



PUBLIC NOTICE

Thursday, September 18, 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) **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 30)
 - b) Financial Report (pg 47)
 - c) Statistical Report (pg 55)
 - 4) Board President report/comments (Cheryl Contant)
-
- 5) Consideration of New Business
 - A. Staff presentation "Life cycle of a book" – Circulation staff
 - B. Budget update – Nancy
 - C. 2026 potential Library closures – Nancy
 - D. Approval of ILFS Resource Library Agreement for 2026 – Nancy (pg 57)
 - E. 2026 health Insurance and ancillary benefits update – Kim (pg 59)
 - F. Discussion of and action on Section 8 Employee Handbook changes – Kim (pg 60)
 - 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
 - 9) Next meeting: **October 16, 2025**
 - 10) 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, July 17, 2025.

Board members present: Cheryl Contant, Shelley Donnelly, Paul LaLiberte, James Martin, Gary Pesicka, Charlie Schell, Amy Weiss

Board members absent: Ann Brand, Ethan Reed

Staff present: Circ Staff (presenters), Nancy Kerr, Kim Hennings, Shelly Collins-Fuerbringer, Barb Langreck

CITIZEN COMMENTS

None

CONSENT AGENDA

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

BOARD PRESIDENT COMMENTS

- Cheryl expressed appreciation to Gary for his dedicated service as Board President. Under Gary's leadership, we were able to move forward many important initiatives for the library and the board.

CONSIDERATION OF NEW BUSINESS

- A. Several members of our Circulation Services team were in attendance and shared information about their roles within the library. In addition, the group shared an informative and humorous video on shelving rules.
- B. On a motion made by Shelley and seconded by Charlie, the board unanimously approved the changes to Section 10 of the Employee Handbook as presented.
- C. On a motion made by James and seconded by Gary, the board unanimously approved the changes to the Gifts of Materials policy as presented.
- D. On a motion made by Shelley and seconded by Paul, the board unanimously approved the changes to Handling a Citizens Complaint Concerning Library Policies policy as presented.

COMMITTEE REPORTS

Friends of the Library – Gary Pesicka

- No report, the Friends board is meeting next Monday, July 21.

IFLS – Charlie Schell

- Charlie shared general information about IFLS for the benefit of our newest board members
- Charlie suggested inviting John Thompson to a future board meeting to do an IFLS presentation

BOARD DEVELOPMENT

- New board member orientations will be scheduled in August

DIRECTIVES TO THE LIBRARY BOARD

- The ad-hoc Handbook Committee will be meeting in August

DIRECTIVES TO THE LIBRARY DIRECTOR

- Nancy will send links to the board members for the statewide trustee training which is August 18-21

NEXT MEETING – September 18, 2025**ADJOURNMENT**

On a motion made by Gary and seconded by Charlie, the Board unanimously voted to adjourn at 5:55 p.m.

Respectfully submitted,

Barb Langreck
Administrative & Human Resources Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 07/12/2025
SUBJECT: JULY 2025 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending July 31, 2025

Operating Expenditures for the month	\$398,769.14
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$ _____
Total	\$398,769.14

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 6112 Computer Service Charges
 - \$1,125.00 paid to DonorSnap for annual renewal
2. Account 6130 Repairs to Buildings
 - \$1,200 paid to Richard Fuerstenau for window cleaning services
3. Account 6198 Miscellaneous Contractual
 - \$1,168.00 paid to A Touch of Magic for youth services program
 - \$1,617.41 paid to Fabick Cat for annual generator planned maintenance
4. Account 6402 Office Supplies
 - \$1,266.00 paid to One Source Imaging for printer ink
5. Account 6490 Equipment
 - \$1,637.71 paid to CDW-G for a new Pharos server PC

BILLS & CLAIMS - OPERATING
Transactions Processed in July 2025

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
07/07/2025	07/03/2025	6010	\$5,180.92	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/25
			\$5,180.92			
07/15/2025	07/11/2025	6010	\$20,851.74	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6010	\$17,686.14	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6010	\$26,817.00	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6010	\$17,681.39	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6010	\$14,670.91	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6010	\$12,959.39	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6010	\$3,745.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
			\$114,411.97			
07/17/2025	07/18/2025	6010	\$5,489.65	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/18/25
			\$5,489.65			
07/23/2025	07/25/2025	6010	\$20,564.20	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6010	\$17,910.96	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6010	\$28,553.68	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6010	\$17,590.92	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6010	\$15,037.87	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6010	\$13,061.36	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6010	\$3,774.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
			\$116,493.39			
TOTAL PAYROLL WAGES			\$241,575.93			
07/07/2025	07/03/2025	6020	\$331.73	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/25
			\$331.73			
07/17/2025	07/18/2025	6020	\$148.25	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/18/25
			\$148.25			
TOTAL PAYROLL OVERTIME			\$479.98			
07/07/2025	07/03/2025	6030	\$26.88	SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/25
07/17/2025	07/18/2025	6030	\$26.88	SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/18/25
TOTAL SPECIAL PAYS			\$53.76			
07/02/2025	06/30/2025	6040	(\$4.79)	EMPLOYER PAID BENEFITS		JUN LIFE INSURANCE

07/28/2025	07/31/2025	6040	\$2.78 EMPLOYER PAID BENEFITS		JUL LIFE INSURANCE
			(\$2.01)		
07/07/2025	07/03/2025	6040	\$395.05 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/25
			\$395.05		
07/15/2025	07/11/2025	6040	\$1,532.50 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6040	\$1,324.62 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6040	\$1,991.53 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6040	\$1,329.35 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6040	\$1,055.20 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6040	\$924.84 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6040	\$273.76 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
			\$8,431.80		
07/17/2025	07/18/2025	6040	\$395.34 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/18/25
			\$395.34		
07/23/2025	07/25/2025	6040	\$1,470.67 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6040	\$1,331.36 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6040	\$2,106.26 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6040	\$1,313.78 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6040	\$1,069.77 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6040	\$907.31 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6040	\$275.98 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
			\$8,475.13		
TOTAL EMPLOYER PAID BENEFITS			\$17,695.31		
07/07/2025	07/03/2025	6042	\$382.03 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/25
			\$382.03		
07/15/2025	07/11/2025	6042	\$1,362.36 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6042	\$1,130.09 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6042	\$1,327.29 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6042	\$1,102.83 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6042	\$937.33 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6042	\$900.68 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6042	\$260.31 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
			\$7,020.89		
07/17/2025	07/18/2025	6042	\$390.79 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/18/25
			\$390.79		

07/23/2025	07/25/2025	6042	\$1,351.63 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6042	\$1,136.58 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6042	\$1,363.02 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6042	\$962.18 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6042	\$1,111.37 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6042	\$262.32 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6042	\$907.77 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
			<u>\$7,094.87</u>		
TOTAL WRS(ER)			<u>\$14,888.58</u>		
07/02/2025	06/30/2025	6043	\$132.50 HEALTH INS(ER)		JUN HEALTH INSURANCE
07/28/2025	07/31/2025	6043	(\$133.18) HEALTH INS(ER)		JUL HEALTH INSURANCE
			<u>(\$0.68)</u>		
07/07/2025	07/03/2025	6043	\$2,000.73 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/25
			<u>\$2,000.73</u>		
07/15/2025	07/11/2025	6043	\$4,860.75 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6043	\$4,633.12 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6043	\$4,767.47 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6043	\$3,789.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
07/15/2025	07/11/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/11/25
			<u>\$22,199.79</u>		
07/17/2025	07/18/2025	6043	\$2,104.98 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/18/25
			<u>\$2,104.98</u>		
07/23/2025	07/25/2025	6043	\$4,803.21 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6043	(\$3,963.50) HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6043	\$4,592.19 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6043	\$4,076.41 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6043	\$4,865.94 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
07/23/2025	07/25/2025	6043	\$3,789.96 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/25/25
			<u>\$22,312.70</u>		
TOTAL HEALTH INS(ER)			<u>\$48,617.52</u>		

07/16/2025	07/15/2025	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>			
07/08/2025	06/30/2025	6110	\$957.93	POSTAGE & SHIPPING	L&M MAIL SERVICE INC	POSTAGE & SHIPPING CHARGES
TOTAL POSTAGE & SHIPPING			<u>\$957.93</u>			
07/10/2025	06/23/2025	6112	\$149.90	COMPUTER SERVICE CHARGES	CANVA.COM	COMPUTER SERVICE CHARGES (PCS)
07/10/2025	06/23/2025	6112	\$702.00	COMPUTER SERVICE CHARGES	SITEGROUND HOSTING	PCS COMPUTER SERVICE CHARGES (
07/10/2025	06/23/2025	6112	\$59.88	COMPUTER SERVICE CHARGES	SITEGROUND HOSTING	PCS COMPUTER SERVICE CHARGES (
07/10/2025	06/23/2025	6112	\$1,125.00	COMPUTER SERVICE CHARGES	DONORSNAP	DonorSnap Annual Renewal
07/10/2025	06/23/2025	6112	\$99.00	COMPUTER SERVICE CHARGES	GRAVITYVIEW	ANNUAL SERVICE AGREEMENT (MAY
07/10/2025	06/23/2025	6112	\$640.00	COMPUTER SERVICE CHARGES	EXTENSIS	PCS COMPUTER FONTS ANNUAL SERV
07/23/2025	07/22/2025	6112	\$146.66	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	MONTHLY BILLING - MICROSOFT CS
TOTAL COMPUTER SERVICE CHARGES			<u>\$2,922.44</u>			
07/10/2025	06/23/2025	6118	\$100.00	ADVERTISING/MARKETING	ALLEGRA AND IMAGE 360	PCS ADVERTISING
07/10/2025	06/23/2025	6118	\$104.92	ADVERTISING/MARKETING	FACEBOOK.COM*4TPP422AD	PCS ADVERTISING (MAY OUTDOOR O
07/10/2025	06/23/2025	6118	\$130.25	ADVERTISING/MARKETING	FACEBK *2KW9YE4TN2	PCS ADVERTISING (SUMMER READIN
07/10/2025	06/23/2025	6118	\$5.90	ADVERTISING/MARKETING	FACEBK *2KW9YE4TN2	PCS ADVERTISING (SUMMER READIN
07/10/2025	06/23/2025	6118	\$262.32	ADVERTISING/MARKETING	TESTRITE VISUAL	4 VISUAL CLAMP STAND, SINGLE S
07/10/2025	06/23/2025	6118	\$55.27	ADVERTISING/MARKETING	TESTRITE VISUAL	PCS ADVERTISING (SHIPPING FOR
TOTAL ADVERTISING/MARKETING			<u>\$658.66</u>			
07/08/2025	06/30/2025	6120	\$1,165.54	AUDITING		AUDIT FEES
TOTAL AUDITING			<u>\$1,165.54</u>			
07/10/2025	06/23/2025	6126	\$17.47	REPAIRS & MAINT TO AUTO EQUIP	AMZ*CAFEPRESS INC.	REPAIRS & MAINT - AUTO (VAN TU
07/10/2025	06/23/2025	6126	(\$17.47)	REPAIRS & MAINT TO AUTO EQUIP	AMZ*CAFEPRESS INC.	REFUND FOR RETURNING VAN TURN
07/10/2025	06/23/2025	6126	\$8.74	REPAIRS & MAINT TO AUTO EQUIP	AMAZON COM SERVICES LLC	REPAIRS TO VAN (MINIATURE BULB
TOTAL REPAIRS & MAINT TO AUTO EQUIP			<u>\$8.74</u>			
07/08/2025	06/30/2025	6130	\$1,200.00	REPAIRS TO BUILDINGS	RICHARD V FUERSTENAU	BUILDING REPAIRS
TOTAL REPAIRS TO BUILDINGS			<u>\$1,200.00</u>			
07/16/2025	06/30/2025	6150	\$319.30	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES
07/08/2025	06/30/2025	6150	\$414.00	SPECIAL SERVICES	HEATHER C LEISZ	SPECIAL SERVICES - PLANT RENTA
07/31/2025	07/31/2025	6150	\$424.55	SPECIAL SERVICES	HEATHER C LEISZ	SPECIAL SERVICES - PLANT RENTA
TOTAL SPECIAL SERVICES			<u>\$1,157.85</u>			
07/07/2025	06/02/2025	6153	\$45.42	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES - MAY
TOTAL CONVENIENCE FEES			<u>\$45.42</u>			
07/10/2025	06/23/2025	6160	\$199.00	TRAINING/MEETINGS	LIBRARY JOURNALS LLC	STAFF TRAINING REGISTRATION FO

TOTAL TRAINING/MEETINGS			\$199.00		
07/10/2025	06/23/2025	6162	(\$100.00) MEMBERSHIP DUES	DOWNTOWN EAU CLAIRE INC	REFUND FOR DUPLICATE ANNUAL ME
07/10/2025	06/23/2025	6162	\$100.00 MEMBERSHIP DUES	WP*DOWNTOWN EAU CLAIRE	ANNUAL MEMBERSHIP FOR DECI
TOTAL MEMBERSHIP DUES			\$0.00		
07/02/2025	07/02/2025	6198	\$756.26 MISC CONTRACTUAL SERVICES	AURORA COMMUNITY SERVICES INC	EAP SERVICES FOR 2025 - REALIV
07/10/2025	06/23/2025	6198	\$176.97 MISC CONTRACTUAL SERVICES	ZOOM.US	JUNE 2025 ZOOM ACCOUNT
07/10/2025	06/23/2025	6198	\$54.00 MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	DIGITAL SIGNAGE (MAY 2025)
07/28/2025	06/30/2025	6198	\$50.57 MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
07/08/2025	07/08/2025	6198	\$575.00 MISC CONTRACTUAL SERVICES	MANAGED MISCHIEF LLC	MISC CONTRACTUAL (YS EVENT)
07/08/2025	07/08/2025	6198	\$875.00 MISC CONTRACTUAL SERVICES	ZOOZORT CORPORATION INC	MISC CONTRACTUAL (YS EVENT)
07/23/2025	07/22/2025	6198	\$100.00 MISC CONTRACTUAL SERVICES	EAU CLAIRE ASSOCIATION OF MUSEUMS	MISC CONTRACTUAL
07/30/2025	07/30/2025	6198	\$1,168.00 MISC CONTRACTUAL SERVICES	A TOUCH OF MAGIC, INC.	MISC CONTRACTUAL (YS EVENT)
07/02/2025	06/30/2025	6198	\$216.64 MISC CONTRACTUAL SERVICES	HEARTQUEST TRAINERS LLC	2025 QUARTERLY AED CHECKS
07/14/2025	06/23/2025	6198	\$1,617.41 MISC CONTRACTUAL SERVICES	FABICK CAT 3	ANNUAL GENERATOR PLANNED MAINT
TOTAL MISC CONTRACTUAL SERVICES			\$5,589.85		
07/22/2025	06/30/2025	6202	\$4,865.52 ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$4,865.52		
07/22/2025	06/30/2025	6208	\$114.64 GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$114.64		
07/08/2025	06/30/2025	6210	\$422.85 TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	MONTHLY TELEPHONE SERVICE FOR
07/10/2025	06/23/2025	6210	\$0.80 TELEPHONES	CENTURYTEL	MAY 2025 TELEPHONE
07/10/2025	06/23/2025	6210	\$0.80 TELEPHONES	CENTURYTEL	JUNE 2025 TELEPHONE
07/10/2025	06/23/2025	6210	\$0.56 TELEPHONES	CENTURYTEL	JUNE 2025 TELEPHONE
07/15/2025	06/30/2025	6210	\$844.83 TELEPHONES		JUN CENTREX VOIP PHONE CHR
TOTAL TELEPHONES			\$1,269.84		
07/07/2025	04/30/2025	6252	\$84.32 WATER SERVICE		400 EAU CLAIRE ST
07/07/2025	04/30/2025	6252	\$198.39 WATER SERVICE		400 EAU CLAIRE ST
07/07/2025	04/30/2025	6252	\$109.62 WATER SERVICE		400 EAU CLAIRE ST
TOTAL WATER SERVICE			\$392.33		
07/07/2025	04/30/2025	6254	\$10.04 SEWER SERVICE		400 EAU CLAIRE ST
07/07/2025	04/30/2025	6254	\$414.18 SEWER SERVICE		400 EAU CLAIRE ST
TOTAL SEWER SERVICE			\$424.22		
07/07/2025	04/30/2025	6256	\$387.50 STORMWATER CHARGES		400 EAU CLAIRE ST
TOTAL STORMWATER CHARGES			\$387.50		
07/10/2025	06/23/2025	6402	\$576.00 OFFICE SUPPLIES	LE PHILLIPS CAREER DEVELOPMENT CENTER	OUTREACH SUPPLIES (PRINTED SH

07/10/2025	06/23/2025	6402	\$403.12 OFFICE SUPPLIES	OFFICE DEPOT	SHARED SUPPLIES (COLOR PAPER/S
07/10/2025	06/23/2025	6402	\$83.98 OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (2 CASES COP
07/10/2025	06/23/2025	6402	\$40.10 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OUTREACH SUPPLIES (GLITTER PEN
07/10/2025	06/23/2025	6402	\$33.08 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OUTREACH SUPPLIES (ACRYLIC PAI
07/10/2025	06/23/2025	6402	\$79.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (ROTATING BO
07/10/2025	06/23/2025	6402	\$62.17 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	SHARED OFFICE SUPPLIES
07/10/2025	06/23/2025	6402	\$12.49 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	SHARED OFFICE SUPPLIES (PLASTI
07/10/2025	06/23/2025	6402	\$37.18 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	SHARED OFFICE SUPPLIES (NITRIL
07/10/2025	06/23/2025	6402	\$100.00 OFFICE SUPPLIES	WEBBO GRAPHICS LLC	ROONEY PRINTING SERVICES (CUST
07/10/2025	06/23/2025	6402	\$16.05 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	SHARED OFFICE SUPPLIES (DOUBLE
07/10/2025	06/23/2025	6402	\$8.79 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	SHARED OFFICE SUPPLIES (DISHWA
07/10/2025	06/23/2025	6402	\$1,266.00 OFFICE SUPPLIES	IN *DRYDON EQUIPMENT INC.	ONE SOURCE IMAGING - INK FOR N
07/16/2025	06/23/2025	6402	(\$576.00) OFFICE SUPPLIES	LE PHILLIPS CAREER DEVELOPMENT CENTER	IRTS FOR BOOKBIKE ST
07/10/2025	06/23/2025	6402	\$47.98 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRC SUPPLIES (NOISE CANCELLIN
07/10/2025	06/23/2025	6402	\$15.97 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRC SUPPLIES (WOOD DECOR SIGN
07/10/2025	06/23/2025	6402	\$107.98 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES
07/10/2025	06/23/2025	6402	\$32.42 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES (DRAWING PA
07/10/2025	06/23/2025	6402	\$8.98 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES (CARABINERS
07/10/2025	06/23/2025	6402	\$9.20 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	CIRC SUPPLIES (6 PACK CLIPBOAR
07/10/2025	06/23/2025	6402	\$138.99 OFFICE SUPPLIES	DEMCO INC	TS SUPPLIES (SHELF MARKER GUID
07/10/2025	06/23/2025	6402	(\$146.63) OFFICE SUPPLIES	DEMCO INC	REFUND TO TS SUPPLIES ORDER TH
07/10/2025	06/23/2025	6402	\$6.98 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES / DB PROGRA
07/10/2025	06/23/2025	6402	\$20.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (MAGNETIC ACRYLIC
07/10/2025	06/23/2025	6402	\$11.99 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	RS SUPPLIES (COMMAND PICTURE H
07/10/2025	06/23/2025	6402	\$9.27 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	TS SUPPLIES (FISKARS 8" SCISSO
07/10/2025	06/23/2025	6402	\$367.80 OFFICE SUPPLIES	OFFICE DEPOT	PCS OFFICE SUPPLIES (1 CASE 28
07/10/2025	06/23/2025	6402	\$8.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (3-RING BINDER SH
07/10/2025	06/23/2025	6402	\$32.48 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (18 PACK FOLDERS/
07/10/2025	06/23/2025	6402	\$15.19 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (100 SHEETS ADDRE
07/10/2025	06/23/2025	6402	\$68.65 OFFICE SUPPLIES	AMAZON MARK* NU2IY9JB3	PCS SUPPLIES (5 3M MONITOR MOU
TOTAL OFFICE SUPPLIES			\$2,900.18		
07/10/2025	06/23/2025	6405	\$50.00 AWRDS/TROP FOL 2023	SQUARE INC	FOL GIFTS RS ADULT PROGRAM PRI
07/10/2025	06/23/2025	6405	\$52.17 AWRDS/TROP FOL 2023	TARGET.COM	FOL RS ADULT PROGRAM PRIZES (S
07/10/2025	06/23/2025	6405	\$113.20 AWRDS/TROP FOL 2023	AMZ*CAFEPRESS INC.	FOL RS ADULT PROGRAM PRIZES
07/10/2025	06/23/2025	6405	\$13.59 AWRDS/TROP FOL 2023	AMZ*CAFEPRESS INC.	FOL RS ADULT PROGRAM PRIZES
07/10/2025	06/23/2025	6405	\$130.51 AWRDS/TROP FOL 2023	SKOGENS FOODLINER INC	FOL GIFTS STAFF AFFAIRS (TACO
07/10/2025	06/23/2025	6405	\$23.44 AWRDS/TROP FOL 2023	SKOGENS FOODLINER INC	FOL GIFTS STAFF AFFAIRS (TACO
07/10/2025	06/23/2025	6405	\$437.02 AWARDS & TROPHIES-FOL 2024	4IMPRINT	FOL GIFTS DB DABBLE ON THE PAT
07/10/2025	06/23/2025	6405	\$523.86 AWARDS & TROPHIES-FOL 2024	SCHOLASTIC EDUCATION	FOL YS GIFTS PRIZES & INCENTIV
TOTAL AWRDS/TROP FOL 2023			\$1,343.79		
07/10/2025	06/23/2025	6406	\$6.98 LIBRARY PROGRAM SUPPLIES	MENARD INC	YS PROGRAM SUPPLIES
07/10/2025	06/23/2025	6406	\$149.17 LIBRARY PROGRAM SUPPLIES	DEMCO INC	YS PROGRAM SUPPLIES (STICK TOG
07/10/2025	06/23/2025	6406	\$27.94 LIBRARY PROGRAM SUPPLIES	MICHAELS #9166	YS PROGRAM SUPPLIES (PAINT MAR
07/10/2025	06/23/2025	6406	\$24.90 LIBRARY PROGRAM SUPPLIES	MICHAELS #9166	YS PROGRAM SUPPLIES (PAINT MAR

07/10/2025	06/23/2025	6406	\$33.95 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
07/10/2025	06/23/2025	6406	\$158.48 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
07/10/2025	06/23/2025	6406	\$30.00 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (PERMANENT
07/10/2025	06/23/2025	6406	\$124.52 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (CARDSTOCK
07/10/2025	06/23/2025	6406	\$83.93 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
07/10/2025	06/23/2025	6406	\$66.05 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
07/10/2025	06/23/2025	6406	\$6.29 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (CRAFTING
07/10/2025	06/23/2025	6406	\$26.58 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (ASSORTED
07/10/2025	06/23/2025	6406	\$164.57 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
07/10/2025	06/23/2025	6406	\$75.73 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
07/10/2025	06/23/2025	6406	\$29.90 LIBRARY PROGRAM SUPPLIES	OTC BRANDS, INC.	YS PROGRAM SUPPLIES (10 PACKS
07/10/2025	06/23/2025	6406	\$4.73 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (GUMMY CAN
07/10/2025	06/23/2025	6406	\$23.56 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (GIFTS FOL
07/10/2025	06/23/2025	6406	\$45.75 LIBRARY PROGRAM SUPPLIES	HY-VEE INC	YS PROGRAM SUPPLIES
07/10/2025	06/23/2025	6406	\$155.00 LIBR PROG SUPP-GEN PURPOSE GIF	AMZ*CAFEPRESS INC.	ANY PURPOSE GIFT REQUEST (WIRE
07/16/2025	06/23/2025	6406	\$576.00 LIBRARY PROGRAM SUPPLIES	LE PHILLIPS CAREER DEVELOPMENT CENTER	OUTREACH SUPPLIES (PRINTED SH
07/10/2025	06/23/2025	6406	\$21.96 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	DB EVENT PROGRAM SUPPLIES (DAB
07/10/2025	06/23/2025	6406	\$21.22 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES / DB PROGRA
07/10/2025	06/23/2025	6406	\$23.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (6 PACK 2
07/10/2025	06/23/2025	6406	\$26.13 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	RS OFFICE SUPPLIES (CARABINERS
07/10/2025	06/23/2025	6406	\$13.28 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	DB PROGRAM SUPPLIES (DABBLE ON
07/10/2025	06/23/2025	6406	\$71.87 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	DB EVENT PROGRAM SUPPLIES (DAB
07/10/2025	06/23/2025	6406	\$9.98 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	RS PROGRAM SUPPLIES (GENEOLOGY
07/10/2025	06/23/2025	6406	\$62.36 LIBRARY PROG SUPPLIES-FOL-2025	WM SUPERCENTER#1669	FOL GIFTS (PCS EVENT REFRESHME
07/10/2025	06/23/2025	6406	\$49.09 LIBRARY PROG SUPPLIES-FOL-2025	TOPPERS PIZZA CLAIREMONT	FOL GIFTS (PCS EVENT REFRESHME
07/10/2025	06/23/2025	6406	\$80.56 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL YS TEEN BOOKBOXES
07/10/2025	06/23/2025	6406	\$130.94 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL YS PLAY & LEARN GIFTS
07/10/2025	06/23/2025	6406	\$5.59 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	FOL YS TEEN BOOKBOX (GIFTS)
07/10/2025	06/23/2025	6406	\$60.00 LIBRARY PROG SUPPLIES-FOL-2025	MICON CINEMAS 7	FOL GIFTS (PCS EVENT REFRESHME
07/10/2025	06/23/2025	6406	\$26.96 LIBRARY PROG SUPPLIES-FOL-2025	SKOGENS FOODLINER INC	FOL GIFTS PCS EVENT REFRESHMEN
07/10/2025	06/23/2025	6406	\$20.19 LIBRARY PROG SUPPLIES-FOL-2025	SKOGENS FOODLINER INC	PCS PROGRAM REFRESHMENTS (YS P
07/10/2025	06/23/2025	6406	\$76.44 LIBRARY PROG SUPPLIES-FOL-2025	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (GIFTS FOL
07/10/2025	06/23/2025	6406	\$103.60 LIBR SUPP SUMMER YOUTH PRG	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (HEALTH DE
TOTAL LIBRARY PROGRAM SUPPLIES			\$2,618.19		
07/16/2025	06/30/2025	6409	\$4,310.00 DIGITAL/DOWNLOADABLE	VALUE LINE INC	LIBRARY MATERIALS
07/16/2025	06/30/2025	6409	\$4,923.45 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS
07/22/2025	07/22/2025	6409	\$3,587.05 DIGITAL/DOWNLOADABLE	INDIANHEAD FEDERATED LIBRARY SYSTEM	LIBRARY MATERIALS - DIGITAL
			\$12,820.50		
07/02/2025	06/30/2025	6409	\$35.98 LIB MAT-ARPA MULTILINGUAL	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
07/16/2025	06/30/2025	6409	\$17.99 LIB MAT-ARPA MULTILINGUAL	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
			\$53.97		
07/01/2025	06/30/2025	6409	\$52.11 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/01/2025	06/30/2025	6409	\$66.92 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV

07/01/2025	06/30/2025	6409	\$67.00 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/02/2025	06/30/2025	6409	\$30.21 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
07/02/2025	06/30/2025	6409	\$347.03 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
07/02/2025	06/30/2025	6409	\$470.95 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
07/02/2025	06/30/2025	6409	(\$9.74) LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV RETURN
07/02/2025	06/30/2025	6409	\$122.60 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/02/2025	06/30/2025	6409	\$232.44 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/02/2025	06/30/2025	6409	\$407.93 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/02/2025	06/30/2025	6409	\$177.97 LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - JUV PRINT
07/02/2025	06/30/2025	6409	\$26.39 LIBRARY MATERIALS-BKS JUVENILE	ABDO PUBLISHING COMPANY INC	LIB MATLS - JUV PRINT / LOST &
07/08/2025	06/30/2025	6409	\$100.44 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/08/2025	06/30/2025	6409	\$345.92 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
07/08/2025	06/30/2025	6409	\$323.65 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS IHO-LEPMP
07/08/2025	06/30/2025	6409	\$147.08 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/08/2025	06/30/2025	6409	\$187.29 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/08/2025	07/08/2025	6409	\$69.47 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/08/2025	07/08/2025	6409	\$172.60 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/08/2025	07/08/2025	6409	\$257.03 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/10/2025	06/23/2025	6409	\$39.97 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (3 BOOKS) / L&D ADUL
07/10/2025	06/23/2025	6409	\$44.74 LIBRARY MATERIALS-BKS JUVENILE	BRAINSTORM BOOKS	LIBRARY MATERIALS JUV PRINT (2
07/16/2025	06/30/2025	6409	\$482.41 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
07/16/2025	07/15/2025	6409	\$147.73 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-LEPMP
07/16/2025	07/15/2025	6409	\$11.19 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ NONPRINT/ JUV
07/16/2025	07/15/2025	6409	\$277.23 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT
07/16/2025	07/15/2025	6409	\$207.79 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ L&D JUV/ JUV
07/16/2025	07/15/2025	6409	\$410.35 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/16/2025	07/15/2025	6409	\$192.20 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/16/2025	07/15/2025	6409	\$268.02 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
07/16/2025	07/15/2025	6409	\$343.10 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
07/16/2025	07/15/2025	6409	\$352.80 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
07/16/2025	07/15/2025	6409	\$11.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/16/2025	07/15/2025	6409	\$52.08 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/16/2025	07/15/2025	6409	\$85.55 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/16/2025	07/15/2025	6409	\$123.11 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/17/2025	07/16/2025	6409	\$151.47 LIBRARY MATERIALS-BKS JUVENILE	ABDO PUBLISHING COMPANY INC	LIB MATLS - JUV PRINT
07/17/2025	07/16/2025	6409	\$112.25 LIBRARY MATERIALS-BKS JUVENILE	CBM LLC	JUV
07/22/2025	07/22/2025	6409	\$111.77 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	GIFTS IHO-LEPMPL / AD PRINT /
07/22/2025	07/22/2025	6409	\$65.04 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT / JUV PRINT / NONPRIN
07/22/2025	07/22/2025	6409	\$56.00 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/22/2025	07/22/2025	6409	\$56.89 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/22/2025	07/22/2025	6409	\$61.71 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/22/2025	07/22/2025	6409	\$83.83 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/22/2025	07/22/2025	6409	\$278.20 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV PRINT
07/30/2025	07/29/2025	6409	(\$14.39) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/30/2025	07/29/2025	6409	(\$20.82) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/30/2025	07/29/2025	6409	\$97.47 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/30/2025	07/29/2025	6409	\$104.77 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV

07/30/2025	07/29/2025	6409	\$153.92 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
07/30/2025	07/29/2025	6409	\$61.52 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
07/30/2025	07/29/2025	6409	\$249.50 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
07/31/2025	07/31/2025	6409	\$22.45 LIBRARY MATERIALS-BKS JUVENILE	CBM LLC	JUV
			\$8,277.13		
07/01/2025	06/30/2025	6409	\$81.58 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/01/2025	06/30/2025	6409	\$110.12 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/02/2025	06/30/2025	6409	\$368.39 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT / GIFTS IHO-LEPMPL
07/02/2025	06/30/2025	6409	\$526.57 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
07/02/2025	06/30/2025	6409	\$344.97 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/02/2025	06/30/2025	6409	\$188.31 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/02/2025	06/30/2025	6409	\$255.79 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/08/2025	06/30/2025	6409	\$87.57 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/08/2025	06/30/2025	6409	\$13.25 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/08/2025	06/30/2025	6409	\$335.69 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT/ NONPRI
07/08/2025	06/30/2025	6409	\$569.06 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
07/08/2025	06/30/2025	6409	\$30.35 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/08/2025	06/30/2025	6409	\$201.30 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/08/2025	06/30/2025	6409	\$26.90 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS IHO-LEPMP
07/08/2025	06/30/2025	6409	\$405.72 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/08/2025	06/30/2025	6409	\$210.64 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/08/2025	07/08/2025	6409	\$52.20 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/08/2025	07/08/2025	6409	\$107.80 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/08/2025	07/08/2025	6409	\$353.76 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL/ GI
07/08/2025	07/08/2025	6409	(\$4.57) LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/16/2025	06/30/2025	6409	\$27.15 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/16/2025	03/31/2025	6409	(\$25.33) LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
07/16/2025	07/15/2025	6409	\$218.82 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-LEPMP
07/16/2025	07/15/2025	6409	\$27.45 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ NONPRINT/ JUV
07/16/2025	07/15/2025	6409	\$63.98 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT
07/16/2025	07/15/2025	6409	\$104.76 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ L&D JUV/ JUV
07/16/2025	07/15/2025	6409	\$93.78 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/16/2025	07/15/2025	6409	\$155.33 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/16/2025	07/15/2025	6409	\$398.33 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT
07/16/2025	07/15/2025	6409	\$438.74 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LAPMPL/ L&
07/16/2025	07/15/2025	6409	\$23.15 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/16/2025	07/15/2025	6409	\$30.39 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/16/2025	07/15/2025	6409	\$57.50 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/16/2025	07/15/2025	6409	\$23.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/16/2025	07/15/2025	6409	\$65.11 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/16/2025	07/15/2025	6409	\$77.05 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/22/2025	07/22/2025	6409	\$22.39 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/22/2025	07/22/2025	6409	\$66.86 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	GIFTS IHO-LEPMPL / AD PRINT
07/22/2025	07/22/2025	6409	\$113.21 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/22/2025	07/22/2025	6409	\$118.46 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/22/2025	07/22/2025	6409	\$173.19 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT

07/22/2025	07/22/2025	6409	\$32.92 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	GIFTS IHO-LEPMPL / AD PRINT /
07/22/2025	07/22/2025	6409	\$376.43 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT / JUV PRINT / NONPRIN
07/22/2025	07/22/2025	6409	\$13.27 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/22/2025	07/22/2025	6409	\$15.94 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/22/2025	07/22/2025	6409	\$27.71 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/22/2025	07/22/2025	6409	\$31.66 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/22/2025	07/22/2025	6409	\$42.17 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/22/2025	07/22/2025	6409	\$185.63 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/22/2025	07/22/2025	6409	\$564.00 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	LIBRARY MATERIALS
07/22/2025	07/22/2025	6409	\$301.64 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT / GIFTS IHO-LEPMPL
07/30/2025	07/29/2025	6409	\$108.64 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/30/2025	07/29/2025	6409	\$112.16 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/30/2025	07/29/2025	6409	\$142.61 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/30/2025	07/29/2025	6409	\$324.98 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT
07/30/2025	07/29/2025	6409	\$115.17 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/30/2025	07/29/2025	6409	(\$0.76) LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/31/2025	07/31/2025	6409	\$52.59 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS
			\$8,986.47		
07/02/2025	06/30/2025	6409	\$224.97 LIBRARY MATERIALS-KITS, TOOLS	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - KITS / LOST & DAMA
07/08/2025	06/30/2025	6409	\$62.81 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
07/08/2025	07/08/2025	6409	(\$16.14) LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
07/08/2025	07/08/2025	6409	(\$40.49) LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
07/08/2025	07/08/2025	6409	(\$40.49) LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
07/10/2025	06/23/2025	6409	\$36.30 LIBRARY MATERIALS-KITS, TOOLS	SP * FOUND FOOTAGE FES	SPHERO - BLUE NUBBY COVER (KIT
07/10/2025	06/23/2025	6409	\$120.00 LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Circulating HotSpot Annual Ser
07/10/2025	06/23/2025	6409	\$600.00 LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Circulating HotSpot Annual Ser
07/10/2025	06/23/2025	6409	\$24.95 LIBRARY MATERIALS-KITS, TOOLS	THE BRAILLE SUPERSTORE	CLASSIC CHECKERS SET (BRAILLE
07/22/2025	07/22/2025	6409	\$15.32 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
07/30/2025	07/29/2025	6409	\$69.69 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
07/30/2025	07/29/2025	6409	\$185.76 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			\$1,242.68		
07/01/2025	06/30/2025	6409	\$29.58 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/01/2025	06/30/2025	6409	\$69.08 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/02/2025	06/30/2025	6409	\$248.13 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT / GIFTS IHO-LEPMPL
07/02/2025	06/30/2025	6409	\$610.28 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
07/02/2025	06/30/2025	6409	\$51.84 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
07/08/2025	06/30/2025	6409	\$79.13 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/08/2025	06/30/2025	6409	\$46.73 LIBRARY MATERIALS-NON-PRINT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT/ NONPRI
07/08/2025	06/30/2025	6409	\$67.62 LIBRARY MATERIALS-NON-PRINT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
07/08/2025	06/30/2025	6409	\$437.98 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
07/08/2025	07/08/2025	6409	\$34.85 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/08/2025	07/08/2025	6409	\$54.89 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/08/2025	07/08/2025	6409	\$60.88 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/08/2025	07/08/2025	6409	\$275.69 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT/ GIFTS IHO-FOL

07/16/2025	06/30/2025	6409	(\$14.99) LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
07/16/2025	07/15/2025	6409	\$51.88 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	AD PRINT/ NONPRINT/ JUV
07/16/2025	07/15/2025	6409	\$38.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/17/2025	06/30/2025	6409	\$27.94 LIBRARY MATERIALS-NON-PRINT	BEACHGLASS MINISTRIES INC	LIB MATLS - NONPRINT
07/17/2025	07/16/2025	6409	\$81.59 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	NONPRINT
07/22/2025	07/22/2025	6409	\$22.13 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	AD PRINT / JUV PRINT / NONPRIN
07/22/2025	07/22/2025	6409	\$560.12 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
07/22/2025	07/22/2025	6409	\$112.57 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NON PRINT
07/22/2025	07/22/2025	6409	\$207.78 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/22/2025	07/22/2025	6409	\$397.30 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/22/2025	07/22/2025	6409	\$534.58 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
07/30/2025	07/29/2025	6409	\$59.76 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/30/2025	07/29/2025	6409	\$299.97 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/30/2025	07/29/2025	6409	\$53.98 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
07/30/2025	07/29/2025	6409	\$214.67 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	GIFT IHO-FOL/ NONPRINT
			\$4,714.94		
07/10/2025	06/23/2025	6409	\$454.26 LIBRARY MATERIALS-PERIODICALS	LEE ENTERPRISES INCORPORATED	CHIPPEWA HERALD ANNUAL SUBSCRI
07/10/2025	06/23/2025	6409	\$24.95 LIBRARY MATERIALS-PERIODICALS	SI KIDS	SPORTS ILLUSTRATED KIDS ANNUAL
			\$479.21		
07/02/2025	06/30/2025	6409	\$19.60 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
07/02/2025	06/30/2025	6409	\$17.70 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/02/2025	06/30/2025	6409	\$19.35 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/02/2025	06/30/2025	6409	\$16.57 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/02/2025	06/30/2025	6409	\$7.49 MATERIALS-BOOKMARKS	MIDWEST TAPE LLC	NONPRINT / GIFTS IHO-LEPMPL
07/08/2025	06/30/2025	6409	\$17.50 MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-FOL
07/08/2025	06/30/2025	6409	\$19.35 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/08/2025	07/08/2025	6409	\$22.37 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL/ GI
07/08/2025	07/08/2025	6409	\$23.98 MATERIALS-BOOKMARKS	MIDWEST TAPE LLC	NONPRINT/ GIFTS IHO-FOL
07/16/2025	07/15/2025	6409	\$33.23 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-LEPMP
07/30/2025	07/29/2025	6409	\$95.98 MATERIALS-BOOKMARKS	MIDWEST TAPE LLC	GIFT IHO-FOL/ NONPRINT
			\$293.12		
07/02/2025	06/30/2025	6409	\$18.20 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT / GIFTS IHO-LEPMPL
07/02/2025	06/30/2025	6409	\$48.45 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/08/2025	06/30/2025	6409	\$28.01 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT/ NONPRI
07/08/2025	06/30/2025	6409	\$18.75 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS IHO-LEPMP
07/08/2025	06/30/2025	6409	\$57.91 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/08/2025	07/08/2025	6409	\$17.92 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LEPMPL/ GI
07/16/2025	07/15/2025	6409	\$19.39 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-LEPMP
07/16/2025	07/15/2025	6409	\$31.77 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LAPMPL/ L&
07/22/2025	07/22/2025	6409	\$29.62 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	GIFTS IHO-LEPMPL / AD PRINT
07/22/2025	07/22/2025	6409	(\$22.00) MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	RETURN - GIFTS IHO-LEPMPL
07/22/2025	07/22/2025	6409	\$20.62 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	GIFTS IHO-LEPMPL / AD PRINT /
07/22/2025	07/22/2025	6409	\$19.60 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT / GIFTS IHO-LEPMPL

07/31/2025	07/31/2025	6409	\$26.62 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS
			<u>\$314.86</u>		
07/02/2025	06/30/2025	6409	\$16.99 MATERIALS-RESERVED FOR LIBR	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
			<u>\$16.99</u>		
TOTAL LIBRARY MATERIALS-PERIODICALS			<u>\$37,199.87</u>		
07/01/2025	06/30/2025	6415	\$131.79 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	JUV
07/02/2025	06/30/2025	6415	\$10.07 LOST/DAMAGED-BOOKS JUVENILLE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
07/02/2025	06/30/2025	6415	\$56.93 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/02/2025	06/30/2025	6415	\$81.41 LOST/DAMAGED-BOOKS JUVENILLE	ABDO PUBLISHING COMPANY INC	LIB MATLS - JUV PRINT / LOST &
07/08/2025	06/30/2025	6415	\$15.99 LOST/DAMAGED-BOOKS JUVENILLE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
07/16/2025	07/15/2025	6415	\$118.25 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	AD PRINT/ L&D JUV/ JUV
07/22/2025	07/22/2025	6415	\$39.27 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	GIFTS IHO-LEPMPL / AD PRINT /
07/22/2025	07/22/2025	6415	\$163.48 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	JUV PRINT
07/30/2025	07/29/2025	6415	\$26.62 LOST/DAMAGED-BOOKS JUVENILLE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV/ L&D JUV
			<u>\$643.81</u>		
07/02/2025	06/30/2025	6415	\$93.92 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/08/2025	06/30/2025	6415	\$66.84 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
07/08/2025	06/30/2025	6415	\$15.67 LOST/DAMAGED-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT/ NONPRI
07/08/2025	06/30/2025	6415	\$81.65 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/10/2025	06/23/2025	6415	\$19.95 LOST/DAMAGED-BOOKS-ADULT	BARNES&NOBLE.COM-BN	JUV PRINT (3 BOOKS) / L&D ADUL
07/16/2025	07/15/2025	6415	\$10.87 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO-LEPMP
07/16/2025	07/15/2025	6415	\$37.27 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT
07/16/2025	07/15/2025	6415	\$23.29 LOST/DAMAGED-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-LAPMPL/ L&
07/16/2025	07/15/2025	6415	\$47.73 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
07/22/2025	07/22/2025	6415	\$77.19 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	GIFTS IHO-LEPMPL / AD PRINT /
07/22/2025	07/22/2025	6415	\$35.14 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
07/22/2025	07/22/2025	6415	\$134.18 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/30/2025	07/29/2025	6415	\$196.71 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
07/31/2025	07/31/2025	6415	\$25.32 LOST/DAMAGED-BOOKS-ADULT	CENTER POINT INC	LIB MATLS
			<u>\$865.73</u>		
07/02/2025	06/30/2025	6415	\$24.99 LOST/DAMAGED-NON-PRNT MATERIAL	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - KITS / LOST & DAMA
07/16/2025	07/15/2025	6415	\$27.99 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L&D NONPRINT
07/17/2025	07/16/2025	6415	\$86.44 LOST/DAMAGED-NON-PRNT MATERIAL	BERTELSMANN PUBLISHING GROUP INC	L&D NONPRINT
			<u>\$139.42</u>		
TOTAL LOST/DAMAGED-BOOKS JUVENILLE			<u>\$1,648.96</u>		
07/21/2025	06/30/2025	6450	\$127.07 GASOLINE		JUN FUEL CHARGES
TOTAL GASOLINE			<u>\$127.07</u>		

07/14/2025	06/23/2025	6460	\$39.99 REPAIR PARTS & SUPPLIES	FARRELL EQUIPMENT & SUPPLY CO INC	CONCRETE PATCH FOR THE LIBRARY
TOTAL REPAIR PARTS & SUPPLIES			\$39.99		
07/10/2025	06/23/2025	6464	\$32.56 BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2	BLDG MATERIALS RUGS & MOPS (MA
07/10/2025	06/23/2025	6464	\$34.81 BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2	BLDG MATERIALS RUGS & MOPS (JU
07/14/2025	06/23/2025	6464	\$111.15 BLDG MTRLS & JNTRL SUPPLIES	EAU CLAIRE ACE	BUILDING MATERIALS FOR CITY HA
07/14/2025	06/23/2025	6464	\$13.98 BLDG MTRLS & JNTRL SUPPLIES	EAU CLAIRE ACE	MOUSE TRAPS FOR THE LIBRARY
07/21/2025	06/30/2025	6464	\$1,117.12 BLDG MTRLS & JNTRL SUPPLIES		JUN PARTS CHARGES
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$1,309.62		
07/10/2025	06/23/2025	6490	\$445.17 EQUIPMENT PURCHASES (< \$5,000)	ULINE INC	CS EQUIPMENT (2X3 BLACK FLOOR
07/10/2025	06/23/2025	6490	\$135.74 EQUIPMENT PURCHASES (< \$5,000)	PAYPAL WEB CHECKOUT	Replacement part for YS Pub iP
07/10/2025	06/23/2025	6490	\$22.79 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	ADF roller maintenance kit for
07/10/2025	06/23/2025	6490	\$15.09 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	USB dust cap plugs
07/10/2025	06/23/2025	6490	\$99.99 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Printer Stand for Admin Printe
07/10/2025	06/23/2025	6490	\$1,637.71 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	New Pharos server PC and remai
TOTAL EQUIPMENT PURCHASES (< \$5,000)			\$2,356.49		
TOTAL OPERATING EXPENDITURES			\$398,769.14		



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 09/08/2025
SUBJECT: AUGUST 2025 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending August 31, 2025

Operating Expenditures for the month	\$393,141.26
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$ _____
Total	\$393,141.26

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 6112 Computer Service Charges
 - \$1,305.80 paid to Submittable Holdings for Netsuite software
 - \$1,210.98 paid to Heartland Business System for Cisco support
2. Account 6406 Program Supplies
 - \$1,085.48 paid to Cox Subscriptions for magazine/periodical subscriptions

BILLS & CLAIMS - OPERATING
Transactions Processed in August 2025

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
08/05/2025	08/01/2025	6010	(\$0.81) PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 08/01/25
08/05/2025	08/01/2025	6010	\$5,416.55 PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 08/01/25
			<u>\$5,415.74</u>			
08/07/2025	08/08/2025	6010	\$21,015.84 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6010	\$18,018.16 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6010	\$27,891.83 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6010	\$17,192.37 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6010	\$15,099.63 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6010	\$14,620.99 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6010	\$3,774.40 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
			<u>\$117,613.22</u>			
08/26/2025	08/15/2025	6010	(\$2.09) PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 08/15/25
08/26/2025	08/15/2025	6010	\$5,049.02 PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 08/15/25
			<u>\$5,046.93</u>			
08/26/2025	08/22/2025	6010	\$20,865.27 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6010	\$17,942.58 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6010	\$27,429.44 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6010	\$17,241.54 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6010	\$15,193.89 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6010	\$12,432.57 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6010	\$3,774.40 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
			<u>\$114,879.69</u>			
08/28/2025	08/29/2025	6010	\$4,928.56 PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 08/29/25
			<u>\$4,928.56</u>			
TOTAL PAYROLL WAGES			<u>\$247,884.14</u>			
08/05/2025	08/01/2025	6020	\$180.56 PAYROLL OVERTIME		CUSTODIAL PAYROLL WAGES	PAY DATE: 08/01/25
			<u>\$180.56</u>			
08/26/2025	08/15/2025	6020	\$840.52 PAYROLL OVERTIME		CUSTODIAL PAYROLL WAGES	PAY DATE: 08/15/25
			<u>\$840.52</u>			
08/28/2025	08/29/2025	6020	\$598.20 PAYROLL OVERTIME		CUSTODIAL PAYROLL WAGES	PAY DATE: 08/29/25
			<u>\$598.20</u>			

TOTAL PAYROLL OVERTIME

\$1,619.28

08/05/2025 08/01/2025 6030 \$26.88 SPECIAL PAYS
 08/26/2025 08/15/2025 6030 \$26.88 SPECIAL PAYS
 08/28/2025 08/29/2025 6030 \$26.88 SPECIAL PAYS

CUSTODIAL PAYROLL WAGES
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 CUSTODIAL PAYROLL WAGES

PAY DATE: 08/01/25
 PAY DATE: 08/15/25
 PAY DATE: 08/29/25

TOTAL SPECIAL PAYS

\$80.64

08/05/2025 08/01/2025 6040 \$400.22 EMPLOYER PAID BENEFITS
\$400.22

CUSTODIAL PAYROLL WAGES

PAY DATE: 08/01/25

08/07/2025 08/08/2025 6040 \$275.98 EMPLOYER PAID BENEFITS
 08/07/2025 08/08/2025 6040 \$1,545.55 EMPLOYER PAID BENEFITS
 08/07/2025 08/08/2025 6040 \$1,350.04 EMPLOYER PAID BENEFITS
 08/07/2025 08/08/2025 6040 \$2,074.87 EMPLOYER PAID BENEFITS
 08/07/2025 08/08/2025 6040 \$1,291.90 EMPLOYER PAID BENEFITS
 08/07/2025 08/08/2025 6040 \$1,086.34 EMPLOYER PAID BENEFITS
 08/07/2025 08/08/2025 6040 \$1,034.45 EMPLOYER PAID BENEFITS
\$8,659.13

LIBRARY PAYROLL WAGES
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PAY DATE: 08/08/25
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 PAY DATE: 08/08/25

08/26/2025 08/15/2025 6040 \$415.05 EMPLOYER PAID BENEFITS
\$415.05

CUSTODIAL PAYROLL WAGES

PAY DATE: 08/15/25

08/26/2025 08/22/2025 6040 \$275.98 EMPLOYER PAID BENEFITS
 08/26/2025 08/22/2025 6040 \$1,492.49 EMPLOYER PAID BENEFITS
 08/26/2025 08/22/2025 6040 \$1,333.78 EMPLOYER PAID BENEFITS
 08/26/2025 08/22/2025 6040 \$2,021.84 EMPLOYER PAID BENEFITS
 08/26/2025 08/22/2025 6040 \$1,287.07 EMPLOYER PAID BENEFITS
 08/26/2025 08/22/2025 6040 \$1,081.35 EMPLOYER PAID BENEFITS
 08/26/2025 08/22/2025 6040 \$886.41 EMPLOYER PAID BENEFITS
\$8,378.92

LIBRARY PAYROLL WAGES
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PAY DATE: 08/22/25
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 PAY DATE: 08/22/25

08/28/2025 08/29/2025 6040 \$418.20 EMPLOYER PAID BENEFITS
\$418.20

CUSTODIAL PAYROLL WAGES

PAY DATE: 08/29/25

TOTAL EMPLOYER PAID BENEFITS

\$18,271.52

08/05/2025 08/01/2025 6042 \$388.07 WRS(ER)
\$388.07

CUSTODIAL PAYROLL WAGES

PAY DATE: 08/01/25

08/07/2025 08/08/2025 6042 \$262.32 WRS(ER)
 08/07/2025 08/08/2025 6042 \$1,383.02 WRS(ER)
 08/07/2025 08/08/2025 6042 \$1,134.82 WRS(ER)
 08/07/2025 08/08/2025 6042 \$1,319.67 WRS(ER)

LIBRARY PAYROLL WAGES
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PAY DATE: 08/08/25
 PAY DATE: 08/08/25
 PAY DATE: 08/08/25
 PAY DATE: 08/08/25

08/07/2025	08/08/2025	6042	\$1,119.12 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6042	\$966.47 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6042	\$999.13 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
			<u>\$7,184.55</u>		
08/26/2025	08/15/2025	6042	\$408.34 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/15/25
			<u>\$408.34</u>		
08/26/2025	08/22/2025	6042	\$262.32 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6042	\$1,371.16 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6042	\$1,134.82 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6042	\$1,118.59 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6042	\$1,346.04 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6042	\$864.06 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6042	\$966.47 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
			<u>\$7,063.46</u>		
08/28/2025	08/29/2025	6042	\$382.93 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/29/25
			<u>\$382.93</u>		
TOTAL WRS(ER)			<u>\$15,427.35</u>		
08/05/2025	08/01/2025	6043	\$2,105.34 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/01/25
			<u>\$2,105.34</u>		
08/07/2025	08/08/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6043	\$4,848.37 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6043	\$4,523.26 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6043	\$4,889.71 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
08/07/2025	08/08/2025	6043	\$4,735.18 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/08/25
			<u>\$23,145.01</u>		
08/26/2025	08/15/2025	6043	\$1,878.97 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/15/25
			<u>\$1,878.97</u>		
08/26/2025	08/22/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6043	\$4,887.89 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6043	\$4,483.74 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6043	\$4,889.71 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25
08/26/2025	08/22/2025	6043	\$2,844.74 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/22/25

			\$21,254.57			
TOTAL HEALTH INS(ER)			\$48,383.89			
08/05/2025	07/31/2025	6047	\$116.25	HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
08/05/2025	07/31/2025	6047	\$2,343.17	HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,459.42			
08/13/2025	08/12/2025	6051	\$3,811.38	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
08/18/2025	01/17/2025	6051	\$65.58	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
08/18/2025	01/05/2025	6051	\$65.58	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
08/18/2025	02/05/2025	6051	\$65.58	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
08/18/2025	03/05/2025	6051	\$65.58	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
08/18/2025	04/05/2025	6051	\$65.58	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
08/18/2025	05/06/2025	6051	\$65.58	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
08/18/2025	06/05/2025	6051	\$65.58	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
08/18/2025	07/07/2025	6051	\$65.58	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
TOTAL RETIREE-HLTH INS			\$4,336.02			
08/05/2025	07/31/2025	6052	\$292.92	RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$292.92			
08/13/2025	07/31/2025	6110	\$1,031.44	POSTAGE & SHIPPING	L&M MCS INC	POSTAGE & SHIPPING CHARGES
TOTAL POSTAGE & SHIPPING			\$1,031.44			
08/11/2025	07/22/2025	6112	\$240.00	COMPUTER SERVICE CHARGES	MOBILE BEACON	Annual Service renewal for Boo
08/11/2025	07/22/2025	6112	\$1,305.80	COMPUTER SERVICE CHARGES	SUBMITTABLE HOLDINGS INC	NETSUITE INVOICE PAYMENT
08/11/2025	07/22/2025	6112	\$69.00	COMPUTER SERVICE CHARGES	AMAZON.COM*MB14A11F2	AppleCare for iPad for Board M
08/13/2025	08/12/2025	6112	\$1,210.98	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	COMPUTER SERVICE CHARGES
08/27/2025	08/27/2025	6112	\$146.66	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	MONTHLY BILLING - MICROSOFT CS
TOTAL COMPUTER SERVICE CHARGES			\$2,972.44			
08/11/2025	07/22/2025	6118	\$335.00	ADVERTISING/MARKETING	WEBBO GRAPHICS LLC	PCS ADVERTISING
08/11/2025	07/22/2025	6118	\$13.78	ADVERTISING/MARKETING	FACEBK *2KW9YE4TN2	PCS ADVERTISING (SUMMER READIN
TOTAL ADVERTISING/MARKETING			\$348.78			
08/20/2025	07/31/2025	6130	\$992.32	REPAIRS TO BUILDINGS	TWEET GAROT MECHANICAL INC	BUILDING REPAIRS
TOTAL REPAIRS TO BUILDINGS			\$992.32			
08/12/2025	07/22/2025	6150	\$0.45	SPECIAL SERVICES	STATE OF WISCONSIN	CROSS CONNECTION ASSEMBLY 0622
08/12/2025	07/22/2025	6150	\$0.45	SPECIAL SERVICES	STATE OF WISCONSIN	CROSS CONNECTION ASSEMBLY 0622
08/12/2025	07/22/2025	6150	\$20.00	SPECIAL SERVICES	STATE OF WISCONSIN	CROSS CONNECTION ASSEMBLY 0622
08/12/2025	07/22/2025	6150	\$20.00	SPECIAL SERVICES	STATE OF WISCONSIN	CROSS CONNECTION ASSEMBLY 0622
08/20/2025	07/31/2025	6150	\$422.30	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES

08/20/2025	07/31/2025	6150	\$48.00	SPECIAL SERVICES	SHREDAWAY USA INC	SPECIAL SERVICES - SHREDDING J
TOTAL SPECIAL SERVICES			\$511.20			
08/11/2025	07/01/2025	6153	\$60.83	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES - JUNE
TOTAL CONVENIENCE FEES			\$60.83			
08/11/2025	07/22/2025	6162	\$52.75	MEMBERSHIP DUES	WM SUPERCENTER#1669	SAM'S CLUB MEMBERSHIP RENEWAL
TOTAL MEMBERSHIP DUES			\$52.75			
08/11/2025	07/22/2025	6198	\$176.97	MISC CONTRACTUAL SERVICES	ZOOM.US	ZOOM JULY 2025
08/11/2025	07/22/2025	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	MISC CONTRACTUAL (JUNE 2025) 3
08/21/2025	07/31/2025	6198	\$50.57	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
08/07/2025	08/07/2025	6198	\$200.00	MISC CONTRACTUAL SERVICES	MANAGED MISCHIEF LLC	MISC CONTRACTUAL (YS EVENT)
08/11/2025	07/22/2025	6198	\$450.00	MISC CONTRACTUAL SERVICES	SQUARE INC	HALF MOON CLAY (TEEN WORKSHOP
08/11/2025	07/22/2025	6198	\$190.00	MISC CONTRACTUAL SERVICES	IN *DRYDON EQUIPMENT INC.	YS EVENT COSTUME RENTAL (PIGEO
TOTAL MISC CONTRACTUAL SERVICES			\$1,121.54			
08/20/2025	07/31/2025	6202	\$5,121.97	ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$5,121.97			
08/20/2025	07/31/2025	6208	\$119.12	GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$119.12			
08/05/2025	07/31/2025	6210	\$407.31	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	MONTHLY TELEPHONE SERVICE FOR
08/05/2025	07/31/2025	6210	\$656.16	TELEPHONES		JUL CENTREX VOIP PHONE CHRG
08/11/2025	07/22/2025	6210	\$0.80	TELEPHONES	CENTURYTEL	JULY 2025 TELEPHONE
08/11/2025	07/22/2025	6210	\$0.56	TELEPHONES	CENTURYTEL	JULY 2025 TELEPHONE
TOTAL TELEPHONES			\$1,064.83			
08/05/2025	07/31/2025	6215	\$483.33	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$483.33			
08/05/2025	07/31/2025	6350	\$2,866.67	INSURANCE		INSURANCE CHARGES
TOTAL INSURANCE			\$2,866.67			
08/11/2025	07/22/2025	6402	\$961.00	OFFICE SUPPLIES	EO JOHNSON BUSINESS TECHNOLOGIES	OVERHEAD SUPPLIES
08/11/2025	07/22/2025	6402	\$52.43	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (FACIAL TISSUE
08/11/2025	07/22/2025	6402	\$50.81	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (CASE OF COPY
08/11/2025	07/22/2025	6402	\$51.63	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (CASE OF COPY
08/11/2025	07/22/2025	6402	\$80.16	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (CASE COPY PA
08/11/2025	07/22/2025	6402	\$52.46	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (CASE COPY PAP
08/11/2025	07/22/2025	6402	\$69.82	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	SHARED SUPPLIES (NITRILE GLOVE
08/11/2025	07/22/2025	6402	\$13.99	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	STAINLESS STEEL COLANDER FOR I
08/11/2025	07/22/2025	6402	\$54.48	OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (BUBBLE MAIL

08/11/2025	07/22/2025	6402	\$19.69 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OFFICE SUPPLIES (COLD PACKS 25
08/11/2025	07/22/2025	6402	\$9.67 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OFFICE SUPPLIES (LARGE PAPER C
08/11/2025	07/22/2025	6402	\$37.11 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OFFICE SUPPLIES (BREAKROOM) A
08/11/2025	07/22/2025	6402	(\$6.39) OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	REFUND FOR INCORRECT ITEM RECE
08/11/2025	07/22/2025	6402	\$6.39 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OFFICE SUPPLIES (LARGE PAPERCL
08/11/2025	07/22/2025	6402	\$31.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES (COURT LINE
08/11/2025	07/22/2025	6402	\$65.54 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CS SUPPLIES (8.5X12 BUBBLE MAI
08/11/2025	07/22/2025	6402	\$362.20 OFFICE SUPPLIES	KENT ADHESIVE PRODUCT COMPANY	TS SUPPLIES KAPCO (POLY BOOK C
08/11/2025	07/22/2025	6402	\$36.02 OFFICE SUPPLIES	KENT ADHESIVE PRODUCT COMPANY	TS SUPPLIES KAPCO (SHIPPING FO
08/11/2025	07/22/2025	6402	\$19.25 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	RS EQUIPMENT (FLOPPY DISK DRIV
08/11/2025	07/22/2025	6402	\$499.00 OFFICE SUPPLIES	SP * FOUND FOOTAGE FES	TS SUPPLIES (CONVERTER FOR DIS
08/11/2025	07/22/2025	6402	\$24.09 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	TS SUPPLIES (SCOTCH TAPE 12 RO
08/11/2025	07/22/2025	6402	\$176.06 OFFICE SUPPLIES	OFFICE DEPOT	PCS SUPPLIES (CASE 65 LB PAPER
08/11/2025	07/22/2025	6402	\$28.61 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (MONTHLY PLANNER/
08/11/2025	07/22/2025	6402	\$14.59 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (SPIRAL NOTEBOOKS
08/11/2025	07/22/2025	6402	\$59.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (LAMINATING FILM)
TOTAL OFFICE SUPPLIES			\$2,770.59		
08/11/2025	07/22/2025	6405	\$89.92 AWRDS/TROP FOL 2023	AMZ*CAFEPRESS INC.	FOL STAFF AFFAIRS (GIFTS)
08/11/2025	07/22/2025	6405	\$23.74 AWRDS/TROP FOL 2023	AMZ*CAFEPRESS INC.	FOL STAFF AFFAIRS (GIFTS)
08/11/2025	07/22/2025	6405	\$21.55 AWRDS/TROP FOL 2023	AMZ*CAFEPRESS INC.	FOL STAFF AFFAIRS (GIFTS)
08/11/2025	07/22/2025	6405	\$801.01 AWARDS & TROPHIES-FOL 2024	INTERSTATE BOOKS4SCHOOL	YS BOOK DISTRIBUTION GIFTS/ FO
TOTAL AWRDS/TROP FOL 2023			\$936.22		
08/11/2025	07/22/2025	6406	\$9.88 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (SMALL PAP
08/11/2025	07/22/2025	6406	\$92.53 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
08/11/2025	07/22/2025	6406	\$42.74 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (3D PRINTE
08/11/2025	07/22/2025	6406	\$115.15 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
08/11/2025	07/22/2025	6406	\$44.76 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
08/11/2025	07/22/2025	6406	\$15.53 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	DB PROGRAM SUPPLIES (DABBLE ON
08/11/2025	07/22/2025	6406	(\$3.77) LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	REFUND FOR DAMAGED TEA ORDER (
08/11/2025	07/22/2025	6406	\$4.19 LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	DB PROGRAM SUPPLIES (LIPTON CO
08/11/2025	07/22/2025	6406	\$26.97 LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	DB PROGRAM SUPPLIES (DABBLE ON
08/11/2025	07/22/2025	6406	\$58.36 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES (SNACKS &
08/11/2025	07/22/2025	6406	\$19.30 LIBRARY PROGRAM SUPPLIES	MICHAELS #9166	YS PROGRAM SUPPLIES (PAINT MAR
08/11/2025	07/22/2025	6406	\$2.39 LIBRARY PROGRAM SUPPLIES	MICHAELS #9166	YS PROGRAM SUPPLIES (PAINT MAR
08/11/2025	07/22/2025	6406	\$42.96 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (PIGEON PA
08/11/2025	07/22/2025	6406	\$39.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (48 PC DIY
08/11/2025	07/22/2025	6406	\$60.23 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
08/11/2025	07/22/2025	6406	\$53.52 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (SMALL BIN
08/11/2025	07/22/2025	6406	\$107.04 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
08/11/2025	07/22/2025	6406	\$16.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (50 PIECE
08/11/2025	07/22/2025	6406	\$52.90 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (30 PC CLO
08/11/2025	07/22/2025	6406	\$4.29 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (TAPIOCA P
08/11/2025	07/22/2025	6406	\$35.12 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (ICE CUBE
08/11/2025	07/22/2025	6406	\$10.98 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (CANDY & 7

08/20/2025	08/19/2025	6406	\$36.89 LIBRARY PROGRAM SUPPLIES	AMAZON COM SALES INC	YS PRGM SUPPLIES
08/26/2025	08/26/2025	6406	\$1,085.48 LIBR PROG SUPP-GEN PURPOSE GIF	COX SUBSCRIPTIONS INC	LIBRARY MATERIALS
08/11/2025	07/22/2025	6406	\$40.64 LIB PROG SUPPLIES-YOUNG GOLDEN	INTERSTATE BOOKS4SCHOOL	YS BOOK DISTRIBUTION GIFTS/ FO
08/11/2025	07/22/2025	6406	\$133.06 LIBR SUPP SUMMER YOUTH PRG	WM SUPERCENTER#1669	YS SUMMER PROGRAM GRANT (TEEN
08/11/2025	07/22/2025	6406	\$130.63 LIBR SUPP SUMMER YOUTH PRG	WM SUPERCENTER#1669	YS SUMMER PROGRAM GRANT (TEEN
08/11/2025	07/22/2025	6406	\$95.37 LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	YS TEEN BOOK BOXES (FOL GIFTS)
08/11/2025	07/22/2025	6406	\$25.10 LIBRARY PROG SUPPLIES-ECCF GRA	AMZ*CAFEPRESS INC.	MESH ZIPPER POUCH 2 SETS OF 18
08/11/2025	07/22/2025	6406	\$18.80 LIBRARY PROG SUPPLIES-ECCF GRA	AMZ*CAFEPRESS INC.	YS EARLY LITERACY GIFTS (24 PC
08/11/2025	07/22/2025	6406	\$70.21 LIBR SUPP SUMMER YOUTH PRG	SKOGENS FOODLINER INC	YS SUMMER PROGRAM GRANT (TEEN
08/11/2025	07/22/2025	6406	\$36.95 LIBR SUPP SUMMER YOUTH PRG	2050 DOMINOS PIZZA	YS SUMMER PROGRAM GRANT (TEEN
08/11/2025	07/22/2025	6406	\$27.00 LIBRARY PROG SUPPLIES-ECCF GRA	INTERSTATE BOOKS4SCHOOL	YS BOOK DISTRIBUTION GIFTS/ FO
08/11/2025	07/22/2025	6406	\$310.67 LIBRARY PROG SUPPLIES-ECCF GRA	LAKESHORE LEARNING MATER	YS EARLY LITERACY INITIATIVE (
08/11/2025	07/22/2025	6406	\$80.36 LIBR SUPP SUMMER YOUTH PRG	TOPPERS PIZZA CLAIRMONT	YS SUMMER PROGRAM GRANT (TEEN
08/11/2025	07/22/2025	6406	\$96.11 LIBR SUPP SUMMER YOUTH PRG	TOPPERS PIZZA CLAIRMONT	YS SUMMER PROGRAM GRANT (TEEN
TOTAL LIBRARY PROGRAM SUPPLIES			\$3,039.32		
08/20/2025	07/31/2025	6409	\$4,962.26 DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS - DIGITAL
08/26/2025	07/31/2025	6409	\$875.24 DIGITAL/DOWNLOADABLE	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
			\$5,837.50		
08/05/2025	07/31/2025	6409	\$18.59 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/05/2025	07/31/2025	6409	\$44.77 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/05/2025	07/31/2025	6409	\$48.18 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/05/2025	07/31/2025	6409	\$63.47 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/05/2025	07/31/2025	6409	\$347.38 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
08/05/2025	08/05/2025	6409	\$72.18 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/05/2025	07/31/2025	6409	\$115.94 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT / HIGH DEMAND HOLDS /
08/05/2025	07/31/2025	6409	\$105.09 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT / JUV
08/05/2025	07/31/2025	6409	\$183.86 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV / AD PRINT
08/05/2025	07/31/2025	6409	\$390.51 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/05/2025	07/31/2025	6409	\$509.03 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/11/2025	07/22/2025	6409	\$51.97 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS JUV PRINT (3
08/11/2025	07/22/2025	6409	\$33.98 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS JUV PRINT (2
08/13/2025	08/12/2025	6409	\$12.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/13/2025	08/12/2025	6409	\$17.72 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/13/2025	08/12/2025	6409	\$17.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/13/2025	08/12/2025	6409	\$25.24 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/13/2025	08/12/2025	6409	\$211.51 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/13/2025	08/12/2025	6409	\$161.03 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV PRINT
08/13/2025	08/13/2025	6409	\$143.98 LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIB MATERIALS - JUV-PRINT
08/20/2025	08/19/2025	6409	\$238.07 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
08/20/2025	08/19/2025	6409	\$62.71 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ IHO-FOL/ L&D JU
08/20/2025	08/19/2025	6409	\$257.43 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/20/2025	07/31/2025	6409	\$188.73 LIBRARY MATERIALS-BKS JUVENILE	BELLWETHER MEDIA LLC	LIB MATLS - JUV PRINT
08/20/2025	08/19/2025	6409	\$48.36 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/20/2025	08/19/2025	6409	\$50.29 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV

08/20/2025	08/19/2025	6409	\$329.81 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
08/26/2025	08/26/2025	6409	\$116.49 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/26/2025	08/26/2025	6409	\$205.23 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV PRINT
08/26/2025	08/26/2025	6409	\$48.87 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/26/2025	08/26/2025	6409	\$68.71 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
08/26/2025	08/26/2025	6409	\$63.90 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / GIFTS I
08/26/2025	08/26/2025	6409	\$83.14 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT / JUV PRINT
08/26/2025	08/26/2025	6409	\$240.49 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	BOOK BIKE / AD PRINT / JUV PRI
08/27/2025	08/27/2025	6409	\$186.03 LIBRARY MATERIALS-BKS JUVENILE	CAVENDISH SQUARE PUBLISHING, LLC	JUV

\$4,763.67

08/05/2025	07/31/2025	6409	\$18.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/05/2025	07/31/2025	6409	\$594.32 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
08/05/2025	08/05/2025	6409	\$195.33 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/05/2025	07/31/2025	6409	\$15.02 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT / HIGH DEMAND HOLDS /
08/05/2025	07/31/2025	6409	\$330.24 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT / JUV
08/05/2025	07/31/2025	6409	\$201.63 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV / AD PRINT
08/05/2025	07/31/2025	6409	\$76.84 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/05/2025	07/31/2025	6409	\$179.22 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/11/2025	07/22/2025	6409	\$477.50 LIBRARY MATERIALS-BOOKS-ADULT	INFORMATION TODAY INC	LIBRARY MATERIALS ADULT PRINT
08/11/2025	07/22/2025	6409	\$16.99 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS ADULT PRINT
08/13/2025	08/12/2025	6409	(\$22.30) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT PRINT
08/13/2025	08/12/2025	6409	\$134.65 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/20/2025	08/19/2025	6409	\$28.35 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
08/20/2025	08/19/2025	6409	\$198.27 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ IHO-FOL/ L&D JU
08/20/2025	08/19/2025	6409	\$313.02 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/20/2025	07/31/2025	6409	\$632.33 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
08/20/2025	07/31/2025	6409	\$108.48 LIBRARY MATERIALS-BOOKS-ADULT	FEET WET LLC	LIB MATLS - AD PRINT
08/20/2025	08/19/2025	6409	\$24.95 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/20/2025	08/19/2025	6409	\$103.94 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/20/2025	08/19/2025	6409	\$125.88 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/20/2025	08/19/2025	6409	\$127.53 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/20/2025	08/19/2025	6409	\$100.08 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-FOL
08/20/2025	08/19/2025	6409	\$258.51 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	GIFTS IHO-FOL/ AD PRINT/ GIFTS
08/20/2025	08/19/2025	6409	\$557.18 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
08/20/2025	08/19/2025	6409	\$29.59 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/20/2025	08/19/2025	6409	\$59.23 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/20/2025	08/19/2025	6409	\$116.21 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/20/2025	08/19/2025	6409	\$146.20 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/26/2025	08/26/2025	6409	\$76.24 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/26/2025	08/26/2025	6409	\$280.24 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	GIFTS IHO-FOL / AD PRINT
08/26/2025	08/26/2025	6409	(\$27.99) LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/26/2025	08/26/2025	6409	\$27.74 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/26/2025	08/26/2025	6409	\$28.49 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/26/2025	08/26/2025	6409	\$44.93 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/26/2025	08/26/2025	6409	\$57.51 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/26/2025	08/26/2025	6409	\$161.02 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / GIFTS I

08/26/2025	08/26/2025	6409	\$78.63	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT / JUV PRINT
08/26/2025	08/26/2025	6409	\$88.26	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	BOOK BIKE / AD PRINT / JUV PRI
			<u>\$5,963.25</u>			
08/05/2025	08/05/2025	6409	\$479.34	LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
08/11/2025	07/22/2025	6409	\$18.00	LIBRARY MATERIALS-KITS, TOOLS	TECHSOUP	Circulating HotSpot Replacemen
08/11/2025	07/22/2025	6409	\$720.00	LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Annual Service Renewals for ci
08/11/2025	07/22/2025	6409	\$129.00	LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Circulating HotSpot Replacemen
08/11/2025	07/22/2025	6409	(\$120.00)	LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Credit for service renewal for
08/13/2025	08/12/2025	6409	\$14.39	LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
08/13/2025	08/12/2025	6409	\$19.79	LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			<u>\$1,260.52</u>			
08/05/2025	07/31/2025	6409	\$296.46	LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
08/05/2025	07/31/2025	6409	\$127.15	LIBRARY MATERIALS-MORE DVD'S	INGRAM LIBRARY SERVICES	AD PRINT / HIGH DEMAND HOLDS /
08/20/2025	08/19/2025	6409	\$15.74	LIBRARY MATERIALS-MORE DVD'S	MIDWEST TAPE LLC	HI DEMAND HOLDS/ NONPRINT
08/20/2025	07/31/2025	6409	\$31.36	LIBRARY MATERIALS-MORE DVD'S	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
			<u>\$470.71</u>			
08/05/2025	07/31/2025	6409	\$70.44	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/05/2025	07/31/2025	6409	\$16.56	LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/05/2025	07/31/2025	6409	\$147.82	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
08/11/2025	07/22/2025	6409	\$29.99	LIBRARY MATERIALS-NON-PRINT	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS - SING SING
08/13/2025	08/12/2025	6409	\$25.88	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/13/2025	08/12/2025	6409	\$98.47	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/13/2025	08/12/2025	6409	\$191.18	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
08/13/2025	08/12/2025	6409	\$347.86	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
08/13/2025	07/31/2025	6409	\$30.94	LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - NONPRINT
08/13/2025	08/13/2025	6409	\$63.74	LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATERIALS - NONPRINT
08/13/2025	08/13/2025	6409	\$145.33	LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATERIALS - NONPRINT
08/13/2025	08/13/2025	6409	\$178.22	LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATERIALS - NONPRINT
08/20/2025	08/19/2025	6409	\$324.71	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	HI DEMAND HOLDS/ NONPRINT
08/20/2025	08/19/2025	6409	\$39.99	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/20/2025	08/19/2025	6409	\$96.35	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/26/2025	08/26/2025	6409	\$113.21	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NON PRINT
08/26/2025	08/26/2025	6409	\$393.56	LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NON PRINT
08/26/2025	08/26/2025	6409	\$39.99	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/26/2025	08/26/2025	6409	\$47.99	LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/27/2025	08/27/2025	6409	\$211.82	LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	NONPRINT
			<u>\$2,614.05</u>			
08/26/2025	08/26/2025	6409	\$5,685.55	LIBRARY MATERIALS-PERIODICALS	COX SUBSCRIPTIONS INC	LIBRARY MATERIALS
08/27/2025	02/28/2025	6409	(\$31.65)	LIBRARY MATERIALS-PERIODICALS	COX SUBSCRIPTIONS INC	REFUND - LIB MATLS - PERIODICA
08/27/2025	01/31/2025	6409	(\$35.20)	LIBRARY MATERIALS-PERIODICALS	COX SUBSCRIPTIONS INC	REFUND - LIB MATLS - PERIODICA
			<u>\$5,618.70</u>			

08/05/2025	07/31/2025	6409	\$11.05 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/11/2025	07/22/2025	6409	\$22.00 MATERIALS-BOOKMARKS	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS - SING SING
08/20/2025	08/19/2025	6409	\$21.11 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ IHO-FOL/ L&D JU
08/20/2025	07/31/2025	6409	\$17.92 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
08/20/2025	08/19/2025	6409	\$17.92 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ GIFTS IHO-FOL
08/20/2025	08/19/2025	6409	\$37.52 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	GIFTS IHO-FOL/ AD PRINT/ GIFTS
08/20/2025	08/19/2025	6409	\$16.80 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
08/26/2025	08/26/2025	6409	\$27.95 MATERIALS-BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	GIFTS IHO-FOL / AD PRINT
			\$172.27		
08/05/2025	07/31/2025	6409	\$19.31 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/05/2025	07/31/2025	6409	\$21.69 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/20/2025	07/31/2025	6409	\$17.36 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
08/20/2025	08/19/2025	6409	\$27.92 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	GIFTS IHO-LEPMPL
08/20/2025	08/19/2025	6409	\$59.64 MATERIALS-LEPMPL/BOOKMARKS	BTAC UNITED ACQUISITION HOLDING COMPANY	GIFTS IHO-FOL/ AD PRINT/ GIFTS
08/26/2025	08/26/2025	6409	\$53.39 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
08/26/2025	08/26/2025	6409	\$20.58 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / GIFTS I
			\$219.89		
08/26/2025	08/26/2025	6409	\$9.96 MATERIALS-RESERVED FOR LIBR	INGRAM LIBRARY SERVICES	BOOK BIKE / AD PRINT / JUV PRI
			\$9.96		
TOTAL LIBRARY MATERIALS-PERIODICALS			\$26,930.52		
08/05/2025	07/31/2025	6415	\$33.67 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/11/2025	07/22/2025	6415	\$17.99 LOST/DAMAGED-BOOKS JUVENILLE	BARNES&NOBLE.COM-BN	LOST & DAMAGED LIBRARY MATERIA
08/20/2025	08/19/2025	6415	\$15.14 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ IHO-FOL/ L&D JU
08/26/2025	08/26/2025	6415	\$135.55 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	JUV PRINT
08/26/2025	08/26/2025	6415	\$33.78 LOST/DAMAGED-BOOKS JUVENILLE	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV PRINT
08/26/2025	08/26/2025	6415	\$15.00 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV
08/26/2025	08/26/2025	6415	\$59.06 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV
08/26/2025	08/26/2025	6415	\$149.51 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	AD PRINT / JUV PRINT
08/26/2025	08/26/2025	6415	\$66.93 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	BOOK BIKE / AD PRINT / JUV PRI
			\$526.63		
08/05/2025	07/31/2025	6415	\$18.89 LOST/DAMAGED-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	LIBRARY MATERIALS
08/05/2025	07/31/2025	6415	\$52.55 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV / AD PRINT
08/13/2025	08/13/2025	6415	\$15.95 LOST/DAMAGED-BOOKS-ADULT	CITY OF HUDSON	LOST & DAMAGED - ADULT PRINT
08/20/2025	08/19/2025	6415	\$210.15 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
08/20/2025	08/19/2025	6415	\$30.80 LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	L&D AD PRINT
08/26/2025	08/26/2025	6415	\$31.96 LOST/DAMAGED-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	GIFTS IHO-FOL / AD PRINT
08/26/2025	08/26/2025	6415	\$56.37 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
08/26/2025	08/26/2025	6415	\$25.89 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT / AD PRINT / GIFTS I
08/26/2025	08/26/2025	6415	\$75.46 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT / JUV PRINT

			\$518.02			
08/07/2025	07/31/2025	6415	\$14.94 LOST/DAMAGED-NON-PRNT MATERIAL	BLACKSTONE AUDIO INC		L&D NONPRINT
			\$14.94			
TOTAL LOST/DAMAGED-BOOKS-ADULT			\$1,059.59			
08/07/2025	07/31/2025	6450	\$107.47 GASOLINE			JUL FUEL CHARGES
TOTAL GASOLINE			\$107.47			
08/12/2025	07/22/2025	6460	\$3.98 REPAIR PARTS & SUPPLIES	MENARD INC		FIFTY FOOT CHAIN FOR GIBSON ST
08/12/2025	07/22/2025	6460	\$19.99 REPAIR PARTS & SUPPLIES	MENARD INC		POLYETHYENE PANEL WALL GAUNT F
08/12/2025	07/22/2025	6460	\$75.90 REPAIR PARTS & SUPPLIES	MENARD INC		WET/DRY VACUUM & VAC BRUSH & R
08/12/2025	07/22/2025	6460	\$19.99 REPAIR PARTS & SUPPLIES	MENARD INC		POLYETHYENE PANEL WALL GAUNT F
08/12/2025	07/22/2025	6460	\$72.38 REPAIR PARTS & SUPPLIES	THE SHERWIN WILLIAMS CO		PAINT SUPPLIES FOR THE LIBRARY
08/12/2025	07/22/2025	6460	\$179.97 REPAIR PARTS & SUPPLIES	FERGUSON ENT, INC 1676		PLUMBING REPAIR SUPPLIES FOR T
TOTAL REPAIR PARTS & SUPPLIES			\$372.21			
08/11/2025	07/22/2025	6464	\$34.81 BLDG MTRLS & JNTRL SUPPLIES	CINTAS CORPORATION NO 2		BLDG MATERIALS JUNE 2025 (RUGS
08/12/2025	07/22/2025	6464	\$619.52 BLDG MTRLS & JNTRL SUPPLIES	SCHILLING SUPPLY COMPANY		VACUUM FOR THE LIBRARY
08/12/2025	07/22/2025	6464	\$55.78 BLDG MTRLS & JNTRL SUPPLIES	SITEONE LANDSCAPE SUPPLY HOLDING LLC		FERTILIZER FOR CITY HALL AND L
08/12/2025	07/22/2025	6464	\$191.29 BLDG MTRLS & JNTRL SUPPLIES	DALCO ENTERPRISES		CUSTODIAL SUPPLIES FOR THE LIB
08/07/2025	07/31/2025	6464	\$757.78 BLDG MTRLS & JNTRL SUPPLIES			JUL PARTS CHARGES
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$1,659.18			
08/11/2025	07/22/2025	6490	\$39.99 EQUIPMENT PURCHASES (< \$5,000)	MICHAELS #9166		DB EQUIPMENT (CRICUT CUTTING M
08/11/2025	07/22/2025	6490	\$254.88 EQUIPMENT PURCHASES (< \$5,000)	SP * FOUND FOOTAGE FES		DB EQUIPMENT (CODING ROBOT)
08/11/2025	07/22/2025	6490	\$299.00 EQUIPMENT PURCHASES (< \$5,000)	AMAZON COM SERVICES LLC		iPad replacement for board mem
08/11/2025	07/22/2025	6490	\$82.00 EQUIPMENT PURCHASES (< \$5,000)	AMAZON COM SERVICES LLC		iPad keyboard for board member
08/11/2025	07/22/2025	6490	\$69.90 EQUIPMENT PURCHASES (< \$5,000)	THE BRAILLE SUPERSTORE		BRAILLE CHESS SET & RULE BOOK
08/11/2025	07/22/2025	6490	\$17.99 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.		RS EQUIPMENT (FLOPPY DISK DRIV
TOTAL EQUIPMENT PURCHASES (< \$5,000)			\$763.76			
TOTAL OPERATING EXPENDITURES			\$393,141.26			

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

**Administrative Services
Nancy Kerr, Library Director**



My main tasks in August tend to revolve around our budget, as that is when the numbers that we need are finalized enough to make reasonable predictions around our income and expenditures. This year has been a bit more complex than most, due to overall budget constraints and the City's RFP for a new health insurance provider. We appreciate all of the hard work that City staff and our staff have had to do to make things all come together.

I find that many people don't really understand why the City (and we as a part of the City) have money issues. People see the amount of growth, and think that more growth brings more money. It does, but it also brings more expenses. If you have more people paying property tax, more money flows in – but you have to have services to support more people including health care, roads, schools, parks, libraries, street maintenance, water and power – the list goes on and on.

The City is limited in its ability to increase the amount of money that comes in. Most of the money that we receive comes from property taxes. The City also receives money for Net New Construction, of which we receive a percentage. Unlike cities in other states, though, there is not a mechanism in Wisconsin that allows, for example, a

modest increase in sales tax. In short, while the amount of money coming in has grown, those increases have not kept pace with inflation.

Across the entire library we always look for ways to make the best use of taxpayer dollars. We compile a lot of statistics about usage of materials and collections, program attendance, room usage and more to see where we need to add or subtract funding. We also survey library users (and non-users) regularly and keep track of all customer comments to see if we are missing something important. While we can't supply every individual's needs, we can certainly identify and stay on top of trends in the ways people use the library – all while balancing cost increases in employee benefits, materials and supplies, building maintenance, etc.

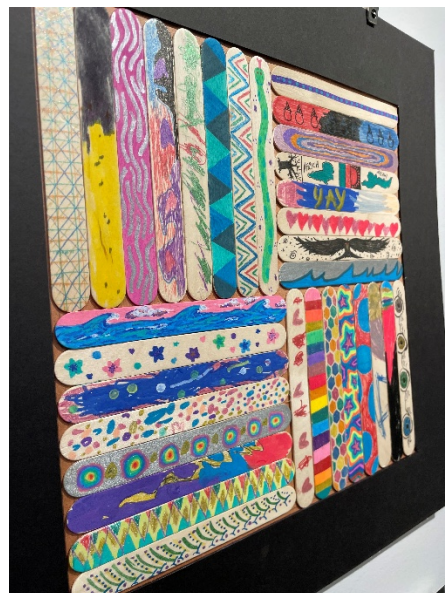
Throughout this year, we have all benefited from Shelly's coordination of library Outreach activities, and it is very worthwhile to staff and the community to have a true cross-section of our library team work at events in the community. It allows us to contact people where they are and let them know about all the library has to offer. An added bonus is the ability to work with people we might not get to work with often. I'm happy to be a part of the team this weekend working at the Fall Festival!

Shelly Collins-Fuerbringer, Deputy Director



This summer we tried something new and offered two community art projects; CD weaving and creative craft sticks. Project supplies were available on the BookBike and in the library for the months of June and July, and displayed in the lower level art gallery in August. Because she so beautifully summarized the projects, I'm including the language that Susan DeBolt used on the sign accompanying the art activities.

Each woven circle you see here began with the same simple materials: yarn and a recycled CD. From there, individuals of all ages and skill levels added their own creativity, color, and care. Likewise, a bag of popsicle sticks became tiny canvases for fun and self-expression. In both cases, what started as a personal craft became a shared work of art. Together, these unique pieces form a vibrant tapestry that reflects the spirit of our community — diverse, connected, and beautifully intertwined. Thank you to everyone who took part!



Kimberly Hennings, Deputy Director



This month, I explored a professional development webinar titled “Coaching for Accountability: Beyond Discipline and Compliance.” This training emphasized shifting from punitive approaches to proactive coaching, building trust and ownership through clear expectations, and encouraging accountability.

City Risk has scheduled opportunities for our Workers’ Comp insurance company to observe library staff. Although our claims are very low, we’d like to spend some time focusing on slips, trips, and falls as well as safe lifting practices. To prepare for the visit, we asked staff the following questions (included a small sampling of responses):

- What are the two most physically challenging tasks that you perform at work?
 - o “Carrying the full Waltco bins to stack them on the cart thingy + bending or squatting with stacks of books in my arms to either shelf or pull holds from the bottom shelves”
 - o “Shelving and room set ups”
 - o “Pushing the beast or full WALTCO dolly”
 - o “Lifting/moving full courier bins. Cleaning the AMH.”
- What two tasks that you perform at work would you say carry the most risk for physical injuries such as muscle strains, sprains, tears?
 - o “Climbing the ladder to remove AMH clogs. Lifting/moving full courier bins.”

- o “Moving books from van onto cart and shelving in low-to-the-ground areas (more so the repeated movement of standing to squatting to kneeling back to standing while craning your neck to see the spines of the book)”
- o “The above, plus shelving involves squatting/bending/kneeling that sometimes bothers my lower back and knees.”
- What tools or equipment do you use to make tasks that are physically challenging easier on your body?
 - o “Lifting with my legs/keeping my back straight when moving courier bins. Using carts/hand trucks to move bins when needed.”
 - o “I try to lift with my knees when moving full bags. If one is too heavy I will split it up amongst other bags or start a new one, or carry it up the stairs. When shelving or shelf reading before we are open, I will use one of the stools that we have to sit on to make it easier on my knees and back.”
 - o “being able to sit down at the drive thru desk after doing strenuous lifting, sometimes wish the chair went up higher so it was easier to sit while running the amh”

Youth Services
Kelly Witt, Youth Services Manager



Summer wrapped up with high energy and meaningful connections in Youth Services, both inside the library and out in the community. The Summer at the Library reading program kept kids and teens motivated to read, explore, and create all season long. With over 2,100 children participating, we're thrilled to share that 24% of children ages 0–entering Kindergarten, 47% of kids in grades 1–6, and 41% of teens in grades 7–12 completed their reading logs! Youth proudly turned in their logs and shared their summer accomplishments, from finishing stacks of books to building forts and going on nature hikes, to earn a free ice cream coupon and a book to keep. A sweet reward for a summer of hard work!

Families, children, and teens joined us for a vibrant mix of programs, creative projects, and community outreach that brought learning and joy to every corner of Eau Claire. Storytime continued to be a cornerstone of our offerings, both indoors and out. Owen Park storytime was a standout favorite, with families expressing how meaningful it is to see outdoor sessions continue beyond the pandemic. Inside the library, Bouncing Babies and Toddler Storytime drew large, enthusiastic crowds, including many first-time families eager to connect with the library.



Our Summer Performance Series was a showstopper, drawing hundreds of families to be wowed, entertained, and inspired. From the dazzling Bombastic Bubble Show and the magic and foam of Mischief & Magic to Zoozort's live animal encounters and the toe-tapping Pint Size

Polkas, each event delivered big smiles and lasting memories while reinforcing the library as a place of wonder and discovery.



Programs for ages 0–18 offered countless opportunities to create, play, and experiment. The Pigeon Party drew 223 attendees and was our highest-attended program for ages 0–5. Meanwhile, the Stuffy Workshop attracted over 225 participants, with a line that stretched out the program room and across the library!

Teen programming soared to new heights this summer, with attendance bouncing back to pre-pandemic levels. Teen Late Nights brought nearly 90 teens together across three events for pizza, games, and friendly competition. We wrapped up the season with our annual Teen Prize Raffle, which saw more than 100 entries for top prizes like an Amazon Fire tablet, headphones, and book bundles. Their enthusiasm made it clear: these opportunities matter. We're especially grateful to our five teen volunteers, whose energy and reliability helped summer programming run seamlessly. From costumed parties and outdoor storytimes to teen trivia nights and art-filled afternoons, this summer was a celebration of creativity, connection, and joy. The energy of July and August has laid the groundwork for a strong year ahead, one that will expand our outreach, deepen community partnerships, and continue offering families meaningful ways to learn, grow, and celebrate together at the library.



Reference Services
Elizabeth Steans, Reference Services Manager



Adult Summer at the Library 2025 successfully concluded in August. Stephanie, RS Coordinator, reported 321 readers participated in the adult summer reading program, many of which were thrilled to pick up their participation prizes and learn about other passive programs we offer, like the Spice of the Month Club. Steph also is responsible for running the Library's quarterly reference tally across all service desks in the building. Library staff answered 1,271 reference questions between July 13 and July 26!

Dabble on the Patio (with Mocktails) was a smashing success! The event focuses on providing materials and instruction to create a craft and participants can join in an adults-only open lab while enjoying a refreshing mocktail. Jan, RS Coordinator, selected the August program craft to be "Northwood Coasters", as shown in the photo. 95 participants cozied up around tables at the August program to create their masterpieces!



Jenny, RS Coordinator, reports the number of customers participating in Home Delivery Services (HDS) is 109. She is currently processing 12 new applications thanks to HDS receiving a front-page article in the ADRC newsletter; a big promotional boost

for the service. One of our longtime HDS customers wrote, “Thank you for the wonderful book delivery service!”

Elizabeth, RS Manager, and Bethany, RS Librarian, held several interviews to fill a 19-hour/week Assistant position on the team. We bid a supportive farewell to Connor in July and held interviews in late August for their replacement. We look forward to welcoming a new assistant in September.

RS program stats for July & August 2025:

- Spice of the Month, 125 participants
- 15 Dabble Box Open Labs were offered, 750 in attendance
- 2 Dabble on the Patios, 170 in attendance
- Adult Game Night at the Brewing Projekt, 14 in attendance
- 3 “Make a Retro Game – Game Boy”; 33 in attendance

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

- [While You Wait...: Reading Recommendations](#) by Steph, Reference Services
- [What Is Complex PTSD?](#) by Rebecca, Circulation Services
- [The Life and Times of a Library Hold](#) by Bethany, Reference Services
- [Foundations & Grants: Online Resource Highlight](#) by Riley, Reference Services

RS desk staff answered 2,890 questions in July and August.

The top five topics include:

1. Study Room access support (414 transactions)
2. Ready reference referrals and info. (359 transactions)
3. Guest pass distribution (315 transactions)
4. MORE-catalog usage (292 transactions)
5. Print release station help (261 assists)

Programming and Communications Services
Isa Small, PCS Manager



Here's the Brochure!:The Lifecycle of Library Handouts.

If you physically visit the library, you pass by the brochure racks. You see them every visit, and you might even have a brochure stained with coffee on top of your kitchen table at home.

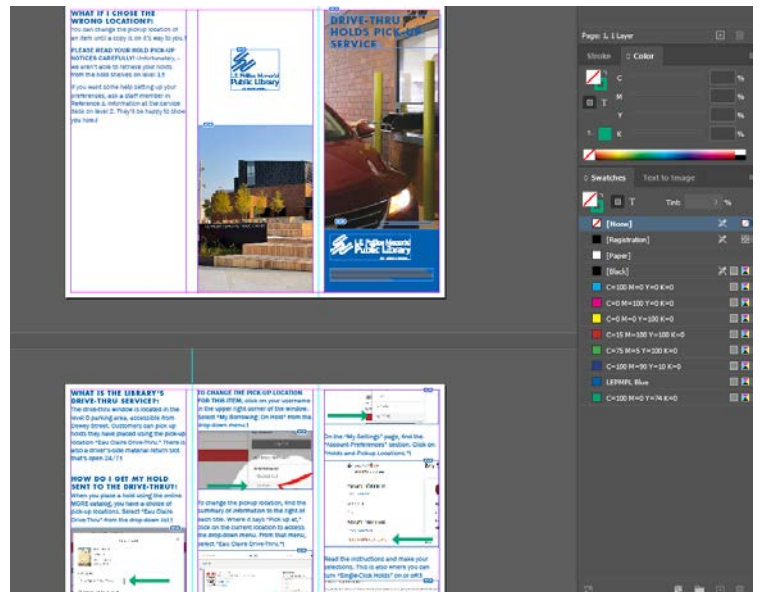
However, you might not know that almost every single library brochure is custom written, designed, printed, and folded... right here in house, underneath your very feet! The staff that create and print your materials do so in a staff-only workspace on level 0.

Step 1: It starts with something simple: just a need. For example, we didn't need a drive-thru brochure until we reopened post-renovation. The request for a handout can come from any library employee or customer.

Step 2: We meet with whoever is relevant to set clear goals and expectations. We focus on what makes the material the most accessible and accurate. This can be everything from informational content to what physical size and shape we want the handout to be.

Step 3: This is the phase where we design and create a rough draft that meets all expectations and criteria. We even get to take the photos ourselves, which creates library targeted relevancy and is usually how your favorite library staff end up on print materials!

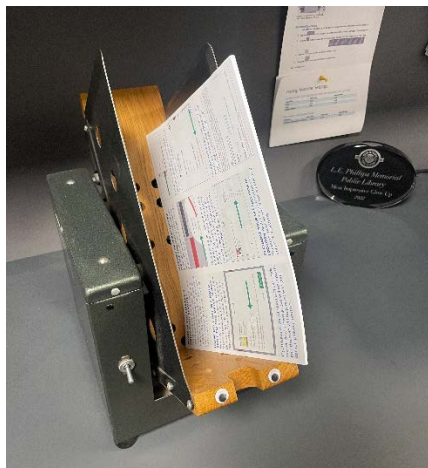
Step 4: We bring our draft to the same committee as step 2 and make sure everything is just right. We focus primarily on keeping the design cohesive, easy to follow, relevant, and accurate. In fact, in every brochure we make you can check and see when we last updated it right inside, usually written along the bottom. This goes for all library made publications, even your library card application!



Step 5: The magic! This is where we...



Print: We do this in batches from 1 – 1000!



Stack: We do this so the papers are perfectly aligned for the next step.



Fold: We use this machine to fold every paper perfectly, so we can be ready for the final step...

Distribute! We update our racks almost daily, with routine maintenance twice a week.

Making our own publications in house saves a lot of money, but we also do it because it's the most efficient way for us to meet the needs of our specific community and ensure everything has a personal touch. Keep in mind that when you're in the library, staff is always here to help you however you need. Even the ones you never see, working right beneath your feet!



Circulation Services
Paula Stanton, Circulation Manager



In July, Juliette Acosta [pictured] started working as a Circulation Desk Clerk. Juliette completed her one-on-one training throughout the month and will complete her intermittent training over the next few months. Please say “Hi” to her if you see her working at the Customer Services desk.



Paula investigated adding a self-check machine to the 2nd floor. After realizing that we have the appropriate number of self-checkouts for a library of our size and understanding that moving one to the second floor would likely mean additional wiring costs, it was decided against moving forward at this time. It was a good thing this decision was made as our vendor let us know that 3 of our 5 current machines are at the end of life and will not be supported at the end of this year, meaning we will likely be looking at replacements instead of additions in the near future.

In August, Eva once again left library employment for college. It was great having her back for summer break. Shayla also left Library employment to pursue other opportunities. We’ll miss having both Pages in the Library. We are currently in the process of filling one of the vacant Page positions with a new Desk Clerk as we move forward with plans to transition away from Page positions.

You may also have noticed that Circulation staff presented at the July library board meeting. Prior to the meeting, the team wrote their scripts and practiced using the room's technology.

Circulation and Programming & Communications have been working together to create a more visually appealing account notice email – results will be coming to an inbox near you soon.

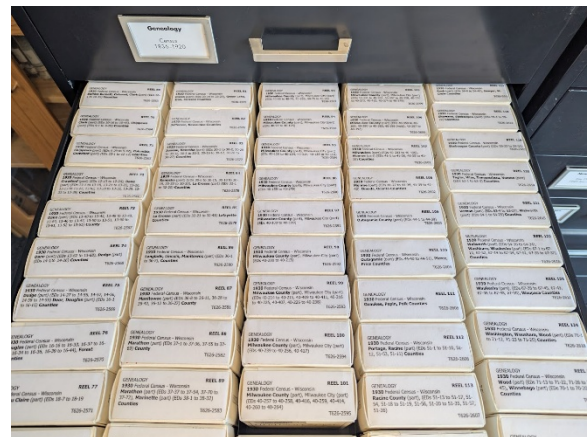
End of summer also means doing our yearly cleaning of courier bins [Betty and Peter pictured]. Anne, Betty, Jordan and Peter teamed up to scrub down the bins. This helps us keep library materials clean as they move between libraries.



Technical Services
Lynn Gates, Technical Services Manager

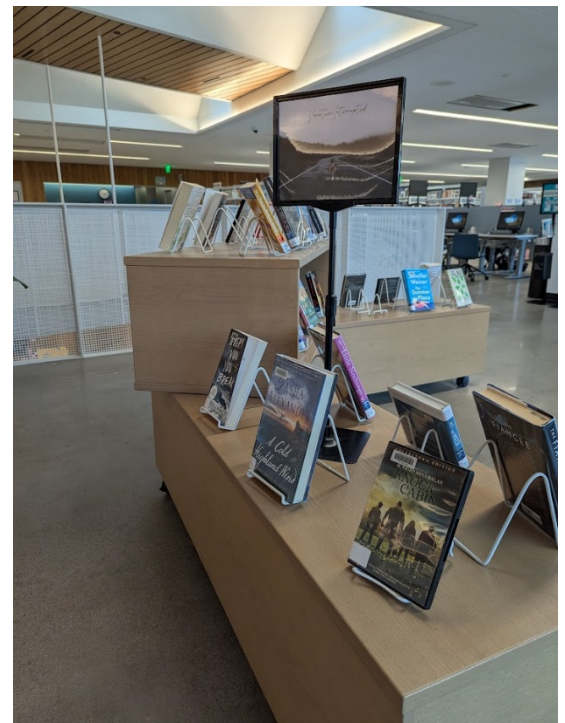


July & August have flown by for Technical Services, after a brief break from the hustle of launching the Community Language Collection, we started our next big project: updating the microfilm labels. This project was suggested by Jan in Reference Services as a way to help organize a collection that has grown organically over many years and is no longer being added to. Working with Jan and Elizabeth the microfilm was weeded heavily and new label templates created (Thank you PCS!). It will take us a little while to complete the project, but the drawers are looking great and the new labels provide all the information our genealogical researchers could want.



Jenny, Sara, & I met two wonderful pages, Giselle & Laura, from Circulation to go over some ideas for making shelving (and potentially finding) easier in the children's book areas. As a group we were able to refine our ideas and finalize some ideas to take to YS.

Our July & August displays were for fans of the Independence Day movies and Nora Roberts, a “Vacation Interrupted” theme, and Summer Blockbusters (DVDs were included on a 2nd floor display for the first time).



Information Technology
Kris Nickel, Technology Manager



Upgrades loomed large in July and August. There was a new version available of our security camera software, both server and staff desktop clients, which I performed. In addition, our newer security cameras had firmware upgrades to be applied. Various renewals came due – support and maintenance contracts, SSL certificates, etc, which involved purchase requisitions and sole source documentation.

I also purchased, configured and installed new PCs for our YS staff, as well as prepared new PCs for Technical Services staff, which will be installed in September. After battling a “reboot restore” application, Ransomware Recovery Manager (previously known as SmartShield) that was clearly not compatible with Windows 11, prompting a need to back-rev to Windows 10, I made the decision to migration to DeepFreeze for our public PCs. I have completed fresh installs of 11 on our Teen and Tween PCs and so far so good! Knowing that IFLS technology staff also use this product is a great comfort, from a support standpoint.

Upon the retirement of Melany Bartig, I configured all needed tech for Katie Kruth, meeting with her on her first day for tutorials. It’s always an honor to meet and welcome new staff!

I also met with Chris Terranova, our account manager with EnvisionWare for a tour of our EW environment, as well as a sit-down to discuss how to proceed with our end-of-life Self Checks, with quotes for replacements to follow.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2025 YTD BUDGET REPORT - Operating Revenue
For the Period Ended July 31, 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	1,754.55	-	945.45	65.0%
4398	Other Penalties (Collection Agency)	3,200.00	2,328.42	-	871.58	72.8%
4451	Electronic Copy Revenue	8,500.00	6,483.94	-	2,016.06	76.3%
4452	Copier Revenue	1,650.00	1,103.22	-	546.78	66.9%
4562	Vending Commission	350.00	277.28	-	72.72	79.2%
4602	Service to Eau Claire County	1,052,036.00	526,017.50	-	526,018.50	50.0%
4608	IFLS	23,000.00	17,250.00	-	5,750.00	75.0%
4608	IFLS - High Demand Holds	2,100.00	4,589.01	-	(2,489.01)	218.5%
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	1,062.79	-	2,237.21	32.2%
4834	Misc. Library Sales - Taxable	1,400.00	542.97	-	857.03	38.8%
4836	Grant Revenue	-	14,770.00	-	(14,770.00)	
4850	Gift Revenue	19,734.24	21,695.85	-	(1,961.61)	109.9%
4852	Misc. Reimbursements-Lost Items	18,000.00	8,554.90	-	9,445.10	47.5%
4858	Prior Year Refund	-	296.80		(296.80)	
4898	Miscellaneous Revenue	16,800.00	2,248.42	-	14,551.58	13.4%
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>\$ 5,641,909.33</u>	<u>\$ -</u>	<u>\$ 542,434.91</u>	<u>91.2%</u>
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>\$ 5,641,909.33</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 903,361.81</u></u>	<u><u>86.2%</u></u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 3,013,690.00	\$ 1,628,631.57		\$ 1,385,058.43	54.0%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	231,347.00	119,380.82		111,966.18	51.6%
6042	WRS (ER)	182,897.00	99,893.32		83,003.68	54.6%
6043	Health insurance-Employer	544,640.00	295,254.83		249,385.17	54.2%
6047	Health insurance Deductible	28,118.00	16,402.19		11,715.81	58.3%
6051	Retiree Health Insurance	65,516.00	36,435.36	38,759.64	(9,679.00)	114.8%
6052	Retiree Health Care Deductible	3,515.00	2,050.44		1,464.56	58.3%
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	77,489.31	1,044.52	86,466.17	47.6%
6116	Binding	-	-		-	N/A
6118	Advertising	22,125.00	5,487.22		16,637.78	24.8%
6120	Auditing	3,200.00	2,649.25		550.75	82.8%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	1,500.00	6,861.08		(5,361.08)	457.4%
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	2,149.00	4,614.00	1,237.00	84.5%
6153	Convenience Fees	1,700.00	1,688.94	-	11.06	99.3%
6156	Professional Services	-		-	-	#DIV/0!
6160	Staff Training/Conference	23,500.00	7,357.14		16,142.86	31.3%
6162	Membership Dues	2,001.00	487.75	-	1,513.25	24.4%
6166	Recruitment Expenses	2,500.00	527.32		1,972.68	N/A
6198	Miscellaneous Contractual	227,051.00	147,818.40	1,131.22	78,101.38	65.6%
6210	Telephones	16,000.00	6,617.84	3,038.37	6,343.79	60.4%
6306	License & Permits				-	N/A
6308	Special Assessments	200.00	-		200.00	0.0%
6350	Liability & Property Insurance	31,000.00	20,066.69		10,933.31	64.7%
6398	Insurance Claims Reimbursement	(3,600.00)	(3,585.34)		(14.66)	N/A
6402	Office, AV, Library Supplies	53,450.00	26,423.67		27,026.33	49.4%
6405	Awards & Trophies	570.00	-		570.00	0.0%
6406	Library Program Supplies	13,500.00	6,589.58		6,910.42	48.8%
6409	Library Materials	411,499.00	228,283.08	(1,766.48)	184,982.40	55.0%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,899.00	7,166.27	(52.56)	10,785.29	39.7%
6450	Gasoline	1,600.00	770.64		829.36	48.2%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	58,000.00	30,783.52	-	27,216.48	53.1%
6496	Gift & Grant Expenditures	155,661.14	27,650.83	4,680.95	123,329.36	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>\$ 3,669,541.31</u>	<u>\$ 60,300.68</u>	<u>\$ 2,432,611.15</u>	<u>60.5%</u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 120,930.00	\$ 69,810.91		\$ 51,119.09	57.7%
6020	Payroll Overtime	8,000.00	2,951.37		5,048.63	36.9%
6030	Special Pays	600.00	370.94		229.06	61.8%
6040	Employer Paid Benefits	9,909.00	5,188.72		4,720.28	50.9%
6042	WRS (ER)	8,099.00	5,038.76		3,060.24	291.4%
6043	Health Ins (ER)	25,683.00	23,603.83		2,079.17	3.2%
6047	Health Insurance Deductible	1,395.00	813.75		581.25	58.3%
6128	Repairs to Tools & Equipment	300.00	-		300.00	0.0%
6130	Repairs to Buildings	33,600.00	11,910.11		21,689.89	35.4%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	14,000.00	4,856.55	5,613.30	3,530.15	74.8%
6198	Miscellaneous Contractual	52,000.00	2,391.80	9,860.36	39,747.84	23.6%
6202	Electricity	76,000.00	33,562.07		42,437.93	44.2%
6208	Gas Service	1,702.00	798.91		903.09	46.9%
6215	Garbage Service	5,800.00	3,383.31		2,416.69	58.3%
6252	Water Service	2,700.00	896.38		1,803.62	33.2%
6254	Sewer Service	1,700.00	1,206.54		493.46	71.0%
6256	Storm water Charges	1,400.00	742.50		657.50	53.0%
6442	Safety Equipment	-	15.89		(15.89)	#DIV/0!
6460	Repair Part & Supplies	3,000.00	1,411.51		1,588.49	0.0%
6464	Building Materials & Janitorial Supplies	16,000.00	13,170.39	-	2,829.61	82.3%
6490	Equipment Purchases	-	-	-	-	N/A
		<u>\$ 382,818.00</u>	<u>\$ 182,124.24</u>	<u>\$ 15,473.66</u>	<u>\$ 185,220.10</u>	<u>51.6%</u>
	TOTAL EXPENSES	<u><u>\$ 6,545,271.14</u></u>	<u><u>\$ 3,851,665.55</u></u>	<u><u>\$ 75,774.34</u></u>	<u><u>\$ 2,617,831.25</u></u>	<u><u>60.0%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended July 31, 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>	

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2025 YTD BUDGET REPORT - Operating Revenue
For the Period Ended August 31, 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	1,892.75	-	807.25	70.1%
4398	Other Penalties (Collection Agency)	3,200.00	2,393.42	-	806.58	74.8%
4451	Electronic Copy Revenue	8,500.00	7,095.46	-	1,404.54	83.5%
4452	Copier Revenue	1,650.00	1,232.75	-	417.25	74.7%
4562	Vending Commission	350.00	277.28	-	72.72	79.2%
4602	Service to Eau Claire County	1,052,036.00	1,052,035.00	-	1.00	100.0%
4608	IFLS	23,000.00	17,250.00	-	5,750.00	75.0%
4608	IFLS - High Demand Holds	2,100.00	4,589.01	-	(2,489.01)	218.5%
4666	Service Charge - EC County Health Dept.	1,000.00	1,000.00	-	-	100.0%
4798	Misc. Service Revenues (Act 150)	315,000.00	315,359.68	-	(359.68)	100.1%
4802	Interest Allocation	3,300.00	1,062.79	-	2,237.21	32.2%
4834	Misc. Library Sales - Taxable	1,400.00	1,600.67	-	(200.67)	114.3%
4836	Grant Revenue	12,000.00	14,770.00	-	(2,770.00)	
4850	Gift Revenue	42,665.86	22,701.46	-	19,964.40	53.2%
4852	Misc. Reimbursements-Lost Items	18,000.00	8,948.61	-	9,051.39	49.7%
4858	Prior Year Refund	-	296.80	-	(296.80)	
4898	Miscellaneous Revenue	16,800.00	2,605.20	-	14,194.80	15.5%
5102	General Property Tax-City tsf from GF	4,716,574.00	4,716,574.00	-	-	100.0%
		<u>\$ 6,220,275.86</u>	<u>\$ 6,171,684.88</u>	<u>\$ -</u>	<u>\$ 48,590.98</u>	<u>99.2%</u>
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>\$ 6,581,202.76</u></u>	<u><u>\$ 6,171,684.88</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 409,517.88</u></u>	<u><u>93.8%</u></u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 3,013,690.00	\$ 1,861,124.48		\$ 1,152,565.52	61.8%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	231,347.00	136,418.87		94,928.13	59.0%
6042	WRS (ER)	182,897.00	114,141.33		68,755.67	62.4%
6043	Health insurance-Employer	544,640.00	339,654.41		204,985.59	62.4%
6047	Health insurance Deductible	28,118.00	16,402.19		11,715.81	58.3%
6051	Retiree Health Insurance	65,516.00	40,771.38	34,948.26	(10,203.64)	115.6%
6052	Retiree Health Care Deductible	3,515.00	2,050.44		1,464.56	58.3%
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	7,199.78	7,819.58	1,980.64	88.3%
6112	Computer Service Charges	165,000.00	78,855.06	1,044.52	85,100.42	48.4%
6116	Binding	-	-		-	N/A
6118	Advertising	22,125.00	14,853.94		7,271.06	67.1%
6120	Auditing	3,200.00	2,649.25		550.75	82.8%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	1,500.00	6,861.08		(5,361.08)	457.4%
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	2,619.30	4,191.70	1,189.00	85.1%
6153	Convenience Fees	1,700.00	1,753.53	-	(53.53)	103.1%
6156	Professional Services	-		-	-	#DIV/0!
6160	Staff Training/Conference	23,500.00	7,357.14		16,142.86	31.3%
6162	Membership Dues	2,001.00	487.75	-	1,513.25	24.4%
6166	Recruitment Expenses	2,500.00	527.32		1,972.68	N/A
6198	Miscellaneous Contractual	223,651.00	148,932.21	1,131.22	73,587.57	67.1%
6210	Telephones	16,000.00	6,619.20	3,038.37	6,342.43	60.4%
6306	License & Permits				-	N/A
6308	Special Assessments	200.00	-		200.00	0.0%
6350	Liability & Property Insurance	34,400.00	20,066.69		14,333.31	58.3%
6398	Insurance Claims Reimbursement	(3,600.00)	(3,585.34)		(14.66)	N/A
6402	Office, AV, Library Supplies	53,450.00	28,756.78		24,693.22	53.8%
6405	Awards & Trophies	570.00	-		570.00	0.0%
6406	Library Program Supplies	13,500.00	6,888.89		6,611.11	51.0%
6409	Library Materials	411,499.00	248,124.17	-	163,374.83	60.3%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,899.00	8,401.51	-	9,497.49	46.9%
6450	Gasoline	1,600.00	878.11		721.89	54.9%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	58,000.00	35,476.35	-	22,523.65	61.2%
6496	Gift & Grant Expenditures	191,592.76	39,927.98	4,733.00	146,931.78	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>\$ 6,198,384.76</u>	<u>\$ 4,036,256.05</u>	<u>\$ 56,906.65</u>	<u>\$ 2,105,222.06</u>	<u>66.0%</u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 120,930.00	\$ 85,202.14		\$ 35,727.86	70.5%
6020	Payroll Overtime	8,000.00	4,570.65		3,429.35	57.1%
6030	Special Pays	600.00	451.58		148.42	75.3%
6040	Employer Paid Benefits	9,909.00	6,422.19		3,486.81	62.8%
6042	WRS (ER)	8,099.00	6,218.10		1,880.90	340.6%
6043	Health Ins (ER)	25,683.00	27,588.14		(1,905.14)	3.2%
6047	Health Insurance Deductible	1,395.00	813.75		581.25	58.3%
6128	Repairs to Tools & Equipment	300.00	-		300.00	0.0%
6130	Repairs to Buildings	33,600.00	12,902.43		20,697.57	38.4%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	14,000.00	5,280.55	5,613.30	3,106.15	77.8%
6198	Miscellaneous Contractual	52,000.00	2,391.80	9,860.36	39,747.84	23.6%
6202	Electricity	76,000.00	38,684.04		37,315.96	50.9%
6208	Gas Service	1,702.00	918.03		783.97	53.9%
6215	Garbage Service	5,800.00	3,383.31		2,416.69	58.3%
6252	Water Service	2,700.00	896.38		1,803.62	33.2%
6254	Sewer Service	1,700.00	1,206.54		493.46	71.0%
6256	Storm water Charges	1,400.00	742.50		657.50	53.0%
6442	Safety Equipment	-	15.89		(15.89)	#DIV/0!
6460	Repair Part & Supplies	3,000.00	1,513.87		1,486.13	0.0%
6464	Building Materials & Janitorial Supplies	16,000.00	13,962.98	-	2,037.02	87.3%
6490	Equipment Purchases	-	-	-	-	N/A
		<u>\$ 382,818.00</u>	<u>\$ 213,164.87</u>	<u>\$ 15,473.66</u>	<u>\$ 154,179.47</u>	<u>59.7%</u>
	TOTAL EXPENSES	<u><u>\$ 6,581,202.76</u></u>	<u><u>\$ 4,249,420.92</u></u>	<u><u>\$ 72,380.31</u></u>	<u><u>\$ 2,259,401.53</u></u>	<u><u>65.7%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended August 31, 2025

OBJ #	ACCOUNT NAME	2025 CURRENT APPROX.	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		<u>\$ 20,673,012.00</u>	<u>\$ 19,779,016.84</u>	<u>\$ -</u>	<u>\$ 893,995.16</u>	
TOTAL - FUND 490		<u>\$ 65,000.00</u>	<u>\$ 12,729,705.75</u>	<u>\$ -</u>	<u>\$ (12,664,705.75)</u>	

July 2025 by the Numbers



PEOPLE

VISITORS: 23,382 Total this Month; 153,281 YTD

CARDHOLDERS: 21,367 City Residents; 31,989 Total Card Holders

CIRCULATION: 63,312 Total this Month; 368,454 YTD

CHILDREN'S (BIRTH–11): 23,094 Total this Month; 130,780 YTD

HOME DELIVERY: 558 Total this Month; 3,575 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

7,479 Total this Month; 48,678 YTD

LOANED TO MORE LIBRARIES: 5,154 Total this Month;
37,242 YTD

INTERLIBRARY LOANS: 204 Incoming; 21 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 9,464 Public Wireless Internet Users;
2,099 PCS sessions; 175,354 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,461 E-Books;
10,236 E-Audiobooks; 163 E-Videos; 17,215 E-Databases



PROGRAMS

AGES 0–5: 22 Programs this Month; 871 Attendees this Month;
6,338 Attendees YTD

AGES 6–11: 25 Programs this Month; 1,861 Attendees this Month;
11,356 Attendees YTD

AGES 12–18: 11 Programs this Month; 161 Attendees this Month;
1,186 Attendees YTD

AGES 19+: 3 Programs this Month; 116 Attendees this Month;
791 Attendees YTD

ALL AGES: 17 Programs this Month; 1,016 Attendees this Month;
4,701 Attendees YTD

August 2025 by the Numbers



PEOPLE

VISITORS: 21,580 Total this Month; 174,861 YTD

CARDHOLDERS: 21,548 City Residents; 32,206 Total Card Holders

CIRCULATION: 58,714 Total this Month; 427,168 YTD

CHILDREN'S (BIRTH–11): 21,803 Total this Month; 152,583 YTD

HOME DELIVERY: 495 Total this Month; 4,070 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

6,470 Total this Month; 55,148 YTD

LOANED TO MORE LIBRARIES: 4,687 Total this Month;
41,929 YTD

INTERLIBRARY LOANS: 166 Incoming; 23 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 8,248 Public Wireless Internet Users;
1,952 PCS sessions; 152,100 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,533 E-Books;
10,501 E-Audiobooks; 174 E-Videos; 24,480 E-Databases



PROGRAMS

AGES 0–5: 8 Programs this Month; 545 Attendees this Month;
6,883 Attendees YTD

AGES 6–11: 78 Programs this Month; 1,743 Attendees this Month;
13,099 Attendees YTD

AGES 12–18: 8 Programs this Month; 96 Attendees this Month;
1,282 Attendees YTD

AGES 19+: 1 Programs this Month; 95 Attendees this Month;
886 Attendees YTD

ALL AGES: 20 Programs this Month; 1,086 Attendees this Month;
5,787 Attendees YTD

RESOURCE LIBRARY AGREEMENT

2026

This agreement is between the IFLS Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "IFLS," and the L.E. Phillips Memorial Public Library, Eau Claire, hereinafter called "LEPMPL."

WHEREAS, IFLS is organized under authority of Chapter 43 to provide for the improvement of public library services to the residents of Barron, Chippewa, Dunn, Eau Claire, Pepin, Pierce, Polk, Price, Rusk, and St. Croix counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that "each public library system shall have at least one system resource library" and

WHEREAS, LEPMPL is a member in good standing of IFLS and of the MORE shared automation system and meets all the statutory requirements to serve as a resource library,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

1. LEPMPL shall serve as resource library for IFLS.

As the resource library, LEPMPL shall develop and maintain resources to serve the needs of the entire system such as provide backup reference and interlibrary loan services including the development of and access to specialized collections. This agreement meets the requirements of Section 43.24(2)(b) Wisconsin Statutes.

Terms and conditions of compensation for such services are as follows:

- a) Resource Library Grant (\$23,000)

IFLS shall pay LEPMPL \$5,750 quarterly to provide the needed resources and access to all residents of IFLS Library System. This grant shall cover expenditures for system resident access to downloadable e-resources; specialized collection development including in demand popular materials and unique items; access payments for all system residents including residents of Fairchild; back up reference and interlibrary loan service; and resource library services. LEPMPL shall submit a year end summary of the grant expenditures.

- b) Delivery

IFLS shall fund 5-day a week, twice a day pick-up and drop-off of materials to LEPMPL to facilitate efficient delivery of materials to and from the library and among IFLS member libraries.

2. This agreement shall be in effect from January 1, 2026 to December 31, 2026.

This agreement may be amended at any time by mutual agreement of both parties. The parties shall meet and confer with each other on possible modifications to this agreement in the event of changes in interlibrary loan services, or the state telecommunications network that have an effect on the terms and conditions of this agreement.

President, LEPMPL Board of Trustees Date _____

President, IFLS Board of Trustees Date _____

TO: Library Board

FROM: Kimberly Hennings, Barb Langreck

DATE: September 18, 2025

RE: Health Insurance and Ancillary Benefits

Overview of Benefits Transition

The City has completed a review and selection process for new health insurance and ancillary benefit providers. This initiative was conducted in collaboration with the insurance broker, Alera Group, who facilitated requests for proposals and guided evaluations from multiple vendors.

The City will be moving forward with the following providers effective January 1, 2026.

- Medical Insurance: Medica
- Long-term disability, short-term disability, voluntary life: Mutual of Omaha
- Dental and vision insurance: Delta Dental
- Flexible spending (FSA): EBC

The City has also decided to eliminate offering AFLAC voluntary benefits in 2026. The only AFLAC benefit that library employees are currently participating in is short term disability and that benefit will now be offered through Mutual of Omaha.

Alignment Across City Departments

Staff from the Library, Health Department, and City have been working together to identify and better align benefits eligibility criteria across departments. This effort will ensure consistency in how benefits are offered and administered, reducing confusion and improving equity where possible for all employees.

This alignment may result in additional benefits that are available to part-time staff as well as elimination of current benefits for part-time staff.

Employee Handbook Updates

Staff are in the process of reviewing the current Employee Handbook policies impacted by these proposed changes.

Next Steps

Open enrollment meetings will begin for all employees/families at the end of October and proposed revisions will be presented to the board at a future meeting.

TO: Library Board

FROM: Kimberly Hennings

DATE: September 18, 2025

RE: Summary of Proposed Handbook Policy Updates: Section 8

Administration in conjunction with the Management Team have reviewed section 8 of the employee handbook and several updates have been proposed. These changes, **effective January 1, 2026** aim to streamline internal processes, reduce payroll errors, ensure equitable treatment across departments, and better support employees during significant life events. Below is a summary of the key revisions:

Streamlining Form References

- Removed references to specific forms.
- Employees will follow division specific procedures, allowing for greater flexibility and consistency among teams.

Leave Balance Proration

- Standardize proration of leave balances across all types of leave.
- Ensures equitable accrual and usage policies regardless of leave category and fewer manual payroll changes.

Floating Holiday Adjustment

- Modify floating holiday tracking to reduce manual payroll changes and confusion to employees.

Time-Sheet Rounding

- Change rounding rules from one-tenth of an hour to one-quarter hour increments, aligns with common payroll practices and simplifies time-entry.

Family Leave

- Added language allowing Library Director to approve exceptions for increased use of sick-time balances for family leave, providing discretion for unique or unforeseen circumstances.

Bereavement Leave

- Allow bereavement leave to begin immediately upon hire.
- Expand eligibility to include pregnancy loss or stillbirth, grandparent-in-law.

SECTION 8 – LEAVES OF ABSENCE

8.1 Vacation Leave

Professional & Confidential and Technical & Support employees receive paid vacation leave based on the number of regularly scheduled hours worked per week. Seasonal, and/or Temporary employees are ineligible for this benefit regardless of the number of hours worked per week.

Professional & Confidential and Technical & Support employees regularly scheduled to work 40 hours per week shall receive full paid vacation leave.

Professional & Confidential and Technical & Support employees regularly scheduled to work 20-39 hours per week shall receive prorated paid vacation leave based on the number of regularly scheduled hours worked per week. Longer hours worked during the summer months shall not be considered as changing the status of any employee. Employees in either classification group who are regularly scheduled to work fewer than 20 hours per week are ineligible to receive this paid leave.

Vacation pay shall be at the employee's current regular rate of pay at the time scheduled for vacation. Vacation accrual will be continued during leaves of absence of two weeks or less.

Vacation accrual begins with the first date of employment and is available to use in the pay period immediately following the period in which it was earned, with managerial approval. The ongoing annual accrual for a vacation-eligible position will begin at that time according to the following schedule and guidelines:

- Professional & Confidential 24 days
- Technical & Support 18 days with less than 10 years of service
24 days with 10 or more years of service*

(*Note: Library Assistants receiving 25 days as of 12/31/2012 will continue to receive 25 days until their employment with LEPMPL is terminated.)

The maximum number of vacation hours available to any vacation-eligible employee on their anniversary date cannot exceed 200 hours. Vacation hours in excess of this allowable balance will be forfeited on an employee's anniversary date each year, except in special circumstances when carryover may be approved in writing by Library Director.

Requests for vacation ~~using the Leave Request Form should be made at least two weeks before the desired date and~~ must be approved by the employee's

Manager in advance and in accordance with the division manager's established procedure for time off requests. Employees are responsible for following appropriate steps to ensure timely review and approval. Vacations will generally be granted upon request, providing that service to the public is not adversely affected. If any conflicts arise in vacation requests, preference will generally be given to the employee who submitted their vacation request first. Vacation may not be requested more than one year in advance.

Holidays occurring during an employee's vacation shall not be counted as vacation time.

Upon termination of employment, employees will be paid for unused vacation hours that have been earned through the last day of work with the Library, unless termination occurs within the first year of employment. The vacation can either be used to extend the termination date or can be paid out in a lump sum on the final paycheck. If vacation leave is used to extend an employee's termination date, it must be used in full-day increments.

8.2 Transfer of Vacation Hours

In cases of serious medical conditions or circumstances, it may be possible for employees with vacation leave to transfer a portion of their available vacation balance to another employee if certain criteria is met. Only accrued vacation leave time is eligible to be transferred. Employees who otherwise do not meet eligibility requirements for the accrual and use of vacation and/or sick leave will be permitted to receive and use transferred vacation hours if all other requirements are met.

The following is a list of criteria that must be met in order for an employee to donate time from their vacation leave balance to another employee:

- A. The employee receiving the donated vacation time has a serious medical condition or circumstance either personally or in the employee's immediate family that requires a minimum leave period of five consecutive regularly scheduled working days. In this case, immediate family members are defined as the receiving employee's spouse, children, and parents (including the spouse's parents). The elimination of fringe benefits related to domestic partnerships was effective as of July 1, 2015.
- B. The employee receiving the donated vacation time has exhausted all available leave balances, including accrued vacation.
- C. A maximum of 160 hours may be transferred to, received, and used by an individual employee within a calendar year.
- D. Donated vacation time will be approved for current year use only.

- E. Donated vacation time will transfer on an hour-for-hour basis and will be paid at the receiving employee's rate of pay.
- F. A Transfer of Vacation Hours form will be used to authorize the transfer of hours in the Payroll/HR system.
- G. The Library Director must approve the transfer of vacation leave on a case-by-case basis. No decision will be precedent-setting.

8.3 Holidays – Regular

Professional & Confidential and Technical & Support employees receive “holidays – regular” paid leave based on the number of regularly scheduled hours worked per week. Seasonal, and/or Temporary employees are ineligible for this benefit regardless of the number of hours worked per week.

Professional & Confidential and Technical & Support employees regularly scheduled to work ~~40~~^{more than 35} hours per week shall receive full holiday paid leave.

Professional & Confidential and Technical & Support employees regularly scheduled to work 10-~~39~~³⁵ hours per week shall receive prorated holiday paid leave based on the number of regularly scheduled hours worked per week. Employees in either classification group who are regularly scheduled to work fewer than 10 hours per week are ineligible to receive this paid leave.

The following paid holidays are allowed for eligible employees:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day
Christmas Eve Day		

In the event a holiday falls during an employee's regular day off, the employee shall be granted an additional day off with pay, such day to be arranged between the employee and the manager.

If a holiday falls during an employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Holidays falling on Sunday will be observed on the following Monday.

8.4 Holidays – Floating

Professional & Confidential and Technical & Support employees receive up to four floating holidays per calendar year based on the number of regularly scheduled hours worked per week. Seasonal, and/or Temporary employees are ineligible for floating holidays regardless of the number of hours worked per week.

Professional & Confidential and Technical & Support employees regularly scheduled to work ~~more than 35~~ 40 hours per week shall receive full holiday paid leave.

Professional & Confidential and Technical & Support employees regularly scheduled to work 10-~~39~~ 5 hours per week shall receive prorated holiday paid leave based on the number of regularly scheduled hours worked per week. Employees in either classification group who are regularly scheduled to work fewer than 10 hours per week are ineligible to receive this paid leave.

~~All floating holidays must be used by employees by December 15 each year or they will be forfeited.~~

Allocation Schedule

- January 1: Employees receive two (2) floating holiday days or prorated equivalent.
- July 1: Employees receive an additional two (2) floating holiday days or prorated equivalent.

New Hire Eligibility

- Employees hired before July 1: Eligible for the full annual allotment of four (4) floating holiday days.
- Employees hired on or after July 1: Eligible for two (2) floating holiday days for the remainder of the calendar year.
- Employees hired after November 30 in a given year receive 0 floating holidays.

Usage Guidelines

- Floating holidays must be scheduled in advance and approved by the employee's manager.
- Unused floating holidays do not carry over to the next calendar year and are not paid out upon termination.
- All eligible employees must use their allotted floating holiday by the end of the first full pay period in December.

NEW HIRES—Employees hired before July 1 in a given year:

- ~~who stay on payroll through December 31 receive 100% of their floating holidays;~~
- ~~who do not stay on payroll through December 31 receive 50% of their floating holidays.~~

~~NEW HIRES — Employees hired after June 30 in a given year but before December 1:~~

- ~~• who either stay or do not stay on payroll through December 31 receive 50% of their floating holidays.~~

~~NEW HIRES — Employees hired after November 30 in a given year:~~

- ~~• receive 0% of their floating holidays.~~

~~Employees not newly hired in a given year who resign before July 1:~~

- ~~• receive 50% of their floating holidays.~~

~~Employees not newly hired in a given year who resign after June 30:~~

- ~~• receive 100% of their floating holidays.~~

~~A Leave Request Form for floating holiday hours must be completed and the request must be scheduled with the approval of the employee's manager.~~

An employee who transfers from one position with floating holiday hours to another position with floating holiday hours or has their existing position's

regularly scheduled hours increased or decreased will acquire from the employer a new floating holiday hours balance for the new or restructured position minus any floating holiday hours used that same calendar year in the position(s) the employee resigned from before transferring or in the position being restructured.

If an employee uses more floating holiday hours than they are eligible to receive, then the Library shall first seek to deduct accrued vacation hours from that employee's vacation balance equal to the floating holiday hours taken in excess of what the employee was eligible to receive or, if vacation hours are not available, deduct wages from that employee's paycheck equal to the paid time for floating holiday hours taken in excess of what the employee was eligible to receive. Management will not retroactively apply this deduction provision to an employee who has used up to their correct allocation of floating holiday hours in an existing position but then later in the year either transfers to a position with fewer regularly scheduled hours or has their existing position reduced in hours.

At the time of termination, an employee may not receive pay for any unused floating holiday hours.

8.5 Sick Leave

Professional & Confidential and Technical & Support employees earn paid sick leave based on the number of regularly scheduled hours worked per week. Seasonal, and/or Temporary employees are ineligible for this paid leave regardless of the number of hours worked per week.

Professional & Confidential and Technical & Support employees regularly scheduled to work 40 hours per week shall earn full sick leave (i.e., a total of 12 days annually) at full compensation, accruable at the rate of one day per month.

Professional & Confidential and Technical & Support employees regularly scheduled to work 20-39 hours per week shall earn prorated sick leave based on the number of regularly scheduled hours worked per week. Employees in either classification group who are regularly scheduled to work fewer than 20 hours per week are ineligible to receive this paid leave.

Sick leave is earned from the first day of employment. Sick leave shall apply to temporary absence resulting from personal illness, medical or dental appointments, personal injury outside of regular employment, or quarantine due to communicable disease. In the case of medical or dental appointments during work hours, except in the case of emergency, the employer shall be given one week's notice. Sick leave shall be charged in amounts used. Paid sick leave can be used in quarter-one-tenth of an hour increments. Sick leave shall be cumulative but shall not in any event exceed a total of 120 days-960 hours.

Sick leave for family illness will be granted only when the employee's absence cannot be reasonably avoided, and only with the approval of the employer, which shall not be unreasonably denied. ~~Forms for requesting sick leave for family illness will be supplied by the employer and completed and returned by the employee.~~

The sick leave benefits herein granted shall cease upon termination of employment and shall apply only for absence as described above.

Sick leave benefits are intended solely to provide employees with income protection in the event of illness or injury, and may not be used for any other absence. An employee's manager may request medical documentation to verify any illness or use of sick leave. Abuse of sick leave will prevent an employee from having the paid time off that may be needed in the event of a serious illness or injury, and may result in disciplinary action.

Holidays occurring during an employee's sick leave shall not be counted as sick leave. Sickness occurring during vacations may not be converted to sick leave. Employees may use sick leave benefits for an absence due to their own illness or injury, the birth or adoption of a child, or to care for an ill family member. Please refer to the sections in this Handbook on family leave (8.06) and maternity/paternity leave (8.07) for detailed information on these policies.

If an employee is unable to report to work due to illness or injury, the employee or ~~a member of the employee's~~ designee immediate family must notify either the employee's manager, ~~the or the~~ manager's designee, ~~or the administration office by 8:15 a.m. of on~~ the day the employee is scheduled to work using any Manager approved communication methods (e.g. phone call, email, text message). Notifications must follow the specific procedure outlined by their division. It is the employee's responsibility to ensure their absence is reported in accordance with their division's guidelines. ~~—If an emergency prevents this notification, the employee or employee's designee a member of the employee's immediate family—~~ should call the administration office (839-5318/839-6225) as soon as possible. The employee's manager must also be contacted on each additional day of absence.

When a serious illness or injury keeps staff from work for an extended period of time, a "return to work evaluation" form, provided by the employee's medical care provider, may be required before the employee is allowed to return to work.

Leave without pay can be used at the discretion of the Library Director and as governed by Wisconsin law.

8.6 Family Leave

|

To assist Library employees in caring for certain family members during times of illness, the Library has established a family leave provision based upon federal and state Family and Medical Leave Act regulations. Family members, as defined by the federal government and/or state and/or City of Eau Claire for FMLA purposes includes an employee's spouse, domestic partner, children, and

DRAFT

parents (including the employee's spouse's parents or domestic partner's parents). Family sick leave may not be used for child care purposes, for example, if an employee's spouse or day care provider is ill and cannot provide care to the employee's child.

Eligible employees (those who work at least 1,000 hours in a 12-month period and have been employed by the Library for a minimum of one year) are allowed up to 12 weeks per calendar year of FMLA leave for the care of sick or injured family as defined by FMLA law. Two of those weeks may be charged to your sick leave balance using the *Sick Time-Family* code (time code 235) on your time sheet. Other leave balances, such as vacation leave or floating holiday hours, may be used to extend your paid time off.

At the discretion of the Director, employees may be permitted to use additional sick leave beyond the initial two weeks to cover family care needs. Such requests will be evaluated on a case-by-case basis, taking into account operational needs and the employee's available leave balance.

Benefit accruals such as sick leave, vacation, and holiday benefits will continue during the paid portion of an employee's leave.

If an eligible employee has exhausted all available accrued leaves during the first 12 weeks available under FMLA, leave can be taken without pay using the *Leave Without Pay-FMLA* code (time code 475) on their time sheet. During this 12-week period, the Library will continue to contribute its portion towards health insurance premiums, while the employee will be responsible for their portion and will need to make arrangements for payment with the Administrative and Human Resources Coordinator.

~~A Leave Request Form must be completed when requesting time off for an ill family member, or for necessary dental and medical appointments. This form should be completed in advance when a leave can be anticipated, or as soon after an unexpected event as possible. Forms can be obtained from your manager or the Deputy Director.~~

Employees who need time off to care for an ill family member or to attend necessary dental or medical appointments must obtain preapproval from their manager. When the need for leave is known in advance, employees should communicate their request as early as possible to allow for proper scheduling and coverage. In cases of unexpected illness or emergency, notification should be made promptly following the event.

Managers will provide guidance on how to document and record the leave appropriately, including any applicable time codes. Employees are encouraged to discuss their situation openly to ensure the leave request is handled in accordance with Library policy and operational needs.

Eligible staff may also qualify for Military Family Leave Provisions of the FMLA.

Please contact the Deputy Director with questions related to Military Family Leave.

An eligible employee is entitled to unpaid leave for the following weeks during a calendar year:

State Law	Federal Law
6 weeks: birth or placement of child for adoption or foster care	12 weeks for any combination of purposes listed under state law. Leave for birth or adoption must be shared by spouses working for same employer.

2 weeks of leave in a calendar year for the care of a child, spouse, domestic partner, as defined in § 40.02(1) or 770.01(1) or parent or parent of a domestic partner with a serious health condition.	Leave to care for sick parent must be shared by spouses working for same employer.
2 weeks: serious health condition of employee ("unable to perform the essential functions of the position of the employee")	2 weeks: serious health condition of employee ("unable to perform the essential functions of the position of the employee")
Military Family Leave WFMLA has no such military caregiver provision, though service members may qualify as family members under the WFMLA.	Military Family Leave • Up to 12 weeks for any "qualifying exigency" when the employee's spouse, son, daughter, or parent is deployed to a foreign country as a member of the regular or reserve armed forces or called to such foreign deployment. • Where leave is to care for a service member (may be currently in the military or a veteran within last five years) with a duty-related serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member, a total of 26 weeks may be taken in a single 12-month period that begins on the first day of leave to care for the service member.

8.7 Maternity/Paternity Leave

Eligible employees (those who work at least 1,000 hours in a 12-month period and have been employed by the Library for a minimum of one year) are granted up to 6 months for maternity/paternity leave for the birth or adoption of a child, and up to 12 weeks of Family and Medical Leave may be taken for any one or any combination of these qualifying events.

An employee must begin maternity/paternity leave within 16 weeks before or after the birth/adoption of their child. A Leave Request ~~Form~~ must be completed as soon as reasonably possible to allow the employee's manager time to plan the

workflow during their absence. The employee must include with the leave ~~request form~~ a written leave plan outlining the expected leave days, and which type of leave will be used. An employee's leave may be taken intermittently during the 16 weeks before or after the birth/adoption of their child. Accrued sick leave is applied first, if available. The *Maternity/Paternity Leave* code (time code 245) should be used on an employee's time sheet to indicate the time used for sick leave. If sick leave is exhausted before the end of the 12-week FMLA period, accrued vacation leave and floating holiday hours must be used.

Benefit accruals such as sick leave, vacation, and holiday benefits will continue during the paid portion of an employee's leave.

When available paid absences are exhausted, then the balance of the leave will be taken as unpaid.

If an eligible employee has exhausted all accrued leaves during the first 12 weeks available under FMLA, leave can be taken without pay using the *Leave Without Pay-FMLA* code (time code 475) on their time sheet. During this 12-week period, the Library will continue to contribute its portion towards health insurance premiums, while the employee will be responsible for their portion and will need to make arrangements for payment with the Administrative and Human Resources Coordinator.

After the twelfth week, and after all available paid absences are exhausted, the *Leave Without Pay* code (time code 485) should be used, and the employee will be responsible for paying the full cost of their health insurance premiums while on leave without pay, except as otherwise provided by law. The premiums will be prorated to the day for both the month when such leave of absence commences and the month the employee returns to work. Please contact the Administrative and Human Resources Coordinator to make arrangements to pay for insurance premiums during this time.

Combined use of sick leave, vacation, floating holiday hours, and leave without pay shall not exceed a continued period of 6 calendar months unless the employee is prevented from returning for medical reasons related to the pregnancy, as certified in a statement from her physician. Approval must be obtained from the employer, which shall not be unreasonably denied.

Leave with or without pay shall comply with all laws, including the provisions of the Family and Medical Leave Act. This shall not be construed as prohibiting the Library from granting additional leave with or without pay at the Director's discretion.

8.8 Bereavement Leave

~~After completion of the initial introductory period, A~~all employees are eligible to take bereavement leave to attend or make arrangements for a funeral or memorial service for designated family members. The window of use for funeral leave is usually from the date of death to the day after the funeral. In special circumstances, an employee may split the time off with their manager's approval.

Employees may take up to five workdays in the event of a death in their immediate family, which includes only a spouse, children, parents, ~~siblings~~~~brothers, sisters,~~ stepparents, stepchildren, foster children, ~~and~~ grandchildren, ~~and pregnancy loss or stillbirth.~~ The elimination of fringe benefits related to domestic partnerships was effective as of July 1, 2015.

An employee may take up to three workdays to attend or arrange the funeral of their ~~grandparent,~~ grandparent-in-law, sister-in-law, brother-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, or nephew. Leave for other special circumstances involving the death of a relative may be granted with the approval of the Director or the Director's designee.

An employee will be paid for regularly scheduled hours only. In unusual circumstances, the Library Director may grant additional time off. ~~Time off for bereavement-related events must be authorized in advance by the employee's Leave Request. Forms are used to apply for funeral leave. The manager. The~~ Funeral Leave code (time code 380) should be indicated on the employee's time sheet for the days taken as bereavement leave.

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8.9 Injury Leave

All Library employees are covered under the City of Eau Claire's workers' compensation insurance program. As such, injury leave will follow the City's policies and procedures. Workers' compensation covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. The extent of benefits is governed by state law and regulation. When an injury occurs on the job, the necessary injury reporting procedures as outlined in Section 3.11 Accidents/Incident Reports of the Employee Handbook must be followed.

Questions regarding injury leave procedures may be directed to your manager or the Deputy Director.

8.10 Jury Duty

The Library encourages employees to fulfill their civic responsibilities by serving jury duty when required. Therefore, all Library employees are eligible for jury duty pay, and will receive their regularly scheduled pay by indicating *Jury Leave* on their time sheets (time code 375) for the days in which they serve. It is important that employees show their jury duty summons to their manager as soon as possible so that their manager may make arrangements to accommodate the employee's absence.

Jury duty pay will be provided for the actual time spent on jury duty that the employee normally would have been scheduled to work. Any compensation (except mileage, which the employee may keep) received from the Court, as well as any paperwork related to the compensation, needs to be promptly turned over to the Library's Administrative and Human Resources Coordinator.

If an employee opts to donate income received from serving jury duty through the "Generous Juror Program", the employee must reimburse the library the amount provided by the Court or may opt to substitute floating holiday or vacation leave for the full duration of the employee's regularly scheduled shift. Employees not eligible for paid time off may take unpaid time.

If an employee is dismissed from jury duty on any given day prior to the end of their regularly scheduled Library workday, the employee must report to work for the remainder of the work day; however, an employee who has already served eight or more hours of jury duty on any given day is not required to report to work. An employee serving less than eight hours of jury duty is expected to report to work if the employee can still work one hour or more of their regularly scheduled work hours for that day, but the combined total hours of paid jury duty and regularly scheduled Library work need not exceed eight hours. Managers are also authorized to schedule around potential conflicts between jury duty and regularly scheduled work hours.

8.11 Military Leave

Military Reservists

Employees who are members of the National Guard or Military Reserve will receive differential pay for up to 15 days of military training each year. Upon presentation of satisfactory military pay verification data, the employee will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. Benefit and leave accruals will continue as usual during this leave. The *Military Leave* code (time code 385) should be indicated on the employee's time sheet for the days the employee was on military leave.

All hours that would have been worked had the employee not been called to military duty will be reported to the Wisconsin Retirement System. Upon return from a military leave of absence, employees will be provided with a USERRA Certification form. This form allows the employee to receive WRS service credit for the period of time when on a military leave of absence, and also gives the employee the choice whether to make up none, some, or all of the WRS employee required contributions dating to the military leave of absence, within a time period of three times the length of service, up to a maximum of five years.

Call to Active Duty

All Professional & Confidential and Technical & Support employees who are called to active military duty will be placed on a "leave without pay" status. When the assignment with the military is complete, the employee will be reinstated to their former position, or in some cases a comparable position, providing the employee is capable of performing the job, and has completed the tour of duty within a five-year period. The employee will also retain their pay level, unused leave balances, and any salary adjustments that may have occurred while on active duty. Leave balances such as vacation and sick leave will not accrue while the employee is on active duty. The USERRA regulations discussed in the previous section will also apply to all active duty service.

The Library and employee must comply with all rules and regulations regarding the Wisconsin Retirement System (WRS) Service Credit, Contributions, and Uniformed Services Employment and Reemployment Rights Act (USERRA).

COBRA law provides military personnel an opportunity to continue health insurance coverage, at their own expense, for 24 months beyond the call to active duty. Life insurance can also be continued for up to 36 months at the service member's expense. Disability insurance will end the last day of the month that a service member is called to active duty and may be reinstated upon the service member's return to work.

Please contact the Administrative and Human Resources Coordinator for additional information.

8.12 Other Leaves of Absence

The Director or the Director's designee may grant leaves of absence with pay for the purpose of attending professional conferences, training institutions, and visits to other cities when the Director or the Director's designee considers said leave to be in the Library's interest. Please note the following:

- Professional & Confidential or full-time Technical & Support employees interested in further job-related training may, with the approval and the sole discretion of the Director or the Director's designee, obtain an educational leave.

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Such leave shall be without pay or benefits. A single leave may not be for more than 12 months.

- The Director or the Director's designee may grant any employee an unpaid leave of absence for personal reasons not covered elsewhere. Such leaves will be granted only after vacation leave and floating holiday benefits have been exhausted, except as otherwise provided by law. Any unpaid leaves of absences which exceed two weeks shall not result in benefit accrual.

Please contact the Library's Administrative and Human Resources Coordinator to make arrangements to pay for insurance premiums during an unpaid leave of absence

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