

# DOOR COUNTY LIBRARY BOARD MEETING

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**Date of Meeting:** Monday, November 15, 2021

**Place:** Door Co. Library – Sturgeon Bay Library – In Person-Jane Greene Room and Online via Zoom

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

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## AGENDA

1. Call to Order.
2. Approval of Agenda.
3. Public Input/Correspondence.
4. Approval of Minutes of October 18, 2021 Meeting.
5. Reports –
  - A. Director’s Report – Library Operations.  
Events – DCR, WLA  
General – Altrusa Donation, Term Changes
  - B. Miller Art Museum Report – MAM Operations.  
Announcements.  
Events.
  - C. Archives Report.
6. Joint Meeting - Review.
7. Statistics.
8. Donations.
9. Vouchers Review and Approval.
10. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
11. The Door County Library Board will adjourn to executive session per Wisconsin Statute 19.85 subsection (1)(c) and subsection (2) for the purpose of discussing employment, promotion, compensation or performance evaluation data of public employees over whom the board has jurisdiction or exercises responsibility.
12. The Door County Library Board will reconvene to open session to vote on any recommendation made in executive session.
13. Meeting Per Diem Code.
14. Adjournment.

This meeting will be conducted by teleconference, video conference, and in-person. Members of the public may join the meeting in-person or remotely.

**To attend the meeting via computer:**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83827269935?pwd=UTVHRC9UKzI2VmIVRUYYc05lZW1qUT09>

**Meeting ID: 838 2726 9935**

**Passcode: 644996**

Or

**Dial by your location**

+1 312 626 6799 US (Chicago)

**Use above Meeting ID and  
Passcode**

*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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October 18, 2021

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:00 P.M. by Library Board President Bob Dickson. Board members Bob Dickson, Seth Wiederanders, Bridget Bowers, Nissa Norton, and Megan Lundahl were in attendance. Mary L. Jackson and Spencer Gustafson appeared virtually. Library Director Tina Kakuske, Administrative Assistant Kay Jensen, and Museum and Archives Manager Steve Rice attended in person. Miller Art Museum Executive Director Beth Meissner-Gigstead appeared virtually. County Administrator Ken Pabich appeared virtually beginning at approximately 5:20 pm.

Motion by Dickson, second by Lundahl for APPROVAL OF AGENDA. Motion carried.

PUBLIC PARTICIPATION/CORRESPONDENCE: There was no PUBLIC PARTICIPATION or CORRESPONDENCE.

Motion by Dickson, second by Bowers, for APPROVAL OF THE MINUTES OF the joint meeting on June 16<sup>th</sup>, 2021. Motion carried.

Motion by Dickson, second by Norton, for APPROVAL OF THE MINUTES OF the meeting on September 20<sup>th</sup>, 2021. Motion carried.

## REPORTS:

- DIRECTOR'S REPORT – LIBRARY OPERATIONS: Kakuske reported on the activities and issues of the library.
- Kakuske gave a recap of Library Card Sign Up Month. We had 175 new patrons, more than any year in the last 5 years.
- Kakuske informed the board of the Halloween activities that will take place at library branches.
- Kakuske provided the following statistics to the board: people count, circs and renewals, and wireless.
- Kakuske reported that plans are to slowly get back into in-person programming with precautions in place. The board concurred that this was a good idea.
- MILLER ART MUSEUM (MAM) REPORT:
  - Meissner-Gigstead announced that their 46<sup>th</sup> Juried Annual Exhibit opened on September 25<sup>th</sup> and runs through November 8<sup>th</sup>. 61 artists are participating from across the State of Wisconsin.
  - The first year of the Miller Art Museum's Dome House AI & Mickey Quinlan Artist Residency Program has concluded. Two artists participated in the inaugural program for six weeks each. The program included visits to the Boys and Girls Club, open studio events at the Dome House, and final open studios for each artist.

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# DOOR COUNTY LIBRARY BOARD MINUTES

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- ARCHIVES REPORT

- Rice reported on the following activities regarding the Historical Museum and Archives.
  - Steve Rice reported that he will be providing a presentation on the Door County Speaks Oral History Project at the Wisconsin Library Association Annual Conference next month.
  - Door County Archives continues to provide research assistance and historic photos to the Door County Maritime Museum for their Maritime Tower Project.
  - The Door County Historical Museum hosted a very well attended author talk and book signing for local authors Joe Tachovsky and Cynthia Kraack for their book, “40 Thieves on Saipan.”
  - The museum will be hosting Santa Claus during the Christmas By the Bay event on November 20<sup>th</sup> from 11 am – 3 pm after the parade.
  - The museum will be open 7 days a week through October 31, 2021.

**REQUEST TO REFILL – BRANCH MANAGER I AT FISH CREEK AND SUBSEQUENT VACANCY:** Kakuske advised the board of the Branch Manager upcoming open position at the Fish Creek Library. Motion by Jackson, second by Lundahl to refill the Branch Manager I position at the Fish Creek Library and subsequent open position. Motion carried.

**REQUEST TO REFILL – PAGE AT THE SISTER BAY/LIBERTY GROVE LIBRARY AND SUBSEQUENT VACANCY:** Kakuske advised the board of the Page open position at the Sister Bay/Liberty Grove Library. Motion by Lundahl, second by Wiederanders to refill the Page position at the Sister Bay/Liberty Grove Library and subsequent open position. Motion carried.

**STRATEGIC PLAN – 2022 - 2024:** Kakuske reviewed the 2022-2024 Door County Library Strategic Plan. She stated that graphics have been added and each goal has its own page to provide focus on each of our goals. An implementation plan will be completed and brought to the board in the near future. Motion by Dickson, second by Norton to adopt the 2022-2024 Door County Library Strategic Plan. Motion carried.

**CLOSED HOURS – 2022:** Kakuske reviewed the following hours that are being recommended as closed hours for 2022.

<b>Memorial Day</b>	Monday, May 30 <sup>th</sup>	Closed
<b>Independence Day</b>	Monday, July 4 <sup>th</sup>	Closed
<b>Labor Day</b>	Monday, Sept. 5 <sup>th</sup>	Closed
<b>Thanksgiving Day</b>	Thursday, Nov. 24 <sup>th</sup>	Closed
<b>Day after Thanksgiving</b>	(Library remains open)	(Staff takes a personal holiday during calendar yr)
<b>Christmas Eve &amp; Day</b>	Friday, Dec. 23 <sup>rd</sup> , Monday, Dec. 26 <sup>th</sup>	Closed
	(Christmas Eve and Christmas Day are on Saturday and Sunday in 2022).	
<b>New Year’s Day</b>	Libraries will be closed on Monday, January 2 <sup>nd</sup> , 2023 (New Year’s Day is on a Sunday).	

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## **DOOR COUNTY LIBRARY BOARD MINUTES**

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Motion by Lundahl, second by Bowers to APPROVE CLOSED HOURS for 2022 as presented. Motion carried.

TRUSTEE ESSENTIALS: Kakuske reviewed Trustee Essential #6 – Evaluating the Director. She informed the board that they will be asked to do her evaluation at the December Library Board meeting. The Library Board will decide what process they will use for the evaluation. The review should be based on the following three factors: performance related to job description, list of objectives for the preceding year, and the success of the library in carrying out service programs and the director's contribution to that success. Kakuske will provide an up-to-date job description, objectives for 2021 and 2022, and a library summary report prior to the meeting. She will provide her self-assessment at the meeting.

RECORD RETENTION: Kakuske reviewed the general record schedule (GRS) which establishes schedules for disposal of records. She informed the board that the GRS for libraries was last updated in 2017 and recommended that the board adopt this document which is entitled, Wisconsin General Records Schedule "Wisconsin's Public Libraries and Public Library Systems and Related Records." Motion by Dickson, second by Norton to adopt the Wisconsin General Records Schedule "Wisconsin's Public Libraries and Public Library Systems and Related Records." Motion carried.

Motion by Norton, second by Jackson to accept the MONETARY DONATIONS received in September 2021 for \$2,801.00. Motion Carried.

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.

Motion by Bowers, second by Norton to APPROVE MEMORIAL BILLS for October 2021 in the amount of \$ 8,670.75 as presented. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm on Monday, November 15, 2021 in the Jane Greene Room or via Zoom.

A discussion was held regarding the Sturgeon Bay Library Renovation Project. A request was made to put the project on the November 15, 2021 Library Board Agenda.

Per Diem code for this meeting is 018.

Motion by Dickson, second by Wiederanders for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:25 pm.

## Library Space Needs

Before talking specifically about what HGA provided us with in terms of a space needs “study” in 2019, a little background is needed.

Space needs for public libraries have been commonly calculated on a per capita basis, based on population. I think it is important to know that current thought on using only that calculation is that per capita is inadequate to meet the needs of a community.

A library’s space needs are determined by the resources and services necessary to meet its community’s demands and service requirements.

A document from the Wisconsin Department of Public Instruction titled “Public Library Space Needs: A Planning Outline,” uses several factors to determine the needs for a public library, and lack of space is not the only consideration for examining facility needs.

Other considerations include accessibility, adaptation to meet electrical and telecommunications requirements of tomorrow’s technologies, the general effectiveness of the work flow, and changes in community demographics, social trends, and local economic factors.

This document suggests that we should not be planning for our current needs, but for needs of the library of the future, and what worked well for the community in the library’s former plan of service may not work for the delivery of services today or tomorrow.

In fact, the 2020 census tells us that the population of Door County increased 8.2% over the past decade to 30,066 and the City of Sturgeon Bay increased 5% to 9,646. Remember, the building in Sturgeon Bay houses a public library with a service population of 18,063 and a headquarters that services 8 branch libraries, in addition to the Miller Art Museum. Changes in population point toward growth, which is another factor that we need to take into consideration with any future renovation/addition plans.

“Public Library Space Needs: A Planning Outline” also tells us that the recommended time frame to plan for is 20 years. Our current building has served the citizens of Sturgeon Bay and Door County very well for over double that time

(46 years), and there have been recent improvements from the City and County with a new chiller, boiler, and roof, for which we are very appreciative.

So, if the per capita measure is only part of the equation on which to base our space needs, how do we determine what resources and services are wanted and needed by our communities to enable us to provide for current and future delivery of services?

COLAND, an acronym for the Council on Library and Network Development, produces a biennial report for the state of Wisconsin which states that “Public libraries are transforming from a storehouse for books to centers of learning; creativity, and innovation in the digital age. Public libraries continue to serve as repositories of knowledge in the 21st century while methods of delivery have shifted to electronic. For most Wisconsin communities the public library is the primary place for access to digital re-sources, high-speed networks, and gathering places and promotion of local cultural assets. Public libraries have become the engine of development within our communities, advancing the economy by enhancing lifelong learning.”

In addition, a respected periodical, *Library Journal* states this in a different way, “Today’s library is a place for social interaction as well as quiet reading. It is a community cultural center, not simply a repository for books. It is a welcoming building with a design focus on transparency, not a series of isolated spaces.”

And these changes are driven by the needs of the community and the services that we provide to meet those needs. The Library just completed a new strategic plan, so we have an up-to-date idea of what the needs are for the 8 Door County Library branches and its headquarters.

HGA did a space needs compilation for us in 2018, modified in 2019, which was based on observation and the strategic plan of that time, not a specific space needs study. The modification in 2019 was done to help reduce projected costs that we were presented with at that time. So, the most recent library space needs were based on knowledge of that time, with a projection to the future. As it turns out, what we needed then, we still need now.

With these thoughts in mind, the major library needs include:

- **A larger Teen area** to hold more materials and offer space for study with one or two separate adjacent study/collaboration rooms. A digital studio would also be useful for teens, adults, and staff as we expand our reach. The need to reach out past our building walls was a lesson learned during the pandemic. With these improvements, Sturgeon Bay library will then be the center for teen library services, which are much needed in the county.
- **A Children’s area** with increased flexible space for materials and shared programming space, and family restrooms with a mother’s room.
- **A mostly adequate Adult space** needs to be reconfigured to include a quiet area, collaboration space, 2 self-check bays with accessible hold shelving, moveable shelving for extra flexibility that holds all of the collection on one floor, and expanded electrical access throughout with charging capabilities.
- **A Functional staff workspace**, with staff support space nearby, more efficient processing space, added cubicle space that is adjustable as needed and updated digital access, because technology runs the library.
- **An entry area** that is welcoming and holds many possibilities for interaction, where the public can find out when the next county board meeting is, or see if there are any museum or library programs available that day, or find out what is going on in the community. This space would also be used for revenue generating enterprise like selling used books.
- **A Public meeting space** that is flexible to accommodate small, medium and large groups for collaboration, quiet study, and creation for work in an accepting, inclusive environment at no charge.
- **Technology upgrades** that support our current needs and look to future needs

HGA translated these needs into square footage which started at 17,083 sq. ft. for the library and 10,067 sq. ft. for shared spaces, and was revised to 14,202 sq. ft. for the library and 7,180 sq. ft. for shared spaces. I think that we really need to go through the DPI’s public library space needs document and also engage a library needs consultant. HGA is working on a consultation proposal.

We would never inflate our needs, but we also don’t want to regret what could have been and underestimate our needs. A good quote that outlines this is, “Whether you build a new library or transform an existing one, do not build the best library of the previous century. Create an environment that facilitates new

patterns of interacting, learning, and accessing information and is sufficiently flexible to accommodate changes that inevitably will come.” from Peter Gisolfi Architectural Firm.

The building in Sturgeon Bay provides for a library service population of just over 18,000 people and a headquarters for the entire county library system. By careful planning, listening to what the citizens of Door County told us they do and don't need, and translating that into a 21<sup>st</sup> century library we will make it possible to continue the great services that have been provided in the past, and move forward to provide outstanding services that reflect current and future needs.



<b>3/4 of 2020 vs 3/4 of 2021 - Overdrive</b>				
Branch	1-1 to 9-30-20	1-1 to 9-30-21	Difference	% Inc/Dec
	E Book Uses	E Book Uses		
BAI	2,299	2,113	(186)	-8.09%
EGG	1,328	1,107	(221)	-16.64%
EPH	435	313	(122)	-28.05%
FIS	1,782	1,493	(289)	-16.22%
FOR	809	807	(2)	-0.25%
SIS	4,455	4,605	150	3.37%
STR	13,199	12,917	(282)	-2.14%
WSH	948	821	(127)	-13.40%
	25,255	24,176	(1,079)	-4.27%

<b>3/4 of 2020 vs 3/4 of 2021 - Overdrive</b>				
Branch	1-1 to 9-30-20	1-1 to 9-30-21	Difference	% Inc/Dec
	Audio Book Uses	Audio Book Uses		
BAI	1,072	1,356	284	26.49%
EGG	868	988	120	13.82%
EPH	429	429	0	0.00%
FIS	510	699	189	37.06%
FOR	203	124	(79)	-38.92%
SIS	2,699	2,903	204	7.56%
STR	6,576	8,410	1,834	27.89%
WSH	515	537	22	4.27%
	12,872	15,446	2,574	20.00%

<b>3/4 of 2020 vs 3/4 of 2021 - Hoopla - Audio book &amp; E book</b>				
	1-1 to 9-30-20	1-1 to 9-30-21	Difference	% Inc/Dec
	Circs	Circs		
All Branches	7,628	8,997	1,369	17.95%



## Donations

2021	Donor	in the name of/note	Donation	Total
Oct-21	Friends Grant - Hoopla Digital		3,375.00	
	Donations to Sturgeon Bay Library		12.50	
	Donations to Sister Bay/Liberty Grove Library		206.50	
	Book Sale - Baileys Harbor Library		353.00	
	Book Sale - Egg Harbor Library		1,440.11	
	Donation to Egg Harbor Library		100.00	
	Friends Grant - DC Reads		4,536.11	
	Book Sale - Fish Creek Library		75.00	
				<b>10,098.22</b>

10-20-2021

Door County

## Accounts Payable Invoice Report

G/L Date Range 10/20/21 - 10/20/21  
 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>2021-00000578</b>		Batch Date <b>10/20/2021</b>			Entered by User <b>Kay Jensen</b>					
Vendor <b>15157 - AMAZON COM CREDIT</b>										
Sub-Department <b>36 Library</b>										
AMZ-10-10-21	bks,oper sup,janit,prog,mem,lib mtlis	Edit		10/20/2021	10/20/2021	10/20/2021			2,558.23	
							Sub-Department <b>36 Library</b> Totals	Invoices	1	0
							Vendor <b>15157 - AMAZON COM CREDIT</b> Totals	Invoices	1	\$2,558.23
Vendor <b>22940 - BUDGET BLINDS OF LAKESHORE</b>										
Sub-Department <b>36 Library</b>										
blinds10-20-21	Final payment-Blinds	Edit		10/20/2021	10/20/2021	10/20/2021			1,883.00	
							Sub-Department <b>36 Library</b> Totals	Invoices	1	0
							Vendor <b>22940 - BUDGET BLINDS OF LAKESHORE</b> Totals	Invoices	1	\$1,883.00
Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b>										
Sub-Department <b>36 Library</b>										
442863	cell phone - Library	Edit		10/20/2021	10/20/2021	10/20/2021			76.51	
							Sub-Department <b>36 Library</b> Totals	Invoices	1	0
							Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b> Totals	Invoices	1	\$76.51
Vendor <b>11314 - CHILDS WORLD</b>										
Sub-Department <b>36 Library</b>										
151530 & 151531	books	Edit		10/20/2021	10/20/2021	10/20/2021			1,519.30	
							Sub-Department <b>36 Library</b> Totals	Invoices	1	0
							Vendor <b>11314 - CHILDS WORLD</b> Totals	Invoices	1	\$1,519.30
Vendor <b>15904 - GANNETT WISCONSIN MEDIA</b>										
Sub-Department <b>36 Library</b>										
DCadv&PGstr10-21	DC Adv-branches&PG-Str	Edit		10/20/2021	10/20/2021	10/20/2021			376.10	
							Sub-Department <b>36 Library</b> Totals	Invoices	1	0
							Vendor <b>15904 - GANNETT WISCONSIN MEDIA</b> Totals	Invoices	1	\$376.10
Vendor <b>14164 - INGRAM LIBRARY SERVICES</b>										
Sub-Department <b>36 Library</b>										
Ing-Oct #2-2021	Books, Proc, SH	Edit		10/20/2021	10/20/2021	10/20/2021			6,797.91	
							Sub-Department <b>36 Library</b> Totals	Invoices	1	0
							Vendor <b>14164 - INGRAM LIBRARY SERVICES</b> Totals	Invoices	1	\$6,797.91
Vendor <b>9757 - JEANINE BRENNAN</b>										
Sub-Department <b>36 Library</b>										
JB-reimb10-2021	postage	Edit		10/20/2021	10/20/2021	10/20/2021			11.60	
							Sub-Department <b>36 Library</b> Totals	Invoices	1	0

Door County

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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>9757 - JEANINE BRENNAN</b>		Totals	Invoices	1	\$11.60
Vendor <b>7173 - LAMP RECYCLERS INC</b>									
Sub-Department <b>36 Library</b>									
113453	lamp recycling	Edit		10/20/2021	10/20/2021	10/20/2021			191.63
			Sub-Department	<b>36 Library</b>		Totals	Invoices	1	0
			Vendor	<b>7173 - LAMP RECYCLERS INC</b>		Totals	Invoices	1	\$191.63
Vendor <b>1353 - LERNER PUBLISHING</b>									
Sub-Department <b>36 Library</b>									
1401098, 1401107	books	Edit		10/20/2021	10/20/2021	10/20/2021			3,044.55
			Sub-Department	<b>36 Library</b>		Totals	Invoices	1	0
			Vendor	<b>1353 - LERNER PUBLISHING</b>		Totals	Invoices	1	\$3,044.55
Vendor <b>21492 - MARY SAWYER</b>									
Sub-Department <b>36 Library</b>									
MS-reimb10-2021	Programming - EPH	Edit		10/20/2021	10/20/2021	10/20/2021			54.86
			Sub-Department	<b>36 Library</b>		Totals	Invoices	1	0
			Vendor	<b>21492 - MARY SAWYER</b>		Totals	Invoices	1	\$54.86
Vendor <b>10103 - MIDWEST TAPE</b>									
Sub-Department <b>36 Library</b>									
MidwestT-Oct#2	AV & NFLS	Edit		10/20/2021	10/20/2021	10/20/2021			1,515.45
			Sub-Department	<b>36 Library</b>		Totals	Invoices	1	0
			Vendor	<b>10103 - MIDWEST TAPE</b>		Totals	Invoices	1	\$1,515.45
Vendor <b>10337 - MILLER ART MUSEUM</b>									
Sub-Department <b>36 Library</b>									
MAM-reimb10-2021	OperSup, Prog, Postage, Printing	Edit		10/20/2021	10/20/2021	10/20/2021			2,941.71
			Sub-Department	<b>36 Library</b>		Totals	Invoices	1	0
			Vendor	<b>10337 - MILLER ART MUSEUM</b>		Totals	Invoices	1	\$2,941.71
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
Sub-Department <b>36 Library</b>									
Staples10-2021	Operating supplies and paper	Edit		10/20/2021	10/20/2021	10/20/2021			247.03
			Sub-Department	<b>36 Library</b>		Totals	Invoices	1	0
			Vendor	<b>15069 - STAPLES ADVANTAGE</b>		Totals	Invoices	1	\$247.03
Vendor <b>30820 - STURGEON BAY UTILITIES</b>									
Sub-Department <b>36 Library</b>									
SBU-10-6-21	utilities	Edit		10/20/2021	10/20/2021	10/20/2021			2,125.21
			Sub-Department	<b>36 Library</b>		Totals	Invoices	1	0
			Vendor	<b>30820 - STURGEON BAY UTILITIES</b>		Totals	Invoices	1	\$2,125.21
Vendor <b>22193 - UNIQUE MANAGEMENT SERVICES INC</b>									

Door County

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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
<b>Sub-Department 36 Library</b>									
606048, 60653	placements - FOR & STR	Edit		10/20/2021	10/20/2021	10/20/2021			35.80
			Sub-Department	<b>36 Library Totals</b>		Invoices		1	0
	Vendor		<b>22193 - UNIQUE MANAGEMENT SERVICES INC Totals</b>			Invoices		1	\$35.80
<b>Vendor 36270 - WASHINGTON ISLAND FERRY LINE I</b>									
<b>Sub-Department 36 Library</b>									
Ferry-9-30-21	Ferry - Sept 2021	Edit		10/20/2021	10/20/2021	10/20/2021			82.00
			Sub-Department	<b>36 Library Totals</b>		Invoices		1	0
	Vendor		<b>36270 - WASHINGTON ISLAND FERRY LINE I Totals</b>			Invoices		1	\$82.00
<b>Vendor 986 - WASHINGTON ISLAND OBSERVER</b>									
<b>Sub-Department 36 Library</b>									
WshObs-2027	newspaper-SIS	Edit		10/20/2021	10/20/2021	10/20/2021			38.00
			Sub-Department	<b>36 Library Totals</b>		Invoices		1	0
	Vendor		<b>986 - WASHINGTON ISLAND OBSERVER Totals</b>			Invoices		1	\$38.00
<b>Vendor 5999 - WISCONSIN DOCUMENT IMAGING</b>									
<b>Sub-Department 36 Library</b>									
147187	SIS copier/printer	Edit		10/20/2021	10/20/2021	10/20/2021			412.10
			Sub-Department	<b>36 Library Totals</b>		Invoices		1	0
	Vendor		<b>5999 - WISCONSIN DOCUMENT IMAGING Totals</b>			Invoices		1	\$412.10
			Batch Number	<b>2021-00000578 Totals</b>		Invoices		18	\$23,910.99
			Department	<b>36 - Library Totals</b>		Invoices		18	\$23,910.99
<b>36 Library</b>									
				Grand Totals		Invoices		18	\$23,910.99

11-03-21

Door County

## Accounts Payable Invoice Report

G/L Date Range 11/01/21 - 11/30/21  
 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>2021-00000599</b>		Batch Date <b>11/03/2021</b>			Entered by User <b>Kay Jensen</b>				
Vendor <b>22999 - BELGIAN HERITAGE CENTER</b>									
Sub-Department <b>36 Library</b>									
BHC-11-2021	books and AV	Edit		11/03/2021	11/03/2021	11/03/2021			94.00
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>22999 - BELGIAN HERITAGE CENTER</b> Totals		Invoices		1	\$94.00
Vendor <b>17941 - CAPITAL ONE, N.A.</b>									
Sub-Department <b>36 Library</b>									
Walmart10-19-21	Marketing & Memorial	Edit		11/03/2021	11/03/2021	11/03/2021			44.51
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>17941 - CAPITAL ONE, N.A.</b> Totals		Invoices		1	\$44.51
Vendor <b>22240 - CHRISTINA JOHNSON</b>									
Sub-Department <b>36 Library</b>									
CJ-Reimb-10-25	Programming & Memorial	Edit		11/03/2021	11/03/2021	11/03/2021			87.42
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>22240 - CHRISTINA JOHNSON</b> Totals		Invoices		1	\$87.42
Vendor <b>7150 - DEMCO</b>									
Sub-Department <b>36 Library</b>									
7008172	operating supplies	Edit		11/03/2021	11/03/2021	11/03/2021			86.15
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>7150 - DEMCO</b> Totals		Invoices		1	\$86.15
Vendor <b>13009 - FINDAWAY WORLD LLC</b>									
Sub-Department <b>36 Library</b>									
363608	books	Edit		11/03/2021	11/03/2021	11/03/2021			49.99
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>13009 - FINDAWAY WORLD LLC</b> Totals		Invoices		1	\$49.99
Vendor <b>14164 - INGRAM LIBRARY SERVICES</b>									
Sub-Department <b>36 Library</b>									
Ing-Nov#1- 2021	books, proc, sh, nfs	Edit		11/03/2021	11/03/2021	11/03/2021			5,442.82
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>14164 - INGRAM LIBRARY SERVICES</b> Totals		Invoices		1	\$5,442.82
Vendor <b>1353 - LERNER PUBLISHING</b>									
Sub-Department <b>36 Library</b>									
1401919, 1402705	books	Edit		11/03/2021	11/03/2021	11/03/2021			40.98
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>1353 - LERNER PUBLISHING</b> Totals		Invoices		1	\$40.98

Door County

## Accounts Payable Invoice Report

G/L Date Range 11/01/21 - 11/30/21  
 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
<b>Vendor 7349 - MAC FOUNDATION INC</b>									
Sub-Department 36 Library									
MAM-Nov2021	MAM Contract - Nov 2021	Edit		11/03/2021	11/03/2021	11/03/2021			977.83
Sub-Department 36 Library Totals									Invoices 1 0
Vendor 7349 - MAC FOUNDATION INC Totals									Invoices 1 \$977.83
<b>Vendor 23000 - MARY LOUISE DEKEYSER</b>									
Sub-Department 36 Library									
oct2021LavLady	Programming	Edit		11/03/2021	11/03/2021	11/03/2021			75.00
Sub-Department 36 Library Totals									Invoices 1 0
Vendor 23000 - MARY LOUISE DEKEYSER Totals									Invoices 1 \$75.00
<b>Vendor 21492 - MARY SAWYER</b>									
Sub-Department 36 Library									
MS-Reimb11-2021	Programming & Memorial	Edit		11/03/2021	11/03/2021	11/03/2021			103.95
Sub-Department 36 Library Totals									Invoices 1 0
Vendor 21492 - MARY SAWYER Totals									Invoices 1 \$103.95
<b>Vendor 10103 - MIDWEST TAPE</b>									
Sub-Department 36 Library									
501210586	Hoopla - Oct 2021	Edit		11/03/2021	11/03/2021	11/03/2021			2,674.53
MidwestT-Nov#1	AV & NFLS	Edit		11/03/2021	11/03/2021	11/03/2021			1,760.46
Sub-Department 36 Library Totals									Invoices 2 0
Vendor 10103 - MIDWEST TAPE Totals									Invoices 2 \$4,434.99
<b>Vendor 10996 - NOVEL BAY BOOKSELLERS</b>									
Sub-Department 36 Library									
000014	books	Edit		11/03/2021	11/03/2021	11/03/2021			75.86
Sub-Department 36 Library Totals									Invoices 1 0
Vendor 10996 - NOVEL BAY BOOKSELLERS Totals									Invoices 1 \$75.86
<b>Vendor 15732 - PACIFIC TELEMANAGEMENT SERVICE</b>									
Sub-Department 36 Library									
2076019	operating supplies	Edit		11/03/2021	11/03/2021	11/03/2021			33.00
Sub-Department 36 Library Totals									Invoices 1 0
Vendor 15732 - PACIFIC TELEMANAGEMENT SERVICE Totals									Invoices 1 \$33.00
<b>Vendor 25443 - POSTMASTER</b>									
Sub-Department 36 Library									
FOR-PO BX11-2021	po box-FOR	Edit		11/03/2021	11/03/2021	11/03/2021			130.00
Sub-Department 36 Library Totals									Invoices 1 0
Vendor 25443 - POSTMASTER Totals									Invoices 1 \$130.00
<b>Vendor 13847 - RAE-COR DISTRIBUTING LLC</b>									



Door County

## Accounts Payable Invoice Report

G/L Date Range 11/01/21 - 11/30/21  
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
<b>Vendor 13847 - RAE-COR DISTRIBUTING LLC</b>									
Sub-Department 031935 & 031944	36 Library Janitorial	Edit		11/03/2021	11/03/2021	11/03/2021			389.35
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 13847 - RAE-COR DISTRIBUTING LLC Totals			Invoices		1	\$389.35
<b>Vendor 15069 - STAPLES ADVANTAGE</b>									
Sub-Department 31invoices-oct21	36 Library Cartridges & operating supplies	Edit		11/03/2021	11/03/2021	11/03/2021			402.09
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices		1	\$402.09
<b>Vendor 11572 - TODAY'S BUSINESS SOLUTIONS</b>									
Sub-Department 12490, 12491	36 Library kiosk mtn agreements-EGG & STR	Edit		11/03/2021	11/03/2021	11/03/2021			1,190.00
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 11572 - TODAY'S BUSINESS SOLUTIONS Totals			Invoices		1	\$1,190.00
<b>Vendor 21713 - TRACY YTRRI OPPER</b>									
Sub-Department TYO-Reimb11-21	36 Library Programming & Memorial	Edit		11/03/2021	11/03/2021	11/03/2021			220.28
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 21713 - TRACY YTRRI OPPER Totals			Invoices		1	\$220.28
<b>Vendor 5999 - WISCONSIN DOCUMENT IMAGING</b>									
Sub-Department 149852,149853	36 Library Printing & maint eq	Edit		11/03/2021	11/03/2021	11/03/2021			508.93
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices		1	\$508.93
<b>Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP</b>									
Sub-Department WPS-10-18-21	36 Library heat	Edit		11/03/2021	11/03/2021	11/03/2021			150.20
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP Totals			Invoices		1	\$150.20
			Batch Number 2021-00000599 Totals			Invoices		21	\$14,537.35
			Department 36 - Library Totals			Invoices		21	\$14,537.35
<b>36 Library</b>									\$14,537.35
			Grand Totals			Invoices		21	\$14,537.35

11/10/2021 - Library and  
Museum

Door County

### Accounts Payable Invoice Report

G/L Date Range 11/10/21 - 11/10/21  
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>35 - Museum</b>									
Batch Number <b>2021-00000619</b>		Batch Date 11/10/2021			Entered by User Tina Kakuske				
Vendor <b>9776 - CARDMEMBER SERVICE</b>									
Sub-Department <b>35 Museum</b>									
2021-00000654	Museum and Library purchases	Edit		11/10/2021	11/10/2021	11/10/2021			2,577.45
						Sub-Department <b>35 Museum</b> Totals	Invoices	1	0
						Vendor <b>9776 - CARDMEMBER SERVICE</b> Totals	Invoices	1	\$2,577.45
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
Sub-Department <b>35 Museum</b>									
2021-00000653	Museum and Library purchases	Edit		11/10/2021	11/10/2021	11/10/2021			180.07
						Sub-Department <b>35 Museum</b> Totals	Invoices	1	0
						Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals	Invoices	1	\$180.07
						Batch Number <b>2021-00000619</b> Totals	Invoices	2	\$2,757.52
						Department <b>35 - Museum</b> Totals	Invoices	2	\$2,757.52
<b>35 Museum</b>						Grand Totals	Invoices	2	\$2,757.52