



Agenda
Library Board of Trustees Meeting
Monday, December 11, 2023 at 5:00 PM
City Hall Council Chambers, 100 E Fountain St,
Dodgeville, WI

MEETING DULY POSTED

I. AGENDA & MINUTES APPROVAL

- [1.](#) November 13, 2023 Meeting Minutes

II. PUBLIC COMMENT

III. OLD BUSINESS

- [2.](#) 2024 Budget Finalization

IV. NEW BUSINESS

- [3.](#) 2024 Library Board Meeting Schedule
- [4.](#) 2024 Library Closing for Holidays, Staff Meetings, and Staff Trainings
5. Request to Extend 2023 Vacation Hours Into 2024
- [6.](#) Position Description Updates:

Library Shelver

Library Clerk

Library Assistant--Circulation

Library Assistant--Local History

Associate Librarian--Circulation Services

7. 2024 Director Goals

V. DIRECTOR'S REPORT

- [8.](#) November 2023 Director's Report

VI. TREASURER'S REPORT

9. Approve November 2023 Bills

- [10.](#) November 2023 Financials

Expense and Revenue Report

Transactions by Account

VII. CONCERNS AND COMMENTS OF THE BOARD

VIII. UPCOMING MEETINGS

IX. CLOSED SESSION PER WISCONSIN §19.85(1)(c)

11. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility:
2024 Library Staff Compensation

X. RETURN TO OPEN SESSION

XI. ANY ACTION TAKEN FROM CLOSED SESSION

XII. ADJOURN

12. Motion to Adjourn

Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, that requires the meeting or material at the meeting to be in an accessible location or format, must contact the City Clerk at the address listed above or call 930-5228, prior to the meeting so that any necessary arrangements can be made to accommodate each request.

DODGEVILLE LIBRARY BOARD OF TRUSTEES MEETING

Monday, November 13, 2023

The Dodgeville Public Library Board of Trustees met Monday, November 13, 2023 in person.

Present: Vanderloo, Howard, Spady, Wepking, Ponsler, Murphy, Noel, McSherry

Absent: Solberg

Vanderloo called the meeting to order at 5:00 p.m. and there being no objections declared the meeting duly posted. The agenda for this meeting was declared approved and the October 9, 2023 minutes were approved with no objections.

Public Comment: None

Old Business:

- A. Library Closing Policy Review and Possible Updates: Angela discussed the closing policy. She sent a copy of the draft to Laurie and Mayor Todd, and she will also consult with the staff and the Library Board regarding closures. We discussed posting the inclement weather portion of the closing policy on Facebook and the Library website for patrons. Motion by Ponsler to approve the Library Closing Policy and the discussed amendments. Second by Howard. All in favor. Motion passed.
- B. Appointment of Committee to Work on Local History Mission: Vanderloo discussed meeting with the Iowa County Historical Society regarding removal of any local history items. Also discussed the need of a committee for the local history mission statement. Mary Wepking and Jody Vanderloo volunteered to be on the committee. Ideally the committee would need one more person.
- C. 2023 Community Survey Results: A total of 107 individuals responded to the survey. Once a month was the most common visit with 1-2 times a week a close second. The most important service to patrons was the collection with the helpfulness of staff coming in second. If services could be added, the top priorities were additional programs for children and adults, and extended hours. The best way to communicate about upcoming events, new materials, and services was through social media. The board discussed using ad money to boost posts on Facebook as a means to share with more people. We also discussed adding tables for toys, a rug, and other various items for a children's play area. Storytime on a Saturday was also discussed. Angela will talk with Laurie about sharing this information from the survey with the city council and Mayor Todd.

Director's Report: Circulation numbers were up for October. Visits were up, we added more items to the collection, more cards were added, and technology use was also up. Angela attended a number of meetings in October, and also presented to the Kiwanis with Carol G. Between January 1 and October 31, 2023, Dodgeville patrons have borrowed 7,748 items from Overdrive/Libby. We are currently the library with the second highest usage in SWLS, with Platteville leading. Angela is still working through the staff evaluations. A reminder about the library being closed Thursday, November 23 and Friday November 24 for Thanksgiving. Also, the library will be closed Friday, December 22, Saturday December 23 and Monday December 25 for Christmas. The Board approved the Saturday closure earlier in 2023. The library will be closed Friday, December 29, Saturday, December 30, and Monday, January 1 for New Years. The Board also approved the Saturday closure earlier in 2023. Motion by Howard and second by Ponsler to accept and approve the Director's Report. All in favor. Motion passed.

Financial Report and Acceptance of Monthly Bills: Motion by Ponsler to accept and pay the monthly bills and accept the City of Dodgeville Financial Reports. Second by Wepking. All in favor. Motion passed.

Concerns and Comments of the Board: Nancy Howard gave an update on the balance of the Foundation investments accounts. All together \$1,311,676.45. Discussed some options with the Marine Credit Union Account. The current balance of the Marine Account is about \$16,000.

Future Agenda Items: Marine Credit Union Account, library staff position descriptions, 2024 Budget finalization, 2024 Closings and Board Meeting Schedule.

Next Regular Meeting: Monday, December 11, 2023 at 5:00 p.m.

Closed Session Per Wisconsin §19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility: Director Goals for 2024

Motion by Ponsler to go into closed session at 6:15 p.m. Second by Howard. Roll Call: Vanderloo, Howard, McSherry, Spady, Wepking, Ponsler. All in favor. Motion passes.

Return to Open Session: Motion by Howard to return to open session at 7:02 p.m. Second by Spady. All in favor. Motion passed. No action taken from closed session.

Adjourn: Motion by Howard and second by Ponsler to adjourn the meeting. All in favor. Motion passed. The meeting was adjourned at 7:03 p.m.

Respectfully submitted by Kari McSherry.

Dodgeville Public Library 2024 Operating Budget

REVENUE					
	2022 Actual	2023 Budget	2023 8 Month Actual	2024 Proposed	Change from 2023
Property Taxes	333,620	365,751		416,939	51,188
Grants	0	0	1,350	0	0
Fines	361	0	220	0	0
Charges for Services	2,461	2,000	1,274	2,000	0
County Aid	96,489	104,034	104,034	111,551	7,517
Reimbursement	217	600	3	0	-600
Temporary Investment Interest	37	0	0	0	0
Donations	704	0	2,135	0	0
TOTAL	\$433,889	\$472,385	\$109,016	\$530,490	\$58,105
EXPENSES					
Operating Expenses Total	20,784				
Building Maintenance		2,800	446	2,000	- 800
Copier Costs		4,000	2,584	3,875	-125
Custodial Supplies		450	13	100	-350
Electric/Gas		4,000	2,431	4,500	500
Equipment		3,000	1,221	3,000	0
Advertising		550	120	300	-250
Office Supplies		4,000	2,086	3,500	-500
TEACH (Internet)		1,200	600	1,200	0
Telephone		1,200	1,130	1,740	540
Water/Sewer		900	589	1,500	600
Training & Education		2,000	1,471	3,000	1,000
Programming		3,000	3,448	5,000	2,000
Outreach		1,500	642	1,000	-500
Postage		200	179	400	200
Misc.		0	0	0	0
Wages	280,193	274,450	171,267	322,511	48,061
Social Security/Medicare	19,526	20,994	12,267	24,673	3,679
Retirement	11,280	14,175	9,252	15,634	1,459
Health Insurance	48,639	49,848	33,231	54,679	4,831
Dental Insurance	3,949	3,911	2,726	4,028	117
Vision Care	375	1,500	0	1,500	0
Life Insurance	423	450	302	500	50
Aflac Insurance	1,583	2,000	1,000	2,000	0
Professional Services	14,925				
NetSW		13,792	13,792	13,266	-526
Technology Services		2,196	2,196	2,224	28
WiLS		199	199	199	0
WISCAT		200	0	200	0
Miscellaneous		0	0	0	0
Collection	39,243				
Books and Materials		30,000	13,697	31,500	1,500
Visual		2,000	751	1,500	-500
Audio		4,000	1,485	3,500	-500
Interactive		800	173	800	0
Periodicals		2,000	1,787	2,000	0
Newspapers		1,000	309	1,200	200
eMaterials		3,970	3,970	4,161	191
Databases		2,000	2,000	2,000	0

	2022 Actual	2023 Budget	2023 8 Month Actual	2024 Proposed	Change from 2023
Annex	8,858				
Utilities		4,000	1,931	3,300	-700
Rent		7,800	5,200	7,800	0
Maintenance		500	10	200	-300
Internet		900	0	0	-900
Supplies		600	0	0	-600
Miscellaneous		0	0	0	0
Education	959	See Operating Expenses	See Operating Expenses	See Operating Expenses	See Operating Expenses
Programming	1,493	See Operating Expenses	See Operating Expenses	See Operating Expenses	See Operating Expenses
Grants—Expenses	0	0	0	0	0
Outreach—Expenses	772	See Operating Expenses	See Operating Expenses	See Operating Expenses	See Operating Expenses
Tech & Equipment Outlay	1,364	See Operating Expenses	See Operating Expenses	See Operating Expenses	See Operating Expenses
Total	\$453,992	\$472,085	\$293,652	\$530,490	\$57,955

PROPOSED 2024 COLLECTIONS BUDGET BREAKDOWN

The following are the proposed budgets for various collection development areas in the Library. While staff will work to ensure that the total budget of \$46,661 is the maximum amount of funding spent on the collection, some money may move between categories based on collection development needs and patron purchasing requests.

The Children’s budget is increasing by \$1,250. The Teen budget will stay flat. The Adult collection budget will see an increase of \$250. General collection items will see a reduction of \$609, based on changes in vendors.

Children’s	
Books and Materials	\$11,000
Audio Materials	1,750
Visual Materials	750
Interactive (Launchpads or other kits)	<u>\$800</u>
Subtotal	\$14,300
Teen	
Books and Materials	<u>\$1,500</u>
Subtotal	\$1,500
Adult	
Books and Materials	\$19,000
Visual	750
Audio**	<u>1,750</u>
	\$21,500
General	
Periodicals*	\$2,000
Newspapers	1,200
eMaterials*	4,161
Databases*	<u>2,000</u>
Subtotal	\$9,361
GRAND TOTAL	\$46,661

*While these items fall under the Adult Collection in the budget, they will contain materials or subscriptions that are inclusive of all ages.

**Audio purchases in the Adult collection may include some titles for Teens.

Proposed 2024 Library Board Meeting Dates

All meetings will start at 5:00 p.m. unless otherwise mentioned.

- Monday, January 8
- Monday, February 12
- Monday, March 13
- Monday, April 8
- Monday, May 13
- Monday, June 10
- Monday, July 8
- Monday, August 19 *(one week late due to 2024 partisan primary on August 13)*
- Monday, September 9
- Monday, October 14
- Monday, November 11
- Monday, December 9

DRAFT

Proposed 2024 Closures for Holidays and Staff Meetings/Trainings

Monday, January 1 – New Year’s Day – **CLOSED ALL DAY** (City of Dodgeville Holiday)

Friday, February 2 – Staff Meeting – Library closed from 9:00 a.m. – 12:00 p.m., open from 12:00 – 6:00 p.m.

Friday, May 4 – Staff Meeting – Library closed from 9:00 a.m. – 12:00 p.m., open from 12:00 – 6:00 p.m.

Monday, May 27 – Memorial Day – **CLOSED ALL DAY** (City of Dodgeville Holiday)

Thursday, July 4 – Independence Day – **CLOSED ALL DAY** (City of Dodgeville Holiday)

Friday, August 2 – Annual All-Staff Training – **CLOSED ALL DAY**

Monday, September 2 – Labor Day – **CLOSED ALL DAY** (City of Dodgeville Holiday)

TBD: SWAL Annual Conference (Typically in Fall) – **CLOSED ALL DAY**

Thursday, November 28 – Thanksgiving – **CLOSED ALL DAY** (City of Dodgeville Holiday)

Friday, November 29 – Friday following Thanksgiving – **CLOSED ALL DAY** (City of Dodgeville Holiday)

Tuesday, December 24 – Christmas Eve – **CLOSED ALL DAY** (City of Dodgeville Holiday)

Wednesday, December 25 – Christmas – **CLOSED ALL DAY** (City of Dodgeville Holiday)

Tuesday, December 31 – New Year’s Eve – **CLOSED ALL DAY** (City of Dodgeville Holiday)

**DODGEVILLE PUBLIC LIBRARY
DRAFT LIBRARY SHELVING
POSITION DESCRIPTION**

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

GENERAL PURPOSE: The library shelver position performs clerical work and may assist in basic circulation tasks. This position is accountable to all applicable Library and City of Dodgeville policies and procedures.

LINES OF SUPERVISION: This position is supervised by the Library Director. This position may take direction from the Assistant Director, Youth Services Librarian, Circulation Supervisor, or other designated staff in charge.

POSITION CLASSIFICATION: Non-exempt (hourly)

EXAMPLES OF WORK PERFORMED:

1. Performs alpha-numeric sorting and filing.
2. Shelf reads and straightens materials on shelves or in the collection while shelving and in other assigned areas.
3. Empties book drop.
4. Retrieves items to fill holds.
5. Cleans materials, including books, DVDs, and CDs, as assigned.
6. Assists patrons in finding materials.
7. Maintains confidentiality of patrons and coworkers.
8. Answers phone calls.
9. Assists with basic circulation tasks as need arises.
10. Under supervision, may assist with materials processing.
11. Under supervision, may assist with programming
12. Under supervision, may assist with collection development
13. Under supervision, may assist with other special projects.
14. Performs light housekeeping.
15. Performs other related work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to understand and perform routine library procedures.
2. Basic computer skills including using a mouse and keyboard, email, and Internet browsers.
3. Ability to operate office equipment such as photocopiers and printers including scanning and faxing.
4. Ability to communicate effectively with staff and patrons.
5. Ability to sort efficiently in alphabetic and numeric order, particularly with regard to decimal numbers.
6. Ability to follow directions and ask questions.
7. Ability to perform moderately heavy physical work.
8. Positive attitude.
9. Ability to maintain staff and patron confidentiality.
10. Ability to learn new technology and effectively use it to perform assigned duties.
11. Ability to work independently, organize and prioritize work.

12. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
13. Keyboarding and filing ability.
14. Willingness to maintain skills through active participation in appropriate continuing education activities.
15. Working knowledge of English grammar and spelling.
16. Working knowledge of library methods and procedures.

TOOLS AND EQUIPMENT USED

1. Computer equipment, including keyboard, mouse, USB drives, printers, and scanners.
2. Computer software, including basics of integrated library system.
3. Multi-function printer(s) including scanning, faxing, and copying.
4. Barcode scanners.
5. Processing and mending tools.
6. Book trucks for transporting materials.
7. Disc cleaning machines.
8. New technology as it emerges.

EXPERIENCE AND QUALIFICATIONS

1. At least a sophomore in High School.
2. Previous experience in a service role is a plus.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Ability to work in small spaces.
2. Ability to bend, twist, and reach.
3. Far vision at 20 feet or further; near vision at 20 inches or less with corrective lenses as needed.
4. Finger work: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up, grasping, and shelving materials.
6. Lifting and carrying: 40 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
9. Talking and hearing; use of telephone and ability to hear standard conversation.

MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor and/or staff-in-charge, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without aid of a calculator.
7. Reading ability: effectively read and understand information contained in memos, procedures manuals, emails, reports, etc.
8. Time management: set priorities in order to complete daily tasks and meet special assignment deadlines.
9. Ability to work with interruptions.

ENVIRONMENTAL/WORKING CONDITIONS

- 1. Flexible work hours; with some evening and weekend hours.
- 2. Mainly indoor work environment with occasional outdoor work to support library programming needs.
- 3. Exposure to dust.
- 4. Potential for exposure to mold, mildew, or other potential allergens.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check. Job-related tests may be required.

DRAFT

**DODGEVILLE PUBLIC LIBRARY
DRAFT LIBRARY ASSISTANT – CIRCULATION
POSITION DESCRIPTION**

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

GENERAL PURPOSE: The library assistant position performs clerical work, circulation tasks, and assists with reader's advisory, reference, and technology support requests. This position is accountable to all applicable Library and City of Dodgeville policies and procedures.

LINES OF SUPERVISION: This position is supervised by the Library Director. This position may act as staff-in-charge and may oversee staff at times, but does not directly supervise other staff.

POSITION CLASSIFICATION: Non-exempt (hourly)

EXAMPLES OF WORK PERFORMED:

1. Performs circulation desk procedures such as checking materials in and out, creating library cards, collecting fees, placing patron holds, searching for library materials, resolving lost items, pulling reserves, answering phone calls, etc.
2. Provides customer service to library patrons of all ages within policies and guidelines.
3. Enforces policies as written by the library board.
4. Assists patrons looking for unbiased materials and database recommendations.
5. Assists patrons with unbiased reference services.
6. Assists patrons with technology support including computers, self-check kiosks, printers, tablets, smartphones, and other common devices.
7. Maintains confidentiality of patrons and coworkers.
8. Reviews items for condition and flags items for mending and removal.
9. Performs alpha-numeric sorting and filing.
10. Answers phone calls.
11. Accurately collects payment for usage fees (copies, faxing, lost items, etc.).
12. Assists with library programs and displays.
13. Under supervision, assists with materials processing.
14. Assists with shelf reading and straightening shelves as designated.
15. Assists with emptying book drop.
16. Performs light housekeeping.
17. Performs other related work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to understand and perform routine library procedures.
2. Basic computer skills including using a mouse and keyboard, Microsoft Office, Internet browsers, USB drives, and scanners.
3. Ability to operate office equipment such as photocopiers and printers including scanning and faxing.
4. Ability to communicate effectively with staff and patrons.
5. Ability to sort efficiently in alphabetic and numeric order, particularly with regard to decimal numbers.
6. Ability to follow directions and ask questions.
7. Ability to perform moderately heavy physical work.

8. Positive attitude.
9. Ability to maintain staff and patron confidentiality.
10. Ability to learn new technology and effectively use it to perform assigned duties.
11. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
12. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
13. Keyboarding and filing ability.
14. Willingness to maintain skills through active participation in appropriate continuing education activities.
15. Working knowledge of English grammar and spelling.
16. Working knowledge of library methods and procedures.

TOOLS AND EQUIPMENT USED

1. Computer equipment, including keyboard, mouse, USB drives, printers, and scanners.
2. Computer software, including Microsoft Office products, online word processing platforms (such as Google Suite), and other web-based systems.
3. Multi-function printer(s) including scanning, faxing, and copying.
4. Barcode scanners.
5. Processing and mending tools.
6. Book trucks for transporting materials.
7. Disc cleaning machines.
8. New technology as it emerges.

EXPERIENCE AND QUALIFICATIONS

1. High school diploma or equivalent
2. Previous experience in a customer-facing role is desired; previous experience in libraries is preferred.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Ability to work in small spaces.
2. Ability to bend, twist, and reach.
3. Far vision at 20 feet or further; near vision at 20 inches or less with corrective lenses as needed.
4. Finger work: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up, grasping, and shelving materials.
6. Lifting and carrying: 40 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
9. Talking and hearing; use of telephone and ability to hear standard conversation.

MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor and/or staff-in-charge, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without aid of a calculator.

7. Reading ability: effectively read and understand information contained in memos, procedures manuals, emails, reports, etc.
8. Time management: set priorities in order to complete daily tasks and meet special assignment deadlines.
9. Ability to work with interruptions.

ENVIRONMENTAL/WORKING CONDITIONS

1. Flexible work hours; with some evening and weekend hours.
2. Mainly indoor work environment with occasional outdoor work to support library programming needs.
3. Exposure to dust.
4. Potential for exposure to mold, mildew, or other potential allergens.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check. Job-related tests may be required.

DRAFT

**DODGEVILLE PUBLIC LIBRARY
DRAFT ASSOCIATE LIBRARIAN: CIRCULATION SERVICES
POSITION DESCRIPTION**

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

GENERAL PURPOSE: Performs paraprofessional work serving library patrons directly or indirectly. Has oversight and decision-making responsibilities. Responsible for customer service and directs workflow to provide access to library materials in a timely fashion.

LINES OF SUPERVISION: This position is supervised by the Library Director. This position may act as staff-in-charge and may oversee staff at times, but does not directly supervise other staff.

POSITION CLASSIFICATION: Non-exempt (hourly)

EXAMPLES OF WORK PERFORMED:

1. Assists with all duties listed in the Library Assistant position as needed.
2. Assists in interviewing, screening, training, and directing the workflow of Library Assistants, Library Clerks, Library Aides, and Library Shelves.
3. Maintains, updates, and deletes patron records and files on a regular basis.
4. Oversees holds, intralibrary loan materials, SWLS deliveries, and overdue notices on a daily basis.
5. Monitors and recommends changes in circulation procedures to improve service to library patrons and informs/retrains staff.
6. Creates and maintains procedures manuals for the purposes of training and as a reference for tasks that are infrequently performed. Includes information on databased provided by the library.
7. Maintains an adequate supply of general library brochures, applications, patron cards, and other forms associated with patron registration and routine circulation desk activities.
8. Works with Technology and Technical Services Associate Librarian to assist with technical services tasks as needed.
9. Works with Director and Youth Services Associate Librarian to assist with collection development tasks as needed.
10. Assumes an active role in the selection, evaluation, and transition to a new integrated library system as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to direct the work of others.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to maintain patron and staff confidentiality.
4. Ability to follow detailed instructions.
5. Ability to gather statistics, analyze information, and write reports.
6. Ability to understand library policies and procedures and apply them to library operations.
7. Ability to use computer software and peripherals and manage digital files.
8. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
9. Advanced knowledge of library operations, services, and materials.
10. Mobility: ability to travel to meetings and trainings outside the library.
11. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.

12. Effective oral and written communication skills.
13. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
14. Working knowledge of English grammar and spelling.
15. Ability to operate office equipment such as photocopiers and printers including scanning and faxing.
16. Ability to sort efficiently in alphabetic and numeric order, particularly with regard to decimal numbers.
17. Ability to perform moderately heavy physical work.
18. Positive attitude.
19. Ability to learn new technology and effectively use it to perform assigned duties.
20. Keyboarding and filing ability.

TOOLS AND EQUIPMENT USED

1. Computer equipment, including keyboard, mouse, USB drives, printers, and scanners.
2. Computer software, including Microsoft Office products, online word processing platforms (such as Google Suite), and other web-based systems.
3. Multi-function printer(s) including scanning, faxing, and copying.
4. Barcode scanners.
5. Processing and mending tools.
6. Book trucks for transporting materials.
7. Disc cleaning machines.
8. New technology as it emerges.

EXPERIENCE AND QUALIFICATIONS

1. High school diploma or equivalent
2. Comprehensive experience in circulation services; previous library experiences is required.
3. The completion of at least one year of study at an institution of higher learning is desirable.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Ability to work in small spaces.
2. Ability to bend, twist, and reach.
3. Far vision at 20 feet or further; near vision at 20 inches or less with corrective lenses as needed.
4. Finger work: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up, grasping, and shelving materials.
6. Lifting and carrying: 40 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
9. Talking and hearing; use of telephone and ability to hear standard conversation.
10. Mobility: travel to meetings and trainings outside of the library.

MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor and/or staff-in-charge, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Ability to work with interruptions.

6. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
7. Communication skills: effectively communicate ideas and information both in written and verbal form.
8. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, or training, without supervision.
9. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without aid of a calculator.
10. Planning and Organizing Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
11. Reading ability: effectively read and understand information contained in memos, procedures manuals, emails, reports, etc.
12. Time management: set priorities in order to complete daily tasks and meet special assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS

1. Flexible work hours; with some evening and weekend hours.
2. Mainly indoor work environment with occasional outdoor work to support library programming needs.
3. Exposure to dust.
4. Potential for exposure to mold, mildew, or other potential allergens.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check. Job-related tests may be required.

**DODGEVILLE PUBLIC LIBRARY
DRAFT LIBRARY CLERK
POSITION DESCRIPTION**

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

GENERAL PURPOSE: The library clerk position performs clerical work and circulation tasks. This position is accountable to all applicable Library and City of Dodgeville policies and procedures.

LINES OF SUPERVISION: This position is supervised by the Library Director. This position may take direction from the Assistant Director, Youth Services Librarian, Circulation Supervisor, or other designated staff in charge.

POSITION CLASSIFICATION: Non-exempt (hourly)

EXAMPLES OF WORK PERFORMED:

1. Performs circulation desk procedures such as checking materials in and out, creating library cards, collecting fees, placing patron holds, searching for library materials, resolving lost items, pulling reserves, answering phone calls, etc.
2. Provides customer service to library patrons of all ages within policies and guidelines.
3. Enforces policies as written by the library board.
4. Provides services without adding personal bias and/or beliefs.
5. Maintains confidentiality of patrons and coworkers.
6. Reviews items for condition and flags items for mending and removal.
7. Performs alpha-numeric sorting and filing.
8. Answers phone calls.
9. Accurately collects payment for usage fees (copies, faxing, lost items, etc.).
10. Under supervision, assists with materials processing.
11. Assists with shelf reading and straightening shelves as designated.
12. Assists with emptying book drop.
13. Performs light housekeeping.
14. Performs other related work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to understand and perform routine library procedures.
2. Basic computer skills including using a mouse and keyboard, email, and Internet browsers.
3. Ability to operate office equipment such as photocopiers and printers including scanning and faxing.
4. Ability to communicate effectively with staff and patrons.
5. Ability to sort efficiently in alphabetic and numeric order, particularly with regard to decimal numbers.
6. Ability to follow directions and ask questions.
7. Ability to perform moderately heavy physical work.
8. Positive attitude.
9. Ability to maintain staff and patron confidentiality.
10. Ability to learn new technology and effectively use it to perform assigned duties.
11. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.

12. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
13. Keyboarding and filing ability.
14. Willingness to maintain skills through active participation in appropriate continuing education activities.
15. Working knowledge of English grammar and spelling.
16. Working knowledge of library methods and procedures.

TOOLS AND EQUIPMENT USED

1. Computer equipment, including keyboard, mouse, USB drives, printers, and scanners.
2. Computer software, including word processing and other web-based systems.
3. Multi-function printer(s) including scanning, faxing, and copying.
4. Barcode scanners.
5. Processing and mending tools.
6. Book trucks for transporting materials.
7. Disc cleaning machines.
8. New technology as it emerges.

EXPERIENCE AND QUALIFICATIONS

1. High school diploma or equivalent
2. Previous experience in a customer-facing role is desired.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Ability to work in small spaces.
2. Ability to bend, twist, and reach.
3. Far vision at 20 feet or further; near vision at 20 inches or less with corrective lenses as needed.
4. Finger work: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up, grasping, and shelving materials.
6. Lifting and carrying: 40 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
9. Talking and hearing; use of telephone and ability to hear standard conversation.

MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor and/or staff-in-charge, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Communication skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without aid of a calculator.
7. Reading ability: effectively read and understand information contained in memos, procedures manuals, emails, reports, etc.
8. Time management: set priorities in order to complete daily tasks and meet special assignment deadlines.
9. Ability to work with interruptions.

ENVIRONMENTAL/WORKING CONDITIONS

1. Flexible work hours; with some evening and weekend hours.
2. Mainly indoor work environment with occasional outdoor work to support library programming needs.
3. Exposure to dust.
4. Potential for exposure to mold, mildew, or other potential allergens.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check. Job-related tests may be required.

DRAFT

**DODGEVILLE PUBLIC LIBRARY
DRAFT LIBRARY ASSISTANT – LOCAL HISTORY AND GENEALOGY
POSITION DESCRIPTION**

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

GENERAL PURPOSE: The library assistant position performs clerical work, circulation tasks, and assists with reader's advisory, reference, and technology support requests. This position is accountable to all applicable Library and City of Dodgeville policies and procedures.

LINES OF SUPERVISION: This position is supervised by the Library Director. This position may act as staff-in-charge and may oversee staff at times, but does not directly supervise other staff.

POSITION CLASSIFICATION: Non-exempt (hourly)

EXAMPLES OF WORK PERFORMED:

1. Performs circulation desk procedures such as checking materials in and out, creating library cards, collecting fees, placing patron holds, searching for library materials, resolving lost items, pulling reserves, answering phone calls, etc.
2. Has specialized training to help patrons with questions that pertain to the library's local history collection and genealogy research.
3. Provides customer service to library patrons of all ages within policies and guidelines.
4. Enforces policies as written by the library board.
5. Assists patrons looking for unbiased materials and database recommendations.
6. Assists patrons with unbiased reference services.
7. Assists patrons with technology support including computers, self-check kiosks, printers, tablets, smartphones, and other common devices.
8. Maintains confidentiality of patrons and coworkers.
9. Reviews items for condition and flags items for mending and removal.
10. Performs alpha-numeric sorting and filing.
11. Answers phone calls.
12. Accurately collects payment for usage fees (copies, faxing, lost items, etc.).
13. Assists with library programs and displays.
14. Under supervision, assists with materials processing.
15. Assists with shelf reading and straightening shelves as designated.
16. Assists with emptying book drop.
17. Performs light housekeeping.
18. Performs other related work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to understand and perform routine library procedures.
2. Basic computer skills including using a mouse and keyboard, Microsoft Office, Internet browsers, USB drives, and scanners.
3. Ability to operate office equipment such as photocopiers and printers including scanning and faxing.
4. Ability to communicate effectively with staff and patrons.
5. Ability to sort efficiently in alphabetic and numeric order, particularly with regard to decimal numbers.

6. Ability to follow directions and ask questions.
7. Ability to perform moderately heavy physical work.
8. Positive attitude.
9. Ability to maintain staff and patron confidentiality.
10. Ability to learn new technology and effectively use it to perform assigned duties.
11. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
12. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
13. Keyboarding and filing ability.
14. Willingness to maintain skills through active participation in appropriate continuing education activities.
15. Working knowledge of English grammar and spelling.
16. Working knowledge of library methods and procedures.

TOOLS AND EQUIPMENT USED

1. Computer equipment, including keyboard, mouse, USB drives, printers, and scanners.
2. Computer software, including Microsoft Office products, online word processing platforms (such as Google Suite), and other web-based systems.
3. Multi-function printer(s) including scanning, faxing, and copying.
4. Barcode scanners.
5. Processing and mending tools.
6. Book trucks for transporting materials.
7. Disc cleaning machines.
8. New technology as it emerges.

EXPERIENCE AND QUALIFICATIONS

1. High school diploma or equivalent
2. Previous experience in a customer-facing role is desired; previous experience in libraries is preferred.
3. Experience with local history collections and/or genealogy research is preferred.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Ability to work in small spaces.
2. Ability to bend, twist, and reach.
3. Far vision at 20 feet or further; near vision at 20 inches or less with corrective lenses as needed.
4. Finger work: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up, grasping, and shelving materials.
6. Lifting and carrying: 40 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
9. Talking and hearing; use of telephone and ability to hear standard conversation.

MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor and/or staff-in-charge, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.

5. Communication skills: effectively communicate ideas and information both in written and verbal form.
6. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without aid of a calculator.
7. Reading ability: effectively read and understand information contained in memos, procedures manuals, emails, reports, etc.
8. Time management: set priorities in order to complete daily tasks and meet special assignment deadlines.
9. Ability to work with interruptions.

ENVIRONMENTAL/WORKING CONDITIONS

1. Flexible work hours; with some evening and weekend hours.
2. Mainly indoor work environment with occasional outdoor work to support library programming needs.
3. Exposure to dust.
4. Potential for exposure to mold, mildew, or other potential allergens.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check. Job-related tests may be required.

DRAFT

LIBRARY DIRECTOR'S REPORT

Prepared December 7, 2023

CATEGORY	SEPT. 2023	OCT. 2023	NOV. 2023	MONTHLY CHANGE	YEAR-TO-DATE TOTAL
Circulation					
Total Circulation	3,143	3,465	3,139	- 9.4%	39,733
Holds Placed	801	791	783	- 1.0%	8,819
Visits					
Main Library	3,029	3,317	2,833	- 14.6%	34,592
Annex	138	119	124	+ 4.2%	1,597
Total	3,167	3,436	2,957	- 13.9%	36,189
Collection Development					
Items Added	154	540	287	- 46.9%	2,413
Items Removed	28	117	73	- 37.6%	4,806
Patrons					
Cards Added	32	53	15	- 71.7%	464
Cards Removed	5	88	224	+ 154.6%	339
Technology Use					
Library Computers	186	206	200	- 2.9%	2,283
Annex Computers	4	8	3	- 62.5%	93
Wireless Internet	264	299	241	- 19.4%	3,241
Total	454	513	444	- 13.5%	5,617
Other Items					
Meeting Room Use	32	22	32	+ 45.5%	300
Website Visits	506	570	606	+ 6.3%	7,426
Facebook Reach	3,187	5,386	3,567	- 33.8%	62,272
Facebook Page Visits	537	511	614	- 16.8%	6,941
Facebook New Likes	16	3	11	+ 266.7%	124

Programming Data

Age Group	October		November		Year-to-Date Totals	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
0-5	5	128	4	102	35	1,095
6-11	4	97	3	70	49	1,652
12-18	0	0	0	0	5	49
19+	4	47	2	19	68	1,483
General (All Ages)	5	94	4	56	59	1,516
TOTALS	18	366	13	247	216	5,795

Holiday Programming Break: Most programs will be on pause between mid-December and February 1. More information on upcoming programs for 2024 in January!

Other Items

- The library will be closed Friday, December 22, Saturday, December 23, and Monday, December 25 for Christmas. City Offices will be closed Friday/Monday, but are not open on Saturdays. The Board approved the Saturday closure earlier in 2023.
- The library will be closed Friday, December 29, Saturday, December 30, and Monday, January 1 for New Years. City offices will be closed Friday/Monday, but are not open on Saturdays. The Board approved the Saturday closure earlier in 2023.

CITY OF DODGEVILLE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

Section VI. Item #10.

SPEC.PURP.LIB. FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
150-41110-000-000	PROPERTY TAXES	.00	365,751.00	365,751.00	.00	100.0
	TOTAL TAX REVENUE	.00	365,751.00	365,751.00	.00	100.0
<u>STATE & FEDERAL AID</u>						
150-43525-000-000	GRANTS	.00	1,350.00	.00	(1,350.00)	.0
	TOTAL STATE & FEDERAL AID	.00	1,350.00	.00	(1,350.00)	.0
<u>FINES & PENALITIES</u>						
150-45110-000-000	FINE - OVERDUE	14.49	325.80	.00	(325.80)	.0
	TOTAL FINES & PENALITIES	14.49	325.80	.00	(325.80)	.0
<u>CHARGES TO PUBLIC</u>						
150-46100-000-000	COPIES	106.40	1,925.85	2,000.00	74.15	96.3
150-46715-000-000	LIBRARY - COUNTY AID	.00	104,284.29	104,034.00	(250.29)	100.2
150-46810-000-000	REIMBURSEMENTS	1.50	4.50	300.00	295.50	1.5
	TOTAL CHARGES TO PUBLIC	107.90	106,214.64	106,334.00	119.36	99.9
<u>INTEREST & MISC REVENUE</u>						
150-48100-000-000	TEMPORARY INVESTMENTS INTERES	58.69	(20.86)	.00	20.86	.0
150-48500-000-000	DONATIONS FROM ORGANIZ.& INDIV	636.77	3,007.51	.00	(3,007.51)	.0
	TOTAL INTEREST & MISC REVENUE	695.46	2,986.65	.00	(2,986.65)	.0
	TOTAL FUND REVENUE	817.85	476,628.09	472,085.00	(4,543.09)	101.0

CITY OF DODGEVILLE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

Section VI. Item #10.

SPEC.PURP.LIB. FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY OPERATIONS</u>						
150-55115-000-000	LIBRARY - OPERATING EXPENSE	.00	.00	22,300.00	22,300.00	.0
150-55115-110-000	LIBRARY - WAGE ACCOUNT	20,296.66	232,996.76	274,450.00	41,453.24	84.9
150-55115-111-000	LIBRARY - SOC & MEDICARE	1,444.46	16,676.20	20,994.00	4,317.80	79.4
150-55115-112-000	LIBRARY - RETIREMENT	1,092.31	12,522.51	14,175.00	1,652.49	88.3
150-55115-113-000	LIBRARY - HEALTH INSURANCE	4,153.92	45,693.12	49,848.00	4,154.88	91.7
150-55115-114-000	LIBRARY - DENTAL INSUR	325.92	3,703.47	3,911.00	207.53	94.7
150-55115-115-000	LIBRARY - VISION CARE	.00	.00	1,500.00	1,500.00	.0
150-55115-117-000	LIBRARY - LIFE INS.	41.05	429.29	450.00	20.71	95.4
150-55115-118-000	LIBRARY - AFLAC INSUR	124.98	1,374.78	2,000.00	625.22	68.7
150-55115-200-000	LIBRARY- PROFESSIONAL SERVICES	.00	.00	16,387.00	16,387.00	.0
150-55115-221-000	LIBRARY- ELECTRIC	320.06	3,442.98	.00 (3,442.98)	.0
150-55115-222-000	LIBRARY- WATER/SEWER	97.18	965.49	.00 (965.49)	.0
150-55115-223-000	LIBRARY- TELEPHONE	142.41	1,548.49	.00 (1,548.49)	.0
150-55115-224-000	LIBRARY- COPIER COSTS	290.60	3,808.64	.00 (3,808.64)	.0
150-55115-225-000	LIBRARY- TEACH (INTERNET)	.00	600.00	.00 (600.00)	.0
150-55115-231-000	LIBRARY- SWLS NETSW	.00	13,792.41	.00 (13,792.41)	.0
150-55115-232-000	LIBRARY- SWLS TECH SERVICES	.00	2,195.40	.00 (2,195.40)	.0
150-55115-233-000	LIBRARY- WILS	.00	199.00	.00 (199.00)	.0
150-55115-300-000	LIBRARY SUPPLIES & EXPENSES	6.28	6.28	45,770.00	45,763.72	.0
150-55115-311-000	LIBRARY - OFFICE SUPPLIES	1,235.12	4,395.69	.00 (4,395.69)	.0
150-55115-312-000	LIBRARY - ADVERTISING	.00	120.00	.00 (120.00)	.0
150-55115-313-000	LIBRARY - POSTAGE	65.75	433.25	.00 (433.25)	.0
150-55115-321-000	LIBRARY - BOOKS & MATERIALS	5,116.95	28,303.27	.00 (28,303.27)	.0
150-55115-322-000	LIBRARY - VISUAL	165.89	1,093.80	.00 (1,093.80)	.0
150-55115-323-000	LIBRARY - AUDIO	397.44	2,716.17	.00 (2,716.17)	.0
150-55115-324-000	LIBRARY - INTERACTIVE	.00	1,032.59	.00 (1,032.59)	.0
150-55115-325-000	LIBRARY - PERIODICALS	130.99	1,918.43	.00 (1,918.43)	.0
150-55115-326-000	LIBRARY - NEWSPAPERS	.00	831.19	.00 (831.19)	.0
150-55115-327-000	LIBRARY - EMATERIALS (WPLC)	.00	3,969.99	.00 (3,969.99)	.0
150-55115-328-000	LIBRARY - DATABASES	.00	1,760.69	.00 (1,760.69)	.0
150-55115-331-000	LIBRARY - EQUIPMENT	545.19	1,950.54	.00 (1,950.54)	.0
150-55115-341-000	LIBRARY - CUSTODIAL SUPPLIES	.00	12.65	.00 (12.65)	.0
150-55115-351-000	LIBRARY - BUILDING MAINTENANCE	529.65	1,201.45	.00 (1,201.45)	.0
150-55115-361-000	LIBRARY - TRAINING & EDUCATION	20.00	2,138.16	.00 (2,138.16)	.0
150-55115-371-000	LIBRARY - PROGRAMMING	849.25	5,004.38	.00 (5,004.38)	.0
150-55115-381-000	LIBRARY - OUTREACH	61.86	1,072.54	.00 (1,072.54)	.0
150-55115-390-000	ANNEX-OTHER SUPPLIES & EXPENS	.00	.00	13,800.00	13,800.00	.0
150-55115-391-000	LIBRARY - ANNEX UTILITIES	254.09	2,599.98	.00 (2,599.98)	.0
150-55115-392-000	LIBRARY - ANNEX RENT	650.00	7,150.00	.00 (7,150.00)	.0
150-55115-393-000	LIBRARY - ANNEX MAINTENANCE	.00	9.97	.00 (9.97)	.0
150-55115-400-000	LIBRARY - EDUCATION	.00	.00	2,000.00	2,000.00	.0
150-55115-500-000	LIBRARY - PROGRAMMING	.00	13.96	3,000.00	2,986.04	.5
TOTAL LIBRARY OPERATIONS		38,358.01	407,683.52	470,585.00	62,901.48	86.6

CITY OF DODGEVILLE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023

Section VI. Item #10.

SPEC.PURP.LIB. FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 716</u>						
150-55716-000-000	LIBRARY OUTREACH EXP ACCT	.00	400.00	1,500.00	1,100.00	26.7
TOTAL DEPARTMENT 716		.00	400.00	1,500.00	1,100.00	26.7
TOTAL FUND EXPENDITURES		38,358.01	408,083.52	472,085.00	64,001.48	86.4
NET REVENUE OVER EXPENDITURES		(37,540.16)	68,544.57	.00	(68,544.57)	.0

Report Criteria:

Actual amounts

All accounts

Account.Account number = "15011000000000"-15057615000000"

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-11000-000-000 LIBRARY FUND CASH ALLOCATION					
		10/31/2023 (10/23) Balance	.00 *	.00 *	214,062.14-
CA-CDA	2	CDA Fund Allocation - Created: 11/07/23 2:43 PM		423.52-	
CA-CDA	8	CDA Fund Allocation - Created: 11/15/23 2:36 PM		4,984.80-	
CA-CDA	18	CDA Fund Allocation - Created: 11/30/23 7:39 AM		5,470.39-	
CA-CDP	2	CDP Fund Allocation - Created: 11/07/23 4:49 PM		10,145.51-	
CA-CDP	11	CDP Fund Allocation - Created: 11/15/23 2:21 PM		10,151.15-	
CA-CR	108	CR Fund Allocation - Created: 11/30/23 8:42 AM	759.16		
CA-CR	111	CR Fund Allocation - Created: 11/30/23 11:10 AM	759.16		
CA-CR	114	CR Fund Allocation - Created: 11/30/23 11:13 AM	759.16		
CA-CR	117	CR Fund Allocation - Created: 11/30/23 2:01 PM		1,518.32-	
CA-PB	2	PB Fund Allocation - Created: 11/07/23 4:49 PM		3,593.17-	
CA-PB	6	PB Fund Allocation - Created: 11/15/23 2:22 PM		3,589.47-	
		11/30/2023 (11/23) Period Totals and Balance	2,277.48 *	39,876.33- *	251,660.99-
150-11101-000-000 LIBRARY-POOLED CASH					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
150-11300-000-000 LGIP - LIBRARY TECH-EQUIP FUND					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,357.35
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	2,357.35
150-12100-000-000 TAXE RECEIVABLE - LIBRARY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
150-15102-000-000 DUE FROM GENERAL CITY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	365,751.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	365,751.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-21000-000-000 ACCOUNTS PAYABLE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	71.89
AP	241	Summary Transactions from AP System		423.52-	
AP	298	Summary Transactions from AP System		4,984.80-	
AP	391	Summary Transactions from AP System		5,470.39-	
CDA	61633	Blain's Farm & Fleet	6.28		
CDA	61637	CITY OF DODGEVILLE WATER UTILITY	97.18		
CDA	700010	ALLIANT ENERGY/WP&L (UTILITY PAYMENTS)	320.06		
CDA	61700	BAKER & TAYLOR LLC	3,202.92		
CDA	61701	CITY OF DODGEVILLE WATER UTILITY	92.64		
CDA	61702	DENNIS J MARKLEIN	650.00		
CDA	61703	Elan Financial Services	512.22		
CDA	61704	GORDON FLESCH CO INC	46.75		
CDA	61705	MHTC-MH	142.41		
CDA	61706	Tracey Lee Roberts	276.00		
CDA	61707	US CELLULAR	61.86		
CDA	61754	ALLIANT ENERGY/WP&L (UTILITY PAYMENTS)	161.45		
CDA	61755	BAKER & TAYLOR LLC	1,507.11		
CDA	61756	DEMCO	533.74		
CDA	61757	Elan Financial Services	2,219.88		
CDA	61758	GFC LEASING - WI	243.85		
CDA	61759	Playaway Products LLC	804.36		
		11/30/2023 (11/23) Period Totals and Balance	10,878.71 *	10,878.71- *	71.89
150-21100-000-000 VOUCHERS ACCOUNTS PAYABLE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
150-21104-000-000 WAGES PAYABLE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
CDP		SUMMARIZED PAYROLL DETAIL	10,145.51	.00	
CDP		SUMMARIZED PAYROLL DETAIL	10,151.15	.00	
PC	19	PAYROLL TRANS FOR 10/29/2023 PAY PERIOD		10,145.51-	
PC	80	PAYROLL TRANS FOR 11/12/2023 PAY PERIOD		10,151.15-	

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-21104-000-000 WAGES PAYABLE (continued)					
	11/30/2023 (11/23)	Period Totals and Balance	20,296.66 *	20,296.66- *	.00
150-25130-000-000 DUE TO GENERAL FUND					
	10/31/2023 (10/23)	Balance	.00 *	.00 *	.00
	11/30/2023 (11/23)	Period Totals and Balance	.00 *	.00 *	.00
150-26100-000-000 DEFERRED REVENUE - LIBRARY					
	10/31/2023 (10/23)	Balance	.00 *	.00 *	.00
	11/30/2023 (11/23)	Period Totals and Balance	.00 *	.00 *	.00
150-33000-000-000 FUND BALANCE					
	10/31/2023 (10/23)	Balance	.00 *	.00 *	48,033.37-
	11/30/2023 (11/23)	Period Totals and Balance	.00 *	.00 *	48,033.37-
150-39000-000-000 RETAINED EARNINGS-UNREERVED					
	10/31/2023 (10/23)	Balance	.00 *	.00 *	.00
	11/30/2023 (11/23)	Period Totals and Balance	.00 *	.00 *	.00
150-40000-000-000 ASSIGNED FUNDS/CARRYOVER					
	10/31/2023 (10/23)	Balance	.00 *	.00 *	.00
	11/30/2023 (11/23)	Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			.00	YTD Budget	.00
			.00	Unearned	.00
150-41110-000-000 PROPERTY TAXES					
	10/31/2023 (10/23)	Balance	.00 *	.00 *	365,751.00-
	11/30/2023 (11/23)	Period Totals and Balance	.00 *	.00 *	365,751.00-
YTD Encumbrance	.00	YTD Actual	365,751.00-	Total	365,751.00-
			365,751.00-	YTD Budget	365,751.00-
			365,751.00-	Unearned	.00
150-43525-000-000 GRANTS					
	10/31/2023 (10/23)	Balance	.00 *	.00 *	1,350.00-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-43525-000-000 GRANTS (continued)					
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	1,350.00-
YTD Encumbrance	.00	YTD Actual 1,350.00- Total	1,350.00- YTD Budget	.00 Unearned	1,350.00-
150-45110-000-000 FINE - OVERDUE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	311.31-
CR	4064782	LIBRARY FINES - November 2023 Deposit - Dod		14.49-	
		Description: LIBRARY FINES - November 2023 Deposit - Dodgeville Public Library			
		11/30/2023 (11/23) Period Totals and Balance	.00 *	14.49- *	325.80-
YTD Encumbrance	.00	YTD Actual 325.80- Total	325.80- YTD Budget	.00 Unearned	325.80-
150-46100-000-000 COPIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,819.45-
CR	4064782	LIBRARY COPIES (Taxable) - November 2023 - D		106.40-	
		Description: LIBRARY COPIES (Taxable) - November 2023 - Dodgeville Public Library			
		11/30/2023 (11/23) Period Totals and Balance	.00 *	106.40- *	1,925.85-
YTD Encumbrance	.00	YTD Actual 1,925.85- Total	1,925.85- YTD Budget	2,000.00- Unearned	74.15
150-46715-000-000 LIBRARY - COUNTY AID					
		10/31/2023 (10/23) Balance	.00 *	.00 *	104,284.29-
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	104,284.29-
YTD Encumbrance	.00	YTD Actual 104,284.29- Total	104,284.29- YTD Budget	104,034.00- Unearned	250.29-
150-46716-000-000 LIBRARY - CO AID-OUTREACH					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00 YTD Budget	.00 Unearned	.00
150-46810-000-000 REIMBURSEMENTS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	3.00-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-46810-000-000 REIMBURSEMENTS (continued)					
CR	4064782	REIMBURSEMENTS - LIBRARY - November 202		1.50-	
		Description: REIMBURSEMENTS - LIBRARY - November 2023 - Dodgeville Public Library			
		11/30/2023 (11/23) Period Totals and Balance	.00 *	1.50- *	4.50-
YTD Encumbrance	.00	YTD Actual	4.50- Total	4.50- YTD Budget	300.00- Unearned 295.50
150-46820-000-000 LIBRARY ANNEX					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
150-46900-000-000 SW WI LIBRARY SYSTEM					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
150-48100-000-000 TEMPORARY INVESTMENTS INTEREST					
		10/31/2023 (10/23) Balance	.00 *	.00 *	79.55
CRJE	17	January Interest		58.69-	
		11/30/2023 (11/23) Period Totals and Balance	.00 *	58.69- *	20.86
YTD Encumbrance	.00	YTD Actual	20.86 Total	20.86 YTD Budget	.00 Unearned 20.86
150-48500-000-000 DONATIONS FROM ORGANIZ. & INDIV					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,370.74-
CR	4064782	DONATIONS - November 2023 - Dodgeville Publi		636.77-	
		Description: DONATIONS - November 2023 - Dodgeville Public Library			
		11/30/2023 (11/23) Period Totals and Balance	.00 *	636.77- *	3,007.51-
YTD Encumbrance	.00	YTD Actual	3,007.51- Total	3,007.51- YTD Budget	.00 Unearned 3,007.51-
150-49000-000-000 TECH & EQUIP FUND					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-49000-000-000 TECH & EQUIP FUND (continued)					
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
150-55115-000-000 LIBRARY - OPERATING EXPENSE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	22,300.00	Unexpended	22,300.00
150-55115-110-000 LIBRARY - WAGE ACCOUNT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	212,700.10
PC		18 PAYROLL TRANS FOR 10/29/2023 PAY PERIOD	10,145.51		
PC		79 PAYROLL TRANS FOR 11/12/2023 PAY PERIOD	10,151.15		
		11/30/2023 (11/23) Period Totals and Balance	20,296.66 *	.00 *	232,996.76
YTD Encumbrance	.00	YTD Actual	232,996.76	Total	232,996.76
		YTD Budget	274,450.00	Unexpended	41,453.24
150-55115-111-000 LIBRARY - SOC & MEDICARE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	15,231.74
PB		23 PAYROLL TRANS FOR 10/29/2023 PAY PERIOD	724.99		
PB		149 PAYROLL TRANS FOR 11/12/2023 PAY PERIOD	719.47		
		11/30/2023 (11/23) Period Totals and Balance	1,444.46 *	.00 *	16,676.20
YTD Encumbrance	.00	YTD Actual	16,676.20	Total	16,676.20
		YTD Budget	20,994.00	Unexpended	4,317.80
150-55115-112-000 LIBRARY - RETIREMENT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	11,430.20
PB		22 PAYROLL TRANS FOR 10/29/2023 PAY PERIOD	545.20		
PB		148 PAYROLL TRANS FOR 11/12/2023 PAY PERIOD	547.11		
		11/30/2023 (11/23) Period Totals and Balance	1,092.31 *	.00 *	12,522.51
YTD Encumbrance	.00	YTD Actual	12,522.51	Total	12,522.51
		YTD Budget	14,175.00	Unexpended	1,652.49
150-55115-113-000 LIBRARY - HEALTH INSURANCE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	41,539.20

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-55115-113-000 LIBRARY - HEALTH INSURANCE (continued)					
PB	18	PAYROLL TRANS FOR 10/29/2023 PAY PERIOD	2,076.98		
PB	144	PAYROLL TRANS FOR 11/12/2023 PAY PERIOD	2,076.94		
		11/30/2023 (11/23) Period Totals and Balance	4,153.92 *	.00 *	45,693.12
YTD Encumbrance	.00	YTD Actual	45,693.12	Total	45,693.12
		YTD Budget	49,848.00	Unexpended	4,154.88
150-55115-114-000 LIBRARY - DENTAL INSUR					
		10/31/2023 (10/23) Balance	.00 *	.00 *	3,377.55
PB	19	PAYROLL TRANS FOR 10/29/2023 PAY PERIOD	162.98		
PB	145	PAYROLL TRANS FOR 11/12/2023 PAY PERIOD	162.94		
		11/30/2023 (11/23) Period Totals and Balance	325.92 *	.00 *	3,703.47
YTD Encumbrance	.00	YTD Actual	3,703.47	Total	3,703.47
		YTD Budget	3,911.00	Unexpended	207.53
150-55115-115-000 LIBRARY - VISION CARE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	1,500.00	Unexpended	1,500.00
150-55115-116-000 LIBRARY - HEALTH INS. ADMIN					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
150-55115-117-000 LIBRARY - LIFE INS.					
		10/31/2023 (10/23) Balance	.00 *	.00 *	388.24
PB	20	PAYROLL TRANS FOR 10/29/2023 PAY PERIOD	20.53		
PB	146	PAYROLL TRANS FOR 11/12/2023 PAY PERIOD	20.52		
		11/30/2023 (11/23) Period Totals and Balance	41.05 *	.00 *	429.29
YTD Encumbrance	.00	YTD Actual	429.29	Total	429.29
		YTD Budget	450.00	Unexpended	20.71
150-55115-118-000 LIBRARY - AFLAC INSUR					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,249.80

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-55115-118-000 LIBRARY - AFLAC INSUR (continued)					
PB	24	PAYROLL TRANS FOR 10/29/2023 PAY PERIOD	62.49		
PB	150	PAYROLL TRANS FOR 11/12/2023 PAY PERIOD	62.49		
		11/30/2023 (11/23) Period Totals and Balance	124.98 *	.00 *	1,374.78
YTD Encumbrance	.00	YTD Actual	1,374.78	Total	1,374.78
			YTD Budget	2,000.00	Unexpended
					625.22
150-55115-200-000 LIBRARY- PROFESSIONAL SERVICES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	16,387.00	Unexpended
					16,387.00
150-55115-221-000 LIBRARY- ELECTRIC					
		10/31/2023 (10/23) Balance	.00 *	.00 *	3,122.92
AP	18	ALLIANT ENERGY/WP&L (UTILITY PAYMENTS)	320.06		
		**VendorNo: 34 **Inv. No: 412013 101923 **Desc: CITY HALL / LIBRARY SPLIT **Inv. Date: 10/19/2023 **PO No: **Remit Name: ALLIANT ENERGY/WP&L (UTILITY PAYMENTS) **Merchant Vendor No: 34 **Merchant Vendor Name: ALLIANT ENERGY/WP&L (UTILITY PAYMENTS) **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	320.06 *	.00 *	3,442.98
YTD Encumbrance	.00	YTD Actual	3,442.98	Total	3,442.98
			YTD Budget	.00	Unexpended
					3,442.98-
150-55115-222-000 LIBRARY- WATER/SEWER					
		10/31/2023 (10/23) Balance	.00 *	.00 *	868.31
AP	52	CITY OF DODGEVILLE WATER UTILITY	97.18		
		**VendorNo: 195 **Inv. No: 503950 110123 **Desc: LIBRARY WATER/SEWER **Inv. Date: 11/1/2023 **PO No: **Remit Name: CITY OF DODGEVILLE WATER UTILITY **Merchant Vendor No: 195 **Merchant Vendor Name: CITY OF DODGEVILLE WATER UTILITY **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	97.18 *	.00 *	965.49
YTD Encumbrance	.00	YTD Actual	965.49	Total	965.49
			YTD Budget	.00	Unexpended
					965.49-
150-55115-223-000 LIBRARY- TELEPHONE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,406.08
AP	265	MHTC-MH	142.41		
		**VendorNo: 668 **Inv. No: 10538697 **Desc: TELEPHONE **Inv. Date: 11/1/2023 **PO No: **Remit Name: MHTC-MH **Merchant Vendor No: 668 **Merchant Vendor Name: MHTC-MH **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	142.41 *	.00 *	1,548.49

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-55115-223-000 LIBRARY- TELEPHONE (continued)					
YTD Encumbrance	.00	YTD Actual	1,548.49	Total	1,548.49
		YTD Budget	.00	Unexpended	1,548.49-
150-55115-224-000 LIBRARY- COPIER COSTS					
	10/31/2023 (10/23)	Balance	.00 *	.00 *	3,518.04
AP	264	GORDON FLESCH CO INC	46.75		
	**VendorNo: 408 **Inv. No: IN14433557 **Desc: COPIES OVER BASE **Inv. Date: 11/5/2023 **PO No: **Remit Name: GORDON FLESCH CO INC **Merchant Vendor No: 408 **Merchant Vendor Name: GORDON FLESCH CO INC **Invoice Created By: Lauree Aulik				
AP	380	GFC LEASING - WI	243.85		
	**VendorNo: 1328 **Inv. No: I00870661 **Desc: COPIER LEASE **Inv. Date: 11/16/2023 **PO No: **Remit Name: GFC LEASING - WI **Merchant Vendor No: 1328 **Merchant Vendor Name: GFC LEASING - WI **Invoice Created By: Lauree Aulik				
	11/30/2023 (11/23)	Period Totals and Balance	290.60 *	.00 *	3,808.64
YTD Encumbrance	.00	YTD Actual	3,808.64	Total	3,808.64
		YTD Budget	.00	Unexpended	3,808.64-
150-55115-225-000 LIBRARY- TEACH (Internet)					
	10/31/2023 (10/23)	Balance	.00 *	.00 *	600.00
	11/30/2023 (11/23)	Period Totals and Balance	.00 *	.00 *	600.00
YTD Encumbrance	.00	YTD Actual	600.00	Total	600.00
		YTD Budget	.00	Unexpended	600.00-
150-55115-231-000 LIBRARY- SWLS NetSW					
	10/31/2023 (10/23)	Balance	.00 *	.00 *	13,792.41
	11/30/2023 (11/23)	Period Totals and Balance	.00 *	.00 *	13,792.41
YTD Encumbrance	.00	YTD Actual	13,792.41	Total	13,792.41
		YTD Budget	.00	Unexpended	13,792.41-
150-55115-232-000 LIBRARY- SWLS Tech Services					
	10/31/2023 (10/23)	Balance	.00 *	.00 *	2,195.40
	11/30/2023 (11/23)	Period Totals and Balance	.00 *	.00 *	2,195.40
YTD Encumbrance	.00	YTD Actual	2,195.40	Total	2,195.40
		YTD Budget	.00	Unexpended	2,195.40-
150-55115-233-000 LIBRARY- WILS					
	10/31/2023 (10/23)	Balance	.00 *	.00 *	199.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-55115-233-000 LIBRARY- WILS (continued)					
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	199.00
YTD Encumbrance	.00	YTD Actual 199.00 Total	199.00	YTD Budget .00	Unexpended 199.00-
150-55115-234-000 LIBRARY- WISCAT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unexpended .00
150-55115-300-000 LIBRARY SUPPLIES & EXPENSES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
AP	220	Blain's Farm & Fleet	6.28		
		**VendorNo: 1776 **Inv. No: 9417 **Desc: LIBRARY TOILET REPAIR **Inv. Date: 10/11/2023 **PO No: **Remit Name: Blain's Farm & Fleet **Merchant Vendor No: 1776 **Merchant Vendor Name: Blain's Farm & Fleet **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	6.28 *	.00 *	6.28
YTD Encumbrance	.00	YTD Actual 6.28 Total	6.28	YTD Budget 45,770.00	Unexpended 45,763.72
150-55115-311-000 LIBRARY - OFFICE SUPPLIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	3,160.57
AP	292	Elan Financial Services	118.58		
		**VendorNo: 1823 **Inv. No: 08139633_OCT23 **Desc: OFFICE SUPPLIES **Inv. Date: 10/26/2023 **PO No: **Remit Name: Elan Financial Services **Merchant Vendor No: 1823 **Merchant Vendor Name: Elan Financial Services **Invoice Created By: Lauree Aulik			
AP	379	DEMCO	533.74		
		**VendorNo: 274 **Inv. No: 7400339 **Desc: PROCESSING SUPPLIES **Inv. Date: 11/17/2023 **PO No: **Remit Name: DEMCO **Merchant Vendor No: 274 **Merchant Vendor Name: DEMCO **Invoice Created By: Lauree Aulik			
AP	381	Elan Financial Services	582.80		
		**VendorNo: 1823 **Inv. No: 08136933_NOV23 **Desc: OFFICE SUPPLIES **Inv. Date: 11/27/2023 **PO No: **Remit Name: Elan Financial Services **Merchant Vendor No: 1823 **Merchant Vendor Name: Elan Financial Services **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	1,235.12 *	.00 *	4,395.69
YTD Encumbrance	.00	YTD Actual 4,395.69 Total	4,395.69	YTD Budget .00	Unexpended 4,395.69-
150-55115-312-000 LIBRARY - ADVERTISING					
		10/31/2023 (10/23) Balance	.00 *	.00 *	120.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-55115-312-000 LIBRARY - ADVERTISING (continued)					
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	120.00
YTD Encumbrance	.00	YTD Actual 120.00 Total	120.00	YTD Budget .00	Unexpended 120.00-
150-55115-313-000 LIBRARY - POSTAGE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	367.50
AP	382	Elan Financial Services	65.75		
		**VendorNo: 1823 **Inv. No: 08136933_NOV23 **Desc: POSTAGE **Inv. Date: 11/27/2023 **PO No: **Remit Name: Elan Financial Services **Merchant Vendor No: 1823 **Merchant Vendor Name: Elan Financial Services **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	65.75 *	.00 *	433.25
YTD Encumbrance	.00	YTD Actual 433.25 Total	433.25	YTD Budget .00	Unexpended 433.25-
150-55115-321-000 LIBRARY - BOOKS & MATERIALS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	23,186.32
AP	247	BAKER & TAYLOR LLC	118.72		
		**VendorNo: 89 **Inv. No: 2037875728 **Desc: BOOKS 7 ABKS **Inv. Date: 10/18/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	248	BAKER & TAYLOR LLC	766.82		
		**VendorNo: 89 **Inv. No: 2037875728 **Desc: BOOKS 51 JBKS **Inv. Date: 10/18/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	249	BAKER & TAYLOR LLC	17.56		
		**VendorNo: 89 **Inv. No: 2037877227 **Desc: BOOKS 1 ABKS **Inv. Date: 10/18/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	250	BAKER & TAYLOR LLC	35.93		
		**VendorNo: 89 **Inv. No: 2037877227 **Desc: BOOKS 3 JBKS **Inv. Date: 10/18/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	251	BAKER & TAYLOR LLC	141.81		
		**VendorNo: 89 **Inv. No: 2037885142 **Desc: BOOKS 8 ABKS **Inv. Date: 10/19/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	252	BAKER & TAYLOR LLC	413.99		
		**VendorNo: 89 **Inv. No: 2037885142 **Desc: BOOKS 17 JBKS **Inv. Date: 10/19/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	253	BAKER & TAYLOR LLC	191.92		
		**VendorNo: 89 **Inv. No: 2037896794 **Desc: BOOKS 12 ABKS **Inv. Date: 10/25/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	254	BAKER & TAYLOR LLC	122.12		
		**VendorNo: 89 **Inv. No: 2037896794 **Desc: BOOKS 8 JBKS **Inv. Date: 10/25/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	255	BAKER & TAYLOR LLC	561.24		
		**VendorNo: 89 **Inv. No: 2037911299 **Desc: BOOKS 41 ABKS **Inv. Date: 11/1/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	256	BAKER & TAYLOR LLC	141.48		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-55115-321-000 LIBRARY - BOOKS & MATERIALS (continued)					
		**VendorNo: 89 **Inv. No: 2037911299 **Desc: BOOKS 12 JBKS **Inv. Date: 11/1/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	257	BAKER & TAYLOR LLC	19.70		
		**VendorNo: 89 **Inv. No: 2037920665 **Desc: BOOKS 1 ABK **Inv. Date: 11/3/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	258	BAKER & TAYLOR LLC	364.65		
		**VendorNo: 89 **Inv. No: 2037920665 **Desc: BOOKS 23 JBKS **Inv. Date: 11/3/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	259	BAKER & TAYLOR LLC	306.98		
		**VendorNo: 89 **Inv. No: 2037925854 **Desc: BOOKS 31 ABKS **Inv. Date: 11/6/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	375	BAKER & TAYLOR LLC	280.63		
		**VendorNo: 89 **Inv. No: 2037939722 **Desc: BOOKS 20 ABKS **Inv. Date: 11/13/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	376	BAKER & TAYLOR LLC	43.05		
		**VendorNo: 89 **Inv. No: 2037939722 **Desc: BOOKS 3 JBKS **Inv. Date: 11/13/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	377	BAKER & TAYLOR LLC	1,167.28		
		**VendorNo: 89 **Inv. No: 2037945539 **Desc: BOOKS 65 ABKS **Inv. Date: 11/16/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	378	BAKER & TAYLOR LLC	16.15		
		**VendorNo: 89 **Inv. No: 2037945539 **Desc: BOOKS 1 JBKS **Inv. Date: 11/16/2023 **PO No: **Remit Name: BAKER & TAYLOR LLC **Merchant Vendor No: 89 **Merchant Vendor Name: BAKER & TAYLOR LLC **Invoice Created By: Lauree Aulik			
AP	390	Playaway Products LLC	406.92		
		**VendorNo: 1830 **Inv. No: 447063 **Desc: WONDERBOOKS 8 JBKS **Inv. Date: 11/22/2023 **PO No: **Remit Name: Playaway Products LLC **Merchant Vendor No: 1830 **Merchant Vendor Name: Playaway Products LLC **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	5,116.95 *	.00 *	28,303.27
YTD Encumbrance	.00	YTD Actual	28,303.27	Total	28,303.27
		YTD Budget	.00	Unexpended	28,303.27-
150-55115-322-000 LIBRARY - VISUAL					
		10/31/2023 (10/23) Balance	.00 *	.00 *	927.91
AP	293	Elan Financial Services	45.15		
		**VendorNo: 1823 **Inv. No: 08139633_OCT23 **Desc: J DVDS **Inv. Date: 10/26/2023 **PO No: **Remit Name: Elan Financial Services **Merchant Vendor No: 1823 **Merchant Vendor Name: Elan Financial Services **Invoice Created By: Lauree Aulik			
AP	383	Elan Financial Services	120.74		
		**VendorNo: 1823 **Inv. No: 08136933_NOV23 **Desc: ASST. DVDS **Inv. Date: 11/27/2023 **PO No: **Remit Name: Elan Financial Services **Merchant Vendor No: 1823 **Merchant Vendor Name: Elan Financial Services **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	165.89 *	.00 *	1,093.80
YTD Encumbrance	.00	YTD Actual	1,093.80	Total	1,093.80
		YTD Budget	.00	Unexpended	1,093.80-
150-55115-323-000 LIBRARY - AUDIO					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,318.73

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-55115-323-000 LIBRARY - AUDIO (continued)					
AP	388	Playaway Products LLC	341.20		
		**VendorNo: 1830 **Inv. No: 446554 **Desc: AUDIO 5 ADAD **Inv. Date: 11/16/2023 **PO No: **Remit Name: Playaway Products LLC **Merchant Vendor No: 1830 **Merchant Vendor Name: Playaway Products LLC **Invoice Created By: Lauree Aulik			
AP	389	Playaway Products LLC	56.24		
		**VendorNo: 1830 **Inv. No: 446943 **Desc: AUDIO 1 JDAD **Inv. Date: 11/20/2023 **PO No: **Remit Name: Playaway Products LLC **Merchant Vendor No: 1830 **Merchant Vendor Name: Playaway Products LLC **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	397.44 *	.00 *	2,716.17
YTD Encumbrance	.00	YTD Actual	2,716.17	Total	2,716.17
		YTD Budget	.00	Unexpended	2,716.17-
150-55115-324-000 LIBRARY - INTERACTIVE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,032.59
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	1,032.59
YTD Encumbrance	.00	YTD Actual	1,032.59	Total	1,032.59
		YTD Budget	.00	Unexpended	1,032.59-
150-55115-325-000 LIBRARY - PERIODICALS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,787.44
AP	294	Elan Financial Services	130.99		
		**VendorNo: 1823 **Inv. No: 08139633_OCT23 **Desc: JOURNAL RENEWALS **Inv. Date: 10/26/2023 **PO No: **Remit Name: Elan Financial Services **Merchant Vendor No: 1823 **Merchant Vendor Name: Elan Financial Services **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	130.99 *	.00 *	1,918.43
YTD Encumbrance	.00	YTD Actual	1,918.43	Total	1,918.43
		YTD Budget	.00	Unexpended	1,918.43-
150-55115-326-000 LIBRARY - NEWSPAPERS					
		10/31/2023 (10/23) Balance	.00 *	.00 *	831.19
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	831.19
YTD Encumbrance	.00	YTD Actual	831.19	Total	831.19
		YTD Budget	.00	Unexpended	831.19-
150-55115-327-000 LIBRARY - eMaterials (WPLC)					
		10/31/2023 (10/23) Balance	.00 *	.00 *	3,969.99
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	3,969.99
YTD Encumbrance	.00	YTD Actual	3,969.99	Total	3,969.99
		YTD Budget	.00	Unexpended	3,969.99-
150-55115-328-000 LIBRARY - DATABASES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,760.69

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-55115-328-000 LIBRARY - DATABASES (continued)					
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	1,760.69
YTD Encumbrance	.00	YTD Actual 1,760.69 Total	1,760.69	YTD Budget .00 Unexpended	1,760.69-
150-55115-331-000 LIBRARY - EQUIPMENT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,405.35
AP	384	Elan Financial Services	545.19		
		**VendorNo: 1823 **Inv. No: 08136933_NOV23 **Desc: EQUIPMENT **Inv. Date: 11/27/2023 **PO No: **Remit Name: Elan Financial Services **Merchant Vendor No: 1823 **Merchant Vendor Name: Elan Financial Services **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	545.19 *	.00 *	1,950.54
YTD Encumbrance	.00	YTD Actual 1,950.54 Total	1,950.54	YTD Budget .00 Unexpended	1,950.54-
150-55115-341-000 LIBRARY - CUSTODIAL SUPPLIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	12.65
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	12.65
YTD Encumbrance	.00	YTD Actual 12.65 Total	12.65	YTD Budget .00 Unexpended	12.65-
150-55115-351-000 LIBRARY - BUILDING MAINTENANCE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	671.80
AP	385	Elan Financial Services	529.65		
		**VendorNo: 1823 **Inv. No: 08136933_NOV23 **Desc: BUIDING MAINT. - BATHROOMS **Inv. Date: 11/27/2023 **PO No: **Remit Name: Elan Financial Services **Merchant Vendor No: 1823 **Merchant Vendor Name: Elan Financial Services **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	529.65 *	.00 *	1,201.45
YTD Encumbrance	.00	YTD Actual 1,201.45 Total	1,201.45	YTD Budget .00 Unexpended	1,201.45-
150-55115-361-000 LIBRARY - TRAINING & EDUCATION					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,118.16
AP	386	Elan Financial Services	20.00		
		**VendorNo: 1823 **Inv. No: 08136933_NOV23 **Desc: WLA PERFORMER SHOWCASE **Inv. Date: 11/27/2023 **PO No: **Remit Name: Elan Financial Services **Merchant Vendor No: 1823 **Merchant Vendor Name: Elan Financial Services **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	20.00 *	.00 *	2,138.16
YTD Encumbrance	.00	YTD Actual 2,138.16 Total	2,138.16	YTD Budget .00 Unexpended	2,138.16-
150-55115-371-000 LIBRARY - PROGRAMMING					
		10/31/2023 (10/23) Balance	.00 *	.00 *	4,155.13

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-55115-371-000 LIBRARY - PROGRAMMING (continued)					
AP	296	Tracey Lee Roberts	276.00		
		**VendorNo: 1910 **Inv. No: 2023-10-12 **Desc: DODGE EARLY YEARS **Inv. Date: 10/12/2023 **PO No: **Remit Name: Tracey Lee Roberts **Merchant Vendor No: 1910 **Merchant Vendor Name: Tracey Lee Roberts **Invoice Created By: Lauree Aulik			
AP	295	Elan Financial Services	217.50		
		**VendorNo: 1823 **Inv. No: 08139633_OCT23 **Desc: PROGRAMMING SUPPLIES **Inv. Date: 10/26/2023 **PO No: **Remit Name: Elan Financial Services **Merchant Vendor No: 1823 **Merchant Vendor Name: Elan Financial Services **Invoice Created By: Lauree Aulik			
AP	387	Elan Financial Services	355.75		
		**VendorNo: 1823 **Inv. No: 08136933_NOV23 **Desc: PROGRAMMING SUPPLIES **Inv. Date: 11/27/2023 **PO No: **Remit Name: Elan Financial Services **Merchant Vendor No: 1823 **Merchant Vendor Name: Elan Financial Services **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	849.25 *	.00 *	5,004.38
YTD Encumbrance	.00	YTD Actual	5,004.38	Total	5,004.38
		YTD Budget	.00	Unexpended	5,004.38-
150-55115-381-000 LIBRARY - OUTREACH					
		10/31/2023 (10/23) Balance	.00 *	.00 *	1,010.68
AP	274	US CELLULAR	61.86		
		**VendorNo: 1044 **Inv. No: 0612438901 **Desc: OUTREACH HOTSPOT **Inv. Date: 10/22/2023 **PO No: **Remit Name: US CELLULAR **Merchant Vendor No: 1044 **Merchant Vendor Name: US CELLULAR **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	61.86 *	.00 *	1,072.54
YTD Encumbrance	.00	YTD Actual	1,072.54	Total	1,072.54
		YTD Budget	.00	Unexpended	1,072.54-
150-55115-390-000 ANNEX-OTHER SUPPLIES & EXPENSE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	13,800.00	Unexpended	13,800.00
150-55115-391-000 LIBRARY - ANNEX UTILITIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	2,345.89
AP	260	CITY OF DODGEVILLE WATER UTILITY	92.64		
		**VendorNo: 195 **Inv. No: 208950-01_NOV23 **Desc: ANNEX WATER/SEWER **Inv. Date: 10/31/2023 **PO No: **Remit Name: CITY OF DODGEVILLE WATER UTILITY **Merchant Vendor No: 195 **Merchant Vendor Name: CITY OF DODGEVILLE WATER UTILITY **Invoice Created By: Lauree Aulik			
AP	374	ALLIANT ENERGY/WP&L (UTILITY PAYMENTS)	161.45		
		**VendorNo: 34 **Inv. No: 1734128140_NOV23 **Desc: ANNEX ELECTRIC/GAS **Inv. Date: 11/13/2023 **PO No: **Remit Name: ALLIANT ENERGY/WP&L (UTILITY PAYMENTS) **Merchant Vendor No: 34 **Merchant Vendor Name: ALLIANT ENERGY/WP&L (UTILITY PAYMENTS) **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	254.09 *	.00 *	2,599.98
YTD Encumbrance	.00	YTD Actual	2,599.98	Total	2,599.98
		YTD Budget	.00	Unexpended	2,599.98-
150-55115-392-000 LIBRARY - ANNEX RENT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	6,500.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-55115-392-000 LIBRARY - ANNEX RENT (continued)					
AP	288	DENNIS J MARKLEIN	650.00		
		**VendorNo: 1592 **Inv. No: 2023-12 **Desc: ANNEX RENT **Inv. Date: 11/13/2023 **PO No: **Remit Name: DENNIS J MARKLEIN			
		**Merchant Vendor No: 1592 **Merchant Vendor Name: DENNIS J MARKLEIN **Invoice Created By: Lauree Aulik			
		11/30/2023 (11/23) Period Totals and Balance	650.00 *	.00 *	7,150.00
YTD Encumbrance	.00	YTD Actual	7,150.00 Total	7,150.00 YTD Budget	.00 Unexpended 7,150.00-
150-55115-393-000 LIBRARY - ANNEX MAINTENANCE					
		10/31/2023 (10/23) Balance	.00 *	.00 *	9.97
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	9.97
YTD Encumbrance	.00	YTD Actual	9.97 Total	9.97 YTD Budget	.00 Unexpended 9.97-
150-55115-394-000 LIBRARY - ANNEX INTERNET					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
150-55115-395-000 LIBRARY - ANNEX SUPPLIES					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
150-55115-400-000 LIBRARY - EDUCATION					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended 2,000.00
150-55115-500-000 LIBRARY - PROGRAMMING					
		10/31/2023 (10/23) Balance	.00 *	.00 *	13.96

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
150-55115-500-000 LIBRARY - PROGRAMMING (continued)					
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	13.96
YTD Encumbrance	.00	YTD Actual	13.96	Total	13.96
		YTD Budget	3,000.00	Unexpended	2,986.04
150-55115-510-000 LIBRARY -INSURANCE PROP & LIAB					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
150-55525-000-000 GRANTS - EXPENSE ACCOUNT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
150-55716-000-000 LIBRARY OUTREACH EXP ACCT					
		10/31/2023 (10/23) Balance	.00 *	.00 *	400.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	400.00
YTD Encumbrance	.00	YTD Actual	400.00	Total	400.00
		YTD Budget	1,500.00	Unexpended	1,100.00
150-57610-000-000 LIBRARY-TECH & EQUIP OUTLAY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
150-57615-000-000 LIBRARY - BUILDING PRJ OUTLAY					
		10/31/2023 (10/23) Balance	.00 *	.00 *	.00
		11/30/2023 (11/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
Number of transactions: 97 Number of accounts: 76			Debit	Credit	Proof
Grand Totals:			71,810.86	71,869.55-	58.69-

Report Criteria:
 Actual amounts
 All accounts
 Account.Account number = "15011000000000"-15057615000000"