



# Library Board MEETING AGENDA

January 15, 2024 - 6:00 PM  
New Berlin Library  
15105 W Library Lane

Published: January 12, 2024

## AGENDA

1. **PUBLIC COMMENT SESSION**
2. **CALL TO ORDER**
3. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
4. **COMMITTEE REPORTS**
  - A. Friends of New Berlin Library, Inc.
5. **CONSENT AGENDA**-----
  - A. Approval of minutes
    - i. 11/20/23 Meeting Minutes
  - B. Next meeting date: February 19, 2024
  - C. Approval of Bills and Invoices
  - D. Library, Activity Reports
6. **END CONSENT AGENDA**-----
7. **ADMINISTRATIVE REPORTS**
  - A. President's Report
  - B. Director Report
8. **OLD BUSINESS**
  - A. Code of Conduct Policy
9. **NEW BUSINESS**
  - A. Library-Emergency Pick Up Location
10. **ANNOUNCEMENTS**
11. **ADJOURN**

### **Supplemental Information:**

- The meeting agenda and agenda packet are available online at [www.NewBerlin.org](http://www.NewBerlin.org). The minutes are published online and are approved at the next regularly scheduled meeting.
- It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order.
- You may provide comments to the City Clerk via email at [CitizenComments@NewBerlin.org](mailto:CitizenComments@NewBerlin.org). Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.
- The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at [CityClerk@NewBerlinWI.gov](mailto:CityClerk@NewBerlinWI.gov) at least

*48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.*

- *It is also possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.*

**Minutes**  
**New Berlin Public Library Board Meeting**  
**November 20, 2023, 6 P.M.**  
**New Berlin Public Library**  
**Heritage Room**

The meeting was called to order by President Marek at 6:00 P.M.

**Attendance:**

Members Present: Ruth Bock, Nate Jung, Charlotte Kroupa, Patti Orzel, Barb Uhen and John Marek

Members Absent and Excused: Chuck Garrigues, Jill Kawala and Dolores Greenawalt

Staff Members Present: Natalie Beacom, Michelle Neubauer and Laura Eastman

**Friends of the Library:**

The Friends did not submit a report; however, it was noted that the annual Nutcracker Sweets Holiday Fund Raiser is scheduled for Saturday, December 2, 10:00 A.M. to 2:00 P.M.

**Consent Agenda Items:**

The following items were presented on the consent agenda for approval:

- A. Minutes from October 16, 2023
- B. Next meeting date: Monday, December 18, 2023
- C. Bills and Invoices through October 31, 2023
- D. Library Activity Reports

Trustee Uhen made a motion to approve the consent agenda items. It was seconded by Trustee Bock. The motion passed on a vote of 6-0.

**Administrative Reports:**

*President's Report:* President Marek reported that the vendor meetings for the updated website were completed. He remains impressed with the quality of the work and process.

*Director's Report:* Director Beacom's report is included with the agenda packet which is available on line. Director Beacom highlighted the library's first Kindermarket on Thursday, December 7, 6:00 P.M. to 8:00 P.M. in the Community Room. Kid entrepreneurs will be selling their own handmade craft items and Santa is scheduled to stop by for photos. The library is coordinating with the New Berlin Rec Department who has scheduled the City Center Tree Lighting and opening of the ice-skating rink on the same evening.

*Michelle Neubauer* added that Christine Weichart served as the coordinator for the library's participation in The Wisconsin Science Festival, a statewide celebration featuring activities such as hands-on science exhibitions, demonstrations, performances,

tours, workshops and more. Christine has served as the Science Festival coordinator for the past 3 years. The library staff also worked with the New Berlin Rec Department and Enjoy New Berlin on Brews and Boos which attracted over 400 participants. Kate Kennedy and Sarah Poppe handed out bags of (gummy) bookworms at the event.

## **OLD BUSINESS**

- A. *2024 Library Operating Budget* – Director Beacom reviewed the budget as passed by the Common Council on November 14, 2023. President Marek asked about the future budgetary impact of publishers placing limits on the lending of digital materials. Director Beacom reported that most of the library's collection remains in a traditional print format; however, we will need to be mindful of the budgetary implications as digital formats become more common-place. A motion was made by Trustee Kroupa to approve the 2024 Budget as passed by the City Council. It was seconded by Trustee Jung. The motion was passed on a vote of 6-0.
- B. *2024 Annual Addendum to the Bridges Library System Member Library and CAFÉ Agreements* – The agreement was signed by President Marek.

## **NEW BUSINESS**

- A. *Library Code of Conduct Revision* – Director Beacom shared a better organized Code of Conduct to communicate more effectively with both staff and patrons. It was suggested by Trustee Jung that language be inserted noting that the list of violations is not all-inclusive, but rather subject to the discretion of the Director or her Designee. A motion was made to approve the Code of Conduct by Trustee Block and seconded by Trustee Uhen. The motion was passed on a vote of 6-0.
- B. *Library Calendar-2023-24 Closings* - Director Beacom presented a revised calendar closing the library on December 6, 2023 from 9:00 A.M. to 11:00 A.M. to accommodate the library staff's attendance at the Mayor's Holiday Breakfast at City Hall. A motion was made by Trustee Kroupa and seconded by Trustee Jung to approve the revised calendar. The motion was passed on a vote of 6-0.
- C. *Library Tile Flooring Project* - Director Beacom reported that the surface of tile in the front entrance to the library is steadily degrading. So many tiles have already been replaced that the "attic stock" has been exhausted. Director Beacom has been in consultation with Adair Commercial Flooring who suggested a porcelain tile with an anti-slip coating. The process of removal and replacement of the tile may present safety hazards to patrons. As a result, Director Beacom requested modified access to the library building from December 11 – 14, 2023 and December 18 – 21, 2023. During this time

patrons will still be able to access library materials through drive-up and curbside services. The building will be open to the public for scheduled meetings and activities after 3:00 P.M. until closing. The staff will work their regularly assigned hours. The board suggested a variety of ways to communicate the change in hours to our patrons. The removal of the tile will also require modified use of the security gates located in the lobby. A motion was made by Trustee Jung and seconded by Trustee Bock to proceed as outlined by the Director with the plan to replace the tile in the front entrance. The motion was passed on a vote of 6-0.

- D. *Library WebCalendar and Website Update and Demo* – Director Beacom gave a demonstration of the new website. Tuesday, January 16<sup>th</sup>, 2024 is the target date for the public debut.

**ANNOUNCEMENTS:**

Trustee Bock moved to cancel the Library Board's meeting scheduled for Monday, December 18, 2023. The motion was seconded by Trustee Kroupa. The motion passed on a vote of 6-0. The next meeting will be on Monday, January 15, 2024 at 6:00 P.M.

Trustee Kroupa moved to adjourn. Trustee Jung seconded the motion which passed on a vote of 6-0.

The meeting was adjourned at 7:20 P.M.

Respectfully submitted,  
Patti Orzel

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/13 TO 2023/13 |                      |                   |  |    |                     |    |       |                 |        |                     |
|---------------------------------|----------------------|-------------------|--|----|---------------------|----|-------|-----------------|--------|---------------------|
| ACCOUNT/VENDOR                  |                      | INVOICE           |  | PO | YEAR/PR TYP S       |    |       | PAYABLES        | CHECK  | DESCRIPTION         |
| 15810000                        |                      |                   |  |    | LIBRARY             |    |       |                 |        |                     |
| 15810000 54010                  |                      |                   |  |    | R&M BLDGS & GROUNDS |    |       |                 |        |                     |
| 001525                          | FILTRATION CONCEPTS  | 41861             |  | 0  | 2023                | 13 | INV P | 470.66 011024   | 271771 | FILTERS-LIB         |
| 003228                          | BATZNER PEST CONTR   | 55568310          |  | 0  | 2023                | 13 | INV P | 119.90 011024   | 271747 | PESTCNTRL-LIB DEC20 |
| 359157                          | OTIS ELEVATOR COMPAN | CM17806001        |  | 0  | 2023                | 13 | INV P | 1,381.00 011024 | 271811 | ELEVATOR/RPAIRS-LIB |
| ACCOUNT TOTAL                   |                      |                   |  |    |                     |    |       | 1,971.56        |        |                     |
| 15810000 54230                  |                      |                   |  |    | LIBRARY MATERIALS   |    |       |                 |        |                     |
| 006199                          | BAKER & TAYLOR BOOKS | 2037977733        |  | 0  | 2023                | 13 | INV P | 193.13 011024   | 271746 | VARIOUS TITLES-LIB  |
| 006199                          | BAKER & TAYLOR BOOKS | 2037986204        |  | 0  | 2023                | 13 | INV P | 89.38 011024    | 271746 | VARIOUS TITLES-LIB  |
| 006199                          | BAKER & TAYLOR BOOKS | 2037994375        |  | 0  | 2023                | 13 | INV P | 28.09 011024    | 271746 | VARIOUS TITLES-LIB  |
|                                 |                      |                   |  |    |                     |    |       | 310.60          |        |                     |
| 350982                          | T-MOBILE             | 970673785 DEC2023 |  | 0  | 2023                | 13 | INV P | 613.21 011024   | 271839 | MOBILE HOTSPOT -LIB |
| ACCOUNT TOTAL                   |                      |                   |  |    |                     |    |       | 923.81          |        |                     |
| 15810000 54521                  |                      |                   |  |    | TECHNOLOGY/SOFTWARE |    |       |                 |        |                     |
| 297941                          | DEPT OF ADMINISTRATI | 505-86172         |  | 0  | 2023                | 13 | INV P | 600.00 011024   | 271762 | TEACH SERV-LIB 7/1- |
| ACCOUNT TOTAL                   |                      |                   |  |    |                     |    |       | 600.00          |        |                     |
| ORG 15810000 TOTAL              |                      |                   |  |    |                     |    |       | 3,495.37        |        |                     |
| FUND 0010 GENERAL FUND          |                      |                   |  |    | TOTAL:              |    |       | 3,495.37        |        |                     |

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## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

| ACCOUNTS<br>581 | FOR:<br>LIBRARY |                  | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-----------------|-----------------|------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| 15810000        | 50010           | SALARY-FULL TIME | 476,209            | 0                    | 476,209           | 479,262.77   | .00          | -3,053.77           | 100.6%      |
| 15810000        | 50020           | SALARY-PART TIME | 468,572            | 0                    | 468,572           | 404,858.62   | .00          | 63,713.38           | 86.4%       |
| 15810000        | 51010           | RETIREMENT       | 43,985             | 0                    | 43,985            | 42,738.31    | .00          | 1,246.69            | 97.2%       |
| 15810000        | 51020           | FICA             | 72,385             | 0                    | 72,385            | 66,656.58    | .00          | 5,728.42            | 92.1%       |
| 15810000        | 51030           | HEALTH INSURANCE | 50,231             | 0                    | 50,231            | 70,141.68    | .00          | -19,910.68          | 139.6%      |
| 15810000        | 51060           | LONG-TERM DISABI | 81                 | 0                    | 81                | 76.80        | .00          | 4.20                | 94.8%       |
| 15810000        | 51065           | VISION/DENTAL IN | 1,285              | 0                    | 1,285             | 2,321.28     | .00          | -1,036.28           | 180.6%      |
| 15810000        | 51070           | LIFE INSURANCE   | 841                | 0                    | 841               | 873.34       | .00          | -32.34              | 103.8%      |
| 15810000        | 53010           | ELECTRICITY      | 60,000             | 0                    | 60,000            | 75,427.29    | .00          | -15,427.29          | 125.7%      |
| 15810000        | 53020           | WATER/SEWER      | 3,876              | 0                    | 3,876             | 2,744.50     | .00          | 1,131.50            | 70.8%       |
| 15810000        | 53040           | TELEPHONE/CELL P | 2,300              | 0                    | 2,300             | 2,409.75     | .00          | -109.75             | 104.8%      |
| 15810000        | 53050           | HEATING FUEL     | 17,000             | 0                    | 17,000            | 13,526.10    | .00          | 3,473.90            | 79.6%       |
| 15810000        | 54010           | R&M BLDGS & GROU | 55,000             | 0                    | 55,000            | 64,041.66    | .00          | -9,041.66           | 116.4%      |
| 15810000        | 54030           | MAINTENANCE CONT | 50,000             | 0                    | 50,000            | 47,403.41    | .00          | 2,596.59            | 94.8%       |
| 15810000        | 54040           | R&M EQUIPMENT    | 2,000              | 0                    | 2,000             | 1,634.00     | .00          | 366.00              | 81.7%       |
| 15810000        | 54060           | MARKETING        | 500                | 0                    | 500               | .00          | .00          | 500.00              | .0%         |
| 15810000        | 54080           | LEASES EQUIPMENT | 48,000             | 0                    | 48,000            | 46,595.01    | .00          | 1,404.99            | 97.1%       |
| 15810000        | 54110           | SUPPLIES         | 37,400             | 0                    | 37,400            | 33,798.20    | .00          | 3,601.80            | 90.4%       |
| 15810000        | 54170           | POSTAGE          | 450                | 0                    | 450               | 450.00       | .00          | .00                 | 100.0%      |
| 15810000        | 54180           | HOUSEKEEPING SUP | 16,000             | 0                    | 16,000            | 9,724.75     | .00          | 6,275.25            | 60.8%       |
| 15810000        | 54230           | LIBRARY MATERIAL | 212,500            | 0                    | 212,500           | 222,119.57   | .00          | -9,619.57           | 104.5%      |
| 15810000        | 54250           | MAGAZINES/NEWSPA | 0                  | 0                    | 0                 | 237.60       | .00          | -237.60             | 100.0%      |
| 15810000        | 54270           | MEMBERSHIP DUES  | 200                | 0                    | 200               | .00          | .00          | 200.00              | .0%         |
| 15810000        | 54300           | CONFERENCE/SEMIN | 500                | 0                    | 500               | .00          | .00          | 500.00              | .0%         |
| 15810000        | 54330           | TRAINING EXPENSE | 500                | 0                    | 500               | 526.25       | .00          | -26.25              | 105.3%      |
| 15810000        | 54521           | TECHNOLOGY/SOFTW | 36,000             | 0                    | 36,000            | 37,382.69    | .00          | -1,382.69           | 103.8%      |
| 15810000        | 55090           | PROGRAMS-JUVENIL | 1,200              | 0                    | 1,200             | 1,180.58     | .00          | 19.42               | 98.4%       |
| 15810000        | 55095           | PROGRAMS-YOUNG A | 1,200              | 0                    | 1,200             | 1,205.71     | .00          | -5.71               | 100.5%      |
| 15810000        | 55100           | PROGRAMS-ADULT   | 1,200              | 0                    | 1,200             | 1,312.04     | .00          | -112.04             | 109.3%      |
| 15810000        | 59010           | EQUIPMENT        | 35,000             | 0                    | 35,000            | 33,450.00    | .00          | 1,550.00            | 95.6%       |
| TOTAL LIBRARY   |                 |                  | 1,694,415          | 0                    | 1,694,415         | 1,662,098.49 | .00          | 32,316.51           | 98.1%       |
| TOTAL EXPENSES  |                 |                  | 1,694,415          | 0                    | 1,694,415         | 1,662,098.49 | .00          | 32,316.51           |             |

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

|             | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| GRAND TOTAL | 1,694,415          | 0                    | 1,694,415         | 1,662,098.49 | .00          | 32,316.51           | 98.1%       |

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## YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

| ACCOUNTS<br>581 | FOR:<br>LIBRARY |                  | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-----------------|-----------------|------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| 15810000        | 50010           | SALARY-FULL TIME | 496,617            | 0                    | 496,617           | 19,403.49    | .00          | 477,213.51          | 3.9%        |
| 15810000        | 50020           | SALARY-PART TIME | 475,000            | 0                    | 475,000           | 14,947.08    | .00          | 460,052.92          | 3.1%        |
| 15810000        | 51010           | RETIREMENT       | 48,068             | 0                    | 48,068            | 1,766.59     | .00          | 46,301.41           | 3.7%        |
| 15810000        | 51020           | FICA             | 73,528             | 0                    | 73,528            | 2,583.83     | .00          | 70,944.17           | 3.5%        |
| 15810000        | 51030           | HEALTH INSURANCE | 75,600             | 0                    | 75,600            | 3,150.00     | .00          | 72,450.00           | 4.2%        |
| 15810000        | 51060           | LONG-TERM DISABI | 81                 | 0                    | 81                | .00          | .00          | 81.00               | .0%         |
| 15810000        | 51065           | VISION/DENTAL IN | 1,161              | 0                    | 1,161             | 103.14       | .00          | 1,057.86            | 8.9%        |
| 15810000        | 51070           | LIFE INSURANCE   | 861                | 0                    | 861               | 38.22        | .00          | 822.78              | 4.4%        |
| 15810000        | 53010           | ELECTRICITY      | 69,000             | 0                    | 69,000            | .00          | .00          | 69,000.00           | .0%         |
| 15810000        | 53020           | WATER/SEWER      | 3,876              | 0                    | 3,876             | .00          | .00          | 3,876.00            | .0%         |
| 15810000        | 53040           | TELEPHONE/CELL P | 2,300              | 0                    | 2,300             | .00          | .00          | 2,300.00            | .0%         |
| 15810000        | 53050           | HEATING FUEL     | 19,500             | 0                    | 19,500            | .00          | .00          | 19,500.00           | .0%         |
| 15810000        | 54010           | R&M BLDGS & GROU | 55,000             | 0                    | 55,000            | .00          | .00          | 55,000.00           | .0%         |
| 15810000        | 54030           | MAINTENANCE CONT | 69,300             | 0                    | 69,300            | .00          | .00          | 69,300.00           | .0%         |
| 15810000        | 54040           | R&M EQUIPMENT    | 2,000              | 0                    | 2,000             | .00          | .00          | 2,000.00            | .0%         |
| 15810000        | 54060           | MARKETING        | 500                | 0                    | 500               | .00          | .00          | 500.00              | .0%         |
| 15810000        | 54080           | LEASES EQUIPMENT | 48,000             | 0                    | 48,000            | 289.00       | .00          | 47,711.00           | .6%         |
| 15810000        | 54110           | SUPPLIES         | 37,400             | 0                    | 37,400            | .00          | .00          | 37,400.00           | .0%         |
| 15810000        | 54170           | POSTAGE          | 450                | 0                    | 450               | .00          | .00          | 450.00              | .0%         |
| 15810000        | 54180           | HOUSEKEEPING SUP | 16,000             | 0                    | 16,000            | .00          | .00          | 16,000.00           | .0%         |
| 15810000        | 54230           | LIBRARY MATERIAL | 220,000            | 0                    | 220,000           | 1,715.76     | .00          | 218,284.24          | .8%         |
| 15810000        | 54270           | MEMBERSHIP DUES  | 200                | 0                    | 200               | .00          | .00          | 200.00              | .0%         |
| 15810000        | 54300           | CONFERENCE/SEMIN | 500                | 0                    | 500               | .00          | .00          | 500.00              | .0%         |
| 15810000        | 54330           | TRAINING EXPENSE | 500                | 0                    | 500               | .00          | .00          | 500.00              | .0%         |
| 15810000        | 54521           | TECHNOLOGY/SOFTW | 38,000             | 0                    | 38,000            | .00          | .00          | 38,000.00           | .0%         |
| 15810000        | 55090           | PROGRAMS-JUVENIL | 1,200              | 0                    | 1,200             | .00          | .00          | 1,200.00            | .0%         |
| 15810000        | 55095           | PROGRAMS-YOUNG A | 1,800              | 0                    | 1,800             | .00          | .00          | 1,800.00            | .0%         |
| 15810000        | 55100           | PROGRAMS-ADULT   | 1,200              | 0                    | 1,200             | 250.00       | .00          | 950.00              | 20.8%       |
| TOTAL LIBRARY   |                 |                  | 1,757,642          | 0                    | 1,757,642         | 44,247.11    | .00          | 1,713,394.89        | 2.5%        |
| TOTAL EXPENSES  |                 |                  | 1,757,642          | 0                    | 1,757,642         | 44,247.11    | .00          | 1,713,394.89        |             |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2024 01                                      |                    |                      |                   |              |              |                     |             |  |
|--------------------------------------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|--|
|                                                  | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |  |
| GRAND TOTAL                                      | 1,757,642          | 0                    | 1,757,642         | 44,247.11    | .00          | 1,713,394.89        | 2.5%        |  |
| ** END OF REPORT - Generated by Thu Van Hintz ** |                    |                      |                   |              |              |                     |             |  |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2024/1 TO 2024/1        |  |  |  |                 |              |                   |  |          |          |          |                     |                    |
|--------------------------------------|--|--|--|-----------------|--------------|-------------------|--|----------|----------|----------|---------------------|--------------------|
| ACCOUNT/VENDOR                       |  |  |  | INVOICE         | PO           | YEAR/PR TYP S     |  |          | PAYABLES | CHECK    | DESCRIPTION         |                    |
| 15810000                             |  |  |  | LIBRARY         |              |                   |  |          |          |          |                     |                    |
| 15810000 54080                       |  |  |  |                 |              | LEASES EQUIPMENT  |  |          |          |          |                     |                    |
| 362301 GREAT AMERICA FINANC 35614706 |  |  |  | 0               | 2024 1 INV P |                   |  | 289.00   | 011024-1 | 271856   | COPIER LEASE-LIB JA |                    |
| ACCOUNT TOTAL                        |  |  |  |                 |              |                   |  | 289.00   |          |          |                     |                    |
| 15810000 54230                       |  |  |  |                 |              | LIBRARY MATERIALS |  |          |          |          |                     |                    |
| 001613 GALE CENGAGE LEARNIN 83048031 |  |  |  | 0               | 2024 1 INV P |                   |  | 52.48    | 011024-1 | 271855   | VARIOUS TITLES-LIB  |                    |
| 321672 HOOPLA                        |  |  |  | 504721285       | 0            | 2024 1 INV P      |  |          | 1,419.19 | 011024-1 | 271857              | DIGITAL MEDIA-LIB  |
| 361291 MIDWEST TAPE                  |  |  |  | 504758681       | 0            | 2024 1 INV P      |  |          | 244.09   | 011024-1 | 271860              | VARIOUS TITLES-LIB |
| ACCOUNT TOTAL                        |  |  |  |                 |              |                   |  | 1,715.76 |          |          |                     |                    |
| 15810000 55100                       |  |  |  |                 |              | PROGRAMS-ADULT    |  |          |          |          |                     |                    |
| 230561 NELSON AMANDA                 |  |  |  | 1/10/24LIB PROG | 0            | 2024 1 INV P      |  |          | 250.00   | 011024-1 | 271861              | EATING FOR OPTIMAL |
| ACCOUNT TOTAL                        |  |  |  |                 |              |                   |  | 250.00   |          |          |                     |                    |
| ORG 15810000 TOTAL                   |  |  |  |                 |              |                   |  | 2,254.76 |          |          |                     |                    |
| FUND 0010 GENERAL FUND               |  |  |  |                 |              |                   |  | TOTAL:   |          | 2,254.76 |                     |                    |

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## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/13 TO 2023/13 |                  |                  |            |    |               |    |       |          |        |                            |
|---------------------------------|------------------|------------------|------------|----|---------------|----|-------|----------|--------|----------------------------|
| ACCOUNT/VENDOR                  |                  | INVOICE          |            | PO | YEAR/PR TYP S |    |       | PAYABLES | CHECK  | DESCRIPTION                |
| 22810000                        |                  | LIBRARY DONATION |            |    |               |    |       |          |        |                            |
| 22810000 48040 FOL              |                  | DONATIONS        |            |    |               |    |       |          |        |                            |
| 223107                          | KENNEDY KATHLEEN | 10/4/23          | WALMART    | 0  | 2023          | 13 | INV P | 102.40   | 011024 | 271791 FOL#2308/PROG SUPPL |
| 393517                          | HEGEMAN NANCY    | 12/11/23         | HOBBYLOBBY | 0  | 2023          | 13 | INV P | 137.69   | 011024 | 271782 FOL#2240/CROCHET CL |
| ACCOUNT TOTAL                   |                  |                  |            |    |               |    |       | 240.09   |        |                            |
| ORG 22810000 TOTAL              |                  |                  |            |    |               |    |       | 240.09   |        |                            |
| FUND 0200 LIBRARY DONATION FUND |                  |                  |            |    |               |    |       | TOTAL:   | 240.09 |                            |

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## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/11 TO 2023/11 |  |                   |    |                      |    |     |   |                 |        |                     |
|---------------------------------|--|-------------------|----|----------------------|----|-----|---|-----------------|--------|---------------------|
| ACCOUNT/VENDOR                  |  | INVOICE           | PO | YEAR/PR              |    | TYP | S | PAYABLES        | CHECK  | DESCRIPTION         |
| 15810000                        |  | LIBRARY           |    |                      |    |     |   |                 |        |                     |
| 15810000 53040                  |  |                   |    | TELEPHONE/CELL PHONE |    |     |   |                 |        |                     |
| 302074 AT&T                     |  | 262785498011NOV23 | 0  | 2023                 | 11 | INV | P | 201.38 112923   | 271266 | PHONES-LIB NOV4-DEC |
| ACCOUNT TOTAL                   |  |                   |    |                      |    |     |   | 201.38          |        |                     |
| 15810000 54010                  |  |                   |    | R&M BLDGS & GROUNDS  |    |     |   |                 |        |                     |
| 001525 FILTRATION CONCEPTS      |  | 39366             | 0  | 2023                 | 11 | INV | P | 166.00 112923   | 271307 | FILTERS-LIB         |
| 015580 AMAZON CAPITAL SERVI     |  | 1QHT-4HD7-6X6X    | 0  | 2023                 | 11 | INV | P | 66.97 112923    | 271262 | EQPMT RPAIRS-LIB    |
| ACCOUNT TOTAL                   |  |                   |    |                      |    |     |   | 232.97          |        |                     |
| 15810000 54080                  |  |                   |    | LEASES EQUIPMENT     |    |     |   |                 |        |                     |
| 020123 FORWARD TS, LTD          |  | AR212210          | 0  | 2023                 | 11 | INV | P | 366.04 112923   | 271310 | COPIER LEASE-LIB    |
| 295906 PITNEY BOWES             |  | 3318301621        | 0  | 2023                 | 11 | INV | P | 77.28 112923    | 271362 | POSTAGE METER LEASE |
| 362301 GREAT AMERICA FINANC     |  | 35321399          | 0  | 2023                 | 11 | INV | P | 621.66 112923   | 271317 | COPIER LEASE-LIB NO |
| ACCOUNT TOTAL                   |  |                   |    |                      |    |     |   | 1,064.98        |        |                     |
| 15810000 54110                  |  |                   |    | SUPPLIES             |    |     |   |                 |        |                     |
| 020058 ODP BUSINESS             |  | 331785150001      | 0  | 2023                 | 11 | INV | P | 28.74 112923    | 271229 | OFFICE SUPPLIES-LIB |
| 020058 ODP BUSINESS             |  | 331786336001      | 0  | 2023                 | 11 | INV | P | 420.28 112923   | 271229 | OFFICES SUPPLIES-LI |
| 020058 ODP BUSINESS             |  | 331786337001      | 0  | 2023                 | 11 | INV | P | 14.45 112923    | 271229 | OFFICE SUPPLIES-LIB |
| 020058 ODP BUSINESS             |  | 333059683001      | 0  | 2023                 | 11 | INV | P | 88.73 112923    | 271229 | OFFICE SUPPLIES-LIB |
| 020058 ODP BUSINESS             |  | 338856065001      | 0  | 2023                 | 11 | INV | P | 497.71 112923   | 271355 | OFFICE SUPPLIES-LIB |
|                                 |  |                   |    |                      |    |     |   | 1,049.91        |        |                     |
| ACCOUNT TOTAL                   |  |                   |    |                      |    |     |   | 1,049.91        |        |                     |
| 15810000 54180                  |  |                   |    | HOUSEKEEPING SUPPLY  |    |     |   |                 |        |                     |
| 026400 ITU ABSORB TECH          |  | 8225785           | 0  | 2023                 | 11 | INV | P | 124.58 112923   | 271326 | MATS-LIB NOV2023    |
| ACCOUNT TOTAL                   |  |                   |    |                      |    |     |   | 124.58          |        |                     |
| 15810000 54230                  |  |                   |    | LIBRARY MATERIALS    |    |     |   |                 |        |                     |
| 001613 GALE CENGAGE LEARNIN     |  | 82956386          | 0  | 2023                 | 11 | INV | P | 313.50 112923   | 271312 | VARIOUS TITLES-LIB  |
| 001613 GALE CENGAGE LEARNIN     |  | 82961866          | 0  | 2023                 | 11 | INV | P | 85.47 112923    | 271312 | VARIOUS TITLES-LIB  |
| 001613 GALE CENGAGE LEARNIN     |  | 82961959          | 0  | 2023                 | 11 | INV | P | 51.73 112923    | 271312 | VARIOUS TITLES-LIB  |
| 001613 GALE CENGAGE LEARNIN     |  | 82967345          | 0  | 2023                 | 11 | INV | P | 52.48 112923    | 271312 | VARIOUS TITLES-LIB  |
| 001613 GALE CENGAGE LEARNIN     |  | 82980125          | 0  | 2023                 | 11 | INV | P | 78.72 112923    | 271312 | VARIOUS TITLES-LIB  |
|                                 |  |                   |    |                      |    |     |   | 581.90          |        |                     |
| 005896 OLLIS BOOK CORPORATI     |  | 248780            | 0  | 2023                 | 11 | INV | P | 1,147.50 112923 | 271356 | VARIOUS TITLES-LIB  |
| 005896 OLLIS BOOK CORPORATI     |  | 248781            | 0  | 2023                 | 11 | INV | P | 835.00 112923   | 271356 | VARIOUS TITLES-LIB  |
| 005896 OLLIS BOOK CORPORATI     |  | 248782            | 0  | 2023                 | 11 | INV | P | 1,874.65 112923 | 271356 | VARIOUS TITLES-LIB  |
| 005896 OLLIS BOOK CORPORATI     |  | 248783            | 0  | 2023                 | 11 | INV | P | 838.96 112923   | 271356 | VARIOUS TITLES-LIB  |
| 005896 OLLIS BOOK CORPORATI     |  | 248784            | 0  | 2023                 | 11 | INV | P | 323.32 112923   | 271356 | VARIOUS TITLES-LIB  |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/11 TO 2023/11 |                      |                  |              |                   |         |    |     |   |           |        |           |                     |
|---------------------------------|----------------------|------------------|--------------|-------------------|---------|----|-----|---|-----------|--------|-----------|---------------------|
| ACCOUNT/VENDOR                  |                      | INVOICE          |              | PO                | YEAR/PR |    | TYP | S | PAYABLES  |        | CHECK     | DESCRIPTION         |
|                                 |                      |                  |              |                   |         |    |     |   | 5,019.43  |        |           |                     |
| 006199                          | BAKER & TAYLOR BOOKS | 2037891545       |              | 0                 | 2023    | 11 | INV | P | 216.13    | 112923 | 271269    | VARIOUS TITLES-LIB  |
| 006199                          | BAKER & TAYLOR BOOKS | 2037903414       |              | 0                 | 2023    | 11 | INV | P | 277.15    | 112923 | 271269    | VARIOUS TITLES-LIB  |
| 006199                          | BAKER & TAYLOR BOOKS | 2037908657       |              | 0                 | 2023    | 11 | INV | P | 239.99    | 112923 | 271269    | VARIOUS TITLES-LIB  |
| 006199                          | BAKER & TAYLOR BOOKS | 2037908713       |              | 0                 | 2023    | 11 | INV | P | 341.46    | 112923 | 271269    | VARIOUS TITLES-LIB  |
| 006199                          | BAKER & TAYLOR BOOKS | 2037915920       |              | 0                 | 2023    | 11 | INV | P | 178.10    | 112923 | 271269    | VARIOUS TITLES-LIB  |
| 006199                          | BAKER & TAYLOR BOOKS | 2037918540       |              | 0                 | 2023    | 11 | INV | P | 1,549.77  | 112923 | 271269    | VARIOUS TITLES-LIB  |
| 006199                          | BAKER & TAYLOR BOOKS | 2037924333       |              | 0                 | 2023    | 11 | INV | P | 93.17     | 112923 | 271269    | VARIOUS TITLES-LIB  |
|                                 |                      |                  |              |                   |         |    |     |   | 2,895.77  |        |           |                     |
| 260487                          | LERNER PUBLISHING GR | 1474518          |              | 0                 | 2023    | 11 | INV | P | 1,054.57  | 112923 | 271338    | VARIOUS TITLES-LIB  |
| 285501                          | L.E. PHILLIPS        | DAMAGED LIB BOOK |              | 0                 | 2023    | 11 | INV | P | 29.00     | 112923 | 271333    | INTERLIB LOAN/DAMAG |
| 294772                          | CHILDS WORLD         | NA158172         |              | 0                 | 2023    | 11 | INV | P | 1,285.20  | 112923 | 271285    | VARIOUS TITLES-LIB  |
| 350982                          | T-MOBILE             | 970673785        | NOV2023      | 0                 | 2023    | 11 | INV | P | 613.20    | 112923 | 271387    | INTERNET HOTSPOTS-L |
| 361291                          | MIDWEST TAPE         | 504606051        |              | 0                 | 2023    | 11 | INV | P | 71.96     | 112923 | 271345    | VARIOUS TITLES-LIB  |
| 361291                          | MIDWEST TAPE         | 504631009        |              | 0                 | 2023    | 11 | INV | P | 304.42    | 112923 | 271345    | VARIOUS TITLES-LIB  |
|                                 |                      |                  |              |                   |         |    |     |   | 376.38    |        |           |                     |
| 392979                          | CENTER POINT         | 2052722          |              | 0                 | 2023    | 11 | INV | P | 431.46    | 112923 | 271281    | VARIOUS TITLES-LIB  |
| ACCOUNT TOTAL                   |                      |                  |              |                   |         |    |     |   | 12,286.91 |        |           |                     |
| 15810000                        | 54330                |                  |              | TRAINING EXPENSES |         |    |     |   |           |        |           |                     |
| 376175                          | ISOLA LORIBETH       | 7/31-8/2         | LODGING REIM | 0                 | 2023    | 11 | INV | P | 180.00    | 112923 | 271325    | TRAINING LODGING-LI |
| ACCOUNT TOTAL                   |                      |                  |              |                   |         |    |     |   | 180.00    |        |           |                     |
| ORG 15810000 TOTAL              |                      |                  |              |                   |         |    |     |   | 15,140.73 |        |           |                     |
| FUND 0010 GENERAL FUND          |                      |                  |              |                   |         |    |     |   | TOTAL:    |        | 15,140.73 |                     |

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## YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

| ACCOUNTS<br>581 | FOR:<br>LIBRARY |                   | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-----------------|-----------------|-------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| 15810000        | 50010           | SALARY-FULL TIME  | 476,209            | 0                    | 476,209           | 441,501.61   | .00          | 34,707.39           | 92.7%       |
| 15810000        | 50020           | SALARY-PART TIME  | 468,572            | 0                    | 468,572           | 373,594.75   | .00          | 94,977.25           | 79.7%       |
| 15810000        | 50070           | SALARY-OVERTIME   | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 51010           | RETIREMENT        | 43,985             | 0                    | 43,985            | 39,308.69    | .00          | 4,676.31            | 89.4%       |
| 15810000        | 51020           | FICA              | 72,385             | 0                    | 72,385            | 61,459.59    | .00          | 10,925.41           | 84.9%       |
| 15810000        | 51030           | HEALTH INSURANCE  | 50,231             | 0                    | 50,231            | 64,296.54    | .00          | -14,065.54          | 128.0%      |
| 15810000        | 51040           | RETIREE HEALTH I  | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 51060           | LONG-TERM DISABI  | 81                 | 0                    | 81                | 70.40        | .00          | 10.60               | 86.9%       |
| 15810000        | 51065           | VISION/DENTAL IN  | 1,285              | 0                    | 1,285             | 2,127.84     | .00          | -842.84             | 165.6%      |
| 15810000        | 51070           | LIFE INSURANCE    | 841                | 0                    | 841               | 797.83       | .00          | 43.17               | 94.9%       |
| 15810000        | 51080           | UNEMPLOYMENT COM  | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 52010           | PROFESSIONAL FEE  | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 52030           | CONTRACTED SERVI  | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 53010           | ELECTRICITY       | 60,000             | 0                    | 60,000            | 68,211.32    | .00          | -8,211.32           | 113.7%      |
| 15810000        | 53020           | WATER/SEWER       | 3,876              | 0                    | 3,876             | 2,744.50     | .00          | 1,131.50            | 70.8%       |
| 15810000        | 53040           | TELEPHONE/CELL P  | 2,300              | 0                    | 2,300             | 2,208.37     | .00          | 91.63               | 96.0%       |
| 15810000        | 53050           | HEATING FUEL      | 17,000             | 0                    | 17,000            | 12,749.57    | .00          | 4,250.43            | 75.0%       |
| 15810000        | 54010           | R&M BLDGS & GROU  | 55,000             | 0                    | 55,000            | 37,427.00    | 5,000.00     | 12,573.00           | 77.1%       |
| 15810000        | 54030           | MAINTENANCE CONT  | 50,000             | 0                    | 50,000            | 47,403.41    | .00          | 2,596.59            | 94.8%       |
| 15810000        | 54040           | R&M EQUIPMENT     | 2,000              | 0                    | 2,000             | 1,634.00     | .00          | 366.00              | 81.7%       |
| 15810000        | 54060           | MARKETING         | 500                | 0                    | 500               | .00          | .00          | 500.00              | .0%         |
| 15810000        | 54080           | LEASES EQUIPMENT  | 48,000             | 0                    | 48,000            | 48,414.11    | .00          | -414.11             | 100.9%      |
| 15810000        | 54110           | SUPPLIES          | 37,400             | 0                    | 37,400            | 33,010.54    | .00          | 4,389.46            | 88.3%       |
| 15810000        | 54110           | COVID SUPPLIES    | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 54140           | DATA PROC SUPPLI  | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 54170           | POSTAGE           | 450                | 0                    | 450               | 450.00       | .00          | .00                 | 100.0%      |
| 15810000        | 54180           | HOUSEKEEPING SUP  | 16,000             | 0                    | 16,000            | 9,520.18     | .00          | 6,479.82            | 59.5%       |
| 15810000        | 54190           | GAS,OIL,LUBRICAN  | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 54230           | LIBRARY MATERIAL  | 212,500            | 0                    | 212,500           | 215,364.26   | .00          | -2,864.26           | 101.3%      |
| 15810000        | 54250           | MAGAZINES/NEWSPA  | 0                  | 0                    | 0                 | 237.60       | .00          | -237.60             | 100.0%      |
| 15810000        | 54260           | AUDIO-VISUAL      | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 54270           | MEMBERSHIP DUES   | 200                | 0                    | 200               | .00          | .00          | 200.00              | .0%         |
| 15810000        | 54300           | CONFERENCE/SEMIN  | 500                | 0                    | 500               | .00          | .00          | 500.00              | .0%         |
| 15810000        | 54330           | TRAINING EXPENSE  | 500                | 0                    | 500               | 427.25       | .00          | 72.75               | 85.5%       |
| 15810000        | 54521           | TECHNOLOGY/SOFTW  | 36,000             | 0                    | 36,000            | 36,762.70    | .00          | -762.70             | 102.1%      |
| 15810000        | 54521           | COVID TECHNOLOGY/ | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 55090           | PROGRAMS-JUVENIL  | 1,200              | 0                    | 1,200             | 1,070.92     | .00          | 129.08              | 89.2%       |
| 15810000        | 55095           | PROGRAMS-YOUNG A  | 1,200              | 0                    | 1,200             | 1,205.71     | .00          | -5.71               | 100.5%      |
| 15810000        | 55100           | PROGRAMS-ADULT    | 1,200              | 0                    | 1,200             | 1,312.04     | .00          | -112.04             | 109.3%      |
| 15810000        | 56020           | WORKER'S COMP     | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 59010           | EQUIPMENT         | 35,000             | 0                    | 35,000            | .00          | .00          | 35,000.00           | .0%         |
| TOTAL LIBRARY   |                 |                   | 1,694,415          | 0                    | 1,694,415         | 1,503,310.73 | 5,000.00     | 186,104.27          | 89.0%       |
| TOTAL EXPENSES  |                 |                   | 1,694,415          | 0                    | 1,694,415         | 1,503,310.73 | 5,000.00     | 186,104.27          |             |

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

|             | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| GRAND TOTAL | 1,694,415          | 0                    | 1,694,415         | 1,503,310.73 | 5,000.00     | 186,104.27          | 89.0%       |

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**YEAR-TO-DATE THROUGH NOV. 30, 2023**

| ORG      | OBJ   | ACCOUNT DESCRIPTION        | REVISED BUDGET | YTD EXPENDED |
|----------|-------|----------------------------|----------------|--------------|
| 15810000 | 50010 | SALARY-FULL TIME           | 476,209        | 441,501.61   |
| 15810000 | 50020 | SALARY-PART TIME           | 468,572        | 373,594.75   |
| 15810000 | 51010 | RETIREMENT                 | 43,985         | 39,308.69    |
| 15810000 | 51020 | FICA                       | 72,385         | 61,459.59    |
| 15810000 | 51030 | HEALTH INSURANCE           | 50,231         | 64,296.54    |
| 15810000 | 51060 | LONG-TERM DISABILITY       | 81             | 70.40        |
| 15810000 | 51065 | VISION/DENTAL INSURANCE    | 1,285          | 2,127.84     |
| 15810000 | 51070 | LIFE INSURANCE             | 841            | 797.83       |
| 15810000 | 53010 | ELECTRICITY                | 60,000         | 68,211.32    |
| 15810000 | 53020 | WATER/SEWER                | 3,876          | 2,744.50     |
| 15810000 | 53040 | TELEPHONE/CELL PHONE       | 2,300          | 2,208.37     |
| 15810000 | 53050 | HEATING FUEL               | 17,000         | 12,749.57    |
| 15810000 | 54010 | R&M BLDGS & GROUNDS        | 55,000         | 37,427.00    |
| 15810000 | 54030 | MAINTENANCE CONTRACT       | 50,000         | 47,403.41    |
| 15810000 | 54040 | R&M EQUIPMENT              | 2,000          | 1,634.00     |
| 15810000 | 54060 | MARKETING                  | 500            | 0.00         |
| 15810000 | 54080 | LEASES EQUIPMENT           | 48,000         | 48,414.11    |
| 15810000 | 54110 | SUPPLIES                   | 37,400         | 33,010.54    |
| 15810000 | 54170 | POSTAGE                    | 450            | 450.00       |
| 15810000 | 54180 | HOUSEKEEPING SUPPLY        | 16,000         | 9,520.18     |
| 15810000 | 54230 | LIBRARY MATERIALS          | 212,500        | 215,364.26   |
| 15810000 | 54250 | MAGAZINES/NEWSPAPERS       | 0              | 237.60       |
| 15810000 | 54270 | MEMBERSHIP DUES            | 200            | 0.00         |
| 15810000 | 54300 | CONFERENCE/SEMINAR/MEETING | 500            | 0.00         |
| 15810000 | 54330 | TRAINING EXPENSES          | 500            | 427.25       |
| 15810000 | 54521 | TECHNOLOGY/SOFTWARE        | 36,000         | 36,762.70    |
| 15810000 | 55090 | PROGRAMS-JUVENILE          | 1,200          | 1,070.92     |
| 15810000 | 55095 | PROGRAMS-YOUNG ADULT       | 1,200          | 1,205.71     |
| 15810000 | 55100 | PROGRAMS-ADULT             | 1,200          | 1,312.04     |
| 15810000 | 59010 | EQUIPMENT                  | 35,000         | 0.00         |
|          |       | Grand Total                | 1,694,415      | 1,503,310.73 |

**AVAILABLE BUDGET    % USED**

|         |        |
|---------|--------|
| 34,707  | 92.70  |
| 94,977  | 79.70  |
| 4,676   | 89.40  |
| 10,925  | 84.90  |
| -14,066 | 128.00 |
| 11      | 86.90  |
| -843    | 165.60 |
| 43      | 94.90  |
| -8,211  | 113.70 |
| 1,132   | 70.80  |
| 92      | 96.00  |
| 4,250   | 75.00  |
| 12,573  | 77.10  |
| 2,597   | 94.80  |
| 366     | 81.70  |
| 500     | 0.00   |
| -414    | 100.90 |
| 4,389   | 88.30  |
| 0       | 100.00 |
| 6,480   | 59.50  |
| -2,864  | 101.30 |
| -238    | 100.00 |
| 200     | 0.00   |
| 500     | 0.00   |
| 73      | 85.50  |
| -763    | 102.10 |
| 129     | 89.20  |
| -6      | 100.50 |
| -112    | 109.30 |
| 35,000  | 0.00   |
| 186,104 | 89.00  |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/11 TO 2023/11 |  |  |                  |                 |      |               |       |        |          |        |          |             |
|---------------------------------|--|--|------------------|-----------------|------|---------------|-------|--------|----------|--------|----------|-------------|
| ACCOUNT/VENDOR                  |  |  | INVOICE          |                 | PO   | YEAR/PR TYP S |       |        | PAYABLES |        | CHECK    | DESCRIPTION |
| 22810000                        |  |  | LIBRARY DONATION |                 |      |               |       |        |          |        |          |             |
| 22810000 48040 FOL              |  |  | DONATIONS        |                 |      |               |       |        |          |        |          |             |
| 015260 ADKINS ANTOINETTE        |  |  | 12/3/23          | PRESENTER FEE 0 | 2023 | 11            | INV P | 200.00 | 112923   | 271259 | FOL#2308 | 12/3/23LIB  |
| ACCOUNT TOTAL                   |  |  |                  |                 |      |               |       | 200.00 |          |        |          |             |
| ORG 22810000 TOTAL              |  |  |                  |                 |      |               |       | 200.00 |          |        |          |             |
| FUND 0200 LIBRARY DONATION FUND |  |  |                  |                 |      |               |       | TOTAL: |          | 200.00 |          |             |

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## YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

| ACCOUNTS       | FOR:    |                   | ORIGINAL | TRANFRS/ | REVISED |            |              | AVAILABLE | PCT     |
|----------------|---------|-------------------|----------|----------|---------|------------|--------------|-----------|---------|
| 581            | LIBRARY |                   | APPROP   | ADJSTMTS | BUDGET  | YTD ACTUAL | ENCUMBRANCES | BUDGET    | USE/COL |
| 22810000       | 41020   | GRANTS-LOCAL      | 0        | 0        | 0       | -600.00    | .00          | 600.00    | 100.0%  |
| 22810000       | 48000   | MISC GENERAL REV  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 48040   | DONATIONS         | 0        | 0        | 0       | -6,487.52  | .00          | 6,487.52  | 100.0%  |
| 22810000       | 48040   | FOL DONATIONS     | 0        | 0        | 0       | 6,991.32   | .00          | -6,991.32 | 100.0%* |
| 22810000       | 48041   | SPONSORSHIPS      | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 52050   | GRANT PROJECTS    | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54010   | R&M BLDGS & GROU  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54040   | FOL R&M EQUIPMENT | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54060   | PRINTING/ADVERTI  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54110   | SUPPLIES          | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54110   | FOL SUPPLIES      | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54230   | BOOKS/PAMPHLETS   | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54230   | FOL BOOKS/PAMPHLE | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54250   | MAGAZINES/NEWSPA  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54260   | AUDIO-VISUAL      | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54300   | CONFERENCE/SEMIN  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 55090   | PROGRAMS-JUVENIL  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 55090   | FOL PROGRAMS-JUVE | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 55095   | FOL PROGRAMS-YOUN | 0        | 0        | 0       | 13.64      | .00          | -13.64    | 100.0%* |
| 22810000       | 55100   | PROGRAMS-ADULT    | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 55100   | FOL PROGRAMS-ADUL | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 59010   | EQUIPMENT         | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 59010   | FOL EQUIPMENT     | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| TOTAL LIBRARY  |         |                   | 0        | 0        | 0       | -82.56     | .00          | 82.56     | 100.0%  |
| TOTAL REVENUES |         |                   | 0        | 0        | 0       | -96.20     | .00          | 96.20     |         |
| TOTAL EXPENSES |         |                   | 0        | 0        | 0       | 13.64      | .00          | -13.64    |         |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2023 11 |                    |                      |                   |            |              |                     |                |  |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|--|
|             | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |  |
| GRAND TOTAL | 0                  | 0                    | 0                 | -82.56     | .00          | 82.56               | 100.0%         |  |

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## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/12 TO 2023/12 |        | ACCOUNT/VENDOR |                 | INVOICE      | PO | YEAR/PR  | TYP  | S        | PAYABLES           | CHECK     | DESCRIPTION                |
|---------------------------------|--------|----------------|-----------------|--------------|----|----------|------|----------|--------------------|-----------|----------------------------|
| 15810000                        |        |                |                 |              |    |          |      |          |                    |           |                            |
| 15810000                        | 54010  |                |                 |              |    |          |      |          |                    |           | LIBRARY                    |
|                                 | 003228 | BATZNER        | PEST CONTR      | 53668920     | 0  |          |      |          |                    |           | R&M BLDGS & GROUNDS        |
|                                 |        |                |                 |              |    | 2023     | 12   | INV P    | 119.90             | 121323    | 271436 PESTCNTRL-LIB NOV20 |
|                                 | 016221 | JOHNSON        | CONTROLS        | 51420876     | 0  |          | 2023 | 12 INV P | 914.60             | 121323    | 271479 SERVICE CALL -LIB   |
|                                 | 019254 | BWG            | SERVICES INC    | 23146-1      |    | 23505033 | 2023 | 12 INV P | 16,040.00          | 121323    | 271442 FLOORING INSTALLATI |
|                                 | 021746 | GRAINGER       |                 | 9911480508   | 0  |          | 2023 | 12 INV P | 208.65             | 121323    | 271466 PARTS/RPAIRS-LIB    |
|                                 | 021746 | GRAINGER       |                 | 9913934676   | 0  |          | 2023 | 12 INV P | 263.22             | 121323    | 271466 SUPPLIES/MAINT-LIB  |
|                                 |        |                |                 |              |    |          |      |          | 471.87             |           |                            |
|                                 | 359157 | OTIS           | ELEVATOR COMPAN | 100401359519 | 0  |          | 2023 | 12 INV P | 209.80             | 121323    | 271501 CONTRACT SERV/ELEVA |
|                                 |        |                |                 |              |    |          |      |          | ACCOUNT TOTAL      | 17,756.17 |                            |
| 15810000                        | 54080  |                |                 |              |    |          |      |          |                    |           | LEASES EQUIPMENT           |
|                                 | 362301 | GREAT AMERICA  | FINANC          | 35419360     | 0  |          | 2023 | 12 INV P | 289.00             | 121323    | 271467 COPIER LEASE-LIB DE |
|                                 |        |                |                 |              |    |          |      |          | ACCOUNT TOTAL      | 289.00    |                            |
| 15810000                        | 54230  |                |                 |              |    |          |      |          |                    |           | LIBRARY MATERIALS          |
|                                 | 001613 | GALE           | CENGAGE LEARNIN | 82991040     | 0  |          | 2023 | 12 INV P | 24.00              | 121323    | 271460 VARIOUS TITLES-LIB  |
|                                 | 006199 | BAKER & TAYLOR | BOOKS           | 2037920821   | 0  |          | 2023 | 12 INV P | 150.17             | 121323    | 271434 VARIOUS TITLES-LIB  |
|                                 | 006199 | BAKER & TAYLOR | BOOKS           | 2037929665   | 0  |          | 2023 | 12 INV P | 456.25             | 121323    | 271434 VARIOUS TITLES-LIB  |
|                                 | 006199 | BAKER & TAYLOR | BOOKS           | 2037945639   | 0  |          | 2023 | 12 INV P | 384.84             | 121323    | 271434 VARIOUS TITLES-LIB  |
|                                 | 006199 | BAKER & TAYLOR | BOOKS           | 2037947219   | 0  |          | 2023 | 12 INV P | 28.09              | 121323    | 271434 VARIOUS TITLES-LIB  |
|                                 | 006199 | BAKER & TAYLOR | BOOKS           | H66879510    | 0  |          | 2023 | 12 INV P | 13.50              | 121323    | 271434 VARIOUS TITLES-LIB  |
|                                 |        |                |                 |              |    |          |      |          | 1,032.85           |           |                            |
|                                 | 361291 | MIDWEST        | TAPE            | 504665014    | 0  |          | 2023 | 12 INV P | 355.84             | 121323    | 271493 VARIOUS TITLES-LIB  |
|                                 | 361291 | MIDWEST        | TAPE            | 504678083    | 0  |          | 2023 | 12 INV P | 309.62             | 121323    | 271493 VARIOUS TITLES-LIB  |
|                                 | 361291 | MIDWEST        | TAPE            | 504678085    | 0  |          | 2023 | 12 INV P | 20.99              | 121323    | 271493 VARIOUS TITLES-LIB  |
|                                 |        |                |                 |              |    |          |      |          | 686.45             |           |                            |
|                                 |        |                |                 |              |    |          |      |          | ACCOUNT TOTAL      | 1,743.30  |                            |
|                                 |        |                |                 |              |    |          |      |          | ORG 15810000 TOTAL | 19,788.47 |                            |
| FUND 0010 GENERAL FUND          |        |                |                 |              |    | TOTAL:   |      |          | 19,788.47          |           |                            |

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## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/12 TO 2023/12 |        | ACCOUNT/VENDOR       |                | INVOICE              | PO   | YEAR/PR | TYP | S | PAYABLES  | CHECK  | DESCRIPTION                |
|---------------------------------|--------|----------------------|----------------|----------------------|------|---------|-----|---|-----------|--------|----------------------------|
| 15810000                        |        |                      |                | LIBRARY              |      |         |     |   |           |        |                            |
| 15810000                        | 53040  |                      |                | TELEPHONE/CELL PHONE |      |         |     |   |           |        |                            |
|                                 | 302074 | AT&T                 | 26278549801223 | 0                    | 2023 | 12      | INV | P | 201.38    | 122723 | 271587 PHONES-LIB DEC4-JAN |
|                                 |        |                      |                | ACCOUNT TOTAL        |      |         |     |   | 201.38    |        |                            |
| 15810000                        | 54010  |                      |                | R&M BLDGS & GROUNDS  |      |         |     |   |           |        |                            |
|                                 | 014553 | PREFERRED ELECTRICAL | 11123EE131     | 0                    | 2023 | 12      | INV | P | 704.95    | 122723 | 271669 ELECTRICAL WORK-LIB |
|                                 | 014553 | PREFERRED ELECTRICAL | 11124EE015     | 0                    | 2023 | 12      | INV | P | 6,166.00  | 122723 | 271669 ELECTRICAL WORK-LIB |
|                                 |        |                      |                |                      |      |         |     |   | 6,870.95  |        |                            |
|                                 | 015580 | AMAZON CAPITAL SERVI | 176F-1C67-NLCC | 0                    | 2023 | 12      | INV | P | 15.98     | 122723 | 271581 SUPPLIES-LIB        |
|                                 |        |                      |                | ACCOUNT TOTAL        |      |         |     |   | 6,886.93  |        |                            |
| 15810000                        | 54080  |                      |                | LEASES EQUIPMENT     |      |         |     |   |           |        |                            |
|                                 | 020123 | FORWARD TS, LTD      | AR214392       | 0                    | 2023 | 12      | INV | P | 328.10    | 122723 | 271621 COPIER LEASE-LIB 11 |
|                                 |        |                      |                | ACCOUNT TOTAL        |      |         |     |   | 328.10    |        |                            |
| 15810000                        | 54110  |                      |                | SUPPLIES             |      |         |     |   |           |        |                            |
|                                 | 020058 | ODP BUSINESS         | 342650941001   | 0                    | 2023 | 12      | INV | P | 5.98      | 122723 | 271664 OFFICE SUPPLIES-LIB |
|                                 |        |                      |                | ACCOUNT TOTAL        |      |         |     |   | 5.98      |        |                            |
| 15810000                        | 54180  |                      |                | HOUSEKEEPING SUPPLY  |      |         |     |   |           |        |                            |
|                                 | 026400 | ITU ABSORB TECH      | 8241838        | 0                    | 2023 | 12      | INV | P | 124.58    | 122723 | 271638 MAT-LIB DEC2023     |
|                                 |        |                      |                | ACCOUNT TOTAL        |      |         |     |   | 124.58    |        |                            |
| 15810000                        | 54230  |                      |                | LIBRARY MATERIALS    |      |         |     |   |           |        |                            |
|                                 | 001613 | GALE CENGAGE LEARNIN | 83013875       | 0                    | 2023 | 12      | INV | P | 71.63     | 122723 | 271623 VARIOUS TITLES-LIB  |
|                                 | 006199 | BAKER & TAYLOR BOOKS | 2037948559     | 0                    | 2023 | 12      | INV | P | 252.10    | 122723 | 271589 VARIOUS TITLES-LIB  |
|                                 | 006199 | BAKER & TAYLOR BOOKS | 2037959194     | 0                    | 2023 | 12      | INV | P | 254.27    | 122723 | 271589 VARIOUS TITLES-LIB  |
|                                 |        |                      |                |                      |      |         |     |   | 506.37    |        |                            |
|                                 | 020058 | ODP BUSINESS         | 342648964001   | 0                    | 2023 | 12      | INV | P | 137.19    | 122723 | 271664 OFFICE SUPPLIES-LIB |
|                                 |        |                      |                | ACCOUNT TOTAL        |      |         |     |   | 715.19    |        |                            |
| 15810000                        | 59010  |                      |                | EQUIPMENT            |      |         |     |   |           |        |                            |
|                                 | 264717 | TOEPFER SECURITY COR | 91095          | 0                    | 2023 | 12      | INV | P | 33,450.00 | 122723 | 271700 SURVEILLANCE SYSTEM |
|                                 |        |                      |                | ACCOUNT TOTAL        |      |         |     |   | 33,450.00 |        |                            |
|                                 |        |                      |                | ORG 15810000 TOTAL   |      |         |     |   | 41,712.16 |        |                            |

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/12 TO 2023/12 |         |    |         |     |           |          |       |             |
|---------------------------------|---------|----|---------|-----|-----------|----------|-------|-------------|
| ACCOUNT/VENDOR                  | INVOICE | PO | YEAR/PR | TYP | S         | PAYABLES | CHECK | DESCRIPTION |
|                                 |         |    |         |     |           |          |       |             |
| FUND 0010 GENERAL FUND          |         |    | TOTAL:  |     | 41,712.16 |          |       |             |

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## INVOICE LIST BY GL ACCOUNT

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## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/12 TO 2023/12 |         |          |            |                     |         |       |          |          |                           |
|---------------------------------|---------|----------|------------|---------------------|---------|-------|----------|----------|---------------------------|
| ACCOUNT/VENDOR                  |         | INVOICE  | PO         | YEAR/PR             | TYP     | S     | PAYABLES | CHECK    | DESCRIPTION               |
| ACCOUNT TOTAL                   |         |          |            |                     |         |       | 99.00    |          |                           |
| 15810000                        | 54521   |          |            | TECHNOLOGY/SOFTWARE |         |       |          |          |                           |
| 011840                          | US BANK | 10/23/23 | ADOBE-LIB  | 0                   | 2023 12 | INV P | 19.99    | 120823E  | 10092 ADOBE/LICENSING-LIB |
| ACCOUNT TOTAL                   |         |          |            |                     |         |       | 19.99    |          |                           |
| 15810000                        | 55090   |          |            | PROGRAMS-JUVENILE   |         |       |          |          |                           |
| 011840                          | US BANK | 10/19/23 | AMZN1-LIB  | 0                   | 2023 12 | INV P | 18.97    | 120823E  | 10092 AMZN/PROG SUPPLIES- |
| 011840                          | US BANK | 10/20/23 | TARGET-LIB | 0                   | 2023 12 | INV P | 36.76    | 120823E  | 10092 TARGET/JUV PROG SUP |
| 011840                          | US BANK | 10/21/23 | AMNZ2-LIB  | 0                   | 2023 12 | INV P | 53.93    | 120823E  | 10092 AMZN/JUV PROG SUPPL |
|                                 |         |          |            |                     |         |       | 109.66   |          |                           |
| ACCOUNT TOTAL                   |         |          |            |                     |         |       | 109.66   |          |                           |
| ORG 15810000 TOTAL              |         |          |            |                     |         |       | 4,463.33 |          |                           |
| FUND 0010 GENERAL FUND          |         |          |            |                     |         |       | TOTAL:   | 4,463.33 |                           |

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## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

| ACCOUNTS<br>581 | FOR:<br>LIBRARY |                   | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-----------------|-----------------|-------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| 15810000        | 50010           | SALARY-FULL TIME  | 476,209            | 0                    | 476,209           | 460,207.89   | .00          | 16,001.11           | 96.6%       |
| 15810000        | 50020           | SALARY-PART TIME  | 468,572            | 0                    | 468,572           | 389,501.07   | .00          | 79,070.93           | 83.1%       |
| 15810000        | 50070           | SALARY-OVERTIME   | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 51010           | RETIREMENT        | 43,985             | 0                    | 43,985            | 40,994.89    | .00          | 2,990.11            | 93.2%       |
| 15810000        | 51020           | FICA              | 72,385             | 0                    | 72,385            | 64,065.74    | .00          | 8,319.26            | 88.5%       |
| 15810000        | 51030           | HEALTH INSURANCE  | 50,231             | 0                    | 50,231            | 67,219.11    | .00          | -16,988.11          | 133.8%      |
| 15810000        | 51040           | RETIREE HEALTH I  | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 51060           | LONG-TERM DISABI  | 81                 | 0                    | 81                | 76.80        | .00          | 4.20                | 94.8%       |
| 15810000        | 51065           | VISION/DENTAL IN  | 1,285              | 0                    | 1,285             | 2,224.56     | .00          | -939.56             | 173.1%      |
| 15810000        | 51070           | LIFE INSURANCE    | 841                | 0                    | 841               | 834.66       | .00          | 6.34                | 99.2%       |
| 15810000        | 51080           | UNEMPLOYMENT COM  | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 52010           | PROFESSIONAL FEE  | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 52030           | CONTRACTED SERVI  | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 53010           | ELECTRICITY       | 60,000             | 0                    | 60,000            | 68,211.32    | .00          | -8,211.32           | 113.7%      |
| 15810000        | 53020           | WATER/SEWER       | 3,876              | 0                    | 3,876             | 2,744.50     | .00          | 1,131.50            | 70.8%       |
| 15810000        | 53040           | TELEPHONE/CELL P  | 2,300              | 0                    | 2,300             | 2,208.37     | .00          | 91.63               | 96.0%       |
| 15810000        | 53050           | HEATING FUEL      | 17,000             | 0                    | 17,000            | 12,749.57    | .00          | 4,250.43            | 75.0%       |
| 15810000        | 54010           | R&M BLDGS & GROU  | 55,000             | 0                    | 55,000            | 55,183.17    | .00          | -183.17             | 100.3%      |
| 15810000        | 54030           | MAINTENANCE CONT  | 50,000             | 0                    | 50,000            | 47,403.41    | .00          | 2,596.59            | 94.8%       |
| 15810000        | 54040           | R&M EQUIPMENT     | 2,000              | 0                    | 2,000             | 1,634.00     | .00          | 366.00              | 81.7%       |
| 15810000        | 54060           | MARKETING         | 500                | 0                    | 500               | .00          | .00          | 500.00              | .0%         |
| 15810000        | 54080           | LEASES EQUIPMENT  | 48,000             | 0                    | 48,000            | 48,703.11    | .00          | -703.11             | 101.5%      |
| 15810000        | 54110           | SUPPLIES          | 37,400             | 0                    | 37,400            | 33,010.54    | .00          | 4,389.46            | 88.3%       |
| 15810000        | 54110           | COVID SUPPLIES    | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 54140           | DATA PROC SUPPLI  | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 54170           | POSTAGE           | 450                | 0                    | 450               | 450.00       | .00          | .00                 | 100.0%      |
| 15810000        | 54180           | HOUSEKEEPING SUP  | 16,000             | 0                    | 16,000            | 9,520.18     | .00          | 6,479.82            | 59.5%       |
| 15810000        | 54190           | GAS,OIL,LUBRICAN  | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 54230           | LIBRARY MATERIAL  | 212,500            | 0                    | 212,500           | 217,107.56   | .00          | -4,607.56           | 102.2%      |
| 15810000        | 54250           | MAGAZINES/NEWSPA  | 0                  | 0                    | 0                 | 237.60       | .00          | -237.60             | 100.0%      |
| 15810000        | 54260           | AUDIO-VISUAL      | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 54270           | MEMBERSHIP DUES   | 200                | 0                    | 200               | .00          | .00          | 200.00              | .0%         |
| 15810000        | 54300           | CONFERENCE/SEMIN  | 500                | 0                    | 500               | .00          | .00          | 500.00              | .0%         |
| 15810000        | 54330           | TRAINING EXPENSE  | 500                | 0                    | 500               | 427.25       | .00          | 72.75               | 85.5%       |
| 15810000        | 54521           | TECHNOLOGY/SOFTW  | 36,000             | 0                    | 36,000            | 36,762.70    | .00          | -762.70             | 102.1%      |
| 15810000        | 54521           | COVID TECHNOLOGY/ | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 55090           | PROGRAMS-JUVENIL  | 1,200              | 0                    | 1,200             | 1,070.92     | .00          | 129.08              | 89.2%       |
| 15810000        | 55095           | PROGRAMS-YOUNG A  | 1,200              | 0                    | 1,200             | 1,205.71     | .00          | -5.71               | 100.5%      |
| 15810000        | 55100           | PROGRAMS-ADULT    | 1,200              | 0                    | 1,200             | 1,312.04     | .00          | -112.04             | 109.3%      |
| 15810000        | 56020           | WORKER'S COMP     | 0                  | 0                    | 0                 | .00          | .00          | .00                 | .0%         |
| 15810000        | 59010           | EQUIPMENT         | 35,000             | 0                    | 35,000            | .00          | .00          | 35,000.00           | .0%         |
| TOTAL LIBRARY   |                 |                   | 1,694,415          | 0                    | 1,694,415         | 1,565,066.67 | .00          | 129,348.33          | 92.4%       |
| TOTAL EXPENSES  |                 |                   | 1,694,415          | 0                    | 1,694,415         | 1,565,066.67 | .00          | 129,348.33          |             |

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

|             | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| GRAND TOTAL | 1,694,415          | 0                    | 1,694,415         | 1,565,066.67 | .00          | 129,348.33          | 92.4%       |

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## YEAR-TO-DATE BUDGET REPORT

| FOR 2023 12    |         |                   |           |          |           |              |              |            |        |
|----------------|---------|-------------------|-----------|----------|-----------|--------------|--------------|------------|--------|
| ACCOUNTS       | FOR:    |                   | ORIGINAL  | TRANFRS/ | REVISED   |              |              | AVAILABLE  | PCT    |
| 581            | LIBRARY |                   | APPROP    | ADJSTMTS | BUDGET    | YTD EXPENDED | ENCUMBRANCES | BUDGET     | USED   |
| 15810000       | 50010   | SALARY-FULL TIME  | 476,209   | 0        | 476,209   | 479,262.77   | .00          | -3,053.77  | 100.6% |
| 15810000       | 50020   | SALARY-PART TIME  | 468,572   | 0        | 468,572   | 404,858.62   | .00          | 63,713.38  | 86.4%  |
| 15810000       | 50070   | SALARY-OVERTIME   | 0         | 0        | 0         | .00          | .00          | .00        | .0%    |
| 15810000       | 51010   | RETIREMENT        | 43,985    | 0        | 43,985    | 42,738.31    | .00          | 1,246.69   | 97.2%  |
| 15810000       | 51020   | FICA              | 72,385    | 0        | 72,385    | 66,656.58    | .00          | 5,728.42   | 92.1%  |
| 15810000       | 51030   | HEALTH INSURANCE  | 50,231    | 0        | 50,231    | 70,141.68    | .00          | -19,910.68 | 139.6% |
| 15810000       | 51040   | RETIREE HEALTH I  | 0         | 0        | 0         | .00          | .00          | .00        | .0%    |
| 15810000       | 51060   | LONG-TERM DISABI  | 81        | 0        | 81        | 76.80        | .00          | 4.20       | 94.8%  |
| 15810000       | 51065   | VISION/DENTAL IN  | 1,285     | 0        | 1,285     | 2,321.28     | .00          | -1,036.28  | 180.6% |
| 15810000       | 51070   | LIFE INSURANCE    | 841       | 0        | 841       | 873.34       | .00          | -32.34     | 103.8% |
| 15810000       | 51080   | UNEMPLOYMENT COM  | 0         | 0        | 0         | .00          | .00          | .00        | .0%    |
| 15810000       | 52010   | PROFESSIONAL FEE  | 0         | 0        | 0         | .00          | .00          | .00        | .0%    |
| 15810000       | 52030   | CONTRACTED SERVI  | 0         | 0        | 0         | .00          | .00          | .00        | .0%    |
| 15810000       | 53010   | ELECTRICITY       | 60,000    | 0        | 60,000    | 75,427.29    | .00          | -15,427.29 | 125.7% |
| 15810000       | 53020   | WATER/SEWER       | 3,876     | 0        | 3,876     | 2,744.50     | .00          | 1,131.50   | 70.8%  |
| 15810000       | 53040   | TELEPHONE/CELL P  | 2,300     | 0        | 2,300     | 2,409.75     | .00          | -109.75    | 104.8% |
| 15810000       | 53050   | HEATING FUEL      | 17,000    | 0        | 17,000    | 13,526.10    | .00          | 3,473.90   | 79.6%  |
| 15810000       | 54010   | R&M BLDGS & GROU  | 55,000    | 0        | 55,000    | 62,070.10    | .00          | -7,070.10  | 112.9% |
| 15810000       | 54030   | MAINTENANCE CONT  | 50,000    | 0        | 50,000    | 47,403.41    | .00          | 2,596.59   | 94.8%  |
| 15810000       | 54040   | R&M EQUIPMENT     | 2,000     | 0        | 2,000     | 1,634.00     | .00          | 366.00     | 81.7%  |
| 15810000       | 54060   | MARKETING         | 500       | 0        | 500       | .00          | .00          | 500.00     | .0%    |
| 15810000       | 54080   | LEASES EQUIPMENT  | 48,000    | 0        | 48,000    | 46,595.01    | .00          | 1,404.99   | 97.1%  |
| 15810000       | 54110   | SUPPLIES          | 37,400    | 0        | 37,400    | 33,798.20    | .00          | 3,601.80   | 90.4%  |
| 15810000       | 54110   | COVID SUPPLIES    | 0         | 0        | 0         | .00          | .00          | .00        | .0%    |
| 15810000       | 54140   | DATA PROC SUPPLI  | 0         | 0        | 0         | .00          | .00          | .00        | .0%    |
| 15810000       | 54170   | POSTAGE           | 450       | 0        | 450       | 450.00       | .00          | .00        | 100.0% |
| 15810000       | 54180   | HOUSEKEEPING SUP  | 16,000    | 0        | 16,000    | 9,724.75     | .00          | 6,275.25   | 60.8%  |
| 15810000       | 54190   | GAS,OIL,LUBRICAN  | 0         | 0        | 0         | .00          | .00          | .00        | .0%    |
| 15810000       | 54230   | LIBRARY MATERIAL  | 212,500   | 0        | 212,500   | 221,195.76   | .00          | -8,695.76  | 104.1% |
| 15810000       | 54250   | MAGAZINES/NEWSPA  | 0         | 0        | 0         | 237.60       | .00          | -237.60    | 100.0% |
| 15810000       | 54260   | AUDIO-VISUAL      | 0         | 0        | 0         | .00          | .00          | .00        | .0%    |
| 15810000       | 54270   | MEMBERSHIP DUES   | 200       | 0        | 200       | .00          | .00          | 200.00     | .0%    |
| 15810000       | 54300   | CONFERENCE/SEMIN  | 500       | 0        | 500       | .00          | .00          | 500.00     | .0%    |
| 15810000       | 54330   | TRAINING EXPENSE  | 500       | 0        | 500       | 526.25       | .00          | -26.25     | 105.3% |
| 15810000       | 54521   | TECHNOLOGY/SOFTW  | 36,000    | 0        | 36,000    | 36,782.69    | .00          | -782.69    | 102.2% |
| 15810000       | 54521   | COVID TECHNOLOGY/ | 0         | 0        | 0         | .00          | .00          | .00        | .0%    |
| 15810000       | 55090   | PROGRAMS-JUVENIL  | 1,200     | 0        | 1,200     | 1,180.58     | .00          | 19.42      | 98.4%  |
| 15810000       | 55095   | PROGRAMS-YOUNG A  | 1,200     | 0        | 1,200     | 1,205.71     | .00          | -5.71      | 100.5% |
| 15810000       | 55100   | PROGRAMS-ADULT    | 1,200     | 0        | 1,200     | 1,312.04     | .00          | -112.04    | 109.3% |
| 15810000       | 56020   | WORKER'S COMP     | 0         | 0        | 0         | .00          | .00          | .00        | .0%    |
| 15810000       | 59010   | EQUIPMENT         | 35,000    | 0        | 35,000    | 33,450.00    | .00          | 1,550.00   | 95.6%  |
| TOTAL LIBRARY  |         |                   | 1,694,415 | 0        | 1,694,415 | 1,658,603.12 | .00          | 35,811.88  | 97.9%  |
| TOTAL EXPENSES |         |                   | 1,694,415 | 0        | 1,694,415 | 1,658,603.12 | .00          | 35,811.88  |        |

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

|             | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| GRAND TOTAL | 1,694,415          | 0                    | 1,694,415         | 1,658,603.12 | .00          | 35,811.88           | 97.9%       |

\*\* END OF REPORT - Generated by Thu Van Hintz \*\*

## INVOICE LIST BY GL ACCOUNT

| YEAR/PERIOD: 2023/12 TO 2023/12 |    |      |                  |             |         |      |    |          |        |        |             |                           |
|---------------------------------|----|------|------------------|-------------|---------|------|----|----------|--------|--------|-------------|---------------------------|
| ACCOUNT/VENDOR                  |    |      | INVOICE          | PO          | YEAR/PR | TYP  | S  | PAYABLES |        | CHECK  | DESCRIPTION |                           |
| 22810000                        |    |      | LIBRARY DONATION |             |         |      |    |          |        |        |             |                           |
| 22810000 48040 FOL              |    |      | DONATIONS        |             |         |      |    |          |        |        |             |                           |
| 011840                          | US | BANK | 10/16/23         | SPOTIFY-LIB | 0       | 2023 | 12 | INV      | P      | 15.74  | 120823E     | 10092 FOL#2246/SPOTIFY-LI |
| 011840                          | US | BANK | 10/29/23         | AMZN1-LIB   | 0       | 2023 | 12 | INV      | P      | 250.29 | 120823E     | 10092 FOL#2338/PROG SUPPL |
| 011840                          | US | BANK | 11/1/23          | TARGET-LIB  | 0       | 2023 | 12 | INV      | P      | 40.00  | 120823E     | 10092 FOL#2230/PROG SUPPL |
| 011840                          | US | BANK | 11/13/23         | AMZN2-LIB   | 0       | 2023 | 12 | INV      | P      | 104.89 | 120823E     | 10092 FOL#2308/PROG SUPPL |
| 011840                          | US | BANK | 11/2/23          | TARGET-LIB  | 0       | 2023 | 12 | INV      | P      | 76.93  | 120823E     | 10092 FOL#2338/SNACKS-LIB |
| 011840                          | US | BANK | 11/5/23          | AMZN-LIB    | 0       | 2023 | 12 | INV      | P      | 14.99  | 120823E     | 10092 FOL#2308/AMZN PROG  |
|                                 |    |      |                  |             |         |      |    |          |        | 502.84 |             |                           |
| ACCOUNT TOTAL                   |    |      |                  |             |         |      |    |          |        | 502.84 |             |                           |
| ORG 22810000 TOTAL              |    |      |                  |             |         |      |    |          |        | 502.84 |             |                           |
| FUND 0200 LIBRARY DONATION FUND |    |      |                  |             |         |      |    |          | TOTAL: | 502.84 |             |                           |

\*\* END OF REPORT - Generated by Thu Van Hintz \*\*

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

| ACCOUNTS       | FOR:    |                   | ORIGINAL | TRANFRS/ | REVISED |            |              | AVAILABLE | PCT     |
|----------------|---------|-------------------|----------|----------|---------|------------|--------------|-----------|---------|
| 581            | LIBRARY |                   | APPROP   | ADJSTMTS | BUDGET  | YTD ACTUAL | ENCUMBRANCES | BUDGET    | USE/COL |
| 22810000       | 41020   | GRANTS-LOCAL      | 0        | 0        | 0       | -600.00    | .00          | 600.00    | 100.0%  |
| 22810000       | 48000   | MISC GENERAL REV  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 48040   | DONATIONS         | 0        | 0        | 0       | -6,607.52  | .00          | 6,607.52  | 100.0%  |
| 22810000       | 48040   | FOL DONATIONS     | 0        | 0        | 0       | -1,558.04  | .00          | 1,558.04  | 100.0%  |
| 22810000       | 48041   | SPONSORSHIPS      | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 52050   | GRANT PROJECTS    | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54010   | R&M BLDGS & GROU  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54040   | FOL R&M EQUIPMENT | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54060   | PRINTING/ADVERTI  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54110   | SUPPLIES          | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54110   | FOL SUPPLIES      | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54230   | BOOKS/PAMPHLETS   | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54230   | FOL BOOKS/PAMPHLE | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54250   | MAGAZINES/NEWSPA  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54260   | AUDIO-VISUAL      | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54300   | CONFERENCE/SEMIN  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 55090   | PROGRAMS-JUVENIL  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 55090   | FOL PROGRAMS-JUVE | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 55095   | FOL PROGRAMS-YOUN | 0        | 0        | 0       | 13.64      | .00          | -13.64    | 100.0%* |
| 22810000       | 55100   | PROGRAMS-ADULT    | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 55100   | FOL PROGRAMS-ADUL | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 59010   | EQUIPMENT         | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 59010   | FOL EQUIPMENT     | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| TOTAL LIBRARY  |         |                   | 0        | 0        | 0       | -8,751.92  | .00          | 8,751.92  | 100.0%  |
| TOTAL REVENUES |         |                   | 0        | 0        | 0       | -8,765.56  | .00          | 8,765.56  |         |
| TOTAL EXPENSES |         |                   | 0        | 0        | 0       | 13.64      | .00          | -13.64    |         |

YEAR-TO-DATE BUDGET REPORT

| FOR 2023 12                                      |                    |                      |                   |            |              |                     |                |
|--------------------------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
|                                                  | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
| GRAND TOTAL                                      | 0                  | 0                    | 0                 | -8,751.92  | .00          | 8,751.92            | 100.0%         |
| ** END OF REPORT - Generated by Thu Van Hintz ** |                    |                      |                   |            |              |                     |                |

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

| ACCOUNTS       | FOR:    |                   | ORIGINAL | TRANFRS/ | REVISED |            |              | AVAILABLE | PCT     |
|----------------|---------|-------------------|----------|----------|---------|------------|--------------|-----------|---------|
| 581            | LIBRARY |                   | APPROP   | ADJSTMTS | BUDGET  | YTD ACTUAL | ENCUMBRANCES | BUDGET    | USE/COL |
| 22810000       | 41020   | GRANTS-LOCAL      | 0        | 0        | 0       | -600.00    | .00          | 600.00    | 100.0%  |
| 22810000       | 48000   | MISC GENERAL REV  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 48040   | DONATIONS         | 0        | 0        | 0       | -6,487.52  | .00          | 6,487.52  | 100.0%  |
| 22810000       | 48040   | FOL DONATIONS     | 0        | 0        | 0       | -2,060.88  | .00          | 2,060.88  | 100.0%  |
| 22810000       | 48041   | SPONSORSHIPS      | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 52050   | GRANT PROJECTS    | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54010   | R&M BLDGS & GROU  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54040   | FOL R&M EQUIPMENT | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54060   | PRINTING/ADVERTI  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54110   | SUPPLIES          | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54110   | FOL SUPPLIES      | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54230   | BOOKS/PAMPHLETS   | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54230   | FOL BOOKS/PAMPHLE | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54250   | MAGAZINES/NEWSPA  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54260   | AUDIO-VISUAL      | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 54300   | CONFERENCE/SEMIN  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 55090   | PROGRAMS-JUVENIL  | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 55090   | FOL PROGRAMS-JUVE | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 55095   | FOL PROGRAMS-YOUN | 0        | 0        | 0       | 13.64      | .00          | -13.64    | 100.0%* |
| 22810000       | 55100   | PROGRAMS-ADULT    | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 55100   | FOL PROGRAMS-ADUL | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 59010   | EQUIPMENT         | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| 22810000       | 59010   | FOL EQUIPMENT     | 0        | 0        | 0       | .00        | .00          | .00       | .0%     |
| TOTAL LIBRARY  |         |                   | 0        | 0        | 0       | -9,134.76  | .00          | 9,134.76  | 100.0%  |
| TOTAL REVENUES |         |                   | 0        | 0        | 0       | -9,148.40  | .00          | 9,148.40  |         |
| TOTAL EXPENSES |         |                   | 0        | 0        | 0       | 13.64      | .00          | -13.64    |         |

YEAR-TO-DATE BUDGET REPORT

| FOR 2023 13                                      |                    |                      |                   |            |              |                     |                |
|--------------------------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
|                                                  | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
| GRAND TOTAL                                      | 0                  | 0                    | 0                 | -9,134.76  | .00          | 9,134.76            | 100.0%         |
| ** END OF REPORT - Generated by Thu Van Hintz ** |                    |                      |                   |            |              |                     |                |

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

| ACCOUNTS FOR:<br>000 UNDESIGNATED | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|-----------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
| 01010400 44110 LIBRARY FINES      | -29,500            | 0                    | -29,500           | -20,770.64 | .00          | -8,729.36           | 70.4%*         |
| 01010400 44111 LIBRARY-COPIES     | -7,500             | 0                    | -7,500            | -6,320.77  | .00          | -1,179.23           | 84.3%*         |
| 01010400 44112 LIBRARY-OTHER SY   | -24,369            | 0                    | -24,369           | -28,894.54 | .00          | 4,525.54            | 118.6%         |
| 01010400 44113 LIBRARY GRANTS/D   | -5,200             | 0                    | -5,200            | .00        | .00          | -5,200.00           | .0%*           |
| TOTAL UNDESIGNATED                | -66,569            | 0                    | -66,569           | -55,985.95 | .00          | -10,583.05          | 84.1%          |
| TOTAL REVENUES                    | -66,569            | 0                    | -66,569           | -55,985.95 | .00          | -10,583.05          |                |

YEAR-TO-DATE BUDGET REPORT

| FOR 2023 11                                      |                    |                      |                   |            |              |                     |                |
|--------------------------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
|                                                  | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
| GRAND TOTAL                                      | -66,569            | 0                    | -66,569           | -55,985.95 | .00          | -10,583.05          | 84.1%          |
| ** END OF REPORT - Generated by Thu Van Hintz ** |                    |                      |                   |            |              |                     |                |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2023 12                       |                    |                      |                   |            |              |                     |                |  |
|-----------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|--|
| ACCOUNTS FOR:<br>000 UNDESIGNATED | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |  |
| 01010400 44110 LIBRARY FINES      | -29,500            | 0                    | -29,500           | -22,531.91 | .00          | -6,968.09           | 76.4%*         |  |
| 01010400 44111 LIBRARY-COPIES     | -7,500             | 0                    | -7,500            | -6,655.53  | .00          | -844.47             | 88.7%*         |  |
| 01010400 44112 LIBRARY-OTHER SY   | -24,369            | 0                    | -24,369           | -28,894.54 | .00          | 4,525.54            | 118.6%         |  |
| 01010400 44113 LIBRARY GRANTS/D   | -5,200             | 0                    | -5,200            | .00        | .00          | -5,200.00           | .0%*           |  |
| TOTAL UNDESIGNATED                | -66,569            | 0                    | -66,569           | -58,081.98 | .00          | -8,487.02           | 87.3%          |  |
| TOTAL REVENUES                    | -66,569            | 0                    | -66,569           | -58,081.98 | .00          | -8,487.02           |                |  |

## YEAR-TO-DATE BUDGET REPORT

| FOR 2023 12                                      |                    |                      |                   |            |              |                     |                |
|--------------------------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
|                                                  | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
| GRAND TOTAL                                      | -66,569            | 0                    | -66,569           | -58,081.98 | .00          | -8,487.02           | 87.3%          |
| ** END OF REPORT - Generated by Thu Van Hintz ** |                    |                      |                   |            |              |                     |                |

| YEAR-TO-DATE THROUGH DEC 31, 2023 |       |                            |                |              |                  |        |
|-----------------------------------|-------|----------------------------|----------------|--------------|------------------|--------|
| ORG                               | OBJ   | ACCOUNT DESCRIPTION        | REVISED BUDGET | YTD EXPENDED | AVAILABLE BUDGET | % USED |
| 15810000                          | 50010 | SALARY-FULL TIME           | 476,209        | 479,262.77   | -3,054           | 100.60 |
| 15810000                          | 50020 | SALARY-PART TIME           | 468,572        | 404,858.62   | 63,713           | 86.40  |
| 15810000                          | 51010 | RETIREMENT                 | 43,985         | 42,738.31    | 1,247            | 97.20  |
| 15810000                          | 51020 | FICA                       | 72,385         | 66,656.58    | 5,728            | 92.10  |
| 15810000                          | 51030 | HEALTH INSURANCE           | 50,231         | 70,141.68    | -19,911          | 139.60 |
| 15810000                          | 51060 | LONG-TERM DISABILITY       | 81             | 76.80        | 4                | 94.80  |
| 15810000                          | 51065 | VISION/DENTAL INSURANCE    | 1,285          | 2,321.28     | -1,036           | 180.60 |
| 15810000                          | 51070 | LIFE INSURANCE             | 841            | 873.34       | -32              | 103.80 |
| 15810000                          | 53010 | ELECTRICITY                | 60,000         | 75,427.29    | -15,427          | 125.70 |
| 15810000                          | 53020 | WATER/SEWER                | 3,876          | 2,744.50     | 1,132            | 70.80  |
| 15810000                          | 53040 | TELEPHONE/CELL PHONE       | 2,300          | 2,409.75     | -110             | 104.80 |
| 15810000                          | 53050 | HEATING FUEL               | 17,000         | 13,526.10    | 3,474            | 79.60  |
| 15810000                          | 54010 | R&M BLDGS & GROUNDS        | 55,000         | 62,070.10    | -7,070           | 112.90 |
| 15810000                          | 54030 | MAINTENANCE CONTRACT       | 50,000         | 47,403.41    | 2,597            | 94.80  |
| 15810000                          | 54040 | R&M EQUIPMENT              | 2,000          | 1,634.00     | 366              | 81.70  |
| 15810000                          | 54060 | MARKETING                  | 500            | 0.00         | 500              | 0.00   |
| 15810000                          | 54080 | LEASES EQUIPMENT           | 48,000         | 46,595.01    | 1,405            | 97.10  |
| 15810000                          | 54110 | SUPPLIES                   | 37,400         | 33,798.20    | 3,602            | 90.40  |
| 15810000                          | 54170 | POSTAGE                    | 450            | 450.00       | 0                | 100.00 |
| 15810000                          | 54180 | HOUSEKEEPING SUPPLY        | 16,000         | 9,724.75     | 6,275            | 60.80  |
| 15810000                          | 54230 | LIBRARY MATERIALS          | 212,500        | 221,195.76   | -8,696           | 104.10 |
| 15810000                          | 54250 | MAGAZINES/NEWSPAPERS       | 0              | 237.60       | -238             | 100.00 |
| 15810000                          | 54270 | MEMBERSHIP DUES            | 200            | 0.00         | 200              | 0.00   |
| 15810000                          | 54300 | CONFERENCE/SEMINAR/MEETING | 500            | 0.00         | 500              | 0.00   |
| 15810000                          | 54330 | TRAINING EXPENSES          | 500            | 526.25       | -26              | 105.30 |
| 15810000                          | 54521 | TECHNOLOGY/SOFTWARE        | 36,000         | 36,782.69    | -783             | 102.20 |
| 15810000                          | 55090 | PROGRAMS-JUVENILE          | 1,200          | 1,180.58     | 19               | 98.40  |
| 15810000                          | 55095 | PROGRAMS-YOUNG ADULT       | 1,200          | 1,205.71     | -6               | 100.50 |
| 15810000                          | 55100 | PROGRAMS-ADULT             | 1,200          | 1,312.04     | -112             | 109.30 |
| 15810000                          | 59010 | EQUIPMENT                  | 35,000         | 33,450.00    | 1,550            | 95.60  |
|                                   |       | Grand Total                | 1,694,415      | 1,658,603.12 | 35,812           | 97.90  |



## Director Report January 2024

As I begin the process of collecting numbers for the Library's Annual Report for 2023, it's interesting to see the developments over the last year. There are impressive increases in library circulation, visits to the library, and new outreach and program opportunities. We focused on key areas of the Library's infrastructure and building needs to ensure we have a safe place for visitors to gather and spent time training as a staff to be our best when serving the community.

- Material **check-outs** increased by close to 7%, and patron **visits** reached levels of pre-pandemic traffic.
- Library staff began & developed **new collections**, like the seed library, vinyl record collection, memory kits, puzzles and the Library of Things collection, more than doubled. We launched **new experience passes** with Discovery World and the DNR's State Parks as institutions library card holders may visit for free.
- **New programs**, like the Library Lover's Discount Card Program and Kindermarket reached new audiences and we found success with regular favorites like Oktoberfest's Root Bier Garden and the Halloween party.
- We worked with City of New Berlin **partners**, including the New Berlin Historical Society to promote New Berlin and the Library with a "History Walk" at ProHealth Care Park, along with multiple programs with the School District of New Berlin, Recreation Department, and local businesses and agencies.
- Without the support of the **Friends of New Berlin Library**, we would not be able to serve the community as we do. We are thankful to have worked together with the Library's FOL on many projects in 2023, including the First Annual **Student Scholarship**.

### Infrastructure and Facility Improvements

- Completed repair projects in two areas of the Library's roof.
- Added EXIT and emergency signage throughout the building.
- Added new audiovisual equipment to the Community Room, Heritage Room, Study Room E, and administrative offices.
- Added a new sliding office door, and lighting features the Youth Services Department and Teen Study Area.
- Added a new charging station to the Teen Study Area.
- Painted 2<sup>nd</sup> Floor Study Rooms, and the Computer Lab.
- Added a new camera system and software, more than doubling the amount of cameras throughout the 1<sup>st</sup> and 2<sup>nd</sup> floor.
- Implemented a redesign and launch of the Library's website and calendar reservation system.
- Re-floored the Library lobby and atrium with new tile.
- Added a new water fountain with bottle filler features.

This is just a sampling of what we've done in 2023! We can look to these numbers and improvements to quantify a successful year and confirm we are on the right track in offering library services to meet the needs of the community. We also look **beyond** numbers at growth through relationship building, individual discussions we've shared, conversations and laughs we've had at events and meetings with our patrons, co-workers, volunteers, and vendors! We couldn't even begin to count those positive and rewarding interactions that made 2023 so wonderful!

With thanks to everyone we work with and serve through the Library,  
Natalie Beacom  
Library Director





## Library Code of Conduct Policy

*The New Berlin Library Board of Trustees, along with the Library's staff, is committed to providing a safe, welcoming, and pleasant environment for all patrons. To ensure this environment, the Library Board has adopted the following Code of Conduct Policy. Disruptive and inappropriate behaviors which diminish the safe, welcoming and pleasant environment of the Library will not be tolerated. Disruptive or inappropriate behaviors include, but are not limited, to those defined in the following sections.*

Library patrons may not engage in behavior and/or take any action on library property which violates any federal and/or state laws, or City of New Berlin statutes, codes, or ordinances.

**In addition, the following expectations will be enforced:**

- 1. Compliance with current public health recommendations** and building restrictions as established by government entities with jurisdiction.
- 2. Respectful use of library equipment and spaces:**
  - (a) seating areas and study rooms are limited to the expected use and/or posted capacity.
  - (b) library furniture or equipment may not be relocated without permission of library staff.
  - (c) entering a designated staff-only space is only permitted with permission of library staff.
  - (d) covered, non-alcoholic beverages are allowed, but not while using public computer stations. Eating is only permitted in the library's front lobby area, and clean-up of refuse is required. Deliveries of food are not permitted.
  - (e) public access computers will be monitored by library staff to ensure proper use. (Inappropriate, illegal or unacceptable use of the library's computers, network and wireless network could result in temporary loss of computer and/or permanent loss of library privileges.)
- 3. Appropriate public conduct—the following behaviors will not be tolerated:**
  - (a) harassment of library staff, volunteers, and patrons, including staring, leering, stalking, following, engaging in verbal and/or physical attacks, or repeated unsolicited engagement not involving library business.
  - (b) disorderly conduct, including loud, boisterous behavior, running, or fighting.
  - (c) being under the influence or having possession of alcohol or illegal substances.
  - (d) smoking or using chewing tobacco or electronic smoking devices inside the library or within 50 feet of the building.
  - (e) prolonged or chronic sleeping.
  - (f) extended loitering.
  - (g) engaging in loud or disruptive conversations, making continuous noise, or using personal electronic equipment (including cell phones) at a disturbing volume.
  - (h) viewing explicit or pornographic materials or websites on any device in the library.

- (i) shaving, bathing, or laundering clothes in public restrooms, or visiting the library when personal hygiene materially disrupts others from using the library's facilities, collections or services.
- (j) damaging, defacing, or misusing library materials, equipment, or facilities.

**4. Patrons' rights to uninterrupted access at the library:**

- (a) selling, soliciting, surveying, distributing printed materials, panhandling, canvassing, or protesting for any political, charitable, commercial or religious purposes inside the library building or in a way that hinders clear, safe and uninterrupted access to the library is not allowed.
- (b) electioneering prohibitions, in accordance with state law, including campaign materials, signs, banners, and literature within 100 yards of any public entrance to the building when the library operates as a polling station will be enforced.

**5. Parents' or guardians' responsibility and ADA compliance:**

- (a) the welfare, conduct, whereabouts, selection of reading materials, and supervision of children while on library premises is the obligation of parents or guardians.
- (b) designated service animals may accompany patrons in the library.

**Violations of the Code of Conduct Policy or participating in any activity that may bring harm to other individuals, may result in the temporary removal or the permanent expulsion of the patron from the library and/or the use of library services. The library's step process for those not following behavior expectations as defined in the Code of Conduct Policy is as follows:**

- 1) Patrons exhibiting disruptive behavior will be given a warning and a copy of the Library's Code of Conduct Policy.
- 2) If the behavior continues, a second warning, detailing the specific section, will be issued. An explanation of the next steps will be shared at this time.
- 3) A third warning means the patron will be asked to leave the library for the remainder of the day. The Code of Conduct Incident Report (Appendix A) will be completed by the staff and Library Director and shared with Library management staff and teams.
- 4) Recurring incidents may result in a temporary expulsion from the library and/or services for a period of time from one month to one year. Extreme incidents may result in the involvement of law enforcement and/or may result in a permanent expulsion from the library and/or library services. Code of Conduct violations will be reviewed and expulsion determined at the discretion of the Library Director. The patron will be notified of temporary or permanent expulsion in writing (Appendix A) The patron may appeal the decision in writing with the Library Board (Appendix B).

- 5) Should an expulsion be appealed to the Library Board, review of the violation of the Library Code of Conduct as reported in Appendix A and appealed in Appendix B will be reviewed at the next regularly scheduled Library Board meeting. The Library Board may reinstate or uphold the recommendation of the Library Director. The Board's decision in appeal matters is final.
- 6) At any step, if the behavior is offensive or severe, subsequent action may be taken immediately by library staff, in accordance with applicable laws and/or library policies.

## Appendix A: Code of Conduct Incident Report

**Patron Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Library Card Number: \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone or Email:** \_\_\_\_\_

**Description of Incident:** *(Please include narrative of events including dates, specific behavior and Code of Conduct violations.)*

[illegible]

Name of staff member completing form: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments:** (For Library Director only): \_\_\_\_\_

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**Revocation of Library Services:**    No    Yes

**Terms of Revocation:**

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**Dates of Revocation:** \_\_\_\_\_

**Library Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix B: Notice of Code of Conduct Violation and Library Expulsion

A Library Code of Conduct violation was reported on the following date: \_\_\_\_\_.  
Please review the attached, **Appendix A: Code of Conduct Violation Report** for details and determination by the Library Director for expulsion from the Library and/or Library Services.

Should you wish to appeal this action, please fill out the form below and mail to: **New Berlin Public Library, 15105 Library Lane, New Berlin, WI 53151**, Attn: Library Director. Upon receipt of this appeal form, the matter will be scheduled for a hearing before the Library Board regarding the merits of the appeal at the next regularly scheduled meeting from the date of receipt. Reasonable notice of the date and time of the hearing will be provided, and you will have the right to be heard and present evidence in support of your appeal. Meetings of the Library Board are required to be conducted in open session and are accessible to the public. The Library Board's decision is final.

**APPELLANT INFORMATION:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Library Card Number:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone or Email:** \_\_\_\_\_

**Reason revocation should be reinstated:**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_