



PUBLIC NOTICE

Thursday, December 14, 2023, 5:00 p.m.

Carnegie Room - L.E. Phillips Memorial Public Library
400 Eau Claire St., Eau Claire, Wisconsin

AGENDA

- 1) Member Roll Call

CLOSED SESSION

Motion that the Library Board of Trustees of the L. E. Phillips Memorial Public Library convene in closed session to consider the annual evaluation and compensation of the Library Director as permitted in accordance with Section 19.85 (1) (c) of the Wisconsin Statutes.

- 2) Citizen Comments (limited to 5 minutes per citizen)

- 3) **Consent Agenda:** *The following matters may be acted upon by the L.E. Phillips Memorial Public Library Board of Trustees utilizing a single vote. Individual items, which any member wishes to address in greater detail or as a separate item on the regular agenda, may be removed from the Consent Agenda upon the request of any Trustee.*

- A. Approval of the Minutes of last month's Library Board Meeting (pg. 2)
- B. Action on Bills and Claims (pg. 4)
- C. Reports:
 - a) Library Director (pg. 17)
 - b) Financial Report (pg. 31)
 - c) Statistical Report (pg. 36)

OPEN SESSION

- 4) Consideration of New Business
 - A. Staff presentation by Reference Services (Steans)
 - B. Board President reports/comments (Pesicka)
 - C. Discussion of and action on 2024 wage plan (pg. 37)
 - D. Discussion of and action on 2024 budget (pg. 41)
 - E. Discussion of and action on Library Cards for Institutions policy (Hennings) (pg. 49)
- 5) Committee Reports
 - A. Friends of the Library
 - B. IFLS
- 6) Directives from the Library Board to the Library Director
- 7) Next meeting: January 18, 2024
- 8) Adjournment

Trustees: If you are unable to attend this meeting, please notify the Library Administrative Office

**L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY
400 EAU CLAIRE STREET
EAU CLAIRE, WI 54701**

Minutes of a Meeting of the Board of Trustees

A meeting of the Board of Trustees of the L.E. Phillips Memorial Public Library was held on Thursday, November 16, 2023 at 5:00 p.m.

Board members present: Cook, Contant, Donnelly, Markgraf, Martin, Miller, Pesicka, and Schell. Board members absent: Xiong. Staff present: Collins-Fuerbringer, Hennings, Kerr, Langreck.

CITIZEN COMMENTS

None

CONSENT AGENDA

On a motion made by Cheryl Contant and seconded by Jill Markgraf, the Board unanimously approved the Consent Agenda items.

CONSIDERATION OF NEW BUSINESS

- A. Jerissa Koenig presented information to the board about the library's book distribution programs: Bookbike, Books on Buses, Laundromat Library, StoryWalk, and Chippewa Valley Little Libraries. Jerissa shared data on the outcomes and success of each of the programs.
- B. Gary has gotten information from the city regarding our energy costs over the past year in our new building and he is evaluating the energy savings as a result of the geo-thermal system in the renovated building.
- C. On a motion made by Jill Markgraf, and seconded by Joshua Miller, the board unanimously approved the 2024 library closing dates.
- D. Cheryl is chairing the bylaws review ad-hoc committee. Additional committee members will be: Gary Pesicka, Charlie Schell, and Nancy Kerr. Cheryl has proposed the following timeline for this committee:
 - Committee to meet in late January
 - Committee to present their suggestions for changes to the Board at February meeting
 - Board to review proposed changes at March meeting
 - Board to vote on changes at April meeting
- E. On a motion made by Cheryl Contant, and seconded by Jill Markgraf, the board unanimously accepted the security grant proposal to fund the security monitor position for 2024. The board will continue conversations with the city to keep funding for this position on the forefront of future budget discussions.
- F. Nancy shared the strategic plan goals document. Staff will be further developing tasks that fall under each of the six goals. She will be bringing the strategic plan back to the board to approve in December with the goal to implement it in January.

CLOSED SESSION

On a motion made by Cheryl Contant and seconded by Charlie Schell, the board unanimously voted to convene in closed session at 6:10 p.m. to consider the annual evaluation and compensation of the Library Director.

The board reconvened in open session at 6:55 p.m.

COMMITTEE REPORTS**Friends of the Library – Charlie Schell**

- The Friends board meeting is coming up so there was no report at the time of the meeting. The pop-up book sale is being held on Saturday, November 18th. The train exhibit volunteer shifts are almost full.

IFLS – Jill Markgraf

- No report

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

- None

NEXT MEETING – December 14, 2023**ADJOURNMENT**

The meeting was adjourned by the Board President at 7:00 p.m.

Respectfully submitted,

Barb Langreck, Administrative & Human Resources Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 12/06/2023
SUBJECT: NOVEMBER 2023 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending November 30, 2023

Operating Expenditures for the month	\$387,633.81
CIP Expenditures for the month	\$ 24,622.03
Supplemental Bills & Claims for the month	INCL
Procurement Card Purchases for the month	INCL
Total	\$412,255.84

All expenditures will be included in the printed report each month. Exceptions to this will be months in which the City accounting staff has not yet posted the procurement card purchases or journal entries for that month. In that case, those entries will appear on the following month Bills and Claims report. Each month there are a number of large purchases of library materials. Those may include digital or hard copy material purchases totaling over \$1,000 per purchase. Questions on those purchases can be directed to the Library Director for further clarification.

Explanations of large or out of the ordinary/annual payments are shown below:

1. Account 6156 Professional Services
 - \$1,050.00 paid to UWEC for co-sponsorship of 2023 events
2. Account 6162 Membership Dues
 - \$1,147.00 paid to American Library Association for membership dues
3. Account 6198 Miscellaneous Contractual
 - \$1,300.00 paid to Mid-America Business Systems for ScanPro annual service agreement
 - \$6,268.40 paid to AT&T for re-establishing landline phone services after remodel
4. Account 6202 Electricity
 - \$6,404.39 paid to City of Eau Claire for electricity services
5. Account 6350 Insurance
 - \$2,583.33 paid for monthly insurance charges
6. Account 6464 Bldg Materials & Janitorial Supplies
 - \$1,091.85 paid to Schilling Paper Company for new soap dispensers
7. Account 6490 Equipment
 - \$3,060.00 paid to ELM USA for disc buffer
 - \$3,985.00 paid to Envisionware for self-checkout

BILLS & CLAIMS - OPERATING
Transactions Processed in November 2023

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
11/01/2023	11/03/2023	6010	\$17,052.44	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6010	(\$47.84)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6010	\$16,622.14	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6010	\$25,849.79	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6010	\$17,336.33	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6010	\$14,457.05	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6010	\$11,815.62	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6010	\$3,468.80	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
			\$106,554.33			
11/09/2023	11/10/2023	6010	\$5,333.28	PAYROLL WAGES		PAY DATE: 11/10/23
			\$5,333.28			
11/15/2023	11/17/2023	6010	\$17,428.91	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6010	\$16,499.58	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6010	\$25,665.60	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6010	\$11,333.06	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6010	\$17,507.85	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6010	\$14,295.15	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6010	\$3,468.80	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
			\$106,198.95			
11/22/2023	11/24/2023	6010	\$5,334.29	PAYROLL WAGES		PAY DATE: 11/24/23
			\$5,334.29			
TOTAL PAYROLL WAGES			\$223,420.85			
11/22/2023	11/24/2023	6020	\$44.76	PAYROLL OVERTIME		PAY DATE: 11/24/23
TOTAL PAYROLL OVERTIME			\$44.76			
11/06/2023	09/30/2023	6040	(\$8.33)	EMPLOYER PAID BENEFITS		SEP LIFE INSURANCE
11/10/2023	10/31/2023	6040	\$39.49	EMPLOYER PAID BENEFITS		OCT LIFE INSURANCE
			\$31.16			
11/01/2023	11/03/2023	6040	\$1,239.25	EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6040	\$1,224.63	EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6040	\$1,957.77	EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6040	\$1,280.26	EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6040	\$1,026.77	EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23

11/01/2023	11/03/2023	6040	\$850.98 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6040	\$253.38 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
			<u>\$7,833.04</u>		
11/09/2023	11/10/2023	6040	\$389.98 EMPLOYER PAID BENEFITS		PAY DATE: 11/10/23
			<u>\$389.98</u>		
11/15/2023	11/17/2023	6040	\$1,242.32 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6040	\$1,210.30 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6040	\$1,900.29 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6040	\$1,284.75 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6040	\$1,008.75 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6040	\$791.15 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6040	\$253.40 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
			<u>\$7,690.96</u>		
11/22/2023	11/24/2023	6040	\$386.64 EMPLOYER PAID BENEFITS		PAY DATE: 11/24/23
			<u>\$386.64</u>		
TOTAL EMPLOYER PAID BENEFITS			<u>\$16,331.78</u>		
11/01/2023	11/03/2023	6042	\$1,090.94 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6042	\$1,017.18 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6042	\$1,291.91 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6042	\$1,178.87 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6042	\$900.25 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6042	\$803.47 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6042	\$235.88 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
			<u>\$6,518.50</u>		
11/09/2023	11/10/2023	6042	\$321.86 WRS(ER)		PAY DATE: 11/10/23
			<u>\$321.86</u>		
11/15/2023	11/17/2023	6042	\$1,117.39 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6042	\$1,017.18 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6042	\$1,312.49 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6042	\$1,190.53 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6042	\$897.85 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6042	\$770.65 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6042	\$235.88 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
			<u>\$6,541.97</u>		

11/22/2023	11/24/2023	6042	\$335.85 WRS(ER)		PAY DATE: 11/24/23
			\$335.85		
TOTAL WRS(ER)			\$13,718.18		
11/06/2023	09/30/2023	6043	(\$137.80) HEALTH INS(ER)		SEP HEALTH INSURANCE
11/10/2023	10/31/2023	6043	(\$137.80) HEALTH INS(ER)		OCT HEALTH INSURANCE
			(\$275.60)		
11/01/2023	11/03/2023	6043	\$4,128.74 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6043	\$1,270.80 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6043	(\$883.74) HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6043	\$3,294.15 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6043	(\$883.74) HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6043	\$883.74 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6043	\$2,547.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6043	\$4,854.48 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6043	\$3,523.11 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
11/01/2023	11/03/2023	6043	\$886.62 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/03/23
			\$19,621.41		
11/09/2023	11/10/2023	6043	\$1,383.46 HEALTH INS(ER)		PAY DATE: 11/10/23
			\$1,383.46		
11/15/2023	11/17/2023	6043	\$4,074.37 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6043	\$1,270.80 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6043	\$3,294.15 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6043	\$4,854.48 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6043	\$2,601.62 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6043	\$886.62 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
11/15/2023	11/17/2023	6043	\$3,523.11 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
			\$20,505.15		
11/22/2023	11/24/2023	6043	\$1,415.11 HEALTH INS(ER)		PAY DATE: 11/24/23
			\$1,415.11		
TOTAL HEALTH INS(ER)			\$42,649.53		
11/17/2023	10/31/2023	6047	\$2,033.33 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
11/17/2023	10/31/2023	6047	\$183.33 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,216.66		

11/08/2023	11/08/2023	6051	\$1,773.24	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	HEALTH INSURANCE PREMIUMS
11/09/2023	11/09/2023	6051	\$2,745.13	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	HEALTH INSURANCE PREMIUMS
TOTAL RETIREE-HLTH INS			\$4,518.37			
11/03/2023	10/31/2023	6052	\$308.33	RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$308.33			
11/06/2023	09/30/2023	6055	(\$7.17)	VISION INSURANCE		SEP VISION INSURANCE
11/10/2023	10/31/2023	6055	(\$7.17)	VISION INSURANCE		OCT VISION INSURANCE
TOTAL VISION INSURANCE			(\$14.34)			
11/08/2023	11/08/2023	6110	\$200.93	POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
11/08/2023	10/31/2023	6110	\$714.00	POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
TOTAL POSTAGE & SHIPPING			\$914.93			
11/28/2023	11/28/2023	6112	\$57.00	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGE
TOTAL COMPUTER SERVICE CHARGES			\$57.00			
11/08/2023	10/31/2023	6118	\$100.00	ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC	PCS ADVERTISING
11/20/2023	09/30/2023	6118	\$728.61	ADVERTISING/MARKETING	UNIQUE MANAGEMENT SERVICES INC	PCS ADVERTISING
11/28/2023	11/28/2023	6118	\$500.00	ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC	PCS ADVERTISING
TOTAL ADVERTISING/MARKETING			\$1,328.61			
11/20/2023	09/30/2023	6120	\$295.40	AUDITING		AUDIT FEES
11/20/2023	10/31/2023	6120	\$59.08	AUDITING		AUDIT FEES
TOTAL AUDITING			\$354.48			
11/07/2023	10/23/2023	6130	\$245.00	REPAIRS TO BUILDINGS	HELLAND ENTERPRISES LLC	AUGURED TOILET AT MCDONOUGH, R
11/09/2023	10/31/2023	6130	\$773.78	REPAIRS TO BUILDINGS	TWEET GAROT MECHANICAL INC	LIBRARY BUILDING REPAIRS
TOTAL REPAIRS TO BUILDINGS			\$1,018.78			
11/15/2023	10/31/2023	6150	\$48.00	SPECIAL SERVICES	SHREDAWAY USA INC	SPECIAL SERVICES
11/20/2023	10/31/2023	6150	\$597.40	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	SPECIAL SERVICES
11/08/2023	10/31/2023	6150	\$392.00	SPECIAL SERVICES	HEATHER C LEISZ	SPECIAL SERVICES
TOTAL SPECIAL SERVICES			\$1,037.40			
11/10/2023	10/02/2023	6153	\$43.88	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			\$43.88			
11/28/2023	11/28/2023	6156	\$1,050.00	PROFESSIONAL SERVICES	UNIVERSITY OF WISCONSIN EAU CLAIRE	PCS PROFESSIONAL SERVICES
TOTAL PROFESSIONAL SERVICES			\$1,050.00			

11/14/2023	10/31/2023	6160	\$431.66	TRAINING/MEETINGS	HEARTQUEST TRAINERS LLC	TRAINING
			<u>\$431.66</u>			
11/15/2023	11/17/2023	6160	\$839.02	TRAINING/MEETINGS	LIBRARY PAYROLL WAGES	PAY DATE: 11/17/23
			<u>\$839.02</u>			
TOTAL TRAINING/MEETINGS			<u>\$1,270.68</u>			
11/28/2023	11/28/2023	6162	\$1,147.00	MEMBERSHIP DUES	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP DUES
TOTAL MEMBERSHIP DUES			<u>\$1,147.00</u>			
11/01/2023	09/29/2023	6198	\$65.62	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
11/08/2023	07/31/2023	6198	\$1,300.00	MISC CONTRACTUAL SERVICES	MID-AMERICA BUSINESS SYSTEMS &	MISC CONTRACTUAL
11/15/2023	10/31/2023	6198	\$61.76	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
11/08/2023	10/31/2023	6198	\$195.00	MISC CONTRACTUAL SERVICES	WINONA NURSERY INC	MISC CONTRACTUAL - CUSTODIAL
11/15/2023	08/31/2023	6198	\$6,268.40	MISC CONTRACTUAL SERVICES	WISCONSIN BELL TELEPHONE COMPANY INC	MISC CONTRACTUAL - ACCT #: 314
TOTAL MISC CONTRACTUAL SERVICES			<u>\$7,890.78</u>			
11/20/2023	10/31/2023	6202	\$6,404.39	ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			<u>\$6,404.39</u>			
11/20/2023	10/31/2023	6208	\$115.50	GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			<u>\$115.50</u>			
11/01/2023	10/31/2023	6210	\$902.89	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	TELEPHONE SERVICE
11/01/2023	08/31/2023	6210	\$551.67	TELEPHONES		AUG CENTREX VOIP PHONE CHRG
11/02/2023	09/30/2023	6210	\$534.39	TELEPHONES		SEP CENTREX VOIP PHONE CHRG
TOTAL TELEPHONES			<u>\$1,988.95</u>			
11/03/2023	10/31/2023	6215	\$466.66	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			<u>\$466.66</u>			
11/03/2023	10/31/2023	6350	\$2,583.33	INSURANCE		INSURANCE CHARGES
TOTAL INSURANCE			<u>\$2,583.33</u>			
11/08/2023	11/08/2023	6402	\$495.50	OFFICE SUPPLIES	EO JOHNSON COMPANY INC	OH SUPPLIES - TONER
TOTAL OFFICE SUPPLIES			<u>\$495.50</u>			
11/02/2023	06/21/2023	6406	(\$470.85)	LIBR PROG SUPP-GEN PURPOSE GIF	LE PHILLIPS CAREER DEVELOPMENT CENTER	SLP T-SHIRT ORDER
11/02/2023	06/21/2023	6406	\$470.85	LIBR SUPP - FOL-2023	LE PHILLIPS CAREER DEVELOPMENT CENTER	SLP T-SHIRT ORDER
TOTAL LIBR PROG SUPP-GEN PURPOSE GIF			<u>\$0.00</u>			

11/14/2023	10/31/2023	6409	\$2,623.76 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS
			<u>\$2,623.76</u>		
11/01/2023	10/31/2023	6409	\$13.39 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/01/2023	10/31/2023	6409	\$17.97 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/01/2023	10/31/2023	6409	\$67.07 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/01/2023	10/31/2023	6409	\$145.94 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/01/2023	10/31/2023	6409	\$172.52 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ GIFT-IHO-
11/01/2023	10/31/2023	6409	\$291.61 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV PRINT
11/01/2023	10/31/2023	6409	\$478.32 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV PRINT
11/01/2023	10/31/2023	6409	\$514.92 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	LIB MATLS
11/02/2023	10/31/2023	6409	\$44.99 LIBRARY MATERIALS-BKS JUVENILE	PLAYAWAY PRODUCTS LLC	LIB MATLS - JUV PRINT
11/02/2023	10/31/2023	6409	\$54.99 LIBRARY MATERIALS-BKS JUVENILE	PLAYAWAY PRODUCTS LLC	LIB MATLS - JUV PRINT
11/08/2023	10/31/2023	6409	\$5.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
11/08/2023	10/31/2023	6409	(\$22.76) LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
11/08/2023	10/31/2023	6409	\$182.87 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/08/2023	10/31/2023	6409	\$618.18 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/08/2023	11/07/2023	6409	\$323.55 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
11/08/2023	11/07/2023	6409	\$203.13 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD/ GIFT-IHO-LEPMPL
11/08/2023	10/31/2023	6409	\$588.24 LIBRARY MATERIALS-BKS JUVENILE	LIBRARY IDEAS LLC	LIBRARY MATERIALS
11/08/2023	10/31/2023	6409	\$1,155.78 LIBRARY MATERIALS-BKS JUVENILE	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS
11/14/2023	10/31/2023	6409	\$625.87 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/14/2023	10/31/2023	6409	\$636.28 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/14/2023	10/31/2023	6409	\$419.46 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/14/2023	11/14/2023	6409	\$163.79 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
11/14/2023	11/14/2023	6409	\$50.10 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
11/14/2023	11/14/2023	6409	\$422.61 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
11/14/2023	11/14/2023	6409	\$352.95 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV
11/14/2023	11/14/2023	6409	\$389.66 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV
11/20/2023	11/20/2023	6409	\$60.08 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/20/2023	11/20/2023	6409	(\$23.39) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/20/2023	11/20/2023	6409	\$20.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/20/2023	11/20/2023	6409	\$29.98 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/20/2023	11/20/2023	6409	\$212.75 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/20/2023	11/20/2023	6409	\$65.43 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV PRINT
11/20/2023	11/20/2023	6409	\$1,193.40 LIBRARY MATERIALS-BKS JUVENILE	THE CHILDS WORLD INC	LIBRARY MATERIALS
11/20/2023	11/20/2023	6409	\$32.88 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT
11/20/2023	11/20/2023	6409	\$30.57 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT
11/20/2023	11/20/2023	6409	\$197.85 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / BOOK BI
11/28/2023	11/28/2023	6409	\$55.25 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/28/2023	11/28/2023	6409	\$57.79 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/28/2023	11/28/2023	6409	\$28.83 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	ADULT / JUV
11/28/2023	11/28/2023	6409	\$145.82 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/28/2023	11/28/2023	6409	\$945.60 LIBRARY MATERIALS-BKS JUVENILE	COUGHLAN COMPANIES LLC	LIB MATLS - JUV-PRINT
11/28/2023	11/28/2023	6409	\$204.44 LIBRARY MATERIALS-BKS JUVENILE	CAVENDISH SQUARE PUBLISHING, LLC	LIB MATLS - JUV PRINT
11/28/2023	11/28/2023	6409	\$203.12 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
11/28/2023	11/28/2023	6409	\$270.70 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ NONPRINT

11/28/2023	11/28/2023	6409	\$736.26	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	LIB MATLS
11/28/2023	11/28/2023	6409	\$102.04	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/JUV
11/28/2023	11/28/2023	6409	\$40.37	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV
			\$12,528.18			
11/01/2023	10/31/2023	6409	\$11.69	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/01/2023	10/31/2023	6409	\$20.99	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/01/2023	10/31/2023	6409	\$27.99	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/01/2023	10/31/2023	6409	\$150.39	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/01/2023	10/31/2023	6409	\$158.09	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/01/2023	10/31/2023	6409	\$574.49	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIB MATLS
11/01/2023	10/31/2023	6409	\$31.99	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT/ JUV PRINT
11/01/2023	10/31/2023	6409	\$90.39	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ GIFT-IHO-
11/01/2023	10/31/2023	6409	\$305.89	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/01/2023	10/31/2023	6409	\$310.60	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ GIFTS-IHO-LEPMPL
11/01/2023	10/31/2023	6409	\$372.83	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/NONPRINT/GIFT-IH-LEPM
11/01/2023	10/31/2023	6409	\$434.69	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIB MATLS
11/02/2023	10/31/2023	6409	\$50.64	LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	IHO-FOL GIFT/IHO-LEPMPL GIFT/
11/08/2023	10/31/2023	6409	\$26.96	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
11/08/2023	10/31/2023	6409	\$51.24	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
11/08/2023	10/31/2023	6409	\$164.91	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT/ GIFT-IHO-LEPMPL
11/08/2023	10/31/2023	6409	\$377.35	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
11/08/2023	10/31/2023	6409	\$294.34	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD/ NONPRINT
11/08/2023	10/31/2023	6409	\$360.35	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD/ NONPRINT/ GIFT-IHO-LEPMPL/
11/08/2023	10/31/2023	6409	\$403.73	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/08/2023	10/31/2023	6409	\$459.27	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/08/2023	10/31/2023	6409	\$150.64	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/08/2023	11/07/2023	6409	\$16.99	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
11/08/2023	11/07/2023	6409	\$146.60	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/08/2023	11/07/2023	6409	\$310.21	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/08/2023	11/07/2023	6409	\$109.03	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD/ GIFT-IHO-LEPMPL
11/14/2023	10/31/2023	6409	\$478.46	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/14/2023	10/31/2023	6409	\$119.73	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/14/2023	11/14/2023	6409	\$18.95	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
11/14/2023	11/14/2023	6409	\$20.32	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
11/14/2023	11/14/2023	6409	\$23.25	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
11/14/2023	11/14/2023	6409	\$57.16	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
11/14/2023	11/14/2023	6409	\$193.71	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
11/14/2023	11/14/2023	6409	\$279.36	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
11/14/2023	11/14/2023	6409	\$289.08	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ NONPRINT/ GIFT IHO-LEPM
11/14/2023	11/14/2023	6409	\$246.60	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ NONPRINT/ GIFT-IHO LEPM
11/14/2023	11/14/2023	6409	\$464.64	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/14/2023	11/14/2023	6409	\$257.16	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
11/14/2023	11/14/2023	6409	\$92.84	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV
11/20/2023	11/20/2023	6409	\$80.22	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/20/2023	11/20/2023	6409	\$109.89	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/20/2023	11/20/2023	6409	\$157.87	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT

11/20/2023	11/20/2023	6409	\$15.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/20/2023	11/20/2023	6409	\$28.98 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/20/2023	11/20/2023	6409	\$40.24 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/20/2023	11/20/2023	6409	\$45.79 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/20/2023	11/20/2023	6409	\$162.79 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/20/2023	11/20/2023	6409	\$173.56 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT
11/20/2023	11/20/2023	6409	\$285.60 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT / IHO - LEPMPL / IHO
11/20/2023	11/20/2023	6409	\$505.22 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/20/2023	11/20/2023	6409	\$394.61 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/20/2023	11/20/2023	6409	\$27.19 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
11/20/2023	11/20/2023	6409	\$87.72 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
11/20/2023	11/20/2023	6409	\$83.17 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT / IHO - FOL
11/20/2023	11/20/2023	6409	\$167.94 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
11/20/2023	11/20/2023	6409	\$100.13 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT
11/20/2023	11/20/2023	6409	\$176.52 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT
11/20/2023	11/20/2023	6409	\$191.55 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / BOOK BI
11/21/2023	11/21/2023	6409	\$79.49 LIBRARY MATERIALS-BOOKS-ADULT	BLACKSTONE AUDIO INC	AD PRINT
11/28/2023	11/28/2023	6409	\$57.49 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT / JUV
11/28/2023	11/28/2023	6409	\$196.14 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT PRINT
11/28/2023	11/28/2023	6409	\$199.96 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT PRINT
11/28/2023	11/28/2023	6409	\$241.12 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT PRINT
11/28/2023	11/28/2023	6409	\$466.04 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ IHO-LEPMPL/ L/D AD P
11/28/2023	11/28/2023	6409	\$528.30 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIB MATLS
11/28/2023	11/28/2023	6409	\$29.59 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
11/28/2023	11/28/2023	6409	\$123.95 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
11/28/2023	11/28/2023	6409	\$57.35 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/JUV
11/28/2023	11/28/2023	6409	\$141.53 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV
			\$12,909.49		
11/01/2023	10/31/2023	6409	\$66.15 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
11/01/2023	10/31/2023	6409	\$328.99 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
11/08/2023	11/07/2023	6409	\$480.93 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
11/14/2023	11/14/2023	6409	(\$29.99) LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
11/28/2023	11/28/2023	6409	\$39.82 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			\$885.90		
11/28/2023	11/28/2023	6409	\$147.01 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
			\$147.01		
11/01/2023	10/31/2023	6409	\$60.90 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/01/2023	10/31/2023	6409	\$118.90 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/01/2023	10/31/2023	6409	\$119.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/01/2023	10/31/2023	6409	\$52.24 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIB MATLS
11/01/2023	10/31/2023	6409	\$642.46 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIB MATLS
11/01/2023	10/31/2023	6409	\$19.25 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	AD PRINT/NONPRINT/GIFT-IH-LEPM
11/02/2023	10/31/2023	6409	\$284.71 LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIB MATLS - NONPRINT

11/08/2023	10/31/2023	6409	\$59.88	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/08/2023	10/31/2023	6409	\$136.31	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/08/2023	10/31/2023	6409	\$21.99	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	AD/ NONPRINT
11/08/2023	10/31/2023	6409	\$43.99	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	AD/ NONPRINT/ GIFT-IHO-LEPMPL/
11/08/2023	11/07/2023	6409	\$24.91	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/08/2023	11/07/2023	6409	\$36.65	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/08/2023	10/31/2023	6409	\$808.16	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
11/14/2023	10/31/2023	6409	\$538.50	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIB MATERIALS (NON-PRINT)
11/14/2023	10/31/2023	6409	\$560.90	LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS
11/14/2023	11/14/2023	6409	\$9.96	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/14/2023	11/14/2023	6409	\$137.83	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/14/2023	11/14/2023	6409	\$24.75	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	ADULT/ NONPRINT/ GIFT IHO-LEPM
11/14/2023	11/14/2023	6409	\$19.24	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	ADULT/ NONPRINT/ GIFT-IHO LEPM
11/20/2023	11/20/2023	6409	\$55.88	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/20/2023	11/20/2023	6409	\$108.11	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/20/2023	11/20/2023	6409	\$119.98	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/20/2023	11/20/2023	6409	(\$0.22)	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/20/2023	11/20/2023	6409	\$24.41	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/20/2023	11/20/2023	6409	\$33.00	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/20/2023	11/20/2023	6409	\$43.43	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/20/2023	11/20/2023	6409	\$261.63	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
11/20/2023	11/20/2023	6409	\$592.24	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
11/21/2023	11/21/2023	6409	\$174.22	LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	NONPRINT
11/21/2023	11/21/2023	6409	\$215.97	LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	NONPRINT
11/28/2023	11/28/2023	6409	(\$4.99)	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/28/2023	11/28/2023	6409	\$16.00	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/28/2023	11/28/2023	6409	\$59.99	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/28/2023	11/28/2023	6409	\$208.87	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/28/2023	11/28/2023	6409	\$30.25	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	JUV/ NONPRINT
11/28/2023	11/28/2023	6409	\$24.75	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	AD PRINT/ IHO-LEPMPL/ L/D AD P
11/28/2023	11/28/2023	6409	\$46.74	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIB MATLS
11/29/2023	11/29/2023	6409	\$374.44	LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIB MATLS - NONPRINT
			<u>\$6,106.21</u>			
11/01/2023	10/31/2023	6409	\$6,678.97	LIBRARY MATERIALS-PERIODICALS	COX SUBSCRIPTIONS INC	LIB MATLS - PERIODICALS
			<u>\$6,678.97</u>			
11/01/2023	10/31/2023	6409	(\$292.90)	LIBRARY MATLS-WELLNESS KITS	AMAZON COM SALES INC	GIFTS - MAYO WELLNESS KITS
11/01/2023	10/31/2023	6409	\$12.99	LIBRARY MATLS-WELLNESS KITS	AMAZON COM SALES INC	MAYO WELLNESS KITS - GIFTS
			<u>(\$279.91)</u>			
11/01/2023	10/31/2023	6409	\$28.95	MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFT - IHO - FOL
11/01/2023	10/31/2023	6409	\$209.23	MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFT-IHO FOL
11/02/2023	10/31/2023	6409	\$53.24	MATERIALS-BOOKMARKS	CENTER POINT INC	IHO-FOL GIFT/IHO-LEPMPL GIFT/
11/08/2023	10/31/2023	6409	\$18.90	MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/14/2023	10/31/2023	6409	\$30.77	MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS

11/14/2023	11/14/2023	6409	\$59.85 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ NONPRINT/ GIFT-IHO LEPM
11/14/2023	11/14/2023	6409	\$21.42 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/20/2023	11/20/2023	6409	\$42.68 MATERIALS-BOOKMARKS	AMAZON COM SALES INC	IHO - FOL
11/20/2023	11/20/2023	6409	\$19.53 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT / IHO - LEPMPL / IHO
11/20/2023	11/20/2023	6409	\$95.00 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/20/2023	11/20/2023	6409	\$28.79 MATERIALS-BOOKMARKS	CENGAGE LEARNING INC	IHO - LEPMPL / IHO - FOL
11/20/2023	11/20/2023	6409	\$25.59 MATERIALS-BOOKMARKS	CENGAGE LEARNING INC	AD PRINT / IHO - FOL
11/28/2023	11/28/2023	6409	\$77.91 MATERIALS-BOOKMARKS	CENTER POINT INC	LIB MATLS - IFO FOL
11/28/2023	11/28/2023	6409	\$79.86 MATERIALS-BOOKMARKS	CENTER POINT INC	LIB MATLS - IHO FOL / IHO LEPM
11/28/2023	11/28/2023	6409	\$20.16 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	LIB MATLS
			\$811.88		
11/01/2023	10/31/2023	6409	\$97.12 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS-IHO-LEPMPL
11/01/2023	10/31/2023	6409	\$150.54 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS-IHO LEPMPL
11/01/2023	10/31/2023	6409	\$61.54 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIB MATLS
11/01/2023	10/31/2023	6409	\$54.38 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	GIFT-IHO-LEPMPL
11/01/2023	10/31/2023	6409	\$12.73 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ GIFT-IHO-
11/01/2023	10/31/2023	6409	\$104.29 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ GIFTS-IHO-LEPMPL
11/01/2023	10/31/2023	6409	\$101.63 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/NONPRINT/GIFT-IH-LEPM
11/01/2023	10/31/2023	6409	\$123.63 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIB MATLS
11/02/2023	10/31/2023	6409	\$53.24 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	IHO-FOL GIFT/IHO-LEPMPL GIFT/
11/08/2023	10/31/2023	6409	\$26.96 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	ADULT/ GIFT-IHO-LEPMPL
11/08/2023	10/31/2023	6409	\$15.68 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD/ NONPRINT/ GIFT-IHO-LEPMPL/
11/08/2023	10/31/2023	6409	\$57.71 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/08/2023	10/31/2023	6409	\$170.21 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/08/2023	10/31/2023	6409	\$26.47 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/08/2023	11/07/2023	6409	\$58.87 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFT - IHO-LEPMPL
11/08/2023	11/07/2023	6409	\$42.54 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/ AD/ GIFT-IHO-LEPMPL
11/14/2023	10/31/2023	6409	\$53.46 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/14/2023	11/14/2023	6409	\$59.84 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ NONPRINT/ GIFT IHO-LEPM
11/14/2023	11/14/2023	6409	\$98.26 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ NONPRINT/ GIFT-IHO LEPM
11/14/2023	11/14/2023	6409	\$19.53 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/20/2023	11/20/2023	6409	\$12.99 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	IHO - LEPMPL
11/20/2023	11/20/2023	6409	\$32.48 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT / IHO - LEPMPL / IHO
11/20/2023	11/20/2023	6409	\$53.73 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/20/2023	11/20/2023	6409	\$26.39 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	IHO - LEPMPL
11/20/2023	11/20/2023	6409	\$27.99 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	IHO - LEPMPL / IHO - FOL
11/28/2023	11/28/2023	6409	\$51.94 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS - IHO FOL / IHO LEPM
11/28/2023	11/28/2023	6409	\$9.44 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ IHO-LEPMPL/ L/D AD P
11/28/2023	11/28/2023	6409	\$66.07 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIB MATLS
			\$1,669.66		

11/20/2023	11/20/2023	6409	\$16.32	MATERIALS-RESERVED FOR LIBR	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / BOOK BI
11/28/2023	11/28/2023	6409	\$17.67	MATERIALS-RESERVED FOR LIBR	BTAC ACQUISITION CORP	LIB MATLS
			\$33.99			
TOTAL LIBRARY MATERIALS-PERIODICALS			\$44,115.14			
11/01/2023	10/31/2023	6415	\$15.99	LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	JUV PRINT
11/01/2023	10/31/2023	6415	\$21.59	LOST/DAMAGED-BOOKS JUVENILLE	CENGAGE LEARNING INC	AD PRINT/ JUV PRINT
11/01/2023	10/31/2023	6415	\$28.78	LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV PRINT
11/01/2023	10/31/2023	6415	\$121.77	LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	LIB MATLS
11/08/2023	10/31/2023	6415	\$50.64	LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/08/2023	11/07/2023	6415	\$44.20	LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
11/14/2023	11/14/2023	6415	\$3.20	LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
11/20/2023	11/20/2023	6415	\$32.98	LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	JUV PRINT
11/20/2023	11/20/2023	6415	\$45.27	LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	JUV PRINT
11/20/2023	11/20/2023	6415	\$134.03	LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV PRINT
11/20/2023	11/20/2023	6415	\$47.77	LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT
11/20/2023	11/20/2023	6415	\$33.98	LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT
11/21/2023	10/31/2023	6415	\$25.00	LOST/DAMAGED-BOOKS JUVENILLE	VILLAGE OF FREDERIC	L/D JUV PRINT
			\$605.20			
11/01/2023	10/31/2023	6415	\$10.07	LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIB MATLS
11/01/2023	10/31/2023	6415	\$168.75	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/08/2023	10/31/2023	6415	\$74.14	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D ADULT
11/08/2023	10/31/2023	6415	\$50.46	LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	AD/ NONPRINT/ GIFT-IHO-LEPMPL/
11/08/2023	10/31/2023	6415	\$95.25	LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/08/2023	10/31/2023	6415	\$102.59	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/14/2023	10/31/2023	6415	\$22.40	LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/14/2023	10/31/2023	6415	\$23.75	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/20/2023	11/20/2023	6415	\$57.06	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
11/20/2023	11/20/2023	6415	\$151.88	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
11/20/2023	11/20/2023	6415	\$175.13	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/20/2023	11/20/2023	6415	\$93.46	LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
11/20/2023	11/20/2023	6415	\$48.06	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT
11/20/2023	11/20/2023	6415	\$5.10	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT
11/20/2023	11/20/2023	6415	\$88.04	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / BOOK BI
11/21/2023	11/21/2023	6415	\$27.00	LOST/DAMAGED-BOOKS-ADULT	CITY OF NEW RICHMOND	L/D ADULT
11/28/2023	11/28/2023	6415	\$17.98	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	ADULT PRINT
11/28/2023	11/28/2023	6415	\$24.55	LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ IHO-LEPMPL/ L/D AD P
11/28/2023	11/28/2023	6415	\$21.97	LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIB MATLS
			\$1,257.64			
11/01/2023	10/31/2023	6415	\$14.98	LOST/DAMAGED-NON-PRNT MATERIAL	MIDWEST TAPE LLC	LIB MATLS
11/08/2023	10/31/2023	6415	\$7.49	LOST/DAMAGED-NON-PRNT MATERIAL	MIDWEST TAPE LLC	LIBRARY MATERIALS
11/20/2023	11/20/2023	6415	\$93.69	LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
			\$116.16			

TOTAL LOST/DAMAGED-BOOKS JUVENILLE	\$1,979.00
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11/02/2023	10/31/2023	6450	\$134.96	GASOLINE		OCT FUEL CHARGES
TOTAL GASOLINE			\$134.96			

11/07/2023	10/23/2023	6460	\$69.94	REPAIR PARTS & SUPPLIES	VIKING ELECTRIC	LIGHT SWITCH FOR LIBRARY (RETU
11/07/2023	10/23/2023	6460	(\$69.94)	REPAIR PARTS & SUPPLIES	VIKING ELECTRIC	RETURN OF LIGHT SWITCH FOR LIB
TOTAL REPAIR PARTS & SUPPLIES			\$0.00			

11/07/2023	10/23/2023	6464	\$38.77	BLDG MTRLS & JNTRL SUPPLIES	MENARD INC	JANITORIAL SUPPLIES FOR UTILIT
11/07/2023	10/23/2023	6464	\$1,091.85	BLDG MTRLS & JNTRL SUPPLIES	SCHILLING SUPPLY COMPANY	SOAP DISPENSERS - library
11/07/2023	10/23/2023	6464	\$453.01	BLDG MTRLS & JNTRL SUPPLIES	DALCO ENTERPRISES	THREE (3) 40' INDUSTRIAL POWER
11/09/2023	10/31/2023	6464	\$985.09	BLDG MTRLS & JNTRL SUPPLIES		OCT PARTS CHARGES
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$2,568.72			

11/15/2023	09/30/2023	6490	\$3,060.00	EQUIPMENT PURCHASES (< \$5000)	ELM USA INC	EQUIPMENT
11/28/2023	11/28/2023	6490	\$3,985.00	EQUIPMENT PURCHASES (< \$5000)	ENVISIONWARE INC	CS EQUIPMENT
11/21/2023	11/21/2023	6490	\$429.00	EQUIPMENT PURCHASES (< \$5,000)	INDIANHEAD FEDERATED LIBRARY SYSTEM	CS EQUIPMENT
TOTAL EQUIPMENT PURCHASES (< \$5000)			\$7,474.00			

TOTAL OPERATING EXPENDITURES	\$387,633.81
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BILLS & CLAIMS - CAPITAL
Transactions Processed in November 2023

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
11/01/2023	08/31/2023	6810	\$24,622.03	CAPITAL COSTS	MARKET AND JOHNSON INC	CIP - PROFESSIONAL SERVICES LI
TOTAL CAPITAL COSTS			\$24,622.03			
TOTAL CAPITAL EXPENDITURES			\$24,622.03			

**Director's Report to the Library Board
December 2023**

**Administrative Services
Nancy Kerr, Library Director**



November seemed to fly by quickly, but thanks to our 4-week time study, we know exactly how our time was spent. While we have only just started to analyze results, I know that I was surprised to see how much time I spend on behavioral issues and replying to e-mail!

Toward the end of the month, we conducted interviews for a security monitor. We are also strategizing how we will handle a potential larger influx of people needing a place to be on a cold day, with the Haven House day shelter scheduled to close on December 12th. We appreciate all of the hard work the City staff are putting in, trying to help find a new location following the sale of the current day shelter building. We are recruiting for a new manager of Technical Services, as our wonderful department head Julie Woodruff will be retiring in January. Technical Services and Technology are two different things in libraries, with Technical Services doing many of the tasks that help select, purchase, process, and catalog our materials. Without the work done by Tech Services staff, new books wouldn't make it to the shelves in a timely fashion, nor would they be organized in a way that you could find them. Julie will be missed!

Shelly Collins-Fuerbringer, Deputy Director



I am so very pleased to share that we have hired Bill Gray as our new Security Monitor. When we began the search process, we landed on three words to describe the key things we were seeking in a successful candidate. Those three words are:

- **Compassion** - We need a security monitor to be fair in policy enforcement, minimize their personal biases and act with altruism.
- **Communication** - We need a security monitor to be a clear communicator when enforcing policy with customers, a consistent communicator to ensure equity in enforcement and a thorough communicator with the team.
- **Vigilance** - We need a security monitor to use common sense, think on their feet and be fair when identifying, addressing and documenting customer behavior.

Bill has the experience and know-how to accomplish these things and more. He comes to us with a varied background of experience which includes 28 years in law enforcement and over 12 years in security. He has a lot of training in de-escalation techniques and he has what it takes to build a positive rapport with our customers. We hope that you will welcome him to the library staff when you see him around the library in just a few short weeks.

November monthly ALB stats are included below.

ALB violations	November	YTD
Animals/not service	0	5
Attire/Odor	2	18
Blocked Access	21	159
Smoking/vaping products visible	16	94
Disruptive Noise	3	39
Sleeping	27	216
Inappropriate language/conversation	8	66
Inappropriate behavior	20	166
Making a mess	7	54
Alcohol/Drug Use	0	13
Damage to Property/stealing	0	21
Fighting/threatening/stalking/intimidating	5	19
Sexually explicit material	0	5
	109	875

Kimberly Hennings, Deputy Director



November was a busy month in Administration as the team is busy working on finalizing the strategic plan, time study results, hiring various positions, open enrollment, and 2024 wages and benefits. Thank you to Barb Langreck for all of her work on these various projects, especially the open enrollment process.

Kim attended a Diversity and Inclusion class at CVTC. The class explored foundational concepts of diversity, inclusion, equity and supervisory sensitivity to diverse employee populations.

The Friends of the L.E. Phillips Memorial Public Library's annual Give a Kid a Book program has begun for 2023. Every holiday season, this program donates books to local agencies in the community supporting families in need. Each year, the goal is for every child in need to receive a new book, because books provide kids with priceless memories of adventures, historical figures, creativity, and knowledge.



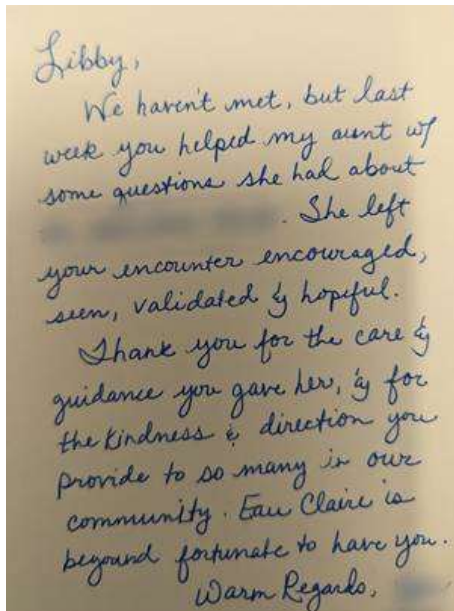
The Friends are also hosting the seasonal trains for the 2nd year as well! The Riverview Room has been transformed by the Standard Gauge Module Association as they display toy trains from 1906 to 1940. The exhibit is a 448 square foot standard gauge layout decorated for the season, featuring both original and reproduction model trains. Three

trains will run each day or night of the exhibit. Night trains which run on Tuesday and Thursday evenings will feature lighted cars.

Reference Services
Elizabeth Steans, Reference Services Manager



In November, Reference Services (RS) news is bountiful! Here are some highlights! We welcomed our new RS Assistant, Riley, to the team! Stephanie collaborated with Libby to gather health insurance resources to share with customers, resulting in the blog post [Health Insurance Season – An Information Professional's Guide](#).



Libby received a thank you note worth sharing (see image to left). Lately, she has seen an increase in referrals from hospitals that are working with individuals and families from all over the community. Based on her current service data trends, Libby is preparing for her service numbers to double in the coming winter months.

Jenny shares a message from a customer who appreciates the Home Delivery Service program, "Thanks for all the great books! I don't know if I told you this, but you are serving 2 people in this household. My disabled daughter also enjoys the books. So, thanks so much!"

Brad ran a successful International Games Month 2023 (IGM) offering special programs that include: compose your own game music, create your own game sprite, and DIY RPG.

Other RS programs and services stats in November:

- 10 Dabble Box (DB) open labs offered, 279 customers attended.
- 4 Stitch Club and 4 Sketch Club offerings in the DB; 58 total attended.
- 3 Maker in Residence workshops; 39 customers attended.
- 2 Glass Fusing events at Glass Orchards, 39 customers attended.

Several blogs were published promoting recommended reads, resources, and culture.

Have a look at these blogs for more:

- [Health Insurance Season](#) by Stephanie, Reference Services
- [Soaking in Imagination: The Power of a Humble Tub](#) by Christine, Reference Services
- [Noir November](#) by Jan, Reference Services
- [Live Generously with the Friends of the Library](#) by Stacy, Friends of the Library

2nd floor service desks documented **2,073** reference transactions in November 2023, which is a 26% increase in activity compared to November 2022.

Programming and Communications Services
Isa Small, PCS Manager



As Fall programming winds down to a close, PCS staff have turned their attention to developing promotional items for Spring (Jan.-May) programs and services. We typically like to get publicity materials out 6-8 weeks before programs, so the team will be working diligently to get all of these materials completed well before they are needed.

Get Your Marketing Engines Started...

With very few programs on the calendar for the remainder of the year, it was a good time for me to attend the Library Marketing and Communications Conference (LMCC), which was held in Indianapolis this year. The two-day conference was partially sponsored by the IFLS Library System, and I'd like to share my thank-you letter to IFLS with the board:

Dear Leah and IFLS Team,

I'd like to express my sincere gratitude to the IFLS Library System for the partial scholarship to attend the Library Marketing and Communications Conference (LMCC). I recognize how privileged I am to work at one of the larger public libraries in Wisconsin, with not just a single dedicated communications specialist, but a five-person team handling adult programming and communications. While I appreciate that aspect, it does make it difficult to connect with other library professionals in similar positions, since there aren't many similar positions in the state. Attending the LMCC conference provided the opportunity not only to learn new skills and perspectives, but also to connect with peer professionals in a way that I am not otherwise able to do so.

Overall, the consistent theme throughout the conference was centering the customer in all ways. Examples include thinking about how to define the audience of a specific message, finding hard data about the communities we serve and what their actual needs are, and ensuring that our efforts are developed for the ease and accessibility of customers—not the preferences of staff. Highlights from the conference include two specific sessions:

How to Say the Hard Things: Lessons Learned in Years of Crisis: This session focused on empirical data of the differences between what people leading difficult conversations tend to see as important and what the people receiving or participating in the communications think are critical to feel informed. It also emphasized that crisis communication begins well before a crisis arises by being proactive in communications and building a network of community support to lean on during difficult situations. This falls in line with many of the ideas we have discussed as part of our strategic planning process—to keep customers and City stakeholders informed about library policies and budgeting in order to build that general knowledge base.

Clarify Your Message and Build a StoryBrand for Your Library: This session was chock full of great practical advice as well as a plethora of examples, but perhaps the most beneficial thing for me was the reminder that, for general library marketing, the customer shouldn't just be the audience of the message, they should be able to see themselves as the “hero” of the library story, with the library serving as their even-keeled and knowledgeable guide. Incidentally, we have recently (and incidentally) started a similar initiative, but without the strategic framework. Having the tools from this workshop will help shape that campaign into a more impactful effort.

Again, I'd like to reiterate how grateful I am for the opportunity to attend the LMCC conference, learn new skills, develop new perspectives, and connect with other library communications professionals.

Many thanks,
Isa

Circulation Services
Paula Stanton, Circulation Manager



November was a month of thankful customers in the Circulation department. On two separate occasions, customers stopped to say thanks to all library staff for their patience and helpful attitudes. It was great to hear such words of appreciation.

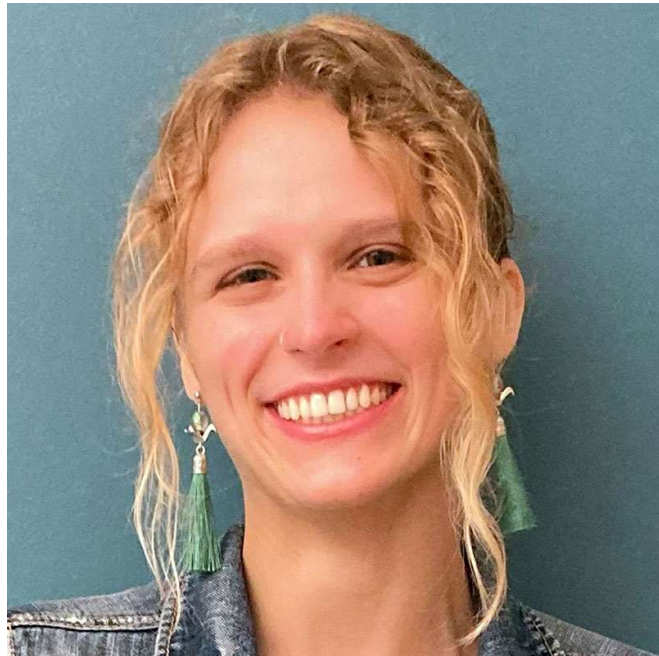
And speaking of giving thanks, the Circulation staff who worked the weekend after Thanksgiving celebrated in style with a Thanksgiving buffet [pictured] – with some of the sweet treats donated by thankful customers.

Desk Staff had a meeting where they learned tips and tricks for troubleshooting our aging self-check machines and discussed ways to improve the time study in the future. The Circulation MODs also met to celebrate the past year with a commemorative t-shirt



[pictured]. Several new staff also attended a webinar on how to respond to sexual harassment from customers.

Paula and Linda conducted interviews for the vacant Desk Clerk position. There were more than 40 applicants for the vacancy! After interviewing, Bergen Phelps was promoted to Desk Clerk after working 6 months as a Page. Bergen will begin training in December.



Technical Services
Julie Woodruff, Technical Services Manager



Our mission is to ensure the collection (both physical and online) is attractive, findable, and accessible to all customers and library staff. Our core values are quality, knowledge, collaboration, and innovation.

We finished the time study mid-November. All managers collected feedback from staff and are working on collating all the information. I've put all the TS staff information into one spreadsheet and am planning to come up with some conclusions in the next couple weeks. I'm also looking at the categories and trying to see if anything was missed when we do another study in the future.

The cutoff for 2023 materials ordering was December 1. The selectors have inundated us with carts and items to order. TS staff used to be able to spend some time in December finishing up projects and working on database cleanup; this December, we will be busy processing and cataloging. In the last couple weeks, we ordered close to \$20,000 through various vendors. We will be cleaning up old orders and finalizing 2023 collection expenditures in preparation for fiscal close in January.



Displays are an excellent way to highlight our various collections. Displays were created for holiday books in the Too Good to Miss fiction and large print fiction displays. The cube display on the second-floor had displays celebrating materials for American Indian Heritage month. The display unit by the customer services desk had displays

spotlighting Eat, Drink, Read and then changed mid-month to feature the lucky day holiday collection. The Cave display also featured American Indian Heritage month and then switched to holiday stories.

Information Technology
Kris Nickel, Technology Manager



In November I worked with Will from Heartland Business Systems to install and configure a new voice router. VoIP programming has now been separated off of the aging gateway router, and provides backup internal voice services to the library in the event of a major voice system outage.

I also assisted Mike with a confounding A/V problem in the Carnegie Room, in which the panels had stopped communicating with the other equipment. The system is almost equal parts A/V and networking, so the lines are definitely blurred when troubleshooting. The original vendor was not much help, as their primary technician with the institutional knowledge had recently quit. We then began downloading and installing the various configuration tools and dug in with educating ourselves and experimenting. I ultimately discovered that the vendor-supplied network switch for the Carnegie Room was configured much differently from the 3rd floor switch. After several configuration changes and testing, we were able to get everything up and running again.

Staff alerted me to a strange issue with the door access system, in which badging a particular door, unlocks another nearby door, and vice versa. After some troubleshooting I determined this was not a software problem and that it had to be related to wiring. I reached out to the vendor, Harris, who is looking into it. Stay tuned!



TO: Library Board
FROM: Nancy Kerr, Library Director
DATE: 12/8/2023
SUBJECT: NOVEMBER 2023 Budget Highlights

Following is a summary of the Library's budget position for period ending NOVEMBER 2023. Revenues and expenditures should be nearing the 91.67% received/spent range at this point.

REVENUES

- Fines and collection agency fees are tracking higher than expected by about \$2400.
- Electronic Copy Revenue and Copier Revenue (4451 & 4452) are showing more revenue than anticipated by more than \$3000.
- IFLS (4608 High Demand Holds are about half of what was expected.
- Misc. Service Revenue (4798) is showing 99.97% received. This account contains ACT 150/420 revenues. ACT 150 revenues use a formula to determine what should be paid to libraries furnishing services to communities without their own libraries.
- Interest Allocation (4802) is showing a huge increase due to the building project funds.
- Miscellaneous Reimbursement – Lost Items (4852) will be more than \$4000 higher than projected this year.
- Miscellaneous Revenue is going to end up at about \$4400 for the year, double the budgeted \$2200.
- Overall revenue at the end of November is currently \$190,924.60 above budgeted revenue.

EXPENDITURES

- Overall expenses are at 86.7% of the total expense appropriation for 2023, now that we are 91.66% through the budget year. We are able to make some unplanned expenditures for furniture and equipment, while at the same time hoping to not use fund balance and gift funds where possible.
- Miscellaneous Contractual (6198) is at 111.9%, primarily due to payment for temporary part-time security through PerMar.
- Telephones (6210) is at 181.1%, as apparently costs had increased quite a bit when we were in the temporary building.
- Lost/Damaged Collection Materials are at 106.7% - it is difficult to predict how much will be lost or damaged ahead of time.
- Gasoline prices led to our current 141% expenditures of this line item.
- Transfer to Debt Service is higher than the amount predicted during budget prep by City Finance.
- Custodial expenditures have been higher than predicted in wages, overtime, benefits, and gas service from an old, unpaid bill.
- Considering the challenges of predicting expenses in the "new" building, we are doing well.

Respectfully submitted,
Nancy Kerr

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2023 YTD BUDGET REPORT - Operating
For the Period Ended November 30, 2023

OBJ #	ACCOUNT NAME	2023 BUDGETED REVENUE	ACTUAL YTD REVENUE	RE- CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
	PUBLIC LIBRARY REVENUE					
4330	Library Fines & Miscellaneous Revenue	3,000.00	3,497.75	-	(497.75)	116.6%
4398	Other Penalties (Collection Agency)	2,000.00	3,371.00	-	(1,371.00)	168.6%
4451	Electronic Copy Revenue	4,000.00	7,045.73	-	(3,045.73)	176.1%
4452	Copier Revenue	2,000.00	1,663.77	-	336.23	83.2%
4562	Vending Commission	500.00	246.60	-	253.40	49.3%
4602	Service to Eau Claire County	902,600.00	997,539.00	-	(94,939.00)	110.5%
4608	IFLS	23,000.00	23,000.00	-	-	100.0%
4608	IFLS - High Demand Holds	10,000.00	4,999.75	-	5,000.25	50.0%
4636	Service Charges - Public Transit	1,400.00	1,182.03	-	217.97	84.4%
4694	ECASD - Misc Revenue		329.29		(329.29)	N/A
4798	Misc. Service Revenues (Act 150)	293,500.00	293,405.33	-	94.67	100.0%
4802	Interest Allocation	100.00	41,516.58	-	(41,416.58)	41516.6%
4834	Misc. Library Sales - Taxable	500.00	464.71	-	35.29	92.9%
4836	Misc. Grant Revenue	14,000.00	84,322.00	-	(70,322.00)	N/A
4850	Gift Revenue	84,698.00	65,877.51	-	18,820.49	77.8%
4852	Misc. Reimbursements-Lost Items	14,500.00	17,633.17	-	(3,133.17)	121.6%
4853	Energy Improvement Rebates				-	N/A
4854	Payment for Shared Expenses	1,000.00	200.00	-	800.00	20.0%
4855	Reimbursement from Employee		15.56	-	(15.56)	N/A
4858	Refund of Prior Year		-		-	N/A
4898	Miscellaneous Revenue	2,200.00	4,096.82	-	(1,896.82)	186.2%
5102	General Property Tax-City tsf from GF	4,725,884.00	4,725,900.00	-	(16.00)	100.0%
5152	Sale of Capital Assets	500.00	-	-	500.00	0.0%
		<u>\$ 6,085,382.00</u>	<u>\$ 6,276,306.60</u>	<u>\$ -</u>	<u>\$ (190,924.60)</u>	<u>103.1%</u>
5580	Fund Balance Used for Operating	211,000.00	-	-	211,000.00	0.0%
5586	Fund Balance Used - Donations Carryover	150,000.00	-		150,000.00	N/A
5590	Fund Balance Used for CIP	-	-	-	-	N/A
	TOTAL REVENUE	<u><u>\$ 6,446,382.00</u></u>	<u><u>\$ 6,276,306.60</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 170,075.40</u></u>	<u><u>97.4%</u></u>

OBJ #	ACCOUNT NAME	2023 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 2,803,000.00	\$ 2,399,834.32		\$ 403,165.68	85.6%
6030	Special Pays	500.00	197.31		302.69	39.5%
6040	Employer Paid Benefits	215,200.00	174,413.76		40,786.24	81.0%
6042	WRS (ER)	165,800.00	145,206.91		20,593.09	87.6%
6043	Health insurance-Employer	511,400.00	456,657.90		54,742.10	89.3%
6047	Health insurance Deductible	24,400.00	22,366.63		2,033.37	91.7%
6051	Retiree Health Insurance	61,200.00	53,466.51		7,733.49	87.4%
6052	Retiree Health Care Deductible	3,700.00	3,083.30		616.70	83.3%
6055	Vision Insurance		(21.51)		21.51	
6096	Auto Allowance	500.00	6.69		493.31	1.3%
6099	Misc. Reimbursements		-		-	N/A
6108	Unemployment Compensation		-		-	N/A
6110	Postage & Shipping	17,100.00	10,852.95	5,354.96	892.09	94.8%
6112	Computer Service Charges	136,955.99	87,119.20	1,713.00	48,123.79	64.9%
6116	Binding	500.00	-		500.00	N/A
6118	Advertising	20,000.00	19,344.45		655.55	96.7%
6120	Auditing	3,700.00	3,175.58		524.42	85.8%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	1,800.00	800.22		999.78	44.5%
6128	Repairs to Tools & Equip		292.41		(292.41)	N/A
6134	Lab/Medical Testing	400.00	-		400.00	N/A
6138	Equipment Rental				-	N/A
6142	Other Rental				-	N/A
6150	Special Services	9,000.00	7,045.40	1,054.60	900.00	90.0%
6153	Convenience Fees	1,500.00	1,056.07	-	443.93	70.4%
6156	Professional Services	26,000.00	19,162.77		6,837.23	73.7%
6160	Staff Training/Conference	20,400.00	15,140.37		5,259.63	74.2%
6162	Membership Dues	3,000.00	1,849.00		1,151.00	61.6%
6166	Recruitment Expenses		369.00		(369.00)	N/A
6198	Miscellaneous Contractual	94,488.20	103,481.01	2,209.11	(11,201.92)	111.9%
6210	Telephones	10,100.00	16,302.31	1,983.99	(8,186.30)	181.1%
6306	License & Permits				-	N/A
6308	Special Assessments	700.00	84.94		615.06	12.1%
6350	Liability & Property Insurance	31,000.00	25,833.30		5,166.70	83.3%
6398	Insurance Claims Reimbursement				-	N/A
6402	Office, AV, Library Supplies	46,000.00	41,899.64		4,100.36	91.1%
6405	Awards & Trophies	1,000.00	-		1,000.00	0.0%
6406	Library Program Supplies	29,800.00	10,280.02		19,519.98	34.5%
6409	Library Materials	400,000.00	355,033.96		44,966.04	88.8%

OBJ #	ACCOUNT NAME	2023 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	15,000.00	16,002.54		(1,002.54)	106.7%
6450	Gasoline	1,000.00	1,410.51		(410.51)	141.1%
6464	Bldg Materials/Janitorial Supplies		179.76		(179.76)	N/A
6490	Equipment Purchases < \$5000	82,200.00	62,919.19		19,280.81	76.5%
6495	Grant Expenditures		-		-	N/A
6496	Gift Expenditures	163,698.00	46,089.05		117,608.95	0.0%
6498	Other Materials & Supplies	700.00	-		700.00	0.0%
6802	Capital Purchases				-	0.0%
7020	Transfer to Debt Service	\$ 1,079,184.00	1,152,726.39	-	(73,542.39)	106.8%
7044	Transfer to Library Capital Projects				-	N/A
		<u>\$ 5,980,926.19</u>	<u>\$ 5,253,661.86</u>	<u>\$ 12,315.66</u>	<u>\$ 714,948.67</u>	<u>88.0%</u>

OBJ #	ACCOUNT NAME	2023 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
LIB CUSTODIAL EXPENDITURE						
6010	Payroll Wages	\$ 118,300.00	\$ 118,366.52		\$ (66.52)	100.1%
6020	Payroll Overtime	2,000.00	6,706.98		(4,706.98)	335.3%
6030	Special Pays	300.00	12.50		287.50	4.2%
6040	Employer Paid Benefits	10,200.00	9,131.07		1,068.93	76.8%
6042	WRS (ER)	7,800.00	7,831.37		(31.37)	357.5%
6043	Health Ins (ER)	29,800.00	27,883.28		1,916.72	6.8%
6047	Health Insurance Deductible	2,200.00	2,016.63		183.37	91.7%
6128	Repairs to Tools & Equipment	600.00	-		600.00	0.0%
6130	Repairs to Buildings	5,000.00	3,450.15		1,549.85	69.0%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	21,848.00	9,055.69	1,882.08	10,910.23	50.1%
6198	Miscellaneous Contractual	166,129.15	8,649.72	18,815.27	138,664.16	16.5%
6202	Electricity	85,000.00	66,765.63		18,234.37	78.5%
6208	Gas Service	12,000.00	37,372.98		(25,372.98)	311.4%
6215	Garbage Service	5,600.00	5,133.26		466.74	91.7%
6252	Water Service	2,500.00	1,630.90		869.10	65.2%
6254	Sewer Service	1,700.00	1,431.03		268.97	84.2%
6256	Storm water Charges	1,200.00	981.13		218.87	81.8%
6460	Repair Part & Supplies	.	393.08		(393.08)	0.0%
6464	Building Materials & Janitorial Supplies	12,000.00	11,356.87		643.13	94.6%
6490	Equipment Purchases	-		-	-	N/A
		<u>\$ 484,177.15</u>	<u>\$ 318,168.79</u>	<u>\$ 20,697.35</u>	<u>\$ 145,311.01</u>	<u>70.0%</u>
TOTAL EXPENSES		<u>\$ 6,465,103.34</u>	<u>\$ 5,571,830.65</u>	<u>\$ 33,013.01</u>	<u>\$ 860,259.68</u>	<u>86.7%</u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended November 30, 2023

OBJ #	ACCOUNT NAME	2023 CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUM- BRANCES	AVAILABLE BUDGET	% USED
490.5149	2019/2020/2022 LIBRARY IMPROVEMENTS					
4850	GIFTS & DONATIONS	\$ (8,500,000.00)	\$ (4,971,384.28)		(3,528,615.72)	
4853	ENERGY IMPROVEMENT REBATE		\$ (57,703.06)		57,703.06	
5114	TRANSFER FROM LIBRARY FUND BAL	-	(888,695.75)	-	888,695.75	
5590	FUND BALANCE USED FOR CIP	(12,058,012.00)	-	-	(12,058,012.00)	
	TOTAL REVENUE	<u>\$ (20,558,012.00)</u>	<u>\$ (5,917,783.09)</u>	<u>\$ -</u>	<u>\$ (14,640,228.91)</u>	
6198	MISC CONTRACTUAL SERVICES	-	25,546.27	-	(25,546.27)	
6156	PROFESSIONAL SERVICES	-	2,446,065.02	10,049.50	(2,456,114.52)	
6682	BOND ISSUANCE COSTS		32,497.65		(32,497.65)	
6810	CAPITAL COSTS	20,558,012.00	17,027,962.11	199,733.88	3,330,316.01	83.8%
6810.59037	SPACE REALLOCATION	-	138,060.62		(138,060.62)	
6810.59038	SELF-CHECK MACHINES	-	32,017.99	-	(32,017.99)	
	TOTAL EXPENSE	<u>\$ 20,558,012.00</u>	<u>\$ 19,702,149.66</u>	<u>\$ 209,783.38</u>	<u>\$ 646,078.96</u>	96.9%
490.5244	2020 BOND ISSUE COSTS					
6682	BOND ISSUE COSTS	\$ 65,000.00	\$ 53,851.28		\$ 11,148.72	
	TOTAL EXPENSE	65,000.00	53,851.28		11,148.72	
490.5428	2022 BOND ISSUE COSTS					
5590	FUND BALANCE USED FOR CIP	(50,000.00)			(50,000.00)	
	TOTAL REVENUE	(50,000.00)	-		(50,000.00)	
6682	BOND ISSUE COSTS	50,000.00			50,000.00	
	TOTAL EXPENSE	50,000.00	-		50,000.00	
TOTAL REVENUE - FUND 490		\$ (20,608,012.00)	\$ (5,917,783.09)		\$ (14,690,228.91)	
TOTAL EXPENSE - FUND 490		<u>\$ 20,673,012.00</u>	<u>\$ 19,756,000.94</u>	<u>\$ 209,783.38</u>	<u>\$ 707,227.68</u>	
TOTAL - FUND 490		<u>\$ 65,000.00</u>	<u>\$ 13,838,217.85</u>	<u>\$ 209,783.38</u>	<u>\$ (13,983,001.23)</u>	

November 2023 by the Numbers



PEOPLE

VISITORS: 21,472 Total this Month; 129,778 YTD (new door counter)

CARDHOLDERS: 18,760 City Residents; 28,001 Total Card Holders

CIRCULATION: 51,424 Total this Month; 583,085 YTD

CHILDREN'S (BIRTH–11): 17,618 Total this Month;
201,006 YTD



CHECKOUTS

HOME DELIVERY: 613 Total this Month; 7,334 YTD

BORROWED FROM MORE LIBRARIES:

6,158 Total this Month; 69,757 YTD

LOANED TO MORE LIBRARIES: 4,906 Total this Month;
55,306 YTD

INTERLIBRARY LOANS: 192 Incoming; 73 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 135,273 Public Wireless Internet Users;
1,509 Computer Users; 156,032 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,259 E-Books;
9,090 E-Audiobooks; 165 E-Videos; 15,273 E-Databases



PROGRAMS

AGES 0–5: 41 Programs this Month; 1,341 Attendees this Month;
8,903 Attendees YTD

AGES 6–11: 12 Programs this Month; 916 Attendees this Month;
13,487 Attendees YTD

AGES 12–18: 7 Programs this Month; 81 Attendees this Month; 867
Attendees YTD

AGES 19+: 5 Programs this Month; 82 Attendees this Month; 1147
Attendees YTD

ALL AGES: 26 Programs this Month; 834 Attendees this Month;
10,686 Attendees YTD

*** DRAFT* L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY WAGE PLAN - JANUARY 1, 2024**

101.25%

PAY GRADE	New Title	SALARY RANGE						
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
		1.035		1.035	1.03	1.03	1.025	
A	Page	\$ 11.80	\$ 12.23	\$ 12.64	\$ 13.04	\$ 13.42	\$ 13.75	\$ 16.52
		\$ 24,544.00	\$ 25,438.40	\$ 26,291.20	\$ 27,123.20	\$ 27,913.60	\$ 28,600.00	\$ 34,361.60
B	Desk Clerk	\$ 15.60	\$ 16.13	\$ 16.71	\$ 17.20	\$ 17.73	\$ 18.17	\$ 21.84
	Van Driver	\$ 32,448.00	\$ 33,550.40	\$ 34,756.80	\$ 35,776.00	\$ 36,878.40	\$ 37,793.60	\$ 45,427.20
C	NO CURRENT POSITIONS AT THIS LEVEL	\$ 18.18	\$ 18.83	\$ 19.47	\$ 20.06	\$ 20.67	\$ 21.20	\$ 25.46
		\$ 37,814.40	\$ 39,166.40	\$ 40,497.60	\$ 41,724.80	\$ 42,993.60	\$ 44,096.00	\$ 52,956.80
D	Library Assistant	\$ 19.11	\$ 19.78	\$ 20.46	\$ 21.09	\$ 21.71	\$ 22.25	\$ 26.75
		\$ 39,748.80	\$ 41,142.40	\$ 42,556.80	\$ 43,867.20	\$ 45,156.80	\$ 46,280.00	\$ 55,640.00
E	Page Coordinator	\$ 20.06	\$ 20.77	\$ 21.50	\$ 22.14	\$ 22.79	\$ 23.38	\$ 28.09
		\$ 41,724.80	\$ 43,201.60	\$ 44,720.00	\$ 46,051.20	\$ 47,403.20	\$ 48,630.40	\$ 58,427.20
F		\$ 24.39	\$ 25.23	\$ 26.11	\$ 26.89	\$ 27.70	\$ 28.39	\$ 34.14
		\$ 50,731.20	\$ 52,478.40	\$ 54,308.80	\$ 55,931.20	\$ 57,616.00	\$ 59,051.20	\$ 71,011.20
F	Administrative/Purchasing Coordinator							
F	Administrative/Human Resources Coordinator							
F	Programming & Communication Coordinator							
F	Youth Services Coordinator							
F	Reference Services Coordinator							
F	Circulation Services Coordinator							
F	Technical Services Associate							
G		\$ 26.87	\$ 27.80	\$ 28.79	\$ 29.65	\$ 30.54	\$ 31.31	\$ 37.62
		\$ 55,889.60	\$ 57,824.00	\$ 59,883.20	\$ 61,672.00	\$ 63,523.20	\$ 65,124.80	\$ 78,249.60
G	Adult Services Librarian							
G	Community Resources Specialist							
G	Digital and Marketing Services Specialist							
G	Early Literacy Outreach Librarian							
G	Programming & Communication Librarian							
G	Reference & Digital Resources Librarian							
G	Teen & Technology Librarian							

H	NO CURRENT POSITIONS AT THIS LEVEL	\$ 32.68	\$ 33.83	\$ 35.02	\$ 36.06	\$ 37.16	\$ 38.08	\$ 45.75
		\$ 67,974.40	\$ 70,366.40	\$ 72,841.60	\$ 75,004.80	\$ 77,292.80	\$ 79,206.40	\$ 95,160.00
I	NO CURRENT POSITIONS AT THIS LEVEL	\$ 34.31	\$ 35.51	\$ 36.76	\$ 37.86	\$ 39.00	\$ 39.96	\$ 48.05
		\$ 71,364.80	\$ 73,860.80	\$ 76,460.80	\$ 78,748.80	\$ 81,120.00	\$ 83,116.80	\$ 99,944.00
J		\$ 36.03	\$ 37.30	\$ 38.62	\$ 39.76	\$ 40.97	\$ 41.99	\$ 50.46
		\$ 74,942.40	\$ 77,584.00	\$ 80,329.60	\$ 82,700.80	\$ 85,217.60	\$ 87,339.20	\$ 104,956.80
J	Circulation Services Manager							
J	Programming & Communication Services Manager							
J	Reference Services Manager							
J	Technical Services Manager							
J	Technology Manager							
J	Youth Services Manager							
K	NO CURRENT POSITIONS AT THIS LEVEL	\$ 38.92	\$ 40.29	\$ 41.69	\$ 42.93	\$ 44.22	\$ 45.32	\$ 54.47
		\$ 80,953.60	\$ 83,803.20	\$ 86,715.20	\$ 89,294.40	\$ 91,977.60	\$ 94,265.60	\$ 113,297.60
L	Deputy Director	\$ 42.03	\$ 43.50	\$ 45.03	\$ 46.37	\$ 47.75	\$ 48.95	\$ 58.84
		\$ 87,422.40	\$ 90,480.00	\$ 93,662.40	\$ 96,449.60	\$ 99,320.00	\$ 101,816.00	\$ 122,387.20
M	Library Director	\$ 56.23	\$ 58.20	\$ 60.23	\$ 62.05	\$ 63.90	\$ 65.50	\$ 78.71
		\$ 116,958.40	\$ 121,056.00	\$ 125,278.40	\$ 129,064.00	\$ 132,912.00	\$ 136,240.00	\$ 163,716.80
In Range Calculations								
		Once employees move beyond step 6, wage increases are calculated by taking current rate of pay X cost of living increase X % increase as follows:						
		Step 6 to Step 7 - 2.5%		Step 7 to Step 8 - 2.0%		Step 8 to Step 9 - 2.0%		
		Step 9 to Step 10 - 1.5%		Step 10 to Step 11 - 1.5%		Step 11 to Step 12 - 1.25%		
		Step 12 to Step 13 - 1.25%		Step 13 to Step 14 - 1.25%		Step 14 to Step 15 - 1.25%		

DRAFT L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY WAGE PLAN - JULY 1, 2024								101.25%
PAY GRADE		SALARY RANGE						
New Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
			1.035	1.035	1.03	1.03	1.025	
A	Page	\$ 11.95	\$ 12.38	\$ 12.80	\$ 13.20	\$ 13.59	\$ 13.92	\$ 16.73
		\$ 24,856.00	\$ 25,750.40	\$ 26,624.00	\$ 27,456.00	\$ 28,267.20	\$ 28,953.60	\$ 34,798.40
B	Desk Clerk	\$ 15.80	\$ 16.33	\$ 16.92	\$ 17.42	\$ 17.95	\$ 18.40	\$ 22.11
	Van Driver	\$ 32,864.00	\$ 33,966.40	\$ 35,193.60	\$ 36,233.60	\$ 37,336.00	\$ 38,272.00	\$ 45,988.80
C	NO CURRENT POSITIONS AT THIS LEVEL	\$ 18.41	\$ 19.07	\$ 19.71	\$ 20.31	\$ 20.93	\$ 21.47	\$ 25.78
		\$ 38,292.80	\$ 39,665.60	\$ 40,996.80	\$ 42,244.80	\$ 43,534.40	\$ 44,657.60	\$ 53,622.40
D	Library Assistant	\$ 19.35	\$ 20.03	\$ 20.72	\$ 21.35	\$ 21.98	\$ 22.53	\$ 27.08
		\$ 40,248.00	\$ 41,662.40	\$ 43,097.60	\$ 44,408.00	\$ 45,718.40	\$ 46,862.40	\$ 56,326.40
E	Page Coordinator	\$ 20.31	\$ 21.03	\$ 21.77	\$ 22.42	\$ 23.07	\$ 23.67	\$ 28.44
		\$ 42,244.80	\$ 43,742.40	\$ 45,281.60	\$ 46,633.60	\$ 47,985.60	\$ 49,233.60	\$ 59,155.20
F		\$ 24.69	\$ 25.55	\$ 26.44	\$ 27.23	\$ 28.05	\$ 28.74	\$ 34.57
		\$ 51,355.20	\$ 53,144.00	\$ 54,995.20	\$ 56,638.40	\$ 58,344.00	\$ 59,779.20	\$ 71,905.60
F	Administrative/Purchasing Coordinator							
F	Administrative/Human Resources Coordinator							
F	Programming & Communication Coordinator							
F	Youth Services Coordinator							
F	Reference Services Coordinator							
F	Circulation Services Coordinator							
F	Technical Services Associate							
G		\$ 27.21	\$ 28.15	\$ 29.15	\$ 30.02	\$ 30.92	\$ 31.70	\$ 38.09
		\$ 56,596.80	\$ 58,552.00	\$ 60,632.00	\$ 62,441.60	\$ 64,313.60	\$ 65,936.00	\$ 79,227.20
G	Adult Services Librarian							
G	Community Resources Specialist							
G	Digital and Marketing Services Specialist							
G	Early Literacy Outreach Librarian							
G	Programming & Communication Librarian							
G	Reference & Digital Resources Librarian							
G	Teen & Technology Librarian							

H	NO CURRENT POSITIONS AT THIS LEVEL	\$ 33.09	\$ 34.25	\$ 35.46	\$ 36.51	\$ 37.62	\$ 38.56	\$ 46.32
		\$ 68,827.20	\$ 71,240.00	\$ 73,756.80	\$ 75,940.80	\$ 78,249.60	\$ 80,204.80	\$ 96,345.60
I	NO CURRENT POSITIONS AT THIS LEVEL	\$ 34.74	\$ 35.95	\$ 37.22	\$ 38.33	\$ 39.49	\$ 40.46	\$ 48.65
		\$ 72,259.20	\$ 74,776.00	\$ 77,417.60	\$ 79,726.40	\$ 82,139.20	\$ 84,156.80	\$ 101,192.00
J		\$ 36.48	\$ 37.77	\$ 39.10	\$ 40.26	\$ 41.48	\$ 42.51	\$ 51.09
		\$ 75,878.40	\$ 78,561.60	\$ 81,328.00	\$ 83,740.80	\$ 86,278.40	\$ 88,420.80	\$ 106,267.20
J	Circulation Services Manager							
J	Programming & Communication Services Manager							
J	Reference Services Manager							
J	Technical Services Manager							
J	Technology Manager							
J	Youth Services Manager							
K	NO CURRENT POSITIONS AT THIS LEVEL	\$ 39.41	\$ 40.79	\$ 42.21	\$ 43.47	\$ 44.77	\$ 45.89	\$ 55.15
		\$ 81,972.80	\$ 84,843.20	\$ 87,796.80	\$ 90,417.60	\$ 93,121.60	\$ 95,451.20	\$ 114,712.00
L	Deputy Director	\$ 42.56	\$ 44.04	\$ 45.59	\$ 46.95	\$ 48.35	\$ 49.56	\$ 59.58
		\$ 88,524.80	\$ 91,603.20	\$ 94,827.20	\$ 97,656.00	\$ 100,568.00	\$ 103,084.80	\$ 123,926.40
M	Library Director	\$ 56.93	\$ 58.93	\$ 60.98	\$ 62.83	\$ 64.70	\$ 66.32	\$ 79.69
		\$ 118,414.40	\$ 122,574.40	\$ 126,838.40	\$ 130,686.40	\$ 134,576.00	\$ 137,945.60	\$ 165,755.20
In Range Calculations								
		Once employees move beyond step 6, wage increases are calculated by taking current rate of pay X cost of living increase X % increase as follows:						
		Step 6 to Step 7 - 2.5%		Step 7 to Step 8 - 2.0%		Step 8 to Step 9 - 2.0%		
		Step 9 to Step 10 - 1.5%		Step 10 to Step 11 - 1.5%		Step 11 to Step 12 - 1.25%		
		Step 12 to Step 13 - 1.25%		Step 13 to Step 14 - 1.25%		Step 14 to Step 15 - 1.25%		



L.E. Phillips Memorial Public Library

FY 2024 ANNUAL BUDGET

The L.E. Phillips Memorial Public Library's mission is to promote lifelong learning, create collaborative spaces, and support open access to diverse materials and resources to enhance the quality of life in the community. The newly remodeled library building opened its doors to the public in September, 2022 and staff and customers have found many new opportunities and a few challenges in the expanded space. Customers have flocked to programs in the 3rd floor Riverview Room, with its capacity to host over 200 people at a meeting. They have also made full use of the many private study rooms available, as well as the three meeting rooms available for booking on the first floor. The large Dabble Box makerspace has allowed participants to use their creativity during classes and open labs. The Youth Services department reports a huge increase in program attendance, and adult reference questions are up by 40%. Many community groups large and small have enjoyed tours of the new spaces available.

With new and expanded spaces come some challenges. The library has experience an upswing in behavioral incidents, which has necessitated a security presence as well as extensive staff training in de-escalating sometimes confrontational situations. The library has more service points than pre-remodel, without an increase in personnel to staff those service points. Programs are in demand, involving more hands-on staff in program planning and execution, and the library is experiencing more requests for community outreach than it can fulfill. Parking is a challenge, with increased program attendance and fewer spaces.

The library is working on its new strategic plan, and has completed a staff survey and a public survey with more than 1200 responses. Focus groups are scheduled to meet in August, giving more opportunities for public input. The library exists to serve everyone in the community, and public input weighs heavily in every decision we make. We look forward to serving the community in this light, bright and beautiful building for years to come.

Public Library Revenues & Other Financing Sources

	2022 Actual	2023 Adopted Budget	2023 6-Month Actuals	2023 Projections	2024 Budget
Other Financing Sources	\$4,487,931	\$4,726,384	\$4,725,900	\$4,726,384	\$4,702,398
Charges For Services - Intergovernmental	\$877,022	\$937,000	\$513,473	\$1,031,939	\$1,004,202
Other Operating Revenue	\$291,221	\$293,500	\$293,405	\$293,500	\$293,405
Other Budgeted Receipts (Non-Gaap)	\$0	\$271,000	\$0	\$361,000	\$260,510
Miscellaneous Revenue	\$119,400	\$43,300	\$86,521	\$98,332	\$79,140
Charges For Services	\$6,143	\$6,500	\$4,723	\$6,500	\$9,155
Fines & Forfeitures	\$5,521	\$5,000	\$3,835	\$5,000	\$7,575
Intergovernmental Revenue	\$1,246	\$0	\$0	\$0	\$0
TOTAL	\$5,788,484	\$6,282,684	\$5,627,857	\$6,522,655	\$6,356,385

Public Library Expenditures & Other Financing Uses

	2022 Actual	2023 Adopted Budget	2023 6-Month Actuals	2023 Projections	2024 Budget
Personal Services	\$3,623,550	\$3,956,300	\$1,898,368	\$4,464,343	\$4,139,663
Other Financing Uses	\$970,841	\$1,079,184	\$1,152,726	\$920,000	\$945,298
Supplies & Materials	\$568,818	\$532,600	\$300,851	\$560,156	\$598,374
Contractual Services	\$737,216	\$616,800	\$218,739	\$441,381	\$507,900
Utilities	\$109,168	\$66,100	\$92,589	\$86,436	\$133,450
Fixed Charges	\$31,000	\$31,700	\$15,585	\$31,085	\$31,700
TOTAL	\$6,040,594	\$6,282,684	\$3,678,859	\$6,503,401	\$6,356,385

2024 Budget Notes

REVENUES:

<u>Account</u>	<u>Title/Comment</u>
4330	Library Fines & Miscellaneous Revenue ~ In 2018 the library adopted a Fines Free Policy to reduce barriers to library materials, improve the customer experience, and better align with our mission to the community. We estimate collecting close to \$3800 in 2023.
4398	Other Penalties ~ This account includes revenue from collection agency fees. We estimate collecting approximately \$3650 in 2024.
4451	AV/Electronic Copy Revenue ~ includes revenue from microfilm printers as well as printed copies from electronic data on public work stations through the print management system installed in the fall of 2017. Estimate for 2023: \$7600
4452	Copier Revenue ~ includes revenue for general copies and anticipated revenue is based on historical actuals. Estimate is \$1800 for 2023.
4562	Vending Commission ~ includes revenue received from the vending machines placed in the Library for public use. The Library has new vending machines in the remodeled building which were not available in the temp building. Est. \$260
4602	Service to Eau Claire County ~ Revenue has been computed per the County library services contract based on the most recently approved library budget. This account is calculated using expenditures and circulation numbers across the neighboring counties. The library receives 100% of the funding required by State law. Estimate for 2024 is \$974,972
4608	IFLS – Resource Library Contract ~ Funding for this account comes from IFLS as a \$23,000 annual payment. This funding is used to provide resources and access for all residents of the IFLS System and covers expenditures such as collection development, access payments for system residents and back up reference and interlibrary service. No change for 2024.

- 4608.50114 **High Demand Holds Reimbursement** ~ represents an annual payment from all MORE libraries to purchase additional items for the MORE system to meet multiple hold demands. The funding for the High Demand Holds was reduced for the 2023 Budget from \$15,000 to \$10,000. Estimate is \$5000 for 2024.
- 4636 **Service Charges to Public Transit** ~ This account shows revenue received from Transit in exchange for the library offering public sales of bus passes. Estimate \$1200 in 2023.
- 4798 **Miscellaneous Service Charges** ~ includes revenue from Barron, Buffalo, Chippewa, Clark, Dunn, Jackson, Pepin, Pierce, Price, Rusk, St Croix, Taylor and Trempealeau Counties as a result of Wisconsin's 1997 law "Act 150" dealing with reimbursement to public libraries for non-resident services within the system area and the addition of "Act 420" in 2008, which requires adjacent counties to pay libraries for use by rural residents. This account is calculated on library circulation and library expenditures. Estimate \$293,405.
- 4802 **Interest-pooled Deposits** The library receives interest on only gift funds held in investment accounts during the year. Estimate \$41,568.58. This is a much larger number than usual, due to the building project. This additional income was offset by a larger transfer to Debt Service than anticipated.
- 4834 **Miscellaneous Library Sales** ~ contains all items that are sold to the public and includes ear buds, disks, USB drives, fax cards and book bags. Est. \$500 in 2023
- 4836 **Miscellaneous Grant Revenue** ~ is not budgeted for as it is dependent upon variables that are not able to be anticipated. Any grants received during the budget year will be brought before the Library and City governing bodies to approve for appropriation at the time of acceptance. This year's large receipts are in most part due to the grant received for the Security Monitor.
- 4850 **Gift Revenue** ~ is budgeted at an amount equal to the annual anticipated Friends of the LE Phillips Memorial Public Library gift. Any additional gifts received during the budget year will be brought before the City's governing body to approve for appropriation either at the time of acceptance or quarterly. Gift revenue as of November, 2023 is \$65,877.51.

- 4852 **Miscellaneous Reimbursements** ~ is a direct reimbursement for lost and damaged items. This is partially offset by expenditures in account 6415 when items are purchased to replace the lost or damaged items. Est. \$19,100 in 2023.
- 4898 **Miscellaneous Revenue** ~ includes reimbursement for postage and photocopies charged to the Friends of the Library, ArtsWest entry fees, and other miscellaneous revenue. Estimate: \$4400 in 2023.
- 5102 **Transfer from General Fund** ~ Per direction in 2017 from the Department of Revenue, levy revenue is now shown as a transfer from the City's General Fund in this account and will include the tax levy for general operating and any additional allowable tax levy for Post 2005 debt service and bonding for CIP projects. From City Finance: \$4,702,398 for 2024.
- 5152 **Sale of Capital Assets** ~ is budgeted with minimal revenue as it is difficult to anticipate what assets will be sold throughout the year and what revenue might be realized by those sales. In 2022, the Library auctioned remaining furniture and equipment that will not be needed in the renovated building. As such, sales of capital assets are predicted to be minimal in 2023. Estimate \$0 for 2024
- 5580 **Fund Balance Used – Operating** ~ is the amount of operating fund balance that will be used as a one-time use for the purchase or replacement equipment such as computers, laptops, and printers. Est.: \$260,510 in 2024.

2024 Budget Notes

EXPENDITURES:

- | <u>Account</u> | <u>Title/Comment</u> |
|-----------------------|--|
| 6010 | Salaries ~ include an annual cost-of-living increase across the board of 1.25% on January 1 st and 1.25% on July 1 st that is consistent with the City's 2023 wage increase plans, and step increases. |
| 6030 | Special Pays ~ Previously, this account was used to cover longevity payments. The 2018 Library wage study incorporated all longevity payments into the employee's hourly wages, therefore the majority of funds in this account were transferred to the payroll wages account in the 2018 budget where they will be realized going forward. |

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- 6040 **Employer Paid Benefits** ~ includes items such as Social Security and Life insurance benefits paid by the employer.
- 6042 **WRS** ~rates increased in 2023 to 6.8% up from 6.5% in 2023.
- 6043 **Health Insurance-Employer** ~ Insurance premiums increased 2% for 2023.
- 6047 **Health Insurance Deductible** ~ is employer-paid if the employee completes a 3-part health assessment. There are a number of other requirements that need to be met annually by the employee, to retain full deductible coverage and reduced premiums.
- 6051 **Retiree Health Insurance** ~
- 6052 **Retiree Health Insurance Deductible** ~ This account covers deductible costs for retirees who take part in the wellness program. Estimate \$42,207 in 2024.
- 6096 **Auto Allowance** ~ The Library offers its employees an auto allowance for use of their personal vehicle for library purposes to help offset the cost. Est. \$500
- 6110 **Postage and Shipping** ~ Postage and shipping costs have increased. Estimate for \$2024 is \$20,000.
- 6112 **Computer Service Charges** ~ include maintenance of the Library's local area network; the Library's share of support for the City's shared financial system.
- 6118 **Advertising** ~ This account shows expenditures for general Library advertising. This amount is found in 2502046, not in Admin 2502040.
- 6120 **Auditing** ~ The Library is part of the City-wide audit contract and is charged based on percentage of combined revenue and expense. Est. \$3200.
- 6126 **Repairs & Maintenance to Auto Equipment** ~ repairs and maintenance to the library delivery van, car wash cards. The man may need major transmission work, so this line has been increased to \$8000 for 2024.
- 6150 **Special Services** ~ includes such regular contractual expenditures as collection agency services, security equipment maintenance, shredding services and document imaging services. Est. \$9900.
- 6156 **Professional Services** ~ includes all fees associated with presenters and performers utilized in library programs throughout the year.

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- 6160 **Training/Meetings** ~ includes all workshops, on-line webinars, seminars and conferences that allow staff to stay updated on current library issues, events and continuing education. Estimate \$20,000.
- 6162 **Membership Dues** ~ include costs for memberships to professional organizations such as the American Library Association (ALA), Wisconsin Library Association (WLA) or the Public Library Association (PLA) and local organizations. \$3000
- 6166 **Recruitment Expense** ~ covers expenses involved in filling professional and managerial positions. We need to increase this amount from previous years as we need to cast a wider net for applicants.
- 6198 **Miscellaneous Contractual** ~ includes Sec. 125 plan administration, IFLS/MORE, computer waste recycling, scheduling software, etc. Est. \$130,000 in 2024
- 6210 **Telephone Service** ~ is based on historical actual costs. Est. \$21,000
- 6308 **Special Assessments** ~ covers special tax assessments, including the “whiteway” lighting charge for street lights. Rarely used. \$700
- 6350 **Insurance** ~ includes property, general liability, worker's compensation, public official insurance, and the library's share of the pooled risk management costs from the City of Eau Claire. Estimate \$31,000
- 6402 **Office, AV, Library Supplies** ~ includes charges for office and general supply items for all library divisions. General supply demand may increase with an increase in customer traffic, but most supplies have now been centralized in one location to avoid purchasing duplication.
- 6405 **Awards & Trophies** ~ Gifts and awards for departing staff and board members, recognition of volunteers.
- 6406 **Library Program Supplies** ~ covers supplies used in specific library programs offered to the public. Program attendance has increased in the new building.
- 6409 **Library Materials** ~ includes all purchased collection materials (excluding the replacement of lost or damaged items). Demand and usage patterns are studied carefully.
- 6409.50114 **High Demand Holds** ~ Allows for matching expenditures to account 4608.50114 for revenue received specifically to meet the demand for multiple holds on

circulating materials. This amount was decreased this year (MORE budget) from \$15,000 to \$10,000. Estimate \$5000

- 6415 **Lost/Damaged Collection Materials** ~ includes funds to replace lost or damaged materials. Estimate for 2023 is over \$17,000, an increase over previous years.
- 6450 **Gasoline** ~ covers fuel for the delivery van.
- 6490 **Equipment Purchases** ~ includes equipment costing less than \$5,000 per item. Budget for this account varies each year depending on equipment needs specific to that year. Examples: door access cards, card printer, PCS Equipment
- 6495 **Grant Expenditures** ~ Unspent grant funds from previous years are carried forward to the next year.
- 6496 **Gift Expenditures** ~ Unspent gifts funds from previous years are carried forward to the next year.
- 6498 **Other Materials & Supplies** ~ includes purchases for other miscellaneous materials and supplies such as items purchased for resale. These items include ear buds, book bags, USBs, fax cards, etc.
- 6802 **Capital Purchases** ~ are items costing more than \$5,000 per item that are not considered to be capital improvement items.
- 7020 **Transfer to Debt Service** ~ covers bonds issued to pay off prior service charges with the Wisconsin Retirement Service in 2009 and any library Capital Improvements designated to be funded by bond sales. Actual number calculated by City Finance. The 2023 amount was \$1,152,726.39, an increase of \$73,542.30 over the earlier prediction received from the City.

Program 2052: Custodial Services

- 6010-6110 **Custodial payroll** ~ is determined by the City of Eau Claire pay scales.
- 6128 **Repairs to Tools & Equipment** ~ This account covers repairs to custodial tools & equipment.
- 6130 **Repairs to Building** ~ This account covers any minor operational type repairs to the building and building operating systems. Recommended increase to \$25,000 from \$5000 due to remodeled building needs.
- 6150 **Special Services** ~ This account covers such contracts as elevator inspections, plant rental and pest control. No change.
- 6198 **Misc. Contractual** ~ Elevator maintenance, fire alarm monitoring, systems testing
- 6202 **Electricity** ~ Estimate 5% increase due to Xcel energy forecast,
- 6208 **Gas Service** ~ Reduced cost due to installation of the geothermal system.
- 6214 **Garbage Service** ~ Garbage service for the Library is provided by the City.
- 6252 **Water Service** ~ No change from 2023.
- 6254 **Sewer Service** ~ Charges should remain stable for 2024.
- 6256 **Storm Water Service** ~ Charges are expected to remain the same for 2024.
- 6464 **Building Materials** ~ This account covers such items as janitorial supplies and monthly rug service. In 2017, the Library began purchasing its own janitorial supplies thereby reducing costs overhead costs previously charged to the Library by the Stores Division of the City offices.



L.E. Phillips Memorial
Public Library

Number: 6
Category: Circulation and Collection
Development Management

Policy Title: LIBRARY CARDS FOR INSTITUTIONS
Date adopted: 11/21/86
Date amended: 11/19/09; 08/18/11; 12/18/14; 11/16/17; 12/17/20; 12/14/23
Date last reviewed: 12/14/23~~12/17/20~~

Cards may be issued to the following institutions:

- Governmental agencies and departments
- Hospital departments
- Businesses
- Nursing homes and group homes
- Schools
- Pre-schools and licensed daycare centers
- Professional offices and clinics
- Schools of Higher Education
- Religious institutions
- Service organizations
- Other, as determined by Circulation Manager

Cards will be issued only after receipt of a letter of application on letterhead, from a financially-responsible officer of the institution, expressing the institution's acceptance of responsibility for all fines, fees, and charges, including charges for damaged or lost materials.—The letter must also designate a contact person within the organization for handling any library matters.

The same privileges and policies which apply to individual cardholders will also apply to institutional cardholders except [items in the Library of Things collection that iPads or Wi-Fi hotspots](#)—may not be checked out on an institutional card.—The institution assumes responsibility for any library materials checked out on its card.—The institution is responsible for ensuring authorized access to its card.—The Library will not maintain a list of authorized users for an institution; users must present the card [or a digital copy of the card](#) at [the](#) time of checkout to access the account.—The institution will notify the Library in the event their library card is lost or stolen.

Institutional cards are not to be used by employees of an institution for their own personal purpose unrelated to their work.—They are expected to apply for personal cards for those purposes.