

**Oshkosh Public Library
Vouchers Payable
November 2024
92% of the year**

Name	Memo	Paid Amount	
Revolving Expenses			
Life Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Life Insurance	\$421.55	
Total Life Insurance			\$421.55
Dental Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Dental Insurance	\$1,470.22	
Total Dental Insurance			\$1,470.22
Health Insurance			
City of Oshkosh - Revolving Charges	Employer's share of Health Insurance	\$38,748.06	
Total Health Insurance			\$38,748.06
Wisconsin Retirement Fund			
City of Oshkosh - Revolving Charges	Employer's share of WI Retirement	\$11,312.09	
Total 6304 - Wisconsin Retirement Fund			\$11,312.09
FICA - Employers Share			
City of Oshkosh - Revolving Charges	Employer's share of FICA	\$13,115.99	
Total FICA - Employers Share			\$13,115.99
Overtime			
City of Oshkosh - Revolving Charges	Overtime Pay	\$4,148.06	
Total Overtime			\$4,148.06
Regular Pay			
City of Oshkosh - Revolving Charges	Regular Pay	\$174,246.23	
Total Regular Pay			\$174,246.23
Total Revolving Expenses			\$ 243,462.20
Contracted Services			
Contractual Agreement Payments			
WLS Contract Labor Services			
Winnefox Library System	Contractual Agreements	\$13,257.91	
Total Contractual Agreement Payments			\$13,257.91
Subscription/Licensing Contract			
Staff Tools			
NMT Partners LLC	ResCarta-Web Hosting	\$150.00	
Patron Services			
Library Market	LibraryCalendar Annual Subscription	\$2,500.00	
Total Subscription/Licensing Contract			\$2,650.00
Preventative Maintenance Contracts			
Copier/Printer Maintenance			
Gordon Flesch Co, Inc	Copier maintenance	\$40.21	
Gordon Flesch Co, Inc	Copier maintenance	\$2.42	
Gordon Flesch Co, Inc	Copier maintenance	\$36.62	
Total Preventative Maintenance Contracts			\$79.25
3rd Party Contracted Services			
Fox Valley Flute Choir	Flute Choir Performance on 12/14/24	\$200.00	
Gartman Mechanical Services	Plumbing services	\$146.00	
Gartman Mechanical Services	Plumbing services	\$730.00	
GFL Environmental	Waste disposal services	\$763.98	
Mid-State Sign Service	Installing Banners on building	\$362.50	
Unique Management Services, Inc	Collections	\$834.30	
Wisco	Repair safe in Circ Workroom	\$400.00	
Total 3rd Party Contracted Services			\$3,436.78
Advertising/Postage/Print			
DPI	Foamcore printing	\$152.05	
DPI	Business cards for various employees	\$1,230.20	
DPI	New brand banner printing	\$380.00	
DPI	New Brand photo backdrop	\$197.50	
Image 360 Inc.	New brand banners	\$2,862.00	
MasterCard - RP	Facebook ad	\$8.44	
Oshkosh Convention & Visitors	Destination Guide Advertising	\$700.00	
Winnefox Library System	Xerox contract base charge	\$115.96	
Winnefox Library System	Xerox overage charge for 3 months	\$257.87	
Winnefox Library System	Print jobs	\$92.00	
Total Advertising/Postage/Print			\$5,996.02
Total Contracted Services			\$25,419.96
Employee Development & Allowance			
Employee Training/Development			
Winnefox Library System	Spark your story day supplies	\$72.50	
Winnefox Library System	Spark your story day supplies	\$43.11	
Total Employee Training/Development			\$115.61
Professional License/Membership			
Kiwanis Club of Oshkosh, Inc.	Bongers Dues	\$190.00	
Total Professional License/Membership			\$190.00
Employee Allowance/Reimbursement			

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Name	Memo	Paid Amount	
McArthur, Michael	Mileage reimbursement	\$53.60	
Schell, Kallie	Mileage reimbursement	\$138.86	
Toland, Sandy	Mileage reimbursement	\$70.42	
Toland, Sandy	Mileage reimbursement	\$36.92	
Total Employee Allowance/Reimbursement			\$299.80
Total Employee Development & Allowance			\$605.41
Fixed Costs			
Telephone/Internet			
City of Oshkosh - Revolving Charges	Telephone expense through the city	\$80.99	
MasterCard - RP	Payphone	\$25.00	
Winnefox Library System	US Cellular bill 10/8/24 to 11/7/24	\$34.24	
Total Telephone/Internet			\$140.23
Utilities Expense			
City of Oshkosh - Revolving Charges	Utilities expense from City of Oshkosh	\$11,921.67	
Constellation	Gas expense	\$789.96	
Total Utilities Expense			\$12,711.63
Total Fixed Costs			\$12,851.86
Inventory Supplies			
Office Supplies			
Block Iron & Supply Company	Blank Keys	\$694.30	
DPI	Envelopes	\$216.62	
DPI	Envelopes	\$192.62	
DPI	Business cards	\$75.45	
Image 360 Inc.	Name badges for employees	\$1,152.00	
Staples	Book tape	\$282.96	
Staples	Scotch tape	\$30.20	
Staples	Magenta & Yellow Toner	\$716.13	
Winnefox Library System	Office supplies	\$11.99	
Winnefox Library System	Office supplies	\$57.83	
Winnefox Library System	Office supplies	\$302.16	
Winnefox Library System	Office supplies	\$3.50	
Winnefox Library System	Office supplies	\$38.30	
Winnefox Library System	Office supplies	\$68.64	
Winnefox Library System	Office supplies	\$48.93	
Winnefox Library System	Office supplies	\$19.85	
Winnefox Library System	Office supplies	\$40.48	
Winnefox Library System	Office supplies	\$181.25	
Winnefox Library System	Office supplies	\$248.12	
Total Office Supplies			\$4,381.33
Specialty Supplies			
Abdo	Library materials	\$502.05	
Baker & Taylor	Library materials	\$8,443.42	
Cengage Learning	Library materials	\$255.11	
EBSCO	Library materials	\$231.05	
Forbes	Library materials	\$30.00	
Ingram	Library materials	\$254.88	
MasterCard - MD	Library materials - Amazon	\$853.81	
MasterCard - MD	Library materials - Amazon	\$244.08	
	Library materials - Amazon, Pirate ship, Menomonee Falls His Society,		
MasterCard - MD	Cotton Dillard Prod	\$2,555.59	
MasterCard - MD	Library materials - Amazon, Lakeshore	\$594.21	
Midwest Tape	Library materials	\$1,932.53	
Midwest Tape - Hoopla	Library materials-Hoopla	\$5,298.94	
Total Specialty Supplies			\$21,195.67
Total Inventory Supplies			\$25,577.00
Non-Inventory Supplies			
Facility Supplies			
Central Stores	Paper products from city of Oshkosh	\$990.70	
Gartman Mechanical Services	Plumbing supplies	\$288.73	
Jack's Maintenance Service	Cleaning supplies	\$83.85	
Kitz & Pfeil	Maintenance supplies	\$88.08	
Kitz & Pfeil	Maintenance supplies	\$69.99	
Kitz & Pfeil	Maintenace supplies	\$24.99	
Kitz & Pfeil	Maintenance supplies	\$82.75	
Kitz & Pfeil	Maintenance supplies	\$86.80	
Kitz & Pfeil	Maintenance supplies	\$41.78	
Kitz & Pfeil	Ladder	\$206.99	
Kitz & Pfeil	Maintenance supplies	\$90.74	
Menards	Maintenance supplies	\$219.87	
Pingry-Caswell	Cleaning supplies	\$194.46	

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Name	Memo	Paid Amount	
Pingry-Caswell	Cleaning supplies	\$165.90	
Pingry-Caswell	Cleaning supplies	\$116.74	
Winnefox Library System	Banner stand	\$83.29	
Winnefox Library System	External Hard drive	\$139.99	
Winnefox Library System	USB hub splitter	\$7.99	
Winnefox Library System	Wired headphones	\$19.99	
Winnefox Library System	Heavy duty shelving units	\$539.15	
Winnefox Library System	Mortise lock unit	\$112.35	
Winnefox Library System	Stanley mortise lock	\$305.35	
Winnefox Library System	Heavy duty Velcro	\$188.00	
Winnefox Library System	Doorbell for Circ	\$13.89	
Winnefox Library System	Schlage Mortise Lock from EBAY	\$139.98	
Winnefox Library System	Doorbell for Circ	\$13.89	
Winnefox Library System	Supplies from EBAY	\$15.39	
Total Facility Supplies			\$4,331.63
Program Support			
MasterCard - MB	Items for Bakery Play Area	\$8.75	
MasterCard - MB	Book club pizza - Children/Tweens	\$59.73	
MasterCard - MB	Book club pizza - Teens	\$119.47	
MasterCard - MB	Prizes for Creature Carnival	\$65.00	
Winnefox Library System	Creature Carnival supplies	\$23.95	
Winnefox Library System	Programm supplies - youth	\$165.67	
Winnefox Library System	Program supplies - youth	\$14.97	
Winnefox Library System	Program supplies for Youth	\$438.75	
Winnefox Library System	Program supplies for Youth	\$43.09	
Winnefox Library System	Program supplies - DIY	\$39.94	
Winnefox Library System	Read Freely event refreshments	\$100.52	
Total Program Support			\$1,079.84
Total Non-Inventory Supplies			\$5,411.47
Rental Expense			
Lease Expense			
Great America	Lease expense	\$188.27	
Total Lease Expense			\$188.27
Total Rental Expense			\$188.27
			\$188.27
	Total Vouchers Payable		<u>\$313,516.17</u>