GREENFIELD PUBLIC LIBRARY BOARD
Thursday July 19, 2018 at 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield, WI 53220

Agenda

1. The meeting called to order & roll call.

2. Special order of business: Election of Library Board officers. Ad-hoc Officers Nomination Committee presentation of recommended slate of officers (Action).

3. Approval of the June 20, 2019 Library Board meeting minutes (Action).

4. Public comment (Information).

5. Acceptance of the Financial Report for June 2019 (Action).

6. Approval of the June 2019 bills presented for payment (Action).

7. President's Report (Information):

   A. President's appointment of committee membership (Action).
   B. Continuing Education: (Information).

8. Committee Reports:
   A. Legislative & Policy Committee report and recommendations (Action).
   B. Budget & Finance Committee report and recommendations (Action).
   C. Human Resources Committee report and recommendations (Action).
   D. Marketing and Community Relations Committee report (Action).
   E. Building Committee report and recommendations (Action).
   F. Ad-hoc Art Enhancement Committee report regarding the release of an RFP for permanent art to be installed in the Children's story time corner (Action).

9. New Business:
   A. Discussion and decision regarding adoption of a 2020 operating budget request to present to the City of Greenfield (Action).
   B. Discussion and decision regarding adoption of a 2020 capital budget request to present to the City of Greenfield (Action).

10. Old Business (Action):
    A. Report, discussion and decision regarding the proposal to adopt Impact Fees for the Library (Action).

11. Director's Report (Information):

A. Report and discussion regarding further exploration of the proposal to purchase and install a remote library kiosk (Information).

12. Continuing Trustee Education (Information).

13. New items for placement on next agenda (Information).

14. Next Meeting: August 15, 2019 at 6:30 PM.

15. Adjournment (Action).

Upon reasonable notice, efforts will be made to accommodate the needs of hearing impaired individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Library Director at 321-9595, FAX 321-8595 or TDD 1-800-947-3529 (WI Telecommunications Relay), or by writing to the Library Director at the Greenfield Public Library, 5310 West Layton Avenue, Greenfield, WI 53220. The Greenfield Public Library is wheelchair accessible. 7/11/19.

Greenfield Public Library
5310 West Layton Avenue
Greenfield Wisconsin 53220
(414) 321-9595; fax (414) 321-8595
http://www.greenfieldlibrary.org

GREENFIELD PUBLIC LIBRARY
LIBRARY BOARD

BY - LAWS

Article I NAME

This organization shall be called "The Board of Trustees of the Greenfield Public Library" existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statutes.

Article II TRUSTEES

Section 1. The Board of Trustees of the Greenfield Public Library shall consist of nine members who each serve a term of three years. Any Board member who has three unexcused absences from Library Board meetings during his/her term shall be subject to removal for cause upon the Board's written request to the Mayor.

Section 2. The officers shall be a president, a first vice-president, a second vice-president, a treasurer and a secretary elected from among the appointed trustees at the July meeting of the Board.

Section 3. A nominating committee shall be appointed by the president at least one month prior to the July meeting. The committee will present a slate of officers at the July meeting. Additional nominations may be made from the floor.

Section 4. Officers shall serve a term of one year from the July meeting at which they are elected and until their successors are duly elected.

Section 5. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, act as a signatory for legal documents which require such signature, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.

Section 6. The vice-president, in the event of the absence or disability of the president or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 7. The second vice-president, in the event of the absence or disability of the first vice-president or a vacancy in that office, shall assume and perform the duties of the first vice president.

Section 8. The Treasurer shall review the bills, present the bills to the Board at its regular meeting and perform such other duties as are generally associated with that office. In the absence of or inability of the treasurer, the duties shall be performed by such other members of the Board as the Board may designate.

Section 9: The secretary shall monitor the preparation of the minutes of the Board meetings and shall perform such other duties as are generally associated with that office.

Article III MONTHLY BOARD MEETINGS

Section 1. The regular meetings shall be held each month at the Library, the date and hour to be set by the Board.

Section 2. The order of business for the regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances will permit:

1. Call to order and roll call
2. Approval of the minutes
3. Public Comment
4. Acceptance of the Financial Report
5. Action on the bills presented for payment
6. President's Report
7. Committee reports requiring action
8. Other items (requiring action or informational)
9. Library Director's Report
10. Adjourn

Section 3. Special meetings may be called by the president or at the request of five voting members for the transaction of business as stated in the call for the meeting.

Section 4. A quorum for the transaction of business at any meeting shall consist of five members of the Board present in person.

Section 5. Proceedings of all meetings shall be governed by Roberts' Rules of Order and all relevant Municipal ordinances and State statutes.

Article IV LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The director shall recommend to the Board the job descriptions for all positions in the Library, shall hire and be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the Library property, for proper selection of materials in keeping with the adopted policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budget. The director shall have the authority to appoint staff to vacant positions and said appointments shall be reported to the Board at its next regular meeting.

Article V COMMITTEES

Section 1. The president shall appoint committees of one or more members each, for such specific purposes as the business of the Board may require. Committees may include but are not limited to the following standing committees: Budget and Finance, Legislative and Policy, Human Resources, Marketing and Community Relations, and Building. A committee, with the exception of the standing committees, shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Library Board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VI GENERAL

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which at least two-thirds (6) of the members of the Board shall be present and two-thirds of those present shall so approve.

Section 4. Board members shall serve no more than three consecutive three year terms. A Board member who is coming to the end of a three year term shall inform the Board by April of his or her intent whether to seek another term.

Section 5. In accordance with Chapter 43 of the Laws of the State of Wisconsin, no more than 2 Board members may reside outside of Greenfield.

Section 6: The Board will fill non-term vacancies in the same manner as term vacancies.

Adopted November 13, 1984; Amended April 9, 1986, February 4, 1987, April 2, 1987, January 18, 1996, July 8, 1997, June 9, 1998, July 8, 1999, January 13, 2000, August 10, 2000, May 17, 2012.

Special Order of Business: Election of Library Board Officers

June 2019

1. **Calling the meeting to order:** According to Robert's Rules of Order**,** the ranking officer will act as Chairperson. Currently our ranking officer is President Ald. Lubotsky will call the meeting to order.

2. **Conducting Election of Officers:** When the Election of Board Officers comes up on the agenda, if she is nominated for the office of president, Ald. Lubotsky will need to vacate the chair to the Chair Pro-tem for the election of Board President, since she has a personal interest in the agenda item as a candidate.

    a. **Chair Pro-tem:** The next ranking officer—currently 1st Vice President Ms. Czaplewski—will assume the position of Chair Pro-tem and will conduct the election for President if not a candidate for President herself. If the ranking officer is not available to act as Chair Pro-tem, the next ranking officer—2nd VP Ms. Bruhn-- will assume the Chair Pro-tem and conduct the election if not a candidate for President herself. If no officer is available to assume the Chair Pro-tem to conduct the election of the President, Ald. Lubotsky can appoint a Chair pro-tem, subject to the approval of the body. Or the body can elect a Chair pro-tem, to preside over the election of the President.

    b. **Election Procedures:** The Chair Pro-tem will read the names placed in nomination by the nominating committee.

    Persons who have requested to be placed in nomination for officers on the 2019-20

    For President:
    For 1st Vice President:
    For 2nd Vice President:
    For Treasurer:
    For Secretary:

    c. **Announcing Nominations for President:** The Chair Pro-tem should read again the nominations for President, and ask three times if there are any other nominations for President. Each nominee will be asked if he or she accepts the nomination. If there are more nominations, repeat the name aloud….as in "John Doe's name has been placed in nomination". Repeat all the names in nominations. Ask again if there are any other nominations. If there are none, the Chair Pro-tem will close the nominations for President.

    d. **Election of President**: Our bylaws do not specify the method of election, whether by secret ballot, show of hands, or roll call vote. Robert's Rules state that past practice can prevail if this is acceptable to the body. Our past practice indicates that when there was more than one candidate for an office, a secret ballot was used. If there was only one candidate for each office, each candidate was automatically elected.

    e. If there is more than one candidate for President, the Chair Pro-tem will distribute the ballots, then collect the ballots. Each secret ballot will be opened and read aloud. When a candidate receives a majority (5) votes, the Chair Pro-tem will declare the new President, who will take office immediately.

3. **Electing other officers:** Once a President is elected, he or she assumes the chair and proceeds with the election of the remaining officers in order, reading the nominees' names, asking if the nominees accept the nomination, calling for any other nominations, closing the nominations, distributing ballots if necessary, declaring a candidate elected upon majority vote or unopposed candidate.

Prepared by Sheila O'Brien, June 18, 2019

GREENFIELD PUBLIC LIBRARY BOARD
Thursday June 20, 2019 6:30 P.M.
2nd Floor Conference Room
5310 W. Layton Ave. Greenfield
Minutes

1. The meeting was called to order by Ms. Czaplewski at 6:31 pm. On a roll call, the following were in attendance:
   Ms. Bruhn
   Ms. Czaplewski
   Ms. DeWitt
   Mr. Flemming
   Mr. Gagliano
   Ms. Knasinski
   Mr. L'Amie
   Ms. O'Brien
   Ms. Ryan
   Also present: Mr. Brian Sajdak, Greenfield City Attorney.
   Ald. Lubotsky was excused.

2. Public comment (Information). None.

3. Approval of the minutes of the May 16, 2019 meeting (Action): On a motion by Ms. Czaplewski, seconded by Ms. Bruhn, the minutes of the May 16, 2019 meeting were approved as presented.

4. Acceptance of the Financial Report for May 2019 (Action): 42.8% of total expenditures have been made by the end of May, on track for the year. Revenues are higher now (at 95.77% for the year) because of the disbursements that occur at this time of year. Ms. Czaplewski moved to approve the financial report and Ms. Ryan seconded. All voted in favor.

5. Approval of the May 2019 bills presented for payment (Action): There were no unusual expenses for May; the largest expense was for book purchases ($6401.) The WE Energies electricity bill was just under $3000 ($2955.) Ms. Czaplewski moved to approve the bills for payment, and Ms. Ryan seconded. On a roll call vote, Ms. Bruhn, Ms. Czaplewski, Ms. DeWitt, Mr. Flemming, Mr. Gagliano, Ms. Knasinski, Mr. L'Amie, and Ms. Ryan voted in favor; none voted against nor abstained.

6. President's Report (Information). None this month.

7. Committee Reports:
   a. Legislative & Policy Committee Report and Recommendations: Did not meet.
   b. Marketing & Community Relations Committee Report and Recommendations: Did not meet.

c. Budget & Finance Committee Report and Recommendations: Did not meet.
d. Human Resources Committee Report and Recommendations: Did not meet.
e. Building Committee Report and Recommendations: Did not meet.
f. Ad-hoc Art Enhancement Committee Report and Recommendation: Met but did not reach a quorum.
g. Ad-hoc Impact Fee Committee Report and Recommendations: Met but did not reach a quorum. However, Ms. O'Brien had completed more research on impact fees and presented the board with copies of the Wisconsin State Statutes dealing with the fees. The process would include a needs assessment, an inventory of existing facilities, the presentation of the case in a public hearing, and meeting all the requirements for the planning and use of the fees. Several consulting firms have been asked for quotes to assist the library with these processes. The firms would do an initial study of the feasibility of the idea, projecting an amount of new residential development and future facility needs.

   Brian Sajdak, Greenfield city attorney, spoke to the board about the fees. They can be used in several ways, such as through a pre-planning bank (spent within an 8-year time limit,) but realistically there probably would not be much new residential development in Greenfield in the next eight years. This also means that impact fees in Greenfield would have to be kept low because of the lack of room for new development. The fees could also be used after the fact – as new development occurs, the fees would go into a repayment fund after the facilities being funded have been built in anticipation. However, Greenfield is not a rapidly developing community, and a large project may not realistically be funded because of the low probability of new developments.

8. New Business:
   a. Interview with applicant(s) to fill upcoming board vacancy (Information). Two applicants for the seat currently held by Mr. Gagliano were interviewed by the board.

9. Old Business (Action):
   b. Discussion and decision regarding a recommendation to the Mayor and Council for appointment to fill an upcoming board vacancy (Action). Ms. Czaplewski moved to hold a secret ballot vote to decide between the two candidates; Mr. Flemming seconded. After the ballot vote, Ms. Melissa Mendoza was elected as the board's recommended candidate.
   c. Report, discussion and decision regarding the development of a new library logo (Action). Several different organizations were recruited to design logos; library staff members also researched logos they liked that were used by other libraries. Mindspike Design and two other designers submitted sample logos. The board preferred, with some modifications, a logo by Tessera Design. The logo was sent back to Tessera for revision.

10. Continuing Trustee Education (Information). None.

11. Library Director's report.
    a. Review of the June 16th Art Fair (Information). Gross revenues earned from the Art Fair were as follows: $450 from booth fees, $180 from commissions, and $32 from donations. There were 59 attendees at the hands-on workshops. The 3rd annual Art Fair will be planned for 2020. Some art pieces were purchased at the fair for the Children's Library.
    b. Preliminary discussion regarding the goals to be considered in developing the 2020 operating and capital budget requests to present to the City of Greenfield (Action). The goals formulated for the 2016-2017 Strategic Plan are still relevant to future budget requests. The full board will discuss their implementation for the next budget, rather than meeting as individual committees first.
    C. Review of the 2018 year-end and June 2019 year-to-date operating and capital budget performance reports (Information). The board was asked to assist the library in identifying service trends they may wish to see the library research and pursue for the upcoming year. One such service is an internal library texting system in which patrons could silently communicate with the librarians on duty through texting.
    d. Preliminary report and discussion regarding the proposed remote automated library branch kiosk (Information). There has been no new information from the Mayor on this project.

12. New items for placement on next agenda (Information). The board will begin to discuss the upcoming budget. The Ad Hoc Nomination committee will meet and propose a slate of officers.

13. Next Meeting: July 18, 2019 at 6:30 pm.

14. Adjournment (Action). On a motion by Ms. Czaplewski, seconded by Ms. Ryan, the meeting adjourned at 8:46 pm.

Minutes respectfully submitted by Mary Knasinski.

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Revenues						
Dept 0000						
100-0000-411.1000	GENERAL PROPERTY TAXES	1,212,026.00	1,212,026.00	0.00	0.00	100.00
100-0000-430.1010	NET USAGE PAYMENTS	40,705.00	41,800.00	0.00	(1,095.00)	102.69
100-0000-467.1010	LIBRARY REVENUE	11,275.00	6,810.60	856.00	4,464.40	60.40
100-0000-467.1020	PHOTO COPIES	10,000.00	5,666.00	883.25	4,334.00	56.66
100-0000-467.1030	PROGRAMS	0.00	0.00	0.00	0.00	0.00
100-0000-467.1040	FINES	32,300.00	14,467.40	2,237.41	17,832.60	44.79
100-0000-467.1050	FINES - MCFLS SUSPENCE	0.00	0.00	0.00	0.00	0.00
100-0000-467.1070	OTHER	(846.00)	(556.42)	0.00	(289.58)	65.77
100-0000-480.1000	DONATIONS GENERAL	0.00	15,697.00	0.00	(15,697.00)	100.00
100-0000-494.1000	OTHER FUNDS	59,300.00	29,650.00	0.00	29,650.00	50.00
Total Dept 0000		1,364,760.00	1,325,560.58	3,976.66	39,199.42	97.13
TOTAL REVENUES		1,364,760.00	1,325,560.58	3,976.66	39,199.42	97.13
Expenditures						
Dept 0000						
100-0000-580.0000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
Dept 3001 - LIBRARY OPERATIONS						
100-3001-510.0000	SALARIES & WAGES	736,560.00	367,734.23	55,439.93	368,825.77	49.93
100-3001-514.0000	OVERTIME	0.00	0.00	0.00	0.00	0.00
100-3001-515.0100	GRP HEALTH/LIFE INSURANCE	145,145.00	65,343.85	10,710.69	79,801.15	45.02
100-3001-515.1100	EMPLOYER TAXES-FEDERAL	56,283.00	27,163.52	4,088.16	29,119.48	48.26
100-3001-515.1500	PENSION-GENERAL	49,220.00	19,872.81	3,051.83	29,347.19	40.38
100-3001-519.4000	WORK PERMITS, ETC.	2,000.00	2,538.04	35.80	(538.04)	126.90
100-3001-521.2800	BANK SERVICE CHARGES	0.00	188.36	0.00	(188.36)	100.00
100-3001-524.1110	MCFLS/AUTOMATION	31,832.00	30,259.40	0.00	1,572.60	95.06
100-3001-524.1200	EQUIPMENT MAINTENANCE	35,000.00	38,868.45	30,791.87	(3,868.45)	111.05
100-3001-530.0100	OFFICE SUPPLIES/SM $ ITEM	11,275.00	11,511.70	(381.24)	(236.70)	102.10
100-3001-530.0700	PRINTING	19,150.00	8,636.19	2,054.60	10,513.81	45.10
100-3001-530.0800	POSTAGE & MAILING	8,700.00	2,416.47	40.76	6,283.53	27.78
100-3001-530.1100	DUES & SUBSCRIPTIONS	1,025.00	883.50	528.00	141.50	86.20
100-3001-530.1600	TRAINING	6,450.00	638.36	0.00	5,811.64	9.90
100-3001-530.4500	EQUIPMENT REPAIRS	9,000.00	2,302.20	0.00	6,697.80	25.58
100-3001-580.1100	NEW EQUIPMENT	10,000.00	26,117.49	1,670.64	(16,117.49)	261.17
100-3001-590.9800	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
Total Dept 3001 - LIBRARY OPERATIONS		1,121,640.00	604,474.57	108,031.04	517,165.43	53.89
Dept 3002 - LIBRARY COLLECTION						
100-3002-538.1010	BOOKS	93,250.00	32,609.09	1,507.49	60,640.91	34.97
100-3002-538.2000	PERIODICALS	9,538.00	2,127.00	0.00	7,411.00	22.30
100-3002-538.3000	DATA BASE MANAGEMENT	8,452.00	1,525.00	0.00	6,927.00	18.04
100-3002-538.4000	EBOOKS	7,600.00	7,575.81	0.00	24.19	99.68
100-3002-538.5000	NON-PRINT	17,492.00	4,818.42	47.93	12,673.58	27.55
Total Dept 3002 - LIBRARY COLLECTION		136,332.00	48,655.32	1,555.42	87,676.68	35.69

PERIOD ENDING 06/30/2019

GL NUMBER	DESCRIPTION	2019 AMENDED BUDGET	YTD BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 100 - LIBRARY						
Expenditures						
Dept 3003 - BUILDING OPERATIONS						
100-3003-522.1000	ELECTRIC	38,110.00	16,560.01	3,321.92	21,549.99	43.45
100-3003-522.1100	GAS	15,050.00	4,411.63	326.74	10,638.37	29.31
100-3003-522.1300	WATER	3,600.00	898.68	236.28	2,701.32	24.96
100-3003-522.1400	SEWER SERVICE	4,200.00	1,482.31	0.00	2,717.69	35.29
100-3003-529.1000	JANITORIAL	33,000.00	16,216.51	1,787.51	16,783.49	49.14
100-3003-530.0600	BUILDING SUPPLIES-JANITOR	5,000.00	1,652.39	0.00	3,347.61	33.05
100-3003-530.9500	BUILDINGS MAINTENANCE	12,000.00	13,730.00	146.47	(1,730.00)	114.42
Total Dept 3003 - BUILDING OPERATIONS		110,960.00	54,951.53	5,818.92	56,008.47	49.52
TOTAL EXPENDITURES		1,368,932.00	708,081.42	115,405.38	660,850.58	51.73
Fund 100 - LIBRARY:						
TOTAL REVENUES		1,364,760.00	1,325,560.58	3,976.66	39,199.42	97.13
TOTAL EXPENDITURES		1,368,932.00	708,081.42	115,405.38	660,850.58	51.73
NET OF REVENUES & EXPENDITURES		(4,172.00)	617,479.16	(111,428.72)	(621,651.16)	.4,800.56

GREENFIELD LIBRARY ACCOUNTS PAYABLE
June 2019

	Vendor Name:			
3001.524.1110 MCFLS Automation	Unique Management	1	Invoice(s)	$ 35.80
				$ 35.80
3001.530.0100 Supplies	Reimburse Petty Cash	1	Invoice(s)	$ 32.00
	P-card 0387 (Shelving, flowers, tools,trk deck panel)	1	Invoice(s)	$ 848.78
	Amazon (Children's toys)	1	Invoice(s)	$ 21.98
	Office Depot (Copy paper)	1	Invoice(s)	$ 52.86
	Demco (SRP promotions, Tshirts, book processin	2	Invoice(s)	$ 391.18
				$ 1,346.80
3001.530.0700 Printing, Programs	P-card 0387 (Program supplies)	1	Invoice(s)	$ 249.95
	Central Office Systems (Metered printing)	1	Invoice(s)	$ 73.12
	Amazon (Program supplies)	1	Invoice(s)	$ 57.90
	Reimburse Petty Cash	1	Invoice(s)	$ 22.83
	The Bindery Zine presentation 6.17.2019	1	Invoice(s)	$ 150.00
	Presentation fee: Magic Morgan 6.24.2019	1	Invoice(s)	$ 375.00
	Jonathan Morgan interpreter for Magic Morgan	1	Invoice(s)	$ 90.00
	Presentation fee: David Stokes 6.27.2019	1	Invoice(s)	$ 285.00
	Presentation fee: Doug the Jug 7.11.2019	1	Invoice(s)	$ 300.00
	Presentation fee: Dave Herzog's Marionettes 7.22	1	Invoice(s)	$ 300.00
	Presentation fee: Sunshine Pete 7.15.2019	1	Invoice(s)	$ 160.00
	Presentation fee: Wehr Nature Center 7.25.2019	1	Invoice(s)	$ 100.00
				$ 2,163.80
3001.530.0800 Communications	Verizon	1	Invoice(s)	$ 40.76
				$ 40.76
3001.530.1100 Dues	Swank Movie Licensing (Copyright site license)	1	Invoice(s)	$ 528.00
				$ 528.00
3001.530.1600 Training	Mileage reimbursement: Michelle S.	1	Invoice(s)	$ 40.83
	Mileage reimbursement: Sheila	1	Invoice(s)	$ 441.90
				$ 482.73
3001.580.1100 New Equipment	P-card 0387 (Display panels, metal shelving)	1	Invoice(s)	$ 1,670.64
	Uline (Wire shelving)	1	Invoice(s)	$ 1,687.19
				$ 3,357.83
3002.538.1010 Books	Baker & Taylor	12	Invoice(s)	$ 7,825.45
				$ 7,825.45
3002.538.5000 Audio-Visual	Amazon	1	Invoice(s)	$ 11.39
	Baker & Taylor	15	Invoice(s)	$ 488.76
				$ 500.15

3003.522.1000 Electric	WE Energies	1 Invoice(s)	$ 3,321.92
			$ 3,321.92
3003.522.1100 Gas	WE Energies	1 Invoice(s)	$ 326.74
			$ 326.74
3003.522.1300 Water	City of Milwaukee	2 Invoice(s)	$ 236.28
			$ 236.28
3003.529.1000 Janitorial	Gibb Building Maintenance	1 Invoice(s)	$ 1,787.51
			$ 1,787.51
3003.530.9500 Building Maintenance	Aramark (Mat service)	1 Invoice(s)	$ 56.47
			$ 56.47
	TOTAL ACCOUNTS PAYABLE	59 Invoice(s)	$ 22,010.24
	Final 7.11.2019 mbs		