

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, April 9th, 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 MEETING - AGENDA Wednesday, April 9th 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. Introductions of new board member Kelli Belt.

REGULAR BUSINESS:

3. Citizen Comments/Correspondence
4. Approval of Consent Agenda
 - a. Minutes February 19th, 2025 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – February 2025
 - ii. GL Budget vs. Actual Library – March 2025
 - iii. GL Detail Library – February 2025
 - iv. GL Detail Library – March 2025
 - v. Payment Approval Report – February 2025
 - vi. Payment Approval Report – March 2025
 - vii. LGIP Statement – January 2025
 - viii. LGIP Statement – February 2025
 - c. Library Monthly Statistics Report though March 2025
 - d. Library Directors Report March/April 2025

OLD BUSINESS:

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

NEW BUSINESS:

6. Discussion and possible action on revisions to the Electronic Payment using Square Policy
7. Discussion and possible action on revisions to the Library's Fee Schedule
8. Discussion and possible action on the new Security Camera Policy
9. Discussion and possible action on proposed updates to the Privacy of Library Records and Library Use Policy
10. Discussion and possible action on the Allowable Cost Worksheet for Waukesha County Libraries in the Bridges Library System
11. Discussion on priorities in the Children's Department and Partnership opportunities with the Pewaukee Public Schools.
12. Demonstration of Rosie, the AI-powered vacuum by Tailos
13. Discussion on TE Essentials *TE13: Library Advocacy*
14. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, May 21st, 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, April 4th, 2025

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, February 19, 2025 – 6:30 PM

1. Call Meeting to order and Roll Call: 6:30 PM
Members Present: Lisa Jansen, Leslie Miller, Dale Noll, Phil Vetterkind, Ann Wright, Karen Wildman
Others Present: Nan Champe (Library Director)

Members Excused: Kelli Belt

REGULAR BUSINESS

2. Citizen Comments/Correspondence – one letter in Board packet
3. Approval of Consent Agenda
 - a. Minutes January 22, 2025 (Regular Board Meeting)
 - b. Financial Reports
 - GL Budget vs. Actual Library – Year End 2024
 - GL Library Detail – Year End 2024
 - Payment Approval Report – Year End 2024
 - GL Budget vs. Actual Library – January 2025
 - GL Library Detail – January 2025
 - Payment Approval Report – January 2025
 - LGIP Statement – January 2025
 - d. Library Monthly Statistics Report through January 2025
 - e. Library Director's Report - February 2025

Motion to approve: Ann Wright
Second: Leslie Miller
Discussion: n/a
Motion carried

OLD BUSINESS

4. Discussion on the new Library Building Lease Agreement

No Action taken
5. Discussion and possible action on the new Electronic Payment Using Square Policy
Motion: Phil Vetterkind
Second: Karen Wildman
Discussion: n/a
Motion carried

6. Discussion and possible action on the purchase of a new security camera system
Difference in number of camera's, however the coverage is the same. No ongoing maintenance fees.
- Motion: to approve proposal from Complex for \$19,934.78. Funds to be used out of Fund Balance - Phil Vetterkind
- Second: Ann Wright
- Discussion: n/a
- Motion carried

NEW BUSINESS

7. Discussion and possible action on the Public Library Annual Report 2024
One change noted
- Motion: Leslie Miller with one minor change
- Second: Ann Wright
- Discussion: n/a
- Motion carried
8. Discussion and possible action on Resolution No. 2025-02: A Resolution Designating Certain Funds to the Library Restricted Fund Balance - \$225.00 change
- Motion to approve: Phil Vetterkind
- Second: Ann Wright
- Discussion: n/a
- Motion carried
9. Review of the Library's Strategic Plan 2024-2026
- No action taken
10. Discussion and possible action on Resolution TE 02: Who Runs the Library
- Motion to approve:
- Second:
- Discussion:
11. ADJOURNMENT – 6:53 PM
- Motion to approve: Phil Vetterkind
- Second: Ann Wright
- Discussion: n/a

Motion carried

NEXT MEETING:

Wednesday March 19, 2025

DRAFT

End.GLPeriod 225

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND						
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	52,340.07	99,676.58	668,000.00	568,323.42	14.92%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	17,699.94	46,154.41	213,710.00	167,555.59	21.59%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	.00	194.97	7,000.00	6,805.03	2.78%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	1,590.50	3,470.00	45,936.00	42,466.00	7.55%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	5,798.36	11,738.26	89,700.00	77,961.74	13.08%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	357.50	357.50	4,000.00	3,642.50	8.93%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	47.27	123.52	6,500.00	6,376.48	1.90%
900-00-57610-000-000	LIBRARY OUTLAY(E)	.00	.00	20,200.00	20,200.00	0.00%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	404.94	758.66	80,500.00	79,741.34	0.94%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	673.39	1,263.65	14,000.00	12,736.35	9.02%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	632.50	3,702.97	44,628.00	40,925.03	8.29%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	169.41	551.29	19,580.00	19,028.71	2.81%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	47.00	92.00	3,750.00	3,658.00	2.45%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	4,127.93	4,127.93	62,789.00	58,661.07	6.57%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	4,536.00	5,437.91	23,962.00	18,524.09	22.69%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	.00	71.44	5,250.00	5,178.56	1.36%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	934.54	934.54	9,038.00	8,103.46	10.34%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	-2,195.00	544.65	.00	-544.65	100.00%
Total Expenditure:		87,164.35	179,200.28	1,318,543.00	1,139,342.72	
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	-3,926.60	-3,926.60	-118,775.00	-114,848.40	3.30%
900-00-46710-000-000	LIBRARY FINES(R)	-750.85	-1,516.96	-7,609.00	-6,092.04	19.93%
900-00-48110-000-000	INTEREST INCOME(R)	.00	-741.75	-338.00	403.75	219.45%
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)	.00	-105.00	-6,500.00	-6,395.00	1.61%

End.GLPeriod 225

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900-00-48500-000-100	MISC REVENUES(R)	-938.19	-1,467.64	-6,500.00	-5,032.36	22.57%
900-00-48500-000-200	DESIGNATED GRANTS(R)	.00	.00	-9,038.00	-9,038.00	0.00%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	-72,488.91	-217,466.81	-896,675.00	-679,208.19	24.25%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	-21,846.08	-43,692.16	-262,534.00	-218,841.84	16.64%
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	.00	.00	.00	100.00%
Total Revenue:		-99,950.63	-268,916.92	-1,328,169.00	-1,059,252.08	
Total 900 - LIBRARY FUND:		-12,786.28	-89,716.64	-9,626.00	80,090.64	
Total:		-12,786.28	-89,716.64	-9,626.00	80,090.64	

End.GLPeriod 325

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND						
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	52,595.95	152,272.53	668,000.00	515,727.47	22.79%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	17,723.21	63,877.62	213,710.00	149,832.38	29.88%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	1,160.86	1,355.83	7,000.00	5,644.17	19.36%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	1,590.50	5,060.50	45,936.00	40,875.50	11.01%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	4,860.21	16,598.47	89,700.00	73,101.53	18.50%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	125.00	482.50	4,000.00	3,517.50	12.06%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	682.25	805.77	6,500.00	5,694.23	12.39%
900-00-57610-000-000	LIBRARY OUTLAY(E)	.00	.00	20,200.00	20,200.00	0.00%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	7,219.05	7,977.71	80,500.00	72,522.29	9.91%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	942.43	2,206.08	14,000.00	11,793.92	15.75%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	431.00	4,133.97	44,628.00	40,494.03	9.26%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	1,137.96	1,689.25	19,580.00	17,890.75	8.62%
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	.00	92.00	3,750.00	3,658.00	2.45%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	4,462.46	8,590.39	62,789.00	54,198.61	13.68%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	664.98	6,102.89	23,962.00	17,859.11	25.46%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	265.52	336.96	5,250.00	4,913.04	6.41%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	957.04	1,891.58	9,038.00	7,146.42	20.92%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	.00	4,390.00	.00	-4,390.00	100.00%
Total Expenditure:		94,818.42	277,864.05	1,318,543.00	1,040,678.95	
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	-245.01	-4,171.61	-118,775.00	-114,603.39	3.51%
900-00-46710-000-000	LIBRARY FINES(R)	-719.50	-2,236.46	-7,609.00	-5,372.54	29.39%
900-00-48110-000-000	INTEREST INCOME(R)	.00	-741.75	-338.00	403.75	219.45%
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)	-50.00	-155.00	-6,500.00	-6,345.00	2.38%

End.GLPeriod 325

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900-00-48500-000-100	MISC REVENUES(R)	-596.70	-2,064.34	-6,500.00	-4,435.66	31.75%
900-00-48500-000-200	DESIGNATED GRANTS(R)	-3,563.00	-3,563.00	-9,038.00	-5,475.00	39.42%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	-72,488.91	-289,955.72	-896,675.00	-606,719.28	32.33%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	-21,846.08	-65,538.24	-262,534.00	-196,995.76	24.96%
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	.00	.00	.00	100.00%
900-00-48500-000-300	COPIES & ROOM RENTAL(R)	.00	.00	.00	.00	100.00%
Total Revenue:		-99,509.20	-368,426.12	-1,328,169.00	-959,742.88	
Total 900 - LIBRARY FUND:		-4,690.78	-90,562.07	-9,626.00	80,936.07	
Total:		-4,690.78	-90,562.07	-9,626.00	80,936.07	

End.GLPeriod 225 AND Start.GLPeriod 0225 AND End.GLPeriod 0225

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS							
02/12/2025	7005108-1	CR	LIBRARY- COUNTY AIDS - LIBRARY			.00	-691.60
02/26/2025	70000005187-1	CR	LIBRARY- COUNTY AIDS - LIBRARY			.00	-3,235.00
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS						.00	-3,926.60
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
02/04/2025	7005066-1	CR	LIBRARY FINES - LIBRARY			.00	-143.95
02/12/2025	7005108-2	CR	LIBRARY FINES - LIBRARY			.00	-146.15
02/18/2025	7005150-1	CR	LIBRARY FINES - LIBRARY			.00	-341.25
02/26/2025	70000005187-2	CR	LIBRARY FINES - LIBRARY			.00	-119.50
Account Number And Title900-00-46710-000-000 - LIBRARY FINES						.00	-750.85
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
02/04/2025	7005066-2	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-9.00
02/04/2025	7005066-3	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-119.80
02/12/2025	7005108-3	CR	LIBRARY MISC REV LIB CARDS -			.00	-2.00
02/12/2025	7005108-4	CR	LIBRARY MISC REV COPIES -			.00	-160.40
02/18/2025	7005150-2	CR	LIBRARY MISC REVENUES BOOK REPLACE - LIBRARY			.00	-354.99
02/18/2025	7005150-3	CR	LIBRARY MISC REVENUES MEETING ROOM - LIBRARY			.00	-105.00
02/18/2025	7005150-4	CR	LIBRARY MISC REVENUES COPIES - LIBRARY			.00	-32.20
02/18/2025	7005150-5	CR	LIBRARY MISC REVENUES TONER CORES - LIBRARY			.00	-29.30
02/26/2025	70000005187-3	CR	LIBRARY MISC REV BOOK REPLACE - LIBRARY			.00	-20.00
02/26/2025	70000005187-4	CR	LIBRARY MISC REV ROOM RENTAL - LIBRARY			.00	-30.00
02/26/2025	70000005187-5	CR	LIBRARY MISC REV COPIES - LIBRARY			.00	-75.50
Account Number And Title900-00-48500-000-100 - MISC REVENUES						.00	-938.19

End.GLPeriod 225 AND Start.GLPeriod 0225 AND End.GLPeriod 0225

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							
02/20/2025	7005171-1	CR	CITY CONTRIBUTIONS- MARCH 2025 - CITY OF PEWAUKEE			.00	-72,488.91
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS						.00	-72,488.91
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
02/01/2025	1-2	JE	LIBRARY CONTRIBUTION FEBRUARY			.00	-21,846.08
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS						.00	-21,846.08
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES							
02/14/2025	13-1	PC	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD			26,383.63	.00
02/28/2025	64-1	PC	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD			25,956.44	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES						52,340.07	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
02/14/2025	4-1	PB	PAYROLL TRANS FOR 2/9/2025 PAY PERIOD			3,313.01	.00
02/28/2025	23-1	PB	PAYROLL TRANS FOR 2/23/2025 PAY PERIOD			14,386.93	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						17,699.94	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
01/29/2025	19-1	AP	AMAZON CAPITAL SERVICES, INC.			39.56	.00
02/01/2025	24-1	AP	CENTER POINT LARGE PRINT			50.34	.00
02/04/2025	22-1	AP	AMAZON CAPITAL SERVICES, INC.			36.39	.00
02/11/2025	153-1	AP	AMAZON CAPITAL SERVICES, INC.			151.32	.00
02/12/2025	152-1	AP	AMAZON CAPITAL SERVICES, INC.			78.46	.00
02/15/2025	151-1	AP	AMAZON CAPITAL SERVICES, INC.			48.87	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						404.94	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							

End.GLPeriod 225 AND Start.GLPeriod 0225 AND End.GLPeriod 0225

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
01/28/2025	28-1	AP	MIDWEST TAPE			47.97	.00
01/28/2025	29-1	AP	MIDWEST TAPE			14.99	.00
01/28/2025	30-1	AP	MIDWEST TAPE			87.72	.00
02/01/2025	23-1	AP	AMAZON CAPITAL SERVICES, INC.			188.65	.00
02/03/2025	31-1	AP	MIDWEST TAPE			50.23	.00
02/03/2025	32-1	AP	MIDWEST TAPE			72.71	.00
02/07/2025	20-1	AP	AMAZON CAPITAL SERVICES, INC.			21.96	.00
02/07/2025	130-1	AP	MIDWEST TAPE			39.07	.00
02/07/2025	131-1	AP	MIDWEST TAPE			59.23	.00
02/07/2025	132-1	AP	MIDWEST TAPE			41.23	.00
02/09/2025	21-1	AP	AMAZON CAPITAL SERVICES, INC.			49.63	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						673.39	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
01/31/2025	158-1	AP	TAYLOR COMPUTER SERVICES, INC			632.50	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						632.50	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
01/21/2025	17-1	AP	RHYME BUSINESS PRODUCTS, LLC			113.19	.00
02/03/2025	18-1	AP	AMAZON CAPITAL SERVICES, INC.			56.22	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						169.41	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT							
02/03/2025	155-1	AP	PROHEALTH MEDICAL GROUP			47.00	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT						47.00	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS							
02/01/2025	2-1	JE	LIBRARY FISCAL AGENT FEE FEBRUARY			1,590.50	.00

End.GLPeriod 225 AND Start.GLPeriod 0225 AND End.GLPeriod 0225

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS						1,590.50	.00
Account Number And Title900-00-55110-000-160 - LIBRARY ANNUAL MUNICIPAL FEES							
02/28/2025	5-1	JE	LIBRARY PAID FIRE EMS/ REVERSED ACH CHECK TO OURSELVES			.00	-2,195.00
Account Number And Title900-00-55110-000-160 - LIBRARY ANNUAL MUNICIPAL FEES						.00	-2,195.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
01/28/2025	40-1	AP	KEMPEN MASONRY LLC			970.00	.00
01/30/2025	27-1	AP	MILWAUKEE PLUMBING & PIPING INC			280.10	.00
02/01/2025	2-1	AP	JANI-KING OF MILWAUKEE			2,784.02	.00
02/05/2025	35-1	AP	BATZNER PEST CONTROL INC			113.74	.00
02/07/2025	140-1	AP	KEMPEN MASONRY LLC			503.00	.00
02/14/2025	160-1	AP	KEMPEN MASONRY LLC			1,147.50	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						5,798.36	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
02/06/2025	15-1	AP	ACH WE ENERGIES			4,127.93	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES						4,127.93	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
01/22/2025	36-1	AP	WILS			4,536.00	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS						4,536.00	.00
Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY							
02/04/2025	13-1	AP	WALDEN, NEITZKE & KUHARY, SC			357.50	.00
Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY						357.50	.00
Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE							
01/31/2025	14-1	AP	MIDWEST TAPE - HOOPLA			934.54	.00
Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE						934.54	.00

End.GLPeriod 225 AND Start.GLPeriod 0225 AND End.GLPeriod 0225

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title 900-00-55110-000-500 - DONATION FUNDED EXPENSE							
02/14/2025	154-1	AP	AMAZON CAPITAL SERVICES, INC.			47.27	.00
Account Number And Title 900-00-55110-000-500 - DONATION FUNDED EXPENSE							
Total:						89,359.35	-102,145.63

End.GLPeriod 325 AND Start.GLPeriod 0325

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS							
03/05/2025	70000005220-1	CR	LIBRARY- COUNTY AIDS - LIBRARY			.00	-245.01
						.00	-245.01
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS							
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
03/05/2025	70000005220-2	CR	LIBRARY FINES - LIBRARY			.00	-133.66
03/12/2025	70000005249-1	CR	LIBRARY FINES - LIBRARY			.00	-337.04
03/19/2025	70000005274-1	CR	LIBRARY FINES - LIBRARY			.00	-102.60
03/26/2025	70000005289-1	CR	LIBRARY FINES - LIBRARY			.00	-146.20
						.00	-719.50
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
03/26/2025	70000005289-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-50.00
						.00	-50.00
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
03/05/2025	70000005220-3	CR	LIBRARY MISC REV BOOK REPLACE - LIBRARY			.00	-20.00
03/05/2025	70000005220-4	CR	LIBRARY MISC REV LIB CARDS - LIBRARY			.00	-27.00
03/05/2025	70000005220-5	CR	LIBRARY MISC REV COPIES - LIBRARY			.00	-68.20
03/12/2025	70000005249-2	CR	LIBRARY MISC REV BOOK REPLACE - LIBRARY			.00	-160.20
03/12/2025	70000005249-3	CR	LIBRARY MISC REV NEW LIB CARDS - LIBRARY			.00	-25.00
03/12/2025	70000005249-4	CR	LIBRARY MISC REV COPIES - LIBRARY			.00	-41.20
03/19/2025	70000005274-2	CR	LIBRARY MISC REV BOOK REPLACE - LIBRARY			.00	-10.00
03/19/2025	70000005274-3	CR	LIBRARY MISC REV COPIES - LIBRARY			.00	-181.30
03/26/2025	70000005289-3	CR	LIBRARY MISC REV LIB CARDS - LIBRARY			.00	-2.00
03/26/2025	70000005289-4	CR	LIBRARY MISC REV COPIES - LIBRARY			.00	-61.80

End.GLPeriod 325 AND Start.GLPeriod 0325

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-48500-000-100 - MISC REVENUES						.00	-596.70
Account Number And Title900-00-48500-000-200 - DESIGNATED GRANTS							
03/12/2025	70000005249-5	CR	LIBRARY GRANT - LIBRARY			.00	-300.00
03/26/2025	70000005289-5	CR	LIBRARY GRANT - LIBRARY			.00	-3,263.00
Account Number And Title900-00-48500-000-200 - DESIGNATED GRANTS						.00	-3,563.00
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							
03/24/2025	70000005284-1	CR	CITY CONTRIBUTIONS- APRIL 25 - CITY OF PEWAUKEE			.00	-72,488.91
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS						.00	-72,488.91
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
03/01/2025	1-2	JE	LIBRARY CONTRIBUTION MARCH			.00	-21,846.08
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS						.00	-21,846.08
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES							
03/14/2025	14-1	PC	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD			26,364.80	.00
03/28/2025	72-1	PC	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD			26,231.15	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES						52,595.95	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
03/14/2025	4-1	PB	PAYROLL TRANS FOR 3/9/2025 PAY PERIOD			3,309.68	.00
03/28/2025	25-1	PB	PAYROLL TRANS FOR 3/23/2025 PAY PERIOD			14,413.53	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						17,723.21	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							
01/16/2025	7-1	AP	ACH NORTH SHORE BANK CREDIT CARD			49.99	.00
01/20/2025	8-1	AP	ACH NORTH SHORE BANK CREDIT CARD			400.35	.00
02/02/2025	41-1	AP	ACH NORTH SHORE BANK CREDIT CARD			710.52	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS						1,160.86	.00

End.GLPeriod 325 AND Start.GLPeriod 0325

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title 900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
01/03/2025	11-1	AP	ACH NORTH SHORE BANK CREDIT CARD			497.94	.00
01/03/2025	12-1	AP	ACH NORTH SHORE BANK CREDIT CARD			463.23	.00
01/03/2025	13-1	AP	ACH NORTH SHORE BANK CREDIT CARD			64.97	.00
01/03/2025	14-1	AP	ACH NORTH SHORE BANK CREDIT CARD			396.13	.00
01/03/2025	15-1	AP	ACH NORTH SHORE BANK CREDIT CARD			67.96	.00
01/06/2025	17-1	AP	ACH NORTH SHORE BANK CREDIT CARD			152.85	.00
01/07/2025	18-1	AP	ACH NORTH SHORE BANK CREDIT CARD			49.67	.00
01/07/2025	16-1	AP	ACH NORTH SHORE BANK CREDIT CARD			445.60	.00
01/08/2025	19-1	AP	ACH NORTH SHORE BANK CREDIT CARD			153.98	.00
01/08/2025	20-1	AP	ACH NORTH SHORE BANK CREDIT CARD			105.00	.00
01/13/2025	21-1	AP	ACH NORTH SHORE BANK CREDIT CARD			253.23	.00
01/13/2025	22-1	AP	ACH NORTH SHORE BANK CREDIT CARD			128.45	.00
01/13/2025	23-1	AP	ACH NORTH SHORE BANK CREDIT CARD			109.58	.00
01/13/2025	24-1	AP	ACH NORTH SHORE BANK CREDIT CARD			56.81	.00
01/14/2025	25-1	AP	ACH NORTH SHORE BANK CREDIT CARD			152.89	.00
01/14/2025	26-1	AP	ACH NORTH SHORE BANK CREDIT CARD			81.07	.00
01/15/2025	27-1	AP	ACH NORTH SHORE BANK CREDIT CARD			133.34	.00
01/17/2025	28-1	AP	ACH NORTH SHORE BANK CREDIT CARD			17.14	.00
01/17/2025	29-1	AP	ACH NORTH SHORE BANK CREDIT CARD			141.38	.00
01/17/2025	30-1	AP	ACH NORTH SHORE BANK CREDIT CARD			36.24	.00
01/20/2025	31-1	AP	ACH NORTH SHORE BANK CREDIT CARD			71.97	.00
01/21/2025	32-1	AP	ACH NORTH SHORE BANK CREDIT CARD			143.94	.00
01/23/2025	33-1	AP	ACH NORTH SHORE BANK CREDIT CARD			256.85	.00

End.GLPeriod 325 AND Start.GLPeriod 0325

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
01/27/2025	37-1	AP	ACH NORTH SHORE BANK CREDIT CARD			34.83	.00
01/28/2025	34-1	AP	ACH NORTH SHORE BANK CREDIT CARD			672.60	.00
01/28/2025	35-1	AP	ACH NORTH SHORE BANK CREDIT CARD			470.65	.00
01/28/2025	36-1	AP	ACH NORTH SHORE BANK CREDIT CARD			149.28	.00
01/30/2025	38-1	AP	ACH NORTH SHORE BANK CREDIT CARD			180.66	.00
01/30/2025	39-1	AP	ACH NORTH SHORE BANK CREDIT CARD			177.62	.00
02/18/2025	75-1	AP	AMAZON CAPITAL SERVICES, INC.			46.10	.00
02/18/2025	76-1	AP	AMAZON CAPITAL SERVICES, INC.			29.91	.00
02/18/2025	73-1	AP	AMAZON CAPITAL SERVICES, INC.			25.19	.00
02/19/2025	69-1	AP	AMAZON CAPITAL SERVICES, INC.			139.65	.00
02/20/2025	67-1	AP	AMAZON CAPITAL SERVICES, INC.			73.26	.00
02/20/2025	74-1	AP	AMAZON CAPITAL SERVICES, INC.			197.78	.00
02/20/2025	79-1	AP	AMAZON CAPITAL SERVICES, INC.			23.54	.00
02/20/2025	77-1	AP	AMAZON CAPITAL SERVICES, INC.			605.94	.00
02/21/2025	45-1	AP	ACH NORTH SHORE BANK CREDIT CARD			41.96	.00
02/22/2025	80-1	AP	AMAZON CAPITAL SERVICES, INC.			64.74	.00
02/24/2025	71-1	AP	AMAZON CAPITAL SERVICES, INC.			18.75	.00
02/26/2025	205-1	AP	AMAZON CAPITAL SERVICES, INC.			75.20	.00
02/26/2025	206-1	AP	AMAZON CAPITAL SERVICES, INC.			20.70	.00
02/27/2025	208-1	AP	AMAZON CAPITAL SERVICES, INC.			48.76	.00
03/01/2025	265-1	AP	CENTER POINT LARGE PRINT			50.34	.00
03/01/2025	204-1	AP	AMAZON CAPITAL SERVICES, INC.			17.66	.00
03/04/2025	257-1	AP	AMAZON CAPITAL SERVICES, INC.			53.41	.00
03/09/2025	259-1	AP	AMAZON CAPITAL SERVICES, INC.			20.30	.00

End.GLPeriod 325 AND Start.GLPeriod 0325

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						7,219.05	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
01/18/2025	44-1	AP	ACH NORTH SHORE BANK CREDIT CARD			336.93	.00
02/17/2025	85-1	AP	MIDWEST TAPE			11.99	.00
02/17/2025	86-1	AP	MIDWEST TAPE			26.24	.00
02/17/2025	87-1	AP	MIDWEST TAPE			87.71	.00
02/21/2025	88-1	AP	MIDWEST TAPE			50.98	.00
02/21/2025	89-1	AP	MIDWEST TAPE			26.99	.00
02/21/2025	90-1	AP	MIDWEST TAPE			64.47	.00
02/26/2025	207-1	AP	AMAZON CAPITAL SERVICES, INC.			17.99	.00
02/28/2025	211-1	AP	MIDWEST TAPE			22.49	.00
02/28/2025	212-1	AP	MIDWEST TAPE			26.24	.00
03/10/2025	258-1	AP	AMAZON CAPITAL SERVICES, INC.			25.26	.00
03/10/2025	347-1	AP	MIDWEST TAPE			193.41	.00
03/10/2025	348-1	AP	MIDWEST TAPE			24.74	.00
03/10/2025	349-1	AP	MIDWEST TAPE			26.99	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						942.43	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
01/31/2025	46-1	AP	ACH NORTH SHORE BANK CREDIT CARD			6.00	.00
02/06/2025	49-1	AP	ACH NORTH SHORE BANK CREDIT CARD			120.00	.00
02/28/2025	282-1	AP	TAYLOR COMPUTER SERVICES, INC			305.00	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						431.00	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
01/13/2025	47-1	AP	ACH NORTH SHORE BANK CREDIT CARD			169.17	.00

End.GLPeriod 325 AND Start.GLPeriod 0325

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
01/15/2025	42-1	AP	ACH NORTH SHORE BANK CREDIT CARD			16.64	.00
02/04/2025	48-1	AP	ACH NORTH SHORE BANK CREDIT CARD			713.87	.00
02/21/2025	51-1	AP	RHYME BUSINESS PRODUCTS, LLC			120.20	.00
03/10/2025	260-1	AP	AMAZON CAPITAL SERVICES, INC.			118.08	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						1,137.96	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS							
03/01/2025	2-1	JE	LIBRARY FISCAL AGENT FEE MARCH			1,590.50	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS						1,590.50	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
02/17/2025	112-1	AP	KEMPEN MASONRY LLC			1,178.75	.00
02/17/2025	83-1	AP	JF AHERN COMPANY			331.00	.00
02/24/2025	210-1	AP	AMAZON CAPITAL SERVICES, INC.			75.75	.00
03/01/2025	249-1	AP	JANI-KING OF MILWAUKEE			2,784.02	.00
03/03/2025	280-1	AP	AUTOMATIC ENTRANCES OF WISCONSIN INC			376.95	.00
03/03/2025	275-1	AP	BATZNER PEST CONTROL INC			113.74	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						4,860.21	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
01/14/2025	9-1	AP	ACH NORTH SHORE BANK CREDIT CARD			224.95	.00
02/16/2025	10-1	AP	ACH NORTH SHORE BANK CREDIT CARD			372.34	.00
03/07/2025	173-1	AP	ACH WE ENERGIES			3,865.17	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES						4,462.46	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
01/28/2025	330-1	AP	MIDWEST TAPE - HOOPLA			84.99	.00
01/29/2025	331-1	AP	MIDWEST TAPE - HOOPLA			299.00	.00

End.GLPeriod 325 AND Start.GLPeriod 0325

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/11/2025	332-1	AP	MIDWEST TAPE - HOOPLA			171.99	.00
02/25/2025	333-1	AP	MIDWEST TAPE - HOOPLA			109.00	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS						664.98	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS							
01/22/2025	43-1	AP	ACH NORTH SHORE BANK CREDIT CARD			12.69	.00
01/23/2025	251-1	AP	MCNAMARA MCCARTHY SCHOOL OF IRISH DANCE			100.00	.00
02/18/2025	72-1	AP	AMAZON CAPITAL SERVICES, INC.			24.89	.00
02/19/2025	70-1	AP	AMAZON CAPITAL SERVICES, INC.			82.97	.00
02/24/2025	78-1	AP	AMAZON CAPITAL SERVICES, INC.			44.97	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS						265.52	.00
Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY							
03/07/2025	329-1	AP	WALDEN, NEITZKE & KUHARY, SC			125.00	.00
Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY						125.00	.00
Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE							
02/28/2025	200-1	AP	MIDWEST TAPE - HOOPLA			809.82	.00
03/03/2025	261-1	AP	AMAZON CAPITAL SERVICES, INC.			109.65	.00
03/03/2025	262-1	AP	AMAZON CAPITAL SERVICES, INC.			37.57	.00
Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE						957.04	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE							
01/29/2025	40-1	AP	ACH NORTH SHORE BANK CREDIT CARD			50.00	.00
02/05/2025	50-1	AP	ACH NORTH SHORE BANK CREDIT CARD			93.36	.00
02/14/2025	68-1	AP	AMAZON CAPITAL SERVICES, INC.			13.29	.00
02/26/2025	209-1	AP	AMAZON CAPITAL SERVICES, INC.			67.43	.00
03/03/2025	335-1	AP	Blenski, Peter			425.18	.00

End.GLPeriod 325 AND Start.GLPeriod 0325

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
03/06/2025	345-1	AP	AMAZON CAPITAL SERVICES, INC.			32.99	.00
Account Number And Title 900-00-55110-000-500 - DONATION FUNDED EXPENSE						682.25	.00
Total:						94,818.42	-99,509.20

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 225

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	01162025	LIBRARY/S CIENTIFIC AMERICAN RENEW	49.99	01/16/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	5163491275	LIBRARY/G OOGLE GSUITE 01JAN	6.00	01/31/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	33392E55255	LIBRARY/N YTIMES RENEWAL	710.52	02/02/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	152358301011425	LIBRARY/S PECTRUM 01JAN	224.95	01/14/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	7598690	LIBRARY/P ROCESSING SUPPLIES	713.87	02/04/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	385015857662366	LIBRARY/C OPY PAPER	16.64	01/15/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	7588633	LIBRARY/P ROCESSING SUPPLIES	169.17	01/13/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	A-044527-20250206 -1015	LIBRARY/M OBILE BEACON	120.00	02/06/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	01202025	LIBRARY/U SA TODAY RENEWAL	400.35	01/20/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	50213991024016873	LIBRARY/P RINT MATERIALS SCIFI	41.96	02/21/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	50183991048531697	LIBRARY/VI DEO GAMES	336.93	01/18/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	1869	LIBRARY/C YBERLYNK 00000	372.34	02/16/2025	03/04/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 225

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			02FEB						
13040	ACH NORTH SHORE BANK CREDIT CARD	2038855481	LIBRARY/P RINTED MATERIALS JUV	180.66	01/30/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038847322	LIBRARY/P RINTED MATERIALS JUV	149.28	01/28/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038847270	LIBRARY/P RINT MATERIALS	672.60	01/28/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038847287	LIBRARY/P RINTED MATERIALS ANF	470.65	01/28/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038856416	LIBRARY/P RINT MATERIALS YA	177.62	01/30/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038849659	LIBRARY/P RINT MATERIALS ASF	34.83	01/27/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038829006	LIBRARY/P RINT MATERIALS ANF	36.24	01/17/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038825457	LIBRARY/P RINT MATERIALS ASF	17.14	01/17/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038829927	LIBRARY/P RINT MATERIALS JUV	71.97	01/20/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038841768	LIBRARY/P RINT MATERIALS JUV	256.85	01/23/2025	03/04/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 225

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2038834802	LIBRARY/P RINT MATERIALS YA	143.94	01/21/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038826365	LIBRARY/P RINT MATERIALS JUV	141.38	01/17/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038814420	LIBRARY/P RINT MATERIALS JUV	109.58	01/13/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038819585	LIBRARY/P RINT MATERIALS ANF	81.07	01/14/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038814564	LIBRARY/P RINT MATERIALS ANF	56.81	01/13/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038800079	LIBRARY/P RINT MATERIALS ASF	49.67	01/07/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038794507	LIBRARY/P RINT MATERIALS AF	67.96	01/03/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038792487	LIBRARY/P RINT MATERIALS JUV	64.97	01/03/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038802900	LIBRARY/P RINT MATERIALS JUV	153.98	01/08/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038794995	LIBRARY/P RINT MATERIALS YA	445.60	01/07/2025	03/04/2025			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	2038802929	LIBRARY/P RINT MATERIALS ANF	105.00	01/08/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038818669	LIBRARY/P RINTED MATERIALS AF	152.89	01/14/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038819775	LIBRARY/P RINT MATERIALS AF	133.34	01/15/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038811539	LIBRARY/P RINT MATERIALS YA	253.23	01/13/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038811583	LIBRARY/P RINTED MATERIALS YA	128.45	01/13/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038792482	LIBRARY/P RINT MATERIALS AF	463.23	01/03/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038792530	LIBRARY/P RINT MATERIALS ANF	396.13	01/03/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038792474	LIBRARY/P RINT MATERIALS JUV	497.94	01/03/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038795491	LIBRARY/P RINT MATERIALS	152.85	01/06/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	EB867707	LIBRARY/F RIENDS/AD ULT SEED LIBRARY	93.36	02/05/2025	03/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2923174	LIBRARY/F RIENDS/AD	50.00	01/29/2025	03/04/2025			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	42412823674238258020	ULT WINTER READING PRIZE LIBRARY/A DULT PROG REFRESHMENTS	12.69	01/22/2025	03/04/2025			Approved
Total ACH NORTH SHORE BANK CREDIT CARD:				<u>8984.63</u>					
ACH WE ENERGIES									
Approved									
13090	ACH WE ENERGIES	5355383633	LIBRARY/GAS AND ELECTRIC JAN 2025	4127.93	02/06/2025	02/28/2025			Approved
Total ACH WE ENERGIES:				<u>4127.93</u>					
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	1C3H-H6F1-VWQM	LIBRARY/A DULT PRINT MATERIALS	139.65	02/19/2025	03/14/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1QJ1-DVHJ-GVDK	LIBRARY/J UV PRINT MATERIALS	29.91	02/18/2025	03/14/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1PNR-1JL3-KVCD	LIBRARY/A DULT PRINT MATERIALS	46.10	02/18/2025	03/14/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	19N7-3G7M-NPRJ	LIBRARY/F RIENDS ADULT	13.29	02/14/2025	03/14/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1Y6G-3FQ7-PNRV	LIBRARY/F RIENDS/LIBRARY OF THINGS	47.27	02/14/2025	03/04/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1CNP-J3N3-W7P7	LIBRARY/J UV PRINT MATERIALS	48.87	02/15/2025	03/04/2025			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.	1LF4-D9LL-CX16	LIBRARY/J UV GRAPHIC N	78.46	02/12/2025	03/04/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1XG9-QP7G-G9KD	LIBRARY/Y A PRINT MATERIALS	151.32	02/11/2025	03/04/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1TL4-PH6M-FDN6	LIBRARY/A DULT PRINT MATERIALS	605.94	02/20/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1P1Q-RQT7-RX16	LIBRARY/4 ADULT CDS	49.63	02/09/2025	03/04/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1NTW-94PH-GT7Q	LIBRARY/A DULT CD 2	21.96	02/07/2025	03/07/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1P9P-LDFC-CDDL	LIBRARY/A DULT PRINT MATERIALS	36.39	02/04/2025	03/04/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	164J-HWKR-3X6K	LIBRARY/O FFICE SUPPLIES	56.22	02/03/2025	03/01/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1QDQ-41XJ-VCLH	LIBRARY/N ON-PRINT MATERIALS	188.65	02/01/2025	03/01/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1CFG-KDXL-1TCP	LIBRARY/A DULT PRINT MATERIALS	39.56	01/29/2025	02/28/2025			Approved
Total AMAZON CAPITAL SERVICES, INC.:				<u>1553.22</u>					
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	73745229	LIBRARY/P EST MGMT FEB 2025	113.74	02/05/2025	03/05/2025			Approved
Total BATZNER PEST CONTROL INC:				<u>113.74</u>					
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2146039	LIBRARY/L G PRINT BOOKS (2)	50.34	02/01/2025	03/01/2025			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			BOOKS (2)						
Total CENTER POINT LARGE PRINT:				<u>50.34</u>					
JANI-KING OF MILWAUKEE									
Approved									
12411	JANI-KING OF MILWAUKEE	MIL03250360	LIBRARY/J ANITORIAL SVC MAR 2025	2784.02	03/01/2025	03/31/2025			Approved
12411	JANI-KING OF MILWAUKEE	MIL02250358	LIBRARY/J ANITORIAL SVC FEB 2025	2784.02	02/01/2025	02/28/2025			Approved
Total JANI-KING OF MILWAUKEE:				<u>5568.04</u>					
JF AHERN COMPANY									
Approved									
4875	JF AHERN COMPANY	713660	LIBRARY/ANNUAL FIRE ALARM INSPECTION	331.00	02/17/2025	03/17/2025			Approved
Total JF AHERN COMPANY:				<u>331.00</u>					
KEMPEN MASONRY LLC									
Approved									
9512	KEMPEN MASONRY LLC	7861	LIBRARY/S NOW REMOVAL 2.15-2.16.25	1178.75	02/17/2025	03/17/2025			Approved
9512	KEMPEN MASONRY LLC	7856	LIBRARY/S NOW REMOVAL 2.12-2.13.25	1147.50	02/14/2025	03/14/2025			Approved
9512	KEMPEN MASONRY LLC	7849	LIBRARY/S NOW REMOVAL 2.2-2.6.25	503.00	02/07/2025	03/07/2025			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
9512	KEMPEN MASONRY LLC	7842	LIBRARY/S ALT SVC 1.21-1.23.25	970.00	01/28/2025	02/28/2025			Approved
Total KEMPEN MASONRY LLC:				<u>3799.25</u>					
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	506788672	LIBRARY/3 ADULT DVD	64.47	02/21/2025	03/17/2025			Approved
548	MIDWEST TAPE	506788671	LIBRARY/1 ADULT DVD	26.99	02/21/2025	03/17/2025			Approved
548	MIDWEST TAPE	506788670	LIBRARY/2 ADULT DVD	50.98	02/21/2025	03/17/2025			Approved
548	MIDWEST TAPE	506767793	LIBRARY/4 ADULT DVD	87.71	02/17/2025	03/17/2025			Approved
548	MIDWEST TAPE	506767792	LIBRARY/1 ADULT DVD	26.24	02/17/2025	03/17/2025			Approved
548	MIDWEST TAPE	506767790	LIBRARY/1 ADULT CD	11.99	02/17/2025	03/17/2025			Approved
548	MIDWEST TAPE	506719277	LIBRARY/2 ADULT DVD	41.23	02/07/2025	03/03/2025			Approved
548	MIDWEST TAPE	506719276	LIBRARY/2 ADULT DVD	59.23	02/07/2025	03/03/2025			Approved
548	MIDWEST TAPE	506719274	LIBRARY/3 ADULT CD	39.07	02/07/2025	03/03/2025			Approved
548	MIDWEST TAPE	506702888	LIBRARY/4 ADULT DVD	72.71	02/03/2025	03/03/2025			Approved
548	MIDWEST TAPE	506702887	LIBRARY/2 ADULT DVD	50.23	02/03/2025	03/03/2025			Approved
548	MIDWEST TAPE	506671481	LIBRARY/2 ADULT DVD	87.72	01/28/2025	02/28/2025			Approved
548	MIDWEST TAPE	506671480	LIBRARY/1 ADULT DVD	14.99	01/28/2025	02/28/2025			Approved
548	MIDWEST TAPE	506671139	LIBRARY/3 ADULT DVD	47.97	01/28/2025	02/28/2025			Approved
Total MIDWEST TAPE:				<u>681.53</u>					

MIDWEST TAPE - HOOPLA

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
Approved									
12821	MIDWEST TAPE - HOOPLA	506692671	LIBRARY/B RIDGES GRANT/HO OPLA/INST ANT JAN 20	934.54	01/31/2025	02/28/2025			Approved
Total MIDWEST TAPE - HOOPLA:				<u>934.54</u>					
MILWAUKEE PLUMBING & PIPING INC									
Approved									
5391	MILWAUKEE PLUMBING & PIPING INC	53024	LIBRARY/L ABOR & MATERLS- MULTIPLE	280.10	01/30/2025	02/28/2025			Approved
Total MILWAUKEE PLUMBING & PIPING INC:				<u>280.10</u>					
RHYME BUSINESS PRODUCTS, LLC									
Approved									
13202	RHYME BUSINESS PRODUCTS, LLC	AR813354	LIBRARY/C OPIES FEB 2025	120.20	02/21/2025	03/21/2025			Approved
13202	RHYME BUSINESS PRODUCTS, LLC	AR803828	LIBRARY/C OPIES JAN 2025	113.19	01/21/2025	02/20/2025			Approved
Total RHYME BUSINESS PRODUCTS, LLC:				<u>233.39</u>					
TAYLOR COMPUTER SERVICES, INC									
Approved									
810	TAYLOR COMPUTER SERVICES, INC	27485	LIBRARY/M ANAGED SERVICES FOR FEB 2025 AND TECH SUPPORT	632.50	01/31/2025	02/28/2025			Approved
Total TAYLOR COMPUTER SERVICES, INC:				<u>632.50</u>					

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
WALDEN, NEITZKE & KUHARY, SC									
Approved									
11855	WALDEN, NEITZKE & KUHARY, SC	05981	LIBRARY/L EGAL SVCS JAN 2025	357.50	02/04/2025	03/04/2025			Approved
Total WALDEN, NEITZKE & KUHARY, SC:				<u>357.50</u>					
WILS									
Approved									
8164	WILS	502491	LIBRARY/20 25 WPLC BUYING POOL	4536.00	01/22/2025	02/22/2025			Approved
Total WILS:				<u>4536.00</u>					
Total:				<u>32183.71</u>					

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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	US-894538075	LIBRARY/S QUARE REGISTER	974.40	02/28/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	13491493	LIBRARY/F RIENDS EXPLORE PASS	120.50	03/03/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	808861355640	LIBRARY/F RIENDS EXPLORE PASS SAC	75.00	02/14/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	50560765	LIBRARY/O FFICE SUPPLIES	117.85	02/25/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	332025	LIBRARY/F RIENDS MAM EXPLORE PASS	600.00	03/03/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	152358301021425	LIBRARY/S PECTRUM FEB 2025	224.95	02/14/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	5185936248	LIBRARY/G OOGLE GSUITE FEB 2025	6.00	02/28/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	50563991017798624	LIBRARY/N ON PRINT MATERIALS VIDEO GAMES	34.99	02/25/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	50553991008005643	LIBRARY/N ON PRINT MATERIALS VIDEO GAMES	44.99	02/24/2025	04/04/2025			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	50553991011252489	LIBRARY/N ON PRINT MATERIALS VIDEO GAMES	48.99	02/24/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	50483991050545764	LIBRARY/N ON PRINT MATERIALS DVDS	56.97	02/17/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2134	LIBRARY/C YBERLYNK MAR 2025	372.34	03/16/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038907249	LIBRARY/P RINT MATERIALS ASF	32.56	02/24/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038904965	LIBRARY/P RINT MATERIALS ANF	492.35	03/03/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038886266	LIBRARY/P RINT MATERIALS AF	158.94	02/21/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038894023	LIBRARY/P RINT MATERIALS JUV	34.84	02/18/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038901524	LIBRARY/P RINT MATERIALS YA	243.74	02/21/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038875979	LIBRARY/P RINT MATERIALS JUV	74.26	02/11/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038906868	LIBRARY/P RINT MATERIALS AF	199.30	02/24/2025	04/04/2025			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	2038904987	LIBRARY/P RINT MATERIALS JUV	264.15	02/25/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038886130	LIBRARY/P RINT MATERIALS YA	328.62	02/14/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038893386	LIBRARY/P RINT MATERIALS ANF	35.48	02/17/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038886566	LIBRARY/P RINT MATERIALS AF	86.57	02/14/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038872140	LIBRARY/P RINT MATERIALS YA	135.51	02/10/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038879138	LIBRARY/P RINT MATERIALS ANF	196.84	02/12/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038875393	LIBRARY/P RINT MATERIALS JUV	231.67	02/10/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038874621	LIBRARY/P RINT MATERIALS	6.42	02/10/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038883109	LIBRARY/P RINT MATERIALS AF	616.09	02/13/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038866633	LIBRARY/P RINT MATERIALS AF	302.73	02/06/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038872352	LIBRARY/P RINT	357.08	02/10/2025	04/04/2025			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	2038864487	MATERIALS YA LIBRARY/P RINT	63.03	02/04/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038867371	MATERIALS ASF LIBRARY/P RINT	102.19	02/06/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038867521	MATERIALS AF LIBRARY/P RINT	113.31	02/06/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038849549	MATERIALS AF LIBRARY/P RINT	18.40	01/28/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038858898	MATERIALS ANF LIBRARY/P RINT	203.48	02/03/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038858567	MATERIALS ANF LIBRARY/P RINT	23.68	02/03/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	03032025	MATERIALS JUV LIBRARY/F RIENDS	45.98	03/03/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	03022025	BOAT SUPPLIES LIBRARY/F RIENDS	62.12	03/02/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	8 9341 0445 2119 6485 5698	BOAT SUPPLIES LIBRARY/J UV	48.28	03/01/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	022625	PROGRAMS LIBRARY/J UV	4.98	02/26/2025	04/04/2025			Approved
			PROGRAMS						

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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	022525	LIBRARY/A DULT PROGRAMS REFRESHM ENTS	6.78	02/25/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	5991	LIBRARY/F RIENDS SEED LIBRARY	47.45	02/10/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	02092025	LIBRARY/F RIENDS PUZZLE PRIZE	40.00	02/09/2025	04/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	RTN 5970 6709 040	LIBRARY/J UV PROGRAMS	-48.28	03/03/2025	04/04/2025			Approved
Total ACH NORTH SHORE BANK CREDIT CARD:				<u>7205.53</u>					
ACH WE ENERGIES									
Approved									
13090	ACH WE ENERGIES	5392181832	LIBRARY/U TILITIES GAS ELECTRIC FEB 2025	3865.17	03/07/2025	03/31/2025			Approved
Total ACH WE ENERGIES:				<u>3865.17</u>					
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	1VQ6-1TXD-G3T9	LIBRARY/A DULT NON FICTION	145.66	03/21/2025	04/18/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1YTC-LGPK-NMX3	LIBRARY/J UV PROG	39.35	03/18/2025	04/18/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1J77-YT7N-4QP4	LIBRARY/W omen's Club/Children 's Boat	32.99	03/06/2025	04/03/2025			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.	11KC-69HH-J1PQ	LIBRARY/A DULT PRINT MATERIALS	260.17	03/12/2025	04/12/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1FW3-FL7L-GPL9	LIBRARY/A DULT PRINT MATERIALS	21.68	03/12/2025	04/12/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1DMX-MKXN-97CD	LIBRARY/A DULT CDS 2	25.26	03/10/2025	04/03/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1F9G-NN6T-TH9J	LIBRARY/A DULT PRINT MATERIALS	20.30	03/09/2025	04/03/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1Q77-DG64-9TCT	LIBRARY/J UV PRINT MATERIALS DELTA GRANT	109.65	03/03/2025	04/03/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1VGQ-DW7Y-CTKN	LIBRARY/J UV PRINT MATERIALS DELTA GRANT	37.57	03/03/2025	04/03/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	19R6-F9L9-4XDC	LIBRARY/A DULT PRINT MATERIALS	53.41	03/04/2025	04/03/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1G1F-P1NW-6W6G	LIBRARY/S UPPLIES	118.08	03/10/2025	04/03/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	11N1-9N6J-93MD	LIBRARY/J UV PRINT MATERIALS	17.66	03/01/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	14C1-LM1C-76PN	LIBRARY/A DULT PRINT MATERIALS	20.70	02/26/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	11X7-PHQ6-7P4H	LIBRARY/J UV PRINT MATERIALS	75.20	02/26/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1NJW-KFPQ-6J3F	LIBRARY/D ELTA GRANT	67.43	02/26/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1FVN-NVKK-H4NJ	LIBRARY/Y A PRINT MATERIALS	48.76	02/27/2025	03/20/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 325

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	14TH-H16D-3GK1	MATERIALS LIBRARY/N ON-PRINT	17.99	02/26/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1QXX-DD9G-9RLL	MATERIALS LIBRARY/C LEANING SUPPLIES	75.75	02/24/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1G3Y-MFXJ-MVWW	LIBRARY/A DULT PRINT MATERIALS	25.19	02/18/2025	03/14/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1G3Y-MFXJ-MVWW	LIBRARY/A DULT PROG SUPP	24.89	02/18/2025	03/14/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1FPN-QFRM-X7F3	LIBRARY/A DULT PRINT MATERIALS	18.75	02/24/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1VGG-FM43-YH19	LIBRARY/Y A PROG SUPP	44.97	02/24/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1YF1-KH6G-QYF9	LIBRARY/Y A PRINT MATERIALS	64.74	02/22/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1GLD-1J73-3C6T	LIBRARY/A DULT NON FICTION	197.78	02/20/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1Y1H-K1VD-DWGG	LIBRARY/J UV PRINT MATERIALS	23.54	02/20/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	146Q-Q7YV-6DW9	LIBRARY/A DULT PRINT MATERIALS	73.26	02/20/2025	03/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1C3H-MG1P-T1N4	LIBRARY/J UV PROG	82.97	02/19/2025	03/14/2025			Approved
Processing									
23	AMAZON CAPITAL SERVICES, INC.	11RR-NJXW-YLJT	LIBRARY/A DULT NON FICTION	173.09	03/29/2025	04/29/2025			Processing
23	AMAZON CAPITAL SERVICES, INC.	1PFT-DDQK-3WLY	LIBRARY/A DULT PRINT MATERIALS	61.26	03/29/2025	04/29/2025			Processing

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 325

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	1NMF-X7GF-WD7D	LIBRARY/A DULT PRINT MATERIALS	32.00	03/19/2025	04/18/2025			Processing
Total AMAZON CAPITAL SERVICES, INC.:				<u><u>2010.05</u></u>					
AUTOMATIC ENTRANCES OF WISCONSIN INC									
Approved									
7964	AUTOMATIC ENTRANCES OF WISCONSIN INC	2047143	LIBRARY/A UTO DOOR REPAIR	376.95	03/03/2025	04/03/2025			Approved
Total AUTOMATIC ENTRANCES OF WISCONSIN INC:				<u><u>376.95</u></u>					
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	74899905	LIBRARY/P EST MGMT MAR 2025	113.74	03/03/2025	04/03/2025			Approved
Total BATZNER PEST CONTROL INC:				<u><u>113.74</u></u>					
Blenski, Peter									
Approved									
13198	Blenski, Peter	030325	LIBRARY/W OMEN'S CLUB BOAT	425.18	03/03/2025	04/03/2025			Approved
Total Blenski, Peter:				<u><u>425.18</u></u>					
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2151770	LIBRARY/L G PRINT BOOKS (2)	50.34	03/01/2025	04/01/2025			Approved
Total CENTER POINT LARGE PRINT:				<u><u>50.34</u></u>					
J & H HEATING INC									
Approved									

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 325

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
2984	J & H HEATING INC	W38272	LIBRARY/H VAC REPAIR	468.74	03/13/2025	04/13/2025			Approved
Total J & H HEATING INC:				<u>468.74</u>					
JANI-KING OF MILWAUKEE									
Approved									
12411	JANI-KING OF MILWAUKEE	MIL04250355	LIBRARY/J ANITORIAL SVC APRIL 2025	2784.02	04/01/2025	04/30/2025			Approved
Total JANI-KING OF MILWAUKEE:				<u>2784.02</u>					
MCNAMARA MCCARTHY SCHOOL OF IRISH DANCE									
Approved									
13269	MCNAMARA MCCARTHY SCHOOL OF IRISH DANCE	1006	LIBRARY/J UV PERFORMA NCE	100.00	01/23/2025	04/01/2025			Approved
Total MCNAMARA MCCARTHY SCHOOL OF IRISH DANCE:				<u>100.00</u>					
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	506895704	LIBRARY/2 CHILD DVD	46.48	03/17/2025	04/17/2025			Approved
548	MIDWEST TAPE	506895703	LIBRARY/2 ADULT DVD	55.48	03/17/2025	04/17/2025			Approved
548	MIDWEST TAPE	506895702	LIBRARY/1 ADULT DVD	16.49	03/17/2025	04/17/2025			Approved
548	MIDWEST TAPE	506895700	LIBRARY/1 ADULT CD	14.39	03/17/2025	04/17/2025			Approved
548	MIDWEST TAPE	506866518	LIBRARY/9 ADULT DVD	193.41	03/10/2025	04/10/2025			Approved
548	MIDWEST TAPE	506866600	LIBRARY/1 ADULT DVD	24.74	03/10/2025	04/10/2025			Approved
548	MIDWEST TAPE	506866601	LIBRARY/1J UV DVD	26.99	03/10/2025	04/10/2025			Approved
548	MIDWEST TAPE	506741703	LIBRARY/1 ADULT DVD	26.24	02/28/2025	03/17/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 325

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
548	MIDWEST TAPE	506741702	LIBRARY/1 ADULT DVD	22.49	02/28/2025	03/17/2025			Approved
Processing									
548	MIDWEST TAPE	506933086	LIBRARY/4 ADULT DVD	110.21	03/25/2025	04/25/2025			Processing
548	MIDWEST TAPE	506933088	LIBRARY/3 ADULT DVD	71.22	03/25/2025	04/25/2025			Processing
548	MIDWEST TAPE	506933089	LIBRARY/1 CHILD DVD	28.49	03/25/2025	04/25/2025			Processing
Total MIDWEST TAPE:				636.63					
MIDWEST TAPE - HOOPLA									
Approved									
12821	MIDWEST TAPE - HOOPLA	506801472	LIBRARY/ HOOPLA FLEX	109.00	02/25/2025	03/28/2025			Approved
12821	MIDWEST TAPE - HOOPLA	506736183	LIBRARY/ HOOPLA FLEX	171.99	02/11/2025	03/28/2025			Approved
12821	MIDWEST TAPE - HOOPLA	506682147	LIBRARY/H OOPLA FLEX	299.00	01/29/2025	03/28/2025			Approved
12821	MIDWEST TAPE - HOOPLA	506671371	LIBRARY/H OOPLA FLEX	84.99	01/28/2025	03/28/2025			Approved
12821	MIDWEST TAPE - HOOPLA	506824211	LIBRARY/B RIDGES GRANT/HO OPLA/INST ANT FEB 20	809.82	02/28/2025	03/28/2025			Approved
Total MIDWEST TAPE - HOOPLA:				1474.80					
NELSON, KELLY									
Approved									
10248	NELSON, KELLY	03142025	LIBRARY/M ILEAGE REIMBURSE MENT	49.70	03/14/2025	04/14/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 325

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			NELSON						
Total NELSON, KELLY:				<u>49.70</u>					
RHYME BUSINESS PRODUCTS, LLC									
Approved									
13202	RHYME BUSINESS PRODUCTS, LLC	AR821412	LIBRARY/C OPIES MAR-APR 2025	97.12	03/21/2025	04/21/2025			Approved
Total RHYME BUSINESS PRODUCTS, LLC:				<u>97.12</u>					
TAYLOR COMPUTER SERVICES, INC									
Approved									
810	TAYLOR COMPUTER SERVICES, INC	27594	LIBRARY/MANAGED SERVICES FOR MAR 2025	305.00	02/28/2025	03/28/2025			Approved
Total TAYLOR COMPUTER SERVICES, INC:				<u>305.00</u>					
WALDEN, NEITZKE & KUHARY, SC									
Approved									
11855	WALDEN, NEITZKE & KUHARY, SC	06279	LIBRARY/LEGAL SVCS FEB-MAR 2025	125.00	03/07/2025	04/06/2025			Approved
Total WALDEN, NEITZKE & KUHARY, SC:				<u>125.00</u>					
WAUKESHA COUNTY TREASURER									
Processing									
926	WAUKESHA COUNTY TREASURER	2025-13010020	LIBRARY/ADVANTAGE PROGRAM	5439.00	02/13/2025	04/04/2025			Processing
926	WAUKESHA COUNTY TREASURER	2025-13010020	LIBRARY/FRIENDS/MO VIE LICENSING COSTS	555.00	02/13/2025	04/04/2025			Processing

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 325

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
926	WAUKESHA COUNTY TREASURER	2025-13010020	LIBRARY/S HARE OF DATABASE COST	1602.00	02/13/2025	04/04/2025			Processing
926	WAUKESHA COUNTY TREASURER	2025-13010020	LIBRARY/C AFE ANNUAL SUPPORT	25366.00	02/13/2025	04/04/2025			Processing
926	WAUKESHA COUNTY TREASURER	2025-13010067	LIBRARY/S UPPLIES	1270.80	03/14/2025	04/14/2025			Processing
926	WAUKESHA COUNTY TREASURER	2025-13010049	LIBRARY/F RIENDS/BO OKPAGE SUBSCRIPTI ON	396.00	02/13/2025	04/04/2025			Processing
Total WAUKESHA COUNTY TREASURER:				<u><u>34628.80</u></u>					
ZOOBEAN INC									
Approved									
13314	ZOOBEAN INC	33108	LIBRARY/Z OOBEAN BEANSTAC K SUBSCRIPTI ON	1200.75	04/01/2025	05/01/2025			Approved
Total ZOOBEAN INC:				<u><u>1200.75</u></u>					
Total:				<u><u>55917.52</u></u>					

LOCAL GOVERNMENT INVESTMENT POOL

MONTHLY STATEMENT of ACCOUNTS

Department of Administration

January 2025

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	\$17,829,593.52
02) CAP EXP & CONST PROJ	\$510,299.14
03) SEWER DEBT REPLACE	\$2,672,112.69
04) SEWER INVESTMENTS	\$1,232,696.67
05) WTR UTIL INVESTMENT	\$616,208.31
06) TIF RELATED HOLDING	\$160,279.85
07) LAIMON DONATION/LAKESIDE PARK	\$43,246.85
08) CEMETARY PERPETUAL	\$36,185.92
09) SEWER HOOKUP FEES	\$1,900,286.05
12) WATER HOOKUP FEES	\$274,909.31
16) LIBRARY	\$153,131.88

TOTAL **\$25,428,950.19**

Date	Type	Memo	Deposits	Withdrawals	Balance
Acct# 01	GENERAL			Beginning Balance	\$13,523,603.76
01/03/2025	Deposit - Wire	TRANSFER IN FROM NORTH SHORE	\$3,000,000.00		\$16,523,603.76
01/06/2025	Deposit - Direct Aids	DOT MUNI TRN AD	\$120,714.88		\$16,644,318.64
01/14/2025	Deposit - Wire	TRANSFER FROM NORTH SHORE	\$3,000,000.00		\$19,644,318.64
01/14/2025	Withdraw - Inter Fund	JANUARY TAX SETTLEMENT - PSD		(\$3,899,754.10)	\$15,744,564.54
01/29/2025	Deposit - Direct Aids	LOCAL ROADS IMPROVEMENT PLAN	\$25,261.40		\$15,769,825.94
01/30/2025	Deposit - Wire	TRANSFER FROM NORTH SHORE	\$2,000,000.00		\$17,769,825.94
01/31/2025	Interest	INT Jan 25 4.39%	\$59,767.58		\$17,829,593.52
	Account Total		\$8,205,743.86	(\$3,899,754.10)	\$17,829,593.52
Acct# 02	CAP EXP & CONST PROJ			Beginning Balance	\$508,404.78
01/31/2025	Interest	INT Jan 25 4.39%	\$1,894.36		\$510,299.14
	Account Total		\$1,894.36	\$0.00	\$510,299.14
Acct# 03	SEWER DEBT REPLACE			Beginning Balance	\$2,662,193.15
01/31/2025	Interest	INT Jan 25 4.39%	\$9,919.54		\$2,672,112.69
	Account Total		\$9,919.54	\$0.00	\$2,672,112.69
Acct# 04	SEWER INVESTMENTS			Beginning Balance	\$1,228,120.59
01/31/2025	Interest	INT Jan 25 4.39%	\$4,576.08		\$1,232,696.67
	Account Total		\$4,576.08	\$0.00	\$1,232,696.67
Acct# 05	WTR UTIL INVESTMENT			Beginning Balance	\$613,920.79
01/31/2025	Interest	INT Jan 25 4.39%	\$2,287.52		\$616,208.31
	Account Total		\$2,287.52	\$0.00	\$616,208.31

Acct# 06	TIF RELATED HOLDING			Beginning Balance	\$159,684.85
01/31/2025	Interest	INT Jan 25 4.39%	\$595.00		\$160,279.85
	Account Total		\$595.00	\$0.00	\$160,279.85
Acct# 07	LAIMON DONATION/LAKESIDE PARK			Beginning Balance	\$43,086.31
01/31/2025	Interest	INT Jan 25 4.39%	\$160.54		\$43,246.85
	Account Total		\$160.54	\$0.00	\$43,246.85
Acct# 08	CEMETARY PERPETUAL			Beginning Balance	\$36,051.59
01/31/2025	Interest	INT Jan 25 4.39%	\$134.33		\$36,185.92
	Account Total		\$134.33	\$0.00	\$36,185.92
Acct# 09	SEWER HOOKUP FEES			Beginning Balance	\$1,893,231.72
01/31/2025	Interest	INT Jan 25 4.39%	\$7,054.33		\$1,900,286.05
	Account Total		\$7,054.33	\$0.00	\$1,900,286.05
Acct# 12	WATER HOOKUP FEES			Beginning Balance	\$273,888.78
01/31/2025	Interest	INT Jan 25 4.39%	\$1,020.53		\$274,909.31
	Account Total		\$1,020.53	\$0.00	\$274,909.31
Acct# 16	LIBRARY			Beginning Balance	\$152,563.42
01/31/2025	Interest	INT Jan 25 4.39%	\$568.46		\$153,131.88
	Account Total		\$568.46	\$0.00	\$153,131.88

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• 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

LOCAL GOVERNMENT INVESTMENT POOL

MONTHLY STATEMENT of ACCOUNTS

Department of Administration

February 2025

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	\$14,762,129.18
02) CAP EXP & CONST PROJ	\$512,023.29
03) SEWER DEBT REPLACE	\$2,681,140.99
04) SEWER INVESTMENTS	\$1,236,861.60
05) WTR UTIL INVESTMENT	\$618,290.30
06) TIF RELATED HOLDING	\$160,821.39
07) LAIMON DONATION/LAKESIDE PARK	\$43,392.97
08) CEMETARY PERPETUAL	\$36,308.18
09) SEWER HOOKUP FEES	\$1,906,706.57
12) WATER HOOKUP FEES	\$275,838.15
16) LIBRARY	\$153,649.27

TOTAL **\$22,387,161.89**

Date	Type	Memo	Deposits	Withdrawals	Balance
Acct# 01	GENERAL			Beginning Balance	\$17,829,593.52
02/07/2025	Deposit - Wire	TRANSFER FROM NORTH SHORE	\$2,000,000.00		\$19,829,593.52
02/20/2025	Withdraw - Inter Fund	FEBRUARY SETTLEMENT 2.20.2025		(\$2,529,953.50)	\$17,299,640.02
02/28/2025	Withdraw - Wire	TRANSFER TO COVER PAYABLES AND LOAN		(\$2,600,000.00)	\$14,699,640.02
02/28/2025	Interest	INT Feb 25 4.40%	\$62,489.16		\$14,762,129.18
	Account Total		\$2,062,489.16	(\$5,129,953.50)	\$14,762,129.18
Acct# 02	CAP EXP & CONST PROJ			Beginning Balance	\$510,299.14
02/28/2025	Interest	INT Feb 25 4.40%	\$1,724.15		\$512,023.29
	Account Total		\$1,724.15	\$0.00	\$512,023.29
Acct# 03	SEWER DEBT REPLACE			Beginning Balance	\$2,672,112.69
02/28/2025	Interest	INT Feb 25 4.40%	\$9,028.30		\$2,681,140.99
	Account Total		\$9,028.30	\$0.00	\$2,681,140.99
Acct# 04	SEWER INVESTMENTS			Beginning Balance	\$1,232,696.67
02/28/2025	Interest	INT Feb 25 4.40%	\$4,164.93		\$1,236,861.60
	Account Total		\$4,164.93	\$0.00	\$1,236,861.60
Acct# 05	WTR UTIL INVESTMENT			Beginning Balance	\$616,208.31
02/28/2025	Interest	INT Feb 25 4.40%	\$2,081.99		\$618,290.30
	Account Total		\$2,081.99	\$0.00	\$618,290.30
Acct# 06	TIF RELATED HOLDING			Beginning Balance	\$160,279.85
02/28/2025	Interest	INT Feb 25 4.40%	\$541.54		\$160,821.39
	Account Total		\$541.54	\$0.00	\$160,821.39

Acct# 07	LAIMON DONATION/LAKESIDE PARK			Beginning Balance	\$43,246.85
02/28/2025	Interest	INT Feb 25 4.40%	\$146.12		\$43,392.97
	Account Total		\$146.12	\$0.00	\$43,392.97
Acct# 08	CEMETARY PERPETUAL			Beginning Balance	\$36,185.92
02/28/2025	Interest	INT Feb 25 4.40%	\$122.26		\$36,308.18
	Account Total		\$122.26	\$0.00	\$36,308.18
Acct# 09	SEWER HOOKUP FEES			Beginning Balance	\$1,900,286.05
02/28/2025	Interest	INT Feb 25 4.40%	\$6,420.52		\$1,906,706.57
	Account Total		\$6,420.52	\$0.00	\$1,906,706.57
Acct# 12	WATER HOOKUP FEES			Beginning Balance	\$274,909.31
02/28/2025	Interest	INT Feb 25 4.40%	\$928.84		\$275,838.15
	Account Total		\$928.84	\$0.00	\$275,838.15
Acct# 16	LIBRARY			Beginning Balance	\$153,131.88
02/28/2025	Interest	INT Feb 25 4.40%	\$517.39		\$153,649.27
	Account Total		\$517.39	\$0.00	\$153,649.27

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Pewaukee Public Library - Monthly Statistics 2025

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Circulation - ALL														
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%
2025	25546	23468	27323										76337	95.58%
Circulation - Print and A/V														
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%
2025	20181	18557	21880										60618	92.04%
Circulation - Overdrive														
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%
2025	4787	4418	4921										14126	113.70%
Circulation - Hoopla														
Flex 2023	0	0	0	0	0	0	0	0	0	0	0	42	42	
Instant 2023	223	209	237	215	280	268	259	303	328	331	306	395	3354	
Total 2023	223	0	237	215	280	268	259	303	328	331	306	437	3187	
Flex 2024	67	95	99	112	122	118	126	134	152	130	123	135	1413	6632.29%
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	184.81%
Flex 2025	188	154	161										503	192.72%
Instant 2025	390	339	361										1090	82.51%
Total 2025	578	493	522	0	0	0	0	0	0	0	0	0	1593	100.70%
% of Circulation Digital														
2023	16.85%	14.94%	15.37%	15.88%	16.88%	12.40%	12.58%	13.85%	17.08%	18.22%	16.56%	15.36%	15.34%	
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%	
2025	21.00%	20.93%	19.92%										20.59%	
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%	
2025	90.17%	85.90%	87.83%										87.99%	
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	
2025	13,041	12,275	14,570										39,886	95.01%
Library Visits														
Monthly total 2024	9456	9532	n/a	n/a	1701	6230	5995	4589	3981	4832	3822	3599	53737	50.29%
Daily average 2024	394	381	n/a	n/a	243	249	231	177	166	186	159	156	234	64.16%
Monthly total 2025	4500	4230	4735										13465	#VALUE!
Daily average 2025	173	176	175											
Reference Transactions														
2024	680	627	727	716	477	950	989	700	509	550	435	436	7796	62.79%
2025	590	559	580										1729	85.00%

Pewaukee Public Library - Monthly Statistics 2025

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
New Library Cards Issued															
2024	129	129	120	98	97	137	113	95	100	99	73	59	1249	94.91%	
2025	114	81	113										308	81.48%	
Meetings Room Usage															
2024	44	47	55	75	48	52	73	29	54	67	54	32	630	119.54%	
2025	58	68	61										187	128.08%	
Study Room Usage															
2024	139	170	133	159	131	139	159	131	120	167	133	124	1705	159.20%	
2025	153	182	157										492	111.31%	
Uses of Public Wireless Internet															
2024	1210	1050	n/a	451	1149	1401	1318	931	1234	1434	1143	993	12314	97.73%	
2025	348	4503	5121										9972	#VALUE!	
Use of Public Internet Computers															
2024	457	513	474	509	282	364	380	443	377	395	339	341	4874	99.41%	
2025	379	N/A	431										810	56.09%	
Website Visits															
2024	14744	14903	19352	16068	16870	15999	15308	13505	13331	14730	15204	16575	186589	103.93%	
2025	15180	14268	14013										43461	88.70%	
Children's Programs (0-5)															
# programs	2024	11	15	10	15	4	10	22	3	8	17	14	4	133	91.73%
Attendance	2024	568	712	732	724	165	377	982	87	350	693	660	192	6242	133.08%
# programs	2025	8	14	11										33	91.67%
Attendance	2025	291	676	494										1461	72.61%
Children's Programs (6-11)															
# 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%
# programs	2025	4	5	5										14	116.67%
Attendance	2025	86	144	126										356	98.07%
Young Adult Programs (12-18)															
# 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%
# programs	2025	2	2	3										7	70.00%
Attendance	2025	12	19	18										49	62.82%
Adult Programs (19+)															
# 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%
# programs	2025	6	9	12										27	90.00%
Attendance	2025	35	118	206										359	83.68%

Pewaukee Public Library - Monthly Statistics 2025

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
General Interest Program														
# 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%
# programs 2025	0	0	1										1	#DIV/0!
Attendance 2025	0	0	120										120	#DIV/0!
Children's Self-Directed Activities (0-5) (includes summer reading participation)														
# programs 2024	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	148	217.65%
# programs 2025	0	0	0										0	#DIV/0!
Attendance 2025	0	0	0										0	#DIV/0!
Children's Self-Directed Activities (6-11) (includes summer reading participation)														
# 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%
# programs 2025	0	1	1										2	50.00%
Attendance 2025	0	15	121										136	47.39%
Young Adult Self-Directed Activities (12-18) (includes summer reading participation)														
# 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%
# programs 2025	4	4	3										11	137.50%
Attendance 2025	104	144	95										343	160.28%
Adult Self-Directed Activities (19+) (includes summer reading participation)														
# programs 2024	3	4	4	0	0	0	0	1	0	0	0	1	13	118.18%
Attendance 2024	297	358	409	0	0	0	0	249	0	0	0	52	1365	137.05%
# programs 2025	2	4	4										10	90.91%
Attendance 2025	196	366	375										937	88.06%
Other Self-Directed Activities (All Ages) (includes summer reading participation)														
# programs 2024	0	0	0	0	0	2	1	3	0	0	0	1	7	175.00%
Attendance 2024	0	0	0	0	0	612	242	209	0	0	0	16	1079	178.35%
# programs 2025	0	0	0										0	#DIV/0!
Attendance 2025	0	0	0										0	#DIV/0!

PEWAUKEE PUBLIC LIBRARY

2024 | YEAR IN REVIEW

317,259

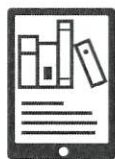
Total Items Checked Out

Check Outs by Type...



261,935

Physical Items
Books, movies, music, etc.



55,324

Digital Items
ebooks, digital audiobooks, etc.

10,376

Total Cardholders

Cardholders living in...

6,282

City of Pewaukee

3,104

Village of Pewaukee



\$6,181,244

community dollars saved by using the library!

1,249

New Library Cards



Library of Things

2,783 Total Checkouts

Top Checked Out Reservable Thing
Carpet & Upholstery Spot Cleaner

883 Explore Pass Checkouts

700 Game Checkouts

690 Puzzle Checkouts

Top Highlights

- ▶ Added Video Games
- ▶ Added Tonieboxes & Tonie Figures
- ▶ Recarpeted Lower Level
- ▶ Added color printing/copying



438 Events held

18,782

Event attendees

61 Outreach Visits
to schools, senior living communities, & community events

1,985 Community Members Reached



Pewaukee Public Library

210 Main Street | Pewaukee, Wisconsin 53072 | 262-691-5670 | <https://www.pewaukeelibrary.org/>

Pewaukee Public Library
Director's Report
March and April 2025

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

March 2025

- Our public computer system received an update. I attended training on the new program and installed the updated software on all public computers. Patrons won't notice major changes, aside from a refreshed look on the screens. However, there are significant improvements on the staff side, and I believe these will be positive overall.
- Nan and I purchased a new credit card reader for the front desk. Once it arrives, we'll set it up and train all staff on the new system. I'm optimistic it will be easier to use than our current register, and I'm excited that we'll finally be able to accept card payments without turning anyone away.
- I collaborated with Peter and the pages to relocate some audiobooks. Previously, our juvenile nonfiction audiobooks were shelved with the J-nonfiction books, which made sense when adult nonfiction audiobooks were arranged the same way. Since we moved adult audiobooks to be with the rest of the audiobooks, we've now done the same for juvenile nonfiction audiobooks. We hope this makes them more visible and boosts circulation.

April 2025

- We will be adopting a new catalog in September, and we're currently in the early stages of setting it up. I've been testing it and customizing the homepage. This new system offers significantly more customization options than our current catalog, making it a welcome upgrade.
- Last month, I worked on setting up new notices, but we initially had to discontinue them due to malfunctions. Fortunately, we were able to relaunch them successfully. These updated notices have a much cleaner design, and we've seen an increase in users accessing their accounts and renewing items independently, which is great.
- Our new Square register officially launched on March 31st! While we aren't able to accept card payments yet, we can process cash and checks. So far, staff have quickly adapted to the new system, and it has been easy to use. I'm very excited about this improvement.

Thanks for everything you do!

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

March 2025

Lots of updates! The biggest one is that our boat is getting remodeled! We tried to contact contractors to do it, but it was such a small project that no one wanted to take it on. My uncle Peter Chirafisi was able to demo the shelves safely, while my wife Abby Armour was able to cut custom pieces to fit the holes and make custom cushions so that kiddos can go in and out safely. She hopes to have it done this weekend.

Pewaukee Public Library Director's Report March and April 2025



In 2024 we won a Literacy Grant from Delta Kappa Gamma to expand our Helping Library kits. They get checked out frequently, and seem to be a big help to both patrons and staff for being a go-to source for tough reference questions. Currently we have kits on Death of a Pet, Big Feelings, and Divorce & Separation. The new kits will be about Death of a Loved One, Anxiety & Worry, and Bullying & Teasing. So really excited to expand this collection.

'Here to help' Pewaukee to unveil Helping Library collection of kits to help kids navigate hard topics

By Bridget Dean
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262-513-2644

PEWAUKEE — Whether it's a computer and printer, children's programming, home and auto equipment or self-help books, the Pewaukee Public Library has plenty of resources for making patrons' lives easier. In the next month, the library will be launching yet another resource for parents of young children: the Helping Library, premade kits for navigating difficult topics with their child.

Youth Services Manager Peter Blenski has been holding onto a memory from his first job as a librarian at the Greenfield Public Library, where he began his career 12 years ago. A young child's mother asked him if he knew of any books to help her son feel safe falling asleep; he had previously experienced abuse from a former parental figure and was scared at night. She was looking for any books that touched on the sensitive topic in an age-appropriate way.

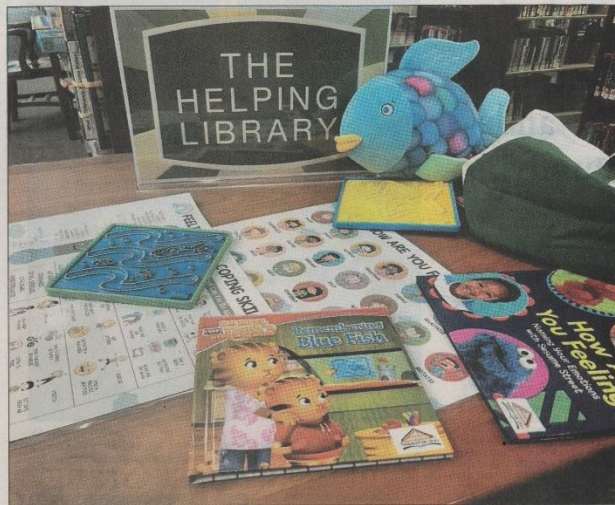
Although slightly frantic in that moment, Blenski did find age-appropriate books and a contact for a women's resource center for the mother, but it took a while to find those resources.

"Since that experience, I always kind of know that you have to have books on hand for things like this," said Blenski. "Things that aren't necessarily going to go out as much, but are going to be incredibly helpful and incredibly impactful for those families that need it."

Three kits will be available to patrons beginning in late August or early September; the library is waiting for a few final back-ordered books to arrive. Blenski said the kits are suited to children in pre-K through second or third grade.

The first one is for navigating "big feelings," the second for understanding divorce, and the third for coping with the loss of a pet.

Each kit will contain two fiction books and one non-fiction book on the topic, a feelings chart to help children identify how they're feeling with pictures and resources on how to express that emotion in a safe way.



Pewaukee library staff are getting their new helping library kits together. Books, a stuffed animal, feelings charts and a finger trace maze will be included in each one.

finger mazes that allow children to do something with their hands and sooth themselves, and lastly, a stuffed animal for hugs. They're made to help kids understand their own feelings and feel safe talking about them.

Blenski has always kept a few books on hand in the children's collection for difficult topics, but it's never been a formal kit. But, he wanted to make the process smoother for those who may be embarrassed or nervous when asking for resources. Kits can be checked out just like any other library item.

Waukegan Press 9/9/24

"This is a way to make it a little easier, both on staff and patrons. For staff, now they have a direct resource to go to," he said. "Those minutes are very precious. I think the more time that it takes, the less likely a patron is to actually get the help."

Blenski said in the future the library may expand the kit collection to other topics, such as bullying, but for now, staff are excited to get the initial three kits out.

"It's a Helping Library. Here to help, wherever we can," said Blenski. "No questions, no judgment at all."

I also remodeled the slat wall, removing some of the dated "READ" posters with some of my favorite historic photos, with little blurbs describing each picture. I think it's really important for people to know about that—it's easier to care about the future of an institution, when you are aware of its past and its legacy.

Pewaukee Public Library Director's Report March and April 2025



Lap Sit still is bringing in big numbers. For Truck Week, we redid one of the historic photos featured on the slat wall for Facebook, and it turned out really cute.

APRIL 2025

This last month saw a really big turnout for McNamara McCarthy School of Irish Dance. They came by last year as well, so knew that we should have them back for St. Patrick's Day. Over 100 attendants for a Monday morning, which I feel is a great turnout. There was a cute part at the end where all of our kids got to dance with the school. You can see the video on our Facebook page.



Pewaukee Public Library Director's Report March and April 2025

I've launched the Facebook site for the Village and for the 150th Anniversary Celebration. It's been small so far but I have a lot of content planned for them. This is a great way to help out the Village so looking forward to seeing what happens.



We had a lot of fun with Meowch Madness, our staff pet competition. Patrons really liked it but I feel staff liked it even more, so it was great to see who people were rooting for. Here's the results of patron voting:



Pewaukee Public Library Director's Report March and April 2025

Other than that, I am planning a ton of stuff: our summer calendar and summer programming, school visits to promote the program, a summer movie to also promote the program, a Frog and Toad Party, and our T-Rex Tea Party in April. I shot a new video to promote it that you can see on Facebook:



Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - February 3: City of Pewaukee Common Council Meeting
 - February 4: Village of Pewaukee Department Heads Meeting
 - February 11: Library Legislative Day in Madison
 - February 14: APL Meeting (Virtual)
 - February 17: City of Pewaukee Common Council Meeting
 - February 19: Library Board Meeting
 - February 24: PPL Department Heads Meeting
 - March 3: Kiwanis Presentation
 - March 4: Village of Pewaukee Department Heads Meeting
 - March 14: APL Meeting (Virtual)
 - March 18: R & R Insurance Webinar on How to Negotiate Insurance Requirements on Contracts and Certificates
 - March 19: PPL Department Heads Meeting
 - March 19: WLA on the Road at WCTC (continuing education event)
- *Book procurement issues with Baker and Taylor.* Staff have noticed that while we preorder new popular titles, some of these titles remain on backorder even after publication. It seems that Baker and Taylor is struggling to receive adequate inventory to fill library sales requests. Because of this issue, we have turned to purchasing backordered titles from Amazon so that we can get these popular titles. The issue emerges that we are paying more for books since we do not have the same discounted rates with Amazon as we do with Baker and Taylor. Increased book costs will eventually impact the # of new titles that we are able to purchase.
- *Employee Updates:*

Pewaukee Public Library
Director's Report
March and April 2025

- Kelly Nelson resigned as the Adult Services Manager. Kelly's last day of work was Friday, March 28th. Kelly will be greatly missed but we are excited that we will still be able to work with her in her new position at the Bridges Library System.
- Madi Cooper, our Library Services Manager requested to make a lateral move to the Adult Services Manager position and I approved the change. Madi has an undergraduate degree in Management of Information Systems. Since this position is responsible for managing the Library's technology, Madi's academic background and current experiences make her a qualified candidate for this job. Madi will begin her new role on May 1, 2025.
- At this time, I have posted the position of Library Services Manager. The posting is scheduled to close on Monday, April 7th.
- Mary Manning resigned as a Library Clerk as of March 10. She will continue to work for the Library on a substitute basis, filling in only when needed.
- Jen Citti has started as a new Library Clerk on April 1, 2025. Jen has previous library experience in the Bridges System so we are hopeful for a smooth transition.
- *Annual Library Audit.* The Library's audit concluded on February 28th. I have reviewed the final draft. I anticipate that the Board will be able to review and approve at your regular May meeting. Without a Village Treasurer, I was more involved in the providing information to the auditors this year and I needed to ask for the completion of several year-end processes. I am grateful to John Rader for providing recommendations and information for GAAP compliance.
- *Building Updates:*
 - I renewed the annual service contract with J & H heating for the HVAC system. The cost increased 1.5% for 2025.
 - On Friday, February 21st, staff reported a new roof leak in the lobby area. This leak happened during a period of significant snow melt. During this time, I also noticed ice dams and large icicles on the left-hand side of the Library entrance (over the bike rack).
 - J & H Heating was called in to repair the heating vent in the Library's entryway.
 - The plumber was called to repair the downstairs bubblers which needed new gaskets and to repair the leaking flush valve on a men's toilet in the main floor restroom. The plumber reported that someone had "flushed it hard with their foot" or in other words, had kicked the flush valve. Also, he took another look at the water softener as I do not think it is cycling on a regular basis. It was reported that he will get back to me with a proposal since the softener is also leaking and at 19 years of age, should probably be replaced.
 - Repairs were also made to the interior manual door at the entrance as it was slamming shut. The arm which regulates the close needed to be replaced.
- *Statistics.* I am still waiting on some statistical data. I will forward the stat report to you as soon as that is complete.
- *Library Building Lease Agreement (AGENDA ITEM).* The new lease is included for your review and consideration. This document has been reviewed by the Library's attorney and it has been approved by the Village of Pewaukee and the City of Pewaukee. I have also included a copy of the expired lease for your information.
- *Electronic Payment Using Square Policy (AGENDA ITEM).* Square has changed their fees. In conjunction with this change, I have updated the policy language to a generic form so that this policy does not have to be reviewed when changes occur.
- *Fee Schedule (AGENDA ITEM).* In response to the Square changes, I think the fees should be listed in the Fee Schedule instead. I would like to also propose some changes to those perimeters to ensure compliance with all the rules.

Pewaukee Public Library
Director's Report
March and April 2025

- *New Security Camera Policy (AGENDA ITEM)*. In conjunction with the installation of the new security cameras, I felt it was important to have a corresponding policy. I have attached a draft policy for your review and consideration. It has been reviewed by the Library's attorney.
- *Revised Privacy of Library Records and Library Use Policy (AGENDA ITEM)*. Since this policy is related to the New Security Camera Policy and has not been reviewed since 2011, I asked the attorney to review the policy to ensure that it is up to date and covers potential requests for security footage. Those revisions are included for your consideration and review.
- *Rosie: AI Vacuum (AGENDA ITEM)*. At the meeting, I will demo Rosie the AI powered vacuum. Rosie is the commercial equivalent of a Roomba. I applied for the competitive grant from Bridges to purchase 1 machine. I have been awarded the grant for \$5,000.00. The total cost for the unit is \$7,599.00 so I can also apply the Bridges non-competitive grant to cover the entire purchase price. I can talk further about this initiative and my vision for this project.

LIBRARY BUILDING LEASE AGREEMENT

This Library Building Lease Agreement (“Lease”) is made and entered into by and between the Village of Pewaukee (“Village”) and the City of Pewaukee (“City”), Wisconsin municipal corporations (collectively hereinafter referred to as a “Lessor”), and the Pewaukee Public Library, a Wisconsin public joint library created by the Village and City (hereinafter referred to as “Lessee”).

WHEREAS, the Village and City entered into an Intergovernmental Cooperation Agreement Between the Village of Pewaukee and the City of Pewaukee Regarding a Joint Library Agreement (“Joint Library Agreement”) to create a joint library and a joint library board (“Joint Library Board”) and to govern the operation, rights and responsibilities thereof; and

WHEREAS, the Joint Library Agreement was entered into between the Village and the City pursuant to Wisconsin Statutes Section 43.53 and 66.0301; and

WHEREAS, The Village of Pewaukee is the title owner of the lands upon which the library building is located (the “Land”); and

WHEREAS, the City and the Village shared the cost of construction of the library building and, pursuant to the Joint Library Agreement “[t]he Village and the City...jointly own the building”;

WHEREAS, Lessee previously leased the library building from Lessor under a prior lease agreement having a term commencing on September 1, 2005 and ending on August 31, 2024; and

WHEREAS, due to the expected termination of the Joint Library Agreement in 2024, the Village and City have entered into a new joint library agreement successive to the previous agreement (“Second Joint Library Agreement”), necessitating an amendment and restatement of the rights and responsibilities of Lessor and Lessee, as further set forth in this Lease.

NOW, THEREFORE, based upon the mutual promises and covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree and consent as follows:

1. Leased Premises. The Lessor hereby leases to the Lessee, and the Lessee leases from the Lessor, the library building located at 210 Main Street in the Village of Pewaukee, Waukesha County, Wisconsin (the “Building”). , all the fixtures and equipment appurtenant thereto, along with the parking areas, driveways, walks, and landscaped areas located on the Land (collectively, the foregoing referred to herein as the “Premises”).

2. Term of Lease. The term of this Lease shall be for the period commencing on September 1, 2024 and ending on August 31, 2044, and will automatically renew for a like term under the same terms and conditions as set forth herein (collectively, the “Term”). However, the Lessor collectively retains the right to terminate this Lease prior to expiration of a Term upon ninety (90) days written notice to the Lessee. This Lease shall automatically terminate upon the termination or expiration of the Second Joint Library Agreement.

3. Rent. There shall be no rent due for Lessee's use of the Premises during the Term.

4. Compliance with Laws. The Lessee will occupy the Premises and use it for the purposes of the operation of the Pewaukee Public Library and will not use or occupy the Premises for any unlawful purposes and will obey all present and future laws, ordinances, regulations and orders of the United States, State of Wisconsin, the County of Waukesha, and the Village, or any agency or subdivision thereof, relating to the Premises. The Lessee will not conduct any activity or place any equipment in the leased premises which will increase the fire insurance rate on the Building.

5. Alterations, Additions and Improvements. No alteration, addition or improvement to the Premises shall be made by the Lessee without the prior written consent of the Lessor, which shall not be unreasonably withheld. Any alteration, addition or improvement made, and any fixtures installed by the Lessee after such consent is given, shall at the Lessor's option become the property of the Lessor upon the expiration of this Lease; however, Lessor shall have the right to require the Lessee to remove such fixtures at the Lessee's cost upon termination of this Lease.

6. Subletting and Assignment. The Lessee will not sublet the Premises, or any part thereof, or transfer or assign this Lease without the prior written consent of the Lessor. The foregoing notwithstanding, Lessor and Lessee acknowledge and agree that:

- a. Lessee's reservation system and provision of meeting rooms to eligible individuals or groups, pursuant to its meeting room policy in effect from time-to-time, shall not be considered a sublet hereunder; and
- b. Lessor and Lessee further acknowledge and agree that the Pewaukee Astronomy Club ("PAC") operates the Harkin Observatory ("Observatory") on the Premises with consent of and pursuant to separate agreement with the Lessor. Electricity shall be provided to the Observatory and reasonable access to the Building provided to the PAC, or its successor organization, at the expense of Lessee, provided the expense for the same remains minimal and incidental to the Lessee's overall operations. The foregoing notwithstanding, the Lessee shall not be responsible for the operation of the Observatory, nor material costs associated with the repair, maintenance, or replacement of the equipment or building components directly relating to the Observatory, which shall be a Village expense.

7. Utility Expense. Lessor will not pay any utilities furnished to the Premises. The Lessee shall pay for all utilities furnished to the Premises including, but not limited to, electricity, gas, telephone, water, and cable charges.

8. Lessor's Right of Entry. Lessor may, at reasonable times, enter the Premises for inspection thereof, provided that such entry shall not unreasonably interfere with the Lessee's operations.

9. Repairs and Maintenance. The Lessee shall be solely responsible for the repair and maintenance of the Building and any improvements therein including fixtures and equipment appurtenant thereto. In that regard the Lessee agrees to keep and maintain the Building and all improvements thereon in good repair. In connection with its annual budget and appropriation request to the Lessor under the Second Joint Agreement, Lessee is required to, in addition to submission of its operating budget and appropriation request, maintain and provide to Lessor a five (5) year capital improvement plan. To the extent funds are specifically appropriated for Capital Improvements by the Lessor to Lessee pursuant to the capital improvement plan(s) or an intervening emergency request, Capital Improvements shall be included in Lessee's repair and maintenance obligations hereunder and timely carried out. As used herein only, Capital Improvements shall mean all construction, reconstruction, or replacement of any portion or component of the Premises that substantially adds to the value of the Premises, appreciably prolongs its useful life, or adapts it to new building codes, including but not limited to the roof, parking lot, HVAC system or driveway. For the avoidance of doubt, Capital Improvements shall not include routine repair and maintenance of components of the Premises which have remaining useful life or are capable of being reliably repaired, which shall remain at all times an obligation of Lessee, irrespective of budget appropriations. Nothing in this section is intended, nor shall it be interpreted to bind or obligate Lessor to appropriate funds for Capital Improvements, the obligation for such appropriations being exclusively reserved to terms, conditions, and procedures as set forth in the Second Joint Library Agreement, as amended from time-to-time. At the termination of this Lease, the Lessee shall leave the Premises in as good condition as at the beginning of said term, ordinary wear and tear and damage by the elements excepted.

10. Signs. The Lessee may paint, erect, hang or place upon the exterior of the Building only such signs and other displays as are consented to and by the Lessor and for which necessary sign permits have been received from the Village.

11. Insurance. The Lessee's fiscal agent under Wis. Stat. § 43.53 and the Second Joint Library Agreement, which as of this Lease's execution is the Village, shall procure and maintain for the Lessee, at the Lessee's expense, an insurance policy or policies providing the following coverages: a) comprehensive general public liability insurance on the Premises with a combined single policy limit of not less than \$3,000,000, all on an occurrence basis; b) standard fire and extended coverage insurance to the full replacement value of the Building and its fixtures, equipment, and contents, with a vandalism and malicious mischief endorsement; and c) such other coverages as Lessee may reasonably request from time-to-time. Lessor and Lessee acknowledge that acquisition of insurance coverage required of Lessee hereunder through the fiscal agent results in substantial cost savings, when such coverage is procured in connection with the fiscal agent's existing insurance coverage. To that end, the parties acknowledge that the fiscal agent may be listed as the name insured on such policy, in which case the Lessee and City shall be named as additional insureds on the general liability policy. If the Lessee shall reasonably determine, for reasons of cost savings or otherwise, that it would be more beneficial to obtain separate policies of insurance listing Lessee as the named insured, then it shall procure such coverage at its expense and Lessor shall be individually named as additional insureds under the Lessee's comprehensive general public liability policy. Evidence of the insurance required in this section shall be supplied to the Lessor. Lessee shall furnish evidence satisfactory to Lessor at the time this Lease is executed,

TO LESSOR : Village of Pewaukee
235 Hickory Street
Pewaukee, WI 53072

City of Pewaukee
W240 N3065 Pewaukee Road
Pewaukee, WI 53072

The date shown on the return receipt as of the date on which said registered or certified mail is received by the addressee shall be conclusively deemed to be the date on which a notice, consent, demand, presentation or request is given or made. A party's address may be changed at any time or from time to time by notice given to the other party as herein provided.

17. Waiver. One or more waivers of any provision of this Lease by either party shall not be construed as a waiver of a further breach of the same provision.

18. Hazardous Materials. Lessee will not cause or permit any installation, handling, generation, storage, treatment, use, disposal, discharge, release, refinement, presence, migration or transportation of any hazardous materials in, on or about the Premises, the Building, or the property by or on behalf of Lessee, its agents, employees or contractors. Lessee will not permit the Premises, the Building or the property to be used for or operated in a manner that may cause the Premises, the Building or the property to be contaminated by any hazardous materials in violation of any environmental laws. Lessee shall immediately advise Lessor in writing of the presence of any hazardous materials on Premises in the Building or on the property including but not limited to all enforcement, cleanup, remedial removal or other governmental or regulatory action threatened or instituted affecting the Premises, the Building or the property. Lessee shall be solely responsible for and will indemnify the Lessor harmless from and against all claims, costs including reasonable attorney fees and liabilities arising out of or in connection with Lessee's breach of its obligations set forth in this section. Lessee will be solely responsible for and will defend, indemnify and hold harmless the Lessor from and against any and all claims, costs including reasonable attorney fees and liabilities arising out of or in connection with the removal, cleanup and restoration of materials necessary to return the Premises, the Building and the property to the condition existing prior to the appearance of any hazardous materials. Lessee's obligation under this section shall survive the expiration or the termination of this Lease. For purposes of this section environmental laws shall mean and include all existing and future statutes, laws, ordinances, codes, regulations, rules, rulings, orders, directives, policies and requirements enacted by any Federal, State or local governmental authority regulating or imposing liability or standards of conduct concerning public health, safety and welfare of the environment.

19. Americans with Disabilities Act. Lessee shall be solely responsible for compliance with the Americans with Disabilities Act and the regulations and accessibility guidelines thereunder as the same may be amended from time to time as it affects the Premises, Lessee's use of the Premises and Lessee's customers, invitees and employees.

20. Default by Lessee. If any amount owed to Lessor hereunder shall remain unpaid ten (10) days after the date in which the same is due, or if Lessor alleges Lessee has breached this Lease by not performing the obligations required hereunder, then Lessor shall provide written notice of such nonpayment or breach of Lessee to Lessee. In the event that said non-payment shall continue for ten (10) days after the tender of the aforementioned written notice or such other alleged breach shall continue uncured for thirty (30) days after tender of the aforementioned written notice, then the Lessee shall be deemed in Default and Lessor shall have such remedies as may be permitted under law including, but not limited to, the termination of this Lease upon thirty (30) days written notice, and the collection of all remaining payments due under the term of the Lease. Provided however, that if an alleged breach cannot be cured within original thirty (30) day period after written notice and provided Lessee commences the process of curing such breach within said original thirty (30) day period and continuously and diligently prosecutes such cure to completion, Lessee shall not be considered in Default.

21. Default by Lessor. If Lessor fails to perform any of the covenants to be performed by the Lessor pursuant to the terms of this Lease, then in the event of the failure of the Lessor to perform such covenant within a period of thirty (30) days after the Lessee has given written notice to the Lessor of its failure to perform such covenant, shall have such remedies as may be permitted under law including, at Lessee's opinion, termination of this Lease upon thirty (30) days written notice.

22. Integration. This Lease Constitutes the entire agreement of the parties hereto, and no representations, inducements, promises, or agreements, oral or otherwise, between the parties hereto, and no representations, inducements, promises or agreements, oral or otherwise, between the parties, not embodied herein, shall be of any force or effect.

23. Governing Law. This Lease shall be governed and construed in accordance with the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first above written.

Lessor:

VILLAGE OF PEWAUKEE

By: _____
Village President

Attest:

Village Clerk

CITY OF PEWAUKEE

By: _____
Mayor

Attest:

City Clerk

Lessee: PEWAUKEE PUBLIC LIBRARY JOINT LIBRARY BOARD

President, Joint Library Board

Secretary, Joint Library Board

LIBRARY BUILDING LEASE

This Lease agreement is made and entered into by and between the Village of Pewaukee and the City of Pewaukee, Wisconsin municipal corporations, collectively hereinafter referred to as Lessors, and the Village of Pewaukee-City of Pewaukee Joint Library Board, hereinafter referred to as Lessee.

WHEREAS, the Village of Pewaukee and City of Pewaukee have entered into an intermunicipal agreement to construct and operate a joint library; and

WHEREAS, the intermunicipal agreement required the creation of a Joint Library Board to operate and oversee the management of the joint library, which agreement was entered into between the Village and the City pursuant to Wisconsin Statutes Section 43.53 and 66.0301; and

WHEREAS, the Village of Pewaukee is the owner of the lands upon which the joint library is being constructed; and

WHEREAS, the City and the Village are jointly sharing the cost of construction of the library building; and

WHEREAS, the parties are desirous of confirming their rights and responsibilities concerning the occupation and use of the joint library by the Lessee.

NOW, THEREFORE, based upon the mutual promises and covenants set forth herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree and consent as follows:

1. Leased Premises. The Lessors hereby lease to the Lessee, and Lessee leases from the Lessors, the library building located at 210 Main Street in the Village of Pewaukee, Waukesha County, Wisconsin, hereinafter referred to as the Pewaukee Public Library Building. In addition, the Lessee leases all the fixtures and equipment located thereon.

2. Term of Lease. The term of this Lease shall be for the period commencing on September 1, 2005 and ending August 31, 2024 and will automatically renew for a like term under the same terms and conditions as are set forth herein. However, the Lessors collectively retain the right to terminate this Lease upon thirty (30) days written notice to the Lessee. This Lease shall automatically terminate upon the cancellation of the intermunicipal agreement between the Village of Pewaukee and City of Pewaukee dated December 30, 2004.

3. Rent. There shall be no rent due for Lessee's use of the leased premises.

4. Compliance with Laws. The Lessee will occupy the leased premises and use it for the purposes of the operation of the Pewaukee Public Library and will not use or occupy the leased premises for any unlawful purpose and will obey all present and future laws, ordinances, regulations and orders of the United States, State of Wisconsin, the County of Waukesha, and the

Village of Pewaukee, or any agency or subdivision thereof, relating to the leased premises. The Lessee will not conduct any activity or place any equipment in the leased premises which will increase the fire insurance rate on the building.

5. Alterations, Additions and Improvements. No alteration, addition or improvement to the leased property shall be made by the Lessee without the prior written consent of the Lessor. Any alteration, addition or improvement made, and any fixtures installed by the Lessee after such consent is given, shall at the Lessor's option become the property of the Lessor upon the expiration of this Lease; however, Lessor shall have the right to require the Lessee to remove such fixtures at the Lessee's cost upon termination of this lease.

6. Subletting and Assignment. The Lessee will not sublet the leased premises, or any part thereof, or transfer or assign this Lease without the prior written consent of the Lessor.

7. Utility Expense. Lessor will not pay any utilities furnished to the leased premises. The Lessee shall pay for all utilities furnished to the leased premises including, but not limited to, electricity, gas, telephone, water, and cable charges.

8. Lessor's Right of Entry. Lessor may, at reasonable times, enter the leased premises for inspection thereof, provided that such entry shall not unreasonably interfere with the Lessee's operations.

9. Repairs and Maintenance. The Lessee shall be solely responsible for the repair and maintenance of the building and any improvements therein including fixtures and contents. In that regard the Lessee agrees to keep and maintain the building and all improvements thereon in good repair. At the termination of this Lease, the Lessee shall leave the leased premises in as good condition as at the beginning of said term, ordinary wear and tear and damage by the elements excepted.

10. Signs. The Lessee may paint, erect, hang or place upon the exterior of the building only such signs and other displays as are consented to by the Lessor and for which necessary sign permits have been received from the Village of Pewaukee.

11. Insurance. The Lessee shall carry comprehensive general public liability insurance on the leased premises with limits of not less than \$3,000,000, all on an occurrence basis. The Lessors shall be individually named as additional insureds under the Lessee's comprehensive general public liability policy. Evidence of such insurance shall be supplied to the Lessor. The Lessee, at its cost, shall maintain the structure and all its personal property in or on the premises, a policy of standard fire and extended coverage insurance, with vandalism and malicious mischief endorsement, to the extent of full replacement value. Such policy or policies shall provide that 30 days written notice shall be given to Lessor prior to cancellation or amendment of the terms of said policy. Clauses in such policy which indicate that the insured or insurer will endeavor to notify the Lessor of such changes is unacceptable. Lessee shall furnish evidence satisfactory to Lessor at the time this Lease is executed that such coverage is in full force and effect.

12. Indemnification. The Lessee agrees to and hereby does indemnify and hold harmless the Lessors from and against any and all loss, liability, damage, claims or demands including actual attorney fees made against or incurred by the Lessor resulting from the operation of the Pewaukee Public Library on this site and/or resulting from any default of the term of this agreement or the operation of this agreement or any other negligent or intentional acts on the part of the Lessee, its agents or employees or persons permitted on the leased premises by the Lessee.

13. Damage or Destruction. If any of the leased premises or the building is rendered untenable by fire or other casualty, the Lessor may elect:

1. (a) To terminate this Lease as of the date of the fire or casualty by notice to the Lessee immediately; or
- (b) To repair, restore or rehabilitate the building or the leased premises at the Lessor's expense, in which event this Lease shall not terminate.
2. In the event the Lease is not terminated pursuant to this provision, rent shall abate on a per diem basis during the period of untenability. In the event of termination of this Lease pursuant to Section 1(a), rent shall be apportioned on a per diem basis and paid to the date of the fire or other casualty. In the event that the leased premises are partially damaged by fire or other casualty but are not wholly untenable, the Lessor shall, except if the building has been substantially damaged and the Lessor has elected not to restore, proceed with due diligence to repair and restore the leased premises, and the rent shall abate in proportion to the non-usability of the leased premises during the period of untenability.

14. Quiet Possession. The Lessor covenants that it has the right and title to make this Lease for the term hereof; it will put the Lessee into complete and exclusive possession of the leased premises, and if the Lessee shall perform all of the covenants, terms and conditions of this Lease to be performed by the Lessee, the Lessee shall, during the term hereby created, freely, peaceably, and quietly occupy and enjoy the full possession of the leased premises, without molestation or hindrance from any source, other than condemnation.

15. Legal Cost and Expenses. The Lessee shall pay and discharge all costs, expenses and attorneys fees, which shall be incurred and expended by the Lessor in enforcing the covenants and agreements under this Lease.

16. Notices. All notices, consents, demands, presentations, and requests which may be or are required to be given by either party to the other shall be in writing and shall be sent by United States registered or certified mail, with return receipt requested, addressed as follows:

TO LESSEE: Village of Pewaukee/City of Pewaukee Joint Library Board

210 Main Street
Pewaukee, Wisconsin 53072

TO LESSOR: Village of Pewaukee City of Pewaukee

The date shown on the return receipt as of the date on which said registered or certified mail is received by the addressee shall be conclusively deemed to be the date on which a notice, consent, demand, presentation or request is given or made. A party's address may be changed at any time or from time to time by notice given to the other party as herein provided.

17. Waiver. One or more waivers of any provision of this Lease by either party shall not be construed as a waiver of a further breach of the same provision.

18. Hazardous Materials. Lessee will not cause or permit any installation, handling, generation, storage, treatment, use, disposal, discharge, release, refinement, presence, migration or transportation of any hazardous materials in, on or about the leased premises, the building, or the property by or on behalf of Lessee, its agents, employees or contractors. Lessee will not permit the leased premises, the building or the property to be used for or operated in a manner that may cause the leased premises, the building or the property to be contaminated by any hazardous materials in violation of any environmental laws. Lessee shall immediately advise Lessor in writing of the presence of any hazardous materials on the leased premises in the building or on the property including but not limited to all enforcement, cleanup, remedial removal or other governmental or regulatory action threatened or instituted affecting the premises, the building or the property. Lessee shall be solely responsible for and will indemnify the Lessor harmless from and against all claims, costs including reasonable attorney fees and liabilities arising out of or in connection with Lessee's breach of its obligations set forth in this section. Lessee will be solely responsible for and will defend, indemnify and hold harmless the Lessor from and against any and all claims, costs including reasonable attorney fees and liabilities arising out of or in connection with the removal, cleanup and restoration of materials necessary to return the leased premises, the building and the property to the condition existing prior to the appearance of any hazardous materials. Lessee's obligation under this section shall survive the expiration or the termination of this Lease. For purposes of this section environmental laws shall mean and include all existing and future statutes, laws, ordinances, codes, regulations, rules, rulings, orders, directives, policies and requirements enacted by any Federal, State or local governmental authority regulating or imposing liability or standards of conduct concerning public health, safety and welfare of the environment.

19. Americans with Disabilities Act. Lessee shall be solely responsible for compliance with the Americans with Disabilities Act and the regulations and accessibility guidelines thereunder as the same may be amended from time to time as it affects the premises, Lessee's use of the premises and Lessee's customers, invitees and employees.

20. Default by Lessee. If any monthly installment of rent or any charge included therein or any other default in the terms of this Lease shall remain unpaid ten days after the date in which the same is due, then Lessor shall provide written notice of such nonpayment or breach

of Lessee. In the event that said rent or charge continues to remain unpaid for ten days after the tender of the aforementioned written notice, then the Lessor shall have such remedies as may be permitted under law including, but not limited to, the termination of this Lease and the collection of all remaining payments due under the term of the Lease.

21. Default by Lessor. If Lessor fails to perform any of the covenants to be performed by the Lessor pursuant to the terms of this Lease, then in the event of the failure of the Lessor to perform such covenant within a period of 30 days after the Lessee is given written notice to the Lessor of its failure to perform such covenant, Lessee may, at Lessee's option, terminate this Lease upon 30 days written notice.

22. Integration. This Lease constitutes the entire agreement of the parties hereto, and no representations, inducements, promises, or agreements, oral or otherwise, between the parties hereto, and ~~no representations, inducements, promises or agreements, oral or otherwise, between~~ the parties, not embodied herein, shall be of any force or effect.


23. Governing Law. This Lease shall be governed and construed in accordance with the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first above written.

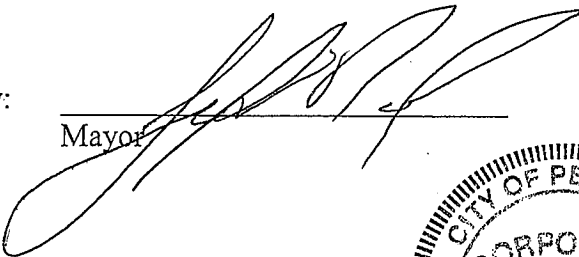
Lessor: VILLAGE OF PEWAUKEE

By: 
Village President

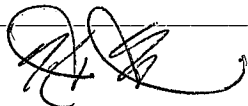
Attest:


Village Clerk

CITY OF PEWAUKEE

By: 
Mayor

Attest:

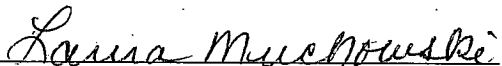


City Clerk



Lessee: VILLAGE OF PEWAUKEE-CITY OF PEWAUKEE JOINT LIBRARY BOARD


President, Joint Library Board


Secretary, Joint Library Board

Pewaukee/Library/Lease Between Village & City

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 and no credit card information shall be accepted by phone or email. Credit card information is only made accessible to authorized credit card vendors and financial institutions to complete transactions permitted under this policy.

All electronic payments using Square shall only be made in-person using the dedicated point-of-service device provided by Square. Square will be responsible for payment card data storage, processing and transmission and in compliance 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
- Book sale and merchandise purchases on behalf of the Friends of the Pewaukee Public Library.

GENERAL GUIDELINES

- For all credit card transactions, the Library will ~~charge a \$.10 processing fee plus a 2.6% service fee. These fees are the actual fees charged by Square.~~ add a surcharge equal to the actual transaction fee incurred.
- 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 \$2.50 for use of this electronic payment method.~~The Library will set a minimum payment amount to ensure the surcharge does not exceed 3% of the purchase.
- Cash advances or cash back 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, February 19, 2025: Dale Noll, Library Board President

FEE SCHEDULE

LOST OR DAMAGED MATERIALS REPLACEMENT COSTS

<u>Item</u>	<u>Fee</u>
Adult and YA Hardcover Fiction and Nonfiction	\$30.00
Adult and YA Softcover Fiction and Nonfiction	\$20.00
Adult and YA Mass Market Paperbacks	\$10.00
Children's Hardcover and Softcover Fiction and Nonfiction	\$20.00
Children's Paperback Series	\$10.00
Children's Board Book	\$10.00
Magazines	\$ 5.00
Compact Discs	\$15.00
DVDs/Blu Ray	\$20.00
Library of Things	Retail Price at time of Purchase
All items with an actual retail price \$40.00 or more	Retail Price at time of Purchase

MATERIAL PROCESSING REPLACEMENT COSTS

<u>Item</u>	<u>Fee</u>
Barcode	\$ 1.00
Dust Jacket	\$ 2.00
Music CD or DVD Cover(s)/booklet missing	\$ 2.00
Library Labels (per label)	\$ 0.50
RFID Tag	\$ 1.00
Audiobook Case	\$ 5.00
Music CD, DVD or Audio CD Case	\$ 3.00

ADDITIONAL SERVICES

<u>Item</u>	<u>Fee</u>
Replacement Library Card	\$ 1.00
Copier / Printing (Black & White and Color)	\$ 0.20 per page
Credit Card Convenience Fee	2.75% per transaction
Minimum Credit Card Transaction	\$5.00

*Adopted by the Board of Trustees: March 19, 2008; Sally Ruf, Library Board President
Revised January 16, 2013; March 20, 2013; February 18, 2015; May 19, 2021(formally titled
"Replacement Costs for Lost or Damaged Materials Policy");March 20,2024; May 15,2024.*

Allowable Costs Worksheet for Waukesha County Libraries - in Bridges Library System

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1.

Library Name:	Pewaukee			
Description	Annual Report Reference	2024 Actuals (Per Annual Report)	2025 Municipal Adopted Budget	Library Notes or Comments
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2024) and Section V, 9 (for 2025)	\$1,159,209	\$1,131,840	
Home County Operating Revenue	Section V, 2(a)	\$114,627	\$110,349	
Other County Payments for Library Services	Section V, 2(b)	\$3,696	\$4,214	
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$9,438	\$6,763	
Federal Funds	Section V, 4	\$2,282	\$0	
Contract Income	Section V, 5	\$0	\$0	
Funds Carried Forward for Operations	Section V, 6	\$0	\$0	
All Other Operating Income	Section V, 7	\$103,781	\$92,412	
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
Total Revenues		\$1,393,033	\$1,345,578	
Expenditures				
Operating Expenditures	Section VI, 6	\$1,393,033	\$1,345,578	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
Total Operating Expenditures		\$1,393,033	\$1,345,578	
Library Capital and Debt	Section VII (1 & 2)	\$0	\$0	
Total Expenditures		\$1,393,033	\$1,345,578	

The information listed above is a correct statement of the Library's spending for 2024 actuals and 2025 budget. Please provide any additional comments in the box below.

Board President

Date

Library Director

Date

SECURITY CAMERA POLICY

PURPOSE

The Board of Trustees for the Library [Library] is committed to providing welcoming environment where patrons can use the Library's resources in safety and comfort. Security cameras are an important tool for enhancing security and will be used at the Library to improve the physical security of the Library, its property, staff and patrons.

The purpose of this policy is to establish guidelines for the use of security cameras at the Library and to define the procedures for accessing and retrieving recorded video footage generated by these cameras. Signs will be posted at all public entrances informing the public and staff that security cameras are in use. By using the Library's services, patrons' consent to being recorded by the Library's security cameras in public areas.

USE OF SECURITY CAMERAS

Cameras will be placed in public spaces of the Library to deter criminal activity and violations of the Library's Code of Conduct Policy and workforce employment policies.

Cameras may be installed in outdoor and indoor places where individuals do not have a reasonable expectation of privacy. Examples include public common areas such as the parking lots, entrances, seating areas, service desks, book stacks, areas prone to theft or misconduct, and areas where money is being stored and handled.

Cameras may be installed in areas that could assist law enforcement in documenting traffic accidents and other incidents unrelated to the Library that occur on public streets and surrounding properties within camera's view. For example, cameras on the exterior of the building may capture activity on Library property as well as on the sidewalk, public streets and surrounding properties.

Cameras will not be installed in areas where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

CAMERA OPERATION AND STORAGE

To the maximum extent practicable, security cameras will operate 24 hours a day and will record only when motion is detected. The cameras do not record audio. Footage will be recorded and stored for 30 days using secure information technology systems. Video recordings will be retained for a longer period only if for investigations or valid policy or legal purposes, as determined by the Library Director or Library Board. Recorded video footage shall only be accessed by the Library Director, or individuals designated by the Library Director, for bona fide technical, Library policy, or legal reasons.

Cameras will not be continuously monitored; therefore, the public and staff should take precautions for their safety and for the security of their personal property. The Library is not responsible for the loss of property, property damage or personal injury.

USE OF SECURITY CAMERA FOOTAGE

Video surveillance data is considered a public library record as defined by Wis. Stat. § 43.30 (Public Library Records). Therefore, the use and release of video footage is subject to the Library's Privacy of Library Records and Library Use Policy and applicable law.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Library employees are explicitly prohibited from accessing the surveillance camera system or recordings for personal use. If an employee provides unauthorized access to or disclosure of video footage, or otherwise accesses footage in contravention of this policy, they may be subject to disciplinary action up to and including dismissal. Any Library employee who becomes aware of any misuse, unauthorized disclosure of video footage or a potential privacy breach has a responsibility to immediately inform the Library Director of such event.

Adopted by the Board of Trustees,

DRAFT

PRIVACY OF LIBRARY RECORDS AND LIBRARY USE POLICY

The Pewaukee Public Library [Library], as required under applicable law, is committed to protecting the confidentiality of records which may identify a Library patron and their use of the Library's materials, resources, facilities, and services. In addition, the Library Board [Board] supports the principle of freedom of inquiry for Library patrons, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of its patrons.

LEGAL REQUIREMENTS

The relevant Wisconsin laws pertaining to the confidentiality of library records include provisions of Wisconsin's library code (Wis. Stat. § 43.30) as well as various provisions of Wisconsin law pertaining to privacy and protection of personally identifiable information (Wis. Stat. §§ 19.62 to 19.80, 134.98 to 134.99, and other applicable law, as amended from time-to-time).

Under Wis. Stat. § 43.30, library records of any library, which is in whole or in part supported by public funds, that indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may *only* be disclosed:

- (1) By court order, or
- (2) To persons acting within the scope of their duties in the administration of the library or library system, or
- (3) To persons authorized by the individual to inspect such records, or
- (4) Upon the request of a custodial parent (*includes any parent other than a parent who has been denied periods of physical placement with a child under s. 767.41 (4)*) or guardian of a child who is under the age of 16, or
- (5) To other libraries (under certain circumstances) for interlibrary loan purposes [see §§ 43.30(2) and (3)], or
- (6)
 - (a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the library, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.
 - (b) If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

The Library is a member of the Bridges Library System and participates in the online CAFÉ Catalog overseen by Bridges. Additional Bridges policies regarding the retention of Library Records, to which the Library is a party by virtue of its membership agreement(s) with Bridges, are hereby incorporated by reference.

Wis Stat. §§ 19.62 to 19.80 require all state and local government organizations (including public libraries) to develop procedures to protect the privacy of personally identifiable information kept by

the organization. Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. Libraries are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Special care must be taken to prevent the unauthorized access to or disclosure of public library records that could identify a library patron or reveal a patron's personally identifiable information, including but not limited to such records or information containing a patron's name, initials, library card number, telephone number, street address, post-office box number or 9-digit extended zip code.

In very limited cases, records held by the Library that include personally identifiable information about library patrons may also contain information that must be provided to those who request that information, as required by Wisconsin's public records law. In such cases, if production is required, as determined by the library director, personally identifiable information about library patrons must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the six exceptions provided by Section 43.30 (see above).

RULES TO BE FOLLOWED BY LIBRARY STAFF

- (1) As required by state law, Library staff may only disclose library records indicating the identity of library patrons under the following conditions:
 - a) disclosure pursuant to court order (see below for the handling of different types of court orders)
 - b) disclosure as authorized by the individual library patron
 - c) disclosure to staff members of the Pewaukee Public Library, and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the Library Director
 - d) disclosure to a custodial parent or guardian of a child who is under the age of 16
 - e) disclosure of all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the Library requested by a law enforcement officer
- (2) In certain cases, Library staff must refer requests for library records and requests for information about particular library patrons to the Library Director or designee.
- (3) Library staff members shall not access information about use of Library resources and services by identified library patrons except as necessary for the performance of their job duties and in accordance with procedures approved by the Library Director and/or the Board.

HANDLING OF REQUESTS BY A CUSTODIAL PARENT OR GUARDIAN (CHILDREN UNDER AGE 16)

At the custodial parent's request, the Library will provide the following records, if they exist: items currently checked out, due dates for those items, overdue items, fines owed, as well as any records that show use of the Library's computers or other services, or attendance at Library programs. Staff will take reasonable measures to ensure that the inquiring individual is the custodial parent or guardian of the child, as defined by WI Stat 43.30 and 767.24(4).

Before reviewing any requests, staff will verify that the child is under 16 years of age. If it is determined that the child is under 16, staff will take the following reasonable measures to ensure that the inquiring individual is the custodial parent or guardian:

- (1) **Library Card Verification.** Staff may request a copy of the child's library card. If the requestor has the child's library card and can provide the child's birthdate, staff will provide the requested information.
- (2) **Requestor's ID Verification.** Staff may request a copy of the requestor's library card or unexpired photo ID. If the requestor's surname and/or address matches the child's record, staff will provide the requested information. If the requestor is listed on the child's patron record, staff will provide the requested information.
- (3) **Failure to Verify Custodial Status.** If Staff cannot verify that the requestor is a custodial parent or guardian, they will notify the Library Director or designee.
- (4) **Library Director or Designee Actions.** The Library Director or designee shall:
 - a. Obtain a completed and signed "Custodial Parent or Guardian Request and Certification for Access to Child's Library Record" in a form substantially the same as attached hereto as Addendum A. Provided such form is completed and signed, the requester's name provided on the form matches the name appearing on their photo ID, and the child's name and date of birth provided on the request form match the information in the child's Library record, the requested records may be provided.
 - b. In lieu of the above, the Library Director or designee may accept any other document or documents which, to his or her reasonable satisfaction, establish the requester as the custodial parent or guardian. Acceptable documents may include, for example a copy of the child's birth certificate or a copy of a court order indicating custody or guardianship.
 - c. If the parental relationship or guardianship cannot be verified, the Library Director or designee may refer the decision, or the requester may appeal a determination to the Library Board.
- (5) **Timeliness of Request.** The request must be acted upon as soon as practicable and without delay.

HANDLING OF COURT ORDERS

[Note: All search warrants signed by a judge are court orders, but not all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library patrons.]

If a law enforcement officer (or anyone else) brings a subpoena¹ directing library staff to produce library records:

- (1) Notify the Library Director or, if the Director is not available, the Director's designee.
- (2) The Library Director or designee should ask the library attorney or, if unavailable, the municipal attorney to review the subpoena.

¹ A subpoena is a call to come before a court and/or to produce documents. Not all subpoenas are court orders. While some subpoenas may be signed by district attorneys, attorneys, and governmental officials for the purpose of compelling oral testimony, only subpoenas signed by a judge, clerk of court, court commissioner, or municipal judge, rise to the level of a court order for purposes of § 43.30. The library's attorney can determine if a particular subpoena is a court order. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library patrons.

- (3) If the subpoena has any legal defects, require that the defects be cured before records are released.
- (4) If appropriate, ask legal counsel to draft a protective order to be submitted to the court keeping the requested information confidential and limiting its use to the particular case.
- (5) Follow legal counsel's advice for compliance with the subpoena.

If law enforcement officers bring a court order in the form of a search warrant²:

- (1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the Library.
- (2) Notify the Library Director or designee immediately about the search warrant.
- (3) Request that the law enforcement officers wait until the Library attorney or municipal attorney is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request to delay the search.)
- (4) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other patrons' records are disclosed.

If FBI agents bring a court order in the form of a search warrant issued under the Foreign Intelligence Surveillance Act (FISA)³:

- (1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
- (2) Notify the Library Director or designee immediately about the search warrant.
- (3) Request that the law enforcement officers wait until the Library attorney or municipal attorney is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request.)
- (4) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other patrons' records are disclosed.
- (5) It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the Federal Bureau of Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA). This includes the patron whose records are the subject of the search warrant.

² A search warrant is an order signed by a judge directing a law enforcement officer to conduct a search of a designated person, a designated object or a designated place for the purpose of seizing designated property or kinds of property.

³ The USA Patriot Act amended the Foreign Intelligence Surveillance Act (FISA) to allow the FBI to apply for a court order requiring the "production of any tangible things (including books, records, papers, documents and other items) for an investigation to protect against international terrorism or clandestine intelligence activities, provided that such investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment..."

If a law enforcement officer investigating alleged criminal conduct requests a copy of surveillance video footage:

- (1) Promptly refer the request to the Library Director or designee.
- (2) The Library Director or designee shall take immediate steps to internally preserve the requested surveillance video.
- (3) After verifying that the request is in fact made by a law enforcement officer, the Library Director or designee shall provide the requested video record(s), as soon as practicable and without delay.

Drafted by Mike Cross, Wisconsin Division for Libraries, Technology, and Community Learning
Reviewed by Attorney Garrity 10/7/03

Revision reviewed by Attorney James Dunlap; February 9, 2009

Revision adopted by the Board of Trustees: February 18, 2009; Sally Ruf, Library Board President

Reviewed by the Library Board of Trustees, April 27, 2011; Dawn Jones, Library Board President

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Addendum A

**Custodial Parent or Guardian Request and Certification
for Access to Child’s Library Record”**

I, _____
(Requestor’s Name)

(Requestor’s Street Address)

(City/State/ZIP)
_____,
(Phone)

hereby certify that I am the custodial parent or guardian of:

(Child’s Name)

(Child’s Street Address)

(City/State/ZIP)
_____,
(Date of Birth)

and, furthermore, I certify that I have not been denied periods of physical placement with the child under Wis. Stat. § 767.24(4).

Signed and certified by: _____
(Custodial Parent or Guardian) (Date)

Pursuant to Wis. Stat. § 43.30 Wisconsin Statutes, I, the above certified custodial parent or guardian, hereby request to review the following library records pertaining to _____’s (Child’s Name) use of the library’s documents or other materials, resources, or services:

Requested Records: _____
_____ Current Items Checked Out
_____ Current Overdue Materials
_____ Outstanding Fines and Fees
_____ Current Holds
_____ Item Check-Out History (Specify date range: _____ to _____)
_____ Other (Specify): _____

For Staff Use Only:

Request submitted to: _____ Date: _____
Request granted by: _____ Date: _____
Request referred to _____ Date: _____
Request denied by: _____ Date: _____

PRIVACY OF LIBRARY RECORDS AND LIBRARY USE POLICY

The Pewaukee Public Library [Library], as required under applicable law, is committed to protecting the confidentiality of records which may identify a Library patron and their use of the Library's materials, resources, facilities, and services. ~~protects the privacy of library records including Internet use records and the confidentiality of patron use of the library as required by relevant laws.~~ In addition, the ~~Pewaukee Public~~ Library Board supports the principle of freedom of inquiry for ~~l~~library patrons, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of ~~its~~library userspatrons.

LEGAL REQUIREMENTS

The relevant Wisconsin laws ~~concerning~~ pertaining to the confidentiality of library records ~~are~~ include provisions of Wisconsin's library code (Wisconsin Statutes Section § 43.30) as well as various provisions of Wisconsin law pertaining to privacy and protection of personally identifiable information (and the Wisconsin Personal Information Practices Act (Wis. Stat. §§ Sections 19.62 to 19.80, 134.98 to 134.99, and other applicable law, as amended from time-to-time).

Under Wis. Stat. Section § 43.30, library records of any library, which is in whole or in part supported by public funds, that indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may *only* be disclosed:

- (1) By court order, or
- (2) To persons acting within the scope of their duties in the administration of the library or library system, or
- (3) To persons authorized by the individual to inspect such records, or
- (4) Upon the request of a custodial parent (*includes any parent other than a parent who has been denied periods of physical placement with a child under s. 767.41 (4)*) or guardian of a child who is under the age of 16, or
- (5) To other libraries (under certain circumstances) for interlibrary loan purposes [see ~~ss. §§~~ 43.30(2) and (3)], or
- (6)
 - (a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the library, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.
 - (b) If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

The ~~Pewaukee Public~~ Library is a member of the Bridges Library System and participates in the online CAFÉ Catalog overseen by Bridges Consortium. Additional PBridges policies regarding the retention of Library Records ~~are determined~~, to which the Library is a party by virtue of its

~~membership agreement(s) with Bridges, are hereby incorporated by reference by the members of the CAFÉ Council.~~

~~Wis Stat. Wisconsin's Personal Information Practices Act (Sections §§ 19.62 to 19.80) requires~~ all state and local government organizations (including public libraries) to develop procedures to protect the privacy of personally identifiable information kept by the organization. Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. Libraries are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

~~Special care must be taken to prevent the unauthorized access to or disclosure of public library records that could identify a Library patron or reveal a patron's personally identifiable information, including but not limited to such records or information containing a patron's~~ Records indicating the identity of library users include a library users name, initials, library card number, social security number, telephone number, street address, post-office box number or 9-digit extended zip code.

~~In very limited cases, R~~records held by the Library that include personally identifiable information about ~~l~~ibrary users-patrons may also contain information that must be provided to those who request that information, as required by Wisconsin's public records law. ~~In such cases, if production is required, as determined by the Library Director, p~~ersonally identifiable information about library users-patrons must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the six exceptions provided by Section 43.30 (see above).

RULES TO BE FOLLOWED BY LIBRARY STAFF

~~(1) Library staff must refer ALL requests for library records and all requests for information about particular library users patrons to the Library Director or the Librarian-in-Charge.~~

~~(2)~~(1) As required by state law, library staff may only disclose library records indicating the identity of library users-patrons under the following conditions:

- a) disclosure pursuant to court order (see below for the handling of different types of court orders)
- b) disclosure as authorized by the individual library userpatron
- c) disclosure to staff members of the Pewaukee Public Library, and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the Library Director
- d) disclosure to a custodial parent or guardian of a child who is under the age of 16
- e) disclosure of all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library requested by a law enforcement officer

~~e)~~(2) In certain cases, Library staff must refer requests for library records and requests for information about particular library patrons to the Library Director or designee.

(3) Library staff members ~~are not allowed to share~~shall not access information about use of library resources and services by identified library patrons except as necessary for the performance of their job duties and in accordance with procedures approved by the library Director and/or library Board.

HANDLING OF REQUESTS BY A CUSTODIAL PARENT OR GUARDIAN (CHILDREN UNDER AGE 16)

At the custodial parent's request, the Library will provide the following records, if they exist: items currently checked out, due dates for those items, overdue items, fines owed, as well as any records that show use of the Library's computers or other services, or attendance at Library programs. Staff will take reasonable measures to ensure that the inquiring individual is the custodial parent or guardian of the child, as defined by WI Stat 43.30 and 767.24(4).

Before reviewing any requests, staff will verify that the child is under 16 years of age. The child's age can be confirmed in their library record. If it is determined that the child is under 16, staff will take the following reasonable measures to ensure that the inquiring individual is the custodial parent or guardian: If a request for the library records of a child who is under the age of 16 is made by a custodial parent or guardian:

(1) **Library Card Verification.** Staff may request a copy of the child's library card. If the requestor has the child's library card and can provide the child's birthdate, staff will provide the requested information.

(2) **Requestor's ID Verification.** Staff may request a copy of the requestor's library card or unexpired photo ID. If the requestor's surname or address matches the child's record, staff will provide the requested information. If the requestor is listed on the child's patron record, staff will provide the requested information.

~~(1)~~(3) **Failure to Verify Custodial Status.** If Staff cannot verify that the requestor is a custodial parent or guardian, they will notify ~~Notify~~ the Library Director or ~~designee~~ the Librarian-in-Charge.

(4) **Library Director or Designee Actions.** The Library Director or ~~designee~~ Librarian-in-Charge ~~shall then:~~

- ~~a. Request an unexpired photo ID from the person requesting the records;~~
- ~~b. If the requestor is the parent or guardian listed on the child's Library record and the requestor's unexpired photo ID shows the same address as listed on the child's Library record, the requested records may be provided.~~
- ~~c. However, if such verification is unable to be made, or, in the Library Director or Librarian-in-Charge's reasonable discretion, additional information is needed, the person requesting the records shall be asked to fill out and sign a **Obtain a completed and signed "Custodial Parent or Guardian Request and Certification for Access to Child's Library Record"** in a form substantially the same as attached hereto as Addendum A. Provided such form is completed and signed, the requestor's name provided on the form matches the name appearing on their photo ID, and the child's name and date of birth provided on the request form match the information in the child's Library record, the requested records may be provided.~~
- ~~d. In lieu of the above, the Library Director or Librarian-in-Charge~~**designee** may accept any other document or documents which, to his or her reasonable satisfaction, establish the requester as the custodial parent or guardian. Acceptable documents may include, for example ~~will verify that the individual is a custodial parent or guardian by requesting to see a photo ID and checking that the address of the custodial parent/guardian matches that of the child. At the Director's or Librarian-in-Charge's discretion additional documents may be~~

~~requested such as~~ a copy of the child's birth certificate ~~or e-or~~ a copy of a court order indicating custody or guardianship.

~~(2)e. If Where the parental relationship or guardianship is unable to cannot be verified, the Library Director or Librarian-in-Chargedesignee may refer the decision, or the requester may appeal a determination to the Library Board.-of divorce which names the child. Relevant court orders may also be located using the Consolidated Court Automation Programs (CCAP) Case Management system (available at <http://wcca.wicourts.gov/>).~~

(5) Timeliness of Request. The request must be acted upon as soon as practicable and without delay.

~~(3)~~

HANDLING OF COURT ORDERS

[Note: All search warrants signed by a judge are court orders, but not all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library ~~users~~ patrons.]

If a law enforcement officer (or anyone else) brings a subpoena¹ directing library staff to produce library records:

~~(4) Notify the Library Director, or if the Director is not available, the Director's designee.~~ notify the Librarian-in-Charge.

(2) The Library Director or designee~~Librarian-in-Charge~~ should ask the library attorney or, if unavailable, the municipal attorney to review the subpoena.

(3) If the subpoena has any legal defects, require that the defects be cured before records are released.

(4) If appropriate, ask legal counsel to draft a protective order to be submitted to the court keeping the requested information confidential and limiting its use to the particular case.

(5) Follow legal counsel's advice for compliance with the subpoena.

If law enforcement officers bring a court order in the form of a search warrant²:

(1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.

¹ A subpoena is a call to come before a court and/or to produce documents, and may include a direction to bring specified records. Not all subpoenas are court orders. While some subpoenas may be signed by district attorneys, attorneys, and governmental officials for the purpose of compelling oral testimony, only subpoenas signed by a judge, clerk of court, court commissioner, or municipal judge, rise to the level of a court order for purposes of § 43.30. The library's attorney can determine if a particular subpoena is a court order. A subpoena normally indicates that a response is required within a certain number of days. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library ~~users~~ patrons.

² A search warrant is an order signed by a judge directing a law enforcement officer to conduct a search of a designated person, a designated object or a designated place for the purpose of seizing designated property or kinds of property.

- (2) Notify the Library Director or ~~Librarian-in-Charge~~ designee immediately about the search warrant.
- (3) Request that the law enforcement officers wait until the ~~L~~ibrary attorney or municipal attorney is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request to delay the search.)
- (4) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other ~~users'~~ patrons' records are disclosed.

If FBI agents bring a court order in the form of a search warrant issued under the Foreign Intelligence Surveillance Act (FISA)³:

- (1) A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.
- (2) Notify the Library Director or Librarian-in-Charge immediately about the search warrant.
- (3) Request that the law enforcement officers wait until the ~~L~~ibrary attorney or municipal attorney is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request.)
- (4) Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other ~~users'~~ patrons' records are disclosed.

(5) It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the Federal Bureau of Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA). This includes the patron whose records are the subject of the search warrant.

~~(5)~~ _____

If a law enforcement officer investigating alleged criminal conduct requests a copy of surveillance video footage:

- (1) Promptly refer the request to the Library Director or ~~Librarian-in-Charge~~ designee.
- (2) The Library Director or ~~Librarian-in-Charge~~ designee shall take immediate steps to internally preserve the requested surveillance video.

³ The USA Patriot Act amended the Foreign Intelligence Surveillance Act (FISA) to allow the FBI to apply for a court order requiring the "production of any tangible things (including books, records, papers, documents and other items) for an investigation to protect against international terrorism or clandestine intelligence activities, provided that such investigation of a United States person is not conducted solely upon the basis of activities protected by the first amendment..."

(3) After verifying that the request is in fact made by a law enforcement officer, the Library Director or ~~Librarian-in-Charge~~ designee shall provide the requested video record(s), as soon as practicable and without delay.

Drafted by Mike Cross, Wisconsin Division for Libraries, Technology, and Community Learning
Reviewed by Attorney Garrity 10/7/03

Revision reviewed by Attorney James Dunlap; February 9, 2009

Revision adopted by the Board of Trustees: February 18, 2009; Sally Ruf, Library Board President

Reviewed by the Library Board of Trustees, April 27, 2011; Dawn Jones, Library Board President

Addendum A

**Custodial Parent or Guardian Request and Certification
for Access to Child’s Library Record”**

I, _____
(Requestor’s Name)

(Requestor’s Street Address)

(City/State/ZIP)

(Phone)

hereby certify that I am the custodial parent or guardian of:

(Child’s Name)

(Child’s Street Address)

(City/State/ZIP)

(Date of Birth)

and, furthermore, I certify that I have not been denied periods of physical placement with the child under Wis. Stat. § 767.24(4).

Signed and certified by: _____
(Custodial Parent or Guardian) (Date)

Pursuant to Wis. Stat. § 43.30 Wisconsin Statutes, I, the above certified custodial parent or guardian, hereby request to review the following library records pertaining to _____’s (Child’s Name) use of the library’s documents or other materials, resources, or services:

Requested Records: _____
_____ Current Items Checked Out
_____ Current Overdue Materials
_____ Outstanding Fines and Fees
_____ Current Holds
_____ Item Check-Out History (Specify date range: _____ to _____)
_____ Other (Specify): _____

For Staff Use Only:

Request submitted to: _____ *Date:* _____

Request granted by: _____ *Date:* _____

Request referred to: _____ *Date:* _____

Request denied by: _____ *Date:* _____

Allowable Costs Worksheet for Waukesha County Libraries - in Bridges Library System

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1.

Library Name:	Pewaukee			
Description	Annual Report Reference	2024 Actuals (Per Annual Report)	2025 Municipal Adopted Budget	Library Notes or Comments
Revenues				
Local Municipal Library Operating Revenue	Section V, 1 (for 2024) and Section V, 9 (for 2025)	\$1,159,209	\$1,131,840	
Home County Operating Revenue	Section V, 2(a)	\$114,627	\$110,349	
Other County Payments for Library Services	Section V, 2(b)	\$3,696	\$4,214	
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$9,438	\$6,763	
Federal Funds	Section V, 4	\$2,282	\$0	
Contract Income	Section V, 5	\$0	\$0	
Funds Carried Forward for Operations	Section V, 6	\$0	\$0	
All Other Operating Income	Section V, 7	\$103,781	\$92,412	
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
Total Revenues		\$1,393,033	\$1,345,578	
Expenditures				
Operating Expenditures	Section VI, 6	\$1,393,033	\$1,345,578	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
Total Operating Expenditures		\$1,393,033	\$1,345,578	
Library Capital and Debt	Section VII (1 & 2)	\$0	\$0	
Total Expenditures		\$1,393,033	\$1,345,578	

The information listed above is a correct statement of the Library's spending for 2024 actuals and 2025 budget. Please provide any additional comments in the box below.

Board President

Date

Library Director

Date



Fw: New submission from 2025 Library Improvement and Innovation Competitive Grant Application

From Nan Champe <director@pewaukeelibrary.org>
Date Thu 3/6/2025 11:34 AM
To Katherine Pearson <katie.pearson@tailos.com>

Hi Katie,

Here is a copy of my grant proposal. Thought it might be of interest to you.

Nan Champe
Library Director
Pewaukee Public Library
262-746-0920
director@pewaukeelibrary.org

Library

Pewaukee Public Library

Population Category

Large (PK, MS, OW, WT, MF, NB, BR, WK) \$5,000

Grant Category

Technology

Contact Person

Nan Champe

Email Address

director@pewaukeelibrary.org

Phone

262-746-0920

Project Title

Enhancing Library Cleanliness and Efficiency with an AI-Powered Robotic Vacuum named Rosie

Project Summary

Public libraries are the heart of their communities, offering spaces where people can study, connect, collaborate, and learn. Maintaining these spaces to ensure a clean and welcoming environment is essential to the success of library services. However, with tightening budgets, keeping libraries clean is becoming an increasingly difficult task. To address this challenge, we are exploring innovative ways to incorporate technology into our operations.

Libraries have already embraced technologies such as self-check machines, automated sorters, and RFID tags—so why not apply these advancements to other areas of our work? Robotic devices offer a promising solution to improve efficiency, particularly in maintaining cleanliness. Currently, our library is participating in a free trial of a robotic vacuum called Rosie, manufactured by Tailos. The goals of this trial are twofold: 1) to evaluate how well Rosie integrates with our existing cleaning processes, and 2) to assess its ability to navigate the library and clean the required spaces effectively. Based on the results of this trial, we have determined that Rosie would be an incredible asset to our operations.

To explore this opportunity further, we are applying for the Bridges Competitive Library Improvement and Innovation Grant to purchase Rosie, an AI-powered, commercial-grade robotic vacuum by Tailos. Rosie will not only enhance the cleanliness of our library spaces but will also transform our cleaning processes. Ultimately, this innovation has the potential to yield significant cost savings over time by streamlining our cleaning operations.

For more information on the Rosie robotic vacuum, please visit the Tailos website at tailos.com

Needs Statement

The Library currently uses an independent contractor for cleaning services, paying \$33,408 annually for two cleaners working two-hour shifts five days a week. This is an 8% increase in cleaning costs since 2020.

The cleaning service vacuums general areas of the Library once a week. The Library has 19,733 square feet of carpet—13,658 square feet on the main level (installed in 2020) and 6,075 square feet on the lower level (recarpeted in 2024).

The current carpet maintenance is insufficient. Regular vacuuming is important to maintain carpet quality and extend its lifespan. According to the Carpet and Rug Institute, proper cleaning helps maintain the carpet's appearance, air quality, comfort, and overall longevity.

Daily vacuuming would be ideal but isn't feasible with the current budget. It would take about 5.6 hours daily to vacuum the entire carpeted area, leading to higher labor costs.

To address this, the Library would like to purchase Rosie, an AI-powered robotic vacuum. Rosie would ensure regular vacuuming, helping maintain the new carpets and create a cleaner, healthier environment.

Project Goals

As a public library, we are continuously striving to provide high-quality services while being responsible stewards of taxpayer dollars. We are constantly asked to do more with fewer resources, making it crucial that we remain fiscally responsible in all aspects of our operations. I believe that investing in technology is the key to working smarter and achieving these goals.

By investing in Rosie, an AI-powered robotic vacuum by Tailos, we aim to reevaluate and streamline our cleaning program. Rosie will be responsible for the majority of vacuuming tasks, allowing us to focus staff resources on higher-priority activities. The long-term goal of purchasing Rosie is to revolutionize how we maintain our library's cleanliness, ensuring more consistent, efficient cleaning while stabilizing and reducing cleaning costs over time.

Project Objectives

By purchasing Rosie, our robotic vacuum, we aim to achieve the following objectives:

1. Improve Library Cleanliness: Rosie will ensure carpets are cleaned regularly, reducing dust and debris, and creating a

healthier, more inviting space for staff and patrons.

2. **Save Costs Over Time:** Although there's an upfront cost, Rosie will reduce the need for manual cleaning or hiring external services, leading to long-term savings.
3. **Boost Staff Productivity:** Automating vacuuming with Rosie frees up staff to focus on other tasks like cleaning restrooms or collecting trash. Staff will handle minimal tasks, such as placing and picking up Rosie, battery management, and bag maintenance.
4. **Speed Up Post-Event Clean-up:** Rosie makes cleaning after events quicker and easier, saving staff time and improving efficiency.
5. **Ensure Timely, Consistent Cleaning:** Rosie can be scheduled to clean at set times, and its tracking system will allow us to monitor progress and adjust cleaning schedules as needed.
6. **Create a Healthier Environment:** Regular cleaning with Rosie will reduce dust and allergens, improving indoor air quality for staff and visitors.
7. **Extend Carpet Life:** Consistent cleaning helps preserve the condition and longevity of the library's carpets, especially with new installations.
8. **Enhance Patron Experience:** A clean, well-maintained library provides a better experience for patrons, creating a more welcoming environment.

Sustainability

Here is our sustainability plan:

1. **Ongoing Maintenance and Support:** Rosie comes with a two-year warranty and customer support from Tailos. Our staff will set up a regular cleaning schedule to ensure all areas are vacuumed consistently. Tailos will provide performance data, such as the area cleaned and cleaning time, to help us track and improve Rosie's efficiency.
2. **Integration into the Library's Cleaning Program:** Rosie will be part of the daily cleaning routine with a rotating schedule to cover all areas. Performance data from Tailos will help us monitor Rosie's work and refine cleaning schedules for better efficiency.
3. **Cost Savings and Financial Planning:** Rosie will reduce labor costs over time, allowing us to reinvest those savings into other library needs. This will help improve overall efficiency and sustainability.
4. **Technology Adaptation and Upgrades:** We will keep up with updates and new models from Tailos or other manufacturers to improve our cleaning operations. This ensures we stay innovative and maintain an efficient, sustainable cleaning program.

Evaluation Plan

Here is our evaluation plan:

1. Carpet Maintenance and Longevity:

Method: Track the carpet's condition over time and compare it to historical data. We'll gather staff feedback and monitor any changes in maintenance needs.

Success Indicators: Carpet remains in good condition with the goal of extending its lifespan to 20 years before needing replacement.

2. Time Savings for Cleaning Crew:

Method: Measure the time spent vacuuming before and after Rosie. We'll compare the time spent by Rosie and staff using metrics from Tailos.

Success Indicators: Less staff time spent vacuuming, allowing more time for other tasks like restroom cleaning and dusting.

3. Cost Savings and Financial Impact:

Method: Track labor costs and any savings on external cleaning services before and after Rosie's use. We'll compare savings to Rosie's purchase and maintenance costs.

Success Indicators: Lower overall cleaning costs and a positive return on investment (ROI).

4. Use of AI Technology in Library Operations:

Method: Monitor how Rosie's AI improves cleaning and make adjustments based on feedback. We'll also share our experiences with other libraries.

Success Indicators: Increased confidence in AI use and successful integration of Rosie, possibly expanding AI use in other library areas.

Total Amount Requested

\$5,000.00

Budget Detail

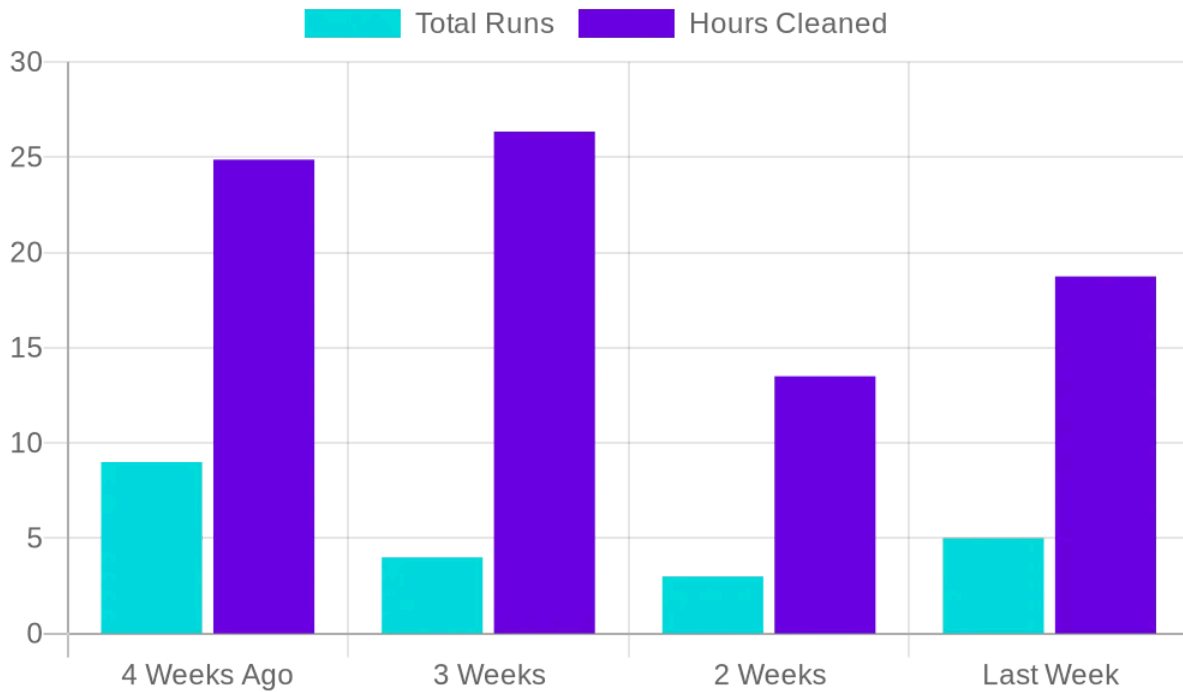
The cost to purchase Rosie is \$7,599. There are no other costs associated with this purchase. The library will plan to use the Bridges NonCompetitive Grant for the remainder of the purchase price.

Director Approval

- My library director has seen and approved this grant application.







Week	Sq Ft Cleaned	Total Runs	Hours Cleaned
Week ending 2025-03-09	6,296.26	9	24.87
Week ending 2025-03-16	6,579.5	4	26.34
Week ending 2025-03-23	5,012.62	3	13.5
Week ending 2025-03-30	4,892.78	5	18.74



"Give me tasks and I'll free up more time for your team!"
- Rosie

SMS Notifications

Currently Enrolled: 2 users

Stay informed with timely alerts for completed cleanings, battery swaps, or any errors Rosie encounters.

The more team members opt in, the quicker you'll know when Rosie needs attention.

Rosie Performance Summary

Rosie Launch Date: January 31, 2025

Cleaning Metrics

Library Advocacy

One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide “behind the scenes” services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it’s important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

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In This Trustee Essential

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for information on where to turn to stay informed about these issues.

Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

Discussion Questions

1. How is library advocacy different from other basic trustee duties?
2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?
3. How does the advocacy role of an individual board member differ from the role of the board as whole?

Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))
- Wisconsin Library Association (WLA): wla.wisconsinlibraries.org
- Wisconsin Library Trustees and Friends (WLTF): wla.wisconsinlibraries.org/wltf
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): www.ala.org/altaff
- Who Are My Legislators webpage: legis.wisconsin.gov/w3asp/waml/waml.aspx
- Resources on ethics and standards of conduct for local officials: gab.wi.gov/ethics
- Contact information for your United States Senators: www.senate.gov/general/contact_information/senators_cfm.cfm?State=WI
- Contact information for your United States Representatives: clerk.house.gov/member_info/index.aspx

This *Trustee Essential* was adapted, with permission, from *Tools of the Trade for Trustees: Library Advocacy*, by Milton Mitchell, former Director of the Indianhead Federated Library System.

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