



PUBLIC NOTICE

Thursday, February 15, 2024, 5:00 p.m.
Carnegie Room - L.E. Phillips Memorial Public Library
400 Eau Claire St., Eau Claire, Wisconsin

AGENDA

- 1) Member Roll Call
 - 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. 18)
 - b) Financial Report (pg. 30)
 - c) Statistical Report (pg. 34)
 - 4) Board President report/comments (Pesicka)
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OPEN SESSION

- 5) Consideration of New Business
 - A. Security Monitor introduction (Kerr)
 - B. Staff presentation on Genealogy Resources (Thompson)
 - C. Bylaws update (Contant)
 - D. Discussion of and action on Strategic Plan (Kerr) (pg. 35)
 - E. Year-end statistics (Kerr)
 - F. Discussion of and action on Annual report draft (Kerr)
 - G. Discussion of and action on Section 5 of the Employment Handbook (Hennings) (pg. 37)
 - H. Discussion of and action on Epidemic and Library Health Emergency policy (Hennings) (pg. 40)
 - I. Discussion of and action on Annual Goals for Library Director policy (Hennings) (pg. 43)
- 6) Committee Reports
 - A. Friends of the Library
 - B. IFLS
- 7) Directives from the Library Board to the Library Director
- 8) Next meeting: March 21, 2024
- 9) 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, January 18, 2024 at 5:00 p.m.

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

CITIZEN COMMENTS

None

CONSENT AGENDA

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

BOARD PRESIDENT COMMENTS

- Charlie and Gary are working on a staff recognition event. More details to come.
- Gary attended the meeting with Nancy at the city which was held for the purpose of better aligning library policies with city policies and practices where it makes sense to do so in order to enhance communication between the two entities and to explore commonality with city departments.
- Nancy, Kim, and Gary will be meeting with Eau Claire Community Foundation to discuss promoting the library's endowment fund.

CONSIDERATION OF NEW BUSINESS

- A. Paula Stanton presented annual circulation statistics to the board.
- B. The bylaws update has been moved to the February meeting.
- C. Another round of interviews for Technical Services Manager will be held at the end of January.
- D. On a motion made by Jill Markgraf and seconded by Josh Miller, the board unanimously approved the Telecommuting policy which replaces the Work from Home policy.
- E. On a motion made by Jill Markgraf and seconded by Charlie Schell, the board unanimously approved the proposed changes to the Sale of Print and Non-Print Materials by Authors and Performers in the Library policy.
- F. On a motion made by Josh Miller and seconded by Jill Markgraf, the board unanimously approved the proposed changes to Section 4 of the Employee Handbook.
- G. On a motion made by Jill Markgraf and seconded by Charlie Schell, the board unanimously approved to accept the \$19,000 Pablo Foundation Grant to go towards book distribution programs.

COMMITTEE REPORTS

Friends of the Library – Charlie Schell

- The Friends Pop Up Bag Sale will be February 10th.
- Last years Give A Kid A Book program was the largest ever with over 4,100 books given away.
- The train exhibit profit was \$5,543 which was up about \$800 from the previous year

IFLS – Jill Markgraf

- No report

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

- None

NEXT MEETING – February 15, 2024

ADJOURNMENT

On a motion made by Joshua Miller and seconded by Charlie Schell, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Barb Langreck, Administrative & Human Resources Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 02/07/2024
SUBJECT: JANUARY 2024 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending January 31, 2024

Operating Expenditures for the month (includes supplemental bill & claims and p-card purchases)	\$671,691.61
CIP Expenditures for the month	
Total	\$671,691.61

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 6112 Computer Service Charges
 - \$4,863.76 paid to Tyler Technologies for Munis 2024 annual fees
 - \$1,620.00 paid to Heartland Business Systems for Cisco Duo Security License
 - \$41,846.49 paid to IFLS for MORE annual operating/maintenance charges
 - \$1,790.00 paid to Mid-America Business Systems for Annual Service Agreement for ScanPro
 - \$5,991.75 paid to CDW for Adobe Creative Cloud for Teams
2. Account 6130 Repairs to Buildings
 - \$1,298.45 paid to Tweet Garot for camera drain piping
3. Account 6156 Professional Services
 - \$1,950.00 paid to Glass Orchard for Dabble Box event
4. Account 6160 Training/Meetings
 - \$1,724.40 paid to CVTC for staff training event for MLK day
5. Account 6198 Misc Contractual
 - \$69,295.32 paid to IFLS for MORE annual operating/maintenance charges
 - \$1,000.00 paid to Barstow & Grand for co-sponsorship of event
 - \$1,722.44 paid to JFTCO for 2023 planned generator maintenance
 - \$1,020.00 paid to Viking Automatic Sprinkler for fire sprinkler system annual inspection
6. Account 6254 Sewer Service
 - \$2,482.83 paid to City of Eau Claire for sewer service

7. Account 6406 Program Supplies
 - \$1,300 paid to Hillcraft of WI for Dabble Box program supplies
8. Account 6464 Building Materials & Janitorial Supplies
 - \$2,424.61 paid to City of Eau Claire for December parts charges
9. Account 6490 Equipment
 - \$3,424.53 paid to CDW-G for color scanner for Dabble Box

BILLS & CLAIMS - OPERATING
Transactions Processed in January 2024

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
01/05/2024	01/05/2024	6010	\$5,762.92	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/05/24
			<u>\$5,762.92</u>			
01/10/2024	01/12/2024	6010	\$20,356.54	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6010	\$860.48	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6010	\$16,766.54	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6010	\$24,429.34	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6010	\$18,229.47	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6010	\$13,493.42	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6010	\$11,842.53	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6010	\$3,525.60	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
			<u>\$109,503.92</u>			
01/19/2024	01/19/2024	6010	\$7,993.90	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/19/24
			<u>\$7,993.90</u>			
01/24/2024	01/26/2024	6010	\$20,774.13	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6010	\$2,151.20	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6010	\$16,317.42	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6010	\$26,268.47	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6010	\$18,047.78	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6010	\$13,615.98	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6010	\$12,196.39	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6010	\$3,582.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
			<u>\$112,953.77</u>			
01/03/2024	12/29/2023	6010	\$18,194.87	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6010	\$16,460.51	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6010	\$24,500.87	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6010	\$17,888.17	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6010	\$14,266.74	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6010	\$11,654.76	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6010	\$3,468.80	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
			<u>\$106,434.72</u>			
TOTAL PAYROLL WAGES			<u>\$342,649.23</u>			
01/05/2024	01/05/2024	6020	\$174.27	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/05/24
			<u>\$174.27</u>			

01/19/2024	01/19/2024	6020	\$470.39 PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/19/24
			<u>\$470.39</u>		
TOTAL PAYROLL OVERTIME			<u>\$644.66</u>		
01/03/2024	12/31/2023	6040	\$1.94 EMPLOYER PAID BENEFITS		DEC LIFE INSURANCE
			<u>\$1.94</u>		
01/05/2024	01/05/2024	6040	\$439.17 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/05/24
			<u>\$439.17</u>		
01/10/2024	01/12/2024	6040	\$1,481.64 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6040	\$65.83 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6040	\$1,253.39 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6040	\$1,834.54 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6040	\$1,358.32 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6040	\$950.39 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6040	\$844.74 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6040	\$257.44 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
			<u>\$8,046.29</u>		
01/19/2024	01/19/2024	6040	\$612.75 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/19/24
			<u>\$612.75</u>		
01/24/2024	01/26/2024	6040	\$1,489.34 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6040	\$164.56 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6040	\$1,210.24 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6040	\$1,939.74 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6040	\$1,339.23 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6040	\$953.23 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6040	\$848.88 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6040	\$261.78 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
			<u>\$8,207.00</u>		
01/03/2024	12/29/2023	6040	\$1,363.10 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6040	\$1,228.05 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6040	\$1,862.75 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6040	\$1,361.37 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6040	\$1,077.57 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6040	\$869.85 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6040	\$265.37 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
			<u>\$8,028.06</u>		
TOTAL EMPLOYER PAID BENEFITS			<u>\$25,335.21</u>		

01/05/2024	01/05/2024	6042	\$333.50 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/05/24
			<u>\$333.50</u>		
01/10/2024	01/12/2024	6042	\$1,246.11 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6042	\$1,049.02 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6042	\$1,252.18 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6042	\$1,198.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6042	\$915.74 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6042	\$817.14 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6042	\$243.27 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
			<u>\$6,721.56</u>		
01/19/2024	01/19/2024	6042	\$336.64 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/19/24
			<u>\$336.64</u>		
01/24/2024	01/26/2024	6042	\$1,216.43 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6042	\$1,072.25 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6042	\$1,327.75 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6042	\$1,189.26 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6042	\$939.51 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6042	\$841.55 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6042	\$247.19 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
			<u>\$6,833.94</u>		
01/03/2024	12/29/2023	6042	\$1,160.46 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6042	\$1,017.18 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6042	\$1,262.48 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6042	\$1,167.63 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6042	\$895.91 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6042	\$792.53 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
01/03/2024	12/29/2023	6042	\$235.88 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/29/23
			<u>\$6,532.07</u>		
TOTAL WRS(ER)			<u>\$20,757.71</u>		
01/04/2024	12/31/2023	6043	(\$2,217.15) HEALTH INS(ER)	DEC HEALTH INSURANCE	
			<u>(\$2,217.15)</u>		
01/05/2024	01/05/2024	6043	(\$23.96) HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/05/24
01/05/2024	01/05/2024	6043	\$1,025.72 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/05/24
			<u>\$1,001.76</u>		

01/10/2024	01/12/2024	6043	\$4,598.17 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6043	\$3,834.41 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6043	\$2,441.36 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6043	\$5,129.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
01/10/2024	01/12/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
			\$21,863.41		
01/19/2024	01/19/2024	6043	(\$87.61) HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/19/24
01/19/2024	01/19/2024	6043	\$914.73 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/19/24
			\$827.12		
01/24/2024	01/26/2024	6043	\$4,509.12 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6043	\$3,990.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6043	\$2,311.10 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6043	\$5,192.95 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
01/24/2024	01/26/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/26/24
			\$21,863.41		
TOTAL HEALTH INS(ER)			\$43,338.55		
01/04/2024	12/31/2023	6047	\$2,033.33 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
01/04/2024	12/31/2023	6047	\$183.33 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,216.66		
01/10/2024	01/09/2024	6051	\$1,689.74 RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	HEALTH INSURANCE PREMIUMS
01/10/2024	01/09/2024	6051	\$1,689.74 RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	HEALTH INSURANCE PREMIUMS
01/10/2024	01/09/2024	6051	\$2,813.75 RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	HEALTH INSURANCE PREMIUMS
01/10/2024	01/09/2024	6051	\$2,813.75 RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	HEALTH INSURANCE PREMIUMS
TOTAL RETIREE-HLTH INS			\$9,006.98		
01/11/2024	12/31/2023	6052	(\$308.33) RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
01/11/2024	12/31/2023	6052	\$308.37 RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$0.04		
01/10/2024	12/31/2023	6110	\$967.03 POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
01/17/2024	12/31/2023	6110	\$192.70 POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
TOTAL POSTAGE & SHIPPING			\$1,159.73		
01/03/2024	01/02/2024	6112	\$4,863.76 COMPUTER SERVICE CHARGES	TYLER TECHNOLOGIES INC	Munis 2024 Annual Fees
01/08/2024	12/21/2023	6112	\$99.00 COMPUTER SERVICE CHARGES	ROCKETGENIUS, INC.	COMPUTER SERVICE CHARGE (GRAVI

01/08/2024	12/21/2023	6112	\$199.99	COMPUTER SERVICE CHARGES	GODADDY.COM	COMPUTER SOFTWARE STORES (DOMA
01/08/2024	12/21/2023	6112	\$702.00	COMPUTER SERVICE CHARGES	SITEGROUND HOSTING	COMPUTER SERVICE CHARGE (CLOUD
01/08/2024	12/21/2023	6112	\$79.20	COMPUTER SERVICE CHARGES	WP ROCKET	Website software
01/08/2024	12/21/2023	6112	\$149.00	COMPUTER SERVICE CHARGES	MAILPOET	COMPUTER SERVICE CHARGE
01/10/2024	12/31/2023	6112	\$1,620.00	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
01/24/2024	01/24/2024	6112	\$455.47	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
01/31/2024	01/30/2024	6112	\$159.00	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
01/31/2024	01/30/2024	6112	\$41,846.49	COMPUTER SERVICE CHARGES	INDIANHEAD FEDERATED LIBRARY SYSTEM	MORE ANNUAL OPERATING/MAINT CH
01/31/2024	01/30/2024	6112	\$1,790.00	COMPUTER SERVICE CHARGES	MID-AMERICA BUSINESS SYSTEMS &	COMPUTER SERVICE CHARGES
01/31/2024	01/30/2024	6112	\$5,991.75	COMPUTER SERVICE CHARGES	CDW LLC	COMPUTER SERVICE CHARGES
TOTAL COMPUTER SERVICE CHARGES			\$57,955.66			
01/08/2024	12/21/2023	6118	\$36.50	ADVERTISING/MARKETING	FACEBK 24BWKBPRA2	PCS ADVERTISING SERVICES
01/08/2024	12/21/2023	6118	\$5.16	ADVERTISING/MARKETING	FACEBK 24BWKBPRA2	PCS ADVERTISING SERVICES
01/08/2024	12/21/2023	6118	\$50.00	ADVERTISING/MARKETING	FSP*ALLEGRA-IMAGE360-STAR	PCS ADVERTISING
TOTAL ADVERTISING/MARKETING			\$91.66			
01/31/2024	01/30/2024	6130	\$1,298.45	REPAIRS TO BUILDINGS	TWEET GAROT MECHANICAL INC	REPAIRS TO BUILDING
01/31/2024	01/30/2024	6130	\$529.74	REPAIRS TO BUILDINGS	ASSA ABLOY ENTRANCE SYSTEMS US INC	REPAIRS TO BUILDING
TOTAL REPAIRS TO BUILDINGS			\$1,828.19			
01/17/2024	12/31/2023	6150	\$48.00	SPECIAL SERVICES	SHREDAWAY USA INC	SPECIAL SERVICES
01/24/2024	12/31/2023	6150	\$401.70	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	SPECIAL SERVICES - COLLECTION
01/10/2024	12/31/2023	6150	\$392.00	SPECIAL SERVICES	HEATHER C LEISZ	SPECIAL SERVICES
01/10/2024	12/21/2023	6150	\$6.00	SPECIAL SERVICES	SQUARE INC	MONITOR RECYCLING FOR LIBRARY
TOTAL SPECIAL SERVICES			\$847.70			
01/12/2024	12/01/2023	6153	\$68.98	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			\$68.98			
01/18/2024	05/31/2023	6156	\$107.50	PROFESSIONAL SERVICES	CRIVELLO CARLSON S C	PROFESSIONAL SERVICES
01/18/2024	07/31/2023	6156	\$21.50	PROFESSIONAL SERVICES	CRIVELLO CARLSON S C	PROFESSIONAL SERVICES
01/24/2024	01/23/2024	6156	\$600.00	PROFESSIONAL SERVICES	JAMES RYAN JOHONNOTT	PCS PROFESSIONAL SERVICE
01/30/2024	12/31/2023	6156	\$1,950.00	PROFESSIONAL SERVICES	SP * FOUND FOOTAGE FES	GLASS ORCHARD PROFESSIONAL SER
TOTAL PROFESSIONAL SERVICES			\$2,679.00			
01/08/2024	12/21/2023	6160	\$45.90	TRAINING/MEETINGS	ILLINOIS STATE TOLL HIGHWAY AUTHORITY	TOLLS AND BRIDGE FEES (CONFERE
01/08/2024	12/21/2023	6160	\$100.00	TRAINING/MEETINGS	LIBRARYWORKS.COM	TS CE (4 ATTENDEES)
01/30/2024	12/31/2023	6160	\$347.00	TRAINING/MEETINGS	MARITZ AT&L* ALA	STAFF TRAINING CONFERENCE (PA
01/31/2024	01/30/2024	6160	\$1,724.40	TRAINING/MEETINGS	CHIPPEWA VALLEY TECHNICAL COLLEGE	STAFF TRAINING
TOTAL TRAINING/MEETINGS			\$2,217.30			

01/08/2024	12/21/2023	6162	\$52.75	MEMBERSHIP DUES	SAMS CLUB	MEMBERSHIP RENEWAL
01/30/2024	12/31/2023	6162	\$123.00	MEMBERSHIP DUES	AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP DUES (PAULA STANTON)
TOTAL MEMBERSHIP DUES			\$175.75			
01/08/2024	12/21/2023	6166	\$60.00	RECRUITMENT EXPENSES	WISCONSIN LIBRARY ASSOCIATION INC	RECRUITMENT EXPENSE
01/08/2024	12/21/2023	6166	\$249.00	RECRUITMENT EXPENSES	YOURMEMBER-CAREERS	RECRUITMENT EXPENSE
01/30/2024	12/31/2023	6166	\$60.00	RECRUITMENT EXPENSES	WISCONSIN LIBRARY ASSOCIATION INC	WLA JOB POSTING
01/30/2024	12/31/2023	6166	\$249.00	RECRUITMENT EXPENSES	YOURMEMBER-CAREERS	ALA JOB POSTING
TOTAL RECRUITMENT EXPENSES			\$618.00			
01/08/2024	12/21/2023	6198	\$137.47	MISC CONTRACTUAL SERVICES	ZOOM.US	DEC ZOOM ACCOUNT
01/08/2024	12/21/2023	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	MONTHLY DIGITAL SIGNAGE
01/17/2024	01/16/2024	6198	\$756.26	MISC CONTRACTUAL SERVICES	AURORA COMMUNITY SERVICES INC	EAP SERVICES FOR 2024 - REALIV
01/24/2024	12/29/2023	6198	\$61.76	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
01/25/2024	01/24/2024	6198	\$781.00	MISC CONTRACTUAL SERVICES	EO JOHNSON COMPANY INC	COPIER MAINTENANCE
01/31/2024	01/30/2024	6198	\$69,295.32	MISC CONTRACTUAL SERVICES	INDIANHEAD FEDERATED LIBRARY SYSTEM	MORE ANNUAL OPERATING/MAINT CH
01/17/2024	12/31/2023	6198	\$1,000.00	MISC CONTRACTUAL SERVICES	ERIC RASMUSSEN	MISC CONTRACTUAL
01/10/2024	12/31/2023	6198	\$820.00	MISC CONTRACTUAL SERVICES	NETTEL COMMUNICATIONS LLC	MISC CONTRACTUAL
01/24/2024	12/31/2023	6198	\$159.87	MISC CONTRACTUAL SERVICES	ACP CREATIVIT LLC	MISC CONTRACTUAL
01/31/2024	01/30/2024	6198	\$918.00	MISC CONTRACTUAL SERVICES	B&B ELECTRIC INC	MISC CONTRACTUAL
01/10/2024	12/31/2023	6198	\$1,722.44	MISC CONTRACTUAL SERVICES	JFTCO INC	2023 GENERATOR PLANNED MAINTEN
01/10/2024	12/31/2023	6198	\$1,020.00	MISC CONTRACTUAL SERVICES	VIKING AUTOMATIC SPRINKLER	FIRE SPRINK SYS ANNUAL INSPECT
TOTAL MISC CONTRACTUAL SERVICES			\$76,726.12			
01/08/2024	12/21/2023	6210	\$21.10	TELEPHONES	DEX MED INC	MONTHLY PHONEBOOK LISTING
01/08/2024	12/21/2023	6210	\$1.70	TELEPHONES	CENTURYLINK LUMEN	MONTHLY TELEPHONE SERVICE
01/10/2024	12/31/2023	6210	\$888.91	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	TELEPHONE SERVICE
01/10/2024	12/31/2023	6210	\$751.29	TELEPHONES		DEC CENTREX VOIP PHONE CHRG
TOTAL TELEPHONES			\$1,663.00			
01/11/2024	12/31/2023	6215	(\$466.66)	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
01/11/2024	12/31/2023	6215	\$466.74	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$0.08			
01/25/2024	10/31/2023	6252	\$75.00	WATER SERVICE		400 EAU CLAIRE ST
01/25/2024	10/31/2023	6252	\$893.00	WATER SERVICE		400 EAU CLAIRE ST
01/25/2024	10/31/2023	6252	\$97.50	WATER SERVICE		400 EAU CLAIRE ST
TOTAL WATER SERVICE			\$1,065.50			
01/25/2024	10/31/2023	6254	\$9.54	SEWER SERVICE		400 EAU CLAIRE ST
01/25/2024	10/31/2023	6254	\$2,482.83	SEWER SERVICE		400 EAU CLAIRE ST
TOTAL SEWER SERVICE			\$2,492.37			

01/25/2024	10/31/2023	6256	\$325.00 STORMWATER CHARGES
TOTAL STORMWATER CHARGES			\$325.00
01/12/2024	12/31/2023	6350	(\$2,583.33) INSURANCE
01/12/2024	12/31/2023	6350	\$2,583.37 INSURANCE
TOTAL INSURANCE			\$0.04

400 EAU CLAIRE ST

INSURANCE CHARGES
INSURANCE CHARGES

01/04/2024	12/31/2023	6402	\$355.00 OFFICE SUPPLIES	ROONEY DIGITAL LLC	OH SUPPLIES
01/08/2024	12/21/2023	6402	\$123.65 OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES
01/08/2024	12/21/2023	6402	\$857.50 OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (TONER)
01/08/2024	12/21/2023	6402	\$857.50 OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (TONER)
01/08/2024	12/21/2023	6402	\$857.50 OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (TONER)
01/08/2024	12/21/2023	6402	\$60.00 OFFICE SUPPLIES	ULINE INC	OVERHEAD SUPPLIES (BLEACH)
01/08/2024	12/21/2023	6402	\$339.81 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	OVERHEAD OFFICE SUPPLIES (TONE
01/08/2024	12/21/2023	6402	\$9.99 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	OVERHEAD SUPPLIES (2024 PLANNE
01/08/2024	12/21/2023	6402	\$629.97 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	OVERHEAD SUPPLIES (TONER)
01/08/2024	12/21/2023	6402	\$239.98 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	OVERHEAD SUPPLIES (DESK FOR SE
01/08/2024	12/21/2023	6402	\$109.00 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	OVERHEAD SUPPLIES
01/08/2024	12/21/2023	6402	\$11.97 OFFICE SUPPLIES	SKOGENS FOODLINER INC	OH SUPPLIES
01/08/2024	12/21/2023	6402	\$61.45 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	OVERHEAD SUPPLIES
01/08/2024	12/21/2023	6402	\$21.81 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	OVERHEAD SUPPLIES (LYSOL AIR S
01/08/2024	12/21/2023	6402	\$112.99 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	OVERHEAD SUPPLIES (DISINFECTIN
01/08/2024	12/21/2023	6402	(\$296.21) OFFICE SUPPLIES	AMAZON COM SERVICES LLC	CREDIT FOR RETURN (OVERHEAD SU
01/10/2024	01/10/2024	6402	\$63.06 OFFICE SUPPLIES	BADGERLAND PRINTING USA INC	OH SUPPLIES - WILLIAM GRAY BUS
01/30/2024	12/31/2023	6402	\$51.98 OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (TAPE)
01/30/2024	12/31/2023	6402	\$79.78 OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES - COPIER PAP
01/30/2024	12/31/2023	6402	\$20.57 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	TWO POCKET FOLDERS (OVERHEAD S
01/30/2024	12/31/2023	6402	\$224.98 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	DESK FOR SECURITY MONITOR (BIL
01/08/2024	12/21/2023	6402	\$17.57 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	YS OFFICE SUPPLIES / YS PROGRA
01/08/2024	12/21/2023	6402	\$48.35 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	2024 PLANNERS
01/08/2024	12/21/2023	6402	\$15.80 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	YS SUPPLIES
01/08/2024	12/21/2023	6402	\$42.87 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	CIRC SUPPLIES
01/08/2024	12/21/2023	6402	\$33.76 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	CIRC SUPPLIES
01/08/2024	12/21/2023	6402	\$15.58 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	2024 PLANNER - YS SUPPLIES
01/30/2024	12/31/2023	6402	\$7.98 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	YS SUPPLIES (FURNITURE CORNER
01/08/2024	12/21/2023	6402	\$186.60 OFFICE SUPPLIES	DEMCO INC	TS SUPPLIES
01/08/2024	12/21/2023	6402	\$72.74 OFFICE SUPPLIES	OFFICE DEPOT	PCS SUPPLIES
01/08/2024	12/21/2023	6402	\$98.08 OFFICE SUPPLIES	OFFICE DEPOT	TS SUPPLIES
01/08/2024	12/21/2023	6402	\$527.26 OFFICE SUPPLIES	KENT ADHESIVE PRODUCT COMPANY	TS SUPPLIES
01/08/2024	12/21/2023	6402	\$383.04 OFFICE SUPPLIES	BAYSCAN TECHNOLOGIES LLC	TS SUPPLIES
01/08/2024	12/21/2023	6402	\$12.98 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	TS SUPPLIES
01/08/2024	12/21/2023	6402	\$39.90 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	TS SUPPLIES
01/08/2024	12/21/2023	6402	\$23.96 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	TS SUPPLIES
01/08/2024	12/21/2023	6402	\$5.99 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	TS SUPPLIES (2024 CALENDAR)
01/08/2024	12/21/2023	6402	\$15.99 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	(RS-LIBBY) 60 MIN COUNTDOWN T
01/08/2024	12/21/2023	6402	\$15.98 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	TS SUPPLIES

01/08/2024	12/21/2023	6402	\$7.90 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (STICKERS)
01/08/2024	12/21/2023	6402	\$12.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES
01/08/2024	12/21/2023	6402	\$14.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES
01/08/2024	12/21/2023	6402	\$31.17 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES
01/08/2024	12/21/2023	6402	\$26.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES
01/08/2024	12/21/2023	6402	\$92.08 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES
01/08/2024	12/21/2023	6402	\$24.90 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES
01/08/2024	12/21/2023	6402	\$10.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES
01/08/2024	12/21/2023	6402	\$119.95 OFFICE SUPPLIES	SP * FOUND FOOTAGE FES	BUFFER SUPPLIES
01/08/2024	12/21/2023	6402	\$15.77 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	PCS SUPPLIES
01/08/2024	12/21/2023	6402	\$49.79 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	PCS SUPPLIES
01/30/2024	12/31/2023	6402	\$20.44 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES - RECLOSABLE ZIPPE
TOTAL OFFICE SUPPLIES			\$6,784.67		
01/08/2024	12/21/2023	6405	\$7.99 AWARDS-TROPHIES-GIFTS FOL-2019	AMAZON.COM*MB14A11F2	FOL GIFTS - READING CHALLENGE
TOTAL AWARDS-TROPHIES-GIFTS FOL-2019			\$7.99		
01/08/2024	12/21/2023	6406	\$956.16 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	ADMIN PROGRAM SUPPLIES (TWO-WA
01/24/2024	01/23/2024	6406	\$1,300.00 LIBRARY SUPPLIES-DOMER	HILLCRAFT OF WISCONSIN LLC	DABBLE BOX PROGRAM SUPPLIES
01/08/2024	12/21/2023	6406	\$11.68 LIBR SUPP - FOL-2023	TARGET.COM	FOL GIFTS TEEN BOOKBOX (2023)
01/08/2024	12/21/2023	6406	\$82.08 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	FOL GIFTS 2023 (TEEN BOOKBOXES
01/18/2024	01/17/2024	6406	\$150.00 LIBR SUPP - FOL-2023	ANDREW C KAISER	GIFTS - ONE BOOK ONE COMMUNITY
01/30/2024	12/31/2023	6406	\$7.00 LIBR SUPP - FOL-2023	WM SUPERCENTER#1669	FOL GIFTS - TEEN BOOKBOXES (HO
01/08/2024	12/21/2023	6406	\$38.76 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
01/08/2024	12/21/2023	6406	\$14.94 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
01/08/2024	12/21/2023	6406	\$70.22 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES / YS PROGRA
01/08/2024	12/21/2023	6406	\$11.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
01/08/2024	12/21/2023	6406	\$7.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
01/08/2024	12/21/2023	6406	\$174.91 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
01/08/2024	12/21/2023	6406	\$28.10 LIBRARY PROGRAM SUPPLIES	SP * FOUND FOOTAGE FES	AMERICAN BUTTON MACHINES (YS P
01/08/2024	12/21/2023	6406	\$57.28 LIBRARY PROGRAM SUPPLIES	SP * FOUND FOOTAGE FES	AMERICAN BUTTON MACHINES (YS P
01/08/2024	12/21/2023	6406	\$34.46 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
01/08/2024	12/21/2023	6406	\$49.90 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
01/08/2024	12/21/2023	6406	\$53.96 LIBRARY PROGRAM SUPPLIES	FUN EXPRESS	ORIENTAL TRADING COMPANY (YS P
01/30/2024	12/31/2023	6406	\$17.92 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
01/30/2024	12/31/2023	6406	\$20.03 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
01/30/2024	12/31/2023	6406	\$29.94 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
01/08/2024	12/21/2023	6406	\$59.31 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES / DB EQUIP
TOTAL LIBRARY PROGRAM SUPPLIES			\$3,176.63		
01/17/2024	12/31/2023	6409	\$2,667.18 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS
01/31/2024	01/30/2024	6409	\$31,136.00 DIGITAL/DOWNLOADABLE	INDIANHEAD FEDERATED LIBRARY SYSTEM	MORE ANNUAL OPERATING/MAINT CH
01/31/2024	02/01/2024	6409	\$1,644.50 DIGITAL/DOWNLOADABLE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
01/31/2024	01/31/2024	6409	\$1,500.00 DIGITAL/DOWNLOADABLE	AUTOZONE INC	LIBRARY MATERIALS
			\$36,947.68		

01/03/2024	12/31/2023	6409	\$19.38 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
01/08/2024	12/21/2023	6409	\$39.98 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	THE DRAGON WHO DIDN'T LIKE FIR
01/24/2024	01/23/2024	6409	\$54.97 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
01/24/2024	01/23/2024	6409	\$37.63 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
01/24/2024	01/23/2024	6409	\$83.52 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
01/24/2024	01/23/2024	6409	\$186.32 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
01/24/2024	01/23/2024	6409	\$8.03 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV
01/24/2024	01/23/2024	6409	\$43.19 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ L/D JUV/ ADULT/ L/D ADULT
01/24/2024	01/23/2024	6409	\$265.28 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV
01/31/2024	01/30/2024	6409	\$251.54 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
01/31/2024	01/30/2024	6409	\$266.43 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/L/D JUV
01/31/2024	01/30/2024	6409	\$143.82 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV
01/31/2024	01/30/2024	6409	\$184.18 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD/ GIFTS IHO-LEPMPL
01/31/2024	01/30/2024	6409	\$106.73 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/JUV/ L/D JUV
01/31/2024	01/30/2024	6409	\$228.47 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD/JUV
01/31/2024	01/30/2024	6409	\$10.79 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
01/31/2024	01/30/2024	6409	\$65.46 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV

\$1,995.72

01/03/2024	11/30/2023	6409	\$19.46 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
01/03/2024	12/31/2023	6409	\$12.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
01/03/2024	12/31/2023	6409	\$38.39 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
01/03/2024	12/31/2023	6409	\$52.48 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
01/03/2024	12/31/2023	6409	\$365.64 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ NONPRINT/ IHO-LEPMPL
01/04/2024	12/31/2023	6409	\$183.74 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB - AD PRINT & IHO
01/08/2024	12/21/2023	6409	\$58.50 LIBRARY MATERIALS-BOOKS-ADULT	BOOKS-A-MILLION, INC.	OATH AND HONOR
01/24/2024	01/23/2024	6409	\$106.53 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
01/24/2024	01/23/2024	6409	\$319.60 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
01/24/2024	01/23/2024	6409	\$178.73 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ L/D ADULT/ GIFT IHO-LEP
01/24/2024	01/23/2024	6409	\$288.71 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	GIFT IHO-LEPMPL/ ADULT/ L/D AD
01/24/2024	01/23/2024	6409	\$299.09 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFT IHO-LEPMPL
01/24/2024	01/23/2024	6409	\$285.54 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFT IHO-LEPMPL
01/24/2024	01/23/2024	6409	\$316.70 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFT IHO-LEPMPL
01/24/2024	01/23/2024	6409	\$80.77 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT/IHO-LEPMPL/ L/D JUV
01/24/2024	01/23/2024	6409	\$45.78 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ L/D JUV/ ADULT/ L/D ADULT
01/24/2024	01/23/2024	6409	\$69.40 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV
01/31/2024	01/30/2024	6409	\$154.75 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
01/31/2024	01/30/2024	6409	\$324.65 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
01/31/2024	01/30/2024	6409	\$436.30 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
01/31/2024	01/30/2024	6409	\$242.23 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD/ GIFT IHO-LEPMPL
01/31/2024	01/30/2024	6409	\$292.47 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD/ GIFTS IHO-LEPMPL
01/31/2024	01/30/2024	6409	\$26.39 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD
01/31/2024	01/30/2024	6409	\$28.49 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD
01/31/2024	01/30/2024	6409	\$29.24 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD
01/31/2024	01/30/2024	6409	\$22.39 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT/ GIFT IHO-LEPMPL
01/31/2024	01/30/2024	6409	\$52.48 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD
01/31/2024	01/30/2024	6409	\$79.17 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD

01/31/2024	01/30/2024	6409	\$111.71 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD
01/31/2024	01/30/2024	6409	\$28.50 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV
01/31/2024	01/30/2024	6409	\$30.06 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD/ GIFTS IHO-LEPMPL
01/31/2024	01/30/2024	6409	\$174.61 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/JUV/ L/D JUV
01/31/2024	01/30/2024	6409	\$138.81 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD/JUV
01/31/2024	01/30/2024	6409	\$15.00 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
01/31/2024	01/30/2024	6409	\$21.95 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
01/31/2024	01/30/2024	6409	\$80.42 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
01/31/2024	01/31/2024	6409	\$32.51 LIBRARY MATERIALS-BOOKS-ADULT	BLACKSTONE AUDIO INC	ADULT
01/31/2024	01/31/2024	6409	\$182.44 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	AD
			\$5,226.62		
01/08/2024	12/21/2023	6409	(\$7.43) LIBRARY MATERIALS-KITS, TOOLS	SP * FOUND FOOTAGE FES	ART PRINT REFUND (LIBRARY MATE
01/08/2024	12/21/2023	6409	\$720.00 LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Hotspot annual subscription re
01/08/2024	12/21/2023	6409	(\$120.00) LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Credit for canceled hotspot re
			\$592.57		
01/03/2024	12/31/2023	6409	\$14.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
01/03/2024	12/31/2023	6409	\$27.50 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	AD PRINT/ NONPRINT/ IHO-LEPMPL
01/03/2024	12/31/2023	6409	\$775.84 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
01/04/2024	12/31/2023	6409	\$40.54 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - NONPRINT
01/10/2024	12/31/2023	6409	\$270.62 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
01/17/2024	12/31/2023	6409	\$836.17 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
01/24/2024	01/23/2024	6409	\$35.91 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
01/24/2024	01/23/2024	6409	\$9.74 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
01/24/2024	01/24/2024	6409	\$199.72 LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS - NONPRINT
01/31/2024	01/30/2024	6409	\$258.29 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
01/31/2024	01/30/2024	6409	\$1,499.00 LIBRARY MATERIALS-NON-PRINT	INDIANHEAD FEDERATED LIBRARY SYSTEM	MORE ANNUAL OPERATING/MAINT CH
01/31/2024	01/30/2024	6409	\$159.70 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
01/31/2024	01/30/2024	6409	\$206.14 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
01/31/2024	01/30/2024	6409	\$64.50 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
			\$4,398.66		
01/03/2024	12/31/2023	6409	\$77.31 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ NONPRINT/ IHO-LEPMPL
01/04/2024	12/31/2023	6409	\$74.66 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB - AD PRINT & IHO
01/24/2024	01/23/2024	6409	\$18.95 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFT IHO-LEPMPL
01/24/2024	01/23/2024	6409	\$142.72 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ L/D ADULT/ GIFT IHO-LEP
01/24/2024	01/23/2024	6409	\$50.95 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	GIFT IHO-LEPMPL/ ADULT/ L/D AD
01/24/2024	01/23/2024	6409	\$59.46 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFT IHO-LEPMPL
01/24/2024	01/23/2024	6409	\$126.51 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFT IHO-LEPMPL
01/24/2024	01/23/2024	6409	\$105.93 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFT IHO-LEPMPL
01/24/2024	01/23/2024	6409	\$153.54 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	ADULT/IHO-LEPMPL/ L/D JUV
01/24/2024	01/23/2024	6409	\$32.99 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/ L/D JUV/ ADULT/ L/D ADULT
01/31/2024	01/30/2024	6409	\$74.90 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD/ GIFT IHO-LEPMPL
01/31/2024	01/30/2024	6409	\$76.13 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD/ GIFTS IHO-LEPMPL
01/31/2024	01/30/2024	6409	\$27.19 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	GIFT IHO-LEPMPL

01/31/2024	01/30/2024	6409	\$22.39 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	ADULT/ GIFT IHO-LEPMPL
01/31/2024	01/30/2024	6409	\$17.01 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/ AD/ GIFTS IHO-LEPMPL
01/31/2024	01/30/2024	6409	\$27.00 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFT - IHO LEPMPL
01/31/2024	01/30/2024	6409	\$27.99 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO - LEPMPL
			\$1,115.63		
TOTAL LIBRARY MATERIALS-BOOKS-ADULT			\$50,276.88		
01/24/2024	01/23/2024	6415	\$5.00 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
01/24/2024	01/23/2024	6415	\$40.12 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
01/24/2024	01/23/2024	6415	\$28.76 LOST/DAMAGED-BOOKS JUVENILLE	CENGAGE LEARNING INC	ADULT/IHO-LEPMPL/ L/D JUV
01/24/2024	01/23/2024	6415	\$43.21 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV/ L/D JUV/ ADULT/ L/D ADULT
01/31/2024	01/30/2024	6415	\$121.10 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/L/D JUV
01/31/2024	01/30/2024	6415	\$7.91 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	ADULT/JUV/ L/D JUV
			\$246.10		
01/24/2024	01/23/2024	6415	\$31.90 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ L/D ADULT/ GIFT IHO-LEP
01/24/2024	01/23/2024	6415	\$13.85 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	GIFT IHO-LEPMPL/ ADULT/ L/D AD
01/24/2024	01/23/2024	6415	\$52.78 LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT/IHO-LEPMPL/ L/D JUV
01/24/2024	01/23/2024	6415	\$26.83 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ L/D JUV/ ADULT/ L/D ADULT
			\$125.36		
01/31/2024	01/30/2024	6415	\$142.42 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
01/31/2024	01/30/2024	6415	\$32.99 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
01/31/2024	01/30/2024	6415	\$61.66 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NON PRINT
			\$237.07		
TOTAL LOST/DAMAGED-BOOKS JUVENILLE			\$608.53		
01/03/2024	12/31/2023	6450	\$135.26 GASOLINE		DEC FUEL CHARGES
TOTAL GASOLINE			\$135.26		
01/08/2024	12/21/2023	6464	\$486.30 BLDG MTRLS & JNTRL SUPPLIES	AMZ*CAFEPRESS INC.	JANITORIAL SUPPLIES (HAND SANI
01/05/2024	12/31/2023	6464	\$2,424.61 BLDG MTRLS & JNTRL SUPPLIES		DEC PARTS CHARGES
01/10/2024	12/21/2023	6464	\$28.15 BLDG MTRLS & JNTRL SUPPLIES	MENARD INC	BATTERIES AND CLEANING SUPPLIE
01/10/2024	12/21/2023	6464	\$197.95 BLDG MTRLS & JNTRL SUPPLIES	DALCO ENTERPRISES	VACUUM CORDS FOR THE LIBRARY
01/03/2024	01/01/2023	6464	\$54.04 BLDG MTRLS & JNTRL SUPPLIES		MENARDS-DOOR STOPS & SCREWS
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$3,191.05		
01/08/2024	12/21/2023	6490	\$2,000.00 EQUIPMENT PURCHASES (< \$5000)	IN *DRYDON EQUIPMENT INC.	OH EQUIPMENT
01/08/2024	12/21/2023	6490	\$1,165.50 EQUIPMENT PURCHASES (< \$5000)	IN *DRYDON EQUIPMENT INC.	OH EQUIPMENT
01/17/2024	12/31/2023	6490	\$3,165.50 EQUIPMENT PURCHASES (< \$5000)	PAJOR GRAPHICS INC	OH EQUIPMENT
01/08/2024	12/21/2023	6490	\$655.46 EQUIPMENT PURCHASES (< \$5,000)	DEMCO INC	CIRC EQUIPMENT (CART)
01/08/2024	12/21/2023	6490	\$6.98 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIPMENT
01/08/2024	12/21/2023	6490	\$96.63 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIPMENT

01/08/2024	12/21/2023	6490	\$471.50 EQUIPMENT PURCHASES (< \$5,000)	SP * FOUND FOOTAGE FES	COARKBOARD.COM (PINBOARD)
01/08/2024	12/21/2023	6490	\$370.90 EQUIPMENT PURCHASES (< \$5,000)	M&T DISPLAYS LLC	PCS EQUIPMENT
01/08/2024	12/21/2023	6490	(\$370.90) EQUIPMENT PURCHASES (< \$5,000)	M&T DISPLAYS LLC	REFUND FOR OUT OF STOCK ITEM
01/08/2024	12/21/2023	6490	\$354.17 EQUIPMENT PURCHASES (< \$5,000)	DISPLAYS2GO	PCS EQUIPMENT
01/08/2024	12/21/2023	6490	\$8.62 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Epoxy - iPad repair
01/08/2024	12/21/2023	6490	\$12.49 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Drill bits - iPad repair
01/08/2024	12/21/2023	6490	\$137.79 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PC stick and mini USB cable fo
01/08/2024	12/21/2023	6490	\$56.48 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	USB Bluetooth adapters
01/08/2024	12/21/2023	6490	\$656.23 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	PC for Sec Mon
01/30/2024	12/31/2023	6490	\$59.00 EQUIPMENT PURCHASES (< \$5,000)	APL*APPLE ONLINE STORE	AppleCare for YS iPad
01/30/2024	12/31/2023	6490	\$299.00 EQUIPMENT PURCHASES (< \$5,000)	APL*APPLE ONLINE STORE	iPad - YS Pub
01/30/2024	12/31/2023	6490	\$8.00 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	1ft patch cables
01/08/2024	12/21/2023	6490	\$43.96 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES / DB EQUIP
01/08/2024	12/21/2023	6490	\$39.48 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT
01/08/2024	12/21/2023	6490	\$3,424.53 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Color Scanner for Dabble Box
01/08/2024	12/21/2023	6490	\$288.40 EQUIPMENT PURCHASES (< \$5,000)	VALLEY LITHO SUPPLY	DB EQUIPMENT
01/08/2024	12/21/2023	6490	\$473.70 EQUIPMENT PURCHASES (< \$5,000)	CRICUT	CRICUT MACHINE (BUNDLE & SUBSC
01/08/2024	12/21/2023	6490	(\$24.70) EQUIPMENT PURCHASES (< \$5,000)	CRICUT	SALES TAX REFUND
01/15/2024	12/31/2023	6490	\$60.07 EQUIPMENT PURCHASES (< \$5,000)		PR0112LB ACCRUAL
01/15/2024	01/12/2024	6490	(\$60.07) EQUIPMENT PURCHASES (< \$5,000)		PR0112LB ACCRUAL
01/30/2024	12/31/2023	6490	\$31.64 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	APP PURCHASE: BEAT SABER
01/30/2024	12/31/2023	6490	\$10.54 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	APP PURCHASE: CARLY AND THE RE
01/30/2024	12/31/2023	6490	\$10.54 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	Meta Quest games for DabbleBox
01/30/2024	12/31/2023	6490	\$11.59 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	Meta Quest Games for DabbleBox
01/30/2024	12/31/2023	6490	\$7.37 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	APP PURCHASE: A TOWNSHIP TALE
01/30/2024	12/31/2023	6490	\$11.59 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	APP PURCHASE: MOSS: BOOK II
01/30/2024	12/31/2023	6490	\$21.09 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	APP PURCHASE: THE CLIMB 2
01/30/2024	12/31/2023	6490	\$9.48 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	APP PURCHASE: WALKABOUT MINI G
01/30/2024	12/31/2023	6490	\$9.48 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	APP PURCHASE - WALKABOUT MINI
01/30/2024	12/31/2023	6490	\$31.64 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	APP PURCHASE: BEAT SABER
01/30/2024	12/31/2023	6490	\$12.65 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	APP PURCHASE: WARPLANES: BATTL
01/30/2024	12/31/2023	6490	\$10.54 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	APP PURCHASE: CARLY AND THE RE
01/30/2024	12/31/2023	6490	\$10.54 EQUIPMENT PURCHASES (< \$5,000)	FACEBK 3GRNTDW7F2	APP PURCHASE: MOSS
			\$13,587.41		
01/10/2024	01/12/2024	6490	\$60.07 EQUIPMENT PURCHASES (< \$5,000)	LIBRARY PAYROLL WAGES	PAY DATE: 01/12/24
			\$60.07		
TOTAL EQUIPMENT PURCHASES (< \$5000)			\$13,647.48		
TOTAL OPERATING EXPENDITURES			\$671,691.61		

**Director's Report to the Library Board
February 2024**

**Administrative Services
Nancy Kerr, Library Director**



I attended the State of the County presentation at the Chamber, and look forward to attending the State of the City presentation on February 15. It's that time of the year when all libraries work on their annual reports, which for small libraries in our consortium take a couple of hours, but which take much more time on our part compiling statistics on programs, services, staffing and technology. These reports end up being very useful over time as we are able to access comparative data from peer libraries.

I participated in the successful interviews for our new TS Manager, who will arrive in March. We had several good candidates for one of the most difficult jobs to fill as we said goodbye to Julie Woodruff. Cataloging is definitely a very precise science! With Libby's departure for her new job imminent, we continue to collect information on how we will move forward in the short term and how best to serve the social services referral needs of our customers in the long term. Libby, Bill and I had a very interesting meeting and tour of Hope Gospel Mission on 2/9/24 to better educate ourselves on all that they have to offer so that we are better able to make referrals to their services.

Shelly Collins-Fuerbringer, Deputy Director



Shelly has been working on developing a comprehensive outreach plan for the library. She has been meeting with library staff who do outreach for various age groups to determine how we can streamline our processes and make sure that we have a regular presence in the community throughout the year. We are specifically focusing on the

ALB violations	January	YTD
Animals/not service	1	1
Attire/Odor	0	0
Blocked Access	12	12
Smoking/vaping products visible	9	9
Disruptive Noise	3	3
Sleeping	22	22
Inappropriate language/conversation	12	12
Inappropriate behavior	15	15
Making a mess	2	2
Alcohol/Drug Use	2	2
Damage to Property/stealing	0	0
Fighting/threatening/stalking/intimidating	0	0
Sexually explicit material	0	0
Totals:	78	78

BookBike, Books on Buses, Community Events and Dabble Box. Library Board members are certainly welcome to volunteer to come along at any of our events to see the many ways we reach out to connect the library with our community.

Bill continues to get to know the library and is doing a great job of working with customers to help them understand the behavior expectations at the library. We had a total of 78 incidents this month, which includes 11 total bans. Last year, we had a total of 96 incidents with 0 bans in January. Sleeping is still our number one ALB violation.

Kimberly Hennings, Deputy Director



Much of January was spent planning in preparation for our annual all staff in-service day which took place on Monday, January 15th. Staff gathered in the Riverview Room and after a brief introduction from Administration, enjoyed a learning session from Marya Wilson on strengths-based leadership. Our staff members were able to take the StrengthsFinder assessment to discover their top 5 strengths. It was really fun learning about the strengths of our coworkers, and learning that, as a whole the library has a lot of staff who lead in relationship building and strategic thinking themes. Thank you to the entire Admin team who helped to execute this event, particularly Jenny and Barb who greatly assisted with food set up/clean up.

I was also able to attend a couple other continuing education opportunities in January including a class at CVTC on Employee Selection and an IFLS webinar on information access for blind and visually impaired.

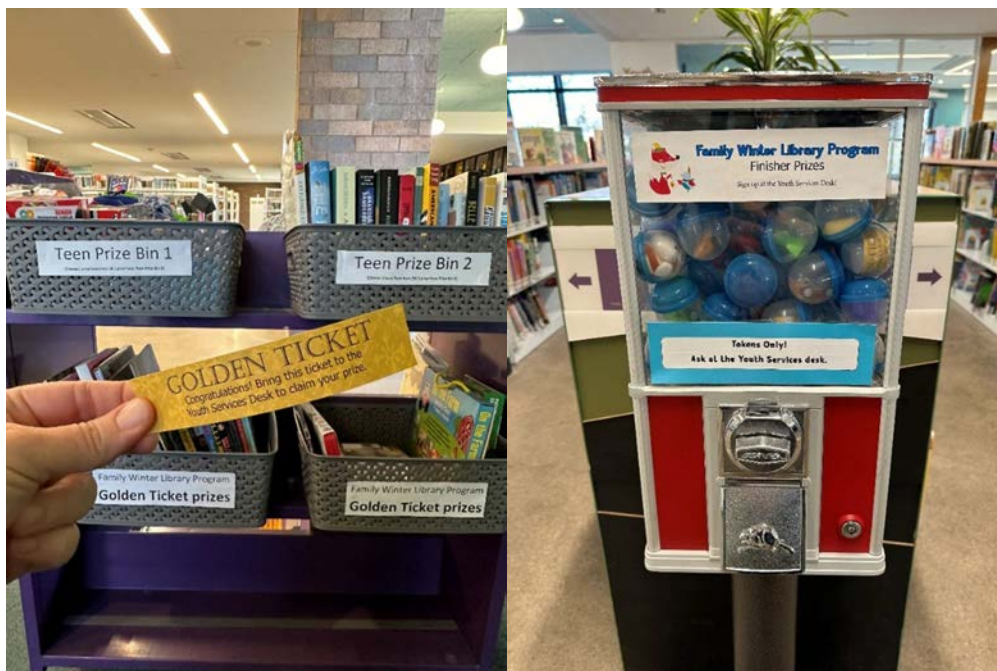
January was bittersweet as we said bon voyage to Julie Woodruff after nearly a decade with the library and a long career at IFLS and Chippewa Falls Public Library. Staff gathered in the Innovation Lab to send her off on her next adventure. Best wishes and safe travels Julie!

Before Julie officially retired, we recruited her to help with the interview process for the new Technical Services Manager. We interviewed several terrific candidates and have an accepted offer from a candidate who plans to start March 11th.

Youth Services
Kelly Witt, Youth Services Manager



What a fun start to the year we've had in Youth Services! After the busyness of the holiday season, we've settled into a quiet, more predictable, rhythm in our room. Our study rooms are seeing regular use, and materials are flying off of the displays. We've been steady at our public desks, fielding readers advisory questions, giving clues for our scavenger hunt, and signing families up for our Winter Library Programs. As our first Winter Library Program finishers have visited the library, we've begun handing out tokens for our prize vending machine. We've even had a few lucky Golden Ticket winners!



In mid-January, the YS team began a new storytime session, so the room is once again fairly busy in the mornings. We are trialing a slightly different storytime schedule this

session, including offering both of our baby storytimes on the same day. I am glad to report that our winter/spring session has started strong! We offered 13 storytimes in January and had a total attendance of 545! Toddler Storytime on Wednesdays and Family Storytime on Saturdays are our most popular, frequently drawing crowds between 70-85 kids and grownups.

The YS team has also been focused on increasing after school offerings, which have led to busier evenings in both the Youth area and the Teen lounge. Our Pokémon Club seems to be the most popular after school program, regularly seeing more than 70 attendees! We continue to get a great deal of positive feedback from caregivers (and kids) about their experience at the club. One parent commented that they usually have swim lessons on Wednesday but they decided it was okay to skip because of how much fun their child has at Pokémon Club. Another caregiver mentioned that they traveled all the way from Arcadia because their child doesn't have many opportunities to connect with kids about Pokémon. We look forward to continuing to grow our after-school programming!

Reference Services
Elizabeth Steans, Reference Services Manager



Reference Services (RS) staff started up the winter Dabble Box (DB) Open Labs this month and continue to be a steady popular offering. The DB Task Force met to jumpstart Spring and Summer programming. A small committee of RS staff met to discuss new changes and expectations for Home Delivery Services (HDS) to expand the service this year to include homebound customers that are non-traditional customers. We have received requests for customers undergoing cancer treatment, substance abuse treatment, and even residents managing mental health issues that keep them at home or render them unable to drive for various medical reasons. Our Community Resources Specialist (CRS) provided services to just over 150 customers in January. The top 3 services CRS provided included Housing (59), Transportation (26), and Employment (19).

Other RS programs and services stats in December:

- 6 DB open labs offered, 175 customers attended.
- 2 Stitch Clubs offered in DB, 14 attended.
- Jenny reports HDS served 111 customers and received a lovely note from a new customer, “I am so excited about this service and am looking forward to reading some good books.”
- Stephanie launched a new RS program – a plant-cutting exchange; it’s been a smashing hit!



Several blogs were published promoting recommended reads, resources, and culture. Have a look at these blogs for more:

- [Why Can't Every Day Be Like Christmas?](#) by Bethany, Reference Services

- [Dark Winter: Embracing the stark beauty of the season](#) by Jan, Reference Services



2nd floor service desk staff answered 1,890 questions in January. The top 3 inquiries include:

1. Meeting Room Support (246 transactions)
2. Issued 204 internet guest passes
3. Guided 201 customer searches via the MORE Catalog.

Programming and Communications Services
Isa Small, PCS Manager



Programming by the Numbers

After completing our first full year of programming in the new location, and (mostly) without the safety concerns of the pandemic, we finally have some programming statistics to compare to 2019 (our last year of “normal” business). The results are in, and they show that all of the PCS’s hard work has paid off! While the number of adult programs coordinated by PCS stayed roughly the same (75 in 2019 and 71 in 2023) the number of attendees increased drastically. 3145 people attended library programs in 2019 while 4375 attended in 2023, for a nearly 40% increase in total number of attendees. For those who like numbers, that’s an increase in average program attendance from 42 per event to 62.

Surely, our beautiful new programming space played a part in raising general awareness of all library services and likely led to an increase in attendance. And the new website event software we started using in the return to this facility likely also made it easier and my dynamic to search for, register, and get reminders for events. However, I’d also like to congratulate my team on the work they’ve done behind the scenes for curating programming content and being more strategic about identifying the best marketing efforts for each individual event. We’ve focused more on providing opportunities for not only personal growth, but community building and engagement. The keystone of that goal has been the One Book, One Community initiative.

When the One Book, One Community reading initiative first started, it was a handful of programs in a single week. It has grown and evolved over the years to be a year-long effort with nearly 75% of the library-initiated programming being related to the selected

title, though we are careful to provide a broad array of programs to look at many different issues presented in the book, so that programming is varied and appeals to different sections of the community we serve.

On that note, I'm very excited to announce that the selected title for the 2024 One Book, One Community is *A Council of Dolls*. The long-awaited, profoundly moving, and unforgettable new novel from PEN Award–winning Native American author Mona Susan Power, spanning three generations of Yanktonai Dakota women from the 19th century to the present day. We'll be meeting, strengthening, and building new connections with local Indigenous individuals and organizations to provide another year of great programming.

Circulation Services
Paula Stanton, Circulation Manager



In January, Circulation staff started the month right with a little friendly competition in the form of the second not-so-annual Circulation Olympics. Teams, comprised of all levels of Circulation employees, completed in tasks such as speed shelving [pictured, Kim K. moving too fast for a camera, Paula and Barbara], speed holds and competitive AMH management. In the end, Kim K., Chad, Conall, Duabchi and Susan were the winning team [pictured with medals].



A new Circulation Page, Brianna Lima [pictured], started training. She has since completed her initial training and continues to learn new library skills.



Jon Marten retired after 32 years of service to the library. The vacation Circulation Assistant position was posted internally and hiring will take place in February.

As the temperatures dropped, staff stayed warm indoors while experiencing some difficulties due to the cold. The AMH (automated materials handler), had to be reset several times after it literally got frozen. Alex, Barbara and Paula also had to push a car out of the drive-thru lane when someone parked their car for book pickup and couldn't get it started again [pictured]. We can now add that to our list of the "so much more" that we do.



Lastly, Kim K. got a customer shout out for her excellent work at the Greeter station. The customer let us know how much he appreciates a warm welcome every time he stops in.

Information Technology
Kris Nickel, Technology Manager



In January, I discovered there was another upgrade available for our Security camera software and clients – this one a “more major” version update. It went very smoothly! I assisted Bill, our new security monitor, in getting settled in tech-wise, providing training and purchasing various peripherals. Bill and I also took spent part of the afternoon of our staff development day, to adjust a couple of the security camera views, to better capture trouble areas.

Upon the recommendation of our new Audio/Video vendor, I began reconfiguration of the network settings for the various Carnegie Room devices. Unfortunately, in the middle of this process a NetGear A/V switch failed. Despite having been purchased by the building project subcontractor, and from a 3rd party reseller, I was able to obtain support directly from NetGear. After a few hoops and much back-and-forth troubleshooting, I obtained an advance-replace switch at no cost.

When the Circulation desk laser printer began giving an error message, a quick search determined that it was a failed laser assembly. I was able to purchase a replacement for a nominal cost, and had great fun taking apart the printer. Most importantly, it worked when I was all done!



LE PHILLIPS MEMORIAL PUBLIC LIBRARY

**2024 YTD BUDGET REPORT - Operating
For the Period Ended January 31, 2024**

OBJ #	ACCOUNT NAME	2024 BUDGETED REVENUE	ACTUAL YTD REVENUE	RE- CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4330	Library Fines & Miscellaneous Revenue	3,800.00	310.70	-	3,489.30	8.2%
4398	Other Penalties (Collection Agency)	3,775.00	230.00	-	3,545.00	6.1%
4451	Electronic Copy Revenue	7,050.00	539.53	-	6,510.47	7.7%
4452	Copier Revenue	1,830.00	127.40	-	1,702.60	7.0%
4562	Vending Commission	275.00	60.20	-	214.80	21.9%
4602	Service to Eau Claire County	974,792.00	-	-	974,792.00	0.0%
4608	IFLS	23,000.00	5,750.00	-	17,250.00	25.0%
4608	IFLS - High Demand Holds	5,000.00	289.60	-	4,710.40	5.8%
4636	Service Charges - Public Transit	1,410.00	-	-	1,410.00	0.0%
4798	Misc. Service Revenues (Act 150)	293,405.00	174,479.59	-	118,925.41	59.5%
4802	Interest Allocation	475.00	-	-	475.00	0.0%
4834	Misc. Library Sales - Taxable	390.00	79.89	-	310.11	20.5%
4836	Misc. Grant Revenue	-	-	-	-	N/A
4850	Gift Revenue	55,000.00	150.14	-	54,849.86	0.3%
4852	Misc. Reimbursements-Lost Items	19,775.00	1,556.74	-	18,218.26	7.9%
4853	Energy Improvement Rebates				-	N/A
4854	Payment for Shared Expenses			-	-	#DIV/0!
4855	Reimbursement from Employee			-	-	N/A
4858	Refund of Prior Year				-	N/A
4898	Miscellaneous Revenue	3,500.00	-	-	3,500.00	0.0%
5102	General Property Tax-City tsf from GF	4,702,398.00	-	-	4,702,398.00	0.0%
5152	Sale of Capital Assets		-	-	-	#DIV/0!
		<u>\$ 6,095,875.00</u>	<u>\$ 183,573.79</u>	<u>\$ -</u>	<u>\$ 5,912,301.21</u>	<u>3.0%</u>
5580	Fund Balance Used for Operating	260,510.00	-	-	260,510.00	0.0%
5586	Fund Balance Used - Donations Carryover		-		-	N/A
5590	Fund Balance Used for CIP	-	-	-	-	N/A
	TOTAL REVENUE	<u><u>\$ 6,356,385.00</u></u>	<u><u>\$ 183,573.79</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 6,172,811.21</u></u>	<u><u>2.9%</u></u>

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 2,912,544.00	\$ 168,135.99		\$ 2,744,408.01	5.8%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	223,534.00	12,266.44		211,267.56	5.5%
6042	WRS (ER)	178,041.00	10,194.71		167,846.29	5.7%
6043	Health insurance-Employer	503,783.00	32,795.09		470,987.91	6.5%
6047	Health insurance Deductible	24,420.00	-		24,420.00	0.0%
6051	Retiree Health Insurance	42,207.00	9,006.98	50,993.02	(17,793.00)	142.2%
6052	Retiree Health Care Deductible	2,442.00	-		2,442.00	0.0%
6055	Vision Insurance		7.47		(7.47)	
6096	Auto Allowance	500.00	-		500.00	0.0%
6099	Misc. Reimbursements		-		-	N/A
6108	Unemployment Compensation		-		-	N/A
6110	Postage & Shipping	20,000.00	-	15,000.00	5,000.00	75.0%
6112	Computer Service Charges	142,000.00	55,106.47	2,641.00	84,252.53	40.7%
6116	Binding	-	-		-	N/A
6118	Advertising	21,803.00	108.34		21,694.66	0.5%
6120	Auditing	3,200.00	-		3,200.00	0.0%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	8,000.00	-		8,000.00	0.0%
6128	Repairs to Tools & Equip	500.00	-		500.00	N/A
6134	Lab/Medical Testing				-	N/A
6138	Equipment Rental				-	N/A
6142	Other Rental				-	N/A
6150	Special Services	9,900.00	-	6,250.00	3,650.00	63.1%
6153	Convenience Fees	1,500.00	-	-	1,500.00	0.0%
6156	Professional Services	21,999.00	600.00		21,399.00	2.7%
6160	Staff Training/Conference	20,000.00	2,777.57		17,222.43	13.9%
6162	Membership Dues	3,000.00	125.00		2,875.00	4.2%
6166	Recruitment Expenses	550.00	-		550.00	N/A
6198	Miscellaneous Contractual	142,200.00	72,032.05	5,862.74	64,305.21	54.8%
6210	Telephones	21,000.00	1.54	7,800.00	13,198.46	37.2%
6306	License & Permits				-	N/A
6308	Special Assessments	700.00	-		700.00	0.0%
6350	Liability & Property Insurance	31,000.00	-		31,000.00	0.0%
6398	Insurance Claims Reimbursement				-	N/A
6402	Office, AV, Library Supplies	49,650.00	712.62		48,937.38	1.4%
6405	Awards & Trophies	500.00	-		500.00	0.0%
6406	Library Program Supplies	14,651.00	150.15		14,500.85	1.0%
6409	Library Materials	393,774.00	41,500.78	1,644.50	350,628.72	11.0%

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,700.00	608.53		17,091.47	3.4%
6450	Gasoline	1,200.00	-		1,200.00	0.0%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	65,899.00	244.57		65,654.43	0.4%
6495	Grant Expenditures		-		-	N/A
6496	Gift Expenditures	39,300.00	5,940.31		33,359.69	0.0%
6498	Other Materials & Supplies	1,000.00	-		1,000.00	0.0%
6802	Capital Purchases				-	0.0%
7020	Transfer to Debt Service	\$ 945,298.00	-	-	945,298.00	0.0%
7044	Transfer to Library Capital Projects				-	N/A
		<u>\$ 5,863,795.00</u>	<u>\$ 412,314.61</u>	<u>\$ 90,191.26</u>	<u>\$ 5,361,289.13</u>	<u>8.6%</u>

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 175,093.00	\$ 7,993.90		\$ 167,099.10	4.6%
6020	Payroll Overtime	8,000.00	470.39		7,529.61	5.9%
6030	Special Pays	600.00	-		600.00	0.0%
6040	Employer Paid Benefits	10,068.00	612.75		9,455.25	3.3%
6042	WRS (ER)	15,761.00	336.64		15,424.36	5.2%
6043	Health Ins (ER)	41,015.00	827.12		40,187.88	0.0%
6047	Health Insurance Deductible	1,655.00	-		1,655.00	0.0%
6128	Repairs to Tools & Equipment	600.00	-		600.00	0.0%
6130	Repairs to Buildings	25,000.00	1,828.19	1,965.96	21,205.85	15.2%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	21,848.00	-	4,800.00	17,048.00	22.0%
6198	Miscellaneous Contractual	60,000.00	-	1,625.86	58,374.14	2.7%
6202	Electricity	89,250.00	-		89,250.00	0.0%
6208	Gas Service	12,000.00	-		12,000.00	0.0%
6215	Garbage Service	5,800.00	-		5,800.00	0.0%
6252	Water Service	2,500.00	-		2,500.00	0.0%
6254	Sewer Service	1,700.00	-		1,700.00	0.0%
6256	Storm water Charges	1,200.00	-		1,200.00	0.0%
6442	Safety Equipment	500.00			500.00	0.0%
6460	Repair Part & Supplies	3,000.00	-		3,000.00	0.0%
6464	Building Materials & Janitorial Supplies	12,000.00	-		12,000.00	0.0%
6490	Equipment Purchases	5,000.00		-	5,000.00	N/A
		<u>\$ 492,590.00</u>	<u>\$ 12,068.99</u>	<u>\$ 8,391.82</u>	<u>\$ 472,129.19</u>	<u>4.2%</u>
	TOTAL EXPENSES	<u><u>\$ 6,356,385.00</u></u>	<u><u>\$ 424,383.60</u></u>	<u><u>\$ 98,583.08</u></u>	<u><u>\$ 5,833,418.32</u></u>	<u><u>8.2%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended January 31, 2024

OBJ #	ACCOUNT NAME	2024 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		(2,446,065.02)	
6682	BOND ISSUANCE COSTS		32,497.65		(32,497.65)	
6810	CAPITAL COSTS	20,558,012.00	17,027,962.11	199,722.00	3,330,327.89	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>\$ 199,722.00</u>	<u>\$ 656,140.34</u>	96.8%
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	-		<u>50,000.00</u>	
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>\$ 199,722.00</u>	<u>\$ 717,289.06</u>	
TOTAL - FUND 490		<u>\$ 65,000.00</u>	<u>\$ 13,838,217.85</u>	<u>\$ 199,722.00</u>	<u>\$ (13,972,939.85)</u>	

January 2024 by the Numbers



PEOPLE

VISITORS: 20,738 Total this Month; 20,738 YTD

CARDHOLDERS: 19,124 City Residents; 28,583 Total Card Holders

CIRCULATION: 52,223 Total this Month; 52,223 YTD

CHILDREN'S (BIRTH–11): 16,748 Total this Month; 16,748 YTD

HOME DELIVERY: 604 Total this Month; 604 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

7,170 Total this Month; 7,170 YTD

LOANED TO MORE LIBRARIES: 5,901 Total this Month;
5,901 YTD

INTERLIBRARY LOANS: 213 Incoming; 89 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 125,419 Public Wireless Internet Users (checking with provider as this is too high); 1,646; 170,200 Website Engagements

USE OF ELECTRONIC MATERIAL: Data not available as employee was out of the office (E-Books; E-Audiobooks; E-Videos; E-Databases)



PROGRAMS

AGES 0–5: 33 Programs this Month; 138 Attendees this Month; 138 Attendees YTD

AGES 6–11: 8 Programs this Month; 222 Attendees this Month; 222 Attendees YTD

AGES 12–18: 2 Programs this Month; 14 Attendees this Month; 14 Attendees YTD

AGES 19+: 2 Program this Month; 152 Attendees this Month; 152 Attendees YTD

ALL AGES: 10 Programs this Month; 241 Attendees this Month; 241 Attendees YTD

Library Strategic Plans have changed a lot from the five- to 10-year-long detailed task lists they used to be. The explosion of technology, the pandemic, and libraries’ increasing involvement in providing referrals to social services have all played a role in embracing flexibility and change. Our new strategic plan will run from 2023 to 2026 and provide a roadmap for finding the right balance of programs, services, and collections of materials.

After the worst of COVID-19, a long stay in a temporary building, and the move to our expanded and extensively remodeled building, we are ready to find a new normal. We surveyed staff and the public, held public input sessions, and executed a time study to find out where we are now, and where we’d like to go as an organization and a community. We received a lot of thoughtful input that informed our revision of our mission statement, vision, values, and ultimately our strategic plan goals.

To continue to be the best steward of our resources, we’re listening to you. We’ll invest more time, effort, and funds into what you’ve told us is most important. We’ll refine our core services and sunset a few programs that are no longer as popular or necessary in order to make way for new things. Free access to our building and services for all; consistently excellent customer service; programs that are educational, informative, and fun; and books and materials that entertain and educate will always be priorities. Thank you for supporting our library in our quest to serve the entire community as we move forward during the next three years.

Sincere thanks go out to our Board of Trustees, our Friends of the Library, the City of Eau Claire, our partners at IFLS (our library system), our community partners, our focus group participants, and our customers, who are the reason we come to work each day. Special thanks to our management team and especially to our dedicated staff who strive every day to make your library the best it can be.



Nancy Kerr

Nancy Kerr,
Library Director

VALUES

These are the values intrinsic to library services, and are reflected in our staff, resources, and programs.

ACCESS

The library strives to ensure open and supported access to library facilities, materials, programming, and information resources for all.

INTELLECTUAL FREEDOM

The library recognizes, supports, and protects the right of every individual to both seek and receive information, and provides resources and programs that offer a wide variety of viewpoints on a broad range of topics.

COLLABORATION

The library strives to be a good steward of the investment and trust the public has placed in it by working together with non-profit organizations, governmental entities, businesses, and individuals that share the library’s mission to maximize the benefits available to the community.

SERVICE

The library provides knowledgeable assistance and quality resources to ensure a positive and welcoming customer experience.

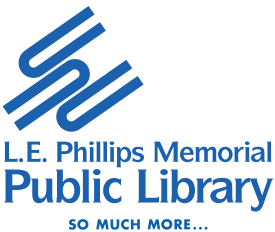
EQUITY, DIVERSITY, AND INCLUSION

The library recognizes the worth of each person and fosters an environment of inclusion, diversity, and equity in order to serve as a reflection of the community we serve.

LIFELONG LEARNING

The library meets learners of all ages and stages where they are, helping them access knowledge that will unlock everything from wonder and opportunity to leisure and adventure.

2024–26 STRATEGIC PLAN



400 EAU CLAIRE STREET, EAU CLAIRE, WI 54701
715-839-5004 | LIBRARIAN@EAUCLAIRE.LIB.WI.US
WWW.ECPUBLICLIBRARY.INFO

MISSION STATEMENT

The library promotes lifelong learning, creates collaborative spaces, and supports open access to diverse materials and resources to enhance the quality of life in the community.

VISION STATEMENT

We envision the L.E. Phillips Memorial Public Library providing excellent customer service and library spaces that foster a convenient, welcoming, and inclusive environment for all.

As envisioned, the library contributes to the development of an informed and engaged community. It will grow a new generation of young readers and foster the joy of reading for all generations. It will both attract and nurture new library customers as well as enhance services valued by traditional library customers.

The library will create spaces and opportunities that promote community connections, creativity, and collaboration in a manner reflective of and tailored to the community we serve, making the library a destination where everyone feels welcome and supported.

STRATEGIC PLAN GOALS

1. MAKE THE MOST OF THE NEW BUILDING.

- Evaluate space usage.
- Optimize use of both indoor and outdoor spaces.
- Identify workflow efficiencies to optimize operations and improve performance.

2. CHAMPION PUBLIC ACCESS.

- Identify barriers to access.
- Evaluate building hours and usage patterns.
- Advocate for public parking.
- Connect community to services through outreach and marketing.

3. PROVIDE A CONSISTENT EXPERIENCE.

- Encourage a positive staff outlook toward change and growth.
- Educate customers on foundational library skills.
- Ensure consistent customer treatment through effective staff training.
- Evaluate staff structure, wages, and benefits.

4. FOSTER GOOD STEWARDSHIP OF PUBLIC INVESTMENT.

- Develop guidelines for evaluating community partnerships.
- Pursue and broaden funding opportunities.
- Assess programs and services to ensure relevance and resource efficiency.
- Advocate for fair and justifiable funding with an eye towards long-term sustainability.
- Maintain budget transparency with both staff and the community.

5. DEVELOP AND MAINTAIN DIVERSE COLLECTIONS.

- Increase collection usage.
- Reflect the unique needs of our community.
- Leverage usage data to drive collection growth.
- Interconnect collections with programs and services for mutual benefit.
- Develop collection promotions using effective strategies and evaluation methods.

6. DEVELOP AND MAINTAIN CRUCIAL PROGRAMS AND SERVICES.

- Reflect the unique wants and needs of our community.
- Develop effective tools to evaluate community impact.
- Leverage usage data to ensure continuous relevance and resource efficiency.
- Develop promotions using effective strategies and evaluation methods.

L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY

SECTION 5 – HOURS AND BREAKS

5.1 Access to the Library

Building hours for staff are from 5:00 a.m. to 30 minutes past closing Monday through Saturday, ~~and from 11:00 a.m. to 30 minutes past closing Sundays, from September through May.~~ Managers will establish work schedules around these times that meet the needs of the Library and provide for efficient workflow. Managers are generally expected to schedule their hours during the time the majority of the employees they supervise are at work.

Professional & Confidential, safety/security, and custodial staff whose duties require their presence in the building beyond the scope of building hours are authorized to be in the building as long as they are attending to work-related duties. Other staff should not be in the building outside of building hours without the express permission of their manager and the Director or designee. Any staff found to have abused their access privileges will be subject to disciplinary action.

Keys/fobs will only be issued to library staff for official purposes in connection with duties assigned. All library employees issued keys/fobs will be required to sign a "key/fob security agreement". Contractors, volunteers, and other vendors may be issued keys/fobs upon signing a "contractor key/fob security agreement" for the duration of their work assignment and are intended only for short-term use.

5.2 Hours Scheduled to Work

The Library's workday and workweek are dictated by the needs of the public. Management will attempt to maintain a standard workday and workweek, but there is no guarantee that this will happen.

Management expressly reserves the right to schedule employees in a manner that will maintain the quality and level of service set by the employer. For example, an employee scheduled for evening hours shall be scheduled for the same evenings every week and these evenings shall not be rotated except in emergencies, including absences.

A workweek runs from Sunday through Saturday. ~~Employees scheduled for weekend Saturday work shall receive as an off-day any day during the same week which can be mutually agreed upon by the employee and employer.~~ ~~Employees scheduled for Sunday work shall receive equal time off during the same week.~~ If an employee scheduled for Saturday or Sunday work is unable to report for work and the employer obtains a replacement, the employer shall give such replacement equal time off during the same week on a day to be selected by the

employer, but it is agreed that the employer will do its best to accommodate the employee.

~~On weekends, Library Assistant and Associate responsibilities shall be rotated as consistently as is convenient and practical among all Assistants and Associates working public desks. Rotation schedules will be established separately for each work group~~

If an employee cannot work a scheduled shift, the employee may exchange work time with another employee as long as it is mutually acceptable to both and does not interfere with service to the public. Also, the permission of the manager shall be first obtained, but the employer agrees that the manager shall not unreasonably withhold such permission.

Schedules will generally be posted at least two weeks in advance.

5.3 Meal Breaks

Meal breaks are either one-half hour or one-hour in duration. Employees who work a seven- or eight-hour day are expected to take a meal break. You may schedule your meal breaks with your manager for some time between 11:00 a.m. and 2:00 p.m., or between 4:00 p.m. and 6:00 p.m. when you work an evening shift.

Meal breaks are not paid time. If you wish to make an exception to these guidelines, you need to receive permission from your manager.

5.4 Rest Periods

Employees are entitled to one 20-minute rest period or break if they work 3.5 continuous hours. If they work seven or more continuous hours, they may take two breaks. A break should be taken as close to the middle of a shift as possible. "Continuous hours" means in one sequence (e.g., from 8:00 a.m. to 4:00 p.m.). If, for example, an employee works in the morning and returns in the evening, these are not "continuous" hours. Meal breaks are ignored in calculating continuous hours. When an employee works in more than one job, they may take the breaks for which they are eligible in each job separately, not by combining hours. The rest period may be used as desired.

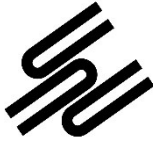
Breaks cannot be taken at the beginning or end of a shift. Breaks from two shifts may not be combined into one extended break. Breaks should not be taken when an employee has been absent from the Library during a shift for non-work-related purposes. For example, if an employee is scheduled to work from 7:00 a.m. to 11:00 a.m., but leaves for a 30-minute dental appointment at 9 a.m., that is a break in continuous hours worked, whether the absence was paid leave or on the employee's own time, and the employee is not eligible for a break.

An employee should contact their manager with questions about continuous hours worked and paid rest periods.

5.5 Leaving the Building During Working Hours

If an employee needs to leave the building during work for a purpose other than a break or lunch, such as a doctor's appointment, the employee must notify their manager, or the manager's designee, as soon as possible prior to leaving.

DRAFT



L.E. Phillips Memorial
Public Library

Number: 14

Category: Administration

Policy Title: Epidemic and Library Health Policy

Date adopted: 05/21/20

Date amended:

Date last reviewed:

The purpose of this policy is to establish protocol that will be used in the event of an epidemic or declared public health emergency. The library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during an epidemic or health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of the President of the United States, Governor of the State of Wisconsin or Eau Claire City County public health officials. It is important to ensure that essential business activities of the library can be maintained with limited staff and reduced hours as determined by the Library Director.

This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Epidemic is defined as a disease affecting many persons in a specific locality at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent.

Library health emergency is the state of affairs in which there are not enough healthy library staff to maintain normal hours of operation.

Employees and staffing level refer to part time and full time library staff as defined in the L.E. Phillips Memorial Public Library's Employment Handbook. This does not include library Pages or volunteers. "Desk staff" refer to all library employees with the Desk Clerks classification and above.

1. Library Closure

The L.E. Phillips Memorial Public Library may temporarily close because of an epidemic or library health emergency in the event that any of the following occur:

A. The City of Eau Claire offices close because of a health emergency.

- ~~B. A mandate, order, or recommendation for closure is issued by the state library division, public health, or other government officials.~~
- ~~C. The Eau Claire Area School District (ECASD) closes schools because of an epidemic.~~

~~At the discretion of the Library Director, the L.E. Phillips Memorial Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels.~~

~~In the event of closure, due dates and holds pickup dates for library materials will be adjusted so that no overdue charges are assessed and holds do not expire on dates the library is closed. The exterior book drop may be kept open and cleared periodically as long as possible.~~

~~The Library may reopen to the public even if ECASD schools remain closed if cleared to do so by the Wisconsin Department of Health Services or Eau Claire City-County Health department, and the City of Eau Claire Risk Management Department.~~

~~2. Minimum Staffing Level to Remain Open~~

~~If Eau Claire City-County public health officials allow public facilities to remain open during or reopen following a public health emergency, the Library must maintain a minimal level of staff in order to be open to the public. Minimum staffing level for a temporary period of time is defined as eight (8) healthy desk staff available to be present at the library during all open hours with a maximum of eight (8) hour workday and 40 hour workweek per employee. Thus, at least ten (10) healthy desk staff must be available to keep the library open for its regular daily hours Monday – Thursday, and at least six (6) available for regular Friday and weekend hours.~~

~~An inability to maintain this temporary minimal level will result in reduced hours or closing the library. Also, the necessity to maintain this temporary minimal level for more than five consecutive days will also result in reduced hours or closing the library.~~

~~The absence of healthy library staff will determine the ability to carry out services and maintain open hours. At the library director's discretion, this may include:~~

- ~~A. Cancelling programs, special events, and meeting room reservations.~~
- ~~B. Reassigning employee duties and shifts.~~
- ~~C. Reducing open hours if the number of employees falls below minimum levels.~~
- ~~D. Closing the library for one or more days.~~

~~If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the Library's sick leave policy. In the event of sudden closure and healthy library employees are sent home from work, those employees shall be compensated for their regularly scheduled hours.~~

~~3. Communication~~

~~In the event of closure library staff should follow the Library's Emergency Closure Policy. Any changes in the library's open hours to the public will be communicated via the library's website, social media accounts, media contacts, and phone messages.~~

~~4. Prioritization of Services~~

~~If reduced staffing, hours, or services are required, employees shall perform priority responsibilities that most directly impact customers prior to any other work tasks.~~

~~Priority responsibilities shall follow this order, with safety being a priority:~~

- ~~A. Communicate with customers, stakeholders, local officials, and vendors about changes to library services.~~
- ~~B. Submission of payroll, processing bills for payment, preparing for and holding Library Board meetings.~~
- ~~C. Secure ability for staff to work remotely.~~
- ~~D. Ensure online and digital resources are accessible.~~
- ~~E. Processing incoming and outgoing holds.~~
- ~~F. Direct customer assistance, e.g. check out, issuing library cards, computer and information assistance.~~

~~Individual responsibilities outside of those described shall be completed after prioritized tasks if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director or designated administrative authority to determine staffing area assignment and which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.~~

~~5. Employee Absences~~ ~~L.E. Phillips Memorial Public Library's Employee Handbook outlines the sick leave policy. This policy shall continue to be followed in the event of an epidemic or library health emergency.~~

~~6. Responsibility for Library Operations~~

~~If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall follow the library staff succession plan.~~



Number: 1

Category: Administration

Policy Title: **REVIEW AND APPROVAL OF ANNUAL GOALS
FOR THE LIBRARY DIRECTOR**

Date adopted: 01/26/96

Date amended: 10/19/2017

Date last reviewed: 02/15/2024~~02/18/21~~

The Library Director will submit proposed goals for the Library Director, listed in priority order, to the Library Board as part of their annual review process~~in January of~~ each year. The Library Board will review and take action on the proposed goals for the Library Director.

The Library Board will then review progress on these goals once per year. In November, the full Board will consider salary adjustments for the Library Director, based on progress in meeting the goals.