

Pewaukee Public Library



February 2023 BOT Packet

Wednesday, February 15, 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, February 15, 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, February 15, 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 January 18, 2023 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – Through Year End 2022
 - ii. GL Detail Library – Through Year End 2022
 - iii. Payment Approval Report – Year End 2022
 - iv. GL Budget vs. Actual Library – January 2023
 - v. GL Detail Library – Through January 2023
 - vi. Payment Approval Report – January 2023
 - c. Library Monthly Statistics Report though January 2023
 - d. Director's Report

OLD BUSINESS:

4. Discussion and possible action on 2023 BOT Goals
5. Discussion and possible action on revisions to the process for the Library Director's Annual Review

NEW BUSINESS:

6. Discussion and possible appointment by the Board President of an ad hoc Library Director Review Committee.
7. Discussion and possible action on the Public Library Annual Report 2022
8. Discussion and possible action on the Library's Impact Report 2022
9. Discussion and possible action on addition to the Pewaukee Public Library Staff Handbook: 5.10 PTO Donation
10. Discussion and possible action on replacement or repair of the Elevator Door.
11. Discussion and possible action to close the Library to the public on Friday, May 5th for Staff Development Day.
12. Discussion of *TE 11: Planning for the Library's Future*
13. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, March 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, February 10, 2023

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, January 18, 2023– 6:30 PM

1. Call Meeting to order and Roll Call: 6:33 PM
Members Present: Dale Noll, Ian Clark, Chris Krasovich, Karen Wildman, Leslie Miller, Lisa Jansen and Laura Muchowski
Others Present: Nan Champe (Library Director)

Members Excused: n/a

2. Citizen Comments/Correspondence – n/a

3. Approval of Consent Agenda

- a. Minutes from 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

Motion to approve: Leslie Miller motioned to approve the consent agenda.
Lisa Jansen to abstain from 3-a, Minutes from November, 16, 2022.

Second: Ian Clark

Discussion: None

Motion Carried

OLD BUSINESS:

None

NEW BUSINESS:

4. Discussion and possible action on Library Board Calendar 2023

Motion to approve: Ian Clark motioned to approve the 2023 Library Board Calendar.

Second: Karen Wildman

Discussion: Remove "BOT Goals" from October and November

Motion Carried

5. Discussion and possible action on revisions to the Pewaukee Public Library Employee Handbook.

Motion to approve: Chris Krasovich motioned to accept the revisions to the Pewaukee Public Library Employee Handbook as presented by Director Champe.

Second: Ian Clark

Discussion: Change "Vacation" to Personal Time Off (PTO). PTO Bank is based on years of service.

Motion carried

6. Discussion and possible action on Vacation Pay due to Employees Upon Voluntary Termination/Retirement.

Motion to approve: Chris Krasovich motioned to compensate eligible employees for accrued but unused vacation time, from the first year of employment on a prorated bases, at their current rate of pay.

Second: Lisa Jansen

Discussion: Director Champe clarified the revisions to the Employee Handbook with regard to change in status between non PTO-Eligible and PTO-Eligible.

Motion carried

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.

Discussion: Director Champe will come back with updated evaluation forms.

9. ADJOURNMENT

Motion to adjourn: Chris Krosovich motioned to adjourn at 7:47 PM

Second: Ian Clark

Motion carried

NEXT MEETING: Wednesday, February 15, 2023 @ 6:30 PM

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

DRAFT

End.GLPeriod = 1322

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)	(339.38)	(2,500.00)	(2,160.62)	13.58%
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)	(6,499.54)	(6,000.00)	499.54	108.33%
900-00-48500-000-200	DESIGNATED GRANTS(R)	(6,421.20)	(2,563.00)	3,858.20	250.53%
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		(1,268,759.41)	(1,233,846.00)	34,913.41	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	596,684.17	616,882.00	20,197.83	96.73%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	195,438.29	200,228.00	4,789.71	97.61%
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)	78,227.68	73,000.00	(5,227.68)	107.16%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	19,128.23	24,000.00	4,871.77	79.70%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	59,240.59	51,933.00	(7,307.59)	114.07%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	24,361.75	23,800.00	(561.75)	102.36%
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)	94,521.01	91,000.00	(3,521.01)	103.87%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	58,890.45	54,613.00	(4,277.45)	107.83%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	22,345.76	21,815.00	(530.76)	102.43%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	5,921.84	5,250.00	(671.84)	112.80%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	2,640.00	2,000.00	(640.00)	132.00%
900-00-55110-000-500	GRANTS/DONATION FUNDED EXPENSE(E)	34,512.19	0.00	(34,512.19)	100.00%
900-00-57610-000-000	LIBRARY OUTLAY(E)	0.00	0.00	0.00	100.00%

End.GLPeriod = 1322

Account Number	Account Title	YTD	Budget	Variance	% Budget
Total: Expenditure		1,248,514.84	1,223,752.00	(24,762.84)	
Total: 900 - LIBRARY FUND		(20,244.57)	(10,094.00)	10,150.57	
Total:		(20,244.57)	(10,094.00)	10,150.57	

End.GLPeriod = 1322 & Start.GLPeriod = 1222

Date	Ref#	Journal	Description	Debit	Credit
900 - LIBRARY FUND					
900-00-46710-000-000 - LIBRARY FINES					
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	(396.31)
900-00-48110-000-000 - INTEREST INCOME					
12/31/2022	14-9	CRJE	ALLOCATE NORTH SHORE INTEREST 2022- DECEEMBER	0.00	85.51
Total: 900-00-48110-000-000 - INTEREST INCOME				0.00	(85.51)
900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ					
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	(500.00)
900-00-48500-000-100 - MISC REVENUES					
11/10/2022	381-1	AP	STERN, CHRISTINE L	20.00	0.00
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
12/31/2022	24-1	JE	LIBRARY ARPA GRANT 2022 WAUK CO TO CORR ACCT	1,178.70	0.00
12/31/2022	745-1	AP	ACH WI DEPT OF REVENUE	18.46	0.00
Total: 900-00-48500-000-100 - MISC REVENUES				1,217.16	(431.03)

900-00-48500-000-200 - DESIGNATED GRANTS

12/31/2022	7-2	JE	SEWI CE GRANT TO 2022- LIBRARY	0.00	679.50
12/31/2022	24-2	JE	LIBRARY ARPA GRANT 2022 WAUK CO TO CORR ACCT	0.00	1,178.70

Total: 900-00-48500-000-200 - DESIGNATED GRANTS**0.00 (1,858.20)****900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS**

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 (72,649.62)****900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS**

12/31/2022	1-2	JE	DECEMBER LIBRARY CONTRIBUTION	0.00	21,765.00
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Total: 900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS**0.00 (21,765.00)****900-00-55110-000-110 - LIBRARY SALARIES & WAGES**

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
12/31/2022	3-42	JE	ACCRUED PAYROLL 12/19 -12/31/22	20,915.52	0.00

Total: 900-00-55110-000-110 - LIBRARY SALARIES & WAGES**66,805.81 0.00****900-00-55110-000-130 - LIBRARY FRINGE BENEFITS**

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
12/31/2022	1-1	JE	FRINGE OF VUCHOVICH HEALTH INSURANCE	1,405.26	0.00

Total: 900-00-55110-000-130 - LIBRARY FRINGE BENEFITS**17,757.36 0.00****900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS**

10/10/2022	41-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	0.00	12.58
12/3/2022	333-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	582.38	0.00

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

10/25/2022	129-1	AP	AMAZON/SYNCB	72.91	0.00
10/25/2022	136-1	AP	AMAZON/SYNCB	30.90	0.00
10/29/2022	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	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
12/1/2022	475-1	AP	BAKER & TAYLOR BOOKS	266.61	0.00
12/1/2022	586-1	AP	CENTER POINT LARGE PRINT	49.14	0.00
12/2/2022	477-1	AP	BAKER & TAYLOR BOOKS	6.35	0.00
12/5/2022	476-1	AP	BAKER & TAYLOR BOOKS	390.68	0.00
12/5/2022	479-1	AP	BAKER & TAYLOR BOOKS	122.74	0.00
12/6/2022	473-1	AP	BAKER & TAYLOR BOOKS	12.29	0.00
12/7/2022	474-1	AP	BAKER & TAYLOR BOOKS	43.42	0.00
12/9/2022	478-1	AP	BAKER & TAYLOR BOOKS	22.46	0.00
12/9/2022	481-1	AP	BAKER & TAYLOR BOOKS	65.53	0.00
12/12/2022	480-1	AP	BAKER & TAYLOR BOOKS	104.41	0.00
12/14/2022	482-1	AP	BAKER & TAYLOR BOOKS	34.61	0.00
12/14/2022	629-1	AP	CAVENDISH SQUARE PUBLISHING	204.44	0.00
12/16/2022	483-1	AP	BAKER & TAYLOR BOOKS	233.55	0.00
12/16/2022	484-1	AP	BAKER & TAYLOR BOOKS	56.59	0.00
12/20/2022	485-1	AP	BAKER & TAYLOR BOOKS	10.81	0.00
12/27/2022	486-1	AP	BAKER & TAYLOR BOOKS	16.25	0.00

12/27/2022	487-1	AP	BAKER & TAYLOR BOOKS	39.94	0.00
12/28/2022	488-1	AP	BAKER & TAYLOR BOOKS	12.08	0.00
Total: 900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS				5,952.53	0.00
900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS					
10/10/2022	139-1	AP	AMAZON/SYNCB	72.50	0.00
10/30/2022	130-1	AP	AMAZON/SYNCB	32.92	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
12/5/2022	509-1	AP	MIDWEST TAPE	72.72	0.00
12/5/2022	510-1	AP	MIDWEST TAPE	20.24	0.00
12/5/2022	511-1	AP	MIDWEST TAPE	14.99	0.00
12/5/2022	512-1	AP	MIDWEST TAPE	23.24	0.00
12/13/2022	513-1	AP	MIDWEST TAPE	18.74	0.00
12/27/2022	514-1	AP	MIDWEST TAPE	56.23	0.00
12/29/2022	515-1	AP	MIDWEST TAPE	20.99	0.00

Total: 900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS

1,638.08 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	11-1	AP	TAYLOR COMPUTER SERVICES, INC	378.45	0.00
10/31/2022	39-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	6.00	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
11/30/2022	535-1	AP	TAYLOR COMPUTER SERVICES, INC	534.70	0.00
12/7/2022	528-1	AP	DEPARTMENT OF ADMINISTRATION	600.00	0.00
12/31/2022	539-1	AP	TAYLOR COMPUTER SERVICES, INC	62.50	0.00
12/31/2022	636-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	6.00	0.00

Total: 900-00-55110-000-143 - LIBRARY-TECHNOLOGY

3,735.11 0.00

900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC

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	131-1	AP	AMAZON/SYNCB	138.59	0.00
11/1/2022	36-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	335.60	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
12/13/2022	585-1	AP	DUET RESOURCE GROUP INC	1,000.80	0.00
12/19/2022	693-1	AP	SCHMUDLACH, NICHOLAS	16.97	0.00
12/31/2022	6-2	JE	INV OVERCHARGE 2022 JAMES IMAGIN SYS 1225538-1	0.00	758.18
Total: 900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC				4,308.50	(758.18)
900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT					
7/18/2022	334-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	135.00	0.00
10/7/2022	116-1	AP	ACH NORTH SHORE BANK CREDIT CARD	7.00	0.00
10/7/2022	43-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	4.99	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				571.30	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					
10/24/2022	132-1	AP	AMAZON/SYNCB	362.74	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
12/14/2022	665-1	AP	S-0-S ELECTRONICS CORPORATION	1,440.00	0.00
12/20/2022	644-1	AP	KEMPEN MASONRY LLC	108.73	0.00

12/21/2022	659-1	AP	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	32.00	0.00
12/22/2022	645-1	AP	KEMPEN MASONRY LLC	397.50	0.00
12/29/2022	646-1	AP	KEMPEN MASONRY LLC	892.50	0.00
12/31/2022	21-1	JE	KEMPEN MASONRY INVS PUSH BACK TO 2022	2,218.75	0.00
Total: 900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE				13,215.52	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	341-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	347.97	0.00
11/17/2022	329-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	222.94	0.00
12/1/2022	637-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	340.92	0.00
12/8/2022	279-1	AP	WE ENERGIES	3,964.78	0.00
12/17/2022	635-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	222.94	0.00
12/31/2022	552-1	AP	WE ENERGIES	4,595.77	0.00
12/31/2022	11-18	JE	210 MAIN ST Q4-2022 UTILITY BILL	988.53	0.00
Total: 900-00-55110-000-311 - LIBRARY-UTILITIES				11,247.67	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
11/30/2022	376-1	AP	MIDWEST TAPE - HOOPLA	454.24	0.00
12/31/2022	685-1	AP	MIDWEST TAPE - HOOPLA	448.40	0.00
Total: 900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS				2,215.38	0.00

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

10/12/2022	42-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	36.25	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	35-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	210.27	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	221-1	AP	AMAZON/SYNCB	6.99	0.00
11/28/2022	226-1	AP	AMAZON/SYNCB	50.99	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
2/7/2023	1-1	RE	JANICE ZIMMERMAN CK71068 JUV PROG TO CORR ACCT	485.00	0.00

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

1,548.80 0.00

900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY

12/31/2022	664-1	AP	WALDEN, NEITZKE & KUHARY, SC	55.00	0.00
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Total: 900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY

55.00 0.00

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

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	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	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	340-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	25.00	0.00
11/22/2022	345-1	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	346-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	19.66	0.00
12/1/2022	342-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	6.19	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
12/21/2022	691-1	AP	BUILDING SERVICE, INC.	7,776.93	0.00
12/31/2022	5-1	JE	ZIMMERMAN/CRAFTER EXP TO CORR ACCT	255.00	0.00

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

8,630.48 0.00

GeneralLedgerPeriod.GLPeriod = 1222 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
AMAZON CAPITAL SERVICES, INC.											
<u>Approved</u>											
23-AMAZON CAPITAL SERVICES, INC.		569974544866	LIBRARY/1 ADULT DVD	17.96	11/21/2022	12/13/2022	1/4/2023	900005511000 0142			A
23-AMAZON CAPITAL SERVICES, INC.		839676833575	LIBRARY/ADUL T PROGRAM SUPPLIES	40.05	11/21/2022	12/13/2022	1/4/2023	900005511000 0313			A
23-AMAZON CAPITAL SERVICES, INC.		863649553546	LIBRARY/ADUL T PROGRAMMING SUPPLIES	44.22	11/27/2022	12/13/2022	1/4/2023	900005511000 0500			A
23-AMAZON CAPITAL SERVICES, INC.		668879956734	LIBRARY/ADUL T PROGRAMMING SUPPLIES	23.90	11/27/2022	12/13/2022	1/4/2023	900005511000 0313			A
23-AMAZON CAPITAL SERVICES, INC.		545693556637	LIBRARY/ADUL T PROGRAMMING SUPPLIES	6.99	11/28/2022	12/13/2022	1/4/2023	900005511000 0313			A
23-AMAZON CAPITAL SERVICES, INC.		868977989537	LIBRARY/ADUL T PROGRAMMING SUPPLIES	50.99	11/28/2022	12/13/2022	1/4/2023	900005511000 0313			A
23-AMAZON CAPITAL SERVICES, INC.		978634799383	LIBRARY/1 ADULT DVD	11.99	11/28/2022	12/13/2022	1/4/2023	900005511000 0142			A
23-AMAZON CAPITAL SERVICES, INC.		RUZSyHOJYCVT	LIBRARY/1 ADULT DVD	39.92	12/5/2022	12/13/2022	1/4/2023	900005511000 0142			A
Total Approved - AMAZON CAPITAL SERVICES, INC.											
Total AMAZON CAPITAL SERVICES, INC.											
BAKER & TAYLOR BOOKS											
<u>Approved</u>											
78-BAKER & TAYLOR BOOKS		2037169700	LIBRARY/10 ADULT NON FICTION BKS	168.45	11/30/2022	12/6/2022	12/21/2022	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		H63066740	LIBRARY/1 REPLACEMENT ACCT BKS	10.79	11/30/2022	12/6/2022	12/21/2022	900005511000 0141			A

GeneralLedgerPeriod.GLPeriod = 1222 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
78-BAKER & TAYLOR BOOKS		2037170017	LIBRARY/4 REPLACEMENT ACCT DVD	50.88	11/30/2022	12/9/2022	12/21/2022	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037175186	LIBRARY/13 ADULT FICTION BKS	266.61	12/1/2022	12/20/2022	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037200372	LIBRARY/4 ADULT FICTION	65.53	12/9/2022	12/20/2022	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037191348	LIBRARY/7 ADULT NON FICTION BKS	122.74	12/5/2022	12/20/2022	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037187848	LIBRARY/2 JUVENILE BKS	22.46	12/9/2022	12/20/2022	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037213470	LIBRARY/4 ADULT NON FICTION BKS	56.59	12/16/2022	12/27/2022	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037170198	LIBRARY/1 JUVENILE BK	12.29	12/6/2022	12/27/2022	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037183480	LIBRARY/26 JUV PIC BKS	390.68	12/5/2022	12/27/2022	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037185380	LIBRARY/1 REPLACEMENT ACCT BKS	6.35	12/2/2022	12/27/2022	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037203810	LIBRARY/4 REPLACEMENT ACCT	34.61	12/14/2022	12/27/2022	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037211259	LIBRARY/12 YA BOOKS	233.55	12/16/2022	12/27/2022	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037173367	LIBRARY/6 YA BOOKS	43.42	12/7/2022	12/27/2022	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037219618	LIBRARY/1 ADULT FICTION BK	10.81	12/20/2022	1/3/2023	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037191617	LIBRARY/7 YA BOOKS	104.41	12/12/2022	1/3/2023	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037232007	LIBRARY/1 ADULT NON FICTION BK	12.08	12/28/2022	1/4/2023	1/18/2023	900005511000 0141			A

GeneralLedgerPeriod.GLPeriod = 1222 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
78-BAKER & TAYLOR BOOKS		2037224350	LIBRARY/1 JUV PIC BKS	16.25	12/27/2022	1/9/2023	1/18/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037229086	LIBRARY/1 YA BOOK	39.94	12/27/2022	1/9/2023	1/18/2023	900005511000 0141			A
Total Approved - BAKER & TAYLOR BOOKS							<u>1,668.44</u>				
Total BAKER & TAYLOR BOOKS							<u>1,668.44</u>				
MIDWEST TAPE											
<u>Approved</u>											
548-MIDWEST TAPE		503024876	LIBRARY/1 ADULT DVD	22.49	11/29/2022	12/6/2022	12/21/2022	900005511000 0142			A
548-MIDWEST TAPE		503024878	LIBRARY/1 ADULT DVD	13.49	11/29/2022	12/6/2022	12/21/2022	900005511000 0142			A
548-MIDWEST TAPE		503057469	LIBRARY/2 ADULT DVD	72.72	12/5/2022	12/28/2022	1/18/2023	900005511000 0142			A
548-MIDWEST TAPE		503057533	LIBRARY/JUVE NILE 1 DVD	23.24	12/5/2022	12/28/2022	1/18/2023	900005511000 0142			A
548-MIDWEST TAPE		503057531	LIBRARY/1 ADULT DVD	20.24	12/5/2022	12/28/2022	1/18/2023	900005511000 0142			A
548-MIDWEST TAPE		503057532	LIBRARY/JUVE NILE 1 DVD	14.99	12/5/2022	12/28/2022	1/18/2023	900005511000 0142			A
548-MIDWEST TAPE		503092709	LIBRARY/1 ADULT DVD	18.74	12/13/2022	12/28/2022	1/18/2023	900005511000 0142			A
548-MIDWEST TAPE		503166595	LIBRARY/1 ADULT DVD	20.99	12/29/2022	1/6/2023	1/18/2023	900005511000 0142			A
548-MIDWEST TAPE		503154615	LIBRARY/2 ADULT DVD	56.23	12/27/2022	1/6/2023	1/18/2023	900005511000 0142			A
Total Approved - MIDWEST TAPE							<u>263.13</u>				
Total MIDWEST TAPE							<u>263.13</u>				
DEPARTMENT OF ADMINISTRATION											
<u>Approved</u>											
783-DEPARTMENT OF ADMINISTRATION		505-0000074963	LIBRARY/TEAC H SVCS 07-01 TO 12-31-2022	600.00	12/7/2022	12/20/2022	1/6/2023	900005511000 0143			A
Total Approved - DEPARTMENT OF ADMINISTRATION							<u>600.00</u>				

GeneralLedgerPeriod.GLPeriod = 1222 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
Total DEPARTMENT OF ADMINISTRATION					<u>600.00</u>						
TAYLOR COMPUTER SERVICES, INC											
<u>Approved</u>											
810-TAYLOR COMPUTER SERVICES, INC		24083	LIBRARY/MAN AGED SERVICES FOR NOV AND DEC2022	534.70	11/30/2022	12/20/2022	12/30/2022	900005511000 0143			A
810-TAYLOR COMPUTER SERVICES, INC		24173	LIBRARY/COMP UTER TECH SUPPORT12/20/22	62.50	12/31/2022	1/11/2023	1/23/2023	900005511000 0143			A
Total Approved - TAYLOR COMPUTER SERVICES, INC					<u>597.20</u>						
Total TAYLOR COMPUTER SERVICES, INC					<u>597.20</u>						
WE ENERGIES											
<u>Approved</u>											
935-WE ENERGIES		12082022	LIBRARY/UTILITIES 11.04.2022-12.06.2022	3,964.78	12/8/2022	12/13/2022	12/30/2022	900005511000 0311			A
935-WE ENERGIES		01102023	LIBRARY/GAS& ELECTRIC_DEC 2022	4,595.77	12/31/2022	1/11/2023	1/23/2023	900005511000 0311			A
Total Approved - WE ENERGIES					<u>8,560.55</u>						
Total WE ENERGIES					<u>8,560.55</u>						
DUET RESOURCE GROUP INC											
<u>Approved</u>											
3487-DUET RESOURCE GROUP INC		13020	LIBRARY/OFFICE/DESK CHAIRS	1,000.80	12/13/2022	1/9/2023	1/13/2023	900005511000 0144			A
Total Approved - DUET RESOURCE GROUP INC					<u>1,000.80</u>						
Total DUET RESOURCE GROUP INC					<u>1,000.80</u>						
CENTER POINT LARGE PRINT											
<u>Approved</u>											
3552-CENTER POINT LARGE PRINT		1973116	LIBRARY/2 LG	49.14	12/1/2022	12/20/2022	1/1/2023	900005511000			A

GeneralLedgerPeriod.GLPeriod = 1222 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
			PRINT BOOKS					0141			
Total Approved - CENTER POINT LARGE PRINT					49.14						
Total CENTER POINT LARGE PRINT					49.14						
BAKER TILLY US, LLP											
<u>Approved</u>											
5733-BAKER TILLY US, LLP		BT2256059	LIBRARY/PROF ESSIONAL SERVICES THRU 11/30/22	866.00	11/30/2022	12/6/2022	12/30/2022	900005511000 0150			A
Total Approved - BAKER TILLY US, LLP					866.00						
Total BAKER TILLY US, LLP					866.00						
ZIMMERMANN, JANICE											
<u>Approved</u>											
6320-ZIMMERMANN, JANICE		SAT003	LIBRARY/JUV SAT CRAFTER- NOON	255.00	12/7/2022	12/12/2022	12/31/2022	900001110900 0000			A
6320-ZIMMERMANN, JANICE		MM001	LIBRARY/JUV PROGRAM	485.00	12/13/2022	12/20/2022	1/12/2023	900005511000 0313			A
Total Approved - ZIMMERMANN, JANICE					740.00						
Total ZIMMERMANN, JANICE					740.00						
JAMES IMAGING SYSTEMS INC											
<u>Approved</u>											
6332-JAMES IMAGING SYSTEMS INC		32974569	LIBRARY/MONT HLY COPIER CONTRACT 11.28.2022 - 12.27.2022	793.53	12/5/2022	12/20/2022	1/5/2022	900005511000 0144			A
Total Approved - JAMES IMAGING SYSTEMS INC					793.53						
Total JAMES IMAGING SYSTEMS INC					793.53						
BATZNER PEST CONTROL INC											
<u>Approved</u>											
7070-BATZNER PEST CONTROL INC		3461535	LIBRARY/PEST MGMT DEC 2022	94.00	12/6/2022	12/7/2022	12/31/2022	900005511000 0310			A

GeneralLedgerPeriod.GLPeriod = 1222 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
Total Approved - BATZNER PEST CONTROL INC					94.00						
Total BATZNER PEST CONTROL INC					94.00						
CAVENDISH SQUARE PUBLISHING											
<u>Approved</u>											
8097-CAVENDISH SQUARE PUBLISHING		CAL340304I	LIBRARY/JUVE NILE BOOKS	204.44	12/14/2022	12/20/2022	1/14/2023	900005511000 0141			A
Total Approved - CAVENDISH SQUARE PUBLISHING					204.44						
Total CAVENDISH SQUARE PUBLISHING					204.44						
NORTH SHORE BANK CARDMEMBER SERVICE											
<u>Approved</u>											
8349-NORTH SHORE BANK CARDMEMBER SERVICE		14957	LIBRARY/WLA/ MEMBERSHIP FOR SANDY GEORGE	135.00	7/18/2022	12/12/2022	1/4/2023	900005511000 0146			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		116035	LIBRARY/METR O MARKET/YA PROGRAM	35.88	12/6/2022	12/12/2022	1/4/2023	900005511000 0313			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		116062	LIBRARY/PICK NSAVE/YA PROGRAM	44.88	12/6/2022	12/12/2022	1/4/2023	900005511000 0313			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		7337	LIBRARY/BUBB AS CUSTARD/ADU LT PROGRAM PRIZE	25.00	11/22/2022	12/12/2022	1/4/2023	900005511000 0500			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		9054091040101127 368163	LIBRARY/DOLL ARTREE/ADULT PROGRAM SUPPLIES	17.50	11/22/2022	12/12/2022	1/4/2023	900005511000 0500			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		212255	LIBRARY/ARTIS AN/ADULT PROGRAM PRIZE	50.00	11/22/2022	12/12/2022	1/4/2023	900005511000 0500			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		1005538	LIBRARY/CASA TEQUILA/ADUL T PROGRAM	25.00	11/22/2022	12/12/2022	1/4/2023	900005511000 0500			A

GeneralLedgerPeriod.GLPeriod = 1222 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
8349-NORTH SHORE BANK CARDMEMBER SERVICE		ADAY9K7CACB5	LIBRARY/MOD PIZZA/ADULT PROGRAM PRIZE	25.00	11/22/2022	12/13/2022	1/4/2023	900005511000 0500			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		611024	LIBRARY/METR O MARKET/ADUL T PROGRAM SUPPLIES	6.19	12/1/2022	12/13/2022	1/4/2023	900005511000 0500			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		901093	LIBRARY/PICK N SAVE/ADULT PROGRAM SUPPLIES	19.66	12/1/2022	12/13/2022	1/4/2023	900005511000 0500			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		20462269	LIBRARY/BOOK S & COMPANY/JUV PROG PRIZE	25.00	11/28/2022	12/13/2022	1/4/2023	900005511000 0500			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		5269	LIBRARY/MART HA MERRELL'S/JUV PROG PRIZE	25.00	11/22/2022	12/13/2022	1/4/2023	900005511000 0500			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		6098	LIBRARY/CYBE RLINK/PHONE SERVICE OCTOBER	347.97	11/1/2022	12/13/2022	1/4/2023	900005511000 0311			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		2651514	LIBRARY/MENA RDS/ICE MELT	39.96	11/15/2022	12/13/2022	1/4/2023	900005511000 0310			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		7223744	LIBRARY/DEMC O/CARTS	1,147.79	11/23/2022	12/13/2022	1/4/2023	900005511000 0144			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		R-471253	LIBRARY/MOBI LE BEACON/MOBIL E SERVICE	120.00	11/28/2022	12/13/2022	1/4/2023	900005511000 0143			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		2317579	LIBRARY/ALA/ MEMBERSHIP FOR NAN CHAMPE	118.00	11/28/2022	12/13/2022	1/4/2023	900005511000 0146			A
8349-NORTH SHORE BANK		12032022	LIBRARY/MIL	582.38	12/3/2022	12/13/2022	1/4/2023	900005511000			A

GeneralLedgerPeriod.GLPeriod = 1222 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
9512-KEMPEN MASONRY LLC		7403	LIBRARY/SALT PLOW SVC 12/17/22	318.75	12/17/2022	12/20/2022	1/15/2023	900005511000 0310			A
9512-KEMPEN MASONRY LLC		7410	LIBRARY/SALT SVC 12/20/22	108.73	12/20/2022	1/3/2023	1/20/2023	900005511000 0310			A
9512-KEMPEN MASONRY LLC		7417	LIBRARY/SALT- PLOW 12/22/22	397.50	12/22/2022	1/3/2023	1/22/2023	900005511000 0310			A
9512-KEMPEN MASONRY LLC		7421	LIBRARY/SALT- PLOW 12/23/22 AND 12/26/22	892.50	12/29/2022	1/3/2023	1/29/2023	900005511000 0310			A
Total Approved - KEMPEN MASONRY LLC											
Total KEMPEN MASONRY LLC											
					<u>3,617.48</u>						
					<u>3,617.48</u>						
WISCONSIN ALUMNI RESEARCH FOUNDATION											
<u>Approved</u>											
10017-WISCONSIN ALUMNI RESEARCH FOUNDATION		IN000019268	LIBRARY/SCIEN CE FEST TEES	100.00	10/4/2022	12/6/2022	12/21/2022	900005511000 0500			A
Total Approved - WISCONSIN ALUMNI RESEARCH FOUNDATION											
Total WISCONSIN ALUMNI RESEARCH FOUNDATION											
					<u>100.00</u>						
					<u>100.00</u>						
NELSON, KELLY											
<u>Approved</u>											
10248-NELSON, KELLY		12022022	LIBRARY/ADUL T PRGM	9.99	12/2/2022	12/6/2022	12/15/2022	900005511000 0500			A
Total Approved - NELSON, KELLY											
Total NELSON, KELLY											
					<u>9.99</u>						
					<u>9.99</u>						
JOHNSON CONTROLS SECURITY SOLUTIONS LLC											
<u>Approved</u>											
10353-JOHNSON CONTROLS SECURITY SOLUTIONS LLC		38259586	COMPLIANCE INVOICE FOR SUBMISSION OF FIRE INSPECTION	32.00	12/21/2022	1/3/2023	1/21/2023	900005511000 0310			A
Total Approved - JOHNSON CONTROLS SECURITY SOLUTIONS LLC											
					<u>32.00</u>						

GeneralLedgerPeriod.GLPeriod = 1222 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
Total JOHNSON CONTROLS SECURITY SOLUTIONS LLC					<u>32.00</u>						
CHAMPE, ELIZABETH											
<u>Approved</u>											
11012-CHAMPE, ELIZABETH		12192022	LIBRARY/MILE AGE REIMBURSEMENT FOR NAN CHAMPE	50.31	12/19/2022	12/20/2022	12/31/2022	9000055110000146			A
11012-CHAMPE, ELIZABETH		12192022(2)	LIBRARY/WINTER FOLIAGE REIMBURSEMENT FOR NC	25.99	12/19/2022	12/20/2022	12/31/2022	9000055110000500			A
Total Approved - CHAMPE, ELIZABETH					<u>76.30</u>						
Total CHAMPE, ELIZABETH					<u>76.30</u>						
WALDEN, NEITZKE & KUHARY, SC											
<u>Approved</u>											
11855-WALDEN, NEITZKE & KUHARY, SC		128617	LIBRARY/LEGAL SVCS	55.00	12/31/2022	1/18/2023	1/27/2023	9000055110000400			A
Total Approved - WALDEN, NEITZKE & KUHARY, SC					<u>55.00</u>						
Total WALDEN, NEITZKE & KUHARY, SC					<u>55.00</u>						
S-0-S ELECTRONICS CORPORATION											
<u>Approved</u>											
11870-S-0-S ELECTRONICS CORPORATION		2212009	LIBRARY/TROUBLESHOOT ISSUES WITH PC	277.00	12/6/2022	12/9/2022	12/31/2022	9000055110000310			A
11870-S-0-S ELECTRONICS CORPORATION		22-12023	LIBRARY/REPLACE-UPDATE CARD ACCESS SYSTEM	1,440.00	12/14/2022	12/27/2022	1/13/2023	9000055110000310			A
Total Approved - S-0-S ELECTRONICS CORPORATION					<u>1,717.00</u>						
Total S-0-S ELECTRONICS CORPORATION					<u>1,717.00</u>						
MEI TOTAL ELEVATOR SOLUTIONS											

GeneralLedgerPeriod.GLPeriod = 1222 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
<u>Approved</u>											
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	9000055110000310			A
Total Approved - MEI TOTAL ELEVATOR SOLUTIONS							<u>337.43</u>				
Total MEI TOTAL ELEVATOR SOLUTIONS							<u>337.43</u>				
BLACKSTONE PUBLISHING											
<u>Approved</u>											
12674-BLACKSTONE PUBLISHING		2074750	LIBRARY/2 AUDULT AUDIO CDS	81.89	11/18/2022	12/6/2022	12/21/2022	9000055110000142			A
12674-BLACKSTONE PUBLISHING		2075808	LIBRARY/ADULT 1 AUDIO CDS	30.91	11/30/2022	12/6/2022	12/21/2022	9000055110000142			A
Total Approved - BLACKSTONE PUBLISHING							<u>112.80</u>				
Total BLACKSTONE PUBLISHING							<u>112.80</u>				
MIDWEST TAPE - HOOPLA											
<u>Approved</u>											
12821-MIDWEST TAPE - HOOPLA		503039881	LIBRARY/DIGITAL ACCT THRU 11-30-2022	454.24	11/30/2022	12/6/2022	12/30/2022	9000055110000312			A
12821-MIDWEST TAPE - HOOPLA		503176062	LIBRARY/DIGITAL ACCT ENDING 12-31-2022	448.40	12/31/2022	1/3/2023	1/31/2023	9000055110000312			A
Total Approved - MIDWEST TAPE - HOOPLA							<u>902.64</u>				
Total MIDWEST TAPE - HOOPLA							<u>902.64</u>				
BUILDING SERVICE, INC.											
<u>Approved</u>											
13056-BUILDING SERVICE, INC.		163785	LIBRARY/FUTURE FOR CHILDRENS DEPT	7,776.93	12/21/2022	12/20/2022	1/20/2023	9000055110000500			A
Total Approved - BUILDING SERVICE, INC.							<u>7,776.93</u>				

GeneralLedgerPeriod.GLPeriod = 1222 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
Total BUILDING SERVICE, INC.					<u>7,776.93</u>						
LORENZ, ABBY											
<u>Approved</u>											
13064-LORENZ, ABBY		1001122	LIBRARY/ADUL T PROGRAM	100.00	11/3/2022	12/5/2022	12/2/2022	900005511000 0313			A
Total Approved - LORENZ, ABBY					<u>100.00</u>						
Total LORENZ, ABBY					<u>100.00</u>						
WORLD BOOK, INC											
<u>Approved</u>											
13074-WORLD BOOK, INC		0001645547	LIBRARY/ENCY CLOPEDIA SET 2023	1,199.00	11/28/2022	12/6/2022	12/28/2022	900005511000 0141			A
Total Approved - WORLD BOOK, INC					<u>1,199.00</u>						
Total WORLD BOOK, INC					<u>1,199.00</u>						
STERN, CHRISTINE L											
<u>Approved</u>											
13076-STERN, CHRISTINE L		11102022	LIBRARY/PATR ON REIMBURSEME NT	20.00	11/10/2022	12/9/2022	12/23/2022	900004850000 0100			A
Total Approved - STERN, CHRISTINE L					<u>20.00</u>						
Total STERN, CHRISTINE L					<u>20.00</u>						
SCHMUDLACH, NICHOLAS											
<u>Approved</u>											
13077-SCHMUDLACH, NICHOLAS		12192022	LIBRARY/MILE AGE REIMBURSEME NT FOR NICK SCHMUDLACH	16.97	12/19/2022	12/28/2022	1/13/2023	900005511000 0144			A
Total Approved - SCHMUDLACH, NICHOLAS					<u>16.97</u>						
Total SCHMUDLACH, NICHOLAS					<u>16.97</u>						
Unapproved:											

GeneralLedgerPeriod.GLPeriod = 1222 & APIInvoiceApprovalDepartment.DepartmentName = LIBRARY

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
	Approved:				35,524.58						
	Rejected:										
	Grand Totals:				<u>35,524.58</u>						

End.GLPeriod = 123

Account Number	Account Title	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND					
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	0.00	(112,141.00)	(112,141.00)	0.00%
900-00-46710-000-000	LIBRARY FINES(R)	(882.56)	(10,136.00)	(9,253.44)	8.71%
900-00-48110-000-000	INTEREST INCOME(R)	(375.93)	(167.00)	208.93	225.11%
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)	(8,000.00)	0.00	8,000.00	100.00%
900-00-48500-000-100	MISC REVENUES(R)	(806.78)	(5,907.00)	(5,100.22)	13.66%
900-00-48500-000-200	DESIGNATED GRANTS(R)	0.00	(3,101.00)	(3,101.00)	0.00%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	(145,299.20)	(871,795.00)	(726,495.80)	16.67%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	(21,895.37)	(262,744.00)	(240,848.63)	8.33%
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		(177,259.84)	(1,265,991.00)	(1,088,731.16)	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	25,347.87	636,565.00	611,217.13	3.98%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	16,451.87	212,484.00	196,032.13	7.74%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	152.22	7,000.00	6,847.78	2.17%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	6,676.67	73,000.00	66,323.33	9.15%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	1,117.08	24,000.00	22,882.92	4.65%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	3,869.20	50,040.00	46,170.80	7.73%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	1,682.74	21,550.00	19,867.26	7.81%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	150.00	3,000.00	2,850.00	5.00%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	19,526.21	45,952.00	26,425.79	42.49%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	7,713.25	89,652.00	81,938.75	8.60%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	0.00	55,645.00	55,645.00	0.00%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	4,486.81	23,000.00	18,513.19	19.51%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	116.30	5,250.00	5,133.70	2.22%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	0.00	2,000.00	2,000.00	0.00%
900-00-55110-000-500	GRANTS/DONATION FUNDED EXPENSE(E)	670.57	0.00	(670.57)	100.00%
900-00-57610-000-000	LIBRARY OUTLAY(E)	0.00	0.00	0.00	100.00%

End.GLPeriod = 123

Account Number	Account Title	YTD	Budget	Variance	% Budget
Total: Expenditure		87,960.79	1,249,138.00	1,161,177.21	
Total: 900 - LIBRARY FUND		(89,299.05)	(16,853.00)	72,446.05	
Total:		(89,299.05)	(16,853.00)	72,446.05	

End.GLPeriod = 123

Date	Ref#	Journal	Description	Debit	Credit
900 - LIBRARY FUND					
900-00-46710-000-000 - LIBRARY FINES					
1/3/2023	6000269-1	CR	LIBRARY FINES - LIBRARY	0.00	70.85
1/9/2023	6000275-1	CR	LIBRARY FINES - LIBRARY	0.00	91.33
1/16/2023	6000287-1	CR	LIBRARY FINES - LIBRARY	0.00	321.03
1/23/2023	6000306-1	CR	LIBRARY FINES - LIBRARY	0.00	264.90
1/30/2023	4005266-1	CR	LIBRARY FINES - LIBRARY 01.30.2023	0.00	134.45
Total: 900-00-46710-000-000 - LIBRARY FINES				0.00	(882.56)
900-00-48110-000-000 - INTEREST INCOME					
1/31/2023	28-9	CRJE	ALLOCATE NORTH SHORE INTEREST 2023- JANUARY	0.00	375.93
Total: 900-00-48110-000-000 - INTEREST INCOME				0.00	(375.93)
900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ					
1/9/2023	6000275-2	CR	LIBRARY DONATIONS - LIBRARY	0.00	250.00
1/23/2023	6000306-2	CR	LIBRARY DONATIONS - LIBRARY	0.00	7,750.00
Total: 900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ				0.00	(8,000.00)
900-00-48500-000-100 - MISC REVENUES					
1/3/2023	6000269-2	CR	BOOK REPL/ROOM RENT/COPIES - LIBRARY	0.00	76.00
1/9/2023	6000275-3	CR	ROOM RENTAL/LIB CARDS/COPIES - LIBRARY	0.00	212.55
1/16/2023	6000287-2	CR	BOOK REP/LIB CARDS/ROOM RENTAL/COPIES - LIBRARY	0.00	281.48
1/23/2023	6000306-3	CR	BOOK REPLACE/LIB CARDS/COPIES/TONER - LIBRARY	0.00	180.75
1/30/2023	4005266-2	CR	BOOK REPLACEMENTS - LIBRARY 01.30.2023	0.00	16.00
1/30/2023	4005266-3	CR	ROOM RENTAL-MAYBERRY HILLS CONDO - LIBRARY 01.30.2023	0.00	40.00
Total: 900-00-48500-000-100 - MISC REVENUES				0.00	(806.78)
900-00-48500-000-200 - DESIGNATED GRANTS					
1/1/2023	5-2	JE	SEWI CE GRANT TO 2022- LIBRARY	679.50	0.00

1/6/2023	4004457-1	CR	LIBRARY GRANT 2022 - LAKESHORES LIBRARY SYSTEM	0.00	679.50
Total: 900-00-48500-000-200 - DESIGNATED GRANTS				679.50	(679.50)
900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS					
1/1/2023	1-1	JE	CITY CONTRIBUTION PMT FOR JAN 2023	0.00	72,649.62
1/30/2023	4005579-1	CR	CITY CONTRIBUTIONS-FEB 2023 - CITY OF PEWAUKEE	0.00	72,649.58
Total: 900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS				0.00	(145,299.20)
900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS					
1/31/2023	19-2	JE	LIBRARY CONTRIBUTION	0.00	21,895.37
Total: 900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS				0.00	(21,895.37)
900-00-55110-000-110 - LIBRARY SALARIES & WAGES					
1/1/2023	3-42	JE	ACCRUED PAYROLL 12/19 -12/31/22	0.00	20,915.13
1/6/2023	12-1	PC	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	21,953.32	0.00
1/20/2023	69-1	PC	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	24,309.68	0.00
Total: 900-00-55110-000-110 - LIBRARY SALARIES & WAGES				46,263.00	(20,915.13)
900-00-55110-000-130 - LIBRARY FRINGE BENEFITS					
1/6/2023	4-1	PB	PAYROLL TRANS FOR 1/1/2023 PAY PERIOD	2,840.40	0.00
1/20/2023	24-1	PB	PAYROLL TRANS FOR 1/15/2023 PAY PERIOD	13,611.47	0.00
Total: 900-00-55110-000-130 - LIBRARY FRINGE BENEFITS				16,451.87	0.00
900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS					
1/2/2023	109-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	152.22	0.00
Total: 900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS				152.22	0.00
900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS					
1/1/2023	168-1	AP	CENTER POINT LARGE PRINT	49.14	0.00
1/4/2023	121-1	AP	BAKER & TAYLOR BOOKS	578.59	0.00
1/4/2023	126-1	AP	BAKER & TAYLOR BOOKS	87.96	0.00
1/5/2023	128-1	AP	BAKER & TAYLOR BOOKS	299.01	0.00
1/5/2023	130-1	AP	BAKER & TAYLOR BOOKS	80.91	0.00
1/5/2023	132-1	AP	BAKER & TAYLOR BOOKS	657.19	0.00
1/5/2023	134-1	AP	BAKER & TAYLOR BOOKS	92.34	0.00

1/9/2023	123-1	AP	BAKER & TAYLOR BOOKS	420.82	0.00
1/10/2023	136-1	AP	BAKER & TAYLOR BOOKS	103.78	0.00
1/11/2023	227-1	AP	BAKER & TAYLOR BOOKS	15.95	0.00
1/11/2023	230-1	AP	BAKER & TAYLOR BOOKS	10.63	0.00
1/12/2023	285-1	AP	BAKER & TAYLOR BOOKS	13.20	0.00
1/16/2023	288-1	AP	BAKER & TAYLOR BOOKS	18.90	0.00
1/16/2023	233-1	AP	BAKER & TAYLOR BOOKS	1,181.52	0.00
1/16/2023	236-1	AP	BAKER & TAYLOR BOOKS	314.42	0.00
1/17/2023	390-1	AP	BAKER & TAYLOR BOOKS	15.68	0.00
1/17/2023	290-1	AP	BAKER & TAYLOR BOOKS	139.92	0.00
1/17/2023	292-1	AP	BAKER & TAYLOR BOOKS	136.80	0.00
1/19/2023	295-1	AP	BAKER & TAYLOR BOOKS	592.09	0.00
1/19/2023	298-1	AP	BAKER & TAYLOR BOOKS	244.19	0.00
1/25/2023	300-1	AP	BAKER & TAYLOR BOOKS	161.26	0.00
1/25/2023	303-1	AP	BAKER & TAYLOR BOOKS	419.09	0.00
1/25/2023	305-1	AP	BAKER & TAYLOR BOOKS	401.23	0.00
1/26/2023	307-1	AP	BAKER & TAYLOR BOOKS	177.53	0.00
1/26/2023	309-1	AP	BAKER & TAYLOR BOOKS	37.99	0.00
1/27/2023	311-1	AP	BAKER & TAYLOR BOOKS	120.63	0.00
1/30/2023	313-1	AP	BAKER & TAYLOR BOOKS	241.01	0.00
1/31/2023	438-1	AP	BAKER & TAYLOR BOOKS	43.89	0.00
1/31/2023	441-1	AP	BAKER & TAYLOR BOOKS	21.00	0.00

Total: 900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS

6,676.67 **0.00**

900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS

1/5/2023	322-1	AP	MIDWEST TAPE	14.99	0.00
1/11/2023	371-1	AP	BLACKSTONE PUBLISHING	109.07	0.00
1/12/2023	323-1	AP	MIDWEST TAPE	44.98	0.00
1/12/2023	324-1	AP	MIDWEST TAPE	173.17	0.00
1/12/2023	325-1	AP	MIDWEST TAPE	14.99	0.00
1/20/2023	326-1	AP	MIDWEST TAPE	148.43	0.00
1/20/2023	327-1	AP	MIDWEST TAPE	52.47	0.00
1/20/2023	328-1	AP	MIDWEST TAPE	20.99	0.00

1/20/2023	329-1	AP	MIDWEST TAPE	26.98	0.00
1/20/2023	330-1	AP	MIDWEST TAPE	22.49	0.00
1/20/2023	331-1	AP	MIDWEST TAPE	14.24	0.00
1/24/2023	424-1	AP	BLACKSTONE PUBLISHING	96.84	0.00
1/25/2023	425-1	AP	BLACKSTONE PUBLISHING	77.89	0.00
1/27/2023	412-1	AP	MIDWEST TAPE	11.99	0.00
1/27/2023	413-1	AP	MIDWEST TAPE	52.48	0.00
1/27/2023	414-1	AP	MIDWEST TAPE	11.19	0.00
1/27/2023	415-1	AP	MIDWEST TAPE	108.70	0.00
1/27/2023	416-1	AP	MIDWEST TAPE	17.98	0.00
1/27/2023	417-1	AP	MIDWEST TAPE	10.99	0.00
1/27/2023	418-1	AP	MIDWEST TAPE	18.74	0.00
1/30/2023	464-1	AP	BLACKSTONE PUBLISHING	67.48	0.00
Total: 900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS				1,117.08	0.00
900-00-55110-000-143 - LIBRARY-TECHNOLOGY					
1/1/2023	148-1	AP	TAYLOR COMPUTER SERVICES, INC	222.20	0.00
1/3/2023	21-1	AP	BIBLIOTHECA LLC	3,647.00	0.00
Total: 900-00-55110-000-143 - LIBRARY-TECHNOLOGY				3,869.20	0.00
900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC					
1/1/2023	4-2	JE	INV OVERCHARGE 2022 JAMES IMAGIN SYS 1225538-1	758.18	0.00
1/3/2023	18-1	AP	JAMES IMAGING SYSTEMS INC	793.53	0.00
1/4/2023	122-1	AP	BAKER & TAYLOR BOOKS	5.79	0.00
1/4/2023	127-1	AP	BAKER & TAYLOR BOOKS	0.88	0.00
1/5/2023	129-1	AP	BAKER & TAYLOR BOOKS	2.99	0.00
1/5/2023	131-1	AP	BAKER & TAYLOR BOOKS	0.81	0.00
1/5/2023	133-1	AP	BAKER & TAYLOR BOOKS	6.57	0.00
1/5/2023	135-1	AP	BAKER & TAYLOR BOOKS	0.92	0.00
1/6/2023	4004456-1	CR	REFUND FOR INVOICE OVERCHARGE 2022 - JAMES IMAGING SYSTEMES	0.00	758.18
1/7/2023	277-1	AP	AMAZON CAPITAL SERVICES, INC.	0.00	12.06
1/7/2023	279-1	AP	AMAZON CAPITAL SERVICES, INC.	0.00	14.40
1/7/2023	282-1	AP	AMAZON CAPITAL SERVICES, INC.	123.15	0.00

1/7/2023	283-1	AP	AMAZON CAPITAL SERVICES, INC.	33.38	0.00
1/7/2023	284-1	AP	AMAZON CAPITAL SERVICES, INC.	20.14	0.00
1/9/2023	124-1	AP	BAKER & TAYLOR BOOKS	4.21	0.00
1/9/2023	125-1	AP	BAKER & TAYLOR BOOKS	22.77	0.00
1/10/2023	137-1	AP	BAKER & TAYLOR BOOKS	1.04	0.00
1/10/2023	138-1	AP	BAKER & TAYLOR BOOKS	5.94	0.00
1/10/2023	220-1	AP	AMAZON CAPITAL SERVICES, INC.	188.42	0.00
1/10/2023	221-1	AP	AMAZON CAPITAL SERVICES, INC.	18.48	0.00
1/10/2023	222-1	AP	AMAZON CAPITAL SERVICES, INC.	59.98	0.00
1/11/2023	223-1	AP	AMAZON CAPITAL SERVICES, INC.	77.88	0.00
1/11/2023	224-1	AP	AMAZON CAPITAL SERVICES, INC.	5.99	0.00
1/11/2023	225-1	AP	AMAZON CAPITAL SERVICES, INC.	5.99	0.00
1/11/2023	228-1	AP	BAKER & TAYLOR BOOKS	0.99	0.00
1/11/2023	229-1	AP	BAKER & TAYLOR BOOKS	0.16	0.00
1/11/2023	231-1	AP	BAKER & TAYLOR BOOKS	0.99	0.00
1/11/2023	232-1	AP	BAKER & TAYLOR BOOKS	0.11	0.00
1/12/2023	286-1	AP	BAKER & TAYLOR BOOKS	0.13	0.00
1/12/2023	287-1	AP	BAKER & TAYLOR BOOKS	6.27	0.00
1/16/2023	289-1	AP	BAKER & TAYLOR BOOKS	0.19	0.00
1/16/2023	234-1	AP	BAKER & TAYLOR BOOKS	121.88	0.00
1/16/2023	235-1	AP	BAKER & TAYLOR BOOKS	11.82	0.00
1/16/2023	237-1	AP	BAKER & TAYLOR BOOKS	3.14	0.00
1/17/2023	391-1	AP	BAKER & TAYLOR BOOKS	0.16	0.00
1/17/2023	291-1	AP	BAKER & TAYLOR BOOKS	1.40	0.00
1/17/2023	293-1	AP	BAKER & TAYLOR BOOKS	1.37	0.00
1/17/2023	294-1	AP	BAKER & TAYLOR BOOKS	7.92	0.00
1/19/2023	296-1	AP	BAKER & TAYLOR BOOKS	32.67	0.00
1/19/2023	297-1	AP	BAKER & TAYLOR BOOKS	5.92	0.00
1/19/2023	299-1	AP	BAKER & TAYLOR BOOKS	2.44	0.00
1/25/2023	301-1	AP	BAKER & TAYLOR BOOKS	15.07	0.00
1/25/2023	302-1	AP	BAKER & TAYLOR BOOKS	1.61	0.00
1/25/2023	304-1	AP	BAKER & TAYLOR BOOKS	4.19	0.00

1/25/2023	306-1	AP	BAKER & TAYLOR BOOKS	4.01	0.00
1/26/2023	308-1	AP	BAKER & TAYLOR BOOKS	1.78	0.00
1/26/2023	310-1	AP	BAKER & TAYLOR BOOKS	0.38	0.00
1/26/2023	276-1	AP	AMAZON CAPITAL SERVICES, INC.	54.95	0.00
1/27/2023	312-1	AP	BAKER & TAYLOR BOOKS	1.21	0.00
1/30/2023	314-1	AP	BAKER & TAYLOR BOOKS	2.41	0.00
1/31/2023	439-1	AP	BAKER & TAYLOR BOOKS	12.54	0.00
1/31/2023	440-1	AP	BAKER & TAYLOR BOOKS	0.44	0.00
1/31/2023	442-1	AP	BAKER & TAYLOR BOOKS	0.21	0.00
1/31/2023	275-1	AP	AMAZON CAPITAL SERVICES, INC.	33.98	0.00

Total: 900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC

2,467.38 (784.64)

900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT

1/2/2023	57-1	AP	WISCONSIN LIBRARY ASSOCIATION	150.00	0.00
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Total: 900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT

150.00 0.00

900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS

1/1/2023	100-1	AP	R & R INSURANCE SERVICES INC	1,684.72	0.00
1/1/2023	17-1	JE	FISCAL AGENT FEE- Q1-2023	4,998.00	0.00
1/1/2023	18-13	JE	MUNICIPAL PROPERTY INSURANCE COMPANY	12,629.76	0.00
1/10/2023	94-1	AP	R & R INSURANCE SERVICES INC	213.73	0.00

Total: 900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS

19,526.21 0.00

900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE

11/17/2022	22-1	AP	KEMPEN MASONRY LLC	357.50	0.00
11/18/2022	23-1	AP	KEMPEN MASONRY LLC	55.00	0.00
12/15/2022	24-1	AP	KEMPEN MASONRY LLC	951.25	0.00
12/16/2022	25-1	AP	KEMPEN MASONRY LLC	427.50	0.00
12/16/2022	26-1	AP	KEMPEN MASONRY LLC	108.75	0.00
12/17/2022	27-1	AP	KEMPEN MASONRY LLC	318.75	0.00
1/1/2023	41-1	AP	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	1,358.91	0.00
1/1/2023	42-1	AP	JANI-KING OF MILWAUKEE	2,675.91	0.00
1/1/2023	33-2	JE	REV KEMPEN MASONRY INVS	0.00	2,218.75
1/4/2023	58-1	AP	BATZNER PEST CONTROL INC	94.00	0.00

1/5/2023	186-1	AP	KEMPEN MASONRY LLC	300.00	0.00
1/7/2023	281-1	AP	AMAZON CAPITAL SERVICES, INC.	541.93	0.00
1/13/2023	187-1	AP	KEMPEN MASONRY LLC	318.75	0.00
1/21/2023	357-1	AP	KEMPEN MASONRY LLC	142.50	0.00
1/22/2023	358-1	AP	KEMPEN MASONRY LLC	142.50	0.00
1/26/2023	359-1	AP	KEMPEN MASONRY LLC	641.25	0.00
1/27/2023	360-1	AP	KEMPEN MASONRY LLC	142.50	0.00
1/27/2023	361-1	AP	KEMPEN MASONRY LLC	142.50	0.00
1/30/2023	362-1	AP	KEMPEN MASONRY LLC	1,212.50	0.00
Total: 900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE				9,932.00	(2,218.75)
900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS					
1/30/2023	355-1	AP	WILS	3,946.00	0.00
1/31/2023	373-1	AP	MIDWEST TAPE - HOOPLA	540.81	0.00
Total: 900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS				4,486.81	0.00
900-00-55110-000-313 - LIBRARY-PROGRAMS					
12/13/2022	16-1	AP	ZIMMERMANN, JANICE	485.00	0.00
1/1/2023	1-1	RE	JANICE ZIMMERMAN CK71068 JUV PROG TO CORR ACCT	0.00	485.00
1/10/2023	263-1	AP	NELSON, KELLY	18.75	0.00
1/26/2023	280-1	AP	AMAZON CAPITAL SERVICES, INC.	52.97	0.00
1/27/2023	278-1	AP	AMAZON CAPITAL SERVICES, INC.	44.58	0.00
Total: 900-00-55110-000-313 - LIBRARY-PROGRAMS				601.30	(485.00)
900-00-55110-000-500 - GRANTS/DONATION FUNDED EXPENSE					
1/15/2023	218-1	AP	AMAZON CAPITAL SERVICES, INC.	45.59	0.00
1/16/2023	219-1	AP	AMAZON CAPITAL SERVICES, INC.	24.98	0.00
1/30/2023	381-1	AP	MILWAUKEE ART MUSEUM, INC	600.00	0.00
Total: 900-00-55110-000-500 - GRANTS/DONATION FUNDED EXPENSE				670.57	0.00

APInvoiceApprovalDepartment.DepartmentName = LIBRARY & GeneralLedgerPeriod.GLPeriod = 123

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
AMAZON CAPITAL SERVICES, INC.											
Approved											
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1VV3-KTNF-4NJC	LIBRARY/DISC CLEANING MACHINE	188.42	1/10/2023	1/18/2023	2/9/2023	9000055110000144			A
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1VV3-KTNF-4NJC	LIBRARY/SHIPPING	18.48	1/10/2023	1/18/2023	2/9/2023	9000055110000144			A
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1VV3-KTNF-4NJC	LIBRARY/OFFICE SUPPLIES	59.98	1/10/2023	1/18/2023	2/9/2023	9000055110000144			A
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1WD7-HHTM-L1JW	LIBRARY/PROCESSING SUPPLIES	77.88	1/11/2023	1/18/2023	2/10/2023	9000055110000144			A
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1WD7-HHTM-L1JW	LIBRARY/OFFICE SUPPLIES	5.99	1/11/2023	1/18/2023	2/10/2023	9000055110000144			A
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1WD7-HHTM-L1JW	LIBRARY/SHIPPING	5.99	1/11/2023	1/18/2023	2/10/2023	9000055110000144			A
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1DY4-DTT7-M4TM	LIBRARY/FRIENDS DONATION_ADULT	45.59	1/15/2023	1/18/2023	2/14/2023	9000055110000500			A
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1HHQ-CNJH-3CCR	LIBRARY/FRIENDS DONATION	24.98	1/16/2023	1/18/2023	2/15/2023	9000055110000500			A
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1WD4-GKJL-CKLN	LIBRARY/BUILDING SUPPLIES - TRASH BAGS, KLENNEX, TOILET PAPER MULTIFOLD TOWELS	541.93	1/7/2023	1/30/2023	2/6/2023	9000055110000310			A
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1WD4-GKJL-CKLN	LIBRARY/SHIPPING	123.15	1/7/2023	1/30/2023	2/6/2023	9000055110000144			A
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1WD4-GKJL-CKLN	LIBRARY/PROCESSING SUPPLIES	33.38	1/7/2023	1/30/2023	2/6/2023	9000055110000144			A
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1WD4-GKJL-CKLN	LIBRARY/OFFICE SUPPLIES	20.14	1/7/2023	1/30/2023	2/6/2023	9000055110000144			A
23-AMAZON CAPITAL SERVICES, INC.	23-AMAZON CAPITAL SERVICES, INC.	1X4J-MLPT-D3V9	LIBRARY/SHIPPING REFUND	(14.40)	1/7/2023	1/31/2023	2/6/2023	9000055110000144			A

APInvoiceApprovalDepartment.DepartmentName = LIBRARY & GeneralLedgerPeriod.GLPeriod = 123

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
23-AMAZON CAPITAL SERVICES, INC.		1QUPG-K7CJ-D3CC	LIBRARY/SHIPPING REFUND	(14.40)	1/7/2023	1/31/2023	2/6/2023	900005511000144			A
23-AMAZON CAPITAL SERVICES, INC.		1DLR-HQ9V-D7GL	LIBRARY/SHIPPING REFUND	(12.06)	1/7/2023	1/31/2023	2/6/2023	900005511000144			A
23-AMAZON CAPITAL SERVICES, INC.		1DKT-W67M-J6TG	LIBRARY/PROC ESSING SUPPLIES	54.95	1/26/2023	2/1/2023	2/26/2023	900005511000144			A
23-AMAZON CAPITAL SERVICES, INC.		1QGW-YRJ7-QXFV	LIBRARY/JUV PROGRAM SUPPLIES	44.58	1/27/2023	2/1/2023	2/26/2023	9000055110000313			A
23-AMAZON CAPITAL SERVICES, INC.		1RNN-NYXN-XHRR	LIBRARY/ADULT PROGRAMMING SUPPLIES	52.97	1/26/2023	2/1/2023	2/26/2023	9000055110000313			A
23-AMAZON CAPITAL SERVICES, INC.		161J-FMCR-3TK1	LIBRARY/OFFICE SUPPLIES	33.98	1/31/2023	2/1/2023	2/26/2023	900005511000144			A
Total Approved - AMAZON CAPITAL SERVICES, INC.								<u>1,291.53</u>			
Total AMAZON CAPITAL SERVICES, INC.								<u>1,291.53</u>			

BAKER & TAYLOR BOOKS

Approved

78-BAKER & TAYLOR BOOKS		2037243145	LIBRARY/6 ADULT FICTION BKS	87.96	1/4/2023	1/16/2023	2/17/2023	900005511000141			A
78-BAKER & TAYLOR BOOKS		2037243145	LIBRARY/FREIGHT CHARGE	0.88	1/4/2023	1/16/2023	2/17/2023	900005511000144			A
78-BAKER & TAYLOR BOOKS		2037241189	LIBRARY/39 ADULT FICTION BKS	578.59	1/4/2023	1/16/2023	2/17/2023	900005511000141			A
78-BAKER & TAYLOR BOOKS		2037241189	LIBRARY/FREIGHT CHARGE	5.79	1/4/2023	1/16/2023	2/17/2023	900005511000144			A
78-BAKER & TAYLOR BOOKS		2037243571	LIBRARY/37 ADULT NON FICTION BKS	657.19	1/5/2023	1/17/2023	2/17/2023	900005511000141			A
78-BAKER & TAYLOR BOOKS		2037243571	LIBRARY/FREIGHT CHARGE	6.57	1/5/2023	1/17/2023	2/17/2023	900005511000144			A
78-BAKER & TAYLOR BOOKS		2037243404	LIBRARY/5 ADULT SCI FI BOOKS	80.91	1/5/2023	1/17/2023	2/17/2023	900005511000141			A

APInvoiceApprovalDepartment.DepartmentName = LIBRARY & GeneralLedgerPeriod.GLPeriod = 123

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
78-BAKER & TAYLOR BOOKS		2037243404	BOOKS LIBRARY/SHIPPING FREIGHT SURCHARGE	0.81	1/5/2023	1/17/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037243125	LIBRARY/30 JUV PIC BKS	420.82	1/9/2023	1/17/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037243125	LIBRARY/FREIGHT CHARGE	4.21	1/9/2023	1/17/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037243125	LIBRARY/PROCESSING	22.77	1/9/2023	1/17/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037248065	LIBRARY/10 JUV PIC BKS	103.78	1/10/2023	1/18/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037248065	LIBRARY/FREIGHT CHARGE	1.04	1/10/2023	1/18/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037248065	LIBRARY/PROCESSING	5.94	1/10/2023	1/18/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037243147	LIBRARY/11 ADULT LARGE PRINT BKS	299.01	1/5/2023	1/18/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037243147	LIBRARY/FREIGHT CHARGE	2.99	1/5/2023	1/18/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037244887	LIBRARY/6 YA BOOKS	92.34	1/5/2023	1/18/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037244887	LIBRARY/FREIGHT CHARGE	0.92	1/5/2023	1/18/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037262129	LIBRARY/21 ADULT FICTION BKS	314.42	1/16/2023	1/24/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037262129	LIBRARY/FREIGHT CHARGE	3.14	1/16/2023	1/24/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037203356	LIBRARY/1 JUV BK	15.95	1/11/2023	1/24/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037203356	LIBRARY/PROCESSING	0.99	1/11/2023	1/24/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037203356	LIBRARY/FREIGHT CHARGE	0.16	1/11/2023	1/24/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037203697	LIBRARY/1 JUV PIC BK	10.63	1/11/2023	1/24/2023	2/17/2023	900005511000 0141			A

APInvoiceApprovalDepartment.DepartmentName = LIBRARY & GeneralLedgerPeriod.GLPeriod = 123

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
78-BAKER & TAYLOR BOOKS		2037203697	LIBRARY/PROC ESSING	0.99	1/11/2023	1/24/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037203697	LIBRARY/FREIG HT CHARGE	0.11	1/11/2023	1/24/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037255089	LIBRARY/111 YA BOOKS	1,181.52	1/16/2023	1/24/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037255089	LIBRARY/PROC ESSING	121.88	1/16/2023	1/24/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037255089	LIBRARY/FREIG HT CHARGE	11.82	1/16/2023	1/24/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037271586	LIBRARY/16 ADULT FICTION BKS	244.19	1/19/2023	1/27/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037271586	LIBRARY/FREIG HT CHARGE	2.44	1/19/2023	1/27/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037266071	LIBRARY/9 ADULT NON- FICTION BKS	139.92	1/17/2023	1/27/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037266071	LIBRARY/FREIG HT CHARGE	1.40	1/17/2023	1/27/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037266173	LIBRARY/12 JUV PIC BKS	136.80	1/17/2023	1/27/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037266173	LIBRARY/FREIG HT CHARGE	1.37	1/17/2023	1/27/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037266173	LIBRARY/PROC ESSING	7.92	1/17/2023	1/27/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037265964	LIBRARY/1 LP BOOKS	18.90	1/16/2023	1/27/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037265964	LIBRARY/FREIG HT CHARGE	0.19	1/16/2023	1/27/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037252909	LIBRARY/3 YA BOOKS	13.20	1/12/2023	1/27/2023	2/12/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037252909	LIBRARY/FREIG HT CHARGE	0.13	1/12/2023	1/27/2023	2/12/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037252909	LIBRARY/PROC ESSING	6.27	1/12/2023	1/27/2023	2/12/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037282534	LIBRARY/25 ADULT FICTION BKS	419.09	1/25/2023	2/1/2023	2/17/2023	900005511000 0141			A

APInvoiceApprovalDepartment.DepartmentName = LIBRARY & GeneralLedgerPeriod.GLPeriod = 123

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
			BKS								
78-BAKER & TAYLOR BOOKS		2037282534	LIBRARY/FREIG HT CHARGE	4.19	1/25/2023	2/1/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037287465	LIBRARY/11 ADULT NON- FICTION BKS	177.53	1/26/2023	2/1/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037287465	LIBRARY/FREIG HT CHARGE	1.78	1/26/2023	2/1/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037284493	LIBRARY/26 ADULT NON- FICTION BKS	401.23	1/25/2023	2/1/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037284493	LIBRARY/FREIG HT CHARGE	4.01	1/25/2023	2/1/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037269171	LIBRARY/43 JUV BKS	592.09	1/19/2023	2/1/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037269171	LIBRARY/PROC ESSING	32.67	1/19/2023	2/1/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037269171	LIBRARY/FREIG HT CHARGE	5.92	1/19/2023	2/1/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037276498	LIBRARY/16 YA BOOKS	161.26	1/25/2023	2/1/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037276498	LIBRARY/PROC ESSING	15.07	1/25/2023	2/1/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037276498	LIBRARY/FREIG HT CHARGE	1.61	1/25/2023	2/1/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037293050	LIBRARY/15 ADULT FICTION BKS	241.01	1/30/2023	2/1/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037293050	LIBRARY/FREIG HT CHARGE	2.41	1/30/2023	2/1/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037289122	LIBRARY/1 LP BOOK	37.99	1/26/2023	2/1/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037289122	LIBRARY/FREIG HT CHARGE	0.38	1/26/2023	2/1/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037291437	LIBRARY/8 ADULT SCI FI	120.63	1/27/2023	2/1/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037291437	LIBRARY/FREIG HT CHARGE	1.21	1/27/2023	2/1/2023	2/17/2023	900005511000 0144			A

APInvoiceApprovalDepartment.DepartmentName = LIBRARY & GeneralLedgerPeriod.GLPeriod = 123

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
78-BAKER & TAYLOR BOOKS		2037268364	LIBRARY/1 ADULT SCI FI	15.68	1/17/2023	2/3/2023	2/17/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037268364	LIBRARY/FREIG HT CHARGE	0.16	1/17/2023	2/3/2023	2/17/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037298809	LIBRARY/4 JUV PIC BOOKS	21.00	1/31/2023	2/7/2023	2/28/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037298809	LIBRARY/FREIG HT CHARGE	0.21	1/31/2023	2/7/2023	2/28/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037295067	LIBRARY/7 YA BOOKS	43.89	1/31/2023	2/7/2023	2/28/2023	900005511000 0141			A
78-BAKER & TAYLOR BOOKS		2037295067	LIBRARY/PROC ESSING	12.54	1/31/2023	2/7/2023	2/28/2023	900005511000 0144			A
78-BAKER & TAYLOR BOOKS		2037295067	LIBRARY/FREIG HT CHARGE	0.44	1/31/2023	2/7/2023	2/28/2023	900005511000 0144			A

Total Approved - BAKER & TAYLOR BOOKS

6,920.86

Total BAKER & TAYLOR BOOKS

6,920.86

MIDWEST TAPE

Approved

548-MIDWEST TAPE		503224321	LIBRARY/ADUL T 1 DVD	14.99	1/12/2023	1/25/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503223289	LIBRARY/ADUL T 8 DVDS	173.17	1/12/2023	1/25/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503223288	LIBRARY/2 ADULT DVD	44.98	1/12/2023	1/25/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503196977	LIBRARY/1 ADULT DVD	14.99	1/5/2023	1/25/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503258355	LIBRARY/JUVE NILE 1 DVD	14.24	1/20/2023	1/25/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503258354	LIBRARY/1 ADULT DVD	22.49	1/20/2023	1/25/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503258352	LIBRARY/ 2 ADULT CDS	26.98	1/20/2023	1/25/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503258351	LIBRARY/1 ADULT DVD	20.99	1/20/2023	1/25/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503258350	LIBRARY/ADUL T 3 DVDS	52.47	1/20/2023	1/25/2023	2/17/2023	900005511000 0142			A

APInvoiceApprovalDepartment.DepartmentName = LIBRARY & GeneralLedgerPeriod.GLPeriod = 123

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
548-MIDWEST TAPE		503257889	LIBRARY/ADUL T 6 DVDS	148.43	1/20/2023	1/25/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503287487	LIBRARY/ADUL T 4 DVDS	108.70	1/27/2023	2/3/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503287488	LIBRARY/JUVE NILE 2 DVD	17.98	1/27/2023	2/3/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503287485	LIBRARY/ 1 ADULT CDS	11.19	1/27/2023	2/3/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503287489	LIBRARY/ 1 JUV CD	10.99	1/27/2023	2/3/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503287484	LIBRARY/ADUL T 2 DVDS	52.48	1/27/2023	1/27/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503288370	LIBRARY/JUVE NILE 1 DVD	18.74	1/27/2023	1/27/2023	2/17/2023	900005511000 0142			A
548-MIDWEST TAPE		503287483	LIBRARY/ 1 ADULT CD	11.99	1/27/2023	1/27/2023	2/17/2023	900005511000 0142			A

Total Approved - MIDWEST TAPE

765.80

Total MIDWEST TAPE

765.80

TAYLOR COMPUTER SERVICES, INC

Approved

810-TAYLOR COMPUTER SERVICES, INC	24268	LIBRARY/MAN AGED SERVICES FOR JAN 2023	222.20	1/1/2023	1/13/2023	1/31/2023	900005511000 0143			A
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Total Approved - TAYLOR COMPUTER SERVICES, INC

222.20

Total TAYLOR COMPUTER SERVICES, INC

222.20

WISCONSIN LIBRARY ASSOCIATION

Approved

1319-WISCONSIN LIBRARY ASSOCIATION	16515	LIBRARY/MEM BERSHIP ERIC BRANSKE 2023	150.00	1/2/2023	12/20/2022	2/2/2023	900005511000 0146			A
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Total Approved - WISCONSIN LIBRARY ASSOCIATION

150.00

Total WISCONSIN LIBRARY ASSOCIATION

150.00

R & R INSURANCE SERVICES INC

APInvoiceApprovalDepartment.DepartmentName = LIBRARY & GeneralLedgerPeriod.GLPeriod = 123

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
Total JAMES IMAGING SYSTEMS INC					<u>793.53</u>						
BATZNER PEST CONTROL INC											
<u>Approved</u>											
7070-BATZNER PEST CONTROL INC		3477255	LIBRARY/PEST MGMT JAN 2023	94.00	1/4/2023	1/6/2023	2/4/2023	900005511000 0310			A
Total Approved - BATZNER PEST CONTROL INC					<u>94.00</u>						
Total BATZNER PEST CONTROL INC					<u>94.00</u>						
WILS											
<u>Approved</u>											
8164-WILS		498155	LIBRARY/2023 WPLC BUYING POOL	3,946.00	1/30/2023	2/1/2023	3/31/2023	900005511000 0312			A
Total Approved - WILS					<u>3,946.00</u>						
Total WILS					<u>3,946.00</u>						
NORTH SHORE BANK CARDMEMBER SERVICE											
<u>Approved</u>											
8349-NORTH SHORE BANK CARDMEMBER SERVICE		12312022	LIBRARY/WSJ/S UBSCRIPTION 1ST QUARTER	152.22	1/2/2023	1/10/2023	2/4/2023	900005511000 0140			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		5655085490203527 386802	LIBRARY/DOLL AR TREE/JUV PROG SUPPLIES	7.50	1/19/2023	2/8/2023	3/1/2023	900005511000 0313			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		302300174017	LIBRARY/WAL MART/JUV PROG SUPPLIES	39.20	1/23/2023	2/8/2023	3/1/2023	900005511000 0313			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		3155022899999950 2	LIBRARY/FRIEN DS_ADULT PROGRAMMING REFRESHMENT S	12.87	1/25/2023	2/8/2023	3/1/2023	900005511000 0500			A
8349-NORTH SHORE BANK CARDMEMBER SERVICE		2207091040101127 116778	LIBRARY/FRIEN DS ADULT_PROGR AMMING	66.50	2/2/2023	2/8/2023	3/1/2023	900005511000 0500			A

APInvoiceApprovalDepartment.DepartmentName = LIBRARY & GeneralLedgerPeriod.GLPeriod = 123

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
			PRIZES								
8349-NORTH SHORE BANK	CARDMEMBER SERVICE	W95571040101	LIBRARY/DISCOUNT SCHOOL SUPPLY/JUV PROG SUPPLIES	155.37	1/16/2023	2/8/2023	3/1/2023	9000055110000313			A
8349-NORTH SHORE BANK	CARDMEMBER SERVICE	321475038	LIBRARY/STAPLES/PROCESSING SUPPLIES	52.99	1/24/2023	2/8/2023	3/1/2023	9000055110000144			A
8349-NORTH SHORE BANK	CARDMEMBER SERVICE	6476	LIBRARY/CYBERLINK/PHONE SERVICE JAN 2023	348.01	1/1/2023	2/8/2023	3/1/2023	9000055110000311			A
8349-NORTH SHORE BANK	CARDMEMBER SERVICE	01112023	LIBRARY/SCIENTIFIC AMERICAN/SUBSCRIPTION RENEWAL	44.99	1/11/2023	2/8/2023	3/1/2023	9000055110000140			A
8349-NORTH SHORE BANK	CARDMEMBER SERVICE	01192023	LIBRARY/USA TODAY/ANNUAL SUBSCRIPTION RENEWAL	398.65	1/19/2023	2/8/2023	3/1/2023	9000055110000140			A
8349-NORTH SHORE BANK	CARDMEMBER SERVICE	2009471521020	LIBRARY/DELL/COMPUTER MONITORS	487.98	1/26/2023	2/8/2023	3/1/2023	9000055110000143			A
8349-NORTH SHORE BANK	CARDMEMBER SERVICE	7251257	LIBRARY/DEMCO/PROCESSING SUPPLIES	1,167.98	1/27/2023	2/8/2023	3/1/2023	9000055110000144			A
8349-NORTH SHORE BANK	CARDMEMBER SERVICE	01302023	LIBRARY/FRIENDS EXPLORE PASS_SANC	65.00	1/30/2023	2/8/2023	3/1/2023	9000055110000500			A
8349-NORTH SHORE BANK	CARDMEMBER SERVICE	0077052011723	LIBRARY/SPECTRUM/INTERNET 1/17/23 THRU 2/16/23	222.94	1/17/2023	2/8/2023	3/1/2023	9000055110000311			A
8349-NORTH SHORE BANK	CARDMEMBER SERVICE	0459CM	LIBRARY/WSJ/R EFUND FOR TAX CHARGES (2.25)	(2.25)	1/25/2023	2/8/2023	3/1/2023	9000055110000140			A
8349-NORTH SHORE BANK	CARDMEMBER SERVICE	0485CM	LIBRARY/WSJ/R EFUND FOR (2.25)	(2.25)	1/25/2023	2/8/2023	3/1/2023	9000055110000140			A

APInvoiceApprovalDepartment.DepartmentName = LIBRARY & GeneralLedgerPeriod.GLPeriod = 123

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
			TAX CHARGES								
8349-NORTH SHORE BANK		0550CM	LIBRARY/WSJ/R (2.25)		1/25/2023	2/8/2023	3/1/2023	900005511000			A
CARDMEMBER SERVICE			EFUND FOR					0140			
			TAX CHARGES								
Total Approved - NORTH SHORE BANK CARDMEMBER SERVICE											
											3,215.45
Total NORTH SHORE BANK CARDMEMBER SERVICE											3,215.45
BIBLIOTHECA LLC											
<u>Approved</u>											
9263-BIBLIOTHECA LLC		INV-US60930	ANNUAL MAINT & SOFTWARE AGREEMENT 2023	3,647.00	1/3/2023	1/4/2023	2/3/2023	900005511000			A
								0143			
Total Approved - BIBLIOTHECA LLC											3,647.00
Total BIBLIOTHECA LLC											3,647.00
KEMPEN MASONRY LLC											
<u>Approved</u>											
9512-KEMPEN MASONRY LLC		7430	LIBRARY/ SALT AND PLOW 1.5.23	300.00	1/5/2023	1/13/2023	2/3/2023	900005511000			A
								0310			
9512-KEMPEN MASONRY LLC		7437	LIBRARY/SALT SVC 1.11.23 AND 1.13.23	318.75	1/13/2023	1/13/2023	2/10/2023	900005511000			A
								0310			
9512-KEMPEN MASONRY LLC		7472	LIBRARY/SALT PLOW SVC 01-25-23 & 01-26-23	641.25	1/26/2023	1/31/2023	2/25/2023	900005511000			A
								0310			
9512-KEMPEN MASONRY LLC		7448	LIBRARY/SALT SVC 01-20-23	142.50	1/21/2023	1/31/2023	2/25/2023	900005511000			A
								0310			
9512-KEMPEN MASONRY LLC		7456	LIBRARY/SALT SVC 01-22-23	142.50	1/22/2023	1/31/2023	2/25/2023	900005511000			A
								0310			
9512-KEMPEN MASONRY LLC		7492	LIBRARY/SALT-PLOW 1-29-23 & 1-30-23	1,212.50	1/30/2023	2/1/2023	2/25/2023	900005511000			A
								0310			
9512-KEMPEN MASONRY LLC		7482	LIBRARY/SALT SVC 1-27-23	142.50	1/27/2023	2/1/2023	2/25/2023	900005511000			A
								0310			

APInvoiceApprovalDepartment.DepartmentName = LIBRARY & GeneralLedgerPeriod.GLPeriod = 123

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
9512-KEMPEN MASONRY LLC		7477	LIBRARY/SALT SVC 1.27.23	142.50	1/27/2023	2/1/2023	2/25/2023	900005511000 0310			A
Total Approved - KEMPEN MASONRY LLC							<u>3,042.50</u>				
Total KEMPEN MASONRY LLC							<u>3,042.50</u>				
NELSON, KELLY											
<u>Approved</u>											
10248-NELSON, KELLY		01102023	LIBRARY/ADUL T PRGM	18.75	1/10/2023	1/24/2023	2/7/2023	900005511000 0313			A
Total Approved - NELSON, KELLY							<u>18.75</u>				
Total NELSON, KELLY							<u>18.75</u>				
JOHNSON CONTROLS SECURITY SOLUTIONS LLC											
<u>Approved</u>											
10353-JOHNSON CONTROLS SECURITY SOLUTIONS LLC		38230701	ANNUAL CONTRACT 2023	1,358.91	1/1/2023	1/4/2023	2/1/2023	900005511000 0310			A
Total Approved - JOHNSON CONTROLS SECURITY SOLUTIONS LLC							<u>1,358.91</u>				
Total JOHNSON CONTROLS SECURITY SOLUTIONS LLC							<u>1,358.91</u>				
WALDEN, NEITZKE & KUHARY, SC											
<u>Approved</u>											
11855-WALDEN, NEITZKE & KUHARY, SC		128932	LIBRARY/LEGA L SVCS JAN	1,100.00	2/2/2023	2/7/2023	3/4/2023	900005511000 0400			A
Total Approved - WALDEN, NEITZKE & KUHARY, SC							<u>1,100.00</u>				
Total WALDEN, NEITZKE & KUHARY, SC							<u>1,100.00</u>				
JANI-KING OF MILWAUKEE											
<u>Approved</u>											
12411-JANI-KING OF MILWAUKEE		MIL01230419	LIBRARY/JANIT ORIAL SVC JAN 2023	2,675.91	1/1/2023	12/28/2022	1/31/2023	900005511000 0310			A
Total Approved - JANI-KING OF MILWAUKEE							<u>2,675.91</u>				
Total JANI-KING OF MILWAUKEE							<u>2,675.91</u>				
BLACKSTONE PUBLISHING											

APInvoiceApprovalDepartment.DepartmentName = LIBRARY & GeneralLedgerPeriod.GLPeriod = 123

Vendor	Vendor Name	Invoice Number	Description	Amount	Invoice Date	Input Date	Due Date	Account No.	Batch	GL Period	Status
<u>Approved</u>											
12674-BLACKSTONE PUBLISHING		2081681	LIBRARY/ADUL T 3 AUDIO CDS	109.07	1/11/2023	1/27/2023	2/10/2023	900005511000 0142			A
12674-BLACKSTONE PUBLISHING		2083958	LIBRARY/ADUL T 2 AUDIO CDS	77.89	1/25/2023	2/3/2023	2/17/2023	900005511000 0142			A
12674-BLACKSTONE PUBLISHING		2083565	LIBRARY/ADUL T 3 AUDIO CDS	96.84	1/24/2023	2/3/2023	2/17/2023	900005511000 0142			A
12674-BLACKSTONE PUBLISHING		2084485	LIBRARY/ADUL T 2 AUDIO CDS	67.48	1/30/2023	2/7/2023	3/1/2023	900005511000 0142			A
Total Approved - BLACKSTONE PUBLISHING											351.28
Total BLACKSTONE PUBLISHING											351.28
MIDWEST TAPE - HOOPLA											
<u>Approved</u>											
12821-MIDWEST TAPE - HOOPLA		503311791	LIBRARY/DIGIT AL ACCT ENDING 1-31- 2023	540.81	1/31/2023	2/1/2023	2/28/2023	900005511000 0312			A
Total Approved - MIDWEST TAPE - HOOPLA											540.81
Total MIDWEST TAPE - HOOPLA											540.81
MILWAUKEE ART MUSEUM, INC											
<u>Approved</u>											
13088-MILWAUKEE ART MUSEUM, INC		01302023	LIBRARY/FRIEN DS_EXPLORE PASS MAM	600.00	1/30/2023	2/1/2023	2/15/2023	900005511000 0500			A
Total Approved - MILWAUKEE ART MUSEUM, INC											600.00
Total MILWAUKEE ART MUSEUM, INC											600.00
Unapproved:											
Approved:											34,233.81
Rejected:											
Grand Totals:											34,233.81

Pewaukee Public Library
Director's Report
FEBRUARY 2023

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

- January marked the official beginning of using the acquisitions functionality of our Integrated Library System Software, Polaris. Using acquisitions in Polaris allows us to track our ordering and materials budgets as well as create On-Order item records so we can see what has been ordered and patrons can place holds on materials before they arrive. As with anything new, there were a few bumps at the beginning of the process, but we've been able to smooth those out, and we're excited to continue using this to improve our collection management.
- This month brought a literal change of scenery for the Adult Services Department, with us relocating our public desk duties to what was formerly the Registration Desk on the main level. We've seen new faces with the transition and have been able to help with reference transactions that naturally occur at the Check-Out Desk.
- With the desk change, Library Clerks are now splitting their time between the Check-Out Desk and the desk located on the lower level, now renamed the Information Desk. I assisted Deanna in training Clerks on some of the routine duties that naturally occur at that desk, such as computer assistance, study room use, and mobile printing help.
- We've once again brought back our Great Puzzle Giveaway. This giveaway takes place over 10 weeks, from January 9 until March 19. Each week participants complete a crossword, word search, or word jumble. All completed, correct puzzles are entered to win a weekly drawing for a jigsaw puzzle. Eric put together this year's giveaway and added something new this year: we have given people the option to sign up for a weekly email containing that week's puzzle. We currently have 127 people signed up for this email and after just three weeks of puzzles, we're averaging about 80 participants per week. For context, last year we averaged 26 participants per week. We're excited to see how sending targeted emails has increased participation! These emails were created and sent using Library Aware.
- Last year we brought Wii Bowling to a close. It was a great social activity that brought people to the Library during the daytime, but wasn't seeing as much participation as in past years. We currently offer several daytime programs, but I wanted to add another program that would appeal to people looking for a social activity. At the end of the month, we started Grown Up Gaming, a monthly board and card game program for adults. We put out a selection of board games from our collection and encouraged attendees to also bring their favorite games. We were happy to have 15 people attend our first session and loved watching the buzz of activity in the room as people tried a variety of games.

Thank you for you continued support!

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

Highlights:

- The new year started off well in Youth Services. On Tuesday, our first open day of the year we had registration for the early learning programs (Preschool Story Time, Movin' and Groovin,'" and Baby and Toddler Story Time. We also re-started our Tuesday after school program, Try-It Tuesdays. This is a fun, drop-in event for older kids, tweens, and teens.

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- Our Saturday programming; Saturday Crafternoons, Pewaukee Puppy Tales, and Science Saturdays continue to see good attendance. Janice Zimmermann, our craft lady, does the Saturday Crafternoons and our Messy Monday events and, in January, those 3 programs alone had a combined attendance of 133 people. Puppy Tales, our “read to a dog” program continues to be very popular with the families, the dogs, and the dog owners. We are so grateful for the kind people who share their special dogs with us!
- School age children enjoyed a special movie event on the 16th when we showed “Lyle, Lyle, Crocodile” and had popcorn. Tweens and teens had a special event the following Monday with the very cool Dungeons and Dragons event. Registration for this program filled very quickly! Teens also enjoyed making painted wooden magnets and receiving personalized Book Boxes.
- Although the weather is frigid, we are all looking ahead to the upcoming summer library program and are hard at work planning a wide variety of educational and entertaining events for kids, teens, and families.

As always, thank you for your continued support.

Circulation Department (from Deanna Moore, Library Services Manager)

News:

The changes to our service model are going quite well. Sharing the main level desk with reference has been excellent for employee relations – departments that used to feel so separate are now able to observe each other working and learn from one another. Our Library Clerks have gamely stepped up to the training on the lower level Info Desk. The quiet lower level is certainly a change of pace for circulation employees who are used to constant motion, but with the addition of new tasks as we continue to train them, they are adjusting well to the difference in responsibilities.

We are currently hiring for the open Library Clerk position. The Circulation team has stepped up to fill the scheduling holes, even amid all the other training they are taking on.

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - January 10: Friends Meeting
 - January 10: Foundation Meeting
 - January 13: APL @ Pewaukee Library
 - January 16: Joint Library Agreement Committee Meeting
 - January 18: Library Board Meeting
 - January 19: Department Heads Meeting
- *Friends.* At the January 10th meeting, the Friends group approved the Library’s donation request for \$7,750.00. The Friends will continue to support many of their regular initiatives such as the movie license, Bookpages, explore passes and various adult and youth programs. We will be adding three new explore passes; the Packer’s Hall of Fame Museum, the Schlitz Audubon Nature

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Center and the Milwaukee Art Museum. The Friends are also funding a second membership to the Milwaukee County Zoo which will increase our available passes from 2 to 4.

- *Disc Cleaning Machine.* In the Library, we have always had a machine to clean DVDs and the Discs for Books on CD. Our machine had become old and cumbersome. After researching several models, Deanna found that the preferred machine was quite inexpensive. For \$188.43 we were able to replace our old machine.
- *Microsoft Teams.* As part of the desk reorganization, we are encouraging all staff to use Microsoft Teams. We have set up a Library Group Chat. Staff can also send individual messages to each other. Teams operates like a “chat”. For example, if someone has a question that they need immediately help with, they can post a message in the Group Chat and any available staff member can then provide immediate assistance either with a reply or with coming out to help.
- *Financial Records (AGENDA ITEM).* The Library’s finances have been closed for 2022. The unaudited Budget/Actual Report for Year-End 2022 gives a comprehensive financial picture. The Library came in underbudget for 2022. Here are some of the general takeaways:
 - Library fine revenue continues to decline.
 - The Library was underbudget in Salaries & Wages and Fringe Benefits. Staff changes at the beginning of 2022 resulted in a surplus in these two expenditure lines.
 - The Library will add to its fund balance. The unaudited Budget/Actual Year-End report shows a remaining fund balance of \$22,463.32. \$6,595.14 of this remaining fund balance was donated funds. In order to ensure that these donated funds are expended in the future as requested, I will request that the auditors add this amount to the Library’s restricted fund balance. The remaining \$15,868.18 would be added to the Library’s unassigned fund balance.
- *Library Director’s Annual Review (AGENDA ITEM).* For your consideration, I have included several draft documents. Here are my thoughts:
 1. I have included a Pewaukee Public Library Director Evaluation Process and Timeline. With the adoption of this document, the entire process would be systematic and regular. The Committee would also have time to present final documents to the Library Board for adoption.
 2. Library Director Self-Evaluation Questionnaire. I have included a draft questionnaire. I think it would be helpful and beneficial if I would be able to provide the Board with some sort of year in review. This could be accomplished by either a questionnaire or with an annual review of Library activities by the Library Director at the March meeting (as proposed in the Timeline document).
 3. I have included the draft of a new questionnaire. I have worked to closely align these questions with the current Library Director Job Description.
- *Updated Pewaukee Public Library Employee Handbook.* The Handbook has been posted and distributed to staff. I held an in-person session with full time employees and an in-person session with benefited part time employees to review the transition from Vacation/Sick Time to the PTO bank. Cassie at the Village has updated the payroll system to reflect these changes. I also clarified that it is important that staff use their PTO throughout the year, even during the summer and reinforced that all staff will now be responsible for ensuring that they have time left at the end of the year in case of illness.
- *Vacation Payout.* As instructed by the Library Board, I prepared calculations and reviewed those calculations with staff for a payout of their accrued vacation time from their first year of employment. The total cost of this payout including taxes and WRS will be \$10,535.24.

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- *Library Impact Report 2022 (AGENDA ITEM)*. This report is based on data provided in the annual report and other interesting facts about the Library. My intent is to ask to present this document to the Village and the City of Pewaukee outside of the budget process. I would ask that the Library Board review the report, make any suggested improvements and approve for distribution.
- *Elevator Door Repair or Replacement (AGENDA ITEM)*. At times, the elevator door is unable to close. After a couple of tries, it will close. I have not noticed or been told of any issue with the door opening. If you look at the track, you can see that the door is not straight on the track and this is causing the issue. I asked our elevator service company to assess the issue. They made the determination that the door has been damaged and is bent. When or how this happened, I have no idea. The Library Board has 3 options:
 1. Do nothing at this time. The door still closes, even if it takes a couple of tries.
 2. The door (maybe) can be straightened and repaired. A proposal is attached. There is no guarantee that their repair will work.
 3. The door can be replaced. A proposal is attached.

Please advise how you would like me to proceed.

Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Circulation - ALL														
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%
2023	24366												24366	105.17%
Circulation - Print and A/V														
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%
2023	20252												20252	105.27%
Circulation - Overdrive														
2021	3799	3537	3824	3628	3823	3674	3692	3545	3309	3493	3312	3106	42742	123.70%
2022	3713	3254	3555	3409	3257	3206	3493	3608	3430	3422	3435	3288	41070	96.09%
2023	3881												3881	104.52%
Circulation - Hoopla														
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%
2023	233												233	107.37%
Library Visits														
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	319	117.20%
Monthly total 2023	8020												8020	2989.28%
Daily average 2023	321												321	100.56%
Reference Transactions														
2022	1118	1061	1259	1077	843	1306	1220	1227	1160	922	871	595	12659	76.94%
2023	967												967	86.49%
Items from Other libraries														
2022	3664	3234	3482	3507	3336	3553	3648	3477	3181	3047	3125	3009	40263	92.48%
2023	3597												3597	98.17%
Items to Other Libraries														
2022	3010	2672	2775	2821	2763	2944	2966	2656	2531	2375	2519	2383	32415	89.96%
2023	2943												2943	97.77%
New Library Cards Issued														
2022	67	72	90	77	62	210	121	119	88	81	63	56	1106	112.97%
2023	87												87	129.85%
Meetings Room Usage														
2022	36	47	50	51	44	43	45	28	33	40	46	31	494	212.02%
2023	46												46	127.78%

Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Teen Self-Directed Activities (12-18) (includes summer reading participation)														
# 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%
# programs 2023	2													0.00%
Attendance 2023	29													0.00%
Adult (includes summer reading participation)														
# programs 2022													0	
Attendance 2022													0	
# program 2023	3												3	#DIV/0!
Attendance 2023	242												242	#DIV/0!
Other Self-Directed Activities (All Ages) (includes summer reading participation)														
# programs 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%
# program 2023	0												0	0.00%
Attendance 2023	0												0	0.00%

PEWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES GOALS 2022

FINANCIAL

- Provide guidance to Library Director while they prepare fiscally responsible annual budget. Audit and approve budget.
- Work with the Foundation, the Friends of the Library, and other community groups to continue financial support of the Library
- Identify possible future capital expenses and create a future plan for sustainability while using current funding sources available to the library including fund balance, municipal contributions and donations.

ADVOCACY

- Enhance relationships with the Friends of the Library, Foundation, and City and Village Officials
- Strengthen the relationship between the Board of Trustees and the municipalities.
- Provide outreach to the community and community organizations

GOVERNANCE

- Develop annual Library Board calendar
- Select nominating committee and elect officers
- Achieve a full and complete understanding of the Joint Library Agreement so that the Board of Trustees can work closely with the municipalities on reviewing the governance portion of the Joint Library Agreement prior to the first renewal in 2024.
- Review revisions of policies per schedule and job descriptions as needed
- Continued safe operations of the Library for patrons and staff

ADMINISTRATIVE

- Provide direction, support and guidance to the Library Director
 - a. Perform an annual performance evaluation of the Library Director
 - b. Conduct bi-annual review of Director's current goals and objectives
 - c. Develop goals & objectives for the Director's management of the Library and staff
- Invite Department Heads to attend a board meeting to provide updates
- Provide support to the staff when appropriate and possible
- Place a board goal on every BOT agenda to be discussed at the monthly meetings. Goal to be determined by Board President and the Library Director
- Monitor the execution of our strategic plan to ensure that we meet our goals.

Pewaukee Public Library Director Evaluation Process and Timeline

February: An Ad Hoc Review Committee to lead the review of the Library Director is appointed by the Library Board President. The Committee meets to review the evaluation forms and process and prepares the forms for full Board review.

March: The Board approves the evaluation forms and process to be used in the Library Director's review. This will include instructions on how to complete the evaluation forms, including a discussion on the rating scale and definitions. The Library Director will provide an annual review of Library activities, highlights and challenges, and reports on goals.

Immediately following March meetings: Trustees and staff/stakeholders are provided evaluation forms to complete. Forms may be submitted electronically or in print. These are due to an appointed Ad Hoc Committee Member in early April.

April: The Review Committee meets in closed session prior to the monthly Board meeting to discuss the evaluation results, develop talking points for the evaluation discussion with the Library Director, and an initial recommendation of goals.

A closed session is scheduled at the April meeting of the full Board.

Board CLOSED Session to include:

- Board review of evaluation results and recommendations from the Committee (Board only)
- Evaluation discussion with the system director (Board and Library Director)
- Discussion of goals for the upcoming year.

May: Goals are set for the upcoming year.

Section 1: General Performance Factors

Professionalism

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

Communication

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

Management/Administration of Services

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

Innovation

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

Section 2: Job Specific Performance Factors

Policy Development

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

Human Resource Management

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

Budget and Finances

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

Collections and Services

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

Facility and Technology Maintenance

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

Community Engagement

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

Section 3: Goals

Goal 1

Goal 2...

PEWAUKEE PUBLIC LIBRARY
LIBRARY DIRECTOR SELF-EVALUATION QUESTIONNAIRE 2023 ANNUAL
REVIEW
(ATTACH A COPY OF 2022 GOALS)

- 1. Describe any significant projects or accomplishments that you completed or initiated in 2022 including goals.**

- 2. If you have any goals from 2022 that were not completed, please talk about those goals and indicate if you think that goal should be continued in 2023?**

- 3. Job description. Are there any essential functions in the current job description which should be changed, expanded, added or deleted?**

- 4. Library Services. Is the Library providing high quality services to the community? Are there any trends or upgrades that should be a priority of the Pewaukee Public Library?**

- 5. Internal Relationships. Do you feel that you work well with the Library Board of Trustees? Do you feel that the Library as a whole works well collaboratively? Do you have any suggestions on how to improve our organizational culture?**

PEWAUKEE PUBLIC LIBRARY EMPLOYEE PERFORMANCE EVALUATION FORM

6. External Relationships. Do you feel that the Library is seen as a valued resource in the Community? Do you feel the Library works well with external entities including fundraising organizations, municipal governments and other libraries?

7. Describe any goals, projects or training that you would like for 2023?



Wisconsin Department of Public Instruction

PUBLIC LIBRARY ANNUAL REPORT

PI-2401 (Rev. 01-23)

S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
20. Square Footage of Public Library	21a. Did your library or a branch move to a new facility during the fiscal year?	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year?		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week			
19b. Number of winter weeks			
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year			
19f. Total hours per year for this location			

PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19	
Public Services During COVID-19	
Electronic Library Cards issued during COVID-19	
Reference Service During COVID-19	
Outside Service During COVID-19	
External Wi-Fi Access Added During COVID-19	
External Wi-Fi Access Increased During COVID-19	
Staff Re-Assigned During COVID-19	

COVID-19 CLOSURES

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
-------------------------------------	--

Additional building closure and reopening dates, please describe



II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8a. Electronic Collections <i>Locally Owned or Leased</i>		
8b. Electronic Collections <i>Purchased by library system or consortia</i>		
8c. Electronic Collections <i>Provided through BadgerLink</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
Method for Counting ILL Transactions					
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
5. Library Visits			5. Library Visits		
a. Method			b. Annual Count		
6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
8. Website Visits	9. Electronic Collection Retrieval				
	a. Local	b. Other	c. Statewide	d. Total	
10. Uses of Electronic Materials by Users of Your Library					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials	

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs						
Total Attendance						

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs					
Total Attendance					
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs					
Total Attendance					

11i. Describe the library's in-person programs:

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs						
Total Live Virtual Attendance						
Total views of live programs that were recorded and posted for asynchronous viewing						

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c.Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f.Total
Number of Programs						
Total Pre-Recorded Program Views						

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Subtotal 1		

2. County

a. Home County Appropriation for Library Services Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Subtotal 2b			

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

Subtotal 3	

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
Subtotal 4	

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

7. All Other Operating Income

8. Total Operating Income Add 1 through 7

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

- | | |
|---|--|
| 1. Salaries and Wages Include maintenance, security, plant operations | 2. Employee Benefits Include maintenance, security, plant operations |
|---|--|

3. Library Collection Expenditures

- | | | | | |
|--------------------|-------------------------|--------------------------|--------------------------------|------------|
| a. Print Materials | b. Electronic Materials | c. Audiovisual Materials | d. All Other Library Materials | Subtotal 3 |
|--------------------|-------------------------|--------------------------|--------------------------------|------------|

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Amount	Provider	Amount

Subtotal 4

5. Other Operating Expenditures

6. Total Operating Expenditures Add 1 through 5

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			

- | | | | |
|--------------------|-------------------------------------|---------------|-------------------|
| 2. Debt Retirement | 3. Rent Paid to Municipality/County | Total Revenue | Total Expenditure |
|--------------------|-------------------------------------|---------------|-------------------|

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County			
3. Circulation to Nonresidents Living in Another County in the Library System			
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System			
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices?	2. Library type of Internet Connection <i>Mark all that apply</i> a. State TEACH line b. Other broadband connection Local, cable, telco, community network, etc.	3. Is the library CIPA compliant ?
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile?		

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The _____ Board of Trustees hereby states that in 2022 the _____
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type	Date Signed
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COMMENTS

2022 | YEAR REVIEW

255,637

physical items checked out
(books, movies, magazines, etc.)



392

programs offered

Top 10 checked out books



12,528

program attendees

digital material use by Pewaukee residents

Wisconsin's Digital Library (Libby)

41,070

Hoopla

2,483

Flipster

513



11,187

total cardholders

cardholders living in...

6,880

City of Pewaukee

3,473

Village of Pewaukee



5.7M

community dollars saved

12,659

reference questions answered



library visits

95,665



TO: Library Board of Trustees
FROM: Nan Champe, Library Director
DATE: 2/9/2023
SUBJECT: PTO DONATION

In response to the Library Board's request to add the ability for staff to donate PTO time to another staff member, I am proposing the following addition to the Pewaukee Public Library Staff Handbook:

5.10 PTO Donation

Eligibility: Employees eligible for PTO

Any employee who has more than 40 hours of accrued PTO may donate any part of that PTO in excess of 40 hours to another employee of the Library. All donations are voluntary and are subject to the review and approval of the Library Director. In order to be eligible to receive the donation, the Library employee must be absent due to a severe illness, a serious non-work related injury, major surgery, or debilitating physical incapacity for themselves or for the employee's immediate family member and must have exhausted their own PTO bank. If you would like additional information about donating PTO, please see the Library Director.

This language has been reviewed and approved by the Library's attorney, William Wirkus.

Date: 1/26/2023

QUOTE NUMBER: 15363 - Rev 1

Elevator Repair Agreement

EQUIPMENT LOCATION:

PEWAUKEE PUBLIC LIBRARY
210 MAIN ST
PEWAUKEE, WI 53072

SUBMITTED TO:

PEWAUKEE PUBLIC LIBRARY
210 MAIN ST
PEWAUKEE, WI 53072-3531

ELEVATOR DESCRIPTION:

Elevator ID: WI1023735

Description: PEWAUKEE PUBLIC LIB - ELV 1

ATTN:

NAN CHAMPE
262-746-0920
nchampe@pewaukee.lib.wi.us

Type of Work: Repair

This Repair Agreement ("**Agreement**") is proposed as of this 26th day of January, 2023 ("**Effective Date**") between MEI Total Elevator Solutions ("**MEI**"), and "**Customer**": PEWAUKEE PUBLIC LIBRARY, 210 MAIN ST, PEWAUKEE, WI 53072-3531. MEI and Customer are collectively referred to herein as the "**Parties**" or individually as a "**Party**". MEI proposes to furnish certain maintenance services to Customer as provided herein.

Scope of Work:

MEI is providing this proposal to perform the following work:

Car door is bent towards the bottom. This proposal is for MEI to order a new custom door and install.

Subject to the provisions of this Agreement, MEI will perform the work as described in this section. If Customer requests services not listed, Customer agrees to pay MEI for such additional work at MEI's then-current rates. The Work will be provided pursuant to the terms and conditions in this Agreement and MEI's Terms and Conditions (the "**T&C**").

Price:

\$6,474.00

Customer shall pay to MEI the amount of: **\$6,474.00** for the work performed per the Scope of Work as specified in Section 1 of this Agreement. The Fee is inclusive of any applicable sales tax at an estimated rate per the information provided by Customer at the time of Proposal. Any changes to tax rates due to circumstances beyond the control of MEI will remain the responsibility of Customer. The pricing in this Agreement is only valid for 45 days from the Effective Date listed above.

Payment Terms:

- Due upon completion; Net 30 days

If Customer fails or refuses to pay MEI all or any part of the Fees when due, MEI may use any remedy specified in the T&C. Invoices issued under this Agreement for additional work will be billed as the work is performed and are due and payable to MEI on a Net 30-day basis. If, at any time, the Work is terminated by either Party, MEI will issue a final invoice to the Customer. Customer agrees to immediately issue payment to MEI for all work completed up to the termination date.

Agreement Terms

The Term of this Agreement starts when fully executed by both Parties and terminates when the Work is performed by MEI and paid for by Customer. Notwithstanding the foregoing, if Customer has not made any preliminary payment required in Payment Terms within 15 days of signing this Agreement, MEI may terminate this Agreement upon notice to Customer, and without any liability to Customer.

The provision of the Work and payment therefore is subject to, and Customer agrees to be bound by the T&C as published by MEI from time to time, a current copy of which is attached hereto. This Agreement: (i) may be executed in counterparts, including electronic counterparts, each of which shall be deemed an original but all of which shall be deemed one and the same Agreement; (ii) is binding upon and inures to the benefit of MEI and Customer and their respective successors, transferees, or assignees; (iii) together with the T&C, constitutes the entire agreement between the Parties with respect to the subject matter hereof, superseding all prior agreements, representations, communications and understandings, oral or written; and (iv) may not be amended except by a written agreement signed by both Parties. If there is a conflict between the terms of this Agreement, the Proposal and the T&C, the T&C shall govern and supersede the Agreement and the Proposal.

Date: 1/26/2023

QUOTE NUMBER: 15363 - Rev 1

By signing this Agreement, Customer hereby applies for credit and affirms financial responsibility, ability and willingness to pay invoices in accordance with the terms of this Agreement as well as any additional work requested by the Customer which may be done outside this Agreement. The above information is warranted to be true and complete. Customer hereby authorizes MEI to verify and collect information on Customer, including but not limited to bank references, trade credit references, consumer and/or commercial credit reports. Customer agrees to pay: (i) a monthly finance charge equal to the maximum applicable state rate on all past due balances; and (ii) all costs of collection and attorney's fees incurred by MEI arising from any default by Customer under this Agreement. Customer agrees that all decisions with respect to the extension or continuation of credit shall be in the sole discretion of MEI.

Acceptance of Proposal

IN WITNESS WHEREOF, each Party represents that it has caused this Agreement to be executed by an authorized agent or representative who, on the date of such signing, has the necessary authority, corporate, municipal, or otherwise, to bind the Party. By signing below, Customer agrees to engage MEI to perform the Work in accordance with this Agreement and the T&C and agrees to pay for all Work.

(CUSTOMER)

Approved by Authorized Representative

Signed: _____

Date: _____

Print Name: _____

Title: _____

Phone: _____

Email: _____

Name of Company: _____

Customer Purchase Order: _____

Principal, Owner or Authorized Representative or Owner

Agent: _____
(Name of Principal or Owner)

Accepted by:

MEI Total Elevator Solutions

Approved by Authorized Representative

Signed: _____

Date: _____

Print Name: Derek Zwart

Title: Account Manager

Phone: 262-257-9449

Email: derek.zwart@meiusa.com

Date: 1/26/2023

QUOTE NUMBER: 15363 - Rev 1

MEI TERMS AND CONDITIONS ("T&C")

1. Purchase and Payment. Pursuant to the applicable Repair Agreement, purchase order or quote (collectively, "Agreement"), Customer agrees to purchase the parts, machinery or equipment (collectively, "Product") or Work described in the Agreement. Except as defined herein, all capitalized terms have the meaning ascribed to them in the Agreement. Customer agrees to pay all sums specified in the Agreement within 2 days of the due date, without any deduction or setoff. MEI reserves the right to add all applicable taxes as prescribed by law. Customer shall pay any and all of Customer's third-party vendor fees, such as, but not limited to accounts receivable / payable administrators or insurance tracking. Customer agrees to receive MEI's invoices electronically, and if Customer requires other delivery, shall pay MEI's then-current delivery fee.

2. Standard Warranty. MEI warrants that any new Product, including materials and equipment to be furnished as part of the Product or Work, shall be of good quality, in conformance with all legal requirements, and will be free from defects in material and workmanship for twelve (12) months from the date of installation (the "Standard Warranty"). Any refurbished parts, if available, carry a warranty that such parts shall be of good quality and free from defects in materials and workmanship for a period of ninety (90) days from installation. This Standard Warranty shall not apply to: (i) any Product that has been subject to misuse, misapplication, neglect (including without limitation improper maintenance and storage), accident, improper installation, modification (including without limitation use of unauthorized parts or attachments), adjustment or repair; or (ii) damage, loss, or diminution of or to any Product related to normal wear and tear, or usage of wear parts. (iii) damage caused by disasters such as fire, flood, wind, lightning, electrical surge or power outage; (iv) corrosion from exposure to liquids or atmospheres; (v) any parts or components installed or modified by a non-MEI mechanic after the completion of the Work; or (vi) Customer's failure to properly clean or care for the Product after completion of the Work. Notwithstanding any contrary provision or agreement, MEI's maximum liability for Products, whether in contract, negligence, or strict liability in tort, is limited to the repair or replacement of the Product at issue, or the parts thereof.

3. Repair Terms and Conditions. Customer shall: (i) cooperate with MEI in all matters relating to the Work, and respond promptly to MEI's request to provide direction, information, approvals, authorizations and decisions; and (ii) obtain and maintain all necessary permits related to the equipment; and provide all wiring prints and diagrams and a copy or version of the controller software. Customer agrees to provide MEI with full immediate access to all areas of Customer's facility in which the elevator(s) and associated equipment is located in order to perform the Work in the Agreement. Failure to provide such access will result in the Fees being earned and payable by Customer, even if the applicable Work is not completed. Customer shall provide a clear and accessible machine room(s) and elevator pit area(s) for the Work to be completed. The machine room and elevator pits must be free from water, debris and stored materials. MEI is not responsible or liable for personal injury or property damage due to the action or failure of any part of the elevator equipment during testing. If subsequent repairs are necessary to obtain proper operation of the equipment to meet the requirements of these tests, such work will be proposed at additional cost under separate work order. Any testing of emergency/standby power systems that require immediate completion will be billed at current charge out rates and in addition to the Repair Fee.

4. Limitations. Unless directly resulting from MEI's gross negligence or willful misconduct, nothing herein or in the Agreement shall be construed to mean that MEI assumes any liability for any accidents or injury to persons or property. Customer retains all liability and responsibility for accidents or injuries to any person or property while riding on or being in or about the subject elevators or related equipment.

(a) **DAMAGES.** IN NO EVENT SHALL MEI OR ANY OF ITS EMPLOYEES, OFFICERS, MANAGERS, DIRECTORS, OWNERS, SUCCESSORS OR ASSIGNS BE LIABLE UNDER THE AGREEMENT OR THESE T&C TO CUSTOMER OR ANY THIRD PARTY FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES FOR BUSINESS INTERRUPTION, LOSS OF USE, DATA, REVENUE OR PROFIT, WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT CUSTOMER WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

(b) **MAXIMUM LIABILITY.** EXCEPT WHERE A LIABILITY DIRECTLY RESULTS FROM MEI'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, WITHOUT LIMITING THE PROVISION OF SECTION 4(a), IN NO EVENT SHALL MEI'S AGGREGATE LIABILITY EXCEED, WITH RESPECT TO PRODUCTS OR SERVICES, THE GREATER OF: (I) \$25,000; OR (II) THE TOTAL AMOUNT PAID TO MEI PURSUANT TO THE AGREEMENT IN THE TWELVE-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM. The prior sentence limiting liability and damages is a material part of the Agreement, and MEI would not have sold the Product or provided the Services on terms as favorable to Customer as set forth in the Agreement.

(c) **EXCLUSIVE REMEDY.** CUSTOMER'S SOLE REMEDY WITH RESPECT TO PRODUCTS SHALL BE THE STANDARD WARRANTY, AND MEI'S SOLE LIABILITY SHALL BE COMPLIANCE WITH THE STANDARD WARRANTY.

5. Indemnification. Each Party (as "Indemnifying Party") shall indemnify, defend and hold harmless the other Party and its officers, managers, directors, employees, successors and assigns (collectively, "Indemnified Party") against all losses, damages, liabilities, claims, actions, judgments, settlements, awards, costs, or expenses of whatever kind, including reasonable attorneys' fees, actually incurred by Indemnified Party or actually awarded against Indemnified Party, resulting from: (i) breach or non-fulfillment of any representation, warranty or covenant under the Agreement by Indemnifying Party, its employees or agents; (ii) any negligent or more culpable act or omission of Indemnifying Party and its employees and agents (including without limitation reckless or willful misconduct) in connection with the performance of its obligations under the Agreement; (iii) bodily injury, death of any person or damage to real or tangible personal property caused by the negligent or more culpable acts or omissions of Indemnifying Party, its employees or agents (including any reckless or willful misconduct); or (iv) any failure by Indemnifying Party to comply with any applicable federal, state or local laws, regulations or codes in the performance of its obligations under the Agreement. Notwithstanding the foregoing, MEI shall not be obligated to indemnify any Customer Indemnified Party if the loss or damage arises from or relates to breach of the Agreement by, or negligence or misconduct of, Customer or its employees, agents, managers, representatives or contractors.

Date: 1/26/2023

QUOTE NUMBER: 15363 - Rev 1

6. Default. An event of default ("**Event of Default**") under the Agreement or these T&C shall occur upon the occurrence of all or any one of the following events: (i) Customer does not pay any amount due to MEI under the Agreement; (ii) Customer ceases doing business as a going concern; (iii) Customer makes an assignment for the benefit of its creditors or admits in writing to its inability to pay its debts as they become due; (iv) Customer files, or has filed against it, a petition in bankruptcy or for its reorganization, arrangement, composition or readjustment under any state insolvency law or Customer liquidates all or a substantial part of its assets not in the ordinary course of its business, dissolves or takes other similar action; or (v) Customer shall default in the performance of any of its obligations arising under the Agreement, these T&C, any service schedule, or any other agreement between Customer and MEI, and such default is not cured within fifteen (15) days of MEI providing notice of same. MEI shall not be default of this Agreement unless and until Customer has notified MEI in writing of the alleged default, and MEI has had thirty (30) days to remedy the alleged default.

7. Remedies. Upon the occurrence of any Event of Default, MEI may at its option and without notice or demand, exercise all or any one of the following remedies: (a) upon written notice to Customer, terminate this Agreement and any other agreement between Customer and MEI; and/or (b) take additional action as may be appropriate to mitigate additional damages to MEI; The foregoing remedies are cumulative and may be exercised successively or concurrently.

8. Assignment. MEI may without the consent of Customer, assign MEI's rights and obligations under the Agreement, and may subcontract any portion of MEI's performance of the Agreement to a third-party. Customer may not assign the Agreement or otherwise transfer its rights or obligations under the Agreement to any third-party without the prior written consent of MEI. In the event of the sale, lease, assignment or other transfer of Customer's facility described herein, Customer agrees to disclose in writing to such successor the Agreement, and if all of Customers' obligations under the Agreement are not assumed in writing by such successor, Customer agrees to continue to be bound by the terms hereof.

9. Governing Law; Venue. The validity, construction and performance of the Agreement and these T&C shall be governed by and construed in accordance with the law of the state where the Services are performed, without reference to any choice of law principals, but the specific performance provisions and right of MEI to seek injunctive relief for Customer's breach of the covenants contained herein may also be enforced in any other state wherever such breach occurs, and in accordance with the laws of such other state, to the extent necessary to secure enforcement in such other jurisdiction.

10. Force Majeure. MEI shall not be liable for any failure of performance hereunder due to causes beyond its reasonable control, including but not limited to: act of God, fire, flood, earthquake, terrorist act, national emergency, war, strike, lock-out, change in law, work stoppage or other labor difficulty, action or inaction of an independent third party utilized in providing the Services, or unavailability of materials.

11. Waiver of Jury Trial. Each Party agrees that any controversy that may arise under the Agreement, including schedules attached to the Agreement, is likely to involve complicated and difficult issues and, therefore, each Party irrevocably and unconditionally waives any right it may have to a trial by jury in respect of any legal action arising out of or relating to the Agreement, or the transactions contemplated hereby.

12. General Provisions. The following sections of the T&C shall survive termination or expiration of the Agreement: 2, 3, 4, 5, 6, 7, 9, 10, 11, and 12. The relationship of the parties created by the Agreement is that of independent contractors and not partners, joint ventures, agents, or otherwise. No waiver by either Party of any right under, or breach of, any provision of the Agreement shall be construed as a waiver of any continuing or succeeding breach of such provision or right. The Agreement these T&C: (i) are binding upon and inure to the benefit of MEI and Customer and their respective successors, transferees, or assignees; and (ii) constitute the entire agreement between the Parties with respect to the subject matter of the Agreement, superseding all prior agreements, representations, communications and understandings, oral or written. A determination that any provision of the Agreement is invalid or unenforceable shall not affect the other provisions of the Agreement. The Agreement may not be amended or modified except by a written agreement signed by both Parties. In the event of a conflict between the main body of the Agreement and these T&C, these Agreement will take precedence, and shall supersede and be controlling over the T&C. By accepting delivery of the Products or Services, Customer is also agreeing to these T&C. Except for the money due upon an open account, no action may be brought for any breach of the Agreement or these Terms and Conditions more than one (1) year after the accrual of such cause of action. Customer agrees to receive invoices, notices and other communications under this Agreement at the address listed in the Agreement until Customer notifies MEI in writing of any changes in mailing address. Failure to notify MEI of any address changes does not change the delivery status of delivered invoices or other notices. Customer agrees to promptly notify MEI of any billing errors and understands that its failure to notify MEI does not change he due date or payment status of an invoice.

Date: 1/26/2023

QUOTE NUMBER: 15364 - Rev 1

Elevator Repair Agreement

EQUIPMENT LOCATION:

PEWAUKEE PUBLIC LIBRARY
210 MAIN ST
PEWAUKEE, WI 53072

SUBMITTED TO:

PEWAUKEE PUBLIC LIBRARY
210 MAIN ST
PEWAUKEE, WI 53072-3531

ELEVATOR DESCRIPTION:

Elevator ID: WI1023735

Description: PEWAUKEE PUBLIC LIB - ELV 1

ATTN:

NAN CHAMPE
262-746-0920
nchampe@pewaukee.lib.wi.us

Type of Work: Repair

This Repair Agreement ("**Agreement**") is proposed as of this 26th day of January, 2023 ("**Effective Date**") between MEI Total Elevator Solutions ("**MEI**"), and "**Customer**": PEWAUKEE PUBLIC LIBRARY, 210 MAIN ST, PEWAUKEE, WI 53072-3531. MEI and Customer are collectively referred to herein as the "**Parties**" or individually as a "**Party**". MEI proposes to furnish certain maintenance services to Customer as provided herein.

Scope of Work:

MEI is providing this proposal to perform the following work:

Car door is bent towards the bottom. Repair is for an MEI to remove car door and related equipment. Crew will then attempt to straighten door. Crew will then reinstall door and door hardware.

Subject to the provisions of this Agreement, MEI will perform the work as described in this section. If Customer requests services not listed, Customer agrees to pay MEI for such additional work at MEI's then-current rates. The Work will be provided pursuant to the terms and conditions in this Agreement and MEI's Terms and Conditions (the "**T&C**").

Price:

\$4,454.00

Customer shall pay to MEI the amount of: **\$4,454.00** for the work performed per the Scope of Work as specified in Section 1 of this Agreement. The Fee is inclusive of any applicable sales tax at an estimated rate per the information provided by Customer at the time of Proposal. Any changes to tax rates due to circumstances beyond the control of MEI will remain the responsibility of Customer. The pricing in this Agreement is only valid for 45 days from the Effective Date listed above.

Payment Terms:

- Due upon completion; Net 30 days

If Customer fails or refuses to pay MEI all or any part of the Fees when due, MEI may use any remedy specified in the T&C. Invoices issued under this Agreement for additional work will be billed as the work is performed and are due and payable to MEI on a Net 30-day basis. If, at any time, the Work is terminated by either Party, MEI will issue a final invoice to the Customer. Customer agrees to immediately issue payment to MEI for all work completed up to the termination date.

Agreement Terms

The Term of this Agreement starts when fully executed by both Parties and terminates when the Work is performed by MEI and paid for by Customer. Notwithstanding the foregoing, if Customer has not made any preliminary payment required in Payment Terms within 15 days of signing this Agreement, MEI may terminate this Agreement upon notice to Customer, and without any liability to Customer.

Date: 1/26/2023

QUOTE NUMBER: 15364 - Rev 1

The provision of the Work and payment therefore is subject to, and Customer agrees to be bound by the T&C as published by MEI from time to time, a current copy of which is attached hereto. This Agreement: (i) may be executed in counterparts, including electronic counterparts, each of which shall be deemed an original but all of which shall be deemed one and the same Agreement; (ii) is binding upon and inures to the benefit of MEI and Customer and their respective successors, transferees, or assignees; (iii) together with the T&C, constitutes the entire agreement between the Parties with respect to the subject matter hereof, superseding all prior agreements, representations, communications and understandings, oral or written; and (iv) may not be amended except by a written agreement signed by both Parties. If there is a conflict between the terms of this Agreement, the Proposal and the T&C, the T&C shall govern and supersede the Agreement and the Proposal.

By signing this Agreement, Customer hereby applies for credit and affirms financial responsibility, ability and willingness to pay invoices in accordance with the terms of this Agreement as well as any additional work requested by the Customer which may be done outside this Agreement. The above information is warranted to be true and complete. Customer hereby authorizes MEI to verify and collect information on Customer, including but not limited to bank references, trade credit references, consumer and/or commercial credit reports. Customer agrees to pay: (i) a monthly finance charge equal to the maximum applicable state rate on all past due balances; and (ii) all costs of collection and attorney's fees incurred by MEI arising from any default by Customer under this Agreement. Customer agrees that all decisions with respect to the extension or continuation of credit shall be in the sole discretion of MEI.

Acceptance of Proposal

IN WITNESS WHEREOF, each Party represents that it has caused this Agreement to be executed by an authorized agent or representative who, on the date of such signing, has the necessary authority, corporate, municipal, or otherwise, to bind the Party. By signing below, Customer agrees to engage MEI to perform the Work in accordance with this Agreement and the T&C and agrees to pay for all Work.

(CUSTOMER)

Approved by Authorized Representative

Signed: _____

Date: _____

Print Name: _____

Title: _____

Phone: _____

Email: _____

Name of Company: _____

Customer Purchase Order: _____

Principal, Owner or Authorized Representative or Owner

Agent: _____
 (Name of Principal or Owner)

Accepted by:

MEI Total Elevator Solutions

Approved by Authorized Representative

Signed: _____

Date: _____

Print Name: Derek Zwart

Title: Account Manager

Phone: 262-257-9449

Email: derek.zwart@meiusa.com

Date: 1/26/2023

QUOTE NUMBER: 15364 - Rev 1

MEI TERMS AND CONDITIONS ("T&C")

1. Purchase and Payment. Pursuant to the applicable Repair Agreement, purchase order or quote (collectively, "Agreement"), Customer agrees to purchase the parts, machinery or equipment (collectively, "Product") or Work described in the Agreement. Except as defined herein, all capitalized terms have the meaning ascribed to them in the Agreement. Customer agrees to pay all sums specified in the Agreement within 2 days of the due date, without any deduction or setoff. MEI reserves the right to add all applicable taxes as prescribed by law. Customer shall pay any and all of Customer's third-party vendor fees, such as, but not limited to accounts receivable / payable administrators or insurance tracking. Customer agrees to receive MEI's invoices electronically, and if Customer requires other delivery, shall pay MEI's then-current delivery fee.

2. Standard Warranty. MEI warrants that any new Product, including materials and equipment to be furnished as part of the Product or Work, shall be of good quality, in conformance with all legal requirements, and will be free from defects in material and workmanship for twelve (12) months from the date of installation (the "Standard Warranty"). Any refurbished parts, if available, carry a warranty that such parts shall be of good quality and free from defects in materials and workmanship for a period of ninety (90) days from installation. This Standard Warranty shall not apply to: (i) any Product that has been subject to misuse, misapplication, neglect (including without limitation improper maintenance and storage), accident, improper installation, modification (including without limitation use of unauthorized parts or attachments), adjustment or repair; or (ii) damage, loss, or diminution of or to any Product related to normal wear and tear, or usage of wear parts. (iii) damage caused by disasters such as fire, flood, wind, lightning, electrical surge or power outage; (iv) corrosion from exposure to liquids or atmospheres; (v) any parts or components installed or modified by a non-MEI mechanic after the completion of the Work; or (vi) Customer's failure to properly clean or care for the Product after completion of the Work. Notwithstanding any contrary provision or agreement, MEI's maximum liability for Products, whether in contract, negligence, or strict liability in tort, is limited to the repair or replacement of the Product at issue, or the parts thereof.

3. Repair Terms and Conditions. Customer shall: (i) cooperate with MEI in all matters relating to the Work, and respond promptly to MEI's request to provide direction, information, approvals, authorizations and decisions; and (ii) obtain and maintain all necessary permits related to the equipment; and provide all wiring prints and diagrams and a copy or version of the controller software. Customer agrees to provide MEI with full immediate access to all areas of Customer's facility in which the elevator(s) and associated equipment is located in order to perform the Work in the Agreement. Failure to provide such access will result in the Fees being earned and payable by Customer, even if the applicable Work is not completed. Customer shall provide a clear and accessible machine room(s) and elevator pit area(s) for the Work to be completed. The machine room and elevator pits must be free from water, debris and stored materials. MEI is not responsible or liable for personal injury or property damage due to the action or failure of any part of the elevator equipment during testing. If subsequent repairs are necessary to obtain proper operation of the equipment to meet the requirements of these tests, such work will be proposed at additional cost under separate work order. Any testing of emergency/standby power systems that require immediate completion will be billed at current charge out rates and in addition to the Repair Fee.

4. Limitations. Unless directly resulting from MEI's gross negligence or willful misconduct, nothing herein or in the Agreement shall be construed to mean that MEI assumes any liability for any accidents or injury to persons or property. Customer retains all liability and responsibility for accidents or injuries to any person or property while riding on or being in or about the subject elevators or related equipment.

(a) **DAMAGES.** IN NO EVENT SHALL MEI OR ANY OF ITS EMPLOYEES, OFFICERS, MANAGERS, DIRECTORS, OWNERS, SUCCESSORS OR ASSIGNS BE LIABLE UNDER THE AGREEMENT OR THESE T&C TO CUSTOMER OR ANY THIRD PARTY FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES FOR BUSINESS INTERRUPTION, LOSS OF USE, DATA, REVENUE OR PROFIT, WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT CUSTOMER WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

(b) **MAXIMUM LIABILITY.** EXCEPT WHERE A LIABILITY DIRECTLY RESULTS FROM MEI'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, WITHOUT LIMITING THE PROVISION OF SECTION 4(a), IN NO EVENT SHALL MEI'S AGGREGATE LIABILITY EXCEED, WITH RESPECT TO PRODUCTS OR SERVICES, THE GREATER OF: (I) \$25,000; OR (II) THE TOTAL AMOUNT PAID TO MEI PURSUANT TO THE AGREEMENT IN THE TWELVE-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM. The prior sentence limiting liability and damages is a material part of the Agreement, and MEI would not have sold the Product or provided the Services on terms as favorable to Customer as set forth in the Agreement.

(c) **EXCLUSIVE REMEDY.** CUSTOMER'S SOLE REMEDY WITH RESPECT TO PRODUCTS SHALL BE THE STANDARD WARRANTY, AND MEI'S SOLE LIABILITY SHALL BE COMPLIANCE WITH THE STANDARD WARRANTY.

5. Indemnification. Each Party (as "Indemnifying Party") shall indemnify, defend and hold harmless the other Party and its officers, managers, directors, employees, successors and assigns (collectively, "Indemnified Party") against all losses, damages, liabilities, claims, actions, judgments, settlements, awards, costs, or expenses of whatever kind, including reasonable attorneys' fees, actually incurred by Indemnified Party or actually awarded against Indemnified Party, resulting from: (i) breach or non-fulfillment of any representation, warranty or covenant under the Agreement by Indemnifying Party, its employees or agents; (ii) any negligent or more culpable act or omission of Indemnifying Party and its employees and agents (including without limitation reckless or willful misconduct) in connection with the performance of its obligations under the Agreement; (iii) bodily injury, death of any person or damage to real or tangible personal property caused by the negligent or more culpable acts or omissions of Indemnifying Party, its employees or agents (including any reckless or willful misconduct); or (iv) any failure by Indemnifying Party to comply with any applicable federal, state or local laws, regulations or codes in the performance of its obligations under the Agreement. Notwithstanding the foregoing, MEI shall not be obligated to indemnify any Customer Indemnified Party if the loss or damage arises from or relates to breach of the Agreement by, or negligence or misconduct of, Customer or its employees, agents, managers, representatives or contractors.

Date: 1/26/2023

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6. Default. An event of default ("**Event of Default**") under the Agreement or these T&C shall occur upon the occurrence of all or any one of the following events: (i) Customer does not pay any amount due to MEI under the Agreement; (ii) Customer ceases doing business as a going concern; (iii) Customer makes an assignment for the benefit of its creditors or admits in writing to its inability to pay its debts as they become due; (iv) Customer files, or has filed against it, a petition in bankruptcy or for its reorganization, arrangement, composition or readjustment under any state insolvency law or Customer liquidates all or a substantial part of its assets not in the ordinary course of its business, dissolves or takes other similar action; or (v) Customer shall default in the performance of any of its obligations arising under the Agreement, these T&C, any service schedule, or any other agreement between Customer and MEI, and such default is not cured within fifteen (15) days of MEI providing notice of same. MEI shall not be default of this Agreement unless and until Customer has notified MEI in writing of the alleged default, and MEI has had thirty (30) days to remedy the alleged default.

7. Remedies. Upon the occurrence of any Event of Default, MEI may at its option and without notice or demand, exercise all or any one of the following remedies: (a) upon written notice to Customer, terminate this Agreement and any other agreement between Customer and MEI; and/or (b) take additional action as may be appropriate to mitigate additional damages to MEI; The foregoing remedies are cumulative and may be exercised successively or concurrently.

8. Assignment. MEI may without the consent of Customer, assign MEI's rights and obligations under the Agreement, and may subcontract any portion of MEI's performance of the Agreement to a third-party. Customer may not assign the Agreement or otherwise transfer its rights or obligations under the Agreement to any third-party without the prior written consent of MEI. In the event of the sale, lease, assignment or other transfer of Customer's facility described herein, Customer agrees to disclose in writing to such successor the Agreement, and if all of Customers' obligations under the Agreement are not assumed in writing by such successor, Customer agrees to continue to be bound by the terms hereof.

9. Governing Law; Venue. The validity, construction and performance of the Agreement and these T&C shall be governed by and construed in accordance with the law of the state where the Services are performed, without reference to any choice of law principals, but the specific performance provisions and right of MEI to seek injunctive relief for Customer's breach of the covenants contained herein may also be enforced in any other state wherever such breach occurs, and in accordance with the laws of such other state, to the extent necessary to secure enforcement in such other jurisdiction.

10. Force Majeure. MEI shall not be liable for any failure of performance hereunder due to causes beyond its reasonable control, including but not limited to: act of God, fire, flood, earthquake, terrorist act, national emergency, war, strike, lock-out, change in law, work stoppage or other labor difficulty, action or inaction of an independent third party utilized in providing the Services, or unavailability of materials.

11. Waiver of Jury Trial. Each Party agrees that any controversy that may arise under the Agreement, including schedules attached to the Agreement, is likely to involve complicated and difficult issues and, therefore, each Party irrevocably and unconditionally waives any right it may have to a trial by jury in respect of any legal action arising out of or relating to the Agreement, or the transactions contemplated hereby.

12. General Provisions. The following sections of the T&C shall survive termination or expiration of the Agreement: 2, 3, 4, 5, 6, 7, 9, 10, 11, and 12. The relationship of the parties created by the Agreement is that of independent contractors and not partners, joint ventures, agents, or otherwise. No waiver by either Party of any right under, or breach of, any provision of the Agreement shall be construed as a waiver of any continuing or succeeding breach of such provision or right. The Agreement these T&C: (i) are binding upon and inure to the benefit of MEI and Customer and their respective successors, transferees, or assignees; and (ii) constitute the entire agreement between the Parties with respect to the subject matter of the Agreement, superseding all prior agreements, representations, communications and understandings, oral or written. A determination that any provision of the Agreement is invalid or unenforceable shall not affect the other provisions of the Agreement. The Agreement may not be amended or modified except by a written agreement signed by both Parties. In the event of a conflict between the main body of the Agreement and these T&C, these Agreement will take precedence, and shall supersede and be controlling over the T&C. By accepting delivery of the Products or Services, Customer is also agreeing to these T&C. Except for the money due upon an open account, no action may be brought for any breach of the Agreement or these Terms and Conditions more than one (1) year after the accrual of such cause of action. Customer agrees to receive invoices, notices and other communications under this Agreement at the address listed in the Agreement until Customer notifies MEI in writing of any changes in mailing address. Failure to notify MEI of any address changes does not change the delivery status of delivered invoices or other notices. Customer agrees to promptly notify MEI of any billing errors and understands that its failure to notify MEI does not change he due date or payment status of an invoice.

Planning for the Library's Future

11

The Importance of Planning: Why Plan?

How often do you leave for the grocery store without a list and come back with dozens of items you didn't need, but without the one or two things you absolutely needed? Nobody would ever think of building a house or starting a business without a plan. Yet it is often hard to convince library directors and library boards to create a strategic plan. The most frequent excuse is "We don't have time" or "We are too busy getting our work done."

Information technology, publishing and the book industry, and society itself are in the middle of the greatest series of changes since the invention of the printing press. In 1990, few libraries had computers. Now, they are everywhere. In 1980, women were just entering the workforce in large numbers, and many smaller Wisconsin communities had few, if any, minority residents. Library services must change to reflect changes in our communities. They cannot exist in a vacuum. The library board or director that refuses to plan is like the shopper going to the store without a shopping list. The library may well be offering dozens of services that are not really needed by the community, while failing to offer the one or two services that might provide a great benefit.

Planning for libraries is a process of envisioning the future of both the community and the library and setting a direction for library movement toward a chosen future vision. Planning helps the staff and board understand the situation of their community, set priorities, and establish methods for achieving those priorities. The planning document provides a record of the decisions made during that process. The document also becomes a guide for decision-making and action by staff and the board.

Planning Essentials—Getting Started

Size doesn't matter. Every library needs a plan, no matter how small or how large the library and community may be. However, just as a shopping list will be different for the single person and the family of ten, the *process* followed to create a plan will depend on the size of library and community involved with the project. Large and even many medium-sized libraries, or those libraries accustomed to planning, may have the resources and experience to undertake a full-blown process such as that described in the *Planning for Results*¹ process. *Planning for Results* provides a blueprint for creating a vision of the future for a library and its community, along with a blueprint for creating the services that will enable a library achieve its vision. *Planning for Results*, because it is so thorough, describes a fairly time-intensive process involving a large cast of players. Any library,

¹ Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. ALA, 1998

In This Trustee Essential

- The importance of planning
- Planning essentials—getting started
- A plan outline
- Where to go for help

including smaller libraries or those new to planning, will benefit from undertaking the process outlined in *Planning for Results* if its board and staff have the commitment, time, and resources to follow through. However, for novice planners, the process is less important than the fact that planning is carried out. First-time planners often want to follow a simplified process that is less time-intensive. Even a simplified process will help the board and staff gain vital information about the library and community, as well as the experience and confidence needed to expand the process during the next planning cycle.

Who should be involved?

The minimum number needed to draft a strategic plan is one. However, just as the grocery shopper benefits from consulting spouse and family before leaving for the store, the strategic plan for the library benefits from input from multiple individuals. The library director, with the help of system staff, can be relied on to gather statistics about a community. Important statistics include:

- Population size of community broken down by age, gender, racial heritage, etc.
- The existence of large or growing groups of newcomers to the community, whether they are urban or rural transplants, new ethnic groups, or other.
- Economic factors regarding the community, such as household incomes and source of payrolls.
- Educational profile of the community.

At the same time, the director and staff can gather facts about the library. Questions to ask include:

- What services are currently being offered?
- How have usage patterns been changing in the past few years?
- What is the composition of the collection? How many books does the library own? How many audiobooks? DVDs? Children's books, etc.?
- What is the *age* of the collection? What is the average publication date for each section of the nonfiction collection?

By discussing these and similar facts about the library and the community, the staff and board can come to some basic conclusions about the library on which to plan future services. A library with a small large-print collection in a community with a stable, aging population may want to buy more large-print books, for example. A science collection with relatively few titles less than one or two years old probably needs updating.

One of the best ways to gather insight regarding your library is to see how it stacks up against current state recommended standards. [Wisconsin Public Library Standards](#) is updated about every five years. The Standards are not mandatory requirements from the state; rather they are suggestions for basic levels of service organized by library or community size. They suggest such things as basic

collection size for a specific community size. They even recommend a minimum funding requirement for a basic level of library service in the smallest communities. The Standards allow planners to look beyond the confines of their community. (For more information, see [Trustee Essential #12: Library Standards](#).)

By talking to other stakeholders, library planners can add to the strength and reliability of their plan as well as obtain buy-in from the public. There is an endless list of individuals and groups that *might* be consulted as part of a basic planning process. Which ones you choose will depend on your particular situation. Suggested players include:

- The mayor and city council (or equivalent)
- Municipal employees such as an economic development officer, senior center director, or recreation department director
- Representatives from the PTA and/or teachers union
- Representatives of active service groups such as Elks, Rotary, or Lions
- Representatives of other social/service organizations such as those representing growing minority populations
- Representatives of the religious community
- Current library users
- Those not currently using the library

You get the picture. The more people you talk to about the community, the more information you will have to create your strategic plan.

How do you gather information?

Probably the most common mistake library planners make when consulting the community in preparation for a strategic plan is to ask people about the library. Neophyte planners ask what library services people are looking for. The real purpose of consulting all of these community representatives is to find out about *them*—what *they* are doing and what is important in *their* lives and work. The library staff and board are the experts in the broad array of possible library services. It is up to the experts to be creative in proposing new services or changes in services to meet emerging needs. The mayor and city council may be interested in developing tourism in a community, but they may never think of the library as a vehicle for collecting and disseminating local information of interest to tourists. If you ask someone what the library should be like, they will answer based on their preconceptions about what a library is. Instead, inquire about community needs and then apply library resources to fashion the services to help the community fill those needs.

There are a variety of ways to ask this large array of players about community needs. One of the simplest but most effective is simply to invite them to the library or a neutral site and talk to them. Find someone who is experienced in conducting focus group interviews. Construct one or more groups built around particular interests, such as the needs of children in the community or the needs of

immigrants. Assist the interviewer in eliciting the opinions of interested parties regarding what is important to them.

Library planners probably most often gather information by means of surveys. If you decide to use a survey, consider the following:

- What is the specific question you are trying to answer? What hypothesis are you testing?
- Don't ask questions simply for the sake of asking. If you ask whether the respondent went to college, for example, how will having the information affect your investigation? How will you use the information?
- Will your survey reach the target audience? Surveys done in the library are useless for learning the needs and opinions of nonusers. Current library users do not necessarily represent a cross section of the community.
- How will your survey be distributed?
- How will your survey be tabulated?
- Do a pretest. Make sure that your respondents have the same understanding of the questions you do.

Again, consider enlisting the help of someone experienced in writing and conducting surveys before you get started. This doesn't have to cost anything. You may find a volunteer at a local chamber of commerce or a nearby university, or a local resident may be willing to help who has conducted surveys as part of his or her business. Your local library system should be able to offer assistance. If you write your own survey, at the very least have someone critique it for you. A poorly executed survey can have less value than no survey at all. It may even lead you to opposite conclusions from those you might have reached otherwise.

A Plan Outline

Okay, you've gathered all your information. What do you do with it? A simple plan might be organized like this:

Introduction: Discuss the planning process: Who are you? What are your library and community like? How did you find this out? Who did you consult? How did you consult them? What did you find?

Mission Statement: Which vision of the community are you are trying to support? What is the library's role in supporting that vision? What is the reason the library exists? (See [Sources of Additional Information](#) below for information about developing a mission statement.)

Service Responses: What are the specific services you will offer and, why?

Activities: Under each service, list the particular activities that will be carried out and what you intend to accomplish. How do these activities relate to the mission of the library?

Evaluation: How will you measure the impact these services are having on the target population? How do you know if you are doing it right? What are your alternatives if you are not?

The specific time frame your plan should cover will depend on how ambitious your plan is, or how many activities you hope to carry out. There is no magic formula that dictates that your plan should last five years, three years, or even one year. Do what makes sense for your library and your community. The most important thing you can do is to be adaptive. Follow your plan and revisit it along the way. Make sure it is taking you where you want to go, and revise it as necessary. At the end of the planning cycle, when all evaluations are in, start over. Create a new plan and perhaps go a little farther in your information-gathering process.

Special Types of Planning

In addition to general strategic planning for the entire library, you may also want to consider planning projects focusing on special issues such as technology or disaster preparedness.

Many libraries participate in technology planning through their library system and therefore do not need to conduct their own technology planning project. Because new technologies can greatly expand the services and resources offered by a library, it is important that all libraries be involved in some type of technology planning.

Most libraries will rarely experience a severe emergency or natural disaster, but it is best to be prepared, just in case. Fires, floods, tornadoes, and hazardous material accidents can endanger lives, and it is important for libraries to have plans and/or policies in place for dealing with these types of emergencies. It is also important for staff to be trained to handle emergencies properly, including medical emergencies.

Plans and/or policies can also be established to prepare for recovery of library materials after an accident or disaster. The [Wisconsin Public Library Policy Resources](#) page has links to examples of emergency and disaster policies. See below for resources to help with accident and disaster preparedness planning.

Discussion Questions

1. Has your library had a plan before? What did it deal with? When was it done?
2. Who should be involved on the ground floor? Which staff members? Which board members? Who is available with the necessary expertise, including outside volunteers that might be able to help with the plan?
3. What resources does your library system have to assist you with planning?
4. Are there any other plans out there that you might consult (e.g., a comprehensive development plan written for the municipality; a comprehensive plan written for the school system; any plan written by the chamber of commerce)?
5. What do you hope to accomplish? What will you do with the plan once it is written?
6. How does your library compare with other libraries in similar communities? Do you meet or exceed recommended state standards?
7. Can your library system obtain samples of other strategic plans for your committee to look at? After examining them, ask, What was good about them? What didn't you like?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- [Wisconsin Public Library Standards](#)
- OWLS webpage on planning (owlsnet.org/141/planning)
- McClure, Charles R., et al. *Planning and Role Setting for Public Libraries: A Manual of Options and Procedures*. Chicago, IL: ALA, 1987.
- Nelson, Sandra. *The New Planning for Results: A Streamlined Approach*. Chicago, IL: ALA, 2001.
- Van House, Nancy A., et al. *Output Measures for Public Libraries: A Manual of Standardized Procedures*, 2nd ed. Chicago, IL: ALA, 1987.
- Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. Chicago, IL: American Library Association, 1998.
- Zweizig, Douglas, et al. *Evaluating Library Programs & Services: TELL IT!* Madison, WI: UW School of Library and Information Studies, 1993.
- “Disaster Preparedness and Recovery.” American Library Association (www.ala.org/advocacy/govinfo/disasterpreparedness)

- Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives, Third edition 2003, Western New York Library Resources Council (www.wnylrc.org/uploads/documents/preservation/disaster_preparedness/wnydisaster_manual2003.pdf)
- Conservation OnLine (CoOL), Disaster Preparedness and Response (palimpsest.stanford.edu/bytopic/disasters).

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