

**Agenda**  
**Edward U. Demmer Memorial Library Board of Trustees**  
**Tuesday, December 19, 2023**  
**4:00 p.m.**  
**Maple Room and Via Video/Teleconference**

This meeting will be held in person and via video/teleconference. Interaction and dialogue during the meeting, from the time it is called to order until public comments, will be limited to only that of the library board, library director, and/or those called upon by the meeting chair to participate. Instructions for joining the meeting are posted below.

- Call to Order
- Approval of the Agenda
- Approval of minutes
  - November 21, 2023, regular meeting
  - December 14, 2023, special meeting
- Correspondence
- Committee Reports
  - Three Lakes Public Library Foundation
  - Oneida County Library Board
- Director's Report
  - Building maintenance report
- Budget Review
  - Payment of bills – public funds
  - Payment of bills – donation accounts
  - 2023 budget review
- Old Business
  - Continuing Library Board Self-Evaluation
  - Decision on upcoming board vacancy
  - Progress on Strategic Planning Committee

**New Business**

- Planning for Candidate forum
- Discuss additional responsibilities of Demmer staff
- Adjustments to bank account authorizations
- Discussion and decisions regarding director transition planning
- Comments from citizens

Next Meeting: January 16, 2024, 4:00 p.m., library lower level and/or via virtual attendance

**To join the meeting:**

To join from a computer:

<https://bluejeans.com/7155463391>

To join from a phone:

+1.408.419.1715 or +1.408.915.6290

Meeting ID: 715 546 3391

Any person planning to attend this meeting who has difficulty managing stairs or who needs some type of special accommodations in order to participate should notify the Demmer Library at 715/546-3391.

Unapproved Minutes November 21, 2023  
Edward U. Demmer Memorial Library  
Library Board of Trustees Meeting

Trustee Attendance: Ann Asbeck, Dianna Blicharz, Jeff Boehm, Patty Wallesverd, Rich Mahlerwein, Kathleen Olkowski

Absent: Dan McKissak

Other Attendees: Peter Kotarba

Ann Asbeck called the meeting to order at 4:00 p.m.

**Agenda:**

Motion by Jeff, seconded by Patty to approve the agenda in any order. All ayes, motion carried.

**Approval of Minutes:**

Motion by Patty, seconded by Kathleen to approve the regular meeting minutes of October 17, 2023, as corrected. All ayes, motion carried.

Motion by Kathleen, seconded by Rich to approve the special meeting minutes of November 9, 2023, 2023, as corrected. All ayes, motion carried.

**Correspondence:** None.

**Committee Reports:**

Three Lakes Public Library Foundation: Dianna reports the TLPLF met October 24<sup>th</sup> and November 14<sup>th</sup> and will be sending a donation request postcard in December to previous donors.

Patty moves to accept mini-grant requests to be submitted to the TLPLF for funding, seconded by Rich. Jeff suggests offering opportunities for patrons participating in library programs to donate to the library. Peter can look into a method for tracking the cost of individual programs. All ayes, motion carried.

Oneida County Library Board: Dianna and Kathleen reported on November 16<sup>th</sup> board meeting.

**Director's Report:**

- Director's Report: Discussion.
- Building and Maintenance Report: Discussion. Ann notes that several donation drop bins are currently in the library and that the public notices policy is being used as the criteria for acceptance of donation bins.

**Budget Review:**

- Motion by Jeff, seconded by Patty, to approve vouchers for October/November 2023 for payment from the town account. Discussion. All ayes, motion carried.
- Motion by Rich seconded by Kathleen to approve payment of bills from the Laona Bank Account special account. Discussion. All ayes, motion carried.
- 2023 Budget Review: Kathleen notes that adult audiobooks are underbudget. Peter explains that some audiobook funds are being used for other library material purchases, and that audiobook patron needs are still being met.

### **Old Business:**

- Discuss process for the formation of the Strategic Plan committee: Ann asks board members to contact interested individuals and to direct them to Peter. Discussion.
- Update on electrical work for Celebration Garden: New estimates provided. Ann questions need for receptacles. Jeff asks about the expected increase in electrical costs. Kathleen suggests including timers for lighting. Dianna asks that Peter seeks clarification for what is included in the estimate and for the cost of the timer.

### **New Business:**

- Approve application for Credit/Debit Card for Laona State Bank account in Library Director's name: Jeff moves to approve Peter Kotarba to have a credit card for Laona State Bank Account, seconded by Patty . All ayes, motion carried.
- Approve and sign Oneida County Library Board contract: Motion by Jeff to approve and sign Oneida County Library board contract for the amount of \$50,508 to be utilized as designated by the county, seconded by Rich. Discussion. All Ayes, motion carried.
- Conduct Library Board Self-Evaluation: Ann describes the value of a self-evaluation and facilitates. Self-Evaluation will continue at the next board meeting.
- Discuss upcoming board vacancy: Kathleen suggests posting notice at library entrance; Patty suggests posting on Town board. Jeff suggests informing the Town office of the vacancy.

### **Future items:**

### **Comments from citizens:**

**Next Meeting: Regular meeting on December 19, 2023, 4:00 pm in the lower level of the library and/or via video/teleconference**

There being no further business Rich moved to adjourn, seconded by Kathleen. All ayes, motion carried. The meeting adjourned at 5:20 PM.

Respectfully submitted: Peter Kotarba, Director

Unapproved Minutes December 14 2023  
Edward U. Demmer Memorial Library  
Library Board of Trustees Special Meeting

Trustee Attendance: Ann Asbeck, Rich Mahlerwein, Kahleen Olkowski, Patty Wallesverd, Dan McKissak

Absent: Dianna Blicharz, Jeff Boehm

Other Attendees: Peter Kotarba, April Hansen

Ann Asbeck called the meeting to order at 4:00 p.m.

**Agenda:**

Motion by Kathleen, seconded by Patty to approve the agenda. All ayes, motion carried.

**New Business:**

- Discussion about a transition plan regarding upcoming library director and library board changes:
  - Motion by Patty to set acting director hours to 25/week, seconded by Rich. Discussion. All ayes, motion carries.
  - Motion by Patty to set acting director wage at \$19-22/hour, seconded by Dan. Discussion. All ayes, motion carries.

There being no further business Patty moved to adjourn, seconded by Rich. All ayes, motion carried. The meeting adjourned at 5:11 PM.

Respectfully submitted: Peter Kotarba, Director

## **Library Board of Trustees - Director's Report**

**December 19th, 2023**

### **ADMINISTRATION:**

- Online banking is now set up, and there is a debit card in my name.
- The library is closed Monday December 25<sup>th</sup> and Monday January 1<sup>st</sup>.

### **STAFF**

- Conducted staff evaluations and check-ins.
- There is some interest in the open custodial position, but there have yet to be any applications submitted. The job is posted on the library webpage, Indeed.com, and in the Three Lakes News and Vilas County News.
- My last day is January 8<sup>th</sup>.
- In January, April will celebrate 5 years as a fulltime employee!!

### **Community Collaboration**

- Holiday giving postcard from the TLPLF is posted on the library webpage, and postcards are available at the library circulation desk.
- Hosted "Ask an Addiction Counselor" event on December 8<sup>th</sup>.
- Ordered board games from nearby small businesses.

### **PROGRAMS AND OUTREACH:**

November:

- Children: Lego Club **12**, Story Hour **60**, 4K Story Hour **102**
- YA: D&D **8**, Teen Library Council **4**, Harry Potter Club **12**
- Adult: Writer's Group **9**, Crafternoon **5**, BTOC **10**,
- General Interest: Wii Open Hours,

December:

- Children: Lego Club, Pokémon Club, Story Hour, 4K Story Hour
- YA: D&D, Teen Library Council, Harry Potter Club
- Adult: Writers' Group, TLGS, Crafternoon, BTOC,
- General Interest: Wii Open Hours, Jolly Zone, Gift Wrapping Station

Respectfully submitted,

Peter Kotarba – Director

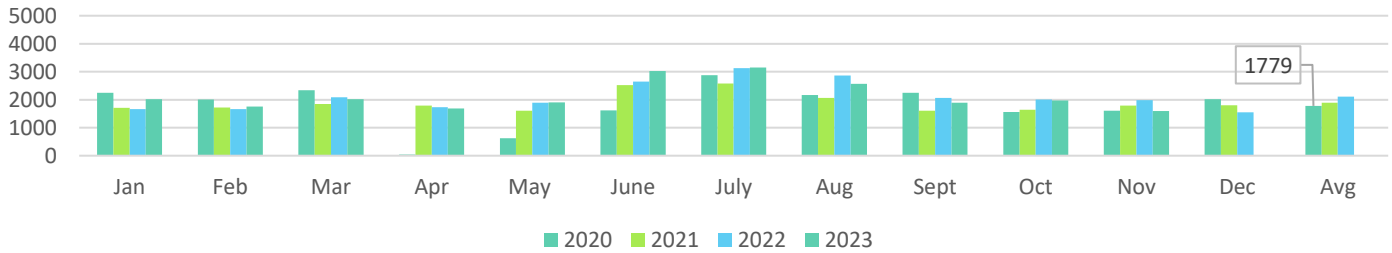
# Library Board of Trustees - Director's Report

December 19th, 2023

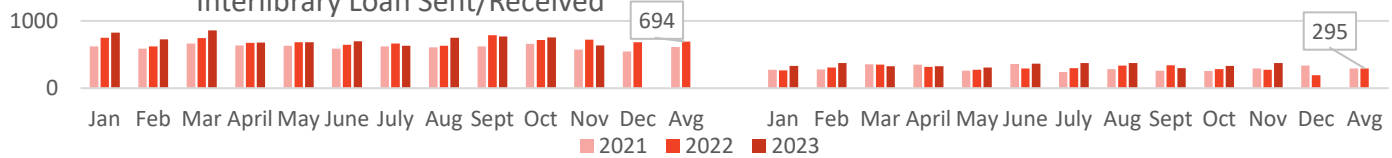
## Monthly and YTD Statistics

	Nov 2023	YTD 2023	Nov 2022	YTD 2022	Nov 2021	YTD 2021
<b>Circulation</b>	1,590	25,830	1982	24025	1,795	20854
<b>Interlibrary loan sent</b>	633/33	8,126/318	706/17	7303/298	572	6875
<b>Interlibrary loan received</b>	373	3,794	275	3350	291	3203

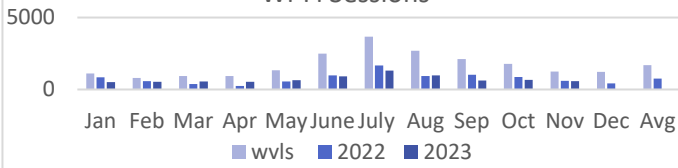
Monthly Circulation



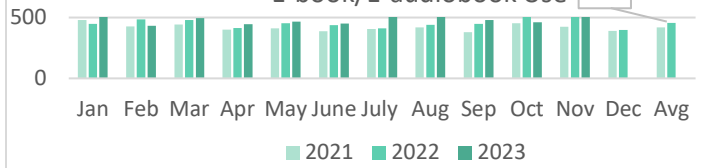
Interlibrary Loan Sent/Received



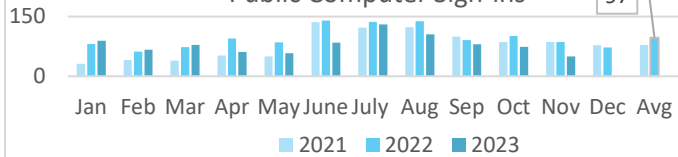
Wi-Fi Sessions



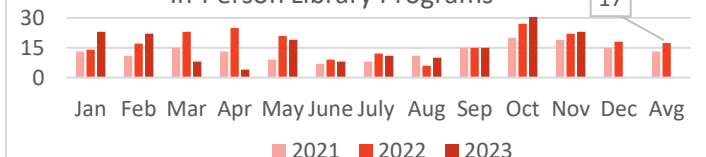
E-book/E-audiobook Use



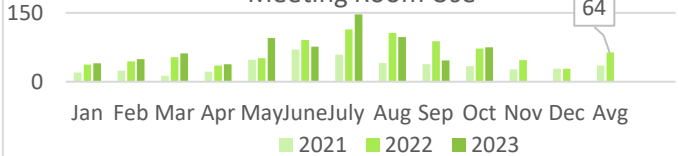
Public Computer Sign-ins



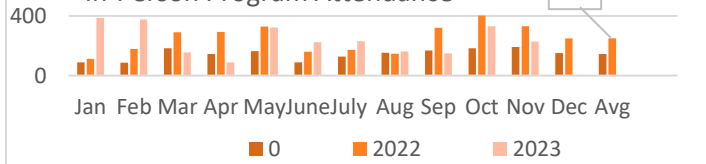
In-Person Library Programs



Meeting Room Use



In-Person Program Attendance

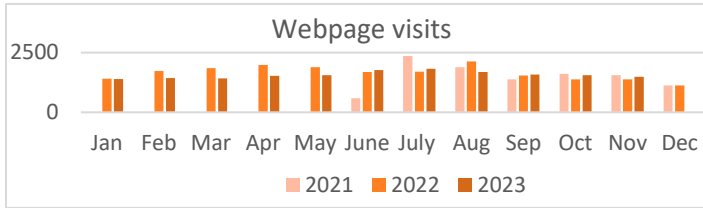


## Library Usage - Survey 2023

	March	June	October	December	Total 2023	Total 2022	Total 2021
<b>Library Visits</b>	248	386	196				12402
<b>Reference Transactions</b>	17	38	58				2769
<b>Program Attendance</b>	Ave/week:42 2programs	Ave/week:39 3 programs	Ave/week :66 4 programs	programs	Ave/week: 49 3 programs	Avg/wk:65 6 programs	Avg/week:34 3 programs

## Library Board of Trustees - Director's Report

December 19th, 2023



### Donations received:

- Tracy Brown & Susan Bauer **\$1,000**
- Anonymous **\$1,000**

### Memorials:

-

### Publicity of note:

## **Library Board of Trustees – Building and Maintenance Report**

**December 19, 2023**

### **BUILDING:**

-

### **SYSTEMS:**

- Security system down 11/26 due to an antenna fault

### **INTERIOR:**

- All staff continue to do an excellent job of covering custodial duties while the position sits empty.

### **EXTERIOR:**

- The Town is shoveling and salting sidewalks.
- New downspouts will be needed before spring.

### **MAINTENANCE AND OTHER CONCERNS/PROJECTS:**

- Replace failing concrete on west entrance
- Fix tack wall in children's area
- Lawrence Demmer plaque for vestibule
- Replace downspouts



Public Funds Voucher List

12/19/2023 through 12/19/2023

12/15/2023

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Date	Num	Description	Memo	Category	Amount
12/19/2023	1135	...Baker & Taylor	2037924414;2037970610;20379...	07 1039 Materials:Books:Adult Books	-796.49
			2037961022;2037970664;20379...	07 1039 Materials:Books:Juv-YA Books	-394.84
			2037924414;2037936658;20379...	07 1039 Materials:AV:AV Adult:Audiobook	-118.95
12/19/2023	1136	Cengage Learning Inc / Gale	v.111: inv.82961617;82966321;8...	07 1039 Materials:Books:Adult Books	-238.67
12/19/2023	1137	...Demmer Mem. Library	Amazon 112-2111658-1105833	05 1035 Property Maintenance:Custodial	-23.99
			Walmart; Amazon 112-2111658-...	06 1038 Supplies:Computer Hardware	-290.63
			3/21/23 through 12/15/23	06 1038 Supplies:Petty Cash	-128.48
			6/16/23 through 11/28/23	06 1038 Supplies:Postage	-110.17
			113-7775901-7342622	07 1039 Materials:AV:AV Adult:Video	-69.91
			Kwik Trip 10/30 - 11/28	07 1039 Materials:Subscriptions:Newsp...	-116.82
			Crafternoon supplies	08 1040 Expenses:Programming:Adult	-24.00
			Libratory - Amazon	08 1040 Expenses:Programming:YA	-143.82
			WLA staff	08 1040 Expenses:Staff Development	-103.80
12/19/2023	1138	...Candice Johnson	Dollar Tree, Walmart, Hobby Lob...	08 1040 Expenses:Programming:Childre...	-56.41
			Mileage & Meals	08 1040 Expenses:Staff Development:Mi...	-61.60
12/19/2023	1139	Multi Media Channels, LLC	v.114: IN170934 job opening adv...	08 1040 Expenses:Publishing Fees:Job ...	-16.80
12/19/2023	1140	ODP Business Solutions, LLC	v.115: inv.336638077001;34415...	06 1038 Supplies:Office	-340.02
12/19/2023	1141	USA Today	v.116: Annual Print Subscription ...	07 1039 Materials:Subscriptions:Newsp...	-433.54
12/19/2023	1142	...WVLS	12/02/23 - 12/1/24	08 1040 Expenses:Programming:Movie ...	-235.00
			Computer #3 and Circ 2 update	06 1038 Supplies:Computer Hardware	-2,420.00
<b>12/19/2023 - 12/19/2023</b>					<b>-6,123.94</b>
<b>TOTAL INFLOWS</b>					<b>0.00</b>
<b>TOTAL OUTFLOWS</b>					<b>-6,123.94</b>
<b>NET TOTAL</b>					<b>-6,123.94</b>

## 2023 December Budget Sheet

12/19/2023				
Account	2023 Budget	Spent		Balance
<b>01 Salaries 551 1001</b>				
01 Director	\$ 52,000.00	\$ 43,615.45	\$ 8,384.55	84%
02 Technical Services	\$ 34,599.76	\$ 26,386.17	\$ 8,213.59	76%
03 Adult and Young Adult Librarian	\$ 34,599.76	\$ 34,393.02	\$ 206.74	99%
04 Childrens Librarian	\$ 24,102.00	\$ 22,487.54	\$ 1,614.46	93%
05 Outreach Coordinator	\$ 12,261.60	\$ 9,793.56	\$ 2,468.04	80%
06 Circulation Clerk	\$ 10,920.00	\$ 11,673.50	\$ (753.50)	107%
07 Relief Librarian	\$ 1,296.00	\$ -	\$ 1,296.00	0%
08 Custodial	\$ 5,104.32	\$ 2,104.32	\$ 3,000.00	41%
09 Misc Staff Salaries	\$ -		\$ -	
<b>Total Salaries</b>	<b>\$ 174,883.44</b>	<b>\$ 150,453.56</b>	<b>\$ 24,429.88</b>	
		86%		
<b>02 Benefits</b>				
Social Security 551 1005	\$ 13,378.57	\$ 8,896.86	\$ 4,481.71	67%
Health Insurance 551 1006	\$ 29,421.77	\$ 30,496.77	\$ (1,075.00)	104%
Life Insurance 551 1006	\$ -	\$ 54.51	\$ (54.51)	
Dental EBC 551 1008		\$ 3,105.63	\$ (3,105.63)	
WRS 551 1009	\$ 10,087.53	\$ 9,294.01	\$ 793.52	92%
<b>Total Benefits</b>	<b>\$ 52,887.87</b>	<b>\$ 51,847.78</b>	<b>\$ 1,040.09</b>	
		98%		
<b>03 Contractual Services 551 1015</b>				
Equipment Contracts	\$ 2,607.00	\$ 1,898.56	\$ 708.44	73%
Professional Services	\$ 425.00	\$ 619.00	\$ (194.00)	146%
Waltco Courier	\$ 950.00	\$ 1,455.64	\$ (505.64)	153%
<b>Total Contractual Services</b>	<b>\$ 3,982.00</b>	<b>\$ 3,973.20</b>	<b>\$ 8.80</b>	
		100%		
<b>04 Utilites</b>				
Electric 551 1031	\$ 5,640.00	\$ 5,541.34	\$ 98.66	98%
Natural Gas 551 1034	\$ 3,600.00	\$ 1,796.12	\$ 1,803.88	50%
Sewer and Water 551 1036	\$ 1,200.00	\$ 1,209.03	\$ (9.03)	101%
Telephone 551 1020	\$ 2,520.00	\$ 2,425.27	\$ 94.73	96%
<b>Total Utilites</b>	<b>\$ 12,960.00</b>	<b>\$ 10,971.76</b>	<b>\$ 1,988.24</b>	
		85%		

12/19/2023					
Account	2023 Budget	Spent		Balance	
<b>05 Property Maintenance</b>	<b>550 1035</b>				
Custodial Supplies	\$ 600.00	\$ 896.89	\$ (296.89)		149%
Property Maintenance	\$ 4,000.00	\$ 3,902.87	\$ 97.13		98%
Security Systems	\$ 1,000.00	\$ 5,251.93	\$ (4,251.93)		525%
Building Contingency	\$ -	\$ -	\$ -		
<b>Total Property Maintenance</b>	<b>\$ 5,600.00</b>	<b>\$ 10,051.69</b>	<b>\$ (4,451.69)</b>		179%
					179%
<b>06 Supplies</b>	<b>551 1038</b>				
Computer Hardware	\$ 2,800.00	\$ 3,169.60	\$ (369.60)		113%
Library Supplies	\$ 750.00	\$ 717.72	\$ 32.28		96%
Office Supplies	\$ 750.00	\$ 774.37	\$ (24.37)		103%
Petty Cash	\$ 150.00	\$ 128.48	\$ 21.52		86%
Postage	\$ 400.00	\$ 400.54	\$ (0.54)		100%
<b>Total Supplies</b>	<b>\$ 4,850.00</b>	<b>\$ 5,190.71</b>	<b>\$ (340.71)</b>		
					107%
<b>07 Materials - AV</b>	<b>551 1039</b>				
Adult audiobook	\$ 2,700.00	\$ 1,099.14	\$ 1,600.86		41%
Adult music	\$ 100.00	\$ -	\$ 100.00		0%
Adult video	\$ 1,130.00	\$ 1,204.53	\$ (74.53)		107%
Juvenile audiobook	\$ 580.00	\$ 114.47	\$ 465.53		20%
Juvenile music	\$ 60.00	\$ -	\$ 60.00		0%
Juvenile video	\$ 200.00	\$ 75.08	\$ 124.92		38%
<b>Total Materials - AV</b>	<b>\$ 4,770.00</b>	<b>\$ 2,493.22</b>	<b>\$ 2,276.78</b>		
					52%
<b>07 Materials - Books</b>	<b>551 1039</b>				
Adult books	\$ 12,000.00	\$ 13,782.71	\$ (1,782.71)		115%
eBook consortium	\$ 762.60	\$ 762.60	\$ -		100%
Juvenile/YA books	\$ 3,750.00	\$ 4,316.20	\$ (566.20)		115%
<b>Total Materials - Books</b>	<b>\$ 16,512.60</b>	<b>\$ 18,861.51</b>	<b>\$ (2,348.91)</b>		
					114%
<b>07 Materials - Subscriptions</b>	<b>551 1039</b>				
Individual subscriptions	\$ 120.00	\$ 65.00	\$ 55.00		54%
Newspapers	\$ 1,690.00	\$ 1,588.76	\$ 101.24		94%
Subscription Service	\$ 1,828.43	\$ 1,828.43	\$ -		100%
<b>Total Subscriptions</b>	<b>\$ 3,638.43</b>	<b>\$ 3,482.19</b>	<b>\$ 156.24</b>		
					96%

12/19/2023					
Account	2023 Budget	Spent		Balance	
<b>08 Expenses - Computer</b>	551 1040				
Maintenance and Repair	\$ 200.00	\$ -	\$ 200.00		0%
Software subscription/licenses	\$ 200.00	\$ 89.88	\$ 110.12		45%
Computer Contingency	\$ -	\$ -	\$ -		
<b>Total Computers</b>	<b>\$ 400.00</b>	<b>\$ 89.88</b>	<b>\$ 310.12</b>		
			22%		
<b>08 Expenses - Programming</b>	551 1040				
Adult	\$ 300.00	\$ 387.94	\$ (87.94)		129%
Children / Story Hour	\$ 300.00	\$ 336.73	\$ (36.73)		112%
Movie license	\$ 223.00	\$ 235.00	\$ (12.00)		105%
Reading Programs	\$ 800.00	\$ 689.48	\$ 110.52		86%
Young Adult	\$ 300.00	\$ 256.35	\$ 43.65		85%
<b>Total Programming</b>	<b>\$ 1,923.00</b>	<b>\$ 1,905.50</b>	<b>\$ 17.50</b>		99%
			99%		
<b>08 Expenses - Publishing Fees</b>	551 1040				
Job Posting	\$ 150.00	\$ 16.80	\$ 133.20		11%
Publicity	\$ 150.00	\$ -	\$ 150.00		0%
<b>Total Publishing Fees</b>	<b>\$ 300.00</b>	<b>\$ 16.80</b>	<b>\$ 283.20</b>		
			6%		
<b>08 Expenses - Staff Development</b>	551 1040				
Staff Development	\$ 1,200.00	\$ 750.08	\$ 449.92		63%
Mileage and Meals	\$ 800.00	\$ 848.02	\$ (48.02)		106%
<b>Total Staff Development</b>	<b>\$ 2,000.00</b>	<b>\$ 1,598.10</b>	<b>\$ 401.90</b>		
			80%		
<b>08 Expenses - WVLS</b>	551 1040				
Internet	\$ 1,200.00	\$ 1,200.00	\$ -		100%
Network and Enterprise	\$ 1,770.00	\$ 1,770.00	\$ -		100%
V-Cat Maintenance	\$ 5,117.79	\$ 5,117.79	\$ -		100%
Wiscat (DPI) & WorldCat (WILS)	\$ 200.00	\$ -	\$ 200.00		0%
<b>Total WVLS</b>	<b>\$ 8,287.79</b>	<b>\$ 8,087.79</b>	<b>\$ 200.00</b>		
			98%		
<b>Total 2023 Budget</b>	<b>\$ 292,995.13</b>	<b>\$ 269,023.69</b>	<b>\$ 23,971.44</b>		
Salary totals current through	11/29/2023		92%		

Laona Bank for Board  
11/1/2023 through 12/19/2023

12/15/2023

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Date	Account	Num	Description	Memo	Category	Clr	Amount
<b>BALANCE 10/31/2023</b>							<b>19,077.99</b>
11/1/2023	Laona Special...DEP	...	Deposit	October 2023: Donation, Memorial, Fines... --Split--		R	1,164.92
11/1/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/2/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/3/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/6/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/6/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/8/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/9/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/10/2023	Laona Special...DEP		Princh	Quarter 3 Princh electronic income	Copier Income	R	61.95
11/10/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/10/2023	Laona Special...Debit...		Amazon		--Split--	R	-52.98
11/13/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/13/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/14/2023	Laona Special...Debit		Amazon	YA Programming	Town of Three Lakes Expense	R	-70.21
11/14/2023	Laona Special...Debit		Wisconsin Library Asociation	Staff Development	Town of Three Lakes Expense	R	-103.80
11/15/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/16/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/16/2023	Laona Special...Debit		Dollar General	Adult Programming	Town of Three Lakes Expense	R	-4.48
11/16/2023	Laona Special...Debit		Etsy	Adult Programming	Town of Three Lakes Expense	R	-6.89
11/17/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/20/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/20/2023	Laona Special...Debit...		Amazon	YA Programming	--Split--	R	-62.62
11/21/2023	Laona Special...4023		Metal Designs NY Inc	Inv. 4742-Janice Hamelink Bronze Plaque	Memorial Expense:Landscaping		-330.00
11/21/2023	Laona Special...4024		Mind Chimes Bookshop	Inv. 1919-Wingspan-Board Game Grant	Grant and Project Expense		-65.00
11/21/2023	Laona Special...4025		Abbotsford Public Library	Inv 2023vcat3-Book Replacement	Fines Expense		-6.00
11/22/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/22/2023	Laona Special...Debit		Menards	Adult Programming	Town of Three Lakes Expense	R	-12.63
11/24/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/27/2023	Laona Special...Debit...		Amazon		--Split--	R	-80.90
11/29/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/30/2023	Laona Special...DEP	...	Deposit	November: Donation, Fines, Grant, Copy	--Split--	R	3,053.49
11/30/2023	Laona Special...Debit		Kwik Trip	Newspapers	Town of Three Lakes Expense	R	-6.49
11/30/2023	Laona Special...Debit		Walmart	Computer Hardware	Town of Three Lakes Expense	R	-261.64
12/19/2023	Laona Special...4026		Office Depot	order number: 344144048-001	Donation Expense:Coffee Cart		-32.99
12/19/2023	Laona Special...4027		Legacy Games & Hobby	Board Games	Grant and Project Expense:R...		-151.95
12/19/2023	Laona Special...4028		Dow Jones & Co	Wall Street Journal Print: Ultimate Package	Grant and Project Expense		-233.94
<b>11/1/2023 - 12/19/2023</b>							<b>2,687.51</b>
<b>BALANCE 12/19/2023</b>							<b>21,765.50</b>
<b>TOTAL INFLOWS</b>							<b>4,280.36</b>
<b>TOTAL OUTFLOWS</b>							<b>-1,592.85</b>
<b>NET TOTAL</b>							<b>2,687.51</b>