

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, November 16, 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 October 19, 2020.
5. Introduction of new Board Member – Spencer Gustafson
6. Reports –
 - A. Director’s Report – Library Operations.
 1. Events – NEA Big Read: Door County
 2. General – Library Access Changes, Renovation Update
 3. Staff – Update
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
7. Strategic Plan 2022 - Update.
8. Door County Library Foundation - New Members.
9. Unattended Minors Policy.
10. Term changes for Library Board of Trustees members
11. Donations.
12. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
13. Vouchers Review and Approval.
14. Meeting Per Diem Code.
15. 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=e a2633bd1172762dedaab92db9e09 b59e>

Event Password: Nov16lib2020

Access Code: 146 588 3734

To Connect via phone:

1-408-418-9388

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

October 19, 2020

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:10 P.M. by Library Board President Bob Dickson. Six Library Board Members appeared virtually – Bob Dickson, Helen Bacon, Bridget Bowers, Megan Lundahl, Mary L. Jackson and Nissa Norton. Library Director Tina Kakuske, Miller Art Museum Executive Director Beth Meissner-Gigstead and Administrative Assistant Kay Jensen appeared virtually. County Administrator Ken Pabich and Archives Researcher Steve Rice attended virtually for a portion of the meeting.

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 MEETING of September 21, 2020. Motion carried.

REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported that our programming will continue to be virtual for the foreseeable future to include the NEA Big Read Events planned for January and February 2021.
 - Kakuske advised the board that part of our current programming, Halloween bags and monthly craft bags for upcoming months are being made available to each branch.
 - Kakuske reviewed our current open status for all branch libraries. She reported that UV lamps have been installed in the air duct systems at the Sturgeon Bay Library. The lamps improve air quality and remove bacteria and viruses.
 - Kakuske updated the board on our current system of quarantining materials and reported that the quarantining time frame may be reduced in the future.
 - Kakuske reported that we are now fully staffed with the hiring of the Circulation Assistant for the Egg Harbor Branch.
- **MILLER ART MUESEUM (MAM) REPORT:**
 - Meissner-Gigstead informed the board that their next exhibit, “Winter’s Spring: An Altere Garten by Leslie Iwai,” will open on October 24th, and run through December 26, 2020. This unique exhibit is about relationships between elders and children and features vibrant colors, sculptural creations and gardens.
- **ARCHIVES REPORT:**
 - Rice reported on recent technology purchases for the Archives.

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DOOR COUNTY LIBRARY BOARD MINUTES

- Rice informed the board that the temporary home for the Archives has been completed and is located in the basement of the library.
- Rice provided a general summary of the new draft document, “Door County Library Historical Resource Guide.”

STRATEGIC PLAN 2022: Kakuske reported that she has talked with 3 businesses who provide strategic planning for libraries. They are WiLS, ReThinking Libraries, and Library Strategies. She reviewed proposals from each of the businesses and summarized their styles of providing strategic planning for libraries including cost information. She will email board members samples of each of their work and then bring it back to the next library board meeting for a decision on who to choose for this work. Kakuske also asked board members to think about what elements they would like in the strategic plan so we are able to get more exact cost estimates. Kakuske reported that the Door County Library Foundation have been asked to fund this strategic planning process and deliverables.

WINTER BRANCH HOURS AND 2021 CLOSED HOURS: Kakuske reported that all branches will be back to winter hours as of November 2nd, except for Sturgeon Bay who will remain at their current hours.

Kakuske reviewed the proposed holidays and closed hours for 2021. Motion by Lundahl, second by Norton to approve the holidays and closed hours for 2021 as presented.

UNACCOMPANIED MINORS POLICY: Kakuske reviewed the proposed new policy regarding unaccompanied minors. Discussion followed. Concern was voiced about the age requirement in the policy. Kakuske will ask each branch manager what they think of the age requirement to be unaccompanied and will report back to the library board at the next meeting.

TRUSTEE ESSENTIALS #4 – EFFECTIVE BOARD MEETINGS AND TRUSTEE PARTICIPATION: Kakuske reviewed Trustee Essentials #4. After reviewing the document, Dickson requested information regarding the timeline for getting out the board agenda and agenda packet. Kakuske stated that board members should feel free to provide her with agenda item ideas prior to each board meeting and then she would discuss them with the library board president after which the agenda would be finalized.

Kakuske advised the board about an upcoming webinar for library trustees. She will email information regarding this webinar to each of the board members.

Motion by Dickson second by Jackson to accept the MONETARY DONATIONS received in September 2020 for \$1,513.00. Motion Carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm on Monday, November 16, 2020, and will be held virtually.

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

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 Norton, second by Bowers to APPROVE MEMORIAL BILLS for October 2020 in the amount of \$1,496.76 as presented. Motion carried.

Per Diem code for this meeting is 719.

Motion by Dickson, second by Jackson, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:00 pm.

DOOR COUNTY LIBRARY

Policies

Subject . Unattended Minors Policy

Effective Date : XXXXX, XX XXXX

Source/Date . LIBRARY BOARD / XXXX, XX XXXX

Purpose

This policy provides a consistent model for access to library services for minors at all Door County Library branches.

Philosophy and Limits

The Door County Library provides free access to materials, resources, and space. All are welcome to use the eight library branches in Door County in a safe and respectful manner.

Recognizing that children of the same age may have differing abilities to conduct themselves in public, behavior while in the libraries is ultimately the responsibility of parents, guardians, or supervisory adults. However, for their own protection, children under the age of 8 must be accompanied, **in sight of, and supervised** by a parent, guardian, or supervisory adult while in any Door County Library building.

In order to provide a safe and welcoming environment, Library staff notes all behavior that is outside of the parameters set by the Door County Library Rules of Conduct Policy. Regardless of age, staff will have a conversation with those who are not following the Rules of Conduct Policy. In the case of minors (under 16), parents may be contacted, whether in the library or elsewhere.

Special Circumstances

When the library is operating under special circumstances, the age limits may be temporarily altered to ensure a safe environment.

Donations.xlsx

2020	Donor	in the name of	Donation	Total
Oct-20	Book Sale - Baileys Harbor Library		138.00	
	Book Sale - Fish Creek Library		60.00	
	Donation to Baileys Harbor Library		50.00	
	Donation to Forestville Library		10.00	
	Friends Grant - BookPage		1,225.00	
	Donation to Sturgeon Bay Library		10.00	
	Materials - Forestville		84.06	
	Door Co. Reads (NEA-Big Read Grant Funds)		12,000.00	
				13,577.06

10/22/2020

Accounts Payable Invoice Report Page 7

Invoice Date Range 10/22/20 - 10/22/20
 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 35 - Museum									
Batch Number 2020-0000570		Batch Date 10/22/2020			Entered by User Tina Kakuske				
Vendor 15157 - AMAZON COM CREDIT									
Sub-Department 35 Museum									
2020-0000331	Amazon-10-10-20	Edit		10/22/2020	10/22/2020	10/22/2020			1,151.94
			Sub-Department 35 Museum Totals			Invoices		1	0
			Vendor 15157 - AMAZON COM CREDIT Totals			Invoices		1	\$1,151.94
Vendor 9776 - CARDMEMBER SERVICE									
Sub-Department 35 Museum									
2020-0000332	VISA - 9-2 to 10-2-20	Edit		10/22/2020	10/22/2020	10/22/2020			1,117.70
			Sub-Department 35 Museum Totals			Invoices		1	0
			Vendor 9776 - CARDMEMBER SERVICE Totals			Invoices		1	\$1,117.70

10/22/2020

Accounts Payable Invoice Report

G/L Date Range 10/22/20 - 10/22/20
 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 2020-00000569		Batch Date 10/22/2020			Entered by User Kay Jensen				
Vendor 12716 - VENMILL INDUSTRIES INC									
Sub-Department 36 Library									
12660	disc cleaning machine	Edit		10/22/2020	10/22/2020	10/22/2020			924.00
Sub-Department 36 Library Totals						Invoices	1		0
Vendor 12716 - VENMILL INDUSTRIES INC Totals						Invoices	1		\$924.00
Batch Number 2020-00000569 Totals						Invoices	1		\$924.00
Department 36 - Library Totals						Invoices	1		\$924.00
36 Library				Grand Totals		Invoices	1		\$924.00

10/19/2020

Accounts Payable Invoice Report

G/L Date Range 10/01/20 - 10/19/20
 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 2020-0000555 Batch Date 10/19/2020 Entered by User Kay Jensen									
Vendor 11 - A 1 ELEVATOR SALES & SERVICE									
Sub-Department 36 Library									
16616	qtr service & hydraulic test	Edit		10/19/2020	10/19/2020	10/19/2020			296.25
				Sub-Department 36 Library Totals		Invoices		1	0
				Vendor 11 - A 1 ELEVATOR SALES & SERVICE Totals		Invoices		1	\$296.25
Vendor 11237 - BETH LOKKEN									
Sub-Department 36 Library									
BL-relmb10-2020	Programming	Edit		10/19/2020	10/19/2020	10/19/2020			38.54
				Sub-Department 36 Library Totals		Invoices		1	0
				Vendor 11237 - BETH LOKKEN Totals		Invoices		1	\$38.54
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
Sub-Department 36 Library									
900159	cell phone - Library	Edit		10/19/2020	10/19/2020	10/19/2020			55.90
				Sub-Department 36 Library Totals		Invoices		1	0
				Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals		Invoices		1	\$55.90
Vendor 12620 - CHERYL STRITZEL MCCARTHY									
Sub-Department 36 Library									
2020.07.22	books	Edit		10/19/2020	10/19/2020	10/19/2020			84.75
				Sub-Department 36 Library Totals		Invoices		1	0
				Vendor 12620 - CHERYL STRITZEL MCCARTHY Totals		Invoices		1	\$84.75
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY									
Sub-Department 36 Library									
372722,372583,et	Bldg maintenance	Edit		10/19/2020	10/19/2020	10/19/2020			18.50
				Sub-Department 36 Library Totals		Invoices		1	0
				Vendor 8520 - DOOR COUNTY HARDWARE COMPANY Totals		Invoices		1	\$18.50
Vendor 15904 - GANNETT WISCONSIN MEDIA									
Sub-Department 36 Library									
338.10	newsp-BAL,EPH,FIS,SIS,STR,WSH	Edit		10/19/2020	10/19/2020	10/19/2020			338.10
				Sub-Department 36 Library Totals		Invoices		1	0
				Vendor 15904 - GANNETT WISCONSIN MEDIA Totals		Invoices		1	\$338.10
Vendor 20507 - HEARTLAND BUSINESS SYSTEMS									
Sub-Department 36 Library									
234103	maintenance agreement-ScanPro2200	Edit		10/19/2020	10/19/2020	10/19/2020			400.00
				Sub-Department 36 Library Totals		Invoices		1	0

Accounts Payable Invoice Report

G/L Date Range 10/01/20 - 10/19/20
 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 20507 - HEARTLAND BUSINESS SYSTEMS Totals						Invoices	1		\$400.00
Vendor 14164 - INGRAM LIBRARY SERVICES									
Sub-Department 36 Library									
ING-Oct#2	books, proc, sh & nfs	Edit		10/19/2020	10/19/2020	10/19/2020			4,590.99
Sub-Department 36 Library Totals						Invoices	1		0
Vendor 14164 - INGRAM LIBRARY SERVICES Totals						Invoices	1		\$4,590.99
Vendor 22298 - LAURA HALE									
Sub-Department 36 Library									
LH-mi-9-2020	operational travel	Edit		10/19/2020	10/19/2020	10/19/2020			50.60
Sub-Department 36 Library Totals						Invoices	1		0
Vendor 22298 - LAURA HALE Totals						Invoices	1		\$50.60
Vendor 7349 - MAC FOUNDATION INC									
Sub-Department 36 Library									
MAM-Sep&Oct2020	MAM - Sep & Oct 2020	Edit		10/19/2020	10/19/2020	10/19/2020			1,955.66
Sub-Department 36 Library Totals						Invoices	1		0
Vendor 7349 - MAC FOUNDATION INC Totals						Invoices	1		\$1,955.66
Vendor 10103 - MIDWEST TAPE									
Sub-Department 36 Library									
99364966,67,68	AV	Edit		10/19/2020	10/19/2020	10/19/2020			110.94
Sub-Department 36 Library Totals						Invoices	1		0
Vendor 10103 - MIDWEST TAPE Totals						Invoices	1		\$110.94
Vendor 14141 - NEIS									
Sub-Department 36 Library									
0403892 0403873	Elev Insp	Edit		10/19/2020	10/19/2020	10/19/2020			176.00
Sub-Department 36 Library Totals						Invoices	1		0
Vendor 14141 - NEIS Totals						Invoices	1		\$176.00
Vendor 15732 - PACIFIC TELEMANAGEMENT SERVICE									
Sub-Department 36 Library									
2054685	pay phone	Edit		10/19/2020	10/19/2020	10/19/2020			33.00
Sub-Department 36 Library Totals						Invoices	1		0
Vendor 15732 - PACIFIC TELEMANAGEMENT SERVICE Totals						Invoices	1		\$33.00
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 36 Library									
3457724973&4976	cartridges	Edit		10/19/2020	10/19/2020	10/19/2020			306.33
Sub-Department 36 Library Totals						Invoices	1		0
Vendor 15069 - STAPLES ADVANTAGE Totals						Invoices	1		\$306.33
Vendor 9223 - STATE OF WISCONSIN									

Accounts Payable Invoice Report

G/L Date Range 10/01/20 - 10/19/20
 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
Sub-Department 36 Library									
526015, 525971	elevator registrations	Edit		10/19/2020	10/19/2020	10/19/2020			100.00
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 9223 - STATE OF WISCONSIN Totals			Invoices		1	\$100.00
Vendor 30820 - STURGEON BAY UTILITIES									
Sub-Department 36 Library									
SBU-10-7-2020	utilities	Edit		10/19/2020	10/19/2020	10/19/2020			1,825.58
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 30820 - STURGEON BAY UTILITIES Totals			Invoices		1	\$1,825.58
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 36 Library									
114951	Printing & maint eq	Edit		10/19/2020	10/19/2020	10/19/2020			356.84
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals			Invoices		1	\$356.84
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP									
Sub-Department 36 Library									
WPS-10-15-20	heat	Edit		10/19/2020	10/19/2020	10/19/2020			141.94
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP Totals			Invoices		1	\$141.94
			Batch Number 2020-0000555 Totals			Invoices		18	\$10,879.92
			Department 36 - Library Totals			Invoices		18	\$10,879.92
36 Library									
			Grand Totals			Invoices		18	\$10,879.92

11/3/2020

Accounts Payable Invoice Report

G/L Date Range 11/03/20 - 11/03/20
 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 2020-00000588		Batch Date 11/03/2020			Entered by User Kay Jensen				
Vendor 18109 - BRIDGET BOWERS									
Sub-Department 36 Library									
SB-MI-10-19-20	mileage to SB Library	Edit		11/03/2020	11/03/2020	11/03/2020			5.75
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 18109 - BRIDGET BOWERS Totals			Invoices		1	\$5.75
Vendor 1618 - CAPSTONE PRESS INC									
Sub-Department 36 Library									
215602	books	Edit		11/03/2020	11/03/2020	11/03/2020			2,307.32
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 1618 - CAPSTONE PRESS INC Totals			Invoices		1	\$2,307.32
Vendor 11314 - CHILDS WORLD									
Sub-Department 36 Library									
VA148295	books	Edit		11/03/2020	11/03/2020	11/03/2020			347.10
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 11314 - CHILDS WORLD Totals			Invoices		1	\$347.10
Vendor 12814 - ENVISIONWARE, INC									
Sub-Department 36 Library									
INV-US-49964	self chks software	Edit		11/03/2020	11/03/2020	11/03/2020			7,250.00
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 12814 - ENVISIONWARE, INC Totals			Invoices		1	\$7,250.00
Vendor 14164 - INGRAM LIBRARY SERVICES									
Sub-Department 36 Library									
Nov 2020 #1	books, proc, nfls, memorial	Edit		11/03/2020	11/03/2020	11/03/2020			3,733.01
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 14164 - INGRAM LIBRARY SERVICES Totals			Invoices		1	\$3,733.01
Vendor 7349 - MAC FOUNDATION INC									
Sub-Department 36 Library									
MAM-Nov2020	MAM - Nov 2020	Edit		11/03/2020	11/03/2020	11/03/2020			977.83
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 7349 - MAC FOUNDATION INC Totals			Invoices		1	\$977.83
Vendor 10103 - MIDWEST TAPE									
Sub-Department 36 Library									
99496450 etc	AV, books, nfls	Edit		11/03/2020	11/03/2020	11/03/2020			3,204.01
99579758	Hoopla	Edit		11/03/2020	11/03/2020	11/03/2020			2,348.46
			Sub-Department 36 Library Totals			Invoices		2	0

Accounts Payable Invoice Report

G/L Date Range 11/03/20 - 11/03/20
 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	10103 - MIDWEST TAPE Totals		Invoices	2		\$5,552.47
Vendor 25443 - POSTMASTER									
Sub-Department 36 Library									
POBoxFOR	PO Box - FOR	Edit		11/03/2020	11/03/2020	11/03/2020			120.00
			Sub-Department	36 Library Totals		Invoices	1		0
			Vendor	25443 - POSTMASTER Totals		Invoices	1		\$120.00
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 36 Library									
staples - Nov #1	oper sup, paper, cartridges	Edit		11/03/2020	11/03/2020	11/03/2020			858.80
			Sub-Department	36 Library Totals		Invoices	1		0
			Vendor	15069 - STAPLES ADVANTAGE Totals		Invoices	1		\$858.80
Vendor 11572 - TODAY'S BUSINESS SOLUTIONS									
Sub-Department 36 Library									
11201	coln op maint agreement	Edit		11/03/2020	11/03/2020	11/03/2020			595.00
			Sub-Department	36 Library Totals		Invoices	1		0
			Vendor	11572 - TODAY'S BUSINESS SOLUTIONS Totals		Invoices	1		\$595.00
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 36 Library									
116997 & 116998	Printing & maint eq	Edit		11/03/2020	11/03/2020	11/03/2020			412.80
			Sub-Department	36 Library Totals		Invoices	1		0
			Vendor	5999 - WISCONSIN DOCUMENT IMAGING Totals		Invoices	1		\$412.80
			Batch Number	2020-00000588 Totals		Invoices	12		\$22,160.08
			Department	36 - Library Totals		Invoices	12		\$22,160.08
36 Library				Grand Totals		Invoices	12		\$22,160.08

11/11/2020

Accounts Payable Invoice Report

G/L Date Range 11/10/20 - 11/11/20
 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 2020-0000606 Batch Date 11/10/2020 Entered by User Kay Jensen									
Vendor 14164 - INGRAM LIBRARY SERVICES									
Sub-Department 36 Library									
ING-Nov2020#2	books, proc, nfls, memorial, sh	Edit		11/10/2020	11/10/2020	11/10/2020			2,975.22
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 14164 - INGRAM LIBRARY SERVICES Totals			Invoices		1	\$2,975.22
Vendor 12907 - JO-ANN STORES, LLC									
Sub-Department 36 Library									
DMARVA21-725	Creative Bug Software	Edit		11/10/2020	11/10/2020	11/10/2020			1,000.00
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 12907 - JO-ANN STORES, LLC Totals			Invoices		1	\$1,000.00
Vendor 12906 - KATHRYN E BESON									
Sub-Department 36 Library									
KbesonBKS11-20	books	Edit		11/10/2020	11/10/2020	11/10/2020			30.00
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 12906 - KATHRYN E BESON Totals			Invoices		1	\$30.00
Vendor 22236 - KRISTINE KAKUSKE									
Sub-Department 36 Library									
TK-reim11-20	operating supplies	Edit		11/10/2020	11/10/2020	11/10/2020			13.22
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 22236 - KRISTINE KAKUSKE Totals			Invoices		1	\$13.22
Vendor 22298 - LAURA HALE									
Sub-Department 36 Library									
LH-mi-10-2020	operational travel	Edit		11/10/2020	11/10/2020	11/10/2020			52.90
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 22298 - LAURA HALE Totals			Invoices		1	\$52.90
Vendor 10103 - MIDWEST TAPE									
Sub-Department 36 Library									
MidwestTNov#2	av & nfls	Edit		11/10/2020	11/10/2020	11/10/2020			969.31
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 10103 - MIDWEST TAPE Totals			Invoices		1	\$969.31
Vendor 10337 - MILLER ART MUSEUM									
Sub-Department 36 Library									
MAM-11-2020 Reim	MamReimFinal	Edit		11/10/2020	11/10/2020	11/10/2020			1,835.42
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 10337 - MILLER ART MUSEUM Totals			Invoices		1	\$1,835.42

Accounts Payable Invoice Report

G/L Date Range 11/10/20 - 11/11/20
 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 18650 - PENINSULA PULSE									
Sub-Department 36 Library									
22358	1/4 page B & W ad	Edit		11/10/2020	11/10/2020	11/10/2020			190.80
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 18650 - PENINSULA PULSE Totals		Invoices	1		\$190.80
Vendor 30820 - STURGEON BAY UTILITIES									
Sub-Department 36 Library									
SBU-11-5-20	utilities	Edit		11/10/2020	11/10/2020	11/10/2020			1,919.59
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 30820 - STURGEON BAY UTILITIES Totals		Invoices	1		\$1,919.59
Vendor 36270 - WASHINGTON ISLAND FERRY LINE I									
Sub-Department 36 Library									
ferry-10-2020	ferry	Edit		11/10/2020	11/10/2020	11/10/2020			55.00
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 36270 - WASHINGTON ISLAND FERRY LINE I Totals		Invoices	1		\$55.00
Vendor 986 - WASHINGTON ISLAND OBSERVER									
Sub-Department 36 Library									
WSHOBS-STR11-20	Newspaper - STR	Edit		11/10/2020	11/10/2020	11/10/2020			38.00
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 986 - WASHINGTON ISLAND OBSERVER Totals		Invoices	1		\$38.00
Vendor 9303 - WISCONSIN LIBRARY ASSOCIATION									
Sub-Department 36 Library									
10444	TK-Virtual-Conf	Edit		11/10/2020	11/10/2020	11/10/2020			15.00
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 9303 - WISCONSIN LIBRARY ASSOCIATION Totals		Invoices	1		\$15.00
				Batch Number 2020-00000606 Totals		Invoices	12		\$9,094.46
				Department 36 - Library Totals		Invoices	12		\$9,094.46
36 Library									
				Grand Totals		Invoices	12		\$9,094.46