



PUBLIC NOTICE

Thursday, May 15, 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 – pg. 2
 - B. Action on Bills and Claims – pg. 4
 - C. Reports:
 - a) Library Director – pg. 15
 - b) Financial Report – pg. 30
 - c) Statistical Report – pg. 35
 - 4) Board President report/comments (Gary Pesicka)
-
- 5) Consideration of New Business
 - A. Staff presentation: Outreach – Shelly Collins-Fuerbringer
 - B. Library Board candidate recommendations - Gary Pesicka
 - C. Discussion of and action on the Circulation of Materials policy - Kim Hennings – pg. 36
 - D. Discussion of and action on the Charges to Customers for Lost or Damaged Items policy - Kim Hennings – pg. 42
 - E. Discussion of and action on Section VII of the Employee Handbook - Kim Hennings – pg. 45
 - F. State Historical Museum exhibit - Gary Pesicka
 - 6) Committee Reports
 - A. Friends of the Library
 - B. IFLS
 - 7) Directives from the Library Board to the Library Director
 - 8) Next meeting: **June 19, 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, April 17, 2025.

Board members present: Kate Cook, Shelley Donnelly, Jill Markgraf, Gary Pesicka, Ethan Reed, Charlie Schell, Sheng Xiong

Board members absent: Cheryl Contant, James Martin

Staff present: Stephanie Hirsch, Nancy Kerr, Kim Hennings, Shelly Collins-Fuerbringer, Barb Langreck, Isa Small

CITIZEN COMMENTS

None

CONSENT AGENDA

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

BOARD PRESIDENT COMMENTS

- Gary put out a call to the board for members willing to serve on the Nominating Committee to review potential library board candidates. The slate of candidates will be presented to the full board at the May meeting and will be voted on in June.
- 18 applicants were received for the library board.
- The final decision on candidates is made by the City.

CONSIDERATION OF NEW BUSINESS

- A. Stephanie Hirsch provided updates on several current/future City projects/issues including the unhoused, the budget, Downtown as a Destination branding, and the library/city hall plaza.
- B. Nancy discussed the implications to the library related to the disbanding of IMLS (Institute of Museum and Library Services). We are not heavily reliant on federal funding but there are state impacts which could trickle down to us. Some current grants have stopped/dried up including the money remaining in a Humanities grant which we received. We have spent and been reimbursed \$7,500 of the \$10,000 grant which we received but will not receive the remaining \$2,500 of this grant. Funding for Badger Link is state funded but people who administer the funds are federally paid so there is uncertainty about the impacts that this will have.
- C. On a motion made by Jill and seconded by Shelley, the board unanimously approved the 2025 Annual Friends Gift Request.

- D. On a motion made by Charlie and seconded by Shelley, the board unanimously approved the proposed changes to Continuation of Health Insurance Benefits policy.
- E. On a motion made by Charlie and seconded by Shelley, the board unanimously approved the proposed changes to the Drug and Alcohol-Free Workplace policy.
- F. On a motion made by Sheng and seconded by Charlie, the board unanimously approved the nomination of Dave and Donna Lehmkuhl for the 2025 Distinguished Service Award. The award will be presented at the Friends Annual Meeting on May 19th.
- G. On a motion made by Shelley and seconded by Sheng, the board unanimously approved the Land Acknowledgement Statement draft as presented by Isa Small.

COMMITTEE REPORTS

Friends of the Library – Jill Markgraf

- At the last Friends meeting, there was discussion about the Community Business Partner initiative. This program would give businesses the opportunity to be corporate sponsors of the Friends of the Library and they would receive promotional benefit for their business in return.

IFLS – Charlie Schell

- Charlie toured the IFLS building and attended an orientation to learn more about what IFLS does and how they support all of the libraries in the system. Most recently, this support included finding a new courier service. Charlie would like to invite an IFLS representative to do a presentation at a future library board meeting once our new board members are in place to provide some education on what they do and to answer any questions.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

- None noted

NEXT MEETING – May 15, 2025

ADJOURNMENT

On a motion made by Shelley and seconded by Charlie, the Board unanimously voted to adjourn at 6:30 p.m.

Respectfully submitted,

Barb Langreck
Administrative & Human Resources Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 05/08/2025
SUBJECT: APRIL 2025 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending April 30, 2025

Operating Expenditures for the month	\$377,252.97
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$ _____
Total	\$377,252.97

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 6130 Repairs to Buildings
 - \$3,585.34 paid to B&B Electric for replacement of 3 canopy lights in drive through (this was a property damage insurance claim, we will get reimbursed from insurance company)
2. Account 6198 Misc Contractual Services
 - \$4,733.00 paid to Pajor Graphics for shelving end-panel signage
 - \$1,200.00 paid to Chippewa Valley Museum for co-sponsorship of event

BILLS & CLAIMS - OPERATING
Transactions Processed in April 2025

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
04/02/2025	04/04/2025	6010	\$11,948.07	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6010	(\$37.44)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6010	\$26,823.96	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6010	\$21,091.35	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6010	\$14,911.93	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6010	\$12,675.69	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6010	\$3,728.00	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6010	\$20,422.99	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
			\$111,564.55			
04/10/2025	04/11/2025	6010	\$4,627.22	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/11/25
			\$4,627.22			
04/17/2025	04/18/2025	6010	\$12,140.48	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6010	\$27,727.25	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6010	\$20,686.08	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6010	\$14,927.19	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6010	\$12,675.68	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6010	\$3,728.00	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6010	\$20,255.41	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
			\$112,140.09			
04/24/2025	04/25/2025	6010	(\$3.60)	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/25/25
04/24/2025	04/25/2025	6010	\$5,449.18	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/25/25
			\$5,445.58			
TOTAL PAYROLL WAGES			\$233,777.44			
04/10/2025	04/11/2025	6020	\$95.23	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/11/25
			\$95.23			
04/24/2025	04/25/2025	6020	\$622.04	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/25/25
			\$622.04			
TOTAL PAYROLL OVERTIME			\$717.27			
04/10/2025	04/11/2025	6030	\$26.88	SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/11/25
04/24/2025	04/25/2025	6030	\$26.88	SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/25/25
TOTAL SPECIAL PAYS			\$53.76			

04/10/2025	03/31/2025	6040	\$1.90 EMPLOYER PAID BENEFITS		MAR LIFE INSURANCE
			<u>\$1.90</u>		
04/02/2025	04/04/2025	6040	\$904.58 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6040	\$1,989.09 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6040	\$1,569.40 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6040	\$1,070.79 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6040	\$902.08 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6040	\$272.43 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6040	\$1,496.21 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
			<u>\$8,204.58</u>		
04/10/2025	04/11/2025	6040	\$341.07 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/11/25
			<u>\$341.07</u>		
04/17/2025	04/18/2025	6040	\$911.31 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6040	\$2,040.37 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6040	\$1,529.17 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6040	\$1,060.93 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6040	\$877.80 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6040	\$272.43 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6040	\$1,448.22 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
			<u>\$8,140.23</u>		
04/24/2025	04/25/2025	6040	\$428.31 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/25/25
			<u>\$428.31</u>		
TOTAL EMPLOYER PAID BENEFITS			<u>\$17,116.09</u>		
04/02/2025	04/04/2025	6042	\$775.92 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6042	\$1,312.33 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6042	\$1,347.03 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6042	\$954.46 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6042	\$880.96 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6042	\$259.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6042	\$1,342.77 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
			<u>\$6,872.57</u>		
04/10/2025	04/11/2025	6042	\$327.26 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/11/25
			<u>\$327.26</u>		
04/17/2025	04/18/2025	6042	\$792.02 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25

04/17/2025	04/18/2025	6042	\$1,346.56 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6042	\$1,329.18 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6042	\$955.51 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6042	\$880.96 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6042	\$259.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6042	\$1,331.13 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
			<u>\$6,894.46</u>		
04/24/2025	04/25/2025	6042	\$420.67 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/25/25
			<u>\$420.67</u>		
TOTAL WRS(ER)			<u>\$14,514.96</u>		
04/17/2025	03/31/2025	6043	(\$0.34) HEALTH INS(ER)		MAR HEALTH INSURANCE
			<u>(\$0.34)</u>		
04/02/2025	04/04/2025	6043	\$903.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6043	\$4,535.92 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6043	\$2,300.05 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6043	\$4,889.71 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6043	\$3,789.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
04/02/2025	04/04/2025	6043	\$4,835.71 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
			<u>\$22,199.79</u>		
04/10/2025	04/11/2025	6043	\$1,708.53 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/11/25
			<u>\$1,708.53</u>		
04/17/2025	04/18/2025	6043	\$928.62 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6043	\$4,611.87 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6043	\$2,274.65 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6043	\$4,895.65 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6043	\$3,789.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
04/17/2025	04/18/2025	6043	\$4,753.82 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 04/18/25
			<u>\$22,199.79</u>		
04/24/2025	04/25/2025	6043	\$1,991.52 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 04/25/25
			<u>\$1,991.52</u>		
TOTAL HEALTH INS(ER)			<u>\$48,099.29</u>		
04/15/2025	03/31/2025	6047	\$116.25 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
04/15/2025	03/31/2025	6047	\$2,343.17 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH

TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,459.42			
04/09/2025	04/08/2025	6051	\$4,554.42	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
TOTAL RETIREE-HLTH INS			\$4,554.42			
04/15/2025	03/31/2025	6052	\$292.92	RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$292.92			
04/09/2025	03/31/2025	6110	\$943.20	POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE & SHIPPING CHARGES
TOTAL POSTAGE & SHIPPING			\$943.20			
04/23/2025	04/22/2025	6112	\$146.66	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	MONTHLY BILLING - MICROSOFT CS
TOTAL COMPUTER SERVICE CHARGES			\$146.66			
04/16/2025	03/31/2025	6130	\$3,585.34	REPAIRS TO BUILDINGS	B&B ELECTRIC INC	BUILDING REPAIRS
04/22/2025	04/22/2025	6130	\$935.00	REPAIRS TO BUILDINGS	B&B ELECTRIC INC	BUILDING REPAIRS - 2ND FLOOR L
TOTAL REPAIRS TO BUILDINGS			\$4,520.34			
04/08/2025	03/21/2025	6150	\$36.00	SPECIAL SERVICES	SQUARE INC	LIBRARY ELECTRONICS RECYCLING
04/09/2025	03/31/2025	6150	\$414.00	SPECIAL SERVICES	HEATHER C LEISZ	SPECIAL SERVICES - PLANT RENTA
04/17/2025	03/31/2025	6150	\$185.40	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES
TOTAL SPECIAL SERVICES			\$635.40			
04/07/2025	03/03/2025	6153	\$43.13	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			\$43.13			
04/02/2025	04/04/2025	6160	\$318.32	TRAINING/MEETINGS	LIBRARY PAYROLL WAGES	PAY DATE: 04/04/25
TOTAL TRAINING/MEETINGS			\$318.32			
04/02/2025	03/31/2025	6198	\$300.68	MISC CONTRACTUAL SERVICES	EO JOHNSON BUSINESS TECHNOLOGIES	MISC CONTRACTUAL - FOLDER
04/09/2025	04/08/2025	6198	\$756.26	MISC CONTRACTUAL SERVICES	AURORA COMMUNITY SERVICES INC	EAP SERVICES FOR 2025 - REALIV
04/14/2025	03/31/2025	6198	\$54.46	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
04/16/2025	04/15/2025	6198	\$4,733.00	MISC CONT-SUSAN MONROE BENEF	PAJOR GRAPHICS INC	MISC CONTRACTUAL
04/09/2025	04/08/2025	6198	\$1,200.00	MISC CONT SERV-PABLO FOUNDATIO	CHIPPEWA VALLEY MUSEUM INC	MISC CONTRACTUAL
TOTAL MISC CONTRACTUAL SERVICES			\$7,044.40			
04/10/2025	03/31/2025	6202	\$6,368.26	ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$6,368.26			
04/10/2025	03/31/2025	6208	\$176.82	GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$176.82			

04/02/2025	03/31/2025	6210	\$422.22	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	MONTHLY TELEPHONE SERVICE FOR
04/10/2025	03/31/2025	6210	\$427.62	TELEPHONES		MAR CENTREX VOIP PHONE CHRG
04/30/2025	04/29/2025	6210	\$423.29	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	MONTHLY TELEPHONE SERVICE FOR
TOTAL TELEPHONES			\$1,273.13			
04/15/2025	03/31/2025	6215	\$483.33	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$483.33			
04/01/2025	01/31/2025	6252	\$81.00	WATER SERVICE		400 EAU CLAIRE ST
04/01/2025	01/31/2025	6252	\$317.75	WATER SERVICE		400 EAU CLAIRE ST
04/01/2025	01/31/2025	6252	\$105.30	WATER SERVICE		400 EAU CLAIRE ST
TOTAL WATER SERVICE			\$504.05			
04/01/2025	01/31/2025	6254	\$9.72	SEWER SERVICE		400 EAU CLAIRE ST
04/01/2025	01/31/2025	6254	\$772.60	SEWER SERVICE		400 EAU CLAIRE ST
TOTAL SEWER SERVICE			\$782.32			
04/01/2025	01/31/2025	6256	\$355.00	STORMWATER CHARGES		400 EAU CLAIRE ST
TOTAL STORMWATER CHARGES			\$355.00			
04/15/2025	03/31/2025	6350	\$2,866.67	INSURANCE		INSURANCE CHARGES
TOTAL INSURANCE			\$2,866.67			
04/02/2025	03/31/2025	6402	\$92.50	OFFICE SUPPLIES	INDIANHEAD FEDERATED LIBRARY SYSTEM	TS SUPPLIES - LOCKING DVD CASE
TOTAL OFFICE SUPPLIES			\$92.50			
04/30/2025	04/29/2025	6409	\$3,227.05	DIGITAL/DOWNLOADABLE	WISCONSIN LIBRARY SERVICES INC	LIBRARY MATERIALS
			\$3,227.05			
04/09/2025	04/08/2025	6409	\$58.88	LIB MAT-ARPA MULTILINGUAL	INGRAM LIBRARY SERVICES	ADD PRINT/ JUB/ L&D JUV/ ARPA
04/09/2025	03/31/2025	6409	\$24.95	LIB MAT-ARPA MULTILINGUAL	AMAZON COM SALES INC	GRANT-ARPA MULTILINGUAL
			\$83.83			
04/02/2025	03/31/2025	6409	\$11.79	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/02/2025	03/31/2025	6409	\$78.08	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/02/2025	03/31/2025	6409	\$217.23	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/02/2025	03/31/2025	6409	\$268.40	LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
04/02/2025	03/31/2025	6409	\$289.36	LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
04/02/2025	03/31/2025	6409	\$97.80	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUB/ GIFTS IHO-FOL
04/02/2025	03/31/2025	6409	\$148.76	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
04/02/2025	03/31/2025	6409	\$154.99	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
04/02/2025	03/31/2025	6409	\$46.99	LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - JUV PRINT
04/09/2025	04/08/2025	6409	\$158.33	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/09/2025	04/08/2025	6409	\$60.87	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ NONPRINT/ JUV

04/09/2025	04/08/2025	6409	\$193.90 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADD PRINT/ JUB/ L&D JUV/ ARPA
04/09/2025	03/31/2025	6409	\$272.37 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
04/09/2025	03/31/2025	6409	\$287.48 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
04/09/2025	03/31/2025	6409	\$434.93 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
04/09/2025	03/31/2025	6409	\$70.85 LIBRARY MATERIALS-BKS JUVENILE	ABDO PUBLISHING COMPANY INC	LIB MATLS - JUV PRINT
04/16/2025	04/15/2025	6409	\$205.62 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ JUV L&D
04/16/2025	04/15/2025	6409	\$300.51 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
04/16/2025	04/15/2025	6409	\$70.06 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	NONPRINT/ AD PRINT/ JUV/ L&D A
04/16/2025	04/15/2025	6409	\$57.93 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT
04/16/2025	04/15/2025	6409	\$240.89 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-FOL
04/22/2025	04/22/2025	6409	(\$6.81) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/22/2025	04/22/2025	6409	\$16.44 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/22/2025	04/22/2025	6409	\$229.88 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
04/22/2025	04/22/2025	6409	\$292.41 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
04/22/2025	04/22/2025	6409	\$155.64 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
04/22/2025	04/22/2025	6409	\$181.50 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
04/22/2025	04/22/2025	6409	\$84.55 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
04/30/2025	04/29/2025	6409	\$313.66 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
04/30/2025	04/29/2025	6409	\$123.12 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JV/ GIFTS IHO-LEPMPL
04/30/2025	04/29/2025	6409	\$9.47 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	L&D JUV/ L&D AD PRINT/ JUV
04/30/2025	04/29/2025	6409	\$31.80 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-LEPMP

\$5,098.80

04/02/2025	03/31/2025	6409	\$110.32 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
04/02/2025	03/31/2025	6409	\$353.22 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT
04/02/2025	03/31/2025	6409	\$459.28 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
04/02/2025	03/31/2025	6409	\$784.78 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
04/02/2025	03/31/2025	6409	\$24.04 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
04/02/2025	03/31/2025	6409	\$30.74 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
04/02/2025	03/31/2025	6409	\$87.72 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
04/02/2025	03/31/2025	6409	\$111.71 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
04/02/2025	03/31/2025	6409	\$74.20 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUB/ GIFTS IHO-FOL
04/02/2025	03/31/2025	6409	\$162.07 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
04/02/2025	03/31/2025	6409	\$387.89 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
04/09/2025	04/08/2025	6409	\$31.93 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ NONPRINT/ JUV
04/09/2025	04/08/2025	6409	\$60.77 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADD PRINT/ JUB/ L&D JUV/ ARPA
04/09/2025	03/31/2025	6409	\$35.00 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
04/09/2025	03/31/2025	6409	\$431.63 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-FOL
04/09/2025	03/31/2025	6409	\$446.34 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRNT/GIFTS IHO-FOL/L&D ADD
04/09/2025	03/31/2025	6409	\$45.48 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
04/09/2025	03/31/2025	6409	\$160.57 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
04/09/2025	03/31/2025	6409	\$155.18 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
04/16/2025	04/15/2025	6409	\$42.00 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
04/16/2025	04/15/2025	6409	\$15.31 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT/ AD PRINT
04/16/2025	04/15/2025	6409	\$13.95 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT/ AD PRINT
04/16/2025	04/15/2025	6409	\$160.16 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
04/16/2025	04/15/2025	6409	\$342.45 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL/ L&

04/16/2025	04/15/2025	6409	\$27.13 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	NONPRINT/ AD PRINT/ JUV/ L&D A
04/16/2025	04/15/2025	6409	\$268.05 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT
04/16/2025	04/15/2025	6409	\$155.72 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-FOL
04/17/2025	04/17/2025	6409	\$131.80 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	AD PRINT/ GIFTS IHO-LEPMPL
04/22/2025	04/22/2025	6409	\$42.59 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
04/22/2025	04/22/2025	6409	\$229.82 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
04/22/2025	04/22/2025	6409	\$338.33 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
04/22/2025	04/22/2025	6409	\$232.90 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
04/22/2025	04/22/2025	6409	\$419.23 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-FOL
04/22/2025	04/22/2025	6409	(\$12.60) LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
04/22/2025	04/22/2025	6409	\$13.99 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
04/22/2025	04/22/2025	6409	\$15.34 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
04/22/2025	04/22/2025	6409	\$198.38 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ GIFTS IHO-LEPMPL
04/22/2025	04/22/2025	6409	\$144.59 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
04/30/2025	04/29/2025	6409	\$20.65 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
04/30/2025	04/29/2025	6409	\$21.30 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
04/30/2025	04/29/2025	6409	\$511.20 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
04/30/2025	04/29/2025	6409	\$572.40 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
04/30/2025	04/29/2025	6409	\$654.85 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
04/30/2025	04/29/2025	6409	\$61.92 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JV/ GIFTS IHO-LEPMPL
04/30/2025	04/29/2025	6409	\$264.45 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-LEPMP
			\$8,838.78		
04/16/2025	04/15/2025	6409	\$11.25 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
04/16/2025	04/15/2025	6409	\$159.00 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
04/30/2025	04/29/2025	6409	\$22.99 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			\$193.24		
04/02/2025	03/31/2025	6409	\$367.30 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
04/02/2025	03/31/2025	6409	\$468.53 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
04/02/2025	03/31/2025	6409	\$130.60 LIBRARY MATERIALS-MORE DVD'S	CENGAGE LEARNING INC	HIGH DEMAND HOLDS
04/09/2025	03/31/2025	6409	\$12.59 LIBRARY MATERIALS-MORE DVD'S	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRNT/GIFTS IHO-FOL/L&D ADD
04/09/2025	03/31/2025	6409	\$114.45 LIBRARY MATERIALS-MORE DVD'S	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
04/09/2025	04/09/2025	6409	\$66.29 LIBRARY MATERIALS-MORE DVD'S	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT & HIGH DE
04/22/2025	04/22/2025	6409	\$17.24 LIBRARY MATERIALS-MORE DVD'S	MIDWEST TAPE LLC	NONPRINT/ HIGH DEMAND HOLDS
04/22/2025	04/22/2025	6409	\$43.48 LIBRARY MATERIALS-MORE DVD'S	MIDWEST TAPE LLC	LIBRARY MATERIALS
			\$1,220.48		
04/02/2025	03/31/2025	6409	\$14.96 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/02/2025	03/31/2025	6409	\$30.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/02/2025	03/31/2025	6409	\$73.88 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
04/02/2025	03/31/2025	6409	\$79.04 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
04/09/2025	04/08/2025	6409	\$84.62 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/09/2025	04/08/2025	6409	\$11.43 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	AD PRINT/ NONPRINT/ JUV
04/09/2025	03/31/2025	6409	\$387.54 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
04/09/2025	03/31/2025	6409	\$685.34 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS

04/09/2025	04/09/2025	6409	\$39.74 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
04/09/2025	04/09/2025	6409	\$63.74 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	NONPRINT
04/09/2025	04/09/2025	6409	\$280.46 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT & HIGH DE
04/16/2025	04/15/2025	6409	\$29.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/16/2025	04/15/2025	6409	\$52.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/16/2025	04/15/2025	6409	\$88.32 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/16/2025	04/15/2025	6409	\$103.31 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/16/2025	04/15/2025	6409	\$301.62 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/16/2025	04/15/2025	6409	\$570.28 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/16/2025	04/15/2025	6409	\$25.04 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	NONPRINT/ AD PRINT/ JUV/ L&D A
04/17/2025	04/17/2025	6409	\$153.71 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
04/22/2025	04/22/2025	6409	\$19.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/22/2025	04/22/2025	6409	\$39.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/22/2025	04/22/2025	6409	\$72.21 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/22/2025	04/22/2025	6409	\$74.14 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/22/2025	04/22/2025	6409	\$161.10 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
04/22/2025	04/22/2025	6409	\$251.43 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT/ HIGH DEMAND HOLDS
04/22/2025	04/22/2025	6409	\$359.08 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
04/22/2025	04/22/2025	6409	\$540.51 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
			\$4,595.42		
04/16/2025	04/15/2025	6409	\$215.24 LIBRARY MATLS-WELLNESS KITS	AMAZON COM SALES INC	GIFTS WELLNESS KITS
			\$215.24		
04/02/2025	03/31/2025	6409	\$11.15 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUB/ GIFTS IHO-FOL
04/09/2025	04/08/2025	6409	\$79.98 MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-FOL
04/09/2025	03/31/2025	6409	\$43.12 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-FOL
04/09/2025	03/31/2025	6409	\$22.40 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRNT/GIFTS IHO-FOL/L&D ADD
04/16/2025	04/15/2025	6409	\$24.30 MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFTS - IHO-FOL
04/16/2025	04/15/2025	6409	\$150.30 MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFTS - IHO-FOL
04/16/2025	04/15/2025	6409	\$47.07 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-FOL
04/22/2025	04/22/2025	6409	\$18.20 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-FOL
04/30/2025	04/29/2025	6409	\$82.79 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
			\$479.31		
04/02/2025	03/31/2025	6409	\$27.20 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
04/09/2025	03/31/2025	6409	\$16.03 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
04/09/2025	03/31/2025	6409	\$6.81 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
04/16/2025	04/15/2025	6409	\$30.00 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS - IHO-LEPMPL
04/16/2025	04/15/2025	6409	\$116.05 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS - IHO-LEPMPL
04/16/2025	04/15/2025	6409	\$19.53 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL/ L&
04/17/2025	04/17/2025	6409	\$53.24 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	AD PRINT/ GIFTS IHO-LEPMPL
04/22/2025	04/22/2025	6409	\$17.85 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ GIFTS IHO-LEPMPL
04/30/2025	04/29/2025	6409	\$176.66 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
04/30/2025	04/29/2025	6409	\$19.49 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JV/ GIFTS IHO-LEPMPL
04/30/2025	04/29/2025	6409	\$35.11 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-LEPMP

			\$517.97			
TOTAL LIBRARY MATERIALS-BOOKS-ADULT			\$24,470.12			
04/07/2025	03/19/2025	6415	(\$18.95) LOST/DAMAGED MATERIALS	VILLAGE OF OSCEOLA	LOST & DAMAGED - ADULT PRINT	
			(\$18.95)			
04/02/2025	03/31/2025	6415	\$25.47 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV	
04/09/2025	04/08/2025	6415	\$16.49 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	ADD PRINT/ JUB/ L&D JUV/ ARPA	
04/09/2025	03/31/2025	6415	\$358.63 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	
04/16/2025	04/15/2025	6415	\$16.99 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV	
04/16/2025	04/15/2025	6415	\$17.99 LOST/DAMAGED-BOOKS JUVENILLE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ JUV L&D	
04/16/2025	04/15/2025	6415	\$11.19 LOST/DAMAGED-BOOKS JUVENILLE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV	
04/30/2025	04/29/2025	6415	\$48.71 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV	
04/30/2025	04/29/2025	6415	\$65.52 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV	
04/30/2025	04/29/2025	6415	\$78.72 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	L&D JUV/ L&D AD PRINT/ JUV	
			\$639.71			
04/02/2025	03/31/2025	6415	\$68.29 LOST/DAMAGED-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS	
04/07/2025	03/19/2025	6415	\$18.95 LOST/DAMAGED-BOOKS-ADULT	VILLAGE OF OSCEOLA	LOST & DAMAGED - ADULT PRINT	
04/09/2025	04/08/2025	6415	\$20.00 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT	
04/09/2025	03/31/2025	6415	\$16.79 LOST/DAMAGED-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRNT/GIFTS IHO-FOL/L&D ADD	
04/09/2025	03/31/2025	6415	\$15.48 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	
04/10/2025	01/31/2025	6415	\$18.99 LOST/DAMAGED-BOOKS-ADULT	CITY OF HILLSBORO	LOST & DAMAGED ADULT PRINT	
04/16/2025	04/15/2025	6415	\$40.96 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT/ AD PRINT	
04/16/2025	04/15/2025	6415	\$102.16 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT/ AD PRINT	
04/16/2025	04/15/2025	6415	\$32.76 LOST/DAMAGED-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPML/ L&	
04/16/2025	04/15/2025	6415	\$130.39 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	NONPRINT/ AD PRINT/ JUV/ L&D A	
04/16/2025	04/15/2025	6415	\$19.42 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT	
04/22/2025	04/22/2025	6415	\$24.56 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT	
04/30/2025	04/29/2025	6415	\$68.43 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT	
04/30/2025	04/29/2025	6415	\$108.25 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT	
04/30/2025	04/29/2025	6415	\$151.44 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	L&D JUV/ L&D AD PRINT/ JUV	
			\$836.87			
TOTAL LOST/DAMAGED-BOOKS JUVENILLE			\$1,457.63			
04/08/2025	02/28/2025	6450	\$112.67 GASOLINE		FEB FUEL CHARGES	
04/09/2025	03/31/2025	6450	\$150.96 GASOLINE		MAR FUEL CHARGES	
TOTAL GASOLINE			\$263.63			
04/08/2025	03/21/2025	6460	\$123.52 REPAIR PARTS & SUPPLIES	MENARD INC	REPAIR PARTS FOR THE LIBRARY	
04/08/2025	03/21/2025	6460	\$107.60 REPAIR PARTS & SUPPLIES	MENARD INC	REPAIR SUPPLIES FOR THE LIBRAR	
04/08/2025	03/21/2025	6460	\$24.97 REPAIR PARTS & SUPPLIES	MENARD INC	REPAIR SUPPLIES FOR THE LIBRAR	
TOTAL REPAIR PARTS & SUPPLIES			\$256.09			

04/09/2025	01/31/2025	6464	\$504.00 BLDG MTRLS & JNTRL SUPPLIES	OAK RIDGE CHEMICAL INC	CLEANING SUPPLIES FOR THE LIBR
04/10/2025	01/31/2025	6464	\$168.00 BLDG MTRLS & JNTRL SUPPLIES	OAK RIDGE CHEMICAL INC	ORANGE CONCENTRATE FLOOR CLEAN
04/09/2025	02/28/2025	6464	\$509.49 BLDG MTRLS & JNTRL SUPPLIES		FEB PARTS CHARGES
04/09/2025	03/31/2025	6464	\$1,484.91 BLDG MTRLS & JNTRL SUPPLIES		MAR PARTS CHARGES
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$2,666.40		
TOTAL OPERATING EXPENDITURES			\$377,252.97		

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

**Administrative Services
Nancy Kerr, Library Director**



This month has flown by! I enjoyed attending this month's Friends meeting. It's a wonderful group of active volunteers, and their support is not only monetary but very visible and present in our building. I have had the privilege of sitting in with some City Council members and City staff members talking about their new Strategic Plan. We thought (rightfully so) that our strategic planning required a major effort on the part of our managers and staff, so I can see how much more work it is to bring together the hopes and needs of the City Council and their constituents, the City's managers, and all of the City departments.

I attended the City's annual Operating Budget Kickoff meeting on May 6. Not a lot has changed from last year, but as always happens the financial picture requires us all to provide the best programs and services possible without any increases expected in staffing or budgets. We requested several items in the CIP budget, including a commercial cutter and printer to replace the aging models in our Programming and Marketing division. Our largest requested expenditure will be a new van, as we are paying more for repairs at this point than the value of our older vehicle. This van travels all around town, picking up materials from all of our external book returns. Our CIP requests go through the City and City Council approval process, but are funded by our

library fund balance – in other words, by the library's unspent funds which are carried over from previous years.

Security Monitor Kyle noted that we are about 100 incidents shy of last year's number at this time. Consistent application of the rules by staff and having a full-time security presence has certainly made a difference.

Our Board's Executive Committee was delighted to discover that we had a plethora of fine applicants for our upcoming Board openings. While they are still here, we want to say a huge thank you to Sheng Xiong, Kate Cook and Jill Markgraf for all of their valuable contributions to the Board and the Library! You will be missed.

Shelly Collins-Fuerbringer, Deputy Director



The BookBike team is ready to roll for the 2025 season! We have 14 members on the team this year made up of staff from Admin, Circulation, Reference, Technical Services and Youth Services. It is a great mix of “seasoned” BookBike staff and new members. We welcome Connor from Reference, Tawnie from Circulation and Megan from Youth Services to the team this year. All team members have BookBike t-shirts and this year we are going green!



We’ve also assembled the Outreach will-call team and that is made up of 15 members from several departments. Finally, new this year, the Public Service Committee is working to create a public desk will-call team of staff from all over the library. These members will help Circulation, Reference and Youth Services at times when they are short-staffed, either due to illness, divisional meetings or other needs.

Kimberly Hennings, Deputy Director



After several discussions about “professionalism” in the library, a group of staff members assembled to discuss what that meant, in order to develop a shared language and culture in the library. The result was a “Behavior Guidelines” document. Members of this committee included myself, Susan DeBolt (PCS), Alisha Green (YS), Becky Ford (TS), Rebecca Scharlau (CS), and Stephanie Schulz (RS).

BEHAVIOR GUIDELINES

Welcome to the library! We're happy to have you on board. When asked in a survey, the thing the majority of library staff liked most about working here was their co-workers and the culture we create together. It's everyone's responsibility to make that happen.

Our staff is expected to uphold the highest standards of professionalism. Professionalism isn't just about following rules; it's about embracing the values and team culture of the library, and striving to be your best self at work. We expect a standard of behavior that reflects well on you and on the library, including:

A. INTERPERSONAL SKILLS

- When things get challenging, remind yourself to stay positive, calm, and kind.
- You're encouraged to share your questions and ideas. Your co-workers will be glad to work through how tasks are done and whether there's a better way.
- Communicate clearly, directly and assertively. Listen actively.
- When issues arise, work cooperatively in a prompt and respectful manner.
- Appreciate the unique qualities, perspectives, and backgrounds that make up our team.
- Contribute to a positive, team-oriented work environment in which we can all succeed.

B. IMAGE, CONDUCT, AND ATTITUDE

- The library has a relaxed, business casual dress code, but remember your clothing choices reflect on the library's image as well as your own.
- We like to have fun at work, but remember to be professional. If you wouldn't do something in front of a Library Board member, you probably shouldn't do it in the library.
- Keep a helpful and friendly attitude toward customers and co-workers.
- Bring forward ideas, be open to other opinions, and support decisions once they are made.
- Don't indulge in workplace gossip, speak to each other, not about each other.

C. ACCOUNTABILITY

- Take responsibility for personal actions and decisions.
- Once conflict is resolved, let go of any lingering resentment in order to move forward.
- Use constructive feedback to improve rather than taking it personally.
- Be a reliable coworker and support your teammates. Stay focused and on task.
- Take it upon yourself to learn the library's policies and procedures. If you have questions, ask.

D. GROWTH MINDSET

- Remain flexible and open to change. Be willing to consider new ideas and approaches, even if they differ from your usual methods.
- Develop problem-solving skills to enhance your ability to think on your feet and find creative solutions. View challenges as opportunities to grow.
- Regularly ask for and act on feedback to help identify opportunities for professional development.

Youth Services
Kelly Witt, Youth Services Manager



April was a month of joyful chaos, heartfelt connections, and energized community engagement as we geared up for summer. To show just how much we accomplished,

here's April by the numbers:

- 15 programs reached over 600 attendees
- Nearly 130 visitors at multiple outreach events
- 13 field trips welcomed 840 ECASD 1st graders and chaperones
- 12 outreach storytimes served 334 children in early childhood centers



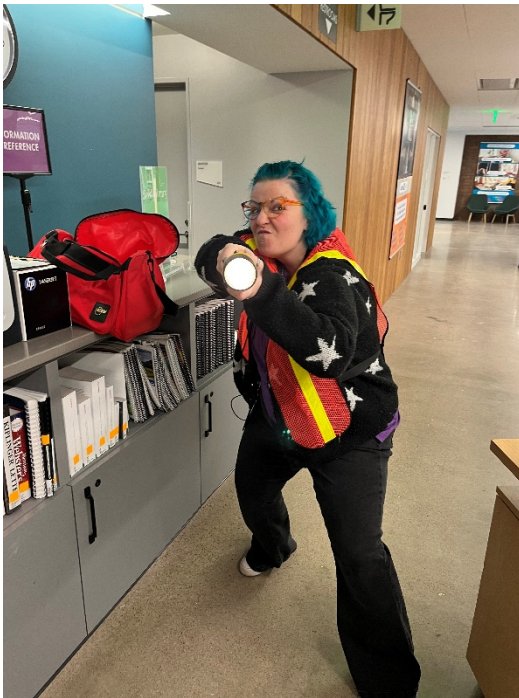
We even found time to refresh both StoryWalks! Families can now enjoy *Who Am I? An Animal Guessing Game* by Steve Jenkins and Robin Page at Carson Park, and *The Odd One Out: A Spotting Book* by Britta Teckentrup at Owen Park. We were thrilled to have the StoryWalks featured on [WQOW](#)—be sure to check it out!

Teen Services had an exciting month as well. We brought crafts and activities to Queer Prom, launched a “*Tortured Po-ets*” themed Teen BookBox, and wrapped up spring sessions of Teen Litwits and Teen Advisory Board. Thanks to the success and visibility of Teen Services—and the outstanding work of Teen & Technology Librarian Andria Rice—we received a \$1,000 grant from the City-County Health Department! This funding will support teen programming in summer 2025 aimed at promoting healthy decision-making.

April also marked the final month of our outreach storytime season. Throughout the school year, we visited early childhood centers monthly, reaching an average of 275 children and teachers. Feedback from educators was glowing, with many emphasizing the developmental benefits of our visits. One teacher shared, “*Librarians were wonderful and engaging!*”—a perfect reflection of our talented storytime providers.



Reference Services
Elizabeth Steans, Reference Services Manager



In April, the Reference Services Team (RS) joined the entire library to run our annual tornado drill. RS is charged with the responsibility of Incident Commander (IC), whose role is to take charge of the library during severe weather activities. RS likes to perform the task right! During the annual tornado drill, IC's pep themselves up before the siren sounds to affirm they're capable of doing the job well. Christine, RS Assistant, is psyching herself up for their role as IC.

Jan, RS Coordinator, took on IC in our recent active tornado warming. She reported making it through the process with a few extra helpful customers that needed some redirection to allow the IC to lead. The library crew worked as a team and got the job done.

Jenny, RS Coordinator, reports the current Home Delivery count is 108. We added two customers and lost two customers this month. One customer will be with us while they are on bedrest due to a medical condition. Another new customer is new to a senior living facility and is excited to get some bird books to help identify and learn about the birds that come to the feeders there. One long-time customer moved away to be closer to family and, sadly, another long-term customer passed away. We delivered over 575 items this month to Home Delivery customers, and our volunteers donated

over 60 hours to our service. We held a Volunteer Appreciation Party to celebrate our wonderful volunteers. Without them, we could not offer this service!

RS program stats for April 2025:

- 12 Dabble Box Open Labs were offered, 394 in attendance
- Dog Breeds and Behavior, 56 in attendance and 1 canine friend

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

- [Staying Safe in Storm Season](#) by Katie, Circulation Services
- [The Joy of Reading at Any Age: Library Resources for Older Adults](#) by Jenny, Reference Services
- [Unearth a New Season of Reading](#) by Joel, Reference Services

RS desk staff answered 1,797 questions in April.

The top five topics include:

1. Study room support (237 transactions)
2. Ready reference consults (215 transactions)
3. Seed Library and Spice Club (199 transactions)
4. MORE-catalog usage (157 transactions)
5. Internet guest passes (156 requests)

Programming and Communications Services
Isa Small, PCS Manager



Email: It's Cooler than You Think

a note from PCS's Digital Services & Marketing Specialist, Mike Paulus

This month, we thought you'd like to hear about one the library's single most important tools for communication and promotions: the humble email newsletter.

One might assume, as many do, that today's digital promotions for library events and services would be all about Instagram,

TikTok, Facebook, and whatever other social media platforms our customers love and/or love to hate. But you'd be wrong. Yes, social media is an important channel for us—one of the pillars of our promotional efforts—but our unsung workhorse is just a weekly email newsletter packed with special announcements. In fact, according to our event registration data, few things have a greater impact on getting people into the building.

Every time someone registers for a library event through our online calendar system, they see an optional, multiple-choice question listing the different ways someone could learn about our events. (It offers everything from local news outlets to in-house signage.) To our delight, most people actually answer the question. And as a result, we have tens of thousands of registrations to analyze. Once you add it all up, the most effective reason people cite for hearing about our events is "word of mouth."

The second-place answer is “email newsletter.”

Our main subscriber list is comprised of email addresses from three main sources: opt-ins during library card sign up, the subscribe area on our website, and occasional contest entries. Our list totals fluctuate up and down throughout the year, but as of May 2025, we have over 7,300 subscribers. (We’ve seen this number grow to over 10,000 and shrink to around 6,500.)

But! We don’t send our weekly email newsletter to all 7,300 subscribers. Doing so would risk high levels of spam flags, meaning, if enough people click “spam” on our newsletter, we could get blacklisted by an email provider like Spectrum. And before that could happen, our sending service (a platform called MailPoet) would suspend our account. We’d then need to verify our sign-up processes to prove we aren’t spammers. This is pretty common across the marketing industry.

Instead, we *only occasionally* send to our full list, and our system logs the email open rates for each subscriber, basically giving each person a score. This allows us to generate a special list of our most engaged – aka our highest scoring – readers, and we usually only send to those people. This “high engagement” list also fluctuates, but we’re currently at about 4,650 email addresses.

This process of monitoring engagement has led to stellar email open rates. Most industries try to get an open rate between 20 and 25 percent. That may not sound like much, but it’s pretty great, especially when you consider that a large company might have hundreds of thousands, or millions of subscribers.

The library’s email open rate is currently greater than 60 percent. This is an enviable percentage. Besides the special magic of sending to engaged subscribers, we also use a combination of at-a-glance content (minimal text), great photos, and compelling subject lines to get our open clicks. Of course, it doesn’t hurt when you’ve got fantastic events to promote all year round.

As you know, our email newsletter is just one of our promotional channels. When used in conjunction with a whole menu of other methods—from printed flyers to press releases to videos and more—we're able to keep our customers in the loop on the fantastic work of our dedicated staff.

(Can you tell I'm the marketing guy?)

Circulation Services
Paula Stanton, Circulation Manager



In April, we began the search for standard metrics for the work we do as part of the strategic plan process. We've long been asked by new staff members "how many books should I check in in an hour?" or "how many carts should I shelve in a shift?" In a quest to find answers like these, the Metrics Committee met to create a procedure by which we could accurately measure these metrics so we can provide clear expectations to employees. Betty, Geralyn, Kaitlin, Jon, Linda and Paula create data gathering procedures at the beginning of the month. Data will be collected through the end of May and the average metrics will be shared out with the team, including new staff working to achieve their goals.

Amy Marsh retired at the beginning of the month, pictured here at her party. She worked at the library for 45 years in a variety of roles, including Page, Desk Clerk and Assistant. The vacancy was posted and Duabchi, current Desk Clerk, will be promoted into that position in May. The Desk Clerk vacancy is now posted and will be filled in coming months.

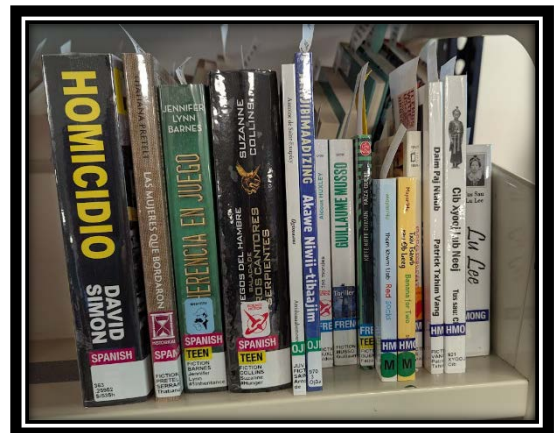


Technical Services
Lynn Gates, Technical Services Manager



March and April have just flown by! In March I attended the Innovative Users Group Conference in Denver where I learned a lot about what is coming to our library software and got lots of ideas from other libraries! I also gave a presentation called “Did Cataloging Choose You? Learn How to Level UP!” that was to help anyone who has to do cataloging, but never received formal training. The day after I returned, Technical Services, along with Reference and Circulation took advantage of the March 25th closing to shift some collections, re-organize the displays, and increase the height between shelves. The shelf height increase meant we were able to move most of the oversize books into the main collection. The graphic novel collection move by Reference, means that all our displays are now in the Browsing corridor and the adult graphic novel collection is now more visible, easier to shelve, and has room to continue growing.

The beginning of April saw a lot of movement on the upcoming Community Language Collection. On the first Friday of April, Nancy, Kelly, Isa, and I went to Hmong ABC and Birchbark Books in the Twin Cities to purchase Hmong and Ojibwe books. We also settled on colors for the language labels that will go on the books and started to catalog and process them. The committee set an opening date of June 9th for the collection to be available to the public for check out!



Also, in April Michaela and Becky were invited to present at the first IFLS Acquisitions Idea Swap. There they showed other libraries how we use the Sierra Acquisitions from purchasing through receiving and invoicing. They were able to answer questions about their process and get some ideas from other libraries.

Our March displays highlighted books on coming home, gardening, and books recommended by the library's Teen Advisory Board. In April we suggested books that are a good rainy day read and sibling relationships. April also saw an update to our themed fiction display in the browsing corridor, we are now sharing the display shelves with Reference's Reading Challenge Display and is now displaying "Recommended Reads" (books that were highly recommended at some point in their history either through a book club, like Reads with Jenna, or by winning an award). The pop-up display collaboration with Reference honored Women's History Month in March and Hmong Heritage Month in April.

Information Technology
Kris Nickel, Technology Manager



April brought more upgrades...and then downgrades. After having reduced the number of public Internet PCs from 24 to 18 last month, I decided this was a great time to upgrade them to Windows 11. Not long after completion, there were random, but steady reports of the PCs locking up. Despite researching each installed product for its compatibility with 11, I discovered after the upgrades that SmartShield (our “go back” client) really didn’t work well with the new operating system. I searched forums and found one of users who were experiencing exactly this problem, as well as expressing major dissatisfaction with SmartShield’s tech support. The path of least resistance was to rebuild the PCs with Windows 10 (which has always been a solid product for us). Windows 10 is a supported OS until mid-October, so I’m hoping a future version of SmartShield will have resolved the issue.

Upon a request from RS staff, I installed a PC in study room 207. Besides offering more privacy, this allows video-conferencing, such as tele-medicine appointments, to our customers without their own tech.

I met with staff from 3 divisions to toss around ideas for mitigating the need for Circulation staff to make change for customers who have large bills and small print jobs. We decided to start with a new coin and bill acceptor at the pay-to-print station. The existing CBA was quite old, and a new one would contain more coin tubes, including a \$1-coin tube. It could be filled less often, and we could potentially raise the escrow. A new CBA was quoted and ordered, and will be here in May.

April Financial Report Narrative
May 9, 2025

It looks as though our expenditures are on target at 4 months through 2025. We have entered our CIP requests in OpenGov, prompting me to offer an explanation to those who may not realize how the Library's CIP requests differ from those made by other General Fund departments.

The Library is allowed to carry over unspent funds from one year to the next. We should try to keep a Fund Balance of between 15-20% of our annual expenditures on hand in that fund balance. We can also make CIP requests if we need to make an expenditure that is outside of our "regular" annual budget. Other General Fund departments do not keep their savings at the end of the year, which are instead rolled into the General Fund balance and other General Fund departments will make expenditure requests to City Council for those capital purchases. We request our own funds, unless there was a very large capital expenditure like a new generator, new roof, etc. Hopefully those are not in our future.

This year we have made several requests, totaling around \$100,000 to replaced older failed/failing equipment. Those requests include a commercial cutter and printer for our PCS Division, and a new van as our vehicle repairs the past two years have exceeded our current van's value. We need to ensure that our drivers are safe when they do our pickups.

There will be more information concerning budget as it trickles in. We will be preparing our budget to submit to the City in mid-July.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2025 YTD BUDGET REPORT - Operating
For the Period Ended April 30, 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	1,109.20	-	1,590.80	41.1%
4398	Other Penalties (Collection Agency)	3,200.00	1,282.40	-	1,917.60	40.1%
4451	Electronic Copy Revenue	8,500.00	3,881.39	-	4,618.61	45.7%
4452	Copier Revenue	1,650.00	690.66	-	959.34	41.9%
4562	Vending Commission	350.00	197.93	-	152.07	56.6%
4602	Service to Eau Claire County	1,052,036.00	526,017.50	-	526,018.50	50.0%
4608	IFLS	23,000.00	11,500.00	-	11,500.00	50.0%
4608	IFLS - High Demand Holds	2,100.00	2,901.51	-	(801.51)	138.2%
4798	Misc. Service Revenues (Act 150)	315,000.00	315,359.68	-	(359.68)	100.1%
4802	Interest Allocation	3,300.00	633.19	-	2,666.81	19.2%
4834	Misc. Library Sales - Taxable	1,400.00	271.20	-	1,128.80	19.4%
4836	Grant Revenue	-	12,000.00	-	(12,000.00)	#DIV/0!
4850	Gift Revenue	19,734.24	15,669.64	-	4,064.60	79.4%
4852	Misc. Reimbursements-Lost Items	18,000.00	5,149.50	-	12,850.50	28.6%
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>\$ 6,184,344.24</u>	<u>\$ 898,528.80</u>	<u>\$ -</u>	<u>\$ 5,285,815.44</u>	14.5%
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>\$ 6,545,271.14</u></u>	<u><u>\$ 898,528.80</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 5,646,742.34</u></u>	13.7%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 3,013,690.00	\$ 827,098.05		\$ 2,186,591.95	27.4%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	231,347.00	60,450.64		170,896.36	26.1%
6042	WRS (ER)	182,897.00	50,663.45		132,233.55	27.7%
6043	Health insurance-Employer	544,640.00	162,057.45		382,582.55	29.8%
6047	Health insurance Deductible	28,118.00	7,029.51		21,088.49	25.0%
6051	Retiree Health Insurance	65,516.00	22,772.10	52,422.90	(9,679.00)	114.8%
6052	Retiree Health Care Deductible	3,515.00	878.76		2,636.24	25.0%
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	3,173.80	11,845.56	1,980.64	88.3%
6112	Computer Service Charges	165,000.00	70,274.23		94,725.77	42.6%
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	937.30	5,633.70	1,429.00	82.1%
6153	Convenience Fees	1,700.00	709.42	-	990.58	41.7%
6156	Professional Services	-		-	-	#DIV/0!
6160	Staff Training/Conference	23,500.00	4,556.44		18,943.56	19.4%
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	135,107.00	1,887.48	90,056.52	60.3%
6210	Telephones	16,000.00	3,001.23	4,291.38	8,707.39	45.6%
6306	License & Permits				-	N/A
6308	Special Assessments	200.00	-		200.00	0.0%
6350	Liability & Property Insurance	31,000.00	8,600.01		22,399.99	27.7%
6398	Insurance Claims Reimbursement				-	N/A
6402	Office, AV, Library Supplies	53,450.00	5,895.91		47,554.09	11.0%
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	116,613.12	-	294,885.88	28.3%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,899.00	3,165.25	-	14,733.75	17.7%
6450	Gasoline	1,600.00	373.25		1,226.75	23.3%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	58,000.00	12,664.01	3,200.00	42,135.99	27.4%
6496	Gift & Grant Expenditures	155,661.14	12,456.68	4,733.00	138,471.46	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>\$ 6,166,053.14</u>	<u>\$ 1,519,821.96</u>	<u>\$ 84,014.02</u>	<u>\$ 4,562,217.16</u>	<u>26.0%</u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
LIB CUSTODIAL EXPENDITURE						
6010	Payroll Wages	\$ 120,930.00	\$ 39,342.34		\$ 81,587.66	32.5%
6020	Payroll Overtime	8,000.00	1,822.09		6,177.91	22.8%
6030	Special Pays	600.00	209.66		390.34	34.9%
6040	Employer Paid Benefits	9,909.00	2,947.29		6,961.71	28.7%
6042	WRS (ER)	8,099.00	2,848.54		5,250.46	146.8%
6043	Health Ins (ER)	25,683.00	11,888.68		13,794.32	1.4%
6047	Health Insurance Deductible	1,395.00	348.75		1,046.25	25.0%
6128	Repairs to Tools & Equipment	300.00	-		300.00	0.0%
6130	Repairs to Buildings	30,000.00	5,623.03	-	24,376.97	18.7%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	14,000.00	3,149.10	5,613.30	5,237.60	62.6%
6198	Miscellaneous Contractual	52,000.00	-	23,968.58	28,031.42	46.1%
6202	Electricity	76,000.00	18,664.77		57,335.23	24.6%
6208	Gas Service	1,702.00	429.43		1,272.57	25.2%
6215	Garbage Service	5,800.00	1,449.99		4,350.01	25.0%
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	502.39		2,497.61	0.0%
6464	Building Materials & Janitorial Supplies	16,000.00	8,450.71	-	7,549.29	52.8%
6490	Equipment Purchases	-	-	-	-	N/A
		<u>\$ 379,218.00</u>	<u>\$ 99,334.03</u>	<u>\$ 29,581.88</u>	<u>\$ 250,302.09</u>	<u>34.0%</u>
TOTAL EXPENSES		<u><u>\$ 6,545,271.14</u></u>	<u><u>\$ 1,619,155.99</u></u>	<u><u>\$ 113,595.90</u></u>	<u><u>\$ 4,812,519.25</u></u>	<u><u>26.5%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended April 30, 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	-	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	<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>\$ 19,779,016.84</u>	<u>\$ -</u>	<u>\$ 893,995.16</u>	
TOTAL - FUND 490		<u>\$ 65,000.00</u>	<u>\$ 12,729,705.75</u>	<u>\$ -</u>	<u>\$ (12,664,705.75)</u>	

April 2025 by the Numbers



PEOPLE

VISITORS: 22,409 Total this Month; 86,219 YTD

CARDHOLDERS: 21,138 City Residents; 31,609 Total Card Holders

CIRCULATION: 39,337 Total this Month; 192,994 YTD

CHILDREN'S (BIRTH–11): 16,740 Total this Month; 67,424 YTD

HOME DELIVERY: 527 Total this Month; 2,032 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

7,042 Total this Month; 28,122 YTD

LOANED TO MORE LIBRARIES: 5,272 Total this Month;
22,484 YTD

INTERLIBRARY LOANS: 212 Incoming; 18 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 9,176 Public Wireless Internet Users;
6,628 PCS sessions; 148,400 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,369 E-Books;
10,389 E-Audiobooks; 155 E-Videos; 23,463 E-Databases



PROGRAMS

AGES 0–5: 18 Programs this Month; 553 Attendees this Month;
3,904 Attendees YTD

AGES 6–11: 23 Programs this Month; 1,325 Attendees this Month;
3,389 Attendees YTD

AGES 12–18: 2 Programs this Month; 65 Attendees this Month;
424 Attendees YTD

AGES 19+: 5 Programs this Month; 263 Attendees this Month;
376 Attendees YTD

ALL AGES: 12 Programs this Month; 349 Attendees this Month;
1,414 Attendees YTD



Number: 2
Category: Circulation and Collection Development Management

Policy Title: CIRCULATION OF MATERIALS
Date adopted: 05/16/85
Date amended: 9/15/82; 10/21/82; 5/19/83; 7/21/83; 10/20/83; 8/16/84; 3/21/85; 9/18/85; 2/17/85; 3/21/86; 6/20/86; 2/20/87; 1/20/88; 5/20/88; 7/15/88; 9/16/88; 2/17/89; 1/19/90; 6/15/90; 2/15/91; 11/15/91; 7/17/94; 4/16/93; 10/15/93; 11/19/93; 2/16/96; 3/22/96; 6/14/96; 7/19/96; 10/18/96; 11/15/96; 6/19/98; 10/16/98; 2/18/99; 2/18/00; 07/20/00; 10/19/00; 02/21/02; 04/18/02; 08/15/02; 09/18/03; 7/21/05; 10/20/05; 1/19/06; 11/15/07; 09/17/09; 08/18/11; 09/20/12; 12/20/12; 12/19/13; 12/17/15; 06/16/16; 02/16/17; 12/21/17; 11/15/18; 12/18/19; 06/17/22; [05/15/25](#)
Date last reviewed: [05/15/25](#)~~06/17/22~~

LOAN PERIODS/FINES/ITEM LIMITS

Limit*	Item	Loan Period	Daily Overdue Fine	Renewal allowed**	Holds allowed
-	Books	21 days	-	Yes	Yes
-	New Fiction & Large Print Fiction Books	14 days	-	Yes	Yes
3	Lucky Day Collection Materials	7 days books, music CDs and audio books 3 days Blu-ray/DVDS	\$0.50 \$1.00	No	No
-	Audiobooks	21 days	-	Yes	Yes
-	Compact Discs Music CDs	21 days	-	Yes	Yes
20	Blu-ray/DVD/4K	7 days	-	Yes	Yes
20	Blu-ray/DVD/4K TV shows or runtime over 420 minutes	14 days	-	Yes	Yes
5	Gaming Software	7 days	-	Yes	Yes
1	Wi-Fi Hotspots	14 days	\$ 10.00	No	Yes***
4	Equipment	14 days	\$ 1.00	Yes	Yes***
4	Art ReproductionsPrints	21 days	\$ 1.00	Yes	Yes***
4	Library of Things	21 days	\$ 1.00	Yes	Yes***
-	Magazines	21 days	-	Yes	Yes
1	DVD Drives, Charging	4 hours	-	No	No

	Cables				
--	--------	--	--	--	--

**Limits vary based on library card type. Customers are limited to 100 items per library card.*

***Customers may not renew items with holds on them.*

**** Holds must be picked up at the L.E. Phillips Memorial Public Library. These items are not able to be shipped between libraries.*

HOME DELIVERY LOAN PERIODS AND FINES

The library offers Home Delivery Service to customers whose health or circumstances prevent them from visiting the library. This service is available to residents within the City of Eau Claire and to rural Eau Claire County residents, provided (1) a volunteer is available to deliver to the address and (2) the municipality does not have its own public library.

Participants must commit to a minimum of two months and agree to a recurring delivery/pickup schedule every three weeks.

Eligible materials include books, audiobooks, music CDs, Blu-rays, DVDs, video games, and magazines. Customers may request specific items via the MORE Online Catalog or receive selections based on personal preferences. Downloadable media and online research resources are also available to participants.

Interlibrary Loan (ILL) service is available with a limit of two items per delivery; ILL items cannot be renewed.

INTERLIBRARY LOAN PERIODS AND FINES

Interlibrary Loan is a free service, giving access to library materials (both academic and public) that the MORE consortium does not own. The library will not request Interlibrary Loan for items owned by the MORE consortium. Customers are limited to five (5) interlibrary loan requests a week. Interlibrary Loan staff may make exceptions to these limits in special circumstances. The library will not request the same title more than three times for a single customer. Circulation rules, including loan periods and use of materials, are set by the lending library. Renewal and return instructions are included with each interlibrary loan item and may vary.

Interlibrary loan privileges may be suspended for up to five months for failure to return materials until ten or more days after the due date, not picking up two or more holds in a 30-day period, or failure to comply with the conditions of a loan that could jeopardize our lending privileges with other libraries, as determined by the Circulation Manager.

If material is lost or damaged, the customer is responsible for the cost of the material, and any processing fees charged by the lending library. Returns made after the lending library has billed for the item will not be accepted and charges will remain on the customer account. Interlibrary loan items that are billed to a customer account will also incur a \$5.00 billing fee.

SPECIAL COLLECTIONS AND REFERENCE MATERIALS

Materials in the Reference collection or Special Collections materials in the adult and juvenile collections are not loaned except in special cases and at the discretion of library staff, who will determine the loan period.

NOTICES ON DAMAGED OR MISSING PARTS

Individual notice shall be sent requesting the return of missing parts or payment for missing or damaged parts.

OVERDUE NOTICES

The following overdue notice schedule shall be followed apart from noted exceptions:

- First notice at 7 days after due date
- Second notice at 14 days after due date
- Replacement bill at 28 days after due date

For Home Delivery customers, the following overdue notice schedule shall be followed:

- First notice at 14 days after due date
- Second notice at 21 days after due date
- Replacement bill at 28 days after due date

For interlibrary loan materials, the Library of Things collection, equipment, and Wi-Fi Hotspots, the following overdue notice schedule shall be followed:

- First notice at 3 days after due date
- Second notice at 7 days after due date
- Replacement bill at 10 days after due date

After the final notice, library staff may attempt to secure the return of the library materials through individual letters and telephone calls. In addition, library staff may refer customers with overdue items to a materials recovery agency, the City Attorney, or the Police Department.

Information about uncollected fines, overdue materials, and missing or damaged parts may be released to an outside agency for collection. Library staff may release information about overdue materials to such an agency when the customer has at least one item that is 60 days overdue and fines/fees totaling \$30~~25~~.00 or more. The materials recovery agency engaged in this task will be deemed an agent of the library and will be required to maintain confidentiality regarding the identity of any individual who borrows or uses the library's documents or other materials, resources or services.

FINES THRESHOLD

Items shall not be checked out [or placed on hold](#) to any customer with ten dollars (\$10) or more in fines or lost or damaged item charges, including charges from other MORE member libraries.

HOLDS

Hold requests [for eligible items](#) will be taken at the library, via the MORE catalog, by telephone, by e-mail, or by mail ~~on all circulating items in the library's collection except for Lucky Day materials~~. Customers may place their own hold requests on the automated library system either by using the library's computer in-house or remotely.

ACCESS RESTRICTIONS

The library does not restrict library patrons under the age of 18 to certain collections or areas of the library and library staff cannot serve *in loco parentis*. In accordance with the American Library Association's statement "Free Access to Libraries for Minors" the library maintains that parents and/or legal guardians have the right and responsibility to restrict access of their children – and only their children -- to library resources. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

PERIOD OF TIME INACTIVE CARDS WILL BE RETAINED

If a customer has not used their card, that customer's record shall be deleted from the database. Twenty-four months after the last activity or update date, the customer's card shall then be invalid. Customers whose library cards are blocked for fines, and/or overdue items, will be retained on the database through ten years after the last activity date in accordance with MORE policy.

Customers may request that library staff delete their account as long as the account balance is \$0 and there are no checked out materials on the account.

RETENTION OF CIRCULATION RECORDS

Unless otherwise specified, records of circulation transactions are eliminated from the database upon completion of the transaction.

Retention of customer application forms will follow applicable record retention laws.

APPEAL OF LIBRARY CHARGES

If a customer feels they have been charged in error or have proof of extenuating circumstances and feels library charges should be changed, they may appeal their charges with circulation staff. Charges may be upheld, reduced, or canceled and are at the discretion of the Circulation Manager.

Fines incurred by other MORE member libraries can only be waived by the issuing library.

NON-SUFFICIENT FUNDS

All library accounts with checks returned for non-sufficient funds (NSF) will be assessed an NSF fee equal to the amount charged by the City of Eau Claire stated in the current City of Eau Claire Master Fees and License Schedule (currently \$36.00) and this fee will be manually added to the account of the person who wrote the NSF check.

In addition to the NSF fee, all other fines/fees paid with an NSF check will be reinstated to each account collected on with that check.

The NSF fee plus all other fines/fees covered by that NSF check must be paid in full on that account, and on any other accounts in which fines/fees were paid with the NSF check, before any of the library accounts are returned to good standing.

Accounts paid with an NSF check will be reinstated with the materials recovery agency if the charges on the account total more than \$25 and are not paid within 60 days.

BANKRUPTCY

The United States Bankruptcy Code generally permits individuals (debtors) to discharge much of their personal debt.

LEPMPL will, upon receiving a bankruptcy discharge of debt notice from the US Bankruptcy Court, dismiss all charges assessed by L.E. Phillips Memorial Public Library on the account of the debtor that have been assessed.



Number: 1
Category: Circulation and Collection
Development Management

Policy Title: CHARGES TO CUSTOMERS FOR LOST OR
DAMAGED ITEMS
Date adopted: 10/21/82
Date amended: 06/16/83; 09/13/84; 09/16/88; 02/17/89; 08/18/89; 03/19/93;
08/18/11; 09/20/12; 03/21/13; 06/16/16; 05/19/22; 05/15/25
Date last reviewed: 05/15/2505/19/2022

Customers will be charged for lost or damaged items as described below:

1. The purchase price listed on the item's catalog record in the automated circulation library system database.
- ~~2. If no purchase price is listed on the database, customers will be charged the list price recorded in Baker & Taylor's Title Source.~~
- ~~3.2.~~ If no purchase price is recorded in the places listed above item's catalog record, customers will be charged according to the standard list below. Recommended changes charges are approved by the Library Board.
- ~~4.3.~~ All replacement items will be purchased by L.E. Phillips Memorial Public the Library. Due to the nature and costs of processing, the library will not accept outside replacements will not be accepted. Exceptions may be permitted by the Circulation Manager, including the addition of a \$5.00 processing fee.
- ~~5.4.~~ In instances of theft or damage to library materials, the Library Board retains the right to charge customers for staff time spent investigating and resolving the case. Any charges related to recoupment of staff time will be in addition to the standard list of charges for materials below.

PRINT MATERIALS

Adult Materials

Hardcover	\$30.00 <u>\$25.00</u>
Paperbacks	\$15.00 <u>\$20.00</u>
Magazines	\$ 6.00 <u>\$ 8.00</u>
<u>Pamphlets</u>	<u>\$ 1.00</u>

Juvenile Materials

Hardcover fiction & non-fiction	\$15.00 <u>\$20.00</u>
Paperback or board book	\$ 7.00 <u>\$10.00</u>
Magazines	\$ 6.00
<u>Big Books</u>	<u>\$25.00</u>

AUDIOVISUAL MATERIALS

Art Reproductions	\$140.00
Books on CD	\$45.00
Compact disc	\$17.00 per disc
Canvas art bag	\$30.00 per bag <u>Juvenile CD book kit</u>
<u>\$20.00</u>	
<u>Vox Book</u> <u>Read-along</u>	\$50.00
Playaway	\$75.00 <u>\$85.00</u>
<u>Launchpad</u>	<u>\$170.00</u>
Video game software	\$38.00 <u>\$50.00</u>
DVD	\$27.00 per disc
Blu-ray	\$34.00
<u>4K</u>	<u>\$45.00</u>
<u>Map</u>	<u>\$10.00</u>
Wi-Fi hotspot	\$160.00

MISSING PARTS

~~Missing containers and cases of any kind will incur a charge of \$5.00. Missing cover art or booklets for audiovisual materials, library labels, or barcodes will incur a charge of \$1.00.~~

Any material contained with the item and deemed important enough by library staff~~Technical Services~~ to note in the item's catalog record will be charged. Replacement price will be as listed in the automated library system.

If no replacement price is listed in the automated library system, standard charges for missing parts are as follows:

Booklet - \$5.00
Sheet - \$2.00
~~, Book - \$10.00,~~
Case - \$5.00
Cover art - \$1.00
Library labels - \$1.00
Barcodes - \$1.00
RFID tags - \$1.00
Other - \$5.00

Formatted: Heading 9, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Indent: First line: 0.5"

Formatted: Indent: First line: 0"

REFUNDS

Refunds will only be issued for items valued at \$50.00 or more. Refunds will be issued by check and sent by mail. When a customer pays for an item which they have lost and finds the item within 30 days, a refund will be given for the item(s) if returned in good condition, minus the fine which would have been charged. No refunds will be given for payment of a Wi-Fi hotspot, and/or any individual part once payment is received.

No refunds will be given for payment of an interlibrary loan item once payment has been received.

SECTION 7 – PAY PRACTICES AND POLICIES

7.1 Pay Rates

A pay plan is submitted annually to the Library Board of Trustees. The pay plan includes hourly wage rates, step increments, and/or salary ranges for Library positions. A copy of the Classification and Pay Plan is available ~~from the administration office~~ [on the Library's SharePoint page](#).

Salaries for Professional & Confidential employees are set by the Library Director within the salary ranges established by the Board of Trustees.

The starting pay step for Technical & Support staff is set by the Library Director or designee within the ranges established in the pay plan for that position based on experience, qualifications, a recommendation from the hiring manager, and other relevant factors.

For most positions, approved increments are received after successful completion of the introductory period and annually on January 1 thereafter within the ranges established in the pay plan.

Employees who temporarily work in lower paid positions shall receive the step rate of pay which gives the employee the least decrease. Employees who temporarily work in higher paid positions shall receive the step rate of pay which gives the employee the least increase. Employees who temporarily work in a position of the same classification will receive no decrease or increase in their step rate of pay.

7.2 Acting Duty

Vacant Professional & Confidential staff positions may require an interim appointment be made in order to continue effective operations of the department or division. An employee may be assigned the interim position to assist in carrying out those duties which must be continued. The Acting Duty pay increase percentage will be determined on a case-by-case basis and will be calculated on the employee's current rate of pay.

Not all interim assignments will warrant acting pay. If it has been determined that the assigned duties have a value at or below the employee's regularly duties, there will be no additional pay granted.

7.3 Payday and Direct Deposit

Employees are paid on a biweekly basis every other Friday via electronic direct deposit which is required of all staff (except for the first pay date after initial hire when the new employee will receive their pay in the form of a check while the set-up for their direct deposit is processing). The Library's policies and procedures do not allow for payroll advances.

Once enrolled in direct deposit, each payday in lieu of a paycheck, employees will ~~be able to download and print~~ receive an earnings statement for their records. It will include the same information regarding gross salary, taxes, and other deductions that are on a regular check stub. It will also show leave balances and employer-paid benefits. The funds will be deposited into an employee's bank account early ~~Friday~~ Thursday morning.

In the event that a regularly scheduled payday falls on a holiday, ~~employees will typically be paid on the first day of work prior funds will be deposited to the employee's bank account on the closest business day prior~~ to the regularly scheduled payday.

7.4 Time Sheets

Biweekly time sheets are used to record hours worked, training, vacation, holidays, overtime, and all other leaves that occur during regular work hours. Employees must complete a time sheet and have it approved by their manager by the Friday of the week before payday. Time sheets should be checked over carefully before submitting to ensure they are complete and accurate. Fraudulent reporting may lead to disciplinary measures up to and including termination. Time codes regarding reporting of hours worked are on the time sheet.

Time sheets are available ~~on the Library's SharePoint page or from a division Manager in all Library divisions and the administration office.~~

7.5 Personal Data Changes

It is each employee's responsibility to notify the Library of any changes in personal data, including:- ~~Forms are available from the administration office to report~~ changes to name and/or address, marriage ~~status~~, dependent changes, license plate/vehicle information, and emergency contact information. It is important for the Administrative and Human Resources Coordinator to be updated on these changes as they may affect payroll, tax reporting and benefit eligibility.

7.6 Pay Corrections

The Library takes all reasonable steps to ensure that employees receive the

correct amount of pay in each pay period. In the unlikely event that there is an

DRAFT

error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Administrative and Human Resources Coordinator, or the administration office, so that corrections can be made as quickly as possible.

7.7 Pay Deductions

Each payroll, wages will be subject to withholding of state and federal taxes as mandated by law, as well as other deductions that may be either voluntary or involuntary. Deductions are withheld from payroll checks according to the following schedule:

Health Insurance	1st & 2nd Payroll of the Month
Life Insurance	1st Payroll of the Month
Long-Term Disability Insurance	1st Payroll of the Month
Short-Term Disability Insurance	1st & 2nd Payroll of the Month
Dental Insurance	1st & 2nd Payroll of the Month
Union Dues*	2nd Payroll of the Month
United Way	2nd Payroll of the Month
Flexible Spending	Every Payroll
Garnishments	Every Payroll
Deferred Compensation	Every Payroll
WRS	Every Payroll
Roth IRA	Every Payroll

~~Other deductions, such as fees for participating in Library sponsored wellness programs, will be deducted from your pay during periods of participation.~~

~~*This deduction is made only as required by law.~~

7.8 Overtime

All overtime work must receive prior managerial authorization before an employee will be allowed to work more than 40 hours per week.

For overtime considerations, all positions in the Library are categorized as either “exempt” or “non-exempt” as determined by the Fair Labor Standards Act and other state wage and hour laws.

Overtime payable as wages: Unless otherwise defined, a standard workweek is 40 hours per week (Sunday through Saturday). Overtime compensation is paid at a rate of time and one-half the hourly rate of pay for all “non-exempt” employees who physically work in excess of 40 hours in a standard workweek. Vacation, sick leave, and other paid leaves will not be considered as time worked for the purpose of computing overtime pay.

7.9 Staff Development Expenses

Professional staff development is an essential part of the Library's commitment to excellence. Staff development may occur through in-house training programs, seminars, state and national conferences, and meetings of professional organizations. These programs are offered to encourage staff and management to remain current in their respective professional disciplines.

Employees must fill out Training/Travel Request ~~a Request for Authorization of Continuing Education Activity~~ form and receive permission from their manager and the Library Director or Assistant Deputy Director before participating in a program away from the Library or requesting funds from the Library. ~~If an employee will be requesting funds from the Library, the employee will also need to fill out a Travel Statement.~~ All reimbursements and advances for travel are done through the payroll system. The administration office can provide additional information on current travel and training reimbursements.

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

7.10 Use of Accrued Benefits and Leaves Balances After Transfer

Employees who move to a benefits-eligible position with fewer hours shall retain sick leave and vacation leave time previously accrued, and may use such benefits on an hour-for-hour basis in their new position. These benefits shall be paid at the hourly rate of compensation in the new position. All benefits for which the employee is then eligible for that position shall accrue at the rate prescribed for the new position.

When an employee who had been accruing benefits moves to a position NOT eligible for benefits, the following shall apply:

- The employee will have one year in which to use their accrued vacation leave. If not used within that time, it will be lost.
- Any accrued sick leave is retained for possible future use if and when the employee transfers or is promoted to a benefits-eligible position. Any accrued sick leave will not be available for use while the employee is employed in a position which is not eligible for benefits.