

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, July 16, 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, July 16 at 6:30 p.m.

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

1. Call Meeting to Order and Roll Call

SPECIAL BUSINESS:

2. Introductions of new board member Rachel Pader

REGULAR BUSINESS:

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

OLD BUSINESS:

None

NEW BUSINESS:

5. Discussion and possible action on the new **Naming and Dedication Policy**
6. Discussion and review of the Library's current fund balance
7. Discussion and possible action on the 2026 Joint Library Budget
8. Discussion and possible action on the Library's 5-year capital improvement plan
9. Discussion and possible action on *TE14: Library Board and Open Meetings Law*
10. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, August 20, 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, July 11, 2025

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

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

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

REGULAR BUSINESS:

2. Citizen Comments/Correspondence - n/a
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 though May 2025
 - d. Library Directors Report June 2025

Motion to approve: Lisa Jansen
Second: Phil Vetterkind
Discussion:
Motion Carried Ann Wright abstains from voting on the minutes

OLD BUSINESS:

None

NEW BUSINESS:

4. Discussion and possible action on the new Library Fund Balance Policy
Motion to approve: Leslie Miller
Second: Ann Wright
Discussion:
Motion Carried

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.

Motion to approve: Phil Vetterkind

Second: Ann Wright

Discussion:

Motion Carried

6. Discussion on TE Essentials TE11: Planning for the Library's Future

No Action

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.

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

Motion to go into closed session: Phil Vetterkind 6:47pm

Second: Ann Wright

Discussion:

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

Motion carried

8. ADJOURNMENT

Motion: Phil Vetterkind motioned to move from closed session to adjournment
6:54pm

Second: Ann Wright

Discussion:

Motion Carried

NEXT MEETING SCHEDULED: Wednesday, July 16, 2025

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0625 AND [APIInvoice].Status Approved

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	51403991004536765	LIBRARY/VI DEO GAMES	29.99	05/20/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	51393991060684477	LIBRARY/VI DEO GAMES	87.57	05/19/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	102002414765967	LIBRARY/VI DEO GAMES TAX REFUND	-3.50	05/06/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	5264314344	LIBRARY/G OOGLE GSUITE MAY 2025	6.00	05/31/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	152358301061425	LIBRARY/S PECTRUM 6.17.25-7.16.25	234.99	06/14/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	0861 2127 4722 3525 6080	LIBRARY/C OPY PAPER	9.66	05/09/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	909115	LIBRARY/A DULT PROG REFRESHMENTS	24.14	05/19/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	3048	LIBRARY/C YBERLYNK JUN 2025	372.99	06/16/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039106647	LIBRARY/J UV PICTURE B	185.16	05/29/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039107685	LIBRARY/J UV BOOKS	35.86	05/29/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039096360	LIBRARY/A DULT FIC	73.83	05/23/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039098450	LIBRARY/A DULT NONFIC	35.32	05/23/2025	07/04/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0625 AND [APIInvoice].Status Approved

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	2039101517	LIBRARY/J UV PICTURE B	131.85	05/28/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039095907	LIBRARY/Y A BOOKS	80.90	05/22/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039096443	LIBRARY/Y A BOOKS	70.37	05/23/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039083158	LIBRARY/A DULT NONFIC	32.28	05/15/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039092178	LIBRARY/A DULT FIC	326.16	05/21/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039046899	LIBRARY/J UV PICTURE B	271.66	04/30/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039041465	LIBRARY/A DULT FIC	321.76	05/12/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039081525	LIBRARY/J UV PICTURE B	65.93	05/14/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039065759	LIBRARY/J UV BOOKS	162.57	05/07/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039074588	LIBRARY/J UV PICTURE B	224.08	05/13/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039078464	LIBRARY/A DULT FIC	314.40	05/13/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039074810	LIBRARY/Y A BOOKS	112.19	05/13/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039076527	LIBRARY/A DULT NONFIC	252.45	05/13/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039068032	LIBRARY/A DULT SCIFI	71.68	05/08/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039059725	LIBRARY/A DULT NONFIC	50.95	05/05/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	681d20b5bcc9c83c c34273d	LIBRARY/KI WANIS/TEE N SUMMER	496.06	05/08/2025	07/04/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0625 AND [APIInvoice].Status Approved

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			READING PRIZE BOOKS						
13040	ACH NORTH SHORE BANK CREDIT CARD	05132025	LIBRARY/A DULT PROGRAM PRIZES	53.75	05/13/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	10783876	LIBRARY/M IDWEST PANO HOT SPOT SUBSCRIPTI ON	110.50	05/09/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	10783876	LIBRARY/B RIDGES GRANT/MID WEST PANO	1402.50	05/09/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	WISCOM048350611	LIBRARY/W I DEPT OF SAFETY	51.13	05/08/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039056994	LIBRARY/A DULT FIC	223.02	05/05/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039065542	LIBRARY/A DULT NON FIC	73.55	05/07/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039056797	LIBRARY/Y A BOOKS	105.71	05/05/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	813184	LIBRARY/Y A PROG	9.16	05/13/2025	07/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	113143	LIBRARY/Y A PROG	17.47	05/13/2025	07/04/2025			Approved

Total ACH NORTH SHORE BANK CREDIT CARD: 6124.09

ACH WE ENERGIES

Approved

13090	ACH WE ENERGIES	5504867687	LIBRARY/G AS ELECTRICAL 5/07/25-6/05/25	3701.01	06/06/2025	06/30/2025			Approved
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[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0625 AND [APIInvoice].Status Approved

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
Total ACH WE ENERGIES:				3701.01					
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	1VVJ-TCDC-76V6	LIBRARY/J UV SUPPLIE	17.86	06/03/2025	06/26/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1LQ3-QCFQ-73N9	LIBRARY/A DULT FIC SCIFI	59.22	06/03/2025	06/26/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1NLH-6MQP-V4CM	LIBRARY/Y A FIC	234.02	06/01/2025	06/26/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1KWP-NH14-DHVL	LIBRARY/O FFICE SUPPLIES JUV	55.04	05/27/2025	06/26/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	19PY-K4X9-FFRQ	LIBRARY/J UV PRINT MATERIALS	202.59	05/27/2025	06/26/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1W7N-XHN3-9MC3	LIBRARY/A DULT NONFIC	109.05	05/30/2025	06/26/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1YRP-CD36-9C9R	LIBRARY/J ANITORIAL SUPPLIES	5.48	05/30/2025	06/26/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1KVN-CWRH-9919	LIBRARY/J UV PRINT MATERIALS	35.70	05/30/2025	06/26/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1H6G-Y7K1-FG6K	LIBRARY/ ADULT DVDS 2	26.35	05/27/2025	06/26/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1GN1-X1ND-9DL3	LIBRARY/B AND AIDS	7.34	05/30/2025	06/26/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1DJJ-JR1L-974G	LIBRARY/A DULT NONFIC	36.45	05/30/2025	06/26/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1Q4M-3D9R-363Q	LIBRARY/A DULT FIC	20.29	05/26/2025	06/26/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1Q4M-3D9R-36D9	LIBRARY/A DULT FIC	20.98	05/26/2025	06/26/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0625 AND [APIInvoice].Status Approved

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	1T9V-Q1WM-K4NQ	LIBRARY/A DULT FIC	-1.68	05/19/2025	06/18/2025			Approved
Total AMAZON CAPITAL SERVICES, INC.:				<u><u>828.69</u></u>					
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	78795004	LIBRARY/P EST MGMT JUNE 2025	120.56	06/02/2025	07/02/2025			Approved
Total BATZNER PEST CONTROL INC:				<u><u>120.56</u></u>					
BROOKFIELD PUBLIC LIBRARY									
Approved									
13353	BROOKFIELD PUBLIC LIBRARY	20250515NEV	LIBRARY/R EPLACEMENT REIMBURSEMENT 2000806100	28.00	06/19/2025	06/26/2025			Approved
Total BROOKFIELD PUBLIC LIBRARY:				<u><u>28.00</u></u>					
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2169292	LIBRARY/L G PRINT BOOKS (2)	50.34	06/01/2025	07/01/2025			Approved
Total CENTER POINT LARGE PRINT:				<u><u>50.34</u></u>					
JANI-KING OF MILWAUKEE									
Approved									
12411	JANI-KING OF MILWAUKEE	MIL07250351	LIBRARY/J ANITORIAL SVC JULY 2025	2784.02	07/01/2025	08/01/2025			Approved
Total JANI-KING OF MILWAUKEE:				<u><u>2784.02</u></u>					
JF AHERN COMPANY									

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0625 AND [APIInvoice].Status Approved

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
Approved									
4875	JF AHERN COMPANY	737889	LIBRARY/FIRE SPRINKLER MAINT	2785.00	06/03/2025	07/03/2025			Approved
Total JF AHERN COMPANY:				<u>2785.00</u>					
KUJAWA ENTERPRISES INC									
Approved									
6819	KUJAWA ENTERPRISES INC	479157	LIBRARY/LANDSCAPE JUNE 2025	2313.25	06/01/2025	07/01/2025			Approved
Total KUJAWA ENTERPRISES INC:				<u>2313.25</u>					
MEI TOTAL ELEVATOR SOLUTIONS									
Approved									
12216	MEI TOTAL ELEVATOR SOLUTIONS	1130855	LIBRARY/ELEVATOR JUN ANNUAL MAINTENANCE 2025	1518.26	06/01/2025	07/01/2025			Approved
Total MEI TOTAL ELEVATOR SOLUTIONS:				<u>1518.26</u>					
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	507318515	LIBRARY/2 ADULT DVD	50.98	06/14/2025	07/14/2025			Approved
548	MIDWEST TAPE	507318513	LIBRARY/1 ADULT CD	14.99	06/14/2025	07/14/2025			Approved
548	MIDWEST TAPE	507318512	LIBRARY/3 ADULT DVD	83.72	06/14/2025	07/14/2025			Approved
548	MIDWEST TAPE	507284447	LIBRARY/1 ADULT CD	11.99	06/06/2025	07/06/2025			Approved
548	MIDWEST TAPE	507284449	LIBRARY/2 ADULT DVD	43.48	06/06/2025	07/06/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0625 AND [APIInvoice].Status Approved

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
548	MIDWEST TAPE	507246448	LIBRARY/3 ADULT DVD	65.22	05/29/2025	06/29/2025			Approved
548	MIDWEST TAPE	507246446	LIBRARY/1 ADULT CD	12.79	05/29/2025	06/29/2025			Approved
Total MIDWEST TAPE:				<u>283.17</u>					
MIDWEST TAPE - HOOPLA									
Approved									
12821	MIDWEST TAPE - HOOPLA	507296615	LIBRARY/H OOPLA/FLE X	89.99	06/10/2025	07/10/2025			Approved
12821	MIDWEST TAPE - HOOPLA	507274552	LIBRARY/H OOPLA/FLE X	584.86	06/04/2025	07/04/2025			Approved
12821	MIDWEST TAPE - HOOPLA	507258188	LIBRARY/H OOPLA/INS TANT MAY 2025	950.16	05/31/2025	06/30/2025			Approved
Total MIDWEST TAPE - HOOPLA:				<u>1625.01</u>					
MILWAUKEE PUBLIC MUSEUM									
Approved									
13271	MILWAUKEE PUBLIC MUSEUM	06062025	LIBRARY/A DULT PROGRAM/ MEMORY CAFE	150.00	06/06/2025	06/13/2025			Approved
Total MILWAUKEE PUBLIC MUSEUM:				<u>150.00</u>					
PEWAUKEE PUBLIC LIBRARY FOUNDATION, INC.									
Approved									
13345	PEWAUKEE PUBLIC LIBRARY FOUNDATION, INC.	202504FRIENDS	LIBRARY/F RIENDS BOOKSALE REVENUE	646.06	06/11/2025	07/11/2025			Approved
13345	PEWAUKEE PUBLIC LIBRARY FOUNDATION, INC.	202504FRIENDS	LIBRARY/F RIENDS CHOCOLAT	223.43	06/11/2025	07/11/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0625 AND [APIInvoice].Status Approved

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			E FACTORY FUNDRAISE R						
Total PEWAUKEE PUBLIC LIBRARY FOUNDATION, INC.:				<u><u>869.49</u></u>					
SCHOLASTIC INC									
Approved									
7678	SCHOLASTIC INC	73227269	LIBRARY/KI WANIS SUMMER READING /JUVENILE BOOKS	1152.50	05/29/2025	06/29/2025			Approved
Total SCHOLASTIC INC:				<u><u>1152.50</u></u>					
TAYLOR COMPUTER SERVICES, INC									
Approved									
810	TAYLOR COMPUTER SERVICES, INC	28005	LIBRARY/M ANAGED SERVICES FOR JUN 2025 + OTHER EQUIP	507.50	05/31/2025	06/30/2025			Approved
Total TAYLOR COMPUTER SERVICES, INC:				<u><u>507.50</u></u>					
TOWN HALL LIBRARY									
Approved									
13352	TOWN HALL LIBRARY	20250527LEP	LIBRARY/R EPLACEME NT REIMBURSE MENT 30966001197 132	32.00	06/19/2025	06/26/2025			Approved
Total TOWN HALL LIBRARY :				<u><u>32.00</u></u>					

[APIInvoiceApprovalDepartment].DepartmentName library AND [GeneralLedgerPeriod].GLPeriod 0625 AND [APIInvoice].Status Approved

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
Approved									
13336	VAIRAVAN, ALAMELU	06-07-2025	LIBRARY/B RIDGES/AD ULT PROGRAM MING GRANT	450.00	06/07/2025	06/14/2025			Approved
Total VAIRAVAN, ALAMELU:				<u><u>450.00</u></u>					
WALDEN, NEITZKE & KUHARY, SC									
Approved									
11855	WALDEN, NEITZKE & KUHARY, SC	07311	LIBRARY/L EGAL SVCS MAY-JUNE 2025	960.00	06/12/2025	07/12/2025			Approved
Total WALDEN, NEITZKE & KUHARY, SC:				<u><u>960.00</u></u>					
Total:				<u><u>26282.89</u></u>					

End.GLPeriod 625

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND						
900-00-11101-000-000	LIBRARY CASH(A)	-10,894.63	3,300.12	.00	-3,300.12	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)	.00	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	152,503.00	.00	-152,503.00	100.00%
900-00-11000-000-000	LIBRARY SWEEP(A)	2,919.93	56,349.97	.00	-56,349.97	100.00%
Total Asset:		-7,974.70	313,216.22	.00	-313,216.22	
900-00-31101-000-000	FUND BALANCE(Q)	.00	-288,642.97	.00	288,642.97	100.00%
Total Equity:		.00	-288,642.97	.00	288,642.97	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	50,824.74	304,548.61	688,000.00	383,451.39	44.26%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	16,149.74	110,982.31	223,435.00	112,452.69	49.67%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	502.00	2,052.80	7,000.00	4,947.20	29.32%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	1,590.50	14,944.00	45,936.00	30,992.00	32.53%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	10,709.66	61,918.33	93,332.00	31,413.67	66.34%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	.00	1,692.50	4,000.00	2,307.50	42.31%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	3,754.59	6,761.07	8,000.00	1,238.93	84.51%
900-00-57610-000-000	LIBRARY OUTLAY(E)	7,244.26	7,244.26	25,000.00	17,755.74	28.97%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	5,458.39	25,891.29	80,500.00	54,608.71	32.16%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	526.84	6,917.51	14,700.00	7,782.49	47.05%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	590.00	33,012.12	45,548.00	12,535.88	72.47%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	825.33	5,413.45	14,045.00	8,631.55	38.54%

End.GLPeriod 625

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	250.00	1,472.35	3,000.00	1,527.65	49.07%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	4,308.99	21,030.14	52,930.00	31,899.86	39.73%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	1,625.01	16,174.99	24,107.00	7,932.01	67.09%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	397.57	1,825.21	5,000.00	3,174.79	36.50%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	700.00	11,844.22	7,263.00	-4,581.22	163.07%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	.00	555.08	3,782.00	3,226.92	14.67%
Total Expenditure:		105,457.62	634,280.24	1,345,578.00	711,297.76	
900-00-21400-000-000	VOUCHERS PAYABLE(L)	.00	.19	.00	-.19	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	.19	.00	-.19	
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	.00	-59,382.50	-114,563.00	-55,180.50	51.83%
900-00-46710-000-000	LIBRARY FINES(R)	-514.18	-4,040.89	-8,681.00	-4,640.11	46.54%
900-00-48110-000-000	INTEREST INCOME(R)	.00	-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)	-2,068.45	-17,700.34	-8,000.00	9,700.34	221.25%
900-00-48500-000-100	MISC REVENUES(R)	-208.35	-3,860.27	-8,251.00	-4,390.73	46.78%
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)	-72,488.91	-434,933.54	-869,687.00	-434,753.46	50.01%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	-21,846.08	-131,076.48	-262,153.00	-131,076.52	49.99%

End.GLPeriod 625

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)	-356.95	-1,263.55	.00	1,263.55	100.00%
Total Revenue:		-97,482.92	-658,853.68	-1,345,578.00	-686,724.32	
Total 900 - LIBRARY FUND:		.00	.00	.00	.00	
Total:		.00	.00	.00	.00	

End.GLPeriod 625 AND Start.GLPeriod 625

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-11000-000-000 - LIBRARY SWEEP							
06/13/2025	1111-1	CR	LIB CASH - LIBRARY SWEEP - H			139.22	.00
06/13/2025	1112-1	CR	LIB CHECKS - LIBRARY SWEEP - A			50.00	.00
06/13/2025	1113-1	CR	LIB CC - LIBRARY SWEEP - V			105.97	.00
06/17/2025	1143-1	CR	LIB CASH - LIBRARY SWEEP - H			173.25	.00
06/17/2025	1144-1	CR	LIB CHECKS - LIBRARY SWEEP - A			2,000.00	.00
06/17/2025	1145-1	CR	LIB CC - LIBRARY SWEEP - V			170.74	.00
06/27/2025	1229-1	CR	LIB CASH - LIBRARY SWEEP - H			138.42	.00
06/27/2025	1230-1	CR	LIB CHECKS - LIBRARY SWEEP - A			21.85	.00
06/27/2025	1231-1	CR	LIB CC - LIBRARY SWEEP - V			120.48	.00
Account Number And Title900-00-11000-000-000 - LIBRARY SWEEP						2,919.93	.00
Account Number And Title900-00-11101-000-000 - LIBRARY CASH							
06/02/2025	30-1	CA-CR	CR Fund Allocation - Created: 06/09/25 3:27 PM			228.00	.00
06/04/2025	23-1	CA-CDA	CDA Fund Allocation - Created: 06/12/25 1:33 PM			.00	-1,228.79
06/06/2025	10-1	CA-CDA	CDA Fund Allocation - Created: 06/10/25 8:23 AM			.00	-17,459.29
06/09/2025	33-1	CA-CR	CR Fund Allocation - Created: 06/10/25 8:29 AM			72,488.91	.00
06/09/2025	36-1	CA-CR	CR Fund Allocation - Created: 06/10/25 1:27 PM			72,488.91	.00
06/30/2025	43-1	CA-CR	CR Fund Allocation - Created: 06/11/25 11:36 AM			.00	-72,488.91
06/30/2025	2-1	CA-JE	JE Fund Allocation - Created: 06/11/25 11:36 AM			20,255.58	.00
06/30/2025	6-1	CA-PB	PB Fund Allocation - Created: 06/05/25 4:28 PM			.00	-3,203.30
06/30/2025	13-1	CA-PB	PB Fund Allocation - Created: 06/17/25 1:53 PM			.00	-12,946.44
06/30/2025	6-1	CA-PC	PC Fund Allocation - Created: 06/05/25 4:28 PM			.00	-25,336.45
06/30/2025	13-1	CA-PC	PC Fund Allocation - Created: 06/17/25 1:52 PM			.00	-25,488.29

End.GLPeriod 625 AND Start.GLPeriod 625

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
06/30/2025	28-1	CA-CDA	CDA Fund Allocation - Created: 06/18/25 3:24 PM			.00	-3,701.01
06/30/2025	38-1	CA-CDA	CDA Fund Allocation - Created: 06/18/25 3:46 PM			.00	-13,460.60
06/30/2025	48-1	CA-CDA	CDA Fund Allocation - Created: 06/27/25 9:02 AM			.00	-1,042.95
Account Number And Title900-00-11101-000-000 - LIBRARY CASH						165,461.40	-176,356.03
Account Number And Title900-00-21400-000-000 - VOUCHERS PAYABLE							
06/04/2025	300000605-1	CDA	ACH NORTH SHORE BANK CREDIT CARD			8,076.59	.00
06/06/2025	75050-1	CDA	AMAZON CAPITAL SERVICES, INC.			536.15	.00
06/06/2025	75051-1	CDA	ANNE E PARSONS			267.15	.00
06/06/2025	75059-1	CDA	LYONS ELECTRIC			8,114.26	.00
06/06/2025	75062-1	CDA	MIDWEST TAPE			245.14	.00
06/06/2025	75064-1	CDA	MUKWONAGO PUBLIC LIBRARY			220.00	.00
06/13/2025	75073-1	CDA	AMAZON CAPITAL SERVICES, INC.			464.23	.00
06/13/2025	75083-1	CDA	MILWAUKEE PUBLIC MUSEUM			150.00	.00
06/13/2025	75088-1	CDA	RHYME BUSINESS PRODUCTS, LLC			164.56	.00
06/13/2025	75091-1	CDA	VAIRAVAN, ALAMELU			450.00	.00
06/20/2025	75098-1	CDA	AMAZON CAPITAL SERVICES, INC.			366.14	.00
06/20/2025	75102-1	CDA	BATZNER PEST CONTROL INC			120.56	.00
06/20/2025	75106-1	CDA	CENTER POINT LARGE PRINT			50.34	.00
06/20/2025	75119-1	CDA	JANI-KING OF MILWAUKEE			2,784.02	.00
06/20/2025	75120-1	CDA	JF AHERN COMPANY			2,785.00	.00
06/20/2025	75123-1	CDA	KUJAWA ENTERPRISES INC			2,313.25	.00
06/20/2025	75125-1	CDA	MEI TOTAL ELEVATOR SOLUTIONS			1,518.26	.00
06/20/2025	75128-1	CDA	MIDWEST TAPE			78.01	.00
06/20/2025	75129-1	CDA	MIDWEST TAPE - HOOPLA			1,535.02	.00

End.GLPeriod 625 AND Start.GLPeriod 625

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
06/20/2025	75139-1	CDA	SCHOLASTIC INC			1,152.50	.00
06/20/2025	75143-1	CDA	TAYLOR COMPUTER SERVICES, INC			507.50	.00
06/20/2025	75150-1	CDA	WISCONSIN LIBRARY ASSOCIATION			250.00	.00
06/27/2025	75155-1	CDA	BROOKFIELD PUBLIC LIBRARY			28.00	.00
06/27/2025	75171-1	CDA	MIDWEST TAPE			55.47	.00
06/27/2025	75172-1	CDA	MIDWEST TAPE - HOOPLA			89.99	.00
06/27/2025	75175-1	CDA	PEWAUKEE PUBLIC LIBRARY FOUNDATION, INC.			869.49	.00
06/30/2025	421-1	AP	Summary Transactions from AP System			.00	-1,042.95
06/30/2025	300000622-1	CDA	ACH WE ENERGIES			3,701.01	.00
06/30/2025	354-1	AP	Summary Transactions from AP System			.00	-13,460.60
06/30/2025	243-1	AP	Summary Transactions from AP System			.00	-3,701.01
06/30/2025	237-1	AP	Summary Transactions from AP System			.00	-1,228.79
06/30/2025	47-1	AP	Summary Transactions from AP System			.00	-8,076.59
06/30/2025	162-1	AP	Summary Transactions from AP System			.00	-9,382.70
Account Number And Title900-00-21400-000-000 - VOUCHERS PAYABLE						36,892.64	-36,892.64
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
06/02/2025	70000006376-1	CR	LIBRARY FINES - LIBRARY			.00	-99.00
06/13/2025	70000006378-1	CR	LIBRARY FINES - LIBRARY			.00	-26.07
06/13/2025	70000006378-2	CR	LIBRARY FINES - LIBRARY			.00	-105.97
06/17/2025	70000006379-1	CR	LIBRARY FINES - LIBRARY			.00	-82.70
06/17/2025	70000006379-2	CR	LIBRARY FINES - LIBRARY			.00	-120.59
06/27/2025	70000006383-1	CR	LIBRARY FINES - LIBRARY			.00	-19.61
06/27/2025	70000006383-2	CR	LIBRARY FINES - LIBRARY			.00	-60.24
Account Number And Title900-00-46710-000-000 - LIBRARY FINES						.00	-514.18

End.GLPeriod 625 AND Start.GLPeriod 625

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title 900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
06/13/2025	70000006378-3	CR	LIBRARY DONATIONS - LIBRARY			.00	-52.05
06/17/2025	70000006379-3	CR	LIBRARY DONATIONS - LIBRARY			.00	-9.35
06/17/2025	70000006379-4	CR	LIBRARY DONATIONS - LIBRARY			.00	-2,000.00
06/27/2025	70000006383-3	CR	LIBRARY DONATIONS - LIBRARY			.00	-7.05
Account Number And Title 900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ						.00	-2,068.45
Account Number And Title 900-00-48500-000-100 - MISC REVENUES							
06/02/2025	70000006376-2	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-3.00
06/13/2025	70000006378-4	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-57.50
06/17/2025	70000006379-5	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-2.00
06/17/2025	70000006379-6	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-45.00
06/27/2025	70000006383-4	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-79.00
06/27/2025	70000006383-5	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-21.85
Account Number And Title 900-00-48500-000-100 - MISC REVENUES						.00	-208.35
Account Number And Title 900-00-48500-000-300 - COPIES & ROOM RENTAL							
06/02/2025	70000006376-3	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-36.00
06/02/2025	70000006376-4	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-90.00
06/13/2025	70000006378-5	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-53.60
06/17/2025	70000006379-7	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-79.20
06/17/2025	70000006379-8	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-5.15
06/27/2025	70000006383-6	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-32.76
06/27/2025	70000006383-7	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-60.24
Account Number And Title 900-00-48500-000-300 - COPIES & ROOM RENTAL						.00	-356.95
Account Number And Title 900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							

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End.GLPeriod 625 AND Start.GLPeriod 625

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
06/09/2025	70000006372-1	CR	CITY CONTRIBUTIONS- JUNE 2025 - CITY OF PEWAUKEE			.00	-72,488.91
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS						.00	-72,488.91
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
06/01/2025	1-2	JE	LIBRARY CONTRIBUTION JUNE			.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							
06/06/2025	12-1	PC	PAYROLL TRANS FOR 6/1/2025 PAY PERIOD			25,336.45	.00
06/20/2025	66-1	PC	PAYROLL TRANS FOR 6/15/2025 PAY PERIOD			25,488.29	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES						50,824.74	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
06/06/2025	4-1	PB	PAYROLL TRANS FOR 6/1/2025 PAY PERIOD			3,203.30	.00
06/20/2025	26-1	PB	PAYROLL TRANS FOR 6/15/2025 PAY PERIOD			12,946.44	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						16,149.74	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							
04/11/2025	4-1	AP	ACH NORTH SHORE BANK CREDIT CARD			282.00	.00
04/22/2025	39-1	AP	ACH NORTH SHORE BANK CREDIT CARD			220.00	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS						502.00	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
03/27/2025	7-1	AP	ACH NORTH SHORE BANK CREDIT CARD			17.13	.00
03/31/2025	9-1	AP	ACH NORTH SHORE BANK CREDIT CARD			163.52	.00
04/01/2025	10-1	AP	ACH NORTH SHORE BANK CREDIT CARD			5.77	.00
04/01/2025	11-1	AP	ACH NORTH SHORE BANK CREDIT CARD			115.33	.00
04/01/2025	12-1	AP	ACH NORTH SHORE BANK CREDIT CARD			39.02	.00

End.GLPeriod 625 AND Start.GLPeriod 625

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
04/01/2025	8-1	AP	ACH NORTH SHORE BANK CREDIT CARD			416.26	.00
04/02/2025	13-1	AP	ACH NORTH SHORE BANK CREDIT CARD			277.74	.00
04/03/2025	14-1	AP	ACH NORTH SHORE BANK CREDIT CARD			93.12	.00
04/07/2025	17-1	AP	ACH NORTH SHORE BANK CREDIT CARD			56.50	.00
04/08/2025	15-1	AP	ACH NORTH SHORE BANK CREDIT CARD			279.81	.00
04/08/2025	16-1	AP	ACH NORTH SHORE BANK CREDIT CARD			195.04	.00
04/11/2025	18-1	AP	ACH NORTH SHORE BANK CREDIT CARD			39.38	.00
04/14/2025	19-1	AP	ACH NORTH SHORE BANK CREDIT CARD			393.67	.00
04/15/2025	20-1	AP	ACH NORTH SHORE BANK CREDIT CARD			240.84	.00
04/17/2025	21-1	AP	ACH NORTH SHORE BANK CREDIT CARD			61.62	.00
04/17/2025	22-1	AP	ACH NORTH SHORE BANK CREDIT CARD			228.88	.00
04/18/2025	24-1	AP	ACH NORTH SHORE BANK CREDIT CARD			45.68	.00
04/21/2025	23-1	AP	ACH NORTH SHORE BANK CREDIT CARD			89.15	.00
04/22/2025	25-1	AP	ACH NORTH SHORE BANK CREDIT CARD			272.48	.00
04/24/2025	27-1	AP	ACH NORTH SHORE BANK CREDIT CARD			86.74	.00
04/25/2025	28-1	AP	ACH NORTH SHORE BANK CREDIT CARD			175.97	.00
04/25/2025	26-1	AP	ACH NORTH SHORE BANK CREDIT CARD			314.80	.00
04/28/2025	29-1	AP	ACH NORTH SHORE BANK CREDIT CARD			31.10	.00
04/28/2025	31-1	AP	ACH NORTH SHORE BANK CREDIT CARD			23.26	.00
04/28/2025	32-1	AP	ACH NORTH SHORE BANK CREDIT CARD			68.31	.00
04/29/2025	30-1	AP	ACH NORTH SHORE BANK CREDIT CARD			493.63	.00
05/01/2025	33-1	AP	ACH NORTH SHORE BANK CREDIT CARD			187.75	.00
05/18/2025	141-1	AP	AMAZON CAPITAL SERVICES, INC.			26.99	.00
05/19/2025	143-1	AP	AMAZON CAPITAL SERVICES, INC.			47.01	.00

End.GLPeriod 625 AND Start.GLPeriod 625

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/19/2025	144-1	AP	AMAZON CAPITAL SERVICES, INC.			.00	-1.68
05/20/2025	138-1	AP	AMAZON CAPITAL SERVICES, INC.			122.66	.00
05/20/2025	139-1	AP	AMAZON CAPITAL SERVICES, INC.			20.98	.00
05/20/2025	135-1	AP	AMAZON CAPITAL SERVICES, INC.			40.99	.00
05/21/2025	136-1	AP	AMAZON CAPITAL SERVICES, INC.			20.30	.00
05/26/2025	209-1	AP	AMAZON CAPITAL SERVICES, INC.			20.29	.00
05/26/2025	210-1	AP	AMAZON CAPITAL SERVICES, INC.			20.98	.00
05/27/2025	204-1	AP	AMAZON CAPITAL SERVICES, INC.			202.59	.00
05/30/2025	208-1	AP	AMAZON CAPITAL SERVICES, INC.			35.70	.00
05/30/2025	211-1	AP	AMAZON CAPITAL SERVICES, INC.			109.05	.00
05/30/2025	205-1	AP	AMAZON CAPITAL SERVICES, INC.			36.45	.00
06/01/2025	292-1	AP	CENTER POINT LARGE PRINT			50.34	.00
06/01/2025	284-1	AP	AMAZON CAPITAL SERVICES, INC.			234.02	.00
06/03/2025	283-1	AP	AMAZON CAPITAL SERVICES, INC.			59.22	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						5,460.07	-1.68
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
04/16/2025	37-1	AP	ACH NORTH SHORE BANK CREDIT CARD			34.99	.00
05/19/2025	137-1	AP	AMAZON CAPITAL SERVICES, INC.			86.88	.00
05/20/2025	148-1	AP	MIDWEST TAPE			41.99	.00
05/20/2025	149-1	AP	MIDWEST TAPE			42.73	.00
05/20/2025	150-1	AP	MIDWEST TAPE			41.98	.00
05/23/2025	151-1	AP	MIDWEST TAPE			42.73	.00
05/23/2025	152-1	AP	MIDWEST TAPE			52.47	.00
05/23/2025	153-1	AP	MIDWEST TAPE			23.24	.00

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Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/27/2025	207-1	AP	AMAZON CAPITAL SERVICES, INC.			26.35	.00
05/29/2025	296-1	AP	MIDWEST TAPE			12.79	.00
05/29/2025	297-1	AP	MIDWEST TAPE			65.22	.00
06/06/2025	394-1	AP	MIDWEST TAPE			11.99	.00
06/06/2025	395-1	AP	MIDWEST TAPE			43.48	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						526.84	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
04/30/2025	38-1	AP	ACH NORTH SHORE BANK CREDIT CARD			6.00	.00
05/05/2025	1-1	AP	ACH NORTH SHORE BANK CREDIT CARD			1.50	.00
05/05/2025	43-1	AP	ACH NORTH SHORE BANK CREDIT CARD			75.00	.00
05/31/2025	326-1	AP	TAYLOR COMPUTER SERVICES, INC			507.50	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						590.00	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
04/14/2025	3-1	AP	ACH NORTH SHORE BANK CREDIT CARD			75.55	.00
04/14/2025	41-1	AP	ACH NORTH SHORE BANK CREDIT CARD			307.44	.00
04/28/2025	42-1	AP	ACH NORTH SHORE BANK CREDIT CARD			127.96	.00
05/20/2025	140-1	AP	AMAZON CAPITAL SERVICES, INC.			59.44	.00
05/21/2025	197-1	AP	RHYME BUSINESS PRODUCTS, LLC			164.56	.00
05/27/2025	282-1	AP	AMAZON CAPITAL SERVICES, INC.			55.04	.00
05/30/2025	206-1	AP	AMAZON CAPITAL SERVICES, INC.			7.34	.00
06/19/2025	386-1	AP	BROOKFIELD PUBLIC LIBRARY			28.00	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						825.33	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT							
04/02/2025	263-1	AP	WISCONSIN LIBRARY ASSOCIATION			250.00	.00

End.GLPeriod 625 AND Start.GLPeriod 625

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT						250.00	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS							
06/01/2025	2-1	JE	LIBRARY FISCAL AGENT FEE JUNE			1,590.50	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS						1,590.50	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
04/23/2025	5-1	AP	ACH NORTH SHORE BANK CREDIT CARD			245.34	.00
04/24/2025	40-1	AP	ACH NORTH SHORE BANK CREDIT CARD			67.75	.00
05/20/2025	113-1	AP	LYONS ELECTRIC			870.00	.00
05/30/2025	212-1	AP	AMAZON CAPITAL SERVICES, INC.			5.48	.00
06/01/2025	308-1	AP	KUJAWA ENTERPRISES INC			2,313.25	.00
06/01/2025	256-1	AP	MEI TOTAL ELEVATOR SOLUTIONS			1,518.26	.00
06/01/2025	257-1	AP	JANI-KING OF MILWAUKEE			2,784.02	.00
06/02/2025	317-1	AP	BATZNER PEST CONTROL INC			120.56	.00
06/03/2025	295-1	AP	JF AHERN COMPANY			2,785.00	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						10,709.66	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
04/16/2025	35-1	AP	ACH NORTH SHORE BANK CREDIT CARD			372.99	.00
05/14/2025	6-1	AP	ACH NORTH SHORE BANK CREDIT CARD			234.99	.00
06/06/2025	242-1	AP	ACH WE ENERGIES			3,701.01	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES						4,308.99	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
05/31/2025	260-1	AP	MIDWEST TAPE - HOOPLA			950.16	.00
06/04/2025	261-1	AP	MIDWEST TAPE - HOOPLA			584.86	.00
06/10/2025	370-1	AP	MIDWEST TAPE - HOOPLA			89.99	.00

VILLAGE OF PEWAUKEE

GL Detail

July 09, 2025 11:46 AM

End.GLPeriod 625 AND Start.GLPeriod 625

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS						1,625.01	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS							
04/17/2025	34-1	AP	ACH NORTH SHORE BANK CREDIT CARD			12.58	.00
05/15/2025	142-1	AP	AMAZON CAPITAL SERVICES, INC.			14.99	.00
05/19/2025	127-1	AP	MUKWONAGO PUBLIC LIBRARY			220.00	.00
06/06/2025	199-1	AP	MILWAUKEE PUBLIC MUSEUM			150.00	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS						397.57	.00
Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE							
02/12/2025	125-1	AP	ANNE E PARSONS			250.00	.00
06/07/2025	200-1	AP	VAIRAVAN, ALAMELU			450.00	.00
Account Number And Title900-00-55110-000-450 - GRANT FUNDED EXPENSE						700.00	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE							
02/12/2025	126-1	AP	ANNE E PARSONS			17.15	.00
04/15/2025	44-1	AP	ACH NORTH SHORE BANK CREDIT CARD			500.00	.00
05/05/2025	36-1	AP	ACH NORTH SHORE BANK CREDIT CARD			1,000.00	.00
05/05/2025	2-1	AP	ACH NORTH SHORE BANK CREDIT CARD			100.00	.00
05/14/2025	145-1	AP	AMAZON CAPITAL SERVICES, INC.			97.59	.00
05/29/2025	320-1	AP	SCHOLASTIC INC			1,152.50	.00
06/03/2025	285-1	AP	AMAZON CAPITAL SERVICES, INC.			17.86	.00
06/11/2025	384-1	AP	PEWAUKEE PUBLIC LIBRARY FOUNDATION, INC.			223.43	.00
06/11/2025	385-1	AP	PEWAUKEE PUBLIC LIBRARY FOUNDATION, INC.			646.06	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE						3,754.59	.00
Account Number And Title900-00-57610-000-000 - LIBRARY OUTLAY							
05/20/2025	110-1	AP	LYONS ELECTRIC			2,976.00	.00

End.GLPeriod 625 AND Start.GLPeriod 625

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
05/20/2025	111-1	AP	LYONS ELECTRIC			1,712.42	.00
05/20/2025	112-1	AP	LYONS ELECTRIC			2,555.84	.00
Account Number And Title						7,244.26	.00
900-00-57610-000-000 - LIBRARY OUTLAY							
Total:						310,733.27	-310,733.27

LOCAL GOVERNMENT INVESTMENT POOL

MONTHLY STATEMENT of ACCOUNTS

Department of Administration

June 2025

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

PEWAUKEE, VILLAGE OF

235 HICKORY ST
PEWAUKEE, WI 53072-3533

01) GENERAL	\$11,933,625.59
02) CAP EXP & CONST PROJ	\$519,550.69
03) SEWER DEBT REPLACE	\$2,720,557.20
04) SEWER INVESTMENTS	\$1,255,045.05
05) WTR UTIL INVESTMENT	\$627,379.96
06) TIF RELATED HOLDING	\$163,185.67
07) LAIMON DONATION/LAKESIDE PARK	\$269,057.78
08) CEMETARY PERPETUAL	\$36,841.96
09) SEWER HOOKUP FEES	\$1,934,737.60
12) WATER HOOKUP FEES	\$279,893.32
16) LIBRARY	\$100,854.71

TOTAL **\$19,840,729.53**

Date	Type	Memo	Deposits	Withdrawals	Balance
Acct# 01	GENERAL			Beginning Balance	\$13,187,251.24
06/20/2025	Withdraw - Wire	TRANSFER TO COVER PAYABLES 6/20/2025		(\$600,000.00)	\$12,587,251.24
06/30/2025	Deposit - Wire	TRANSFER TO LAIMON LGIP	\$225,000.00		\$12,812,251.24
06/30/2025	Withdraw - Wire			(\$700,000.00)	\$12,112,251.24
06/30/2025	Transfer			(\$225,000.00)	\$11,887,251.24
06/30/2025	Interest	INT Jun 25 4.36%	\$46,374.35		\$11,933,625.59
	Account Total		\$271,374.35	(\$1,525,000.00)	\$11,933,625.59
Acct# 02	CAP EXP & CONST PROJ			Beginning Balance	\$517,695.93
06/30/2025	Interest	INT Jun 25 4.36%	\$1,854.76		\$519,550.69
	Account Total		\$1,854.76	\$0.00	\$519,550.69
Acct# 03	SEWER DEBT REPLACE			Beginning Balance	\$2,710,845.02
06/30/2025	Interest	INT Jun 25 4.36%	\$9,712.18		\$2,720,557.20
	Account Total		\$9,712.18	\$0.00	\$2,720,557.20
Acct# 04	SEWER INVESTMENTS			Beginning Balance	\$1,250,564.64
06/30/2025	Interest	INT Jun 25 4.36%	\$4,480.41		\$1,255,045.05
	Account Total		\$4,480.41	\$0.00	\$1,255,045.05
Acct# 05	WTR UTIL INVESTMENT			Beginning Balance	\$625,140.26
06/30/2025	Interest	INT Jun 25 4.36%	\$2,239.70		\$627,379.96
	Account Total		\$2,239.70	\$0.00	\$627,379.96
Acct# 06	TIF RELATED HOLDING			Beginning Balance	\$162,603.11
06/30/2025	Interest	INT Jun 25 4.36%	\$582.56		\$163,185.67
	Account Total		\$582.56	\$0.00	\$163,185.67

Acct# 07	LAIMON DONATION/LAKESIDE PARK		Beginning Balance	\$43,873.72
06/30/2025	Transfer		\$225,000.00	\$268,873.72
06/30/2025	Interest	INT Jun 25 4.36%	\$184.06	\$269,057.78
	Account Total		\$225,184.06	\$0.00
Acct# 08	CEMETARY PERPETUAL		Beginning Balance	\$36,710.44
06/30/2025	Interest	INT Jun 25 4.36%	\$131.52	\$36,841.96
	Account Total		\$131.52	\$0.00
Acct# 09	SEWER HOOKUP FEES		Beginning Balance	\$1,927,830.74
06/30/2025	Interest	INT Jun 25 4.36%	\$6,906.86	\$1,934,737.60
	Account Total		\$6,906.86	\$0.00
Acct# 12	WATER HOOKUP FEES		Beginning Balance	\$278,894.12
06/30/2025	Interest	INT Jun 25 4.36%	\$999.20	\$279,893.32
	Account Total		\$999.20	\$0.00
Acct# 16	LIBRARY		Beginning Balance	\$100,494.67
06/30/2025	Interest	INT Jun 25 4.36%	\$360.04	\$100,854.71
	Account Total		\$360.04	\$0.00

As a routine audit procedure, we are requesting that you notify our auditors, the Legislative Audit Bureau, of any discrepancies in the balances reported in the monthly statement of accounts. If you believe the balances are incorrectly stated, please notify our auditors directly with pertinent information at one of the following addresses: Legislative Audit Bureau Attn: Carolyn Stittleburg, 22 E. Mifflin St., Ste. 500 Madison, WI 53703-4225 or by email: Legislative Audit Bureau Attn: Carolyn Stittleburg, LAB.Confirmations@legis.wisconsin.gov

- 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	30919							157737	98.32%
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	25807							126741	95.44%
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	4587							27792	113.05%
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	161	0						1013	165.25%
Instant 2025	390	339	361	352	385	364	0						2191	89.68%
Total 2025	578	493	522	510	576	525	0	0	0	0	0	0	3204	104.84%
% 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%	16.53%							19.65%	
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%	89.28%							88.59%	
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	15,871							82,431	93.45%
Library Visits														
Monthly total 2024	9456	9532			1701	6230	5995	4589	3981	4832	3822	3599	53737	50.29%
Daily average 2024	394	381			243	249	231	177	166	186	159	156	234	64.16%
Monthly total 2025	4500	4230	4735	4995	4034	6467							28961	107.59%
Daily average 2025	173	176	175	185	208	259								
Reference Transactions														
2024	680	627	727	716	477	950	989	700	509	550	435	436	7796	62.79%
2025	590	559	580	564	493	1098							3884	92.99%

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	169							686	96.62%	
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	62							385	119.94%	
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	149							946	108.61%	
Uses of Public Wireless Internet															
2024	1210	1050		451	1149	1401	1318	931	1234	1434	1143	993	12314	97.73%	
2025	348	4503	5121	5627	5219	4265							25083	476.77%	
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	384							1998	76.88%	
Website Visits															
2024	14744	14903	19352	16068	16870	15999	15308	13505	13331	14730	15204	16575	186589	103.93%	
2025	15180	14268	14013	20555	15063	15180							94259	96.25%	
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	15							71	1129.09%
Attendance	2025	291	676	494	771	319	728							3279	100.03%
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	17							44	141.94%
Attendance	2025	86	144	126	271	849	1198							2674	143.45%
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	1							15	88.24%
Attendance	2025	12	19	18	26	159	2							236	76.87%
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	10							63	101.61%
Attendance	2025	35	118	206	224	220	139							942	90.93%

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	2							3	100.00%
Attendance 2025	0	0	120	0	0	404							524	101.75%
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							0	#DIV/0!
Attendance 2025	0	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	0							5	100.00%
Attendance 2025	0	15	121	38	20	0							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	3							21	110.53%
Attendance 2025	104	144	95	110	92	284							829	125.80%
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	0							10	90.91%
Attendance 2025	196	366	375	0	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	2							2	100.00%
Attendance 2025	0	0	0	0	0	357							357	58.33%

Pewaukee Public Library Director's Report July 2025

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

- Library Memory Café was this month. This was my first time hosting. It went really well, but attendance needs to be worked on. It is my goal to get more advertisements out for our October meeting. I do think the small group that was there really enjoyed it, and Milwaukee Public Museum did a fantastic job.
- Eric and I set up a new way to purchase books. We've been dealing with some problems with our current vendor, so we wanted to be set with a backup plan when our books weren't available. We've rolled out the new vendor to adult librarians and are monitoring how it goes before opening it up to the Children's department.
- A new senior facility is in Pewaukee, and I was able to meet with them this month to setup a new outreach program in them. Starting in August we will be adding them to our lineup. I am so happy this is something we are able to offer and I look forward to getting more patrons.
- Our kickoff for summer reading was this month and it was a great success! We had been worried about the weather but luckily it was all sunshine and the turnout was great. We did notice things that we would want changed for next year, like clearer instructions and maps of where everyone should be going and what activities are being offered, but otherwise it went smoothly. The cookies and popcorn were great, and our volunteers were amazing!

Thanks for everything you do

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

We are halfway thru our summer reading and everything is going pretty well so far. Here's our summer reading stats so far. At this rate, we should be able to beat last year's registration numbers.

☀	2025	2024	2023	2022	2021	2020
Early Lit	137	147	x	x	x	x
Kid	597	659	856	699	792	381
Teen	168	166	172	133	154	67
Adult	212	254	247	226	101	173

And our program attendance has been great too. Last year was hit or miss, but this year seems to be a lot more consistent. Snake Discovery was in the 150s, last year our big performers really underperformed so it's great to see that we corrected that. Other programs like story time has also had some great attendance, as opposed to last year which had less than stellar numbers.

Pewaukee Public Library Director's Report July 2025



So overall, everything is going better than expected, so I'll give you the full report in August and September.



Pewaukee Public Library Director's Report July 2025

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

- Now that I have been in my position for close to two months, I am starting to gain more confidence in my duties and am continuing to build a good rapport with everyone in the Circulation Department.
- This past month, the Circulation Department has been extremely busy keeping up with a high count of patron interactions and materials to check-in and shelve. I have often worked alongside the Library Clerks and Pages this month to aid them in their duties to keep things moving as smoothly as possible, and am very impressed with how much everyone in Circulation has been able to work as a team and handle the high volume of patrons and materials.
- We hired a new Library Clerk, Lynn Roeber, who started on June 24. I have been training her the last couple of weeks and she is doing very well.
- This month we successfully completed the Food for Fines program with great results. There were 157 items donated for the Pewaukee Food Pantry.

Thanks for everything you do!

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - June 3: Village of Pewaukee Department Heads Meeting
 - 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.* We are once again fully staffed. Emma did a great job of getting shifts covered, interviewing, hiring and training new staff. Here are the changes:
 - Christian Lex is our new Library Page. Christian's first day of work was June 2, 2025.
 - Jen Citi resigned as a Library Clerk. Jen's last day was June 5, 2025.
 - Lynn Roeber has been hired as our new Library Clerk. Lynn's first day was June 24, 2025.
- *Building Updates:*
 - Regular summer maintenance on the HVAC system was performed by J&H Heating on June 12.
 - The air conditioning conked out on Thursday, June 26. I was able to meet the technician early on Friday and he discovered that programming had been wiped out (a power outage is probably to blame). Once settings were restored, the system worked.
- *Donations:* We have received a generous memorial donation of \$800 from the family and friends of Ian Ferguson. Ian had lived in Pewaukee during his childhood and the Library was a favorite spot. The family did not place any restriction on this gift. Ian's family also donated a collection of DVDs and books, many of which were added to our collection. We are grateful for the donation and also grateful to hear when the Library is a place of joy for a resident.

Pewaukee Public Library
Director's Report
July 2025

- *Virtual Library Tour (NEW)*. With a generous donation from the Bridges Library, we now have a virtual tour of the Pewaukee Library. Using the following link and you can see the tour: [Pewaukee Library Tour](#)
- *Trustee Training Week August 18-21*. Every year, a virtual Trustee Training Week is provided. This year, the event will take place from August 18-21. Each day a virtual session starts at 12 noon. These webinars are also recorded and you are able to watch them at your convenience. For more information, to register or to watch old recordings, visit wistrusteetraining.com
- *ACT 150 Planning Committee*. I have been appointed to serve on the ACT 150 Planning Committee. The current [Waukesha County Library Services Plan](#) expires in 2026. This Committee is established to review the plan and create an updated Library Services Plan for Waukesha County which will need to be approved by the Waukesha County Council. This plan specifically addresses Chapter 43.11 requirements for county library planning which includes how library services will be provided to residents of those communities that do not maintain a library, the method and level of funding that will be provided by the county in order to implement these services and a method for allocating membership on the regional library system board between the counties in the regional library system.
- *Naming and Dedications Policy (AGENDA ITEM)*. We have many areas in the Library that have a dedication or are named after a donor. The Library does not have a policy on this practice, there is no inventory and I have only located 1 “Letter of Intent” or agreement. I ask that the Library Board review and potentially approve this policy. I will then complete an inventory of Library naming/dedications and we can move forward with formalizing current and future naming/dedications.
- *Library Fund Balance (AGENDA ITEM)*. In accordance with your new policy, I have included a memo which outlines the status of your fund balance.
- *2026 Joint Library Budget (AGENDA ITEM)*. I included a preliminary budget for discussion. I will provide further insight and highlights of the numbers at the meeting.
- *Library's 5-Year Capital Improvement Plan (AGENDA ITEM)*. I have included a copy of the approved Capital Improvements Plan for discussion.

NAMING AND DEDICATION POLICY

PURPOSE

The purpose of the Naming and Dedication Policy [Policy] is to establish a consistent and transparent framework for recognizing extraordinary generosity and extraordinary contributions from individuals or organizations that support the Pewaukee Public Library [Library]. This includes both direct contributions and those made through fundraising partners such as the Pewaukee Public Library Foundation [Foundation] and the Friends of the Pewaukee Library [Friends]. The Board of Trustees [Board] welcomes significant gifts from individuals, families, foundations, corporations, and organizations. In appreciation of such generosity, the Library offers a variety of naming and dedication opportunities.

This Policy is designed to provide flexibility for both donors and the Library, with the goal of fostering a mutually beneficial relationship. Naming opportunities may be available for Library facilities, collections, programs, or endowments. In exceptional cases, the Board may also consider naming solely for honorific purposes.

DEFINITIONS

1. Library Asset – Any meeting space, area, study room, equipment, collection, or other interior or exterior space managed by the Board and identified as eligible for naming or dedication.
2. Naming – The formal process of assigning the name of an individual or legal entity to a Library Asset in recognition of significant contributions or support.
3. Dedication – The act of honoring an individual or legal entity through a symbolic gesture or plaque associated with a Library Asset, without assigning a formal name to the asset.

GENERAL REGULATIONS

- The Board has the exclusive authority to name, rename or dedicate a Library Asset.
- Each Naming or Dedication opportunity will be reviewed by the board on a case-by-case basis and must receive formal board approval and have a fully executed Donor Agreement in place, prior to implementation.
- All Naming shall be approved for a specific term, not to exceed the useful life of the designated Library Asset. A plaque may remain in the location acknowledging the name and associated donation.
- Permanent signage will not be installed until at least 51% of pledged funds are received by the Library. All pledges must be fulfilled within 12 months of the initial commitment.
- If pledged funds associated with a Naming or Dedication opportunity are not fully received within the agreed timeframe or amount, the Board reserves the right to remove the benefactor's name from the Library Asset and/or otherwise revoke the Naming or Dedication.

- The Board may also revoke a Naming or Dedication if the named individual or organization comes into disrepute, either within the Library or in the broader community, as determined in the Board's sole discretion. If a Naming or Dedication is terminated by the Board as provided hereunder, the Board and the Library shall have no further obligation or liability to the donor and shall not be required to return any portion of the gift already received. At its sole discretion, the Board may determine an alternative form of recognition for the portion of the gift that has been received.
- Naming or Dedication does not confer any authority or implied influence over Library decisions, including but not limited to appointments, policies, operations, capital planning, or any other Library activities.
- For major building projects, technology initiatives, or capital campaigns, a customized Naming campaign may be proposed for various areas of the building or grounds. Such a campaign must be approved by the Board.
- Donations for Naming or Dedication are further subject to the Library's Gifts and Donations Policy, incorporated herein by reference.

REQUEST PROCEDURE/NAMING RIGHTS AGREEMENT

All requests for Naming or Dedication must be submitted to the Board of Trustees in writing. Each request should include a clear justification aligned with the criteria and objectives set forth in this policy. The Board will evaluate and consider each submission based on its individual merits and will vote to approve or deny the request.

For all approved Naming and Dedication opportunities, a customized Donor Agreement will be prepared by the Library's legal counsel. This agreement will outline the details of the gift amount, associated recognition, and applicable terms and conditions. The formal Donor Agreement shall be reviewed by, and subject to the ultimate approval of a majority vote of the Board. Once approved, the agreement must be signed by the Board President and the donor (whether an individual, corporation, foundation, or other entity).

RENAMING/SUBSTITUTION

The Board of Trustees may consider renaming a Library Asset upon the happening of any of the following: expiration of the term stated in the Donor Agreement, Board revocation of a Naming or Dedication as provided herein, when no formal agreement exists, or when a named or dedicated Library Asset is significantly damaged or destroyed. The Board further reserves the right to modify or substitute an alternate location for an existing Naming or Dedication if the Board determines it is reasonably necessary in order to accommodate major renovations or construction. Any renaming or substitution decision will be made only after thoughtful and thorough consideration, including:

- The rationale for initiating the change
- A review of any existing agreements or documentation related to the current name
- The historical or community significance of the existing name
- The financial and logistical costs associated with implementing the change

All renaming actions must be consistent with the objectives and values of the Library and require formal approval by the Board.

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

Adopted by the Pewaukee Public Library Board of Trustees:

DRAFT



Memo

To: Library Board

From: Nan Champe, Library Director

Subject: Review of the Library's Fund Balance for 2026 Budget

Date: 7/09/2025

According to the 2024 Library Audit, the Fund Balances are as follows:

- **Restricted:** \$55,513
- **Unassigned:** \$233,130

In alignment with the Library's Fund Balance Policy, the Board reviews the Fund Balance annually upon receipt of the audit report. As part of this review, the unassigned portion of the Fund Balance is compared to the Library's current total operating budget. The policy sets a target for the unassigned fund balance to fall between **15% and 20%** of the operating budget.

For 2025, the Library's approved operating budget is **\$1,345,578**. Based on the current unassigned fund balance of **\$233,130**, the Library's unassigned reserves represent **17.33%** of the 2025 operating budget—within the targeted range.

2026 PEWAUKEE PUBLIC LIBRARY BUDGET - DRAFT JULY 2025

<i>EXPENDITURES</i>	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>	<i>June 30,</i>	<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>%</i>
	<i>2024</i>	<i>2024</i>	<i>2024</i>	<i>2025</i>	<i>2025</i>	<i>2026</i>	<i>+/-</i>	<i>Change</i>
				<i>Actual</i>				
110 Library Salaries	668,000	661,429	-6,571	304,549	688,000	710,752	22,752	3.31%
130 Benefits	213,710	209,182	-4,528	110,982	223,435	221,104	-2,331	-1.04%
Social Security (6.2%)	41,416	39,796	-1,620	18,064	42,650	44,067	1,417	3.32%
Medicare (1.45%)	9,686	9,307	-379	4,225	9,975	10,306	331	3.32%
Retirement (WRS 7.2%)	37,691	36,897	-794	16,341	36,502	38,948	2,446	6.70%
Dental	2,045	1,868	-177	843	1,865	1,571	-294	-15.79%
Disability	4,000	3,730	-270	1,855	3,964	3,563	-401	-10.12%
Health	117,660	116,574	-1,086	69,034	127,511	121,669	-5,842	-4.58%
Life Insurance	1,212	1,010	-202	466	968	982	14	1.40%
Materials Budget	125,462	126,885	1,423	51,037	126,307	127,879	1,572	1.24%
140 Subscriptions	7,000	6,875	-125	2,053	7,000	7,000	0	0.00%
141 Print Materials	80,500	76,977	-3,523	25,891	80,500	80,500	0	0.00%
142 Non-Print Materials	14,000	13,029	-971	6,918	14,700	14,700	0	0.00%
312 Digital Materials	23,962	30,005	4,795	16,175	24,107	14,045	-10,062	-41.74%
Needed to Meet the MOE						11,634		
143 Technology	44,628	45,811	1,183	33,618	45,548	44,826	-722	-1.59%
CAFÉ - ILS System	24,176	24,176	0	25,366	25,366	25,252	-114	-0.45%
Computer								
Equipment/Installation	9,000	11,511	2,511	1,827	9,000	9,000	0	0.00%
Taylor Computing -								
Managed Services	5,800	3,774	-2,026	2,080	4,244	4,160	-84	-1.98%
Software Licenses	2,675	1,936	-739	1,427	3,280	2,000	-1,280	-39.02%
Envisionware Software &								
Maintenance	1,777	3,214	1,437	2,317	2,458	3,214	756	30.76%
T-1 Line: Wisnet	1,200	1,200	0	600	1,200	1,200	0	0.00%
144 Mileage, Supplies,								
Other Expenditures	19,580	19,452	-128	5,766	14,045	13,600	-445	-3.17%
Copier Services: James								
Imaging Contract	6,680	5,352	-1,328	0	0	0	0	#DIV/0!
Rhyme Copier								
Maintenance Contract	0	1,063	1,063	960	1,400	1,400	0	0.00%
Marketing	900	850	-50	0	0	0	0	#DIV/0!
Postage/Shipping/Freight	1500	184	-1,316	194	1,145	200	-945	-82.53%
Office Supplies	5,000	3,499	-1,501	1,762	4,000	3,500	-500	-12.50%
RFID Tags	1,500	3,038	1,538	936	1,500	3,000	1,500	100.00%
Processing/Repair Supplie	4,000	5,466	1,466	1,913	6,000	5,500	-500	-8.33%
146 Staff Development	3,750	3,560	-190	1,473	3,000	3,000	0	0.00%
Conference Attendance	2,000	1,218	-782	45	1,500	1,500	0	0.00%
Professional Association								
Memberships	1,000	1,151	151	400	750	750	0	0.00%
Staff Development Days	0	330	330	880	350	350	0	0.00%
New Hire	250	320	70	47	150	150	0	0.00%
Mileage	500	541	41	100	250	250	0	0.00%

2026 PEWAUKEE PUBLIC LIBRARY BUDGET - DRAFT JULY 2025

<i>EXPENDITURES</i>	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>	<i>June 30,</i>	<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>%</i>
	<i>2024</i>	<i>2024</i>	<i>2024</i>	<i>2025</i>	<i>2025</i>	<i>2026</i>	<i>+/-</i>	<i>Change</i>
				<i>Actual</i>				
150 Professional Services	45,936	47,015	1,079	8,944	45,936	47,015	1,079	2.35%
Auditing Services	6,350	6,673	323	5,401	6,350	6,673	323	5.09%
Fiscal Agent Services	19,086	19,086	0	3,543	19,086	19,086	0	0.00%
Insurance: Liability	6,800	6,006	-794	0	6,800	6,006	-794	-11.68%
Insurance: Property	12,700	14,397	1,697	0	12,700	14,397	1,697	13.36%
Insurance: Worker's Comp	1,000	853	-147	0	1,000	853	-147	-14.70%
160 Library Annual Municipal Fees	7,776	3,106	-4,670	0	3,782	2,200	-1,582	-41.83%
Utility - Water, Sewer Stormwater, Fire Prot.								
Publ Fire Prot	2,000	1,218	-782	1,100	2,095	2,200	105	5.01%
Utility - Transportation	3,776	1,889	-1,887	0	0	0	0	#DIV/0!
Fire and EMS	2,000	0	-2,000	0	1,687	0	-1,687	-100.00%
310 Building Maintenance	89,700	115,766	26,066	41,512	93,332	93,737	405	0.43%
Carpet/Window Cleaning	3,400	0	-3,400	0	3,400	3,400	0	0.00%
Cleaning Services (Contract)	32,730	32,808	78	16,704	33,385	35,000	1,615	4.84%
Cleaning/Building Supplies	4,000	3,741	-259	466	4,000	4,000	0	0.00%
Elevator Inspections/Permits/Maintenance	1,800	13,836	12,036	1,702	1,977	1,640	-337	-17.05%
Fire: Inspections & Permits & Maintenance	1900	1,775	-125	5,734	4,561	1,775	-2,786	-61.08%
Fire Monitoring	1400	1,700	300	1,570	1,400	1,700	300	21.43%
General: Maintenance & Repair & Speciality								
Cleaning	12,000	25,647	13,647	3,836	12,000	12,000	0	0.00%
HVAC Maintenance	6,500	4,700	-1,800	469	7,756	4,700	-3,056	-39.40%
Lawn Care	15,790	20,561	4,771	5,940	17,678	18,523	845	4.78%
Snow Plowing	10,180	10,999	819	5,091	7,175	10,999	3,824	53.30%
311 Utilities	55,013	53,034	-1,979	21,638	52,930	53,034	104	0.20%
Electric	40,000	39,843	-157	14,262	39,279	39,843	564	1.44%
Gas	8,600	6,769	-1,831	4,358	6,681	6,769	88	1.32%
Telephone	6,413	6,422	9	3,018	6,970	6,422	-548	-7.86%
313 Programs	5,250	5,132	-118	2,010	5,000	5,000	0	0.00%
Programming - Adult	2,250	2,340	90	400	2,000	2,000	0	0.00%
Programming - Children's	3,000	2,077	-923	1,243	2,500	2,250	-250	-10.00%
Programming - Young Adult	0	715	715	366	500	750	250	50.00%
400 Legal	4,000	6,309	2,309	2,653	4,000	4,000	0	0.00%
450 Grants	11,062	12,612	3,574	9,063	8,788	8,789	1	0.01%
Bridges Grants (Materials)	6,038	6,038	0	3,263	3,263	3,263	0	0.00%
Bridges Non Competitive Grant (Non-materials)	3,000	3,000	0	0	3,500	3,500	0	0.00%
Bridges Competative Grant	0	0		5,000	0	0	0	#DIV/0!
LSTA SEWI Grant	0	1,500	1,500	0	0	0	0	#DIV/0!

2026 PEWAUKEE PUBLIC LIBRARY BUDGET - DRAFT JULY 2025

<i>EXPENDITURES</i>	<i>Budget</i>	<i>Actual</i>	<i>Actual</i>	<i>June 30,</i>	<i>Budget</i>	<i>Budget</i>	<i>Actual</i>	<i>%</i>
	<i>2024</i>	<i>2024</i>	<i>2024</i>	<i>2025</i>	<i>2025</i>	<i>2026</i>	<i>+/-</i>	<i>Change</i>
Delta Grant	0	0	0	300	0	0	0	#DIV/0!
Greater MKE Foundation	0	50	50	500	0	0	0	#DIV/0!
500 Donations	6,500	16,719	10,219	7,423	8,000	7,000	-1,000	-12.50%
Friends : Explore Passes/Library of Things	6,500	5,499	-1,001	2,396	8,000	7,000	-1,000	-12.50%
Donations: Various	0	11,220	11,220	5,027	0	0		
000 Library Outlay (Fund Balance)	20,200	68,646	48,446	27,179	25,000	0	-25,000	-100.00%
Purchase 2 new copy machines	10,000	8,374	-1,626	0	0	0	0	#DIV/0!
Security Gates	10,200	11,291	1,091	0	0	0	0	#DIV/0!
LED Light Upgrade		4,800	4,800	7,244	10,000	0	-10,000	-100.00%
Security Camera Replacement		44,181	44,181	19,935	15,000	0	-15,000	-100.00%
TOTAL EXPENDITURES	1,320,567	1,394,658	74,091	627,846	1,347,103	1,341,936	-5,167	-0.38%

2026 PEWAUKEE PUBLIC LIBRARY BUDGET - DRAFT JULY 2025

REVENUES	Budget	Actual	June 30,		Budget	Budget	Actual	%
	2024	2024	Actual	2025	2025	2026	+/-	Change
43790 County Lib Aids	118,774	118,324	-450	59,382	114,563	134,375	19,812	17.29%
Waukesha County	114,627	114,627	0	55,175	110,349	129,186	18,837	17.07%
Prairie Lakes	897	446	-451	7	13	268	255	1961.54%
Jefferson Co.	2,250	2,250	0	3,235	3,235	3,401	166	5.13%
Dodge Co.	488	489	1	245	245	383	138	56.32%
Ozaukee Co.	0	0	0	30	30	0	-30	-100.00%
Washington Co.	512	512	0	691	691	1,137	446	64.54%
46710 Library Fines	7,609	8,054	445	4,041	8,681	8,054	-627	-7.22%
48110 Interest Income	338	6,215	5,877	3,033	9,769	6,215	-3,554	-36.38%
7-Month CD		1,187			2,887	1,186	-1,701	-58.92%
15-Month CD		841			5,680	841	-4,839	-85.19%
North Shore Interest		1,148		324	0	1,148	1,148	#DIV/0!
LGIP Interest		3,040		2,710	1,202	3,040	1,838	152.91%
48500-000 Donations	6,500	21,812	15,312	17,700	8,000	7,000	-1,000	-12.50%
48500-100 Misc. Revenues	6,500	15,645	9,145	3,860	8,251	15,645	7,394	89.61%
48500-200 Grants	9,038	11,720	2,682	3,563	7,263	6,763	-500	-6.88%
Bridges - Hoopla Grant	6,038		-6,038	3,263	3,263	3,263	0	0.00%
Bridges - Innovation Grants	3,000	3,000	0		3,500	3,500	0	0.00%
Delta Kappa Gamma Bridges - Adult Program Grant				300				
LSTA SEWI Grant					500			
48440-000 Insurance Recoveries	0	48,736	48,736	0	0	0	0	#DIV/0!
49300-000 Fund Balance Applied	20,200	3,319	-16,881	0	57,211	0	-57,211	-100.00%
Revenue Sub Total	148,759	181,770	33,011	91,580	213,738	178,052	-35,686	-16.70%
Total Contribution Subtotal	1,171,808	1,212,888	41,080	536,266	1,133,365	1,163,884	30,519	2.69%
49000-000 City Contribution MIN.	896,675	896,675	0		869,687	879,386	9,699	1.12%
49000-000 City Above the MIN.								
49001-000 Village Contribution MIN.	262,534	262,534	0		262,153	262,477	324	0.12%
49001-000 Village Above the MIN								
SUB TOTAL	1,328,168	1,393,034	64,866	91,580	1,345,578	1,319,915	-25,663	-1.91%

Pewaukee Public Library - 5 YR Capital Projects Plan approved 8.21.2024

Interior/Exterior	ITEM DESCRIPTION	TOTAL COST TO REPLACE	Quote Provided by	Quote Year	2025 BUDGET	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET
Exterior	Parking lot - blacktop and curb replacement	\$126,292.00	PLM Paving and Concrete	2023			X		
Exterior	Roof - Flat 2	\$28,650.00	Hernandez Roofing	2023	X				
Exterior	Roof - Shingled	\$100,000.00	Hernandez Roofing	2023	X				
Interior	HVAC : Control System (Front End)	\$77,974.00	Grunau	2024		X			
Total		\$332,916.00							

The Library Board and the Open Meetings Law

14

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

In This Trustee Essential

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

Meeting Notice

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

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

Location and Conduct of Meetings

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

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

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

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

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

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

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

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

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

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

Meeting Minutes

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

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

Legal Reasons for Conducting a Closed Session

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

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

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

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

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

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

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

Procedures for Holding a Closed Session

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

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

Avoiding Legal Penalties

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

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

Discussion Questions

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

Sources of Additional Information

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

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

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