



PUBLIC NOTICE

Thursday, April 17, 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 – Stephanie Hirsch, City Manager
 - B. Executive Order concerning IMLS (Nancy Kerr)
 - C. Discussion of and action on the 2025 Annual Friends Gift Request (Kim Hennings)
 - D. Discussion of and action on proposed changes to Continuation of Health Insurance Benefits policy (Kim Hennings)
 - E. Discussion of and action on proposed changes to Drug and Alcohol-Free Workplace policy (Kim Hennings)
 - F. Discussion of and action on the recommendation for the Distinguished Service Award (Gary Pesicka)
 - G. Discussion of Land Acknowledgement statement draft (to be provided at the board meeting) (Isa Small)
 - 6) Committee Reports
 - A. Friends of the Library
 - B. IFLS
 - 7) Directives from the Library Board to the Library Director
 - 8) Next meeting: **May 15, 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, February 20, 2025.

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

Board members absent: Rod Jones, Sheng Xiong

Staff present: Nancy Kerr, Kim Hennings, Shelly Collins-Fuerbringer, Barb Langreck

CITIZEN COMMENTS

None

CONSENT AGENDA

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

BOARD PRESIDENT COMMENTS

- In the Volume One Best of the Chippewa Valley poll, the Library was voted the 2nd best use of taxpayer money. And the Art Gallery was in the top 3 for best art venue.

CONSIDERATION OF NEW BUSINESS

- A. Three board members' terms are up at the end of June. Gary advocated with the City Manager to allow the current board to be a part of the review/selection process with City Council and to take a more active role in the selection of new board members. The library will advertise the Citizen Resource Bank on social media to encourage members of the public to apply for board positions.
- B. On a motion made by Cheryl and seconded by Shelley, the board unanimously approved the Library Board duties listing as presented by Gary. This document will be updated on the city's website.
- C. On a motion made by Shelley and seconded by Charlie, the board unanimously approved the Distinguished Service Award nomination form with the only change noted to the application close date to be April 4, 2025 instead of April 18, 2025. The process to be as follows: the form will go live on March 3rd with a press release to follow. The Friends Board and Library Board will discuss the nominees at their respective April board meetings. The award will be presented at the May 19th Friends Board meeting.
- D. On a motion made by James and seconded by Shelley, the board unanimously approved the Annual Report as presented by Nancy.

- E. On a motion made by Shelley and seconded by Cheryl, the board unanimously approved the changes to Section 6 of the Employee Handbook.
- F. On a motion made by Shelley and seconded by Charlie, the board unanimously approved the Retiree Health Insurance policy.
- G. On a motion made by Cheryl and seconded by Shelley, the board unanimously approved the library to be closed to the public on Tuesday, March 25th due to the update and migration of the catalog system. Staff will still be onsite as assigned in their respective departments.

COMMITTEE REPORTS

Friends of the Library – Jill Markgraf

- Jill was unable to attend the meeting. No report.

IFLS – Charlie Schell

- Charlie has begun his term on the IFLS board and will be scheduling a tour and doing some training to learn more about the organization and the board role.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

- None noted

NEXT MEETING – March 20, 2025

ADJOURNMENT

On a motion made by Shelley and seconded by Cheryl, the Board unanimously voted to adjourn at 5:50 p.m.

Respectfully submitted,

Barb Langreck
Administrative & Human Resources Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 04/09/2025
SUBJECT: MARCH 2025 Bills & Claims Report Summary

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

Operating Expenditures for the month	\$585,598.17
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$ 10,756.19
Total	\$596,354.36

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
 - \$2,656.80 paid to County of Eau Claire for annual Laserfiche support
 - \$1,790.00 paid to Mid-America Business Systems for annual Scanpro service agreement
 - \$48,082.74 paid to IFLS for annual operating and maintenance charges
2. Account 6150 Special Services
 - \$1,426.99 paid to TK Elevator Corp. for quarterly elevator preventive maintenance
3. Account 6198 Misc Contractual Services
 - \$2,910.00 paid to WI Library Services for facilitation of Management Staff Retreat
 - \$79,084.03 paid to IFLS for annual operating and maintenance charges
4. Account 6464 Building Materials/Janitorial Supplies
 - \$3,457.14 paid to Global Computer Supplies for 13 Sharps containers
5. Account 6490 Equipment Purchases
 - \$4,962.95 paid to Envisionware for self-checkout machine
 - \$2,702.16 paid to CDW-G for 4 Dell computers

BILLS & CLAIMS - OPERATING
Transactions Processed in March 2025

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
03/04/2025	02/28/2025	6010	\$5,005.05	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/28/25
			<u>\$5,005.05</u>			
03/04/2025	03/07/2025	6010	(\$75.67)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6010	\$19,963.76	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6010	\$400.00	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6010	\$20,426.87	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6010	\$26,745.88	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6010	\$21,743.73	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6010	\$14,835.64	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6010	\$12,675.69	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6010	\$3,728.00	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
			<u>\$120,443.90</u>			
03/14/2025	03/14/2025	6010	\$5,827.08	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/14/25
			<u>\$5,827.08</u>			
03/19/2025	03/21/2025	6010	\$20,103.59	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6010	\$14,622.78	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6010	\$26,702.34	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6010	\$18,526.67	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6010	\$14,957.72	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6010	\$12,675.68	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6010	\$3,728.00	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
			<u>\$111,316.78</u>			
03/31/2025	03/28/2025	6010	\$4,352.07	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/28/25
			<u>\$4,352.07</u>			
TOTAL PAYROLL WAGES			<u>\$246,944.88</u>			
03/04/2025	02/28/2025	6020	\$140.53	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/28/25
			<u>\$140.53</u>			
03/31/2025	03/28/2025	6020	\$288.89	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/28/25
			<u>\$288.89</u>			
TOTAL PAYROLL OVERTIME			<u>\$429.42</u>			

03/04/2025	02/28/2025	6030	\$26.88 SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/28/25
03/14/2025	03/14/2025	6030	\$26.88 SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/14/25
03/31/2025	03/28/2025	6030	\$26.88 SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/28/25
TOTAL SPECIAL PAYS			\$80.64		
03/17/2025	02/28/2025	6040	\$29.95 EMPLOYER PAID BENEFITS		FEB LIFE INSURANCE
			\$29.95		
03/04/2025	02/28/2025	6040	\$359.77 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/28/25
			\$359.77		
03/04/2025	03/07/2025	6040	(\$5.79) EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6040	\$1,462.52 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6040	\$28.90 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6040	\$1,549.29 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6040	\$1,986.11 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6040	\$1,622.76 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6040	\$1,065.37 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6040	\$902.11 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6040	\$272.42 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
			\$8,883.69		
03/14/2025	03/14/2025	6040	\$414.82 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/14/25
			\$414.82		
03/19/2025	03/21/2025	6040	\$1,437.54 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6040	\$1,088.32 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6040	\$1,377.77 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6040	\$1,961.14 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6040	\$1,063.09 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6040	\$272.44 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6040	\$877.81 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
			\$8,078.11		
03/31/2025	03/28/2025	6040	\$324.01 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/28/25
			\$324.01		
TOTAL EMPLOYER PAID BENEFITS			\$18,090.35		
03/04/2025	02/28/2025	6042	\$356.89 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/28/25
			\$356.89		
03/04/2025	03/07/2025	6042	\$1,310.84 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25

03/04/2025	03/07/2025	6042	\$27.80 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6042	\$911.12 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6042	\$1,403.91 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6042	\$1,322.43 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6042	\$949.15 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6042	\$880.96 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6042	\$259.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
			<u>\$7,065.31</u>		
03/14/2025	03/14/2025	6042	\$403.03 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/14/25
			<u>\$403.03</u>		
03/19/2025	03/21/2025	6042	\$1,315.97 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6042	\$937.36 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6042	\$1,347.05 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6042	\$1,180.45 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6042	\$880.96 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6042	\$957.63 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
03/19/2025	03/21/2025	6042	\$259.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25
			<u>\$6,878.52</u>		
03/31/2025	03/28/2025	6042	\$313.07 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/28/25
			<u>\$313.07</u>		
TOTAL WRS(ER)			<u>\$15,016.82</u>		
03/17/2025	02/28/2025	6043	\$1,930.04 HEALTH INS(ER)		FEB HEALTH INSURANCE
			<u>\$1,930.04</u>		
03/04/2025	02/28/2025	6043	\$1,739.11 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/28/25
			<u>\$1,739.11</u>		
03/04/2025	03/07/2025	6043	\$4,760.49 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6043	\$87.88 HI(ER)-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6043	\$985.07 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6043	\$4,552.97 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6043	\$2,218.20 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6043	\$4,860.00 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6043	\$3,789.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
03/04/2025	03/07/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/07/25
			<u>\$22,199.79</u>		
03/14/2025	03/14/2025	6043	\$1,902.53 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/14/25

			\$1,902.53			
03/19/2025	03/21/2025	6043	\$4,712.89 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25	
03/19/2025	03/21/2025	6043	\$1,202.42 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25	
03/19/2025	03/21/2025	6043	\$4,640.91 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25	
03/19/2025	03/21/2025	6043	\$2,000.85 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25	
03/19/2025	03/21/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25	
03/19/2025	03/21/2025	6043	\$4,907.54 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25	
03/19/2025	03/21/2025	6043	\$3,789.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25	
			\$22,199.79			
03/31/2025	03/28/2025	6043	\$1,518.38 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 03/28/25	
			\$1,518.38			
TOTAL HEALTH INS(ER)			\$51,489.64			
03/31/2025	01/31/2025	6047	\$2,343.17 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH	
03/31/2025	02/28/2025	6047	\$2,343.17 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH	
03/31/2025	01/31/2025	6047	\$116.25 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH	
03/31/2025	02/28/2025	6047	\$116.25 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH	
TOTAL HEALTH INSURANCE DEDUCTIBLE			\$4,918.84			
03/12/2025	03/11/2025	6051	\$4,554.42 RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI	
03/13/2025	12/31/2024	6051	(\$0.02) RETIREE-HLTH INS		ADJUST BALANCE OUT OF LIABILIT	
TOTAL RETIREE-HLTH INS			\$4,554.40			
03/18/2025	01/31/2025	6052	\$292.92 RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT	
03/18/2025	02/28/2025	6052	\$292.92 RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT	
TOTAL RETIREE DEDUCTIBLE			\$585.84			
03/19/2025	03/21/2025	6096	\$14.70 AUTO ALLOWANCE	LIBRARY PAYROLL WAGES	PAY DATE: 03/21/25	
TOTAL AUTO ALLOWANCE			\$14.70			
03/12/2025	02/28/2025	6110	\$258.03 POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE & SHIPPING CHARGES	
03/12/2025	02/28/2025	6110	\$1,000.42 POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE & SHIPPING CHARGES	
03/17/2025	02/24/2025	6110	\$9.68 POSTAGE & SHIPPING	US POSTMASTER	CERTIFIED LETTER	
03/31/2025	03/21/2025	6110	\$9.68 POSTAGE & SHIPPING	US POSTMASTER	POSTAGE - CERTIFIED MAIL	
TOTAL POSTAGE & SHIPPING			\$1,277.81			
03/05/2025	01/31/2025	6112	\$2,656.80 COMPUTER SERVICE CHARGES	COUNTY OF EAU CLAIRE	LASERFICHE ANNUAL SUPPORT	
03/13/2025	03/12/2025	6112	\$397.50 COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES	
03/17/2025	02/24/2025	6112	\$1,790.00 COMPUTER SERVICE CHARGES	MID-AMERICA BUSINESS SYSTEMS &	ANNUAL SERVICE AGREEMENT SCANP	
03/17/2025	02/24/2025	6112	\$935.00 COMPUTER SERVICE CHARGES	MOVIE LICENSING USA	YS MOVIE LICENSE (COMPUTER SER	
03/17/2025	02/24/2025	6112	\$89.96 COMPUTER SERVICE CHARGES	CLIPART.COM	COMP SERVICE CHARGE (PCS CLIPA	

03/17/2025	02/24/2025	6112	\$8.11 COMPUTER SERVICE CHARGES	OCE*WONDERSHARE.COM	MONTHLY CREATOR PROGRAM (PCS)
03/27/2025	03/27/2025	6112	\$146.66 COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	MONTHLY BILLING - MICROSOFT CS
03/27/2025	01/31/2025	6112	\$48,082.74 COMPUTER SERVICE CHARGES	INDIANHEAD FEDERATED LIBRARY SYSTEM	IFLS ANNUAL OPERATING & MAINTENANCE
03/31/2025	03/21/2025	6112	\$95.88 COMPUTER SERVICE CHARGES	ARTVEE	ArtVee Annual Subscription
TOTAL COMPUTER SERVICE CHARGES			\$54,202.65		
03/17/2025	02/24/2025	6118	\$512.00 ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC	PCS ADVERTISING
03/31/2025	03/21/2025	6118	\$518.00 ADVERTISING/MARKETING	ROONEY PRINTING CO	PCS ADVERTISING (BABY STORYTIME)
03/31/2025	03/21/2025	6118	\$480.00 ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC	PCS ADVERTISING
03/31/2025	03/21/2025	6118	\$13.27 ADVERTISING/MARKETING	AMZ*CAFEPRESS INC.	PCS OFFICE SUPPLIES (DESK CALENDAR)
03/31/2025	03/21/2025	6118	\$119.90 ADVERTISING/MARKETING	AMZ*CAFEPRESS INC.	PCS ADVERTISING (BROCHURE DISPLAY)
03/31/2025	03/21/2025	6118	\$325.68 ADVERTISING/MARKETING	4IMPRINT	PCS ADVERTISING (500 MAGNETS)
03/31/2025	03/21/2025	6118	\$111.47 ADVERTISING/MARKETING	SP * FOUND FOOTAGE FEES	PCS ADVERTISING (ACRYLIC TABLE)
03/31/2025	03/21/2025	6118	\$152.65 ADVERTISING/MARKETING	AZAR DISPLAYS	PCS ADVERTISING (10 PACK WALL)
TOTAL ADVERTISING/MARKETING			\$2,232.97		
03/31/2025	03/21/2025	6126	\$38.99 REPAIRS & MAINT TO AUTO EQUIPMENT	O'REILLY AUTOMOTIVE STORES INC	LIBRARY VAN REPAIRS (CODE READER)
03/31/2025	03/21/2025	6126	\$579.08 REPAIRS & MAINT TO AUTO EQUIPMENT	ADAMS AUTOMOTIVE CENTER I	LIBRARY VAN REPAIRS (IGNITION)
03/31/2025	03/21/2025	6126	\$105.00 REPAIRS & MAINT TO AUTO EQUIPMENT	ADAMS AUTOMOTIVE CENTER I	LIBRARY VAN REPAIRS (TOW FOR B)
TOTAL REPAIRS & MAINT TO AUTO EQUIPMENT			\$723.07		
03/19/2025	01/31/2025	6130	\$855.00 REPAIRS TO BUILDINGS	BARTINGALE MECHANICAL INC	BUILDING REPAIRS
TOTAL REPAIRS TO BUILDINGS			\$855.00		
03/19/2025	02/28/2025	6150	\$370.80 SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES
03/06/2025	02/28/2025	6150	\$414.00 SPECIAL SERVICES	HEATHER C LEISZ	SPECIAL SERVICES - PLANT RENTAL
03/24/2025	02/28/2025	6150	\$1,426.99 SPECIAL SERVICES	TK ELEVATOR CORPORATION	2025 QUARTERLY ELEVATOR PM
03/24/2025	02/28/2025	6150	\$444.11 SPECIAL SERVICES	TK ELEVATOR CORPORATION	2025 QUARTERLY ELEVATOR PM
TOTAL SPECIAL SERVICES			\$2,655.90		
03/10/2025	02/03/2025	6153	\$51.41 CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTH CC FEES
TOTAL CONVENIENCE FEES			\$51.41		
03/17/2025	02/24/2025	6160	\$599.00 TRAINING/MEETINGS	CHIPPEWA VALLEY TECHNICAL COLLEGE	CE COURSE - EMERGING LEADER SE
03/17/2025	02/24/2025	6160	\$229.82 TRAINING/MEETINGS	JUST LOCAL FOOD COOPERATIVE	STAFF TRAINING (SPACE RENTAL A)
03/17/2025	02/24/2025	6160	\$114.10 TRAINING/MEETINGS	CHIPPEWA VALLEY AIRPORT	AIRPORT SHUTTLE STAFF TRAVEL (
03/17/2025	02/24/2025	6160	\$14.48 TRAINING/MEETINGS	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES / CONTINUI
03/17/2025	02/24/2025	6160	\$421.49 TRAINING/MEETINGS	OLIVE GARDEN 00014761	LUNCHEON FOR STAFF TRAINING EV
03/17/2025	02/24/2025	6160	\$253.58 TRAINING/MEETINGS	SOUTHWEST 5261420764058	STAFF TRAINING (LYNN GATES) CO
03/17/2025	02/24/2025	6160	\$25.00 TRAINING/MEETINGS	FSP*CHIPPEWA VALLEY SOCIE	WINTER LEGAL UPDATE EVENT/TRA
03/17/2025	02/24/2025	6160	\$324.00 TRAINING/MEETINGS	UW CE REGISTRATION CENTER	ONLINE COURSE FOR STEPHANIE SC
03/17/2025	02/24/2025	6160	\$225.00 TRAINING/MEETINGS	UW CE REGISTRATION CENTER	ONLINE COURSE "POWER UP: A LEA
03/31/2025	03/21/2025	6160	\$315.00 TRAINING/MEETINGS	WISCONSIN LIBRARY ASSOCIATION INC	CE TRAINING (STEPHANIE SCHULZ
03/31/2025	03/21/2025	6160	\$198.00 TRAINING/MEETINGS	PAYPAL WEB CHECKOUT	CE ONLINE TRAINING (JAN THOMPS
03/31/2025	03/21/2025	6160	\$691.02 TRAINING/MEETINGS	GAYLORD NATIONAL F/D	TRAVEL/TRAINING LYNN GATES (DE

03/31/2025	03/21/2025	6160	\$36.05	TRAINING/MEETINGS	PY *E&G 1010 EAU CLAIRE	STAFF TRAINING (ERBERTS & GERB
TOTAL TRAINING/MEETINGS			\$3,446.54			
03/05/2025	02/28/2025	6198	\$2,910.00	MISC CONTRACTUAL SERVICES	WISCONSIN LIBRARY SERVICES INC	MISC CONTRACTUAL
03/17/2025	02/24/2025	6198	\$843.00	MISC CONTRACTUAL SERVICES	EO JOHNSON BUSINESS TECHNOLOGIES	ANNUAL CONTRACT - RISO
03/17/2025	02/24/2025	6198	\$176.97	MISC CONTRACTUAL SERVICES	ZOOM.US	MISC CONTRACTUAL (FEB 2025)
03/17/2025	02/24/2025	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	MISC CONTRACTUAL (JANUARY 2025
03/17/2025	02/28/2025	6198	\$54.46	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
03/20/2025	03/19/2025	6198	\$240.00	MISC CONTRACTUAL SERVICES	ZAF ACP HOLDINGS LLC	MISC CONTRACTUAL
03/26/2025	02/28/2025	6198	\$334.95	MISC CONTRACTUAL SERVICES	CLIFTONLARSONALLEN LLP	CliftonLarsonAllen Fee for 202
03/27/2025	01/31/2025	6198	\$79,084.03	MISC CONTRACTUAL SERVICES	INDIANHEAD FEDERATED LIBRARY SYSTEM	IFLS ANNUAL OPERATING & MAINTENANCE
03/31/2025	03/21/2025	6198	\$176.97	MISC CONTRACTUAL SERVICES	ZOOM.US	MISC CONTRACTUAL (MARCH 2025)
03/31/2025	03/21/2025	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	MISC CONTRACTUAL (MARCH SIGNAG
03/17/2025	02/21/2025	6198	\$72.00	MISC CONTRACTUAL SERVICES		OWEN PARK RENTAL
03/17/2025	02/24/2025	6198	\$52.00	MISC CONTRACTUAL SERVICES	INTUIT *QUICKEN	SPACE RENTAL FOR MARCH 28, 202
TOTAL MISC CONTRACTUAL SERVICES			\$84,052.38			
03/12/2025	02/28/2025	6210	\$422.22	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	MONTHLY TELEPHONE SERVICE FOR
03/17/2025	02/24/2025	6210	\$0.80	TELEPHONES	CENTURYTEL	TELEPHONE (FEBRUARY 2025)
03/17/2025	02/24/2025	6210	\$0.96	TELEPHONES	CENTURYTEL	TELEPHONE (FEB 2025)
03/26/2025	02/28/2025	6210	\$430.50	TELEPHONES		FEB CENTREX VOIP PHONE CHRGE
03/31/2025	03/21/2025	6210	\$0.80	TELEPHONES	CENTURYTEL	MARCH TELEPHONE
03/31/2025	03/21/2025	6210	\$0.65	TELEPHONES	CENTURYTEL	MARCH TELEPHONE
TOTAL TELEPHONES			\$855.93			
03/18/2025	02/28/2025	6215	\$483.33	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
03/18/2025	01/31/2025	6215	\$483.33	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$966.66			
03/18/2025	01/31/2025	6350	\$2,866.67	INSURANCE		INSURANCE CHARGES
03/18/2025	02/28/2025	6350	\$2,866.67	INSURANCE		INSURANCE CHARGES
TOTAL INSURANCE			\$5,733.34			
03/13/2025	03/12/2025	6402	\$485.75	OFFICE SUPPLIES	EO JOHNSON BUSINESS TECHNOLOGIES	OH SUPPLIES - RISO TONER
03/17/2025	02/24/2025	6402	\$41.99	OFFICE SUPPLIES	OFFICE DEPOT	CASE OF COPIER PAPER
03/17/2025	02/24/2025	6402	\$51.90	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (DISINFECTING
03/17/2025	02/24/2025	6402	\$371.40	OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (HP 55X BLAC
03/17/2025	02/24/2025	6402	\$331.38	OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (HP 656X BLA
03/17/2025	02/24/2025	6402	\$83.98	OFFICE SUPPLIES	OFFICE DEPOT	2 CASES COPIER PAPER
03/17/2025	02/24/2025	6402	\$83.98	OFFICE SUPPLIES	OFFICE DEPOT	2 CASES COPIER PAPER
03/17/2025	02/24/2025	6402	\$10.84	OFFICE SUPPLIES	OFFICE DEPOT	BIC WHITE OUT CORRECTION TAPE
03/17/2025	02/24/2025	6402	\$31.28	OFFICE SUPPLIES	TARGET.COM	OVERHEAD SUPPLIES (AAA BATTERI
03/17/2025	02/24/2025	6402	\$19.99	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (4-PACK 32 O
03/17/2025	02/24/2025	6402	\$29.94	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	ADMIN SUPPLIES (LEATHER BADGE
03/17/2025	02/24/2025	6402	\$22.95	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (ADMIN - HAN

03/17/2025	02/24/2025	6402	\$19.79 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (BROWN 9X12
03/17/2025	02/24/2025	6402	\$388.89 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (HP 656X BLA
03/17/2025	02/24/2025	6402	\$21.68 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OVERHEAD SUPPLIES (D-CELL BATT
03/17/2025	02/24/2025	6402	\$2.44 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OVERHEAD SUPPLIES (RED PEN RE
03/17/2025	02/24/2025	6402	\$16.97 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OVERHEAD SUPPLIES (GALLON HAND
03/17/2025	02/24/2025	6402	\$24.99 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OVERHEAD SUPPLIES (30 PACK FAC
03/31/2025	03/21/2025	6402	\$83.98 OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (2 CASES COPIE
03/31/2025	03/21/2025	6402	\$69.91 OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (1 CASE COPY P
03/31/2025	03/21/2025	6402	\$21.97 OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (D CELL BATTER
03/31/2025	03/21/2025	6402	\$64.42 OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (1 CASE COPY P
03/31/2025	03/21/2025	6402	\$319.95 OFFICE SUPPLIES	SHARP PHOTO & PORT	SUPPLIES - BUSINESS PHOTO SESS
03/31/2025	03/21/2025	6402	\$12.32 OFFICE SUPPLIES	TARGET.COM	OFFICE SUPPLIES (6 RULERS/6 DR
03/31/2025	03/21/2025	6402	\$11.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (YEARLY CALE
03/31/2025	03/21/2025	6402	\$25.74 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (DISPOSABLE
03/31/2025	03/21/2025	6402	\$99.98 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	SHARED SUPPLIES (ELECTRIC THRE
03/31/2025	03/21/2025	6402	\$19.96 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	SHARED SUPPLIES (FACIAL TISSUE
03/31/2025	03/21/2025	6402	\$14.18 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	SHARED SUPPLIES (HAND SANITIZE
03/17/2025	02/24/2025	6402	\$37.88 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES (CARABINER
03/17/2025	02/24/2025	6402	\$15.29 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	RS SUPPLIES / DB PROG SUPPLIES
03/17/2025	02/24/2025	6402	\$29.65 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRC SUPPLIES (8.5X12 KRAFT MA
03/17/2025	02/24/2025	6402	\$27.97 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (SILICONE MATS/ANI
03/17/2025	02/24/2025	6402	\$73.42 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRC SUPPLIES (CASH REGISTER P
03/17/2025	02/24/2025	6402	\$71.98 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRC SUPPLIES (COMPUTER PRIVAC
03/17/2025	02/24/2025	6402	\$18.00 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRC SUPPLIES (RECHARGEABLE HE
03/17/2025	02/24/2025	6402	\$21.97 OFFICE SUPPLIES	SP * FOUND FOOTAGE FES	RUBBERSTAMPS.COM (RS OFFICE SU
03/31/2025	03/21/2025	6402	\$12.49 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES (TEAL BLUE
03/31/2025	03/21/2025	6402	\$129.48 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRCULATION SUPPLIES (BLANK BU
03/31/2025	03/21/2025	6402	\$126.41 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES
03/17/2025	02/24/2025	6402	\$33.40 OFFICE SUPPLIES	MENARD INC	TS SUPPLIES (DISTILLED WATER G
03/17/2025	02/24/2025	6402	\$143.74 OFFICE SUPPLIES	BRODART INC	TS SUPPLIES (REMOVABLE 7 DAY L
03/17/2025	02/24/2025	6402	\$105.74 OFFICE SUPPLIES	DEMCO INC	TS SUPPLIES (SHELF MARKER GUID
03/17/2025	02/24/2025	6402	\$272.90 OFFICE SUPPLIES	DEMCO INC	TS SUPPLIES (BOOK JACKETS/RED
03/17/2025	02/24/2025	6402	\$246.98 OFFICE SUPPLIES	OFFICE DEPOT	PCS SUPPLIES (CARD STOCK/17X11
03/17/2025	02/24/2025	6402	\$12.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS OFFICE SUPPLIES (REMOTE PR
03/17/2025	02/24/2025	6402	\$22.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS OFFICE SUPPLIES (BUSINESS
03/17/2025	02/24/2025	6402	\$9.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (PRINTABLE LABELS
03/17/2025	02/24/2025	6402	\$25.00 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (CD/DVD CASES)
03/17/2025	02/24/2025	6402	\$7.61 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (3 RING BINDER)
03/17/2025	02/24/2025	6402	\$24.54 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (PLASTIC STORAGE C
03/17/2025	02/24/2025	6402	\$51.00 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (CD/DVD CASES)
03/17/2025	02/24/2025	6402	\$120.45 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (LUMBAR PILLOW/PH
03/17/2025	02/24/2025	6402	\$13.92 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	TS SUPPLIES (POST-IT NOTES)
03/31/2025	03/21/2025	6402	\$109.79 OFFICE SUPPLIES	OFFICE DEPOT	PCS SUPPLIES (1 CASE 24LB 98 B
03/31/2025	03/21/2025	6402	\$8.89 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS OFFICE SUPPLIES (DESK CALE
03/31/2025	03/21/2025	6402	\$4.39 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (FELT TIP PENS 4
03/31/2025	03/21/2025	6402	\$19.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (BLANK WHITE CARD
03/31/2025	03/21/2025	6402	\$19.49 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (12 PACK SOUND PR

03/31/2025	03/21/2025	6402	\$110.46 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (ADDRESS LABELS/L
03/31/2025	03/21/2025	6402	\$46.97 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (MAGNETIC CELL PH
03/31/2025	03/21/2025	6402	\$13.76 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (DYMO LABELS)
03/31/2025	03/21/2025	6402	\$32.83 OFFICE SUPPLIES	UNIVERSITY OF CHICAGO	TS SUPPLIES - GEISEL SILVER 24
03/31/2025	03/21/2025	6402	\$58.80 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	TS SUPPLIES (USB FLASH DRIVE P
03/31/2025	03/21/2025	6402	\$299.00 OFFICE SUPPLIES	FSP*ALLEGRA-IMAGE360-STAR	TS SUPPLIES - TEEN LABELS
TOTAL OFFICE SUPPLIES			\$5,164.70		
03/17/2025	02/24/2025	6405	\$114.55 AWRDS/TROP FOL 2023	JUNG SEED	RS FOL GIFTS (ADULT PROGRAM &
03/17/2025	02/24/2025	6405	\$235.25 AWRDS/TROP FOL 2023	ANNIE'S HEIRLOOM SEED	RS FOL GIFTS ADULT PROGRAMMING
03/31/2025	03/21/2025	6405	\$113.00 AWRDS/TROP FOL 2023	R. H. SHUMWAY	FOL GIFTS (RS ADULT READING PR
TOTAL AWRDS/TROP FOL 2023			\$462.80		
03/17/2025	02/24/2025	6406	\$52.10 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES (DOGMAN EV
03/17/2025	02/24/2025	6406	\$33.08 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES
03/17/2025	02/24/2025	6406	\$43.91 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (WOODEN CR
03/17/2025	02/24/2025	6406	\$38.48 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES / CONTINUI
03/17/2025	02/24/2025	6406	\$43.77 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (DOGMAN EV
03/31/2025	03/21/2025	6406	\$33.78 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES
03/31/2025	03/21/2025	6406	\$63.79 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (MINI HOT
03/31/2025	03/21/2025	6406	\$46.29 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (CRINKLED
03/31/2025	03/21/2025	6406	\$38.55 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (AVERY LAB
03/31/2025	03/21/2025	6406	\$21.10 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (CANDY & A
03/31/2025	03/21/2025	6406	\$16.78 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (CLOTHES P
03/31/2025	03/21/2025	6406	\$47.52 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (SNACKS/JU
03/31/2025	03/21/2025	6406	\$29.96 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (CUPS/BOWL
03/31/2025	03/21/2025	6406	\$46.59 LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	YS PROGRAM SUPPLIES (CRAYOLA W
03/31/2025	03/21/2025	6406	\$91.31 LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	YS PROGRAM SUPPLIES (150 COUNT
03/31/2025	03/21/2025	6406	\$32.00 LIBRARY PROGRAM SUPPLIES	SP * FOUND FOOTAGE FES	PROGRAM SUPPLIES (DOTTERS BOOK
03/17/2025	02/24/2025	6406	\$10.14 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (PASTEL CO
03/17/2025	02/24/2025	6406	\$36.02 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (SAGRADA B
03/17/2025	02/24/2025	6406	\$9.39 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PRG SUPPLIES (BAZIC PREMIUM
03/17/2025	02/24/2025	6406	\$49.38 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	RS EQUIPMENT (SPACE HEATER) /
03/17/2025	02/24/2025	6406	\$33.07 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (METALLIC
03/17/2025	02/24/2025	6406	\$49.08 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES (CARABINER
03/17/2025	02/24/2025	6406	\$182.17 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	RS SUPPLIES / DB PROG SUPPLIES
03/17/2025	02/24/2025	6406	\$35.99 LIBRARY PROGRAM SUPPLIES	AMAZON MARK* NU2IY9JB3	DB PROGRAM SUPPLIES (PANDEMIC
03/31/2025	03/21/2025	6406	\$49.19 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (BULK FLAS
03/31/2025	03/21/2025	6406	\$94.80 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (SKETCH PA
03/31/2025	03/21/2025	6406	\$114.45 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (MINI CANV
03/31/2025	03/21/2025	6406	\$14.56 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (50 ROLLS
03/31/2025	03/21/2025	6406	\$55.69 LIBRARY PROGRAM SUPPLIES	SP * FOUND FOOTAGE FES	AMERICAN BUTTON MACHINES (DB P
03/31/2025	03/21/2025	6406	\$80.42 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (SNACKS/CA
03/17/2025	02/24/2025	6406	\$43.96 LIBR SUPP FOL 2024	WM SUPERCENTER#1669	FOL GIFTS PCS PROGRAM REFRESHM
03/17/2025	02/24/2025	6406	\$13.65 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	RS PROGRAM SUPPLIES (WHOLE CEL
03/17/2025	02/24/2025	6406	\$61.97 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	RS PROGRAM SUPPLIES (SPICE OF

03/17/2025	02/24/2025	6406	\$151.63 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL GIFTS PROGRAM REFRESHMENTS
03/17/2025	02/24/2025	6406	\$41.76 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	YS TEEN BOOK BOXES (FOL GIFTS)
03/17/2025	02/24/2025	6406	\$61.04 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	YS TEEN BOOKBOXES (FOL GIFTS)
03/17/2025	02/24/2025	6406	\$39.96 LIBR SUPP FOL 2024	OTC BRANDS, INC.	YS FOL GIFTS (TEEN BOOK BOXES)
03/17/2025	02/24/2025	6406	\$49.98 LIBR SUPP FOL 2024	OTC BRANDS, INC.	YS FOL GIFTS (TEEN BOOK BOXES)
03/17/2025	02/24/2025	6406	\$44.95 LIBR SUPP FOL 2024	SKOGENS FOODLINER INC	FOL GIFTS PROGRAM REFRESHMENTS
03/31/2025	03/21/2025	6406	\$46.94 LIBR SUPP FOL 2024	EARLYCHILDHOOD LLC	FOL GIFTS PLAY & LEARN (FOSSIL
03/31/2025	03/21/2025	6406	\$40.37 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL GIFTS YS PLAY AND LEARN (T
03/31/2025	03/21/2025	6406	\$107.84 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL GIFTS TEEN BOOK BOXES (SNA
03/31/2025	03/21/2025	6406	\$68.94 LIBR SUPP FOL 2024	KAPLAN EARLY LEARNING COM	FOL GIFTS PLAY & LEARN (MAGNET
03/31/2025	03/21/2025	6406	\$51.21 LIBR SUPP FOL 2024	AMAZON COM SERVICES LLC	FOL GIFTS YS PLAY AND LEARN (D
03/31/2025	03/21/2025	6406	\$56.97 LIBR SUPP FOL 2024	LAKESHORE LEARNING MATER	FOL GIFTS PLAY & LEARN (SNAP D
03/31/2025	03/21/2025	6406	\$40.43 LIBR SUPP FOL 2024	QP* QP* FOLKMANISI	FOL GIFTS PLAY AND LEARN (2 T-
TOTAL LIBRARY PROGRAM SUPPLIES			\$2,414.96		
03/17/2025	02/24/2025	6409	\$2,995.00 DIGITAL/DOWNLOADABLE	CANDID	LIBRARY MATERIALS DIGITAL (ANN
03/27/2025	01/31/2025	6409	\$35,141.00 DIGITAL/DOWNLOADABLE	INDIANHEAD FEDERATED LIBRARY SYSTEM	IFLS ANNUAL OPERATING & MAINTENANCE
			\$38,136.00		
03/05/2025	02/28/2025	6409	\$126.24 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/05/2025	02/28/2025	6409	\$146.84 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/05/2025	02/28/2025	6409	\$311.24 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
03/05/2025	02/28/2025	6409	\$377.77 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
03/05/2025	02/28/2025	6409	\$52.76 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ L&D AD PRINT/ L
03/05/2025	02/28/2025	6409	\$266.87 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ HIGH DEMAND HOL
03/06/2025	02/28/2025	6409	\$259.95 LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - JUV PRINT
03/12/2025	03/11/2025	6409	\$353.42 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/12/2025	03/11/2025	6409	\$221.14 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
03/12/2025	03/11/2025	6409	\$199.22 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
03/12/2025	02/28/2025	6409	\$20.10 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/12/2025	02/28/2025	6409	\$401.87 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
03/17/2025	02/24/2025	6409	\$40.98 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (CAT'S CRADLE: THE G
03/19/2025	03/18/2025	6409	\$155.68 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
03/19/2025	03/18/2025	6409	\$349.78 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
03/19/2025	03/18/2025	6409	\$292.66 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV
03/19/2025	03/18/2025	6409	\$496.97 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
03/19/2025	02/28/2025	6409	\$547.04 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
03/19/2025	02/28/2025	6409	\$213.71 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
03/19/2025	03/18/2025	6409	\$9.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/19/2025	03/18/2025	6409	\$25.97 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/19/2025	03/18/2025	6409	\$48.17 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/19/2025	03/18/2025	6409	\$454.97 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/26/2025	03/25/2025	6409	\$331.58 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ GIFTS-IOH-LEPMPL/ L&D JUV
03/26/2025	03/25/2025	6409	\$385.79 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
03/26/2025	03/25/2025	6409	\$107.56 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/26/2025	03/25/2025	6409	\$169.97 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV

03/26/2025	03/25/2025	6409	\$22.95 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ L&D JUV/ L&D AD PRINT
03/26/2025	03/25/2025	6409	\$264.01 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
03/26/2025	03/25/2025	6409	(\$14.54) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
03/31/2025	03/21/2025	6409	\$7.95 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (JUV PRINT)
03/31/2025	03/21/2025	6409	\$51.34 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (AD PRINT 2
03/31/2025	03/21/2025	6409	\$17.99 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (AD PRINT -
03/31/2025	03/21/2025	6409	\$18.95 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (JUV PRINT)
			\$6,736.89		
03/05/2025	02/28/2025	6409	(\$65.05) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/05/2025	02/28/2025	6409	\$32.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/05/2025	02/28/2025	6409	\$120.88 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/05/2025	02/28/2025	6409	\$226.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/05/2025	02/28/2025	6409	\$256.18 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/05/2025	02/28/2025	6409	\$285.54 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT/ GIFTS
03/05/2025	02/28/2025	6409	\$470.34 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPML
03/05/2025	02/28/2025	6409	\$665.17 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
03/05/2025	02/28/2025	6409	\$61.68 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ L&D AD PRINT/ L
03/05/2025	02/28/2025	6409	\$53.91 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ HIGH DEMAND HOL
03/12/2025	03/11/2025	6409	\$183.66 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/12/2025	03/11/2025	6409	\$231.77 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/12/2025	03/11/2025	6409	\$348.08 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPML
03/12/2025	03/11/2025	6409	\$143.20 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
03/12/2025	03/11/2025	6409	\$173.94 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
03/12/2025	03/11/2025	6409	\$123.57 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
03/12/2025	02/28/2025	6409	\$89.80 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/12/2025	02/28/2025	6409	\$48.44 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
03/12/2025	02/28/2025	6409	\$25.99 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT/ L&D AD PRINT
03/17/2025	02/24/2025	6409	\$37.00 LIBRARY MATERIALS-BOOKS-ADULT	VOLUME ONE MAGAZINE LLC	ADULT PRINT (A HISTORY OF EAU
03/17/2025	02/24/2025	6409	\$22.00 LIBRARY MATERIALS-BOOKS-ADULT	ERIC RASMUSSEN	ADULT PRINT (BARSTOW & GRAND,
03/17/2025	02/24/2025	6409	\$31.06 LIBRARY MATERIALS-BOOKS-ADULT	BOOKS-A-MILLION, INC.	ADULT PRINT (THE STOLEN QUEEN)
03/17/2025	02/24/2025	6409	\$17.95 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	ADULT PRINT (VILLA'S LAST GIFT
03/17/2025	02/24/2025	6409	\$128.99 LIBRARY MATERIALS-BOOKS-ADULT	JOSTENS INC.	ADULT PRINT (MEMORIAL H.S. YEA
03/17/2025	02/24/2025	6409	\$12.93 LIBRARY MATERIALS-BOOKS-ADULT	BLACKWELL'S	ADULT PRINT (THE CLUES IN THE
03/17/2025	02/24/2025	6409	\$22.90 LIBRARY MATERIALS-BOOKS-ADULT	BLACKWELL'S	ADULT PRINT (CAN'T RUN, CAN'T
03/17/2025	02/24/2025	6409	\$11.20 LIBRARY MATERIALS-BOOKS-ADULT	BLACKWELL'S	ADULT PRINT (DEEP HARBOUR)
03/19/2025	03/18/2025	6409	\$371.85 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT
03/19/2025	03/18/2025	6409	\$642.89 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
03/19/2025	03/18/2025	6409	\$89.97 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
03/19/2025	03/18/2025	6409	\$30.98 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
03/19/2025	02/28/2025	6409	\$253.16 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
03/19/2025	03/18/2025	6409	\$45.01 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/19/2025	03/18/2025	6409	\$95.31 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/19/2025	03/18/2025	6409	\$395.02 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/26/2025	03/25/2025	6409	\$402.23 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT
03/26/2025	03/25/2025	6409	\$395.35 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-FOL
03/26/2025	03/25/2025	6409	\$685.36 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS

03/26/2025	03/25/2025	6409	\$26.64 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
03/26/2025	03/25/2025	6409	\$26.64 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT PRINT/ L&D AD PRINT
03/26/2025	03/25/2025	6409	\$273.53 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
03/26/2025	03/25/2025	6409	\$196.07 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/26/2025	03/25/2025	6409	\$315.79 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/26/2025	03/25/2025	6409	\$478.09 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
03/26/2025	03/25/2025	6409	\$12.90 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/26/2025	03/25/2025	6409	\$17.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/26/2025	03/25/2025	6409	\$22.49 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/26/2025	03/25/2025	6409	\$56.35 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/26/2025	03/25/2025	6409	\$58.19 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
03/27/2025	03/27/2025	6409	\$131.15 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - AD PRINT/ GIFTS IH
03/31/2025	03/21/2025	6409	\$49.76 LIBRARY MATERIALS-BOOKS-ADULT	PAYPAL WEB CHECKOUT	EBAY - LIBRARY MATERIALS (ADUL
03/31/2025	03/21/2025	6409	\$25.98 LIBRARY MATERIALS-BOOKS-ADULT	BOOKSAMILLION.COM	LIBRARY MATERIALS (ADULT PRINT
03/31/2025	03/21/2025	6409	\$66.99 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (AD PRINT 2
03/31/2025	03/21/2025	6409	\$34.99 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (AD PRINT -
			\$8,961.79		
03/06/2025	02/28/2025	6409	\$154.99 LIBRARY MATERIALS-KITS, TOOLS	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - KITS
03/12/2025	03/11/2025	6409	\$7.56 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
03/17/2025	02/24/2025	6409	\$31.98 LIBRARY MATERIALS-KITS, TOOLS	WM SUPERCENTER#1669	KITS (EDUCATIONAL INSIGHTS MY
03/17/2025	02/24/2025	6409	\$29.95 LIBRARY MATERIALS-KITS, TOOLS	SP * FOUND FOOTAGE FES	KITS (BOOMWHACKERS 5 NOTE CHRO
03/19/2025	03/18/2025	6409	\$52.87 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
03/26/2025	03/25/2025	6409	\$13.99 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
03/31/2025	03/21/2025	6409	\$9.99 LIBRARY MATERIALS-KITS, TOOLS	MORGAN MUSIC	LIBRARY MATERIALS (KITS) BANJO
			\$301.33		
03/05/2025	02/28/2025	6409	\$31.63 LIBRARY MATERIALS-MORE DVD'S	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ HIGH DEMAND HOL
03/05/2025	02/28/2025	6409	\$41.22 LIBRARY MATERIALS-MORE DVD'S	MIDWEST TAPE LLC	LIBRARY MATERIALS
03/06/2025	02/28/2025	6409	\$46.74 LIBRARY MATERIALS-MORE DVD'S	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT & HIGH DE
			\$119.59		
03/05/2025	02/28/2025	6409	\$74.97 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/05/2025	02/28/2025	6409	\$562.28 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
03/06/2025	02/28/2025	6409	\$174.22 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
03/06/2025	02/28/2025	6409	\$225.72 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
03/06/2025	02/28/2025	6409	\$212.47 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT & HIGH DE
03/12/2025	03/11/2025	6409	\$37.49 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/12/2025	03/11/2025	6409	\$49.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/12/2025	03/11/2025	6409	\$120.42 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/12/2025	03/11/2025	6409	\$258.17 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/17/2025	02/24/2025	6409	\$20.97 LIBRARY MATERIALS-NON-PRINT	BOOKS-A-MILLION, INC.	NONPRINT (A BILTMORE CHRISTMAS
03/17/2025	02/24/2025	6409	\$17.99 LIBRARY MATERIALS-NON-PRINT	TARGET.COM	OVERHEAD SUPPLIES (AAA BATTERI
03/19/2025	02/28/2025	6409	\$22.12 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
03/19/2025	02/28/2025	6409	\$542.13 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
03/19/2025	03/18/2025	6409	\$210.10 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT

03/20/2025	03/19/2025	6409	\$63.80	LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - NONPRINT
03/26/2025	03/25/2025	6409	\$65.42	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/26/2025	03/25/2025	6409	\$86.02	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/26/2025	03/25/2025	6409	\$102.76	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/26/2025	03/25/2025	6409	\$125.41	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
03/26/2025	03/25/2025	6409	\$130.44	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
03/26/2025	03/25/2025	6409	\$222.66	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
03/26/2025	03/25/2025	6409	\$510.96	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
03/26/2025	03/25/2025	6409	\$592.36	LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
03/27/2025	01/31/2025	6409	\$1,560.00	LIBRARY MATERIALS-NON-PRINT	INDIANHEAD FEDERATED LIBRARY SYSTEM	IFLS ANNUAL OPERATING & MAINTENANCE
			\$5,988.87			
03/17/2025	02/24/2025	6409	\$319.00	LIBRARY MATERIALS-PERIODICALS	THE ECONOMIST	PERIODICALS (ANNUAL SUBSCRIPTIONS)
			\$319.00			
03/26/2025	03/25/2025	6409	\$22.40	MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-FOL
03/26/2025	03/25/2025	6409	\$61.78	MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-FOL
			\$84.18			
03/05/2025	02/28/2025	6409	\$22.37	MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT/ GIFTS
03/05/2025	02/28/2025	6409	\$18.45	MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL
03/12/2025	03/11/2025	6409	\$38.43	MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL
03/19/2025	02/28/2025	6409	\$19.31	MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
03/19/2025	03/18/2025	6409	\$30.68	MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	IHO-LEPMPL
03/26/2025	03/25/2025	6409	\$16.77	MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ GIFTS-IHO-LEPMPL/ L&D JUV
03/26/2025	03/25/2025	6409	\$18.90	MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
03/26/2025	03/25/2025	6409	\$25.77	MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
03/26/2025	03/25/2025	6409	\$27.90	MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
03/27/2025	03/27/2025	6409	\$185.69	MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS - AD PRINT/ GIFTS IHO
			\$404.27			
TOTAL LIBRARY MATERIALS-PERIODICALS			\$61,051.92			
03/27/2025	03/27/2025	6415	\$18.95	LOST/DAMAGED MATERIALS	VILLAGE OF OSCEOLA	LOST & DAMAGED - ADULT PRINT
			\$18.95			
03/05/2025	02/28/2025	6415	\$71.97	LOST/DAMAGED-BOOKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
03/05/2025	02/28/2025	6415	\$107.68	LOST/DAMAGED-BOOKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ L&D AD PRINT/ L
03/12/2025	03/11/2025	6415	\$15.74	LOST/DAMAGED-BOOKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
03/13/2025	03/12/2025	6415	\$13.00	LOST/DAMAGED-BOOKS JUVENILE	VILLAGE OF DRESSER	LOST & DAMAGED - JUV PRINT
03/19/2025	03/18/2025	6415	\$24.52	LOST/DAMAGED-BOOKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
03/26/2025	03/25/2025	6415	\$52.12	LOST/DAMAGED-BOOKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ GIFTS-IHO-LEPMPL/ L&D JUV
03/26/2025	03/25/2025	6415	\$30.13	LOST/DAMAGED-BOOKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
03/26/2025	03/25/2025	6415	\$215.53	LOST/DAMAGED-BOOKS JUVENILE	AMAZON COM SALES INC	LOST/DAMAGED JUV
03/26/2025	03/25/2025	6415	\$38.90	LOST/DAMAGED-BOOKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ L&D JUV/ L&D AD PRINT

			\$569.59			
03/05/2025	02/28/2025	6415	\$47.40	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
03/05/2025	02/28/2025	6415	\$188.46	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
03/05/2025	02/28/2025	6415	\$16.80	LOST/DAMAGED-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT/ GIFTS
03/05/2025	02/28/2025	6415	\$88.60	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ L&D AD PRINT/ L
03/06/2025	02/28/2025	6415	\$18.99	LOST/DAMAGED-BOOKS-ADULT	CITY OF HUDSON	LOST & DAMAGED ADULT PRINT
03/12/2025	02/28/2025	6415	\$25.34	LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT/ L&D AD PRINT
03/26/2025	03/25/2025	6415	\$18.84	LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	L&D AD PRINT
03/26/2025	03/25/2025	6415	\$25.34	LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT PRINT/ L&D AD PRINT
03/26/2025	03/25/2025	6415	\$218.49	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ L&D JUV/ L&D AD PRINT
03/26/2025	03/25/2025	6415	\$58.29	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	LOST/DAMAGED AD PRINT
			\$706.55			
TOTAL LOST/DAMAGED-BOOKS-ADULT			\$1,295.09			
03/17/2025	02/24/2025	6460	\$19.07	REPAIR PARTS & SUPPLIES	MENARD INC	HARDWARE FOR THE LIBRARY, TOOL
03/31/2025	03/21/2025	6460	\$120.00	REPAIR PARTS & SUPPLIES	SP * FOUND FOOTAGE FES	CUSTODIAL BLDG REPAIR/PARTS (K
TOTAL REPAIR PARTS & SUPPLIES			\$139.07			
03/17/2025	02/24/2025	6464	\$32.56	BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2	BLDG MAT (RUGS & MOPS) JANUARY
03/17/2025	02/24/2025	6464	\$227.97	BLDG MTRLS & JNTRL SUPPLIES	AMZ*CAFEPRESS INC.	CUSTODIAL SUPPLIES (BRIOTECH S
03/17/2025	02/24/2025	6464	\$139.98	BLDG MTRLS & JNTRL SUPPLIES	MENARD INC	TWO SPACE HEATERS FOR THE LIBR
03/17/2025	02/24/2025	6464	\$152.43	BLDG MTRLS & JNTRL SUPPLIES	SCHILLING SUPPLY COMPANY	ICE MELT FOR CITY HALL, THE LI
03/27/2025	03/27/2025	6464	\$187.00	BLDG MTRLS & JNTRL SUPPLIES	OAK RIDGE CHEMICAL INC	JANITORIAL SUPPLIES
03/31/2025	03/21/2025	6464	\$3,457.14	BLDG MTRLS & JNTRL SUPPLIES	GLOBAL COMPUTER SUPPLIES	CUSTODIAL BLDG MATERIALS (13 M
03/31/2025	03/21/2025	6464	\$33.22	BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2	CUSTODIAL BLDG MATERIALS (RUGS
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$4,230.30			
03/17/2025	02/24/2025	6490	\$99.99	EQUIPMENT PURCHASES (< \$5000)	TARGET.COM	ADMIN EQUIPMENT (MICROWAVE FOR
03/17/2025	02/24/2025	6490	\$260.00	EQUIPMENT PURCHASES (< \$5000)	AMZ*CAFEPRESS INC.	ADMIN EQUIPMENT (SECURITY MONI
03/17/2025	02/24/2025	6490	\$20.82	EQUIPMENT PURCHASES (< \$5000)	AMZ*CAFEPRESS INC.	ADMIN EQUIPMENT (ACOUSTIC EARP
03/17/2025	02/24/2025	6490	\$58.39	EQUIPMENT PURCHASES (< \$5000)	AMZ*CAFEPRESS INC.	ADMIN EQUIPMENT (4 TIERED SHEL
03/31/2025	03/21/2025	6490	\$41.65	EQUIPMENT PURCHASES (< \$5000)	AMZ*CAFEPRESS INC.	ADMIN EQUIPMENT (WALKIE TALKIE
03/17/2025	02/24/2025	6490	\$531.66	EQUIPMENT PURCHASES (< \$5,000)	DEMCO INC	PCS EQUIPMENT (TEAL CART) / RS
03/17/2025	02/24/2025	6490	\$15.99	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	RS EQUIPMENT (SPACE HEATER) /
03/31/2025	03/21/2025	6490	\$60.98	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	RS EQUIPMENT (12 PACK FRIDGE L
03/17/2025	02/24/2025	6490	\$531.66	EQUIPMENT PURCHASES (< \$5,000)	DEMCO INC	PCS EQUIPMENT (TEAL CART) / RS
03/31/2025	03/21/2025	6490	\$69.49	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIPMENT (CORDLESS LEAF B
03/31/2025	03/21/2025	6490	\$23.85	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIPMENT (HDMI MINI DISPL
03/17/2025	02/24/2025	6490	\$78.30	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	USB microphones for staff lapt
03/17/2025	02/24/2025	6490	\$50.15	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Ribbon cartridge for Fargo bad
03/17/2025	02/24/2025	6490	\$84.59	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Toner Collection Unit for publ
03/17/2025	02/24/2025	6490	\$368.00	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Badges for door access system
03/17/2025	02/24/2025	6490	\$282.00	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	HotSpare HDDs for Archive Serv
03/17/2025	02/24/2025	6490	\$123.83	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	HP LJ 209d printer for PCS - I

03/19/2025	03/18/2025	6490	\$4,962.95	EQUIPMENT PURCHASES (< \$5,000)	ENVISIONWARE INC	SOLE SOURCE APPROVED - EQUIPMEN
03/31/2025	03/21/2025	6490	\$51.84	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	HotSpot Power adapters
03/31/2025	03/21/2025	6490	\$639.64	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	2 Maintenance kits for HP M652
03/31/2025	03/21/2025	6490	\$602.20	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	1 Dell Optiplex 7020
03/31/2025	03/21/2025	6490	\$2,702.16	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Dell Optiplex 7020s

TOTAL EQUIPMENT PURCHASES (< \$5000)	\$11,660.14
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TOTAL OPERATING EXPENDITURES	\$585,598.17
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BILLS & CLAIMS - CAPITAL
Transactions Processed in March 2025

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
03/23/2025	12/31/2024	6198	\$9,999.96	MISC CONTRACTUAL SERVICES		RECORD ADMINISTRATIVE FEES
03/23/2025	12/31/2024	6198	\$646.30	MISC CONTRACTUAL SERVICES		RECORD FUND EXPENSES
03/23/2025	12/31/2024	6198	\$12.27	MISC CONTRACTUAL SERVICES		RECORD INVESTMENT MGMT EXPENSE
03/23/2025	12/31/2024	6198	\$97.66	MISC CONTRACTUAL SERVICES		RECORD ADJ TO FOUNDATION
TOTAL MISC CONTRACTUAL SERVICES			\$10,756.19			
TOTAL CAPITAL EXPENDITURES			\$10,756.19			



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 03/13/2025
SUBJECT: FEBRUARY 2025 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending February 28, 2025

Operating Expenditures for the month	\$370,058.94
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$0
Total	\$370,058.94

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

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

1. Account 6112 Computer Service Charges
 - \$5,774.36 paid to Tyler Technologies for 2025 Munis fees
 - \$2,204.16 paid to Nettel for annual camera software maintenance agreement
2. Account 6198 Misc Contractual
 - \$1,800.00 paid to WI Library Services for 2025 City Library Collective

BILLS & CLAIMS - OPERATING
Transactions Processed in February 2025

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
02/11/2025	01/17/2025	6010	\$1,036.75	PAYROLL WAGES		RVS PR0117BW ACCRUAL
			<u>\$1,036.75</u>			
02/03/2025	01/31/2025	6010	\$5,216.99	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/31/25
			<u>\$5,216.99</u>			
02/06/2025	02/07/2025	6010	\$18,653.75	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6010	\$2,000.00	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6010	\$17,378.91	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6010	\$26,542.73	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6010	\$17,281.35	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6010	\$14,911.93	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6010	\$12,636.49	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6010	\$3,728.00	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
			<u>\$113,133.16</u>			
02/13/2025	02/14/2025	6010	(\$3.24)	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/14/25
02/13/2025	02/14/2025	6010	\$4,724.56	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/14/25
			<u>\$4,721.32</u>			
02/21/2025	02/21/2025	6010	(\$78.91)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6010	\$19,586.64	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6010	\$818.50	WAGES-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6010	(\$47.25)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6010	\$17,716.65	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6010	\$26,244.64	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6010	\$17,482.28	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6010	\$14,835.63	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6010	\$12,665.89	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6010	\$3,728.00	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
			<u>\$112,952.07</u>			
TOTAL PAYROLL WAGES			<u>\$237,060.29</u>			
02/11/2025	01/17/2025	6020	\$108.69	PAYROLL OVERTIME		RVS PR0117BW ACCRUAL
			<u>\$108.69</u>			
02/03/2025	01/31/2025	6020	\$47.62	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/31/25

			\$47.62		
02/13/2025	02/14/2025	6020	\$473.51 PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/14/25
			\$473.51		
TOTAL PAYROLL OVERTIME			\$629.82		
02/11/2025	12/31/2024	6030	\$5.38 SPECIAL PAYS		PR0117BW ACCRUAL
02/03/2025	01/31/2025	6030	\$26.88 SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/31/25
02/13/2025	02/14/2025	6030	\$26.88 SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/14/25
TOTAL SPECIAL PAYS			\$59.14		
02/17/2025	01/31/2025	6040	(\$8.37) EMPLOYER PAID BENEFITS		JAN LIFE INSURANCE
02/11/2025	12/31/2024	6040	\$76.54 EMPLOYER PAID BENEFITS		PR0117BW ACCRUAL
			\$68.17		
02/03/2025	01/31/2025	6040	\$397.97 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/31/25
			\$397.97		
02/06/2025	02/07/2025	6040	\$1,369.85 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6040	\$144.27 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6040	\$1,300.59 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6040	(\$4.80) EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6040	\$1,970.21 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6040	\$1,298.18 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6040	\$1,070.78 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6040	\$899.13 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6040	\$272.44 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
			\$8,320.65		
02/13/2025	02/14/2025	6040	\$375.19 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/14/25
			\$375.19		
02/21/2025	02/21/2025	6040	(\$6.03) EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6040	\$1,398.89 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6040	\$58.62 ER PAID BEN-ULRICH-SECURITY MO	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6040	\$1,312.90 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6040	\$1,928.59 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6040	\$1,305.48 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6040	\$1,054.40 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6040	\$877.02 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6040	\$272.43 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
			\$8,202.30		

TOTAL EMPLOYER PAID BENEFITS			\$17,364.28		
02/11/2025	12/31/2024	6042	\$75.55 WRS(ER)		PR0117BW ACCRUAL
			\$75.55		
02/03/2025	01/31/2025	6042	\$364.94 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/31/25
			\$364.94		
02/06/2025	02/07/2025	6042	\$1,218.43 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6042	\$139.00 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6042	\$1,119.19 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6042	\$1,309.79 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6042	\$1,093.42 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6042	\$954.45 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6042	\$878.24 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6042	\$259.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
			\$6,971.62		
02/13/2025	02/14/2025	6042	\$360.50 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/14/25
			\$360.50		
02/21/2025	02/21/2025	6042	\$1,280.18 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6042	\$56.89 WRS(ER)-ULRICH-SECURITY MONITR	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6042	\$1,119.19 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6042	\$1,339.43 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6042	\$1,097.66 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6042	\$949.15 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6042	\$880.28 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6042	\$259.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
			\$6,981.88		
TOTAL WRS(ER)			\$14,754.49		
02/17/2025	01/31/2025	6043	(\$1,930.72) HEALTH INS(ER)		JAN HEALTH INSURANCE
02/11/2025	12/31/2024	6043	\$357.33 HEALTH INS(ER)		PR0117BW ACCRUAL
			(\$1,573.39)		
02/06/2025	02/07/2025	6043	\$4,371.36 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6043	\$451.61 HI(ER)-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6043	\$4,548.66 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25

02/06/2025	02/07/2025	6043	\$4,889.71 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6043	\$3,789.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
02/06/2025	02/07/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
			<u>\$22,199.79</u>		
02/13/2025	02/14/2025	6043	\$1,599.30 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 02/14/25
			<u>\$1,599.30</u>		
02/21/2025	02/21/2025	6043	\$4,663.55 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6043	\$184.83 HI(ER)-ULRICH-SECURITY MONITOR	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6043	\$4,552.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6043	\$4,860.00 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6043	\$3,789.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
02/21/2025	02/21/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
			<u>\$22,199.79</u>		
TOTAL HEALTH INS(ER)			<u>\$44,425.49</u>		
02/11/2025	02/11/2025	6051	\$4,554.42 RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
TOTAL RETIREE-HLTH INS			<u>\$4,554.42</u>		
02/06/2025	02/07/2025	6096	\$32.90 AUTO ALLOWANCE	LIBRARY PAYROLL WAGES	PAY DATE: 02/07/25
			<u>\$32.90</u>		
02/21/2025	02/21/2025	6096	\$116.90 AUTO ALLOWANCE	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
			<u>\$116.90</u>		
TOTAL AUTO ALLOWANCE			<u>\$149.80</u>		
02/11/2025	01/31/2025	6110	\$952.79 POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE & SHIPPING CHARGES
TOTAL POSTAGE & SHIPPING			<u>\$952.79</u>		
02/03/2025	01/31/2025	6112	\$5,774.36 COMPUTER SERVICE CHARGES	TYLER TECHNOLOGIES INC	Munis 2025 Annual Fees (Financ
02/19/2025	01/31/2025	6112	\$520.97 COMPUTER SERVICE CHARGES	HIGH LINE CORPORATION	2025 HIGHLINE EXPENSES - PAYRO
02/11/2025	01/31/2025	6112	\$2,204.16 COMPUTER SERVICE CHARGES	ZAF ACP HOLDINGS LLC	COMPUTER SERVICE CHARGES
02/12/2025	01/31/2025	6112	\$370.00 COMPUTER SERVICE CHARGES	ZAF ACP HOLDINGS LLC	COMPUTER SERVICE CHARGES
02/26/2025	02/26/2025	6112	\$146.66 COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	MONTHLY BILLING - MICROSOFT CS
TOTAL COMPUTER SERVICE CHARGES			<u>\$9,016.15</u>		
02/03/2025	12/31/2024	6130	\$335.25 REPAIRS TO BUILDINGS	BTS*THYSSENKRUPP	REPAIR TO EXTERIOR DOOR AT THE
TOTAL REPAIRS TO BUILDINGS			<u>\$335.25</u>		

02/20/2025	01/31/2025	6150	\$381.10 SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES JAN 202
02/04/2025	01/31/2025	6150	\$414.00 SPECIAL SERVICES	HEATHER C LEISZ	SPECIAL SERVIES - PLANT RENTAL
TOTAL SPECIAL SERVICES			\$795.10		
02/03/2025	01/02/2025	6153	\$113.41 CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			\$113.41		
02/25/2025	01/24/2025	6156	(\$370.00) PROFESSIONAL SERVICES-PABLO	LARRY NESPER	TS ACCOUNT)
TOTAL PROFESSIONAL SERVICES-PABLO			(\$370.00)		
02/11/2025	01/31/2025	6198	\$1,800.00 MISC CONTRACTUAL SERVICES	WISCONSIN LIBRARY SERVICES INC	SOLE SOURCE APPROVED 2025 CITY
02/13/2025	01/31/2025	6198	\$54.46 MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
02/25/2025	12/31/2024	6198	\$897.01 MISC CONTRACTUAL SERVICES		RECORD AGENCY FUND
02/25/2025	12/31/2024	6198	\$347.78 MISC CONTRACTUAL SERVICES		RECORD AGENCY FUND
02/25/2025	01/24/2025	6198	\$370.00 MISC CONT SERV-PABLO FOUNDATIO	LARRY NESPER	PCS PROFESSIONAL SERVICES (GIF
02/25/2025	02/25/2025	6198	\$100.00 MISC CONTRACTUAL SERVICES	NATHANIEL PIERCE	YS PROFESSIONAL SERVICES CELLO
02/03/2025	12/31/2024	6198	\$113.54 MISC CONTRACTUAL SERVICES	HEARTQUEST TRAINERS LLC	AED QUARTERLY CHECKS AND SUPPL
02/03/2025	12/31/2024	6198	\$152.00 MISC CONTRACTUAL SERVICES	HEARTQUEST TRAINERS LLC	AED QUARTERLY CHECKS AND SUPPL
02/04/2025	12/31/2024	6198	\$900.75 MISC CONTRACTUAL SERVICES	BADGER STATE INC	MISC CONTRACTUAL
TOTAL MISC CONTRACTUAL SERVICES			\$4,735.54		
02/03/2025	01/31/2025	6202	\$5,804.67 ELECTRICITY		400 EAU CLAIRE ST
02/17/2025	02/28/2025	6202	\$6,491.84 ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$12,296.51		
02/03/2025	01/31/2025	6208	\$123.99 GAS SERVICE		400 EAU CLAIRE ST
02/17/2025	02/28/2025	6208	\$128.62 GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$252.61		
02/04/2025	01/31/2025	6210	\$440.89 TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	MONTHLY TELEPHONE SERVICE FOR
02/24/2025	01/31/2025	6210	\$429.15 TELEPHONES		JAN CENTREX VOIP PHONE CHRG
TOTAL TELEPHONES			\$870.04		
02/20/2025	01/31/2025	6402	\$139.34 OFFICE SUPPLIES	BERTELSMANN PUBLISHING GROUP INC	TS SUPPLIES
TOTAL OFFICE SUPPLIES			\$139.34		
02/21/2025	02/21/2025	6405	\$50.52 AWARDS & TROPHIES-FOL-2022	LIBRARY PAYROLL WAGES	PAY DATE: 02/21/25
TOTAL AWARDS & TROPHIES-FOL-2022			\$50.52		
02/04/2025	01/31/2025	6409	\$6,358.00 DIGITAL/DOWNLOADABLE	NEWSBANK INC	LIBRARY MATERIALS
			\$6,358.00		

02/04/2025	01/31/2025	6409	\$14.21 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/04/2025	01/31/2025	6409	\$237.69 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/04/2025	01/31/2025	6409	\$374.54 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
02/04/2025	01/31/2025	6409	\$90.49 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
02/04/2025	01/31/2025	6409	\$360.25 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ ADULT/ BOOKBIKE
02/11/2025	01/31/2025	6409	\$40.19 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/11/2025	01/31/2025	6409	\$126.66 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
02/11/2025	01/31/2025	6409	\$289.70 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
02/11/2025	01/31/2025	6409	\$300.37 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/JUV
02/11/2025	01/31/2025	6409	\$131.99 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/AD PRINT
02/11/2025	02/11/2025	6409	\$42.48 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/11/2025	02/11/2025	6409	\$236.68 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
02/11/2025	02/11/2025	6409	\$108.13 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
02/19/2025	02/18/2025	6409	\$231.29 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
02/19/2025	02/18/2025	6409	\$307.91 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
02/19/2025	02/18/2025	6409	\$352.62 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
02/25/2025	02/25/2025	6409	\$350.01 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
02/25/2025	02/25/2025	6409	\$60.66 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
02/25/2025	02/25/2025	6409	\$150.07 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
02/25/2025	02/25/2025	6409	\$131.69 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/NONPRINT/ L&D AD

\$3,937.63

02/04/2025	01/31/2025	6409	\$44.96 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
02/04/2025	01/31/2025	6409	\$454.83 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT
02/04/2025	01/31/2025	6409	\$796.29 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
02/04/2025	01/31/2025	6409	\$172.30 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
02/04/2025	01/31/2025	6409	\$44.17 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ ADULT/ BOOKBIKE
02/11/2025	01/31/2025	6409	\$64.08 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
02/11/2025	01/31/2025	6409	\$163.67 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/JUV
02/11/2025	01/31/2025	6409	\$333.93 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/AD PRINT
02/11/2025	02/11/2025	6409	\$191.54 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
02/11/2025	02/11/2025	6409	\$333.53 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
02/11/2025	02/11/2025	6409	\$478.53 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT
02/11/2025	02/11/2025	6409	\$200.18 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
02/11/2025	02/11/2025	6409	\$109.48 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
02/19/2025	02/18/2025	6409	\$174.12 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
02/19/2025	02/18/2025	6409	\$426.64 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL
02/19/2025	02/18/2025	6409	\$120.71 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
02/19/2025	02/18/2025	6409	\$172.44 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
02/19/2025	02/18/2025	6409	\$190.39 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
02/19/2025	02/18/2025	6409	\$19.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
02/19/2025	02/18/2025	6409	\$23.20 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
02/19/2025	02/18/2025	6409	\$28.80 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
02/19/2025	02/18/2025	6409	\$143.87 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV

02/19/2025	01/31/2025	6409	\$618.02 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
02/25/2025	02/25/2025	6409	\$68.51 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
02/25/2025	02/25/2025	6409	\$149.94 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
02/25/2025	02/25/2025	6409	\$248.12 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/NONPRINT/ L&D AD
02/25/2025	02/25/2025	6409	\$75.98 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
02/25/2025	02/25/2025	6409	\$125.07 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
02/25/2025	02/25/2025	6409	\$172.79 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
02/26/2025	02/25/2025	6409	\$19.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
			<u>\$6,166.07</u>		
02/11/2025	01/31/2025	6409	\$5.79 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
02/11/2025	02/11/2025	6409	\$15.92 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
02/19/2025	02/18/2025	6409	\$41.95 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
02/25/2025	02/25/2025	6409	\$59.98 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			<u>\$123.64</u>		
02/25/2025	02/25/2025	6409	\$84.78 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAN HOLDS
02/25/2025	02/25/2025	6409	\$112.41 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
02/25/2025	02/25/2025	6409	\$312.22 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
02/26/2025	02/25/2025	6409	\$473.32 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
			<u>\$982.73</u>		
02/04/2025	01/31/2025	6409	\$49.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/04/2025	01/31/2025	6409	\$195.50 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/04/2025	01/31/2025	6409	\$207.47 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/04/2025	01/31/2025	6409	\$126.68 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
02/05/2025	01/31/2025	6409	\$137.33 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT/ L&D NONPRINT
02/11/2025	01/31/2025	6409	\$259.81 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
02/11/2025	02/11/2025	6409	\$79.80 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/11/2025	02/11/2025	6409	\$79.94 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/11/2025	02/11/2025	6409	\$105.70 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/19/2025	02/18/2025	6409	\$79.76 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/19/2025	02/18/2025	6409	\$30.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/19/2025	02/18/2025	6409	\$436.61 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
02/25/2025	02/25/2025	6409	\$10.52 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/NONPRINT/ L&D AD
02/25/2025	02/25/2025	6409	\$219.63 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
02/25/2025	02/25/2025	6409	\$53.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/25/2025	02/25/2025	6409	\$110.85 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/26/2025	02/25/2025	6409	\$17.95 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/26/2025	02/25/2025	6409	\$17.95 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/26/2025	02/25/2025	6409	\$37.48 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
02/26/2025	02/25/2025	6409	\$37.91 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
			<u>\$2,295.85</u>		

02/19/2025	02/18/2025	6409	\$46.74	MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS - IHO - LEPMPL
02/19/2025	02/18/2025	6409	\$20.16	MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL
			<u>\$66.90</u>			
02/04/2025	01/31/2025	6409	\$10.71	MATERIALS-RESERVED FOR LIBR	INGRAM LIBRARY SERVICES	JUV/ ADULT/ BOOKBIKE
			<u>\$10.71</u>			
TOTAL LIBRARY MATERIALS-BOOKS-ADULT			<u>\$19,941.53</u>			
02/25/2025	02/25/2025	6415	\$116.89	LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	LOST/DAMAGED
			<u>\$116.89</u>			
02/13/2025	04/18/2024	6415	\$27.00	LOST/DAMAGED-BOOKS-ADULT	CITY OF HUDSON	LIB OUT - LOST ITEM REFUND AD-
02/13/2025	07/11/2024	6415	\$15.99	LOST/DAMAGED-BOOKS-ADULT	CITY OF HUDSON	LIB OUT - LOST ITEM REFUND AD-
02/13/2025	07/16/2024	6415	\$30.00	LOST/DAMAGED-BOOKS-ADULT	CITY OF CHIPPEWA FALLS	LIB OUT - LOST ITEM REFUND AD-
02/13/2025	09/18/2024	6415	\$30.00	LOST/DAMAGED-BOOKS-ADULT	CITY OF CHIPPEWA FALLS	LIB OUT-LOST ITEM REFUND AD PR
02/13/2025	09/19/2024	6415	\$28.00	LOST/DAMAGED-BOOKS-ADULT	CITY OF NEW RICHMOND	LOST ITEM REFUND - ADD-PRINT
02/13/2025	12/12/2024	6415	\$22.00	LOST/DAMAGED-BOOKS-ADULT	CITY OF NEW RICHMOND	LOST ITEM REFUND - AD PRINT
02/25/2025	02/25/2025	6415	\$22.84	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/NONPRINT/ L&D AD
02/21/2025	12/31/2024	6415	\$27.16	LOST/DAMAGED-BOOKS-ADULT		EXPENSE BALANCE
			<u>\$202.99</u>			
02/05/2025	01/31/2025	6415	\$62.93	LOST/DAMAGED-NON-PRNT MATERIAL	BLACKSTONE AUDIO INC	NONPRINT/ L&D NONPRINT
02/19/2025	02/18/2025	6415	\$7.84	LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	LOST & DAMAGED NONPRINT
			<u>\$70.77</u>			
TOTAL LOST/DAMAGED-NON-PRNT MATERIAL			<u>\$390.65</u>			
02/03/2025	01/31/2025	6442	\$15.89	SAFETY EQUIPMENT	CUSTODIAL PAYROLL WAGES	PAY DATE: 01/31/25
TOTAL SAFETY EQUIPMENT			<u>\$15.89</u>			
02/05/2025	01/31/2025	6450	\$109.62	GASOLINE		JAN FUEL CHARGES
TOTAL GASOLINE			<u>\$109.62</u>			
02/03/2025	01/22/2025	6460	\$6.79	REPAIR PARTS & SUPPLIES	MENARD INC	SPACKLE FOR THE LIBRARY
TOTAL REPAIR PARTS & SUPPLIES			<u>\$6.79</u>			
02/10/2025	01/31/2025	6464	\$1,384.83	BLDG MTRLS & JNTRL SUPPLIES		JAN PARTS CHARGES
02/10/2025	01/31/2025	6464	\$24.64	BLDG MTRLS & JNTRL SUPPLIES	OAK RIDGE CHEMICAL INC	ICE MELT FOR CITY HALL, CMF, P
TOTAL BLDG MTRLS & JNTRL SUPPLIES			<u>\$1,409.47</u>			
TOTAL OPERATING EXPENDITURES			<u>\$370,058.94</u>			

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

**Administrative Services
Nancy Kerr, Library Director**



While our building was closed to the public for system updates, we had the chance to work on projects and conduct trainings. Security Monitor Kyle rolled out trainings on our new security incident tracker, and staff seem to be adapting very quickly to the changes. On the topic of security, we had 44 security incident reports in March, the most prevalent falling into the categories of Inappropriate/Disruptive Behavior, Damage to Property and Stealing, and Blocked Access. Blocked access usually includes a large array of belongings either in an aisle or piled up on furniture, which does not allow people to make their way through the library or find seating easily. We have seen a significant increase in the amount of damage to sharps containers this year, and have purchased more tamper-proof models for all public restrooms.

Shelly, Kim, Paula and I teamed up to take a group from CVLR on a tour of the building. As many of the seniors involved in this group regularly attend programs here, they know a lot of the basics but can be counted on to ask great questions about the collection and services offered. We continue to offer tours upon request for community groups.

Our committee of four working on our expanded World Language collection (Lynn, Kelly, Paula and me) took a very enjoyable field trip to Minneapolis/St. Paul last week to purchase materials in Hmong and Ojibway at two specialty bookstores. We are excited

to be adding these materials to our collection, along with a number of materials in Spanish and French. It is always important for public libraries to have books and materials where people can see themselves and feel welcome. As each community is different, their collections should reflect those differences whenever possible. These additions are made possible through ARPA grant funding.

We are saying goodbye to staff member Amy Marsh as her 45 years at the library come to an end! It will be difficult to not see Amy downstairs or behind the desk, but we wish her all the best on her new adventures in retirement.

Shelly Collins-Fuerbringer, Deputy Director



Spring is upon us and that means outreach is in full planning mode. While outreach for community festivals/events and the BookBike don't begin in earnest until June, there is a lot of planning to get ready for the season. We are actively recruiting for members of the BookBike and outreach teams and connecting with community partners to get signed up for summer events. Currently we have our Farmer's Market schedule set for every Wednesday from 10-12 June through August and every Saturday from 9-12 from June through September. Invitations for other events are starting to come in, so it is great to see the calendar get populated. I will be sharing more about all types of community outreach at the May meeting.

Kimberly Hennings, Deputy Director



In March, I was delighted to take a moment to recognize and celebrate the milestone anniversaries of several of our team members at our monthly all staff meeting. Their commitment to the library has not gone un-noticed and we are truly grateful for their contributions. Each of them brings strengths and talents to the library that help us to serve our community every day. Here's what their coworkers said about each:

Thank you & Congratulations to

Kelly Kneisl – 5 Years

Kelly is an enthusiastic and passionate advocate for children and families who has persevered through some interesting hurdles in her first few years. When she started, the pandemic had just begun and she wasn't able to meet in person with staff or work directly with customers. Despite that unprecedented beginning, she led the YS team through the pandemic, navigated a temporary location (with no programming space!), and has worked with her team to create an amazing array of programs and services in the new spaces that make up Youth Services. The kids and families in our community are fortunate to have such a dedicated leader in our library. Congratulations on 5 years!

Mike Paulus – 5 Years

WDWDWM?

Seriously, what did we do without Mike? As the library's first-ever Digital Services and Marketing Specialist, Mike has left our expectations for the position in the dust and pretty much revolutionized our communication services, digital and otherwise. He's also unfailingly chill under pressure, creative and collaborative, straight-talking or diplomatic as appropriate, and keeps us all

laughing while he does it. From his initial trial by fire (yes, he started during the beginning of the COVID kerfuffle) through the last five action-packed years, Mike has improved our customer engagement and helped change the way PCS does things for the better. Congratulations on your milestone anniversary, Mike!

Jenny Baumgardner - 10 Years

Reference Services is so fortunate to have Jenny as our colleague and Home Delivery coordinator! We hold deep appreciation for her diligence to serve our aging and disability community, her genuine essence as a human, and the supportive calming care she provides to the team and customers. Jenny's co-workers say she is:

"... truly kind. Jenny's good heart makes her perfect for her current position and an absolute delight to work with. ♡"

"... incredibly patient. Very few people could do that job as kindly or effectively."

"... easily one of the calmest, kindest, and most patient people I know and I strive to emulate her grace during patron interactions."

"... always willing to help her coworkers when needed, and so patient with customers! Jenny has such a gentle spirit and giving heart!"

"... always willing to help out however she can when we might need extra desk coverage. It has been a pleasure working with her over the years and I have really enjoyed watching her grow in her HDS position. I hope we can continue to work several more years together! "

Congratulations on your 10th year with us, Jenny!

Ophelia Arielle LeClair – 10 Years

Arielle is so much fun to work with. She makes even the most mundane tasks enjoyable. I appreciate that she is such a positive voice of encouragement and source of high-fives for her coworkers. Also, without her decade of work with the Red Panda Detective Agency™, countless library items would have gone missing over the past 10 years and Salt would have been weeded long ago.

Amy Marsh – 45 Years

I've enjoyed working with Amy for a fraction of her library career. It has been a pleasure to work with someone who is so knowledgeable about so many areas of librarianship and who continues to maintain a high level of passion for the work

she does. I also appreciate that Amy is constantly seeking out ways to change and evolve both herself and our library procedures. I know I can always count on Amy to know the “correct” answer or spend time brainstorming loads of wrong answers with me until we get to a correct one. While I’ll miss Amy when she retires, I know she will continue to effortlessly advertise the benefits of the library card to everyone she comes in contact with and send lots of business our way.

Youth Services
Kelly Witt, Youth Services Manager



March was a standout month for storytimes! Throughout the month, we welcomed over 692 children and caregivers to our sessions. Family Storytimes on Saturdays continue to be our most popular offering, drawing approximately 250 attendees in March alone. The month also marked the conclusion of our current storytime series, which will resume in June.



March also brings the Eau Claire Area School District's spring break, which typically results in an uptick in library visitors—and this year was no exception. To help families make the most of their time off, we offered a variety of engaging programs. A highlight was a visit from Sustainable Safari, who delighted attendees with live animal encounters featuring a kangaroo, porcupine, baby alligator, and more!

Another spring break favorite was our Teen Late Night: Dystopian Edition. Teens began the evening with introductions before forming teams to compete in a series of challenges inspired by *The Hunger Games*. Activities tested their skills in teamwork, edible plant identification, target practice, weather and cloud recognition, and creative problem-solving (“MacGyvering”). Of course, snacks and free time rounded out the experience—both essential components of any successful Teen Late Night. A total of 25 teens attended this exciting event!





March wrapped up with the launch of our new Evening Art Club program. Thirty-seven participants joined us after school to explore tape-resist painting, filling the space with creativity and enthusiasm. It was a wonderful surprise to see so many families come together to enjoy the first session of this new series—we're excited to see how it grows!

Reference Services
Elizabeth Steans, Reference Services Manager



In March, the Reference Services Team has proven their dedication to the work they do and the services we provide to our customers. We also helped out with collection moves and brought more elbow room to our internet computer stations, decreasing our available stations from 24 to 18. We've also added a computer to study room 207 to meet the demand of customers requesting to borrow devices in a study room to hold virtual meetings or a quiet place to do computer work.

Stephanie, RS Coordinator, has begun a continuing education class on how libraries can support their local business communities. The goal is to develop programs and services to support small businesses, job seekers, and professional development while becoming a better business resource and partner to our local business owners.

Brad, RS Coordinator, hosted two programs in March that included Tinkercad, an application used to design 3D print models, and Adult Game Night at the Brewing Projekt, which saw outstanding turnout!



Jenny, RS Coordinator, reported a note of gratitude from a spouse of a Home Delivery Service (HDS) customer in memory care, "I am grateful to library staff and Mary (volunteer) for providing us with the wonderful service!" Additionally, one of our

new HDS customers is experiencing some vision loss and has checked out our HDS CD player to try audiobooks for the first time. She was very thankful that we had a player she could try before purchasing one herself. We offered our Spice of the Month Program to HDS customers and so far, have a few signed up to receive spices each month.

Joel and Riley, RS Assistants, did a fantastic job with the collection shifts for Graphic Novels and Local Authors. The new Graphic Novel location looks great and they laid it out beautifully. A big thank you to Shelly for designing the furniture arrangement and coordinating help from our trusted custodians to move the big furniture pieces.

RS program stats for March 2025:

- 10 Dabble Box Open Labs were offered, 420 in attendance
- Tinkercad Class had 7 registrants participate (10 is the max)
- Adult Game Night welcomed 22 gaming enthusiasts

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

- [Comic Books Rot the Brain!](#) by Brad, Reference Services
- [Online Resource Highlight](#) by Riley, Reference Services
- [The Art of Browsing](#) by Jan, Reference Services
- [Celebrating Presidents' Day](#) by Bethany, Reference Services
- [How to ACTUALLY Relax With Meditation](#) by Riley, Reference Services

RS desk staff answered 1,636 questions in March and an average of 110 hours directly providing reference and information services. The top five topics include:

1. Study room support (222 transactions)
2. Ready reference consults (207 transactions)
3. MORE-catalog usage (168 transactions)
4. Internet guest passes (167 requests)
5. Print release help (130 assists)

Programming and Communications Services
Isa Small, PCS Manager



In March, the Programming & Communications Services team worked to support several large projects:

- Summer at the Library: Coordinator Melany Bartig worked diligently to design and edit the Summer at the Library materials for Youth Services summer programming. As in past years, she created a flyer to share with schools as well as a large brochure showcasing the wide variety of programming for kids, teens, and families. The design theme was splashes of color, which turned out great!
- Collection signage: With the graphic novels moving location and several other collections moving in a domino effect, Coordinator Susan DeBolt addressed the challenge of creating signage to alert customers of the upcoming changes as well as temporary signage for the new collections. We will evaluate after a month or so and then start working on the permanent signage to replace the temporary signs
- [April Fool's Day](#) video: Mike Paulus (Digital Services and Marketing Specialist) hit the ball out of the park with yet another fantastic gag video. This installment was shot infomercial-style advertising a faux service of “left-handed books.”
 - o This year, Mike posted the video as a “short” on youtube (similar to a “reel” on facebook/tik-tok) instead of a traditional video posting.
 - o This seemed to have a huge impact on reach. Even though we did no paid boosting this year, the video has more than 9,400 views between Facebook, Instagram, and YouTube. The 2-minute video has been watched for a total of 2,760 minutes.
 - o Special shout out to all of the staff who helped with the video!

Circulation Services
Paula Stanton, Circulation Manager



In March Circulation had three new Pages start: Jordan, Shayla and Trinity [pictured left to right]. They are all deep in the training process and we're very excited to have them on board.



The Technical Services and Circulation Service joint Touch Study Committee met to start implementing changes to improve efficiency after gathering data for several weeks. So far, the committee has found that the process for billing customers for missing or damaged library items is very efficient! The committee has also found that one of the biggest inefficiencies we have is in transporting materials between departments or workgroups. We are working hard to do so in larger batches so we can be more efficient, especially in regards to damaged items and items needing to move collection areas. Additionally, we're breaking down some silos and asking employees to do more sorting of materials in other departments, historically reserved for the "owner" of the workspace. We hope this will help improve our new items process and our damaged item process and contribute to a greater team spirit. More data driven changes to come next month.

Information Technology
Kris Nickel, Technology Manager



March was all about installations, upgrades, and migrations! As our Self-Checks are getting on in years, we have begun purchasing replacements, starting with one, with plans to continue over the next year or two as funds allow. This new one is quite different than the others – it was fun to configure it, while getting up to speed on the new features (a much-improved scanning and printing experience). This device was installed in Youth Services, and since the existing YS SC was a fairly new addition, it was moved to the adult area, and SC #4 was retired.

I upgraded our server backup software, VEEAM, as well as our Anti-Virus server and client components (Symantec Endpoint Protection) to the latest versions. In preparation for the MORE server migration, I worked with IT Director Kris Schwartz to identify all of the various components that needed updating on our various devices (Self-checks, Pharos server, core switch, DNS server) – mostly IP addresses. I also assisted Paula with the changes needed on our automated materials handler (AMH). On the day of the MORE system upgrade, schedules aligned perfectly, and engineers from Heartland Business Systems as well as City IT staff were onsite to migrate our VoIP system to WebEx calling. While the County system was upgraded last year, the City had just begun, and we were upgraded right after the City IT department. All went extremely well! Being closed for a day also allowed us do some major moves in the public Internet area. With usage having declined post-COVID, we decided to reduce the number of public PCs from 24 to 18, spacing out the desks for more elbow-room.

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

**Administrative Services
Nancy Kerr, Library Director**



February brought a lot of very cold weather, which resulted some days in fewer visitors. Overall circulation and door counts were down slightly from 2024, in part due to the fact that we were closed to the public on President's Day for staff training. Our staff in-service training this year was completely staff driven, with each department taking part in presentations and training sessions for their colleagues. It was wonderful to see everyone participate and help create a really good day with a variety of information presented, from shelving tips to how the library's art is chosen, from how to say difficult things with finesse to early literacy, tech services info to descriptions of some of the many facets of reference work.

Admin staff had their own training day retreat this month led by Melissa Mclimans, a consultant with WILS with whom several of us had worked before. We spent some time looking at succession planning and overall structure of the library. It is not atypical to do this kind of thinking post strategic planning, looking at where we are now and where we want to be as an organization in the future. We realize that funding will probably not allow significant additional spending any time soon, so we're looking for creative solutions while making sure that the community's priorities are our priorities.

Our meeting rooms continue to see a lot of traffic, and are and will remain open to all reservations by the public that comply with meeting room policies. As such, we are

seeing meetings booked by local groups with political overtones, and that is completely acceptable but can present some challenges in this tense political climate. Our library rules also pertain to meeting rooms and while we will enforce those rules if necessary, I'm happy to say that to this point everyone has been respectful.

While we are barely into this budget year, we have (somewhat unusual for us) submitted several requests in the 2026 CIP budget. Library CIP (capital) requests function somewhat differently than those of other City departments. Our library carryover is retained just for future library expenditures, and goes into a fund balance pot. If other City departments (with probably some exceptions) have unspent funds, that goes back into the General Fund and can be requested by those departments. So that means that when the library puts in a CIP request for a new van, we are asking to spend our own fund balance, not asking for additional money from the City. This year our requests include a new van, as ours has experienced more and more costly repairs (more than it is worth), a new floor scrubber for all of the concrete flooring, a high capacity printer and cutter for in-house printed publications.

Shelly Collins-Fuerbringer, Deputy Director



I have the pleasure of leading two library committees/workgroups so I've included some notable happenings from each.

The Programming Committee is made up of staff from Reference, Programming & Communications Services, Youth Services, Dabble Box and Circulation. We meet monthly to discuss what is happening on the library's programming front, streamline processes, brainstorm solutions for issues that cross all programming divisions and generally keep communication strong. This month, we finalized revising the 2011 version of the Library's performer contract. This is the second of three agreements that we are creating and/or revising. The first was the presenter agreement for non-paid presenters, the contract is the second and a MOU will be the last document to create.

The Public Service Workgroup meets monthly and is made up of staff from the three public service divisions – Circulation, Reference and Youth Services. Each division does an amazing job with their respective roles/duties, but there are often topics that span all three divisions and/or those issues that don't really belong to any one division, so we work as a group to address them. Most recently, we revised the Walkie Procedure and the evening Closing Procedure. Discussing procedures helps each division understand the roles of all three desks and ensures that communication stays strong between each.

Kimberly Hennings, Deputy Director



Our annual all staff training day was a great success. For the first time ever, the day was led exclusively by staff. When asked what they enjoyed most about the day in the post-training survey, here's a sample of responses; I think the comments speak for themselves.

Staff-led presentations. Managers took a backseat to let the staff shine. The variety of presentations was great and I learned some new things. Loved it!

I enjoyed the variety and the activities to help break up the day, but I learned the most from the presentation about IFLS.

Seeing the creativity and engagement all the depts put into their presentations!
--

Trivia was great. But I loved when we teamed up for the tower building and the scavenger hunt because I got to interact with coworkers I usually only see in passing. But but the BEST part was seeing presenters genuinely having fun while they presented. That's always a big plus.

I enjoyed all the presentations and appreciated that they were intended to be fun as well as informative.

The IFLS presentation. I was glad to learn more about them

I think overall the day not only taught me a lot about what my coworkers do in different departments, but also gave staff members a chance to let their creativity and personalities shine, making for a great opportunity to bond as a staff.

IFLS presentation was incredibly informative especially for public facing desks. I loved the opportunities to test our knowledge, move around while learning and have fun. I think it was a great way to inform a bulk of our staff and better our service for customers. As well as, hear from staff that we don't always interact with (for me: TS, PCS, IT).

Hearing about essential services from colleagues of every library division. Lots of creativity on display during the informative presentations.

It was really interesting seeing what our coworkers prioritized to share with everyone. I also liked that most departments incorporated an activity - clearly we don't like to sit still and listen for too long. It struck a good balance between learning and applying knowledge, with the knowledge being relevant to our daily work.

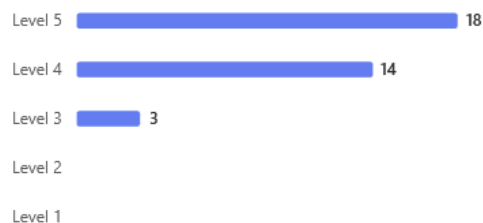
Activities during department sessions. The energy was high, staff learned about other departments and coworkers.

It was the best staff day we have ever had! I thoroughly enjoyed everyone's presentations. Each person brought something special. It was both informative and fun! 😊

I loved hearing what my colleagues wanted to share, and the humor and informality of the day. Each department was so creative with their presentations. I appreciated having a day unique to the library instead of listening to a bunch of city stuff that's mostly irrelevant to us. I'm only knocking a star because I always wish we could use time closed to the public to accomplish practical things.

1. How satisfied were you with the day overall?

[More details](#)



Circulation Services
Paula Stanton, Circulation Manager



In February, Circulation staff presented on shelving rules to all library staff during staff training day. Alex, Julia, Katie, Kim K., Kristine, and Laura each contributed to educational videos, games and scavenger hunts all to teach the art of shelving. The circulation staff ended the day learning more about what the Dabble Box offers by completing mug art [pictured].



Duabchi finished her work analyzing touch study data. Her work on that team, as well as her amazing customer service and hard work, won her the Cheers cup (Circulation's version of employee of the month) for February. Susan S. worked as the only Page on the night shift for two weeks in February, all while she was collecting data for the time and space study! Her hard work and dedication won her the Cheers cup for March.

Anne, Giselle [pictured, left to right] and Tatiana [pictured below] all started working as a Page in February. By the end of February, they had successfully completed their initial training and will work with Linda to complete their Library onboarding in the coming months.



Technical Services
Lynn Gates, Technical Services Manager



A steady stream of new materials have been making their way through TS! We spent part of the month working with Kim and the Collection Development Committee on finalizing the collection development budget and all the selectors have made a good start on ordering. Early in February, Jackee Johnson from IFLS came to visit and learn more about acquisitions from Michaela, they spent several hours meeting and discussing various aspects of Sierra and the acquisitions process.

Jenny, Becky, & Sara did a great job prepping the rest of us for our presentation at the All Staff Inservice. They put together a great presentation, announcing two new department initiatives, and a trivia game to see how well the rest of the library knew T.S. The new department initiatives are a monthly T.S. Tips email that we send out with information about T.S. practices, upcoming projects, answers to frequently asked questions, and letting people know what displays are coming soon. The second one is a feedback/question form on the Library's SharePoint page that any staff member can use to ask a question or provide an idea. By the end of February we had received our first entry through the feedback form and sent out our first T.S. Tip explaining why the name on the label might be different than that printed on the book.

February displays highlighted titles on the New York Times 100 Best Books list, recommendations for fans of Frieda McFadden books, mysteries with recipes included, and stories that had libraries or librarians in them. Our first official pop-up display collaboration with Reference was also up honoring Black History Month.

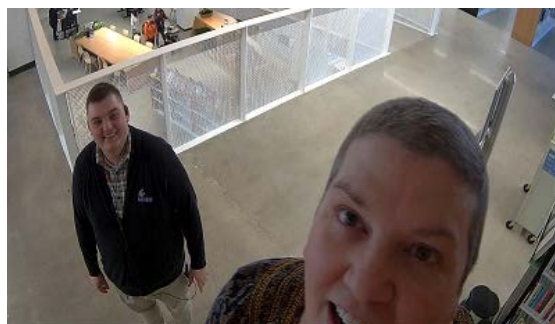
Information Technology
Kris Nickel, Technology Manager



Despite being out for a week for more surgery, February was still a productive month! Now that our Huddle Room is once again bookable for staff, I configured and deployed a laptop and phone for meeting use. With staff and customers having fully tested our new remote printing service, Princh, I officially retired and removed our previous service, PrinterOn. So far so good. Princh has been extremely fast; a major improvement! Mechanical issues with printers are an infrequent occurrence, but they can be interesting. A customer had placed heavy stock paper in the main tray of the public printer, making it inoperable. Upon examination I found the pickup rollers were seriously goofed up (technical term). Fortunately, they popped out easily and weren't damaged, and I was able to un-goof them and put them back in place.

In preparation for migrating our phone system to Cisco WebEx calling, I've begun participating in a series of Teams meetings with engineers from Heartland and City IT. We are all set to migrate on Mar 25th, when we will be closed due to the Sierra ILS migration. The timing couldn't have been better

Kyle, our awesome security monitor, requested adjustments to some of our camera angles to better view some of our trouble spots. So, we made that happen...



Yay, last one!

Library Board Meeting
April, 2025
Nancy Kerr, Library Director

Financial Update

At ¼ of the way through 2025, expenditures appear to be right on track. When you look at our financials, we will often appear to be over budget during the first quarter, but this is only due to some large expenses that are paid once at the beginning of the year, or in two lump sum payments during the year. For example, some of our IFLS expenses which are fairly large expenditures have already been paid in part or in full. This is the same for income. For example, this year we will receive \$1,052,036 for Services to Eau Claire County, half of which has already been received while the other half will be received mid-year. One line item which is way, way over what was expected is for vehicle repair, as our van continues to experience expensive issues. I have put van replacement into the CIP (Capital Improvement Plan) in case we need to replace it sooner rather than later. We are exploring our options now, and Aaron from the City's Fleet division has been very helpful.

The Library's CIP requests function a bit different from the rest of the City's General Fund departments. We are not requesting that the City fund these requests, but instead asking to spend a portion of our own fund balance. We carry over our fund balance from year to year, added whatever has not been spent at the end of each year. Other General Fund departments do not. Their unspent funds go back into the General Fund, and they in turn make requests to spend General Fund dollars on what they need. If we needed a true "big ticket" item, such as a new roof (we don't), it would be a different story.

My/our concern right now with our budget this year and next is what impact the dissolution of IMLS (Institute for Museum and Library Services) and other organizations may have. Dollars used to flow to individual libraries by way of LSTA grants, and also through IMLS to the State Libraries to libraries and systems. Some examples of this include funding for BadgerNet and WISCAT. BadgerNet is Wisconsin's statewide network providing internet/broadband to government and education, and WISCAT is the statewide library catalog which allows us to search hundreds of other libraries across the state and request items for interlibrary loan. Some effects of these funds being no longer available may not be direct, but ultimately what affects smaller libraries in our system affects all of us.

We have also received money in the past in the form of Humanities grants, this year's example being our One Book, One Community series of program. No awards will be made in 2025, and at this point we are unsure whether or not we will receive funding in the amounts we have not yet spent, as this is a grant where we spend first and are reimbursed after. Our grant was a Wisconsin Humanities grant, with funds from the National Endowment for the Humanities, which has been defunded.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2025 YTD BUDGET REPORT - Operating
For the Period Ended March 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	945.32	-	1,754.68	35.0%
4398	Other Penalties (Collection Agency)	3,200.00	962.40	-	2,237.60	30.1%
4451	Electronic Copy Revenue	8,500.00	2,875.60	-	5,624.40	33.8%
4452	Copier Revenue	1,650.00	532.41	-	1,117.59	32.3%
4562	Vending Commission	350.00	89.79	-	260.21	25.7%
4602	Service to Eau Claire County	1,052,036.00	526,017.50	-	526,018.50	50.0%
4608	IFLS	23,000.00	5,750.00	-	17,250.00	25.0%
4608	IFLS - High Demand Holds	2,100.00	1,799.19	-	300.81	85.7%
4798	Misc. Service Revenues (Act 150)	315,000.00	315,359.68	-	(359.68)	100.1%
4802	Interest Allocation	3,300.00	-	-	3,300.00	0.0%
4834	Misc. Library Sales - Taxable	1,400.00	207.65	-	1,192.35	14.8%
4836	Grant Revenue	-	12,000.00	-	(12,000.00)	#DIV/0!
4850	Gift Revenue	15,000.00	244.24	-	14,755.76	1.6%
4852	Misc. Reimbursements-Lost Items	18,000.00	3,766.27	-	14,233.73	20.9%
4898	Miscellaneous Revenue	16,800.00	1,865.00	-	14,935.00	11.1%
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>\$ 872,415.05</u>	<u>\$ -</u>	<u>\$ 5,307,194.95</u>	14.1%
5580	Fund Balance Used for Operating	225,000.00	-	-	225,000.00	0.0%
5586	Fund Balance Used - Donations Carryover	135,926.90	-	-	135,926.90	N/A
5590	Fund Balance Used for CIP	-	-	-	-	N/A
	TOTAL REVENUE	<u><u>\$ 6,540,536.90</u></u>	<u><u>\$ 872,415.05</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 5,668,121.85</u></u>	13.3%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 3,013,690.00	\$ 603,393.41		\$ 2,410,296.59	20.0%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	231,347.00	44,103.93		187,243.07	19.1%
6042	WRS (ER)	182,897.00	36,896.42		146,000.58	20.2%
6043	Health insurance-Employer	544,640.00	117,658.21		426,981.79	21.6%
6047	Health insurance Deductible	28,118.00	4,686.34		23,431.66	16.7%
6051	Retiree Health Insurance	65,516.00	18,217.68	56,977.32	(9,679.00)	114.8%
6052	Retiree Health Care Deductible	3,515.00	585.84		2,929.16	16.7%
6055	Vision Insurance		-		-	
6096	Auto Allowance	500.00	164.50		335.50	32.9%
6099	Misc. Reimbursements		-		-	N/A
6108	Unemployment Compensation		-		-	N/A
6110	Postage & Shipping	17,000.00	2,230.60	12,788.76	1,980.64	88.3%
6112	Computer Service Charges	165,000.00	70,127.57		94,872.43	42.5%
6116	Binding	-	-		-	N/A
6118	Advertising	22,125.00	2,317.97	-	19,807.03	10.5%
6120	Auditing	3,200.00	-		3,200.00	0.0%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	1,500.00	6,402.51		(4,902.51)	426.8%
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	751.90	5,819.10	1,429.00	82.1%
6153	Convenience Fees	1,700.00	687.99	-	1,012.01	40.5%
6156	Professional Services	-		-	-	#DIV/0!
6160	Staff Training/Conference	23,500.00	4,238.12		19,261.88	18.0%
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	134,146.28	2,643.74	90,260.98	60.2%
6210	Telephones	16,000.00	1,721.17	4,714.67	9,564.16	40.2%
6306	License & Permits				-	N/A
6308	Special Assessments	200.00	-		200.00	0.0%
6350	Liability & Property Insurance	31,000.00	5,733.34		25,266.66	18.5%
6398	Insurance Claims Reimbursement				-	N/A
6402	Office, AV, Library Supplies	53,450.00	5,833.54		47,616.46	10.9%
6405	Awards & Trophies	570.00	-		570.00	0.0%
6406	Library Program Supplies	13,500.00	1,807.05		11,692.95	13.4%
6409	Library Materials	411,499.00	97,593.17	-	313,905.83	23.7%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,899.00	1,801.38	-	16,097.62	10.1%
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	12,664.01	-	45,335.99	21.8%
6496	Gift & Grant Expenditures	150,926.90	2,558.51	4,733.00	143,635.39	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>\$ 6,161,318.90</u>	<u>\$ 1,177,083.38</u>	<u>\$ 87,676.59</u>	<u>\$ 4,896,558.93</u>	<u>20.5%</u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
LIB CUSTODIAL EXPENDITURE						
6010	Payroll Wages	\$ 120,930.00	\$ 29,269.54		\$ 91,660.46	24.2%
6020	Payroll Overtime	8,000.00	1,104.82		6,895.18	13.8%
6030	Special Pays	600.00	155.90		444.10	26.0%
6040	Employer Paid Benefits	9,909.00	2,177.91		7,731.09	21.2%
6042	WRS (ER)	8,099.00	2,100.61		5,998.39	101.1%
6043	Health Ins (ER)	25,683.00	8,188.63		17,494.37	0.9%
6047	Health Insurance Deductible	1,395.00	232.50		1,162.50	16.7%
6128	Repairs to Tools & Equipment	300.00	-		300.00	0.0%
6130	Repairs to Buildings	30,000.00	1,102.69	-	28,897.31	3.7%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	14,000.00	2,699.10	5,613.30	5,687.60	59.4%
6198	Miscellaneous Contractual	52,000.00	-	23,968.58	28,031.42	46.1%
6202	Electricity	76,000.00	12,296.51		63,703.49	16.2%
6208	Gas Service	1,702.00	252.61		1,449.39	14.8%
6215	Garbage Service	5,800.00	966.66		4,833.34	16.7%
6252	Water Service	2,700.00	504.05		2,195.95	18.7%
6254	Sewer Service	1,700.00	782.32		917.68	46.0%
6256	Storm water Charges	1,400.00	355.00		1,045.00	25.4%
6442	Safety Equipment	-	15.89		(15.89)	#DIV/0!
6460	Repair Part & Supplies	3,000.00	246.30		2,753.70	0.0%
6464	Building Materials & Janitorial Supplies	16,000.00	7,169.14	-	8,830.86	44.8%
6490	Equipment Purchases	-	-	-	-	N/A
		<u>\$ 379,218.00</u>	<u>\$ 69,620.18</u>	<u>\$ 29,581.88</u>	<u>\$ 280,015.94</u>	<u>26.2%</u>
TOTAL EXPENSES		<u>\$ 6,540,536.90</u>	<u>\$ 1,246,703.56</u>	<u>\$ 117,258.47</u>	<u>\$ 5,176,574.87</u>	<u>20.9%</u>

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

OBJ #	ACCOUNT NAME	2025 CURRENT APPROX.	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	-	48,562.17	-	(48,562.17)	
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>\$ 19,725,165.56</u>	<u>\$ -</u>	<u>\$ 832,846.44</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		\$ 20,673,012.00	\$ 19,779,016.84	\$ -	\$ 893,995.16	
TOTAL - FUND 490		<u>\$ 65,000.00</u>	<u>\$ 12,729,705.75</u>	<u>\$ -</u>	<u>\$ (12,664,705.75)</u>	

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2025 YTD BUDGET REPORT - Operating
For the Period Ended February 28, 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	617.29	-	2,082.71	22.9%
4398	Other Penalties (Collection Agency)	3,200.00	537.40	-	2,662.60	16.8%
4451	Electronic Copy Revenue	8,500.00	1,606.16	-	6,893.84	18.9%
4452	Copier Revenue	1,650.00	282.93	-	1,367.07	17.1%
4562	Vending Commission	350.00	89.79	-	260.21	25.7%
4602	Service to Eau Claire County	1,052,036.00	526,017.50	-	526,018.50	50.0%
4608	IFLS	23,000.00	5,750.00	-	17,250.00	25.0%
4608	IFLS - High Demand Holds	2,100.00	1,799.19	-	300.81	85.7%
4798	Misc. Service Revenues (Act 150)	315,000.00	92,118.71	-	222,881.29	29.2%
4802	Interest Allocation	3,300.00	-	-	3,300.00	0.0%
4834	Misc. Library Sales - Taxable	1,400.00	130.86	-	1,269.14	9.3%
4850	Gift Revenue	15,000.00	171.71	-	14,828.29	1.1%
4852	Misc. Reimbursements-Lost Items	18,000.00	2,352.30	-	15,647.70	13.1%
4898	Miscellaneous Revenue	16,800.00	1,865.00	-	14,935.00	11.1%
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>\$ 633,338.84</u>	<u>\$ -</u>	<u>\$ 5,546,271.16</u>	10.2%
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>\$ 633,338.84</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 5,771,271.16</u></u>	9.9%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 3,013,690.00	\$ 371,632.73		\$ 2,642,057.27	12.3%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	231,347.00	27,112.18		204,234.82	11.7%
6042	WRS (ER)	182,897.00	22,952.59		159,944.41	12.5%
6043	Health insurance-Employer	544,640.00	71,328.59		473,311.41	13.1%
6047	Health insurance Deductible	28,118.00	-		28,118.00	0.0%
6051	Retiree Health Insurance	65,516.00	13,663.26	61,531.74	(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	149.80		350.20	30.0%
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	18,581.72	48,082.74	98,335.54	40.4%
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	381.10	6,189.90	1,429.00	82.1%
6153	Convenience Fees	1,700.00	534.24	-	1,165.76	31.4%
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	52,703.22	81,727.77	92,620.01	59.2%
6210	Telephones	16,000.00	872.17	5,559.11	9,568.72	40.2%
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	576.34		52,873.66	1.1%
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	37,139.58	36,701.00	337,658.42	17.9%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,899.00	952.43	-	16,946.57	5.3%
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	763.75	4,733.00	9,503.25	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>\$ 628,856.39</u>	<u>\$ 258,572.47</u>	<u>\$ 5,137,963.14</u>	<u>14.7%</u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 120,930.00	\$ 19,090.39		\$ 101,839.61	15.8%
6020	Payroll Overtime	8,000.00	815.93		7,184.07	10.2%
6030	Special Pays	600.00	102.14		497.86	17.0%
6040	Employer Paid Benefits	9,909.00	1,439.08		8,469.92	14.0%
6042	WRS (ER)	8,099.00	1,384.51		6,714.49	58.9%
6043	Health Ins (ER)	25,683.00	4,767.72		20,915.28	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	828.00	-	13,172.00	5.9%
6198	Miscellaneous Contractual	52,000.00	-	23,968.58	28,031.42	46.1%
6202	Electricity	76,000.00	12,296.51		63,703.49	16.2%
6208	Gas Service	1,702.00	252.61		1,449.39	14.8%
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>\$ 42,901.71</u>	<u>\$ 23,968.58</u>	<u>\$ 312,347.71</u>	<u>17.6%</u>
	TOTAL EXPENSES	<u><u>\$ 6,404,610.00</u></u>	<u><u>\$ 671,758.10</u></u>	<u><u>\$ 282,541.05</u></u>	<u><u>\$ 5,450,310.85</u></u>	<u><u>14.9%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended February 28, 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	<u>65,000.00</u>	<u>53,851.28</u>		<u>11,148.72</u>	
490.5428	2022 BOND ISSUE COSTS					
5590	FUND BALANCE USED FOR CIP	(50,000.00)			(50,000.00)	
	TOTAL REVENUE	<u>(50,000.00)</u>	<u>-</u>		<u>(50,000.00)</u>	
6682	BOND ISSUE COSTS	50,000.00			50,000.00	
	TOTAL EXPENSE	<u>50,000.00</u>	<u>-</u>		<u>50,000.00</u>	
TOTAL REVENUE - FUND 490		\$ (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>	

March 2025 by the Numbers



PEOPLE

VISITORS: 23,373 Total this Month; 63,810 YTD

CARDHOLDERS: 31,649 City Residents; 21,155 Total Card Holders

CIRCULATION: 53,753 Total this Month; 153,657 YTD

CHILDREN'S (BIRTH–11): 18,455 Total this Month; 50,684 YTD

HOME DELIVERY: 510 Total this Month; 1,505 YTD

BORROWED FROM MORE LIBRARIES:

6,514 Total this Month; 21,080 YTD

LOANED TO MORE LIBRARIES: 6,239 Total this Month;
17,212 YTD

INTERLIBRARY LOANS: 172 Incoming; 26 Outgoing



CHECKOUTS

ACCESS TO TECHNOLOGY: 9,208 Public Wireless Internet Users;
1,752 PCS sessions; 162,845 Website Engagements

USE OF ELECTRONIC MATERIAL: 9,212 E-Books;
10,398 E-Audiobooks; 319 E-Videos; 19,566 E-Databases



ONLINE

AGES 0–5: 38 Programs this Month; 1,297 Attendees this Month;
3,351 Attendees YTD

AGES 6–11: 21 Programs this Month; 1,218 Attendees this Month;
2,064 Attendees YTD

AGES 12–18: 7 Programs this Month; 242 Attendees this Month;
359 Attendees YTD

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

ALL AGES: 11 Programs this Month; 427 Attendees this Month;
1,065 Attendees YTD



PROGRAMS

February 2025 by the Numbers



PEOPLE

VISITORS: 19,454 Total this Month; 40,437 YTD

CARDHOLDERS: 20,909 City Residents; 31,297 Total Card Holders



CHECKOUTS

CIRCULATION: 48,004 Total this Month; 99,904 YTD

CHILDREN'S (BIRTH–11): 15,788 Total this Month; 32,229 YTD

HOME DELIVERY: 473 Total this Month; 995 YTD

BORROWED FROM MORE LIBRARIES:

6,641 Total this Month; 14,566 YTD

LOANED TO MORE LIBRARIES: 4,967 Total this Month;
10,973 YTD

INTERLIBRARY LOANS: 185 Incoming; 15 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 8,203 Public Wireless Internet Users;
1,437 PCS sessions; 156,100 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,256 E-Books;
9,805 E-Audiobooks; 189 E-Videos; 19,827 E-Databases



PROGRAMS

AGES 0–5: 38 Programs this Month; 1247 Attendees this Month;
2,054 Attendees YTD

AGES 6–11: 13 Programs this Month; 436 Attendees this Month;
846 Attendees YTD

AGES 12–18: 4 Programs this Month; 38 Attendees this Month;
117 Attendees YTD

AGES 19+: 4 Programs this Month; 113 Attendees this Month;
113 Attendees YTD

ALL AGES: 8 Programs this Month; 288 Attendees this Month;
638 Attendees YTD

2025 Annual Friends of L.E. Phillips Memorial Public Library Gift Request

ACKNOWLEDGEMENT:

For more than 30 years, the Friends of the L.E. Phillips Memorial Public Library have provided the library with generous financial and volunteer support. This critical funding allows the library to meet our strategic plan goals in a way that taxpayer-supported budget alone cannot do. Friends funding has served to spearhead new initiatives, revamp existing offerings, and sustain critical programming. On behalf of the library board of trustees, staff, and the community we serve, we would like to extend our heartfelt appreciation and gratitude for their continued support.

2025 REQUEST OVERVIEW:

Request	Amount
Program Refreshments	\$3,000
Play & Learn	\$2,500
Chippewa Valley Book Festival	\$2,000
Youth Prizes and Incentives	\$2,000
Adult Program Incentives	\$1,500
ArtsWest Prizes & Refreshments	\$1,500
Teen Book Boxes	\$1,200
Book Display Shelves	\$500
Seed Library	\$500
Home Delivery Services Recruitment and Recognition	\$325
TOTAL Request	\$15,000

Program Refreshments | Request: \$3,000 (increased from \$2,000 in 2024)

When asking any event planner for advice on how to get participants to attend, the answer nearly always includes providing some form of refreshments. Since changing the standard evening program start time to 6 p.m. (to accommodate closing at 8 p.m.), refreshments have been especially appreciated by those coming straight from work who haven't had a chance to grab dinner. For that reason, refreshments are a standard offering for most adult programs and several special events for audiences of all ages throughout the year. Removing the meal barrier allows more participation, especially from working adults. For kids and family events, providing snacks (especially for longer events) reduces the number of kids who may otherwise have had to leave for a light snack. Friends receive acknowledgment for sponsorship in marketing materials.

Play & Learn | Request: \$2,500

The Play & Learn areas feature toys and activities for children birth to five to help build literacy skills through play and give tips to parents on how to extend the fun at home. Themes are changed on a quarterly basis. With each theme change, toys, and costumes are rotated in and out, and furniture is rearranged. Recent themes include "Dinosaur Adventures" and "Enchanted Forest." The areas center around five practices that are featured in *Every Child Ready to Read @ Your Library*. The practices are talking, singing, reading, writing, and playing.

In 2011, Youth Services introduced the Play & Learn area as part of our work on the library's Strategic Plan, and expanded during the recent renovation to accommodate the high traffic. This space has been recognized as a popular destination for families in the Eau Claire area; many families include a visit to Play & Learn as a part of their weekly routine.

Chippewa Valley Book Festival | Request: \$2,000

In 2007, the Friends asked that funds for the Chippewa Valley Book Festival (CVBF) be requested from them each year. Held in the fall annually since 2000, the festival showcases authors of regional and national reputation and features readings, discussions, and workshops for readers and writers of all ages. The library supports the book festival with a donation of at least \$500 from its own programming funds. Friends receive acknowledgment for sponsorship in CVBF marketing materials.

Similar to ArtsWest, the Chippewa Valley Book Festival brings a typically urban offering of meeting, listening to, and interacting with award-winning authors representing a variety of genres, backgrounds, and perspectives. Providing "big-city authors with a small-town feel," the CVBF not only supports literacy and writing but encourages attendees to engage with each other and to discuss the book topics and how they can be applied to their everyday lives.

Youth Prizes and Incentives | Request: \$2,000

This request is part of an ongoing effort to increase participation in programs, particularly the summer library program. Since 2015, the Friends have provided funding to support buying a book for every child who finished a reading folder, which has been a huge hit with parents and a major incentive for kids. We give out approximately 1,500 books each summer to babies, kids, and teens. This year's request for funding will make it possible for us to continue offering books as a final prize for kids who finish one of the three reading folders as well as fund the teen prizes and other programs throughout the year.

Adult Program Incentives | Request: \$1,500

Adults deserve prizes, too! The library is offering a variety of adult programs and services driven by the love of reading and lifelong learning. Programs and services include Yearlong Reading Challenge, Adult Summer at the Library, Banned Books Week, passive programming, photo contest prizes, genealogy series, Puzzle-Off competition, and so much more. We would like to offer prizes and giveaways in various ways within each of our programs to further support varieties of adult literacy in our community.

ArtsWest Prize & Refreshments | Request: \$1,500 (Increased from \$1,000 in 2024)

For over two decades, the Friends have sponsored the cash prizes and reception refreshments for the Wisconsin ArtsWest juried art exhibit. Now in its 46th year, ArtsWest attracts artists from every corner of the state and is one of the most prestigious and longest-running annual juried exhibits in the state. Friends receive acknowledgment for sponsorship in marketing materials. The increase in requested funds will allow for a slight increase in each of the cash prizes, which haven't increased in over two decades.

While formal art galleries and museums can feel inaccessible or unaffordable, anyone can enjoy art at the public library without needing to pay a fee or feeling insecure that they don't "know enough" about

art. Offering a small honorarium to encourage entrants has yielded an excellent pool of submissions and a competitive jurying process, with only roughly 25% of submissions being accepted for the show.

Teen Book Boxes | Request: \$1,200

In 2021 the Youth Services Department, with support from the Friends of the Library, launched a monthly incentive-based program for teens. Teens request a themed monthly box that includes small incentives or gifts and a library book to check out. The Teen BookBox program has continued to be incredibly popular over the last few years, with an average of 24 teens served per month. It resonates with a wide variety of ages and interests; including teens who are regular library users as well as who do not otherwise engage with library programming.

Teens these days are busy. Providing these coordinated book boxes allows teens to participate in the reading and discussion portion of the book club but makes the logistics of picking up book club materials much easier as many parents stop in to grab them while their teens are otherwise engaged in extracurricular activities. Providing this service keeps teens engaged with the library at a time when their peers may not be regular visitors. Having the attractive boxes and library “swag” on their desks also provides an opportunity for friends and visitors to inquire about the program.

Book Display Shelves | Request: \$500

We would like to replace the flat shelves in the browsing area with display shelves. This will help distinguish the area as a display area and improve its appearance by having solid white behind the books. It will make it easier to maintain because we will no longer need to use easels to display the books. Easels can lead to an untidy appearance after browsing by customers and more importantly can damage the books. Customers will also appreciate the improvements in browsing and examining the books.

Seed Library | Request: \$500

The Reference department would like funding to continue our popular Seed Library. In 2024, we distributed 3,160 packets of seeds! Seeds are ordered in January, so requests are made for the next calendar year. The Seed Library supports sustainable practices, healthy eating and lifestyles, outdoor exploration, and lifelong learning for all ages. Funding would cover the cost of seeds, as well as the envelopes and labels required for distribution.

Home Delivery Services Recruitment and Recognition | Request: \$325

Coming up this spring, we’d like to show our volunteers how much we appreciate them with a Volunteer Appreciation Party. Funds would help provide food and a little gift for the volunteers (\$100 for refreshments and token gifts). In December, we hope to give our annual gift of candy and cards for volunteers and customers to let them know we are thinking of them and wish them a happy holiday (\$225 for cards and token gift).



L.E. Phillips Memorial
Public Library

Number: 2

Category: Human Resources

Policy Title: CONTINUATION OF HEALTH INSURANCE BENEFITS

Date adopted: 06/15/90

Date amended: 12/17/09; 07/21/16; 03/20/25

Date last reviewed: 01/20/22

The Library Director may authorize continued payment of the employer's share of an employee's monthly health insurance premium when an employee is temporarily disabled and on leave without pay, after exhausting sick leave, vacation, holiday, and compensatory time benefits.

Continuation will be for a period of up to three months. The library's portion will be paid only if the employee continues to pay their~~his or her~~ share.



L.E. Phillips Memorial
Public Library

Number: 3

Category: Human Resources

Policy Title: DRUG AND ALCOHOL-FREE WORKPLACE

Date adopted: 03/17/89

Date amended: 07/21/05; 11/19/09; 07/21/16; 01/20/22

Date last reviewed: 03/20/25~~01/20/22~~

Management is committed to providing a drug and alcohol-free workplace. To promote this goal, all employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Preventing employees from working in an impaired condition can protect all employees, the public and property.

It is a violation of Library policy to manufacture, distribute, dispense, possess or use a controlled substance or alcohol in the workplace. Anyone found to be manufacturing, distributing, dispensing, possessing or using an illegal drug or alcohol while in the workplace or during working hours will be subject to legal and disciplinary actions, up to and including dismissal.

It is a violation of Library policy to report to work under the influence of drugs and/or alcohol. The Library has the right to test all employees when there is a reasonable suspicion that the employee is under the influence of drugs and/or alcohol while on duty or reporting for duty. The Library will pay for all tests.

If prescription drugs might adversely affect performance of assigned work duties, alertness and/or coordination, an employee is required to notify his or her supervisor.

All employees must notify the Library's Deputy Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction. Within thirty (30) days of receiving such notice, the Library will:

1. Take appropriate personnel action against such employee, up to and including dismissal; or
2. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

Any employee seeking counseling or rehabilitation may contact the Employee Assistance Program (EAP). EAP contact information may be obtained from the Library's Deputy Director or via the Library's Intranet – Human Resources page.

As a condition of employment, all employees must abide by the terms described herein.