



PUBLIC NOTICE

Thursday, January 16, 2025, 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
 - B. Action on Bills and Claims
 - C. Reports:
 - a) Library Director
 - b) Financial Report
 - c) Statistical Report
 - 4) Board President report/comments (Gary Pesicka)
-
- 5) Consideration of New Business
 - A. Staff presentation – year end Circulation statistics (Paula Stanton)
 - B. Discussion of and action on the Distinguished Service Award (Gary Pesicka)
 - C. Discussion of board liaison positions for Friends of the Library and IFLS (Gary Pesicka)
 - D. Discussion of and action on the Compliance with the ADA Act Regarding Employment policy (Kim Hennings)
 - E. Discussion of and action on the Compliance with the ADA Act Regarding the Delivery of Services policy (Kim Hennings)
 - F. Discussion of and action on the Requests for Accommodation and Complaints About Accessibility policy (Kim Hennings)
 - 6) Committee Reports
 - A. Friends of the Library
 - B. IFLS
 - 7) Directives from the Library Board to the Library Director
 - 8) Next meeting: **February 20, 2025**
 - 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, December 19, 2024

Board members present: Cheryl Contant, Shelley Donnelly, Rod Jones, Jill Markgraf, James Martin, Gary Pesicka, Charlie Schell, Sheng Xiong

Board members absent: Kate Cook

Staff present: Nancy Kerr, Kim Hennings, Shelly Collins-Fuerbringer, Barb Langreck, Carrie Reipl (City HR Director), Isa Small (presenter)

CITIZEN COMMENTS

None

CONSENT AGENDA

On a motion made by James and seconded by Cheryl, the Board unanimously approved the Consent Agenda items.

CLOSED SESSION

At 5:05 p.m., on a motion made by Cheryl and seconded by Rod, the board voted to convene in closed session to review the employment, compensation or performance of the Library Director as permitted in accordance with Section 19.85 (1)(c) of the Wisconsin Statutes.

The board reconvened in open session at 6:25 p.m.

BOARD PRESIDENT COMMENTS

- Gary passed along his congratulations and thank you's to all staff on a successful year.

CONSIDERATION OF NEW BUSINESS

- A. Isa discussed the next steps on how the library is planning to implement, use, promote, and bring to life the Land Acknowledgement Statement. This plan will come before the board for approval once the Usage Guide has been drafted.
- B. Two board liaison positions are available in 2025. Jill's term on the IFLS board is ending and Charlie Schell has stepped forward to fill that role going forward. That will open up a board position for the Friends. Gary will check Friends bylaws to see if a Library Board member is required to be on their board.
- C. On a motion made by James and seconded by Rod, the Board unanimously approved adding the Role of the Library's Executive Committee document to the Trustees Handbook. An ad-hoc committee will be formed to review the Trustees Handbook – this

committee will be chaired by Cheryl and will meeting starting in early 2025. Other committee members include James and Rod.

- D. On a motion made by Cheryl and seconded by Rod, the board unanimously approved the 2025 Library Wage Plan.
- E. The Distinguished Service Award criteria and process will remain the same for 2025 as in recent years. A call for nominations will be sent out.
- F. On a motion made by Jill and seconded by Cheryl, the board unanimously approved the Service Animals policy.
- G. On a motion made by Jill and seconded by James, the board unanimously approved the Unattended Children in the Library policy.

COMMITTEE REPORTS

Friends of the Library – Charlie Schell

- The Friends took in \$3,075 net revenue in November
- The train exhibit is currently underway

IFLS – Jill Markgraf

- No report

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

- The Director was asked to move forward with a salary survey in 2025.

NEXT MEETING – January 16, 2025

ADJOURNMENT

On a motion made by James and seconded by Jill, the Board unanimously voted to adjourn at 7:37 PM.

Respectfully submitted,

Barb Langreck
Administrative & Human Resources Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 01/09/2025
SUBJECT: DECEMBER 2024 Bills & Claims Report Summary

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

Operating Expenditures for the month	\$372,500.77
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$0
Total	\$372,500.77

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 6490 Equipment
 - \$1,309.46 paid to Amazon for Dabble Box equipment

BILLS & CLAIMS - OPERATING
Transactions Processed in December 2024

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
12/06/2024	12/06/2024	6010	\$5,304.91	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/06/24
			<u>\$5,304.91</u>			
12/11/2024	12/13/2024	6010	\$18,148.37	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6010	\$1,975.20	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6010	\$17,001.48	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6010	\$25,329.79	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6010	\$16,699.94	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6010	\$14,417.59	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6010	\$12,293.68	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6010	\$3,627.20	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
			<u>\$109,493.25</u>			
12/19/2024	12/20/2024	6010	\$4,785.18	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/20/24
			<u>\$4,785.18</u>			
12/26/2024	12/27/2024	6010	\$18,255.30	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6010	\$1,975.20	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6010	\$17,024.25	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6010	\$27,448.58	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6010	\$16,405.49	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6010	\$14,410.18	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6010	\$9,839.32	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6010	\$3,627.20	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
			<u>\$108,985.52</u>			
TOTAL PAYROLL WAGES			<u>\$228,568.86</u>			
12/06/2024	12/06/2024	6020	\$540.19	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/06/24
			<u>\$540.19</u>			
12/19/2024	12/20/2024	6020	\$457.09	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/20/24
			<u>\$457.09</u>			
TOTAL PAYROLL OVERTIME			<u>\$997.28</u>			
12/13/2024	11/30/2024	6040	(\$39.92)	EMPLOYER PAID BENEFITS		NOV LIFE INSURANCE
			<u>(\$39.92)</u>			

12/06/2024	12/06/2024	6040	\$422.49 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/06/24
			<u>\$422.49</u>		
12/11/2024	12/13/2024	6040	\$1,322.61 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6040	\$142.63 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6040	\$1,272.51 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6040	\$1,883.22 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6040	\$1,252.39 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6040	\$1,029.98 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6040	\$880.62 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6040	\$265.21 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
			<u>\$8,049.17</u>		
12/19/2024	12/20/2024	6040	\$379.61 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/20/24
			<u>\$379.61</u>		
12/26/2024	12/27/2024	6040	\$1,302.26 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6040	\$141.58 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6040	\$1,264.33 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6040	\$2,005.49 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6040	\$1,222.16 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6040	\$1,018.66 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6040	\$689.09 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6040	\$265.21 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
			<u>\$7,908.78</u>		
TOTAL EMPLOYER PAID BENEFITS			<u>\$16,720.13</u>		
12/06/2024	12/06/2024	6042	\$402.70 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/06/24
			<u>\$402.70</u>		
12/11/2024	12/13/2024	6042	\$1,144.68 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6042	\$136.29 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6042	\$1,078.56 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6042	\$1,229.62 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6042	\$1,091.83 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6042	\$916.06 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6042	\$848.27 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6042	\$250.28 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
			<u>\$6,695.59</u>		
12/19/2024	12/20/2024	6042	\$361.04 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/20/24
			<u>\$361.04</u>		

12/26/2024	12/27/2024	6042	\$1,178.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6042	\$136.29 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6042	\$1,078.56 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6042	\$1,345.44 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6042	\$1,071.17 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6042	\$915.55 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6042	\$678.91 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6042	\$250.28 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
			<u>\$6,654.30</u>		
TOTAL WRS(ER)			<u>\$14,113.63</u>		
12/09/2024	01/01/2024	6043	(\$194.93) HEALTH INS(ER)		ADJUST BAL TO CLEAR OUT LIABIL
12/13/2024	11/30/2024	6043	(\$0.36) HEALTH INS(ER)		NOV HEALTH INSURANCE
			<u>(\$195.29)</u>		
12/06/2024	12/06/2024	6043	\$1,415.23 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/06/24
			<u>\$1,415.23</u>		
12/11/2024	12/13/2024	6043	\$4,183.86 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6043	\$438.45 HI(ER)-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6043	\$4,415.18 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6043	\$1,777.19 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6043	\$4,678.36 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6043	\$3,648.25 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
12/11/2024	12/13/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
			<u>\$21,352.68</u>		
12/19/2024	12/20/2024	6043	\$1,310.21 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/20/24
			<u>\$1,310.21</u>		
12/26/2024	12/27/2024	6043	\$4,255.77 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6043	\$438.45 HI(ER)-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6043	\$1,302.60 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6043	\$5,164.03 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6043	\$1,777.19 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6043	\$4,675.51 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6043	\$2,830.34 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
12/26/2024	12/27/2024	6043	\$908.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/27/24
			<u>\$21,352.68</u>		
TOTAL HEALTH INS(ER)			<u>\$45,235.51</u>		

12/02/2024	11/30/2024	6047	\$2,035.00	HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
12/02/2024	11/30/2024	6047	\$137.92	HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,172.92			
12/06/2024	01/01/2024	6051	(\$2,129.02)	RETIREE-HLTH INS		ADJUSTMENT
TOTAL RETIREE-HLTH INS			(\$2,129.02)			
12/02/2024	11/30/2024	6052	\$203.50	RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$203.50			
12/09/2024	11/21/2024	6110	\$18.54	POSTAGE & SHIPPING	ULINE INC	SHIPPING FEES
12/11/2024	11/30/2024	6110	\$239.45	POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
12/11/2024	11/30/2024	6110	\$944.74	POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
TOTAL POSTAGE & SHIPPING			\$1,202.73			
12/09/2024	11/21/2024	6112	\$6.32	COMPUTER SERVICE CHARGES	APL*APPLE ONLINE STORE	IT SOFTWARE PURCHASE (C-COMMAN
TOTAL COMPUTER SERVICE CHARGES			\$6.32			
12/09/2024	11/21/2024	6118	\$171.74	ADVERTISING/MARKETING	FACEBK *2KW9YE4TN2	PCS ADVERTISING (5 CAMPAIGNS)
12/09/2024	11/21/2024	6118	\$94.59	ADVERTISING/MARKETING	OFFICE DEPOT	PCS ADVERTISING (ACRYLIC SIGN
12/09/2024	11/21/2024	6118	\$200.00	ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC	PCS ADVERTISING - BI-WEEKLY VO
12/09/2024	11/21/2024	6118	\$38.74	ADVERTISING/MARKETING	VISTAPR*VISTAPRINT.COM	CUSTOM CAR MAGNETS (2)
12/09/2024	11/21/2024	6118	\$95.00	ADVERTISING/MARKETING	SHARP SIGNS LLC	PCS ADVERTISING - RETURN BOX S
12/09/2024	11/21/2024	6118	\$130.00	ADVERTISING/MARKETING	SHARP SIGNS LLC	PCS ADVERTISING - HONEY LOCUST
12/12/2024	11/30/2024	6118	\$135.00	ADVERTISING/MARKETING	ROONEY DIGITAL LLC	PSC ADVERTISING
12/12/2024	11/30/2024	6118	\$198.70	ADVERTISING/MARKETING	L&M MAIL SERVICE INC	POSTAGE - ART WEST MAILING
12/19/2024	11/30/2024	6118	\$575.00	ADVERTISING/MARKETING	ROONEY DIGITAL LLC	ADVERTISING
TOTAL ADVERTISING/MARKETING			\$1,638.77			
12/09/2024	11/21/2024	6126	\$335.97	REPAIRS & MAINT TO AUTO EQUIP	ADAMS AUTOMOTIVE CENTER I	REPAIRS TO LIBRARY VAN
TOTAL REPAIRS & MAINT TO AUTO EQUIP			\$335.97			
12/12/2024	11/21/2024	6130	\$498.70	REPAIRS TO BUILDINGS	BTS*THYSSENKRUPP	LIBRARY BUILDING ELEVATOR REPA
TOTAL REPAIRS TO BUILDINGS			\$498.70			
12/04/2024	10/31/2024	6150	\$96.00	SPECIAL SERVICES	SHREDAWAY USA INC	SHREDDING SERVICE
12/23/2024	11/30/2024	6150	\$48.00	SPECIAL SERVICES	SHREDAWAY USA INC	SHREDDING SERVICE
12/23/2024	11/30/2024	6150	\$556.20	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES
12/11/2024	11/30/2024	6150	\$414.00	SPECIAL SERVICES	HEATHER C LEISZ	MONTHLY PLANT RENTAL & CARE
TOTAL SPECIAL SERVICES			\$1,114.20			
12/09/2024	11/01/2024	6153	\$45.42	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			\$45.42			

12/19/2024	12/18/2024	6156	\$190.00	PROFESSIONAL SERVICES	CYNTHIA SOLBERG	YS PROFESSIONAL SERVICES
12/19/2024	12/18/2024	6156	\$160.00	PROFESSIONAL SERVICES	LILY SCHWARTZ	YS PROFESSIONAL SERVICES
12/19/2024	12/18/2024	6156	\$250.00	PROFESSIONAL SERVICES	KEVIN SCHWARTZ	DB PROFESSIONAL SERVICES
TOTAL PROFESSIONAL SERVICES			\$600.00			
12/09/2024	11/21/2024	6160	\$457.80	TRAINING/MEETINGS	HILTON HOTELS	CE TRAINING & TRAVEL (LYNN GAT
12/09/2024	11/21/2024	6160	\$275.04	TRAINING/MEETINGS	EB *INTRODUCTION TO SY	ONLINE REGISTRATION FOR NANCY
12/09/2024	11/21/2024	6160	\$34.00	TRAINING/MEETINGS	MINNEAPOLIS FINANCE DEPT - TREASURY	CE TRAINING & TRAVEL (LYNN GAT
12/09/2024	11/21/2024	6160	\$23.19	TRAINING/MEETINGS	KWIK TRIP INC	CE TRAVEL FOR STEPHANIE SCHULZ
12/09/2024	11/21/2024	6160	\$157.16	TRAINING/MEETINGS	ENTERPRISE RENT-A-CAR	CE TRAVEL FOR STEPHANIE SCHULZ
12/09/2024	11/21/2024	6160	(\$64.14)	TRAINING/MEETINGS	DOUBLETREE HOTEL	DOUBLETREE HOTELS (SALES TAX R
12/09/2024	11/21/2024	6160	\$629.00	TRAINING/MEETINGS	UNIVERSITY OF WISCONSIN NON-PAYROLL	STAFF TRAINING CONFERENCE REGI
12/09/2024	11/21/2024	6160	\$417.00	TRAINING/MEETINGS	HYATT REGENCY MAIN GB	CE TRAVEL FOR STEPHANIE SCHULZ
12/09/2024	11/21/2024	6160	\$417.00	TRAINING/MEETINGS	HYATT REGENCY MAIN GB	TRAINING/TRAVEL - HOTEL STAY S
12/09/2024	11/21/2024	6160	\$12.19	TRAINING/MEETINGS	SUNOCO 0501837900	CE TRAVEL FOR STEPHANIE SCHULZ
TOTAL TRAINING/MEETINGS			\$2,358.24			
12/09/2024	11/21/2024	6198	\$89.00	MISC CONTRACTUAL SERVICES	FEED.MIKLE.COM	FEEDWIND (PLAYSIGNAGE YEARLY A
12/09/2024	11/21/2024	6198	\$176.97	MISC CONTRACTUAL SERVICES	ZOOM.US	ZOOM MONTHLY BILLING (NOVEMBER
12/09/2024	11/21/2024	6198	\$59.76	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	DIGITAL SIGNAGE (OCT 2024)
12/10/2024	11/27/2024	6198	\$54.04	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
12/09/2024	11/21/2024	6198	\$468.00	MISC CONTRACTUAL SERVICES	SURVEYMONKEY INC	ANNUAL PLAN (SURVEY MONKEY)
12/23/2024	12/23/2024	6198	\$240.00	MISC CONTRACTUAL SERVICES	ZAF ACP HOLDINGS LLC	MISC CONTRACTUAL
TOTAL MISC CONTRACTUAL SERVICES			\$1,087.77			
12/04/2024	11/30/2024	6210	\$404.40	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	TELEPHONE
12/09/2024	11/21/2024	6210	\$1.12	TELEPHONES	CENTURYTEL	MONTHLY PHONE (NOV 2024)
12/04/2024	11/30/2024	6210	\$428.49	TELEPHONES		NOV CENTREX VOIP PHONE CHRG
TOTAL TELEPHONES			\$834.01			
12/02/2024	11/30/2024	6215	\$483.33	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$483.33			
12/02/2024	11/30/2024	6350	\$2,583.33	INSURANCE		INSURANCE CHARGES
TOTAL INSURANCE			\$2,583.33			
12/09/2024	11/21/2024	6402	\$139.98	OFFICE SUPPLIES	SHEELS ALL SPORTS INC	BOOK BIKE HELMETS (OUTREACH)
12/09/2024	11/21/2024	6402	\$79.78	OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (COPY PAPER)
12/09/2024	11/21/2024	6402	\$64.79	OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (SHARED SUPP
12/09/2024	11/21/2024	6402	\$9.89	OFFICE SUPPLIES	TARGET.COM	OVERHEAD SUPPLIES (DISHWASHER
12/09/2024	11/21/2024	6402	\$66.55	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OUTREACH ITEMS (STEM BUILDING
12/09/2024	11/21/2024	6402	\$34.52	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (ADMIN HEADL
12/09/2024	11/21/2024	6402	\$35.84	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OUTREACH ITEMS (CLIPBOARDS/CL
12/09/2024	11/21/2024	6402	\$37.50	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (XL DISPOSAB

12/09/2024	11/21/2024	6402	\$9.97 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (BLACK CLOCK
12/09/2024	11/21/2024	6402	\$40.39 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OUTREACH (PRIZE WHEEL)
12/09/2024	11/21/2024	6402	\$20.78 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (SCREEN CLEA
12/09/2024	11/21/2024	6402	\$13.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (2025 PLANNE
12/09/2024	11/21/2024	6402	\$389.00 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (SAFE FOR CI
12/09/2024	11/21/2024	6402	\$63.19 OFFICE SUPPLIES	SP * FOUND FOOTAGE FES	AMERICAN BUTTON - OUTREACH SUP
12/09/2024	11/21/2024	6402	\$12.78 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	OVERHEAD SUPPLIES (CLOROX DISI
12/09/2024	11/21/2024	6402	\$385.70 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	OVERHEAD SUPPLIES (HAND SANITI
12/09/2024	11/21/2024	6402	\$26.95 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	OVERHEAD SUPPLIES (AA BATTERIE
12/11/2024	12/11/2024	6402	\$485.75 OFFICE SUPPLIES	EO JOHNSON BUSINESS TECHNOLOGIES	OH SUPPLIES - RISO TONER YELLO
12/09/2024	11/21/2024	6402	\$22.38 OFFICE SUPPLIES	OFFICE DEPOT	CIRC SUPPLIES (2025 CALENDARS)
12/09/2024	11/21/2024	6402	\$47.95 OFFICE SUPPLIES	TARGET.COM	YS OFFICE SUPPLIES (12 ORGANIZ
12/09/2024	11/21/2024	6402	\$43.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES (COMPUTER S
12/09/2024	11/21/2024	6402	\$26.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (DISH DRYING RACK)
12/09/2024	11/21/2024	6402	\$205.25 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRC SUPPLIES
12/09/2024	11/21/2024	6402	\$39.19 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (WOODEN SUGGESTION
12/09/2024	11/21/2024	6402	\$17.70 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES (DOUBLE SID
12/09/2024	11/21/2024	6402	\$59.19 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES (CUBICLE HO
12/09/2024	11/21/2024	6402	\$42.17 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES
12/09/2024	11/21/2024	6402	(\$25.99) OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	REFUND FROM AMAZON (YS OFFICE
12/09/2024	11/21/2024	6402	\$56.00 OFFICE SUPPLIES	COMMUNITY PLAYTHINGS	YS OFFICE SUPPLIES (4 DEEP TOT
12/09/2024	11/21/2024	6402	\$97.43 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES & DB GIFTS
12/09/2024	11/21/2024	6402	\$977.04 OFFICE SUPPLIES	DEMCO INC	TS EQUIPMENT & TS SUPPLIES
12/09/2024	11/21/2024	6402	\$364.20 OFFICE SUPPLIES	OFFICE DEPOT	PCS SUPPLIES (CARD STOCK & PAP
12/09/2024	11/21/2024	6402	\$57.78 OFFICE SUPPLIES	OFFICE DEPOT	PCS SUPPLIES (JUMBO MANILA ENV
12/09/2024	11/21/2024	6402	\$228.77 OFFICE SUPPLIES	JUST LOCAL FOOD COOPERATIVE	TS SUPPLIES
12/09/2024	11/21/2024	6402	\$407.32 OFFICE SUPPLIES	BAYSCAN TECHNOLOGIES LLC	TS SUPPLIES (SINGLE CLEAR DVD
12/09/2024	11/21/2024	6402	\$22.59 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (BLANK CARDS AND
12/09/2024	11/21/2024	6402	\$34.98 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (POCKET FOLDERS A
12/09/2024	11/21/2024	6402	\$21.31 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (STIR STICKS/PLAS
12/09/2024	11/21/2024	6402	\$34.89 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (ACRYLIC SIGN HOL
12/09/2024	11/21/2024	6402	\$78.52 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (FLASH DRIVES/4X6
TOTAL OFFICE SUPPLIES			\$4,777.00		
12/09/2024	11/21/2024	6405	\$115.00 AWARDS & TROPHIES-FOL-2022	WALGREENS	FOLS GIFTS (HOME DELIVERY 2022
TOTAL AWARDS & TROPHIES-FOL-2022			\$115.00		
12/09/2024	11/21/2024	6406	\$57.94 LIBRARY PROGRAM SUPPLIES	TOPPERS PIZZA CLAIRMONT	YS PROGRAM SUPPLIES (PIZZAS)
12/09/2024	11/21/2024	6406	\$49.75 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
12/09/2024	11/21/2024	6406	\$16.29 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (COMPOSTAB
12/09/2024	11/21/2024	6406	\$38.97 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (DISH DRYING RACK)
12/09/2024	11/21/2024	6406	\$119.52 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
12/09/2024	11/21/2024	6406	\$74.27 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (PONY BEAD
12/09/2024	11/21/2024	6406	\$93.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (TEA LIGHT
12/09/2024	11/21/2024	6406	\$10.15 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (HEAVYWEIG
12/09/2024	11/21/2024	6406	\$21.72 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (INDEX CAR

12/09/2024	11/21/2024	6406	\$25.00 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (PUMPKINS)
12/09/2024	11/21/2024	6406	\$10.72 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (COOKIES)
12/09/2024	11/21/2024	6406	\$23.96 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (COOKIES/S
12/09/2024	11/21/2024	6406	\$31.91 LIBRARY PROGRAM SUPPLIES	ETSY.COM	ETSY (YS PROGRAM SUPPLIES) SET
12/09/2024	11/21/2024	6406	\$57.68 LIBRARY PROGRAM SUPPLIES	TOPPERS PIZZA CLAIRMONT	YS PROGRAM SUPPLIES (PIZZAS)
12/09/2024	11/21/2024	6406	\$58.69 LIBR PROG SUPP-GEN PURPOSE GIF	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES/DB EQUIPME
12/09/2024	11/21/2024	6406	\$13.98 LIBR PROG SUPP-GEN PURPOSE GIF	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES & DB GIFTS
12/09/2024	11/21/2024	6406	(\$26.99) LIBR PROG SUPP-GEN PURPOSE GIF	AMZ*CAFEPRESS INC.	AMAZON REFUND (DB PROGRAM SUPP
12/09/2024	11/21/2024	6406	\$10.98 LIBR PROG SUPP-GEN PURPOSE GIF	GAMESTOP.COM/EBGAMES.COM	DB PROGRAM SUPPLIES (GAMES) GI
12/09/2024	11/21/2024	6406	\$95.07 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL PLAY & LEARN AREA
12/09/2024	11/21/2024	6406	\$86.92 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	TEEN BOOK BOXES (FOL GIFTS)
12/09/2024	11/21/2024	6406	\$75.00 LIBR SUPP FOL 2024	SP * FOUND FOOTAGE FES	PLANTOYS USA (DOLL FEEDING SET
12/09/2024	11/21/2024	6406	\$41.92 LIBR SUPP FOL 2024	SKOGENS FOODLINER INC	PCS EVENT REFRESHMENTS (FOL 20
12/09/2024	11/21/2024	6406	\$24.95 LIBR SUPP FOL 2024	AMAZON COM SERVICES LLC	FOL GIFTS PLAY & LEARN AREA
12/09/2024	11/21/2024	6406	\$1,262.46 LIBR SUPP PABLO	INTERSTATE BOOKS4SCHOOL	BOOKS4SCHOOL (OUTREACH PABLO F
12/09/2024	11/21/2024	6406	\$23.76 LIBR SUPP PABLO	SCHOLASTIC EDUCATION	PABLO GIFTS FUND (OUTREACH) ON
12/09/2024	11/21/2024	6406	\$34.08 LIBR SUPP PABLO	SCHOLASTIC EDUCATION	PABLO GIFTS FUND (OUTREACH) ON
12/09/2024	11/21/2024	6406	\$625.02 LIBR SUPP PABLO	SCHOLASTIC EDUCATION	PABLO GIFTS FUND (OUTREACH) ON
12/09/2024	11/21/2024	6406	\$2,782.14 LIBR SUPP PABLO	SCHOLASTIC EDUCATION	PABLO GIFTS FUND (OUTREACH) ON
12/09/2024	11/21/2024	6406	\$127.90 LIBR SUPP PABLO	PROJECT HMONG	HMONG EARLY READER BUNDLE (PAB
12/09/2024	11/21/2024	6406	\$6.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES/DB EQUIPME
12/09/2024	11/21/2024	6406	\$36.85 LIBRARY PROGRAM SUPPLIES	TARGET.COM	LIFE HACKS EVENT PROGRAM REFRE
			\$5,911.59		
12/11/2024	12/13/2024	6406	\$20.00 LIBRARY PROGRAM SUPPLIES	LIBRARY PAYROLL WAGES	PAY DATE: 12/13/24
			\$20.00		
TOTAL LIBRARY PROGRAM SUPPLIES			\$5,931.59		
12/19/2024	11/30/2024	6409	\$3,936.15 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS
			\$3,936.15		
12/04/2024	11/30/2024	6409	\$18.27 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/04/2024	11/30/2024	6409	\$48.37 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/04/2024	11/30/2024	6409	\$53.51 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/04/2024	11/30/2024	6409	\$303.55 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV/ L/D JUV
12/04/2024	11/30/2024	6409	\$380.11 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	JUV
12/04/2024	11/30/2024	6409	\$683.47 LIBRARY MATERIALS-BKS JUVENILE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
12/04/2024	11/30/2024	6409	\$224.85 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
12/04/2024	11/30/2024	6409	\$333.75 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ L/D JUV
12/04/2024	11/30/2024	6409	\$291.71 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L/D AD PRINT/ L
12/04/2024	11/30/2024	6409	\$545.04 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
12/04/2024	11/30/2024	6409	\$514.91 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
12/09/2024	11/21/2024	6409	\$61.90 LIBRARY MATERIALS-BKS JUVENILE	SP * FOUND FOOTAGE FES	THE CREATIVE COMPANY SHOP (JUV
12/09/2024	11/21/2024	6409	\$31.95 LIBRARY MATERIALS-BKS JUVENILE	SP * FOUND FOOTAGE FES	JUV PRINT
12/10/2024	11/25/2024	6409	\$311.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV

12/11/2024	11/30/2024	6409	\$65.60 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	juv
12/11/2024	11/30/2024	6409	\$245.37 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ HIGH DEMAND HOL
12/11/2024	11/30/2024	6409	\$290.95 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFT IHO-LEPMPL
12/11/2024	12/11/2024	6409	\$153.57 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
12/11/2024	12/10/2024	6409	\$23.24 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/11/2024	12/10/2024	6409	\$121.85 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/11/2024	12/10/2024	6409	\$202.48 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/11/2024	11/30/2024	6409	\$638.46 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
12/11/2024	11/30/2024	6409	\$677.59 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
12/11/2024	11/30/2024	6409	\$493.96 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
12/11/2024	12/11/2024	6409	\$112.25 LIBRARY MATERIALS-BKS JUVENILE	CBM LLC	JUV
12/19/2024	12/17/2024	6409	\$289.65 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
12/19/2024	12/17/2024	6409	\$333.84 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/19/2024	12/17/2024	6409	\$664.39 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	LIBRARY MATERIALS
12/19/2024	12/17/2024	6409	\$167.91 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
12/19/2024	12/17/2024	6409	\$647.91 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
12/19/2024	12/17/2024	6409	\$57.98 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/19/2024	12/17/2024	6409	\$84.76 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/19/2024	12/17/2024	6409	\$84.77 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/19/2024	12/17/2024	6409	\$156.09 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/23/2024	12/23/2024	6409	\$4.64 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/23/2024	12/23/2024	6409	\$33.90 LIBRARY MATERIALS-BKS JUVENILE	ABDO PUBLISHING COMPANY INC	LIB MATLS - JUV PRINT
12/23/2024	12/23/2024	6409	\$372.24 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
12/23/2024	12/23/2024	6409	\$710.90 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
12/23/2024	12/23/2024	6409	\$728.67 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
12/23/2024	12/23/2024	6409	\$225.07 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV / AD PRINT
12/23/2024	12/23/2024	6409	\$570.47 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
12/23/2024	12/23/2024	6409	\$683.20 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
12/23/2024	12/23/2024	6409	\$468.15 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$13,113.24		
12/04/2024	11/30/2024	6409	\$11.96 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/04/2024	11/30/2024	6409	\$13.12 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/04/2024	11/30/2024	6409	\$133.84 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/04/2024	11/30/2024	6409	\$167.06 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/04/2024	11/30/2024	6409	\$186.38 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/04/2024	11/30/2024	6409	\$311.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	JUV
12/04/2024	11/30/2024	6409	\$344.79 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL
12/04/2024	11/30/2024	6409	\$425.72 LIBRARY MATERIALS-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ L/D AD PRINT/ GIFTS
12/04/2024	11/30/2024	6409	\$58.48 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/04/2024	11/30/2024	6409	\$59.18 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/04/2024	11/30/2024	6409	\$71.17 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/04/2024	11/30/2024	6409	\$45.47 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
12/04/2024	11/30/2024	6409	\$30.44 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ L/D JUV
12/04/2024	11/30/2024	6409	\$182.95 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L/D AD PRINT/ L
12/04/2024	11/30/2024	6409	\$11.25 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
12/04/2024	11/30/2024	6409	\$78.35 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS

12/04/2024	11/30/2024	6409	\$18.94 LIBRARY MATERIALS-BOOKS-ADULT	BLACKSTONE AUDIO INC	LIB MATLS - MULTIPLES ITEMS
12/05/2024	11/30/2024	6409	\$185.04 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - ADULT PRINT & IHO-
12/05/2024	11/30/2024	6409	\$53.24 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - ADULT PRINT
12/10/2024	11/25/2024	6409	(\$311.99) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	JUV
12/11/2024	11/30/2024	6409	\$29.59 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT/ HIGH DEMAND HOLDS
12/11/2024	11/30/2024	6409	\$69.38 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ HIGH DEMAND HOL
12/11/2024	11/30/2024	6409	\$142.45 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFT IHO-LEPMPL
12/11/2024	12/11/2024	6409	\$291.47 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ HIGH DEMAND HOLDS
12/11/2024	12/11/2024	6409	\$143.95 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/11/2024	12/11/2024	6409	\$233.17 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/11/2024	12/11/2024	6409	\$114.19 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
12/11/2024	12/10/2024	6409	\$39.86 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/11/2024	12/10/2024	6409	\$40.33 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/11/2024	12/10/2024	6409	\$69.53 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/11/2024	11/30/2024	6409	\$148.03 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
12/19/2024	12/17/2024	6409	\$186.83 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/19/2024	12/17/2024	6409	\$20.76 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/19/2024	12/17/2024	6409	\$28.49 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/19/2024	12/17/2024	6409	\$86.63 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/19/2024	11/30/2024	6409	\$457.00 LIBRARY MATERIALS-BOOKS-ADULT	INFORMATION TODAY INC	AD PRINT
12/23/2024	12/23/2024	6409	\$12.00 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/23/2024	12/23/2024	6409	\$26.09 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/23/2024	12/23/2024	6409	\$30.60 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/23/2024	12/23/2024	6409	\$34.96 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/23/2024	12/23/2024	6409	\$36.22 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/23/2024	12/23/2024	6409	\$63.24 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/23/2024	12/23/2024	6409	\$212.67 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/23/2024	12/23/2024	6409	\$314.82 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/23/2024	12/23/2024	6409	\$142.12 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD
12/23/2024	12/23/2024	6409	\$211.11 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT
12/23/2024	12/23/2024	6409	\$671.74 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
12/23/2024	12/23/2024	6409	\$366.29 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/23/2024	12/23/2024	6409	\$80.51 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - AD PRINT & GIFTS I
12/23/2024	12/23/2024	6409	\$36.28 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV / AD PRINT
12/23/2024	12/23/2024	6409	\$111.29 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD / JUV PRINT
12/23/2024	12/23/2024	6409	\$35.35 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
12/23/2024	12/23/2024	6409	\$440.13 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			<u>\$7,004.46</u>		

12/09/2024	11/21/2024	6409	\$785.17 LIBRARY MATERIALS-KITS, TOOLS	DEMCO INC	LIBRARY MATERIALS - KITS
12/09/2024	11/21/2024	6409	\$490.06 LIBRARY MATERIALS-KITS, TOOLS	PAYPAL WEB CHECKOUT	LIBRARY MATERIALS (KITS)
12/09/2024	11/21/2024	6409	(\$25.55) LIBRARY MATERIALS-KITS, TOOLS	PAYPAL WEB CHECKOUT	SALES TAX REFUND
12/09/2024	11/21/2024	6409	\$149.00 LIBRARY MATERIALS-KITS, TOOLS	SP * FOUND FOOTAGE FES	ENCHROMA (TILDEN HONEY TORTOIS
12/09/2024	11/21/2024	6409	\$600.00 LIBRARY MATERIALS-KITS, TOOLS	SP * FOUND FOOTAGE FES	LOVEVERY PLAY KITS (5 KITS)
12/09/2024	11/21/2024	6409	\$378.00 LIBRARY MATERIALS-KITS, TOOLS	SP * FOUND FOOTAGE FES	LOVEVERY KITS (COMPLETE READIN
12/09/2024	11/21/2024	6409	\$174.97 LIBRARY MATERIALS-KITS, TOOLS	SP * FOUND FOOTAGE FES	YOTO INC (YOTO PLAYER 3RD GENE
12/19/2024	12/17/2024	6409	\$17.00 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS

12/19/2024	12/17/2024	6409	\$92.45 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
12/23/2024	12/23/2024	6409	(\$17.00) LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			<u>\$2,644.10</u>		
12/11/2024	11/30/2024	6409	\$62.38 LIBRARY MATERIALS-MORE DVD'S	CENGAGE LEARNING INC	AD PRINT/ HIGH DEMAND HOLDS
12/11/2024	11/30/2024	6409	\$86.05 LIBRARY MATERIALS-MORE DVD'S	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ HIGH DEMAND HOL
12/11/2024	12/11/2024	6409	\$80.69 LIBRARY MATERIALS-MORE DVD'S	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ HIGH DEMAND HOLDS
12/19/2024	12/17/2024	6409	\$854.28 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	LIBRARY MATERIALS
12/19/2024	12/17/2024	6409	\$29.95 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
12/23/2024	12/23/2024	6409	\$32.79 LIBRARY MATERIALS-MORE DVD'S	CENGAGE LEARNING INC	HIGH DEMAND HOLDS
			<u>\$1,146.14</u>		
12/04/2024	11/30/2024	6409	(\$0.05) LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/04/2024	11/30/2024	6409	\$48.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/04/2024	11/30/2024	6409	\$89.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/04/2024	11/30/2024	6409	\$95.52 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/04/2024	11/30/2024	6409	\$1,166.58 LIBRARY MATERIALS-NON-PRINT	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS
12/04/2024	11/30/2024	6409	\$30.94 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - MULTIPLES ITEMS
12/09/2024	11/21/2024	6409	\$69.99 LIBRARY MATERIALS-NON-PRINT	BEST BUY 00000406	NONPRINT (CALL OF DUTY XBOX VI
12/09/2024	11/21/2024	6409	\$69.99 LIBRARY MATERIALS-NON-PRINT	BEST BUY 00000406	NONPRINT (CALL OF DUTY PLAYSTA
12/09/2024	11/21/2024	6409	\$104.97 LIBRARY MATERIALS-NON-PRINT	BEST BUY 00000406	NONPRINT (NINTENDO SWITCH GAME
12/09/2024	11/21/2024	6409	\$119.98 LIBRARY MATERIALS-NON-PRINT	BEST BUY 00000406	NONPRINT (2 NNTENDO SWITCH GAM
12/11/2024	11/30/2024	6409	\$788.19 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
12/11/2024	12/10/2024	6409	\$16.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/11/2024	12/10/2024	6409	\$37.48 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/11/2024	12/10/2024	6409	\$59.16 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/11/2024	12/11/2024	6409	\$42.91 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
12/19/2024	11/30/2024	6409	\$615.76 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
12/19/2024	12/17/2024	6409	\$29.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/19/2024	12/17/2024	6409	\$69.00 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/19/2024	12/17/2024	6409	\$1,024.85 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
12/19/2024	12/18/2024	6409	\$71.24 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
12/23/2024	12/23/2024	6409	\$57.95 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/23/2024	12/23/2024	6409	\$201.78 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/23/2024	12/23/2024	6409	\$19.25 LIBRARY MATERIALS-NON-PRINT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
12/23/2024	12/23/2024	6409	\$364.34 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
12/23/2024	12/23/2024	6409	\$766.54 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
			<u>\$5,962.31</u>		
12/09/2024	11/21/2024	6409	\$104.00 LIBRARY MATERIALS-PERIODICALS	CHIPPEWA VALLEY NEWSPAPER	SUBSCRIPTION TO CHIPPEWA VALLE
12/09/2024	11/21/2024	6409	\$20.00 LIBRARY MATERIALS-PERIODICALS	SI KIDS	YEARLY SUBSCRIPTION TO SPORTS
12/09/2024	11/21/2024	6409	\$20.00 LIBRARY MATERIALS-PERIODICALS	SI KIDS	YEARLY SUBSCRIPTION TO SPORTS
			<u>\$144.00</u>		
12/04/2024	11/30/2024	6409	\$25.20 MATERIALS-BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ L/D AD PRINT/ GIFTS
12/23/2024	12/23/2024	6409	\$39.31 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS

			\$64.51		
12/04/2024	11/30/2024	6409	\$16.24 MATERIALS-LEPMPL/BOOKMARKS	BTAC ACQUISITION CORP	AD PRINT/ GIFTS IHO-LEPMPL
12/05/2024	11/30/2024	6409	\$27.27 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS - ADULT PRINT & IHO-
12/11/2024	11/30/2024	6409	\$20.29 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFT IHO-LEPMPL
12/23/2024	12/23/2024	6409	\$133.75 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS - AD PRINT & GIFTS I
12/23/2024	12/23/2024	6409	\$14.53 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$212.08		
TOTAL LIBRARY MATERIALS-PERIODICALS			\$34,226.99		
12/04/2024	11/30/2024	6415	\$7.75 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV
12/04/2024	11/30/2024	6415	\$7.55 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	JUV/ L/D JUV
12/04/2024	11/30/2024	6415	\$107.93 LOST/DAMAGED-BOOKS JUVENILLE	BTAC ACQUISITION CORP	LIBRARY MATERIALS
12/04/2024	11/30/2024	6415	\$112.96 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ L/D JUV
12/04/2024	11/30/2024	6415	\$11.26 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L/D AD PRINT/ L
12/11/2024	12/10/2024	6415	\$107.56 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV
12/11/2024	11/30/2024	6415	\$7.55 LOST/DAMAGED-BOOKS JUVENILLE	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
12/23/2024	12/23/2024	6415	\$115.02 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV
12/23/2024	12/23/2024	6415	\$153.22 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV
12/23/2024	12/23/2024	6415	\$58.19 LOST/DAMAGED-BOOKS JUVENILLE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
12/23/2024	12/23/2024	6415	\$7.55 LOST/DAMAGED-BOOKS JUVENILLE	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
12/23/2024	12/23/2024	6415	\$237.87 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	AD / JUV PRINT
			\$934.41		
12/04/2024	11/30/2024	6415	\$10.93 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D ADULT
12/04/2024	11/30/2024	6415	\$10.97 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D ADULT
12/04/2024	11/30/2024	6415	\$75.45 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
12/04/2024	11/30/2024	6415	\$47.89 LOST/DAMAGED-BOOKS-ADULT	BTAC ACQUISITION CORP	AD PRINT/ L/D AD PRINT/ GIFTS
12/04/2024	11/30/2024	6415	\$12.03 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L/D AD PRINT/ L
12/04/2024	11/30/2024	6415	\$136.16 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
12/04/2024	11/30/2024	6415	\$26.24 LOST/DAMAGED-BOOKS-ADULT	BLACKSTONE AUDIO INC	LIB MATLS - MULTIPLES ITEMS
12/11/2024	11/30/2024	6415	\$48.27 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
12/11/2024	08/31/2024	6415	\$40.00 LOST/DAMAGED-BOOKS-ADULT	CITY OF RACINE	LOST & DAMAGED - ADULT PRINT
12/23/2024	12/23/2024	6415	\$36.49 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
12/23/2024	12/23/2024	6415	\$251.41 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
12/23/2024	12/23/2024	6415	\$70.19 LOST/DAMAGED-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT
12/23/2024	12/23/2024	6415	\$12.10 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV / AD PRINT
12/23/2024	12/23/2024	6415	\$40.00 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD / JUV PRINT
12/23/2024	12/23/2024	6415	\$189.21 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$1,007.34		
12/04/2024	11/30/2024	6415	\$48.70 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
12/04/2024	11/30/2024	6415	\$94.84 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
12/04/2024	11/30/2024	6415	\$146.41 LOST/DAMAGED-NON-PRNT MATERIAL	BLACKSTONE AUDIO INC	LIB MATLS - MULTIPLES ITEMS
12/11/2024	12/10/2024	6415	\$24.99 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT

12/11/2024	12/11/2024	6415	\$30.94 LOST/DAMAGED-NON-PRNT MATERIAL	BLACKSTONE AUDIO INC	L/D NONPRINT
12/23/2024	12/23/2024	6415	\$5.00 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L&D NONPRINT
12/23/2024	12/23/2024	6415	\$19.70 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L&D NONPRINT
12/23/2024	12/23/2024	6415	\$136.40 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L&D NONPRINT
12/23/2024	12/23/2024	6415	\$54.99 LOST/DAMAGED-NON-PRNT MATERIAL	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - LOST & DAMAGE NONP
			\$561.97		
TOTAL LOST/DAMAGED-BOOKS JUVENILLE			\$2,503.72		
12/03/2024	11/30/2024	6450	\$131.48 GASOLINE		NOV FUEL CHARGES
TOTAL GASOLINE			\$131.48		
12/09/2024	11/21/2024	6460	(\$360.00) REPAIR PARTS & SUPPLIES	ULINE INC	RETURN OF STAINLESS-STEEL SHAR
12/12/2024	11/21/2024	6460	\$86.08 REPAIR PARTS & SUPPLIES	MENARD INC	REPAIR SUPPLIES FOR THE LIBRAR
12/12/2024	11/21/2024	6460	\$14.98 REPAIR PARTS & SUPPLIES	JACOBSON'S HARDWARE	REPAIR SUPPLIES FOR THE LIBRAR
TOTAL REPAIR PARTS & SUPPLIES			(\$258.94)		
12/09/2024	11/21/2024	6464	\$31.76 BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2	RUGS & MOPS
12/10/2024	11/30/2024	6464	\$1,387.12 BLDG MTRLS & JNTRL SUPPLIES		NOV PARTS CHARGES
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$1,418.88		
12/09/2024	11/21/2024	6490	\$161.40 EQUIPMENT PURCHASES (< \$5,000)	PLAYSCAPES LLC	CS EQUIPMENT (DVD CASES)
12/09/2024	11/21/2024	6490	\$55.59 EQUIPMENT PURCHASES (< \$5,000)	AMAZON.COM*MB14A11F2	YS EQUIPMENT (MINI PROJECTOR)
12/09/2024	11/21/2024	6490	\$17.99 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT (CODING ROBOT) /
12/09/2024	11/21/2024	6490	\$450.74 EQUIPMENT PURCHASES (< \$5,000)	DEMCO INC	TS EQUIPMENT & TS SUPPLIES
12/09/2024	11/21/2024	6490	\$69.99 EQUIPMENT PURCHASES (< \$5,000)	AMAZON.COM*MB14A11F2	PCS EQUIPMENT (LOGITECH COMBO
12/09/2024	11/21/2024	6490	\$27.71 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Cord Cover for YS Desk
12/09/2024	11/21/2024	6490	\$59.99 EQUIPMENT PURCHASES (< \$5,000)	AMAZON.COM*MB14A11F2	Keyboard/mouse for MP - PCS
12/09/2024	11/21/2024	6490	\$179.88 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	CUSTODIAL EQUIPMENT (SHELVING
12/12/2024	11/21/2024	6490	\$261.98 EQUIPMENT PURCHASES (< \$5,000)	EAU CLAIRE ACE	TOOLS FOR MAINTENANCE AT THE L
12/09/2024	11/21/2024	6490	\$359.98 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT (CODING ROBOT) /
12/09/2024	11/21/2024	6490	\$11.99 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES/DB EQUIPME
12/09/2024	11/21/2024	6490	\$1,309.46 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT (AMAZON MULTI-ITE
12/09/2024	11/21/2024	6490	\$58.39 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT (STORAGE SYSTEM F
12/09/2024	11/21/2024	6490	\$675.00 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT (LENOVO LAPTOP 1
12/09/2024	11/21/2024	6490	\$675.00 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT (LENOVO LAPTOP 2
12/09/2024	11/21/2024	6490	\$399.00 EQUIPMENT PURCHASES (< \$5,000)	SP * FOUND FOOTAGE FES	MODULAR ROBOTICS (CUBELETS CUR
12/09/2024	11/21/2024	6490	\$209.36 EQUIPMENT PURCHASES (< \$5,000)	SP * FOUND FOOTAGE FES	UPPER STORY (SPINTRONICS ACT O
TOTAL EQUIPMENT PURCHASES (< \$5,000)			\$4,983.45		
TOTAL OPERATING EXPENDITURES			\$372,500.77		

**Director's Report to the Library Board
January 2025**

**Administrative Services
Nancy Kerr, Library Director**



December was a busy month in the library, with some very impressive attendance at programs centered around the time that children and families were on vacation and available. The Noon Year's Eve balloon drop was particularly fun and looked spectacular. Kudos to Youth Services and all library staff who pitched in to make multiple events a success.

Our team working on expanding our World Languages collection has received a significant number of responses to a survey sent out to community partners, and will be working toward expanding our collection of materials for customers of all ages in Spanish, Hmong, French, and Ojibwe. Part of this effort will be funded by ARPA grants obtained through working with the City of Eau Claire, and this project fits in with our goals of Equity, Diversity and Inclusion.

Our City Library Collective gathering of Library Directors of peer libraries across Wisconsin is looking at projects on which to concentrate in the near future, and we had a robust discussion on looking to amass significant comparable statistics among these peer libraries that are more extensive than what you would find in annual reports. We will have more information soon on what that looks like.

I've been asked to participate on the Steering Committee for the Family Resource Center's efforts surrounding their work on the Dolly Parton Imagination Library, and look forward to our first meeting this week.

Shelly Collins-Fuerbringer, Deputy Director



I met with staff from Reference, Dabble Box and Youth Services in late 2024 to have conversations on outreach – what is happening in each area, what is going well, what could be improved, etc. We also discussed the new outreach structure and how it worked from their perspective in the first year. The goal in early 2025 will be to gather a number of these staff together for a brainstorming meeting to come up with ideas for ways we can work together, create shared goals and align with the library’s strategic plan. Specifically, I’m looking at the initiative of “connect community to services through outreach and marketing” that is nested under the goal Champion Public Access. Staff have already thrown out some great ideas to investigate re: new events and/or community groups that we could partner with this coming year, so I’m excited to see what bubbles up through this process.

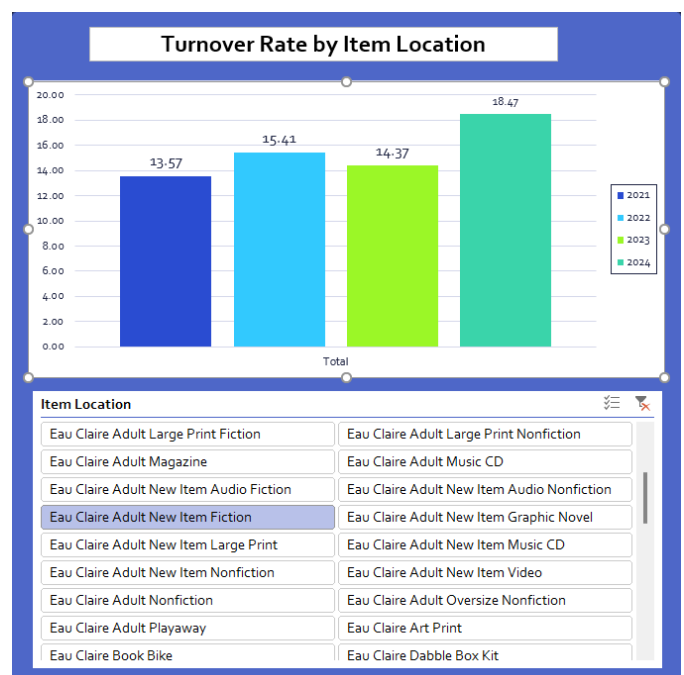
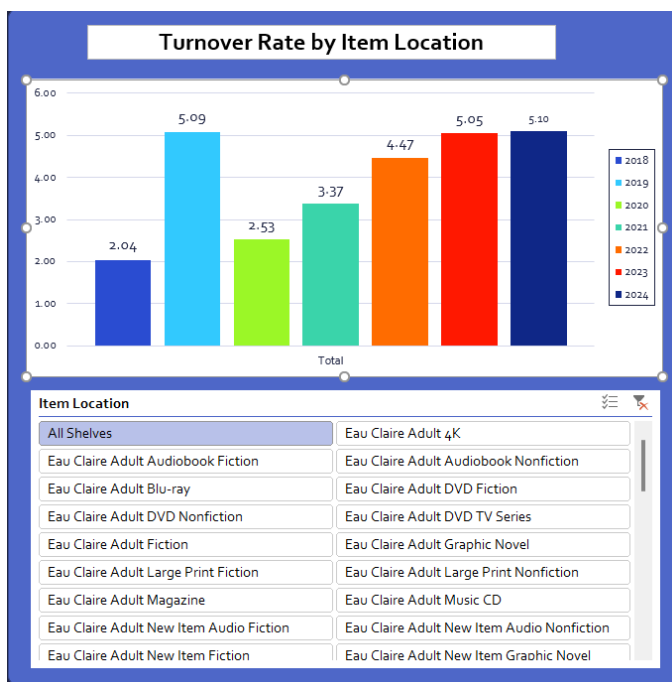
Kimberly Hennings, Deputy Director



January is a time to look back at the year before and plan for the year ahead.

One metric we use to analyze the collection is turnover rate. This tells us, on average, about how many times each item on our shelf was checked out, essentially indicating how actively the collection is being used by dividing the total number of items circulated by the total number of items in the collection. A higher turnover rate means that each item is being borrowed more frequently, on average.

The total turnover rate for all shelves was 5.10. Some of our most popular collections have very high turnover. For example, New Adult Fiction items had a 2024 turnover rate of 18.47 (14.37 in 2023). The collection development team will use these reports to help guide collection decisions in 2025, including budget allocation and weeding.



Youth Services
Kelly Witt, Youth Services Manager



December was a whirlwind of activity for Youth Services, filled with joy, families, and a dash of magic! With schools closed for the holidays and a lineup of exciting programs, our spaces were bustling throughout the month. YS staff facilitated 36 programs at the library welcoming over 1,900 customers to our spaces.

We also kicked off the annual Winter Library Program for families and teens! This beloved program, running from December 21 through the end of February, invites participants to complete reading and activity challenges to stay engaged during the chilly months. Finishers earn a prize generously donated by Friends of the Library—a fun incentive to keep the winter blues away!



Our first-ever Family Fort Night was a huge hit! Held after library hours on Friday, December 27, this unique program welcomed 80 attendees who built cozy forts on the library's first floor. Families brought supplies from home or used library-provided materials to construct their masterpieces, creating spaces to read and play together. The creativity on display was incredible, and the event was a

delightful way to spend a winter evening!

We wrapped up 2024 in style with our Noon Year's Eve Party on December 31. This festive event offered something for everyone, including disco-lit dancing, snacks, crafts, face painting, balloon twisting, a scavenger hunt, and a community sing-along of *Auld Lang Syne*. The celebration culminated in a countdown to a balloon drop at noon, bringing in well over 500 attendees to ring in the new year. The party was so lively it even caught the attention of [Leader-Telegram](#) and [WQOW](#) News!



It's safe to say that December was a month of warmth, connection, and memorable moments in Youth Services. Here's to continuing the fun in the new year!

Reference Services
Elizabeth Steans, Reference Services Manager



In December, Bethany, RS Librarian, and Elizabeth began the interview process to fill the 19-hour RS Assistant position. The goal is to hire in January.

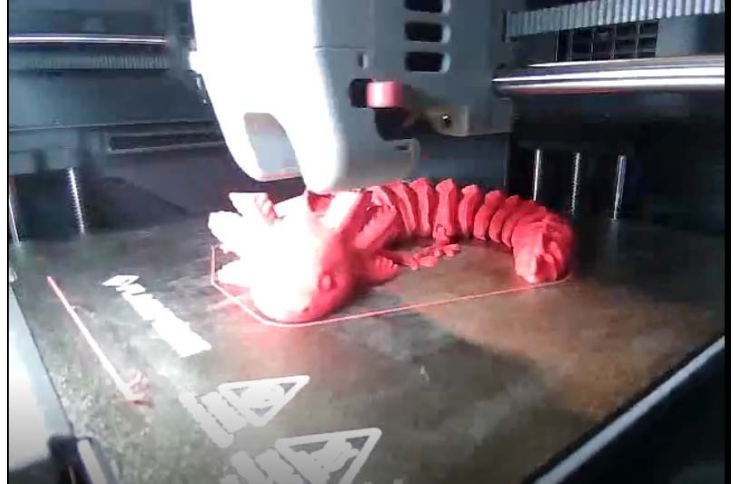
Jenny, RS Coordinator, carried on the longtime tradition of distributing holiday chocolates to our Home Delivery Customers and thanking our Home Delivery Volunteers with holiday cards. A big thank you goes out to the Friends of the Library who graciously fund this annual tradition! Jenny reports that winter seems to be a time of year when customers most appreciate receiving library items and visits from their volunteers.

Jan, RS Coordinator, closed another successful year running the Yearlong Reading Challenge. The program welcomed 295 registrants, congratulated 79 participants who completed the challenge, and 1,963 books had been read. Wow! Joel, RS Assistant, has been helping Jan prepare for the 2025 Yearlong Reading Challenge.

Christine, RS Assistant, and Stephanie, RS Coordinator, participated in the Winter Cheer committee to offer festive treats to our “cocoa-workers”. Stephanie prepared the library for tax season 2025 and continues to stay busy with planning her ever-popular plant-propagation passive program, which kicks off in January.



Brad, RS Coordinator, shared that he received 198 3D print requests in 2024. Brad used 3D printing to design and print a replacement part for a piece that broke on our VR (virtual reality) headset controller, saving the library \$70 in replacement costs!



Riley, RS Assistant, started staffing our Dabble Box Open Labs in December. He's already thought up some fun projects to implement later in 2025. We look forward to seeing what Riley comes up with!

RS program stats for December 2024:

- 8 Dabble Box programs were offered, 168 in attendance
- Yearlong Reading Challenge, 295 registrants

The Staff Blog provides recommended reads, library resources, and culture. Have a look at the December blog!:

- [Wintering](#) by Christine, Reference Services

RS desk staff answered 1,336 questions in December, which is slower than November.

The top five topics include:

1. Study room support (195 transactions)
2. Internet guest passes (190 requests)
3. MORE-catalog usage (122 transactions)
4. Help with print-release station (114 assists)
5. Ready reference consult (114 questions)

Programming and Communications Services
Isa Small, PCS Manager



The library has partnered with Chippewa Valley Learning in Retirement (CVLR) to host educational events for seniors for nearly a decade. While CVLR began as a small academic-led organization serving the Menomonie area, it eventually grew to include Eau Claire as well. When I first began as PCS Manager in 2014, the group was interested in using library spaces to meet, but our meeting room policy prevented them from booking space far enough out to schedule as part of their registration process. Our partnership with the group started just as a courtesy arrangement to allow the group to reserve the space further in advance. However, over the years it became apparent that the program coordinators and presenters often required assistance with room set up and the AV technology in the space, so those responsibilities were taken on by the library as part of the partnership.

The CVLR group has more than tripled in size, and hosts 8-10 events at the library each semester, with the average attendance somewhere between 50-75 people. This is not only great for our attendance numbers, but the partnership also allows the library to provide day-time programming to community members (anyone is welcome at CVLR programs hosted at the library) without having to coordinate the events. It also sees the Riverview Room used more during the daytime. Our team is constantly impressed with the events that CVLR coordinates, and has routinely invited their presenters to do an evening program for a different audience.

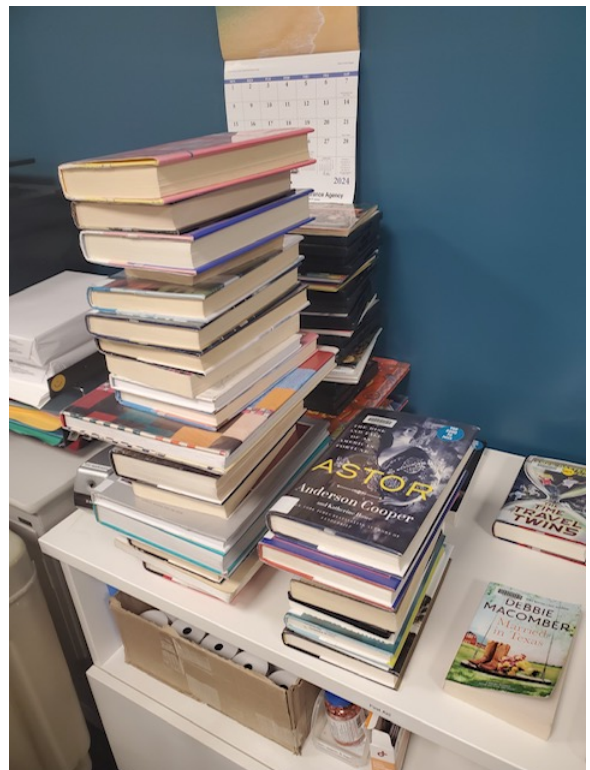
As the CVLR folks prepare for their 32nd year of programming this month, the library is proud and grateful to be a part of that history.

Circulation Services
Paula Stanton, Circulation Manager



In December, Circulation and Technical Services worked together to set up a touch study for material processes. The idea being if we can identify processes where lots of people are touching the same item, we can look more closely at those processes to see if we can identify means of making them more efficient. Kim K., Duabchi and Kristine all created procedures for tracking touches in different Circulation procedures. We tracked the touches for a week in December and will track touches again for a week in January before meeting to discuss potential changes to procedures.

The automated materials handler went down for a full two days during the holidays. This was quite the adventure for staff as it was the first time many staff got to experience manually checking in materials, outside of training. We had fun in the Circulation workroom making very tall piles! [pictured]



The Time and Use of Space Committee met to review the way we would present data. We've compiled a data spreadsheet of our first data gathering session that we will

continue to add data to in our three other data collection periods. We plan to use the final data to inform potential changes or support our decisions to keep things as they are.

Saben started creating a presentation for the board on the lifecycle of a library book – the behind the scenes version. He'll present at the March board meeting.

Paula gave the Teen Advisory Board (TAB) a tour of the Circulation department, including potential jobs available to them in high school and beyond. Paula also worked to set up job shadows for two prospective applicants in December.

Paula worked with other Audio-Visual selectors to determine a more cohesive organization for the AV section. Shifting will take place in early 2025 to combine like formats for ease of browsing and Circulation staff will play a crucial role in making sure the shifting causes minimal disruption to customers browsing the collection.

Technical Services
Lynn Gates, Technical Services Manager



The Technical Services Department was a flurry of activity early in December, sending out the last orders of the year, receiving and cataloging all the incoming books and media, processing everything to go out to our customers. But by the end of the month it had quieted down and we were working on our year end close out and other projects that got put aside during the rush of the season.

In 2024 the Technical Services Department:

- Imported over 7,200 OCLC records into MORE.
- Created over 100 original records for library materials.
- Ordered more than 15,000 items for the library.
- Received, invoiced, cataloged, and processed close to 17,000 items.
- Weeded 14,000+ items from the collection.
- Received +70% of our orders within 2 weeks.

The ever-popular Holiday Baking display was up for the first half of December, followed by winter fiction. Snowy cozy mysteries and winter romances were also on display.

Information Technology
Kris Nickel, Technology Manager



December was all about catching up, both with work (and email) and with coworkers. It was so great to be back with all of my people!

The YS iPads were in great need of IOS upgrades and image restores, due to the creative changes our youngest customers figure out – the wallpaper can be pretty entertaining.

I replaced PCs for Nancy, Barb, and Kelly, working with each of them to ensure all of their apps were present and functional, and answer any Windows 11 questions they may have had. I also worked with Susan to replace her desktop PC with a laptop.

During a December meeting I noticed that the Sharelink Pro clock was a few minutes off. When I returned to my desktop I logged on to the admin console and discovered there was nowhere to set an NTP (time) server, to sync with. I upgraded the firmware, which included an NTP setting, which I configured. I then did the same for the remaining 10.

On a request from RS Staff, I adjusted the minimum guaranteed session time on the public PCs from 1 to 3 hours.

Later in the month I made end-of-year purchases, working with Mike in PCS to select various cables and adapters that would come in very handy for programs and other events.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2024 YTD BUDGET REPORT - Operating
For the Period Ended December 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	2,429.30	-	1,370.70	63.9%
4398	Other Penalties (Collection Agency)	3,775.00	2,994.99	-	780.01	79.3%
4451	Electronic Copy Revenue	7,050.00	8,605.74	-	(1,555.74)	122.1%
4452	Copier Revenue	1,830.00	1,791.99	-	38.01	97.9%
4562	Vending Commission	275.00	300.80	-	(25.80)	109.4%
4602	Service to Eau Claire County	974,792.00	1,103,485.00	-	(128,693.00)	113.2%
4608	IFLS	23,000.00	23,000.00	-	-	100.0%
4608	IFLS - High Demand Holds	5,000.00	3,177.96	-	1,822.04	63.6%
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	2,709.78	-	(2,234.78)	570.5%
4830	Sale of Materials		10.00		(10.00)	#DIV/0!
4834	Misc. Library Sales - Taxable	390.00	1,251.03	-	(861.03)	320.8%
4836	Misc. Grant Revenue	-	10,936.72	-	(10,936.72)	N/A
4850	Gift Revenue	85,483.44	55,190.01	-	30,293.43	64.6%
4852	Misc. Reimbursements-Lost Items	19,775.00	18,508.41	-	1,266.59	93.6%
4853	Energy Improvement Rebates				-	N/A
4854	Payment for Shared Expenses			-	-	#DIV/0!
4855	Reimbursement from Employee		33.55	-	(33.55)	N/A
4858	Refund of Prior Year				-	N/A
4898	Miscellaneous Revenue	3,500.00	11,760.99	-	(8,260.99)	336.0%
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>\$ 6,126,358.44</u>	<u>\$ 6,223,694.00</u>	<u>\$ -</u>	<u>\$ (97,335.56)</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>\$ 6,511,444.08</u></u>	<u><u>\$ 6,223,694.00</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 287,750.08</u></u>	<u><u>95.6%</u></u>

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 2,912,544.00	\$ 2,800,457.84		\$ 112,086.16	96.2%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	223,534.00	205,187.76		18,346.24	91.8%
6042	WRS (ER)	178,041.00	170,354.23		7,686.77	95.7%
6043	Health insurance-Employer	503,783.00	503,382.32		400.68	99.9%
6047	Health insurance Deductible	24,420.00	22,385.00		2,035.00	91.7%
6051	Retiree Health Insurance	42,207.00	59,822.36	48.62	(17,663.98)	141.9%
6052	Retiree Health Care Deductible	2,442.00	2,238.50		203.50	91.7%
6055	Vision Insurance		-		-	
6096	Auto Allowance	500.00	-		500.00	0.0%
6099	Misc. Reimbursements		-		-	N/A
6108	Unemployment Compensation		-		-	N/A
6110	Postage & Shipping	20,000.00	12,445.65	3,154.64	4,399.71	78.0%
6112	Computer Service Charges	142,000.00	100,276.70	941.77	40,781.53	71.3%
6116	Binding	-	-		-	N/A
6118	Advertising	21,803.00	18,462.59	-	3,340.41	84.7%
6120	Auditing	3,200.00	2,538.82		661.18	79.3%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	8,000.00	7,761.24		238.76	97.0%
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	4,593.40	1,656.60	3,650.00	63.1%
6153	Convenience Fees	1,500.00	1,563.40	-	(63.40)	104.2%
6156	Professional Services	21,999.00	17,685.74	1,100.00	3,213.26	85.4%
6160	Staff Training/Conference	20,000.00	19,897.04		102.96	99.5%
6162	Membership Dues	3,000.00	2,300.66	-	699.34	76.7%
6166	Recruitment Expenses	550.00	66.00		484.00	N/A
6198	Miscellaneous Contractual	142,200.00	139,352.31	3,793.68	(945.99)	100.7%
6210	Telephones	21,000.00	12,867.29	2,679.73	5,452.98	74.0%
6306	License & Permits				-	N/A
6308	Special Assessments	700.00	-		700.00	0.0%
6350	Liability & Property Insurance	31,000.00	28,416.63		2,583.37	91.7%
6398	Insurance Claims Reimbursement				-	N/A
6402	Office, AV, Library Supplies	49,650.00	44,749.98		4,900.02	90.1%
6405	Awards & Trophies	500.00	-		500.00	0.0%
6406	Library Program Supplies	14,651.00	9,165.69		5,485.31	62.6%
6409	Library Materials	393,774.00	370,922.94	18,386.92	4,464.14	98.9%

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,700.00	15,988.37	114.73	1,596.90	91.0%
6450	Gasoline	1,200.00	1,549.94		(349.94)	129.2%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	65,899.00	52,919.97	-	12,979.03	80.3%
6495	Grant Expenditures		-		-	N/A
6496	Gift Expenditures	194,359.08	60,844.58	45.97	133,468.53	0.0%
6498	Other Materials & Supplies	1,000.00	-		1,000.00	0.0%
6802	Capital Purchases					0.0%
7020	Transfer to Debt Service	\$ 945,298.00	945,301.50	-	(3.50)	100.0%
7044	Transfer to Library Capital Projects				-	N/A
		<u>\$ 6,018,854.08</u>	<u>\$ 5,633,567.02</u>	<u>\$ 31,922.66</u>	<u>\$ 353,364.40</u>	<u>94.1%</u>

OBJ #	ACCOUNT NAME	2024 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 175,093.00	\$ 119,786.43		\$ 55,306.57	68.4%
6020	Payroll Overtime	8,000.00	5,297.45		2,702.55	66.2%
6030	Special Pays	600.00	1.02		598.98	0.2%
6040	Employer Paid Benefits	10,068.00	8,981.53		1,086.47	83.1%
6042	WRS (ER)	15,761.00	8,361.75		7,399.25	189.2%
6043	Health Ins (ER)	41,015.00	29,822.02		11,192.98	3.7%
6047	Health Insurance Deductible	1,655.00	1,517.12		137.88	91.7%
6128	Repairs to Tools & Equipment	600.00	-		600.00	0.0%
6130	Repairs to Buildings	25,000.00	22,833.95	528.53	1,637.52	93.4%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	21,848.00	10,545.94	3,103.07	8,198.99	62.5%
6198	Miscellaneous Contractual	60,000.00	9,013.34	15,973.44	35,013.22	41.6%
6202	Electricity	89,250.00	59,271.63		29,978.37	66.4%
6208	Gas Service	12,000.00	1,383.49		10,616.51	11.5%
6215	Garbage Service	5,800.00	5,800.00		-	100.0%
6252	Water Service	2,500.00	2,744.45		(244.45)	109.8%
6254	Sewer Service	1,700.00	5,268.43		(3,568.43)	309.9%
6256	Storm water Charges	1,200.00	1,341.75		(141.75)	111.8%
6442	Safety Equipment	500.00			500.00	0.0%
6460	Repair Part & Supplies	3,000.00	2,172.77		827.23	0.0%
6464	Building Materials & Janitorial Supplies	12,000.00	14,482.35	213.50	(2,695.85)	122.5%
6490	Equipment Purchases	5,000.00	1,607.02	-	3,392.98	N/A
		<u>\$ 492,590.00</u>	<u>\$ 310,232.44</u>	<u>\$ 19,818.54</u>	<u>\$ 162,539.02</u>	<u>67.0%</u>
	TOTAL EXPENSES	<u><u>\$ 6,511,444.08</u></u>	<u><u>\$ 5,943,799.46</u></u>	<u><u>\$ 51,741.20</u></u>	<u><u>\$ 515,903.42</u></u>	<u><u>92.1%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended December 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)	\$ (6,102,912.28)		(2,397,087.72)	
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>\$ (7,049,311.09)</u>	<u>\$ -</u>	<u>\$ (13,508,700.91)</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	65,000.00	53,851.28		11,148.72	
490.5428	2022 BOND ISSUE COSTS					
5590	FUND BALANCE USED FOR CIP	(50,000.00)			(50,000.00)	
	TOTAL REVENUE	(50,000.00)	-		(50,000.00)	
6682	BOND ISSUE COSTS	50,000.00			50,000.00	
	TOTAL EXPENSE	50,000.00	-		50,000.00	
TOTAL REVENUE - FUND 490		\$ (20,608,012.00)	\$ (7,049,311.09)		\$ (13,558,700.91)	
TOTAL EXPENSE - FUND 490		<u>\$ 20,673,012.00</u>	<u>\$ 19,768,260.65</u>	<u>\$ -</u>	<u>\$ 904,751.35</u>	
TOTAL - FUND 490		<u>\$ 65,000.00</u>	<u>\$ 12,718,949.56</u>	<u>\$ -</u>	<u>\$ (12,653,949.56)</u>	

December 2024 by the Numbers



PEOPLE

VISITORS: 19,496 Total this Month; 264,359 YTD

CARDHOLDERS: 20,778 City Residents; 31,091 Total Card Holders

CIRCULATION: 37,471 Total this Month; 635,827 YTD

CHILDREN'S (BIRTH–11): 15,084 Total this Month; 221,069 YTD

HOME DELIVERY: 519 Total this Month; 7,065 YTD

BORROWED FROM MORE LIBRARIES:

6,389 Total this Month; 82,022 YTD

LOANED TO MORE LIBRARIES: 4,578 Total this Month;
61,477 YTD

INTERLIBRARY LOANS: 164 Incoming; 27 Outgoing



CHECKOUTS

ACCESS TO TECHNOLOGY: 8,050 Public Wireless Internet Users;
1,448 PCS sessions; 143,000 Website Engagements

USE OF ELECTRONIC MATERIAL: 7,916 E-Books;
9,007 E-Audiobooks; 195 E-Videos; 21,910 E-Databases



ONLINE

AGES 0–5: 21 Programs this Month; 472 Attendees this Month;
10,283 Attendees YTD

AGES 6–11: 18 Programs this Month; 1,521 Attendees this Month;
15,404 Attendees YTD

AGES 12–18: 6 Programs this Month; 61 Attendees this Month;
1,135 Attendees YTD

AGES 19+: 0 Programs this Month; 0 Attendees this Month;
3,817 Attendees YTD

ALL AGES: 10 Programs this Month; 207 Attendees this Month;
7,779 Attendees YTD



PROGRAMS



L.E. Phillips Memorial
Public Library

Number: 1

Category: Human Resources

Policy Title: COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT
REGARDING EMPLOYMENT

Date adopted: 09/18/92

Date amended: 12/17/09; 09/21/17; 06/17/21

Date last reviewed: ~~06/17/21~~01/16/25

***WHEREAS**, the L.E. Phillips Memorial Public Library is subject to the provisions of the Americans with Disabilities Act (42 USC 12101, et seq.), the "ADA", and*

***WHEREAS**, the L.E. Phillips Memorial Public Library desires at this time to declare its intention to comply with the provisions of the ADA, and to take the necessary actions required by the ADA,*

***NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the L.E. Phillips Memorial Public Library that the Board of Trustees hereby expresses its intent to comply with the provisions of the ADA and regulations implementing the Act, and*

***BE IT FURTHER RESOLVED** that the "Statement of Intent to Comply" that follows is incorporated herein by reference, approved and adopted.*

STATEMENT OF INTENT TO COMPLY

It is the intent of the LE Phillips Memorial Public Library that applicants for employment and all employees must receive fair and equal treatment, and that the Library must strive to hire or promote the best qualified individual available. It is the intent of the L.E. Phillips Memorial Public Library to comply with the provisions of the Americans with Disabilities Act (ADA). Therefore, it shall be the policy of the L.E. Phillips Memorial Public Library to conduct all personnel activities in a manner that will assure equal employment opportunity for all persons on the basis of merit, and in accordance with the provisions of the ADA, and without regard to disability. This policy applies to all personnel actions including, but not limited to, recruiting, hiring, training, transfers, promotions, disciplinary actions, fringe benefits, compensation, terms of employment, working conditions, demotions, layoffs, terminations and general treatment of employees. This policy should not be interpreted as requiring the lowering of standards for employment or promotion. All supervisors will be provided training to enable them to discharge their responsibilities and assure compliance with the Library's stated policy. Employees and applicants are to be informed of their rights to equal opportunities.

Development and Administration of Plan; Appeal Process.

The Diversity Employee Resource Group Officer for the City of Eau Claire is designated as coordinator of the efforts of the L.E. Phillips Memorial Public Library to comply with the ADA and to investigate employment-related complaints of noncompliance with the ADA. The name, office address and telephone number of the Diversity Employee Resource Group Officer shall be made available to all interested parties. If any person or entity believes that the L.E. Phillips Memorial Public Library has violated this policy or any provision of the ADA, an appeal may be filed with the Diversity Employee Resource Group Officer for the City of Eau Claire.



L.E. Phillips Memorial
Public Library

Number: 2

Category: Customer Relations

Policy Title: COMPLIANCE WITH THE AMERICANS WITH DISABILITIES
ACT REGARDING THE DELIVERY OF SERVICES

Date adopted: 9/18/92

Date amended: 11/19/09; 06/15/17; 06/17/21

Date last reviewed: ~~06/17/21~~01/16/25

WHEREAS, the Congress of the United States has recognized the rights of persons with disabilities and stated that it shall be a policy of the United States to have full participation in society by persons with disabilities, and

WHEREAS, the Congress of the United States has adopted the Americans with Disabilities Act of 1990 for the purpose of eliminating discrimination against individuals with disabilities,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the L.E. Phillips Memorial Public Library, that the Library intends to comply with the Americans with Disabilities Act in the delivery of services, programs and activities by making reasonable accommodations, such as the removal of architectural, transportation and communication barriers; the changing of rules, policies and practices; and the providing of auxiliary aids or services for the enhancement of communication with persons with hearing or sight impairments, when such accommodations will enable persons with disabilities to meet essential eligibility requirements for services, programs and activities provided by the L.E. Phillips Memorial Public Library, and

BE IT FURTHER RESOLVED:

1. The L.E. Phillips Memorial Public Library shall evaluate its current services, policies and practices, including its facilities, to identify barriers in the environment and in service provision which may result in exclusion of person with disabilities or in the provision of a less effective service for persons with disabilities.
2. The L.E. Phillips Memorial Public Library hereby designates the ADA Coordinator of the Library or his/her designee as the person responsible for coordinating compliance with the Act, and for investigating any complaints against the L.E. Phillips Memorial Public Library alleging non-compliance with the Act. The ADA Coordinator can be reached at (715) 839-6225 or by writing to:

L.E. Phillips Memorial Public Library
400 Eau Claire Street
Eau Claire WI 54701

3. A procedure for the prompt resolution of complaints against the L.E. Phillips Memorial Public Library alleging non-compliance with the Act shall be adopted by the Library, and a description of the procedure shall be posted at the Library.
4. The L.E. Phillips Memorial Public Library shall adopt a plan for the removal of barriers in existing facilities as required by the Americans with Disabilities Act.



L.E. Phillips Memorial
Public Library

Number: 4
Category: Customer Relations

Policy Title: REQUESTS FOR ACCOMMODATION AND COMPLAINTS
ABOUT ACCESSIBILITY

Date adopted: 08/20/09

Date amended: 06/15/17; 06/17/21; 01/16/25

Date last reviewed: 01/16/25~~06/17/21~~

The L.E. Phillips Memorial Public Library seeks to make its services, facilities, resources, including electronic resources and web content, and programs as accessible as possible to the public. This policy establishes the following procedure to assist the Library in addressing concerns about accessibility.

People who wish to request accommodation or make a complaint about accessibility at the L.E. Phillips Memorial Public Library have access to a ~~three-step~~three-step procedure:

Step One: Requests for accommodation and/or complaints about accessibility can be presented in person or over the phone. These should be addressed to the Library's Deputy Director who serves as the Library's ADA Coordinator who then will make every attempt to resolve the issue without further recourse to this procedure.

Step Two: If resolution is not achieved by Step One, a complaint can be presented in writing on an Accessibility Concerns Form. Assistance in completing this form is provided, as needed. Completed forms are reviewed by the Library Director; a formal response is made to the library user within ten working days of the date of the original submission of the form. The formal response can be a telephone call followed by a letter confirming the telephone discussion or directly by letter (non-print formats provided as needed). The Library Director will make every attempt to resolve the issue through this means.

Step Three: If resolution is not achieved by Step Two, the concerned individual can request that the complaint be presented to the Library Board. The Library Director will place the matter on the agenda so that the concerned individual can present his or her concern at the next regularly scheduled Library Board meeting. The decision of the Library Board is final for the Library.

A copy of this policy will be attached to the Accessibility Complaint Form.

**L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY
ACCESSIBILITY COMPLAINT FORM**

The L.E. Phillips Memorial Public Library seeks to make its services, facilities and programs as accessible as possible to the public. If a disability prevents you from fully using our facility or enjoying our services and programs, we would like your ideas on how we can try to serve you better.

PLEASE DESCRIBE THE NATURE OF THE PROBLEM YOU HAVE ENCOUNTERED.

PLEASE DESCRIBE WHAT WE COULD DO TO PROVIDE BETTER ACCESS.

DATE _____

NAME _____

ADDRESS _____

PHONE _____

Please see the attached policy and procedure to find out how we will address your concern.