



PUBLIC NOTICE

Thursday, March 21, 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. 16)
 - b) Financial Report (pg. 29)
 - c) Statistical Report (pg. 34)
 - 4) Board President report/comments (Pesicka)
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OPEN SESSION

- 5) Consideration of New Business
 - A. Staff presentation by Stacy Yearous – Friends of the Library
 - B. Bylaws update (Contant)
 - C. Discussion of Distinguished Service Award
 - D. Discussion of and action on the Annual Request to Friends of the Library (Hennings) (pg. 35)
 - E. Discussion of and action on Section 1 of the Employment Handbook (Hennings) (pg. 39)
 - F. Discussion of and action on Fiscal Powers of the Library Board and Library Director policy (Hennings) (pg. 46)
 - G. Discussion of and action on Library Cards policy (Hennings) (pg. 47)
- 6) Committee Reports
 - A. Friends of the Library
 - B. IFLS
- 7) Directives from the Library Board to the Library Director
- 8) Next meeting: April 18, 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, February 15, 2024 at 5:00 p.m.

Board members present: Contant, Cook, Donnelly, Markgraf, Martin, Miller, and Pesicka.

Board members absent: Schell and Xiong. Staff present: Collins-Fuerbringer, Gray, Hennings, Kerr, Langreck, Thompson (presenter).

CITIZEN COMMENTS

None

CONSENT AGENDA

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

BOARD PRESIDENT COMMENTS

- Charlie and Gary are working on a date for a staff recognition event. Kim suggested the week of April 7-13 which is National Library week.

CONSIDERATION OF NEW BUSINESS

- A. Bill Gray, our Security Monitor, introduced himself to the board and gave them a summary of his background and experience.
- B. Jan Thompson presented information about the library's Genealogy Resources.
- C. The Bylaws Committee met and Cheryl presented information regarding 4 key areas of the bylaws that the committee is looking to make changes to which are as follows.
Board members should share their thoughts on these items with Cheryl for discussion in March.
 - a. Meeting attendance and voting by proxy
 - b. Orientation for new board members, done by the Executive Committee
 - c. Leadership and succession plan for board leadership positions
 - d. Standing committees – do we have the best ones in place? Are there other committees we should have instead?
- D. On a motion made by Cheryl Contant and seconded by Shelley Donnelly, the board unanimously approved the library's 2024-2026 strategic plan.
- E. Nancy shared some 2023 statistics with the board. Items to note are that physical circulation numbers were up 100,000 from 2022 and the loaned materials number was up by 20,000. E-audio is the fastest growing segment in libraries across the country.
- F. On a motion made by Kate Cook and seconded by Cheryl Contant, the board unanimously approved the 2023 Annual Report.

- G. On a motion made by Kate Cook and seconded by Jill Markgraf, the board unanimously approved the changes to section 5 of the Employee Handbook as presented by Kim.
- H. A motion was made by Josh Miller and seconded by James Martin, to strike the Epidemic and Library Health policy. After discussion Josh Miller made a motion, seconded by Cheryl Contant, to replace the policy with a procedure. The motion carried unanimously.
- I. On a motion made by Jill and seconded by Cheryl, the board unanimously approved the changes as presented to the Annual Goals for the Library Director.

COMMITTEE REPORTS

Friends of the Library

- 3 CD's are maturing this year. The proceeds will be used for the Storybuilder Campaign.
- The book sale proceeds were \$2,400.

IFLS – Jill Markgraf

- No report

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

- None

NEXT MEETING – March 21, 2024

ADJOURNMENT

On a motion made by Cheryl Contant and seconded by Shelley Donnelly, the board unanimously voted to adjourn at 6:35 p.m.

Respectfully submitted,
Barb Langreck, Administrative & Human Resources Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 03/07/2024
SUBJECT: FEBRUARY 2024 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending February 29, 2024

Operating Expenditures for the month	\$385,648.85
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	
Total	\$385,648.85

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 6110 Postage & Shipping
 - \$1,145.96 paid to L&M Mail service for postage
2. Account 6112 Computer Service Charges
 - \$2,491.50 paid to IFLS for self-check SIP2 interface license
3. Account 6160 Training/Meetings
 - \$1,612.45 paid to Library Journals for online professional development course
4. Account 6198 Misc Contractual
 - \$1,800.00 paid to WI Library Services for 2023-2024 city library collective
 - \$1,430.40 paid to Envisionware for annual maintenance agreement for AMH
5. Account 6202 Electricity
 - \$5,906.95 paid to City of Eau Claire for electricity charges for December and January
6. Account 6350
 - \$2,583.33 paid to City of Eau Claire for insurance charges

BILLS & CLAIMS - OPERATING
Transactions Processed in February 2024

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
02/02/2024	02/02/2024	6010	\$5,172.79	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/02/24
			\$5,172.79			
02/07/2024	02/09/2024	6010	\$16,225.23	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6010	\$29,558.49	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6010	\$18,720.06	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6010	(\$513.44)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6010	\$19,928.12	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6010	\$14,580.84	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6010	\$12,362.51	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6010	\$3,582.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6010	\$2,151.20	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
			\$116,595.41			
02/16/2024	02/16/2024	6010	\$3,738.66	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/16/24
			\$3,738.66			
02/21/2024	02/23/2024	6010	\$16,143.38	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6010	\$24,579.52	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6010	\$18,530.78	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6010	\$27,532.06	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6010	\$10,387.18	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6010	\$11,974.74	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6010	\$3,582.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6010	\$2,151.20	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
			\$114,881.26			
TOTAL PAYROLL WAGES			\$240,388.12			
02/02/2024	02/02/2024	6020	\$77.76	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/02/24
			\$77.76			
02/16/2024	02/16/2024	6020	\$155.51	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/16/24
			\$155.51			
TOTAL PAYROLL OVERTIME			\$233.27			
02/16/2024	02/16/2024	6030	\$1.02	SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/16/24
TOTAL SPECIAL PAYS			\$1.02			

02/05/2024	01/31/2024	6040	\$3.39 EMPLOYER PAID BENEFITS		JAN LIFE INSURANCE
			<u>\$3.39</u>		
02/02/2024	02/02/2024	6040	\$383.32 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/02/24
			<u>\$383.32</u>		
02/07/2024	02/09/2024	6040	\$1,211.99 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6040	\$2,220.23 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6040	\$1,394.04 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6040	\$1,418.88 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6040	\$1,045.02 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6040	\$884.54 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6040	\$261.78 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6040	\$164.57 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
			<u>\$8,601.05</u>		
02/16/2024	02/16/2024	6040	\$276.28 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/16/24
			<u>\$276.28</u>		
02/21/2024	02/23/2024	6040	\$1,196.93 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6040	\$1,808.52 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6040	\$1,381.88 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6040	\$2,002.68 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6040	\$718.51 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6040	\$831.92 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6040	\$261.79 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6040	\$164.56 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
			<u>\$8,366.79</u>		
TOTAL EMPLOYER PAID BENEFITS			<u>\$17,630.83</u>		
02/02/2024	02/02/2024	6042	\$361.80 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/02/24
			<u>\$361.80</u>		
02/07/2024	02/09/2024	6042	\$1,065.89 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6042	\$1,374.93 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6042	\$1,241.26 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6042	\$1,127.53 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6042	\$914.47 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6042	\$853.01 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6042	\$247.19 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6042	\$44.53 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
			<u>\$6,868.81</u>		

02/16/2024	02/16/2024	6042	\$267.69 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/16/24
			<u>\$267.69</u>		
02/21/2024	02/23/2024	6042	\$1,065.88 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6042	\$1,243.00 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6042	\$1,124.98 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6042	\$1,263.29 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6042	\$716.73 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6042	\$826.25 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6042	\$247.19 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6042	\$148.43 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
			<u>\$6,635.75</u>		
TOTAL WRS(ER)			<u>\$14,134.05</u>		
02/06/2024	01/31/2024	6043	(\$2,043.63) HEALTH INS(ER)		JAN HEALTH INSURANCE
			<u>(\$2,043.63)</u>		
02/02/2024	02/02/2024	6043	\$1,111.93 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/02/24
			<u>\$1,111.93</u>		
02/07/2024	02/09/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6043	\$4,027.82 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6043	\$2,552.50 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6043	\$4,230.50 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6043	\$4,284.16 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
02/07/2024	02/09/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/09/24
			<u>\$20,954.62</u>		
02/16/2024	02/16/2024	6043	\$960.85 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/16/24
			<u>\$960.85</u>		
02/21/2024	02/23/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6043	\$3,978.20 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6043	\$1,955.99 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6043	\$4,876.63 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6043	\$4,284.16 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
02/21/2024	02/23/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/23/24
			<u>\$20,954.62</u>		
TOTAL HEALTH INS(ER)			<u>\$41,938.39</u>		

02/29/2024	01/31/2024	6047	\$2,035.00	HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
02/29/2024	01/31/2024	6047	\$137.92	HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
TOTAL HEALTH INSURANCE DEDUCTIBLE			<u>\$2,172.92</u>			
02/14/2024	01/31/2024	6052	\$203.50	RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			<u>\$203.50</u>			
02/05/2024	01/31/2024	6055	\$7.47	VISION INSURANCE		JAN VISION INSURANCE
TOTAL VISION INSURANCE			<u>\$7.47</u>			
02/14/2024	01/31/2024	6110	\$1,145.96	POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
02/28/2024	02/27/2024	6110	\$192.56	POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
TOTAL POSTAGE & SHIPPING			<u>\$1,338.52</u>			
02/14/2024	02/13/2024	6112	\$2,491.50	COMPUTER SERVICE CHARGES	INDIANHEAD FEDERATED LIBRARY SYSTEM	COMPUTER SERVICES CHARGES
02/21/2024	02/20/2024	6112	\$159.00	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
TOTAL COMPUTER SERVICE CHARGES			<u>\$2,650.50</u>			
02/02/2024	01/23/2024	6118	\$108.34	ADVERTISING/MARKETING	FACEBK 24BWKBPRA2	FACEBOOK ADVERTISING DEC 18, 2
TOTAL ADVERTISING/MARKETING			<u>\$108.34</u>			
02/29/2024	02/28/2024	6130	\$296.80	REPAIRS TO BUILDINGS	JFTCO INC	GENERATOR REPAIRS AT THE LIBRA
TOTAL REPAIRS TO BUILDINGS			<u>\$296.80</u>			
02/14/2024	01/31/2024	6150	\$545.90	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES
02/21/2024	01/31/2024	6150	\$48.00	SPECIAL SERVICES	SHREDAWAY USA INC	SHREDDING SERVICE
02/07/2024	01/31/2024	6150	\$392.00	SPECIAL SERVICES	HEATHER C LEISZ	MONTHLY PLANT RENTAL & CARE
TOTAL SPECIAL SERVICES			<u>\$985.90</u>			
02/15/2024	01/02/2024	6153	\$94.58	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			<u>\$94.58</u>			
02/07/2024	02/07/2024	6156	\$100.00	PROFESSIONAL SERVICES	NICOLE COOK	YS PROFESSIONAL SERVICES
02/22/2024	01/31/2024	6156	\$100.00	PROFESSIONAL SERVICES	NATHANIEL D PIERCE	PROFESSIONAL SERVICES - YS PER
TOTAL PROFESSIONAL SERVICES			<u>\$200.00</u>			
02/02/2024	01/23/2024	6160	\$25.00	TRAINING/MEETINGS	WISCONSIN LIBRARY ASSOCIATION INC	STAFF TRAINING CONFERENCE (ALI
02/02/2024	01/23/2024	6160	(\$25.00)	TRAINING/MEETINGS	WISCONSIN LIBRARY ASSOCIATION INC	STAFF CONFERENCE CREDIT MEMO F
02/02/2024	01/23/2024	6160	\$291.96	TRAINING/MEETINGS	JUST LOCAL FOOD COOPERATIVE	YS STAFF RETREAT
02/02/2024	01/23/2024	6160	\$325.00	TRAINING/MEETINGS	UNIVERSITY OF WISCONSIN NON-PAYROLL	POWER UP LEADERSHIP CONFERENCE
02/02/2024	01/23/2024	6160	\$436.21	TRAINING/MEETINGS	OLIVE GARDEN 00014761	LUNCH FOR MLK DAY
02/29/2024	03/01/2024	6160	\$1,612.45	TRAINING/MEETINGS	LIBRARY JOURNALS LLC	PROFESSIONAL DEVELPMENT ONLINE

TOTAL TRAINING/MEETINGS			\$2,665.62		
02/02/2024	01/23/2024	6162	\$125.00	MEMBERSHIP DUES	INNOVATIVE USERS GROUP
TOTAL MEMBERSHIP DUES			\$125.00		IUG MEMBERSHIP
02/27/2024	02/27/2024	6198	\$68.00	MISC CONTRACTUAL SERVICES	OWEN PARK PAVILION RENTAL
02/02/2024	01/23/2024	6198	\$137.47	MISC CONTRACTUAL SERVICES	ZOOM ACCOUNT - JANUARY
02/02/2024	01/23/2024	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM
02/07/2024	01/31/2024	6198	\$1,800.00	MISC CONTRACTUAL SERVICES	WISCONSIN LIBRARY SERVICES INC
02/16/2024	01/31/2024	6198	\$65.62	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION
02/21/2024	02/20/2024	6198	\$1,430.40	MISC CONTRACTUAL SERVICES	ENVISIONWARE INC
02/28/2024	01/15/2024	6198	(\$781.00)	MISC CONTRACTUAL SERVICES	EO JOHNSON COMPANY INC
02/02/2024	01/23/2024	6198	\$90.00	MISC CONTRACTUAL SERVICES	DIGICOPY
02/28/2024	01/15/2024	6198	\$781.00	MISC CONTRACTUAL SERVICES	EO JOHNSON COMPANY INC
02/29/2024	02/28/2024	6198	\$50.00	MISC CONTRACTUAL SERVICES	DANICA R LEOS
02/29/2024	02/28/2024	6198	\$50.00	MISC CONTRACTUAL SERVICES	MORGAN C LANCOUR
02/29/2024	02/28/2024	6198	\$50.00	MISC CONTRACTUAL SERVICES	TABITHA TATRO
02/05/2024	12/31/2023	6198	\$140.00	MISC CONTRACTUAL SERVICES	HEARTQUEST TRAINERS LLC
02/22/2024	01/31/2024	6198	\$54.45	MISC CONTRACTUAL SERVICES	MINNESOTA CONWAY FIRE AND SAFETY INC
TOTAL MISC CONTRACTUAL SERVICES			\$3,989.94		
02/19/2024	01/31/2024	6202	\$5,906.95	ELECTRICITY	
TOTAL ELECTRICITY			\$5,906.95		400 EAU CLAIRE ST
02/19/2024	01/31/2024	6208	\$139.45	GAS SERVICE	
TOTAL GAS SERVICE			\$139.45		400 EAU CLAIRE ST
02/02/2024	01/23/2024	6210	\$1.54	TELEPHONES	
02/07/2024	01/31/2024	6210	\$625.83	TELEPHONES	CENTURYLINK LUMEN
02/29/2024	01/31/2024	6210	\$524.00	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC
02/28/2024	01/31/2024	6210	\$752.82	TELEPHONES	EAU CLAIRE COUNTY
TOTAL TELEPHONES			\$1,904.19		MONTHLY TELEPHONE SERVICE (JAN TELEPHONE TELEPHONE - 4TH QUARTER VOICEM JAN CENTREX VOIP PHONE CHR
02/14/2024	01/31/2024	6215	\$483.33	CITY GARBAGE SERVICE	
TOTAL CITY GARBAGE SERVICE			\$483.33		GARBAGE COLLECTION CHARGES
02/14/2024	01/31/2024	6350	\$2,583.33	INSURANCE	
TOTAL INSURANCE			\$2,583.33		INSURANCE CHARGES
02/02/2024	01/23/2024	6402	\$49.57	OFFICE SUPPLIES	
02/02/2024	01/23/2024	6402	\$7.91	OFFICE SUPPLIES	SQUARE INC
02/02/2024	01/23/2024	6402	\$56.67	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
02/02/2024	01/23/2024	6402	\$59.45	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
02/02/2024	01/23/2024	6402	\$43.96	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
					AMAZON.COM*MB14A11F2
					YS SUPPLIES (ALUM MOLDING AND YS SUPPLIES (PIPE CLEANERS) YS SUPPLIES YS SUPPLIES (CARD STOCK) YS SUPPLIES (CARDSTOCK) / PCS

02/02/2024	01/23/2024	6402	(\$45.96) OFFICE SUPPLIES	AMAZON COM SERVICES LLC	REFUND (YS ORDER CANCELLED BY
02/02/2024	01/23/2024	6402	(\$7.91) OFFICE SUPPLIES	AMAZON COM SERVICES LLC	REFUND FOR YS PROGRAM SUPPLIES
02/02/2024	01/23/2024	6402	\$51.36 OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD OFFICE SUPPLIES
02/02/2024	01/23/2024	6402	\$125.66 OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD OFFICE SUPPLIES (COPI
02/02/2024	01/23/2024	6402	\$91.19 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	OVERHEAD SUPPLIES (FILING CABI
02/02/2024	01/23/2024	6402	\$12.99 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	OVERHEAD SUPPLIES (DISPOSABLE
02/02/2024	01/23/2024	6402	\$67.56 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	OVERHEAD SUPPLIES (SCISSORS AN
02/02/2024	01/23/2024	6402	\$13.83 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OVERHEAD SUPPLIES (BABY WIPES)
02/02/2024	01/23/2024	6402	(\$239.98) OFFICE SUPPLIES	AMAZON COM SERVICES LLC	REFUND FOR DAMAGED PRODUCT (DE
02/02/2024	01/23/2024	6402	(\$12.99) OFFICE SUPPLIES	AMAZON COM SERVICES LLC	REFUND FOR OVERHEAD SUPPLIES (
02/02/2024	01/23/2024	6402	\$23.56 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OVERHEAD SUPPLIES (HAND SANITI
02/15/2024	02/14/2024	6402	\$495.75 OFFICE SUPPLIES	EO JOHNSON COMPANY INC	OH SUPPLIES - RISO TONER
02/22/2024	02/22/2024	6402	\$95.00 OFFICE SUPPLIES	ROONEY DIGITAL LLC	OH SUPPLIES - ADDRESS LABELS
02/02/2024	01/23/2024	6402	\$33.85 OFFICE SUPPLIES	ALLEGRA AND IMAGE 360	TS SUPPLIES (STAMPER)
02/02/2024	01/23/2024	6402	\$32.75 OFFICE SUPPLIES	KENT ADHESIVE PRODUCT COMPANY	TS SUPPLIES (POLY COVERS FOR B
02/02/2024	01/23/2024	6402	\$10.72 OFFICE SUPPLIES	WM SUPERCENTER#1669	TS SUPPLIES (BOTTLED WATER)
02/02/2024	01/23/2024	6402	\$54.31 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	TS SUPPLIES (AVERY LABELS)
02/02/2024	01/23/2024	6402	\$108.70 OFFICE SUPPLIES	OFFICE DEPOT	PCS SUPPLIES (8.5X14 PAPER)
02/02/2024	01/23/2024	6402	\$9.98 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	LOCTITE FUN-TAK MOUNTING PUTTY
02/02/2024	01/23/2024	6402	\$51.19 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	YS SUPPLIES (CARDSTOCK) / PCS
02/02/2024	01/23/2024	6402	\$102.38 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	PCS SUPPLIES (PAPER)
02/02/2024	01/23/2024	6402	(\$51.19) OFFICE SUPPLIES	AMAZON COM SERVICES LLC	REFUND FOR PCS SUPPLIES (AMAZO
TOTAL OFFICE SUPPLIES			\$1,240.31		
02/02/2024	01/23/2024	6405	\$61.12 AWARDS-TROPHIES-GIFTS FOL-2019	AMZ*CAFEPPRESS INC.	FOL GIFTS ADULT WINTER READING
02/02/2024	01/23/2024	6405	\$157.95 AWARDS-TROPHIES-GIFTS FOL-2019	SKOGENS FOODLINER INC	FOL WINTER READING CHALLENGE
02/21/2024	06/21/2023	6405	(\$5.95) AWARDS & TROPHIES-FOL-2022	AMZ*CAFEPPRESS INC.	TS ACCOUNT
02/21/2024	06/21/2023	6405	(\$10.98) AWARDS & TROPHIES-FOL-2022	AMZ*CAFEPPRESS INC.	)
02/21/2024	06/21/2023	6405	(\$64.92) AWARDS & TROPHIES-FOL-2022	AMZ*CAFEPPRESS INC.	NT)
02/21/2024	06/21/2023	6405	(\$72.41) AWARDS & TROPHIES-FOL-2022	AMZ*CAFEPPRESS INC.	YS SLP TEEN BOOKBOXES
02/02/2024	01/23/2024	6405	\$44.39 AWRDS/TROP FOL 2023	AMZ*CAFEPPRESS INC.	FOL GIFTS ADULT WINTER READING
02/21/2024	09/21/2023	6405	(\$11.99) AWRDS/TROP FOL 2023	AMZ*CAFEPPRESS INC.	YS TEEN BOOK BOXES (GIFTS)
02/21/2024	09/21/2023	6405	(\$69.25) AWRDS/TROP FOL 2023	OTC BRANDS, INC.	YS TEEN BOOKBOXES (GIFTS)
02/21/2024	09/21/2023	6405	(\$15.23) AWRDS/TROP FOL 2023	SKOGENS FOODLINER INC	KBOX GIFT FUNDS
02/21/2024	09/21/2023	6405	(\$89.85) AWRDS/TROP FOL 2023	SKOGENS FOODLINER INC	PCS REFRESHMENTS (GIFTS)
02/21/2024	09/21/2023	6405	(\$24.99) AWRDS/TROP FOL 2023	AMZ*CAFEPPRESS INC.	OX)
02/21/2024	06/21/2023	6405	(\$20.48) AWRDS/TROP FOL 2023	AMZ*CAFEPPRESS INC.	YS SLP TEEN BOOKBOXES
02/21/2024	06/21/2023	6405	(\$22.95) AWRDS/TROP FOL 2023	SKOGENS FOODLINER INC	FOL REFRESHMENTS (GIFT)
02/21/2024	05/23/2023	6405	(\$116.19) AWRDS/TROP FOL 2023	SKOGENS FOODLINER INC	FOL - PROGRAM REFRESHMENTS
02/21/2024	05/23/2023	6405	(\$137.42) AWRDS/TROP FOL 2023	SKOGENS FOODLINER INC	FOL - PROGRAM REFRESHMENTS
02/21/2024	04/28/2023	6405	(\$17.96) AWRDS/TROP FOL 2023	SKOGENS FOODLINER INC	S)
02/21/2024	04/28/2023	6405	(\$87.35) AWRDS/TROP FOL 2023	AMZ*CAFEPPRESS INC.	GIFTS-FRIENDS-REFRESHMENTS
TOTAL AWARDS-TROPHIES-GIFTS FOL-2019			(\$504.46)		
02/02/2024	01/23/2024	6406	\$23.14 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	YS PROGRAM SUPPLIES (AVERY NAM
02/02/2024	01/23/2024	6406	\$10.72 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES

02/02/2024	01/23/2024	6406	\$47.19 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
02/02/2024	01/23/2024	6406	\$54.10 LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	YS PROGRAM SUPPLIES (CUBING EV
02/02/2024	01/23/2024	6406	\$15.00 LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	A COUNCIL OF DOLLS: A NOVEL
02/02/2024	01/23/2024	6406	\$44.72 LIBRARY PROG SUPPLIES-FOL 2020	AMZ*CAFEPRESS INC.	RS PLANT CUTTING PROGRAM SUPPL
02/21/2024	06/21/2023	6406	\$5.95 LIBRARY PROG SUPPLIES-FOL-2022	AMZ*CAFEPRESS INC.	RS SUPPLIES (BAMBOO TONGS) GIF
02/21/2024	06/21/2023	6406	\$10.98 LIBRARY PROG SUPPLIES-FOL-2022	AMZ*CAFEPRESS INC.	RS PROGRAM PRIZES (RECIPE BOOK
02/21/2024	06/21/2023	6406	\$64.92 LIBRARY PROG SUPPLIES-FOL-2022	AMZ*CAFEPRESS INC.	RS PROGRAM PRIZES (GIFTS ACCOU
02/21/2024	06/21/2023	6406	\$72.41 LIBRARY PROG SUPPLIES-FOL-2022	AMZ*CAFEPRESS INC.	YS SLP TEEN BOOKBOXES
02/02/2024	01/23/2024	6406	\$23.67 LIBR SUPP - FOL-2023	TARGET.COM	YS EVENT SUPPLIES (FOL GIFTS T
02/02/2024	01/23/2024	6406	\$68.54 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (FOL TEEN
02/02/2024	01/23/2024	6406	\$22.97 LIBR SUPP - FOL-2023	SKOGENS FOODLINER INC	FOL GIFTS (EVENT REFRESHMENTS)
02/02/2024	01/23/2024	6406	\$29.15 LIBR SUPP - FOL-2023	SKOGENS FOODLINER INC	FOL GIFTS (EVENT REFRESHMENTS)
02/21/2024	09/21/2023	6406	\$11.99 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	YS TEEN BOOK BOXES (GIFTS)
02/21/2024	09/21/2023	6406	\$69.25 LIBR SUPP - FOL-2023	OTC BRANDS, INC.	YS TEEN BOOKBOXES (GIFTS)
02/21/2024	09/21/2023	6406	\$15.23 LIBR SUPP - FOL-2023	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES / TEEN BOO
02/21/2024	09/21/2023	6406	\$89.85 LIBR SUPP - FOL-2023	SKOGENS FOODLINER INC	PCS REFRESHMENTS (GIFTS)
02/21/2024	09/21/2023	6406	\$24.99 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	YS GIFTS ACCOUNTS (TEEN BOOK B
02/21/2024	06/21/2023	6406	\$20.48 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	YS SLP TEEN BOOKBOXES
02/21/2024	06/21/2023	6406	\$22.95 LIBR SUPP - FOL-2023	SKOGENS FOODLINER INC	FOL REFRESHMENTS (GIFT)
02/21/2024	05/23/2023	6406	\$116.19 LIBR SUPP - FOL-2023	SKOGENS FOODLINER INC	FOL - PROGRAM REFRESHMENTS
02/21/2024	05/23/2023	6406	\$137.42 LIBR SUPP - FOL-2023	SKOGENS FOODLINER INC	FOL - PROGRAM REFRESHMENTS
02/21/2024	04/28/2023	6406	\$17.96 LIBR SUPP - FOL-2023	SKOGENS FOODLINER INC	PCS (GIFTS-FRIENDS-REFRESHMENT
02/21/2024	04/28/2023	6406	\$87.35 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	GIFTS-FRIENDS-REFRESHMENTS
TOTAL LIBRARY PROGRAM SUPPLIES			\$1,107.12		
02/07/2024	01/31/2024	6409	\$2,995.00 DIGITAL/DOWNLOADABLE	CANDID	LIBRARY MATERIALS
02/07/2024	01/31/2024	6409	\$14,534.00 DIGITAL/DOWNLOADABLE	LIBRARY IDEAS LLC	LIBRARY MATERIALS
02/14/2024	01/31/2024	6409	\$600.00 DIGITAL/DOWNLOADABLE	EDWARD G HINKELMAN	LIBRARY MATERIALS
02/14/2024	01/31/2024	6409	\$3,218.64 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS
			\$21,347.64		
02/07/2024	01/31/2024	6409	\$98.44 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/07/2024	01/31/2024	6409	\$99.20 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/07/2024	01/31/2024	6409	\$108.59 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/07/2024	01/31/2024	6409	\$126.45 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/07/2024	01/31/2024	6409	\$152.33 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/07/2024	01/31/2024	6409	\$69.72 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/07/2024	01/31/2024	6409	\$387.47 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
02/07/2024	01/31/2024	6409	\$412.40 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
02/07/2024	01/31/2024	6409	\$430.32 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
02/07/2024	01/31/2024	6409	\$183.13 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD/ JUV
02/07/2024	01/31/2024	6409	\$199.08 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD/ JUV
02/07/2024	01/31/2024	6409	\$252.20 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD/ JUV/ GIFT IHO-LEPMPL/BOOKB
02/07/2024	01/31/2024	6409	\$603.18 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/14/2024	02/13/2024	6409	\$7.79 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/14/2024	02/13/2024	6409	\$8.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV

02/14/2024	02/13/2024	6409	\$90.05 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/14/2024	02/13/2024	6409	\$185.46 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/14/2024	02/13/2024	6409	\$166.34 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
02/14/2024	02/13/2024	6409	\$401.36 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
02/14/2024	02/13/2024	6409	\$206.00 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/JUV
02/14/2024	01/31/2024	6409	\$9.11 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/14/2024	01/31/2024	6409	\$61.42 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/21/2024	02/20/2024	6409	\$110.34 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO-LEPMPL
02/28/2024	02/27/2024	6409	(\$9.32) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/28/2024	02/27/2024	6409	\$30.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/28/2024	02/27/2024	6409	\$36.88 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/28/2024	02/27/2024	6409	\$338.73 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/L/D JUV
02/28/2024	02/27/2024	6409	\$260.09 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
02/29/2024	02/27/2024	6409	\$192.96 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS

\$5,219.70

02/07/2024	01/31/2024	6409	\$112.57 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
02/07/2024	01/31/2024	6409	\$126.88 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
02/07/2024	01/31/2024	6409	\$167.18 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
02/07/2024	01/31/2024	6409	\$444.02 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
02/07/2024	01/31/2024	6409	(\$17.99) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
02/07/2024	01/31/2024	6409	\$11.56 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
02/07/2024	01/31/2024	6409	\$18.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
02/07/2024	01/31/2024	6409	\$24.49 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
02/07/2024	01/31/2024	6409	\$60.73 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
02/07/2024	01/31/2024	6409	\$73.63 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD
02/07/2024	01/31/2024	6409	\$586.17 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/07/2024	01/31/2024	6409	\$873.27 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/07/2024	01/31/2024	6409	\$25.59 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD
02/07/2024	01/31/2024	6409	\$125.36 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD/ JUV
02/07/2024	01/31/2024	6409	\$165.15 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD/ JUV
02/07/2024	01/31/2024	6409	\$146.43 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD/ JUV/ GIFT IHO-LEPMPL/BOOKB
02/14/2024	02/13/2024	6409	\$19.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
02/14/2024	02/13/2024	6409	\$74.73 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
02/14/2024	02/13/2024	6409	\$167.69 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
02/14/2024	02/13/2024	6409	\$202.07 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
02/14/2024	02/13/2024	6409	\$41.54 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	HIGH DEMAND HOLDS/ADULT
02/14/2024	02/13/2024	6409	\$155.10 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL/NONPRINT/ADUL
02/14/2024	02/13/2024	6409	\$220.42 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/GIFTS IHO-LEPMPL
02/14/2024	02/13/2024	6409	\$280.39 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/GIFTS IHO-LEPMPL
02/14/2024	02/13/2024	6409	\$357.02 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/GIFT IHO-LEPMPL
02/14/2024	02/13/2024	6409	\$140.95 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
02/14/2024	02/13/2024	6409	\$153.42 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/JUV
02/14/2024	01/31/2024	6409	\$482.04 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/14/2024	01/31/2024	6409	\$505.67 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/14/2024	01/31/2024	6409	\$497.51 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/15/2024	01/31/2024	6409	\$25.97 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	ADULT

02/19/2024	07/03/2023	6409	(\$25.97) LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - AD-PRINT
02/21/2024	02/20/2024	6409	\$145.45 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
02/21/2024	02/20/2024	6409	\$169.44 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
02/21/2024	02/20/2024	6409	\$11.58 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO-LEPMPL
02/21/2024	02/20/2024	6409	\$85.50 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
02/21/2024	02/20/2024	6409	\$240.99 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL
02/23/2024	02/22/2024	6409	\$51.29 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - AD PRINT
02/28/2024	02/27/2024	6409	\$57.25 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
02/28/2024	02/27/2024	6409	\$95.73 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
02/29/2024	02/27/2024	6409	\$317.60 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL
02/29/2024	02/27/2024	6409	\$312.21 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ GIFTS
02/29/2024	02/27/2024	6409	\$454.29 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/29/2024	02/27/2024	6409	\$30.39 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
02/29/2024	02/27/2024	6409	\$136.65 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$8,350.94		
02/14/2024	02/13/2024	6409	\$73.97 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			\$73.97		
02/14/2024	02/13/2024	6409	\$9.44 LIBRARY MATERIALS-MORE DVD'S	BTAC ACQUISITION CORP	HIGH DEMAND HOLDS/ADULT
02/28/2024	02/27/2024	6409	\$20.67 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
02/28/2024	02/27/2024	6409	\$51.98 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
02/28/2024	02/27/2024	6409	\$720.01 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	LIBRARY MATERIALS
			\$802.10		
02/07/2024	01/31/2024	6409	\$19.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/07/2024	01/31/2024	6409	\$22.25 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/07/2024	01/31/2024	6409	\$43.98 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/07/2024	01/31/2024	6409	(\$61.49) LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
02/07/2024	01/31/2024	6409	\$70.46 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
02/08/2024	01/31/2024	6409	\$40.54 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - NONPRINT
02/08/2024	01/31/2024	6409	\$81.08 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - NONPRINT
02/14/2024	02/13/2024	6409	\$34.23 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/14/2024	02/13/2024	6409	\$145.47 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/14/2024	02/13/2024	6409	\$21.44 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL/NONPRINT/ADUL
02/14/2024	02/13/2024	6409	\$344.84 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
02/14/2024	01/31/2024	6409	\$169.19 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/14/2024	01/31/2024	6409	\$24.74 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/14/2024	01/31/2024	6409	\$41.23 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/14/2024	01/31/2024	6409	\$21.99 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/21/2024	02/20/2024	6409	\$343.37 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
02/21/2024	02/20/2024	6409	(\$14.34) LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/21/2024	02/20/2024	6409	\$49.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/21/2024	02/20/2024	6409	\$448.10 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/23/2024	02/22/2024	6409	\$44.54 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
02/28/2024	02/27/2024	6409	\$72.71 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT

02/29/2024	02/27/2024	6409	\$24.75 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/29/2024	02/28/2024	6409	\$52.47 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
			<u>\$2,041.52</u>		
02/02/2024	01/23/2024	6409	\$918.98 LIBRARY MAT-LAUNDRY LIBRARIES	INTERSTATE BOOKS4SCHOOL	YS OUTREACH (GIFTS)
02/02/2024	01/23/2024	6409	\$2,123.01 LIBRARY MAT-LAUNDRY LIBRARIES	SCHOLASTIC EDUCATION	YS OUTREACH (GIFTS)
02/02/2024	01/23/2024	6409	\$32.15 LIBRARY MAT-LAUNDRY LIBRARIES	AVERY PRODUCTS CORPORATIO	YS OUTREACH (GIFTS)
			<u>\$3,074.14</u>		
02/29/2024	02/27/2024	6409	\$33.00 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ GIFTS
			<u>\$33.00</u>		
02/07/2024	01/31/2024	6409	\$108.38 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/07/2024	01/31/2024	6409	\$36.54 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/07/2024	01/31/2024	6409	\$75.37 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD/ JUV/ GIFT IHO-LEPMPL/BOOKB
02/14/2024	02/13/2024	6409	\$75.00 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFT-IHO-LEPMPL
02/14/2024	02/13/2024	6409	\$122.78 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL/NONPRINT/ADUL
02/14/2024	02/13/2024	6409	\$94.17 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/GIFTS IHO-LEPMPL
02/14/2024	02/13/2024	6409	\$34.58 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/GIFTS IHO-LEPMPL
02/14/2024	02/13/2024	6409	\$15.12 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/GIFT IHO-LEPMPL
02/14/2024	02/13/2024	6409	\$26.39 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	GIFT IHO-LEPMPL
02/14/2024	01/31/2024	6409	\$162.85 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/14/2024	01/31/2024	6409	\$155.29 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/14/2024	01/31/2024	6409	\$96.86 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/21/2024	02/20/2024	6409	\$53.58 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	GIFTS IHO-LEPMPL
02/21/2024	02/20/2024	6409	\$16.59 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO-LEPMPL
02/21/2024	02/20/2024	6409	\$155.75 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL
02/21/2024	02/20/2024	6409	\$29.59 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	GIFTS IHO-LEPMPL
02/23/2024	02/22/2024	6409	\$53.24 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS - AD PRINT
02/28/2024	02/27/2024	6409	\$79.90 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
02/29/2024	02/27/2024	6409	\$94.59 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL
02/29/2024	02/27/2024	6409	\$68.78 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ GIFTS
02/29/2024	02/27/2024	6409	\$85.74 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
			<u>\$1,641.09</u>		
02/07/2024	01/31/2024	6409	\$14.62 MATERIALS-RESERVED FOR LIBR	INGRAM LIBRARY SERVICES	AD/ JUV/ GIFT IHO-LEPMPL/BOOKB
			<u>\$14.62</u>		
TOTAL LIBRARY MATERIALS-BOOKS-ADULT			<u>\$42,598.72</u>		
02/28/2024	02/27/2024	6415	\$41.52 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV
02/28/2024	02/27/2024	6415	\$12.31 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/L/D JUV
02/28/2024	02/27/2024	6415	\$122.32 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
02/29/2024	02/27/2024	6415	\$78.77 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			<u>\$254.92</u>		

02/19/2024	07/03/2023	6415	\$25.97 LOST/DAMAGED-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - AD-PRINT
02/28/2024	02/27/2024	6415	\$47.61 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D ADULT
02/28/2024	02/27/2024	6415	\$57.97 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D ADULT
02/28/2024	02/27/2024	6415	\$95.77 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D ADULT
02/29/2024	02/27/2024	6415	\$43.24 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ GIFTS
02/29/2024	02/27/2024	6415	\$112.06 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
02/29/2024	02/27/2024	6415	\$127.84 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$510.46		
02/07/2024	01/31/2024	6415	(\$33.99) LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
02/14/2024	02/13/2024	6415	\$12.99 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
02/28/2024	02/27/2024	6415	\$7.20 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	NONPRINT
02/28/2024	02/27/2024	6415	\$28.99 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
			\$15.19		
TOTAL LOST/DAMAGED-NON-PRNT MATERIAL			\$780.57		
02/02/2024	01/23/2024	6490	\$13.29 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	USB ethernet NIC
02/02/2024	01/23/2024	6490	\$94.91 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Laser/scanner assembly for CS
02/02/2024	01/23/2024	6490	\$221.32 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Keyboard and mouse for Bill Gr
02/02/2024	01/23/2024	6490	(\$84.95) EQUIPMENT PURCHASES (< \$5,000)	GOPHER SPORT	REFUND FROM ORIGINAL STEM TOY
TOTAL EQUIPMENT PURCHASES (< \$5,000)			\$244.57		
TOTAL OPERATING EXPENDITURES			\$385,648.85		

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

**Administrative Services
Nancy Kerr, Library Director**



We were grateful this past month to not experience last year's weather! We celebrated some significant staff anniversaries at our All Staff Meeting this month, ranging from 5 to 45 years. It is humbling to work with such amazing people who have dedicated so many years to making this library what it is today.

Kris and I continue to have monthly building update meetings with City staff to go through some information on building needs. Our latest conversations included the backup generator's capabilities as well as the plumbing backup issues we've experienced from time to time. Even with a newly remodeled building, things happen and now issues that we see are no longer covered under warranty.

I and several of our staff members are participating in AI training offered through Library Journal. It is providing an eye-opening look at artificial intelligence – how we can or should use it, how to decide what's real, bias in using AI, and more. There are amazing tools to use but with caution. I have received questions from community members about libraries and AI, and hope that this will help us formulate some answers.

I attended the south Barstow BID Ad Hoc Committee Board meeting, as the topic was the effect on nearby businesses of locating the planned Day Resource Center at a

proposed site downtown. It was a thoughtful and engaged group of people and a good experience to listen to their concerns and support City staff.

Paula, Kelly and I will be attending the Public Library Association Conference in Columbus, Ohio the first week in April. The last one I attended was just a couple weeks before we all closed down for Covid! We hope to gather a lot of information to bring back about a variety of current topics.

Shelly Collins-Fuerbringer, Deputy Director



This month we had 69 ALB incidents compared to 95 in 2023, so that is a trend we are happy to witness. This is likely a combination of things, but we attribute much of it to having a regular, proactive security presence. It didn't hurt that the temperatures were higher than normal for the month, either! The complete list of February and YTD incidents are captured below.

Shelly was able to focus on her new duties for coordinating the Books on Buses program and making plans for the upcoming BookBike season. There is always an open invitation for Board members to tag along on one or both of these efforts so you can see firsthand what we are doing to spread the word of our amazing library to the community!

ALB violations	February	YTD
Animals/not service	0	1
Attire/Odor	1	1
Blocked Access	12	24
Smoking/vaping products visible	6	15
Disruptive Noise	4	7
Sleeping	21	43
Inappropriate language/conversation	5	17
Inappropriate behavior	13	28
Making a mess	1	3
Alcohol/Drug Use	0	2
Damage to Property/stealing	5	5
Fighting/threatening/stalking/intimidating	1	1
Sexually explicit material	0	0
Totals:	69	147

Kimberly Hennings, Deputy Director



At our February all-staff meeting, we had the opportunity to celebrate milestone anniversaries for eleven fantastic staff members. Here's what their colleagues had to say about them:

5 Years

Alex Bridgeman "Alex is amazing with customers and staff! He continuously has a positive attitude, never shies away from challenges and is always looking out for the best interest of others. I love working with Alex and I appreciate the exemplary teamwork he brings each day." PS

Barb Langreck "Simply put, Barb is a gem and we are so lucky to have her on the Admin team. She's a savvy problem-solver and I'm consistently impressed by her strong work ethic and positive attitude. Barb is continuously striving to learn new skills, improve processes, and find efficiencies. Plus, she's always willing to lend a hand or an ear in stressful situations. She is quite often the empathic sounding board for everyone in admin (and the library)... and she does it gracefully. Thank you, Barb and congratulations on this 5-year milestone!" KH

Elizabeth Steans "Elizabeth has a bubbly personality, which in my experience, is not a common descriptor for Reference Manager! She also loves data more than anyone I know, so the combination makes for a unique and knowledgeable leader for the Reference Team. Congratulations on five years at LEPMPL!" SCF

Jerissa Koenig "We feel so lucky to have Jerissa on our team! Jerissa is always ready to support colleagues with stellar ideas and an extra set of hands. Jerissa is a fabulous public speaker, Ukulelist, singer of nursery rhymes and storyteller, often eliciting

squeals of “MISS RISS” from children who are excited to see their favorite library lady.”
KW

Sara Niese “It is hard to believe it has only been five years. Sara’s contributions make it feel like she has been here longer. She brings so many great qualities to the team. She is always looking for ways to improve workflows/processes and ways to make the collection better. Thank you for being such a great co-worker.” MW

10 Years

Jan Thompson “Jan has been incredibly valuable to the hive of ideas that swarm around the Reference Services Team’s brain trust. During a division meeting in her first year with Reference, we discussed how the service desk design would change the workflow we knew. In response, Jan offered the team perspective and hope saying, “This renovation will be serving customers for 20+ years, services change over time and so can we.” “Future Leader” was the phrase that came to mind following her statement. Jan’s humor, intellect, strategy, and sense of responsibility for her work are a few of the many traits we appreciate and value. Congratulations and thank you for choosing the Library for 10 years, Jan!” ES

Peter Kaesberg “Peter is a delight to work with and is a wonderful example to his colleagues. He imparts his wit and wisdom onto the entire library staff, brings forth a vast knowledge of the library as a whole, and he educates us with his many travel experiences shared with his wife, Colette. Peter has a wealth of musical awareness that he brings to the library collection having served on the Sawdust City Sounds team. And during Covid, Peter and his wife used our CS team Slack account as a platform to bring us all together by serenading us with song, and also sharing their culinary skills with beautiful pictures of home cooked meals. Thank you, Peter, for these 10 years and may there be many more!” LF

25 Years

Jenny Karls “25 years! What an amazing accomplishment. Jenny makes a huge difference to the team with her many talents. One of her biggest skills is problem-solving. When thinking about a problem, she tries to look at it from every angle and to

find the best solution for staff and customers. Thank you so much for your amazing work.” MW

Shelly Collins-Fuerbringer “While it’s great to have new staff members, it’s also incredibly important to have institutional knowledge. After 25 years, Shelly knows this library inside and out. Her dedication to the library and the community is admirable – nobody cares more than Shelly about our customers’ library experience, and even more about our staff. More recently, Shelly’s efforts in coordinating the library’s end of the building process during the recent expansion and remodel were organized and thorough, and her work to configure the ALB to provide consistency and keep our staff and customers safe has been downright heroic.” NK

30 Years

Linda Flach “Linda is a “rock” star of the Circulation department. Linda has been honing her Circulation skills for 30 years, working every position in the Circulation department (including van driver!). She is now a wealth of knowledge and a go-to for all questions. However, she is a rolling “stone” that gathers no moss, as she is never afraid to tackle new challenges and learn new things.” PS

45 Years

Melany Bartig “Melany’s quiet dedication to her work here at the library has been an inspiration to her coworkers for 45 years. She never hesitates to pitch in on whatever needs to get done, and she does it with excellence. And she does it on time. Actually, she usually does it ahead of time. She always jumps in to learn something new, whether its digital tools, A/V equipment, or, you know, working in a completely renovated building. Her design sensibilities bring an elegant touch to the posters, flyers, and signs she creates. She’s our go-to colleague for fantastic color palettes and, notably, the perfect font. This has earned her the (very official) title of “Font Queen.” Lest we forget that it takes a true artist to do Melany’s job, check out the library’s art gallery. Every stellar art exhibit is a testament to the hard work, organization, and heart she puts into everything. One more thing: You should never actually say these things directly to Melany, as she probably doesn’t want the attention.” MP

Youth Services
Kelly Witt, Youth Services Manager



It's been a short, fast month in Youth Services—and not just because it's February, but because we've been having so much fun! 789 people participated in the Winter Library Program in January and February which means we've been busy at the desk as families and teens have been collecting their prizes.



The most exciting addition to YS this month has been the arrival of our new self-checkout machine. Our machine is at just the perfect height for kids to help check out books, and its proximity to the Kids area means extra convenience and safety for parents. They can now check out books as their children continue playing or reading, and we've already had a lot of positive feedback.

We held our first of two events in the “Ukulele for Parents and Early Childhood Educators” mini-series in February. Nicole Cook, ukulele instructor, taught participants the parts of the ukulele, how to hold it, and how to play four cords. By the end of the 90-minute session, participants were already playing and singing a children's song. Participants will return in March to learn more skills and grow more comfortable with integrating ukulele and musical experiences into the daily activities of their children and students.



Teens were invited to attend the Heartstopper Hoopla in February. Though the graphic novels have high check outs and the Netflix series is popular, only seven teens attended. Teens made bracelets and buttons, colored on themed coloring sheets, played a few rounds of trivia, and enjoyed milkshakes. Teens in attendance were shy, but by the end they were chatting with tablemates and had cheesy smiles for photos. Teen programs rarely have a huge turnout, but they can help teens feel seen and help them connect with potential friends (and the library).

Reference Services
Elizabeth Steans, Reference Services Manager



In February, Reference Services (RS) staff congratulated Libby and wished her luck in her new position with another social service agency. Customers buzzed with excitement as they exchanged one plant-cutting for another! Dabble Box (DB) summer program planning began with *new* summer offerings for adults in the works. The DB Task Force also put out a call for makers to apply for June 2024's Maker in Residence.

Other RS programs and services stats in February:

- Plant-cutting exchange, over 70 cuttings were exchanged!
- 9 DB open labs offered, 247 customers attended.
- Home Delivery Services served 113 customers.

Take a look at February's published staff blogs!:

- [Am I Too Old for Young Adult Literature?](#) by Riley, RS Assistant
- [Ticklin' the Ivories: Delve into Music at the Library](#) by Bethany, RS Librarian features a curated list of music kits available for checkout. Check it out [here](#)!



RS desk staff answered 2,011 questions in February. The top 3 topics of inquiry include:

1. Meeting Room support (284 transactions).
2. Issued 228 internet guest passes.
3. Answered 225 questions using ready reference sources.

Programming and Communications Services
Isa Small, PCS Manager



Programming Updates: February saw the completion of two programming series:

The **Dungeons and Dragons Academy** was a three-part series for those looking to learn how to play the role-playing game. Helmed by longtime Dungeon Master James Johonnott, around 40 newbies were introduced to the game, building characters, and the general rules. This was the first program series coordinated by Digital Services and Marketing Specialist, Mike Paulus, who has plenty of experience planning events from his previous role at Volume One, and was well received, filling registration almost immediately. Free pizza provided by Toppers and some Mountain Dew Code Red set the scene, and a good time was had by all.

The **Art of Water** partnership with the Waldemar Ager Association included an art exhibit on Level 3 as well as a four-part programming series. Inspired by Waldemar Ager's own ecological interest in water quality, the four-part series shared a variety of perspectives on the way we interact with water, including a close look at the geological uniqueness of the Chippewa River, one writer's kayaking journey, local sustainability efforts, a look at how the waters of Ager's homeland in Norway are changing, and the critical role the Mekong River played in the escape of Hmong Refugees. The art exhibit reception and four series sessions saw nearly 350 total attendees.

Circulation Services
Paula Stanton, Circulation Manager



In February, Alex Bridgeman [pictured] was promoted to Assistant after Amy, Paula and Rebecca interviewed several internal candidates. Alex has since completed his Assistant training and is working hard to learn all of his new duties.

Cathy Hoadley and Callie Didion both resigned from their Page positions to move on to their next great things. Linda and Paula worked with Administration to get the vacant Desk Clerk and Page positions posted.

Amy received a thank you call from a customer who was so happy Amy had found her hold that she made a special point of calling to let Amy know that she got it and the holds process “worked”. This compliment was in addition to the second customer of the month who told Amy she was a “star”.

Several Circulation staff members watched a webinar on substance abuse so they are better equipped to recognize signs of drug use. Linda attended her first City Supervisor training with Paula and learned about “Verbal Judo” a type of direct yet empathic communication.

Technical Services
Michaela Weggen, Interim Technical Services Manager



There were several collection improvements completed in February to enhance the customer experience. Starting in the 600 Dewey area of the Nonfiction collection, TS staff increased the space between each shelf. This made it much more attractive and easier to browse. This also allowed us to move some books from the Oversize collection to the Nonfiction collection. We were able to move the books off the bottom shelf in the Oversize collection.

There were some art prints in the collection that were in carrying bags too large for the size of the print. TS staff swapped out carrying bags so the prints were in a more size appropriate bag. This improves the customer experience by making them less cumbersome to carry.

A new genre sticker, Historical Fiction, was added to the adult, teen, and juvenile fiction collections. We highlighted this new sticker with a display in the Adult Fiction area and there were 165 books circulated within the two-week period. We also completed adding a Biography genre sticker to the Adult Graphic Novels collection.



There were a couple call number relabel projects completed in February. About 50 Adult Reference books were given new labels to freshen up the appearance. We also relabeled our VOX and Wonderbook collections. Previously these were labeled Juv-VOX and Juv-Wonder. They now start with Juv-Read-Along. This allows us to shelve picture books, fiction, and nonfiction together versus separating them first by VOX/Wonderbook. About 500 items were relabeled.

For February, our special themed Too Good to Miss display, Romance, was very well received. The first half of the month featured books that first come to mind when you think romance (romantic comedies, contemporary/historical). The second half featured romance remixed (romantic suspense, mysteries, fantasy and science fiction). The number of books circulated was 242. That's an average of 60 per week! This means the display had a turnover of almost four.

Information Technology
Kris Nickel, Technology Manager



The “IT Wow” for February was completing the configuration and testing the new YS Self-Check, and installing it. Even without fanfare or giant signage, customers discovered and love it!

RS staff alerted me to an ongoing problem with the coin and bill acceptor (CBA) attached to the public printing system. Customers were occasionally using large bills for very small print jobs, and some were completing steps out of sequence, causing LARGE amounts of quarters being paid out and emptying the reserves. As a resolution I lowered the escrow to \$9.50, disallowing \$10 bills, as well as edited the default language on the screen, to make the order of steps much clearer.

I worked with Justin from Heartland Business Systems to add additional MS Defender configuration to our O365 environment, to improve our Anti-spam/-malware/-phish, safe links and safe attachment standards.

I recently volunteered to be one of the stockers for our Books on Buses program, and had a great time training with Alisha. She had her work cut out for her!



February, 2024 Budget Highlights

We are only just a couple of months into this year, so too early to track most significant trends. At the end of February, here is what we see:

REVENUES

- It is too early to predict revenues from two months of data.
- Admin staff are following up on the few miscellaneous service revenues which have not yet been received by other libraries. These are the payment for which we send billing based up the previous year's revenue to be paid the next year. We will be preparing invoices shortly for billing which will be due in 2025 based upon 2023 numbers.

EXPENDITURES

- Miscellaneous Contractual will be the line item to watch this year, and we have maintenance fees that are over and above what we've seen in the past, especially for newly installed items such as our Automated Materials Handler which adds over \$35,000 per year in upkeep costs.
- We carefully monitor our expenditures on library materials, but Julie let me know prior to her departure that the amount we spend on materials has not increased in the past 20 years. Considering the fact that our costs for materials has gone up and staff are extremely conscientious about weeding material which is damaged or no longer relevant, our shelves may not appear full for quite some time.
- As many things for which minor repairs are needed are no longer under building project warranties, it will be interesting to see how much we spend in our Repairs to Buildings line item.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY

**2024 YTD BUDGET REPORT - Operating
For the Period Ended February 29, 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	483.70	-	3,316.30	12.7%
4398	Other Penalties (Collection Agency)	3,775.00	650.00	-	3,125.00	17.2%
4451	Electronic Copy Revenue	7,050.00	1,247.63	-	5,802.37	17.7%
4452	Copier Revenue	1,830.00	277.78	-	1,552.22	15.2%
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	180,744.52	-	112,660.48	61.6%
4802	Interest Allocation	475.00	-	-	475.00	0.0%
4834	Misc. Library Sales - Taxable	390.00	156.00	-	234.00	40.0%
4836	Misc. Grant Revenue	-	-	-	-	N/A
4850	Gift Revenue	55,000.00	567.14	-	54,432.86	1.0%
4852	Misc. Reimbursements-Lost Items	19,775.00	4,178.84	-	15,596.16	21.1%
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	1,272.64	-	2,227.36	36.4%
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>\$ 195,678.05</u>	<u>\$ -</u>	<u>\$ 5,900,196.95</u>	<u>3.2%</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>\$ 195,678.05</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 6,160,706.95</u></u>	<u><u>3.1%</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	\$ 399,612.66		\$ 2,512,931.34	13.7%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	223,534.00	29,237.67		194,296.33	13.1%
6042	WRS (ER)	178,041.00	23,699.27		154,341.73	13.3%
6043	Health insurance-Employer	503,783.00	76,841.93		426,941.07	15.3%
6047	Health insurance Deductible	24,420.00	4,070.00		20,350.00	16.7%
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	407.00		2,035.00	16.7%
6055	Vision Insurance		14.94		(14.94)	
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	1,338.52	13,661.48	5,000.00	75.0%
6112	Computer Service Charges	142,000.00	57,756.97	2,482.00	81,761.03	42.4%
6116	Binding	-	-		-	N/A
6118	Advertising	21,803.00	108.34	960.00	20,734.66	4.9%
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	641.90	5,608.10	3,650.00	63.1%
6153	Convenience Fees	1,500.00	227.02	-	1,272.98	15.1%
6156	Professional Services	21,999.00	800.00	584.00	20,615.00	6.3%
6160	Staff Training/Conference	20,000.00	2,777.57	1,612.45	15,609.98	22.0%
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	75,546.07	5,862.74	60,791.19	57.2%
6210	Telephones	21,000.00	2,682.94	6,395.42	11,921.64	43.2%
6306	License & Permits				-	N/A
6308	Special Assessments	700.00	-		700.00	0.0%
6350	Liability & Property Insurance	31,000.00	5,166.66		25,833.34	16.7%
6398	Insurance Claims Reimbursement				-	N/A
6402	Office, AV, Library Supplies	49,650.00	1,303.37		48,346.63	2.6%
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	83,370.05		310,403.95	21.2%

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,700.00	1,962.72		15,737.28	11.1%
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	7,878.37		31,421.63	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>\$ 784,970.67</u>	<u>\$ 88,159.21</u>	<u>\$ 4,990,665.12</u>	<u>14.9%</u>

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 175,093.00	\$ 16,905.35		\$ 158,187.65	9.7%
6020	Payroll Overtime	8,000.00	703.66		7,296.34	8.8%
6030	Special Pays	600.00	1.02		598.98	0.2%
6040	Employer Paid Benefits	10,068.00	1,272.35		8,795.65	9.6%
6042	WRS (ER)	15,761.00	966.13		14,794.87	18.4%
6043	Health Ins (ER)	41,015.00	2,899.90		38,115.10	0.7%
6047	Health Insurance Deductible	1,655.00	275.84		1,379.16	16.7%
6128	Repairs to Tools & Equipment	600.00	-		600.00	0.0%
6130	Repairs to Buildings	25,000.00	2,124.99	1,965.96	20,909.05	16.4%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	21,848.00	549.01	4,016.00	17,282.99	20.9%
6198	Miscellaneous Contractual	74,347.58	54.45	18,343.44	55,949.69	24.7%
6202	Electricity	89,250.00	5,906.95		83,343.05	6.6%
6208	Gas Service	12,000.00	139.45		11,860.55	1.2%
6215	Garbage Service	5,800.00	966.66		4,833.34	16.7%
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>\$ 506,937.58</u>	<u>\$ 32,765.76</u>	<u>\$ 24,325.40</u>	<u>\$ 449,846.42</u>	<u>11.3%</u>
	TOTAL EXPENSES	<u><u>\$ 6,370,732.58</u></u>	<u><u>\$ 817,736.43</u></u>	<u><u>\$ 112,484.61</u></u>	<u><u>\$ 5,440,511.54</u></u>	<u><u>14.6%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended February 29, 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		3,530,049.89	82.8%
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>\$ -</u>	<u>\$ 855,862.34</u>	95.8%
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>\$ -</u>	<u>\$ 917,011.06</u>	
TOTAL - FUND 490		<u>\$ 65,000.00</u>	<u>\$ 13,838,217.85</u>	<u>\$ -</u>	<u>\$ (13,773,217.85)</u>	

February 2024 by the Numbers



PEOPLE

VISITORS: 21,887 Total this Month; 42,625 YTD

CARDHOLDERS: 19,300 City Residents; 28,818 Total Card Holders

CIRCULATION: 51,547 Total this Month; 103,770 YTD

CHILDREN'S (BIRTH–11): 17,334 Total this Month; 34,082 YTD

HOME DELIVERY: 522 Total this Month; 1126 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

6,729 Total this Month; 13,899 YTD

LOANED TO MORE LIBRARIES: 5,334 Total this Month;
11,235 YTD

INTERLIBRARY LOANS: 163 Incoming; 88 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: Public Wireless Internet Users (report criteria is not capturing data correctly); 1791 PCS sessions;
153,183 Website Engagements

USE OF ELECTRONIC MATERIAL: 1,904 E-Books;
12,261 E-Audiobooks; 632 E-Videos; 19,103 E-Databases



PROGRAMS

AGES 0–5: 40 Programs this Month; 1,419 Attendees this Month;
1,557 Attendees YTD

AGES 6–11: 15 Programs this Month; 542 Attendees this Month;
764 Attendees YTD

AGES 12–18: 2 Programs this Month; 62 Attendees this Month;
76 Attendees YTD

AGES 19+: 5 Program this Month; 71 Attendees this Month;
223 Attendees YTD

ALL AGES: 14 Programs this Month; 359 Attendees this Month;
600 Attendees YTD

2024 Annual Friends of L.E. Phillips Memorial Public Library Gift Request

ACKNOWLEDGEMENT:

For more than 30 years, the Friends of the L.E. Phillips Memorial Public Library have provided the library with generous financial and volunteer support. This critical funding allows the library to meet our strategic plan goals in a way that taxpayer-supported budget alone can not do. Friends funding has served to spearhead new initiatives, revamp existing offerings, and sustain critical programming. On behalf of the library board of trustees, staff, and the community we serve, we would like to extend our heartfelt appreciation and gratitude for their continued support.

2024 REQUEST OVERVIEW:

Request	Amount
Arts West Prizes/Refreshments	\$1,000.00
Chippewa Valley Book Festival	\$2,000.00
Program Refreshments	\$2,000.00
One Book One Community	\$750.00
Home Delivery Good Samaritan Program	\$500.00
Dabble Box Any-Purpose Fund	\$1,000.00
Play & Learn and The Lookout	\$2,500.00
Prizes and Incentives (Youth Services)	\$2,000.00
Teen Book Boxes	\$1,200.00
Summer at the Library T-Shirts	\$550.00
Professional Development	\$1,500.00
TOTAL Request	\$15,000.00

Arts West Prizes/Refreshments | Request: \$1,000.00

For nearly 20 years, the Friends have sponsored the cash prizes and reception refreshments for the Wisconsin ArtsWest juried art exhibit. Now in its 45th year, ArtsWest attracts artists from every corner of the state and is one of the most prestigious and longest-running annual juried exhibits in the state. Friends receive acknowledgment for sponsorship in marketing materials.

While formal art galleries and museums can feel inaccessible or unaffordable, anyone can enjoy art at the public library without needing to pay a fee or feeling insecure that they don't "know enough" about art. Offering a small honorarium to encourage entrants has yielded an excellent pool of submissions and a competitive jurying process, with only roughly 25% of submissions being accepted for the show.

Chippewa Valley Book Festival | Request: \$2,000.00

In 2007, the Friends asked that funds for the Chippewa Valley Book Festival (CVBF) be requested from them each year. Held in the fall annually since 2000, the festival showcases authors of regional and national reputation and features readings, discussions, and workshops for readers and writers of all ages. The library supports the book festival with a donation of at least \$500 from its own programming funds. Friends receive acknowledgment for sponsorship in CVBF marketing materials.

Similar to ArtsWest, the Chippewa Valley Book Festival brings a typically urban offering of meeting, listening to, and interacting with award-winning authors representing a variety of genres, backgrounds, and perspectives. Providing “big-city authors with a small-town feel,” the CVBF not only supports literacy and writing but encourages attendees to engage with each other and to discuss the book topics and how they can be applied to their everyday lives.

Program Refreshments | Request: \$1,800.00 (increased from \$1,500 in 2023)

When asking any event planner for advice on how to get participants to attend, the answer nearly always includes providing some form of refreshments. Since changing the standard evening program start time to 6 p.m. (to accommodate closing at 8 p.m.), refreshments have been especially appreciated by those coming straight from work who haven’t had a chance to grab dinner. For that reason, refreshments are a standard offering for most adult programs and several special events for audiences of all ages throughout the year. Removing the meal barrier allows more participation, especially from working adults. For kids and family events, providing snacks (especially for longer events) reduces the number of kids who may otherwise have had to leave for a light snack. Friends receive acknowledgment for sponsorship in marketing materials.

One Book One Community | Request: \$700

The Friends have funded special programming to support the *One Book, One Community* reading program since 2015. The program is an opportunity to start conversations on issues that affect our entire community. Friends receive acknowledgment for sponsorship in marketing materials.

The *One Book, One Community* reading program encourages community members to think “beyond the page” as they read and consider possible ways to identify how the book topics apply to our community, to engage in healthy discussion, and to develop solutions to address them.

Home Delivery Good Samaritan Program | Request: \$500

Home Delivery Services (HDS) is requesting funds to support a one-time fee-forgiveness program to improve HDS customer retention and still have funds to replace lost or damaged items. Out of 188 HDS cardholders: 46% live in memory care, assisted living facilities, retirement homes, or nursing homes; 20% live in apartments; and the remaining 34% live in houses or multi-family dwellings. Many Home Delivery customers live on a fixed income and a replacement fee for a lost or damaged item can pose a significant hardship. We’ve seen an increase in new HDS customers unable to pay these fees and consequently leaving the HDS program after two months rather than risk their unpaid bills(s) going to a collection agency. The Friends contribution we seek would pay for a customer’s first lost library item (an average cost of \$32 per item). The goal is to improve our new HDS cardholder retention efforts and replace lost or damaged items as a one-time forgiveness. This program supports the library’s mission to enhance the quality of life in the homebound population and continues offering access to materials for all community members.

Dabble Box Any-Purpose Fund | Request: \$1,000

Dabble Box staff will need to buy a variety of craft supplies throughout the year for programs and open lab times. Items purchased may include replacement materials for the vinyl cutter, and 3D printer, as well as various craft supplies.

Play & Learn and The Lookout | Request: \$2,500

The Play & Learn areas feature toys and activities for children birth to five to help build literacy skills through play and give tips to parents on how to extend the fun at home. Themes are changed on a quarterly basis. With each theme change, toys, and costumes are rotated in and out, and furniture is rearranged. Recent themes include “Dinosaur Adventures” and “Enchanted Forest.” The areas center around five practices that are featured in *Every Child Ready to Read @ Your Library*. The practices are talking, singing, reading, writing, and playing.

In 2011, Youth Services introduced the Play & Learn area as part of our work on the library’s Strategic Plan, and expanded during the recent renovation to accommodate the high traffic. This space has been recognized as a popular destination for families in the Eau Claire area; many families include a visit to Play & Learn as a part of their weekly routine.

The Lookout is a similar area reserved for middle-schoolers that gives them a “home” just for their age cohort.

Prizes and Incentives (Youth Services) | Request: \$2,000

This request is part of an ongoing effort to increase participation in programs, particularly the summer library program. Since 2015, the Friends have provided funding to support buying a book for every child who finished a reading folder, which has been a huge hit with parents and a major incentive for kids. We give out approximately 1,500 books each summer to babies, kids, and teens. This year’s request for funding will make it possible for us to continue offering books as a final prize for kids who finish one of the three reading folders as well as fund the teen prizes and other programs throughout the year.

Teen Book Boxes | Request: \$1,200

In 2021 the Youth Services Department, with support from the Friends of the Library, launched a monthly incentive-based program for teens. Teens request a themed monthly box that includes small incentives or gifts and a library book to check out. The Teen BookBox program has continued to be incredibly popular over the last two years, with an average of 24 teens served per month. It resonates with a wide variety of ages and interests, as well as with regular library teens and teens who do not otherwise engage with library programming.

Teens these days are busy. Providing these coordinated book boxes allows teens to participate in the reading and discussion portion of the book club but makes the logistics of picking up book club materials much easier as many parents stop in to grab them while their teens are otherwise engaged in extracurricular activities. Providing this service keeps teens engaged with the library at a time when their peers may not be regular visitors. Having the attractive boxes and library “swag” on their desks also provides an opportunity for friends and visitors to inquire about the program.

Summer at the Library T-Shirts | Request: \$500

While participation in the Summer Library Programs available for kids, teens, and adults continues to grow, we know there’s always room to grow. Participation is especially critical for school-aged kids to prevent the “summer slide” which can sometimes happen when students aren’t practicing their literacy and critical thinking skills on summer break. Funding would provide t-shirts for all of the public desk staff.

Promotional t-shirts are an excellent way to highlight the program in the library, at outreach events, and anywhere else our staff happens to venture while wearing one. As far as marketing dollars go, this is a relatively low-cost option with an exponential potential for reach.

Professional Development | Request: \$1,500

Funding will allow opportunities throughout the year to recognize excellence, provide opportunities for group professional development, and facilitate team improvement.

SECTION 1 – INTRODUCTION

1.1 Welcome

Welcome to the L.E. Phillips Memorial Public Library! We rely on you, our most valued and important resource, to continue to provide excellent service to our community. As such, we need all of our staff members to familiarize themselves with this handbook to know and understand our policies and procedures. We encourage you to use this handbook as a resource, and to ask questions if you need clarification.

~~Welcome to the L.E. Phillips Memorial Public Library. We believe that outstanding employees are the key to our success. Through the efforts of our staff members, the L.E. Phillips Memorial Public Library has established itself as a leader in our community. To ensure our continued success, it is important that all staff members understand our policies and procedures. This handbook is intended to help familiarize you with them. We encourage you to use this handbook as a valuable resource for understanding our organization.~~

Handbook Use and Purpose

This handbook provides information about working conditions, employee benefits, employee responsibilities, and Library employment policies. As a Library employee, it is your responsibility to read, understand, and comply with all provisions of this handbook. Our goal is to provide a work environment that is conducive to the personal and professional growth of all employees. This edition of the handbook cannot anticipate every possible circumstance or question about Library employment policies. To meet the evolving needs of the organization, the Library retains the right to revise, supplement, or rescind such policies as may be deemed appropriate by the Board of Trustees. Future handbook revisions will be incorporated on the Library's intranet site. This handbook is not, and should not be construed as, an employment contract or guarantee of employment. The policies described here are in effect and supersede all other versions of these policies previously given to you either orally or in writing. As a library employee, you are part of a long tradition of dedicated public service to the Eau Claire community. We hope that your service with the Library will add to that tradition and be enjoyable and rewarding for you.

If you have any questions regarding this handbook of Library employment policies, please bring them to the attention of your supervisor or the Deputy Director. My best wishes to you, and thank you for taking this first step in getting to know all that the library has to offer you as an employee.

Sincerely,

~~Pamela K. Westby~~ Nancy Kerr

Library Director, L.E. Phillips Memorial Public Library

DRAFT

~~1.2 Mission, Values, Strategies, Brand, Ethics, and Library Confidentiality~~

~~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.~~

~~Values~~

- ~~• Access: The library strives to enhance learning and to ensure open access to information for all.~~
- ~~• Intellectual freedom: The library strives to provide resources and programs that offer a wide variety of viewpoints on a broad range of topics.~~
- ~~• Privacy: The library protects every individual's right to explore information and ideas in a confidential manner.~~
- ~~• Stewardship: The library recognizes that it belongs to the [KH1] people of the community and strives to be an exceptionally good steward of the investment and trust that the public has placed in it.~~
- ~~• Collaboration: The library works together with non-profit organizations, other governmental entities, businesses and individuals that share the library's mission to maximize the benefits available to every resident of the Eau Claire area.~~
- ~~• Service: The library provides knowledgeable assistance and quality resources to ensure a positive and welcoming customer experience.~~

~~Core Strategies~~

- ~~• Contribute to the development of an informed and engaged community.~~
- ~~• Grow a new generation of young readers and foster the joy of reading for all generations.~~
- ~~• Attract and nurture new library customers.~~
- ~~• Enhance services valued by traditional library customers.~~
- ~~• Create spaces and opportunities that promote community connections, creativity and collaboration.~~
- ~~• Provide excellent customer service and library spaces that foster a convenient, welcoming and inclusive environment for all.~~

Brand

~~• So much more.~~

~~The purpose of this brand is to highlight the diverse range of materials, programs and services offered by the library. It also encourages customers to consider how the library can add value to the quality of their lives.~~

Code of Ethics

The general public associates public libraries with fairness and ethical behavior. Indeed, for many people, a public library is a place to come together as a community and access information.

Throughout Eau Claire and the surrounding area, the library has earned public trust, nurtured by years of ethical, honest, and responsible customer service. The continued success of the library depends upon the ethical conduct of employees and representatives. Ethical dilemmas occur when values are in conflict. ~~This handbook~~ The library's strategic plan states the values to which we are committed, and embodies the ethical responsibilities of our profession in this changing information environment. It is recommended employees familiarize themselves with this handbook, strategic plan, and policies in order to ensure the continued operation within this code of ethics.

Library employees and volunteers set an example for other businesses by their high standards of performance, professionalism, volunteer activities, knowledge of community needs, helping of the less fortunate and ethical conduct.

This code of ethics reflects and guides the conduct of all levels of employees and representatives of the library and our relationship with other businesses/government agencies, vendors and the general public.

Library Confidentiality

Confidentiality is a hallmark of professionalism. Confidential information obtained during or through employment with the library may not be used by any staff member for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit. In addition, employees will:

- Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately. Examples of this include the amount given by a donor or materials ordered or checked out by an individual. Even when discussing such information during a telephone call or when writing a thank you note, it is imperative that all measures to protect customer confidentiality are taken.

- Ensure that all non-public information of other persons or firms acquired by personnel in dealing with outside firms on behalf of the library is treated as confidential and is not disclosed.

1.31.2 Governance

The L.E. Phillips Memorial Public Library is a municipal Library established under section 43.52 of the Wisconsin Statutes.

The Director and the Board of Trustees share governance of the L.E. Phillips Memorial Public Library.

Generally, the role of the Board of Trustees is to plan and set policy. More specifically, the Board hires and supervises the work of the Director, develops long-range plans, approves the budget, and sets policy. Trustees are appointed with the approval of the Eau Claire City Council with two Board members recommended by the Eau Claire County Board. There is one permanent representative from the Eau Claire school district and one permanent Eau Claire City Council representative.

The Director manages the day-to-day operation of the Library based upon Board-established budget, plans, and policies.

Library Board meetings are held monthly. The date, time, and location of the meeting can be found on the library's website. ~~currently held at 5:00 p.m. on the third Thursday of each month in the Library's Board Room in the Administration Office of the Library.~~ The meetings are open to the public.

1.41.3 Definitions

A. Policies: Policies are guiding principles for the operation of the Library and are approved by the Library Board of Trustees.

For details, please refer to the Policies policy located at <http://www.ecpubliclibrary.info/> > About Us > Library Policies ~~→ Administration → Policies~~, or click [here](#).

B. Procedures: Procedures constitute the manner by which a policy is accomplished within the organization of the Library.

C. Regular Full-time: Those who are not in a temporary or introductory status and who are regularly scheduled to work the Library's full-time schedule (40 hours per week). Employees in this category are eligible for the City's benefit package, subject to the terms, conditions, and limitations of the benefit program.

D. Regular Part-time: Those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-

time work schedule. Regular part-time employees are eligible for most benefits sponsored by the Library on a prorated basis, subject to the terms, conditions and limitations of the benefit program.

E. Exempt: Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

F. Non-exempt: Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws.

G. At-will: The Library is an at-will employer. "At-will" means that either the employee or Library may terminate the employment relationship without regard to a contract or term of office. Nothing in this section or in this handbook shall be construed as creating a contract or guarantee of continued employment.

H. Professional & Confidential: Professional & Confidential is an employment classification group within the Library's Classification and Salary Schedule. This group includes ~~pay grades G through M on the library wage plan, the Library Director, Deputy Director, Manager, Community Resources Specialist, Digital Services and Marketing Specialist and Librarian positions~~. Professional & Confidential staff may be exempt or non-exempt, and they are regularly scheduled to work either full-time or part-time. All legally mandated benefits such as social security and workers' compensation insurance are provided to employees in this classification. Available benefits are outlined in the benefits information packet available from the administration office.

I. Technical & Support: Technical & Support is an employment classification group within the Library's Classification and Salary Schedule. This group includes ~~pay grades A through F on the library wage plan, Page, Desk Clerk, Library Assistant, and Coordinator positions~~. Technical & Support staff are non-exempt, and they are regularly scheduled to work either full-time or part-time. All legally mandated benefits such as social security and workers' compensation insurance are provided to employees in this classification. Available benefits are outlined in the benefits information packet available from the administration office.

J. Seasonal, and/or Temporary: Seasonal, and/or Temporary is an employment classification group within the Library's Classification and Salary Schedule. This group includes Seasonal, and/or Temporary staff who are hired to supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are typically of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. All legally mandated benefits such as social security and workers' compensation insurance are provided to temporary employees. Temporary employees are typically not eligible for benefits, with the exception of the Library contribution to the Wisconsin

Retirement System and life insurance participation for those who qualify.

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L.E. Phillips Memorial
Public Library

Number: 7

Category: Administration

Policy Title: FISCAL POWERS OF THE LIBRARY BOARD AND
LIBRARY DIRECTOR

Date adopted: 12/20/79

Date amended: 03/21/24

Date last reviewed: 03/21/24~~02/18/21~~

The Library Board affirms that it has the authority to set the library's annual budget and that this budget is a general indication of how the financial resources of the library should be allocated among the various library operations.—The Library Board also recognizes, however, that the budget is primarily a guide to the Library Director and that the Director has the discretionary authority to ~~make adjustments~~adjust between line items as circumstances warrant.—While the Director may ~~make adjustments between~~adjust between line items, ~~they~~ he or she must not allow the total library operating budget to exceed the amount set by the Library Board. The Board expects that the Director will report periodically on how actual line item expenditures compare to the figures in the annual budget approved by the Library Board.

All payment of bills and claims are to be approved by the Library Board.—Checks may be sent out before the Library Board reviews bills and claims, but anything questionable should be held until after the Board approves the bills and claims at the monthly meeting.



L.E. Phillips Memorial
Public Library

Number: 5
Category: Circulation and Collection
Development Management

Policy Title: LIBRARY CARDS

Date adopted: 11/18/82

Date amended: 03/21/85; 05/15/87; 12/15/89; 02/19/93; 04/16/93; 10/16/98; 02/21/02;
08/15/02; 11/19/09; 08/18/11; 12/18/14; 11/16/17; 01/21/21; 03/21/24

Date last reviewed: 03/21/24~~01/21/21~~

FREE LIBRARY CARDS

Free library cards will be issued to persons of any age who are residents of the State of Wisconsin.

IDENTIFICATION REQUIRED OF APPLICANTS FOR LIBRARY CARDS

Applicants are required to provide one form of identification showing name and current residential address before being issued a library card.

The identification presented must be adequate for verifying that the person is who they claim to be~~he or she says~~, and that their address is current. ~~Staff are authorized to determine whether the form of identification presented is adequate for these purposes and what constitutes acceptable identification in special circumstances.~~

REPLACEMENT CARDS

When a customer has lost their ~~his/her~~ card, a replacement card will be issued. ~~A charge of \$1 will be levied. This charge is non-refundable.~~

TEMPORARY RESIDENTS

- ~~Temporary residents~~ Transitory Residents
~~Transitory residents are persons not currently having a permanent address or residents whose permanent residence is outside the State of Wisconsin who will be residing in Wisconsin for less than six months. Transitory residents must provide proof of current residential address.~~

• ~~Applicants must show proof of current residential address and will be issued a library card for three months at a time. Applicants are also required to provide one form of identification.~~Out of State Residents

~~Out of State temporary residents are persons whose permanent residence is outside the State of Wisconsin and who will be residing in Wisconsin for less than six months. These residents will be issued a library card for three months at a time.~~[PS1]

~~Applicants must provide proof of a local residential address for their temporary residence.~~

~~Applicants must also provide a driver's license or state identification card.~~

Check-out

The maximum number of items allowed on a Temporary Resident's card at any time is two (2). ~~This limit may be increased at the discretion of the Circulation Manager.~~ Temporary residents may not check out circulating iPads, hotspots, kits or interlibrary loans.

Persons not meeting these requirements will be considered for a library card on a case-by-case basis.

VISITING PROFESSORS AND COLLEGE STUDENTS

Visiting professors and college students are eligible for library cards if they present a non-expired identification card from their college or university plus one other form of identification showing a permanent or current residential address.

SIGNATURE OF PARENT OR GUARDIAN

The signature of a parent or guardian is required on the application for a library card in the case of persons under the age of 16.

LIBRARY CARDS FOR INSTITUTIONS

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 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.