

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 the annual meeting of the Pewaukee Public Library Board of Trustees will be held on Wednesday, January 22, 2025 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 ANNUAL MEETING - AGENDA Wednesday, January 22, 2025 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

ANNUAL BUSINESS:

2. Discussion and possible action on the nomination and election of BOT Officers.

REGULAR BUSINESS:

3. Citizen Comments/Correspondence
4. Approval of Consent Agenda
 - a. Minutes December 18, 2024 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – December 2024
 - ii. GL Detail Library – December 2024
 - iii. Payment Approval Report – December 2024
 - iv. LGIP Statement – December 2024
 - c. Library Monthly Statistics Report through December 2024
 - d. Library Directors Report January 2025

OLD BUSINESS:

5. Discussion and possible action on the Library Building Lease Agreement

NEW BUSINESS:

6. Discussion and possible action on Library Board Calendar 2025
7. Discussion and possible action the new Electronic Payment Using Square Policy
8. Discussion and possible action on the purchase of a new security camera system
9. Discussion and possible action on *TE 01: Trustee Job Description*
10. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, February 19, 2025

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, January 17, 2025

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, December 18, 2024 at 6:30 p.m.

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

Members Present: Heather Gergen, Lisa Jansen, Leslie Miller, Dale Noll,
Phil Vetterkind, Karen Wildman, Ann Wright

Others Present: Nan Champe (Library Director)

Members Excused:

REGULAR BUSINESS:

2. Citizen Comments/Correspondence - n/a

3. Approval of Consent Agenda

a. Minutes November 20, 2024 (Regular Board Meeting)

b. Financial Reports:

i. GL Budget vs. Actual Library – November 2024

ii. GL Detail Library – November 2024

iii. Payment Approval Report – November 2024

iv. LGIP Statement – November 2024

c. Library Monthly Statistics Report though November 2024

d. Library Directors Report December 2024

Motion to approve: Phil Vetterkind

Second: Heather Gergen

Discussion:

Motion Carried:

OLD BUSINESS:

4. Discussion on the Board Transition to 2025 as clarified in the First Addendum to and Restatement of the Joint Library Agreement Between the Village of Pewaukee and the City of Pewaukee Dated October 1, 2024.

Discussion: The new Joint Library Agreement states that all Library Board terms end 12/31/24 and new board members take seat starting 1/1/25. The Village appointed Lisa Jansen(2028) & Heather Gergen(2027) as their 2025 Board members. The City has not appointed Board members. Therefore, all Board members will not be appointed by the next regularly scheduled Library board meeting. As a result the meeting is moved from 1/15/25 to 1/22/25 since the City has their next meeting on 1/20/25.

No action taken

NEW BUSINESS:

5. Discussion and possible action to approve the proposed revisions to the Bylaws of the Pewaukee Public Library Board of Trustees

Motion: Phil Vetterkind

Second: Ann Wright

Discussion:

Motion Carried:

6. Discussion and possible action on the Library Building Lease Agreement

No action taken

7. Discussion and possible action on Resolution No. 2024-06: a Resolution Establishing 2025 Wages/Salaries for Certain Library Employees

Motion: Heather Gergen moved to approve as presented with change in the document number from No 2024-05 to revised document number No 2024-06

Second: Phil Vetterkind

Discussion:

Motion Carried:

8. Discussion and possible action on End of Year Projections for the Pewaukee Public Library Budget 2024

No action taken

9. Discussion and possible action on TE19: Library Director Certification

Motion:

No action taken

10. 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. 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.

Motion to go into closed session:

Ann Wright motioned to go into closed session at 7:13 PM

Second: Heather Gergen

Discussion: n/a

Roll call vote: Heather Gergen-Y, Lisa Jansen-Y, Leslie Miller-Y, Dale Noll-Y, Phil Vetterkind-Y, Karen Wildman-Y, Ann Wright-Y

Motion carried

Motion to return to open session: Leslie Miller motioned to return to open session at 7:28 PM

Second: Lisa Jansen

Discussion: n/a

Roll call vote: Heather Gergen-Y, Lisa Jansen-Y, Leslie Miller-Y, Dale Noll-Y, Phil Vetterkind-Y, Karen Wildman-Y, Ann Wright-Y

Motion carried

Motion: Heather Gergen moved to approve the Library Directors 2% Cost of Living & 2% Merit increase.

Second: Phil Vetterkind

Motion carried

11. ADJOURNMENT 7:30 PM

Motion: Heather Gergen

Second: Phil Vetterkind

Discussion:

Motion Carried:

NEXT MEETING: Wednesday, January 22, 2025
(originally scheduled for January 15, 2025)

End.GLPeriod 1424

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND						
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	75,874.24	650,855.14	668,000.00	17,144.86	97.43%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	20,683.24	219,916.10	213,710.00	-6,206.10	102.90%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	2.05	5,651.15	7,000.00	1,348.85	80.73%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	.00	47,463.74	45,936.00	-1,527.74	103.32%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	21,920.38	109,100.15	89,700.00	-19,400.15	121.62%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	.00	4,988.50	4,000.00	-988.50	124.71%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	2,359.75	16,033.71	6,500.00	-9,533.71	246.67%
900-00-57610-000-000	LIBRARY OUTLAY(E)	.00	68,646.65	20,200.00	-48,446.65	339.83%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	13,671.18	76,227.02	80,500.00	4,272.98	94.69%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	1,682.33	12,958.53	14,000.00	1,041.47	92.56%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	4,916.26	45,804.46	44,628.00	-1,176.46	102.63%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	866.44	18,612.31	19,580.00	967.69	95.05%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	203.06	2,978.61	3,750.00	771.39	79.42%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	4,323.60	48,542.48	62,789.00	14,246.52	77.31%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	2,851.34	25,435.51	23,962.00	-1,473.51	106.14%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	494.90	5,134.66	5,250.00	115.34	97.80%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	.00	10,988.00	9,038.00	-1,950.00	121.57%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	.00	3,106.29	.00	-3,106.29	100.00%
Total Expenditure:		149,848.77	1,372,443.01	1,318,543.00	-53,900.01	
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	.00	-118,323.51	-118,775.00	-451.49	99.61%
900-00-46710-000-000	LIBRARY FINES(R)	-587.80	-8,054.38	-7,609.00	445.38	105.85%
900-00-48110-000-000	INTEREST INCOME(R)	-649.31	-3,710.95	-338.00	3,372.95	1097.91%
900-00-48200-000-100	FISCAL AGENT FEES(R)	.00	.00	.00	.00	100.00%
900-00-48500-000-000	DONATIONS, PRIVATE OR ORGANIZ(R)	-351.00	-21,811.80	-6,500.00	15,311.80	335.56%

End.GLPeriod 1424

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900-00-48500-000-100	MISC REVENUES(R)	-859.19	-10,343.98	-6,500.00	3,843.98	159.13%
900-00-48500-000-200	DESIGNATED GRANTS(R)	-1,000.00	-11,720.30	-9,038.00	2,682.30	129.67%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	.00	-896,675.00	-896,675.00	.00	100.00%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	-21,877.87	-262,534.04	-262,534.00	.04	100.00%
900-00-49200-000-000	TRANSFER IN FROM MUNICIPALITY(R)	.00	.00	.00	.00	100.00%
900-00-49300-000-000	FUND BALANCE APPLIED(R)	.00	.00	-20,200.00	-20,200.00	0.00%
900-00-48440-000-000	INSURANCE RECOVERIES(R)	.00	-48,735.86	.00	48,735.86	100.00%
Total Revenue:		-25,325.17	-1,381,909.82	-1,328,169.00	53,740.82	
Total 900 - LIBRARY FUND:		124,523.60	-9,466.81	-9,626.00	-159.19	
Total:		124,523.60	-9,466.81	-9,626.00	-159.19	

End.GLPeriod 1424 AND Start.GLPeriod 1424 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
12/03/2024	7003770-1	CR	LIBRARY FINES - LIBRARY			.00	-72.10
12/16/2024	7003790-1	CR	LIBRARY FINES - LIBRARY			.00	-274.09
12/19/2024	7003801-1	CR	LIBRARY FINES - LIBRARY			.00	-134.85
12/26/2024	7003821-1	CR	LIBRARY FINES - LIBRARY			.00	-106.76
Account Number And Title900-00-46710-000-000 - LIBRARY FINES						.00	-587.80
Account Number And Title900-00-48110-000-000 - INTEREST INCOME							
12/31/2023	11-7	CRJE	ALLOCATE NORTH SHORE INTEREST 2024- SEPT			.00	-56.48
12/31/2024	23-2	CRJE	DECEMBER LGIP INTEREST 867171-16 LIBRARY			.00	-592.83
Account Number And Title900-00-48110-000-000 - INTEREST INCOME						.00	-649.31
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
12/16/2024	7003790-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-101.00
12/19/2024	7003801-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-250.00
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ						.00	-351.00
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
08/01/2024	2-2	CRJE	NORTH SHORE REWARDS POINTS			.00	-450.00
12/03/2024	7003770-2	CR	LIBRARY MISC REVENUES - COPIES - LIBRARY			.00	-15.00
12/16/2024	7003790-3	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-178.99
12/16/2024	7003790-4	CR	LIBRARY MISC REVENUES ROOM RENTAL - LIBRARY			.00	-120.00
12/16/2024	7003790-5	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-70.40
12/19/2024	7003801-3	CR	LIBRARY MISC REVENUES NEW LIB CARDS - LIBRARY			.00	-2.00
12/19/2024	7003801-4	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-.60
12/26/2024	7003821-2	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-20.00

End.GLPeriod 1424 AND Start.GLPeriod 1424 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
12/26/2024	7003821-3	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-2.20
Account Number And Title900-00-48500-000-100 - MISC REVENUES						.00	-859.19
Account Number And Title900-00-48500-000-200 - DESIGNATED GRANTS							
12/19/2024	7003801-5	CR	LIBRARY GRANT - LIBRARY			.00	-1,000.00
Account Number And Title900-00-48500-000-200 - DESIGNATED GRANTS						.00	-1,000.00
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							
12/16/2024	7003791-1	CR	CITY CONTRIBUTIONS- JAN 2025 - LIBRARY			.00	-72,488.99
12/16/2025	6-1	JE	LIBRARY CITY CONTRIBUTION 2025			72,488.99	.00
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS						72,488.99	-72,488.99
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
12/01/2024	1-2	JE	LIBRARY CONTRIBUTION DECEMBER			.00	-21,877.87
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS						.00	-21,877.87
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES							
12/06/2024	12-1	PC	PAYROLL TRANS FOR 12/1/2024 PAY PERIOD			25,521.59	.00
12/20/2024	72-1	PC	PAYROLL TRANS FOR 12/15/2024 PAY PERIOD			25,193.89	.00
12/29/2024	127-1	PC	PAYROLL TRANS FOR 12/29/2024 PAY PERIOD			25,158.76	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES						75,874.24	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
12/06/2024	4-1	PB	PAYROLL TRANS FOR 12/1/2024 PAY PERIOD			3,197.55	.00
12/20/2024	26-1	PB	PAYROLL TRANS FOR 12/15/2024 PAY PERIOD			14,310.96	.00
12/29/2024	50-1	PB	PAYROLL TRANS FOR 12/29/2024 PAY PERIOD			3,174.73	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						20,683.24	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							
11/20/2024	122-1	AP	EBSCO PAYMENT PROCESSING CENTER			2.05	.00

End.GLPeriod 1424 AND Start.GLPeriod 1424 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS						2.05	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
09/24/2024	4-1	AP	ACH NORTH SHORE BANK CREDIT CARD			77.11	.00
09/24/2024	5-1	AP	ACH NORTH SHORE BANK CREDIT CARD			18.83	.00
09/24/2024	6-1	AP	ACH NORTH SHORE BANK CREDIT CARD			28.75	.00
09/27/2024	7-1	AP	ACH NORTH SHORE BANK CREDIT CARD			17.14	.00
10/02/2024	8-1	AP	ACH NORTH SHORE BANK CREDIT CARD			241.55	.00
10/03/2024	9-1	AP	ACH NORTH SHORE BANK CREDIT CARD			164.14	.00
10/04/2024	10-1	AP	ACH NORTH SHORE BANK CREDIT CARD			702.53	.00
10/04/2024	11-1	AP	ACH NORTH SHORE BANK CREDIT CARD			121.71	.00
10/07/2024	12-1	AP	ACH NORTH SHORE BANK CREDIT CARD			50.27	.00
10/07/2024	13-1	AP	ACH NORTH SHORE BANK CREDIT CARD			25.34	.00
10/07/2024	14-1	AP	ACH NORTH SHORE BANK CREDIT CARD			89.61	.00
10/08/2024	15-1	AP	ACH NORTH SHORE BANK CREDIT CARD			139.32	.00
10/11/2024	16-1	AP	ACH NORTH SHORE BANK CREDIT CARD			154.68	.00
10/11/2024	17-1	AP	ACH NORTH SHORE BANK CREDIT CARD			510.05	.00
10/14/2024	18-1	AP	ACH NORTH SHORE BANK CREDIT CARD			648.23	.00
10/14/2024	19-1	AP	ACH NORTH SHORE BANK CREDIT CARD			498.86	.00
10/17/2024	20-1	AP	ACH NORTH SHORE BANK CREDIT CARD			122.11	.00
10/17/2024	21-1	AP	ACH NORTH SHORE BANK CREDIT CARD			137.47	.00
10/17/2024	22-1	AP	ACH NORTH SHORE BANK CREDIT CARD			33.11	.00
10/21/2024	23-1	AP	ACH NORTH SHORE BANK CREDIT CARD			166.08	.00
10/21/2024	24-1	AP	ACH NORTH SHORE BANK CREDIT CARD			19.37	.00
10/22/2024	25-1	AP	ACH NORTH SHORE BANK CREDIT CARD			70.99	.00

VILLAGE OF PEWAUKEE

GL Detail

January 13, 2025 01:15 PM

End.GLPeriod 1424 AND Start.GLPeriod 1424 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/22/2024	26-1	AP	ACH NORTH SHORE BANK CREDIT CARD			387.23	.00
10/23/2024	27-1	AP	ACH NORTH SHORE BANK CREDIT CARD			245.62	.00
10/25/2024	28-1	AP	ACH NORTH SHORE BANK CREDIT CARD			361.26	.00
10/28/2024	30-1	AP	ACH NORTH SHORE BANK CREDIT CARD			27.12	.00
10/29/2024	31-1	AP	ACH NORTH SHORE BANK CREDIT CARD			376.17	.00
10/29/2024	32-1	AP	ACH NORTH SHORE BANK CREDIT CARD			494.27	.00
10/29/2024	29-1	AP	ACH NORTH SHORE BANK CREDIT CARD			481.98	.00
10/30/2024	33-1	AP	ACH NORTH SHORE BANK CREDIT CARD			174.57	.00
11/01/2024	316-1	AP	ACH NORTH SHORE BANK CREDIT CARD			710.47	.00
11/01/2024	317-1	AP	ACH NORTH SHORE BANK CREDIT CARD			56.43	.00
11/04/2024	319-1	AP	ACH NORTH SHORE BANK CREDIT CARD			12.56	.00
11/05/2024	320-1	AP	ACH NORTH SHORE BANK CREDIT CARD			247.41	.00
11/05/2024	318-1	AP	ACH NORTH SHORE BANK CREDIT CARD			463.24	.00
11/07/2024	321-1	AP	ACH NORTH SHORE BANK CREDIT CARD			10.84	.00
11/07/2024	322-1	AP	ACH NORTH SHORE BANK CREDIT CARD			19.99	.00
11/11/2024	324-1	AP	ACH NORTH SHORE BANK CREDIT CARD			195.82	.00
11/12/2024	323-1	AP	ACH NORTH SHORE BANK CREDIT CARD			446.54	.00
11/12/2024	111-1	AP	AMAZON CAPITAL SERVICES, INC.			46.61	.00
11/13/2024	255-1	AP	AMAZON CAPITAL SERVICES, INC.			.00	-.20
11/13/2024	325-1	AP	ACH NORTH SHORE BANK CREDIT CARD			17.13	.00
11/14/2024	326-1	AP	ACH NORTH SHORE BANK CREDIT CARD			401.92	.00
11/14/2024	327-1	AP	ACH NORTH SHORE BANK CREDIT CARD			45.08	.00
11/14/2024	109-1	AP	SALEM PRESS INC			117.00	.00
11/16/2024	113-1	AP	AMAZON CAPITAL SERVICES, INC.			69.77	.00

VILLAGE OF PEWAUKEE

GL Detail

January 13, 2025 01:15 PM

End.GLPeriod 1424 AND Start.GLPeriod 1424 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
11/18/2024	110-1	AP	AMAZON CAPITAL SERVICES, INC.			17.95	.00
11/18/2024	119-1	AP	AMAZON CAPITAL SERVICES, INC.			91.32	.00
11/19/2024	124-1	AP	GREY HOUSE PUBLISHING			140.25	.00
11/19/2024	118-1	AP	AMAZON CAPITAL SERVICES, INC.			186.00	.00
11/19/2024	112-1	AP	AMAZON CAPITAL SERVICES, INC.			20.99	.00
11/19/2024	328-1	AP	ACH NORTH SHORE BANK CREDIT CARD			500.45	.00
11/19/2024	329-1	AP	ACH NORTH SHORE BANK CREDIT CARD			5.13	.00
11/20/2024	330-1	AP	ACH NORTH SHORE BANK CREDIT CARD			395.82	.00
11/20/2024	116-1	AP	AMAZON CAPITAL SERVICES, INC.			12.14	.00
11/21/2024	331-1	AP	ACH NORTH SHORE BANK CREDIT CARD			111.59	.00
11/22/2024	333-1	AP	ACH NORTH SHORE BANK CREDIT CARD			114.76	.00
11/25/2024	334-1	AP	ACH NORTH SHORE BANK CREDIT CARD			132.63	.00
11/25/2024	332-1	AP	ACH NORTH SHORE BANK CREDIT CARD			364.81	.00
11/26/2024	335-1	AP	ACH NORTH SHORE BANK CREDIT CARD			930.53	.00
11/27/2024	176-1	AP	AMAZON CAPITAL SERVICES, INC.			298.74	.00
12/01/2024	178-1	AP	CENTER POINT LARGE PRINT			50.34	.00
12/05/2024	172-1	AP	AMAZON CAPITAL SERVICES, INC.			515.13	.00
12/06/2024	374-1	AP	NELSON, KELLY			39.99	.00
12/06/2024	174-1	AP	AMAZON CAPITAL SERVICES, INC.			149.43	.00
12/16/2024	253-1	AP	AMAZON CAPITAL SERVICES, INC.			17.10	.00
12/16/2024	249-1	AP	AMAZON CAPITAL SERVICES, INC.			13.00	.00
12/23/2024	436-1	AP	SALEM PRESS INC			117.00	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						13,671.38	-.20

Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS

VILLAGE OF PEWAUKEE

GL Detail

January 13, 2025 01:15 PM

End.GLPeriod 1424 AND Start.GLPeriod 1424 AND End.GLPeriod 0823

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/18/2024	34-1	AP	ACH NORTH SHORE BANK CREDIT CARD			59.99	.00
10/30/2024	35-1	AP	ACH NORTH SHORE BANK CREDIT CARD			49.99	.00
11/19/2024	117-1	AP	AMAZON CAPITAL SERVICES, INC.			37.45	.00
11/19/2024	115-1	AP	AMAZON CAPITAL SERVICES, INC.			64.85	.00
11/19/2024	126-1	AP	MIDWEST TAPE			18.74	.00
11/22/2024	184-1	AP	MIDWEST TAPE			14.99	.00
11/22/2024	185-1	AP	MIDWEST TAPE			86.96	.00
11/22/2024	186-1	AP	MIDWEST TAPE			18.74	.00
11/22/2024	187-1	AP	MIDWEST TAPE			26.24	.00
11/27/2024	188-1	AP	MIDWEST TAPE			26.99	.00
11/27/2024	189-1	AP	MIDWEST TAPE			42.73	.00
11/27/2024	336-1	AP	ACH NORTH SHORE BANK CREDIT CARD			474.88	.00
11/27/2024	388-1	AP	ACH NORTH SHORE BANK CREDIT CARD			59.99	.00
11/29/2024	337-1	AP	ACH NORTH SHORE BANK CREDIT CARD			34.99	.00
12/04/2024	248-1	AP	AMAZON CAPITAL SERVICES, INC.			341.43	.00
12/07/2024	260-1	AP	MIDWEST TAPE			48.73	.00
12/07/2024	261-1	AP	MIDWEST TAPE			40.48	.00
12/10/2024	252-1	AP	AMAZON CAPITAL SERVICES, INC.			150.61	.00
12/16/2024	453-1	AP	MIDWEST TAPE			58.48	.00
12/16/2024	454-1	AP	MIDWEST TAPE			14.99	.00
12/17/2024	441-1	AP	AMAZON CAPITAL SERVICES, INC.			10.08	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						1,682.33	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
10/13/2024	40-1	AP	ACH NORTH SHORE BANK CREDIT CARD			352.40	.00

VILLAGE OF PEWAUKEE

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
10/20/2024	39-1	AP	ACH NORTH SHORE BANK CREDIT CARD			20.10	.00
10/31/2024	36-1	AP	ACH NORTH SHORE BANK CREDIT CARD			6.00	.00
11/26/2024	208-1	AP	WAUKESHA COUNTY TREASURER			303.96	.00
11/26/2024	209-1	AP	WAUKESHA COUNTY TREASURER			250.00	.00
11/30/2024	277-1	AP	TAYLOR COMPUTER SERVICES, INC			305.00	.00
11/30/2024	389-1	AP	ACH NORTH SHORE BANK CREDIT CARD			6.00	.00
12/13/2024	486-1	AP	DEPARTMENT OF ADMINISTRATION			600.00	.00
12/18/2024	488-1	AP	TAYLOR COMPUTER SERVICES, INC			1,315.00	.00
12/19/2024	489-1	AP	TAYLOR COMPUTER SERVICES, INC			1,757.80	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						4,916.26	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
10/10/2024	38-1	AP	ACH NORTH SHORE BANK CREDIT CARD			6.30	.00
10/23/2024	2-1	AP	ACH NORTH SHORE BANK CREDIT CARD			107.55	.00
10/29/2024	41-1	AP	ACH NORTH SHORE BANK CREDIT CARD			8.99	.00
11/19/2024	338-1	AP	ACH NORTH SHORE BANK CREDIT CARD			194.13	.00
11/21/2024	165-1	AP	RHYME BUSINESS PRODUCTS, LLC			125.43	.00
12/03/2024	314-1	AP	ACH NORTH SHORE BANK CREDIT CARD			75.55	.00
12/06/2024	251-1	AP	AMAZON CAPITAL SERVICES, INC.			42.75	.00
12/09/2024	437-1	AP	AMAZON CAPITAL SERVICES, INC.			179.24	.00
12/23/2024	418-1	AP	RHYME BUSINESS PRODUCTS, LLC			126.50	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						866.44	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT							
10/03/2024	373-1	AP	NELSON, KELLY			48.96	.00
12/17/2024	375-1	AP	NELSON, KELLY			22.78	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
12/17/2024	376-1	AP	CHAMPE, ELIZABETH			131.32	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT						203.06	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
10/01/2024	129-1	AP	KUJAWA ENTERPRISES INC			2,209.75	.00
10/29/2024	123-1	AP	J & H HEATING INC			2,460.00	.00
11/24/2024	143-1	AP	LUHRING, DANIEL			200.00	.00
12/01/2024	151-1	AP	JANI-KING OF MILWAUKEE			2,784.02	.00
12/03/2024	148-1	AP	MEI TOTAL ELEVATOR SOLUTIONS			6,239.00	.00
12/03/2024	198-1	AP	BATZNER PEST CONTROL INC			113.74	.00
12/06/2024	250-1	AP	AMAZON CAPITAL SERVICES, INC.			150.00	.00
12/10/2024	149-1	AP	MEI TOTAL ELEVATOR SOLUTIONS			4,895.00	.00
12/10/2024	452-1	AP	MILWAUKEE PLUMBING & PIPING INC			295.50	.00
12/12/2024	221-1	AP	MR. HANDYMAN OF WAUKESHA			229.50	.00
12/17/2024	440-1	AP	AMAZON CAPITAL SERVICES, INC.			1,112.12	.00
12/18/2024	378-1	AP	MR. HANDYMAN OF WAUKESHA			773.00	.00
12/19/2024	379-1	AP	MR. HANDYMAN OF WAUKESHA			458.75	.00
12/19/2024	380-1	AP	MR. HANDYMAN OF WAUKESHA			1,236.75	.00
12/19/2024	381-1	AP	MR. HANDYMAN OF WAUKESHA			.00	-1,236.75
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						23,157.13	-1,236.75
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
10/14/2024	3-1	AP	ACH NORTH SHORE BANK CREDIT CARD			224.95	.00
11/01/2024	347-1	AP	ACH NORTH SHORE BANK CREDIT CARD			352.40	.00
12/06/2024	161-1	AP	ACH WE ENERGIES			2,756.17	.00
12/06/2024	162-1	AP	ACH WE ENERGIES			765.13	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
12/14/2024	387-1	AP	ACH NORTH SHORE BANK CREDIT CARD			224.95	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES						4,323.60	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
11/19/2024	156-1	AP	MIDWEST TAPE - HOOPLA			89.99	.00
11/30/2024	157-1	AP	MIDWEST TAPE - HOOPLA			798.05	.00
12/11/2024	226-1	AP	MIDWEST TAPE - HOOPLA			1,963.30	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS						2,851.34	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS							
10/15/2024	467-1	AP	GEORGE, SANDRA			25.98	.00
10/18/2024	37-1	AP	ACH NORTH SHORE BANK CREDIT CARD			2.50	.00
10/30/2024	1-1	AP	ACH NORTH SHORE BANK CREDIT CARD			9.48	.00
11/12/2024	114-1	AP	AMAZON CAPITAL SERVICES, INC.			37.84	.00
11/19/2024	315-1	AP	ACH NORTH SHORE BANK CREDIT CARD			37.74	.00
11/21/2024	175-1	AP	AMAZON CAPITAL SERVICES, INC.			45.51	.00
11/25/2024	171-1	AP	AMAZON CAPITAL SERVICES, INC.			136.62	.00
12/02/2024	173-1	AP	AMAZON CAPITAL SERVICES, INC.			16.82	.00
12/02/2024	254-1	AP	AMAZON CAPITAL SERVICES, INC.			109.95	.00
12/05/2024	339-1	AP	ACH NORTH SHORE BANK CREDIT CARD			27.46	.00
12/05/2024	340-1	AP	ACH NORTH SHORE BANK CREDIT CARD			45.00	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS						494.90	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE							
11/25/2024	341-1	AP	ACH NORTH SHORE BANK CREDIT CARD			73.49	.00
11/25/2024	342-1	AP	ACH NORTH SHORE BANK CREDIT CARD			222.07	.00
11/25/2024	343-1	AP	ACH NORTH SHORE BANK CREDIT CARD			86.09	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
11/25/2024	344-1	AP	ACH NORTH SHORE BANK CREDIT CARD			178.49	.00
11/25/2024	345-1	AP	ACH NORTH SHORE BANK CREDIT CARD			87.01	.00
11/25/2024	346-1	AP	ACH NORTH SHORE BANK CREDIT CARD			182.28	.00
11/26/2024	177-1	AP	AMAZON CAPITAL SERVICES, INC.			937.33	.00
12/11/2024	457-1	AP	ZIMMERMANN, JANICE			500.00	.00
12/11/2024	442-1	AP	AMAZON CAPITAL SERVICES, INC.			54.16	.00
12/23/2024	438-1	AP	AMAZON CAPITAL SERVICES, INC.			31.84	.00
12/23/2024	439-1	AP	AMAZON CAPITAL SERVICES, INC.			6.99	.00
Account Number And Title 900-00-55110-000-500 - DONATION FUNDED EXPENSE						2,359.75	.00
Total:						223,574.71	-99,051.11

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
ACH NORTH SHORE BANK CREDIT CARD									
Approved									
13040	ACH NORTH SHORE BANK CREDIT CARD	43323991070292271	LIBRARY/N ON-PRINT MATERIALS	59.99	11/27/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	152358301121424	LIBRARY/UTILITIES SPECTRUM	224.95	12/14/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	5119585563	LIBRARY/GOOGLE WORKSPACE	6.00	11/30/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	115870236-11587023	LIBRARY/POSTAGE	75.55	12/03/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	7570484	LIBRARY/PROCESSING SUPPLIES	194.13	11/19/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	1341544172	LIBRARY/CHILDRENS PROGRAM	37.74	11/19/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	43323991044604718	LIBRARY/N ON-PRINT MATERIALS	474.88	11/27/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	43343991064770197	LIBRARY/N ON-PRINT MATERIALS	34.99	11/29/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	D-24-4831-832	LIBRARY/FRIENDS BONFIRE	87.01	11/25/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	D-24-6827-528	LIBRARY/FRIENDS BONFIRE	182.28	11/25/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	D-24-2837-156	LIBRARY/FRIENDS BONFIRE	178.49	11/25/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	D-24-2048-636	LIBRARY/FRIENDS BONFIRE	222.07	11/25/2024	01/04/2025		1224	Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	D-24-1480-753	LIBRARY/F RIENDS BONFIRE	73.49	11/25/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	D-24-2437-857	LIBRARY/F RIENDS BONFIRE	86.09	11/25/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038720421	LIBRARY/P RINTED MATERIALS	114.76	11/22/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038717293	LIBRARY/P RINTED MATERIALS	111.59	11/21/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038725398	LIBRARY/P RINTED MATERIALS	930.53	11/26/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038719923	LIBRARY/P RINTED MATERIALS	364.81	11/25/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038721225	LIBRARY/P RINTED MATERIALS	132.63	11/25/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038708350	LIBRARY/P RINTED MATERIALS	500.45	11/19/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038701488	LIBRARY/P RINTED MATERIALS	45.08	11/14/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038714267	LIBRARY/P RINTED MATERIALS	395.82	11/20/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038711225	LIBRARY/P RINTED MATERIALS	5.13	11/19/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038698109	LIBRARY/P RINTED MATERIALS	401.92	11/14/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038696846	LIBRARY/P RINTED MATERIALS	17.13	11/13/2024	01/04/2025		1224	Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2038693091	LIBRARY/P RINTED MATERIALS	195.82	11/11/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	IN12340	LIBRARY/C YBERLYNK	352.40	11/01/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038692935	LIBRARY/P RINTED MATERIALS	446.54	11/12/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038687513	LIBRARY/P RINTED MATERIALS	19.99	11/07/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038677256	LIBRARY/P RINTED MATERIALS	12.56	11/04/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038687404	LIBRARY/P RINTED MATERIALS	10.84	11/07/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038672814	LIBRARY/P RINTED MATERIALS	710.47	11/01/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038672984	LIBRARY/P RINTED MATERIALS	56.43	11/01/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038677142	LIBRARY/P RINTED MATERIALS	463.24	11/05/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038679699	LIBRARY/P RINTED MATERIALS	247.41	11/05/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	941602343819547-02	LIBRARY/A DULT PROGRAMS	45.00	12/05/2024	01/04/2025		1224	Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	79888941638840842616	LIBRARY/A DULT PROGRAMS	27.46	12/05/2024	01/04/2025		1224	Approved

Total ACH NORTH SHORE BANK CREDIT CARD: 7545.67

ACH WE ENERGIES

Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13090	ACH WE ENERGIES	5280315415	LIBRARY/G AS NOVEMBER	765.13	12/06/2024	12/30/2024		1224	Approved
13090	ACH WE ENERGIES	5280315415	LIBRARY/E LECTRIC NOVEMBER	2756.17	12/06/2024	12/30/2024		1224	Approved
Total ACH WE ENERGIES:				<u>3521.30</u>					
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	1MGC-D69G-7QKV	LIBRARY/F RIENDS/LIB RARY OF THINGS	6.99	12/23/2024	12/31/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1MGC-D69G-7QKV	LIBRARY/F RIENDS/AD ULT PROG	31.84	12/23/2024	12/31/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1W1G-JDRX- MPWH	LIBRARY/N ON-PRINT MATERIALS JUV	10.08	12/17/2024	01/09/2025		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1W1G-JDRX- MPWH	LIBRARY/C LEANING SUPPLIES	1112.12	12/17/2024	01/09/2025		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1X16-N1KC-L3JD	LIBRARY/F RIENDS/LIB RARY OF THINGS	54.16	12/11/2024	01/09/2025		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1HVT-7LWD-9WCF	LIBRARY/O FFICE SUPPLIES	179.24	12/09/2024	01/09/2025		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1T17-N9K4-1HDH	LIBRARY/Y A PRINT MATERIALS	-0.20	11/13/2024	12/31/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	11YQ-7MNP-9K6D	LIBRARY/Y A PRINT MATERIALS	13.00	12/16/2024	12/31/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1GTX-6YQ4-3QQ4	LIBRARY/A DULT PRINT MATERIALS	17.10	12/16/2024	12/31/2024		1224	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.	1FDV-XNKF-1TGV	LIBRARY/N ON-PRINT MATERIALS	150.61	12/10/2024	12/31/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1DQD-6DVJ-H9TM	LIBRARY/O FFICE SUPPLIES	42.75	12/06/2024	12/31/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1DQD-6DVJ-H9TM	LIBRARY/C LEANING SUPPLIES	150.00	12/06/2024	12/31/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1KLJ-PW13-7TDX	LIBRARY/J UV PROG SUPP	109.95	12/02/2024	12/31/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	11LK-WCH7-P11Y	LIBRARY/N ON-PRINT MATERIALS JUV	341.43	12/04/2024	12/31/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	19GX-LHQ7-17JW	LIBRARY/A DULT PRINT MATERIALS	515.13	12/05/2024	12/31/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1HDK-6LWQ-9H73	LIBRARY/A DULT PRINT MATERIALS	149.43	12/06/2024	12/31/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1GM3-HPWH-3LY4	LIBRARY/Y A PROG SUPP	16.82	12/02/2024	12/31/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1RPY-33C6-WHTF	LIBRARY/A DULT PRINT MATERIALS	298.74	11/27/2024	12/26/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	176V-HYGG-Y3PJ	LIBRARY/J UV PROG SUPP	136.62	11/25/2024	12/21/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1GVD-XKCL-KN4G	LIBRARY/Y A PROG SUPP	37.84	11/12/2024	12/12/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1V4X-9VYW-4C4H	LIBRARY/Y A PRINT MATERIALS	12.14	11/20/2024	12/16/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	16M9-FHGP-9FXF	LIBRARY/A DULT PRINT MATERIALS	20.99	11/19/2024	12/16/2024		1224	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.	16FN-DHRV-J6VJ	LIBRARY/A DULT PRINT MATERIALS	46.61	11/12/2024	12/12/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	14Q4-4YVD-1HMN	LIBRARY/A DULT PRINT MATERIALS	17.95	11/18/2024	12/16/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1YT3-MYGQ-1LHG	LIBRARY/A DULT PRINT MATERIALS	91.32	11/18/2024	12/16/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1YP1-JP1K-7MLL	LIBRARY/A DULT PRINT MATERIALS	186.00	11/19/2024	12/16/2024		1224	Approved
23	AMAZON CAPITAL SERVICES, INC.	1Y6K-19PW-CHMQ	LIBRARY/N ON-PRINT MATERIALS	937.33	11/26/2024	12/26/2024		1224	Approved
Total AMAZON CAPITAL SERVICES, INC.:				<u>4685.99</u>					
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	71366853	LIBRARY/P EST MGMT DEC 2024	113.74	12/03/2024	12/31/2024		1224	Approved
Total BATZNER PEST CONTROL INC:				<u>113.74</u>					
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2133747	LIBRARY/L ARGE PRINT BOOKS	50.34	12/01/2024	12/31/2024		1224	Approved
Total CENTER POINT LARGE PRINT:				<u>50.34</u>					
CHAMPE, ELIZABETH									
Approved									
11012	CHAMPE, ELIZABETH	12172024EC	LIBRARY/M ILEAGE REIMBURSE MENT	131.32	12/17/2024	01/17/2025		1224	Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
Total CHAMPE, ELIZABETH:				<u><u>131.32</u></u>					
DEPARTMENT OF ADMINISTRATION									
Approved									
783	DEPARTMENT OF ADMINISTRATION	505-0000097365	LIBRARY/T EACH SVCS 07-01 TO 12-31-2024	600.00	12/13/2024	12/31/2024		1224	Approved
Total DEPARTMENT OF ADMINISTRATION:				<u><u>600.00</u></u>					
GEORGE, SANDRA									
Approved									
7328	GEORGE, SANDRA	10152024	LIBRARY/Y A PROGRAM	25.98	10/15/2024	01/13/2025		1224	Approved
Total GEORGE, SANDRA:				<u><u>25.98</u></u>					
J & H HEATING INC									
Approved									
2984	J & H HEATING INC	W37789	LIBRARY/F ALL PREVENTATIVE MAINT 2024	2460.00	10/29/2024	12/06/2024		1224	Approved
Total J & H HEATING INC:				<u><u>2460.00</u></u>					
KUJAWA ENTERPRISES INC									
Approved									
6819	KUJAWA ENTERPRISES INC	390172	LIBRARY/L ANDSCAPE MNT- OCT 2024	2209.75	10/01/2024	12/06/2024		1224	Approved
Total KUJAWA ENTERPRISES INC:				<u><u>2209.75</u></u>					
MEI TOTAL ELEVATOR SOLUTIONS									
Approved									

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 1224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
12216	MEI TOTAL ELEVATOR SOLUTIONS	1105141	LIBRARY/R EPAIR	4895.00	12/10/2024	12/31/2024		1224	Approved
12216	MEI TOTAL ELEVATOR SOLUTIONS	1104686	LIBRARY/E LEVATOR SERVICE - REPAIR	6239.00	12/03/2024	12/31/2024		1224	Approved
Total MEI TOTAL ELEVATOR SOLUTIONS:				<u>11134.00</u>					
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	506487045	LIBRARY/1 ADULT DVD	14.99	12/16/2024	01/15/2025		1224	Approved
548	MIDWEST TAPE	506487043	LIBRARY/2 ADULT DVD	58.48	12/16/2024	01/15/2025		1224	Approved
548	MIDWEST TAPE	506441075	LIBRARY/2 ADULT DVD	40.48	12/07/2024	12/31/2024		1224	Approved
548	MIDWEST TAPE	506441073	LIBRARY/2 ADULT DVD	48.73	12/07/2024	12/31/2024		1224	Approved
548	MIDWEST TAPE	506396496	LIBRARY/2 ADULT DVD	42.73	11/27/2024	12/27/2024		1224	Approved
548	MIDWEST TAPE	506396494	LIBRARY/1 ADULT DVD	26.99	11/27/2024	12/27/2024		1224	Approved
Total MIDWEST TAPE:				<u>232.40</u>					
MIDWEST TAPE - HOOPLA									
Approved									
12821	MIDWEST TAPE - HOOPLA	506464487	LIBRARY/H OOPLA FLEX	1963.30	12/11/2024	12/31/2024		1224	Approved
12821	MIDWEST TAPE - HOOPLA	506413576	LIBRARY/H OOPLA INSTANT NOVEMBER	798.05	11/30/2024	12/30/2024		1224	Approved
Total MIDWEST TAPE - HOOPLA:				<u>2761.35</u>					

MILWAUKEE PLUMBING & PIPING INC

Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 1224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
5391	MILWAUKEE PLUMBING & PIPING INC	43623	LIBRARY/P LUMBING REPAIRS	295.50	12/10/2024	01/10/2025		1224	Approved

Total MILWAUKEE PLUMBING & PIPING INC: 295.50

MR. HANDYMAN OF WAUKESHA

Approved

11822	MR. HANDYMAN OF WAUKESHA	124447	LIBRARY/D RYWALL REPAIR	458.75	12/19/2024	01/18/2025		1224	Approved
11822	MR. HANDYMAN OF WAUKESHA	124443	LIBRARY/D RYWALL REPAIR	773.00	12/18/2024	01/18/2025		1224	Approved
11822	MR. HANDYMAN OF WAUKESHA	124416	LIBRARY/D OOR REPAIR	229.50	12/12/2024	12/31/2024		1224	Approved

Total MR. HANDYMAN OF WAUKESHA: 1461.25

NELSON, KELLY

Approved

10248	NELSON, KELLY	10032024	LIBRARY/S TAFF DEVELOPMENT	48.96	10/03/2024	01/13/2025		1224	Approved
10248	NELSON, KELLY	12062024KN	LIBRARY/R EIMBURSEMENT PRINT MATERIALS	39.99	12/06/2024	01/17/2025		1224	Approved
10248	NELSON, KELLY	12172024KN	LIBRARY/M ILEAGE REIMBURSEMENT NELSON	22.78	12/17/2024	01/17/2025		1224	Approved

Total NELSON, KELLY: 111.73

RHYME BUSINESS PRODUCTS, LLC

Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 1224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13202	RHYME BUSINESS PRODUCTS, LLC	AR796447	LIBRARY/C OPIES 2024.11.23.24 to 12.22.24	126.50	12/23/2024	01/23/2025		1224	Approved
Total RHYME BUSINESS PRODUCTS, LLC:				<u>126.50</u>					
SALEM PRESS INC									
Approved									
1708	SALEM PRESS INC	187470	LIBRARY/A DULT NON FICTION	117.00	12/23/2024	01/23/2025		1224	Approved
Total SALEM PRESS INC:				<u>117.00</u>					
TAYLOR COMPUTER SERVICES, INC									
Approved									
810	TAYLOR COMPUTER SERVICES, INC	27274	LIBRARY/S ONIC WALL INSTALL & LABOR	1757.80	12/19/2024	01/18/2025		1224	Approved
810	TAYLOR COMPUTER SERVICES, INC	27268	LIBRARY/P C INSTALL & LABOR	1315.00	12/18/2024	12/31/2024		1224	Approved
810	TAYLOR COMPUTER SERVICES, INC	27216	LIBRARY/D EC MANAGED SERVICES	305.00	11/30/2024	12/30/2024		1224	Approved
Total TAYLOR COMPUTER SERVICES, INC:				<u>3377.80</u>					
WAUKESHA COUNTY TREASURER									
Approved									
926	WAUKESHA COUNTY TREASURER	2024-13010121	LIBRARY/E NVISIONW ARE MOBILE/2024 EXP PER NAN	250.00	11/26/2024	12/31/2024		1224	Approved
926	WAUKESHA COUNTY TREASURER	2024-13010112	LIBRARY/2024	303.96	11/26/2024	12/31/2024		1224	Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 1224

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			ENVISIONW ARE MAINT						
Total WAUKESHA COUNTY TREASURER:				<u><u>553.96</u></u>					
ZIMMERMANN, JANICE									
Approved									
6320	ZIMMERMANN, JANICE	MM005	LIBRARY/F RIENDS JUV PROGRAM ZIMMERMA NN	500.00	12/11/2024	01/11/2025		1224	Approved
Total ZIMMERMANN, JANICE:				<u><u>500.00</u></u>					
Total:				<u><u>42015.58</u></u>					

LOCAL GOVERNMENT INVESTMENT POOL

MONTHLY STATEMENT of ACCOUNTS**Department of Administration**

December 2024

State of Wisconsin
P.O. Box 7871 - Madison WI 53707
Phone: 608.266.3711
Fax: 608.223.6578
Depositor No. 867171

PEWAUKEE, VILLAGE OF

235 HICKORY ST
PEWAUKEE, WI 53072-3533

01) GENERAL	\$13,523,603.76
02) CAP EXP & CONST PROJ	\$508,404.78
03) SEWER DEBT REPLACE	\$2,662,193.15
04) SEWER INVESTMENTS	\$1,228,120.59
05) WTR UTIL INVESTMENT	\$613,920.79
06) TIF RELATED HOLDING	\$159,684.85
07) LAIMON DONATION/LAKESIDE PARK	\$43,086.31
08) CEMETARY PERPETUAL	\$36,051.59
09) SEWER HOOKUP FEES	\$1,893,231.72
12) WATER HOOKUP FEES	\$273,888.78
16) LIBRARY	\$152,563.42

TOTAL	\$21,094,749.74
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Date	Type	Memo	Deposits	Withdrawals	Balance
Acct# 01	GENERAL			Beginning Balance	\$11,645,539.44
12/06/2024	Withdraw - Wire	TRANSFER TO COVER PAYABLES		(\$750,000.00)	\$10,895,539.44
12/12/2024	Deposit - Wire	TRANSFER FROM NORTH SHORE - CAPITAL IMPROV DEBT PROCEEDS	\$1,081,675.00		\$11,977,214.44
12/23/2024	Withdraw - Wire	TRANSFER TO COVER PAYABLES		(\$500,000.00)	\$11,477,214.44
12/27/2024	Deposit - Wire	TAX PAYMENTS TRANSFER TO LGIP	\$2,000,000.00		\$13,477,214.44
12/31/2024	Interest	INT Dec 24 4.61%	\$46,389.32		\$13,523,603.76
	Account Total		\$3,128,064.32	(\$1,250,000.00)	\$13,523,603.76
Acct# 02	CAP EXP & CONST PROJ			Beginning Balance	\$506,429.22
12/31/2024	Interest	INT Dec 24 4.61%	\$1,975.56		\$508,404.78
	Account Total		\$1,975.56	\$0.00	\$508,404.78
Acct# 03	SEWER DEBT REPLACE			Beginning Balance	\$2,651,848.40
12/31/2024	Interest	INT Dec 24 4.61%	\$10,344.75		\$2,662,193.15
	Account Total		\$10,344.75	\$0.00	\$2,662,193.15
Acct# 04	SEWER INVESTMENTS			Beginning Balance	\$1,223,348.36
12/31/2024	Interest	INT Dec 24 4.61%	\$4,772.23		\$1,228,120.59
	Account Total		\$4,772.23	\$0.00	\$1,228,120.59
Acct# 05	WTR UTIL INVESTMENT			Beginning Balance	\$611,535.22
12/31/2024	Interest	INT Dec 24 4.61%	\$2,385.57		\$613,920.79
	Account Total		\$2,385.57	\$0.00	\$613,920.79
Acct# 06	TIF RELATED HOLDING			Beginning Balance	\$159,064.35
12/31/2024	Interest	INT Dec 24 4.61%	\$620.50		\$159,684.85

	Account Total		\$620.50	\$0.00	\$159,684.85
Acct# 07	LAIMON DONATION/LAKESIDE PARK			Beginning Balance	\$42,918.89
12/31/2024	Interest	INT Dec 24 4.61%	\$167.42		\$43,086.31
	Account Total		\$167.42	\$0.00	\$43,086.31
Acct# 08	CEMETARY PERPETUAL			Beginning Balance	\$35,911.50
12/31/2024	Interest	INT Dec 24 4.61%	\$140.09		\$36,051.59
	Account Total		\$140.09	\$0.00	\$36,051.59
Acct# 09	SEWER HOOKUP FEES			Beginning Balance	\$1,885,875.00
12/31/2024	Interest	INT Dec 24 4.61%	\$7,356.72		\$1,893,231.72
	Account Total		\$7,356.72	\$0.00	\$1,893,231.72
Acct# 12	WATER HOOKUP FEES			Beginning Balance	\$272,824.50
12/31/2024	Interest	INT Dec 24 4.61%	\$1,064.28		\$273,888.78
	Account Total		\$1,064.28	\$0.00	\$273,888.78
Acct# 16	LIBRARY			Beginning Balance	\$151,970.59
12/31/2024	Interest	INT Dec 24 4.61%	\$592.83		\$152,563.42
	Account Total		\$592.83	\$0.00	\$152,563.42

• There are no minimum or maximum dollar limits for deposits and withdrawals. However, to enhance investment performance for all LGIP participants, notify the LGIP Administrator, at least one day prior to the transaction date, of any deposits and/or withdrawals of \$10 million or more.

• There has been changes to your account security. The Local Government Investment Pool (LGIP) has a new security measure to protect your account. Your LGIP Account will be assigned a verification code to protect your account from unauthorized use. The verification code is used to validate your full user rights account access. To assist us in this new security measure, please make note of what your verification code is. For users with full user rights access, you can find your verification code on the LGIP website under your account settings. Please provide this verification code when calling LGIP. If you do not have online access, please contact the LGIP Administrator at lgip@wisconsin.gov.

• As a user of your LGIP account online, please ensure your user access is updated. If you would like to verify who has user access to your account, please email the administrator at LGIP@wisconsin.gov

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Circulation - ALL														
2022	23342	22612	26259	25561	23685	29361	30878	28702	24652	24191	23948	20660	303851	97.40%
2023	24356	23294	27214	24363	24324	31204	31713	30545	24531	25520	24240	22072	313376	110.66%
2024	27030	25093	27741	26423	24802	29343	33221	28671	24717	23933	23536	22784	317294	101.25%
Circulation - Print and A/V														
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	20227	18682	265087	103.40%
2024	22224	20591	23043	21936	20181	24818	28559	24014	20107	19320	18971	18157	261921	98.81%
Circulation - Overdrive														
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	3707	2953	44893	118.82%
2024	4288	3946	4190	3898	4164	4097	4229	4183	4107	4119	4108	4154	49483	110.22%
Circulation - Hoopla														
Instant 2022	217	209	272	242	188	168	193	203	176	218	205	192	2483	102.52%
Flex 2023												42	42	
Instant 2023	223	209	237	215	280	268	259	303	328	331	306	395	3354	146.40%
Total 2023	223	209	237	215	280	268	259	303	328	331	306	437	3396	
Flex 2024	67	95	99	112	122	118	126	134	152	130	123	135	1413	3364.29%
Instant 2024	451	461	409	477	335	310	307	340	351	364	334	338	4477	133.48%
Total 2024	518	556	508	589	457	428	433	474	503	494	457	473	5890	173.44%
% of Circulation Digital														
2023	16.85%	15.84%	15.37%	15.88%	16.88%	12.40%	12.58%	13.85%	17.08%	18.22%	16.56%	15.36%	15.41%	
2024	17.78%	17.94%	16.94%	16.98%	18.63%	15.42%	14.03%	16.24%	18.65%	19.27%	19.40%	20.31%	17.45%	
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%	92.00%	92.76%	90.53%	
2024	96.86%	90.08%	94.91%	92.91%	91.70%	88.67%	87.21%	89.14%	92.84%	92.31%	89.63%	88.06%	90.99%	
Circulation - Check Ins														
2024	14,241	13,691	14,049	15,745	15,630	14,855	19,188	16,651	14,519	13,388	12,158	13,857	177,972	
Library Visits														
Monthly total 2023	8020	7498	9025	7730	8554	11587	10672	9266	8221	9683	9207	7392	106855	111.70%
Daily average 2023	321	312	334	392	361	446	427	356	328	372	384	352	365	114.58%
Monthly total 2024	9456	9532	n/a	n/a	1701	6230	5995	4589	3981	4832	3822	3599	53737	44.06%
Daily average 2024	394	381	n/a	n/a	243	249	231	177	166	186	159	156	234	64.16%
Reference Transactions														
2023	967	1106	1305	875	943	1833	1538	1067	760	888	612	522	12416	130.55%
2024	680	627	727	716	477	950	989	700	509	550	435	436	7796	62.79%
Items from Other libraries														
2023	3597	3257	3590	3279	3332	3666	3824	3858	3504	3505	3159	3337	41908	103.54%
2024	4007	3517	3668	3649	3313	3583	4194	3627	3424	3418	3342	3191	42933	102.45%
Items to Other Libraries														
2023	2943	2580	2811	2633	2530	2942	3062	3002	2804	2979	2513	2580	33379	102.55%
2024	3134	2805	2827	2871	2581	2740	3157	2869	2707	2557	2666	2411	33325	99.84%

Pewaukee Public Library - Monthly Statistics 2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
New Library Cards Issued															
2023	87	95	125	76	86	242	149	141	96	73	81	65	1316	119.14%	
2024	129	129	120	98	97	137	113	95	100	99	73	59	1249	94.91%	
Meetings Room Usage															
2023	46	37	45	54	42	35	53	29	47	51	53	35	527	106.26%	
2024	44	47	55	75	48	52	73	29	54	67	54	32	630	119.54%	
Study Room Usage															
2023	134	138	121	116	155	154	126	127	111	126	145	137	1590	118.04%	
2024	139	170	133	159	131	139	159	131	120	167	133	124	1705	159.20%	
Uses of Public Wireless Internet															
2023	998	897	1062	932	1046	1268	1017	1025	1113	1197	1112	933	12600	120.67%	
2024	1210	1050	n/a	451	1149	1401	1318	931	1234	1434	1143	993	12314	97.73%	
Use of Public Internet Computers															
2023	366	342	437	358	381	419	379	417	431	471	481	421	4903	120.67%	
2024	457	513	474	509	282	364	380	443	377	395	339	341	4874	99.41%	
Website Visits															
2023	12439	12708	15124	15195	14512	17877	16231	15629	17102	15487	13230	13991	179525		
2024	14744	14903	19352	16068	16870	15999	15308	13505	13331	14730	15204	16575	186589	103.93%	
Children's Programs (0-5)															
# programs	2023	16	18	21	14	0	7	5	0	12	15	11	3	122	91.73%
Attendance	2023	402	387	557	285	0	266	179	0	500	622	469	155	3822	133.08%
# programs	2024	11	15	10	15	4	10	22	3	8	17	14	4	133	109.02%
Attendance	2024	568	712	732	724	165	377	982	87	350	693	660	192	6242	163.32%
Children's Programs (6-11)															
# programs	2023	12	6	7	7	7	11	17	0	3	14	5	6	95	128.38%
Attendance	2023	187	70	124	98	975	841	743	0	80	934	131	353	4536	118.65%
# programs	2024	3	4	5	4	4	11	22	0	4	5	4	8	74	77.89%
Attendance	2024	75	86	202	308	261	932	809	0	150	276	132	322	3553	78.33%
Teen Programs (12-18)															
# program	2023	3	1	2	2	3	1	2	0	2	3	3	2	24	126.32%
Attendance	2023	21	3	10	11	19	18	23	0	15	21	24	28	193	86.55%
# programs	2024	4	4	2	2	3	2	2	1	1	1	3	1	26	108.33%
Attendance	2024	24	43	11	16	138	75	29	34	11	11	27	10	429	222.28%
Adult Programs (19+)															
# programs	2023	6	5	8	12	8	7	8	8	10	11	6	7	96	106.67%
Attendance	2023	105	97	204	215	178	165	199	130	178	284	184	93	2032	137.20%
# programs	2024	10	10	10	11	9	12	10	10	15	12	10	7	126	131.25%
Attendance	2024	117	145	167	217	176	214	124	154	279	192	171	87	2043	100.54%
General Interest Program															
# programs	2023	0	0	0	0	0	1	1	0	0	0	0	0	2	11.76%
Attendance	2023	0	0	0	0	0	343	142	0	0	0	0	0	485	44.37%
# programs	2024	0	0	0	0	0	3	1	0	1	1	0	0	6	300.00%
Attendance	2024	0	0	0	0	0	515	112	0	41	22	0	0	690	142.27%

Pewaukee Public Library - Monthly Statistics 2024

	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 2023	0	0	0	1	0	0	0	0	0	0	0	0	1	2	#REF!
Attendance 2023	0	0	0	43	0	0	0	0	0	0	0	0	25	68	#REF!
# programs 2024	0	0	0	0	0	0	0	0	1	0	0	0	0	1	50.00%
Attendance 2024	0	0	0	0	0	0	0	148	0	0	0	0	0	148	217.65%
Children's Self-Directed Activities (6-11) (includes summer reading participation)															
# programs 2023	0	4	6	5	2	5	2	1	0	0	0	3	2	30	130.43%
Attendance 2023	0	103	202	421	76	579	113	863	0	0	111	47	2515	125.06%	
# programs 2024	2	1	1	1	0	0	0	1	0	0	1	1	8	26.67%	
Attendance 2024	100	32	155	32	0	0	0	660	0	0	181	58	1218	48.43%	
Teen Self-Directed Activities (12-18) (includes summer reading participation)															
# programs 2023	2	2	3	2	2	2	2	2	2	0	3	3	25	96.15%	
Attendance 2023	29	34	115	29	33	115	58	203	32	0	72	69	789	141.91%	
# programs 2024	3	2	3	3	4	4	3	4	0	3	4	3	36	144.00%	
Attendance 2024	80	68	66	187	33	225	148	280	0	112	168	112	1479	187.45%	
Adult Self-Directed Activities (19+) (includes summer reading participation)															
# program 2023	3	4	3	0	0	0	0	1	0	0	0	0	11	#REF!	
Attendance 2023	242	320	240	0	0	0	0	194	0	0	0	0	996	#REF!	
# programs 2024	3	4	4	0	0	0	0	1	0	0	0	0	13	118.18%	
Attendance 2024	297	358	409	0	0	0	0	249	0	0	0	0	52	1365	137.05%
Other Self-Directed Activities (All Ages) (includes summer reading participation)															
# program 2023	0	0	0	0	0	1	2	1	0	0	0	0	4	66.67%	
Attendance 2023	0	0	0	0	0	212	296	97	0	0	0	0	605	168.52%	
# programs 2024	0	0	0	0	0	2	1	3	0	0	0	0	7	175.00%	
Attendance 2024	0	0	0	0	0	612	242	209	0	0	0	0	16	1079	178.35%

* May 2024 : the lower level of the Library was closed from 13th - 22nd for recarpeting.

**Pewaukee Public Library
Director's Report
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Adult Services Department (from Kelly Nelson, Adult Services Manager)

- We held a Memory Cafe here in December. I purchased plain iced cookies from Simply Cinnamon Bakery and edible ink markers and we decorated our cookies. We also answered some holiday trivia.
- Friends funding was used to purchase some new items for the Library of Things collection. New items include several yard games, such as axe throw, BattlePutt, and giant connect 4 as well as a Nix color sensor, magnetic sweeper, and telescope. We're excited to work on promotion for the new additions!
- The popularity of the Video Game Collection was apparent as soon it was created. Because of that popularity, we decided to reallocate some leftover materials budget funds to purchase more titles for this collection before the end of 2024. We expect the popularity of this collection to continue in the new year.
- The Adult Winter Reading Challenge began in mid-December and will continue through mid-March. Participants can earn entries to local gift card prizes by reading, writing book reviews, and completing activities. This challenge can be done through Beanstack or by submitting paper entries in the Library.
- Sue Vuckovich and I attended a Makerspace Meetup at the Waukesha Public Library. They demonstrated their Glowforge, a laser cutter, and we saw all that their makerspace had to offer the community. While we don't have a makerspace here, it had me thinking about ways that we could create one, albeit on a smaller scale, perhaps turning the Visaya Room into a multi-functional meeting/hangout/maker space.
- I attended the Library Memory Project Symposium at Aurora Summit Hospital. This all day event brought together librarians across Waukesha and Jefferson County libraries who facilitate Memory Cafes. We discussed marketing strategies, difficulties that might arise at Cafes and how to handle them, and other aspects of Memory Cafes. It was very beneficial to be able to interact with other librarians who are involved in this project.
- In 2025, I will be serving as secretary for the Wisconsin Library Association's Outreach Services Roundtable. This committee promotes the exchange of ideas connected with providing library service beyond the library building.

Thanks for your support!

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

- I successfully hired a new Library Clerk, and we are thrilled for her to join our team. I'm looking forward to having the library fully staffed again.
- As the year came to a close, I conducted performance reviews for all Library Clerks. I'm pleased with how the year unfolded and the positive outcomes of the reviews.
- I am developing a behavioral procedure to guide staff in addressing challenging situations with patrons. While such situations are rare, having a clear protocol in place will ensure issues are

Pewaukee Public Library Director's Report January 2025

handled appropriately and consistently. This procedure aims to provide librarians with a reliable framework for effective resolution.

- We are exploring the implementation of software to enable credit card payments at the circulation desk, and I am leading this initiative. Recently, I visited the Oconomowoc Library to observe their setup, which I found highly user-friendly. I believe this system would be a valuable addition to our library. I am conducting further research to confirm its feasibility for our needs.
- I am revising our processing manual, which is currently outdated and no longer effective for staff. The updated manual will be a valuable resource for new employees and will also benefit long-term staff as it incorporates recent changes in processes and policies.
- With the start of the new year, I am ensuring all materials, including "cheat sheets" and library policies, are up-to-date and easily accessible for staff. This effort is part of our ongoing commitment to maintaining an organized and efficient workplace.

Thanks for everything you do!

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

Some business news—Sandy will be our representative for a joint meeting between Bridges and MCFLS, she'll be participating in the Mock Newbery meeting that MCFLS hosts annually. It's a great opportunity to learn about books, learn how to talk about books, but also just network so I'm glad she's going.

Noon Year's Eve was a huge hit again. We had about 175 people in the building at a time that's usually slow for us, so it's a great program to keep up since it's not a whole lot of work or expense, and has a really impressive result. The balloon drop was much more successful this time!



JoLynne had a great Lego display for the holidays, she had her kiddos make a winter village and a lot of people commented on how great all the details were, so it really added to the holidays!

Pewaukee Public Library Director's Report January 2025



On a personal note, I donated this drawing and the custom frame it's in to the library! It's by Jarret J Krosoczka, he's an award winning author and creator of the "Lunch Lady" graphic novel series. Really excited to put it up!



Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - December 3: Village of Pewaukee Department Heads Meeting
 - December 13: APL Meeting @ Public Library
 - December 18: PPL Library Board Meeting

- *Employee Updates:*
 - Julie Peil has joined our team as a new Library Clerk. Julie's first day at the Library was January 7, 2025.

Pewaukee Public Library Director's Report January 2025

- I have completed annual reviews for my leadership team. I'm excited about the goals and projects that we will be tackling in 2025.
- *Director Certification.* My Regular Grade 1 Certification has been renewed by the Wisconsin Department of Public Instruction and will now expire on December 31, 2029.
- *Bridges Library System Update.* Two staff members have announced their retirement from the Bridges Library System. Laurie Freund, Coordinator of Library Development will be retiring this Spring and Karol Kennedy, Bridges System Director will be retiring in the summer.
- *End of Year Financials.* We are getting close to closing 2024 financials. At this point, the YTD totals on the Budget/Actual Report show a remaining balance of \$9,466.81. This is not final. I am waiting on 2 invoices and there are several adjustments that need to be made by the Village accounting department which will affect total expenditures. For example, December health insurance expenditures will be adjusted from 2024 to 2025. Final numbers will be presented next month. Final numbers are also needed to complete the Library's annual report to the State of WI which must be completed and approved in February.
- *Library Building Lease Agreement.* A version was approved by the Village of the Pewaukee on December 17, 2024. That version has been sent to the City for consideration and approval. I'm hoping that it will be finalized at their January 20th, 2025 meeting. Once they have approved and will not seek any further modifications and that document has been made public, I will forward that document to the Library Board for review.
- *Library Board Calendar 2025.* I've included a draft Library Board Calendar for 2025. This calendar tracks many of those items that must be reviewed and approved by the Board on a regular basis. As well, it includes other that could be done at various times throughout the year. This would include Library Director goals and my annual review. With adjustments in the board appointment schedule, I have also adjusted the schedule for the Director's annual review. Since board member terms now run from January-December, I would like to propose the adjustment of the Director's review to the end of the year so that it is in sync with board terms.
- *Electronic Payment Using Square Policy.* Currently, if a patron wants to pay any fines or fees using a credit card, they must submit payment through the ILS system. In response to patron interest, many libraries have successfully added Square as a local payment option and we would like too as well. For this project, we would like to invest in complete Square register which would replace the cash register at the circulation desk. The investment in the equipment would be \$1219.00 and would come from the Supply Budget.

In order to implement this upgrade, I have included a new policy for your review and approval. In this policy, we are proposing that no additional fees be applied to patron accounts. The cost for electric payments for this system is \$.10 a swipe plus a 2.6% transaction fee. We are proposing this because the ILS system does not charge a convenience fee and we want to encourage patrons to use our system. If a patron uses our local system to pay for fines, we keep the revenue. When a patron uses the ILS system to pay fines, we only receive the revenue if the fines were from Pewaukee checkouts.

Patrons have also been asking to be able to use electronic payments for the Friends book nook and the during book sales. With this electronic payment system, the staff will be able to process these payments on behalf of the Friends organization. With the adoption of a policy, staff will be able to move forward with the implementation of Square.

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- *Security Camera System.* While the cameras in the library still work, the recording server has failed. Since we only use the system to look at history (the cameras are not actively monitored), the cameras currently do not provide us with needed security. I am working to finalize 3 proposals. I will send those proposals and a comparative matrix to you next week before the meeting. I have asked for the replacement of cameras, additional outside coverage and new hardware and software. There are endless options available and you will have the choice to choose an onsite storage system or cloud storage. I will get that information to you as soon as it is complete.

Pewaukee Public Library Board Calendar 2025
(DRAFT)

January 22 (Annual Meeting)	<ul style="list-style-type: none"> • Discussion and possible action on the Pewaukee Public Library Board Calendar 2025 • Discussion and possible action on the election of BOT officers. • <i>TE01: Trustee Job Description</i>
February 19	<ul style="list-style-type: none"> • Discussion and possible action on the Public Library Annual Report 2024 • Discussion and possible action on final vouchers for 2024 and Resolution for allocation of fund balance for accountants. • Discussion and possible action on new Library Security Camera Policy • Review of the Library's Strategic Plan 2024-2026 • <i>TE02: Who Runs the Library</i>
March 19	<ul style="list-style-type: none"> • Discussion and possible action on the Allowable Cost Worksheet for Waukesha County Libraries- in the Bridges Library System • Discussion and possible action on Revised Privacy of Library Records and Library Use Policy • <i>TE15: Library Board and Open Records Law</i>
April 16	<ul style="list-style-type: none"> • Discussion on the format and process for Library's annual Budget submission • <i>TE13: Library Advocacy</i>
May 21	<ul style="list-style-type: none"> • Review and Approval of the 2024 Audit • Discussion and possible action on a revised Financial & Purchasing Policy. • <i>TE12: Library Standards</i>
June 18	<ul style="list-style-type: none"> • Discussion and possible action on the Waukesha County Library Standards Certification • Discussion and possible action on library closure for fall staff development day and early closing for homecoming parade. • <i>TE11: Planning for the Library's Future</i>
July 16	<ul style="list-style-type: none"> • Discussion and possible action on the 2026 Joint Library Budget • Discussion and possible action on the Library's 5-year capital improvement plan. • <i>TE14: Library Board and Open Meetings Law</i>
August 20	<ul style="list-style-type: none"> • Presentation by the Library Services Manager • Discussion and possible action on the 2026 Joint Library Budget • <i>TE10: Developing Essential Library Policies</i>
September 17	<ul style="list-style-type: none"> • Presentation by the Youth Services Manager • Discussion and possible action on a Naming Rights & Dedications Policy • <i>TE16: Ethics and Conflict of Interest Laws Applying to Trustees</i>
October 15	<ul style="list-style-type: none"> • Presentation by the Adult Services Manager • 2025 Library Director's Year in Review Presentation • Appoint ad hoc committee to lead the review of the Library Director • Discussion and possible action 2026 Calendar of Holiday Closings • <i>TE20: The Library Board and Building Accessibility</i>
November 19	<ul style="list-style-type: none"> • Discussion and possible action on the Annual Addendum to the Bridges Library System Member Library and CAFÉ Agreements. • Discussion and possible action to adopt the final 2026 Joint Library Budget • Discussion and possible action to approve resolution establishing 2026 Wages/Salaries and Hours for Library Employees

Pewaukee Public Library Board Calendar 2025
(DRAFT)

	<ul style="list-style-type: none">• <i>TE21: The Library Board and Accessible Services</i>
December 17	<ul style="list-style-type: none">• Appoint ad hoc committee to nominate BOT officer candidates.• Discussion and possible action on Annual Review of Library Director (closed session)• Discussion and possible action on the Library Director's Goals for 2026• <i>TE22: Freedom of Expression and Inquiry</i>

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ELECTRONIC PAYMENT USING SQUARE POLICY

PURPOSE

This policy outlines the procedure and guidelines for using Square, a secure online payment platform, to facilitate the payment of fines and fees at Pewaukee Public Library [Library]. The goal is to provide library patrons with a convenient, reliable, and secure method for paying any overdue fines, fees for lost or damaged items, or other charges that may be incurred at the Library. By using Square for payments, library patrons acknowledge and agree to the terms of this policy.

LIBRARY RIGHTS AND RESPONSIBILITIES

The Library respects the privacy of its patrons. At no time does the Library store credit card information. This information is only made accessible to authorized credit card vendors and financial institutions to complete the transaction.

By using Square, the Library will not validate their PCI compliance. Square will be responsible for payment card data storage, processing and transmission and is compliant with Payment Card Industry Data Security Standards (PCI DSS). Square will act as the merchant of record for every transaction, handling PCI compliance, regulation and processing on behalf of the Library.

The Library reserves the right to refuse service or cancel transactions at any time if fraud or an unauthorized or illegal transaction is suspected. Completion of a payment transaction is contingent upon both the authorization of payment through Square and acceptance of the payment by the Library.

The Library is not responsible for electronic transactions paid by unauthorized users. Unauthorized use of a patron debit/credit to pay library bills should be handled by the patron with their banking institution.

ELIGIBLE CHARGES

Patrons can make payments through Square using major credit cards, debit cards or their digital wallet. Fines and fees that can be paid through Square include:

- Overdue fines
- Lost or damaged materials replacement
- Replacement Library card fees
- Printing and photocopying fees
- Meeting room rental fees
- Donations
- Book sale and merchandise purchases on behalf of the Friends of the Pewaukee Public Library.

GENERAL GUIDELINES

- The Library does not charge a fee for this electronic payment method.

- All payments must be made in-person and the payment card must be present. The Library will not accept payments via the phone or through the Internet.
- The Library requires a minimum payment of \$1.00 for use of this electronic payment method.
- Accepting payment cards for cash advances or cash back exceeding the total fines and fees owed to the Library is prohibited.
- Once the Square transaction is completed, staff will apply payments to the customer's library account if the charge is tracked in the Library's ILS system.

CHARGEBACKS/DISPUTES

In the event that the Library is notified of a dispute, the Library Services Manager or the Library Director will investigate the transaction and respond as necessary, up to and including reinstating fines and/or fees on a patron's library account.

Adopted by the Board of Trustees,

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