



PUBLIC NOTICE

Thursday, April 18, 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. 17)
 - b) Financial Report (pg. 31)
 - c) Statistical Report (pg. 36)
 - 4) Board President report/comments (Gary Pesicka)
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OPEN SESSION

- 5) Consideration of New Business
 - A. Staff presentation – Arts West (Isa Small)
 - B. Update on the Trustees Bylaws changes (Nancy Kerr) (pg. 37)
 - C. Update on ductwork/air flow issue in Carnegie Room (Nancy Kerr)
 - D. Discussion of and action on Collection Development policy and Reconsideration of Library Materials form (Kim Hennings) (pg. 44)
 - E. Discussion of and action on Informational Exhibits, Displays, Bulletin Boards, and Pamphlet Racks policy (Kim Hennings) (pg. 67)
 - F. Discussion of board meeting date and times (Nancy Kerr)
 - G. Nominating Committee update (Gary Pesicka)
- 6) Committee Reports
 - A. Friends of the Library
 - B. IFLS
- 7) Directives from the Library Board to the Library Director
- 8) Next meeting: May 16, 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, March 21, 2024 at 5:00 p.m.

Board members present: Cheryl Contant, Kate Cook, Shelley Donnelly, James Martin, Joshua Miller, Gary Pesicka, Charlie Schell, and Sheng Xiong.

Board members absent: Jill Markgraf.

Staff present: Shelly Collins-Fuerbringer, Kim Hennings, Nancy Kerr, Barb Langreck, Stacy Yearous (presenter).

CITIZEN COMMENTS

None

CONSENT AGENDA

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

BOARD PRESIDENT COMMENTS

- The staff recognition event will be Tuesday, April 9th to coincide with National Library week (April 7-13) as well as National Library Workers Day (April 9th).
- Gary attended an IFLS sponsored event on book challenges and bans. He suggests that at our April meeting we review our current policies on these topics to ensure that we are ready to address any issues or challenges that may arise.
- The nominating committee will be meeting soon to prepare recommendations for Board Officers so the slate of candidates can be presented at the May meeting.

CONSIDERATION OF NEW BUSINESS

- A. Stacy Yearous, Friends of the Library Programming and Development Coordinator, presented information to the board about the Friends literacy programs, primary funding sources, and 2023 highlights.
- B. Cheryl Contant provided the bylaws draft to the board for discussion. She will take the feedback received from the board and make additional updates and will present the document to City legal department for final review. The board will vote on the bylaws at the April meeting.
- C. The board discussed the future of the Distinguished Service Award as no nominees were received this year. The Executive Board will review the current DSA process and guidelines and will bring a recommendation to the Board at the April meeting.
- D. On a motion made by Cheryl Contant and seconded by Kate Cook, the board unanimously approved the 2024 Annual Request to the Friends.

- E. On a motion made by Cheryl Contant and seconded by Charlie Schell, the board unanimously approved the changes to section one of the Employee Handbook.
- F. On a motion made by Kate Cook and seconded by James Martin, the board unanimously approved the Fiscal Powers of the Library Board and Library Director policy changes.
- G. On a motion made by James Martin and seconded by Shelley Donnelly, the board unanimously decided to table the discussion of the Library Cards policy until next month.

COMMITTEE REPORTS

Friends of the Library – Charlie Schell

- Plans are underway for the 2024 train exhibit. The FOL board decided that they will not offer a free night but will instead provide 30 free tickets for each night of the exhibit.
- The Friends received a Pablo grant which will be used to support the Books for Babies literacy program.

IFLS – Jill Markgraf

- No report

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

- Review our current policies related to book challenges/bans and bring to the April board meeting for review and discussion.
- Add future meeting date and time to the agenda for the April meeting.
- Talk to Market & Johnson regarding the ductwork/air flow noise in the Carnegie Room to continue to look for potential solutions to this issue.

NEXT MEETING – April 18, 2024

ADJOURNMENT

On a motion made by Cheryl Contant and seconded by Charlie Schell, the board unanimously voted to adjourn at 7:10 p.m.

Respectfully submitted,
Barb Langreck, Administrative & Human Resources Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 04/10/2024
SUBJECT: MARCH 2024 Bills & Claims Report Summary

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

Operating Expenditures for the month	\$418,134.56
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$ 12,259.71
Total	\$430,394.27

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
 - \$3,000.00 re-allocated from prepaid expense to 2023 expense per auditors
2. Account 6150 Special Services
 - \$1,359.03 paid to TK Elevator Corporation for quarterly preventive maintenance
3. Account 6198 Misc Contractual
 - \$39,675.00 paid to Lyngsoe Systems for annual maintenance of AMH system
4. Account 6202 Electricity
 - \$6,143.30 paid to City of Eau Claire for electricity charges
5. Account 6350
 - \$2,583.33 paid to City of Eau Claire for insurance charges
6. Account 6402 – Office Supplies
 - \$1,287.44 paid to Atmosphere Commercial Interiors for a cart for the stacked tables
7. Account 6406 – Program Supplies
 - \$1,300.00 paid to Hillcraft of WI for Dabble Box shelving
8. Account 6490 – Equipment
 - \$1,529.69 paid to Thoughtout for stands for YS public l pads

BILLS & CLAIMS - OPERATING
Transactions Processed in March 2024

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
03/01/2024	03/01/2024	6010	\$4,420.06	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/01/24
			<u>\$4,420.06</u>			
03/08/2024	03/08/2024	6010	\$16,225.22	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6010	\$28,052.75	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6010	\$13,605.78	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6010	\$10,350.51	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6010	\$12,112.17	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6010	\$3,582.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6010	\$19,426.35	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6010	\$2,151.21	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
			<u>\$105,506.39</u>			
03/14/2024	03/15/2024	6010	\$3,757.55	PAYROLL WAGES		PAY DATE: 03/15/24
			<u>\$3,757.55</u>			
03/20/2024	03/22/2024	6010	\$16,051.31	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6010	(\$83.46)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6010	\$27,609.69	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6010	\$13,146.28	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6010	\$12,499.02	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6010	\$11,379.63	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6010	\$3,582.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6010	\$19,603.15	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6010	\$2,151.20	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
			<u>\$105,939.22</u>			
03/28/2024	03/29/2024	6010	\$4,212.56	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/29/24
			<u>\$4,212.56</u>			
TOTAL PAYROLL WAGES			<u>\$223,835.78</u>			
03/01/2024	03/01/2024	6020	\$97.20	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/01/24
			<u>\$97.20</u>			
03/14/2024	03/15/2024	6020	\$77.76	PAYROLL OVERTIME		PAY DATE: 03/15/24
			<u>\$77.76</u>			
03/28/2024	03/29/2024	6020	\$375.65	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/29/24

			\$375.65			
TOTAL PAYROLL OVERTIME			\$550.61			
03/01/2024	02/29/2024	6040	\$3.39 EMPLOYER PAID BENEFITS			FEB LIFE INSURANCE
			\$3.39			
03/01/2024	03/01/2024	6040	\$323.21 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES		PAY DATE: 03/01/24
			\$323.21			
03/08/2024	03/08/2024	6040	\$1,211.93 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/08/24
03/08/2024	03/08/2024	6040	\$2,086.18 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/08/24
03/08/2024	03/08/2024	6040	\$1,027.92 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/08/24
03/08/2024	03/08/2024	6040	\$721.56 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/08/24
03/08/2024	03/08/2024	6040	\$865.37 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/08/24
03/08/2024	03/08/2024	6040	\$261.78 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/08/24
03/08/2024	03/08/2024	6040	\$1,419.41 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/08/24
03/08/2024	03/08/2024	6040	\$146.29 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES		PAY DATE: 03/08/24
			\$7,740.44			
03/14/2024	03/15/2024	6040	\$278.22 EMPLOYER PAID BENEFITS			PAY DATE: 03/15/24
			\$278.22			
03/20/2024	03/22/2024	6040	\$1,189.91 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/22/24
03/20/2024	03/22/2024	6040	\$2,014.68 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/22/24
03/20/2024	03/22/2024	6040	\$990.37 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/22/24
03/20/2024	03/22/2024	6040	\$880.65 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/22/24
03/20/2024	03/22/2024	6040	\$786.39 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/22/24
03/20/2024	03/22/2024	6040	\$261.79 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/22/24
03/20/2024	03/22/2024	6040	\$1,408.97 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 03/22/24
03/20/2024	03/22/2024	6040	\$140.44 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES		PAY DATE: 03/22/24
			\$7,673.20			
03/28/2024	03/29/2024	6040	\$347.22 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES		PAY DATE: 03/29/24
			\$347.22			
TOTAL EMPLOYER PAID BENEFITS			\$16,365.68			
			\$310.60			
03/08/2024	03/08/2024	6042	\$1,065.88 WRS(ER)	LIBRARY PAYROLL WAGES		PAY DATE: 03/08/24
03/08/2024	03/08/2024	6042	\$1,505.44 WRS(ER)	LIBRARY PAYROLL WAGES		PAY DATE: 03/08/24
03/08/2024	03/08/2024	6042	\$879.80 WRS(ER)	LIBRARY PAYROLL WAGES		PAY DATE: 03/08/24

03/08/2024	03/08/2024	6042	\$714.19 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6042	\$835.74 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6042	\$247.19 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6042	\$1,128.35 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6042	\$148.43 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
			<u>\$6,525.02</u>		
03/14/2024	03/15/2024	6042	\$263.34 WRS(ER)		PAY DATE: 03/15/24
			<u>\$263.34</u>		
03/20/2024	03/22/2024	6042	\$1,065.88 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6042	\$1,477.88 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6042	\$856.99 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6042	\$784.64 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6042	\$785.20 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6042	\$247.19 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6042	\$1,218.34 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6042	\$148.43 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
			<u>\$6,584.55</u>		
03/28/2024	03/29/2024	6042	\$315.56 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/29/24
			<u>\$315.56</u>		
TOTAL WRS(ER)			<u>\$13,999.07</u>		
03/04/2024	02/29/2024	6043	\$4,181.23 HEALTH INS(ER)		FEB HEALTH INSURANCE
			<u>\$4,181.23</u>		
03/01/2024	03/01/2024	6043	\$1,239.21 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/01/24
			<u>\$1,239.21</u>		
03/08/2024	03/08/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6043	\$4,711.33 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6043	\$990.52 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6043	\$4,269.88 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6043	\$4,214.46 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
03/08/2024	03/08/2024	6043	\$908.79 HI(ER)-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
			<u>\$20,954.62</u>		
03/14/2024	03/15/2024	6043	\$1,037.57 HEALTH INS(ER)		PAY DATE: 03/15/24
			<u>\$1,037.57</u>		

03/20/2024	03/22/2024	6043	\$1,302.60	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6043	\$4,962.42	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6043	\$885.44	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6043	\$4,241.31	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6043	\$3,648.25	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6043	\$908.79	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6043	\$4,097.02	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
03/20/2024	03/22/2024	6043	\$1,340.69	HI(ER)-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 03/22/24
			\$21,386.52			
TOTAL HEALTH INS(ER)			\$48,799.15			
03/04/2024	02/29/2024	6047	\$137.92	HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
03/04/2024	02/29/2024	6047	\$2,035.00	HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,172.92			
03/20/2024	02/29/2024	6051	\$4,503.49	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	HEALTH INSURANCE PREMIUMS
03/20/2024	02/29/2024	6051	\$1,635.82	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	HEALTH INSURANCE PREMIUMS
03/26/2024	03/26/2024	6051	\$6,139.31	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	HEALTH INSURANCE PREMIUMS
TOTAL RETIREE-HLTH INS			\$12,278.62			
03/01/2024	02/29/2024	6052	\$203.50	RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$203.50			
03/01/2024	02/29/2024	6055	\$7.47	VISION INSURANCE		FEB VISION INSURANCE
TOTAL VISION INSURANCE			\$7.47			
03/07/2024	02/22/2024	6110	\$16.52	POSTAGE & SHIPPING	UPS*1532030926	UPS SHIPPING COST
03/12/2024	02/29/2024	6110	\$853.63	POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
03/29/2024	12/31/2023	6110	\$3,000.00	POSTAGE & SHIPPING		ALLOCATE EXPENSE
TOTAL POSTAGE & SHIPPING			\$3,870.15			
03/07/2024	02/22/2024	6112	\$120.00	COMPUTER SERVICE CHARGES	TECHSOUP	2 Acrobat 2020 licenses
03/07/2024	02/22/2024	6112	\$19.99	COMPUTER SERVICE CHARGES	PCMASTERS-SHOP.COM	Windows 10 Home-to-Pro license
03/07/2024	02/22/2024	6112	\$38.99	COMPUTER SERVICE CHARGES	WONDERSHARE.COM	Filmora Creative Assets Effect
03/20/2024	03/19/2024	6112	\$159.00	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
TOTAL COMPUTER SERVICE CHARGES			\$337.98			
03/07/2024	02/22/2024	6118	\$99.94	ADVERTISING/MARKETING	DISPLAYS2GO	PCS ADVERTISING (ACRYLIC TABLE
TOTAL ADVERTISING/MARKETING			\$99.94			
03/12/2024	02/29/2024	6130	\$531.00	REPAIRS TO BUILDINGS	HUDSON ELECTRIC INC	REPAIRS TO BUILDING
03/13/2024	01/31/2024	6130	\$303.05	REPAIRS TO BUILDINGS	BADGER STATE INC	LIBRARY GEOTHERMAL ALARM MAINT

TOTAL REPAIRS TO BUILDINGS			\$834.05			
03/05/2024	02/29/2024	6150	\$392.00	SPECIAL SERVICES	HEATHER C LEISZ	MONTHLY PLANT RENTAL & CARE
03/07/2024	02/29/2024	6150	\$1,359.03	SPECIAL SERVICES	TK ELEVATOR CORPORATION	2024 QUARTERLY ELEVATOR PM
03/07/2024	02/29/2024	6150	\$845.92	SPECIAL SERVICES	TK ELEVATOR CORPORATION	2024 QUARTERLY ELEVATOR PM
03/12/2024	02/22/2024	6150	\$50.00	SPECIAL SERVICES	STATE OF WISCONSIN	STATE OF WI REGULATED PERMIT F
03/12/2024	02/22/2024	6150	\$50.00	SPECIAL SERVICES	STATE OF WISCONSIN	STATE OF WI REGULATED PERMIT F
03/05/2024	02/29/2024	6150	\$48.00	SPECIAL SERVICES	SHREDAWAY USA INC	SHREDDING SERVICE
03/12/2024	02/29/2024	6150	\$319.30	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES
TOTAL SPECIAL SERVICES			\$3,064.25			
03/11/2024	02/01/2024	6153	\$46.22	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			\$46.22			
03/07/2024	03/07/2024	6156	\$100.00	PROFESSIONAL SERVICES	NICOLE COOK	YS PROFESSIONAL SERVICES
TOTAL PROFESSIONAL SERVICES			\$100.00			
03/07/2024	02/22/2024	6160	\$39.29	TRAINING/MEETINGS	ENTERPRISE RENT-A-CAR	ENTERPRISE RENT-A-CAR (PAULA S
03/07/2024	02/22/2024	6160	\$285.54	TRAINING/MEETINGS	EVENTBRITE.COM	CONFERENCE TRAINING - ISA SMAL
03/07/2024	02/22/2024	6160	\$176.20	TRAINING/MEETINGS	DELTA AIR 0062327068163	DELTA FLIGHT (NANCY KERR) PLA
03/07/2024	02/22/2024	6160	\$176.20	TRAINING/MEETINGS	DELTA AIR 0062327068163	DELTA FLIGHT (PAULA STANTON) P
03/07/2024	02/22/2024	6160	\$148.50	TRAINING/MEETINGS	UNIVERSITY OF WISCONSIN NON-PAYROLL	ONLINE COURSE STEPHANIE SCHULZ
03/07/2024	02/22/2024	6160	\$10.84	TRAINING/MEETINGS	HOLIDAY STATIONSTORES	HOLIDAY GAS STATION (CONFERENC
TOTAL TRAINING/MEETINGS			\$836.57			
03/07/2024	02/22/2024	6166	\$6.00	RECRUITMENT EXPENSES	CBI ONLINE	RECRUITMENT EXPENSE - BACKGROU
TOTAL RECRUITMENT EXPENSES			\$6.00			
03/13/2024	03/13/2024	6198	\$200.00	MISC CONTRACTUAL SERVICES	FIERCE FREEDOM INC	HONOARIUM FOR EMOTIVE ART CLAS
03/26/2024	03/26/2024	6198	\$750.00	MISC CONTRACTUAL SERVICES	MICHAEL H MARTIN	PCS MISC CONTRACTUAL
03/12/2024	02/22/2024	6198	\$325.00	MISC CONTRACTUAL SERVICES	API GARAGE DOOR INC	REPAIR TO DOOR AT LIBRARY
03/05/2024	12/31/2023	6198	\$552.37	MISC CONTRACTUAL SERVICES		RECORD AGENCY FUND ACTIVITY
03/05/2024	12/31/2023	6198	\$244.97	MISC CONTRACTUAL SERVICES		RECORD AGENCY FUND ACTIVITY
03/07/2024	02/22/2024	6198	\$137.47	MISC CONTRACTUAL SERVICES	ZOOM.US	MONTHLY ZOOM ACCOUNT (FEB 2024
03/07/2024	02/22/2024	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	DIGITAL SIGNAGE (FEB 2024)
03/08/2024	01/01/2023	6198	(\$71.25)	MISC CONTRACTUAL SERVICES		RVS EBC DM CORREC.
03/12/2024	02/29/2024	6198	\$61.76	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
03/13/2024	03/13/2024	6198	\$216.00	MISC CONTRACTUAL SERVICES	ACP CREATIVIT LLC	MISC CONTRACTUAL
03/20/2024	03/19/2024	6198	\$39,675.00	MISC CONTRACTUAL SERVICES	LYNGSOE SYSTEMS INC	MISC CONTRACTUAL
03/07/2024	02/22/2024	6198	\$107.94	MISC CONTRACT SERV-DABBLE	ANNIE'S HEIRLOOM SEED	FOL RS SEED LIBRARY
TOTAL MISC CONTRACTUAL SERVICES			\$42,253.26			
03/18/2024	02/29/2024	6202	\$6,143.30	ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$6,143.30			

03/18/2024	02/29/2024	6208	\$204.46	GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$204.46			
03/05/2024	02/29/2024	6210	\$778.75	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	TELEPHONE
03/06/2024	12/31/2023	6210	\$431.04	TELEPHONES		QTR4_23 Voicemail Charges
03/07/2024	02/22/2024	6210	\$1.56	TELEPHONES	CENTURYLINK LUMEN	MONTHLY PHONE SERVICE (JAN 202
03/13/2024	02/29/2024	6210	\$667.35	TELEPHONES		FEB CENTREX VOIP PHONE CHR
TOTAL TELEPHONES			\$1,878.70			
03/01/2024	02/29/2024	6215	\$483.33	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$483.33			
03/06/2024	02/29/2024	6350	\$2,583.33	INSURANCE		INSURANCE CHARGES
TOTAL INSURANCE			\$2,583.33			
03/07/2024	02/22/2024	6402	\$39.99	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (CORK BOARD)
03/07/2024	02/22/2024	6402	\$29.72	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRCULATION SUPPLIES (EXPANDIN
03/07/2024	02/22/2024	6402	\$70.32	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRCULATION SUPPLIES / CIRCULA
03/07/2024	02/22/2024	6402	\$9.99	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (SILICONE PLACEMAT
03/07/2024	02/22/2024	6402	\$15.13	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (TOY DISINFECTANT
03/07/2024	02/22/2024	6402	\$128.36	OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	CIRCULATION SUPPLIES (EXPANDIN
03/07/2024	02/22/2024	6402	(\$29.72)	OFFICE SUPPLIES	AMAZON COM SERVICES LLC	REFUND CIRCULATION SUPPLIES (E
03/07/2024	02/22/2024	6402	(\$39.99)	OFFICE SUPPLIES	AMAZON COM SERVICES LLC	REFUND (YS SUPPLIES CORK BOARD
03/07/2024	02/22/2024	6402	\$128.28	OFFICE SUPPLIES	DEMCO INC	TS SUPPLIES (EXTRA LONG BOOK J
03/07/2024	02/22/2024	6402	\$186.60	OFFICE SUPPLIES	DEMCO INC	TS SUPPLIES (BULK ADJUSTABLE P
03/07/2024	02/22/2024	6402	\$58.00	OFFICE SUPPLIES	ALLEGRA AND IMAGE 360	ALLEGRA - TS SUPPLIES
03/07/2024	02/22/2024	6402	\$252.46	OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (GOLDENROD P
03/07/2024	02/22/2024	6402	\$95.84	OFFICE SUPPLIES	OFFICE DEPOT	TS SUPPLIES (TAPE)
03/07/2024	02/22/2024	6402	\$440.18	OFFICE SUPPLIES	BAYSCAN TECHNOLOGIES LLC	TS SUPPLIES (CLEAR DVD LOCKING
03/07/2024	02/22/2024	6402	\$16.89	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (6 PACK DYMO LABEL
03/07/2024	02/22/2024	6402	\$90.34	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES
03/07/2024	02/22/2024	6402	\$75.51	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (OFFICE SUPPLIES)
03/07/2024	02/22/2024	6402	\$13.99	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES
03/07/2024	02/22/2024	6402	\$8.98	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (CARABINER CLIPS)
03/07/2024	02/22/2024	6402	\$58.99	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (TABLETOP SIGN HO
03/07/2024	02/22/2024	6402	\$8.70	OFFICE SUPPLIES	AMAZON COM SERVICES LLC	PCS SUPPLIES (8X5 NOTEBOOKS)
03/07/2024	02/22/2024	6402	\$4.46	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	DB EQUIPMENT & SUPPLIES (BOBBY
03/07/2024	02/22/2024	6402	\$329.29	OFFICE SUPPLIES	DEMCO INC	YS 1ST GRADE EC SCHOOL VISITS
03/07/2024	02/22/2024	6402	\$119.67	OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (COPY PAPER)
03/07/2024	02/22/2024	6402	\$103.17	OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (TISSUES/DIS
03/07/2024	02/22/2024	6402	\$77.00	OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (GOLDENROD P
03/07/2024	02/22/2024	6402	\$477.53	OFFICE SUPPLIES	THE WEBSTAURANTSTORE	KOALA KARE DISPOSABLE POUCHES
03/07/2024	02/22/2024	6402	\$185.99	OFFICE SUPPLIES	THE WEBSTAURANTSTORE	PURELL 1903-02 LTX HAND SANITI
03/07/2024	02/22/2024	6402	\$9.89	OFFICE SUPPLIES	TARGET.COM	OVERHEAD SUPPLIES (CASCADE DET

03/07/2024	02/22/2024	6402	\$44.48 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (DESKTOP CAL
03/07/2024	02/22/2024	6402	\$6.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (LANYARD FOR
03/07/2024	02/22/2024	6402	\$19.59 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (FOLDING F
03/07/2024	02/22/2024	6402	\$13.71 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (3 PACK STOR
03/07/2024	02/22/2024	6402	\$133.57 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (BADGE HOLDE
03/07/2024	02/22/2024	6402	\$351.56 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OVERHEAD SUPPLIES (134X BLACK
03/13/2024	03/13/2024	6402	\$495.75 OFFICE SUPPLIES	EO JOHNSON COMPANY INC	OH SUPPLIES - RISO TONER
03/28/2024	01/31/2024	6402	\$1,287.44 OFFICE SUPPLIES	ATMOSPHERE COMMERCIAL INTERIORS LLC	OH SUPPLIES
			<u>\$5,318.65</u>		
03/08/2024	03/08/2024	6402	\$15.16 OFFICE SUPPLIES	LIBRARY PAYROLL WAGES	PAY DATE: 03/08/24
			<u>\$15.16</u>		
TOTAL OFFICE SUPPLIES			<u>\$5,333.81</u>		
03/07/2024	02/22/2024	6405	\$47.84 AWARDS & TROPHIES-FOL 2021	AMZ*CAFEPRESS INC.	SOUPER BOWL (FOL ALL STAFF GIF
03/07/2024	02/22/2024	6405	\$13.97 AWARDS & TROPHIES-FOL 2021	ECHL LLC	GIFTS FOL STAFF AFFAIRS 55022
03/07/2024	02/22/2024	6405	\$46.67 AWARDS & TROPHIES-FOL 2021	SKOGENS FOODLINER INC	GIFTS FOL STAFF RECOGNITION 20
03/07/2024	02/22/2024	6405	\$6.03 AWARDS & TROPHIES-FOL-2022	ECHL LLC	GIFTS FOL STAFF AFFAIRS 55022
03/07/2024	02/22/2024	6405	\$101.80 AWRDS/TROP FOL 2023	JUNG SEED	FOL RS SEED LIBRARY
03/07/2024	02/22/2024	6405	\$153.81 AWRDS/TROP FOL 2023	ANNIE'S HEIRLOOM SEED	FOL RS SEED LIBRARY
03/20/2024	03/19/2024	6405	\$25.78 AWRDS/TROP FOL 2023	AMAZON COM SALES INC	GIFTS
TOTAL AWARDS & TROPHIES-FOL 2021			<u>\$395.90</u>		
03/07/2024	02/22/2024	6406	\$31.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (FOLDING F
03/07/2024	02/22/2024	6406	\$47.21 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (BEADS AND
03/07/2024	02/22/2024	6406	\$64.99 LIBRARY PROGRAM SUPPLIES	SP * FOUND FOOTAGE FES	GYMBOREE (YS PROGRAM SUPPLIES)
03/07/2024	02/22/2024	6406	\$18.17 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
03/07/2024	02/22/2024	6406	\$31.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	PCS PROGRAM SUPPLIES (28 PACK
03/07/2024	02/22/2024	6406	\$241.03 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (DRAWING S
03/07/2024	02/22/2024	6406	\$9.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (WASHABLE
03/07/2024	02/22/2024	6406	\$20.67 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (WATERCOLO
03/07/2024	02/22/2024	6406	\$110.54 LIBRARY PROGRAM SUPPLIES	SP * FOUND FOOTAGE FES	AMERICAN BUTTON MACHINES (DB P
03/07/2024	02/22/2024	6406	\$63.92 LIBRARY PROGRAM SUPPLIES	STARCITYGAMES WEB	DB PROGRAM SUPPLIES (BASIC LAN
03/18/2024	02/22/2024	6406	\$18.51 LIBR PROG SUPP-GEN PURPOSE GIF	SKOGENS FOODLINER INC	FOL GIFTS (EVENT REFRESHMENTS)
03/07/2024	02/22/2024	6406	\$89.97 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	YS TEEN BOOK BOXES (FOL GIFTS)
03/07/2024	02/22/2024	6406	\$79.41 LIBR SUPP - FOL-2023	SKOGENS FOODLINER INC	FOL GIFTS (EVENT REFRESHMENTS)
03/07/2024	02/22/2024	6406	\$38.65 LIBR SUPP - FOL-2023	SKOGENS FOODLINER INC	FOL GIFTS (EVENT REFRESHMENTS)
03/07/2024	02/22/2024	6406	\$11.49 LIBRARY PROG SUPPLIES-ECCF GRA	AMAZON.COM*MB14A11F2	ECCF GIFTS FUNDS (CARDSTOCK)
03/07/2024	02/22/2024	6406	\$467.08 LIBRARY PROG SUPPLIES-ECCF GRA	INTERSTATE BOOKS4SCHOOL	BOOKS FOR CVL (OUTREACH)
03/12/2024	01/31/2024	6406	\$1,300.00 LIBRARY SUPPLIES-DOMER	HILLCRAFT OF WISCONSIN LLC	DABBLE BOX SHELVING
03/18/2024	02/22/2024	6406	(\$18.51) LIBR SUPP - FOL-2023	SKOGENS FOODLINER INC	FOL GIFTS (EVENT REFRESHMENTS)
TOTAL LIBRARY PROGRAM SUPPLIES			<u>\$2,627.10</u>		
03/12/2024	02/29/2024	6409	\$3,312.71 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS

\$3,312.71

03/05/2024	02/29/2024	6409	\$17.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
03/05/2024	02/29/2024	6409	\$19.98 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
03/05/2024	02/29/2024	6409	\$201.16 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV PRINT/ L/D JUV PRINT
03/05/2024	02/29/2024	6409	\$230.14 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV PRINT/ L/D JUV PRINT
03/05/2024	02/29/2024	6409	\$136.38 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT
03/05/2024	02/29/2024	6409	\$169.45 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ L/D AD PR
03/05/2024	02/29/2024	6409	\$129.22 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT/ L/D JUV P
03/07/2024	02/22/2024	6409	\$19.36 LIBRARY MATERIALS-BKS JUVENILE	BLACKWELL'S	GIRL, GODDESS, QUEEN JUV PRINT
03/12/2024	03/12/2024	6409	\$97.65 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT / JUV
03/12/2024	02/29/2024	6409	\$318.63 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT / JUV
03/12/2024	03/12/2024	6409	\$8.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/12/2024	03/12/2024	6409	\$51.04 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/12/2024	03/12/2024	6409	\$53.15 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV / PERIODICALS - SUBSCRIPTI
03/12/2024	03/12/2024	6409	\$287.48 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV / GIFTS IHO-LEPMPL
03/13/2024	02/29/2024	6409	\$55.40 LIBRARY MATERIALS-BKS JUVENILE	LIBRARY IDEAS LLC	JUV
03/20/2024	03/19/2024	6409	\$24.98 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/20/2024	03/19/2024	6409	\$30.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/20/2024	03/19/2024	6409	\$52.77 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/20/2024	03/19/2024	6409	\$69.26 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/20/2024	03/19/2024	6409	\$220.65 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
03/20/2024	03/19/2024	6409	\$84.71 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO-LEPMPL
03/20/2024	03/19/2024	6409	\$185.10 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV
03/20/2024	03/19/2024	6409	\$107.02 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/JUV/L/D ADULT
03/20/2024	03/19/2024	6409	\$120.42 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/L/D JUV/ ADULT/ L/D ADULT/
03/20/2024	03/19/2024	6409	\$21.44 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ ADULT/ GIFTS IHO-LEPMPL/
03/26/2024	03/26/2024	6409	\$16.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/26/2024	03/26/2024	6409	\$157.95 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/26/2024	03/26/2024	6409	\$126.22 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
03/26/2024	03/26/2024	6409	\$424.61 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
03/26/2024	03/26/2024	6409	\$486.29 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6409	\$328.63 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6409	\$709.88 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6409	\$373.86 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV / ADULT
03/26/2024	03/26/2024	6409	\$221.94 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS

\$5,559.73

03/05/2024	02/29/2024	6409	\$94.43 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/05/2024	02/29/2024	6409	\$102.72 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/05/2024	02/29/2024	6409	\$353.65 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ IHO-FOL/ NONPRINT/ I
03/05/2024	02/29/2024	6409	\$113.70 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT/ L/D AD PRINT/ IHO-FO
03/05/2024	02/29/2024	6409	\$16.06 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT
03/05/2024	02/29/2024	6409	\$91.40 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ L/D AD PR
03/05/2024	02/29/2024	6409	\$79.28 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT/ L/D JUV P
03/06/2024	03/05/2024	6409	\$69.71 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT

03/07/2024	02/22/2024	6409	\$34.98 LIBRARY MATERIALS-BOOKS-ADULT	NORTH AMERICA BIGFOOT	MISSING 411-EASERN US (ADULT)
03/07/2024	02/22/2024	6409	\$35.98 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	BARNES & NOBLE (MIDNIGHT CREED
03/07/2024	02/22/2024	6409	\$134.99 LIBRARY MATERIALS-BOOKS-ADULT	JOSTENS INC.	EAU CLAIRE HIGH SCHOOL YEARBOO
03/12/2024	03/12/2024	6409	\$111.71 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
03/12/2024	03/12/2024	6409	\$136.45 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
03/12/2024	03/12/2024	6409	\$58.33 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT / JUV
03/12/2024	02/29/2024	6409	\$448.55 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/12/2024	02/29/2024	6409	\$392.63 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/12/2024	02/29/2024	6409	\$65.25 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT / JUV
03/12/2024	03/12/2024	6409	\$30.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
03/12/2024	03/12/2024	6409	\$68.55 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
03/20/2024	03/19/2024	6409	\$73.19 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
03/20/2024	03/19/2024	6409	\$74.70 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
03/20/2024	03/19/2024	6409	\$92.06 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
03/20/2024	03/19/2024	6409	\$98.60 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
03/20/2024	03/19/2024	6409	\$129.53 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
03/20/2024	03/19/2024	6409	\$38.46 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
03/20/2024	03/19/2024	6409	\$43.41 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
03/20/2024	03/19/2024	6409	\$43.17 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ L/D ADULT/ GIFT IHO-LEP
03/20/2024	03/19/2024	6409	\$352.39 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ L/D A
03/20/2024	03/19/2024	6409	\$540.88 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/20/2024	03/19/2024	6409	\$677.38 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/20/2024	03/19/2024	6409	\$17.54 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
03/20/2024	03/19/2024	6409	\$49.38 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
03/20/2024	03/19/2024	6409	\$145.45 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
03/20/2024	03/19/2024	6409	\$300.16 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT/ GIFTS IHO-LEPMPL/ L/D J
03/20/2024	03/19/2024	6409	\$73.56 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO-LEPMPL
03/20/2024	03/19/2024	6409	\$85.36 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/JUV/L/D ADULT
03/20/2024	03/19/2024	6409	\$133.64 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/L/D JUV/ ADULT/ L/D ADULT/
03/20/2024	03/19/2024	6409	\$34.11 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ ADULT/ GIFTS IHO-LEPMPL/
03/21/2024	03/21/2024	6409	\$77.26 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	ADULT/ GIFTS IHO-LEPMPL
03/21/2024	03/21/2024	6409	\$78.56 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	ADULT/ GIFTS IHO-LEPMPL
03/26/2024	03/26/2024	6409	\$43.38 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
03/26/2024	03/26/2024	6409	\$201.74 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
03/26/2024	03/26/2024	6409	\$330.96 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ NONPRINT/ GIFTS IHO-LEP
03/26/2024	03/26/2024	6409	\$405.30 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/NONPRI
03/26/2024	03/26/2024	6409	\$251.56 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6409	\$424.06 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6409	\$726.99 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6409	\$27.74 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
03/26/2024	03/26/2024	6409	\$113.21 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
03/26/2024	03/26/2024	6409	\$57.03 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV / ADULT
03/26/2024	03/26/2024	6409	\$315.99 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$8,496.11		
03/20/2024	03/19/2024	6409	\$182.79 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
03/26/2024	03/26/2024	6409	\$30.14 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS

			\$212.93			
03/05/2024	02/29/2024	6409	\$80.70	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/05/2024	02/29/2024	6409	\$49.49	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	AD PRINT/ IHO-FOL/ NONPRINT/ I
03/05/2024	02/29/2024	6409	\$462.56	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
03/06/2024	03/05/2024	6409	\$129.98	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/07/2024	02/22/2024	6409	\$69.99	LIBRARY MATERIALS-NON-PRINT	BEST BUY 00000406	BEST BUY (SUICIDE SQUAD PLAYST
03/12/2024	03/12/2024	6409	\$476.05	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
03/12/2024	03/12/2024	6409	\$162.40	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/20/2024	03/19/2024	6409	\$150.75	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/20/2024	03/19/2024	6409	\$417.54	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/20/2024	03/19/2024	6409	\$69.79	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/20/2024	03/19/2024	6409	\$234.64	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
03/26/2024	03/26/2024	6409	\$119.19	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NON PRINT
03/26/2024	03/26/2024	6409	\$14.99	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/26/2024	03/26/2024	6409	\$170.83	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/26/2024	03/26/2024	6409	\$258.97	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/26/2024	03/26/2024	6409	\$62.14	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	ADULT/ NONPRINT/ GIFTS IHO-LEP
03/26/2024	03/26/2024	6409	\$22.00	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/NONPRI
			\$2,952.01			
03/07/2024	02/22/2024	6409	\$275.00	LIBRARY MATERIALS-PERIODICALS	THE ECONOMIST	DIGITAL & PRINT SUBSCRIPTION
			\$275.00			
03/07/2024	02/22/2024	6409	\$74.00	LIBRARY MAT-LAUNDRY LIBRARIES	OFFICE DEPOT	OFFICE MAX - LABELS (GIFTS)
			\$74.00			
03/05/2024	02/29/2024	6409	\$13.83	MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ IHO-FOL/ NONPRINT/ I
03/05/2024	02/29/2024	6409	\$135.74	MATERIALS-BOOKMARKS	CENGAGE LEARNING INC	AD PRINT/ L/D AD PRINT/ IHO-FO
03/12/2024	02/29/2024	6409	\$81.06	MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6409	\$22.09	MATERIALS-BOOKMARKS	CENGAGE LEARNING INC	GIFTS IHO-FOL
			\$252.72			
03/05/2024	02/29/2024	6409	\$43.93	MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ IHO-FOL/ NONPRINT/ I
03/05/2024	02/29/2024	6409	\$58.38	MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	IHO-LEPMPL
03/05/2024	02/29/2024	6409	\$12.09	MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ L/D AD PR
03/12/2024	02/29/2024	6409	\$108.09	MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/12/2024	02/29/2024	6409	\$35.83	MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/12/2024	03/12/2024	6409	\$7.55	MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	JUV / GIFTS IHO-LEPMPL
03/20/2024	03/19/2024	6409	\$70.00	MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
03/20/2024	03/19/2024	6409	\$74.34	MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ L/D ADULT/ GIFT IHO-LEP
03/20/2024	03/19/2024	6409	\$15.68	MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ L/D A
03/20/2024	03/19/2024	6409	\$70.86	MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/20/2024	03/19/2024	6409	\$114.28	MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/20/2024	03/19/2024	6409	\$174.47	MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	ADULT/ GIFTS IHO-LEPMPL/ L/D J

03/20/2024	03/19/2024	6409	\$19.86 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO-LEPMPL
03/20/2024	03/19/2024	6409	\$12.07 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/L/D JUV/ ADULT/ L/D ADULT/
03/20/2024	03/19/2024	6409	\$12.06 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/ ADULT/ GIFTS IHO-LEPMPL/
03/21/2024	03/21/2024	6409	\$26.62 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	ADULT/ GIFTS IHO-LEPMPL
03/21/2024	03/21/2024	6409	\$131.15 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	ADULT/ GIFTS IHO-LEPMPL
03/26/2024	03/26/2024	6409	\$35.00 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ NONPRINT/ GIFTS IHO-LEP
03/26/2024	03/26/2024	6409	\$15.68 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/NONPRI
03/26/2024	03/26/2024	6409	\$258.62 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6409	\$11.75 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6409	\$114.72 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6409	\$7.55 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6409	\$108.18 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
			\$1,538.76		
03/12/2024	03/12/2024	6409	\$8.18 MATERIALS-RESERVED FOR LIBR	BTAC ACQUISITION CORP	JUV / PERIODICALS - SUBSCRIPTI
			\$8.18		
TOTAL LIBRARY MATERIALS-PERIODICALS			\$22,682.15		
03/05/2024	02/29/2024	6415	\$109.51 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV
03/05/2024	02/29/2024	6415	\$16.99 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV PRINT/ L/D JUV PRINT
03/05/2024	02/29/2024	6415	\$227.62 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV PRINT/ L/D JUV PRINT
03/05/2024	02/29/2024	6415	\$138.55 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT/ L/D JUV P
03/20/2024	03/19/2024	6415	\$91.13 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV
03/20/2024	03/19/2024	6415	\$31.27 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
03/20/2024	03/19/2024	6415	\$22.37 LOST/DAMAGED-BOOKS JUVENILLE	CENGAGE LEARNING INC	ADULT/ GIFTS IHO-LEPMPL/ L/D J
03/20/2024	03/19/2024	6415	\$41.79 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV/L/D JUV/ ADULT/ L/D ADULT/
03/20/2024	03/19/2024	6415	\$234.71 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV/ ADULT/ GIFTS IHO-LEPMPL/
03/26/2024	03/26/2024	6415	\$15.99 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6415	\$249.26 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/26/2024	03/26/2024	6415	\$10.69 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$1,189.88		
03/05/2024	02/29/2024	6415	\$16.19 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
03/05/2024	02/29/2024	6415	\$58.46 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
03/05/2024	02/29/2024	6415	\$20.79 LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT/ L/D AD PRINT/ IHO-FO
03/05/2024	02/29/2024	6415	\$11.48 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ L/D AD PR
03/12/2024	03/12/2024	6415	\$12.34 LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
03/12/2024	02/29/2024	6415	\$47.73 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
03/12/2024	03/12/2024	6415	\$14.11 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
03/20/2024	03/19/2024	6415	\$88.04 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D ADULT
03/20/2024	03/19/2024	6415	\$33.51 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D ADULT
03/20/2024	03/19/2024	6415	\$68.55 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ L/D ADULT/ GIFT IHO-LEP
03/20/2024	03/19/2024	6415	\$11.34 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ L/D A
03/20/2024	03/19/2024	6415	\$12.15 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/JUV/L/D ADULT
03/20/2024	03/19/2024	6415	\$13.98 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/L/D JUV/ ADULT/ L/D ADULT/

03/20/2024	03/19/2024	6415	\$65.39	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ ADULT/ GIFTS IHO-LEPMPL/
03/26/2024	03/26/2024	6415	\$15.68	LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
			\$489.74			
03/12/2024	03/12/2024	6415	\$42.03	LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	NONPRINT
03/13/2024	03/13/2024	6415	\$24.99	LOST/DAMAGED-NON-PRNT MATERIAL	PLAYAWAY PRODUCTS LLC	LIB MATLS - LOST/DAMAGED NONPR
03/20/2024	03/19/2024	6415	\$39.12	LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
03/26/2024	03/26/2024	6415	\$69.89	LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
			\$176.03			
TOTAL LOST/DAMAGED-BOOKS-ADULT			\$1,855.65			
03/07/2024	02/22/2024	6490	\$199.99	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	CS EQUIPMENT (BED BUG KILLER)
03/07/2024	02/22/2024	6490	\$87.31	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	CS EQUIPMENT (CORK BULLETIN BO
03/07/2024	02/22/2024	6490	\$14.99	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	CIRCULATION SUPPLIES / CIRCULA
03/07/2024	02/22/2024	6490	\$105.00	EQUIPMENT PURCHASES (< \$5,000)	AMAZON.COM*MB14A11F2	YS EQUIPMENT (STANDING DESK)
03/07/2024	02/22/2024	6490	\$29.99	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Molded earpieces for headset f
03/07/2024	02/22/2024	6490	\$19.99	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	USB-C hub for Bill G
03/07/2024	02/22/2024	6490	\$5.99	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Ethernet port dust covers
03/07/2024	02/22/2024	6490	\$29.98	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Headset for Bill G
03/07/2024	02/22/2024	6490	\$9.97	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	12V AC replacement adapter wit
03/07/2024	02/22/2024	6490	\$8.99	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Lanyard for Bill G
03/07/2024	02/22/2024	6490	\$689.44	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Optiplex 7010 for Paula S
03/07/2024	02/22/2024	6490	\$715.99	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Surface Laptop for Kelly K
03/07/2024	02/22/2024	6490	\$763.40	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Acer Tablet for Bill G
03/07/2024	02/22/2024	6490	\$31.02	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Surface Mouse for Kelly K
03/07/2024	02/22/2024	6490	\$19.90	EQUIPMENT PURCHASES (< \$5,000)	NETGEAR INC	Shipping Charge from NetGear
03/07/2024	02/22/2024	6490	(\$19.90)	EQUIPMENT PURCHASES (< \$5,000)	NETGEAR INC	Credit for NetGear Shipping Ch
03/07/2024	02/22/2024	6490	\$1,529.69	EQUIPMENT PURCHASES (< \$5,000)	THOUGHTOUTC	Stands for YS Pub iPads
03/07/2024	02/22/2024	6490	\$43.87	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT & SUPPLIES (BOBBY
TOTAL EQUIPMENT PURCHASES (< \$5,000)			\$4,285.61			
TOTAL OPERATING EXPENDITURES			\$418,134.56			

BILLS & CLAIMS - CAPITAL
Transactions Processed in March 2024

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
03/30/2024	12/31/2023	6198	\$9,999.96	MISC CONTRACTUAL SERVICES		RECORD ADMINISTRATIVE FEES
03/30/2024	12/31/2023	6198	\$2,259.75	MISC CONTRACTUAL SERVICES		RECORD FUND EXPENSES
TOTAL MISC CONTRACTUAL SERVICES			\$12,259.71			
TOTAL CAPITAL EXPENDITURES			\$12,259.71			

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

**Administrative Services
Nancy Kerr, Library Director**



Ah, Spring in Wisconsin. We opened the terrace, it snowed, and we closed the terrace. We've reopened it now and hope that the weather is conducive to keeping it open!

- I enjoyed taking part in the “petting zoo” for staff in the Dabble Box, giving anyone who will be working at future Open Labs there the chance to familiarize themselves with and experiment with the equipment. Our cupboards hold some very interesting things with which to dabble.
- I, along with Kelly (YS) and Paula (CS) attended the Public Library Association Conference in Columbus, Ohio. PLA is held every two years, and program topics are a good reflection of what goes on in public libraries across the country. As such, I would say the most commonly discussed topics in 2024 include safety and security, EDI, AI, and book challenges and how those affect your policies and practices. It is always a beneficial experience to hear how other libraries have dealt successfully with pressing issues. I was also very pleased to see that our library is already adopting and utilizing many of the actions that were recommended.
- It's not too early to think about next year's budget, as budget kickoff at the City will be earlier than in the past, in May rather than July. We have been studying the positive effects of having a full-time security presence here, and also what services may have been affected by the departure of our Community Resource

Specialist for another position. We are also looking at ways to increase the size of our lending collection, and the wage level of our pages, without whom we could not function. Without our pages, books do not get checked in and put in order on our shelves quickly and accurately to serve our customers.

Shelly Collins-Fuerbringer, Deputy Director



I met with Isabella Hong, Community Impact Director for the Health & Education Initiatives at United Way of the Greater Chippewa Valley. She extended an invitation to serve on the Education Advisory Council, which I accepted. The Advisory Council guides United Way's impact efforts in the Chippewa Valley by identifying community needs and supporting efforts to achieve the Bold Goal. I look forward to serving on the committee and learning more about the United Way in general.

The March ALB statistics are below. March 2024 had 90 incidents down from 102 incidents in 2023.

ALB violations	March	YTD
Animals/not service	0	1
Attire/Odor	5	1
Blocked Access	22	24
Smoking/vaping products visible	8	15
Disruptive Noise	1	7
Sleeping	18	43
Inappropriate language/conversation	6	17
Inappropriate behavior	19	28
Making a mess	6	3
Alcohol/Drug Use	0	2
Damage to Property/stealing	4	5
Fighting/threatening/stalking/intimidating	1	1
Sexually explicit material	0	0
Totals:	90	237

Kimberly Hennings, Deputy Director



Several library staff attended the Library Journal class on Adopting Artificial Intelligence in Libraries. This course included a live webinar component and a 3-week workshop. We had the opportunity to reflect and apply skills from the live sessions into tangible projects we could implement in our own library.



I also attended a session at CVTC on training and development. In the course we explored various ways organizations enhance the performance of their employees for retention and productivity, such as training and development, job redesign, alternative work arrangements, and through incentive pay arrangements.

It's hard to believe but Lynn has been at the library a month already. Lynn's first day was March 12. I've been working with the team to get Lynn onboarded. She's been a wonderful addition to the library team and entire TS division has been great at getting Lynn up-to-speed on all of their ongoing projects.

Youth Services
Kelly Witt, Youth Services Manager



In Youth Services, March came in like a lamb and out like a lion! We spent the beginning of the month enjoying a beautiful cello concert with 65 of our library friends and the end of the month at a full and rowdy teen late night! Over 3400 children and caregivers participated in programs in March both within the confines of 400 Eau Claire street and on our many outreach visits.



YS staff came prepared to host the multitudes of children on spring break with programs such as Pokémon Club, Perler Beads, an Eras party and more! Once again, we held Bingo in the Riverview Room with a crowd of over 100

people. One young customer commented, "I always come to Bingo with my grandma, we love it." At the popular *Wings of Fire* Celebration, the kids were invited to draw or write why they love *Wings of Fire* on the wall, hatch a dragonet (baking soda eggs + vinegar), do a flying dragon activity with hoops, play a memory match game and more.



YS hosted our first ever escape room in March: The Absent-Minded Artist and it was a huge hit! All 27 time slots were booked within just a few hours. This led to extending the room for another week to accommodate requests from customers for extra sessions. Families were invited to “escape” a study room by solving clues and answering riddles. Feedback from the escape room has been overwhelmingly positive with comments such as, “My family and I attended the Escape Room offering. Fantastic! It was great fun and very mathematical too... my grandson wants to schedule his yearly summer visit for a date when the Escape Room will be going. I am just so proud of our public library!!” YS staff heartily agree, we are just so proud of our public library.

Reference Services
Elizabeth Steans, Reference Services Manager



In March, Reference Services (RS) staff were busy planning new programs focused on adult lifelong learning and quality of life impact. Home Delivery Services (HDS) reports customers' gratitude. At age 94, one customer is grateful for having audiobooks on CD as her vision continues to decline. Another customer wrote she is having a "bad time, but reading good books helps [her] so much." HDS continues to improve quality of life and promote access to literacy for HDS participants.

Alyson, RS Assistant, led an impactful and noteworthy conversation with a customer experiencing personal hygiene issues presenting strong odors in the Library. In private, Alyson (with the aid of Bill) spoke with the library customer indicating they deserved to be in the library, but the odor was not welcome. After some follow-up, the issue was gently resolved. Thank you to Alyson for heading this tough conversation and Bill for his invaluable support.

Other RS programs and services stats in March:

- Adult Game Night in quarter 1 at the Brewing Project, 19 attendees
- Magic The Gathering Program, 16 attendees
- 9 DB open labs offered, 340 customers attended.
- The last Stitch Club offered for the season in DB, 5 attended.
- HDS served 109 customers and delivered almost 500 items.

The Staff Blog shares posts with recommended reads, library resources, and culture. Have a look at these blogs!:

- [Election Year Survival Toolkit: Preparing to Vote](#) by Stephanie, Reference Services

- [Hitting the Books in Midlife \(and Beyond\)](#) by Alyson, Reference Services
- [Am I too Old for Young Adult Literature?](#) by Riley Richards was picked up by VolumeOne and published in their March 18 issue.



RS desk staff answered 1,975 questions in March. The top 3 topics of inquiry include:

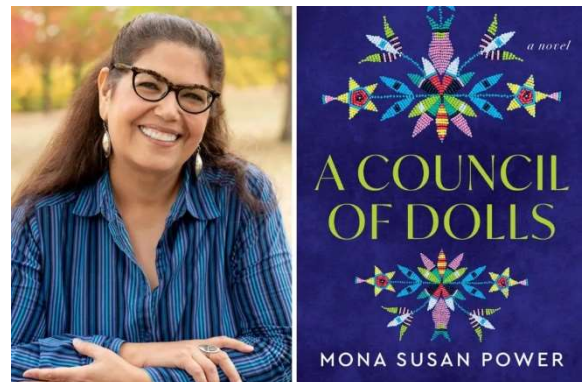
1. Meeting Room support (303 transactions).
2. Answered 290 questions using ready reference sources.
3. Issued 254 internet guest passes.

Programming and Communications Services
Isa Small, PCS Manager



The current One Book, One Community reading initiative is reaching the end of its sixth season, which focused on *Nature's Best Hope* by Douglas Tallamy. While we are excited for the last couple of sessions (especially a conversation between City arborist Matt Staudenmaier and bestselling author Nickolas Butler on April 27!), we are just as excited to announce the season seven book selection: *A Council of Dolls* by Mona Susan Power.

One Book, One Community is a community-wide reading initiative aimed at encouraging residents of the Chippewa Valley to turn their attention to a single book on a social justice topic in order to understand how the issue affects our community, and more importantly, to start conversations about how



community members can take positive steps toward change. Our previous selections have all been nonfiction, and *A Council of Dolls* is the first fiction title selected. This profoundly moving and unforgettable novel from PEN Award–winning Native American author Mona Susan Power, spans three generations of Yanktonai Dakota women from the 19th century to the present day. From the mid-century metropolis of Chicago to the windswept ancestral lands of the Dakota people, to the bleak and brutal Indian boarding schools, *A Council of Dolls* is the story of three women, told in part through the stories of the dolls they carried....

In addition to encouraging community members to read the book, the PCS team will also center the vast majority of their adult programming efforts providing additional

context to the historical events in the novel as well as opportunities for community members to deepen their knowledge of current day Native American tribes and individuals in the Chippewa Valley.

Working with partners at the Chippewa Valley Museum, the local school district Title VI program, and the MCHS Supporting Indigenous Peoples employee resource group, we have identified the following topics as critical to providing a comprehensive approach to understand the historical and current-day experience of Native American peoples in the Chippewa Valley:

- Indian Boarding Schools
- generational trauma
- existing tribal governments
- storytelling/oral history traditions
- current land-back efforts
- Native American rights (hunting, fishing, etc.)
- foraging/cooking
- language preservation
- music

Another exciting element of the upcoming OBOC programming is that the Youth Services team is interested in providing some youth-focused programming in some of the above topic areas, which will vastly expand the reach and impact of programming.

We anticipate the costs for this particular subject area will be higher due to a smaller pool of qualified presenter candidates, most of whom who will likely need travel accommodations in addition to speaker honorariums. In addition to the funding available from library operations, our local community partners, and the Friends of the Library gift funds designated for OBOC, we are seeking an additional \$12,000 in grant funding. We recently applied to the Mayo Clinic Hometown Health Grant and will be applying for a Major Grant from the Wisconsin Humanities Council—both using the Friends of LEPMPL as our fiscal agent.

Circulation Services
Paula Stanton, Circulation Manager



In March, Kaitlin Augustine [pictured, left] was promoted to Desk Clerk and began her training. Kaitlin was previously a Desk Clerk at another MORE member library so her training will be a breeze. Conall Chambers [pictured, right] was also promoted to Desk Clerk after several years as a Page. He will begin training in April. Kim Lien resigned from her Desk Clerk position to go work with the county.



Paula spent a lot of time in March working to promote and create training schedules for Kaitlin and Conall. Linda and Rebecca also got busy interviewing several candidates for the open Page positions. Several job offers were made at the end of the month so stay tuned to see the new hires.

In social news, the MOD squad, both past and present Circulation Managers on duty, met for a social get together to celebrate Jon Marten's retirement [pictured].



Paula also trained Bill to work the greeter desk. This will allow Circulation to have greater desk coverage and also give Bill an opportunity to have positive interactions with customer right as they enter the library. Bill will train on shelving in April as well.

After almost a year of on and off problems, the library van had its transmission replaced at the end of the month. We're hoping this will mean several more years of reliable use!

Technical Services
Lynn Gates, Technical Services Manager



I started in mid-March as the new Technical Services Manager and I'm very excited to return to my roots at a public library. Everyone has been very welcoming and made me feel right at home. Since my start the TS staff have been busy getting me acclimated with the library, their roles, our software, and how we do things here. In addition to making sure I know all of the local practices, we've started to look at a few procedures to see if we can refine them.

On top of getting me up to speed, TS staff have continued working on projects. The initial lists for books that need Historical labels is close to being done and we are moving on to making sure all books in a series or by a particular author that need the label receive it. TS staff worked closely with YS and circulation staff to prepare to update Easy book call numbers to Picture-Book and re-label the whole collection of around 12,000 books starting April 1. The library felt that calling them Easy in the catalog and on their labels was misleading, since they aren't easy for children to read, and by referring to them as picture books it would be in line with how our customers think about them. Finally, we continued working with Reference on planning for re-labelling the special collection and clean up some call numbers.

TS staff put up several displays in March including a very successful Science Fiction display that had 102 check outs in 2 weeks, a lucky day cube display of materials "Inspired by Real Events", and honored Women's History on both the 2nd floor cube display and the YS cave.

Information Technology
Kris Nickel, Technology Manager



In March I began testing the Windows 11 Pro desktop operating system with all of our various applications, both staff and public. While Windows 10 will be supported until fall of 2025, basically all new PCs are pre-installed with 11, and the most recent major update has added back some of the taskbar features available in 10, that were annoyingly removed in 11. I'm warming to it! After my own in-place upgrade, I then began a gradual rollout, starting with Lynn, as well as a couple of new staff PC replacements that are in the works.

I worked with Justin from Heartland to build and configure an out-of-production server as a dedicated VEEAM backup server, so that it was no longer sharing hardware with the replica server. Justin also performed a number of security-related tweaks to our backup environment.

Reference staff brought to my attention an issue that customers were having with a few website forms. They were getting the forms almost completed and then their results page was blocked due to a false-positive virus warning. Joel discovered a workaround by using incognito mode in Chrome, so I configured the public roaming profile to default to it. Problem solved, and customers have the added benefit of feeling more secure in their searching.

Less exciting, but still important – a couple of laptop batteries were no longer holding a charge, so a quick purchase from Amazon and some minor surgery fixed the problem. Ditto for a toner collection unit for the YS color printer.

Financial Highlights for April Board Meeting

Revenue is where it should be at $\frac{1}{4}$ of the way through the fiscal year, with a few line items yet to catch up. We have received the first half of our Service to Eau Claire County revenue, in the amount of \$551,742.50 and most of our Act 150 Miscellaneous Service Revenues.

As you can see, some line items are spent evenly throughout the year, while others are “frontloaded” at the beginning of the year with fewer expenses as the year progresses. That is evident in budget lines such as computer service charges, with a large IFLS charge (\$41,846.49) paid in January. Miscellaneous Contractual includes the annual maintenance of the Automated Materials Handler (\$39,675) as well as the other large IFLS annual maintenance charge, in the amount of \$69,295.32.

Repairs to Buildings charges (6130) are higher than expected so early in the year, but include lots of charges for mechanical and electrical repairs, the largest amount so far of \$6733.85 for a turbocharger for the library generator. The generator pre-dates the building project, so repairs are not unexpected, just expensive.

Overall, we are fine but with increases in repairs and maintenance, we have less wiggle room than in the past.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY

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

OBJ #	ACCOUNT NAME	2024 BUDGETED REVENUE	ACTUAL YTD REVENUE	RE- CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4330	Library Fines & Miscellaneous Revenue	3,800.00	636.20	-	3,163.80	16.7%
4398	Other Penalties (Collection Agency)	3,775.00	740.00	-	3,035.00	19.6%
4451	Electronic Copy Revenue	7,050.00	1,826.03	-	5,223.97	25.9%
4452	Copier Revenue	1,830.00	413.27	-	1,416.73	22.6%
4562	Vending Commission	275.00	60.20	-	214.80	21.9%
4602	Service to Eau Claire County	974,792.00	551,742.50	-	423,049.50	56.6%
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	273,422.97	-	19,982.03	93.2%
4802	Interest Allocation	475.00	-	-	475.00	0.0%
4834	Misc. Library Sales - Taxable	390.00	211.22	-	178.78	54.2%
4836	Misc. Grant Revenue	-	-	-	-	N/A
4850	Gift Revenue	55,000.00	20,353.34	-	34,646.66	37.0%
4852	Misc. Reimbursements-Lost Items	19,775.00	4,563.48	-	15,211.52	23.1%
4853	Energy Improvement Rebates				-	N/A
4854	Payment for Shared Expenses			-	-	#DIV/0!
4855	Reimbursement from Employee		28.93	-	(28.93)	N/A
4858	Refund of Prior Year				-	N/A
4898	Miscellaneous Revenue	3,500.00	8,308.30	-	(4,808.30)	237.4%
5102	General Property Tax-City tsf from GF	4,702,398.00	4,702,398.00	-	-	100.0%
5152	Sale of Capital Assets		-	-	-	#DIV/0!
		<u>\$ 6,095,875.00</u>	<u>\$ 5,570,744.04</u>	<u>\$ -</u>	<u>\$ 525,130.96</u>	<u>91.4%</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>\$ 5,570,744.04</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 785,640.96</u></u>	<u><u>87.6%</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	\$ 611,058.27		\$ 2,301,485.73	21.0%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	223,534.00	44,651.31		178,882.69	20.0%
6042	WRS (ER)	178,041.00	36,808.84		141,232.16	20.7%
6043	Health insurance-Employer	503,783.00	119,183.07		384,599.93	23.7%
6047	Health insurance Deductible	24,420.00	6,105.00		18,315.00	25.0%
6051	Retiree Health Insurance	42,207.00	21,285.60	38,714.40	(17,793.00)	142.2%
6052	Retiree Health Care Deductible	2,442.00	610.50		1,831.50	25.0%
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	2,208.67	12,807.85	4,983.48	75.1%
6112	Computer Service Charges	142,000.00	58,214.91	2,323.00	81,462.09	42.6%
6116	Binding	-	-		-	N/A
6118	Advertising	21,803.00	404.03	960.00	20,438.97	6.3%
6120	Auditing	3,200.00	-		3,200.00	0.0%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	8,000.00	183.25		7,816.75	2.3%
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	961.20	5,288.80	3,650.00	63.1%
6153	Convenience Fees	1,500.00	388.44	-	1,111.56	25.9%
6156	Professional Services	21,999.00	900.00	584.00	20,515.00	6.7%
6160	Staff Training/Conference	20,000.00	6,391.59		13,608.41	32.0%
6162	Membership Dues	3,000.00	125.00		2,875.00	4.2%
6166	Recruitment Expenses	550.00	6.00		544.00	N/A
6198	Miscellaneous Contractual	142,200.00	117,781.27	4,952.74	19,465.99	86.3%
6210	Telephones	21,000.00	3,096.61	6,127.89	11,775.50	43.9%
6306	License & Permits				-	N/A
6308	Special Assessments	700.00	-		700.00	0.0%
6350	Liability & Property Insurance	31,000.00	7,749.99		23,250.01	25.0%
6398	Insurance Claims Reimbursement				-	N/A
6402	Office, AV, Library Supplies	49,650.00	9,029.25		40,620.75	18.2%
6405	Awards & Trophies	500.00	-		500.00	0.0%
6406	Library Program Supplies	14,651.00	1,667.16		12,983.84	11.4%
6409	Library Materials	393,774.00	104,151.28		289,622.72	26.4%

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,700.00	3,317.97		14,382.03	18.7%
6450	Gasoline	1,200.00	-		1,200.00	0.0%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	65,899.00	6,743.01		59,155.99	10.2%
6495	Grant Expenditures		-		-	N/A
6496	Gift Expenditures	39,300.00	15,524.47	(150.00)	23,925.53	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>\$ 1,178,561.63</u>	<u>\$ 71,608.68</u>	<u>\$ 4,613,624.69</u>	<u>21.3%</u>

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 175,093.00	\$ 29,295.52		\$ 145,797.48	16.7%
6020	Payroll Overtime	8,000.00	1,254.27		6,745.73	15.7%
6030	Special Pays	600.00	1.02		598.98	0.2%
6040	Employer Paid Benefits	10,068.00	2,221.00		7,847.00	18.4%
6042	WRS (ER)	15,761.00	1,855.63		13,905.37	32.8%
6043	Health Ins (ER)	41,015.00	5,176.68		35,838.32	1.0%
6047	Health Insurance Deductible	1,655.00	413.76		1,241.24	25.0%
6128	Repairs to Tools & Equipment	600.00	-		600.00	0.0%
6130	Repairs to Buildings	25,000.00	5,054.53	8,189.81	11,755.66	53.0%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	21,848.00	3,245.96	10,239.05	8,362.99	61.7%
6198	Miscellaneous Contractual	74,347.58	379.45	18,343.44	55,624.69	25.2%
6202	Electricity	89,250.00	12,050.25		77,199.75	13.5%
6208	Gas Service	12,000.00	343.91		11,656.09	2.9%
6215	Garbage Service	5,800.00	1,449.99		4,350.01	25.0%
6252	Water Service	2,500.00	-		2,500.00	0.0%
6254	Sewer Service	1,700.00	-		1,700.00	0.0%
6256	Storm water Charges	1,200.00	-		1,200.00	0.0%
6442	Safety Equipment	500.00			500.00	0.0%
6460	Repair Part & Supplies	3,000.00	521.90		2,478.10	0.0%
6464	Building Materials & Janitorial Supplies	12,000.00	52.06		11,947.94	0.4%
6490	Equipment Purchases	5,000.00		-	5,000.00	N/A
		<u>\$ 506,937.58</u>	<u>\$ 63,315.93</u>	<u>\$ 36,772.30</u>	<u>\$ 406,849.35</u>	<u>19.7%</u>
	TOTAL EXPENSES	<u><u>\$ 6,370,732.58</u></u>	<u><u>\$ 1,241,877.56</u></u>	<u><u>\$ 108,380.98</u></u>	<u><u>\$ 5,020,474.04</u></u>	<u><u>21.2%</u></u>

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

OBJ #	ACCOUNT NAME	2024 CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUM- BRANCES	AVAILABLE BUDGET	% USED
490.5149	2019/2020/2022 LIBRARY IMPROVEMENTS					
4850	GIFTS & DONATIONS	\$ (8,500,000.00)	\$ (4,971,384.28)		(3,528,615.72)	
4853	ENERGY IMPROVEMENT REBATE		\$ (57,703.06)		57,703.06	
5114	TRANSFER FROM LIBRARY FUND BAL	-	(888,695.75)	-	888,695.75	
5590	FUND BALANCE USED FOR CIP	(12,058,012.00)	-	-	(12,058,012.00)	
	TOTAL REVENUE	<u>\$ (20,558,012.00)</u>	<u>\$ (5,917,783.09)</u>	<u>\$ -</u>	<u>\$ (14,640,228.91)</u>	
6198	MISC CONTRACTUAL SERVICES	-	37,805.98	-	(37,805.98)	
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>\$ 19,714,409.37</u>	<u>\$ -</u>	<u>\$ 843,602.63</u>	95.9%
490.5244	2020 BOND ISSUE COSTS					
6682	BOND ISSUE COSTS	\$ 65,000.00	\$ 53,851.28		\$ 11,148.72	
	TOTAL EXPENSE	65,000.00	53,851.28		11,148.72	
490.5428	2022 BOND ISSUE COSTS					
5590	FUND BALANCE USED FOR CIP	(50,000.00)			(50,000.00)	
	TOTAL REVENUE	(50,000.00)	-		(50,000.00)	
6682	BOND ISSUE COSTS	50,000.00			50,000.00	
	TOTAL EXPENSE	50,000.00	-		<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>\$ 19,768,260.65</u>	<u>\$ -</u>	<u>\$ 904,751.35</u>	
TOTAL - FUND 490		<u>\$ 65,000.00</u>	<u>\$ 13,850,477.56</u>	<u>\$ -</u>	<u>\$ (13,785,477.56)</u>	

March 2024 by the Numbers



PEOPLE

VISITORS: 23,279 Total this Month; 65,904 YTD

CARDHOLDERS: 19,800 City Residents; 29,512 Total Card Holders

CIRCULATION: 56,434 Total this Month; 160,204 YTD

CHILDREN'S (BIRTH–11): 19,705 Total this Month; 53,787 YTD

HOME DELIVERY: 458 Total this Month; 1,584 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

6,921 Total this Month; 20,820 YTD

LOANED TO MORE LIBRARIES: 5,232 Total this Month;
16,467 YTD

INTERLIBRARY LOANS: 148 Incoming; 82 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 120,480 Public Wireless Internet Users;
1,558 PCS sessions; 174,954 Website Engagements

USE OF ELECTRONIC MATERIAL: 9,362 E-Books;
10,699 E-Audiobooks; 130 E-Videos; 17,037 E-Databases



PROGRAMS

AGES 0–5: 46 Programs this Month; 1,722 Attendees this Month;
3,279 Attendees YTD

AGES 6–11: 24 Programs this Month; 1,475 Attendees this Month;
2,239 Attendees YTD

AGES 12–18: 5 Programs this Month; 74 Attendees this Month;
150 Attendees YTD

AGES 19+: 9 Program this Month; 489 Attendees this Month;
712 Attendees YTD

ALL AGES: 17 Programs this Month; 530 Attendees this Month;
1,130 Attendees YTD

L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE I – Identification

This organization shall be called The Board of Trustees of the L.E. Phillips Memorial Public Library.” It exists by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin and exercises the powers and the authority and assumes the responsibilities delegated to it under the said statute.

ARTICLE II – Membership

Section 1: According to 43.54 (1) (a), the Board of Trustees shall consist of nine (9) members except as provided below in 43.60, (3) (a). Members shall be residents of the municipality, except that not more than two (2) members of the total number of members of The Board of Trustees may be residents of other municipalities. Members shall be appointed with the approval of the Eau Claire City Council.

According to 43.54 (1) (c), the Eau Claire City Council shall appoint as one of the members a school district administrator, or the administrator’s representative, to represent the public school district or districts in which the public library is located. Not more than one member of the municipal governing body shall at any one time be a member of the library board.

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According to 43.60, (3) (a) A county chairperson, with the approval of the county board, may appoint from among the residents of the county additional members to the library board of a public library of a municipality located in whole or in part in the county, for a term of 3 years from the May 1 following the appointment, and thereafter for a term of 3 years, as follows:

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“If the annual sum appropriated by the county to the public library is equal to at least one sixth, but less than one third, of the annual sum appropriated to the public library by any municipality in which the public library is located during the preceding fiscal year, one additional member.”

Section 2: The regular term of office shall be three years from July of the year of appointment, except that the Superintendent of Schools’ representative and the City Council representative serve at the pleasure of the Superintendent and the City Council, respectively. The City Council representative is appointed or re-appointed annually on the third Tuesday in April. No other Trustee may serve more than two full consecutive terms or six years, whichever is greater. Filling anything less than a full term is an unexpired term such that a citizen may agree to fill an unexpired term plus two additional and consecutive terms. A former Board member can be reappointed after a lapse of one year.

Section 3: New Trustees must complete a Library Board Orientation within three months of the beginning of their term. This orientation will be provided by the Executive Committee of the Board of Trustees with the assistance of the Library Director. Topics for the Orientation shall be, but are not limited to: Wisconsin State Library statutes, Board member responsibilities, Board Bylaws, and Wisconsin Open Meetings Law. New members will also tour the Library facility. Refusal to complete orientation is grounds for removal from the Board.

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Section 43: Any Trustee who moves his/her/their primary place of residence out of the city limits, or

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whose move causes that person to be ineligible for membership, shall be responsible for notifying the Board President or the Library Director, who will then inform the City Council of the change so that a replacement may be appointed.

Section 45: When any Trustee fails to attend at least three consecutive regular meetings of the Board, the Board may recommend to the City Council that the Trustee be replaced.

ARTICLE IIIIV – Duties of the Board of Trustees

Section 1: The Board shall determine the policies, plans and services of the library. This includes mission statement, bylaws, strategic plan, service policies and significant changes in levels or types of service and changes in library hours.

Section 2: The Board shall select, appoint, direct and evaluate the Library Director.

Section 3: The Board shall advise in the preparation of the operating and capital budgets; approve them; and approve all expenditures.

Section 4: The Board represents the Library to the community and the community to the Library. Trustees will engage in development and promotion efforts and foster the maintenance of good public relations.

Section 5: The Board shall study and support legislation that will benefit libraries and library users.

Section 6: With the assistance of the Library Director, Trustees shall stay informed about current trends and issues in public libraries.

ARTICLE IVIII – Officers

Section 1: The officers shall be a President, a Vice-President and a Secretary. They are elected from among the appointed Trustees at the annual meeting of the Board in June and take office at the close of that meeting. ~~Vacancies in office shall be filled by vote at the next regular meeting after the vacancy occurs.~~

~~**Section 2:** The President shall appoint a nominating committee of three members prior to the May meeting. The committee will present a slate of officers at the May meeting. Additional nominations may be made from the floor.~~

Section 23: Officers shall serve a term of ~~one two~~ years from the annual meeting at which they are elected and until their successors are duly elected. No officer may serve more than three consecutive terms in a given office.

Section 34: The President shall preside at all meetings of the Board of Trustees, authorize calls for any special meetings and, with the approval of the Board, appoint the members of all committees, appoint liaisons to the Friends of the Library and to the Indianhead Federated Library System. The President shall execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee and generally perform all duties

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associated with that office.

Section 54: In the event of ~~the a temporary~~ absence or inability of the President to perform ~~his/ her/their~~ duties, ~~or of a vacancy in that office~~, the Vice-President shall assume and perform the duties and functions of the President.

Section 5: ~~If the absence~~In the event of a permanent vacancy in the office of the President, the Vice President shall immediately serve as President ~~of the President is permanent, then a and a~~ vacancy thereby arises in the office of Vice-President.

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Section 6: In case of a vacancy in ~~that or any other Board~~ office, the ~~Board shall fill the position at its next meeting by a majority vote~~President shall appoint a Trustee to complete that officer's term of office. ~~That appointment must be affirmed by a majority vote at the next Board meeting.~~

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Section 6 7: The Secretary shall have the responsibility for the keeping of a true and accurate record of all meetings of the Board, for issuing notices of all regular and special meetings, and for performing such other duties as are generally associated with that office. The Secretary may delegate all or some of these duties to the Library Director or ~~his/her/their~~ designee. In the absence of the Secretary at any meeting, the President may appoint another Board member to act as temporary Secretary.

Section 8: Any officer of the Board can be removed from office by an affirmative vote of at least six (6) Trustees.

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ARTICLE ~~IV~~ – Meetings

Section 1: The regular meetings shall be held each month except August, the date and hour to be set by the Board. Meeting times and dates may be changed as need arises by a majority vote of the Board. Members shall be expected to attend all meetings if possible. If prevented from attending, the Trustee should notify the Library Director, the Board President, ~~and or~~ the Library Administrative Office.

Section 2: The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

Section 3: The order of business for regular meetings shall include, but not be limited to the following items that shall be covered in the sequence shown, insofar as circumstances will permit:

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- a) Roll call of members
- b) Citizens' comments (limited to five minutes per citizen)
- c) Approval of the minutes of previous regular meeting and any intervening special meetings
- ~~d) Report of the President~~
- ~~e) Reading of communications~~
- ~~f) Report of the Library Director~~
- ~~g) Committee reports~~
- ~~h) Report of the liaison to the Friends of the Library~~
- ~~i) Report of the liaison to the IFLS Board~~
- ~~j) Review of financial report~~
- ~~k)d) Action on bills and claims~~

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- ~~l) Review of monthly statistics~~
- ~~m)e) Consideration of unfinished business~~
- ~~n)f) Consideration of new business~~
- ~~o) Directives from the Library Board to the Library Director~~
- ~~g) Directives from the Library Board to the Library Director~~
- ~~p)h) Motion to adjourn~~

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Particular items of business under consideration by the Board must be specifically listed on the agenda prior to meetings. Items for consideration should be sent to the Library Director and Library Board President no less than seven (7) days before the Board meeting to be on the agenda that goes to the Board in their monthly packet. ~~and no later than 28 hours before the Board meeting to be considered. If a new item must be added to an agenda after this time, a revised agenda and public notice will be distributed no later than 24 hours prior to the meeting.~~

Section 4: Special meetings may be called by the Library Director or ~~his/her~~their designee at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting. Notice thereof must be given to all Trustees at least twenty-four hours in advance.

Section 5: A quorum for the transaction of business at any meeting shall consist of five members of the Board.

Section 6: The Library Director or ~~his/her~~their designee shall send written notice and the agenda of each regular Board meeting to all Trustees in advance of the regular monthly meeting and in accordance with state law.

Section 7: Proceedings of all meetings shall be governed by the most recent edition of Robert's Rules of Order. ~~Customs and procedures that are permitted for small boards, under Robert's Rules of Order and which have been adopted by the Board are described in the Trustee Handbook.~~

Section 8: The Board and its committees shall comply with the Wisconsin Open Meetings Law and the Wisconsin Open Records Law. In the event of any conflict, local, state or federal law shall supersede the bylaws.

Section 9: A Library Board Trustee may ~~only~~ attend a Library Board meeting remotely (for example, by speaker phone or by other electronic means capable of allowing full participation in the meeting) ~~a maximum of three (3) times per calendar year.~~ Library Board Trustees appearing remotely may vote and shall count towards a quorum, ~~but may not participate in closed session meetings.~~

ARTICLE VI – Committees

Section 1: The Executive Committee shall consist of the President, the Vice-President, and the Secretary.

Section 2: The President shall appoint a nominating committee of three members prior to the May meeting. The committee will present a slate of officers at the May meeting. Additional nominations may be made from the floor.

Section 23: ~~The President shall annually appoint the members of the following standing committees and name their chairs: Planning, Finance, and Development and Endowment. Standing committees shall consist of at least three members.~~
Standing committees may be created or disbanded by a majority vote of the Board. Standing committees shall consist of at least three members, with the members and the chair appointed by the President.
~~Committee descriptions and current committee assignments are contained in the Trustee Handbook.~~

Section 34: The Board may create, ~~and the President appoint the members of,~~ ad hoc committees of ~~one~~two or more members each for such specific purposes as the business of the Board may require. The President shall appoint members to and name chairs of ad hoc committees. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after a final written report is made to the Board.

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Section 45: No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VI – Duties of the Board of Trustees

~~**Section 1:** The Board shall determine the policies, plans and services of the library. This includes mission statement, bylaws, strategic plan, service policies and significant changes in levels or types of service and changes in library hours.~~

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~~**Section 2:** The Board shall select, appoint, direct and evaluate the Library Director.~~

~~**Section 3:** The Board shall advise in the preparation of the operating and capital budgets; approve them; and approve all expenditures.~~

~~**Section 4:** The Board represents the Library to the community and the community to the Library. Trustees will engage in development and promotion efforts and foster the maintenance of good public relations.~~

~~**Section 5:** The Board shall study and support legislation that will benefit libraries and library users.~~

~~**Section 6:** With the assistance of the Library Director, Trustees shall stay informed about current trends and issues in public libraries.~~

ARTICLE VII – Library Director

Section 1: The Board shall appoint the Library Director, who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Director shall specify the duties of employees and shall be responsible for the employment and supervision of the library staff, for the care and maintenance of the library facilities and property, for an adequate and proper selection of materials in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation.

Section 2: The Library Director shall attend open Board meetings whenever possible but shall have no vote.

Section 3: The Library Director shall serve for an indefinite term, subject to removal by the Board only with an affirmative vote of at least six (6) Trustees.

Section 4: The Library Director shall prepare an annual report at the end of each calendar year, which, after approval by the Board, shall be presented to the Eau Claire City Manager, the Eau Claire City Council, the Eau Claire County Board and the chairs of the Towns in Eau Claire County.

Section 5: Other responsibilities of the Library Director are as outlined in the Director's position description ~~which is contained in the Trustee Handbook~~. The position description should be reviewed and may be amended during the annual review process, or at any other appropriate time.

ARTICLE VIII – Conflict of Interest

Section 1: Trustees may not in their private capacity negotiate, bid for, or enter into a contract with the L.E. Phillips Memorial Public Library in which they have a direct or indirect financial interest.

Section 2: A Board member shall withdraw from Board discussion, deliberation and vote on any matter in which the Board member, an immediate family member or an organization with which the Board member is associated has a substantial financial interest.

Section 3: A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

ARTICLE IX – General

Section 1: An affirmative vote of the majority of all Trustees present at a fully constituted meeting shall be necessary to approve any action before the Board, with the exception of situations described in [Article IV, Section 8](#); [Article VII, Section 3](#); [Article IX, Section 2](#); and [Article IX, Section 3 \(below\)](#). The President may vote upon and may move or second a proposal before the Board.

Section 2: The Bylaws may be amended by an affirmative vote of at least six Trustees, provided written notice of the proposed amendment shall have been mailed or emailed to all Trustees at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3: Any rule or resolution of the Board whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand. To be valid, such suspension requires the affirmative vote of at least six Trustees.

Revised on May 6, 1982

Revised on August 22, 1985

Revised on August 21, 1998

Revised on July 20, 2006

Revised on March 15, 2007

Revised on August 28, 2008

Revised on July 15, 2010

Revised on September 18, 2014

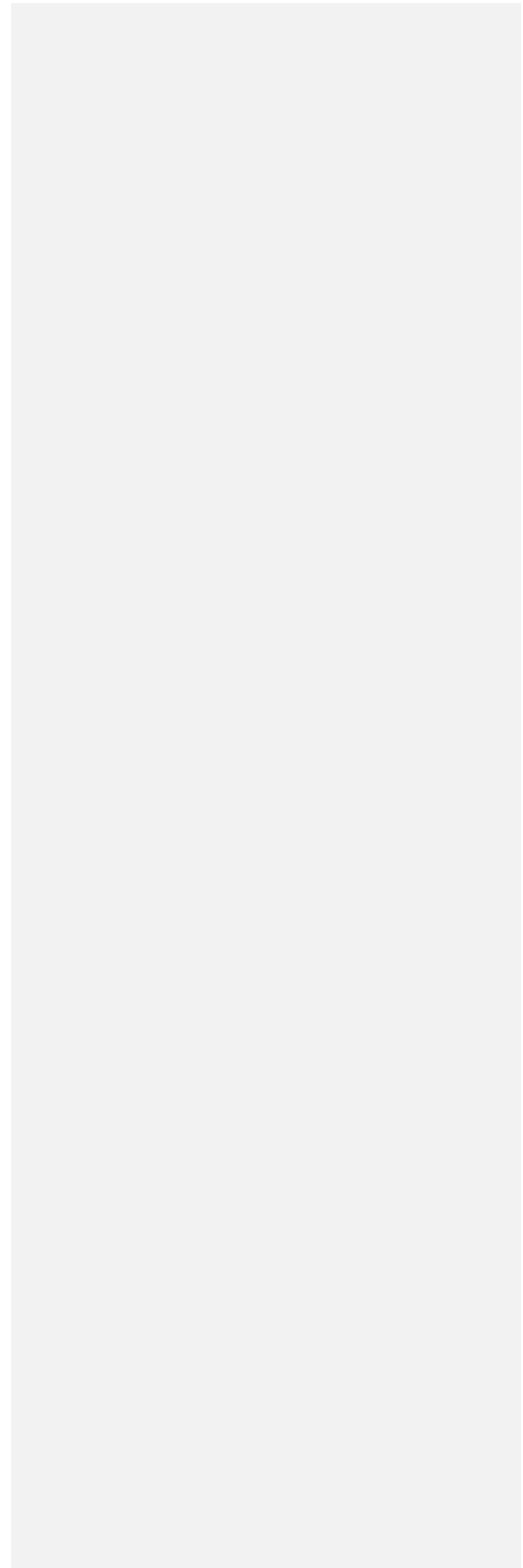
Revised on May 21, 2015

Revised on July 20, 2018

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Revised on August 18, 2022



www.dpi.wi.gov/libraries/public-libraries/governance-administration/trustees

Every public library should have a collection development policy that supports the ideals of freedom of expression and inquiry. A sound collection development policy assures the continuous growth of a collection appropriate to your library's defined mission and goals, while recognizing the cultural diversity and pluralistic nature of your community.

It is recommended that, at a minimum, the policy cover the following points:

1. Purpose and scope of collection (separately defined for the adult and children's sections)
2. Types of materials to be purchased
3. Staff responsibility for selection; use of professional selection tools
4. Basis and method of withdrawing and disposing of materials
5. Acceptance of gift materials, usually with the understanding that the same selection standards will be applied to gift materials as to those purchased and that staff will have discretion in judging what gift materials will actually be added to the collection,
6. Affirmations of intellectual freedom, such as an endorsement of the Library Bill of Rights and the Freedom to Read Statement issued jointly by the American Library Association and Association of American Publishers available at the American Library Association website.



L.E. Phillips Memorial
Public Library

Number: 3

Category: Circulation and Collection
Development Management

Policy Title: COLLECTION DEVELOPMENT AND MANAGEMENT

Date adopted: 01/19/76

Date amended: 08/20/09; 07/21/16; 09/17/20 ; 02/17/2022; 04/13/2024

Date last reviewed: 04/18/2023~~02/17/2022~~

COLLECTION PHILOSOPHY AND OBJECTIVES

The L.E. Phillips Memorial Public Library has as its basic philosophy the determination to offer to the people of our community a wide choice of materials representing varied points of view. These resources will aid an individual in the pursuit of information, education, and recreation. The Library's objective is to offer a collection that reflects and responds to the needs, interests, and experiences of the community.

The Library seeks to stimulate and expand the interest of people of all ages and to coordinate this work with that of other educational, social, and cultural groups in the community. The collection is developed to meet the needs and interests of Eau Claire residents and as a resource for the IFLS Library system.

Our collection reflects a diversity of content, not an equality of numbers. This includes content that reflects a diversity of issues, whether they be political, economic, religious, social, ethnic, or sexual. The library will not promote specific beliefs or views but will provide enough suitable material to enable the public to make informed and intelligent decisions.

Children of the same age vary considerably in maturity and in reading ability. School assignments and children's interests often call for the use of materials far beyond the realm of a children's book collection. To best support their varied learning needs and interests, children and teens shall have access to all materials in the collection. However, as "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."

RESPONSIBILITY FOR SELECTION

Final responsibility for the collection rests with the Director, who operates within the framework of policies determined by the Board of Trustees of the Library. However, the responsibility for initial selection of books and other materials is shared by members of

the Collection Development Committee and other staff as assigned. Suggestions from all staff and customers are always welcomed and given serious consideration.

NO UNAUTHORIZED ADDITIONS TO THE COLLECTION

No items should be added to the collection except by those with the authority to do so under the paragraph above entitled "Responsibility for Selection".

Any person who willfully adds items to the collection without such authority may be excluded from the use of the Library in accordance with Section 43.52 (2) of the Wisconsin Statutes.

All unauthorized additions to the collection will be confiscated by the Library.

SELECTION CRITERIA

The L.E. Phillips Memorial Public Library's materials selection policy must be flexible and broad in order to ensure a diverse collection reflective of the community. New acquisitions and current collection materials will be influenced by many factors, including but not limited to:

- Attention of critics and reviewers, with particular attention to those with specialized knowledge of the content matter
- Authenticity of historical, regional, or social context
- Availability of titles from vendors, libraries, or elsewhere in the community
- Contemporary significance, popular interest, or enduring value
- Cost
- Culturally and identity inclusive
- Identified, expressed, or anticipated demand in the general community
- Physical space limitations
- Prominence, authority, significance, and/or proficiency of author or creator
- Relation to existing collections, such as titles in a series
- Statement of challenging, original, or alternative point of view
- Suitability of the format
- Timeliness and accuracy of material including new editions of existing materials

The L.E. Phillips Memorial Public Library will buy materials of general interest in all fields of knowledge. It will not, however, duplicate specialized materials already available in local institutions. Neither does the Library feel obligated to purchase textbooks used in the schools, nor supply any title in quantity proportionate to extensive demand, nor professional or trade journals and services not of general use.

The Library assumes some responsibility for acquiring and maintaining a relatively complete collection of materials of local and regional historical interest. Selected works of local authors will form an important part of this collection.

If a requested item does not meet the above selection criteria, library staff will endeavor to assist customers in accessing any content legally obtainable.

SPECIAL COLLECTIONS

The L.E. Phillips Memorial Public Library's Special Collections holds historical materials of various formats, archiving the life and people of its community. The scope of the collection houses materials with content specific to the city and county of Eau Claire, including but not limited to a depository for the City of Eau Claire and municipality documents. Materials in Special Collections found in poor condition will be considered for digitization before being discarded. Donations in poor condition, excessive size, or content irrelevant to the Library's geographic location will be declined.

GIFTS

Gifts accepted by the L.E. Phillips Memorial Public Library are judged by the same selection criteria as purchased materials. They are considered with the explicit understanding that such factors as duplication, lack of community interest, processing costs, or inadequate shelf space may prevent their addition to the collection or permanent retention on the shelves. Gifts are accepted with the understanding that the Library may at any time discard them in any way it sees fit.

WITHDRAWALS

Materials that no longer meet the Selection Criteria of the Library (including items that have become damaged or obsolete) will be systematically removed from the collection according to the accepted professional practices described in the publication, *CREW: A Weeding Manual for Modern Libraries*.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Individuals, including Library Board members, may request reconsideration of a selection decision of library material. To receive consideration by the Library, all requests must be made in writing or video recording using the Library's request for reconsideration form.

The library materials about which a request for reconsideration has been made will not be removed from the collection, nor will their use be restricted in any way, before final action is taken by the Library Board on the request.

Within 30 days of the filing of the written request for reconsideration, the chair of the Library's Collection Development Committee and one other member of the Collection Development Committee appointed by the chair will jointly send a written response to the complainant, explaining in detail their decision regarding the request. The response will also inform the complainant that if he or she desires, the request will be forwarded to the Library Director.

Within 30 days following the written response, if it is the desire of the complainant, the request will be forwarded to the Library Director who will review the request and submit it, along with his or her recommendations, to the Library Board.

Within 90 days of the filing of the written request for reconsideration the Library Board will review the request and take final action on it. In making its decision, the Library Board will consider professional reviews and will employ all of the criteria of selection listed in the Library's Collection Development and Management Policy, including the American Library Association's Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read Statement and the Freedom to View Statement.

The complainant will be notified in writing of the Library Board's decision in the matter.

Requests for reconsideration about a particular item will not be considered by the Library more than once within a 12-month period.

The L.E. Phillips Memorial Public Library subscribes to the Library Bill of Rights adopted by the American Library Association and to the Freedom to Read Statement and the Freedom to View Statement as attached herewith. The Library also subscribes to the Interpretations of the Library Bill of Rights, included in summary form with this policy, as delineated by the American Library Association.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are

affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe

rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Interpretations of the Library Bill of Rights

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the *Library Bill of Rights* and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the ALA Council.

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Access to Digital Resources and Services: Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform. Amended 2019

Access to Library Resources and Services for Minors: Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. Amended 2020

Access to Resources and Services in the School Library: The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the *Library Bill of Rights* apply equally to all libraries, including school libraries. Amended 2014

Challenged Resources: ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Amended 2019

Diverse Collections: Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: “Books and other library resources should be provided

for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Amended 2019

Economic Barriers to Information Access: All resources provided directly or indirectly by the library, regardless of format or method of delivery, should be readily and equitably accessible to all library users. Imposing any financial barrier may disadvantage users, and libraries of all types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services. Amended 2019

Education and Information Literacy: Libraries and library workers foster education and lifelong learning by promoting free expression and facilitating the exchange of ideas among users. Libraries use resources, programming, and services to strengthen access to information and thus build a foundation of intellectual freedom. In their roles as educators, library workers create an environment that nurtures intellectual freedom in all library resources and services. Amended 2019

Equity, Diversity, Inclusion: Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual’s inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017

Evaluating Library Collections: Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Amended 2019

Expurgation of Library Materials: Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). Amended 2014

Internet Filtering: The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy. Adopted 2015

Intellectual Freedom Principles for Academic Libraries: A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. Amended 2014

Labeling Systems: Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted 2015

Library-Initiated Programs and Displays as a Resource: Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. Amended 2019

Meeting Rooms: Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the Library Bill of Rights states, "Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Amended 2019

Minors and Online Activity: The online environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, create, and interact with information posted on the Internet in schools and libraries are extensions of their First Amendment rights. Amended 2019

Politics in American Libraries: The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Adopted 2017

Prisoners' Right to Read: ALA asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps, and segregated units within any facility, whether public or private. Amended 2019

Privacy: All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The American Library Association affirms

that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. Amended 2019

Rating Systems: Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view. Amended 2019

Religion in American Libraries: The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed. Adopted 2016

Restricted Access to Library Materials: Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Amended 2014

Services to People with Disabilities: Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services. Amended 2018

Universal Right to Free Expression: Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information. Amended 2014

User-Generated Content in Library Discovery Systems: Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system. Amended 2019

User-Initiated Exhibits, Displays, and Bulletin Boards: Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's *Library Bill of Rights*. Amended 2019

Visual and Performing Arts in Libraries: Visual images and performances in the library should not be restricted based on content. Librarians and library staff should be proactive in seeking out a wide variety of representational and abstract artwork and performance art, with limitations or parameters set only with respect to space, installation, fiscal, and technical constraints. Adopted 2018

Interpretations of the Library Bill of Rights

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the ALA Council and can be found at <http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/default.cfm>

Access for Children and Young Adults to Non-print Materials

Library collections of non-print materials raise a number of intellectual freedom issues, especially regarding minors. Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

Access to Digital Information, Services, and Networks

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

Q&A: Access to Electronic Information, Services, and Networks

Following the initial adoption by the ALA Council of Access to Electronic Information, Services and Networks: An Interpretation of the Library Bill of Rights in January, 1996, the ALA Intellectual Freedom Committee produced a sample set of questions and answers to clarify the this Interpretation's implications and applications.

Access to Library Resources and Services Regardless of Sex, Gender Identity, or Sexual Orientation

The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation.

Access to Resources and Services in the School Library Media Program

The school library media program plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the

~~resources and services of a school library media program, the principles of the Library Bill of Rights apply equally to all libraries, including school library media programs.~~

Challenged Materials

~~The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form that reflects the Library Bill of Rights, and that is approved by the appropriate governing authority.~~

Diversity in Collection Development

~~Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.~~

Economic Barriers to Information Access

~~A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free, equal, and equitable access to information for all people of the community the library serves. While the roles, goals and objectives of publicly supported libraries may differ, they share this common mission.~~

Evaluating Library Collections

~~The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of all libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community.~~

Exhibit Spaces and Bulletin Boards

~~Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the Library Bill of Rights: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."~~

Expurgation of Library Materials

~~Expurgation of Library Materials: Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any).~~

Free Access to Libraries for Minors

~~Library policies and procedures that effectively deny minors equal and equitable access to~~

~~all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.~~

~~Importance of Education to Intellectual Freedom (New as of the 2009 ALA Annual Conference)~~

~~Through education programming and instruction in information skills, libraries empower individuals to explore ideas, access, and evaluate information, draw meaning from information presented in a variety of formats, develop valid conclusions, and express new ideas. Such education facilitates intellectual access to information and offers a path to intellectual freedom.~~

~~Intellectual Freedom Principles for Academic Libraries~~

~~A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work.~~

~~Labeling and Rating Systems~~

~~Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, the ability for library users to access electronic information using library computers does not indicate endorsement or approval of that information by the library.~~

~~Minors and Internet Interactivity (New as of the 2009 ALA Annual Conference)~~

~~The digital environment offers opportunities both for accessing information created by others and for creating and sharing new information. The rights of minors to retrieve, interact with, and create information posted on the Internet in schools and libraries are extensions of their First Amendment rights.~~

~~Questions and Answers on Labels and Rating Systems~~

~~The ALA Intellectual Freedom Committee developed this Q&A to work in conjunction with Labels and Rating Systems, adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005. Like Questions and Answers on Privacy and Confidentiality and Questions and Answers: Access to Electronic Information, Services, and Networks, this document will be revised as appropriate.~~

~~Library-Initiated Programs as a Resource~~

~~Library-initiated programs support the mission of the library by providing users with additional opportunities for information, education, and recreation.~~

~~Meeting Rooms~~

~~Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the Library Bill of Rights states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."~~

~~Privacy~~

~~Privacy is essential to the exercise of free speech, free thought, and free association. See also Questions and Answers on Privacy and Confidentiality.~~

Questions and Answers on Privacy and Confidentiality
Complements Privacy: An Interpretation of the Library Bill of Rights.

Restricted Access to Library Materials

~~Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights.~~

Services to People with Disabilities (New as of the 2009 Midwinter Meeting in Denver, CO)

~~ALA recognizes that persons with disabilities are a large and often neglected part of society. In addition to many personal challenges, some persons with disabilities face economic inequity, illiteracy, cultural isolation, and discrimination in education, employment, and the broad range of societal activities. The library plays a catalytic role in their lives by facilitating their full participation in society.~~

The Universal Right to Free Expression

~~Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information.~~

REQUESTING RECONSIDERATION OF LIBRARY MATERIALS



Updated May 2023



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

COLLECTION PHILOSOPHY & OBJECTIVES

The L.E. Phillips Memorial Public Library has as its basic philosophy the determination to offer to the people of our community a wide choice of materials representing varied points of view. These resources will aid an individual in the pursuit of information, education, and recreation. The Library's objective is to offer a collection that reflects and responds to the needs, interests, and experiences of the community.

The Library seeks to stimulate and expand the interest of people of all ages and to coordinate this work with that of other educational, social, and cultural groups in the community. The collection is developed to meet the needs and interests of Eau Claire residents and as a resource for the IFLS Library system.

Our collection reflects a diversity of content, not an equality of numbers. This includes content that reflects a diversity of issues, whether they be political, economic, religious, social, ethnic, or sexual. The library will not promote specific beliefs or views but will provide enough suitable material to enable the public to make informed and intelligent decisions.

Children of the same age vary considerably in maturity and in reading ability. School assignments and children's interests often call for the use of materials far beyond the realm of a children's book collection. To best support their varied learning needs and interests, children and teens shall have access to all materials in the collection. However, as "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."

SELECTION CRITERIA

The L.E. Phillips Memorial Public Library's materials selection policy must be flexible and broad in order to ensure a diverse collection reflective of the community. New acquisitions and current collection materials will be influenced by many factors, including but not limited to:

- Attention of critics and reviewers, with particular attention to those with specialized knowledge of the content matter
- Authenticity of historical, regional, or social context
- Availability of titles from vendors, libraries, or elsewhere in the community
- Contemporary significance, popular interest, or enduring value
- Cost
- Culturally and identity inclusive
- Identified, expressed, or anticipated demand in the general community
- Physical space limitations
- Prominence, authority, significance, and/or proficiency of author or creator
- Relation to existing collections, such as titles in a series
- Statement of challenging, original, or alternative point of view
- Suitability of the format
- Timeliness and accuracy of material including new editions of existing materials

THE RECONSIDERATION PROCESS

Individuals, including Library Board members, may request reconsideration of a selection decision. To receive consideration by the library, all requests must be made in writing or video recording using the request for reconsideration form.

The library materials about which a request for reconsideration has been made will not be removed from the collection, nor will their use be restricted in any way, before final action is taken by the Library Board on the request.

Within 30 days of the filing of the request, the Chair and one other member of the library's Collection Development Committee will jointly send a written response explaining in detail their decision regarding the request. If the requester asks, the Library Board will review and take final action on the request within 90 days of filing. The requester will be notified in writing of the Library Board's decision.

View the full Collection Development and Management policy at www.ecpubliclibrary.info/library-policies.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Requests may be submitted in video format. Video requests should include all the information requested on the written form and emailed to admstaff@eauclaire.lib.wi.us. **All fields must be completed for the Reconsideration process to proceed.**

Your Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Library Card Number: _____

Who are you representing? Myself/my household Organization (please specify): _____

Title: _____

Author: _____

Publisher: _____

Publication Date: _____ Call Number: _____

Format (book, periodical, CD, DVD, etc.): _____

What brought this item to your attention? _____

Did you read, listen to, or view the entire item? (We strongly encourage reading/viewing/listening to the entire material for context.) _____

If not, which portion of it did you read, listen to, or view? _____

What positive qualities does the material possess? _____

Have you looked up reviews from professional review sources (e.g. *Library Journal*, *Booklist*, *Kirkus Reviews*, *School Library Journal*, *The Horn Book*, etc.)? _____

What do you object to about the item? What did you find objectionable about those parts? (Please be specific and include quotes/page numbers/timestamps, attach images, and so forth. _____

Explain how the material fails to meet the Library's Collection Philosophy & Objectives and/or Selection Criteria (listed in this form). _____

What action do you want the library to take? _____

Do you have a suggestion for alternative materials to replace or add to the material under reconsideration? _____



**L.E. Phillips Memorial
Public Library**

400 Eau Claire Street
Eau Claire, WI 54701

Non-Profit Org.
U.S. Postage
PAID
Eau Claire, WI
Permit No. 1557

L.E. Phillips Memorial Public Library
Attn: Administration Office
400 Eau Claire Street
Eau Claire, WI 54701

Fold on dotted line. Seal top edge.





L.E. Phillips Memorial
Public Library

Number: 3
Category: Library Services

Policy Title: INFORMATIONAL EXHIBITS, DISPLAYS, BULLETIN BOARDS AND
PAMPHLET RACKS

Date adopted: 01/17/92

Date amended: 09/17/09; 12/17/15; 04/19/18; 04/18/2024

Date last reviewed: ~~04/19/18~~ 04/18/2024

The Library Board of Trustees subscribes to the Library Bill of Rights, Article VI states:

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Library uses exhibit and display space, bulletin boards, and pamphlets to promote its goals of public education, collection building, and cultural programming. Library-produced displays and materials present a range of points of view and do not advocate a single approach.

Library facilities are also available to the public for display and distribution of materials. These facilities may not be used for commercial or fundraising purposes. Display of materials does not constitute endorsement of the views of the exhibitor by the Library. Space is available to the public on a first-come, first-served basis, and requests are subject to applicable procedures. The Library reserves the right to limit the duration of an exhibit and the frequency of the use of library space by an individual or group.

Exhibit or display requests must be directed to either the Programming and Communications Services Manager or Youth Services Manager, depending on the viewing location desired.

Requests for use of bulletin boards and pamphlet racks must be approved by the Reference Services Manager or Youth Services Manager.