

PUBLIC NOTICE

Thursday, July 17, 2025, 5:00 p.m.

**Carnegie Room - L.E. Phillips Memorial Public Library
400 Eau Claire St., Eau Claire, Wisconsin**

AGENDA

- 1) Member Roll Call
- 2) Citizen Comments (limited to 5 minutes per citizen)
- 3) Introduction of new Board Members

4) **Consent Agenda:** *The following matters may be acted upon by the L.E. Phillips Memorial Public Library Board of Trustees utilizing a single vote. Individual items, which any member wishes to address in greater detail or as a separate item on the regular agenda, may be removed from the Consent Agenda upon the request of any Trustee.*

- A. Approval of the Minutes of last month's Library Board Meeting (pg. 2)
- B. Action on Bills and Claims (pg. 4)
- C. Reports:
 - a) Library Director (pg. 18)
 - b) Financial Report (pg. 34)
 - c) Statistical Report (pg. 38)

- 5) Board President report/comments (Cheryl Contant)
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- 6) Consideration of New Business
 - A. Circulation Services presentation – Circ staff
 - B. Discussion of and action on the changes to Section 10 of the Employee Handbook – Kim (pg. 39)
 - C. Discussion of and action on the changes to the Gifts of Materials policy – Kim (pg. 40)
 - D. Discussion of and action on the changes to Handling a Citizens Complaint Concerning Library Policies policy – Kim (pg. 41)
- 6) Committee Reports
 - A. Friends of the Library
 - B. IFLS
- 7) Board Development
- 8) Directives:
 - a. To the Library Board
 - b. To the Library Director
- 8) Next meeting: **September 18, 2025**
- 9) Adjournment

Trustees: If you are unable to attend this meeting, please notify the Library Administrative Office

**L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY
400 EAU CLAIRE STREET
EAU CLAIRE, WI 54701**

Minutes of a Meeting of the Board of Trustees

A meeting of the Board of Trustees of the L.E. Phillips Memorial Public Library was held on Thursday, June 19, 2025.

Board members present: Kate Cook, Shelley Donnelly, Jill Markgraf, James Martin, Gary Pesicka, Charlie Schell, Sheng Xiong

Board members absent: Cheryl Contant, Ethan Reed

Staff present: Lynn Gates (presenter), Nancy Kerr, Kim Hennings, Shelly Collins-Fuerbringer, Barb Langreck

CITIZEN COMMENTS

None

CONSENT AGENDA

On a motion made by James and seconded by Shelley, the Board unanimously approved the Consent Agenda items.

BOARD PRESIDENT COMMENTS

- Our three new board members' terms of service begin July 1st: Ann, Paul, and Amy.
- Gary expressed his appreciation and recognition to our two recent retirees: Melany Bartig and Amy Marsh. Both employees had in excess of 40 years of service to the library.
- Gary recognized the contributions and efforts of our three outgoing board members: Sheng, Kate, and Jill.

CONSIDERATION OF NEW BUSINESS

- A. Lynn Gates gave a presentation about the Technical Services Department and the important role her team plays in acquiring, cataloging, labeling, and mending the items in our collection.
- B. On a motion made by Kate and seconded by Jill, the board unanimously approved the election of board officers as follows: Cheryl Contant, President; Charlie Schell, Vice President; Ethan Reed, Secretary.
- C. James presented the work that has been done to date by the Trustee Handbook committee which consists of James, Cheryl, Charlie, and Nancy. The goal is to develop the handbook as a resource guide for board members. Additional materials and resources will be added to the Board of Trustees page on the library website.
- D. The initial orientation with the new board members will occur prior to the July meeting.

- E. Nancy presented information on the new display that the library is doing in conjunction with the Eau Claire Parks Department. The display will be arriving in July. Similar displays will also be housed at the McIntyre Library and the Pablo Center.
- F. On a motion made by Jill and seconded by Charlie, the Board unanimously approved the changes to the Access to the Library policy.
- G. On a motion made by James and seconded by Shelley, the Board unanimously approved the changes to the Electronic Communication policy.

COMMITTEE REPORTS

Friends of the Library – Jill Markgraf

- The mini sidewalk sales went well
- The Friends board is having a picnic at their August meeting

IFLS – Charlie Schell

- The annual audit was completed with no issues found
- Purple Mountain courier service is going well

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES TO THE LIBRARY DIRECTOR

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NEXT MEETING – July 17, 2025

ADJOURNMENT

On a motion made by Jill and seconded by Charlie, the Board unanimously voted to adjourn at 6:00 p.m.

Respectfully submitted,

Barb Langreck
Administrative & Human Resources Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 07/09/2025
SUBJECT: JUNE 2025 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending June 30, 2025

Operating Expenditures for the month	\$415,364.98
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$
Total	\$415,364.98

All expenditures will be included in the printed report each month. Exceptions to this will be months in which the City accounting staff has not yet posted the procurement card purchases or journal entries for that month. In that case, those entries will appear on the following month Bills and Claims report. Each month there are a number of large purchases of library materials. Those may include digital or hard copy material purchases totaling over \$1,000 per purchase. Questions on those purchases can be directed to the Library Director for further clarification.

Explanations of large (\$1,000 or greater) or out of the ordinary/annual payments are shown below. Normal recurring and/or monthly expenses, such as utilities, postage or insurance will not be noted in this memorandum.

1. Account 6130 Repairs to Buildings
 - \$2,568.36 was paid to Badger State for diagnosis and repair of heat pump
2. Account 6402 Office Supplies
 - \$8,718.30 was paid to IFLS for annual cooperative purchase of technical services supplies
3. Account 6406 Program Supplies
 - \$1,671.60 was paid to Interstate Books4School and \$3,565.02 was paid to Scholastic Education using the Youth Services Literacy Initiative grant from Pablo Foundation.
4. Account 6490 Equipment Purchases
 - \$2,851.77 and \$2,851.77 was paid to CDW-G for purchase of 2 new PCs for the teen area
 - \$3,195.00 paid to One Source Imaging for new printer

BILLS & CLAIMS - OPERATING
Transactions Processed in June 2025

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
06/05/2025	06/06/2025	6010	(\$1.45) PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 06/06/25
06/05/2025	06/06/2025	6010	\$5,261.12 PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 06/06/25
			<u>\$5,259.67</u>			
06/12/2025	06/13/2025	6010	\$21,036.60 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6010	\$17,198.99 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6010	\$28,368.28 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6010	\$17,546.13 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6010	\$14,805.10 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6010	\$12,900.80 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6010	\$3,728.00 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
			<u>\$115,583.90</u>			
06/23/2025	06/20/2025	6010	\$5,342.75 PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 06/20/25
			<u>\$5,342.75</u>			
06/24/2025	06/27/2025	6010	\$20,434.88 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6010	\$17,692.88 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6010	\$28,266.75 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6010	\$17,469.40 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6010	\$14,974.48 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6010	\$12,900.81 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6010	\$3,728.00 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
			<u>\$115,467.20</u>			
TOTAL PAYROLL WAGES			<u>\$241,653.52</u>			
06/05/2025	06/06/2025	6020	\$195.23 PAYROLL OVERTIME		CUSTODIAL PAYROLL WAGES	PAY DATE: 06/06/25
			<u>\$195.23</u>			
06/23/2025	06/20/2025	6020	\$268.25 PAYROLL OVERTIME		CUSTODIAL PAYROLL WAGES	PAY DATE: 06/20/25
			<u>\$268.25</u>			
TOTAL PAYROLL OVERTIME			<u>\$463.48</u>			
06/05/2025	06/06/2025	6030	\$26.88 SPECIAL PAYS		CUSTODIAL PAYROLL WAGES	PAY DATE: 06/06/25
06/23/2025	06/20/2025	6030	\$26.88 SPECIAL PAYS		CUSTODIAL PAYROLL WAGES	PAY DATE: 06/20/25
TOTAL SPECIAL PAYS			<u>\$53.76</u>			

06/09/2025	05/31/2025	6040	(\$11.79) EMPLOYER PAID BENEFITS		MAY LIFE INSURANCE
			(\$11.79)		
06/05/2025	06/06/2025	6040	\$393.03 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 06/06/25
			\$393.03		
06/12/2025	06/13/2025	6040	\$1,542.43 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6040	\$1,286.48 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6040	\$2,110.51 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6040	\$1,318.23 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6040	\$1,063.21 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6040	\$919.31 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6040	\$272.42 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
			\$8,512.59		
06/23/2025	06/20/2025	6040	\$393.15 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 06/20/25
			\$393.15		
06/24/2025	06/27/2025	6040	\$1,461.62 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6040	\$1,314.68 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6040	\$2,083.19 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6040	\$1,304.51 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6040	\$1,064.73 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6040	\$895.00 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6040	\$272.44 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
			\$8,396.17		
TOTAL EMPLOYER PAID BENEFITS			\$17,683.15		
06/05/2025	06/06/2025	6042	\$378.41 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 06/06/25
			\$378.41		
06/12/2025	06/13/2025	6042	\$1,370.05 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6042	\$1,120.83 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6042	\$1,427.36 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6042	\$1,103.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6042	\$947.04 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6042	\$896.61 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6042	\$259.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
			\$7,124.09		
06/23/2025	06/20/2025	6042	\$389.10 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 06/20/25
			\$389.10		

06/24/2025	06/27/2025	6042	\$1,338.99 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6042	\$1,120.83 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6042	\$1,415.69 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6042	\$1,097.66 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6042	\$952.34 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6042	\$896.61 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6042	\$259.10 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
			<u>\$7,081.22</u>		
TOTAL WRS(ER)			<u>\$14,972.82</u>		
06/09/2025	05/31/2025	6043	(\$0.34) HEALTH INS(ER)		MAY HEALTH INSURANCE
			<u>(\$0.34)</u>		
06/05/2025	06/06/2025	6043	\$1,984.66 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 06/06/25
			<u>\$1,984.66</u>		
06/12/2025	06/13/2025	6043	\$4,870.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6043	\$4,542.28 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6043	\$4,848.10 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6043	\$3,789.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
06/12/2025	06/13/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/13/25
			<u>\$22,199.79</u>		
06/23/2025	06/20/2025	6043	\$2,009.15 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 06/20/25
			<u>\$2,009.15</u>		
06/24/2025	06/27/2025	6043	\$4,769.35 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6043	\$4,501.26 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6043	\$4,877.82 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6043	\$3,789.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
06/24/2025	06/27/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
			<u>\$22,086.88</u>		
TOTAL HEALTH INS(ER)			<u>\$48,280.14</u>		
06/03/2025	05/31/2025	6047	\$2,343.17 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
06/03/2025	05/31/2025	6047	\$116.25 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
TOTAL HEALTH INSURANCE DEDUCTIBLE			<u>\$2,459.42</u>		

06/11/2025	06/10/2025	6051	\$4,554.42	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
TOTAL RETIREE-HLTH INS			<u>\$4,554.42</u>			
06/03/2025	05/31/2025	6052	\$292.92	RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
06/30/2025	06/30/2025	6052	\$292.92	RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			<u>\$585.84</u>			
06/11/2025	05/31/2025	6110	\$1,012.82	POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE & SHIPPING CHARGES
TOTAL POSTAGE & SHIPPING			<u>\$1,012.82</u>			
06/03/2025	05/21/2025	6112	\$176.00	COMPUTER SERVICE CHARGES	DATA443 RISK MITIGATION I	SmartShield Annual Renewal - u
06/03/2025	05/21/2025	6112	\$400.00	COMPUTER SERVICE CHARGES	DATA443 RISK MITIGATION I	SmartShield Annual Renewal - S
06/03/2025	05/21/2025	6112	\$89.66	COMPUTER SERVICE CHARGES	WONDERSHARE.COM	Website Plug-in Software Annua
06/19/2025	06/18/2025	6112	\$235.99	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	1YEAR YCC CERTIFICATE - 3 DOMA
06/26/2025	06/26/2025	6112	\$146.66	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	MONTHLY BILLING - MICROSOFT CS
TOTAL COMPUTER SERVICE CHARGES			<u>\$1,048.31</u>			
06/03/2025	05/21/2025	6118	\$50.00	ADVERTISING/MARKETING	DIGICOPY INC	PCS ADVERTISING (COPIES)
TOTAL ADVERTISING/MARKETING			<u>\$50.00</u>			
06/10/2025	05/31/2025	6120	\$179.56	AUDITING		AUDIT FEES
TOTAL AUDITING			<u>\$179.56</u>			
06/03/2025	05/21/2025	6126	\$124.83	REPAIRS & MAINT TO AUTO EQUIP	QWIK STOP	VAN MAINTENANCE (OIL CHANGE)
06/03/2025	05/21/2025	6126	\$325.00	REPAIRS & MAINT TO AUTO EQUIP	KWIK TRIP INC	VAN MAINTENANCE (CAR WASH PURC
TOTAL REPAIRS & MAINT TO AUTO EQUIP			<u>\$449.83</u>			
06/04/2025	05/31/2025	6130	\$518.25	REPAIRS TO BUILDINGS	BADGER STATE INC	BUILDING REPAIRS
06/04/2025	05/31/2025	6130	\$958.18	REPAIRS TO BUILDINGS	BADGER STATE INC	BUILDING REPAIRS
06/12/2025	03/31/2025	6130	\$465.38	REPAIRS TO BUILDINGS	BADGER STATE INC	BUILDING REPAIRS
06/18/2025	05/31/2025	6130	\$2,568.36	REPAIRS TO BUILDINGS	BADGER STATE INC	BUILDING REPAIRS
TOTAL REPAIRS TO BUILDINGS			<u>\$4,510.17</u>			
06/04/2025	04/30/2025	6150	\$144.00	SPECIAL SERVICES	SHREDAWAY USA INC	SPECIAL SERVICES - SHREDDEING
06/19/2025	05/31/2025	6150	\$48.00	SPECIAL SERVICES	SHREDAWAY USA INC	SPECIAL SERVICES - SHREDDING M
06/25/2025	05/31/2025	6150	\$226.60	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES
06/05/2025	05/31/2025	6150	\$414.00	SPECIAL SERVICES	HEATHER C LEISZ	SPECIAL SERVICES - PLANT RENTA
TOTAL SPECIAL SERVICES			<u>\$832.60</u>			
06/05/2025	05/01/2025	6153	\$46.58	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES
TOTAL CONVENIENCE FEES			<u>\$46.58</u>			

06/03/2025	05/21/2025	6160	\$50.00 TRAINING/MEETINGS	PAYPAL WEB CHECKOUT	CE TRAINING "BE YOUR BEST CONF
06/03/2025	05/21/2025	6160	\$50.00 TRAINING/MEETINGS	PAYPAL WEB CHECKOUT	Realiving Conference
06/03/2025	05/21/2025	6160	\$184.20 TRAINING/MEETINGS	ENTERPRISE HOLDINGS INC	ENTERPRISE RENT-A-CAR (TRAVEL
06/03/2025	05/21/2025	6160	\$117.66 TRAINING/MEETINGS	ENTERPRISE HOLDINGS INC	ENTERPRISE RENT-A-CAR (STEPHAN
06/03/2025	05/21/2025	6160	\$416.45 TRAINING/MEETINGS	DOUBLETREE HOTEL	DOUBLETREE HOTELS (STAFF TRAVE
06/03/2025	05/21/2025	6160	\$34.16 TRAINING/MEETINGS	MARATHON PETRO138065MARK	STAFF TRAVEL (STEPHANIE SCHULZ
06/03/2025	05/21/2025	6160	\$125.00 TRAINING/MEETINGS	UW NCAST FAMILY CHILD NUR	PLACE CONFERENCE 8/21 & 22/202
06/03/2025	05/21/2025	6160	\$13.26 TRAINING/MEETINGS	SKOGENS FOODLINER INC	STAFF TRAINING (MORNING TRAINI
06/03/2025	05/21/2025	6160	\$74.59 TRAINING/MEETINGS	RICE PALACE	STAFF TRAINING DAY (LUNCH FOR
06/03/2025	05/21/2025	6160	\$275.04 TRAINING/MEETINGS	EB *EMPOWERING LIBRARY	EMPOWERING LIBRARY USERS WITH
06/03/2025	05/21/2025	6160	\$25.00 TRAINING/MEETINGS	FSP*ALLEGRA-IMAGE360-STAR	STAFF TRAINING
06/03/2025	05/21/2025	6160	\$213.98 TRAINING/MEETINGS	OSHKOSH MARRIOTT HOTEL	CE TRAVEL (HOTEL) FOR STEPHANI
TOTAL TRAINING/MEETINGS			\$1,579.34		
06/03/2025	05/21/2025	6162	\$210.00 MEMBERSHIP DUES	AMERICAN LIBRARY ASSOCIATION	2025 ALA MEMBERSHIP RENEWAL \$1
06/03/2025	05/21/2025	6162	\$100.00 MEMBERSHIP DUES	DOWNTOWN EAU CLAIRE INC	MEMBERSHIP DUES 2025
TOTAL MEMBERSHIP DUES			\$310.00		
06/03/2025	05/21/2025	6198	\$176.97 MISC CONTRACTUAL SERVICES	ZOOM.US	MAY 2025 ZOOM
06/03/2025	05/21/2025	6198	\$54.00 MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	MISC CONTRACTUAL (APRIL 2025)
06/18/2025	05/30/2025	6198	\$54.46 MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
06/04/2025	06/03/2025	6198	\$950.00 MISC CONTRACTUAL SERVICES	RON LINDBERG	MISC CONTRACTUAL
06/12/2025	06/12/2025	6198	(\$36.00) MISC CONTRACTUAL SERVICES		OWEN PARK RENTAL
06/18/2025	06/17/2025	6198	\$900.00 MISC CONTRACTUAL SERVICES	MANAGED MISCHIEF LLC	MISC CONTRACTUAL
06/19/2025	06/18/2025	6198	\$375.00 MISC CONTRACTUAL SERVICES	MICHAEL SCHNEIDER	MISC CONTRACTUAL
06/25/2025	06/24/2025	6198	\$800.00 MISC CONTRACTUAL SERVICES	JEFF MCMULLEN	MISC CONTRACTUAL (YS EVENT)
06/25/2025	06/24/2025	6198	\$725.00 MISC CONTRACTUAL SERVICES	TALEWISE LLC	MISC CONTRACTUAL
06/04/2025	06/04/2025	6198	\$100.00 MISC CONTRACTUAL SERVICES	BILL GRAY	MISC CONTRACTUAL (RS)
06/03/2025	05/21/2025	6198	\$367.14 MISC CONTRACTUAL SERVICES	ENVATO CODECANYON	ANNUAL AGREEMENT (MAY 2025-MAY
06/04/2025	05/31/2025	6198	\$700.00 MISC CONTRACTUAL SERVICES	MELISSA DORN	MISC CONTRACTUAL (SOLE SOURCE
06/05/2025	05/31/2025	6198	\$356.25 MISC CONTRACTUAL SERVICES	ZAF ACP HOLDINGS LLC	CUSTODIAL EXPENSE - MISC CONTR
06/18/2025	06/17/2025	6198	\$276.00 MISC CONTR SERV-DABBLER	MICHAEL LEVENICK	DABBLER IN RESIDENCE (MISC CON
06/18/2025	06/17/2025	6198	\$474.00 MISC CONTRACTUAL SERVICES	MICHAEL LEVENICK	DABBLER IN RESIDENCE (MISC CON
TOTAL MISC CONTRACTUAL SERVICES			\$6,272.82		
06/05/2025	05/31/2025	6202	\$4,826.51 ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$4,826.51		
06/05/2025	05/31/2025	6208	\$120.16 GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$120.16		
06/03/2025	05/21/2025	6210	\$0.57 TELEPHONES	CENTURYTEL	MAY TELEPHONE
06/04/2025	05/31/2025	6210	\$422.85 TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	MONTHLY TELEPHONE SERVICE FOR
06/03/2025	05/31/2025	6210	\$428.58 TELEPHONES		MAY CENTREX VOIP PHONE CHRG
TOTAL TELEPHONES			\$852.00		

06/03/2025	05/31/2025	6215	\$483.33 CITY GARBAGE SERVICE
06/30/2025	06/30/2025	6215	\$483.33 CITY GARBAGE SERVICE
TOTAL CITY GARBAGE SERVICE			<u>\$966.66</u>

GARBAGE COLLECTION CHARGES
GARBAGE COLLECTION CHARGES

06/03/2025	05/31/2025	6350	\$2,866.67 INSURANCE
06/30/2025	06/30/2025	6350	\$2,866.67 INSURANCE
TOTAL INSURANCE			<u>\$5,733.34</u>

INSURANCE CHARGES
INSURANCE CHARGES

06/03/2025	05/21/2025	6402	\$9.68 OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (DOUBLE-SIDED
06/03/2025	05/21/2025	6402	\$72.78 OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (COPY PAPER/PO
06/03/2025	05/21/2025	6402	\$83.98 OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (COPY PAPER 2
06/03/2025	05/21/2025	6402	\$76.69 OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (COPY PAPER 1
06/03/2025	05/21/2025	6402	\$39.23 OFFICE SUPPLIES	TARGET.COM	OVERHEAD SUPPLIES (IBUPROFEN/D
06/03/2025	05/21/2025	6402	\$35.16 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	FIRST AID SUPPLIES (BANDAGES)
06/03/2025	05/21/2025	6402	\$7.59 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OFFICE SUPPLIES (RUBBER FINGER
06/03/2025	05/21/2025	6402	\$18.89 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OFFICE SUPPLIES (RETRACTABLE B
06/03/2025	05/21/2025	6402	\$24.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OFFICE SUPPLIES (WINDOW PRIVAC
06/03/2025	05/21/2025	6402	\$21.35 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OFFICE SUPPLIES (MAGIC ERASER
06/03/2025	05/21/2025	6402	\$48.63 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OUTREACH SUPPLIES (GLITTER PAI
06/03/2025	05/21/2025	6402	\$9.89 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	FIRST AID SUPPLIES (BANDAGES)
06/03/2025	05/21/2025	6402	\$131.28 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	INCIDENT/SHELTER BAGS ITEM REF
06/03/2025	05/21/2025	6402	\$12.76 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	6 PACK DISH CLOTHS FOR INNOVAT
06/03/2025	05/21/2025	6402	\$9.49 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (INDOOR/OUTD
06/03/2025	05/21/2025	6402	\$41.98 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OFFICE SUPPLIES (2 3-DRAWER ST
06/03/2025	05/21/2025	6402	\$7.92 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OFFICE SUPPLIES (DOUBLE-SIDED
06/03/2025	05/21/2025	6402	\$63.08 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OFFICE SUPPLIES (SHARED SUPPLI
06/03/2025	05/21/2025	6402	\$7.59 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OFFICE SUPPLIES (DRY ERASE MAR
06/03/2025	05/21/2025	6402	\$489.00 OFFICE SUPPLIES	IN *DRYDON EQUIPMENT INC.	656X BLACK HY TONER / 656X CYA
06/03/2025	05/21/2025	6402	\$46.13 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES (WINDEX ELE
06/25/2025	06/24/2025	6402	\$825.60 OFFICE SUPPLIES	INDIANHEAD FEDERATED LIBRARY SYSTEM	COOPERATIVE PURCHASE OF LIBRAR
06/03/2025	05/21/2025	6402	\$146.63 OFFICE SUPPLIES	DEMCO INC	TS SUPPLIES (LIBRARY SHELF MAR
06/03/2025	05/21/2025	6402	(\$20.88) OFFICE SUPPLIES	OFFICE DEPOT	RETURN TS SUPPLIES (ITEM RECEI
06/03/2025	05/21/2025	6402	\$16.44 OFFICE SUPPLIES	WM SUPERCENTER#1669	TS SUPPLIES (DISTILLED WATER)
06/03/2025	05/21/2025	6402	\$42.72 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES / RS OFFIC
06/03/2025	05/21/2025	6402	\$34.55 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES (ACRYLIC WA
06/03/2025	05/21/2025	6402	\$16.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (DYMO LABELS)
06/19/2025	06/18/2025	6402	(\$115.44) OFFICE SUPPLIES	COMPUTYPE INC	TS SUPPLIES
06/19/2025	06/18/2025	6402	\$149.18 OFFICE SUPPLIES	COMPUTYPE INC	TS SUPPLIES
06/19/2025	05/31/2025	6402	\$129.86 OFFICE SUPPLIES	COMPUTYPE INC	TS SUPPLIES
06/19/2025	06/18/2025	6402	\$346.76 OFFICE SUPPLIES	BERTELSMANN PUBLISHING GROUP INC	TS SUPPLIES
06/25/2025	06/24/2025	6402	\$8,718.30 OFFICE SUPPLIES	INDIANHEAD FEDERATED LIBRARY SYSTEM	COOPERATIVE PURCHASE OF LIBRAR
06/03/2025	05/21/2025	6402	\$13.89 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (SHIPPING LABELS)
06/03/2025	05/21/2025	6402	\$82.49 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (10 PACK ACRYLIC
06/03/2025	05/21/2025	6402	\$32.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (VINTAGE FANCY ST
06/03/2025	05/21/2025	6402	\$48.84 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (3 RING BINDERS -

TOTAL OFFICE SUPPLIES			\$11,727.01		
06/03/2025	05/21/2025	6405	\$68.50 AWRDS/TROP FOL 2023	SQUARE INC	FOL RS ADULT PROGRAM PRIZES (G
06/03/2025	05/21/2025	6405	\$68.57 AWRDS/TROP FOL 2023	SP * FOUND FOOTAGE FES	FOL FRIENDS RS ADULT PRIZES (G
06/03/2025	05/21/2025	6405	\$87.24 AWARDS & TROPHIES-FOL 2024	AMAZON COM SERVICES LLC	FOL YS PRIZES (GIFTS)
TOTAL AWRDS/TROP FOL 2023			\$224.31		
06/03/2025	05/21/2025	6406	\$24.76 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (COLORING
06/03/2025	05/21/2025	6406	\$9.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (100 COUNT
06/03/2025	05/21/2025	6406	\$158.97 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
06/03/2025	05/21/2025	6406	\$23.37 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
06/03/2025	05/21/2025	6406	\$75.55 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
06/03/2025	05/21/2025	6406	\$12.91 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
06/03/2025	05/21/2025	6406	\$10.87 LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	YS PROGRAM SUPPLIES (GREEN CON
06/03/2025	05/21/2025	6406	\$50.95 LIBRARY PROGRAM SUPPLIES	TOPPERS PIZZA CLAIRMONT	YS PROGRAM SUPPLIES (PIZZA FOR
06/03/2025	05/21/2025	6406	\$661.00 LIBR PROG SUPP-GEN PURPOSE GIF	LE PHILLIPS CAREER DEVELOPMENT CENTER	STAFF T-SHIRTS FOR SUMMER READ
06/03/2025	05/21/2025	6406	\$49.63 LIBR PROG SUPP-GEN PURPOSE GIF	AMAZON COM SERVICES LLC	YS GIFTS (1000 BEFORE KINDERGA
06/03/2025	05/21/2025	6406	\$19.98 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	OUTREACH SUPPLIES (PLASTIC SEW
06/03/2025	05/21/2025	6406	\$72.55 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES / RS PROGR
06/03/2025	05/21/2025	6406	\$76.71 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES / RS OFFIC
06/03/2025	05/21/2025	6406	\$39.91 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
06/03/2025	05/21/2025	6406	\$186.72 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
06/03/2025	05/21/2025	6406	\$17.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (MODELING
06/03/2025	05/21/2025	6406	(\$10.99) LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	AMAZON REFUND FOR DB PROGRAM S
06/03/2025	05/21/2025	6406	\$152.35 LIBRARY PROGRAM SUPPLIES	SP * FOUND FOOTAGE FES	DB EQUIPMENT/DB PROGRAM SUPPLI
06/03/2025	05/21/2025	6406	\$9.98 LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	DB PROGRAM SUPPLIES (BEGINNER'
06/03/2025	05/21/2025	6406	\$5.34 LIBRARY PROGRAM SUPPLIES	AMAZON MARK* NU2IY9JB3	DB PROGRAM SUPPLIES (ACRYLIC P
06/12/2025	05/21/2025	6406	\$16.85 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES / RS PROGR
06/18/2025	06/17/2025	6406	\$490.59 LIBRARY PROGRAM SUPPLIES	MICHAEL LEVENICK	DABBLER IN RESIDENCE (MISC CON
06/03/2025	05/21/2025	6406	\$77.00 LIBRARY PROG SUPPLIES-ECCF GRA	AVERY PRODUCTS CORPORATIO	YS EARLY LITERACY GIFTS (PRINT
06/03/2025	05/21/2025	6406	\$3.49 LIBRARY PROGRAM SUPPLIES	MENARD INC	DB PROGRAM SUPPLIES (PEA GRAVE
06/03/2025	05/21/2025	6406	\$64.29 LIBR SUPP PABLO	JANWAY COMPANY USA INC	YS YOUTH LITERACY INITIATIVE (
06/03/2025	05/21/2025	6406	\$10.00 LIBRARY PROGRAM SUPPLIES	DOLRTREE 4842 00048421	DB PROGRAM SUPPLIES (8 BASKETS
06/03/2025	05/21/2025	6406	\$89.40 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES / RS PROGR
06/03/2025	05/21/2025	6406	\$82.68 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	YS FOL GIFTS (TEEN BOOK BOXES)
06/03/2025	05/21/2025	6406	\$20.80 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL GIFTS (TEEN BOOKBOXES)
06/03/2025	05/21/2025	6406	\$73.96 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL GIFTS (YS TEEN BOOK BOXES)
06/03/2025	05/21/2025	6406	\$52.99 LIBR SUPP FOL 2024	SP * FOUND FOOTAGE FES	FOL YS PLAY AND LEARN (ACRYLIC
06/03/2025	05/21/2025	6406	\$9.98 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	RS PROGRAM SUPPLIES
06/03/2025	05/21/2025	6406	\$26.96 LIBRARY PROG SUPPLIES-FOL-2025	SKOGENS FOODLINER INC	FOL PCS PROGRAM REFRESHMENTS (
06/03/2025	05/21/2025	6406	\$201.00 LIBR SUPP FOL 2024	COMMUNITY PLAYTHINGS	FOL GIFTS (YS PLAY AND LEARN A
06/03/2025	05/21/2025	6406	\$1,671.60 LIBR SUPP PABLO	INTERSTATE BOOKS4SCHOOL	YS YOUTH LITERACY INITIATIVE (
06/03/2025	05/21/2025	6406	\$11.61 LIBR SUPP - FOL-2023	TLF*MAYS FLORAL GARDEN IN	FOL RS TOUGH TOPICS (GIFTS) 2
06/03/2025	05/21/2025	6406	\$3,565.02 LIBR SUPP PABLO	SCHOLASTIC EDUCATION	YS YOUTH LITERACY INITIATIVE (
06/12/2025	05/21/2025	6406	(\$16.85) LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	AM SUPPLIES
			\$8,099.91		

06/24/2025	06/27/2025	6406	\$17.16 LIBRARY PROGRAM SUPPLIES	LIBRARY PAYROLL WAGES	PAY DATE: 06/27/25
			\$17.16		
TOTAL LIBRARY PROGRAM SUPPLIES			\$8,117.07		
06/18/2025	05/31/2025	6409	\$4,713.44 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS
			\$4,713.44		
06/03/2025	05/21/2025	6409	\$526.69 LIB MAT-ARPA MULTILINGUAL	PAYPAL WEB CHECKOUT	LIBRARY MATERIALS (WORLD LANGU
06/03/2025	05/21/2025	6409	\$246.72 LIB MAT-ARPA MULTILINGUAL	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (WORLD LANGU
06/03/2025	05/21/2025	6409	\$620.89 LIB MAT-ARPA MULTILINGUAL	FSP*ALLEGRA-IMAGE360-STAR	BOOK LABELS
06/04/2025	05/31/2025	6409	\$64.10 LIB MAT-ARPA MULTILINGUAL	AMAZON COM SALES INC	GRANT - ARPA
06/04/2025	05/31/2025	6409	\$11.77 LIB MAT-ARPA MULTILINGUAL	AMAZON COM SALES INC	GRANT - ARPA
06/04/2025	05/31/2025	6409	\$16.10 LIB MAT-ARPA MULTILINGUAL	AMAZON COM SALES INC	GRANT - ARPA
06/04/2025	05/31/2025	6409	\$20.99 LIB MAT-ARPA MULTILINGUAL	AMAZON COM SALES INC	GRANT ARPA
06/25/2025	06/24/2025	6409	(\$12.89) LIB MAT-ARPA MULTILINGUAL	AMAZON COM SALES INC	GRANT FUNDS ARPA
06/25/2025	06/24/2025	6409	\$12.89 LIB MAT-ARPA MULTILINGUAL	AMAZON COM SALES INC	GRANT FUNDS-ARPA
			\$1,507.26		
06/03/2025	05/21/2025	6409	\$110.80 LIBRARY MATERIALS-BKS JUVENILE	SP * FOUND FOOTAGE FES	LIBRARY MATERIALS (JUV PRINT)
06/03/2025	05/21/2025	6409	\$125.10 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (JUV PRINT)
06/04/2025	05/31/2025	6409	\$290.58 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
06/04/2025	05/31/2025	6409	\$211.30 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT/ HIGH
06/04/2025	05/31/2025	6409	\$88.66 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/04/2025	05/31/2025	6409	\$275.93 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/04/2025	05/31/2025	6409	\$10.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
06/11/2025	06/10/2025	6409	\$29.98 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
06/11/2025	06/10/2025	6409	\$165.31 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
06/11/2025	05/31/2025	6409	\$164.77 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
06/11/2025	05/31/2025	6409	\$51.51 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/JUV/NONPRINT
06/11/2025	05/31/2025	6409	\$32.58 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/12/2025	06/11/2025	6409	\$80.99 LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	JUV
06/12/2025	06/11/2025	6409	\$60.99 LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	JUV
06/12/2025	05/31/2025	6409	\$186.03 LIBRARY MATERIALS-BKS JUVENILE	CAVENDISH SQUARE PUBLISHING, LLC	LIB MATLS - JUV PRINT
06/18/2025	06/17/2025	6409	\$11.04 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
06/18/2025	06/17/2025	6409	\$15.19 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ JUV
06/18/2025	06/17/2025	6409	\$378.28 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
06/18/2025	06/17/2025	6409	\$374.34 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
06/18/2025	06/17/2025	6409	\$53.90 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
06/18/2025	06/17/2025	6409	\$103.52 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
06/18/2025	05/31/2025	6409	\$299.68 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/18/2025	06/17/2025	6409	\$106.34 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV / BOOKBIKE
06/18/2025	06/17/2025	6409	\$220.67 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
06/18/2025	06/17/2025	6409	\$75.46 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-LEPMP
06/25/2025	06/24/2025	6409	\$43.56 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV

06/25/2025	06/24/2025	6409	\$101.48 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
06/25/2025	06/24/2025	6409	\$115.56 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
06/25/2025	06/24/2025	6409	\$7.78 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
06/25/2025	06/24/2025	6409	\$60.21 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/26/2025	06/26/2025	6409	\$22.37 LIBRARY MATERIALS-BKS JUVENILE	BELLWETHER MEDIA LLC	JUV
			\$3,874.90		
06/04/2025	05/31/2025	6409	\$349.90 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL
06/04/2025	05/31/2025	6409	\$287.20 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT
06/04/2025	05/31/2025	6409	\$420.38 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL/ HI
06/04/2025	05/31/2025	6409	\$32.79 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT/ HIGH DEM HOLDS/ GIFT
06/04/2025	05/31/2025	6409	\$57.55 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT/ HIGH
06/04/2025	05/31/2025	6409	\$391.71 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/04/2025	05/31/2025	6409	\$59.09 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/04/2025	05/31/2025	6409	\$59.31 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/04/2025	05/31/2025	6409	\$75.88 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/04/2025	05/31/2025	6409	\$94.11 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/04/2025	05/31/2025	6409	\$112.13 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/04/2025	05/31/2025	6409	\$144.75 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/04/2025	05/31/2025	6409	\$163.06 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/05/2025	05/31/2025	6409	\$131.80 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - AD PRINT/ GIFTS IH
06/05/2025	05/31/2025	6409	\$129.85 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - AD PRINT/GIFTS IHO
06/11/2025	06/10/2025	6409	\$24.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/11/2025	05/31/2025	6409	\$262.44 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-FOL
06/11/2025	05/31/2025	6409	\$303.01 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/JUV/NONPRINT
06/11/2025	05/31/2025	6409	\$411.68 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/18/2025	06/17/2025	6409	\$17.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/18/2025	06/17/2025	6409	\$29.96 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/18/2025	06/17/2025	6409	\$33.96 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/18/2025	06/17/2025	6409	\$215.71 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/18/2025	06/17/2025	6409	\$316.88 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ JUV
06/18/2025	06/17/2025	6409	\$311.72 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFT IHO-FOL/ GIFTS
06/18/2025	06/17/2025	6409	\$433.38 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL
06/18/2025	06/17/2025	6409	\$37.80 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/18/2025	06/17/2025	6409	\$52.88 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/18/2025	05/31/2025	6409	\$181.21 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/18/2025	06/17/2025	6409	\$149.20 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
06/18/2025	06/17/2025	6409	\$205.43 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
06/18/2025	06/17/2025	6409	\$232.42 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
06/18/2025	06/17/2025	6409	\$94.05 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV / BOOKBIKE
06/18/2025	06/17/2025	6409	\$114.36 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
06/18/2025	06/17/2025	6409	\$251.64 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-LEPMPL
06/19/2025	06/18/2025	6409	\$131.15 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	AD PRINT/ GIFTS IHO-LEPMPL
06/23/2025	05/06/2025	6409	\$221.32 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT/ GIFTS IHO-LEPMPL
06/25/2025	06/24/2025	6409	\$97.62 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/25/2025	06/24/2025	6409	\$179.09 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/25/2025	06/24/2025	6409	(\$29.96) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT

06/25/2025	06/24/2025	6409	\$13.06 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/25/2025	06/24/2025	6409	\$16.79 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/25/2025	06/24/2025	6409	\$22.16 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/25/2025	06/24/2025	6409	\$26.62 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
06/25/2025	06/24/2025	6409	\$398.41 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRNT/ GIFTS IHO-LEPMPL/ GIF
06/25/2025	06/24/2025	6409	\$85.57 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
06/25/2025	06/24/2025	6409	\$407.70 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/26/2025	06/26/2025	6409	\$27.27 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - ADULT PRINT/ GIFTS
			\$7,787.02		
06/03/2025	05/21/2025	6409	\$50.00 LIBRARY MATERIALS-KITS, TOOLS	FRIENDS OF BEAVER CREEK RESERVE INC	FAMILY MEMBERSHIP (YEARLY)
06/03/2025	05/21/2025	6409	\$50.00 LIBRARY MATERIALS-KITS, TOOLS	FRIENDS OF BEAVER CREEK RESERVE INC	FAMILY MEMBERSHIP (YEARLY)
06/03/2025	05/21/2025	6409	\$120.00 LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Circulating HotSpot - Reactiva
06/11/2025	06/10/2025	6409	(\$21.82) LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
06/18/2025	06/17/2025	6409	\$478.00 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
06/18/2025	06/17/2025	6409	\$74.99 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
06/18/2025	06/17/2025	6409	\$77.52 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
06/25/2025	06/24/2025	6409	\$40.49 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
06/25/2025	06/24/2025	6409	\$14.24 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			\$883.42		
06/04/2025	05/31/2025	6409	\$15.67 LIBRARY MATERIALS-MORE DVD'S	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL/ HI
06/04/2025	05/31/2025	6409	\$29.59 LIBRARY MATERIALS-MORE DVD'S	CENGAGE LEARNING INC	AD PRINT/ HIGH DEM HOLDS/ GIFT
06/04/2025	05/31/2025	6409	\$57.33 LIBRARY MATERIALS-MORE DVD'S	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT/ HIGH
06/04/2025	05/31/2025	6409	\$282.46 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
06/04/2025	05/31/2025	6409	\$21.99 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
06/11/2025	06/10/2025	6409	\$30.39 LIBRARY MATERIALS-MORE DVD'S	CENGAGE LEARNING INC	HIGH DEMAND HOLDS
06/25/2025	06/24/2025	6409	\$29.59 LIBRARY MATERIALS-MORE DVD'S	CENGAGE LEARNING INC	HIGH DEMAND HOLDS
			\$467.02		
06/03/2025	05/21/2025	6409	\$29.99 LIBRARY MATERIALS-NON-PRINT	BESTBUYCOM714875006765	LIBRARY MATERIALS (NONPRINT) G
06/04/2025	06/03/2025	6409	\$29.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/04/2025	05/31/2025	6409	\$24.94 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT/ HIGH
06/04/2025	05/31/2025	6409	\$171.66 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
06/04/2025	05/31/2025	6409	\$46.87 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/04/2025	05/31/2025	6409	\$19.95 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/04/2025	05/31/2025	6409	\$35.34 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/11/2025	05/31/2025	6409	\$22.17 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	AD PRINT/JUV/NONPRINT
06/11/2025	05/31/2025	6409	\$129.69 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
06/12/2025	05/31/2025	6409	\$287.71 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
06/12/2025	05/31/2025	6409	\$34.94 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
06/18/2025	06/17/2025	6409	\$11.02 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/18/2025	06/17/2025	6409	\$11.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/18/2025	06/17/2025	6409	\$221.62 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/18/2025	06/17/2025	6409	\$35.90 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/18/2025	06/17/2025	6409	\$56.36 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT

06/18/2025	06/17/2025	6409	\$74.22 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/18/2025	06/17/2025	6409	\$335.84 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT/ L&D NONPRINT/ GIFTS
06/19/2025	06/18/2025	6409	\$35.99 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
06/19/2025	06/18/2025	6409	\$42.94 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
06/19/2025	06/18/2025	6409	\$74.09 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	NONPRINT
06/25/2025	06/24/2025	6409	\$48.80 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/25/2025	06/24/2025	6409	\$65.28 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/25/2025	06/24/2025	6409	\$114.00 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/25/2025	06/24/2025	6409	\$225.34 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/25/2025	06/24/2025	6409	\$12.08 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
06/26/2025	06/26/2025	6409	\$42.95 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT/L&D NONPRINT
06/26/2025	06/26/2025	6409	\$152.13 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	NONPRINT
			\$2,393.79		
06/03/2025	05/21/2025	6409	\$24.98 LIBRARY MATERIALS-PERIODICALS	REIMAN WISCONSIN LLC	OUR WISCONSIN MAGAZINE SUBSCRI
			\$24.98		
06/04/2025	05/31/2025	6409	\$12.07 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT/ HIGH
06/04/2025	05/31/2025	6409	\$22.13 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/04/2025	05/31/2025	6409	\$34.85 MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-FOL
06/11/2025	06/10/2025	6409	\$27.47 MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-FOL
06/11/2025	06/10/2025	6409	\$34.24 MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-FOL
06/11/2025	05/31/2025	6409	\$39.19 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-FOL
06/12/2025	05/31/2025	6409	\$50.94 MATERIALS-BOOKMARKS	BLACKSTONE AUDIO INC	GIFTS IHO-FOL
06/18/2025	06/17/2025	6409	\$19.60 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFT IHO-FOL/ GIFTS
06/18/2025	06/17/2025	6409	\$14.24 MATERIALS-BOOKMARKS	MIDWEST TAPE LLC	NONPRINT/ L&D NONPRINT/ GIFTS
06/25/2025	06/24/2025	6409	\$16.80 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRNT/ GIFTS IHO-LEPMPL/ GIF
06/25/2025	06/24/2025	6409	\$34.67 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$306.20		
06/04/2025	05/31/2025	6409	\$17.92 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL
06/04/2025	05/31/2025	6409	\$16.23 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL/ HI
06/04/2025	05/31/2025	6409	\$23.19 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	L&D AD PRINT/ GIFTS IHO-LEPMPL
06/04/2025	05/31/2025	6409	\$31.99 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	AD PRINT/ HIGH DEM HOLDS/ GIFT
06/04/2025	05/31/2025	6409	\$29.76 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
06/05/2025	05/31/2025	6409	\$107.78 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS - AD PRINT/ GIFTS IH
06/05/2025	05/31/2025	6409	\$135.70 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS - AD PRINT/GIFTS IHO
06/11/2025	05/31/2025	6409	\$22.39 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	GIFTS IHO-LEPMPL
06/18/2025	06/17/2025	6409	\$16.50 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
06/18/2025	06/17/2025	6409	\$27.98 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
06/18/2025	06/17/2025	6409	\$20.16 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFT IHO-FOL/ GIFTS
06/18/2025	06/17/2025	6409	\$21.42 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL
06/18/2025	05/31/2025	6409	\$25.35 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/18/2025	06/17/2025	6409	\$31.99 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-LEPMP
06/19/2025	06/18/2025	6409	\$184.39 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	AD PRINT/ GIFTS IHO-LEPMPL
06/23/2025	05/06/2025	6409	(\$221.32) MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	AD PRINT/ GIFTS IHO-LEPMPL

06/25/2025	06/24/2025	6409	\$59.29	MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRNT/ GIFTS IHO-LEPMPL/ GIF
06/26/2025	06/26/2025	6409	\$27.27	MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS - ADULT PRINT/ GIFTS
			<u>\$577.99</u>			
06/04/2025	05/31/2025	6409	\$10.49	MATERIALS-RESERVED FOR LIBR	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/18/2025	06/17/2025	6409	\$10.59	MATERIALS-RESERVED FOR LIBR	INGRAM LIBRARY SERVICES	AD PRINT/ JUV / BOOKBIKE
			<u>\$21.08</u>			
TOTAL LIBRARY MATERIALS-PERIODICALS			<u>\$22,557.10</u>			
06/04/2025	05/31/2025	6415	\$62.35	LOST/DAMAGED-BOOKS JUVENILLE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
06/04/2025	05/31/2025	6415	\$19.99	LOST/DAMAGED-BOOKS JUVENILLE	CENGAGE LEARNING INC	AD PRINT/ HIGH DEM HOLDS/ GIFT
06/04/2025	05/31/2025	6415	\$10.52	LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT/ HIGH
06/04/2025	05/31/2025	6415	\$73.12	LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	LOST & DAMAGED JUV
06/11/2025	06/10/2025	6415	\$22.09	LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	LOST & DAMAGED JUV
06/11/2025	05/31/2025	6415	\$151.46	LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/18/2025	06/17/2025	6415	\$18.20	LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV
06/18/2025	06/17/2025	6415	\$182.31	LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV
06/18/2025	06/17/2025	6415	\$27.98	LOST/DAMAGED-BOOKS JUVENILLE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
06/18/2025	06/17/2025	6415	\$29.90	LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-LEPMP
06/25/2025	06/24/2025	6415	\$19.41	LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV
06/25/2025	06/24/2025	6415	\$101.03	LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			<u>\$718.36</u>			
06/04/2025	05/31/2025	6415	\$86.82	LOST/DAMAGED-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT
06/04/2025	05/31/2025	6415	\$60.78	LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	L&D AD PRINT/ GIFTS IHO-LEPMPL
06/04/2025	05/31/2025	6415	\$269.34	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
06/04/2025	05/31/2025	6415	\$13.01	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	LOST & DAMAGED
06/05/2025	05/31/2025	6415	\$25.32	LOST/DAMAGED-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - AD PRINT/GIFTS IHO
06/25/2025	06/24/2025	6415	\$43.47	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
06/25/2025	06/24/2025	6415	\$11.33	LOST/DAMAGED-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRNT/ GIFTS IHO-LEPMPL/ GIF
			<u>\$510.07</u>			
06/18/2025	06/17/2025	6415	\$29.99	LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L&D NONPRINT
06/18/2025	06/17/2025	6415	\$49.74	LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L&D NONPRINT
06/18/2025	06/17/2025	6415	\$9.74	LOST/DAMAGED-NON-PRNT MATERIAL	MIDWEST TAPE LLC	NONPRINT/ L&D NONPRINT/ GIFTS
06/19/2025	06/18/2025	6415	\$23.85	LOST/DAMAGED-NON-PRNT MATERIAL	BLACKSTONE AUDIO INC	NONPRINT
06/26/2025	06/26/2025	6415	\$34.94	LOST/DAMAGED-NON-PRNT MATERIAL	BLACKSTONE AUDIO INC	NONPRINT/L&D NONPRINT
			<u>\$148.26</u>			
TOTAL LOST/DAMAGED-BOOKS JUVENILLE			<u>\$1,376.69</u>			
06/10/2025	05/31/2025	6450	\$164.70	GASOLINE		MAY FUEL CHARGES
TOTAL GASOLINE			<u>\$164.70</u>			

06/03/2025	05/21/2025	6460	\$200.88	REPAIR PARTS & SUPPLIES	SP * FOUND FOOTAGE FES	TOTAL RESTROOM (KOALA KARE SHO
TOTAL REPAIR PARTS & SUPPLIES			\$200.88			
06/03/2025	05/21/2025	6464	\$32.56	BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2	BLDG MATERIALS (RUGS & MOPS) A
06/09/2025	05/21/2025	6464	\$79.96	BLDG MTRLS & JNTRL SUPPLIES	MENARD INC	WEED AND FEED FOR LIBRARY, REA
06/09/2025	05/21/2025	6464	\$763.29	BLDG MTRLS & JNTRL SUPPLIES	DALCO ENTERPRISES	CUSTODIAL SUPPLIES FOR THE LIB
06/10/2025	05/31/2025	6464	\$224.34	BLDG MTRLS & JNTRL SUPPLIES		MAY PARTS CHARGES
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$1,100.15			
06/03/2025	05/21/2025	6490	\$458.00	EQUIPMENT PURCHASES (< \$5000)	AMZ*CAFEPRESS INC.	ADMIN EQUIPMENT (MOTOROLA TWO
06/03/2025	05/21/2025	6490	\$260.00	EQUIPMENT PURCHASES (< \$5000)	AMZ*CAFEPRESS INC.	ADMIN EQUIPMENT (CURVE TWO-WAW
06/03/2025	05/21/2025	6490	\$69.35	EQUIPMENT PURCHASES (< \$5000)	AMZ*CAFEPRESS INC.	ADMIN EQUIPMENT (WALKIE TALKIE
06/03/2025	05/21/2025	6490	\$22.79	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	ADF Roller Maintenance Kit - C
06/03/2025	05/21/2025	6490	\$24.69	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Ergo Mouse - for RS Desk
06/03/2025	05/21/2025	6490	(\$55.99)	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Refund for returned monitor ar
06/03/2025	05/21/2025	6490	\$29.99	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	EQUIPMENT (WIRELESS CHARGING S
06/03/2025	05/21/2025	6490	\$15.38	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	IT EQUIPMENT (REPLACEMENT LAPT
06/03/2025	05/21/2025	6490	\$127.17	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Wireless kbs/mice
06/03/2025	05/21/2025	6490	\$2,851.77	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Dell AIO PCs - Teens
06/03/2025	05/21/2025	6490	\$2,851.77	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	Dell AIO PCs - Teens
06/03/2025	05/21/2025	6490	\$3,195.00	EQUIPMENT PURCHASES (< \$5,000)	IN *DRYDON EQUIPMENT INC.	ONE SOURCE IMAGING (NEW EPSON
06/03/2025	05/21/2025	6490	\$549.90	EQUIPMENT PURCHASES (< \$5,000)	SP * FOUND FOOTAGE FES	DB EQUIPMENT/DB PROGRAM SUPPLI
TOTAL EQUIPMENT PURCHASES (< \$5000)			\$10,399.82			
TOTAL OPERATING EXPENDITURES			\$415,364.98			

**Director's Report to the Library Board
July 2025**

**Administrative Services
Nancy Kerr, Library Director**



Many thanks to our departing Board members Jill, Kate and Sheng and welcome to new Board members Amy, Ann and Paul! We so appreciate your time and your thoughtful input to our library staff members. A hearty welcome to our new City Council rep Ethan Reed as well. We look forward to an interesting and productive new fiscal year.

I participated in a City Leadership SWOT analysis exercise as part of the City's strategic planning efforts. We used a tried and true method involving giant post-its and garage sale dot stickers to see where there was consensus on Strengths, Weaknesses, Opportunities and Threats, which was similar to a process we'd used in our own strategic planning. The City is working with former employee Scott Allen on this project. I also attended a meeting the same day on the Dewey Street Bridge project, the proximity of which makes it an important one for us. More information will be coming soon.

Thank you to the Board for bringing pizza for staff on Wednesday, June 25th. It was certainly appreciated by all!

We are into the heart of the budget season, looking at financial projections for the City's overall funding and Net New Construction funds, as well as revenue from our other

smaller funding sources. Our costs for materials and supplies as well as a \$20,000 increase in our library system fees will call for creativity in budget planning, as we will definitely have less disposable income to spend on our 2026 budget. Like all other public libraries of our size, our greatest expenditures are on staff salaries and benefits. We need to pay people appropriately to retain enough staff to be able to provide programs and services, and also have enough other funds to keep up with our print and electronic collections, building maintenance, and programming costs. We are grateful that it doesn't look as though we will be as adversely affected by any cuts in Federal spending as anticipated.

Shelly Collins-Fuerbringer, Deputy Director



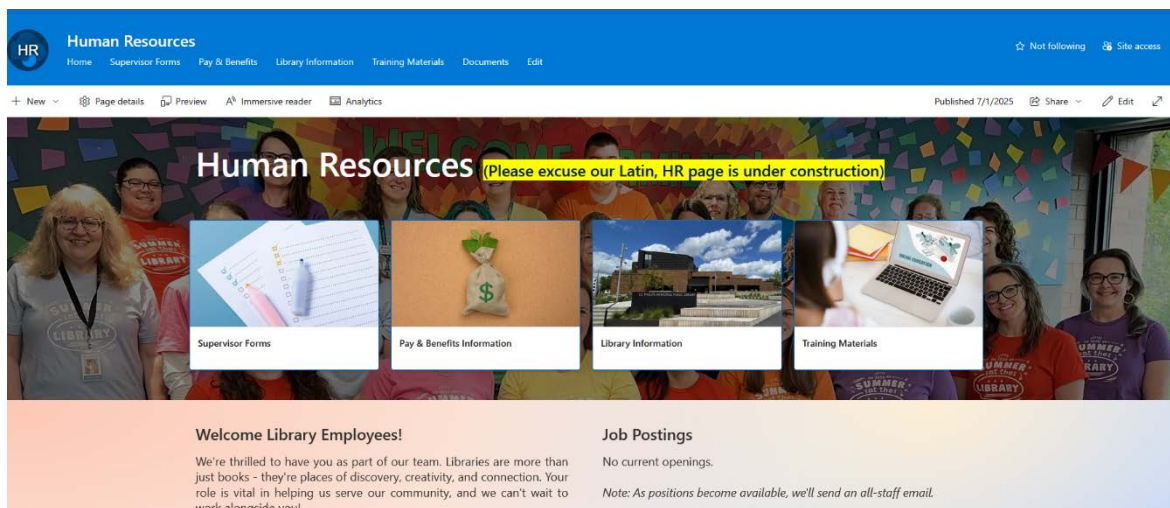
June was a successful outreach month. We had 15 events on the calendar, but only attended 11. Weather is always our biggest challenge with outdoor events, but despite those challenges, we saw 734 visitors, made 5 new cards, signed 70 kids and teens up for Summer at the Library, directed a lot of adults on how to sign up for the adult reading program and answered reference questions. June events included the Farmer's Market, Bike Week Kickoff, Storytime in Owen Park, UW-EC Summer Cinema and Pride in the Park. The community is always very vocal about their love of the BookBike and the Library, which makes the job that much more enjoyable for the outreach team!

Kimberly Hennings, Deputy Director

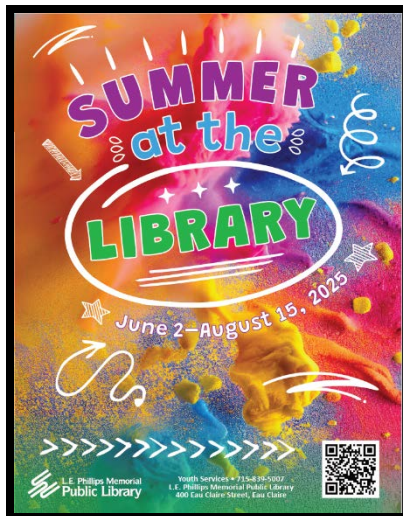


This spring, the City sent a health insurance request for proposal to go out to bid. Meetings were held with the City, Health Department, Library, and Housing leadership to review health insurance compliance and other aspects of the bid. Barb worked on preparing all the information needed for the RFP to provide to the City. In July, Barb and I will participate in the interview process for the finalists.

Kim and Barb also are working with Mike Paulus to update the human resources section of our SharePoint page to make it easier for staff to navigate finding information on recruitment and onboarding, performance conversations, pay and benefit information, and employee policies.



Youth Services
Kelly Witt, Youth Services Manager



On June 2, we launched Summer at the Library (SAL) with great success and even greater bursts of color. This year's colorful theme is on full display in every corner of the library with vibrant decorations and eye-catching promotions. Staff have been busily facilitating a variety of programs for the over 5000 children and families who attended YS programs in June! Additionally, more than 1,500 children and teens signed up for the reading log, where they can earn prizes simply by doing what they

love: reading. A big hit this year is a new prize, a free café treat, generously donated by Sam's Club.

For the second summer in a row, we brought SAL directly to early childhood centers. Staff visited five centers to deliver brief storytimes, distribute reading logs, and hand out starter prizes. Children received materials to take home to their families, while teachers were invited to participate in the program themselves. Teachers who complete a reading log with their class will get to choose five new books to add to their classroom libraries, thanks to generous donations from the community.

We kicked off our summer storytime series with an outdoor event for families at Owen Park Bandshell on June 6. Ninety attendees gathered for singalongs, read-alouds, and scarf play. The BookBike also made an appearance so families could sign up for the summer reading program and check out books under the trees.



Our first Teen Late Night of the summer was a lively success with 29 teens attending, many of them first-timers. The evening began with a team scavenger hunt, followed by free time where participants rotated through gaming, mini golf, Dabble Box maker projects, VR headset play, ping-pong, and a movie. Late Nights continue to be three hours of fast-paced fun that leave teens happy and staff happily exhausted.



We also introduced a brand-new program in June: Toddler Art. During these sessions, young children experience process-based art through open exploration. Parents shared their enthusiasm for the program, noting how much they appreciated seeing age-appropriate, affordable art activities they could recreate at home—though they were equally thrilled that library staff handled all the cleanup. It has been a colorful and joy-filled start to summer at the library.

Reference Services
Elizabeth Steans, Reference Services Manager



In June, the Reference Services Team (RS) kicked off adult and makerspace summer programs! The return of our ever-popular adult program, “Dabble on the Patio with Mocktails!”, welcomed 91 adult makers. The tables on Dabble Box patio and the RCU Dabble Box were full with creativity, conversation, and refreshing mocktails.



Our June Maker in Residence, Michael Levenick, hosted three workshops and built a kinetic sand table, which is on display in the lower level art gallery outside of the Library Administration office.

Other successful programs in June include Spice of Month Club, and the kickoff of the Adult Summer at the Library (SAL) program, Pride in the Park activities, and the return of our 3D print modeling class!

Jenny, RS Coordinator, reports the current Home Delivery Services (HDS) count is 110. The family of one of our recently deceased HDS customers listed the library as a recipient for donations in their mother's obituary. In talking with library staff, her son expressed gratitude for our Home Delivery Service and stated that whenever he spoke to his Mom she would be excited to receive her next delivery. She was an avid reader and relied on home delivery until she passed.

RS program stats for June 2025:

- Spice of the Month, 125 participants
- 5 Dabble Box Open Labs were offered, 334 in attendance
- Dabble on the Patio, 91 in attendance
- Genea-ography: (Metal) Detecting History, 15 in attendance
- Academy of Lifelong Learners (outreach), spoke with 99 visitors
- 3 Maker in Residence workshops, 29 collectively in attendance

The Staff Blog provides recommended reads, library resources, and culture. Have a look at these blogs!:

- [The Club No One Wants to Join](#) by Bethany, Reference Services
- [Loanable Art at the Library](#) by Connor, Reference Services

RS desk staff answered 1,572 questions in June.

The top five topics include:

1. Tied: Ready reference consults and Study room help (277 transactions each)
2. Guest pass distribution (165 transactions)
3. Print release station help (153 assists)
4. MORE-catalog usage (144 transactions)
5. Placing holds and customer account lookup (103 transactions)

Programming and Communications Services
Isa Small, PCS Manager



The humble shelf marker: a bigger deal than you'd think.

a note from PCS Coordinator, Susan DeBolt

They're such an essential part of the library experience for both staff and customers that most people never even think about them. Those little signs on the endcaps of library shelves that indicate the call number range of the books shelved there are so necessary that they're almost invisible.

Whose job is this anyway?

Customer Services, Youth Services, Reference Services, Technical Services, Programming and Communications Services, the Friends of the Library, and members of the Collection Committee all have a hand in the implementation and upkeep of shelf markers. When I joined PCS in 2016, there wasn't a clear shared understanding of what goes into keeping those signs up to date, or who is responsible for which parts of the task. Recently representatives of all the stakeholders in the process met to improve communication about changes.

What are the components of a shelf marker?

Shelf markers can have up to four pieces of information: the collection name, the call number range, the row number, and an acknowledgement of the Friend of the Library who has volunteered to perform routine shelf reading and dusting (Adopt-a-Shelf). The row number serves as a unique and permanent identifier for the shelf.

Why do shelf markers need to be updated so often?

The number of books in any given call number range is constantly changing as titles are added and removed. The library has some shelving guidelines intended to make browsing as easy as possible for customers. These include leaving the bottom shelves unused, moving to the next shelf at a natural break point (such as between 899 and 900) when possible, and making the shelves look attractive: neither too full nor too empty. We call this “shifting,” and it can be minor or major like moving a whole collection. Many individuals make these shifts including selectors and shelvees.

How do you keep track of it all?

I was assigned to creating the first set of signs after our move back downtown, so I made a spreadsheet of all the necessary information for each shelf. Our current shelving layout crosses the aisles instead of winding up and down each row, so there isn't a way to number the shelves (row numbers) that always make sense. In other words, side A of a shelf might be “A to C” while side B is “S to Z.” Here's an example:

10	EARLY READER	A-C	EARLY READER	S-Z	Row 10 has been adopted by Fresh Start .
11	EARLY READER	D-L	EARLY READER	M-S	Row 11 has been adopted by Aroni Aziz .
12	JUV GRAPHIC NOVELS	A-F	JUV FICTION	A-B	Row 12 has been adopted by Denise & Iayah Finstad .
13	JUV GRAPHIC NOVELS	G-P	JUV GRAPHIC NOVELS	P-Z	Row 13 has been adopted by Denise & Iayah Finstad .

This spreadsheet is still in use and lives on the library's internal SharePoint site. The Friends of the Library use it to keep track of which volunteers are assigned to which shelves, and there's an automatic notification to send an email when they make a change. Then the signs themselves are updated in InDesign and replaced.

Unfortunately, there wasn't a great way for any one of the large number of people making a shift to communicate what they changed. So, we met several times and decided to add a map component. CS Assistant Rebecca Scharlau created a spreadsheet showing each collection in a visual way:

EARLY READERS D-L	11	EARLY READERS A-C	10
EARLY READERS M-Sp		EARLY READERS St-Z	
JUV GRAPHIC NOVELS G-P	13	JUV GRAPHIC NOVELS A-F	12
JUV GRAPHIC NOVELS P-Z		JUV FICTION A-B	

Anyone shifting books gets a printout to note their changes. The marked printout goes to the CS team member in charge, currently CS Assistant Duabchi Vang, who updates the map. The updated map is then given to the PCS team member in charge of keeping the spreadsheet with the shelf information up to date, currently PCS Coordinator April Hopkins-Canada. After updating the spreadsheet, she updates the physical signs and replaces the old ones.

It still sounds complicated.

Well, yes. But as we continue to train staff members on what to do when making a shift we are improving the efficiency of the process and updating signs in a much timelier fashion. The new process, while complicated, helps keep changes from slipping through the cracks and reduces frustration and stress for the employees involved.

Circulation Services
Paula Stanton, Circulation Manager



In June, Circulation staff were awesome. THE END.

But really, for the first time in recent history, Circulation staff managed to keep up with all of the shelving that June comes with. Typically, the third week in June is the busiest week in the department and staff was on the ball with shelving that they were working on special beautification and cleaning projects: like oiling cart wheels, cleaning book bins, adding more face out displays to collections and more.

Additionally, Linda and Paula, together with several Managers in other departments, created a long-term staffing plan for the Circulation department. In addition to standardizing the number of hours staff works, the Circulation department will also begin to phase out the Page position as funding allows and start more employees at the Clerk level as many similarly sized libraries have done. This will allow the library to have more flexibility, to recruit from a larger pool of highly qualified candidates, give staff more variety in job duties, and provide a higher entry level wage. Linda then met with all of the current Pages to identify those who are interested in moving up to a Clerk position when one becomes available. The last long-term staffing plan was accomplished over the course of 8 years so we are hoping this will be a guide for years to come.

At the end of May, the vacant Circulation Desk Clerk position was posted and 73 people applied. Kim, Linda, and Paula interviewed candidates and the new Desk Clerk will start in July – stay tuned!

Technical Services
Lynn Gates, Technical Services Manager



June was a satisfying month for Technical Services, after working hard for so long, the Community Language Collection was launched! Everyone in TS had a hand in making sure we were able to open with a beautiful, fully cataloged collection of books. By the end of June there were 142 checkouts across all age groups and three of our four languages. The library also received several positive comments from customers thanking us for the collection.



Much of TS met to review our materials movement experiment, we decided to continue with the new method we have been working on and made a few other changes. Teri & Becky did a mini time-study to help me assess everything they do (and they both do a lot.) Jenny, Sara, & I met to start brainstorming one of the ideas from the Circulation Pages, hopefully we'll be able to work with them to develop a solution that will work well.



Our June displays highlighted artists & art (pictured to the left) and the outdoors, we also celebrated LGBTQ+ Pride Month on the pop-up display in collaboration with Reference Services.

June was also the beginning of outreach season and several TS members have been participating in outreach events (taking the BookBike to an event) and helping with other library events (like the drive-in movie night hosted by YS). Many of us also attended training sessions with CS, YS, & RS to help staff desks when needed.

Information Technology
Kris Nickel, Technology Manager



In June, Heartland Business Systems engineers completed the migration of the remaining City Departments of the shared phone system to Cisco WebEx calling (cloud-based). I then was granted access to the administration side of things and given a primer by Will with HBS. Now when I receive requests for PIN resets, new employee setups, changing the text on phone screens, etc, I can resolve these directly, and no longer need to pass the requests along (yay!).

Our main server hardware (the physical server that hosts our 8 virtual servers), had a failed CMOS battery – the same type of battery that powers watches and the like. This in itself does not cause an outage, but it was high on the to-do list. Even though we have a solid backup server with replicas, I did not want to test our failover during production, so I was looking for a good time to come in with no one in the building. When I heard that Nancy and Lynn would be coming in on a Sunday to set up the new language collection, I'd found my date. An easy process, but just a bit unnerving to be deep in the guts of the server!

After upgrading our Pharos server to Windows 11 in late March, there had been a lingering problem with one component – the Nerve Center, which is the web interface for viewing current users. Whenever there was more than one staff member logged in, it would throw a generic HTTP error. Upon trying some fixes and troubleshooting on a non-production PC with the newest version of Pharos, *and* contacting Pharos support, I decided to move back to Windows 10 for the time being – running solidly.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2025 YTD BUDGET REPORT - Operating Revenue
For the Period Ended June 30, 2025

OBJ #	ACCOUNT NAME	2025 BUDGETED REVENUE	ACTUAL YTD REVENUE	RE- CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4330	Library Fines & Miscellaneous Revenue	2,700.00	1,533.40	-	1,166.60	56.8%
4398	Other Penalties (Collection Agency)	3,200.00	1,892.40	-	1,307.60	59.1%
4451	Electronic Copy Revenue	8,500.00	5,646.73	-	2,853.27	66.4%
4452	Copier Revenue	1,650.00	982.60	-	667.40	59.6%
4562	Vending Commission	350.00	197.93	-	152.07	56.6%
4602	Service to Eau Claire County	1,052,036.00	526,017.50	-	526,018.50	50.0%
4608	IFLS	23,000.00	11,500.00	-	11,500.00	50.0%
4608	IFLS - High Demand Holds	2,100.00	2,901.51	-	(801.51)	138.2%
4666	Service Charge - EC County Health Dept.		1,000.00		(1,000.00)	#DIV/0!
4798	Misc. Service Revenues (Act 150)	315,000.00	315,359.68	-	(359.68)	100.1%
4802	Interest Allocation	3,300.00	844.94	-	2,455.06	25.6%
4834	Misc. Library Sales - Taxable	1,400.00	464.33	-	935.67	33.2%
4836	Grant Revenue	-	14,770.00	-	(14,770.00)	
4850	Gift Revenue	19,734.24	20,405.86	-	(671.62)	103.4%
4852	Misc. Reimbursements-Lost Items	18,000.00	7,354.25	-	10,645.75	40.9%
4858	Prior Year Refund	-	296.80		(296.80)	
4898	Miscellaneous Revenue	16,800.00	2,842.44	-	13,957.56	16.9%
5102	General Property Tax-City tsf from GF	4,716,574.00	4,716,574.00	-	-	100.0%
		<u>\$ 6,184,344.24</u>	<u>\$ 5,630,584.37</u>	<u>\$ -</u>	<u>\$ 553,759.87</u>	91.0%
5580	Fund Balance Used for Operating	225,000.00	-	-	225,000.00	0.0%
5586	Fund Balance Used - Donations Carryover	135,926.90	-		135,926.90	N/A
5590	Fund Balance Used for CIP	-	-	-	-	N/A
	TOTAL REVENUE	<u><u>\$ 6,545,271.14</u></u>	<u><u>\$ 5,630,584.37</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 914,686.77</u></u>	86.0%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 3,013,690.00	\$ 1,397,726.21		\$ 1,615,963.79	46.4%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	231,347.00	102,475.90		128,871.10	44.3%
6042	WRS (ER)	182,897.00	85,777.56		97,119.44	46.9%
6043	Health insurance-Employer	544,640.00	250,743.02		293,896.98	46.0%
6047	Health insurance Deductible	28,118.00	11,715.85		16,402.15	41.7%
6051	Retiree Health Insurance	65,516.00	31,880.94	43,314.06	(9,679.00)	114.8%
6052	Retiree Health Care Deductible	3,515.00	1,757.52		1,757.48	50.0%
6055	Vision Insurance		-		-	
6096	Auto Allowance	500.00	164.50		335.50	32.9%
6099	Misc. Reimbursements		-		-	N/A
6108	Unemployment Compensation		-		-	N/A
6110	Postage & Shipping	17,000.00	6,168.34	8,851.02	1,980.64	88.3%
6112	Computer Service Charges	165,000.00	72,952.07		92,047.93	44.2%
6116	Binding	-	-		-	N/A
6118	Advertising	22,125.00	4,479.78		17,645.22	20.2%
6120	Auditing	3,200.00	1,483.71		1,716.29	46.4%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	1,500.00	6,852.34		(5,352.34)	456.8%
6128	Repairs to Tools & Equip	500.00			500.00	N/A
6134	Lab/Medical Testing				-	N/A
6138	Equipment Rental				-	N/A
6142	Other Rental				-	N/A
6150	Special Services	8,000.00	1,829.70	4,933.30	1,237.00	84.5%
6153	Convenience Fees	1,700.00	1,628.11	-	71.89	95.8%
6156	Professional Services	-		-	-	#DIV/0!
6160	Staff Training/Conference	23,500.00	7,158.14		16,341.86	30.5%
6162	Membership Dues	2,001.00	435.00	-	1,566.00	21.7%
6166	Recruitment Expenses	2,500.00	527.32		1,972.68	N/A
6198	Miscellaneous Contractual	227,051.00	143,191.63	4,505.48	79,353.89	65.1%
6210	Telephones	16,000.00	4,706.02	3,445.68	7,848.30	50.9%
6306	License & Permits				-	N/A
6308	Special Assessments	200.00	-		200.00	0.0%
6350	Liability & Property Insurance	31,000.00	17,200.02		13,799.98	55.5%
6398	Insurance Claims Reimbursement	(3,600.00)	(3,585.34)		(14.66)	N/A
6402	Office, AV, Library Supplies	53,450.00	20,752.90		32,697.10	38.8%
6405	Awards & Trophies	570.00	-		570.00	0.0%
6406	Library Program Supplies	13,500.00	3,890.07		9,609.93	28.8%
6409	Library Materials	411,499.00	195,859.79	(1,587.41)	217,226.62	47.2%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,899.00	5,958.53	(81.65)	12,022.12	32.8%
6450	Gasoline	1,600.00	643.57		956.43	40.2%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	58,000.00	27,663.27	-	30,336.73	47.7%
6496	Gift & Grant Expenditures	155,661.14	23,142.04	4,655.74	127,863.36	0.0%
6498	Other Materials & Supplies	500.00	-		500.00	0.0%
6802	Capital Purchases					0.0%
7020	Transfer to Debt Service	\$ 861,874.00	861,877.75	-	(3.75)	100.0%
7044	Transfer to Library Capital Projects				-	N/A
		<u>\$ 6,162,453.14</u>	<u>\$ 3,287,056.26</u>	<u>\$ 68,036.22</u>	<u>\$ 2,807,360.66</u>	<u>54.4%</u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
LIB CUSTODIAL EXPENDITURE						
6010	Payroll Wages	\$ 120,930.00	\$ 59,140.34		\$ 61,789.66	48.9%
6020	Payroll Overtime	8,000.00	2,471.39		5,528.61	30.9%
6030	Special Pays	600.00	317.18		282.82	52.9%
6040	Employer Paid Benefits	9,909.00	4,398.33		5,510.67	43.1%
6042	WRS (ER)	8,099.00	4,265.94		3,833.06	240.7%
6043	Health Ins (ER)	25,683.00	19,498.12		6,184.88	2.3%
6047	Health Insurance Deductible	1,395.00	581.25		813.75	41.7%
6128	Repairs to Tools & Equipment	300.00	-		300.00	0.0%
6130	Repairs to Buildings	33,600.00	11,910.11	(1,200.00)	22,889.89	31.9%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	14,000.00	4,391.10	5,613.30	3,995.60	71.5%
6198	Miscellaneous Contractual	52,000.00	774.39	24,207.94	27,017.67	48.0%
6202	Electricity	76,000.00	28,696.55		47,303.45	37.8%
6208	Gas Service	1,702.00	684.27		1,017.73	40.2%
6215	Garbage Service	5,800.00	2,899.98		2,900.02	50.0%
6252	Water Service	2,700.00	504.05		2,195.95	18.7%
6254	Sewer Service	1,700.00	782.32		917.68	46.0%
6256	Storm water Charges	1,400.00	355.00		1,045.00	25.4%
6442	Safety Equipment	-	15.89		(15.89)	#DIV/0!
6460	Repair Part & Supplies	3,000.00	999.31		2,000.69	0.0%
6464	Building Materials & Janitorial Supplies	16,000.00	10,959.37	-	5,040.63	68.5%
6490	Equipment Purchases	-	-	-	-	N/A
		<u>\$ 382,818.00</u>	<u>\$ 153,644.89</u>	<u>\$ 28,621.24</u>	<u>\$ 200,551.87</u>	<u>47.6%</u>
	TOTAL EXPENSES	<u><u>\$ 6,545,271.14</u></u>	<u><u>\$ 3,440,701.15</u></u>	<u><u>\$ 96,657.46</u></u>	<u><u>\$ 3,007,912.53</u></u>	<u><u>54.0%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended June 30, 2025

OBJ #	ACCOUNT NAME	2025 CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUM- BRANCES	AVAILABLE BUDGET	% USED
490.5149	2019/2020/2022 LIBRARY IMPROVEMENTS					
4850	GIFTS & DONATIONS	\$ (8,500,000.00)	\$ (6,102,912.28)		(2,397,087.72)	
4853	ENERGY IMPROVEMENT REBATE		\$ (57,703.06)		57,703.06	
5114	TRANSFER FROM LIBRARY FUND BAL	-	(888,695.75)	-	888,695.75	
5590	FUND BALANCE USED FOR CIP	(12,058,012.00)	-	-	(12,058,012.00)	
	TOTAL REVENUE	<u>\$ (20,558,012.00)</u>	<u>\$ (7,049,311.09)</u>	<u>\$ -</u>	<u>\$ (13,508,700.91)</u>	
6198	MISC CONTRACTUAL SERVICES	-	48,562.17	-	(48,562.17)	
6156	PROFESSIONAL SERVICES	-	2,446,065.02		(2,446,065.02)	
6682	BOND ISSUANCE COSTS		32,497.65		(32,497.65)	
6810	CAPITAL COSTS	20,558,012.00	17,027,962.11		3,530,049.89	82.8%
6810.59037	SPACE REALLOCATION	-	138,060.62		(138,060.62)	
6810.59038	SELF-CHECK MACHINES	-	32,017.99	-	(32,017.99)	
	TOTAL EXPENSE	<u>\$ 20,558,012.00</u>	<u>\$ 19,725,165.56</u>	<u>\$ -</u>	<u>\$ 832,846.44</u>	95.9%
490.5244	2020 BOND ISSUE COSTS					
6682	BOND ISSUE COSTS	\$ 65,000.00	\$ 53,851.28		\$ 11,148.72	
	TOTAL EXPENSE	65,000.00	53,851.28		11,148.72	
490.5428	2022 BOND ISSUE COSTS					
5590	FUND BALANCE USED FOR CIP	(50,000.00)			(50,000.00)	
	TOTAL REVENUE	(50,000.00)	-		(50,000.00)	
6682	BOND ISSUE COSTS	50,000.00			50,000.00	
	TOTAL EXPENSE	50,000.00	-		50,000.00	
TOTAL REVENUE - FUND 490		\$ (20,608,012.00)	\$ (7,049,311.09)		\$ (13,558,700.91)	
TOTAL EXPENSE - FUND 490		\$ 20,673,012.00	\$ 19,779,016.84	\$ -	\$ 893,995.16	
TOTAL - FUND 490		<u>\$ 65,000.00</u>	<u>\$ 12,729,705.75</u>	<u>\$ -</u>	<u>\$ (12,664,705.75)</u>	

June 2025 by the Numbers



PEOPLE

VISITORS: 24,386 Total this Month; 129,899 YTD

CARDHOLDERS: 21,461 City Residents; 31,849 Total Card Holders

CIRCULATION: 61,487 Total this Month; 305,142 YTD

CHILDREN'S (BIRTH–11): 24,268 Total this Month; 107,686 YTD

HOME DELIVERY: 469 Total this Month; 3,017 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

6,944 Total this Month; 41,199 YTD

LOANED TO MORE LIBRARIES: 4,910 Total this Month;
32,088 YTD

INTERLIBRARY LOANS: 165 Incoming; 25 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 9,340 Public Wireless Internet Users;
1,818 PCS sessions; 180,323 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,357 E-Books;
10,298 E-Audiobooks; 161 E-Videos; 19,715 E-Databases



PROGRAMS

AGES 0–5: 24 Programs this Month; 964 Attendees this Month;
5,467 Attendees YTD

AGES 6–11: 33 Programs this Month; 3,875 Attendees this Month;
9,495 Attendees YTD

AGES 12–18: 7 Programs this Month; 110 Attendees this Month;
1,025 Attendees YTD

AGES 19+: 5 Programs this Month; 251 Attendees this Month;
675 Attendees YTD

ALL AGES: 23 Programs this Month; 1,421 Attendees this Month;
3,685 Attendees YTD

10.02 Personal Manner and Dress Code Guidelines

~~Employees will maintain the highest standards of personal cleanliness, and present a neat, suitable appearance at all times. Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. We expect that your business casual attire will exhibit common sense and demonstrate good judgment.~~

~~When assessing whether you are dressing in attire that is appropriate, please consider two factors: courtesy towards coworkers and the image you present to both coworkers and the public.~~

~~Should your manager deem your personal appearance or hygiene as being inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Where appropriate, reasonable accommodation will be made to a person with a disability.~~

~~Please consult your manager if you have questions as to what constitutes appropriate attire.~~

Employees will maintain the highest standards of personal cleanliness, and present a neat, suitable appearance at all times. Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. We expect that your attire will exhibit common sense and demonstrate good judgment for your position.

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Number: 4
Category: Circulation and Collection
Development Management

Policy Title: GIFTS OF MATERIALS
Date adopted: 12/78
Date amended: 12/15/83; 07/19/84; 09/17/09
Date last reviewed: ~~07/17/2509/15/22~~

The L.E. Phillips Memorial Public Library welcomes gifts of selected materials for the collection based on the following criteria:

The Library, in accepting a gift of materials for the collection, assumes free and complete legal title to those materials.

The decision regarding the acceptance or rejection of gifts will be determined by the staff member responsible for selecting materials for that part of the collection.

The Library will place in its collection only materials which meet the criteria stated in its Collection Development and Management policy.

The Library may dispose of materials which are deemed unsuitable for inclusion in the Library's collection.

Customers who wish an appraisal of the materials they are giving to the Library must have them appraised prior to the transference of the gift to the Library.

An acknowledgment of a gift of materials for the collection will be sent to a donor when, in the judgment of the staff member responsible for selecting materials for that part of the collection, it is a significant contribution.

Due to staffing limitations, the Library is not able to pick up donations of materials.



L.E. Phillips Memorial
Public Library

Number: 9
Category: Administration

Policy Title: HANDLING A CITIZEN'S COMPLAINT CONCERNING
LIBRARY POLICIES

Date adopted: 03/17/83

Date amended: 03/17/22

Date last reviewed: 07/17/25~~03/17/2022~~

To receive consideration by the library, all citizens' complaints concerning library policies must be sent to the library in writing or a video recording.

Complaints shall be forwarded to the Library Director, or the Director's designee, who will consult with appropriate staff and will respond in writing within 30 days of the filing of the written complaint, explaining the reasons for the policy. The Director, or the Director's designee, will inform the complainant that if he or she desires, the complaint will be forwarded to the Library Board.

If requested, the Library Board will then review the complaint, will allow the complainant to speak on the issue at a Library Board meeting and will take final action on the complaint within 90 days of the original filing of the written complaint.

The complainant will be notified in writing of the Library Board's decision in the matter.

Complaints about a particular policy will not be considered by the library more than once within a 12-month period.