



PUBLIC NOTICE

Thursday, May 16, 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. 5)
 - C. Reports:
 - a) Library Director (pg. 18)
 - b) Financial Report (pg. 32)
 - c) Statistical Report (pg. 37)
 - 4) Board President report/comments (Gary Pesicka)
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OPEN SESSION

- 5) Consideration of New Business
 - A. Staff presentation – Summer Library Program (Alisha Green)
 - B. Discussion of and action on Trustees Bylaws (Cheryl Contant) (pg. 38)
 - C. Discussion of board meeting date and time (Nancy Kerr)
 - D. Report on 2024-2025 Library Board slate of officers recommendations (Nominating Committee)
 - E. Discussion of and action on the Art Policy (Kim Hennings) (pg. 44)
 - F. Discussion of and action on Library Card Policy (Kim Hennings) (pg. 48)
 - G. Discussion of and action on Library Cards for Institutions Policy (pg. 55)
 - H. Discussion of and action on Using Other People's Cards for Check Out Policy (pg. 56)
 - I. Update on Sawdust City Sounds (Nancy Kerr)
 - J. Discussion of artificial intelligence presentations from PLA conference (Nancy Kerr) (pg. 57)
- 6) Committee Reports
 - A. Friends of the Library
 - B. IFLS
- 7) Directives from the Library Board to the Library Director
- 8) Next meeting: June 20, 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, April 18, 2024

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

Board members absent: Kate Cook

Staff present: Kim Hennings, Nancy Kerr, Isa Small (presenter).

CITIZEN COMMENTS

None

CONSENT AGENDA

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

BOARD PRESIDENT COMMENTS

- Thank you Shelly Collins-Fuerbringer for being willing to serve on the United Way Advisory Committee.
- Make sure to welcome new Technical Services Manager Lynn Gates and introduce yourselves to her if you are in the library.
- The Staff Appreciation event was a success. Thank you to Charlie for his pizza connections, and thank you to all who were able to attend and mingle with staff.

CONSIDERATION OF NEW BUSINESS

- A. Isa Small, Library PCS Manager, spoke about the importance of public art in libraries, and more specifically about the work of the library's Visual Arts Committee and the annual Arts West exhibit. Entry into Arts West is competitive, with over 200 entries from which 30-40 pieces are shown. An independent juror from outside of the immediate area is chosen to judge the submissions and choose award winners.
- B. Jenessa Stromberger from the City Attorney's office suggested some minor changes to the red-lined draft of the bylaws for the Board to discuss. Nancy Kerr will send out the redlined version and the "clean" version for Board members to review and approve at a future meeting.
- C. Nancy reported that Mike Shea from Market & Johnson is looking into what can be done to mitigate the noisy and aggressive air flow coming from the long vent in the Carnegie Room.

- D. Gary Pesicka introduced the review of the Collection Development Policy, noting the increase in the amount of book challenges in school and public library. Jill Markgraf asked how a Board member should proceed if contacted directly by a customer wanting a book to be removed. Kim Hennings presented the policy, noting that the only changes made were updating links. A discussion ensued on the process the library uses when a challenge is received, which always begins with a formal request for reconsideration submitted in writing or on video using the library's guidelines. Policy changes were approved unanimously following a motion by Sheng Xiong, seconded by Charlie Schell.
- E. Following a discussion about what was the intended use of library bulletin boards, it was moved by Jill Markgraf, seconded by James Martin, and unanimously approved that the Board should table this policy review and approval pending more information from staff.
- F. Board members had requested a discussion of whether or not to keep the same day and time for future Board meetings. Nancy will reach out to Roderick Jones, our new City Council representative, to see which dates and times work for him and follow up with an e-mail to Board members.
- G. Gary Pesicka noted that it was time for the Nominating Committee to form and come up with a slate of officers. Sheng Xiong volunteered to chair the committee, with Jill Markgraf, Cheryl Contant and Gary Pesicka also volunteering to serve.

COMMITTEE REPORTS

Friends of the Library – Charlie Schell

- Charlie commented on the newspaper article regarding the \$19,000 grant for book distribution that was applied for and received by the Friends. There is also an upcoming application for a \$12,000 through Mayo.
- The Friends are making updates to their website and brochure, as well as making plans for their Annual Meeting.

IFLS – Jill Markgraf

- Jill sent a document which Nancy will share from IFLS, entitled "Read All the Love" complete with many heartfelt comments from IFLS library customers.
- IFLS processed 14,925 requests for Interlibrary Loans and IFLS staff made 299 visits to libraries in 2023.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

- Send e-mail to all Board members regarding possible changes to meeting dates and times.
- Include red-lined bylaws and a clean copy of the bylaws with changes in next month's Board packet.
- Along with Board President Gary Pesicka, arrange a meeting of the Executive Committee.
- Include an AI report on the next meeting's agenda based on information received from this year's Public Library Association Conference.

NEXT MEETING – May 16, 2024

ADJOURNMENT

On a motion made by Cheryl Contant and seconded by Charlie Schell, the board unanimously voted to adjourn at 7:02 PM.

Respectfully submitted,

Nancy Kerr
Library Director



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 05/07/2024
SUBJECT: APRIL 2024 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending April 30, 2024

Operating Expenditures for the month (includes supplemental bill & claims and p-card purchases)	\$378,963.74
CIP Expenditures for the month	\$
Total	\$378,963.74

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

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

1. Account 6112 Computer Services Charges
 - \$1,222.71 paid to Heartland Business Systems for post standard support including diagnosis, repair, and reinstatement.
2. Account 6126 Repairs & Maintenance to Automobile
 - \$6,870.73 paid to Adams Automotive Center for van transmission repairs
3. Account 6160 Training/Meetings
 - \$1,529.80 paid to Nancy Kerr for reimbursement of travel related expenses for PLA conference
4. Account 6202 Electricity
 - \$5,560.96 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 6406 – Program Supplies
 - \$1,628.08 paid to Scholastic Education for outreach books for Literacy Chippewa Valley
7. Account 6464 – Building Materials & Janitorial Supplies
 - \$1,086.85 March parts charges
8. Account 6490 – Equipment
 - \$1,195.60 paid to Amazon for Optiplex 7010, ES and LPT01
 - \$4,868.76 paid to Heartland Business Systems for Cisco ASA920 router

BILLS & CLAIMS - OPERATING
Transactions Processed in April 2024

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
04/03/2024	04/05/2024	6010	\$16,225.22	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6010	\$27,257.88	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6010	\$14,707.34	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6010	\$12,947.15	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6010	\$12,291.29	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6010	\$3,582.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6010	\$19,272.50	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6010	\$2,151.21	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
			\$108,434.99			
04/12/2024	04/12/2024	6010	\$3,907.93	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/12/24
			\$3,907.93			
04/16/2024	04/19/2024	6010	\$16,225.22	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6010	\$25,804.39	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6010	\$16,663.95	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6010	\$13,839.88	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6010	\$12,180.87	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6010	\$3,582.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6010	\$18,196.58	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6010	\$2,151.20	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
			\$108,644.49			
04/26/2024	04/26/2024	6010	\$3,889.33	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/26/24
			\$3,889.33			
TOTAL PAYROLL WAGES			\$224,876.74			
04/12/2024	04/12/2024	6020	\$565.76	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/12/24
			\$565.76			
04/26/2024	04/26/2024	6020	\$416.42	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/26/24
			\$416.42			
TOTAL PAYROLL OVERTIME			\$982.18			
04/10/2024	03/31/2024	6040	\$5.35	EMPLOYER PAID BENEFITS		MAR LIFE INSURANCE
			\$5.35			

04/03/2024	04/05/2024	6040	\$1,211.96 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6040	\$2,020.21 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6040	\$1,107.55 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6040	\$920.95 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6040	\$879.08 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6040	\$261.79 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6040	\$1,409.02 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6040	\$143.38 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
			<u>\$7,953.94</u>		
04/12/2024	04/12/2024	6040	\$318.49 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/12/24
			<u>\$318.49</u>		
04/16/2024	04/19/2024	6040	\$1,203.19 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6040	\$1,897.06 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6040	\$1,241.95 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6040	\$984.81 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6040	\$847.68 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6040	\$261.78 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6040	\$1,299.39 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6040	\$143.36 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
			<u>\$7,879.22</u>		
04/26/2024	04/26/2024	6040	\$302.55 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/26/24
			<u>\$302.55</u>		
TOTAL EMPLOYER PAID BENEFITS			<u>\$16,459.55</u>		
04/03/2024	04/05/2024	6042	\$1,065.88 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6042	\$1,448.04 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6042	\$959.41 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6042	\$893.36 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6042	\$848.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6042	\$247.19 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6042	\$1,117.72 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6042	\$148.43 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
			<u>\$6,728.13</u>		
04/12/2024	04/12/2024	6042	\$307.54 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/12/24
			<u>\$307.54</u>		
04/16/2024	04/19/2024	6042	\$1,065.88 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6042	\$1,326.85 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6042	\$1,101.69 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24

04/16/2024	04/19/2024	6042	\$877.16 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6042	\$840.48 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6042	\$247.19 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6042	\$1,121.28 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6042	\$148.43 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
			<u>\$6,728.96</u>		
04/26/2024	04/26/2024	6042	\$295.90 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/26/24
			<u>\$295.90</u>		
TOTAL WRS(ER)			<u>\$14,060.53</u>		
04/10/2024	03/31/2024	6043	(\$508.47) HEALTH INS(ER)		MAR HEALTH INSURANCE
			<u>(\$508.47)</u>		
04/03/2024	04/05/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6043	\$4,983.62 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6043	\$1,274.52 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6043	\$4,215.61 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6043	\$4,146.64 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
04/03/2024	04/05/2024	6043	\$1,124.74 HI(ER)-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
			<u>\$21,604.77</u>		
04/12/2024	04/12/2024	6043	\$1,244.70 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/12/24
			<u>\$1,244.70</u>		
04/16/2024	04/19/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6043	\$4,535.15 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6043	\$1,777.19 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6043	\$4,124.19 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6043	\$4,183.86 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
04/16/2024	04/19/2024	6043	\$1,124.74 HI(ER)-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
			<u>\$21,604.77</u>		
04/26/2024	04/26/2024	6043	\$1,175.31 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/26/24
			<u>\$1,175.31</u>		
TOTAL HEALTH INS(ER)			<u>\$45,121.08</u>		
04/03/2024	03/31/2024	6047	\$137.92 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH

04/03/2024	03/31/2024	6047	\$2,035.00	HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,172.92			
04/17/2024	04/16/2024	6051	\$6,139.31	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	HEALTH INSURANCE PREMIUMS
TOTAL RETIREE-HLTH INS			\$6,139.31			
04/03/2024	03/31/2024	6052	\$203.50	RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$203.50			
04/10/2024	03/31/2024	6055	(\$14.94)	VISION INSURANCE		MAR VISION INSURANCE
TOTAL VISION INSURANCE			(\$14.94)			
04/10/2024	03/31/2024	6110	\$822.01	POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
TOTAL POSTAGE & SHIPPING			\$822.01			
04/02/2024	03/21/2024	6112	\$30.00	COMPUTER SERVICE CHARGES	TECHSOUP	PhotoShop Elements - YS
04/02/2024	03/21/2024	6112	\$89.96	COMPUTER SERVICE CHARGES	CLIPART.COM	1 YEAR SINGLE USER RENEWAL
04/17/2024	04/16/2024	6112	\$1,222.71	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
04/18/2024	04/18/2024	6112	\$420.00	COMPUTER SERVICE CHARGES	SENSOURCE	COMPUTER SERVICE CHARGES
04/23/2024	04/23/2024	6112	\$159.00	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
TOTAL COMPUTER SERVICE CHARGES			\$1,921.67			
04/02/2024	03/21/2024	6118	\$14.20	ADVERTISING/MARKETING	AMZ*CAFEPRESS INC.	PCS ADVERTISING (GARDENING MUG
04/02/2024	03/21/2024	6118	\$41.96	ADVERTISING/MARKETING	AMZ*CAFEPRESS INC.	4 ARTISTS WOODEN JOINTED MANNE
04/02/2024	03/21/2024	6118	\$70.00	ADVERTISING/MARKETING	FACEBK 24BWKBPRA2	ADVERTISING SERVICES
04/02/2024	03/21/2024	6118	\$69.59	ADVERTISING/MARKETING	FACEBK 24BWKBPRA2	CAMPAIGNS (DO YOU MAKE THINGS
04/10/2024	04/10/2024	6118	\$10.00	ADVERTISING/MARKETING	SZYMANSKI, KENNETH PAUL	PCS ADVERTISING - HOME FIELD A
04/17/2024	04/16/2024	6118	\$960.00	ADVERTISING/MARKETING	ALLEGRA AND IMAGE 360	PCS ADVERTISING
TOTAL ADVERTISING/MARKETING			\$1,165.75			
04/02/2024	03/21/2024	6126	\$183.25	REPAIRS & MAINT TO AUTO EQUIP	ADAMS AUTOMOTIVE CENTER I	LIBRARY VAN REPAIRS (TRANSMISS
04/10/2024	04/09/2024	6126	\$6,870.73	REPAIRS & MAINT TO AUTO EQUIP	VILLAGE TRANSMISSION CENTER INC	REPAIRS & MAINTENANCE TO AUTO
TOTAL REPAIRS & MAINT TO AUTO EQUIP			\$7,053.98			
04/03/2024	03/31/2024	6130	\$510.00	REPAIRS TO BUILDINGS	BARTINGALE MECHANICAL INC	REPAIRS TO BUILDING
04/05/2024	03/21/2024	6130	\$895.49	REPAIRS TO BUILDINGS	VALLEY BUILDERS HARDWARE CO INC	INSTALL ADA FRONT DOOR AT CMF
04/05/2024	03/21/2024	6130	\$690.00	REPAIRS TO BUILDINGS	HELLAND ENTERPRISES LLC	REAIRS TO SEWER LINES AT CITY
04/10/2024	03/31/2024	6130	\$165.93	REPAIRS TO BUILDINGS	TWEET GAROT MECHANICAL INC	REPAIRS TO CMF, LIBRARY, AND C
04/17/2024	03/31/2024	6130	\$510.00	REPAIRS TO BUILDINGS	BARTINGALE MECHANICAL INC	REPAIRS TO BUILDING
04/24/2024	02/29/2024	6130	\$296.80	REPAIRS TO BUILDINGS	JFTCO INC	GENERATOR REPAIRS AT LIBRARY &
04/24/2024	03/31/2024	6130	\$561.05	REPAIRS TO BUILDINGS	TWEET GAROT MECHANICAL INC	REPAIRS AT UTILITIES BUILDING
04/24/2024	03/31/2024	6130	\$303.05	REPAIRS TO BUILDINGS	BADGER STATE INC	TROUBLESHOOT GLYCOL LEAK AT LI
TOTAL REPAIRS TO BUILDINGS			\$3,932.32			

04/03/2024	03/31/2024	6150	\$392.00	SPECIAL SERVICES	HEATHER C LEISZ	MONTHLY PLANT RENTAL & CARE
04/17/2024	03/31/2024	6150	\$257.50	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES
TOTAL SPECIAL SERVICES			\$649.50			
04/22/2024	03/01/2024	6153	\$51.55	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			\$51.55			
04/18/2024	04/18/2024	6156	\$100.00	PROFESSIONAL SERVICES	SZYMANSKI, KENNETH PAUL	PROF SVCS - PRESENTER FEE
04/18/2024	04/18/2024	6156	\$100.00	PROFESSIONAL SERVICES	SARAH BEER	PROF SVCS - PRESENTER FEE
04/25/2024	04/24/2024	6156	\$100.00	PROFESSIONAL SERVICES	SARAH BEER	PROF SVCS - PRESENTER FEE
TOTAL PROFESSIONAL SERVICES			\$300.00			
04/02/2024	03/21/2024	6160	\$99.00	TRAINING/MEETINGS	EAU CLAIRE AREA CHAMBER OF COMMERCE	TRAINING - HR CONFERENCE
04/02/2024	03/21/2024	6160	\$425.00	TRAINING/MEETINGS	UNIVERSITY OF WISCONSIN NON-PAYROLL	TRAINING - POWER UP CONFERENCE
04/02/2024	03/21/2024	6160	\$641.00	TRAINING/MEETINGS	MARITZ AT&L* ALA	TRAINING - PLA CONFERENCE KELL
			\$1,165.00			
04/03/2024	04/05/2024	6160	\$412.50	TRAINING/MEETINGS	LIBRARY PAYROLL WAGES	PAY DATE: 04/05/24
			\$412.50			
04/16/2024	04/19/2024	6160	\$1,529.80	TRAINING/MEETINGS	LIBRARY PAYROLL WAGES	PAY DATE: 04/19/24
			\$1,529.80			
TOTAL TRAINING/MEETINGS			\$3,107.30			
04/03/2024	03/31/2024	6198	\$910.00	MISC CONTRACTUAL SERVICES	EAU CLAIRE GARDEN CLUB	MISC CONTRACTUAL \$910.00 AND F
04/02/2024	03/21/2024	6198	\$176.97	MISC CONTRACTUAL SERVICES	ZOOM.US	ZOOM ACCOUNT (MARCH)
04/02/2024	03/21/2024	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	MONTHLY DIGITAL SIGNAGE (MARCH
04/10/2024	04/05/2024	6198	\$756.26	MISC CONTRACTUAL SERVICES	AURORA COMMUNITY SERVICES INC	EAP SERVICES FOR 2024 - REALIV
TOTAL MISC CONTRACTUAL SERVICES			\$1,897.23			
04/22/2024	03/31/2024	6202	\$5,560.96	ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$5,560.96			
04/22/2024	03/31/2024	6208	\$104.00	GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$104.00			
04/02/2024	03/21/2024	6210	\$1.23	TELEPHONES	CENTURYLINK LUMEN	MONTHLY PHONE SERVICE (MARCH)
04/03/2024	03/31/2024	6210	\$267.53	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	TELEPHONE
04/19/2024	03/31/2024	6210	\$658.56	TELEPHONES		MAR CENTREX VOIP PHONE CHR
TOTAL TELEPHONES			\$927.32			
04/03/2024	03/31/2024	6215	\$483.33	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES

TOTAL CITY GARBAGE SERVICE			\$483.33		
04/23/2024	01/31/2024	6252	\$75.00	WATER SERVICE	400 EAU CLAIRE ST
04/23/2024	01/31/2024	6252	\$182.40	WATER SERVICE	400 EAU CLAIRE ST
04/23/2024	01/31/2024	6252	\$97.50	WATER SERVICE	400 EAU CLAIRE ST
TOTAL WATER SERVICE			\$354.90		
04/23/2024	01/31/2024	6254	\$9.54	SEWER SERVICE	400 EAU CLAIRE ST
04/23/2024	01/31/2024	6254	\$456.03	SEWER SERVICE	400 EAU CLAIRE ST
TOTAL SEWER SERVICE			\$465.57		
04/23/2024	01/31/2024	6256	\$329.25	STORMWATER CHARGES	400 EAU CLAIRE ST
TOTAL STORMWATER CHARGES			\$329.25		
04/03/2024	03/31/2024	6350	\$2,583.33	INSURANCE	INSURANCE CHARGES
TOTAL INSURANCE			\$2,583.33		
04/02/2024	03/21/2024	6402	\$10.97	OFFICE SUPPLIES	AMZ*CAFEPRESS INC. YS PROGRAM SUPPLIES / YS SUPPL
04/02/2024	03/21/2024	6402	\$7.88	OFFICE SUPPLIES	AMZ*CAFEPRESS INC. YS SUPPLIES / ADMIN OVERHEAD S
04/02/2024	03/21/2024	6402	\$50.97	OFFICE SUPPLIES	AMAZON COM SERVICES LLC YS SUPPLIES (ELECTRONICS WIPES
04/02/2024	03/21/2024	6402	\$2.67	OFFICE SUPPLIES	OFFICE DEPOT RS (RUBBER BANDS) / PCS (PAPER
04/02/2024	03/21/2024	6402	\$77.30	OFFICE SUPPLIES	AMZ*CAFEPRESS INC. CS SUPPLIES
04/02/2024	03/21/2024	6402	\$1.15	OFFICE SUPPLIES	EAU CLAIRE ACE CIRC SUPPLIES (NUTS/BOLTS/SCRE
04/02/2024	03/21/2024	6402	\$110.60	OFFICE SUPPLIES	OFFICE DEPOT RS (RUBBER BANDS) / PCS (PAPER
04/02/2024	03/21/2024	6402	\$383.95	OFFICE SUPPLIES	OFFICE DEPOT PCS SUPPLIES (PAPER)
04/02/2024	03/21/2024	6402	\$22.94	OFFICE SUPPLIES	ZORO TOOLS INC PCS SUPPLIES (PARTS FOR COFFEE
04/02/2024	03/21/2024	6402	\$6.99	OFFICE SUPPLIES	AMZ*CAFEPRESS INC. RECYCLING STICKER FOR BINS
04/02/2024	03/21/2024	6402	\$56.99	OFFICE SUPPLIES	AMZ*CAFEPRESS INC. ACRYLIC BROCHURE HOLDER 8.5 X
04/02/2024	03/21/2024	6402	\$51.40	OFFICE SUPPLIES	AMZ*CAFEPRESS INC. LOCTITE POWER GRAB MOUNTING TA
04/02/2024	03/21/2024	6402	\$16.99	OFFICE SUPPLIES	AMAZON COM SERVICES LLC NATURES BEST HOPE BOOK
04/02/2024	03/21/2024	6402	\$4.99	OFFICE SUPPLIES	AMAZON COM SERVICES LLC DOUBLE SIDED TAPE HEAVY DUTY
04/02/2024	03/21/2024	6402	\$188.40	OFFICE SUPPLIES	DISPLAYS2GO PCS SUPPLIES (SIGN HOLDERS)
04/02/2024	03/21/2024	6402	\$103.19	OFFICE SUPPLIES	OFFICE DEPOT OVERHEAD SUPPLIES (OFFICE SUPP
04/02/2024	03/21/2024	6402	\$25.61	OFFICE SUPPLIES	OFFICE DEPOT OVERHEAD SUPPLIES (ENVELOPES/M
04/02/2024	03/21/2024	6402	\$24.99	OFFICE SUPPLIES	OFFICE DEPOT OVERHEAD SUPPLIES (ADMIN DESK
04/02/2024	03/21/2024	6402	\$107.39	OFFICE SUPPLIES	OFFICE DEPOT COPY PAPER & FACIAL TISSUES
04/02/2024	03/21/2024	6402	\$975.69	OFFICE SUPPLIES	OFFICE DEPOT HP 656X HIGH YIELD BLACK TONER
04/02/2024	03/21/2024	6402	(\$24.99)	OFFICE SUPPLIES	OFFICE DEPOT REFUND FOR DESKTOP ORGANIZER
04/02/2024	03/21/2024	6402	\$18.71	OFFICE SUPPLIES	AMZ*CAFEPRESS INC. OVERHEAD SUPPLIES (DESKTOP ORG
04/02/2024	03/21/2024	6402	\$48.99	OFFICE SUPPLIES	AMZ*CAFEPRESS INC. YS SUPPLIES / ADMIN OVERHEAD S
04/02/2024	03/21/2024	6402	\$16.61	OFFICE SUPPLIES	AMAZON COM SERVICES LLC OVERHEAD SUPPLIES (FIRST AID K
04/02/2024	03/21/2024	6402	\$15.47	OFFICE SUPPLIES	AMAZON COM SERVICES LLC OVERHEAD SUPPLIES (BREAKROOM N
04/02/2024	03/21/2024	6402	(\$39.90)	OFFICE SUPPLIES	AMAZON COM SERVICES LLC REFUND FOR ID BADGE HOLDERS
04/04/2024	03/31/2024	6402	\$126.12	OFFICE SUPPLIES	BADGERLAND PRINTING USA INC OH SUPPLIES - BUSINESS CARDS B
TOTAL OFFICE SUPPLIES			\$2,392.07		

04/02/2024	03/21/2024	6405	\$3.75 AWARDS & TROPHIES-FOL 2021	DOLRTREE 4842 00048421	STAFF AFFAIRS (PI DAY EVENT) P
04/02/2024	03/21/2024	6405	\$12.89 AWARDS & TROPHIES-FOL 2021	AMZ*CAFEPPRESS INC.	STAFF AFFAIRS (PI DAY EVENT)
04/02/2024	03/21/2024	6405	\$125.00 AWARDS & TROPHIES-FOL-2022	UNIVERSITY OF WISCONSIN NON-PAYROLL	UWEC ACADEMY OF LIFELONG LEARN
04/02/2024	03/21/2024	6405	\$195.00 AWARDS & TROPHIES-FOL-2022	EAU CLAIRE AREA CHAMBER OF COMMERCE	EAU CLAIRE CHAMBER OF COMMERCE
04/02/2024	03/21/2024	6405	\$23.49 AWRDS/TROP FOL 2023	AMZ*CAFEPPRESS INC.	FOL GIFTS YS PRIZES (GIFT BAGS
04/04/2024	03/31/2024	6405	\$150.00 AWRDS/TROP FOL 2023	HEIDI SCHREINER	GIFTS - ARTS WEST PRIZES
04/10/2024	04/10/2024	6405	\$200.00 AWRDS/TROP FOL 2023	JEFFREY S NELSON	GIFTS - ARTS WEST FIRST PRIZE
04/10/2024	04/10/2024	6405	\$100.00 AWRDS/TROP FOL 2023	MARY M HERMANSON	GIFTS - ARTS WEST 3RD PRIZE WI
04/18/2024	04/17/2024	6405	\$300.00 AWRDS/TROP FOL 2023	DONALD R OLSON	GIFTS-FOL 2023: BEST IN SHOW -
TOTAL AWARDS & TROPHIES-FOL 2021			\$1,110.13		
04/02/2024	03/21/2024	6406	\$36.55 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	YS PROG SUPPLIES
04/02/2024	03/21/2024	6406	\$39.60 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	YS PRG SUPPLIES (AVERY LABELS)
04/02/2024	03/21/2024	6406	\$46.24 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	YS PROGRAM SUPPLIES / YS SUPPL
04/02/2024	03/21/2024	6406	\$56.57 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	YS PROG SUPPLIES
04/02/2024	03/21/2024	6406	\$22.84 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	YS PROGRAM SUPPLIES (MINI DRAG
04/02/2024	03/21/2024	6406	\$22.65 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	YS PRG SUPPLIES (BAKING SODA)
04/02/2024	03/21/2024	6406	\$33.85 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
04/02/2024	03/21/2024	6406	\$23.67 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
04/02/2024	03/21/2024	6406	\$16.45 LIBRARY PROGRAM SUPPLIES	ELENCO ELECTRONICS	YS PROGRAM SUPPLIES (LED)
04/02/2024	03/21/2024	6406	\$89.02 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	PROGRAM SUPPLIES (PLATES/DINNE
04/02/2024	03/21/2024	6406	\$41.97 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	PROGRAM SUPPLIES (NAPKINS)
04/02/2024	03/21/2024	6406	\$244.85 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	DB PROGRAM SUPPLIES
04/02/2024	03/21/2024	6406	\$59.80 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	DB PROGRAM SUPPLIES (CANVAS PA
04/02/2024	03/21/2024	6406	\$6.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	DB PROG SUP (TWINE STRING)
04/02/2024	03/21/2024	6406	\$135.46 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	DB PROG SUPPLIES
04/02/2024	03/21/2024	6406	\$145.97 LIBR PROG SUPP-GEN PURPOSE GIF	SKOGENS FOODLINER INC	PCS EVENT REFRESHMENTS (GIFTS)
04/02/2024	03/21/2024	6406	\$311.72 LIBR PROG SUPP-GEN PURPOSE GIF	SKOGENS FOODLINER INC	PCS EVENT REFRESHMENTS (GIFTS)
04/02/2024	03/21/2024	6406	\$53.40 LIBR PROG SUPP-GEN PURPOSE GIF	SKOGENS FOODLINER INC	PCS EVENT REFRESHMENTS (GIFTS)
04/02/2024	03/21/2024	6406	\$44.80 LIBR PROG SUPP-GEN PURPOSE GIF	SKOGENS FOODLINER INC	PCS EVENT REFRESHMENTS (GIFTS)
04/02/2024	03/21/2024	6406	\$4.73 LIBR PROG SUPP-GEN PURPOSE GIF	SKOGENS FOODLINER INC	PCS EVENT REFRESHMENTS (GIFTS)
04/02/2024	03/21/2024	6406	\$46.11 LIBR PROG SUPP-GEN PURPOSE GIF	PY *RED POWER DIESEL SERV	PCS EVENT REFRESHMENTS (GIFTS)
04/02/2024	03/21/2024	6406	\$346.35 LIBRARY PROG SUPPLIES-ECCF GRA	OFFICE DEPOT	EARLY LITERACY GIFTS (LABELS)
04/02/2024	03/21/2024	6406	\$1,628.08 LIBRARY PROG SUPPLIES-ECCF GRA	SCHOLASTIC EDUCATION	OUTREACH BOOKS FOR LCV
04/02/2024	03/21/2024	6406	\$13.64 LIBRARY PROG SUPPLIES-ECCF GRA	SCHOLASTIC EDUCATION	SCHOLASTIC BOOKS ON BACK ORDER
04/02/2024	03/21/2024	6406	\$12.01 LIBR SUPP - FOL-2023	AMZ*CAFEPPRESS INC.	FOL PLAY & LEARN GIFTS (POPCOR
04/02/2024	03/21/2024	6406	\$41.90 LIBR SUPP - FOL-2023	AMZ*CAFEPPRESS INC.	GIFTS FOL PLAY & LEARN (RED BO
04/02/2024	03/21/2024	6406	\$56.68 LIBR SUPP - FOL-2023	AMZ*CAFEPPRESS INC.	YS FOL PLAY & LEARN (MOVIE THE
04/02/2024	03/21/2024	6406	\$7.99 LIBR SUPP - FOL-2023	AMZ*CAFEPPRESS INC.	YS SUPPLIES / ADMIN OVERHEAD S
04/02/2024	03/21/2024	6406	\$89.35 LIBR SUPP - FOL-2023	AMZ*CAFEPPRESS INC.	GIFTS FOL TEEN BOOK BOXES
04/02/2024	03/21/2024	6406	(\$17.99) LIBR SUPP - FOL-2023	AMAZON COM SERVICES LLC	AMAZON REFUND FOR PLAY & LEARN
04/03/2024	03/31/2024	6406	\$150.00 LIBR SUPP - FOL-2023	EAU CLAIRE GARDEN CLUB	MISC CONTRACTUAL \$910.00 AND F
TOTAL LIBRARY PROGRAM SUPPLIES			\$3,811.25		
04/10/2024	03/31/2024	6409	\$3,476.96 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS

\$3,476.96

04/03/2024	03/31/2024	6409	\$18.20 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/03/2024	03/31/2024	6409	\$26.73 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/03/2024	03/31/2024	6409	\$111.32 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
04/03/2024	03/31/2024	6409	\$372.57 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
04/03/2024	03/31/2024	6409	\$186.10 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV
04/03/2024	03/31/2024	6409	\$160.81 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO-LEPMPL
04/03/2024	03/31/2024	6409	\$46.17 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV/ L/D JUV
04/10/2024	03/31/2024	6409	\$12.89 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/10/2024	03/31/2024	6409	\$14.95 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/10/2024	03/31/2024	6409	\$21.09 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/10/2024	03/31/2024	6409	\$243.84 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
04/10/2024	04/09/2024	6409	\$125.31 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
04/10/2024	03/31/2024	6409	\$100.83 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ GIFT IHO-LEPMPL/ JUV
04/10/2024	03/31/2024	6409	\$179.56 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ ADULT/ GIFT IHO-LEPMPL
04/17/2024	04/16/2024	6409	\$11.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/17/2024	04/16/2024	6409	\$20.55 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/17/2024	04/16/2024	6409	\$15.10 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
04/17/2024	04/16/2024	6409	\$422.69 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV/ GIFTS IHO-LEPMPL
04/17/2024	04/16/2024	6409	\$151.90 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV
04/17/2024	04/16/2024	6409	\$245.61 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUN
04/17/2024	04/16/2024	6409	\$174.76 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV
04/17/2024	04/16/2024	6409	\$241.95 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/JUV/ GIFTS IHO-LEPMPL
04/17/2024	04/16/2024	6409	\$35.61 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV/ L/D ADULT/ L/D JUV
04/23/2024	04/23/2024	6409	\$15.98 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/23/2024	04/23/2024	6409	\$38.59 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/23/2024	04/23/2024	6409	\$47.96 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/23/2024	04/23/2024	6409	\$197.56 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/23/2024	04/23/2024	6409	\$204.67 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/23/2024	04/23/2024	6409	\$225.21 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
04/23/2024	04/23/2024	6409	\$443.16 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
04/23/2024	04/23/2024	6409	\$105.92 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV
04/23/2024	04/23/2024	6409	\$96.48 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV
04/23/2024	04/23/2024	6409	\$152.88 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO LEPMPL
04/23/2024	04/23/2024	6409	\$318.48 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ ADULT/ L/D JUV
04/23/2024	04/23/2024	6409	\$1,198.70 LIBRARY MATERIALS-BKS JUVENILE	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS
04/25/2024	04/24/2024	6409	\$204.44 LIBRARY MATERIALS-BKS JUVENILE	CAVENDISH SQUARE PUBLISHING, LLC	LIB MATLS - JUV PRINT

\$6,190.56

04/03/2024	03/31/2024	6409	(\$20.93) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/03/2024	03/31/2024	6409	(\$32.55) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/03/2024	03/31/2024	6409	\$31.94 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/03/2024	03/31/2024	6409	\$18.89 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT/ NONPRINT
04/03/2024	03/31/2024	6409	\$121.81 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/03/2024	03/31/2024	6409	\$161.51 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT

04/03/2024	03/31/2024	6409	\$323.55	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFT IHO-LEPMPL/ NONPRI
04/03/2024	03/31/2024	6409	\$11.37	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV
04/03/2024	03/31/2024	6409	\$22.97	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO-LEPMPL
04/03/2024	03/31/2024	6409	\$396.61	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV/ L/D JUV
04/10/2024	03/31/2024	6409	\$44.96	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/10/2024	03/31/2024	6409	\$149.66	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/10/2024	03/31/2024	6409	\$275.80	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ NONPRI
04/10/2024	03/31/2024	6409	\$29.99	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
04/10/2024	03/31/2024	6409	\$657.21	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
04/10/2024	04/09/2024	6409	\$28.37	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/10/2024	04/09/2024	6409	\$62.45	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/10/2024	04/09/2024	6409	\$467.89	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
04/10/2024	03/31/2024	6409	\$57.73	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
04/10/2024	03/31/2024	6409	\$83.97	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
04/10/2024	03/31/2024	6409	\$20.14	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	L/D ADULT/ L/D JUV/ ADULT/ GIF
04/10/2024	03/31/2024	6409	\$49.17	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ GIFT IHO-LEPMPL/ JUV
04/10/2024	03/31/2024	6409	\$120.82	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ ADULT/ GIFT IHO-LEPMPL
04/17/2024	04/16/2024	6409	\$10.69	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/17/2024	04/16/2024	6409	\$17.99	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/17/2024	04/16/2024	6409	\$19.01	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/17/2024	04/16/2024	6409	\$80.60	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/17/2024	04/16/2024	6409	\$278.07	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ NONPRI
04/17/2024	04/16/2024	6409	\$316.68	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/GIFTS IHO-LEPMPL/ NONPRI
04/17/2024	04/16/2024	6409	\$238.39	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL
04/17/2024	04/16/2024	6409	\$93.41	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV
04/17/2024	04/16/2024	6409	\$14.15	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUN
04/17/2024	04/16/2024	6409	\$95.32	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV
04/17/2024	04/16/2024	6409	\$12.45	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/JUV/ GIFTS IHO-LEPMPL
04/17/2024	04/16/2024	6409	\$92.92	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV/ L/D ADULT/ L/D JUV
04/23/2024	04/23/2024	6409	\$111.81	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/23/2024	04/23/2024	6409	\$121.16	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/23/2024	04/23/2024	6409	\$269.73	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
04/23/2024	04/23/2024	6409	\$391.80	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
04/23/2024	04/23/2024	6409	\$11.69	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
04/23/2024	04/23/2024	6409	\$28.49	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
04/23/2024	04/23/2024	6409	\$86.22	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
04/23/2024	04/23/2024	6409	\$145.45	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT
04/23/2024	04/23/2024	6409	\$67.91	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV
04/23/2024	04/23/2024	6409	\$166.38	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV
04/23/2024	04/23/2024	6409	\$97.15	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO LEPMPL
04/23/2024	04/23/2024	6409	\$17.83	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ ADULT/ L/D JUV
04/25/2024	04/24/2024	6409	\$102.58	LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - ADULT
04/25/2024	04/24/2024	6409	\$103.23	LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - GIFTS & ADULT
			\$6,074.44			
04/18/2024	04/18/2024	6409	\$180.49	LIBRARY MATERIALS-KITS, TOOLS	PLAYAWAY PRODUCTS LLC	LIB MATERIALS - KITS
			\$180.49			

04/02/2024	03/21/2024	6409	\$69.99 LIBRARY MATERIALS-NON-PRINT	BEST BUY 00000406	LIBRARY MATERIALS (PERSONA 3 R
04/03/2024	03/31/2024	6409	\$10.38 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/03/2024	03/31/2024	6409	\$59.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/03/2024	03/31/2024	6409	\$69.68 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/03/2024	03/31/2024	6409	\$55.79 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	ADULT/ NONPRINT
04/03/2024	03/31/2024	6409	\$41.24 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	ADULT/ GIFT IHO-LEPMPL/ NONPRI
04/03/2024	03/31/2024	6409	\$48.73 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
04/10/2024	03/31/2024	6409	(\$10.04) LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/10/2024	03/31/2024	6409	\$24.95 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/10/2024	03/31/2024	6409	\$31.48 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/10/2024	03/31/2024	6409	\$94.88 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/10/2024	03/31/2024	6409	\$112.12 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/10/2024	03/31/2024	6409	\$24.75 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ NONPR
04/10/2024	04/09/2024	6409	\$21.99 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
04/10/2024	03/31/2024	6409	\$513.45 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
04/10/2024	03/31/2024	6409	\$40.54 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
04/17/2024	04/16/2024	6409	\$59.37 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/17/2024	04/16/2024	6409	\$21.99 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ NONP
04/17/2024	04/16/2024	6409	\$43.99 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	ADULT/GIFTS IHO-LEPMPL/ NONPRI
04/17/2024	04/16/2024	6409	\$440.43 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
04/23/2024	04/23/2024	6409	\$19.00 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/23/2024	04/23/2024	6409	\$133.69 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/23/2024	04/23/2024	6409	\$245.13 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
04/25/2024	04/24/2024	6409	\$258.35 LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	L/D NONPRINT/ NONPRINT
			\$2,431.87		
04/23/2024	04/23/2024	6409	\$149.95 LIBRARY MATLS-WELLNESS KITS	AMAZON COM SALES INC	GIFTS MAYO WELLNESS KITS
			\$149.95		
04/10/2024	03/31/2024	6409	\$12.06 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/ ADULT/ GIFT IHO-LEPMPL
04/18/2024	03/31/2024	6409	\$25.32 MATERIALS-BOOKMARKS	CENTER POINT INC	LIB MATLS - GIFTS IHO FOL
04/25/2024	04/24/2024	6409	\$50.64 MATERIALS-BOOKMARKS	CENTER POINT INC	LIB MATLS - GIFTS & ADULT
			\$88.02		
04/03/2024	03/31/2024	6409	\$94.52 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFT IHO-LEPMPL/ NONPRI
04/03/2024	03/31/2024	6409	\$14.76 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO-LEPMPL
04/10/2024	03/31/2024	6409	\$33.03 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ NONPR
04/10/2024	03/31/2024	6409	\$66.62 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
04/10/2024	04/09/2024	6409	\$61.66 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
04/10/2024	03/31/2024	6409	\$46.13 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	L/D ADULT/ L/D JUV/ ADULT/ GIF
04/10/2024	03/31/2024	6409	\$14.25 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	ADULT/ GIFT IHO-LEPMPL/ JUV
04/17/2024	04/16/2024	6409	\$82.87 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL/ NONP
04/17/2024	04/16/2024	6409	\$82.16 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/GIFTS IHO-LEPMPL/ NONPRI
04/17/2024	04/16/2024	6409	\$206.75 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	ADULT/ GIFTS IHO-LEPMPL
04/17/2024	04/16/2024	6409	\$11.19 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	JUF/ L/D JUV/ GIFTS IHO-LEPMPL

04/17/2024	04/16/2024	6409	\$32.81 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	ADULT/JUV/ GIFTS IHO-LEPMPL
04/19/2024	03/12/2024	6409	(\$1.00) MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	UV
04/23/2024	04/23/2024	6409	\$94.07 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
04/23/2024	04/23/2024	6409	\$15.26 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO LEPMPL
04/25/2024	04/24/2024	6409	\$79.86 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS - GIFTS & ADULT
04/29/2024	03/12/2024	6409	\$1.00 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	ADULT/ GIFTS IHO-LEPMPL/ L/D J
04/29/2024	03/12/2024	6409	(\$1.00) MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	UV
			\$934.94		
TOTAL LIBRARY MATERIALS-BOOKS-ADULT			\$19,527.23		
04/03/2024	03/31/2024	6415	\$11.69 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV
04/03/2024	03/31/2024	6415	\$19.84 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
04/03/2024	03/31/2024	6415	\$40.77 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
04/03/2024	03/31/2024	6415	\$19.02 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	ADULT/ JUV/ GIFTS IHO-LEPMPL
04/03/2024	03/31/2024	6415	\$7.87 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	ADULT/ JUV/ L/D JUV
04/10/2024	04/09/2024	6415	\$7.19 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
04/10/2024	03/31/2024	6415	\$16.24 LOST/DAMAGED-BOOKS JUVENILLE	CENGAGE LEARNING INC	L/D ADULT/ L/D JUV/ ADULT/ GIF
04/17/2024	04/16/2024	6415	\$89.39 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV
04/17/2024	04/16/2024	6415	\$26.86 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
04/17/2024	04/16/2024	6415	\$15.99 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUF/ L/D JUV/ GIFTS IHO-LEPMPL
04/17/2024	04/16/2024	6415	\$71.88 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	ADULT/ JUV/ L/D ADULT/ L/D JUV
04/19/2024	03/12/2024	6415	\$1.00 LOST/DAMAGED-BOOKS JUVENILLE	CENGAGE LEARNING INC	ADULT/ GIFTS IHO-LEPMPL/ L/D J
04/23/2024	04/23/2024	6415	\$7.62 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV/ ADULT/ L/D JUV
04/29/2024	03/12/2024	6415	(\$1.00) LOST/DAMAGED-BOOKS JUVENILLE	CENGAGE LEARNING INC	UV
04/29/2024	03/12/2024	6415	\$1.00 LOST/DAMAGED-BOOKS JUVENILLE	CENGAGE LEARNING INC	ADULT/ GIFTS IHO-LEPMPL/ L/D J
			\$335.36		
04/10/2024	04/09/2024	6415	\$28.50 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D ADULT
04/10/2024	04/09/2024	6415	\$17.01 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
04/10/2024	03/31/2024	6415	\$12.34 LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	L/D ADULT/ L/D JUV/ ADULT/ GIF
04/17/2024	04/16/2024	6415	\$16.89 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D ADULT
04/17/2024	04/16/2024	6415	\$93.82 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT/ JUV/ L/D ADULT/ L/D JUV
04/23/2024	04/23/2024	6415	\$18.89 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
04/23/2024	04/23/2024	6415	\$12.34 LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	L/D ADULT
			\$199.79		
04/10/2024	03/31/2024	6415	\$24.61 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
04/10/2024	03/31/2024	6415	\$15.74 LOST/DAMAGED-NON-PRNT MATERIAL	MIDWEST TAPE LLC	LIBRARY MATERIALS
04/17/2024	04/16/2024	6415	\$8.97 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
04/23/2024	04/23/2024	6415	\$14.96 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
04/25/2024	04/24/2024	6415	\$117.07 LOST/DAMAGED-NON-PRNT MATERIAL	PLAYAWAY PRODUCTS LLC	L/D NONPRINT/ NONPRINT
			\$181.35		
TOTAL LOST/DAMAGED-BOOKS JUVENILLE			\$716.50		

04/11/2024	01/31/2024	6450	\$84.05 GASOLINE		JAN FUEL CHARGES
04/25/2024	02/29/2024	6450	\$123.71 GASOLINE		FEB FUEL CHARGES
04/29/2024	03/31/2024	6450	\$75.97 GASOLINE		MAR FUEL CHARGES
TOTAL GASOLINE			\$283.73		
04/05/2024	03/21/2024	6460	\$521.90 REPAIR PARTS & SUPPLIES	RFP ENTERPRISES INC	BATTERY FOR THE LIBRARY
TOTAL REPAIR PARTS & SUPPLIES			\$521.90		
04/02/2024	03/21/2024	6464	\$34.74 BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2	JANITORIAL MATERIALS (RUGS & M
04/05/2024	03/21/2024	6464	\$17.32 BLDG MTRLS & JNTRL SUPPLIES	MENARD INC	JANITORIAL SUPPLIES FOR LIBRAR
04/25/2024	02/29/2024	6464	\$669.59 BLDG MTRLS & JNTRL SUPPLIES		FEB PARTS CHARGES
04/29/2024	03/31/2024	6464	\$1,086.85 BLDG MTRLS & JNTRL SUPPLIES		MAR PARTS CHARGES
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$1,808.50		
04/02/2024	03/21/2024	6490	\$0.28 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	USB hub - Spare
04/02/2024	03/21/2024	6490	\$32.07 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Laptop Battery - ST05
04/02/2024	03/21/2024	6490	\$17.84 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	adhesive plates for kensington
04/02/2024	03/21/2024	6490	\$35.63 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Laptop battery for ST-lat-10
04/02/2024	03/21/2024	6490	\$35.99 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Laptop battery - ST05
04/02/2024	03/21/2024	6490	\$1,195.60 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Optiplex 7010, ES and LPT01
04/02/2024	03/21/2024	6490	\$24.79 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Toner collection waste unit -
04/02/2024	03/21/2024	6490	\$23.00 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PROGRAM SUPPLIES (PLATES/DINNE
04/02/2024	03/21/2024	6490	\$157.58 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Kinesis keyboard and keypad -
04/02/2024	03/21/2024	6490	\$905.28 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Surface laptop and mouse, USB
04/02/2024	03/21/2024	6490	\$129.99 EQUIPMENT PURCHASES (< \$5,000)	AMAZON COM SERVICES LLC	STAINLESS STEEL COFFEE URN
04/02/2024	03/21/2024	6490	\$26.78 EQUIPMENT PURCHASES (< \$5,000)	AMAZON COM SERVICES LLC	2 wireless mice
04/02/2024	03/21/2024	6490	(\$35.99) EQUIPMENT PURCHASES (< \$5,000)	AMAZON COM SERVICES LLC	Refund for bad laptop battery
04/02/2024	03/21/2024	6490	(\$26.76) EQUIPMENT PURCHASES (< \$5,000)	AMAZON COM SERVICES LLC	Refund - order damaged in ship
04/02/2024	03/21/2024	6490	\$26.76 EQUIPMENT PURCHASES (< \$5,000)	AMAZON COM SERVICES LLC	2 wireless mice
04/23/2024	04/23/2024	6490	\$4,868.76 EQUIPMENT PURCHASES (< \$5,000)	HEARTLAND BUSINESS SYSTEMS LLC	EQUIPMENT PURCHASE
04/02/2024	03/21/2024	6490	\$10.01 EQUIPMENT PURCHASES (< \$5,000)	MENARD INC	DB EQUIPMENT (BATTERIES)
04/02/2024	03/21/2024	6490	\$35.98 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIP (WIRED CONTROLLER)
04/02/2024	03/21/2024	6490	(\$382.00) EQUIPMENT PURCHASES (< \$5,000)	AMAZON COM SERVICES LLC	AMAZON REFUND FOR LOONA SMART
TOTAL EQUIPMENT PURCHASES (< \$5,000)			\$7,081.59		
TOTAL OPERATING EXPENDITURES			\$378,963.74		

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

**Administrative Services
Nancy Kerr, Library Director**



Since the last Board meeting, here's what is in the works:

- Isa and I met with sculptor Michael Christopherson about his desire to seal coat his sculpture which is located near Dewey street. The library purchased this sculpture forty years ago!
- I attended Rotary meetings featuring speakers Dani Graham, Coordinator for ECSD's program for families experiencing homelessness, a new member discussing her role as a coach and motivational speaker, and Rotarian Jeff Staads speaking about Sofas for Service, a local non-profit organization that assists veterans by providing basic household furnishings. Rotary continues to be a good source for learning about community programs and resources, as well as a place to let other organizations know what the library is doing.
- We've had visits and quotes from two different local commercial carpet vendors and are awaiting a third to enlarge the carpeted area in the "Play and Learn" section of youth services. That area is extremely popular and carpet works better for little ones who are on the floor playing and crawling. We will decide on a vendor soon when all three quotes have been received.
- We have done several simulations of a power outage in the building, to make sure that everything that needs to happen in case of a sudden outage happens.

We are working with electricians, the City, Market & Johnson, etc. to make sure that emergency power and lighting work as needed and pass inspection.

- I attended the City's operating budget kickoff with other department representatives, and we will start working on the budget workbook immediately. Our budget will be due mid-July and we will keep the Board apprised of any possible requests for service modifications.
- I attended a training yesterday on Neurodivergent library staff which had a lot of good information about how to make accommodations that lead to success for everyone. It also stressed the need to make sure that you clearly state which duties are essential duties to any job description and know what can be modified, and what cannot. It was a very positive presentation about the benefits of having different kinds of thinkers at your library.
- Today I am joining a Teams meeting about the use of sensors which detect smoking, vaping, and perhaps more in your restrooms. I don't know if we are at the point of needing something like this, but it's always good to have information just in case.

Shelly Collins-Fuerbringer, Deputy Director



By this time 2023 we were at **375** ALB violations.
This year, we are at **308** ALB violations.

April 2024 = **71** ALB violations + 3 accident/injury reports.
April 2023 = **85** ALB violations + 8 accident/injury reports.

Bill continues to do a great job of monitoring the building and keeping tabs on the security situation in the building and developing relationships with our customers.

ALB violations	April	YTD
Animals/not service	0	1
Attire/Odor	1	7
Blocked Access	18	64
Smoking/vaping products visible	7	30
Disruptive Noise	1	9
Sleeping	16	77
Inappropriate language/conversation	7	30
Inappropriate behavior	13	60
Making a mess	4	13
Alcohol/Drug Use	1	3
Damage to Property/stealing	2	11
Fighting/threatening/stalking/intimidating	1	3
Sexually explicit material	0	0
Totals:	71	308

Kimberly Hennings, Deputy Director



Thanks to the Library Board for National Library Week Pizza Party! Staff really enjoyed the pizza and other goodies on Tuesday, April 9th. National Library Week is an annual celebration highlighting the valuable role libraries, librarians, and library workers play in transforming lives and strengthening our communities. The theme for National Library Week 2024 was “*Ready, Set, Library!*”

April is also host to Severe Weather Awareness Week. On Thursday, April 11, the library, along with all city facilities, participated in the statewide tornado drill. All library staff and customers participated in the drill. Thanks to our Reference Team Member Alyson for serving as Incident Command and our PCS Team Members for creating signage to assist us in communicating out the drill to our customers ahead of time.

I completed part 7 of the 8-part Human Resources series I am taking at CVTC. April focused on Employee onboarding. Learning objectives included learning the difference between onboarding and orientation, the different phases of onboarding, and the HR function of monitoring and support. It was a good opportunity to be able to compare how the library currently onboards employees versus other employers in the area.

Youth Services
Kelly Witt, Youth Services Manager



April is a fun month in Youth Services, because that's the month all the first graders in



the Eau Claire school district visit the library.

Students, teachers, and chaperones learned about materials, programs, and activities that the library has to offer and enjoyed a story, scavenger hunt, Lego building challenges, and art. First grade visits also mean that our April has been filled with excited first graders making return trips to show their

families all the new things they learned about the library. Customers and staff are enjoying the Level 0 art gallery wall that is currently filled with 1st grade art from their visits.



Our Preschool STEM series was also held on Fridays in April. This allowed preschoolers the opportunity to explore hands-on activities in each of the STEM categories (Science, Technology, Engineering, Math). Activities included baking soda and vinegar volcanoes, robot exploration, block building and measuring, and included station signs with conversation starters for the adults. Grant (5 yrs old) said Preschool STEM was “even better than storytime”!

Reference Services
Elizabeth Steans, Reference Services Manager



Reference Services presented some programs in April that were very notable and new



to the Eau Claire area and the Library staff. Bethany, the Librarian, collaborated with a bat ambassador to educate attendees on bats and the benefits of bat houses in the area. Library customers built 20 bat houses after the presentation in the Dabble Box. Be on the lookout for these houses around our community! Speaking of the Dabble Box, Brad, Coordinator, ran our Library Staff

Open Labs. These unique labs were intended to familiarize staff across all departments with Open Labs operations and learning about offerings in the library's maker space like 3D printing. (The photo to the right shows an articulated axolotl and dragon rendered by a 3D printer.) Providing this opportunity for staff presented excellent outcomes including staff awareness of program offerings, which they can share authentically with customers inquiring. We are running a trial in April and May to offer an additional Open Lab on Thursdays, which will partially be staffed by Library staff from multiple library departments.



Other RS programs and services stats in April:

- 15 DB open labs offered, 312 customers attended.
- DB Outreach at D&D, spoke with 45 attendees about library services.
- HDS partnered with Friends of the Library to host a volunteer appreciation gathering.

The Staff Blog shares posts with recommended reads, library resources, and culture.

Have a look at these blogs!:

- [Lions, Pigeons, and Other Foolish April Tales](#) by Katie, Circulation Services
- [Celebrate National Poetry Month](#) by Christine, Reference Services
- [Hooray for Volunteers!](#) by Jenny, Reference Services
- [Online Resource Highlight: Auto Repair](#) by Riley, Reference Services
- [The Trek to Success](#) by Bethany, Reference Services

RS desk staff answered 2,150 questions in April. The top 3 topics of inquiry include:

1. Meeting Room support (373 transactions).
2. Answered 260 questions using ready reference sources.
3. Issued 218 internet guest passes.

Programming and Communications Services
Isa Small, PCS Manager



April brought the last of the current One Book, One Community's programming to an end, and it was a fantastic event. City Arborist Matt Staudenmaier was interviewed by bestselling author (and one of our library's favorite moderators) Nick Butler. There was a crowd of nearly 100 in attendance, and topics ranged from defining the importance of urban forestry and the impact of the Emerald Ash Borer infestation to how the City decides which trees to plant where. We asked for feedback on the event, which folks were glad to share:

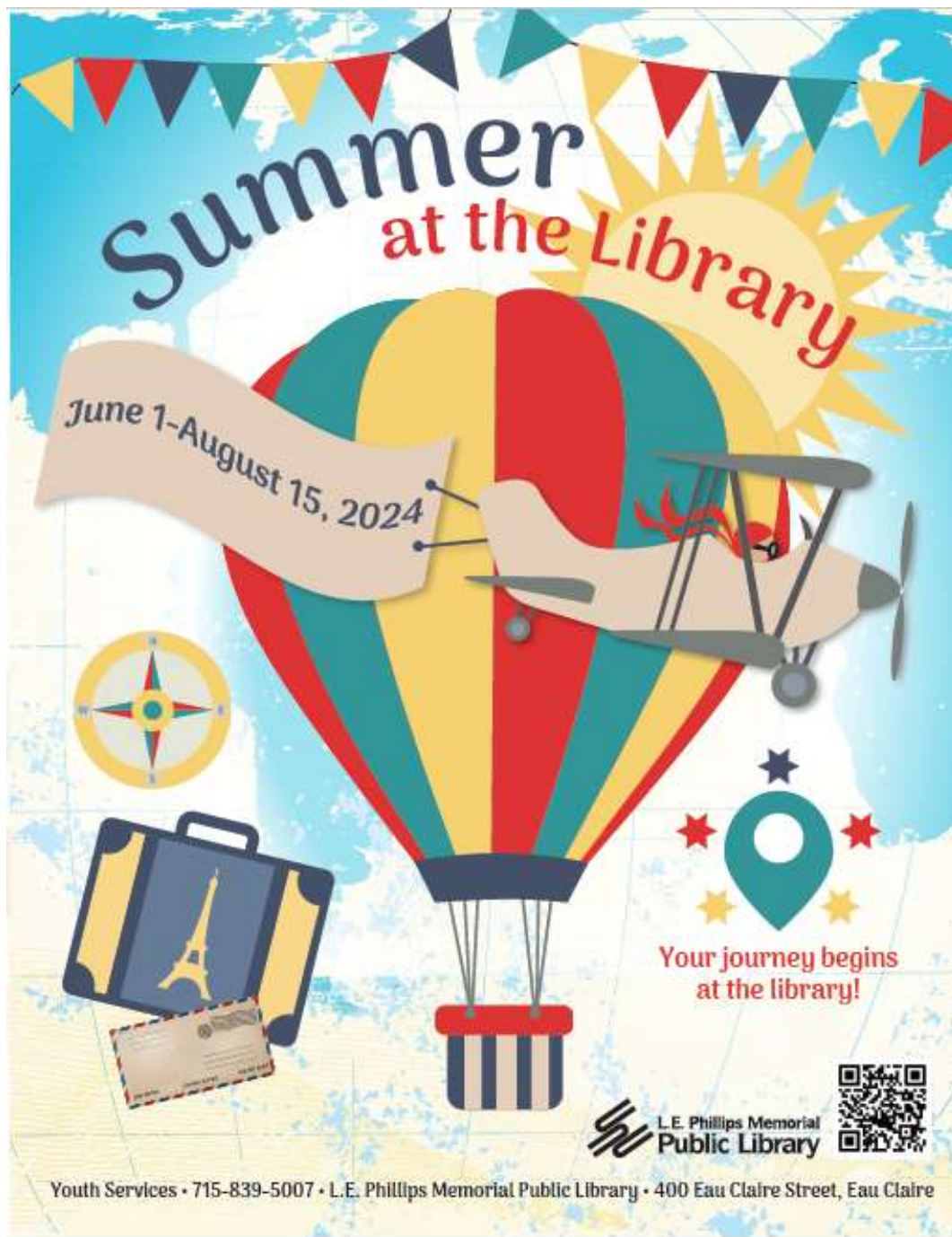
- *This was an excellent choice, as attendance attested.*
- *I found the program very interesting. It gave me a greater appreciation for the challenges that come with urban forestry. I have a Natural Resources degree and worked for the US Forest Service in timber management for over 20 years, and then 9 years with the Bureau of Land Management in Minnesota, Oregon, Washington, Colorado and Wyoming.*
- *Thank you for the informative program...It is so good for the community to know how the city works to support their department heads, and what the bigger picture is for city planning...strength and weaknesses. Citizens do not always understand the inner working of the city's committees and departments. Having the opportunity like the one provided on Saturday was a great way for us to learn and appreciate the inner workings of the City infrastructure.*



PCS Digital Services and Marketing Specialist Mike Paulus created and promoted the programming survey as designed by the subcommittee, and kept us apprised of how

many responses we received and where we might need to fill in some gaps to have usable data.

Coordinator Melany Bartig has been hard at work developing promotional materials for the annual summer library program for kids and teens, and they are looking great! Coordinator Susan DeBolt is currently working on materials for the adult reading program.



Circulation Services
Paula Stanton, Circulation Manager



In April, Circulation welcomed a heap of new employees! Jon Marten and Jenn von Klein returned to work as a Page after previously retiring as an Assistant (pictured above, right to left). Bruce Neeb, Geralyn Brantner, Sienna Haley, and Oscar Vlcek all started as a Page (pictured below, clockwise from top left). All of them completed their basic training and are well on their way to being fully independent library employees. Linda will continue training them on library skills throughout May and June. Conall and Kaitlin both completed their Desk Clerk training in April! It was a lot of work for Linda

and all of the Circulation Assistants to make sure everyone was trained accurately and have the tools they need to succeed.



Several new and old staff members attended Circulation training at the end of April. This training covers MORE, IFLS, de-escalation, customer service and communication topics.

Paula gave two tours and did practice interviews with customers interested in working at the library in the future.

[illegible]

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Information Technology
Kris Nickel, Technology Manager



April involved upgrades, purchases, troubleshooting a major network outage... and dress-ups!

I continued my rollout of Windows 11, as well as inventoried firmware versions of all PCs, printers, and security cameras, getting them all on the latest version for their respective models. After discussion with Bill and Nancy, it was decided to purchase an additional camera for the front entrance, which would show more of the plaza and seating areas (the current exterior camera views the AMH). According to the as-built building plans, the contracted network cabling had installed two cables in the area of the current camera, so the only expense was the camera itself and the labor to mount it. It looks great! I also purchased all devices and materials needed for an upgrade to our voice gateways. These began arriving; just waiting for one last device, and then Pierce from Heartland will work his magic.

Upon troubleshooting an issue with our camera server, I discovered a sketchy network connection *somewhere* between the first-floor switch stack and the main server room. I reached out to Pierce, and he gave me some suggestions, which I tried the next morning before opening. Unfortunately, after swapping out the SFP (fiber transceiver) to try a spare, the connection went down (and stayed down) completely, cutting off all network-connected devices on the first floor. Wendi Jacobson, a network engineer at the City of Eau Claire, came right over to assist, and we eventually identified and resolved the problem. Incidentally she was also absolutely instrumental in helping us with all things fiber-optic, with the move to Mall Dr. and back again. She's the best!

If it's April, it's 1st grade visit time! I'm always happy to help out, dressing as Bruce the Bear once and several gigs as Mercy Watson.



With my buddy, Shannon



Beautiful night for stocking buses

Financial Notes for May, 2024 Board Meeting
Nancy Kerr, Library Director

Revenues:

- Fines and Miscellaneous Revenue are tracking lower than last year, but usually recover during Summer Reading.
- Electronic Copy Revenue is at 42%
- There is no income from Public Transit service charges as we no longer sell bus passes
- Gift revenue is strong at 64.5% of our budgeted amount.
- Miscellaneous Revenue is much higher than expected, at 237.4%

Expenditures:

- Retiree Health Insurance needs to be budgeted at a higher level for 2025.
- Postage and Shipping expenditures look higher than they really are, as a \$15,000 purchase order has already been submitted and new expenses will be drawn from that amount.
- Auto Repairs and Maintenance included expected transmission work on the library van.
- Special Services is at 63.1%, due to purchase orders entered for \$5500 to our collection agency and shredding services.
- Professional Services has plenty of room and can help with high expenditures in Miscellaneous Contractual.
- Miscellaneous Contractual expenses have been higher than expected due to the addition of maintenance costs for the Automated Materials Handler. We will request additional maintenance funds for 2025 in our budget request.
- Repairs to Buildings and Special Services under custodial expenses are also tracking much higher than expected. The Special Services amount includes a PO for \$4800 for plant rental and \$8820 for Elevator Maintenance. Repairs to building have been numerous as warranties have expired.
- Expenditures overall are at 26.5%, with 33.33 percent of the year behind us.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2024 YTD BUDGET REPORT - Operating
For the Period Ended April 30, 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	863.09	-	2,936.91	22.7%
4398	Other Penalties (Collection Agency)	3,775.00	1,060.00	-	2,715.00	28.1%
4451	Electronic Copy Revenue	7,050.00	2,936.55	-	4,113.45	41.7%
4452	Copier Revenue	1,830.00	578.28	-	1,251.72	31.6%
4562	Vending Commission	275.00	141.70	-	133.30	51.5%
4602	Service to Eau Claire County	974,792.00	551,742.50	-	423,049.50	56.6%
4608	IFLS	23,000.00	11,500.00	-	11,500.00	50.0%
4608	IFLS - High Demand Holds	5,000.00	1,091.70	-	3,908.30	21.8%
4636	Service Charges - Public Transit	1,410.00	-	-	1,410.00	0.0%
4798	Misc. Service Revenues (Act 150)	293,405.00	274,264.73	-	19,140.27	93.5%
4802	Interest Allocation	475.00	275.10	-	199.90	57.9%
4834	Misc. Library Sales - Taxable	390.00	611.47	-	(221.47)	156.8%
4836	Misc. Grant Revenue	-	-	-	-	N/A
4850	Gift Revenue	55,000.00	35,468.55	-	19,531.45	64.5%
4852	Misc. Reimbursements-Lost Items	19,775.00	6,599.36	-	13,175.64	33.4%
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>\$ 5,597,868.26</u>	<u>\$ -</u>	<u>\$ 498,006.74</u>	<u>91.8%</u>
5580	Fund Balance Used for Operating	260,510.00	-	-	260,510.00	0.0%
5586	Fund Balance Used - Donations Carryover	124,575.64	-		124,575.64	N/A
5590	Fund Balance Used for CIP	-	-	-	-	N/A
	TOTAL REVENUE	<u><u>\$ 6,480,960.64</u></u>	<u><u>\$ 5,597,868.26</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 883,092.38</u></u>	<u><u>86.4%</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	\$ 828,137.75		\$ 2,084,406.25	28.4%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	223,534.00	60,489.82		163,044.18	27.1%
6042	WRS (ER)	178,041.00	50,265.93		127,775.07	28.2%
6043	Health insurance-Employer	503,783.00	161,884.14		341,898.86	32.1%
6047	Health insurance Deductible	24,420.00	6,105.00		18,315.00	25.0%
6051	Retiree Health Insurance	42,207.00	27,424.91	32,575.09	(17,793.00)	142.2%
6052	Retiree Health Care Deductible	2,442.00	610.50		1,831.50	25.0%
6055	Vision Insurance		-		-	
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	3,030.68	11,985.84	4,983.48	75.1%
6112	Computer Service Charges	142,000.00	60,016.62	2,399.99	79,583.39	44.0%
6116	Binding	-	-		-	N/A
6118	Advertising	21,803.00	1,674.03	-	20,128.97	7.7%
6120	Auditing	3,200.00	-		3,200.00	0.0%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	8,000.00	7,053.98		946.02	88.2%
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	1,218.70	5,031.30	3,650.00	63.1%
6153	Convenience Fees	1,500.00	610.97	-	889.03	40.7%
6156	Professional Services	21,999.00	1,200.00	584.00	20,215.00	8.1%
6160	Staff Training/Conference	20,000.00	8,333.89		11,666.11	41.7%
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	118,595.43	6,012.49	17,592.08	87.6%
6210	Telephones	21,000.00	3,755.17	6,127.89	11,116.94	47.1%
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	126,314.34		267,459.66	32.1%

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,700.00	4,062.20		13,637.80	23.0%
6450	Gasoline	1,200.00	283.73		916.27	23.6%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	65,899.00	17,177.12	5,895.16	42,826.72	35.0%
6495	Grant Expenditures		-		-	N/A
6496	Gift Expenditures	163,875.64	17,483.59	-	146,392.05	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>\$ 5,988,370.64</u>	<u>\$ 1,524,305.90</u>	<u>\$ 70,611.76</u>	<u>\$ 4,393,452.98</u>	<u>26.6%</u>

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 175,093.00	\$ 37,092.78		\$ 138,000.22	21.2%
6020	Payroll Overtime	8,000.00	2,236.45		5,763.55	28.0%
6030	Special Pays	600.00	1.02		598.98	0.2%
6040	Employer Paid Benefits	10,068.00	2,842.04		7,225.96	24.4%
6042	WRS (ER)	15,761.00	2,459.07		13,301.93	48.2%
6043	Health Ins (ER)	41,015.00	7,596.69		33,418.31	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	7,120.86	8,699.81	9,179.33	63.3%
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	60,000.00	379.45	18,343.44	41,277.11	31.2%
6202	Electricity	89,250.00	17,611.21		71,638.79	19.7%
6208	Gas Service	12,000.00	447.91		11,552.09	3.7%
6215	Garbage Service	5,800.00	1,449.99		4,350.01	25.0%
6252	Water Service	2,500.00	354.90		2,145.10	14.2%
6254	Sewer Service	1,700.00	465.57		1,234.43	27.4%
6256	Storm water Charges	1,200.00	329.25		870.75	27.4%
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	1,808.50		10,191.50	15.1%
6490	Equipment Purchases	5,000.00		-	5,000.00	N/A
		<u>\$ 492,590.00</u>	<u>\$ 86,377.31</u>	<u>\$ 37,282.30</u>	<u>\$ 368,930.39</u>	<u>25.1%</u>
	TOTAL EXPENSES	<u><u>\$ 6,480,960.64</u></u>	<u><u>\$ 1,610,683.21</u></u>	<u><u>\$ 107,894.06</u></u>	<u><u>\$ 4,762,383.37</u></u>	<u><u>26.5%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended April 30, 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	-		50,000.00	
TOTAL REVENUE - FUND 490		<u>\$ (20,608,012.00)</u>	<u>\$ (5,917,783.09)</u>		<u>\$ (14,690,228.91)</u>	
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>	

April 2024 by the Numbers



PEOPLE

VISITORS: 22,578 Total this Month; 88,482 YTD

CARDHOLDERS: 19,838 City Residents; 29,565 Total Card Holders

CIRCULATION: 52,652 Total this Month; 212,856 YTD

CHILDREN'S (BIRTH–11): 16,554 Total this Month; 70,341 YTD

HOME DELIVERY: 562 Total this Month; 2,146 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

6,964 Total this Month; 27,784 YTD

LOANED TO MORE LIBRARIES: 5,085 Total this Month;
21,552 YTD

INTERLIBRARY LOANS: 208 Incoming; 30 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 116,570 Public Wireless Internet Users;
1,754 PCS sessions; 158,343 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,060 E-Books;
10,421 E-Audiobooks; 153 E-Videos; 15,771 E-Databases



PROGRAMS

AGES 0–5: 20 Programs this Month; 630 Attendees this Month;
3,909 Attendees YTD

AGES 6–11: 42 Programs this Month; 1,244 Attendees this Month;
3,483 Attendees YTD

AGES 12–18: 9 Programs this Month; 84 Attendees this Month;
234 Attendees YTD

AGES 19+: 7 Programs this Month; 157 Attendees this Month;
869 Attendees YTD

ALL AGES: 16 Programs this Month; 357 Attendees this Month;
1,487 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.

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:

"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 shall complete a Library Board Orientation within three months of the beginning of their first term. This orientation may be provided by the Executive Committee of the Board of Trustees with the assistance of the Library Director. Topics for the Orientation shall include, but are not limited to: Wisconsin State Library statutes, Board member responsibilities, Board Bylaws, and Wisconsin Open Meetings Law. New Trustees shall also tour the Library facility. Refusal to complete orientation is grounds for recommendation to City Council for that Trustee's removal from the Board.

Section 4: Any Trustee who moves their primary place of residence out of the city limits, or 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 5: 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 III – 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 shall 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 IV – 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.

Section 2: Officers shall serve a term of 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 3: 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 associated with that office.

Section 4: In the event of a temporary absence or inability of the President to perform their duties, the Vice-President shall assume and perform the duties and functions of the President.

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

Section 6: In case of a vacancy in any Board office, the President shall appoint a Trustee to complete that officer's term of office with affirmation of the Board at its next regularly scheduled meeting.

Section 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 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.

ARTICLE V – 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 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:

- 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) Action on bills and claims
- e) Consideration of unfinished business
- f) Consideration of new business
- g) Directives from the Library Board to the Library Director
- h) Motion to adjourn

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. 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, with weekends not being counted.

Section 4: Special meetings may be called by the Library Director or 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 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 for small boards.

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 attend a Library Board meeting remotely (for example, by speaker phone or by other electronic means capable of allowing full participation in the meeting). Library Board Trustees appearing remotely may vote and shall count towards a quorum.

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 3:
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.

Section 4: The Board may create ad hoc committees of 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.

Section 5: No committee shall have any power other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

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. 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. 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
Revised on August 18, 2022
Revised on DATE, Effective July 1, 2024



Number: 8
Category: Library Services

Policy Title: Art
Date adopted: 03/18/21
Date amended: 05/16/24
Date last reviewed: 05/16/24

GENERAL OBJECTIVE

The L.E. Phillips Memorial Public Library Art Policy provides a framework for the growth and development of exhibitions and permanent art collections in support of the Library's mission. It is the Library's goal to present a diverse Eau Claire community with artwork and exhibitions that reflect a wide range of views, expressions, opinions, and interests. Specific displays may include items that may be unorthodox or unpopular with the majority of viewers or controversial in nature. The Library's display of these items does not constitute endorsement of their content but rather makes available its expression. L.E. Phillips Memorial Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

ART PROGRAM MISSION

The L.E. Phillips Memorial Public Library is dedicated to enriching the library experience of customers by:

- Enhancing community appreciation of the arts
- [Showcasing work by local artists](#)
- ~~[Serving as a focal point for area artists](#)~~
- Educating library users ~~about~~ different types of art and visual expression
- Providing opportunities for library visitors to encounter original artwork and increase their visual literacy
- Supporting the freedom of artists to express themselves through visual media
- Cooperating with area, regional, and national cultural agencies in fulfilling its cultural role in the community

EXHIBITIONS AND TEMPORARY DISPLAYS

L.E. Phillips Memorial Public Library offers a dedicated art gallery exhibition space as well as the possibility for site-specific installations throughout the library.

Library art exhibits and related programming are arranged and overseen by the Library's Visual Arts Committee, which is comprised of library staff, artists, art educators, and art professionals. Youth library art exhibits and related programming are arranged and overseen by the Library's Youth Services Manager or designee.

Exhibits typically run for two months, and gallery space is often booked out more than a year in advance. Artists are encouraged to submit proposals according to the Call for Artists procedure, keeping the Guidelines for Installation in mind.

Displays must be appropriate to an environment with viewers of all ages.

The Programming and Communication Services Manager, or the Manager's designee, may request that a display be altered or removed under certain limited circumstances, such as if the exhibit is too large for the space or adequate security cannot be provided. Alteration or removal of an exhibit which displays material not protected by the First Amendment may also be required.

Artwork not claimed within 30 days of the end of the exhibit will become property of the L.E. Phillips Memorial Public Library.

CRITERIA FOR SELECTION

General criteria for selecting Library exhibitions are listed below. An item need not meet all of the criteria in order to be acceptable.

- Potential for public interest
- Culturally and identity inclusive
- Contemporary significance, popular interest, or permanent value
- High artistic merit
- Prominence, authority and/or competence of artist
- Attention of critics and reviewers
- Timeliness of material
- Relation to existing collections and exhibitions
- Statement of challenging, original, or alternative point of view
- Authenticity of historical, regional, or social setting

RISK AND LIABILITY

LEPMPL will cover loss or damage to artwork being displayed (unless caused by faulty materials or workmanship) while in its possession up to \$1,000 per piece with a maximum of \$10,000 per exhibit regardless of the number of exhibitors. The artist assumes responsibility of additional insurance coverage if an individual piece of artwork is valued higher than \$1,000.

Should loss or damage occur, LEPMPL will pay the artist a determined value for affected artwork. Various factors will be considered by administrative staff of LEPMPL in order to determine the value of loss or damage. In case of loss or damage, the artist will be required to furnish appraisals or proof of previous sales of similar works to document the value placed on the exhibit.

LEPMPL will insure art in the exhibit beginning with the installation date and continuing through the removal date. Transport, delivery, or pick-up of art is not covered by the Library. Work left beyond the pick-up date is no longer insured unless prior arrangements are made. LEPMPL reserves the right to make exceptions to the Art Show Guidelines at any time.

~~Artwork not claimed within 30 days of the end of the exhibit will become property of the L.E. Phillips Memorial Public Library.~~

PERMANENT ART COLLECTION

The Library Board of Trustees, under guidance of the Visual Arts Committee and Programming & Communications Services Manager, will consider prospective gifts and/or purchases of artwork in order to determine the appropriateness for inclusion in the permanent collection.

CRITERIA FOR SELECTION

General criteria for selecting items for the library's permanent art collection are listed below. An item must meet all of the criteria in order to be acceptable. Artwork acquired by the Library should be of sufficiently high artistic merit to warrant inclusion in the Library collection. This generally requires that the works be unique-original pieces created by artists of established reputation or recognized potential.

- Artwork should be compatible with the character of a public library.
- Artwork must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials.
 - An exception to this could be made in the case of works that are specifically time-based or of a temporary nature when it is understood that their installation would be of limited duration.

GIFTS OF ARTWORK

The Visual Arts Committee and Programming & Communications Services Manager will consider all artwork offered as a gift to the Library. In addition to the Permanent Art Collection Criteria for Selection, the Committee will take into account consider the significance of artwork as it relates to the library's presence within the community.

The Library will provide recognition to all individuals, groups and/or corporations who donate gifts of art to the Library. Appropriate recognition will be determined through consultation with the Visual Arts Committee and will generally be consistent with the

recognition given to library donors. Display of accepted artwork is at the discretion of the Library. There is no obligation for display of accepted artwork.

DEACCESSION OF ARTWORK

The Library will work to retain all works accepted as gifts, but does retain the right to de-acquisition any items if it is seen to be in the best interest of the Library. Any de-acquisition must be approved by either the Library Board of Trustees or Library Director, with respect to the Donated Personal Property and Gifts of Materials Policies, and under the guidance of the Collection Development committee with a recommendation by the Visual Arts Committee.

Any deaccession of non-gifted artwork must be approved by the Library Director, with respect to the Collection Development and Management Policy, and under the guidance of the Collection Development committee with a recommendation by the Visual Arts Committee.

REQUEST FOR REMOVAL OF ARTWORK

Requests for removal of artwork should follow the “Request for Reconsideration of Library Materials” section of the Collection Development and Management Policy. The Visual Arts Committee should be consulted for a recommendation when responding to any request for reconsideration of artwork, whether it is part of a temporary exhibit or permanent collection. The standards and criteria provided in this policy shall be applied in deciding any such appeal.

TO: Library Board

FROM: Kimberly Hennings

DATE: May 16, 2024

RE: Library Cards and Library Cards for Institutions

Background: As part of the strategic goals to identify workflow efficiencies to optimize operations and improve performance and provide a consistent customer experience, staff recommended combining three existing policies: “Library Cards”, “Library Cards for Institutions” and “Using Other People’s Cards for Check Out” into one policy. This will help circulation staff when issuing library cards.

After receiving feedback of the draft policy in March 2024 from the Library Board and Management Team, the Circulation Manager and myself revised the policy. We believe the new draft clarifies the identification required for library card applicants, clarifies the benefits you receive with each type of card, and de-emphasizes housing status.

Recommendation: Staff recommends approving the new draft Library Card policy to take effect June 1, 2024 and eliminating the “Library Cards for Institutions” and “Using Other People’s Cards for Check Out” policies.



L.E. Phillips Memorial
Public Library

Number: 5
Category: Circulation and Collection
Development Management

Policy Title: LIBRARY CARDS

Date adopted: 11/18/82

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

Date last reviewed: 01/21/21

FREE LIBRARY CARDS

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

IDENTIFICATION REQUIRED OF APPLICANTS FOR LIBRARY CARDS

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

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

REPLACEMENT CARDS

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

TEMPORARY RESIDENTS

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

~~—three months at a time.~~

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

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

~~Check-out~~

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

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

~~VISITING PROFESSORS AND COLLEGE STUDENTS~~

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

~~SIGNATURE OF PARENT OR GUARDIAN~~

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



L.E. Phillips Memorial
Public Library

Number: 5

Category: Circulation and Collection
Development Management

Policy Title: LIBRARY CARDS

Date adopted: 11/18/82

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

Date last reviewed: 05/16/24

APPLICATION INFORMATION

L.E. Phillips Memorial Public Library offers three types of FREE Library Cards: two cards for individuals (Full Use & Basic Access) and one card for local organizations.

INDIVIDUAL CARDS	ORGANIZATION CARD
- Both cards give you access to public computers, Wisconsin's Digital Library, and online resources. - Our Basic Access Card requires that you provide an acceptable address (see Requirements below) and allows you to check out up to 2 physical items at a time. - Our Full Use Card requires that you provide proof of current address and allows you to check out up to 100 physical items at a time. - Parents/guardians may request a Basic Access Card for a child, which limits the card to only checking out up to 2 physical items at a time.	- Gives your business, government or non-profit organization access to Wisconsin's Digital Library, our online resources, and the ability to check out up to 100 physical items at a time. - Requires organization to submit a letter to the Circulation Manager from the head of your organization accepting financial responsibility for the library card and naming the authorized users of the card. - For organization use only. Employees and volunteers are expected to apply for an individual card for personal purposes.

TYPES OF LIBRARY CARDS

CARD BENEFITS

	Basic Access Card	Full Use Card	Org. Card
Access to public computers	✓	✓	✓
Access to Wisconsin's Digital Library	✓	✓	✓
Access to online resources, including newspapers, online magazines, research databases, and additional e-book collections	✓	✓	✓
Check out limited to 2 items	✓		
Check out up to 100 items		✓	✓
Log in to MORE catalog to place holds on materials from other MORE member libraries		✓	✓
Request and check out items from around the world through Interlibrary Loan		✓	✓
Check out up to 3 items from the Library of Things		✓	

APPLICATION REQUIREMENTS

	Basic Access Card	Full Use Card	Org. Card
Wisconsin Residency	✓	✓	✓
Valid photo ID (Cardholder or Guarantor)			
<i>Acceptable forms of ID include State ID/driver's license, school ID, work ID, passport, official DMV print-out, or</i>	✓	✓	✓

<i>military ID. Other forms may be accepted on case-by-case basis with Circulation Services Manager's approval.</i>			
Proof of current address		✓	✓
No proof of current address <i>You'll still need to provide an address on the application. The address listed must be a home, apartment, or temporary housing facility. P.O. Boxes and business addresses are not acceptable.</i>	✓		
Letter from head of recognized organization			✓

CARD RESPONSIBILITY

	Basic Access Card	Full Use Card	Org. Card
Cardholder or Guarantor (parent, guardian, etc.)	✓	✓	
Authorizing organization			✓

MORE E-CARD

Wisconsin residents who don't have a library card from a MORE-member library may obtain an e-card through the MORE consortium website to use MORE's shared electronic resources.

SIGNATURE OF PARENT OR GUARDIAN

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

REPLACEMENT CARDS

When a customer has lost their card, they should notify the library as soon as possible and a replacement card will be issued. A charge of \$1 will be levied. This charge is non-refundable.

USING OTHER PEOPLE'S CARDS FOR CHECK OUT

Customers must use their own library card to check out their materials.

Parents/Legal Guardians: Parents/legal guardians may check out items on their children's cards if the child is present or by presenting the child's physical or digital library card.

Cardholders who have forgotten their cards: A customer who has a current library card but forgets to bring it may check out items once if they verify their identity. The customer must present their library card the next time they check out materials. Customers can declare their card lost and pay for a replacement card.

Cardholders who send someone else to pick up items on hold: Cardholders may send their physical library card or a digital copy of their library card with someone else for the purpose of checking out library materials that are on hold for the absent cardholder. However, if the absent cardholder has fines or overdue items in excess of \$10.00, materials may not be checked out on that account. The cardholder is responsible for any materials checked out on their card.



L.E. Phillips Memorial
Public Library

Number: 6

Category: Circulation and Collection
Development Management

Policy Title: LIBRARY CARDS FOR INSTITUTIONS

Date adopted: 11/21/86

Date amended: 11/19/09; 08/18/11; 12/18/14; 11/16/17; 12/17/20; 12/14/23

Date last reviewed: 12/14/23

Cards may be issued to the following institutions:

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

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

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

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



L.E. Phillips Memorial
Public Library

Number: 9

Category: Circulation and Collection
Development Management

Policy Title: USING OTHER PEOPLE'S CARDS FOR CHECK OUT

Date adopted: 12/01/81

Date amended: 11/18/82; 4/19/84; 11/15/91; 11/20/92; 10/16/98; 02/21/02; 03/18/04;
09/17/09; 08/18/11; 02/25/14; 11/16/17; 11/21/19; 11/17/22

Date last reviewed: 11/17/22

Customers must use their own library card to check out materials.

Parents/Legal Guardians: Parents/legal guardians may check out items on their children's cards if the child is present or by presenting the child's physical or digital library card.

Cardholders who have forgotten their cards: A customer who has a current library card but forgets to bring it may check out items once if they verify their identity. The customer must present their library card the next time they check out materials. Customers can declare their card lost and pay for a replacement card.

Cardholders who send someone else to pick up items on hold: Cardholders may send their physical library card or a digital copy of their library card with someone else for the purpose of checking out library materials that are on hold for the absent cardholder. However, if the absent cardholder has fines or overdue items in excess of \$10.00, materials may not be checked out on that account. The cardholder is responsible for any materials checked out on their card.

A Little Bit About AI

Chances are, unless you are not a consumer of any electronic products, you already use AI. Do you use Siri? Alexa? Amazon? Google Maps? All are examples of services that use AI using speech recognition and algorithms that predict your user preferences. The quote, “AI now is the worst you’ll ever use” has been attributed to multiple people, and is undoubtedly true.

Some other examples of AI interactions include:

- Smart thermostats and other smart home devices that learn your preferences
- Facial recognition
- Detection of bank fraud, based upon unusual usage patterns
- Spam filters
- Management of electronic health records
- Personalized music playlists or lists of movies or television shows “you might like”
- Online customer support (which is great until you really need to talk to a person)
- Search engines (Bing, etc) which use more of a Q&A interface while searching
- Social media news feeds (if you like cooking posts, you’ll see more and more of them)

AI will most certainly have implications for education as well as libraries, and right now we are only scratching the surface of what AI can do. I brought up a book on my phone last weekend and couldn’t figure out why I didn’t completely like the narrator, only to find out that it was an entirely computer-generated voice. It sounded natural, but perhaps too perfect in its inflections.

AI is not without its challenges, as noted by the frontpage article in today’s paper about AI adding new challenges for the police when battling fraud and scams. Other issues include the fact that AI chatbots can lie convincingly when they don’t know the answer to your question, and that the information you receive through AI is only as good as the information that is available and has been inputted.

I am attaching three chatbot responses to being asked the same question, and the responses do not differ greatly. Still, there are differences. Two cite sources, one does not. The tone is different, although with two of them I could have chosen between a casual and more formal tone if desired. With the more sophisticated chatbots (which often have a fee associated with them) I could have asked the same questions, but requested that the response be made using the voice of a well-known person, or on a specific grade level.

AI can offer wonderful assistance in many aspects of work and recreation. It can help you find the appropriate words when writing a letter on a touchy situation, or suggest sources for research on almost any topic. Its conversational format makes it easier to find actual answers than just entering key words. Library staff will be learning more about AI so that we can in turn help our customers learn.

I’ve asked three different Chatbots to answer the same question. The results are listed below for comparative purposes. None of these chatbots require an account – just ask your question and in a few seconds, you’ll have a response.

Write a short summary for my Library Board about the impact of AI on public libraries.

Summary: The Impact of AI on Public Libraries (ChatGPT)

Artificial Intelligence (AI) is transforming the landscape of public libraries, offering both opportunities and challenges. On the positive side, AI technologies enhance library services by streamlining operations, improving accessibility, and personalizing user experiences. AI-powered recommendation systems suggest relevant books, articles, and resources tailored to individual preferences, fostering a more engaging and efficient browsing experience. Additionally, AI chatbots provide instant assistance to patrons, answering inquiries and guiding users through library resources and services, thereby enhancing customer service and accessibility.

Furthermore, AI facilitates the digitization and organization of vast collections of archival materials, making historical documents and rare resources more accessible to researchers and the public. Through techniques like natural language processing (NLP) and optical character recognition (OCR), AI enables efficient indexing, searching, and preservation of cultural heritage materials.

However, the adoption of AI in public libraries also raises concerns about data privacy, algorithmic bias, and digital literacy. Libraries must prioritize ethical AI practices, ensuring transparency, accountability, and user consent in data collection and algorithmic decision-making processes. Moreover, they play a crucial role in promoting digital literacy and educating patrons about the implications of AI technologies, empowering them to navigate the digital landscape responsibly.

In conclusion, AI presents significant opportunities for public libraries to enhance their services, improve accessibility, and preserve cultural heritage. However, it is essential for libraries to address the associated challenges proactively, prioritizing ethical considerations and promoting digital literacy to ensure equitable access and responsible use of AI technologies.

Same question, posed to **perplexity.ai**

Artificial Intelligence (AI) is poised to have a significant impact on public libraries in several ways:

Enhanced User Experience

AI can provide personalized services like tailored book recommendations based on user preferences and reading history, making the library experience more engaging.² It can also improve accessibility by converting visual resources into formats accessible to visually impaired users.³

Improved Efficiency

AI can automate routine tasks such as cataloging, loan management, and answering frequently asked questions, freeing up staff for more complex responsibilities.³ This can lead to increased productivity and better utilization of resources.

Data-Driven Decision Making

By analyzing large volumes of data on usage trends and resource popularity, AI can generate valuable insights to inform operational decisions like resource allocation, staffing, and opening hours.³ This data-driven approach can optimize library operations.

Challenges

However, implementing AI also presents challenges like technological constraints, the need for staff training in digital literacy, privacy concerns, and the ethical implications of job displacement.³ Careful planning and consideration of these factors are crucial for successful AI integration. In summary, AI has the potential to significantly enhance the user experience, efficiency, and decision-making processes in public libraries, but its implementation requires addressing technological, ethical, and staffing challenges.

Copilot.microsoft.com

Certainly! Here's a concise summary of how **artificial intelligence (AI)** impacts public libraries:

1. **Enhanced Decision-Making:**

- AI can play a critical role in helping librarians make key decisions that impact the future of the library. [By analyzing data on usage patterns, librarians can collect insights that will help with event planning, budget allocations, service development, and building collections that engage library users¹.](#)

2. **Information Accessibility and Organization:**

- Information professionals constantly seek innovative ways to improve the organization and accessibility of information. [AI tools can assist in managing vast amounts of data, making it easier for patrons to find relevant resources².](#)

3. **Library Operations:**

- Library management systems have evolved alongside related technologies. [AI can streamline administrative tasks, optimize resource allocation, and enhance overall efficiency in library operations².](#)

4. **User Services:**

- AI algorithms can assist librarians in creating and curating digital content. [For example, metadata tagging, summarization, and content enrichment improve the discoverability and usability of library resources³.](#)

5. **Data Literacy and AI Education:**

- Libraries can advance information literacy among staff and patrons by offering hands-on workshops where participants learn how to generate short stories and poetry using AI. [This promotes understanding and responsible use of AI technologies².](#)

6. **Equitable Access and Digital Inclusion:**

- Creating an AI-focused digital inclusion network ensures equitable access to the economic benefits of new AI-powered technologies. [Libraries can advocate for responsible AI use to benefit the community at large while preserving educational standards and access to information².](#)

In summary, AI presents both challenges and opportunities for public libraries. [By embracing responsible AI integration, libraries can lead in leveraging cutting-edge technology to enhance services and resources for their communities⁴.](#) 📖 🤖