

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, June 18, 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, June 18 at 6:30 p.m.

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

1. Call Meeting to Order and Roll Call

REGULAR BUSINESS:

2. Citizen Comments/Correspondence
3. Approval of Consent Agenda
 - a. Minutes May 21, 2025 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – May 2025
 - ii. GL Detail Library – May 2025
 - iii. Payment Approval Report – May 2025
 - iv. LGIP Statement – May 2025
 - c. Library Monthly Statistics Report through May 2025
 - d. Library Directors Report June 2025

OLD BUSINESS:

None

NEW BUSINESS:

4. Discussion and possible action on the new **Library Fund Balance Policy**
5. Discussion and possible action on closing at 1 pm on Friday, October 3, 2025, for the Library's fall Staff Development and homecoming parade.
6. Discussion on TE Essentials *TE11: Planning for the Library's Future*
7. Closed Session – The Library Board will recess into closed session pursuant to § 19.85(1)(e) Wisconsin Statute for the following reason:
 - (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically for the purpose of consideration of a leave of absence for a staff member.
8. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, July 16, 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, June 13, 2025

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, May 21st at 6:30 p.m.

1. Call Meeting to Order and Roll Call 6:31pm

Members Present: Lisa Jansen, Leslie Miller, Dale Noll,
Phil Vetterkind, Karen Wildman

Others Present: Nan Champe (Library Director)

Members Excused: Rachel Pader, Ann Wright

SPECIAL BUSINESS:

2. Discussion and possible action on the 2024 Library Audit by John Rader and Leah Gaffney, Baker Tilly US, LLP

Motion to approve: Leslie Miller

Second: Phil Vetterkind

Discussion:

Motion Carried

REGULAR BUSINESS:

3. Citizen Comments/Correspondence - n/a

4. Approval of Consent Agenda

a. Minutes April 9, 2025 (Regular Board Meeting)

b. Financial Reports:

i. GL Budget vs. Actual Library – April 2025

ii. GL Detail Library – April 2025

iii. Payment Approval Report – April 2025

iv. LGIP Statement – March 2025

v. LGIP Statement – April 2025

c. Library Monthly Statistics Report through April 2025

d. Library Directors Report May 2025

Motion to approve: Phil Vetterkind

Second: Leslie Miller

Discussion:

Motion Carried Lisa Jansen abstains from voting on the minutes

OLD BUSINESS:

None

NEW BUSINESS:

5. Discussion and possible action on the replacement of the Library's water softener

Motion to approve:

Phil Vetterkind moved to approve the replacement of the water heater by Culligan & By Pass Replacement

Second: Leslie Miller

Discussion:

Motion Carried

6. Discussion and possible action on the format and process for the Library's 2026 Budget.

No Action

7. Discussion and possible action on the Waukesha County Library Standards Certification

Motion to approve: Phil Vetterkind

Second: Lisa Jansen

Discussion:

Motion Carried

8. Discussion on TE Essentials TE12: Library Standards and Wisconsin Public Library Standards

No Action

9. ADJOURNMENT 8:43pm

Motion to approve: Phil Vetterkind

Second: Leslie Miller

Discussion:

Motion Carried

NEXT MEETING SCHEDULED: Wednesday, June 18, 2025

End.GLPeriod 525

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND						
900-00-11101-000-000	LIBRARY CASH(A)	-25,607.29	14,142.09	.00	-14,142.09	100.00%
900-00-11109-000-000	LIBRARY GIFT ACCOUNT(A)	.00	.00	.00	.00	100.00%
900-00-12000-000-000	ACCOUNTS RECEIVABLE(A)	.00	.00	.00	.00	100.00%
900-00-12004-000-000	DUE FROM CITY OF PEWAUKEE(A)	.00	.00	.00	.00	100.00%
900-00-12004-000-100	DUE FROM GENERAL FUND(A)	.00	.00	.00	.00	100.00%
900-00-16552-000-000	LGIP #16 LIBRARY LGIP(A)	-54,283.67	101,063.13	.00	-101,063.13	100.00%
900-00-17100-000-000	PREPAID EXPENSES(A)	.00	.00	.00	.00	100.00%
900-00-11105-000-000	NORTH SHORE CD INVESTMENT(A)	.00	150,000.00	.00	-150,000.00	100.00%
900-00-11000-000-000	LIBRARY SWEEP(A)	38,704.95	53,430.04	.00	-53,430.04	100.00%
Total Asset:		-41,186.01	318,635.26	.00	-318,635.26	
900-00-31101-000-000	FUND BALANCE(Q)	.00	-285,527.97	.00	285,527.97	100.00%
Total Equity:		.00	-285,527.97	.00	285,527.97	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	49,700.25	253,723.87	688,000.00	434,276.13	36.87%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	15,838.20	94,832.57	223,435.00	128,602.43	42.44%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	194.97	1,550.80	7,000.00	5,449.20	22.15%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	1,829.50	13,353.50	45,936.00	32,582.50	29.06%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	28,425.09	51,208.67	93,332.00	42,123.33	54.86%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	27.50	1,692.50	4,000.00	2,307.50	42.31%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	208.16	3,006.48	8,000.00	4,993.52	37.58%
900-00-57610-000-000	LIBRARY OUTLAY(E)	.00	.00	25,000.00	25,000.00	0.00%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	6,944.12	20,432.90	80,500.00	60,067.10	25.38%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	2,994.62	6,390.67	14,700.00	8,309.33	43.47%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	436.00	32,422.12	45,548.00	13,125.88	71.18%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	1,044.06	4,588.12	14,045.00	9,456.88	32.66%

End.GLPeriod 525

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	1,080.65	1,222.35	3,000.00	1,777.65	40.74%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	4,107.62	16,721.15	52,930.00	36,208.85	31.59%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	489.96	14,549.98	24,107.00	9,557.02	60.35%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	666.32	1,427.64	5,000.00	3,572.36	28.55%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	8,422.20	11,144.22	7,263.00	-3,881.22	153.43%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	555.08	555.08	3,782.00	3,226.92	14.67%
Total Expenditure:		122,964.30	528,822.62	1,345,578.00	816,755.38	
900-00-21400-000-000	VOUCHERS PAYABLE(L)	.00	-611.81	.00	611.81	100.00%
900-00-21400-000-100	FLEX BENEFITS PAYABLE(L)	.00	.00	.00	.00	100.00%
900-00-21401-000-000	DEFERRED REVENUE(L)	.00	.00	.00	.00	100.00%
900-00-21402-000-000	ACCRUED PAYROLL(L)	.00	.00	.00	.00	100.00%
900-00-21500-000-000	WISCONSIN SALES TAX(L)	.00	.00	.00	.00	100.00%
900-00-21720-000-000	DUE TO OTHER FUNDS(L)	.00	.00	.00	.00	100.00%
900-00-23503-000-000	DEPOSITS - CITY CONTRIBUTIONS(L)	.00	.00	.00	.00	100.00%
900-00-23504-000-000	DEPOSITS - DES GRNTS/DONATIONS(L)	.00	.00	.00	.00	100.00%
Total Liability:		.00	-611.81	.00	611.81	
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	-55,210.89	-59,382.50	-114,563.00	-55,180.50	51.83%
900-00-46710-000-000	LIBRARY FINES(R)	-817.07	-3,526.71	-8,681.00	-5,154.29	40.62%
900-00-48110-000-000	INTEREST INCOME(R)	-503.57	-3,033.11	-9,769.00	-6,735.89	31.04%
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)	-1,969.99	-15,631.89	-8,000.00	7,631.89	195.39%
900-00-48500-000-100	MISC REVENUES(R)	-1,018.24	-3,599.26	-8,251.00	-4,651.74	43.62%
900-00-48500-000-200	DESIGNATED GRANTS(R)	.00	-3,563.00	-7,263.00	-3,700.00	49.05%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	.00	-362,444.63	-869,687.00	-507,242.37	41.67%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	-21,846.08	-109,230.40	-262,153.00	-152,922.60	41.66%

End.GLPeriod 525

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
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	-57,211.00	-57,211.00	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)	-412.45	-906.60	.00	906.60	100.00%
Total Revenue:		-81,778.29	-561,318.10	-1,345,578.00	-784,259.90	
Total 900 - LIBRARY FUND:		.00	.00	.00	.00	
Total:		.00	.00	.00	.00	

End.GLPeriod 525 AND Start.GLPeriod 525

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-11000-000-000 - LIBRARY SWEEP							
05/02/2025	1295-1	CR	LIB CHECKS - LIBRARY SWEEP - A			90.00	.00
05/02/2025	1296-1	CR	LIB CASH - LIBRARY SWEEP - H			138.00	.00
05/02/2025	1299-1	CR	LIB CHECKS - LIBRARY SWEEP - A			.00	-90.00
05/02/2025	1300-1	CR	LIB CASH - LIBRARY SWEEP - H			.00	-138.00
05/05/2025	1136-1	CR	LIB CASH - LIBRARY SWEEP - H			189.79	.00
05/05/2025	1137-1	CR	LIB CHECKS - LIBRARY SWEEP - A			1,095.00	.00
05/05/2025	1138-1	CR	LIB CC - LIBRARY SWEEP - V			701.86	.00
05/06/2025	1056-1	CR	LIB CASH - LIBRARY SWEEP - H			169.60	.00
05/06/2025	1057-1	CR	LIB CHECKS - LIBRARY SWEEP - A			55,765.10	.00
05/06/2025	1058-1	CR	LIB CC - LIBRARY SWEEP - V			35.58	.00
05/15/2025	1154-1	CR	LIB CASH - LIBRARY SWEEP - H			102.15	.00
05/15/2025	1155-1	CR	LIB CHECKS - LIBRARY SWEEP - A			149.77	.00
05/15/2025	1156-1	CR	LIB CC - LIBRARY SWEEP - V			92.74	.00
05/21/2025	1265-1	CR	LIB CASH - LIBRARY SWEEP - H			134.95	.00
05/21/2025	1266-1	CR	LIB CHECKS - LIBRARY SWEEP - A			100.00	.00
05/21/2025	1267-1	CR	LIB CC - LIBRARY SWEEP - V			40.13	.00
05/28/2025	1302-1	CR	LIB CC - LIBRARY SWEEP - V			128.28	.00
05/30/2025	10-2	CRJE	TRANSFER TO NS- LOAN PAYMENT			.00	-20,000.00
Account Number And Title900-00-11000-000-000 - LIBRARY SWEEP						58,932.95	-20,228.00
Account Number And Title900-00-11101-000-000 - LIBRARY CASH							
05/01/2025	10-1	CA-CDA	CDA Fund Allocation - Created: 05/08/25 3:16 PM			.00	-3,195.76
05/01/2025	20-1	CA-CDA	CDA Fund Allocation - Created: 05/08/25 3:29 PM			.00	-20,251.63

End.GLPeriod 525 AND Start.GLPeriod 525

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/07/2025	31-1	CA-CR	CR Fund Allocation - Created: 05/08/25 9:06 AM			723.69	.00
05/07/2025	37-1	CA-CR	CR Fund Allocation - Created: 05/08/25 3:00 PM			723.69	.00
05/20/2025	27-1	CA-CDA	CDA Fund Allocation - Created: 05/15/25 3:32 PM			.00	-9,702.37
05/20/2025	35-1	CA-CDA	CDA Fund Allocation - Created: 05/15/25 3:59 PM			.00	-12,398.20
05/20/2025	60-1	CA-CDA	CDA Fund Allocation - Created: 05/29/25 2:44 PM			.00	-1,680.85
05/22/2025	44-1	CA-CDA	CDA Fund Allocation - Created: 05/27/25 12:10 PM			.00	-8,606.54
05/31/2025	40-2	JE	MAY LGIP INTEREST 867171-16 LIBRARY			.00	-494.67
05/31/2025	48-1	CA-CR	CR Fund Allocation - Created: 05/09/25 9:05 AM			.00	-723.69
05/31/2025	2-1	CA-CRJ	CRJE Fund Allocation - Created: 06/02/25 3:18 PM			20,000.00	.00
05/31/2025	15-1	CA-CRJ	CRJE Fund Allocation - Created: 06/11/25 11:13 AM			503.57	.00
05/31/2025	2-1	CA-JE	JE Fund Allocation - Created: 05/09/25 9:05 AM			20,255.58	.00
05/31/2025	15-1	CA-JE	JE Fund Allocation - Created: 06/06/25 1:02 PM			54,778.34	.00
05/31/2025	6-1	CA-PB	PB Fund Allocation - Created: 05/08/25 11:16 AM			.00	-2,974.69
05/31/2025	13-1	CA-PB	PB Fund Allocation - Created: 05/22/25 4:48 PM			.00	-12,863.51
05/31/2025	6-1	CA-PC	PC Fund Allocation - Created: 05/08/25 11:16 AM			.00	-24,399.36
05/31/2025	13-1	CA-PC	PC Fund Allocation - Created: 05/22/25 4:47 PM			.00	-25,300.89
Account Number And Title900-00-11101-000-000 - LIBRARY CASH						96,984.87	-122,592.16
Account Number And Title900-00-16552-000-000 - LGIP #16 LIBRARY LGIP							
05/20/2025	25-2	JE	TRANSFER TO NS- COVER LIBRARY PAYABLES			.00	-54,778.34
05/31/2025	40-1	JE	MAY LGIP INTEREST 867171-16 LIBRARY			494.67	.00
Account Number And Title900-00-16552-000-000 - LGIP #16 LIBRARY LGIP						494.67	-54,778.34
Account Number And Title900-00-21400-000-000 - VOUCHERS PAYABLE							
05/01/2025	300000583-1	CDA	ACH PEWAUKEE UTILITY			555.08	.00
05/02/2025	74877-1	CDA	JF AHERN COMPANY			688.00	.00

End.GLPeriod 525 AND Start.GLPeriod 525

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/02/2025	74879-1	CDA	MIDWEST TAPE			1,952.68	.00
05/04/2025	300000596-1	CDA	ACH NORTH SHORE BANK CREDIT CARD			6,202.08	.00
05/09/2025	74896-1	CDA	AMAZON CAPITAL SERVICES, INC.			2,074.44	.00
05/09/2025	74899-1	CDA	Blenski, Peter			85.00	.00
05/09/2025	74901-1	CDA	COMPLEX SECURITY SOLUTIONS LLC			9,967.43	.00
05/09/2025	74904-1	CDA	GEORGE, SANDRA			50.40	.00
05/09/2025	74906-1	CDA	MIDWEST TAPE			187.41	.00
05/09/2025	74907-1	CDA	MIDWEST TAPE - HOOPLA			237.95	.00
05/09/2025	74909-1	CDA	PIXOLOGIE INC			250.00	.00
05/09/2025	74913-1	CDA	TAILOS, INC			7,399.00	.00
05/15/2025	74919-1	CDA	AMAZON CAPITAL SERVICES, INC.			.00	-84.55
05/15/2025	74920-3	CDA	BAKER TILLY US, LLP			.00	-239.00
05/15/2025	74921-1	CDA	BUZZY BEES HONEY LLC			.00	-200.00
05/15/2025	74922-1	CDA	CHAMPE, ELIZABETH			.00	-474.11
05/15/2025	74924-1	CDA	COMPLEX SECURITY SOLUTIONS LLC			.00	-9,967.35
05/15/2025	74939-1	CDA	MIDWEST TAPE			.00	-188.31
05/15/2025	74940-1	CDA	MIDWEST TAPE - HOOPLA			.00	-940.21
05/15/2025	74947-1	CDA	RHYME BUSINESS PRODUCTS, LLC			.00	-154.67
05/15/2025	74954-1	CDA	WISCONSIN LIBRARY ASSOCIATION			.00	-150.00
05/16/2025	74957-1	CDA	AMAZON CAPITAL SERVICES, INC.			84.55	.00
05/16/2025	74958-3	CDA	BAKER TILLY US, LLP			239.00	.00
05/16/2025	74959-1	CDA	BUZZY BEES HONEY LLC			200.00	.00
05/16/2025	74960-1	CDA	CHAMPE, ELIZABETH			474.11	.00
05/16/2025	74962-1	CDA	COMPLEX SECURITY SOLUTIONS LLC			9,967.35	.00

End.GLPeriod 525 AND Start.GLPeriod 525

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/16/2025	74977-1	CDA	MIDWEST TAPE			188.31	.00
05/16/2025	74978-1	CDA	MIDWEST TAPE - HOOPLA			940.21	.00
05/16/2025	74985-1	CDA	RHYME BUSINESS PRODUCTS, LLC			154.67	.00
05/16/2025	74992-1	CDA	WISCONSIN LIBRARY ASSOCIATION			150.00	.00
05/23/2025	74995-1	CDA	AMAZON CAPITAL SERVICES, INC.			302.44	.00
05/23/2025	74997-1	CDA	BATZNER PEST CONTROL INC			120.56	.00
05/23/2025	75000-1	CDA	CENTER POINT LARGE PRINT			50.34	.00
05/23/2025	75004-1	CDA	JANI-KING OF MILWAUKEE			2,784.02	.00
05/23/2025	75005-1	CDA	JF AHERN COMPANY			2,400.00	.00
05/23/2025	75007-1	CDA	KUJAWA ENTERPRISES INC			2,313.25	.00
05/23/2025	75009-1	CDA	MIDWEST TAPE			178.43	.00
05/23/2025	75016-1	CDA	TAYLOR COMPUTER SERVICES, INC			430.00	.00
05/23/2025	75017-1	CDA	WALDEN, NEITZKE & KUHARY, SC			27.50	.00
05/30/2025	300000600-1	CDA	ACH WE ENERGIES			3,500.29	.00
05/30/2025	75019-1	CDA	AMAZON CAPITAL SERVICES, INC.			829.96	.00
05/30/2025	75021-1	CDA	ATIS ELEVATOR INSPECTIONS LLC			132.49	.00
05/30/2025	75022-1	CDA	BATZNER PEST CONTROL INC			155.56	.00
05/30/2025	75023-1	CDA	CHAMPE, ELIZABETH			27.00	.00
05/30/2025	75032-1	CDA	MIDWEST TAPE			153.20	.00
05/30/2025	75033-1	CDA	MILWAUKEE PLUMBING & PIPING INC			323.65	.00
05/30/2025	75037-1	CDA	PLAYAWAY PRODUCTS LLC			58.99	.00
05/30/2025	74954-2	CDA	WISCONSIN LIBRARY ASSOCIATION			150.00	.00
05/30/2025	74947-2	CDA	RHYME BUSINESS PRODUCTS, LLC			154.67	.00
05/30/2025	74940-2	CDA	MIDWEST TAPE - HOOPLA			940.21	.00

End.GLPeriod 525 AND Start.GLPeriod 525

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/30/2025	74939-2	CDA	MIDWEST TAPE			188.31	.00
05/30/2025	74924-2	CDA	COMPLEX SECURITY SOLUTIONS LLC			9,967.35	.00
05/30/2025	74922-2	CDA	CHAMPE, ELIZABETH			474.11	.00
05/30/2025	74921-2	CDA	BUZZY BEES HONEY LLC			200.00	.00
05/30/2025	74920-6	CDA	BAKER TILLY US, LLP			239.00	.00
05/30/2025	74919-2	CDA	AMAZON CAPITAL SERVICES, INC.			84.55	.00
05/31/2025	615-1	AP	Summary Transactions from AP System			.00	-1,680.85
05/31/2025	444-1	AP	Summary Transactions from AP System			.00	-8,606.54
05/31/2025	305-1	AP	Summary Transactions from AP System			.00	-3,500.29
05/31/2025	293-1	AP	Summary Transactions from AP System			.00	-6,202.08
05/31/2025	385-1	AP	Summary Transactions from AP System			.00	-12,398.20
05/31/2025	245-1	AP	Summary Transactions from AP System			.00	-20,251.63
05/31/2025	47-1	AP	Summary Transactions from AP System			.00	-3,195.76
Account Number And Title900-00-21400-000-000 - VOUCHERS PAYABLE						68,233.55	-68,233.55
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS							
05/06/2025	70000006347-1	CR	LIBRARY- COUNTY AIDS - LIBRARY			.00	-55,181.12
05/15/2025	70000006355-1	CR	LIBRARY- COUNTY AIDS - LIBRARY			.00	-29.77
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS						.00	-55,210.89
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
05/02/2025	70000006374-1	CR	LIBRARY FINES - LIBRARY			.00	-99.00
05/02/2025	70000006375-1	CR	Voided Receipt - 7.000006374 - LIBRARY			99.00	.00
05/05/2025	70000006356-1	CR	LIBRARY FINES - LIBRARY			.00	-189.79
05/06/2025	70000006347-2	CR	LIBRARY FINES - LIBRARY			.00	-290.88
05/15/2025	70000006355-2	CR	LIBRARY FINES - LIBRARY			.00	-128.09

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/21/2025	70000006364-1	CR	LIBRARY FINES - LIBRARY			.00	-80.03
05/28/2025	70000006373-1	CR	LIBRARY FINES - LIBRARY			.00	-128.28
Account Number And Title900-00-46710-000-000 - LIBRARY FINES						99.00	-916.07
Account Number And Title900-00-48110-000-000 - INTEREST INCOME							
05/31/2025	14-6	CRJE	ALLOCATE NORTH SHORE INTEREST 2025- MAY			.00	-8.90
05/31/2025	29-2	CRJE	MAY LGIP INTEREST 867171-16 LIBRARY			.00	-494.67
Account Number And Title900-00-48110-000-000 - INTEREST INCOME						.00	-503.57
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
05/05/2025	70000006356-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-1,646.26
05/06/2025	70000006347-3	CR	LIBRARY DONATIONS - LIBRARY			.00	-223.53
05/15/2025	70000006355-3	CR	LIBRARY DONATIONS - LIBRARY			.00	-.20
05/21/2025	70000006364-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-100.00
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ						.00	-1,969.99
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
05/02/2025	70000006374-2	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-3.00
05/02/2025	70000006375-2	CR	Voided Receipt - 7.000006374 - LIBRARY			3.00	.00
05/05/2025	70000006356-3	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-41.00
05/06/2025	70000006347-4	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-174.55
05/07/2025	70000006350-5	CR	LWMMI DIVIDEND - LEAGUE OF WISCONSIN MUNI			.00	-723.69
05/15/2025	70000006355-4	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-25.00
05/21/2025	70000006364-3	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-54.00
Account Number And Title900-00-48500-000-100 - MISC REVENUES						3.00	-1,021.24
Account Number And Title900-00-48500-000-300 - COPIES & ROOM RENTAL							
05/02/2025	70000006374-3	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-126.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/02/2025	70000006375-3	CR	Voided Receipt - 7.000006374 - LIBRARY			126.00	.00
05/05/2025	70000006356-4	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-109.60
05/06/2025	70000006347-5	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-100.20
05/15/2025	70000006355-5	CR	COPIES & ROOM RENTAL - STILL RIVER - LIBRARY			.00	-30.00
05/15/2025	70000006355-6	CR	COPIES & ROOM RENTAL - WESTFIELD - LIBRARY			.00	-90.00
05/15/2025	70000006355-7	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-41.60
05/21/2025	70000006364-4	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-41.05
Account Number And Title900-00-48500-000-300 - COPIES & ROOM RENTAL						126.00	-538.45
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
05/01/2025	13-2	JE	LIBRARY CONTRIBUTION MAY			.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							
05/09/2025	12-1	PC	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD			24,399.36	.00
05/23/2025	60-1	PC	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD			25,300.89	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES						49,700.25	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
05/09/2025	4-1	PB	PAYROLL TRANS FOR 5/4/2025 PAY PERIOD			2,974.69	.00
05/23/2025	24-1	PB	PAYROLL TRANS FOR 5/18/2025 PAY PERIOD			12,863.51	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						15,838.20	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							
04/05/2025	250-1	AP	ACH NORTH SHORE BANK CREDIT CARD			194.97	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS						194.97	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
03/03/2025	254-1	AP	ACH NORTH SHORE BANK CREDIT CARD			226.11	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
03/03/2025	255-1	AP	ACH NORTH SHORE BANK CREDIT CARD			162.77	.00
03/04/2025	256-1	AP	ACH NORTH SHORE BANK CREDIT CARD			143.26	.00
03/06/2025	257-1	AP	ACH NORTH SHORE BANK CREDIT CARD			242.89	.00
03/06/2025	258-1	AP	ACH NORTH SHORE BANK CREDIT CARD			34.25	.00
03/10/2025	260-1	AP	ACH NORTH SHORE BANK CREDIT CARD			477.22	.00
03/10/2025	261-1	AP	ACH NORTH SHORE BANK CREDIT CARD			194.04	.00
03/11/2025	262-1	AP	ACH NORTH SHORE BANK CREDIT CARD			119.38	.00
03/11/2025	259-1	AP	ACH NORTH SHORE BANK CREDIT CARD			75.33	.00
03/14/2025	264-1	AP	ACH NORTH SHORE BANK CREDIT CARD			277.47	.00
03/14/2025	265-1	AP	ACH NORTH SHORE BANK CREDIT CARD			129.86	.00
03/17/2025	266-1	AP	ACH NORTH SHORE BANK CREDIT CARD			80.16	.00
03/17/2025	267-1	AP	ACH NORTH SHORE BANK CREDIT CARD			43.13	.00
03/18/2025	269-1	AP	ACH NORTH SHORE BANK CREDIT CARD			200.58	.00
03/18/2025	271-1	AP	ACH NORTH SHORE BANK CREDIT CARD			362.00	.00
03/19/2025	270-1	AP	ACH NORTH SHORE BANK CREDIT CARD			205.79	.00
03/20/2025	272-1	AP	ACH NORTH SHORE BANK CREDIT CARD			513.76	.00
03/24/2025	274-1	AP	ACH NORTH SHORE BANK CREDIT CARD			183.69	.00
03/24/2025	275-1	AP	ACH NORTH SHORE BANK CREDIT CARD			279.72	.00
03/25/2025	276-1	AP	ACH NORTH SHORE BANK CREDIT CARD			142.12	.00
03/25/2025	416-1	AP	AMAZON CAPITAL SERVICES, INC.			.00	-32.00
03/26/2025	414-1	AP	AMAZON CAPITAL SERVICES, INC.			.00	-.36
03/27/2025	277-1	AP	ACH NORTH SHORE BANK CREDIT CARD			331.06	.00
04/08/2025	215-1	AP	AMAZON CAPITAL SERVICES, INC.			75.02	.00
04/08/2025	219-1	AP	AMAZON CAPITAL SERVICES, INC.			79.54	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
04/09/2025	200-1	AP	AMAZON CAPITAL SERVICES, INC.			19.60	.00
04/09/2025	204-1	AP	AMAZON CAPITAL SERVICES, INC.			191.88	.00
04/15/2025	211-1	AP	AMAZON CAPITAL SERVICES, INC.			19.79	.00
04/20/2025	199-1	AP	AMAZON CAPITAL SERVICES, INC.			52.34	.00
04/22/2025	196-1	AP	AMAZON CAPITAL SERVICES, INC.			43.43	.00
04/22/2025	217-1	AP	AMAZON CAPITAL SERVICES, INC.			301.40	.00
04/23/2025	220-1	AP	AMAZON CAPITAL SERVICES, INC.			20.98	.00
04/23/2025	198-1	AP	AMAZON CAPITAL SERVICES, INC.			61.26	.00
04/23/2025	208-1	AP	AMAZON CAPITAL SERVICES, INC.			25.57	.00
04/23/2025	205-1	AP	AMAZON CAPITAL SERVICES, INC.			168.75	.00
04/23/2025	206-1	AP	AMAZON CAPITAL SERVICES, INC.			25.68	.00
04/24/2025	216-1	AP	AMAZON CAPITAL SERVICES, INC.			40.95	.00
04/25/2025	273-1	AP	ACH NORTH SHORE BANK CREDIT CARD			20.54	.00
04/25/2025	268-1	AP	ACH NORTH SHORE BANK CREDIT CARD			169.22	.00
04/26/2025	207-1	AP	AMAZON CAPITAL SERVICES, INC.			125.54	.00
04/28/2025	203-1	AP	AMAZON CAPITAL SERVICES, INC.			125.92	.00
04/28/2025	209-1	AP	AMAZON CAPITAL SERVICES, INC.			133.38	.00
04/28/2025	222-1	AP	AMAZON CAPITAL SERVICES, INC.			28.80	.00
04/29/2025	408-1	AP	AMAZON CAPITAL SERVICES, INC.			.00	-2.14
05/01/2025	425-1	AP	CENTER POINT LARGE PRINT			50.34	.00
05/01/2025	423-1	AP	AMAZON CAPITAL SERVICES, INC.			13.48	.00
05/03/2025	417-1	AP	AMAZON CAPITAL SERVICES, INC.			21.92	.00
05/05/2025	418-1	AP	AMAZON CAPITAL SERVICES, INC.			14.95	.00
05/05/2025	407-1	AP	AMAZON CAPITAL SERVICES, INC.			21.96	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/05/2025	421-1	AP	AMAZON CAPITAL SERVICES, INC.			24.36	.00
05/05/2025	409-1	AP	AMAZON CAPITAL SERVICES, INC.			45.46	.00
05/05/2025	410-1	AP	AMAZON CAPITAL SERVICES, INC.			71.98	.00
05/06/2025	411-1	AP	AMAZON CAPITAL SERVICES, INC.			14.39	.00
05/06/2025	422-1	AP	AMAZON CAPITAL SERVICES, INC.			14.39	.00
05/07/2025	412-1	AP	AMAZON CAPITAL SERVICES, INC.			33.98	.00
05/08/2025	419-1	AP	AMAZON CAPITAL SERVICES, INC.			14.99	.00
05/12/2025	578-1	AP	AMAZON CAPITAL SERVICES, INC.			24.36	.00
05/12/2025	587-1	AP	AMAZON CAPITAL SERVICES, INC.			233.92	.00
05/13/2025	581-1	AP	AMAZON CAPITAL SERVICES, INC.			26.97	.00
05/14/2025	585-1	AP	AMAZON CAPITAL SERVICES, INC.			156.87	.00
05/16/2025	582-1	AP	AMAZON CAPITAL SERVICES, INC.			40.12	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						6,978.62	-34.50
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
03/11/2025	263-1	AP	ACH NORTH SHORE BANK CREDIT CARD			4.56	.00
03/31/2025	280-1	AP	ACH NORTH SHORE BANK CREDIT CARD			73.48	.00
04/05/2025	197-1	AP	AMAZON CAPITAL SERVICES, INC.			17.59	.00
04/05/2025	212-1	AP	AMAZON CAPITAL SERVICES, INC.			59.63	.00
04/09/2025	201-1	AP	AMAZON CAPITAL SERVICES, INC.			47.82	.00
04/14/2025	19-1	AP	MIDWEST TAPE			18.74	.00
04/14/2025	20-1	AP	MIDWEST TAPE			44.98	.00
04/14/2025	21-1	AP	MIDWEST TAPE			36.73	.00
04/14/2025	22-1	AP	MIDWEST TAPE			28.58	.00
04/14/2025	23-1	AP	MIDWEST TAPE			1,823.65	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
04/22/2025	227-1	AP	MIDWEST TAPE			59.22	.00
04/22/2025	228-1	AP	MIDWEST TAPE			74.97	.00
04/22/2025	229-1	AP	MIDWEST TAPE			29.98	.00
04/22/2025	230-1	AP	MIDWEST TAPE			23.24	.00
04/29/2025	345-1	AP	MIDWEST TAPE			29.38	.00
04/29/2025	346-1	AP	MIDWEST TAPE			72.72	.00
04/29/2025	347-1	AP	MIDWEST TAPE			26.24	.00
04/29/2025	348-1	AP	MIDWEST TAPE			59.97	.00
05/06/2025	430-1	AP	MIDWEST TAPE			39.73	.00
05/06/2025	431-1	AP	MIDWEST TAPE			111.71	.00
05/06/2025	432-1	AP	MIDWEST TAPE			26.99	.00
05/07/2025	568-1	AP	PLAYAWAY PRODUCTS LLC			58.99	.00
05/12/2025	583-1	AP	AMAZON CAPITAL SERVICES, INC.			60.53	.00
05/12/2025	589-1	AP	MIDWEST TAPE			11.99	.00
05/12/2025	590-1	AP	MIDWEST TAPE			32.24	.00
05/12/2025	591-1	AP	MIDWEST TAPE			24.74	.00
05/12/2025	592-1	AP	MIDWEST TAPE			20.24	.00
05/12/2025	593-1	AP	MIDWEST TAPE			63.99	.00
05/13/2025	584-1	AP	AMAZON CAPITAL SERVICES, INC.			11.99	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						2,994.62	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
03/31/2025	282-1	AP	ACH NORTH SHORE BANK CREDIT CARD			6.00	.00
04/30/2025	440-1	AP	TAYLOR COMPUTER SERVICES, INC			430.00	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						436.00	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title 900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
03/14/2025	285-1	AP	ACH NORTH SHORE BANK CREDIT CARD			228.96	.00
03/17/2025	252-1	AP	ACH NORTH SHORE BANK CREDIT CARD			237.95	.00
04/04/2025	281-1	AP	ACH NORTH SHORE BANK CREDIT CARD			27.47	.00
04/05/2025	213-1	AP	AMAZON CAPITAL SERVICES, INC.			169.16	.00
04/09/2025	202-1	AP	AMAZON CAPITAL SERVICES, INC.			96.67	.00
04/23/2025	221-1	AP	AMAZON CAPITAL SERVICES, INC.			18.76	.00
04/26/2025	218-1	AP	AMAZON CAPITAL SERVICES, INC.			25.85	.00
04/29/2025	327-1	AP	RHYME BUSINESS PRODUCTS, LLC			154.67	.00
05/15/2025	580-1	AP	AMAZON CAPITAL SERVICES, INC.			84.57	.00
Account Number And Title 900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						1,044.06	.00
Account Number And Title 900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT							
01/25/2025	326-1	AP	WISCONSIN LIBRARY ASSOCIATION			150.00	.00
04/05/2025	237-1	AP	GEORGE, SANDRA			50.40	.00
05/05/2025	429-1	AP	JF AHERN COMPANY			650.00	.00
05/07/2025	309-1	AP	CHAMPE, ELIZABETH			203.25	.00
05/21/2025	561-1	AP	CHAMPE, ELIZABETH			27.00	.00
Account Number And Title 900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT						1,080.65	.00
Account Number And Title 900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS							
04/27/2025	351-1	AP	BAKER TILLY US, LLP			239.00	.00
05/01/2025	14-1	JE	LIBRARY FISCAL AGENT FEE MAY			1,590.50	.00
Account Number And Title 900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS						1,829.50	.00
Account Number And Title 900-00-55110-000-160 - LIBRARY ANNUAL MUNICIPAL FEES							
04/10/2025	5-1	AP	ACH PEWAUKEE UTILITY			555.08	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-55110-000-160 - LIBRARY ANNUAL MUNICIPAL FEES						555.08	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
02/21/2025	186-1	AP	COMPLEX SECURITY SOLUTIONS LLC			9,967.43	.00
04/01/2025	602-1	AP	BATZNER PEST CONTROL INC			120.56	.00
04/01/2025	603-1	AP	BATZNER PEST CONTROL INC			35.00	.00
04/05/2025	214-1	AP	AMAZON CAPITAL SERVICES, INC.			85.36	.00
04/14/2025	18-1	AP	JF AHERN COMPANY			688.00	.00
04/28/2025	319-1	AP	COMPLEX SECURITY SOLUTIONS LLC			9,967.35	.00
05/01/2025	436-1	AP	KUJAWA ENTERPRISES INC			2,313.25	.00
05/01/2025	394-1	AP	JANI-KING OF MILWAUKEE			2,784.02	.00
05/02/2025	428-1	AP	JF AHERN COMPANY			1,750.00	.00
05/02/2025	437-1	AP	BATZNER PEST CONTROL INC			120.56	.00
05/08/2025	614-1	AP	ATIS ELEVATOR INSPECTIONS LLC			132.49	.00
05/08/2025	588-1	AP	MILWAUKEE PLUMBING & PIPING INC			323.65	.00
05/16/2025	586-1	AP	AMAZON CAPITAL SERVICES, INC.			137.42	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						28,425.09	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
04/14/2025	253-1	AP	ACH NORTH SHORE BANK CREDIT CARD			234.99	.00
04/16/2025	278-1	AP	ACH NORTH SHORE BANK CREDIT CARD			372.34	.00
05/07/2025	300-1	AP	ACH WE ENERGIES			3,500.29	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES						4,107.62	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
02/04/2025	181-1	AP	MIDWEST TAPE - HOOPLA			83.00	.00
04/15/2025	182-1	AP	MIDWEST TAPE - HOOPLA			59.95	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
04/22/2025	183-1	AP	MIDWEST TAPE - HOOPLA			95.00	.00
04/30/2025	315-1	AP	MIDWEST TAPE - HOOPLA			167.02	.00
05/06/2025	317-1	AP	MIDWEST TAPE - HOOPLA			84.99	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS						489.96	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS							
03/07/2025	251-1	AP	ACH NORTH SHORE BANK CREDIT CARD			127.46	.00
03/11/2025	284-1	AP	ACH NORTH SHORE BANK CREDIT CARD			29.46	.00
03/25/2025	279-1	AP	ACH NORTH SHORE BANK CREDIT CARD			5.99	.00
04/01/2025	415-1	AP	AMAZON CAPITAL SERVICES, INC.			.00	-29.99
04/02/2025	283-1	AP	ACH NORTH SHORE BANK CREDIT CARD			44.10	.00
04/16/2025	330-1	AP	BUZZY BEES HONEY LLC			200.00	.00
04/26/2025	210-1	AP	AMAZON CAPITAL SERVICES, INC.			13.77	.00
04/28/2025	333-1	AP	AMAZON CAPITAL SERVICES, INC.			84.55	.00
05/03/2025	413-1	AP	AMAZON CAPITAL SERVICES, INC.			34.00	.00
05/05/2025	420-1	AP	AMAZON CAPITAL SERVICES, INC.			69.07	.00
05/07/2025	311-1	AP	CHAMPE, ELIZABETH			87.91	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS						696.31	-29.99
Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY							
05/06/2025	393-1	AP	WALDEN, NEITZKE & KUHARY, SC			27.50	.00
Account Number And Title900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY						27.50	.00
Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE							
02/05/2025	194-1	AP	PIXOLOGIE INC			250.00	.00
02/26/2025	188-1	AP	Blenski, Peter			85.00	.00
04/18/2025	195-1	AP	TAILOS, INC			7,399.00	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
04/30/2025	316-1	AP	MIDWEST TAPE - HOOPLA			688.20	.00
Account Number And Title						8,422.20	.00
900-00-55110-000-450 - GRANT FUNDED EXPENSE							
Account Number And Title							
900-00-55110-000-500 - DONATION FUNDED EXPENSE							
03/22/2025	424-1	AP	AMAZON CAPITAL SERVICES, INC.			.00	-28.00
05/07/2025	310-1	AP	CHAMPE, ELIZABETH			20.00	.00
05/09/2025	312-1	AP	CHAMPE, ELIZABETH			143.96	.00
05/09/2025	313-1	AP	CHAMPE, ELIZABETH			18.99	.00
05/14/2025	579-1	AP	AMAZON CAPITAL SERVICES, INC.			53.21	.00
Account Number And Title						236.16	-28.00
900-00-55110-000-500 - DONATION FUNDED EXPENSE							
Total:						347,930.83	-347,930.83

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 525

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	0450	LIBRARY/F OREIGN TRANSACTIONS FEE	1.50	05/05/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	51063991019610481	LIBRARY/NOON PRINT MATERIALS VIDEO GAMES	34.99	04/16/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	5240422005	LIBRARY/GOOGLE GSUITE APR 2025	6.00	04/30/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	14946932	LIBRARY/LIGHT BULBS	245.34	04/23/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	5890-1355791	LIBRARY/LIGHT BULBS	67.75	04/24/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	538467218	LIBRARY/THE BUSINESS JOURNALS SUBSCRIPTION	220.00	04/22/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	80085	LIBRARY/PROCESSING SUPPLIES	127.96	04/28/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	7632746	LIBRARY/PROCESSING SUPPLIES	307.44	04/14/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	117128675-11712867	LIBRARY/POSTAGE STAMPS	75.55	04/14/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	05052025	LIBRARY/EXPLORE BOOKWORKM GARDENS FRIENDS	100.00	05/05/2025	06/04/2025			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	3361716	FRIENDS LIBRARY/E XPLORE ZOO PASS FRIENDS	1000.00	05/05/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	E929F03F-0005	LIBRARY/L ATER	75.00	05/05/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	152358301051425	LIBRARY/S PECTRUM 5.17.25- 6.16.25	234.99	05/14/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2734	LIBRARY/C YBERLYNK	372.99	04/16/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	POS-144301	LIBRARY/E XPLORE PASS DOMES FRIENDS	500.00	04/15/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	120974903499	LIBRARY/W AUKESHA FREEMAN ANNUAL SUBSCRIPTI ON	282.00	04/11/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039040307	LIBRARY/P RINT MATERIALS YA	31.10	04/28/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039053201	LIBRARY/P RINT MATERIALS JUV	187.75	05/01/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039034908	LIBRARY/P RINT MATERIALS YA	175.97	04/25/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039034877	LIBRARY/P RINT MATERIALS YA	86.74	04/24/2025	06/04/2025			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	2039041846	LIBRARY/P RINT MATERIALS JUV	23.26	04/28/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039041530	LIBRARY/P RINT MATERIALS ANF	493.63	04/29/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039034867	LIBRARY/P RINT MATERIALS YA	314.80	04/25/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039043662	LIBRARY/P RINT MATERIALS ASF	68.31	04/28/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039023970	LIBRARY/P RINT MATERIALS ANF	89.15	04/21/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039019693	LIBRARY/P RINT MATERIALS ANF	61.62	04/17/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039021089	LIBRARY/P RINT MATERIALS YA	228.88	04/17/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039024039	LIBRARY/P RINT MATERIALS ASF	45.68	04/18/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039028562	LIBRARY/P RINT MATERIALS JUV	272.48	04/22/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039010778	LIBRARY/P RINT MATERIALS JUV	240.84	04/15/2025	06/04/2025			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	2039009662	LIBRARY/P RINT MATERIALS AFIC	393.67	04/14/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038995213	LIBRARY/P RINT MATERIALS ASF	56.50	04/07/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039008873	LIBRARY/P RINT MATERIALS JUV	39.38	04/11/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038983763	LIBRARY/P RINT MATERIALS JUV	39.02	04/01/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038994665	LIBRARY/P RINT MATERIALS YA	279.81	04/08/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038995114	LIBRARY/P RINT MATERIALS ANF	195.04	04/08/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038987227	LIBRARY/P RINT MATERIALS AFIC	277.74	04/02/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038974975	LIBRARY/P RINT MATERIALS ASF	17.13	03/27/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038981246	LIBRARY/P RINT MATERIALS NONFIC	5.77	04/01/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038983574	LIBRARY/P RINT MATERIALS YA	115.33	04/01/2025	06/04/2025			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	2038980907	LIBRARY/P RINT MATERIALS JUV PIC BOOKS	163.52	03/31/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038987341	LIBRARY/J UV PIC BOOKS	93.12	04/03/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2038980530	LIBRARY/P RINT MATERIALS AF	416.26	04/01/2025	06/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	217165	LIBRARY/Y A PROGRAM	12.58	04/17/2025	06/04/2025			Approved
Total ACH NORTH SHORE BANK CREDIT CARD:				<u><u>8076.59</u></u>					
ACH WE ENERGIES									
Approved									
13090	ACH WE ENERGIES	5468387474	LIBRARY/G AS & ELECTRIC 4.07-5.07 2025	3500.29	05/07/2025	05/30/2025			Approved
Total ACH WE ENERGIES:				<u><u>3500.29</u></u>					
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	1XTK-LTQL-7DTT	LIBRARY/KI WANIS/YA SUMMER READING	97.59	05/14/2025	06/20/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	19QR-G73C-WWMJ	LIBRARY/O FFICE PAPER & SUPPLIES	59.44	05/20/2025	06/18/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1NYT-JG6X-MWLY	LIBRARY/Y A PROG	14.99	05/15/2025	06/12/2025			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.	16JR-QJ6C-47JL	LIBRARY/A DULT FIC LP	40.99	05/20/2025	06/18/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	16YY-J7F6-6F3H	LIBRARY/A DULT FIC	20.30	05/21/2025	06/18/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	17XC-6RQY-4CH3	LIBRARY/A DULT NONFIC	122.66	05/20/2025	06/18/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	17XC-6RQY-4JYQ	LIBRARY/A DULT FIC	20.98	05/20/2025	06/18/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1RHJ-J3FX-GM7R	LIBRARY/A DULT FIC	47.01	05/19/2025	06/18/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	17GY-Y974-JPKX	LIBRARY/ ADULT DVDS 4	86.88	05/19/2025	06/18/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1H1J-YQTW-DC33	LIBRARY/A DULT FIC SCIFI	26.99	05/18/2025	06/18/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	16TX-46PK-HPGX	LIBRARY/O FFICE PAPER	84.57	05/15/2025	06/12/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1RCH-Q43N-W6CP	LIBRARY/J ANITORIAL SUPPLIES	137.42	05/16/2025	06/12/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1NXP-K7XD-6LMJ	LIBRARY/A DULT FIC	156.87	05/14/2025	06/12/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1DR4-H17N-T4D1	LIBRARY/A DULT NONFIC	40.12	05/16/2025	06/12/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	16TF-FHTT-3WGQ	LIBRARY/Y A PROG	53.21	05/14/2025	06/12/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1PGD-T17N-XL9W	LIBRARY/Y A PROG	69.07	05/05/2025	06/01/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WLK-1NR4-7Y4T	LIBRARY/Y A PRINT MATERIALS	233.92	05/12/2025	06/12/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1L6J-MF43-R6FP	LIBRARY/Y A FIC	14.99	05/08/2025	06/06/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1DLY-M96F-HW4R	LIBRARY/J UV FIC	33.98	05/07/2025	06/06/2025			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.	1CKY-CT77-4CC3	LIBRARY/A DULT FIC	26.97	05/13/2025	06/12/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	13JV-HMJC-9WCV	LIBRARY/A DULT FIC	24.36	05/12/2025	06/12/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1FQH-L3LP-3V4R	LIBRARY/A DULT CD 1	11.99	05/13/2025	06/12/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1FF4-39YT-91JL	LIBRARY/ ADULT CDS 4	60.53	05/12/2025	06/12/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	13X1-RM76-7WPX	LIBRARY/A DULT FIC LP	-2.14	04/29/2025	05/25/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1GT6-9LHR-XY4F	LIBRARY/J UV PROG	-29.99	04/01/2025	05/25/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1G36-ML6X-1YNC	LIBRARY/Y A FIC	-0.36	03/26/2025	05/25/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1X3W-F7RW-RP4K	LIBRARY/F RIENDS SNACKS	-28.00	03/22/2025	05/25/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1GTK-XF9Q-1C6P	LIBRARY/A DULT FIC LP	-32.00	03/25/2025	05/25/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1J76-RMFT-7CH4	LIBRARY/J UV PROG	84.55	04/28/2025	05/22/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1CND-CCTJ-7KYL	LIBRARY/A DULT BROWSING	14.39	05/06/2025	06/01/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WMR-9FFP-93FY	LIBRARY/A DULT FIC	14.39	05/06/2025	06/01/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	191Q-CTP9-3W37	LIBRARY/A DULT PRINT MATERIALS LP	71.98	05/05/2025	06/01/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	16Q9-D1CD-3X7K	LIBRARY/A DULT NON FICTION	45.46	05/05/2025	06/01/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	11TY-9JC4-4G91	LIBRARY/A DULT BROWSING	21.96	05/05/2025	06/01/2025			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.	1VGY-KGNJ-1VHN	LIBRARY/A DULT MYSTERY	24.36	05/05/2025	06/01/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1KNC-VYXK-VLR6	LIBRARY/A DULT SCIFI	14.95	05/05/2025	06/01/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1JWW-KXH6-HRXX	LIBRARY/A DULT FIC	21.92	05/03/2025	06/01/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1F3D-GTTD-HXY6	LIBRARY/J UV PROG	34.00	05/03/2025	06/01/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WYJ-FNPX-PW3T	LIBRARY/A DULT FIC	13.48	05/01/2025	06/01/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1L39-NYKR-6F1L	LIBRARY/A DULT NON FICTION	133.38	04/28/2025	05/22/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1M1H-CNRX-KMV4	LIBRARY/J UV PROG	13.77	04/26/2025	05/22/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1FDY-1WVL-4P34	LIBRARY/J UV PRINT MATERIALS	125.92	04/28/2025	05/22/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1J7W-FDLQ-KW1N	LIBRARY/Y A PRINT MATERIALS	125.54	04/26/2025	05/22/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WXP-WY6Q-KMXG	LIBRARY/S UPPLIES	25.85	04/26/2025	05/22/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1Y4Q-1JYQ-6CFW	LIBRARY/A DULT PRINT MATERIALS LP	28.80	04/28/2025	05/22/2025			Approved

Total AMAZON CAPITAL SERVICES, INC.: 2208.04

ANNE E PARSONS

Approved

13315	ANNE E PARSONS	INV-052825	LIBRARY/F RIENDS/AD ULT PROGRAM	17.15	02/12/2025	06/11/2025			Approved
13315	ANNE E PARSONS	INV-052825	LIBRARY/G REATER WI FOUNDATI ON GRANT	250.00	02/12/2025	06/11/2025			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
Total ANNE E PARSONS:				<u>267.15</u>					
ATIS ELEVATOR INSPECTIONS LLC									
Approved									
9949	ATIS ELEVATOR INSPECTIONS LLC	IN409226	LIBRARY/ANNUAL ELEVATOR INSPECTION	132.49	05/08/2025	06/08/2025			Approved
Total ATIS ELEVATOR INSPECTIONS LLC:				<u>132.49</u>					
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	76791769	LIBRARY/PEST MGMT APR 2025	35.00	04/01/2025	05/30/2025			Approved
7070	BATZNER PEST CONTROL INC	76145059	LIBRARY/PEST MGMT APR 2025	120.56	04/01/2025	05/26/2025			Approved
7070	BATZNER PEST CONTROL INC	77486696	LIBRARY/PEST MGMT APR 2025	120.56	05/02/2025	06/01/2025			Approved
Total BATZNER PEST CONTROL INC:				<u>276.12</u>					
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2163163	LIBRARY/LG PRINT BOOKS (2)	50.34	05/01/2025	06/01/2025			Approved
Total CENTER POINT LARGE PRINT:				<u>50.34</u>					
CHAMPE, ELIZABETH									
Approved									
11012	CHAMPE, ELIZABETH	CHAMPE20250521RR	LIBRARY/STAFF DEVELOPMENT DAY	27.00	05/21/2025	05/21/2025			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
11012	CHAMPE, ELIZABETH	Champe20250509	REFRESHMENTS LIBRARY/FRIENDS/ADULT PROGRAM PRIZES	18.99	05/09/2025	05/24/2025			Approved
11012	CHAMPE, ELIZABETH	Champe20250509	LIBRARY/FRIENDS PLANTS	143.96	05/09/2025	05/24/2025			Approved
11012	CHAMPE, ELIZABETH	20250507CHAMPE	LIBRARY/JUVENILE PROGRAMMING	87.91	05/07/2025	05/24/2025			Approved
11012	CHAMPE, ELIZABETH	20250507CHAMPE	LIBRARY_FRIENDSADULTGIFTCARD	20.00	05/07/2025	05/24/2025			Approved
11012	CHAMPE, ELIZABETH	20250507CHAMPE	LIBRARY/SUPPORT DEVELOPMENT DAY LUNCH	203.25	05/07/2025	05/24/2025			Approved
Total CHAMPE, ELIZABETH:				<u>501.11</u>					
COMPLEX SECURITY SOLUTIONS LLC									
Approved									
13004	COMPLEX SECURITY SOLUTIONS LLC	946916	LIBRARY/SECURITY CAMERAS 1ST INSTALLMENT	9967.43	02/21/2025	05/21/2025			Approved
13004	COMPLEX SECURITY SOLUTIONS LLC	947278	LIBRARY/SECURITY CAMERA INSTALLMENT 2	9967.35	04/28/2025	05/28/2025			Approved
Total COMPLEX SECURITY SOLUTIONS LLC:				<u>19934.78</u>					

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
JANI-KING OF MILWAUKEE									
Approved									
12411	JANI-KING OF MILWAUKEE	MIL06250354	LIBRARY/JANITORIAL SVC JUN 2025	2784.02	06/01/2025	06/30/2025			Approved
Total JANI-KING OF MILWAUKEE:				<u>2784.02</u>					
JF AHERN COMPANY									
Approved									
4875	JF AHERN COMPANY	731328	LIBRARY/FIRE EXTINGUISHER TRAINING	650.00	05/05/2025	06/05/2025			Approved
4875	JF AHERN COMPANY	731029	LIBRARY/FIRE SPRINKLER MAINT - 5 YR	1750.00	05/02/2025	06/02/2025			Approved
Total JF AHERN COMPANY:				<u>2400.00</u>					
KUJAWA ENTERPRISES INC									
Approved									
6819	KUJAWA ENTERPRISES INC	468372	LIBRARY/LANDSCAPE MAY 2025	2313.25	05/01/2025	06/01/2025			Approved
Total KUJAWA ENTERPRISES INC:				<u>2313.25</u>					
LYONS ELECTRIC									
Approved									
1060	LYONS ELECTRIC	6367	LIBRARY/MAINT/LIGHT REPAIRS	870.00	05/20/2025	06/20/2025			Approved
1060	LYONS ELECTRIC	6311	LIBRARY/LED PROJECT	2555.84	05/20/2025	06/20/2025			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
1060	LYONS ELECTRIC	6310	LIBRARY/LE ED PROJECT	1712.42	05/20/2025	06/20/2025			Approved
1060	LYONS ELECTRIC	6309	LIBRARY/LE ED PROJECT	2976.00	05/20/2025	06/20/2025			Approved
Total LYONS ELECTRIC:				<u><u>8114.26</u></u>					
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	507218952	LIBRARY/3 ADULT DVD	52.47	05/23/2025	06/20/2025			Approved
548	MIDWEST TAPE	507218953	LIBRARY/1 ADULT DVD	23.24	05/23/2025	06/20/2025			Approved
548	MIDWEST TAPE	507218951	LIBRARY/2 ADULT DVD	42.73	05/23/2025	06/20/2025			Approved
548	MIDWEST TAPE	507202552	LIBRARY/2 ADULT DVD	41.98	05/20/2025	06/20/2025			Approved
548	MIDWEST TAPE	507202550	LIBRARY/2 ADULT DVD	42.73	05/20/2025	06/20/2025			Approved
548	MIDWEST TAPE	507202209	LIBRARY/ ADULT DVD	41.99	05/20/2025	06/20/2025			Approved
548	MIDWEST TAPE	507160240	LIBRARY/1 ADULT CD	11.99	05/12/2025	06/12/2025			Approved
548	MIDWEST TAPE	507160242	LIBRARY/1 ADULT DVD	32.24	05/12/2025	06/12/2025			Approved
548	MIDWEST TAPE	507160243	LIBRARY/1 ADULT DVD	24.74	05/12/2025	06/12/2025			Approved
548	MIDWEST TAPE	507160244	LIBRARY/1 ADULT DVD	20.24	05/12/2025	06/12/2025			Approved
548	MIDWEST TAPE	507160245	LIBRARY/1 CHILD FICTION PLAYAWAY	63.99	05/12/2025	06/12/2025			Approved
548	MIDWEST TAPE	507135845	LIBRARY/4 ADULT DVD	111.71	05/06/2025	06/06/2025			Approved
548	MIDWEST TAPE	507135847	LIBRARY/1 ADULT DVD	26.99	05/06/2025	06/06/2025			Approved

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Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
548	MIDWEST TAPE	507135844	LIBRARY/2 ADULT DVD	39.73	05/06/2025	06/06/2025			Approved
548	MIDWEST TAPE	507098253	LIBRARY/3 ADULT DVD	59.97	04/29/2025	05/29/2025			Approved
548	MIDWEST TAPE	507098252	LIBRARY/1 ADULT DVD	26.24	04/29/2025	05/29/2025			Approved
548	MIDWEST TAPE	507098251	LIBRARY/3 ADULT DVD	72.72	04/29/2025	05/29/2025			Approved
548	MIDWEST TAPE	507098159	LIBRARY/2 ADULT CD	29.38	04/29/2025	05/29/2025			Approved
Total MIDWEST TAPE:				<u><u>765.08</u></u>					
MIDWEST TAPE - HOOPLA									
Approved									
12821	MIDWEST TAPE - HOOPLA	507131095	LIBRARY/H OOPLA FLEX	84.99	05/06/2025	05/29/2025			Approved
12821	MIDWEST TAPE - HOOPLA	507111616	LIBRARY/B RIDGES GRANT/HO OPLA/INST ANT APR 20	688.20	04/30/2025	05/30/2025			Approved
12821	MIDWEST TAPE - HOOPLA	507111616	LIBRARY/H OOPLA/INS TANT APR 2025	167.02	04/30/2025	05/30/2025			Approved
Total MIDWEST TAPE - HOOPLA:				<u><u>940.21</u></u>					
MILWAUKEE PLUMBING & PIPING INC									
Approved									
5391	MILWAUKEE PLUMBING & PIPING INC	53228	LIBRARY/D RINKING FOUNTAIN FILTER REPLACEM ENT/4.23.25	323.65	05/08/2025	06/08/2025			Approved
Total MILWAUKEE PLUMBING & PIPING INC:				<u><u>323.65</u></u>					

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 525

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
MUKWONAGO PUBLIC LIBRARY									
Approved									
13337	MUKWONAGO PUBLIC LIBRARY	33076	LIBRARY/J UV PROG COSTUMES & COORDINA TION	220.00	05/19/2025	06/19/2025			Approved
Total MUKWONAGO PUBLIC LIBRARY:				<u>220.00</u>					
PIXOLOGIE INC									
Approved									
13270	PIXOLOGIE INC	4080	LIBRARY/P PL FOUNDATI ON/GREATE R MKE FOUNDATI ON GRANT/PHO TOGRAPHY CLASS	250.00	02/05/2025	05/16/2025			Approved
Total PIXOLOGIE INC:				<u>250.00</u>					
PLAYAWAY PRODUCTS LLC									
Approved									
13153	PLAYAWAY PRODUCTS LLC	499336	LIBRARY/1 PLAYAWAY +USB CORD	58.99	05/07/2025	06/07/2025			Approved
Total PLAYAWAY PRODUCTS LLC:				<u>58.99</u>					
RHYME BUSINESS PRODUCTS, LLC									
Approved									
13202	RHYME BUSINESS PRODUCTS, LLC	AR838282	LIBRARY/C OPIES 2025.04.23 TO	164.56	05/21/2025	06/21/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 525

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			2025.05.22						
13202	RHYME BUSINESS PRODUCTS, LLC	AR831822	LIBRARY/C OPIES APR-MAY 2025	154.67	04/29/2025	05/29/2025			Approved
Total RHYME BUSINESS PRODUCTS, LLC:				<u><u>319.23</u></u>					
TAYLOR COMPUTER SERVICES, INC									
Approved									
810	TAYLOR COMPUTER SERVICES, INC	27874	LIBRARY/MANAGED SERVICES FOR MAY 2025	430.00	04/30/2025	05/30/2025			Approved
Total TAYLOR COMPUTER SERVICES, INC:				<u><u>430.00</u></u>					
WALDEN, NEITZKE & KUHARY, SC									
Approved									
11855	WALDEN, NEITZKE & KUHARY, SC	06805	LIBRARY/LEGAL SVCS APR 2025	27.50	05/06/2025	06/05/2025			Approved
Total WALDEN, NEITZKE & KUHARY, SC:				<u><u>27.50</u></u>					
WISCONSIN LIBRARY ASSOCIATION									
Approved									
1319	WISCONSIN LIBRARY ASSOCIATION	22484	LIBRARY/WLA RENEWAL BLENSKI	150.00	01/25/2025	05/25/2025			Approved
Total WISCONSIN LIBRARY ASSOCIATION:				<u><u>150.00</u></u>					
Total:				<u><u>54043.10</u></u>					

LOCAL GOVERNMENT INVESTMENT POOL

MONTHLY STATEMENT of ACCOUNTS**Department of Administration**

May 2025

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

01) GENERAL	\$13,187,251.24
02) CAP EXP & CONST PROJ	\$517,695.93
03) SEWER DEBT REPLACE	\$2,710,845.02
04) SEWER INVESTMENTS	\$1,250,564.64
05) WTR UTIL INVESTMENT	\$625,140.26
06) TIF RELATED HOLDING	\$162,603.11
07) LAIMON DONATION/LAKESIDE PARK	\$43,873.72
08) CEMETARY PERPETUAL	\$36,710.44
09) SEWER HOOKUP FEES	\$1,927,830.74
12) WATER HOOKUP FEES	\$278,894.12
16) LIBRARY	\$100,494.67

PEWAUKEE, VILLAGE OF

235 HICKORY ST
PEWAUKEE, WI 53072-3533

TOTAL **\$20,841,903.89**

Date	Type	Memo	Deposits	Withdrawals	Balance
Acct# 01	GENERAL			Beginning Balance	\$12,840,103.94
05/05/2025	Deposit - Direct Aids	DOR - Personal Property Aid	\$3,961.98		\$12,844,065.92
05/05/2025	Deposit - Direct Aids	DOR - Personal Property Aid	\$31,635.67		\$12,875,701.59
05/05/2025	Deposit - Direct Aids	DOR-2023 WI Act 12 PPA	\$14,350.77		\$12,890,052.36
05/05/2025	Deposit - Direct Aids	DOR-2023 WI Act 12 PPA	\$47,386.15		\$12,937,438.51
05/06/2025	Deposit - Wire	DEPOSIT 5.5.25	\$800,000.00		\$13,737,438.51
05/19/2025	Withdraw - Wire	TRANSFER TO COVER PAYABLES 5/19/2025		(\$300,000.00)	\$13,437,438.51
05/30/2025	Withdraw - Wire	TRANSFER TO COVER PAYABLES 5/30/2025		(\$300,000.00)	\$13,137,438.51
05/31/2025	Interest	INT May 25 4.36%	\$49,812.73		\$13,187,251.24
	Account Total		\$947,147.30	(\$600,000.00)	\$13,187,251.24
Acct# 02	CAP EXP & CONST PROJ			Beginning Balance	\$515,785.79
05/31/2025	Interest	INT May 25 4.36%	\$1,910.14		\$517,695.93
	Account Total		\$1,910.14	\$0.00	\$517,695.93
Acct# 03	SEWER DEBT REPLACE			Beginning Balance	\$2,700,842.83
05/31/2025	Interest	INT May 25 4.36%	\$10,002.19		\$2,710,845.02
	Account Total		\$10,002.19	\$0.00	\$2,710,845.02
Acct# 04	SEWER INVESTMENTS			Beginning Balance	\$1,245,950.44
05/31/2025	Interest	INT May 25 4.36%	\$4,614.20		\$1,250,564.64
	Account Total		\$4,614.20	\$0.00	\$1,250,564.64
Acct# 05	WTR UTIL INVESTMENT			Beginning Balance	\$622,833.68
05/31/2025	Interest	INT May 25 4.36%	\$2,306.58		\$625,140.26
	Account Total		\$2,306.58	\$0.00	\$625,140.26

Acct# 06	TIF RELATED HOLDING			Beginning Balance	\$162,003.15
05/31/2025	Interest	INT May 25 4.36%	\$599.96		\$162,603.11
	Account Total		\$599.96	\$0.00	\$162,603.11
Acct# 07	LAIMON DONATION/LAKESIDE PARK			Beginning Balance	\$43,711.84
05/31/2025	Interest	INT May 25 4.36%	\$161.88		\$43,873.72
	Account Total		\$161.88	\$0.00	\$43,873.72
Acct# 08	CEMETARY PERPETUAL			Beginning Balance	\$36,574.99
05/31/2025	Interest	INT May 25 4.36%	\$135.45		\$36,710.44
	Account Total		\$135.45	\$0.00	\$36,710.44
Acct# 09	SEWER HOOKUP FEES			Beginning Balance	\$1,920,717.63
05/31/2025	Interest	INT May 25 4.36%	\$7,113.11		\$1,927,830.74
	Account Total		\$7,113.11	\$0.00	\$1,927,830.74
Acct# 12	WATER HOOKUP FEES			Beginning Balance	\$277,865.09
05/31/2025	Interest	INT May 25 4.36%	\$1,029.03		\$278,894.12
	Account Total		\$1,029.03	\$0.00	\$278,894.12
Acct# 16	LIBRARY			Beginning Balance	\$154,778.34
05/20/2025	Withdraw - Wire	COVER LIBRARY CASH ALLOCATIONS		(\$54,778.34)	\$100,000.00
05/31/2025	Interest	INT May 25 4.36%	\$494.67		\$100,494.67
	Account Total		\$494.67	(\$54,778.34)	\$100,494.67

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

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

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

Pewaukee Public Library - Monthly Statistics 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	25880	24601								126818	96.74%
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	20813	19503								100934	93.48%
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	4557	4522								23205	113.27%
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	158	191								852	172.12%
Instant 2025	390	339	361	352	385								1827	85.65%
Total 2025	578	493	522	510	576	0	0	0	0	0	0	0	2679	101.94%
% 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%	19.58%	20.72%								20.41%	
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%	89.71%	88.38%								88.41%	
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	13,688	12,986								66,560	90.74%
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	4995	4034								22494	#VALUE!
Daily average 2025	173	176	175	185	208									
Reference Transactions														
2024	680	627	727	716	477	950	989	700	509	550	435	436	7796	62.79%
2025	590	559	580	564	493								2786	86.33%

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	115	94								517	90.23%	
Meetings Room Usage															
2024	44	47	55	75	48	52	73	29	54	67	54	32	630	119.54%	
2025	58	68	61	80	56								323	120.07%	
Study Room Usage															
2024	139	170	133	159	131	139	159	131	120	167	133	124	1705	159.20%	
2025	153	182	157	154	151								797	108.88%	
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	5627	5219								20818	#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	435	369								1614	72.21%	
Website Visits															
2024	14744	14903	19352	16068	16870	15999	15308	13505	13331	14730	15204	16575	186589	103.93%	
2025	15180	14268	14013	20555	15063								79079	96.51%	
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	17	6								56	101.82%
Attendance	2025	291	676	494	771	319								2551	87.94%
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	7	6								27	135.00%
Attendance	2025	86	144	126	271	849								1476	158.37%
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	3	4								14	93.33%
Attendance	2025	12	19	18	26	159								234	100.86%
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	13	13								53	106.00%
Attendance	2025	35	118	206	224	220								803	97.69%

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	0	0								1	#DIV/0!
Attendance 2025	0	0	120	0	0								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	0								0	#DIV/0!
Attendance 2025	0	0	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	1								5	100.00%
Attendance 2025	0	15	121	38	20								194	60.82%
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	4	3								18	120.00%
Attendance 2025	104	144	95	110	92								545	125.58%
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	0	0								10	90.91%
Attendance 2025	196	366	375	0	0								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	0								0	#DIV/0!
Attendance 2025	0	0	0	0	0								0	#DIV/0!

Pewaukee Public Library Director's Report June 2025

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

- This month was all about training. I was trained on many different things like hosting programs, doing outreach, adjusting the website, and much more. I've also been taking the time to help get Emma comfortable in her new role. So far things are going really well and I'm happy with all the changes
- Summer reading is upon us! Getting ready for that from my new position has been fun. It is much more hands on with the public than anything I did as the LSM. I was able to get some donations secured for the program, like Marcus Theatre popcorn which will be great.
- Nick tried out a new book club this month called Talk Read Talk! A quiet book club. For being a first of its kind here at Pewaukee, it was a great success and he is going to make it a quarterly event.
- We had staff development day this month, which happened to be only my second day as the adult services manager. We learned how to use fire extinguishers which was very cool. We also were able to get all the librarians and sit down together to discuss summer reading. It was very beneficial and helped us lay out a game plan for the kickoff event.

Thanks for everything you do!

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

Summer Reading has started. We're up to 334 kids, 114 teens, and 85 Early Lit. In 2024, we had 660 kids, 166 teens, and 148 Early Lit total. We're already halfway to meeting last year's enrollment so we're off to an amazing start. We made a few changes to last year which I think were super helpful:

- Sign up is now the day after Memorial Day, whereas last year sign up was the day of the kickoff party, which was mid-June. This helps us compete with other libraries that offer SRP sooner.
- I also experimented with a "no sign-up" Week 1 with my paper handout I gave to my school visits. Kids could get started on the reading program that day if they wanted to, and not have to wait for the kickoff like last year, so again reducing some barriers and hopefully bumping up our numbers.

I'm also done with school visits—I met with every K4 through Grade 5 class in PLE and Horizon, so over 1000 kids over the course of two weeks. PLE visits went great. Everyone got that handout, a quick story time, and a rundown of everything that we're doing over summer at the library. The Horizon visits seemed to be a mixed reaction based on the grades and groups. I might tweak things again next year if Horizon is interested in repeating the program. Horizon got the same handout, a shorter presentation, and a quick tour of the library.

Select programming also started right in June, instead of waiting until mid-summer like last year, so we'll see if that helps as well.

Sandy made a movie to promote her program and also made an appearance at the Asa Clark Pops concert to help get the word out about the tween and teen program.

Library Services Department (from Emma Kutschenreuter, Library Services Manager)

Pewaukee Public Library Director's Report June 2025

I am so thankful for the opportunity to be back at the Pewaukee Library in the Library Services Manager position!

It has been about a month since I started, and so far, things are going very well! I am steadily relearning the day-to-day tasks of circulation as well as learning all the new tasks and processes I am responsible for managing.

I was able to have one-on-one meetings with all of the circulation staff and get to know them a bit this past month. I will continue the regular monthly employee meetings with circulation staff. This month, we had two employees leave employment at the library, as well as another being out on leave. I worked with staff to make sure all desks are covered and tasks completed through these transitions.

We were able to hire a page who has started and is doing very well. He was with us previously as an intern through Pantheon so he was familiar with some of the tasks, but needed some training on others. I conducted interviews this month for our Library Clerk opening and was able to make an offer of employment this week, with a start date later in June.

Finally, I worked with staff to rollout a passive program through the Bridges System as well as our Food for Fines program that both started at the beginning of June.

I am very excited for what the future holds for me as the Library Services Manager!

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - May 2: Staff Development Day
 - May 6: Village of Pewaukee Department Heads Meeting
 - May 16: APL Meeting
 - May 21: Library Board Meeting
 - May 22: Positively Pewaukee Meetup
 - May 22: Library Department Heads Meeting
- *Employee Updates:*
 - Allison Miller resigned as a Library Page. Her last day of work was May 29, 2025.
- *Building Updates:*
 - Water Softener Request. The Village approved the purchase and their contribution on Tuesday, June 3rd. The City will consider the request at the June 16th meeting. I will be in attendance to answer any questions.
- *Donations:*
 - We have received a donation of \$1,000 from Wellenstein and Sons, Inc. This company served as the general contractor for building the library's facility.
- *Director Orientation.* I was able to meet with Rachel on June 24th and completed her new director orientation. She seems like a great fit and I'm sure you will all enjoy working with her.
- *WI Library News.* There have been several stories in the local news about libraries that might be of interest to you:

**Pewaukee Public Library
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- *Wisconsin Examiner June 3, 2025 “Menomonee Falls diverts \$300k from library to police budget”*: <https://wisconsinexaminer.com/2025/06/03/menomonee-falls-diverts-300k-from-library-to-police-budget/>
- *Journal Sentinel May 23, 2025 “North Shore Library suburbs will make up for fundraising”*
- *Summer Reading*. The theme this summer is “Color Our World” with a focus on art. As Peter indicated, we moved up the start of our reading incentive program to begin on Tuesday, May 27th. This element of the program will end on Saturday, August 12th. It seems that this early start is having a positive effect with healthy early signup numbers and hearty book circulation. We feel very, very busy! Programming starts on Friday, June 13 with our annual Kickoff Event. We will be offering a full calendar of events which can be viewed here <https://pewaukee.librarycalendar.com/events/month>. Staff have worked for many months to plan, organize and promote this program. We are hopeful for a fun, engaging and busy summer.
- *Fund Balance Policy (AGENDA ITEM)*. I have drafted a new Fund Balance Policy for your review and consideration. It has been reviewed by your legal counsel. This policy is in alignment with Section 6 of the Joint Library Agreement.
- *Early Closing Friday, October 1, 2025*. This is Homecoming for Pewaukee High School. With the parade, the Library needs to at least close early so that patrons and staff can exit the parking lot. In discussing the situation with my department heads, we are recommending a half day close at 1 pm. The afternoon would be used for Staff Development. We have a scheduled programming commitment in the morning, a Memory Café. Staff would like to stay open in the morning to honor this commitment.
- *Closed Session (AGENDA ITEM)*. I will provide the formal request to you in the closed session.

FUND BALANCE POLICY

PURPOSE

The Board of Trustees [Board] of the Pewaukee Public Library [Library] is committed to fiscal responsibility and to serving as a prudent steward of all funds collected, donated or appropriated for library purposes [Library Funds or the Library Fund]. Chapter 43.58 of the Wisconsin Statutes grants the Board exclusive control over the expenditure of all Library Funds. The Library Fund is segregated into separate sub-accounts for purposes of carrying on certain activities and the Library Funds therein are further classified into separate categories as discussed below.

The Board strives to use all Library Funds as budgeted each fiscal year. As used herein, “Fund Balance” is defined as the difference between the Library Fund’s assets and liabilities, at any given time, representing the net resources available for expenditure. “Excess Funds” are calculated as total revenues minus total expenditures to and from the Library Fund, in a given fiscal year, and represent unspent Library Funds eligible for carryover to the following fiscal year.

Maintaining an appropriate Fund Balance in the Library’s unassigned library fund is a core component of fiscal responsibility and is essential to Library’s fiscal stability. This provides stability and financial support by:

- Ensuring consistent operational cash flows;
- Covering revenue shortfalls;
- Providing emergency operational funds for building maintenance or equipment repairs;
- Providing emergency operational funds for unexpected expenses, such as mid-year benefit adjustments, contract increases, uninsured casualty events, or unexpected weather events.

The policy establishes a clear framework for managing the library’s Fund Balance in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54.

CLASSIFICATION OF FUND BALANCES

The Library Funds within the Fund Balance shall be further classified into the following five categories, as provided by GASB Statement No. 54, which establishes the extent to which there are restraints on the specific purposes for which such funds may be spent:

1. **Nonspendable** – Funds that cannot be spent because they are not in a liquid or spendable form, such as inventories or prepaid expenses.
2. **Restricted** – Funds legally or externally restricted for specific purposes, including through grants, laws, regulations, or donor-imposed limitations.
3. **Committed** – Funds the Board has formally designated for specific purposes through official action, including funds committed for use in satisfying contractual obligations. The designation by the Board to commit funds for a purpose must be made prior to the end of the fiscal year, but the amount, if any, may be determined in the subsequent fiscal year. These funds cannot be reallocated without further Board approval.

4. **Assigned** – Funds the Library intends to use for specific purposes as identified in planning or budgeting but that do not meet the criteria for restricted or committed classifications. This includes budget allocations for specific projects or needs.
5. **Unassigned** – The residual funds in the general fund not classified elsewhere, available for general use

DONATIONS

The Library accepts cash donations for both committed and uncommitted uses. Donated funds with a mutually agreed-upon purpose between the donor and the Board will be classified as **committed**. All other donations, whether by gift, devise, or bequest made to the Library, but without a specified purpose, will initially be classified as **restricted**, as such funds are to be held in trust for library purposes, until the Board formally commits them to a specific use.

Donated funds shall not be used to cover general Library operational expenses, including salaries, utilities, or routine maintenance, unless expressly directed as such by the donor.

MINIMUM/MAXIMUM UNASSIGNED FUND BALANCE

At fiscal year-end, all Excess Funds shall carry forward to the succeeding fiscal year and be assigned to the appropriate Fund Balance classification.

The Board will review the Fund Balance's status following receipt of the annual audit report, comparing the funds within the Fund Balance classified as "unassigned" to the Library's current total operating budget. The goal is to maintain the unassigned portion of the Fund Balance between **15%** to **20%** of the Library's operating budget.

- If the unassigned portion of the Fund Balance falls below **15%** of the annual operating budget, the Board will develop a plan, as part of the budget process, to restore compliance.
- If the unassigned portion of the Fund Balance exceeds **20%** of the annual operating budget, the excess amount will be applied to the following year's operations budget request to offset any projected amount above and beyond the maintenance of effort payments provided by the City of Pewaukee and the Village of Pewaukee for the Operations Budget.

The foregoing policy expresses the Board's general policy for purposes of Fund Balance decision-making and budgetary planning. However, the Board reserves the right to amend this policy or to decide matters concerning the Library's expenditures and finances in contravention of this policy, as specific circumstances may require from time-to-time.

This policy was reviewed by legal counsel for compliance with relevant local, state, and federal laws as of June, 2025.

Adopted by the Board of Trustees, [DATE]: Dale Noll, Library Board President

Planning for the Library's Future

11

The Importance of Planning: Why Plan?

How often do you leave for the grocery store without a list and come back with dozens of items you didn't need, but without the one or two things you absolutely needed? Nobody would ever think of building a house or starting a business without a plan. Yet it is often hard to convince library directors and library boards to create a strategic plan. The most frequent excuse is "We don't have time" or "We are too busy getting our work done."

Information technology, publishing and the book industry, and society itself are in the middle of the greatest series of changes since the invention of the printing press. In 1990, few libraries had computers. Now, they are everywhere. In 1980, women were just entering the workforce in large numbers, and many smaller Wisconsin communities had few, if any, minority residents. Library services must change to reflect changes in our communities. They cannot exist in a vacuum. The library board or director that refuses to plan is like the shopper going to the store without a shopping list. The library may well be offering dozens of services that are not really needed by the community, while failing to offer the one or two services that might provide a great benefit.

Planning for libraries is a process of envisioning the future of both the community and the library and setting a direction for library movement toward a chosen future vision. Planning helps the staff and board understand the situation of their community, set priorities, and establish methods for achieving those priorities. The planning document provides a record of the decisions made during that process. The document also becomes a guide for decision-making and action by staff and the board.

Planning Essentials—Getting Started

Size doesn't matter. Every library needs a plan, no matter how small or how large the library and community may be. However, just as a shopping list will be different for the single person and the family of ten, the *process* followed to create a plan will depend on the size of library and community involved with the project. Large and even many medium-sized libraries, or those libraries accustomed to planning, may have the resources and experience to undertake a full-blown process such as that described in the *Planning for Results*¹ process. *Planning for Results* provides a blueprint for creating a vision of the future for a library and its community, along with a blueprint for creating the services that will enable a library achieve its vision. *Planning for Results*, because it is so thorough, describes a fairly time-intensive process involving a large cast of players. Any library,

¹ Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. ALA, 1998

In This Trustee Essential

- The importance of planning
- Planning essentials—getting started
- A plan outline
- Where to go for help

including smaller libraries or those new to planning, will benefit from undertaking the process outlined in *Planning for Results* if its board and staff have the commitment, time, and resources to follow through. However, for novice planners, the process is less important than the fact that planning is carried out. First-time planners often want to follow a simplified process that is less time-intensive. Even a simplified process will help the board and staff gain vital information about the library and community, as well as the experience and confidence needed to expand the process during the next planning cycle.

Who should be involved?

The minimum number needed to draft a strategic plan is one. However, just as the grocery shopper benefits from consulting spouse and family before leaving for the store, the strategic plan for the library benefits from input from multiple individuals. The library director, with the help of system staff, can be relied on to gather statistics about a community. Important statistics include:

- Population size of community broken down by age, gender, racial heritage, etc.
- The existence of large or growing groups of newcomers to the community, whether they are urban or rural transplants, new ethnic groups, or other.
- Economic factors regarding the community, such as household incomes and source of payrolls.
- Educational profile of the community.

At the same time, the director and staff can gather facts about the library. Questions to ask include:

- What services are currently being offered?
- How have usage patterns been changing in the past few years?
- What is the composition of the collection? How many books does the library own? How many audiobooks? DVDs? Children's books, etc.?
- What is the *age* of the collection? What is the average publication date for each section of the nonfiction collection?

By discussing these and similar facts about the library and the community, the staff and board can come to some basic conclusions about the library on which to plan future services. A library with a small large-print collection in a community with a stable, aging population may want to buy more large-print books, for example. A science collection with relatively few titles less than one or two years old probably needs updating.

One of the best ways to gather insight regarding your library is to see how it stacks up against current state recommended standards. [Wisconsin Public Library Standards](#) is updated about every five years. The Standards are not mandatory requirements from the state; rather they are suggestions for basic levels of service organized by library or community size. They suggest such things as basic

collection size for a specific community size. They even recommend a minimum funding requirement for a basic level of library service in the smallest communities. The Standards allow planners to look beyond the confines of their community. (For more information, see [Trustee Essential #12: Library Standards](#).)

By talking to other stakeholders, library planners can add to the strength and reliability of their plan as well as obtain buy-in from the public. There is an endless list of individuals and groups that *might* be consulted as part of a basic planning process. Which ones you choose will depend on your particular situation. Suggested players include:

- The mayor and city council (or equivalent)
- Municipal employees such as an economic development officer, senior center director, or recreation department director
- Representatives from the PTA and/or teachers union
- Representatives of active service groups such as Elks, Rotary, or Lions
- Representatives of other social/service organizations such as those representing growing minority populations
- Representatives of the religious community
- Current library users
- Those not currently using the library

You get the picture. The more people you talk to about the community, the more information you will have to create your strategic plan.

How do you gather information?

Probably the most common mistake library planners make when consulting the community in preparation for a strategic plan is to ask people about the library. Neophyte planners ask what library services people are looking for. The real purpose of consulting all of these community representatives is to find out about *them*—what *they* are doing and what is important in *their* lives and work. The library staff and board are the experts in the broad array of possible library services. It is up to the experts to be creative in proposing new services or changes in services to meet emerging needs. The mayor and city council may be interested in developing tourism in a community, but they may never think of the library as a vehicle for collecting and disseminating local information of interest to tourists. If you ask someone what the library should be like, they will answer based on their preconceptions about what a library is. Instead, inquire about community needs and then apply library resources to fashion the services to help the community fill those needs.

There are a variety of ways to ask this large array of players about community needs. One of the simplest but most effective is simply to invite them to the library or a neutral site and talk to them. Find someone who is experienced in conducting focus group interviews. Construct one or more groups built around particular interests, such as the needs of children in the community or the needs of

immigrants. Assist the interviewer in eliciting the opinions of interested parties regarding what is important to them.

Library planners probably most often gather information by means of surveys. If you decide to use a survey, consider the following:

- What is the specific question you are trying to answer? What hypothesis are you testing?
- Don't ask questions simply for the sake of asking. If you ask whether the respondent went to college, for example, how will having the information affect your investigation? How will you use the information?
- Will your survey reach the target audience? Surveys done in the library are useless for learning the needs and opinions of nonusers. Current library users do not necessarily represent a cross section of the community.
- How will your survey be distributed?
- How will your survey be tabulated?
- Do a pretest. Make sure that your respondents have the same understanding of the questions you do.

Again, consider enlisting the help of someone experienced in writing and conducting surveys before you get started. This doesn't have to cost anything. You may find a volunteer at a local chamber of commerce or a nearby university, or a local resident may be willing to help who has conducted surveys as part of his or her business. Your local library system should be able to offer assistance. If you write your own survey, at the very least have someone critique it for you. A poorly executed survey can have less value than no survey at all. It may even lead you to opposite conclusions from those you might have reached otherwise.

A Plan Outline

Okay, you've gathered all your information. What do you do with it? A simple plan might be organized like this:

Introduction: Discuss the planning process: Who are you? What are your library and community like? How did you find this out? Who did you consult? How did you consult them? What did you find?

Mission Statement: Which vision of the community are you are trying to support? What is the library's role in supporting that vision? What is the reason the library exists? (See [Sources of Additional Information](#) below for information about developing a mission statement.)

Service Responses: What are the specific services you will offer and, why?

- Activities: Under each service, list the particular activities that will be carried out and what you intend to accomplish. How do these activities relate to the mission of the library?
- Evaluation: How will you measure the impact these services are having on the target population? How do you know if you are doing it right? What are your alternatives if you are not?

The specific time frame your plan should cover will depend on how ambitious your plan is, or how many activities you hope to carry out. There is no magic formula that dictates that your plan should last five years, three years, or even one year. Do what makes sense for your library and your community. The most important thing you can do is to be adaptive. Follow your plan and revisit it along the way. Make sure it is taking you where you want to go, and revise it as necessary. At the end of the planning cycle, when all evaluations are in, start over. Create a new plan and perhaps go a little farther in your information-gathering process.

Special Types of Planning

In addition to general strategic planning for the entire library, you may also want to consider planning projects focusing on special issues such as technology or disaster preparedness.

Many libraries participate in technology planning through their library system and therefore do not need to conduct their own technology planning project. Because new technologies can greatly expand the services and resources offered by a library, it is important that all libraries be involved in some type of technology planning.

Most libraries will rarely experience a severe emergency or natural disaster, but it is best to be prepared, just in case. Fires, floods, tornadoes, and hazardous material accidents can endanger lives, and it is important for libraries to have plans and/or policies in place for dealing with these types of emergencies. It is also important for staff to be trained to handle emergencies properly, including medical emergencies.

Plans and/or policies can also be established to prepare for recovery of library materials after an accident or disaster. The [Wisconsin Public Library Policy Resources](#) page has links to examples of emergency and disaster policies. See below for resources to help with accident and disaster preparedness planning.

Discussion Questions

1. Has your library had a plan before? What did it deal with? When was it done?
2. Who should be involved on the ground floor? Which staff members? Which board members? Who is available with the necessary expertise, including outside volunteers that might be able to help with the plan?
3. What resources does your library system have to assist you with planning?
4. Are there any other plans out there that you might consult (e.g., a comprehensive development plan written for the municipality; a comprehensive plan written for the school system; any plan written by the chamber of commerce)?
5. What do you hope to accomplish? What will you do with the plan once it is written?
6. How does your library compare with other libraries in similar communities? Do you meet or exceed recommended state standards?
7. Can your library system obtain samples of other strategic plans for your committee to look at? After examining them, ask, What was good about them? What didn't you like?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- [Wisconsin Public Library Standards](#)
- OWLS webpage on planning (owlsnet.org/141/planning)
- McClure, Charles R., et al. *Planning and Role Setting for Public Libraries: A Manual of Options and Procedures*. Chicago, IL: ALA, 1987.
- Nelson, Sandra. *The New Planning for Results: A Streamlined Approach*. Chicago, IL: ALA, 2001.
- Van House, Nancy A., et al. *Output Measures for Public Libraries: A Manual of Standardized Procedures*, 2nd ed. Chicago, IL: ALA, 1987.
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- Zweizig, Douglas, et al. *Evaluating Library Programs & Services: TELL IT!* Madison, WI: UW School of Library and Information Studies, 1993.
- “Disaster Preparedness and Recovery.” American Library Association (www.ala.org/advocacy/govinfo/disasterpreparedness)

- Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives, Third edition 2003, Western New York Library Resources Council (www.wnylrc.org/uploads/documents/preservation/disaster_preparedness/wnydisaster_manual2003.pdf)
- Conservation OnLine (CoOL), Disaster Preparedness and Response (palimpsest.stanford.edu/bytopic/disasters).

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