

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, March 18, 2026 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 ANNUAL MEETING - AGENDA Wednesday, March 18, 2026 at 6:30 p.m.

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

1. Call Meeting to Order and Roll Call

REGULAR BUSINESS:

2. Citizen Comments/Correspondence
3. Approval of Consent Agenda
 - a. Minutes February 18, 2026
 - b. Financial Reports:
 - i. GL Budget Vs Actual Library – February 2026
 - ii. GL Detail Library – February 2026
 - iii. Payment Approval Report – February 2026
 - iv. LGIP Statement – February 2026
 - c. Library Monthly Statistics Report though February 2026
 - d. Library Directors Report March 2026

OLD BUSINESS:

4. Discussion and possible action on closing of the Library for Staff Development Day on Friday, April 17, 2026.

NEW BUSINESS:

5. Discussion and possible action to approve the Bid Proposal from M.M. Schranz Roofing, Inc for the Base Bid of \$134,800.00 and the Alternative #1 for an additional \$26,500.00.
6. Discussion and possible action on the draft RFP for 2026 HVAC Control System Upgrade
7. Appointment of an Ad Hoc Committee by the President to evaluate options and make a purchase recommendation to the Library Board as part of the 2026 HVAC Control System Upgrade.
8. Discussion and possible action to approve a proposal to update the Library's Website.
9. Informational update on the Library Foundation and the Friends of the Library
10. Discussion and possible action on *TE07: Library Board and Library Personnel*
11. ADJOURNMENT

NEXT MEETING SCHEDULED: Wednesday, April 15, 2026

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, March 13, 2025

PEWAUKEE PUBLIC LIBRARY BOARD MEETING

Wednesday, February 18, 2026 at 6:30 p.m.

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

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

Others Present: Nan Champe (Library Director)

Members Excused: Rachel Pader

REGULAR BUSINESS:

2. Citizen Comments/Correspondence -N/A

3. Approval of Consent Agenda

a. Minutes January 21, 2026

b. Financial Reports:

i. GL Budget Vs Actual Library – YR END 2025

ii. GL Budget vs. Actual Library – January 2026

iii. GL Detail Library – YR END 2025

iv. GL Detail Library – January 2026

v. Payment Approval Report – YR END 2025

vi. Payment Approval Report – January 2026

vii. LGIP Statement – January 2026

c. Library Monthly Statistics Report through January 2026

d. Library Directors Report February 2026

Motion to approve: Ann Wright

Second: Leslie Miller

Motion Carried

NEW BUSINESS:

4. Discussion and possible action to approve the library standards as part of the proposed Waukesha County Library Services Plan 2027-2031

Motion to approve: Phil Vetterkind moves that the Library Board does not endorse the proposed standards

Second: Ann Wright

Motion Carried

5. Discussion and possible action on closing of the Library for Staff Development Day on Friday, May 1, 2026.

No Action

6. Discussion and possible action on the Library's Public Library Annual Report 2025

Motion to approve: Leslie Miller moves to approve with the exception of the statement of effectiveness.

Second: Lisa Jansen

Motion Carried

7. Discussion and possible action on the statement of effectiveness

Motion to approve: Leslie Miller moves to approve and the Pewaukee Library Director will draft an explanation for the response.

Second: Phil Vetterkind

Motion Carried

8. Discussion and possible action on Resolution No. 2026-02 : A Resolution Designating Certain Funds to the Library's Restricted Fund Balance.

Motion to approve: Phil Vetterkind

Second: Ann Wright

Discussion:

Motion Carried

9. Discussion on library cleaning services: internal position or outside vendor

No Action

10. Discussion and possible action on TE04: Effective Board Meetings and Trustee Participation

No Action

11. ADJOURNMENT 8:43pm

Motion to approve: Lisa Jansen

Second: Phil Vetterkind

Motion Carried

NEXT MEETING SCHEDULED: Wednesday, March 18, 2026

End.GLPeriod 226

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

End.GLPeriod 226

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900 - LIBRARY FUND						
900-00-11101-000-000	LIBRARY CASH(A)	56,653.03	84,055.80	.00	-84,055.80	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)	292.62	104,188.89	.00	-104,188.89	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	159,082.36	.00	-159,082.36	100.00%
900-00-11000-000-000	LIBRARY SWEEP(A)	-64,558.36	16,605.61	.00	-16,605.61	100.00%
Total Asset:		-7,612.71	363,932.66	.00	-363,932.66	
900-00-31101-000-000	FUND BALANCE(Q)	.00	-276,741.42	.00	276,741.42	100.00%
Total Equity:		.00	-276,741.42	.00	276,741.42	
900-00-55110-000-110	LIBRARY SALARIES & WAGES(E)	54,447.26	100,093.23	708,590.00	608,496.77	14.12%
900-00-55110-000-130	LIBRARY FRINGE BENEFITS(E)	16,284.81	44,871.63	220,186.00	175,314.37	20.37%
900-00-55110-000-140	LIBRARY-SUBSCRIPTIONS(E)	.00	194.97	7,000.00	6,805.03	2.78%
900-00-55110-000-150	LIBRARY FISCAL AGENT/INS CHGS(E)	1,590.50	17,977.90	47,015.00	29,037.10	38.23%
900-00-55110-000-310	LIBRARY-BUILDING MAINTENANCE(E)	5,345.23	15,472.78	92,813.00	77,340.22	16.67%
900-00-55110-000-400	LEGAL COUNSEL-LIBRARY ATTORNEY(E)	.00	.00	4,000.00	4,000.00	0.00%
900-00-55110-000-500	DONATION FUNDED EXPENSE(E)	121.04	1,678.99	7,000.00	5,321.01	23.98%
900-00-57610-000-000	LIBRARY OUTLAY(E)	.00	.00	39,000.00	39,000.00	0.00%
900-00-55110-000-141	LIBRARY-PRINTED MATERIALS(E)	6,868.66	10,380.20	80,500.00	70,119.80	12.89%
900-00-55110-000-142	LIBRARY-NON-PRINT MATERIALS(E)	334.21	3,414.48	14,700.00	11,285.52	23.22%
900-00-55110-000-143	LIBRARY-TECHNOLOGY(E)	2,377.08	6,745.09	45,526.00	38,780.91	14.81%
900-00-55110-000-144	LIBRARY-MILEAGE, SUPPLIES, ETC(E)	373.53	723.44	13,600.00	12,876.56	5.31%

End.GLPeriod 226

Account Number	Account Title	MTD	YTD	Budget	Variance	% Budget
900-00-55110-000-146	LIBRARY-STAFF DEVELOPMENT(E)	.00	771.48	3,000.00	2,228.52	25.71%
900-00-55110-000-311	LIBRARY-UTILITIES(E)	4,715.14	4,950.13	53,034.00	48,083.87	9.33%
900-00-55110-000-312	LIBRARY-DIGITAL MATERIALS(E)	.00	3,422.63	26,537.00	23,114.37	12.89%
900-00-55110-000-313	LIBRARY-PROGRAMS(E)	412.93	631.47	5,000.00	4,368.53	12.62%
900-00-55110-000-450	GRANT FUNDED EXPENSE(E)	.00	18.60	6,763.00	6,744.40	0.27%
900-00-55110-000-160	LIBRARY ANNUAL MUNICIPAL FEES(E)	.00	.00	2,200.00	2,200.00	0.00%
Total Expenditure:		92,870.39	211,347.02	1,376,464.00	1,165,116.98	
900-00-21400-000-000	VOUCHERS PAYABLE(L)	27,076.58	-12,617.46	.00	12,617.46	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:		27,076.58	-12,617.46	.00	12,617.46	
900-00-43790-000-000	COUNTY LIBRARY AIDS(R)	-3,401.00	-3,401.00	-134,368.00	-130,967.00	2.53%
900-00-46710-000-000	LIBRARY FINES(R)	-944.10	-1,852.18	-8,054.00	-6,201.82	22.99%
900-00-48110-000-000	INTEREST INCOME(R)	-317.70	-666.89	-6,214.00	-5,547.11	10.73%
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)	-10,005.95	-10,464.45	-7,000.00	3,464.45	149.49%
900-00-48500-000-100	MISC REVENUES(R)	-289.99	-553.74	-15,645.00	-15,091.26	3.53%
900-00-48500-000-200	DESIGNATED GRANTS(R)	.00	.00	-7,263.00	-7,263.00	0.00%
900-00-49000-000-000	CITY CONTRIBUTION PAYMENTS(R)	-74,205.50	-222,616.50	-890,466.00	-667,849.50	25.00%
900-00-49001-000-000	VILLAGE CONTRIBUTION PAYMENTS(R)	-22,369.42	-44,738.84	-268,433.00	-223,694.16	16.66%

End.GLPeriod 226

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	-39,021.00	-39,021.00	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)	-800.60	-1,627.20	.00	1,627.20	100.00%
Total Revenue:		-112,334.26	-285,920.80	-1,376,464.00	-1,090,543.20	
Total 900 - LIBRARY FUND:		.00	.00	.00	.00	
Total:		.00	.00	.00	.00	

End.GLPeriod 226 AND Start.GLPeriod 226

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
Fund900 - LIBRARY FUND							
Account Number And Title900-00-11000-000-000 - LIBRARY SWEEP							
02/04/2026	1040-1	CR	LIB CASH - LIBRARY SWEEP - H			192.21	.00
02/04/2026	1041-1	CR	LIB CHECKS - LIBRARY SWEEP - A			353.79	.00
02/04/2026	1235-1	CR	LIB CC - LIBRARY SWEEP - V			145.64	.00
02/13/2026	1115-1	CR	LIB CASH - LIBRARY SWEEP - H			280.86	.00
02/13/2026	1116-1	CR	LIB CHECKS - LIBRARY SWEEP - A			60.00	.00
02/13/2026	1117-1	CR	LIB CC - LIBRARY SWEEP - V			46.49	.00
02/18/2026	1153-1	CR	LIB CASH - LIBRARY SWEEP - H			296.34	.00
02/18/2026	1154-1	CR	LIB CHECKS - LIBRARY SWEEP - A			75.00	.00
02/18/2026	1155-1	CR	LIB CC - LIBRARY SWEEP - V			125.06	.00
02/20/2026	4-2	CRJE	TRANSFER TO GENERAL- CASH ALLOCATIONS			.00	-80,000.00
02/27/2026	1231-1	CR	LIB CASH - LIBRARY SWEEP - H			278.21	.00
02/27/2026	1232-1	CR	LIB CHECKS - LIBRARY SWEEP - A			13,401.00	.00
02/27/2026	1233-1	CR	LIB CC - LIBRARY SWEEP - V			187.04	.00
Account Number And Title900-00-11000-000-000 - LIBRARY SWEEP						15,441.64	-80,000.00
Account Number And Title900-00-11101-000-000 - LIBRARY CASH							
02/03/2026	33-1	CA-CDA	CDA Fund Allocation - Created: 02/26/26 2:19 PM			.00	-4,760.45
02/03/2026	17-1	CA-CDA	CDA Fund Allocation - Created: 02/12/26 2:38 PM			.00	-27,309.25
02/04/2026	3-1	CA-CDA	CDA Fund Allocation - Created: 02/04/26 8:56 AM			.00	-6,849.79
02/05/2026	25-1	CA-CDA	CDA Fund Allocation - Created: 02/19/26 2:08 PM			.00	-3,820.17
02/23/2026	69-1	CA-CR	CR Fund Allocation - Created: 02/24/26 8:43 AM			74,205.50	.00
02/23/2026	72-1	CA-CR	CR Fund Allocation - Created: 02/24/26 4:26 PM			74,205.50	.00
02/28/2026	18-2	JE	FEBRUARY LGIP INTEREST 867171-16 LIBRARY			.00	-292.62

End.GLPeriod 226 AND Start.GLPeriod 226

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/28/2026	2-1	CA-JE	JE Fund Allocation - Created: 02/06/26 10:11 AM			20,778.92	.00
02/28/2026	5-1	CA-PB	PB Fund Allocation - Created: 02/12/26 11:05 AM			.00	-3,417.48
02/28/2026	11-1	CA-PB	PB Fund Allocation - Created: 02/25/26 8:05 AM			.00	-12,867.33
02/28/2026	5-1	CA-PC	PC Fund Allocation - Created: 02/12/26 11:04 AM			.00	-27,158.50
02/28/2026	11-1	CA-PC	PC Fund Allocation - Created: 02/25/26 8:04 AM			.00	-27,288.76
02/28/2026	8-1	CA	Cash Allocation - Created: 02/06/26 10:11 AM			.00	-14,833.37
02/28/2026	9-1	CA-CDA	CDA Fund Allocation - Created: 02/06/26 10:11 AM			.00	-4,884.74
03/31/2026	21-1	CA	Cash Allocation - Created: 03/06/26 2:20 PM			6,112.20	.00
10/31/2026	5-1	CA	Cash Allocation - Created: 01/30/26 9:28 AM			.00	-5,945.55
12/31/2026	2-1	CA	Cash Allocation - Created: 01/16/26 9:13 AM			20,778.92	.00
Account Number And Title900-00-11101-000-000 - LIBRARY CASH						196,081.04	-139,428.01
Account Number And Title900-00-16552-000-000 - LGIP #16 LIBRARY LGIP							
02/28/2026	18-1	JE	FEBRUARY LGIP INTEREST 867171-16 LIBRARY			292.62	.00
Account Number And Title900-00-16552-000-000 - LGIP #16 LIBRARY LGIP						292.62	.00
Account Number And Title900-00-21400-000-000 - VOUCHERS PAYABLE							
02/02/2026	300000721-1	CDA	ACH WE ENERGIES			4,239.52	.00
02/04/2026	300000724-1	CDA	ACH NORTH SHORE BANK CREDIT CARD			706.03	.00
02/04/2026	300000724-2	CDA	ACH NORTH SHORE BANK CREDIT CARD			.00	-706.03
02/04/2026	300000726-1	CDA	ACH NORTH SHORE BANK CREDIT CARD			1,000.00	.00
02/04/2026	300000726-2	CDA	ACH NORTH SHORE BANK CREDIT CARD			.00	-1,000.00
02/04/2026	300000727-1	CDA	ACH NORTH SHORE BANK CREDIT CARD			2,610.27	.00
02/05/2026	600000029-1	CDA	AMAZON CAPITAL SERVICES, INC.			.00	-95.80
02/05/2026	600000030-1	CDA	AMAZON CAPITAL SERVICES, INC.			.00	-18.60
02/05/2026	600000031-1	CDA	AMAZON CAPITAL SERVICES, INC.			.00	-355.15

VILLAGE OF PEWAUKEE

GL Detail

March 09, 2026 01:10 PM

End.GLPeriod 226 AND Start.GLPeriod 226

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/06/2026	76090-1	CDA	AMAZON CAPITAL SERVICES, INC.			469.55	.00
02/06/2026	76092-1	CDA	CENTER POINT LARGE PRINT			51.54	.00
02/06/2026	76099-1	CDA	KEMPEN MASONRY LLC			3,110.00	.00
02/06/2026	76102-1	CDA	MIDWEST TAPE			140.20	.00
02/06/2026	76105-1	CDA	OVERDRIVE, INC.			1,113.45	.00
02/13/2026	76120-1	CDA	AMAZON CAPITAL SERVICES, INC.			80.95	.00
02/13/2026	76129-1	CDA	INGRAM LIBRARY SERVICES LLC			3,198.11	.00
02/13/2026	76130-1	CDA	JANI-KING OF MILWAUKEE			2,839.70	.00
02/13/2026	76131-1	CDA	JF AHERN COMPANY			188.00	.00
02/13/2026	76132-1	CDA	KEMPEN MASONRY LLC			796.25	.00
02/13/2026	76134-1	CDA	MIDWEST TAPE			257.90	.00
02/13/2026	76136-7	CDA	MUNICIPAL PROPERTY INSURANCE COMPANY			14,796.90	.00
02/13/2026	76137-1	CDA	OVERDRIVE, INC.			4,964.60	.00
02/13/2026	76141-1	CDA	RHYME BUSINESS PRODUCTS, LLC			186.84	.00
02/14/2026	600000029-2	CDA	AMAZON CAPITAL SERVICES, INC.			95.80	.00
02/15/2026	600000030-2	CDA	AMAZON CAPITAL SERVICES, INC.			18.60	.00
02/20/2026	76149-1	CDA	AMAZON CAPITAL SERVICES, INC.			90.76	.00
02/20/2026	76153-1	CDA	BATZNER PEST CONTROL INC			124.18	.00
02/20/2026	76157-1	CDA	CENTER POINT LARGE PRINT			51.54	.00
02/20/2026	76170-1	CDA	INGRAM LIBRARY SERVICES LLC			1,755.39	.00
02/20/2026	76172-1	CDA	JF AHERN COMPANY			355.00	.00
02/20/2026	76176-1	CDA	KEMPEN MASONRY LLC			753.30	.00
02/20/2026	76184-1	CDA	MILWAUKEE PLUMBING & PIPING INC			680.00	.00
02/20/2026	76188-1	CDA	OCONOMOWOC PUBLIC LIBRARY			10.00	.00

End.GLPeriod 226 AND Start.GLPeriod 226

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/20/2026	600000031-2	CDA	AMAZON CAPITAL SERVICES, INC.			355.15	.00
02/27/2026	76206-1	CDA	AMAZON CAPITAL SERVICES, INC.			452.08	.00
02/27/2026	76209-1	CDA	Blenski, Peter			721.48	.00
02/27/2026	76216-1	CDA	HARTLAND PUBLIC LIBRARY			20.00	.00
02/27/2026	76217-1	CDA	INGRAM LIBRARY SERVICES LLC			1,744.95	.00
02/27/2026	76219-1	CDA	KEMPEN MASONRY LLC			472.50	.00
02/27/2026	76220-1	CDA	LAUREN TATUM-RUSSELL			52.78	.00
02/27/2026	76222-1	CDA	MADISON COOPER			14.48	.00
02/27/2026	76225-1	CDA	MIDWEST TAPE			167.18	.00
02/27/2026	76227-1	CDA	TAYLOR COMPUTER SERVICES, INC			1,115.00	.00
02/28/2026	283-1	AP	Summary Transactions from AP System			.00	-3,302.36
02/28/2026	298-1	AP	Summary Transactions from AP System			.00	-1,676.41
02/28/2026	199-1	AP	Summary Transactions from AP System			.00	-3,954.40
02/28/2026	24-1	AP	Summary Transactions from AP System			.00	-331.98
02/28/2026	12-1	AP	Summary Transactions from AP System			.00	-2,839.70
02/28/2026	141-1	AP	Summary Transactions from AP System			.00	-8,442.97
Account Number And Title900-00-21400-000-000 - VOUCHERS PAYABLE						49,799.98	-22,723.40
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS							
02/27/2026	10000004909-1	CR	LIBRARY- COUNTY AIDS - LIBRARY			.00	-3,401.00
Account Number And Title900-00-43790-000-000 - COUNTY LIBRARY AIDS						.00	-3,401.00
Account Number And Title900-00-46710-000-000 - LIBRARY FINES							
02/04/2026	10000004930-1	CR	LIBRARY FINES - LIBRARY			.00	-145.64
02/04/2026	10000004683-1	CR	LIBRARY FINES - LIBRARY			.00	-26.01
02/04/2026	10000004684-1	CR	LIBRARY FINES - LIBRARY			.00	-124.80

VILLAGE OF PEWAUKEE

GL Detail

March 09, 2026 01:10 PM

End.GLPeriod 226 AND Start.GLPeriod 226

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/13/2026	100000004801-1	CR	LIBRARY FINES - LIBRARY			.00	-189.11
02/13/2026	100000004803-1	CR	LIBRARY FINES - LIBRARY			.00	-46.49
02/18/2026	100000004847-1	CR	LIBRARY FINES - LIBRARY			.00	-65.74
02/18/2026	100000004849-1	CR	LIBRARY FINES - LIBRARY			.00	-125.06
02/27/2026	100000004908-1	CR	LIBRARY FINES - LIBRARY			.00	-34.21
02/27/2026	100000004910-1	CR	LIBRARY FINES - LIBRARY			.00	-187.04
Account Number And Title900-00-46710-000-000 - LIBRARY FINES						.00	-944.10
Account Number And Title900-00-48110-000-000 - INTEREST INCOME							
02/28/2026	7-7	CRJE	ALLOCATE NORTH SHORE INTEREST 2026- FEBRUARY			.00	-25.08
02/28/2026	18-2	CRJE	FEBRUARY LGIP INTEREST 867171-16 LIBRARY			.00	-292.62
Account Number And Title900-00-48110-000-000 - INTEREST INCOME						.00	-317.70
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ							
02/13/2026	100000004801-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-5.40
02/18/2026	100000004847-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-.55
02/27/2026	100000004909-2	CR	LIBRARY DONATIONS - LIBRARY			.00	-10,000.00
Account Number And Title900-00-48500-000-000 - DONATIONS, PRIVATE OR ORGANIZ						.00	-10,005.95
Account Number And Title900-00-48500-000-100 - MISC REVENUES							
02/04/2026	100000004683-2	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-2.00
02/04/2026	100000004684-2	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-183.99
02/13/2026	100000004801-3	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-34.00
02/18/2026	100000004847-3	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-45.00
02/27/2026	100000004908-2	CR	LIBRARY MISC REVENUES - LIBRARY			.00	-25.00
Account Number And Title900-00-48500-000-100 - MISC REVENUES						.00	-289.99
Account Number And Title900-00-48500-000-300 - COPIES & ROOM RENTAL							

End.GLPeriod 226 AND Start.GLPeriod 226

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/04/2026	100000004683-3	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-164.20
02/04/2026	100000004684-3	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-45.00
02/13/2026	100000004801-4	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-52.35
02/13/2026	100000004802-1	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-60.00
02/18/2026	100000004847-4	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-185.05
02/18/2026	100000004848-1	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-75.00
02/27/2026	100000004908-3	CR	COPIES & ROOM RENTAL - LIBRARY			.00	-219.00
Account Number And Title900-00-48500-000-300 - COPIES & ROOM RENTAL						.00	-800.60
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS							
02/23/2026	100000004873-1	CR	CITY CONTRIBUTIONS- MARCH 2026 - CITY OF PEWAUKEE			.00	-74,205.50
Account Number And Title900-00-49000-000-000 - CITY CONTRIBUTION PAYMENTS						.00	-74,205.50
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS							
02/01/2026	1-2	JE	LIBRARY CONTRIBUTION FEBRUARY			.00	-22,369.42
Account Number And Title900-00-49001-000-000 - VILLAGE CONTRIBUTION PAYMENTS						.00	-22,369.42
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES							
02/13/2026	13-1	PC	PAYROLL TRANS FOR 2/8/2026 PAY PERIOD			27,158.50	.00
02/27/2026	63-1	PC	PAYROLL TRANS FOR 2/22/2026 PAY PERIOD			27,288.76	.00
Account Number And Title900-00-55110-000-110 - LIBRARY SALARIES & WAGES						54,447.26	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS							
02/13/2026	4-1	PB	PAYROLL TRANS FOR 2/8/2026 PAY PERIOD			3,417.48	.00
02/27/2026	23-1	PB	PAYROLL TRANS FOR 2/22/2026 PAY PERIOD			12,867.33	.00
Account Number And Title900-00-55110-000-130 - LIBRARY FRINGE BENEFITS						16,284.81	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS							

VILLAGE OF PEWAUKEE

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End.GLPeriod 226 AND Start.GLPeriod 226

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/01/2026	17-1	AP	CENTER POINT LARGE PRINT			51.54	.00
02/02/2026	89-1	AP	INGRAM LIBRARY SERVICES LLC			253.85	.00
02/02/2026	14-1	AP	INGRAM LIBRARY SERVICES LLC			280.44	.00
02/02/2026	189-1	AP	AMAZON CAPITAL SERVICES, INC.			25.99	.00
02/04/2026	90-1	AP	INGRAM LIBRARY SERVICES LLC			216.08	.00
02/05/2026	91-1	AP	INGRAM LIBRARY SERVICES LLC			505.34	.00
02/05/2026	92-1	AP	INGRAM LIBRARY SERVICES LLC			273.95	.00
02/05/2026	171-1	AP	INGRAM LIBRARY SERVICES LLC			334.24	.00
02/06/2026	93-1	AP	INGRAM LIBRARY SERVICES LLC			225.73	.00
02/11/2026	172-1	AP	INGRAM LIBRARY SERVICES LLC			420.03	.00
02/12/2026	173-1	AP	INGRAM LIBRARY SERVICES LLC			260.01	.00
02/12/2026	94-1	AP	INGRAM LIBRARY SERVICES LLC			289.96	.00
02/13/2026	174-1	AP	INGRAM LIBRARY SERVICES LLC			440.71	.00
02/17/2026	175-1	AP	INGRAM LIBRARY SERVICES LLC			326.81	.00
02/18/2026	176-1	AP	INGRAM LIBRARY SERVICES LLC			306.11	.00
02/18/2026	177-1	AP	INGRAM LIBRARY SERVICES LLC			780.95	.00
02/19/2026	289-1	AP	INGRAM LIBRARY SERVICES LLC			381.65	.00
02/20/2026	178-1	AP	INGRAM LIBRARY SERVICES LLC			255.99	.00
02/23/2026	290-1	AP	INGRAM LIBRARY SERVICES LLC			476.96	.00
02/24/2026	291-1	AP	INGRAM LIBRARY SERVICES LLC			420.07	.00
02/26/2026	292-1	AP	INGRAM LIBRARY SERVICES LLC			342.25	.00
Account Number And Title900-00-55110-000-141 - LIBRARY-PRINTED MATERIALS						6,868.66	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS							
02/10/2026	120-1	AP	MIDWEST TAPE			95.96	.00

VILLAGE OF PEWAUKEE

GL Detail

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End.GLPeriod 226 AND Start.GLPeriod 226

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/10/2026	121-1	AP	MIDWEST TAPE			71.22	.00
02/14/2026	192-1	AP	AMAZON CAPITAL SERVICES, INC.			.00	-16.65
02/17/2026	246-1	AP	MIDWEST TAPE			26.99	.00
02/24/2026	247-1	AP	MIDWEST TAPE			101.21	.00
02/26/2026	294-1	AP	MIDWEST TAPE			23.24	.00
02/26/2026	295-1	AP	MIDWEST TAPE			32.24	.00
Account Number And Title900-00-55110-000-142 - LIBRARY-NON-PRINT MATERIALS						350.86	-16.65
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY							
02/19/2026	224-1	AP	PRAIRIE LAKES LIBRARY SYSTEM			2,377.08	.00
Account Number And Title900-00-55110-000-143 - LIBRARY-TECHNOLOGY						2,377.08	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC							
02/09/2026	181-1	AP	HARTLAND PUBLIC LIBRARY			20.00	.00
02/09/2026	185-1	AP	AMAZON CAPITAL SERVICES, INC.			45.34	.00
02/12/2026	191-1	AP	AMAZON CAPITAL SERVICES, INC.			92.33	.00
02/19/2026	187-1	AP	AMAZON CAPITAL SERVICES, INC.			22.86	.00
02/20/2026	166-1	AP	RHYME BUSINESS PRODUCTS, LLC			193.00	.00
Account Number And Title900-00-55110-000-144 - LIBRARY-MILEAGE, SUPPLIES, ETC						373.53	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS							
02/01/2026	2-1	JE	LIBRARY FISCAL AGENT FEE FEBRUARY			1,590.50	.00
Account Number And Title900-00-55110-000-150 - LIBRARY FISCAL AGENT/INS CHGS						1,590.50	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE							
02/01/2026	9-1	AP	JANI-KING OF MILWAUKEE			2,839.70	.00
02/02/2026	125-1	AP	BATZNER PEST CONTROL INC			124.18	.00
02/06/2026	134-1	AP	KEMPEN MASONRY LLC			753.30	.00

VILLAGE OF PEWAUKEE

GL Detail

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End.GLPeriod 226 AND Start.GLPeriod 226

Date	Ref#	Journal	Description	Activity	Job	Debit	Credit
02/06/2026	114-1	AP	JF AHERN COMPANY			355.00	.00
02/10/2026	135-1	AP	KEMPEN MASONRY LLC			472.50	.00
02/11/2026	190-1	AP	AMAZON CAPITAL SERVICES, INC.			103.47	.00
02/27/2026	228-1	AP	J & H HEATING INC			697.08	.00
Account Number And Title900-00-55110-000-310 - LIBRARY-BUILDING MAINTENANCE						5,345.23	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES							
02/06/2026	83-1	AP	ACH WE ENERGIES			4,715.14	.00
Account Number And Title900-00-55110-000-311 - LIBRARY-UTILITIES						4,715.14	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS							
02/02/2026	108-1	AP	AMAZON CAPITAL SERVICES, INC.			4.69	.00
02/02/2026	188-1	AP	AMAZON CAPITAL SERVICES, INC.			169.97	.00
02/05/2026	182-1	AP	LAUREN TATUM-RUSSELL			52.78	.00
02/05/2026	184-1	AP	AMAZON CAPITAL SERVICES, INC.			14.98	.00
02/10/2026	167-1	AP	MADISON COOPER			46.54	.00
02/13/2026	168-1	AP	MADISON COOPER			23.97	.00
02/26/2026	210-1	AP	MCNAMARA MCCARTHY SCHOOL OF IRISH DANCE			100.00	.00
Account Number And Title900-00-55110-000-313 - LIBRARY-PROGRAMS						412.93	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE							
02/04/2026	107-1	AP	AMAZON CAPITAL SERVICES, INC.			86.07	.00
02/24/2026	186-1	AP	AMAZON CAPITAL SERVICES, INC.			34.97	.00
Account Number And Title900-00-55110-000-500 - DONATION FUNDED EXPENSE						121.04	.00
Total:						354,502.32	-354,502.32

[APIInvoiceApprovalDepartment].DepartmentName library AND [APIInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 226

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
ACH WE ENERGIES									
Approved									
13090	ACH WE ENERGIES	5806651364	LIBRARY/G AS ELECTRIC/J AN 2026	4715.14	02/06/2026	03/02/2026		226	Approved
Total ACH WE ENERGIES:				<u>4715.14</u>					
AMAZON CAPITAL SERVICES, INC.									
Approved									
23	AMAZON CAPITAL SERVICES, INC.	1CYG-XRYQ-NC6F	LIBRARY/A DULT FIC	15.95	02/24/2026	03/22/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	1YYD-CFNL-HNXT	LIBRARY/J UV VIDEOGAMES	128.68	02/24/2026	03/22/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	14K1-JYVG-F6TK	LIBRARY/J UV GAME	-74.99	02/28/2026	03/28/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	1LVJ-PG1V-P4CR	LIBRARY/J UV GAME	74.99	02/21/2026	03/19/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	1D4X-7T1M-CKLT	LIBRARY/A DULT FIC	31.88	02/22/2026	03/22/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	1CYG-XRYQ-DRNK	LIBRARY/F RIENDS/LO T	34.97	02/24/2026	03/24/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	1KH6-LK7R-MYPD	LIBRARY/O FFICE SUPPLIES	22.86	02/19/2026	03/19/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	1WCF-CP1X-3NGR	LIBRARY/A DULT/GAMES	-16.65	02/14/2026	03/14/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	1VG6-GTQ7-YYYC	LIBRARY/O FFICE SUPPLIES	92.33	02/12/2026	03/09/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	1TWH-3QH6-XMRC	LIBRARY/J ANITORIAL SUPPLIES	103.47	02/11/2026	03/09/2026		226	Approved

[APIInvoiceApprovalDepartment].DepartmentName library AND [APIInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 226

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
23	AMAZON CAPITAL SERVICES, INC.	16MG-MY3W-1RFR	LIBRARY/OFFICE SUPPLIES TONER	45.34	02/09/2026	03/09/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	11QH-DDLR-CGLG	LIBRARY/YA PROGRAM	14.98	02/05/2026	03/02/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	1P6N-YF79-GT14	LIBRARY/JUV BOOKS	25.99	02/02/2026	03/02/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	1P6N-YF79-GT14	LIBRARY/JUV PROGRAM	169.97	02/02/2026	03/02/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	1QK6-GVH1-K1MJ	LIBRARY/FRIENDS/LIBRARY OF THINGS	86.07	02/04/2026	03/02/2026		226	Approved
23	AMAZON CAPITAL SERVICES, INC.	1W3G-3QNQ-4W3R	LIBRARY/YA PROGRAM	4.69	02/02/2026	03/02/2026		226	Approved
Total AMAZON CAPITAL SERVICES, INC.:				<u><u>760.53</u></u>					
BATZNER PEST CONTROL INC									
Approved									
7070	BATZNER PEST CONTROL INC	91622734	LIBRARY/PEST MGMT FEB 2026	124.18	02/02/2026	03/02/2026		226	Approved
Total BATZNER PEST CONTROL INC:				<u><u>124.18</u></u>					
CENTER POINT LARGE PRINT									
Approved									
3552	CENTER POINT LARGE PRINT	2223163	LIBRARY/LARGE PRINT BOOKS	51.54	02/01/2026	03/01/2026		226	Approved
Total CENTER POINT LARGE PRINT:				<u><u>51.54</u></u>					

HARTLAND PUBLIC LIBRARY

Approved

[APInvoiceApprovalDepartment].DepartmentName library AND [APInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 226

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13425	HARTLAND PUBLIC LIBRARY	CAFE1000665647	LIBRARY/PL TO BRIDGES	20.00	02/09/2026	03/09/2026		226	Approved
Total HARTLAND PUBLIC LIBRARY:				<u>20.00</u>					
INGRAM LIBRARY SERVICES LLC									
Approved									
13350	INGRAM LIBRARY SERVICES LLC	94781646	LIBRARY/INGRAM BOOKS	342.25	02/26/2026	03/23/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94716359	LIBRARY/INGRAM BOOKS	420.07	02/24/2026	03/23/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94673851	LIBRARY/INGRAM BOOKS	476.96	02/23/2026	03/23/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94601706	LIBRARY/INGRAM BOOKS	381.65	02/19/2026	03/17/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94648549	LIBRARY/INGRAM BOOKS	255.99	02/20/2026	03/17/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94586295	LIBRARY/INGRAM BOOKS	780.95	02/18/2026	03/17/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94574391	LIBRARY/INGRAM BOOKS	306.11	02/18/2026	03/17/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94538882	LIBRARY/INGRAM BOOKS	326.81	02/17/2026	03/17/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94405182	LIBRARY/INGRAM BOOKS	420.03	02/11/2026	03/05/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94250101	LIBRARY/INGRAM BOOKS	334.24	02/05/2026	03/05/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94468949	LIBRARY/INGRAM BOOKS	440.71	02/13/2026	03/12/2026		226	Approved

[APInvoiceApprovalDepartment].DepartmentName library AND [APInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 226

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13350	INGRAM LIBRARY SERVICES LLC	94435785	BOOKS LIBRARY/INGRAM	260.01	02/12/2026	03/12/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94450602	BOOKS LIBRARY/INGRAM	289.96	02/12/2026	03/12/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94289964	BOOKS LIBRARY/INGRAM	225.73	02/06/2026	03/05/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94250100	BOOKS LIBRARY/INGRAM	505.34	02/05/2026	03/05/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94250102	BOOKS LIBRARY/INGRAM	273.95	02/05/2026	03/05/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94217697	BOOKS LIBRARY/INGRAM	216.08	02/04/2026	03/02/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94151803	BOOKS LIBRARY/INGRAM	253.85	02/02/2026	03/02/2026		226	Approved
13350	INGRAM LIBRARY SERVICES LLC	94130656	BOOKS LIBRARY/INGRAM	280.44	02/02/2026	03/02/2026		226	Approved
Total INGRAM LIBRARY SERVICES LLC:				<u>6791.13</u>					
J & H HEATING INC									
Approved									
2984	J & H HEATING INC	W39336	LIBRARY/PROVIDE & INSTALL BOILER FILTERS	697.08	02/27/2026	03/27/2026		226	Approved
Total J & H HEATING INC:				<u>697.08</u>					

JANI-KING OF MILWAUKEE

Approved

[APInvoiceApprovalDepartment].DepartmentName library AND [APInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 226

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
12411	JANI-KING OF MILWAUKEE	MIL02260329	LIBRARY/JANITORIAL SVC FEB 2026	2839.70	02/01/2026	02/27/2026		226	Approved
Total JANI-KING OF MILWAUKEE:				<u>2839.70</u>					
JF AHERN COMPANY									
Approved									
4875	JF AHERN COMPANY	795398	LIBRARY/ANNUAL FIRE ALARM INSPECTION	355.00	02/06/2026	03/06/2026		226	Approved
Total JF AHERN COMPANY:				<u>355.00</u>					
KEMPEN MASONRY LLC									
Approved									
9512	KEMPEN MASONRY LLC	8001	LIBRARY/ALT-PLOW 2.8.26	472.50	02/10/2026	03/10/2026		226	Approved
9512	KEMPEN MASONRY LLC	7998	LIBRARY/ALT-PLOW 2/2-2/6	753.30	02/06/2026	03/06/2026		226	Approved
Total KEMPEN MASONRY LLC:				<u>1225.80</u>					
LAUREN TATUM-RUSSELL									
Approved									
13453	LAUREN TATUM-RUSSELL	013126	LIBRARY/STACKS FOR JUV PROGRAM	52.78	02/05/2026	03/05/2026		226	Approved
Total LAUREN TATUM-RUSSELL:				<u>52.78</u>					
MADISON COOPER									
Approved									

[APIInvoiceApprovalDepartment].DepartmentName library AND [APIInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 226

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
13259	MADISON COOPER	021326	LIBRARY/R EIMBURSE MENT FOOD FOR ADULT PROGRAM	23.97	02/13/2026	03/18/2026		226	Approved
13259	MADISON COOPER	021026	LIBRARY/R EIMBURSE MENT FOOD FOR ADULT PROGRAM	46.54	02/10/2026	03/18/2026		226	Approved
Total MADISON COOPER:				<u>70.51</u>					
MCNAMARA MCCARTHY SCHOOL OF IRISH DANCE									
Approved									
13269	MCNAMARA MCCARTHY SCHOOL OF IRISH DANCE	1013	LIBRARY/J UV PERFORMA NCE	100.00	02/26/2026	03/24/2026		226	Approved
Total MCNAMARA MCCARTHY SCHOOL OF IRISH DANCE:				<u>100.00</u>					
MIDWEST TAPE									
Approved									
548	MIDWEST TAPE	508502306	LIBRARY/1 ADULT DVD	32.24	02/26/2026	03/24/2026		226	Approved
548	MIDWEST TAPE	508502305	LIBRARY/1 ADULT DVD	23.24	02/26/2026	03/24/2026		226	Approved
548	MIDWEST TAPE	508488512	LIBRARY/4 ADULT DVD	101.21	02/24/2026	03/24/2026		226	Approved
548	MIDWEST TAPE	508453960	LIBRARY/1 ADULT DVD	26.99	02/17/2026	03/17/2026		226	Approved
548	MIDWEST TAPE	508423674	LIBRARY/3 ADULT DVD	71.22	02/10/2026	03/10/2026		226	Approved
548	MIDWEST TAPE	508423672	LIBRARY/4 ADULT DVD	95.96	02/10/2026	03/10/2026		226	Approved
Total MIDWEST TAPE:				<u>350.86</u>					

[APInvoiceApprovalDepartment].DepartmentName library AND [APInvoice].Status Approved AND GeneralLedgerPeriod.GLPeriod 226

Vendor	Vendor Name	Invoice Number	Description	Invoice Amount	Invoice Date	Due Date	Batch	GL Period	Status
PRAIRIE LAKES LIBRARY SYSTEM									
Approved									
13457	PRAIRIE LAKES LIBRARY SYSTEM	3064	LIBRARY/4 LAPTOPS	2377.08	02/19/2026	03/19/2026		226	Approved
Total PRAIRIE LAKES LIBRARY SYSTEM:				<u>2377.08</u>					
RHYME BUSINESS PRODUCTS, LLC									
Approved									
13202	RHYME BUSINESS PRODUCTS, LLC	AR914235	LIBRARY/C OPIES 2026.2.23 TO 2026.3.22	193.00	02/20/2026	03/20/2026		226	Approved
Total RHYME BUSINESS PRODUCTS, LLC:				<u>193.00</u>					
Total:				<u>20724.33</u>					

LOCAL GOVERNMENT INVESTMENT POOL

MONTHLY STATEMENT of ACCOUNTS

Department of Administration

February 2026

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

PEWAUKEE, VILLAGE OF

235 HICKORY ST
PEWAUKEE, WI 53072-3533

01) GENERAL	\$10,664,829.83
02) CAP EXP & CONST PROJ	\$533,798.17
03) SEWER DEBT REPLACE	\$2,795,162.19
04) SEWER INVESTMENTS	\$1,289,461.77
05) WTR UTIL INVESTMENT	\$644,584.41
06) TIF RELATED HOLDING	\$167,660.67
07) LAIMON DONATION/LAKESIDE PARK	\$361,678.25
08) CEMETARY PERPETUAL	\$37,852.25
09) SEWER HOOKUP FEES	\$1,987,793.32
12) WATER HOOKUP FEES	\$287,568.73
16) LIBRARY	\$103,620.43

TOTAL **\$18,874,010.02**

Date	Type	Memo	Deposits	Withdrawals	Balance
Acct# 01	GENERAL			Beginning Balance	\$13,086,272.34
02/19/2026	Withdraw - Inter Fund	TAX SETTLEMENT #2 TO PSD		(\$2,456,017.72)	\$10,630,254.62
02/28/2026	Interest	INT Feb 26 3.69%	\$34,575.21		\$10,664,829.83
	Account Total		\$34,575.21	(\$2,456,017.72)	\$10,664,829.83
Acct# 02	CAP EXP & CONST PROJ			Beginning Balance	\$532,290.77
02/28/2026	Interest	INT Feb 26 3.69%	\$1,507.40		\$533,798.17
	Account Total		\$1,507.40	\$0.00	\$533,798.17
Acct# 03	SEWER DEBT REPLACE			Beginning Balance	\$2,787,268.88
02/28/2026	Interest	INT Feb 26 3.69%	\$7,893.31		\$2,795,162.19
	Account Total		\$7,893.31	\$0.00	\$2,795,162.19
Acct# 04	SEWER INVESTMENTS			Beginning Balance	\$1,285,820.43
02/28/2026	Interest	INT Feb 26 3.69%	\$3,641.34		\$1,289,461.77
	Account Total		\$3,641.34	\$0.00	\$1,289,461.77
Acct# 05	WTR UTIL INVESTMENT			Beginning Balance	\$642,764.16
02/28/2026	Interest	INT Feb 26 3.69%	\$1,820.25		\$644,584.41
	Account Total		\$1,820.25	\$0.00	\$644,584.41
Acct# 06	TIF RELATED HOLDING			Beginning Balance	\$167,187.21
02/28/2026	Interest	INT Feb 26 3.69%	\$473.46		\$167,660.67
	Account Total		\$473.46	\$0.00	\$167,660.67
Acct# 07	LAIMON DONATION/LAKESIDE PARK			Beginning Balance	\$360,656.90
02/28/2026	Interest	INT Feb 26 3.69%	\$1,021.35		\$361,678.25
	Account Total		\$1,021.35	\$0.00	\$361,678.25
Acct# 08	CEMETARY PERPETUAL			Beginning Balance	\$37,745.36
02/28/2026	Interest	INT Feb 26 3.69%	\$106.89		\$37,852.25

	Account Total		\$106.89	\$0.00	\$37,852.25
Acct# 09	SEWER HOOKUP FEES			Beginning Balance	\$1,982,179.95
02/28/2026	Interest	INT Feb 26 3.69%	\$5,613.37		\$1,987,793.32
	Account Total		\$5,613.37	\$0.00	\$1,987,793.32
Acct# 12	WATER HOOKUP FEES			Beginning Balance	\$286,756.66
02/28/2026	Interest	INT Feb 26 3.69%	\$812.07		\$287,568.73
	Account Total		\$812.07	\$0.00	\$287,568.73
Acct# 16	LIBRARY			Beginning Balance	\$103,327.81
02/28/2026	Interest	INT Feb 26 3.69%	\$292.62		\$103,620.43
	Account Total		\$292.62	\$0.00	\$103,620.43

• *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 2026

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Circulation - ALL														
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	26132	23069	23447	316520	99.76%
2026	26305	23907	0	0	0	0	0	0	0	0	0	0	50212	102.44%
Circulation - Print and A/V														
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	20485	17860	18017	252994	96.59%
2026	20150	18480											38630	99.72%
Circulation - Digital														
Libby NON-PPL Titles 2025	4787	4418	4921	4557	4522	4587	4856	4977	4870	4944	4428	4604	56471	114.12%
Libby PPL Titles 2025	0	0	0	0	0	0	0	0	0	382	781	826	1989	
Hoopla Circulation	578	493	522	510	576	525	527	518	496	321	0	0	5066	102.14%
Total 2025	5365	4911	5443	5067	5098	5112	5383	5495	5366	5647	5209	5430	63526	118.14%
Libby NON-PPL Titles 2026	5254	4632											9886	107.40%
Libby PPL Titles 2026	901	795											1696	#DIV/0!
Total 2026	6155	5427	0	0	0	0	0	0	0	0	0	0	11582	112.71%
% of Circulation Digital														
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%	20.15%	19.19%	19.64%	19.44%	
2026	23.40%	22.70%											23.07%	
Circulation Of PPL Owned Titles - Libby														
PPL Patrons 2026	901	795											1,696	
Other Bridges Libraries 2026	48	57											105	
Other Statewide Circ 2026	637	627											1,264	
Total Circulation	1,586	1,479											3,065	
CD Books vs. Eaudiobook Circulation														
CD Books 2026	221	188											409	
Eaudiobooks 2026	3183	4133											7316	
% of Physical Circulation	6.94%	4.55%											5.59%	
Library Visits														
Monthly total 2025	4500	4230	4735	4995	4034	6467	6392	4528	4230	4837	3925	3599	56472	121.94%
Daily average 2025	173	176	175	185	208	259	246	181	169	179	164	150	2353	
Monthly total 2026	4531	4531											9062	103.80%
Daily average 2026	173	188											180	
Reference Transactions														
2025	590	559	580	564	493	1098	859	647	603	544	494	496	7527	96.55%
2026	699	572											1271	110.62%
New Library Cards Issued														
2025	114	81	113	115	94	169	133	97	98	80	56	50	1200	96.08%
2026	90	56											146	74.87%
Meetings Room Usage														
2025	58	68	61	80	56	62	68	44	65	67	73	40	742	117.78%
2026	61	63											124	98.41%

Pewaukee Public Library - Monthly Statistics 2026

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%
Study Room Usage														
2025	153	182	157	154	151	149	45	130	119	100	128	106	1574	92.32%
2026	140	159											299	89.25%
Uses of Public Wireless Internet														
2025	348	4503	5121	5627	5219	4265	5247	4590	5323	6195	5709	6654	58801	477.51%
2026	3833	5344											9177	189.18%
Use of Public Internet Computers														
2025	379	N/A	431	435	369	384	391	368	440	431	341	422	4391	90.09%
2026	453	395											848	#VALUE!
Website Visits														
2025	15180	14268	14013	20555	15063	15180	19116	17165	13921	13631	16039	18381	192512	103.17%
2026	13322	10506											23828	80.92%
Children's Programs (0-5)														
# programs 2025	8	14	11	17	6	15	19	1	12	17	13	5	138	103.76%
Attendance 2025	291	676	494	771	319	728	783	31	556	809	579	236	6273	100.50%
# programs 2026	14	16											30	136.36%
Attendance 2026	595	684											1279	132.26%
Children's Programs (6-11)														
# programs 2025	4	5	5	7	6	17	18	2	4	7	5	5	85	114.86%
Attendance 2025	86	144	126	271	849	1198	678	300	111	312	150	133	4358	122.66%
# programs 2026	7	9											16	177.78%
Attendance 2026	148	205											353	153.48%
Young Adult Programs (12-18)														
# programs 2025	2	2	3	3	4	1	4	0	3	2	3	2	29	111.54%
Attendance 2025	12	19	18	26	159	2	68	0	15	24	31	26	400	93.24%
# programs 2026	2	5											7	175.00%
Attendance 2026	11	23											34	109.68%
Adult Programs (19+)														
# programs 2025	6	9	12	13	13	10	9	11	12	9	13	5	122	96.83%
Attendance 2025	35	118	206	224	220	139	108	142	289	100	209	62	1852	90.65%
# programs 2026	9	9											18	120.00%
Attendance 2026	89	108											197	128.76%
General Interest Program														
# programs 2025	0	0	1	0	0	2	0	0	0	0	0	1	4	66.67%
Attendance 2025	0	0	120	0	0	404	0	0	0	0	0	32	556	80.58%
# programs 2026	0	0											0	#DIV/0!
Attendance 2026	0	0											0	#DIV/0!
Children's Self-Directed Activities (0-5) (includes summer reading participation)														
# programs 2025	0	0	0	0	0	0	2	1	0	0	0	0	3	300.00%
Attendance 2025	0	0	0	0	0	0	125	158	0	0	0	0	283	191.22%
# programs 2026	0	0											0	#DIV/0!

Pewaukee Public Library - Monthly Statistics 2026

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Year to date	%	
Attendance 2026	0	0											0	#DIV/0!	
Children's Self-Directed Activities (6-11) (includes summer reading participation)															
# programs 2025	0	1	1	2	1	0	0	2	0	0	0	0	1	8	100.00%
Attendance 2025	0	15	121	38	20	0	0	736	0	0	0	60	990	81.28%	
# programs 2026	0	1											1	100.00%	
Attendance 2026	0	12											12	80.00%	
Young Adult Self-Directed Activities (12-18) (includes summer reading participation)															
# programs 2025	4	4	3	4	3	3	5	4	3	3	4	4	44	122.22%	
Attendance 2025	104	144	95	110	92	284	241	399	106	168	97	118	1958	132.39%	
# programs 2026	3	4											7	87.50%	
Attendance 2026	110	94											204	82.26%	
Adult Self-Directed Activities (19+) (includes summer reading participation)															
# programs 2025	2	4	4	0	0	0	0	1	0	0	0	0	1	12	92.31%
Attendance 2025	196	366	375	0	0	0	0	255	0	0	0	46	1238	90.70%	
# programs 2026	3	5											8	133.33%	
Attendance 2026	320	468											788	140.21%	
Other Self-Directed Activities (All Ages) (includes summer reading participation)															
# programs 2025	0	0	0	0	0	2	1	1	0	0	0	0	4	57.14%	
Attendance 2025	0	0	0	0	0	357	165	52	0	0	0	0	574	53.20%	
# programs 2026	1	1											2	#DIV/0!	
Attendance 2026	74	93											167	#DIV/0!	

**Pewaukee Public Library
Director's Report
March 2026**

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

- This month, our new Page, Emily, started. I have been training her and she is doing very well! She has attended many of our teen programs and has used the library extensively, so she was already familiar with the library's organization and some of our staff.
- I have also been continuing to update some workflows for pages and clerks to even out the amount of work done in a day, especially on Mondays when we are extra busy. So far these have worked well and I will continue to monitor their effectiveness with Nan's direction.
- Looking ahead to summer, I have coordinated with our two morning Pages to add extra shifts to their schedules for the weeks between Memorial Day and Labor Day to help with the extra busy-ness that summer brings.
- One of my goals for 2026 was to research the effectiveness of our Envisionware gates and if they are correctly counting patrons as they come in. I was able to start this process and discover that the gates are missing a lot of patrons coming into the library. The next step is to reach out to Envisionware and see what we can do to make the counts accurate.
- I completed my annual task of deleting Pewaukee patron accounts that have been expired 7 or more years. Since I could not delete accounts with charges from other libraries, I reached out to the other libraries in the Bridges system to see if they were willing to waive their charges so I could delete the expired accounts, and most of them were willing. This allowed me to clean up our system and clear out a lot of accounts that have been expired for even longer than 7 years (some have been expired close to 15 years!).
- Finally, I also caught up on the Wisconsin Winter Webinar sessions that were held in January. I was able to access the recordings of sessions that dealt with management practices, collection management, and library programming.

Thanks for everything you do!

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

A lot has happened outside of our normal awesomeness. We collaborated with Parks and Recreation again for what is their last "Hearts Alive" series of programs. So as part of their programming, we made Valentines in both Messy Mondays with Lauren and Baby and Toddler Time with myself—some valentines kids got to take home, and others we passed on to the retirement centers around town, the ones we already partner with as part of library outreach. Even though "Hearts Alive" will end as Parks and Rec moves on to something else, this card tradition, now it's 3rd year is something that we will continue to do around this holiday.

Pewaukee Public Library Director's Report March 2026



The CD move was completed last month, and was a great collaboration between our departments. Madi and Sandy handled the weeding while I physically moved everything out of the Visaya Room. Our CDs still circulate in the bins, so this was a great way to help out circ and give them access to these materials. I like that all the CDs (audio and music) are together now, so that it makes sense logically, but we also now give prime real estate to more widely used collections.

Pewaukee Public Library Director's Report March 2026



Speaking of collaboration, I wanted to highlight a few things that Sandy has been involved in. Sandy and Madi's "one-skein yarn" art show had a great turnout from all different age levels, so I'm really happy with how that turned out and that one program could serve so many audiences. Sandy's new D&D program seems to be going well, I think having consistent days has really helped and it's great to have another reliable program for teens. She also did a Taylor Swift karaoke program that sounded like a lot of fun.

Pewaukee Public Library
262-691-5670 | www.pewaukeeilibrary.org



Library Hours
Monday - Thursday 9 am - 8 pm
Friday 9 am - 5 pm
Saturday (Regular) 9 am - 4 pm
Saturday (Summer) 9 am - 1pm

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Library Hours
Monday - Thursday 9 am - 8 pm
Friday 9 am - 5 pm
Saturday (Regular) 9 am - 4 pm
Saturday (Summer) 9 am - 1pm

REGISTRATION RECOMMENDED

Pewaukee Public Library Director's Report March 2026

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

- **Library Website:** It is a goal of mine this year to get us set up with a new library website. Ours is starting to look very outdated and it is hard to update things how we would like due to limitations with the software. Nan and I have met with three different website building companies to find out pros and cons as well as costs associated. It has been an interesting project because I have never had to get quotes and look between companies to find what works best. I feel like I am really enhancing my knowledge base and I'm excited to get things rolling.



- **Yarn Art Show:** Sandy and I had people take skeins of yarn and make whatever they wanted with it and then had them return it to the library so we could do a gallery showing. It was such a fun program! We had about 50 art pieces returned and there were so many different styles and designs that people did. We got a lot of really good feedback about it and I'm happy we were able to do it. This is just a small example of some of the amazing pieces that were dropped off.

- **Training Guides:** When I was an LSM I made up a training guide for myself so I could better train clerks when they started. It was easy to get lost on what you've already told people when you were training multiple people at once. As we've been training people in other departments, Nan thought it would be beneficial for us to have training guides for every position within the library. These training guides are meant for the manager when training their staff. Working with Peter and Emma I made training guides for every position, other than admin and director, for managers to use when they are training people. Hopefully it will streamline the training process and ensure everyone is on the same page in their knowledge.

Thanks for everything you do!

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
 - February 3: ACT 150 Meeting and Public Hearing
 - February 3: Village of Pewaukee Department Heads Meeting
 - February 10: Library Legislative Day in Madison
 - February 13: APL Meeting at Town Hall Library, Merton
 - February 17: Friends Meeting

Pewaukee Public Library Director's Report March 2026

- February 18: Library Board Meeting
- February 19: PPL Department Heads Meeting
- *Employee Updates.*
 - New Hire: Emily Reis was hired as a Page. Emily's first day was February 9, 2026.
- *Building Updates*
 - Men's Public Restroom Odor: We have intermittently experienced an odor issue in the men's public restroom. Plumbing has been inspected and no leaks were found. Because the smell appears to come and go depending on weather conditions, there is a possibility that a dead animal may be present within the wall. As temperatures warm with the arrival of spring, we should be able to confirm whether this is the case. If it is a dead animal, the odor should eventually dissipate unless the wall is opened to remove it.
 - Exterior Camera Replacement: One of the exterior security cameras stopped functioning. Fortunately, it was still under warranty, and we were able to obtain a replacement at no cost.

- *Friends 2026 Donation*

Our request to the Friends for a \$10,000 contribution in 2026 to support library initiatives was approved. After making this commitment, the Friends organization still maintains a healthy balance of approximately \$15,000. They have done an excellent job consistently supporting our annual requests and now have additional funds available that could be used for future non-recurring projects.

- *Library Standards and Act 150 Committee*

The proposed Library Standards did not pass. Eight library boards voted in favor and eight voted against; however, the libraries that voted in favor did not represent the required 80% population threshold needed for approval.

As a result, the standards will be returned to the ACT 150 Committee for reconsideration. Reasons cited for rejection varied and included:

- FTE requirements being too low
- FTE requirements being too high
- Minimum materials budget being too low
- Minimum materials budget being too high

The ACT 150 Committee will meet again on Monday, March 16 at 4:00 PM at the Waukesha Library. A new public meeting has also been scheduled for Wednesday, March 25 at the Waukesha Public Library. All interested parties are welcome to attend.

- *Roof Bids (AGENDA ITEM)*

The bidding process for the flat roof replacement has concluded. The lowest qualified bid was submitted by M.M. Schranz Roofing, the same company that installed the original roofs on the library

**Pewaukee Public Library
Director's Report
March 2026**

building. The Library Board will need to formally vote to accept the bid and can choose between the 30-year or 40-year roofing option. Rhett Surman from Garland, has prepared additional information outlining the differences between these options.

Final funding approval will also be required from both the City and the Village. I am tentatively scheduled to finalize this request with the City on Monday, April 6 and with the Village on Tuesday, April 7

- *RFP for HVAC Control System Upgrade (AGENDA ITEM)*

I have prepared the Request for Proposals (RFP) for the HVAC Control System Upgrade project. The Scope of Services section was developed by Spencer Cook at Harwood, and the full RFP has been reviewed by the library's attorney, Bill Wirkus. I ask that the Board review the document and consider approving it so we can move forward with the project.

- *AD HOC Committee (AGENDA ITEM)*

For this project, proposals may be evaluated using several criteria—not solely the lowest bid. Because of this, I recommend that President Noll appoint an AD HOC Committee to assist in reviewing and scoring the proposals. I suggest the committee include: the Library Director, the Harwood representative, and one or more Library Board members. The committee would then provide a formal recommendation to the full Library Board.

- *Library Website Proposals (AGENDA ITEM)*

Another priority this year is upgrading the Library's website. The primary driver for this project is new accessibility compliance requirements, though staff have also been requesting improvements to the site.

For this project three proposals have been obtained, an Excel comparison evaluation is included and a written proposal prepared by Madi Cooper. I ask the Board to review these materials and consider making a motion to approve one of the proposals.

- *Library Foundation and Friends (AGENDA ITEM)*

For some time, I have been interested in finding a more efficient way to move forward with our fundraising organizations. The upcoming website redesign presents an excellent opportunity to streamline and clarify the structure of our fundraising efforts. I believe the most effective approach would be to consolidate the Library Foundation and Friends into a single organization. I have included an article that I previously presented to both boards outlining the potential benefits of such a merger. Both organizations are currently considering this possibility, and I wanted to provide the Library Board with the opportunity to share its thoughts on this potential change.



Pewaukee Public Library

Request for Proposals (RFP):

2026 HVAC CONTROL SYSTEM UPGRADE

CONTACT INFORMATION

Owner	Board of Trustees, Pewaukee Public Library
Owner's Representative	Nan Champe, Library Director
Owner's Representative Contact Information	director@pewaukee.org 262-746-0920
Mailing address	Pewaukee Public Library 210 Main Street Pewaukee, WI 53072

SCHEDULE OF EVENTS

The following dates are provided for your information and planning processes. While every effort will be made to follow this schedule, we reserve the rights to modify as necessary.

RFP Released	Thursday, April 9, 2026
Site Visit (Optional)	Thursday, April 23, 2026 10:00 AM
Proposals Due	Monday, May 4, 2026 10:00 AM
Opening of Sealed Proposals	Monday, May 4, 2026 10:05 AM
Library Board Approval	Wednesday, May 20, 2026
City of Pewaukee Approval	TBD
Village of Pewaukee Approval	TBD
Installation Completion Date	Friday, October 2, 2026

1. General Information

1.1 Introduction.

The Board of Trustees (“Board” or “Library Board”) of the Pewaukee Public Library (“Pewaukee Public Library” or “Library”) is seeking proposals from qualified providers to furnish all labor, materials, equipment, and services necessary to upgrade the Library’s HVAC control system.

The Board’s objective in issuing this Request for Proposals (RFP) is to establish a competitive process through which qualified vendors may submit proposals, to conduct a fair and comprehensive evaluation based on the criteria set forth herein, and to select the vendor that best meets the needs of the Pewaukee Public Library.

The Board reserves the right to waive any informalities or technical irregularities in the proposals received; to reject any or all proposals, in whole or in part; and to accept the proposal deemed most advantageous and in the best interest of the Library.

1.2 Goals

The following goals are established in conjunction with the service contract resulting from this RFP:

- Provide a consistently comfortable indoor environment for building occupants.
- Minimize occupant complaints by reducing temperature fluctuations between spaces.
- Reduce overall energy consumption, operating costs, and maintenance expenses.
- Perform periodic analysis of system operating data to identify substandard performance, inefficiencies, or excessive energy use, and provide actionable recommendations to optimize system performance.
- Establish an efficient process for identifying, diagnosing, and resolving system issues, including tools and methods for timely analysis and verification.

1.3 Site Visit.

An optional site visit to inspect the job site and to ensure comprehension of this document, in order to submit a proposal for this project. The site visit for contractors will be held on **Thursday, April 23, 2026 at 10:00 AM**. Contractors shall meet in the main lobby of the Pewaukee Public Library, located at 210 Main Street, Pewaukee, WI 53072.

2. Scope of Services

2.1 Background

The Pewaukee Public Library was constructed in 2005. All HVAC systems and the control system is original to the building, with an ASI Controls Digital Control System to control the HVAC components within the building. As the building has aged, the software and computer and controllers have become outdated, and the thermostats require updating and calibration. Additionally, due to the age of the existing system, the Library would like to ensure that the controls and HVAC equipment are operating as efficiently as possible.

2.2 Control System Requirements

The Library desires to remove and replace the existing Direct Digital Control System with a new DDC Building Automation System to control the HVAC systems within the building. Attached to this document are the original Controls submittal and the original Design Drawings that show both the HVAC equipment and the Controls to allow for a like-for-like replacement. It is anticipated that, at a minimum, the following items be included in part of the BAS Contractor's scope of work. The bidding contractor shall be a firm specializing and experienced in DDC control installation for no less than five years. Appendix A and Appendix B provide information on the Library's original and current system designs.

The scope shall include material, labor, engineering, software, permits, tools, checkout, and certificates covering the following:

- Provide a complete replacement Direct Digital Control System by Alerton, Andover, Automated Logic, Carrier, Delta, Honeywell, Schneider Electric, Siemens, Staefa, TAC, or Trane (or Approved Equal), and installed by a licensed Control Contractor.
- New front end Operator Workstation, including new license and software for onsite control of the Building Automation System. The new BAS shall have web access to allow use from any device.
- Provide programming, graphics, and commissioning of the new control system, including functional performance tests and point to point verification of the system. Functional performance tests and point to point verification results shall be provided to the Owner. Graphics shall show both setpoints and room temperatures to give feedback on which zones are not meeting setpoint.
- The existing control panels, field wiring, conduit, and raceway may be reused, if it is applicable to the new BAS layout and design. The BAS Contractor shall provide any additional panels or field wiring required.

- The existing field control devices, such as transformers, actuators, valves, relays, freezestats, and sensors (other than room temperature sensors) may be reused.
- Furnish and install (25) new digital communicating touchscreen, wall zone temperature sensors to replace the existing thermostats, in the same location. Existing conduit and back boxes may be utilized. Zone temperature sensors shall have lock out provisions or setpoint adjustment limitations programmed to allow certain public facing thermostats to not be able to be adjusted by the public, or only minimally adjusted.
- Furnish and install (25) new VAV terminal box controllers with all required temperature sensors.
- Furnish and install new Master Controller front end with Web Access and power supply.
- Furnish and install new field controller(s) for the control of the (2) boilers, (2) hot water pumps, (1) A/C, (1) AHU and associated components, and (2) Hot Water Valves.
- Furnish and install (2) relays and (2) current sensors to control start/stop and monitor status of the (2) boiler pumps that cannot currently be controlled or seen by the BAS.
- Furnish and install low voltage wiring modifications as needed to all controller locations.
- Furnish and install new hot water supply and hot water return temperature sensors.
- Any other requirements as noted in the Attachments to provide a new DDC Building Automation System.
- Recommendations for any sequence of operations adjustments to maximize efficiency of the existing HVAC systems.
- Installation shall be turnkey, with all requirements provided by this Contractor. Provide any electrical or low voltage requirements for any new controllers or equipment.
- Provide Operation & Maintenance (O&M) Manuals with all applicable equipment, sequences, devices, warranty information, and control diagrams for the Owner's reference.

It should be assumed that the work will take place during normal business hours.

2.3 Project Timeline/Completion Requirements.

The contractor shall be prepared to begin and completely finish work as listed below:
Substantial Completion Date: **October 1, 2026.**

Completion Date: **October 15, 2026**

Contractor shall advise the owner's representative in writing within five (5) days of the anticipated start date. Should the contractor be unable to meet the scheduled start date(s), the Owner reserves the right to cancel all pending Contracts with said Contractor.

2.4 Warranty Requirements

Minimum one year warranty from date of acceptance by the Owner. During warranty period, response time shall be four (4) hours or less, 24 hrs/day, 7 days/week.

2.5 Training Requirements

Provide up to four (4) hours of Owner Training with video recording, to be delivered to Owner on a labeled USB drive. Provide two follow-up visits for troubleshooting and instruction, with the length of each visit to be not less than 2 hours or the time necessary to provide the required information and complete troubleshooting and inspection activity for all controls

2.6 Other Terms & Conditions

All proposals shall also include, at minimum, the following terms and conditions ("Terms and Conditions"):

- a) **Binding Proposal:** Submitted proposals shall not expire or be withdrawn and shall be binding on Contractor for a period of at least ninety (90) days after the proposal due date;
- b) **Indemnification:** Contractor agrees to indemnify, hold harmless, and defend the Library, the Village of Pewaukee, and the City of Pewaukee from any and all liability related to or arising out of the acts, errors, or omissions of Contractor and its employees, agents, or subcontractors.
- c) **Licensure and Insurance:** Contractor shall provide proof that it is fully licensed and insured. Specifically, Contractor shall be required to have: i) comprehensive general liability coverage and professional liability coverage, with minimum limits of \$1.0M per occurrence/\$2.0M aggregate; and ii) business automobile coverage for all owned, hired, and non-owned vehicles, within minimum limits of \$1.0M per occurrence for bodily injury and property damage. The foregoing insurance shall name the Library, Village of Pewaukee, and City of Pewaukee as additional insureds, as evidence by a valid Certificate of Insurance. Contractor's Certificate of Insurance shall demonstrate that Contractor maintains statutory minimum limits for worker's compensation coverage as required by applicable law.
- d) **Performance Bond:** Contract shall provide proof that it is fully bonded, and/or at the option of the Library, Contractor shall execute a

performance bond in an amount equal to at least one hundred percent (100%) of the full contract price, as security for faithful performance of the contract.

- e) Non-Assignment: The Contractor shall not be permitted to assign or subcontract the work without the written consent of the Library.
- f) Independent Contractor: Contractor agrees that it is an independent contractor and nothing in this RFP or the Contractor's proposal shall be construed otherwise.

In addition to any other reservations made hereunder, the Library reserves the right to negotiate specific technical and/or other minor contract terms with the highest scoring Contractor who has submitted a proposal, prior to final awarding of the contract, to ensure fullest possible compliance with the requirements of this RFP, the Library's needs, and applicable law. If such negotiations are unsuccessful, the Library reserves the right to negotiate with the next highest scoring Contractor who has submitted a proposal.

3. Proposal Requirements and Evaluation Process

3.1 Preparation of the Proposal. All proposals must be submitted in a sealed envelope addressed to:

2026 HVAC Control Upgrade Proposal
 Attn: Nan Champe,
 Pewaukee Public Library
 210 Main Street
 Pewaukee, WI 53072

All Proposals are due on **Monday, May 4, 2026 no later than 10:00 AM**. Any proposal received after this deadline shall be deemed nonresponsive, rejected and will be returned unopened.

3.2 Proposal Format.

Contractors may submit their proposals using their standard company proposal format. However, the proposal must clearly address and respond to all requirements, specifications, and questions outlined in this RFP.

3.3 Proposal Opening, Evaluation and Award by the Pewaukee Public Library Board

Sealed proposals will be publicly opened in the Visaya Room at the Pewaukee Public Library on **Monday, May 4, 2026 at 10:05 AM**.

Following the public opening, the Evaluation Committee will conduct a formal review and will prepare a comparative analysis of all responsive proposals.

Proposals will be evaluated and compared based on the criteria set forth in this RFP, which may include, but are not limited to, the following:

1. Response to the Scope of Services
2. Total Project Cost
3. Contractor experience and qualifications
4. Control system type and manufacturer.
5. Warranty coverage and ongoing maintenance costs, including any subscription costs associated with the ongoing use of the control system.
6. Reputation and reliability of the proposed system.
7. Estimated down time to the facility for changeover to occur.
8. Project schedule and completion timeline.

The Evaluation Committee will complete a comparative scoring and prepare a recommendation identifying the proposal determined to be most advantageous to the Library.

The final recommendation for award will be presented to the Library Board for consideration and conditional approval (subject to Sec. 3.3, below) at its regularly scheduled meeting on **Wednesday, May 20, 2026**.

All contractors submitting proposals are welcome to attend the public meeting of the Library Board.

3.4 Approval by the Village of Pewaukee and the City of Pewaukee

Final award of the contract shall be contingent upon approval by the governing bodies of the City of Pewaukee and the Village of Pewaukee.

Following recommendation by the Library Board, the proposed contract award will be submitted to the City and Village for review and approval in accordance with their respective policies and procedures. No contract shall be deemed awarded, nor shall any work commence, until all required approvals have been obtained and the contract has been fully executed.

The Library reserves the right to delay award pending such approvals or to reject any or all proposals if approvals are not granted.

3.5 Professional Services Contract

If Contractor's proposal is accepted and receives final approval as provided hereunder, then this RFP, all documents attached hereto (including any amendments), Contractor's technical and price proposals, and any other written terms and/or conditions negotiated between Contractor and Library, and expressly accepted by the

Library, shall be incorporated into and form a contract between Contractor and Library.

Disclaimer

The Pewaukee Public Library reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal. Also, the Library assumes no financial responsibility for the cost of preparation for proposals.

DRAFT



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THE GARLAND COMPANY, INC.

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NATIONWIDE: 1-800-321-9336

March 12th, 2026
 Pewaukee Public Library
 210 Main Street, Pewaukee, WI

Letter of Recommendation

RE: Pewaukee Public Library – 2026 Building Envelope Project

This letter will serve as an accounting of the bid process for this project and a formal recommendation on how to proceed.

On Tuesday, February 3rd, 2026, the Project Advertisement for the Pewaukee Public Library Building Envelope Project was posted on QuestCDN's online portal, to advertise the project. This advertisement was online and available to contractors for 2 weeks.

After two weeks of advertising, a mandatory Pre-Bid Meeting was held at the Pewaukee Public Library to review the project specifications and project site. This meeting took place on Tuesday, February 17th, 2026, at 10:00 a.m. Six (6) contractors attended and signed in to the Pre-Bid meeting. All attendees were given the opportunity to review the project site and ask questions regarding all aspects of the project.

Bids were due 14 days later, on Tuesday, March 3rd, 2026, at 10:00 a.m. On that date, four contractors submitted bids directly to the Pewaukee Public Library, either by mail or hand delivery, prior to the deadline. At 10:05 a.m., the bids were publicly opened and read aloud. A copy of the bid tabulation is attached for reference, Appendix A.

As all bidders are qualified contractors and submitted bids under the same scope of work, specifications, and performance standards. Based on this, the recommended path forward is to award the project to the lowest responsible bidder. MM Schranz Roofing is the low bidder for the project, for their Base Bid of \$134,800.00 and their Alternate #1 of \$161,300.00.

My recommendation is to select the Alternate #1 bid for a total of \$161,300.000. By selecting the Alternate #1, the library will address the largest roof section of the facility, which has come to the end of its useful life, and install a solid long-term roofing system for this area. This roof system comes with a 40-year warranty and has an average life cycle of 40-50 years. By selecting this Alternate #1, it also allows the roof system to be installed in a cold process low-odor adhesive, which will be less intrusive to personnel and customers inside during installation, comparatively to the Base Bid roof system. This roof systems installation will be less intrusive overall to the facilities operations as it's easier to stage and there is less equipment for this roof system, for this type of facility, it is highly recommended to ensure minimal impact to daily operations.

Once the project is awarded, the Pewaukee Public Library will work with MM Schranz to finalize all required agreements and contracts. Following contract execution, the contractor plans to begin the project as soon as

practical, either Spring or Fall of 2026. Prior to construction, MM Schranz will develop staging plans, submit all required submittals for review and approval, and provide a detailed construction schedule. These items will be reviewed at a pre-construction meeting in advance of the project start.

If you have any questions or require additional information, please feel free to contact me at (920) 309-2179 or rsurman@garlandco.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Rhett Surman", with a long horizontal flourish extending to the right.

Rhett Surman
The Garland Company
Territory Manager
(920) 309-2179
rsurman@garlandco.com



Web Redesign Proposal

March 3, 2026

Submitted by:

Greenleaf Media

1917 Winnebago Street
Madison, WI 53705
greenleafmedia.com

Direct Contact:

Mary Walsh, Principal
608-240-9611
mary@greenleafmedia.com



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1. QUALIFICATIONS

a. About Greenleaf

Greenleaf Media is a full-service digital agency located in Madison, Wisconsin. Our dynamic group of twelve designers, marketers and programmers is known for innovative digital solutions, engaging design and reliable support. Greenleaf specializes in integrated marketing, providing a unified message among all media channels – web, print and multi-media. Our comprehensive marketing services include:



WEB DESIGN
& DEVELOPMENT



DIGITAL
MARKETING



COMMUNICATIONS



STRATEGY



SEARCH
MARKETING



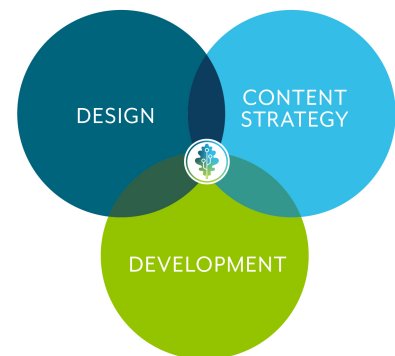
VIDEO/MULTIMEDIA

Since our founding in 1998, Greenleaf has offered a diverse portfolio and has been recognized with American Graphic Design Awards for website design and marketing and American Design Awards for promotions. Greenleaf is particularly well suited for this project because we are an interactive agency strong in all key areas of marketing – digital marketing, programming, custom development and communications.

b. Unique Positioning

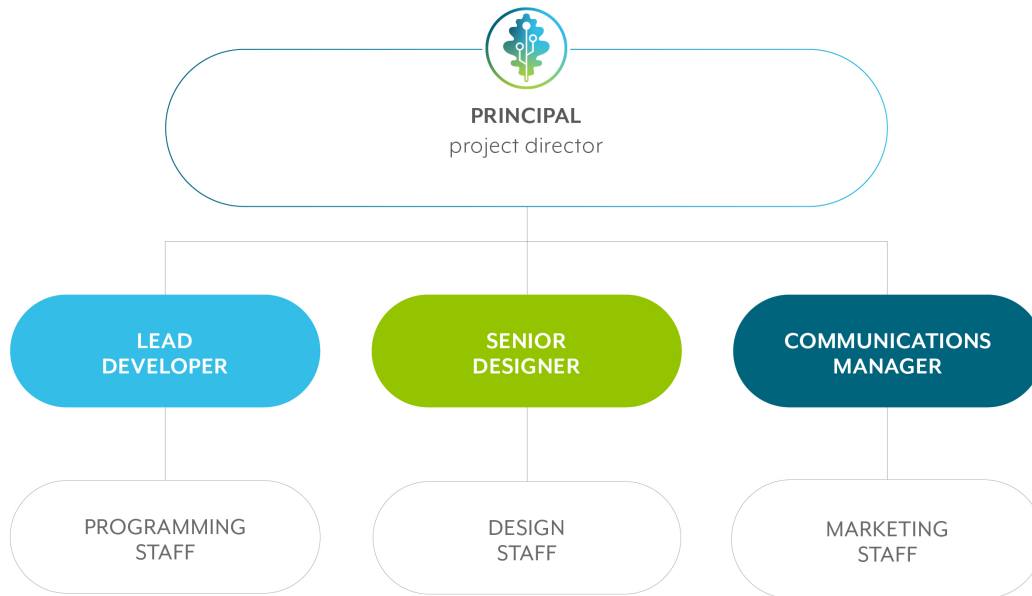
Greenleaf is particularly well suited for a partnership with Pewaukee Public Library because we are an interactive agency strong in all key areas of marketing – digital marketing, communications, programming, and custom development. We enjoy longstanding collaborative relationships with our clients and do everything we can to promote their success.

Greenleaf is a dynamic group with a full in-house staff committed to compelling design, vital brand strategy and cutting-edge web development. We integrate custom programming with web design to create interactive web systems that grow with the needs of each organization, from mobile-optimized websites, e-commerce or custom web apps. Our team integrates SEO techniques into every project and uses the latest practices to improve client visibility. We also provide responsive ongoing tech support to help our clients flourish. Our clients find us to be a responsive and dedicated marketing partner – with a culture of service our group strives to exceed expectations as lead marketing strategist, implementer and advisor.



c. Staffing and Qualifications

Our staff breaks down into the following departments – Web Programming, Media Design and Marketing. Each department has a staff lead that reports directly to the Principal/Project Director. Our Programming Department consists of five developers – Lead Web Developer, Senior Web Developer and four Web Developers. Greenleaf’s Design department is made up of a Lead Designer and two Media Designers. Our Marketing department consists of a Communications Manager, Business Manager and two Photographers/Videographers.



d. Meet Our Team

Mary Walsh, Principal

Mary is the founder of Greenleaf Media and has over 25 years of experience as a creative director and project manager. Her background in business management complements her marketing abilities and distinguishes her in the creative industry. Since its inception in 1998, Greenleaf Media has grown into a successful full-service design firm with a diverse, talented staff and broad range of regional and national clients. Mary has a Business Administration/Marketing degree from UW-Madison and spent 10 years in retail marketing/management before founding Greenleaf.

KT Howard, Communications Manager

KT has a diverse background in marketing that is complimented by her copywriting skills. With 8 years of experience in marketing, she specializes in creating effective brand messaging and digital marketing strategies for clients. KT holds a degree in Journalism from UW-Madison.

Whitney Hein, Senior Designer

Whitney has an extensive background in media design and is our resident expert in multi-media programming. She has created a broad range of sites in HTML, CSS, JavaScript. Whitney holds a Graphic Design degree from Madison College.

Nicole Howarth, Lead Designer

Nicole brings creative expertise to the Greenleaf team by executing innovative concepts for a diverse range of clients. Her design proficiency is wide ranging, including web and digital design as well as printed collateral and signage. Nicole holds a degree in Fine Art/Graphic Design from UW-Madison.

Steenia Cirves, Digital Marketing Manager

Steenia is a versatile marketing professional with over 15 years of digital marketing and project management experience. She has extensive web experience and specializes in digital marketing – PPC, SEO, social media and web optimization. Steenia studied marketing at Madison College and UW.

Roger Diaz, Senior Web Developer

Roger is a versatile web developer with over 15 years of programming and project management experience. Roger has extensive experience with Wordpress and specializes in developing custom, compliant websites, system integrations and app development.

Additional Staff

- Cory Eastman, Senior Front End Developer
- Kate Mead, Designer
- Matt Scott, Lead Developer
- Edward Kim, Web Developer
- Becky Hustad, Business Manager
- Brian Saetre, Web Developer
- Adam Tyksinski, Photography/Videography
- Ali Westervelt, Web Project Manager

2. SUCCESS STORIES

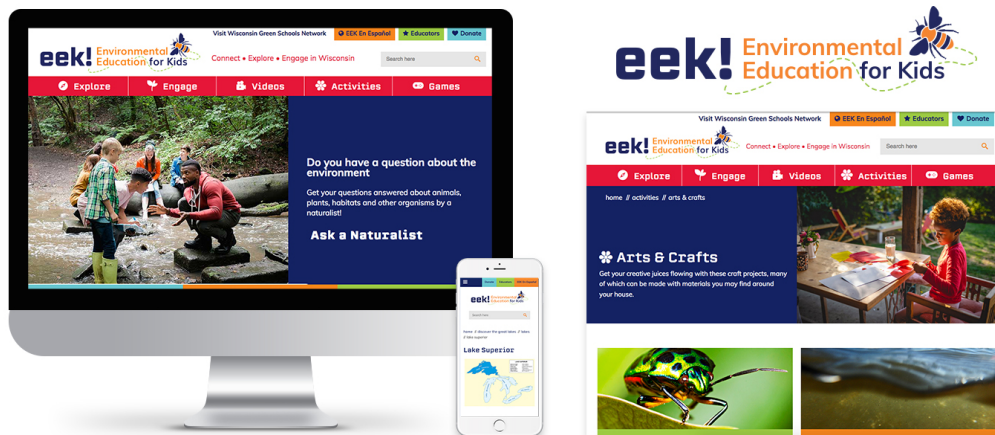
a. Experience

Greenleaf Media is uniquely qualified as a full-service web agency that has worked extensively with community library organizations to engage their target audiences. Whether the primary audience is families, seniors or prospective residents, each organization needs to ensure their messaging and website engages. Greenleaf specializes in helping our clients share their stories in a meaningful way through web design, integrated branding, marketing services and multimedia projects.

Some of our clients include: Madison College, Wisconsin Tech Search, Imbed Biosciences, Lucigen, Mid-State Technical College, Wisconsin Alumni Research, and Property Drive.

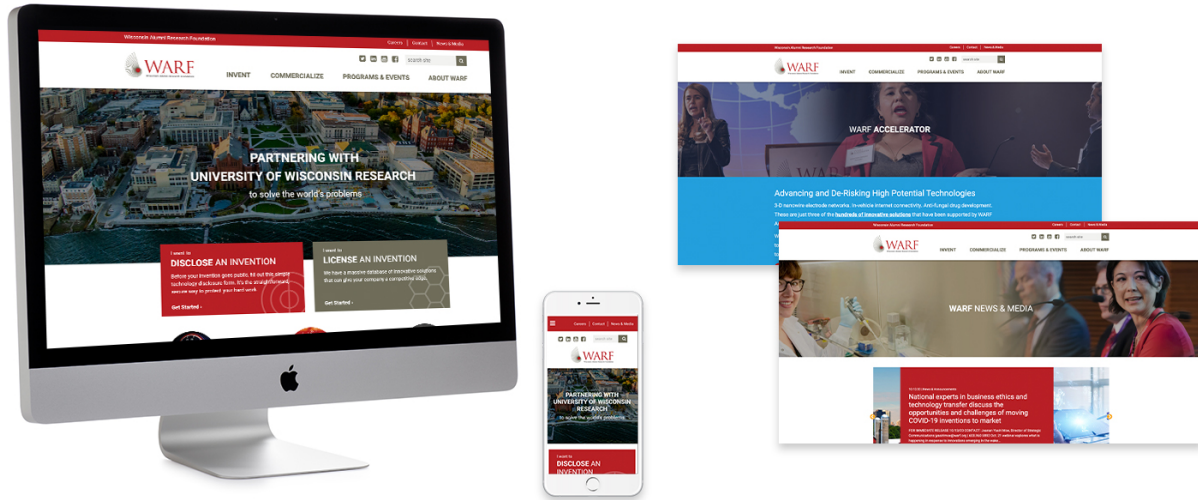
b. Case Studies

Our talented staff of designers and programmers offers an integrated and innovative approach to messaging, media and web design. Case studies outlining recent work by our group follow.



EEK – Environmental Education for Kids
 Custom website with integrated blog, testimonials,
 and social media.

eekwi.org



Wisconsin Alumni Research Foundation (WARF) warf.org

WARF supports scientific research within the UW-Madison community by providing financial support, actively managing assets and moving innovations to the marketplace for a financial return and global impact. WARF manages a substantial investment portfolio that fuels an annual grant of tens of millions of dollars to support UW-Madison.

WARF partnered with Greenleaf to focus on organizing and optimizing their content into an expansive and user-friendly resource. WordPress was selected because of its expansion possibilities and ease of use. The new platform provided advanced search, responsive design, a knowledgebase and technology database.

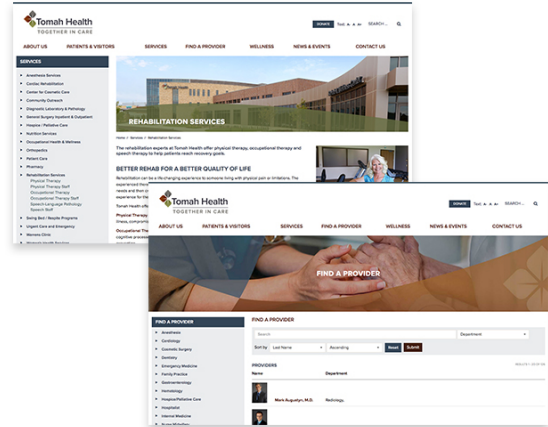
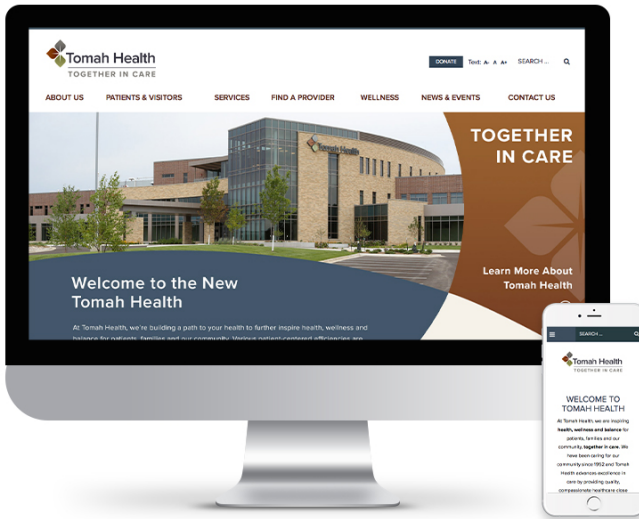
Objectives: Create a user-friendly web presence with a responsive and modern design to increase engagement. Integrate expansive technology database and develop a knowledgebase to increase engagement.

Results: Greenleaf updated the WARF site so it's now a robust center of information, interactive and responsive. WARF staff is able to make ongoing site edits and expand site content as they grow their presence.

Site Features:

- Advanced Site Search
- News Updates
- Donation Form
- Social Media
- Technology Database
- Event Listings
- Staff Directory
- Knowledgebase
- Video Library

Specific services included: site planning, wireframing, content optimization, site design, custom development, data integration, browser and usability testing, site deployment, training, ongoing support.



Tomah Health

tomahhealth.org

Tomah Health (formerly known as Tomah Memorial Hospital) opened its doors in 1952 and offers a full spectrum of medical services, providing a continuum of care from birth through elderly adult — including diagnostic imaging, surgery, and rehabilitation services. Tomah Health's 24-hour Emergency/Urgent Care Department is staffed and equipped to meet emergency healthcare needs, including traumas and cardiac emergencies.

Tomah Health asked Greenleaf to lead a large-scale rebranding project to coincide with the construction of their new hospital. Greenleaf upgraded Tomah Health website to improve navigation and reflect the new Tomah Health brand by incorporating a modern design with custom features.

Objectives: Launching a website reflecting the new Tomah Health that included simplified navigation with advanced search that featured new hospital videos, photos and branding.

Results: Greenleaf built a consistent brand by providing Tomah Health with a full suite of new marketing materials and a redesigned website. The new site offers unlimited expansion that is easy to use for staff and the advanced search and easy navigation gives visitors to the Tomah Health site a better experience.

Site Features:

- Advanced Site Search
- Physician Directory
- Event Calendar
- Testimonials
- Facility Tour
- Integrated Video
- Email Marketing
- Social Media
- Pay Per Click
- SEO Optimization



Aldo Leopold Nature Center

aldoleopoldnaturecenter.org

The Aldo Leopold Nature Center (ALNC) connects people with nature by offering learning opportunities in the form of workshops, programs and special events. These outdoor experiences teach visitors to appreciate all living things by engaging their senses. Through activities, exploration and adventure, the ALNC is proudly providing environmental education to visitors of all ages and backgrounds.

Aldo Leopold Nature Center approached Greenleaf to improve their online presence and create a website that was modern, responsive, and easy to navigate. The open-source CMS platform WordPress was selected because of its advanced functionality and user-friendly site administration. New site features include: program and membership registration, event listings, social media integration, news updates and sign up, and donation forms.

Objectives: Improve web presence with responsive website design and development of a WordPress platform for online engagement and resource organization.

Results: Greenleaf Media updated the ALNC website to be an engaging and informative center of information where visitors and members can register for programs, events and more. The WordPress platform allows ALNC staff to make ongoing edits and updates themselves in order to grow their presence.

Specific services included: site planning, wireframing, content optimization, site design, custom development, data integration, browser and usability testing, site deployment, training, ongoing support.

Site Features:

- Responsive Design
- Integrated Video
- Featured Content
- Location directory
- Online Ordering
- Social Media
- Testimonials



WILS

Custom library resource website featuring staff directory, news, events listing, vendor directory, social media, integrated video, email sign up.

wils.org



Bridges Library System

Custom Wordpress site with integrated blog, patron stories, library resources, staff portal and social media.

bridgeslibrarysystem.org

3. SCOPE

a. Approach

Greenleaf Media is a bright, innovative group with a diverse range of talents. We pride ourselves in being a responsive partner that consistently delivers well-positioned professional media. Our team is honest, hardworking and very collaborative – welcoming feedback and actively integrating suggestions. We listen to our clients and place primary value on client relationships. Our group truly enjoys the creative process and always aims to exceed project goals and expectations. Greenleaf staff follows best practices and offers cutting edge technical direction and support.

We start each project with a discovery process to learn all that we can about a client, their process and needs (current and future). Our team leads core staff through a comprehensive exploration of project needs/expectations, current marketing efforts and technical considerations. The following is a more detailed outline of that process.

b. Process

DISCOVERY

Greenleaf Media approaches each project with a comprehensive discovery process. The key to this dynamic process is actively listening to our client. We begin each project with a kick-off meeting for initial discovery. Our goal during this meeting is to work with staff members to clarify project objectives and expectations, uncover essential information and identify marketing and branding goals. We will lead staff through a thorough discussion of organization history including current and future marketing goals. Beyond initial discovery, we will analyze project objectives and develop a formal work plan.

Marketing goals

Greenleaf will identify marketing, technical and branding goals as they align with strategic goals. Together, we'll explore marketing needs/expectations as they relate to project goals. In addition, we'll discuss technical goals such as system requirements, web security, site expansion/ upgradability, search engine optimization and interactivity.





Branding and messaging

Visitors should immediately perceive organization marketing initiatives and the website as key organization resource. Greenleaf will work with staff to ensure there is a clear consensus on branding, messaging and easy access services/programs across the entire campaign.

Current Assets and Analytics

The goal is to create a realistic picture of how each target audience uses the site, which will guide a logical and strategic navigational hierarchy. Taking inventory of existing assets and analyzing analytics will help us identify opportunities for developing uniformity, consistent messaging and identifying opportunities for new content.

PLANNING

Greenleaf staff will assess all information provided through the discovery phase and shape needs/expectations into a formal development plan. The plan will include: a list of branding deliverables, project schedule, working website map, wire framing of key websections, technical/functional recommendations and web marketing strategies. The development plan will be presented to staff for feedback and final approval.

INITIAL WIREFRAMING/CONTENT REVIEW

Once the new logo is approved, the Greenleaf design team will execute the strategy by developing a series of creative concepts for the website. Incorporating any design elements provided by staff, we will then create designs that are clean, modern and appealing. The home page will offer a welcoming introduction, setting the tone with news/updates and engaging video/photos while drawing the audience further into the site and providing easy access to key resources.

WEBSITE DESIGN/DEVELOPMENT

Greenleaf Media will upgrade and rework the existing Wordpress website and customize to meet specifications including: responsive design, social media integration, integrated photo/video, news/updates, 3rd party integrations, email sign-up, contact form, advanced reporting, analytics, and compatibility. The site will be mobile friendly and allow for easy updates, file uploads, multiple access levels and ongoing upgradability. All site updates will be performed through a current browser and web editor.

A. Website Design

Our designers will create 3-4 home page web mocks based on initial direction and then revise to incorporate feedback. We will work with staff to finalize page mock-ups and create complementary mock-ups for interior sections based on the final home page. Finalized mock-ups to be provided for approval.

B. Website Design

Upgrade site to latest version of Wordpress. Customize page templates to meet layout and functionality requirements. Revise based on feedback. Configure site to the following specs:



- User-centered design and development.
- Responsive design with mobile optimization. Content to adjust to fit any screen size.
- Clean, modern, personable visual design that reflects the organization branding and character.
- Standard fonts and type size hierarchy throughout website.
- Intuitive navigation and information architecture that makes content easy to access.
- Compatibility with all major browsers and devices.
- All site pages will load quickly and have consistent navigation, search, print and share functions.
- Built-in WYSIWYG editor for easy browser-based site updates and multiple access levels.
- SSL Encryption enabled.
- WCAG Level AA compliance.
- Social media integration with share and follow buttons.
- Media manager to post and organize images, PDF's, videos.
- News landing page with posts by date
- Search engine optimization. Clean URL's and SEO tagging tools. Load time optimization.
- Integrate Google Analytics tracking code for performance tracking and Google Tag Manager.
- Dynamic site map.
- Training and documentation for staff that will maintain, administer and add content to the website.

D. Site Content

Work with staff to develop, optimize and integrate site content ~ 50 pages. Make revisions based on feedback.

E. Site Testing

Greenleaf will confirm proper functioning of all site components and links throughout the site and complete cross platform browser testing. We will revise as needed and then optimize site for search engines. Specific system checks are added based on the project, but our testing checklist follows:

- Verify site function/appearance on all current browsers.
- Check image loading and tagging on all pages.
- Perform final W3C code validation. Correct any issues.
- Test site on mobile devices – iPhone, Android, iPad.
- Verify site search function.
- Test all email and contact forms – submission and response.
- Confirm user registration and order processing – all methods.
- Check loading of site favicon.
- Verify title tags and META data on all content pages.
- Check social media links/sharing functions.
- Test site speed and perform final optimization as needed.
- Check that site map includes all key pages.
- Install SSL and verify site security – once the domain is transferred.
- Check external URLs and links.
- Check 404 error pages.



- Verify analytics tracking code - and proper reporting after launch.
- UX usability testing and refinement based on feedback.

Greenleaf staff then makes necessary changes based on testing results and feedback.

F. Site Launch

Greenleaf will optimize the site for search engines. We will launch the new site, register the new site with search engines, and conduct final testing.

G. Staff Training

Train staff to make ongoing updates using built in web editor. Staff will be able to update content – news/resources, photos, links and add new pages as needed. Greenleaf works with each client to create a formal training plan. Specific training packets will be created for site administrators and editors. System training will be provided after launch with follow up training/support provided as needed for 30 days after launch. Our staff will conduct initial staff training and then provide follow-up training sessions as needed with comprehensive training packets for all system functions.



IMPLEMENTATION SCHEDULE

Expectations of Greenleaf and Library staff are listed below.

DISCOVERY

3/17: Web redesign kick off meeting – in depth project discussion with staff, refine schedule.

WEBSITE DESIGN

3/18: GRLF starts on initial website designs.

3/25: LIBRARY circulates mock-ups and provides feedback.

3/30: GRLF provides revisions and interior mock-ups for all key sections.

4/2: LIBRARY approves final home page mock-ups and provides feedback on interiors.

4/6: LIBRARY approves final interior mock-ups.

CONTENT OPTIMIZATION

4/8: LIBRARY provides initial web content.

4/16: GRLF provides first draft of optimized web content.

4/21: LIBRARY provides feedback. GRLF finalizes copy.

WEB PROGRAMMING/CUSTOMIZATION

5/6: Start programming CSS/web templates. Set up CMS framework and modules.

5/29: Complete initial framework/templates. Start content integration.

6/8: GRLF makes revisions on framework/templates.

TESTING

6/10: Complete development and initial testing.

6/12: Site revisions and additional testing.

DELIVERY/LAUNCH

6/16: Launch site + register with search engines. Set up redirects. Final testing.

STAFF TRAINING

6/18: Provide training for LIBRARY staff. Follow up training following launch.



4. PRICING

Scope of Services and Pricing

SPECIFIC SCOPE OF SERVICES	<i>Not to Exceed Cost</i>
Website Redesign – includes Consultation, Wordpress upgrade, Design, Development, Customization, Testing, Content Development/Optimization, Site Launch.	\$9,855
Wordpress module licensing (reimbursement)	\$295
AccessiBE accessibility module (annual licensing)	\$499
Ongoing Web/Marketing Support	\$ 135/hour

TOTAL = \$10,649 (with module licensing) less \$1,750 nonprofit grant = \$8,899

Our rate is \$135/hour for design, planning and programming services. Greenleaf requires a down payment equivalent to 50% of project total before work commences. Subsequent project billing would be monthly. Bid is valid for 30 days.

This estimate includes: site planning, design, programming, consulting/meeting time, site customization, content optimization and integration, search engine registration, staff training, site testing/launch.

Costs outside of the scope of this project

Hosting costs and software licensing fees are not included in this proposal. Our estimates are all-inclusive and include meeting and travel time. Any exclusions – site hosting, stock photography or licensing – will be noted and itemized.

Ongoing Support:

Support services include software upgrades as well as new requests. Ongoing support is provided at our hourly rate of \$135/hour. We provide support on an hourly as needed basis or through an ongoing support contract. Our clients find us to be a very responsive and dedicated technology partner. We respond to all requests in a timely manner – with urgent or smaller requests generally completed the same day. Estimates will be provided for any larger requests.



Prepared by:
LIBRARYMARKET

PO Box 17332
Jonesboro, AR 72403
(888) 234-3805
info@librarymarket.com

Project Proposal

LibraryWebsite

Prepared for:

Pewaukee Public Library
210 Main St.
Pewaukee, WI 53072

Created:

March 4, 2026
Estimate valid for 90 days.

WHO WE ARE

*Library**Market** is a small strategic design agency exclusively committed to providing creative and cost-effective branding, marketing, and technology solutions for libraries and their communities.*

Meet Hootie.

Hootie's been with us since the very beginning. He's here to let you know that we give a hoot!



Our Mission

Our team's combination of library, marketing, and technology experience allows us a unique perspective when developing strategies for libraries. We can propose and deliver solutions with a distinct advantage over outside firms because we focus exclusively on libraries.

Our mission is to help libraries connect to their communities by offering superior marketing and technology products.

Our Beliefs

We believe that libraries are more successful when they can engage their users through quality technology and branding. Our goal is to provide innovative and elegant solutions to expand the reach of libraries. We are committed to products streamlined for use by patrons and libraries alike.

Our Values

Library Market proudly reflects values that public libraries put into practice every day. We remain rooted in our library origins and understand the importance of diversity and inclusion in ensuring all community members are heard and supported, regardless of their race, ethnicity, gender or gender identity, sexual orientation, religion, (dis)ability, or place of origin.

We believe patron privacy, intellectual freedom, and free access to information are fundamental rights and work to make sure we help our clients achieve their goals within this framework.

What We Do

- Web development
- Marketing and branding services
- Integrated calendar for events, registrations, and room reservations

OUR STORY



The story of Library Market began at the Craighead County Jonesboro Public Library, where co-founders Ben Bizzle and Joe Box formed a creative team that revolutionized the library's approach to digital services and marketing and resulted in a 2012 John Cotton Dana Award. Recognizing that libraries across the nation faced similar challenges in effectively reaching their patrons, Ben and Joe looked to create a company that would provide exceptional website and marketing services for the library industry.

The founding vision of Library Market was helping these libraries engage their

communities with innovative, affordable products that reflected the day-to-day operations and budgets of libraries.

To turn this vision into reality, Joe and Ben approached designer Steven Trotter and project specialist Valerie Carroll, who were instrumental in transforming CCJPL's website. With this partnership in place, Library Market began assembling a talented team of software developers, project managers, and support staff to guarantee the company could deliver creative branding and software solutions for the library industry.

Library Market has grown rapidly since its inception, developing award-winning solutions and setting a new industry standard for quality and flexibility in the areas of website, calendar, and branding for libraries of all sizes.

OUR TEAM

Library**Market** is a small firm with a close-knit staff, each of whom plays a vital role in managing, developing, and designing all of our products. Our staff includes:



BEN BIZZLE
chief executive officer
& owner

As founder and CEO, Ben develops the vision for our projects and coordinates with clients to ensure we provide the best possible product.

12 Years Library Experience
24 Years IT Experience



STEVEN TROTTER
chief creative officer
& owner

Steven is responsible for all creative aspects of our business, including information architecture, site design, and marketing & branding.

25 Years Design & Branding Experience
15 Years User Interface Design Experience



VALERIE CARROLL
chief operating officer
& owner

Valerie works directly with clients to help translate their goals into deliverables. She manages web and branding projects and day-to-day operations.

5 Years Library Experience
5 Years Project Management Experience
Master of Arts, English
Bachelor of Arts, English



JOE BOX
chief information officer
& owner

Joe is responsible for leading our team in QA and testing procedures for our projects, ensuring all features work as intended.

13 Years Library Experience
16 Years IT Experience

OUR TEAM

DUSTIN HOOD

project manager

Dustin is responsible for managing Library**Calendar** projects, making sure we identify client needs, and deliver a successful transition to the new platform.

6 Years Project Management Experience

LINDSAY SARIN

project manager

Lindsay manages website projects and supports customers from project kickoff through training to ensure that their website meets their current and future needs.

9 Years Library Experience
8 Years Project Management Experience
Master of Library Science
Bachelor of Science, English & History

HAYLEY WEBB

lead content manager

Hayley is responsible for reviewing and translating the content package during the development process, ensuring that it fits the client's goals.

5 Years Content Management Experience

Master of Arts, English
Bachelor of Arts, English

CLAY FREEMAN

chief technology officer

Clay's attention to detail makes him a keen director of all technical aspects of our projects, including managing development staff and site architecture and deployment.

8 Years Web Development Experience

Master of Science, Computer Science
Bachelor of Science, Computer Science

JEREMY JACKSON

lead frontend developer

Jeremy manages display tools including theme configuration, development of CSS, and JavaScript.

4 Years Web Development Experience

Section One

Library**Website**
design & development



OUR WORK



Madison County Public Library

Designed bright, colorful logo and matching website theme to reflect the library and its community.

Richmond, KY

www.madisonlibrary.org

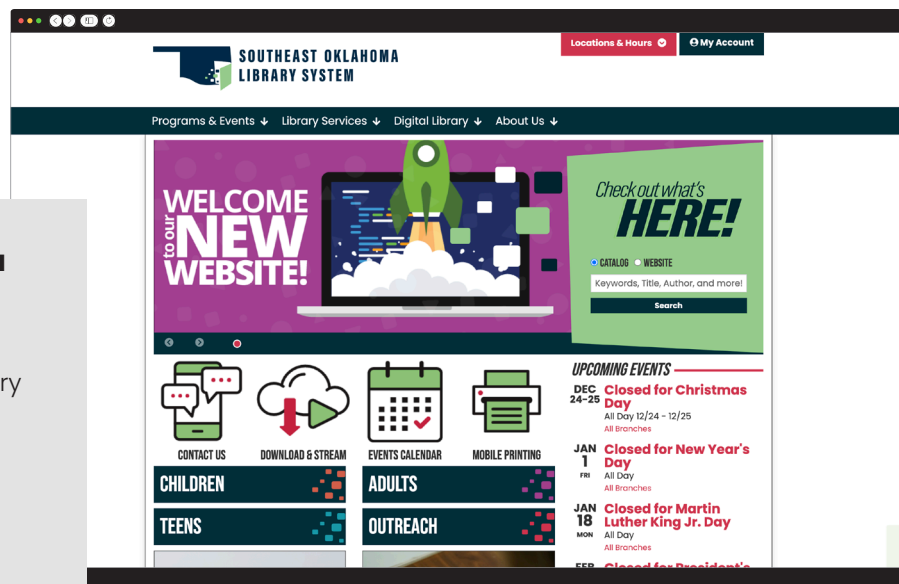


Southeast Oklahoma Library System

Website design and development for a 15-library system covering seven counties in Oklahoma.

McAlester, OK

www.seolibraries.com



Check out our website for even more examples of our work & product details! www.librarymarket.com

OUR WORK

CONTINUED



Ames Public Library

Website designed with green tones, pops of color, and geometric elements to match existing brand and building.

Ames, IA

www.amespubliclibrary.org



Sayville Library

New logo combining a light bulb and local street map in saturated brights with matching website theme.

Sayville, NY

www.sayvillelibrary.org



Check out our website for even more examples of our work & product details! www.librarymarket.com

EXECUTIVE SUMMARY

Benefits of a LibraryMarket Website

With our library, design, and development backgrounds, Library Market knows that having a beautiful, functional website increases your capacity to serve your community. An effective website allows you to meet your patrons' and staff's changing needs, promotes the excellent work you do, and serves as a portal for library users to access your resources. We prioritize ease-of-use for our clients, empowering your staff at all levels to efficiently manage the website and focus on content, not web development. We include multiple layers of live training, training videos, a complete website manual, and ongoing customer support.

Our standard practice is to include Library**Calendar**—a fully-integrated event, registration, and room reservation system—with the websites we build.

If selected for this project, Library Market will develop a website for your library with these goals in mind.

Design

- Developed to be clean, modern, and user-friendly
- Designed to reflect the values and personality of the library
- Themed around the library's branding

Public Website

- Helps users find information quickly and easily with intuitive navigation tools
- Highlights upcoming library events
- Includes tools for marketing collections, like book rivers and database views
- Is fully responsive on desktop and mobile environments
- Integrates with the library's third-party services

Content Management

- Allows staff to quickly and easily edit and add information with custom content types and integrated forms
- Uses intuitive blocks and layouts that make creating and customizing pages simple
- Provides granular access roles to allow multiple staff members various levels of editing permissions
- Founded on a robust database that allows an administrator to quickly search, sort, and filter site content

We know that libraries prioritize the needs of their communities. A Library**Website** from Library Market will allow you to highlight and promote your digital services to patrons, and our robust calendar system will facilitate your programming. Our mission is to work with library clients to build a website that is attractive, functional, reflects the community's needs, and allows the website to grow with the library.

FEATURES

LibraryWebsite

LibraryWebsite is an extremely adaptable platform for your library to promote its services and connect patrons with the resources you provide, all within an elegant design and intuitive navigation framework. Through a thorough information-gathering and discovery process, we pinpoint the best way to implement our features for your library. Our team will work with you to craft all of the content for launch, then provide staff training so the website can continue to grow with the library. If you have any questions about the features below, please do not hesitate to contact us!



Modern, Clean Theme with Logo & Color Scheme

During the initial phase of your project, our designers develop a design strategy for your new website. Using your logo and brand, including the color palette, text hierarchy, and graphics, our staff creates a modern, accessible design for presenting your library's content. Our key focus is creating a UX that allows users to find what they are looking for and attractively reflects the library and its personality.



Efficient Navigation

Library Market's websites are optimized for ease-of-navigation. From uncluttered layouts to a fixed top menu bar with hover styling, pages are designed to help users find what they need. Our streamlined design and consistent UX helps minimize scrolling and clicking.

The header and footer include the library logo, top navigation menu, hours, contact information, search tool, social media links, and other vital information. The homepage serves as a portal for patrons to access highlighted services, in part through a prominent slideshow feature. An announcement region allows emergency information to be displayed. Custom, dynamic tools such as upcoming events feeds, quick links, newsletter sign-ups, and feedback forms can be added to pages, allowing the library to point users to promoted resources and services.



Speed & Reliability

Our websites offer your staff and patrons a seamless web experience with no lags in response time. Presently, we host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.

FEATURES

CONTINUED

LibraryWebsite



Mobile & Tablet Users

All Library Market websites are fully responsive, which means they are mobile and tablet-friendly. The content and layouts adapt to screen size, stacking vertical elements as needed for narrower displays. On mobile, some areas may be collapsed to best adapt to screen size and ensure an equitable experience for all users, regardless of their device.



Third Party Integrations

Library Market websites allow you to incorporate and highlight your third-party vendor resources like databases and streaming services. Using custom library content types, we enable your patrons to locate and access these resources easily. Many of these services offer JavaScript, iFrame, or GET widgets and functions, which can be included in strategic locations. Integrations need to be evaluated on a case-by-case basis for suitability. Some examples of possible integrations include EBSCO Discovery Service, live chat (via LibraryH3lp, Tidio, Bold360, and others), LibraryAware, Niche Academy, and fundraising platforms.



CRM & Email Marketing Integration

Our websites allow for easy integration of your contact management system with the ability to add third-party forms to allow for email and newsletter sign-ups. Library**Calendar** also includes customized reporting that can be incorporated into marketing strategies.



Events & Reservations Calendar

Library Market's integrated Library**Calendar** system allows you to create and manage events with ease. Display options include a calendar view and upcoming events feed that can be placed on the homepage and throughout the site. Registration can be enabled on any event and incorporates email reminders and notifications. With Library**Calendar** room reservations, patrons can see which rooms are available and submit reservation requests. Staff notification emails are sent automatically. Downloadable reports are available for all calendar functions. For more information, see pages 17-27.

FEATURES

CONTINUED

LibraryWebsite



Content Types

Library Market's websites include several custom content types built exclusively for libraries. Adding content is as easy as filling out a form, and each content type includes a built-in display. Some of these content types include:

- **Book Rivers** - a sliding "river" tool or a grid layout. This content type allows staff to build lists to promote various parts of the collection; this can be used as a replacement for (or in conjunction with) third-party services like Select Reads, Bookletters, or LibraryAware.
- **Databases** - lists databases and other online resources, including in-house ones and ones provided by consortia or groups. Displays each as a block with an image, description, and link. These blocks have taxonomy terms associated with them that allow databases to be searched, filtered, and placed on multiple pages. An optional detail page can provide resource-specific help, guides, and tutorials. Streaming and downloading platforms like OverDrive, hoopla, Kanopy, and others can be included here or as a separate content type.
- **Gallery Items** - displays art, images, and other media items as a block, including basic information along with a link to a detailed item record. Like databases, these blocks have taxonomy terms associated with them that allow items to be searched and filtered.
- **Blogs/News** - allows staff members to create and manage blog posts and news updates. Taxonomies such as category or age group will allow blog posts to be filtered and placed on pages across the site.
- **Staff/Board** - manages a personnel directory that can include titles, contact information, profiles, and images for library staff members and board officials.



Page Designs & Templates

The website design mockup will include layout designs for the homepage, landing pages, content pages, calendar view pages, event detail pages, and any other high-level pages requested by the client. Appropriate templates for these pages are created for the site, in addition to any others that are needed. These templates are designed to be flexible and allow for layouts that are fully customizable to support the page's content needs.

FEATURES

CONTINUED

LibraryWebsite



Integrated Forms

Library Market websites come equipped with robust integrated webforms allowing you to collect data on a secured platform. We will help you move existing forms during our content development and migration processes, optimize them, and help you identify new opportunities to collect necessary information and automate standard functions.



Social Media Integration

Library Market solutions include tools that allow you to integrate your social media platforms into the website. This includes placing links for Facebook, Twitter, Instagram, and others in consistent locations across the site and providing staff and patrons the tools to share library events on Facebook and Twitter. This process requires staff management and cannot be fully automated; however, a service such as an Add This bar may streamline it.



Integrated Catalog & Website Search

Users are able to search the catalog for library materials and the website for events and information from an integrated search box. This feature is placed in a high-frequency location (such as below or in the header) that is present on every user-facing page.



Administrative Interface

Library Market provides tools to allow you to manage your website easily. This includes an intuitive block layout to customize existing pages and create new ones with ease. Blocks can include text, photos, videos, and links; custom “view” blocks based on our content types allow you to display databases, events, job openings, staff info, board minutes, etc. The site will also include Drupal’s webforms module, allowing staff to create and collect responses from custom forms.



Staff Accounts

Library Market will create one top-level site administrator who has full access and can create new users. These user accounts have granular access, meaning multiple people can maintain the site with different editing ability levels. From the top-level administrator to general staff users, all staff members must log in with user names and passwords to secure staff functions and any patron information. Our sites include five default roles and the ability to add new roles (and permissions for those roles) to accommodate specific workflows required by the library.

FEATURES

CONTINUED

LibraryWebsite



Discovery & Data Gathering

Library Market will meet with the library's website team to discuss the library's brand, the library's marketing and website goals, and the new website's desired look and feel, including what items need to be included on the homepage. We will provide multiple exercises to gather internal and external data to inform the library, such as:

- Staff and patron surveys
- "Likes & Dislike" of other Library Market sites
- A complete audit of the current site with recommendations for updated information architecture and content



Content Migration

Library Market will work with the library to build a content package that may include content to be exported from the existing website and new content developed by the library. We will make site map recommendations based on our experience with best practices in libraries. Library Market's content manager will place initial content from the package on the new website; staff receives thorough training that allows them to place remaining content in preparation for site launch.



Usability Testing

The website will undergo a comprehensive system of testing to ensure that all features, styling, and content are functioning and responsive across a range of modern browsers (Chrome, Firefox, Edge, and Safari; limited support available for IE10/IE11) and devices. Library Market will test the site and provide the library access to the production site to perform testing. Library Market incorporates client feedback into site revisions.

FEATURES

CONTINUED

LibraryWebsite



Style Guide

As part of the design process, Library Market will provide the library with a website style guide that lists the design specs. This includes the color palette, text hierarchy (H1-H6), padding, button styles, image specifications, etc.



Training & Support

Library Market's customer service team is available via phone, email, and our help desk system. All of our clients receive periodic updates with new features and improvements as they become available. Additionally, extensive live staff training and user manuals are included with every website implementation.



Accessibility

Library Market designs and develops websites in compliance with WCAG 2.2 guidelines so that users can access the site using assistive technology and alternate navigation methods. We ensure that all styles and features pass Level AA Success Criteria and Conformance Requirements as outlined in the Americans with Disabilities Act and Section 508 of the Workforce Rehabilitation Act. We will provide resources to help the library maintain accessible content post-launch (using site hierarchy appropriately, maintaining passing color contrast, and writing appropriate alt text for images).



Site Security

Site security (HTTPS) is included through Pantheon and does not require the purchase of an SSL certificate. We protect the site from spam and abuse by using CAPTCHA and reCAPTCHA 2.0. Please note, the site can only be secured if all third-party integrations with embedded website functionality (the catalog, donation forms, other widgets) are also stored on HTTPS. This is required for any site using eCommerce functionality.



Hosting & Maintenance

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current, as well as ongoing support

FEATURES

CONTINUED

LibraryWebsite



Optional Services

Slide Package – our designers will create a set of 10 professionally designed slides for events or services determined by the library for use on the homepage.

Support Retainer – 36 hours of post-launch development or design work for any client requests for new features.



Technical Specifications

Content Management System	Drupal 10
Open Source Modules	✓
Database	MySQL-compatible
Language	PHP 8
Hosting	Linux using Nginx
Edge, Firefox, Chrome & Safari Supported	✓
Site Tracking	Google Analytics
Site Hosting	Pantheon

Section Two

LibraryMarket

*project process &
management*



PROJECT PROCESS



Discovery



Determine the purpose, goals, target audience, and content for the new website and begin drafting design principles for its overall look and feel. Direct library in compiling the content package of copy, images/graphics, documents, links, etc., to be placed on the site.



Design



Build a plan for the website that includes the development of information architecture, site design, and design proofs of any custom content types created for the library.



Development



Begin development, turning the design and wireframes into a functional website.

CONTENT PLACEMENT

As development continues, our team will migrate, place, and style initial content. Library staff will complete content placement in preparation for launch.

QA & TESTING

Our team will test forms, scripts, accessibility, navigation, user accounts, and other items across multiple web browsers and on desktop and mobile



Delivery



Conduct training in advance of the website launch, continue QA & Testing procedures, and coordinate the technical side of launch with the library's systems administrator.

TRAINING

Library staff members will gain access to the back end of the production site and receive live training from our team on all functions of the new website. Any training sessions will be recorded, and user manual(s) for all site functions will be provided.

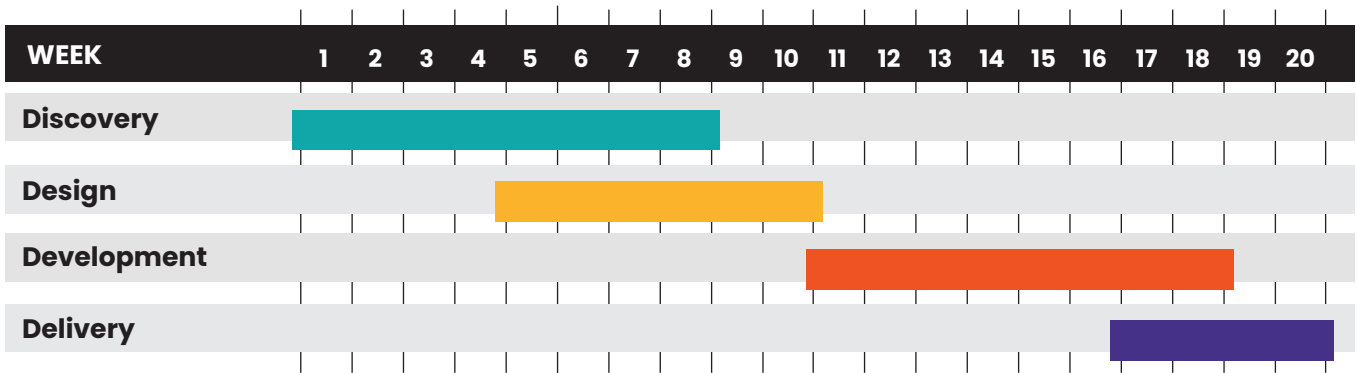
LAUNCH

On the launch date, Library Market will coordinate with the library's team to make sure everything goes smoothly and all functions and features are working as intended in the live environment.

HOSTING & MAINTENANCE

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current as well as ongoing support.

STANDARD TIMELINE



DISCOVERY *estimated hours: 24*

Discussions	Design Discovery Meeting, Content Review & Development
Decisions	Set project timeline, outline desired features of new website
Deliverables	Detailed project plan, Findings Report, Site Map, Content Templates

DESIGN *estimated hours: 27*

Discussions	Design Discovery, Design Review
Decisions	Approve site design
Deliverables	Page mockups

DEVELOPMENT *estimated hours: 54*

Discussions	Content Package Review, Administrator Training
Decisions	Finalize site launch plan
Deliverables	Production website, admin site access

DELIVERY *estimated hours: 21*

Discussions	Staff Training
Decisions	N/A
Deliverables	Live website and staff user manual

SCHEDULING

Upon acceptance of our offer, we will set dates for the project, starting with the launch date and working backward.

We work with our clients to pinpoint the best launch date for them that fits in our development calendar. Some condensing or expansion of the timeline is possible based on individual project considerations. Both Library Market staff and the library project team play a large role in determining the pace of content package delivery, decision making, and staff training.

Library Market will make all efforts to keep within the timeline, and we rely on our clients to help us do so by meeting deadlines for making decisions and providing critical information during the project process.

CLIENT SUPPORT



How We Manage Projects

Once a proposal is signed, you'll be assigned to a dedicated project manager, who will shepherd you through the process. Library Market uses a modified version of Agile project management to ensure a fully-functioning product at launch. We believe in transparency, and you can expect regular updates from your project manager.

Our developers use git for version control. All of our sites are tested in a development environment multiple times to ensure technical and theme conformance and user functionality before code is pushed to the production site.



Training

We work with clients closely to identify the right training schedule and process for their staff using a blend of live and static training resources. Training begins as the Development phase draws to a close. At that time, the client is equipped with a staff administrator login for the production site and attends live training sessions. We have administrators begin their training process early on to ensure they can familiarize themselves with site functions. Additional training sessions are scheduled based on staff roles and needs. Live training sessions are held via Zoom and are recorded for future use. Most clients receive 4-6 hours of live training in total. A full manual, including step-by-step instructions, is included for all products.



Support

Ongoing support for the website includes bug fixes, upgrades, and support for existing features. Regular support hours are Monday-Friday, 8 a.m.-5 p.m. CST. Additional support needs, such as new feature requests, additional staff training sessions, design work, or marketing consultation, can be purchased at Library Market's hourly rate of \$200 or a 36-hour minimum retainer contract available for \$3,600.

CLIENT REFERENCES



Morgan Mullins
Marketing and Public Relations Librarian, Rowan County Public Library
mmullins@rowancountylibrary.org
(606) 784-7137 ext. 417
<https://www.rowancountylibrary.org/>



Todd Schlitt
Director, Amityville Public Library
tschlitt@amityvillepubliclibrary.org
(631) 264-0567
<https://www.amityvillepubliclibrary.org/>



Erica Richardson
Library Director, Benbrook Public Library
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Louise Alcorn
Library Technology Coordinator, West Des Moines Library
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<https://www.wdmlibrary.org/>



Tara Kohles
Library Director, Central Islip Public Library
tkohles@cilibrary.org
(631) 234-9333 ext. 110
<https://www.cilibrary.org/>

Section Three

LibraryMarket

project terms & pricing



OUR OFFER



\$ 15,000

Library**Website**

Content Management

Library Market will develop a new website that incorporates the library's brand and includes:

- Robust Content Management System
- Fully Responsive Design
- Website & Card Catalog Search
- Custom content types built for libraries
- WCAG 2.2 AA Accessibility Compliance

Everything outlined in this proposal is included at the quoted price. Anything outside this proposal's scope, including actual work to be performed and costs, must be approved by both Library Market and our clients before any work begins. Examples of these additional costs include change orders for additional website features, marketing work, or a support-hour contract for further development past the launch date. These are optional and available at the request of the client.

PROJECT FEES

Website - Initial Development Fees

Description	Week #	Budget
• Website Discovery	1-8	\$2,250
• Website Design	5-10	\$2,875
• Website Development	11-18	\$6,300
• Website Delivery	17-20	\$3,575
Total Cost		\$15,000

Ongoing Costs

Description	Rate	Budget
• Hosting & Maintenance	Annual	\$2000
Total Cost		\$2,000

First-year total

\$17,000

TERMS & CONDITIONS

Project & Service Agreement for use of Library**Calendar** & Library**Website**.

This Agreement is effective as of date of signing ("Effective Date") by and between:

Provider:
Library Solutions, LLC (doing business as Library Market)
P.O. Box 17332
Jonesboro, AR 72403

and

Client:
Pewaukee Public Library
210 Main St.
Pewaukee, WI 53072

Whereas,

1) the Client wishes to obtain and the Provider wishes to grant a nonexclusive, nontransferable license to use Library**Calendar** and Library**Website** (hereinafter referred to as "Product") for the term and specific purpose set forth in this Agreement, and

2) each Party represents and warrants that it has the right and authority to enter into this agreement and that doing so will not violate, conflict with, or cause a material default under any other contract, agreement, indenture, decree, judgment, undertaking, conveyance, lien, or encumbrance to which it is a party or by which any of its property is or may become subject or bound, the Parties agree as follows:

SECTION 1. RELATIONSHIP OF THE PARTIES

Library Solutions, LLC is an independent

contractor. Library Solutions, LLC shall determine, in its sole discretion, the manner and means by which the Services are accomplished. No agency, partnership, joint venture, or employee-employer relationship is intended or created by this Agreement. Neither Party is authorized to act as agent or bind the other Party except as expressly stated in this Agreement. Library Solutions, LLC and the Product or Services prepared by Library Solutions, LLC shall not be deemed a work for hire as defined under Copyright Law. All rights granted to Client are contractual in nature and are expressly defined by this Agreement.

SECTION 2. CONTRACT PERIOD

This Agreement will begin on the Effective Date and continue for an initial term of one year. The Agreement will automatically renew for additional terms of one year each unless either Party gives notice of cancellation at least 30 days prior to the expiration of the original term or any renewal thereof.

SECTION 3. BILLING AND PAYMENT

3.1. Compensation

Client agrees to pay Library Solutions, LLC (dba Library Market) the fees listed in the Project Proposal, including all applicable taxes. In the event that a project requires Library Solutions, LLC representatives to travel to a physical site, Client will pay Library Solutions, LLC expenses, including, but not limited to: (a) incidental and out-of-pocket expenses at cost plus Library Solutions, LLC's standard markup of 20%; (b) mileage reimbursement, other than normal commuting, at \$.55 per mile; (c) travel expenses, other than normal commuting, including airfare and rental vehicles, with client approval. Pricing in the Project

TERMS & CONDITIONS

CONTINUED

Proposal includes only Library Solutions, LLC fees. Any other costs, such as domain name registration, art/font licensing, or media rights shall be purchased and maintained by the Client. Invoices shall list any expenses and additional costs as separate items.

3.2. Payment Schedule

Payment is due according to the project timeline. Half of the Design & Development Fee for installing and customizing the Product for the Client will be due immediately upon signing contract. The other half of this Fee, as well as the Hosting & Maintenance Fee and Library **Calendar** Annual Subscription Fee will be due at date of project completion.

After contract is signed, both Parties shall agree to a project timeline, beginning with a project start date and ending with a project completion date.

Should the Client elect to postpone product launch date for any reason, the Annual Subscription Fee shall still be assessed immediately after Library Solutions, LLC has completed the project. All invoices are payable within 30 days of receipt.

3.3. Late Payment

A monthly service fee of 1.5 percent, or the maximum allowed by law, is payable on all overdue balances. All grants of any license to use or transfer ownership of any intellectual property rights under this Agreement are conditioned on full payment, including all outstanding additional costs, expenses, fees, or any other charges.

SECTION 4. CHANGES TO PROJECT SCOPE

If Client wants to change the scope of work after acceptance of this Agreement, Client shall send Library Solutions, LLC a written

Change Order describing the requested changes in detail. Within 7 days of receiving a Change Order, Library Solutions, LLC will respond with a statement proposing designers' availability, additional fees, changes to delivery dates, and any modification to the Agreement. Library Solutions, LLC will evaluate each Change Order at its standard rate and charges. Client will be billed on a time and materials basis at Library Solutions, LLC's hourly rate of \$200 per hour. Such charges shall be in addition to all other amount payable under this Agreement, despite any maximum budget, contract price, or final price identified. Library Solutions, LLC may extend or modify any delivery schedule or deadlines in the Agreement as may be required by such changes. Client will have 7 days to respond in writing accepting or rejecting the new proposal. If Client rejects the proposal, Library Solutions, LLC will not be obligated to perform any services beyond those in the original Agreement.

SECTION 5. LICENSES

The Provider hereby grants to the Client a personal, nonexclusive, nontransferable license during the term of this Agreement to use, in object code form, all software and related documentation provided by the Provider furnished to the Client under this Agreement. The Client agrees to use commercially reasonable efforts to ensure that its employees and users of the Product hereunder comply with the terms and conditions set out in this Agreement. The Client agrees to refrain from any attempts to derive a source code equivalent, such as reverse assembly or reverse compilation, of the Product. All material furnished to the Client under this Agreement shall be used for the Client's internal business purposes

TERMS & CONDITIONS

CONTINUED

only, shall not be reproduced or copied in whole or in part.

SECTION 6. LEGAL COMPLIANCE

Each Party shall, at its own expense, comply with all laws, regulations, or other legal requirements that apply to it and this Agreement, including copyright, privacy, and communications decency laws. The Client represents and warrants it shall undertake any responsibilities and expenses incurred should any consent, approval, or authorization via designation, declaration, or filing with any government authority be required in connection with the valid execution, delivery, and performance of this Agreement.

SECTION 7. REPRESENTATIONS AND WARRANTIES

Client represents and warrants to Library Solutions, LLC that, to the best of Client's knowledge, use of the Client Content does not infringe the rights of any third party. Library Solutions, LLC represents and warrants to Client that, to the best of Library Solutions, LLC's knowledge, the Product will not violate the rights of any third parties.

Library Solutions, LLC will retain the right to use, modify, and reproduce any content and images created for the Client, unless where prohibited by law. These uses can include self-promotion, client portfolios, and future client projects.

The Client is solely responsible for the content of any postings, data, or other transmissions or uses of the Product by any person or entity the Client permits to access the Product. The Client represents and warrants that it will:

Not use the Product in a manner which:

is prohibited by any law or regulation, facilitates the violation of any law or regulation, or disrupts any third parties' similar use of the Product, and not violate or tamper with the security of any of the Provider's computer equipment or programs.

If the Provider has reasonable grounds to believe that the Client is utilizing the Product for any such illegal or disruptive purpose, the Provider retains the right to suspend the Product immediately with or without notice to the Client. The Provider may terminate the Agreement as outlined in Section 12 if the Client fails to adhere to these acceptable use standards.

THE WARRANTIES SET FORTH IN THIS SECTION ARE THE ONLY WARRANTIES MADE BY THE PROVIDER. THE PROVIDER MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCT AND ANY RELATED SERVICES OR SOFTWARE. THE PROVIDER HEREBY EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR COMPLIANCE WITH LAWS OR GOVERNMENT RULES OR REGULATIONS APPLICABLE TO THE PRODUCT, OR IMPLIED WARRANTIES ARISING FROM A COURSE OF DEALING OR COURSE OF PERFORMANCE. NO ORAL OR WRITTEN INFORMATION GIVEN BY THE PROVIDER, ITS EMPLOYEES, OR THE LIKE WILL CREATE A WARRANTY.

SECTION 8. LIMITATION OF LIABILITY

Client shall indemnify Library Solutions, LLC from any and all damages, liabilities, costs, losses, expenses, or attorney fees arising out of any claim, demand, or action by a third party due to materials included in Product at the request of the Client.

TERMS & CONDITIONS

CONTINUED

8.1. Damages

EXCLUDING THE LIABILITY UNDER THE SECTION ENTITLED "NO INFRINGEMENT" BELOW, UNDER NO CIRCUMSTANCES WILL THE PROVIDER OR ANYONE ELSE INVOLVED IN ADMINISTERING, DISTRIBUTING, OR PROVIDING THE SERVICES BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF OR INABILITY TO USE THE SERVICES, INCLUDING, BUT NOT LIMITED TO: LOSS OF REVENUE, LOSS OF PROFITS, OR DAMAGES THAT RESULT FROM MISTAKES, OMISSIONS, INTERRUPTIONS, DELETION OF FILES OR EMAIL, ERRORS, DEFECTS, VIRUSES, DELAYS IN OPERATION OR TRANSMISSION, FAILURE OF PERFORMANCE, THEFT, DESTRUCTION, OR UNAUTHORIZED ACCESS TO THE PROVIDER'S RECORDS, PROGRAMS, OR SERVICES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT OF ANY BREACH BY THE PROVIDER OF THIS AGREEMENT, THE PROVIDER'S LIABILITY TO THE CLIENT WILL NOT EXCEED THE AMOUNT PAID TO THE PROVIDER BY THE CLIENT DURING THE PREVIOUS THREE MONTHS.

8.2. No Infringement

The Provider warrants that the Product will not infringe any patents, trademarks, copyrights, or any other proprietary rights of a third party or constitute a misuse or misappropriation of a trade secret ("Infringement"). The Client shall notify the Provider promptly in writing of any known action brought against the Client based on an allegation that the Client's use of the Product constitutes Infringement. The Provider will defend, indemnify, and hold the Client harmless from any such action at the Provider's sole expense, provided that the Provider shall have sole control of the defense of any such action and all negotiations and/or settlements and that the Client reasonably cooperates with the Provider in such defense. In the event that a final injunction is obtained against the Client's use of the Product by reason of an Infringement or the Client is otherwise prohibited from using the same,

the Provider shall, to the extent possible and at its expense, either (a) procure for the Client the right to continue to use the services that are infringing, or (b) replace or modify the services to make their use non-infringing while being capable of performing the same function within 60 days. If neither option is available to the Provider, then the Client may terminate this Agreement without penalty or further payment other than payment of fees for use of the Product prior to termination.

SECTION 9. CONFIDENTIAL INFORMATION

9.1. Definition

For purposes of this Agreement, "Confidential Information" shall mean information including, without limitation, all data, computer programs, code, algorithms, names and expertise of employees and consultants, know-how, formulas, processes, ideas, inventions (whether patentable or not), schematics and other technical, business, financial and product development plans, forecasts, strategies and information marked "Confidential," or, if disclosed verbally, is identified as confidential at the time of disclosure. In addition to the foregoing, Confidential Information shall include third party software, if any, that may be provided to Customer under this Agreement, including any related source or object codes, technical data, data output of such software, documentation, or correspondence owned by the applicable Provider.

Confidential Information excludes information that:

a. Was or becomes publicly known through

TERMS & CONDITIONS

CONTINUED

no fault of the receiving Party;

- b. Was rightfully known or becomes rightfully known to the receiving Party without confidential or proprietary restriction from a source other than the disclosing Party;
- c. Is independently developed by the receiving Party without the participation of individuals who have had access to the Confidential Information;
- d. Is approved by the disclosing Party for disclosure without restriction in a written document which is signed by a duly authorized officer of such disclosing Party; and

e. The receiving Party is legally compelled to disclose; provided, however, that prior to any such compelled disclosure, the receiving Party will: (i) assert the privileged and confidential nature of the Confidential Information against the third party seeking disclosure and (ii) cooperate fully with the disclosing Party in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information. In the event that such protection against disclosure is not obtained, the receiving Party will be entitled to disclose the Confidential Information, but only to the extent necessary to legally comply with such compelled disclosure.

9.2. Nondisclosure

During this the term of this Agreement and for a period of 2 years thereafter, each Party agrees to use Confidential Information only as permitted under this Agreement; Each Party agrees to only disclose the other Party's Confidential Information to its employees: (a) on a need-to-know basis in order to further permitted uses of such information; and (b) who are informed of the nondisclosure/non-use obligations imposed by this Agreement. Both parties shall take steps each determines appropriate to implement and enforce such

non-disclosure/non-use obligations.

9.3. Agreement

Each of the Parties agrees not to disclose to any third party the terms of this Agreement, including pricing, without the prior written consent of the other Party except to advisors, investors, and others on a need-to-know basis under circumstances that reasonably ensure the confidentiality thereof, or to the extent required by law.

9.4. Injunctive Relief

In the event of an actual or threatened breach of the above confidentiality provisions, the non-breaching Party will have no adequate legal remedy and will be entitled to immediate injunctive and other equitable relief without bond and without the necessity of showing actual money damages.

SECTION 10. CLIENT RESPONSIBILITY

Under the terms of this Agreement, the Client guarantees that it will:

- 1) Accept sole responsibility for the content of any communications the Client transmits using the Product and shall defend, indemnify, and hold harmless the Provider from and against all liabilities and costs (including reasonable attorney's fees) arising from any and all third-party claims based on the content of such communications.
- 2) Make no attempts to resell the Product.
- 3) Use the Product only for lawful purposes.
- 4) Implement and maintain security procedures necessary to limit access to the Product to the Client's authorized users.
- 5) Implement and maintain external

TERMS & CONDITIONS

CONTINUED

procedures for reconstruction of lost or altered files, data, or programs.

6) Establish designated points of contact for interfacing with the Provider.

7) Provide Library Solutions, LLC with any Client data necessary to implement the Product, including, but not limited to, the requested content package. Client failure to assemble and submit the content package in advance of the development phase start date may delay project timeline.

SECTION 11. CLIENT DATA

All data is owned by the Client and is to be held in strict confidentiality. The Provider will delete and destroy all copies of data once the Agreement is terminated with or without default as outlined in this Agreement. The Client has the option to receive backup data prior to deletion. All rights, titles, and interests in and to the Product and all copyrights, patents, trademarks, service marks, or other intellectual property or proprietary rights relating thereto belong exclusively to the Provider. Any modification to the Product performed by the Client that directly or indirectly extends the current capabilities shall be the property of the Provider, and all copyrights and other rights are hereby assigned to the Provider.

SECTION 12. SERVICE PERFORMANCE GUARANTEES

12.1. Hosting and Service Outages

The Provider guarantees 99.9% availability of the hosting services required to use the Product. In the event of a service outage, the duration will be determined by totaling the amount of time trouble tickets are open with Provider Customer Support for service. The time begins when Provider Customer Support opens a trouble ticket and ends when

Provider Customer Support notifies the Client of service restoration. All service outage claims are subject to review and verification by the Provider, who reserves the right to change or modify the foregoing rules or discontinue this limited guarantee program with 30 days' prior written notification to the Client.

12.2. Customer Service

Customer service requests are handled through a support ticket system. Hours for customer service are Monday-Friday, 8 a.m. to 5 p.m. CST.

SECTION 13. BACKUP DATA

The Provider will deliver a full backup of customer data in .TAR format on a flash drive via U.S. Priority Mail provided the Client agrees to pay a charge of \$50.00 per backup copy.

SECTION 14. TERMINATION

14.1. Termination Procedures

If any Party fails to perform or observe any material term or condition of this Agreement and such failure continues without remedy for 30 days after receipt of written notice: 1) the other Party may terminate this Agreement, or 2) where the failure is nonpayment by Client of any charge when due, the Provider may, at its option, terminate or suspend services if the Client does not cure said breach within 7 days following a notice of delinquency.

14.2. Insolvency

This Agreement may be terminated immediately upon written notice by either Party if the other Party becomes insolvent or involved in a liquidation or termination of business, files a bankruptcy petition,

TERMS & CONDITIONS

CONTINUED

has an involuntary bankruptcy petition filed against it (if not dismissed within 30 days of filing), becomes adjudicated bankrupt, or becomes involved in an assignment for the benefit of its creditors.

14.3. Charges

The Client shall be responsible for payment of all charges under a terminated Agreement incurred as of the effective date of termination. If the Client terminates this Agreement or elects to reduce the number of authorized end users, then, in addition to amounts due for use of the Product and Support Services actually rendered prior to the termination of this Agreement or reduction of users, there shall be immediately due and payable by the Client an amount equal to 50% of the fees that would have been paid for the remainder of the term.

SECTION 15. DISPUTE RESOLUTION

Parties agree to attempt to resolve any dispute by negotiation between the Parties. If Parties are unable to resolve the dispute by negotiation, either Party may start mediation and/or binding arbitration in a forum mutually agreed to by the Parties.

The prevailing Party shall be entitled to recover its attorneys' fees and costs in any dispute resolved by binding arbitration or litigation.

SECTION 16. GENERAL PROVISIONS

16.1.

This Agreement, including any amendments and attachments that are incorporated herein, constitute the entire agreement between the Parties and shall be binding when accepted by the Client. No modification, termination, or waiver of any provisions of this Agreement shall be binding unless in

writing and signed by authorized officers of the Parties. No provision of any purchase order or other document issued by the Client shall be binding or effective for any purpose unless accepted by the Provider in writing. It is further expressly understood and agreed that, there being no expectations to the contrary between the Parties, no regular practice or method of dealing between Parties or their respective industries shall be used to modify, interpret, supplement, or alter in any manner the express terms of this Agreement or any part thereof.

16.2.

Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the Parties, nor shall either Party have the right, power, or authority to create any obligation or duty, express or implied, on behalf of the other.

16.3.

The Product or any associated materials shall not be exported or re-exported in violation of any export control provisions of the United States or any other applicable jurisdiction.

16.4.

This Agreement may not be assigned, sublicensed, or transferred in whole or in part by the Client without the prior written consent of the Provider. Any attempted assignment, subletting, or transfer shall be void.

16.5.

If any provision(s) of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions

TERMS & CONDITIONS

CONTINUED

shall not be in any way affected or impaired thereby.

16.6.

No delay or failure of either Party in exercising any right(s) herein and no partial or single exercise thereof shall be deemed in itself to constitute a waiver of such right(s) or any other rights herein. Any waiver by either Party of any breach of the provisions of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach.

16.7.

In the event that either Party is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of natural disaster, terrorism, fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of god, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies, actions or decrees of governmental bodies or communication line failure not the fault of the affected Party or other causes beyond such Party's reasonable control (a "Force Majeure Event"), the Party has been so affected shall immediately give notice to the other Party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds 7 days from the receipt of notice of a Force Majeure Event, the Party whose ability to perform has not been so affected may, by giving written notice, immediately terminate this Agreement as provided in Section 14.

16.8.

The Client shall furnish, at the Provider's request but no more frequently than annually,

a signed certification:

- 1) verifying that the Product is being used pursuant to the terms of this Agreement and
- 2) listing the locations where the Product is being used.

16.9.

This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and each of which together shall constitute a single instrument.

16.10.

This Agreement shall be governed by and construed under the laws of the State of Arkansas applicable to contracts made in and wholly to be performed in the State of Arkansas without regard to conflicts of law.

ACCEPTANCE

Checks payable to:

Library**Market**

Address:

PO Box 17332
Jonesboro, AR 72403

Proposal Date:

March 4, 2026

Job Descriptions	Total
• Library Website Design & Development	\$15,000.00
• Library Website Maintenance & Hosting (Annual)	\$2,000.00
Total Cost	\$17,000

Payment Terms

- Services: 50% upon signing & 50% at launch
- Annual Fees: 100% at launch

Client Name

Position

Signature of Approval

Date



March 4, 2026

Ben Bizzle | CEO

Date



The Government Website Experts

WEBSITE PROPOSAL FOR Pewaukee Public Library, Wisconsin

Revize is a Minority Business Enterprise (MBE)

Prepared by Brian Rohen
brian@revize.com
150 Kirts Blvd. Troy, MI 48084
Ph: 248-928-8072 Fax: 866-346-8880
www.revize.com March 4th, 2026
Pricing good for 60 Days



Website Project Experience Examples

The Huntington Woods Public Library, Michigan



<https://huntingtonwoodslib.org/>

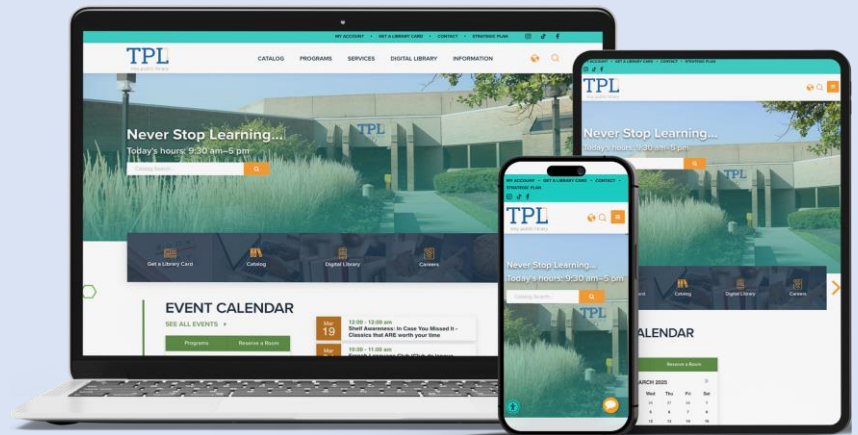
Details:

Revize created a modern, aesthetically pleasing website for Huntington Woods Public Library that truly captured the essence of the community. The website introduced a responsive design which now allows for an adaptive experience across all devices including smartphones and tablets, but also integrated a user-friendly content editing management system. Their unique design, streamlined integration of web applications, and a high traffic featured news and headlines area top off this website!

Details:

The Troy Public Library wanted a website to increase ease of communication to residents and visitors alike: The city has been experiencing an economic resurgence particularly in the technology sector. In fact, Revize headquarters are in the City of Troy! This project included custom designs for The City, Library, and Recreation Department. Integration with the City's existing 3rd party software was a major linchpin of this project. Revize also included a live-searchable "How Do I" section that narrows down results as the user is typing, allowing any user to easily find what they are looking for regardless of which department it exists under.

The Troy Public Library, Michigan

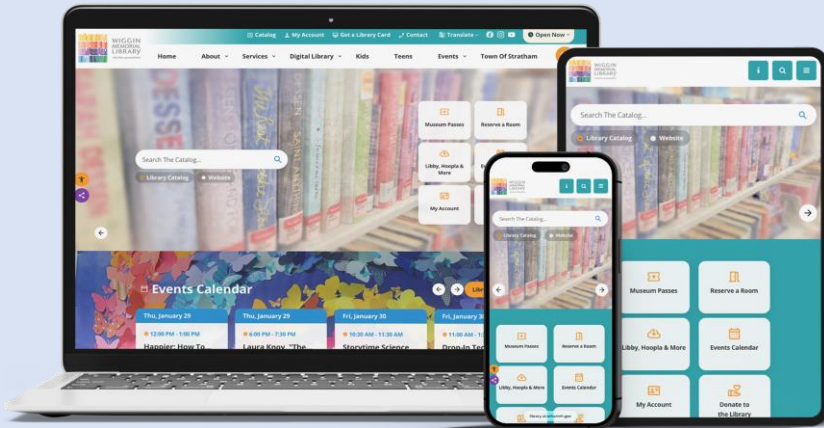


<https://troypil.org/>

AWARD WINNING WEBSITE DESIGN

revize.
The Government Website Experts

Wiggin Memorial Library, New Hampshire



<https://www.library.strathamnh.gov/>

Details:

The Wiggin Memorial Library has an inviting website with an updated, professional feel. This informational website brings together an amazing design with a full suite of web apps to engage the residents they serve. With a robust Document center and smooth transitions from the home page to interior pages of the website, users can find exactly what they are looking for easily. Not only does it serve as an informational website, it has the look and feel of a website that will welcome you home!

Details:

The Largo Public Library came to Revize for a website that was completely different. Coming from an internally developed site, they wanted to work with a vendor that could lead them to a new way of interacting with their users. Page layouts were created to allow unique interaction with the library. This included e-notify, Q&As, catalog integration, plain language, and a resident focused navigation. We also incorporated some of their internal databases and features that had been built internally. This site improves the online experience for residents!

Largo Public Library, Florida



<https://www.largopubliclibrary.org/>

Website Account References

Client: Huntington Woods Public Library, MI

Deb Hemmye, Library Director

Office: (248) 543-9720

Email: dhemmye@hwoodslib.org

Website: <https://huntingtonwoodslib.org/>

Client: Crawford Library, MI

Karyn Ruley, Technology Coordinator

Office: 989-348-9214

E-mail: kruley@crawfordcolibrary.org

Website: www.crawfordcolibrary.org

Client: Delta Township District Library, MI

Erica Gupton, Network Administrator

Office: 517 816-8227

Email: egupton@deltami.gov

Website: <https://www.dtdl.org/>

Client: Rio Grande City Public Library, TX

Norma Fultz, Library Director

Office: (956) 487-4389

Email: nfultz@cityofrgc.com

Website: www.rgclibrary.org

Client: Niagara Falls Public Library NY

Sarah Potwin, Executive Library Director

Office: 716-286-4914

Email: spotwin@nioga.org

Website: www.niagarafallspublib.org

Client: Aurora Public Library, MN

Paula Chapman, Library Director

Office: 218-229-2021

Email: paula.chapman@alslib.info

Website: <https://www.aurorapubliclibrarymn.com/>

Client: Temple Public Library, TX

Natalie McAdams, Library Director

Office: (254) 298-5559

Email: nmcadams@templetx.gov

Website: www.templelibrary.us

Did you know?

Our technical support staff are trained developers.
When you call for tech support, you'll be speaking to
staff with direct knowledge of development!



Timeline Summary

Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW <ul style="list-style-type: none"> Revize will conduct a staff interview and website design kickoff meeting with the client. After the meeting, Revize will provide a detailed project plan that assesses key findings and details. 	Weeks 1 through 3	3 Weeks
Phase 2: Discovery & Design <ul style="list-style-type: none"> Within (5) five weeks of the kick-off meeting Revize will provide (1) one custom homepage mockup, (1) one basic interior page mockup, and (1) one navigation mockup. Revize will provide revisions to each mockup based on the feedback received from the client, and will begin site-mapping process when client approves design 	Weeks 4 through 8	5 Weeks
Phase 3 and 4: Template Development and CMS Integration <ul style="list-style-type: none"> Mockups will be developed into HTML pages making them clickable and resizable. Following HTML Development, Revize will add in the Revize Content Management System which makes the website easily editable. Integration of any 3rd party software will begin during this phase 	Phase 3: Weeks 9 through 12 Phase 4: Weeks 12 through 16	4 Weeks 5 Weeks
Phase 5 and 6: Quality Assurance, Accessibility and Custom Development <ul style="list-style-type: none"> Revize will review all developed assets for functionality. The development team will review functionality, style sheet, and formatting checking for errors and verifying that site matches approved design mockups. Any custom needs identified earlier in the project will be executed during this phase and tested for quality assurance. ADA programming and beta site review with the client 	Phase 5 Weeks 15 through 16 Phase 6: Week 17	2 Weeks 1 Week
Phase 7: Sitemap Development / Content Migration <ul style="list-style-type: none"> Revize will deliver a suggested sitemap, in Excel format, for the website prior to this phase (Unless the client has chosen to create their sitemap). Client and Revize will review and provide updated versions for approval. Pages will be built out one-by-one according to this previously approved sitemap architecture. Pages that are not linked in the sitemap will be created as blank pages. Migration includes up to all webpages, documents, and new content up to the relevant amount on the current website. 	Weeks 18 through 24	7 Weeks
Phase 8: Content Editor and Web Administrator Training and Go Live preparation <ul style="list-style-type: none"> Revize will conduct a review of the beta site followed by a core team training (smaller group). After the beta site review, the client may request tweaks to the functionality of the website. Revize will conduct Website Usability testing and a separate full staff training for all CMS editors on-site in a classroom style setting. The training schedule will include editor training, and administrator training with a question-and-answer period. Results of the user experience testing will be provided to the client for review. Any change requests will be reviewed by Revize for feasibility and scope conformance before they are completed. Revize will conduct meeting with client IT department before go live to discuss the process and establish pre-go-live checklist (e.g. SSL certificates, redirects, subdomains, etc.) Retraining is available any time after Go Live. 	Weeks 25 through 27	3 Weeks
	Go-Live (Average)	21-27 Weeks

Revize Support Includes

- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- 24/7/365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Cloud backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and web site trends

Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge



Revize Design Option 1: Shared Custom

Phase 1: Project Planning and Analysis, SOW	\$950
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page design, and inner page design, includes Responsive Web Programming for great viewing on mobile screens.	\$2,800
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web applications. You also receive all updates to all CMS modules for the life of your Revize relationship. You own the technology, design and content!	\$2,500
ADD-ON APPLICATIONS	
Curated Search (Website & Library Catalog Searchable)	\$0
Tile Template Organization (Icon Buttons)	\$0
See Page 11 for Options Add-ons	
Phase 5 & 6: Q/A Testing, Accessibility and Custom Applications	\$1,600
Phase 7: Site map development/content reorganization and migration from old website into new website including spell checking and style corrections – up to 300 webpages and	\$0

documents **(approximate amount on your website today)**. To help remove stale content, Revize will not be moving over old announcements, events or calendar items. Additional content migration, if requested, is available for \$3 per webpage and document.

Phase 8: Content editing and site administration training via web conference (one day session up to 8 hours)	\$950
Go live!	Included
Custom Website Design Subtotal	\$8,800
Revize Annual Maintenance Fee (1st Year pre-paid during site development)	\$2,000/yr
Includes Unlimited Tech Support, CMS software updates (for 5 users), security software updates, SSL security certificates, hosting and maintenance with website health checks. Website hosting Included free of charge (15 GB storage space, 100GB monthly bandwidth limit):	
ADD-ON APPLICATIONS	
None	
Grand Total (1st Year)	\$10,800
5-Year Agreement (Length Optional)	

Revize Custom Design Payment Plans

Payment Schedule & Interest-Free Payment Plans

Revize Five-Year Interest-Free Payment Plan

Instead of paying for the total project cost in year one, Revize would spread out the total first year cost over five years of service.

Payment Amount	Due Date	Payment Includes
\$3,760	Year 1	20% of Project Cost + Year 1 Annual Hosting & Maintenance
\$3,760	Year 2	20% of Project Cost + Year 2 Annual Hosting & Maintenance
\$3,760	Year 3	20% of Project Cost + Year 3 Annual Hosting & Maintenance
\$3,760	Year 4	20% of Project Cost + Year 4 Annual Hosting & Maintenance + Free Redesign
\$3,760	Year 5	20% of Project Cost + Year 5 Annual Hosting & Maintenance
\$2,000	Year 6 & beyond	Annual Hosting & Maintenance

Custom Design Website Features Included

VISITOR'S COMMUNICATION CENTER APPS

- Home Page Alert
- Document Center with keyword search
- FAQs with keyword search
- Staff/Listing Directory with keyword search
- Job Posting with keyword search
- RFP/RFQ Posting
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Photo Galleries
- Quick Link Buttons
- New Revize Web Calendars with monthly grid and listing view
- Sliding Feature Bar
- Language Translator – over 95 languages

VISITOR'S ENGAGEMENT CENTER APPS:

- Citizen Request Center with Captcha
- RSS Feed
- Online Bill Pay via Third Party Payment Provider

STAFF PRODUCTIVITY APPS

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- CMS Web Form Builder with drag & drop text fields
- Website Content Archiving
- Website Content Scheduling

SITE ADMIN & SECURITY APPS

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analysis with Google Analytics

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ADA Compliant WCAG 2.1AA
- ADA Accessibility Widget
- Responsive Website Design (RWD) – for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

ADA Compliance Disclaimer:

Revize designs and develops all websites to be ADA Compliant according to the WC3 Consortium's Web Content Accessibility Guidelines according to the 2.1 AA Level



Resident Engagement Applications Available

<p>*New* Revize Online Chat with Artificial Intelligence</p> <p>Annual Hosting and Maintenance Fee:</p> <p>Example: https://www.cityofgolden.gov/</p>	<p>\$2,400/yr</p>
<p>Online Interactive Forms Application</p> <p>One Time Set-up Fee:</p> <p>Annual Hosting and Maintenance Fee</p> <p>Example: https://www.arcadiaca.gov/resource_center/index.php</p>	<p>\$1,950</p> <p>\$900/yr</p>
<p>Add Room Reservation System to Forms Application</p> <p>One Time Set-up Fee:</p> <p>Annual Hosting and Maintenance Fee</p> <p>Example: https://revize.rja.revize.com/app/bookable-groups/conference</p>	<p>\$950</p> <p>\$600/yr</p>
<p>Curated Search (Website & Library Catalog Searchable)</p> <p>One-Time Set-up Fee: (INCLUDED)</p> <p>Example: https://www.cityofsancarlos.org/ Try the main search bar!</p>	<p>\$1,750</p>
<p>Tile Template Organization (Icon Buttons)</p> <p>One Time Set-up Fee: (INCLUDED)</p> <p>Example: https://huntingtonwoodslib.org/programs_events/index.php</p>	<p>\$900</p>
<p>New E-Newsletter Center Application with opt-in list</p> <p>One Time Set-Up Fee:</p> <p>Annual Hosting and Maintenance Fee:</p> <p>Example: https://www.cityofsancarlos.org/e-notify/index.php</p>	<p>\$1,900</p> <p>\$600</p>
<p>Logo Design (1 Concept, with up to 3 changes)</p> <p>One Time Set-Up Fee:</p> <p>Logo Design (3 Concepts, pick 1, with up to 3 changes)</p> <p>One Time Set-Up Fee:</p>	<p>\$3,100</p> <p>\$4,950</p>

Thank you

For Considering Revize

Prepared by Brian Rohen

150 Kirts Blvd., Suite B, Troy, MI 48084

Ph: 248-928-8072 Fax: 866-346-8880

www.revize.com

Website Comparison Write Up

March 2026

Top Pick: LibraryMarket

A done-for-you solution that understands how a library works. Since they *only* work with libraries, we don't have to explain our needs to them.

- The integration with our current calendar is a huge selling point. We could actually put specific calendar links on different pages (like a dedicated "Friends of the Library" event feed), which would be much cleaner for patrons.
- Since we already know their calendar backend, the learning curve for staff will be almost zero. It includes built-in forms, a content scheduler, and tiered users, so we can safely let different departments update their own sections.
- It is the priciest option, but you're paying for a specialized tool and it comes with support and training.

Runner Up: Revize

Revize is a solid option. They're already working with the Village of Pewaukee, so they have a local track record.

- The backend is very intuitive, similar to what we use now, just better. They have a great "history" feature so we can see old versions of pages, and they offer free training refreshers if we ever feel stuck. Their tech support agreement is also very detailed.
- There are some weird design limitations. For example, you can't schedule slideshow images or even add a link to the homepage slides, which feels a bit behind the times. Also, things like the form builder are extra add-ons.

The Budget Option: Greenleaf

Greenleaf is the most affordable choice, but that's because they are very hands-off. They basically tweak what you already have rather than building something fresh.

- It's cheaper, and because it's built on WordPress, we technically own everything.
- There's a lot of manual work here. They don't include ADA compliance (unless we pay for an add-on), they don't run backups of the site, and there's no support agreement—we just pay by the hour whenever something breaks.
- They work with any kind of business, so they don't have the library-first mindset. Plus, they were pretty vague about the backend during our meeting, so it's hard to know exactly what we'd be getting into.

Website Proposals

Company Name	Company Website	Base Cost W/ Add On	Annual Cost	Annual Support Services	Hosting	Website Software	Unique Features	ADA Compliant
Revize	revize.com	\$10,750	\$2,900	Hosting, Technical Support, Training, Design Support, Backup	Revize	Revize	specialize in government website design. Are currently designing the new websie for the Village of Pewaukee.	Yes
Greenleaf	greenleafmedia.com	\$8,899	\$135/Hour	Support available at hourly rate Ongoing -	Nexis - through Bridges	Wordpress	Provide 4-5 homepage mockups instead of 1. Currently working with Bridges for their site.	Yes - at time of design. Staff will be responsible for maintaining compliance or purchase an additional add-on to maintain for you
Library Market	librarymarket.com	\$15,000	\$2,000	Hosting, Technical Support, Backup. Available at hourly rate: Training, Design Support.	Library Market	Library Market	Integration of library calendar, Full form builder, set it and forget it feature, company only does library websites, filter similar to library calendar	Yes



Friends and Foundations, Part Two: Is a merged Friends and Foundation right for your library?

BY PETER PEARSON

President, The Friends of the Saint Paul (Minn.) Public Library

The library world is one of the few that I'm aware of in which there are two separate and distinct support organizations which provide support for the same institution.

Library Friends groups have been in existence in many communities for more than 100 years. These venerable organizations have provided valuable service to their libraries, usually utilizing the skills of volunteers from the community with a strong interest in books and libraries. The typical activities of a library Friends group can include book sales, author programs, advocacy, fundraising events, and volunteer activities within library buildings.

Library Foundations, on the other hand, are a relatively new addition to the library support world. The majority of library Foundations have just been formed within the last 20 years. Unlike their counterparts, the library Friends groups, library Foundations tend to be staff driven. Activities of library Foundations tend to be higher level fundraising activities, including annual fund solicitations from individuals for special programs and projects, planned giving activities, corporate foundation grant writing and sponsorships, capital campaign fundraising for new and renovated buildings, and major gift solicitation from individuals.

In many communities, these two different and distinct support organizations operate side by side in support of the same library. Many times, the interaction between the two groups is very positive and their work is complementary. However, there are times when having two separate nonprofit organizations supporting the same library can create some overlap in responsibilities and some confusion on the part of the community at large.



A model of support which is gaining in popularity is what I refer to as “the merged model of a library Friends group and a library Foundation.” This merged model is the model which supports the Saint Paul Public Library in Minnesota, from which my experience arises. The activities of merged Friends and Foundations include all of the activities of the two organizations separately. So, for instance, a merged library Friends and Foundation organization can conduct book sales, author programs and advocacy activities, as well as all of the major fundraising activities, such as planned giving, major gifts, and capital campaign fundraising.

One of the keys to the success of a merged library Friends and Foundation is a comprehensive committee structure, which allows individuals from the Friends and the Foundation to engage in the activities for which they have the greatest passion. So, individuals who have a passion for used book sales would have an opportunity to pursue that activity, while individuals who prefer higher level fundraising activities would find committee activity relevant to these interests also.

There are a number of advantages to the merged model of a library Friends group and Foundation. Probably the most obvious advantage is

that there is only one nonprofit organization that needs to recruit board members and file annual papers with the state and localities, thus reducing administrative overhead to run two organizations.

A second strong advantage of the merged model is the time devoted by the library director and other key library staff in assisting the library support organizations. Library directors need to attend board meetings and committee meetings of their library support organizations, and having just one organization for this purpose can vastly reduce the amount of hours that library directors and staff spend in support of those organizations.

Another strength of the merged model is bringing together the two activities of advocacy and fundraising. These two activities are natural activities for all support organizations, and can be done most effectively when one organization has private funds at its disposal to use as matching funds to leverage new public dollars being requested through advocacy efforts.

But probably the strongest reason for considering a merged organization is how the community at large might understand the library and its support structures. Most individuals who are not part of the insider group of library support people will have a difficult time understanding the distinction between a library Friends group and a library Foundation. When we're looking to dramatically expand the number of people who make contributions to the library, the last thing we want to do is confuse these individuals with which organization does which activities. When a donor needs to ask, “Where do I write my check, to the Friends or the Foundation?,” the likely answer may be that the donor will write it to neither. Having just one organization makes it very clear where an individual's financial and volunteer support should go.



Libraries that have developed the merged library Friends and Foundation model typically note that these organizations are becoming extremely strong and vital, working closely with the library in all areas of interest to the library. And being able to show excellent results in fundraising and advocacy efforts also attracts good board members to an organization.

The other reason that these organizations can be popular is that the mission is broad enough to appeal to almost anyone in the community. Organizations whose sole purpose is to sell used books or whose sole purpose it is to raise private funds may have a limited number of board members who are attracted to their mission. The merged organizations of library Friends and Foundations can appeal to a broad cross section of every community.

The names associated with organizations like this which have merged a Friends group and Foundation are always a locally driven decision, and no one format seems to apply to all libraries. In St. Paul, the name of our organization has always been The Friends of the Saint Paul Public Library. Locally, the name Friends carries a connotation of an organization with endowment funds and a track record of major fundraising and advocacy.

In San Francisco, which is also a merged model of Friends and Foundation, the merged organization first took the name “the Friends and Foundation of the San Francisco Public Library,” and then eventually went back to the name “Friends” in recent years. Again, these decisions are locally driven, and the name does not tend to have a major impact on the success of this model.

There appears to be more interest in the merged model than I’ve seen at any time in the past. I have provided consulting to libraries across the country in this area assessing the effectiveness of both organizations and helping libraries to determine whether or not a merged model is right for them. The important factors in deciding which way to go will be based on local needs and the history of each organization.

In any case, a change to a merged model should be done with a great deal of preliminary planning and the full involvement of both of the existing organizations to be certain that this is the right move for everyone involved. Even if a decision is made not to merge two support groups, the process of discussing the issue certainly helps to clarify the roles and responsibilities of the existing Friends and the existing Foundation. In these times of shrinking public resources, having efficient and effective library support organizations is more critical than ever.

For more information about The Friends of the Saint Paul Public Library, visit www.thefriends.org.

Peter Pearson has been president of The Friends of the Saint Paul Public Library for 16 years. Under his direction, The Friends has received numerous awards for successful advocacy, public relations, fundraising, and cultural programming. Pearson served on the board of Friends of Libraries U.S.A. (FOLUSA), and is currently the Foundation Section Chair on the ALTAFF board of directors. He provides consulting services to libraries and organizations throughout the country and is a frequent speaker at state and national library conferences.

This is part two of a two-part series on the dynamic between library Friends and Foundations. Part one ran in the January 2010 issue of *The Voice*. In part one, Jane Rutledge of Friends of the Tippecanoe County (Ind.) Public Library, discussed the missions of the library’s separate Friends group and Foundation, and how the two organizations work cooperatively. Both articles will be available on the ALTAFF Web site (www.ala.org/altaff) in the “Foundations” section.

Morgan Hill (Calif.) Library Foundation hosts Silicon Valley Puzzle Day

The Morgan Hill (Calif.) Library Foundation held the fourth annual Silicon Valley Puzzle Day, on Jan. 30-31.

Approximately 200 people participated in Puzzle Day events over the course of two days. Puzzle Day was organized by the Morgan Hill Library Foundation, and was originally started by the Friends of the Morgan Hill Library to raise money for art and furnishings for a new library. This is the Foundation’s first year organizing Puzzle Day.

On Saturday, workshops were held at the library from 10:30 a.m. to 3:45 p.m., and covered topics such as cryptarithms, “crosswordese,” Nikoli puzzles, and cryptic crosswords. Two workshops were held especially for children, “Sudoku for Kids” and “Fun Word Puzzles for Kids.” In addition, U.S. Sudoku champion Thomas Snyder spoke about solving puzzles in championship rounds. Mark Diehl and Andrea Carla Michaels, who have both written *New York Times* crosswords, spoke in a panel about crossword construction.

On Sunday, Sudoku, crossword, and cryptic crossword competitions were held. Among the judges was Tyler Hinman, who won has won the American Crossword Puzzle tournament for five consecutive years, and Wei-Hwa Huang, who designed Google’s four-week puzzle event DaVinci Code Quest. Competitors battled it out on giant boards in front of the room. Trophies were awarded to the top winner in each category, and prizes were awarded to children who competed, plus judge’s choice awards for best handwriting, best Morgan Hill puzzler, and to the person who had traveled the furthest to attend. Also featured was a giant “community puzzle” that attendees could gather around and work on together.

For information about the Morgan Hill Library Foundation, visit www.mhlf.org.

The Library Board and Library Personnel

The most important determinant of library service quality is the training, experience, attitude, and motivation of the library staff. Developing and maintaining a high-quality library staff requires careful decision-making and cooperation by both the library board and the library director.

Role of the Board / Role of the Director

The most direct personnel responsibility of the library board is the hiring and supervision of the library director (see [Trustee Essential #5: Hiring a Library Director](#) and [Trustee Essential #6: Evaluating the Director](#)), but the board's responsibilities extend to issues that affect all library staff. It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.

While both the library board and the library director have significant personnel responsibilities, the library will operate most effectively if the two parties cooperate and communicate on important personnel matters, while avoiding intrusion into each other's area of responsibility. Keep in mind that:

- The library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.
- The library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.

Staff duties and compensation are another area where cooperation is essential. While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

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In This Trustee Essential

- The roles of the board and the library director on personnel issues
- How board decisions can affect the quality of library staff and library services

Lines of Communication

While trustees will want to know the individuals who comprise the staff and what they think about the library and its policies, services and collections, trustees must be very careful to avoid undermining the authority of the director if he/she is going to be able to manage effectively. Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.

Because the library board may want input from the staff on certain issues, the board should solicit such input through the director. In addition, the library board may decide to obtain library staff input on the director's performance as part of a formal evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

Staff Compensation Levels

The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide (see the [Sources of Additional Information](#) section below for sources of this data). Compensation for library staff should be in line with other community positions that require similar training and responsibilities.

Personnel Policy

It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. (For more information, see [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#).) Your municipality or county may have personnel department staff that keeps up to date on these laws. Knowledgeable individuals should review all proposed changes in the personnel policy. To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues. For more information about the employment-related requirements of the ADA including a sample job description, see [*Trustee Essential #5: Hiring a Library Director*](#).

Sample personnel policies are available from the Wisconsin Public Library Policy Resource Webpage at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Library Employee Unions

The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights. Note: Under [*2011 Wisconsin Act 10*](#), collective bargaining for most public employees (including library staff) was sharply curtailed.

In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes. Therefore, it is the library board (or a designee of the library board acting under library board supervision) that negotiates with any union(s) representing library employees. An individual familiar with [*Chapter 43*](#), library board concerns, and collective bargaining law should handle all labor negotiations on behalf of the board. Knowledgeable individuals should assist in the development of library board collective bargaining strategy. The library board must ratify any union agreements involving library employees.

The library board may not abrogate or delegate its legal responsibilities for establishing library policies and personnel policies or for determining the duties and compensation of all library staff. In addition, the library board may not take away the library director's legal authority to hire and supervise all other library staff.

Personnel Records and Board Meetings on Personnel Issues

Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues. See [*Trustee Essential #14: The Library Board and the Open Meetings Law*](#) and [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information.

Continuing Education for Library Staff

Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules. (See [Trustee Essential #19: Library Director Certification](#).)

Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

Sources of Additional Information

- Your regional library system staff (see [Trustee Tool B: Library System Map and Contact Information](#))
- Your municipal attorney and municipal personnel staff.
- Sample personnel policies on the Wisconsin Public Library Policy Resource page (<http://dpi.wi.gov/pld/boards-directors/policy-resources>)
- Annual nationwide Public Library Data Service Statistical Report (available from the Public Library Association)
- Wisconsin Association of Public Libraries Sample Library Position Descriptions (contact WLA or your library system)
- State publications on employment laws (dwd.wisconsin.gov/er/)
- Federal Laws Prohibiting Job Discrimination: Questions and Answers (www.eeoc.gov/facts/qanda.html)

Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232,

www.adagreatlakes.org

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