	\$80,500.00	\$80,500.00	\$0.00
Non Print Materials *	\$14,000.00	\$14,000.00	\$0.00
Technology	\$44,628.00	\$43,646.00	\$982.00
Supplies	\$19,580.00	\$19,580.00	\$0.00
Staff Development	\$3,750.00	\$3,750.00	\$0.00
Utilities	\$55,013.00	\$53,910.00	\$1,103.00
Digital Materials *	\$23,962.00	\$23,962.00	\$0.00
Programs	\$5,250.00	\$5,250.00	\$0.00
Grants *	\$9,038.00	\$11,720.30	-\$2,682.30
Municipal Fees	\$7,776.00	\$3,667.90	\$4,108.10
Donations*	\$6,500.00	\$13,555.06	-\$7,055.06
Total	\$1,318,543.00	\$1,380,412.73	

*Materials Budget (standard
\$137,570.00)

\$138,000.00 \$137,437.83

Revenues	Budget	Projected	Budget vs Projected + (underbudget) /- (overbudget)
County Library Aids	\$118,775.00	\$118,323.51	-\$451.49
Fines	\$7,609.00	\$7,800.00	\$191.00
Interest	\$338.00	\$3,545.00	\$3,207.00
Insurance Recoveries	\$0.00	\$48,735.86	\$48,735.86
Misc Revenues	\$6,500.00	\$9,721.40	\$3,221.40
Grants	\$9,038.00	\$11,720.30	\$2,682.30
City Contribution	\$896,675.00	\$896,675.00	\$0.00
Village Contribution	\$262,534.00	\$262,534.00	\$0.00
Fund Balance Applied	\$20,200.00	\$0.00	\$0.00
Donations	\$6,500.00	\$21,460.80	\$14,960.80
Total	\$1,328,169.00	\$1,380,515.87	
Difference			
Revenues/Expenditures	\$9,626.00	-\$103.14	

Fund Balance	Current Balance		+/-	Total
	(Audit 2023)	Projected		
Unassigned	\$240,502.00	-\$7,802.60		\$232,699.40
Restricted (Donations)	\$49,999.00	\$7,905.74		\$57,904.74

Library Director Certification

Background

The Wisconsin Legislature has declared that it is the policy of the state to provide laws for the development and improvement of public libraries. Librarian certification has been part of Wisconsin law since 1921, when the legislature, at the urging of the Wisconsin Library Association, passed the first comprehensive state public librarian certification law. The concern was that the public libraries of the state be headed by qualified library personnel, assuring a high level of professional management and administration of Wisconsin's library resources, programs, and services.

Wisconsin's current public librarian certification law reflects a continuing interest in ensuring that qualified personnel direct Wisconsin's public libraries. The law requires a broad educational background, as well as coursework designed to focus on the issues and concerns relevant in a public library setting. The law also recognizes the need for public librarians to increase their skills and knowledge and be prepared for the challenges and responsibilities.

Library Board Responsibilities

Public library boards are required to hire library directors who are currently either appropriately certified or eligible for certification. Only libraries with properly certified library directors can be members of a library system.

Library boards recruiting for directors should specify that a required qualification for the job is eligibility for a Wisconsin regular or temporary public librarian certificate appropriate to the library's municipal, joint municipal, or county population. The employment contract and/or letter of appointment should specify that as a condition of employment the director will obtain and maintain the appropriate certification.

A regular certificate signifies that the holder meets all of the general education and library education requirements for the grade level. A temporary certificate signifies that the holder meets all of the general education requirements but not all of the library education requirements for the grade level. Temporary certificates are valid for only a limited time period before they must be replaced with regular certificates. An uncertified new library director needing a temporary certificate *must* apply for it within three months of the date of hire.

It is *not* the intent of the certification law that the various grade levels of certification be used either as conditions of employment for positions other than the library director or as requirements for advancement within an organization.

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In This Trustee Essential

- Requirements for certifying your library director
- Continuing education to maintain certification

Summary of Certification Requirements

A regular certificate is valid for a period of five years, with legally prescribed requirements for recertification every five years.³ The required level (grade) of certification depends on the population⁴ of the library's community. The certification grades and their corresponding educational requirements and populations are:

Grade I: Administrators of municipal, joint, and county public libraries with a municipal, joint municipal, or county population of 6,000 or more, and administrators of public library systems are required to hold grade I certificates.

Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing and a Master's Degree from a library school program accredited by the American Library Association (ALA) or a Master's Degree from an unaccredited library school program if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant's professional experience is demonstrative of the ability to provide professional library services.

Note: Temporary certification will be granted for one year to applicants for Grade I certification to allow completion of the Library and Information Science Master's Degree.

Grade II: Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population between 3,000 and 5,999 are required to hold at least grade II certificates.

Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by twelve semester credits for the following courses:

- Basic Public Library Administration
- Advanced Public Library Administration
- Organization and Management of Collections
- Public and Community Services

OR

Bachelor's Degree with a minor in Library Science and completion of Advanced Public Library Administration

³While this summary should be helpful to you, you should see the latest edition of the *Certification Manual for Wisconsin Public Library Directors* for the most comprehensive and authoritative treatment of the certification requirements set forth in the *Wisconsin Administrative Code* Chapter PI 6.

⁴ For the purposes of this summary, "population" means the population of any village, city, township, or county which operates a public library or the combined population of municipalities participating in a joint public library.

Note: Temporary certification will be granted to:

- Applicants for Grade II certification in order for them to complete the four required courses. Temporary certification may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years. The certificate is not renewable a fourth time.
- An applicant for grade II certification who has a bachelor's degree with a minor in library science but has not earned three semester credits of coursework in advanced public library administration.

Grade III: Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population representing a population under 3,000 are required to hold at least grade III certificates.

Educational requirements: For initial certification, 54 college semester credits (including at least 27 in the liberal arts and sciences) at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by 12 semester credits of coursework or the equivalent, approved by the Division, in the following areas:

- Basic Public Library Administration
- Advanced Public Library Administration
- Organization and Management of Collections
- Public and Community Services

Note: Temporary certification may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years. The certificate is not renewable a fourth time.

A *temporary certificate* may be granted to an individual who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period. For details, see the *Certification Manual for Wisconsin Public Library Directors*, Lapsed Certification.

Special *provisional certificates* are granted in certain circumstances, such as for an individual who is employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but who is no longer properly certified due to population growth.

Continuing Education

Library directors are required to participate in continuing education activities in order to maintain their certification. These activities may be library system workshops, college courses, Wisconsin Library Association general and unit conferences, or a variety of other educational programs—as long as the activities are directly related to the individuals’ position or will permit advancement in the profession. Every year, librarians should report their continuing education activities to their library system continuing education validator. Every five years, as part of the recertification process, librarians *must* report their participation in continuing education activities. Library directors in all grades must participate in 100 hours of continuing education including at least 10 hours of technology training over the five-year period.

The Division for Libraries and Technology recommends that, at a minimum, every library should budget sufficient annual funds for the continuing education needed to maintain the library director’s certification and improve his/her knowledge. Payment of certification fees is recommended, as well as paid leave time and payment for other expenses needed to pursue continuing education.

Discussion Questions

1. What is in jeopardy if the library does not have a certified library director?
2. Is it advantageous to look for a director with qualifications higher than your community population requires?
3. Should the library board take some responsibility for assisting its director to acquire continuing education? If yes, to what degree?

Sources of Additional Information

- [Certification Manual for Wisconsin Public Library Directors](#). Department of Public Instruction, 2011
- Your library system continuing education validator (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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