



July 2023 BOT Packet

Wednesday, July 19, 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, July 19, 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, July 19, 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

REGULAR BUSINESS:

2. Citizen Comments/Correspondence
3. Approval of Consent Agenda
 - a. Minutes June 21, 2023 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – June 2023
 - ii. GL Detail Library – June 2023
 - iii. Payment Approval Report – June 2023
 - c. Library Monthly Statistics Report through June 2023
 - d. Director's Report: July 2023

OLD BUSINESS:

NONE

NEW BUSINESS:

4. Discussion and possible action on the 2024 Joint Library Budget.
5. Discussion on the process for review and update of the Library's Mission and Vision Statement and Strategic Plan.
6. Discussion and possible action on BOT Trustee Essentials #18; *Library Board Appointments and Composition*
7. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, August 16, 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, July 14, 2023

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, June 21, 2023 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:29 PM
Members Present: Lisa Jansen, Leslie Miller, Dale Noll, Heather Gergen, Ian Clark, Ann Wright
Others Present: Nan Champe (Library Director)
John Rader – Baker Tilly
Peter K – Boy Scouts of America/Eagle Scouts

Members Excused: Karen Wildman

SPECIAL BUSINESS

2. Discussion and possible action on 2023 Library Audit by John Radar, Baker Tilly US, LLP
-
Motion to approve: Ian Clark
Second: Ann Wright
Discussion: N/A
Motion carried

3. Discussion and possible action on Eagle Scout project proposal by Peter Koutropoulos

Motion to approve: Heather Gergen - Move to approve Peter’s Eagle Scout project for a sun dial within the Library grounds at a location to be determined pending site survey identifying location of power lines, etc.

Second: Ian Clark
Discussion: N/A
Motion carried

REGULAR BUSINESS

4. Citizen Comments/Correspondence
- Thank you note from Barb Cavallo

5. Approval of Consent Agenda
 - a. Minutes May 17, 2023 (Regular Board Meeting)
 - b. Financial Reports
 - GL Budget vs. Actual Library – May 2023
 - GL Library Detail – May 2023
 - Payment Approval Report – May 2023

- c. Library Monthly Statistics Report through May 2023
- d. Director’s Report: June 2023

Motion to approve: Ian Clark
Second: Dale Noll
Discussion: Nan added a new statistic – LSER (certification standards), stay at 90% and monitor month to month
Motion carried

OLD BUSINESS

- 6. Discussion and possible action on Library Director Goals 2023 - 24

Motion to approve: Heather Gergen – accept Library Director goals as presented and discussed
Second: Dale Noll
Discussion: n/a
Motion carried

NEW BUSINESS

- 7. Discussion and possible action on the Waukesha County Library Standards Certification and Board Certification of Eligibility for Exemption from the County Library Tax.

Motion to approve: Heather Gergen – motion we will meet standards for table 2 and table 3 for 2023 Standards
Second: Ian Clark
Discussion:
Motion carried

- 8. Discussion and possible action for early closing of the Library on September 29, 2023 for staff development and the homecoming parade.

Motion to approve: Dale Noll - Early close of Library from 12 – 5:00 on Friday September 20, 2023
Second: Ann Wright
Discussion:
Motion carried

- 9. Discussion and possible action on BOT Trustee Essentials #13 *Trustee Advocacy*

No action taken

10. ADJOURNMENT - 7:55 PM

Motion to approve: Dale Noll

Second: Ian Clark

Discussion:

Motion carried

NEXT MEETING: Wednesday July 19, 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND					
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	(60,551.95)	(112,141.00)	(51,589.05)	54.00%
900-00-46710-000-000	LIBRARY FINES(R)	(4,526.67)	(10,136.00)	(5,609.33)	44.66%
900-00-48110-000-000	INTEREST INCOME(R)	(937.51)	(167.00)	770.51	561.38%
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)	(17,900.00)	0.00	17,900.00	100.00%
900-00-48500-000-100	MISC REVENUES(R)	(2,610.33)	(5,907.00)	(3,296.67)	44.19%
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)	(508,547.10)	(871,795.00)	(363,247.90)	58.33%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	(131,372.02)	(262,744.00)	(131,371.98)	50.00%
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		(726,445.58)	(1,265,991.00)	(539,545.42)	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	293,758.51	636,565.00	342,806.49	46.15%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	102,073.32	212,484.00	110,410.68	48.04%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	1,858.18	7,000.00	5,141.82	26.55%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	35,336.10	73,000.00	37,663.90	48.41%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	5,868.08	24,000.00	18,131.92	24.45%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	38,208.33	50,040.00	11,831.67	76.36%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	13,612.42	21,550.00	7,937.58	63.17%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	264.13	3,000.00	2,735.87	8.80%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	33,455.11	45,952.00	12,496.89	72.80%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	48,337.02	89,652.00	41,314.98	53.92%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	23,339.71	55,645.00	32,305.29	41.94%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	18,430.42	23,000.00	4,569.58	80.13%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	2,309.88	5,250.00	2,940.12	44.00%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	3,465.00	2,000.00	(1,465.00)	173.25%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	4,436.17	0.00	(4,436.17)	100.00%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	9,409.46	0.00	(9,409.46)	100.00%

End.GLPeriod = 623

Account Number	Account Title	YTD	Budget	Variance	% Budget
900-00-57610-000-000	LIBRARY OUTLAY(E)	0.00	0.00	0.00	100.00%
Total: Expenditure		<u>634,161.84</u>	<u>1,249,138.00</u>	<u>614,976.16</u>	
Total: 900 - LIBRARY FUND		<u>(92,283.74)</u>	<u>(16,853.00)</u>	<u>75,430.74</u>	
Total:		<u>(92,283.74)</u>	<u>(16,853.00)</u>	<u>75,430.74</u>	

GL Detail

July 11, 2023 09:14 AM

End.GLPeriod 623 AND Start.GLPeriod 0623 AND End.GLPeriod 0623

Date	Ref#	Journal	Description	Debit	Credit
900 - LIBRARY FUND					
900-00-46710-000-000 - LIBRARY FINES					
06/05/2023	6000788-1	CR	LIBRARY FINES - LIBRARY	.00	-46.65
06/12/2023	4007734-1	CR	LIBRARY FINES - LIBRARY 06.12.2023	.00	-128.45
06/19/2023	4007750-1	CR	LIBRARY FINES - LIBRARY 06.19.2023	.00	-426.21
06/26/2023	4007770-1	CR	LIBRARY FINES - LIBRARY 06.26.23	.00	-125.30
900-00-46710-000-000				.00	-726.61
900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ					
06/12/2023	4007734-2	CR	GENERAC FOUNDATION DONATION - LIBRARY 06.12.2023	.00	-300.00
06/19/2023	4007750-2	CR	LIBRARY DONATIONS - LIBRARY 06.19.2023	.00	-2,010.00
06/26/2023	4007770-2	CR	LIBRARY DONATIONS-LADISH FAMILY - LIBRARY 06.26.23	.00	-3,000.00
900-00-48500-000-000				.00	-5,310.00
900-00-48500-000-100 - MISC REVENUES					
06/05/2023	6000788-2	CR	LIBRARY MISC REVENUES - LIBRARY	.00	-15.35
06/12/2023	4007734-3	CR	LIBRARY MISC REVENUES-ROOM RENTAL - LIBRARY 06.12.2023	.00	-50.00
06/19/2023	4007750-3	CR	BOOK REPLACEMENTS - LIBRARY 06.19.2023	.00	-154.00
06/19/2023	4007750-4	CR	LIBRARY CARDS - LIBRARY 06.19.2023	.00	-4.00
06/19/2023	4007750-5	CR	COPIES - LIBRARY 06.19.2023	.00	-5.00
06/26/2023	4007770-3	CR	ROOM RENTAL - LIBRARY 06.26.23	.00	-50.00
06/26/2023	4007770-4	CR	REPLACEMENT MATERIALS - LIBRARY 06.26.23	.00	-45.00
06/26/2023	4007770-5	CR	NEW LIBRARY CARDS - LIBRARY 06.26.23	.00	-2.00
06/26/2023	4007770-6	CR	COPIES - LIBRARY 06.26.23	.00	-162.40
06/29/2023	1001869-5	CR	REVERSE VOID DUE TO DATE ERROR - LEAGUE OF WI MUNI	.00	-634.99

06/29/2023	2000124-5	CR	Voided Receipt - 2.000123 - LEAGUE OF WI MUNI MUTUAL INSURAN	634.99	.00
900-00-48500-000.100				634.99	-1,122.74
900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS					
06/12/2023	4007740-4	CR	CITY CONTRIBUTIONS-JULY 2023 - CITY OF PEWAUKEE	.00	-72,649.58
900-00-49000-000.000				.00	-72,649.58
900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS					
06/30/2023	1-2	JE	LIBRARY CONTRIBUTION	.00	-21,895.33
900-00-49001-000.000				.00	-21,895.33
900-00-55110-000-110 - LIBRARY SALARIES & WAGES					
06/09/2023	13-1	PC	PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	24,001.50	.00
06/23/2023	67-1	PC	PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	24,453.56	.00
900-00-55110-000.110				48,455.06	.00
900-00-55110-000-130 - LIBRARY FRINGE BENEFITS					
06/09/2023	4-1	PB	PAYROLL TRANS FOR 6/4/2023 PAY PERIOD	3,059.63	.00
06/23/2023	26-1	PB	PAYROLL TRANS FOR 6/18/2023 PAY PERIOD	13,163.53	.00
900-00-55110-000.130				16,223.16	.00
900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS					
05/01/2023	145-1	AP	BAKER & TAYLOR BOOKS	265.17	.00
05/01/2023	148-1	AP	BAKER & TAYLOR BOOKS	218.49	.00
05/01/2023	151-1	AP	BAKER & TAYLOR BOOKS	465.60	.00
05/02/2023	153-1	AP	BAKER & TAYLOR BOOKS	469.28	.00
05/02/2023	155-1	AP	BAKER & TAYLOR BOOKS	79.37	.00
05/02/2023	157-1	AP	BAKER & TAYLOR BOOKS	63.26	.00
05/02/2023	136-1	AP	BAKER & TAYLOR BOOKS	258.27	.00
05/02/2023	139-1	AP	BAKER & TAYLOR BOOKS	38.58	.00
05/02/2023	142-1	AP	BAKER & TAYLOR BOOKS	75.80	.00
05/03/2023	159-1	AP	BAKER & TAYLOR BOOKS	76.36	.00
05/03/2023	160-1	AP	BAKER & TAYLOR BOOKS	163.46	.00

05/08/2023	171-1	AP	BAKER & TAYLOR BOOKS	242.70	.00
05/10/2023	176-1	AP	BAKER & TAYLOR BOOKS	15.68	.00
05/11/2023	181-1	AP	BAKER & TAYLOR BOOKS	546.59	.00
05/11/2023	183-1	AP	BAKER & TAYLOR BOOKS	83.80	.00
05/15/2023	185-1	AP	BAKER & TAYLOR BOOKS	231.87	.00
05/16/2023	162-1	AP	BAKER & TAYLOR BOOKS	47.85	.00
05/16/2023	165-1	AP	BAKER & TAYLOR BOOKS	409.45	.00
05/17/2023	168-1	AP	BAKER & TAYLOR BOOKS	54.19	.00
05/17/2023	190-1	AP	BAKER & TAYLOR BOOKS	524.29	.00
05/17/2023	192-1	AP	BAKER & TAYLOR BOOKS	63.83	.00
05/17/2023	194-1	AP	BAKER & TAYLOR BOOKS	90.87	.00
05/19/2023	173-1	AP	BAKER & TAYLOR BOOKS	85.43	.00
05/22/2023	200-1	AP	BAKER & TAYLOR BOOKS	239.16	.00
05/22/2023	202-1	AP	BAKER & TAYLOR BOOKS	605.07	.00
05/22/2023	204-1	AP	BAKER & TAYLOR BOOKS	85.02	.00
05/22/2023	206-1	AP	BAKER & TAYLOR BOOKS	66.06	.00
05/22/2023	208-1	AP	BAKER & TAYLOR BOOKS	75.19	.00
05/23/2023	178-1	AP	BAKER & TAYLOR BOOKS	48.68	.00
05/25/2023	187-1	AP	BAKER & TAYLOR BOOKS	29.02	.00
05/25/2023	210-1	AP	BAKER & TAYLOR BOOKS	44.31	.00
05/26/2023	197-1	AP	BAKER & TAYLOR BOOKS	316.64	.00
05/31/2023	196-1	AP	BAKER & TAYLOR BOOKS	67.94	.00
05/31/2023	212-1	AP	BAKER & TAYLOR BOOKS	512.22	.00
06/01/2023	342-1	AP	CENTER POINT LARGE PRINT	49.14	.00
06/08/2023	407-1	AP	AMAZON CAPITAL SERVICES, INC.	44.39	.00
900-00-55110-000.141				6,753.03	.00

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

05/02/2023	226-1	AP	MIDWEST TAPE	61.47	.00
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05/08/2023	227-1	AP	MIDWEST TAPE	97.46	.00
05/08/2023	228-1	AP	MIDWEST TAPE	29.98	.00
05/08/2023	229-1	AP	MIDWEST TAPE	16.49	.00
05/08/2023	230-1	AP	MIDWEST TAPE	26.23	.00
05/12/2023	231-1	AP	MIDWEST TAPE	13.59	.00
05/12/2023	232-1	AP	MIDWEST TAPE	69.77	.00
05/12/2023	233-1	AP	MIDWEST TAPE	10.99	.00
05/12/2023	234-1	AP	MIDWEST TAPE	104.20	.00
05/12/2023	235-1	AP	MIDWEST TAPE	29.99	.00
05/12/2023	236-1	AP	MIDWEST TAPE	14.99	.00
05/12/2023	292-1	AP	BLACKSTONE PUBLISHING	34.95	.00
05/23/2023	134-1	AP	AMAZON CAPITAL SERVICES, INC.	34.18	.00
05/23/2023	237-1	AP	MIDWEST TAPE	18.74	.00
05/23/2023	238-1	AP	MIDWEST TAPE	13.99	.00
05/23/2023	239-1	AP	MIDWEST TAPE	10.99	.00
05/23/2023	240-1	AP	MIDWEST TAPE	26.24	.00
05/23/2023	241-1	AP	MIDWEST TAPE	48.73	.00
05/30/2023	242-1	AP	MIDWEST TAPE	11.99	.00
05/30/2023	243-1	AP	MIDWEST TAPE	36.73	.00
05/30/2023	244-1	AP	MIDWEST TAPE	11.99	.00
05/30/2023	245-1	AP	MIDWEST TAPE	43.48	.00
05/30/2023	246-1	AP	MIDWEST TAPE	18.74	.00
05/31/2023	293-1	AP	BLACKSTONE PUBLISHING	261.09	.00
06/02/2023	318-1	AP	AMAZON CAPITAL SERVICES, INC.	26.97	.00
06/07/2023	408-1	AP	AMAZON CAPITAL SERVICES, INC.	60.91	.00
06/10/2023	409-1	AP	AMAZON CAPITAL SERVICES, INC.	24.96	.00

900-00-55110-
000.143

1,159.84 **.00**

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

05/31/2023	334-1	AP	TAYLOR COMPUTER SERVICES, INC	189.75	.00
05/31/2023	360-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	6.00	.00
06/06/2023	406-1	AP	AMAZON CAPITAL SERVICES, INC.	65.99	.00
06/12/2023	423-1	AP	DEPARTMENT OF ADMINISTRATION	600.00	.00
900-00-55110-000 144				861.74	.00

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

05/01/2023	146-1	AP	BAKER & TAYLOR BOOKS	36.74	.00
05/01/2023	147-1	AP	BAKER & TAYLOR BOOKS	2.65	.00
05/01/2023	149-1	AP	BAKER & TAYLOR BOOKS	.99	.00
05/01/2023	150-1	AP	BAKER & TAYLOR BOOKS	2.18	.00
05/01/2023	152-1	AP	BAKER & TAYLOR BOOKS	4.66	.00
05/02/2023	154-1	AP	BAKER & TAYLOR BOOKS	4.69	.00
05/02/2023	156-1	AP	BAKER & TAYLOR BOOKS	.79	.00
05/02/2023	158-1	AP	BAKER & TAYLOR BOOKS	.63	.00
05/02/2023	137-1	AP	BAKER & TAYLOR BOOKS	23.98	.00
05/02/2023	138-1	AP	BAKER & TAYLOR BOOKS	2.58	.00
05/02/2023	140-1	AP	BAKER & TAYLOR BOOKS	.99	.00
05/02/2023	141-1	AP	BAKER & TAYLOR BOOKS	.39	.00
05/02/2023	143-1	AP	BAKER & TAYLOR BOOKS	9.13	.00
05/02/2023	144-1	AP	BAKER & TAYLOR BOOKS	.76	.00
05/03/2023	161-1	AP	BAKER & TAYLOR BOOKS	1.63	.00
05/08/2023	172-1	AP	BAKER & TAYLOR BOOKS	2.43	.00
05/10/2023	177-1	AP	BAKER & TAYLOR BOOKS	.16	.00
05/11/2023	182-1	AP	BAKER & TAYLOR BOOKS	5.47	.00
05/11/2023	184-1	AP	BAKER & TAYLOR BOOKS	.84	.00
05/11/2023	3-1	AP	AMAZON CAPITAL SERVICES, INC.	86.00	.00
05/11/2023	4-1	AP	AMAZON CAPITAL SERVICES, INC.	52.24	.00
05/15/2023	186-1	AP	BAKER & TAYLOR BOOKS	2.32	.00

05/16/2023	163-1	AP	BAKER & TAYLOR BOOKS	.48	.00
05/16/2023	164-1	AP	BAKER & TAYLOR BOOKS	2.97	.00
05/16/2023	166-1	AP	BAKER & TAYLOR BOOKS	23.76	.00
05/16/2023	167-1	AP	BAKER & TAYLOR BOOKS	4.09	.00
05/17/2023	169-1	AP	BAKER & TAYLOR BOOKS	.54	.00
05/17/2023	170-1	AP	BAKER & TAYLOR BOOKS	6.16	.00
05/17/2023	191-1	AP	BAKER & TAYLOR BOOKS	5.24	.00
05/17/2023	193-1	AP	BAKER & TAYLOR BOOKS	.64	.00
05/17/2023	195-1	AP	BAKER & TAYLOR BOOKS	.91	.00
05/19/2023	174-1	AP	BAKER & TAYLOR BOOKS	.85	.00
05/19/2023	175-1	AP	BAKER & TAYLOR BOOKS	.99	.00
05/22/2023	201-1	AP	BAKER & TAYLOR BOOKS	2.39	.00
05/22/2023	203-1	AP	BAKER & TAYLOR BOOKS	6.05	.00
05/22/2023	205-1	AP	BAKER & TAYLOR BOOKS	.85	.00
05/22/2023	207-1	AP	BAKER & TAYLOR BOOKS	.66	.00
05/22/2023	209-1	AP	BAKER & TAYLOR BOOKS	.75	.00
05/23/2023	179-1	AP	BAKER & TAYLOR BOOKS	1.98	.00
05/23/2023	180-1	AP	BAKER & TAYLOR BOOKS	.49	.00
05/23/2023	365-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	74.75	.00
05/25/2023	188-1	AP	BAKER & TAYLOR BOOKS	3.08	.00
05/25/2023	189-1	AP	BAKER & TAYLOR BOOKS	.29	.00
05/25/2023	211-1	AP	BAKER & TAYLOR BOOKS	.44	.00
05/26/2023	198-1	AP	BAKER & TAYLOR BOOKS	3.17	.00
05/26/2023	199-1	AP	BAKER & TAYLOR BOOKS	21.78	.00
05/29/2023	135-1	AP	AMAZON CAPITAL SERVICES, INC.	27.98	.00
05/30/2023	72-1	AP	AMAZON CAPITAL SERVICES, INC.	.00	-86.00
05/31/2023	213-1	AP	BAKER & TAYLOR BOOKS	5.12	.00
06/01/2023	367-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	203.13	.00

06/01/2023	317-1	AP	AMAZON CAPITAL SERVICES, INC.	86.00	.00
06/05/2023	283-1	AP	JAMES IMAGING SYSTEMS INC	849.84	.00
900-00-55110-000-144 -				1,577.63	-86.00
900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT					
06/07/2023	382-1	AP	NELSON, KELLY	30.13	.00
900-00-55110-000-146				30.13	.00
900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS					
05/28/2023	277-1	AP	BAKER TILLY US, LLP	681.00	.00
06/08/2023	261-1	AP	R & R INSURANCE SERVICES INC	1,684.72	.00
06/08/2023	267-1	AP	R & R INSURANCE SERVICES INC	213.73	.00
900-00-55110-000-150				2,579.45	.00
900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE					
05/11/2023	30-1	AP	BATZNER PEST CONTROL INC	103.40	.00
05/19/2023	74-1	AP	AMAZON CAPITAL SERVICES, INC.	586.17	.00
06/01/2023	385-1	AP	MEI TOTAL ELEVATOR SOLUTIONS	1,403.72	.00
06/01/2023	386-1	AP	JANI-KING OF MILWAUKEE	2,675.91	.00
06/01/2023	347-1	AP	KUJAWA ENTERPRISES INC	1,971.25	.00
06/06/2023	405-1	AP	AMAZON CAPITAL SERVICES, INC.	47.98	.00
06/12/2023	430-1	AP	J & H HEATING INC	2,165.00	.00
900-00-55110-000-310 -				8,953.43	.00
900-00-55110-000-311 - LIBRARY-UTILITIES					
05/01/2023	368-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	341.11	.00
05/17/2023	355-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	222.94	.00
06/08/2023	313-1	AP	ACH WE ENERGIES	4,000.26	.00
06/08/2023	314-1	AP	ACH WE ENERGIES	193.45	.00
900-00-55110-000-311				4,757.76	.00
900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS					
05/15/2023	354-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	281.99	.00

05/31/2023	388-1	AP	MIDWEST TAPE - HOOPLA	717.79	.00
900-00-55110-000.312 -				999.78	.00
900-00-55110-000-313 - LIBRARY-PROGRAMS					
05/09/2023	362-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	4.19	.00
05/10/2023	60-1	AP	ICE AGE TRAIL ALLIANCE	100.00	.00
05/11/2023	363-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	261.79	.00
05/11/2023	364-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	15.98	.00
05/23/2023	366-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	13.46	.00
05/24/2023	356-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	5.99	.00
05/26/2023	290-1	AP	NELSON, KELLY	41.48	.00
900-00-55110-000.313 -				442.89	.00
900-00-55110-000-450 - GRANT FUNDED EXPENSE					
06/07/2023	404-1	AP	AMAZON CAPITAL SERVICES, INC.	2,436.17	.00
900-00-55110-000.450 -				2,436.17	.00
900-00-55110-000-500 - DONATION FUNDED EXPENSE					
05/08/2023	361-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	424.47	.00
05/11/2023	1-1	AP	AMAZON CAPITAL SERVICES, INC.	39.98	.00
05/13/2023	2-1	AP	AMAZON CAPITAL SERVICES, INC.	106.89	.00
05/15/2023	271-1	AP	WEGENER, JENNY R	28.01	.00
05/15/2023	353-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	300.00	.00
05/16/2023	73-1	AP	AMAZON CAPITAL SERVICES, INC.	47.46	.00
05/18/2023	369-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	500.00	.00
05/26/2023	357-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	25.00	.00
05/26/2023	352-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	50.00	.00
05/26/2023	359-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	25.00	.00
05/31/2023	358-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE	37.50	.00
06/08/2023	432-1	AP	WEGENER, JENNY R	39.48	.00
06/11/2023	410-1	AP	AMAZON CAPITAL SERVICES, INC.	82.77	.00

06/19/2023 433-1
900-00-55110-
000-500 -

AP

WEGENER, JENNY R

50.00 .00

1,756.56 .00

Total:

97,621.62 -101,790.26

GeneralLedgerPeriod.GLPeriod 623 AND APIInvoiceApprovalDepartment.DepartmentName LIBRARY AND Start.GLPeriod 623 AND End.GLPeriod 623

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date
ACH WE ENERGIES						
Approved						
13090	ACH WE ENERGIES	4611190257	LIBRARY/UTILITIES GAS JUNE	193.45	06/08/2023	06/30/2023
13090	ACH WE ENERGIES	4611190257	LIBRARY/UTILITIES ELECTRIC JUNE	4000.26	06/08/2023	06/30/2023
ACH WE ENEDCIEC				4193.71		
AMAZON CAPITAL SERVICES, INC.						
Approved						
23	AMAZON CAPITAL SERVICES, INC.	13H6-XYT7-3CQM	LIBRARY/BRIDGES GRANT/LIBRARY OF THINGS	32.36	06/28/2023	07/28/2023
23	AMAZON CAPITAL SERVICES, INC.	11C3-L6MK-K944	LIBRARY/OFFICE SUPPLIES - DRY ERASE MARKERS	34.99	06/25/2023	07/25/2023
23	AMAZON CAPITAL SERVICES, INC.	1194-LFT6-6KR1	LIBRARY/ADULT PROGRAM	28.58	06/20/2023	07/20/2023
23	AMAZON CAPITAL SERVICES, INC.	13PH-JL9K-3PCL	LIBRARY/BRIDGES GRANT/LIBRARY OF THINGS	26.58	06/19/2023	07/19/2023
23	AMAZON CAPITAL SERVICES, INC.	1N4T-WCK4-HXWQ	LIBRARY/OFFICE SUPPLIES - BATTERIES AND BAKING	37.92	06/19/2023	07/19/2023
23	AMAZON CAPITAL SERVICES, INC.	11F4-X4KF-GJ6J	LIBRARY/BRIDGES GRANT/LIBRARY OF THINGS	94.96	06/18/2023	07/18/2023

23	AMAZON CAPITAL SERVICES, INC.	19DM-YM64-G111	LIBRARY/1 ADULT NON FIC	16.95	06/18/2023	07/18/2023
23	AMAZON CAPITAL SERVICES, INC.	1CX1-3FY9-9F96	LIBRARY/BRIDGES_LIBRARY OF THINGS	494.58	06/16/2023	07/16/2023
23	AMAZON CAPITAL SERVICES, INC.	1CW3-QQKG-GPJ1	LIBRARY/1 ADULT NON FIC	13.99	06/14/2023	07/14/2023
23	AMAZON CAPITAL SERVICES, INC.	1WJC-PWR7-J39N	LIBRARY/WOMEN CLUB DONATION YA SLP	82.77	06/11/2023	07/11/2023
23	AMAZON CAPITAL SERVICES, INC.	1TR7-1R1V-CYQ1	LIBRARY/1 JUV DVDS	24.96	06/10/2023	07/10/2023
23	AMAZON CAPITAL SERVICES, INC.	1HR4-P3TL-3CX7	LIBRARY/2 ADULT FIC BKS	44.39	06/08/2023	07/08/2023
23	AMAZON CAPITAL SERVICES, INC.	11NX-3WPJ-DCFK	LIBRARY/BRIDGES GRANT/LIBRARY OF THINGS	2436.17	06/07/2023	07/07/2023
23	AMAZON CAPITAL SERVICES, INC.	1RTL-DLK6-CHG6	LIBRARY/3 ADULT DVDS	60.91	06/07/2023	07/07/2023
23	AMAZON CAPITAL SERVICES, INC.	1FX6-QD1C-9THN	LIBRARY/TECH SUPPLIES- DRUM UNIT FOR PRINTER	65.99	06/06/2023	07/06/2023
23	AMAZON CAPITAL SERVICES, INC.	1D63-JVQY-3NJJ	LIBRARY/BUILDING SUPPLIES - TOILET SEATS	47.98	06/06/2023	07/06/2023
23	AMAZON CAPITAL SERVICES, INC.	1JM6-1G9V-6LHY	LIBRARY/2 ADULT CDS	26.97	06/02/2023	07/02/2023
23	AMAZON CAPITAL SERVICES, INC.	11C4-7L6W-1ND9	LIBRARY/PROCESSING SUPPLIES - STICKER	86	06/01/2023	07/01/2023

LIBRARY/PROCESSING SUPPLIES - STICKER
REMOVER

23	AMAZON CAPITAL SERVICES, INC.	19RY-DY91-63Y4	LIBRARY/CREDIT FOR ITEM NOT SHIPPED	-86	05/30/2023	06/18/2023
23	AMAZON CAPITAL SERVICES, INC.	1PXT-G3QY-QWNV	LIBRARY/OFFICE SUPPLIES - BATTERIES AND EXPLORE PASS CASES	27.98	05/29/2023	06/28/2023
23	AMAZON CAPITAL SERVICES, INC.	13J9-WF46-7FQD	LIBRARY/2 ADULT CDS	34.18	05/23/2023	06/22/2023
23	AMAZON CAPITAL SERVICES, INC.	1W9K-DFV-MCCV	LIBRARY/CLEANING SUPPLIES	586.17	05/19/2023	06/18/2023
23	AMAZON CAPITAL SERVICES, INC.	1DTL-J7QH-36RV	LIBRARY/WOMENS CLUB JUV SLP PRIZES	47.46	05/16/2023	06/15/2023

**AMAZON
CAPITAL**

4266.84

BAKER & TAYLOR BOOKS

Approved

78	BAKER & TAYLOR BOOKS	2037592922	LIBRARY/FREIGHT CHARGE	1.74	06/20/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037592922	LIBRARY/PROCESSING	19.14	06/20/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037592922	LIBRARY/18 YA BKS	174.4	06/20/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037581613	LIBRARY/FREIGHT CHARGE	1.04	06/20/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037581613	LIBRARY/PROCESSING	7.15	06/20/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037581613	LIBRARY/8 YA BKS	103.8	06/20/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037593067	LIBRARY/FREIGHT CHARGE	0.37	06/20/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037593067	LIBRARY/PROCESSING	2.97	06/20/2023	07/26/2023

78	BAKER & TAYLOR BOOKS	2037593067	LIBRARY/4 YA BKS	37.48	06/20/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037558879	LIBRARY/PROCESSING	7.26	06/09/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037558879	LIBRARY/FREIGHT CHARGE	0.4	06/09/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037558879	LIBRARY/6 YA BKS	39.85	06/09/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037583157	LIBRARY/FREIGHT CHARGE	0.54	06/16/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037583157	LIBRARY/PROCESSING	2.97	06/16/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037583157	LIBRARY/7 JUV PIC BKS	54.25	06/16/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037612311	LIBRARY/FREIGHT CHARGE	0.32	06/20/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037612311	LIBRARY/2 ADULT SCI FIC	32.47	06/20/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037611923	LIBRARY/FREIGHT CHARGE	3.11	06/20/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037611923	LIBRARY/18 ADULT NON FIC BKS	311.21	06/20/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037612774	LIBRARY/FREIGHT CHARGE	1.81	06/21/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037612774	LIBRARY/11 ADULT NON FIC BKS	180.97	06/21/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037615488	LIBRARY/FREIGHT CHARGE	0.98	06/23/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037615488	LIBRARY/6 ADULT NON FIC BKS	98.26	06/23/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037546889	LIBRARY/FREIGHT CHARGE	0.39	06/05/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037546889	LIBRARY/PROCESSING	2.97	06/05/2023	07/26/2023

78	BAKER & TAYLOR BOOKS	2037546889	LIBRARY/4 YA BKS	39.16	06/05/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037559929	LIBRARY/FREIGHT CHARGE	5.17	06/12/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037559929	LIBRARY/PROCESSING	45.21	06/12/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037559929	LIBRARY/44 YA BKS	517	06/12/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037596301	LIBRARY/FREIGHT CHARGE	0.99	06/12/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037596301	LIBRARY/7 REPL ACCT BKS	98.6	06/12/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037574937	LIBRARY/FREIGHT CHARGE	0.51	06/02/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037574937	LIBRARY/4 REPL ACCT BKS	51.19	06/02/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037597832	LIBRARY/PROCESSING	7.92	06/19/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037597832	LIBRARY/FREIGHT CHARGE	1.45	06/19/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037597832	LIBRARY/12 JUV PIC BKS	145.48	06/19/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037582201	LIBRARY/PROCESSING	8.91	06/13/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037582201	LIBRARY/FREIGHT CHARGE	1.4	06/13/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037582201	LIBRARY/10 JUV PIC BKS	140.18	06/13/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037546560	LIBRARY/FREIGHT CHARGE	0.35	06/05/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037546560	LIBRARY/PROCESSING	2.97	06/05/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037546560	LIBRARY/3 JUV PIC BKS	35.25	06/05/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037565375	LIBRARY/PROCESSING	17.82	06/02/2023	07/26/2023

78	BAKER & TAYLOR BOOKS	2037565375	LIBRARY/FREIGHT CHARGE	3.32	06/02/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037565375	LIBRARY/23 JUV PIC BKS	332.38	06/02/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037590061	LIBRARY/FREIGHT CHARGE	0.48	06/08/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037590061	LIBRARY/2 JUV BKS	47.81	06/08/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037568457	LIBRARY/FREIGHT CHARGE	0.4	06/01/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037568457	LIBRARY/2 JUV BKS	39.65	06/01/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037588206	LIBRARY/FREIGHT CHARGE	0.44	06/08/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037588206	LIBRARY/3 ADULT SCI FIC	44.26	06/08/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037588102	LIBRARY/FREIGHT CHARGE	2.04	06/08/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037588102	LIBRARY/12 ADULT NON FIC	203.82	06/08/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037588189	LIBRARY/FREIGHT CHARGE	1.66	06/08/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037588189	LIBRARY/10 ADULT NON FIC	166.29	06/08/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037568062	LIBRARY/FREIGHT CHARGE	3.93	06/01/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037568062	LIBRARY/23 ADULT NON FIC	392.62	06/01/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037608404	LIBRARY/FREIGHT CHARGE	4.04	06/19/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037608404	LIBRARY/21 ADULT FIC	403.96	06/19/2023	07/26/2023

78	BAKER & TAYLOR BOOKS	2037593883	LIBRARY/FREIGHT CHARGE	0.79	06/13/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037593883	LIBRARY/4 ADULT FIC	79.4	06/13/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037592963	LIBRARY/FREIGHT CHARGE	4.13	06/12/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037592963	LIBRARY/25 ADULT FIC	413.04	06/12/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037583163	LIBRARY/FREIGHT CHARGE	3.83	06/07/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037583163	LIBRARY/24 ADULT FIC	383.26	06/07/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037543684	LIBRARY/5 JUV BKS	67.94	05/31/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037532184	LIBRARY/FREIGHT CHARGE	0.29	05/25/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037532184	LIBRARY/PROCESSING	3.08	05/25/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037532184	LIBRARY/3 YA BKS	29.02	05/25/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037546929	LIBRARY/PROCESSING	21.78	05/26/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037546929	LIBRARY/FREIGHT CHARGE	3.17	05/26/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037546929	LIBRARY/30 YA BKS	316.64	05/26/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037564475	LIBRARY/FREIGHT CHARGE	5.12	05/31/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037564475	LIBRARY/33 ADULT FIC	512.22	05/31/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037513959	LIBRARY/PROCESSING	6.16	05/17/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037513959	LIBRARY/FREIGHT CHARGE	0.54	05/17/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037513959	LIBRARY/6 YA BKS	54.19	05/17/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037551231	LIBRARY/FREIGHT CHARGE	0.75	05/22/2023	06/23/2023

78	BAKER & TAYLOR BOOKS	2037551231	LIBRARY/4 REPL ACCT BKS	75.19	05/22/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037523303	LIBRARY/FREIGHT CHARGE	0.49	05/23/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037523303	LIBRARY/PROCESSING	1.98	05/23/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037523303	LIBRARY/4 JUV PIC BKS	48.68	05/23/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037507950	LIBRARY/PROCESSING	2.97	05/16/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037507950	LIBRARY/FREIGHT CHARGE	0.48	05/16/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037507950	LIBRARY/3 JUV BKS	47.85	05/16/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037518374	LIBRARY/PROCESSING	0.99	05/19/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037518374	LIBRARY/FREIGHT CHARGE	0.85	05/19/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037518374	LIBRARY/4 JUV BKS	85.43	05/19/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037559192	LIBRARY/FREIGHT CHARGE	0.44	05/25/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037559192	LIBRARY/3 ADULT SCI FIC	44.31	05/25/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037550932	LIBRARY/FREIGHT CHARGE	0.66	05/22/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037550932	LIBRARY/4 ADULT SCI FI	66.06	05/22/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037547211	LIBRARY/FREIGHT CHARGE	6.05	05/22/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037547211	LIBRARY/35 ADULT NON FIC	605.07	05/22/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037536586	LIBRARY/FREIGHT CHARGE	5.24	05/17/2023	06/23/2023

78	BAKER & TAYLOR BOOKS	2037536586	LIBRARY/31 ADULT FIC	524.29	05/17/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037538297	LIBRARY/FREIGHT CHARGE	0.91	05/17/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037538297	LIBRARY/4 ADULT FIC	90.87	05/17/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037538269	LIBRARY/FREIGHT CHARGE	0.64	05/17/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037538269	LIBRARY/4 ADULT FIC	63.83	05/17/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037547171	LIBRARY/FREIGHT CHARGE	2.39	05/22/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037547171	LIBRARY/15 ADULT FIC	239.16	05/22/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037548533	LIBRARY/FREIGHT CHARGE	0.85	05/22/2023	06/23/2023
78	BAKER & TAYLOR BOOKS	2037548533	LIBRARY/4 ADULT FICTION	85.02	05/22/2023	06/23/2023

BAKER & TAYLOR

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BAKER TILLY US, LLP

Approved

5733	BAKER TILLY US, LLP	BT2443104L	LIBRARY/AUDIT SERVICES THROUGH MAY 2023	681	05/28/2023	06/28/2023
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BAKER TILLY US,

681

BATZNER PEST CONTROL INC

Approved

7070	BATZNER PEST CONTROL INC	47710764	LIBRARY/PEST MGMT JUNE 2023	103.4	06/26/2023	07/26/2023
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BATZNER PEST

103.4

BLACKSTONE PUBLISHING

Approved

12674	BLACKSTONE PUBLISHING	2106683	LIBRARY/ADULT 3 AUDIO CDS	117.88	06/20/2023	07/26/2023
12674	BLACKSTONE PUBLISHING	2106259	LIBRARY/ADULT 2 AUDIO CDS	73.9	06/16/2023	07/26/2023
12674	BLACKSTONE PUBLISHING	2103783	LIBRARY/7 ADULT AUDIO CDS	261.09	05/31/2023	06/23/2023
12674	BLACKSTONE PUBLISHING	2101351	LIBRARY/1 ADULT AUDIO CDS	34.95	05/12/2023	06/23/2023

BLACKSTONE

487.82

CENTER POINT LARGE PRINT

Approved

3552	CENTER POINT LARGE PRINT	2017100	LIBRARY/2 LARGE PRINT BOOKS	49.14	06/01/2023	06/30/2023
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CENTER POINT

49.14

COVER ONE, INC

Approved

13118	COVER ONE, INC	22794	LIBRARY/BOOK REPAIR MACHINE AND PROCESSING SUPPLIES	995	06/21/2023	07/21/2023
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COVER ONE, INC

995

DEPARTMENT OF ADMINISTRATION

Approved

783	DEPARTMENT OF ADMINISTRATION	505-0000080451	LIBRARY/TEACH WI SVCS 1/1/23-6/30/23	600	06/12/2023	07/12/2023
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DEPARTMENT OF

600

J & H HEATING INC

Approved

2984	J & H HEATING INC	W36183		2165	06/12/2023	07/12/2023
			LIBRARY/SPRING PREVENTATIVE MAINTENANCE			
	J & H HEATING			<u>2165</u>		
	JAMES IMAGING SYSTEMS INC					
	Approved					
6332	JAMES IMAGING SYSTEMS INC	34197521		849.84	06/05/2023	06/28/2023
			LIBRARY/MONTHLY COPIER CONTRAACT			
	JAMES IMAGING			<u>849.84</u>		
	JANI-KING OF MILWAUKEE					
	Approved					
12411	JANI-KING OF MILWAUKEE	MIL07230397		2675.91	07/01/2023	07/31/2023
			LIBRARY/JANITORIAL SVC JULY 2023			
12411	JANI-KING OF MILWAUKEE	MIL06230395		2675.91	06/01/2023	06/30/2023
			LIBRARY/JANITORIAL SVC JUNE 2023			
	JANI-KING OF			<u>5351.82</u>		
	KUJAWA ENTERPRISES INC					
	Approved					
6819	KUJAWA ENTERPRISES INC	216167		1971.25	06/01/2023	06/30/2023
			LIBRARY/LANDSCAPE MNT - JUNE 2023			
	KUJAWA ENTERPRISES			<u>1971.25</u>		
	MEI TOTAL ELEVATOR SOLUTIONS					
	Approved					
12216	MEI TOTAL ELEVATOR SOLUTIONS	1021608		1403.72	06/01/2023	06/30/2023

LIBRARY/ELEVATOR JUN ANNUAL
MAINTENANCE 2023

**MEI TOTAL
ELEVATOR**

1403.72

MIDWEST TAPE

Approved

548	MIDWEST TAPE	503920085	LIBRARY/6 ADULT DVD	159.69	06/12/2023	07/26/2023
548	MIDWEST TAPE	503920086	LIBRARY/1 ADULT DVD	31.49	06/12/2023	07/26/2023
548	MIDWEST TAPE	503879484	LIBRARY/JUVENILE 1 DVD	26.24	06/02/2023	07/26/2023
548	MIDWEST TAPE	503875179	LIBRARY/ 1 ADULT CD	10.99	06/02/2023	07/26/2023
548	MIDWEST TAPE	503879480	LIBRARY/2 ADULT DVD	35.23	06/02/2023	07/26/2023
548	MIDWEST TAPE	503879481	LIBRARY/2 ADULT DVD	52.48	06/02/2023	07/26/2023
548	MIDWEST TAPE	503879482	LIBRARY/JUVENILE 2 CDS	23.18	06/02/2023	07/26/2023
548	MIDWEST TAPE	503826020	LIBRARY/2 ADULT DVD	48.73	05/23/2023	06/23/2023
548	MIDWEST TAPE	503825709	LIBRARY/1 ADULT DVD	26.24	05/23/2023	06/23/2023
548	MIDWEST TAPE	503825705	LIBRARY/1 ADULT DVD	18.74	05/23/2023	06/23/2023
548	MIDWEST TAPE	503825706	LIBRARY/ 1 ADULT CD	13.99	05/23/2023	06/23/2023
548	MIDWEST TAPE	503825708	LIBRARY/ 1 ADULT CD	10.99	05/23/2023	06/23/2023
548	MIDWEST TAPE	503856735	LIBRARY/ 1 ADULT CD	11.99	05/30/2023	06/23/2023
548	MIDWEST TAPE	503856736	LIBRARY/2 ADULT DVD	36.73	05/30/2023	06/23/2023
548	MIDWEST TAPE	503856737	LIBRARY/ 1 ADULT CD	11.99	05/30/2023	06/23/2023
548	MIDWEST TAPE	503856739	LIBRARY/2 ADULT DVD	43.48	05/30/2023	06/23/2023
548	MIDWEST TAPE	503856760	LIBRARY/ADULT 1 DVDS	18.74	05/30/2023	06/23/2023

**MIDWEST
TAPE**

580.92

MIDWEST TAPE - HOOPLA

Approved

12821	MIDWEST TAPE - HOOPLA	503872084	LIBRARY/DIGITAL ACCT ENDING 5/31/23	717.79	05/31/2023	06/30/2023
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**MIDWEST
TAPE -**

717.79

NELSON, KELLY

Approved

10248	NELSON, KELLY	06262023	LIBRARY/ADULT PRGM REIMB	8.24	06/26/2023	07/14/2023
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10248	NELSON, KELLY	06072023	LIBRARY/MILEAGE REIMBURSEMENT NELSON	30.13	06/07/2023	06/23/2023
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10248	NELSON, KELLY	05262023	LIBRARY/ADULT PROGRAMMING SUPPLIES	41.48	05/26/2023	06/21/2023
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**NELSON,
KELLY**

79.85

NORTH SHORE BANK CARDMEMBER SERVICE

Approved

8349	NORTH SHORE BANK CARDMEMBER SERVICE	7317693	LIBRARY/DEMCO/PROCESSING SUPPLIES	203.13	06/01/2023	07/04/2023
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8349	NORTH SHORE BANK CARDMEMBER SERVICE	7313675	LIBRARY/JUV PROGRAMMING SUPPLIES	13.46	05/23/2023	07/04/2023
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8349	NORTH SHORE BANK CARDMEMBER SERVICE	7313675	LIBRARY/DEMCO/PROCESSING SUPPLIES	74.75	05/23/2023	07/04/2023
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8349	NORTH SHORE BANK CARDMEMBER SERVICE	724474655-01	LIBRARY?JUV PROG SUPPLIES	15.98	05/11/2023	07/04/2023
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8349	NORTH SHORE BANK CARDMEMBER SERVICE	0077052051723	LIBRARY/SPECTRUM/INTERNET 4/17/2023- 5/16/2023	222.94	05/17/2023	07/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	4736178577	LIBRARY/GOOGLE/WORKSPACE MAY	6	05/31/2023	07/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	00669CO23155757	LIBRARY/OVERDRIVE/DIGITAL MATERIALS	281.99	05/15/2023	07/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	E005C685-0001	LIBRARY/FRIENDS/EXPLORE PASS_DOMES	500	05/18/2023	07/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7446	LIBRARY/CYBERLINK/PHONE SERVICE_APRIL	341.11	05/01/2023	07/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	719083	LIBRARY/PICK N SAVE/CHILDRENS_YA PROGRAMMING	4.19	05/09/2023	07/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	724472951-01	LIBRARY/JUV PROGRAM SUPPLIES	261.79	05/11/2023	07/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	114283	LIBRARY/METRO MARKET/ADULT PROGRAM REFRESHMENTS	5.99	05/24/2023	07/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	20139	LIBRARY/FRIENDS ADULT FIRST WATCH/SUMMER PRIZE	25	05/26/2023	07/04/2023

8349	NORTH SHORE BANK CARDMEMBER SERVICE	444105721	LIBRARY/FRIENDS BUBBA'S CUSTARD/SUMMER PRIZE	25	05/26/2023	07/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	00170526	LIBRARY/FRIENDS ASIANA/ADULT SUMMER PRIZE	50	05/26/2023	07/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	005154	LIBRARY/KARD SHREDDING/FRIENDS SHREDDING EVENT DEPOSIT	300	05/15/2023	07/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	22588334480	LIBRARY/WOMENS CLUB/SLP TEEN SUPPLIES	37.5	05/31/2023	07/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	64595AD4355E8CA1C BD5DB58	LIBRARY/WOMEN'S CLUB_BOOKS YA SLP	424.47	05/08/2023	07/04/2023

NORTH SHORE 2793.3

PRIGGE, MATHEW J

Approved

13083	PRIGGE, MATHEW J	06282023	LIBRARY/ADULT PROGRAM	180	06/28/2023	07/28/2023
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PRIGGE, MATHEW J 180

R & R INSURANCE SERVICES INC

Approved

2031	R & R INSURANCE SERVICES INC	2850781-LIB LIABILITY	LIBRARY/INSURANCE LIABILITY 3RD QTR	1684.72	06/08/2023	06/08/2023
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2031	R & R INSURANCE SERVICES INC	2850782-LIB WC	LIBRARY/WC 3RD QTR	213.73	06/08/2023	06/08/2023
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**K & K
INSTITUTE**

1898.45

TAYLOR COMPUTER SERVICES, INC

Approved

810	TAYLOR COMPUTER SERVICES, INC	24847		189.75	05/31/2023	06/30/2023
			LIBRARY/MANAGED SERVICES FOR JUNE 2023			

**TAYLOR
COMPUTER**

189.75

VJS GC HOLDINGS, INC

Approved

13120	VJS GC HOLDINGS, INC	11690	LIBRARY/RENOVATION	28454.5	06/19/2023	07/19/2023
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**VJS GC
HOLDINGS**

28454.5

WEGENER, JENNY R

Approved

3971	WEGENER, JENNY R	06192023		50	06/19/2023	07/07/2023
			LIBRARY/WOMENS CLUB RAFFLE PRIZE			

3971	WEGENER, JENNY R	06082023		39.48	06/08/2023	07/07/2023
			LIBRARY/WOMENS CLUB RAFFLE PRIZES			

3971	WEGENER, JENNY R	05152023		28.01	05/15/2023	06/21/2023
			LIBRARY/WOMENS CLUB JUV SLP SUPPLIES			

**WEGENER,
JENNY R**

117.49

WISCONSIN LIBRARY ASSOCIATION

Approved

1319	WISCONSIN LIBRARY ASSOCIATION	17632		189	06/02/2023	09/01/2023
			LIBRARY/WLA MEMBERSHIP RENEW NELSON			

**WISCONSIN
LIBRARY**

189

Total:

66078.15

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	24363	24324	31204							154755	104.08%
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	20493	20217	27334							130931	103.10%
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	3655	3827	3602							22392	109.80%
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	215	280	268							1432	110.49%
LSER (LIBRARY SERVICES EFFORT RATIO)														
2023	87.99%	89.36%	91.35%	91.52%	87.75%	90.87%							89.88%	
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	7730	8554	11587							52414	110.45%
Daily average 2023	321	312	334	392	361	446							361	113.21%
Reference Transactions														
2022	1118	1061	1259	1077	843	1306	1220	1227	1160	922	871	595	12659	76.94%
2023	967	1106	1305	875	943	1833							7029	105.48%
Items from Other libraries														
2022	3664	3234	3482	3507	3336	3553	3648	3477	3181	3047	3125	3009	40263	92.48%
2023	3597	3257	3590	3279	3332	0							17055	82.09%
Items to Other Libraries														
2022	3010	2672	2775	2821	2763	2944	2966	2656	2531	2375	2519	2383	32415	89.96%
2023	2943	2580	2811	2633	2530	2942							16439	96.79%
New Library Cards Issued														
2022	67	72	90	77	62	210	121	119	88	81	63	56	1106	112.97%
2023	87	95	125	76	86	242							711	123.01%
Meetings Room Usage														
2022	36	47	50	51	44	43	45	28	33	40	46	31	494	212.02%
2023	46	37	45	54	42	35							259	95.57%

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	116	155	154							818	128.62%	
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	932	1046	1268							6203	123.08%	
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	358	381	419							2303	90.49%	
Children's Programs (0-5)															
# programs	2022	0	18	16	24	0	5	6	0	12	19	16	17	133	
Attendance	2022	0	299	291	504	0	288	225	0	264	387	318	296	2872	
# programs	2023	16	18	21	14	0	7							76	120.63%
Attendance	2023	402	387	557	285	0	266							1897	137.26%
Children's Programs (6-11)															
# programs	2022	3	2	4	5	5	7	14	1	0	9	14	10	74	
Attendance	2022	43	22	75	185	826	807	737	10	0	285	598	235	3823	
# programs	2023	12	6	7	7	7	11							50	192.31%
Attendance	2023	187	70	124	98	975	841							2295	117.21%
Teen Programs (12-18)															
# program	2022	2	2	2	2	2	1	0	1	1	3	2	1	19	158.33%
Attendance	2022	16	17	12	16	85	12	0	12	9	24	14	6	223	305.48%
# program	2023	3	1	2	2	3	1							12	109.09%
Attendance	2023	21	3	10	11	19	18							82	51.90%
Adult Programs (19+)															
# programs	2022	6	6	4	7	6	11	11	8	8	10	9	4	90	
Attendance	2022	74	55	47	87	98	149	149	150	125	336	137	74	1481	
# programs	2023	6	5	8	12	8	7							46	115.00%
Attendance	2023	105	97	204	215	178	165							964	189.02%
General Interest Program															
# program	2022	0	4	4	0	0	4	3	1	0	1	0	0	17	23.29%
Attendance	2022	0	105	148	0	0	605	159	46	0	30	0	0	1093	64.98%
# programs	2023	0	0	0	0	0	1							1	8.33%
Attendance	2023	0	0	0	0	0	343							343	39.98%

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	1	0								1	10.00%
Attendance 2023	0	0	0	43	0								43	11.75%
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	5	2								17	170.00%
Attendance 2023	0	103	202	421	76								802	219.13%
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	2	2	2	2						15	125.00%
Attendance 2023	29	34	115	29	33	115	58						413	209.64%
Adult Self-Directed Activities (18+) (includes summer reading participation)														
# programs 2022													0	
Attendance 2022													0	
# program 2023	3	4	3	0	0								10	#DIV/0!
Attendance 2023	242	320	240	0	0								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	1							1	33.33%
Attendance 2023	0	0	0	0	0	212							212	173.77%

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

- On Tuesday, June 6 our Integrated Library System, Polaris, migrated servers. After the migration, our self-checks needed to be updated to reflect the new server. Unfortunately, our oldest self-check was unable to reconnect to the new server. Because this device was no longer covered by a support contract and was old enough to still be running Windows 7, we made the decision to discontinue using it. We plan to install a Public Access Catalog in its place in the future. There hasn't been a catalog near the front desk in quite a few years and would be beneficial for both patrons and staff.
- The Adult Summer Reading Challenge started on June 12. Patrons are given raffle entries for every book they read plus an additional entry for each review they write. Prizes include gift cards to a variety of local restaurants. Many of these prizes were sponsored by the Friends of the Library.
- We recently won the Bridges Library Improvement and Innovation Competitive Grant. With this grant we plan to implement a Library of Things, specifically focusing on technology items. Along with this, we will be using Lending Key, a software designed to allow date specific reservations for this new collection. This month we have begun the process of purchasing the items needed to start this collection. We expect a roll out date of September 1.
- On June 27, we had the pleasure of hosting Matthew Prigge, author and historian, for a talk about Milwaukee's history during the Prohibition era. Despite poor air quality and smoky air, 45 people ventured out to attend this fascinating presentation.

Thanks for your support!

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

Highlights:

- June began with a few more visits to the Pewaukee schools to promote the Summer Library Program. It's always so fun when kids visit the library weeks later and say, "Do you remember me?" It just goes to show how important that personal message is for encouraging kids and their adults to feel welcome at the library.
- The Summer Reading challenges using Beanstack began on June 12. As of June 30, we had 785 children and 156 teens participating in the challenges. Of those participants, 198 had successfully "tandemed" their Pewaukee Public Library and Pewaukee Schools Beanstack accounts.
- Programs for children and teens began on Monday the 19th with good attendance for most programs. The Teen Potato Chip Taste Test on June 22nd was an absolute hit with the teens and they got very methodical and enthusiastic about determining their favorite chip choices. Summer Book Club got off to a terrific start with 19 children and 5 adults or volunteers attending. Ruff Readers, the "read to a dog" program has also been very popular with around 50 people attending each session. Stories in the Park on Tuesday, June 27th was a first for me – it was the first time I've had to relocate to the Library because of smoky air! We've dealt with rain and cold, but this was a first and hopefully a last.

- And, speaking of “lasts,” as you know, July 14 is my last day here at the Pewaukee Public Library. I’ve truly enjoyed serving the community for the last 17+ years and will miss the many families I have come to know. I appreciate the support and enthusiasm of the library board and want to thank you all for your dedication and guidance. Pewaukee is blessed to have such selfless community members willing to put in the time and energy needed to keep the library vibrant. Thank you!

Library Services (from Madi Cooper, Library Services Manager)

This month I rolled out our new scheduling software, Sling. Sling allows everyone to have their shift and desk times all in one place. Librarians can also add their programs there for everyone to see. It also allows for shift trades and requesting off. The software allows staff to view their schedule on their phone too, which is helpful. I have been working on getting all staff trained with the software, and, so far, it has been going well. We are continuing to use paper request time offs as well as requesting off in Sling until everyone is comfortable using the software.

I also took over scheduling for all departments and started the new desk schedules for adult and children. There have been some growing pains and some hesitancy, but I think as people get used to it will end up being very beneficial.

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - June 6: Village Department Heads Meeting
 - June 16: APL @Menomonee Falls Library
 - June 21: Library Board Meeting
 - June 22: Library Department Heads Meeting
- *Staff Updates:*
 - Jenny Wegener has resigned from her position as Youth Services Manager. We wish her luck in her new position. Her last day of work will be Friday, July 14th.
 - The Youth Services Manager position has been posted for applications. The closing date for the posting is Friday, July 21st.
- *Summer Reading.* The Summer Reading program and events calendar is in full swing. The program officially started on June 12 and will continue through August 12th. We hosted a successful Kick Off event on June 14th. Thank you to everyone who was able to volunteer to help with that event.
- *Circulation Statistics.* June was a very busy month for the Library. Our circulation of physical materials was up 7.23% in comparison to last year which is an increase of 1,843 items. Increased circulation means increased returns. I am grateful to staff as they work hard to get these materials checked in and reshelved. Adding to the workload, July is historically our highest circulation month. Thank you to staff for working hard to also get materials into patrons’ hands and checked out.
- *Wisconsin Trustee Training Week August 21-25th.* The annual Trustee Training Week will take place in August. I’ve included a copy of the flyer for that event for you if you would like to participate.

- *CoverOne Machine.* Many items in our print collection need repairs or need to be replaced. For titles that are out of print, repair is our only option. We also see regular issues with new book-spines fail at a high rate. In order to expedite the repair process, we have purchased a new spine glue machine from CoverOne. This machine makes spine repair easy and efficient and I believe this purchase is a great way not only to improve the condition of our collection but it makes repairs easier.
- *Children's Room Construction.* Construction was completed as of Tuesday, July 11th. We will work to move staff to the new location during the week of July 17th. With this project, I was also able to use the dumpster. I was able to get rid of many items that had been left in our storage area from the building of the Library including old paint.
- *Library Passport Challenge June 1 - August.* The Bridges Library System planned a systemwide Library Passport Challenge for this year. Patrons are given a passport and encouraged to visit as many area libraries as possible. Raffle entries are earned for reaching certain benchmarks. More information is available at <https://bridgeslibrarysystem.org/library-resources/passportchallenge/>. We stamped 212 passports at Pewaukee in June. Patrons seem to be enjoying the challenge and we have seen many 1st time visitors.
- *Budget (AGENDA ITEM).* I have prepared a preliminary draft budget for the Library Board. Here is a list of general thoughts on the budget:
 - Since we will not know if we meet the LSER until after the year is completed, it is important that we budget to ensure that we will meet all standards. I do not currently have the population estimate for 2023 which will impact the 2024 budget, so current allocations are based on the 2022 population. The revision on the standards and the population growth in the Pewaukee Community has raised some of the requirements. Please see the attached chart for this information.
 - Materials Expenditures. I would like to propose a significant change in our materials spending:
 - A new purchasing program is available through Hoopla where we can purchase titles specifically for our local patrons with preferred access. In 2024, I would like to discontinue the purchase of books on CD as a physical media and switch this funding to begin to purchase E-Audiobooks exclusively. We would continue to have our Audiobook collection in the Library, we would just not purchase new titles in this format. We will begin to build a collection of E-Audiobooks that we will own.
 - With the purchase of a large portion of our collection at the same time 18 years ago, we are in vital need of purchasing replacements for books that are in poor condition. I have increased our print materials budget in order to utilize additional funds to purchase replacement copies.
 - Prices across the board continue to move upward due to inflation. We are generally seeing increased material costs, labor costs and shipping charges. General adjustments have been made to account for these increases.
 - Salaries. Compensation remains a concern. As a general measure, I have included a 4% general payroll increase to account for an across the board cost of living increase and then funds for merit increases of 1 to 4% to staff.
- *Mission and Vision Statement and Strategic Plan (AGENDA ITEM).* I have included a copy of our current Mission and Vision Statement and our most recent Strategic Plan. The PPL Mission and Vision Statement was last updated in 2010. Our Strategic Plan ran through 2022 so is now

due to be updated. I have also included a document which provides information to you on what other Bridges libraries have in place. I would ask for direction on what process you would like to use to update these documents. Possibilities include the creation of an Ad Hoc Committee to draft new documents, the hiring of a consult to facilitate the process in the creation of updated documents or staff creation of new documents.

Friday, August 25

Elected Officials are People, Too



Presenter:
Lori Fisher

Maine State Librarian

Strong relationships with your elected officials are key to library advocacy. Learn how to connect with your electeds (and their staffs) and consistently demonstrate the value of your library, whether you are a library Trustee/board member, Friends of the Library, affiliated with a library Foundation, or are a library staff member. Find out valuable tips, whether you are making your first contacts, or continuing longstanding relationships.

Other Trustee Resources

- Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
<https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>
- United for Libraries, a Division of the American Library Association
<https://www.ala.org/united/>
 - Register for free Statewide All Access Benefits:
<https://www.ala.org/united/stateaccess>
- Wisconsin Library Trustees & Friends, a Division of the Wisconsin Library Association
<https://www.wisconsinlibraries.org/trustees-friends>
- Trustee Training Week Webinar Archive
www.wistrusteetraining.com/archive

Register Online:

www.wistrusteetraining.com

You must register for each session individually. Sessions will begin at 12 p.m., are 60 minutes, and will be recorded.

Questions?

Contact Jean Anderson
South Central Library System
608-246-5613
jean@scls.info



Trustee Training Week (TTW) is produced by the South Central Library System with support from all Wisconsin Public Library Systems. TTW is funded in part by a grant from the Institute of Museum and Library Services which administers the Library Services and Technology Act (LSTA). Thank you!

Bridges
IFLS
Kenosha County
Manitowoc-Calumet
Milwaukee County
Monarch
Nicolet
Northern Waters
Outagamie-Waupaca
Prairie Lakes
Southwest
Winding Rivers
Winnefox
Wisconsin Valley



August 21-25, 2023

12-1 p.m.

www.wistrusteetraining.com

Monday, August 21

No More Neutral: How to Use Marketing to Position Your Library in Challenging Times



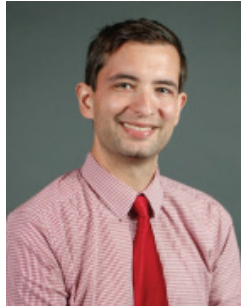
Presenter:
Angela Hursh

Leads an outstanding team of marketing and training professionals at NoveList

On top of everything else they need to do, libraries increasingly find themselves at the center of controversy. The American Library Association reports a substantial increase in the number of book bans and challenges in 2022 (double the number of reports from 2021). Oftentimes, the library's efforts to create collection and service policies that fulfill its mission statement of inclusion are the focus of these challenges. These attacks cost money, lower morale, and reduce productivity amongst the staff. They also threaten the very existence of libraries. But libraries do have some power, and it comes in the form of promotion. In this session, you'll learn marketing tactics you can use now to clarify your library's policies, solidify your library's positions, and clearly communicate your mission, vision, and values. And you'll hear tactics to use to rally community and stakeholder support if your library should face such a challenge.

Tuesday, August 22

Wisconsin Library Law



Presenter:
Kris Turner

Associate Director of Public Services at the UW Madison Law School Library

Reading and understanding laws and regulations can be daunting, even more so when you are a trustee or on a library board. This session will focus on demystifying the law and focus on specific statutes and cases that affect Wisconsin libraries as well as a discussion of how to best answer legal questions when they inevitably arise. Topics covered include open meeting laws, statutory delegation of library board authority, basics of legal research, and more. When the session has concluded, you will be able to better locate and answer legal questions that you may face as a library board member and also know what resources are available to you to get these difficult and stressful questions answered.

To help Kris develop his presentation, we have a short survey to determine the topics you are most interested in. Thank you!

<https://rb.gy/c3uo6>

Wednesday, August 23

Nurturing Your Library Culture



Presenter:
Jeannie Dilger

Founder and CEO of Arranging Time

Culture is all around us – it's the water for the fish!

In 2022, library science graduates looking for jobs ranked a positive, healthy workplace culture as being an even more important attribute than salary. A toxic workplace culture can impact mental health, decrease productivity, and lead good employees to leave for other jobs.

Join Library Director Jeannie Dilger for a look at what culture is, why it's important, and how to support the director and staff in creating or revising a culture statement. We'll talk about setting the tone with policies, decision-making, and hiring and evaluating the director. Learn how the work you do as trustees can influence the culture throughout the library.

Thursday, August 24

LGBTQ-Inclusive Trusteeship



Presenter:
Ray Lockman

Consultant, coach, and trainee at Minneapolis Central branch of Hennepin County Library (MN)

Ray Lockman (they/them) will equip Wisconsin trustees and library directors to be queer- and trans-inclusive advocates for their library communities. Participants will learn helpful language and practical tips before we put our new skills to work by grappling with tough real-world scenarios.

2024 Pewaukee Public Library Budget - DRAFT 7/19/2023

EXPENDITURES	Budget 2022	Actual 2022	Actual -2022	June 30, 2023 Actual	Budget 2023	Budget 2024	Actual +/-	% Change
110 Library Salaries	616,882	596,684	-20,198	293,759	636,565	662,028	25,463	4.00%
130 Benefits	200,228	195,438	-4,790	102,073	212,484	227,973	15,489	7.29%
Social Security (6.2%)	38,247	34,874	-3,373	18,386	39,467	41,046	1,579	4.00%
Medicare (1.45%)	8,945	8,157	-788	4,300	9,230	9,599	369	4.00%
Retirement (WRS 6.8%)	32,837	32,436	-401	17,845	35,977	36,811	834	2.32%
Dental	3,148	3,119	-29	1,450	3,537	3,608	71	2.00%
Disability	3,635	3,262	-373	1,940	3,293	3,870	577	17.52%
Health	112,121	112,423	302	57,605	119,843	131,827	11,984	10.00%
Life Insurance	1,295	1,167	-128	548	1,137	1,212	75	6.60%
140 Subscriptions	8,000	7,235	-765	1,858	7,000	7,000	0	0.00%
141 Print Materials	73,000	78,228	5,228	35,401	73,000	87,000	14,000	19.18%
142 Non-Print Materials	24,000	19,128	-4,872	5,782	24,000	12,000	-12,000	-50.00%
143 Technology	51,933	62,888	10,955	37,617	50,040	50,916	876	1.75%
CAFÉ - ILS System	22,318	22,318	0	23,287	23,300	24,176	876	3.76%
Computer Equipment/Installation	9,000	13,323	4,323	6,912	9,000	9,000	0	0.00%
IT Services - Taylor Computing	6,160	6,130	-30	1,514	5,800	5,800	0	0.00%
Biblioteca Maintenance Contracts/Software Licenses	7,255	3,647	-3,608	3,647	3,640	3,640	0	0.00%
Software Licenses	6,000	3,468	-2,532	565	5,000	5,000	0	0.00%
Envisionware Equipment/Maintenance Contracts/Software Licenses	0	12,802	12,802	1,693	2,100	2,100	0	0.00%
T-1 Line: Wisnet	1,200	1,200	0	0	1,200	1,200	0	0.00%
144 Mileage, Supplies, Other Expenditures	23,800	20,455	-3,345	13,428	21,550	24,150	2,600	12.06%
Copier Services: James Imaging Contract	9,400	8,777	-623	4,986	10,050	10,750	700	6.97%
Marketing	1,000	800	-200	825	1,000	900	-100	-10.00%
Mileage	500	0	-500	0	500	0	-500	-100.00%
Postage	900	437	-463	462	0	1,000	1,000	#DIV/0!
Office Supplies	5,000	7,376	2,376	2,317	5,000	5,000	0	0.00%
RFID Tags	2,000	773	-1,228	1501	2,000	1,500	-500	-25.00%
Processing Supplies	5,000	2,292	-2,708	3,337	3,000	5,000	2,000	66.67%
146 Staff Development	3,000	3,340	340	264	3,000	3,750	750	25.00%
Continuing Education	2,000	1,260	-740	0	2,000	2,000	0	0.00%
Professional Association Memberships	1,000	1,086	86	150	1,000	1,000	0	0.00%
New Hire	0	476	476	84	0	250	250	#DIV/0!
Mileage	0	518	518	30	0	500	500	#DIV/0!

EXPENDITURES	Budget 2022	Actual 2022	Actual "+/- 2022"	Current Actual 2023	Budget 2023	Budget 2024	Actual +/-	% Change
150 Professional Services	48,231	46,287	-1,944	33,455	45,952	46,842	890	1.94%
Auditing Services	6,000	6,716	716	5,134	6,150	6,350	200	3.25%
Fiscal Agent Services	21,094	21,094	0	9,996	19,992	19,992	0	0.00%
Insurance: Liability	7,382	6,529	-853	5,054	6,660	6,800	140	2.10%
Insurance: Property	12,525	11,046	-1,479	12,630	12,150	12,700	550	4.53%
Insurance: Worker's Comp	1,230	902	-328	641	1,000	1,000	0	0.00%
310 Building Maintenance	91,000	94,521	3,521	46,124	89,652	89,700	48	0.05%
Carpet/Window Cleaning	3,400	3,649	249	0	3,400	3,400	0	0.00%
Cleaning Services	31,480	31,534	54	16,055	32,110	32,730	620	1.93%
Cleaning/Building Supplies	4,000	2,843	-1,157	2,134	4,000	4,000	0	0.00%
Elevator Inspections/Permit:	1,350	1,634	284	1,741	1,400	1,800	400	28.57%
Fire: Inspections & Permits & Maintenance	1500	1,928	428	1,125	1,900	1,900	0	0.00%
Fire Monitoring	1100	1,326	226	1,389	1,200	1,400	200	16.67%
General: Maintenance & Repair	12,000	20,277	8,277	10,314	12,000	12,000	0	0.00%
HVAC Maintenance	8,000	5,992	-2,008	397	9,000	6,500	-2,500	-27.78%
Lawn Care	15,170	15,160	-10	5,914	15,473	15,790	317	2.05%
Snow Plowing	13,000	10,179	-2,821	7,055	9,169	10,180	1,011	11.03%
311 Utilities	54,613	58,890	4,277	23,340	55,645	61,013	5,368	9.65%
Gas & Electric	45,000	48,600	3,600	19,049	45,387	48,600	3,213	7.08%
Telephone	5,500	6,413	913	2,841	6,145	6,413	268	4.36%
Utility - Water, Sewer Stormwater, Fire Prot. Publ	2,000	1,764	-236	506	2,000	2,000	0	0.00%
Utility - Transportation	2,113	2,113	0	944	2,113	4,000	1,887	89.30%
312 Digital Materials	21,815	22,346	531	18,430	23,000	23,962	962	4.18%
Advantage (E-Materials)	7,000	7,288	288	6,225	9,000	5,489	-3,511	-39.01%
Flipster (E-Magazines)	1,194	1,194	0	937	982	0	-982	-100.00%
Overdrive(E-Materials)	4,283	4,283	0	3,946	3,946	4,393	447	11.33%
Hoopla (E-Materials)	5,000	5,243	243	2,834	4,460	12,537	8,077	181.10%
Databases	1,345	1,345	0	1,412	1,412	1,543	131	9.28%
Gale Courses	2,993	2,993	0	3,077	3,200	0	-3,200	-100.00%
313 Programs	5,250	5,922	672	2,310	5,250	5,250	0	0.00%
Programming - Adult	2,000	2,002	2	443	2,000	2,000	0	0.00%
Programming - Children's	3,000	3,920	920	1,274	3,000	2,100	-900	-30.00%
Programming - Young Adult	0	0		506	0	900	900	#DIV/0!
Programming - General Supplies	250	0	-250	87	250	250	0	0.00%
400 Legal	2,000	2,640	640	3,465	2,000	4,000	2,000	100.00%
450 Grants	0	0	0	2,000	0	6,038	6,038	#DIV/0!
500 Donations	0	34,512	34,512	9,237	0	0	0	#DIV/0!
TOTAL EXPENDITURES	1,223,752	1,248,514	24,762	628,544	1,249,138	1,311,622	62,484	5.00%

2024 Pewaukee Public Library Budget DRAFT

REVENUES	Budget 2022	Actual 2022	Actual -2022	Current Actual 2023	Budget 2023	Budget 2024	Actual +/-	% Change
43790 County Lib Aids	105,012	105,012	0	60,552	112,141	118,738	6,597	5.88%
Waukesha County	102,070	102,070	0	57,407	108,996	114,590	5,594	5.13%
Lakeshores Library System	695	695	0	384	384	897	513	133.66%
Jefferson Co.	1,375	1,375	0	1,739	1,739	2,250	511	29.38%
Dodge Co.	317	317	0	511	511	488	-23	-4.42%
Washington Co.	555	555	0	511	511	512	1	0.24%
46710 Library Fines	16,000	7,609	-8,391	4,527	10,136	7,609	-2,527	-24.93%
48110 Interest Income	2,500	338	-2,162	938	167	338	171	102.40%
48500-000 Donations	0	41,107	41,107	17,900	0	0	0	#DIV/0!
48500-100 Misc. Revenues	6,000	6,500	500	2,610	5,907	6,500	593	10.04%
48500-200 Grants	2,563	6,421	3,858		3,101	6,038	2,937	94.71%
SUB TOTAL	132,075	166,987	34,912	86,526	131,452	139,223	7,771	5.91%
49000 CITY Contribution	840,591	840,591	0	508,547	871,795		-871,795	-100.00%
49001 VILLAGE Contribution	251,086	251,086	0	131,372	245,891		-245,891	-100.00%
49001 VILLAGE MOE Contribution	10,094	10,094	0	0	16,853		-16,853	-100.00%
Total Municipal Contribution 100%	1,101,771	1,101,771	0	639,919	1,117,686		-1,117,686	-100.00%
TOTAL REVENUES	1,233,846	1,268,758	34,912	726,445	1,265,991	0		

Fund Balance as of 12/31/2022: \$259,728

	Mill-min	MOE-min
City		849,087
Village		262,534
Total	0	1,111,621

Std Year	Budget Year	Population	Materials Expenditures /Capita Standard	Materials Expenditures /Capita Actual	# of Hours/Week Standard	# of Hours/Week Actual	FTE Staff Standard	FTE Staff Actual	Collection Size Standard	Collection Size Actual	Public Internet Devices Standard	Public Internet Devices Actual
2023	2022	22,881 (2021 Population)	\$5.44/ \$124,473	\$5.55/ \$126,990	57	59	12.85	13.11	98,000	97,467	12	12
2024	2023	24,342 (2022 Population)	\$5.56/ \$135,342		57	59	13.24	13.25	101,000		13	
2025	2024	? (2023 Population)										

	Mission Statement	Vision Statement
Big Bend	<p>The purpose of the Big Bend Village Library is to provide all individuals in the community with free and open access to a broad range of materials and services. The public library supports a sense of community within the population it serves.</p> <p>The Library will always be guided by responsibility to both present and future needs in adding materials that will enrich the collection. The Library also recognizes that knowledge of its residents and their interests is vital to the selection of library materials. New formats will be considered for the collection as community needs arise, keeping in mind the Library’s ability to acquire and place new items with the exiting collection. Allocation of the materials budget will determine the number of items purchased for each area of the collection.</p> <p>The Big Bend Village Library believes in: Quality Service Intellectual Freedom Supporting a lifelong enjoyment of reading and learning for all ages</p>	N/A
Brookfield	The Library is an essential community resource that seeks to preserve yesterday, inform today and inspire tomorrow.	We support the vision and mission of the City of Brookfield by striving to provide the community with resources which meet their educational, informational, professional and recreational needs. The Library envisions a future where all individuals and families are lifelong learners.

Butler	The mission of the Butler Public Library is to provide quality materials and services that fulfill lifelong educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.	N/A
Delafield	Connecting and empowering the community to learn, create, grow and thrive	N/A
Eagle	Maintain a strong library to cultivate an environment where people discover, create, learn, share, and grow to improve the well-being of individuals and our communities.	N/A
Elm Grove	The Elm Grove Public Library, established and supported by the citizens of Elm Grove, will provide access to library facilities, resources, and services necessary to meet the informational, educational, and leisure needs of all the people in the community. It will assemble, preserve, and administer an organized collection of print and non-print materials to fill those needs. It will place special emphasis on stimulating interest and life-long appreciation for reading and learning among children and adults alike.	N/A
Fort Atkinson	It is the mission of the Dwight Foster Public Library to help people achieve their full potential by being a leading resource for information, education, culture and recreation.	N/A
Hartland	N/A	Promoting creative exploration and learning, by connecting people, information and ideas with excellent service and continued relevancy.

Jefferson	Jefferson Public Library welcomes all who seek to read, learn, and explore and strives to be the leading resource for information, education, and entertainment.	N/A
Johnson Creek	The mission of the Johnson Creek Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of all citizens in the village of Johnson Creek and the surrounding area in an atmosphere that is welcoming, respectful, and businesslike.	N/A
Lake Mills	The mission of the L. D. Fargo Public Library is to serve the people of Lake Mills and the surrounding area as a reading, learning, entertainment, cultural, and technological center.	N/A
Menomonee Fall	To enrich our community by providing a welcoming and dynamic environment where all can explore, learn, grow and connect.	N/A
Mukwonago	Serving the diverse needs of the community by meeting the unique needs of the individual.	Inspire Creativity, Embrace Community, and Cultivate Connections
Muskego	Providing an innovative community space for learning, entertainment, and for the exchange of ideas and accurate information through a wide variety of materials and programs.	The Muskego Public Library strives to retain its status as a community focal point for idea exchange, information access, and community gathering. The Library's collaborative team commits itself to ensuring availability of superior materials, services, and staff expertise.

New Berlin	Provide a welcoming space for community connections with access to materials and services that enhance education, entertainment, culture, creativity, and curiosity.	The New Berlin Public Library is a vital community destination open to everyone.
North Lake	The mission of the Town Hall Library is to offer all people a welcoming, accessible, and attractive gathering place conducive to learning, research, enlightenment and enjoyment. Through innovative programming, relevant collections and responsive services, the Town Hall Library aspires to be an information-based community center which supports lifelong learning and the joy of reading.	N/A
Oconomowoc	The Oconomowoc Public Library’s staff, collections, services, and spaces provide the opportunity for our diverse community to explore, discover, learn, and grow; enriching individual lives and our community.	N/A
Palmyra Sussex	N/A We connect people to information, ideas, and one another in a vibrant and welcoming community-responsive environment.	N/A To be a cornerstone for an engaged and informed community.
Waterloo	The Karl Junginger Memorial Library strives to bring people, information, and ideas together to enrich lives and strengthen community.	N/A
Watertown	A welcoming community destination that provides opportunities to engage, enrich, and entertain.	N/A
Waukesha	Waukesha Public Library champions the power of reading and learning to enrich, empower and engage all in our community.	The heart of a thriving city, the library connects and inspires the community to transform lives.
Whitewater	We will have the space and the stuff to do the things that you want.	N/A

MISSION STATEMENT

The Purpose of the Pewaukee Public Library is to provide our community with carefully selected books and other materials to aid in the pursuit of education, information, research, recreation, and the creative use of leisure time.

VISION STATEMENT

The people of the greater Pewaukee area will:

- Have the information they need to succeed at work, school, and in their personal lives;
- Have reading, viewing and listening materials and programs that stimulate their thinking, enhance their knowledge of the world, and enrich the quality of their leisure time;
- Discover the joy of reading and develop a love of learning;
- Enjoy access to electronic resources and receive guidance in developing the skills needed in an technological ever changing world;
- Think of Pewaukee's public library as a center point of community life that connects and unites people.

Adopted by the Board of Trustees: March 17, 2010; Dawn Jones, Library Board President

Pewaukee Public Library Strategic Plan:2021-2022

OUR MISSION

The purpose of the Pewaukee Public Library is to provide our community with carefully selected books and other materials to aid in the pursuit of education, information, research, recreation, and the creative use of leisure time

OUR VISION

The people of the greater Pewaukee area will:

- Have the information they need to succeed at work, school, and in their personal lives;
- Have reading, viewing and listening materials and programs that stimulate their thinking, enhance their knowledge of the world, and enrich the quality of their leisure time;
- Discover the joy of reading and develop a love of learning;
- Enjoy access to electronic resources and receive guidance in developing the skills needed in a technological ever-changing world;
- Think of Pewaukee's public library as a center point of community life that connects and unites people.

STRATEGIC DIRECTIONS

THE FIVE S's:

- I. **Security:** Evaluate and seek to ensure that the library is safe and secure for all patrons and staff, both physically and virtually.
- II. **Staff:** Enhance the library's culture as a vibrant, inspired and innovative place to work.
- III. **Space:** Create a welcoming, accessible and dynamic physical space that meets the needs of the community.
- IV. **Support:** Enhance the awareness of the role the Library plays in the community and the value that it offers through marketing, outreach and community engagement.
- V. **Savings:** Responsible oversight of financial support and resources.

COMMUNICATION AND ASSESSMENT

- Department Heads will be responsible for managing the progress of their staff.
- Progress will be reported in the monthly Library Director's Report.
- The Library Director will report quarterly on the overall progress of the strategic plan at the regular meeting of the Library Board of Trustees in March, June, September, December.

STRATEGIC DIRECTION 1

SECURITY

A. Evaluate and strengthen the library's physical security.

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Revise and review emergency procedures with all staff.	Library Director	2022	
Explore and implement training opportunities for all staff provided by our insurance carrier.	Library Director	Ongoing throughout the plan	

B. Evaluate and strengthen the library's virtual security.

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Participate in the Bridges Online Security Training Program funded by a LSTA grant.	All Staff	Ongoing throughout the plan	
Adopt and implement a new Information Security Policy.	Library Director and Assistant Director	2 nd Quarter 2021	
Plan for needed hardware and software upgrades including the replacement of the Library's server (2022).	Library Director and Assistant Director	Ongoing throughout the plan	

STRATEGIC DIRECTION II

STAFF

A. Develop all staff by providing access to professional education and continuing education opportunities

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Provide biannual staff development days.	Library Director and Department Heads	2 nd and 4 th Quarter-2021 and 2022	
Participate in training opportunities, workshops and conferences.	All Staff	Ongoing throughout the plan.	
Implement the use of Leap (ILS System).	All Staff	2021	

B. Foster internal communication among all staff.

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Hold regular department meetings to improve communication and planning among staff.	All Staff	Ongoing throughout the plan.	
Explore ways to foster interdepartmental partnerships and collaboration.	All Staff	Ongoing throughout the plan	

C. Ensure that staff roles are clearly defined and performance is measured to encourage growth and improvement.

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Review and update the Pewaukee Public Library Employee Handbook.	Library Director and Department Heads	1 st Quarter 2021	
Perform annual staff performance evaluations.	Library Director and Department Heads	4 th Quarter 2021 and 2022	

STRATEGIC DIRECTION III

SPACE

A. Develop library collections that fill the needs of the Pewaukee community.

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Evaluate collections considering use and condition while ensuring a balanced and diverse collection for the community.	Youth and Adult Services Staff	Ongoing throughout the plan	
Explore, evaluate and expand electronic and digital collection options to complement the library's print materials collection	Library Director, Assistant Director/Head of Adult Services and Head of Youth Services	Ongoing throughout the plan	
Explore possible upgrade of public access computer to mobile devices to improve space utilization in the library.	Department Heads	2022	

B. Ensure that the long term needs of the facility are identified and a plan is created to address those needs.

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Conduct a facilities assessment to identify maintenance needs and capital projects that will need to be completed in the next 10 years	Library Director	Ongoing throughout 2021	

C. Ensure that the short term needs of the facility are identified and addressed.

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Explore options and use of space in the Children’s Library, the Visaya Room and outside space.	Library Director and Department Heads	Ongoing throughout the plan.	

STRATEGIC DIRECTION IV

SUPPORT

A. Advocate for the importance of the library to the community through outreach.

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Create an Infographic which highlights library use statistics	Library Director	Annually	
Meet with the Village and City to inform and promote the services of the Pewaukee Public Library	Library Director	Annually	

B. Increase awareness regarding library resources, service and programs. Build community by sparking interest in the library through strategic marketing and communications.

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Create and implement a comprehensive marketing plan	Library Director and Department Heads	4 th Quarter 2021	
Promote the library in the community by participating in community events	All Staff	Ongoing throughout the plan.	

C. Attract and retain users by offering inclusive and diverse opportunities to learn.

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Offer new programming/outreach which promote and celebrate inclusivity and diversity.	Adult, YA and Youth Services	Ongoing throughout the plan	
Highlight and promote the diversity of the library's collection.	Adult, YA and Youth Services	Ongoing throughout the plan	
Review and evaluate services added during Covid-19 for continuation.	Library Director	2021	

STRATEGIC DIRECTION V

SAVINGS

A. Ensure continued responsible financial management and budgeting

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Renegotiate facility contracts as they come up for renewal	Library Director	Ongoing throughout the plan	
Review and update the Financial & Purchasing Policy	Library	2021	
Promote transparency	Library Director	Ongoing throughout the plan	

B. Seek alternative sources of Revenue

STRATEGY	STRATEGY OWNER	TIMEFRAME	OUTCOME
Explore and seek opportunities to generate cost savings	All Staff	Ongoing throughout the plan	
Explore and seek opportunities and partnerships to generate revenue	All Staff	Ongoing throughout the plan	

Library Board Appointments and Composition

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. Public library collections and policies have traditionally supported the ideals of freedom of expression and inquiry—free from any partisan or political pressures. Citizen control helps your library support these ideals. (For more information, see [Trustee Essential #22: Freedom of Expression and Inquiry](#).)

Diversity of Viewpoint and Expertise

Another traditional public library ideal is that the library serves *all* members of the community equitably. A citizen board representing a cross section of the community should help your library do that. A library board composed of members with varying backgrounds and perspectives can contribute to the success of the library. For example, the school district administrator (or administrator’s designee) brings expertise in the field of education and often in the field of personnel management practice. A lawyer, a businessperson, a parent, an elected official, and many others, all have knowledge and experience that can contribute to effective library board decision-making.

It is appropriate for the library board to suggest potential appointees to fill upcoming vacancies on the library board. When developing lists of candidates for appointment, keep in mind the importance of having a board that is representative of the entire community and any special need for added expertise on the library board. See also [Trustee Essential #1: The Trustee Job Description](#) for additional qualities of a good library board member.

Statutory Requirements

The appointment, composition, and terms of office for all types of library boards in Wisconsin (municipal, joint, county, and system) must be in accordance with Chapter 43 of the Wisconsin Statutes. To qualify for membership in a library system, your library must have a legally appointed and constituted library board that exercises the statutorily required duties and powers. (See also [Trustee Essential #2: Who Runs the Library](#) and [Trustee Essential #17: Membership in the Library System](#).)

In This Trustee Essential

- Why citizen boards control public libraries in Wisconsin
- The legally required procedures for appointment of library board members
- The legally required composition of library boards

Municipal Library Boards

The mayor, village president, town chair, or tribal chair makes appointments to a municipal² public library board, with the approval of the municipal governing body, for three-year terms. Not more than two board members may reside outside of the municipality. Terms of office for library trustees begin on the date set by local ordinance (usually May 1) and are for three years unless the appointment is to fill an unexpired term. Special terms of office apply for a newly formed library (see Wisconsin Statutes Section [43.54\(1\)\(b\)](#)), and when a city council has voted to reduce the size of the board under Section [43.54\(3\)](#).

One of the members must be a school district administrator or the administrator's representative, to represent the public school district(s) in which the public library is located. The school district administrator or the administrator's designee must still be formally appointed for a three-year term by the mayor, village president, town chair, or tribal chair, with the approval of the municipal governing body.

Although the law does not require that a member of the municipal governing body be appointed, this is a frequent practice and one that often improves communication between the library board and the municipality. The law does, however, specify that at any one time not more than one member of the municipal governing body can be a member of the library board.

If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

If a county (or another municipality) provides financial support to your library, it may have the option of appointing members to your board. Wisconsin Statutes Section [43.60\(3\)](#) provides that whenever a county (or another municipality) appropriates funds for a municipal library equaling at least one-sixth of the amount appropriated by the establishing municipality, the county (or other municipality) may appoint a library board member to serve in addition to those appointed by the municipality. Two board members may be appointed when the county (or another municipality) appropriates at least one-third the amount that was appropriated by the establishing municipality. These appointments are *in addition* to the municipal appointments. So, for example, if your board has seven municipal appointments, and the county appoints one member under the provisions of Section [43.60\(3\)](#), your board would have a total of eight members.

Village, Town, and Tribal Libraries

Library boards established by a village, town, tribal government or tribal association have either five or seven members appointed by the village president, town chair, or tribal chair, respectively, with the approval of the municipal governing body.

² For purposes of Wisconsin library law, tribal governments and tribal associations are considered "municipalities." Public libraries in a First Class City have special rules for the appointing authority and for library board composition (see Section 43.54(am)).

Fourth Class Cities

Library boards established by a Fourth Class City have seven members appointed by the mayor, with approval of the city council.

Second and Third Class Cities

Library boards established by a Second or Third Class City have nine members appointed by the mayor, with approval of the city council. However, the city council may, by a two-thirds vote, reduce the number appointed by the mayor to seven.

First Class Cities

Library boards established by a First Class City have special rules for appointing authority and library board composition (see Wisconsin Statutes Section [43.54\(1\)\(am\)](#)).

Joint Library Boards

A joint public library can be established by two or more municipalities or a county and one or more municipalities located in whole or in part in the county, by appropriate agreement of their governing bodies. The library board of a joint library has seven to eleven members, and the composition of the board must be representative of the participants in the joint library. The joint library agreement must spell out the number of representatives for each participant. The head of each participating governing body appoints board members. The rules discussed above regarding length of terms, unexpired terms, and school district representation also apply to joint library boards.

County Library Boards

In counties with a consolidated county public library, the county board chair, with the approval of the county board, appoints a seven-member or nine-member county library board. In counties with a county library service, the county board chair, with the approval of the county board, appoints a seven-member county library board. Both types of county library boards must have at least one, but not more than two, county board members. In addition, the board must include at least one school district administrator (or that school district administrator's designee) of a school district located in whole or in part in the county.

The board of a county library *service* must also include representatives of municipal library boards of libraries in the county and also persons residing in municipalities not served by municipal libraries.

The same rules discussed above regarding length of terms and filling unexpired terms also apply to county library boards.

Federated Public Library System Boards for a Single-County Library System

In a single-county library system, a seven-member board is appointed by the county executive or the county board chair (in counties without a county executive) and approved by the county board. Board terms are three years. At least three members of the system board, at the time of their appointment, shall be active voting members of library boards governing public libraries of participating municipalities, and at least one of these shall be a member of the library board governing the resource library. At least one but not more than two members of the county board shall be members of the system board at any one time. No current employee of a member public library may serve on the board. Board terms begin on January 1. If a board member leaves office before expiration of term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Federated Public Library System Boards for a Multi-County Library System

In a multicounty federated public library system (a federated library system whose territory lies within 2 or more counties), the system board consists of a minimum of 11 but no more than 20 members. However, the board may consist of more than 20 members if the county boards, acting jointly, determine that each county in the system shall be represented by at least two members on the system board (see Wisconsin Statutes Section [43.19](#) for more on federated public library systems).

Members are nominated by the county executive or the county board chair (in counties without a county executive) in each county in the system and approved by each county board. Board terms are three years. Appointments must be as closely proportionate to the populations of the respective counties as practical, but each county shall be represented by at least one member on the system board. Each county board may appoint one county board member to the system board. At least one of the appointees shall be a member of the library board governing the resource library. No current employee of a member public library may be appointed to the board. Board terms begin on January 1. If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Discussion Questions

1. What are possible reasons why the statutes provide for a school district representative on the library board?
2. What are possible reasons why the statutes limit board membership to one elected official from the governing body?

3. What groups (demographic, occupational, etc.) are currently represented on the library board? When board positions become vacant, what community groups could be looked to for possible candidates?

Sources of Additional Information

- 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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IN THE SUPERIOR COURT FOR THE STATE OF ALASKA
AT FAIRBANKS

In the Matter of the Estate of:

RICHARD LLOYD HANSEN
Person Who Died (Decedent)
Date of Birth: 10/06/1927

CASE NO. 4FA-23-00296PR

INFORMATION TO HEIRS AND DEVISEES
(Information for Persons Who May Have an Interest in this Estate)

To the heirs (individuals entitled to inherit property if no will was made) and devisees (individuals mentioned in a will) of this estate:

1. The decedent died on (date) 05/09/2023.
2. This information is being sent to persons who may have an interest in the estate because they were mentioned in a will or because of their relationship to the decedent.
3. The court appointed me personal representative of the estate on (date) 06/28/2023.
 I did not file any bond because the will, the court, or interested persons waived the requirement.
 I filed a bond in the amount of \$ _____.
4. Papers and information about the estate are on file in this court.
5. You must inform me in writing of any changes to your address and telephone numbers.

Date July 11, 2023

Laura M. Saunders
Signature of Personal Representative

1497 Jamboree Drive
Address Line 1
Fairbanks, AK 99709
Address Line 2

Laura M. Saunders
Printed Name
907-347-2930
Phone Number
schnauzermom949@yahoo.com
E-mail Address

Certificate of Service

[You must send a copy of this document within 30 days of appointment to all persons named in the decedent's will and to all persons with an interest in the estate (persons who would have inherited if the person who died did not make a will).]

I certify that on 7/13/23 a copy of this document was mailed hand delivered to [list everyone served and attach extra pages if necessary]:

- Kati Anderson
- The Pewaukee, Wisconsin Library Fund
- The Monroe Foundation
- The Fairbanks Drama Association
- The Friends of Creamer's Field
- The Natural Conservancy
- Fairbanks Senior Center
- _____

Your Signature: M. Stalder