



August 2023 BOT Packet

Wednesday, August 16, 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, August 16, 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, August 16, 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

SPECIAL BUSINESS:

2. Presentation by Madi Cooper, Library Services Manager

REGULAR BUSINESS:

3. Citizen Comments/Correspondence
4. Approval of Consent Agenda
 - a. Minutes July 19th, 2023 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – July 2023
 - ii. GL Detail Library – July 2023
 - iii. Payment Approval Report – July 2023
 - c. Library Monthly Statistics Report though July 2023
 - d. Director's Report: August 2023

OLD BUSINESS:

5. Discussion and possible action on the 2024 Joint Library Budget

NEW BUSINESS:

6. Discussion and possible action on the new Library of Things Collection Policy.
7. Discussion and possible action on Resolution No.2023-02: A Resolution Establishing Authority in Matters Pertaining to the Estate of Joanne Knecht
8. Discussion and possible action on BOT Trustee Essentials #03: *Bylaws*
9. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, September 20, 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, August 11, 2023

Board Presentation – Circulation

August 2023

Madi Cooper

Summer in Circulation

- In the last two months we have had about 40,000 items get checked out which was a huge increase from the year before with a 7% rise in June and a 2% in July. It is exciting to have such a busy library, and the staff has been amazing in dealing with everything. We've all worked together to ensure that we keep things moving and don't get too bogged down. We have also had some extra shelvers on hand which was incredibly helpful, and I would love to have them again next summer.

Current and Future Projects

- Sling

My biggest project so far has been implementing a new scheduling software. This software is being used by all departments and it allows for everyone to see their shifts and their desk schedule all in one place. Librarians can also put their programs and availability for the day and staff can easily view it. The software is great for requesting off or trading shifts. It allows us to get rid of all paper forms because staff can request off directly from Sling. Part-Timers can request to trade shifts with their fellow employees too.

My favorite feature is the 'available shift' feature. If someone takes off, I can make their shift available, which all staff can see. Rather than having to go around and let people know of the shifts that need coverage, they can see it right on the app, and pick up the shift. It saves me so much time and stress.

With this new software, I have taken over scheduling for all departments. I have added everyone's schedule for the remainder of 2023. When it comes to time off and scheduling around programs it can be a little daunting, but I have been working closely with the management team to ensure desks are always covered. Kelly has been great with helping manage the adult side of things, and I'm excited to work with the new youth services manager too.

- Graphic Novel Project

Children's librarians have found quite a few adult graphic novels making their way into the children's sections. I think this has to do with the call numbers being too similar, and the placement of the books in the backroom. To help alleviate this problem, we have bought colored labels to place on the J-Graphic novels, similar to those in JPB and JE. Nan has also created a new way to label

them, making it easier to find books. I think it will be a great change for the children's area.

- **Repairing and Replacing books**

Most of our collection is getting up there in age, so it is not uncommon to come across some very well-loved books. Circulation staff makes sure to flip through returns to look for broken binding or cases, staining, tears, etc., and send them my way. I get about 20-30 a week. Once the items get to me, I decide if it is something worth replacing, or if it is minor enough damage that we can just repair it. We have a high school volunteer who has been coming in for a few hours a week to assist with taping up books and cleaning damaged discs. It has been a wonderful help. For books that are a little more complex, such as broken binding, we recently acquired an amazing glue machine. You put a strip of glue in the binding of the book, the book heats the glue, and the glue sticks the binding back onto the pages, making the book look as good as new. It's even able to repair books with pages falling out of them without an issue. It's been an awesome purchase.

- **Backroom**

Once we're done catching up from the summer, I would love to make some changes to our backroom/sorting room. Right now, the books have to get touched so many times before they finally make it back onto the shelves, and I would like to try streamlining the process a little bit more. I think by switching around some carts we will hopefully have a faster turnaround for getting the items back on the shelves.

- **Processing**

Currently, we pay for Baker & Taylor to cover many of our books, and the rest get covered by volunteers and circulation staff. We are looking into cutting costs with Baker & Taylor and having more volunteers come in to cover books instead. We've also just implemented a new way to cover softcover books as well which will hopefully cut down on costs and make it less daunting for staff and volunteers to cover the books themselves.

Changes I would like to make

- **Overdue Fines**

Jefferson County libraries have gotten rid of overdue fees, but we are still waiting to see what happens with the libraries of Waukesha County. We will let you know as these libraries shift to being fine-free, which we expect to happen more and more as time goes on.

While most libraries still have overdue fees, some libraries have moved to a standard fine amount. I think this is something we should strongly consider. I would like us to reduce all fines to \$0.15 across the board. This can help with confusion and provide a fairer fine. Currently, we charge \$1.00 per day for our DVDs. This made a lot of sense pre-COVID when DVDs were being checked out significantly more and theft was more prominent. However, we have since seen a great decline in DVD checkouts. By lowering the fine amount, we hope to get circulation back up for DVDs.

I saw in Deanna's documentation that Pewaukee did a food for fines drive, I propose we do this again. I did see that she stated the food pantry prefers to have donations outside of the holiday season. I would love to have it at the beginning of January 2023 as a way for patrons to start the year fresh.

- Refunds

I would like to propose that we eliminate the refund option. Many libraries do not provide refunds, and I think we should try to stay standard with the Bridges system. Refunds seem to lead to a lot of confusion, and I have gotten complaints from patrons that they never received the money back. It's also very labor-intensive for the staff. The labor cost isn't justifiable. With that, we have a lot of people who will pay the replacement cost knowing they have the item at home, but they want to check out books immediately, so they pay the fine and come back to get their refund. Rather than doing that and wasting staff time, it would be easier and more beneficial to do a one-time override for the patron. This is something I would be happy to do.

- Milwaukee County Residents

This summer ran into a lot of problems by denying Milwaukee County residents a library card here. We have had many nannies/grandparents/caregivers come in who live in Milwaukee County but are watching children in Pewaukee and want to use our library and check things out. We have made it very difficult, and many of these people never came back.

I think it is time we consider letting Milwaukee County residents get a library card with the Pewaukee Library. Many of our neighboring libraries allow Milwaukee County residents to get library cards, and if we're going to allow these patrons to then bring their cards here to check out, it makes sense to allow them to register here in the first place. We could even consider making them

pay a one-time fee, similar to the way New Berlin does. By giving them no options whatsoever, we are losing out on patrons.

- Temporary Cards

We had many out-of-state people wanting to use our library this summer, and it made us realize that we need an option available to get them a library card. Another library in the system has a card called “Three for Me”, which I would like to consider implementing here, or at least something similar. This card would be temporary and would allow the patron to check out 3 items on the spot. You can add restrictions if there are certain things you wouldn’t want them to take, such as an explore pass. This solution would be great for people without permanent addresses, people under 18 who can’t get a parent there, or people on an extended trip from out of state. We had someone come in who was on a two-week long stay here in Pewaukee and was really hoping to be able to bring home a board game to play. We, unfortunately, had to turn them away, but with a temporary card like this, we may be able to allow for things like this in the future.

Thank you for letting me come speak with you today and for all you do for the library!

End.GLPeriod = 723

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)	(5,475.56)	(10,136.00)	(4,660.44)	54.02%
900-00-48110-000-000	INTEREST INCOME(R)	(972.28)	(167.00)	805.28	582.20%
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)	(12,571.12)	(5,907.00)	6,664.12	212.82%
900-00-48500-000-200	DESIGNATED GRANTS(R)	(2,000.00)	(3,101.00)	(1,101.00)	64.50%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	(581,196.68)	(871,795.00)	(290,598.32)	66.67%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	(153,267.35)	(262,744.00)	(109,476.65)	58.33%
900-00-49200-000-000	TRANSFER IN FROM MUNICIPALITY(R)	0.00	0.00	0.00	100.00%
900-00-49300-000-000	FUND BALANCE APPLIED(R)	0.00	0.00	0.00	100.00%
Total: Revenue		(833,934.94)	(1,265,991.00)	(432,056.06)	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	342,506.73	636,565.00	294,058.27	53.81%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	116,377.95	212,484.00	96,106.05	54.77%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	5,876.84	7,000.00	1,123.16	83.95%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	40,257.28	73,000.00	32,742.72	55.15%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	7,126.90	24,000.00	16,873.10	29.70%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	39,496.82	50,040.00	10,543.18	78.93%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	17,247.10	21,550.00	4,302.90	80.03%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	514.13	3,000.00	2,485.87	17.14%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	38,453.11	45,952.00	7,498.89	83.68%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	84,341.08	89,652.00	5,310.92	94.08%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	28,060.63	55,645.00	27,584.37	50.43%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	19,150.40	23,000.00	3,849.60	83.26%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	2,709.00	5,250.00	2,541.00	51.60%
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)	5,110.13	0.00	(5,110.13)	100.00%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	10,312.08	0.00	(10,312.08)	100.00%

End.GLPeriod = 723

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>761,005.18</u>	<u>1,249,138.00</u>	<u>488,132.82</u>	
Total: 900 - LIBRARY FUND		<u>(72,929.76)</u>	<u>(16,853.00)</u>	<u>56,076.76</u>	
Total:		<u>(72,929.76)</u>	<u>(16,853.00)</u>	<u>56,076.76</u>	

End.GLPeriod 723 AND Start.GLPeriod 0723 AND End.GLPeriod 0723

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
900 - LIBRARY FUND							
900-00-46710-000-000 - LIBRARY FINES							
07/10/2023	4007798-1	CR	LIBRARY FINES - LIBRARY 07.03.23			.00	-176.65
07/10/2023	4007799-1	CR	LIBRARY FINES - LIBRARY 07.10.23			.00	-169.65
07/17/2023	4007819-1	CR	LIBRARY FINES - LIBRARY 07.17.23			.00	-128.44
07/24/2023	6000885-1	CR	LIBRARY FINES - LIBRARY			.00	-375.95
07/31/2023	4009036-1	CR	LIBRARY FINES - LIBRARY 07.31.23			.00	-98.20
900-00-46710-000-000 - LIBRARY FINES						.00	-948.89
900-00-48500-000-100 - MISC REVENUES							
06/30/2023	252-1	AP	ACH WI DEPT OF REVENUE			28.04	.00
07/06/2023	2000125-5	CR	2022 LWMMI DIVIDEND - LEAGUE OF WI MUNI MUTAL INSURANCE			.00	-634.99
07/07/2023	2000128-5	CR	REVERSAL OF RECEIPT 2.000123 - LEAGUE OF WI MUNI MUTUAL INS			634.99	.00
07/07/2023	2000123-5	CR	2022 LWMMI DIVIDEND - LEAGUE OF WI MUNI MUTUAL INSURANCE			.00	-634.99
07/10/2023	4007798-2	CR	BOOK REPLACEMENTS - LIBRARY 07.03.23			.00	-48.95
07/10/2023	4007798-3	CR	NEW CARDS - LIBRARY 07.03.23			.00	-1.00
07/10/2023	4007799-2	CR	BOOK REPLACEMENTS - LIBRARY 07.10.23			.00	-55.00
07/10/2023	4007799-3	CR	COPIES - LIBRARY 07.10.23			.00	-4.50
07/17/2023	4007819-2	CR	BOOK REPLACEMENT - LIBRARY 07.17.23			.00	-160.00
07/17/2023	4007819-3	CR	ROOM RENTAL - LIBRARY 07.17.23			.00	-30.00
07/17/2023	4007819-4	CR	NEW CARDS - LIBRARY 07.17.23			.00	-1.00
07/17/2023	4007819-5	CR	COPIES - LIBRARY 07.17.23			.00	-3.00
07/24/2023	6000885-2	CR	BOOK REPLACEMENT - LIBRARY			.00	-34.15
07/24/2023	6000885-3	CR	ROOM RENTAL - LIBRARY			.00	-80.00
07/24/2023	6000885-4	CR	COPIES - LIBRARY			.00	-30

End.GLPeriod 723 AND Start.GLPeriod 0723 AND End.GLPeriod 0723

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/31/2023	4009036-2	CR	LIBRARY FOUNDATION RENOVATIONS - LIBRARY 07.31.23			.00	-8,910.14
07/31/2023	4009036-3	CR	BOOK REPLACEMENTS - LIBRARY 07.31.23			.00	-19.00
07/31/2023	4009036-4	CR	NEW CARDS - LIBRARY 07.31.23			.00	-1.00
07/31/2023	4009036-5	CR	COPIES - LIBRARY 07.31.23			.00	-5.80
900-00-48500-000-100 - MISC REVENUES						663.03	-10,623.82
900-00-48500-000-200 - DESIGNATED GRANTS							
07/24/2023	6000885-5	CR	PEWAUKEE INNOVATION GRANT - LIBRARY			.00	-2,000.00
900-00-48500-000-200 - DESIGNATED GRANTS						.00	-2,000.00
900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							
07/27/2023	6000892-3	CR	CITY CONTRIBUTIONS-AUG 2023 - CITY OF PEWAUKEE			.00	-72,649.58
900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS						.00	-72,649.58
900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
07/31/2023	2-2	JE	LIBRARY CONTRIBUTION			.00	-21,895.33
900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS						.00	-21,895.33
900-00-55110-000-110 - LIBRARY SALARIES & WAGES							
07/07/2023	15-1	PC	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD			24,223.49	.00
07/21/2023	68-1	PC	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD			24,524.73	.00
900-00-55110-000-110 - LIBRARY SALARIES & WAGES						48,748.22	.00
900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
07/07/2023	4-1	PB	PAYROLL TRANS FOR 7/2/2023 PAY PERIOD			3,091.04	.00
07/21/2023	27-1	PB	PAYROLL TRANS FOR 7/16/2023 PAY PERIOD			11,213.59	.00
900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						14,304.63	.00
900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							
05/31/2023	320-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			39.00	.00

End.GLPeriod 723 AND Start.GLPeriod 0723 AND End.GLPeriod 0723

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/01/2023	321-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			173.22	.00
07/07/2023	385-1	AP	EBSCO PAYMENT PROCESSING CENTER			3,806.44	.00
900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS						4,018.66	.00
900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
06/01/2023	75-1	AP	BAKER & TAYLOR BOOKS			392.62	.00
06/01/2023	77-1	AP	BAKER & TAYLOR BOOKS			39.65	.00
06/02/2023	79-1	AP	BAKER & TAYLOR BOOKS			51.19	.00
06/02/2023	72-1	AP	BAKER & TAYLOR BOOKS			332.38	.00
06/05/2023	60-1	AP	BAKER & TAYLOR BOOKS			35.25	.00
06/05/2023	63-1	AP	BAKER & TAYLOR BOOKS			39.16	.00
06/07/2023	90-1	AP	BAKER & TAYLOR BOOKS			383.26	.00
06/08/2023	92-1	AP	BAKER & TAYLOR BOOKS			203.82	.00
06/08/2023	94-1	AP	BAKER & TAYLOR BOOKS			166.29	.00
06/08/2023	96-1	AP	BAKER & TAYLOR BOOKS			44.26	.00
06/08/2023	98-1	AP	BAKER & TAYLOR BOOKS			47.81	.00
06/09/2023	66-1	AP	BAKER & TAYLOR BOOKS			39.85	.00
06/12/2023	69-1	AP	BAKER & TAYLOR BOOKS			517.00	.00
06/12/2023	103-1	AP	BAKER & TAYLOR BOOKS			413.04	.00
06/12/2023	110-1	AP	BAKER & TAYLOR BOOKS			98.60	.00
06/13/2023	108-1	AP	BAKER & TAYLOR BOOKS			79.40	.00
06/13/2023	84-1	AP	BAKER & TAYLOR BOOKS			140.18	.00
06/14/2023	9-1	AP	AMAZON CAPITAL SERVICES, INC.			13.99	.00
06/16/2023	87-1	AP	BAKER & TAYLOR BOOKS			54.25	.00
06/18/2023	8-1	AP	AMAZON CAPITAL SERVICES, INC.			16.95	.00

End.GLPeriod 723 AND Start.GLPeriod 0723 AND End.GLPeriod 0723

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
06/19/2023	112-1	AP	BAKER & TAYLOR BOOKS			145.48	.00
06/19/2023	115-1	AP	BAKER & TAYLOR BOOKS			403.96	.00
06/20/2023	117-1	AP	BAKER & TAYLOR BOOKS			311.21	.00
06/20/2023	119-1	AP	BAKER & TAYLOR BOOKS			32.47	.00
06/20/2023	105-1	AP	BAKER & TAYLOR BOOKS			37.48	.00
06/20/2023	100-1	AP	BAKER & TAYLOR BOOKS			174.40	.00
06/20/2023	81-1	AP	BAKER & TAYLOR BOOKS			103.80	.00
06/21/2023	121-1	AP	BAKER & TAYLOR BOOKS			180.97	.00
06/23/2023	123-1	AP	BAKER & TAYLOR BOOKS			98.26	.00
06/26/2023	271-1	AP	BAKER & TAYLOR BOOKS			44.48	.00
06/29/2023	275-1	AP	BAKER & TAYLOR BOOKS			15.68	.00
06/30/2023	273-1	AP	BAKER & TAYLOR BOOKS			195.54	.00
07/01/2023	300-1	AP	CENTER POINT LARGE PRINT			49.14	.00
07/07/2023	383-1	AP	AMAZON CAPITAL SERVICES, INC.			19.36	.00
900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						4,921.18	.00
900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
02/20/2023	353-1	AP	BLACKSTONE PUBLISHING			158.43	.00
06/02/2023	148-1	AP	MIDWEST TAPE			10.99	.00
06/02/2023	149-1	AP	MIDWEST TAPE			35.23	.00
06/02/2023	150-1	AP	MIDWEST TAPE			52.48	.00
06/02/2023	151-1	AP	MIDWEST TAPE			23.18	.00
06/02/2023	152-1	AP	MIDWEST TAPE			26.24	.00
06/12/2023	153-1	AP	MIDWEST TAPE			14.39	.00
06/12/2023	154-1	AP	MIDWEST TAPE			10.39	.00

End.GLPeriod 723 AND Start.GLPeriod 0723 AND End.GLPeriod 0723

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
06/12/2023	155-1	AP	MIDWEST TAPE			19.49	.00
06/12/2023	156-1	AP	MIDWEST TAPE			92.96	.00
06/12/2023	157-1	AP	MIDWEST TAPE			14.99	.00
06/12/2023	158-1	AP	MIDWEST TAPE			74.97	.00
06/12/2023	159-1	AP	MIDWEST TAPE			159.69	.00
06/12/2023	160-1	AP	MIDWEST TAPE			31.49	.00
06/12/2023	161-1	AP	MIDWEST TAPE			12.99	.00
06/16/2023	220-1	AP	BLACKSTONE PUBLISHING			73.90	.00
06/16/2023	162-1	AP	MIDWEST TAPE			23.98	.00
06/16/2023	163-1	AP	MIDWEST TAPE			24.38	.00
06/16/2023	164-1	AP	MIDWEST TAPE			43.48	.00
06/16/2023	165-1	AP	MIDWEST TAPE			13.59	.00
06/20/2023	221-1	AP	BLACKSTONE PUBLISHING			117.88	.00
06/23/2023	166-1	AP	MIDWEST TAPE			48.73	.00
06/23/2023	167-1	AP	MIDWEST TAPE			40.48	.00
06/23/2023	168-1	AP	MIDWEST TAPE			12.79	.00
06/23/2023	169-1	AP	MIDWEST TAPE			10.39	.00
06/23/2023	170-1	AP	MIDWEST TAPE			17.59	.00
06/23/2023	171-1	AP	MIDWEST TAPE			26.24	.00
07/05/2023	408-1	AP	BLACKSTONE PUBLISHING			67.48	.00
900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						1,258.82	.00
900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
06/16/2023	344-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			673.20	.00
06/30/2023	283-1	AP	TAYLOR COMPUTER SERVICES, INC			189.75	.00

End.GLPeriod 723 AND Start.GLPeriod 0723 AND End.GLPeriod 0723

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
06/30/2023	284-1	AP	TAYLOR COMPUTER SERVICES, INC			130.00	.00
06/30/2023	332-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			6.00	.00
07/10/2023	396-1	AP	WAUKESHA COUNTY TREASURER			289.54	.00
900-00-55110-000-143 - LIBRARY-TECHNOLOGY						1,288.49	.00
900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
06/01/2023	76-1	AP	BAKER & TAYLOR BOOKS			3.93	.00
06/01/2023	78-1	AP	BAKER & TAYLOR BOOKS			.40	.00
06/02/2023	80-1	AP	BAKER & TAYLOR BOOKS			.51	.00
06/02/2023	73-1	AP	BAKER & TAYLOR BOOKS			3.32	.00
06/02/2023	74-1	AP	BAKER & TAYLOR BOOKS			17.82	.00
06/05/2023	61-1	AP	BAKER & TAYLOR BOOKS			2.97	.00
06/05/2023	62-1	AP	BAKER & TAYLOR BOOKS			.35	.00
06/05/2023	64-1	AP	BAKER & TAYLOR BOOKS			2.97	.00
06/05/2023	65-1	AP	BAKER & TAYLOR BOOKS			.39	.00
06/07/2023	91-1	AP	BAKER & TAYLOR BOOKS			3.83	.00
06/07/2023	336-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			131.58	.00
06/08/2023	93-1	AP	BAKER & TAYLOR BOOKS			2.04	.00
06/08/2023	95-1	AP	BAKER & TAYLOR BOOKS			1.66	.00
06/08/2023	97-1	AP	BAKER & TAYLOR BOOKS			.44	.00
06/08/2023	99-1	AP	BAKER & TAYLOR BOOKS			.48	.00
06/09/2023	67-1	AP	BAKER & TAYLOR BOOKS			.40	.00
06/09/2023	68-1	AP	BAKER & TAYLOR BOOKS			7.26	.00
06/12/2023	70-1	AP	BAKER & TAYLOR BOOKS			45.21	.00
06/12/2023	71-1	AP	BAKER & TAYLOR BOOKS			5.17	.00

End.GLPeriod 723 AND Start.GLPeriod 0723 AND End.GLPeriod 0723

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
06/12/2023	104-1	AP	BAKER & TAYLOR BOOKS			4.13	.00
06/12/2023	111-1	AP	BAKER & TAYLOR BOOKS			.99	.00
06/13/2023	337-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			827.19	.00
06/13/2023	338-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			120.11	.00
06/13/2023	339-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			205.60	.00
06/13/2023	109-1	AP	BAKER & TAYLOR BOOKS			.79	.00
06/13/2023	85-1	AP	BAKER & TAYLOR BOOKS			1.40	.00
06/13/2023	86-1	AP	BAKER & TAYLOR BOOKS			8.91	.00
06/16/2023	88-1	AP	BAKER & TAYLOR BOOKS			2.97	.00
06/16/2023	89-1	AP	BAKER & TAYLOR BOOKS			.54	.00
06/19/2023	58-1	AP	AMAZON CAPITAL SERVICES, INC.			37.92	.00
06/19/2023	113-1	AP	BAKER & TAYLOR BOOKS			1.45	.00
06/19/2023	114-1	AP	BAKER & TAYLOR BOOKS			7.92	.00
06/19/2023	116-1	AP	BAKER & TAYLOR BOOKS			4.04	.00
06/20/2023	340-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			102.18	.00
06/20/2023	118-1	AP	BAKER & TAYLOR BOOKS			3.11	.00
06/20/2023	120-1	AP	BAKER & TAYLOR BOOKS			.32	.00
06/20/2023	106-1	AP	BAKER & TAYLOR BOOKS			2.97	.00
06/20/2023	107-1	AP	BAKER & TAYLOR BOOKS			.37	.00
06/20/2023	101-1	AP	BAKER & TAYLOR BOOKS			19.14	.00
06/20/2023	102-1	AP	BAKER & TAYLOR BOOKS			1.74	.00
06/20/2023	82-1	AP	BAKER & TAYLOR BOOKS			7.15	.00
06/20/2023	83-1	AP	BAKER & TAYLOR BOOKS			1.04	.00
06/21/2023	122-1	AP	BAKER & TAYLOR BOOKS			1.81	.00

End.GLPeriod 723 AND Start.GLPeriod 0723 AND End.GLPeriod 0723

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
06/21/2023	226-1	AP	COVER ONE, INC			995.00	.00
06/23/2023	124-1	AP	BAKER & TAYLOR BOOKS			.98	.00
06/25/2023	57-1	AP	AMAZON CAPITAL SERVICES, INC.			34.99	.00
06/26/2023	272-1	AP	BAKER & TAYLOR BOOKS			.44	.00
06/26/2023	341-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			89.58	.00
06/29/2023	264-1	AP	AMAZON CAPITAL SERVICES, INC.			60.23	.00
06/29/2023	276-1	AP	BAKER & TAYLOR BOOKS			.16	.00
06/30/2023	274-1	AP	BAKER & TAYLOR BOOKS			1.96	.00
07/03/2023	310-1	AP	JAMES IMAGING SYSTEMS INC			849.84	.00
07/07/2023	384-1	AP	AMAZON CAPITAL SERVICES, INC.			6.98	.00
900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						3,634.68	.00
900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT							
06/29/2023	327-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			250.00	.00
900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT						250.00	.00
900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS							
07/01/2023	1-1	JE	FISCAL AGENT FEE- Q3-2023			4,998.00	.00
900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS						4,998.00	.00
900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
06/19/2023	43-1	AP	VJS GC HOLDINGS, INC			28,454.50	.00
06/26/2023	190-1	AP	BATZNER PEST CONTROL INC			103.40	.00
06/28/2023	297-1	AP	J & H HEATING INC			585.00	.00
06/29/2023	298-1	AP	J & H HEATING INC			2,214.00	.00
07/01/2023	352-1	AP	JANI-KING OF MILWAUKEE			2,675.91	.00
07/05/2023	401-1	AP	KUJAWA ENTERPRISES INC			1,971.25	.00
900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						36,004.06	.00

End.GLPeriod 723 AND Start.GLPeriod 0723 AND End.GLPeriod 0723

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
900-00-55110-000-311 - LIBRARY-UTILITIES							
06/01/2023	342-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			341.11	.00
06/17/2023	318-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			222.94	.00
07/07/2023	258-1	AP	ACH WE ENERGIES			3,970.52	.00
07/07/2023	259-1	AP	ACH WE ENERGIES			186.35	.00
						4,720.92	.00
900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
06/30/2023	364-1	AP	MIDWEST TAPE - HOOPLA			719.98	.00
						719.98	.00
900-00-55110-000-313 - LIBRARY-PROGRAMS							
06/15/2023	319-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			1.25	.00
06/19/2023	322-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			52.45	.00
06/20/2023	56-1	AP	AMAZON CAPITAL SERVICES, INC.			28.58	.00
06/26/2023	215-1	AP	NELSON, KELLY			8.24	.00
06/28/2023	367-1	AP	PRIGGE, MATHEW J			180.00	.00
06/30/2023	368-1	AP	MILWAUKEE COUNTY TREASURER			128.60	.00
						399.12	.00
900-00-55110-000-450 - GRANT FUNDED EXPENSE							
06/13/2023	330-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			25.48	.00
06/16/2023	10-1	AP	AMAZON CAPITAL SERVICES, INC.			494.58	.00
06/18/2023	6-1	AP	AMAZON CAPITAL SERVICES, INC.			94.96	.00
06/19/2023	7-1	AP	AMAZON CAPITAL SERVICES, INC.			26.58	.00
06/28/2023	263-1	AP	AMAZON CAPITAL SERVICES, INC.			32.36	.00
						673.96	.00

End.GLPeriod 723 AND Start.GLPeriod 0723 AND End.GLPeriod 0723

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
900-00-55110-000-500 - DONATION FUNDED EXPENSE							
06/12/2023	345-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			50.00	.00
06/14/2023	323-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			163.75	.00
06/14/2023	324-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			300.00	.00
06/14/2023	325-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			100.00	.00
06/20/2023	333-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			30.94	.00
06/20/2023	334-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			85.38	.00
06/21/2023	328-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			6.48	.00
06/21/2023	335-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			83.97	.00
06/21/2023	331-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			18.28	.00
06/21/2023	343-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			4.88	.00
06/23/2023	329-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			.00	-12.00
06/28/2023	326-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			3.49	.00
07/09/2023	382-1	AP	AMAZON CAPITAL SERVICES, INC.			39.98	.00
07/10/2023	381-1	AP	AMAZON CAPITAL SERVICES, INC.			27.47	.00
900-00-55110-000-500 - DONATION FUNDED EXPENSE						914.62	-12.00
Total:						127,518.37	-108,129.62

GeneralLedgerPeriod.GLPeriod 723 AND APInvoiceApprovalDepartment.DepartmentName LIBRARY AND Start.GLPeriod 723 AND End.GLPeriod 723

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date
ACH PEWAUKEE UTILITY						
Approved						
13111	ACH PEWAUKEE UTILITY	07102023	LIBRARY/UTILITIES/WATER SEWER STORMWATER 2ND QUARTER	357.88	07/10/2023	08/01/2023
13111	ACH PEWAUKEE UTILITY	07102023	LIBRARY/UTILITIES/TRANSPORTATION FEE 2ND QUARTER	944.31	07/10/2023	08/01/2023
13111	ACH PEWAUKEE UTILITY	07102023	LIBRARY/UTILITIES/FIRE 2ND QUARTER	177	07/10/2023	08/01/2023
ACH PEWAUKEE				1479.19		
ACH WE ENERGIES						
Approved						
13090	ACH WE ENERGIES	4647891418	LIBRARY/UTILITIES_GAS JUNE	186.35	07/07/2023	07/31/2023
13090	ACH WE ENERGIES	4647891418	LIBRARY/UTILITIES_ELECTRIC JUNE	3970.52	07/07/2023	07/31/2023
ACH WE ENERGIES				4156.87		
AMAZON CAPITAL SERVICES, INC.						
Approved						
23	AMAZON CAPITAL SERVICES, INC.	1HF6-93HM-VR1J	LIBRARY/BRIDGES GRANT/LIBRARY OF THINGS	481.52	07/27/2023	08/26/2023

23	AMAZON CAPITAL SERVICES, INC.	1Y9N-6C7P-TJLD	LIBRARY/BRIDGES GRANT/LIBRARY OF THINGS	216.46	07/27/2023	08/26/2023
23	AMAZON CAPITAL SERVICES, INC.	1QFD-4LHT-DCY9	LIBRARY/CLEANING SUPPLIES - BATHROOM SUPPLIES	377.26	07/25/2023	08/24/2023
23	AMAZON CAPITAL SERVICES, INC.	1GW9-D9YV-9QNN	LIBRARY/1 JUV PIC BK	19.79	07/19/2023	08/18/2023
23	AMAZON CAPITAL SERVICES, INC.	11NJ-M99Q-F3LW	LIBRARY/1 ADULT FIC BK	20.04	07/16/2023	08/15/2023
23	AMAZON CAPITAL SERVICES, INC.	14HV-JPTY-3FLL	LIBRARY/WOMEN CLUB DONATION YA SLP	27.47	07/10/2023	08/09/2023
23	AMAZON CAPITAL SERVICES, INC.	17W6-KN9G-YNTC	LIBRARY/WOMEN CLUB DONATION YA SLP	39.98	07/09/2023	08/08/2023
23	AMAZON CAPITAL SERVICES, INC.	17XM-LMNP-KQFD	LIBRARY/OFFICE SUPPLIES - STICKY NOTES	6.98	07/07/2023	08/06/2023
23	AMAZON CAPITAL SERVICES, INC.	17XM-LMNP-KQFD	LIBRARY/2 ADULT SCI FI BKS	19.36	07/07/2023	08/06/2023
23	AMAZON CAPITAL SERVICES, INC.	13WC-69Y6-9FJQ	LIBRARY/OFFICE SUPPLIES - SANITIZING WIPES	60.23	06/29/2023	07/29/2023

AMAZON
CAPITAL

1269.09

BAIRD, HOLLY

Approved

10753	BAIRD, HOLLY	2325		100	07/25/2023	08/25/2023
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LIBRARY/ADULT PROGRAM/BASICS OF
CANNING

**BAIRD,
HOTI V**

100

BAKER & TAYLOR BOOKS

Approved

78	BAKER & TAYLOR BOOKS	2037686347	LIBRARY/FREIGHT CHARGE	1.23	07/26/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037686347	LIBRARY/7 ADULT NON FIC BKS	122.61	07/26/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037682825	LIBRARY/FREIGHT CHARGE	4.45	07/25/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037682825	LIBRARY/22 ADULT FIC BKS	445.48	07/25/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037679029	LIBRARY/FREIGHT CHARGE	0.64	07/20/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037679029	LIBRARY/6 ADULT REPL ACCT	63.82	07/20/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037679078	LIBRARY/FREIGHT CHARGE	0.38	07/20/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037679078	LIBRARY/3 ADULT SCI FI	38.47	07/20/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037655664	LIBRARY/PROCESSING	45.76	07/20/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037655664	LIBRARY/FREIGHT CHARGE	1.49	07/20/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037655664	LIBRARY/24 YA BOOKS	149.42	07/20/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037671674	LIBRARY/FREIGHT CHARGE	0.43	07/17/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037671674	LIBRARY/3 JUV BKS	42.81	07/17/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037670736	LIBRARY/FREIGHT CHARGE	2.48	07/18/2023	08/24/2023

78	BAKER & TAYLOR BOOKS	2037670736	LIBRARY/15 ADULT NON FIC BKS	247.89	07/18/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037672173	LIBRARY/FREIGHT CHARGE	1.56	07/19/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037672173	LIBRARY/9 ADULT NON FIC BKS	156.07	07/19/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037667380	LIBRARY/FREIGHT CHARGE	2.46	07/17/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037667380	LIBRARY/13 ADULT FIC BKS	246.14	07/17/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037667401	LIBRARY/FREIGHT CHARGE	1.72	07/17/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037667401	LIBRARY/11 ADULT FIC BKS	172.04	07/17/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037633872	LIBRARY/FREIGHT CHARGE	0.92	07/14/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037633872	LIBRARY/PROCESSING	14.41	07/14/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037633872	LIBRARY/12 YA BKS	92.3	07/14/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037633818	LIBRARY/FREIGHT CHARGE	1.98	07/12/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037633818	LIBRARY/PROCESSING	27.83	07/12/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037633818	LIBRARY/21 YA BKS	197.92	07/12/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037610046	LIBRARY/FREIGHT CHARGE	0.98	07/07/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037610046	LIBRARY/PROCESSING	13.42	07/07/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037610046	LIBRARY/13 YA BKS	97.59	07/07/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037613203	LIBRARY/FREIGHT CHARGE	2.34	07/03/2023	08/24/2023

78	BAKER & TAYLOR BOOKS	2037613203	LIBRARY/PROCESSING	22.11	07/03/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037613203	LIBRARY/21 YA BKS	233.69	07/03/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037645188	LIBRARY/PROCESSING	11.88	07/13/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037645188	LIBRARY/FREIGHT CHARGE	1.93	07/13/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037645188	LIBRARY/14 JUV PIC BKS	193.34	07/13/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037620405	LIBRARY/PROCESSING	4.95	07/10/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037620405	LIBRARY/FREIGHT CHARGE	1.02	07/10/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037620405	LIBRARY/7 JUV PIC BKS	102.13	07/10/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037624388	LIBRARY/PROCESSING	14.85	07/05/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037624388	LIBRARY/FREIGHT CHARGE	2.43	07/05/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037624388	LIBRARY/17 JUV PIC BKS	243.3	07/05/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037651534	LIBRARY/FREIGHT CHARGE	0.79	07/07/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037651534	LIBRARY/2 JUV BKS	79.08	07/07/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037641086	LIBRARY/FREIGHT CHARGE	0.16	07/05/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037641086	LIBRARY/1 ADULT NON FIC BKS	16.24	07/05/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037638936	LIBRARY/FREIGHT CHARGE	7.78	07/06/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037638936	LIBRARY/45 ADULT NON FIC BKS	777.78	07/06/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037655623	LIBRARY/FREIGHT CHARGE	1.15	07/10/2023	08/24/2023

LIBRARY/FREIGHT CHARGE

78	BAKER & TAYLOR BOOKS	2037655623	LIBRARY/10 REPL ACCT BKS	115.12	07/10/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037633812	LIBRARY/FREIGHT CHARGE	2.18	07/03/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037633812	LIBRARY/15 REPL ACCT BKS	217.87	07/03/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037655692	LIBRARY/FREIGHT CHARGE	1	07/11/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037655692	LIBRARY/6 ADULT SCI FIC	99.64	07/11/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037620431	LIBRARY/FREIGHT CHARGE	0.44	06/26/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037620431	LIBRARY/4 REPL ACCT BKS	44.48	06/26/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037635498	LIBRARY/FREIGHT CHARGE	0.16	06/29/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037635498	LIBRARY/1 ADULT SCI FIC	15.68	06/29/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037659298	LIBRARY/FREIGHT CHARGE	0.64	07/12/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037659298	LIBRARY/12 ADULT FIC BKS	63.84	07/12/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037657207	LIBRARY/FREIGHT CHARGE	2.59	07/11/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037657207	LIBRARY/17 ADULT FIC BKS	258.99	07/11/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037655621	LIBRARY/FREIGHT CHARGE	2.27	07/10/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037655621	LIBRARY/15 ADULT FIC BKS	227.03	07/10/2023	08/24/2023

78	BAKER & TAYLOR BOOKS	2037633817	LIBRARY/FREIGHT CHARGE	2.96	07/03/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037633817	LIBRARY/18 ADULT FIC BKS	295.61	07/03/2023	08/24/2023
78	BAKER & TAYLOR BOOKS	2037629954	LIBRARY/FREIGHT CHARGE	1.96	06/30/2023	07/26/2023
78	BAKER & TAYLOR BOOKS	2037629954	LIBRARY/13 ADULT FIC BKS	195.54	06/30/2023	07/26/2023

BAKER & TAYLOR

5459.65

BATZNER PEST CONTROL INC

Approved

7070	BATZNER PEST CONTROL INC	48811564	LIBRARY/PEST MGMT JULY 2023	103.4	07/17/2023	08/17/2023
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BATZNER PEST

103.4

BLACKSTONE PUBLISHING

Approved

12674	BLACKSTONE PUBLISHING	2110278	LIBRARY/4 ADULT AUDIO CDS	146.98	07/18/2023	08/17/2023
12674	BLACKSTONE PUBLISHING	2108654	LIBRARY/2 ADULT AUDIO CDS	67.48	07/05/2023	08/04/2023
12674	BLACKSTONE PUBLISHING	02087657	LIBRARY/ADULT 4 AUDIO CDS	158.43	02/20/2023	07/14/2023

BLACKSTONE

372.89

CAVENDISH SQUARE PUBLISHING

Approved

8097	CAVENDISH SQUARE PUBLISHING	CAL343263I	LIBRARY/JUVENILE BOOK SET	204.44	07/13/2023	08/13/2023
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CAVENDISH SQUARE

204.44

CENTER POINT LARGE PRINT

Approved

3552	CENTER POINT LARGE PRINT	2024205	LIBRARY/LG PRINT BOOKS (2)	49.14	07/01/2023	08/01/2023
CENTER POINT				49.14		
EBSCO PAYMENT PROCESSING CENTER						
Approved						
245	EBSCO PAYMENT PROCESSING CENTER	1693839	LIBRARY/MAGAZINE SUBSCRIPTION RENEWALS	3806.44	07/07/2023	08/07/2023
EBSCO PAYMENT				3806.44		
J & H HEATING INC						
Approved						
2984	J & H HEATING INC	W36282	LIBRARY/HVAC CONTROLLER REPLACEMENT	2214	06/29/2023	07/29/2023
2984	J & H HEATING INC	W36241	LIBRARY/REPAIR HEATING SYSTEM	585	06/28/2023	07/28/2023
J & H HEATING				2799		
JAMES IMAGING SYSTEMS INC						
Approved						
6332	JAMES IMAGING SYSTEMS INC	34388283	LIBRARY/MONTHLY COPIER LEASE/JULY 2023	849.84	07/03/2023	07/28/2023
JAMES IMAGING				849.84		
JANI-KING OF MILWAUKEE						
Approved						
12411	JANI-KING OF MILWAUKEE	MIL08230393	LIBRARY/JANITORIAL SVC AUGUST 2023	2675.91	08/01/2023	08/31/2023

JANI-KING
OF

2675.91

KUJAWA ENTERPRISES INC

Approved

6819	KUJAWA ENTERPRISES INC	228230	LIBRARY/LANDSCAPE MNT - JULY 2023	1971.25	07/05/2023	08/05/2023
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**KUJAWA
ENTERPRISES**

1971.25

MIDWEST TAPE

Approved

548	MIDWEST TAPE	504089867	LIBRARY/4 ADULT DVD	86.96	07/21/2023	08/24/2023
548	MIDWEST TAPE	504089868	LIBRARY/1 ADULT DVD	20.99	07/21/2023	08/24/2023
548	MIDWEST TAPE	504089865	LIBRARY/ 1 ADULT CD	11.99	07/21/2023	08/24/2023
548	MIDWEST TAPE	504089866	LIBRARY/4 ADULT DVD	89.96	07/21/2023	08/24/2023
548	MIDWEST TAPE	504089869	LIBRARY/JUV 1 CD	10.99	07/21/2023	08/24/2023
548	MIDWEST TAPE	504035746	LIBRARY/1 ADULT DVD	26.24	07/10/2023	08/24/2023
548	MIDWEST TAPE	504035743	LIBRARY/1 ADULT DVD	14.99	07/10/2023	08/24/2023
548	MIDWEST TAPE	504067840	LIBRARY/ADULT 1 DVDS	22.49	07/14/2023	08/24/2023
548	MIDWEST TAPE	504067499	LIBRARY/1 ADULT DVD	29.99	07/14/2023	08/24/2023
548	MIDWEST TAPE	504067843	LIBRARY/ADULT 1 DVDS	22.49	07/14/2023	08/24/2023
548	MIDWEST TAPE	504067841	LIBRARY/ 1 ADULT CD	18.99	07/14/2023	08/24/2023
548	MIDWEST TAPE	504035744	LIBRARY/ 1 ADULT CD	11.99	07/10/2023	08/24/2023
548	MIDWEST TAPE	504017313	LIBRARY/3 ADULT DVD	51.72	07/03/2023	08/24/2023
548	MIDWEST TAPE	504017310	LIBRARY/5 ADULT DVD	116.95	07/03/2023	08/24/2023
548	MIDWEST TAPE	504017312	LIBRARY/ADULT 1 DVDS	20.24	07/03/2023	08/24/2023

548	MIDWEST TAPE	503973642	LIBRARY/ 1 JUV CD	17.59	06/23/2023	07/26/2023
548	MIDWEST TAPE	503944441	LIBRARY/ 1 JUV CD	13.59	06/16/2023	07/26/2023
548	MIDWEST TAPE	503941128	LIBRARY/2 ADULT CDS	23.98	06/16/2023	07/26/2023
548	MIDWEST TAPE	503966878	LIBRARY/2 ADULT DVD	48.73	06/23/2023	07/26/2023
548	MIDWEST TAPE	503966879	LIBRARY/2 ADULT DVD	40.48	06/23/2023	07/26/2023
548	MIDWEST TAPE	503973640	LIBRARY/ 1 ADULT CD	12.79	06/23/2023	07/26/2023
548	MIDWEST TAPE	503973641	LIBRARY/ 1 ADULT CD	10.39	06/23/2023	07/26/2023
548	MIDWEST TAPE	503973644	LIBRARY/JUVENILE 1 DVD	26.24	06/23/2023	07/26/2023
548	MIDWEST TAPE	503941129	LIBRARY/2 ADULT CD	24.38	06/16/2023	07/26/2023
548	MIDWEST TAPE	503920087	LIBRARY/JUV 1 CD	12.99	06/12/2023	07/26/2023
548	MIDWEST TAPE	503944440	LIBRARY/2 ADULT DVD	43.48	06/16/2023	07/26/2023
548	MIDWEST TAPE	503920078	LIBRARY/ 1 ADULT CD	14.39	06/12/2023	07/26/2023
548	MIDWEST TAPE	503920080	LIBRARY/ 1 ADULT CD	10.39	06/12/2023	07/26/2023
548	MIDWEST TAPE	503920081	LIBRARY/ADULT 1 DVDS	19.49	06/12/2023	07/26/2023
548	MIDWEST TAPE	503920082	LIBRARY/4 ADULT DVD	92.96	06/12/2023	07/26/2023
548	MIDWEST TAPE	503920083	LIBRARY/1 ADULT DVD	14.99	06/12/2023	07/26/2023
548	MIDWEST TAPE	503920084	LIBRARY/2 ADULT DVD	74.97	06/12/2023	07/26/2023

**MIDWEST
TAPE**

1058.81

MIDWEST TAPE - HOOPLA

Approved

12821	MIDWEST TAPE - HOOPLA	504012364	LIBRARY/HOOPLA/DIGITAL ACCT ENDING 6/30/23	719.98	06/30/2023	07/30/2023
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**MIDWEST
TRADE**

719.98

MILWAUKEE COUNTY TREASURER

Approved

13107	MILWAUKEE COUNTY TREASURER	06302023	LIBRARY/JUV PROGRAM/WEHR	128.6	06/30/2023	07/30/2023
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**MILWAUKEE
COUNTY**

128.6

MILWAUKEE PLUMBING & PIPING INC

Approved

5391	MILWAUKEE PLUMBING & PIPING INC	31634	LIBRARY/PLUMBING REPAIRS	867	07/10/2023	08/10/2023
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MILWAUKEE

867

MORGAN, MATTHEW

Approved

13127	MORGAN, MATTHEW	07272023	LIBRARY/JUV PROG PERFORMER	400	07/27/2023	08/26/2023
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**MORGAN,
MATTHEW**

400

NORTH SHORE BANK CARDMEMBER SERVICE

Approved

8349	NORTH SHORE BANK CARDMEMBER SERVICE	7322550	LIBRARY/SHIPPING	205.6	06/13/2023	08/02/2023
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8349	NORTH SHORE BANK CARDMEMBER SERVICE	7322550	LIBRARY/PROCESSING SUPPLIES	120.11	06/13/2023	08/02/2023
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8349	NORTH SHORE BANK CARDMEMBER SERVICE	7325041	LIBRARY/DEMCO/PROCESSING SUPPLIES	102.18	06/20/2023	08/02/2023
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8349	NORTH SHORE BANK CARDMEMBER SERVICE	7320217	LIBRARY/DEMCO/PROCESSING SUPPLIES	131.58	06/07/2023	08/02/2023
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8349	NORTH SHORE BANK CARDMEMBER SERVICE	114194	LIBRARY/FRIENDS GENERAL SUPP	100	06/14/2023	08/02/2023
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LIBRARY/FRIENDS GENERAL/SEA
KICKOFF

8349	NORTH SHORE BANK CARDMEMBER SERVICE	110917	LIBRARY/AMERICAN BUTTON/JUV PROG SUPPLIES	52.45	06/19/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7326969	LIBRARY/DEMCO/PROCESSING SUPPLIES	89.58	06/26/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	0077052061723	LIBRARY/SPECTRUM/INTERNET 6/17/23 THRU 7/16/23	222.94	06/17/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	07012023	LIBRARY/WALL STREET JOURNAL/SUBSCRIPTION 3RD QUARTER	173.22	07/01/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	4754614074	LIBRARY/GOOGLE/WORKSPACE JUNE	6	06/30/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	17760	LIBRARY/WLA/MEMBERSHIP RENEWAL - NAN CHAMPE	250	06/29/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	114135	LIBRARY/FRIENDS GENERAL/SUMMER KICK OFF EVENT	163.75	06/14/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	CE4EF2C2-0003	LIBRARY/SLING/SCHEDULING SOFTWARE	673.2	06/16/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	317200615918	LIBRARY/WOMENS CLUB YASIP	18.28	06/21/2023	08/02/2023

LIBRARY/WOMENS CLUB YA SLP

8349	NORTH SHORE BANK CARDMEMBER SERVICE	231722199017407570	LIBRARY/WOMENS CLUB YA SLP	6.48	06/21/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7322550	LIBRARY/DEMCO/2 BOOK CARTS	827.19	06/13/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	G05230612134232	LIBRARY/FRIENDS GENERAL SUMMER KICKOFF	50	06/12/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	05312023	LIBRARY/NATION MAGAZINE/SUBSCRIPTION	39	05/31/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7640	LIBRARY/UTILITIES/TELEPHONE JUNE	341.11	06/01/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	118204	LIBRARY/ADULT PROGRAM	3.49	06/28/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	911290	LIBRARY/WOMENS CLUB YA SLP	4.88	06/21/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	114194	LIBRARY/GENERAC DONATION/SLP KICKOFF	300	06/14/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	316400473802	LIBRARY/BRIDGES GRANT/LIBRARY OF THINGS	25.48	06/13/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	025104039931	LIBRARYADULT PROGRAM	1.25	06/15/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	711253	LIBRARY/WOMENS CLUB YA SLP	83.97	06/21/2023	08/02/2023

LIBRARY/WOMENS CLUB YA SLP

8349	NORTH SHORE BANK CARDMEMBER SERVICE	313243	LIBRARY/WOMENS CLUB YA SLP	-12	06/23/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	710241	LIBRARY/WOMENS CLUB YA SLP	30.94	06/20/2023	08/02/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	710261	LIBRARY/WOMENS CLUB YA SLP	85.38	06/20/2023	08/02/2023

**NORTH
SHORE**

4096.06

SALEM PRESS INC

Approved

1708	SALEM PRESS INC	184350	LIBRARY/1 ADULT NON FIC	103.74	07/21/2023	08/20/2023
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**SALEM
PRESS INC**

103.74

TAYLOR COMPUTER SERVICES, INC

Approved

810	TAYLOR COMPUTER SERVICES, INC	24968	LIBRARY/COMPUTER REPAIR SERVICES JULY 2023	130	06/30/2023	07/30/2023
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810	TAYLOR COMPUTER SERVICES, INC	24968	LIBRARY/MANAGED SERVICES JULY 2023	189.75	06/30/2023	07/30/2023
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**TAYLOR
COMPUTER**

319.75

THOMM, JONATHAN

Approved

13119	THOMM, JONATHAN	010	LIBRARY/PERFORMER/JUV PROGRAM	100	07/28/2023	08/27/2023
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**THOMM,
JONATHAN**

100

VJS GC HOLDINGS, INC

Approved

13120	VJS GC HOLDINGS, INC	11910	LIBRARY/RENOVATION	28454.5	07/26/2023	08/25/2023
				<u>28454.5</u>		

WAUKESHA COUNTY TREASURER

Approved

926	WAUKESHA COUNTY TREASURER	2023-13010112	LIBRARY/ENVISIONWARE	289.54	07/10/2023	08/09/2023
				<u>289.54</u>		

Total:

61835.09

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	31713						186468	104.02%
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	27722						158653	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	3732						26124	109.36%
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	259						1691	113.57%
LSER (LIBRARY SERVICES EFFORT RATIO)														
2023	87.99%	89.36%	91.35%	91.52%	87.75%	90.87%	91.45%						90.15%	
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	10672						63086	110.63%
Daily average 2023	321	312	334	392	361	446	427						432	135.52%
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	1538						8567	108.66%
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	3666	3824						24545	100.50%
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	3062						19501	97.74%
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	149						860	123.03%
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	53						312	98.73%

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	126						944	125.37%	
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	1017						7220	121.14%	
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	379						2682	94.44%	
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	5						81	117.39%
Attendance	2023	402	387	557	285	0	266	179						2076	129.18%
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	17						67	167.50%
Attendance	2023	187	70	124	98	975	841	743						3038	112.73%
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	2						14	127.27%
Attendance	2023	21	3	10	11	19	18	23						105	66.46%
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	8						54	105.88%
Attendance	2023	105	97	204	215	178	165	199						1163	176.48%
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						2	13.33%
Attendance	2023	0	0	0	0	0	343	142						485	47.69%

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	0							1	6.67%
Attendance	2023	0	0	0	43	0	0							43	4.40%
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	5							22	146.67%
Attendance	2023	0	103	202	421	76	579							1381	141.35%
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	100.00%
Attendance	2023	29	34	115	29	33	115	58						413	158.85%
Adult Self-Directed Activities (18+) (includes summer reading participation)															
# programs	2022													0	
Attendance	2022													0	
# program	2023	3	4	3	0	0	0	0						10	#DIV/0!
Attendance	2023	242	320	240	0	0	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	2						3	100.00%
Attendance	2023	0	0	0	0	0	212	296						508	416.39%

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

- Hands-on programs are always popular with adults and fill up quickly without much advertising. This July I led a Pressed Flower Suncatcher Adult Craft Night. We created simple suncatchers with pressed flowers, contact paper, and embroidery hoops.
- We were excited to host Joey and Holly Baird of The Wisconsin Vegetable Gardener for an information presentation about the basics of canning. This program brought in the gardeners in the area, with 58 people in attendance.
- The Bridges Library System's Adult Services Meeting was held here in July and Eric was able to attend. It's always good to collaborate with other libraries and learn from their experiences.
- This summer Sandy and I collaborated on a program for all ages: a Tiny Art Show. Patrons were asked to submit artwork with one very specific stipulation: it must be tiny! We handed out 100 kits containing canvases, easels and paint. Patrons could choose to use provided paint or use their own supplies. Artwork was turned back into the library and we held a Tiny Gallery Opening on July 27. We received a wide variety of artwork from toddlers all the way up to adults. You can view the tiny masterpieces on display in the Library through August.

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - July 10: Hoopla presentation @ Bridges.
 - July 19: Library Board Meeting
 - July 20: Library Foundation Meeting
 - July 21: Department Head's Meeting @ PPL
 - July 26: Meeting with Taylor Computing @ PPL.
- *Staff Updates:*
 - Kelly, Madi and I interviewed candidates for the Youth Services position during the week of July 31st. After considerable review of the candidates, an offer was extended to the best qualified candidate. I am please to announce the hiring of Peter Blenski as our new Youth Services Manager. Peter has served as the served as the Children's Librarian at the Hartford Library for the past 4 years. Peter excels in programming, outreach and marketing and we are excited to have him as a member of the management team. Peter's first day will be Monday, August 21, 2023.
 - Barb Cavallo returned to regular work at the Library on July 31, 2023. We are grateful that she is back.
- *Building and maintenance.*
 - The rainstorms on July 5 triggered a substantial leak in the children's room. Hernandez roofing was able to come out and patch the leak. This is not the first time that we have experienced problems in this area. This leak occurred on a flat/rubber section of the roof. Hernandez informed me that this section is not in good shape so they are preparing a quote to reroof this section of the Library.
 - The Library's hot water system controller failed and needed to be replaced. The cost of this replacement was \$2,214.00

- *Budget VS Actual Report.* There is a posting adjustment that will appear on next month's report. We received a donation check from the Foundation for \$9,034.14. This check was posted to the MISC REVENUES(R) line. It will be moved to the DONATIONS, PRIVATE OR ORGANIZ(R) line.
- *Library of Things Collection Policy (AGENDA ITEM).* The Library is moving forward with having our new Library of Things collection ready for circulation. With this addition, I have drafted a new policy specifically for our growing Library of Things collections. I would ask for the Board input on this policy. Due the range of items in this collection, the drafted policy is vague. We are hoping for flexibility in setting loan periods and in determining which items will be available through the LendingKey software. I have been in touch with the attorney to request his assistance in drafting a User Agreement/Liability Policy. Adoption will also require me to revise language from a couple of other policy there will be general overlap.
- *Resolution No. 2023-02 (AGENDA ITEM).* The Library has received notification that it has been included in the estate plan for Joanne Knecht. Joanne was a long standing and regular patron of the Pewaukee Library. She is fondly remembered as our first outreach patron. She recently resided at Kirkland Crossing so her use of the Library continued with our direct outreach program to that facility. As part of the settlement of the estate, the Library has been asked to submit several documents and needs to approve a formal resolution. That resolution is attached for your review and consideration. Attorney Wirkus drafted the document and wanted me to let you know that the resolution is suggested language only. The trustees may amend specific portions of resolution as they feel appropriate at the meeting, prior to adoption. The trustees might also discuss and make decisions on how the funds are to be used. Those decisions don't necessarily need to go in this resolution, but would still be memorialized in the Board minutes. At this time, I do not know the amount of the gift.



**Pewaukee Public Library
2024 Budget
Administrative Recommendations
August 16, 2023 (DRAFT)**

Browse. Borrow. *Bloom.*

40 of 61
210 Main Street • Pewaukee, WI 53072 • 262.691.5670 • Fax: 262.691.5673

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2024 Pewaukee Public Library Budget - DRAFT 8/16/2023

<i>EXPENDITURES</i>	<i>Budget</i> 2022	<i>Actual</i> 2022	<i>Actual</i> 2022 +/-	<i>June</i> <i>30,</i> <i>2023</i> <i>Actual</i>	<i>Budget</i> 2023	<i>Budget</i> 2024	<i>Actual</i> +/-	<i>%</i> <i>Change</i>
110 Library Salaries	616,882	596,684	-20,198	293,759	636,565	667,009	30,444	4.78%
130 Benefits	200,228	195,438	-4,790	102,073	212,484	227,646	15,162	7.14%
Social Security (6.2%)	38,247	34,874	-3,373	18,386	39,467	41,354	1,887	4.78%
Medicare (1.45%)	8,945	8,157	-788	4,300	9,230	9,672	442	4.78%
Retirement (WRS 6.9%)	32,837	32,436	-401	17,845	35,977	37,338	1,361	3.78%
Dental	3,148	3,119	-29	1,450	3,537	2,244	-1,293	-36.57%
Disability	3,635	3,262	-373	1,940	3,293	4,000	707	21.47%
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	14,000	-10,000	-41.67%
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	23,650	2,100	9.74%
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/Shipping/Freight	900	437	-463	462	0	1,500	1,500	#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	4,000	1,000	33.33%
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/Permits	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	62,789	7,144	12.84%
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								
Fire Prot	2,000	1,764	-236	506	2,000	2,000	0	0.00%
Utility - Transportation	2,113	2,113	0	944	2,113	3,776	1,663	78.70%
Fire and EMS	0	0	0	0	0	2,000	2,000	#DIV/0!
312 Digital Materials	21,815	22,346	531	18,430	19,899	23,962	4,063	20.42%
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	1,359	12,537	11,178	822.52%
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	3,101	8,038	4,937	159.21%
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	1,321,552	72,414	5.80%

2024 Pewaukee Public Library Budget DRAFT

<i>REVENUES</i>	<i>Budget 2022</i>	<i>Actual 2022</i>	<i>Actual 2022</i>	<i>Current Actual 2023</i>	<i>Budget 2023</i>	<i>Budget 2024</i>	<i>Actual +/-</i>	<i>% Change</i>
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	8,038	4,937	159.21%
SUB TOTAL	132,075	166,987	34,912	86,526	131,452	141,223	9,771	7.43%
49000 CITY Contribution (78%)	840,591	840,591	0	508,547	871,795	920,657	48,862	5.60%
49001 VILLAGE Contribution (22%)	261,180	261,180	0	131,372	262,744	259,672	-3,072	-1.17%
Total Municipal Contribution 100%	1,101,771	1,101,771	0	639,919	1,117,686	1,180,329	62,643	5.60%
TOTAL REVENUES	1,233,846	1,268,758	34,912	726,445	1,249,138	1,321,552	72,414	5.80%

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

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

Description of Significant Changes: Expenditures

110 Library Salaries. (Increase of \$30,444 or 4.78%)

- New Library Clerk – 14 hr/wk. In 2024, the Waukesha County staffing standard for the Pewaukee Library will increase from 12.85 FTE to 13.24 FTE. This position would put the Library’s FTE standard at 13.45 FTE to meet the minimum standard. (\$10,920 or 1.71%)
- This increase includes a cost of living adjustment for all employees of 2% and a pool for merit increases from 0-3% (\$19,524 or 3.07%).

130 Benefits. (Increase of \$15,162 or 7.14%)

- **Social Security/Medicare.** Percentage increase is in conjunction with the overall salary increase. (+ \$1,887 and \$442)
- **Retirement.** WRS contribution rate for 2024 will increase by .1% to 6.9%. This increase accounts for salary adjustments for 2024 and the increased contribution requirement. (+1,361)
- **Dental.** Dental insurance is now provided through the State of Wisconsin Health Insurance Program. (-1,293)
- **Disability.** The short term disability policy was renegotiated in 2023 and a long term disability policy was added. Adjustment is based on added benefits in 2023 and salary adjustments for 2024. (+707).
- **Health Insurance.** This budget projects a 10% increase in health insurance premiums based 2023 premiums of \$119,843. Actual rates will be released in fall and the budget will be adjusted according to established rates and open enrollment. (+\$11,984)

140 Subscriptions/141 Print Materials/142 Non-Print Materials / 312 Digital Materials/450 Grants (\$6,038).

(Increase of \$11,000 or 8.66%)

- In order to meet the Minimum Expenditures per Capita established in the Waukesha County Library Services Plan 2022-2026, the Library must spend at total of \$138,000. In 2023, the minimum was \$127,000.00. This proposed budget meets that minimum standard when combining the total budgets for the expenditure lines listed above.
- Here is information on the adjustments within these collections:
 - **140 Print Materials.** The increase in this budget will be used to purchase replacement copies. Many classic books are in need to replacement due wear and tear. (+14,000)
 - **141 Non-Print Materials.** The Library will discontinue purchasing of adult audiobooks on cd. This format is becoming obsolete. While we continue to purchase DVDs, we are not purchasing as many due to limited availability and reduced demand for this format. (-10,000)
 - **312 Digital Materials - Advantage (E-Materials).** We will reduce the number titles that we purchase through this program in favor of Hoopla. (-3,511)
 - **312 Digital Materials - Flipster (E-Magazine).** The system is discontinuing this subscription. E-Magazines are now available through Overdrive/Libby. (-982)
 - **312 Digital Materials - Hoopla (E-Materials).** The Library will begin to purchase permanent licenses for e-audiobooks as a replacement format for audiobooks on CD. (+8,077)
 - **312 Digital Materials - Gale Courses.** The system is discontinuing their subscription to this service due to low usage and high cost. (-3,200)
 - **450 Grants.** The Library is slated to receive a grant for \$6,038 to fund Hoopla use in 2024. (+2937)

144 Mileage, Supplies, Other Expenditures. (Increase of 2,100 or 9.74%)

- **Copier Services.** The contract with James Imaging includes the clause “At the end of the first 12 months after commencement of this Agreement, and once each successive 12-month period, thereafter, we may

increase the Payment and the Excess Charge by a maximum of 15% of the existing Payment or Excess Charge.” For 2022, James Imaging increased this charge by 15% so this budget projects the same increase for 2023. (+\$700)

- **Postage/Shipping/Freight.** We have seen a significant increase in shipping costs for purchases. Baker and Taylor instituted a new freight charge in 2023 and shipping charges have increased with other vendors. (+\$1,500)
- **Processing Supplies.** This adjustment reflects increased pricing for processing supplies. (+\$1,000)

150 Professional Services

- **Fiscal Agent Services.** This proposed budget includes the same fiscal agent fee from 2023. At this time, I have not received a budget number from the Village as requested. I would anticipate a reduction in this fee based on the fact that the Library has paid their obligation toward the new financial software. I would also anticipate a reduction in labor costs due to continued staff efficiencies with the new software which includes streamlined payroll processing.

311 Utilities. (Increase of 7,144 or 12.84%)

- **Utility - Transportation.** This line reflects the actual increase in the cost from 2022 to 2023. I have not received any actual projections for 2024. (+1,887)
- **Fire and EMS.** This is a new fee that the Village of Pewaukee is looking to begin in 2024. The Village has advised me to budget this amount for the Library. (+2,000)

400 Legal. (Increase of \$2,000 or 100%)

- This increase reflects the actual charges the Library has incurred in 2023.

450 Grants. (Increase of \$4,937 or 159.21%)

- This increase reflects grants that will be available to the Library from the Bridges Library System.

Description of Significant Changes: Revenue

43790 County Library Aids (Increase of \$6,597 or 5.88%)

- **Waukesha County, Lakeshores and Jefferson County.** We have seen increased circulation from True Non-Residents (TNR) of print and electric materials. (+5,594) There was also a slight increase in circulation to adjacent county residents from Lakeshores and Jefferson County. (+513 and 511)

46710 Library Fines.

Fine collection continues to trend downward. We continue to circulation less DVDs which accounts for most of the reduction. This budget projects fine collection based on the 2022 actual revenue. (-2,527)

48500-00 Grants.

The Library is slated to receive a grant of \$6,038 from the Bridges Library System to help fund the cost of Hoopla. Bridges is also budgeting to provide each Library with a \$2,000 Innovation Grant in 2024. (+4,937)

LIBRARY OF THINGS COLLECTION POLICY

PURPOSE

A Library of Things [LoT] collection item is a non-traditional item that are available for circulation to patrons which complement the Pewaukee Public Library's [Library] mission. The LoT collection may include, but are not limited to:

- Puzzles and Games
- Explore passes to local zoos, museums, or attractions
- STEM/STEAM equipment and kits
- Technology
- Tools and other Home Materials
- Audiovisual Equipment

Patrons who borrow an item from the LoT collection agree to the terms established in this policy.

GUIDELINES FOR BORROWING

Due to the nature of the of items contained in the LoT collection, all items must be checked out from and returned directly to the Library. Items will not be shared via delivery with other libraries in the Bridges Library Network.

A valid CAFÉ library card in good-standing is required to borrow an item. Some items will require the borrower to be 18 years of age or older and must be checked out on an adult library card.

Items must be checked out at the Library's Circulation Desk. Explore passes only may be returned in the Library's book drop. All other items must be returned to the Library's Circulation Desk.

A \$5.00 fine/fee (per item) will be charged to the borrower's account if an item is returned in the book drop (with the exception of an Explore Pass) or to another library in the Bridges Library System.

RESERVATIONS

The Library has purchased a supplemental software product which enables items to be reserved for a specific check out period in the future. Library staff will determine which items from the Library of Things Collection will be suited for this program. Items not included in this program will be available on a first come, first served basis.

LOAN PERIODS & FINES

Loan periods for items in this collection and fines will vary. There will be no renewals.

LOST OR DAMAGED ITEMS

Each borrower is financially responsible for items checked out from the LoT Collection. Patrons will be responsible for any loss or damage to an item while borrowed. If an item is lost, the patron will be responsible for the replacement cost based on the retail price of the item at time of purchase.

Library staff will inspect all items upon return to determine if the item is damaged or pieces are missing. If an item is damaged, the Library will assess and charge fees on a case-by-case basis. Damage fees will not exceed the replacement cost of the item.

USER AGREEMENT/LIABILITY WAIVER

Check out of all items that require the borrower to be 18 years of age or older will require a signed copy of the Pewaukee Public Library's Library of Things User Agreement/Liability Waiver. The Library will retain the original copy of any signed agreement, with the patron's signature

Adopted by the Board of Trustees:

Pewaukee Library
210 Main St
Pewaukee, WI 53072

July 31, 2023

RE: Estate of Joanne Knecht

Dear Sir or Madam,

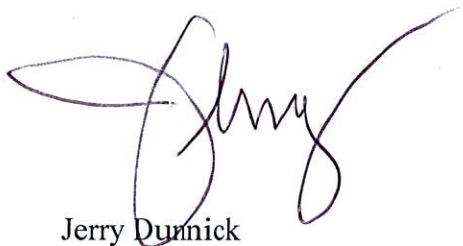
Joanne Knecht recently passed and has left a portion of her estate to your charity. Please complete the following and return to me in the enclosed envelope.

- Please complete the claim form
- Please complete the W-9 form
- Please provide a copy of corporate resolution indicating who is authorized to sign on behalf of your organization.

Return all paperwork in the enclosed envelope to my office.

Please call me at 262 646-9244 should you have any questions.

Sincerely,



Jerry Dunnick

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name , if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	<input type="checkbox"/> S Corporation
<input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> Partnership
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	<input type="checkbox"/> Trust/estate
5 Address (number, street, and apt. or suite no.) See instructions.	Exempt payee code (if any) _____
6 City, state, and ZIP code	Exemption from FATCA reporting code (if any) _____
7 List account number(s) here (optional)	(Applies to accounts maintained outside the U.S.)
Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
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	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶ _____

Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Claimant Form—Non-Qualified Annuity

Policy/Account Number 26867903 & 27978501	Deceased's Legal Name (First Middle Initial, Last) JOANNE KNECHT
Date and Place of Death 1/18/23	Cause of Death NATURAL

Print Beneficiary/Claimant's Legal Name (First, Middle Initial, Last)	Social Security Number/Tax ID Number
Address	Phone Number
	Date of Birth
Email	Your Relationship to Deceased

Settlement Options Choose only one. (Some options may require additional forms/applications.)

Option 1 Spousal Continuation (Spouses Only)—Retain original policy (DO NOT RETURN POLICY).

Option 2 Inherited Stretch (Annual Required Minimum Distributions based on life expectancy)—Application is required.

Option 3 Structured Payout (Annuitization)—Provide payout time frame and frequency instructions below.

Option 4 5-Year Rule—Deferral Option

Option 5 Lump Sum

Additional Instructions

Federal Withholding Election Withhold 0 % of the taxable amount for federal income tax.

GBU does not withhold any state tax. Please consult your tax advisor with any questions on taxation.

Benefit Format Choose only one.

Check via regular USPS mail

Direct Deposit into my checking account (attach voided check)

Certificate of Lost Policy if policy not returned: I certify that the annuity policy identified has been lost or destroyed and, to the best of my knowledge, is not in anyone's possession. If the original should be found or come into my possession, I will return it GBU Financial Life. It is understood that the original contract shall become null and void.

By signing, I agree that I have read the applicable fraud warning for the state where I reside.

Beneficiary/Legal Representative Signature	Date
--	------

GBU FINANCIAL LIFE
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FRAUD WARNING NOTICES

Some states require us to provide the following information to you:

Alabama Residents. Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.

Alaska Residents. A person who knowingly and with intent to injure, defraud or deceive an insurance company, files a claim containing false, incomplete or misleading information may be prosecuted under state law.

Arizona Residents. For your protection, Arizona law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is subject to criminal and civil penalties.

California Residents. For your protection, California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Colorado Residents. It is unlawful to knowingly provide false, incomplete or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete or misleading facts or information to the policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Delaware, Idaho and Indiana Residents. WARNING: Any person who knowingly and with intent to injure, defraud or deceive any insurer, files a statement of claim or an application containing false, incomplete or misleading information is guilty of a felony.

District of Columbia, Maine, Tennessee, Virginia and Washington Residents. WARNING: It is a crime to knowingly provide false, incomplete or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Florida Residents. Any person who knowingly and with intent to injure, defraud or deceive an insurance company, makes a statement of claim for the proceeds of an insurance policy containing false, incomplete or misleading information is guilty of a felony of the third degree.

Louisiana and Texas Residents. Any person who knowingly presents a false or fraudulent claim for the payment of a loss or benefit or knowingly presents false information in an application of insurance is guilty of a crime and may be subject to fines and confinement in state prison.

Minnesota Residents. A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

New Hampshire Residents. Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

New Jersey Residents. Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

New Mexico Residents. Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

New York Residents. Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Ohio Residents. Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Oklahoma Residents. WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Other Residents (AR, CT, GA, HI, IL, IA, KS, MA, MD, MI, MS, MO, MT, NE, NV, NC, ND, OR, RI, SC, SD, UT, VT, WV, WI and WY). Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Pennsylvania and Kentucky Residents. Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.



Claim Instructions/Requirements

The following are needed for ALL claims. Please review the requirements necessary to complete the process:

- Claimant Form**—one form for each beneficiary per life/annuity contract
- Certified Death Certificate**—copies are not accepted; originals will not be returned
- Original Annuity Contract(s)/Life Policy(ies)**—if lost check box on claim form
- W9—Request for Taxpayer ID Number and Certification (included)**—page 1 only
 - We are required by the Internal Revenue Service to provide Social Security Numbers (SSN) on all taxable transactions. (Not all claims result in a taxable event.)
- Copy of Beneficiary's(ies') driver's license(s) or other official ID(s)**
- Change of Beneficiary Form** (Not needed for Lump-Sum Settlement Option)

The following are additional requirements needed for the following beneficiary types/circumstances:

- Trust is the beneficiary**
 - Complete copy of the Trust Agreement and Trust Certification
 - IRS-issued Tax ID number assigned to the Trust
 - Claimant Form—completed and signed by Trustee(s)
- Estate of the deceased is the beneficiary**
 - IRS-issued Tax ID number assigned to the estate. (NOT THE DECEASED'S SSN.)
 - Court-certified executor's appointment, letters testamentary or short certificate
 - Claimant Form—completed and signed by estate administrator or executor
- Minor child is the beneficiary—parent or appointed guardian/conservator of beneficiary**
 - The minor child's SSN must be provided
 - Certified birth certificate showing parent(s) as legal guardian(s), or
 - Court-certified letters of guardianship/conservatorship
- Charity/corporation is the beneficiary**
 - A copy of the Corporate Resolution indicating who is authorized to sign on behalf of the organization
- Non-US citizen beneficiary (lump sum only)**
 - IRS Form W-8BEN
- Beneficiary name has changed**
 - Legal proof of name change (i.e. marriage certificate/notice from court)
- Power of attorney/attorney-in-fact acting on behalf of the beneficiary**
 - A current copy of the power of attorney document
 - Signed by power of attorney as legal representative of beneficiary
 - Copy of power of attorney's driver's license or other official ID

There may be other documentation/forms needed in some circumstances.

GBU FINANCIAL LIFE

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**RESOLUTION No. 2023-02:
A Resolution Establishing Authority in Matters Pertaining to the Estate of Joanne Knecht**

The following resolution is made by the Board of Trustees (the "Board") of the Pewaukee Public Library (the "Library"):

WHEREAS, the Board is the duly appointed governing body of the Library as its "joint library board" within the meaning of Wis. Stat. §§ 43.52, 43.53 and 43.58;

WHEREAS, pursuant to Wis. Stat. § 43.58, the Board shall have exclusive control of all moneys collected, donated or appropriated for the library fund and shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted for library purposes;

WHEREAS, pursuant to Wis. Stat. § 43.58, the Board, as special trustees, may receive and manage gifts, devises, bequests, and donations to the library;

WHEREAS, pursuant to the Board's bylaws, its President is empowered to execute all documents approved by and on behalf of the Board;

WHEREAS, the Board has been informed that Joanne Knecht, a longtime Library patron, recently passed away and has devised, bequeathed, or otherwise gifted a portion of her estate to the Library, by naming it the beneficiary of a GBU Financial Life lump sum annuity.

THEREFORE, BE IT RESOLVED, that the Board hereby accepts the aforementioned lump sum annuity and authorizes its President, Leslie Miller, to execute all documents, including but not limited to any claimant forms, and to carry out all tasks necessary to claim, accept, and otherwise effectuate acceptance of the annuity on behalf of the Board, for the benefit of the Library.

FURTHER RESOLVED, that pursuant to its Bylaws and Wis. Stat. § 43.58, the Board's Treasurer, Dale Knoll, be and hereby is authorized to sign all documents and carry out all tasks necessary for the deposit of the annuity proceeds in the Library's depository account and to thereafter disburse said proceeds, as the Board may further direct, consistent with all applicable laws.

ADOPTED this 16th day of August, 2023 at a regularly scheduled meeting of the Joint Library Board of the Pewaukee Public Library.

Leslie Miller, President/Chairperson

CERTIFICATE OF SECRETARY

The undersigned hereby certifies that he is the duly elected and qualified Secretary of the Board and the foregoing is a true and correct record of a resolution duly adopted by the Board on the 16th day August, 2023.

Dale Knoll, Secretary

Bylaws—Organizing the Board for Effective Action

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board’s own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin’s Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

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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Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

Sample Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

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

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

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

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

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

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

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

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

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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