

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, October 15, 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, October 15th 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. Informational presentation by Madi Cooper, Adult Services Manager.

REGULAR BUSINESS:

3. Citizen Comments/Correspondence
4. Approval of Consent Agenda
 - a. Minutes September 17, 2025 (Regular Board Meeting)
 - b. Financial Reports:
 - i. GL Budget vs. Actual Library – September 2025
 - ii. GL Detail Library – September 2025
 - iii. Payment Approval Report – September 2025
 - iv. LGIP Statement – September 2025
 - c. Library Monthly Statistics Report through September 2025
 - d. Library Directors Report October 2025

OLD BUSINESS:

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

NEW BUSINESS:

6. Discussion and possible action on the agreement with Harwood to provide RFP assistance for the HVAC Controls Capital Project
7. Discussion and possible action on the 2026 Calendar of Library Hours and Holiday Closings
8. Discussion and possible action on the Library Director's Year in Review Presentation
9. Discussion and possible action on the final draft of all evaluation materials for the Library Director's annual review.
10. Discussion and possible action on *TE06: Evaluating the Library Director*
11. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, November 19, 2025

LOCATION: Visaya Room, Pewaukee Public Library, 210 Main Street, Pewaukee, WI 53072

The Pewaukee Public Library is committed to providing the highest degree of accessibility within its means when conducting library-sponsored events. Please notify us of your disability-related accommodation requests two weeks prior to a Library Board meeting by calling (262) 691-5670, extension 920. We will attempt to honor all requests but cannot assure that requests made too close to the date will be able to be accommodated.

Posted: Friday, October 10, 2025

2025 Adult Services Annual Board Report

2025 Projects

Update on New Role – While I miss aspects of serving as Library Services Manager, the transition to Adult Services Manager has been a positive change. This role has given me the opportunity to explore new areas of the library, particularly in programming and outreach. I have greatly enjoyed developing programs, which have been well received so far. On the outreach side, Eric and I have added another senior facility to his monthly rotation, and I have been connecting with local churches and organizations for future opportunities. Last month, Emma and I represented the library at the Super Senior Open House, where nearly 100 attendees stopped by our table to ask questions, engage with us, and share their appreciation for the library. Looking ahead, I will be attending the Disability Resources Fair in November to promote the Memory Café.

Memory Café – I recently partnered with Bridges and Marcus Theatres to raise awareness of the Memory Café. A 30-second promotional ad is currently running before every film at five Marcus locations and will continue through the end of the year. In addition, posters are on display in the lobbies of those theatres to further promote the program.



Vega Discover – On September 8, we launched our new catalog, Vega Discover, for patrons. Overall, the transition has gone smoothly. While we've received a few concerns from patrons adjusting to the change, once staff walk them through the new features, feedback has been very positive. The updated catalog highlights material types more clearly and provides better visibility into current availability.

Position Changes – Following the departure of our part-time librarian, we restructured responsibilities between the children's and adult departments. As part of this shift, we welcomed a library assistant to the team. I believe this change will benefit both areas of service, and I look forward to seeing the positive impact moving forward.

Mystery Party – I am hosting an after-hours mystery party with a masquerade ball theme later this month. Considerable planning has gone into the program, and patrons have been assigned characters as they register. Staff will be assisting with setup and logistics to ensure the event runs smoothly. If it proves successful, I anticipate offering it again in the future.

Repair Café – Bridges is in the early stages of developing a Repair Café initiative among interested libraries, with the goal of launching in 2026. Sue and I attended the initial planning meeting, which was led by Kelly. A Repair Café is a community event largely staffed by volunteers who have practical skills such as sewing, electronics repair, or computer troubleshooting. Patrons are invited to bring in items like broken clocks, torn clothing, or malfunctioning devices and work alongside a volunteer to repair them. The program is entirely free for both patrons and participating libraries. Because setup and coordination require significant planning, Bridges is leading the development effort, and participating libraries will collaborate to bring the program to life. The current plan is to follow a model similar to the Memory Café, with each participating library hosting on a rotating monthly basis.

Reading Challenge – While our summer reading program performed steadily this year, participation and program attendance have remained flat despite significant effort and investment. To refresh our approach, we will be shifting to a year-round reading challenge beginning January 1. Patrons will be able to register in December. The new program will feature 15 reading prompts, with participants completing 12 to earn a raffle ticket for a grand prize and an invitation to an exclusive celebratory event at the library. Event planning is still underway, as we want to ensure it is fun, rewarding, and a strong incentive for participation.

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday September 17, 2025 – 6:30 PM

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

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

Full service manufacturer. Municipal bid process experience. Look at building as a whole.

Motion to approve: engage Garland for roof replacement specification and management, cost of \$250 including RAMP Agreement

Second: Ann

Discussion:

Motion carried

3. Information presentation by Peter Blenski, Youth Services Manager

REGULAR BUSINESS

4. Citizen Comments/Correspondence – n/a
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 through August 2025
 - d. Library Director's Report - September 2025

Motion to approve: Ann Wright

Second: Rachel Pader

Discussion:

Motion carried

OLD BUSINESS

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

No action at this time

NEW BUSINESS

- 7. Discussion and possible action on the Library Director Evaluation Process and Timeline

No action at this time

- 8. Appointment by the Board President of an ad hoc Library Director Review Committee

Ann Wright and Leslie Miller appointed by Dale Noll

No action taken at this time

- 8. Discussion and possible action on *TE16: Ethics and Conflict of Interest Laws Applying to Trustees*

Motion to approve:

Second:

Discussion:

Motion carried

- 10. ADJOURNMENT – 7:45 PM

Motion to approve: Ann Wright

Second: Rachel Pader

Discussion:

Motion carried

NEXT MEETING: Wednesday October 15, 2025

End.GLPeriod 925

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

End.GLPeriod 925

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND						
900-00-11101-000-000	LIBRARY CASH(A)	-21,557.96	-43,301.30	.00	43,301.30	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	102,171.78	.00	-102,171.78	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)	-39,705.20	829.02	.00	-829.02	100.00%
Total Asset:		-61,263.16	212,202.50	.00	-212,202.50	
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)	49,710.76	482,837.22	688,000.00	205,162.78	70.17%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	15,430.19	162,013.91	223,435.00	61,421.09	72.51%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	39.00	5,577.66	7,000.00	1,422.34	79.68%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	1,590.50	19,715.50	45,936.00	26,220.50	42.91%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	-8,346.76	69,116.37	93,332.00	24,215.63	74.05%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	.00	3,372.50	4,000.00	627.50	84.31%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	861.11	10,513.42	8,000.00	-2,513.42	131.41%
900-00-57610-000-000	LIBRARY OUTLAY(E)	19,934.78	27,291.04	25,000.00	-2,291.04	109.16%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	6,323.30	46,964.50	80,500.00	33,535.50	58.34%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	586.75	9,283.58	14,700.00	5,416.42	63.15%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	311.00	36,755.42	45,548.00	8,792.58	80.69%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	2,587.13	10,240.75	14,045.00	3,804.25	72.91%

End.GLPeriod 925

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	182.64	1,654.99	3,000.00	1,345.01	55.16%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	4,468.33	35,912.78	52,930.00	17,017.22	67.84%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	869.07	18,786.78	24,107.00	5,320.22	77.93%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	517.44	2,705.32	5,000.00	2,294.68	54.10%
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)	.00	1,140.73	3,782.00	2,641.27	30.16%
Total Expenditure:		95,065.24	957,129.19	1,345,578.00	388,448.81	
900-00-21400-000-000	VOUCHERS PAYABLE(L)	-10,081.74	.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:		-10,081.74	.00	.00	.00	
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	-.05	-59,382.55	-114,563.00	-55,180.45	51.83%
900-00-46710-000-000	LIBRARY FINES(R)	-711.85	-7,515.20	-8,681.00	-1,165.80	86.57%
900-00-48110-000-000	INTEREST INCOME(R)	.00	-4,157.02	-9,769.00	-5,611.98	42.55%
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)	-6.40	-19,821.89	-8,000.00	11,821.89	247.77%
900-00-48500-000-100	MISC REVENUES(R)	-253.62	-5,278.68	-8,251.00	-2,972.32	63.97%
900-00-48500-000-200	DESIGNATED GRANTS(R)	.00	-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	-196,614.72	-262,153.00	-65,538.28	74.99%

End.GLPeriod 925

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)	-902.34	-2,591.99	.00	2,591.99	100.00%
Total Revenue:		-23,720.34	-880,688.91	-1,345,578.00	-464,889.09	
Total 900 - LIBRARY FUND:		.00	.00	.00	.00	
Total:		.00	5,565.83	.00	-5,565.83	

End.GLPeriod 925 AND Start.GLPeriod 925

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-11000-000-000 - LIBRARY SWEEP							
09/10/2025	1086-1	CR	LIB CASH - LIBRARY SWEEP - H			431.25	.00
09/10/2025	1087-1	CR	LIB CHECKS - LIBRARY SWEEP - A			271.45	.00
09/10/2025	1088-1	CR	LIB CC - LIBRARY SWEEP - V			189.69	.00
09/12/2025	4-2	CRJE	TRANSFER TO GENERAL- CASH ALLOCATIONS			.00	-30,000.00
09/17/2025	1121-1	CR	LIB CASH - LIBRARY SWEEP - H			100.77	.00
09/17/2025	1122-1	CR	LIB CHECKS - LIBRARY SWEEP - A			30.00	.00
09/17/2025	1123-1	CR	LIB CC - LIBRARY SWEEP - V			66.16	.00
09/24/2025	8-2	CRJE	TRANSFER TO GENERAL- CASH ALLOCATIONS			.00	-11,000.00
09/29/2025	1196-1	CR	LIB CC - LIBRARY SWEEP - V			205.48	.00
Account Number And Title900-00-11000-000-000 - LIBRARY SWEEP						1,294.80	-41,000.00
Account Number And Title900-00-11101-000-000 - LIBRARY CASH							
09/04/2025	14-1	CA-CDA	CDA Fund Allocation - Created: 09/11/25 12:58 PM			6,769.34	.00
09/11/2025	21-1	CA-CDA	CDA Fund Allocation - Created: 09/18/25 1:33 PM			.00	-13,001.48
09/18/2025	67-1	CA-CR	CR Fund Allocation - Created: 09/19/25 9:32 AM			579.46	.00
09/18/2025	31-1	CA-CDA	CDA Fund Allocation - Created: 09/25/25 3:11 PM			.00	-3,116.71
09/30/2025	6-1	CA-CDA	CDA Fund Allocation - Created: 09/05/25 9:46 AM			.00	-8,903.20
09/30/2025	4-1	CA-CRJ	CRJE Fund Allocation - Created: 09/24/25 3:20 PM			11,000.00	.00
09/30/2025	2-1	CA-CRJ	CRJE Fund Allocation - Created: 09/12/25 12:24 PM			30,000.00	.00
09/30/2025	2-1	CA-JE	JE Fund Allocation - Created: 09/05/25 9:46 AM			20,255.58	.00
09/30/2025	6-1	CA-PB	PB Fund Allocation - Created: 09/10/25 10:52 AM			.00	-3,221.01
09/30/2025	13-1	CA-PB	PB Fund Allocation - Created: 09/24/25 4:48 PM			.00	-12,209.18
09/30/2025	13-1	CA-PC	PC Fund Allocation - Created: 09/24/25 4:47 PM			.00	-24,063.48

End.GLPeriod 925 AND Start.GLPeriod 925

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
09/30/2025	6-1	CA-PC	PC Fund Allocation - Created: 09/10/25 10:51 AM			.00	-25,647.28
Account Number And Title900-00-11101-000-000 - LIBRARY CASH						68,604.38	-90,162.34
Account Number And Title900-00-21400-000-000 - VOUCHERS PAYABLE							
09/04/2025	300000647-1	CDA	ACH NORTH SHORE BANK CREDIT CARD			7,633.66	.00
09/04/2025	300000660-1	CDA	ACH NORTH SHORE BANK CREDIT CARD			7,633.84	.00
09/05/2025	75454-1	CDA	AMAZON CAPITAL SERVICES, INC.			365.38	.00
09/05/2025	75463-1	CDA	MIDWEST TAPE			208.20	.00
09/05/2025	75458-1	CDA	INGRAM LIBRARY SERVICES LLC			695.96	.00
09/08/2025	300000657-1	CDA	ACH NORTH SHORE BANK CREDIT CARD			.00	-10,081.92
09/10/2025	300000647-2	CDA	ACH NORTH SHORE BANK CREDIT CARD			.00	-7,633.66
09/12/2025	75471-1	CDA	AMAZON CAPITAL SERVICES, INC.			251.56	.00
09/12/2025	75500-1	CDA	WISCONSIN LIBRARY ASSOCIATION			182.64	.00
09/12/2025	75485-1	CDA	MEI TOTAL ELEVATOR SOLUTIONS			2,343.75	.00
09/12/2025	75493-1	CDA	RHYME BUSINESS PRODUCTS, LLC			131.88	.00
09/12/2025	75498-1	CDA	THE GARLAND CO INC			277.57	.00
09/12/2025	75479-1	CDA	GREEN & GOLD LLC			125.00	.00
09/19/2025	75503-1	CDA	AMAZON CAPITAL SERVICES, INC.			292.75	.00
09/19/2025	75525-1	CDA	MIDWEST TAPE			240.46	.00
09/19/2025	75534-2	CDA	TAYLOR COMPUTER SERVICES, INC			305.00	.00
09/19/2025	75523-1	CDA	LYONS ELECTRIC			154.00	.00
09/19/2025	75506-1	CDA	CENTER POINT LARGE PRINT			51.54	.00
09/19/2025	75518-1	CDA	JF AHERN COMPANY			314.00	.00
09/19/2025	75521-1	CDA	KUJAWA ENTERPRISES INC			2,313.25	.00
09/19/2025	75505-1	CDA	BATZNER PEST CONTROL INC			120.56	.00

VILLAGE OF PEWAUKEE

GL Detail

October 08, 2025 01:59 PM

End.GLPeriod 925 AND Start.GLPeriod 925

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
09/19/2025	75524-1	CDA	MEI TOTAL ELEVATOR SOLUTIONS			468.75	.00
09/19/2025	75517-1	CDA	JANI-KING OF MILWAUKEE			2,784.02	.00
09/19/2025	75526-1	CDA	MIDWEST TAPE - HOOPLA			869.07	.00
09/19/2025	75516-1	CDA	INGRAM LIBRARY SERVICES LLC			1,065.92	.00
09/19/2025	75512-1	CDA	CULLIGAN			160.50	.00
09/19/2025	600000002-1	CDA	AMAZON CAPITAL SERVICES, INC.			842.07	.00
09/19/2025	600000021-1	CDA	MIDWEST TAPE			96.70	.00
09/19/2025	600000014-1	CDA	J & H HEATING INC			825.00	.00
09/19/2025	600000019-1	CDA	MEI TOTAL ELEVATOR SOLUTIONS			375.00	.00
09/19/2025	600000013-1	CDA	INGRAM LIBRARY SERVICES LLC			977.94	.00
09/25/2025	600000002-2	CDA	AMAZON CAPITAL SERVICES, INC.			.00	-842.07
09/25/2025	600000021-2	CDA	MIDWEST TAPE			.00	-96.70
09/25/2025	600000014-2	CDA	J & H HEATING INC			.00	-825.00
09/25/2025	600000019-2	CDA	MEI TOTAL ELEVATOR SOLUTIONS			.00	-375.00
09/25/2025	600000013-2	CDA	INGRAM LIBRARY SERVICES LLC			.00	-977.94
09/26/2025	75542-1	CDA	AMAZON CAPITAL SERVICES, INC.			842.07	.00
09/26/2025	75561-1	CDA	MIDWEST TAPE			96.70	.00
09/26/2025	75554-1	CDA	J & H HEATING INC			825.00	.00
09/26/2025	75559-1	CDA	MEI TOTAL ELEVATOR SOLUTIONS			375.00	.00
09/26/2025	75553-1	CDA	INGRAM LIBRARY SERVICES LLC			977.94	.00
09/30/2025	170-1	AP	Summary Transactions from AP System			.00	-3,312.40
09/30/2025	360-1	AP	Summary Transactions from AP System			.00	-3,116.71
09/30/2025	45-1	AP	Summary Transactions from AP System			.00	-7,633.66
09/30/2025	104-1	AP	Summary Transactions from AP System			.00	-1,269.54

End.GLPeriod 925 AND Start.GLPeriod 925

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
09/30/2025	254-1	AP	Summary Transactions from AP System			.00	-13,001.48
09/30/2025	300000663-1	CDA	ACH WE ENERGIES			3,861.66	.00
Account Number And Title900-00-21400-000-000 - VOUCHERS PAYABLE						39,084.34	-49,166.08
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS							
09/17/2025	70000006432-1	CR	LIBRARY- COUNTY AIDS - LIBRARY			.00	-.05
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS						.00	-.05
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
09/10/2025	70000006427-1	CR	LIBRARY FINES - LIBRARY			.00	-229.25
09/10/2025	70000006428-1	CR	LIBRARY FINES - LIBRARY			.00	-240.05
09/17/2025	70000006432-2	CR	LIBRARY FINES - LIBRARY			.00	-97.05
09/29/2025	70000006450-1	CR	LIBRARY FINES - LIBRARY			.00	-85.52
09/29/2025	70000006451-1	CR	LIBRARY FINES - LIBRARY			.00	-59.98
Account Number And Title900-00-46710-000-000 - LIBRARY FINES						.00	-711.85
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
09/10/2025	70000006427-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-.05
09/10/2025	70000006428-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-4.95
09/17/2025	70000006432-3	CR	LIBRARY DONATIONS - LIBRARY			.00	-1.40
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ						.00	-6.40
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
09/10/2025	70000006427-3	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-119.99
09/10/2025	70000006428-3	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-96.00
09/17/2025	70000006432-4	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-37.63
Account Number And Title900-00-48500-000-100 - MISC REVENUES						.00	-253.62
Account Number And Title900-00-48500-000-300 - COPIES & ROOM RENTAL							

VILLAGE OF PEWAUKEE

GL Detail

October 08, 2025 01:59 PM

End.GLPeriod 925 AND Start.GLPeriod 925

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
09/10/2025	70000006427-4	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-127.90
09/10/2025	70000006428-4	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-74.20
09/17/2025	70000006432-5	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-60.80
09/18/2025	70000006434-1	CR	Q2 TAX PAID OVERPAYMENT REFUND - WI DEPARTMENT OF REVENUE			.00	-579.46
09/29/2025	70000006451-2	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-59.98
Account Number And Title900-00-48500-000-300 - COPIES & ROOM RENTAL						.00	-902.34
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
09/01/2025	1-2	JE	LIBRARY CONTRIBUTION SEPTEMBER			.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							
09/12/2025	14-1	PC	PAYROLL TRANS FOR 9/7/2025 PAY PERIOD			25,647.28	.00
09/26/2025	66-1	PC	PAYROLL TRANS FOR 9/21/2025 PAY PERIOD			24,063.48	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES						49,710.76	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
09/12/2025	4-1	PB	PAYROLL TRANS FOR 9/7/2025 PAY PERIOD			3,221.01	.00
09/26/2025	24-1	PB	PAYROLL TRANS FOR 9/21/2025 PAY PERIOD			12,209.18	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						15,430.19	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS							
07/30/2025	42-1	AP	ACH NORTH SHORE BANK CREDIT CARD			39.00	.00
Account Number And Title900-00-55110-000-140 - LIBRARY-SUBSCRIPTIONS						39.00	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							
07/03/2025	12-1	AP	ACH NORTH SHORE BANK CREDIT CARD			161.07	.00
07/03/2025	13-1	AP	ACH NORTH SHORE BANK CREDIT CARD			45.33	.00

VILLAGE OF PEWAUKEE

GL Detail

October 08, 2025 01:59 PM

End.GLPeriod 925 AND Start.GLPeriod 925

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
07/07/2025	15-1	AP	ACH NORTH SHORE BANK CREDIT CARD			84.45	.00
07/08/2025	14-1	AP	ACH NORTH SHORE BANK CREDIT CARD			328.00	.00
07/10/2025	16-1	AP	ACH NORTH SHORE BANK CREDIT CARD			99.04	.00
07/10/2025	17-1	AP	ACH NORTH SHORE BANK CREDIT CARD			127.93	.00
07/10/2025	18-1	AP	ACH NORTH SHORE BANK CREDIT CARD			13.56	.00
07/14/2025	19-1	AP	ACH NORTH SHORE BANK CREDIT CARD			169.04	.00
07/14/2025	20-1	AP	ACH NORTH SHORE BANK CREDIT CARD			201.92	.00
07/14/2025	21-1	AP	ACH NORTH SHORE BANK CREDIT CARD			67.39	.00
07/14/2025	22-1	AP	ACH NORTH SHORE BANK CREDIT CARD			15.98	.00
07/15/2025	23-1	AP	ACH NORTH SHORE BANK CREDIT CARD			55.41	.00
07/17/2025	24-1	AP	ACH NORTH SHORE BANK CREDIT CARD			79.48	.00
07/18/2025	25-1	AP	ACH NORTH SHORE BANK CREDIT CARD			69.04	.00
07/21/2025	26-1	AP	ACH NORTH SHORE BANK CREDIT CARD			103.48	.00
07/22/2025	27-1	AP	ACH NORTH SHORE BANK CREDIT CARD			184.64	.00
07/23/2025	28-1	AP	ACH NORTH SHORE BANK CREDIT CARD			303.62	.00
07/24/2025	29-1	AP	ACH NORTH SHORE BANK CREDIT CARD			50.26	.00
07/28/2025	30-1	AP	ACH NORTH SHORE BANK CREDIT CARD			290.74	.00
07/29/2025	31-1	AP	ACH NORTH SHORE BANK CREDIT CARD			179.93	.00
07/31/2025	32-1	AP	ACH NORTH SHORE BANK CREDIT CARD			151.31	.00
07/31/2025	33-1	AP	ACH NORTH SHORE BANK CREDIT CARD			100.23	.00
07/31/2025	34-1	AP	ACH NORTH SHORE BANK CREDIT CARD			64.21	.00
08/01/2025	35-1	AP	ACH NORTH SHORE BANK CREDIT CARD			277.01	.00
08/19/2025	137-1	AP	AMAZON CAPITAL SERVICES, INC.			11.99	.00
08/19/2025	70-1	AP	INGRAM LIBRARY SERVICES LLC			695.96	.00

VILLAGE OF PEWAUKEE

GL Detail

October 08, 2025 01:59 PM

End.GLPeriod 925 AND Start.GLPeriod 925

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/19/2025	71-1	AP	AMAZON CAPITAL SERVICES, INC.			14.29	.00
08/19/2025	72-1	AP	AMAZON CAPITAL SERVICES, INC.			39.32	.00
08/22/2025	139-1	AP	AMAZON CAPITAL SERVICES, INC.			40.43	.00
08/27/2025	192-1	AP	INGRAM LIBRARY SERVICES LLC			349.72	.00
09/01/2025	210-1	AP	CENTER POINT LARGE PRINT			51.54	.00
09/03/2025	193-1	AP	INGRAM LIBRARY SERVICES LLC			328.73	.00
09/04/2025	194-1	AP	INGRAM LIBRARY SERVICES LLC			387.47	.00
09/04/2025	295-1	AP	INGRAM LIBRARY SERVICES LLC			333.35	.00
09/09/2025	296-1	AP	INGRAM LIBRARY SERVICES LLC			644.59	.00
09/09/2025	307-1	AP	AMAZON CAPITAL SERVICES, INC.			25.32	.00
09/13/2025	308-1	AP	AMAZON CAPITAL SERVICES, INC.			102.51	.00
09/13/2025	306-1	AP	AMAZON CAPITAL SERVICES, INC.			40.69	.00
09/14/2025	303-1	AP	AMAZON CAPITAL SERVICES, INC.			34.32	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						6,323.30	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
08/19/2025	82-1	AP	MIDWEST TAPE			51.73	.00
08/19/2025	83-1	AP	MIDWEST TAPE			23.24	.00
08/19/2025	84-1	AP	MIDWEST TAPE			26.99	.00
08/19/2025	85-1	AP	MIDWEST TAPE			26.99	.00
08/22/2025	140-1	AP	AMAZON CAPITAL SERVICES, INC.			41.39	.00
08/26/2025	87-1	AP	MIDWEST TAPE			43.48	.00
08/26/2025	88-1	AP	MIDWEST TAPE			12.79	.00
08/26/2025	89-1	AP	MIDWEST TAPE			10.99	.00
08/29/2025	86-1	AP	MIDWEST TAPE			11.99	.00

VILLAGE OF PEWAUKEE

GL Detail

October 08, 2025 01:59 PM

End.GLPeriod 925 AND Start.GLPeriod 925

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/29/2025	215-1	AP	MIDWEST TAPE			44.79	.00
08/29/2025	216-1	AP	MIDWEST TAPE			25.49	.00
08/29/2025	217-1	AP	MIDWEST TAPE			104.96	.00
08/29/2025	218-1	AP	MIDWEST TAPE			11.24	.00
08/29/2025	219-1	AP	MIDWEST TAPE			53.98	.00
09/05/2025	325-1	AP	MIDWEST TAPE			11.24	.00
09/05/2025	326-1	AP	MIDWEST TAPE			25.49	.00
09/05/2025	327-1	AP	MIDWEST TAPE			14.99	.00
09/05/2025	328-1	AP	MIDWEST TAPE			18.74	.00
09/05/2025	329-1	AP	MIDWEST TAPE			26.24	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						586.75	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
07/31/2025	40-1	AP	ACH NORTH SHORE BANK CREDIT CARD			6.00	.00
08/31/2025	231-1	AP	TAYLOR COMPUTER SERVICES, INC			305.00	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						311.00	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
07/17/2025	41-1	AP	ACH NORTH SHORE BANK CREDIT CARD			1,464.10	.00
07/17/2025	10-1	AP	ACH NORTH SHORE BANK CREDIT CARD			779.37	.00
08/16/2025	74-1	AP	AMAZON CAPITAL SERVICES, INC.			38.40	.00
08/19/2025	73-1	AP	AMAZON CAPITAL SERVICES, INC.			173.38	.00
08/21/2025	119-1	AP	RHYME BUSINESS PRODUCTS, LLC			131.88	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						2,587.13	.00
Account Number And Title900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT							
08/25/2025	118-1	AP	WISCONSIN LIBRARY ASSOCIATION			182.64	.00

End.GLPeriod 925 AND Start.GLPeriod 925

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Account Number And Title 900-00-55110-000-146 - LIBRARY-STAFF DEVELOPMENT						182.64	.00
Account Number And Title 900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS							
09/01/2025	2-1	JE	LIBRARY FISCAL AGENT FEE SEPTEMBER			1,590.50	.00
Account Number And Title 900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS						1,590.50	.00
Account Number And Title 900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
07/22/2025	39-1	AP	ACH NORTH SHORE BANK CREDIT CARD			1,195.00	.00
08/18/2025	127-1	AP	THE GARLAND COMPANY, INC.			277.57	.00
08/21/2025	109-1	AP	MEI TOTAL ELEVATOR SOLUTIONS			1,406.25	.00
08/21/2025	110-1	AP	MEI TOTAL ELEVATOR SOLUTIONS			937.50	.00
08/27/2025	207-1	AP	AMAZON CAPITAL SERVICES, INC.			182.76	.00
08/27/2025	176-1	AP	LYONS ELECTRIC			154.00	.00
08/28/2025	214-1	AP	JF AHERN COMPANY			314.00	.00
08/31/2025	195-1	AP	CULLIGAN			160.50	.00
09/01/2025	226-1	AP	KUJAWA ENTERPRISES INC			2,313.25	.00
09/01/2025	181-1	AP	JANI-KING OF MILWAUKEE			2,784.02	.00
09/03/2025	227-1	AP	BATZNER PEST CONTROL INC			120.56	.00
09/03/2025	180-1	AP	MEI TOTAL ELEVATOR SOLUTIONS			468.75	.00
09/04/2025	3-2	JE	MOVE INVOICE PAYMENT - CAPITAL EXPENSE			.00	-19,934.78
09/05/2025	313-1	AP	J & H HEATING INC			825.00	.00
09/09/2025	272-1	AP	MEI TOTAL ELEVATOR SOLUTIONS			375.00	.00
09/13/2025	301-1	AP	AMAZON CAPITAL SERVICES, INC.			73.86	.00
Account Number And Title 900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						11,588.02	-19,934.78
Account Number And Title 900-00-55110-000-311 - LIBRARY-UTILITIES							
07/16/2025	38-1	AP	ACH NORTH SHORE BANK CREDIT CARD			371.68	.00

VILLAGE OF PEWAUKEE

GL Detail

October 08, 2025 01:59 PM

End.GLPeriod 925 AND Start.GLPeriod 925

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/14/2025	11-1	AP	ACH NORTH SHORE BANK CREDIT CARD			234.99	.00
09/08/2025	186-1	AP	ACH WE ENERGIES			3,861.66	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES						4,468.33	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS							
08/31/2025	182-1	AP	MIDWEST TAPE - HOOPLA			869.07	.00
Account Number And Title900-00-55110-000-312 - LIBRARY-DIGITAL MATERIALS						869.07	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS							
07/09/2025	3-1	AP	ACH NORTH SHORE BANK CREDIT CARD			48.60	.00
07/09/2025	4-1	AP	ACH NORTH SHORE BANK CREDIT CARD			.00	-.18
07/11/2025	37-1	AP	ACH NORTH SHORE BANK CREDIT CARD			30.00	.00
07/14/2025	5-1	AP	ACH NORTH SHORE BANK CREDIT CARD			9.97	.00
08/18/2025	7-1	AP	ACH NORTH SHORE BANK CREDIT CARD			7.50	.00
08/18/2025	75-1	AP	AMAZON CAPITAL SERVICES, INC.			99.99	.00
08/26/2025	131-1	AP	GREEN & GOLD LLC			125.00	.00
09/02/2025	208-1	AP	AMAZON CAPITAL SERVICES, INC.			46.58	.00
09/08/2025	305-1	AP	AMAZON CAPITAL SERVICES, INC.			41.98	.00
09/09/2025	304-1	AP	AMAZON CAPITAL SERVICES, INC.			70.68	.00
09/13/2025	309-1	AP	AMAZON CAPITAL SERVICES, INC.			37.32	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS						517.62	-.18
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE							
07/25/2025	36-1	AP	ACH NORTH SHORE BANK CREDIT CARD			84.39	.00
07/25/2025	6-1	AP	ACH NORTH SHORE BANK CREDIT CARD			25.88	.00
07/31/2025	8-1	AP	ACH NORTH SHORE BANK CREDIT CARD			24.29	.00
08/06/2025	9-1	AP	ACH NORTH SHORE BANK CREDIT CARD			90.00	.00

End.GLPeriod 925 AND Start.GLPeriod 925

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
08/22/2025	138-1	AP	AMAZON CAPITAL SERVICES, INC.			157.75	.00
09/02/2025	209-1	AP	AMAZON CAPITAL SERVICES, INC.			63.41	.00
09/08/2025	310-1	AP	AMAZON CAPITAL SERVICES, INC.			406.41	.00
09/14/2025	302-1	AP	AMAZON CAPITAL SERVICES, INC.			8.98	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE						861.11	.00
Account Number And Title900-00-57610-000-000 - LIBRARY OUTLAY							
09/04/2025	3-1	JE	MOVE INVOICE PAYMENT - CAPITAL EXPENSE			19,934.78	.00
Account Number And Title900-00-57610-000-000 - LIBRARY OUTLAY						19,934.78	.00
Total:						223,983.72	-223,983.72

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 925

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
ACH WE ENERGIES									
Approved									
13090	ACH WE ENERGIES	5618413251	LIBRARY/21 0 MAIN ST	3861.66	09/08/2025	09/30/2025			Approved
Total ACH WE ENERGIES:				<u><u>3861.66</u></u>					
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	1FR6-JNHN-9D63	LIBRARY/A DULT PROGRAM	224.26	09/25/2025	10/25/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1MGM-LDHF-KVJQ	LIBRARY/Y A PROGRAM	37.66	09/13/2025	10/08/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1JJ7-R1HM-1FQQ	LIBRARY/J UV PROGRAM	41.98	09/08/2025	10/08/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	111D-N9TR-L9Q3	LIBRARY/C LEANING SUPPLIES WIPES	73.86	09/13/2025	10/08/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WQG-FFXD-L1GC	LIBRARY/J UV PROGRAM	37.32	09/13/2025	10/08/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1WQG-FFXD-L1CK	LIBRARY/A DULT FIC	102.51	09/13/2025	10/08/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1MXM-MH1Q-KQF9	LIBRARY/A DULT FIC	40.69	09/13/2025	10/08/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1CNR-664M-QL97	LIBRARY/A DULT FIC	34.32	09/14/2025	10/08/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1CNR-664M-QL97	LIBRARY/F RIENDS ADULT	8.98	09/14/2025	10/08/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1LYG-PN6D-49GJ	LIBRARY/L ADISH DONATION/ TONIES	19.95	09/15/2025	10/15/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 925

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	1DRV-XHVH-LH3D	LIBRARY/Y A PROGRAM	70.68	09/09/2025	10/08/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1MY7-6VTG-NPFM	LIBRARY/J UV FIC	25.32	09/09/2025	10/08/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1YQ3-HXL7-YKK1	LIBRARY/L ADISH DONATION/ TONIES	406.41	09/08/2025	10/08/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1HC1-R6DK-C7MJ	LIBRARY/A DULT PROGRAM	46.58	09/02/2025	10/02/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1KRW-MVQ6-474Y	LIBRARY/L ADISH DONATION/ TONIES	63.41	09/02/2025	10/02/2025			Approved
23	AMAZON CAPITAL SERVICES, INC.	1J4J-6KQ1-DF9G	LIBRARY/A DULT FIC	11.99	08/19/2025	09/16/2025			Approved
Total AMAZON CAPITAL SERVICES, INC.:				1245.92					
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	82814033	LIBRARY/P EST MGMT SEPT 2025	120.56	09/03/2025	10/03/2025			Approved
Total BATZNER PEST CONTROL INC:				120.56					
BROOKFIELD PUBLIC LIBRARY									
Approved									
13353	BROOKFIELD PUBLIC LIBRARY	20250825HOR	LIBRARY/R EPLACEME NT REIMBUSE MENT	24.99	08/25/2025	10/02/2025			Approved
Total BROOKFIELD PUBLIC LIBRARY:				24.99					

CENTER POINT LARGE PRINT

Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 925

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
3552	CENTER POINT LARGE PRINT	2191083	LIBRARY/L G PRINT BOOKS (2)	51.54	09/01/2025	10/01/2025			Approved
Total CENTER POINT LARGE PRINT:				<u>51.54</u>					
CULLIGAN									
Approved									
13358	CULLIGAN	501X18342505	LIBRARY/S OLAR SALTS	160.50	08/31/2025	09/30/2025			Approved
Total CULLIGAN:				<u>160.50</u>					
EBSCO PAYMENT PROCESSING CENTER									
Approved									
245	EBSCO PAYMENT PROCESSING CENTER	2600695	LIBRARY/R ATE ADJUSTME NT/MEDIA	2.16	09/13/2025	10/13/2025			Approved
Total EBSCO PAYMENT PROCESSING CENTER:				<u>2.16</u>					
GARLAND/DBS, INC.									
Approved									
13369	GARLAND/DBS, INC.	CI-GUS0251976	LIBRARY/R OFTOP REPAIRS	277.57	08/18/2025	09/19/2025			Approved
Total GARLAND/DBS, INC.:				<u>277.57</u>					
GEORGINA RUTHERFORD									
Approved									
13316	GEORGINA RUTHERFORD 003		LIBRARY/A DULT PROGRAMS	100.00	02/03/2025	10/02/2025			Approved
Total GEORGINA RUTHERFORD:				<u>100.00</u>					
GREEN & GOLD LLC									
Approved									

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 925

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13375	GREEN & GOLD LLC	001	LIBRARY/M OVIE LICENSE	125.00	08/26/2025	09/26/2025			Approved
Total GREEN & GOLD LLC:				<u>125.00</u>					
INGRAM LIBRARY SERVICES LLC									
Approved									
13350	INGRAM LIBRARY SERVICES LLC	90692579	LIBRARY/IN GRAM BOOKS	292.80	09/23/2025	10/22/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	90644154	LIBRARY/IN GRAM BOOKS	617.34	09/22/2025	10/22/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	90532898	LIBRARY/IN GRAM BOOKS	441.51	09/16/2025	10/15/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	90610019	LIBRARY/IN GRAM BOOKS	447.32	09/19/2025	10/15/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	90477881	LIBRARY/IN GRAM BOOKS	213.45	09/15/2025	10/15/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	90262617	LIBRARY/IN GRAM BOOKS	333.35	09/04/2025	10/03/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	90349006	LIBRARY/IN GRAM BOOKS	644.59	09/09/2025	10/09/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	90257368	LIBRARY/IN GRAM BOOKS	387.47	09/04/2025	10/03/2025			Approved
13350	INGRAM LIBRARY SERVICES LLC	90225762	LIBRARY/IN GRAM BOOKS	328.73	09/03/2025	10/03/2025			Approved
Total INGRAM LIBRARY SERVICES LLC:				<u>3706.56</u>					

J & H HEATING INC

Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 925

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
2984	J & H HEATING INC	W38764	LIBRARY/H VAC TROUBLES HOOT	825.00	09/05/2025	10/05/2025			Approved
Total J & H HEATING INC:				<u>825.00</u>					
JANI-KING OF MILWAUKEE									
Approved									
12411	JANI-KING OF MILWAUKEE	MIL10250343	LIBRARY/J ANITORIAL SVC OCTOBER 2025	2784.02	10/01/2025	11/01/2025			Approved
Total JANI-KING OF MILWAUKEE:				<u>2784.02</u>					
KUJAWA ENTERPRISES INC									
Approved									
6819	KUJAWA ENTERPRISES INC	513119	LIBRARY/L ANDSCAPE MNT- SEPT 2025	2313.25	09/01/2025	10/01/2025			Approved
Total KUJAWA ENTERPRISES INC:				<u>2313.25</u>					
MADISON COOPER									
Approved									
13259	MADISON COOPER	9925	LIBRARY/F RIENDS/AD ULTPROGR AMPRISES	27.00	09/09/2025	10/09/2025			Approved
Total MADISON COOPER:				<u>27.00</u>					
MEI TOTAL ELEVATOR SOLUTIONS									
Approved									
12216	MEI TOTAL ELEVATOR SOLUTIONS	1147330	LIBRARY/T ROUBLE CALL	375.00	09/09/2025	10/09/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 925

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
12216	MEI TOTAL ELEVATOR SOLUTIONS	1146812	LIBRARY/T ROUBLE CALL	468.75	09/03/2025	10/03/2025			Approved
Total MEI TOTAL ELEVATOR SOLUTIONS:				843.75					
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	507764444	LIBRARY/1 ADULT DVD	18.74	09/19/2025	10/19/2025			Approved
548	MIDWEST TAPE	507764442	LIBRARY/2 ADULT DVD	42.73	09/19/2025	10/19/2025			Approved
548	MIDWEST TAPE	507733874	LIBRARY/3 ADULT DVD	84.72	09/12/2025	10/12/2025			Approved
548	MIDWEST TAPE	507733875	LIBRARY/1 ADULT DVD	26.99	09/12/2025	10/12/2025			Approved
548	MIDWEST TAPE	507733873	LIBRARY/1 ADULT DVD	23.24	09/12/2025	10/12/2025			Approved
548	MIDWEST TAPE	507733871	LIBRARY/1 ADULT CD	12.79	09/12/2025	10/12/2025			Approved
548	MIDWEST TAPE	507733876	LIBRARY/1 ADULT DVD	32.34	09/12/2025	10/12/2025			Approved
548	MIDWEST TAPE	507699121	LIBRARY/1 ADULT CD	14.99	09/05/2025	10/05/2025			Approved
548	MIDWEST TAPE	507699123	LIBRARY/1 ADULT DVD	26.24	09/05/2025	10/05/2025			Approved
548	MIDWEST TAPE	507698178	LIBRARY/1 ADULT CD	11.24	09/05/2025	10/05/2025			Approved
548	MIDWEST TAPE	507699120	LIBRARY/1 ADULT DVD	25.49	09/05/2025	10/05/2025			Approved
548	MIDWEST TAPE	507699122	LIBRARY/1 ADULT DVD	18.74	09/05/2025	10/05/2025			Approved
548	MIDWEST TAPE	507669224	LIBRARY/1 CHILD DVD	11.24	08/29/2025	09/29/2025			Approved
548	MIDWEST TAPE	507669222	LIBRARY/4 ADULT DVD	104.96	08/29/2025	09/29/2025			Approved
548	MIDWEST TAPE	507669225	LIBRARY/2 ADULT DVD	53.98	08/29/2025	09/29/2025			Approved
548	MIDWEST TAPE	507669221	LIBRARY/1 ADULT DVD	25.49	08/29/2025	09/29/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 925

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
Total MIDWEST TAPE:				<u><u>533.92</u></u>					
MIDWEST TAPE - HOOPLA									
Approved									
12821	MIDWEST TAPE - HOOPLA	507679049	LIBRARY/H OOPLA INSTANT AUG 2025	869.07	08/31/2025	09/29/2025			Approved
Total MIDWEST TAPE - HOOPLA:				<u><u>869.07</u></u>					
MILWAUKEE PLUMBING & PIPING INC									
Approved									
5391	MILWAUKEE PLUMBING & PIPING INC	53465	LIBRARY/L ABOR & MATERIALS - LEAKING HOSE BIB	504.70	09/13/2025	10/13/2025			Approved
Total MILWAUKEE PLUMBING & PIPING INC:				<u><u>504.70</u></u>					
PAULINE HAASS PUBLIC LIBRARY									
Approved									
12948	PAULINE HAASS PUBLIC LIBRARY	20250829TAY	LIBRARY/R EPLACEME NT REIMBURSE MENT	25.00	08/29/2025	10/06/2025			Approved
Total PAULINE HAASS PUBLIC LIBRARY:				<u><u>25.00</u></u>					
RHYME BUSINESS PRODUCTS, LLC									
Approved									
13202	RHYME BUSINESS PRODUCTS, LLC	AR870891	LIBRARY/C OPIES 2025.09.23 TO 2025.10.22	145.60	09/22/2025	10/22/2025			Approved
Total RHYME BUSINESS PRODUCTS, LLC:				<u><u>145.60</u></u>					

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 925

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
TAYLOR COMPUTER SERVICES, INC									
Approved									
810	TAYLOR COMPUTER SERVICES, INC	28453	LIBRARY/D ELL PRO MICROS	2846.60	09/25/2025	10/25/2025			Approved
810	TAYLOR COMPUTER SERVICES, INC	28392	LIBRARY/M ANAGED SERVICES SEP 2025 & TECH SUPPORT	305.00	08/31/2025	09/30/2025			Approved
Total TAYLOR COMPUTER SERVICES, INC:				<u><u>3151.60</u></u>					
VUCKOVICH, SUE									
Approved									
11854	VUCKOVICH, SUE	9225	LIBRARY/M ILEAGE REIMBURSE MENT	12.60	09/15/2025	10/15/2025			Approved
Total VUCKOVICH, SUE:				<u><u>12.60</u></u>					
WAUKESHA PUBLIC LIBRARY									
Approved									
2657	WAUKESHA PUBLIC LIBRARY	20250903STI	LIBRARY/R EPLACEME NT REIMBURSE MENT	20.00	09/03/2025	10/03/2025			Approved
Total WAUKESHA PUBLIC LIBRARY:				<u><u>20.00</u></u>					
WISCONSIN LIBRARY ASSOCIATION									
Approved									
1319	WISCONSIN LIBRARY ASSOCIATION	24123	LIBRARY/W LA MEMBERSH IP GEORGE ANNUAL	171.00	09/25/2025	10/25/2025			Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND GeneralLedgerPeriod.GLPeriod 925

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
Total WISCONSIN LIBRARY ASSOCIATION:				<u>171.00</u>					
Total:				<u>21902.97</u>					

LOCAL GOVERNMENT INVESTMENT POOL

MONTHLY STATEMENT of ACCOUNTS**Department of Administration**

September 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	\$9,032,149.73
02) CAP EXP & CONST PROJ	\$525,279.67
03) SEWER DEBT REPLACE	\$2,750,556.22
04) SEWER INVESTMENTS	\$1,268,884.17
05) WTR UTIL INVESTMENT	\$634,297.95
06) TIF RELATED HOLDING	\$164,985.09
07) LAIMON DONATION/LAKESIDE PARK	\$272,024.62
08) CEMETARY PERPETUAL	\$37,248.20
09) SEWER HOOKUP FEES	\$1,956,071.55
12) WATER HOOKUP FEES	\$282,979.64
16) LIBRARY	\$101,966.82

TOTAL	\$17,026,443.66
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Date	Type	Memo	Deposits	Withdrawals	Balance
Acct# 01	GENERAL			Beginning Balance	\$10,897,265.83
09/05/2025	Withdraw - Wire	TRANSFER TO COVER PAYABLES 9/5/2025		(\$900,000.00)	\$9,997,265.83
09/15/2025	Withdraw - Wire	TRANSFER TO COVER PAYABLES 9/15/2025		(\$500,000.00)	\$9,497,265.83
09/25/2025	Withdraw - Wire	TRANSFER TO COVER PAYABLES 9/25/2025		(\$500,000.00)	\$8,997,265.83
09/30/2025	Interest	INT Sep 25 4.35%	\$34,883.90		\$9,032,149.73
	Account Total		\$34,883.90	(\$1,900,000.00)	\$9,032,149.73
Acct# 02	CAP EXP & CONST PROJ			Beginning Balance	\$523,407.12
09/30/2025	Interest	INT Sep 25 4.35%	\$1,872.55		\$525,279.67
	Account Total		\$1,872.55	\$0.00	\$525,279.67
Acct# 03	SEWER DEBT REPLACE			Beginning Balance	\$2,740,750.86
09/30/2025	Interest	INT Sep 25 4.35%	\$9,805.36		\$2,750,556.22
	Account Total		\$9,805.36	\$0.00	\$2,750,556.22
Acct# 04	SEWER INVESTMENTS			Beginning Balance	\$1,264,360.77
09/30/2025	Interest	INT Sep 25 4.35%	\$4,523.40		\$1,268,884.17
	Account Total		\$4,523.40	\$0.00	\$1,268,884.17
Acct# 05	WTR UTIL INVESTMENT			Beginning Balance	\$632,036.76
09/30/2025	Interest	INT Sep 25 4.35%	\$2,261.19		\$634,297.95
	Account Total		\$2,261.19	\$0.00	\$634,297.95
Acct# 06	TIF RELATED HOLDING			Beginning Balance	\$164,396.94
09/30/2025	Interest	INT Sep 25 4.35%	\$588.15		\$164,985.09
	Account Total		\$588.15	\$0.00	\$164,985.09

Acct# 07	LAIMON DONATION/LAKESIDE PARK			Beginning Balance	\$271,054.89
09/30/2025	Interest	INT Sep 25 4.35%	\$969.73		\$272,024.62
	Account Total		\$969.73	\$0.00	\$272,024.62
Acct# 08	CEMETARY PERPETUAL			Beginning Balance	\$37,115.42
09/30/2025	Interest	INT Sep 25 4.35%	\$132.78		\$37,248.20
	Account Total		\$132.78	\$0.00	\$37,248.20
Acct# 09	SEWER HOOKUP FEES			Beginning Balance	\$1,949,098.42
09/30/2025	Interest	INT Sep 25 4.35%	\$6,973.13		\$1,956,071.55
	Account Total		\$6,973.13	\$0.00	\$1,956,071.55
Acct# 12	WATER HOOKUP FEES			Beginning Balance	\$281,970.86
09/30/2025	Interest	INT Sep 25 4.35%	\$1,008.78		\$282,979.64
	Account Total		\$1,008.78	\$0.00	\$282,979.64
Acct# 16	LIBRARY			Beginning Balance	\$101,603.32
09/30/2025	Interest	INT Sep 25 4.35%	\$363.50		\$101,966.82
	Account Total		\$363.50	\$0.00	\$101,966.82

• 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	25483				243872	98.72%
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	20117				196632	95.70%
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	4870				42495	114.54%
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	157				1483	144.68%
Instant 2025	390	339	361	352	385	364	368	364	339				3262	94.80%
Total 2025	578	493	522	510	576	525	527	518	496	0	0	0	4745	106.25%
% 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%	21.06%				19.37%	
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	14,617				131,513	94.91%
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	4230				44111	106.33%
Daily average 2025	173	176	175	185	208	259	246	181	169					
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	603				5993	94.01%

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	98				1014	99.61%	
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	65				562	117.82%	
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	119				1240	96.80%	
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	5323				40243	460.24%	
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	440				3197	84.15%	
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	13921				144461	103.13%	
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	12				103	105.10%
Attendance	2025	291	676	494	771	319	728	783	31	556				4649	98.98%
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	4				68	119.30%
Attendance	2025	86	144	126	271	849	1198	678	300	111				3763	133.30%
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	3				22	104.76%
Attendance	2025	12	19	18	26	159	2	68	0	15				319	83.73%
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	12				95	97.94%
Attendance	2025	35	118	206	224	220	139	108	142	289				1481	92.97%

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	0				3	60.00%
Attendance 2025	0	0	120	0	0	404	0	0	0				524	78.44%
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	0				3	300.00%
Attendance 2025	0	0	0	0	0	0	125	158	0				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	0				7	116.67%
Attendance 2025	0	15	121	38	20	0	0	736	0				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	3				33	126.92%
Attendance 2025	104	144	95	110	92	284	241	399	106				1575	144.89%
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	0				11	91.67%
Attendance 2025	196	366	375	0	0	0	0	255	0				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	0				4	66.67%
Attendance 2025	0	0	0	0	0	357	165	52	0				574	54.00%

Pewaukee Public Library Director's Report October 2025

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

- Circulation has continued to stay busy in September. The number of materials to check in and shelve, as well as patron interactions, is still high, though not as high as it was in the height of summer.
- I attended a Repair Workshop in September hosted by the Wauwatosa Library and organized by the Bridges Library System. An expert on book repair demonstrated different methods of repairing books with various types of damage. The methods I learned have already helped me to repair some items more effectively, instead of needing to replace them.
- A new page, Jason, joined us at the beginning of September. He is an intern through a job agency. He has picked up the tasks of the job very well and has quickly become a valued member of the circulation team.
- With our clerk, Lynn, going to substitute status, I hired a new clerk, Jess, who started on 9/29. Jess comes from a customer service manager background and is a prospective MLIS student. She has been learning quickly and doing very well so far.
- Another clerk, Abbie, also gave notice in September and requested to stay on as a substitute. I will be interviewing and hiring another clerk in the coming weeks.

Thanks for everything you do!

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

Thanks for having me speak at the last meeting. Also, great to share what we're doing here at the library! Nan and I made a decision a few weeks ago and have hired Lauren T. to fill the new Librarian position in the Kids department. Lauren is a paraprofessional in a school library at MPS, so has a lot of great experience. She is also on track to completing her MLIS next year. This will be her first public library job, so it might be a steep learning curve. But procedures can be taught, enthusiasm and a deep knowledge of kids lit can't, and Nan and I feel strongly that she is the strongest candidate we were presented. This will be my first time training a librarian ever, so this will be taking the bulk of my time for the next couple of weeks.

Otherwise, we're excited to be starting programing back up and getting ready for Trick or Treat in the Library!

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - September 2: Village Department Heads Meeting
 - September 2: Village Board meeting for initial review of the Library Budget and resolution approval
 - September 9: Act 150 Meeting in Oconomowoc
 - September 10: Budget meeting with Mayor of Pewaukee
 - September 12: Bridges APL at Brookfield
 - September 15: City Council meeting for resolution approval
 - September 16: Library Foundation Meeting

Pewaukee Public Library Director's Report October 2025

- September 17: Library Board Meeting
- September 18: PPL Department Heads Meeting
- September 26: Finance Committee Budget Workshop for the City of Pewaukee
- *Employee Updates.*
 - Peter and I were able to hire a new part-time Children's Librarian. We are excited for Lauren Tatum to join our team. Lauren's first day is scheduled for Thursday, October 9, 2025.
 - Lynn Roeper resigned as a regular Library Clerk but is able to continue to work for us on a substitute basis. Lynn's last day of regular employment was Friday, September 26, 2025.
 - Emma was quickly able to fill the vacant Library Clerk position and we have hired Jessica Engelbrecht. Jess's first day was Monday, September 29, 2025.
- *Building Updates:*
 - The electric strike plate on the staff entrance failed. This plate works in conjunction with our fob system which staff use to enter the building. Since this took over a week to fix, door keys were issued to staff and the Bridges delivery company to gain entrance to the building. The cost to fix this issue was \$1,098.99.
 - I have met with a representative from Focus on Energy after learning about their incentive program at a workshop. Chris Seitz did an onsite visit to the Library and is preparing an incentive proposal for the installation of the new HVAC control system.
- *Update on Transition from Hoopla to Libby.* Patrons have received an E-Blast notification that Hoopla will be discontinued as of Friday, October 17th. This information is also available on our website and you can read our [FAQ](#). The transfer of licenses from Hoopla to Libby has been approved. We will also start our own Advantage Account in Libby. From this account, Pewaukee patrons will have priority access to titles in the Pewaukee Advantage account and the Bridges Advantage account. Pewaukee will retain ownership of the licenses that we purchase. Following Advantage setting, titles will be made available on a statewide basis when not in use by Pewaukee Patrons. This new account will benefit the Library System as our additional licenses will help alleviate stress on system waitlists.
- *Library Foundation.* The Library Foundation approved my funding request for the Library to be able to purchase a 2nd AI-powered vacuum. This request was approved and the purchase has been initiated. I will begin to develop a new cleaning plan to incorporate the use of these devices.
- *Exemption from the County Library Tax.* The City also approved and submitted their paperwork. This approval took place at their September 15th Council Meeting.
- *Book Procurement.* Our primary book vendor, Baker & Taylor, has ceased operations. The company has faced ongoing challenges since a major cybersecurity attack in 2022, and this year they have struggled to fulfill our orders. In response, we had already begun sourcing backordered items from Ingram, and moving forward, Ingram will serve as our primary vendor. I am also exploring additional options, including Amazon and Follett, both of which are attempting to fill the gap left in the market. However, it remains uncertain which vendor(s) will be able to meet the significant demand created by Baker & Taylor's exit. As the industry adjusts, we may experience some delays or disruptions in acquiring new materials.
- *2026 Joint Library Budget and 2026 Capital Improvement Budget Request (AGENDA ITEM).* The Library Board's next meeting is scheduled for Wednesday, November 19. As the City's budget adoption meeting is set for November 3 and the Village's for November 18, this meeting will be the final opportunity for the Library Board to make changes to its overall monetary

Pewaukee Public Library Director's Report October 2025

request. While the updates I am proposing do not significantly alter the municipal funding requests, they provide the Board with flexibility to add or delay certain projects depending on the final outcomes from the City and Village in November. If the Board is inclined to move forward with any of these proposals, I request formal approval at this meeting.

- **Correction to the City Minimum Contribution.** There was a slight miscalculation in the City's minimum in my budget compared to the amount that was approved in the City's resolution. The actual minimum for the City is \$879,446. I had originally calculated \$879,386, an increase of \$60.00
- **Resulting Adjustments Above the Minimum.** Due to the corrected minimums, there are slight changes in the "above minimum" contribution calculations:
 - Village minimum decreased from \$5,977 to \$5,956 (a reduction of \$21.00)
 - City minimum decreased from \$11,080 to \$11,041 (a reduction of \$39.00)
- **2026 Benefit Open Enrollment.** Open enrollment for 2026 benefits is October 6 – October 31. Final benefit costs will not be available until November and may change based on employee elections.
- **Addition of Vision Benefits.** The Village has approved vision insurance as a new optional benefit. There is no budget impact, as employees will cover the full premium. I want to thank Matt Heiser for supporting this addition, which meets a long-standing staff request and enhances our benefits package at no additional cost to the Library.
- **Compensation Study.** The Village has included funding for a compensation study in their 2026 budget. As the Library falls under the Village umbrella and has not participated in a formal study since 2015, I recommend the Board request inclusion. If accepted, the Library would contribute to the cost, which I propose be funded as a Library Outlay (Fund Balance) Project.
- **Website Redesign.** Staff have expressed a need for an updated website. Our current one was created in 2014 by a staff member. A redesign would improve functionality and help us comply with the ADA Title II Web and Mobile Accessibility Rule. I propose including this project as a Library Outlay (Fund Balance) Project.
- **Carpet Replacement.** It's time to begin addressing carpet replacement needs. I've received an estimate to replace the carpet in the Meeting Room and Visaya Room, both of which have minimal furniture and are easily accessible for this kind of work. I propose this expense be included as a Library Outlay (Fund Balance) Project.
- **Harwood RFP and Project Management Assistance (AGENDA ITEM).** As with the roof project, I believe engaging outside expertise would be beneficial for the success of this initiative. The Zimmerman Group referred me to Harwood Engineering Consultants to provide technical support. I have requested a "time and materials, not to exceed" proposal from Harwood for their assistance. I respectfully ask that the Board consider approving this proposal. As outlined in the document, the Library would be billed only for the hours actually worked by Harwood, and only if their services are utilized.
- **2026 Calendar of Library Hours and Holiday Closings (AGENDA ITEM).** The proposed 2026 calendar maintains the current schedule of operating hours. Holiday closures align with those recognized in the Library's employee handbook, and additional closures follow established patterns from previous years. I respectfully request that the Board review the proposed calendar and consider it for adoption.

**Pewaukee Public Library 2026 Budget
Approved 8.20.2025 w/ October 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 Computer Equipment/Installation	24,176	24,176	0	25,366	25,366	25,252	-114	-0.45%
Taylor Computing - Managed Services	9,000	11,511	2,511	1,827	9,000	9,000	0	0.00%
Software Licenses	5,800	3,774	-2,026	2,080	4,244	4,160	-84	-1.98%
Envisionware Software & Maintenance	2,675	1,936	-739	1,427	3,280	2,700	-580	-17.68%
T-1 Line: Wisnet	1,777	3,214	1,437	2,317	2,458	3,214	756	30.76%
	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/ October 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/ October 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	39,000	14,000	56.00%
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			0	19,935	15,000	0	-15,000	-100.00%
Carpet Replacement		44,181	44,181		0	14,000	14,000	100.00%
Website Upgrade						15,000	15,000	#DIV/0!
Compensation Study						10,000	10,000	#DIV/0!
TOTAL OPERATIONS BUDGET EXPENDITURES	1,318,543	1,393,034	74,491	627,846	1,345,578	1,376,464	30,886	2.30%

**Pewaukee Public Library 2026 Budget
Approved 8.20.2025 w/ October Updates**

<i>OPERATIONS BUDGET REVENUES</i>	<i>Budget 2024</i>	<i>Actual 2024</i>	<i>Actual 2024</i>	<i>June 30, 2025 Actual</i>	<i>Budget 2025</i>	<i>Budget 2026</i>	<i>Actual +/-</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	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 - Library Improvement Grant	3,000	3,000	0	0	3,500	3,500	0	0.00%
Delta Kappa Gamma		202		300			0	#DIV/0!
Bridges - Adult Program Grant		400		0	500	500	0	0.00%
LSTA SEWI Grant		2,081					0	#DIV/0!
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	39,000	-18,211	-31.83%
Revenue Sub Total	139,721	218,785	79,064	90,146	206,475	217,544	11,069	5.36%
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	879,446	9,759	1.12%
49000-000 City Above the MIN.			0	0	0	11,041	11,041	100.00%
Total City Contribution	896,675	896,675	0	434,934	869,687	890,487	20,800	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	5,956	5,956	100.00%
Total Village Contribution	262,534	262,534	0	131,076	262,153	268,433	6,280	2.40%
SUB TOTAL	1,298,930	1,377,994	79,064	656,156	1,338,315	1,376,464	38,149	2.85%

**Pewaukee Public Library 2026 Budget
Approved 8.20.2025 w/ October 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> +/-	% 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> +/-	% 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!

September 29, 2025

Nan Champe
Library Director
Pewaukee Public Library
210 Main St.
Pewaukee, WI 53072

RE: PEWAUKEE PUBLIC LIBRARY CONTROLS RFP ASSISTANCE
Pewaukee, WI

Hello Nan:

Harwood Engineering Consultants Ltd. (Harwood) is pleased to provide a proposal for Professional Engineering Consulting Services for the above-referenced project, including our terms and Time and Materials Not To Exceed fees provided below. We will bill only what Time and Materials we spend as part of this assistance effort.

We understand the project to be assisting the Library with compiling an RFP for Design-Build Control Contractors to replace the building's current Building Automation System. Our anticipated scope is listed below:

- One (1) site visit to meet with you to review the facility, understand the problems experienced, and understand the needs of the project.
- Assist with writing the RFP for the controls contractor's scope. We do not anticipate providing any drawings or specifications, but would utilize existing drawings to show the relative scope and locations of equipment for the contractors. It is understood that the Library will provide the typical RFP language, and we will assist with the technical portions.
- Review bids with you and your team to help compare apples to apples.
- Review the final construction installation with one (1) site visit as a consultant to confirm scope has been completed as written, and assist with setpoint and optimization questions.

Mechanical / \$ 3,600 (Time and Materials Not To Exceed)

- Detail: Spencer Cook, P.E. - \$235/hour at approximately 15 hours of total time plus mileage reimbursibles.

General Assumption (applies to all disciplines)

Any disassembly, removal or openings required to view components which need viewing and are not readily visible otherwise, is not included in our fee.



September 29, 2025

Page 2 of 3

Construction Administration

During the Construction Administration phase, we shall perform one site visit to confirm installation, assist with set point adjustments, and ensure that the Library is properly trained with the new system.

Reimbursable Expenses

Standard reimbursable expenses shall be billed at cost x 1.0 and shall include but not be limited to mileage and other necessary incidentals.

Additional Services

Any extra services requested and approved by the client will be invoiced on an hourly basis at our then-current billing rates in effect at the time the services are performed.

Terms and Conditions

Harwood Engineering Consultants, Ltd. (Harwood) has not provided any project budget guidance and therefore is not accountable or responsible for previously established project budgets. If costs associated with this project to meet the Owner's expectations exceed the established budget Harwood will be reimbursed to modify documents necessary to bring this project within the initial budget.

In the event the scope of the project is altered, Harwood reserves the right to negotiate appropriate compensation for engineering such changes. Harwood reserves the right to suspend all activity on this project until the negotiations for additional engineering services are resolved.

If this proposal meets with your approval, the authorization to begin may be indicated by signing in the space provided below and returning a signed copy to Harwood. This proposal is based generally on the terms and conditions of the Standard Form Statement between Architect and Consultant, AIA C401 latest edition.

Invoices shall be sent monthly with payment due within 60 days of receipt. Should the production effort be interrupted due to late receipt of payments, it may be necessary to adjust the schedule. We reserve the right to charge interest at the rate of 1.0 percent per month on the balance outstanding, 60 days after the date of the invoice, and shall be added and compounded monthly. We reserve the right to withhold plans and documents from the review, signature, or distribution process, until account is currently paid.

This proposal remains in effect for a period of not more than six months from the date of this letter. After that time, we will be happy to review our proposal and update our fees, if necessary.



September 29, 2025
Page 3 of 3

Conclusion

Nan, we trust this proposal meets with your approval. We look forward to working with you and your staff. If you have any questions or comments, please feel free to contact us.

Sincerely,

Harwood Engineering Consultants, Ltd.

A handwritten signature in blue ink, appearing to read 'Spencer Cook'.

Spencer Cook, PE
Vice President | Director of Mechanical Engineering

Please sign and return to proceed.

For: **Pewaukee Public Library**

Signature

Title

Date

PEWAUKEE PUBLIC LIBRARY 2026 HOURS OF OPERATION

MONDAY – THURSDAY 9 AM – 8 PM

FRIDAY 9 AM – 5 PM

SATURDAY 9 AM – 4 PM

SUMMER SATURDAY 9 AM – 1 PM (MAY 30 THROUGH AUGUST 29)

2026 Holiday Closures			
HOLIDAY	DAY	DATE	NOTES
New Year's Day	Thursday	January 1	
Memorial Day Weekend	Saturday	May 23	
Memorial Day	Monday	May 25	
Independence Day (Observed)	Friday	July 3	
Independence Day	Saturday	July 4	
Labor Day Weekend	Saturday	September 5	
Labor Day	Monday	September 7	
Day Before Thanksgiving	Wednesday	November 25	Close early at 6 pm
Thanksgiving Day	Thursday	November 26	
Thanksgiving	Friday	November 27	
Christmas Eve	Thursday	December 24	
Christmas Day	Friday	December 25	
New Year's Eve	Thursday	December 31	
New Year's Day	Friday	January 1, 2027	

PPL Library Director's Year-in-Review May 2024-2025

This year-in-review highlights key accomplishments aligned with the Library Director's annual goals and highlights major projects completed since my last review in May of 2024. The focus is on initiatives and achievements that go beyond the routine operational and managerial responsibilities of the role.

2024-2025 Director Goals

1. New Security Gates (Capital Project).
2. Copier Replacement and Service enhancements (Capital Project)
3. Lower-Level Carpet Replacement and Updates (Capital Project)
4. Continue to support the efforts of the Joint Library Board Committee to develop and implement a new Joint Library Agreement.
5. Support the Library Board in implementing the newly approved Joint Library Agreement.
6. Continue to create a comprehensive plan for Capital Projects and Maintenance Improvements.
7. Update the **Library's Financial & Purchasing Policy**.
8. Draft and propose a new **Fund Balance Policy**.
9. Draft and propose a new **Naming Rights & Dedications Policy**.
10. Lead the implementation of the **Pewaukee Public Library's Strategic Plan 2024-2026**.
11. Work to development a plan to build and fund an outdoor programming space at the Library.

Facility Projects

I served as the project coordinator for each of the initiatives listed below. My role included gathering and comparing vendor quotes, preparing project information and cost analyses for Library Board review, coordinating with contractors, managing timelines, and ensuring successful installation and implementation. These projects reflect strategic investments in the Library's infrastructure, safety, and long-term sustainability.

- **Security Gates (2024)**. This installation including a change to wide aisle gates to make access easier to the Library. With this change, the Library is now exclusively one vendor for most of add on services throughout the Library.
- **Copiers (2024)**. The Library moved to an ownership model instead of a lease model for library copy machines. With a capital investment of \$8374.00 in equipment in 2024, the Library has seen a dramatic change in their annual operations cost from a high of \$10,935.30 in 2023 to \$1,783.02 for 2025 (projected). With the new machines, we were also able to enhance patron services by now offering color printing and scanning services.
- **Carpet (2024)**. After unexpected flooding in the lower level, new carpeting was installed throughout the affected area. This project also served as a catalyst for additional improvements, including upgrading to LED light fixtures in the adult non-fiction collection and reconfiguring the shelving and seating in the magazine area.

- **Security Cameras (2025).** The Library upgraded their security cameras and the software used to monitor the system. An outside camera was added for increased security of the back parking lot and garbage storage area.
- **Water Softener Replacement (2025).** The unexpected failure of the Water Softener created the need to replace the system. This project was unique in that it was the first time for management of a project that required an emergency capital request from the City and Village in accordance with the new Joint Library Agreement
- **LED Light Replacement (2025).** We continue to try to systematically upgrade lighting fixtures in the building to improve the quality of the lighting and to realize energy efficiencies. Lights in the Visaya Room and YA Collection area were replaced.

New Joint Library Agreement and Board Transition

I played an active and advisory role in the transition to the new Joint Library Agreement, which secured the future of the joint library the governance and operational framework for at least twenty more years. My responsibilities included serving as a technical advisor, preparing draft documents, coordinating with legal counsel, and ensuring that all supporting governance documents and policies were aligned with the updated agreement. I also worked closely with the Library Board, City, and Village to support a smooth and informed transition.

- **Joint Library Agreement (2024)** I served as a technical advisor during the discussions and development of the new Joint Library Agreement. I participated in drafting and reviewing the document, which was successfully adopted by both the City and the Village in September 2024.
- **Library Building Lease Agreement (2025)** In conjunction with the new Joint Library Agreement, I assisted in drafting and reviewing a new Library Building Lease to ensure consistency with updated terms and responsibilities.
- **Bylaws of the Pewaukee Public Library Board of Trustees (Updated 2024)** I collaborated with the Library's attorney to draft updated Board Bylaws, supporting a smooth governance transition under the terms of the new Joint Library Agreement.
- **Fund Balance Policy (2025)** I developed and proposed a new Fund Balance Policy to ensure the Library's financial practices complied with the updated agreement and reflected clear, responsible stewardship of library funds.
- **Updated Annual Budget Request and Capital Requests (2025).** I updated the annual budget request to include detailed cost-sharing calculations in accordance with the new Joint Library Agreement, along with an overview of the Library's current fund balance. Additionally, I drafted a new Capital Replacement Plan and provided supporting cost estimates to guide future planning and decision-making.

Policy Development and Revision

Up-to-date and well-crafted policies are essential for clearly communicating the Library Board's authority and expectations to staff, as well as for supporting consistent library operations. Given the evolving nature of library services, it is important to regularly review existing policies and develop new ones in response to operational changes, technological advances, and community needs.

Throughout the year, I played an active role in identifying policy gaps, advising the Library Board on areas requiring attention, and drafting new and revised policies for adoption and implementation.

- **Fee Schedule - revised (2024)**
- **Library Card Policy - revised (2024)**
- **Electronic Payment using Square Policy - new (2025)**
- **Security Camera Policy - new (2025)**
- **Fund Balance Policy - new (2025)**
- **Privacy of Library Records and Library Use Policy - revised (2025)**
- **Naming and Dedications Policy - new (2025)**

General Library Updates including Technology and Innovation

I remain committed to meeting the evolving needs of our patrons and adapting to the continually changing landscape of library services. In 2024 and 2025, the Library introduced several key initiatives aimed at enhancing service delivery, improving operational efficiency, and leveraging new technologies—all while maintaining a strong focus on fiscal responsibility and responsible stewardship of public funds.

- **Investments (2024).** Library's fund balance and to increase Library revenues, I researched and presented investment options to the Library Board. Upon review and approval, these options were implemented, resulting in a more strategic and effective approach to managing Library finances.
- **Square Payment System (2025).** In response to patron feedback, the Library implemented a Square payment system, allowing users to pay fees and charges using credit or debit cards on-site. This long-requested enhancement has improved convenience and streamlined payment processing.
- **New part-time Children's Librarian (2025).** Following a recent resignation, I identified an opportunity to rebalance staffing between the Adult and Children's departments while also addressing the growing demand for children's programming and outreach services. Instead of filling the vacancy with a new Adult Librarian, I opted to hire a part-time Children's Librarian. Simultaneously, a Children's Library Assistant was reassigned to the Adult Department. This strategic realignment equalized staffing levels across both departments and supports a key organizational goal: expanding services and programming within the Children's Department.
- **Competitive Grant Award – AI-Powered Vacuum (2025).** I successfully secured a \$5,000 competitive grant from the Bridges Library System to purchase an AI-powered vacuum. This innovative project aims to enhance the quality and efficiency of the Library's cleaning services, with long-term goals of improving overall cleanliness and achieving cost savings.
- **Engaged Garland for Roof Evaluation and Replacement Planning (2025):** To ensure the Library receives high-quality technical support for roof evaluation, repairs, and future replacement, I identified and proposed partnering with Garland, a company specializing in building envelope solutions. This proactive approach supports the long-term

preservation of Library facilities and provides expert guidance for managing a high-cost capital project.

- **Pewaukee Advantage Account in Libby (2025):** In response to the continued growth in demand for digital titles, I established a dedicated Advantage Account in Libby for Pewaukee residents. This initiative will prioritize local patron access, help to reduce wait times, and will support more strategic, targeted investment in the Library's digital collection.

2025 : PPL Director's Performance Survey for Library Staff/Community

Ratings Scale

5- Excellent. Performance consistently exceeded expectations in all *essential* areas of responsibility. The quality of work overall was excellent. This rating will be the exception rather than the norm.

4- Very Good. Performance consistently met expectations in all *essential* areas of responsibility, at times possibly exceeding expectations. The quality of work overall was very good.

3-Satisfactory. Performance consistently demonstrates capable or satisfactory performance. The quality of work is good.

2- Needs Improvement Demonstrates adequate performance but needs to improve in one or more significant aspects that are critical in this area. Training is required.

1- Unsatisfactory. Generally does not meet any of the minimum standards of performance required in this area of responsibility. The quality of work is poor. A performance improvement plan is advised.

**** You are NOT required to provide a response for every category. If you have not interacted with the Library Director in a certain capacity, please leave the ratings scale blank.**

1. Professionalism

- Interacts with individuals in a reasonable, professional and productive manner.
- Represents the Pewaukee Public Library with a professional demeanor and appearance.
- Establishes and maintains effective working relations with community stakeholders including local government and community groups.
- Handles difficult and emergency situations tactfully and efficiently.

1	2	3	4	5
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2. Communication

- Communicates in a clear and professional manner orally and in writing.
- Provides consistent and regular information to individuals and groups. Responds to inquiries and questions in a timely manner.
- Respects and encourages feedback as part of the communication process.

1	2	3	4	5
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3. Job Knowledge/Management

- Demonstrates a comprehensive background and understanding of all aspects and services of Librarianship.
- Plans, organizes, coordinates and directs a balanced program of library services and technologies.
- Provides support, knowledge and training to others.

1	2	3	4	5
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4. Innovation

- Demonstrates the ability and willingness to adapt to industry and technological changes.
- Fosters an environment where new ideas, change, and professional development is encouraged.
- Monitors trends and is aware of library service initiatives on a local, state and federal level.
- Researches, develops and proposes new concepts, processes and procedures.

1	2	3	4	5
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5. Comments

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2025 PPL Director Performance Survey for BOT

Ratings Scale

5- Excellent. Performance consistently exceeded expectations in all *essential* areas of responsibility. The quality of work overall was excellent. This rating will be the exception rather than the norm.

4- Above Expectations. Performance consistently met expectations in all *essential* areas of responsibility, at times possibly exceeding expectations. The quality of work overall was very good.

3- Meets Expectations. Performance consistently demonstrates capable or satisfactory performance. The quality of work is good.

2- Needs Improvement. Demonstrates adequate performance but needs to improve in one or more significant aspects that are critical in this area. Training is required.

1- Unsatisfactory. Generally does not meet any of the minimum standards of performance required in this area of

1. Professionalism & Communication

- Models ethical behavior and integrity.
- Communicates in a clear and professional manner orally and in writing.
- Maintains a professional demeanor in all interactions.
- Responds to questions and inquiries in a timely manner.
- Effectively represents the library to stakeholders and the public.
- Handles conflicts or emergencies with composure and tact.

1	2	3	4	5
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2. Library Operations

- Provides clear direction, support, and performance evaluation of library staff. Fosters a positive and productive working environment.
- Effectively addresses personnel matters and actively promotes staff development, teamwork, and collaboration.
- Oversees the planning, development and delivery of high-quality programs that are responsive to the diverse needs of community.
- Ensures that the library's collection remains current, relevant and aligned with community interests. Collection development is guided by usage data, community feedback and strategic priorities.

1	2	3	4	5
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3. Budget & Finance

- Effectively monitors and manages library expenditures, ensuring responsible use of public funds.
- Provides timely and comprehensive reports to the Library Board and other stakeholders.
- Ensures compliance with financial policies, procedures and legal requirements.
- Seeks cost-effective solutions without compromising library service quality.
- Prepares an accurate, transparent, and reasonable annual budget in alignment with the library's strategic goals.
- Maintains transparency and integrity in all financial dealings.

1	2	3	4	5
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4. Facility & Technology

- The library building and grounds are well-maintained and in good condition.
- Regular maintenance is completed in a timely fashion and service contracts are reviewed regularly.
- Cybersecurity is prioritized and staff are provided with necessary tools and training.
- Capital needs are reviewed and reported to the Library Board in a timely fashion.

1	2	3	4	5
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5. Community Engagement & Advocacy

- Builds positive relationships with community stakeholders and partners.
- Advocates for the library's role in the community.
- Promotes library services and programs effectively.
- Participates in civic and professional organizations as appropriate.

1	2	3	4	5
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6. What are the Library Director's greatest strengths?

7. In what areas could the Library Director improve or grow professionally?

8. 2024-2025 Goals

1. New Security Gates (Capital Project).
2. Copier Replacement and Service enhancements (Capital Project)
3. Lower-Level Carpet Replacement and Updates (Capital Project)
4. Continue to support the efforts of the Joint Library Board Committee to develop and implement a new Joint Library Agreement.
5. Support the Library Board in implementing the newly approved Joint Library Agreement.
6. Continue to create a comprehensive plan for Capital Projects and Maintenance Improvements.
7. Update the **Library's Financial & Purchasing Policy**.
8. Draft and propose a new **Fund Balance Policy**.
9. Draft and propose a new **Naming Rights & Dedications Policy**.
10. Lead the implementation of the **Pewaukee Public Library's Strategic Plan 2024-2026**.
11. Work to development a plan to build and fund an outdoor programming space at the Library.

Review and provide feedback the Library Director's 2024-2025 Goals.

9. Proposed Goals for 2026

1. Complete the capital project for flat roof replacement.
2. Complete the capital project to replace the HVAC control system.
3. Evaluate and redesign the Library's website to improve user experience and accessibility.
4. Update the Library's **Financial and Purchasing Policy** to reflect current best practices.
5. Participate regularly in continuing education to stay current with library leadership and industry trends.
6. Develop and implement strategic projects in collaboration with the Friends of the Library and the Library Foundation.
7. Reimagine daily cleaning operations by expanding the use of AI-powered technology.
8. Continue evaluating the e-materials collection and pursue collaborative partnerships to ensure the evolving needs of Pewaukee residents are met.
9. Monitor, evaluate, and implement emerging innovations and trends in library services.

Review and provide feedback on the proposed goals for 2026.

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Subject: 2025 Pewaukee Public Library – Library Director Performance Evaluation Survey

Hello,

The Pewaukee Public Library Board of Trustees is conducting a performance evaluation of our Library Director Nan Champe and we are seeking your input as part of this important process.

Your feedback is highly valued and will help ensure a comprehensive and thoughtful review. Please take a few minutes to complete the electronic survey by **[insert date]**.

All responses are anonymous; however, your response will be shared with the Library Director as part of the review process.

If you would prefer a printed version of the evaluation form or have any questions, please contact the Review Committee at **boardcommittee@pewaukeelibrary.org**.

Thank you for your time and participation.

Best regards,

Leslie Miller and Ann Wright
Board of Trustees, Pewaukee Public Library

2025 Library Director's Review - Receiptants of Survey DRAFT

Position	Last Name	First Name	Email address
Administrator, City	Klein	Scott	sklein@pewaukee.wi.us
Administrator, Village	Heiser	Matt	villageadmin@villageofpewaukeewi.gov
Director, Bridges Library System	Larson	Brittany	blarson@bridgeslibrarysystem.org
President, Pewaukee Public Library Foundation	Yurk	Rachel	yurkrac@pewaukeeschools.org
President, Pewaukee Public Library Friends	Krasovich	Chris	pkelibraryfriends@gmail.com
Library Employee	Blenske	Peter	ysmanager@pewaukeelibrary.org
Library Employee	Branske	Eric	ebranske@pewaukeelibrary.org
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Library Trustee	Jansen	Lisa	lisajansen1034@att.net
Library Trustee	Miller	Leslie	lmiller71187@yahoo.com
Library Trustee	Noll	Dale	pewaukeepatriot@gmail.com
Library Trustee	Wildman	Karen	wildmanfam@gmail.com
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Evaluating the Director

Evaluating the library director is often one of the more difficult tasks faced by a public library board of trustees, but it doesn't need to be. It is only difficult when a board is unsure of the process to follow or the criteria to be used to evaluate the job performance of their director. The following is a discussion of the methodology and criteria a board may use to carry out the review. Though this *Essential* is a discussion of evaluating the director, some of these methods may be used by the director to evaluate other staff.

There are several good reasons for carrying out a review of your library director:

- A review provides the director with formal feedback on his/her job performance.
- A review can be a tool for motivation, encouragement, and direction.
- A review can provide the board with valuable information about the operations and performance of the library.
- A review can help to establish a record of unsatisfactory performance if there is ever cause to discipline the director or terminate employment.
- A review can give the board and the director a formal opportunity to evaluate the job description and adjust it as necessary.

A well-executed performance review is the culmination of formal and informal communication carried out throughout the year regarding the activities of the director. Problems are best brought to the attention of the director as they occur, rather than stored up for the annual review. Success, accomplishment, and simple hard work or dedication should be acknowledged as it is observed, as well as at the annual review.

Who Should Carry Out the Review?

Though it is the board as a whole that is responsible for oversight of library operations and the activities of the library director, often boards decide to delegate the task of developing a preliminary evaluation of the director to a personnel committee or specially appointed committee of the board. Whether the whole board takes part or a committee does the work depends on the makeup of the board and the time available to board members. Often a board may have experienced managers or human resource professionals among its members. Other board members may be less experienced in personnel management. The key here is consistency and deciding ahead of time who will take part. At any rate, the *entire* board should review, discuss, and approve the final written evaluation.

Those charged with carrying out the evaluation should avoid relying on chance comments from library employees. Comments solicited from employees *with the knowledge of the director* can be helpful when solicited in a formal, organized

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In This Trustee Essential

- Reasons for evaluating the director
- Who should carry out the review
- The basis and criteria for the review
- Methods and questions to consider

fashion. Board members should bear in mind that the director is hired to manage the daily operations of the library on behalf of the board and community. The chain of communications should always flow from library employees through the director to the board.

The Basis for the Review

The performance review should be based on three factors:

1. The director's performance as it relates to a written job description (see attached sample form, which incorporates points from the sample job description furnished with [Trustee Essential #5](#)).
2. A list of objectives for the preceding year jointly written and agreed upon by the director and the board.
3. The success of the library in carrying out service programs, as well as the director's contribution to that success.

The director's job description should be kept up to date and be a realistic statement of the work that needs to be done. The director needs to know what is expected. For example, what role will the director play in fundraising? Is the director the primary fundraiser, or is a volunteer or member of the board the primary fundraiser? Is the director expected to work a service desk? Is the director expected to attend every city council meeting? A director should not be faulted for failing to do something that was never officially decided at the time of hire or at a later board meeting.

Including a discussion of the director's job description at the time of hire and during the annual performance review provides an opportunity to change the job description as the needs of the organization change. Job descriptions need to change as technology and environmental factors affect them. The library director is the resident authority on what is new at the library and how tasks change in light of new priorities. Board members can learn a lot about the library by discussing changes in staff job descriptions with the director.

Establishing a list of objectives for the director is important to assure continued growth for the director as an individual as well as for the organization. Some objectives may be project oriented, such as completing a weeding of the collection in the coming year, or upgrading the automation system. Other objectives may be more personal, such as those contributing to professional development. Though the director should be the one primarily responsible for suggesting his or her objectives for the coming year, they should be discussed and agreed upon by the board.

The objectives of the director should be closely related to the strategic plan of the library. Establishing objectives can be an exercise in creativity in searching for new ways to improve the library. Failure to attain some objectives does not necessarily indicate poor job performance. Many times, outside factors may have prevented success or a director may simply have been too ambitious in the number of projects planned for a year. Some objectives may not be reached because they were experimental in nature. The important factors to remember when evaluating

objectives are progress, initiative, and the willingness of the director to expand the limits of his or her work and understanding. A director who accomplishes all of his/her objectives may be an exceptional employee or may simply have been quite conservative in what he or she set out to do.

Assessing the degree to which the director contributes to the success of the organization can be especially helpful to library boards as they evaluate the director. Library board members are continually viewing the library from the outside, since they do not participate in the daily management of the organization. Good board members are library users who experience library services first hand. As community leaders, they are aware of the image of the library within the community. The library board needs to be able to examine the resources of the library and the resourcefulness of the director and see how these have been utilized to manage library services successfully.

Examining resource management is a far more reliable tool for reviewing the library director than relying on subjective comments from individuals. The board has a variety of resources at its disposal by which to evaluate resource management. The monthly financial statement and statistical reports are good examples. Your library system office can also suggest a variety of output measures by which the board may judge the success of the library and, by extension, the success of the director.

How to Conduct the Review

When conducting the annual formal performance review, it is very helpful to have the director fill out review forms as a self-assessment. The board, or review committee, should fill out a second set of forms. By comparing assessments, the director and board can easily establish areas of agreement and work to resolve disagreements. All discussions of the director's job performance should be carried out in legally posted closed session meetings. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

The director's self-assessments may or may not be considered part of the permanent record; however, the director should have the opportunity to respond in writing to reviews placed in his or her permanent file. Written comments should always be part of the permanent record with one copy kept at the library and a second copy kept at city hall. No performance review should ever be placed in a personnel file without the knowledge of the director. The director should sign the review indicating that he or she has been given the opportunity to read and discuss the evaluation. Signing a review should not be construed as agreement.

The basis of the evaluation should be the up-to-date job description and the annual performance objectives agreed to by the director and board. See the *Sample Annual Library Board Calendar* (attached to [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#)) for a possible evaluation timetable. There are many forms available for your adaptation and use when evaluating a director. Your library system office should be able to furnish you with some samples. (See also the attached [Sample Performance Appraisal Form](#).) Here are some key questions to consider in the evaluation process:

- How well has the director utilized the resources available to him/her? Is library service provided efficiently and effectively at your public library?
- Does the community like and respect the director? Is he/she accessible? Do people enjoy coming to the library?
- Is the library in good financial shape? Does the director stay within the budget and provide clear and timely reports to the board? Does the annual budget, as initially drafted by the director, adequately reflect the needs for library service in the community? Is the director successful in obtaining necessary funding (with the help and involvement of the board)?
- Does the director communicate effectively to staff? Is he/she a good supervisor?
- Is use of the library increasing? If not, why not? (Success is not strictly the responsibility of the director, but of course he/she has much direct influence.)
- Is the director creative, willing to try new things, and does he or she give considerable effort to making programs work?
- Does the director accurately and fully provide the board with the information you need to do your job? Does the director provide the board with well-considered advice?
- Has the director put appropriate effort into achievement of the annual objectives agreed to between the board and director? Is the director striving to accomplish the goals and objectives of the library's strategic plan?

This *Trustee Essential* was written to give library trustees a brief overview of the general performance evaluation process. Those boards contemplating establishing a review process, or trustees taking part for the first time, are well advised to contact their system office for assistance.

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

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also available online at
<http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Sources of Additional Information

- Attached [Sample Performance Appraisal Form](#)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))

Sample Performance Appraisal Form

[Note: This sample should be adapted to reflect the job description of your director and the needs of your local library.]

Job Title: LIBRARY DIRECTOR

Name: _____ Date: _____

Reason for Appraisal: End of Probation___ Annual___ Final___ Other___

Administrative Services

Specific Duties:

1. Act as the library board's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.
10. Inform and advise the library board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Collection Management

Specific Duties:

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Service and Service Promotion:

Specific Duties:

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.

3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Facilities Management

Specific Duties:

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Certification:

Board President's Signature _____ Date _____

Library Director's Signature _____ Date _____

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

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