



November 2023 BOT Packet

Wednesday, November 15, 2023
6:30 PM
Visaya Room, Pewaukee Public Library

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

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public and to those news media who have filed a written or electronic request for this notice, that a meeting of the Pewaukee Public Library Board of Trustees will be held on Wednesday, November 15, 2023 at 6:30 p.m. The meeting will be held in the Visaya Room at the Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072.

PEWAUKEE PUBLIC LIBRARY BOARD MEETING - AGENDA Wednesday, November 15, 2023 at 6:30 p.m.

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

1. Call Meeting to Order and Roll Call

SPECIAL BUSINESS:

2. Presentation by Peter Blenski, Youth Services Manager

REGULAR BUSINESS:

3. Citizen Comments/Correspondence
4. Approval of Consent Agenda
 - a. Minutes October 18, 2023 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – October 2023
 - ii. GL Detail Library – October 2023
 - iii. Payment Approval Report – October 2023
 - c. Library Monthly Statistics Report though October 2023
 - d. Director's Report: November 2023

OLD BUSINESS:

5. Discussion and possible action on the 2024 Pewaukee Public Library Budget

NEW BUSINESS:

6. Discussion and possible action on the 2024 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements.
7. Discussion and possible action on BOT *Trustee Essentials 14: Library Board and Open Meetings Law*
8. Closed Session – The Library Board will recess into closed session pursuant to § 19.85(1)(e) Wisconsin Statute for the following reason:
 - (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically for the purpose of discussing compensation for the Library Director and for consideration of a PTO rollover request.

You are further notified that at the conclusion of the Closed Session, the Library Board may convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

9. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, December 20, 2023

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

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

Posted: Friday, November 10, 2023

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, October 18, 2023 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:32 PM
Members Present: Lisa Jansen, Leslie Miller, Dale Noll, Heather Gergen, Ian Clark, Ann Wright
Others Present: Nan Champe (Library Director)

Members Excused: Karen Wildman

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
 - GL Budget vs. Actual Library – September 2023
 - GL Library Detail – September 2023
 - Payment Approval Report – September 2023
 - d. Library Monthly Statistics Report through September 2023
 - e. Director's Report: October 2023

Motion to approve: Dale Noll
Second: Ian Clark
Discussion: Correction to October 4, 2023 minutes, Ann Wright did not attend
Motion carried Ann abstains from October 4th meeting minutes and consent agenda.

OLD BUSINESS

4. Discussion and possible action on the 2024 Pewaukee Public Library Budget

Discussion: Provide direction to Nan to use the means she feels necessary to advocate. Each Library Board member should be an advocate as well. Monday November 6th @ 6:00 pm is City of Pewaukee Public Hearing on Budget

No action taken

5. Update on the Joint Library Agreement negotiations

No action taken

NEW BUSINESS

6. Discussion and possible action on Library Hours and Holiday Closings for 2024

Motion: Ian Clark

Second: Dale Noll

Discussion: n/a

Motion carried

7. Discussion and possible action on proposal to use the Joanne Knecht donation to frame and install the 9 paintings from the Kohler Foundation.

Motion to approve: Dale Noll motioned to approve cost of framing and installation of paintings

Second: Leslie Miller

Discussion: n/a

Motion carried Ian Clark abstains

8. Discussion and possible action on proposal to replace the flat roof over the children's space.

Motion to approve: Dale Noll motioned to approve the replacement of the roof over the children's space for \$9,200, and start plans to issue an RFP for replacement of the remaining roof sections.

Second: Heather Gergen

Discussion: n/a

Motion carried

9. Discussion and possible action on BOT *Trustee Essentials 12: Library Standards*

10. ADJOURNMENT - 7:42 PM

Motion to approve: Heather Gergen

Second: Dale Noll

Discussion:

Motion carried

NEXT MEETING: Wednesday November 15, 2023

End.GLPeriod = 1023

Account Number	Account Title	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND					
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	(115,242.04)	(112,141.00)	3,101.04	102.77%
900-00-46710-000-000	LIBRARY FINES(R)	(7,859.09)	(10,136.00)	(2,276.91)	77.54%
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)	(67,863.91)	0.00	67,863.91	100.00%
900-00-48500-000-100	MISC REVENUES(R)	(5,573.03)	(5,907.00)	(333.97)	94.35%
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)	(218,953.34)	(262,744.00)	(43,790.66)	83.33%
900-00-49200-000-000	TRANSFER IN FROM MUNICIPALITY(R)	0.00	0.00	0.00	100.00%
900-00-49300-000-000	FUND BALANCE APPLIED(R)	0.00	0.00	0.00	100.00%
Total: Revenue		(1,145,043.47)	(1,265,991.00)	(120,947.53)	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	507,010.84	636,565.00	129,554.16	79.65%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	163,412.99	212,484.00	49,071.01	76.91%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	6,050.06	7,000.00	949.94	86.43%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	59,612.17	73,000.00	13,387.83	81.66%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	11,331.00	24,000.00	12,669.00	47.21%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	44,402.61	50,040.00	5,637.39	88.73%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	22,737.82	21,550.00	(1,187.82)	105.51%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	1,736.81	3,000.00	1,263.19	57.89%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	45,349.56	45,952.00	602.44	98.69%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	122,213.47	89,652.00	(32,561.47)	136.32%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	43,554.23	55,645.00	12,090.77	78.27%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	22,888.29	23,000.00	111.71	99.51%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	3,928.74	5,250.00	1,321.26	74.83%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	4,675.00	2,000.00	(2,675.00)	233.75%
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)	21,094.29	0.00	(21,094.29)	100.00%

End.GLPeriod = 1023

Account Number	Account Title	YTD	Budget	Variance	% Budget
900-00-57610-000-000	LIBRARY OUTLAY(E)	0.00	0.00	0.00	100.00%
Total: Expenditure		<u>1,085,857.71</u>	<u>1,249,138.00</u>	<u>163,280.29</u>	
Total: 900 - LIBRARY FUND		<u>(59,185.76)</u>	<u>(16,853.00)</u>	<u>42,332.76</u>	
Total:		<u>(59,185.76)</u>	<u>(16,853.00)</u>	<u>42,332.76</u>	

End.GLPeriod 1023 AND Start.GLPeriod 1023 AND End.GLPeriod 1023

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS							
10/23/2023	6001187-1	CR	LIBRARY- COUNTY AIDS - LIBRARY			.00	-54,690.09
						.00	-54,690.09
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
10/02/2023	4009572-1	CR	LIBRARY FINES - LIBRARY 10.02.23			.00	-87.14
10/09/2023	6001141-1	CR	LIBRARY FINES - LIBRARY			.00	-127.65
10/16/2023	6001151-1	CR	LIBRARY FINES - LIBRARY			.00	-153.15
10/23/2023	6001187-2	CR	LIBRARY FINES - LIBRARY			.00	-115.10
10/30/2023	4010211-1	CR	LIBRARY FINES - LIBRARY 10.30.23			.00	-257.95
						.00	-740.99
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
10/02/2023	4009572-2	CR	DONATION - FISH BEQUEST - LIBRARY 10.02.23			.00	-10,000.00
10/23/2023	6001187-3	CR	GBU LIFE-JOANNE KNECHT TRUST - LIBRARY			.00	-9,180.58
10/23/2023	6001187-4	CR	GBU LIFE-JOANNE KNECHT TRUST - LIBRARY			.00	-18,686.84
10/23/2023	6001187-5	CR	NATIONAL WESTERN LIFE-JOANNE KNECHT TRUST - LIBRARY			.00	-2,886.35
10/23/2023	6001187-6	CR	KARD RECYCLING-CANCELLED PROGRAM - LIBRARY			.00	-300.00
						.00	-41,053.77
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
09/30/2023	151-1	AP	ACH WI DEPT OF REVENUE			20.55	.00
10/02/2023	4009572-3	CR	BOOK REPLACEMENTS - LIBRARY 10.02.23			.00	-25.00
10/02/2023	4009572-4	CR	ROOM RENTAL - LIBRARY 10.02.23			.00	-30.00
10/02/2023	4009572-5	CR	NEW CARDS - LIBRARY 10.02.23			.00	-3.00
10/02/2023	4009572-6	CR	COPIES - LIBRARY 10.02.23			.00	-41.80

End.GLPeriod 1023 AND Start.GLPeriod 1023 AND End.GLPeriod 1023

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/09/2023	6001141-2	CR	BOOK REPLACEMENT - LIBRARY			.00	-14.00
10/09/2023	6001141-3	CR	TONER - LIBRARY			.00	-23.25
10/09/2023	6001141-4	CR	COPIES - LIBRARY			.00	-186.25
10/16/2023	6001151-2	CR	BOOK REPLACEMENT - LIBRARY			.00	-40.00
10/16/2023	6001151-3	CR	ROOM RENTAL - LIBRARY			.00	-30.00
10/16/2023	6001151-4	CR	NEW LIB CARDS - LIBRARY			.00	-1.00
10/16/2023	6001151-5	CR	COPIES - LIBRARY			.00	-5.00
10/23/2023	6001187-7	CR	BOOK REPLACEMENT - LIBRARY			.00	-51.73
10/23/2023	6001187-8	CR	NEW LIB CARDS - LIBRARY			.00	-2.00
10/30/2023	4010211-2	CR	BOOK REPLACEMENTS - LIBRARY 10.30.23			.00	-166.00
10/30/2023	4010211-3	CR	NEW CARDS - LIBRARY 10.30.23			.00	-1.00
10/30/2023	4010211-4	CR	ROOM RENTAL FIRST CHURCH OF CHRIST - LIBRARY 10.30.23			.00	-80.00
10/30/2023	4010211-5	CR	COPIES - LIBRARY 10.30.23			.00	-80.00
Account Number And Title900-00-48500-000-100 - MISC REVENUES						20.55	-780.03
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
10/31/2023	2-2	JE	LIBRARY CONTRIBUTION			.00	-21,895.33
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS						.00	-21,895.33
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES							
10/13/2023	13-1	PC	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD			24,475.33	.00
10/27/2023	66-1	PC	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD			24,060.29	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES						48,535.62	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
10/13/2023	4-1	PB	PAYROLL TRANS FOR 10/8/2023 PAY PERIOD			3,128.75	.00
10/27/2023	28-1	PB	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD			12,117.93	.00

End.GLPeriod 1023 AND Start.GLPeriod 1023 AND End.GLPeriod 1023

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/27/2023	29-1	PB	PAYROLL TRANS FOR 10/22/2023 PAY PERIOD			.00	-86.65
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						15,246.68	-86.65
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							
10/01/2023	396-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			173.22	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS						173.22	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
09/01/2023	171-1	AP	BAKER & TAYLOR BOOKS			282.86	.00
09/01/2023	173-1	AP	BAKER & TAYLOR BOOKS			16.79	.00
09/05/2023	169-1	AP	BAKER & TAYLOR BOOKS			283.64	.00
09/05/2023	163-1	AP	BAKER & TAYLOR BOOKS			117.00	.00
09/06/2023	178-1	AP	BAKER & TAYLOR BOOKS			222.59	.00
09/06/2023	180-1	AP	BAKER & TAYLOR BOOKS			11.96	.00
09/07/2023	175-1	AP	BAKER & TAYLOR BOOKS			121.95	.00
09/08/2023	182-1	AP	BAKER & TAYLOR BOOKS			87.58	.00
09/11/2023	185-1	AP	BAKER & TAYLOR BOOKS			88.83	.00
09/12/2023	187-1	AP	BAKER & TAYLOR BOOKS			253.62	.00
09/13/2023	166-1	AP	BAKER & TAYLOR BOOKS			749.85	.00
09/14/2023	190-1	AP	BAKER & TAYLOR BOOKS			492.09	.00
09/15/2023	192-1	AP	BAKER & TAYLOR BOOKS			596.18	.00
09/16/2023	199-1	AP	BAKER & TAYLOR BOOKS			123.17	.00
09/18/2023	197-1	AP	BAKER & TAYLOR BOOKS			43.07	.00
09/18/2023	9-1	AP	AMAZON CAPITAL SERVICES, INC.			69.48	.00
09/18/2023	204-1	AP	BAKER & TAYLOR BOOKS			280.49	.00
09/19/2023	207-1	AP	BAKER & TAYLOR BOOKS			333.53	.00

End.GLPeriod 1023 AND Start.GLPeriod 1023 AND End.GLPeriod 1023

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
09/19/2023	209-1	AP	BAKER & TAYLOR BOOKS			110.45	.00
09/19/2023	211-1	AP	BAKER & TAYLOR BOOKS			27.17	.00
09/20/2023	201-1	AP	BAKER & TAYLOR BOOKS			300.91	.00
09/22/2023	105-1	AP	SALEM PRESS INC			123.50	.00
09/23/2023	214-1	AP	BAKER & TAYLOR BOOKS			380.77	.00
09/25/2023	218-1	AP	BAKER & TAYLOR BOOKS			44.98	.00
09/25/2023	194-1	AP	BAKER & TAYLOR BOOKS			36.01	.00
09/26/2023	216-1	AP	BAKER & TAYLOR BOOKS			75.60	.00
09/27/2023	223-1	AP	BAKER & TAYLOR BOOKS			846.08	.00
09/27/2023	225-1	AP	BAKER & TAYLOR BOOKS			422.00	.00
09/28/2023	230-1	AP	BAKER & TAYLOR BOOKS			42.23	.00
09/28/2023	232-1	AP	BAKER & TAYLOR BOOKS			310.84	.00
09/28/2023	220-1	AP	BAKER & TAYLOR BOOKS			159.60	.00
09/29/2023	227-1	AP	BAKER & TAYLOR BOOKS			133.75	.00
10/01/2023	272-1	AP	CENTER POINT LARGE PRINT			49.14	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						7,237.71	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
09/06/2023	234-1	AP	MIDWEST TAPE			32.23	.00
09/06/2023	235-1	AP	MIDWEST TAPE			125.95	.00
09/06/2023	236-1	AP	MIDWEST TAPE			22.38	.00
09/06/2023	237-1	AP	MIDWEST TAPE			75.71	.00
09/12/2023	238-1	AP	MIDWEST TAPE			22.49	.00
09/12/2023	239-1	AP	MIDWEST TAPE			22.49	.00
09/15/2023	240-1	AP	MIDWEST TAPE			20.99	.00

End.GLPeriod 1023 AND Start.GLPeriod 1023 AND End.GLPeriod 1023

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
09/15/2023	241-1	AP	MIDWEST TAPE			13.99	.00
09/15/2023	242-1	AP	MIDWEST TAPE			61.47	.00
09/15/2023	243-1	AP	MIDWEST TAPE			74.97	.00
09/15/2023	244-1	AP	MIDWEST TAPE			20.24	.00
09/15/2023	245-1	AP	MIDWEST TAPE			22.49	.00
09/17/2023	11-1	AP	AMAZON CAPITAL SERVICES, INC.			13.81	.00
09/25/2023	246-1	AP	MIDWEST TAPE			24.78	.00
09/25/2023	247-1	AP	MIDWEST TAPE			28.48	.00
09/25/2023	248-1	AP	MIDWEST TAPE			25.58	.00
09/25/2023	249-1	AP	MIDWEST TAPE			14.99	.00
09/26/2023	162-1	AP	AMAZON CAPITAL SERVICES, INC.			11.98	.00
09/28/2023	303-1	AP	PLAYAWAY PRODUCTS LLC			949.82	.00
09/28/2023	304-1	AP	PLAYAWAY PRODUCTS LLC			489.16	.00
09/28/2023	305-1	AP	PLAYAWAY PRODUCTS LLC			108.28	.00
10/01/2023	160-1	AP	AMAZON CAPITAL SERVICES, INC.			10.99	.00
10/03/2023	375-1	AP	AMAZON CAPITAL SERVICES, INC.			81.45	.00
10/05/2023	418-1	AP	PLAYAWAY PRODUCTS LLC			363.78	.00
10/09/2023	373-1	AP	AMAZON CAPITAL SERVICES, INC.			34.95	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						2,673.45	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
09/07/2023	408-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			338.68	.00
09/27/2023	302-1	AP	LIBRARY SOLUTIONS, LLC			2,000.00	.00
09/30/2023	254-1	AP	TAYLOR COMPUTER SERVICES, INC			370.00	.00
09/30/2023	405-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			6.00	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						2,714.68	.00

End.GLPeriod 1023 AND Start.GLPeriod 1023 AND End.GLPeriod 1023

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
09/01/2023	172-1	AP	BAKER & TAYLOR BOOKS			2.83	.00
09/01/2023	174-1	AP	BAKER & TAYLOR BOOKS			.17	.00
09/05/2023	170-1	AP	BAKER & TAYLOR BOOKS			2.84	.00
09/05/2023	164-1	AP	BAKER & TAYLOR BOOKS			14.19	.00
09/05/2023	165-1	AP	BAKER & TAYLOR BOOKS			1.17	.00
09/06/2023	179-1	AP	BAKER & TAYLOR BOOKS			2.23	.00
09/06/2023	181-1	AP	BAKER & TAYLOR BOOKS			.12	.00
09/07/2023	176-1	AP	BAKER & TAYLOR BOOKS			10.23	.00
09/07/2023	177-1	AP	BAKER & TAYLOR BOOKS			1.22	.00
09/08/2023	183-1	AP	BAKER & TAYLOR BOOKS			.88	.00
09/08/2023	184-1	AP	BAKER & TAYLOR BOOKS			5.94	.00
09/11/2023	186-1	AP	BAKER & TAYLOR BOOKS			.89	.00
09/12/2023	188-1	AP	BAKER & TAYLOR BOOKS			2.54	.00
09/12/2023	189-1	AP	BAKER & TAYLOR BOOKS			18.84	.00
09/13/2023	398-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			53.85	.00
09/13/2023	399-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			90.15	.00
09/13/2023	409-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			134.30	.00
09/13/2023	167-1	AP	BAKER & TAYLOR BOOKS			7.50	.00
09/13/2023	168-1	AP	BAKER & TAYLOR BOOKS			16.06	.00
09/14/2023	191-1	AP	BAKER & TAYLOR BOOKS			4.92	.00
09/15/2023	193-1	AP	BAKER & TAYLOR BOOKS			5.96	.00
09/16/2023	200-1	AP	BAKER & TAYLOR BOOKS			1.23	.00
09/18/2023	198-1	AP	BAKER & TAYLOR BOOKS			.43	.00

End.GLPeriod 1023 AND Start.GLPeriod 1023 AND End.GLPeriod 1023

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
09/18/2023	205-1	AP	BAKER & TAYLOR BOOKS			16.06	.00
09/18/2023	206-1	AP	BAKER & TAYLOR BOOKS			2.80	.00
09/19/2023	208-1	AP	BAKER & TAYLOR BOOKS			3.34	.00
09/19/2023	210-1	AP	BAKER & TAYLOR BOOKS			1.10	.00
09/19/2023	212-1	AP	BAKER & TAYLOR BOOKS			.27	.00
09/19/2023	213-1	AP	BAKER & TAYLOR BOOKS			2.15	.00
09/20/2023	91-1	AP	AMAZON CAPITAL SERVICES, INC.			62.69	.00
09/20/2023	202-1	AP	BAKER & TAYLOR BOOKS			37.46	.00
09/20/2023	203-1	AP	BAKER & TAYLOR BOOKS			3.01	.00
09/23/2023	215-1	AP	BAKER & TAYLOR BOOKS			3.81	.00
09/25/2023	219-1	AP	BAKER & TAYLOR BOOKS			.45	.00
09/25/2023	195-1	AP	BAKER & TAYLOR BOOKS			.36	.00
09/25/2023	196-1	AP	BAKER & TAYLOR BOOKS			6.16	.00
09/26/2023	217-1	AP	BAKER & TAYLOR BOOKS			.76	.00
09/27/2023	224-1	AP	BAKER & TAYLOR BOOKS			8.46	.00
09/27/2023	226-1	AP	BAKER & TAYLOR BOOKS			4.22	.00
09/28/2023	301-1	AP	BAYSCAN TECHNOLOGIES LLC			168.75	.00
09/28/2023	231-1	AP	BAKER & TAYLOR BOOKS			.42	.00
09/28/2023	233-1	AP	BAKER & TAYLOR BOOKS			3.11	.00
09/28/2023	221-1	AP	BAKER & TAYLOR BOOKS			1.60	.00
09/28/2023	222-1	AP	BAKER & TAYLOR BOOKS			19.43	.00
09/29/2023	228-1	AP	BAKER & TAYLOR BOOKS			1.34	.00
09/29/2023	229-1	AP	BAKER & TAYLOR BOOKS			8.13	.00
09/30/2023	159-1	AP	AMAZON CAPITAL SERVICES, INC.			8.99	.00

End.GLPeriod 1023 AND Start.GLPeriod 1023 AND End.GLPeriod 1023

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/02/2023	161-1	AP	AMAZON CAPITAL SERVICES, INC.			115.76	.00
10/03/2023	284-1	AP	JAMES IMAGING SYSTEMS INC			849.84	.00
10/03/2023	406-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			198.50	.00
10/04/2023	402-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			66.90	.00
10/05/2023	372-1	AP	AMAZON CAPITAL SERVICES, INC.			19.29	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						1,993.65	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT							
07/18/2023	400-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			135.00	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT						135.00	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS							
10/01/2023	1-1	JE	FISCAL AGENT FEE- Q4-2023			4,998.00	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS						4,998.00	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
09/12/2023	64-1	AP	JANI-KING OF MILWAUKEE			2,400.00	.00
09/18/2023	58-1	AP	BATZNER PEST CONTROL INC			103.40	.00
09/19/2023	93-1	AP	AMAZON CAPITAL SERVICES, INC.			117.72	.00
09/29/2023	278-1	AP	CONSOLIDATED DOORS INC			292.00	.00
10/01/2023	296-1	AP	JANI-KING OF MILWAUKEE			2,675.91	.00
10/03/2023	374-1	AP	AMAZON CAPITAL SERVICES, INC.			55.12	.00
10/03/2023	390-1	AP	KUJAWA ENTERPRISES INC			1,971.25	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						7,615.40	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
09/05/2023	407-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			338.68	.00
09/17/2023	395-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			222.94	.00

End.GLPeriod 1023 AND Start.GLPeriod 1023 AND End.GLPeriod 1023

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/05/2023	154-1	AP	ACH WE ENERGIES			3,445.01	.00
10/05/2023	155-1	AP	ACH WE ENERGIES			191.04	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES						4,197.67	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
08/29/2023	393-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			641.94	.00
08/29/2023	394-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			610.82	.00
09/30/2023	297-1	AP	MIDWEST TAPE - HOOPLA			839.01	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS						2,091.77	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS							
09/12/2023	401-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			15.00	.00
09/17/2023	10-1	AP	AMAZON CAPITAL SERVICES, INC.			24.88	.00
09/18/2023	12-1	AP	AMAZON CAPITAL SERVICES, INC.			63.73	.00
09/20/2023	92-1	AP	AMAZON CAPITAL SERVICES, INC.			21.99	.00
09/27/2023	404-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			6.48	.00
10/05/2023	371-1	AP	AMAZON CAPITAL SERVICES, INC.			57.73	.00
10/07/2023	370-1	AP	AMAZON CAPITAL SERVICES, INC.			117.47	.00
10/10/2023	4-2	JE	MOVE MORGAN/THOMM TO CORR EXP ACCT			.00	-500.00
10/18/2023	410-1	AP	NELSON, KELLY			35.98	.00
10/18/2023	411-1	AP	NELSON, KELLY			19.99	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS						363.25	-500.00
Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY							
10/05/2023	414-1	AP	WALDEN, NEITZKE & KUHARY, SC			137.50	.00
Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY						137.50	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE							

End.GLPeriod 1023 AND Start.GLPeriod 1023 AND End.GLPeriod 1023

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
09/18/2023	403-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			1,000.00	.00
09/20/2023	397-1	AP	NORTH SHORE BANK CARDMEMBER SERVICE			825.00	.00
10/10/2023	4-1	JE	MOVE MORGAN/THOMM TO CORR EXP ACCT			500.00	.00
Account Number And Title						2,325.00	.00
900-00-55110-000-500 - DONATION FUNDED EXPENSE							
Total:						100,459.15	-119,746.86

APInvoiceApprovalDepartment.DepartmentName LIBRARY AND GeneralLedgerPeriod.GLPeriod 1023

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date
ACH PEWAUKEE UTILITY						
Approved						
13111	ACH PEWAUKEE UTILITY	10102023	LIBRARY/WATER SEWERE STORMWATER/3RD QUARTER	359.5	10/10/2023	11/01/2023
13111	ACH PEWAUKEE UTILITY	10102023	LIBRARY/FIRE FEE/3RD QUARTER	177	10/10/2023	11/01/2023
13111	ACH PEWAUKEE UTILITY	10102023	LIBRARY/TRANSPORTATION FEE/3RD QUARTER	944.31	10/10/2023	11/01/2023
ACH PEWAUKEE UTILITY				1480.81		
ACH PEWAUKEE UTILITY				1481.81		
ACH WE ENERGIES						
Approved						
13090	ACH WE ENERGIES	4758902863	LIBRARY/UTILITIES/GAS OCT	191.04	10/05/2023	10/27/2023
13090	ACH WE ENERGIES	4758902863	LIBRARY/UTILITIES/ELECTRIC OCT	3445.01	10/05/2023	10/27/2023
ACH WE ENERGIES				3636.05		

AMAZON CAPITAL SERVICES, INC.

Approved

23	AMAZON CAPITAL SERVICES, INC.	1KDT-3DG6-3KPX	LIBRARY/ADULT PUZZLE GIVEAWAY	202.69	10/20/2023	11/19/2023
23	AMAZON CAPITAL SERVICES, INC.	1JN9-6LY9-4F4H	LIBRARY/ADULT PROGRAM SUPPLIES	61.96	10/19/2023	11/18/2023
23	AMAZON CAPITAL SERVICES, INC.	1QHF-TFF7-16PV	LIBRARY/BATHROOM SUPPLIES	1026.58	10/17/2023	11/16/2023
23	AMAZON CAPITAL SERVICES, INC.	1GVF-K169-4FXQ	LIBRARY/CARPET CLEANER FOR LIBRARY OF THINGS	35.16	10/15/2023	11/14/2023
23	AMAZON CAPITAL SERVICES, INC.	1D9Y-CW9C-XXWQ	LIBRARY/1 ADULT CD	14.98	10/15/2023	11/14/2023
23	AMAZON CAPITAL SERVICES, INC.	1TMP-3XLG-Y69F	LIBRARY/JUV PROG SUPPLIES	46.57	10/11/2023	11/10/2023
23	AMAZON CAPITAL SERVICES, INC.	1VF1-MG34-RRTV	LIBRARY/JUV WONDERBOOK SUPPLIES	34.95	10/09/2023	11/08/2023
23	AMAZON CAPITAL SERVICES, INC.	16X7-K6K3-KJRL	LIBRARY/ADULT PROGRAM SUPPLIES	117.47	10/07/2023	11/06/2023
23	AMAZON CAPITAL SERVICES, INC.	1CGQ-X9TF-436T	LIBRARY/JUV PROG SUPPLIES	57.73	10/05/2023	11/04/2023
23	AMAZON CAPITAL SERVICES, INC.	1PNF-Y34P-1FGT	LIBRARY/SUPPLIES	19.29	10/05/2023	11/04/2023
23	AMAZON CAPITAL SERVICES, INC.	1134-YRYK-TPQX	LIBRARY/PROCESSING SUPPLIES - STICKERS FOR LIBRARY OF THINGS ITEMS	8.99	09/30/2023	10/30/2023
23	AMAZON CAPITAL SERVICES, INC.	16RT-HQ4R-4K74	LIBRARY/1 ADULT CD	10.99	10/01/2023	10/31/2023

23	AMAZON CAPITAL SERVICES, INC.	17JR-7TRF-DM4V	LIBRARY/OFFICE SUPPLIES	115.76	10/02/2023	11/01/2023
23	AMAZON CAPITAL SERVICES, INC.	1X37-1NRX-QCX7	LIBRARY/CLEANING - SANITIZING WIPES	55.12	10/03/2023	11/02/2023
23	AMAZON CAPITAL SERVICES, INC.	1YC3-V467-M4VD	LIBRARY/GAME COLLECTION	81.45	10/03/2023	11/02/2023

**AMAZON
CAPITAL
SERVICES,**

BAKER & TAYLOR BOOKS

Approved

78	BAKER & TAYLOR BOOKS	2037901107	LIBRARY/FREIGHT CHARGE	6.51	10/26/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037901107	LIBRARY/16 ADULT NON FIC BKS	325.51	10/26/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037898253	LIBRARY/FREIGHT CHARGE	6.17	10/25/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037898253	LIBRARY/29 YA BOOKS	308.6	10/25/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037873490	LIBRARY/PROCESSING	5.95	10/23/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037873490	LIBRARY/FREIGHT CHARGE	1.48	10/23/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037873490	LIBRARY/5 JUV PIC BKS	73.87	10/23/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037845179	LIBRARY/FREIGHT CHARGE	6.14	10/26/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037845179	LIBRARY/PROCESSING	3.34	10/26/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037845179	LIBRARY/34 JUV BKS	614.36	10/26/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037888862	LIBRARY/FREIGHT CHARGE	0.9	10/23/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037888862	LIBRARY/3 ADULT SCI FI BKS	44.91	10/23/2023	11/27/2023

1889.69

78	BAKER & TAYLOR BOOKS	2037894135	LIBRARY/FREIGHT CHARGE	9.04	10/24/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037894135	LIBRARY/21 ADULT FIC BKS	451.95	10/24/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037894763	LIBRARY/FREIGHT CHARGE	6.56	10/24/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037894763	LIBRARY/19 ADULT NON FIC BKS	327.94	10/24/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037891106	LIBRARY/FREIGHT CHARGE	4.76	10/24/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037891106	LIBRARY/13 ADULT NON FIC BKS	238	10/24/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037878181	LIBRARY/FREIGHT CHARGE	0.57	10/18/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037878181	LIBRARY/2 JUV BKS	28.5	10/18/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037881815	LIBRARY/FREIGHT CHARGE	10.99	10/18/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037881815	LIBRARY/52 YA BOOKS	549.44	10/18/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037877240	LIBRARY/FREIGHT CHARGE	0.94	10/18/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037877240	LIBRARY/3 ADULT FIC BKS	47	10/18/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037878444	LIBRARY/FREIGHT CHARGE	0.3	10/17/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037878444	LIBRARY/1 REPL BK	14.99	10/17/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037881329	LIBRARY/FREIGHT CHARGE	8.13	10/18/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037881329	LIBRARY/21 ADULT NON FIC BKS	406.6	10/18/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037865564	LIBRARY/FREIGHT CHARGE	7.3	10/11/2023	11/27/2023

LIBRARY/FREIGHT CHARGE

78	BAKER & TAYLOR BOOKS	2037865564	LIBRARY/37 YA BOOKS	365	10/11/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037881908	LIBRARY/FREIGHT CHARGE	9.18	10/18/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037881908	LIBRARY/48 YA BOOKS	459.1	10/18/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037881953	LIBRARY/FREIGHT CHARGE	7.36	10/18/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037881953	LIBRARY/56 YA BOOKS	368.21	10/18/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037874182	LIBRARY/FREIGHT CHARGE	6.97	10/17/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037874182	LIBRARY/21 ADULT FIC BKS	348.64	10/17/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037870569	LIBRARY/FREIGHT CHARGE	0.5	10/12/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037870569	LIBRARY/2 ADULT SCI FI BKS	25.18	10/12/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037829599	LIBRARY/FREIGHT CHARGE	6.38	10/13/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037829599	LIBRARY/PROCESSING	16.2	10/13/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037829599	LIBRARY/44 JUV BKS	637.92	10/13/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037867972	LIBRARY/FREIGHT CHARGE	15.46	10/12/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037867972	LIBRARY/34 YA BOOKS	773.08	10/12/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037864890	LIBRARY/FREIGHT CHARGE	9.48	10/11/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037864890	LIBRARY/45 YA BOOKS	473.82	10/11/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037809074	LIBRARY/PROCESSING	114.64	10/06/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037809074	LIBRARY/FREIGHT CHARGE	4.03	10/06/2023	11/27/2023

78	BAKER & TAYLOR BOOKS	2037809074	LIBRARY/62 YA BOOKS	403.49	10/06/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037851313	LIBRARY/FREIGHT CHARGE	2.01	10/09/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037851313	LIBRARY/20 YA BOOKS	200.56	10/09/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037808627	LIBRARY/FREIGHT CHARGE	0.58	10/03/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037808627	LIBRARY/PROCESSING	10.8	10/03/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037808627	LIBRARY/8 YA BOOKS	57.67	10/03/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037847556	LIBRARY/PROCESSING	10.71	10/10/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037847556	LIBRARY/FREIGHT CHARGE	1.87	10/10/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037847556	LIBRARY/12 JUV PIC BKS	186.78	10/10/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037829689	LIBRARY/PROCESSING	4.56	10/04/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037829689	LIBRARY/FREIGHT CHARGE	0.73	10/04/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037829689	LIBRARY/5 JUV PIC BOOKS	72.56	10/04/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037843252	LIBRARY/FREIGHT CHARGE	0.5	10/03/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037843252	LIBRARY/3 ADULT SCI FI BKS	49.83	10/03/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037857545	LIBRARY/FREIGHT CHARGE	6.35	10/10/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037857545	LIBRARY/20 ADULT FIC BKS	317.51	10/10/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037849858	LIBRARY/FREIGHT CHARGE	3.58	10/05/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037849858	LIBRARY/16 ADULT FIC BKS	357.65	10/05/2023	11/27/2023

78	BAKER & TAYLOR BOOKS	2037846645	LIBRARY/FREIGHT CHARGE	3.7	10/03/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037846645	LIBRARY/20 ADULT NON FIC BKS	369.75	10/03/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037864863	LIBRARY/FREIGHT CHARGE	9.26	10/11/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037864863	LIBRARY/26 ADULT NON FIC BKS	463.2	10/11/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037863851	LIBRARY/FREIGHT CHARGE	8.17	10/11/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037863851	LIBRARY/22 ADULT NON FIC BKS	408.73	10/11/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037853181	LIBRARY/FREIGHT CHARGE	0.2	10/06/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037853181	LIBRARY/2 REPL ACCT	20.23	10/06/2023	11/27/2023
78	BAKER & TAYLOR BOOKS	2037825639	LIBRARY/2 REPL ACCT	42.23	09/28/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037825075	LIBRARY/PROCESSING	8.13	09/29/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037825075	LIBRARY/FREIGHT CHARGE	1.34	09/29/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037792040	LIBRARY/PROCESSING	6.16	09/25/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037792040	LIBRARY/FREIGHT CHARGE	0.36	09/25/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037792040	LIBRARY/4 YA BOOKS	36.01	09/25/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037822624	LIBRARY/PROCESSING	19.43	09/28/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037822624	LIBRARY/FREIGHT CHARGE	1.6	09/28/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037822624	LIBRARY/15 YA BOOKS	159.6	09/28/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037825639	LIBRARY/FREIGHT CHARGE	0.42	09/28/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037825075	LIBRARY/9 JUV PIC BKS	133.75	09/29/2023	10/27/2023

LIBRARY/3 ADULT SCI FI BKS

78	BAKER & TAYLOR BOOKS	2037820510	LIBRARY/FREIGHT CHARGE	0.45	09/25/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037820510	LIBRARY/3 ADULT SCI FI BKS	44.98	09/25/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037829706	LIBRARY/FREIGHT CHARGE	3.11	09/28/2023	10/27/2023
78	BAKER & TAYLOR BOOKS	2037829706	LIBRARY/18 ADULT NON FIC BKS	310.84	09/28/2023	10/27/2023

BAKER & TAYLOR BOOKS

10891.29

BATZNER PEST CONTROL INC

Approved

7070	BATZNER PEST CONTROL INC	52506868	LIBRARY/PEST MGMT OCT 2023	103.4	10/12/2023	11/11/2023
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BATZNER PEST CONTROL INC

103.4

CENTER POINT LARGE PRINT

Approved

3552	CENTER POINT LARGE PRINT	2045075	LIBRARY/ 2 LARGE PRINT BKS	49.14	10/01/2023	10/31/2023
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CENTER POINT LARGE PRINT

49.14

CONSOLIDATED DOORS INC

Approved

5063	CONSOLIDATED DOORS INC	536413	LIBRARY/DOOR REPAIR	292	09/29/2023	10/29/2023
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**CONSOLIDATED DOORS
INC**

292

GREY HOUSE PUBLISHING

Approved

321	GREY HOUSE PUBLISHING	981942	LIBRARY/3 REFERENCE BKS	420.75	10/13/2023	11/13/2023
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**GREY
HOUSE
PUBLISHING**

420.75

JAMES IMAGING SYSTEMS INC

Approved

6332	JAMES IMAGING SYSTEMS INC	35017082	LIBRARY/MONTHLY COPIER LEASE/OCT 2023	849.84	10/03/2023	10/28/2023
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**JAMES
IMAGING
SYSTEMS
INC**

849.84

JANI-KING OF MILWAUKEE

Approved

12411	JANI-KING OF MILWAUKEE	MIL11230393	LIBRARY/JANITORIAL SVC NOV 2023	2675.91	11/01/2023	11/30/2023
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**JANI-KING
OF
MILWAUKEE**

2675.91

KUJAWA ENTERPRISES INC

Approved

6819	KUJAWA ENTERPRISES INC	262226	LIBRARY/LANDSCAPE MNT - OCT 2023	1971.25	10/03/2023	11/02/2023
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**KUJAWA
ENTERPRIS
ES INC**

1971.25

MIDWEST TAPE

Approved

548	MIDWEST TAPE	504519346	LIBRARY/3 ADULT DVD	86.22	10/23/2023	11/27/2023
548	MIDWEST TAPE	504519345	LIBRARY/4 ADULT DVD	90.71	10/23/2023	11/27/2023
548	MIDWEST TAPE	504491347	LIBRARY/1 ADULT DVD	14.24	10/16/2023	11/27/2023
548	MIDWEST TAPE	504491344	LIBRARY/4 ADULT DVD	104.21	10/16/2023	11/27/2023
548	MIDWEST TAPE	504491345	LIBRARY/4 ADULT DVD	108.71	10/16/2023	11/27/2023
548	MIDWEST TAPE	504432117	LIBRARY/6 ADULT DVD	158.94	10/02/2023	11/27/2023
548	MIDWEST TAPE	504432300	LIBRARY/1 ADULT DVD	22.49	10/02/2023	11/27/2023
548	MIDWEST TAPE	504465374	LIBRARY/1 ADULT DVD	22.49	10/09/2023	11/27/2023
548	MIDWEST TAPE	504465373	LIBRARY/1 ADULT DVD	22.49	10/09/2023	11/27/2023
548	MIDWEST TAPE	504465372	LIBRARY/1 ADULT DVD	22.49	10/09/2023	11/27/2023
548	MIDWEST TAPE	504465370	LIBRARY/1 ADULT DVD	34.49	10/09/2023	11/27/2023
548	MIDWEST TAPE	504465349	LIBRARY/1 ADULT DVD	13.49	10/09/2023	11/27/2023
548	MIDWEST TAPE	504432119	LIBRARY/1 ADULT DVD	23.24	10/02/2023	11/27/2023
548	MIDWEST TAPE	504401391	LIBRARY/2 ADULT CD	24.78	09/25/2023	10/27/2023
548	MIDWEST TAPE	504401393	LIBRARY/2 ADULT DVD	28.48	09/25/2023	10/27/2023
548	MIDWEST TAPE	504401394	LIBRARY/2 ADULT CDS	25.58	09/25/2023	10/27/2023
548	MIDWEST TAPE	504401395	LIBRARY/1 ADULT DVD	14.99	09/25/2023	10/27/2023

**MIDWEST
TAPE**

818.04

MIDWEST TAPE - HOOPLA

Approved

12821	MIDWEST TAPE - HOOPLA	504430493	LIBRARY/DIGITAL ACCT ENDING 9-30-2023	839.01	09/30/2023	10/30/2023
MIDWEST TAPE - HOOPLA				839.01		
NELSON, KELLY						
Approved						
10248	NELSON, KELLY	10182023	LIBRARY/ADULT PROG SUPPLIES	19.99	10/18/2023	11/01/2023
10248	NELSON, KELLY	10182023	LIBRARY/JUV PROG SUPPLIES	35.98	10/18/2023	11/01/2023
NELSON, KELLY				55.97		
NORTH SHORE BANK CARDMEMBER SERVICE						
Approved						
8349	NORTH SHORE BANK CARDMEMBER SERVICE	00669CO23300225	LIBRARY/OVERDRIVE/DIGITAL MATERIALS	641.94	08/29/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	2490514	LIBRARY/FRIENDSMILW ZOO/EXPLORE PASS	1000	09/18/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	23206	LIBRARY/COVER ONE/PROCESSING SUPPLIES	66.9	10/04/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	7375664	LIBRARY/DEMCO/PROCESSING SUPPLIES	198.5	10/03/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	O2038730988	LIBRARY/USPS/STAMPS	134.3	09/13/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	1473325	LIBRARY/KAPCO/PROCESSING SUPPLIES	90.15	09/13/2023	11/04/2023

8349	NORTH SHORE BANK CARDMEMBER SERVICE	1473324	LIBRARY/KAPCO/PROCESSING SUPPLIES	53.85	09/13/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	0077052091723	LIBRARY/SPECTRUM/INTERNET AND PHONE 9/17-10/16	222.94	09/17/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	10012023	LIBRARY/WSJ/SUBSCRIPTION/OC T 1	173.22	10/01/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	4816343334	LIBRARY/GOOGLE/WORKSPACE SEPT	6	09/30/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	IN1287	LIBRARY/CYBERLINK/SEPT PHONE SERVICE	338.68	09/07/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	IN1121	LIBRARY/CYBERLINK/PHONE SERVICE/ AUG 2023	338.68	09/05/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	13066349	LIBRARY/FRIENDS/DISCOVERY WORLD/EXPLORE PASS	825	09/20/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	00669CO23300228	LIBRARY/OVERDRIVE/DIGITAL MATERIALS	610.82	08/29/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	31553343999999533	LIBRARY/METRO MARKET/ADULT PROGRAM REFRESHMENTS	6.48	09/27/2023	11/04/2023
8349	NORTH SHORE BANK CARDMEMBER SERVICE	22618565639	LIBRARY/DOLLAR GENERAL/ADULT PROGRAM SUPPLIES	15	09/12/2023	11/04/2023

8349	NORTH SHORE BANK CARDMEMBER SERVICE	17915		135	07/18/2023	11/04/2023
			LIBRARY/WLA/MEMBERSHIP RENEWAL - SANDY GEORGE			
	NORTH SHORE BANK			4857.46		
	OCLC, INC					
	Approved					
13156	OCLC, INC	1000345019		647.35	10/13/2023	11/27/2023
			LIBRARY/LENDING KEY FOR LIBRARY OF THINGS			
	OCLC, INC			647.35		
	PLAYAWAY PRODUCTS LLC					
	Approved					
13153	PLAYAWAY PRODUCTS LLC	445304		56.99	10/31/2023	11/30/2023
			LIBRARY/1 JUV WONDERBOOK			
13153	PLAYAWAY PRODUCTS LLC	444719		359.93	10/25/2023	11/24/2023
			LIBRARY/7 JUV WONDERBOOKS			
13153	PLAYAWAY PRODUCTS LLC	443537		363.78	10/05/2023	11/04/2023
			LIBRARY/7 JUV WONDERBOOKS			
13153	PLAYAWAY PRODUCTS LLC	443894		52.24	10/11/2023	11/10/2023
			LIBRARY/1 JUV WONDERBOOK			
13153	PLAYAWAY PRODUCTS LLC	442809		489.16	09/28/2023	10/28/2023
			LIBRARY/9 JUV WONDERBOOKS			
13153	PLAYAWAY PRODUCTS LLC	442807		949.82	09/28/2023	10/28/2023
			LIBRARY/18 JUV WONDERBOOKS			
13153	PLAYAWAY PRODUCTS LLC	442869		108.28	09/28/2023	10/28/2023
			LIBRARY/2 JUV WONDERBOOKS			

**PLAYAWAY
PRODUCTS
LLC**

2380.2

SALEM PRESS INC

Approved

1708	SALEM PRESS INC	184351	LIBRARY/1 ADULT NON FIC	123.5	09/22/2023	10/22/2023
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**SALEM
PRESS INC**

123.5

TAYLOR COMPUTER SERVICES, INC

Approved

810	TAYLOR COMPUTER SERVICES, INC	25356	LIBRARY/MANAGED SERVICES OCT 2023; SERVICES AND EQUIPMENT SEPT 2023	370	09/30/2023	10/30/2023
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**TAYLOR
COMPUTER
SERVICES,
INC**

370

WALDEN, NEITZKE & KUHARY, SC

Approved

11855	WALDEN, NEITZKE & KUHARY, SC	01347	LIBRARY/LEGAL SVCS SEPT 2023	137.5	10/05/2023	11/04/2023
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**WALDEN,
NEITZKE &
KUHARY, SC**

137.5

Total:

34489.16

Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Circulation - ALL														
2021	24725	24241	28215	24394	24527	29676	30764	28651	23730	23754	22840	21626	307143	120.09%
2022	23168	22385	25903	25342	23023	28865	30573	28282	24069	23180	23575	20792	299157	97.40%
2023	24356	23294	27214	24363	24324	31204	31713	30545	24531	25520			267064	104.82%
Circulation - Print and A/V														
2021	20768	20476	24185	20567	20493	25811	26882	24895	20210	20050	19310	18332	261979	124.23%
2022	19238	18922	22076	21691	19578	25491	26887	24471	20463	19540	19935	17312	255604	97.57%
2023	20252	19604	23031	20493	20217	27334	27722	26314	20342	20869			226178	103.58%
Circulation - Overdrive														
2021	3799	3537	3824	3628	3823	3674	3692	3545	3309	3493	3312	3106	42742	123.70%
2022	3713	3254	3555	3409	3257	3206	3493	3608	3430	3422	3435	3288	41070	96.09%
2023	3881	3481	3946	3655	3827	3602	3732	3928	3861	4320			38233	111.31%
Circulation - Hoopla														
2021	158	228	206	199	211	191	190	211	211	211	218	188	2422	180.48%
2022	217	209	272	242	188	168	193	203	176	218	205	192	2483	102.52%
2023	223	209	237	215	280	268	259	303	328	331			2653	127.18%
LSER (LIBRARY SERVICES EFFORT RATIO)														
2023	87.99%	89.36%	91.35%	91.52%	87.75%	90.87%	91.45%	91.99%	89.18%	89.65%			90.22%	
Library Visits														
Monthly total 2022	6439	6788	8161	8402	7867	9797	9568	8824	7678	7754	8224	6163	95665	116.73%
Daily average 2022	268	295	302	336	315	377	383	327	307	298	343	280	319	117.20%
Monthly total 2023	8020	7498	9025	7730	8554	11587	10672	9266	8221	9683			90256	111.05%
Daily average 2023	321	312	334	392	361	446	427	356	328	372			365	114.42%
Reference Transactions														
2022	1118	1061	1259	1077	843	1306	1220	1227	1160	922	871	595	12659	76.94%
2023	967	1106	1305	875	943	1833	1538	1067	760	888			11282	123.83%
Items from Other libraries														
2022	3664	3234	3482	3507	3336	3553	3648	3477	3181	3047	3125	3009	40263	92.48%
2023	3597	3257	3590	3279	3332	3666	3824	3858	3504	3505			35412	103.76%
Items to Other Libraries														
2022	3010	2672	2775	2821	2763	2944	2966	2656	2531	2375	2519	2383	32415	89.96%
2023	2943	2580	2811	2633	2530	2942	3062	3002	2804	2979			28286	102.81%
New Library Cards Issued														
2022	67	72	90	77	62	210	121	119	88	81	63	56	1106	112.97%
2023	87	95	125	76	86	242	149	141	96	73			1170	118.54%
Meetings Room Usage														
2022	36	47	50	51	44	43	45	28	33	40	46	31	494	212.02%
2023	46	37	45	54	42	35	53	29	47	51			439	105.28%

Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
Study Room Usage															
2022	80	112	102	122	99	121	117	125	105	128	131	105	1347	217.61%	
2023	134	138	121	116	155	154	126	127	111	126			1308	117.73%	
Uses of Public Wireless Internet															
2022	689	716	896	934	824	981	920	807	985	995	927	768	10442	258.08%	
2023	998	897	1062	932	1046	1268	1017	1025	1113	1197			10555	120.67%	
Uses of Public Internet Computers															
2022	370	378	455	468	455	419	295	422	441	410	372	318	4803	123.69%	
2023	366	342	437	358	381	419	379	417	431	471			4001	97.28%	
Children's Programs (0-5)															
# programs	2022	0	18	16	24	0	5	6	0	12	19	16	17	133	
Attendance	2022	0	299	291	504	0	288	225	0	264	387	318	296	2872	
# programs	2023	16	18	21	14	0	7	5	0	12	15			108	108.00%
Attendance	2023	402	387	557	285	0	266	179	0	500	622			3198	141.63%
Children's Programs (6-11)															
# programs	2022	3	2	4	5	5	7	14	1	0	9	14	10	74	
Attendance	2022	43	22	75	185	826	807	737	10	0	285	598	235	3823	
# programs	2023	12	6	7	7	7	11	17	0	3	14			84	168.00%
Attendance	2023	187	70	124	98	975	841	743	0	80	934			4052	135.52%
Teen Programs (12-18)															
# program	2022	2	2	2	2	2	1	0	1	1	3	2	1	19	158.33%
Attendance	2022	16	17	12	16	85	12	0	12	9	24	14	6	223	305.48%
# program	2023	3	1	2	2	3	1	2	0	2	3			19	118.75%
Attendance	2023	21	3	10	11	19	18	23	0	15	21			141	69.46%
Adult Programs (19+)															
# programs	2022	6	6	4	7	6	11	11	8	8	10	9	4	90	
Attendance	2022	74	55	47	87	98	149	149	150	125	336	137	74	1481	
# programs	2023	6	5	8	12	8	7	8	8	10	11			83	107.79%
Attendance	2023	105	97	204	215	178	165	199	130	178	284			1755	138.19%
General Interest Program															
# program	2022	0	4	4	0	0	4	3	1	0	1	0	0	17	23.29%
Attendance	2022	0	105	148	0	0	605	159	46	0	30	0	0	1093	64.98%
# programs	2023	0	0	0	0	0	1	1	0	0	0			2	11.76%
Attendance	2023	0	0	0	0	0	343	142	0	0	0			485	44.37%

Pewaukee Public Library - Monthly Statistics 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Children's Self-Directed Activities (0-5) (includes summer reading participation)														
# programs 2022	1	4	2	1	1	1	5	3	2	0	1	2	23	74.19%
Attendance 2022	33	100	82	1	3	147	611	890	50	0	2	92	2011	141.82%
# programs 2023	0	0	0	1	0	0	0	0	0	0			1	5.00%
Attendance 2023	0	0	0	43	0	0	0	0	0	0			43	2.24%
Children's Self-Directed Activities (6-11) (includes summer reading participation)														
# programs 2022	1	4	2	1	1	1	5	3	2	0	1	2	23	74.19%
Attendance 2022	33	100	82	1	3	147	611	890	50	0	2	92	2011	141.82%
# programs 2023	0	4	6	5	2	5	2	1	0	0			25	125.00%
Attendance 2023	0	103	202	421	76	579	113	863	0	0			2357	122.95%
Teen Self-Directed Activities (12-18) (includes summer reading participation)														
# programs 2022	2	2	2	2	1	3	3	3	2	2	2	2	26	108.33%
Attendance 2022	35	25	31	35	11	60	63	190	32	32	14	28	556	141.48%
# programs 2023	2	2	3	2	2	2	2	2	2	0			19	86.36%
Attendance 2023	29	34	115	29	33	115	58	203	32	0			648	126.07%
Adult Self-Directed Activities (18+) (includes summer reading participation)														
# programs 2022													0	
Attendance 2022													0	
# program 2023	3	4	3	0	0	0	0	1	0	0			11	#DIV/0!
Attendance 2023	242	320	240	0	0	0	0	194	0	0			996	#DIV/0!
Other Self-Directed Activities (All Ages) (includes summer reading participation)														
# programs 2022	3	0	0	0	0	0	0	1	1	0	1		6	50.00%
Attendance 2022	122	0	0	0	0	0	0	183	41	0	13		359	95.99%
# program 2023	0	0	0	0	0	1	2	1	0	0			4	3.64%
Attendance 2023	0	0	0	0	0	212	296	97	0	0			605	174.86%

Pewaukee Public Library
Director's Report
November 2023

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

October was a busy month filled with lots of exciting upgrades. The Library of Things went live, and it has been interesting taking everything circ learned in practice and applying it to the real world. The practice was helpful, but we have found a lot of it is learning as we go. Circ is catching on fast though, and I think we will have the kinks ironed out in no time.

Another upgrade I have been a part of is starting a puzzle collection with Kelly. We have gotten rid of the puzzle exchange and started this check-outable collection instead. We did this at Brown Deer and had a lot of success, so I am excited to try it here. Kelly taught me how to add bib records and get the puzzles cataloged which was great because I missed doing things like that.

I also took time this month to change things around in the backroom. It has become abundantly clear that we do not have enough midsize carts, but other than that, it has been a successful change. I find things get back onto the shelves a lot faster and we're not stuck searching through piles of books. Hopefully this system will be sustainable in the summer when our numbers skyrocket again.

Thanks for everything you do for the library!

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

- Our reservable Library of Things was unveiled at the beginning of October. So far, it's been a popular addition with 128 reservations made in the first month. Passes have been some of the most popular items, but we've also found the portable carpet spot cleaner and video to digital converter to be very popular as well. We're excited to continue to expand this collection!
- We hosted two memory related events in October in partnership with the ADRC of Waukesha County. We had 47 people attend the Normal Aging Brain vs. Dementia Signs informational presentation and later in the month, the dementia care specialist with the ADRC did memory screenings in one of our study rooms.
- Hands on crafts are a great social program that are always popular. This month at Adult Craft Night we made Scrabble tile coasters.
- We had another mishap with the rescheduled shredding event. We were informed that the shredding truck would not be able to be on sight on the day of the event but that a truck with bins would be on sight to collect documents. Because this was a rescheduled event already, I arranged with the owner of the shredding company to offer free shredding at their facility during October for those who wanted to see their documents shredded. Unfortunately, the employees took this to mean that they did not need to come at all. Once again, I was not able to get in touch with anyone from the company on the day of the event. We collected documents from those who felt comfortable with that and locked them in the Community Room. On Monday, we got in touch with the company and they picked up their documents.
- Each fall the Library Memory Project hosts an event for Memory Cafe participants and their families at Retzer Nature Center. This year, I helped set up and called Bingo for the event. It was a successful afternoon with over 140 participants!

Pewaukee Public Library
Director's Report
November 2023

- Twice per year, we host the ADRC of Waukesha County for an informational presentation about Medicare. We had 26 participants who had lots of great questions. We're happy that we're able to host a group who provides residents with this important information!
- This year, I was able to attend the Wisconsin Library Association's annual conference. I attended many useful sessions and I hope to be able to take some of what I learned and implement it into our library in the coming year.

Thanks for your support!

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - October 3: Village of Pewaukee DH Meeting
 - October 4: Special Library Board Meeting
 - October 9: City Budget Workshop
 - October 13: APL Meeting at New Berlin
 - October 16: Friends Meet up at the Sussex Library (sponsored by the Bridges Library System)
 - October 16: City of Pewaukee Common Council Meeting
 - October 18: Library Board Meeting
 - October 23: PPL Department Heads Meeting
 - October 25-27: WLA Annual Conference in Middleton, WI
- *Donation.*
 - I have been able to speak with Sarah Fish about possible projects for the donation from her mother. One idea that she liked was using the funds to update the décor and furniture for the Visaya Room. The conference table has limited our ability to flex this space and therefore, it remains under used. Since it is right next to the YA Collection, staff have been asking for updated and mobile furnishings which would enable use to use the room as a Teen flex space while continuing to use the room for board meetings and other formal meetings. I have asked BSI to prepare a proposal to see if we can come up with a useable design. Please indicate if you support this change and I can continue to work on a proposal for the space.
 - The Library have received an added donation from the estate of Joanne Knecht in the amount of \$27,867.42. Joanne had told staff that she would take care of the Library! We are very grateful for her appreciation and generosity.
- *WLA (Wisconsin Library Association) Convention.* Kelly and I attended the full conference. We will be rotating attendance between the department heads and myself for this event or the WAPL (Wisconsin Association of Public Libraries) Convention. Some breakout sessions were interesting and I have some projects to propose. At times, the convention felt stagnant. There is still lots of discussion on self-care and Covid. I believe these topics have been exhausted. I am always looking to the future; what should we be planning, how are services changing, what are the trends in future? These questions weren't really addressed. The Department of Public Instruction seems to be missing the mark entirely. Compared to other libraries, I think we are making fantastic strides.
- *Budget (AGENDA ITEM).*

Pewaukee Public Library
Director's Report
November 2023

- The Library Board's requested Budget (with much discussion) was approved as requested by the City of Pewaukee on November 6th.
- The Village's Public Hearing and Budget Adoption meeting is scheduled for November 21st. I am planning to attend this meeting. The Village has already committed to funding the Library at the MOE-min rate of \$262,534.
- For this meeting, I have included the Budget as adopted on October 4,2023. I am not requesting any changes or additions. The additional MOE-min requirement from the Village of \$10,949 has not been designed for any project or budget line as of this time.
- For the December 2024 meeting, I will have copier options for you and also a proposal to replace the security gates for your consideration and review.
- *Joint Library Agreement Negotiations. (AGENDA ITEM)* Meetings have yet to start. I have set up a private web page for all committee members which include any documents that I believe are related to the negotiation process and also proposed funding calculations that were run during meetings with the old committee members. I will start to attend both City of Pewaukee and Village of Meeting Council meetings. I plan to speak during public comment on subjects related to library law, operations and the benefit of the joint library. During the budget process, I have come to realize that there is a lot of misinformation that has been given to elected officials. By speaking during public comment, I hope to provide some needed information and to build a relationship so that they can ask me for further clarification and information when they need it.
- *Closed Session (AGENDA ITEM).* Closed session is scheduled on the agenda for two topics. I will send the Library Board confidential documents related to this session. Please expect to receive a separate email with this information.

2024 Pewaukee Public Library Budget - Approved 10/04/2023

EXPENDITURES	Budget 2022	Actual 2022	Actual -2022	June 30, 2023 Actual	Budget 2023	Budget 2024	Actual +/-	% Change
110 Library Salaries	616,882	596,684	-20,198	293,759	636,565	668,000	31,435	4.94%
130 Benefits	200,228	195,438	-4,790	102,073	212,484	213,710	1,226	0.58%
Social Security (6.2%)	38,247	34,874	-3,373	18,386	39,467	41,416	1,949	4.94%
Medicare (1.45%)	8,945	8,157	-788	4,300	9,230	9,686	456	4.94%
Retirement (WRS 6.9%)	32,837	32,436	-401	17,845	35,977	37,691	1,714	4.76%
Dental	3,148	3,119	-29	1,450	3,537	2,045	-1,492	-42.18%
Disability	3,635	3,262	-373	1,940	3,293	4,000	707	21.47%
Health	112,121	112,423	302	57,605	119,843	117,660	-2,183	-1.82%
Life Insurance	1,295	1,167	-128	548	1,137	1,212	75	6.60%
140 Subscriptions	8,000	7,235	-765	1,858	7,000	7,000	0	0.00%
141 Print Materials	73,000	78,228	5,228	35,401	73,000	80,500	7,500	10.27%
142 Non-Print Materials	24,000	19,128	-4,872	5,782	24,000	14,000	-10,000	-41.67%
143 Technology	51,933	62,888	10,955	37,617	50,040	44,628	-5,412	-10.82%
CAFÉ - ILS System Computer Equipment/Installation	22,318	22,318	0	23,287	23,300	24,176	876	3.76%
IT Services - Taylor Computing	9,000	13,323	4,323	6,912	9,000	9,000	0	0.00%
Biblioteca Maintenance Contracts/Software Licenses	6,160	6,130	-30	1,514	5,800	5,800	0	0.00%
Software Licenses	7,255	3,647	-3,608	3,647	3,640	0	-3,640	-100.00%
Envisionware Equipment/Maintenance Contracts/Software Licenses	6,000	3,468	-2,532	565	5,000	2,675	-2,325	-46.50%
T-1 Line: Wisnet	0	12,802	12,802	1,693	2,100	1,777	-323	-15.38%
144 Mileage, Supplies, Other Expenditures	1,200	1,200	0	0	1,200	1,200	0	0.00%
146 Staff Development	23,800	20,455	-3,345	13,428	21,550	19,580	-1,970	-9.14%
Copier Services: James Imagir	9,400	8,777	-623	4,986	10,050	6,680	-3,370	-33.53%
Marketing	1,000	800	-200	825	1,000	900	-100	-10.00%
Mileage	500	0	-500	0	500	0	-500	-100.00%
Postage/Shipping/Freight	900	437	-463	462	0	1,500	1,500	#DIV/0!
Office Supplies	5,000	7,376	2,376	2,317	5,000	5,000	0	0.00%
RFID Tags	2,000	773	-1,228	1501	2,000	1,500	-500	-25.00%
Processing Supplies	5,000	2,292	-2,708	3,337	3,000	4,000	1,000	33.33%
146 Staff Development	3,000	3,340	340	264	3,000	3,750	750	25.00%
Continuing Education Professional Association Memberships	2,000	1,260	-740	0	2,000	2,000	0	0.00%
New Hire	1,000	1,086	86	150	1,000	1,000	0	0.00%
Mileage	0	476	476	84	0	250	250	#DIV/0!
Mileage	0	518	518	30	0	500	500	#DIV/0!

	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>	<i>Current</i>	<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>%</i>
<i>EXPENDITURES</i>	<i>2022</i>	<i>2022</i>	<i>+/-</i>	<i>Actual</i>	<i>2023</i>	<i>2024</i>	<i>+/-</i>	<i>Change</i>
			<i>2022"</i>	<i>2023</i>				
150 Professional Services	48,231	46,287	-1,944	33,455	45,952	45,936	-16	-0.03%
Auditing Services	6,000	6,716	716	5,134	6,150	6,350	200	3.25%
Fiscal Agent Services	21,094	21,094	0	9,996	19,992	19,086	-906	-4.53%
Insurance: Liability	7,382	6,529	-853	5,054	6,660	6,800	140	2.10%
Insurance: Property	12,525	11,046	-1,479	12,630	12,150	12,700	550	4.53%
Insurance: Worker's Comp	1,230	902	-328	641	1,000	1,000	0	0.00%
310 Building Maintenance	91,000	94,521	3,521	46,124	89,652	89,700	48	0.05%
Carpet/Window Cleaning	3,400	3,649	249	0	3,400	3,400	0	0.00%
Cleaning Services	31,480	31,534	54	16,055	32,110	32,730	620	1.93%
Cleaning/Building Supplies	4,000	2,843	-1,157	2,134	4,000	4,000	0	0.00%
Elevator Inspections/Permits	1,350	1,634	284	1,741	1,400	1,800	400	28.57%
Fire: Inspections & Permits & Maintenance	1500	1,928	428	1,125	1,900	1,900	0	0.00%
Fire Monitoring	1100	1,326	226	1,389	1,200	1,400	200	16.67%
General: Maintenance & Repair	12,000	20,277	8,277	10,314	12,000	12,000	0	0.00%
HVAC Maintenance	8,000	5,992	-2,008	397	9,000	6,500	-2,500	-27.78%
Lawn Care	15,170	15,160	-10	5,914	15,473	15,790	317	2.05%
Snow Plowing	13,000	10,179	-2,821	7,055	9,169	10,180	1,011	11.03%
311 Utilities	54,613	58,890	4,277	23,340	55,645	62,789	7,144	12.84%
Gas & Electric	45,000	48,600	3,600	19,049	45,387	48,600	3,213	7.08%
Telephone	5,500	6,413	913	2,841	6,145	6,413	268	4.36%
Utility - Water, Sewer Stormwater, Fire Prot. Publ Fire Prot	2,000	1,764	-236	506	2,000	2,000	0	0.00%
Utility - Transportation	2,113	2,113	0	944	2,113	3,776	1,663	78.70%
Fire and EMS	0	0	0	0	0	2,000	2,000	#DIV/0!
312 Digital Materials	21,815	22,346	531	18,430	19,899	23,962	4,063	20.42%
Advantage (E-Materials)	7,000	7,288	288	6,225	9,000	5,489	-3,511	-39.01%
Flipster (E-Magazines)	1,194	1,194	0	937	982	0	-982	-100.00%
Overdrive(E-Materials)	4,283	4,283	0	3,946	3,946	4,393	447	11.33%
Hoopla (E-Materials)	5,000	5,243	243	2,834	1,359	12,537	11,178	822.52%
Databases	1,345	1,345	0	1,412	1,412	1,543	131	9.28%
Gale Courses	2,993	2,993	0	3,077	3,200	0	-3,200	-100.00%
313 Programs	5,250	5,922	672	2,310	5,250	5,250	0	0.00%
Programming - Adult	2,000	2,002	2	443	2,000	2,000	0	0.00%
Programming - Children's	3,000	3,920	920	1,274	3,000	2,100	-900	-30.00%
Programming - Young Adult	0	0	0	506	0	900	900	#DIV/0!
Programming - General Supplies	250	0	-250	87	250	250	0	0.00%
400 Legal	2,000	2,640	640	3,465	2,000	4,000	2,000	100.00%

	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>	<i>Current</i>	<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>%</i>
<i>EXPENDITURES</i>	<i>2022</i>	<i>2022</i>	<i>" +/-</i> <i>2022"</i>	<i>Actual</i> <i>2023</i>	<i>2023</i>	<i>2024</i>	<i>+/-</i>	<i>Change</i>
500 Donations	0	34,512	34,512	9,237	0	6,500	6,500	#DIV/0!
Friends : Explore Passes					0	6,500	6,500	#DIV/0!
610 Library Outlay (Fund Balance)	0	0	0	0	0	20,200	20,200	#DIV/0!
TOTAL EXPENDITURES	1,225,774	1,250,536	24,762	626,544	1,248,060	1,311,529	63,470	5.09%

	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>	<i>Current</i>	<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>%</i>
<i>REVENUES</i>	<i>2022</i>	<i>2022</i>	<i>-2022</i>	<i>Actual</i> <i>2023</i>	<i>2023</i>	<i>2024</i>	<i>+/-</i>	<i>Change</i>
43790 County Lib Aids	105,012	105,012	0	60,552	112,141	118,775	6,634	5.92%
Waukesha County	102,070	102,070	0	57,407	108,996	114,627	5,631	5.17%
Lakeshores Library System	695	695	0	384	384	897	513	133.66%
Jefferson Co.	1,375	1,375	0	1,739	1,739	2,250	511	29.38%
Dodge Co.	317	317	0	511	511	488	-23	-4.42%
Washington Co.	555	555	0	511	511	512	1	0.24%
46710 Library Fines	16,000	7,609	-8,391	4,527	10,136	7,609	-2,527	-24.93%
48110 Interest Income	2,500	338	-2,162	938	167	338	171	102.40%
48500-000 Donations	0	41,107	41,107	17,900	0	6,500	6,500	#DIV/0!
Friends : Explore Passes						6,500	6,500	#DIV/0!
48500-100 Misc. Revenues	6,000	6,500	500	2,610	5,907	6,500	593	10.04%
48500-200 Grants	2,563	6,421	3,858		3,101	8,038	4,937	159.21%
49300-000 Fund Balance Applied						20,200	20,200	#DIV/0!
SUB TOTAL	132,075	166,987	34,912	86,526	131,452	167,960	36,508	27.77%

49000 CITY Contribution	840,591	840,591	0	508,547	871,795	891,984	20,189	2.32%
49001 TOTAL VILLAGE Contribution	261,180	261,180	0	131,372	262,744	251,585	-11,159	-4.25%
49001 MOE Addition to meet MIN for VILLAGE						10,949		
Total Municipal Contribution 100%	1,101,771	1,101,771	0	639,919	1,116,608	1,143,569	26,962	2.41%
TOTAL REVENUES	1,233,846	1,268,758	34,912	726,445	1,248,060	1,311,529	63,470	5.09%

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

	<i>Mill-min</i>	<i>MOE-min</i>
City	1,046,818	849,087
Village	289,656	262,534
Total	1,336,474	1,111,621

The Library Board and the Open Meetings Law

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Wisconsin's open meetings law supports the principle that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business. To this end, all meetings of all state and local government bodies (including library boards) must be held in places reasonably accessible to members of the public and must be open to the public, except as expressly provided by law. Wisconsin's open meetings law provides specific requirements for meeting notice, accessibility of meetings, the conduct of meetings, and legally holding closed sessions. Violations carry significant penalties, so careful adherence to these requirements is essential.

In This Trustee Essential

- The basics of compliance with Wisconsin's open meetings law
- When and how the board can legally conduct a closed session

Meeting Notice

Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required. Notice must be provided to the official local newspaper (if you have one) and to any news organization that has requested notice. If your municipality has no official newspaper, notice must be provided to a news organization likely to give notice in the area. The meeting notice must also be posted in at least one public place, and preferably several. Good locations might be the library, the city/village/town hall, and the post office.

The meeting notice must contain the time, date, place, and *all* subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) for a sample board meeting notice and agenda.)

Location and Conduct of Meetings

Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

Some boards list an "other business" item on the meeting agenda to handle unforeseen issues that may arise after the agenda has been prepared. This is not advisable and can lead to open meetings law violations. Emergency items can be added to an amended meeting notice that is posted and provided to the media at least two hours in advance of the meeting; however, it is better to postpone consideration of late-arising issues until the next meeting, if possible.

Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.

All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

Email, “Walking Quorums” and Other Potential Open Meetings Violations

Email can be a time-saving communication tool and a wonderful convenience. However, the use of email to communicate among members of a library board may raise open meetings law concerns.

Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.

An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law. For more on the requirements of the Wisconsin public records law see [*Trustee Essential #15: The Library Board and the Public Records Law*](#).

Meeting Minutes

Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information). At a minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a

roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Legal Reasons for Conducting a Closed Session

The specific statutory exemptions that may allow for a closed session are in [Wisconsin Statutes Section 19.85](#).

The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes Section 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Section 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:

- Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Consideration of requests for confidential written advice from an ethics board.

A closed session is *not* allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale. Employee compensation discussions may be closed only when they concern a *particular* employee.

A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.

Procedures for Holding a Closed Session

The following steps are **all** required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice **must** indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and **roll call vote** to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes **may possibly** be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.
9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

Avoiding Legal Penalties

Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In

addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Public records / open meetings information from the [Wisconsin Department of Justice](#)
- The [League of Wisconsin Municipalities' Open Meeting Law FAQ](#)
- The League of Wisconsin Municipalities' [Legal Comment on Closed Sessions](#) in *The Municipality*
- Your municipal attorney, your district attorney, or the Wisconsin Attorney General.

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

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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