



N64W23820 Main Street
Sussex, WI 53089-3122
(262) 246-5180
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phplonline.org

Meeting Agenda
Pauline Haass Public Library Board of Trustees
Thursday, March 26, 2020, 6:00 p.m.

*** This meeting will be held via video conference. To attend, visit**
<https://us04web.zoom.us/j/615005674> or call +13126266799 and enter the following
Meeting ID: 615 005 674.

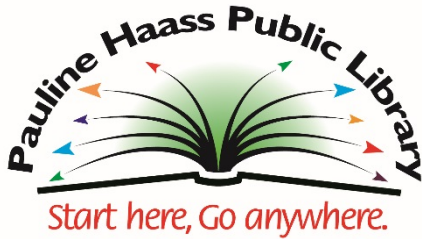
- 1) Roll call
- 2) Consideration of, and possible action on, minutes of March 16, 2020 Board meeting
- 3) Comments from citizens present
- 4) Communications received by Board members or Director
- 5) Financial Report
- 6) Action on bills
- 7) New Business:
 - a) Emergency Order #12 Safer at Home Order implications for the library: discussion and action
- 8) Director's report on library services, legislative issues, staffing, funding, system services, continuing education, building issues, library users, technology, planning, Friends of the Library and Foundation activities, legal issues, and budget.
- 9) Items for future agendas: discussion
- 10) Adjournment

Lisa Bougie, President

A handwritten signature in black ink that reads 'Adele Loria'.

Adele Loria, Library Director

Attendees: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Adele Loria at aloria@phpl.lib.wi.us.



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March 25, 2020
Director's Report to Library Board

Agenda items this meeting

Emergency Order #12 Safer At Home Order: implications for the library:

The order that went into effect Wednesday, March 25 has a couple of sections relevant to library operations. Section 4 states that "libraries shall close for all in-person services, but may continue to provide on-line services and programming." PHPL has been operating within those guidelines since March 16, but we had hoped to introduce curbside holds pickup and have support staff in the building to work on projects. Curbside pickup would constitute an in-person service, and having support staff in the building would violate the stay at home order.

Managers and full-time staff have found that facilitating and promoting digital services along with introducing online programming are ample to fill their time thus far. Once these services are a little better established, they will also work on collection development (ordering), future program planning, and projects outlined in the Strategic Plan activities for 2020. Part-time support staff are involved in some of the Strategic Plan activities, and can begin working on these from home. Beyond that, the management team has compiled an exhaustive list of online continuing education and professional development activities that *all* staff can participate in. My goal is to keep people occupied for as close to their regularly scheduled number of hours as possible. The DPI has recommended that library boards and municipalities reach a consensus on the issue of paying staff during a closure, and the approach outlined above is in line with how the Village is directing its employees during this time. This agenda item is to allow the board to discuss any concerns and reach agreement on our plan for the next month.

As I discussed in my email update, Mary Olson and I will be going in to the library once a week to tend to minimum basic operations as defined in the order: the activities necessary "to maintain the value of the business's inventory, preserve the condition of the business's physical plant and equipment, ensure security, process payroll and employee benefits, or for related functions" and "to facilitate employees of the business being able to continue to work remotely from their residences." Thom Berres is currently working remotely but can be available to consult on and address building issues that arise.

Finally, the order contains some instruction for the Board going forward in section 12: "Government bodies should continue to follow the Wisconsin Department of Justice's Office of Open Government guidance regarding holding government meetings, and should consult directly with that office regarding specific open meetings questions. The guidance is available here: <https://www.doj.state.wi.us/news-releases/office-opengovernment-advisory-additional->

information-regarding-covid-19-andopen.” The DPI’s interpretation of this guidance is that library boards should at minimum continue to convene monthly to audit and approve all public library expenditures. We can discuss whether the Zoom meetings are a workable solution for the time being.

Minutes of March 16, 2020 Emergency Board meeting
Pauline Haass Public Library

Called to order at 6:03 p.m.

Roll call: Bougie, Carran, Hacker, Jilling, Koenig, Vande Hei, Wegner, Zoellick present.
Kucharski, Roubik, Schultz absent. Also present: Adele Loria, Library Director.

Bougie/Vande Hei motion to accept minutes of February 19, 2020 Library Board meeting as presented; motion carried.

Comments from citizens present: none

Communications received by Board members or Director: none

March 2020 bills in the amount of \$7,299.80 approved by Koenig/Bougie motion; motion carried. There were no other bills lists available for approval.

New Business: Loria presented information about closing the library in response to the COVID-19 pandemic. Following discussion, Koenig/Vande Hei to close the library until a future time to be determined, and continue pay of employees through March 30. Motion carried.

Loria presented a revised 2019 annual report to the state reflecting updated year-end numbers. Following discussion, Carran/Koenig motion to approve the revision as presented. Motion carried.

Following discussion of the designation of operating fund reserves, Bougie/Zoellick motion to accept as presented; motion carried.

Director's report: Loria reviewed items in her written report and other items as allowed by agenda.

Meeting adjourned at 7:04 p.m. by Carran/Vande Hei motion.

Respectfully submitted,

Adele Loria
Library Director

Minutes prepared by Mary Olson, Administrative Services Manager

PAULINE HAASS PUBLIC LIBRARY

Revenue Guideline-Active

Account Descr	2019 YTD Budget	CLOSING 2019 Amt	2019 YTD Amt	Balance	% of Budget
FUND 000 Library					
R 000-50100 Village Contribution	\$667,010.00	\$0.00	\$667,010.00	\$0.00	100.00%
R 000-50300 Federate Library System	\$64.00	\$0.00	\$32.00	\$32.00	50.00%
R 000-50350 Adjacent Counties	\$35,250.00	\$0.00	\$35,250.66	-\$0.66	100.00%
R 000-50400 Fines	\$21,000.00	\$0.00	\$21,884.87	-\$884.87	104.21%
R 000-50500 Copier Sales	\$800.00	\$0.00	\$920.60	-\$120.60	115.08%
R 000-50700 Grants	\$6,000.00	\$0.00	\$6,326.00	-\$326.00	105.43%
R 000-50750 Office Supplies Sold	\$2,800.00	\$0.00	\$3,156.42	-\$356.42	112.73%
R 000-50900 Material Replacement	\$3,200.00	\$0.00	\$3,929.45	-\$729.45	122.80%
R 000-55000 Interest Earned	\$3,600.00	\$0.00	\$10,090.57	-\$6,490.57	280.29%
R 000-57500 Misc. Income	\$5,000.00	\$0.00	\$4,945.03	\$54.97	98.90%
R 000-59500 State & County Aid	\$457,450.00	\$0.00	\$457,482.00	-\$32.00	100.01%
FUND 000 Library	\$1,202,174.00	\$0.00	\$1,211,027.60	-\$8,853.60	
FUND 230 Donations(Perpetuity)					
R 230-55000 Interest Earned	\$0.00	\$0.00	\$127.37	-\$127.37	0.00%
FUND 230 Donations(Perpetuity)	\$0.00	\$0.00	\$127.37	-\$127.37	
FUND 240 Restricted Donations Fund					
R 240-50600 Donations	\$0.00	\$0.00	\$13,309.04	-\$13,309.04	0.00%
R 240-50700 Grants	\$0.00	\$0.00	\$3,400.00	-\$3,400.00	0.00%
R 240-55000 Interest Earned	\$0.00	\$0.00	\$286.21	-\$286.21	0.00%
FUND 240 Restricted Donations Fund	\$0.00	\$0.00	\$16,995.25	-\$16,995.25	
FUND 410 Capital Projects					
R 410-50101 Village Contribution - Ca	\$0.00	\$0.00	\$50,000.00	-\$50,000.00	0.00%
R 410-55000 Interest Earned	\$0.00	\$0.00	\$10,098.66	-\$10,098.66	0.00%
FUND 410 Capital Projects	\$0.00	\$0.00	\$60,098.66	-\$60,098.66	
FUND 420 Capital Expansion Fund					
R 420-55000 Interest Earned	\$0.00	\$0.01	\$10,909.65	-\$10,909.65	0.00%
FUND 420 Capital Expansion Fund	\$0.00	\$0.01	\$10,909.65	-\$10,909.65	
	\$1,202,174.00	\$0.01	\$1,299,158.53	-\$96,984.53	

PAULINE HAASS PUBLIC LIBRARY

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Expenditure Guideline - Active

Account Descr	2019 YTD Budget	CLOSING 2019 Amt	2019 YTD Amt	Balance	% of Budget
FUND 000 Library					
E 000-60100 Wages & Salaries	\$657,691.00	\$14,848.61	\$648,534.82	\$9,156.18	98.61%
E 000-60105 Unemployment Compen	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 000-60200 Janitor s Wages	\$12,168.00	\$643.50	\$11,779.92	\$388.08	96.81%
E 000-60210 Cleaning Service	\$18,500.00	\$0.00	\$16,712.42	\$1,787.58	90.34%
E 000-60400 Board Expenses	\$200.00	\$0.00	\$56.42	\$143.58	28.21%
E 000-60500 Employee Pension	\$43,309.00	\$0.00	\$36,578.12	\$6,730.88	84.46%
E 000-60600 Payroll Taxes	\$51,384.00	\$0.00	\$50,609.45	\$774.55	98.49%
E 000-60700 Employee Insurance	\$110,311.00	\$66.60	\$52,708.67	\$57,602.33	47.78%
E 000-60800 Expenses	\$1,685.00	\$12.16	\$1,285.29	\$399.71	76.28%
E 000-60900 Life Insurance	\$1,150.00	\$79.51	\$943.11	\$206.89	82.01%
E 000-61000 Worker s Compensation	\$1,400.00	\$0.00	\$1,156.50	\$243.50	82.61%
E 000-61100 Insurance	\$7,600.00	\$0.00	\$6,607.48	\$992.52	86.94%
E 000-61200 Telephone	\$2,545.00	\$178.05	\$2,450.90	\$94.10	96.30%
E 000-61300 Heat	\$6,530.00	\$1,070.56	\$7,272.29	-\$742.29	111.37%
E 000-61400 Electric	\$34,000.00	\$1,414.40	\$28,180.64	\$5,819.36	82.88%
E 000-61500 Sewer & Water	\$2,700.00	\$292.37	\$3,475.75	-\$775.75	128.73%
E 000-61700 Building Maintenace	\$10,800.00	\$1,136.70	\$9,054.44	\$1,745.56	83.84%
E 000-61710 Grounds Maintenance	\$200.00	\$0.00	\$365.92	-\$165.92	182.96%
E 000-61800 Processing Supplies	\$8,500.00	\$122.39	\$9,088.19	-\$588.19	106.92%
E 000-61900 Office Supplies	\$3,100.00	\$87.02	\$4,087.66	-\$987.66	131.86%
E 000-62100 Equipment Maintenace	\$2,000.00	\$0.00	\$1,734.64	\$265.36	86.73%
E 000-62150 Building Systems Mainte	\$15,000.00	\$425.00	\$15,837.85	-\$837.85	105.59%
E 000-62300 Maint. & Repair of Mater	\$500.00	\$8.95	\$540.22	-\$40.22	108.04%
E 000-62810 Mileage	\$1,100.00	\$10.44	\$796.44	\$303.56	72.40%
E 000-62820 Continuing Education	\$5,500.00	\$0.00	\$4,220.94	\$1,279.06	76.74%
E 000-62830 Membership	\$1,800.00	\$0.00	\$731.00	\$1,069.00	40.61%
E 000-62900 Public Relations	\$3,600.00	\$0.00	\$3,789.06	-\$189.06	105.25%
E 000-63000 Legal Fees	\$5,000.00	\$531.00	\$531.00	\$4,469.00	10.62%
E 000-63100 Annual Audit	\$5,000.00	\$0.00	\$4,400.00	\$600.00	88.00%
E 000-63200 Accounting	\$5,701.00	\$100.86	\$4,661.65	\$1,039.35	81.77%
E 000-63300 Postage	\$500.00	\$24.30	\$503.17	-\$3.17	100.63%
E 000-63400 Programs	\$7,025.00	\$96.04	\$7,348.99	-\$323.99	104.61%
E 000-63500 Misc. Furniture/Equip.	\$900.00	\$0.00	\$1,664.00	-\$764.00	184.89%
E 000-70100 Books	\$82,631.00	\$908.92	\$84,047.06	-\$1,416.06	101.71%
E 000-70150 Books-Replacement	\$2,100.00	\$781.63	\$2,556.24	-\$456.24	121.73%
E 000-70200 Periodicals	\$6,000.00	\$0.00	\$5,898.25	\$101.75	98.30%
E 000-70400 Audio-Visual	\$22,350.00	\$456.09	\$19,730.55	\$2,619.45	88.28%
E 000-70445 AV-Replacements	\$1,100.00	\$12.83	\$227.23	\$872.77	20.66%
E 000-70450 Shared Databases	\$5,813.00	\$0.00	\$5,349.00	\$464.00	92.02%
E 000-70550 e-books	\$6,226.00	\$0.00	\$6,226.00	\$0.00	100.00%
E 000-70600 Hotspot Data Plans	\$2,280.00	\$0.00	\$2,119.99	\$160.01	92.98%
E 000-80400 Software Support	\$4,103.00	\$0.00	\$1,703.00	\$2,400.00	41.51%
E 000-80410 Automation Supplies	\$200.00	\$7.90	\$489.23	-\$289.23	244.62%
E 000-80420 Public Comp/Internet Su	\$375.00	\$42.48	\$602.29	-\$227.29	160.61%
E 000-80430 Automation Maintenanc	\$27,447.00	\$0.00	\$25,277.93	\$2,169.07	92.10%
E 000-80600 Computer Replacement	\$10,150.00	\$0.00	\$696.56	\$9,453.44	6.86%
E 000-80610 Equipment Replacement	\$1,000.00	\$105.09	\$976.46	\$23.54	97.65%
FUND 000 Library	\$1,202,174.00	\$23,463.40	\$1,093,606.74	\$108,567.26	
FUND 230 Donations(Perpetuity)					
E 230-70100 Books	\$0.00	\$0.00	\$2,732.32	-\$2,732.32	0.00%
FUND 230 Donations(Perpetuity)	\$0.00	\$0.00	\$2,732.32	-\$2,732.32	

Account Descr	2019 YTD Budget	CLOSING 2019 Amt	2019 YTD Amt	Balance	% of Budget
FUND 240 Restricted Donations Fund					
E 240-60800 Expenses	\$0.00	\$0.00	\$443.04	-\$443.04	0.00%
E 240-61800 Processing Supplies	\$0.00	\$0.00	\$8.42	-\$8.42	0.00%
E 240-61900 Office Supplies	\$0.00	\$0.00	\$21.00	-\$21.00	0.00%
E 240-62900 Public Relations	\$0.00	\$0.00	\$417.47	-\$417.47	0.00%
E 240-63400 Programs	\$0.00	\$0.00	\$1,157.50	-\$1,157.50	0.00%
E 240-63500 Misc. Furniture/Equip.	\$0.00	\$1,227.45	\$9,680.05	-\$9,680.05	0.00%
E 240-70100 Books	\$0.00	\$0.00	\$267.65	-\$267.65	0.00%
E 240-80610 Equipment Replacement	\$0.00	\$0.00	\$197.95	-\$197.95	0.00%
FUND 240 Restricted Donations Fund	\$0.00	\$1,227.45	\$12,193.08	-\$12,193.08	
	\$1,202,174.00	\$24,690.85	\$1,108,532.14	\$93,641.86	

PAULINE HAASS PUBLIC LIBRARY

Revenue Guideline-Active

Account Descr	2020 YTD Budget	FEBRUARY 2020 Amt	2020 YTD Amt	Balance	% of Budget
FUND 000 Library					
R 000-50100 Village Contribution	\$690,547.00	\$0.00	\$0.00	\$690,547.00	0.00%
R 000-50350 Adjacent Counties	\$27,218.00	\$26,592.06	\$26,592.06	\$625.94	97.70%
R 000-50400 Fines	\$20,700.00	\$1,430.64	\$2,883.89	\$17,816.11	13.93%
R 000-50500 Copier Sales	\$800.00	\$82.05	\$162.45	\$637.55	20.31%
R 000-50700 Grants	\$6,025.00	\$0.00	\$4,550.00	\$1,475.00	75.52%
R 000-50750 Office Supplies Sold	\$2,900.00	\$271.27	\$562.92	\$2,337.08	19.41%
R 000-50900 Material Replacement	\$3,100.00	\$325.00	\$450.00	\$2,650.00	14.52%
R 000-55000 Interest Earned	\$4,800.00	\$672.13	\$1,468.18	\$3,331.82	30.59%
R 000-57500 Misc. Income	\$7,200.00	\$1,500.63	\$1,545.10	\$5,654.90	21.46%
R 000-59500 State & County Aid	\$463,088.00	\$0.00	\$0.00	\$463,088.00	0.00%
R 000-59999 Use of Surplus	\$3,934.00	\$0.00	\$0.00	\$3,934.00	0.00%
FUND 000 Library	\$1,230,312.00	\$30,873.78	\$38,214.60	\$1,192,097.40	
FUND 230 Donations(Perpetuity)					
R 230-55000 Interest Earned	\$0.00	\$4.34	\$9.06	-\$9.06	0.00%
FUND 230 Donations(Perpetuity)	\$0.00	\$4.34	\$9.06	-\$9.06	
FUND 240 Restricted Donations Fund					
R 240-50600 Donations	\$0.00	\$70.00	\$611.00	-\$611.00	0.00%
R 240-55000 Interest Earned	\$0.00	\$19.95	\$43.95	-\$43.95	0.00%
FUND 240 Restricted Donations Fund	\$0.00	\$89.95	\$654.95	-\$654.95	
FUND 410 Capital Projects					
R 410-55000 Interest Earned	\$0.00	\$784.07	\$1,633.80	-\$1,633.80	0.00%
FUND 410 Capital Projects	\$0.00	\$784.07	\$1,633.80	-\$1,633.80	
FUND 420 Capital Expansion Fund					
R 420-55000 Interest Earned	\$0.00	\$858.44	\$1,779.30	-\$1,779.30	0.00%
FUND 420 Capital Expansion Fund	\$0.00	\$858.44	\$1,779.30	-\$1,779.30	
	\$1,230,312.00	\$32,610.58	\$42,291.71	\$1,188,020.29	

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PAULINE HAASS PUBLIC LIBRARY

Expenditure Guideline - Active

Account Descr	2020 YTD Budget	FEBRUARY 2020 Amt	2020 YTD Amt	Balance	% of Budget
FUND 000 Library					
E 000-60100 Wages & Salaries	\$676,620.00	\$52,262.73	\$88,865.52	\$587,754.48	13.13%
E 000-60105 Unemployment Compen	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
E 000-60200 Janitor s Wages	\$12,776.00	\$1,115.10	\$1,549.80	\$11,226.20	12.13%
E 000-60210 Cleaning Service	\$18,532.00	\$1,510.11	\$3,020.22	\$14,001.67	24.45%
E 000-60400 Board Expenses	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 000-60500 Employee Pension	\$42,762.00	\$2,958.84	\$5,884.82	\$36,877.18	13.76%
E 000-60600 Payroll Taxes	\$52,547.00	\$4,109.76	\$8,154.88	\$44,392.12	15.52%
E 000-60700 Employee Insurance	\$116,791.00	\$4,547.56	\$10,600.76	\$106,190.24	9.08%
E 000-60800 Expenses	\$1,385.00	\$72.79	\$127.27	\$1,253.85	9.47%
E 000-60900 Life Insurance	\$1,010.00	\$169.16	\$169.16	\$840.84	16.75%
E 000-61000 Worker s Compensation	\$1,300.00	\$0.00	\$279.75	\$1,020.25	21.52%
E 000-61100 Insurance	\$7,200.00	\$0.00	\$384.56	\$6,815.44	5.34%
E 000-61200 Telephone	\$2,545.00	\$89.34	\$89.34	\$2,455.66	3.51%
E 000-61300 Heat	\$6,726.00	-\$52.64	\$1,014.36	\$5,711.64	15.08%
E 000-61400 Electric	\$31,211.00	\$3,474.58	\$3,474.58	\$27,736.42	11.13%
E 000-61500 Sewer & Water	\$2,781.00	\$296.56	\$296.56	\$2,484.44	10.66%
E 000-61700 Building Maintenace	\$10,800.00	\$454.29	\$470.07	\$10,329.93	4.35%
E 000-61710 Grounds Maintenance	\$200.00	\$85.00	\$85.00	\$115.00	42.50%
E 000-61800 Processing Supplies	\$9,200.00	\$751.24	\$773.28	\$8,426.72	8.41%
E 000-61900 Office Supplies	\$3,420.00	\$417.65	\$466.13	\$2,953.87	13.63%
E 000-62100 Equipment Maintenace	\$2,080.00	\$236.35	\$385.58	\$1,694.42	18.54%
E 000-62150 Building Systems Mainte	\$15,429.00	\$3,070.00	\$3,070.00	\$11,447.75	25.80%
E 000-62300 Maint. & Repair of Mater	\$700.00	\$26.85	\$26.85	\$673.35	8.95%
E 000-62810 Mileage	\$1,000.00	\$51.86	\$62.21	\$883.51	11.65%
E 000-62820 Continuing Education	\$4,100.00	\$39.52	\$39.52	\$3,758.34	8.33%
E 000-62830 Membership	\$1,500.00	\$120.00	\$359.00	\$1,141.00	23.93%
E 000-62900 Public Relations	\$3,950.00	\$227.12	\$773.12	\$3,176.88	19.57%
E 000-63000 Legal Fees	\$3,200.00	\$678.50	\$678.50	\$2,521.50	21.20%
E 000-63100 Annual Audit	\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.00%
E 000-63200 Accounting	\$1,233.00	\$379.79	\$560.19	\$672.81	45.43%
E 000-63300 Postage	\$550.00	\$23.60	\$81.35	\$468.65	14.79%
E 000-63400 Programs	\$8,253.00	\$1,465.95	\$2,005.78	\$6,097.22	26.12%
E 000-63500 Misc. Furniture/Equip.	\$2,220.00	\$475.48	\$834.91	\$1,385.09	37.61%
E 000-70100 Books	\$83,166.00	\$8,810.67	\$8,841.48	\$74,324.52	10.63%
E 000-70150 Books-Replacement	\$2,100.00	\$31.14	\$31.14	\$2,068.86	1.48%
E 000-70200 Periodicals	\$6,588.00	\$445.00	\$445.00	\$6,143.00	6.75%
E 000-70400 Audio-Visual	\$22,150.00	\$1,699.29	\$2,177.49	\$19,862.75	10.33%
E 000-70445 AV-Replacements	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.00%
E 000-70450 Shared Databases	\$4,737.00	\$3,512.00	\$3,512.00	\$1,225.00	74.14%
E 000-70550 e-books	\$7,348.00	\$4,636.00	\$4,636.00	\$2,712.00	63.09%
E 000-70600 Hotspot Data Plans	\$2,280.00	\$0.00	\$0.00	\$2,280.00	0.00%
E 000-80400 Software Support	\$6,715.00	\$0.00	\$0.00	\$6,715.00	0.00%
E 000-80410 Automation Supplies	\$530.00	\$476.03	\$476.03	\$53.97	89.82%
E 000-80420 Public Comp/Internet Su	\$375.00	\$49.23	\$62.22	\$312.78	16.59%
E 000-80430 Automation Maintenanc	\$27,172.00	\$24,822.00	\$24,822.00	\$2,350.00	91.35%
E 000-80600 Computer Replacement	\$14,580.00	\$1,610.00	\$1,610.00	\$11,755.00	19.38%
E 000-80610 Equipment Replacement	\$1,750.00	\$499.67	\$499.67	\$1,250.33	28.55%
FUND 000 Library	\$1,230,312.00	\$125,648.12	\$181,696.10	\$1,044,323.68	
FUND 240 Restricted Donations Fund					
E 240-60800 Expenses	\$0.00	\$180.77	\$180.77	-\$180.77	0.00%
E 240-61700 Building Maintenace	\$0.00	\$1,511.00	\$1,511.00	-\$1,511.00	0.00%

Account Descr	2020 YTD Budget	FEBRUARY 2020 Amt	2020 YTD Amt	Balance	% of Budget
E 240-61900 Office Supplies	\$0.00	\$16.38	\$16.38	-\$16.38	0.00%
E 240-63400 Programs	\$0.00	\$32.24	\$146.72	-\$146.72	0.00%
E 240-63500 Misc. Furniture/Equip.	\$0.00	\$1,137.46	\$1,137.46	-\$1,137.46	0.00%
FUND 240 Restricted Donations Fund	\$0.00	\$2,877.85	\$2,992.33	-\$2,992.33	
FUND 410 Capital Projects					
E 410-80610 Equipment Replacement	\$0.00	\$3,726.00	\$3,726.00	-\$3,726.00	0.00%
FUND 410 Capital Projects	\$0.00	\$3,726.00	\$3,726.00	-\$3,726.00	
	\$1,230,312.00	\$132,251.97	\$188,414.43	\$1,037,605.35	

EXPENSES PRESENTED TO:

PAULINE HAASS PUBLIC LIBRARY
2019 CLOSING PERIOD EXPENSES

DATE	PAID BY	DESCRIPTION	AMOUNT
01/10/20	VILLAGE OF SUSSEX	VILLAGE PAYROLL - ACCOUNTING	85.55
01/24/20	VILLAGE OF SUSSEX	VILLAGE PAYROLL - ACCOUNTING	15.31
01/22/20	VILLAGE OF SUSSEX	VILLAGE OF SUSSEX - UTILITY BILL	292.37
01/27/20	VILLAGE OF SUSSEX	AT&T - PHONE	89.02
01/27/20	VILLAGE OF SUSSEX	AT&T - PHONE	89.03
01/23/20	VILLAGE OF SUSSEX	GUETZKE & ASSOCIATES - SECURITY ALARM ISSUES	200.00
01/27/20	VILLAGE OF SUSSEX	DAVE JONES INC - QUARTERLY SPRINKLER INSPECTION	225.00
01/27/20	VILLAGE OF SUSSEX	AE GRAPHICS - PLOTTER EXPENSES	15.33
01/08/20	VILLAGE OF SUSSEX	DELTA DENTAL - DENTAL INSURANCE	66.60
01/08/20	VILLAGE OF SUSSEX	PLIC - LIFE INSURANCE	79.51
01/22/20	PHPL	WE ENERGIES - ELECTRIC	1,414.40
01/09/20	PHPL	WE ENERGIES - GAS	<u>1,070.56</u>
			<u>\$ 3,642.68</u>

EXPENSES PRESENTED TO:

PAULINE HAASS PUBLIC LIBRARY
 JANUARY 2020 EXPENSE

DATE	PAID BY	DESCRIPTION	AMOUNT
01/10/20	PHPL	NET PAYROLL	19,420.22
01/10/20	PHPL	FEDERAL PAYROLL TAXES	5,952.15
01/10/20	PHPL	STATE PAYROLL TAXES	1,071.90
01/24/20	PHPL	NET PAYROLL	19,249.73
01/24/20	PHPL	FEDERAL PAYROLL TAXES	5,866.12
01/24/20	PHPL	STATE PAYROLL TAXES	1,048.72
01/10/20	VILLAGE OF SUSSEX	WI RETIREMENT	2,904.32
01/10/20	VILLAGE OF SUSSEX	ICMA RETIREMENT	85.34
01/24/20	VILLAGE OF SUSSEX	WI RETIREMENT	2,901.08
01/24/10	VILLAGE OF SUSSEX	ICMA RETIREMENT	85.34
01/10/20	VILLAGE OF SUSSEX	VILLAGE PAYROLL - ACCOUNTING	79.36
01/10/20	VILLAGE OF SUSSEX	VILLAGE WI RETIREMENT	11.12
01/10/20	VILLAGE OF SUSSEX	VILLAGE PAYROLL TAXES	12.28
01/24/20	VILLAGE OF SUSSEX	VILLAGE PAYROLL - ACCOUNTING	164.74
01/24/20	VILLAGE OF SUSSEX	VILLAGE WI RETIREMENT	12.16
01/24/20	VILLAGE OF SUSSEX	VILLAGE PAYROLL TAXES	13.48
01/15/20	PHPL	BANK SERVICE FEE	37.16
01/16/20	VILLAGE OF SUSSEX	R & R INSURANCE - WORKERS COMP	279.75
01/16/20	VILLAGE OF SUSSEX	R & R INSURANCE - LIABILITY	384.56
01/16/20	VILLAGE OF SUSSEX	WEA HEALTH INSURANCE	6,532.66
01/23/20	VILLAGE OF SUSSEX	DELTA DENTAL - DENTAL INSURANCE	338.24
01/23/20	VILLAGE OF SUSSEX	DELTA DENTAL - VISION INSURANCE	11.84
01/31/20	VILLAGE OF SUSSEX	POSTAGE	3.00
01/27/20	VILLAGE OF SUSSEX	QUILL - W2'S	29.49
01/22/20	PHPL	WE ENERGIES - ELECTRIC	1,067.00
01/31/20	VILLAGE OF SUSSEX	CURALINC - EAP INSURANCE	37.20
			<u>\$ 67,598.96</u>

EXPENSES PRESENTED TO:

PAULINE HAASS PUBLIC LIBRARY
 FEBRUARY 2020 EXPENSE

DATE	PAID BY	DESCRIPTION	AMOUNT
02/07/20	PHPL	NET PAYROLL	19,670.80
02/07/20	PHPL	FEDERAL PAYROLL TAXES	6,011.41
02/07/20	PHPL	STATE PAYROLL TAXES	1,082.30
02/21/20	PHPL	NET PAYROLL	19,688.64
02/21/20	PHPL	FEDERAL PAYROLL TAXES	5,982.12
02/21/20	PHPL	STATE PAYROLL TAXES	1,053.63
02/07/20	VILLAGE OF SUSSEX	WI RETIREMENT	2,939.76
02/07/20	VILLAGE OF SUSSEX	ICMA RETIREMENT	85.34
02/21/20	VILLAGE OF SUSSEX	WI RETIREMENT	2,931.68
02/21/20	VILLAGE OF SUSSEX	ICMA RETIREMENT	85.34
02/07/20	VILLAGE OF SUSSEX	VILLAGE PAYROLL - ACCOUNTING	170.92
02/07/20	VILLAGE OF SUSSEX	VILLAGE WI RETIREMENT	11.55
02/07/20	VILLAGE OF SUSSEX	VILLAGE PAYROLL TAXES	12.72
02/21/20	VILLAGE OF SUSSEX	VILLAGE PAYROLL - ACCOUNTING	171.57
02/21/20	VILLAGE OF SUSSEX	VILLAGE WI RETIREMENT	11.57
02/21/20	VILLAGE OF SUSSEX	VILLAGE PAYROLL TAXES	12.83
02/14/20	PHPL	BANK SERVICE FEE	37.30
02/20/20	VILLAGE OF SUSSEX	VILLAGE OF SUSSEX - UTILITY BILL	296.56
02/24/20	VILLAGE OF SUSSEX	US BANK - PCARD REBATE	(947.91)
02/25/20	VILLAGE OF SUSSEX	US BANK - PCARD REBATE	(518.57)
02/24/20	VILLAGE OF SUSSEX	AT&T - PHONE	89.34
02/24/20	VILLAGE OF SUSSEX	AE GRAPHICS - PLOTTER EXPENSES	16.08
02/13/20	VILLAGE OF SUSSEX	WEA HEALTH INSURANCE	5,187.70
02/18/20	VILLAGE OF SUSSEX	DELTA DENTAL - DENTAL INSURANCE	202.42
02/18/20	VILLAGE OF SUSSEX	DELTA DENTAL - VISION INSURANCE	24.18
02/29/20	VILLAGE OF SUSSEX	POSTAGE	4.50
02/06/20	VILLAGE OF SUSSEX	PLIC - LIFE INSURANCE	79.51
02/26/20	VILLAGE OF SUSSEX	PLIC - LIFE INSURANCE	89.65
			<u>\$ 64,482.94</u>