



# October 2023 BOT Packet

Wednesday, October 18, 2023  
6:30 PM

Visaya Room, Pewaukee Public Library

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

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public and to those news media who have filed a written or electronic request for this notice, that a meeting of the Pewaukee Public Library Board of Trustees will be held on Wednesday, October 18, 2023 at 6:30 p.m. The meeting will be held in the Visaya Room at the Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072.

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

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

1. Call Meeting to Order and Roll Call

#### **REGULAR BUSINESS:**

2. Citizen Comments/Correspondence
3. Approval of Consent Agenda
  - a. Minutes September 20, 2023 (Regular Board Meeting)
  - b. Minutes October 4, 2023 (Special Board Meeting)
  - c. Financial Reports:
    - i. GL Budget vs. Actual Library – September 2023
    - ii. GL Detail Library – September 2023
    - iii. Payment Approval Report – September 2023
  - d. Library Monthly Statistics Report through September 2023
  - e. Director's Report: October 2023

#### **OLD BUSINESS:**

4. Discussion and possible action on the 2024 Pewaukee Public Library Budget
5. Update on the Joint Library Agreement negotiations

#### **NEW BUSINESS:**

6. Discussion and possible action on 2024 Library Hours and Holiday Closings
7. Discussion and possible action on proposal to use the Joanne Knecht donation to frame and install the 9 paintings from the Kohler Foundation.
8. Discussion and possible action on proposal to replace the flat roof over the children's space.
9. Discussion and possible action on BOT *Trustee Essentials 12: Library Standards*
10. ADJOURNMENT

#### **NEXT MEETING SCHEDULED: Wednesday, November 15, 2023**

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

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

Posted: Friday, October 13, 2023
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# PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, September 20, 2023 6:30 PM

1. Call Meeting to Order and Roll Call: 6:30 PM

Members Present: Dale Noll, Karen Wildman, Ian Clark, Ann Wright, Heather Gergen, Lisa Jansen

Others Present: Nan Champe (Library Director)

Members Excused: Leslie Miller

## **Special Business:**

2. Presentation by Kelly Nelson, Adult Services Manager

## **Regular Business:**

3. Citizen Comments/Correspondence –  
n/a

4. Approval of Consent Agenda
  - a. Minutes July 19, 2023 (Regular Board Meeting)
  - b. Minutes August 17, 2023 (Regular Board Meeting)
  - c. Financial Reports:
    - i. GL Budget vs. Actual Library – August 2023
    - ii. GL Detail Library – August 2023
    - iii. Payment Approval Report – August 2023
  - d. Library Monthly Statistics Report though August 2023
  - e. Director's Report: September 2023

Motion to approve: Ann Wright

Second: Heather Gergen

Discussion: n/a

Motion carried

## **OLD BUSINESS:**

5. Discussion and possible action on the new Library of Things Collection Policy and Assumption of Risk and Waiver of Liability form.

Motion to approve: Heather Gergen

Second: Ian Clark

Discussion: To the Assumption of Risk & Liability Waiver add wording for extreme weather

Motion Carried

**NEW BUSINESS:**

6. Discussion and possible action on revisions to the Borrowing Library Materials Policy

Motion to approve: Heather Gergen

Second: Lisa Jansen

Discussion:           1. Establishment of a standard overdue fine of \$0.20/day. Currently we have a \$0.15/day fine for all materials except dvds which is \$1.00/day  
                              2. Adding YA print materials and books on CD to the items that are not charged overdue fines by the Pewaukee Library.  
                              3. Eliminating the refund for items that have been lost and have been paid for.  
                              4. Assessing overdue fines for lost items that have been returned (but not paid for).

Motion Carried

7. Discussion and possible action on revisions to the Library Card Policy

Motion to approve: Lisa Jansen

Second: Ann Wright

Discussion: n/a

Motion Carried

8. Discussion and possible action to retire the Special Library Cards Policy

Motion to approve: Ian Clark

Second: Lisa Jansen

Discussion: n/a

Motion Carried

9. Discussion and possible action on revisions to grade assignments for Library positions and salary ranges.

No Action

10. Discussion and possible action on BOT Trustee Essentials 09: Managing the Library's Money

No Action

11. ADJOURNMENT - 7:59pm

Motion to approve: Heather Gergen

Second: Ian Clark

Discussion:

Motion carried

**NEXT MEETING SCHEDULED:**           Wednesday, October 18, 2023 at 6:30 PM

LOCATION:

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

# PEWAUKEE PUBLIC LIBRARY SPECIAL BOARD MEETING

Wednesday, October 4, 2023 – 7:00 PM

1. Call Meeting to order and Roll Call: 7:00 PM  
Members Present: Lisa Jansen, Leslie Miller, Dale Noll, Heather Gergen, Ian Clark, Ann Wright, Karen Wildman  
Others Present: Nan Champe (Library Director)  
Scott Klein  
Members Excused: Ann Wright
2. Citizen Comments/Correspondence – n/a

## SPECIAL BUSINESS

3. Update on the Joint Library Agreement negotiations including Notice of Termination: Joint Library Agreement  
  
Motion: n/a – for information only
4. Discussion and possible action on City of Pewaukee Finance Committee request for a breakdown of the Village fiscal agent fee for the Library to include hours per month, hourly rate of said person (s) and all other costs.  
  
Motion: n/a – for information only
5. Discussion and possible action on the following request from the City of Pewaukee Finance Committee:  
  
Since our 20 year contract will be closed in 2024 – there is a fund balance of \$259,728 in which we contributed our 78% share which would be overages from the past budgets. We would like you to request \$202,587.84 be used towards our 2024 budget number of \$923,252.  
  
Discussion: 78% incorrect estimate.  
Would need to evaluate each year in the past to compare percent of contributions, restricted donations, etc. and draw a comparison.  
State Statute 43.58 states Library Board has jurisdiction on spending.  
Library Board is responsible for maintenance.

**OLD BUSINESS**

6. Discussion and possible action on the proposed updated salary scale and Resolution No. 2023-03: Resolution Establishing 2024 Wages/Salary Ranges for Library Employees

Motion: 2023-3 Dale Noll moved to adopt  
Second: Lesle Miller  
Discussion: n/a  
Motion carried

7. Discussion and possible action on the 2024 Library Budget

Motion: Ian Clark for revised 2024 Library Budget which includes some fund balance, however next steps may need to be revised pending City Council Review  
Second: Dale Noll  
Discussion:  
Motion carried

8. ADJOURNMENT - 7:58 PM

Motion to approve: Dale Noll  
Second: Heather Gergen  
Discussion: n/a  
Motion carried

NEXT MEETING: Wednesday October 18, 2023

Account Number	Account Title	YTD	Budget	Variance	% Budget
<b>900 - LIBRARY FUND</b>					
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)	(7,118.10)	(10,136.00)	(3,017.90)	70.23%
900-00-48110-000-000	INTEREST INCOME(R)	(1,056.22)	(167.00)	889.22	632.47%
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)	(26,810.14)	0.00	26,810.14	100.00%
900-00-48500-000-100	MISC REVENUES(R)	(4,813.55)	(5,907.00)	(1,093.45)	81.49%
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)	(726,495.84)	(871,795.00)	(145,299.16)	83.33%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	(197,058.01)	(262,744.00)	(65,685.99)	75.00%
900-00-49200-000-000	TRANSFER IN FROM MUNICIPALITY(R)	0.00	0.00	0.00	100.00%
900-00-49300-000-000	FUND BALANCE APPLIED(R)	0.00	0.00	0.00	100.00%
<b>Total: Revenue</b>		<b>(1,025,903.81)</b>	<b>(1,265,991.00)</b>	<b>(240,087.19)</b>	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	458,475.22	636,565.00	178,089.78	72.02%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	148,252.96	212,484.00	64,231.04	69.77%
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)	52,374.46	73,000.00	20,625.54	71.75%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	8,657.55	24,000.00	15,342.45	36.07%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	41,687.93	50,040.00	8,352.07	83.31%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	20,744.17	21,550.00	805.83	96.26%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	1,601.81	3,000.00	1,398.19	53.39%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	40,351.56	45,952.00	5,600.44	87.81%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	114,598.07	89,652.00	(24,946.07)	127.83%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	39,356.56	55,645.00	16,288.44	70.73%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	20,796.52	23,000.00	2,203.48	90.42%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	4,065.49	5,250.00	1,184.51	77.44%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	4,537.50	2,000.00	(2,537.50)	226.88%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	5,859.83	0.00	(5,859.83)	100.00%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	18,769.29	0.00	(18,769.29)	100.00%

End.GLPeriod = 923

Account Number	Account Title	YTD	Budget	Variance	% Budget
900-00-57610-000-000	LIBRARY OUTLAY(E)	0.00	0.00	0.00	100.00%
<b>Total: Expenditure</b>		<u>986,005.76</u>	<u>1,249,138.00</u>	<u>263,132.24</u>	
<b>Total: 900 - LIBRARY FUND</b>		<u>(39,898.05)</u>	<u>(16,853.00)</u>	<u>23,045.05</u>	
<b>Total:</b>		<u>(39,898.05)</u>	<u>(16,853.00)</u>	<u>23,045.05</u>	

End.GLPeriod 923 AND Start.GLPeriod 923 AND End.GLPeriod 923

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
<b>Fund900 - LIBRARY FUND</b>							
<b>Account Number And Title900-00-46710-000-000 - LIBRARY FINES</b>							
09/05/2023	6001063-1	CR	LIBRARY FINES - LIBRARY			.00	-128.55
09/11/2023	4009522-1	CR	LIBRARY FINES - LIBRARY 09.11.23			.00	-137.05
09/18/2023	4009545-1	CR	LIBRARY FINES - LIBRARY 09.18.23			.00	-115.05
09/25/2023	6001107-1	CR	LIBRARY FINES - LIBRARY			.00	-420.40
<b>Account Number And Title900-00-46710-000-000 - LIBRARY FINES</b>						<b>.00</b>	<b>-801.05</b>
<b>Account Number And Title900-00-48110-000-000 - INTEREST INCOME</b>							
09/30/2023	20-9	CRJE	ALLOCATE NORTH SHORE INTEREST 2023-SEPTEMBER			.00	-9.75
<b>Account Number And Title900-00-48110-000-000 - INTEREST INCOME</b>						<b>.00</b>	<b>-9.75</b>
<b>Account Number And Title900-00-48500-000-100 - MISC REVENUES</b>							
09/05/2023	6001063-2	CR	MISC REV-BOOK REPLACEMENT/LIB CARDS/COPIES - LIBRARY			.00	-22.50
09/11/2023	4009522-2	CR	BOOK REPLACEMENTS - LIBRARY 09.11.23			.00	-40.00
09/11/2023	4009522-3	CR	NEW CARDS - LIBRARY 09.11.23			.00	-1.00
09/11/2023	4009522-4	CR	ROOM RENTAL - LIBRARY 09.11.23			.00	-50.00
09/11/2023	4009522-5	CR	COPIES - LIBRARY 09.11.23			.00	-2.30
09/18/2023	4009545-2	CR	BOOK REPLACEMENTS - LIBRARY 09.18.23			.00	-10.03
09/25/2023	6001107-2	CR	BOOK REPLACEMENT - LIBRARY			.00	-147.00
09/25/2023	6001107-3	CR	NEW LIB CARDS - LIBRARY			.00	-3.00
09/25/2023	6001107-4	CR	DESK-SOLD - LIBRARY			.00	-65.00
<b>Account Number And Title900-00-48500-000-100 - MISC REVENUES</b>						<b>.00</b>	<b>-340.83</b>
<b>Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS</b>							
09/20/2023	4009553-5	CR	CITY CONTRIBUTIONS-OCT -			.00	-72,649.58
<b>Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS</b>						<b>.00</b>	<b>-72,649.58</b>

End.GLPeriod 923 AND Start.GLPeriod 923 AND End.GLPeriod 923

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
<b>Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS</b>							
09/30/2023	1-2	JE	LIBRARY CONTRIBUTION			.00	-21,895.33
						<b>.00</b>	<b>-21,895.33</b>
<b>Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES &amp; WAGES</b>							
09/01/2023	14-1	PC	PAYROLL TRANS FOR 8/27/2023 PAY PERIOD			23,406.56	.00
09/15/2023	68-1	PC	PAYROLL TRANS FOR 9/10/2023 PAY PERIOD			24,259.70	.00
09/29/2023	117-1	PC	PAYROLL TRANS FOR 9/24/2023 PAY PERIOD			24,483.03	.00
						<b>72,149.29</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS</b>							
09/01/2023	4-1	PB	PAYROLL TRANS FOR 8/27/2023 PAY PERIOD			2,988.93	.00
09/15/2023	26-1	PB	PAYROLL TRANS FOR 9/10/2023 PAY PERIOD			12,175.70	.00
09/29/2023	52-1	PB	PAYROLL TRANS FOR 9/24/2023 PAY PERIOD			3,138.77	.00
						<b>18,303.40</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS</b>							
08/01/2023	140-1	AP	BAKER & TAYLOR BOOKS			16.24	.00
08/01/2023	135-1	AP	BAKER & TAYLOR BOOKS			195.46	.00
08/01/2023	126-1	AP	BAKER & TAYLOR BOOKS			28.71	.00
08/02/2023	138-1	AP	BAKER & TAYLOR BOOKS			421.14	.00
08/03/2023	142-1	AP	BAKER & TAYLOR BOOKS			149.14	.00
08/04/2023	147-1	AP	BAKER & TAYLOR BOOKS			152.18	.00
08/07/2023	152-1	AP	BAKER & TAYLOR BOOKS			431.32	.00
08/07/2023	154-1	AP	BAKER & TAYLOR BOOKS			69.66	.00
08/08/2023	129-1	AP	BAKER & TAYLOR BOOKS			243.15	.00
08/08/2023	156-1	AP	BAKER & TAYLOR BOOKS			250.75	.00

End.GLPeriod 923 AND Start.GLPeriod 923 AND End.GLPeriod 923

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/08/2023	158-1	AP	BAKER & TAYLOR BOOKS			153.76	.00
08/08/2023	12-1	AP	SALEM PRESS INC			103.74	.00
08/10/2023	149-1	AP	BAKER & TAYLOR BOOKS			119.57	.00
08/11/2023	166-1	AP	BAKER & TAYLOR BOOKS			29.11	.00
08/12/2023	7-1	AP	AMAZON CAPITAL SERVICES, INC.			37.25	.00
08/15/2023	167-1	AP	BAKER & TAYLOR BOOKS			25.18	.00
08/16/2023	172-1	AP	BAKER & TAYLOR BOOKS			171.78	.00
08/16/2023	62-1	AP	BAKER & TAYLOR BOOKS			219.51	.00
08/17/2023	104-1	AP	VILLAGE OF PALMYRA			14.00	.00
08/17/2023	160-1	AP	BAKER & TAYLOR BOOKS			139.89	.00
08/18/2023	57-1	AP	AMAZON CAPITAL SERVICES, INC.			22.87	.00
08/21/2023	163-1	AP	BAKER & TAYLOR BOOKS			108.88	.00
08/21/2023	169-1	AP	BAKER & TAYLOR BOOKS			236.73	.00
08/21/2023	56-1	AP	AMAZON CAPITAL SERVICES, INC.			29.98	.00
08/22/2023	176-1	AP	BAKER & TAYLOR BOOKS			510.22	.00
08/22/2023	178-1	AP	BAKER & TAYLOR BOOKS			40.85	.00
08/23/2023	132-1	AP	BAKER & TAYLOR BOOKS			28.39	.00
08/24/2023	173-1	AP	BAKER & TAYLOR BOOKS			69.11	.00
08/26/2023	124-1	AP	AMAZON CAPITAL SERVICES, INC.			30.50	.00
08/28/2023	144-1	AP	BAKER & TAYLOR BOOKS			63.99	.00
08/28/2023	180-1	AP	BAKER & TAYLOR BOOKS			391.06	.00
08/28/2023	182-1	AP	BAKER & TAYLOR BOOKS			228.93	.00
08/29/2023	184-1	AP	BAKER & TAYLOR BOOKS			219.91	.00
08/29/2023	187-1	AP	BAKER & TAYLOR BOOKS			450.40	.00

End.GLPeriod 923 AND Start.GLPeriod 923 AND End.GLPeriod 923

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/30/2023	189-1	AP	BAKER & TAYLOR BOOKS			120.63	.00
08/30/2023	191-1	AP	BAKER & TAYLOR BOOKS			355.55	.00
08/30/2023	365-1	AP	SALEM PRESS INC			154.44	.00
08/31/2023	335-1	AP	AMAZON CAPITAL SERVICES, INC.			51.95	.00
08/31/2023	336-1	AP	AMAZON CAPITAL SERVICES, INC.			35.37	.00
08/31/2023	337-1	AP	AMAZON CAPITAL SERVICES, INC.			62.74	.00
09/01/2023	374-1	AP	CENTER POINT LARGE PRINT			49.14	.00
09/05/2023	435-1	AP	AMAZON CAPITAL SERVICES, INC.			12.99	.00
09/10/2023	432-1	AP	AMAZON CAPITAL SERVICES, INC.			37.91	.00
<b>Account Number And Title 900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS</b>						<b>6,284.08</b>	<b>.00</b>
<b>Account Number And Title 900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS</b>							
08/08/2023	193-1	AP	MIDWEST TAPE			13.59	.00
08/08/2023	194-1	AP	MIDWEST TAPE			13.99	.00
08/08/2023	195-1	AP	MIDWEST TAPE			31.48	.00
08/08/2023	196-1	AP	MIDWEST TAPE			26.24	.00
08/08/2023	197-1	AP	MIDWEST TAPE			23.24	.00
08/08/2023	6-1	AP	AMAZON CAPITAL SERVICES, INC.			11.96	.00
08/14/2023	202-1	AP	MIDWEST TAPE			26.24	.00
08/14/2023	203-1	AP	MIDWEST TAPE			20.99	.00
08/14/2023	198-1	AP	MIDWEST TAPE			10.99	.00
08/14/2023	199-1	AP	MIDWEST TAPE			20.24	.00
08/14/2023	200-1	AP	MIDWEST TAPE			14.99	.00
08/14/2023	201-1	AP	MIDWEST TAPE			22.49	.00
08/20/2023	59-1	AP	AMAZON CAPITAL SERVICES, INC.			13.98	.00

End.GLPeriod 923 AND Start.GLPeriod 923 AND End.GLPeriod 923

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/22/2023	204-1	AP	MIDWEST TAPE			11.99	.00
08/22/2023	205-1	AP	MIDWEST TAPE			50.23	.00
08/22/2023	206-1	AP	MIDWEST TAPE			22.49	.00
08/22/2023	207-1	AP	MIDWEST TAPE			11.24	.00
08/22/2023	208-1	AP	MIDWEST TAPE			56.23	.00
08/24/2023	123-1	AP	AMAZON CAPITAL SERVICES, INC.			24.78	.00
08/25/2023	209-1	AP	MIDWEST TAPE			53.23	.00
08/25/2023	210-1	AP	MIDWEST TAPE			20.24	.00
08/25/2023	211-1	AP	MIDWEST TAPE			26.24	.00
08/25/2023	212-1	AP	MIDWEST TAPE			11.24	.00
08/25/2023	213-1	AP	MIDWEST TAPE			26.24	.00
09/11/2023	472-1	AP	BLACKSTONE PUBLISHING			118.44	.00
<b>Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS</b>						<b>683.01</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY</b>							
08/16/2023	85-1	AP	ENGAGEDPATRONS.ORG			495.00	.00
08/16/2023	390-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			45.34	.00
08/16/2023	398-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			25.56	.00
08/31/2023	441-1	AP	TAYLOR COMPUTER SERVICES, INC			305.00	.00
08/31/2023	394-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			6.00	.00
09/02/2023	395-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			10.53	.00
09/02/2023	389-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			526.68	.00
09/05/2023	392-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			60.00	.00
<b>Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY</b>						<b>1,474.11</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC</b>							

End.GLPeriod 923 AND Start.GLPeriod 923 AND End.GLPeriod 923

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/01/2023	127-1	AP	BAKER & TAYLOR BOOKS			.29	.00
08/01/2023	128-1	AP	BAKER & TAYLOR BOOKS			4.18	.00
08/01/2023	141-1	AP	BAKER & TAYLOR BOOKS			.16	.00
08/01/2023	136-1	AP	BAKER & TAYLOR BOOKS			1.95	.00
08/01/2023	137-1	AP	BAKER & TAYLOR BOOKS			5.94	.00
08/02/2023	139-1	AP	BAKER & TAYLOR BOOKS			4.21	.00
08/03/2023	143-1	AP	BAKER & TAYLOR BOOKS			1.49	.00
08/04/2023	148-1	AP	BAKER & TAYLOR BOOKS			1.52	.00
08/07/2023	153-1	AP	BAKER & TAYLOR BOOKS			4.31	.00
08/07/2023	155-1	AP	BAKER & TAYLOR BOOKS			.70	.00
08/08/2023	157-1	AP	BAKER & TAYLOR BOOKS			2.51	.00
08/08/2023	159-1	AP	BAKER & TAYLOR BOOKS			1.54	.00
08/08/2023	391-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			128.24	.00
08/08/2023	130-1	AP	BAKER & TAYLOR BOOKS			2.43	.00
08/08/2023	131-1	AP	BAKER & TAYLOR BOOKS			25.41	.00
08/10/2023	150-1	AP	BAKER & TAYLOR BOOKS			18.48	.00
08/10/2023	151-1	AP	BAKER & TAYLOR BOOKS			1.20	.00
08/11/2023	399-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			47.40	.00
08/13/2023	5-1	AP	AMAZON CAPITAL SERVICES, INC.			121.62	.00
08/14/2023	4-1	AP	AMAZON CAPITAL SERVICES, INC.			277.96	.00
08/15/2023	168-1	AP	BAKER & TAYLOR BOOKS			.25	.00
08/17/2023	162-1	AP	BAKER & TAYLOR BOOKS			10.01	.00
08/17/2023	161-1	AP	BAKER & TAYLOR BOOKS			1.40	.00
08/18/2023	58-1	AP	AMAZON CAPITAL SERVICES, INC.			50.96	.00

End.GLPeriod 923 AND Start.GLPeriod 923 AND End.GLPeriod 923

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/21/2023	164-1	AP	BAKER & TAYLOR BOOKS			1.09	.00
08/21/2023	165-1	AP	BAKER & TAYLOR BOOKS			5.94	.00
08/21/2023	170-1	AP	BAKER & TAYLOR BOOKS			30.69	.00
08/21/2023	171-1	AP	BAKER & TAYLOR BOOKS			2.37	.00
08/22/2023	177-1	AP	BAKER & TAYLOR BOOKS			5.10	.00
08/22/2023	179-1	AP	BAKER & TAYLOR BOOKS			.41	.00
08/23/2023	133-1	AP	BAKER & TAYLOR BOOKS			4.07	.00
08/23/2023	134-1	AP	BAKER & TAYLOR BOOKS			.28	.00
08/24/2023	174-1	AP	BAKER & TAYLOR BOOKS			.69	.00
08/24/2023	175-1	AP	BAKER & TAYLOR BOOKS			3.96	.00
08/25/2023	397-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			90.80	.00
08/28/2023	181-1	AP	BAKER & TAYLOR BOOKS			3.91	.00
08/28/2023	183-1	AP	BAKER & TAYLOR BOOKS			2.29	.00
08/28/2023	334-1	AP	AMAZON CAPITAL SERVICES, INC.			.00	-14.99
08/28/2023	145-1	AP	BAKER & TAYLOR BOOKS			3.96	.00
08/28/2023	146-1	AP	BAKER & TAYLOR BOOKS			.64	.00
08/29/2023	185-1	AP	BAKER & TAYLOR BOOKS			11.88	.00
08/29/2023	186-1	AP	BAKER & TAYLOR BOOKS			2.20	.00
08/29/2023	188-1	AP	BAKER & TAYLOR BOOKS			4.50	.00
08/30/2023	190-1	AP	BAKER & TAYLOR BOOKS			1.21	.00
08/30/2023	192-1	AP	BAKER & TAYLOR BOOKS			3.56	.00
09/03/2023	339-1	AP	AMAZON CAPITAL SERVICES, INC.			9.99	.00
09/04/2023	381-1	AP	JAMES IMAGING SYSTEMS INC			849.84	.00
09/05/2023	343-1	AP	AMAZON CAPITAL SERVICES, INC.			33.69	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
09/05/2023	338-1	AP	AMAZON CAPITAL SERVICES, INC.			48.77	.00
<b>Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC</b>						<b>1,836.00</b>	<b>-14.99</b>
<b>Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT</b>							
08/10/2023	400-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			7.00	.00
08/15/2023	100-1	AP	BRANSKE, ERIC L			18.34	.00
09/01/2023	385-1	AP	PROHEALTH MEDICAL GROUP			65.00	.00
09/05/2023	446-1	AP	WISCONSIN LIBRARY ASSOCIATION			395.00	.00
09/06/2023	404-1	AP	NELSON, KELLY			18.34	.00
09/07/2023	447-1	AP	WISCONSIN LIBRARY ASSOCIATION			395.00	.00
<b>Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT</b>						<b>898.68</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS</b>							
09/11/2023	254-1	AP	R & R INSURANCE SERVICES INC			1,684.72	.00
09/11/2023	255-1	AP	R & R INSURANCE SERVICES INC			213.73	.00
<b>Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS</b>						<b>1,898.45</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE</b>							
08/14/2023	75-1	AP	JF AHERN COMPANY			1,344.51	.00
08/16/2023	77-1	AP	BATZNER PEST CONTROL INC			103.40	.00
08/21/2023	60-1	AP	AMAZON CAPITAL SERVICES, INC.			122.42	.00
08/31/2023	342-1	AP	AMAZON CAPITAL SERVICES, INC.			73.53	.00
09/01/2023	410-1	AP	JANI-KING OF MILWAUKEE			2,675.91	.00
09/05/2023	434-1	AP	AMAZON CAPITAL SERVICES, INC.			4.65	.00
09/05/2023	449-1	AP	KUJAWA ENTERPRISES INC			1,971.25	.00
09/18/2023	4009545-3	CR	VJS RENOVATION REFUND - LIBRARY 09.18.23			.00	-3,568.00
09/22/2023	11-2	JE	LIBRARY FOUNDATION FUNDED PARTIAL RENOVATION			.00	-7,758.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
<b>Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE</b>						<b>6,295.67</b>	<b>-11,326.00</b>
<b>Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES</b>							
08/17/2023	388-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			222.94	.00
09/07/2023	328-1	AP	ACH WE ENERGIES			3,938.73	.00
09/07/2023	329-1	AP	ACH WE ENERGIES			199.67	.00
<b>Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES</b>						<b>4,361.34</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS</b>							
08/31/2023	418-1	AP	MIDWEST TAPE - HOOPLA			743.85	.00
<b>Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS</b>						<b>743.85</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS</b>							
08/16/2023	61-1	AP	AMAZON CAPITAL SERVICES, INC.			33.69	.00
08/22/2023	125-1	AP	AMAZON CAPITAL SERVICES, INC.			78.98	.00
08/22/2023	274-1	AP	WIDOWSKI, JENNIFER			145.00	.00
08/31/2023	341-1	AP	AMAZON CAPITAL SERVICES, INC.			54.57	.00
09/03/2023	340-1	AP	AMAZON CAPITAL SERVICES, INC.			43.30	.00
09/07/2023	393-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			28.75	.00
09/10/2023	431-1	AP	AMAZON CAPITAL SERVICES, INC.			146.04	.00
09/10/2023	433-1	AP	AMAZON CAPITAL SERVICES, INC.			44.18	.00
09/21/2023	475-1	AP	SWANSON, SHARON			150.00	.00
<b>Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS</b>						<b>724.51</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY</b>							
09/05/2023	467-1	AP	WALDEN, NEITZKE & KUHARY, SC			1,072.50	.00
<b>Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY</b>						<b>1,072.50</b>	<b>.00</b>
<b>Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE</b>							

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/29/2023	396-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			9.97	.00
<b>Account Number And Title</b>						<b>9.97</b>	<b>.00</b>
<b>900-00-55110-000-450 - GRANT FUNDED EXPENSE</b>							
<b>Account Number And Title</b>							
<b>900-00-55110-000-500 - DONATION FUNDED EXPENSE</b>							
09/08/2023	405-1	AP	NELSON, KELLY			34.98	.00
09/08/2023	420-1	AP	SCHLITZ AUDUBON NATURE CENTER			100.00	.00
09/12/2023	421-1	AP	STARR, TAMARA			150.00	.00
09/22/2023	11-1	JE	LIBRARY FOUNDATION FUNDED PARTIAL RENOVATION			7,758.00	.00
<b>Account Number And Title</b>						<b>8,042.98</b>	<b>.00</b>
<b>900-00-55110-000-500 - DONATION FUNDED EXPENSE</b>							
<b>Total:</b>						<b>124,777.84</b>	<b>-107,037.53</b>

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
<b>ACH WE ENERGIES</b>									
<b>Approved</b>									
13090	ACH WE ENERGIES	4722750263	LIBRARY/UTILITIES GAS 8/07/2023 TO 9/06/2023	199.67	09/07/2023	09/29/2023			Approved
13090	ACH WE ENERGIES	4722750263	LIBRARY/UTILITIES ELECTRIC 8/07/2023 TO 9/06/2023	3938.73	09/07/2023	09/29/2023			Approved
				<b>4138.40</b>					
<b>ACH WE ENERGIES</b>									
<b>AMAZON CAPITAL SERVICES, INC.</b>									
<b>Approved</b>									
23	AMAZON CAPITAL SERVICES, INC.	1VCY-9TCD-41MF	LIBRARY/ADULT CD	11.98	09/26/2023	10/26/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	13W3-4KDK-CJHM	LIBRARY/OFFICE SUPPLIES/ REPLACEMENT DRUMS FOR PRINTERS	62.69	09/20/2023	10/20/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	16TD-GDPP-6CWM	LIBRARY/YA PROGRAM SUPPLIES	21.99	09/20/2023	10/20/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1NC1-WQL1-1PXQ	LIBRARY/BUILDING SUPPLIES - BATHROOM SUPPLIES	117.72	09/19/2023	10/19/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1RYW-VL9J-36TJ	LIBRARY/JUVENILE BOOKS	69.48	09/18/2023	10/18/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1YFC-N3PM-PW7C	LIBRARY/YA PROGRAM SUPPLIES	63.73	09/18/2023	10/18/2023			Approved

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23	AMAZON CAPITAL SERVICES, INC.	1YFC-N3PM-L9KJ	LIBRARY/B OARD GAME SUPPLIES	13.81	09/17/2023	10/17/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1YFC-N3PM-L9KJ	LIBRARY/A DULT PROGRAM SUPPLIES	24.88	09/17/2023	10/17/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1TK3-CFQR-1H4K	LIBRARY/A DULT PROG SUPPLIES	44.18	09/10/2023	10/10/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1HF6-PHCX-1QF9	LIBRARY/3 ADULT FIC BK	37.91	09/10/2023	10/10/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	13HW-TWYT-YPYH	LIBRARY/J UV PROG SUPPLIES	146.04	09/10/2023	10/10/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1VL3-QW6Q-61Q1	LIBRARY/B UILDING SUPPLIES - CHILD-PROOF ELECTRICAL COVERS	4.65	09/05/2023	10/05/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WRT-6FP7-3L9N	LIBRARY/1 JUV PIC BK	12.99	09/05/2023	10/05/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1XLR-94TN-XLMV	LIBRARY/O FFICE SUPPLIES	33.69	09/05/2023	09/30/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1HKN-MX4F-X1HM	LIBRARY/O FFICE SUPPLIES	48.77	09/05/2023	09/30/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1PQ1-9T3T-NHLY	LIBRARY/Y A PROG SUPPLIES	43.30	09/03/2023	10/03/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1PQ1-9T3T-NHLY	LIBRARY/O FFICE SUPPLIES - SCANNER HOLDER	9.99	09/03/2023	10/03/2023			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	11LX-1PJR-1TW3	LIBRARY/4 ADULT FIC BK	51.95	08/31/2023	09/30/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1DL7-JY39-YL9F	LIBRARY/2 ADULT SCI FI BKS	62.74	08/31/2023	09/30/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WND-GRL4-YCLK	LIBRARY/B UILDING SUPPLIES - PARTS FOR DOORS	73.53	08/31/2023	09/30/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WND-GRL4-X4MP	LIBRARY/J UV PROG SUPPLIES	54.57	08/31/2023	09/30/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	11JD-RY9M-7Y3X	LIBRARY/O FFICE SUPPLIES (REFUND FOR SHIPPING CHARGE)	-14.99	08/28/2023	09/30/2023			Approved
23	AMAZON CAPITAL SERVICES, INC.	11PJ-H1V6-X1XR	LIBRARY/3 JUV BK	35.37	08/31/2023	09/30/2023			Approved
<b>AMAZON CAPITAL SERVICES, INC.</b>				<b><u>1030.97</u></b>					

**BAKER & TAYLOR BOOKS**

**Approved**

78	BAKER & TAYLOR BOOKS	2037822792	LIBRARY/F REIGHT CHARGE	4.22	09/27/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037822792	LIBRARY/25 ADULT NON FIC BKS	422.00	09/27/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037818191	LIBRARY/F REIGHT CHARGE	0.76	09/26/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037818191	LIBRARY/4 ADULT NON FIC BKS	75.60	09/26/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037817185	LIBRARY/F REIGHT	3.81	09/23/2023	10/27/2023			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2037817185	CHARGE LIBRARY/21 ADULT NON FIC BKS	380.77	09/23/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037822779	LIBRARY/F REIGHT CHARGE	8.46	09/27/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037822779	LIBRARY/39 ADULT NON FIC BKS	846.08	09/27/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037796944	LIBRARY/F REIGHT CHARGE	3.01	09/20/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037796944	LIBRARY/P ROCESSING	37.46	09/20/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037796944	LIBRARY/28 YA BOOKS	300.91	09/20/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037807267	LIBRARY/P ROCESSING	2.15	09/19/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037807267	LIBRARY/F REIGHT CHARGE	0.27	09/19/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037807267	LIBRARY/2 JUV BKS	27.17	09/19/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037771848	LIBRARY/F REIGHT CHARGE	1.22	09/07/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037771848	LIBRARY/P ROCESSING	10.23	09/07/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037771848	LIBRARY/12 YA BOOKS	121.95	09/07/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037749454	LIBRARY/F REIGHT CHARGE	1.17	09/05/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037749454	LIBRARY/P ROCESSING	14.19	09/05/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037749454	LIBRARY/11 YA BOOKS	117.00	09/05/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037781847	LIBRARY/F REIGHT CHARGE	0.89	09/11/2023	10/27/2023			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2037781847	LIBRARY/7 REPL BKS	88.83	09/11/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037770210	LIBRARY/F REIGHT CHARGE	0.17	09/01/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037770210	LIBRARY/1 REPL BK	16.79	09/01/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037797063	LIBRARY/F REIGHT CHARGE	2.80	09/18/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037797063	LIBRARY/P ROCESSING	16.06	09/18/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037797063	LIBRARY/20 JUV PIC BKS	280.49	09/18/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037792829	LIBRARY/F REIGHT CHARGE	0.43	09/18/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037792829	LIBRARY/3 ADULT SCI FI	43.07	09/18/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037801859	LIBRARY/F REIGHT CHARGE	3.34	09/19/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037801859	LIBRARY/19 ADULT NON FIC BKS	333.53	09/19/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037803561	LIBRARY/F REIGHT CHARGE	1.10	09/19/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037803561	LIBRARY/7 ADULT FIC BKS	110.45	09/19/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037792844	LIBRARY/F REIGHT CHARGE	1.23	09/16/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037792844	LIBRARY/8 ADULT FIC BKS	123.17	09/16/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037781925	LIBRARY/P ROCESSING	18.84	09/12/2023	10/27/2023			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2037781925	LIBRARY/F REIGHT CHARGE	2.54	09/12/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037781925	LIBRARY/18 JUV PIC BKS	253.62	09/12/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037776209	LIBRARY/P ROCESSING	5.94	09/08/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037776209	LIBRARY/F REIGHT CHARGE	0.88	09/08/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037776209	LIBRARY/6 JUV PIC BKS	87.58	09/08/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037760180	LIBRARY/P ROCESSING	16.06	09/13/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037760180	LIBRARY/F REIGHT CHARGE	7.50	09/13/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037760180	LIBRARY/58 JUV BKS	749.85	09/13/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037772124	LIBRARY/F REIGHT CHARGE	2.23	09/06/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037772124	LIBRARY/12 JUV BKS	222.59	09/06/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037775160	LIBRARY/F REIGHT CHARGE	0.12	09/06/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037775160	LIBRARY/1 ADULT SCI FI	11.96	09/06/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037791721	LIBRARY/F REIGHT CHARGE	5.96	09/15/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037791721	LIBRARY/36 ADULT FIC BKS	596.18	09/15/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037788624	LIBRARY/F REIGHT CHARGE	4.92	09/14/2023	10/27/2023			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2037788624	LIBRARY/29 ADULT NON FIC BKS	492.09	09/14/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037768596	LIBRARY/F REIGHT CHARGE	2.84	09/05/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037768596	LIBRARY/15 ADULT NON FIC BKS	283.64	09/05/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037768646	LIBRARY/F REIGHT CHARGE	2.83	09/01/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037768646	LIBRARY/5 ADULT NON FIC BKS	282.86	09/01/2023	10/27/2023			Approved
78	BAKER & TAYLOR BOOKS	2037687573	LIBRARY/P ROCESSING	0.28	08/23/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037687573	LIBRARY/F REIGHT CHARGE	4.07	08/23/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037687573	LIBRARY/3 YA BOOKS	28.39	08/23/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037756145	LIBRARY/F REIGHT CHARGE	2.20	08/29/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037756145	LIBRARY/P ROCESSING	11.88	08/29/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037756145	LIBRARY/17 JUV PIC BKS	219.91	08/29/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037701821	LIBRARY/F REIGHT CHARGE	0.64	08/28/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037701821	LIBRARY/P ROCESSING	3.96	08/28/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037701821	LIBRARY/4 JUV PIC BKS	63.99	08/28/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037758210	LIBRARY/F REIGHT CHARGE	4.50	08/29/2023	09/25/2023			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
78	BAKER & TAYLOR BOOKS	2037758210	LIBRARY/25 ADULT NON FIC BKS	450.40	08/29/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037762589	LIBRARY/F REIGHT CHARGE	3.56	08/30/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037762589	LIBRARY/21 ADULT NON FIC BKS	355.55	08/30/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037760186	LIBRARY/F REIGHT CHARGE	1.21	08/30/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037760186	LIBRARY/8 ADULT FIC BKS	120.63	08/30/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037755047	LIBRARY/F REIGHT CHARGE	3.91	08/28/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037755047	LIBRARY/20 ADULT FIC BKS	391.06	08/28/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037755112	LIBRARY/F REIGHT CHARGE	2.29	08/28/2023	09/25/2023			Approved
78	BAKER & TAYLOR BOOKS	2037755112	LIBRARY/15 ADULT FIC BKS	228.93	08/28/2023	09/25/2023			Approved
<b>BAKER &amp; TAYLOR BOOKS</b>				<b>8349.17</b>					
<b>BATZNER PEST CONTROL INC</b>									
<b>Approved</b>									
7070	BATZNER PEST CONTROL INC	51175610	LIBRARY/P EST MGMT SEPT 2023	103.40	09/18/2023	10/18/2023			Approved
<b>BATZNER PEST CONTROL INC</b>				<b>103.40</b>					
<b>BAYSCAN TECHNOLOGIES LLC</b>									
<b>Approved</b>									
13109	BAYSCAN TECHNOLOGIES LLC	75682	LIBRARY/P ROCESSING	168.75	09/28/2023	10/28/2023			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			SUPPLIES - LABELS	<u>168.75</u>					
<b>BAYSCAN TECHNOLOGIES LLC</b>									
<b>BLACKSTONE PUBLISHING</b>									
<b>Approved</b>									
12674	BLACKSTONE PUBLISHING	2118348	LIBRARY/A DULT 3 AUDIO CDS	118.44	09/11/2023	10/11/2023			Approved
				<u>118.44</u>					
<b>BLACKSTONE PUBLISHING</b>									
<b>CENTER POINT LARGE PRINT</b>									
<b>Approved</b>									
3552	CENTER POINT LARGE PRINT	2036538	LIBRARY/2 LARGE PRINT BOOKS	49.14	09/01/2023	10/01/2023			Approved
				<u>49.14</u>					
<b>CENTER POINT LARGE PRINT</b>									
<b>JAMES IMAGING SYSTEMS INC</b>									
<b>Approved</b>									
6332	JAMES IMAGING SYSTEMS INC	34816116	LIBRARY/M ONTHLY COPIER LEASE/AUG UST 2023	849.84	09/04/2023	09/28/2023			Approved
				<u>849.84</u>					
<b>JAMES IMAGING SYSTEMS INC</b>									
<b>JANI-KING OF MILWAUKEE</b>									
<b>Approved</b>									
12411	JANI-KING OF MILWAUKEE	MIL10230396	LIBRARY/J ANITORIAL SVC OCT 2023	2675.91	10/01/2023	10/31/2023			Approved
12411	JANI-KING OF MILWAUKEE	MIL09230646	LIBRARY/C ARPET CLEANING	2400.00	09/12/2023	10/12/2023			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
<b>JANI-KING OF MILWAUKEE</b>				<b>5075.91</b>					
<b>KUJAWA ENTERPRISES INC</b>									
<b>Approved</b>									
6819	KUJAWA ENTERPRISES INC	250788	LIBRARY/L ANDSCAPE MNT - SEPT 2023	1971.25	09/05/2023	10/05/2023			Approved
<b>KUJAWA ENTERPRISES INC</b>				<b>1971.25</b>					
<b>LIBRARY SOLUTIONS, LLC</b>									
<b>Approved</b>									
13152	LIBRARY SOLUTIONS, LLC	2878	LIBRARY/LIBRARY CALENDAR	2000.00	09/27/2023	10/27/2023			Approved
<b>LIBRARY SOLUTIONS, LLC</b>				<b>2000.00</b>					
<b>MIDWEST TAPE</b>									
<b>Approved</b>									
548	MIDWEST TAPE	504360966	LIBRARY/1 ADULT DVD	20.99	09/15/2023	10/27/2023			Approved
548	MIDWEST TAPE	504360967	LIBRARY/1 ADULT CD	13.99	09/15/2023	10/27/2023			Approved
548	MIDWEST TAPE	504360969	LIBRARY/3 ADULT DVD	61.47	09/15/2023	10/27/2023			Approved
548	MIDWEST TAPE	504361182	LIBRARY/J UVENILE 1 DVD	22.49	09/15/2023	10/27/2023			Approved
548	MIDWEST TAPE	504361180	LIBRARY/3 ADULT DVD	74.97	09/15/2023	10/27/2023			Approved
548	MIDWEST TAPE	504361181	LIBRARY/1 ADULT DVD	20.24	09/15/2023	10/27/2023			Approved
548	MIDWEST TAPE	504344407	LIBRARY/J UVENILE 1 DVD	22.49	09/12/2023	10/27/2023			Approved
548	MIDWEST TAPE	504344406	LIBRARY/1 ADULT DVD	22.49	09/12/2023	10/27/2023			Approved
548	MIDWEST TAPE	504311466	LIBRARY/4 ADULT DVD	75.71	09/06/2023	10/27/2023			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
548	MIDWEST TAPE	504311464	LIBRARY/2 ADULT CDS	22.38	09/06/2023	10/27/2023			Approved
548	MIDWEST TAPE	504311463	LIBRARY/4 ADULT DVD	125.95	09/06/2023	10/27/2023			Approved
548	MIDWEST TAPE	504311462	LIBRARY/2 ADULT DVD	32.23	09/06/2023	10/27/2023			Approved
548	MIDWEST TAPE	504263404	LIBRARY/J UVENILE 1 DVD	26.24	08/25/2023	09/25/2023			Approved
548	MIDWEST TAPE	504263403	LIBRARY/ 1 JUV CD	11.24	08/25/2023	09/25/2023			Approved
548	MIDWEST TAPE	504263402	LIBRARY/1 ADULT DVD	26.24	08/25/2023	09/25/2023			Approved
548	MIDWEST TAPE	504263401	LIBRARY/1 ADULT DVD	20.24	08/25/2023	09/25/2023			Approved
548	MIDWEST TAPE	504263359	LIBRARY/2 ADULT DVD	53.23	08/25/2023	09/25/2023			Approved
<b>MIDWEST TAPE</b>				<b><u>652.59</u></b>					
<b>MIDWEST TAPE - HOOPLA</b>									
<b>Approved</b>									
12821	MIDWEST TAPE - HOOPLA	504294888	LIBRARY/DI GITAL ACCT ENDING 8- 31-23	743.85	08/31/2023	09/30/2023			Approved
<b>MIDWEST TAPE - HOOPLA</b>				<b><u>743.85</u></b>					
<b>NELSON, KELLY</b>									
<b>Approved</b>									
10248	NELSON, KELLY	09062023	LIBRARY/R MBRSE MILEAGE	18.34	09/06/2023	09/27/2023			Approved
10248	NELSON, KELLY	09082023	LIBRARY/A DULT/FRIE NDS PROGRAM REFRESHM ENTS	34.98	09/08/2023	09/27/2023			Approved
<b>NELSON, KELLY</b>				<b><u>53.32</u></b>					

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
<b>NORTH SHORE BANK CARDMEMBER SERVICE</b>									
<b>Approved</b>									
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7354147	LIBRARY/D EMCO/PRO CESSING SUPPLIES	90.80	08/25/2023	10/04/2023			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	WEB210053969	LIBRARY/DI SPLAYS2GO /LITERATU RE POCKET	47.40	08/11/2023	10/04/2023			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	29248	LIBRARY/JF J/DISC CLEANING SUPPLIES	128.24	08/08/2023	10/04/2023			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	0077052081723	LIBRARY/S PECTRUM/I NTERNET AND PHONE 8/23	222.94	08/17/2023	10/04/2023			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	5106	LIBRARY/S MS/FOREIG N TRANSACTION FEE	10.53	09/02/2023	10/04/2023			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	1175-4215	LIBRARY/S MS/PATRON COUNT SOFTWARE	526.68	09/02/2023	10/04/2023			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	4796720609	LIBRARY/G OOGLE/WO RKSPACE JULY	6.00	08/31/2023	10/04/2023			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	CE4EF2C2-0004	LIBRARY/S LING/SCH DULING SOFTWARE	25.56	08/16/2023	10/04/2023			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	WINWOR02419419 8	LIBRARY/D OJ/BACKGR OUND CHECK FOR NEW	7.00	08/10/2023	10/04/2023			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
8349	NORTH SHORE BANK CARDMEMBER SERVICE	41600910401011273 68031	NEW EMPLOYEE LIBRARY/A DULT/PROG RAM PRIZES	28.75	09/07/2023	10/04/2023			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	3785398	LIBRARY/A DOBE/SUBS CRPTION EXPIRED DEC 2026	60.00	09/05/2023	10/04/2023			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	55369582919972916 717	LIBRARY/B RIDGES GRANT/LIB RARY OF THINGS	9.97	08/29/2023	10/04/2023			Approved
8349	NORTH SHORE BANK CARDMEMBER SERVICE	2687329162	LIBRARY/G O DADDY/AN NUAL WEBSITE DOMAIN RENEWAL	45.34	08/16/2023	10/04/2023			Approved
<b>NORTH SHORE BANK CARDMEMBER SERVICE</b>				<b>1209.21</b>					
<b>PROHEALTH MEDICAL GROUP</b>									
<b>Approved</b>									
6873	PROHEALTH MEDICAL GROUP	319308	LIBRARY/N EW HIRE SCREENING	65.00	09/01/2023	10/01/2023			Approved
<b>PROHEALTH MEDICAL GROUP</b>				<b>65.00</b>					
<b>R &amp; R INSURANCE SERVICES INC</b>									
<b>Approved</b>									
2031	R & R INSURANCE SERVICES INC	QTR 4 LIABILITY INSURANCE	LIABILITY INSURANCE QTR 4	1684.72	09/11/2023	09/11/2023			Approved
2031	R & R INSURANCE SERVICES INC	WC - LIBRARY ALLOCATION	WORKERS COMP QTR 4	213.73	09/11/2023	09/11/2023			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
<b>R &amp; R INSURANCE SERVICES INC</b>				<b>1898.45</b>					
<b>SALEM PRESS INC</b>									
<b>Approved</b>									
1708	SALEM PRESS INC	185993	LIBRARY/1 ADULT NON FIC	154.44	08/30/2023	09/30/2023			Approved
<b>SALEM PRESS INC</b>				<b>154.44</b>					
<b>SCHLITZ AUDUBON NATURE CENTER</b>									
<b>Approved</b>									
13092	SCHLITZ AUDUBON NATURE CENTER	1230	LIBRARY/A DULT PROGRAM/ FOUNDATI ON DONATION	100.00	09/08/2023	09/30/2023			Approved
<b>SCHLITZ AUDUBON NATURE CENTER</b>				<b>100.00</b>					
<b>STARR, TAMARA</b>									
<b>Approved</b>									
13094	STARR, TAMARA	100127	LIBRARY/A DULT PROGRAM/ FOUNDATI ON	150.00	09/12/2023	09/30/2023			Approved
<b>STARR, TAMARA</b>				<b>150.00</b>					
<b>SWANSON, SHARON</b>									
<b>Approved</b>									
13147	SWANSON, SHARON	2023-921.6P	LIBRARY/J UV PROGRAM	150.00	09/21/2023	10/02/2023			Approved
<b>SWANSON, SHARON</b>				<b>150.00</b>					
<b>TAYLOR COMPUTER SERVICES, INC</b>									
<b>Approved</b>									

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
810	TAYLOR COMPUTER SERVICES, INC	25237	LIBRARY/MANAGED SERVICES SEPT 2023	305.00	08/31/2023	09/30/2023			Approved
<b>TAYLOR COMPUTER SERVICES, INC</b>				<b>305.00</b>					
<b>WALDEN, NEITZKE &amp; KUHARY, SC</b>									
<b>Approved</b>									
11855	WALDEN, NEITZKE & KUHARY, SC	00967	LIBRARY/LEGAL SVCS AUGUST 2023	1072.50	09/05/2023	10/05/2023			Approved
<b>WALDEN, NEITZKE &amp; KUHARY, SC</b>				<b>1072.50</b>					
<b>WISCONSIN LIBRARY ASSOCIATION</b>									
<b>Approved</b>									
1319	WISCONSIN LIBRARY ASSOCIATION	18349	LIBRARY/WLA ANNUAL CONFERENCE - CHAMPE	395.00	09/07/2023	10/07/2023			Approved
1319	WISCONSIN LIBRARY ASSOCIATION	18298	LIBRARY/WLA ANNUAL CONFERENCE - NELSON	395.00	09/05/2023	10/05/2023			Approved
<b>WISCONSIN LIBRARY ASSOCIATION</b>				<b>790.00</b>					
<b>Total:</b>				<b>31199.63</b>					

## Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
<b>Circulation - ALL</b>														
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	<b>24356</b>	<b>23294</b>	<b>27214</b>	<b>24363</b>	<b>24324</b>	<b>31204</b>	<b>31713</b>	<b>30545</b>	<b>24531</b>				<b>241544</b>	<b>104.29%</b>
<b>Circulation - Print and A/V</b>														
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	<b>20252</b>	<b>19604</b>	<b>23031</b>	<b>20493</b>	<b>20217</b>	<b>27334</b>	<b>27722</b>	<b>26314</b>	<b>20342</b>				<b>205309</b>	<b>103.27%</b>
<b>Circulation - Overdrive</b>														
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	<b>3881</b>	<b>3481</b>	<b>3946</b>	<b>3655</b>	<b>3827</b>	<b>3602</b>	<b>3732</b>	<b>3928</b>	<b>3861</b>				<b>33913</b>	<b>109.66%</b>
<b>Circulation - Hoopla</b>														
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	<b>223</b>	<b>209</b>	<b>237</b>	<b>215</b>	<b>280</b>	<b>268</b>	<b>259</b>	<b>303</b>	<b>328</b>				<b>2322</b>	<b>124.30%</b>
<b>LSER (LIBRARY SERVICES EFFORT RATIO)</b>														
2023	<b>87.99%</b>	<b>89.36%</b>	<b>91.35%</b>	<b>91.52%</b>	<b>87.75%</b>	<b>90.87%</b>	<b>91.45%</b>	<b>91.99%</b>	<b>89.18%</b>				<b>90.41%</b>	
<b>Library Visits</b>														
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	<b>8020</b>	<b>7498</b>	<b>9025</b>	<b>7730</b>	<b>8554</b>	<b>11587</b>	<b>10672</b>	<b>9266</b>	<b>8221</b>				<b>80573</b>	<b>109.59%</b>
Daily average 2023	<b>321</b>	<b>312</b>	<b>334</b>	<b>392</b>	<b>361</b>	<b>446</b>	<b>427</b>	<b>356</b>	<b>328</b>				<b>546</b>	<b>171.26%</b>
<b>Reference Transactions</b>														
2022	1118	1061	1259	1077	843	1306	1220	1227	1160	922	871	595	12659	76.94%
2023	<b>967</b>	<b>1106</b>	<b>1305</b>	<b>875</b>	<b>943</b>	<b>1833</b>	<b>1538</b>	<b>1067</b>	<b>760</b>				<b>10394</b>	<b>114.08%</b>
<b>Items from Other libraries</b>														
2022	3664	3234	3482	3507	3336	3553	3648	3477	3181	3047	3125	3009	40263	92.48%
2023	<b>3597</b>	<b>3257</b>	<b>3590</b>	<b>3279</b>	<b>3332</b>	<b>3666</b>	<b>3824</b>	<b>3858</b>	<b>3504</b>				<b>31907</b>	<b>102.65%</b>
<b>Items to Other Libraries</b>														
2022	3010	2672	2775	2821	2763	2944	2966	2656	2531	2375	2519	2383	32415	89.96%
2023	<b>2943</b>	<b>2580</b>	<b>2811</b>	<b>2633</b>	<b>2530</b>	<b>2942</b>	<b>3062</b>	<b>3002</b>	<b>2804</b>				<b>25307</b>	<b>100.67%</b>
<b>New Library Cards Issued</b>														
2022	67	72	90	77	62	210	121	119	88	81	63	56	1106	112.97%
2023	<b>87</b>	<b>95</b>	<b>125</b>	<b>76</b>	<b>86</b>	<b>242</b>	<b>149</b>	<b>141</b>	<b>96</b>				<b>1097</b>	<b>121.08%</b>
<b>Meetings Room Usage</b>														
2022	36	47	50	51	44	43	45	28	33	40	46	31	494	212.02%
2023	<b>46</b>	<b>37</b>	<b>45</b>	<b>54</b>	<b>42</b>	<b>35</b>	<b>53</b>	<b>29</b>	<b>47</b>				<b>388</b>	<b>102.92%</b>

## Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
<b>Study Room Usage</b>															
2022	80	112	102	122	99	121	117	125	105	128	131	105	1347	217.61%	
2023	134	138	121	116	155	154	126	127	111				1182	120.24%	
<b>Uses of Public Wireless Internet</b>															
2022	689	716	896	934	824	981	920	807	985	995	927	768	10442	258.08%	
2023	998	897	1062	932	1046	1268	1017	1025	1113				9358	120.72%	
<b>Uses of Public Internet Computers</b>															
2022	370	378	455	468	455	419	295	422	441	410	372	318	4803	123.69%	
2023	366	342	437	358	381	419	379	417	431				3530	95.33%	
<b>Children's Programs (0-5)</b>															
# 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	0	12				93	114.81%
Attendance	2023	402	387	557	285	0	266	179	0	500				2576	137.68%
<b>Children's Programs (6-11)</b>															
# 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	0	3				70	170.73%
Attendance	2023	187	70	124	98	975	841	743	0	80				3118	115.27%
<b>Teen Programs (12-18)</b>															
# 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	0	2				16	123.08%
Attendance	2023	21	3	10	11	19	18	23	0	15				120	67.04%
<b>Adult Programs (19+)</b>															
# 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	8	10				72	107.46%
Attendance	2023	105	97	204	215	178	165	199	130	178				1471	180.05%
<b>General Interest Program</b>															
# 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	0	0				2	12.50%
Attendance	2023	0	0	0	0	0	343	142	0	0				485	45.63%

## Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
<b>Children's Self-Directed Activities (0-5) (includes summer reading participation)</b>														
# 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	0	0	0				1	5.00%
Attendance 2023	0	0	0	43	0	0	0	0	0				43	2.24%
<b>Children's Self-Directed Activities (6-11) (includes summer reading participation)</b>														
# 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	2	1	0				25	125.00%
Attendance 2023	0	103	202	421	76	579	113	863	0				2357	122.95%
<b>Teen Self-Directed Activities (12-18) (includes summer reading participation)</b>														
# 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	2	2				19	95.00%
Attendance 2023	29	34	115	29	33	115	58	203	32				648	134.44%
<b>Adult Self-Directed Activities (18+) (includes summer reading participation)</b>														
# programs 2022													0	
Attendance 2022													0	
# program 2023	3	4	3	0	0	0	0	1					11	#DIV/0!
Attendance 2023	242	320	240	0	0	0	0	194					996	#DIV/0!
<b>Other Self-Directed Activities (All Ages) (includes summer reading participation)</b>														
# 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	1	0				4	80.00%
Attendance 2023	0	0	0	0	0	212	296	97	0				605	174.86%

*Youth Services Department (from Peter Blenski, Youth Services Manager)*

Hello!

Programming has started back up and has been going well. Lego Club had to expand since registration filled up in only a few days after announcement. Story time has been going well. Between the three sessions offered weekly, we average over 100 people each week. I feel me being already established in the area has really helped, and I feel that as time goes on it will only improve—especially with our outreach like school visits which I’ll talk about later.

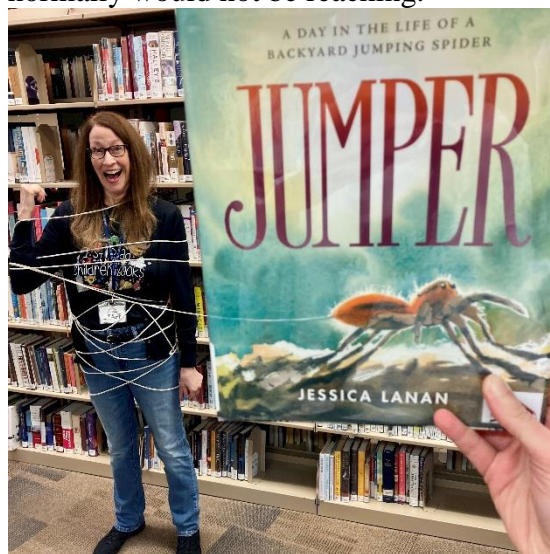
“Talk Like a Pirate Day” was a small success! We had over 50 people for this after school program, so it was a great proof of concept. It was also a great way to get to know my direct staff, observe their work style, and see where their passions and strengths lie. Taking the photo on top of our boat was a great bonding experience, and showed me that my direct staff is willing to be silly and put themselves out there. It gave me a lot of confidence to host a much bigger event like “Trick or Treat in the Library” on Oct. 31<sup>st</sup>.



School visits have started! This week (Oct 2-Oct 6) we had 2 kindergarten visits, 2 first grade visits, and 3 second grade visits. They have been incredibly successful so far. All the classes that came by are interested in returning for monthly visits. Hopefully more classes will show interest and want to come by, but this is a GREAT start. Ideally, I am hoping these visits end with checkouts since it would increase our circ, and guarantee that every child in the school system has a public library card that wanted one. BUT more importantly these visits are crucial to getting kids familiar with me, our institution, and where their favorite books are in the library. I feel Hartland had a fairly high summer reading sign up rate

because those kids were so familiar with the library due to the library visits. Looking forward to replicating that success here and expanding it. I just had a mom tell me today (10/6) “My son is in 1<sup>st</sup> grade. He told me, ‘mom there is a new guy working at the library and he’s really funny.’” That’s 100% what we want!

Sprucing up the social media has been going well. It was fun to collaborate with Kelly for a “Library of Things” ad campaign, the first photo is up and has gathered a lot of attention, which helped gather interest in the collection with the Waukesha Freeman for that published article. I’ve also enjoyed doing the bookface photos, which tries to highlight different staff members. Things like this really help with engagement, and hopefully reach people we normally would not be reaching.



*Library Services Department (from Madi Cooper, Library Services Manager)*

With summer reading finally at an end, it felt like circulation was finally able to take a breath of fresh air. However, the projects have not stopped for anyone. During the month of September, I worked on training all the staff on the new Library of Things collection. With the new software, I had to make sure staff felt comfortable checking things in and out. I’ve also been training them on new ways to cover books, hopefully making for a much smoother process.

We also had our Staff Development Day in September. Since we’re asking librarians to be more hands-on, I went over circulation functions with them so everyone knows how to help. I was also able to meet with all the library clerks, and we were able to discuss library duties and ensure everyone was on the same page. It was very helpful to be able to sit down and talk with everyone.

Thanks for everything you do for the library!

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

- We hosted a Memory Cafe in September. Memory Cafes are social gatherings for those experiencing memory loss and their care partners. This month's theme was birding and with a

donation from the Greater Milwaukee Foundation, we were able to bring Schlitz Audubon Nature Center to the Library to help us present on this topic. We even got to see a screech owl!

- Tamara Starr of Sweet Simplicity Professional Organizing was here to give us some tips on Downsizing for Seniors. This presentation was also sponsored by the Greater Milwaukee Foundation.
- We had a string of bad luck at the end of September with scheduled programs. We intended to have a Shredding Event and a presentation by Chad Lewis about Wisconsin's Most Haunted Locations. The company that scheduled the Shredding Event accidentally put us in their calendar on the wrong date. The volunteers that we got from the National Honor Society at Pewaukee High School were so helpful on that day. They pivoted from thinking they would be unloading boxes to calling people to tell them we had to cancel. After speaking with the company, the date has been rescheduled for October 14 at no cost. In addition to the shredding mix-up, Chad Lewis, unfortunately, had to cancel at the last minute due to illness. We were disappointed that we weren't able to hear about Wisconsin's spooky locations.
- The Stars and Stripes Honor Flight Traveling Art Exhibit is on display in the Fiction Collection. It will be up until October 14. Stop by and take a look!
- Eric and I attended the Bridges Acquisitions Meeting on September 6. These meetings are for libraries using the acquisitions module. As always, it's good to get together and learn how other libraries are doing things.
- I attended the Bridges Adult Services and Inclusive Meeting on September 21. The Bridges Library System won an award from the Family Caregivers Alliance for their work on the Library Memory Project. Jennie Fidler, of the Oconomowoc Public Library, attended the On Aging Conference where the award was presented. She brought back valuable information about the conference sessions she attended and shared it with us at this meeting. We also had great discussion about serving older adults.

Thanks for your support!

*Administration (from Nan Champe, Library Director)*

- *Meetings/Events attended:*
  - September 5: Village Budget Workshop with Village Trustees
  - September 7: City Budget Meeting with Scott Klein and Mayer Bierce
  - September 15: APL Meeting (Virtual Attendance)
  - September 20: City Budget Workshop with Finance Committee
  - September 20: Library Board Meeting
  - September 22: PPL Friends Meeting
  - September 25: PPL Department Heads Meeting
  - September 26: Library Foundation Meeting
  - September 29: Staff Development Event
- *Pantheon Intern.* We have a new Pantheon Intern. Her name is Paige and her internship will run until November. Paige is learning the job duties of a Page during her work experience. We are grateful for this partnership and will continue to look for ways to work with Pantheon Industries and the Department of Workforce Development/Division of Vocational Rehabilitation.

- *Statistic of the Month.* During the month of September, attendance at Children’s Programs for (0-5) increased from 264 attendees in 2022 to 500 attendees in 2023. This increase is direct result of the changes that Peter has instituted. I’m excited to see this success and to see the future increases.
- *New Library of Things Collection.* The offering is live and we are off to a roaring start. The staff have made a concerted effort to promote the new collection and word is out. Today, we have 76 pending reservations for items. Our new pass to Discovery World is booked out until the end of the year. The feedback from the community has been very positive and everyone is loving the “reservable” feature.
- *Facilities.* The Library’s carpets were cleaned over the Labor Day weekend. This enabled the contractor to come in on Saturday and Sunday to complete the work without interruption. With the closure on Monday, the building had an extra day for the carpet to completely dry.
- *Donation.*
  - The Library is the recipient of a bequest from the Mary Ellen Fish Revocable Trust. Mrs. Fish passed away on July 3, 2023 and the donation is based on the bequest she made in her trust. I have been in contact with Mary Ellen’s daughters, Sarah and Margaret to discuss any ideas that they might have to remember their mother or project ideas. I will be speaking with Sarah later this week and will keep you informed on that conversation.
  - The Library has received a donation of \$2,886.35 from the estate of Joanne Knecht. Joanne was a long-standing patron of the Library. This donation represents a 10% share of a \$28,647.05 benefit amount.
- *Staff Development Day.* We had a full afternoon of meetings. The first half was spent in an all staff meeting. Discussed was the Joint Library Contract, new policies and procedures and we had a brainstorming session for our Strategic Plan. The rest of day was spent in department breakout sessions.
- *Budget (AGENDA ITEM).*
  - I have received an updated copy of the City of Pewaukee’s 2024 Proposed Budget. I have confirmed that the Library’s Board revised request for \$896,675 which represents an increase of 2.85% in compared to 2023 is now included in the 2024 Proposed Budget as promised by the Mayor Bierce. Mayor Bierce indicated that revised requests by other departments had been added to the 2024 Proposed Budget so it was only fair and equitable that the same be done for the Library.
  - At the budget workshop, the Council did not take any action on the Library’s Board Budget proposal. (At that time, it was the \$920,657. Now it has been updated to \$896,675) As the head of the Finance Committee, Alderperson Brown did propose that she would like a motion to be made at the budget adoption meeting to reject the Library Board’s proposal. If that motion were made and passed, the City would then be required to fund the Library at the Maintenance of Effort rate of \$849,087. This amount would be a cut of \$22,708 as compared to 2023 and \$47,588 less than the Library Board had been requesting for 2024. Due to this suggestion and the fact that a motion may be made and approved at the budget adoption meeting, I think it is important the I receive direction from the Library Board on what course of action, if any, I should be taken. I will bring forth several possible options for the Library Board to consider.
- *Joint Library Agreement Negotiations. (AGENDA ITEM)* Now that the Notice of Termination of the Joint Library Agreement has been issued by the City of Pewaukee, negotiations take on a new importance. A new joint library agreement must be drafted and approved by both the City of

Pewaukee and the Village of Pewaukee for the Pewaukee Public Library to continue as is in 2025. The committee membership has been adjusted. For the City, Alderperson Brown is no longer on the committee and Mayor Bierce and City Administrator Scott Klein have been added. As the City Representative of the Library Board, Alderperson Clark will remain on the committee. The Village is also making some adjustments. Those adjustments will be voted on at their next public meeting. I expect that the Village members will mirror their counterpoints in the City. Once all appointments have been confirmed, the negotiation meetings will resume. I will continue to attend those meetings and will provide support services.

While both Mayor Bierce and President Knutson have expressed to me that they are fully committed to continuing the Joint Library, I have become concerned about the future of the joint library based on the discussions and requests that have emerged from the City's Finance Committee and the discussions that occurred at the City's Budget Workshop (October 9<sup>th</sup>, 2023). It is my impression, that the Finance Committee's request to apply the City's share of the Library's fund balance to their 2024 library contribution represents an effort to liquidate the Pewaukee Public Library's fund balance. Such an action would have diminished the Library's financial position and would have decimated the Library's fund balance or emergency fund. Now, the Finance Committee is seeking a motion to fund the Library at the absolute minimum for 2024 – the last year remaining in the Joint Library contract. With this option, the City would be contributing the bare minimum required for the City of Pewaukee to remain exempt from the 2023 Waukesha County Library levy. The amount does not reflect the actual amount needed for Library operational costs. Also, this request would force the Library to use fund balance to balance the budget since we must continue the same levels of service. These service levels are required in order for the City and the Village to remain exempt from the 2024 Waukesha County library levy for 2025 purposes. These requests and actions are NOT representative of a group that is looking to continue to invest in the future of the Pewaukee Public Library beyond 2024.

- *2024 Library Hours and Holiday Closings. (AGENDA ITEM)* I have prepared a draft 2024 Library Hours and Holiday Closings for your review and consideration. This schedule follows the pattern of past closings, hours and approved holidays. I have added the spring staff development day to the schedule. I am proposing Friday, May 3<sup>rd</sup> for that event. I would ask for a motion from the Library to Board to approve.
- *Use of Joanne Knecht Donation to frame and install Jean Stamsta Paintings. (AGENDA ITEM)* In 2014, the Library Director accepted a donation of 9 paintings by Jean Stamsta from Dean and Jean Stamsta and the Kohler Foundation. A condition of that agreement was that the Library would, “hold, promote, preserve and exhibit the artwork as part of its permanent collection”. I recently found the 9 pieces in a box in a closet. In order to correct this situation, I would like to get these pictures framed and displayed as soon as possible. The pictures are very vibrant and I think many of them would look wonderful in the children's library. In order to expedite this process, I have obtained a quote to have them framed. We just received a generous donation from Joanne Knecht for \$2,886.35 which could cover the cost of this project. I would request a motion from the Library Board to use the Joanne Knecht Donation to frame and install these wonderful paintings in the Library.
- *Long Term Repair of the Children's Flat Roof. (AGENDA ITEM)* Over the years, we have had numerous leaks coming from the flat room above the children's room. It has been repaired and patched on several occasions. This past fall we experienced a major issue with this roof. We had to put out the baby pool to catch the large amount of rainwater that was leaking through the roof –

soaking the carpet and damaging several books. At the same time, we had another leak in the Children's bathroom from this same flat roof. It was again patched. I have been informed by the roofing company that this flat roof is failing – we will continue to have problems unless it is replaced. I believe it is in the best interest of the building and would be the best financial decision to repair the roof by replacing it. A proposal is included for your review and consideration. I would ask for a motion by the Library to approve the replacement of the flat roof over the children's room (red section for \$9,200.00).

# PEWAUKEE PUBLIC LIBRARY

## 2024 HOURS OF OPERATION

MONDAY – THURSDAY 9 AM – 8 PM

FRIDAY 9 AM – 5 PM

SATURDAY 9 AM – 4 PM

SUMMER SATURDAY 9 AM – 1 PM (JUNE 1<sup>st</sup> THROUGH AUGUST 24<sup>th</sup>)

<b>2024 Holiday Closures</b>			
<b>HOLIDAY</b>	<b>DAY</b>	<b>DATE</b>	<b>NOTES</b>
<b>New Year's Day</b>	Monday	January 1	
<b>Spring Staff Development Day</b>	Friday	May 3	
<b>Memorial Day Weekend</b>	Saturday	May 25	
<b>Memorial Day</b>	Monday	May 27	
<b>Independence Day</b>	Thursday	July 4	
<b>Labor Day Weekend</b>	Saturday	August 31	
<b>Labor Day</b>	Monday	September 2	
<b>Day Before Thanksgiving</b>	Wednesday	November 27	Close early at 6 pm
<b>Thanksgiving Day</b>	Thursday	November 28	
<b>Thanksgiving</b>	Friday	November 29	
<b>Christmas Eve</b>	Tuesday	December 24	
<b>Christmas Day</b>	Wednesday	December 25	
<b>New Year's Eve</b>	Tuesday	December 31	
<b>New Year's Day</b>	Wednesday	January 1, 2025	





Hernandez Roofing LLC.  
16995 W Victor Rd  
New Berlin, WI 53151  
Ph.262-720-8194  
Fax.414-882-7713  
[www.hernandezroof.com](http://www.hernandezroof.com)  
October 3<sup>rd</sup>, 2023

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Roofing work to be performed at: 210 Main St, Pewaukee

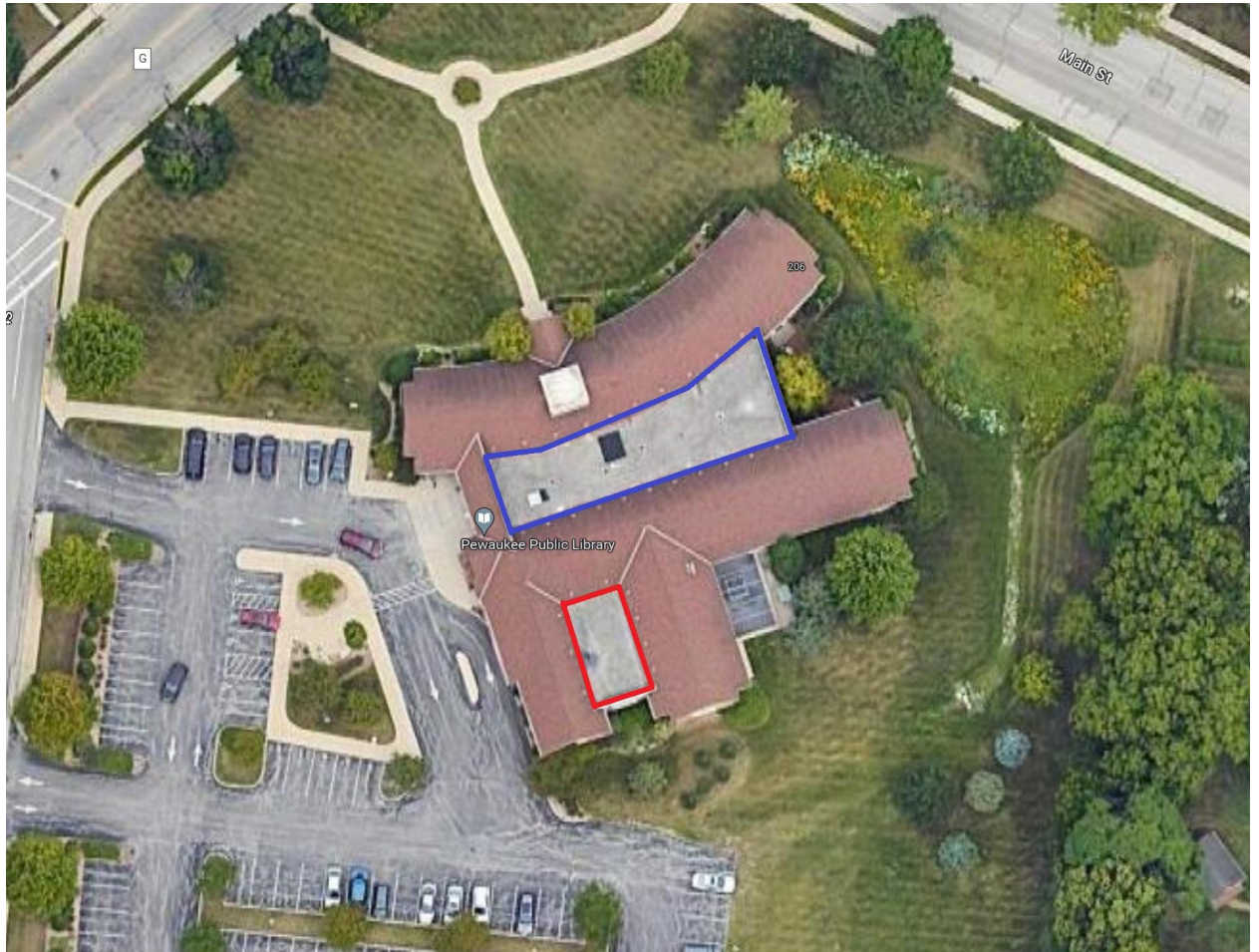
### **Scope of work: Mechanically Attached System**

- A. Remove river rock and remove it in a safe manner.
- B. Tearing off and disposing of all wet insulation and deteriorated decking on time and material basis, build up to existing height.
  - 1. Tear off and dispose of all wet insulation.
  - 2. If any decking needs to be replaced, this will be an extra charge added to the original price.
- C. Furnish and install 1.5" Poly-Iso.
  - 1. Install 1.5" Poly-Iso.
  - 2. Attach using an approved fastener system.
- D. Furnish and install 60 mil TPO membrane.
  - 1. Install and furnish 60 mil TPO membrane over Poly-Iso.
  - 2. Attach using an approved fastener system.
  - 3. Weld seams together to manufacturer's approved specifications.
- E. Furnish and install new pitch pockets to manufacturer's specifications.
- F. Furnish and install corners and boot to manufacturer's specifications.
- G. Completely seal all units, vents, stacks, and penetrations as needed.
- H. Furnish and install new retrofit drains.

**We will perform for the sum of \$37,850.00**

**Red section:\$9,200**

**Blue Section:\$28,650**



**Guaranteed: 20-Year NDL warranty by Johns Manvillee**

**Our price is good for 30 days.**

**Payment terms:**

**50% by delivery of material**

**50% by substantial completion**

**Please sign in the space provided below and return it via email**

**Miguel@Hernandezroof.com**

**Sincerely,**

**Miguel Arreguin**

**262-720-8194**

**Hernandez Roofing LLC**

**This is accepted this \_\_\_\_ day of \_\_\_\_\_**

\_\_\_\_\_.

# Library Standards

The development of the publication [Wisconsin Public Library Standards](#) was guided by the belief that Wisconsin's public libraries play a critical role in providing free access to knowledge, information, and diversity of ideas to all residents of the state. All Wisconsin residents need and deserve at least a basic level of library service. The standards provide a way to measure a basic level of quality for public library service and also provide a pathway to excellence in library service.

Thanks to tremendous advances in information technology and to the cooperation of all types of libraries in Wisconsin, even the smallest library can offer access to an almost unimaginable quantity of both electronic and traditional information resources. But while this new environment presents great opportunities, it also presents great challenges. Today's library staff must master not only the skills and knowledge necessary to provide traditional library services, but also the new and constantly changing skills and knowledge required to utilize the latest in information technologies. Challenges also face the trustees and other government officials responsible for securing the funding and other resources necessary to provide library service that meets current needs and expectations.

[Wisconsin Public Library Standards](#) attempts to cover the services, resources, and other requirements for basic library service that should be available to *all* residents of the state, including those who face physical or other barriers to their use of public libraries. Wisconsin's public library standards are entirely voluntary, but every library in Wisconsin is encouraged to meet the standards covered by the checklists in the *Standards* publication. Counties can establish minimum operating standards for libraries within the county under Wisconsin Statutes Section 43.11(3)(d). Libraries that fail to meet county standards may be denied exemption from the county library tax. For more information on county library standards, see <http://dpi.wi.gov/pld/legislation-funding/county-library>.

## How to Use the Standards

The simplest way to use the *Standards* is to provide a photocopy of the checklists in the *Standards* document to each library board member and review those checklists at your board meetings. If one chapter is covered per board meeting, it will take five meetings to review the *Standards* checklists completely. If your library does not meet certain standards, you can work with your library director to develop a plan to work toward achieving those standards in the future.

Libraries that already meet the minimums represented by the standards can develop service goals based on local needs.

Quantitative standards are provided for a number of library service parameters, such as hours open, staffing levels, collection size, and collection expenditures. Quantitative standards are established at four levels of effort: basic, moderate, enhanced, and excellent. Your library can establish service targets by selecting the appropriate level of effort to apply to each standard or can use the levels to plan for progressive improvements over a period of time.

### In This Trustee Essential

- How your library might benefit from use of library standards
- Different ways to use library standards
- How standards relate to library planning

A handy tool developed by Rick Krumwiede, former Director of the Outagamie Waupaca Library System, automatically calculates service targets for your library. All you need to input is your library name, municipal population, and library service population. You can download this tool from: [owlsnet.org/141/standards](http://owlsnet.org/141/standards).

## Library Planning and the *Standards*

It is most effective to use the *Standards* as a tool to assist with a locally developed planning process. In the context of a local planning process, your planning committee can use the checklists to gather information about the library and the community during the information-gathering phase of the planning process. The *Standards* can also help the planning committee establish objectives for the plan. [Chapter 2](#) of the *Standards* discusses in more detail how to use the *Standards* as part of a planning process. See also *Trustee Essential #11: Planning for the Library's Future* for more information about the planning process.

## Discussion Questions

1. Why should our library be concerned about state standards when those standards are voluntary?
2. Do new technologies reduce the need for your library to provide traditional library services? Why or why not?

## Additional Sources of Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- Outagamie Waupaca Library System (OWLS) Public Library Standards webpage ([owlsnet.org/141/standards](http://owlsnet.org/141/standards))
- [Wisconsin public library service data](#)
- IMLS national public library data ([www.imls.gov/research/public-libraries-in-the-united-states-survey.aspx](http://www.imls.gov/research/public-libraries-in-the-united-states-survey.aspx))

*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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## Wisconsin Public Library Standards

# Wisconsin Public Library Standards Sixth Edition

Developed by  
Public Library Development Team



Wisconsin Department of Public Instruction  
Tony Evers, PhD, State Superintendent  
Madison, Wisconsin

This publication is available at <https://dpi.wi.gov/pld/boards-directors/library-standards>

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First edition 1987. Second edition 1994. Third edition 2000. Fourth edition 2005.  
Fifth edition 2010. Sixth edition 2018.

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# Standards Task Force, 2016-17

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# Introduction

This edition of the Wisconsin Public Library Standards revises and updates the work of the many people who developed earlier editions of the Standards. We reviewed the previous edition of the Standards, noted the increased levels of library compliance with the earlier standards, and compiled information on changes in library statistical information in Wisconsin libraries since the last edition was produced.

The Wisconsin Public Library Standards document has evolved gradually over the years. Some of the standards in this document have remained unchanged; however, since the public library environment has changed significantly, this edition updates quite a number of updates to reflect those changes. The development of this document was guided by the belief that Wisconsin's public libraries play a critical role in providing free access to knowledge, information, and diversity of ideas to all residents of the state. It was first published in 1987 and was updated in 1994, 2000, 2005, 2010, and now in 2018.

This sixth edition of the Wisconsin Public Library Standards has been in development for nearly two years. More than 32 library professionals, representing libraries and library systems across the state, came together to create this document. The process began with much discussion about the currently published standards—addressing both the document's strengths and its weaknesses. The steering group then tasked the subject focus teams with analyzing each standard for relevance and clarity. The focus teams presented their recommendations to the steering group at the Standards Revision Summit, held on April 5, 2017, in Windsor, WI. The steering group then determined the structure and format of the document, based on the recommendations set forth by the focus teams.

## What Has Changed

***This edition is more concise.*** Based on feedback received from the public library community, this edition of the Standards has been curtailed to contain only the information pertinent to public library standards. Important information included in past editions, such as planning, can be found in other resources offered by the Public Library Development team and other professional sources.

***Technology standards have been integrated into the other categories.*** The Standards Task Force deliberated over whether or not to have a separate section of technology standards, as was found in the public library

standards documents from other states. However, the task force determined that when technology standards were introduced in earlier editions, it was to encourage implementation of various technologies in libraries. Today, technology tools are now integrated into even the most basic of library services. As such, any standards relating to technology have been incorporated into other categories.

**Quantitative standards are more granular.** For many public libraries, the past model for quantitative standards is not granular enough to prove useful. The new model introduced in this edition provides the granularity necessary for libraries to more accurately assess their levels of service.

**Standards have a tier structure.** Perhaps the most significant change in this edition of the Public Library Standards is the application of a tier structure for the qualitative as well as the quantitative standards. The names of the tiers of service have also changed.

## How to Use These Standards

The **Wisconsin Public Library Standards** program is a self-evaluation tool. The purpose of this voluntary program for Wisconsin public libraries and librarians is to encourage the ongoing development of quality library service in the state by providing public libraries with a tool to identify strengths, recognize areas for improvement, and assist libraries in gaining community support.

This manual contains the following categories:

- Statutory Requirements
- System Membership Requirements
- Governance
- Administration of the Library
- Funding
- Staffing
- Collections and Resources
- Programs and Services
- Public Relations
- Access
- Facility

Each standard is presented as a statement, allowing the library to easily determine whether it meets or does not meet the criteria. There are three levels of service:

- Tier One—the minimum services that should be available to all residents of the state
- Tier Two—an expansion of services beyond the basic
- Tier Three—the highest level of service

To be considered a **Tier One** library, a library must meet all of the Tier One standards.

To be considered a **Tier Two** library, a library must meet all of the Tier One standards and all but two of the Tier Two standards. The two Tier Two standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access).

To be considered a **Tier Three** library, a library must meet all of the Tier One standards, all of the Tier Two standards, and all but two of the Tier Three standards. The two Tier Three standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access).

In order to determine the status of the quantitative standards in this document, a library must decide whether to use its municipal population or its service population. "**Municipal Population**" is the population of the city, town, village, or county establishing the library, or the total population of communities establishing a joint library. "**Service Population**" is the library's municipal population plus an additional population determined from circulation statistics for county residents without a library. In most cases, Service Population is a more accurate reflection of a library's service population, because it includes the municipal population as well as those who live in surrounding communities and travel to the nearest or most convenient municipal library for services. To calculate a library's Service Population, see [Appendix C](#) of this document.

The newly added categories of Statutory Requirements and System Membership Requirements have been included to increase awareness of public library requirements in Wisconsin. Statutory Requirements apply to *all public libraries*, while System Membership Requirements apply to any library that is a *member of a public library system*. As of this publication, every legally established library in Wisconsin is a member of a public library system, so these requirements currently apply to all Wisconsin public libraries.

Note that much deliberation took place about the terminology used in this document. Every attempt was made to use the most appropriate and consistent expressions available at the date of release.

The Wisconsin Department of Public Instruction's Public Library Development Team is prepared to assist public libraries in using this manual to its fullest potential and can answer any questions regarding the new standards.

Appendices and checklists are included.

# Statutory Requirements

Wisconsin public libraries must be governed and operated according to Chapter 43 of the Wisconsin Statutes. The following are the statutory requirements of all Wisconsin public libraries:

- The library is established under Wis. Stat. § [43.52](#) (municipalities), [43.54](#) (joint libraries), or [43.57](#) (consolidated county libraries and county library services).
- A legally appointed and constituted library board governs the operation of the library. The library's board membership complies with statutory requirements regarding appointment, length of term, number of members, and composition, per Wis. Stat. § [43.54](#) (municipalities) or [43.57](#) (consolidated county libraries and county library services), and [43.60](#) (county appointments to local library boards).
- The library board has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund, per Wis. Stat. § [43.58\(1\)](#). All appropriated and collected funds are held by the municipal governing body and are disbursed upon approval by the library board.
- The library board supervises the administration of the library, hires the library director, and delegates active management of the library to the director. The library board determines the library's staff organization chart, approves job descriptions, and sets rates of compensation, per Wis. Stat. § [43.58\(4\)](#).
- The library collects the statistics and information required by the Division for Libraries and Technology and reports that information to the municipal governing body, the library system, and the Division, per Wis. Stat. § [43.58\(6\)](#).
- Residents have free access to tax-supported public library services, per Wis. Stat. § [43.52\(2\)](#). Such services include (but are not limited to):
  - free loan of print and non-print materials from the local circulation collection
  - general reference and information services
  - access to other library collections via interlibrary loan
  - access to a computer

- The library board reviews and approves bills presented for payment at each library board meeting, per Wis. Stat. § [43.58\(2\)](#).
- The library complies with other Wisconsin laws that affect library operations, such as laws relating to open meetings (Wis. Stats. § [19.81 to 19.98](#)), ethics (Wis. Stats. s. [19.59](#)), and public records (Wis. Stats. § [19.31 to 19.39](#)).
- The library complies with federal laws that affect library operations, such as the [Fair Labor Standards Act](#).
- The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities, and meets relevant requirements of the Americans with Disabilities Act. (See the [ADA Accessibility Guidelines for Buildings and Facilities; Section 8](#) pertains to libraries.) Some examples of accommodations may include:
  - accessible meeting rooms
  - access to Braille materials
  - enhanced computer display for visually impaired
  - hearing augmentation system in meeting room
  - equipment necessary to use audiovisual materials in the library collection
  - home delivery of materials
  - interpreters for the hearing impaired
  - Large Print materials
  - a minimum of 36 inches of space between shelving stacks
  - story times and programs in accessible rooms or outside of the library

# System Membership Requirements

While Wisconsin public libraries are not required to belong to a library system, system membership offers enormous benefits to public libraries of all sizes. For a public library to participate in the library system that serves its county, the following statutory requirements must be met to retain system membership:

- The library must be located in a county that participates in a library system, per Wis. Stat. § [43.15\(4\)\(c\)2](#).
- The library director is present in the library at least 10 hours a week while the library is open to the public, less leave time, per Wis. Stat. § [43.15\(4\)\(c\)6](#).
- The library is authorized by the municipal governing board to participate in the public library system, per Wis. Stat. § [43.15\(4\)\(c\)3](#).
- The library has a written agreement with the public library system board to: (1) participate in the system and its activities, (2) participate in interlibrary loan of materials with other system libraries, and (3) provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents, per Wis. Stat. § [43.15\(4\)\(c\)4](#).
- The library director holds the appropriate grade level of certification from the Department of Public Instruction, per Wis. Stat. § [43.15\(4\)\(c\)6](#) and Wis. Admin. Code sec. [PI 6.03](#). (See [Appendix F](#) for statutory certification levels.)
- The library annually is open to the public an average of at least 20 hours each week, per Wis. Stat. § [43.15\(4\)\(c\)7](#). (For exceptions, see the statute.)
- The library annually spends at least \$2,500 on library materials, per Wis. Stat. § [43.15\(4\)\(c\)8](#).



# Tier One Standards

To be considered a **Tier One** library, a library must meet all of the Tier 1 standards that follow.

## Governance

Public library trustees are public officers and as such are legally responsible for the governance of the library and the conducting of its operations in accordance with local, state, and federal laws. Generally, library boards have the power to:

- Hire and evaluate the library director
- Determine salaries and compensation for the director and library staff
- Establish a library budget
- Oversee spending and approve library expenditures
- Develop and adopt policies for the library's operation
- Engage in strategic planning for the library
- Exercise general oversight and governance of the library's operation

A well-informed library board is critical to the success of the library, as is the relationship between the library board and the director. Both must clearly understand their roles and responsibilities. The following standards relate to public library governance:

1. The library's Board of Trustees has written bylaws that outline its purpose and its operational procedures and address conflict-of-interest issues.
2. The library board adopts the following written policies for operating the library. All policies are available to all staff members and for public inspection (preferably online for accessibility). The items following each policy are suggestions of what the policy might cover. NOTE: if a library provides meeting room space to the public, a meeting room use policy must be included as well.
  - Circulation Policy
    - Borrower responsibilities and card eligibility
    - Confidentiality of Records

- Fines and fees
- Interlibrary Loan details
- Loan periods, including renewals
- Lost and damaged materials
- Recovery of unreturned materials
- Theft of materials
- Collection Management Policy
  - Purpose of collection
  - Evaluation methods
  - Reconsideration of Materials requests
  - Selection criteria
  - Weeding (deselection) schedule
  - Gifts and donations as they pertain to the collection
  - Intellectual freedom statements (Freedom to Read, ALA Bill of Rights, etc.)
- Computer/Internet Use Policy
  - Confidentiality of records
  - Privacy
  - Rules of use
  - Conduct (prohibited materials, etc.)
- Meeting Room Use (as necessary)
  - Scheduling
  - Rules and Conditions
  - Charges and Fees
- Personnel Policy
  - Employee benefits
  - Salaries and position classifications
  - Staff procedures, such as disciplinary procedures, grievances, dress code, conduct, etc.

- Public Behavior (Rules of Conduct)
  - Behavior guidelines (for all ages)
  - Consequences for inappropriate behavior
  - Unattended children/child safety
- 3. If the library elects to filter Internet content, it states so in its internet policy and a procedure is in place to allow patrons unfiltered access.
- 4. The library board meets no fewer than ten times per year (with the library director in attendance), at a time and in a physically accessible location convenient for the board and the community.

## **Administration of the Library**

A library director, who is hired by and is responsible to the library board of trustees, administers public libraries. The director is responsible for all of the day-to-day operations of the library, including:

- Hiring, supervising, training, evaluating, and dismissing library employees
- Preparing and submitting budgets to the board
- Recommending and executing library policies as adopted by the board
- Recommending and executing plans for library services
- Advocating for the library

The following standards relate to public library administration:

5. The library director provides written financial and statistical reports for review at library board meetings.
6. The library follows fiscal procedures consistent with state law, library policy, audit requirements, and local government requirements in preparing, presenting, and administering its budget.
7. The director has time away from the public service desk to perform administrative duties, attend system, state, county, and municipal meetings.

8. The library director conducts an orientation program for new board members. The orientation will include a tour of the library's public and staff areas and individual access to the DLT [Trustee Essentials](#).
9. The library director keeps the library's Board of Trustees informed of library services, programs, and issues.
10. The library keeps its borrowers' registrations up-to-date. Inactive registration records are removed at least every three years, in accordance with state annual report requirements. (This may be in coordination with system ILS staff.)

## Funding

A key responsibility of the library board is to seek and secure sufficient funding to support the local service goals of the library. The following standards relate to the funding of public libraries:

11. The library director is available to present the proposed budget to the municipal governing body.
12. The library board adopts an annual budget.
13. The library is supported on an ongoing basis by funds from the municipal governing body. Grants, donations and other revenue sources supplement, but do not supplant, local tax support.

## Staffing

Library staff are the library's most valuable asset. All *library staff*:

- are able to explain library policies to the public
- are committed to the provision of excellent service
- are well trained in the procedures required by their positions
- have a general understanding of the history and development of library services
- project an image of competence and courtesy

In addition, *public librarians* must be able to:

- assess the needs of the community
- communicate and work effectively with other staff
- evaluate and measure the effectiveness of public library programs and services
- assist in library planning efforts
- assist in fundraising efforts
- select materials and provide guidance in the use of all library resources

- use current and emerging technologies
- work within the political and social structure of the community

The following standards relate to the staffing of public libraries:

14. The library has regular, paid, and qualified staff, trained to fulfill their job responsibilities. The library is staffed during all hours that the library is open.

15. The library employs paid staff at the number of Full-Time Equivalents (FTE) outlined in [Appendix A](#) (or [B](#)).

Forty (40) hours per week is set as the measure of full-time employment. To determine FTE of employees, take the total number of hours worked by all paid employees and divide by forty (40).

For example, a library with 70 hours of paid employees is considered to have 1.75 total FTE.

16. The library board adopts written job descriptions that include educational and experience requirements, work hours, and a written salary range and benefits for each position.

17. Staff are trained in emergency procedures and protocols.

18. Library staff, volunteers, and trustees are trained to uphold patron privacy and confidentiality.

19. Employee performance is evaluated annually by the director or supervisor.

20. The library board conducts a performance evaluation of the library director annually.

## **Collections and Resources**

Community needs and local interests drive a library's collection management plan. A successful public library provides a wide range of materials and electronic resources in a variety of formats and in sufficient quantities to meet the needs of the members of its community.

Collection management requires a studied approach to the selection, maintenance, and development of the collection. Collection evaluation is the continuous process of analyzing use, age, condition, timeliness, and scope of library materials.

The library's position on Intellectual Freedom is clearly reflected in its collection management policy. Through this policy, the library maintains a current, thoroughly evaluated collection appropriate to the library's mission.

The following standards relate to the library's collections and resources:

21. A materials budget is designated for purchasing materials in a variety of formats and for accessing electronic resources based on the library's collection development policy.
22. The library allocates operating funds for purchasing materials for the library's collection as outlined in [Appendix A](#) (or [B](#)).
23. Materials are purchased at regular intervals throughout the year to ensure a steady flow of new materials for the public.
24. The library's collection is regularly evaluated for retention, replacement, or withdrawal, as at a rate determined by the library's adopted collection management schedule.
25. The library maintains a collection of print, audio, and visual materials per capita as outlined in [Appendix A](#) (or [B](#)).
26. The library maintains a collection of print volumes per capita as outlined in [Appendix A](#) (or [B](#)).
27. The library maintains a collection of print periodical titles per 1,000 population as outlined in [Appendix A](#) (or [B](#)).
28. The library maintains a collection of audio recordings per capita as outlined in [Appendix A](#) (or [B](#)).
29. The library maintains a collection of video recordings held per capita as outlined in [Appendix A](#) (or [B](#)).
30. The library uses interlibrary loan to supplement, but not supplant, local collection development.
31. The library provides online resources, including downloadable materials, appropriate to its community and promotes the use of online resources on their website and within the library.
32. The library provides access to resources in formats appropriate to the needs of all population groups in the community.
33. The library provides adaptive technology to ensure inclusive access to electronic resources.

## Programs and Services

Public services allow library staff to assist patrons in the use of its collections and resources. The library also provides resources beyond those owned by the library through interlibrary loan and other resource sharing arrangements.

The library offers educational, recreational, informational, and cultural programs sponsored by the library or in conjunction with other community organizations. These offerings may attract new users to the library, increase awareness and use of library resources and services, and provide a neutral public forum. Programs are commonly held in the library, but the needs of the community may require outreach outside of the library facility, with or without co-sponsorship from community partners.

Public libraries provide programs and services to all members of the community. The following standards relate to the library's programs and services:

34. Library staff assist all patrons with the effective use of technologies necessary to access and use the Internet and other electronic and non-print resources.
35. The library provides Internet computers for public use per 1,000 population as outlined in [Appendix A](#) (or [B](#)).
36. The library provides interlibrary loan services to customers of all ages. The library submits its holdings information to shared databases and participates as a lender and a borrower.
37. Library staff connect patrons with community resources and service agencies.
38. Information services (including reader's' advisory and technology assistance) are available to residents of all ages, abilities, and levels of literacy.
39. The library plans and evaluates programming for adults, teens, and children, considering all of the following factors: the community's needs, goals, and aspirations; intended outcomes; community demographics; and availability of programming from other organizations in the community.

## **Access**

The public library provides full, convenient access to a complete range of its services. "Access" refers to the library's location, hours, and services, as well as its collections and the collections of other libraries. The following standards relate to access to the library:

40. Library hours are fixed and prominently posted. Hours are set based on community needs.
41. Library provides internet access and personal computing applications to patrons free of charge. Access to a printer is also available.
42. The library provides free wireless internet access.
43. The library has a publicly available telephone number.
44. Key staff have library email accounts provided by the library.
45. The library maintains a website or similar online presence, which includes access to an online catalog, information about the library, and links to local, state, or national resources.
46. The library has an integrated library system (ILS) including an automated catalog of all of its holdings that is easily accessible to all users.
47. Public programs provided by the library are in physically accessible locations for children, teens, and adults. The library provides the necessary accommodations to enable persons with disabilities to participate in a program and advertises the availability of the accommodations in the program announcement.
48. The library has directional signs and instructions for the use of collections, online catalog, and other library services.

## **Facility**

The facility housing the library's collections and services has a direct effect on access. The public library is a community gathering place that offers a compelling invitation to enter. A model library building is flexible enough to respond to changing use and service patterns. The building is designed for user efficiency and comfort to encourage extensive public use. The following standards relate to the library facility:

49. The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant.

50. The library building incorporates appropriate safety features in both public and staff areas.
51. The exterior and entrance of the library is well lighted and identified with signs clearly visible from the street.
52. The library provides adequate handicapped accessible parking spaces, per Wis. Stat. § [346.503\(1\)](#), and any local ordinance.
53. The library has proper environmental control throughout the year.
54. The library has accessible public meeting space available for its programming.
55. The library provides adequate space to implement the full range of library services that are consistent with the library's strategic plan.
56. The library provides designated workspace for staff.



# Tier Two Standards

To be considered a **Tier Two** library, a library must meet all of the Tier One standards above and all but two of the Tier Two standards that follow. The two Tier Two standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access, etc.).

## Governance

57. The library board adopts written policies for operating the library. In addition to the four essential policies (see Tier One Standard #2), they may include the following. All policies are available to all staff members and for public inspection.

- Handling of gifts
- Programming
- Bulletin board
- Public records
- Inclement weather

The Public Library Development Team has sample policies on its website at <https://dpi.wi.gov/pld/boards-directors/policy-resources>.

## Administration

58. The director is paid to perform library board-designated duties for no fewer than 25 hours per week, which includes scheduled hours away from a public service desk.

59. The director has time away from the public service desk to participate in professional activities such as continuing education opportunities, municipal and/or county board meetings, mentoring, service organizations, etc.

60. The library director informs the board of pending legislation on the local, state, and national levels that affects libraries and explains how the proposed legislation might affect local library service.

61. The library director makes the library board aware of upcoming library-related continuing education.

62. The library director coordinates or provides trustee training during library board meetings at least twice per year.

63. The library maintains written procedures regarding the services it provides, based on board policies. Examples may include handling of lost items, opening and closing procedures, etc.
64. The library has a written strategic plan, which contains a mission statement, and outlines goals and objectives to meet the community's needs.
65. The library actively participates in its library system's program of service, such as serving on committees, attending meetings, etc.
66. The library participates in system-level and county-level planning for library services.

## **Funding**

67. The director and library board of trustees are available to present the proposed budget to the municipal governing body.
68. The library receives permanent and equitable funding for services to rural residents from the county (if the county is not the governing body, such as a county consolidated library) at a funding rate higher than the minimum required by statute.
69. The library seeks supplemental funding to support its program of service (e.g. grants, gifts, foundations, Friends of the Library).
70. The library provides funding for professional memberships, conferences, or continuing education, including travel and other necessary expenses.

## **Staffing**

71. The library has a planned orientation program for new employees. The program introduces employees to the library's mission, philosophy, goals, and services, in addition to job responsibilities.
72. Library staff are trained in inclusive services and ability awareness, to serve all patrons and coworkers equitably.

## **Collections and Resources**

73. The library develops collections unique to the needs of the community, and is aware of other unique collections available within the system area. Examples may include:

- Adult basic skills materials (i.e., adult new readers)
- English language learning materials
- Specialized collections, such as seed libraries, cake pan collections, toy libraries, etc.

## **Programs and Services**

74. The library maintains, upgrades, and replaces needed library equipment and software on a regular schedule.

75. Information services (including reader's' advisory and technology assistance) are available to residents of all ages, abilities, and levels of literacy, during all the hours that the library is open.

76. The library provides or has convenient access to equipment that reproduces or transmits documents.

77. The library partners with local schools, community agencies and other organizations in the local area in planning, implementing, and promoting programs and services for the community.

## **Public Relations**

Public relations efforts help to communicate a positive image of the library, and promote the library's materials, services, and programs. The library evaluates all policies and procedures in terms of their effect on the public and on the library's public relations.

The following standards relate to the library's public relations strategy:

78. The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard, at least four (4) items must be achieved.

- Annual reports attractively packaged and made available to the public
- Attractive and frequently changed exhibits, displays, and bulletin boards
- Newspaper articles, columns, or advertisements

- Posters, flyers, brochures, and bookmarks advertising library services
- Social networking presence (Facebook, MySpace, Twitter, blogs, etc.)
- TV and/or radio exposure
- Visually appealing printed materials and graphics
- Engaging, dynamic website
- Walk-throughs in the library to assess the image it projects
- An identifiable branding strategy, such as a library logo or slogan
- Targeted materials that reflect the diversity of the community (i.e., Spanish language signage; posters reflecting Latinos)

### Access

79. Key library staff information, such as job title and email address, can be located on the library website.
80. The library's catalog is available via the internet and is accessible 24 hours per day, seven days per week.
81. The library provides free wireless internet access to all, regardless of whether a cardholder or of cardholder status.

### Facility

82. The library provides non-public workspace for staff.
83. Adequate and convenient parking is available to the library's patrons and staff. Generally, one parking space is available for every 500 square feet of building is recommended.
84. The library provides reader seating per guidelines found in the most current edition of Public Library Space Needs: A Planning Outline, or other national standards.

The suggested guidelines listed below are taken from the 2009 edition of [Public Library Space Needs: A Planning Outline](#) by Anders C. Dahlgren.

*Seats per 1,000 Population*

Population	Up to 10,000	10,001 to 25,000	25,001 to 50,000	50,001 to 100,000	100,000 and over
Seats	5.0	4.50	3.00	2.25	1.50

# Tier Three Standards

To be considered a **Tier Three** library, a library must meet all of the Tier One standards, all of the Tier Two standards, and all but two of the Tier Three standards. The two Tier Three standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access, etc.).

## Governance

- 85. The bylaws of the library's Board of Trustees are reviewed at least every three years.
- 86. The library board reviews and/or revises its policies every three years.
- 87. The library board reflects the demographics of the community.

## Administration

- 88. The library director coordinates or provides trustee training during library board meetings at least quarterly.
- 89. The director regularly attends meetings of the municipal governing body and reports on the library.
- 90. Development of the library's strategic plan involves library staff, trustees, and the public.
- 91. The library's strategic plan is reviewed and/or updated annually by the library's Board of Trustees.
- 92. The library adopts a technology plan. This plan may be developed in coordination with the library system.
- 93. The library adopts and adheres to a records retention schedule, such as the [Records Retention Schedule for Wisconsin Public Libraries](#), which has been approved by the Wisconsin Public Records Board.

## Funding

- 94. The library advocates for permanent and equitable funding for services to non-librarians from the county (if the county is not the governing body, such as a county consolidated library) at a funding rate of 100 percent reimbursement or greater.

95. The director and library board attend annual budget hearing of the municipal governing body.

96. Library staff compensation packages are comparable with other community positions requiring similar education, preparation, and job assignments, and with other libraries from statistically similar communities.

## **Staffing**

97. In addition to the director, key employees participate in continuing education and professional activities each year.

## **Programs and Services**

98. The library offers outreach services, which includes collections and programs provided at other community locations, such as daycare facilities for children and adults, mental health facilities, nursing homes, prisons, jails, and schools.

## **Public Relations**

99. The library develops good community relations by regularly communicating with elected officials, business leaders, and civic organizations. Ideas for developing good community relations include:

- Attending municipal meetings other than when making a budget request
- Giving presentations to community groups and organizations
- Inviting the municipal governing body (i.e., common council) to meet in the library
- Participating in community organizations and activities
- Serving as a bridge to bring people from different demographics together
- Regularly assessing community assets and needs
- Including local leaders in library planning
- Participating in municipal comprehensive planning

## **Access**

100. The library's integrated library system is part of a regional shared ILS.
101. The library makes bibliographic and holdings information available via a searchable statewide interface.

## **Facility**

102. The library allocates age and inclusion appropriate spaces including furnishings, signage, and technology.
103. The library provides signs on main community thoroughfares that indicate the direction to the library.
104. The library has humidity control features (in addition to HVAC) for enhanced protection of library materials.
105. The library has accessible public meeting space available for use by community groups.
106. The library director completes and shares a written space needs assessment with the library board at least every five years, per guidelines found in *Public Library Space Needs: A Planning Outline* or other national standards.



# Appendix A

## Quantitative Standards by *Service Population*

### Based on 2016 public library annual report data

\*To calculate *Service Population*, see Appendix C

#### Hours Open

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	25	30	37	40	46	50	53	58	60	63	66	67
Tier 2	29	35	40	45	50	54	58	60	63	65	67	69
Tier 3	36	42	47	52	56	58	62	65	67	69	70	71

#### Volumes Held per Capita (Print)

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	8.0	6.6	5.5	5.0	4.0	3.5	3.2	2.7	2.5	2.4	2.2	2.0
Tier 2	10.7	9.0	7.4	6.2	5.1	4.2	3.6	3.2	2.8	2.6	2.4	2.2
Tier 3	15.0	12.3	10.5	8.8	7.2	6.0	5.0	4.2	3.7	3.2	2.8	2.7

#### FTE Staff per 1,000 Service Population

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	1.0	0.8	0.6	0.6	0.5	0.6	0.5	0.5	0.5	0.4	0.4	0.4
Tier 2	1.3	1.0	0.8	0.7	0.6	0.6	0.5	0.5	0.5	0.5	0.5	0.5
Tier 3	1.9	1.6	1.3	1.1	1.0	0.8	0.8	0.7	0.7	0.6	0.6	0.6

#### Materials Expenditures per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	\$6.56	\$5.50	\$4.75	\$4.25	\$4.00	\$3.80	\$3.75	\$3.68	\$3.56	\$3.32	\$3.28	\$3.18
Tier 2	\$9.50	\$7.62	\$6.43	\$5.84	\$5.50	\$5.12	\$4.88	\$4.85	\$4.76	\$4.52	\$4.25	\$3.72
Tier 3	\$15.00	\$12.00	\$10.00	\$8.68	\$7.76	\$7.37	\$7.00	\$6.78	\$6.41	\$6.00	\$5.41	\$4.63

### Collection Size (Print, Audio and Video) per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	11.8	8.5	6.7	5.6	4.4	3.9	3.8	4.0	3.8	3.3	3.1	2.3
Tier 2	18.4	13.0	9.3	6.8	5.8	4.7	4.4	4.3	4.3	3.7	3.4	2.8
Tier 3	20.5	15.6	12.1	9.9	8.3	7.3	6.2	5.9	5.2	4.3	3.7	3.2

### Periodical Subscriptions Held per 1,000 Population (Print)

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	15.8	14.6	13.5	12.1	10.9	9.3	8.0	6.8	5.7	4.6	3.8	3.5
Tier 2	29.6	24.0	20.0	16.2	13.2	10.9	9.2	7.8	6.7	5.7	4.7	3.7
Tier 3	43.9	36.4	28.2	23.3	18.6	15.3	12.3	10.1	8.9	7.2	5.7	4.5

### Audio Recordings Held per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	0.44	0.32	0.30	0.27	0.23	0.22	0.21	0.20	0.20	0.19	0.17	0.15
Tier 2	0.78	0.52	0.50	0.41	0.37	0.35	0.32	0.30	0.29	0.28	0.27	0.23
Tier 3	0.92	0.83	0.68	0.59	0.52	0.50	0.47	0.41	0.35	0.31	0.28	0.25

### Video Recordings Held per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	1.28	0.93	0.77	0.64	0.52	0.48	0.40	0.31	0.28	0.23	0.21	0.17
Tier 2	2.39	1.33	0.93	0.71	0.58	0.50	0.42	0.36	0.34	0.33	0.31	0.26
Tier 3	2.93	2.15	1.58	1.19	0.89	0.74	0.63	0.61	0.52	0.42	0.36	0.34

### Public Use Internet Computers per 1,000 Population

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	6.61	3.20	2.30	1.56	1.34	1.13	0.93	0.88	0.78	0.77	0.75	0.73
Tier 2	8.36	4.56	2.92	2.07	1.64	1.42	1.25	1.10	1.02	0.97	0.78	0.74
Tier 3	10.80	5.68	3.82	2.92	2.37	2.00	1.68	1.54	1.39	1.24	1.02	0.84

# Appendix B

## Quantitative Standards by *Municipal Population*

### Based on 2016 public library annual report data

#### Hours Open

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	28	40	46	50	53	56	59	61	63	64	65	66
Tier 2	31	43	48	52	55	59	61	63	64	66	67	68
Tier 3	44	50	54	58	60	63	65	67	68	69	70	71

#### Volumes Held per Capita (Print)

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	14.8	11.4	9.2	7.7	6.8	5.9	5.0	4.5	3.9	3.2	3.0	2.2
Tier 2	18.4	14.1	11.2	9.5	8.0	6.9	6.1	5.3	4.5	3.4	3.2	2.4
Tier 3	27.4	20.3	16.1	13.1	10.7	8.9	7.5	6.0	4.9	4.2	3.6	3.0

#### FTE Staff per 1,000 Service Population

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	1.5	1.4	1.2	1.1	0.9	0.8	0.8	0.7	0.6	0.6	0.5	0.4
Tier 2	1.8	1.7	1.5	1.3	1.2	1.1	0.9	0.8	0.8	0.7	0.6	0.5
Tier 3	2.8	2.4	2.2	1.8	1.6	1.4	1.2	1.1	0.9	0.8	0.7	0.6

#### Materials Expenditures per Capita

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	\$11.58	\$10.31	\$9.17	\$8.62	\$7.91	\$7.37	\$6.29	\$5.92	\$5.37	\$4.71	\$4.06	\$3.12
Tier 2	\$16.34	\$14.26	\$12.32	\$11.47	\$9.81	\$9.07	\$7.71	\$7.34	\$6.42	\$5.98	\$4.96	\$3.31
Tier 3	\$24.80	\$21.32	\$17.41	\$14.34	\$13.32	\$11.47	\$10.75	\$9.17	\$8.57	\$7.95	\$6.12	\$3.83

**Collection Size (Print, Audio and Video) per Capita**

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	15.3	13.2	11.1	9.2	8.2	7.0	6.3	5.4	4.7	3.7	3.2	2.7
Tier 2	18.8	16.1	13.6	11.1	10.0	8.7	7.6	6.3	5.5	4.2	3.7	3.0
Tier 3	26.3	22.1	17.4	15.0	12.6	10.8	9.1	7.2	6.6	5.0	4.6	3.6

**Periodical Subscriptions Held per 1,000 Population (Print)**

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	37.6	27.4	22.7	18.7	14.9	12.2	10.7	8.7	6.8	5.1	4.9	3.4
Tier 2	61.8	43.5	34.9	27.0	21.8	17.2	12.9	10.0	7.9	6.3	5.5	3.7
Tier 3	81.1	57.2	45.2	36.0	28.1	23.8	17.8	12.5	10.2	7.1	5.6	4.9

**Audio Recordings Held per Capita**

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	0.77	0.68	0.63	0.56	0.47	0.43	0.37	0.34	0.31	0.29	0.22	0.18
Tier 2	1.00	0.87	0.82	0.71	0.59	0.50	0.47	0.42	0.39	0.35	0.32	0.21
Tier 3	1.61	1.37	1.18	1.09	0.92	0.81	0.69	0.62	0.54	0.48	0.42	0.27

**Video Recordings Held per Capita**

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	2.14	1.49	1.18	1.03	0.67	0.63	0.58	0.52	0.36	0.29	0.25	0.16
Tier 2	2.93	2.14	1.69	1.20	1.03	0.95	0.96	0.59	0.43	0.39	0.29	0.19
Tier 3	5.16	4.00	3.55	2.72	2.19	1.79	1.38	0.95	0.82	0.43	0.39	0.31

**Public Use Internet Computers per 1,000 Population**

	999 and under	1,000 to 1,999	2,000 to 2,999	3,000 to 4,999	5,000 to 6,499	6,500 to 8,999	9,000 to 12,999	13,000 to 18,999	19,000 to 34,999	35,000 to 69,999	70,000 to 99,999	100,000 and over
Tier 1	6.17	4.78	3.42	3.02	2.28	1.89	1.52	1.11	0.94	0.86	0.81	0.75
Tier 2	8.92	6.04	5.11	3.78	3.10	2.34	1.88	1.52	1.29	1.19	0.91	0.86
Tier 3	13.28	9.42	7.43	5.61	4.32	3.52	3.01	2.27	1.89	1.68	1.35	0.92

# Appendix C

## Calculating Service Population

NOTE: Any of these methods will produce a more accurate reflection of the library's service population than the strict use of municipal population.

### **Use the Service Data Population**

Since 2000, the service population reported in the annual Wisconsin Public Library Service Data is based on each library's share of total circulation to county residents who do not live in a library community. For example, if the ABC Public Library accounts for 20 percent of the total circulation from libraries in the county to county residents who do not live in a library municipality, then 20 percent of the county nonresident population is allocated to the ABC Public Library. This number is then added to the library's municipal population to derive an estimate of the library's total service population. This estimate should, in most cases, be a more accurate estimate of service population than estimates used in previous Service Data editions. However, libraries with significant usage by residents of other library communities and/or residents of other counties may wish to use one of the alternative methods discussed below.

### **Use System-wide Nonresident Usage Data**

If nonresident use data is gathered on a system-wide basis in a multicounty system, an allocation of the system nonresident population can be made, based on the library's share of the total system circulation to nonresidents. This variation has the advantage of rendering county boundaries within the system invisible.

### **Base Estimates on Local Circulation Patterns**

A library also can examine resident borrowing as a proportion of total circulation and extrapolate a rough, circulation-based estimate of its overall service population. If residents and nonresidents can be assumed to borrow material at roughly the same rate per capita, and residents account for 85 percent of the library's total circulation, then it can be said that residents also account for 85 percent of the total population. If the library's municipal population is divided by the proportion of circulation transactions that go to residents, the result will be an estimate of the library's total

service population. For example, a library with 85 percent resident circulation and a municipal population of 7,500 will have a service population of 8,824 ( $7,500 \div 0.85 = 8,824$ ).

### **Add the Population of Surrounding Unserved Areas**

If, through the observation of nonresident use, the staff of a municipal library is aware that a majority of residents of an adjacent town or towns use the library, it may simply add the population of the town or towns to its municipal population.

# Appendix D

## Library Public Relations Checklist

The following list is intended to help answer the following questions:

- Is this library welcoming?
  - What is our message?
  - What is our style?
1. **Accessibility**—Can people with disabilities easily use the library building and website?
  2. **Brand/Identity**—Does the library have a clear and consistent image? Includes consistent use of logo, full location info including web address.
  3. **Customer service**—Is the library's commitment to excellent customer service reflected in the courtesy and helpfulness shown to customers? Are there ID tags for staff? Can staff members articulate the library message? Are they encouraged to share their favorite books and other materials with users? Does front-line staff provide feedback on customer wants, complaints, compliments?
  4. **Décor, decoration**—Is the library too light or too dim? Is the library clean, clutter free? Is there effective use of posters, banners, art, and other promotional tools such as screen savers?
  5. **Display**—Are books and other materials displayed face out? Are there "shelf talkers?"
  6. **Local ownership**—How well does the library reflect the community, including its diversity? Is there a bulletin board? Displays of local art? Are there opportunities for the users to give feedback on library service/ interact with other users? Share their comments on books?
  7. **Message**—Does your library have a key message that expresses its mission? Does everyone on the staff know it? Are library policies clearly and widely communicated?

8. **Media**—Does your library have a presence in relevant media? Is someone assigned to work with the press? Does your library initiate stories, interviews and placements of public service announcements/advertising?
9. **Outreach**—Does the library have a life outside the building? Does it have a presence in the life of the community?
10. **Programming**—Does the library actively offer and promote programs and/or training sessions? How are programs promoted?
11. **Print materials**—Are there too many? Too few? What is the message? How is it communicated on...bookmarks and flyers? Letterhead and business cards? Newsletters?
12. **Signage: Internal and External**—Is the library easy to find? Is it easy to find what you are looking for? Is the library mission visible? Does signage reflect awareness of diversity?
13. **Telephone**—Does a person or a machine answer the phone? If it's a machine, does your telephone greeting help or harm your image? Is it clear? Easy to follow?
14. **Website**—Is the image/message consistent with other library communications? Does it take advantage of the unique qualities of the web? Is the website a “branch library?” Does it pass “usability testing?”
15. **Body Language**—What unspoken message is being delivered by staff?

## **Sample Public Relations Plan**

The Somewhere Public Library  
June 2018-2020

### *Introduction*

The Somewhere Public Library has come a long way in a short time. Since moving to its current site two [2] years ago, library visitors have increased almost 300 percent and the number of cardholders has grown by 700 percent from 245 to 2,178—still only about 10 percent of the community's residents. Some residents still remember the library as a volunteer “card table” operation in the school basement. Some still drive to libraries that are bigger but farther away. The library board has set a goal of expanding its facility, either at its present site or at another location to be determined. There is a clear need and a tradition of library support among community residents and leaders. A preliminary feasibility study indicates there is

excellent potential for a ballot measure supplemented by private fundraising. Building a strong base of community awareness about what the library offers, its needs and the possibilities is key to building momentum.

### *Goals*

- The Somewhere Public Library will enjoy a high profile in the community. It will be seen as an important and popular destination for learning and enjoyment.
- Community leaders and all residents will be aware of and use library services.
- Community leaders and residents will approve a library expansion plan and support a funding campaign.

### *Objectives*

- The library will secure financial support for a new library.
- The number of cardholders will increase 600 percent for a total of 60 percent registration.
- The library will develop partnerships with three [3] or more new community groups.

### *Positioning*

The Somewhere Public Library provides big city service close to home in a comfortable, welcoming atmosphere. In addition to books, it offers audio books, CDs, videos and other multimedia resources. Its “online branch” is open 24/7. Most importantly, there are professional librarians to provide expert assistance. The Somewhere Public Library is a community center for lifelong learning, literacy and enjoyment for families and people of all ages. Although bigger than it looks, the library is not as big as it needs to be. With more space, the library could offer much more. The library is a best value and deserves the community’s support.

### *Key Message(s)*

- The Somewhere Public Library provides big city service close to home.
- We’re bigger than we look—but not as big as we need to be.

### *Key Audiences*

Internal: Staff, Board, Friends, Volunteers

External: County officials and community leaders;

Community groups with influential members;

Families with children from preschool-high school; Business and professional community

## Year 1—June 2018-19

### *Objectives*

- The number of cardholders will increase by 80 percent.
- Attendance at programs will increase by 30 percent.
- Twenty influential individuals and community groups will endorse the building project.
- City officials/other key leaders will approve an expansion plan for the library and endorse a funding plan.
- The library “family” will understand and actively support the library’s new communication focus.
- Local papers will carry at least three [3] feature stories.

### *Strategies*

1. Begin a consistent, planned program of two-way communication.
  - Establish a citizens group to advocate support for a bigger library.
  - Encourage and prepare staff, board members, Friends and volunteers to deliver the library’s message to library users, their families, friends, neighbors, key officials. Involve them in planning activities. Provide updates.
  - Invest in professional graphic design for formatting promotional materials, e.g. the newsletter, bookmarks. Have a consistent look and message. Publish a dynamic brochure with the emphasis on benefits, not just a listing of services. Distribute it outside the library—at meetings of community groups and other community locations.
  - Conduct a customer satisfaction survey. Use quotes in promotional materials.
  - Provide evaluation forms at all programs asking how the audience members heard about the program, its quality and suggestions for other programs.
  - Invite customer comments in the library and on the library’s home page. Respond to all comments in writing and with action, when appropriate.

2. Seek a higher profile in the media.
  - Make a media plan with dates for seeking news stories in connection with special events, feature stories and editorial endorsements.
  - Place at least three [3] feature stories about services such as “databases” or homework help for kids and—what they are and what they can do for you.
  - Invite local newspapers to send a photographer for special kids events or take and submit photos.
  - Offer reporters a demonstration of how the library’s databases work.
  - Seek a story comparing the library’s facilities with communities of similar size.
3. Reach out to elected officials, community leaders and groups with influential members.
  - Communicate at least once a month with key officials in person and print. Provide regular updates. Offer to demonstrate the library’s databases at their desk.
  - Present a state-of-the-library report to the county board and key organizations.
  - Recruit three [3] partners, including at least one [1] new partner, to cosponsor/underwrite activities for National Library Week, Library Card Sign-up Month, etc. Present six programs/host tours for county officials, members of the Chamber of Commerce and other influential groups.
4. Reach out to families.
  - Sponsor a library card sign-up drive during national Library Card Sign-up Month in September. Offer rewards for library users who recruit new card registrants.
  - Visit all day care centers, kindergarten and first grade classrooms. Provide library card registration, booklists and other promo materials for teachers and for kids to take home to parents.
  - Display photos of families holding their library cards in the library and post them on the website.
  - Sponsor a contest “Why My Family Uses the Library” and award prizes underwritten by partners.

### *Evaluation*

- A stronger, more consistent look and message in library publications.
- Feedback from users and target audiences, customer satisfaction surveys, word of mouth.
- See objectives.

# Appendix E

## Technology Plan Checklist

### **Library Name, Location, and Date Range for the Technology Plan**

**Mission Statement**—Provide the mission statement for the library. In most cases, the mission statement can be taken verbatim from the library's current long-range or strategic plan. Link your library's mission statement to your Technology Plan.

**Plan Justification**—In one or two brief paragraphs discuss the library's technology goals in conjunction to the overall mission of the library and discuss the role technology plays in the library's services.

**Technology Strategic Plan**—Discuss how technology will be integrated into the services provided to staff and for users. A strong plan will include goals, objectives, and strategies/activities. Goals are the broad statements regarding technology in the library and may extend beyond the lifetime of the Plan. Objectives are specific measurable activities to be undertaken to reach the goals. Strategies are the steps to be taken to meet the objective.

**Technology Inventory**—This section should be broken down into two sections: current technology and future technology. In the first section list current computing and telecommunication technology being used at the library. If relevant, include a breakdown by branch. The future technology piece encompasses hardware, software, telecommunications, and information technologies the library hopes to implement during the lifetime of the Plan. If necessary, the future technology section should include a discussion of upgraded electrical systems required to handle new technologies.

**Budget**—Includes approximate costs associated with the desired level of technology, both ongoing as well as upgrade and maintenance costs for current technology, as well as costs for intended new technologies. Also indicate from where funding will be derived. This is probably the section of the Plan most likely to require revision. Make sure mention is made of any maintenance contracts.

**Evaluation**—Provide an overall evaluation statement as to how the library plans to determine if the Technology Plan goals are being implemented and their degree of success. Additionally, indicate how you will know if technology is having a positive impact on staff, users, and the community, and how well technology is helping you address your overall library goals. Also indicate how often the Plan will be reviewed and updated and by whom.

**Training**—Provide detail on training for staff and patrons on current technology. Include information on what types of training are offered, by whom, and how often. Types of training provided could include, but is not limited to, programs on searching databases, word processing, using the catalog, etc.

# Appendix F

## Certification of Library Directors

### Grade III

*Required in municipalities with populations of fewer than 3,000*

Fifty-four (54) semester credits, half of which must be in the liberal arts and sciences, and twelve (12) semester credits in :

- Basic public library administration
- Advanced public library administration
- Organization and management of collections
- Public and community services

Basic public library certification must be completed in the first year; thereafter, at least one course must be taken annually.

**OR**

Bachelor's Degree with a minor in library science **and** advanced public library administration course.

### Grade II

*Required in municipalities with populations between 3,000 and 5,999*

Bachelor's Degree and twelve (12) semester credits in:

- Basic public library administration
- Advanced public library administration
- Organization and management of collections
- Public and community services

Basic public library certification must be completed in the first year; thereafter, at least one course must be taken annually.

**OR**

Bachelor's Degree with a minor in library science **and** advanced public library administration course.

## **Grade I**

*Required in municipalities with populations of 6,000 or more*  
Master's Degree in librarianship from a graduate library program accredited by the American Library Association.

## **Continuing Education Requirements**

One hundred (100) hours of professional continuing education, at least ten (10) hours of which must be technology-related, are required every five (5) years for recertification (*regardless of grade level*).

Temporary and provisional certifications may be granted in certain situations. For more information, see the *DPI Certification Manual for Wisconsin Public Library Directors*.