

# DOOR COUNTY LIBRARY BOARD MEETING

**Date of Meeting:** Monday, December 21, 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 November 16, 2020.
5. Reports –
  - A. Director’s Report – Library Operations.
    1. Events – Update
    2. General – Statistics, Board member term extension
    3. Staff – Update
  - B. Miller Art Museum Report - MAM Operations.
    1. Announcements
    2. Events
    3. Handouts
  - C. Archives Operations – 2020 Recap
6. Renovation Update.
7. Door County Library Foundation Bylaws Amendment.
8. 2020 Recap/2021 First Quarter.
9. Strategic Plan 2022 - 2025.
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=e a20fc1afd98f012556c1ce6582ef01b0>

**Event Password:** Dec21lib2020

**Access Code:** 146 361 5629

**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

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November 16, 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. Spencer Gustafson was excused.

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

**PUBLIC PARTICIPATION/CORRESPONDENCE:** Kakuske reported that she had some correspondence with a patron regarding our restricted access and the patron is now satisfied after discussing the concerns with Kakuske.

Dickson informed the board that Spencer Gustafson is the new library board member representing the City of Sturgeon Bay.

Motion by Lundahl, second by Bowers, for APPROVAL OF THE MINUTES OF THE MEETING of October 19, 2020. Motion carried.

### REPORTS:

- **DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
  - Kakuske reported that the NEA Big Read: Door County books will be available for pickup beginning Friday, November 27<sup>th</sup>.
  - Kakuske informed the board that historical displays will be placed at the 4<sup>th</sup> Avenue Younkers building. An election display was unveiled first and the next display will feature a historical Christmas/winter scene just in time for the community's holiday event, "Unwrapping Sturgeon Bay."
  - Kakuske reviewed the recently enacted library access changes.
  - Kakuske provided a renovation update for the board. Most recently a brainstorming and information exchange took place and future meetings will be held on moving forward.
  - Kakuske reported that the County Board approved the 2021 Budget with no changes.
  - Regarding staff, Kakuske informed the board that a Sturgeon Bay Library page has resigned and the position will be posted soon.
- **MILLER ART MUESEUM (MAM) REPORT:**
  - Meissner-Gigstead informed the board that their current exhibit, "Winter's Spring: An Altere Garten by Leslie Iwai," will run through December 26, 2020.

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## DOOR COUNTY LIBRARY BOARD MINUTES

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She also stated that due to the recent building access restrictions, they have transitioned to appointment only operations.

- Meissner-Gigstead reported that they hosted a successful Facebook Live event featuring their exhibiting artist Leslie Iwai.
- Meissner-Gigstead informed the board of two Second Thursday Programs, a Studio Door episode which already took place and the December 10<sup>th</sup> program which will feature artist Pat Zastrow.

**STRATEGIC PLAN 2022 UPDATE:** Kakuske reported that the Door County Library Foundation approved a grant for the 2022 – 2027 Door County Library Strategic Plan approving a cost range from \$8,000 - \$20,000. She reviewed the three companies and their accompanying costs for this strategic planning work. She informed the board that she recommends narrowing the choice down to WiLS and Library Strategies, stating that both companies know Wisconsin libraries very well. Kakuske will send out information about these two companies including samples of their work, and asks that board members review the information prior to the December board meeting and assist her in choosing the company for this strategic planning work.

**DOOR COUNTY LIBRARY FOUNDATION – NEW MEMBERS:** Kakuske provided information on the background, education and community involvement of the two new members that the Door County Library Foundation approved at their last meeting. She stated that both are very active and familiar with all of Door County and are passionate about libraries. Motion by Dickson, second by Lundahl to confirm the appointment of Brian Forest and Jerod Santek to the Door County Library Foundation Board. Motion carried.

**UNATTENDED MINORS POLICY:** Kakuske reviewed the changes to the proposed new policy regarding unattended minors since the last board meeting. Motion by Dickson, second by Jackson to approve the Unattended Minors Policy as presented. Motion carried.

**TERM CHANGES FOR LIBRARY BOARD OF TRUSTEES MEMBERS:** Kakuske informed the board of County Administration's wish to have all county committee members, which includes library board members, have their appointments made in April of each year. A formula for term extensions has been planned. A request has been made to extend Bridget Bowers' term to April 2021, as her term was to expire at the end of this year.

Motion by Dickson second by Bowers to accept the MONETARY DONATIONS received in October 2020 for \$13,577.06. Motion Carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm on Monday, December 21, 2020, and will be held virtually.

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## **DOOR COUNTY LIBRARY BOARD MINUTES**

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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 Dickson, second by Jackson to APPROVE MEMORIAL BILLS for November 2020 in the amount of \$14,634.42 as presented. Motion carried.

Per Diem code for this meeting is 129.

Motion by Dickson, second by Norton, for ADJOURNMENT. Motion carried. The meeting was adjourned at 5:55 pm.

## Donations.xlsx

<b>2020</b>	<b>Donor</b>	<b>in the name of</b>	<b>Donation</b>	<b>Total</b>
<b>Nov-20</b>	Book Sale - Fish Creek Library		65.00	
	Donations to Baileys Harbor Library		710.00	
	Donation to Sister Bay/Liberty Grove Library		450.00	
	DPI Cares Grant for self check		1,285.65	
				<b>2,510.65</b>

11-17-2020

# Accounts Payable Invoice Report

G/L Date Range 11/17/20 - 11/17/20  
 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>2020-00000618</b>		Batch Date <b>11/17/2020</b>			Entered by User <b>Kay Jensen</b>				
Vendor <b>1618 - CAPSTONE PRESS INC</b>									
Sub-Department <b>36 Library</b>									
215776,218149,et	books 215776, 218149 & 218150	Edit		11/17/2020	11/17/2020	11/17/2020			5,185.69
				Sub-Department <b>36 Library</b> Totals			Invoices	1	0
				Vendor <b>1618 - CAPSTONE PRESS INC</b> Totals			Invoices	1	<u>\$5,185.69</u>
Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b>									
Sub-Department <b>36 Library</b>									
021750	cell phone - Library	Edit		11/17/2020	11/17/2020	11/17/2020			55.90
				Sub-Department <b>36 Library</b> Totals			Invoices	1	0
				Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b> Totals			Invoices	1	<u>\$55.90</u>
Vendor <b>14164 - INGRAM LIBRARY SERVICES</b>									
Sub-Department <b>36 Library</b>									
ING-Nov2020#3	Books, proc, sh, memorial	Edit		11/17/2020	11/17/2020	11/17/2020			7,157.67
				Sub-Department <b>36 Library</b> Totals			Invoices	1	0
				Vendor <b>14164 - INGRAM LIBRARY SERVICES</b> Totals			Invoices	1	<u>\$7,157.67</u>
Vendor <b>10103 - MIDWEST TAPE</b>									
Sub-Department <b>36 Library</b>									
MidwestTNov#3	AV	Edit		11/17/2020	11/17/2020	11/17/2020			305.80
				Sub-Department <b>36 Library</b> Totals			Invoices	1	0
				Vendor <b>10103 - MIDWEST TAPE</b> Totals			Invoices	1	<u>\$305.80</u>
Vendor <b>15732 - PACIFIC TELEMAGEMENT SERVICE</b>									
Sub-Department <b>36 Library</b>									
2056544	pay phone	Edit		11/17/2020	11/17/2020	11/17/2020			33.00
				Sub-Department <b>36 Library</b> Totals			Invoices	1	0
				Vendor <b>15732 - PACIFIC TELEMAGEMENT SERVICE</b> Totals			Invoices	1	<u>\$33.00</u>
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
Sub-Department <b>36 Library</b>									
3459885602 etc	operating supplies	Edit		11/17/2020	11/17/2020	11/17/2020			77.74
				Sub-Department <b>36 Library</b> Totals			Invoices	1	0
				Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals			Invoices	1	<u>\$77.74</u>
Vendor <b>502 - UNITED WAY OF DOOR COUNTY</b>									
Sub-Department <b>36 Library</b>									
dcnonprof2021	advertising	Edit		11/17/2020	11/17/2020	11/17/2020			25.00
				Sub-Department <b>36 Library</b> Totals			Invoices	1	0
				Vendor <b>502 - UNITED WAY OF DOOR COUNTY</b> Totals			Invoices	1	<u>\$25.00</u>

# Accounts Payable Invoice Report

G/L Date Range 11/17/20 - 11/17/20  
 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 986 - WASHINGTON ISLAND OBSERVER									
Sub-Department 36 Library									
WSH-OBS-SIS11-20	newspaper - SIS	Edit		11/17/2020	11/17/2020	11/17/2020			38.00
			Sub-Department 36 Library Totals			Invoices	1		0
		Vendor 986 - WASHINGTON ISLAND OBSERVER Totals				Invoices	1		\$38.00
			Batch Number 2020-00000618 Totals			Invoices	8		\$12,878.80
			Department 36 - Library Totals			Invoices	8		\$12,878.80
36 Library									
			Grand Totals			Invoices	8		\$12,878.80

# Accounts Payable Invoice Report

11/19/2020

G/L Date Range 11/19/20 - 11/19/20  
 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 <b>35 - Museum</b>									
Batch Number <b>2020-00000625</b>		Batch Date 11/19/2020			Entered by User Tina Kakuske				
Vendor <b>15157 - AMAZON COM CREDIT</b>									
Sub-Department <b>35 Museum</b>									
2020-00000365	Museum (exhibits) and Library purchases	Edit		11/19/2020	11/19/2020	11/19/2020			925.02
Sub-Department <b>35 Museum</b> Totals						Invoices	1		0
Vendor <b>15157 - AMAZON COM CREDIT</b> Totals						Invoices	1		\$925.02
Batch Number <b>2020-00000625</b> Totals						Invoices	1		\$925.02
Department <b>35 - Museum</b> Totals						Invoices	1		\$925.02
<b>35 Museum</b>									
Grand Totals						Invoices	1		\$925.02



11-24-2020

# Accounts Payable Invoice Report

G/L Date Range 11/24/20 - 11/24/20  
 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 36 - Library									
Batch Number 2020-0000635		Batch Date 11/24/2020			Entered by User Kay Jensen				
Vendor 8270 - DOOR COUNTY CO OPERATIVE									
Sub-Department 36 Library									
4544	appliance	Edit		11/24/2020	11/24/2020	11/24/2020			149.95
				Sub-Department 36 Library Totals		Invoices		1	0
				Vendor 8270 - DOOR COUNTY CO OPERATIVE Totals		Invoices		1	\$149.95
Vendor 14164 - INGRAM LIBRARY SERVICES									
Sub-Department 36 Library									
ING-Nov2020#4	bks, proc,sh, nfls	Edit		11/24/2020	11/24/2020	11/24/2020			4,200.91
				Sub-Department 36 Library Totals		Invoices		1	0
				Vendor 14164 - INGRAM LIBRARY SERVICES Totals		Invoices		1	\$4,200.91
Vendor 2055 - MARQUETTE UNIVERSITY									
Sub-Department 36 Library									
FoundinWI-39th	books	Edit		11/24/2020	11/24/2020	11/24/2020			65.00
				Sub-Department 36 Library Totals		Invoices		1	0
				Vendor 2055 - MARQUETTE UNIVERSITY Totals		Invoices		1	\$65.00
Vendor 10103 - MIDWEST TAPE									
Sub-Department 36 Library									
MidwestTNov#4	AV & NFLS	Edit		11/24/2020	11/24/2020	11/24/2020			2,203.64
				Sub-Department 36 Library Totals		Invoices		1	0
				Vendor 10103 - MIDWEST TAPE Totals		Invoices		1	\$2,203.64
Vendor 10334 - OWLS									
Sub-Department 36 Library									
3528	spine labels	Edit		11/24/2020	11/24/2020	11/24/2020			111.00
				Sub-Department 36 Library Totals		Invoices		1	0
				Vendor 10334 - OWLS Totals		Invoices		1	\$111.00
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP									
Sub-Department 36 Library									
WPS-11-17-20	heat	Edit		11/24/2020	11/24/2020	11/24/2020			391.17
				Sub-Department 36 Library Totals		Invoices		1	0
				Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP Totals		Invoices		1	\$391.17
				Batch Number 2020-0000635 Totals		Invoices		6	\$7,121.67
				Department 36 - Library Totals		Invoices		6	\$7,121.67
36 Library				Grand Totals		Invoices		6	\$7,121.67

11-24-2020

# Accounts Payable Invoice Report

G/L Date Range 11/24/20 - 11/24/20  
 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>35 - Museum</b>									
Batch Number <b>2020-00000636</b> Batch Date 11/24/2020 Entered by User Tina Kakuske									
Vendor <b>8520 - DOOR COUNTY HARDWARE COMPANY</b>									
Sub-Department <b>35 Museum</b>									
375089	1 N/A	Edit		11/24/2020	11/24/2020	11/24/2020			25.16
			Sub-Department <b>35 Museum</b> Totals			Invoices		1	0
		Vendor <b>8520 - DOOR COUNTY HARDWARE COMPANY</b> Totals				Invoices		1	\$25.16
Vendor <b>13990 - WALMART COMMUNITY/GEMB</b>									
Sub-Department <b>35 Museum</b>									
2174	Museum (exhibits) and Library purchases	Edit		11/24/2020	11/24/2020	11/24/2020			102.16
			Sub-Department <b>35 Museum</b> Totals			Invoices		1	0
		Vendor <b>13990 - WALMART COMMUNITY/GEMB</b> Totals				Invoices		1	\$102.16
		Batch Number <b>2020-00000636</b> Totals				Invoices		2	\$127.32
		Department <b>35 - Museum</b> Totals				Invoices		2	\$127.32
<b>35 Museum</b>									
			Grand Totals			Invoices		2	\$127.32

# Accounts Payable Invoice Report

12/1/2020

G/L Date Range 12/01/20 - 12/01/20  
 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 <b>36 - Library</b>									
Batch Number <b>2020-00000642</b>		Batch Date 12/01/2020			Entered by User Kay Jensen				
Vendor <b>8520 - DOOR COUNTY HARDWARE COMPANY</b>									
Sub-Department <b>36 Library</b>									
375801	Bldg maintenance	Edit		12/01/2020	12/01/2020	12/01/2020			229.98
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>8520 - DOOR COUNTY HARDWARE COMPANY</b> Totals		Invoices		1	\$229.98
Vendor <b>14164 - INGRAM LIBRARY SERVICES</b>									
Sub-Department <b>36 Library</b>									
ING-Dec#1	bks, proc,sh, nfls	Edit		12/01/2020	12/01/2020	12/01/2020			6,616.72
ING-Dec#1A	Bks, Proc, NFLS	Edit		12/01/2020	12/01/2020	12/01/2020			4,145.76
				Sub-Department <b>36 Library</b> Totals		Invoices		2	0
				Vendor <b>14164 - INGRAM LIBRARY SERVICES</b> Totals		Invoices		2	\$10,762.48
Vendor <b>11942 - INNOVATIVE LED SOLUTIONS LLC</b>									
Sub-Department <b>36 Library</b>									
91450	Bldg maintenance	Edit		12/01/2020	12/01/2020	12/01/2020			1,162.50
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>11942 - INNOVATIVE LED SOLUTIONS LLC</b> Totals		Invoices		1	\$1,162.50
Vendor <b>7349 - MAC FOUNDATION INC</b>									
Sub-Department <b>36 Library</b>									
MAM-Dec 2020	MAM Contract	Edit		12/01/2020	12/01/2020	12/01/2020			977.83
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>7349 - MAC FOUNDATION INC</b> Totals		Invoices		1	\$977.83
Vendor <b>10103 - MIDWEST TAPE</b>									
Sub-Department <b>36 Library</b>									
99707116	Hoopla - nov 2020	Edit		12/01/2020	12/01/2020	12/01/2020			2,266.85
MidwestTDec#1	AV, books, nfls	Edit		12/01/2020	12/01/2020	12/01/2020			1,515.45
				Sub-Department <b>36 Library</b> Totals		Invoices		2	0
				Vendor <b>10103 - MIDWEST TAPE</b> Totals		Invoices		2	\$3,782.30
Vendor <b>20857 - NICE VIEW JANITORIAL</b>									
Sub-Department <b>36 Library</b>									
2436 & 2497	Windows - July & Oct 2020	Edit		12/01/2020	12/01/2020	12/01/2020			200.00
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>20857 - NICE VIEW JANITORIAL</b> Totals		Invoices		1	\$200.00
Vendor <b>25443 - POSTMASTER</b>									
Sub-Department <b>36 Library</b>									
EPHpoBox10-31-20	EPH - PO Box 150	Edit		12/01/2020	12/01/2020	12/01/2020			173.00
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0

# Accounts Payable Invoice Report

G/L Date Range 12/01/20 - 12/01/20  
 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 25443 - POSTMASTER Totals				Invoices	1	\$173.00
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
Sub-Department 36 Library									
210760	Janitorial	Edit		12/01/2020	12/01/2020	12/01/2020			581.22
			Sub-Department 36 Library Totals				Invoices	1	0
			Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals				Invoices	1	\$581.22
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 36 Library									
119291, 119703	Printing & maint eq	Edit		12/01/2020	12/01/2020	12/01/2020			509.19
			Sub-Department 36 Library Totals				Invoices	1	0
			Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals				Invoices	1	\$509.19
			Batch Number 2020-00000642 Totals				Invoices	11	\$18,378.50
			Department 36 - Library Totals				Invoices	11	\$18,378.50
36 Library				Grand Totals			Invoices	11	\$18,378.50

12-9-2020

# Accounts Payable Invoice Report

G/L Date Range 12/09/20 - 12/09/20  
 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>2020-00000661</b>		Batch Date 12/09/2020			Entered by User Kay Jensen				
Vendor <b>8520 - DOOR COUNTY HARDWARE COMPANY</b>									
Sub-Department <b>36 Library</b>									
375944	1 N/A	Edit		12/09/2020	12/09/2020	12/09/2020			41.13
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>8520 - DOOR COUNTY HARDWARE COMPANY</b> Totals		Invoices		1	\$41.13
Vendor <b>13009 - FINDAWAY WORLD LLC</b>									
Sub-Department <b>36 Library</b>									
335810	books	Edit		12/09/2020	12/09/2020	12/09/2020			1,659.64
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>13009 - FINDAWAY WORLD LLC</b> Totals		Invoices		1	\$1,659.64
Vendor <b>14164 - INGRAM LIBRARY SERVICES</b>									
Sub-Department <b>36 Library</b>									
Ing-Dec#2	Bks, Proc, NFLS	Edit		12/09/2020	12/09/2020	12/09/2020			1,461.97
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>14164 - INGRAM LIBRARY SERVICES</b> Totals		Invoices		1	\$1,461.97
Vendor <b>11667 - MARK NIELSON</b>									
Sub-Department <b>36 Library</b>									
MNreimb-11-25-20	gas	Edit		12/09/2020	12/09/2020	12/09/2020			3.00
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>11667 - MARK NIELSON</b> Totals		Invoices		1	\$3.00
Vendor <b>10103 - MIDWEST TAPE</b>									
Sub-Department <b>36 Library</b>									
MidwestTDec#2	AV & NFLS	Edit		12/09/2020	12/09/2020	12/09/2020			695.85
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>10103 - MIDWEST TAPE</b> Totals		Invoices		1	\$695.85
Vendor <b>2052 - PACK &amp; SHIP PLUS</b>									
Sub-Department <b>36 Library</b>									
186972	Shipping	Edit		12/09/2020	12/09/2020	12/09/2020			15.75
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>2052 - PACK &amp; SHIP PLUS</b> Totals		Invoices		1	\$15.75
Vendor <b>18650 - PENINSULA PULSE</b>									
Sub-Department <b>36 Library</b>									
22591	marketing/advertising	Edit		12/09/2020	12/09/2020	12/09/2020			190.80
				Sub-Department <b>36 Library</b> Totals		Invoices		1	0
				Vendor <b>18650 - PENINSULA PULSE</b> Totals		Invoices		1	\$190.80

# Accounts Payable Invoice Report

G/L Date Range 12/09/20 - 12/09/20  
 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>8182 - PITNEY BOWES INC</b>									
Sub-Department <b>36 Library</b>									
1016883872	ink for postage meter	Edit		12/09/2020	12/09/2020	12/09/2020			161.48
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>8182 - PITNEY BOWES INC</b> Totals			Invoices		1	\$161.48
Vendor <b>19320 - PM SUPPLY AND POOL SERVICE LLC</b>									
Sub-Department <b>36 Library</b>									
83363	cleaning cart	Edit		12/09/2020	12/09/2020	12/09/2020			300.00
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>19320 - PM SUPPLY AND POOL SERVICE LLC</b> Totals			Invoices		1	\$300.00
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
Sub-Department <b>36 Library</b>									
3462497336	cartridges	Edit		12/09/2020	12/09/2020	12/09/2020			686.32
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals			Invoices		1	\$686.32
Vendor <b>18078 - THE LIBRARY STORE, INC.</b>									
Sub-Department <b>36 Library</b>									
480775	processing	Edit		12/09/2020	12/09/2020	12/09/2020			482.86
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>18078 - THE LIBRARY STORE, INC.</b> Totals			Invoices		1	\$482.86
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b>									
Sub-Department <b>36 Library</b>									
war-wexdec2020	Janitorial & Bldg	Edit		12/09/2020	12/09/2020	12/09/2020			454.58
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b> Totals			Invoices		1	\$454.58
			Batch Number <b>2020-00000661</b> Totals			Invoices		12	\$6,153.38
			Department <b>36 - Library</b> Totals			Invoices		12	\$6,153.38
<b>36 Library</b>									
			Grand Totals			Invoices		12	\$6,153.38

# Accounts Payable Invoice Report

12/9/2020

G/L Date Range 12/09/20 - 12/09/20  
 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>35 - Museum</b>									
Batch Number <b>2020-0000662</b> Batch Date 12/09/2020 Entered by User Tina Kakuske									
Vendor <b>9776 - CARDMEMBER SERVICE</b>									
Sub-Department <b>35 Museum</b>									
nov_dec20charges	Library/Museum purchases	Edit		12/09/2020	12/09/2020	12/09/2020			2,558.09
			Sub-Department <b>35 Museum</b> Totals			Invoices		1	0
			Vendor <b>9776 - CARDMEMBER SERVICE</b> Totals			Invoices		1	\$2,558.09
Vendor <b>14816 - NFLS</b>									
Sub-Department <b>35 Museum</b>									
2533	Technology/equipment	Edit		12/09/2020	12/09/2020	12/09/2020			2,251.19
			Sub-Department <b>35 Museum</b> Totals			Invoices		1	0
			Vendor <b>14816 - NFLS</b> Totals			Invoices		1	\$2,251.19
			Batch Number <b>2020-0000662</b> Totals			Invoices		2	\$4,809.28
			Department <b>35 - Museum</b> Totals			Invoices		2	\$4,809.28
<b>35 Museum</b>									
			Grand Totals			Invoices		2	\$4,809.28

12-15-2020

# Accounts Payable Invoice Report

G/L Date Range 12/15/20 - 12/15/20  
 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>2020-0000672</b> Batch Date 12/15/2020 Entered by User Kay Jensen									
Vendor <b>11 - A 1 ELEVATOR SALES &amp; SERVICE</b>									
Sub-Department <b>36 Library</b>									
16849	elevator repair	Edit		12/15/2020	12/15/2020	12/15/2020			250.00
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>11 - A 1 ELEVATOR SALES &amp; SERVICE</b> Totals			Invoices		1	\$250.00
Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b>									
Sub-Department <b>36 Library</b>									
160069	cell phone - Library	Edit		12/15/2020	12/15/2020	12/15/2020			56.04
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>4818 - CELLCOM WISCONSIN RSA 10</b> Totals			Invoices		1	\$56.04
Vendor <b>7150 - DEMCO</b>									
Sub-Department <b>36 Library</b>									
6881761	processing	Edit		12/15/2020	12/15/2020	12/15/2020			95.87
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>7150 - DEMCO</b> Totals			Invoices		1	\$95.87
Vendor <b>8520 - DOOR COUNTY HARDWARE COMPANY</b>									
Sub-Department <b>36 Library</b>									
376748	Janitorial	Edit		12/15/2020	12/15/2020	12/15/2020			17.97
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>8520 - DOOR COUNTY HARDWARE COMPANY</b> Totals			Invoices		1	\$17.97
Vendor <b>14164 - INGRAM LIBRARY SERVICES</b>									
Sub-Department <b>36 Library</b>									
Ing-Dec#3	books, proc, sh	Edit		12/15/2020	12/15/2020	12/15/2020			1,722.56
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>14164 - INGRAM LIBRARY SERVICES</b> Totals			Invoices		1	\$1,722.56
Vendor <b>22298 - LAURA HALE</b>									
Sub-Department <b>36 Library</b>									
LH-ml-11-2020	operational travel	Edit		12/15/2020	12/15/2020	12/15/2020			48.30
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>22298 - LAURA HALE</b> Totals			Invoices		1	\$48.30
Vendor <b>10103 - MIDWEST TAPE</b>									
Sub-Department <b>36 Library</b>									
MidwestTDec#3	AV, books, nfls	Edit		12/15/2020	12/15/2020	12/15/2020			2,535.96
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>10103 - MIDWEST TAPE</b> Totals			Invoices		1	\$2,535.96



# Accounts Payable Invoice Report

G/L Date Range 12/15/20 - 12/15/20  
 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>10334 - OWLS</b>									
Sub-Department <b>36 Library</b>									
3552	proc & operating supplies	Edit		12/15/2020	12/15/2020	12/15/2020			196.00
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>10334 - OWLS</b> Totals			Invoices		1	\$196.00
Vendor <b>15732 - PACIFIC TELEMANAGEMENT SERVICE</b>									
Sub-Department <b>36 Library</b>									
2058384	pay phone	Edit		12/15/2020	12/15/2020	12/15/2020			33.00
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>15732 - PACIFIC TELEMANAGEMENT SERVICE</b> Totals			Invoices		1	\$33.00
Vendor <b>25070 - PITNEY BOWES</b>									
Sub-Department <b>36 Library</b>									
3312473121	postage meter quarterly payment	Edit		12/15/2020	12/15/2020	12/15/2020			142.53
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>25070 - PITNEY BOWES</b> Totals			Invoices		1	\$142.53
Vendor <b>9856 - REBECCA BUCHMANN</b>									
Sub-Department <b>36 Library</b>									
RB-mi-12-14-20	operational travel	Edit		12/15/2020	12/15/2020	12/15/2020			31.62
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>9856 - REBECCA BUCHMANN</b> Totals			Invoices		1	\$31.62
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
Sub-Department <b>36 Library</b>									
Stap Dec 15	oper sup and cartridges and paper	Edit		12/15/2020	12/15/2020	12/15/2020			242.36
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>15069 - STAPLES ADVANTAGE</b> Totals			Invoices		1	\$242.36
Vendor <b>30820 - STURGEON BAY UTILITIES</b>									
Sub-Department <b>36 Library</b>									
SBU-12-7-20	utilities	Edit		12/15/2020	12/15/2020	12/15/2020			1,935.88
			Sub-Department <b>36 Library</b> Totals			Invoices		1	0
			Vendor <b>30820 - STURGEON BAY UTILITIES</b> Totals			Invoices		1	\$1,935.88
			Batch Number <b>2020-00000672</b> Totals			Invoices		13	\$7,308.09
			Department <b>36 - Library</b> Totals			Invoices		13	\$7,308.09
<b>36 Library</b>									
			Grand Totals			Invoices		13	\$7,308.09