

Pewaukee Public Library



April 2023 BOT Packet

Wednesday, April 12, 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, April 12th, 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.

PEWAUKEE PUBLIC LIBRARY BOARD MEETING - AGENDA Wednesday, April 12th, 2023 at 6:30 p.m.

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

1. Call Meeting to Order and Roll Call
2. Citizen Comments/Correspondence
3. Approval of Consent Agenda
 - a. Minutes March 15th, 2023 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – March 2023
 - ii. GL Detail Library – March 2023
 - iii. Payment Approval Report – March 2023
 - c. Library Monthly Statistics Report though March 2023
 - d. Director's Report

OLD BUSINESS:

NONE

NEW BUSINESS:

4. Appointment of an AD Hoc Committee by the Library Board President to nominate BOT officer candidates.
5. Discussion and possible action to approve the revised Public Library Annual Report for 2022 for the Pewaukee Public Library
6. Discussion and possible action to accept a solar charging bench purchased by the Bridges Library System.
7. Discussion and possible action on the Circulation/Children's Room Remodeling Project.
8. Discussion of *TE 22: Freedom of Expression and Inquiry*
9. Closed Session – The Library Board will recess into closed session pursuant to § 19.85(1)(c) Wisconsin Statute for the following reason:
 - (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically for the purpose of the annual performance evaluation of the Library Director.
10. Return to open session to take any necessary action as a result of closed session discussion.
11. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, May 17th, 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, April 7th, 2023

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, March 15, 2023 5:45 PM

1. Call Meeting to Order and Roll Call: 5:45 PM

Members Present: Dale Noll, Karen Wildman, Leslie Miller, Lisa Jansen, Ian Clark,
Chris Krasovich, 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 February 15, 2023 (Regular Board Meeting)

- b. Financial Reports

- i. GL Budget vs. Actual Library – February 2023

- ii. GL Detail Library – Through February 2023

- iii. Payment Approval Report – February 2023

- c. Library Monthly Statistics Report through February 2023

- d. Director's Report

Motion to approve: Leslie Miller motioned to approve the consent agenda.

Second: Lisa Jansen

Discussion: Ian Clark and Chris Krasovich abstain from voting on the February 15, 2023 minutes.

Motion carried

OLD BUSINESS:

4. Discussion and possible action on 2023 BOT Goals

Motion to approve: Dale Noll

Second: Ian Clark

Discussion: Referring to the Strategic Plan and the Trustee Handbook as active documents, the Board of Trustee Goals will be discontinued.

Motion carried

5. Discussion and possible action on documentation and process for Library Director's Annual Review

Motion to approve: Leslie Miller motioned to approve the documentation and process for the Library Director's Annual Review.

Second: Chris Krasovich

Discussion: Director Champe will make changes to the document as discussed.

Motion carried

NEW BUSINESS:

6. Discussion and possible action on Pewaukee's Allowable Cost Worksheet for Waukesha County Libraries in the Bridges Library System

Motion to approve: Chris Krasovich motioned to approve Pewaukee's Allowable Cost Worksheet for Waukesha County Libraries in the Bridges Library System.

Second: Ian Clark

Discussion: n/a

Motion carried

7. 2022 Library Director's Year in Review presented by Nan Champe

Discussion: Director Champe discussed the 2022 highlights of the Pewaukee Public Library.

- Busy year with restructuring positions
- Technology updates
- Promoting programs using "Library Aware"

8. Discussion of *TE23: Dealing with Challenges to Materials and Policies*

9. Discussion and possible action on the new Collection Development and Management Policy to replace the Collection Development Plan approved January 2019

Motion to approve: Ian Clark

Second: Lisa Jansen

Discussion: Director Champe explained these are guidelines for managing the collection of materials at the Pewaukee Public Library. Goals for collection development involves how the materials are organized and evaluated.

Motion carried

10. Discussion and possible action on the Request for Reconsideration of Materials Procedure and Request for Reconsideration for Materials Form

Motion to approve: Leslie Miller motioned to accept the Request for Reconsideration of Materials Procedure and Request for Reconsideration for Materials Form

Second: Laura Muchowski

Discussion: Director Champe shared the documents which have been reviewed by the attorney.

Motion carried

11. Discussion and possible action to reschedule the April 19th Regular Board Meeting

Motion to approve: Karen Wildman motioned to change the April 19th Regular Board Meeting to April 12th at 6:30 PM

Second: Lisa Jansen

Discussion: n/a

Motion carried

13. ADJOURNMENT

Motion to approve: Ian Clark motioned to adjourn at 7:08 PM

Second: Karen Wildman

Motion carried

NEXT MEETING: Wednesday, April 12, 2023, at 6:30 PM

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

DRAFT

Account Number	Account Title	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND					
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	(2,760.86)	(112,141.00)	(109,380.14)	2.46%
900-00-46710-000-000	LIBRARY FINES(R)	(2,171.66)	(10,136.00)	(7,964.34)	21.43%
900-00-48110-000-000	INTEREST INCOME(R)	(612.79)	(167.00)	445.79	366.94%
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)	(10,500.00)	0.00	10,500.00	100.00%
900-00-48500-000-100	MISC REVENUES(R)	(1,390.15)	(5,907.00)	(4,516.85)	23.53%
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)	(290,598.36)	(871,795.00)	(581,196.64)	33.33%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	(65,686.03)	(262,744.00)	(197,057.97)	25.00%
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		(373,719.85)	(1,265,991.00)	(892,271.15)	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	152,390.52	636,565.00	484,174.48	23.94%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	54,082.97	212,484.00	158,401.03	25.45%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	1,568.21	7,000.00	5,431.79	22.40%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	12,247.94	73,000.00	60,752.06	16.78%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	2,297.30	24,000.00	21,702.70	9.57%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	13,045.96	50,040.00	36,994.04	26.07%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	6,056.31	21,550.00	15,493.69	28.10%
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)	21,424.66	45,952.00	24,527.34	46.62%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	18,596.65	89,652.00	71,055.35	20.74%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	9,382.75	55,645.00	46,262.25	16.86%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	5,550.28	23,000.00	17,449.72	24.13%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	749.88	5,250.00	4,500.12	14.28%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	3,025.00	2,000.00	(1,025.00)	151.25%
900-00-55110-000-500	GRANTS/DONATION FUNDED EXPENSE(E)	1,704.76	0.00	(1,704.76)	100.00%
900-00-57610-000-000	LIBRARY OUTLAY(E)	0.00	0.00	0.00	100.00%

End.GLPeriod = 323

Account Number	Account Title	YTD	Budget	Variance	% Budget
Total: Expenditure		302,273.19	1,249,138.00	946,864.81	
Total: 900 - LIBRARY FUND		(71,446.66)	(16,853.00)	54,593.66	
Total:		(71,446.66)	(16,853.00)	54,593.66	

End.GLPeriod = 323 & Start.GLPeriod = 323

Date	Ref#	Journal	Description	Debit	Credit
900-00-43790-000-000 - COUNTY LIBRARY AIDS					
3/6/2023	4006051-1	CR	LIBRARY- COUNTY AIDS (JEFFERSON) - LIBRARY 03.06.2023	0.00	1,739.00
Total: 900-00-43790-000-000 - COUNTY LIBRARY AIDS				0.00	(1,739.00)
900-00-46710-000-000 - LIBRARY FINES					
3/6/2023	4006051-2	CR	LIBRARY FINES - LIBRARY 03.06.2023	0.00	68.95
3/13/2023	4006079-1	CR	LIBRARY FINES - LIBRARY 03.13.23	0.00	97.40
3/20/2023	4006096-1	CR	LIBRARY FINES - LIBRARY 03.20.2023	0.00	163.05
3/27/2023	4006124-1	CR	LIBRARY FINES - LIBRARY 03.27.23	0.00	247.10
Total: 900-00-46710-000-000 - LIBRARY FINES				0.00	(576.50)
900-00-48110-000-000 - INTEREST INCOME					
3/1/2023	6-9	JE	FEBRUARY NORTH SHORE INTEREST ADJ	0.00	72.81
Total: 900-00-48110-000-000 - INTEREST INCOME				0.00	(72.81)
900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ					
3/13/2023	4006079-2	CR	LIBRARY DONATIONS - KIWANIS - LIBRARY 03.13.23	0.00	2,500.00
Total: 900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ				0.00	(2,500.00)
900-00-48500-000-100 - MISC REVENUES					
2/22/2023	269-1	AP	CHAVEZ, LISA	16.00	0.00
3/6/2023	4006051-3	CR	LIBRARY CARDS - LIBRARY 03.06.2023	0.00	4.00
3/6/2023	4006051-4	CR	COPIES - LIBRARY 03.06.2023	0.00	2.40
3/13/2023	4006079-3	CR	BOOK REPLACEMENTS - LIBRARY 03.13.23	0.00	45.00
3/13/2023	4006079-4	CR	NEW LIB CARDS - LIBRARY 03.13.23	0.00	1.00
3/13/2023	4006079-5	CR	COPIES - LIBRARY 03.13.23	0.00	134.50
3/20/2023	4006096-2	CR	BOOK REPLACEMENTS - LIBRARY 03.20.2023	0.00	55.00
3/20/2023	4006096-3	CR	NEW CARDS - LIBRARY 03.20.2023	0.00	1.00
3/20/2023	4006096-4	CR	COPIES - LIBRARY 03.20.2023	0.00	7.15

3/27/2023	4006124-2	CR	BOOK REPLACEMENTS - LIBRARY 03.27.23	0.00	22.50
3/27/2023	4006124-3	CR	NEW LIBRARY CARDS - LIBRARY 03.27.23	0.00	1.00
3/27/2023	4006124-4	CR	COPIES - LIBRARY 03.27.23	0.00	1.30
Total: 900-00-48500-000-100 - MISC REVENUES				16.00	(274.85)
900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS					
3/6/2023	4006054-1	CR	CITY CONTRIBUTIONS-APR 2023 - CITY OF PEWAUKEE	0.00	72,649.58
Total: 900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS				0.00	(72,649.58)
900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS					
3/31/2023	1-2	JE	LIBRARY CONTRIBUTION	0.00	21,895.33
Total: 900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS				0.00	(21,895.33)
900-00-55110-000-110 - LIBRARY SALARIES & WAGES					
3/3/2023	12-1	PC	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	23,835.51	0.00
3/17/2023	67-1	PC	PAYROLL TRANS FOR 3/12/2023 PAY PERIOD	23,506.25	0.00
3/31/2023	125-1	PC	PAYROLL TRANS FOR 3/26/2023 PAY PERIOD	22,534.81	0.00
Total: 900-00-55110-000-110 - LIBRARY SALARIES & WAGES				69,876.57	0.00
900-00-55110-000-130 - LIBRARY FRINGE BENEFITS					
3/3/2023	4-1	PB	PAYROLL TRANS FOR 2/26/2023 PAY PERIOD	3,076.29	0.00
3/17/2023	27-1	PB	PAYROLL TRANS FOR 3/12/2023 PAY PERIOD	14,164.54	0.00
3/31/2023	54-1	PB	PAYROLL TRANS FOR 3/26/2023 PAY PERIOD	2,883.46	0.00
3/31/2023	55-1	PB	PAYROLL TRANS FOR 3/26/2023 PAY PERIOD	0.00	792.06
Total: 900-00-55110-000-130 - LIBRARY FRINGE BENEFITS				20,124.29	(792.06)
900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS					
2/8/2023	421-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	264.00	0.00
Total: 900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS				264.00	0.00
900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS					
2/1/2023	160-1	AP	BAKER & TAYLOR BOOKS	185.29	0.00
2/2/2023	162-1	AP	BAKER & TAYLOR BOOKS	23.76	0.00
2/3/2023	148-1	AP	BAKER & TAYLOR BOOKS	39.15	0.00
2/6/2023	151-1	AP	BAKER & TAYLOR BOOKS	64.10	0.00
2/6/2023	157-1	AP	BAKER & TAYLOR BOOKS	354.19	0.00

2/6/2023	165-1	AP	BAKER & TAYLOR BOOKS	459.87	0.00
2/6/2023	167-1	AP	BAKER & TAYLOR BOOKS	43.11	0.00
2/6/2023	169-1	AP	BAKER & TAYLOR BOOKS	12.59	0.00
2/6/2023	171-1	AP	BAKER & TAYLOR BOOKS	54.85	0.00
2/7/2023	154-1	AP	BAKER & TAYLOR BOOKS	9.51	0.00
2/9/2023	173-1	AP	BAKER & TAYLOR BOOKS	10.91	0.00
2/13/2023	175-1	AP	BAKER & TAYLOR BOOKS	437.98	0.00
2/14/2023	181-1	AP	BAKER & TAYLOR BOOKS	145.75	0.00
2/14/2023	183-1	AP	BAKER & TAYLOR BOOKS	526.80	0.00
2/15/2023	178-1	AP	BAKER & TAYLOR BOOKS	97.29	0.00
2/17/2023	185-1	AP	BAKER & TAYLOR BOOKS	543.41	0.00
2/17/2023	82-1	AP	BAKER & TAYLOR BOOKS	66.97	0.00
2/20/2023	79-1	AP	BAKER & TAYLOR BOOKS	94.48	0.00
2/20/2023	187-1	AP	BAKER & TAYLOR BOOKS	404.74	0.00
2/21/2023	145-1	AP	AMAZON CAPITAL SERVICES, INC.	10.99	0.00
2/23/2023	201-1	AP	BAKER & TAYLOR BOOKS	49.76	0.00
2/27/2023	203-1	AP	BAKER & TAYLOR BOOKS	269.93	0.00
2/27/2023	205-1	AP	BAKER & TAYLOR BOOKS	184.96	0.00
2/27/2023	207-1	AP	BAKER & TAYLOR BOOKS	60.59	0.00
2/27/2023	209-1	AP	BAKER & TAYLOR BOOKS	35.99	0.00
2/27/2023	189-1	AP	BAKER & TAYLOR BOOKS	91.49	0.00
2/27/2023	192-1	AP	BAKER & TAYLOR BOOKS	83.38	0.00
2/27/2023	195-1	AP	BAKER & TAYLOR BOOKS	87.85	0.00
2/27/2023	198-1	AP	BAKER & TAYLOR BOOKS	10.65	0.00
2/28/2023	211-1	AP	BAKER & TAYLOR BOOKS	295.85	0.00
3/1/2023	390-1	AP	SALEM PRESS INC	99.75	0.00
3/1/2023	406-1	AP	CENTER POINT LARGE PRINT	49.14	0.00
3/4/2023	78-1	AP	AMAZON CAPITAL SERVICES, INC.	42.84	0.00
3/6/2023	356-1	AP	GREY HOUSE PUBLISHING	148.50	0.00
3/6/2023	357-1	AP	GREY HOUSE PUBLISHING	134.10	0.00
Total: 900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS				5,230.52	0.00

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

2/3/2023	214-1	AP	MIDWEST TAPE	13.99	0.00
2/3/2023	215-1	AP	MIDWEST TAPE	26.24	0.00
2/3/2023	216-1	AP	MIDWEST TAPE	86.21	0.00
2/3/2023	217-1	AP	MIDWEST TAPE	22.47	0.00
2/3/2023	218-1	AP	MIDWEST TAPE	19.98	0.00
2/6/2023	265-1	AP	BLACKSTONE PUBLISHING	34.95	0.00
2/14/2023	128-1	AP	BLACKSTONE PUBLISHING	34.95	0.00
2/17/2023	129-1	AP	BLACKSTONE PUBLISHING	156.01	0.00
2/20/2023	75-1	AP	AMAZON CAPITAL SERVICES, INC.	10.99	0.00
2/20/2023	76-1	AP	AMAZON CAPITAL SERVICES, INC.	12.93	0.00
2/20/2023	90-1	AP	MIDWEST TAPE	103.45	0.00
2/20/2023	91-1	AP	MIDWEST TAPE	13.99	0.00
2/20/2023	92-1	AP	MIDWEST TAPE	18.74	0.00
2/20/2023	93-1	AP	MIDWEST TAPE	110.94	0.00
2/20/2023	94-1	AP	MIDWEST TAPE	20.99	0.00
2/20/2023	95-1	AP	MIDWEST TAPE	22.38	0.00
2/20/2023	96-1	AP	MIDWEST TAPE	13.59	0.00
2/20/2023	97-1	AP	MIDWEST TAPE	14.39	0.00
2/20/2023	98-1	AP	MIDWEST TAPE	71.22	0.00
2/23/2023	219-1	AP	MIDWEST TAPE	38.23	0.00
2/23/2023	220-1	AP	MIDWEST TAPE	4.49	0.00
2/23/2023	221-1	AP	MIDWEST TAPE	23.98	0.00
2/23/2023	222-1	AP	MIDWEST TAPE	77.97	0.00
2/23/2023	223-1	AP	MIDWEST TAPE	12.79	0.00
3/10/2023	473-1	AP	AMAZON CAPITAL SERVICES, INC.	27.28	0.00

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

993.15 **0.00**

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

2/25/2023	433-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	140.96	0.00
2/27/2023	234-1	AP	TAYLOR COMPUTER SERVICES, INC	1,384.65	0.00
2/27/2023	366-1	AP	TAYLOR COMPUTER SERVICES, INC	4,993.05	0.00
2/27/2023	143-1	AP	AMAZON CAPITAL SERVICES, INC.	44.43	0.00
2/28/2023	377-1	AP	TAYLOR COMPUTER SERVICES, INC	218.50	0.00

2/28/2023	425-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	6.00	0.00
Total: 900-00-55110-000-143 - LIBRARY-TECHNOLOGY				6,787.59	0.00
900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC					
2/1/2023	161-1	AP	BAKER & TAYLOR BOOKS	1.85	0.00
2/2/2023	163-1	AP	BAKER & TAYLOR BOOKS	0.24	0.00
2/3/2023	149-1	AP	BAKER & TAYLOR BOOKS	0.39	0.00
2/3/2023	150-1	AP	BAKER & TAYLOR BOOKS	4.95	0.00
2/6/2023	152-1	AP	BAKER & TAYLOR BOOKS	2.97	0.00
2/6/2023	153-1	AP	BAKER & TAYLOR BOOKS	0.64	0.00
2/6/2023	158-1	AP	BAKER & TAYLOR BOOKS	3.54	0.00
2/6/2023	159-1	AP	BAKER & TAYLOR BOOKS	22.77	0.00
2/6/2023	166-1	AP	BAKER & TAYLOR BOOKS	4.60	0.00
2/6/2023	168-1	AP	BAKER & TAYLOR BOOKS	0.43	0.00
2/6/2023	170-1	AP	BAKER & TAYLOR BOOKS	0.13	0.00
2/6/2023	172-1	AP	BAKER & TAYLOR BOOKS	0.55	0.00
2/7/2023	155-1	AP	BAKER & TAYLOR BOOKS	0.99	0.00
2/7/2023	156-1	AP	BAKER & TAYLOR BOOKS	0.10	0.00
2/9/2023	174-1	AP	BAKER & TAYLOR BOOKS	0.11	0.00
2/12/2023	2-1	AP	AMAZON CAPITAL SERVICES, INC.	26.98	0.00
2/12/2023	3-1	AP	AMAZON CAPITAL SERVICES, INC.	109.70	0.00
2/13/2023	176-1	AP	BAKER & TAYLOR BOOKS	23.76	0.00
2/13/2023	177-1	AP	BAKER & TAYLOR BOOKS	4.38	0.00
2/14/2023	182-1	AP	BAKER & TAYLOR BOOKS	1.46	0.00
2/14/2023	184-1	AP	BAKER & TAYLOR BOOKS	5.27	0.00
2/15/2023	179-1	AP	BAKER & TAYLOR BOOKS	0.97	0.00
2/15/2023	180-1	AP	BAKER & TAYLOR BOOKS	3.96	0.00
2/17/2023	186-1	AP	BAKER & TAYLOR BOOKS	5.43	0.00
2/17/2023	83-1	AP	BAKER & TAYLOR BOOKS	0.67	0.00
2/20/2023	80-1	AP	BAKER & TAYLOR BOOKS	11.33	0.00
2/20/2023	81-1	AP	BAKER & TAYLOR BOOKS	0.94	0.00
2/20/2023	188-1	AP	BAKER & TAYLOR BOOKS	4.05	0.00
2/21/2023	147-1	AP	AMAZON CAPITAL SERVICES, INC.	30.69	0.00

2/21/2023	56-1	AP	PEWAUKEE PARKS & RECREATION	825.00	0.00
2/23/2023	202-1	AP	BAKER & TAYLOR BOOKS	0.50	0.00
2/27/2023	204-1	AP	BAKER & TAYLOR BOOKS	2.70	0.00
2/27/2023	206-1	AP	BAKER & TAYLOR BOOKS	1.85	0.00
2/27/2023	208-1	AP	BAKER & TAYLOR BOOKS	0.61	0.00
2/27/2023	210-1	AP	BAKER & TAYLOR BOOKS	0.36	0.00
2/27/2023	190-1	AP	BAKER & TAYLOR BOOKS	12.21	0.00
2/27/2023	191-1	AP	BAKER & TAYLOR BOOKS	0.91	0.00
2/27/2023	193-1	AP	BAKER & TAYLOR BOOKS	4.95	0.00
2/27/2023	194-1	AP	BAKER & TAYLOR BOOKS	0.83	0.00
2/27/2023	196-1	AP	BAKER & TAYLOR BOOKS	3.96	0.00
2/27/2023	197-1	AP	BAKER & TAYLOR BOOKS	0.88	0.00
2/27/2023	199-1	AP	BAKER & TAYLOR BOOKS	0.99	0.00
2/27/2023	200-1	AP	BAKER & TAYLOR BOOKS	0.11	0.00
2/28/2023	429-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	172.79	0.00
2/28/2023	212-1	AP	BAKER & TAYLOR BOOKS	2.96	0.00
3/1/2023	391-1	AP	SALEM PRESS INC	3.99	0.00
3/3/2023	256-1	AP	JAMES IMAGING SYSTEMS INC	849.84	0.00
Total: 900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC				2,159.29	0.00
900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS					
3/23/2023	398-1	AP	R & R INSURANCE SERVICES INC	1,684.72	0.00
3/23/2023	404-1	AP	R & R INSURANCE SERVICES INC	213.73	0.00
Total: 900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS				1,898.45	0.00
900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE					
2/8/2023	18-1	AP	J & H HEATING INC	396.91	0.00
2/17/2023	258-1	AP	KEMPEN MASONRY LLC	720.00	0.00
2/22/2023	259-1	AP	KEMPEN MASONRY LLC	176.25	0.00
2/23/2023	260-1	AP	KEMPEN MASONRY LLC	1,153.75	0.00
2/25/2023	261-1	AP	KEMPEN MASONRY LLC	511.25	0.00
2/27/2023	255-1	AP	JF AHERN COMPANY	315.00	0.00
3/1/2023	444-1	AP	MEI TOTAL ELEVATOR SOLUTIONS	337.43	0.00
3/1/2023	446-1	AP	JANI-KING OF MILWAUKEE	2,675.91	0.00

3/6/2023	434-1	AP	KEMPEN MASONRY LLC	108.75	0.00
3/9/2023	474-1	AP	AMAZON CAPITAL SERVICES, INC.	133.22	0.00
3/10/2023	530-1	AP	KEMPEN MASONRY LLC	795.00	0.00
3/12/2023	472-1	AP	AMAZON CAPITAL SERVICES, INC.	486.38	0.00

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

7,809.85 0.00

900-00-55110-000-311 - LIBRARY-UTILITIES

2/1/2023	427-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	348.01	0.00
2/17/2023	419-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	222.94	0.00
3/1/2023	428-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	348.01	0.00
3/8/2023	278-1	AP	ACH WE ENERGIES	2,666.77	0.00
3/8/2023	279-1	AP	ACH WE ENERGIES	1,081.31	0.00

Total: 900-00-55110-000-311 - LIBRARY-UTILITIES

4,667.04 0.00

900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS

2/15/2023	418-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	586.27	0.00
2/28/2023	268-1	AP	MIDWEST TAPE - HOOPLA	477.20	0.00

Total: 900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS

1,063.47 0.00

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

2/11/2023	1-1	AP	AMAZON CAPITAL SERVICES, INC.	24.98	0.00
2/17/2023	426-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	11.25	0.00
2/19/2023	423-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	3.75	0.00
2/19/2023	77-1	AP	AMAZON CAPITAL SERVICES, INC.	32.87	0.00
2/20/2023	432-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	6.25	0.00
2/21/2023	144-1	AP	AMAZON CAPITAL SERVICES, INC.	26.98	0.00
2/21/2023	146-1	AP	AMAZON CAPITAL SERVICES, INC.	58.42	0.00
2/21/2023	142-1	AP	AMAZON CAPITAL SERVICES, INC.	27.99	0.00
2/28/2023	430-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	141.99	0.00
3/5/2023	431-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	9.60	0.00
3/9/2023	471-1	AP	AMAZON CAPITAL SERVICES, INC.	74.44	0.00
3/10/2023	475-1	AP	AMAZON CAPITAL SERVICES, INC.	12.99	0.00

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

431.51 0.00

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

3/3/2023	440-1	AP	WALDEN, NEITZKE & KUHARY, SC	1,925.00	0.00
Total: 900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY				1,925.00	0.00
900-00-55110-000-500 - GRANTS/DONATION FUNDED EXPENSE					
2/3/2023	164-1	AP	BAKER & TAYLOR BOOKS	14.14	0.00
2/14/2023	424-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	100.00	0.00
2/15/2023	420-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	500.00	0.00
2/24/2023	422-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	180.68	0.00
Total: 900-00-55110-000-500 - GRANTS/DONATION FUNDED EXPENSE				794.82	0.00

GeneralLedgerPeriod.GLPeriod 323 AND APIInvoiceApprovalDepartment.DepartmentName LIBRARY AND Start.GLPeriod 323 AND End.GLPeriod 323

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Status
ACH WE ENERGIES							
Approved							
13090	ACH WE ENERGIES	4501363608	LIBRARY/GA S SERVICE 2/06-3/06/2023	1081.31	03/08/2023	03/30/2023	Approved
13090	ACH WE ENERGIES	4501363608	LIBRARY/EL ECTRIC SERVICE 2/06- 3/06/2023	2666.77	03/08/2023	03/30/2023	Approved
ACH WE ENERGIES				3748.08			
AMAZON CAPITAL SERVICES, INC.							
Approved							
23	AMAZON CAPITAL SERVICES, INC.	1RPR-W4NJ-JGFL	LIBRARY/CO MPUTER SUPPLIES	14.46	03/26/2023	04/25/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1NCD-FKJH-H9PP	LIBRARY/CO MPUTER SUPPLIES	70.87	03/25/2023	04/24/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1MVN-JN7Y-1WWM	LIBRARY/AD ULT PROGRAM SUPPLIES	29.58	03/23/2023	04/22/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	16CV-HDPG-3GWH	LIBRARY/PRI NTER CLEANING SUPPLIES	36.98	03/20/2023	04/19/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1W6K-11J9-DQ9L	LIBRARY/AD ULT FIC	22.99	03/18/2023	04/17/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1JND-X9PJ-F4GL	LIBRARY/DR Y ERASE MARKERS	15.27	03/16/2023	04/15/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	13LK-J33F-13DF	LIBRARY/OF FICE	32.98	03/14/2023	04/13/2023	Approved

23	AMAZON CAPITAL SERVICES, INC.	1PYT-XTT3-6PCV	SUPPLIES/SC ALE FOR PUZZLES&B ATTERIES	111.5	03/14/2023	04/13/2023	Approved
			LIBRARY/YA PROGRAMMI NG SUPPLIES				
23	AMAZON CAPITAL SERVICES, INC.	1JYL-RYJN-6MTL	LIBRARY/FRI ENDS ADULT PRIZES	62.01	03/14/2023	04/13/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1FXT-VPW9-K966	LIBRARY/CL EANING SUPPLIES MULTI	486.38	03/12/2023	04/11/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1QYL-RJ6C-76RD	LIBRARY/2 ADULT CDS	27.28	03/10/2023	04/09/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1WXC-YLWD-4HQG	LIBRARY/ME ETING ROOM SUPPLIES	12.99	03/10/2023	04/09/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	14K7-Q6FX-3944	LIBRARY/ME ETING ROOM SUPPLIES	74.44	03/09/2023	04/08/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1WL9-M9XQ-13NJ	LIBRARY/CL EANING SUPPLIES MULTIFOLD TOWELS	133.22	03/09/2023	04/08/2023	Approved
23	AMAZON CAPITAL SERVICES, INC.	1V7D-PVGL-DYDX	LIBRARY/AD ULT NON FIC BKS	42.84	03/04/2023	03/21/2023	Approved
AMAZON CAPITAL SERVICES, INC.				1173.79			

BAKER & TAYLOR BOOKS

Approved

78	BAKER & TAYLOR BOOKS	2037396377	LIBRARY/PR OCESSING	43.23	03/28/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037396377	LIBRARY/FR EIGHT CHARGE	4.35	03/28/2023	04/24/2023	Approved

78	BAKER & TAYLOR BOOKS	2037396377	LIBRARY/45 YA BKS	435.25	03/28/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037415535	LIBRARY/FR EIGHT CHARGE	3.4	03/28/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037415535	LIBRARY/21 ADULT FICTION BKS	340.25	03/28/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037411058	LIBRARY/FR EIGHT CHARGE	0.6	03/23/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037411058	LIBRARY/4 ADULT SCI FI BKS	59.54	03/23/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037386990	LIBRARY/PR OCESSING	1.98	03/21/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037386990	LIBRARY/FR EIGHT CHARGE	0.27	03/21/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037386990	LIBRARY/2 JUV BKS	27.14	03/21/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037412082	LIBRARY/FR EIGHT CHARGE	2.85	03/24/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037412082	LIBRARY/18 ADULT NON FICTION BKS	284.7	03/24/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037369935	LIBRARY/FR EIGHT CHARGE	0.12	03/17/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037369935	LIBRARY/PR OCESSING	0.99	03/17/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037369935	LIBRARY/1 YA BKS	11.75	03/17/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037388328	LIBRARY/FR EIGHT CHARGE	1.26	03/20/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037388328	LIBRARY/PR OCESSING	10.12	03/20/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037388328	LIBRARY/12 YA BKS	125.73	03/20/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037388376	LIBRARY/FR EIGHT CHARGE	2.26	03/18/2023	04/24/2023	Approved

78	BAKER & TAYLOR BOOKS	2037388376	LIBRARY/PROCESSING	13.86	03/18/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037388376	LIBRARY/15 JUV PIC BKS	225.53	03/18/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037372053	LIBRARY/FR EIGHT CHARGE	0.31	03/17/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037372053	LIBRARY/PROCESSING	3.96	03/17/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037372053	LIBRARY/4 JUV FIC BKS	30.76	03/17/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037396544	LIBRARY/FR EIGHT CHARGE	1.18	03/17/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037396544	LIBRARY/20 GIFT ACCT BKS	117.8	03/17/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037404119	LIBRARY/FR EIGHT CHARGE	3.55	03/22/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037404119	LIBRARY/19 ADULT NON FICTION BKS	354.84	03/22/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037402154	LIBRARY/FR EIGHT CHARGE	3.3	03/21/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037402154	LIBRARY/20 ADULT FICTION BKS	329.77	03/21/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037390805	LIBRARY/FR EIGHT CHARGE	4.05	03/15/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037390805	LIBRARY/34 REPL ACCT BKS	404.71	03/15/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037387977	LIBRARY/FR EIGHT CHARGE	0.71	03/14/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037387977	LIBRARY/4 ADULT SCI FI BKS	70.55	03/14/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037393007	LIBRARY/FR FIGHT	4.2	03/16/2023	04/24/2023	Approved

			CHARGE					
78	BAKER & TAYLOR BOOKS	2037393007	LIBRARY/22 ADULT NON FICTION BKS	419.66	03/16/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037365224	LIBRARY/FR EIGHT CHARGE	3.7	03/13/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037365224	LIBRARY/PR OCESSING	41.36	03/13/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037365224	LIBRARY/34 YA BKS	369.97	03/13/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037353461	LIBRARY/FR EIGHT CHARGE	2.54	03/08/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037353461	LIBRARY/PR OCESSING	48.4	03/08/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037353461	LIBRARY/32 YA BKS	254.04	03/08/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037371580	LIBRARY/FR EIGHT CHARGE	1.27	03/07/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037371580	LIBRARY/9 REPL ACCT BKS	126.88	03/07/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037359624	LIBRARY/PR OCESSING	25.74	03/07/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037359624	LIBRARY/FR EIGHT CHARGE	3.83	03/07/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037359624	LIBRARY/26 JUV PIC BKS	383.06	03/07/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037364653	LIBRARY/FR EIGHT CHARGE	1.17	03/10/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037364653	LIBRARY/PR OCESSING	8.03	03/10/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037364653	LIBRARY/9 JUV BKS	117.4	03/10/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037369134	LIBRARY/FR EIGHT CHARGE	0.22	03/07/2023	04/24/2023	Approved	
78	BAKER & TAYLOR BOOKS	2037369134	LIBRARY/2 ADULT SCI FI BKS	22.38	03/07/2023	04/24/2023	Approved	

78	BAKER & TAYLOR BOOKS	2037373383	LIBRARY/FR EIGHT CHARGE	2.58	03/07/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037373383	LIBRARY/16 ADULT NON FICTION BKS	257.61	03/07/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037365189	LIBRARY/FR EIGHT CHARGE	2.6	03/06/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037365189	LIBRARY/13 ADULT NON FICTION BKS	259.69	03/06/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037373357	LIBRARY/FR EIGHT CHARGE	4.32	03/07/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037373357	LIBRARY/29 ADULT FICTION BKS	431.73	03/07/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037373368	LIBRARY/FR EIGHT CHARGE	0.8	03/07/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037373368	LIBRARY/5 ADULT FICTION BKS	80.07	03/07/2023	04/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037348844	LIBRARY/FR EIGHT CHARGE	0.5	02/23/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037348844	LIBRARY/6 REPL ACCT BKS	49.76	02/23/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037337641	LIBRARY/FR EIGHT CHARGE	0.91	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037337641	LIBRARY/PR OCESSING	12.21	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037337641	LIBRARY/10 YA BKS	91.49	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037355819	LIBRARY/FR EIGHT CHARGE	0.36	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037355819	LIBRARY/1 LP BK	35.99	02/27/2023	03/24/2023	Approved

78	BAKER & TAYLOR BOOKS	2037341010	LIBRARY/FR EIGHT CHARGE	0.83	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037341010	LIBRARY/PR OCESSING	4.95	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037341010	LIBRARY/6 JUV PIC BKS	83.38	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037341391	LIBRARY/FR EIGHT CHARGE	0.11	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037341391	LIBRARY/PR OCESSING	0.99	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037341391	LIBRARY/1 JUV FIC BKS	10.65	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037355464	LIBRARY/FR EIGHT CHARGE	0.61	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037355464	LIBRARY/4 ADULT SCI FI BKS	60.59	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037357384	LIBRARY/FR EIGHT CHARGE	2.96	02/28/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037357384	LIBRARY/17 ADULT NON FICTION BKS	295.85	02/28/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037341127	LIBRARY/FR EIGHT CHARGE	0.88	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037341127	LIBRARY/PR OCESSING	3.96	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037341127	LIBRARY/7 JUV BKS	87.85	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037355449	LIBRARY/FR EIGHT CHARGE	1.85	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037355449	LIBRARY/11 ADULT NON FICTION BKS	184.96	02/27/2023	03/24/2023	Approved
78	BAKER & TAYLOR BOOKS	2037353458	LIBRARY/FR EIGHT CHARGE	2.7	02/27/2023	03/24/2023	Approved

78	BAKER & TAYLOR BOOKS	2037353458	LIBRARY/17 ADULT FICTION BKS	269.93	02/27/2023	03/24/2023	Approved
BAKER & TAYLOR BOOKS				6998.19			
BATZNER PEST CONTROL INC							
Approved							
7070	BATZNER PEST CONTROL INC	2851716	LIBRARY/PE ST MGMT MARCH 2023	94	03/14/2023	04/13/2023	Approved
BATZNER PEST CONTROL INC				94			
BLACKSTONE PUBLISHING							
Approved							
12674	BLACKSTONE PUBLISHING	2092217	LIBRARY/AD ULT 2 AUDIO CDS	73.88	03/09/2023	04/15/2023	Approved
12674	BLACKSTONE PUBLISHING	2091758	LIBRARY/AD ULT 1 AUDIO CDS	34.95	03/07/2023	04/24/2023	Approved
12674	BLACKSTONE PUBLISHING	2088996	LIBRARY/AD ULT 2 AUDIO CDS	61.88	03/02/2023	04/15/2023	Approved
BLACKSTONE PUBLISHING				170.71			
BRIDGES LIBRARY SYSTEM							
Approved							
10613	BRIDGES LIBRARY SYSTEM	2023-13010019	LIBRARY/GA LE COURSES	3077	03/31/2023	04/03/2023	Approved
10613	BRIDGES LIBRARY SYSTEM	2023-13010019	LIBRARY/FLI PSTER E MAGAZINE	937	03/31/2023	04/03/2023	Approved
10613	BRIDGES LIBRARY SYSTEM	2023-13010019	LIBRARY/OV ERDRIVE ADVANTAGE	4911	03/31/2023	04/03/2023	Approved
10613	BRIDGES LIBRARY SYSTEM	2023-13010019	LIBRARY/FRI ENDS MOVIE LICENSING	473	03/31/2023	04/03/2023	Approved
10613	BRIDGES LIBRARY SYSTEM	2023-13010019	LIBRARY/SH ARF OF	1412	03/31/2023	04/03/2023	Approved

	SYSTEM		TYPE OF DATABASE COST				
10613	BRIDGES LIBRARY SYSTEM	2023-13010019	LIBRARY/CA FE ANNUAL SUPPORT	23287	03/31/2023	04/03/2023	Approved
BRIDGES LIBRARY SYSTEM				34097			
CENTER POINT LARGE PRINT							
Approved							
3552	CENTER POINT LARGE PRINT	1992646	LIBRARY/2 LARGE PRINT BOOKS	49.14	03/01/2023	04/01/2023	Approved
CENTER POINT LARGE PRINT				49.14			
CHAVEZ, LISA							
Approved							
13100	CHAVEZ, LISA	02222023	LIBRARY/REI MBURSE PATRON FOR FOUND ITEM	16	02/22/2023	03/24/2023	Approved
CHAVEZ, LISA				16			
GREY HOUSE PUBLISHING							
Approved							
321	GREY HOUSE PUBLISHING	978947	LIBRARY/AD ULT NON-FIC	134.1	03/06/2023	04/05/2023	Approved
321	GREY HOUSE PUBLISHING	978946	LIBRARY/NO N FIC BOOK	148.5	03/06/2023	04/05/2023	Approved
GREY HOUSE PUBLISHING				282.6			
JAMES IMAGING SYSTEMS INC							
Approved							
6332	JAMES IMAGING SYSTEMS INC	33575939	LIBRARY/MO NTHLY COPIER LEASE/MARC H 2023	849.84	03/03/2023	03/28/2023	Approved
JAMES IMAGING SYSTEMS INC				849.84			

JF AHERN COMPANY**Approved**

4875	JF AHERN COMPANY	561334	LIBRARY/FIR E ALARM- FEB ANNUAL 2023	315	02/27/2023	03/29/2023	Approved
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JF AHERN COMPANY**315****KEMPEN MASONRY LLC****Approved**

9512	KEMPEN MASONRY LLC	7556	LIBRARY/SA LT-PLOW 3.9.23 AND 3.10.23	795	03/10/2023	04/09/2023	Approved
9512	KEMPEN MASONRY LLC	7545	LIBRARY/SA LT SVC 3.6.23	108.75	03/06/2023	04/05/2023	Approved
9512	KEMPEN MASONRY LLC	7540	LIBRARY/SA LT-PLOW 2.25.23	511.25	02/25/2023	03/25/2023	Approved
9512	KEMPEN MASONRY LLC	7531	LIBRARY/SA LT-PLOW 2.22.23 AND 2.23.23	1153.75	02/23/2023	03/25/2023	Approved
9512	KEMPEN MASONRY LLC	7519	LIBRARY/SA LT SVC 2.22.23	176.25	02/22/2023	03/25/2023	Approved
9512	KEMPEN MASONRY LLC	7512	LIBRARY/SA LT-PLOW 2.16.23	720	02/17/2023	03/25/2023	Approved

KEMPEN MASONRY LLC**3465****MEI TOTAL ELEVATOR SOLUTIONS****Approved**

12216	MEI TOTAL ELEVATOR SOLUTIONS	1010403	LIBRARY/RE PLACE ELEVATOR DOOR	6474	03/21/2023	04/20/2023	Approved
12216	MEI TOTAL ELEVATOR SOLUTIONS	1007635	LIBRARY/QT RLY ELEVATOR SVC/MAR- MAY 2023	337.43	03/01/2023	03/31/2023	Approved

MEI TOTAL ELEVATOR SOLUTIONS

6811.43

MIDWEST TAPE

Approved

548	MIDWEST TAPE	503545839	LIBRARY/AD ULT 3 DVDS	49.47	03/23/2023	04/24/2023	Approved
548	MIDWEST TAPE	503545980	LIBRARY/1 ADULT DVD	23.99	03/23/2023	04/24/2023	Approved
548	MIDWEST TAPE	503545981	LIBRARY/1 ADULT DVD	14.99	03/23/2023	04/24/2023	Approved
548	MIDWEST TAPE	503545982	LIBRARY/ 3 ADULT CDS	37.17	03/23/2023	04/24/2023	Approved
548	MIDWEST TAPE	503545985	LIBRARY/JU VENILE 1 DVD	14.99	03/23/2023	04/24/2023	Approved
548	MIDWEST TAPE	503545984	LIBRARY/1 ADULT DVD	23.24	03/23/2023	04/24/2023	Approved
548	MIDWEST TAPE	503513079	LIBRARY/AD ULT 1 DVDS	14.99	03/16/2023	04/24/2023	Approved
548	MIDWEST TAPE	503513787	LIBRARY/ 1 JUV CD	10.99	03/16/2023	04/24/2023	Approved
548	MIDWEST TAPE	503513780	LIBRARY/AD ULT 2 DVDS	28.48	03/16/2023	04/24/2023	Approved
548	MIDWEST TAPE	503513784	LIBRARY/JU VENILE 2 DVD	22.48	03/16/2023	04/24/2023	Approved
548	MIDWEST TAPE	503513781	LIBRARY/AD ULT 4 DVDS	100.46	03/16/2023	04/24/2023	Approved
548	MIDWEST TAPE	503513785	LIBRARY/JU VENILE 2 DVD	12.73	03/16/2023	04/24/2023	Approved
548	MIDWEST TAPE	503513782	LIBRARY/AD ULT 2 DVDS	24.73	03/16/2023	04/24/2023	Approved
548	MIDWEST TAPE	503513786	LIBRARY/JU VENILE 1 DVD	11.24	03/16/2023	04/24/2023	Approved
548	MIDWEST TAPE	503513783	LIBRARY/1 ADULT DVD	29.99	03/16/2023	04/24/2023	Approved
548	MIDWEST TAPE	503496764	LIBRARY/1 ADULT DVD	22.49	03/13/2023	04/24/2023	Approved

548	MIDWEST TAPE	503496763	LIBRARY/AD ULT 3 DVDS	76.47	03/13/2023	04/24/2023	Approved
548	MIDWEST TAPE	503496765	LIBRARY/ 1 ADULT CD	12.79	03/13/2023	04/24/2023	Approved
548	MIDWEST TAPE	503470880	LIBRARY/ 1 ADULT CD	11.99	03/07/2023	04/24/2023	Approved
548	MIDWEST TAPE	503466289	LIBRARY/AD ULT 1 DVDS	13.49	03/07/2023	04/24/2023	Approved
548	MIDWEST TAPE	503466287	LIBRARY/1 ADULT CDS	10.39	03/07/2023	04/24/2023	Approved
548	MIDWEST TAPE	503466286	LIBRARY/2 ADULT DVD	38.23	03/07/2023	04/24/2023	Approved
548	MIDWEST TAPE	503460671	LIBRARY/ 2 ADULT CDS	28.38	03/06/2023	04/24/2023	Approved
548	MIDWEST TAPE	503460673	LIBRARY/AD ULT 3 DVDS	56.22	03/06/2023	04/24/2023	Approved
548	MIDWEST TAPE	503460674	LIBRARY/AD ULT 4 DVDS	107.2	03/06/2023	04/24/2023	Approved
548	MIDWEST TAPE	503460676	LIBRARY/JU VENILE 1 DVD	5.24	03/06/2023	04/24/2023	Approved
548	MIDWEST TAPE	503460675	LIBRARY/ 1 ADULT CD	11.99	03/06/2023	04/24/2023	Approved

MIDWEST TAPE

814.82

MIDWEST TAPE - HOOPLA

Approved

12821	MIDWEST TAPE - HOOPLA	503441134	LIBRARY/DI GITAL ACCT ENDING 2/28/23	477.2	02/28/2023	03/28/2023	Approved
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MIDWEST TAPE - HOOPLA

477.2

NORTH SHORE BANK CARDMEMBER SERVICE

Approved

8349	NORTH SHORE BANK CARDMEMBER SERVICE	02152023	LIBRARY/WI	500	02/15/2023	04/04/2023	Approved
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				HISTORICAL SOC/FRIEND S EXPLORE PASS				
8349	NORTH SHORE BANK CARDMEMBER SERVICE	0077052021723		LIBRARY/SP ECTRUM/PH ONE AND INTERNET 2/17/2023- 3/16/2023	222.94	02/17/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	4676374741		LIBRARY/GO OGLE/WORK SPACE FEB	6	02/28/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	8405530016727163081		LIBRARY/US PS/STAMPS FOR JUV PROG	9.6	03/05/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7269062		LIBRARY/DE MCO/PROCE SSING SUPPLIES	172.79	02/28/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7269238		LIBRARY/DE MCO/JUV PROGRAM SUPPLIES	141.99	02/28/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	3361518952		LIBRARY/CS LP/YOUTH SUMMER READING PROGRAM SUPPLIES	180.68	02/24/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7059		LIBRARY/CY BERLINK/PH ONE SERVICE FEB 2023	348.01	03/01/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	INV-US-63946		LIBRARY/EN VISIONWARE /BRANCH MANAGER	140.96	02/25/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	00669CO23050925		LIBRARY/OV ERDRIVE/DI GITAL MATERIALS	586.27	02/15/2023	04/04/2023	Approved

8349	NORTH SHORE BANK CARDMEMBER SERVICE	43940424465	LIBRARY/FRI ENDS EXPLORE PASS/BOERN ER BOTANICAL GARDENS	100	02/14/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	167	LIBRARY/WA UKESHA FREEMAN/A NNUAL SUBSCRIPTI ON	264	02/08/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	6863	LIBRARY/CY BERLINK/PH ONE SERVICE JAN 2023	348.01	02/01/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	9020041670404127384 140	LIBRARY/DO LLAR TREE/YA PROG	6.25	02/20/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	4235055540102227502 127	LIBRARY/DO LLAR TREE/YA PROG	3.75	02/19/2023	04/04/2023	Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	6361091040202527462 660	LIBRARY/DO LLAR TREE/YA PROG	11.25	02/17/2023	04/04/2023	Approved
NORTH SHORE BANK CARDMEMBER SERVICE				3042.5			
PENWORTHY COMPANY							
Approved							
2848	PENWORTHY COMPANY	0589052-IN	LIBRARY/JU VENILE BOOKS	526.35	03/15/2023	04/14/2023	Approved
2848	PENWORTHY COMPANY	0589085-IN	LIBRARY/JU VENILE BOOKS	257.74	03/16/2023	04/15/2023	Approved
PENWORTHY COMPANY				784.09			
R & R INSURANCE SERVICES INC							
Approved							

2031	R & R INSURANCE SERVICES INC	2805657 - LIB WC INS	LIBRARY/INSURANCE WC 2ND QUARTER	213.73	03/23/2023	03/23/2023	Approved
2031	R & R INSURANCE SERVICES INC	2805656 - LIB LIABILITY	LIBRARY/INSURANCE LWMMI/CYBER 2ND QUARTER	1684.72	03/23/2023	03/23/2023	Approved
R & R INSURANCE SERVICES INC				1898.45			
SALEM PRESS INC							
Approved							
1708	SALEM PRESS INC	184348	LIBRARY/FR EIGHT CHARGE	3.99	03/01/2023	03/31/2023	Approved
1708	SALEM PRESS INC	184348	LIBRARY/ADULT NON FICTION BOOK	99.75	03/01/2023	03/31/2023	Approved
SALEM PRESS INC				103.74			
SCHOLASTIC INC							
Approved							
7678	SCHOLASTIC INC	47542723	LIBRARY/KIWANIS JUV SUMMER READING PRIZES	1303.6	03/15/2023	04/14/2023	Approved
SCHOLASTIC INC				1303.6			
TAYLOR COMPUTER SERVICES, INC							
Approved							
810	TAYLOR COMPUTER SERVICES, INC	24464	LIBRARY/MANAGED SERVICES FOR MARCH 2023	218.5	02/28/2023	03/28/2023	Approved
810	TAYLOR COMPUTER SERVICES, INC	24393	LIBRARY/ANNUAL PC REPLACEMENT	4993.05	02/27/2023	03/30/2023	Approved
810	TAYLOR COMPUTER SERVICES, INC	24392	LIBRARY/NEW PC AND	1384.65	02/27/2023	03/29/2023	Approved

				INSTALLATI ON					
TAYLOR COMPUTER SERVICES, INC					<u>6596.2</u>				
TODAY'S CLASSROOM LLC									
Processing									
13108	TODAY'S CLASSROOM LLC	23-7573	LIBRARY/JU V ACTIVITY TABLE	1152.14	03/22/2023	04/21/2023	Processing		
TODAY'S CLASSROOM LLC					<u>1152.14</u>				
TREADWELL, JAMES									
Approved									
13106	TREADWELL, JAMES	03152023	LIBRARY/RE FUND FOR LOST ITEM TREADWELL	16.1	03/15/2023	04/14/2023	Approved		
TREADWELL, JAMES					<u>16.1</u>				
WALDEN, NEITZKE & KUHARY, SC									
Approved									
11855	WALDEN, NEITZKE & KUHARY, SC	129249	LIBRARY/LE GAL SVCS	1925	03/03/2023	04/02/2023	Approved		
WALDEN, NEITZKE & KUHARY, SC					<u>1925</u>				
Total:					<u>76184.62</u>				

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	24356	23294	27214										74864	104.77%
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	19604	23031										62887	104.40%
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	3481	3946										11308	107.47%
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	223	209	237										669	95.85%
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	7498	9025										24543	114.75%
Daily average 2023	321	312	334										484	151.64%
Reference Transactions														
2022	1118	1061	1259	1077	843	1306	1220	1227	1160	922	871	595	12659	76.94%
2023	967	1106	1305										3378	98.25%
Items from Other libraries														
2022	3664	3234	3482	3507	3336	3553	3648	3477	3181	3047	3125	3009	40263	92.48%
2023	3597	3257	3590										10444	100.62%
Items to Other Libraries														
2022	3010	2672	2775	2821	2763	2944	2966	2656	2531	2375	2519	2383	32415	89.96%
2023	2943	2580	2811										8334	98.55%
New Library Cards Issued														
2022	67	72	90	77	62	210	121	119	88	81	63	56	1106	112.97%
2023	87	95	125										307	134.06%
Meetings Room Usage														
2022	36	47	50	51	44	43	45	28	33	40	46	31	494	212.02%
2023	46	37	45										128	96.24%

Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Study Room Usage														
2022	80	112	102	122	99	121	117	125	105	128	131	105	1347	217.61%
2023	134	138	121										393	133.67%
Uses of Public Wireless Internet														
2022	689	716	896	934	824	981	920	807	985	995	927	768	10442	258.08%
2023	998	897	1062										2957	128.51%
Uses of Public Internet Computers														
2022	370	378	455	468	455	419	295	422	441	410	372	318	4803	123.69%
2023	366	342	437										1145	95.18%
Children's Programs (0-5)														
# programs	0	18	16	24	0	5	6	0	12	19	16	17	133	
Attendance	0	299	291	504	0	288	225	0	264	387	318	296	2872	
# programs	16	18	21										55	161.76%
Attendance	402	387	557										1346	228.14%
Children's Programs (6-11)														
# programs	3	2	4	5	5	7	14	1	0	9	14	10	74	
Attendance	43	22	75	185	826	807	737	10	0	285	598	235	3823	
# programs	12	6	7										25	277.78%
Attendance	187	70	124										381	272.14%
Teen Programs (12-18)														
# program	2	2	2	2	2	1	0	1	1	3	2	1	19	158.33%
Attendance	16	17	12	16	85	12	0	12	9	24	14	6	223	305.48%
# program	3	1	2										6	100.00%
Attendance	21	3	10										34	75.56%
Adult Programs (19+)														
# programs	6	6	4	7	6	11	11	8	8	10	9	4	90	
Attendance	74	55	47	87	98	149	149	150	125	336	137	74	1481	
# programs	6	5	8										19	118.75%
Attendance	105	97	204										406	230.68%
General Interest Program														
# program	0	4	4	0	0	4	3	1	0	1	0	0	17	23.29%
Attendance	0	105	148	0	0	605	159	46	0	30	0	0	1093	64.98%
# programs	0	0	0										0	0.00%
Attendance	0	0	0										0	0.00%

Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Children's Self-Directed Activities (0-5) (includes summer reading participation)														
# programs 2022	1	4	2	1	1	1	5	3	2	0	1	2	23	74.19%
Attendance 2022	33	100	82	1	3	147	611	890	50	0	2	92	2011	141.82%
# programs 2023	0	0	0										0	0.00%
Attendance 2023	0	0	0										0	0.00%
Children's Self-Directed Activities (6-11) (includes summer reading participation)														
# programs 2022	1	4	2	1	1	1	5	3	2	0	1	2	23	74.19%
Attendance 2022	33	100	82	1	3	147	611	890	50	0	2	92	2011	141.82%
# programs 2023	0	4	6										10	142.86%
Attendance 2023	0	103	202										305	141.86%
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	2	3										7	116.67%
Attendance 2023	29	34	115										178	195.60%
Adult Self-Directed Activities (18+) (includes summer reading participation)														
# programs 2022													0	
Attendance 2022													0	
# program 2023	3	4	3										10	#DIV/0!
Attendance 2023	242	320	240										802	#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										0	0.00%
Attendance 2023	0	0	0										0	0.00%

Pewaukee Public Library
Director's Report
April 2023

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

- The Adult Winter Reading Challenge ended in March. Over the course of the winter, patrons logged books they read and wrote reviews for a chance to win gift card prizes to local businesses. The prizes for this challenge included gift cards to Mod Pizza, Bubbas, Casa Tequila, and Artisan 179. We had 141 active participants, 55 more than last winter!
- The 10-week run of the Great Puzzle Giveaway ended in March. Each week participants were asked to complete a crossword, word search, or word jumble to be entered to win a jigsaw puzzle. This is a giveaway we've done for a few years, but this year we made a change. We started to send a weekly email to let people know there was a new puzzle available. An initial email was sent to all of our email subscribers about the giveaway with a link to the first puzzle and information about subscribing to get weekly emails. With these emails, we averaged about 80 entries per week. In previous years, we averaged in the mid-20's each week.
- At the end of March, we held an informational Medicare program that we've held semi-annually for many years. The presentation is put on by the ADRC of Waukesha County and is a valuable resource. We had 24 people attend this afternoon presentation.
- Lorrie Wenzel, author, scripture professor, and Pewaukee resident presented *If These Walls Could Talk: The Notre Dame Cathedral* to an audience of 66 people! The room was packed for a fantastic night of learning.
- I attended the Cafe Catalogers meeting in Delafield on March 14. This group meets in person 3 times per year to discuss items related to the Library Catalog.

Thanks for your support!

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

Highlights:

- Attendance numbers continue to increase dramatically. This month's total of 1,010 is a 105% increase over last year. It is gratifying to have so many children, teens, and adults enjoying our many programs and services.
- The Lego Club had a great time creating bird houses in March. JoLynne had the brilliant idea to purchase some small decorative bird figurines and challenged the children to create a fantastic house for "their" bird. I hope everyone was able to pop in to the Children's Library and see them on display.
- Teens enjoyed attending Manga and Anime club and we have had a core group of teens popping in to the afterschool "Try It Tuesday" events. Teens also enjoyed the Grab and Go craft and the very popular Teen Book Boxes service this month. Sandy has been doing the Book Boxes for many years now and has been advising other librarians starting similar programs at their libraries.
- In March, we "recycled" a Covid era program, Mystery Mail, because we received a very nice donation of post cards. To participate in Mystery Mail, parents fill out a short online form for their child, noting grade level and interests. Youth Services staff then has to find a reading level appropriate book title with an identifiable setting and find a postcard that matches that location. We then write a short note to the child from the book's main character and include a QR code that takes the reader to the book record in the catalog. So far, we have sent out 99 postcards!

Pewaukee Public Library
Director's Report
April 2023

- I have started booking summer outreach visits to local child cares. Currently, I am booked to visit KinderCare and Little Lambs of Christ once a month during the summer months.

As always, thank you for your continued support.

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - March 7: Village Department Heads Meeting
 - March 10: APL Via Zoom
 - March 14: Foundation Meeting
 - March 15: Library Board Meeting
 - March 20: Department Heads Meeting
 - March 21: Village Board Meeting
 - March 28: Joint Library Agreement Meeting
 - March 29: Meeting with Chris from JH Heating
- *Audit:* The annual audit has been completed and I have reviewed the preliminary audit.
- *Explore Passes.* We have purchased a new explore pass to Wisconsin History Society sites.
- *Foundation Funding.* The Foundation has generously approved a request from Jenny for \$1,152.14 for a new play table for the children's room. They also approved a request from Kelly for \$250 for senior programming. The Foundation had received a Greater Milwaukee Foundation Grant for this amount which they specified needed to be used for educational programming for Seniors. Kelly has already booked a Senior Downsizing program and the Joy of Birding for the Library's next Memory Café.
- *Elevator Door Replacement.* The new door was installed on Thursday, March 16th so this project is complete.
- *HVAC Annual Maintenance Contract.* J&H Heating has historically handled all of our HVAC maintenance work and installed the original system. Each year, I receive a maintenance contract to sign for renewal. That contract has been renewed. I felt it was time to touch base with the company to see if this contract was comprehensive and to ensure that we have documentation of what was actually completed. Moving forward, J&H will be providing us with an after-action report as a checklist of completed work. This will also enable the technician to communicate any potential issues or watch items.
- *Bridges Competitive Grant.* Every year, the Bridges Library System offers a competitive grant. Kelly and I applied for the grant. Our project is called Mobile Technology Collection with LendingKey. We were awarded the grant for \$4,800.00. With the grant, we will greatly expand our Library of Things Collection with technology items for checkout. Our proposal also included the purchase of a software called LendingKey. LendingKey enables patrons to reserve Library of Things items for specific dates – this is not a feature that we can offer through our ILS system. We will also be adding some of our explore passes to this software.
- *Beanstack.* Beanstack is the software that we use for reading challenges. This software was purchased by the Department of Public Instruction for all public libraries at the onset of the pandemic. We have received word that this contract has been extended and will be funded through the end of 2025 through the Department of Public Instruction.
- *Payroll Issue.* We experienced a payroll issue. One employee was issued payment for only her PTO time and not her regular work time. Upon hearing of the issue, I immediately looked to see if

Pewaukee Public Library
Director's Report
April 2023

I had reported her time correctly. According to the payroll report, my submission was correct. I contacted the Village to ask that they look into it. They did confirm that the original payroll was correct and that the employee did not receive their full pay. They initiated the payment through their bank as soon as the error was discovered. Unfortunately, because it was Friday, the employee did not receive their full pay until Monday. The Village was responsive to the problem and did what they could. Unfortunately, the employee was upset that their pay was delayed. The best that we can do is to ensure that this does not happen again. I will be asking the Village to investigate why the error occurred and ask that a control be put in place to ensure that this problem does not happen again.

- *Staff Updates:*
 - We have a new Library Clerk. Her name is Rachel Fedorchak. Rachel 1st day of work was Friday, March 24th. Rachel also works part-time at the Hartland Library so is already well versed in the computer system and system wide functions.
 - I have made an offer of employment for the Library Services Manager position. We are completing the contingency process. Once that is complete, I will be able to announce the new hire.
 - With the open Library Services Manager position, I am wearing many hats on a daily basis. I have taken on the daily managerial needs of the department. Kelly has also volunteered to help with many of the daily duties.
- *Revised Public Library Annual Report (AGENDA ITEM).* One error needed to be corrected on the Annual Report – Section VI Line 7 has been corrected from \$679 to \$1,858. I would ask the Library Board approved the revised Public Library Annual Report for the Pewaukee Public Library.
- *Solar Charging Bench (AGENDA ITEM).* Bridges had submitted a grant to purchase a solar charging bench for each Library in the system. This grant was not awarded but the system had budgeted for the purchase from operating funds. They are offering to purchase 1 bench for each Library. Here is the product website <http://sunchargesystems.com/uptown-charging-bench>. The bench does require installation on a concrete slab so there would be an additional cost to the Pewaukee Library. As well, an appropriate spot would need to be found on our property. Each bench costs about \$3,000.00. I would ask the Library Board to decide if they would like to participate in the program.
- *Circulation/Children's Room Remodeling Project (AGENDA ITEM).* I have included the final information for the remodeling project. Joe Haider also provided the following information:
 1. From approval date they could start in about 2 weeks.
 2. The entire project would take about 6 weeks – Approx. 4 weeks on site.
 3. 2 weeks are required to do the walls/floors etc. & another 2 weeks to install the desk which will be built before they bring it in.
 4. They will have plastic barriers up, but the disruption should be pretty minimal. No need to shut anything down.
 5. They could work early in the am before opening time (6:00 – 9:00) if needed.

I would ask that the Library Board consider approval of the final project using. According to the preliminary 2022 audit, the Library has \$7,538 in restricted fund balance and \$239,560 in unassigned fund balance. With this project, we will be able to make the final adjustments to staff desk scheduling and rotation and we will be able to provide better customer service by enabling staff to see and provide services between the Children's Library and the Main Library.



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	
				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

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See Instructions*

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian		b. All Other Paid Staff (FTE)		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	

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>	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?	a. State TEACH line b. Other broadband connection Local, cable, telco, community network, etc.	

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
--	---	-------------

COMMENTS



CLIENT NAME:
 JOB NUMBER:
 JOB NAME:
 CITY:
 STATE:
 ARCHITECT:
 DATE:

Pewaukee Library
1101391
Circulation Desk Remodel
Pewaukee Library
WI
Zimmerman
3/9/2023

Estimate Type

Progress Budget

CONTRACT PACKAGE	DESCRIPTION	PROJECT TOTALS				\$ -	NOTES/SUBCONTRACTOR
		QUANTITY	UM	UNIT PRICE	BUDGETED TOTAL	SCHEDULE OF VALUES TOTAL	
0100	GENERAL CONDITIONS					\$ 7,568	
010000	GENERAL CONDITIONS - LABOR	1	LS	\$ 5,434	\$ 5,434		
010000	GENERAL CONDITIONS - MATERIAL	1	LS	\$ 1,383	\$ 1,383		
010000	GENERAL CONDITIONS - EQUIPMENT	1	LS	\$ 502	\$ 502		
010000	GENERAL CONDITIONS - SUBCONTRACTORS	1	LS	\$ 250	\$ 250		
0240	DEMOLITION					\$ 3,414	
024100	DEMOLITION - LABOR	1	LS	\$ 3,080	\$ 3,080		VJS
024100	DEMOLITION - MATERIAL	1	LS	\$ 242	\$ 242		
024100	DEMOLITION - EQUIPMENT	1	LS	\$ 92	\$ 92		
024100	DEMOLITION - SUBCONTRACTORS	1	LS	\$ -	\$ -		
0600	CARPENTRY & DRYWALL					\$ 8,901	
061000	CARPENTRY - LABOR	1	LS	\$ 6,930	\$ 6,930		VJS
061000	CARPENTRY - MATERIAL	1	LS	\$ 673	\$ 673		
061000	CARPENTRY - EQUIPMENT	1	LS	\$ 198	\$ 198		
061000	CARPENTRY - SUBCONTRACTORS	1	LS	\$ 1,100	\$ 1,100		
0640	MILLWORK/CASEWORK					\$ 15,296	
064000	MILLWORK/CASEWORK	1	LS	\$ 15,296	\$ 15,296		Stück (includes pre-finished lp/wood)
0790	JOINT SEALANTS					\$ 500	
079200	JOINT SEALANTS	1	LS		\$ 500		Allowance
0950	ACOUSTICAL CEILING SYSTEMS					\$ 1,500	
095000	ACOUSTICAL CEILINGS	1	LS		\$ 1,500		Allowance
0960	RESILIENT & CARPET FLOORING & PAINTING					\$ 2,955	
096500	RESILIENT & CARPET FLOORING	1	LS		\$ 2,955		BSI
2100	MECHNAICAL					\$ 1,655	
210000	FIRE SUPPRESSION & HVAC	1	LS		\$ 1,655		Total



CLIENT NAME:
 JOB NUMBER:
 JOB NAME:
 CITY:
 STATE:
 ARCHITECT:
 DATE:

Pewaukee Library
1101391
Circulation Desk Remodel
Pewaukee Library
WI
Zimmerman
3/9/2023

Estimate Type

Progress Budget

CONTRACT PACKAGE	DESCRIPTION	PROJECT TOTALS				\$ -	NOTES/SUBCONTRACTOR
		QUANTITY	UM	UNIT PRICE	BUDGETED TOTAL	SCHEDULE OF VALUES TOTAL	
2600	ELECTRICAL					\$ 5,700	
260000	ELECTRICAL	1	LS		\$ 5,700		Lyons
SUBTOTAL				check \$	47,490	\$ 47,490	
%							
		Mark up	Architecture	0.00%	\$ -		
			Construction	10.00%	\$ 4,749		
			G.L. Insurance	1.20%	\$ 627		
			Contingency	6.75%	\$ 3,568		
			Permit	1.00%	\$ 475		
			Bond		\$ -		
Total						\$ 56,909	



PROJECT BALANCE SHEET

		Progress Budget
CONSTRUCTION	Project Description (Renovation) - Year: 2021	\$ 47,490
	Special Construction	\$ -
	Inflation	\$ -
	Design Build / Construction Management Fees	
	Architecture	0.00% \$ -
	Construction	10.00% \$ 4,749
	Comprehensive Insurance	1.20% \$ 627
	Project Contingency	6.75% \$ 3,568
	Permit	\$ 475
	Performance Bond	\$ -
Subtotal		\$ 56,909

ARCHITECTURAL & ENGINEERING	Architectural/ Engineering Fees	\$ -
	Topographical Survey	\$ -
	Architectural Reimbursable Expenses	\$ -
	Soil Investigation & Soils Report	\$ -
	Storm Water & Landscape Design	\$ -
	Permits/ Approvals	\$ -
	Plan Review Fees, Reimbursable Expense, Permits Allowance	\$ -
	Zoning Permit	\$ -
	Planning Commission - Certified Survey Fee	\$ -
	Preliminary & Final Plat, CDP and Contract Fee	\$ -
	Inflation	\$ -
Subtotal		\$ -

PROJECT DEVELOPMENT	Land Acquisition: 0 Acres @ \$ - per acre	\$ -
	Owners Representative Fee's 0%	\$ -
	Materials Testing	\$ -
	WE Energies Costs	\$ -
	Wetland Delineation	\$ -
	Asbestos Consultant	\$ -
	Asbestos Removal	\$ -
	Utility Connect Fee	\$ -
	Traffic Study	\$ -
	Phase 1 Environmental Study	\$ -
	Other Site Planning & Environmental	\$ -
	Furniture/Furnishings & Equipment	\$ -
	Low Voltage Install & Equipment	\$ -
	Food Service Equipment	\$ -
	Moving Expenses	\$ -
	Hazardous Material Testing & Removal	\$ -
	Window Treatments	\$ -
	Signage	\$ -
	Builder's Risk Policy	\$ -
	Inflation	\$ -
Owner's Contingency 0%	\$ -	
Subtotal		\$ -

TOTAL	Total Estimated Project Costs	\$ 56,909
	Approved Project Budget	\$ -
	Over/(Under) Approved Budget	\$ 56,909

Pewaukee Public Library
210 Main St,
Pewaukee, WI 53072

CIRCULATION DESK REMODEL
November 15, 2022

Architect / Interiors:

Zimmerman
ARCHITECTURAL STUDIOS, INC.



Architectural 'A' Series

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Consultant:

Project:
VILLAGE OF PEWAUKEE -
PUBLIC LIBRARY CIRCULATION
DESK REMODEL

Location:
VILLAGE OF PEWAUKEE, WI

Key Plan:

Sheet:
TITLE SHEET

Scale:
NO SCALE

Revisions:
No. Date Description:

Date:
11/15/2022

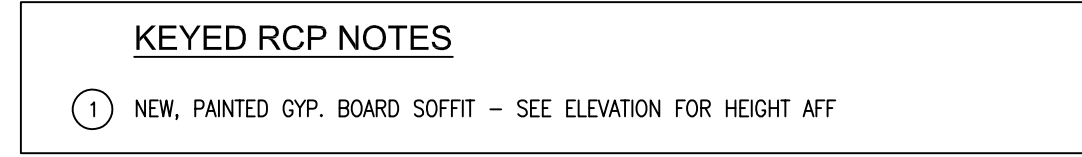
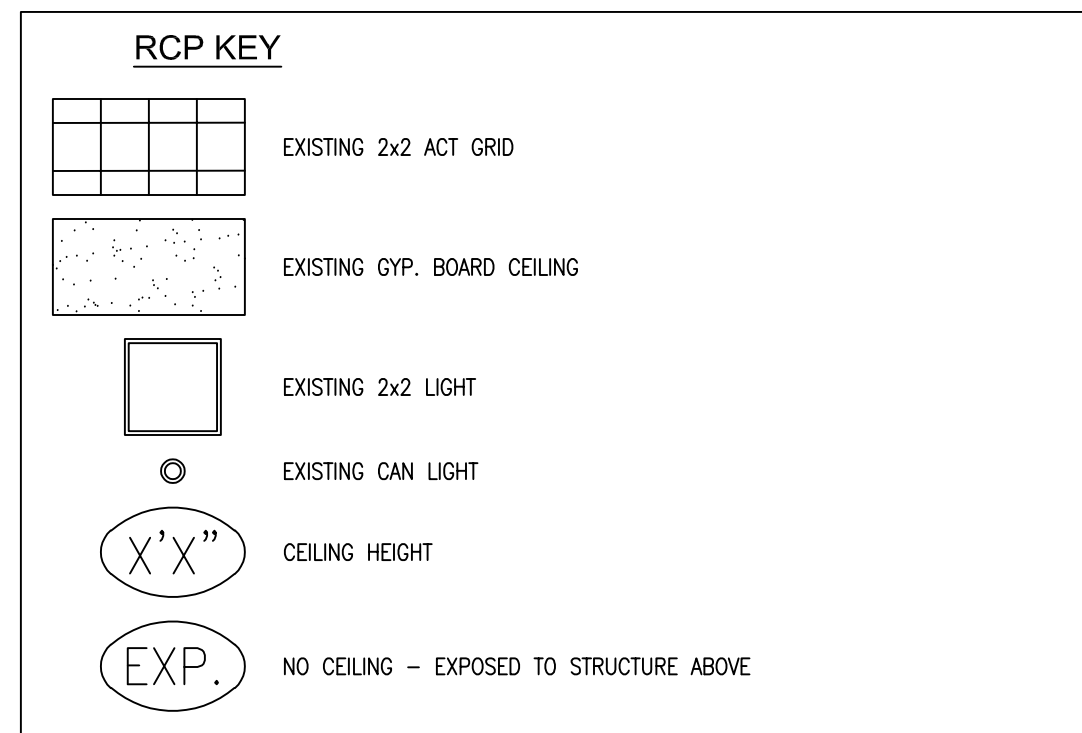
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Sheet No.:

T1.0

GENERAL RCP CONSTRUCTION NOTES:

1. THE GENERAL CONTRACTOR SHALL REMOVE & REINSTALL EXISTING CEILING TILE AS REQUIRED FOR ALL WORK DURING PROJECT. REPLACEMENT OF DAMAGED TILE SHALL BE THE RESPONSIBILITY OF THE G.C.
2. COVER ALL RETURN AIR GRILLES AFFECTED BY PROJECT W/ MEDIA FILTERS. CHANGE FILTERS WHEN NECESSARY TO ALLOW AIR MOVEMENT.
3. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS AND CONDITIONS IN FIELD. MAINTAIN ALL DIMENSIONS SHOWN ON PLAN. NOTIFY ARCHITECT IMMEDIATELY IF DIMENSION CANNOT BE ACHIEVED.
4. WHEN AN ITEM IS CALLED OUT TO BE REMOVED OR AN OPENING MADE, THE CONTRACTOR SHALL PATCH THE ADJACENT MATERIAL INCLUDING ALL FLOORING, WALLS & CEILINGS. ALIGNMENT OF NEW CONSTRUCTION TO EXISTING SURFACES SHALL BE DONE IN A MANNER AS TO VISIBLY ELIMINATE THE POINT OF CONTACT OR JOINT OF NEW AND EXISTING MATERIALS TO PROVIDE SMOOTH AND CONTINUOUS SURFACE.
5. PATCH ALL EXISTING FLOOR/WALL/CEILING SURFACES AS REQUIRED TO RECEIVE NEW FINISHES. SEE ROOM FINISH SCHEDULE. IF NO NEW FINISHES ARE DESCRIBED, PATCH & PREP. TO MATCH EXISTING. WORK SHALL INCLUDE PATCHING OF EXISTING GYP. BOARD SURFACES.
6. PATCH WALLS, FLOORS, AND CEILINGS WHERE NEW WORK OCCURS IN EXISTING SPACES. COORDINATE WITH ALL CONTRACTORS.
7. VERIFY THAT PROPOSED NEW CEILING HEIGHTS ARE NOT IN CONFLICT WITH NEW AND EXISTING WORK PRIOR TO CONSTRUCTION OF.
8. CONTRACTOR SHALL REPLACE AT NO COST TO THE OWNER, ANY AND ALL SITE MATERIALS DAMAGED DUE TO THE CONSTRUCTION PROCESS WHICH WERE NOT SCHEDULED TO BE DEMOLISHED OR REMOVED.



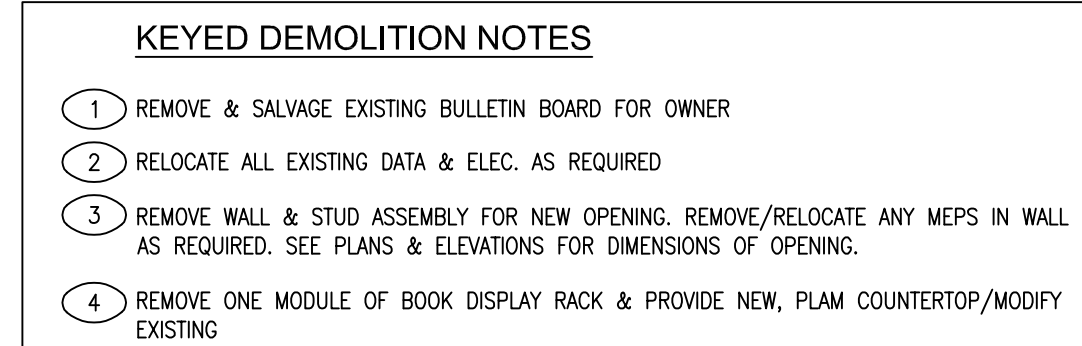
GENERAL DEMOLITION NOTES:

IN ALL CASES UNLESS NOTED OTHERWISE, SCOPE OF DEMOLITION INVOLVES COMPLETE REMOVAL OF INTERIOR PARTITIONS, FINISHES, DOORS, WINDOWS, ROOFING, INSULATION, HVAC, ELECTRICAL, PLUMBING, ETC. - LEAVING ONLY EXTERIOR WALL, FLOOR SLAB, STRUCTURAL FRAME AND ROOF DECK. CONTRACTOR TO PROVIDE ALL DEMOLITION WORK REQUIRED TO COMPLETE PROJECT AS REFLECTED WITHIN ALL OF THE CONTRACT DOCUMENTS.

KEYED NOTES INCLUDED ON THESE PLANS INDICATE SPECIAL DIRECTIONS OVER AND ABOVE, OR CONTRARY TO THE ABOVE MENTIONED SCOPE OF DEMOLITION.

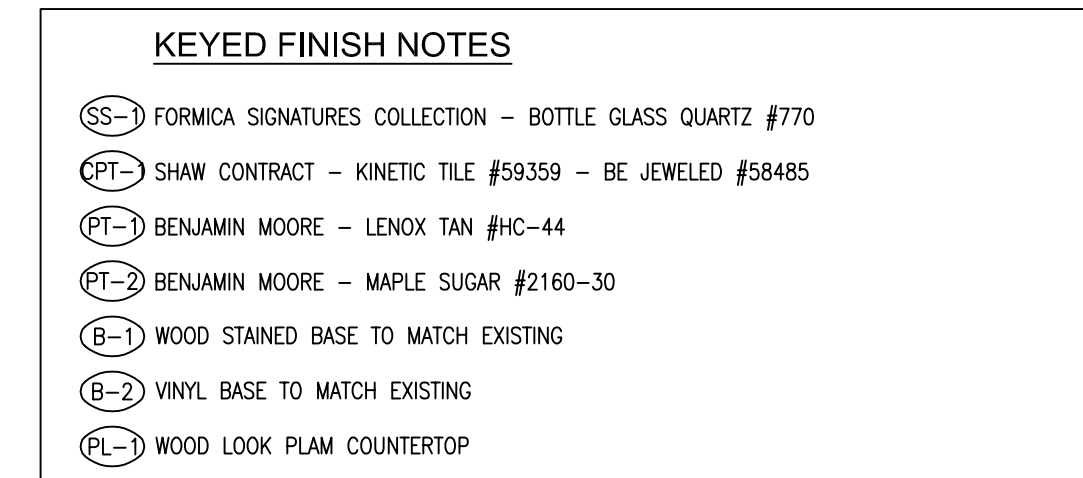
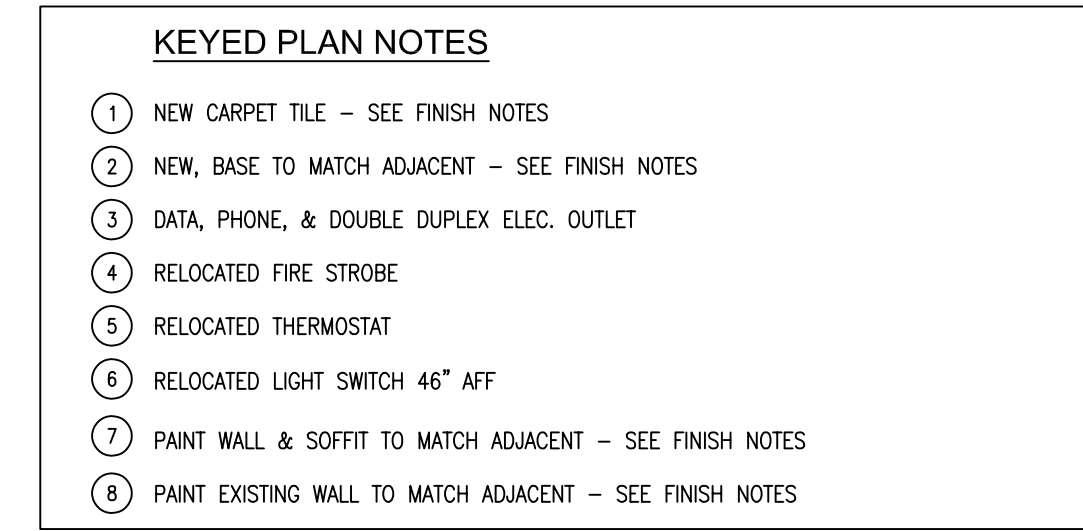
CONTRACTORS ARE RESPONSIBLE FOR MAINTAINING CONTINUOUS UTILITY SERVICE TO ALL SPACES IN THE BUILDING NOT AFFECTED BY THIS WORK. ANY DISRUPTION IN SERVICES REQUIRED TO PERFORM WORK OR MODIFY EXISTING PIPING, CONDUIT, DUCTWORK OR ANY ASSOCIATED EQUIPMENT, MUST BE COORDINATED W/ MMSD.

1. --- INDICATES EXISTING WALL, PARTITION, DOOR, WINDOW, SOFFIT, MILLWORK, EQUIPMENT, ETC. TO BE DEMOLISHED / REMOVED U.N.O. ALL WALL MOUNTED ITEMS TO BE RETAINED BY THE OWNER WILL BE REMOVED PRIOR TO PROJECT. REMOVE ALL EXISTING WALL AND CEILING CONSTRUCTION WITHIN CONSTRUCTION LIMITS.
2. THE GENERAL CONTRACTOR SHALL REMOVE & REINSTALL EXISTING CEILING TILE AS REQUIRED FOR ALL WORK DURING PROJECT. REPLACEMENT OF DAMAGED TILE SHALL BE THE RESPONSIBILITY OF THE G.C.
3. THE GENERAL CONTRACTOR SHALL ERECT DUST PARTITIONS TO PROTECT ADJACENT SPACES FROM DUST & DAMAGE. PROTECT ADJACENT FLOORING TO REMAIN AS REQUIRED.
4. THE GENERAL CONTRACTOR SHALL PROTECT THE BUILDING OCCUPANTS AND PROPERTY FROM HARM. MAINTAIN EGRESS AS NECESSARY TO PROVIDE OCCUPANTS A SAFE AND CONTINUOUS PATH OF EGRESS.
5. THE TERM "REMOVE" OR ANY DERIVATION THEREOF SHALL MEAN COMPLETE DEMOLITION OF ALL MATERIALS AND ASSOCIATED PARTS AND PIECES, AND COMPLETE REMOVAL OF ALL MATERIALS, PARTS AND PIECES FROM OWNER'S SITE AT THE CONTRACTOR'S EXPENSE.
6. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS AND CONDITIONS OF PROJECT. ALL DIMENSIONS GIVEN ON THE DEMOLITION DRAWINGS SHALL BE COORDINATED WITH THE NEW CONSTRUCTION PLANS.
7. WHEN AN ITEM IS CALLED OUT TO BE REMOVED OR AN OPENING MADE, THE CONTRACTOR SHALL PATCH THE ADJACENT MATERIAL INCLUDING ALL FLOORING, WALLS AND CEILINGS TO MATCH THE SURROUNDING FINISHES. THE END RESULT SHALL BE A FINISHED PRODUCT.
8. PATCH AND REPAIR ALL EXISTING FLOOR/WALL/CEILING SURFACES AS REQUIRED TO RECEIVE NEW FINISHES. WHEN AN ITEM IS CALLED OUT TO BE REMOVED OR AN OPENING MADE, THE CONTRACTOR SHALL TAKE CARE TO ONLY REMOVE WORK IN THE IMMEDIATE AREA. SEE ROOM FINISH SCHEDULE FOR FINAL FINISHES.
9. GENERAL CONTRACTOR SHALL PROTECT AREAS NOT SCHEDULED FOR DEMOLITION. DAMAGE TO EXISTING CONSTRUCTION NOT SCHEDULED FOR DEMOLITION SHALL BE REPLACED BY THE CONTRACTOR DOING THE DAMAGE AT THEIR EXPENSE.
10. REMOVE LOCK HARDWARE FROM ALL DEMOLISHED DOORS. TURN ALL HARDWARE OVER TO OWNER.
11. COVER ALL RETURN AIR GRILLES AFFECTED BY PROJECT W/MEDIA FILTERS. CHANGE FILTERS WHEN NECESSARY TO ALLOW AIR MOVEMENT.
12. REFER TO SPECIFICATION SECTION 02 41 19 FOR SELECTIVE DEMOLITION AND TO THE GENERAL CONDITIONS FOR CUTTING & PATCHING, RECYCLING AND WASTE MANAGEMENT REQUIREMENTS.
13. SEE PLUMBING, HVAC, AND ELECTRICAL DRAWINGS FOR ADDITIONAL DEMOLITION - COORDINATE WITH THOSE CONTRACTORS. IF A MECHANICAL, ELECTRICAL, PHONE, DATA, PLUMBING OR ANY OTHER SYSTEM IS ABANDONED, THEN EVERY COMPONENT OF THAT SYSTEM SHALL BE COMPLETELY REMOVED.
15. ALL ROOF PATCHING SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR, SEE MECHANICAL DRAWINGS.
16. REMOVAL OF ASBESTOS CONTAINING MATERIAL IS THE RESPONSIBILITY OF THE OWNER. IF SUSPECT MATERIAL IS ENCOUNTERED DURING CONSTRUCTION, CONTACT THE OWNER IMMEDIATELY FOR REVIEW.



GENERAL PLAN CONSTRUCTION NOTES:

1. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING CONTINUOUS UTILITY SERVICE TO ALL SPACES IN THE BUILDING NOT AFFECTED BY THIS WORK. ANY DISRUPTION IN SERVICES REQUIRED TO PERFORM WORK OR MODIFY EXISTING PIPING, CONDUIT, DUCTWORK OR ANY ASSOCIATED EQUIPMENT, MUST BE COORDINATED W/ MMSD.
2. COVER ALL RETURN AIR GRILLES AFFECTED BY PROJECT W/ MEDIA FILTERS. CHANGE FILTERS WHEN NECESSARY TO ALLOW AIR MOVEMENT. SEE MECHANICAL SPECS.
3. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS AND CONDITIONS IN FIELD. MAINTAIN ALL DIMENSIONS SHOWN ON PLAN. NOTIFY ARCHITECT IMMEDIATELY IF DIMENSION CANNOT BE ACHIEVED.
4. WHEN AN ITEM IS CALLED OUT TO BE REMOVED OR AN OPENING MADE, THE CONTRACTOR SHALL PATCH THE ADJACENT MATERIAL INCLUDING ALL FLOORING, WALLS & CEILINGS. ALIGNMENT OF NEW CONSTRUCTION TO EXISTING SURFACES SHALL BE DONE IN A MANNER AS TO VISIBLY ELIMINATE THE POINT OF CONTACT OR JOINT OF NEW AND EXISTING MATERIALS TO PROVIDE SMOOTH AND CONTINUOUS SURFACE.
5. PATCH ALL EXISTING FLOOR/WALL/CEILING SURFACES AS REQUIRED TO RECEIVE NEW FINISHES. SEE ROOM FINISH SCHEDULE. IF NO NEW FINISHES ARE DESCRIBED, PATCH & PREP. TO MATCH EXISTING. WORK SHALL INCLUDE PATCHING OF EXISTING GYP. BOARD SURFACES.
7. ALL FLOORS TO BE LEVEL AND CLEAN PRIOR TO INSTALLATION OF NEW FLOOR FINISHES. ALL FLOOR SURFACES AND TRANSITIONS BETWEEN SURFACE TYPES SHALL COMPLY WITH ADA GUIDELINES.
8. CONTRACTOR SHALL REPLACE, AT NO COST TO THE OWNER, ANY AND ALL SITE MATERIALS DAMAGED DUE TO THE CONSTRUCTION PROCESS WHICH WERE NOT SCHEDULED TO BE DEMOLISHED OR REMOVED.
9. ALL CONCRETE FLOOR PATCHING SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR.
10. MEP IS DESIGN-BUILD TO BE COORDINATED BY THE GC.



Consultant:

Project:
 VILLAGE OF PEWAUKEE -
 PUBLIC LIBRARY CIRCULATION
 DESK REMODEL

Location:
 VILLAGE OF PEWAUKEE, WI

Key Plan:

Sheet:
 FLOOR PLANS - CIRCULATION
 DESK

Scale:

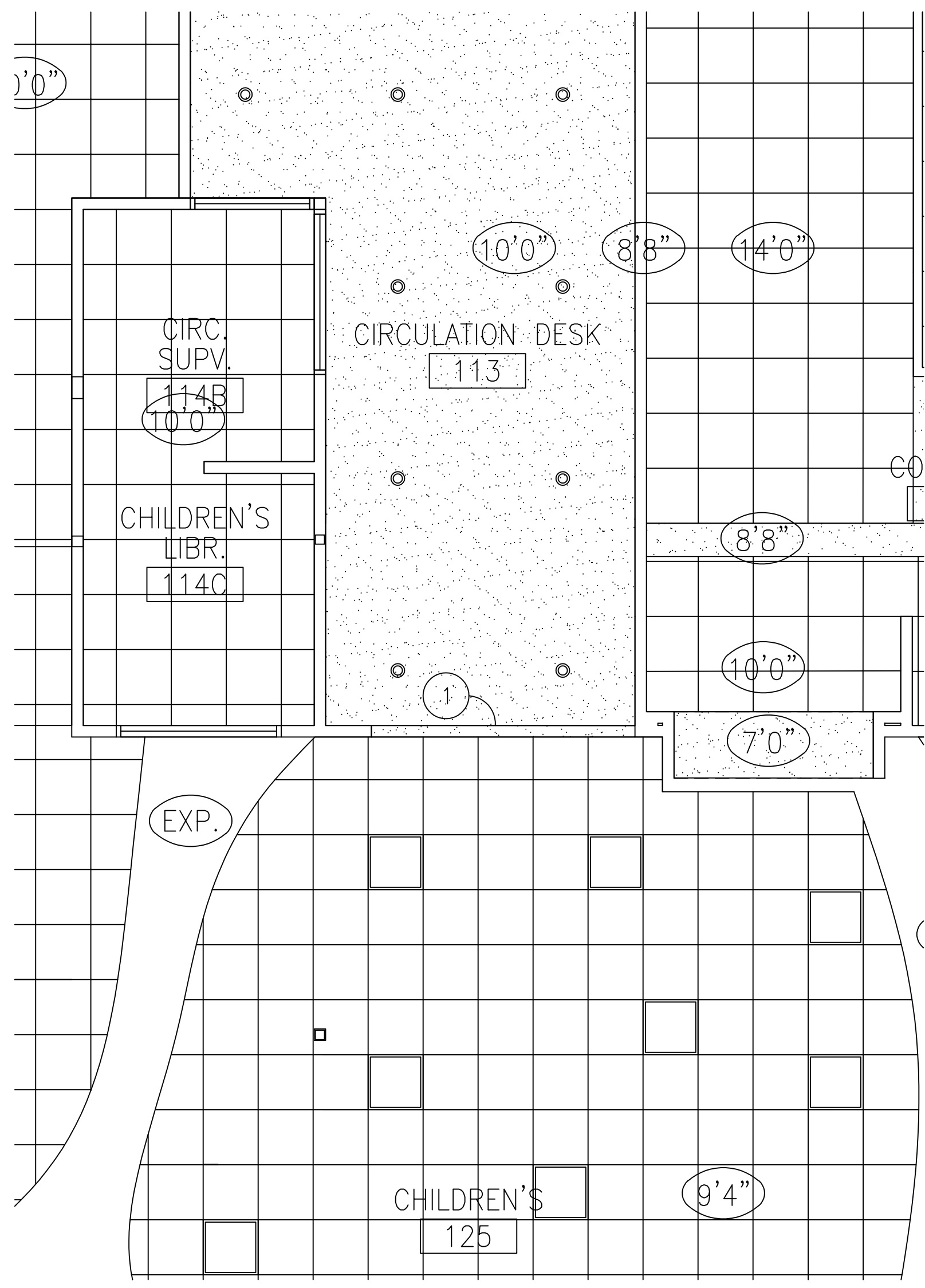
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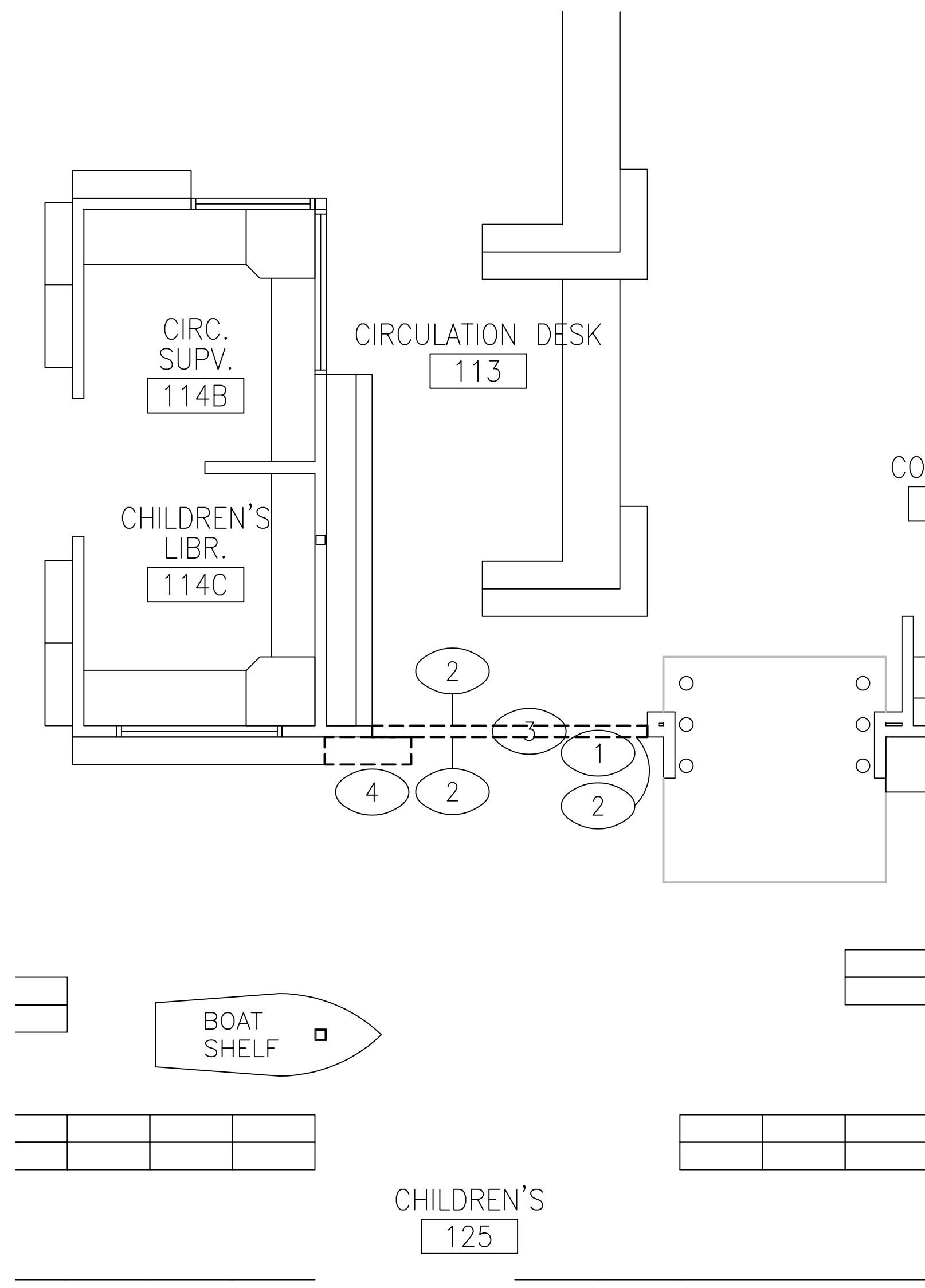
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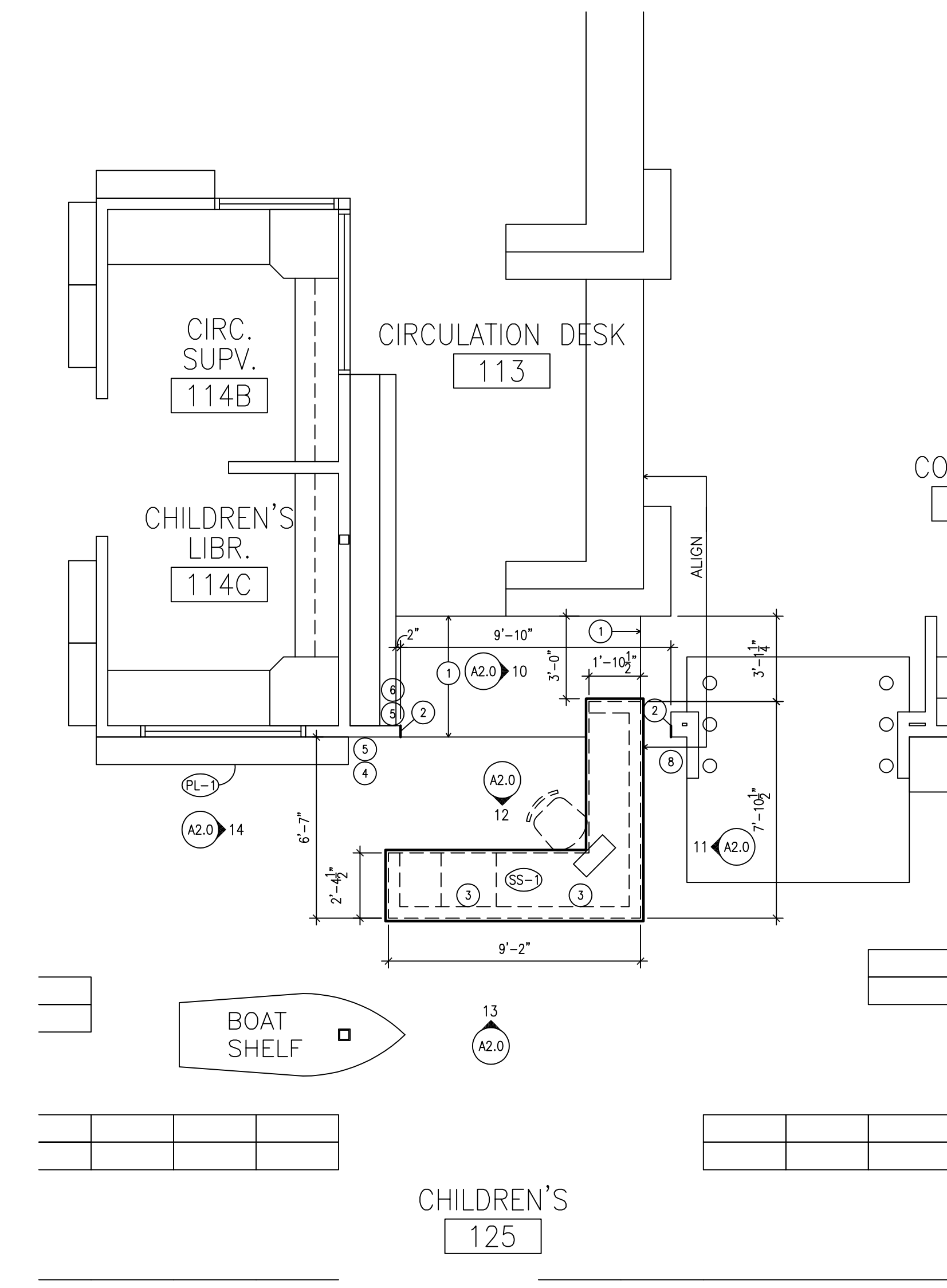
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3 REFLECTED CEILING PLAN
 1/4" = 1'-0"



2 DEMOLITION PLAN
 1/4" = 1'-0"



1 FLOOR PLAN
 1/4" = 1'-0"

Freedom of Expression and Inquiry

22

Free access to ideas and freedom of expression are bedrock principles of this country. These principles must be upheld for democracy to survive and thrive. Public libraries are institutions dedicated to the ideal of freedom of expression and inquiry. The public library is the provider of access for *all* citizens to the full range of ideas, including controversial or unpopular ideas.

If we all knew for sure what the right answers were for important questions, there would be no controversies and no need to foster freedoms of inquiry and expression. But, because we cannot know for sure, our survival and progress as a culture and as a species require that we actively promote wide-ranging inquiry and the freest possible expression of ideas so that we may correct errors and continue to progress toward better answers. This requires that your library, within the limits imposed by budget, time, and space, seeks to represent the widest range of materials and to provide unrestricted access to electronic resources—so that inquiry is encouraged and creativity stimulated.

In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library’s collection and policies. Citizen control is designed to help your library support the ideals of freedom of expression and inquiry—free from partisan and political pressure.

The federal and state Constitutions support the ideals of freedom of expression and inquiry, as do the Wisconsin statutes. The very beginning of [Chapter 43](#) (Wisconsin’s library law) says: “The legislature recognizes: (a) The importance of free access to knowledge, information and diversity of ideas by all residents of this state; (b) The critical role played by public, school, special and academic libraries in providing that access; (c) The major educational, cultural and economic asset that is represented in the collective knowledge and information resources of the state’s libraries; (d) The importance of public libraries to the democratic process.”

Collection Development Policy

Every public library should have a collection development policy that supports the ideals of freedom of expression and inquiry. A sound collection development policy assures the continuous growth of a collection appropriate to your library’s defined mission and goals, while recognizing the cultural diversity and pluralistic nature of your community. It is recommended that, at a minimum, the policy cover the following points:

- purpose and scope of collection (separately defined for the adult and children’s sections)
- types of materials to be purchased

In This Trustee Essential

- How the public library promotes freedom of expression and inquiry
- Library board-approved policies that help protect intellectual freedom

- staff responsibility for selection; use of professional selection tools
- basis and method of withdrawing and disposing of materials
- acceptance of gift materials (usually with the understanding that the same selection standards will be applied to gift materials as to those purchased and that staff will have discretion in judging what gift materials will actually be added to the collection)
- affirmations of intellectual freedom, such as an endorsement of the Library Bill of Rights at: www.ala.org/advocacy/intfreedom/librarybill and the Freedom to Read Statement issued jointly by the American Library Association and Association of American Publishers available at: www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

See *Trustee Essential #10: Developing Essential Library Policies* for guidelines on the process to follow when developing library policies. The collection development policy should include a procedure to follow if materials in the library collection are challenged. (See *Trustee Essential #23: Dealing with Challenges to Library Materials and Policies.*)

Internet Access Policy

The Internet brings a wealth of information to even the smallest library. It is recommended that every library develop an Internet “acceptable use policy.” The following questions may help your library in developing an “acceptable use policy.”

- Can children use the Internet independently, or do they need parental supervision or permission?
- Will the library adopt a code of conduct that must be signed by a parent and child before the child accesses the Internet?
- Will the library adopt a clear Internet use policy?
- Will users have to sign up to use Internet terminals?
- Will there be time limits on the use of Internet terminals?
- How does the library staff handle being a “go to” place to help troubleshoot devices?
- Will the results of users’ research be visible to other users or will the library install privacy screens or other means to restrict public viewing?
- What does the library do when a user is discovered using an Internet terminal for illegal or improper purposes?
- How does the library handle user and staff complaints about others gaining access to illegal or objectionable sites?
- How will the library handle false accusations about illegal or improper use?

- How will the library handle access to functions such as social media sites, peer-to-peer file sharing sites and email?
- How do the library and its governing board transmit concerns about Internet access to its funding authority?
- How will the library seek legal review of its Internet policy, both from its own legal counsel and from other legal experts?

Sample Internet use policies are available from the Wisconsin Public Library Policy Resources Page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Internet Filtering

Library boards should be aware that certain Internet filtering policies have been found by federal courts to violate First Amendment guarantees. On the other hand, Congress passed the Children's Internet Protection Act (or CIPA) requiring library filtering in order to qualify for certain uses of federal aid (such as E-rate funding). That law has been challenged on First Amendment grounds. Libraries need to stay informed as cases are decided and as possible new legislation develops. See below for resources to help you stay informed about these issues.

Meeting Room, Exhibit, and Display Policies

Public library meeting room and display policies should also support the ideals of freedom of expression and inquiry. In fact, federal courts have ruled that certain public library meeting room and display policies are contrary to the First Amendment.

In an April 2000 case, a federal court ruled that a Wisconsin library violated an individual's First Amendment rights when it refused him permission to use the public library's meeting room for a program about creationism. The library's policy prohibited use of the meeting room for religious services, religious instruction, and partisan political meetings.

The Federal District judge ruled that the library's policies and practices permitting the use of the meeting room for various groups had created a "designated public forum." In a designated public forum, content-based restrictions on speech are permissible only if they are the least restrictive means to a compelling government interest. The judge ruled that the city failed to show a compelling government interest in excluding the plaintiff from use of the meeting room.

"It may be that the exclusion of partisan political meetings and religious services or instruction is based on the library's desire to avoid controversy," the judge said. "However, the avoidance of controversy is not a valid ground for restricting speech in a public forum."

Reasonable regulations on time, place, and manner of speech are permissible in a designated public forum. For example, the judge implied that the library's prohibition on the use of the meeting room for regular meetings of clubs and other organizations was probably a constitutional regulation because it was intended to

make the room available to a wide variety of organizations. The judge also suggested that the policy excluding use of the meeting room for “commercial sales or presentations promoting specific companies or products” was also constitutionally acceptable.

Library exhibit and display policies must conform to the same basic constitutional principles that apply to meeting room policies. Libraries may wish to review their meeting room, exhibit, and display policies for conformance with constitutional requirements. Sample meeting room and exhibit and display policies are available from the Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Staff Development and Public Information

One of the keys to staff and community support for the principles of intellectual freedom is continuing education and public information on this topic. The better informed all parties are regarding the importance of freedom of expression and inquiry, and related library policies and practices, the less likely it is that your library will be required to defend the library’s collection or policies.

Discussion Questions

1. How does your library support the democratic ideal of a well-informed citizenry?
2. Does citizen (library board) control of the library help your library support the ideals of freedom of expression and inquiry? How else does citizen board control benefit your library?
3. Can the use of library Internet filters be consistent with the ideals of freedom of expression and inquiry, and the First Amendment? Why or why not?

Sources of Additional Information

- *Intellectual Freedom Manual*, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)

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

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