



PUBLIC NOTICE

Thursday, October 17, 2024, 5:00 p.m.

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

AGENDA

- 1) Member Roll Call
 - 2) Citizen Comments (limited to 5 minutes per citizen)
 - 3) **Consent Agenda:** *The following matters may be acted upon by the L.E. Phillips Memorial Public Library Board of Trustees utilizing a single vote. Individual items, which any member wishes to address in greater detail or as a separate item on the regular agenda, may be removed from the Consent Agenda upon the request of any Trustee.*
 - A. Approval of the Minutes of last month's Library Board Meeting (pg. 2)
 - B. Action on Bills and Claims (pg. 4)
 - C. Reports:
 - a) Library Director (pg. 45)
 - b) Financial Report (pg. 76)
 - c) Statistical Report (pg. 90)
 - 4) Board President report/comments (Gary Pesicka) (pg. 93)
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OPEN SESSION

- 5) Consideration of New Business
 - A. Staff presentation – Seed Library (Stephanie Schulz)
 - B. Discussion of and action on Guidelines for Director's Annual Review (Gary Pesicka) (pg. 94)
 - C. Discussion of and action on role of the Executive Committee (Gary Pesicka)
 - D. Discussion of and action on Donated Personal Property policy (Kim Hennings) (pg. 97)
 - E. Discussion of and action on Programs policy (Kim Hennings) (pg. 98)
 - F. Discussion of and action on Theft policy (Kim Hennings) (pg. 104)
 - G. Approval of IFLS Resource Library Agreement for 2025 (Nancy Kerr) (pg. 105)
 - H. Draft 2025 budget (Nancy Kerr) (pg. 107)
- 6) Committee Reports
 - A. Friends of the Library
 - B. IFLS
- 7) Directives from the Library Board to the Library Director
- 8) Next meeting: **November 21, 2024**
- 9) Adjournment

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

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

Minutes of a Meeting of the Board of Trustees

A meeting of the Board of Trustees of the L.E. Phillips Memorial Public Library was held on Thursday, July 18, 2024

Board members present: Kate Cook, Shelley Donnelly, Rod Jones, Jill Markgraf, Gary Pesicka, and Charlie Schell.

Board members absent: Cheryl Contant, James Martin, and Sheng Xiong

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

CITIZEN COMMENTS

None

CONSENT AGENDA

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

BOARD PRESIDENT COMMENTS

- Gary welcomed Rod Jones back to the board.
- Gary noted the Executive Committee minutes which were included in the July packet. Going forward, the committee plans to meet regularly.
- There is no August meeting.

CONSIDERATION OF NEW BUSINESS

- A. Lynn Gates, Technical Services Manager, did a presentation called “What is Technical Services” which focused on the life cycle of a book and the important role that TS plays in each step of the process.
- B. Nancy has the majority of the budget numbers ready to go but she is still waiting on a few key items from the city such as the amount of the transfer from the general fund. A few items to note for our 2025 budget:
 - Our debt services number is lower for 2025
 - Gas expense is much lower than in previous years due to our geothermal system
 - IFLS charges are up 15%
 - Building repair costs continue to be higher due to the larger building as well as equipment which is out of warranty

- C. Nancy and the management team are working on a document that outlines 2024 goals to be accomplished based on our strategic plan. Nancy will send this document out to the board when it is finished.
- D. The redlined version of the Director Evaluation process was included in the July packet. The goal is to have a more defined and timely process. This will be an action item for the board to vote on at the September meeting.
- E. On a motion made by Jill Markgraf and seconded by Charlie Schell, the board unanimously approved the changes to the Informational Exhibits, Displays, Bulletin Boards and Pamphlet Racks policy.
- F. On a motion made by Jill Markgraf and seconded by Charlie Schell, the board unanimously approved the changes to the Library Gifts, Prizes, and Gift Cards policy.

COMMITTEE REPORTS

Friends of the Library – Charlie Schell

- Online sales continue to be steady
- The bookstore needs more books!
- Charlie will provide the Friends revenue report at future meetings for informational purposes.

IFLS – Jill Markgraf

- The IFLS meeting is next week, no other update is available at this time.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

- Nancy will provide the non-redlined version of the Director Evaluation Process document to board members.
- Nancy will send the Friends financial report to the board members.

NEXT MEETING – September 19, 2024

ADJOURNMENT

On a motion made by Jill Markgraf and seconded by Charlie Schell, the board unanimously voted to adjourn at 5:55 PM.

Respectfully submitted,

Barb Langreck
Administrative and Human Resource Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 08/15/2024
SUBJECT: JULY 2024 Bills & Claims Report Summary

<u>Bills & Claims Report Summary – Month Ending July 31, 2024</u>	
Operating Expenditures for the month (includes supplemental bill & claims and p-card purchases)	\$1,340,633.94
CIP Expenditures for the month	\$0
Total	\$1,340,633.94

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 (\$1,000 or greater) or out of the ordinary/annual payments are shown below. Normal recurring and/or monthly expenses, such as utilities or insurance will not be noted in this memorandum.

1. Account 6112 Computer Service Charges
 - \$1,300.00 paid to Mid-America Business Systems for ScannXtra Care hardware-software maintenance
 - \$1,125.00 paid to DonorSnap for annual renewal
 - \$10,056.79 paid to Heartland Business Systems for SmartNet annual renewal
 - \$1,187.00 paid to Submittable Holdings for software subscription
2. Account 6402 Office Supplies
 - \$1,001.89 paid to Computype for TS supplies (labels)
3. Account 6490
 - \$1,468.31 paid to CDW-G for Dell Precision desktop
4. Account 7020 Transfer to Debt Service
 - \$945,301.50 transferred to debt service (annual journal entry)

BILLS & CLAIMS - OPERATING
Transactions Processed in July 2024

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
07/15/2024	07/05/2024	6010	\$4,708.27	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/05/24
			<u>\$4,708.27</u>			
07/10/2024	07/12/2024	6010	\$19,142.15	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6010	\$14,057.55	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6010	\$11,921.61	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6010	\$3,604.80	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6010	\$16,343.72	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6010	\$26,055.53	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6010	\$16,453.78	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
			<u>\$107,579.14</u>			
07/18/2024	07/19/2024	6010	\$4,692.94	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/19/24
			<u>\$4,692.94</u>			
07/25/2024	07/26/2024	6010	\$22,450.23	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6010	\$14,324.78	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6010	\$12,517.69	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6010	\$3,627.20	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6010	\$16,480.14	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6010	\$35,992.51	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6010	\$7,449.01	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
			<u>\$112,841.56</u>			
TOTAL PAYROLL WAGES			<u>\$229,821.91</u>			
07/15/2024	07/05/2024	6020	\$272.06	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/05/24
TOTAL PAYROLL OVERTIME			<u>\$272.06</u>			
07/16/2024	06/30/2024	6040	\$12.15	EMPLOYER PAID BENEFITS		JUN LIFE INSURANCE
			<u>\$12.15</u>			
07/15/2024	07/05/2024	6040	\$359.85	EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/05/24
			<u>\$359.85</u>			
07/10/2024	07/12/2024	6040	\$1,398.08	EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6040	\$1,003.39	EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6040	\$851.88	EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24

07/10/2024	07/12/2024	6040	\$263.50 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6040	\$1,221.59 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6040	\$1,940.42 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6040	\$1,233.56 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
			<u>\$7,912.42</u>		
07/18/2024	07/19/2024	6040	\$328.98 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/19/24
			<u>\$328.98</u>		
07/25/2024	07/26/2024	6040	\$1,623.05 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6040	\$1,012.06 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6040	\$873.46 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6040	\$265.22 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6040	\$1,222.69 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6040	\$2,659.21 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6040	\$557.58 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
			<u>\$8,213.27</u>		
TOTAL EMPLOYER PAID BENEFITS			<u>\$16,826.67</u>		
07/15/2024	07/05/2024	6042	\$342.91 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/05/24
			<u>\$342.91</u>		
07/10/2024	07/12/2024	6042	\$1,173.14 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6042	\$891.68 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6042	\$822.59 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6042	\$248.73 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6042	\$1,072.57 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6042	\$1,297.15 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6042	\$1,083.13 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
			<u>\$6,588.99</u>		
07/18/2024	07/19/2024	6042	\$323.17 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/19/24
			<u>\$323.17</u>		
07/25/2024	07/26/2024	6042	\$1,225.95 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6042	\$909.64 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6042	\$796.64 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6042	\$250.28 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6042	\$1,079.24 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6042	\$1,938.49 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6042	\$474.88 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
			<u>\$6,675.12</u>		

TOTAL WRS(ER)			\$13,930.19		
07/16/2024	06/30/2024	6043	\$758.07 HEALTH INS(ER)		JUN HEALTH INSURANCE
			\$758.07		
07/15/2024	07/05/2024	6043	\$1,341.58 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/05/24
			\$1,341.58		
07/10/2024	07/12/2024	6043	\$4,217.35 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6043	\$4,609.15 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6043	\$4,450.90 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
07/10/2024	07/12/2024	6043	\$1,777.19 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
			\$20,914.23		
07/18/2024	07/19/2024	6043	\$1,437.17 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/19/24
			\$1,437.17		
07/25/2024	07/26/2024	6043	\$4,280.55 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6043	\$4,678.37 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6043	\$5,368.38 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
07/25/2024	07/26/2024	6043	\$727.29 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/26/24
			\$20,914.23		
TOTAL HEALTH INS(ER)			\$45,365.28		
07/02/2024	06/30/2024	6047	\$2,035.00 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
07/02/2024	06/30/2024	6047	\$137.92 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,172.92		
07/09/2024	07/09/2024	6051	\$6,139.31 RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	HEALTH INSURANCE PREMIUMS
TOTAL RETIREE-HLTH INS			\$6,139.31		
07/01/2024	06/30/2024	6052	\$203.50 RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$203.50		
07/16/2024	06/30/2024	6055	(\$4.30) VISION INSURANCE		JUN VISION INSURANCE

TOTAL VISION INSURANCE			(\$4.30)			
07/17/2024	06/30/2024	6110	\$849.72	POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
TOTAL POSTAGE & SHIPPING			\$849.72			
07/03/2024	06/30/2024	6112	\$159.00	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
07/03/2024	06/30/2024	6112	\$1,300.00	COMPUTER SERVICE CHARGES	MID-AMERICA BUSINESS SYSTEMS &	COMPUTER SERVICE CHARGES
07/15/2024	06/21/2024	6112	\$149.90	COMPUTER SERVICE CHARGES	CANVA.COM	IT COMPUTER SERVICE CHARGES
07/15/2024	06/21/2024	6112	\$702.00	COMPUTER SERVICE CHARGES	SITEGROUND HOSTING	IT CLOUD HOSTING
07/15/2024	06/21/2024	6112	\$240.00	COMPUTER SERVICE CHARGES	MOBILE BEACON	BookBike Hotspots Annual Renew
07/15/2024	06/21/2024	6112	\$1,125.00	COMPUTER SERVICE CHARGES	DONORSNAP	DonorSnap Annual Renewal
07/15/2024	06/21/2024	6112	\$99.00	COMPUTER SERVICE CHARGES	GRAVITYVIEW	WEBSITE PLUGIN TO COLLECT PRO
07/15/2024	06/21/2024	6112	\$600.00	COMPUTER SERVICE CHARGES	EXTENSIS	CONNECT FONTS (5 QTY)
07/15/2024	06/21/2024	6112	\$132.91	COMPUTER SERVICE CHARGES	OCE*WONDERSHARE.COM	Website SW Platform Renewal
07/24/2024	07/23/2024	6112	\$159.00	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
07/30/2024	07/30/2024	6112	\$10,056.79	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
07/31/2024	07/30/2024	6112	\$1,187.00	COMPUTER SERVICE CHARGES	SUBMITTABLE HOLDINGS INC	COMPUTER SERVICE CHARGES
TOTAL COMPUTER SERVICE CHARGES			\$15,910.60			
07/15/2024	06/21/2024	6118	\$457.01	ADVERTISING/MARKETING	4IMPRINT	30 BLACK BBQ APRONS WITH POCKE
07/15/2024	06/21/2024	6118	\$4.24	ADVERTISING/MARKETING	FACEBK 24BWKBPRA2	PCS ADS (YS SUMMER PROGRAM AD)
07/15/2024	06/21/2024	6118	\$77.51	ADVERTISING/MARKETING	FACEBK 24BWKBPRA2	PCS ADS (2 AD CAMPAIGNS)
07/15/2024	06/21/2024	6118	\$136.80	ADVERTISING/MARKETING	DISPLAYS2GO	PCS ADVERTISING (3 SIGN STANDS
07/15/2024	06/21/2024	6118	\$197.70	ADVERTISING/MARKETING	DISPLAYS2GO	PCS ADVERTISING (ACRYLIC LITER
07/15/2024	06/21/2024	6118	\$150.00	ADVERTISING-GENERAL PURPOSE	BRENT D STELZER	PCS ADVERTISING (GIFT FUNDS)
TOTAL ADVERTISING/MARKETING			\$1,023.26			
07/12/2024	06/30/2024	6120	\$781.62	AUDITING		AUDIT FEES
TOTAL AUDITING			\$781.62			
07/15/2024	06/21/2024	6130	\$199.95	REPAIRS TO BUILDINGS	JFTCO INC	EQUIPMENT RENTAL - LIBRARY REP
TOTAL REPAIRS TO BUILDINGS			\$199.95			
07/17/2024	06/30/2024	6150	\$360.50	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES
07/03/2024	06/30/2024	6150	\$392.00	SPECIAL SERVICES	HEATHER C LEISZ	MONTHLY PLANT RENTAL & CARE
TOTAL SPECIAL SERVICES			\$752.50			
07/11/2024	06/03/2024	6153	\$48.34	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			\$48.34			
07/17/2024	06/30/2024	6156	\$750.00	PROF SERVICES - DABBLER	BEAU JANKE	PROFESSIONAL SERVICES
07/25/2024	07/25/2024	6156	\$395.95	PROF SERV PABLO	L&M MAIL SERVICE INC	GIFTS - YS FUNDRAISING MAILING
07/03/2024	07/03/2024	6156	\$584.00	PROFESSIONAL SERVICES	A TOUCH OF MAGIC, INC.	YS SUMMER PROGRAM PERFORMER

07/09/2024	07/09/2024	6156	\$584.00	PROFESSIONAL SERVICES	A TOUCH OF MAGIC, INC.	PROFESSIONAL SERVICES
07/10/2024	07/09/2024	6156	\$900.00	PROFESSIONAL SERVICES	MANAGED MISCHIEF LLC	PROFESSIONAL SERVICES
07/10/2024	07/10/2024	6156	\$422.62	PROFESSIONAL SERVICES	RAPTOR EDUCATION GROUP INC	PROFESSIONAL SERVICES
07/15/2024	06/21/2024	6156	\$160.00	PROFESSIONAL SERVICES	IN *DRYDON EQUIPMENT INC.	YS ECASD 1ST GRADE VISITS (COS
TOTAL PROF SERVICES - DABBLER			\$3,796.57			
07/15/2024	06/21/2024	6160	\$125.00	TRAINING/MEETINGS	LIBRARYWORKS.COM	STAFF TRAINING
07/15/2024	06/21/2024	6160	\$125.00	TRAINING/MEETINGS	LIBRARYWORKS.COM	STAFF CE REGISTRATION FEE (5 A
TOTAL TRAINING/MEETINGS			\$250.00			
07/09/2024	07/08/2024	6198	\$756.26	MISC CONTRACTUAL SERVICES	AURORA COMMUNITY SERVICES INC	EAP SERVICES FOR 2024 - REALIV
07/12/2024	06/28/2024	6198	\$54.04	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
07/15/2024	06/21/2024	6198	\$176.97	MISC CONTRACTUAL SERVICES	ZOOM.US	JUNE ZOOM SERVICES
07/15/2024	06/21/2024	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	DIGITAL SIGNAGE (MAY)
07/15/2024	06/21/2024	6198	\$100.00	MISC CONTRACTUAL SERVICES	STATE OF WISCONSIN	WI DSPS PERMIT
07/15/2024	06/30/2024	6198	\$152.00	MISC CONTRACTUAL SERVICES	HEARTQUEST TRAINERS LLC	AED QUARTERLY CHECKS AND SUPPL
TOTAL MISC CONTRACTUAL SERVICES			\$1,293.27			
07/22/2024	06/30/2024	6202	\$4,813.92	ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$4,813.92			
07/22/2024	06/30/2024	6208	\$123.48	GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$123.48			
07/05/2024	06/30/2024	6210	\$550.68	TELEPHONES		JUN CENTREX VOIP PHONE CHRG
07/09/2024	06/30/2024	6210	\$373.52	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	TELEPHONE
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (MARCH 2023)
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (APRIL 2023)
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (MAY 2023)
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (FEBRUARY 20
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (MARCH 2024)
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (APRIL 2024)
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (MAY 2024)
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (JUNE 2024)
07/15/2024	06/21/2024	6210	\$1.22	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (JUNE 2024)
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (JUNE 2023)
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (JULY 2023)
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (AUGUST 2023
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (SEPTEMBER 2
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (OCTOBER 202
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (NOVEMBER 20
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (DECEMBER 20
07/15/2024	06/21/2024	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SERVICE (JANUARY 202
07/31/2024	07/30/2024	6210	\$384.13	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	TELEPHONE

TOTAL TELEPHONES			\$1,322.35		
07/01/2024	06/30/2024	6215	\$483.33	CITY GARBAGE SERVICE	GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$483.33		
07/18/2024	04/30/2024	6252	\$81.00	WATER SERVICE	400 EAU CLAIRE ST
07/18/2024	04/30/2024	6252	\$186.55	WATER SERVICE	400 EAU CLAIRE ST
07/18/2024	04/30/2024	6252	\$105.30	WATER SERVICE	400 EAU CLAIRE ST
TOTAL WATER SERVICE			\$372.85		
07/18/2024	04/30/2024	6254	\$9.54	SEWER SERVICE	400 EAU CLAIRE ST
07/18/2024	04/30/2024	6254	\$427.88	SEWER SERVICE	400 EAU CLAIRE ST
TOTAL SEWER SERVICE			\$437.42		
07/18/2024	04/30/2024	6256	\$337.50	STORMWATER CHARGES	400 EAU CLAIRE ST
TOTAL STORMWATER CHARGES			\$337.50		
07/01/2024	06/30/2024	6350	\$2,583.33	INSURANCE	INSURANCE CHARGES
TOTAL INSURANCE			\$2,583.33		
07/15/2024	06/21/2024	6402	\$79.78	OFFICE SUPPLIES	OFFICE DEPOT
07/15/2024	06/21/2024	6402	\$52.43	OFFICE SUPPLIES	OFFICE DEPOT
07/15/2024	06/21/2024	6402	\$39.89	OFFICE SUPPLIES	OFFICE DEPOT
07/15/2024	06/21/2024	6402	\$79.78	OFFICE SUPPLIES	OFFICE DEPOT
07/15/2024	06/21/2024	6402	\$52.39	OFFICE SUPPLIES	OFFICE DEPOT
07/15/2024	06/21/2024	6402	\$10.99	OFFICE SUPPLIES	TARGET.COM
07/15/2024	06/21/2024	6402	\$22.39	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
07/15/2024	06/21/2024	6402	\$7.99	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
07/15/2024	06/21/2024	6402	\$26.91	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
07/15/2024	06/21/2024	6402	\$20.09	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
07/15/2024	06/21/2024	6402	\$24.89	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
07/15/2024	06/21/2024	6402	\$39.16	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
07/15/2024	06/21/2024	6402	\$37.79	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
07/15/2024	06/21/2024	6402	(\$24.89)	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
07/15/2024	06/21/2024	6402	\$12.98	OFFICE SUPPLIES	SKOGENS FOODLINER INC
07/15/2024	06/21/2024	6402	\$67.99	OFFICE SUPPLIES	OFFICE DEPOT
07/15/2024	06/21/2024	6402	\$347.02	OFFICE SUPPLIES	OFFICE DEPOT
07/15/2024	06/21/2024	6402	\$102.94	OFFICE SUPPLIES	OFFICE DEPOT
07/15/2024	06/21/2024	6402	\$176.52	OFFICE SUPPLIES	OFFICE DEPOT
07/15/2024	06/21/2024	6402	\$22.19	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
07/15/2024	06/21/2024	6402	\$7.90	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
07/15/2024	06/21/2024	6402	\$3.99	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
07/15/2024	06/21/2024	6402	\$9.00	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
07/15/2024	06/21/2024	6402	\$38.44	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.
					OVERHEAD SUPPLIES (COPY PAPER)
					OVERHEAD SUPPLIES (SANITIZER W
					OVERHEAD SUPPLIES (COPY PAPER)
					OVERHEAD SUPPLIES (COPY PAPER)
					OVERHEAD SUPPLIES (SHARED OFFI
					OVERHEAD SUPPLIES (BREAKROOM)
					OVERHEAD SUPPLIES (VINYL PRIVA
					OVERHEAD SUPPLIES (LINED INDEX
					OVERHEAD SUPPLIES (2X2 AVERY L
					OVERHEAD SUPPLIES (SPIRAL NOTE
					OVERHEAD SUPPLIES (STACKING DE
					OVERHEAD SUPPLIES (ADMIN OFFIC
					OVERHEAD SUPPLIES (ADMIN HANGI
					REFUND FOR DAMAGED DESK ORGANI
					OVERHEAD SUPPLIES (BOTTLED WAT
					TS SUPPLIES (FOOTREST)
					PCS SUPPLIES (PAPER)
					TS SUPPLIES (PENS/SHARPIES/MAG
					OVERHEAD SUPPLIES (COPY PAPER)
					TS SUPPLIES (DESK FAN & 3 SUBJ
					PCS SUPPLIES (DOUBLE SIDED TAP
					PCS SUPPLIES (LYSOL TO-GO WIPE
					PCS SUPPLIES (DECAL STICKER)
					TS SUPPLIES (CLEAR PLASTIC HOL

07/15/2024	06/21/2024	6402	\$7.99 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	TS SUPPLIES (DRY ERASE MARKERS
07/15/2024	06/21/2024	6402	\$22.96 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	TS SUPPLIES (AVERY ADDRESS LAB
07/24/2024	07/23/2024	6402	\$1,001.89 OFFICE SUPPLIES	COMPUTYPE INC	TECHNICAL SERVICES SUPPLIES
07/15/2024	06/21/2024	6402	\$86.96 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	YS SUPPLIES
07/15/2024	06/21/2024	6402	\$18.17 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	YS SUPPLIES (VERTICAL WALL FIL
07/15/2024	06/21/2024	6402	\$173.15 OFFICE SUPPLIES	THE WEBSTAURANTSTORE	CS SUPPLIES (BLACK PLASTIC GRO
07/15/2024	06/21/2024	6402	\$66.88 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	OFFICE SUPPLIES (NOISE CANCELL
07/15/2024	06/21/2024	6402	\$39.99 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	RS OFFICE SUPPLIES (UNDER SINK
07/15/2024	06/21/2024	6402	\$39.91 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	RS OFFICE SUPPLIES (PILOT PENS
07/15/2024	06/21/2024	6402	\$87.31 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	CS SUPPLIES (CORK BOARD)
07/15/2024	06/21/2024	6402	\$64.91 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	CIRC SUPPLIES
07/15/2024	06/21/2024	6402	\$53.92 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	CS SUPPLIES (RED PARTY BUCKET
TOTAL OFFICE SUPPLIES			\$2,922.60		
07/15/2024	06/21/2024	6405	\$126.85 AWARDS-GENERAL PURPOSE GIFTS	LE PHILLIPS CAREER DEVELOPMENT CENTER	GIFTS (YS SUMMER READING PROGR
07/15/2024	06/21/2024	6405	\$20.17 AWARDS & TROPHIES-FOL-2022	AMZ*CAFEPPRESS INC.	RS GIFT ACCOUNTS (ADULT PRG PR
07/15/2024	06/21/2024	6405	\$14.99 AWARDS & TROPHIES-FOL-2022	AMZ*CAFEPPRESS INC.	RS ADULT READING PROGRAM PRIZE
07/15/2024	06/21/2024	6405	\$38.37 AWARDS & TROPHIES-FOL-2022	AMZ*CAFEPPRESS INC.	RS ADULT READING PRIZES
07/15/2024	06/21/2024	6405	\$13.49 AWARDS & TROPHIES-FOL-2022	AMZ*CAFEPPRESS INC.	RS ADULT READING PROGRAM PRIZE
07/15/2024	06/21/2024	6405	\$377.53 AWARDS & TROPHIES-FOL-2022	AMZ*CAFEPPRESS INC.	RS ADULT READING PROGRAM PRIZE
07/15/2024	06/21/2024	6405	\$473.39 AWRDS/TROP FOL 2023	INTERSTATE BOOKS4SCHOOL	FOL GIFTS (YS SUMMER READING P
07/15/2024	06/21/2024	6405	\$95.91 AWRDS/TROP FOL 2023	INTERSTATE BOOKS4SCHOOL	GIFTS (YS SUMMER READING PROGR
07/15/2024	06/21/2024	6405	\$356.16 AWRDS/TROP FOL 2023	SCHOLASTIC EDUCATION	YS SUMMER READING PROGRAM PRIZ
TOTAL AWARDS-GENERAL PURPOSE GIFTS			\$1,516.86		
07/15/2024	06/21/2024	6406	\$102.78 LIBR PROG SUPP-GEN PURPOSE GIF	INTERSTATE BOOKS4SCHOOL	GIFTS (YS SUMMER READING PROGR
07/15/2024	06/21/2024	6406	\$53.08 LIBRARY PROGRAM SUPPLIES	MENARD INC	DB PROGRAM SUPPLIES (DB EVENT
07/15/2024	06/21/2024	6406	\$13.99 LIBRARY PROGRAM SUPPLIES	FARM & FLT CHIPPEWA FLS	DB PROGRAM SUPPLIES (PORTLAND
07/15/2024	06/21/2024	6406	\$9.17 LIBRARY PROGRAM SUPPLIES	TARGET.COM	DB PROGRAM SUPPLIES
07/15/2024	06/21/2024	6406	\$76.91 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	DB PROGRAM SUPPLIES (CANVAS BO
07/15/2024	06/21/2024	6406	\$65.98 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	DB PROGRAM SUPPLIES (36 CERAMI
07/15/2024	06/21/2024	6406	\$49.22 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	DB PROGRAM SUPPLIES (GLUE & PE
07/15/2024	06/21/2024	6406	\$40.00 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPPRESS INC.	DB PRG SUPPLIES (GLUE & GOOGLY
07/15/2024	06/21/2024	6406	\$88.79 LIBRARY PROGRAM SUPPLIES	SP * FOUND FOOTAGE FES	DB PROGRAM SUPPLIES (BUTTONS)
07/15/2024	06/21/2024	6406	\$60.14 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	DB PROGRAM SUPPLIES (MOCKTAIL
07/15/2024	06/21/2024	6406	\$8.45 LIBRARY PROGRAM SUPPLIES	AMAZON.COM*MB14A11F2	DB PROGRAM SUPPLIES (1.5 VOLT
07/15/2024	06/21/2024	6406	\$11.48 LIBRARY PROGRAM SUPPLIES	AMAZON.COM*MB14A11F2	DB PROGRAM SUPPLIES (DISINFECT
07/15/2024	06/21/2024	6406	\$24.93 LIBRARY PROGRAM SUPPLIES	AMAZON.COM*MB14A11F2	DB PROGRAM SUPPLIES (6" DIGITA
07/17/2024	06/30/2024	6406	\$509.00 LIBRARY PROGRAM SUPPLIES	BEAU JANKE	PROFESSIONAL SERVICES
07/16/2024	06/21/2024	6406	\$17.76 LIBRARY PROG SUPPLIES-FOL 2020	AMZ*CAFEPPRESS INC.	RS GIFT ACCOUNTS (ADULT PRG PR
07/15/2024	06/21/2024	6406	\$79.15 LIBR SUPP - FOL-2023	LE PHILLIPS CAREER DEVELOPMENT CENTER	GIFTS (YS SUMMER READING PROGR
07/15/2024	06/21/2024	6406	\$550.00 LIBR SUPP FOL 2024	LE PHILLIPS CAREER DEVELOPMENT CENTER	GIFTS (YS SUMMER READING PROGR
07/15/2024	06/21/2024	6406	\$22.28 LIBR SUPP - FOL-2023	TARGET.COM	YS TEEN BOOK BOXES (FOL GIFTS)
07/15/2024	06/21/2024	6406	\$34.96 LIBR SUPP FOL 2024	TOPPERS PIZZA CLAIREMONT	FOL GIFTS (PCS PROGRAM REFRESH
07/15/2024	06/21/2024	6406	\$17.76 LIBRARY PROG SUPPLIES-FOL-2022	AMZ*CAFEPPRESS INC.	RS GIFT ACCOUNTS (ADULT PRG PR
07/15/2024	06/21/2024	6406	\$26.96 LIBR SUPP - FOL-2023	AMZ*CAFEPPRESS INC.	YS TEEN BOOK BOXES (FOL GIFTS)

07/15/2024	06/21/2024	6406	\$9.99 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	YS TEEN BOOK BOXES (FOL GIFTS)
07/15/2024	06/21/2024	6406	\$69.93 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	YS TEEN BOOK BOXES (FOL GIFTS)
07/15/2024	06/21/2024	6406	\$17.98 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	YS TEEN BOOK BOXES (FOL GIFTS)
07/15/2024	06/21/2024	6406	\$71.45 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	YS TEEN BOOK BOXES (FOL GIFTS)
07/15/2024	06/21/2024	6406	\$53.69 LIBR SUPP FOL 2024	SKOGENS FOODLINER INC	FOL PCS PROGRAM REFRESHMENTS (
07/15/2024	06/21/2024	6406	\$52.41 LIBR SUPP FOL 2024	SKOGENS FOODLINER INC	FOL PROGRAM REFRESHMENTS (GIFT
07/15/2024	06/21/2024	6406	\$11.93 LIBR SUPP FOL 2024	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (FOL GIFTS
07/15/2024	06/21/2024	6406	\$11.31 LIBR SUPP - FOL-2023	AMAZON.COM*MB14A11F2	YS PLAY & LEARN (FOL GIFTS)
07/16/2024	06/21/2024	6406	(\$17.76) LIBRARY PROG SUPPLIES-FOL-2022	AMZ*CAFEPRESS INC.	IZES/RS DISPLAYS)
07/15/2024	06/21/2024	6406	\$9.98 LIBRARY PROGRAM SUPPLIES	MENARD INC	YS PROGRAM SUPPLIES (TEEN EVEN
07/15/2024	06/21/2024	6406	\$74.87 LIBRARY PROGRAM SUPPLIES	DEMCO INC	YS PROGRAM SUPPLIES (SUMMER RE
07/15/2024	06/21/2024	6406	\$12.99 LIBRARY PROGRAM SUPPLIES	TARGET.COM	YS PROGRAM SUPPLIES (PAPER PLA
07/15/2024	06/21/2024	6406	\$8.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PRGM SUPPLIES (PLASTIC PLAY
07/15/2024	06/21/2024	6406	\$86.69 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PRG SUPPLIES (DOT STICKERS
07/15/2024	06/21/2024	6406	\$68.92 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
07/15/2024	06/21/2024	6406	\$72.93 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (YS SUMMER
07/15/2024	06/21/2024	6406	\$5.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (JUMBO WOO
07/15/2024	06/21/2024	6406	\$15.05 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (EVENT ITE
07/15/2024	06/21/2024	6406	\$26.20 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (PLASTIC C
			<u>\$2,526.33</u>		
07/10/2024	07/12/2024	6406	\$94.93 LIBRARY PROGRAM SUPPLIES	LIBRARY PAYROLL WAGES	PAY DATE: 07/12/24
			<u>\$94.93</u>		
TOTAL LIBR PROG SUPP-GEN PURPOSE GIF			<u>\$2,621.26</u>		
07/17/2024	06/30/2024	6409	\$3,129.44 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS
07/31/2024	06/30/2024	6409	\$4,195.00 DIGITAL/DOWNLOADABLE	VALUE LINE PUBLISHING LLC	LIBRARY MATERIALS
			<u>\$7,324.44</u>		
07/03/2024	06/30/2024	6409	\$13.84 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/03/2024	06/30/2024	6409	\$22.96 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT / JUV PRINT
07/03/2024	06/30/2024	6409	\$132.44 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT / GIFTS IHO-LEPMPL
07/03/2024	06/30/2024	6409	\$131.44 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT / ADULT PRINT
07/03/2024	06/30/2024	6409	\$69.84 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT PRINT / JUV PRINT / GIFT
07/03/2024	06/30/2024	6409	\$167.80 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT / ADULT PRINT / GIFT
07/03/2024	06/30/2024	6409	\$357.90 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV PRINT
07/03/2024	06/30/2024	6409	\$456.15 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV PRINT
07/09/2024	06/30/2024	6409	\$617.97 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/09/2024	06/30/2024	6409	\$126.11 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ L/D AD PRINT/ AD PRINT
07/09/2024	07/09/2024	6409	\$239.96 LIBRARY MATERIALS-BKS JUVENILE	PLAYAWAY PRODUCTS LLC	JUV
07/09/2024	07/09/2024	6409	\$17.85 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/09/2024	07/09/2024	6409	\$147.60 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/09/2024	07/09/2024	6409	\$354.78 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ GIFTS IHO-LEPMPL/ L/D JUV
07/15/2024	06/21/2024	6409	\$31.99 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	ADULT PRINT (1) / JUV PRINT (2

07/17/2024	07/16/2024	6409	\$9.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/17/2024	07/16/2024	6409	\$21.98 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/17/2024	07/16/2024	6409	\$319.86 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
07/17/2024	07/16/2024	6409	\$109.51 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L/D AD PRINT
07/18/2024	07/18/2024	6409	\$69.99 LIBRARY MATERIALS-BKS JUVENILE	PLAYAWAY PRODUCTS LLC	JUV
07/24/2024	07/23/2024	6409	\$11.01 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/24/2024	07/23/2024	6409	\$95.28 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/24/2024	07/23/2024	6409	\$32.27 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRNT/ L/D AD PRNT/ JUV/ GIF
07/24/2024	07/23/2024	6409	\$156.36 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ L/D JUV/ AD PRINT/ L/D AD
07/24/2024	07/23/2024	6409	\$305.13 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ L/D JUV
07/31/2024	07/30/2024	6409	\$276.59 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
07/31/2024	07/30/2024	6409	\$281.35 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ GIFTS IHO-LEPMPL/ L/D JUV
07/31/2024	07/30/2024	6409	\$477.49 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/31/2024	07/30/2024	6409	\$277.85 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ L/D AD PRINT
07/31/2024	07/30/2024	6409	\$240.84 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS IHO-LEPMP
07/31/2024	07/30/2024	6409	\$68.86 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ BOOKBIKE
			\$5,642.99		
07/03/2024	06/30/2024	6409	\$45.11 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/03/2024	06/30/2024	6409	\$63.84 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/03/2024	06/30/2024	6409	\$177.07 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/03/2024	06/30/2024	6409	\$85.12 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT / JUV PRINT
07/03/2024	06/30/2024	6409	\$108.79 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT PRINT / JUV PRINT / GIFT
07/03/2024	06/30/2024	6409	\$117.88 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / ADULT PRINT / GIFT
07/03/2024	06/30/2024	6409	\$88.94 LIBRARY MATERIALS-BOOKS-ADULT	STATE BAR OF WISCONSIN	LIB MATLS - ADULT PRINT
07/03/2024	06/30/2024	6409	\$310.60 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-LEPMPL
07/03/2024	06/30/2024	6409	\$208.45 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-LEPMPL
07/03/2024	06/30/2024	6409	\$247.65 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-LEPMPL
07/03/2024	06/30/2024	6409	\$313.38 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-FOL / GIF
07/03/2024	06/30/2024	6409	\$405.03 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/03/2024	06/30/2024	6409	\$577.19 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/03/2024	06/30/2024	6409	\$57.58 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/09/2024	06/30/2024	6409	\$116.40 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/09/2024	06/30/2024	6409	\$321.29 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ NONPRINT/ GIFTS IHO-
07/09/2024	06/30/2024	6409	\$641.57 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/09/2024	06/30/2024	6409	\$33.65 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ L/D AD PRINT/ AD PRINT
07/15/2024	06/21/2024	6409	\$12.99 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	ADULT PRINT (1) / JUV PRINT (2
07/15/2024	06/21/2024	6409	\$12.21 LIBRARY MATERIALS-BOOKS-ADULT	BLACKWELL'S	AD PRINT (THE HAMMER OF EDEN)
07/15/2024	06/21/2024	6409	\$22.62 LIBRARY MATERIALS-BOOKS-ADULT	BLACKWELL'S	AD PRINT (LESS)
07/15/2024	01/19/2024	6409	(\$25.97) LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	ADULT
07/17/2024	07/16/2024	6409	\$27.68 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/17/2024	07/16/2024	6409	\$31.50 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/17/2024	07/16/2024	6409	\$68.93 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/17/2024	07/16/2024	6409	\$331.28 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/GIFTS IHO-LEPMPL GIFT
07/17/2024	07/16/2024	6409	\$246.95 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/GIFTS IHO-LEPMPL/GIFT
07/17/2024	07/16/2024	6409	\$438.81 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS

07/17/2024	07/16/2024	6409	\$83.10 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L/D AD PRINT
07/24/2024	07/23/2024	6409	\$11.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/24/2024	07/23/2024	6409	\$32.48 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	JUV
07/24/2024	07/23/2024	6409	\$103.12 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/24/2024	07/23/2024	6409	(\$121.73) LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL
07/24/2024	07/23/2024	6409	\$266.19 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRNT/ L/D AD PRNT/ GIFTS IH
07/24/2024	07/23/2024	6409	\$260.22 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL/ AD PRINT/ NO
07/24/2024	07/23/2024	6409	\$28.79 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/24/2024	07/23/2024	6409	\$120.71 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/24/2024	07/23/2024	6409	\$140.95 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/24/2024	07/23/2024	6409	\$149.20 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/24/2024	07/23/2024	6409	\$261.32 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRNT/ L/D AD PRNT/ GIFTS IH
07/24/2024	07/23/2024	6409	\$85.03 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRNT/ L/D AD PRNT/ JUV/ GIF
07/24/2024	07/23/2024	6409	\$21.60 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ L/D JUV/ AD PRINT/ L/D AD
07/24/2024	07/23/2024	6409	\$52.39 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ L/D JUV
07/30/2024	07/30/2024	6409	\$4.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/30/2024	07/30/2024	6409	\$6.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/30/2024	07/30/2024	6409	\$28.61 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/30/2024	07/30/2024	6409	\$33.20 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/30/2024	07/30/2024	6409	\$92.30 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/31/2024	07/30/2024	6409	\$140.44 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/31/2024	07/30/2024	6409	\$158.86 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL/ GI
07/31/2024	07/30/2024	6409	\$271.90 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/31/2024	07/30/2024	6409	\$14.67 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ L/D AD PRINT
07/31/2024	07/30/2024	6409	\$50.80 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS IHO-LEPMP
07/31/2024	07/30/2024	6409	\$180.84 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ BOOKBIKE
			\$7,565.50		
07/09/2024	06/30/2024	6409	\$2,004.88 LIBRARY MATERIALS-KITS, TOOLS	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS
07/15/2024	06/21/2024	6409	\$600.00 LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Circulating Hotspot Annual Ren
07/17/2024	07/16/2024	6409	\$39.16 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
07/24/2024	07/23/2024	6409	\$491.33 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
07/30/2024	07/30/2024	6409	\$19.99 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			\$3,155.36		
07/03/2024	06/30/2024	6409	\$44.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/03/2024	06/30/2024	6409	\$24.74 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/03/2024	06/30/2024	6409	\$16.49 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/03/2024	06/30/2024	6409	\$528.04 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
07/09/2024	06/30/2024	6409	\$25.84 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	AD PRINT/ NONPRINT/ GIFTS IHO-
07/09/2024	06/30/2024	6409	\$21.99 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/09/2024	06/30/2024	6409	\$577.37 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
07/09/2024	06/30/2024	6409	\$122.42 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
07/09/2024	06/30/2024	6409	\$821.86 LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS
07/15/2024	06/21/2024	6409	\$59.99 LIBRARY MATERIALS-NON-PRINT	BEST BUY 00000406	PAPER MARIO NINTENDO SWITCH GA
07/15/2024	06/21/2024	6409	\$59.99 LIBRARY MATERIALS-NON-PRINT	BEST BUY 00000406	PAPER MARIO NINTENDO SWITCH GA

07/17/2024	07/16/2024	6409	\$64.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/17/2024	07/16/2024	6409	\$46.74 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	AD PRINT/GIFTS IHO-LEPMPL/GIFT
07/17/2024	07/16/2024	6409	\$233.57 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
07/17/2024	06/30/2024	6409	\$622.67 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
07/23/2024	05/21/2024	6409	(\$66.00) LIBRARY MATERIALS-NON-PRINT	MOBILE BEACON	d
07/24/2024	07/23/2024	6409	\$85.83 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/24/2024	07/23/2024	6409	\$192.96 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/24/2024	07/23/2024	6409	\$30.25 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL/ AD PRINT/ NO
07/24/2024	07/23/2024	6409	\$324.60 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
07/25/2024	07/25/2024	6409	\$50.99 LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIB MATLS - NONPRINT
07/25/2024	07/25/2024	6409	\$63.74 LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIB MATLS - NONPRINT
07/31/2024	07/30/2024	6409	\$143.91 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/31/2024	07/30/2024	6409	\$41.24 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL/ GI
			\$4,139.19		
07/03/2024	06/30/2024	6409	\$25.39 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	JUV PRINT / ADULT PRINT / GIFT
07/03/2024	06/30/2024	6409	\$18.20 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-FOL / GIF
07/09/2024	06/30/2024	6409	\$53.17 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/17/2024	07/16/2024	6409	\$71.95 MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-FOL
07/17/2024	07/16/2024	6409	\$39.20 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/GIFTS IHO-LEPMPL GIFT
07/17/2024	07/16/2024	6409	\$49.59 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/GIFTS IHO-LEPMPL/GIFT
07/17/2024	07/16/2024	6409	\$17.92 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/24/2024	07/23/2024	6409	\$41.67 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRNT/ L/D AD PRNT/ GIFTS IH
07/24/2024	07/23/2024	6409	\$19.60 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRNT/ L/D AD PRNT/ GIFTS IH
07/24/2024	07/23/2024	6409	\$25.50 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRNT/ L/D AD PRNT/ JUV/ GIF
07/30/2024	07/30/2024	6409	\$20.56 MATERIALS-BOOKMARKS	AMAZON COM SALES INC	IHO-FOL GIFTS
07/31/2024	07/30/2024	6409	\$16.23 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL/ GI
			\$398.98		
07/03/2024	06/30/2024	6409	\$16.56 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV PRINT / GIFTS IHO-LEPMPL
07/03/2024	06/30/2024	6409	\$20.47 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	ADULT PRINT / JUV PRINT / GIFT
07/03/2024	06/30/2024	6409	\$15.68 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-LEPMPL
07/03/2024	06/30/2024	6409	\$195.38 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-LEPMPL
07/03/2024	06/30/2024	6409	\$72.94 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-LEPMPL
07/03/2024	06/30/2024	6409	\$82.87 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-FOL / GIF
07/03/2024	06/30/2024	6409	\$104.42 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/03/2024	06/30/2024	6409	\$221.82 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/09/2024	06/30/2024	6409	\$104.85 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ NONPRINT/ GIFTS IHO-
07/09/2024	06/30/2024	6409	\$66.70 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/09/2024	07/09/2024	6409	\$22.38 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	JUV/ GIFTS IHO-LEPMPL/ L/D JUV
07/17/2024	07/16/2024	6409	\$16.14 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
07/17/2024	07/16/2024	6409	\$73.23 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/GIFTS IHO-LEPMPL GIFT
07/17/2024	07/16/2024	6409	\$141.76 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/GIFTS IHO-LEPMPL/GIFT
07/17/2024	07/16/2024	6409	\$148.27 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/24/2024	07/23/2024	6409	\$28.76 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
07/24/2024	07/23/2024	6409	(\$11.34) MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL

07/24/2024	07/23/2024	6409	\$17.92 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRNT/ L/D AD PRNT/ GIFTS IH
07/24/2024	07/23/2024	6409	\$89.59 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL/ AD PRINT/ NO
07/24/2024	07/23/2024	6409	\$66.64 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRNT/ L/D AD PRNT/ GIFTS IH
07/24/2024	07/23/2024	6409	\$42.69 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRNT/ L/D AD PRNT/ JUV/ GIF
07/31/2024	07/30/2024	6409	\$118.47 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL/ GI
07/31/2024	07/30/2024	6409	\$11.75 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	JUV/ GIFTS IHO-LEPMPL/ L/D JUV
07/31/2024	07/30/2024	6409	\$16.38 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS IHO-LEPMPL
			\$1,684.33		
07/03/2024	06/30/2024	6409	\$18.47 MATERIALS-RESERVED FOR LIBR	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/30/2024	07/30/2024	6409	\$75.74 MATERIALS-RESERVED FOR LIBR	AMAZON COM SALES INC	BOOKBIKE
07/31/2024	07/30/2024	6409	\$27.08 MATERIALS-RESERVED FOR LIBR	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ BOOKBIKE
			\$121.29		
TOTAL LIBRARY MATERIALS-BOOKS-ADULT			\$30,032.08		
07/03/2024	06/30/2024	6415	\$24.46 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV PRINT / ADULT PRINT
07/03/2024	06/30/2024	6415	\$6.64 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV PRINT
07/09/2024	06/30/2024	6415	\$9.44 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/09/2024	07/09/2024	6415	(\$7.49) LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV
07/09/2024	07/09/2024	6415	\$14.39 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ GIFTS IHO-LEPMPL/ L/D JUV
07/17/2024	07/16/2024	6415	\$35.98 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
07/24/2024	07/23/2024	6415	\$12.59 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV
07/24/2024	07/23/2024	6415	\$37.83 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV/ L/D JUV/ AD PRINT/ L/D AD
07/24/2024	07/23/2024	6415	\$114.85 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ L/D JUV
07/30/2024	07/30/2024	6415	\$94.11 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV
07/31/2024	07/30/2024	6415	\$84.02 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ GIFTS IHO-LEPMPL/ L/D JUV
07/31/2024	07/30/2024	6415	\$41.98 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/31/2024	07/30/2024	6415	\$24.25 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ BOOKBIKE
			\$493.05		
07/03/2024	06/30/2024	6415	\$8.49 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/03/2024	06/30/2024	6415	\$45.80 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/03/2024	06/30/2024	6415	\$61.07 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/03/2024	06/30/2024	6415	\$22.77 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / ADULT PRINT
07/03/2024	06/30/2024	6415	\$87.00 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / ADULT PRINT / GIFT
07/03/2024	06/30/2024	6415	\$92.10 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-LEPMPL
07/09/2024	06/30/2024	6415	\$16.79 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ NONPRINT/ GIFTS IHO-
07/09/2024	06/30/2024	6415	\$49.83 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/09/2024	06/30/2024	6415	\$115.66 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ L/D AD PRINT/ AD PRINT
07/15/2024	01/19/2024	6415	\$25.97 LOST/DAMAGED-BOOKS-ADULT	CENTER POINT INC	ADULT
07/17/2024	07/16/2024	6415	\$11.96 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/GIFTS IHO-LEPMPL GIFT
07/17/2024	07/16/2024	6415	\$5.66 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
07/17/2024	07/16/2024	6415	\$12.78 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L/D AD PRINT
07/24/2024	07/23/2024	6415	\$30.32 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT

07/24/2024	07/23/2024	6415	\$56.85 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L.D AD PRINT
07/24/2024	07/23/2024	6415	\$25.20 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRNT/ L/D AD PRNT/ GIFTS IH
07/24/2024	07/23/2024	6415	\$16.79 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL/ AD PRINT/ NO
07/24/2024	07/23/2024	6415	\$20.16 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRNT/ L/D AD PRNT/ GIFTS IH
07/24/2024	07/23/2024	6415	\$69.70 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRNT/ L/D AD PRNT/ JUV/ GIF
07/24/2024	07/23/2024	6415	\$121.39 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ L/D JUV/ AD PRINT/ L/D AD
07/30/2024	07/30/2024	6415	\$22.98 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
07/30/2024	07/30/2024	6415	\$62.29 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
07/31/2024	07/30/2024	6415	\$16.23 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL/ GI
07/31/2024	07/30/2024	6415	\$22.25 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ L/D AD PRINT
07/31/2024	07/30/2024	6415	\$37.41 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS IHO-LEPMP
07/31/2024	07/30/2024	6415	\$73.44 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ BOOKBIKE
			\$1,130.89		
07/03/2024	06/30/2024	6415	\$24.99 LOST/DAMAGED-NON-PRNT MATERIAL	PLAYAWAY PRODUCTS LLC	LIB OUT - LOST & DAMAGED NONPR
07/03/2024	06/30/2024	6415	\$24.99 LOST/DAMAGED-NON-PRNT MATERIAL	PLAYAWAY PRODUCTS LLC	LIB OUT - LOST & DAMAGED NONPR
07/17/2024	07/16/2024	6415	\$196.72 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
07/17/2024	06/30/2024	6415	\$9.99 LOST/DAMAGED-NON-PRNT MATERIAL	MIDWEST TAPE LLC	LIBRARY MATERIALS
07/23/2024	05/21/2024	6415	\$66.00 LOST/DAMAGED-NON-PRNT MATERIAL	MOBILE BEACON	Hotspot replacement for damage
			\$322.69		
TOTAL LOST/DAMAGED-BOOKS-ADULT			\$1,946.63		
07/12/2024	06/30/2024	6450	\$128.29 GASOLINE		JUN FUEL CHARGES
TOTAL GASOLINE			\$128.29		
07/15/2024	06/21/2024	6460	\$15.66 REPAIR PARTS & SUPPLIES	MENARD INC	SPRAY ADHESIVE FOR REPAIR AT L
07/15/2024	06/21/2024	6460	\$14.99 REPAIR PARTS & SUPPLIES	EAU CLAIRE ACE	PLASTI DIP FOR REPAIR TO LIBRA
TOTAL REPAIR PARTS & SUPPLIES			\$30.65		
07/15/2024	06/21/2024	6464	\$39.04 BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2	BUILDING MATERIALS (MAY 2024)
07/15/2024	06/21/2024	6464	\$820.13 BLDG MTRLS & JNTRL SUPPLIES	DALCO ENTERPRISES	POWER CORDS, HOSE PARTS, & JAN
07/11/2024	06/30/2024	6464	\$680.09 BLDG MTRLS & JNTRL SUPPLIES		JUN PARTS CHARGES
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$1,539.26		
07/15/2024	06/21/2024	6490	\$205.69 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIPMENT
07/15/2024	06/21/2024	6490	\$29.80 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIPMENT (BROCHURE DISPLA
07/15/2024	06/21/2024	6490	\$288.16 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Duplex Combo Scanner - TS
07/15/2024	06/21/2024	6490	\$197.94 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Docking Station - for MB
07/15/2024	06/21/2024	6490	\$205.33 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Wireless Bridge - DB Printer
07/15/2024	06/21/2024	6490	\$1,468.31 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Dell Precision - desktop repl
07/15/2024	06/21/2024	6490	\$76.16 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT (FLASHFORGE 3D PR
07/15/2024	06/21/2024	6490	\$499.00 EQUIPMENT PURCHASES (< \$5,000)	SP * FOUND FOOTAGE FES	DB EQUIPMENT (ADVENTUERER 5M P
07/15/2024	06/21/2024	6490	\$229.00 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	3 MOTOROLA TWO WAY RADIOS
07/15/2024	06/21/2024	6490	\$282.36 EQUIPMENT PURCHASES (< \$5,000)	DEMCO INC	CS EQUIPMENT (LARGE ALL PURPOS

07/15/2024	06/21/2024	6490	\$188.39 EQUIPMENT PURCHASES (< \$5,000)	ULINE INC	RS EQUIPMENT (CHAIR MAT)
07/15/2024	06/21/2024	6490	\$458.00 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	3 MOTOROLA TWO WAY RADIOS
07/15/2024	06/21/2024	6490	\$42.59 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	RS EQUIPMENT (OFFICE CHAIR WHE
07/15/2024	06/21/2024	6490	\$57.94 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	RS EQUIP (LUMBAR SUPPORT PILLO
07/15/2024	06/21/2024	6490	\$258.59 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	CS EQUIPMENT (MAGNETIC DRY ERA
TOTAL EQUIPMENT PURCHASES (< \$5,000)			\$4,487.26		

07/11/2024	04/01/2024	7020	\$35,135.00 TSF TO DEBT SERVICE	LIBRARY-2018C DSF PMT
07/11/2024	04/01/2024	7020	\$11,400.00 TSF TO DEBT SERVICE	LIBRARY-2018B DSF PMT
07/11/2024	04/01/2024	7020	\$124,416.50 TSF TO DEBT SERVICE	LIBRARY-2019A DSF PMT
07/11/2024	04/01/2024	7020	\$598,900.00 TSF TO DEBT SERVICE	LIBRARY-2021A DSF PMT
07/11/2024	04/01/2024	7020	\$175,450.00 TSF TO DEBT SERVICE	LIBRARY-2022A DSF PMT
TOTAL TSF TO DEBT SERVICE			\$945,301.50	

TOTAL OPERATING EXPENDITURES	\$1,340,633.94
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ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 09/10/2024
SUBJECT: AUGUST 2024 Bills & Claims Report Summary

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

Operating Expenditures for the month	\$398,801.10
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$0
Total	\$398,801.10

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 (\$1,000 or greater) or out of the ordinary/annual payments are shown below. Normal recurring and/or monthly expenses, such as utilities or insurance will not be noted in this memorandum.

1. Account 6110 Postage & Shipping
 - \$1,003.98 paid to L&M for monthly postage
2. Account 6112 Computer Service Charges
 - \$1,750.00 paid to CDW-G for annual antivirus renewal
3. Account 6130 Repairs to Buildings
 - \$1,920.25 paid to Badger State for repair to heat pump valve
4. Account 6406 Program Supplies
 - \$1,116.00 paid to ProMotion for BookPage subscription (used gift funds)
 - \$1,936.68 paid to Interstate Books4School for books for YS outreach (used Pablo grant funds)
 - \$7,313.94 paid to Scholastic for books for YS outreach (used Pablo grant funds)
5. Account 6464 Building Materials/Janitorial Supplies
 - \$1,008.00 paid to Oak Ridge Chemical for janitorial supplies
6. Account 6490 Equipment
 - \$1,499.73 paid to CDW-G for laptop purchase

BILLS & CLAIMS - OPERATING
Transactions Processed in August 2024

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
08/02/2024	08/02/2024	6010	\$4,956.35	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/02/24
			<u>\$4,956.35</u>			
08/07/2024	08/09/2024	6010	\$19,633.18	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6010	\$16,500.86	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6010	\$28,041.67	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6010	\$14,297.30	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6010	\$14,265.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6010	\$11,172.01	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6010	\$3,627.20	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
			<u>\$107,537.62</u>			
08/20/2024	08/16/2024	6010	(\$0.35)	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/16/24
08/20/2024	08/16/2024	6010	\$4,247.72	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/16/24
			<u>\$4,247.37</u>			
08/22/2024	08/23/2024	6010	\$18,284.16	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6010	\$16,511.22	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6010	\$29,949.55	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6010	\$12,411.42	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6010	\$14,504.18	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6010	\$12,293.69	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6010	\$3,627.20	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
			<u>\$107,581.42</u>			
08/30/2024	08/30/2024	6010	\$4,398.73	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/30/24
			<u>\$4,398.73</u>			
TOTAL PAYROLL WAGES			<u>\$228,721.49</u>			
08/02/2024	08/02/2024	6020	\$366.84	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/02/24
TOTAL PAYROLL OVERTIME			<u>\$366.84</u>			
08/12/2024	07/31/2024	6040	\$39.11	EMPLOYER PAID BENEFITS		JUL LIFE INSURANCE
			<u>\$39.11</u>			
08/02/2024	08/02/2024	6040	\$384.47	EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/02/24
			<u>\$384.47</u>			

08/07/2024	08/09/2024	6040	\$1,430.55 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6040	\$1,233.64 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6040	\$2,098.90 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6040	\$1,067.75 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6040	\$1,018.66 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6040	\$794.54 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6040	\$265.20 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
			<u>\$7,909.24</u>		
08/20/2024	08/16/2024	6040	\$300.51 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/16/24
			<u>\$300.51</u>		
08/22/2024	08/23/2024	6040	\$1,307.03 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6040	\$1,225.09 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6040	\$2,202.34 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6040	\$929.55 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6040	\$1,025.41 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6040	\$856.32 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6040	\$265.21 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
			<u>\$7,810.95</u>		
08/30/2024	08/30/2024	6040	\$330.21 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/30/24
			<u>\$330.21</u>		
TOTAL EMPLOYER PAID BENEFITS			<u>\$16,774.49</u>		
08/02/2024	08/02/2024	6042	\$366.67 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/02/24
			<u>\$366.67</u>		
08/07/2024	08/09/2024	6042	\$1,210.29 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6042	\$1,079.24 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6042	\$1,425.45 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6042	\$950.59 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6042	\$905.55 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6042	\$770.87 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6042	\$250.28 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
			<u>\$6,592.27</u>		
08/20/2024	08/16/2024	6042	\$292.03 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/16/24
			<u>\$292.03</u>		
08/22/2024	08/23/2024	6042	\$1,125.63 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24

08/22/2024	08/23/2024	6042	\$1,079.24 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6042	\$1,568.14 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6042	\$787.98 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6042	\$914.76 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6042	\$848.27 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6042	\$250.28 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
			<u>\$6,574.30</u>		
08/30/2024	08/30/2024	6042	\$302.35 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/30/24
			<u>\$302.35</u>		
TOTAL WRS(ER)			<u>\$14,127.62</u>		
08/09/2024	07/31/2024	6043	\$2,208.46 HEALTH INS(ER)		JUL HEALTH INSURANCE
			<u>\$2,208.46</u>		
08/02/2024	08/02/2024	6043	\$1,293.58 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/02/24
			<u>\$1,293.58</u>		
08/07/2024	08/09/2024	6043	\$4,496.29 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6043	\$4,125.59 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6043	\$1,777.19 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6043	\$4,655.52 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
08/07/2024	08/09/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/09/24
			<u>\$20,914.23</u>		
08/20/2024	08/16/2024	6043	\$1,155.54 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/16/24
			<u>\$1,155.54</u>		
08/22/2024	08/23/2024	6043	\$4,141.99 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6043	\$5,087.35 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6043	\$1,118.32 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6043	\$4,706.93 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
08/22/2024	08/23/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/23/24
			<u>\$20,914.23</u>		
TOTAL HEALTH INS(ER)			<u>\$46,486.04</u>		
08/02/2024	07/31/2024	6047	\$2,035.00 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
08/02/2024	07/31/2024	6047	\$137.92 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH

TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,172.92		
08/13/2024	08/13/2024	6051	\$2,759.83	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE HEALTH INSURANCE PREMIUMS
TOTAL RETIREE-HLTH INS			\$2,759.83		
08/02/2024	07/31/2024	6052	\$203.50	RETIREE DEDUCTIBLE	ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$203.50		
08/09/2024	07/31/2024	6055	(\$4.30)	VISION INSURANCE	JUL VISION INSURANCE
TOTAL VISION INSURANCE			(\$4.30)		
08/07/2024	07/31/2024	6110	\$1,003.98	POSTAGE & SHIPPING	L&M MAIL SERVICE INC POSTAGE
08/21/2024	08/20/2024	6110	\$192.54	POSTAGE & SHIPPING	L&M MAIL SERVICE INC POSTAGE - ART SHOW MAILING
08/29/2024	08/21/2024	6110	\$50.00	POSTAGE & SHIPPING	US POSTMASTER POSTAGE
TOTAL POSTAGE & SHIPPING			\$1,246.52		
08/01/2024	07/23/2024	6112	\$1,750.00	COMPUTER SERVICE CHARGES	CDW GOVERNMENT Annual Antivirus renewal
08/01/2024	07/23/2024	6112	\$29.88	COMPUTER SERVICE CHARGES	SITEGROUND HOSTING IT CLOUD HOSTING
08/01/2024	07/23/2024	6112	\$348.00	COMPUTER SERVICE CHARGES	GIMLET COMPUTER SOFTWARE STORES (1 MO
08/28/2024	08/27/2024	6112	\$159.00	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC COMPUTER SERVICE CHARGES
08/29/2024	08/21/2024	6112	\$940.00	COMPUTER SERVICE CHARGES	IN *DRYDON EQUIPMENT INC. EXTENDED WARRANTY (2)
TOTAL COMPUTER SERVICE CHARGES			\$3,226.88		
08/01/2024	07/23/2024	6118	\$200.00	ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC ADVERTISING
08/01/2024	07/23/2024	6118	\$71.21	ADVERTISING/MARKETING	FACEBK 24BWKBPRA2 PCS ADVERTISING (SUMMER READIN
08/13/2024	07/31/2024	6118	\$545.87	ADVERTISING/MARKETING	LANGUAGE LINE SERVICES INC PCS ADVERTISING
08/29/2024	08/21/2024	6118	\$300.00	ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC PCS ADVERTISING
08/29/2024	08/21/2024	6118	\$533.68	ADVERTISING/MARKETING	4IMPRINT PCS ADVERTISING BROCHURE
08/29/2024	08/21/2024	6118	\$128.90	ADVERTISING/MARKETING	FACEBK 24BWKBPRA2 PCS ADVERTISING CAMPAIGN (MEET
08/29/2024	08/21/2024	6118	\$1.84	ADVERTISING/MARKETING	FACEBK 24BWKBPRA2 PCS ADVERTISING CAMPAIGN (AUG
TOTAL ADVERTISING/MARKETING			\$1,781.50		
08/06/2024	07/31/2024	6120	\$396.60	AUDITING	AUDIT FEES
TOTAL AUDITING			\$396.60		
08/29/2024	08/21/2024	6128	\$36.92	REPAIRS TO TOOLS & EQUIP	SQUARE INC SHIFT CYCLERY (REPAIR TO BOOKB
08/29/2024	08/21/2024	6128	\$31.65	REPAIRS TO TOOLS & EQUIP	SQUARE INC SHIFT CYCLERY (REPAIR TO BOOKB
TOTAL REPAIRS TO TOOLS & EQUIP			\$68.57		
08/12/2024	07/31/2024	6130	\$1,920.25	REPAIRS TO BUILDINGS	BADGER STATE INC REPAIR TO HEAT PUMP VALVE AT T
TOTAL REPAIRS TO BUILDINGS			\$1,920.25		
08/21/2024	07/31/2024	6150	\$381.10	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC COLLECTION AGENCY FEES

08/07/2024	07/31/2024	6150	\$392.00	SPECIAL SERVICES	HEATHER C LEISZ	MONTHLY PLANT RENTAL & CARE
08/08/2024	07/23/2024	6150	\$164.00	SPECIAL SERVICES	BUREAU VERITAS NATIONAL ELEVATOR	LIBRARY ELEVATOR INSPECTIONS
TOTAL SPECIAL SERVICES			\$937.10			
08/16/2024	07/01/2024	6153	\$43.13	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			\$43.13			
08/01/2024	08/01/2024	6156	\$364.80	PROFESSIONAL SERVICES	PAUL E KINZER	YS SUMMER PERFORMER
08/08/2024	07/31/2024	6156	\$350.00	PROFESSIONAL SERVICES	CYNTHIA KORTBEIN	PROFESSIONAL SERVICES
08/21/2024	08/20/2024	6156	\$100.00	PROFESSIONAL SERVICES	ADAM KUNZ	PCS PROFESSIONAL SERVICES
TOTAL PROFESSIONAL SERVICES			\$814.80			
08/01/2024	07/23/2024	6160	\$14.00	TRAINING/MEETINGS	EAU CLAIRE CO CLERK OF COURTS	PARKING FEE FOR REGIONAL AIRPO
08/01/2024	07/23/2024	6160	\$13.50	TRAINING/MEETINGS	CITY OF MADISON	PARKING FEES FOR COLAND MEETIN
08/01/2024	07/23/2024	6160	\$31.82	TRAINING/MEETINGS	SEARS ROEBUCK 1040	CAR RENTAL FOR CE TRAINING (IS
08/01/2024	07/23/2024	6160	\$100.00	TRAINING/MEETINGS	UNIVERSITY OF WISCONSIN NON-PAYROLL	STAFF TRAINING CE FOR BRAD LIN
08/01/2024	07/23/2024	6160	\$169.64	TRAINING/MEETINGS	BUDGET.COM PREPAY	BUDGET RENT-A-CAR CE TRAVEL FO
08/01/2024	07/23/2024	6160	\$212.01	TRAINING/MEETINGS	HILTON GARDEN INN MADISON	CE TRAINING TRAVEL (ISA SMALL
08/29/2024	08/21/2024	6160	\$329.00	TRAINING/MEETINGS	AMERICAN LIBRARY ASSOCIATION	2024 CORE FORUM REGISTRATION (
08/29/2024	08/21/2024	6160	\$435.00	TRAINING/MEETINGS	SQUARE INC	WHITES WILDWOOD RETREAT (STAFF
08/29/2024	08/21/2024	6160	\$550.00	TRAINING/MEETINGS	WSLS	WI SHRM CONFERENCE
TOTAL TRAINING/MEETINGS			\$1,854.97			
08/01/2024	07/23/2024	6162	\$247.00	MEMBERSHIP DUES	AMERICAN LIBRARY ASSOCIATION	ALA MEMBERSHIP FEES
08/01/2024	07/23/2024	6162	\$52.75	MEMBERSHIP DUES	WM SUPERCENTER#1669	SAM'S CLUB MEMBERSHIP RENEWAL
TOTAL MEMBERSHIP DUES			\$299.75			
08/01/2024	07/23/2024	6166	\$60.00	RECRUITMENT EXPENSES	WISCONSIN LIBRARY ASSOCIATION INC	RECRUITMENT EXPENSE
TOTAL RECRUITMENT EXPENSES			\$60.00			
08/01/2024	07/23/2024	6198	\$176.97	MISC CONTRACTUAL SERVICES	ZOOM.US	JULY MONTHLY BILL
08/01/2024	07/23/2024	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	DIGITAL SIGNAGE (JUNE)
08/12/2024	05/31/2024	6198	\$54.04	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	PAYMENT EBC FOR EMPLOYEEE REIM
08/19/2024	07/31/2024	6198	\$54.04	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
08/29/2024	08/21/2024	6198	\$176.97	MISC CONTRACTUAL SERVICES	ZOOM.US	AUGUST ZOOM ACCOUNT
08/29/2024	08/21/2024	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	JULY DIGITAL SIGN DISPLAY
08/01/2024	07/23/2024	6198	\$52.00	MISC CONTRACTUAL SERVICES	INTUIT *QUICKEN	ROOM RENTAL FOR ADULT GAME NIG
08/13/2024	07/31/2024	6198	\$180.00	MISC CONTRACTUAL SERVICES	ACP CREATIVIT LLC	MISC CONTRACTUAL
TOTAL MISC CONTRACTUAL SERVICES			\$802.02			
08/21/2024	07/31/2024	6202	\$5,645.21	ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$5,645.21			
08/21/2024	07/31/2024	6208	\$115.69	GAS SERVICE		400 EAU CLAIRE ST

TOTAL GAS SERVICE			<u>\$115.69</u>
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08/01/2024	07/23/2024	6210	\$1.67 TELEPHONES
08/08/2024	07/31/2024	6210	\$158.40 TELEPHONES
08/08/2024	07/31/2024	6210	(\$790.08) TELEPHONES
08/28/2024	06/30/2024	6210	\$524.00 TELEPHONES
08/29/2024	08/21/2024	6210	\$1.08 TELEPHONES

CENTURYLINK LUMEN

EAU CLAIRE COUNTY
CENTURYTEL

JULY PHONE BILL
JUL CENTREX VOIP PHONE CHRG
JUL VOIP PHONE CHRG CREDIT
PHONE CHARGES
MONTHLY PHONE BILL (AUGUST)

TOTAL TELEPHONES			<u>(\$104.93)</u>
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08/02/2024	07/31/2024	6215	\$483.33 CITY GARBAGE SERVICE
TOTAL CITY GARBAGE SERVICE			<u>\$483.33</u>

GARBAGE COLLECTION CHARGES

08/02/2024	07/31/2024	6350	\$2,583.33 INSURANCE
TOTAL INSURANCE			<u>\$2,583.33</u>

INSURANCE CHARGES

08/01/2024	07/23/2024	6402	\$10.23 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$2.94 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$125.41 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$17.28 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$153.53 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$43.72 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$53.18 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$16.61 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$9.57 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$31.79 OFFICE SUPPLIES
08/21/2024	08/20/2024	6402	\$485.75 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$79.78 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$60.13 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$403.56 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$44.90 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$11.24 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$125.98 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$6.17 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$6.82 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	(\$6.82) OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$10.40 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$21.08 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$4.97 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$29.99 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$124.95 OFFICE SUPPLIES
08/01/2024	07/23/2024	6402	\$49.16 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$36.93 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$9.99 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$33.74 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$38.12 OFFICE SUPPLIES
08/29/2024	08/21/2024	6402	\$50.49 OFFICE SUPPLIES

OFFICE DEPOT
OFFICE DEPOT
OFFICE DEPOT
OFFICE DEPOT
THE WEBSTAUANTSTORE
AMZ*CAFEPPRESS INC.
AMZ*CAFEPPRESS INC.
AMZ*CAFEPPRESS INC.
AMZ*CAFEPPRESS INC.
AMAZON COM SERVICES LLC
EO JOHNSON BUSINESS TECHNOLOGIES
OFFICE DEPOT
OFFICE DEPOT
OFFICE DEPOT
AMZ*CAFEPPRESS INC.
AMZ*CAFEPPRESS INC.
AMZ*CAFEPPRESS INC.
AMZ*CAFEPPRESS INC.
AMAZON COM SERVICES LLC
AMAZON COM SERVICES LLC
AMAZON COM SERVICES LLC
AMAZON COM SERVICES LLC
WM SUPERCENTER#1669
AMZ*CAFEPPRESS INC.
AMZ*CAFEPPRESS INC.
AMAZON.COM*MB14A11F2
AMZ*CAFEPPRESS INC.
AMZ*CAFEPPRESS INC.
AMZ*CAFEPPRESS INC.
AMZ*CAFEPPRESS INC.
AMAZON COM SERVICES LLC

TS SUPPLIES / OVERHEAD SUPPLIE
OVERHEAD SUPPLIES (ADMIN)
OVERHEAD SUPPLIES (COPY PAPER/
OVERHEAD SUPPLIES (ADMIN-BARB)
PUBLIC HAND SANITIZER STATION
OVERHEAD SUPPLIES (FACIAL TISS
OVERHEAD SUPPLIES (ADMIN DESK
OVERHEAD SUPPLIES (FIRST AID G
OVERHEAD SUPPLIES (SCOTCH TAPE
OVERHEAD SUPPLIES (BREAKROOM N
OH SUPPLIES - RISO TONER
OVERHEAD SUPPLIES (COPY PAPER)
OVERHEAD SUPPLIES
OVERHEAD SUPPLIES (TONER/COPY
OVERHEAD SUPPLIES (LEATHER BAD
OVERHEAD SUPPLIES (MEDIUM BIND
OUTREACH SUPPLIES (2 PORTABLE
OVERHEAD SUPPLIES (BLUE PENS)
OVERHEAD SUPPLIES (RED PENS)
REFUND FOR RED PENS
OVERHEAD SUPPLIES (PENS)/TS SU
OVERHEAD SUPPLIES (FACIAL TISS
YS PROGRAM SUPPLIES & OFFICE S
DB EQUIPMENT AND RS OFFICE SUP
CIRC SUPPLIES (MAGIC ERASER SH
YS OFFICE SUPPLIES (COPY PAPER
CIRC SUPPLIES (KRAFTER PAPER C
RS FOL GIFTS / RS HOME DELIVER
CIRC SUPPLIES (BUBBLE MAILERS)
CIRC SUPPLIES (BUBBLE MAILERS)
YS SUPPLIES (THERMAL LAMINATOR

08/29/2024	08/21/2024	6402	\$5.52 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	CIRC SUPPLIES (RUBBER FINGERS)
08/01/2024	07/23/2024	6402	\$20.30 OFFICE SUPPLIES	OFFICE DEPOT	TS SUPPLIES / OVERHEAD SUPPLIE
08/01/2024	07/23/2024	6402	\$593.00 OFFICE SUPPLIES	NATIONAL AUDIO COMPANY INC	TS SUPPLIES (CD/DVD CARTON OF
08/01/2024	07/23/2024	6402	\$19.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	ACRYLIC DISPLAY RISER SET
08/01/2024	07/23/2024	6402	\$19.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	ACRYLIC DISPLAY RISER SET
08/01/2024	07/23/2024	6402	\$21.85 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PLASTIC PHOTO BOOTH SLEEVES /
08/01/2024	07/23/2024	6402	\$68.38 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	ACRYLIC SIGN HOLDERS
08/01/2024	07/23/2024	6402	\$19.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	ACRYLIC DISPLAY RISER SET
08/01/2024	07/23/2024	6402	\$63.03 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES
08/01/2024	07/23/2024	6402	\$23.72 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES
08/29/2024	08/21/2024	6402	\$24.39 OFFICE SUPPLIES	BRODART INC	TS SUPPLIES (REDDI-CORNERS)
08/29/2024	08/21/2024	6402	\$97.68 OFFICE SUPPLIES	DEMCO INC	YS PROG SUPPLIES (STICKERS) /
08/29/2024	08/21/2024	6402	\$118.01 OFFICE SUPPLIES	OFFICE DEPOT	PCS OFFICE SUPPLIES (COPY PAPE
08/29/2024	08/21/2024	6402	\$142.32 OFFICE SUPPLIES	OFFICE DEPOT	TS SUPPLIES (TAPE)
08/29/2024	08/21/2024	6402	\$208.92 OFFICE SUPPLIES	OFFICE DEPOT	PCS OFFICE SUPPLIES (COPY PAPE
08/29/2024	08/21/2024	6402	\$7.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (TIMER)
08/29/2024	08/21/2024	6402	\$54.48 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	ACRYLIC BROCHURE HOLDERS (6)
08/29/2024	08/21/2024	6402	\$60.97 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS OFFICE SUPPLIES (RED PENS/
08/29/2024	08/21/2024	6402	\$81.01 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS OFFICE SUPPLIES / PCS EVEN
08/29/2024	08/21/2024	6402	\$9.79 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS OFFICE SUPPLIES (3 RING BI
08/29/2024	08/21/2024	6402	\$52.49 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	TS SUPPLIES (LONG CARDBOARD BO
08/29/2024	08/21/2024	6402	\$20.39 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OVERHEAD SUPPLIES (PENS)/TS SU
TOTAL OFFICE SUPPLIES			\$3,825.80		
08/01/2024	07/23/2024	6405	\$18.29 AWARDS & TROPHIES-FOL 2021	AMZ*CAFEPRESS INC.	FOL EVENT STAFF AFFAIR FUNDS
08/01/2024	07/23/2024	6405	\$53.09 AWARDS & TROPHIES-FOL-2022	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (COCKTAIL
08/01/2024	07/23/2024	6405	\$10.66 AWARDS & TROPHIES-FOL-2022	AMZ*CAFEPRESS INC.	FOL EVENT STAFF AFFAIR FUNDS
08/29/2024	08/21/2024	6405	\$21.13 AWARDS & TROPHIES-FOL-2022	AMZ*CAFEPRESS INC.	RS FOL GIFTS / RS HOME DELIVER
08/29/2024	08/21/2024	6405	\$91.29 AWARDS & TROPHIES-FOL-2022	SKOGENS FOODLINER INC	GIFTS FRIENDS OF THE LIBRARY S
08/29/2024	08/21/2024	6405	\$616.12 AWARDS & TROPHIES-FOL 2024	INTERSTATE BOOKS4SCHOOL	FOL GIFTS (YS PRIZES FOR SUMME
08/29/2024	08/21/2024	6405	\$252.66 AWRDS/TROP FOL 2023	SCHOLASTIC EDUCATION	FOL GIFTS YS (SUMMER READING P
TOTAL AWARDS & TROPHIES-FOL 2021			\$1,063.24		
08/21/2024	08/20/2024	6406	\$1,116.00 LIBR PROG SUPP-GEN PURPOSE GIF	PRO MOTION INC	LIBRARY MATERIALS
08/01/2024	07/23/2024	6406	\$38.50 LIBRARY PROGRAM SUPPLIES	OFFICE DEPOT	PRINTED LABELS FOR OUTREACH
08/29/2024	08/21/2024	6406	\$17.15 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	OUTREACH (BOOKBIKE)
08/29/2024	08/21/2024	6406	\$39.49 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	OUTREACH (BOOKBIKE)
08/01/2024	07/23/2024	6406	\$55.98 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	FOL YS TEEN BOOK BOX 2023
08/01/2024	07/23/2024	6406	\$25.47 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	YS FOL TEEN BOOK BOXES 2023
08/01/2024	07/23/2024	6406	(\$27.99) LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	REFUND FOR BROKEN PRODUCT (YS
08/01/2024	07/23/2024	6406	\$92.59 LIBR SUPP PABLO	AMAZON COM SERVICES LLC	YS PABLO GRANT (PROGRAM SUPPLI
08/01/2024	07/23/2024	6406	\$1,936.68 LIBR SUPP PABLO	INTERSTATE BOOKS4SCHOOL	PABLO GRANT (BOOKS FOR OUTREAC
08/01/2024	07/23/2024	6406	\$31.95 LIBR SUPP PABLO	EVERY PRODUCTS CORPORATIO	OUTREACH GRANT PROGRAM SUPPLIE
08/01/2024	07/23/2024	6406	\$494.75 LIBR SUPP PABLO	PROJECT HMONG	HMONG EARLY READER BOOK BUNDLE
08/13/2024	07/31/2024	6406	\$7,313.94 LIBR SUPP PABLO	SCHOLASTIC INC	YS OUTREACH MATERIALS
08/29/2024	08/21/2024	6406	\$700.43 LIBR SUPP PABLO	OFFICE DEPOT	COPIES & LABELS (GIFTS PABLO)

08/29/2024	08/21/2024	6406	\$110.38	LIBR SUPP FOL 2024	CONSTRUCTIVE PLAYTHINGS LLC	FOL GIFTS YS PLAY & LEARN (WOO
08/29/2024	08/21/2024	6406	\$17.87	LIBR SUPP FOL 2024	EARLYCHILDHOOD LLC	DISCOUNT SCHOOL SUPPLIES (STAC
08/29/2024	08/21/2024	6406	\$284.54	LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	PCS OFFICE SUPPLIES / PCS EVEN
08/29/2024	08/21/2024	6406	\$24.49	LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	FOL GIFTS YS TEEN BOOKBOXES (G
08/29/2024	08/21/2024	6406	\$79.93	LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL GIFTS TEEN BOOKBOXES
08/29/2024	08/21/2024	6406	\$19.98	LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL GIFTS TEEN BOOKBOXES
08/29/2024	08/21/2024	6406	\$22.68	LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL GIFTS YS PLAY & LEARN (PRO
08/29/2024	08/21/2024	6406	\$4.58	LIBR SUPP FOL 2024	SKOGENS FOODLINER INC	PCS FOL GIFTS (PROGRAM REFRESH
08/29/2024	08/21/2024	6406	\$47.83	LIBR SUPP FOL 2024	SKOGENS FOODLINER INC	PCS PROGRAM REFRESHMENTS (FOL
08/29/2024	08/21/2024	6406	\$269.34	LIBR SUPP - FOL-2023	COMMUNITY PLAYTHINGS	FOL GIFTS YS PLAY & LEARN (WOO
08/29/2024	08/21/2024	6406	\$455.66	LIBR SUPP FOL 2024	COMMUNITY PLAYTHINGS	FOL GIFTS YS PLAY & LEARN (WOO
08/29/2024	08/21/2024	6406	\$30.74	LIBR SUPP FOL 2024	AMAZON COM SERVICES LLC	FOL GIFTS YS PLAY & LEARN (PUS
08/29/2024	08/21/2024	6406	\$30.98	LIBR SUPP FOL 2024	LAKESHORE LEARNING MATER	FOL GIFTS YS PLAY & LEARN (GRA
08/01/2024	07/23/2024	6406	\$37.16	LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES & OFFICE S
08/01/2024	07/23/2024	6406	\$44.96	LIBRARY PROGRAM SUPPLIES	MICHAELS #9166	YS PROGRAM SUPPLIES (PAINTING
08/01/2024	07/23/2024	6406	\$25.97	LIBRARY PROGRAM SUPPLIES	TOPPERS PIZZA CLAIREMONT	YS PROGRAM SUPPLIES *BUILD YOU
08/01/2024	07/23/2024	6406	\$28.97	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (STACKING
08/01/2024	07/23/2024	6406	\$37.22	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PRG SUPPLIES (PAINT DART EV
08/01/2024	07/23/2024	6406	\$63.98	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (CANDY)
08/01/2024	07/23/2024	6406	\$21.98	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (TEST TUBE
08/01/2024	07/23/2024	6406	\$26.23	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (RAILROAD
08/01/2024	07/23/2024	6406	\$80.06	LIBRARY PROGRAM SUPPLIES	SP * FOUND FOOTAGE FES	YS PROGRAM SUPPLIES (BUTTONS)
08/01/2024	07/23/2024	6406	\$84.07	LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
08/01/2024	07/23/2024	6406	\$63.15	LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
08/01/2024	07/23/2024	6406	\$40.94	LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
08/01/2024	07/23/2024	6406	\$59.28	LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
08/01/2024	07/23/2024	6406	\$49.15	LIBRARY PROGRAM SUPPLIES	AMAZON.COM*MB14A11F2	YS PROGRAM SUPPLIES (CRINKLE P
08/01/2024	07/23/2024	6406	\$22.03	LIBRARY PROGRAM SUPPLIES	AMAZON.COM*MB14A11F2	YS PROGRAM SUPPLIES (NAME TAG
08/01/2024	07/23/2024	6406	\$180.00	LIBRARY PROGRAM SUPPLIES	IN *DRYDON EQUIPMENT INC.	YS PROGRAM SUPPLIES (JASPER RA
08/01/2024	07/23/2024	6406	\$55.50	LIBRARY PROGRAM SUPPLIES	TST* SILLY SERRANO	OLSON'S ICE CREAM (YS PROGRAM
08/29/2024	08/21/2024	6406	\$37.59	LIBRARY PROGRAM SUPPLIES	DEMCO INC	YS PROG SUPPLIES (STICKERS) /
08/29/2024	08/21/2024	6406	\$77.45	LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES
08/29/2024	08/21/2024	6406	\$17.98	LIBRARY PROGRAM SUPPLIES	JOANN STORE INTERNET	YS PROGRAM SUPPLIES
08/29/2024	08/21/2024	6406	\$34.96	LIBRARY PROGRAM SUPPLIES	TOPPERS PIZZA CLAIREMONT	YS PROGRAM SUPPLIES (EVENT)
08/29/2024	08/21/2024	6406	\$35.49	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROG SUPPLIES (WASHABLE MA
08/29/2024	08/21/2024	6406	\$43.96	LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (TEEN TAST
08/29/2024	08/21/2024	6406	\$23.56	LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
08/29/2024	08/21/2024	6406	\$22.96	LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (ICE CREAM
08/29/2024	08/21/2024	6406	\$48.79	LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (CREEPY CA
08/29/2024	08/21/2024	6406	\$31.80	LIBRARY PROGRAM SUPPLIES	TANGLED UP IN HUE	YS PROGRAM SUPPLIES (CROCHET H
08/29/2024	08/21/2024	6406	\$24.56	LIBRARY PROGRAM SUPPLIES	CVS/PHARMACY #10550	YS PROGRAM SUPPLIES
08/29/2024	08/21/2024	6406	\$100.00	LIBRARY PROGRAM SUPPLIES	THE REBOOT SOCIAL	YS PROGRAM SUPPLIES (TOKENS FO
08/29/2024	08/21/2024	6406	\$17.99	LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	PCS PROGRAM SUPPLIES (THUNDER'
08/01/2024	07/23/2024	6406	\$17.91	LIBRARY PROGRAM SUPPLIES	MENARD INC	DB PROGRAM SUPPLIES
08/01/2024	07/23/2024	6406	\$38.75	LIBRARY PROGRAM SUPPLIES	DOLRTREE 4842 00048421	DB PROGRAM SUPPLIES
08/01/2024	07/23/2024	6406	\$213.80	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
08/01/2024	07/23/2024	6406	\$8.90	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (COCKTAIL

08/01/2024	07/23/2024	6406	\$54.47 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	DB PROGRAM SUPPLIES
08/01/2024	07/23/2024	6406	\$18.55 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	DB PROGRAM SUPPLIES
08/01/2024	07/23/2024	6406	\$17.97 LIBRARY PROGRAM SUPPLIES	FLEET FARM 5200	DB PROGRAM SUPPLIES (PEAT MOSS
08/29/2024	08/21/2024	6406	\$17.02 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	DB PROGRAM SUPPLIES (DABBLE ON
08/29/2024	08/21/2024	6406	\$38.98 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (CRAFTING
08/29/2024	08/21/2024	6406	\$13.50 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (STICKER P
08/29/2024	08/21/2024	6406	\$40.81 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB EQUIPMENT (FLASH DRIVE 10 P
08/29/2024	08/21/2024	6406	\$19.95 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PRG SUPPLIES (SUBLIMATION P
08/29/2024	08/21/2024	6406	\$18.08 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PRG SUPPLIES (ORIGAMI PAPE
08/29/2024	08/21/2024	6406	\$98.03 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	RS FOL GIFTS / RS HOME DELIVER
08/29/2024	08/21/2024	6406	\$165.65 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
08/29/2024	08/21/2024	6406	\$25.75 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PRG SUPPLIES (WATER-BASED G
08/29/2024	08/21/2024	6406	\$19.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROG SUPPLIES (WHAT DO YOU
08/29/2024	08/21/2024	6406	\$32.74 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	DB PROGRAM SUPPLIES (DABBLE ON
08/29/2024	08/21/2024	6406	\$36.98 LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	DB PRG SUPPLIES (ASSORTED SHAR
08/29/2024	08/21/2024	6406	\$288.56 LIBRARY PROGRAM SUPPLIES	VALLEY LITHO SUPPLY	DB PRG SUPPLIES (SUBLIMATION I
08/29/2024	08/21/2024	6406	\$116.63 LIBRARY PROGRAM SUPPLIES	AMERICAN BUTTON M	DB PRG SUPPLIES (BUTTON SUPPLI
TOTAL LIBR PROG SUPP-GEN PURPOSE GIF			\$15,974.70		
08/07/2024	07/31/2024	6409	\$849.75 DIGITAL/DOWNLOADABLE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
08/13/2024	07/31/2024	6409	\$3,452.90 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS
08/21/2024	08/20/2024	6409	\$6,590.00 DIGITAL/DOWNLOADABLE	INFOUSA MARKETING INC	LIBRARY MATERIALS
08/21/2024	07/31/2024	6409	\$3,587.05 DIGITAL/DOWNLOADABLE	INDIANHEAD FEDERATED LIBRARY SYSTEM	LIBRARY MATERIALS - DIGITAL
08/29/2024	08/21/2024	6409	\$900.00 DIGITAL/DOWNLOADABLE	INTUIT *QUICKEN	RESCARTA WEB HOSTING
			\$15,379.70		
08/01/2024	07/23/2024	6409	\$45.98 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (AD PRINT &
08/07/2024	07/31/2024	6409	\$15.69 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/07/2024	07/31/2024	6409	\$33.98 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/07/2024	07/31/2024	6409	\$58.56 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/07/2024	07/31/2024	6409	\$151.46 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/07/2024	07/31/2024	6409	\$157.59 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/07/2024	07/31/2024	6409	\$163.54 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/07/2024	07/31/2024	6409	\$279.11 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ GIFTS IHO-LEPMPL
08/07/2024	07/31/2024	6409	\$191.30 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
08/07/2024	07/31/2024	6409	\$223.45 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
08/08/2024	07/20/2024	6409	\$32.48 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/08/2024	07/31/2024	6409	\$58.99 LIBRARY MATERIALS-BKS JUVENILE	PLAYAWAY PRODUCTS LLC	JUV
08/13/2024	08/13/2024	6409	\$13.13 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/13/2024	08/13/2024	6409	\$19.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/13/2024	08/13/2024	6409	\$29.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/13/2024	08/13/2024	6409	\$42.97 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/13/2024	07/31/2024	6409	\$345.29 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV / GIFTS IHO-LEPMPL
08/13/2024	07/31/2024	6409	\$217.55 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT / JUV
08/13/2024	07/31/2024	6409	\$186.03 LIBRARY MATERIALS-BKS JUVENILE	CAVENDISH SQUARE PUBLISHING, LLC	LIB MATLS - JUV PRINT
08/13/2024	07/31/2024	6409	\$224.96 LIBRARY MATERIALS-BKS JUVENILE	PLAYAWAY PRODUCTS LLC	LIB MATLS - JUV PRINT

08/13/2024	08/13/2024	6409	\$206.00	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV / GIFTS IHO-LEPMPL / JUV
08/13/2024	08/13/2024	6409	\$16.86	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV / AD PRINT
08/13/2024	08/13/2024	6409	\$109.44	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV / AD PRINT
08/13/2024	08/13/2024	6409	\$133.28	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV / AD PRINT
08/13/2024	08/13/2024	6409	\$63.81	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV / ADULT / GIFTS IHO-LEPMPL
08/21/2024	08/20/2024	6409	\$14.99	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/21/2024	08/20/2024	6409	\$16.69	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/21/2024	08/20/2024	6409	\$58.32	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/21/2024	08/20/2024	6409	\$118.75	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
08/21/2024	08/20/2024	6409	\$464.01	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
08/21/2024	08/20/2024	6409	\$53.08	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT
08/21/2024	08/20/2024	6409	\$64.01	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ L/D AD PRINT/ AD PRINT
08/21/2024	08/20/2024	6409	\$230.05	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ GIFTS IHO-LEPMPL/ AD PRIN
08/21/2024	08/20/2024	6409	\$230.66	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS IHO-LEPMP
08/21/2024	07/31/2024	6409	\$1,272.40	LIBRARY MATERIALS-BKS JUVENILE	ABDO PUBLISHING COMPANY INC	LIBRARY MATERIALS
08/28/2024	08/27/2024	6409	\$15.89	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/28/2024	08/27/2024	6409	\$78.14	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/28/2024	08/27/2024	6409	\$219.74	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
08/28/2024	08/27/2024	6409	\$401.01	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV PRINT
08/28/2024	08/27/2024	6409	\$207.13	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV
08/28/2024	08/27/2024	6409	\$182.45	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
08/29/2024	08/21/2024	6409	\$55.90	LIBRARY MATERIALS-BKS JUVENILE	SP * FOUND FOOTAGE FES	AMICUS (CURIOUS ABOUT COMPOSTI
08/29/2024	08/21/2024	6409	\$16.99	LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	SPLISH SPALSH SPLAT! SPLAT THE
08/29/2024	08/21/2024	6409	\$30.98	LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	I AM NOT A DOG TOY / DRAGONS,
			\$6,752.62			
08/01/2024	07/23/2024	6409	\$55.94	LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (AD PRINT &
08/01/2024	07/23/2024	6409	\$89.95	LIBRARY MATERIALS-BOOKS-ADULT	THOMSON WEST*TCD	THOMSON REUTERS (BLACKS LAW DI
08/01/2024	07/31/2024	6409	\$26.62	LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	AD PRINT/ GIFTS IHO-LEPMPL
08/07/2024	07/31/2024	6409	\$28.80	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/07/2024	07/31/2024	6409	\$329.86	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ GOFTS IHO-LEPMPL/ HD
08/07/2024	07/31/2024	6409	\$381.20	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
08/07/2024	07/31/2024	6409	\$410.00	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
08/07/2024	07/31/2024	6409	\$29.59	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/07/2024	07/31/2024	6409	\$15.33	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
08/07/2024	07/31/2024	6409	\$46.25	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
08/07/2024	07/31/2024	6409	\$11.99	LIBRARY MATERIALS-BOOKS-ADULT	MIDWEST TAPE LLC	NONPRINT/ AD PRINT
08/08/2024	07/20/2024	6409	(\$32.48)	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	JUV
08/13/2024	08/13/2024	6409	\$22.14	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/13/2024	08/13/2024	6409	\$27.15	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/13/2024	08/13/2024	6409	\$64.45	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/13/2024	07/31/2024	6409	\$51.57	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/13/2024	07/31/2024	6409	\$237.52	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT / NONPRINT / GIFTS IH
08/13/2024	07/31/2024	6409	\$81.41	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT / JUV
08/13/2024	08/13/2024	6409	\$28.79	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/13/2024	07/31/2024	6409	\$129.85	LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - GIFTS IHO-LEPMPL /
08/13/2024	08/13/2024	6409	\$205.45	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL / AD PRINT /

08/13/2024	08/13/2024	6409	\$34.58	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV / AD PRINT
08/13/2024	08/13/2024	6409	\$45.94	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV / AD PRINT
08/13/2024	08/13/2024	6409	\$108.30	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV / AD PRINT
08/13/2024	08/13/2024	6409	\$212.80	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV / ADULT / GIFTS IHO-LEPMPL
08/15/2024	07/31/2024	6409	\$417.00	LIBRARY MATERIALS-BOOKS-ADULT	INFOUSA MARKETING INC	AD PRINT
08/21/2024	08/20/2024	6409	\$16.99	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT
08/21/2024	08/20/2024	6409	\$95.22	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/21/2024	08/20/2024	6409	\$226.08	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/21/2024	08/20/2024	6409	\$379.30	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ IHO-LEPMPL GIFTS
08/21/2024	08/20/2024	6409	\$254.62	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
08/21/2024	08/20/2024	6409	\$493.45	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
08/21/2024	08/20/2024	6409	\$29.59	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/21/2024	08/20/2024	6409	\$89.97	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/21/2024	08/20/2024	6409	\$170.19	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/21/2024	08/20/2024	6409	\$171.69	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/21/2024	08/20/2024	6409	\$173.96	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT
08/21/2024	08/20/2024	6409	\$99.82	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ L/D AD PRINT/ AD PRINT
08/21/2024	08/20/2024	6409	\$45.57	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ GIFTS IHO-LEPMPL/ AD PRIN
08/21/2024	08/20/2024	6409	\$116.11	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS IHO-LEPMP
08/28/2024	08/27/2024	6409	\$26.96	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/28/2024	08/27/2024	6409	\$29.71	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/28/2024	08/27/2024	6409	\$41.40	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/28/2024	08/27/2024	6409	\$71.95	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/28/2024	08/27/2024	6409	\$73.79	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/28/2024	08/27/2024	6409	\$96.05	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/28/2024	08/27/2024	6409	\$56.78	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/28/2024	08/27/2024	6409	\$26.19	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
08/29/2024	08/21/2024	6409	\$278.00	LIBRARY MATERIALS-BOOKS-ADULT	GREY HOUSE PUBLISHING INC	FICTION CORE COLLECTION 22ND E
08/29/2024	08/21/2024	6409	\$18.99	LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	THE PUMPKIN SPICE CAFE BOOK 1
08/29/2024	08/21/2024	6409	\$24.95	LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	SEW MINDFUL CROSS STITCH BOOK
08/29/2024	08/21/2024	6409	\$27.95	LIBRARY MATERIALS-BOOKS-ADULT	EVENT* WAHMR	1804 BOOKS (THE TRINITY OF FUN
08/29/2024	08/21/2024	6409	\$15.89	LIBRARY MATERIALS-BOOKS-ADULT	BLACKWELLS LTD	THE HAMMER OF EDEN BOOK
			\$6,211.17			
08/01/2024	07/23/2024	6409	\$77.82	LIBRARY MATERIALS-KITS, TOOLS	SP * FOUND FOOTAGE FES	GAME TO GROW (CRITICAL CORE BA
08/07/2024	07/31/2024	6409	\$150.99	LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
08/07/2024	07/31/2024	6409	\$154.69	LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
08/13/2024	08/13/2024	6409	\$262.94	LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
08/13/2024	07/31/2024	6409	\$154.99	LIBRARY MATERIALS-KITS, TOOLS	PLAYAWAY PRODUCTS LLC	IB MATLS - KITS
08/13/2024	08/13/2024	6409	\$74.99	LIBRARY MATERIALS-KITS, TOOLS	PLAYAWAY PRODUCTS LLC	LIB MATERIALS - KITS
08/21/2024	08/20/2024	6409	\$99.99	LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
08/21/2024	08/20/2024	6409	\$74.99	LIBRARY MATERIALS-KITS, TOOLS	PLAYAWAY PRODUCTS LLC	KITS
08/28/2024	08/27/2024	6409	\$134.00	LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
08/29/2024	08/21/2024	6409	\$399.00	LIBRARY MATERIALS-KITS, TOOLS	MODULAR ROBOTICS	MODULAR ROBOTICS (CUBELETS CUR
			\$1,584.40			

08/07/2024	07/31/2024	6409	\$49.41	LIBRARY MATERIALS-MORE DVD'S	BTAC ACQUISITION CORP	AD PRINT/ GOFTS IHO-LEPMPL/ HD
08/21/2024	07/31/2024	6409	\$564.40	LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	LIBRARY MATERIALS
			\$613.81			
08/01/2024	07/23/2024	6409	\$99.98	LIBRARY MATERIALS-NON-PRINT	BEST BUY 00000406	NINTENDO SWITCH GAMES (2)
08/01/2024	07/23/2024	6409	\$32.99	LIBRARY MATERIALS-NON-PRINT	SP * FOUND FOOTAGE FES	VINEGAR SYNDROME (WITH LOVE AN
08/01/2024	07/23/2024	6409	\$720.00	LIBRARY MATERIALS-NON-PRINT	MOBILE BEACON	Circulating Hotspot Renewal
08/01/2024	07/31/2024	6409	\$50.94	LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
08/01/2024	07/31/2024	6409	\$65.88	LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
08/01/2024	07/31/2024	6409	\$55.24	LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	NONPRINT
08/07/2024	07/31/2024	6409	\$178.98	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/07/2024	07/31/2024	6409	\$340.48	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT/ AD PRINT
08/07/2024	07/31/2024	6409	\$554.84	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
08/07/2024	07/31/2024	6409	\$1,347.50	LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS
08/13/2024	08/13/2024	6409	\$14.99	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/13/2024	08/13/2024	6409	\$24.95	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/13/2024	08/13/2024	6409	\$70.42	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/13/2024	08/13/2024	6409	\$57.87	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/13/2024	07/31/2024	6409	\$90.41	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/13/2024	07/31/2024	6409	\$24.74	LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	AD PRINT / NONPRINT / GIFTS IH
08/13/2024	07/31/2024	6409	\$34.94	LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - NONPRINT
08/13/2024	07/31/2024	6409	\$50.99	LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIB MATLS - NONPRINT
08/13/2024	08/13/2024	6409	\$447.55	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
08/13/2024	08/13/2024	6409	\$18.94	LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - NONPRINT
08/21/2024	08/20/2024	6409	\$66.82	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/21/2024	08/20/2024	6409	\$177.28	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/21/2024	08/20/2024	6409	\$67.99	LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	NONPRINT
08/21/2024	08/20/2024	6409	\$298.36	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
08/28/2024	08/27/2024	6409	\$19.96	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/28/2024	08/27/2024	6409	\$56.47	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/29/2024	08/28/2024	6409	\$42.94	LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
			\$5,012.45			
08/01/2024	07/23/2024	6409	\$378.76	LIBRARY MATERIALS-PERIODICALS	LEE ENTERPRISES INCORPORATED	CHIPPEWA HERALD SUBSCRIPTION
			\$378.76			
08/07/2024	07/31/2024	6409	\$16.80	MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
08/13/2024	08/13/2024	6409	\$30.00	MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFT IHO-FOL
08/21/2024	08/20/2024	6409	\$37.80	MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
			\$84.60			
08/01/2024	07/31/2024	6409	\$54.54	MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	AD PRINT/ GIFTS IHO-LEPMPL
08/07/2024	07/31/2024	6409	\$11.19	MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	JUV/ GIFTS IHO-LEPMPL
08/07/2024	07/31/2024	6409	\$45.55	MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ GOFTS IHO-LEPMPL/ HD
08/07/2024	07/31/2024	6409	\$112.26	MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
08/07/2024	07/31/2024	6409	\$105.54	MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS

08/13/2024	08/13/2024	6409	\$29.25 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFT IHO-LEPMPL
08/13/2024	07/31/2024	6409	\$59.98 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT / NONPRINT / GIFTS IH
08/13/2024	07/31/2024	6409	\$33.57 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	JUV / GIFTS IHO-LEPMPL
08/13/2024	07/31/2024	6409	\$51.94 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS - GIFTS IHO-LEPMPL /
08/13/2024	08/13/2024	6409	\$21.82 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	JUV / GIFTS IHO-LEPMPL / JUV
08/13/2024	08/13/2024	6409	\$132.70 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL / AD PRINT /
08/13/2024	08/13/2024	6409	\$32.80 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV / ADULT / GIFTS IHO-LEPMPL
08/21/2024	08/20/2024	6409	\$17.35 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ IHO-LEPMPL GIFTS
08/21/2024	08/20/2024	6409	\$16.24 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
08/21/2024	08/20/2024	6409	\$61.62 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
08/21/2024	08/20/2024	6409	\$20.37 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/ GIFTS IHO-LEPMPL/ AD PRIN
08/21/2024	08/20/2024	6409	\$22.83 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS IHO-LEPMP
08/28/2024	08/27/2024	6409	\$30.39 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	GIFT IHO-LEPMPL
			\$859.94		
08/07/2024	07/31/2024	6409	\$64.96 MATERIALS-RESERVED FOR LIBR	BTAC ACQUISITION CORP	LIBRARY MATERIALS
			\$64.96		
TOTAL LIBRARY MATERIALS-PERIODICALS			\$36,942.41		
08/13/2024	08/13/2024	6415	\$103.41 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	JUV
08/13/2024	08/13/2024	6415	\$49.28 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV / GIFTS IHO-LEPMPL / JUV
08/13/2024	08/13/2024	6415	\$14.38 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV / AD PRINT
08/13/2024	08/13/2024	6415	\$24.79 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV / AD PRINT
08/21/2024	08/20/2024	6415	\$11.19 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
08/28/2024	08/27/2024	6415	\$158.85 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV PRINT
08/28/2024	08/27/2024	6415	\$145.21 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
			\$507.11		
08/07/2024	07/31/2024	6415	\$9.44 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
08/07/2024	07/31/2024	6415	\$17.35 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
08/13/2024	08/13/2024	6415	\$57.36 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/13/2024	08/13/2024	6415	\$29.25 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL / AD PRINT /
08/13/2024	08/13/2024	6415	\$36.90 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV / AD PRINT
08/21/2024	08/20/2024	6415	\$62.02 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
08/21/2024	08/20/2024	6415	\$237.42 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
08/21/2024	08/20/2024	6415	\$71.94 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ L/D AD PRINT/ AD PRINT
08/28/2024	08/27/2024	6415	\$131.60 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
08/28/2024	08/27/2024	6415	\$41.00 LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	L/D AD PRINT
			\$694.28		
08/07/2024	07/31/2024	6415	\$38.48 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	NONPRINT
08/13/2024	07/31/2024	6415	\$15.99 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	NONPRINT
08/13/2024	08/13/2024	6415	\$21.99 LOST/DAMAGED-NON-PRNT MATERIAL	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL / AD PRINT /
08/21/2024	08/20/2024	6415	\$55.70 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	NONPRINT L/D
08/28/2024	08/27/2024	6415	(\$15.99) LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NON PRINT

08/28/2024	08/27/2024	6415	\$7.49 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
			<u>\$123.66</u>		
TOTAL LOST/DAMAGED-NON-PRNT MATERIAL			<u>\$1,325.05</u>		
08/06/2024	07/31/2024	6450	\$131.02 GASOLINE		JUL FUEL CHARGES
TOTAL GASOLINE			<u>\$131.02</u>		
08/08/2024	07/23/2024	6460	\$34.95 REPAIR PARTS & SUPPLIES	MENARD INC	REPAIR SUPPLIES FOR THE LIBRAR
08/08/2024	07/23/2024	6460	\$151.68 REPAIR PARTS & SUPPLIES	UNITED REFRIG BR #Z7	PLEATED FILTERS FOR THE LIBRAR
TOTAL REPAIR PARTS & SUPPLIES			<u>\$186.63</u>		
08/01/2024	07/23/2024	6464	\$34.74 BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2	BUILDING MATERIALS (MOPS & RUG
08/01/2024	07/31/2024	6464	\$213.50 BLDG MTRLS & JNTRL SUPPLIES	VALLEY BUILDERS HARDWARE CO INC	CUSTODIAL EXPENSE
08/12/2024	06/30/2024	6464	\$1,008.00 BLDG MTRLS & JNTRL SUPPLIES	OAK RIDGE CHEMICAL INC	JANITORIAL SUPPLIES FOR PARKS
08/13/2024	07/31/2024	6464	\$1,012.50 BLDG MTRLS & JNTRL SUPPLIES		JUL PARTS CHARGES
08/28/2024	08/27/2024	6464	\$87.00 BLDG MTRLS & JNTRL SUPPLIES	VALLEY BUILDERS HARDWARE CO INC	CUSTODIAL EXPENSE
08/29/2024	08/21/2024	6464	\$34.74 BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2	CUSTODIAL BLD MATERIALS (RUGS
08/29/2024	08/21/2024	6464	\$23.34 BLDG MTRLS & JNTRL SUPPLIES	AMZ*CAFEPPRESS INC.	CUSTODIAL BLD SUPPLIES (ANTI-S
TOTAL BLDG MTRLS & JNTRL SUPPLIES			<u>\$2,413.82</u>		
08/29/2024	08/21/2024	6490	\$17.72 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	CHARGER FOR DELL LAPTOP
08/01/2024	07/23/2024	6490	\$13.10 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	Cable clips for Circ
08/01/2024	07/23/2024	6490	\$17.98 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	plug extraction tools - iPads
08/01/2024	07/23/2024	6490	\$11.99 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	tweezer set - iPad extractions
08/01/2024	07/23/2024	6490	\$31.97 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	Replacement laptop battery
08/01/2024	07/23/2024	6490	\$42.80 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Surface mouse - KN
08/01/2024	07/23/2024	6490	\$1,499.73 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Laptop for SD
08/01/2024	07/23/2024	6490	\$6.95 EQUIPMENT PURCHASES (< \$5,000)	AMAZON COM SERVICES LLC	CMOS batteries
08/29/2024	08/21/2024	6490	\$258.00 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	4K Blu-Ray Player for TS
08/29/2024	08/21/2024	6490	\$196.52 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Docking Station for SD
08/29/2024	08/21/2024	6490	\$660.13 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Optiplex 7010 for IS
08/29/2024	08/21/2024	6490	\$159.67 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Graphics card and cable
08/01/2024	07/23/2024	6490	\$161.48 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	DB EQUIPMENT AND RS OFFICE SUP
08/29/2024	08/21/2024	6490	\$52.43 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	DB EQUIPMENT (3D PRINTER FILAM
08/29/2024	08/21/2024	6490	\$24.81 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPPRESS INC.	DB EQUIPMENT (FLASH DRIVE 10 P
TOTAL EQUIPMENT PURCHASES (< \$5,000)			<u>\$3,155.28</u>		
TOTAL OPERATING EXPENDITURES			<u>\$398,801.10</u>		

ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 10/08/2024
SUBJECT: SEPTEMBER 2024 Bills & Claims Report Summary

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

Operating Expenditures for the month	\$373,603.41
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$0
Total	\$373,603.41

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 (\$1,000 or greater) or out of the ordinary/annual payments are shown below. Normal recurring and/or monthly expenses, such as utilities, postage or insurance will not be noted in this memorandum.

1. Account 6112 Computer Service Charges
 - \$1,939.00 paid to TracSystems for Uniprint annual support & maintenance
 - \$2,210.36 paid to Heartland Business Systems for MS Windows license & software
2. Account 6118 Advertising/Marketing
 - \$2,326.93 paid to Language Line Services for document translation services
3. Account 6150 Special Services
 - \$1,359.03 paid to TK Elevator Corp. for quarterly elevator maintenance

BILLS & CLAIMS - OPERATING
Transactions Processed in September 2024

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
09/05/2024	09/06/2024	6010	\$21,629.59	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6010	(\$2,181.30)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6010	\$26,250.71	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6010	(\$148.06)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6010	\$18,737.39	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6010	(\$18.02)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6010	\$14,280.23	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6010	\$12,293.68	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6010	\$3,627.20	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6010	\$17,396.93	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6010	\$1,975.20	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
			\$113,843.55			
09/17/2024	09/13/2024	6010	(\$0.88)	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 09/13/24
09/17/2024	09/13/2024	6010	\$4,570.63	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 09/13/24
			\$4,569.75			
09/19/2024	09/20/2024	6010	\$30,964.66	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6010	\$24,204.96	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6010	\$16,845.51	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6010	\$14,272.01	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6010	\$12,293.69	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6010	\$3,627.20	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6010	(\$14,725.86)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6010	\$18,713.77	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6010	\$1,975.20	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
			\$108,171.14			
09/30/2024	09/27/2024	6010	(\$45.66)	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 09/27/24
09/30/2024	09/27/2024	6010	\$4,983.53	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 09/27/24
			\$4,937.87			
TOTAL PAYROLL WAGES			\$231,522.31			
09/06/2024	08/31/2024	6040	\$39.11	EMPLOYER PAID BENEFITS		AUG LIFE INSURANCE
			\$39.11			
09/05/2024	09/06/2024	6040	\$1,625.96	EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6040	(\$169.16)	EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24

09/05/2024	09/06/2024	6040	\$1,954.42 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6040	\$1,399.20 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6040	\$1,018.31 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6040	\$880.62 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6040	\$265.22 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6040	\$1,265.96 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6040	\$151.10 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
			<u>\$8,391.63</u>		
09/17/2024	09/13/2024	6040	\$326.68 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 09/13/24
			<u>\$326.68</u>		
09/19/2024	09/20/2024	6040	\$2,330.79 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6040	\$1,779.48 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6040	\$1,255.86 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6040	\$1,008.43 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6040	\$856.35 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6040	\$265.21 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6040	(\$1,126.55) EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6040	\$1,335.41 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6040	\$151.10 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
			<u>\$7,856.08</u>		
09/30/2024	09/27/2024	6040	\$345.17 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 09/27/24
			<u>\$345.17</u>		
TOTAL EMPLOYER PAID BENEFITS			<u>\$16,958.67</u>		
09/05/2024	09/06/2024	6042	\$1,010.55 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6042	(\$150.50) WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6042	\$1,277.52 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6042	\$1,229.44 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6042	\$906.58 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6042	\$848.27 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6042	\$250.28 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6042	\$1,127.41 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6042	\$136.29 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
			<u>\$6,635.84</u>		
09/17/2024	09/13/2024	6042	\$314.65 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 09/13/24
			<u>\$314.65</u>		
09/19/2024	09/20/2024	6042	\$993.38 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6042	\$1,204.40 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24

09/19/2024	09/20/2024	6042	\$1,113.56 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6042	\$906.00 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6042	\$848.27 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6042	\$250.28 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6042	\$1,184.72 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6042	\$136.29 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
			<u>\$6,636.90</u>		
09/30/2024	09/27/2024	6042	\$339.60 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 09/27/24
			<u>\$339.60</u>		
TOTAL WRS(ER)			<u>\$13,926.99</u>		
09/06/2024	08/31/2024	6043	(\$2,209.16) HEALTH INS(ER)		AUG HEALTH INSURANCE
			<u>(\$2,209.16)</u>		
09/05/2024	09/06/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6043	\$4,470.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6043	\$1,777.19 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6043	\$4,661.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
09/05/2024	09/06/2024	6043	\$4,145.58 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/06/24
			<u>\$20,914.23</u>		
09/17/2024	09/13/2024	6043	\$1,316.54 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 09/13/24
			<u>\$1,316.54</u>		
09/19/2024	09/20/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6043	\$4,265.49 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6043	\$1,777.19 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6043	\$4,649.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
09/19/2024	09/20/2024	6043	\$4,362.12 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 09/20/24
			<u>\$20,914.23</u>		
09/30/2024	09/27/2024	6043	\$1,513.73 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 09/27/24
			<u>\$1,513.73</u>		
TOTAL HEALTH INS(ER)			<u>\$42,449.57</u>		
09/05/2024	08/31/2024	6047	\$137.92 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
09/05/2024	08/31/2024	6047	\$2,035.00 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH

TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,172.92		
09/11/2024	09/10/2024	6051	\$4,449.57	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE HEALTH INSURANCE PREMIUMS
TOTAL RETIREE-HLTH INS			\$4,449.57		
09/05/2024	08/31/2024	6052	\$203.50	RETIREE DEDUCTIBLE	ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$203.50		
09/06/2024	08/31/2024	6055	(\$4.30)	VISION INSURANCE	AUG VISION INSURANCE
TOTAL VISION INSURANCE			(\$4.30)		
09/11/2024	08/31/2024	6110	\$1,032.77	POSTAGE & SHIPPING	L&M MAIL SERVICE INC POSTAGE
09/26/2024	09/26/2024	6110	\$202.44	POSTAGE & SHIPPING	L&M MAIL SERVICE INC POSTAGE - FRIENDS FALL NEWSLET
TOTAL POSTAGE & SHIPPING			\$1,235.21		
09/05/2024	08/31/2024	6112	\$1,939.00	COMPUTER SERVICE CHARGES	TRACSYSTEMS, INC COMPUTER SERVICE CHARGES
09/18/2024	09/17/2024	6112	\$2,210.36	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC COMPUTER SERVICE CHARGES
09/25/2024	09/25/2024	6112	\$146.25	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC COMPUTER SERVICE CHARGES
TOTAL COMPUTER SERVICE CHARGES			\$4,295.61		
09/11/2024	08/31/2024	6118	\$2,326.93	ADVERTISING/MARKETING	LANGUAGE LINE SERVICES INC PCS ADVERTISING
09/12/2024	09/11/2024	6118	\$270.00	ADVERTISING/MARKETING	ROONEY DIGITAL LLC PCS ADVERTISING
TOTAL ADVERTISING/MARKETING			\$2,596.93		
09/26/2024	09/26/2024	6130	\$330.00	REPAIRS TO BUILDINGS	B&B ELECTRIC INC CUSTODIAL EXPENSE - REPAIRS TO
TOTAL REPAIRS TO BUILDINGS			\$330.00		
09/04/2024	08/31/2024	6150	\$392.00	SPECIAL SERVICES	HEATHER C LEISZ MONTHLY PLANT RENTAL & CARE
09/23/2024	08/31/2024	6150	\$1,359.03	SPECIAL SERVICES	TK ELEVATOR CORPORATION 2024 QUARTERLY ELEVATOR PM
09/23/2024	08/31/2024	6150	\$422.96	SPECIAL SERVICES	TK ELEVATOR CORPORATION 2024 QUARTERLY ELEVATOR PM
09/18/2024	08/31/2024	6150	\$350.20	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC COLLECTION AGENCY FEES
09/25/2024	08/31/2024	6150	\$48.00	SPECIAL SERVICES	SHREDAWAY USA INC SHREDDING SERVICE
TOTAL SPECIAL SERVICES			\$2,572.19		
09/11/2024	08/01/2024	6153	\$53.86	CONVENIENCE FEES	FAPS HOLDINGS INC LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			\$53.86		
09/18/2024	09/17/2024	6156	\$500.00	PROFESSIONAL SERVICES	REBECCA T TAYLOR PROFESSIONAL SERVICES
09/18/2024	09/17/2024	6156	\$500.00	PROFESSIONAL SERVICES	THOMAS CAIN PROFESSIONAL SERVICES
09/18/2024	09/18/2024	6156	\$200.00	PROFESSIONAL SERVICES	AMY FLEURY PROFESSIONALSERVICES
09/26/2024	09/26/2024	6156	\$200.00	PROFESSIONAL SERVICES	DEBRA K S BARKER PCS PROFESSIONAL SERVICES
TOTAL PROFESSIONAL SERVICES			\$1,400.00		

09/05/2024	09/06/2024	6160	\$45.54	TRAINING/MEETINGS
TOTAL TRAINING/MEETINGS			<u>\$45.54</u>	
09/04/2024	08/31/2024	6198	\$300.00	MISC CONTRACTUAL SERVICES
09/18/2024	09/18/2024	6198	\$400.00	MISC CONTRACTUAL SERVICES
09/20/2024	09/20/2024	6198	\$268.14	MISC CONTRACTUAL SERVICES
09/20/2024	09/20/2024	6198	\$152.00	MISC CONTRACTUAL SERVICES
09/04/2024	08/31/2024	6198	\$108.56	MISC CONTRACTUAL SERVICES
09/16/2024	08/30/2024	6198	\$54.04	MISC CONTRACTUAL SERVICES
09/25/2024	08/31/2024	6198	\$1,058.00	MISC CONTRACTUAL SERVICES
09/25/2024	08/31/2024	6198	(\$931.88)	MISC CONTRACTUAL SERVICES
09/25/2024	09/25/2024	6198	\$465.60	MISC CONTRACTUAL SERVICES
TOTAL MISC CONTRACTUAL SERVICES			<u>\$1,874.46</u>	
09/04/2024	01/31/2024	6202	\$5,885.45	ELECTRICITY
09/13/2024	08/31/2024	6202	\$5,380.53	ELECTRICITY
TOTAL ELECTRICITY			<u>\$11,265.98</u>	
09/04/2024	01/31/2024	6208	\$127.69	GAS SERVICE
09/13/2024	08/31/2024	6208	\$115.10	GAS SERVICE
TOTAL GAS SERVICE			<u>\$242.79</u>	
09/04/2024	08/31/2024	6210	\$379.90	TELEPHONES
09/18/2024	06/30/2024	6210	\$426.24	TELEPHONES
09/18/2024	08/31/2024	6210	(\$122.97)	TELEPHONES
09/24/2024	08/31/2024	6210	\$666.81	TELEPHONES
TOTAL TELEPHONES			<u>\$1,349.98</u>	
09/05/2024	08/31/2024	6215	\$483.33	CITY GARBAGE SERVICE
TOTAL CITY GARBAGE SERVICE			<u>\$483.33</u>	
09/05/2024	08/31/2024	6350	\$2,583.33	INSURANCE
TOTAL INSURANCE			<u>\$2,583.33</u>	
09/26/2024	09/26/2024	6402	\$21.40	OFFICE SUPPLIES
09/04/2024	08/31/2024	6402	\$62.25	OFFICE SUPPLIES
TOTAL OFFICE SUPPLIES			<u>\$83.65</u>	
09/03/2024	08/21/2024	6405	\$570.50	AWRDS/TROP FOL 2023
09/03/2024	08/21/2024	6405	(\$570.50)	AWARDS & TROPHIES-FOL 2024
09/25/2024	09/25/2024	6405	\$28.60	AWARDS & TROPHIES-FOL 2024
TOTAL AWRDS/TROP FOL 2023			<u>\$28.60</u>	
09/30/2024	02/22/2024	6406	(\$63.92)	LIBRARY PROGRAM SUPPLIES

LIBRARY PAYROLL WAGES

PAY DATE: 09/06/24

JENNA L VANDE ZANDE	MISC CONTRACTUAL
NICOLE COOK	RS PROFESSIONAL SERVICES
HEARTQUEST TRAINERS LLC	AED QUARTERLY CHECKS AND SUPPL
HEARTQUEST TRAINERS LLC	AED QUARTERLY CHECKS AND SUPPL
EO JOHNSON BUSINESS TECHNOLOGIES	COPIER MAINTENANCE
EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
EO JOHNSON BUSINESS TECHNOLOGIES	COPIER MAINTENANCE
EO JOHNSON BUSINESS TECHNOLOGIES	COPIER MAINTENANCE
EO JOHNSON BUSINESS TECHNOLOGIES	COPIER MAINTENANCE

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WISCONSIN BELL TELEPHONE COMPANY INC	TELEPHONE
	QTR2_24 VOICEMAIL CHARGES
	AUG VOIP CENTREX PHONE CHRG CR
	AUG CENTREX VOIP PHONE CHRG

GARBAGE COLLECTION CHARGES

INSURANCE CHARGES

UNIVERSITY OF CHICAGO	TS SUPPLIES - BOOK SEALS
BADGERLAND PRINTING USA INC	OH SUPPLIES - BUSINESS CARDS K

INTERSTATE BOOKS4SCHOOL	FOL GIFTS (YS PRIZES FOR SUMME
INTERSTATE BOOKS4SCHOOL	R READING PROGRAM)
AMAZON COM SALES INC	FOL GIFTS YS

STARCITYGAMES WEB

DS GAMING CARDS)

09/30/2024	02/22/2024	6406	\$63.92	LIBR PROG SUPP-GEN PURPOSE GIF	STARCITYGAMES WEB	DB PROGRAM SUPPLIES (BASIC LAN
TOTAL LIBRARY PROGRAM SUPPLIES			\$0.00			
09/11/2024	08/31/2024	6409	\$3,620.43	DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS
			\$3,620.43			
09/04/2024	08/31/2024	6409	\$53.99	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
09/04/2024	08/31/2024	6409	\$107.57	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
09/04/2024	08/31/2024	6409	\$258.21	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
09/04/2024	08/31/2024	6409	\$26.95	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	L/D JUV/ AD PRINT
09/04/2024	08/31/2024	6409	\$201.75	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
09/11/2024	08/31/2024	6409	\$84.02	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
09/11/2024	08/31/2024	6409	\$249.98	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
09/11/2024	08/31/2024	6409	\$439.28	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
09/11/2024	08/31/2024	6409	\$134.44	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
09/11/2024	08/31/2024	6409	\$166.90	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
09/11/2024	08/31/2024	6409	\$264.56	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
09/11/2024	09/10/2024	6409	\$305.42	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ GIFTS IHO-LEPMPL
09/12/2024	08/31/2024	6409	\$56.99	LIBRARY MATERIALS-BKS JUVENILE	PLAYAWAY PRODUCTS LLC	JUV
09/18/2024	09/17/2024	6409	\$13.60	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
09/18/2024	09/17/2024	6409	\$15.79	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
09/18/2024	09/17/2024	6409	\$32.12	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
09/18/2024	09/17/2024	6409	\$415.54	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
09/18/2024	09/17/2024	6409	\$145.81	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ GIFTS IHO
09/18/2024	09/17/2024	6409	\$131.67	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
09/18/2024	09/17/2024	6409	\$214.39	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
09/18/2024	09/18/2024	6409	\$77.52	LIBRARY MATERIALS-BKS JUVENILE	COUGHLAN COMPANIES LLC	LIB MATLS - JUV PRINT
09/25/2024	09/25/2024	6409	\$44.55	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
09/25/2024	09/25/2024	6409	\$58.75	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
09/25/2024	09/25/2024	6409	\$308.06	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV PRINT
09/25/2024	09/25/2024	6409	\$359.07	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV PRINT
09/25/2024	09/25/2024	6409	\$352.21	LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV PRINT
09/25/2024	09/25/2024	6409	\$37.51	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT
09/25/2024	09/25/2024	6409	\$191.32	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT
09/25/2024	09/25/2024	6409	\$109.83	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / GIFTS I
09/25/2024	09/25/2024	6409	\$120.55	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	GIFTS IHO-LEPMPL / JUV PRINT /
09/26/2024	09/26/2024	6409	\$54.99	LIBRARY MATERIALS-BKS JUVENILE	PLAYAWAY PRODUCTS LLC	LIB MATLS - JUV PRINT
			\$5,033.34			
09/04/2024	08/31/2024	6409	\$15.54	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/04/2024	08/31/2024	6409	\$55.32	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/04/2024	08/31/2024	6409	\$370.49	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/04/2024	08/31/2024	6409	\$472.87	LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/04/2024	08/31/2024	6409	\$26.39	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
09/04/2024	08/31/2024	6409	\$695.20	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	LIBRARY MATERIALS
09/04/2024	08/31/2024	6409	\$44.60	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	L/D JUV/ AD PRINT

09/04/2024	08/31/2024	6409	\$133.53 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
09/11/2024	08/31/2024	6409	\$14.36 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/11/2024	08/31/2024	6409	\$38.48 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/11/2024	08/31/2024	6409	\$60.00 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/11/2024	08/31/2024	6409	\$310.73 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL/ GI
09/11/2024	08/31/2024	6409	\$222.24 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ NONPRINT/ GIFTS IHO-
09/11/2024	08/31/2024	6409	\$451.37 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/11/2024	08/31/2024	6409	\$692.87 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/11/2024	08/31/2024	6409	\$16.01 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
09/11/2024	08/31/2024	6409	\$194.05 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
09/11/2024	08/31/2024	6409	\$225.64 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
09/11/2024	09/10/2024	6409	\$144.70 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
09/11/2024	09/10/2024	6409	\$173.19 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
09/11/2024	09/10/2024	6409	\$21.04 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/11/2024	09/10/2024	6409	\$24.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/11/2024	09/10/2024	6409	\$67.98 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/11/2024	09/10/2024	6409	\$69.01 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/11/2024	09/10/2024	6409	\$259.57 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL/ GI
09/12/2024	08/31/2024	6409	\$26.62 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	AD PRINT
09/12/2024	08/31/2024	6409	\$51.94 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	AD PRINT/ GIFTS IHO-LEPMPL
09/18/2024	09/17/2024	6409	\$18.00 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/18/2024	09/17/2024	6409	\$25.16 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/18/2024	09/17/2024	6409	\$73.33 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/18/2024	09/17/2024	6409	\$357.80 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/18/2024	09/17/2024	6409	\$643.82 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/18/2024	09/17/2024	6409	\$28.79 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
09/18/2024	09/17/2024	6409	\$61.48 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
09/18/2024	09/17/2024	6409	\$93.10 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ GIFTS IHO
09/18/2024	09/17/2024	6409	\$174.35 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
09/18/2024	09/17/2024	6409	\$170.19 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
09/25/2024	09/25/2024	6409	\$37.25 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/25/2024	09/25/2024	6409	\$53.04 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/25/2024	09/25/2024	6409	\$55.98 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
09/25/2024	09/25/2024	6409	\$311.01 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-LEPMPL /
09/25/2024	09/25/2024	6409	\$358.58 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL / AD PRINT /
09/25/2024	09/25/2024	6409	\$475.70 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/25/2024	09/25/2024	6409	\$59.20 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT
09/25/2024	09/25/2024	6409	\$66.25 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT
09/25/2024	09/25/2024	6409	\$105.25 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / GIFTS I
09/25/2024	09/25/2024	6409	\$204.46 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	GIFTS IHO-LEPMPL / JUV PRINT /
			\$8,251.47		
09/11/2024	09/10/2024	6409	\$32.99 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
09/18/2024	09/17/2024	6409	(\$80.11) LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
09/18/2024	09/17/2024	6409	\$80.11 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
09/25/2024	09/25/2024	6409	\$23.27 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			\$56.26		

09/04/2024	08/31/2024	6409	\$8.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
09/04/2024	08/31/2024	6409	\$19.24 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/04/2024	08/31/2024	6409	\$590.81 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
09/05/2024	08/31/2024	6409	\$243.96 LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	NONPRINT
09/11/2024	08/31/2024	6409	\$32.46 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
09/11/2024	08/31/2024	6409	\$45.45 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
09/11/2024	08/31/2024	6409	\$88.34 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
09/11/2024	08/31/2024	6409	\$66.00 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	AD PRINT/ NONPRINT/ GIFTS IHO-
09/11/2024	08/31/2024	6409	\$24.74 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/11/2024	09/10/2024	6409	\$281.15 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
09/11/2024	08/31/2024	6409	\$42.91 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
09/11/2024	08/31/2024	6409	\$34.91 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - NONPRINT
09/11/2024	08/31/2024	6409	\$721.94 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
09/11/2024	08/31/2024	6409	\$545.51 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
09/12/2024	08/31/2024	6409	\$59.49 LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	NONPRINT
09/18/2024	09/17/2024	6409	\$46.34 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
09/18/2024	09/17/2024	6409	\$59.00 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
09/18/2024	09/17/2024	6409	\$62.83 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
09/18/2024	09/17/2024	6409	\$112.59 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
09/18/2024	09/17/2024	6409	\$168.67 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
09/25/2024	09/25/2024	6409	\$14.95 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
09/25/2024	09/25/2024	6409	\$231.63 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
09/25/2024	09/25/2024	6409	\$22.00 LIBRARY MATERIALS-NON-PRINT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/26/2024	09/26/2024	6409	\$128.23 LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIB MATLS - NON PRINT
09/26/2024	09/26/2024	6409	\$46.74 LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIB MATLS - NON PRINT
09/26/2024	09/26/2024	6409	\$24.99 LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIB MATLS - NON PRINT
			\$3,723.86		
09/11/2024	08/31/2024	6409	\$6,261.93 LIBRARY MATERIALS-PERIODICALS	COX SUBSCRIPTIONS INC	LIBRARY MATERIALS
			\$6,261.93		
09/11/2024	08/31/2024	6409	\$33.60 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL/ GI
09/11/2024	08/31/2024	6409	\$28.01 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ NONPRINT/ GIFTS IHO-
09/11/2024	08/31/2024	6409	\$19.71 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
09/11/2024	09/10/2024	6409	\$22.02 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL/ GI
09/18/2024	09/17/2024	6409	\$33.60 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/18/2024	09/17/2024	6409	\$19.60 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/18/2024	09/17/2024	6409	\$15.27 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ GIFTS IHO
09/25/2024	09/25/2024	6409	\$16.77 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-LEPMPL /
09/25/2024	09/25/2024	6409	\$16.79 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL / AD PRINT /
09/25/2024	09/25/2024	6409	\$14.12 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / GIFTS I
			\$219.49		
09/04/2024	08/31/2024	6409	\$102.44 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/04/2024	08/31/2024	6409	\$157.39 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS

09/11/2024	08/31/2024	6409	\$16.24 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL/ GI
09/11/2024	08/31/2024	6409	\$50.94 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ NONPRINT/ GIFTS IHO-
09/11/2024	08/31/2024	6409	\$184.15 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/11/2024	08/31/2024	6409	\$66.84 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/11/2024	09/10/2024	6409	\$11.19 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	JUV/ GIFTS IHO-LEPMPL
09/11/2024	09/10/2024	6409	\$135.14 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL/ GI
09/12/2024	08/31/2024	6409	\$27.27 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	GIFTS IHO-LEPMPL
09/12/2024	08/31/2024	6409	\$25.97 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	AD PRINT/ GIFTS IHO-LEPMPL
09/18/2024	09/17/2024	6409	\$118.69 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/18/2024	09/17/2024	6409	\$92.49 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/25/2024	09/25/2024	6409	\$53.71 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT / GIFTS IHO-LEPMPL /
09/25/2024	09/25/2024	6409	\$80.10 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL / AD PRINT /
09/25/2024	09/25/2024	6409	\$16.23 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/25/2024	09/25/2024	6409	\$9.51 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	GIFTS IHO-LEPMPL / JUV PRINT /
			\$1,148.30		
TOTAL MATERIALS-LEPMPL/BOOKMARKS			\$28,315.08		
09/04/2024	08/31/2024	6415	\$83.28 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	L/D JUV/ AD PRINT
09/04/2024	08/31/2024	6415	\$153.46 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
09/11/2024	08/31/2024	6415	\$152.59 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV
09/11/2024	08/31/2024	6415	\$10.62 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
09/11/2024	08/31/2024	6415	\$32.60 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
09/25/2024	09/25/2024	6415	\$24.09 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	JUV PRINT
09/25/2024	09/25/2024	6415	\$48.75 LOST/DAMAGED-BOOKS JUVENILLE	CENGAGE LEARNING INC	AD PRINT / JUV PRINT
09/25/2024	09/25/2024	6415	\$28.05 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV PRINT
09/25/2024	09/25/2024	6415	\$28.78 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV PRINT
09/25/2024	09/25/2024	6415	\$21.22 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / GIFTS I
09/25/2024	09/25/2024	6415	\$46.92 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	GIFTS IHO-LEPMPL / JUV PRINT /
			\$630.36		
09/04/2024	08/31/2024	6415	\$44.63 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/04/2024	08/31/2024	6415	\$117.04 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
09/18/2024	09/17/2024	6415	\$93.99 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
09/25/2024	09/25/2024	6415	\$31.19 LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT / JUV PRINT
09/25/2024	09/25/2024	6415	\$32.86 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	GIFTS IHO-LEPMPL / AD PRINT /
09/25/2024	09/25/2024	6415	\$6.29 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	LIBRARY MATERIALS
09/25/2024	09/25/2024	6415	\$29.00 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / GIFTS I
09/25/2024	09/25/2024	6415	\$37.83 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	GIFTS IHO-LEPMPL / JUV PRINT /
			\$392.83		
09/04/2024	08/31/2024	6415	\$6.59 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
09/04/2024	08/31/2024	6415	\$9.99 LOST/DAMAGED-NON-PRNT MATERIAL	MIDWEST TAPE LLC	L/D NONPRINT
09/04/2024	08/31/2024	6415	\$7.49 LOST/DAMAGED-NON-PRNT MATERIAL	MIDWEST TAPE LLC	LIBRARY MATERIALS
09/11/2024	08/31/2024	6415	\$12.74 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
09/11/2024	08/31/2024	6415	\$70.94 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT

09/11/2024	09/10/2024	6415	\$31.75 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
			<u>\$139.50</u>		
TOTAL LOST/DAMAGED-NON-PRNT MATERIAL			<u>\$1,162.69</u>		
09/09/2024	08/31/2024	6450	\$179.16 GASOLINE		AUG FUEL CHARGES
TOTAL GASOLINE			<u>\$179.16</u>		
09/05/2024	08/21/2024	6460	\$760.96 REPAIR PARTS & SUPPLIES	UNITED REFRIG BR #Z7	AIR FILTERS FOR THE LIBRARY
TOTAL REPAIR PARTS & SUPPLIES			<u>\$760.96</u>		
09/12/2024	08/31/2024	6464	\$921.61 BLDG MTRLS & JNTRL SUPPLIES		AUG PARTS CHARGES
TOTAL BLDG MTRLS & JNTRL SUPPLIES			<u>\$921.61</u>		
09/26/2024	08/31/2024	6490	\$143.22 EQUIPMENT PURCHASES (< \$5,000)	THE SAMUELS GROUP INC	EQUIPMENT
TOTAL EQUIPMENT PURCHASES (< \$5,000)			<u>\$143.22</u>		
TOTAL OPERATING EXPENDITURES			<u>\$373,603.41</u>		

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

**Administrative Services
Nancy Kerr, Library Director**



The sound of happy children filled the library all summer. The building feels oddly quiet now that school has started! Since the Board met last in July:

- We have conducted interviews and hired Kyle Rusk as our new Security Monitor. He has been learning very quickly and is already doing a great job.
- I have continued to enjoy my experiences as a Rotary member. It has allowed me to learn so much about local organizations and what they do. In the past couple of months, we've heard from At the Roots LLC, UWEC Chancellor James Schmidt, Rotary District 6250 governor Todd Restel, Valley Sports Academy, local author B.J. Hollars, United Way of Chippewa Valley, Family Promise, Eau Claire County Board Chair Nancy Coffey, and more.
- We were the first stop on the City bus tour for new employees, with Kim and I leading tours on two different tour days.
- I participated in an EDI Strategic Planning session along with City staff.
- We continued to finalize the budget, working with City Finance.
- John Thompson and I conducted a tour for DPI Superintendent Dr. Jill Underly and Assistant State Superintendent, Division for Academic Excellence Josh Robinson. They were very interested in the building, the Library of Things and the amount and variety of programs we offer.
- Shelly, Mike and I conducted tours for a large group from CVLR on September 13.

- Outreach continues to flourish under Shelly's guidance, and I was happy to sign up to be at the library's table at the Fall Festival.
- New carpet will be installed on Tuesday, September 17th in the Play and Learn area, to enlarge the play space for our youngest customers. The carpeted area was too small to hold all of the active play that's happening!

Shelly Collins-Fuerbringer, Deputy Director



The outreach teams staffed 15 Wednesday and Saturday Farmer's market shifts in July and August. Unfortunately, the number of outings was a little low because the BookBike trailer was out of commission for a couple of weeks due to a wobbly wheel. It is tricky to deliver a trailer with only one wheel to a shop for repair so SHIFT Cyclery graciously offered to come to the library and true the wheel so we could get back in business. Many thanks to them for going above and beyond! In addition to the market, we attended several community events including the Fierce Freedom Fun Run, Chalkfest, National Night Out and the Multicultural Festival.

On the programming front, members of the Programming Committee are working together to create a presenter agreement for the times we work with unpaid/volunteer presenters. The agreement will include key information for both parties to ensure a successful program overall. Working on the agreement caused us to look at the existing performer contract to assess how well it is working for our needs. We quickly decided to update this after the presenter agreement is completed since it hasn't been revised in over 10 years. Both forms will be fillable PDFs to make the back and forth easier for both parties.

Kimberly Hennings, Deputy Director



Over the summer our collection development selectors received “age of collection” reports. This is an opportunity to look at the items in your collection area to determine if they are outdated or not. For example, most philosophy books do not become outdated, however books on hardware or software have a short life span. It’s up to the selector to weed based on community interest and prevailing computer applications used locally.

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. There are exceptions, such as items dealing with local history or certain “classic” or award-winning titles. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection. Withdrawn books are donated to the Friends of the Library for book sales.

I had the opportunity this summer to participate on the panel for the new Security Monitor. We are excited to welcome Kyle Rusk to the team. Kyle started August 19th and has been a great addition to the team.

Youth Services
Kelly Witt, Youth Services Manager



Summer at the Library was an amazing success this year and wrapped up on August 15. There are too many stories and stats to share, but we've shared a few statistical highlights throughout the report to help illustrate the impact that was made on families over the summer.

- *This year, we had a total of **2249 kids & teens** register for a reading log. This is an **increase of 371 registrants** from 2023. We had a 35% completion rate.*

Early childhood center outreach. We piloted a new outreach service that enabled six centers to participate in the library's reading program. Children at each center received a summer program flyer, reading log, starter prizes, and a parent letter explaining the program and inviting families to visit the library. Centers also received a reading log for each participating classroom. Each classroom that completed their reading log earned five new children's books of their choice to add to their classroom library (up to 15 books per center). Participating centers also agreed to send correspondence to families reminding them to bring their completed reading logs to the library so their children could select a book of their choice to take home and keep. Between the six centers, we registered 368 children and 29 classrooms for the reading program. Four of the centers completed the program, representing 21 classrooms that got to select new books to add to their libraries.

- *The highest attended storytime this summer was Storytime at the Park on June 6th with 140 attendees.*



Creepy Carrots Party: On Saturday, August 10, we hosted a Creepy Carrots Party based on the popular picture book series by Aaron Reynolds. 61 children and adults attended and enjoyed storytime, book-related arts and crafts, a Creepy Pair of Underwear scavenger hunt and button making activity, and snacks. Even Jasper Rabbit joined in on the fun.

- *Highest attended program 0-5 was Waterworks on the Dabble Box patio on August 2nd with 140 attendees.*



Our staff has also spent August preparing for and hanging the very first show in our new youth art gallery. This is the first monthly show in a year-long trial, and we have three talented artists currently showing their work. Customers can stop by the Young Artists Gallery to admire the art and leave comments for the young artists all month long.

- *Highest attended program for ages 6-11 was the Engineering Lab on June 22nd with 114 attendees.*



Library Lotto: The last half of August gives YS staff a bit of a reprieve from summer programming, but not from having some fun with the staff! Alisha (host, not pictured), Andria, Kelly and Shannon offered a Library Lotto for staff with prizes (even if you didn't get three of the same fruit!). Only video truly captures the genius of this activity, but rumor

has it they might consider taking their show on the road!

International customer story: A couple of customers were SUPER excited to learn about the library's die cut collection. They came back later that week with a packet of paper to do their own cutting. One of the customers explained that the woman she was with was her sister who was a teacher visiting from Ecuador. They were spending their last days together here at the library to use the die cut machine before her sister's flight back to Ecuador. She will be bringing back these supplies to decorate her classroom in Ecuador. They were all very grateful for and in awe of this free service.

- **Highest** attended program for teens was *Teen Late Night on July 12th with 18 attendees.*



Teen Nintendo Switch Tourney & VR: On, Thursday, July 25, teens gathered in the Riverview Room for the sleeper hit of the summer! 17 teens showed up and enjoyed competing in a Super Smash Bros. Ultimate tournament, with Spring Break's champion being dethroned by a newbie! The VR headsets were also a hit. Pictured: tournament runner up and champion!

Reference Services
Elizabeth Steans, Reference Services Manager



Reference Services (RS) continues to finetune our Special Collections. RS collaborated with TS to reorganize the collection, create new call numbers, and relabel all public access materials. The goal is to make the resources more discoverable and accessible for our researchers by organizing material based on topic. Plat books, yearbooks, and city directories are a few of the categories created in this collection due to their high demand for visiting and area researchers.



Dabble on the Patio, citrus stamping

gardening! Stephanie, RS Coordinator, holds the reins for all things seeds and plants related. Those who participated in the Seed Library program were invited to participate in Seed Library Photo Contest, sharing the progress of their growth. Take a look at this thyme plant!

Dabble Box programming for adults kicked off this summer with our very popular monthly series “Dabble on the Patio (with mocktails!)”, which includes an adults-only open lab. One happy customer shared their delight with friends on social media displaying pride in their citrus stamping project, an activity coordinated by Bethany, RS Librarian, for our August event.

We’ve learned our customers *love* plants and



thyme

Christine, RS Assistant, created a clever RA display with a play on words from a popular song by Chappell Roan, HOT TO GO! The RA sign reads “H-O-T-T-O-G-O These titles are hot to go” and include displayed materials with fire, hot, flame, and so on in the title.



RS program stats July-August:

- 15 Dabble Box Open Labs, 792 in attendance, an average of 53 attendees per session.
- 2 Dabble on the Patio (with Mocktails!) collectively welcomed 88 attendees.
- Adult Game night brought 15 participants to the Brewing Projekt for a night of fun.
- 2 Embroidery classes lead by a previous resident, 15 participants.

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

Have a look at these blogs!:

- [Begin Your Birding Adventure](#) by Bethany, Reference Services
- [Library Technology at Your Fingertips](#) by Joel, Reference Services
- [Online Resource Highlight – Chippewa Valley History](#) by Riley, Reference Services

RS desk staff answered 3,812 questions July 1 – Aug 28. The top five topics of inquiry include:

1. 572 requests for internet guest passes.
2. Meeting Room support (567 transactions).
3. Answered 401 questions using ready reference sources.
4. 374 requests to assist customers seeking desired materials using the MORE catalog.
5. 356 requests for help were answered in releasing print jobs at the print-release station.

Programming and Communications Services
Isa Small, PCS Manager



Staffing Changes: PCS Assistant Jordan Duroe left his position in mid-July, leaving an opening in the division for a 28-hour/week Assistant position. The interview team met with several qualified candidates and ultimately ended up hiring April Hopkins-Canada, who was previously a long-term Circulation employee. April trained with each of the PCS staff members and is doing well with her tasks.

PCS Staff Retreat: PCS typically has our annual retreat in late spring, but we knew there would be a staffing change so we opted to defer until our new Assistant could participate.

We engaged in several high-level discussions about how our current procedures and task assignments are currently working, and whether there are any improvements to be made or task reassignments to ensure the workload is equitable and efficient. The good news is that, unlike previous years, we felt pretty comfortable with the status quo though we did identify a few alternative procedures to implement.

The largest takeaway from our retreat was reviewing our trial of the Monday.com project management platform. This cloud-based tool has the potential to encompass, replace, and automate the following items, currently being manually created/updated:

- Spreadsheet of my program planning tasks
- Spreadsheet of PCS staff assignments related to program publicity
- Word document program questionnaire sent to program presenters
- Contracts

In addition to a central location to manage all program-related tasks, the software can also be used for any variety of project management which are currently managed ad-hoc or in different tracking systems (e.g. annual report, holiday closure notices, larger marketing projects, and *so much more...*

Circulation Services
Paula Stanton, Circulation Manager



In July, Circulation had two new Pages start, Megan Kinderman and Saben Capobianco [pictured, left to right]. Both Pages completed their basic training and

Linda is working to complete their Circulation onboarding each week. Eva Paulus and Oscar Vlcek both resigned at the end of July so they can focus on starting college in August. Bergen Phelps resigned her library position to move to out of state to continue her career in the independent bookstore world.

Circulation MODs (Managers on Duty) started a Circulation employee of the month award to encourage coworkers to learn more about their coworkers and spend an entire month submitting compliments to that employee. Laura Breza [pictured, right] was the first recipient. Laura got lots of compliments for her kind, caring and hardworking attitude and we learned that Laura loves chickens.



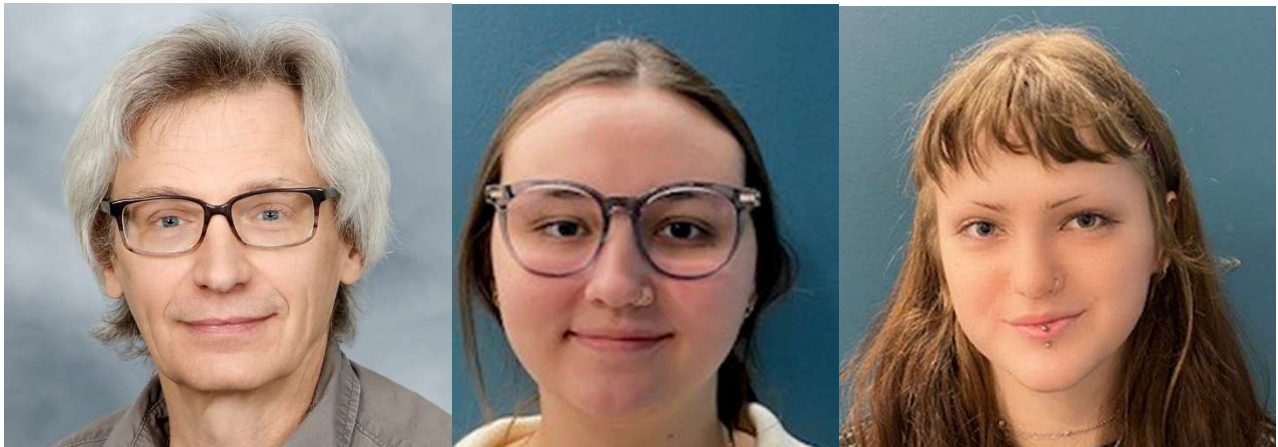
Christa made an amazing flow chart to help all library staff understand our new library card policy and how to flow a customer through a new card interaction and then Paula trained Reference staff on creating new library accounts.

We also got a lot of love (and use) for the drive thru in the hot month of July!



In August, Circulation Pages Oscar and Saben did our annual bin cleaning for IFLS [pictured, left]. They had to empty and wash all 50+ bins at our library so they can continue keeping our books clean and well protected in the coming year.

Paula and the MOD squad (Managers on duty) promoted 2 new and 1 returning Desk Clerks. Jon Marten returned to the Circulation Desk [pictured, left]. Brianna Lima and Sienna Haley were promoted to Desk Clerk positions [pictured, middle and right respectively]. They started their training in August and will continue learning in September. The MOD squad also trained Kyle, the new security monitor, to shelve materials and staff the Greeter desk so he can help people with their general library queries as he roams the library. Linda is working on filling the vacant Page positions in September.



With all these promotions, there were lots of celebrations happening in the library in August. Including the pictured [right] birthday song bunch who helped Barbara celebrate her birthday month.



Charlie Moore [pictured, left] was awarded the Circulation Cheers cup (i.e. employee of the month) in August. Coworkers submitted compliments to Charlie, including how much we love it when they bring in fun colored pens and how awesome they are at making the library a welcoming and empathetic place.

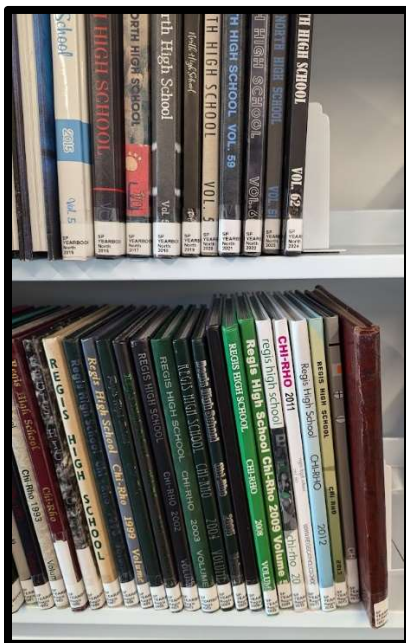


In other Circulation news, the van's air conditioning was repaired after it stopped functioning in the extreme heat. Alex joined the Card Crawl committee and is helping to plan ways to encourage new card signups in September.

Technical Services
Lynn Gates, Technical Services Manager



TS continued updating call numbers or preparing to update call numbers to help customers find materials. The latest call number project that we completed in July was to simplify Biography call numbers to make shelving easier. We also worked with Elizabeth and Jan in Reference to start making our Special Collections easier to shelve and use. We started by updating the call numbers for city directories, high school yearbooks, and the plat books. Next, we move on to the general Special Collections nonfiction where we are updating call numbers and giving all of them new labels.



The beginning of August was a very exciting time for TS, as we were the first host department for the new Page Job Swap opportunity. Brianna Lima, joined us to learn more about the work that happens in TS. Her promotion to Desk Clerk cut her planned time with us a little short, but we all enjoyed having her in TS and hope that we are able to host another Page in the future.

Also, in July and August, members of the TS department volunteered for several library outreach events, tabling at Chalkfest and National Night Out, as well as, assisting with the BookBike at the Farmer's Market.

July was an active month for display changes, after attending some merchandising webinars, reading an article, and receiving information from conference sessions on improving usage, we started experimenting with the number of items per shelf in the Too Good To Miss display areas. We also re-purposed the first floor display that TS maintains from a rotating subject display, to 'We're Back!,' displaying older books and DVDs that have recently been replaced. Of course, a variety of book displays were put up in both July and August. They included displays on sports, going back to school, humorous fiction, celebrating Disability Pride month, and one titled "The History of..." (where I found a great history on fabric that I'm really enjoying).



Information Technology
Kris Nickel, Technology Manager



Due to the large number of arrivals and departures of staff in July and August, I created and deleted users in our various systems as appropriate. These included Active Directory and Exchange email accounts, as well as security badges and phones.

I worked with Pierce from Heartland to cutover our Cisco 3945 router to a new MPLS router, which helps make the CINC network more secure, and City IT staff happier!

Technical Services staff had needed a way to test 4K discs when customers reported issues. Rather than having a dedicated TV and player for this purpose as we once did many years ago, I had been attempting to make this work with a PC-ready optical drive (supposedly with 4K capability), and graphics card. After much research I discovered that PCs can no longer play 4K discs, due to changes with Intel technology. I ultimately purchased a standard 4K player and installed at the TS PC jump station using the 2nd HDMI port on the monitor.

One of our Self-checks began having problems with internal USB connections, most notably with the touchscreen. This exact problem occurred with another Self-Check while at our temporary location, which ultimately led to the replacement of the entire PC. Upon opening a support case and referencing the previous support case, and everything that I had already tested, happily the support technician agreed with my assessment and immediately shipped a replacement.

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

**Administrative Services
Nancy Kerr, Library Director**



For me as for many of my City colleagues, these past few months have involved a lot of time spent on budget – revising budgets, looking at year-to-date numbers to make sure we're on the right track for the remainder of the year, providing budget narratives that make sense but are still succinct. Our budget is in, the budget book for the entire City is published, and we await City Council approval. The Finance team at the City has been very helpful and communicative throughout the entire process. While we certainly have fiscal constraints, we're doing a good job of prioritizing our work in alignment with the goals and objectives in our Strategic Plan. I was pleased to be asked to be a part of the committee reviewing applications for the potential Street Ambassador program for the City – another effort to make our community feel safe and welcoming to residents and visitors alike.

It has been my pleasure to welcome Kyle to our team as Security Monitor. He has learned both library and security procedures rapidly, and has already proven himself to be an asset to our staff. We are beginning to see a slight uptick in the number of behavioral incidents experienced as compared to summer months. We recorded 32 incidents in July, 33 in August, 41 in September, and so far 17 through October 10th. In October, the Security Committee considered and denied two requests to shorten library bans, due to long-term violations of our Appropriate Library Behavior rules.

If you have noticed that our garden beds outside of the library look nicely maintained, that is due to the efforts of volunteers from the Chippewa Valley Humanists. They have spent multiple weekend days weeding and bagging up debris from those areas along our public walkway, as well as thinning the plants which have grown like weeds around the sculpture. We appreciate their efforts, along with the efforts of our custodial staff, to make our outside look as nice as our inside.

Shelly Collins-Fuerbringer, Deputy Director



Outreach has mostly ended for the BookBike and Will Call Teams. 2024 was another successful year for reaching out and taking the library to the Farmer's Market and a number of other community events. In total we had 32 visits and connected with 2742 people in Eau Claire to share the library love! While we don't do a lot of community outreach in the winter months (it still proves difficult to ride the bike and pull a trailer in the snow!), we are thinking ahead to the 2025 season. The BookBike collection gets weeded and new, high-demand items will be added in the spring so that customers have fresh, current choices when they visit. We are working on acquiring new staff t-shirts and changing up the color scheme to something bright and eye-catching. Finally, all of the outreach staff from across divisions will be meeting to assess the 2024 season and make plans for an even better 2025.

Kimberly Hennings, Deputy Director



Over the past year, the collection development committee has been working on fine-tuning the author donation process. All donations submitted for the collection must follow the same collection development criteria as any other materials. With the influx of self-published authors, the library has been looking for ways to allow authors to donate or suggest their titles, while communicating our selection criteria and guidelines. If an item does not meet collection criteria, the item may be considered for Books on Buses, Laundromat Libraries, or other book distribution efforts, used as a prize or giveaway, or given to the Friends of the Library to sell in the book store.

Barb worked with City HR to get the library set up with their recruitment and applicant tracking software through NeoGov. Utilizing the software will allow us to remove some of our more time-consuming manual processes like scheduling interviews. Kim, Barb, and Nancy attended training and are ready to start recruiting.

In April the U.S. Department of Labor announced an update to the FLSA overtime rule. The new overtime rule salary threshold increases to \$43,888 on July 1, 2024, and increases again to \$58,656 as of Jan. 1, 2025. Unless exempt, employees covered by the Fair Labor Standards Act must receive at least time and one-half their regular pay rate for all hours worked over 40 in a workweek if their salaries are below these thresholds. While it does not impact the library on the current wage scale, it is something we are taking into consideration as our wage scales change over time.

Youth Services
Kelly Witt, Youth Services Manager



September is always a dynamic time in the Youth Services (YS) department, filled with renewed energy as families return for our exciting lineup of fall programs. After a peaceful end of August, dedicated to planning, we were thrilled to see the library come alive with activity once again.

This month, we celebrated an exciting promotion within our team. Shannon Paulus, who has dedicated six years as a YS Assistant, was promoted to YS Coordinator. Her expertise and passion for youth programming make her a great fit for this role, and we couldn't be more delighted to see her join the department in this new season.

September also marked the launch of our 2024-2025 Outreach Storytime Service for early care and education centers. Our dedicated YS storytime team will be visiting 10 centers each month, engaging over 350 children and dozens of teachers with interactive, educational storytimes. To further support these centers, six have opted to receive monthly Play Kits or themed book bundles, ensuring that library resources are even more accessible to both children and educators. This service, running through April 2025, exemplifies our commitment to reaching the broader community and enriching early literacy development.

We are excited to announce the expansion of our Play and Learn area, a direct response to customer feedback and the growing need for larger play spaces. This project will feature an expanded carpeted area, including room for additional seating and space for extra play, creating a more inviting and functional environment for customers. While the arrival of the carpet has been slightly delayed, we expect all supplies to be in by early October and are eager to complete the project soon after. We can't wait to see families enjoy the enhanced space!

We are also proud to unveil a new resource for parents and caregivers: an early literacy brochure packed with tips on the five foundational practices—talk, read, sing, write, and play. This user-friendly handout includes information on our programs and services, along with QR codes linking to helpful resources. Starting in November, the Friends of the Library will include this brochure in their Books for Babies kits, extending our reach to more than 2,000 new parents each year.

Library Programs and Services

The L.E. Phillips Memorial Public Library is your partner in supporting the development of your child's early literacy skills. The following programs, services, and spaces are available to your family free of charge:

LIBRARY COLLECTIONS
The library has books, kits, media, and so much more to satisfy every age, stage, and interest. Free to check out with a library card.

BOOK SUGGESTIONS
Library staff love connecting children with great books. Stop by the Youth Services desk to get reading recommendations, or check out our [book suggestions](#) online.

STORYTIME
Join us for interactive stories, songs, and more. Visit our website for the current [storytime](#) schedule.

PLAY AND LEARN
The library's free play space. Equipment and activities change throughout the year.

1,000 BOOKS BEFORE KINDERGARTEN
An ongoing, self-paced program that invites you to read 1,000 books* with your child before kindergarten! Prizes along the way.

SUMMER AT THE LIBRARY
Our annual summer reading program for ages 0–18. The program runs June 1–August 15.

WINTER LIBRARY PROGRAM
Our annual winter reading program for ages 0–18. The program runs from the end of December to the end of February.

Scan the QR codes to learn more about the library's resources.



★ Storytime



★ Nursery Rhymes



★ Musical Picture Books



★ Play Kits



★ Play Inspiration



★ Book Suggestions



★ 1,000 Books Before Kindergarten



★ School Readiness



Help Your Child Be Ready to Read

Tips and resources to help prepare your 0–5-year-old child for success in reading and school.



L.E. Phillips Memorial Public Library
www.ecpubliblibrary.info/kids
715-839-5007

★ EARLY LITERACY ★

Children gain knowledge and skills related to reading and writing before they actually learn how to read and write. This is called “early literacy,” and it plays an important role when your child later learns how to read. As a parent or caregiver, you provide opportunities for your child to gain early literacy skills when you talk, read, sing, write, and play with them.

★ **TALK**

The more words a child hears, starting at birth, the larger their vocabulary when they go to school. Back-and-forth conversations with your child (even when their response is a coo or a babble) build their brain structure.

- Talk with your child often.
- Narrate what is happening around you.
- Ask open-ended questions and wait for their response.
- Acknowledge your child's response and add to the conversation.



★ **READ**

Your child will grow to enjoy reading if they have regular and positive reading experiences with you.

- Visit your public library for [storytime](#)* and to check out books for free.
- Read with expression. Use playful voices.
- Pause occasionally to talk about the story and illustrations with your child.
- Follow your child's lead. If they do not want to read, that's OK. Set it aside and try again later.



★ **WRITE**

Children learn that letters stand for sounds and that print has meaning.

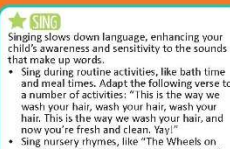
- Let your child draw with a variety of materials to develop hand-eye coordination and fine motor skills.
- Offer a space in your home where your child has easy access to paper and washable markers, crayons, etc.
- Write a story together. Invite your child to draw the pictures while you write down their words.



★ **SING**

Singing slows down language, enhancing your child's awareness and sensitivity to the sounds that make up words.

- Sing during routine activities, like bath time and meal times. Adapt the following verse to a number of activities: “This is the way we wash your hair, wash your hair, wash your hair. This is the way we wash your hair, and now you're fresh and clean. Yay!”
- Sing nursery rhymes, like “The Wheels on the Bus” and “Twinkle, Twinkle Little Star.”
- Check out [nursery rhymes](#)* and [musical picture books](#)* from the public library.



★ **PLAY**

Play is a natural and essential way for children to learn and practice new skills.

- Turn off screens and engage your child in active play (movement based) or dramatic play (pretend play).
- Visit the library's Play and Learn space.
- Attend a Playgroup through Family Resource Center.
- Check out [Play Kits](#)* and other resources for [play inspiration](#)* from the library.



Reference Services
Elizabeth Steans, Reference Services Manager



Reference Services (RS) has been actively engaged in several projects supporting 2024 strategic plan goals. The Home Delivery Services (HDS) committee has made significant progress toward “championing public access,” identifying the community's need for service expansion to ensure access for diverse homebound demographics. There is intention to reach individuals who face access barriers due to various factors, such as challenges faced by new parents, rehabilitation, and other health-related issues. Meanwhile, a Business Center committee has been formed to develop a plan to optimize the use and awareness of its designated space and accompanying resources. The plan will involve incorporating more resources relevant to small business owners, job seekers, and researchers.

Stephanie set up an interactive display to celebrate intellectual freedom during Banned Books Week. The display featured a poll for customers to indicate how many commonly challenged books they had read [pictured] and provided an opportunity to share a book that made a difference in their lives. There were also free stickers available to express support for the right to read.

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

- [Ecology at Home](#) by Jan, Reference Services



- [There's No Age Limit on Good Stories](#) by Katie, Circulation Services
- [Coping with Election Stress](#) by Stephanie, Reference Services

Reference programs and services statistics for September 2024 are in!:

- 8 Dabble Box Open Labs, 171 in attendance
- 4 ukulele adult classes, 10-11 students per class
- Beginner D&D kicked off with 22 lottery registrants for 18 seats
- National Voter Registration Day, 30 customers participated

RS desk staff answered 1,791 questions in September. The top three topics of inquiry include:

1. Meeting room support (288 transactions)
2. Internet guest passes (239 requests)
3. Ready reference consult (210 questions)

Programming and Communications Services
Isa Small, PCS Manager



September brought the official launch of the One Book, One Community reading program and events series. It began with two programs: our partnership with the inaugural Gathering of the Waters Powwow and a Powwow 101 event held at the library.

The Powwow 101 event featured two Lac Courte Oreilles Band of Ojibwe members, Becky Taylor and her son Thomas Cain. Both have been involved with organizing and performing in powwows for decades, and both have won national awards for their respective skills; Becky as a jingle dancer and Thomas as a drummer/singer. Around 60 people from all walks of life attended. We learned about powwow etiquette and how/when to participate if you are a tourist.

Customer Story: While the whole Powwow 101 event was really well done, and even involved all participants joining in together for a round dance, my personal highlight of the event was when I asked a gentleman in the art gallery if he was here for the event and I quickly learned he did not speak much English. I did the best I could to explain what the event was about, and he seemed very interested so while that was not his intention in visiting the library he decided to attend the event. I noticed a particularly large smile on his face during the round dance. After the event was over I asked him if he enjoyed it and he said that it was “really cool” and shared his gratitude for being invited in.

The **Gathering of the Waters Powwow** was a very successful event but like most first-time events was not without its challenges. The majority of the planning was done by a Mayo Employee Resource Group (MERG) for Indigenous employees. The Mayo Clinic Health System allows for MERG groups to meet regularly, plan events and

initiatives to bring cultural awareness to the communities where they live and work. MCHS is a co-sponsor of all our One Book, One Community programming this year and in turn we were a partner of the powwow. Our partnership involved providing contacts and referrals for Native artists they could feature, tabling at the event to promote the One Book, One Community events, and helping to promote the event through our marketing and the Powwow 101 event.

The event was originally scheduled to take place at Carson Park, but Mother Nature had other plans that included severe weather and pouring rain so the event was moved to the Valley Sports Academy. Over 400 people attended the event and there were more than 100 volunteers in addition to that. The library purchased 400 stickers from a local Ojibwe artist to give away and they were all taken in just the first two hours of tabling.

The **Library Card Crawl** was back as we observed Library Card Sign-Up month by encouraging folks to sign up or renew their account. We also celebrated existing cardholders by having plenty of opportunities for them to show their card and receive swag or treats. Here's a round up of how things went, looking at the data we collected.

CARD CRAWL 2024 **BACK TO THE STACKS**

1,657 PEOPLE ATTENDED 23% MORE THAN LAST YEAR'S EVENT AND ABOUT 3 TIMES OUR RECENT, NORMAL SATURDAYS	42 FREE RIDES ON EAU CLAIRE TRANSIT BUSES
187 CARDS ISSUED 49 SIGNUPS + 58 RENEWALS	58 DIY SEED STARTERS MADE THANKS TO BEAVER CREEK RESERVE'S PROGRAM
258 PRIZE ENTRIES EMAIL NEWSLETTER SIGNUPS: 100 (PLUS 30 FOR FAMILY NEWSLETTER)	38 LIBRARY CARD LANYARDS CRAFTED
48 AWESOME VOLUNTEERS	26 FDB LANYARDS MADE BY TEEN VISITORS
688 SCOOPS OF CUSTARD CULVER'S RAN OUT 1.5 HOURS EARLY	35-48 FRIENDSHIP BRACELETS CREATED BY TEENS

ONE TOTALLY AWESOME EVENT

Circulation Services
Paula Stanton, Circulation Manager



In September, two new Pages started and were trained: Ilona LeGore and Tamra McHugh [left, center, respectively]. Both also drive the library van to pick up books at our offsite book drops on the weekends. Tawnie Swanberg [right] also started at the end of September as a Desk Clerk. She was trained as a Page in September and will be trained as a Desk Clerk in October.



Paula convened the Time & Space Use Committee. No, they are not becoming astronauts, they are designing a study to see how customers are currently using the spaces in the building. This study will take place in October and all library staff will participate.

Barb, Jenny D., Lynn G. and Paula met to discuss how we track payments for lost or damaged items. We were able to adjust all of our individual procedures to better align with one another. Alex will start tracking the online payments in October.

Kristine [pictured] was the winner of the Circulation Cheers Cup in September. Kristine has worked as a Page for 27 years. She works in both Technical Services and Circulation Services. This wide variety of knowledge is extremely valuable to the Circulation team. She is always willing to help out and one of the first to organize a team to tackle a meeting room setup. Kristine has also been integral in training dozens of Pages over the years.



Paula and Linda both attended the city supervisor training which included topics on new city policies, estate planning and mental health first aid.

Technical Services
Lynn Gates, Technical Services Manager



September was a quiet month for Technical Services, we've continued ordering, cataloging, and processing new materials and have started to plan for the end of year rush. We completed relabeling the Special Collections nonfiction books, not only do they all now have matching labels and look very nice, but we updated some call numbers to prioritize the topic not the place in the call number when possible. Special Collections has now been entirely relabeled and looks fantastic!

We also started experimenting with a new workflow for moving newly received materials through the various parts of the department. In short, we're moving carts with material on them from step to step instead of moving the materials between carts. This does mean that instead of assigned cataloging areas Jenny, Sara, & I are all cataloging a little bit of everything and Becky no longer needs to distribute items to individuals, but can deliver a cart with everything that was received at the same time on it. As with any new workflow there are a few bumps to smooth out, but overall, it's been going well and we'll take the next few months to become accustomed to it and to iron out the wrinkles.

Septembers displays included War Novels, celebrations of Hispanic Heritage month, fantasy worlds and a variety of (non-Horror) books featuring shapeshifters.

Information Technology
Kris Nickel, Technology Manager



In September we welcomed more new employees, which meant creating Windows and Email accounts, as well as security badges.

Circulation staff reported a problem with the Youth Services self-check, where the scanner light was extremely bright and flickering at all times. After troubleshooting with EnvisionWare support, we ultimately discovered that the base had worn down a bit and developed a sheen, so that the scanner was detecting a (non-existent) item and attempting to scan. Some adjustments to the angle of the scanner resolved the issue.

I performed a version upgrade to our SmartShield server software, which is the utility that rolls back activity on our public PCs, preventing changes by customers.

I began planning for last quarter IT purchases, that will best serve our environment – both staff and customers. I continue to roll out Windows 11, as well as determine which PCs need to stay on 10 for the time being due to current software or hardware limitations. In the case of our ScanPro microfilm readers, we must remain on 10 at this time, due to the lack of support for firewire.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2024 YTD BUDGET REPORT - Operating
For the Period Ended July 31, 2024

OBJ #	ACCOUNT NAME	2024 BUDGETED REVENUE	ACTUAL YTD REVENUE	RE- CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4330	Library Fines & Miscellaneous Revenue	3,800.00	1,574.46	-	2,225.54	41.4%
4398	Other Penalties (Collection Agency)	3,775.00	1,898.00	-	1,877.00	50.3%
4451	Electronic Copy Revenue	7,050.00	5,006.88	-	2,043.12	71.0%
4452	Copier Revenue	1,830.00	988.05	-	841.95	54.0%
4562	Vending Commission	275.00	230.30	-	44.70	83.7%
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	1,354.93	-	(879.93)	285.2%
4834	Misc. Library Sales - Taxable	390.00	862.45	-	(472.45)	221.1%
4836	Misc. Grant Revenue	-	4,308.72	-	(4,308.72)	N/A
4850	Gift Revenue	55,000.00	37,398.58	-	17,601.42	68.0%
4852	Misc. Reimbursements-Lost Items	19,775.00	10,695.19	-	9,079.81	54.1%
4853	Energy Improvement Rebates				-	N/A
4854	Payment for Shared Expenses			-	-	#DIV/0!
4855	Reimbursement from Employee		28.93	-	(28.93)	N/A
4858	Refund of Prior Year				-	N/A
4898	Miscellaneous Revenue	3,500.00	9,852.90	-	(6,352.90)	281.5%
5102	General Property Tax-City tsf from GF	4,702,398.00	4,702,398.00	-	-	100.0%
5152	Sale of Capital Assets		800.95	-	(800.95)	#DIV/0!
		<u>\$ 6,095,875.00</u>	<u>\$ 5,615,997.27</u>	<u>\$ -</u>	<u>\$ 479,877.73</u>	<u>92.1%</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>\$ 5,615,997.27</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 864,963.37</u></u>	<u><u>86.7%</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	\$ 1,596,686.01		\$ 1,315,857.99	54.8%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	223,534.00	116,908.81		106,625.19	52.3%
6042	WRS (ER)	178,041.00	97,096.15		80,944.85	54.5%
6043	Health insurance-Employer	503,783.00	291,806.02		211,976.98	57.9%
6047	Health insurance Deductible	24,420.00	12,210.00		12,210.00	50.0%
6051	Retiree Health Insurance	42,207.00	45,842.84	14,157.16	(17,793.00)	142.2%
6052	Retiree Health Care Deductible	2,442.00	1,221.00		1,221.00	50.0%
6055	Vision Insurance		(12.90)		12.90	
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	7,028.88	8,025.58	4,945.54	75.3%
6112	Computer Service Charges	142,000.00	88,758.31	3,897.36	49,344.33	65.3%
6116	Binding	-	-		-	N/A
6118	Advertising	21,803.00	7,599.61	-	14,203.39	34.9%
6120	Auditing	3,200.00	2,226.17		973.83	69.6%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	8,000.00	7,084.88		915.12	88.6%
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	2,186.90	4,063.10	3,650.00	63.1%
6153	Convenience Fees	1,500.00	947.64	-	552.36	63.2%
6156	Professional Services	21,999.00	8,680.62	-	13,318.38	39.5%
6160	Staff Training/Conference	20,000.00	13,203.52		6,796.48	66.0%
6162	Membership Dues	3,000.00	788.75		2,211.25	26.3%
6166	Recruitment Expenses	550.00	66.00		484.00	N/A
6198	Miscellaneous Contractual	142,200.00	128,866.20	4,350.22	8,983.58	93.7%
6210	Telephones	21,000.00	8,350.06	4,624.31	8,025.63	61.8%
6306	License & Permits				-	N/A
6308	Special Assessments	700.00	-		700.00	0.0%
6350	Liability & Property Insurance	31,000.00	18,083.31		12,916.69	58.3%
6398	Insurance Claims Reimbursement				-	N/A
6402	Office, AV, Library Supplies	49,650.00	30,024.35		19,625.65	60.5%
6405	Awards & Trophies	500.00	-		500.00	0.0%
6406	Library Program Supplies	14,651.00	6,102.42		8,548.58	41.7%
6409	Library Materials	393,774.00	226,980.86		166,793.14	57.6%

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,700.00	8,056.78		9,643.22	45.5%
6450	Gasoline	1,200.00	876.55		323.45	73.0%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	65,899.00	30,980.89	-	34,918.11	47.0%
6495	Grant Expenditures		-		-	N/A
6496	Gift Expenditures	163,875.64	38,268.16	-	125,607.48	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	945,301.50	-	(3.50)	100.0%
7044	Transfer to Library Capital Projects				-	N/A
		<u>\$ 5,988,370.64</u>	<u>\$ 3,742,220.29</u>	<u>\$ 39,117.73</u>	<u>\$ 2,207,032.62</u>	<u>63.1%</u>

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 175,093.00	\$ 68,464.88		\$ 106,628.12	39.1%
6020	Payroll Overtime	8,000.00	3,376.88		4,623.12	42.2%
6030	Special Pays	600.00	1.02		598.98	0.2%
6040	Employer Paid Benefits	10,068.00	5,159.76		4,908.24	46.7%
6042	WRS (ER)	15,761.00	4,698.13		11,062.87	105.8%
6043	Health Ins (ER)	41,015.00	16,667.73		24,347.27	2.0%
6047	Health Insurance Deductible	1,655.00	827.52		827.48	50.0%
6128	Repairs to Tools & Equipment	600.00	-		600.00	0.0%
6130	Repairs to Buildings	25,000.00	16,960.24	-	8,039.76	67.8%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	21,848.00	6,759.95	6,889.06	8,198.99	62.5%
6198	Miscellaneous Contractual	60,000.00	4,461.20	18,729.44	36,809.36	38.7%
6202	Electricity	89,250.00	32,187.68		57,062.32	36.1%
6208	Gas Service	12,000.00	796.20		11,203.80	6.6%
6215	Garbage Service	5,800.00	3,383.31		2,416.69	58.3%
6252	Water Service	2,500.00	727.75		1,772.25	29.1%
6254	Sewer Service	1,700.00	902.99		797.01	53.1%
6256	Storm water Charges	1,200.00	666.75		533.25	55.6%
6442	Safety Equipment	500.00			500.00	0.0%
6460	Repair Part & Supplies	3,000.00	916.96		2,083.04	0.0%
6464	Building Materials & Janitorial Supplies	12,000.00	7,263.82	213.50	4,522.68	62.3%
6490	Equipment Purchases	5,000.00		-	5,000.00	N/A
		<u>\$ 492,590.00</u>	<u>\$ 174,222.77</u>	<u>\$ 25,832.00</u>	<u>\$ 292,535.23</u>	<u>40.6%</u>
	TOTAL EXPENSES	<u><u>\$ 6,480,960.64</u></u>	<u><u>\$ 3,916,443.06</u></u>	<u><u>\$ 64,949.73</u></u>	<u><u>\$ 2,499,567.85</u></u>	<u><u>61.4%</u></u>

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

OBJ #	ACCOUNT NAME	2024 CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUM- BRANCES	AVAILABLE BUDGET	% USED
490.5149	2019/2020/2022 LIBRARY IMPROVEMENTS					
4850	GIFTS & DONATIONS	\$ (8,500,000.00)	\$ (6,002,912.28)		(2,497,087.72)	
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>\$ (6,949,311.09)</u>	<u>\$ -</u>	<u>\$ (13,608,700.91)</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	<u>65,000.00</u>	<u>53,851.28</u>		<u>11,148.72</u>	
490.5428	2022 BOND ISSUE COSTS					
5590	FUND BALANCE USED FOR CIP	(50,000.00)			(50,000.00)	
	TOTAL REVENUE	<u>(50,000.00)</u>	<u>-</u>		<u>(50,000.00)</u>	
6682	BOND ISSUE COSTS	50,000.00			50,000.00	
	TOTAL EXPENSE	<u>50,000.00</u>	<u>-</u>		<u>50,000.00</u>	
TOTAL REVENUE - FUND 490		<u>\$ (20,608,012.00)</u>	<u>\$ (6,949,311.09)</u>		<u>\$ (13,658,700.91)</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>\$ 12,818,949.56</u>	<u>\$ -</u>	<u>\$ (12,753,949.56)</u>	

Budget Comments for August 31, 2024
Board of Trustees Meeting September 19, 2024
Nancy Kerr, Library Director

We are two-thirds of the way through the fiscal year, and the budget is in good standing. We have received 95.5% of projected revenue, and have expended 67% of expected expenditures. While we want to spend our budget, we want to avoid spending the fund balance amount of \$385,000 that was added to last year's revenue line if needed for the budget to balance. While we put some amount from fund balance in every year "just in case" of unexpected large expenses, this amount has rarely been spent in recent history.

On the revenue side, grant revenue is exceeding what has been budgeted, as has miscellaneous revenue, sale of capital assets, and Service to Eau Claire County.

On the expenditure side, we are in good shape as far as payroll wages go, by virtue of the fact that we have quite a bit of turnover (expected) and cannot fill open positions immediately. We underbudgeted for Retiree Health Insurance and are over on that line item. Miscellaneous Contractual is over due to AMH maintenance and other maintenance expenditures, and we expect other lines having to do with building repairs and materials and janitorial supplies to be over budget as well.

I have adjusted those budget lines in next year's budget, hoping to better anticipate those expenses moving forward.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2024 YTD BUDGET REPORT - Operating
For the Period Ended August 31, 2024

OBJ #	ACCOUNT NAME	2024 BUDGETED REVENUE	ACTUAL YTD REVENUE	RE- CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4330	Library Fines & Miscellaneous Revenue	3,800.00	1,797.11	-	2,002.89	47.3%
4398	Other Penalties (Collection Agency)	3,775.00	2,048.00	-	1,727.00	54.3%
4451	Electronic Copy Revenue	7,050.00	5,794.33	-	1,255.67	82.2%
4452	Copier Revenue	1,830.00	1,187.44	-	642.56	64.9%
4562	Vending Commission	275.00	230.30	-	44.70	83.7%
4602	Service to Eau Claire County	974,792.00	1,103,485.00	-	(128,693.00)	113.2%
4608	IFLS	23,000.00	17,250.00	-	5,750.00	75.0%
4608	IFLS - High Demand Holds	5,000.00	2,129.29	-	2,870.71	42.6%
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	1,906.31	-	(1,431.31)	401.3%
4834	Misc. Library Sales - Taxable	390.00	970.27	-	(580.27)	248.8%
4836	Misc. Grant Revenue	-	4,308.72	-	(4,308.72)	N/A
4850	Gift Revenue	55,000.00	46,874.69	-	8,125.31	85.2%
4852	Misc. Reimbursements-Lost Items	19,775.00	11,564.63	-	8,210.37	58.5%
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	10,908.71	-	(7,408.71)	311.7%
5102	General Property Tax-City tsf from GF	4,702,398.00	4,702,398.00	-	-	100.0%
5152	Sale of Capital Assets		800.95	-	(800.95)	#DIV/0!
		<u>\$ 6,095,875.00</u>	<u>\$ 6,187,947.41</u>	<u>\$ -</u>	<u>\$ (92,072.41)</u>	<u>101.5%</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>\$ 6,187,947.41</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 293,013.23</u></u>	<u><u>95.5%</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	\$ 1,811,805.05		\$ 1,100,738.95	62.2%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	223,534.00	132,707.22		90,826.78	59.4%
6042	WRS (ER)	178,041.00	110,262.72		67,778.28	61.9%
6043	Health insurance-Employer	503,783.00	333,633.78		170,149.22	66.2%
6047	Health insurance Deductible	24,420.00	16,280.00		8,140.00	66.7%
6051	Retiree Health Insurance	42,207.00	48,602.67	11,397.33	(17,793.00)	142.2%
6052	Retiree Health Care Deductible	2,442.00	1,628.00		814.00	66.7%
6055	Vision Insurance		(21.50)		21.50	
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	7,271.42	8,025.58	4,703.00	76.5%
6112	Computer Service Charges	142,000.00	91,796.31	1,799.36	48,404.33	65.9%
6116	Binding	-	-		-	N/A
6118	Advertising	21,803.00	9,109.90	-	12,693.10	41.8%
6120	Auditing	3,200.00	2,226.17		973.83	69.6%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	8,000.00	7,084.88		915.12	88.6%
6128	Repairs to Tools & Equip	500.00	68.57		431.43	N/A
6134	Lab/Medical Testing				-	N/A
6138	Equipment Rental				-	N/A
6142	Other Rental				-	N/A
6150	Special Services	9,900.00	2,568.00	3,682.00	3,650.00	63.1%
6153	Convenience Fees	1,500.00	990.77	-	509.23	66.1%
6156	Professional Services	21,999.00	9,145.42	-	12,853.58	41.6%
6160	Staff Training/Conference	20,000.00	14,517.52		5,482.48	72.6%
6162	Membership Dues	3,000.00	788.75		2,211.25	26.3%
6166	Recruitment Expenses	550.00	66.00		484.00	N/A
6198	Miscellaneous Contractual	142,200.00	129,559.77	4,241.66	8,398.57	94.1%
6210	Telephones	21,000.00	8,623.36	4,244.41	8,132.23	61.3%
6306	License & Permits				-	N/A
6308	Special Assessments	700.00	-		700.00	0.0%
6350	Liability & Property Insurance	31,000.00	20,666.64		10,333.36	66.7%
6398	Insurance Claims Reimbursement				-	N/A
6402	Office, AV, Library Supplies	49,650.00	32,388.82		17,261.18	65.2%
6405	Awards & Trophies	500.00	-		500.00	0.0%
6406	Library Program Supplies	14,651.00	7,608.82		7,042.18	51.9%
6409	Library Materials	393,774.00	258,325.74	25.00	135,423.26	65.6%

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,700.00	9,739.04		7,960.96	55.0%
6450	Gasoline	1,200.00	876.55		323.45	73.0%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	65,899.00	32,350.17	-	33,548.83	49.1%
6495	Grant Expenditures		-		-	N/A
6496	Gift Expenditures	163,875.64	50,637.22	-	113,238.42	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	945,301.50	-	(3.50)	100.0%
7044	Transfer to Library Capital Projects				-	N/A
		<u>\$ 5,988,370.64</u>	<u>\$ 4,096,609.28</u>	<u>\$ 33,415.34</u>	<u>\$ 1,858,346.02</u>	<u>69.0%</u>

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
LIB CUSTODIAL EXPENDITURE						
6010	Payroll Wages	\$ 175,093.00	\$ 82,067.33		\$ 93,025.67	46.9%
6020	Payroll Overtime	8,000.00	3,743.72		4,256.28	46.8%
6030	Special Pays	600.00	1.02		598.98	0.2%
6040	Employer Paid Benefits	10,068.00	6,174.95		3,893.05	56.2%
6042	WRS (ER)	15,761.00	5,659.18		10,101.82	121.3%
6043	Health Ins (ER)	41,015.00	19,116.85		21,898.15	2.7%
6047	Health Insurance Deductible	1,655.00	1,103.36		551.64	66.7%
6128	Repairs to Tools & Equipment	600.00	-		600.00	0.0%
6130	Repairs to Buildings	25,000.00	18,880.49	-	6,119.51	75.5%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	21,848.00	7,151.95	6,497.06	8,198.99	62.5%
6198	Miscellaneous Contractual	60,000.00	4,641.20	18,729.44	36,629.36	39.0%
6202	Electricity	89,250.00	43,718.34		45,531.66	49.0%
6208	Gas Service	12,000.00	1,039.58		10,960.42	8.7%
6215	Garbage Service	5,800.00	3,866.64		1,933.36	66.7%
6252	Water Service	2,500.00	727.75		1,772.25	29.1%
6254	Sewer Service	1,700.00	902.99		797.01	53.1%
6256	Storm water Charges	1,200.00	666.75		533.25	55.6%
6442	Safety Equipment	500.00			500.00	0.0%
6460	Repair Part & Supplies	3,000.00	1,677.92		1,322.08	0.0%
6464	Building Materials & Janitorial Supplies	12,000.00	9,429.40	213.50	2,357.10	80.4%
6490	Equipment Purchases	5,000.00		-	5,000.00	N/A
		<u>\$ 492,590.00</u>	<u>\$ 210,569.42</u>	<u>\$ 25,440.00</u>	<u>\$ 256,580.58</u>	<u>47.9%</u>
TOTAL EXPENSES		<u>\$ 6,480,960.64</u>	<u>\$ 4,307,178.70</u>	<u>\$ 58,855.34</u>	<u>\$ 2,114,926.60</u>	<u>67.4%</u>

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

OBJ #	ACCOUNT NAME	2024 CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUM- BRANCES	AVAILABLE BUDGET	% USED
490.5149	2019/2020/2022 LIBRARY IMPROVEMENTS					
4850	GIFTS & DONATIONS	\$ (8,500,000.00)	\$ (6,002,912.28)		(2,497,087.72)	
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>\$ (6,949,311.09)</u>	<u>\$ -</u>	<u>\$ (13,608,700.91)</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	<u>65,000.00</u>	<u>53,851.28</u>		<u>11,148.72</u>	
490.5428	2022 BOND ISSUE COSTS					
5590	FUND BALANCE USED FOR CIP	(50,000.00)			(50,000.00)	
	TOTAL REVENUE	<u>(50,000.00)</u>	<u>-</u>		<u>(50,000.00)</u>	
6682	BOND ISSUE COSTS	50,000.00			50,000.00	
	TOTAL EXPENSE	<u>50,000.00</u>	<u>-</u>		<u>50,000.00</u>	
TOTAL REVENUE - FUND 490		<u>\$ (20,608,012.00)</u>	<u>\$ (6,949,311.09)</u>		<u>\$ (13,658,700.91)</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>\$ 12,818,949.56</u>	<u>\$ -</u>	<u>\$ (12,753,949.56)</u>	

Budget Comments for September, 2024
Nancy Kerr, Library Director

2024 Spending is right on track, with spending at less than 73%, 75% through the fiscal year. The focus is now on our 2025 budget, as we wait for City Council approval.

There are a few significant things to note about the 2025 budget. They are:

- The library received \$97,000 as a portion of Net New Construction funds. This is based upon a percentage of what the overall City of Eau Claire receives, and is used to fund most of the COLA and Step increases for staff the next year.
- We have combined our Professional Services line item with our Miscellaneous Contractual line item, as they seem to have been used interchangeably in the past.
- We realized some savings in gas and electric (mostly gas) due to our geothermal system – total amount to be determined, but probably \$40,000 this year.
- The City sets our custodial budget, which should be less in 2025 due to some retirements of long-term custodial staff, replaced by newer staff.
- Building maintenance costs are still high, but (knock on wood) seem to be leveling out somewhat toward the end of this year.
- Our debt service payment will be lower by \$83,428 in 2025.
- Gifts and donations provide a significant boost to what we are able to spend throughout the year, but they will not be added to the budget. Instead, gift funds will be added as they arrive and are appropriated following City Council approval.

We await final City Council budget approval in the next couple of months. Nancy

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2024 YTD BUDGET REPORT - Operating
For the Period Ended September 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	1,950.11	-	1,849.89	51.3%
4398	Other Penalties (Collection Agency)	3,775.00	2,318.00	-	1,457.00	61.4%
4451	Electronic Copy Revenue	7,050.00	6,334.99	-	715.01	89.9%
4452	Copier Revenue	1,830.00	1,328.44	-	501.56	72.6%
4562	Vending Commission	275.00	230.30	-	44.70	83.7%
4602	Service to Eau Claire County	974,792.00	1,103,485.00	-	(128,693.00)	113.2%
4608	IFLS	23,000.00	17,250.00	-	5,750.00	75.0%
4608	IFLS - High Demand Holds	5,000.00	2,129.29	-	2,870.71	42.6%
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	1,906.31	-	(1,431.31)	401.3%
4830	Sale of Materials		10.00		(10.00)	#DIV/0!
4834	Misc. Library Sales - Taxable	390.00	1,030.17	-	(640.17)	264.1%
4836	Misc. Grant Revenue	-	4,308.72	-	(4,308.72)	N/A
4850	Gift Revenue	55,000.00	47,421.39	-	7,578.61	86.2%
4852	Misc. Reimbursements-Lost Items	19,775.00	12,843.90	-	6,931.10	65.0%
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	10,908.71	-	(7,408.71)	311.7%
5102	General Property Tax-City tsf from GF	4,702,398.00	4,702,398.00	-	-	100.0%
5152	Sale of Capital Assets		845.00	-	(845.00)	#DIV/0!
		<u>\$ 6,095,875.00</u>	<u>\$ 6,190,991.99</u>	<u>\$ -</u>	<u>\$ (95,116.99)</u>	<u>101.6%</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>\$ 6,190,991.99</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 289,968.65</u></u>	<u><u>95.5%</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	\$ 2,033,819.74		\$ 878,724.26	69.8%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	223,534.00	148,954.93		74,579.07	66.6%
6042	WRS (ER)	178,041.00	123,535.46		54,505.54	69.4%
6043	Health insurance-Employer	503,783.00	375,462.24		128,320.76	74.5%
6047	Health insurance Deductible	24,420.00	16,280.00		8,140.00	66.7%
6051	Retiree Health Insurance	42,207.00	53,052.24	6,947.76	(17,793.00)	142.2%
6052	Retiree Health Care Deductible	2,442.00	1,831.50		610.50	75.0%
6055	Vision Insurance		(21.50)		21.50	
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	8,506.63	6,992.81	4,500.56	77.5%
6112	Computer Service Charges	142,000.00	96,909.40	6,166.27	38,924.33	72.6%
6116	Binding	-	-		-	N/A
6118	Advertising	21,803.00	14,402.38	-	7,400.62	66.1%
6120	Auditing	3,200.00	2,341.97		858.03	73.2%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	8,000.00	7,425.27		574.73	92.8%
6128	Repairs to Tools & Equip	500.00	68.57		431.43	N/A
6134	Lab/Medical Testing				-	N/A
6138	Equipment Rental				-	N/A
6142	Other Rental				-	N/A
6150	Special Services	9,900.00	2,966.20	3,283.80	3,650.00	63.1%
6153	Convenience Fees	1,500.00	1,155.15	-	344.85	77.0%
6156	Professional Services	21,999.00	10,545.42	-	11,453.58	47.9%
6160	Staff Training/Conference	20,000.00	15,585.20		4,414.80	77.9%
6162	Membership Dues	3,000.00	1,137.66		1,862.34	37.9%
6166	Recruitment Expenses	550.00	66.00		484.00	N/A
6198	Miscellaneous Contractual	142,200.00	130,836.50	4,549.94	6,813.56	95.2%
6210	Telephones	21,000.00	9,596.18	4,244.41	7,159.41	65.9%
6306	License & Permits				-	N/A
6308	Special Assessments	700.00	-		700.00	0.0%
6350	Liability & Property Insurance	31,000.00	23,249.97		7,750.03	75.0%
6398	Insurance Claims Reimbursement				-	N/A
6402	Office, AV, Library Supplies	49,650.00	33,754.76		15,895.24	68.0%
6405	Awards & Trophies	500.00	-		500.00	0.0%
6406	Library Program Supplies	14,651.00	7,930.59		6,720.41	54.1%
6409	Library Materials	393,774.00	287,172.77	(2,444.59)	109,045.82	72.3%

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,700.00	10,491.99		7,208.01	59.3%
6450	Gasoline	1,200.00	1,055.71		144.29	88.0%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	65,899.00	42,770.54	-	23,128.46	64.9%
6495	Grant Expenditures		-		-	N/A
6496	Gift Expenditures	163,875.64	52,552.78	(125.56)	111,448.42	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	945,301.50	-	(3.50)	100.0%
7044	Transfer to Library Capital Projects				-	N/A
		<u>\$ 5,988,370.64</u>	<u>\$ 4,458,737.75</u>	<u>\$ 29,614.84</u>	<u>\$ 1,500,018.05</u>	<u>75.0%</u>

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 175,093.00	\$ 91,574.95		\$ 83,518.05	52.3%
6020	Payroll Overtime	8,000.00	3,743.72		4,256.28	46.8%
6030	Special Pays	600.00	1.02		598.98	0.2%
6040	Employer Paid Benefits	10,068.00	6,846.80		3,221.20	62.7%
6042	WRS (ER)	15,761.00	6,313.43		9,447.57	139.2%
6043	Health Ins (ER)	41,015.00	21,947.12		19,067.88	2.7%
6047	Health Insurance Deductible	1,655.00	1,103.36		551.64	66.7%
6128	Repairs to Tools & Equipment	600.00	-		600.00	0.0%
6130	Repairs to Buildings	25,000.00	19,210.49	-	5,789.51	76.8%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	21,848.00	9,325.94	4,323.07	8,198.99	62.5%
6198	Miscellaneous Contractual	60,000.00	5,061.34	18,343.44	36,595.22	39.0%
6202	Electricity	89,250.00	49,098.87		40,151.13	55.0%
6208	Gas Service	12,000.00	1,154.68		10,845.32	9.6%
6215	Garbage Service	5,800.00	4,349.97		1,450.03	75.0%
6252	Water Service	2,500.00	727.75		1,772.25	29.1%
6254	Sewer Service	1,700.00	902.99		797.01	53.1%
6256	Storm water Charges	1,200.00	666.75		533.25	55.6%
6442	Safety Equipment	500.00			500.00	0.0%
6460	Repair Part & Supplies	3,000.00	1,677.92		1,322.08	0.0%
6464	Building Materials & Janitorial Supplies	12,000.00	10,539.79	213.50	1,246.71	89.6%
6490	Equipment Purchases	5,000.00		-	5,000.00	N/A
		<u>\$ 492,590.00</u>	<u>\$ 234,246.89</u>	<u>\$ 22,880.01</u>	<u>\$ 235,463.10</u>	<u>52.2%</u>
	TOTAL EXPENSES	<u><u>\$ 6,480,960.64</u></u>	<u><u>\$ 4,692,984.64</u></u>	<u><u>\$ 52,494.85</u></u>	<u><u>\$ 1,735,481.15</u></u>	<u><u>73.2%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended September 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)	\$ (6,002,912.28)		(2,497,087.72)	
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>\$ (6,949,311.09)</u>	<u>\$ -</u>	<u>\$ (13,608,700.91)</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	<u>65,000.00</u>	<u>53,851.28</u>		<u>11,148.72</u>	
490.5428	2022 BOND ISSUE COSTS					
5590	FUND BALANCE USED FOR CIP	(50,000.00)			(50,000.00)	
	TOTAL REVENUE	<u>(50,000.00)</u>	<u>-</u>		<u>(50,000.00)</u>	
6682	BOND ISSUE COSTS	50,000.00			50,000.00	
	TOTAL EXPENSE	<u>50,000.00</u>	<u>-</u>		<u>50,000.00</u>	
TOTAL REVENUE - FUND 490		<u>\$ (20,608,012.00)</u>	<u>\$ (6,949,311.09)</u>		<u>\$ (13,658,700.91)</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>\$ 12,818,949.56</u>	<u>\$ -</u>	<u>\$ (12,753,949.56)</u>	

July 2024 by the Numbers



PEOPLE

VISITORS: 25,005 Total this Month; 157,162 YTD

CARDHOLDERS: 20,258 City Residents; 30,275 Total Card Holders

CIRCULATION: 63,528 Total this Month; 386,105 YTD

CHILDREN'S (BIRTH–11): 22,978 Total this Month; 132,798 YTD

HOME DELIVERY: 526 Total this Month; 3,735 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

7,509 Total this Month; 48,070 YTD

LOANED TO MORE LIBRARIES: 5,127 Total this Month;
36,669 YTD

INTERLIBRARY LOANS: 206 Incoming; 30 Outgoing

ACCESS TO TECHNOLOGY: Info unavailable for Public Wireless Internet Users; 2,012 PCS sessions; 171,962 Website Engagements

USE OF ELECTRONIC MATERIAL: 7,949 E-Books;
10,133 E-Audiobooks; 152 E-Videos; 14,757 E-Databases



ONLINE

AGES 0–5: 17 Programs this Month; 671 Attendees this Month;
6,204 Attendees YTD

AGES 6–11: 26 Programs this Month; 1,975 Attendees this Month;
11,011 Attendees YTD

AGES 12–18: 29 Programs this Month; 219 Attendees this Month;
791 Attendees YTD

AGES 19+: 4 Programs this Month; 116 Attendees this Month;
1,290 Attendees YTD

ALL AGES: 16 Programs this Month; 964 Attendees this Month;
4,046 Attendees YTD



PROGRAMS

August 2024 by the Numbers



PEOPLE

VISITORS: 24,162 Total this Month; 181,324 YTD

CARDHOLDERS: 20,452 City Residents; 30,514 Total Card Holders

CIRCULATION: 60,452 Total this Month; 446,557 YTD

CHILDREN'S (BIRTH–11): 21,845 Total this Month; 154,643 YTD

HOME DELIVERY: 591 Total this Month; 4,326 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

7,399 Total this Month; 55,469 YTD

LOANED TO MORE LIBRARIES: 5,122 Total this Month;
41,791 YTD

INTERLIBRARY LOANS: 150 Incoming; 25 Outgoing

ACCESS TO TECHNOLOGY: Info unavailable for Public Wireless Internet Users; 2,067 PCS sessions; 155,700 Website Engagements

USE OF ELECTRONIC MATERIAL: 7,713 E-Books;
9,930 E-Audiobooks; 151 E-Videos; 15,135 E-Databases



ONLINE

AGES 0–5: 6 Programs this Month; 331 Attendees this Month;
6,535 Attendees YTD

AGES 6–11: 14 Programs this Month; 1,041 Attendees this Month;
12,052 Attendees YTD

AGES 12–18: 17 Programs this Month; 84 Attendees this Month;
875 Attendees YTD

AGES 19+: 2 Programs this Month; 48 Attendees this Month;
1,338 Attendees YTD

ALL AGES: 18 Programs this Month; 1,067 Attendees this Month;
5,113 Attendees YTD



PROGRAMS

September 2024 by the Numbers



PEOPLE

VISITORS: 19,833 Total this Month; 201,157 YTD

CARDHOLDERS: 20,617 City Residents; 30,797 Total Card Holders

CIRCULATION: 47,971 Total this Month; 494,528 YTD

CHILDREN'S (BIRTH–11): 15,293 Total this Month; 169,936 YTD

HOME DELIVERY: 455 Total this Month; 4,781 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

6,172 Total this Month; 61,641 YTD

LOANED TO MORE LIBRARIES: 4,748 Total this Month;
46,539 YTD

INTERLIBRARY LOANS: 179 Incoming; 22 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 10,182 Public Wireless Internet Users;
1,505 PCS sessions; 162,132 Website Engagements

USE OF ELECTRONIC MATERIAL: 7,680 E-Books;
10,093 E-Audiobooks; 143 E-Videos; 16,480 E-Databases



PROGRAMS

AGES 0–5: 20 Programs this Month; 473 Attendees this Month;
7,008 Attendees YTD

AGES 6–11: 7 Programs this Month; 209 Attendees this Month;
12,261 Attendees YTD

AGES 12–18: 2 Programs this Month; 38 Attendees this Month;
913 Attendees YTD

AGES 19+: 9 Programs this Month; 419 Attendees this Month;
1,757 Attendees YTD

ALL AGES: 11 Programs this Month; 640 Attendees this Month;
5,753 Attendees YTD

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

Minutes of a Meeting of the Executive Committee of the Board of Trustees

A meeting of the Executive Committee of the Board of Trustees of the L.E. Phillips Memorial Public Library was held on Friday, August 30, 2024 at 1:00 p.m.

Board members present: Gary Pesicka, Charlie Schell, and Cheryl Contant

Staff present: Nancy Kerr

CITIZEN COMMENTS

None

TOPICS FOR DISCUSSION

- A. Cheryl Contant presented the amended copy of the process to be used for the annual evaluation of the library director. The Executive Committee made no changes in the document to be presented to the entire Board.
- B. Board President Gary Pesicka led a discussion on the role of the Executive Board and will present information on that discussion to the entire Board at the September meeting.

NEXT MEETING – September 19, 2024

ADJOURNMENT

The Executive Committee adjourned the meeting at 1:50 p.m.

Respectfully submitted,

Barb Langreck
Administrative and Human Resource Coordinator

L.E. Phillips Memorial Public Library Director Annual Evaluation

The evaluation process presented below allows the Library Board to conduct a comprehensive, rigorous, and fair evaluation of the director's performance in a number of key areas. The review process includes: the Director's Statement of Activities and Self-Evaluation; surveys of relevant staff and peers; and a written annual review statement (and compensation) provided by the Library Board.

Timeline

A. By November 1:

1. Library Director prepares his/her statement of activities and self-evaluation document and sends it along with any supporting materials to the Library Board.
2. A survey is conducted of relevant constituent groups of the Library Director. In even years, the director's colleagues (i.e., the City Manager and department heads in the City) provide ratings and comments on the Library Director's performance. In odd years, a survey is conducted of the Library staff to provide ratings and comments on the director's performance.

B. By November 14:

1. Library Board Executive Committee meets to review materials including the Director's statement, last year's final written evaluation, and the results and responses to surveys of staff or City colleagues. The Executive Committee prepares a draft annual written evaluation to be discussed at the November Library Board meeting. The Executive Committee also prepares a summary of the survey comments for distribution to the Board and the Director.

C. At November Library Board Meeting:

1. Library Board meets in closed session to discuss the Library Director's self-evaluation statement and supporting materials, and the summary of survey comments.. The Executive Committee shares the draft evaluation document with the Board for initial review and discussion.

D. By December 1:

1. Based on the comments received at the November Board Meeting, the Library Board Executive Committee prepares a revision draft of the annual evaluation statement. This draft and the summary of survey responses is provided to the Library Director for review.

E. By December 8:

1. Library Director prepares a response to the review statement that identifies areas of errors of fact and a response to the review findings. The Director can also choose not to respond, without prejudice.

F. By December 15:

1. The Library Board Executive Committee meets to discuss and develop the Library Director's final annual written evaluation based on information received from the Library Director,

if any.

G. At December Board Meeting:

1. Library Board meets in closed session to review the final draft of the Library Director's annual written evaluation and then meets with the Library Director for the annual evaluation.
2. Library Board President shares the final draft of the written evaluation with the Library Director. The Board President also reports on the Director's compensation for the coming year.

Contents of the Library Director Statement of Activities and Self-Evaluation

A. Please discuss how each of the following topics was handled during the past year.

1. Budget & financial management
2. The Library Director's management of staff
3. Long- and short-term library needs assessment (collections & facilities management)
4. Development of strategies to meet the changing needs of a diverse public
5. The Library Director's working relationship with the Library Board & the management of policy review, revisions, and recommendations
6. Contacts with the general public (both written and oral) and relationship with affiliate organizations (city, county, state, library system, local organizations and agencies, etc.)

B. Please discuss your goals and objectives.

1. Major accomplishments of the past year
2. Major goals not accomplished this past year and why?
3. Your goals for next year
4. Professional challenges you may have faced this past year and how you handled these situations
5. How the Library Board might better assist you in your job?

Library Board Topics to be Addressed in the Annual Evaluation

1. What are the three major strengths of the Library Director?
2. Are there limitations in the Library Director's performance?
3. In the past year, what accomplishments and challenges has the library faced and how did the Library Director handle them and bring them to resolution?

4. What should be the organizational goals and/or personal development goals for the Library Director for the coming year?



Number: 13
Category: Administration

Policy Title: DONATED PERSONAL PROPERTY POLICY

Date adopted: 04/18/19

Date amended:

Date last reviewed: ~~12/16/21~~09/19/2024

The library will gratefully accept donations or bequests of any amount. According to the Wisconsin State Statutes 43.58 (Powers and Duties), "The library board shall have exclusive control of the expenditures of all money collected, donated or appropriated to the library fund."

Any personal property having an individual current value of less than \$500 may, at the discretion of the Library Director, be discarded, given to other tax supported or not-for-profit educational or charitable institutions including the Friends of the L.E. Phillips Memorial Public Library, or made available for sale to the public.

Any other personal property having an individual current value of more than \$500 shall be sold only with Board authorization.



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Number: 5
Category: Library Services

Policy Title: PROGRAMS
Date adopted: 03/17/05
Date amended: 08/20/09; 10/19/17; 07/15/21; 9/19/24
Date last reviewed: 09/19/24~~07/15/21~~

PHILOSOPHY AND SCOPE OF PROGRAMMING

Programs at the L.E. Phillips Memorial Public Library support our strategic initiatives, collection of materials, services, resources, and facilities along with community goals. ~~city-wide goals~~. In addition, programs serve the popular, recreational, informational, and social needs of the general public and reflect equitable outreach and engagement to a diverse community while promoting a culture of inclusion.

Inherent in the program philosophy is an appreciation for each customer of the Library. The library provides programs to support each individual's journey and does not place a value on one customer's needs or preferences over another's. While the library upholds the right of the individual to access information (even though the content may be controversial, unorthodox or unacceptable to others), Hateful Conduct, as defined by the American Library Association, is not permitted. The views and opinions of program presenters do not constitute endorsement by the Library.

In an effort to provide equitable, inclusive, and diverse programs, LEPMPL staff will:

- Create and maintain an environment of inclusion and respect in all program planning, promotion, and spaces.
- Work with diverse communities to develop inclusive consultation and engagement processes.
- Work with diverse communities to determine appropriate ways to design, deliver, and evaluate programming.
- Reduce or eliminate barriers in accessing programs.

CRITERIA FOR SELECTION OF LIBRARY-INITIATED PROGRAMS

The L.E. Phillips Memorial Public Library initiates programs and may also co-sponsor programs with community groups. Selection of library-initiated and co-sponsored programs must be flexible and broad.

In no particular order, the following criteria are used in making decisions about library-initiated program topics, speakers, and accompanying resources:

- Library's mission, vision, and strategic plan
- Community needs and interests
- Availability elsewhere in the community
- Treatment of content for intended audience
- Presentation quality
- Budget
- Accuracy and timeliness of program content
- Impact and capacity of internal, tangential partners within the library

PROCEDURES FOR HANDLING A CITIZEN'S COMPLAINT CONCERNING LIBRARY-INITIATED PROGRAMS

1. To receive consideration by the library, all complaints concerning library-initiated programs (including complaints from Library Board members) must be submitted formally in writing or by video recording and address the following points:
 - a. Specifically, what is it about the program that causes concern to the complainant (speaker, performer, subject matter, location, etc.)?
 - b. Why does this cause concern to the complainant?
 - c. What action does the complainant suggest?
 - d. Did complainant attend the program?
2. The library-initiated programs about which a complaint has been made will not be canceled, nor be restricted in any way, before final action is taken by the Library Board on the complaint, unless the Library Director finds substantive justification for the program to be delayed or canceled until further investigation can be completed.
3. Within 30 days of the filing of the formal complaint, ~~the manager of Programming and Communication Services will confer with the library director, then send~~ a written response will be sent to the complainant, explaining in detail their decision regarding the complaint. The response will also inform the complainant that they may appeal the decision within 30 days.
4. Within 30 days following the written response, if it is the desire of the complainant to appeal the decision, the Library Director will review the complaint and submit the complaint, along with their recommendations, to the Library Board.
5. Within 90 days of the filing of the written complaint the Library Board will review the complaint and take final action on it. In making its decision regarding the complaint the Library Board will employ all of the Criteria for Selection of Library-Initiated Programs listed above, along with the American Library Association's statements entitled "Library Bill of Rights" and "Library-Initiated Programs as a Resource"
6. The complainant will be notified in writing of the Library Board's decision in the matter.

PROGRAMS AT THE LIBRARY NOT INITIATED OR SPONSORED BY THE LIBRARY

The Library's "Policy on Meeting Rooms and Study Rooms" and the "Library Bill of Rights" govern programs at the library that are not initiated or sponsored by the library.

The Library Board of Trustees subscribes to the Library Bill of Rights, adopted January 23, 1980. Article VI states:

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

See policy on Meeting Rooms and Study Rooms

LIBRARY BILL OF RIGHTS

The Board of Trustees of the L.E. Phillips Memorial Public Library adopts and incorporates the following two statements, approved by the Council of the American Library Association, as part of the policy on Library Programs.

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

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

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

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

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

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

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

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

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

Inclusion of "age" reaffirmed January 23, 1996.

Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights

Library-initiated programs support the mission of the library by providing users with additional opportunities for accessing information, education, and recreation. Article I of the *Library Bill of Rights* states, "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves." Library displays increase awareness of programs, resources, and services.

Library-initiated programs include, but are not limited to, lectures, displays, exhibits, community forums, performing and visual arts,¹ participatory workshops, technology programming, creative learning programming, wellness programs, story times, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, and presentations for social, cultural, educational, or entertainment purposes. Library-initiated programs may take place onsite at the library, off-site at other locations, or online, and may be provided by library workers, volunteers, or partners. Libraries may also choose to promote their programs, services, and resources through displays and digital signs.

Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals to facilitate information access in the community the library serves.

Libraries should not discriminate against individuals with disabilities and shall ensure they have equitable access to library resources. Library-initiated programs and displays should comply with all applicable laws, including the standards and requirements of The Americans with Disabilities Act and state and local disability accessibility guidelines.² If a program is held in a location not controlled by the library, the library should assure that the space is accessible to all users. If users overflow designated event areas during library events, libraries should secure accessible public spaces (e.g., ramps, pathways, and emergency exit routes) to ensure access and safety for everyone. Reasonable accommodations should also be made to have interpretation or real-time captioning for the deaf or hard of hearing at library-initiated programs when needed or requested by library users.

“Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.”¹ Libraries should actively seek to include a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our communities. Library-initiated programs that cross language and cultural barriers introduce community members to the library’s resources and provide access to information. Libraries serving multilingual or multicultural communities should make efforts to accommodate the information needs of those who speak and read languages other than English, including advertising for such events.

Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. The policies should set forth the library’s commitment to free and open access to information and ideas for all users.

Programs should not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers, nor should library workers censor or remove displays because someone may disagree with the content. Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers, any more than the purchase of resources for the library collection or curation of a display constitutes an endorsement of the resources content or its creator’s views. Libraries should vigorously defend the First Amendment right of speakers and participants to express themselves.

Article V of the *Library Bill of Rights* states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The right to use a library encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries create programs for an intended age group or audience based on educational suitability and audience interest; however, restrictions on participation based solely on the gender, chronological age, or educational level of users violate this right and should be enforced only when not doing so would adversely impact the safety of the participants or interfere with the intended purpose of the program. Parents and guardians may restrict their own children’s access to library programs, but no person or organization can interfere in others’ access and participation. A parent or guardian may discuss their child’s access to and participation in library programs with their child, but may not impose those decisions on others, including other people’s children.

Libraries should not deny access to library-initiated programs if patrons owe the library for overdue fines or other fees. If libraries charge program participants for supplies used, they should make every effort to reduce economic barriers to participation.

Any collection and retention of program participants’ personal information should be on an opt-in basis only. While attendees may need to demonstrate their eligibility to attend the

program by showing a library card or student ID, they should not be required to share their personal information in order to attend a library program.

¹ "[Visual and Performing Arts in Libraries: An Interpretation of the *Library Bill of Rights*](#)," adopted February 13, 2018, by ALA Council.

² "[Services to People with Disabilities: An Interpretation of the *Library Bill of Rights*](#)," adopted January 28, 2009, by the ALA Council; amended June 26, 2018.

³ "[Equity, Diversity, Inclusion: An Interpretation of the *Library Bill of Rights*](#)," adopted June 27, 2017, by the ALA Council.

Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018 *under previous name* "Library-Initiated Programs as a Resource"; and June 24, 2019.



L.E. Phillips Memorial
Public Library

Number: 8
Category: Human Resources

Policy Title: THEFT
Date adopted: 06/16/83
Date amended: 11/19/09; 11/15/12; 11/19/15; 09/20/18
Date last reviewed: 09/19/24~~10/21/21~~

Any library employee found to have been involved in theft of library property, a customer's property or the property of another employee will be subject to discipline, up to and including dismissal on the first offense.

RESOURCE LIBRARY AGREEMENT

2025

This agreement is between the IFLS Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "IFLS," and the L.E. Phillips Memorial Public Library, Eau Claire, hereinafter called "LEPMPL."

WHEREAS, IFLS is organized under authority of Chapter 43 to provide for the improvement of public library services to the residents of Barron, Chippewa, Dunn, Eau Claire, Pepin, Pierce, Polk, Price, Rusk, and St. Croix counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that "each public library system shall have at least one system resource library" and

WHEREAS, LEPMPL is a member in good standing of IFLS and of the MORE shared automation system and meets all the statutory requirements to serve as a resource library,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

1. LEPMPL shall serve as resource library for IFLS.

As the resource library, LEPMPL shall develop and maintain resources to serve the needs of the entire system such as provide backup reference and interlibrary loan services including the development of and access to specialized collections. This agreement meets the requirements of Section 43.24(2)(b) Wisconsin Statutes.

Terms and conditions of compensation for such services are as follows:

- a) Resource Library Grant (\$23,000)

IFLS shall pay LEPMPL \$5,750 quarterly to provide the needed resources and access to all residents of IFLS Library System. This grant shall cover expenditures for system resident access to downloadable e-resources; specialized collection development including in demand popular materials and unique items; access payments for all system residents including residents of Fairchild; back up reference and interlibrary loan service; and resource library services. LEPMPL shall submit a year end summary of the grant expenditures.

- b) Delivery

IFLS shall fund 5-day a week, twice a day pick-up and drop-off of materials to LEPMPL to facilitate efficient delivery of materials to and from the library and among IFLS member libraries.

2. This agreement shall be in effect from January 1, 2025 to December 31, 2025.

This agreement may be amended at any time by mutual agreement of both parties. The parties shall meet and confer with each other on possible modifications to this agreement in the event of changes in interlibrary loan services, or the state telecommunications network that have an effect on the terms and conditions of this agreement.

President, LEPMPL Board of Trustees

Date _____

President, IFLS Board of Trustees

Date _____



L.E. Phillips Memorial Public Library

FY 2025 ANNUAL BUDGET



Mission Statement

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

Description of Function

- Customer Service: Providing a welcoming environment to all who use our spaces, programs, services, and materials;
- Spaces: Providing library spaces that promote community connections and creativity as well as places to work and study;
- Development of an informed and engaged community: Providing resources for personal growth and education at all levels;
- Fostering the joy of reading: Growing a new generation of readers through engaging programs and materials, as well as offering materials for all ages and interests;
- Services: Attracting and nurturing new library customers as well as enhancing services valued by traditional library customers;
- Programs: Offering educational and entertaining programs on a variety of topics for all ages, from infants to senior adults;
- Materials: Providing a curated collection of diverse materials in a variety of formats that reflect the community we serve.

Accomplishments from 2023

- With assistance and considerable input from staff, completed a staff-led Strategic Planning process, with over 1200 surveys received from the public as well as input from focus groups.
- Continued to update several policies each month for the Board's approval to ensure relevancy.
- Participated in City meetings and discussions concerning homelessness in Eau Claire.
- Hired and trained the Library's first full-time security monitor as well as all members of the library staff to provide a safer and more welcoming environment for staff and visitors.
- Checked out 630,853 items to customers from Eau Claire and the surrounding area.
- Saw the use of electronic resources and materials rise, with 171,151 total uses of electronic materials.
- Hosted 33,042 attendees for the 739 programs held in 2023.
- Provided the annual SLP Summer Learning Program for children, teens, and adults to keep everyone reading during the summer months.
- Offered well-received revolving art displays of work by local and regional artists on the lower and upper levels.

Goals and Objectives

High-Level Goals	Goals from our new Strategic Plan
Make the most of the new building	- Evaluate space usage - Optimize use of both indoor and outdoor spaces - Identify workflow efficiencies to optimize operations and improve performance
Champion public access	- Identify physical or other barriers to access - Evaluate building hours and usage patterns - Advocate for public parking - Connect community to services through outreach and marketing
Provide a consistent experience	- Encourage a positive staff outlook toward change and growth - Educate customers on foundational library skills - Ensure consistent customer treatment through effective staff training - Evaluate staff structure, wages, and benefits
Foster good stewardship of public investment	- Develop guidelines for evaluating community partnerships - Pursue and broaden funding opportunities - Assess programs and services to ensure relevance and resource efficiency - Advocate for fair and justifiable funding with an eye towards long-term sustainability - Maintain budget transparency with staff and the community
Develop and maintain diverse collections	- Increase Collection Usage - Reflect the unique needs of our community - Leverage usage data to drive collection growth - Interconnect collections with programs and services for mutual benefit - Develop collection promotions using effective strategies and evaluation methods
Develop and maintain crucial programs and services	- Reflect the unique wants and needs of our community - Develop effective tools to evaluate community impact - Leverage usage to data to ensure continuous relevance and resource efficiency - Develop promotions using effective strategies and evaluation methods

Metrics

Activity	2023	2022	2021	2020	2019
Circulation (number of materials checked out)	631,882	575,429	579,817	501,427	856,918
Electronic materials use	171,151	191,057	179,251	143,857	114,337
Number of programs offered for all ages	739	427	233	293	798
Program attendance	33,042	15,604	5,926	7,794	32,693
Library Materials	373,493	374,583	380,358	371,750	387,454

Room Bookings (stats available 2023 onward)	4,058	N/A	N/A	N/A	N/A
Questions Answered	33,239	32,071	23,592	27,629	50,364
Items loaned to other libraries	61,252	48,124	49,594	51,699	68,030
Items borrowed from other libraries	77,687	71,745	74,070	55,924	84,018
Website visits	315,929	252,918	224,670	214,879	266,356

Circulation, electronic use, and program attendance were strongly affected by COVID in 2020 and 2021, and by being in a temporary location and then closed for a month prior to reopening the remodeled building in 2022. While some categories of statistics have yet to fully recover from COVID, others (electronic materials use, program attendance, website visits) are above 2019 numbers.

Customers have discovered our meeting rooms and study rooms, and there were 4,058 bookings in 2023, many of which were assisted by patient Circulation and Reference Staff.

Public Library Revenues & Other Financing Sources

	2023 Actuals	2024 Budget	2024 6-Month Actuals	2024 Projections	2025 Budget
Other Financing Sources	\$4,725,900	\$4,702,398	\$4,702,398	\$4,703,199	\$4,716,574
Charges For Services - Intergovernmental	\$1,027,292	\$1,004,202	\$564,334	\$1,132,895	\$1,077,136
Other Operating Revenue	\$293,405	\$293,405	\$274,265	\$293,405	\$315,000
Other Budgeted Receipts (Non-GAAP)	\$0	\$260,510	\$0	\$385,086	\$225,000
Miscellaneous Revenue	\$222,229	\$79,140	\$61,876	\$93,114	\$54,500
Charges For Services	\$9,509	\$9,155	\$5,324	\$9,155	\$10,500
Fines & Forfeitures	\$7,098	\$7,575	\$2,850	\$7,575	\$5,900
TOTAL	\$6,285,433	\$6,356,385	\$5,611,047	\$6,624,429	\$6,404,610

Public Library Expenses & Other Financing Uses

	2023 Actuals	2024 Budget	2024 6-Month Actuals	2024 Projections	2025 Budget
Personal Services	\$3,930,114	\$4,139,663	\$1,949,369	\$4,150,508	\$4,244,839
Other Financing Uses	\$1,152,726	\$945,298	\$945,302	\$945,302	\$861,874
Supplies & Materials	\$620,093	\$598,374	\$319,173	\$706,430	\$591,018
Contractual Services	\$329,286	\$507,900	\$277,407	\$538,518	\$570,377
Utilities	\$146,904	\$133,450	\$53,109	\$133,450	\$105,302
Fixed Charges	\$31,085	\$31,700	\$15,500	\$31,700	\$31,200
TOTAL	\$6,210,209	\$6,356,385	\$3,559,859	\$6,505,908	\$6,404,610