



PUBLIC NOTICE

Thursday, February 20, 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)
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- 5) Consideration of New Business
 - A. Library Board appointments (Gary Pesicka)
 - B. Library Board duties listing on City website (Gary Pesicka)
 - C. Discussion of and action on the Distinguished Service Award nomination form and process (Gary Pesicka)
 - D. Discussion of and action on the annual report to the Department of Public Instruction (Nancy Kerr)
 - E. Discussion of and action on section 6 of the Employee Handbook (Kim Hennings)
 - F. Discussion of and action on the Retiree Health Insurance policy (Kim Hennings)
 - G. Discuss potential Library closure to the public on March 25th
 - 6) Committee Reports
 - A. Friends of the Library
 - B. IFLS
 - 7) Directives from the Library Board to the Library Director
 - 8) Next meeting: **March 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, January 16, 2025.

Board members present: Cheryl Contant, Kate Cook, Rod Jones, Jill Markgraf, James Martin, Gary Pesicka, Charlie Schell

Board members absent: Shelley Donnelly, Sheng Xiong

Staff present: Nancy Kerr, Kim Hennings, Shelly Collins-Fuerbringer, Barb Langreck, Paula Stanton (presenter)

CITIZEN COMMENTS

None

CONSENT AGENDA

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

BOARD PRESIDENT COMMENTS

- Library Legislative Day is February 11th. Board members should let Gary know if they are interested in attending.
- Three board members terms of service will be up at the end of June.

CONSIDERATION OF NEW BUSINESS

- A. Paula presented 2024 Circulation statistics. Overall Circulation increased 1% and 11 of the 12 months showed an increase in cardholders. Our turnover rate is 5% which is a strong number and shows that we have a well weeded and curated collection.
- B. The Distinguished Service Award will be a joint award with the Friends and the process will be more visible and formalized going forward. The award will be presented at the Friends Annual Meeting in May. More discussion on the DSA process will be presented at the February board meeting.
- C. A library board representative is needed on both the Friends and IFLS boards. Charlie will be the IFLS representative for 2025. Jill will serve on the Friends board until her library board term expires June 30th. Gary will serve on the Friends board for the remainder of 2025.
- D. On a motion made by Cheryl and seconded by Jill, the board unanimously approved the Compliance with the ADA Act Regarding Employment policy as presented.
- E. On a motion made by James and seconded by Rod, the board unanimously approved the Compliance with the ADA Act Regarding the Delivery of Services policy.

- F. On a motion made by Cheryl and seconded by Jill, the board unanimously approved the Requests for Accommodation and Complaints About Accessibility policy.

COMMITTEE REPORTS

Friends of the Library – Charlie Schell

- The annual train exhibit made around \$3,600 revenue this year which was down from the previous year. Around 958 people attended.
- There will be a Pop-Up Book Sale on February 8th from 9am-3pm in the Library's Dabble Box.

IFLS – Jill Markgraf

- No report

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

- None noted

NEXT MEETING – February 20, 2025

ADJOURNMENT

On a motion made by Jill and seconded by James, the Board unanimously voted to adjourn.

Respectfully submitted,

Barb Langreck
Administrative & Human Resources Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board

FROM: Barb Langreck, Administrative & HR Coordinator

DATE: 02/13/2025

SUBJECT: JANUARY 2025 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending January 31, 2025

Operating Expenditures for the month	\$474,615.22
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$0
Total	\$474,615.22

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
 - \$5,991.75 paid to CDW for Adobe InDesign subscription renewal
2. Account 6118 Advertising
 - \$1,700.00 paid to Volume One for bi-weekly advertising January-August 2025
3. Account 6126 Repairs & Maintenance to Auto
 - \$5,657.85 paid to Adams Automotive for library van repairs
4. Account 6130 Repairs to Buildings
 - \$1,551.23 paid to Badger State for diagnosing and repairing heat pump alarm
 - \$2,271.44 paid to ThyssenKrupp for elevator monitoring service 11/01/24-1/31/25
5. Account 6150 Special Services
 - \$1,359.03 paid to ThyssenKrupp for elevator maintenance
6. Account 6156 Professional Services
 - \$1,100.00 paid to The Glass Orchard for program fee
7. Account 6198 Misc Contractual
 - \$40,450.00 paid to Lyngsoe Systems for annual AMH maintenance contract
 - \$1,900.00 paid to McKula Inc. for incident tracking software annual contract
 - \$2,179.53 paid to Envisionware for self-checkout annual maintenance
 - \$1,200.00 paid to Andi Cloud for program fee
8. Account 6402 Office Supplies
 - \$2,332.28 paid to Office Depot for toner purchase
9. Account 6490 Equipment Purchase
 - \$2,949.24 paid to CDW-G for 4 Dell computers
 - \$1,596.05 paid to CDW-G for 2 Dell computers

BILLS & CLAIMS - OPERATING
Transactions Processed in January 2025

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
01/31/2025	01/17/2025	6010	(\$1,036.75) PAYROLL WAGES			PR0117BW ACCRUAL
			<u>(\$1,036.75)</u>			
01/03/2025	01/03/2025	6010	\$4,497.21 PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 01/03/25
			<u>\$4,497.21</u>			
01/08/2025	01/10/2025	6010	\$16,852.49 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6010	\$24,771.62 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6010	\$16,359.84 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6010	\$14,473.82 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6010	\$12,395.82 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6010	\$3,657.44 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6010	\$19,496.07 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6010	\$1,982.64 WAGES-ULRICH-SECURITY MONITOR		LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
			<u>\$109,989.74</u>			
01/21/2025	01/17/2025	6010	\$5,183.76 PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 01/17/25
			<u>\$5,183.76</u>			
01/22/2025	01/24/2025	6010	\$17,350.50 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6010	\$26,584.23 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6010	\$16,730.70 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6010	\$14,895.67 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6010	\$12,636.50 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6010	\$3,728.00 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6010	\$18,624.99 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6010	\$2,000.00 WAGES-ULRICH-SECURITY MONITOR		LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
			<u>\$112,550.59</u>			
TOTAL PAYROLL WAGES			<u>\$231,184.55</u>			
01/31/2025	01/17/2025	6020	(\$108.69) PAYROLL OVERTIME			PR0117BW ACCRUAL
			<u>(\$108.69)</u>			
01/03/2025	01/03/2025	6020	\$122.28 PAYROLL OVERTIME		CUSTODIAL PAYROLL WAGES	PAY DATE: 01/03/25
			<u>\$122.28</u>			
01/21/2025	01/17/2025	6020	\$262.96 PAYROLL OVERTIME		CUSTODIAL PAYROLL WAGES	PAY DATE: 01/17/25

			\$262.96			
TOTAL PAYROLL OVERTIME			\$276.55			
01/03/2025	01/03/2025	6030	\$26.88 SPECIAL PAYS	CUSTODIAL PAYROLL WAGES		PAY DATE: 01/03/25
01/21/2025	01/17/2025	6030	\$26.88 SPECIAL PAYS	CUSTODIAL PAYROLL WAGES		PAY DATE: 01/17/25
01/31/2025	01/17/2025	6030	(\$5.38) SPECIAL PAYS			PR0117BW ACCRUAL
TOTAL SPECIAL PAYS			\$48.38			
01/31/2025	01/17/2025	6040	(\$76.54) EMPLOYER PAID BENEFITS			PR0117BW ACCRUAL
01/02/2025	12/31/2024	6040	(\$2.02) EMPLOYER PAID BENEFITS			DEC LIFE INSURANCE
01/13/2025	12/31/2024	6040	\$100.07 ER PAID BEN-ULRICH-SECURITY MO			PR0110LB ACCRUAL
01/13/2025	01/10/2025	6040	(\$100.07) ER PAID BEN-ULRICH-SECURITY MO			RVS PR0110LB ACCRUAL
			(\$78.56)			
01/03/2025	01/03/2025	6040	\$331.44 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES		PAY DATE: 01/03/25
			\$331.44			
01/08/2025	01/10/2025	6040	\$1,260.33 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/10/25
01/08/2025	01/10/2025	6040	\$1,836.33 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/10/25
01/08/2025	01/10/2025	6040	\$1,227.55 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/10/25
01/08/2025	01/10/2025	6040	\$1,038.02 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/10/25
01/08/2025	01/10/2025	6040	\$880.68 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/10/25
01/08/2025	01/10/2025	6040	\$267.03 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/10/25
01/08/2025	01/10/2025	6040	\$1,433.72 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/10/25
01/08/2025	01/10/2025	6040	\$142.95 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES		PAY DATE: 01/10/25
			\$8,086.61			
01/21/2025	01/17/2025	6040	\$382.69 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES		PAY DATE: 01/17/25
			\$382.69			
01/22/2025	01/24/2025	6040	\$1,288.50 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/24/25
01/22/2025	01/24/2025	6040	\$1,953.14 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/24/25
01/22/2025	01/24/2025	6040	\$1,247.99 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/24/25
01/22/2025	01/24/2025	6040	\$1,058.35 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/24/25
01/22/2025	01/24/2025	6040	\$874.80 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/24/25
01/22/2025	01/24/2025	6040	\$272.43 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/24/25
01/22/2025	01/24/2025	6040	\$1,333.17 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES		PAY DATE: 01/24/25
01/22/2025	01/24/2025	6040	\$143.24 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES		PAY DATE: 01/24/25
			\$8,171.62			
TOTAL EMPLOYER PAID BENEFITS			\$16,893.80			
01/31/2025	01/17/2025	6042	(\$75.55) WRS(ER)			PR0117BW ACCRUAL

			(\$75.55)		
01/03/2025	01/03/2025	6042	\$320.34 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/03/25
			\$320.34		
01/08/2025	01/10/2025	6042	\$1,096.36 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6042	\$1,215.46 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6042	\$1,068.00 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6042	\$925.65 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6042	\$861.50 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6042	\$254.19 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6042	\$1,203.46 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6042	\$137.79 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
			\$6,762.41		
01/21/2025	01/17/2025	6042	\$377.73 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/17/25
			\$377.73		
01/22/2025	01/24/2025	6042	\$1,119.18 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6042	\$1,318.59 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6042	\$1,102.99 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6042	\$957.63 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6042	\$878.24 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6042	\$259.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6042	\$1,195.63 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6042	\$139.00 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
			\$6,970.36		
TOTAL WRS(ER)			\$14,355.29		
01/31/2025	01/17/2025	6043	(\$357.33) HEALTH INS(ER)		PR0117BW ACCRUAL
01/02/2025	12/31/2024	6043	(\$0.36) HEALTH INS(ER)		DEC HEALTH INSURANCE
			(\$357.69)		
01/03/2025	01/03/2025	6043	\$1,317.61 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/03/25
			\$1,317.61		
01/08/2025	01/10/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6043	\$4,576.85 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6043	\$4,835.92 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6043	\$3,789.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
01/08/2025	01/10/2025	6043	\$4,396.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25

01/08/2025	01/10/2025	6043	\$451.61 HI(ER)-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
			\$22,199.79		
01/21/2025	01/17/2025	6043	\$1,786.64 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/17/25
			\$1,786.64		
01/22/2025	01/24/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6043	\$4,595.76 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6043	\$4,907.53 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6043	\$3,789.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6043	\$4,306.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
01/22/2025	01/24/2025	6043	\$451.61 HI(ER)-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 01/24/25
			\$22,199.79		
TOTAL HEALTH INS(ER)			\$47,146.14		
01/07/2025	12/31/2024	6047	\$137.92 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
01/07/2025	12/31/2024	6047	\$2,035.00 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,172.92		
01/15/2025	01/14/2025	6051	\$4,362.58 RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
01/15/2025	01/14/2025	6051	\$4,746.26 RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
TOTAL RETIREE-HLTH INS			\$9,108.84		
01/06/2025	12/31/2024	6052	\$203.50 RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$203.50		
01/08/2025	12/31/2024	6110	\$1,284.42 POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
01/08/2025	12/31/2024	6110	\$202.30 POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE
			\$1,486.72		
01/08/2025	01/10/2025	6110	\$7.39 POSTAGE & SHIPPING	LIBRARY PAYROLL WAGES	PAY DATE: 01/10/25
			\$7.39		
TOTAL POSTAGE & SHIPPING			\$1,494.11		
01/02/2025	12/31/2024	6112	\$146.66 COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
01/15/2025	01/14/2025	6112	\$5,991.75 COMPUTER SERVICE CHARGES	CDW LLC	COMPUTER SERVICE CHARGES
01/16/2025	12/02/2024	6112	\$702.00 COMPUTER SERVICE CHARGES	SITEGROUND HOSTING	COMP SERVICE CHARGES (6 MONTH
01/16/2025	12/02/2024	6112	\$99.00 COMPUTER SERVICE CHARGES	ROCKETGENIUS, INC.	GRAVITY FORMS (DEVELOPER ANNUA
01/16/2025	12/02/2024	6112	\$119.00 COMPUTER SERVICE CHARGES	WP ROCKET	SOFTWARE SUBSCRIPTION
01/16/2025	12/02/2024	6112	\$655.59 COMPUTER SERVICE CHARGES	SURVEYMONKEY INC	ANNUAL SUBSCRIPTION

01/16/2025	12/02/2024	6112	\$199.99	COMPUTER SERVICE CHARGES	DNH*SUCURI WEBSITE SECURI	GODADDY (DOMAIN RENEWALS YEARL
01/16/2025	12/02/2024	6112	\$149.00	COMPUTER SERVICE CHARGES	MAILPOET	1 BLOGGER LICENSE (YEARLY)
01/16/2025	12/02/2024	6112	\$43.00	COMPUTER SERVICE CHARGES	ENVATO *69721614	IT COMP SERVICE CHARGES
01/28/2025	01/28/2025	6112	\$146.66	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	MONTHLY BILLING - MICROSOFT CS
01/28/2025	01/28/2025	6112	\$537.16	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
01/29/2025	01/22/2025	6112	\$69.00	COMPUTER SERVICE CHARGES	AMAZON.COM*MB14A11F2	AppleCare for Tween iPad 1
01/29/2025	01/22/2025	6112	\$69.00	COMPUTER SERVICE CHARGES	AMAZON.COM*MB14A11F2	AppleCare for Tween iPad 2
01/29/2025	01/22/2025	6112	\$95.20	COMPUTER SERVICE CHARGES	WP ROCKET	DIGITAL GOODS: RENEWAL PLUS
TOTAL COMPUTER SERVICE CHARGES			\$9,023.01			
01/09/2025	12/31/2024	6118	\$300.00	ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC	PCS ADVERTISING - INBOX DELIGH
01/16/2025	12/31/2024	6118	\$100.00	ADVERTISING/MARKETING	MARISA VALDEZ	PCS ADVERTISING
01/16/2025	12/02/2024	6118	\$700.00	ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC	VOLUME ONE - PCS ADVERTISING
01/16/2025	12/02/2024	6118	\$295.42	ADVERTISING/MARKETING	SHARP SIGNS LLC	PCS ADVERTISING - STAFF ACCESS
01/29/2025	01/22/2025	6118	\$85.00	ADVERTISING/MARKETING	SHARP SIGNS LLC	PCS ADVERTISING (BOOK RETURN B
01/29/2025	12/31/2024	6118	\$1,700.00	ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC	PCS ADVERTISING
TOTAL ADVERTISING/MARKETING			\$3,180.42			
01/16/2025	12/02/2024	6126	\$7.42	REPAIRS & MAINT TO AUTO EQUIP	AMAZON.COM*MB14A11F2	VAN MAINTENANCE (PHILIPS MINAT
01/29/2025	01/22/2025	6126	\$21.59	REPAIRS & MAINT TO AUTO EQUIP	AMZ*CAFEPRESS INC.	LIBRARY VAN MAINT - WINDSHIELD
01/29/2025	01/22/2025	6126	\$4,857.85	REPAIRS & MAINT TO AUTO EQUIP	ADAMS AUTOMOTIVE CENTER I	LIBRARY VAN REPAIRS (CAMSHAFT
01/29/2025	01/22/2025	6126	\$800.00	REPAIRS & MAINT TO AUTO EQUIP	ADAMS AUTOMOTIVE CENTER I	LIBRARY VAN REPAIRS (CAMSHAFT
01/29/2025	12/31/2024	6126	\$75.32	REPAIRS & MAINT TO AUTO EQUIP	ADAMS AUTOMOTIVE CENTER I	LIBRARY VAN MAINTENANCE - OIL
TOTAL REPAIRS & MAINT TO AUTO EQUIP			\$5,762.18			
01/02/2025	09/30/2024	6130	\$528.53	REPAIRS TO BUILDINGS	TWEET GAROT MECHANICAL INC	REPAIRS TO BUILDING
01/21/2025	12/02/2024	6130	\$1,551.23	REPAIRS TO BUILDINGS	BADGER STATE INC	HEAT PUMP ALARM REPAIR AT THE
01/21/2025	12/02/2024	6130	\$2,271.44	REPAIRS TO BUILDINGS	BTS*THYSSENKRUPP	LIBRARY ELEVATOR MONITORING SE
01/23/2025	01/23/2025	6130	\$247.69	REPAIRS TO BUILDINGS	BADGER STATE INC	REPAIRS TO BUILDING
TOTAL REPAIRS TO BUILDINGS			\$4,598.89			
01/21/2025	12/31/2024	6150	\$81.00	SPECIAL SERVICES	SHREDAWAY USA INC	SHREDDING SERVICE
01/21/2025	12/31/2024	6150	\$504.70	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES
01/02/2025	12/31/2024	6150	\$414.00	SPECIAL SERVICES	HEATHER C LEISZ	MONTHLY PLANT RENTAL & CARE
01/21/2025	12/02/2024	6150	\$422.96	SPECIAL SERVICES	BTS*THYSSENKRUPP	LIBRARY, UTILITIES & CITY HALL
01/21/2025	12/02/2024	6150	\$1,359.03	SPECIAL SERVICES	BTS*THYSSENKRUPP	LIBRARY ELEVATOR MONITORING SE
TOTAL SPECIAL SERVICES			\$2,781.69			
01/06/2025	12/02/2024	6153	\$55.41	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			\$55.41			
01/30/2025	01/30/2025	6156	\$370.00	PROFESSIONAL SERVICES-PABLO	LARRY NESPER	PCS PROFESSIONAL SERVICES (GIF
01/15/2025	12/31/2024	6156	\$1,100.00	PROFESSIONAL SERVICES	THE GLASS ORCHARD	PROFESSIONAL SERVICES
TOTAL PROFESSIONAL SERVICES-PABLO			\$1,470.00			

01/16/2025	12/02/2024	6160	\$289.00	TRAINING/MEETINGS	AMERICAN LIBRARY ASSOCIATION	STAFF CE TRAINING (ANDRIA RICE
01/16/2025	12/02/2024	6160	\$25.00	TRAINING/MEETINGS	FSP*CHIPPEWA VALLEY SOCIE	STAFF TRAINING
01/29/2025	01/22/2025	6160	\$195.00	TRAINING/MEETINGS	EAU CLAIRE AREA CHAMBER OF COMMERCE	2025 BENCHMARK COMPENSATION SU
01/29/2025	01/22/2025	6160	\$266.58	TRAINING/MEETINGS	JUST LOCAL FOOD COOPERATIVE	YS STAFF TRAINING DAY (SPACE R
01/29/2025	01/22/2025	6160	\$15.00	TRAINING/MEETINGS	WSLS	REGISTRATION FOR AI & ETHICS V
01/29/2025	01/22/2025	6160	\$315.00	TRAINING/MEETINGS	INNOVATIVE USERS GROUP	REGISTRATION FOR LYNN GATES (I
TOTAL TRAINING/MEETINGS			\$1,105.58			
01/16/2025	12/02/2024	6162	\$40.00	MEMBERSHIP DUES	FSP*CHIPPEWA VALLEY SOCIE	CVSHRM MEMBERSHIP - BARB LANGR
01/29/2025	01/22/2025	6162	\$125.00	MEMBERSHIP DUES	INNOVATIVE USERS GROUP	MEMBERSHIP FEES FOR 2025 (1/26
TOTAL MEMBERSHIP DUES			\$165.00			
01/29/2025	01/29/2025	6166	\$527.32	RECRUITMENT EXPENSES	GOVERNMENTJOBS COM INC	NEOGOV INSIGHT & ONBOARD PAYME
TOTAL RECRUITMENT EXPENSES			\$527.32			
01/02/2025	01/01/2025	6198	\$287.00	MISC CONTRACTUAL SERVICES	DATA FINANCIAL INC	2025 SERVICE AGREEMENT - COIN
01/02/2025	01/01/2025	6198	\$40,450.00	MISC CONTRACTUAL SERVICES	LYNGSOE SYSTEMS INC	ANNUAL SERVICE AGREEMENT - AMH
01/15/2025	01/13/2025	6198	\$756.26	MISC CONTRACTUAL SERVICES	AURORA COMMUNITY SERVICES INC	EAP SERVICES FOR 2025 - REALIV
01/16/2025	12/02/2024	6198	\$176.97	MISC CONTRACTUAL SERVICES	ZOOM.US	ZOOM ACCOUNT (DECEMBER 2024)
01/16/2025	12/02/2024	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	MISC CONTRACTUAL (3 SCREEN FOR
01/21/2025	01/21/2025	6198	\$1,900.00	MISC CONTRACTUAL SERVICES	MCKULA INC	MISC CONTRACTUAL
01/21/2025	01/21/2025	6198	\$2,179.53	MISC CONTRACTUAL SERVICES	ENVISIONWARE INC	MISC CONTRACTUAL
01/27/2025	12/31/2024	6198	\$54.04	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
01/29/2025	01/22/2025	6198	\$176.97	MISC CONTRACTUAL SERVICES	ZOOM.US	JANUARY 2025 ZOOM ACCOUNT
01/29/2025	01/22/2025	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	DECEMBER 2024 (3 SCREENS FOR S
01/15/2025	01/14/2025	6198	\$635.00	MISC CONTRACTUAL SERVICES	ROSETTA INGABORG ORTH	MISC CONTRACTUAL
01/08/2025	01/07/2025	6198	\$1,200.00	MISC CONTRACTUAL SERVICES	ANDI J CLOUD	MISC CONTRACTUAL
01/30/2025	01/29/2025	6198	\$100.00	MISC CONTRACTUAL SERVICES	JOHN HILDEBRAND	PCS MISC CONTRACTUAL
01/30/2025	01/30/2025	6198	\$100.00	MISC CONTRACTUAL SERVICES	NICKOLAS ANDREW BUTLER	PCS MISC CONTRACTUAL
01/29/2025	12/31/2024	6198	\$392.81	MISC CONTRACTUAL SERVICES	BADGER STATE INC	CUSTODIAL EXPENSE - MISC CONTR
TOTAL MISC CONTRACTUAL SERVICES			\$48,516.58			
01/23/2025	12/31/2024	6202	\$5,015.57	ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$5,015.57			
01/23/2025	12/31/2024	6208	\$122.12	GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$122.12			
01/02/2025	12/31/2024	6210	\$395.52	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	TELEPHONE
01/07/2025	12/31/2024	6210	\$428.97	TELEPHONES		DEC CENTREX VOIP PHONE CHR
01/16/2025	12/02/2024	6210	\$0.80	TELEPHONES	CENTURYTEL	MONTHLY TELEPHONE CHARGE - NOV
01/16/2025	12/02/2024	6210	\$0.80	TELEPHONES	CENTURYTEL	MONTHLY TELEPHONE CHARGE - DEC
01/16/2025	12/02/2024	6210	\$0.77	TELEPHONES	CENTURYTEL	MONTHLY TELEPHONE SERVICE - DE
01/29/2025	01/22/2025	6210	\$1.33	TELEPHONES	CENTURYTEL	JANUARY 2025 TELEPHONE

01/29/2025	01/22/2025	6210	\$0.80	TELEPHONES	CENTURYTEL	JANUARY 2025 TELEPHONE
TOTAL TELEPHONES			\$828.99			
01/06/2025	12/31/2024	6215	\$483.37	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$483.37			
01/02/2025	10/31/2024	6252	\$81.00	WATER SERVICE		400 EAU CLAIRE ST
01/02/2025	10/31/2024	6252	\$1,018.85	WATER SERVICE		400 EAU CLAIRE ST
01/02/2025	10/31/2024	6252	\$105.30	WATER SERVICE		400 EAU CLAIRE ST
TOTAL WATER SERVICE			\$1,205.15			
01/02/2025	10/31/2024	6254	\$9.54	SEWER SERVICE		400 EAU CLAIRE ST
01/02/2025	10/31/2024	6254	\$2,713.66	SEWER SERVICE		400 EAU CLAIRE ST
TOTAL SEWER SERVICE			\$2,723.20			
01/02/2025	10/31/2024	6256	\$337.50	STORMWATER CHARGES		400 EAU CLAIRE ST
TOTAL STORMWATER CHARGES			\$337.50			
01/06/2025	12/31/2024	6350	\$2,583.37	INSURANCE		INSURANCE CHARGES
TOTAL INSURANCE			\$2,583.37			
01/16/2025	12/02/2024	6402	\$79.78	OFFICE SUPPLIES	OFFICE DEPOT	2 CASES COPY PAPER
01/16/2025	12/02/2024	6402	\$82.77	OFFICE SUPPLIES	OFFICE DEPOT	1 CASE COPY PAPER / FACIAL TISS
01/16/2025	12/02/2024	6402	\$79.78	OFFICE SUPPLIES	OFFICE DEPOT	2 CASES COPY PAPER
01/16/2025	12/02/2024	6402	\$569.96	OFFICE SUPPLIES	OFFICE DEPOT	DISINFECTANT WIPES / HP 55X BL
01/16/2025	12/02/2024	6402	\$2,332.28	OFFICE SUPPLIES	OFFICE DEPOT	HP 656X CYAN (2)/HP 656X YELLO
01/16/2025	12/02/2024	6402	\$671.41	OFFICE SUPPLIES	OFFICE DEPOT	HP 656X BLACK TONER (2)
01/16/2025	12/02/2024	6402	\$18.87	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (LYSOL AIR S
01/16/2025	12/02/2024	6402	\$18.88	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (9X12 SELF S
01/16/2025	12/02/2024	6402	\$41.50	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	ADMIN OUTREACH SUPPLIES (MOTOR
01/16/2025	12/02/2024	6402	\$509.33	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (HP 656X YEL
01/16/2025	12/02/2024	6402	\$18.87	OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	OVERHEAD SUPPLIES (20 PACK RET
01/16/2025	12/02/2024	6402	\$31.79	OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	OVERHEAD SUPPLIES (BREAKROOM S
01/16/2025	12/02/2024	6402	\$3.63	OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	OVERHEAD SUPPLIES (BREAKROOM N
01/29/2025	01/22/2025	6402	\$123.63	OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (3 CASES COP
01/29/2025	01/22/2025	6402	\$21.95	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SHARED SUPPLIES (BULK
01/29/2025	01/22/2025	6402	\$20.82	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	ACOUSTIC EARPIECE FOR MOTOROLA
01/29/2025	01/22/2025	6402	\$8.25	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SHARED SUPPLIES (12 M
01/29/2025	12/31/2024	6402	\$129.95	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	48" FOLDABLE EXTENDED WAGON FO
01/29/2025	12/31/2024	6402	\$71.20	OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	OVERHEAD SUPPLIES (FACIAL TISS
01/29/2025	12/31/2024	6402	\$20.53	OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	OVERHEAD SUPPLIES (FACIAL TISS
01/29/2025	12/02/2024	6402	\$77.36	OFFICE SUPPLIES	GLOBAL COMPUTER SUPPLIES	YS OFFICE SUPPLIES (PLASTIC PA
01/16/2025	12/02/2024	6402	(\$24.00)	OFFICE SUPPLIES	TARGET.COM	REFUND FOR BASKETS (YS SUPPLIE
01/16/2025	12/02/2024	6402	\$27.97	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (10 COLOR VOICE RE
01/16/2025	12/02/2024	6402	\$30.26	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES (CLEANSMART

01/16/2025	12/02/2024	6402	\$38.49 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES (CORK BOARD
01/16/2025	12/02/2024	6402	\$44.14 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRC OFFICE SUPPLIES (DVD SHIP
01/16/2025	12/02/2024	6402	\$30.00 OFFICE SUPPLIES	TARGET.COM *	YS OFFICE SUPPLIES (10 BASKETS
01/16/2025	12/02/2024	6402	\$18.50 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	YS OFFICE SUPPLIES (WINDEX ELE
01/16/2025	12/02/2024	6402	\$21.98 OFFICE SUPPLIES	MENARD INC	TS SUPPLIES (2 - 4.5" RESIN CL
01/16/2025	12/02/2024	6402	\$101.00 OFFICE SUPPLIES	BRODART INC	LOST & DAMAGED LIB MATERIALS &
01/16/2025	12/02/2024	6402	\$229.33 OFFICE SUPPLIES	DEMCO INC	TS SUPPLIES & LIBRARY MATERIAL
01/16/2025	12/02/2024	6402	\$6.79 OFFICE SUPPLIES	OFFICE DEPOT	ORANGE HIGHLIGHTERS (12 COUNT)
01/16/2025	12/02/2024	6402	\$41.45 OFFICE SUPPLIES	KENT ADHESIVE PRODUCT COMPANY	LOST & DAMAGED LIB MATERIALS /
01/16/2025	12/02/2024	6402	\$24.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	RS EQUIPMENT (LIGHT THERAPY LA
01/16/2025	12/02/2024	6402	\$104.86 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	DB EQUIPMENT (MAGNIFYING RULER
01/16/2025	12/02/2024	6402	\$15.92 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	TS SUPPLIES (RED STAMP PAD/POS
01/29/2025	01/22/2025	6402	\$25.39 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES (2025 WALL
01/29/2025	01/22/2025	6402	\$37.18 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES / RS PROGRA
01/29/2025	01/22/2025	6402	(\$15.29) OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	AMAZON REFUND FOR ITEMS NOT DE
01/29/2025	12/31/2024	6402	\$74.00 OFFICE SUPPLIES	FSP*WISCONSIN STATE FIRE	TS SUPPLIES
01/16/2025	12/02/2024	6402	\$109.79 OFFICE SUPPLIES	OFFICE DEPOT	PCS SUPPLIES (PRINTER PAPER)
01/16/2025	12/02/2024	6402	\$21.83 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (VINYL STICKER PA
01/16/2025	12/02/2024	6402	\$22.38 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (2025 CALENDAR &
01/16/2025	12/02/2024	6402	\$16.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS OFFICE SUPPLIES (BLUE LIGH
01/29/2025	01/22/2025	6402	\$111.77 OFFICE SUPPLIES	OFFICE DEPOT	PCS SUPPLIES (10 REAMS OF CARD
01/29/2025	01/22/2025	6402	\$38.51 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (AVERY WHITE LABE
01/29/2025	01/22/2025	6402	\$64.79 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (ACRYLIC SIGN HOL
01/29/2025	12/31/2024	6402	\$70.05 OFFICE SUPPLIES	AMAZON.COM*MB14A11F2	PCS SUPPLIES (USB BLOCK CHARGE
TOTAL OFFICE SUPPLIES			\$6,221.61		
01/16/2025	12/02/2024	6405	\$59.90 AWARDS & TROPHIES-FOL-2022	WM SUPERCENTER#1669	FOL STAFF AFFAIRS (DECEMBER ST
01/16/2025	12/02/2024	6405	\$8.50 AWARDS & TROPHIES-FOL-2022	FAMILY DOLLAR #3349	FOL STAFF AFFAIRS GIFTS (DECEM
01/16/2025	12/02/2024	6405	\$126.52 AWARDS & TROPHIES-FOL 2024	AMZ*CAFEPRESS INC.	YS FOL PROGRAM PRIZES/INCENTIV
01/16/2025	12/02/2024	6405	\$35.19 AWARDS & TROPHIES-FOL-2022	SKOGENS FOODLINER INC	FOL STAFF AFFAIRS (DECEMBER ST
01/29/2025	01/22/2025	6405	\$10.57 AWARDS & TROPHIES-FOL-2022	UNIVERSITY OF WISCONSIN NON-PAYROLL	REGISTRATION FOR ELIZABETH STE
01/29/2025	12/31/2024	6405	\$156.95 AWARDS & TROPHIES-FOL-2022	SKOGENS FOODLINER INC	FOL GIFTS ADULT READING PROGRA
TOTAL AWARDS & TROPHIES-FOL-2022			\$397.63		
01/16/2025	12/02/2024	6406	\$135.00 LIBR PROG SUPP-GEN PURPOSE GIF	CFS FLOWERS AND GIFTS	ANY PURPOSE GIFTS (BOUQUET FOR
01/16/2025	12/02/2024	6406	\$37.96 LIB PROG SUPPLIES-YOUNG GOLDEN	AMZ*CAFEPRESS INC.	YS GIFTS (NEW YEARS NOON EVENT
01/16/2025	12/02/2024	6406	\$167.70 LIB PROG SUPPLIES-YOUNG GOLDEN	OTC BRANDS, INC.	YS PROGRAM SUPPLIES (NOON YEAR
01/16/2025	12/02/2024	6406	\$28.32 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	YS FOL PLAY & LEARN GIFTS (WHI
01/16/2025	12/02/2024	6406	\$12.79 LIBR SUPP FOL 2024	AMAZON.COM*MB14A11F2	FOL YS PLAY & LEARN GIFTS (LUL
01/16/2025	12/02/2024	6406	\$60.44 LIBR SUPP FOL 2024	QP* QP* FOLKMANISI	GRIZZLY BEAR HAND PUPPET (FOL
01/29/2025	01/22/2025	6406	\$114.43 LIBR SUPP - FOL-2023	UNIVERSITY OF WISCONSIN NON-PAYROLL	REGISTRATION FOR ELIZABETH STE
01/29/2025	01/22/2025	6406	\$21.98 LIBR SUPP FOL 2024	SKOGENS FOODLINER INC	FOL GIFTS PROGRAM REFRESHMENTS
01/29/2025	12/31/2024	6406	\$22.49 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL YS TEEN BOOK BOXES (NUT MI
01/29/2025	12/31/2024	6406	\$73.93 LIBR SUPP FOL 2024	AMAZON.COM*MB14A11F2	FOL YS TEEN BOOK BOXES (COWBOY
01/16/2025	12/02/2024	6406	\$2.97 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES (MARBLES)
01/16/2025	12/02/2024	6406	\$127.32 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES

01/16/2025	12/02/2024	6406	\$11.10 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES
01/16/2025	12/02/2024	6406	\$9.98 LIBRARY PROGRAM SUPPLIES	MICHAELS #9166	YS PROGRAM SUPPLIES (MINI DOTS
01/16/2025	12/02/2024	6406	\$38.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (BALLOON D
01/16/2025	12/02/2024	6406	\$275.54 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
01/16/2025	12/02/2024	6406	\$4.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (300 PC AC
01/16/2025	12/02/2024	6406	\$250.30 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (SUPPLIES
01/16/2025	12/02/2024	6406	\$222.74 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (WHITE LAB
01/16/2025	12/02/2024	6406	\$133.78 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (ITEMS FOR
01/16/2025	12/02/2024	6406	\$69.90 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (BLACK AND
01/16/2025	12/02/2024	6406	\$13.98 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (PIPE CLEA
01/16/2025	12/02/2024	6406	\$773.00 LIBRARY PROGRAM SUPPLIES	SP * FOUND FOOTAGE FES	YS PROGRAM SUPPLIES (THE BIG S
01/16/2025	12/02/2024	6406	\$23.55 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (COCOA & C
01/16/2025	12/02/2024	6406	\$18.25 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (TEEN CAKE
01/16/2025	12/02/2024	6406	\$54.99 LIBRARY PROGRAM SUPPLIES	AMAZON.COM*MB14A11F2	YS PROGRAM SUPPLIES (24 LB PLA
01/16/2025	12/02/2024	6406	\$2.00 LIBRARY PROGRAM SUPPLIES	ETSY.COM	ETSY (DOWNLOADABLE CRICUT SUBL
01/29/2025	01/22/2025	6406	\$24.77 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (SEWING NE
01/29/2025	01/22/2025	6406	\$63.97 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (BULK ART
01/29/2025	01/22/2025	6406	\$21.72 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (COCOA AND
01/29/2025	01/22/2025	6406	\$8.08 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (HAWAIIAN
01/29/2025	01/22/2025	6406	\$41.94 LIBRARY PROGRAM SUPPLIES	LITTLE CAESARS 3149-0009	YS PROGRAM SUPPLIES (6 PIZZAS)
01/29/2025	12/31/2024	6406	\$36.46 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (COZY VIBE
01/16/2025	12/02/2024	6406	\$226.65 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	PCS PROGRAM SUPPLIES (TURKEY T
01/16/2025	12/02/2024	6406	\$43.18 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	PCS EQUIP (CERAMIC KNIFE SET)
01/29/2025	01/22/2025	6406	\$68.62 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES / RS PROGRA
01/29/2025	01/22/2025	6406	(\$6.99) LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	AMAZON REFUND FOR ITEMS NOT DE
01/16/2025	12/02/2024	6406	\$31.96 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	RS PROGRAM SUPPLIES (CUPCAKES)
01/16/2025	12/02/2024	6406	\$168.38 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	RS PROGRAM SUPPLIES (SMALL ENV
01/16/2025	12/02/2024	6406	\$91.44 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	RS EQUIPMENT (LIGHT THERAPY LA
01/29/2025	01/22/2025	6406	\$27.95 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES / RS PROGRA
01/29/2025	01/22/2025	6406	(\$11.99) LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	AMAZON REFUND FOR ITEMS NOT DE
TOTAL LIBR PROG SUPP-GEN PURPOSE GIF			\$3,544.56		
01/15/2025	12/31/2024	6409	\$15,000.00 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS
01/21/2025	01/21/2025	6409	\$600.00 DIGITAL/DOWNLOADABLE	EDWARD G HINKELMAN	LIBRARY MATERIALS
01/21/2025	12/31/2024	6409	\$4,157.30 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS
01/21/2025	01/21/2025	6409	\$1,693.83 DIGITAL/DOWNLOADABLE	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
01/29/2025	01/22/2025	6409	\$1,500.00 DIGITAL/DOWNLOADABLE	ALLDATA	LIBRARY MATERIALS (DIGITAL DAT
			\$22,951.13		
01/16/2025	12/02/2024	6409	\$129.50 LIB MATERIALS-CIRCULATING ART	AS HANGING SYSTEMS CORP	GIFTS - ENDOWMENT FUND (4 CLAS
			\$129.50		
01/02/2025	12/31/2024	6409	(\$15.18) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
01/02/2025	12/31/2024	6409	\$60.31 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
01/02/2025	12/31/2024	6409	\$73.48 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
01/02/2025	12/31/2024	6409	\$465.15 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV

01/08/2025	12/31/2024	6409	\$276.25 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
01/08/2025	12/31/2024	6409	\$398.67 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
01/08/2025	12/31/2024	6409	\$18.44 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
01/08/2025	12/31/2024	6409	\$142.90 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
01/16/2025	01/16/2025	6409	\$235.54 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
01/16/2025	12/02/2024	6409	\$153.70 LIBRARY MATERIALS-BKS JUVENILE	SP * FOUND FOOTAGE FES	CREATIVE COMPANY SHOP (JUV PRI
01/21/2025	01/21/2025	6409	\$112.17 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
01/21/2025	01/21/2025	6409	\$421.41 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
01/21/2025	01/21/2025	6409	\$89.41 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT/ L
01/21/2025	01/21/2025	6409	\$78.05 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT PRINT/ JUV
01/21/2025	01/21/2025	6409	\$268.51 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
01/23/2025	01/23/2025	6409	\$186.03 LIBRARY MATERIALS-BKS JUVENILE	CAVENDISH SQUARE PUBLISHING, LLC	LIB MATLS - JUV PRINT
01/28/2025	01/28/2025	6409	\$22.26 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
01/28/2025	01/28/2025	6409	\$52.11 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
01/28/2025	01/28/2025	6409	\$94.52 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
01/28/2025	01/28/2025	6409	\$187.05 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
01/28/2025	01/28/2025	6409	\$475.29 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
01/28/2025	01/28/2025	6409	\$187.32 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV
01/28/2025	01/28/2025	6409	\$233.52 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT/ L&D A

\$4,216.91

01/02/2025	12/31/2024	6409	\$377.81 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT
01/02/2025	12/31/2024	6409	\$27.00 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
01/02/2025	12/31/2024	6409	\$40.58 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
01/08/2025	12/31/2024	6409	\$143.16 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
01/08/2025	12/31/2024	6409	\$15.36 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
01/08/2025	12/31/2024	6409	\$91.29 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
01/15/2025	01/14/2025	6409	\$331.25 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT
01/15/2025	01/14/2025	6409	\$408.27 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT
01/15/2025	01/14/2025	6409	\$81.72 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
01/15/2025	01/14/2025	6409	\$89.97 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
01/15/2025	01/14/2025	6409	\$113.21 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
01/15/2025	12/31/2024	6409	\$983.10 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
01/16/2025	12/02/2024	6409	\$39.99 LIBRARY MATERIALS-BOOKS-ADULT	TARGET.COM *	YS OFFICE SUPPLIES (10 BASKETS
01/21/2025	01/21/2025	6409	\$244.22 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
01/21/2025	01/21/2025	6409	\$278.80 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
01/21/2025	01/21/2025	6409	\$164.62 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT
01/21/2025	01/21/2025	6409	\$361.01 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ NONPRINT
01/21/2025	01/21/2025	6409	\$142.02 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT/ L
01/21/2025	01/21/2025	6409	\$269.49 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT PRINT/ JUV
01/21/2025	01/21/2025	6409	\$220.78 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
01/28/2025	01/28/2025	6409	\$146.71 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
01/28/2025	01/28/2025	6409	\$343.62 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
01/28/2025	01/28/2025	6409	\$592.05 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
01/28/2025	01/28/2025	6409	\$110.64 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT/ L&D A

\$5,616.67

01/02/2025	12/31/2024	6409	(\$26.90) LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
01/16/2025	12/02/2024	6409	\$38.59 LIBRARY MATERIALS-KITS, TOOLS	TARGET 00017749	LIBRARY MATERIALS (BOOMWACKER
01/29/2025	01/22/2025	6409	\$600.00 LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Hotspot annual renewals - 5
			<u>\$611.69</u>		
01/02/2025	12/31/2024	6409	\$35.97 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
01/02/2025	12/31/2024	6409	\$66.11 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
01/02/2025	12/31/2024	6409	\$167.47 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
01/08/2025	12/31/2024	6409	\$86.21 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
01/15/2025	12/31/2024	6409	\$43.48 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
01/15/2025	12/31/2024	6409	\$2,378.82 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
01/21/2025	01/21/2025	6409	\$381.67 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
01/21/2025	01/21/2025	6409	\$24.74 LIBRARY MATERIALS-NON-PRINT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ NONPRINT
01/21/2025	01/21/2025	6409	\$24.98 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT/ L
01/21/2025	01/21/2025	6409	\$21.74 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
01/23/2025	01/23/2025	6409	\$63.74 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
01/23/2025	01/23/2025	6409	\$284.71 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
01/28/2025	01/28/2025	6409	\$234.29 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
01/28/2025	01/28/2025	6409	\$22.16 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT/ L&D A
01/28/2025	01/28/2025	6409	\$96.98 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
			<u>\$3,933.07</u>		
01/21/2025	01/21/2025	6409	\$88.53 MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFTS- IHO-FOL
			<u>\$88.53</u>		
01/15/2025	12/31/2024	6409	\$45.97 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			<u>\$45.97</u>		
TOTAL LIBRARY MATERIALS-BOOKS-ADULT			<u>\$37,593.47</u>		
01/16/2025	12/02/2024	6415	\$170.00 LOST/DAMAGE PART & TS SUPPLIES	BRODART INC	LOST & DAMAGED LIB MATERIALS &
01/16/2025	12/02/2024	6415	\$60.78 LOST/DAMAGE PART & TS SUPPLIES	DEMCO INC	TS SUPPLIES & LIBRARY MATERIAL
01/16/2025	12/02/2024	6415	\$110.07 LOST/DAMAGE PART & TS SUPPLIES	OFFICE DEPOT	TS LOST AND DAMAGED PARTS (DOU
01/16/2025	12/02/2024	6415	\$60.00 LOST/DAMAGE PART & TS SUPPLIES	KENT ADHESIVE PRODUCT COMPANY	LOST & DAMAGED LIB MATERIALS /
01/16/2025	12/02/2024	6415	\$64.82 LOST/DAMAGE PART & TS SUPPLIES	AMZ*CAFEPRESS INC.	LOST & DAMAGED TS SUPPLIES (MA
			<u>\$465.67</u>		
01/02/2025	12/31/2024	6415	\$188.22 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV
01/16/2025	12/31/2024	6415	\$16.95 LOST/DAMAGED-BOOKS JUVENILLE	BOARD OF TRUSTEES ELLSWORTH PUBLIC	LOST & DAMAGED - JUV-PRINT
01/16/2025	01/16/2025	6415	\$26.99 LOST/DAMAGED-BOOKS JUVENILLE	CITY OF CHIPPEWA FALLS	LOST & DAMAGED - JUV-PRINT
01/21/2025	01/21/2025	6415	\$18.47 LOST/DAMAGED-BOOKS JUVENILLE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
01/21/2025	01/21/2025	6415	\$11.30 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT/ L
			<u>\$261.93</u>		

01/02/2025	12/31/2024	6415	\$103.17 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
01/02/2025	12/31/2024	6415	\$394.44 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
01/21/2025	01/21/2025	6415	\$40.97 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT/ L
01/28/2025	01/28/2025	6415	\$15.59 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D ADULT PRINT
01/28/2025	01/28/2025	6415	\$16.36 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT/ L&D A
			\$570.53		
01/02/2025	12/31/2024	6415	\$9.43 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L&D NONPRINT
01/02/2025	12/31/2024	6415	\$99.94 LOST/DAMAGED-NON-PRNT MATERIAL	BERTELSMANN PUBLISHING GROUP INC	L&D NONPRINT
01/15/2025	12/31/2024	6415	\$114.73 LOST/DAMAGED-NON-PRNT MATERIAL	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
01/16/2025	12/02/2024	6415	\$20.02 LOST/DAMAGED-NON-PRNT MATERIAL	WM SUPERCENTER#1669	LOST & DAMAGED NONPRINT (CLEAR
01/16/2025	12/02/2024	6415	\$19.93 LOST/DAMAGED-NON-PRNT MATERIAL	WM SUPERCENTER#1669	LOST & DAMAGED NONPRINT (RED D
01/21/2025	01/21/2025	6415	\$42.45 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L&D NONPRINT
01/28/2025	01/28/2025	6415	\$29.90 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L&D NONPRINT
			\$336.40		
TOTAL LOST/DAMAGED-NON-PRNT MATERIAL			\$1,634.53		
01/06/2025	12/31/2024	6450	\$115.50 GASOLINE		DEC FUEL CHARGES
TOTAL GASOLINE			\$115.50		
01/21/2025	12/02/2024	6460	\$12.96 REPAIR PARTS & SUPPLIES	MENARD INC	MULTITOOL FOR PARKS SHOP AND C
01/29/2025	01/22/2025	6460	\$100.44 REPAIR PARTS & SUPPLIES	SP * FOUND FOOTAGE FES	TOTAL RESTROOM (3 REPLACEMENT
TOTAL REPAIR PARTS & SUPPLIES			\$113.40		
01/10/2025	12/31/2024	6464	\$1,237.02 BLDG MTRLS & JNTRL SUPPLIES		DEC PARTS CHARGES
01/16/2025	12/02/2024	6464	\$32.56 BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2	BLD MATERIALS - RUGS & MOPS (N
01/21/2025	12/02/2024	6464	\$301.34 BLDG MTRLS & JNTRL SUPPLIES	SCHILLING SUPPLY COMPANY	VACUUM BAGS CITY HALL; ICE MEL
01/21/2025	12/02/2024	6464	\$18.05 BLDG MTRLS & JNTRL SUPPLIES	AMZ*CAFEPRESS INC.	ENTRYWAY MATS FOR THE LIBRARY
01/21/2025	12/02/2024	6464	\$286.42 BLDG MTRLS & JNTRL SUPPLIES	AMZ*CAFEPRESS INC.	CUSTODIAL SUPPLIES FOR THE LIB
01/21/2025	12/02/2024	6464	\$499.00 BLDG MTRLS & JNTRL SUPPLIES	FERGUSON ENT, INC 1676	Library restroom sink parts
01/29/2025	01/22/2025	6464	\$32.56 BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2	DECEMBER 2024 (RUGS & MOPS)
01/29/2025	01/22/2025	6464	\$35.99 BLDG MTRLS & JNTRL SUPPLIES	AMZ*CAFEPRESS INC.	CUSTODIAL SUPPLIES (BRIOTECH S
01/29/2025	01/22/2025	6464	\$75.99 BLDG MTRLS & JNTRL SUPPLIES	AMZ*CAFEPRESS INC.	CUSTODIAL SUPPLIES (BRIOTECH S
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$2,518.93		
01/16/2025	12/02/2024	6490	\$88.89 EQUIPMENT PURCHASES (< \$5000)	MENARD INC	EQUIPMENT (MICROWAVE FOR BREAK
01/16/2025	12/02/2024	6490	\$32.28 EQUIPMENT PURCHASES (< \$5000)	AMAZON.COM*MB14A11F2	ADMIN EQUIPMENT (BREAKROOM - L
01/16/2025	12/02/2024	6490	\$132.94 EQUIPMENT PURCHASES (< \$5,000)	SQUARE INC	WALKER DISPLAYS (YS EQUIPMENT)
01/16/2025	12/02/2024	6490	\$68.99 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	YS EQUIPMENT (A FRAME CHALK-BO
01/16/2025	12/02/2024	6490	\$89.99 EQUIPMENT PURCHASES (< \$5,000)	AMAZON.COM*MB14A11F2	YS EQUIPMENT (25-SHELF MOBILE
01/16/2025	12/02/2024	6490	\$217.35 EQUIPMENT PURCHASES (< \$5,000)	LAKESHORE LEARNING MATER	YS EQUIPMENT (25 SHELF MOBILE
01/29/2025	12/31/2024	6490	\$279.00 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	CS EQUIPMENT (MOTOROLA TWO-WAY
01/16/2025	12/02/2024	6490	\$111.98 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	RS EQUIPMENT (LIGHT THERAPY LA
01/16/2025	12/02/2024	6490	\$29.99 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIP (CERAMIC KNIFE SET)

01/16/2025	12/02/2024	6490	\$52.52 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIP (LARGE DESK MAT & MO
01/16/2025	12/02/2024	6490	\$30.99 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIP (IPHONE TRIPOD AND A
01/16/2025	12/02/2024	6490	\$66.49 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIP (LIGHT THERAPY LAMP)
01/16/2025	12/02/2024	6490	\$127.17 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Wireless keyboards/mice
01/16/2025	12/02/2024	6490	\$2,949.24 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Dell Optiplex 7020s
01/16/2025	12/02/2024	6490	\$677.01 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Dell Latitude - YS
01/16/2025	12/02/2024	6490	\$1,596.05 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Dell Optiplex PCs and surge pr
01/16/2025	12/02/2024	6490	\$737.31 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Dell Optiplex 7020
01/29/2025	01/22/2025	6490	\$129.93 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Cisco ATA191 - Paging system
01/29/2025	01/22/2025	6490	\$39.99 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Monitor stand riser - PCS/SD
01/29/2025	01/22/2025	6490	\$278.00 EQUIPMENT PURCHASES (< \$5,000)	AMAZON.COM*MB14A11F2	iPad replacement - Tween 1
01/29/2025	01/22/2025	6490	\$278.00 EQUIPMENT PURCHASES (< \$5,000)	AMAZON.COM*MB14A11F2	iPad Replacement - Tween 2
01/29/2025	01/22/2025	6490	\$16.95 EQUIPMENT PURCHASES (< \$5,000)	AMAZON COM SERVICES LLC	trimline phone - ATA setup and
01/29/2025	01/22/2025	6490	\$261.00 EQUIPMENT PURCHASES (< \$5,000)	THOUGHTOUTCOMPANY	iPad stands - Tweens
01/29/2025	12/31/2024	6490	\$63.26 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Labeler tape
01/29/2025	12/31/2024	6490	\$611.00 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	flash drives, wireless keyboar
01/29/2025	12/31/2024	6490	\$14.89 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Tablet stand - PCS
01/16/2025	12/02/2024	6490	\$107.97 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT (SILICONE FACE PA
01/16/2025	12/02/2024	6490	\$16.98 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT (MAGNIFYING RULER
01/16/2025	12/02/2024	6490	(\$1.00) EQUIPMENT PURCHASES (< \$5,000)	FACEBK P8MW6EE7F2	FACEBOOK ADULT VERIFICATION PR
01/16/2025	12/02/2024	6490	\$1.00 EQUIPMENT PURCHASES (< \$5,000)	FACEBK P8MW6EE7F2	FACEBOOK ADULT VERIFICATION PR
01/16/2025	12/02/2024	6490	(\$1.00) EQUIPMENT PURCHASES (< \$5,000)	FACEBK P8MW6EE7F2	FACEBOOK ADULT VERIFICATION PR
01/16/2025	12/02/2024	6490	\$1.00 EQUIPMENT PURCHASES (< \$5,000)	FACEBK P8MW6EE7F2	FACEBOOK ADULT VERIFICATION PR
TOTAL EQUIPMENT PURCHASES (< \$5000)			\$9,106.16		
TOTAL OPERATING EXPENDITURES			\$474,615.22		

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

**Administrative Services
Nancy Kerr, Library Director**



The library certainly serves multiple needs in the cold Wisconsin winter, as people come in to get warm, check out materials, and enjoy not being cooped up inside their own homes for a while. We have had an uptick in the amount of behavioral incidents this month, as is to be expected with more people in the building. Security Monitor Kyle continues to do an excellent job of monitoring behavior and handling some difficult situations.

Our Management Team held an all-day retreat this month, facilitated by Melissa McLimans from WILS. We had a very productive day, filled with discussion about different aspects of our organizational structure, with an eye to succession planning. We also are looking at whether or not certain aspects of our current structure are the best options for us to do what we have prioritized moving forward. The Strategic Plan is still our roadmap to where we want to go at least in the near future, but in order to accomplish goals without adding costly resources, sometimes duties and functions need to be rearranged. We will be having further discussions and will bring the results of those discussions to the Board when they have form and structure.

We are working now on CIP requests for a few larger equipment purchases that will be necessary over the next few years, as well as figuring out how we will be able to replace

our aging vehicle which has been experiencing some costly issues. The van is essential to get materials from the book drop bins around town, as well as getting staff and materials to some events. We keep our eyes open for bookmobile grants, as a small sprinter van equipped with shelving, etc. would allow us to do more outreach, but grants are few and far between.

Shelly Collins-Fuerbringer, Deputy Director



The collection selectors are always interested to see what titles were most popular with our customers from the previous year. As the adult fiction and the 600's selector, I thought I would share some "fun" information this month! I hope you enjoy perusing the top ten most checked out adult fiction titles and the most popular new cookbooks (located in the 600's) from 2024.

2024 top 10 most checked out adult fiction titles:

1. ***The Women*** by Kristin Hannah
2. ***The River We Remember*** by William Kent Krueger
3. ***It Starts With Us*** by Colleen Hoover
4. ***Just for the Summer*** by Abby Jimenez
5. ***The Frozen River*** by Ariel Lawhon
6. ***The Housemaid is Watching*** by Frieda McFadden
7. ***Fourth Wing*** by Rebecca Yarros
8. ***The Exchange*** by John Grisham
9. ***Funny Story*** by Emily Henry
10. ***Resurrection Walk*** by Michael Connelly

10 most checked out cookbook titles published in 2024 (New & Notable)

- ***Come hungry: salads, meals, and sweets for people who live to eat*** by Melissa Ben-Ishay.
- ***The mythical cookbook: 10 simple rules for cooking deliciously, eating happily, and living mythically*** by Josh Scherer with Noah Galuten.
- ***The Ikaria way: 100 delicious plant-based recipes inspired by my Homeland, the Greek island of longevity*** by Diane Kochilas.
- ***Italian snacking: sweet and savory recipes for every hour of the day*** by Anna Francese Gass.
- ***My Mexican mesa, y listo!: beautiful flavors, family style*** by Jenny Martinez

- ***The complete beans & grains cookbook: a comprehensive guide with 450+ recipes.*** America's Test Kitchen.
- ***Sesame, soy, spice: 90 Asian-ish vegan and gluten-free recipes to reconnect, root, and restore*** by Remy Morimoto Park.
- ***The Hebridean baker at home: flavours and folklore from the Scottish Islands*** by Coinneach MacLeod.
- ***Hot sheet: sweet and savory sheet pan recipes for every day and celebrations*** by Olga Massov and Sanaë Lemoine.
- ***The Salad Lab: whisk, toss, enjoy!: recipes for making fabulous salads every day*** by Darlene Schrijver.

Kimberly Hennings, Deputy Director



Admin has spent a lot of time getting ready for our 2025 All Staff Professional Development Day scheduled for February 17th. This year, the day will be completely staff led with some help from our friends at IFLS. Division teams were able to brainstorm topics they thought might be of interest to their colleagues and put together a presentation to learn more about where we work. Here's the breakdown of topics:

Division Breakout: Administrative Services

- How to Professionally Say?

Division Breakout: Information Technology Services

- What your IT person wants you to know?

IFLS

- State funding and County Funding
- Who has oversight over the library?

Division Breakout: Information & Reference Services

- Reference Myth Busters
 - o Digital Services/Tech Help
 - o Business Center/Genealogy Research

Division Breakout: Technical Services

- Local Practices

Division Breakout: Programming & Communications Services

- How Art gets on the Wall

Division Breakout: Youth Services

- Play in the Library
- Storytime 101
- Programming 101

Division Breakout: Circulation Services

- Shelving Rules

Youth Services
Kelly Witt, Youth Services Manager

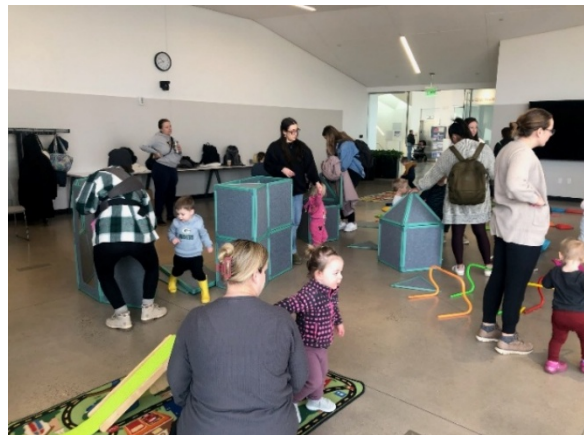


January may have been a quieter month for special programs, but the library was still buzzing with families! With schools closed and temperatures dipping below freezing, many families took advantage of the warm and welcoming space we provide.

We kicked off the month with an all-day Youth Services staff retreat, where we put our heads together to plan for Summer at the Library. With lots of creativity and collaboration, we made great progress, and we're excited for a summer packed with colorful fun!

In mid-January, we welcomed nearly 100 customers to our "All-You-Can-Art Craft Buffet"—a colorful, creativity-filled event and the first program fully planned and led by our new YS Coordinator, Shannon Paulus! This two-hour, drop-in program invited K-6th graders and their families to explore a variety of art projects together. Using leftover program supplies, participants rotated through 12 different crafts and activities, making for an afternoon full of imagination and hands-on fun!

We ended the month with the kickoff of our annual Young & the Restless series on Wednesday, January 29, following Toddler Storytime. Running through February, this lively program gives little ones the chance to burn off energy and build gross motor skills while playing indoors. From scooters



and balance blocks to stepping stones and hopscotch, there's no shortage of ways for toddlers to move, explore, and have fun.



January also saw the launch of our first-ever Teen Nerf Battle! This exciting after-hours event brought 16 teens into the library for an evening of pizza, socializing, and action-packed Nerf games. From capture the flag to zombie tag, the teens had a blast running, dodging, and strategizing together. By the end of the night, they were already asking

when we could do it again—monthly, perhaps?

Even in the coldest months, the library continues to be a place for play, connection, and community. We look forward to keeping the momentum going in February!

Reference Services
Elizabeth Steans, Reference Services Manager



In January, Reference Services (RS) welcomed our newest Assistant, Connor, who hit the ground running, going above and beyond to communicate with a customer in German who was in search of books they could acquire in the German language! Brad, RS Coordinator, and Joel, RS Assistant, worked with a Spanish speaking customer using translation tools to assist in acquiring library resources. Both customers left expressing their appreciation for the efforts put forth by staff.



Stephanie, RS Coordinator, is our plant person, bringing back the “Plant Propagation Station” for a second year! The station is located in lounge A and will continue through early March. Stephanie has also prepared RS staff for the tax season. Desk staff now have tax resources at their fingertips and are prepared to disseminate tax information to inquiring customers.

Jenny, RS Coordinator, reports a Home Delivery Services customer, Bonnie, sends a monthly hand-written letter sharing a book review of each book she reads from her deliveries. Bonnie even rates them on a scale of 1 to 10. At 95 years old, she says, “reading keeps my mind sharp, and I’m very thankful for the home delivery program.”

Bethany, RS Librarian, and Christine, RS Assistant, have been actively working on launching the new Spice of the Month Club! Right out of the gate, there’s been lots of buzz from customers picking up their January spice, cumin. Customers have already shared deep appreciation for new recipes, which are included in the club’s monthly brochure/newsletter. 2025 is starting out spicy!

Elizabeth, RS Manager, coordinated a very well received event featuring the popular PBS series: Around the Farm Table with Inga Witscher.

Attendees were entertained by the mother-daughter banter of

Inga and her mom as they shared health information on sweet

potatoes, e.g., showed us how

cooking with family *might* be fun,

and demonstrated how to make a

farro salad with roasted

vegetables, dried cranberries, and blue cheese. All ingredients from local growers and makers, of course!



RS program stats for January 2025:

- 8 Dabble Box Open Labs were offered, 202 in attendance
- Inga Witscher: Around the Farm Table, 123 in attendance

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

- [Coming Soon: Spice of the Month Club](#) by Bethany, Reference Services
- [An Accidental Plant Person](#) by Stephanie, Reference Services

RS desk staff answered 1,570 questions in January, which is an 18% increase from December 2024. The top five topics include:

1. Study room support (218 transactions)
2. MORE-catalog usage (166 transactions)
3. Internet guest passes (158 requests)
4. Interlibrary Loan (ILL) (134 assists)
5. Ready reference consults (127 transactions)

Circulation Services
Paula Stanton, Circulation Manager



In January, Library staff finished a touch study evaluating the circulation and mending procedures for effectiveness. We have already made changes to our process for items billed to customers due to damage and shelving our displays. More changes will likely come as Duabchi, Kim K, Kristine, Lynn, Paula and Teri continue to review the data.

Shelia Severson [pictured] started training as a Desk Clerk in January. She is making great progress and will be fully trained by mid-February.



Alex, Julia, Katie, Kim K., Kristine, and Laura planned to teach all library staff how to shelve items in a fun and engaging way. They will present this at the February all staff training day.

On the final day of January, a team of all library staff here at 7 AM shifted the entire audio-visual section of the library. It was chaos but the project was complete in 2.5 hours! Check out the new organization which focuses on putting like formats together for easier customer browsing.

Technical Services
Lynn Gates, Technical Services Manager



The new year started out a little slow for Technical Services, while waiting for the last few items ordered in 2024 to arrive we caught up on other projects and finalized plans for some upcoming projects. By the middle of the month we did the fiscal rollover in Sierra and opened up ordering for 2025. Fortunately, selectors had been submitting carts and we had quite a few orders to place and new material started to arrive not too long after that.

Several of us were also part of the planning group to re-organize our A/V collection and then on Jan. 31st a group of TS and CS staff (with some other assistance) got to work early in the morning and moved everything around. This let us give a little more room to growing collections (Playaways) and space for an orphan collection (Launchpads). Part of the rearrangement including bring the same YS and adult formats closer together, so the YS DVDs and adult DVDs are shelved next to each other instead of aisles apart. I hope you take some time to browse the collection and see the changes the next time you are in the library.

Our January displays highlighted magical realism, biographies, debut novels, and books that movies or TV shows were based on.

Information Technology
Kris Nickel, Technology Manager



Happy New Year! January was all about upgrades. I worked with Chris from NetTel to upgrade our camera server software. Ordinarily this is something I'd do myself, but I wanted to tap into his expertise to optimize settings (e.g. moving motion zone settings to the cameras themselves, off of the server) to mitigate slow response times when multiple people are using the clients. I also upgraded our Veeam backup server software to the latest version.

Envisionware, the company whose products we use for the self-checks and public printing, had announced last fall that they were migrating to a new 3rd party remote printing service, call Princh, which would replace PrinterOn. This service is for users outside the library, or inside with their own devices. PrinterOn was notoriously slow, and Envisionware promised that Princh would be blazing fast. In January I installed and configured Princh on our system, and after learning the ins and outs myself, introduced it to Reference staff. It is indeed faster, with a much cleaner web interface. Both products ran side-by-side while RS staff soft-launched it to customers. So far so good! I will be removing PrinterOn services in February.

Windows 11 upgrades continued – I now have all staff PC migrated.

I purchased, configured, and installed iPads for the Tween lounge, to replace the current ones, which were aged out for IOS updates.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2025 YTD BUDGET REPORT - Operating
For the Period Ended January 31, 2025

OBJ #	ACCOUNT NAME	2025 BUDGETED REVENUE	ACTUAL YTD REVENUE	RE- CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4330	Library Fines & Miscellaneous Revenue	2,700.00	254.30	-	2,445.70	9.4%
4398	Other Penalties (Collection Agency)	3,200.00	145.00	-	3,055.00	4.5%
4451	Electronic Copy Revenue	8,500.00	692.23	-	7,807.77	8.1%
4452	Copier Revenue	1,650.00	84.21	-	1,565.79	5.1%
4562	Vending Commission	350.00	89.79	-	260.21	25.7%
4602	Service to Eau Claire County	1,052,036.00	-	-	1,052,036.00	0.0%
4608	IFLS	23,000.00	-	-	23,000.00	0.0%
4608	IFLS - High Demand Holds	2,100.00	-	-	2,100.00	0.0%
4798	Misc. Service Revenues (Act 150)	315,000.00	-	-	315,000.00	0.0%
4802	Interest Allocation	3,300.00	-	-	3,300.00	0.0%
4834	Misc. Library Sales - Taxable	1,400.00	62.74	-	1,337.26	4.5%
4850	Gift Revenue	15,000.00	4,536.51	-	10,463.49	30.2%
4852	Misc. Reimbursements-Lost Items	18,000.00	902.93	-	17,097.07	5.0%
4898	Miscellaneous Revenue	16,800.00	-	-	16,800.00	0.0%
5102	General Property Tax-City tsf from GF	4,716,574.00	-	-	4,716,574.00	0.0%
		<u>\$ 6,179,610.00</u>	<u>\$ 6,767.71</u>	<u>\$ -</u>	<u>\$ 6,172,842.29</u>	0.1%
5580	Fund Balance Used for Operating	225,000.00	-	-	225,000.00	0.0%
5586	Fund Balance Used - Donations Carryover		-		-	N/A
5590	Fund Balance Used for CIP	-	-	-	-	N/A
	TOTAL REVENUE	<u><u>\$ 6,404,610.00</u></u>	<u><u>\$ 6,767.71</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 6,397,842.29</u></u>	0.1%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 3,013,690.00	\$ 145,547.50		\$ 2,868,142.50	4.8%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	231,347.00	10,597.60		220,749.40	4.6%
6042	WRS (ER)	182,897.00	8,999.09		173,897.91	4.9%
6043	Health insurance-Employer	544,640.00	28,859.73		515,780.27	5.3%
6047	Health insurance Deductible	28,118.00	-		28,118.00	0.0%
6051	Retiree Health Insurance	65,516.00	9,108.84	66,086.16	(9,679.00)	114.8%
6052	Retiree Health Care Deductible	3,515.00	-		3,515.00	0.0%
6055	Vision Insurance		-		-	
6096	Auto Allowance	500.00	-		500.00	0.0%
6099	Misc. Reimbursements		-		-	N/A
6108	Unemployment Compensation		-		-	N/A
6110	Postage & Shipping	17,000.00	952.79	14,047.21	2,000.00	88.2%
6112	Computer Service Charges	165,000.00	14,887.29	48,082.74	102,029.97	38.2%
6116	Binding	-	-		-	N/A
6118	Advertising	22,125.00	85.00	-	22,040.00	0.4%
6120	Auditing	3,200.00	-		3,200.00	0.0%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	1,500.00	5,679.44		(4,179.44)	378.6%
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	8,000.00	-	5,500.00	2,500.00	68.8%
6153	Convenience Fees	1,700.00	209.42	-	1,490.58	12.3%
6156	Professional Services	-		-	-	#DIV/0!
6160	Staff Training/Conference	23,500.00	791.58		22,708.42	3.4%
6162	Membership Dues	2,001.00	125.00	-	1,876.00	6.2%
6166	Recruitment Expenses	2,500.00	527.32		1,972.68	N/A
6198	Miscellaneous Contractual	227,051.00	49,638.76	79,927.77	97,484.47	57.1%
6210	Telephones	16,000.00	443.02	5,559.11	9,997.87	37.5%
6306	License & Permits				-	N/A
6308	Special Assessments	200.00	-		200.00	0.0%
6350	Liability & Property Insurance	31,000.00	-		31,000.00	0.0%
6398	Insurance Claims Reimbursement				-	N/A
6402	Office, AV, Library Supplies	53,450.00	437.00		53,013.00	0.8%
6405	Awards & Trophies	570.00	-		570.00	0.0%
6406	Library Program Supplies	13,500.00	238.07		13,261.93	1.8%
6409	Library Materials	411,499.00	23,482.01	36,701.00	351,315.99	14.6%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,899.00	264.96	-	17,634.04	1.5%
6450	Gasoline	1,600.00	109.62		1,490.38	6.9%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	58,000.00	1,003.87	-	56,996.13	1.7%
6495	Grant Expenditures		-		-	N/A
6496	Gift Expenditures	15,000.00	605.51		14,394.49	0.0%
6498	Other Materials & Supplies	500.00	-		500.00	0.0%
6802	Capital Purchases					0.0%
7020	Transfer to Debt Service	\$ 861,874.00	-	-	861,874.00	0.0%
7044	Transfer to Library Capital Projects				-	N/A
		<u>\$ 6,025,392.00</u>	<u>\$ 302,593.42</u>	<u>\$ 255,903.99</u>	<u>\$ 5,466,894.59</u>	<u>9.3%</u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 120,930.00	\$ 9,364.02		\$ 111,565.98	7.7%
6020	Payroll Overtime	8,000.00	201.89		7,798.11	2.5%
6030	Special Pays	600.00	48.38		551.62	8.1%
6040	Employer Paid Benefits	9,909.00	704.12		9,204.88	6.7%
6042	WRS (ER)	8,099.00	667.12		7,431.88	17.6%
6043	Health Ins (ER)	25,683.00	1,429.31		24,253.69	0.0%
6047	Health Insurance Deductible	1,395.00	-		1,395.00	0.0%
6128	Repairs to Tools & Equipment	300.00	-		300.00	0.0%
6130	Repairs to Buildings	30,000.00	247.69	-	29,752.31	0.8%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	14,000.00	414.00	-	13,586.00	3.0%
6198	Miscellaneous Contractual	52,000.00	-	-	52,000.00	0.0%
6202	Electricity	76,000.00	5,804.67		70,195.33	7.6%
6208	Gas Service	1,702.00	123.99		1,578.01	7.3%
6215	Garbage Service	5,800.00	-		5,800.00	0.0%
6252	Water Service	2,700.00	-		2,700.00	0.0%
6254	Sewer Service	1,700.00	-		1,700.00	0.0%
6256	Storm water Charges	1,400.00	-		1,400.00	0.0%
6442	Safety Equipment	-	15.89		(15.89)	#DIV/0!
6460	Repair Part & Supplies	3,000.00	107.23		2,892.77	0.0%
6464	Building Materials & Janitorial Supplies	16,000.00	1,554.01	-	14,445.99	9.7%
6490	Equipment Purchases	-	-	-	-	N/A
		<u>\$ 379,218.00</u>	<u>\$ 20,682.32</u>	<u>\$ -</u>	<u>\$ 358,535.68</u>	<u>5.5%</u>
	TOTAL EXPENSES	<u><u>\$ 6,404,610.00</u></u>	<u><u>\$ 323,275.74</u></u>	<u><u>\$ 255,903.99</u></u>	<u><u>\$ 5,825,430.27</u></u>	<u><u>9.0%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended January 31, 2025

OBJ #	ACCOUNT NAME	2025 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>	

January 2025 by the Numbers



PEOPLE

VISITORS: 20,983 Total this Month; 20,983 YTD

CARDHOLDERS: 20,774 City Residents; 31,124 Total Card Holders

CIRCULATION: 51,900 Total this Month; 51,900 YTD

CHILDREN'S (BIRTH–11): 16,441 Total this Month; 16,441 YTD

HOME DELIVERY: 522 Total this Month; 522 YTD

BORROWED FROM MORE LIBRARIES:

7,925 Total this Month; 7,925 YTD

LOANED TO MORE LIBRARIES: 6,006 Total this Month;
6,006 YTD

INTERLIBRARY LOANS: 178 Incoming; 28 Outgoing



CHECKOUTS

ACCESS TO TECHNOLOGY: 8,470 Public Wireless Internet Users;
1,564 PCS sessions; 178,845 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,883 E-Books;
10,744 E-Audiobooks; 365 E-Videos; 18,831 E-Databases



ONLINE

AGES 0–5: 28 Programs this Month; 807 Attendees this Month;
807 Attendees YTD

AGES 6–11: 10 Programs this Month; 410 Attendees this Month;
410 Attendees YTD

AGES 12–18: 4 Programs this Month; 79 Attendees this Month;
79 Attendees YTD

AGES 19+: 0 Programs this Month; 0 Attendees this Month;
0 Attendees YTD

ALL AGES: 10 Programs this Month; 350 Attendees this Month;
350 Attendees YTD



PROGRAMS

CURRENT LIBRARY BOARD DUTIES LISTING FROM CITY OF EAU CLAIRE WEBSITE:

<https://www.eauclairewi.gov/government/boards-commissions-committees/library-board>

DUTIES

The Library Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of site and the erection of the library building whenever authorized. The Library Board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed given or granted to, or otherwise acquired or leased by, the City for library purposes. The Board supervises the administration of the library and appoints the librarian. After the conclusion of the fiscal year of the City, the Library Board makes a report to the State Division for Library Services and the City Council. For more information, please contact the Library at (715) 839-5004.

PROPOSED LIBRARY BOARD DUTIES LISTING:

Duties

The Library Board of Trustees has exclusive control over, and responsibility for, all library expenditures and oversight of all sources of library funding. The Library Board appoints and evaluates the Library Director who is accountable for the administration of library operations on behalf of the Board and is under its review and direction.

The Board advises the preparation of budgets and periodically reviews policies, plans, and services of the library. The Board represents the Library to the community and the community to the library. Upon appointment to the Board it's expected that the new member will participate in an orientation with the Library Director and an officer of the Board.

SECTION 6 – DISCIPLINE / PROBLEM SOLVING / TERMINATIONS

6.1 Discipline

Whenever and wherever people work together, certain standards of reasonable conduct need to be established in order to maintain an orderly and efficient workplace. This includes time working while employed by the Library. Hopefully, your time working at the Library will be enjoyable, rewarding, and free of workplace discipline. However, should any workplace discipline need arise, it should be viewed as an attempt to change substandard or unacceptable work behavior and to serve as encouragement for employees to become better and more productive at their jobs.

The reasons for discipline include, but are not limited to poor or unsatisfactory performance, insubordination, excessive absenteeism, absence from work without leave, excessive tardiness, leaving work without permission, sleeping on the job, failure to follow work procedures, misuse of equipment, demeaning or abusive language toward others including fellow employees or members of the public, falsification of records, theft, making untruthful statements, making threats of workplace violence, fighting or disruptive activity, safety violations, sexual or other unlawful or unwanted harassment, illegal discrimination against others, the use or sale or possession of controlled substances or alcohol while on duty, and any other activity that is not compatible with good public service. This list is not exhaustive and is only meant as an illustration or guideline. The Library can amend these guidelines at any time and reserves any and all management rights regarding employees' employment status.

Successful employment with the Library is dependent on a proper performance of work and conduct fitting the position. Thus, when an employee does not meet the proper performance of their work or violates a Library policy, that employee may be disciplined. Such discipline includes, but is not limited to oral warnings, written warnings, suspensions with or without pay, demotions, reductions in pay and discharge. Disciplined employees will receive written notice of the discipline. The Library is an at-will employer. "At-will" means that either the employee or Library may terminate the employment relationship without regard to a contract or term of office. Nothing in this section or in this handbook shall be construed as creating a contract or guarantee of continued employment.

As a part of the disciplinary process, and prior to imposing any discipline, the Library shall conduct a fair investigation, including a meeting with the employee to discuss the allegations and any response the employee may have in their defense. During an investigation, employees shall be treated with dignity and respect. Suspensions, with or without pay, may occur due to non-disciplinary reasons. For example, employees may be suspended during an investigation, hearing or trial on a criminal charge when that charge bears a substantial

relationship to their job and/or conflicts with Library interests. Depending upon the severity of the offense, the resulting action chosen by the Library for an infraction may involve one or more of the following: an oral warning, a written warning, a suspension, demotion or immediate discharge, if warranted. The discipline imposed shall be fair and considered. Fair and considered discipline is disciplinary action that is not arbitrary or capricious and that considers the fair investigation of the events resulting in discipline, the severity of the offense, and any prior infractions or discipline. Suspensions, demotions and terminations must be approved by the Supervisor, Deputy Director, and Library Director.

Repeated or prior infractions may result in increasingly severe disciplinary actions. Warnings are not required to be used before suspension or discharge nor are the listed corrective actions required to be used in any specific order. Supervisors should consult with their superior, Deputy Director, and/or Library Director if there are any questions regarding this process.

Employees may challenge discipline through the grievance process explained in section 6.02 of this handbook.

If an employee is subject to a statutory or contractual disciplinary procedure, that procedure must be followed and it supersedes the above disciplinary language.

6.2 Grievance Procedure

Grievance appeals are limited to concerns regarding discipline, termination, or workplace safety matters.

For details, please refer to the Grievance Procedure located at <http://www.ecpubliclibrary.info/> > About Us > Policies > Human Resources > Grievance Procedure, or click [here](#).

6.3 Reinstatement

As a general rule, if you resign from Library employment and you are later rehired, you will be considered a new employee. Your status will be that of any other newly-hired employee, including leave accruals and benefits.

6.4 Resignation

We hope that if you decide to terminate your employment with the Library it will be under pleasant circumstances. For Professional & Confidential employees, we would appreciate at least four weeks' notice of your intent to resign so that a replacement can be recruited or otherwise assigned. For all other employees, we would appreciate at least two weeks' notice of your intent to resign.

Prior to your departure, please contact the Administrative and Human Resources Coordinator to discuss your resignation and the effect of the resignation on benefits such as health insurance, life insurance, and the Wisconsin Retirement System. Leave balances such as vacation will also be calculated, as well as any other additional pays you may have coming to you at this time.

On your last day of regular work, your manager or their designee will coordinate the return of all Library property (e.g., keys, fobs, and handbooks) to the administration office. When transferring from one position to another, your manager will coordinate the return of any Library property that is no longer needed in your new position. Access (e.g., usernames and passwords) to any electronic accounts used for Library-related work must also be transferred over to your manager or their designee prior to transferring or resigning from the Library.

6.5 Layoffs

The level of staffing is dependent upon the level of customer service needed and available funding. Reduction in either may result in layoffs. Layoffs will be determined by the particular capacities of the persons involved and staffing needs.

6.6 Retirement

It is sincerely hoped that when an employee decides to retire, they have had a long and rewarding career with the Library. When an employee has reached their desired retirement age and have made the decision to retire, they will need to set up an appointment with the Administrative and Human Resources Coordinator to discuss benefits, leave payouts and the retirement pension.

The Wisconsin Retirement System (also known as The Employee Trust Fund) has the definition of the normal retirement age, depending on the category of employment an employee is engaged in at the time of retirement. The Library uses the same definition when defining retirement age as it relates to retirement benefit eligibility.

Employees should request a retirement estimate from ETF at least 60 days before their projected retirement. This can be done online or over the phone. Wisconsin Retirement also has an informative web site (<http://etf.wi.gov>) featuring retirement videos, literature, and a benefit calculator that can assist employees in the understanding of the retirement process.



Number: 7
Category: Human Resources

Policy Title: RETIREE HEALTH INSURANCE

Date adopted: 12/20/01

Date amended: 01/21/10; 11/21/13

Date last reviewed: ~~11/18/2021~~ 02/20/25

Except as otherwise set forth below, if an active Library Professional & Confidential employee retires at age fifty-five (55) or later, the employee shall have the option to remain insured under the L.E. Phillips Memorial Public Library's group health insurance plan provided they are receiving a WRS annuity. If the employee elects to do so, L.E. Phillips Memorial Public Library (LEPMPL) will pay ninety percent (90%) of the amount it pays for active Library Professional & Confidential employees toward the retired employee's monthly health insurance premiums until the employee opts off the LEPMPL plan, becomes eligible for Medicare, dies, or receives ten (10) years of premium contributions, whichever occurs first. Once a retired employee opts off the LEPMPL plan, becomes eligible for Medicare, dies, or receives ten (10) years of premium contributions, the employee will no longer be eligible to remain on or re-enroll in the LEPMPL plan. Employees who were part-time at retirement will receive a prorated premium contribution benefit, e.g., an employee working a minimum of twenty (20) hours per week, and up to and including thirty (30) hours per week, would receive one-half of the contribution available to a full-time employee provided they are receiving a WRS annuity.

For purposes of this policy, "retire" shall include both voluntary and involuntary retirements but shall not include termination for misconduct. An employee's retirement date shall be the employee's final day of employment.

If an employee retires before the age of fifty-five (55) due to disability, qualifies for and receives a WRS annuity as a result of such disability and remains insured under the LEPMPL plan until age fifty-five (55), the employee shall be eligible for the benefit described above at age fifty-five (55).

To qualify for the benefit described in this policy, eligible employees must have completed a minimum of five (5) years of continuous service to LEPMPL immediately prior to their retirement date and must have been enrolled on LEPMPL's insurance plan for a minimum of twelve (12) consecutive months immediately prior to their retirement date.

Widowed spouses of LEPMPL employees who were eligible for or receiving the benefit described in this policy shall have the option of remaining insured under the LEPMPL plan but shall not be entitled to any premium contribution from LEPMPL.

All insurance-related rules and procedures applicable to active employees shall also apply to retired employees on the LEPMPL plan.