



To: Kaukauna Public Library Board of Trustees
From: Library Director A. Thiem-Menning
Date: 8/20/24
Re: Credit Card Service

We have canceled all of our staff credit cards through ELAN Financial Services. For several months, the company has been saying they are receiving our payments late, which has resulted in late fees and interest fees. While I was able to get most of them reversed, we have since sent payments earlier. Even sending payment seven days in advance, the company is still stating they were receiving them late citing issues with the post office.

As one staff member has been successfully using their new Ramp card through the City, I opted to cancel all of our credit cards and the Finance Department was gracious enough to allow four of our staff members to have Ramp cards. The cards do have a \$15 a month fee; however, their efficiency is worth the expense.

When we make a purchase with the Ramp card, we receive a notification. We can then take a picture of our screen or the receipt and automatically reconcile the statement by selecting which account the expenditure should be coming from.

Typically, we would turn in paper receipts to Liz and when the credit card statement came, she would have to reconcile the receipts we gave her with the statement and assign each expenditure a line. When people forget to give her receipts, which is often, she has to hunt them down in the building, get the receipts from them, and find out which lines they want the expenses to come from. This is difficult when statements come out and staff members are on vacation or out sick when she needs to reconcile.

The Ramp card makes this a seamless process now; cutting out all the time it takes to collect receipts and make copies and prep everything to go to City for payment to the credit card company. This is a major increase in efficiency for us and we are very pleased with the product.

We will budget for the monthly fee in 2025 to continue to use the product.