

Wisconsin Valley Library Service - ACCOUNTS PAYABLE

February 2024

2-0000 State Aid

2-6100 Salaries

People's State Bank	February Payroll; No. 3; February 9, 2024	\$28,454.15
	Supplemental Payroll; February 22, 2024	\$80.80
	February Payroll; No. 4; February 23, 2024	\$29,307.93

Total 2-6100 Salaries	\$57,842.88
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2-6130 Employee Benefits

Dept of Employee Trust Funds	Health Insurance Premium; March 2024	\$12,609.05
Securian Financial Group, Inc	Life Insurance Premium; March 2024	\$10.82
US Department of Treasury	Social Security & Medicare; Payroll No. 3; February 9, 2024	\$2,104.03
	Social Security & Medicare; Supp. PR; February 22, 2024	\$6.18
	Social Security & Medicare; Payroll No. 4; February 23, 2024	\$2,169.40
Wisconsin Retirement System	Retirement Contributions; February 2024	\$3,581.65
	Retirement Contribution; February 2024 Additional	\$5.58
WPS	Dental Insurance Premium; March 2024	\$858.75

Total 2-6130 Employee Benefits	\$21,345.46
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2-6210 Communications

Associated Bank - Credit Card	Boomerang; Pro-Monthly (Qty 3), February 2024	\$53.94
	Google; Workspace Business Plus (Qty 15); January 2024	\$265.93
	Ringcentral; Fax Charges; February 2024	\$27.78

Total 2-6210 Communications	\$347.65
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2-6220 Supplies

Associated Bank Credit Card	Canva; Subscription Renewal	\$297.00
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Total 2-6220 Supplies	\$297.00
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2-6240 Delivery/Postage

Associated Bank Credit Card	USPS; Postage Stamps (5 Rolls)	\$330.00
Kari Sweeney	Reimbursement; Postage	\$3.40
Waltco Delivery	Courier Service; February 2024	\$11,046.95
	Courier Service; Fuel Surcharge; February 2024	\$1,718.90
	Courier Service; Vendor Sort; February 2024	\$4,009.96

Total 2-6240 Delivery/Postage	\$17,109.21
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2-6250 Staff Travel

Associated Bank Credit Card	Delta Air; Flight for SP Zing Training (JM)	\$426.20
Brenda Walenton	Travel Reimbursement; Library Legislative Day	\$54.39
	Travel Reimbursement; Winnefox Visit - Sorting	\$152.20
Erica Brewster	Travel Reimbursement Library Legislative Day	\$74.25
Jamie Matczak	Travel Reimbursement; Disney Institute Training	\$259.95
Kris Adams Wendt	Travel Reimbursement; Library Legislative Day	\$52.59
Kristie Hauer	Travel Reimbursement; NFLS/OWLS/WVLS Collaboration	\$56.95
	Exploration	

Total 2-6250 Staff Travel	\$1,076.53
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2-6260 Board Travel

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Associated Bank Credit Card	City of Wausau; Library Legislative Day Parking (TB)	\$16.00
Candice Grunseth	Travel Reimbursement; BOT Meeting; February 2024	\$108.54
Kari Sweeney	Travel Reimbursement; Library Legislative Day	\$186.34
Louise Olszewski	Travel Reimbursement; Library Legislative Day	\$242.14
Michael Otten	Travel Reimbursement; Library Legislative Day	\$410.81
Petra Pietrzak	Travel Reimbursement; Library Legislative Day	\$194.00
	Travel Reimbursement; BOT Meeting; February 2024	\$79.06
Tom Bobrofsky	Travel Reimbursement; Library Legislative Day	\$321.45
	Travel Reimbursement; BOT Meeting; February 2024	\$80.40

Total 2-6260 Board Travel \$1,638.74

2-6290 Insurance, Dues, Audit

KerberRose SC	Progress Billing for 2023 Audit	\$1,190.00
Marsh & McLennan Agency LLC	Insurance Policy Renewal; Cyber Liability	\$2,832.50
	Insurance Policy Renewal; Directors and Officers	\$1,467.00
Peoples State Bank 1	Payroll Direct Deposit Fee; February 2024	\$40.00
TASC1	Flex Administration Fee; March 2024	\$56.61
Wisconsin Library Association	Membership Renewal; 1 Institutional	\$255.00
	Membership Renewal; 13 Trustees	\$650.00
	Membership Renewal (MS)	\$250.00
	Membership Renewal (KH)	\$219.00

Total 2-6290 Insurance, Dues, Audit \$6,960.11

2-6340 Special Projects

Ada Demlow	Reimbursement; 2024 LLD Scholarship	\$280.56
Associated Bank - Credit Card	City of Wausau; LLD Scholarship Parking (Crandon Director)	\$16.00
Heidi O'Hare	Travel Reimbursement; LLD Scholarship	\$122.74
James Mildbrand	Travel Reimbursement; LLD Scholarship	\$235.00
Janay Ziebell	Travel Reimbursement; LLD Scholarship	\$233.00
Leah Giordano	Travel Reimbursement; LLD Scholarship	\$41.00
Maxx Handel	Travel Reimbursement; LLD Scholarship	\$316.66
Marathon Co. Public Library	Travel Reimbursement; LLD Scholarship (LG)	\$217.10
Peggy O'Connell	Travel Reimbursement; LLD Scholarship	\$304.22
Teresa Hall	Travel Reimbursement; LLD Scholarship	\$315.40
Town of Minocqua	Reimbursement; LLD Scholarship (PO)	\$45.00
Rhineland District Library	Travel Reimbursement; LLD Scholarship (VR)	\$247.34
Tomahawk Public Library	Travel Reimbursement; LLD Scholarship (HO)	\$210.00
Virginia Roberts	Travel Reimbursement; LLD Scholarship	\$117.79

Total 2-6340 Special Projects \$2,701.81

2-6350 Workshops

Associated Bank Credit Card	Amazon; Gift Cards for WWW 2024 Helpers	\$40.00
GJE #88	Transfer from Pass Thru 7-0002 Account to record WVLS Share of Wild WI Winter Web Conference Expense	\$198.00

Total 2-6350 Workshops \$238.00

2-6360 Equipment; Maintenance and Supplies

Associated Bank Credit Card	HP Instant Ink; January 2024 (SH)	\$20.03
	HP Instant Ink; January 2024 (MS)	\$9.48

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Total 2-6360 Equipment; Maintenance and Supplies	\$29.51
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2-6400 Contracts

Accounting Systems	QB Consulting Service	\$90.00
Specialists, Inc.	QB Annual Subscription - 3 users	\$1,037.54
	Various Payroll Tax Services for 2023	\$102.40
Associated Bank Credit Card	Intuit Quickbooks: Monthly Per Employee Usage Fee; February 2024	\$60.00
	Intuit Quickbooks; Payroll Annual Fee	\$550.00
KerberRose SC	Payroll Assistance	\$110.00
Minocqua Public Library	Cataloging Project; January 21 - February 3, 2024	\$200.00
	Cataloging Project; February 4-17, 2024	\$200.00

Total 2-6400 Contracts	\$2,349.94
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2-6490 Library Materials

WILS	WPLC (WI Public Library Consortium) 2024 Member Share	\$7,848.00
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Total 2-6490 Library Materials	\$7,848.00
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Total 2-0000 State Aid	\$119,784.84
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3-0000 Grant Accounts

3-2024-251 LSTA Grant

GJE # 87	Re-classify Capital Expenses from LEAN WI 6-6800 Account to the 3-0000 Sparsity Aid Grant	\$3,754.80
GJE # 89	Re-Classify WWWW Conference Expense from Pass-Thru 7-0002 Account to the 3-0000 Professional Learning Grant	\$2,000.00

Total 3-2024-251 LSTA Grant	\$5,754.80
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Total 3-0000 Grant Accounts	\$5,754.80
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5-0000 V-Cat Project Accounts

5-6250 Travel/Cont Ed Expense

Associated Bank Credit Card	Delta Air; Flight for Aspen Conference (KZ)	\$655.20
	Delta Air; Flight for Innovative Users Group Conference (RM)	\$436.20
	Innovative Users Group; Conference Registration (RM)	\$480.00

Total 5-6250 Travel/Cont Ed Expense	\$1,571.40
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5-6340 Special Projects

Amundsen Davis, LLC	V-Cat - Application and Process Advice	\$678.50
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Total 5-6340 Special Projects	\$678.50
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5-6400 Contracts

e-solutions	E-commerce PayPal Fees; January 2024	\$169.58
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Total 5-6400 Contracts	\$169.58
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Total 5-0000 V-Cat Project Accounts	\$2,419.48
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6-0000 LEAN WI Project Accounts

6-6210 Licensing and Services

CoVantage Credit Card	800.com; Toll Free Phone Service; January 2024	\$17.70
	800.com; Toll Free Phone Service; February 2024	\$17.70
	Amazon Web Services; Cloud Storage; January 2024	\$2.04
	Google Domains Support; WVLS (Greenwood)	\$12.00
	Google Domains Support; WVLS (Abbotsford)	\$12.00
	Microsoft; Teams Phone with Calling Plan; January 2024 (Qty 2)	\$11.00
	Microsoft; Audio Conferencing; January 2024 (Qty 4)	\$6.87
	ServerPilot; Management Tool; December 2023	\$20.00

Total 6-6210 Licensing and Services	\$99.31
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6-6800 Capital

Dell Marketing	RDC Capital; PO 22423 (LEAN WI)	\$17,314.46
	RDC Capital; PO 22423 (LEAN WI)	\$50,825.47
	Laptop; PO 22422 (LEAN WI Staff)	\$1,280.09
GJE # 87	Transfer LEAN WI Capital Expenses to the 3-0000 Sparsity Aid Grant Account	(\$3,754.80)

Total 6-6800 Capital	\$65,665.22
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Total 6-0000 LEAN WI Project Accounts	\$65,764.53
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7-0000 Pass Through Accounts

7-0002 Workshops P/T Account

Associated Bank Credit Card	Amazon; Gift Cards for WWWW 2024 Speakers	\$300.00
	Rev.com; Captioning Services; 2024 WWWW Conference	\$1,245.00
YWCA Greater Green Bay	2024 Wild Wisconsin Winter Web Conference Session	\$50.00
GJE #88	Transfer to 2-6350 Workshops Account to record WVLS Share of WWWW Workshop Expense	(\$198.00)
GJE #89	Transfer WWWW Workshop Costs to the 3-0000 Professional Learning Grant Account	(\$2,000.00)

Total 7-0002 Workshops P/T Account	(\$603.00)
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7-0003 Courier P/T Account

Waltco	Courier Service; February 2024	\$214.50
	Courier Service; Fuel Surcharge; February 2024	\$33.38

Total 7-0003 Courier P/T Account	\$247.88
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7-0006 Misc P/T Account

Wisconsin Library Association	WLA Foundation; Contribution	\$50.00
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Total 7-0006 Misc P/T Account	\$50.00
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7-0008 IT P/T Account

Dell Marketing	Computer Equipment; PO 22424 (Rib Lake)	\$1,000.00
	Computer Equipment; PO 224250 (Laona)	\$1,808.60
	Computer Equipment; PO 224256 (Rhinelanders)	\$2,670.00

Total 7-0008 IT P/T Account	\$5,478.60
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7-6490 Buying Pool P/T Account

WILS	WPLC 2024 Buying Pool; Books, Audiobooks	\$71,505.00
	WPLC 2024 Buying Pool; Magazines	\$3,921.00

Total 7-6490 Buying Pool P/T Account	\$75,426.00
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Total 7-0000 Pass Thru Accounts	\$80,599.48
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Grand Total	\$274,323.13
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