

Pewaukee Public Library



January 2023 BOT Packet

Wednesday, January 18, 2023
6:30 PM
Visaya Room, Pewaukee Public Library

Public Notice of Regular Meeting of the Pewaukee Public Library Board of Trustees

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public and to those news media who have filed a written or electronic request for this notice, that a meeting of the Pewaukee Public Library Board of Trustees will be held on Wednesday, January 18, 2023 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.

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

PEWAUKEE PUBLIC LIBRARY BOARD MEETING - AGENDA Wednesday, January 18, 2023 at 6:30 p.m.

1. Call Meeting to Order and Roll Call
2. Citizen Comments/Correspondence
3. Approval of Consent Agenda
 - a. Minutes November 16, 2022 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – Through December 2022
 - ii. GL Detail Library – November and December 2022
 - iii. Payment Approval Report – November and December 2022
 - c. Library Monthly Statistics Report including 2021 vs.2022 circulation comparison by material type
 - d. Director's Report

OLD BUSINESS:

None

NEW BUSINESS:

4. Discussion and possible action on Library Board Calendar 2023
5. Discussion and possible action on revisions to the Pewaukee Public Library Employee Handbook
6. Discussion and possible action on Vacation Pay due to Employees Upon Voluntary Termination/Retirement
7. Discussion of *TE 6: Evaluating the Director*
8. Discussion and possible action on revisions to the process for the Library Director's Annual Review.
9. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, February 15, 2023

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

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

Posted: Friday, January 13 th , 2023

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, November 16, 2022– 6:30 PM

1. Call Meeting to order and Roll Call: 6:31 PM
Members Present: Dale Noll, Ian Clark, Chris Krasovich, Karen Wildman, Leslie Miller and
Laura Muchowski
Others Present: Nan Champe (Library Director)
Peter Koutropoulos – Eagle Scout
Nancy Koutropoulos

Members Excused: Lisa Jansen

Special Business:

2. Eagle Scout Proposal by Peter Koutropoulos
For Peter's Eagle Scout service project he is proposing to build a sundial near the flagpole in front of the library.
Peter will return to the Library Board of Trustees in the next few months with plans, and a timeframe for completing the project once it is approved by his Scout Master and a committee.

Regular Business:

3. Citizen Comments/Correspondence – n/a
4. Approval of Consent Agenda
 - a. Minutes from October 19, 2022 (Regular Board Meeting)
 - b. Financial Reports
 - i. GL Budget vs. Actual Library – October 2022
 - ii. GL Detail Library – October 2022
 - iii. Payment Approval Report – October 2022
 - c. Library Monthly Statistics Report
 - d. Director's Report

Motion to approve: Ian Clark motioned to approve the consent agenda. Leslie Miller to abstain from 4-a, Minutes from October 19, 2022.

Second: Karen Wildman

Discussion: Director Champe explained the GL Detail Library and Payment Approval Report were not available at this meeting, due to technical issues in generating the reports.

Motion Carried

OLD BUSINESS:

5. Discussion and possible action on the final 2023 Joint Library Budget.

Motion to approve: Ian Clark

Second: Dale Noll

Discussion: The City of Pewaukee and the Village of Pewaukee approved the finalized 2023 budget at their respective meetings. The Health care costs reduced the budget slightly.

Motion Carried

NEW BUSINESS:

6. Discussion and possible action to change the date of the December 21st, 2022 Regular Library Board Meeting.

Motion to approve: Leslie Miller motioned to approve the change of the date of the December 21, 2022 Regular Library Board meeting.

Second: Karen Wildman

Discussion: The meeting change will be contingent on whether the Village Board will vote on the new Employee Handbook before December 21, 2022. Director Champe will post a notice if the December 21, 2022 Pewaukee Public Library BOT meeting would be cancelled.

Motion Carried

7. Discussion and possible action on new Library Clerk job description.

Motion to approve: Chris Krasovich

Second: Ian Clark

Discussion: The new Library Clerk job description reflects the new duties including staffing public service desks, performing clerical work and assisting the Librarians in their professional duties.

Motion carried

8. Discussion and possible action to increase the hours for the daytime Page position

Motion to approve: Chris Krasovich

Second: Karen Wildman

Discussion: As the duties for the Page position have changed as well as changes in desk duties, an increase in hours for the page position is requested by Director Champe.

Motion carried

9. Discussion and possible action on 2023 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements.

Motion to approve: Leslie Miller

Second: Ian Clark

Discussion: n/a

Motion carried

10. Discussion and possible action on the Resolution 2022-04 A Resolution Establishing 2023 Wages/Salary Ranges for Library Employees.

Motion to approve: Chris Krasovich

Second: Karen Wildman

Discussion: Employees will be paid within the salary range.

Motion carried

11. Discussion and possible appointment of an Ad hoc Committee to draft BOT Goals.

Motion to approve: Karen Wildman motioned to approve the creation of the ad hoc sub committee to update the 2022 BOT Goals for 2023.

Second: Leslie Miller

Discussion: Ian Clark and Chris Krasovich will meet to revise the goals.

Motion carried

12. Discussion of *Trustee Essential #23: Dealing with Challenges to Materials and Policies*

13. Closed session – The Library Board will recess into closed session pursuant to § 19.85(1)(e) ¹⁷Wisconsin 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.

Motion to go into closed session @ 7:28 PM: Ian Clark

Second: Leslie Miller

Roll call vote: Dale Noll – Y, Ian Clark – Y, Chris Krasovich – Y, Karen Wildman – Y, Leslie Miller – Y, Laura Muchowski - Y

Motion Carried

Motion to Reconvene into open session @ 7:34 PM: Ian Clark

Second: Karen Wildman

Motion carried

14. Reconvene into open session. Possible action on compensation for the Library Director.

Motion to approve: Chris Krasovich motioned to increase the library director's salary by 3% plus \$3,000; floating pool available in the budget.

Second: Leslie Miller

Discussion: n/a

Motion carried

15. ADJOURNMENT

Motion to adjourn: Chris Krasovich motioned to adjourn at 7:37 PM

Second: Ian Clark

Motion carried

NEXT MEETING: Wednesday, December 21, 2022 @6:30 PM.

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

DRAFT

End.GLPeriod = 1422

Account Number	Account Title	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND					
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	(105,011.93)	(105,012.00)	(0.07)	100.00%
900-00-46710-000-000	LIBRARY FINES(R)	(7,609.03)	(16,000.00)	(8,390.97)	47.56%
900-00-48110-000-000	INTEREST INCOME(R)	(253.87)	(2,500.00)	(2,246.13)	10.15%
900-00-48200-000-100	FISCAL AGENT FEES(R)	0.00	0.00	0.00	100.00%
900-00-48500-000-000	DONATIONS, PRIVATE OR ORGANIZ(R)	(41,107.33)	0.00	41,107.33	100.00%
900-00-48500-000-100	MISC REVENUES(R)	(7,696.70)	(6,000.00)	1,696.70	128.28%
900-00-48500-000-200	DESIGNATED GRANTS(R)	(4,563.00)	(2,563.00)	2,000.00	178.03%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	(840,591.00)	(840,591.00)	0.00	100.00%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	(261,180.00)	(261,180.00)	0.00	100.00%
900-00-49200-000-000	TRANSFER IN FROM MUNICIPALITY(R)	0.00	0.00	0.00	100.00%
900-00-49300-000-000	FUND BALANCE APPLIED(R)	0.00	0.00	0.00	100.00%
Total: Revenue		(1,268,012.86)	(1,233,846.00)	34,166.86	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	575,768.65	616,882.00	41,113.35	93.34%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	194,033.03	200,228.00	6,194.97	96.91%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	7,235.42	8,000.00	764.58	90.44%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	76,535.78	73,000.00	(3,535.78)	104.84%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	18,901.08	24,000.00	5,098.92	78.75%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	58,037.39	51,933.00	(6,104.39)	111.75%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	24,102.16	23,800.00	(302.16)	101.27%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	3,080.28	3,000.00	(80.28)	102.68%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	46,287.18	48,231.00	1,943.82	95.97%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	89,431.53	91,000.00	1,568.47	98.28%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	52,742.29	54,613.00	1,870.71	96.57%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	21,897.36	21,815.00	(82.36)	100.38%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	5,436.84	5,250.00	(186.84)	103.56%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	2,585.00	2,000.00	(585.00)	129.25%
900-00-55110-000-500	GRANTS/DONATION FUNDED EXPENSE(E)	26,480.26	0.00	(26,480.26)	100.00%
900-00-57610-000-000	LIBRARY OUTLAY(E)	0.00	0.00	0.00	100.00%

End.GLPeriod = 1422

Account Number	Account Title	YTD	Budget	Variance	% Budget
Total: Expenditure		1,202,554.25	1,223,752.00	21,197.75	
Total: 900 - LIBRARY FUND		(65,458.61)	(10,094.00)	55,364.61	
Total:		(65,458.61)	(10,094.00)	55,364.61	

End.GLPeriod = 1422 & Start.GLPeriod = 1122 & End.GLPeriod = 1222

Date	Ref#	Journal	Description	Activity	Debit	Credit
900 - LIBRARY FUND						
900-00-46710-000-000 - LIBRARY FINES						
11/7/2022	4004255-1	CR	LIBRARY FINES - LIBRARY 11.07.2022		0.00	85.40
11/14/2022	4004281-1	CR	LIBRARY FINES - LIBRARY 11.14.2022		0.00	311.40
11/21/2022	4004325-1	CR	LIBRARY FINES - LIBRARY 11.21.2022		0.00	162.25
11/28/2022	6000212-1	CR	LIBRARY FINES - LIBRARY		0.00	103.56
12/5/2022	4004373-1	CR	LIBRARY FINES - LIBRARY 12.05.2022		0.00	115.75
12/12/2022	4004402-1	CR	LIBRARY FINES - LIBRARY 12.12.2022		0.00	119.21
12/19/2022	4004421-1	CR	LIBRARY FINES - LIBRARY 12.19.2022		0.00	79.25
12/27/2022	6000253-1	CR	LIBRARY FINES - LIBRARY		0.00	82.10
Total: 900-00-46710-000-000 - LIBRARY FINES					0.00	(1,058.92)
900-00-48110-000-000 - INTEREST INCOME						
11/30/2022	17-9	CRJE	ALLOCATE NORTH SHORE INTEREST 2022- NOVEMBER		0.00	28.51
Total: 900-00-48110-000-000 - INTEREST INCOME					0.00	(28.51)
900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ						
11/14/2022	4004281-2	CR	LIBRARY DONATIONS-PK LIBRARY FOUNDATION - LIBRARY 11.14.2022		0.00	15,488.08
11/28/2022	6000212-2	CR	LIBRARY DONATIONS - LIBRARY		0.00	550.00
12/19/2022	4004421-2	CR	LIBRARY DONATIONS - LIBRARY 12.19.2022		0.00	500.00
Total: 900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ					0.00	(16,538.08)
900-00-48500-000-100 - MISC REVENUES						
11/7/2022	4004255-2	CR	BOOK REPLACEMENTS - LIBRARY 11.07.2022		0.00	20.00
11/7/2022	4004255-3	CR	LIBRARY CARDS - LIBRARY 11.07.2022		0.00	2.00
11/7/2022	4004255-4	CR	COPIES - LIBRARY 11.07.2022		0.00	6.00
11/10/2022	381-1	AP	STERN, CHRISTINE L		20.00	0.00
11/14/2022	4004281-3	CR	BOOK REPLACEMENTS - LIBRARY 11.14.2022		0.00	120.99
11/21/2022	4004325-2	CR	BOOK REPLACEMENTS - LIBRARY 11.21.2022		0.00	68.20
11/21/2022	4004325-3	CR	NEW CARDS - LIBRARY 11.21.2022		0.00	1.00

11/21/2022	4004325-4	CR	COPIES - LIBRARY 11.21.2022	0.00	5.00
11/21/2022	4004325-5	CR	ROOM RENTALS - LIBRARY 11.21.2022	0.00	100.00
11/28/2022	6000212-3	CR	LIBRARY MISC REVENUES - LIBRARY	0.00	93.00
12/5/2022	4004373-2	CR	BOOK REPLACEMENT - LIBRARY 12.05.2022	0.00	20.00
12/5/2022	4004373-3	CR	COPIES - LIBRARY 12.05.2022	0.00	140.05
12/12/2022	4004402-2	CR	BOOK REPLACEMENTS - LIBRARY 12.12.2022	0.00	29.00
12/12/2022	4004402-3	CR	ROOM RENTAL - LIBRARY 12.12.2022	0.00	120.00
12/19/2022	4004421-3	CR	NEW CARDS - LIBRARY 12.19.2022	0.00	1.00
12/19/2022	4004421-4	CR	COPIES - LIBRARY 12.19.2022	0.00	15.00
12/27/2022	6000253-2	CR	BOOK REPLACEMENTS - LIBRARY	0.00	105.98
Total: 900-00-48500-000-100 - MISC REVENUES				20.00	(847.22)
900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS					
11/1/2022	4004084-1	CR	CITY CONTRIBUTIONS-NOV 2022 - CITY OF PEWAUKEE	0.00	70,049.25
11/14/2022	4004280-4	CR	CITY CONTRIBUTIONS-NOV - CITY OF PEWAUKEE	0.00	70,049.25
12/12/2022	4004406-1	CR	CITY CONTRIBUTIONS- - CITY OF PEWAUKEE	0.00	72,649.62
12/13/2022	6-1	JE	CITY CONTRIBUTION PMT FOR JAN 2023	72,649.62	0.00
Total: 900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS				72,649.62	(212,748.12)
900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS					
11/30/2022	1-2	JE	NOVEMBER LIBRARY CONTRIBUTION	0.00	21,765.00
12/31/2022	1-2	JE	DECEMBER LIBRARY CONTRIBUTION	0.00	21,765.00
Total: 900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS				0.00	(43,530.00)
900-00-55110-000-110 - LIBRARY SALARIES & WAGES					
11/11/2022	12-1	PC	PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	23,041.38	0.00
11/25/2022	65-1	PC	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	22,885.58	0.00
12/9/2022	12-1	PC	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	23,329.04	0.00
12/23/2022	61-1	PC	PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	22,561.25	0.00
Total: 900-00-55110-000-110 - LIBRARY SALARIES & WAGES				91,817.25	0.00
900-00-55110-000-130 - LIBRARY FRINGE BENEFITS					
11/11/2022	4-1	PB	PAYROLL TRANS FOR 11/6/2022 PAY PERIOD	2,895.54	0.00
11/25/2022	27-1	PB	PAYROLL TRANS FOR 11/20/2022 PAY PERIOD	12,885.14	0.00
12/9/2022	4-1	PB	PAYROLL TRANS FOR 12/4/2022 PAY PERIOD	2,907.28	0.00
12/23/2022	25-1	PB	PAYROLL TRANS FOR 12/18/2022 PAY PERIOD	13,444.82	0.00

Total: 900-00-55110-000-130 - LIBRARY FRINGE BENEFITS**32,132.78****0.00****900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS**

10/10/2022 41-1 AP NORTH SHORE BANK CARDMEMBER SERVICE
12/3/2022 333-1 AP NORTH SHORE BANK CARDMEMBER SERVICE

0.00

12.58

582.38

0.00

Total: 900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS**582.38****(12.58)****900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS**

9/20/2022 36-1 AP AMAZON/SYNCB
9/23/2022 28-1 AP AMAZON/SYNCB
10/3/2022 100-1 AP BAKER & TAYLOR BOOKS
10/3/2022 97-1 AP BAKER & TAYLOR BOOKS
10/3/2022 98-1 AP BAKER & TAYLOR BOOKS
10/4/2022 101-1 AP BAKER & TAYLOR BOOKS
10/4/2022 102-1 AP BAKER & TAYLOR BOOKS
10/4/2022 103-1 AP BAKER & TAYLOR BOOKS
10/5/2022 104-1 AP BAKER & TAYLOR BOOKS
10/5/2022 105-1 AP BAKER & TAYLOR BOOKS
10/6/2022 99-1 AP BAKER & TAYLOR BOOKS
10/7/2022 33-1 AP AMAZON/SYNCB
10/11/2022 110-1 AP BAKER & TAYLOR BOOKS
10/11/2022 106-1 AP BAKER & TAYLOR BOOKS
10/13/2022 107-1 AP BAKER & TAYLOR BOOKS
10/13/2022 108-1 AP BAKER & TAYLOR BOOKS
10/13/2022 111-1 AP BAKER & TAYLOR BOOKS
10/14/2022 59-1 AP SALEM PRESS INC
10/17/2022 113-1 AP BAKER & TAYLOR BOOKS
10/17/2022 109-1 AP BAKER & TAYLOR BOOKS
10/18/2022 112-1 AP BAKER & TAYLOR BOOKS
10/19/2022 117-1 AP BAKER & TAYLOR BOOKS
10/19/2022 118-1 AP BAKER & TAYLOR BOOKS
10/19/2022 133-1 AP GREY HOUSE PUBLISHING
10/20/2022 115-1 AP BAKER & TAYLOR BOOKS
10/20/2022 235-1 AP GREY HOUSE PUBLISHING
10/21/2022 114-1 AP BAKER & TAYLOR BOOKS

13.86

0.00

55.80

0.00

224.53

0.00

117.96

0.00

6.53

0.00

210.97

0.00

76.75

0.00

307.87

0.00

134.69

0.00

141.39

0.00

189.31

0.00

16.00

0.00

131.70

0.00

381.02

0.00

48.18

0.00

93.21

0.00

374.87

0.00

98.28

0.00

302.82

0.00

42.59

0.00

576.40

0.00

617.10

0.00

148.14

0.00

182.52

0.00

23.66

0.00

148.50

0.00

194.83

0.00

10/21/2022	184-1	AP	SALEM PRESS INC	154.44	0.00
10/21/2022	120-1	AP	BAKER & TAYLOR BOOKS	127.22	0.00
10/24/2022	121-1	AP	BAKER & TAYLOR BOOKS	724.26	0.00
10/24/2022	122-1	AP	BAKER & TAYLOR BOOKS	156.98	0.00
10/24/2022	116-1	AP	BAKER & TAYLOR BOOKS	223.53	0.00
10/25/2022	123-1	AP	BAKER & TAYLOR BOOKS	275.31	0.00
10/25/2022	126-1	AP	BAKER & TAYLOR BOOKS	124.50	0.00
10/25/2022	129-1	AP	AMAZON/SYNCB	72.91	0.00
10/25/2022	136-1	AP	AMAZON/SYNCB	30.90	0.00
10/26/2022	127-1	AP	BAKER & TAYLOR BOOKS	92.15	0.00
10/26/2022	129-1	AP	BAKER & TAYLOR BOOKS	78.58	0.00
10/26/2022	119-1	AP	BAKER & TAYLOR BOOKS	904.73	0.00
10/26/2022	125-1	AP	BAKER & TAYLOR BOOKS	213.98	0.00
10/27/2022	124-1	AP	BAKER & TAYLOR BOOKS	169.41	0.00
10/28/2022	128-1	AP	BAKER & TAYLOR BOOKS	72.12	0.00
10/29/2022	126-1	AP	AMAZON/SYNCB	25.26	0.00
10/31/2022	22-1	AP	SALEM PRESS INC	117.00	0.00
11/1/2022	335-1	AP	CENTER POINT LARGE PRINT	49.14	0.00
11/1/2022	230-1	AP	BAKER & TAYLOR BOOKS	5.65	0.00
11/1/2022	231-1	AP	BAKER & TAYLOR BOOKS	380.88	0.00
11/3/2022	137-1	AP	AMAZON/SYNCB	32.95	0.00
11/4/2022	233-1	AP	BAKER & TAYLOR BOOKS	417.04	0.00
11/5/2022	232-1	AP	BAKER & TAYLOR BOOKS	394.83	0.00
11/7/2022	236-1	AP	BAKER & TAYLOR BOOKS	15.53	0.00
11/7/2022	234-1	AP	BAKER & TAYLOR BOOKS	274.56	0.00
11/10/2022	237-1	AP	BAKER & TAYLOR BOOKS	312.01	0.00
11/11/2022	238-1	AP	BAKER & TAYLOR BOOKS	167.49	0.00
11/11/2022	235-1	AP	BAKER & TAYLOR BOOKS	205.79	0.00
11/17/2022	240-1	AP	BAKER & TAYLOR BOOKS	296.14	0.00
11/18/2022	239-1	AP	BAKER & TAYLOR BOOKS	82.57	0.00
11/28/2022	380-1	AP	WORLD BOOK, INC	1,199.00	0.00
11/30/2022	241-1	AP	BAKER & TAYLOR BOOKS	168.45	0.00
11/30/2022	242-1	AP	BAKER & TAYLOR BOOKS	50.88	0.00
11/30/2022	244-1	AP	BAKER & TAYLOR BOOKS	10.79	0.00

Total: 900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS**12,486.46****0.00****900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS**

9/9/2022	37-1	AP	AMAZON/SYNCB	61.24	0.00
10/7/2022	135-1	AP	MIDWEST TAPE	24.98	0.00
10/7/2022	136-1	AP	MIDWEST TAPE	97.46	0.00
10/7/2022	137-1	AP	MIDWEST TAPE	22.49	0.00
10/7/2022	138-1	AP	MIDWEST TAPE	44.98	0.00
10/7/2022	139-1	AP	MIDWEST TAPE	8.79	0.00
10/10/2022	140-1	AP	MIDWEST TAPE	23.24	0.00
10/10/2022	139-1	AP	AMAZON/SYNCB	72.50	0.00
10/11/2022	212-1	AP	BLACKSTONE PUBLISHING	238.70	0.00
10/14/2022	141-1	AP	MIDWEST TAPE	13.49	0.00
10/14/2022	142-1	AP	MIDWEST TAPE	95.20	0.00
10/14/2022	143-1	AP	MIDWEST TAPE	60.72	0.00
10/14/2022	144-1	AP	MIDWEST TAPE	14.99	0.00
10/14/2022	145-1	AP	MIDWEST TAPE	23.98	0.00
10/14/2022	146-1	AP	MIDWEST TAPE	14.99	0.00
10/14/2022	147-1	AP	MIDWEST TAPE	26.23	0.00
10/14/2022	148-1	AP	MIDWEST TAPE	12.74	0.00
10/14/2022	149-1	AP	MIDWEST TAPE	17.24	0.00
10/14/2022	213-1	AP	BLACKSTONE PUBLISHING	85.90	0.00
10/18/2022	214-1	AP	BLACKSTONE PUBLISHING	40.54	0.00
10/19/2022	215-1	AP	BLACKSTONE PUBLISHING	170.74	0.00
10/19/2022	150-1	AP	MIDWEST TAPE	48.73	0.00
10/20/2022	216-1	AP	BLACKSTONE PUBLISHING	405.70	0.00
10/21/2022	151-1	AP	MIDWEST TAPE	101.21	0.00
10/21/2022	152-1	AP	MIDWEST TAPE	38.23	0.00
10/21/2022	153-1	AP	MIDWEST TAPE	19.98	0.00
10/21/2022	154-1	AP	MIDWEST TAPE	17.99	0.00
10/21/2022	155-1	AP	MIDWEST TAPE	18.74	0.00
10/21/2022	156-1	AP	MIDWEST TAPE	26.24	0.00
10/21/2022	157-1	AP	MIDWEST TAPE	53.23	0.00
10/21/2022	158-1	AP	MIDWEST TAPE	23.24	0.00

10/23/2022	217-1	AP	BLACKSTONE PUBLISHING	104.82	0.00
10/28/2022	218-1	AP	BLACKSTONE PUBLISHING	34.94	0.00
10/30/2022	130-1	AP	AMAZON/SYNCB	32.92	0.00
10/31/2022	242-1	AP	MIDWEST TAPE	50.97	0.00
10/31/2022	243-1	AP	MIDWEST TAPE	14.99	0.00
10/31/2022	244-1	AP	MIDWEST TAPE	10.39	0.00
10/31/2022	245-1	AP	MIDWEST TAPE	18.74	0.00
10/31/2022	159-1	AP	MIDWEST TAPE	11.24	0.00
10/31/2022	160-1	AP	MIDWEST TAPE	34.48	0.00
10/31/2022	161-1	AP	MIDWEST TAPE	27.98	0.00
10/31/2022	162-1	AP	MIDWEST TAPE	20.98	0.00
10/31/2022	163-1	AP	MIDWEST TAPE	38.23	0.00
10/31/2022	164-1	AP	MIDWEST TAPE	5.24	0.00
11/1/2022	365-1	AP	BLACKSTONE PUBLISHING	211.51	0.00
11/3/2022	243-1	AP	BAKER & TAYLOR BOOKS	7.91	0.00
11/4/2022	251-1	AP	MIDWEST TAPE	23.98	0.00
11/4/2022	252-1	AP	MIDWEST TAPE	10.39	0.00
11/4/2022	253-1	AP	MIDWEST TAPE	26.24	0.00
11/4/2022	254-1	AP	MIDWEST TAPE	17.99	0.00
11/4/2022	255-1	AP	MIDWEST TAPE	26.24	0.00
11/4/2022	256-1	AP	MIDWEST TAPE	17.59	0.00
11/4/2022	257-1	AP	MIDWEST TAPE	27.73	0.00
11/4/2022	366-1	AP	BLACKSTONE PUBLISHING	69.90	0.00
11/4/2022	367-1	AP	BLACKSTONE PUBLISHING	57.34	0.00
11/14/2022	258-1	AP	MIDWEST TAPE	48.73	0.00
11/14/2022	259-1	AP	MIDWEST TAPE	22.98	0.00
11/14/2022	260-1	AP	MIDWEST TAPE	49.48	0.00
11/14/2022	261-1	AP	MIDWEST TAPE	38.23	0.00
11/15/2022	368-1	AP	BLACKSTONE PUBLISHING	178.73	0.00
11/18/2022	369-1	AP	BLACKSTONE PUBLISHING	81.89	0.00
11/21/2022	222-1	AP	AMAZON/SYNCB	17.96	0.00
11/21/2022	262-1	AP	MIDWEST TAPE	73.47	0.00
11/21/2022	263-1	AP	MIDWEST TAPE	115.45	0.00
11/21/2022	264-1	AP	MIDWEST TAPE	22.49	0.00

11/21/2022	265-1	AP	MIDWEST TAPE	40.48	0.00
11/28/2022	227-1	AP	AMAZON/SYNCB	11.99	0.00
11/29/2022	266-1	AP	MIDWEST TAPE	22.49	0.00
11/29/2022	267-1	AP	MIDWEST TAPE	13.49	0.00
11/30/2022	370-1	AP	BLACKSTONE PUBLISHING	30.91	0.00
12/5/2022	228-1	AP	AMAZON/SYNCB	39.92	0.00
Total: 900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS				3,635.86	0.00
900-00-55110-000-143 - LIBRARY-TECHNOLOGY					
9/15/2022	46-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	1,848.21	0.00
10/20/2022	45-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	173.25	0.00
10/31/2022	39-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	6.00	0.00
10/31/2022	11-1	AP	TAYLOR COMPUTER SERVICES, INC	378.45	0.00
11/28/2022	350-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	120.00	0.00
11/30/2022	339-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	6.00	0.00
Total: 900-00-55110-000-143 - LIBRARY-TECHNOLOGY				2,531.91	0.00
900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC					
9/12/2022	42-1	AP	AMAZON/SYNCB	31.98	0.00
9/12/2022	30-1	AP	AMAZON/SYNCB	16.66	0.00
9/29/2022	38-1	AP	AMAZON/SYNCB	89.96	0.00
9/29/2022	41-1	AP	AMAZON/SYNCB	6.48	0.00
10/2/2022	34-1	AP	AMAZON/SYNCB	32.12	0.00
10/3/2022	31-1	AP	AMAZON/SYNCB	354.50	0.00
10/7/2022	39-1	AP	AMAZON/SYNCB	30.69	0.00
10/10/2022	125-1	AP	AMAZON/SYNCB	12.19	0.00
10/10/2022	133-1	AP	AMAZON/SYNCB	30.48	0.00
10/11/2022	138-1	AP	AMAZON/SYNCB	17.97	0.00
10/18/2022	135-1	AP	AMAZON/SYNCB	203.97	0.00
10/25/2022	47-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	122.10	0.00
10/28/2022	128-1	AP	AMAZON/SYNCB	56.95	0.00
11/1/2022	36-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	335.60	0.00
11/1/2022	131-1	AP	AMAZON/SYNCB	138.59	0.00
11/3/2022	338-1	AP	JAMES IMAGING SYSTEMS INC	793.53	0.00
11/13/2022	195-1	AP	CHAMPE, ELIZABETH	222.89	0.00

11/15/2022	190-1	AP	NELSON, KELLY	19.89	0.00
11/23/2022	343-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	1,147.79	0.00
12/1/2022	344-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	188.78	0.00
12/5/2022	430-1	AP	JAMES IMAGING SYSTEMS INC	793.53	0.00
Total: 900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC				4,646.65	0.00
900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT					
7/4/2022	182-1	AP	WISCONSIN LIBRARY ASSOCIATION	169.77	0.00
7/18/2022	334-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	135.00	0.00
10/7/2022	43-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	4.99	0.00
10/7/2022	116-1	AP	ACH NORTH SHORE BANK CREDIT CARD	7.00	0.00
11/1/2022	339-1	AP	PROHEALTH MEDICAL GROUP	73.00	0.00
11/2/2022	44-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	256.00	0.00
11/28/2022	337-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	118.00	0.00
12/19/2022	453-1	AP	CHAMPE, ELIZABETH	50.31	0.00
Total: 900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT				814.07	0.00
900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS					
11/30/2022	309-1	AP	BAKER TILLY US, LLP	866.00	0.00
12/31/2022	2-1	JE	FISCAL AGENT FEE- Q4-2022	5,273.50	0.00
Total: 900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS				6,139.50	0.00
900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE					
9/17/2022	29-1	AP	AMAZON/SYNCB	183.00	0.00
10/10/2022	63-1	AP	BATZNER PEST CONTROL INC	94.00	0.00
10/14/2022	61-1	AP	JF AHERN COMPANY	158.00	0.00
10/19/2022	210-1	AP	MEI TOTAL ELEVATOR SOLUTIONS	297.00	0.00
10/24/2022	132-1	AP	AMAZON/SYNCB	362.74	0.00
11/1/2022	211-1	AP	JANI-KING OF MILWAUKEE	2,623.44	0.00
11/1/2022	28-1	AP	KUJAWA ENTERPRISES INC	1,895.00	0.00
11/2/2022	29-1	AP	BATZNER PEST CONTROL INC	94.00	0.00
11/3/2022	23-1	AP	J & H HEATING INC	2,350.00	0.00
11/15/2022	338-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	39.96	0.00
12/1/2022	363-1	AP	MEI TOTAL ELEVATOR SOLUTIONS	337.43	0.00
12/1/2022	364-1	AP	JANI-KING OF MILWAUKEE	2,675.91	0.00
12/6/2022	323-1	AP	BATZNER PEST CONTROL INC	94.00	0.00

12/6/2022	362-1	AP	S-0-S ELECTRONICS CORPORATION	277.00	0.00
Total: 900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE				11,481.48	0.00
900-00-55110-000-311 - LIBRARY-UTILITIES					
10/1/2022	40-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	340.88	0.00
10/17/2022	34-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	222.94	0.00
11/1/2022	1-18	CD	210 MAIN ST Q3-2022 UTILITY BILL	958.93	0.00
11/1/2022	341-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	347.97	0.00
11/7/2022	248-1	AP	WE ENERGIES	3,260.01	0.00
11/17/2022	329-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	222.94	0.00
12/8/2022	279-1	AP	WE ENERGIES	3,964.78	0.00
Total: 900-00-55110-000-311 - LIBRARY-UTILITIES				9,318.45	0.00
900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS					
10/5/2022	31-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	194.84	0.00
10/27/2022	32-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	431.55	0.00
10/27/2022	33-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	686.35	0.00
10/31/2022	346-1	AP	MIDWEST TAPE - HOOPLA	506.19	0.00
11/30/2022	376-1	AP	MIDWEST TAPE - HOOPLA	454.24	0.00
Total: 900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS				2,273.17	0.00
900-00-55110-000-313 - LIBRARY-PROGRAMS					
9/17/2022	35-1	AP	AMAZON/SYNCB	48.38	0.00
9/18/2022	32-1	AP	AMAZON/SYNCB	19.99	0.00
10/12/2022	42-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	36.25	0.00
10/12/2022	87-1	AP	GUZAN, CHRISTOPHER J.	250.00	0.00
10/12/2022	88-1	AP	KNITT, CRAIG A.	250.00	0.00
10/16/2022	124-1	AP	AMAZON/SYNCB	87.75	0.00
10/18/2022	134-1	AP	AMAZON/SYNCB	135.89	0.00
10/24/2022	222-1	AP	MICHAEL W. HALL	80.00	0.00
10/24/2022	35-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	210.27	0.00
10/26/2022	270-1	AP	ZIMMERMANN, JANICE	85.00	0.00
11/1/2022	37-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	93.17	0.00
11/3/2022	202-1	AP	LORENZ, ABBY	100.00	0.00
11/5/2022	127-1	AP	AMAZON/SYNCB	197.78	0.00
11/21/2022	224-1	AP	AMAZON/SYNCB	40.05	0.00

11/27/2022	223-1	AP	AMAZON/SYNCB	23.90	0.00
11/28/2022	226-1	AP	AMAZON/SYNCB	50.99	0.00
11/28/2022	221-1	AP	AMAZON/SYNCB	6.99	0.00
12/6/2022	331-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	35.88	0.00
12/6/2022	332-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	44.88	0.00

Total: 900-00-55110-000-313 - LIBRARY-PROGRAMS

1,797.17	0.00
-----------------	-------------

900-00-55110-000-500 - GRANTS/DONATION FUNDED EXPENSE

10/2/2022	40-1	AP	AMAZON/SYNCB	49.98	0.00
10/4/2022	359-1	AP	WISCONSIN ALUMNI RESEARCH FOUNDATION	100.00	0.00
10/24/2022	38-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	200.00	0.00
11/22/2022	330-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	25.00	0.00
11/22/2022	336-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	50.00	0.00
11/22/2022	345-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	25.00	0.00
11/22/2022	347-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	17.50	0.00
11/22/2022	348-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	25.00	0.00
11/22/2022	340-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	25.00	0.00
11/27/2022	225-1	AP	AMAZON/SYNCB	44.22	0.00
11/28/2022	335-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	25.00	0.00
12/1/2022	342-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	6.19	0.00
12/1/2022	346-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	19.66	0.00
12/2/2022	191-1	AP	NELSON, KELLY	9.99	0.00
12/19/2022	454-1	AP	CHAMPE, ELIZABETH	25.99	0.00

Total: 900-00-55110-000-500 - GRANTS/DONATION FUNDED EXPENSE

648.53	0.00
---------------	-------------

APIInvoice.PaymentDueDate = 11/01/2022{-}12/31/2022 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	GL Period
AMAZON/SYNCB									
<u>Approved</u>									
23-AMAZON/SYNCB		854973646893	LIBRARY/SUPPLIE S PROJECTOR	89.96	9/29/2022	10/7/2022	11/9/2022	900005511000 0144	1022
23-AMAZON/SYNCB		875873696539	LIBRARY/SUPPLIE S DESK CALENDAR	6.48	9/29/2022	10/7/2022	11/9/2022	900005511000 0144	1022
23-AMAZON/SYNCB		734636363757	LIBRARY/JUV PROGRAMMING	48.38	9/17/2022	10/7/2022	11/9/2022	900005511000 0313	1022
23-AMAZON/SYNCB		664634749966	LIBRARY/SUPPLIE S PLANNERS	32.12	10/2/2022	10/7/2022	11/9/2022	900005511000 0144	1022
23-AMAZON/SYNCB		599396567384	LIBRARY/JUV FIC BOOKS	16.00	10/7/2022	10/7/2022	11/9/2022	900005511000 0141	1022
23-AMAZON/SYNCB		779643696869	LIBRARY/ 1 ADULT FIC BOOKS	13.86	9/20/2022	10/7/2022	11/9/2022	900005511000 0141	1022
23-AMAZON/SYNCB		793748463987	LIBRARY/ADULT 3 DVDS	61.24	9/9/2022	10/7/2022	11/9/2022	900005511000 0142	1022
23-AMAZON/SYNCB		956387985476	LIBRARY/SUPPLIE S PLANNER AND CALENDAR	31.98	9/12/2022	10/7/2022	11/9/2022	900005511000 0144	1022
23-AMAZON/SYNCB		456685898657	LIBRARY/SUPPLIE S PLANNER	16.66	9/12/2022	10/7/2022	11/9/2022	900005511000 0144	1022
23-AMAZON/SYNCB		575958363678	LIBRARY/JUV PROGRAMMING TUNNEL FOR TODDLERS	19.99	9/18/2022	10/7/2022	11/9/2022	900005511000 0313	1022
23-AMAZON/SYNCB		863698867668	LIBRARY/SUPPLIE S FIXTURE DISPLAYS	30.69	10/7/2022	10/7/2022	11/9/2022	900005511000 0144	1022
23-AMAZON/SYNCB		455649587443	LIBRARY/BUILDIN G SUPPLIES - PAPER TOWEL	183.00	9/17/2022	10/7/2022	11/9/2022	900005511000 0310	1022
23-AMAZON/SYNCB		865363465674	LIBRARY/JUV PROGRAMMING- SCIENCE FEST	49.98	10/2/2022	10/7/2022	11/9/2022	900005511000 0500	1022

23-AMAZON/SYNCB	455648486458	LIBRARY/ 4 ADULT FIC BOOKS	55.80	9/23/2022	10/7/2022	11/9/2022	900005511000 1022 0141
23-AMAZON/SYNCB	538599357765	LIBRARY/SUPPLIE S COPY PAPER	354.50	10/3/2022	10/10/2022	11/9/2022	900005511000 1022 0144
23-AMAZON/SYNCB	894945877848	LIBRARY/4 ADULT DVD	72.50	10/10/2022	11/4/2022	12/9/2022	900005511000 1122 0142
23-AMAZON/SYNCB	774755749754	LIBRARY/CARRYI NG BAG AND HDMI CABLE FOR PROJECTOR	30.48	10/10/2022	11/4/2022	12/9/2022	900005511000 1122 0144
23-AMAZON/SYNCB	465675356699	LIBRARY/BINDER POUCH	12.19	10/10/2022	11/4/2022	12/9/2022	900005511000 1122 0144
23-AMAZON/SYNCB	884885997799	LIBRARY/STICKY NOTES	17.97	10/11/2022	11/4/2022	12/9/2022	900005511000 1122 0144
23-AMAZON/SYNCB	457597759875	LIBRARY/PROGRA MMING SUPPLIES	87.75	10/16/2022	11/4/2022	12/9/2022	900005511000 1122 0313
23-AMAZON/SYNCB	784358658949	LIBRARY/JUV PROG SUPPLIES	135.89	10/18/2022	11/4/2022	12/9/2022	900005511000 1122 0313
23-AMAZON/SYNCB	784358658949	LIBRARY/TONER	203.97	10/18/2022	11/4/2022	12/9/2022	900005511000 1122 0144
23-AMAZON/SYNCB	574587947558	LIBRARY/3 BOOKS YA FIC	72.91	10/25/2022	11/8/2022	12/9/2022	900005511000 1122 0141
23-AMAZON/SYNCB	864594774494	LIBRARY/1 YA FIC	30.90	10/25/2022	11/8/2022	12/9/2022	900005511000 1122 0141
23-AMAZON/SYNCB	483587948989	LIBRARY/SANITIZI NG WIPES	56.95	10/28/2022	11/8/2022	12/9/2022	900005511000 1122 0144
23-AMAZON/SYNCB	473337579584	LIBRARY/2 YA BOOKS	25.26	10/29/2022	11/8/2022	12/9/2022	900005511000 1122 0141
23-AMAZON/SYNCB	596735486738	LIBRARY/2 ADULT DVDS	32.92	10/30/2022	11/8/2022	12/9/2022	900005511000 1122 0142
23-AMAZON/SYNCB	635854559894	LIBRARY/STANDI NG DESK	138.59	11/1/2022	11/9/2022	12/9/2022	900005511000 1122 0144
23-AMAZON/SYNCB	884787899448	LIBRARY/YA BOOKS	32.95	11/3/2022	11/9/2022	12/9/2022	900005511000 1122 0141
23-AMAZON/SYNCB	774736957798	LIBRARY/BUILDIN G SUPPLIES - PAPER TOWEL; TOILET PAPER; TRASH BAGS	362.74	10/24/2022	11/9/2022	12/9/2022	900005511000 1122 0310
23-AMAZON/SYNCB	473493635443	LIBRARY/PUZZLE EXCHANGE PRGRAM	197.78	11/5/2022	11/15/2022	12/9/2022	900005511000 1122 0313

Total Approved - AMAZON/SYNCB

2,522.39

Total AMAZON/SYNCB

2,522.39

BAKER & TAYLOR BOOKS

Approved

78-BAKER & TAYLOR BOOKS	2037054429	LIBRARY/12 ADULT NON FICTION BKS	224.53	10/3/2022	10/7/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037059627	LIBRARY/9 ADULT FIC BOOKS	141.39	10/5/2022	10/10/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037057548	LIBRARY/18 ADULT FICTION	307.87	10/4/2022	10/10/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037059313	LIBRARY/ 8 AUTO YOURS ACCT BOOKS	134.69	10/5/2022	10/10/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037049937	LIBRARY/ 1 JUVENILE FICTION	6.53	10/3/2022	10/10/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037043856	LIBRARY/11 YA BOOKS	117.96	10/3/2022	10/10/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037052482	LIBRARY/14 JUV BOOKS	189.31	10/6/2022	10/12/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037069195	LIBRARY/25 ADULT FICTION BKS	381.02	10/11/2022	10/14/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037073165	LIBRARY/ 8 AUTO YOURS ACCT BOOKS	131.70	10/11/2022	10/14/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037078380	LIBRARY/20 ADULT NON FICTION BKS	374.87	10/13/2022	10/17/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037086490	LIBRARY/20 ADULT FICTION	302.82	10/17/2022	10/19/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037070518	LIBRARY/ 4 JUVENILE BOOKS	48.18	10/13/2022	10/19/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037071375	LIBRARY/8 YA BOOKS	93.21	10/13/2022	10/19/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037094078	LIBRARY/33 ADULT NON FICTION BKS	617.10	10/19/2022	10/24/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037094642	LIBRARY/ 9 AUTO YOURS ACCT BOOKS	148.14	10/19/2022	10/24/2022	11/21/2022	900005511000 1022 0141

78-BAKER & TAYLOR BOOKS	2037073086	LIBRARY/ 5 JUVENILE FICTION	42.59	10/17/2022	10/24/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037079108	LIBRARY/55 YA BOOKS	576.40	10/18/2022	10/24/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037100056	LIBRARY/6 ADULT NON FICTION BKS	127.22	10/21/2022	10/25/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037086568	LIBRARY/15 JUV BOOKS	194.83	10/21/2022	10/25/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037087381	LIBRARY/3 JUVENILE FICTION	23.66	10/20/2022	10/25/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037103889	LIBRARY/40 ADULT FICTION	724.26	10/24/2022	10/26/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037106017	LIBRARY/ 2 CONTINUATION ACCT	156.98	10/24/2022	10/26/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037092934	LIBRARY/21 YA BOOKS	223.53	10/24/2022	10/26/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037107540	LIBRARY/15 ADULT NON FICTION BKS	275.31	10/25/2022	10/28/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037110745	LIBRARY/12 YA BOOKS	213.98	10/26/2022	10/28/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037096737	LIBRARY/61 YA BOOKS	904.73	10/26/2022	10/28/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037111207	LIBRARY/8 ADULT FICTION	124.50	10/25/2022	10/31/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037111986	LIBRARY/ 5 AUTO YOURS ACCT BOOKS	78.58	10/26/2022	10/31/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037111217	LIBRARY/10 REPLACEMENT ACCT BKS	92.15	10/26/2022	10/31/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037110532	LIBRARY/17 YA BOOKS	169.41	10/27/2022	10/31/2022	11/21/2022	900005511000 1022 0141
78-BAKER & TAYLOR BOOKS	2037055610	LIBRARY/11 ADULT NON FICTION BKS	210.97	10/4/2022	11/2/2022	11/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	2037056070	LIBRARY/4 ADULT NON FICTION BKS	76.75	10/4/2022	11/2/2022	11/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	2037111454	LIBRARY/4 JUVENILE BKS	72.12	10/28/2022	11/7/2022	11/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	2037137744	LIBRARY/17 ADULT FICTION	274.56	11/7/2022	11/9/2022	12/21/2022	900005511000 1122 0141

		ADULT FICTION					0141
78-BAKER & TAYLOR BOOKS	2037136877	LIBRARY/21 ADULT FICTION	417.04	11/4/2022	11/9/2022	12/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	2037121932	LIBRARY/21 ADULT NON FICTION BKS	380.88	11/1/2022	11/15/2022	12/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	2037146329	LIBRARY/20 ADULT NON FICTION BKS	312.01	11/10/2022	11/15/2022	12/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	2037121710	LIBRARY/1 JUVENILE BK	5.65	11/1/2022	11/15/2022	12/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	H62838330	LIBRARY/1 REPLACEMENT ACCT DVD	7.91	11/3/2022	11/15/2022	12/21/2022	900005511000 1122 0142
78-BAKER & TAYLOR BOOKS	2037152362	LIBRARY/13 REPLACEMENT ACCT BKS	167.49	11/11/2022	11/15/2022	12/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	2037141161	LIBRARY/2 REPLACEMENT ACCT BKS	15.53	11/7/2022	11/15/2022	12/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	2037126165	LIBRARY/35 YA BOOKS	394.83	11/5/2022	11/15/2022	12/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	2037138682	LIBRARY/12 YA BOOKS	205.79	11/11/2022	11/15/2022	12/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	2037161747	LIBRARY/19 ADULT FICTION	296.14	11/17/2022	11/21/2022	12/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	2037157061	LIBRARY/9 YA BOOKS	82.57	11/18/2022	11/28/2022	12/21/2022	900005511000 1122 0141
78-BAKER & TAYLOR BOOKS	2037169700	LIBRARY/10 ADULT NON FICTION BKS	168.45	11/30/2022	12/6/2022	12/21/2022	900005511000 1222 0141
78-BAKER & TAYLOR BOOKS	H63066740	LIBRARY/1 REPLACEMENT ACCT BKS	10.79	11/30/2022	12/6/2022	12/21/2022	900005511000 1222 0141
78-BAKER & TAYLOR BOOKS	2037170017	LIBRARY/4 REPLACEMENT ACCT DVD	50.88	11/30/2022	12/9/2022	12/21/2022	900005511000 1222 0141

Total Approved - BAKER & TAYLOR BOOKS

10,297.81

Total BAKER & TAYLOR BOOKS

10,297.81

GREY HOUSE PUBLISHING

<u>Approved</u>							
321-GREY HOUSE PUBLISHING	366331	LIBRARY/ADULT NON-FIC	278.00	10/5/2022	10/12/2022	11/5/2022	900005511000 1022 0141
321-GREY HOUSE PUBLISHING	366334	LIBRARY/REFERE NCE BOOK	67.50	10/7/2022	10/26/2022	11/7/2022	900005511000 1022 0140

321-GREY HOUSE PUBLISHING	181669	LIBRARY/ADULT NON-FIC	182.52	10/19/2022	10/28/2022	11/19/2022	900005511000 1022 0141
321-GREY HOUSE PUBLISHING	975970	LIBRARY/REFERE NCE BOOK	148.50	10/20/2022	11/8/2022	11/20/2022	900005511000 1122 0141

Total Approved - GREY HOUSE PUBLISHING

676.52

Total GREY HOUSE PUBLISHING

676.52

MIDWEST TAPE

<u>Approved</u>							
548-MIDWEST TAPE	502782350	LIBRARY/2 ADULT DVD	44.98	10/7/2022	10/12/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502782351	LIBRARY/ 1 JUV CD	8.79	10/7/2022	10/12/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502781769	LIBRARY/1 ADULT DVD	22.49	10/7/2022	10/12/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502781768	LIBRARY/4 ADULT DVD	97.46	10/7/2022	10/12/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502781766	LIBRARY/ 2 ADULT CDS	24.98	10/7/2022	10/12/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502798870	LIBRARY/JUVENIL E 1 DVD	23.24	10/10/2022	10/18/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502818683	LIBRARY/1 ADULT DVD	13.49	10/14/2022	10/19/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502818689	LIBRARY/JUVENIL E 1 DVD	14.99	10/14/2022	10/19/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502818684	LIBRARY/ADULT 5 DVDS	95.20	10/14/2022	10/19/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502819200	LIBRARY/JUVENIL E 2 DVD	26.23	10/14/2022	10/19/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502818685	LIBRARY/ADULT 3 DVDS	60.72	10/14/2022	10/19/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502819201	LIBRARY/JUVENIL E 1 DVD	12.74	10/14/2022	10/19/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502818686	LIBRARY/1 ADULT DVD	14.99	10/14/2022	10/19/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502819202	LIBRARY/JUVENIL E 1 DVD	17.24	10/14/2022	10/19/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502818687	LIBRARY/ 2 ADULT CDS	23.98	10/14/2022	10/19/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502837296	LIBRARY/2 ADULT DVD	48.73	10/19/2022	10/25/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502853879	LIBRARY/2 ADULT DVD	38.23	10/21/2022	10/21/2022	11/21/2022	900005511000 1022 0142
548-MIDWEST TAPE	502853896	LIBRARY/1 ADULT DVD	23.24	10/21/2022	10/26/2022	11/21/2022	900005511000 1022 0142

548-MIDWEST TAPE	502853895	LIBRARY/2 ADULT DVD	53.23	10/21/2022	10/26/2022	11/21/2022	900005511000	10220142
548-MIDWEST TAPE	502853894	LIBRARY/1 ADULT DVD	26.24	10/21/2022	10/26/2022	11/21/2022	900005511000	10220142
548-MIDWEST TAPE	502853893	LIBRARY/1 ADULT DVD	18.74	10/21/2022	10/26/2022	11/21/2022	900005511000	10220142
548-MIDWEST TAPE	502853892	LIBRARY/1 ADULT DVD	17.99	10/21/2022	10/26/2022	11/21/2022	900005511000	10220142
548-MIDWEST TAPE	502853890	LIBRARY/ 2 ADULT CDS	19.98	10/21/2022	10/26/2022	11/21/2022	900005511000	10220142
548-MIDWEST TAPE	502853383	LIBRARY/ADULT 3 DVDS	101.21	10/21/2022	10/28/2022	11/21/2022	900005511000	10220142
548-MIDWEST TAPE	502893685	LIBRARY/2 ADULT DVD	34.48	10/31/2022	11/4/2022	11/21/2022	900005511000	11220142
548-MIDWEST TAPE	502893735	LIBRARY/JUVENIL E 1 DVD	5.24	10/31/2022	11/4/2022	11/21/2022	900005511000	11220142
548-MIDWEST TAPE	502893686	LIBRARY/ 2 ADULT CDS	27.98	10/31/2022	11/7/2022	11/21/2022	900005511000	11220142
548-MIDWEST TAPE	5028933734	LIBRARY/JUVENIL E 1 DVD	11.24	10/31/2022	11/7/2022	11/21/2022	900005511000	11220142
548-MIDWEST TAPE	502893687	LIBRARY/ 2 ADULT CDS	20.98	10/31/2022	11/7/2022	11/21/2022	900005511000	11220142
548-MIDWEST TAPE	502893688	LIBRARY/2 ADULT DVD	38.23	10/31/2022	11/7/2022	11/21/2022	900005511000	11220142
548-MIDWEST TAPE	502893689	LIBRARY/ADULT 3 DVDS	50.97	10/31/2022	11/8/2022	11/21/2022	900005511000	11220142
548-MIDWEST TAPE	502893730	LIBRARY/1 ADULT DVD	14.99	10/31/2022	11/8/2022	11/21/2022	900005511000	11220142
548-MIDWEST TAPE	502893731	LIBRARY/ 1 ADULT CDS	10.39	10/31/2022	11/8/2022	11/21/2022	900005511000	11220142
548-MIDWEST TAPE	502893733	LIBRARY/1 ADULT DVD	18.74	10/31/2022	11/8/2022	11/21/2022	900005511000	11220142
548-MIDWEST TAPE	502911231	LIBRARY/ 2 ADULT CDS	23.98	11/4/2022	11/16/2022	12/21/2022	900005511000	11220142
548-MIDWEST TAPE	502911237	LIBRARY/ 1 JUV CD	17.59	11/4/2022	11/16/2022	12/21/2022	900005511000	11220142
548-MIDWEST TAPE	502911233	LIBRARY/ 1 ADULT CDS	10.39	11/4/2022	11/16/2022	12/21/2022	900005511000	11220142
548-MIDWEST TAPE	502911238	LIBRARY/JUVENIL E 2 DVD	27.73	11/4/2022	11/16/2022	12/21/2022	900005511000	11220142
548-MIDWEST TAPE	502911234	LIBRARY/1 ADULT DVD	26.24	11/4/2022	11/16/2022	12/21/2022	900005511000	11220142
548-MIDWEST TAPE	502911235	LIBRARY/1 ADULT DVD	17.99	11/4/2022	11/16/2022	12/21/2022	900005511000	11220142
548-MIDWEST TAPE	502911236	LIBRARY/1 ADULT DVD	26.24	11/4/2022	11/16/2022	12/21/2022	900005511000	11220142

		DVD					0142
548-MIDWEST TAPE	502958340	LIBRARY/2 ADULT DVD	38.23	11/14/2022	11/21/2022	12/21/2022	900005511000 1122 0142
548-MIDWEST TAPE	502958239	LIBRARY/2 ADULT DVD	49.48	11/14/2022	11/21/2022	12/21/2022	900005511000 1122 0142
548-MIDWEST TAPE	502958237	LIBRARY/ 2 ADULT CDS	22.98	11/14/2022	11/21/2022	12/21/2022	900005511000 1122 0142
548-MIDWEST TAPE	502958236	LIBRARY/2 ADULT DVD	48.73	11/14/2022	11/21/2022	12/21/2022	900005511000 1122 0142
548-MIDWEST TAPE	502991054	LIBRARY/ADULT 3 DVDS	73.47	11/21/2022	11/28/2022	12/21/2022	900005511000 1122 0142
548-MIDWEST TAPE	502991055	LIBRARY/ADULT 5 DVDS	115.45	11/21/2022	11/28/2022	12/21/2022	900005511000 1122 0142
548-MIDWEST TAPE	502991056	LIBRARY/1 ADULT DVD	22.49	11/21/2022	11/28/2022	12/21/2022	900005511000 1122 0142
548-MIDWEST TAPE	502991057	LIBRARY/2 ADULT DVD	40.48	11/21/2022	11/28/2022	12/21/2022	900005511000 1122 0142
548-MIDWEST TAPE	503024876	LIBRARY/1 ADULT DVD	22.49	11/29/2022	12/6/2022	12/21/2022	900005511000 1222 0142
548-MIDWEST TAPE	503024878	LIBRARY/1 ADULT DVD	13.49	11/29/2022	12/6/2022	12/21/2022	900005511000 1222 0142

Total Approved - MIDWEST TAPE

1,679.80

Total MIDWEST TAPE

1,679.80

TAYLOR COMPUTER SERVICES, INC

<u>Approved</u>							
810-TAYLOR COMPUTER SERVICES, INC	23964	LIBRARY/MANAG ED SERVICES FOR OCT AND NOV 2022	378.45	10/31/2022	11/18/2022	12/1/2022	900005511000 1122 0143
810-TAYLOR COMPUTER SERVICES, INC	24083	LIBRARY/MANAG ED SERVICES FOR NOV AND DEC2022	534.70	11/30/2022	12/20/2022	12/30/2022	900005511000 1222 0143

Total Approved - TAYLOR COMPUTER SERVICES, INC

913.15

Total TAYLOR COMPUTER SERVICES, INC

913.15

WE ENERGIES

<u>Approved</u>							
935-WE ENERGIES	435408983	LIBRARY/UTILITIE S 10/22	3,260.01	11/7/2022	11/15/2022	11/29/2022	900005511000 1122 0311
935-WE ENERGIES	12082022	LIBRARY/UTILITIE S 11.04.2022-	3,964.78	12/8/2022	12/13/2022	12/30/2022	900005511000 1222 0311

12.06.2022

Total Approved - WE ENERGIES

7,224.79

Total WE ENERGIES

7,224.79

WISCONSIN LIBRARY ASSOCIATION

Approved

1319-WISCONSIN LIBRARY ASSOCIATION	14893	LIBRARY/MEMBE	169.77	7/4/2022	11/7/2022	11/21/2022	900005511000 1122
		RSHIP RENEW-J.					0146
		WEGENER					

Total Approved - WISCONSIN LIBRARY ASSOCIATION

169.77

Total WISCONSIN LIBRARY ASSOCIATION

169.77

SALEM PRESS INC

Approved

1708-SALEM PRESS INC	181668	LIBRARY/ADULT	98.28	10/14/2022	10/28/2022	11/14/2022	900005511000 1022
		NON FICTION					0141
1708-SALEM PRESS INC	181670	LIBRARY/ADULT	154.44	10/21/2022	10/31/2022	11/21/2022	900005511000 1022
		NON FICTION					0141
1708-SALEM PRESS INC	181671	LIBRARY/ADULT	117.00	10/31/2022	11/8/2022	12/1/2022	900005511000 1122
		NON FICTION					0141
		BOOK					

Total Approved - SALEM PRESS INC

369.72

Total SALEM PRESS INC

369.72

J & H HEATING INC

Approved

2984-J & H HEATING INC	W35565	LIBRARY/FALL	2,350.00	11/3/2022	11/7/2022	12/3/2022	900005511000 1122
		PREVENTATIVE					0310
		MAINT 2022					

Total Approved - J & H HEATING INC

2,350.00

Total J & H HEATING INC

2,350.00

CENTER POINT LARGE PRINT

Approved

3552-CENTER POINT LARGE PRINT	1966804	LIBRARY/BOOKS/L	49.14	11/1/2022	11/16/2022	11/30/2022	900005511000 1122
		ARGE PRINT (2)					0141

Total Approved - CENTER POINT LARGE PRINT

49.14

Total CENTER POINT LARGE PRINT

49.14

JF AHERN COMPANY

Approved

4875-JF AHERN COMPANY	535024	LIBRARY/SPRINKLER INSP-OCT QTRLY	158.00	10/14/2022	10/17/2022	11/13/2022	900005511000 1022 0310
Total Approved - JF AHERN COMPANY				<u>158.00</u>			
Total JF AHERN COMPANY				<u>158.00</u>			
BAKER TILLY US, LLP							
<u>Approved</u>							
5733-BAKER TILLY US, LLP	BT2256059	LIBRARY/PROFESSIONAL SERVICES THRU 11/30/22	866.00	11/30/2022	12/6/2022	12/30/2022	900005511000 1222 0150
Total Approved - BAKER TILLY US, LLP				<u>866.00</u>			
Total BAKER TILLY US, LLP				<u>866.00</u>			
ZIMMERMANN, JANICE							
<u>Approved</u>							
6320-ZIMMERMANN, JANICE	SAC001	LIBRARY/1000 BOOKS PROGRAM	85.00	10/26/2022	11/1/2022	11/26/2022	900005511000 1122 0313
6320-ZIMMERMANN, JANICE	SAT003	LIBRARY/JUV SAT CRAFTER-NOON	255.00	12/7/2022	12/12/2022	12/31/2022	900001110900 1222 0000
Total Approved - ZIMMERMANN, JANICE				<u>340.00</u>			
Total ZIMMERMANN, JANICE				<u>340.00</u>			
JAMES IMAGING SYSTEMS INC							
<u>Approved</u>							
6332-JAMES IMAGING SYSTEMS INC	32765715	LIBRARY/MONTHLY COPIER CONTRACT	793.53	11/3/2022	11/16/2022	11/28/2022	900005511000 1122 0144
Total Approved - JAMES IMAGING SYSTEMS INC				<u>793.53</u>			
Total JAMES IMAGING SYSTEMS INC				<u>793.53</u>			
KUJAWA ENTERPRISES INC							
<u>Approved</u>							
6819-KUJAWA ENTERPRISES INC	146718	LIBRARY/LANDSCAPE MNT - NOV 2022	1,895.00	11/1/2022	11/2/2022	12/1/2022	900005511000 1122 0310
Total Approved - KUJAWA ENTERPRISES INC				<u>1,895.00</u>			
Total KUJAWA ENTERPRISES INC				<u>1,895.00</u>			
PROHEALTH MEDICAL GROUP							
<u>Approved</u>							

6873-PROHEALTH MEDICAL GROUP	315535	LIBRARY/NEW HIRE SCREENING	73.00	11/1/2022	11/15/2022	11/30/2022	900005511000 1122 0146
Total Approved - PROHEALTH MEDICAL GROUP				<hr/>			
Total PROHEALTH MEDICAL GROUP				<hr/>			
				<hr/>			
BATZNER PEST CONTROL INC							
<u>Approved</u>							
7070-BATZNER PEST CONTROL INC	3430532	LIBRARY/PEST MGMT OCT 2022	94.00	10/10/2022	10/17/2022	11/9/2022	900005511000 1022 0310
7070-BATZNER PEST CONTROL INC	3447681	LIBRARY/PEST MGMT NOV 2022	94.00	11/2/2022	11/4/2022	12/2/2022	900005511000 1122 0310
7070-BATZNER PEST CONTROL INC	3461535	LIBRARY/PEST MGMT DEC 2022	94.00	12/6/2022	12/7/2022	12/31/2022	900005511000 1222 0310
Total Approved - BATZNER PEST CONTROL INC				<hr/>			
Total BATZNER PEST CONTROL INC				<hr/>			
				<hr/>			
NORTH SHORE BANK CARDMEMBER SERVICE							
<u>Approved</u>							
8349-NORTH SHORE BANK CARDMEMBER SERVICE	7180650	LIBRARY/DEMCO/ PROC SUPPLIES	111.29	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0144
8349-NORTH SHORE BANK CARDMEMBER SERVICE	7184082	LIBRARY/DEMCO/J UV PROG SUPPLIES	104.68	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0313
8349-NORTH SHORE BANK CARDMEMBER SERVICE	7187763	LIBRARY/DEMCO/ PROC SUPPLIES	237.29	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0144
8349-NORTH SHORE BANK CARDMEMBER SERVICE	7194925	LIBRARY/DEMCO/ PROC SUPPLIES	89.58	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0144
8349-NORTH SHORE BANK CARDMEMBER SERVICE	719021408	LIBRARY/OTC/JUV PROG SUPPLIES	74.95	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0313
8349-NORTH SHORE BANK CARDMEMBER SERVICE	8405530014727495510 1	LIBRARY/POST OFFICE/STAMPS	24.00	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0144
8349-NORTH SHORE BANK CARDMEMBER SERVICE	444106432	LIBRARY/BUBBAS CUSTARD/JUV GIFT CERT FOR PROGRAM	25.00	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0500
8349-NORTH SHORE BANK CARDMEMBER SERVICE	0007820823220925122 534256	LIBRARY/LEGO/PR OG SUPPLIES	29.95	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0313

8349-NORTH SHORE BANK CARDMEMBER SERVICE	0007820823220925122 647803	LIBRARY/LEGO/JUV GIFT CARD FOR PROGRAM	25.00	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0500
8349-NORTH SHORE BANK CARDMEMBER SERVICE	39528	LIBRARY/MONKEY JOES/JUV GIFT CARD FOR PROGRAM	25.00	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0500
8349-NORTH SHORE BANK CARDMEMBER SERVICE	382256517284710	LIBRARY/KARD/ADULT SHREDDING PROG	200.00	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0500
8349-NORTH SHORE BANK CARDMEMBER SERVICE	462258677646360	LIBRARY/WALMART/ADULT PROG PRIZES	12.40	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0313
8349-NORTH SHORE BANK CARDMEMBER SERVICE	220916031	LIBRARY/PARK AVE PIZZA/ADULT GIFT CARD FOR PROGRAM	100.00	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0500
8349-NORTH SHORE BANK CARDMEMBER SERVICE	114253	LIBRARY/PICKNSAVE/YA PROG SUPPLIES	9.87	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0313
8349-NORTH SHORE BANK CARDMEMBER SERVICE	2469216224410609604 9590CM	LIBRARY/JOURNAL SENTINEL/CREDIT	(13.00)	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0140
8349-NORTH SHORE BANK CARDMEMBER SERVICE	4568817346	LIBRARY/GOOGLE/GOOGLE WORKSPACE BUSINESS STARTER	3.60	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0143
8349-NORTH SHORE BANK CARDMEMBER SERVICE	10022022	LIBRARY/WSJ/SUBSCRIPTION	152.22	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0140
8349-NORTH SHORE BANK CARDMEMBER SERVICE	0077052091722	LIBRARY/SPECTRUM/PHONE AND INTERNET	222.94	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0311
8349-NORTH SHORE BANK CARDMEMBER SERVICE	5726	LIBRARY/CYBERLINK/PHONE SERVICE	348.60	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0311
8349-NORTH SHORE BANK CARDMEMBER SERVICE	15355	LIBRARY/WLAN/ANN CHAMPE CONF REG	365.00	10/7/2022	10/18/2022	11/4/2022	900005511000 1022 0146
8349-NORTH SHORE BANK CARDMEMBER SERVICE	230500405323	LIBRARY/WALMART/ADULT PROG SUPPLIES	93.17	11/1/2022	11/9/2022	12/4/2022	900005511000 1122 0313
8349-NORTH SHORE BANK CARDMEMBER SERVICE	302297418625832	LIBRARY/KARD/ADULT SHREDDING	200.00	10/24/2022	11/9/2022	12/4/2022	900005511000 1122 0500

PROG

8349-NORTH SHORE BANK CARDMEMBER SERVICE	902182/036715	LIBRARY/DOLLAR TREE/Adult BINGO PRIZES	36.25	10/12/2022	11/9/2022	12/4/2022	900005511000 1122 0313
8349-NORTH SHORE BANK CARDMEMBER SERVICE	INUS0216334	LIBRARY/FARONI CS/DEEP FREEZE MAINT RENEWAL	173.25	10/20/2022	11/9/2022	12/4/2022	900005511000 1122 0143
8349-NORTH SHORE BANK CARDMEMBER SERVICE	7469216228310167065 6578CM	LIBRARY/WSJ/SUBSCRIPTION CREDIT	(12.58)	10/10/2022	11/9/2022	12/4/2022	900005511000 1122 0140
8349-NORTH SHORE BANK CARDMEMBER SERVICE	5911	LIBRARY/CYBERLINK/PHONE SERVICE	340.88	10/1/2022	11/9/2022	12/4/2022	900005511000 1122 0311
8349-NORTH SHORE BANK CARDMEMBER SERVICE	00669CO22366858	LIBRARY/OVERDRIVE/DIGITAL MATERIALS	194.84	10/5/2022	11/9/2022	12/4/2022	900005511000 1122 0312
8349-NORTH SHORE BANK CARDMEMBER SERVICE	INV00014233	LIBRARY/DEMCO SOFTWARE/SPACES SUBSCRIPTION	1,848.21	9/15/2022	11/9/2022	12/4/2022	900005511000 1122 0143
8349-NORTH SHORE BANK CARDMEMBER SERVICE	907015	LIBRARY/PICKNSAVE/SUPPLIES FOR STAFF INSERVICE	4.99	10/7/2022	11/9/2022	12/4/2022	900005511000 1122 0146
8349-NORTH SHORE BANK CARDMEMBER SERVICE	00669CO22391889	LIBRARY/OVERDRIVE/DIGITAL MATERIALS	431.55	10/27/2022	11/9/2022	12/4/2022	900005511000 1122 0312
8349-NORTH SHORE BANK CARDMEMBER SERVICE	00669CO22391895	LIBRARY/OVERDRIVE/DIGITAL MATERIALS	686.35	10/27/2022	11/9/2022	12/4/2022	900005511000 1122 0312
8349-NORTH SHORE BANK CARDMEMBER SERVICE	4594123410	LIBRARY/GOOGLE /WORKSPACE	6.00	10/31/2022	11/9/2022	12/4/2022	900005511000 1122 0143
8349-NORTH SHORE BANK CARDMEMBER SERVICE	0077052101722	LIBRARY/SPECTRUM/INTERNET	222.94	10/17/2022	11/9/2022	12/4/2022	900005511000 1122 0311
8349-NORTH SHORE BANK CARDMEMBER SERVICE	G2212	LIBRARY/GRAND GENEVA HOTEL/LODGING FOR WLA CONFERENCE	256.00	11/2/2022	11/9/2022	12/4/2022	900005511000 1122 0146
8349-NORTH SHORE BANK CARDMEMBER SERVICE	12455643	LIBRARY/PACKLANE/TEEN BOOK BOXES	210.27	10/24/2022	11/9/2022	12/4/2022	900005511000 1122 0313
8349-NORTH SHORE BANK CARDMEMBER SERVICE	20220617400	LIBRARY/ID LABEL/BARCODES	335.60	11/1/2022	11/9/2022	12/4/2022	900005511000 1122 0144

8349-NORTH SHORE BANK CARDMEMBER SERVICE	O1876215678	LIBRARY/USPS/ST AMPS	122.10	10/25/2022	11/9/2022	12/4/2022	900005511000 1122 0144
--	-------------	-------------------------	--------	------------	-----------	-----------	---------------------------

Total Approved - NORTH SHORE BANK CARDMEMBER SERVICE

7,298.19

Total NORTH SHORE BANK CARDMEMBER SERVICE

7,298.19

MUNICIPAL PROPERTY INSURANCE COMPANY

Approved

9058-MUNICIPAL PROPERTY INSURANCE COMPANY	1111	2023 PROPERTY & CONTRACTORS EQP	12,629.76	11/7/2022	11/28/2022	12/4/2022	900001710000 1122 0000
---	------	---------------------------------------	-----------	-----------	------------	-----------	---------------------------

Total Approved - MUNICIPAL PROPERTY INSURANCE COMPANY

12,629.76

Total MUNICIPAL PROPERTY INSURANCE COMPANY

12,629.76

WISCONSIN ALUMNI RESEARCH FOUNDATION

Approved

10017-WISCONSIN ALUMNI RESEARCH FOUNDATION	IN000019268	LIBRARY/SCIENCE FEST TEES	100.00	10/4/2022	12/6/2022	12/21/2022	900005511000 1222 0500
--	-------------	------------------------------	--------	-----------	-----------	------------	---------------------------

Total Approved - WISCONSIN ALUMNI RESEARCH FOUNDATION

100.00

Total WISCONSIN ALUMNI RESEARCH FOUNDATION

100.00

NELSON, KELLY

Approved

10248-NELSON, KELLY	11152022	LIBRARY/MILEAG E REIMBURSEMENT	19.89	11/15/2022	11/16/2022	12/15/2022	900005511000 1122 0144
---------------------	----------	--------------------------------------	-------	------------	------------	------------	---------------------------

10248-NELSON, KELLY	12022022	LIBRARY/ADULT PRGM	9.99	12/2/2022	12/6/2022	12/15/2022	900005511000 1222 0500
---------------------	----------	-----------------------	------	-----------	-----------	------------	---------------------------

Total Approved - NELSON, KELLY

29.88

Total NELSON, KELLY

29.88

CHAMPE, ELIZABETH

Approved

11012-CHAMPE, ELIZABETH	11132022	LIBRARY/MILEAG E 7/22-11/22	222.89	11/13/2022	11/15/2022	12/13/2022	900005511000 1122 0144
-------------------------	----------	--------------------------------	--------	------------	------------	------------	---------------------------

11012-CHAMPE, ELIZABETH	12192022	LIBRARY/MILEAG E REIMBURSEMENT FOR NAN CHAMPE	50.31	12/19/2022	12/20/2022	12/31/2022	900005511000 1222 0146
-------------------------	----------	--	-------	------------	------------	------------	---------------------------

11012-CHAMPE, ELIZABETH	12192022(2)	LIBRARY/WINTER EQUIP	25.99	12/19/2022	12/20/2022	12/31/2022	900005511000 1222 0500
-------------------------	-------------	-------------------------	-------	------------	------------	------------	---------------------------

FOLIAGE
REIMBURSEMENT
FOR NC

0300

Total Approved - CHAMPE, ELIZABETH

299.19

Total CHAMPE, ELIZABETH

299.19

S-0-S ELECTRONICS CORPORATION

Approved

11870-S-0-S ELECTRONICS CORPORATION	2212009	LIBRARY/TROUBL ESHOOT ISSUES WITH PC	277.00	12/6/2022	12/9/2022	12/31/2022	900005511000 1222 0310
-------------------------------------	---------	--	--------	-----------	-----------	------------	---------------------------

Total Approved - S-0-S ELECTRONICS CORPORATION

277.00

Total S-0-S ELECTRONICS CORPORATION

277.00

MEI TOTAL ELEVATOR SOLUTIONS

Approved

12216-MEI TOTAL ELEVATOR SOLUTIONS	987410	LIBRARY/ELEVAT OR SERVICE - LABOR AND MATERIAL	297.00	10/19/2022	10/19/2022	11/18/2022	900005511000 1022 0310
12216-MEI TOTAL ELEVATOR SOLUTIONS	993909	LIBRARY/QTRLY ELEVATOR SVC/DEC-FEB 2022- 23	337.43	12/1/2022	12/6/2022	12/30/2022	900005511000 1222 0310

Total Approved - MEI TOTAL ELEVATOR SOLUTIONS

634.43

Total MEI TOTAL ELEVATOR SOLUTIONS

634.43

JANI-KING OF MILWAUKEE

Approved

12411-JANI-KING OF MILWAUKEE	MIL11220418	LIBRARY/JANITOR IAL SVC NOV 2022	2,623.44	11/1/2022	10/24/2022	11/30/2022	900005511000 1022 0310
12411-JANI-KING OF MILWAUKEE	MIL12220412	LIBRARY/JANITOR IAL SVC DEC 2022	2,675.91	12/1/2022	11/28/2022	12/31/2022	900005511000 1122 0310

Total Approved - JANI-KING OF MILWAUKEE

5,299.35

Total JANI-KING OF MILWAUKEE

5,299.35

BLACKSTONE PUBLISHING

Approved

12674-BLACKSTONE PUBLISHING	2067955	LIBRARY/ADULT 6 AUDIO CDS	238.70	10/11/2022	10/18/2022	11/21/2022	900005511000 1022 0142
12674-BLACKSTONE PUBLISHING	2068697	LIBRARY/ADULT 2 AUDIO CDS	85.90	10/14/2022	10/24/2022	11/21/2022	900005511000 1022 0142

12674-BLACKSTONE PUBLISHING	2069162	LIBRARY/ADULT 1	40.54	10/18/2022	10/25/2022	11/21/2022	900005511000	1022
		AUDIO CDS					0142	
12674-BLACKSTONE PUBLISHING	2069563	LIBRARY/ADULT 5	170.74	10/19/2022	10/26/2022	11/21/2022	900005511000	1022
		AUDIO CDS					0142	
12674-BLACKSTONE PUBLISHING	2069963	LIBRARY/YA 9	405.70	10/20/2022	10/28/2022	11/21/2022	900005511000	1022
		AUDIO CDS					0142	
12674-BLACKSTONE PUBLISHING	2070345	LIBRARY/ADULT 3	104.82	10/23/2022	10/28/2022	11/21/2022	900005511000	1022
		AUDIO CDS					0142	
12674-BLACKSTONE PUBLISHING	2071250	LIBRARY/1 ADULT	34.94	10/28/2022	11/4/2022	11/21/2022	900005511000	1122
		NON FICTION					0142	
		AUDIO						
12674-BLACKSTONE PUBLISHING	2071596	LIBRARY/ADULT 6	211.51	11/1/2022	11/16/2022	12/21/2022	900005511000	1122
		AUDIO CDS					0142	
12674-BLACKSTONE PUBLISHING	2072156	LIBRARY/ADULT 2	69.90	11/4/2022	11/16/2022	12/21/2022	900005511000	1122
		AUDIO CDS					0142	
12674-BLACKSTONE PUBLISHING	2072206	LIBRARY/YA 1	57.34	11/4/2022	11/16/2022	12/21/2022	900005511000	1122
		AUDIO CDS					0142	
12674-BLACKSTONE PUBLISHING	2074270	LIBRARY/ADULT 5	178.73	11/15/2022	11/28/2022	12/21/2022	900005511000	1122
		AUDIO CDS					0142	
12674-BLACKSTONE PUBLISHING	2074750	LIBRARY/2	81.89	11/18/2022	12/6/2022	12/21/2022	900005511000	1222
		AUDULT AUDIO					0142	
		CDS						
12674-BLACKSTONE PUBLISHING	2075808	LIBRARY/ADULT 1	30.91	11/30/2022	12/6/2022	12/21/2022	900005511000	1222
		AUDIO CDS					0142	

Total Approved - BLACKSTONE PUBLISHING

1,711.62

Total BLACKSTONE PUBLISHING

1,711.62

MIDWEST TAPE - HOOPLA

Approved

12821-MIDWEST TAPE - HOOPLA	502902584	LIBRARY/DIGITAL	506.19	10/31/2022	11/8/2022	11/30/2022	900005511000	1122
		ACCT ENDING 10-					0312	
		31-2022						
12821-MIDWEST TAPE - HOOPLA	503039881	LIBRARY/DIGITAL	454.24	11/30/2022	12/6/2022	12/30/2022	900005511000	1222
		ACCT THRU 11-30-					0312	
		2022						

Total Approved - MIDWEST TAPE - HOOPLA

960.43

Total MIDWEST TAPE - HOOPLA

960.43

GUZAN, CHRISTOPHER J.

Approved

13042-GUZAN, CHRISTOPHER J.	10122022	LIBRARY/ADULT	250.00	10/12/2022	10/12/2022	11/12/2022	900005511000	1022
		PROGRAM					0313	

Total Approved - GUZAN, CHRISTOPHER J.

250.00

Total GUZAN, CHRISTOPHER J.

250.00

KNITT, CRAIG A.

Approved

13044-KNITT, CRAIG A. 10122022 LIBRARY/ADULT PROGRAM 250.00 10/12/2022 10/12/2022 11/12/2022 900005511000 1022 0313

Total Approved - KNITT, CRAIG A.

250.00

Total KNITT, CRAIG A.

250.00

MICHAEL W. HALL

Approved

13052-MICHAEL W. HALL 001 LIBRARY/YA PROGRAM 80.00 10/24/2022 10/25/2022 11/23/2022 900005511000 1022 0313

Total Approved - MICHAEL W. HALL

80.00

Total MICHAEL W. HALL

80.00

BUILDING SERVICE, INC.

Approved

13056-BUILDING SERVICE, INC. 162288 LIBRARY/FURNIT URE FOR CHILDRENS DEPT 7,744.04 10/6/2022 10/12/2022 11/5/2022 900005511000 1022 0500

Total Approved - BUILDING SERVICE, INC.

7,744.04

Total BUILDING SERVICE, INC.

7,744.04

SAHA, SAYAN

Approved

13059-SAHA, SAYAN 10042022 LIBRARY/WORK PERMIT 10.00 10/4/2022 10/14/2022 11/4/2022 900005511000 1022 0146

Total Approved - SAHA, SAYAN

10.00

Total SAHA, SAYAN

10.00

STEINGRABER, ALISSA

Approved

13061-STEINGRABER, ALISSA 10082022 LIBRARY/REFUND FOR LOST ITEM PAID FOR AND RETURNED 9.00 10/8/2022 10/25/2022 11/8/2022 900004850000 1022 0100

Total Approved - STEINGRABER, ALISSA

9.00

Total STEINGRABER, ALISSA

9.00

LORENZ, ABBY

Approved

13064-LORENZ, ABBY	1001122	LIBRARY/ADULT PROGRAM	100.00	11/3/2022	12/5/2022	12/2/2022	900005511000 1222 0313
--------------------	---------	-----------------------	--------	-----------	-----------	-----------	------------------------

Total Approved - LORENZ, ABBY

100.00

Total LORENZ, ABBY

100.00

WORLD BOOK, INC

Approved

13074-WORLD BOOK, INC	0001645547	LIBRARY/ENCYCL OPEDIA SET 2023	1,199.00	11/28/2022	12/6/2022	12/28/2022	900005511000 1222 0141
-----------------------	------------	--------------------------------	----------	------------	-----------	------------	------------------------

Total Approved - WORLD BOOK, INC

1,199.00

Total WORLD BOOK, INC

1,199.00

STERN, CHRISTINE L

Approved

13076-STERN, CHRISTINE L	11102022	LIBRARY/PATRON REIMBURSEMENT	20.00	11/10/2022	12/9/2022	12/23/2022	900004850000 1222 0100
--------------------------	----------	------------------------------	-------	------------	-----------	------------	------------------------

Total Approved - STERN, CHRISTINE L

20.00

Total STERN, CHRISTINE L

20.00

Unapproved:

Approved:

69,562.51

Rejected:

Grand Totals:

69,562.51

2021

Material Type	Total
Activity Kit	2
BluRay	2653
Book	75151
Book Club Kit	9
Browsing	1992
Browsing AV	888
CD	4854
CD Book	6140
Children's Blu-ray DVD	71
Children's Board Book	7525
Children's Book	103577
Children's CD	424
Children's CDBook	1005
Children's CD-ROM	1
Children's Digital Audio Boo	59
Children's DVD	10227
Children's Holiday Materials	1666
Children's Kit	697
Children's Magazine	363
Children's Paperback	1527
Circulating Reference	3
DVD	26500
Equipment	8
Holiday	31
Inter-Library Loan Item	84
Library of Things	236
Magazine	1786
New AV	154
New Book	5783
New Fiction	8662
Non-Fiction DVD	791
Pamphlet	1
Paperback	770
Playaway	354
Professional Material	5
Realia	104
Video Game	162

264265**2022**

Material Type	Total
Activity Kit	4
BluRay	2443
Book	189229
Book Club Kit	28
Browsing	1
Browsing AV	44
CD	5503
CD Book	6228
Children's Blu-ray DVD	47
Children's Board Book	760
Children's Book	12266
Children's Browsing Collection	1
Children's CD	97
Children's CDBook	146
Children's Digital Audio Book	123
Children's DVD	5203
Children's Holiday Materials	164
Children's Kit	421
Children's Magazine	4
Children's Paperback	1066
DVD	27395
Holiday	33
Inter-Library Loan Item	89
Laptop	3
Library of Things	632
Magazine	1730
New AV	286
New Book	1941
New Fiction	1049
Non-Fiction DVD	509
Pamphlet	1
Paperback	746
Playaway	367
Video Game	166
	258725

Simplified Material Type	2021	2022	Change	% Change
Books/Print Material	208,935	209,108	173	0.1%
DVD/Bluray	41,284	35,927	-5,357	-13.0%
Audiobooks	7,558	6,864	-694	-9.2%
Music CDs	5,278	5,600	322	6.1%
Library of Things	348	635	287	82.5%
Kits	699	425	-274	-39.2%
Other	163	166	3	1.8%
	264,265	258,725	-5,540	-2.1%

Three formats decreased in circulation from 2021 to 2022 - DVD/Bluray, audiobooks, and kits. DVD/Bluray represented 85% of the total decrease and audiobooks represented 11%.

Pewaukee Public Library - Monthly Statistics 2022

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Circulation - ALL														
2020	25046	25136	15676	6452	10976	24175	27350	26742	25102	24650	23593	20866	255764	77.96%
2021	24725	24241	28215	24394	24527	29676	30764	28651	23730	23754	22840	21626	307143	120.09%
2022	23168	22385	25903	25342	23023	28865	30573	28282	24069	23180	23575	20792	299157	97.40%
Circulation - Print and A/V														
2020	21754	21992	12174	1895	6747	20203	23379	22862	21467	21084	19946	17385	210888	72.01%
2021	20768	20476	24185	20567	20493	25811	26882	24895	20210	20050	19310	18332	261979	124.23%
2022	19238	18922	22076	21691	19578	25491	26887	24471	20463	19540	19935	17312	255604	97.57%
Circulation - Overdrive														
2020	3292	3144	3502	4195	4065	3836	3820	3762	3510	3441	3604	3363	43534	123.70%
2021	3799	3537	3824	3628	3823	3674	3692	3545	3309	3493	3312	3106	42742	98.18%
2022	3713	3254	3555	3409	3257	3206	3493	3608	3430	3422	3435	3288	41070	96.09%
Circulation - Hoopla														
2020				362	164	136	151	118	125	125	43	118	1342	
2021	158	228	206	199	211	191	190	211	211	211	218	188	2422	180.48%
2022	217	209	272	242	188	168	193	203	176	218	205	192	2483	102.52%
Library Visits														
Monthly total 2021	5091	4979	6218	5332	5760	8611	9136	7713	7420	6840	6547	8305	81952	98.52%
Daily average 2021	204	207	230	213	230	331	351	297	297	274	273	361	272	83.44%
Monthly total 2022	6439	6788	8161	8402	7867	9797	9568	8824	7678	7754	8224	6163	95665	116.73%
Daily average 2022	268	295	302	336	315	377	383	327	307	298	343	280	638	234.41%
Reference Transactions														
Adult 2021	719	634	774	780	698	707	675	593	670	707	707	655	8319	76.94%
2022	734	673	727	714	544	573	464	551	633	488	467	334	6902	82.97%
Youth Services 2021	297	277	400	231	341	701	623	454	321	411	361	297	4714	70.00%
2022	384	388	532	363	299	733	756	676	527	434	404	261	5757	122.13%
Items from Other libraries														
2021	4054	3871	4480	3854	3361	3946	3986	3668	2920	3133	3143	3123	43539	110.93%
2022	3664	3234	3482	3507	3336	3553	3648	3477	3181	3047	3125	3009	40263	92.48%
Items to Other Libraries														
2021	3383	3137	3601	3174	2808	3338	3171	3028	2706	2553	2609	2523	36031	114.67%
2022	3010	2672	2775	2821	2763	2944	2966	2656	2531	2375	2519	2383	32415	89.96%
New Library Cards Issued														
2021	58	42	67	59	68	210	118	88	94	76	50	49	979	152.73%
2022	67	72	90	77	62	210	121	119	88	81	63	56	1106	112.97%
Meetings Room Usage														
2021	0	1	5	2	15	20	28	18	27	41	38	38	233	134.68%
2022	36	47	50	51	44	43	45	28	33	40	46	31	494	212.02%

Pewaukee Public Library - Monthly Statistics 2022

		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Study Room Usage															
	2021	0	0	0	0	19	82	115	90	67	103	79	64	619	132.83%
	2022	80	112	102	122	99	121	117	125	105	128	131	105	1347	217.61%
Uses of Public Wireless Internet															
	2021	177	144	147	164	204	509	475	370	350	336	539	631	4046	29.97%
	2022	689	716	896	934	824	981	920	807	985	995	927	768	10442	258.08%
Uses of Public Internet Computers															
	2021	302	283	356	290	284	346	357	388	297	291	331	358	3883	42.35%
	2022	370	378	455	468	455	419	295	422	441	410	372	318	4803	123.69%
Children's Programs (0-5)															
# programs	2022	0	18	16	24	0	5	6	0	12	19	16	17	133	
Attendance	2022	0	299	291	504	0	288	225	0	264	387	318	296	2872	
Children's Programs (6-11)															
# programs	2022	3	2	4	5	5	7	14	1	0	9	14	10	74	
Attendance	2022	43	22	75	185	826	807	737	10	0	285	598	235	3823	
Teen Programs (12-18)															
# program	2021	1	1	0	1	1	0	2	1	1	2	1	1	12	100.00%
Attendance	2021	5	7	0	6	2	0	12	11	5	10	7	8	73	45.06%
# program	2022	2	2	2	2	2	1	0	1	1	3	2	1	19	158.33%
Attendance	2022	16	17	12	16	85	12	0	12	9	24	14	6	223	305.48%
Adult Programs (19+)															
# programs	2022	6	6	4	7	6	11	11	8	8	10	9	4	90	
Attendance	2022	74	55	47	87	98	149	149	150	125	336	137	74	1481	
All Ages															
# program	2021	5	3	3	1	5	9	11	5	11	10	7	3	73	100.00%
Attendance	2021	84	15	15	11	94	536	85	308	272	140	75	47	1682	103.36%
# programs	2022	0	4	4	0	0	4	3	1	0	1	0	0	17	23.29%
Attendance	2022	0	105	148	0	0	605	159	46	0	30	0	0	1093	64.98%
Children's Self-Directed Activities (0-11) (includes summer reading participation)															
# programs	2021	2	2	1	2	1	1	10	1	2	1	5	3	31	58.49%
Attendance	2021	69	68	50	59	10	150	759	6	54	13	52	128	1418	62.97%
# programs	2022	1	4	2	1	1	1	5	3	2	0	1	2	23	74.19%
Attendance	2022	33	100	82	1	3	147	611	890	50	0	2	92	2011	141.82%
Teen Self-Directed Activities (12-18) (includes summer reading participation)															
# programs	2021	2	2	3	1	1	2	5	1	2	2	1	2	24	109.09%
Attendance	2021	39	36	47	11	20	48	85	9	35	27	7	29	393	175.45%
# programs	2022	2	2	2	2	1	3	3	3	2	2	2	2	26	108.33%
Attendance	2022	35	25	31	35	11	60	63	190	32	32	14	28	556	141.48%

Pewaukee Public Library - Monthly Statistics 2022

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Other Self-Directed Activities (All Ages) (includes summer reading participation)														
# programs 2021	3	5	1	1	1	0	0	0	0	0	0	0	12	63.16%
Attendance 2021	47	179	79	17	40	0	0	0	0	0	0	0	374	62.33%
# program 2022	3	0	0	0	0	0	0	1	1	0	1		6	50.00%
Attendance 2022	122	0	0	0	0	0	0	183	41	0	13		359	95.99%

Pewaukee Public Library
Director's Report
JANUARY 2023

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

November Update:

- Due to an illness, the DIY Decoupage Pumpkin program was rescheduled to November 8. Those who attended had a great time creating their own fall decorated pumpkin. For those who were unable to attend this make-up date, we created take home kits.
- This month, Eric arranged for Anne Moser, Senior Special Librarian at Wisconsin's Water Library to give a presentation about the Great Lakes and water conservation. Despite not ideal weather conditions during the day, we had 39 very interested attendees for this educational program.
- I was able to attend the Bridges Cafe Cataloger's meeting at the Waukesha Public Library on November 15th. These meetings are a great way to connect with other librarians in the area and I shared a little about the acquisitions project that we plan to implement in January.
- Our Wii Bowling Leagues have had a great run; beginning in 2008 and continuing through this month. However, we have seen smaller and smaller attendance and have decided to discontinue it and try different programming in the new year. We've had so much fun with this group over the years, watching people connect and form friendships that extend beyond the Library as well as witnessing several 300 games!

December Update:

- We hosted a Memory Cafe at the beginning of December. Abby Lorenz was gracious enough to provide us with her vocal talents for a rousing Holiday Sing-A-Long. We also enjoyed holiday treats and had a photo booth, complete with props for participants to have their photo taken and printed on-site.
- The Ten to Try Reading Challenge came to a close on December 10. Participants were asked to read titles from different categories for a chance to win one of two gift cards to Park Avenue Pizza. We saw more participation for this challenge than we did for a similar challenge that we held last fall, but not large numbers. We'll reassess for next year to determine if we want to try a different type of challenge. We did receive positive feedback from a participant who appreciated being challenged to read from categories she'd wouldn't have otherwise.
- The Adult Winter Reading Challenge began on December 21 and continues through March 21. Participants will receive ticket entries for each book they read and additional entries for written reviews. Prizes are for local restaurant gift cards.
- With the cold weather and snow, it seemed like the right time to bring back the Jigsaw Puzzle Exchange. Patrons can bring in jigsaw puzzles and exchange them for new-to-them puzzles. A display unit with puzzles is located on the lower level of the library. This continues to be a popular offering, with people coming regularly to exchange puzzles.
- This month I finalized the acquisitions project for our purchasing and cataloging of new materials. I met with all staff that will be involved in the process to go over their role and train them.

Thanks for your continued support!

Pewaukee Public Library
Director's Report
JANUARY 2023

Youth Services Department (from Jenny Wegener, Youth Services Manager)

November Highlights:

- Attendance numbers continue to recover to pre-pandemic levels. In November, we saw an increase in attendance of 241% over 2021. Some of the increase can be attributed to visiting the schools to promote the Kids' Choice reading challenge and to our absolutely full schedule of events for children and teens. We are seeing really good numbers for our drop in Saturday programs; Saturday Crafternoons, Pewaukee Puppy Tales, and Science Saturday.
- The second "semester" of programs for young children began in mid-November and attendance has been good. In addition to our programming, we are also seeing an increase of people just coming to the library to discover new books, play with the toys, and meet friends.
- Programming for school age kids and teens is also going well. We have started attracting a nice group of kids for our "Try It Tuesdays" afterschool drop-in programs. The Lego Clubs out-did themselves creating amazing bridges in November! Teens continue to enjoy the Grab & Go crafts – in November they could register to pick up a kit and make Pokemon Terrariums. Teens also enjoy the in-person Manga & Anime Club and the Book Boxes – hand-selected books and treats are always a big hit.

December Highlights:

- We continued to see good attendance numbers for our December programming. Our events for early learners continued through the middle of the month and we had an almost full slate of school age and teen events.
- We also continued to promote the Kids' Choice Reading Challenge at Horizon. As a result, most of the books are checked out and there are holds on them. It's always so gratifying to see kids getting excited about books and visiting the library to check them out! I also appreciate that this program is a great way for kids to see their school librarian and public librarians cooperating and promoting reading together. I feel this teamwork sends a great message of "this is a reading community!"
- Teens enjoyed creating "Gingerbread" Houses with the Grab and Go activity this month. The available kits were signed up for in record time! Sandy George does a great job thinking up fun activities for the teens to do, and she appreciates Lisa Castro's help in putting the materials together.
- In the second half of the month, staff worked on continuing education, collection maintenance, and enjoyed some well-deserved time off.

As always, thank you for your continued support.

Pewaukee Public Library
Director's Report
JANUARY 2023

Circulation Department (from Deanna Moore, Library Services Manager)

November News:

We are hiring on a page, Madi Davis, to work evening shifts. She is a regular Library user who has been attending Library programs from a young age. We are so excited to welcome her to our team!

Patrons have been curious why we are not running the Food for Fines program this December. We are happy to hear that they enjoyed it so much last year! We are hoping to bring back Food for Fines at a time when the Pewaukee Food Shelter has a higher need, as last year we were informed that December is the time they are already receiving the highest number of donations.

December News:

We said goodbye to long-time clerk, Sue Erickson, at the close of December, as she retired from her position. We will be looking to hire a new Library Clerk in January.

We are excited to take on the planned desk staffing changes in the New Year! Clerks will be trained to staff the downstairs Information Desk and Adult Services Librarians will take over the old Registration desk, working side-by-side with Circulation. Thank you for your support as we update our staffing model!

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - November 1: Village of Pewaukee Department Heads Meeting
 - November 2-4: WLA Conference in Lake Geneva
 - November 7: City Public Hearing for Budget
 - November 8: PPL Foundation Meeting
 - November 11: APL Meeting
 - November 15: Village Public Hearing for Budget and Adoption
 - November 18: Department Heads Meeting
 - December 6: Village of Pewaukee Department Heads Meeting
 - December 6: Friends Meeting
 - December 6: Village Council Meeting
 - December 9: Library Director's Retreat
 - December 16: APL Meeting
 - December 20: Village Council Meeting
 - December 22: Department Heads Meeting
- *Staff*
 - *Annual Reviews.* Staff reviews have been completed for 2022.
 - *New Employee.* Madilyn Davis has been hired as a Library Page. Madilyn's first day of work was December 20, 2022.
 - *Resignation.* Sue Erickson resigned as a Library Clerk effective December 31, 2022. We wish her all the best.
- *Continuing Education*

Pewaukee Public Library
Director's Report
JANUARY 2023

- *WLA Annual Conference.* I was able to attend the multi-day conference this year. Hot topics were collection challenges and privacy data rights for patrons. I was able to attend several speaker sessions including author Jason Reynolds and Kevin Henkes. I last attended the conference in 2019.
- *Library's Director Retreat.* This continuing education event was a 1-day event for Library's Director. Topics included meetings management and in-service training ideas for staff.
- *Friends Book Sale.* The PPL Friends held their biannual sale on November 4th and 5th. The Friends raised \$2,575.00 from sales and \$120.00 from memberships.
- *On Order Records.* Staff are now using the acquisitions module that is available in the Library's computer system. With this system, staff and patrons are able to see in the online catalog what the Library has on order. This system is also used to track expenditures. When an item is ordered, the module will encumber the discounted cost for the item. This system will provide us with accurate information on our materials expenditures. Staff had been tracking these expenditures in separate excel files. This has now been eliminated as a work process.
- *Wild Wisconsin Winter Web Conference January 25-26, 2023.* This is a free and virtual conference that is offered in January. You are welcome to participate in any of the webinars. More information can be found at <https://www.wildwiscwinterweb.com/>.
- *APL President.* I have served as President for APL during the past year. My term ended in January of 2023.
- *UDEMY.* As a trial subscription, we will be offering a new online course software called Udemy for 2023. This product is being paid for by the Bridges Library System. As a different model from Gale Courses, this subscription offers prerecorded courses on a variety of topics that a patron can watch at their convenience.
- *Desk Switch.* We have officially made the switch as of January 3rd. A Librarian is now scheduled at the main level desk and we now refer to that desk at the "Reference Desk". A Library Clerk is now scheduled to work at the downstairs "Information Desk". Kelly and Deanna are providing training to the Clerks on the functions and duties at this desk. We are also working to rework different staff duties to ensure that the Library Clerk has additional work that may be completing while they are scheduled at the Information Desk. We have already seen the benefits of this change.
- *Financial Records (AGENDA ITEM).* The December reconciliation was not completed by the time this packet was assembled so these reports do not include comprehensive December expenditures and revenues. I am projecting that we are on target to be on budget or slightly under budget for 2022.
- *Monthly Statistics Report including 2021 vs. 2022 circulation comparison by material type (AGENDA ITEM).* The monthly statistics report includes final year end totals. These totals will become part of the annual report that is submitted to the DPI. In looking at final totals, there has been a decrease in our print and av circulation. In order to further investigate this decline, Eric Branske prepared a comparison of circulation by material type from 2021 to 2022. This comparison confirms that most of our decline is from a reduction in the circulation of media materials which includes dvds/blurays and audiobooks. This is a continuing trend prompted by the increase in popularity of streaming services. Other takeaways:
 - Print circulation has remained stable.
 - E-materials now account for 15% of our total circulation. Long reserve lists remain and our options are limited with the current set up and products. I think that it is important that

Pewaukee Public Library
Director's Report
JANUARY 2023

- we continue to advocate and innovate to build our digital holdings so that we can develop a balanced local collections, reduce wait times, and purchase new formats that will replace our physical media collections (for example, picture books with cds).
- Library of Things collections are very popular. Our collection currently consists of board games and explore passes. In 2023, we will be adding some additional explore passes and board games. It should also be priority to add additional formats to this collection. We are looking to add youth stem kits and will explore other options.
 - *Pewaukee Public Library Employee Handbook Updates (AGENDA ITEM)*. The Village recently approved an updated handbook. Since the Library traditionally provides the same benefit package as the Village, I have updated the Library's handbook to reflect these changes. I have also made some additional general changes. All proposed updates are highlighted in red and notes are provided to explain the change. The "Table of Contents" would be updated afterwards to reflect new page numbers and headings. My revisions have been reviewed and updated by the Library's attorney. Here are the highlights of the big changes:
 - *PTO Bank for all full-time employees*. Instead of providing a Vacation bank, personal days and unlimited sick time, the Village has adopted a PTO Bank. I have included a copy of a Village memo which summarizes what was proposed and adopted by the Village Board.
 - *PTO Bank for eligible part-time employees*. The Village has very few part-time employees and due to this limited situation, the Village handbook states, "Part-time employees are not eligible for PTO unless authorized in writing by the Village Administrator." The Library has many part-time employees and our current policy provides vacation and personal days (no sick time) to eligible employees. Because of this history, I would ask that the Library Board to continue to provide paid time off to eligible part-time employees. In the new handbook, I am proposing a PTO bank is equal to their current benefit of vacation and personal days.
 - *Short and Long-Term Disability*. The Village has negotiated a new short-term disability policy. With the savings realized with the new policy, the Village was also able to add a Long-Term Disability policy for all full-time employees.
 - *Life Insurance*. The Village was able to negotiate a new life insurance policy for full-time employees. As a new benefit, employees now have the ability to purchase additional coverage for themselves and for their family. The employee is responsible for paying the premiums on the additional coverage.
 - *Health Insurance Opt-Out Incentive*. The Village has added an Appendix to their handbook. You will find the same terms of this incentive as an added element to the proposed handbook.
 - *Vacation Pay Due to Employees Upon Voluntary Termination/Retirement (AGENDA ITEM)*. The new PTO bank adopted by the Village also changes how time off accrues for employees. In the new policy, time off accrues biweekly or per paycheck and staff. During their first year of hire, staff may use their PTO as it accrues. Starting the first full calendar year, staff have access to their whole bank for use but if they leave employment before it has accrued they would be required to pay back the difference. Previously, while vacation time would accrue, an employee did not have access to the bank until they had completed a year of employment. In order to make employee's whole with the switch, the Village elected to place the provided letter into each eligible employee's file for a payout upon voluntary termination/retirement. For the Library this is a bit more complicated since we also have part-time employees. At the meeting, I would like the library board to consider how they would like to handle this and will make some other suggestions to

Pewaukee Public Library
Director's Report
JANUARY 2023

make staff whole. The Library's attorney has advised that while this is not required, the Library Board may do so, if it wishes.

- *Library Director's Annual Review (AGENDA ITEM)*. In advance of my annual review, I had hoped that the Library Board would consider updating the process and also the forms that are used. For your information, I have enclosed the forms that are currently sent to board members, staff and peers. I have also included a copy of the annual review form for library staff and the self-evaluation questionnaire. Here are my suggestions:
 1. I would like to digitize the process. With digitized forms, we can send out the request via email and then the appointed board members can get the responses electronically. No more snail mail would be involved.
 2. I would like the board to consider the addition of a self-evaluation questionnaire. I find this form helpful because I can provide a concise recap of what was accomplished during the year with those accomplishments in alignment with established goals. Also, it would like the opportunity to provide input to the Library Board on goals or projects for the next year.
 3. I would like a general review of the forms since membership on the board has changed since the original forms were adopted.

Pewaukee Public Library Board Calendar 2023

January 18	<ul style="list-style-type: none"> • Discussion and possible action on the Pewaukee Public Library Board Calendar 2023 • BOT Goals • <i>TE6: Evaluating the Director</i>
February 15	<ul style="list-style-type: none"> • Discussion and possible action on Public Library Annual Report for 2022 • Discussion and possible action on library spring staff development day. • Discussion and possible action to review and update Pewaukee Public Library Strategic Plan 2021-2022. • Appoint ad hoc committee to lead the review of the Library Director • <i>TE11: Planning for the Library's Future</i>
March 15	<ul style="list-style-type: none"> • Discussion and possible action on the Allowable Cost Worksheet for Waukesha County Libraries- in the Bridges Library System • <i>TE22: Freedom of Expression and Inquiry</i>
April 19	<ul style="list-style-type: none"> • Discussion and possible action on Annual Review of Library Director (closed session) • Discussion and possible action on 2022 Library Infographic • Appoint ad hoc committee to nominate BOT officer candidates. • <i>TE23: Dealing with Challenges to Materials and Policies</i>
May 17	<ul style="list-style-type: none"> • Discussion and possible action on the election of BOT officers. • Review and Approval of the 2022 Audit • <i>TE01: Trustee Job Description</i>
June 21 (Annual Meeting)	<ul style="list-style-type: none"> • Discussion and possible action on the Waukesha County Library Standards Certification • Discussion and possible action on library closure for fall staff development day and early closing for homecoming parade. • <i>TE02: Who Runs the Library</i>
July 19	<ul style="list-style-type: none"> • Discussion and possible action on the 2024 Joint Library Budget • <i>TE18: Library Board Appointments and Composition</i>
August 16	<ul style="list-style-type: none"> • Presentation by the Library Services Manager

Pewaukee Public Library Board Calendar 2023

	<ul style="list-style-type: none"> • Discussion and possible action on the 2024 Joint Library Budget (<i>budget submission deadline is the last Friday of August per MOU August 21, 2007</i>). • <i>TE03: Bylaws</i>
September 20	<ul style="list-style-type: none"> • Presentation on Youth Services Manager • <i>TE09: Managing the Library's Money</i>
October 18	<ul style="list-style-type: none"> • Presentation on Adult Services Manager • Discussion and possible action 2024 Calendar of Holiday Closings • BOT Goa • <i>TE12: Library Standards</i>
November 15	<ul style="list-style-type: none"> • Discussion and possible action on the Annual Addendum to the Bridges Library System Member Library and CAFÉ Agreements. • Discussion and possible action to adopt the final 2024 Joint Library Budget • Discussion and possible action to approve resolution establishing 2024 Wages/Salaries and Hours for Library Employees • Appoint Ad Hoc Committee to draft 2024 BOT Goals. • BOT Goals • <i>TE14: Library Board and Open Meetings Law</i>
December 20	<ul style="list-style-type: none"> • Discussion and possible action on PPL BOT 2024 Goals • <i>TE15: Library Board and the Public Records Law</i>

PEWAUKEE PUBLIC LIBRARY
EMPLOYEE HANDBOOK



FIRST REVISION 6.13.07
SECOND REVISION 01.21.15
THIRD REVISION 04.21.2021
FOURTH REVISION

TABLE OF CONTENTS

1.00 INTRODUCTION	
1.01 PURPOSE	5
1.02 ORGANIZATIONAL OVERVIEW	5
1.03 LIBRARIAN-IN-CHARGE	5
1.04 RESPONSIBILITIES OF THE EMPLOYEE	6
1.05 RESPONSIBILITIES OF MANAGEMENT	6
1.06 SCOPE OF THE HANDBOOK	6
1.07 CHANGES TO THE HANDBOOK	6
1.08 CONFLICTS	6
2.00 EMPLOYMENT STATUS, RECRUITMENT AND SELECTIONS	
2.01 EQUAL EMPLOYMENT OPPORTUNITY	7
2.02 REASONABLE ACCOMMODATIONS IN THE WORKPLACE	7
2.03 'AT WILL'	7
2.04 EMPLOYEE CLASSIFICATIONS	7
2.05 EMPLOYMENT ELIGIBILITY	8
2.06 POSTING OF AVAILABLE POSITIONS	8
2.07 BACKGROUND CHECK / DRUG SCREEN – POST OFFER OF EMPLOYMENT	8
2.08 HIRING OF IMMEDIATE RELATIVES	9
2.09 EMPLOYMENT RECORDS	9
2.10 RESIGNATION/SEPARATION FROM SERVICE/FINAL PAY	9
3.00 HOURS OF WORK, ATTENDANCE AND PAY	
3.01 WORK HOURS	10
3.02 PHYSICAL ATTENDANCE/REMOTE WORK	10
3.03 OVERTIME	11
3.04 TIME-KEEPING	11
3.05 PAID BREAK	11
3.06 UNPAID BREAK	11
3.07 TARDINESS	12
3.08 UNEXCUSED ABSENCE	12
3.09 EXCESSIVE UNEXCUSED ABSENCES/TARDINESS	13
3.10 PAYDAY	13
3.11 DIRECT DEPOSIT	13
3.12 WAGE/SALARY ADJUSTMENTS	13
4.00 BENEFITS	
4.01 ELIGIBILITY	14
4.02 PENSION PLAN THROUGH THE WISCONSIN RETIREMENT SYSTEM (WRS)	14
4.03 HEALTH INSURANCE	14

TABLE OF CONTENTS (cont.)

4.04 DENTAL INSURANCE	15
4.05 HEALTH CARE FLEXIBLE SPENDING (FSA)	15
4.06 COBRA	15
4.07 DEFERRED COMPENSATION: 457(B) SAVINGS PLAN	16
4.08 SHORT-TERM AND LONG-TERM DISABILITY INSURANCE	16
4.09 EMPLOYEE ASSISTANCE PROGRAM (EAP)	16
4.10 LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE	16
4.11 WORKERS COMPENSATION INSURANCE	17
4.12 CONTINUING EDUCATION AND CONFERENCES	17
4.13 MILEAGE REIMBURSEMENT	17
4.14 MEMBERSHIP DUES	17
4.15	
5.00 TIME OFF	
5.01 ELIGIBILITY	18
5.02 VACATION PERSONAL TIME OFF [PTO]	18
5.03 UNPAID VACATION TIME LEAVE	19
5.04 HOLIDAYS	19
5.05 PERSONAL TIME	19
5.06 SICK LEAVE (SEE ALSO UNEXCUSED ABSENCE 3.08)	19
5.07 UNPAID LEAVE OF ABSENCE	20
5.08 FAMILY MEDICAL LEAVE ACT (FMLA)	20
5.09 BEREAVEMENT PAY	21
5.10 JURY OR WITNESS DUTY	21
6.00 WORKPLACE GUIDELINES	
6.01 CONFIDENTIAL INFORMATION	22
6.02 CODE OF ETHICS	22
6.03 DRESS CODE	22
6.04 TOBACCO USE	23
6.05 SAFETY	23
6.06 PERSONAL TELEPHONE USE	23
6.07 EMAIL	23
6.08 CELL PHONES	23
6.09 PERSONAL PROPERTY	23
6.10 RECORD RETENTION	24
6.11 PRIVACY	24
6.12 EBOOKS, PODCASTS, AND MUSIC	24
6.13 MEETINGS	24
6.14 WEAPONS AND CONCEALED CARRY	24
6.15 DRUG & ALCOHOL-FREE WORKPLACE	25
6.16 RESPECTFUL WORKPLACE	26

TABLE OF CONTENTS (cont.)

6.17 VIOLENCE IN THE WORKPLACE	26
6.18 HARASSMENT IN THE WORKPLACE	26
7.00 INTERPRETATION, DISCIPLINE, GRIEVANCE AND COMPLAINTS	
7.01 CORRECTIVE ACTION	28
7.02 OPEN DOOR POLICY	28
7.03 DISCIPLINE	28
7.04 GRIEVANCE	29
7.05 HARASSMENT/DISCRIMINATION COMPLAINT PROCEDURE	31
PEWAUKEE PUBLIC LIBRARY HANDBOOK RECEIPT	33

1.00 INTRODUCTION

1.01 PURPOSE

This handbook sets out the employment policies/practices/guidelines for the Library. The purpose of this handbook is:

- To establish regular policies/procedures/guidelines for all employees.
- To ensure that all employees are treated fairly and equitably.
- To establish a safe, efficient and productive work place.
- To provide management with the information necessary to fulfill their responsibilities as the operations team responsible for following, implementing and enforcing the policies/procedures/guidelines adopted by the Library Board of Trustees.

1.02 ORGANIZATIONAL OVERVIEW

The Library is governed by an autonomous, seven (7) member appointed Library Board. The Library Board hires a Library Director. Under the direction of the Library Board and within the scope of library policy, the Library Director administers the overall service program of the Library. The position involves budget development and management, staff supervision, collection and programming development, technology planning, facility oversight, and community relations.

1.03 LIBRARIAN-IN-CHARGE

If the Library Director is unavailable, the chain of command will be:

1. ~~The Assistant Director/ Head of Adult Services~~ **Library Services Manager**
2. ~~The Head of Youth Services~~ **Adult Services Manager**
3. ~~The Head of Circulation Services~~ **Youth Services Manager**
4. The Reference Librarian on duty

Commented [NC1]: Change needed to reflect updated job titles of supervisory staff.

The individual in charge during the Director's absence will be considered the Librarian-in-Charge. The Librarian-in-Charge is authorized to make decisions that cannot be postponed; for example, emergency closings, essential building repair issues or situations that arise which have a specific deadline that will occur before the Director's return. The Librarian-in-Charge should ask the Library's Administrative Assistant whether any instructions regarding a specific situation were left by the Director before his/her leaving. Issues or problems that arise which can be deferred should be deferred until the Director returns.

If a significant situation arises the Librarian-in-Charge should discuss the situation with one or more members of the administrative staff before making a final decision. If needed, the Librarian-in-Charge may consult the Library Board President or a Library Board Trustee.

1.04 RESPONSIBILITIES OF THE EMPLOYEE

It is the responsibility of the employee to read and become familiar with the information in this handbook and to follow the policies/procedures/guidelines contained herein. The employee will submit the "Pewaukee Public Library Handbook Receipt" as acknowledgement of receipt and understanding. Most questions should be answered in this handbook but if questions do arise, they should be discussed with their supervisor or the Library Director.

1.05 RESPONSIBILITIES OF MANAGEMENT

It is expected that supervisors will become familiar with the contents of this handbook. All supervisors are responsible for ensuring that employees are made aware of these policies, understand them and abide by them. Supervisors will also follow all the policies outlined in this handbook.

1.06 SCOPE OF THE HANDBOOK

This handbook cannot address every conceivable circumstance that may arise. All employees are asked to exercise responsible judgement. The Library Director has sole discretion to determine when certain behaviors, conduct, decisions, etc. are inappropriate, even if they are not expressly prohibited or addressed in this handbook. The consequences for the same will depend on all relevant circumstances and may include discipline or termination as the Library Director determines is in the best interest of the organization and in the best interest of all employees. This handbook is not intended or designed to be an employment contract. Nothing contained in this handbook is to be construed as creating a guarantee or entitlement to any rights, benefits, terms or conditions of employment or as creating a contract of employment with any employee.

1.07 CHANGES TO THE HANDBOOK

The Library Board reserves the right, in its sole discretion and at any time, with or without prior notice, to amend, revoke or alter any of the provisions of this manual. Revisions will be subject to Library Board approval.

1.08 CONFLICTS

If and to the extent that any provision contained in this handbook conflicts with any civil service regulation, statute, law, or contract in effect, the regulation, statute, law, or contract shall prevail.

2.00 EMPLOYMENT STATUS, RECRUITMENT AND SELECTION

2.01 EQUAL EMPLOYMENT OPPORTUNITY

The Library will provide equal employment opportunities to all employees and job applicants.

Discrimination in the workplace is prohibited. Discrimination is expressed through official employment actions. The Library prohibits discrimination involving:

- Unfair treatment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information or any other classification protected by federal, state or local law.
- Harassment by managers, co-workers, or others in the workplace, because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information or any other classification protected by federal, state or local law.
- Denial of a reasonable workplace accommodation that the employee needs because of religious beliefs or disability.
- Retaliation because the employee complained about job discrimination, or assisted with a job discrimination investigation or lawsuit.

2.02 REASONABLE ACCOMMODATIONS IN THE WORKPLACE

The Library supports the Americans with Disabilities Act as amended and Wisconsin's Fair Employment Law and will attempt to provide reasonable accommodations for employees with disabilities in the workplace unless such accommodations present undue hardship for the library or a safety hazard.

Reasonable accommodations apply to all employees and include, but are not limited to recruitment and hiring, job assignments, pay, leave or benefits, promotion, licensing and union membership, training, lay-off and firing and other employment related actions.

2.03 "AT WILL"

Employment with the Library is not governed by any written or oral contract and is considered an "at will" arrangement. This means that the employee or the Library is able to terminate the employment relationship at any time, for any reason, so long as there is no violation of applicable federal or Wisconsin law.

2.04 EMPLOYEE CLASSIFICATIONS

An employee is defined as a person who works for the Library for compensation in the form of wages.

The following classifications are maintained as part of the personnel record and determine employee benefits. For the purpose of these classifications and this handbook, the following definitions will apply:

- Full-Time – an employee who is regularly scheduled to work a 40-hour work week throughout the year. A full-time employee is eligible for any benefits that are required by law, for any benefits automatically given to full-time employees and voluntary benefits for which they may be eligible.
- Part-Time – an employee who is regularly scheduled to work less than forty (40) hours each work week throughout the year. A part-time employee is eligible for any benefits that are required by law, and voluntary benefits for which they may be eligible.
- Temporary – an employee who works full-time or part-time hours on a temporary, sporadic, varying, seasonal or as-needed basis, with no expectation of regular work throughout the calendar year. These employees are only eligible for benefits required by law.
- Exempt – an employee whose position meets the overtime exemption tests established by the Fair Labor Standards Act (FLSA) and State law. These employees are paid on a salary basis and are exempt from overtime pay requirements.
- Non-Exempt – an employee whose position does not meet FLSA and State law overtime exemption tests. These employees are paid on an hourly basis and are eligible for overtime pay at the rate of time and one-half the employee's regular rate of pay for hours worked in excess of 40 hours in a work week.

2.05 EMPLOYMENT ELIGIBILITY

Federal regulations require the Library to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 Form and provide proof of their identity and their eligibility to work in the United States. Employees will be expected to complete the I-9 Form and provide identification on their first day of work. If a new employee is unable to provide the necessary documentation within three (3) working days of their start date, the employee will be terminated.

2.06 POSTING OF AVAILABLE POSITIONS

Whenever a position becomes vacant or is created, the opening will be posted at the normal posting locations and/or will be advertised in the newspaper or on library related bulletin boards, listservs or websites. The hiring process may vary depending on the position open. Employees interested in an open position may apply for that position by following the hiring process as outlined in the posting. The successful applicant, whether selected from current employees or new applicants, will be chosen on the basis of position qualifications, experience, ability, and skill.

2.07 BACKGROUND CHECK / DRUG SCREEN-POST OFFER OF EMPLOYMENT

An applicant who is offered employment with the Library, will be required to undergo a background check and to complete a drug screen at the Library's expense. An employee cannot begin to work until the results of those tests have been verified and satisfactory results have been received.

2.08 HIRING OF IMMEDIATE RELATIVES

Immediate relatives of current employees may be considered through the normal hiring process for positions so long as the individual is not hired or supervised by their immediate relative. This policy applies equally to employees and/or prospective employees in a dating relationship. The Library reserves the right to determine in all cases if a close enough familiar relationship exists to prohibit a supervisory relationship.

2.09 EMPLOYMENT RECORDS

Employment records are the property of the Library and access to the information they contain is restricted. Access to employment records is governed by Wisconsin Statute 103.13. Requests to review employment records by an employee should be made to the Library Director. All requests from sources outside the Library for employment information, including professional references or confirmation of employment will be handled by the Library Director.

2.10 RESIGNATION ~~SEPARATION FROM SERVICE/FINAL PAY~~

Employees will be paid all earned wages when they leave employment at the Library.

Commented [NC2]: Changes in this section reflect the updates that were approved by the Village of Pewaukee.

Employees who voluntarily terminate their employment are requested to provide at least a two (2) weeks' notice **in writing** prior to their final day on the job. **Employees who provide the requested notice will be paid on a prorated basis for any accrued but unused PTO from the current calendar year as of their effective date of separation. Remaining personal time will not be paid out as a separation benefit. PTO carried over from the previous year is not eligible for a payout.** If an employee fails to provide at least two (2) weeks' notice of intent to resign or if they do not remain in active employment during the 14 days after notice of resignation, the employee will forfeit any accrued but unused ~~vacation pay~~ **PTO**.

Employees who are involuntarily terminated will not receive payment for any accrued but unused PTO upon separation.

Employees who are permanently laid-off will be paid on a prorated basis for any accrued but unused PTO from the current calendar year as of their effective date of separation. PTO carried over from the previous year is not eligible for a payout.

In the event, an employee's employment is terminated, either by voluntary resignation or involuntarily for any reason, and the employee has used more PTO than the employee has been given as of the date of termination, the employee shall be required to repay the Library for the PTO used, but not accrued.

3.00 HOURS OF WORK, ATTENDANCE AND PAY

3.01 WORK HOURS

Schedules will be designed to ensure adequate coverage during the Library's hours of operation. Schedules may include evenings and Saturdays. The Library is closed on Sundays. Regular work schedules will be established at the time of hire by management. Management reserves the right to make future adjustments to regular schedules based on the Library's operational needs. Weekly schedules will be posted by each supervisor for their employees at least two (2) weeks in advance. Employees are expected to work their scheduled hours and to arrive on time and to complete their work as scheduled.

Schedules shall reflect the following:

- a. Every effort shall be made to schedule employees to maximize coverage for each department and make the most efficient use of resources.
- b. Supervisors may require temporary variations in a work schedule because of programming needs or to fill desk schedules due to vacations or absences.
- c. ~~Employees are to use paid time off or~~ may switch shifts with other employees if they are unable to work a scheduled shift or need to adjust the start and end time for their scheduled shift. Prior written approval by their supervisor is required.
- d. Any change to regular work schedules after hire are subject to the approval of the Library Director.
- e. **Regular Work Week.** For full-time employees, the regular work week will be forty (40) work hours, excluding meal periods performed in no less than five (5) days.
 - o **Adjustment for Exempt Employees – Administrative Time.** From time to time, exempt employees may need to exceed their 40-hour work week. In return, they may occasionally take time off without claiming time from their accrued leave banks when the work load of their department permits, with approval by the Library Director. This benefit does not accrue and does not constitute compensatory time; use of compensatory time on an hour for hour basis for time worked in excess of a 40-hour work week is not permitted.

Commented [NC3]: Change reflects update to the Village Handbook. They call this "Administrative Time"

3.02 PHYSICAL ATTENDANCE/REMOTE WORK

Public library work inherently requires employees to be on-site to provide in-person services to patrons, to use the library's infrastructure to provide patrons with services via the telephone or the Internet, and to work in close proximity with the library's collections and materials. All job descriptions include the requirement that staff have the, "Ability to maintain regular physical attendance". Due to the inherent nature of public library work, remote work would be impractical and unsustainable as a regular option for employees; therefore, remote work is not offered to employees.

3.03 OVERTIME

Eligibility: Non-Exempt Employees

Overtime work requires prior approval by the Library Director. Overtime is defined as any hours worked over forty (40) hours in a workweek. For overtime, employees will be compensated at a rate of one and one-half times the employee's regular rate of pay.

3.04 TIME-KEEPING

Non-Exempt Employees. Employees are compensated on an hourly basis and need to complete ~~a an~~ **electronic timesheet** ~~in the format provided by the Library Director.~~ The timesheet shall reflect, on a daily basis, the actual start and end times, any unpaid breaks, overtime hours worked, and all use of **PTO paid time off**. Employees are responsible for keeping an accurate record of their time and are expected to record all time worked. By ~~signing~~ **approving** the timesheet, employees certify the accuracy of the timesheet. All timesheets will be submitted to the ~~supervisor~~ **Library Director** or designee for verification.

Commented [NC4]: In 2023, we converted to an electric timekeeping software so the language has been updated to reflect that change. Also, the Library Director only reviews staff time sheets so department heads are no longer involved in the workflow.

Exempt Employees. Employees are compensated on a salary basis and need to complete a ~~an~~ **electronic timesheet** ~~in the format provided by the Library Director.~~ The timesheet shall reflect, on a daily basis, the actual start and end times and all use of ~~paid time off~~ **PTO and administrative time**. By ~~signing~~ **approving** the timesheet, employees certify the accuracy of the timesheet. All timesheets will be submitted to ~~their supervisor~~ **Library Director** or designee for verification.

Supervisor's Responsibility. ~~Supervisors are~~ **The Library Director is** responsible for verifying the accuracy of ~~their employees'~~ timesheets **and for authorizing the payroll submission**. They will certify the accuracy of the timesheet by ~~initialing~~ **approving** it. If any corrections or modifications are to be made to the timesheet, ~~both the supervisor and the employee must verify the accuracy of the changes by initialing the record~~ **the Library Director will notify the employee in writing**.

Supervisors are not allowed to knowingly permit a non-exempt employee to perform work without recording the time worked. ~~The Library Director or designee will authorize the payroll submission by signing the timesheet.~~

3.05 PAID BREAK

Employees who work four (4) or more hours are eligible for one 15-minute paid break. It is the responsibility of the employee to take the break during off desk time. Employees are not to leave the premises during this paid break and the break may not be accrued to be used as discretionary time-off. Employees may be called back to work during a paid break.

3.06 UNPAID BREAK

Employees who work more than six (6) hours are eligible for one thirty (30) minute unpaid break. The break time will be scheduled in advance by their supervisor as part of the daily schedule. Employees may not perform any work during this unpaid break. Employees may not work through a scheduled unpaid break unless prior approval is received from a supervisor or the Library Director.

3.07 TARDINESS

Employees are expected to begin work as scheduled. Emergencies or unforeseen circumstances may occasionally cause employees to be late. Employees shall provide notice that they will be unable to report to work as scheduled prior to the start of their regular shift or in case of an emergency, as soon as possible under the circumstances. Employees should report to their supervisor that they will be late to work, explain the reason for their delay and estimate their arrival time. If they are unable to reach their supervisor, ~~a message should be left on extension 931~~ **the employee must notify the Library Director or designee.** ~~The employee who retrieves the message from extension 931 will notify the Library Director or designee.~~ To make up for lost work time, a supervisor or the Library Director may adjust the employee's scheduled end time, may request ~~accrued paid time off~~ **PTO** be used or may reduce work hours accordingly. The employee's **electronic** timesheet should accurately reflect the scheduling adjustment.

Commented [NC5]: Updates reflect the process in place for reporting tardy or absence by an employee (we don't use the 931 extension)

Also, changes made to reflect the conversion to PTO instead of vac/sick/personal time off.

3.08 UNEXCUSED ABSENCE

An unexcused absence is **when an employee is unable to report for a scheduled shift** that is not prescheduled and preauthorized by management. Unexcused absences may occur when employees are unable to report to work due to illness, weather-related transportation issues, or an emergency. Employees shall provide notice of an unexcused absence to their supervisor prior to the start of their regular shift or in case of an emergency, as soon as possible under the circumstances. If they are unable to reach their supervisor, **the employee must notify the Library Director or designee.** ~~a message should be left on extension 931. The employee who retrieves the message from extension 931 will notify the Library Director or designee.~~

Full-time exempt employees who have an unexcused absence of a full day ~~will have a full day of pay deducted from their salary or may choose to~~ must use a full day of paid time off **PTO** to cover the unexcused absence. **If a full-time exempt employee has exhausted their PTO, a full day of pay will be deducted from their salary.** Part-time employees, at the discretion of their supervisor or the Library Director, may be required to use ~~accrued paid time off~~ **PTO** or may be allowed to make up for lost work hours if additional staff coverage is needed in the future. ~~If an employee has an unexcused absence due to illness for three (3) or more consecutive scheduled work days, the employee must provide a doctor's certification which attests to the employee's illness and provides a release to return to duty and the effective date the employee may return to work.~~ Employees will be required to submit the appropriate leave documentation after the event. The employee's timesheet should accurately reflect the scheduling adjustment.

3.09 EXCESSIVE UNEXCUSED ABSENCES/TARDINESS

Excessive or regular unexcused absences and/or regular tardiness will not be tolerated. Management will investigate repeated instances of unexcused absences and/or instances of regular tardiness, which may result in discipline, up to and including termination of employment.

3.10 PAYDAY

Payday shall be determined by the Library's fiscal agent, the Village of Pewaukee. Currently, employees are paid bi-weekly, on Fridays. Non-exempt employees will be paid for the actual hours that they worked during the payroll period. Bi-weekly pay for exempt employees shall be calculated by dividing their annual salary by the number of pay periods in a calendar year.

3.11 DIRECT DEPOSIT

Wages will be paid pursuant to the Village's direct deposit program. An employee cannot be paid until direct deposit information has been submitted to the Village.

3.12 WAGE/SALARY ADJUSTMENTS

The total amount allocated to wages/salaries will be reviewed by the Library Board on an annual basis as part of the budget process. Individual adjustments to wages/salaries will be determined by the Library Director based on factors including but not limited to, merit and performance.

4.00 BENEFITS

4.01 ELIGIBILITY

Employees are provided a wide range of benefits. Eligibility for benefits will vary for each employee and is dependent on state and federal laws, contracts for benefits negotiated with the Village of Pewaukee and policies established by the Library Board. The Library Board adheres to all applicable laws and regulations relating to benefits and reserves the right to change or eliminate benefits at any time in accordance with applicable laws. All elected benefits will begin on the first of month following the employee's start date. In order to ensure accurate information, all questions in reference to benefits should be referred to the Library Director.

4.02 PENSION PLAN THROUGH THE WISCONSIN RETIREMENT SYSTEM (WRS)

Eligibility: Employees who meet eligibility requirements set by the Wisconsin Retirement System.

WRS is a pension plan that is intended to provide employees with a lifetime retirement payment (annuity). Participation, contribution rates and benefits are established by law. If an employee meets eligibility requirements, enrollment is mandatory. All eligible employees will be enrolled at time of hire. If at any time during employment, a change in hours or position occurs so that an employee meets eligibility requirements, the employee will be enrolled. The Library will pay the employer's share of the WRS contribution and the employee will pay the employee's share of the WRS contribution. Employee contributions are made through automatic payroll deductions.

4.03 HEALTH INSURANCE

Eligibility: Employees who participate in the Wisconsin Retirement System.

Health insurance is currently offered through the State of Wisconsin Group Health Insurance Program. Contribution rates vary based on hours worked in a regular work week. Employees may elect coverage at the time of hire. Employees may make changes to their elected coverage if the employee experiences a qualified life event change or during the annual health benefits open enrollment period. Employee premium contributions are made through automatic payroll deductions and an IRS Section 125 Plan is provided for pre-tax payment of the employee's share of the premiums.

Employees who retire with twenty (20) or more years of service and elect to continue to participate in this health insurance program are eligible to receive an employer contribution towards the premium. During the first 102 months of participation in this health insurance plan during retirement or until the retiree is eligible for Medicare, whichever occurs first, the Library will pay 25% of the monthly premium charged for a single rate for the lowest cost plan at the time of retirement. The retired employee shall pay the balance of the premium. Payments will be due to the Village Treasurer by no later than 15th day of month

proceeding coverage. Retiree benefits in the health insurance plan shall be consistent with the policy benefits applicable to general employees.

4.04 HEALTH INSURANCE OPT-OUT INCENTIVE

Eligibility: Employees who are eligible to participate in the Library's health insurance plan but waive coverage because the employee is covered under another employer's group health plan that provides minimum essential coverage. Other exclusions apply and are outlined below.

Commented [NC6]: The Health Insurance Opt-out Incentive is a Village Policy so I am adding it to the Library handbook as a benefit following Village benefits. The terms and conditions are the same as the Village policy

The Library currently offers a \$1,500 opt-out benefit to those employees who are eligible to participate in the Library's health insurance plan but choose to waive that coverage. The opt-out option is administered in accordance with the Library's Flexible Benefits Plan. Some employees are completely ineligible for this benefit, while others may only be entitled to a partial benefit. An eligible employee must also return a written election form prepared by the Library to receive any opt-out benefit.

Employees who are covered under the Village health plan because a spouse also works for the Village and maintains family, spousal or other similar coverage are not eligible to receive the opt-out benefit.

Employees who did not elect health care coverage in calendar year 2015 will not be eligible for the opt-out incentive due to the exclusion adopted in 2015 Act 55 and set forth in Wis. Stat. § 40.513(3)(a).

Full-Time Employees. A Library employee who would otherwise receive a full Library contribution towards health insurance, based upon the employee's regularly scheduled weekly hours, is entitled to receive a full \$1,500 opt-out payment.

Part-Time Employees. A Library employee who is eligible to participate in the Library's health insurance plan, but who is not entitled to a full Library contribution toward the cost of that benefit will be entitled to receive a reduced opt-out payment based on the percentages as laid out on Village of Pewaukee Resolution 2009-01. The reduced amount will be determined by multiplying \$1,500 by the percentage of the full Village health insurance contribution (50% or 25% based on the number of regularly scheduled work hours).

Benefit Paid Over Time. The Library will spread out the payment of the opt-out benefit over the full calendar year, with an equal payment allocated to each pay period.

New Hires. Any new employee will be eligible for the opt-out benefit on a pro-rated based on the month in which that employee became eligible for Library health insurance coverage.

Future Eligibility. With the exception of any employee who was eligible for, but opted out of, the Library's health insurance coverage in 2015, an otherwise eligible employee who waives coverage in a future year will be eligible for any opt-out benefit the Library might offer in such future year.

4.04 4.05 DENTAL INSURANCE

Eligibility: Employees scheduled to work 30 or more hours per week.

Dental Insurance is currently offered through Delta Dental of Wisconsin. Employees may elect coverage at the time of hire. Changes may be made if the employee experiences a qualified life event change or during the annual open enrollment period. The employees contribute 50% and the Library contributes 50% to the premium cost for all plans. Employee premium contributions are made through automatic payroll deductions and an IRS Section 125 Plan is provided for pre-tax payment of the employee's share of the premiums.

4.05 4.06 HEALTH CARE FLEXIBLE SPENDING ACCOUNT (FSA)

Eligibility: Full-time Employees

Employees may establish a Flexible Spending Account (FSA). This service is administered by Diversified Benefits Services, Inc. This plan allows employees through automatic paycheck deductions to set aside money to pay for health care and dependent care expenses with pre-tax dollars, thereby reducing the amount employees pay in payroll taxes. Employees may elect coverage at the time of hire. Employees may make changes to their elected coverage if the employee experiences a qualified life event change or during the annual health benefits open enrollment period. Rules governing maximum amounts of payroll deductions and reimbursement procedures apply.

4.06 4.07 COBRA

Eligibility: Employees who have been actively enrolled in the State of Wisconsin Group Health Insurance Program or Delta Dental through the Library.

Health and/or dental insurance may be continued after an employee ends employment with the Library under COBRA (the Consolidated Omnibus Budget Reconciliation Act). COBRA gives employees and their qualified beneficiaries the opportunity to continue health and dental insurance coverage under the Library's plans when a "qualifying event" would normally result in the loss of eligibility. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Village's group rates plus an administration fee. Written notice of COBRA rights and obligations is provided to an employee at the time of separation from employment.

4.07 4.08 DEFERRED COMPENSATION: 457(B) SAVINGS PLAN

Eligibility: All Employees

Employees may elect to participate in a deferred compensation program (457(B) plan). A deferred compensation plan is a tool to help municipal employees save for retirement using pre-tax income. Participation in the program is voluntary and is funded 100% by the employee. The Village administers participation in the program at no cost to the employee through Nationwide Insurance or the North Shore Bank. Employees enroll at their convenience and can change contribution rates at any time.

4.08 4.09 SHORT-TERM AND LONG-TERM DISABILITY INSURANCE

Eligibility: Employees scheduled to work 30 or more hours per week.

A short-term ~~disability~~ and long-term ~~disability~~ insurance policy is provided to eligible employees. ~~The benefit is administered Madison National Life Insurance and subject to the applicable plan details and plan documents. Contact the Library Director for further information.~~

~~The policy provider is National Insurance Services of Wisconsin Insurance Trust. Eligible employees are automatically enrolled at time of hire. This policy provides 66 2/3% of the employee's average weekly wage up to \$600.00/week. Benefits begin on the first (1) day of an accident or on the eight (8) day after illness. The benefit is available for up to fifty-two (52) weeks. The premium for the policy is paid in full by the Library.~~

Commented [NC7]: Village has a new short-term disability policy and has added long-term disability as a benefit.

4.09 4.10 Employee Assistance Program (EAP)

Eligibility: Employees scheduled to work 30 or more hours per week.

In conjunction with the short-term disability policy with National Insurance Services, employees are also offered an Employee Assistance Program (EAP). An EAP is an employee benefit program that assists employees with personal problems and/or work-related problems that may impact their job performance, health, mental and emotional well-being. Employees do not need to register. Assistance is available via telephone when needed. The premium for this service is paid in full by the Library.

4.10 4.11 LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

Eligibility: ~~Employees scheduled to work 30 or more hours per week.~~ Employees who participate in the Wisconsin Retirement System.

A basic life insurance policy and a basic accidental Death & Dismemberment Insurance (AD&D) policy is provided for eligible employees. The life insurance benefit is administered by Employee Trust Funds (ETF) and subject to the applicable plan details and plan documents which may be accessed on the ETF website or by contacting the Library Director. ~~The policy provider is National Insurance Services of Wisconsin Insurance Trust. Employees are automatically enrolled at time of hire. The policy amount is~~

Commented [NC8]: Village has a new life insurance policy so information reflects that update. There is the added benefit where eligible employees can purchase some supplemental. The employee pays for the additional coverage.

~~dependent upon the employee's annual salary providing one (1) times the annual salary rounded to the nearest \$1,000.00. The maximum issue is \$100,000.00.~~ The premium for the **basic life insurance** policy is paid in full by the Library. **Enrollment in supplemental insurance provided by this policy is voluntary and will be paid in full by the employee.**

4.11 4.12 WORKERS COMPENSATION INSURANCE

Eligibility: All Employees

The Library provides worker's compensation insurance to all employees. The policy provider is United Heartland. Workers' compensation insurance is a type of business insurance that provides benefits to employees who suffer work-related injuries or illnesses. Specifically, this insurance helps pay for medical care, wages from lost work time and more. The Library pays all worker's compensation premiums. An employee should immediately notify the Library Director of illness or injury as a result of his/her job. An "Employee Report of Injury" form needs to be completed within twenty-four (24) hours of the incident and submitted to the Clerk/Treasurer's office, whether or not a claim for Worker's Compensation will be filed.

4.12 4.13 CONTINUING EDUCATION AND CONFERENCES

Eligibility: All Employees

Employees are encouraged or at times, required to attend job related continuing education seminars, workshops, training sessions, and conferences. The Library budget includes annual funding for this purpose. In addition to allowing employees to attend the event during work time, the Library will pay all reasonable expenses incurred including registration fees, mileage reimbursement, parking, hotel accommodations and meals. Continuing education opportunities and conference attendance must be approved by the Library Director in advance of the event. Attendance and participation may be denied due to scheduling needs of the Library, availability of funds and in order to ensure that all employees have an equal opportunity to participate in such events. Employees will be required to submit a final report summarizing all reimbursable expenditures with receipts. The Library Director may require that a written or oral report be presented to other staff members or the Library Board. Tuition reimbursement for credit course work is NOT permitted.

4.13 4.14 MILEAGE REIMBURSEMENT

Eligibility: All Employees

Employees who use their personal vehicle for work shall be reimbursed for mileage at the current IRS rate.

4.14 4.15 MEMBERSHIP DUES

Eligibility: Full-time Employees

The Library will pay the annual dues for membership in the Wisconsin Library Association (WLA) for all full-time employees.

5.00 TIME OFF

5.01 ELIGIBILITY

Employees are eligible for paid and unpaid time off benefits. Eligibility for these benefits will vary based on employment classification (full-time, part-time or temporary), length of service, the number of hours that an employee is budgeted to work and federal and state employment laws.

Employees are to submit requests for time off to their supervisor for approval using the established procedures designated form. All time off can be taken in a minimum of half (1/2) one (1) hour increments. All requests are subject to the final approval of the Library Director. Requests for time off will only be approved if staffing levels are able to be maintained throughout the Library. Requests for time off more than twelve months in advance will be approved at the Library Director's discretion.

Commented [NC9]: I would like to make use available in 1 hour increments. Accounting is easier.

5.02 VACATION PERSONAL TIME OFF (PTO)

Eligibility: Full-time employees and part-time employees who work 20 or more hours per week.

PTO is provided so that employees may enjoy periods of rest and relaxation as well as take time off for personal reasons without the loss of earnings. PTO is earned biweekly based on a 40-hour work week. PTO will be available for use immediately upon hire. At the beginning of each calendar year, an employee's entire PTO bank will be available for use, subject to the terms and conditions of Section 2.10 hereof.

Commented [NC10]: Big Change! I provided some background documentation on what was decided by the Village. These recommendations follow what was approved by the Village.

Full-time employees will receive vacation a PTO bank pay based on years of service.

PTO is accrued as follows:

- a) 7.08 hours accrued biweekly during the calendar of hire.
- b) 184 hours annually accrued biweekly starting on January 1st of the employee's first full calendar year of employment and continuing through the employee's 4th calendar year of employment.
- c) 224 hours annually accrued biweekly starting on January 1st of the employee's 5th calendar year of employment through the employee's 11th calendar year of employment.
- d) 264 hours annually accrued biweekly starting on January 1st of the employee's 12th calendar year of employment through the employee's 19th calendar year of employment.
- e) 304 hours annually accrued biweekly starting on January 1st of the employee's 20th calendar year of employment.

Eligible part-time employees will receive vacation a PTO bank pay based on years of service.

PTO is accrued as follows on a pro-rated basis: using the same ~~schedule on a pro-rated basis.~~

- a) 4 hours accrued biweekly during the calendar of hire.
- b) 104 hours annually accrued biweekly starting on January 1st of the employee's first full calendar year of employment and continuing through the employee's 4th calendar year of employment.
- c) 144 hours annually accrued biweekly starting on January 1st of the employee's 5th calendar year of employment through the employee's 11th calendar year of employment.
- d) 184 hours annually accrued biweekly starting on January 1st of the employee's 12th calendar year of employment through the employee's 19th calendar year of employment.
- e) 224 hours annually accrued biweekly starting on January 1st of the employee's 20th calendar year of employment.

Commented [NC11]: The new Village handbook does not specifically indicate how much PTO a part-time employee would get. At the Library, we do have part-time staff who have always received personal days and vacation but not sick time. I think the Library Board would be in favor of continuing that benefit so I have come up with a proposed schedule. This schedule provides the same benefit with vacation and personal days rolled into a single PTO bank as the current handbook.

~~Full-time employees will receive vacation pay based on years of service. Eligible part-time employees will receive vacation pay using the same schedule on a pro-rated basis. That schedule is as follows:~~

- ~~Two (2) weeks of vacation after one (1) year of continuous employment.~~
- ~~Three (3) weeks of vacation after five (5) years of continuous employment.~~
- ~~Four (4) weeks of vacation after twelve (12) years of continuous employment.~~
- ~~Five (5) weeks of vacation after twenty (20) years of continuous employment.~~

~~Eligible employees must work for one (1) full year before vacation benefits become available. On an employee's first year anniversary, the employee will receive the vacation earned in the previous year. From that point forward, vacation will be available for use at the beginning of the calendar year.~~

Full-time employees may carry over up to 40 hours for use only in the next calendar year. Part-time ~~employees~~ may carry over up to 20 hours for use only in the next calendar year. Requests for carry over of additional hours may be submitted to the Library Board for review and consideration. PTO carried over from the prior year and not used by December 31 in the new calendar year will be deleted from the employee's PTO bank and will not be paid out under any circumstances.

Commented [NC12]: The Village approved 40 hours of carry over for staff. I have added part time staff as well. I personally think there are circumstances where staff might want to carry over more time, especially if they will be scheduled to use FMLA for another family member. I would even ask the Library Board to consider 80 hours for full-time staff. As well, I would like the Library Board to have authority to consider additional carry over requests.

~~Eligible employees are encouraged to use vacation hours within the year allotted whenever possible. Unused accrued vacation may be carried over into the next year but carried over hours must be used by March 31st of that year. The unused accrued vacation hours cannot exceed more than 25% of total vacation hours given to an employee in one year. For example, an employee who earns 2 weeks (80 hours) of vacation in one year cannot carry over more than 20 hours of vacation time into the next year.~~

5.03 UNPAID VACATION LEAVE

Eligibility: ~~Employees not eligible for PTO. Part-time employees who work less than 20 hours per week.~~

In lieu of ~~vacation pay and personal days~~ PTO, eligible employees are allotted two (2) weeks of unpaid vacation leave in a calendar year on a pro-rated basis.

5.04 HOLIDAYS

Eligibility: Full-time and part-time employees who are regularly scheduled to work on the day the holiday is observed.

The Library will be closed on the following holidays:

New Year's Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day
Thanksgiving Day	

Eligible employees will be compensated for the number of hours they are regularly scheduled to work. The Library Board shall establish annually the schedule of observance. **Unless otherwise modified by the Library Board, the Library's "observance" of a holiday shall be defined as the holiday's actual date.**

5.05 PERSONAL TIME

Eligibility: Full-time employees and part-time employees who work 20 or more hours per week.

~~Full-time employees will be granted three (3) days or twenty-four (24) hours paid time off to attend to personal matters. Eligible part-time employees will be granted three (3) days pro-rated paid time off to attend to personal matters. Personal time will be available for use after the completion of one (1) month of employment. Personal time cannot be carried over to the next year and employees will not be paid for the unused personal time.~~

Commented [NC13]: Rolled into the new PTO Bank – sick leave as well.

5.06 SICK LEAVE (see also unexcused absence 3.08)

Eligibility: Full-time employees

~~Full-time employees who are unable to report to work due to illness or injury are eligible for paid sick leave. Paid sick leave is available for the following reasons:~~

- ~~1. Illness or injury of the employee which prohibits them from fulfilling their work duties;~~
- ~~2. Exposure by the employee to a contagious or communicable disease;~~
- ~~3. Medical appointments for the employee performed by a licensed physician, dentist, therapist or other medical professional;~~

~~4.—As permitted by Wisconsin or federal Family and Medical Leave Laws.~~

~~If an employee needs to extend sick leave in excess of five (5) consecutive days, the employee will be placed on short term disability and will be subject to the terms of that policy.~~

~~Full-time employees are expected, whenever possible, to schedule routine medical appointments outside of work hours. If an employee is unable to schedule an appointment outside of regular work hours due to limited availability of the health care provider, sick leave may be used. Employees will be expected to report to work during their normal schedule before and after their appointment.~~

~~Sick leave shall be construed as a form of insurance against the loss of income during illness or injury. It is not a form of additional paid time off in which the employee is guaranteed a certain number of days each year. Library management reserves the right to investigate all sick leave use and to take necessary action to ensure that sick leave is not being used for any purpose other than the reasons identified above or in a fraudulent or abusive manner. Substantiated abuse of sick leave may result in disciplinary action.~~

5.07 UNPAID LEAVE LEAVE OF ABSENCE

Eligibility: All Employees

~~Unpaid leave~~ **A leave of absence** may be an option for employees who require time off above their annual allotment. All available **PTO paid time off and Family Medical Leave** and allocated unpaid vacation leave must be used before requests for **unpaid leave a leave of absence** will be considered. **Employees must make their request in writing to the Library Director. The request must include the dates requested and the reason for the leave.** Requests for unpaid leave may be submitted to the Library Director. The Library Director may approve requests of up to one (1) week per year. ~~Unpaid A-leave r~~Requests in excess of one (1) week ~~need~~ **will** ~~to~~ be submitted to the Library Board for approval. To the extent permitted by law, benefits will be terminated if an unpaid leave extends longer than 30 days. **Employees on a leave of absence will not accrue PTO.**

Commented [NC14]: Village refers to this option as "Leave of Absence" so language has been updated to be consistent with Village term. Other text clarification is added as well.

5.08 FAMILY MEDICAL LEAVE ACT (FMLA)

Eligibility: Employees who meet eligibility requirements set by the federal and/or state law.

The Library provides family and medical leave to eligible employees consistent with Wisconsin and Federal Laws. In general, employees are entitled to take unpaid leave for specified family and medical reasons as mandated in the federal and state of Wisconsin Family and Medical Leave Acts. If an employee utilizes this leave, the Wisconsin and Federal FMLA will run concurrently with each other and with any other leave which is available to the employee under this policy or other Federal and State laws. Also, the taking of this leave will not be considered in any employment decision involving the employee

including the determination of raises or disciplinary action. If you would like additional information regarding Family Medical Leave, please [see the Library Director](#). ~~request a copy of the Library policy.~~

5.09 BEREAVEMENT PAY

Eligibility: Full-time employees

Eligible employees will be granted up to three (3) days off with pay to attend the funeral or handle related matters caused by the death of a family member as defined below. Bereavement pay will be granted as follows:

- 3 days (24 hours) for: spouse, child, stepchild, brother, sister, parent, mother-in-law or father-in-law.
- 1 day (8 hours) for: grandmother, grandfather, grandchild, spouse's grandparents, brother-in-law, sister-in-law, aunt or uncle.

5.10 JURY OR WITNESS DUTY

Eligibility: Full-time and part-time employees

Eligible employees who are directed by a court of law, or compelled by subpoena, to perform jury duty or to appear as a witness in a legal proceeding on a scheduled work day shall be granted a leave of absence with pay during the employee's regular work hours. Employees will be considered a witness only in cases in which they are not a party and are compelled to attend by subpoena. Leave will not be paid for days when employees are not scheduled to work.

Employees will be required to provide written documentation of jury or witness duty. Employees released from jury or witness duty before the end of their scheduled work day must report to work and complete their shift.

Any payment for jury or witness duty shall be reimbursed by employees to the Library at the time of such payment while receiving regular pay. The status of employees for determining length of service, responsibility, and salary shall be unaffected by such jury or witness duty.

6.00 WORKPLACE GUIDELINES

6.01 CONFIDENTIAL INFORMATION

Employees shall not disclose information about patrons or other employees to the public. Employees may only share such information for legitimate business purposes. For further information on confidential information and for information on who can respond to a public records request, see the Library's "Privacy of Library Records and Library Use Policy".

6.02 CODE OF ETHICS

Employees are expected to act ethically in the performance of their duties so that their actions reflect positively on the library organization and on his or herself as an individual. Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the library organization.

Employees shall at all times conduct themselves in a manner that will not violate or conflict with local, state or federal law. State law prohibits any local government official, which includes public employees, from accepting anything of value from any person or company, if it may be viewed as a reward for any official action or inaction taken by the local public official. State law also prohibits any local public official from accepting anything of value if it could reasonably be expected to influence his or her official actions or independent judgment.

6.03 DRESS CODE

Employees should strive to project a professional and positive image. All Employees are expected to be neat, clean, well-groomed and to wear suitable clothing. All employees are expected to maintain appropriate personal hygiene. Business casual is preferred. The following articles of clothing are generally not allowed

- Sweatshirts, sweat suits or sweat pants
- Clothing that is soiled and/or in need of repair.
- ~~Shorts above the knee~~
- Hats, caps or other head coverings; exceptions may be made for religious or medical reasons
- Tank tops, halter-tops, tube tops, strapless tops, plunging necklines and/or backs or see-through clothing. No bare midribs or exposed underclothing, such as underwear or bra straps
- Any clothing with suggestive, obscene or inappropriate printing and/or graphics.
- Any clothing with political or politically charged slogans or graphics.
- Flip flops and slippers

Commented [NC15]: The Shelveers are allowed to wear shorts so I don't think this is necessary.

- Visible piercings, tattoos and gauging that could be construed as inappropriate or offensive.

6.04 TOBACCO USE

Tobacco use of any kind (including e-cigarettes, cigarettes, chewing tobacco, etc.) is not permitted in the library building. Smoking is permitted only outside of the library building on library property in designated areas and in accordance with Wisconsin Law.

6.05 SAFETY

Employees should be sure to receive training on how to operate equipment before attempting operation. If there are questions on proper and safe operation of equipment, the employee should seek assistance from their supervisor before attempting use.

All unsafe working conditions should be immediately reported to management. Any accident or injury that does occur, no matter how minor, should be immediately reported to an employee's supervisor or the Library Director.

6.06 PERSONAL TELEPHONE USE

Personal calls or texts whether using the library owned telephones or personal cell phones should be kept to a minimum. Excessive use of telephones for personal business while working is prohibited. All non-emergency calls should be made during a break or lunch period in non-public areas of the library facility.

6.07 EMAIL

Employees ~~may be~~ are provided a ~~pewaukee.lib.wi.us~~ pewaukee@pewaukee.org email address and email account. This email is routinely used for internal and external work communication purposes. This account may not be used for personal correspondence, commercial purposes, for personal financial gain, to distribute chain mail, or to support outside organizations.

Commented [NC16]: Updated to reflect the new library email addresses.

6.08 CELL PHONES

An employee may keep their personal cell phone with them while working. The phone should be secured, set on silent mode and kept out of public sight.

6.09 PERSONAL PROPERTY

Employees will be issued a locker where they will be able to secure personal belongings. Personal belongings brought to the library facility are the employee's responsibility. The Library will not be held responsible for the loss, damage, or theft of personal belongings. If employees find that their

personal property is missing or damaged, they should report it to their supervisor or Library Director immediately.

Employees may also be issued a desk area. Employees are allowed to bring in personal items to decorate their work area or to supplement the supplies and equipment provided. All personal property shall be tasteful and professional. Employees are responsible for keeping their work areas neat and clean. Custodial services will remove trash and vacuum only on a regular basis.

6.10 RECORD RETENTION

Employees are required to retain all documents, regardless of physical form that could be subject to public record requests per Wisconsin Public Records Law. Destruction of records which may be subject to public record requests is prohibited. For more information, employees should refer to the Library's "Record Retention Policy" and "The Wisconsin Public Records Law Compliance Guide".

6.11 PRIVACY

Employees do not have personal privacy rights to any correspondence or documents received, created in, sent over, or stored in library owned telephone systems, communication systems, computer systems, or electronic devices. All library communications systems and both incoming and outgoing information are subject to monitoring, may be archived, and are not confidential.

Employees should not expect privacy rights for their work areas or work locker. Library management reserve the right to conduct searches and inspections of their work areas or work locker when a business need, probable cause or reasonable suspicion exists in the opinion of the Library Director or designee. Searches and inspections may be conducted without notice.

6.12 EBOOKS, PODCASTS AND MUSIC

Listening to e-books, podcasts or music for personal entertainment while working is prohibited.

6.13 MEETINGS

Employees may need to attend meetings and staff development days outside of their regular work schedules. Every effort will be made to minimize the disruption to regular staff schedules when scheduling these meetings. Staff will be compensated for all attendance. At the discretion of the Library Director, meeting attendance may be mandatory.

6.14 WEAPONS AND CONCEALED CARRY

Employees are prohibited from bringing and may not be carry a weapon while on library property. This includes:

- Any form of a weapon or explosive;
- All firearms; and
- All illegal knives or knives with blades that are six inches in length.

6.15 DRUG & ALCOHOL-FREE WORKPLACE

In accordance with the requirements of the Drug Free Workplace Act of 1988, the Library strives to maintain a work environment that is free from drug and/or alcohol use and abuse.

Prohibited Activities:

- Alcohol:** The possession, consumption, purchase, sale, transfer or distribution of alcohol on library premises is prohibited unless an exception is made by the Library Board of Trustees. No employee shall be under the influence of alcohol while on library premises or while performing library business off library premises.
- Illegal Drugs:** Illegal drugs are drugs or controlled substances that are: (1) not legally obtainable under federal or state law or (2) legally obtainable under federal and state law but are not obtained and/or used in a lawful manner. The possession, consumption, purchase, sale, transfer, distribution or use of illegal drugs is prohibited.
- Prevention and Rehabilitation.** The goals of this policy are prevention and rehabilitation whenever possible, rather than discipline and termination. However, the Library Director reserves the right to discipline an employee who violates this policy based on the circumstances of the individual situation. The Library Board and management encourage employees who have alcohol or drug problems to seek help to deal with their problem. Eligible employees are encouraged to use the services of the Employee Assistance Program (see Section 4.09). The Library Director can provide information on options for obtaining time off to seek treatment if needed.
- Reporting a Conviction.** Any employee who is convicted of any violation of a criminal drug statute occurring while on duty must notify the Library Director or designee no later than five (5) days after such conviction.
- Prescription Drugs.** Employees must notify their supervisor or Library Director when taking any prescription medication which may interfere with the safe and effective performance of their duties or operation of equipment.
- Drug Testing.** When an employee is acting in an abnormal manner or appears unfit to perform work duties, and the Library Director or designee has reasonable suspicion to believe the employee is using or is under the influence of alcohol or other drugs, the employee shall be taken to an authorized testing facility for alcohol or drug testing. Reasonable suspicion means suspicion based on direct observations by the Library Director or designee which may include behavior characteristic of controlled substance

alcohol use including but not limited to, unusual speech or difficulty in speaking, exhibiting an odor of alcohol or another controlled substance, problems with movements and/or diminished mental clarity.

6.16 RESPECTFUL WORKPLACE

A respectful workplace is a safe place of employment where employees work in harmony with one another. In order to create a respectful workplace, all employees are expected to treat fellow employees, managers, patrons, and vendors in a courteous and professional manner. Behavior that is discourteous or demeaning to others that takes away from a respectful workplace is prohibited. This includes but is not limited to gossiping, swearing, petty slights, workplace disputes or taking credit for another's accomplishment. This type of behavior will not be tolerated.

Employees are encouraged to try to resolve disputes independently. If the employee is not able to resolve the issue independently, they may seek the assistance of their supervisor or the Library Director.

6.17 VIOLENCE IN THE WORKPLACE

Violence in the workplace is prohibited. Violence or the threat of violence towards library employees, patrons, volunteers, contractors or library facilities and property by anyone on library property, or in connection with library employment or library business is prohibited. This includes but is not limited to threats, stalking, threatening and abusive behavior or acts of violence. All employees should promptly notify their supervisor or the Library Director if they are the victim of workplace violence, if they are witness to an event or an event is reported to them.

6.18 HARASSMENT IN THE WORKPLACE

Harassment in the workplace is prohibited. As defined by the U.S Equal Employment Opportunity Commission (eeoc.gov/harassment):

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing

employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Employees are encouraged to inform the harasser that the conduct is unwelcome and must stop. If an employee feels that they are being harassed or if any employee feels that they have witnessed harassment, the employee should report the harassment to their immediate supervisor, any member of the library's management team or the Library Director at the earliest stage possible to prevent escalation.

7.00 INTERPRETATION, DISCIPLINE, GRIEVANCE AND COMPLAINTS

7.01 CORRECTIVE ACTION

The policies in this handbook have been established to provide for a positive, effective and productive work environment for all employees. At times, within the sole discretion of management, these policies may not be followed or behaviors may occur which require immediate corrective action. An employee who violates any policy, procedure, rule or regulation, whether written or unwritten, may be subject to disciplinary action, including dismissal. This chapter outlines the official disciplinary process. This chapter also outlines the official way in which an employee can request a formal review of a personal action concerning discipline, termination or workplace safety and how to report an instance of harassment or discrimination in the workplace.

7.02 OPEN DOOR POLICY

Employees with concerns about the interpretation or application of any of the provisions in this handbook, or with regard to any other employment matter, should first discuss their concerns with their immediate supervisor. Supervisors are expected to listen to employee concerns, encourage their input, and seek resolution to the issues and concerns. Regardless of the situation, the employee should be able to openly discuss any work-related problems and concerns without fear of retaliation. If the employee is unsatisfied with the reply of the supervisor, they may appeal the matter, in writing, to the Library Director. The employee will receive a written reply following review of the matter.

7.03 DISCIPLINE

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior or when an employee violates a policy outlined in the Employee Handbook. The Library Director will be consulted before any formal disciplinary action is undertaken. Disciplinary action generally may call for any of the following five (5) steps:

1. **Counseling:** Library management may initiate a counseling session to discuss a problem that may arise with an employee. A counseling session is a scheduled meeting in which the problem is formally discussed with the employee. The meeting should be documented in writing and should include what was discussed, the employee's response and the remedy. This documentation will be placed in the employee's personnel file.
2. **Written warning:** Library management may issue a written warning after counseling has been given but the employee fails to correct the problem, or in lieu of counseling if the employee's problem behavior is severe enough. A written warning constitutes a formal reprimand. The employee will be asked to acknowledge receipt of a written warning by signing the library's copy; refusal to sign will be noted. The employee may submit a written response which will be kept on file with a copy of the reprimand.

3. **Final warning:** The Library Director may issue a final warning. A final warning is a formal reprimand which will clearly inform the employee that failure to take immediate action to correct the problem will result in dismissal. The employee will be asked to acknowledge receipt of the final warning by signing the library's copy; refusal to sign will be noted. The employee may submit a written response which will be kept on file with a copy of the reprimand.
4. **Suspension:** At the discretion of the Library Director, a final warning may include a suspension of up to five (5) working days. A suspension, which is defined as a specified time off without pay, is viewed as time away from the work environment for the employee to reflect upon the employment relationship in general, to consider the seriousness of the circumstances which led to the final warning and to formulate a plan to correct the problem.
5. **Dismissal:** The final step in the disciplinary process is dismissal. The Library Director with the advice and consent of legal counsel may dismiss any employee whose behaviors and attitudes conflict with policies, rules and practices of the library or who fails to respond acceptably to the disciplinary measures described above.

There may be circumstances when one or more steps are bypassed. Certain types of conduct are serious enough to justify either a suspension or termination of employment without going through prior discipline steps. The Library Director, reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

7.04 GRIEVANCE

This policy sets forth the course of action and procedures should an employee or a group of employees of the Library have an objection to a personal action concerning discipline, termination or workplace safety. For purposes of this policy, the following definitions apply:

1. "Discipline" includes all levels of progressive discipline including termination, but shall not include the following items:
 - Placing an employee on paid administrative leave pending an internal investigation;
 - Actions taken to address work performance, including use of a performance improvement plan or job targets;
 - Non-disciplinary demotion, transfer or change in job assignment;
 - Performance evaluations or reviews; or
 - Other personnel actions taken by the Library Director that are not a form of progressive discipline.

2. "Termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:

- Voluntary quit;
- Layoff or failure to be recalled from layoff at the expiration of the recall period;
- Retirement;
- Job abandonment, "no-call, no-show", or other failure to report to work; or
- Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.

3. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Employees should first discuss complaints or questions regarding disciplinary action taken or workplace safety with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance. If an informal resolution is not possible and the employee's grievance fits within the identified applicable circumstances for a grievance, the following steps are to be followed:

1. Step 1 – A written grievance should be submitted to the Library Director. The employee must prepare and file a written grievance within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Library Director will investigate the facts giving rise to the grievance and inform the employee of their decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the supervisor, the employee may initially file the grievance with the Village of Pewaukee Administrator, who shall conduct the Step 1 investigation.

2. Step 2 – If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village of Pewaukee Administrator within five (5) business days of the receipt of the decision of the Library Director at Step 1. The Village of Pewaukee Administrator will review the matter and inform the employee of their decision, if possible within ten (10) business days of receipt of the grievance.

3. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village of Pewaukee Administrator's decision, a request for written review by an impartial hearing officer. The Library Director shall select the impartial hearing officer. The hearing officer shall not be a library employee. In all cases, the grievant

shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Library Director/Village Administrator acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

4. Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the Library Director shall request within five (5) business days of receipt of the written decision from the hearing officer, a written review by the Library Board. The Library Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Library Board's next regular meeting. The Library Board will inform the employee of its findings and decision in writing within ten (10) business days of the Library Board meeting. The Library Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure.

7.05 HARASSMENT/DISCRIMINATION COMPLAINT PROCEDURE

The Board of Trustees and management are committed to maintaining a workplace free of harassment (see **6.16 HARASSMENT IN THE WORKPLACE** for further information on harassing behavior) and discrimination (see **2.01 EQUAL OPPORTUNITY EMPLOYER** for further information on discriminating behavior). To meet this obligation, all complaints of harassment or discrimination will be taken seriously. Anyone who believes they have been a victim of harassment/discrimination or if they have witnessed any form of harassment/discrimination directed at another person, should immediately report the incident to any supervisor, the Library Director or the Village Administrator. Registered complaints will be documented in writing using the "Harassment/Discrimination Complaint Form".

It is impossible to stop or prevent harassment/discrimination without awareness; therefore, timely reporting is encouraged. Such matters are extremely sensitive, so every effort will be made to keep the identity of the complainant and related information in strict confidence. Disclosure will only be made

when necessary to investigate and resolve the matter and when required by law. Also, any employee who files a complaint or participates in an investigation will be protected from any retaliatory action. Any retaliation must be reported immediately to the staff member leading the investigation. Any employee found in violation of this prohibition on retaliation will be subject to disciplinary action.

An investigation will be conducted by either the Library Director or the Village Administrator with the advice and consent of legal counsel. A timely resolution will be reached and the result will be communicated to the complainant. If the investigation substantiates the complaint, appropriate disciplinary action will be taken to end the harassment/discrimination and to prevent its' recurrence. The discipline will be proportional to the severity of the conduct. The alleged harasser's employment history and the existence of prior complaints will be taken into consideration.

PEWAUKEE PUBLIC LIBRARY HANDBOOK RECEIPT

I, _____, acknowledge I have received and read the Pewaukee Public Library Employee Handbook (~~Third Revision 04.21.2021~~ **Fourth Revision 1.18.2023**) and understand the provisions contained therein. I understand the terms described in the Employee Handbook may be altered, modified, changed or eliminated by the Library Board of Trustees at any time, with or without prior notice.

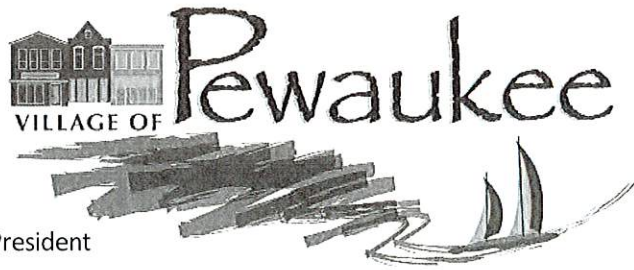
I understand this Employee Handbook supersedes any previous handbook or policies I may have received, making them void.

I further understand this Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand my employment is "at-will" and my employment may be terminated at any time for any reason, with or without cause, and with or without notice.

Employee Signature

Date

Print Name



To: Jeff Knutson, Village President
Village Board

From: Cassie Smith
Village Clerk

Date: December 16, 2022

Re: Agenda Item: _7b_ Discussion and Possible Action on the Employee Handbook Update

BACKGROUND

After the Village Board discussed the handbook at the October 18th and December 6th, 2022 meetings. The Village Board was concerned about the PTO hours being offered and tasked staff to review surrounding municipalities to see how the Village compares. The results show that there is no one size fits all when it comes to Vacation, Sick, Personal, or Holidays. Each municipality's time off benefit is different. With that being said the proposed PTO as stated below is being presented for approval with allowing up to 40 hours to be carried over into the next year for use (never being paid out). This will assist employees with any occurrences that come late in the year/early in the following year. Please review the updated policy in section 207 of the proposed handbook. The language has also been updated to state that PTO is accrued per paycheck.

Current "time off" Schedule				Proposed PTO
Year Increments	Vacation	Personal	Sick	Total Hours
Year 1	80	24	80	184
Year 5	120	24	80	224
Year 12	160	24	80	264
Year 20	200	24	80	304

The short-term disability policy has been updated to state that PTO may be used to cover the 'waiting period' of 7 days (5 working days).

The opt-out policy has been added to the handbook as Appendix A'. Currently, the Village has an opt-out policy for those employees who do not elect to participate in the Village's health insurance plan. The policies are very similar but this policy is updated according to the Labor Attorney's recommendations and gives a proration for employees who are not considered full-time. No additional changes are being recommended in the proposed handbook.

A memo labeled "Vacation Pay Due to Employee Upon Voluntary Termination/Retirement" is attached after the handbook draft and intended to be delivered to employees that did not receive vacation time until reaching their first full year/1st anniversary. The memo would be added to the employee's file stating that they are due an additional 2 weeks of vacation time upon termination/retirement. This applies to about 9

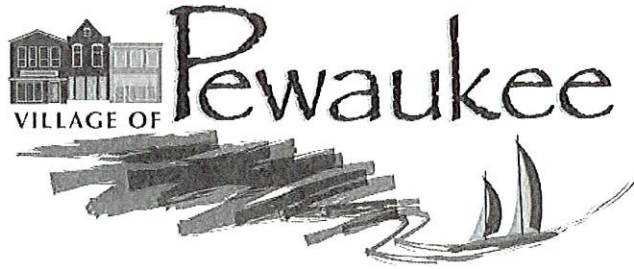
employees and should satisfy the concerns heard at the October 18th meeting regarding those employees who were required to work 1 full year before receiving vacation time off.
Staff seeks discussion and possible action regarding implementing the handbook on January 1, 2023.

ACTION REQUESTED

The action requested by the Village Board is to review the updated handbook, discuss concerns, and if desired, give approval. The attached document includes any updates made to date.

ANALYSIS

Staff is looking for approval on the draft handbook dated 12/16/2022, to be implemented on January 1, 2023.



To: EMPLOYEE NAME

From: Cassie Smith
Village Clerk

Date: December 16, 2022

Re: Vacation Pay Due to Employee Upon Voluntary Termination/Retirement

At the December 20, 2022, Village Board meeting, the Board approved a payout of 80 hours of Vacation time upon your retirement/voluntary termination.

The Village approved a new paid time-off (PTO) structure in the updated employee handbook which takes effect on January 1, 2023. The new PTO policy allows employees to accrue PTO on each payroll check based on a defined tier relating to the number of years of employment. The new policy also grants a prorated amount of PTO to new hires in the year in which they begin their employment with the Village. Because this benefit was not previously available to those employees hired prior to January 1, 2023, the Board has authorized the Village to grant you and other such employees a payout of 80 vacation hours upon your retirement/voluntary termination. This is granted to only those employees who did not receive vacation time upon their date of hire.

This vacation payout will be paid at your straight-time rate at the time of retirement/voluntary termination. However, please note that should you be terminated involuntarily, you would not be eligible for this payout.

A copy of this letter will be placed in your employee file.

Evaluating the Director

Evaluating the library director is often one of the more difficult tasks faced by a public library board of trustees, but it doesn't need to be. It is only difficult when a board is unsure of the process to follow or the criteria to be used to evaluate the job performance of their director. The following is a discussion of the methodology and criteria a board may use to carry out the review. Though this *Essential* is a discussion of evaluating the director, some of these methods may be used by the director to evaluate other staff.

There are several good reasons for carrying out a review of your library director:

- A review provides the director with formal feedback on his/her job performance.
- A review can be a tool for motivation, encouragement, and direction.
- A review can provide the board with valuable information about the operations and performance of the library.
- A review can help to establish a record of unsatisfactory performance if there is ever cause to discipline the director or terminate employment.
- A review can give the board and the director a formal opportunity to evaluate the job description and adjust it as necessary.

A well-executed performance review is the culmination of formal and informal communication carried out throughout the year regarding the activities of the director. Problems are best brought to the attention of the director as they occur, rather than stored up for the annual review. Success, accomplishment, and simple hard work or dedication should be acknowledged as it is observed, as well as at the annual review.

Who Should Carry Out the Review?

Though it is the board as a whole that is responsible for oversight of library operations and the activities of the library director, often boards decide to delegate the task of developing a preliminary evaluation of the director to a personnel committee or specially appointed committee of the board. Whether the whole board takes part or a committee does the work depends on the makeup of the board and the time available to board members. Often a board may have experienced managers or human resource professionals among its members. Other board members may be less experienced in personnel management. The key here is consistency and deciding ahead of time who will take part. At any rate, the *entire* board should review, discuss, and approve the final written evaluation.

Those charged with carrying out the evaluation should avoid relying on chance comments from library employees. Comments solicited from employees *with the knowledge of the director* can be helpful when solicited in a formal, organized

6

In This Trustee Essential

- Reasons for evaluating the director
- Who should carry out the review
- The basis and criteria for the review
- Methods and questions to consider

fashion. Board members should bear in mind that the director is hired to manage the daily operations of the library on behalf of the board and community. The chain of communications should always flow from library employees through the director to the board.

The Basis for the Review

The performance review should be based on three factors:

1. The director's performance as it relates to a written job description (see attached sample form, which incorporates points from the sample job description furnished with [Trustee Essential #5](#)).
2. A list of objectives for the preceding year jointly written and agreed upon by the director and the board.
3. The success of the library in carrying out service programs, as well as the director's contribution to that success.

The director's job description should be kept up to date and be a realistic statement of the work that needs to be done. The director needs to know what is expected. For example, what role will the director play in fundraising? Is the director the primary fundraiser, or is a volunteer or member of the board the primary fundraiser? Is the director expected to work a service desk? Is the director expected to attend every city council meeting? A director should not be faulted for failing to do something that was never officially decided at the time of hire or at a later board meeting.

Including a discussion of the director's job description at the time of hire and during the annual performance review provides an opportunity to change the job description as the needs of the organization change. Job descriptions need to change as technology and environmental factors affect them. The library director is the resident authority on what is new at the library and how tasks change in light of new priorities. Board members can learn a lot about the library by discussing changes in staff job descriptions with the director.

Establishing a list of objectives for the director is important to assure continued growth for the director as an individual as well as for the organization. Some objectives may be project oriented, such as completing a weeding of the collection in the coming year, or upgrading the automation system. Other objectives may be more personal, such as those contributing to professional development. Though the director should be the one primarily responsible for suggesting his or her objectives for the coming year, they should be discussed and agreed upon by the board.

The objectives of the director should be closely related to the strategic plan of the library. Establishing objectives can be an exercise in creativity in searching for new ways to improve the library. Failure to attain some objectives does not necessarily indicate poor job performance. Many times, outside factors may have prevented success or a director may simply have been too ambitious in the number of projects planned for a year. Some objectives may not be reached because they were experimental in nature. The important factors to remember when evaluating

objectives are progress, initiative, and the willingness of the director to expand the limits of his or her work and understanding. A director who accomplishes all of his/her objectives may be an exceptional employee or may simply have been quite conservative in what he or she set out to do.

Assessing the degree to which the director contributes to the success of the organization can be especially helpful to library boards as they evaluate the director. Library board members are continually viewing the library from the outside, since they do not participate in the daily management of the organization. Good board members are library users who experience library services first hand. As community leaders, they are aware of the image of the library within the community. The library board needs to be able to examine the resources of the library and the resourcefulness of the director and see how these have been utilized to manage library services successfully.

Examining resource management is a far more reliable tool for reviewing the library director than relying on subjective comments from individuals. The board has a variety of resources at its disposal by which to evaluate resource management. The monthly financial statement and statistical reports are good examples. Your library system office can also suggest a variety of output measures by which the board may judge the success of the library and, by extension, the success of the director.

How to Conduct the Review

When conducting the annual formal performance review, it is very helpful to have the director fill out review forms as a self-assessment. The board, or review committee, should fill out a second set of forms. By comparing assessments, the director and board can easily establish areas of agreement and work to resolve disagreements. All discussions of the director's job performance should be carried out in legally posted closed session meetings. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

The director's self-assessments may or may not be considered part of the permanent record; however, the director should have the opportunity to respond in writing to reviews placed in his or her permanent file. Written comments should always be part of the permanent record with one copy kept at the library and a second copy kept at city hall. No performance review should ever be placed in a personnel file without the knowledge of the director. The director should sign the review indicating that he or she has been given the opportunity to read and discuss the evaluation. Signing a review should not be construed as agreement.

The basis of the evaluation should be the up-to-date job description and the annual performance objectives agreed to by the director and board. See the *Sample Annual Library Board Calendar* (attached to [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#)) for a possible evaluation timetable. There are many forms available for your adaptation and use when evaluating a director. Your library system office should be able to furnish you with some samples. (See also the attached [Sample Performance Appraisal Form](#).) Here are some key questions to consider in the evaluation process:

- How well has the director utilized the resources available to him/her? Is library service provided efficiently and effectively at your public library?
- Does the community like and respect the director? Is he/she accessible? Do people enjoy coming to the library?
- Is the library in good financial shape? Does the director stay within the budget and provide clear and timely reports to the board? Does the annual budget, as initially drafted by the director, adequately reflect the needs for library service in the community? Is the director successful in obtaining necessary funding (with the help and involvement of the board)?
- Does the director communicate effectively to staff? Is he/she a good supervisor?
- Is use of the library increasing? If not, why not? (Success is not strictly the responsibility of the director, but of course he/she has much direct influence.)
- Is the director creative, willing to try new things, and does he or she give considerable effort to making programs work?
- Does the director accurately and fully provide the board with the information you need to do your job? Does the director provide the board with well-considered advice?
- Has the director put appropriate effort into achievement of the annual objectives agreed to between the board and director? Is the director striving to accomplish the goals and objectives of the library's strategic plan?

This *Trustee Essential* was written to give library trustees a brief overview of the general performance evaluation process. Those boards contemplating establishing a review process, or trustees taking part for the first time, are well advised to contact their system office for assistance.

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

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Sources of Additional Information

- Attached [Sample Performance Appraisal Form](#)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)

Sample Performance Appraisal Form

[Note: This sample should be adapted to reflect the job description of your director and the needs of your local library.]

Job Title: LIBRARY DIRECTOR

Name: _____ Date: _____

Reason for Appraisal: End of Probation___ Annual___ Final___ Other___

Administrative Services

Specific Duties:

1. Act as the library board's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.
10. Inform and advise the library board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Collection Management

Specific Duties:

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Service and Service Promotion:

Specific Duties:

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.

3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Facilities Management

Specific Duties:

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Certification:

Board President's Signature _____ Date _____

Library Director's Signature _____ Date _____

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

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

BOT Performance Evaluation for Director, Nan Champe

This feedback is important to the development of the employee named above. Please consider your responses carefully. Your feedback will be combined with that of others before it is given to the employee. All responses will be kept anonymous.

Please evaluate using the scale below and provide comments on each item where you would like to clarify your assessment.

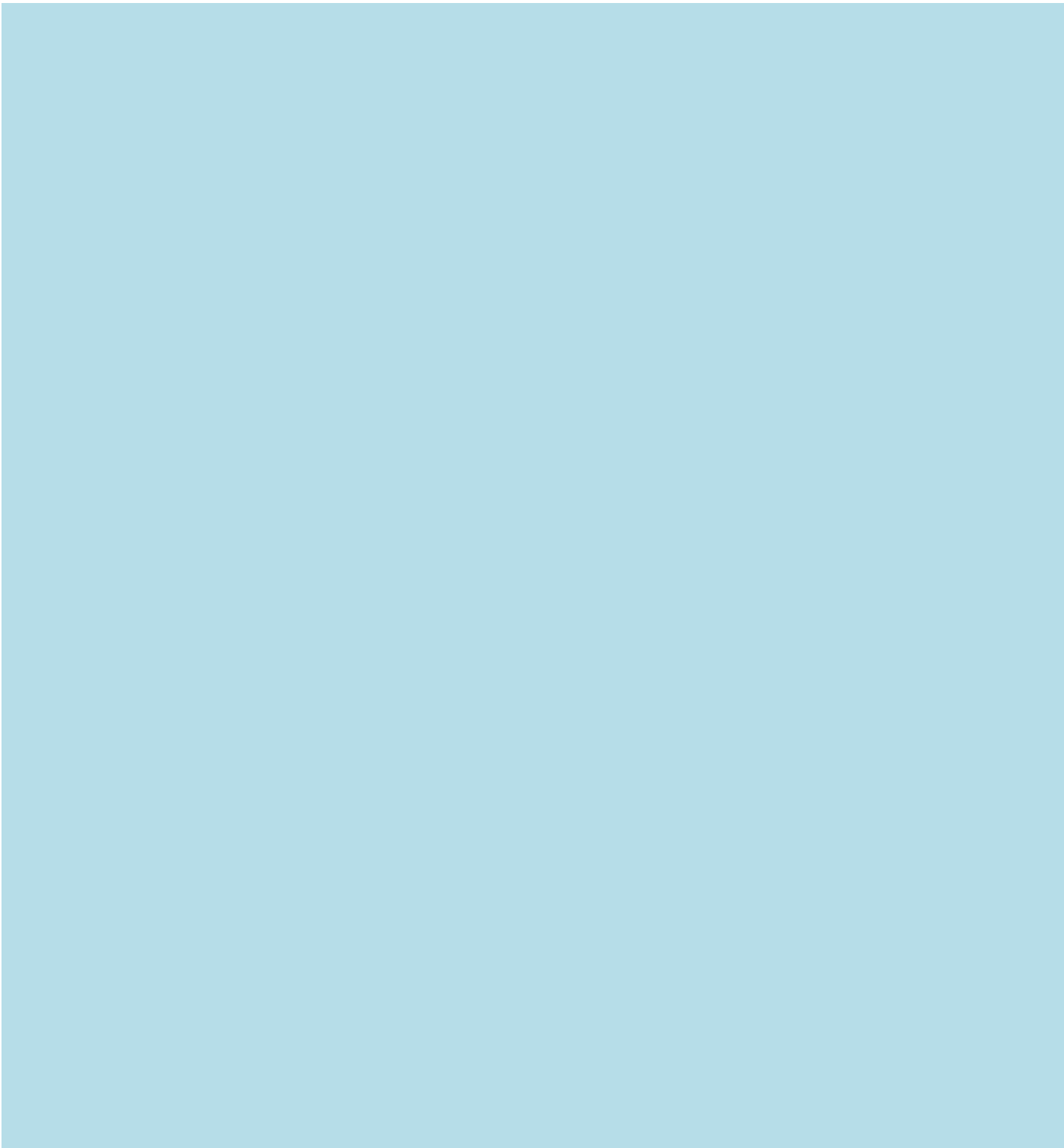
Ratings scale

5 – Excels
4 – Strength of this person
3 – Competent
2 – Improvement opportunity
1 – Needs training
NA – Not applicable (or don't know)

Check one rating						
Policy Recommendation to the Board	5	4	3	2	1	N/A
1. Completes adequate research prior to presentation to the board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Makes Policy recommendations in advance rather than as a reaction to a problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Execution of Board Policies and Decisions	5	4	3	2	1	N/A
3. Implements board decisions on a timely basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Backs board policies and decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment and Supervision of Staff	5	4	3	2	1	N/A
5. Maintains confidence and trust with staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Justifies the need for staff development funds, actively campaigns for them, and accounts for their use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Utilizes a selection process to insure the selection of the most qualified person for the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Analyzes functions periodically with the objectives of combining, eliminating and / or creating new positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Exercises good judgment in dealing with sensitive issues regarding the administrative professional and non-professional staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Gives due recognition to library staff's individual or cooperative accomplishments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Relations	5	4	3	2	1	N/A
11. Effectively communicates services of the library to the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Analyzes circulation trends and in-house use and reacts appropriately to the results of such analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Involvement	5	4	3	2	1	N/A
13. Director is active in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Director is visible to large segments of the population.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Director is available for speaking engagements in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Budgets and Reports	5	4	3	2	1	N/A
16. Prepares an annual report in consultation with the board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Completes all work in a timely manner prior to budget presentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Budget covers all necessary expenses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Allocations are made or reserved for unanticipated contingencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Funds are effectively allocated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collection Development	5	4	3	2	1	N/A
21. Selects and orders (or effectively delegates these processes) all books and other library materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Maintains an effective program for determining user needs & wants and translating these needs & wants into acquisitions and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance and Construction of Facilities	5	4	3	2	1	N/A
23. Buildings and grounds are adequately maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Provides adequate information on the need for new or remodeled facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National and State Organization Meetings	5	4	3	2	1	N/A
25. Library represented and director actively participates in the American Library Association, state and regional library associations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Director holds or has held offices in professional organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Rating Factors	5	4	3	2	1	N/A
27. Knows local and state laws and actively supports legislation in the state and nation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Utilizes outside services and consultants effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Reports regularly to the library board, to local government officials, and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Difficult decisions are made and implemented rather than being deferred or ignored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Displays initiative rather than reacting to problems as they arise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Maintains consistency in decisions affecting public / staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL COMMENTS



Goals & Accomplishment

Attached is a copy of the goals and objectives that were established for the director after the last performance evaluation.

1. Have these goals been met? Yes No – Indicate unmet goals below.
2. Are unmet goals still valid for the future? Yes No
3. List other accomplishments that the director has achieved in the past year.

Pewaukee Public Library Director Goals - 2020-2021

The following goals for Nan Champe, Pewaukee Library Director, were agreed upon by the Pewaukee Library Board of Trustees during the annual evaluation process:

1. The Board would like the Director to initiate more community involvement in order to further relationships with Village and City organizations, the leadership of those organizations and general familiarity with involved citizens. The Board is aware that for the 2020-2021 year, this may be hampered due to COVID-19.
2. The Director should take appropriate actions to remedy conflicts with the Library staff to ensure a respectful and fulfilling environment for the Director and the Staff. The Board also supports use of outside Human Resources personnel or advisement if needed.

Peer Performance Evaluation for *Director, Nan Champe*

This feedback is important to the development of the employee named above. Please consider your responses carefully. Your feedback will be combined with that of others before it is given to the employee. All responses will remain anonymous.

Please evaluate using the scale below and provide comments on each item where you would like to clarify your assessment.

If you are giving a rating of 1 or 2, please leave a comment in the space provided.

Ratings scale

5 – Excels
 4 – Strength of this person
 3 – Competent
 2 – Improvement opportunity
 1 – Needs training
NA – Not applicable (or don't know)

Check one rating

Communication Skills	5	4	3	2	1	N/A
1. Communicates with openness and honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Allows me to discuss any situation freely and openly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Provides information in a thorough and timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Treats colleagues fairly and with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Performance Management	5	4	3	2	1	N/A
5. Knows his/her job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has a thorough understanding of library management, policies and budgeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Builds relationships between the Library and outside organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Management Characteristics	5	4	3	2	1	N/A
8. Achieves teamwork within the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Manages change effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Resolves conflict effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Manages constructively under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Enforces policies equitably	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Displays confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Comment on this person's strengths and development needs:

PPL Staff Performance Evaluation for *Director, Nan Champe*

This feedback is important to the development of the employee named above. Please consider your responses carefully. Your feedback will be combined with that of others before it is given to the employee. All responses will remain anonymous.

Please evaluate using the scale below and provide comments on each item where you would like to clarify your assessment.

If you are giving a rating of 1 or 2, please leave a comment in the space provided.

Ratings scale

- 5 – Excels
- 4 – Strength of this person
- 3 – Competent
- 2 – Improvement opportunity
- 1 – Needs training
- NA** – Not applicable (or don't know)

Check one rating

Communication Skills	5	4	3	2	1	N/A
1. Communicates with openness and honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Allows me to discuss any situation freely and openly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Gives me complete information I need to make decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Treats all employees fairly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Empowerment / Development	5	4	3	2	1	N/A
5. Encourages me to be innovative and to take informed risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Appreciates my efforts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Creates an environment where I am motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Gives specific, timely feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Gives me the authority I need to do my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Stimulates my development with challenging assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Provides me with relevant training opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Performance Management	5	4	3	2	1	N/A
12. Knows his/her job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Establishes clear expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Works with me to achieve objectives and expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Explains projects thoroughly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Assesses my performance fairly and accurately with respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Management Characteristics	5	4	3	2	1	N/A
17. Achieves teamwork within the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Manages change effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Resolves conflict effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Manages constructively under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Enforces policies equitably	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Comment on this person's strengths and development needs:

PEWAUKEE PUBLIC LIBRARY

EMPLOYEE PERFORMANCE EVALUATION FORM

The Employee Performance Evaluation process is an annual review of an employee's job performance. It is intended to highlight successes, to track the employee's progress on goals, and to see if progress has been made when an employee required coaching during that year. The Employees Performance Evaluation will also be used as the primary source of information in allocating pay for performance raises for the next year.

The performance evaluation includes a General Performance Objectives and Results. The process provides for a self-evaluation and a supervisory evaluation. The employee will receive a self-evaluation to be completed and returned to their supervisor. Here are some additional instructions for supervisors completing the form:

1. Please take this opportunity to complete the form based upon information generated from the entire evaluation period.
2. Consider and apply the employee's self-evaluation in completing this form.
3. The evaluation should be based on the expectations that are established in the employee's job description and the goals set during the previous evaluation period.
4. The supervisor should have provided coaching and feedback throughout the year and this document should summarize that regular feedback and any progress that has been achieved.
5. Provide appropriate comments and examples to explain your ratings in each category.
6. Conduct your performance evaluation ratings and communication meetings with each employee in a manner that gives that employee your uninterrupted attention.
7. Attach Improvement Plan if needed.
8. After the meeting with the employee, allow the employee the opportunity to submit additional written comments if they wish. Attach written comments.

Employee Name:

Evaluation Period:

From

to

Job Title:

Date of Evaluation:

Sick Time Used YR to Date (Paid and Unpaid):

Full-Time/Part-Time:

PEWAUKEE PUBLIC LIBRARY EMPLOYEE PERFORMANCE EVALUATION FORM

PEWAUKEE PUBLIC LIBRARY EMPLOYEE PERFORMANCE EVALUATION FORM

E M NI

4. **CUSTOMER SERVICE SKILLS:**

Rate the degree in which the employee is able to communicate with the public in a polite and effective manner and is courteous in all circumstances. Information provided to the public is accurate and complete and library resources are used to ensure that the patron receives quality service.

Comments:

E M NI

5. **INTERPERSONAL SKILLS:**

Rate the degree in which the employee is able to express himself/herself clearly in written and oral communication and works well with their supervisor, other library staff and other professionals. Does the employee support and work towards the goals and plans established by the management and represents the library in a positive manner?

Comments

E M NI

6. **TECHNOLOGY/TRAINING:**

Rate the degree to which the employee effectively uses required technologies in their job and if they are able to learn and adjust to new technologies and concepts that have been introduced. Do they actively seek to improve their job skills and seek training when necessary?

Comments:

PEWAUKEE PUBLIC LIBRARY EMPLOYEE PERFORMANCE EVALUATION FORM

E M NI NA

7. **LEADERSHIP:**

Rate the degree to which the employee provides support, knowledge and training to others within the library. Does the employee share job knowledge and information so that staff can work efficiently together?

Comments:

E M NI NA

8. **SUPERVISORY ABILITY:**

Rate the degree to which the supervisor manages the daily operations of their department including scheduling, work assignments and general oversight of their department in accordance with established policies and procedures. Does the supervisor ensure that the needs of the employees and the needs of the organization are prioritized and balanced?

Comments:

E M NI NA

9. **ADMINISTRATIVE ABILITY:**

Rate the degree to which the supervisor uses administrative ability and skills (planning, delegating, policy development, and decision-making) to accomplish the optimum level of work in his/her work unit.

Comments:

PERFORMANCE SUMMARY

TOTAL NUMBER BY CATEGORY (There are a total of 9 categories - fill in the numbers):

Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
[]	[]	[]	[]

GOALS

- JOB KNOWLEDGE** - What Training or Development of skills are desirable?
- WORK PERFORMANCE** - What Quality and Productivity Initiatives can be pursued?
- COMMUNICATION** - How can Verbal and Written Communication be assisted or improved?
- CUSTOMER SERVICE & PERSONAL SKILLS** - What Service Initiatives are important?
- EXPECTATIONS OF THE SUPERVISOR:**
- COMPLIANCE WITH SUPERVISION & RULES** - What Expectations can be clarified?

GOALS (PROJECTS, SKILLS AND ACHIEVEMENTS TO FOCUS ON IN THE FUTURE)

WE ARE MORE LIKELY TO ACHIEVE WHAT WE FOCUS ON AND WRITE DOWN AS GOALS!

- 1.
- 2.
- 3.
- 4.
- 5.

PEWAUKEE PUBLIC LIBRARY EMPLOYEE PERFORMANCE EVALUATION FORM

Employee Signature

Date

(Signature does not necessarily mean agreement with rating. It does however; signify review of its contents and the opportunity to discuss the performance evaluation)

Department Supervisor

Date

Library Director

Date

9152020

