

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, September 17, 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, September 17 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. Discussion and possible action to engage Garland for Roof Replacement specification and project management. Presentation by Rhett Surman, Garland Milwaukee, Territory Manager
3. Informational presentation by Peter Blenski, Youth Services Manager.

REGULAR BUSINESS:

4. Citizen Comments/Correspondence
5. Approval of Consent Agenda
 - a. Minutes August 20, 2025 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – August 2025
 - ii. GL Detail Library – August 2025
 - iii. Payment Approval Report – August 2025
 - iv. LGIP Statement – August 2025
 - c. Library Monthly Statistics Report though August 2025
 - d. Library Directors Report September 2025

OLD BUSINESS:

6. Discussion and possible action of the 2026 Joint Library Budget and 2026 Capital Improvement Budget Request

NEW BUSINESS:

7. Discussion and possible action on the Library Director Evaluation Process and Timeline
8. Appointment by the Board President of an ad hoc Library Director Review Committee
9. Discussion and possible action on *TE16: Ethics and Conflict of Interest Laws Applying to Trustees*
10. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, October 15, 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, August 15, 2025

September 2025

Our kids programming and story times have started back up, so excited to get back into the swing of things after taking most of August off. We're also excited to get a new librarian in the kids department to assist with programming and shake things up a bit. The applications we've gotten so far have been promising.

The biggest thing is that we have data and details on our summer reading program. Everything went slightly up compared to last year—kids summer reading registrations, kids program attendance, and kids book circulation. YA registrations saw a pretty big spike, which we're very happy about. Here's the full report.

SRP Overview 2025--Pewaukee

Adult Total—255
Kids Total—665
Teen Total—194
Early Literacy—158

Total Readers –1,262

Total –1,017 Kids and Teen

Last Year

Total – 974 Kids and Teen

Baby and Toddler Overview

158 Total Signups
70 Completions
44.30% Completion Rate

Last Year

148 Total Signups
71 Completions
47.97% Completion Rate

Kids Overview

665 Total Signups
494 Returns (Came back at least for at least Week 1)
74.29% Return Rate

Last Year

660 Total Signups (both Baby & Kid)
467 Returns
70.76% Return Rate

Weekly Breakdown

Activity by Week

494 kids turned in Week 1	Coupon Giveaway after Week 1 = 494 total coupons + 494 books
421 kids turned in Week 2	Coupon Giveaway after Week 2 = 915 total coupons
385 kids turned in Week 3	Coupon Giveaway after Week 3 = 1,300 total coupons
356 kids turned in Week 4	Coupon Giveaway after Week 4 = 1,656 total coupons
332 kids turned in Week 5	Coupon Giveaway after Week 5 = 1,988 total coupons + 826 total books
293 kids turned in Week 6	Coupon Giveaway after Week 6 = 2,281 total coupons
255 kids turned in Week 7	Coupon Giveaway after Week 7 = 2,536 total coupons
228 kids turned in Week 8	Total Giveaway for Kids = 2,764 total coupons + 826 total books

Registration by Week (compiled by Sandy)

Registration starts: May 19, First official day: May 27, Summer Break: June 9, Reminder email: August 11

	Early Literacy		Kids		Teens	
	Registration	Completions	Registration	Participation	Registration	Participation
Pre-Registration	7	0	28	0	12	0
5/27/2025	37	0	132	2	43	6
6/1/2025	57	0	202	17	68	13
6/8/2025	78	1	304	67	105	36
6/15/2025	103	5	432	223	133	60
6/22/2025	114	10	511	309	151	85
6/29/2025	129	17	563	370	162	100
7/6/2025	137	25	597	405	168	103
7/13/2025	141	29	621	431	175	120
7/20/2025	144	37	630	444	178	125
7/27/2025	151	46	645	463	186	127
8/3/2025	156	51	658	480	191	133
8/10/2025	156	57	658	483	193	138
8/16/2025	158	67	662	493	194	140
Early Lit Kids Participated, Not Completed:		17				
Compare to End of Challenge 2024:	148	71	660	466	166	124
	6.33%	-5.97%	0.30%	5.48%	14.43%	11.43%

Teen Overview

194 Total Signups
 137 Logged at least 1 hour
 70.62% Return Rate

Last Year

166 Total Signups
 124 Returns
 74.70% Return Rate

School Overview

Kids		Teens	
34	Asa Clark Middle School	68	Asa Clark Middle School
1	Autumn Hill	3	Butler
2	Butler	0	CELA

5	CELA	21	Homeschool
1	Hartland South	1	Horizon Elementary
24	Homeschool	64	Other
142	Horizon Elementary	30	Pewaukee High School
15	Meadowbrook	5	Saint Anthony
226	Other	1	Swallow
172	Pewaukee Lake Elementary		
34	Saint Anthony		
3	Swallow		

Program Overview

2025 87 Total Programs/12 Passive Attendance: 3312 in person/741 passive

2024 80 Total Programs/8 Passive Attendance: 3150 in person/403 passive

Circ Overview (complied by Sandy)

JUV 2025: 39,871 JUV 2024: 38,447 Difference: 3.57%

YA 2025: 3,791 YA 2024: 3,555 Difference: 6.23%

Adult Overview

255 Total Signups

Last Year

254 Total Signups

Pewaukee Public Library Director's Report September 2025

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

- Outreach Services: Eric and I have added a new senior facility, The Westerly in Pewaukee, to his monthly route. While the building is still new and has limited space available, we're already seeing a good number of residents stopping by during his visits.
- Repair Café: A Repair Café is an event where community members with specialized skills—such as sewing, small electronics, technology, or jewelry repair—volunteer their time to help others fix items. This month, we held an initial planning meeting with Bridges to explore the feasibility of bringing this program to our libraries. We're excited about the potential and are optimistic about a 2026 launch, though details are still being worked out.
- Memory Café Advertising: I had the exciting opportunity to arrange advertising for our Memory Café on the big screens at Marcus Theatres. I'm currently working with a Bridges contact to design the ad, which will run at five Marcus locations from September through January.
- Computer Replacements: Several of our library computers are due for replacement. I've been coordinating with our tech representative to secure quotes and schedule installation of the new machines. Unfortunately, recent flooding in Pewaukee caused some delays, but we're hopeful the installation will take place soon.

Thanks for everything you do!

Public Services Department (from Emma Kutchenreuter, Library Services Manager)

- Thank you again for letting me come speak to you all last month! I enjoyed being able to meet you all and speak to you in-person.
- In August, we finished up the Bridges' "Journey of Dragons" program where patrons visit all libraries within the Bridges system to be entered to win prizes. We had a total of 417 patrons visit our library and participate in this program.
- Our circulation numbers have continued to be high as summer ends and the school year begins. Some pages and clerks came in extra hours to shelve items to keep up with the busy pace.
- A new volunteer started who is gluing books with broken binding. This has been a huge help in getting the books repaired and back out on the shelf for patrons.
- Our new clerk who started in June, Lynn, gave notice in August that she will not be able to continue her regularly scheduled hours after the end of September due to personal reasons. She will be a fill-in employee on an as-needed basis. Her last day as a regularly scheduled employee is September 25. The open position has also been posted.

Thanks for everything you do!

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - August 5: Department Heads Meeting at Village of Pewaukee
 - August 12: ACT 150 Committee Meeting @ Waukesha

Pewaukee Public Library Director's Report September 2025

- August 20: Library Board Meeting
- August 21: Library Department Heads Meeting
- *Employee Updates.*
 - Nick Schmudlach resigned as a part-time Adult Librarian. Nick accepted a full-time position at another Library. Nick's last day of work was August 29, 2025.
 - Nick's departure gives us the opportunity to address the staffing imbalance between the Adult and Youth Services departments. Previously, the Adult Services department had two full-time Librarians and two part-time Librarians, while the Youth Services department had two full-time Librarians and two part-time Library Assistants.

We will use this change to equalize staffing across both departments. Lisa Castro, one of the part-time Library Assistants in Youth Services, has agreed to transfer to the Adult Services department. In turn, we are reallocating the open part-time Librarian position from Adult Services to Youth Services.

With this adjustment, each department will now have:

- 2 full-time Librarians
- 1 part-time Librarian
- 1 part-time Library Assistant

The part-time Librarian position in Youth Services has been posted, and we are confident it will be filled by the end of the month. Our goal for this role is to focus on collection development and programming for children in grades 1 through 5.

- *Building Updates:*
 - Elevator. Due to the storms on August 9th and 10th, there was a roof leak down the elevator shaft. The elevator stopped worked. The elevator technician came in early Monday to assess the situation. It was recommended that all power be shut off to the elevator so that it could dry out. After several days, the technician returned and everything started up.
 - Roof issues which caused the elevator leak were patched on August 14th by Garland. This will hopefully prevent future issues until we have the opportunity to reroof the flat roof.
 - Upholstery and elevator carpet cleaning. Several pieces of furniture were professionally cleaned on Friday, August 29th. As well, the carpet in the elevator was cleaned in response to the roof leak.
- *Summer Reading.* The summer reading incentive program officially ended on Saturday, August 16th. Participation totals are available in the self-directed activity statistics for August.
- *Bridges Trustee Appreciation Event.* Invitations were distributed for the Trustee Appreciation Event which is scheduled for September 30 at the Johnson Creek Community Center. Please let me know if you plan attend.
- *New Capital Expenditure/Revenue lines in Financial Reports.* I officially sent a request to the City and the Village for reimbursement for the cost of the softener. New revenue and expenditure accounts for capital have been created. You will now see new accounts on the financial reports. Reimbursement has been received from the City.

Pewaukee Public Library Director's Report September 2025

- *Population Estimates.* Population numbers are used in various calculations including our MOE standards. The official numbers that are used by Bridges come from the State of Wisconsin: Department of Administration. These official population estimates are released in August each year. Here are the 2025 preliminary estimates for Pewaukee:

68270	62240	C	Pewaukee	Waukesha	16,292	15,914	378	2.38%	12,766	12,380
68171	62250	V	Pewaukee	Waukesha	8,215	8,238	-23	-0.28%	6,707	6,677

- *Exemption from the County Library Tax.* Annually, the City and Village must adopt a resolution by September 30th. The Village has approved and submitted their paperwork. The City will consider this documentation at their September 15th meeting.
- *Roof Project and Garland (AGENDA ITEM).* I have reached out to Garland for some supplemental information on their company and their services and also for a formal agreement for the Library Board to review and consider if you choose to use their services. This was a last-minute request so Garland will get those materials to me early next week. I will pass those documents along once they are received.
- *2026 Joint Library Budget and 2026 Capital Improvement Budget Request (AGENDA ITEM).*
 - On August 21, formal Budget and Capital Improvement requests were sent to the City and Village. I have attached a copy of both of those requests for your information. Here is the current status of those requests:
 - Village. The Library's budget was reviewed by the Village Council at their September 2nd meeting. The Council took an advisory vote to approve the request above the minimum for the Library for \$5,977. They also provided advisement that the Library Board may proceed to bid the Capital Requests for the large flat roof replacement and the HVAC control system.
 - City. The City's budget process begins with individual meetings with each department head and the Mayor, City Administrator, the City's Community Development Director and their accountant. This meeting occurred on September 10th. Before this meeting I was supplied with the draft budget for the City and noticed that the request for the minimum was the amount included for the Library. I respectfully requested that the board's full request be included for review and consideration by the Council. The Mayor agreed to include this amount in the current proposed budget. We discussed both of the Capital Requests at length and those two requests were also added to the City's Capital Budgets for consideration. The next City Budget meeting is the Finance Committee Meeting which is scheduled for Friday, September 26th at 10:00 am.
 - While there have not been any financial adjustments since August, the September version does include some added data. On the last page, you will find the Capital Budget in the same format as the Operations Budget.

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, August 20 at 6:30 p.m.

1. Call Meeting to Order and Roll Call: 6:32 PM

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

Others Present: Nan Champe (Library Director)

SPECIAL BUSINESS:

2. Presentation by Library Services Manager, Emma Kutschenreuter

REGULAR BUSINESS:

3. Citizen Comments/Correspondence - n/a

4. Approval of Consent Agenda

a. Minutes July 16, 2025 (Regular Board Meeting)

b. Financial Reports:

i. GL Budget vs. Actual Library – July 2025

ii. GL Detail Library – July 2025

iii. Payment Approval Report – July 2025

iv. LGIP Statement – July 2025

c. Library Monthly Statistics Report though July 2025

d. Library Directors Report August 2025

Motion to approve: Ann Wright

Second: Phil Vetterkind

Discussion: n/a

Motion carried

OLD BUSINESS:

5. Discussion and possible action of the 2026 Joint Library Budget

Motion to approve: Leslie Miller

Second: Ann Wright

Discussion: n/a

Motion carried

6. Discussion and possible action on the Library's 5 year Capital Improvement Plan and 2026 Capital Improvement Budget Request

Motion to approve: Lisa Jansen
Second: Phil Vetterkind
Discussion: n/a
Motion carried

NEW BUSINESS:

7. Discussion and possible action on the Capital roof replacement and engagement of Garland to prepare the specifications and project management

- No Action

8. Discussion and information on digital resources for library patrons

- No Action

9. Discussion and possible action on TE10: Developing Essential Library Policies

- No Action

10. ADJOURNMENT 7:38 PM

Motion to approve: Phil Vetterkind
Second: Ann Wright
Discussion: n/a
Motion carried

NEXT MEETING: Wednesday, September 17, 2025

End.GLPeriod 825

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
200 - CAPITAL PROJECTS FUND						
200-00-57140-000-000	LIBRARY(E)	6,957.29	6,957.29	.00	-6,957.29	100.00%
Total Expenditure:		6,957.29	6,957.29	.00	-6,957.29	
200-00-47140-000-000	LIBRARY CAPITAL REV(R)	-1,391.46	-1,391.46	.00	1,391.46	100.00%
Total Revenue:		-1,391.46	-1,391.46	.00	1,391.46	
Total 200 - CAPITAL PROJECTS FUND:		5,565.83	5,565.83	.00	-5,565.83	

End.GLPeriod 825

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND						
900-00-11101-000-000	LIBRARY CASH(A)	-92,013.09	-17,234.40	.00	17,234.40	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	101,796.93	.00	-101,796.93	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)	-21,429.86	40,534.22	.00	-40,534.22	100.00%
Total Asset:		-113,442.95	277,599.75	.00	-277,599.75	
900-00-31101-000-000	FUND BALANCE(Q)	.00	-288,642.78	.00	288,642.78	100.00%
Total Equity:		.00	-288,642.78	.00	288,642.78	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	77,399.02	433,126.46	688,000.00	254,873.54	62.95%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	19,372.89	146,583.72	223,435.00	76,851.28	65.60%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	209.96	5,538.66	7,000.00	1,461.34	79.12%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	1,590.50	18,125.00	45,936.00	27,811.00	39.45%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	9,919.08	77,463.13	93,332.00	15,868.87	82.99%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	300.00	3,372.50	4,000.00	627.50	84.31%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	1,500.41	9,652.31	8,000.00	-1,652.31	120.65%
900-00-57610-000-000	LIBRARY OUTLAY(E)	.00	7,356.26	25,000.00	17,643.74	29.42%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	9,978.09	40,641.20	80,500.00	39,858.80	50.48%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	967.61	8,696.83	14,700.00	6,003.17	59.16%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	1,972.05	36,444.42	45,548.00	9,103.58	80.01%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	3,224.63	7,653.62	14,045.00	6,391.38	54.49%

End.GLPeriod 825

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	.00	1,472.35	3,000.00	1,527.65	49.07%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	5,199.78	31,444.45	52,930.00	21,485.55	59.40%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	866.58	17,917.71	24,107.00	6,189.29	74.32%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	207.09	2,187.88	5,000.00	2,812.12	43.75%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	.00	13,246.72	7,263.00	-5,983.72	182.38%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	585.65	1,140.73	3,782.00	2,641.27	30.16%
Total Expenditure:		133,293.34	862,063.95	1,345,578.00	483,514.05	
900-00-21400-000-000	VOUCHERS PAYABLE(L)	.00	.00	.00	.00	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	.00	.00	.00	
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)	-1,338.14	-6,803.35	-8,681.00	-1,877.65	78.37%
900-00-48110-000-000	INTEREST INCOME(R)	.00	-3,775.20	-9,769.00	-5,993.80	38.64%
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)	-102.20	-19,815.49	-8,000.00	11,815.49	247.69%
900-00-48500-000-100	MISC REVENUES(R)	-421.30	-5,025.06	-8,251.00	-3,225.94	60.90%
900-00-48500-000-200	DESIGNATED GRANTS(R)	-1,402.50	-5,415.50	-7,263.00	-1,847.50	74.56%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	.00	-579,911.36	-869,687.00	-289,775.64	66.68%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	-21,846.08	-174,768.64	-262,153.00	-87,384.36	66.66%

End.GLPeriod 825

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)	-306.00	-1,689.65	.00	1,689.65	100.00%
Total Revenue:		-25,416.22	-856,586.75	-1,345,578.00	-488,991.25	
Total 900 - LIBRARY FUND:		-5,565.83	-5,565.83	.00	5,565.83	
Total:		.00	.00	.00	.00	

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund200 - CAPITAL PROJECTS FUND							
Account Number And Title200-00-47140-000-000 - LIBRARY CAPITAL REV							
08/25/2025	8-2	JE	MOVE CITY PAYMENT FOR LIBRARY WATER SOFTENER			.00	-1,391.46
Account Number And Title200-00-47140-000-000 - LIBRARY CAPITAL REV						.00	-1,391.46
Account Number And Title200-00-57140-000-000 - LIBRARY							
08/22/2025	9-1	JE	MOVE INVOICE PAYMENT - CAPITAL EXPENSE			6,957.29	.00
Account Number And Title200-00-57140-000-000 - LIBRARY						6,957.29	.00
Fund900 - LIBRARY FUND							
Account Number And Title900-00-11000-000-000 - LIBRARY SWEEP							
08/11/2025	1095-1	CR	LIB CASH - LIBRARY SWEEP - H			138.25	.00
08/11/2025	1096-1	CR	LIB CC - LIBRARY SWEEP - V			150.95	.00
08/15/2025	1274-1	CR	LIB CASH - LIBRARY SWEEP - H			.00	.00
08/15/2025	1275-1	CR	LIB CHECKS - LIBRARY SWEEP - A			.00	.00
08/15/2025	1276-1	CR	LIB CC - LIBRARY SWEEP - V			.00	-20.81
08/15/2025	1145-1	CR	LIB CASH - LIBRARY SWEEP - H			105.00	.00
08/15/2025	1146-1	CR	LIB CHECKS - LIBRARY SWEEP - A			2,381.45	.00
08/15/2025	1147-1	CR	LIB CC - LIBRARY SWEEP - V			150.95	.00
08/22/2025	1199-1	CR	LIB CC - LIBRARY SWEEP - V			66.21	.00
08/22/2025	1200-1	CR	LIB CASH - LIBRARY SWEEP - H			165.89	.00
08/26/2025	7-2	CRJE	TRANSFER TO GENERAL- CASH ALLOCATIONS			.00	-25,000.00
08/29/2025	1260-1	CR	LIB CASH - LIBRARY SWEEP - H			327.61	.00
08/29/2025	1261-1	CR	LIB CC - LIBRARY SWEEP - V			104.64	.00
Account Number And Title900-00-11000-000-000 - LIBRARY SWEEP						3,590.95	-25,020.81

VILLAGE OF PEWAUKEE

GL Detail

September 08, 2025 01:05 PM

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-11101-000-000 - LIBRARY CASH							
08/01/2025	9-1	CA-CDA	CDA Fund Allocation - Created: 07/31/25 1:51 PM			.00	-14,061.74
08/14/2025	32-1	CA-CDA	CDA Fund Allocation - Created: 08/21/25 3:29 PM			.00	-14,918.42
08/27/2025	40-1	CA-CDA	CDA Fund Allocation - Created: 08/28/25 1:14 PM			.00	-3,003.41
08/28/2025	117-1	CA-CR	CR Fund Allocation - Created: 08/29/25 8:24 AM			1,391.46	.00
08/31/2025	4-1	CA-CRJ	CRJE Fund Allocation - Created: 08/28/25 3:50 PM			25,000.00	.00
08/31/2025	2-1	CA-JE	JE Fund Allocation - Created: 08/01/25 8:45 AM			20,255.58	.00
08/31/2025	14-1	CA-JE	JE Fund Allocation - Created: 09/05/25 9:26 AM			5,565.83	.00
08/31/2025	6-1	CA-PB	PB Fund Allocation - Created: 07/30/25 11:01 AM			.00	-3,202.10
08/31/2025	12-1	CA-PB	PB Fund Allocation - Created: 08/13/25 3:06 PM			.00	-12,953.00
08/31/2025	19-1	CA-PB	PB Fund Allocation - Created: 08/27/25 12:27 PM			.00	-3,217.79
08/31/2025	6-1	CA-PC	PC Fund Allocation - Created: 07/30/25 11:01 AM			.00	-25,655.19
08/31/2025	12-1	CA-PC	PC Fund Allocation - Created: 08/13/25 3:04 PM			.00	-25,835.04
08/31/2025	19-1	CA-PC	PC Fund Allocation - Created: 08/27/25 12:27 PM			.00	-25,908.79
08/31/2025	16-1	CA-CDA	CDA Fund Allocation - Created: 08/12/25 2:28 PM			.00	-2,432.40
08/31/2025	22-1	CA-CDA	CDA Fund Allocation - Created: 08/15/25 8:58 AM			.00	-7,472.25
Account Number And Title900-00-11101-000-000 - LIBRARY CASH						52,212.87	-138,660.13
Account Number And Title900-00-21400-000-000 - VOUCHERS PAYABLE							
08/01/2025	75294-1	CDA	AMAZON CAPITAL SERVICES, INC.			140.38	.00
08/01/2025	75305-1	CDA	INGRAM LIBRARY SERVICES LLC			282.08	.00
08/01/2025	75306-1	CDA	J & H HEATING INC			2,275.00	.00
08/01/2025	75309-1	CDA	MCNAMARA MCCARTHY SCHOOL OF IRISH DANCE			100.00	.00
08/01/2025	75310-1	CDA	MIDWEST TAPE			167.91	.00
08/01/2025	75311-1	CDA	MILWAUKEE PLUMBING & PIPING INC			428.80	.00

VILLAGE OF PEWAUKEE

GL Detail

September 08, 2025 01:05 PM

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/01/2025	75314-6	CDA	PEWAUKEE UTILITY			585.65	.00
08/04/2025	300000631-1	CDA	ACH NORTH SHORE BANK CREDIT CARD			10,081.92	.00
08/04/2025	300000631-2	CDA	ACH NORTH SHORE BANK CREDIT CARD			.00	-10,081.92
08/04/2025	300000657-1	CDA	ACH NORTH SHORE BANK CREDIT CARD			10,081.92	.00
08/08/2025	75326-1	CDA	AMAZON CAPITAL SERVICES, INC.			924.63	.00
08/08/2025	75337-1	CDA	INGRAM LIBRARY SERVICES LLC			560.35	.00
08/08/2025	75338-1	CDA	JF AHERN COMPANY			188.00	.00
08/08/2025	75342-1	CDA	MIDWEST TAPE			96.72	.00
08/08/2025	75343-1	CDA	MR. HANDYMAN OF WAUKESHA			537.59	.00
08/08/2025	75347-1	CDA	RHYME BUSINESS PRODUCTS, LLC			125.11	.00
08/14/2025	300000640-3	CDA	ACH WE ENERGIES			.00	-4,047.15
08/15/2025	75352-1	CDA	AMAZON CAPITAL SERVICES, INC.			224.56	.00
08/15/2025	75365-1	CDA	INGRAM LIBRARY SERVICES LLC			1,143.49	.00
08/15/2025	75366-1	CDA	IRVIN L. YOUNG MEMORIAL LIBRARY			22.00	.00
08/15/2025	75371-1	CDA	MIDWEST TAPE			268.82	.00
08/15/2025	75372-1	CDA	MIDWEST TAPE - HOOPLA			866.58	.00
08/15/2025	75373-1	CDA	MILWAUKEE PLUMBING & PIPING INC			868.80	.00
08/15/2025	75376-1	CDA	OCONOMOWOC PUBLIC LIBRARY			9.00	.00
08/15/2025	75383-1	CDA	WAUKESHA PUBLIC LIBRARY			21.85	.00
08/22/2025	75385-1	CDA	AMAZON CAPITAL SERVICES, INC.			62.55	.00
08/22/2025	75387-1	CDA	BATZNER PEST CONTROL INC			120.56	.00
08/22/2025	75390-1	CDA	CENTER POINT LARGE PRINT			51.54	.00
08/22/2025	75395-1	CDA	CULLIGAN			6,957.29	.00
08/22/2025	75404-1	CDA	INGRAM LIBRARY SERVICES LLC			919.83	.00

VILLAGE OF PEWAUKEE

GL Detail

September 08, 2025 01:05 PM

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/22/2025	75405-1	CDA	JANI-KING OF MILWAUKEE			2,784.02	.00
08/22/2025	75407-1	CDA	KUJAWA ENTERPRISES INC			2,313.25	.00
08/22/2025	75411-1	CDA	MIDWEST TAPE			146.19	.00
08/22/2025	75414-1	CDA	OCLC, INC			703.55	.00
08/22/2025	75418-6	CDA	PEWAUKEE UTILITY			544.65	.00
08/22/2025	75425-1	CDA	WALDEN, NEITZKE & KUHARY, SC			300.00	.00
08/22/2025	75427-1	CDA	WHALEN, JOLYNNE			14.99	.00
08/27/2025	75343-2	CDA	MR. HANDYMAN OF WAUKESHA			.00	-537.59
08/29/2025	300000640-4	CDA	ACH WE ENERGIES			4,047.15	.00
08/29/2025	300000643-1	CDA	ACH WE ENERGIES			4,047.15	.00
08/29/2025	75441-1	CDA	INGRAM LIBRARY SERVICES LLC			1,956.36	.00
08/29/2025	75442-1	CDA	MADISON COOPER			277.77	.00
08/29/2025	75444-1	CDA	MIDWEST TAPE			166.68	.00
08/29/2025	75445-1	CDA	MR. HANDYMAN OF WAUKESHA			537.59	.00
08/29/2025	75450-1	CDA	TAYLOR COMPUTER SERVICES, INC			497.50	.00
08/29/2025	75452-1	CDA	WHALEN, JOLYNNE			105.10	.00
08/31/2025	348-1	AP	Summary Transactions from AP System			.00	-14,918.42
08/31/2025	405-1	AP	Summary Transactions from AP System			.00	-3,003.41
08/31/2025	243-1	AP	Summary Transactions from AP System			.00	-7,472.25
08/31/2025	179-1	AP	Summary Transactions from AP System			.00	-2,432.40
08/31/2025	125-1	AP	Summary Transactions from AP System			.00	-3,979.82
08/31/2025	42-1	AP	Summary Transactions from AP System			.00	-10,081.92
Account Number And Title900-00-21400-000-000 - VOUCHERS PAYABLE						56,554.88	-56,554.88

Account Number And Title900-00-46710-000-000 - LIBRARY FINES

VILLAGE OF PEWAUKEE

GL Detail

September 08, 2025 01:05 PM

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/11/2025	70000006411-1	CR	LIBRARY FINES - LIBRARY			.00	-29.30
08/11/2025	70000006411-2	CR	LIBRARY FINES - LIBRARY			.00	-150.95
08/15/2025	70000006420-1	CR	Voided Receipt - 7.000006413 - LIBRARY			809.55	.00
08/15/2025	70000006421-1	CR	LIBRARY FINES - LIBRARY			.00	-788.74
08/15/2025	70000006413-1	CR	LIBRARY FINES - LIBRARY			.00	-809.55
08/22/2025	70000006415-1	CR	LIBRARY FINES - LIBRARY			.00	-133.75
08/29/2025	70000006418-1	CR	LIBRARY FINES - LIBRARY			.00	-130.76
08/29/2025	70000006418-2	CR	LIBRARY FINES - LIBRARY			.00	-104.64
Account Number And Title900-00-46710-000-000 - LIBRARY FINES						809.55	-2,147.69
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
08/11/2025	70000006411-3	CR	LIBRARY DONATIONS - LIBRARY			.00	-.55
08/15/2025	70000006420-2	CR	Voided Receipt - 7.000006413 - LIBRARY			100.65	.00
08/15/2025	70000006421-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-100.65
08/15/2025	70000006413-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-100.65
08/22/2025	70000006415-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-.35
08/29/2025	70000006418-3	CR	LIBRARY DONATIONS - LIBRARY			.00	-.65
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ						100.65	-202.85
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
08/11/2025	70000006411-4	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-55.00
08/15/2025	70000006420-3	CR	Voided Receipt - 7.000006413 - LIBRARY			255.30	.00
08/15/2025	70000006421-3	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-255.30
08/15/2025	70000006413-3	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-255.30
08/22/2025	70000006415-3	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-46.00
08/29/2025	70000006418-4	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-65.00

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title900-00-48500-000-100 - MISC REVENUES						255.30	-676.60
Account Number And Title900-00-48500-000-200 - DESIGNATED GRANTS							
08/15/2025	70000006420-4	CR	Voided Receipt - 7.000006413 - LIBRARY			1,402.50	.00
08/15/2025	70000006421-4	CR	LIBRARY GRANT - LIBRARY			.00	-1,402.50
08/15/2025	70000006413-4	CR	LIBRARY GRANT - LIBRARY			.00	-1,402.50
Account Number And Title900-00-48500-000-200 - DESIGNATED GRANTS						1,402.50	-2,805.00
Account Number And Title900-00-48500-000-300 - COPIES & ROOM RENTAL							
08/11/2025	70000006411-5	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-53.40
08/15/2025	70000006420-5	CR	Voided Receipt - 7.000006413 - LIBRARY			69.40	.00
08/15/2025	70000006421-5	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-69.40
08/15/2025	70000006413-5	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-69.40
08/22/2025	70000006415-4	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-52.00
08/29/2025	70000006418-5	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-131.20
Account Number And Title900-00-48500-000-300 - COPIES & ROOM RENTAL						69.40	-375.40
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							
08/25/2025	8-1	JE	MOVE CITY PAYMENT FOR LIBRARY WATER SOFTENER			1,391.46	.00
08/28/2025	70000006417-2	CR	CITY CONTRIBUTIONS- WATER SOFTENER - CITY OF PEWAUKEE			.00	-1,391.46
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS						1,391.46	-1,391.46
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
08/01/2025	1-2	JE	LIBRARY CONTRIBUTION AUGUST			.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							
08/01/2025	13-1	PC	PAYROLL TRANS FOR 7/27/2025 PAY PERIOD			25,655.19	.00

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/15/2025	66-1	PC	PAYROLL TRANS FOR 8/10/2025 PAY PERIOD			25,835.04	.00
08/29/2025	115-1	PC	PAYROLL TRANS FOR 8/24/2025 PAY PERIOD			25,908.79	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES						77,399.02	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
08/01/2025	4-1	PB	PAYROLL TRANS FOR 7/27/2025 PAY PERIOD			3,202.10	.00
08/15/2025	24-1	PB	PAYROLL TRANS FOR 8/10/2025 PAY PERIOD			12,953.00	.00
08/29/2025	47-1	PB	PAYROLL TRANS FOR 8/24/2025 PAY PERIOD			3,217.79	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						19,372.89	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							
07/05/2025	4-1	AP	ACH NORTH SHORE BANK CREDIT CARD			194.97	.00
08/01/2025	294-1	AP	WHALEN, JOLYNNE			14.99	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS						209.96	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
05/30/2025	9-1	AP	ACH NORTH SHORE BANK CREDIT CARD			55.34	.00
06/02/2025	12-1	AP	ACH NORTH SHORE BANK CREDIT CARD			56.61	.00
06/03/2025	10-1	AP	ACH NORTH SHORE BANK CREDIT CARD			353.45	.00
06/03/2025	11-1	AP	ACH NORTH SHORE BANK CREDIT CARD			258.17	.00
06/05/2025	13-1	AP	ACH NORTH SHORE BANK CREDIT CARD			247.30	.00
06/06/2025	14-1	AP	ACH NORTH SHORE BANK CREDIT CARD			343.61	.00
06/06/2025	15-1	AP	ACH NORTH SHORE BANK CREDIT CARD			33.69	.00
06/09/2025	17-1	AP	ACH NORTH SHORE BANK CREDIT CARD			26.52	.00
06/10/2025	18-1	AP	ACH NORTH SHORE BANK CREDIT CARD			230.90	.00
06/10/2025	16-1	AP	ACH NORTH SHORE BANK CREDIT CARD			358.25	.00
06/11/2025	19-1	AP	ACH NORTH SHORE BANK CREDIT CARD			163.82	.00

VILLAGE OF PEWAUKEE

GL Detail

September 08, 2025 01:05 PM

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
06/11/2025	20-1	AP	ACH NORTH SHORE BANK CREDIT CARD			305.49	.00
06/16/2025	21-1	AP	ACH NORTH SHORE BANK CREDIT CARD			86.72	.00
06/16/2025	23-1	AP	ACH NORTH SHORE BANK CREDIT CARD			48.26	.00
06/17/2025	22-1	AP	ACH NORTH SHORE BANK CREDIT CARD			86.16	.00
06/18/2025	24-1	AP	ACH NORTH SHORE BANK CREDIT CARD			532.93	.00
06/19/2025	25-1	AP	ACH NORTH SHORE BANK CREDIT CARD			26.52	.00
06/20/2025	26-1	AP	ACH NORTH SHORE BANK CREDIT CARD			167.88	.00
06/20/2025	27-1	AP	ACH NORTH SHORE BANK CREDIT CARD			304.29	.00
06/26/2025	28-1	AP	ACH NORTH SHORE BANK CREDIT CARD			73.23	.00
06/30/2025	29-1	AP	ACH NORTH SHORE BANK CREDIT CARD			242.42	.00
06/30/2025	31-1	AP	ACH NORTH SHORE BANK CREDIT CARD			255.44	.00
06/30/2025	32-1	AP	ACH NORTH SHORE BANK CREDIT CARD			20.54	.00
07/01/2025	33-1	AP	ACH NORTH SHORE BANK CREDIT CARD			122.69	.00
07/01/2025	34-1	AP	ACH NORTH SHORE BANK CREDIT CARD			196.56	.00
07/01/2025	35-1	AP	ACH NORTH SHORE BANK CREDIT CARD			146.10	.00
07/01/2025	30-1	AP	ACH NORTH SHORE BANK CREDIT CARD			187.92	.00
07/14/2025	72-1	AP	AMAZON CAPITAL SERVICES, INC.			9.74	.00
07/15/2025	68-1	AP	INGRAM LIBRARY SERVICES LLC			282.08	.00
07/16/2025	138-1	AP	INGRAM LIBRARY SERVICES LLC			560.35	.00
07/19/2025	146-1	AP	AMAZON CAPITAL SERVICES, INC.			12.78	.00
07/24/2025	204-1	AP	INGRAM LIBRARY SERVICES LLC			288.91	.00
07/28/2025	205-1	AP	INGRAM LIBRARY SERVICES LLC			453.16	.00
07/28/2025	212-1	AP	AMAZON CAPITAL SERVICES, INC.			48.56	.00
07/29/2025	206-1	AP	INGRAM LIBRARY SERVICES LLC			401.42	.00

VILLAGE OF PEWAUKEE

GL Detail

September 08, 2025 01:05 PM

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/31/2025	273-1	AP	INGRAM LIBRARY SERVICES LLC			352.12	.00
08/01/2025	274-1	AP	INGRAM LIBRARY SERVICES LLC			567.71	.00
08/01/2025	289-1	AP	CENTER POINT LARGE PRINT			51.54	.00
08/04/2025	288-1	AP	AMAZON CAPITAL SERVICES, INC.			62.55	.00
08/06/2025	364-1	AP	INGRAM LIBRARY SERVICES LLC			380.74	.00
08/08/2025	365-1	AP	INGRAM LIBRARY SERVICES LLC			391.98	.00
08/08/2025	366-1	AP	INGRAM LIBRARY SERVICES LLC			466.01	.00
08/11/2025	367-1	AP	INGRAM LIBRARY SERVICES LLC			320.92	.00
08/15/2025	368-1	AP	INGRAM LIBRARY SERVICES LLC			396.71	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						9,978.09	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
07/14/2025	88-1	AP	MIDWEST TAPE			110.19	.00
07/14/2025	89-1	AP	MIDWEST TAPE			37.48	.00
07/14/2025	90-1	AP	MIDWEST TAPE			20.24	.00
07/15/2025	74-1	AP	AMAZON CAPITAL SERVICES, INC.			84.94	.00
07/19/2025	145-1	AP	AMAZON CAPITAL SERVICES, INC.			36.35	.00
07/21/2025	162-1	AP	MIDWEST TAPE			54.74	.00
07/21/2025	163-1	AP	MIDWEST TAPE			14.99	.00
07/21/2025	164-1	AP	MIDWEST TAPE			26.99	.00
07/28/2025	220-1	AP	MIDWEST TAPE			94.46	.00
07/28/2025	221-1	AP	MIDWEST TAPE			28.78	.00
07/28/2025	222-1	AP	MIDWEST TAPE			145.58	.00
08/05/2025	295-1	AP	MIDWEST TAPE			47.23	.00
08/05/2025	296-1	AP	MIDWEST TAPE			18.74	.00

VILLAGE OF PEWAUKEE

GL Detail

September 08, 2025 01:05 PM

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/05/2025	297-1	AP	MIDWEST TAPE			53.23	.00
08/05/2025	298-1	AP	MIDWEST TAPE			26.99	.00
08/11/2025	382-1	AP	MIDWEST TAPE			50.23	.00
08/11/2025	383-1	AP	MIDWEST TAPE			60.73	.00
08/11/2025	384-1	AP	MIDWEST TAPE			33.74	.00
08/11/2025	385-1	AP	MIDWEST TAPE			21.98	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						967.61	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
06/16/2025	39-1	AP	ACH NORTH SHORE BANK CREDIT CARD			765.00	.00
06/30/2025	37-1	AP	ACH NORTH SHORE BANK CREDIT CARD			6.00	.00
07/31/2025	394-1	AP	TAYLOR COMPUTER SERVICES, INC			497.50	.00
08/04/2025	269-1	AP	OCLC, INC			703.55	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						1,972.05	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
06/10/2025	5-1	AP	ACH NORTH SHORE BANK CREDIT CARD			139.42	.00
06/16/2025	40-1	AP	ACH NORTH SHORE BANK CREDIT CARD			2,131.02	.00
06/21/2025	2-1	AP	ACH NORTH SHORE BANK CREDIT CARD			27.47	.00
07/01/2025	38-1	AP	ACH NORTH SHORE BANK CREDIT CARD			748.76	.00
07/21/2025	137-1	AP	RHYME BUSINESS PRODUCTS, LLC			125.11	.00
07/24/2025	207-1	AP	IRVIN L. YOUNG MEMORIAL LIBRARY			22.00	.00
07/29/2025	214-1	AP	WAUKESHA PUBLIC LIBRARY			21.85	.00
07/29/2025	208-1	AP	OCONOMOWOC PUBLIC LIBRARY			9.00	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						3,224.63	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS							

VILLAGE OF PEWAUKEE

GL Detail

September 08, 2025 01:05 PM

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/01/2025	2-1	JE	LIBRARY FISCAL AGENT FEE AUGUST			1,590.50	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS						1,590.50	.00
Account Number And Title900-00-55110-000-160 - LIBRARY ANNUAL MUNICIPAL FEES							
07/10/2025	52-1	AP	PEWAUKEE UTILITY			585.65	.00
Account Number And Title900-00-55110-000-160 - LIBRARY ANNUAL MUNICIPAL FEES						585.65	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
07/13/2025	87-1	AP	MILWAUKEE PLUMBING & PIPING INC			428.80	.00
07/15/2025	75-1	AP	J & H HEATING INC			2,275.00	.00
07/18/2025	154-1	AP	JF AHERN COMPANY			188.00	.00
07/19/2025	147-1	AP	AMAZON CAPITAL SERVICES, INC.			247.54	.00
07/22/2025	133-1	AP	MR. HANDYMAN OF WAUKESHA			537.59	.00
07/29/2025	219-1	AP	MILWAUKEE PLUMBING & PIPING INC			868.80	.00
08/01/2025	306-1	AP	KUJAWA ENTERPRISES INC			2,313.25	.00
08/01/2025	247-1	AP	JANI-KING OF MILWAUKEE			2,784.02	.00
08/01/2025	211-1	AP	AMAZON CAPITAL SERVICES, INC.			155.52	.00
08/05/2025	309-1	AP	BATZNER PEST CONTROL INC			120.56	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						9,919.08	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
01/10/2025	268-1	AP	PEWAUKEE UTILITY			544.65	.00
01/16/2025	7-1	AP	ACH NORTH SHORE BANK CREDIT CARD			372.34	.00
04/16/2025	36-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.65	.00
07/14/2025	6-1	AP	ACH NORTH SHORE BANK CREDIT CARD			234.99	.00
08/07/2025	198-1	AP	ACH WE ENERGIES			4,047.15	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES						5,199.78	.00

VILLAGE OF PEWAUKEE

GL Detail

September 08, 2025 01:05 PM

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title 900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
07/31/2025	197-1	AP	MIDWEST TAPE - HOOPLA			866.58	.00
Account Number And Title 900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS						866.58	.00
Account Number And Title 900-00-55110-000-313 - LIBRARY-PROGRAMS							
07/17/2025	143-1	AP	AMAZON CAPITAL SERVICES, INC.			186.61	.00
08/01/2025	213-1	AP	AMAZON CAPITAL SERVICES, INC.			20.48	.00
Account Number And Title 900-00-55110-000-313 - LIBRARY-PROGRAMS						207.09	.00
Account Number And Title 900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY							
08/05/2025	246-1	AP	WALDEN, NEITZKE & KUHARY, SC			300.00	.00
Account Number And Title 900-00-55110-000-400 - LEGAL COUNSEL-LIBRARY ATTORNEY						300.00	.00
Account Number And Title 900-00-55110-000-500 - DONATION FUNDED EXPENSE							
06/12/2025	8-1	AP	ACH NORTH SHORE BANK CREDIT CARD			450.00	.00
06/18/2025	1-1	AP	ACH NORTH SHORE BANK CREDIT CARD			10.00	.00
06/25/2025	361-1	AP	MADISON COOPER			200.00	.00
07/01/2025	3-1	AP	ACH NORTH SHORE BANK CREDIT CARD			70.49	.00
07/15/2025	67-1	AP	MCNAMARA MCCARTHY SCHOOL OF IRISH DANCE			100.00	.00
07/17/2025	73-1	AP	AMAZON CAPITAL SERVICES, INC.			45.70	.00
07/19/2025	144-1	AP	AMAZON CAPITAL SERVICES, INC.			441.35	.00
08/01/2025	380-1	AP	WHALEN, JOLYNNE			105.10	.00
08/06/2025	362-1	AP	MADISON COOPER			26.00	.00
08/06/2025	363-1	AP	MADISON COOPER			51.77	.00
Account Number And Title 900-00-55110-000-500 - DONATION FUNDED EXPENSE						1,500.41	.00
Account Number And Title 900-00-57610-000-000 - LIBRARY OUTLAY							
07/31/2025	275-1	AP	CULLIGAN			6,957.29	.00

VILLAGE OF PEWAUKEE

GL Detail

September 08, 2025 01:05 PM

End.GLPeriod 825 AND Start.GLPeriod 825

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/22/2025	9-2	JE	MOVE INVOICE PAYMENT - CAPITAL EXPENSE			.00	-6,957.29
Account Number And Title						6,957.29	-6,957.29
900-00-57610-000-000 - LIBRARY OUTLAY							
Total:						263,595.48	-258,029.65

[APIInvoiceApprovalDepartment].DepartmentName library AND [APIInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 825

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	152358301081425	LIBRARY/S PECTRUM 8.17.25- 9.16.25	234.99	08/14/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	08062025	LIBRARY/A DULT SRP	90.00	08/06/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	221221	LIBRARY/Y A PROGRAM MING FOOD	84.39	07/25/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	22744940069	LIBRARY/Y A PROGRAM MING SUPPLIES	30.00	07/11/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	1500456	LIBRARY/P ROCESSING SUPPLIES	779.37	07/17/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039213894	LIBRARY/Y A BOOKS	151.31	07/31/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039215160	LIBRARY/J UV PICTURE B	64.21	07/31/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039213918	LIBRARY/Y A BOOKS	100.23	07/31/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039215594	LIBRARY/J UV PICTURE B	277.01	08/01/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039202854	LIBRARY/A SF	50.26	07/24/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039207973	LIBRARY/A DULT NONFIC	179.93	07/29/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039206331	LIBRARY/A DULT FIC	290.74	07/28/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	5316307592	LIBRARY/G OOGLE	6.00	07/31/2025	09/04/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [APIInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 825

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			GSUITE JULY 2025						
13040	ACH NORTH SHORE BANK CREDIT CARD	TNA25204	LIBRARY/T HE NATION	39.00	07/30/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039197102	LIBRARY/J UV	184.64	07/22/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039197972	PICTURE B LIBRARY/A DULT FIC	303.62	07/23/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039191568	LIBRARY/A DULT	79.48	07/17/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039192872	NONFIC LIBRARY/A DULT	69.04	07/18/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039196978	NONFIC LIBRARY/Y A BOOKS	103.48	07/21/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039183913	LIBRARY/A DULT FIC	67.39	07/14/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	5037	LIBRARY/W INDOW CLEANING	1195.00	07/22/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039189021	LIBRARY/A DULT NONFIC	55.41	07/15/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039186623	LIBRARY/A SF	15.98	07/14/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039182032	LIBRARY/Y A BOOKS	127.93	07/10/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039183909	LIBRARY/J UV PICTURE B	201.92	07/14/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039183906	LIBRARY/A DULT FIC	169.04	07/14/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039182043	LIBRARY/J UV BOOKS	13.56	07/10/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	3352	LIBRARY/C YBERLYNK JULY 2025	371.68	07/16/2025	09/04/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [APIInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 825

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13040	ACH NORTH SHORE BANK CREDIT CARD	ORD11697946	LIBRARY/B OOK CARTS	1464.10	07/17/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039172101	LIBRARY/A DULT FIC	84.45	07/07/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039182030	LIBRARY/J UV PICTURE B	99.04	07/10/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039171966	LIBRARY/A DULT FIC	328.00	07/08/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039169731	LIBRARY/A DULT NONFIC	161.07	07/03/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	2039169734	LIBRARY/A SF	45.33	07/03/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	07312025	LIBRARY/Y A PROGRAM MING	7.50	08/18/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	073125	LIBRARY/Y A PROGRAM MING	24.29	07/31/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	072525	LIBRARY/Y A PROGRAM MING	25.88	07/25/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	071425	LIBRARY/Y A PROGRAM MING	9.97	07/14/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	070925	LIBRARY/Y A PROGRAM MING	48.60	07/09/2025	09/04/2025			Approved
13040	ACH NORTH SHORE BANK CREDIT CARD	070925CR	LIBRARY/Y A PROG CREDIT	-0.18	07/09/2025	09/04/2025			Approved
Total ACH NORTH SHORE BANK CREDIT CARD:				<u><u>7633.66</u></u>					

ACH WE ENERGIES

[APIInvoiceApprovalDepartment].DepartmentName library AND [APIInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 825

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
Approved									
13090	ACH WE ENERGIES	5582132853	LIBRARY/21 0 MAIN ST	4047.15	08/07/2025	08/29/2025			Approved
Total ACH WE ENERGIES:				<u>4047.15</u>					
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	1WLN-C9YL-GG6T	LIBRARY/J UV PROGRAM	99.99	08/18/2025	09/16/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	13NT-FG4M-9RFC	LIBRARY/C LEANING SUPPLIES	182.76	08/27/2025	09/27/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1VT3-4VWP-73C7	LIBRARY/ ADULT CDS 3	41.39	08/22/2025	09/22/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1QH1-RXNW-7T4L	LIBRARY/A DULT FIC	40.43	08/22/2025	09/22/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1K4G-94VG-769K	LIBRARY/LI BRARY OF THINGS	157.75	08/22/2025	09/22/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1K9H-YCFJ-RTFF	LIBRARY/Y A FIC	14.29	08/19/2025	09/16/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1QLW-VRQ1-TF74	LIBRARY/O FFICE SUPPLIES	173.38	08/19/2025	09/16/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1LRJ-MDWC-Q7JG	LIBRARY/A DULT SCI FI	39.32	08/19/2025	09/16/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1V4L-H311-TC9D	LIBRARY/C OPY PAPER 11X17	38.40	08/16/2025	09/16/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1XV7-1NYC-9VXC	LIBRARY/J UV FIC	62.55	08/04/2025	09/04/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1QH6-PQR1-HP9T	LIBRARY/J UV PROGRAM TREATS	20.48	08/01/2025	08/28/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1DKY-M6NG-DV7Y	LIBRARY/C LEANING	155.52	08/01/2025	08/28/2025			Approved

[APInvoiceApprovalDepartment].DepartmentName library AND [APInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 825

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	1Q6R-XK4J-DRNP	SUPPLIES LIBRARY/A DULT FIC	48.56	07/28/2025	08/28/2025			Approved
Total AMAZON CAPITAL SERVICES, INC.:				<u><u>1074.82</u></u>					
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	81472777	LIBRARY/P EST MGMT AUG 2025	120.56	08/05/2025	09/04/2025			Approved
Total BATZNER PEST CONTROL INC:				<u><u>120.56</u></u>					
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2185363	LIBRARY/B OOKS/LARG E PRINT (2)	51.54	08/01/2025	09/01/2025			Approved
Total CENTER POINT LARGE PRINT:				<u><u>51.54</u></u>					
CULLIGAN									
Approved									
13358	CULLIGAN	501X18190706	LIBRARY/W ATER SOFTENER REPLACEM ENT	6957.29	07/31/2025	08/31/2025			Approved
Total CULLIGAN:				<u><u>6957.29</u></u>					
INGRAM LIBRARY SERVICES LLC									
Approved									
13350	INGRAM LIBRARY SERVICES LLC	90088699	LIBRARY/IN GRAM BOOKS	349.72	08/27/2025	09/27/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	89669437	LIBRARY/IN GRAM BOOKS	466.01	08/08/2025	09/06/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [APIInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 825

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13350	INGRAM LIBRARY SERVICES LLC	89872188	LIBRARY/IN GRAM BOOKS	695.96	08/19/2025	09/19/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	89809249	LIBRARY/IN GRAM BOOKS	396.71	08/15/2025	09/11/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	89708881	LIBRARY/IN GRAM BOOKS	320.92	08/11/2025	09/11/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	89669436	LIBRARY/IN GRAM BOOKS	391.98	08/08/2025	09/06/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	89621341	LIBRARY/IN GRAM BOOKS	380.74	08/06/2025	09/06/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	89528494	LIBRARY/IN GRAM BOOKS	567.71	08/01/2025	08/31/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	89506289	LIBRARY/IN GRAM BOOKS	352.12	07/31/2025	08/31/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	89456409	LIBRARY/IN GRAM BOOKS	401.42	07/29/2025	08/24/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	89432860	LIBRARY/IN GRAM BOOKS	453.16	07/28/2025	08/24/2025			Approved

Total INGRAM LIBRARY SERVICES LLC:

4776.45

JANI-KING OF MILWAUKEE

Approved

12411	JANI-KING OF MILWAUKEE	MIL09250345	LIBRARY/J ANITORIAL SVC SEPT 2025	2784.02	09/01/2025	10/01/2025			Approved
-------	------------------------	-------------	-----------------------------------	---------	------------	------------	--	--	----------

Total JANI-KING OF MILWAUKEE:

2784.02

JF AHERN COMPANY

[APIInvoiceApprovalDepartment].DepartmentName library AND [APIInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 825

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
Approved									
4875	JF AHERN COMPANY	757840	LIBRARY/FIRE EQUIPMENT INSPECTION ANNUAL	314.00	08/28/2025	09/28/2025			Approved
Total JF AHERN COMPANY:				<u><u>314.00</u></u>					
KUJAWA ENTERPRISES INC									
Approved									
6819	KUJAWA ENTERPRISES INC	501790	LIBRARY/LANDSCAPE MNT- AUG 2025	2313.25	08/01/2025	09/01/2025			Approved
Total KUJAWA ENTERPRISES INC:				<u><u>2313.25</u></u>					
LYONS ELECTRIC									
Approved									
1060	LYONS ELECTRIC	6684	LIBRARY/TROUBLESHOOT LIGHTS	154.00	08/27/2025	09/27/2025			Approved
Total LYONS ELECTRIC:				<u><u>154.00</u></u>					
MADISON COOPER									
Approved									
13259	MADISON COOPER	06132025	LIBRARY/SUMMER READING KICKOFF SNACKS	200.00	06/25/2025	09/06/2025			Approved
13259	MADISON COOPER	08062025-2	LIBRARY/GIFT CARD FOR ADULT SRP	51.77	08/06/2025	09/06/2025			Approved
13259	MADISON COOPER	08062025	LIBRARY/GIFT CARD	26.00	08/06/2025	09/06/2025			Approved

[APInvoiceApprovalDepartment].DepartmentName library AND [APInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 825

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
			FOR ADULT SRP						
Total MADISON COOPER:				<u>277.77</u>					
MEI TOTAL ELEVATOR SOLUTIONS									
Approved									
12216	MEI TOTAL ELEVATOR SOLUTIONS	1143429	LIBRARY/T ROUBLE CALL	937.50	08/21/2025	09/21/2025			Approved
12216	MEI TOTAL ELEVATOR SOLUTIONS	1143428	LIBRARY/T ROUBLE CALL	1406.25	08/21/2025	09/21/2025			Approved
Total MEI TOTAL ELEVATOR SOLUTIONS:				<u>2343.75</u>					
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	507648199	LIBRARY/2 ADULT DVD	43.48	08/26/2025	09/19/2025			Approved
548	MIDWEST TAPE	507648280	LIBRARY/1 ADULT CD	12.79	08/26/2025	09/19/2025			Approved
548	MIDWEST TAPE	507648198	LIBRARY/1 ADULT CD	11.99	08/29/2025	09/19/2025			Approved
548	MIDWEST TAPE	507648282	LIBRARY/1 CHILD CD	10.99	08/26/2025	09/19/2025			Approved
548	MIDWEST TAPE	507616251	LIBRARY/1 CHILD DVD	26.99	08/19/2025	09/19/2025			Approved
548	MIDWEST TAPE	507616250	LIBRARY/1 ADULT DVD	26.99	08/19/2025	09/19/2025			Approved
548	MIDWEST TAPE	507616149	LIBRARY/ ADULT DVD 1	23.24	08/19/2025	09/19/2025			Approved
548	MIDWEST TAPE	507616147	LIBRARY/2 ADULT DVD	51.73	08/19/2025	09/19/2025			Approved
548	MIDWEST TAPE	507583990	LIBRARY/2 CHILD CD	21.98	08/11/2025	09/11/2025			Approved
548	MIDWEST TAPE	507583949	LIBRARY/1 ADULT DVD	33.74	08/11/2025	09/11/2025			Approved

[APInvoiceApprovalDepartment].DepartmentName library AND [APInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 825

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
548	MIDWEST TAPE	507583948	LIBRARY/2 ADULT DVD	60.73	08/11/2025	09/11/2025			Approved
548	MIDWEST TAPE	507583947	LIBRARY/2 ADULT DVD	50.23	08/11/2025	09/11/2025			Approved
548	MIDWEST TAPE	507550812	LIBRARY/1 ADULT DVD	26.99	08/05/2025	09/05/2025			Approved
548	MIDWEST TAPE	507550810	LIBRARY/2 ADULT DVD	53.23	08/05/2025	09/05/2025			Approved
548	MIDWEST TAPE	507550699	LIBRARY/1 ADULT DVD	18.74	08/05/2025	09/05/2025			Approved
548	MIDWEST TAPE	507550698	LIBRARY/2 ADULT DVD	47.23	08/05/2025	09/05/2025			Approved
548	MIDWEST TAPE	507519001	LIBRARY/2 CHILD FICTION PLAYAWAY	145.58	07/28/2025	08/28/2025			Approved
548	MIDWEST TAPE	507518848	LIBRARY/4 ADULT DVD	94.46	07/28/2025	08/28/2025			Approved
548	MIDWEST TAPE	507518849	LIBRARY/2 ADULT CD	28.78	07/28/2025	08/28/2025			Approved
Total MIDWEST TAPE:				789.89					
MIDWEST TAPE - HOOPLA									
Approved									
12821	MIDWEST TAPE - HOOPLA	507536824	LIBRARY/H OOPLA INSTANT JULY 2025	866.58	07/31/2025	08/28/2025			Approved
Total MIDWEST TAPE - HOOPLA:				866.58					
MILWAUKEE PLUMBING & PIPING INC									
Approved									
5391	MILWAUKEE PLUMBING & PIPING INC	53375	LIBRARY/L ABOR & MATERIALS - FAUCETS REPLACE JULY 2025	868.80	07/29/2025	08/29/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [APIInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 825

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
Total MILWAUKEE PLUMBING & PIPING INC:				868.80					
MR. HANDYMAN OF WAUKESHA									
Approved									
11822	MR. HANDYMAN OF WAUKESHA	126084	LIBRARY/B OOK CASE BREAKDO WN	537.59	07/22/2025	08/22/2025			Approved
Total MR. HANDYMAN OF WAUKESHA:				537.59					
OCLC, INC									
Approved									
13156	OCLC, INC	1000457746	LIBRARY/L ENDING KEY FOR LIBRARY OF THINGS	703.55	08/04/2025	09/04/2025			Approved
Total OCLC, INC:				703.55					
RHYME BUSINESS PRODUCTS, LLC									
Approved									
13202	RHYME BUSINESS PRODUCTS, LLC	AR861731	LIBRARY/C OPIES 2025.08.23 TO 2025.09.22	131.88	08/21/2025	09/21/2025			Approved
Total RHYME BUSINESS PRODUCTS, LLC:				131.88					
TAYLOR COMPUTER SERVICES, INC									
Approved									
810	TAYLOR COMPUTER SERVICES, INC	28266	LIBRARY/M ANAGED SERVICES AUG 2025 & TECH SUPPORT	497.50	07/31/2025	08/31/2025			Approved
Total TAYLOR COMPUTER SERVICES, INC:				497.50					

[APIInvoiceApprovalDepartment].DepartmentName library AND [APIInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 825

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
WALDEN, NEITZKE & KUHARY, SC									
Approved									
11855	WALDEN, NEITZKE & KUHARY, SC	07740	LIBRARY/L EGAL SVCS JULY 2025	300.00	08/05/2025	09/05/2025			Approved
Total WALDEN, NEITZKE & KUHARY, SC:				300.00					
WHALEN, JOLYNNE									
Approved									
4914	WHALEN, JOLYNNE	08012025-2	LIBRARY/S UMMER BOOK CLUB SNACKS SUPPLIES	105.10	08/01/2025	09/01/2025			Approved
4914	WHALEN, JOLYNNE	08012025	LIBRARY/L EGO MAGAZINE FAN GUIDE	14.99	08/01/2025	09/01/2025			Approved
Total WHALEN, JOLYNNE:				120.09					
WISCONSIN LIBRARY ASSOCIATION									
Approved									
1319	WISCONSIN LIBRARY ASSOCIATION	23565	LIBRARY/W LA MEMBERSH IP RENEWALS/ KUTSCHEN REUTER	182.64	08/25/2025	09/25/2025			Approved
Total WISCONSIN LIBRARY ASSOCIATION:				182.64					
Total:				37846.78					

LOCAL GOVERNMENT INVESTMENT POOL

MONTHLY STATEMENT of ACCOUNTS**Department of Administration**

August 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	\$10,897,265.83
02) CAP EXP & CONST PROJ	\$523,407.12
03) SEWER DEBT REPLACE	\$2,740,750.86
04) SEWER INVESTMENTS	\$1,264,360.77
05) WTR UTIL INVESTMENT	\$632,036.76
06) TIF RELATED HOLDING	\$164,396.94
07) LAIMON DONATION/LAKESIDE PARK	\$271,054.89
08) CEMETARY PERPETUAL	\$37,115.42
09) SEWER HOOKUP FEES	\$1,949,098.42
12) WATER HOOKUP FEES	\$281,970.86
16) LIBRARY	\$101,603.32

TOTAL	\$18,863,061.19
--------------	------------------------

Date	Type	Memo	Deposits	Withdrawals	Balance
Acct# 01	GENERAL			Beginning Balance	\$9,859,918.35
08/25/2025	Deposit - Wire	August tax payment from county	\$1,000,000.00		\$10,859,918.35
08/31/2025	Interest	INT Aug 25 4.36%	\$37,347.48		\$10,897,265.83
	Account Total		\$1,037,347.48	\$0.00	\$10,897,265.83
Acct# 02	CAP EXP & CONST PROJ			Beginning Balance	\$521,476.09
08/31/2025	Interest	INT Aug 25 4.36%	\$1,931.03		\$523,407.12
	Account Total		\$1,931.03	\$0.00	\$523,407.12
Acct# 03	SEWER DEBT REPLACE			Beginning Balance	\$2,730,639.29
08/31/2025	Interest	INT Aug 25 4.36%	\$10,111.57		\$2,740,750.86
	Account Total		\$10,111.57	\$0.00	\$2,740,750.86
Acct# 04	SEWER INVESTMENTS			Beginning Balance	\$1,259,696.11
08/31/2025	Interest	INT Aug 25 4.36%	\$4,664.66		\$1,264,360.77
	Account Total		\$4,664.66	\$0.00	\$1,264,360.77
Acct# 05	WTR UTIL INVESTMENT			Beginning Balance	\$629,704.96
08/31/2025	Interest	INT Aug 25 4.36%	\$2,331.80		\$632,036.76
	Account Total		\$2,331.80	\$0.00	\$632,036.76
Acct# 06	TIF RELATED HOLDING			Beginning Balance	\$163,790.42
08/31/2025	Interest	INT Aug 25 4.36%	\$606.52		\$164,396.94
	Account Total		\$606.52	\$0.00	\$164,396.94
Acct# 07	LAIMON DONATION/LAKESIDE PARK			Beginning Balance	\$270,054.88
08/31/2025	Interest	INT Aug 25 4.36%	\$1,000.01		\$271,054.89
	Account Total		\$1,000.01	\$0.00	\$271,054.89
Acct# 08	CEMETARY PERPETUAL			Beginning Balance	\$36,978.49
08/31/2025	Interest	INT Aug 25 4.36%	\$136.93		\$37,115.42

	Account Total		\$136.93	\$0.00	\$37,115.42
Acct# 09	SEWER HOOKUP FEES			Beginning Balance	\$1,941,907.53
08/31/2025	Interest	INT Aug 25 4.36%	\$7,190.89		\$1,949,098.42
	Account Total		\$7,190.89	\$0.00	\$1,949,098.42
Acct# 12	WATER HOOKUP FEES			Beginning Balance	\$280,930.57
08/31/2025	Interest	INT Aug 25 4.36%	\$1,040.29		\$281,970.86
	Account Total		\$1,040.29	\$0.00	\$281,970.86
Acct# 16	LIBRARY			Beginning Balance	\$101,228.47
08/31/2025	Interest	INT Aug 25 4.36%	\$374.85		\$101,603.32
	Account Total		\$374.85	\$0.00	\$101,603.32

• 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	32449	28203					218389	98.23%
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	27066	22708					176515	95.23%
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	4856	4977					37625	114.03%
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	159	154					1326	151.89%
Instant 2025	390	339	361	352	385	364	368	364					2923	94.60%
Total 2025	578	493	522	510	576	525	527	518	0	0	0	0	4249	107.22%
% 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%	16.59%	19.48%					19.17%	
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%	88.11%						88.50%	
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	18,352	16,113					116,896	94.23%
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	6392	4528					39881	106.34%
Daily average 2025	173	176	175	185	208	259	246	181						
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	859	647					5390	91.89%

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	133	97					916	99.78%	
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	68	44					497	117.49%	
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	45	130					1121	96.55%	
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	5247	4590					34920	464.98%	
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	391	368					2757	80.57%	
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	19116	17165					130540	102.99%	
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	19	1					91	101.11%
Attendance	2025	291	676	494	771	319	728	783	31					4093	94.16%
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	18	2					64	120.75%
Attendance	2025	86	144	126	271	849	1198	678	300					3652	136.63%
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	4	0					19	95.00%
Attendance	2025	12	19	18	26	159	2	68	0					304	82.16%
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	9	11					83	101.22%
Attendance	2025	35	118	206	224	220	139	108	142					1192	90.72%

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	0	0					3	75.00%
Attendance 2025	0	0	120	0	0	404	0	0					524	83.57%
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	2	1					3	300.00%
Attendance 2025	0	0	0	0	0	0	125	158					283	191.22%
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	0	2					7	116.67%
Attendance 2025	0	15	121	38	20	0	0	736					930	94.99%
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	5	4					30	157.89%
Attendance 2025	104	144	95	110	92	284	241	399					1469	222.91%
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	0	1					11	91.67%
Attendance 2025	196	366	375	0	0	0	0	255					1192	90.78%
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	1	1					4	66.67%
Attendance 2025	0	0	0	0	0	357	165	52					574	54.00%

Pewaukee Public Library Director's Report September 2025

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

- **Outreach Services:** Eric and I have added a new senior facility, The Westerly in Pewaukee, to his monthly route. While the building is still new and has limited space available, we're already seeing a good number of residents stopping by during his visits.
- **Repair Café:** A Repair Café is an event where community members with specialized skills—such as sewing, small electronics, technology, or jewelry repair—volunteer their time to help others fix items. This month, we held an initial planning meeting with Bridges to explore the feasibility of bringing this program to our libraries. We're excited about the potential and are optimistic about a 2026 launch, though details are still being worked out.
- **Memory Café Advertising:** I had the exciting opportunity to arrange advertising for our Memory Café on the big screens at Marcus Theatres. I'm currently working with a Bridges contact to design the ad, which will run at five Marcus locations from September through January.
- **Computer Replacements:** Several of our library computers are due for replacement. I've been coordinating with our tech representative to secure quotes and schedule installation of the new machines. Unfortunately, recent flooding in Pewaukee caused some delays, but we're hopeful the installation will take place soon.

Thanks for everything you do!

Public Services Department (from Emma Kutchenreuter, Library Services Manager)

- Thank you again for letting me come speak to you all last month! I enjoyed being able to meet you all and speak to you in-person.
- In August, we finished up the Bridges' "Journey of Dragons" program where patrons visit all libraries within the Bridges system to be entered to win prizes. We had a total of 417 patrons visit our library and participate in this program.
- Our circulation numbers have continued to be high as summer ends and the school year begins. Some pages and clerks came in extra hours to shelve items to keep up with the busy pace.
- A new volunteer started who is gluing books with broken binding. This has been a huge help in getting the books repaired and back out on the shelf for patrons.
- Our new clerk who started in June, Lynn, gave notice in August that she will not be able to continue her regularly scheduled hours after the end of September due to personal reasons. She will be a fill-in employee on an as-needed basis. Her last day as a regularly scheduled employee is September 25. The open position has also been posted.

Thanks for everything you do!

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - August 5: Department Heads Meeting at Village of Pewaukee
 - August 12: ACT 150 Committee Meeting @ Waukesha

Pewaukee Public Library Director's Report September 2025

- August 20: Library Board Meeting
- August 21: Library Department Heads Meeting
- *Employee Updates.*
 - Nick Schmudlach resigned as a part-time Adult Librarian. Nick accepted a full-time position at another Library. Nick's last day of work was August 29, 2025.
 - Nick's departure gives us the opportunity to address the staffing imbalance between the Adult and Youth Services departments. Previously, the Adult Services department had two full-time Librarians and two part-time Librarians, while the Youth Services department had two full-time Librarians and two part-time Library Assistants.

We will use this change to equalize staffing across both departments. Lisa Castro, one of the part-time Library Assistants in Youth Services, has agreed to transfer to the Adult Services department. In turn, we are reallocating the open part-time Librarian position from Adult Services to Youth Services.

With this adjustment, each department will now have:

- 2 full-time Librarians
- 1 part-time Librarian
- 1 part-time Library Assistant

The part-time Librarian position in Youth Services has been posted, and we are confident it will be filled by the end of the month. Our goal for this role is to focus on collection development and programming for children in grades 1 through 5.

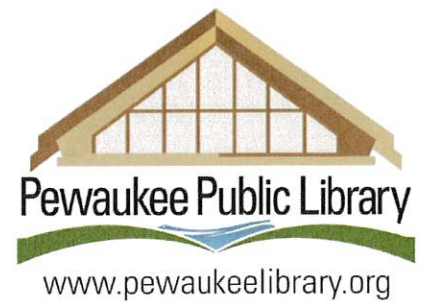
- *Building Updates:*
 - Elevator. Due to the storms on August 9th and 10th, there was a roof leak down the elevator shaft. The elevator stopped worked. The elevator technician came in early Monday to assess the situation. It was recommended that all power be shut off to the elevator so that it could dry out. After several days, the technician returned and everything started up.
 - Roof issues which caused the elevator leak were patched on August 14th by Garland. This will hopefully prevent future issues until we have the opportunity to reroof the flat roof.
 - Upholstery and elevator carpet cleaning. Several pieces of furniture were professionally cleaned on Friday, August 29th. As well, the carpet in the elevator was cleaned in response to the roof leak.
- *Summer Reading.* The summer reading incentive program officially ended on Saturday, August 16th. Participation totals are available in the self-directed activity statistics for August.
- *Bridges Trustee Appreciation Event.* Invitations were distributed for the Trustee Appreciation Event which is scheduled for September 30 at the Johnson Creek Community Center. Please let me know if you plan attend.
- *New Capital Expenditure/Revenue lines in Financial Reports.* I officially sent a request to the City and the Village for reimbursement for the cost of the softener. New revenue and expenditure accounts for capital have been created. You will now see new accounts on the financial reports. Reimbursement has been received from the City.

Pewaukee Public Library Director's Report September 2025

- *Population Estimates.* Population numbers are used in various calculations including our MOE standards. The official numbers that are used by Bridges come from the State of Wisconsin: Department of Administration. These official population estimates are released in August each year. Here are the 2025 preliminary estimates for Pewaukee:

68270	62240	C	Pewaukee	Waukesha	16,292	15,914	378	2.38%	12,766	12,380
68171	62250	V	Pewaukee	Waukesha	8,215	8,238	-23	-0.28%	6,707	6,677

- *Exemption from the County Library Tax.* Annually, the City and Village must adopt a resolution by September 30th. The Village has approved and submitted their paperwork. The City will consider this documentation at their September 15th meeting.
- *2026 Joint Library Budget and 2026 Capital Improvement Budget Request (AGENDA ITEM).*
 - On August 21, formal Budget and Capital Improvement requests were sent to the City and Village. I have attached a copy of both of those requests for your information. Here is the current status of those requests:
 - Village. The Library's budget was reviewed by the Village Council at their September 2nd meeting. The Council took an advisory vote to approve the request above the minimum for the Library for \$5,977. They also provided advisement that the Library Board may proceed to bid the Capital Requests for the large flat roof replacement and the HVAC control system.
 - City. The City's budget process begins with individual meetings with each department head and the Mayor, City Administrator, the City's Community Development Director and their accountant. This meeting occurred on September 10th. Before this meeting I was supplied with the draft budget for the City and noticed that the request for the minimum was the amount included for the Library. I respectfully requested that the board's full request be included for review and consideration by the Council. The Mayor agreed to include this amount in the current proposed budget. We discussed both of the Capital Requests at length and those two requests were also added to the City's Capital Budgets for consideration. The next City Budget meeting is the Finance Committee Meeting which is scheduled for Friday, September 26th at 10:00 am.
 - While there have not been any financial adjustments since August, the September version does include some added data. On the last page, you will find the Capital Budget in the same format as the Operations Budget.



TO: Common Council, City of Pewaukee

FROM: Nan Champe, Library Director *Nan Champe*

SUBJECT: 2026 Municipal Funding and Capital Projects Contribution Request for the Pewaukee Public Library

DATE: 8/21/2025

On behalf of the Pewaukee Public Library Board of Trustees, I would like to submit the 2026 municipal funding request and a capital project budget request to the City of Pewaukee in accordance with the Joint Library Agreement Between the Village of Pewaukee and the City of Pewaukee, approved on October 1, 2024.

The Board of Trustees formally approved the 2026 Pewaukee Public Library Budget on August 20, 2025. A copy of the approved budget, along with the 2026 Budget Details and Administrative Recommendations, is attached for your review. The total budget for 2026 is \$1,337,464 representing a decrease of \$8,114 (.6%) compared to the 2025 Budget.

Operating Budget Request

The Board respectfully requests a municipal contribution from the City of Pewaukee in the amount of \$890,466. This request includes \$11,080.00 above the minimum required contribution. Compared to 2025, this contribution represents an increase of \$20,779 (2.39%).

Capital Projects Budget Request

In accordance with the Agreement, this request also includes the 2026 Capital Projects Plan, which was approved by the Board on August 20, 2025. Two priority projects are scheduled for 2026:

- Replacement of the library's large flat roof
- Replacement of the HVAC control system

Updated cost estimates have been obtained from qualified vendors with relevant expertise. While actual costs will be finalized through the public bid process, the estimated municipal share for the City of Pewaukee (20% of total project costs) is as follows:

- Roof replacement: \$26,000
- HVAC control system replacement: \$12,000

The Board respectfully seeks the Common Council's approval to initiate the bidding process for these capital projects and for funding support.

Please contact me directly at 262-746-0920 or director@pewaukeelibrary.org if any further clarification or documentation is needed. The Board of Trustees will continue to monitor and review the budget, and adjustments may be made as updated figures become available.

Thank you for your continued support and partnership in maintaining the Pewaukee Public Library as a vital and valued resource for all residents.



**Pewaukee Public Library
2026 Budget Details and
Administrative Recommendations
August 2025**

(blank)

Summary

In 2026, the Pewaukee Public Library remains dedicated to delivering high-quality services to residents of both the City and Village of Pewaukee, as well as to all others who choose to use our resources including Waukesha County residents from communities with or without a public library and other Wisconsin residents.

Our plans for 2026 include continuing to offer and expand:

- A robust schedule of programs for both adults and children
- High-quality collections in print and digital formats
- A clean, safe facility where patrons can work quietly or collaborate with others
- Comprehensive computer services, including Wi-Fi, public internet stations, and printing/copying
- Knowledgeable, professional staff ready to assist with a wide range of informational needs
- Outreach services to local senior living centers
- Community spaces for public meetings

To support these plans, along with the full range of services we provide, I have prepared the proposed 2026 budget for your review and consideration.

Expenditures

Total expenditures for 2026 are projected at **\$1,337,464**, reflecting a **decrease of \$8,114 (0.6%)** compared to the 2025 budget. However, this decrease is somewhat misleading, as the 2025 budget included **\$25,000** for several special projects (Outlay) funded by the Library's fund balance—not by municipal contributions or library revenues. The 2026 budget does not include any similar special project allocations.

When these one-time 2025 project expenses are excluded, the adjusted year-over-year comparison shows that the 2026 proposed budget represents an **increase of \$16,886 (1.28%)**. This increase is largely driven by ongoing inflationary pressures and annual rises in payroll and benefit costs, which continue to impact general operating expenses.

Maintenance of Effort (MOE) Minimums for PPL – 2026 Budget / 2027 Standards

The proposed 2026 budget meets all Maintenance of Effort (MOE) standards required by Waukesha County that are listed below. As a result, both the Village of Pewaukee and the City of Pewaukee will remain eligible to exempt their residents from the Waukesha County Library Tax as long as they also approve the required minimum appropriation.

Standard	Minimum Standard	2026 Budget
Materials Expenditure	\$138,662	\$139,000
FTE Staff	13.24	13.27
Hours Open Per Week	57	59
Collection Size	101,000	101,000
Public Internet Devices	13	13

Description⁵¹ of Significant Changes: Expenditures.

This section provides explanations for any expenditure increases or decreases of \$1,000 or more.

Library Salaries. (Increase of \$20,590 or 2.99%)

The proposed 2026 budget maintains the same staffing positions and levels as in 2025. The Library employs 5 full-time librarians, 2 part-time librarians, and 16 part-time support staff members. Salaries represent the largest portion of the budget, accounting for 53% of total expenditures in the 2026 proposal. Compared to other City and Village employees, Library staff consistently rank at the lowest end of the municipal salary scales. As a result, annual pay adjustments are essential to help make Library salaries more competitive within the labor market.

- This budget supports 13.275 FTE positions, aligning with the 2026 Maintenance of Effort (MOE) standard of 13.24 FTE.
- It includes a 2% cost-of-living adjustment for full-time employees and part-time librarians, along with a merit increase pool of 0–2%.
- All other staff are budgeted to receive a \$1.00 per hour wage increase.
- The overall increase is partially offset by lower starting salaries for new hires in 2025.

Benefits and Payroll Taxes (Decrease of \$3,249 or 1.45%)

The proposed 2026 budget maintains the same benefit levels as in 2025. The Library provides a full benefits package to its 5 full-time librarians. 2 part-time librarians and 1 support staff member currently qualify for prorated benefits. The Library also employs 17 part-time support staff members who do not receive benefits, despite working year-round. Benefits represent the second-largest portion of the budget, accounting for 16% of total expenditures in the 2026 proposal. The Library remains the largest municipal department to employ a significant number of part-time, non-benefited staff.

- The Wisconsin Retirement System (WRS) contribution rate will increase from 6.95% to 7.2% in 2026. 8 employees are enrolled in WRS.
- A 10% increase in health insurance costs is projected, based on current staff elections. Final rates are not yet available, and costs may change depending on staff selections during the open enrollment period.
- The overall decrease in this line item is due to adjusted benefit elections for new hires in 2025.

Materials/Municipal Contribution (Increase of \$2,430 or 1.92%)

- This budget line represents the municipal contribution to the materials budget. When combined with the Friends commitment of \$7,000 to support the Library's explore pass program and library of things and Bridges e-materials grant for \$3,263, the total materials budget will be \$139,000. This allocation will align with the 2026 MOE standard of \$138,662.
- The increase in this line item as compared to 2025 is due to an increase in population from 24,408 in 2024 to 24,507 in 2025. This increase resulted in a corresponding adjustment in the MOE minimum from 2025 to 2026.

Professional Services (Increase of \$1,079 or 2.35%)

- All line items are based on actual 2024 expenditures
- In 2024, the actual cost of property insurance was \$14,397, representing an increase of \$1,697. This budget has been adjusted to reflect the anticipated continued increase in property insurance costs.

Library Annual Municipal Fees (Decrease of \$1,582 or 41.83%)

- The Library is exempt from the Fire and EMS fee; therefore, this expense has been removed from the budget.

Donations (Decrease of \$1,000 or 12.5%)

- The Friends' contribution has been reduced by \$1,000 to align with the actual cost of Explore Passes purchased by the Library and to support ongoing contributions toward the purchase and upgrade of the Library of Things collection.

Library Outlay (Decrease of \$25,000 or 100%)

- This budget does not allocate funds for special building maintenance projects or equipment upgrades in 2026.

Revenues

Total revenues required to support the proposed 2026 operating budget are \$1,337,464 representing a decrease of \$8,114 (0.6%) compared to 2025. However, this decrease is somewhat misleading. The 2025 budget relied on a one-time use of \$25,000 from the Library's fund balance to fund Outlay projects. An additional \$32,211 from the fund balance was also used to close a budget gap after a request for funding above the statutory minimum was denied. In contrast, the 2026 proposed budget does not include any use of fund balance, resulting in a balanced financial plan.

Description of Significant Changes: Revenue

Library revenues may come from a variety of sources, including:

- **Library-generated revenues**, such as fines and fees for meeting room use, material replacement, and printing/copying services
- **Investment income** earned from the Library's fund balance
- **County library aids**, which are reimbursement payments received for providing services to Waukesha County residents and residents from adjacent counties that do not support a local library
- **Grants and donations** from individuals, organizations, and foundations
- **Minimum Library Appropriation** from both the City and the Village
- **Additional municipal contributions** from the City and Village
- **Library fund balance**, used as a last resort to cover any funding gaps
- **Maintenance of Effort contributions** from both the City and the Village
- **Additional municipal contributions** from the City and Village, as needed
- **Library fund balance**, used as a last resort to cover any funding gaps

For Library-generated revenues and investment income, the proposed 2026 budget is based on actual revenues collected in 2024, the most recent complete budget year.

Fund Balance (Decrease of \$57,211 or 100%)

In 2025, the Library adopted a new **Fund Balance Policy** requiring an annual review to ensure the fund balance remains between 15% and 20% of the Library’s operating budget. **Appendix A** includes a copy of the current fund balance analysis.

This analysis does not account for the projected use of \$57,211 from the fund balance in 2025, and it will not be clear whether more or less of these funds will be used until the 2025 budget year concludes. At present, the Library’s fund balance is within the recommended range. However, if the full \$57,211 allocation is utilized, the fund balance would drop to approximately 13% of the operating budget—below the policy’s minimum threshold.

County Library Aids (Increase of \$19,805 or 17.29%)

- **Waukesha County Aid:** We will receive a welcomed increase in Waukesha County Library Aid for 2026. This revenue is based on our 2024 circulation to Waukesha County residents who live in communities without a municipal library—also known as True Non-Residents (TNRs). The funding is generated through the Waukesha County Library Tax, which is levied on these non-librarians. One of the factors which have contributed to this increase is an increase in circulation by TNR residents.

- **Other County Aids:** These revenues are based on our 2024 circulation to residents of adjacent counties who also live in non-librarians communities. Under current guidelines, libraries are eligible to receive reimbursement at **70% of the calculated cost per circulation**. Requests for reimbursement have been submitted to the appropriate counties.

Donations (Decrease of \$1,000 or 12.5%)

- This decrease mirrors the decrease in the expenditure line for budgeted donations.

City Contribution: MIN (Increase of \$9,699 or 1.12%)

This is the minimum library appropriation that is required by the City to qualify their residents for exemption from the Library Count Tax. Since the City participates in a Joint Library, they are able to use the alternative calculation outlined in Wis. Stat. § 43.64(2)(c), which sets the minimum appropriation at no less than the average of the past three years.

The 2026 minimum appropriation amount, based on this calculation, is:

Year City of Pewaukee

2023 \$871,795

2024 \$896,676

2025 \$869,687

2026 \$879,386

Village Contribution MIN (Increase of \$324 or .12%)

Based on the same law and calculation described above, the 2026 minimum appropriation amounts for the Village are:

Year Village of Pewaukee

2023 \$262,744

2024 \$262,534

2025 \$262,153

2026 \$262,477

City Contribution above the MIN (Increase of \$11,080 or 100%)

In 2025, the City did not provide funding beyond the state-required minimum. As a result, the Library's fund balance was used to close the budget gap. However, the underlying expenses still remain. The 2026 budget proposes requesting additional funding from the City to support these ongoing operational costs. **Appendix B** includes the explanation and formula used to calculate this contribution.

Village Contribution above the MIN (Increase of \$5,977 or 100%)

In 2025, the Village did not provide funding beyond the state-required minimum. As a result, the Library's fund balance was used to close the budget gap. However, the underlying expenses still remain. The 2026 budget proposes requesting additional funding from the Village to support these ongoing operational costs. **Appendix B** includes the explanation and formula used to calculate this contribution.

Appendix A

⁵⁵ Library Fund Balance

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.

Appendix B

Calculation⁵⁶ of Requested Contribution Above the Minimum

The Joint Library Agreement between the Village of Pewaukee and the City of Pewaukee states:

Section 4.3.4 – *Approved expenditures exceeding the revenue and maintenance of effort (MOE) requirements outlined in Sections 4.3.1 and 4.3.2 shall be shared by each municipality. The cost-sharing shall be based on the percentage of each municipality’s resident circulation—both physical and digital—from the year prior to the budget's approval, as recorded by the Joint Library.*

The following outlines how each municipality's additional contribution for 2026 is calculated, using 2024 circulation data for both physical and digital materials.

Budget Totals Formula – 2026

- **City Minimum Appropriation (MIN):** \$879,386
 - **Village Minimum Appropriation (MIN):** \$262,477
 - **General Revenues:** \$178,544
 - **Total Revenues:** \$1,320,407
 - **Total Expenditures:** \$1,337,464
 - **Request Above MIN:** \$17,057
-

Circulation from the Pewaukee Library (Including Digital Circulation)

Based on 2024 circulation data, applied to the 2026 budget year.

	City	Village
Physical Circulation	114,300	63,868
Digital Circulation	30,823	14,411
Total Circulation	145,123	78,279
Percent of Total	65%	35%

Total Systemwide Circulation: 223,402

Additional Contributions Based on Circulation Percentages

- **Additional City Contribution:** \$11,080.31
- **Total City Contribution:** \$890,466
- **Additional Village Contribution:** \$5,976.69
- **Total Village Contribution:** \$268,454

**Pewaukee Public Library 2026 Budget
Approved 8.20.2025**

EXPENDITURES	Budget 2024	Actual 2024	Actual 2024	June 30, 2025 Actual	Budget 2025	Budget 2026	Actual +/-	% Change
110 Library Salaries	668,000	661,429	-6,571	304,549	688,000	708,590	20,590	2.99%
130 Benefits	213,710	209,182	-4,528	110,982	223,435	220,186	-3,249	-1.45%
Social Security (6.2%)	41,416	39,796	-1,620	18,064	42,650	43,932	1,282	3.01%
Medicare (1.45%)	9,686	9,307	-379	4,225	9,975	10,275	300	3.01%
Retirement (WRS 7.2%)	37,691	36,897	-794	16,341	36,502	38,242	1,740	4.77%
Dental	2,045	1,868	-177	843	1,865	1,571	-294	-15.79%
Disability	4,000	3,730	-270	1,855	3,964	3,621	-343	-8.65%
Health	117,660	116,574	-1,086	69,034	127,511	121,770	-5,741	-4.50%
Life Insurance	1,212	1,010	-202	466	968	775	-193	-19.94%
Materials Budget	125,462	126,885	1,423	51,037	126,307	128,737	2,430	1.92%
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	26,537	2,430	10.08%
143 Technology	44,628	45,811	1,183	33,618	45,548	45,526	-22	-0.05%
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	2,700	-580	-17.68%
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	1,500	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%

**Pewaukee Public Library 2026 Budget
Approved 8.20.2025**

EXPENDITURES	Budget 2024	Actual 2024	Actual 2024	June 30, 2025 Actual	Budget 2025	Budget 2026	Actual +/-	% Change
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	92,813	-519	-0.56%
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	34,076	691	2.07%
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%

**Pewaukee Public Library 2026 Budget
Approved 8.20.2025**

EXPENDITURES	Budget	Actual	Actual	June 30, 2025	Budget	Budget	Actual	%
	2024	2024	2024	Actual	2025	2026	+/-	Change
450 Grants	9,038	10,588	1,550	9,063	7,263	6,763	-500	-6.88%
Bridges Grants (E-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	4,000	3,500	-500	-12.50%
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!
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	17,119	10,619	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	11,620	11,620	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	1,318,543	1,393,034	74,491	627,846	1,345,578	1,337,464	-8,114	-0.60%

**Pewaukee Public Library 2026 Budget
Approved 8.20.2025**

<i>REVENUES</i>	<i>Budget</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>
43790 County Lib Aids	118,774	118,324	-450	59,382	114,563	134,368	19,805	17.29%
Waukesha County	114,627	114,627	0	55,175	110,349	129,179	18,830	17.06%
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	4,246	8,681	8,054	-627	-7.22%
48110 Interest Income	338	6,215	5,877	3,393	9,769	6,214	-3,555	-36.39%
7-Month CD		1,316		0	2,887	1,316	-1,571	-54.42%
15-Month CD		1,187		0	5,680	1,187	-4,493	-79.10%
North Shore Interest		1,149		324	0	1,148	1,148	#DIV/0!
LGIP Interest		2,563		3,070	1,202	2,563	1,361	113.23%
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	5,424	8,251	15,645	7,394	89.61%
48500-200 Grants	9,038	11,720	2,682	3,563	7,263	7,263	0	0.00%
Bridges - Hoopla Grant	6,038	6,038	0	3,263	3,263	3,263	0	0.00%
Bridges - Innovation Grants	3,000	3,000	0	0	3,500	3,500	0	0.00%
Delta Kappa Gamma		202		300				
Bridges - Adult Program Grant		400		0	500	500		
LSTA SEWI Grant		2,081						
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	230,505	81,746	93,709	213,738	178,544	-35,194	-16.47%
Total Contribution Subtotal	1,169,784	1,162,529	-7,255	534,138	1,131,840	1,158,920	27,079	2.39%
49000-000 City Contribution MIN.			0	434,934	869,687	879,386	9,699	1.12%
49000-000 City Above the MIN.			0	0	0	11,080	11,080	100.00%
Total City Contribution	896,675	896,675	0	434,934	869,687	890,466	20,779	2.39%
49001-000 Village Contribution MIN.			0	131,076	262,153	262,477	324	0.12%
49001-000 Village Above the MIN			0	0	0	5,977	5,977	100.00%
Total Village Contribution	262,534	262,534	0	131,076	262,153	268,454	6,301	2.40%
SUB TOTAL	1,307,968	1,389,714	81,746	659,719	1,345,578	1,337,464	-8,114	-0.60%

Pewaukee Public Library 2026 Budget - 5 YR Capital Projects Plan Approved 8.20.2025

Interior/Exterior	ITEM DESCRIPTION	TOTAL COST TO REPLACE	Quote Provided by	Quote Year	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET	2030 Budget
Exterior	Parking lot - blacktop and curb replacement	\$126,292.00	PLM Paving and Concrete	2023			X		
Exterior	Roof - Flat 2	\$130,000.00	Garland	2025	X				
Interior	HVAC : Control System (Front End)	\$60,000.00	Total Mechanical	2025	X				
	Total	\$316,292.00							



TO: Village Board, Village of Pewaukee

FROM: Nan Champe, Library Director *Nan Champe*

SUBJECT: 2026 Municipal Funding and Capital Projects Contribution Request for the Pewaukee Public Library

DATE: 8/21/2025

On behalf of the Pewaukee Public Library Board of Trustees, I would like to submit the 2026 municipal funding request and a capital project budget request to the Village of Pewaukee in accordance with the Joint Library Agreement Between the Village of Pewaukee and the City of Pewaukee, approved on October 1, 2024.

The Board formally approved the 2026 Pewaukee Public Library Budget on August 20, 2025. A copy of the approved budget, along with the 2026 Budget Details and Administrative Recommendations, is attached for your review. The total budget for 2026 is \$1,337,464 representing a decrease of \$8,114 (.6%) compared to the 2025 Budget.

Operating Budget Request

The Board respectfully requests a municipal contribution from the Village of Pewaukee in the amount of \$268,454. This request includes \$5,977 above the minimum required contribution. Compared to 2025, this contribution represents an increase of \$6,301 (2.4%).

Capital Projects Budget Request

In accordance with the Agreement, this request also includes the 2026 Capital Projects Plan, which was approved by the Board on August 20, 2025. Two priority projects are scheduled for 2026:

- Replacement of the library's large flat roof
- Replacement of the HVAC control system

Updated cost estimates have been obtained from qualified vendors with relevant expertise. While actual costs will be finalized through the public bid process, the estimated municipal share for the Village of Pewaukee (80% of total project costs) is as follows:

- Roof replacement: \$104,000
- HVAC control system replacement: \$48,000

The Board⁶³ respectfully seeks the Village Board's approval to initiate the bidding process for these capital projects and for funding support.

Please contact me directly at 262-746-0920 or director@pewaukeelibrary.org if any further clarification or documentation is needed. The Board of Trustees will continue to monitor and review the budget, and adjustments may be made as updated figures become available.

Thank you for your continued support and partnership in maintaining the Pewaukee Public Library as a vital and valued resource for all residents.



**Pewaukee Public Library
2026 Budget Details and
Administrative Recommendations
August 2025**

(blank)

Summary

In 2026, the Pewaukee Public Library remains dedicated to delivering high-quality services to residents of both the City and Village of Pewaukee, as well as to all others who choose to use our resources including Waukesha County residents from communities with or without a public library and other Wisconsin residents.

Our plans for 2026 include continuing to offer and expand:

- A robust schedule of programs for both adults and children
- High-quality collections in print and digital formats
- A clean, safe facility where patrons can work quietly or collaborate with others
- Comprehensive computer services, including Wi-Fi, public internet stations, and printing/copying
- Knowledgeable, professional staff ready to assist with a wide range of informational needs
- Outreach services to local senior living centers
- Community spaces for public meetings

To support these plans, along with the full range of services we provide, I have prepared the proposed 2026 budget for your review and consideration.

Expenditures

Total expenditures for 2026 are projected at **\$1,337,464**, reflecting a **decrease of \$8,114 (0.6%)** compared to the 2025 budget. However, this decrease is somewhat misleading, as the 2025 budget included **\$25,000** for several special projects (Outlay) funded by the Library's fund balance—not by municipal contributions or library revenues. The 2026 budget does not include any similar special project allocations.

When these one-time 2025 project expenses are excluded, the adjusted year-over-year comparison shows that the 2026 proposed budget represents an **increase of \$16,886 (1.28%)**. This increase is largely driven by ongoing inflationary pressures and annual rises in payroll and benefit costs, which continue to impact general operating expenses.

Maintenance of Effort (MOE) Minimums for PPL – 2026 Budget / 2027 Standards

The proposed 2026 budget meets all Maintenance of Effort (MOE) standards required by Waukesha County that are listed below. As a result, both the Village of Pewaukee and the City of Pewaukee will remain eligible to exempt their residents from the Waukesha County Library Tax as long as they also approve the required minimum appropriation.

Standard	Minimum Standard	2026 Budget
Materials Expenditure	\$138,662	\$139,000
FTE Staff	13.24	13.27
Hours Open Per Week	57	59
Collection Size	101,000	101,000
Public Internet Devices	13	13

Description⁶⁷ of Significant Changes: Expenditures.

This section provides explanations for any expenditure increases or decreases of \$1,000 or more.

Library Salaries. (Increase of \$20,590 or 2.99%)

The proposed 2026 budget maintains the same staffing positions and levels as in 2025. The Library employs 5 full-time librarians, 2 part-time librarians, and 16 part-time support staff members. Salaries represent the largest portion of the budget, accounting for 53% of total expenditures in the 2026 proposal. Compared to other City and Village employees, Library staff consistently rank at the lowest end of the municipal salary scales. As a result, annual pay adjustments are essential to help make Library salaries more competitive within the labor market.

- This budget supports 13.275 FTE positions, aligning with the 2026 Maintenance of Effort (MOE) standard of 13.24 FTE.
- It includes a 2% cost-of-living adjustment for full-time employees and part-time librarians, along with a merit increase pool of 0–2%.
- All other staff are budgeted to receive a \$1.00 per hour wage increase.
- The overall increase is partially offset by lower starting salaries for new hires in 2025.

Benefits and Payroll Taxes (Decrease of \$3,249 or 1.45%)

The proposed 2026 budget maintains the same benefit levels as in 2025. The Library provides a full benefits package to its 5 full-time librarians. 2 part-time librarians and 1 support staff member currently qualify for prorated benefits. The Library also employs 17 part-time support staff members who do not receive benefits, despite working year-round. Benefits represent the second-largest portion of the budget, accounting for 16% of total expenditures in the 2026 proposal. The Library remains the largest municipal department to employ a significant number of part-time, non-benefited staff.

- The Wisconsin Retirement System (WRS) contribution rate will increase from 6.95% to 7.2% in 2026. 8 employees are enrolled in WRS.
- A 10% increase in health insurance costs is projected, based on current staff elections. Final rates are not yet available, and costs may change depending on staff selections during the open enrollment period.
- The overall decrease in this line item is due to adjusted benefit elections for new hires in 2025.

Materials/Municipal Contribution (Increase of \$2,430 or 1.92%)

- This budget line represents the municipal contribution to the materials budget. When combined with the Friends commitment of \$7,000 to support the Library's explore pass program and library of things and Bridges e-materials grant for \$3,263, the total materials budget will be \$139,000. This allocation will align with the 2026 MOE standard of \$138,662.
- The increase in this line item as compared to 2025 is due to an increase in population from 24,408 in 2024 to 24,507 in 2025. This increase resulted in a corresponding adjustment in the MOE minimum from 2025 to 2026.

Professional Services (Increase of \$1,079 or 2.35%)

- All line items are based on actual 2024 expenditures
- In 2024, the actual cost of property insurance was \$14,397, representing an increase of \$1,697. This budget has been adjusted to reflect the anticipated continued increase in property insurance costs.

Library Annual Municipal Fees (Decrease of \$1,582 or 41.83%)

- The Library is exempt from the Fire and EMS fee; therefore, this expense has been removed from the budget.

Donations (Decrease of \$1,000 or 12.5%)

- The Friends' contribution has been reduced by \$1,000 to align with the actual cost of Explore Passes purchased by the Library and to support ongoing contributions toward the purchase and upgrade of the Library of Things collection.

Library Outlay (Decrease of \$25,000 or 100%)

- This budget does not allocate funds for special building maintenance projects or equipment upgrades in 2026.

Revenues

Total revenues required to support the proposed 2026 operating budget are \$1,337,464 representing a decrease of \$8,114 (0.6%) compared to 2025. However, this decrease is somewhat misleading. The 2025 budget relied on a one-time use of \$25,000 from the Library's fund balance to fund Outlay projects. An additional \$32,211 from the fund balance was also used to close a budget gap after a request for funding above the statutory minimum was denied. In contrast, the 2026 proposed budget does not include any use of fund balance, resulting in a balanced financial plan.

Description of Significant Changes: Revenue

Library revenues may come from a variety of sources, including:

- **Library-generated revenues**, such as fines and fees for meeting room use, material replacement, and printing/copying services
- **Investment income** earned from the Library's fund balance
- **County library aids**, which are reimbursement payments received for providing services to Waukesha County residents and residents from adjacent counties that do not support a local library
- **Grants and donations** from individuals, organizations, and foundations
- **Minimum Library Appropriation** from both the City and the Village
- **Additional municipal contributions** from the City and Village
- **Library fund balance**, used as a last resort to cover any funding gaps
- **Maintenance of Effort contributions** from both the City and the Village
- **Additional municipal contributions** from the City and Village, as needed
- **Library fund balance**, used as a last resort to cover any funding gaps

For Library-generated revenues and investment income, the proposed 2026 budget is based on actual revenues collected in 2024, the most recent complete budget year.

Fund Balance (Decrease of \$57,211 or 100%)

In 2025, the Library adopted a new **Fund Balance Policy** requiring an annual review to ensure the fund balance remains between 15% and 20% of the Library’s operating budget. **Appendix A** includes a copy of the current fund balance analysis.

This analysis does not account for the projected use of \$57,211 from the fund balance in 2025, and it will not be clear whether more or less of these funds will be used until the 2025 budget year concludes. At present, the Library’s fund balance is within the recommended range. However, if the full \$57,211 allocation is utilized, the fund balance would drop to approximately 13% of the operating budget—below the policy’s minimum threshold.

County Library Aids (Increase of \$19,805 or 17.29%)

- **Waukesha County Aid:** We will receive a welcomed increase in Waukesha County Library Aid for 2026. This revenue is based on our 2024 circulation to Waukesha County residents who live in communities without a municipal library—also known as True Non-Residents (TNRs). The funding is generated through the Waukesha County Library Tax, which is levied on these non-librariied residents. One of the factors which have contributed to this increase is an increase in circulation by TNR residents.

- **Other County Aids:** These revenues are based on our 2024 circulation to residents of adjacent counties who also live in non-librariied communities. Under current guidelines, libraries are eligible to receive reimbursement at **70% of the calculated cost per circulation**. Requests for reimbursement have been submitted to the appropriate counties.

Donations (Decrease of \$1,000 or 12.5%)

- This decrease mirrors the decrease in the expenditure line for budgeted donations.

City Contribution: MIN (Increase of \$9,699 or 1.12%)

This is the minimum library appropriation that is required by the City to qualify their residents for exemption from the Library Count Tax. Since the City participates in a Joint Library, they are able to use the alternative calculation outlined in Wis. Stat. § 43.64(2)(c), which sets the minimum appropriation at no less than the average of the past three years.

The 2026 minimum appropriation amount, based on this calculation, is:

Year City of Pewaukee

2023	\$871,795
2024	\$896,676
2025	\$869,687
2026	\$879,386

Village Contribution MIN (Increase of \$324 or .12%)

Based on the same law and calculation described above, the 2026 minimum appropriation amounts for the Village are:

Year Village of Pewaukee

2023 \$262,744

2024 \$262,534

2025 \$262,153

2026 \$262,477

City Contribution above the MIN (Increase of \$11,080 or 100%)

In 2025, the City did not provide funding beyond the state-required minimum. As a result, the Library's fund balance was used to close the budget gap. However, the underlying expenses still remain. The 2026 budget proposes requesting additional funding from the City to support these ongoing operational costs. **Appendix B** includes the explanation and formula used to calculate this contribution.

Village Contribution above the MIN (Increase of \$5,977 or 100%)

In 2025, the Village did not provide funding beyond the state-required minimum. As a result, the Library's fund balance was used to close the budget gap. However, the underlying expenses still remain. The 2026 budget proposes requesting additional funding from the Village to support these ongoing operational costs. **Appendix B** includes the explanation and formula used to calculate this contribution.

Appendix A

⁷¹ Library Fund Balance

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.

Appendix B

Calculation of Requested Contribution Above the Minimum

The Joint Library Agreement between the Village of Pewaukee and the City of Pewaukee states:

Section 4.3.4 – *Approved expenditures exceeding the revenue and maintenance of effort (MOE) requirements outlined in Sections 4.3.1 and 4.3.2 shall be shared by each municipality. The cost-sharing shall be based on the percentage of each municipality’s resident circulation—both physical and digital—from the year prior to the budget's approval, as recorded by the Joint Library.*

The following outlines how each municipality's additional contribution for 2026 is calculated, using 2024 circulation data for both physical and digital materials.

Budget Totals Formula – 2026

- **City Minimum Appropriation (MIN):** \$879,386
- **Village Minimum Appropriation (MIN):** \$262,477
- **General Revenues:** \$178,544
- **Total Revenues:** \$1,320,407
- **Total Expenditures:** \$1,337,464
- **Request Above MIN:** \$17,057

Circulation from the Pewaukee Library (Including Digital Circulation)

Based on 2024 circulation data, applied to the 2026 budget year.

	City	Village
Physical Circulation	114,300	63,868
Digital Circulation	30,823	14,411
Total Circulation	145,123	78,279
Percent of Total	65%	35%

Total Systemwide Circulation: 223,402

Additional Contributions Based on Circulation Percentages

- **Additional City Contribution:** \$11,080.31
- **Total City Contribution:** \$890,466
- **Additional Village Contribution:** \$5,976.69
- **Total Village Contribution:** \$268,454

**Pewaukee Public Library 2026 Budget
Approved 8.20.2025**

EXPENDITURES	Budget 2024	Actual 2024	Actual 2024	June 30, 2025 Actual	Budget 2025	Budget 2026	Actual +/-	% Change
110 Library Salaries	668,000	661,429	-6,571	304,549	688,000	708,590	20,590	2.99%
130 Benefits	213,710	209,182	-4,528	110,982	223,435	220,186	-3,249	-1.45%
Social Security (6.2%)	41,416	39,796	-1,620	18,064	42,650	43,932	1,282	3.01%
Medicare (1.45%)	9,686	9,307	-379	4,225	9,975	10,275	300	3.01%
Retirement (WRS 7.2%)	37,691	36,897	-794	16,341	36,502	38,242	1,740	4.77%
Dental	2,045	1,868	-177	843	1,865	1,571	-294	-15.79%
Disability	4,000	3,730	-270	1,855	3,964	3,621	-343	-8.65%
Health	117,660	116,574	-1,086	69,034	127,511	121,770	-5,741	-4.50%
Life Insurance	1,212	1,010	-202	466	968	775	-193	-19.94%
Materials Budget	125,462	126,885	1,423	51,037	126,307	128,737	2,430	1.92%
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	26,537	2,430	10.08%
143 Technology	44,628	45,811	1,183	33,618	45,548	45,526	-22	-0.05%
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	2,700	-580	-17.68%
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	1,500	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%

**Pewaukee Public Library 2026 Budget
Approved 8.20.2025**

EXPENDITURES	Budget 2024	Actual 2024	Actual 2024	June 30, 2025 Actual	Budget 2025	Budget 2026	Actual +/-	% Change
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	92,813	-519	-0.56%
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	34,076	691	2.07%
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%

**Pewaukee Public Library 2026 Budget
Approved 8.20.2025**

EXPENDITURES	Budget	Actual	Actual	June 30, 2025	Budget	Budget	Actual	%
	2024	2024	2024	Actual	2025	2026	+/-	Change
450 Grants	9,038	10,588	1,550	9,063	7,263	6,763	-500	-6.88%
Bridges Grants (E-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	4,000	3,500	-500	-12.50%
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!
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	17,119	10,619	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	11,620	11,620	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	1,318,543	1,393,034	74,491	627,846	1,345,578	1,337,464	-8,114	-0.60%

**Pewaukee Public Library 2026 Budget
Approved 8.20.2025**

<i>REVENUES</i>	<i>Budget</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>				
43790 County Lib Aids	118,774	118,324	-450	59,382	114,563	134,368	19,805	17.29%
Waukesha County	114,627	114,627	0	55,175	110,349	129,179	18,830	17.06%
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	4,246	8,681	8,054	-627	-7.22%
48110 Interest Income	338	6,215	5,877	3,393	9,769	6,214	-3,555	-36.39%
7-Month CD		1,316		0	2,887	1,316	-1,571	-54.42%
15-Month CD		1,187		0	5,680	1,187	-4,493	-79.10%
North Shore Interest		1,149		324	0	1,148	1,148	#DIV/0!
LGIP Interest		2,563		3,070	1,202	2,563	1,361	113.23%
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	5,424	8,251	15,645	7,394	89.61%
48500-200 Grants	9,038	11,720	2,682	3,563	7,263	7,263	0	0.00%
Bridges - Hoopla Grant	6,038	6,038	0	3,263	3,263	3,263	0	0.00%
Bridges - Innovation Grants	3,000	3,000	0	0	3,500	3,500	0	0.00%
Delta Kappa Gamma		202		300				
Bridges - Adult Program Grant		400		0	500	500		
LSTA SEWI Grant		2,081						
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	230,505	81,746	93,709	213,738	178,544	-35,194	-16.47%
Total Contribution Subtotal	1,169,784	1,162,529	-7,255	534,138	1,131,840	1,158,920	27,079	2.39%
49000-000 City Contribution MIN.			0	434,934	869,687	879,386	9,699	1.12%
49000-000 City Above the MIN.			0	0	0	11,080	11,080	100.00%
Total City Contribution	896,675	896,675	0	434,934	869,687	890,466	20,779	2.39%
49001-000 Village Contribution MIN.			0	131,076	262,153	262,477	324	0.12%
49001-000 Village Above the MIN			0	0	0	5,977	5,977	100.00%
Total Village Contribution	262,534	262,534	0	131,076	262,153	268,454	6,301	2.40%
SUB TOTAL	1,307,968	1,389,714	81,746	659,719	1,345,578	1,337,464	-8,114	-0.60%

Pewaukee Public Library 2026 Budget - 5 YR Capital Projects Plan Approved 8.20.2025

Interior/Exterior	ITEM DESCRIPTION	TOTAL COST TO REPLACE	Quote Provided by	Quote Year	2026 BUDGET	2027 BUDGET	2028 BUDGET	2029 BUDGET	2030 Budget
Exterior	Parking lot - blacktop and curb replacement	\$126,292.00	PLM Paving and Concrete	2023			X		
Exterior	Roof - Flat 2	\$130,000.00	Garland	2025	X				
Interior	HVAC : Control System (Front End)	\$60,000.00	Total Mechanical	2025	X				
	Total	\$316,292.00							

Pewaukee Public Library 2026 Budget
Approved 8.20.2025 w/ September Updates

OPERATIONS BUDGET EXPENDITURES	Budget 2024	Actual 2024	Actual 2024	June 30, 2025 Actual	Budget 2025	Budget 2026	Actual +/-	% Change
110 Library Salaries	668,000	661,429	-6,571	304,549	688,000	708,590	20,590	2.99%
130 Benefits	213,710	209,182	-4,528	110,982	223,435	220,186	-3,249	-1.45%
Social Security (6.2%)	41,416	39,796	-1,620	18,064	42,650	43,932	1,282	3.01%
Medicare (1.45%)	9,686	9,307	-379	4,225	9,975	10,275	300	3.01%
Retirement (WRS 7.2%)	37,691	36,897	-794	16,341	36,502	38,242	1,740	4.77%
Dental	2,045	1,868	-177	843	1,865	1,571	-294	-15.79%
Disability	4,000	3,730	-270	1,855	3,964	3,621	-343	-8.65%
Health	117,660	116,574	-1,086	69,034	127,511	121,770	-5,741	-4.50%
Life Insurance	1,212	1,010	-202	466	968	775	-193	-19.94%
Materials Budget	125,462	126,885	1,423	51,037	126,307	128,737	2,430	1.92%
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	26,537	2,430	10.08%
143 Technology	44,628	45,811	1,183	33,618	45,548	45,526	-22	-0.05%
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	2,700	-580	-17.68%
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	1,500	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%

Pewaukee Public Library 2026 Budget
Approved 8.20.2025 w/ September Updates

OPERATIONS BUDGET EXPENDITURES	Budget 2024	Actual 2024	Actual 2024	June 30, 2025 Actual	Budget 2025	Budget 2026	Actual +/-	% Change
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	92,813	-519	-0.56%
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	34,076	691	2.07%
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%

Pewaukee Public Library 2026 Budget
Approved 8.20.2025 w/ September Updates

OPERATIONS BUDGET EXPENDITURES	Budget 2024	Actual 2024	Actual 2024	June 30, 2025 Actual	Budget 2025	Budget 2026	Actual +/-	% Change
450 Grants	9,038	10,588	1,550	9,063	7,263	6,763	-500	-6.88%
Bridges Grants (E-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	4,000	3,500	-500	-12.50%
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!
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	17,119	10,619	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	11,620	11,620	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%
Carpet Replacement		44,181	44,181					
Security Camera Replacement			0	19,935	15,000	0	-15,000	-100.00%
TOTAL OPERATIONS BUDGET EXPENDITURES	1,318,543	1,393,034	74,491	627,846	1,345,578	1,337,464	-8,114	-0.60%

Pewaukee Public Library 2026 Budget
Approved 8.20.2025 w/ September Updates

<i>OPERATIONS BUDGET</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>REVENUES</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>				
43790 County Lib Aids	118,774	118,324	-450	59,382	114,563	134,368	19,805	17.29%
Waukesha County	114,627	114,627	0	55,175	110,349	129,179	18,830	17.06%
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	4,246	8,681	8,054	-627	-7.22%
48110 Interest Income	338	6,215	5,877	3,393	9,769	6,214	-3,555	-36.39%
7-Month CD		1,316		0	2,887	1,316	-1,571	-54.42%
15-Month CD		1,187		0	5,680	1,187	-4,493	-79.10%
North Shore Interest		1,149		324	0	1,148	1,148	#DIV/0!
LGIP Interest		2,563		3,070	1,202	2,563	1,361	113.23%
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	4,101	8,251	15,645	7,394	89.61%
48500-000-300 Copies & Room Rentals	0	0	0	1,323	0	0	0	#DIV/0!
48500-200 Grants	9,038	11,720	2,682	3,563	7,263	7,263	0	0.00%
Bridges - Hoopla Grant	6,038	6,038	0	3,263	3,263	3,263	0	0.00%
Bridges - Innovation Grants	3,000	3,000	0	0	3,500	3,500	0	0.00%
Delta Kappa Gamma Bridges - Adult Program Grant		202		300				
		400		0	500	500		
LSTA SEWI Grant		2,081						
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	139,721	218,785	79,064	90,146	206,475	178,544	-27,931	-13.53%
Total Contribution								
Subtotal	1,178,822	1,174,249	-4,573	537,701	1,139,103	1,158,920	19,816	1.74%
49000-000 City								
Contribution MIN.			0	434,934	869,687	879,386	9,699	1.12%
49000-000 City Above the MIN.			0	0	0	11,080	11,080	100.00%
Total City Contribution	896,675	896,675	0	434,934	869,687	890,466	20,779	2.39%
49001-000 Village								
Contribution MIN.			0	131,076	262,153	262,477	324	0.12%
49001-000 Village Above the MIN			0	0	0	5,977	5,977	100.00%
Total Village								
Contribution	262,534	262,534	0	131,076	262,153	268,454	6,301	2.40%
SUB TOTAL	1,298,930	1,377,994	79,064	656,156	1,338,315	1,337,464	-851	-0.06%

Pewaukee Public Library 2026 Budget
Approved 8.20.2025 w/ September Updates

CAPITAL BUDGET EXPENDITURES	<i>Budget</i> 2024	<i>Actual</i> 2024	<i>Actual</i> 2024	<i>June 30, 2025 Actual</i>	<i>Budget</i> 2025	<i>Budget</i> 2026	<i>Actual</i> +/-	<i>%</i> Change
200-00-57140-000-000	0	0	0	6,957	0	190,000	190,000	#DIV/0!
Water Softener	0	0	0	6,957	0	0	0	#DIV/0!
Flat Roof Replacement	0	0	0	0	0	130,000	130,000	#DIV/0!
HVAC Control Replacement	0	0	0	0	0	60,000	60,000	#DIV/0!
TOTAL CAPITAL BUDGET EXPENDITURES	0	0	0	6,957	0	190,000	190,000	#DIV/0!

CAPITAL BUDGET REVENUES	<i>Budget</i> 2024	<i>Actual</i> 2024	<i>Actual</i> 2024	<i>June 30, 2025 Actual</i>	<i>Budget</i> 2025	<i>Budget</i> 2026	<i>Actual</i> +/-	<i>%</i> Change
City Contribution Water Softener	0	0	0	1,391	0	0	0	#DIV/0!
City Contribution Roof	0	0	0	0	0	26,000	26,000	#DIV/0!
City Contribution HVAC Controls	0	0	0	0	0	12,000	12,000	#DIV/0!
Total City Contribution	0	0	0	1,391	0	38,000	38,000	#DIV/0!
Village Contribution Water Softener	0	0	0	5,566	0	0	0	#DIV/0!
Village Contribution Roof	0	0	0	0	0	104,000	104,000	#DIV/0!
Village Contribution HVAC Controls	0	0	0	0	0	48,000	48,000	#DIV/0!
Total Village Contribution	0	0	0	5,566	0	152,000	152,000	#DIV/0!
200-00-57140-000-000	0	0	0	6,957	0	190,000	190,000	#DIV/0!

Pewaukee Public Library Director Evaluation Process and Timeline 2025

September

- An Ad Hoc Committee is appointed during the regular Library Board meeting to lead the Director's evaluation process.
- The Library Director prepares draft evaluation materials for the Committee's review, including:
 - A proposed evaluation form
 - A description of the evaluation process
- The Committee meets with the Director to review the draft materials.
- The Director revises the documents based on the Committee's feedback.

October

- During the regular Board of Trustees (BOT) meeting, the Library Director presents an annual report outlining:
 - Key library activities and accomplishments
 - Challenges faced during the year
 - Progress on annual goals
- The following documents are provided to the full Board for review and feedback:
 - A proposed list of library staff, Board members, and community stakeholders to receive the evaluation form
 - Draft instructions for completing the evaluation form, including rating scale and definitions
 - A copy of the proposed evaluation form (to be submitted electronically or in print)
- The Library Board reviews and approves all evaluation materials during the October meeting.
- **Immediately following the October meeting:**
 - The Library Director distributes the approved evaluation forms and instructions.
 - Completed evaluations are submitted directly to the Committee by early November.

November

- Prior to the regular Board meeting, the Committee meets in closed session to:
 - Review evaluation results
 - Develop key talking points for discussion
 - Draft recommended goals for the Director for the upcoming year
- **At the regular November Board meeting (Closed Session):**
 - The full Board reviews the evaluation results and the Committee's recommendations (Board only)
 - The Board meets with the Library Director to discuss the evaluation (Board and Director)

January

- The Library Board sets and formally approves the Director's goals for the new year.
- Final evaluation documents are provided to the Director for their records and inclusion in their personnel file.
- **In a separate closed session** at the January meeting, the Board discusses and determines the Director's compensation for the new year.

Ethics and Conflict of Interest Laws Applying to Trustees

16

Most library trustees will rarely encounter situations that invoke ethics or conflict of interest concerns, but familiarity with state and local laws on ethics and conflict of interest will alert you to potential problems. In addition, trustees should keep in mind the potential for damage to the image of the library if any board member or staff member takes an action that appears to involve a conflict of interest.

Wisconsin's ethics and conflict of interest laws for public officials (including library board members) are complex—and local ethics ordinances may add further complexity. Therefore, if you have concerns about the propriety of an action, be sure to seek advice from the municipal attorney, the municipal ethics board (if you have one), or the county corporation counsel.

Wisconsin's primary ethics and conflict of interest law is the code of ethics for local officials (Wisconsin Statutes Section [19.59](#)), but many other laws also apply. Wisconsin's criminal code prohibits public officials from, among other things, private interests in public contracts, misconduct in public office, and bribery. In addition, the "incompatibility doctrine" prohibits library board members (or other municipal officials) from holding most other positions with the library or municipality.

Code of Ethics for Local Officials

Wisconsin's code of ethics for local officials prohibits a trustee from taking any official action that produces a substantial financial benefit to the trustee, the trustee's family, or an organization in which the trustee has a significant financial interest. (This law does not prohibit reimbursement of actual and necessary expenses incurred in performance of board duties outside the municipality, if the reimbursement is authorized by the library board. In addition, per diem payments and reimbursement of mileage and other necessary expenses incurred in performing board duties are legal if authorized by the library board *and* the municipal governing body.)

So, what should you do if you have a conflict of interest on an issue on a library board meeting agenda? The Wisconsin Ethics Board suggests that if a matter in which you should not participate comes before the board, you should leave for that portion of the board's meeting involving discussion, deliberations, or votes related to the matter. The meeting minutes should reflect your absence from that portion of the meeting.

In This Trustee Essential

- Actions you must not take as a library trustee
- Business and employment relationships with the library that are prohibited to the trustee

Acceptance of Gifts

Wisconsin law prohibits soliciting or accepting anything of value if it could reasonably be expected to influence your vote, official actions, or judgment or could reasonably be considered as a reward for any official action or inaction.

An even more stringent section of the law prohibits accepting anything of “substantial value” offered because of a public position.

The Wisconsin Ethics Board recommends that you answer the following questions to analyze a situation in which you are offered items or services:

1. With respect to the item or service offered:
 - a. Is it being offered because of my public position?
 - b. Is it of more than nominal or insignificant value?
 - c. Is it primarily for my personal benefit rather than for the benefit of my local unit of government?

If you answer “yes” to all three questions, you may not accept the item or service.

2. Would it be reasonable for someone to believe that the item or service is likely to influence my judgment or actions or that it is a reward for past action?

If you answer “yes,” you may not accept the item or service.

Private Interests in Public Contracts

As a library trustee, you must take great care if you conduct business with the library. It is a felony under Wisconsin Statutes Section [946.13\(1\)\(b\)](#) for you, in your official capacity, to participate in the making of a contract exceeding \$15,000 if you have a direct or indirect financial interest in the contract.

In addition, this section provides that you may not in your **private** capacity negotiate or bid for or enter into such a contract in which you have a direct or indirect financial interest, if in your public capacity you are authorized or required by law to participate in the making of the contract. Because this section of the law applies to private actions, liability cannot be avoided merely by withdrawing from board involvement with the issue.

Note that Wisconsin’s law prohibiting public officials from having a private interest in public contracts includes certain exemptions, including an exemption for contracts involving receipts and disbursements of under \$15,000 per year.

Misconduct in Office

This section of Wisconsin's criminal law (Section [946.12](#)) applies to both library trustees and library staff. This law makes it a felony to intentionally take actions in excess of your legal authority, or to intentionally make false records or statements. Intentional failure to perform a duty required by law is also prohibited. Moreover, it is a felony to take actions inconsistent with the rights of others and performed with intent to obtain a dishonest advantage.

Employment and “Incompatible” Positions

The Wisconsin Supreme Court has ruled that the same person cannot simultaneously hold two municipal offices or an office and a staff position where one post is superior to the other or where, from a public policy perspective, it is improper for one person to discharge the duties of both posts. Therefore, it is improper for a library board member to be employed by the library.

A good rule of thumb for you to follow is that you cannot hold more than one office or position with your library or municipality unless specifically authorized by statute.

You should also note that according to Wisconsin Statutes Section [43.17\(1\)](#), no employee of a member library may be appointed to the board of the library system serving that library.

Penalties

Any person who violates Wisconsin's code of ethics for public officials may be required to forfeit up to \$1,000. Violations of the “private interests in public contracts” law can result in fines of up to \$10,000 or imprisonment for not more than two years, or both.

Discussion Questions

1. Why does state law make it generally illegal for a library board member to be financially involved with library business?
2. What should you do if you may have a conflict of interest with an item on the board meeting agenda?
3. Is it appropriate for a library board member to serve on the board if he/she has a relative on the library staff? Why or why not?

Sources of Additional Information

- Your municipal attorney, local ethics board, or county corporation counsel.
- The Wisconsin Ethics Board overview of ethics and conflict of interest laws for local officials at ethics.state.wi.us/LocalOfficials/LocalOfficial1.htm

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

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>