

## DOOR COUNTY LIBRARY BOARD MEETING

**Date of Meeting:** Monday, July 20, 2020

**Place:** Door Co. Library – Sturgeon Bay Library, Online via Webex

**Board Meeting Time:** 5:00 P.M.

### AGENDA

1. Call to Order.
2. Approval of Agenda.
3. Public Input/Correspondence.
4. Approval of Minutes of June 15, 2020.
5. Reports –
  - A. Director’s Report – Library Operations.
    1. Events – Summer Library Program
    2. General – ILS go live, email security training
    3. Staff – Update
    4. Status – Update on reopening
  - B. Miller Art Museum Report - MAM Operations.
    1. Announcements
    2. Events
    3. Handouts
  - C. Archives Report – Update.
6. Position Refill and subsequent vacancy.
7. 2021 Budgets.
8. Trustee Essentials.
9. Emergency Policy.
10. Donations.
11. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
12. Vouchers Review and Approval.
13. Meeting Per Diem Code.
14. Adjournment.

In light of the declared state of emergency and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely.

**To attend the meeting via computer:**

**Go to:**

<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=e7b5339598f4d544c7bdeb614554fbf09>

**Event Password:** July20lib2020

**Access Code:** 146 590 0127

*These minutes have not been approved by the oversight committee and are subject to approval or revision at the next regular committee meeting.*

## DOOR COUNTY LIBRARY BOARD MINUTES

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June 15, 2020

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:01 P.M. by Library Board President Bob Dickson. Six Library Board Members appeared virtually – Bob Dickson, Helen Bacon, Bridget Bowers, Megan Lundahl, Mary Jackson, and Nissa Norton. One Library Board member joined the meeting via phone – David Hayes. Library Director Tina Kakuske, Technical Services: Acquisitions/Cataloger Rebecca Buchmann filling in for Administrative Assistant Kay Jensen, and Archives Researcher Steve Rice were physically present at the library. Miller Art Museum Executive Director Beth Meissner-Gigstead appeared virtually.

**PUBLIC PARTICIPATION/CORRESPONDENCE:** Kakuske shared the library has received notes of thanks and appreciation from library patrons with items that have been returned; she also shared that there have been phone calls asking for additional access to library services such as the public usage computers.

Motion by Dickson, second Norton, for APPROVAL OF THE MINUTES OF THE MEETING of May 18<sup>th</sup>, 2020. Motion carried.

### REPORTS:

- **DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
  - Kakuske reported that the Summer Library Program was kicking off this week, beginning June 15<sup>th</sup>, 2020. For the summer, library programming will continue to offer its traditional programming virtually: virtual storytimes, book discussions, and special guests such as The Lavender Library Lady will be available online. The library will also be using two apps: Beanstack for reading incentives and Page Turner Adventures for virtual programming content, such as cooking classes and music. More information on these apps is included in the agenda packet and a paper participation option is available for patrons who lack reliable internet connectivity. The library will also be handing out seed kits from the Door County Seed Library.
  - Kakuske explained that the library would be transitioning from its current library software or ILS, Sierra, to a new ILS, CARL-X, later this summer. There will be training for library staff in order to prepare for this transition June 22<sup>nd</sup> – July 16<sup>th</sup>, 2020. The go-live date for the new ILS is August 17<sup>th</sup>, 2020 and there be three days August 14<sup>th</sup> – August 16<sup>th</sup>, 2020 when the library will not have a working ILS and there will no access to Infosoup, the library's online catalog.
  - Kakuske reported that all library staff had returned from furlough and the library is working to fill vacant positions.
  - Kakuske reported that all library branches were open for pick-up service with varying hours for each branch location.

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## DOOR COUNTY LIBRARY BOARD MINUTES

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- MILLER ART MUESEUM (MAM) REPORT:
  - Meissner-Gigstead informed the board that the Miller Art Museum is continuing to present weekly window exhibitions in the new programming space on 3<sup>rd</sup> Ave. (the old Healthy Way building) to maintain a visible presence in the community despite being closed. Exhibits feature artwork from the MAM permanent collection and change on Wednesdays. There are also objects arranged for a still life setup in the vestibule to provide inspiration for any artist looking to draw or paint a still life subject.
  - Meissner-Gigstead shared that the MAM presented another episode of its virtual education program led by Curator Helen del Guidice: “The Studio Door,” featuring Door County artist Judi Ekholm.
  - Meissner-Gigstead also reported that to expand public access and potential programming opportunities the MAM has been working to digitize its permanent collection. 80% the items in the collection have been captured and Meissner-Gigstead estimates that the digitization project will be completed by the end of June 2020.
  
- ARCHIVES REPORT:
  - Rice informed the board that the Archives Collection move that been previously been discussed in fall has now occurred. All of the items previously housed at 442 Michigan Ave. have now been moved to the library.

DOOR COUNTY READS 2021 GRANT. Kakuske reported that in January 2020 she had submitted a National Endowment for the Arts (NEA) Big Read Grant application on behalf of the library and has received word that the library received a \$15,000 grant from the NEA to use the book *Station 11* by Emily St. John Mandel for the 2021 Door County Reads book. Kakuske requested approval from the board to accept the grant.

Motion by Lundahl, second by Norton to approve accepting the \$15,000 NEA Big Reads grant. Motion carried.

Grant acceptance will next be submitted to the County Board for approval.

REOPENING STATUS. The library discussed the steps entailed in safely reopening the library for public service. Kakuske presented the board with information outlined in [Wisconsin Public Libraries Reopening Guide](#), a document recently put out by the Wisconsin Department of Public Instruction (DPI). The board discussed and considered many factors in order to balance public service with staff and public safety when restoring public services. It was discussed that reopening would look different at each branch and the library and Miller Art Museum would collaborate on a reopening solution that will work best for both entities.

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## **DOOR COUNTY LIBRARY BOARD MINUTES**

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There was consensus that in accordance with regulations for County buildings, masks must be worn by library patrons and the Library Rules of Conduct would be our guiding document. Kakuske suggested having the library's first step in reopening being offering appointments for computer, printer, and copier usage beginning the week of July 6<sup>th</sup>, 2020 and proposed developing a reopening plan for the library board to take action at the July 20<sup>th</sup>, 2020 library board meeting. There was library board consensus that it is best to reopen the library cautiously. It was also discussed that reopening is contingent on pandemic conditions and if need be the library may have to cease reopening and suspend services.

The NEXT MEETING-DATE & TIME is set for 5:00 pm on Monday July 20<sup>th</sup>, 2020, and will again be held virtually.

VOUCHERS REVIEW AND APPROVAL. Having reviewed this month's voucher summary, the library board members agreed to the approval of all library expenditures. Treasurer Lundahl's signature to be secured per by-law.

Per Diem code for this meeting is 729.

Motion by Dickson, second by Bowers, for ADJOURNMENT. Motion carried. The meeting was adjourned at 5:52 pm.

Door County Human Resources Form #: 2015-04	<b>Title: Request to Refill Position</b>
Date Created 11/19/2014	Date Revised 01/23/2019
Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	

**DEPT. HEAD TO COMPLETE:**

Department: Library Position Title: Branch Manager - Egg Harbor Branch

Position Status:     Currently vacant     Will be vacant    Date Vacant: 8/7/2019

Full Time     Part Time     New position    Hours per week: 22

Reason for Vacancy:     Termination     Transfer     Retirement     Resignation

Transfer: why is the new position more attractive to employee than current one?    N/A

Name of Current / Most Recent Incumbent:    Holly Cole

Reviewed, updated, and submitted to Human Resources:

Job Analysis Questionnaire (not to be included in the agenda packet)

Job Description

Completed by:    Tina Kakuske    Date 7/2020

**Financial Information:**

Salary Range:    21.98 to 25.12    Is the Position Budgeted:     Yes     No

Funding Source:     Levy % \_\_\_\_\_     Grant Funded % \_\_\_\_\_     Other \_\_\_\_\_ % \_\_\_\_\_

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO \_\_\_\_\_ FLSA Status \_\_\_\_\_

Human Resources has performed a position review?    \_\_\_\_\_ (HR initial)    \_\_\_\_\_ Date

The Job Description has been updated and signed?    \_\_\_\_\_ (HR initial)    \_\_\_\_\_ Date

**Approvals:**

County Administrator    \_\_\_\_\_    Date \_\_\_\_\_

Library Board President    \_\_\_\_\_    Date \_\_\_\_\_

Administrative Committee Chair    \_\_\_\_\_    Date \_\_\_\_\_

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION

FTE/Hours \_\_\_\_\_

Job Class \_\_\_\_\_

Step \_\_\_\_\_

Rate \_\_\_\_\_

From \_\_\_\_\_ TO \_\_\_\_\_

CHANGE JOB CLASS/STEP

From \_\_\_\_\_ TO \_\_\_\_\_

Position Title Library Branch 1 Manager-Egg Harbor

Effective Date 6 Mo

Department \_\_\_\_\_ Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2020 TOTAL SALARY	2020 TOTAL BENEFITS	TOTAL SALARY and Benefits
0.55	\$21.98	25,213		28,892

FTE/Hrs	@ Rate	2019 TOTAL SALARY	2019 TOTAL BENEFITS	TOTAL SALARY and Benefits
0.55	\$24.81	28,459	4,152	32,611

FTE/Hrs	@ Rate	2019 TOTAL SALARY	2019 TOTAL BENEFITS	TOTAL SALARY and Benefits
0.55	\$25.12	28,815	4,204	33,019

FTE/Hrs	@ Rate	2019 TOTAL SALARY	2019 TOTAL BENEFITS	TOTAL SALARY and Benefits
0.55	\$24.81	28,459	4,152	32,611

Total Salary and Benefit Increase 408

Dept Head Signature [Signature] Finance Director

Date 6/15/20

**Disclaimer:** This Fiscal Impact does not include Step 2 \$22.61, Step 3 \$23.24, Step 4 \$23.86, or Step 5 \$24.49.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

# Who Runs the Library?

The mission of most public libraries is to support the educational, recreational, and informational needs of the community. Everyone is welcome at the library, from the preschooler checking out his or her first book to the hobbyist looking for a favorite magazine to the middle-aged breadwinner continuing her education by taking a class over the Internet.

Providing a large number of services to meet the needs of a diverse population requires a large supporting cast including trustees, the library director and staff, and representatives of the municipal government. When all members of the team know their responsibility and carry out their particular tasks, the library can run like a well-oiled machine. When one of the players attempts to take on the job of another, friction may cause a breakdown.

## Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building *when authorized*.
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

This charge from the legislature provides library boards, but not individual trustees, with considerable discretion to operate libraries as they deem necessary independent of direct control by other municipal players—city councils, town boards, mayors, village board presidents, etc. In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government. Compared with other appointed boards, library boards have extraordinary powers and responsibilities. Many other appointed boards can only recommend actions to an elected board or council higher up the ladder of government. Library board actions are made independently of any further approval by other government bodies or officials as long as such actions are within statutory authority.

The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

# 2

## In This Trustee Essential

- Responsibilities of the library board
- Responsibilities of the library director
- The division of labor between the library director and the board
- Responsibilities of the municipal government

## Responsibilities of the Director

While the library board is charged with the full responsibility for deciding what services the library will provide, and setting policy to regulate service for the benefit of all, it is the library director who should be delegated responsibility for supervising day-to-day operations of the library.

As stated above, the library board appoints a librarian who shall appoint other employees. This charge of the legislature sets up a clear chain of command between the library board and library employees. The library director is the chief operating officer of the library, reporting to and typically serving at the pleasure of the library board. All other employees report to the library director. The library director is the professional in charge of the library. His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Depending on the size of the library, the director will provide public services either directly or with the assistance of other staff. In all cases, the library director is an ambassador to the community, the professional consultant to the board, a politician representing the library to municipal officers, and a person skilled in public relations. The days are long gone, even in the smallest library, where all the director is expected to do is to check out books and greet the public.

## The Division of Labor between the Library Board and the Director

The *library board* decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the *director*, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently. While the *board* alone can decide how many employees the library should have, according to Section 43.58(4) it is the *director* who hires and supervises other staff. Except in extreme situations, library trustees should not discuss library business with employees other than the *director*. The library board may solicit 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.)

Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that “The library board shall audit and approve all expenditures of the public library.” This statement is sometimes interpreted by individual boards to mean they must negotiate the necessity of every purchase with the library director, whether the purchase is an expensive computer system or a two-dollar box of pencils. Fortunately, in most libraries, the director is given reasonable latitude to administer the budget and expend funds according to board guidelines. The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

## Responsibilities of Municipal Governments

The most frequent source of misunderstanding between library boards and their municipal government regards expenditure of funds. This is actually one area where the statutes are quite clear on what is to happen. When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board. Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), “The library board shall audit and approve all expenditures” and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill. No further approval is necessary by any municipal or county body or official.

At times, municipal and county boards believe that this procedure outlined in statute causes them to lose control over library spending. They are, after all, accustomed to approving the expenditures of other city/county departments. In fact, municipal governments maintain a great deal of leverage over library boards, since it is the municipal body that decides on the amount of the annual appropriation for library service. It is the chief municipal officer—mayor, village president, county board chair, etc.—who appoints the library board in the first place. Budgets may be cut in future years or trustees may not be re-appointed in cases where there is too much dissension between the library and its governing municipality. Therefore, close cooperation and communication between the two is essential.

One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money. The library board may take out a bank account and/or entrust library funds to a financial secretary, but only donations and other private funds. All other funds must be deposited in the municipality’s (or county’s) library fund. The library board has control over the use of the money in the municipality-held library fund, but it does not sign the checks or maintain physical control over the actual dollars and cents in the fund. (See [Trustee Essential #9: Managing the Library’s Money](#) for more information.)

Besides acting as the “banker” for the library, municipalities can help out the library in an infinite variety of other ways. They may help with purchasing, or with private fund raising for a building project; they may provide invaluable consulting on building maintenance issues; in many smaller communities they may even take over building maintenance for the library. By the same token, the most successful libraries are often partners in promoting municipal service agendas. For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

## Discussion Questions

1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to your municipal government?

## Sources of Additional Information

- *Wisconsin Trustee Training Module #1: Library Board Powers and Duties* ([pld.dpi.wi.gov/pld\\_trustee](http://pld.dpi.wi.gov/pld_trustee))
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

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

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## Donations.xlsx

<b>2020</b>	<b>Donor</b>	<b>in the name of</b>	<b>Donation</b>	<b>Total</b>
<b>Jun-20</b>	No Donations - June 2020			
				<b>0.00</b>

# Accounts Payable Invoice Report

6-18-20

G/L Date Range 06/01/20 - 06/30/20  
 Report By Department - Batch - Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>36 - Library</b>									
Batch Number <b>2020-00000355</b> Batch Date <b>06/18/2020</b> Entered by User <b>Tina Kakuske</b>									
Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b>									
Sub-Department <b>36 Library</b>									
380514	monthly cell bill	Edit		06/18/2020	06/27/2020	06/18/2020			55.25
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b> Totals		Invoices		1	\$55.25
Vendor <b>20517 - MARCO, INC</b>									
Sub-Department <b>36 Library</b>									
INV7678402	contract charge	Edit		06/18/2020	07/12/2020	06/18/2020			65.34
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>20517 - MARCO, INC</b> Totals		Invoices		1	\$65.34
Vendor <b>25070 - PITNEY BOWES</b>									
Sub-Department <b>36 Library</b>									
3311323471	quarterly postal charge	Edit		06/18/2020	06/29/2020	06/18/2020			143.25
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>25070 - PITNEY BOWES</b> Totals		Invoices		1	\$143.25
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
Sub-Department <b>36 Library</b>									
3447690440	supplies	Edit		06/18/2020	06/28/2020	06/18/2020			94.11
3448402509	operating supplies	Edit		06/18/2020	07/05/2020	06/18/2020			10.25
				Sub-Department <b>36 Library</b> Totals		Invoices		2	0
				Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals		Invoices		2	\$104.36
Vendor <b>30820 - STURGEON BAY UTILITIES</b>									
Sub-Department <b>36 Library</b>									
2020-00000196	utilities	Edit		06/18/2020	07/03/2020	06/18/2020			1,731.17
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>30820 - STURGEON BAY UTILITIES</b> Totals		Invoices		1	\$1,731.17
				Batch Number <b>2020-00000355</b> Totals		Invoices		6	\$2,099.37
				Department <b>36 - Library</b> Totals		Invoices		6	\$2,099.37
<b>36 Library</b>									
				Grand Totals		Invoices		6	\$2,099.37

**VOUCHER**  
**STATE OF WISCONSIN**  
**Door County**

6-18-20

Submitted By:  
 Kay Jensen - Library

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Approved by: Department Head:

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Approved by: Committee Chair:

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VENDOR # 9776  New Vendor (Please Assign New #)

VENDOR NAME Cardmember Services

VENDOR ADDRESS: PO Box 790408

VENDOR ADDRESS: St. Louis, MO 63179-790408

VENDOR ADDRESS:

Added to Voucher Listing

↓ This Area to be Completed by Finance Department ↓

PAID BY \_\_\_\_\_ Date \_\_\_\_\_

CHECK # \_\_\_\_\_ Paid \_\_\_\_\_

Voucher Listing Signed/Approved Meeting Date \_\_\_\_\_

Hold For Approval After Processing

Fund	Dept	Sub Dept	Account Number	Description	Qty	Amount	Invoice Date	Vendor Invoice Number
100	06	1161	53110.100	Sanitizer, Sneeze Guards, masks, Clorox wipes		\$ 2,774.93	May 2020	Various
				Hatch Distilling = 243.30				
				The Yes Group = 2,284.36				
				Menards = 242.53				
				Target = 4.74				
100	36	5106	53111	Library Materials		\$ 263.87	May 2020	Various
				Our WI Magazine = 99.90				
				Wall St. Journal = 128.97				
				Book Browse = 35.00				
100	36	5106	53110	Operating Supplies		\$ 134.43	5/6/2020	INV19377076
100	36	5106	53113	Memorial Materials		\$ 702.42	May 2020	Various
<b>VOUCHER TOTAL</b>						<b>\$ 3,875.65</b>	<b>VOUCHER TOTAL</b>	

- Sent to Finance 6/18/2020

- Done by Finance due to \$2,774.93 of Covid related expenses. (yellow highlighted items - mostly sneeze guards.)

# Accounts Payable Invoice Report

6-24-20

G/L Date Range 06/24/20 - 06/24/20  
 Report By Department - Batch - Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>36 - Library</b>									
Batch Number <b>2020-0000362</b>		Batch Date <b>06/24/2020</b>			Entered by User <b>Kay Jensen</b>				
Vendor <b>15732 - PACIFIC TELEMANAGEMENT SERVICE</b>									
Sub-Department <b>36 Library</b>									
2046366	pay phone	Edit		06/24/2020	06/24/2020	06/24/2020			33.00
Sub-Department <b>36 Library</b> Totals						Invoices	1		0
Vendor <b>15732 - PACIFIC TELEMANAGEMENT SERVICE</b> Totals						Invoices	1		\$33.00
Batch Number <b>2020-0000362</b> Totals						Invoices	1		\$33.00
Department <b>36 - Library</b> Totals						Invoices	1		\$33.00
<b>36 Library</b>				Grand Totals		Invoices	1		\$33.00

7/1/20 PJ1

# Accounts Payable Invoice Report

G/L Date Range 07/01/20 - 07/01/20  
 Report By Department - Batch - Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2020-00000377 Batch Date 07/01/2020 Entered by User Kay Jensen									
Vendor 15157 - AMAZON COM CREDIT									
Sub-Department 36 Library									
AMZ-6-10-20	bks,oper sup,lib mat,janitorial	Edit		07/01/2020	07/01/2020	07/01/2020			284.79
				Sub-Department 36 Library Totals			Invoices	1	0
				Vendor 15157 - AMAZON COM CREDIT Totals			Invoices	1	\$284.79
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY									
Sub-Department 36 Library									
365539, 365883	Building Maintenance	Edit		07/01/2020	07/01/2020	07/01/2020			34.17
				Sub-Department 36 Library Totals			Invoices	1	0
				Vendor 8520 - DOOR COUNTY HARDWARE COMPANY Totals			Invoices	1	\$34.17
Vendor 14164 - INGRAM LIBRARY SERVICES									
Sub-Department 36 Library									
Ing-July 2020 #1	Books, proc & sh	Edit		07/01/2020	07/01/2020	07/01/2020			11,454.15
				Sub-Department 36 Library Totals			Invoices	1	0
				Vendor 14164 - INGRAM LIBRARY SERVICES Totals			Invoices	1	\$11,454.15
Vendor 10103 - MIDWEST TAPE									
Sub-Department 36 Library									
July #1 invoices	AV Materials	Edit		07/01/2020	07/01/2020	07/01/2020			3,870.16
				Sub-Department 36 Library Totals			Invoices	1	0
				Vendor 10103 - MIDWEST TAPE Totals			Invoices	1	\$3,870.16
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
Sub-Department 36 Library									
204799	Janitorial	Edit		07/01/2020	07/01/2020	07/01/2020			113.21
205204	machinery maintenance	Edit		07/01/2020	07/01/2020	07/01/2020			159.84
				Sub-Department 36 Library Totals			Invoices	2	0
				Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals			Invoices	2	\$273.05
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 36 Library									
106836	Printing & maint eq	Edit		07/01/2020	07/01/2020	07/01/2020			173.16
106837	copier - STR Lib - maint	Edit		07/01/2020	07/01/2020	07/01/2020			117.50
				Sub-Department 36 Library Totals			Invoices	2	0
				Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices	2	\$290.66
Vendor 12191 - WISCONSIN HISTORICAL SOCIETY									
Sub-Department 36 Library									
00023	traveling exhibit	Edit		07/01/2020	07/01/2020	07/01/2020			100.00
				Sub-Department 36 Library Totals			Invoices	1	0

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# Accounts Payable Invoice Report

G/L Date Range 07/01/20 - 07/01/20  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
		Vendor	12191 - WISCONSIN HISTORICAL SOCIETY	Totals		Invoices	1		\$100.00
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP									
Sub-Department 36 Library									
WPS-6-16-20	heat	Edit		07/01/2020	07/01/2020	07/01/2020			144.73
		Sub-Department	36 Library	Totals		Invoices	1		0
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP									
		Totals				Invoices	1		\$144.73
		Batch Number	2020-00000377	Totals		Invoices	10		\$16,451.71
		Department	36 - Library	Totals		Invoices	10		\$16,451.71
36 Library									
				Grand Totals		Invoices	10		\$16,451.71

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G/L Date Range 07/14/20 - 07/14/20

Report By Department - Batch - Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>36 - Library</b> Batch Number <b>2020-00000395</b> Batch Date 07/14/2020 Entered by User Kay Jensen									
Vendor <b>11 - A 1 ELEVATOR SALES &amp; SERVICE</b> Sub-Department <b>36 Library</b>									
16182	elev maint	Edit		07/14/2020	07/14/2020	07/14/2020			296.25
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>11 - A 1 ELEVATOR SALES &amp; SERVICE</b> Totals		Invoices		1	\$296.25
Vendor <b>15157 - AMAZON COM CREDIT</b> Sub-Department <b>36 Library</b>									
AMZ-7-10-2020	bks, oper sup, memorial mtl	Edit		07/14/2020	07/14/2020	07/14/2020			315.88
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>15157 - AMAZON COM CREDIT</b> Totals		Invoices		1	\$315.88
Vendor <b>9776 - CARDMEMBER SERVICE</b> Sub-Department <b>36 Library</b>									
VISA-6-2 to 7-2	pobx,conf,oper sup, memorials	Edit		07/14/2020	07/14/2020	07/14/2020			828.68
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>9776 - CARDMEMBER SERVICE</b> Totals		Invoices		1	\$828.68
Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b> Sub-Department <b>36 Library</b>									
509515	cell phone - Library	Edit		07/14/2020	07/14/2020	07/14/2020			55.57
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b> Totals		Invoices		1	\$55.57
Vendor <b>8520 - DOOR COUNTY HARDWARE COMPANY</b> Sub-Department <b>36 Library</b>									
366360	bldg & operating supplies	Edit		07/14/2020	07/14/2020	07/14/2020			29.52
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>8520 - DOOR COUNTY HARDWARE COMPANY</b> Totals		Invoices		1	\$29.52
Vendor <b>14164 - INGRAM LIBRARY SERVICES</b> Sub-Department <b>36 Library</b>									
Ing-July 2020 #2	Books, proc & sh	Edit		07/14/2020	07/14/2020	07/14/2020			1,720.31
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>14164 - INGRAM LIBRARY SERVICES</b> Totals		Invoices		1	\$1,720.31
Vendor <b>7349 - MAC FOUNDATION INC</b> Sub-Department <b>36 Library</b>									
MAM-7-2020	MAM - July 2020	Edit		07/14/2020	07/14/2020	07/14/2020			977.83
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>7349 - MAC FOUNDATION INC</b> Totals		Invoices		1	\$977.83

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G/L Date Range 07/14/20 - 07/14/20

Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>10103 - MIDWEST TAPE</b>									
Sub-Department <b>36 Library</b>									
99086509	Hoopla	Edit		07/14/2020	07/14/2020	07/14/2020			2,375.96
MidwestTJul#2	AV	Edit		07/14/2020	07/14/2020	07/14/2020			957.04
	Sub-Department <b>36 Library</b> Totals					Invoices	2		0
	Vendor <b>10103 - MIDWEST TAPE</b> Totals					Invoices	2		\$3,333.00
Vendor <b>11122 - NAPA AUTO PARTS</b>									
Sub-Department <b>36 Library</b>									
117757	machinery maintenance - bearing	Edit		07/14/2020	07/14/2020	07/14/2020			39.99
	Sub-Department <b>36 Library</b> Totals					Invoices	1		0
	Vendor <b>11122 - NAPA AUTO PARTS</b> Totals					Invoices	1		\$39.99
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
Sub-Department <b>36 Library</b>									
july inv - 7-14	operating supplies & cartridges	Edit		07/14/2020	07/14/2020	07/14/2020			169.69
	Sub-Department <b>36 Library</b> Totals					Invoices	1		0
	Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals					Invoices	1		\$169.69
Vendor <b>30820 - STURGEON BAY UTILITIES</b>									
Sub-Department <b>36 Library</b>									
SBU-7-7-20	utilities	Edit		07/14/2020	07/14/2020	07/14/2020			1,965.24
	Sub-Department <b>36 Library</b> Totals					Invoices	1		0
	Vendor <b>30820 - STURGEON BAY UTILITIES</b> Totals					Invoices	1		\$1,965.24
Vendor <b>18078 - THE LIBRARY STORE, INC.</b>									
Sub-Department <b>36 Library</b>									
657895,660101	processing	Edit		07/14/2020	07/14/2020	07/14/2020			74.43
	Sub-Department <b>36 Library</b> Totals					Invoices	1		0
	Vendor <b>18078 - THE LIBRARY STORE, INC.</b> Totals					Invoices	1		\$74.43
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b>									
Sub-Department <b>36 Library</b>									
205849, 205595	Janitorial	Edit		07/14/2020	07/14/2020	07/14/2020			100.98
	Sub-Department <b>36 Library</b> Totals					Invoices	1		0
	Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b> Totals					Invoices	1		\$100.98
	Batch Number <b>2020-00000395</b> Totals					Invoices	14		\$9,907.37
	Department <b>36 - Library</b> Totals					Invoices	14		\$9,907.37
<b>36 Library</b>									
				Grand Totals		Invoices	14		\$9,907.37