

PUBLIC NOTICE

Thursday, November 20, 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. 21)
 - b) Financial Report (pg. 34)
 - c) Statistical Report (pg. 38)
- 4) Board President report/comments – Cheryl
- 5) Consideration of New Business
 - A. Staff presentation – Tawnie Swanberg, Circulation
 - B. Board Development – John Thompson, IFLS
 - C. Discussion of and action on Donations of Money policy – Kim (pg. 39)
 - D. Discussion of and action on Library Records policy – Kim (pg. 40)
 - E. Budget update – Nancy (pg. 48)
- 6) Committee Reports
 - A. Friends of the Library
 - B. IFLS

CLOSED SESSION

Upon a motion duly made and carried, the Library Board of Trustees of the L.E. Phillips Memorial Public Library will convene in closed session to review the employment, compensation or performance of the Library Director, an employee over whom the Board of Trustees exercises responsibility, as permitted in accordance with Section 19.85 (1)(c) of the Wisconsin Statutes.

OPEN SESSION

- 7) Directives:
 - a. To the Library Board
 - i. Preview December tasks
 - ii. Director review
 - b. To the Library Director
 - i. Pledge report and loan information (pg. 61)
 - ii. Fund balance history (pg. 62)
 - iii. Joe Carlson from ECCF invited to January board meeting
- 9) Next meeting: **December 18, 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, October 16, 2025.

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

Board members absent: Shelley Donnelly, Ethan Reed

Staff present: Nancy Kerr, Kim Hennings, Shelly Collins-Fuerbringer, Barb Langreck

CITIZEN COMMENTS

None

CONSENT AGENDA

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

BOARD PRESIDENT COMMENTS

- Cheryl distributed an updated copy of the library board calendar to board members.
- Cheryl gave a summary of the various volunteer opportunities available to board members which include: 1) Friends liaison, 2) IFLS board, 3) Ad-Hoc Committees
- Cheryl noted from the Library Director Board Report that in September the library had the lowest number of monthly security incidents since the library re-opened downtown due in large part to the consistent presence of our Security Monitor as well as the nice summer-like weather.

CONSIDERATION OF NEW BUSINESS

- A. Nancy provided the board with the 2026 Budget Notes document as well as the Operating Budget for 2026. The budget is not yet finalized but will be in November.
- B. On a motion made by James and seconded by Charlie, the board unanimously approved the 2026 Library Closings & Holidays document as presented.
- C. On a motion made by Gary and seconded by Paul, the board unanimously approved the changes to Section 9 of the Employee Handbook as presented.
- D. On a motion made by Amy and seconded by Charlie, the board unanimously approved the changes to the Service Animals policy as presented.
- E. After discussion, the board decided that the process for future Endowment Fund requests will consist of an initial review of the request by the Executive Committee and then the request will be shared with the full board. Joe Carlson, the VP of Development

from the Foundation, will be invited to provide board education at the January meeting on the Endowment Fund and how those funds can be requested/utilized.

COMMITTEE REPORTS

Friends of the Library – Gary Pesicka

- No report at this time, the Friends board meeting is next week

IFLS – Charlie Schell

- The IFLS board meeting was held in Glenwood City.
- IFLS reported that the Purple Mountain courier service has cost approximately \$36,000 this year. The cost is variable based on number of routes.
- IFLS approved cost-of-living increases for their staff.

BOARD DEVELOPMENT

- No additional board development items this month

DIRECTIVES TO THE LIBRARY BOARD

- Cheryl provided an overview of the Director annual review process to the board.

DIRECTIVES TO THE LIBRARY DIRECTOR

- Nancy will request the pledge report from the capital campaign from the Eau Claire Community Foundation. She will also provide information on the terms of the building loan related to the capital campaign.
- Related to the budget, Nancy will provide a report on the history on the usage of our general fund balance.
- Nancy will reach out to Joe Carlson from ECCF and invite him to the January meeting to provide board education related to the Endowment Fund.

NEXT MEETING – November 20, 2025

ADJOURNMENT

On a motion made by Ann and seconded by Charlie, the Board unanimously voted to adjourn at 6:30 p.m.

Respectfully submitted,

Barb Langreck
Administrative & Human Resources Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board

FROM: Barb Langreck, Administrative & HR Coordinator

DATE: 11/12/2025

SUBJECT: OCTOBER 2025 Bills & Claims Report Summary

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

Operating Expenditures for the month	\$559,599.41
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$ _____
Total	\$559,599.41

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
 - \$2,267.52 paid to ACP CreativIT for annual camera software maintenance agreement
 - \$1,300.00 paid to Mid-America Business Systems for scanner annual maintenance
 - \$2,743.60 paid to CDW for work station licenses
 - \$2,000.00 paid to CDW for Symantec subscription and support
 - \$1,500.00 paid to MailPoet for email marketing annual subscription service
 - \$1,140.00 paid to Monday.com for work management pro yearly fee
2. Account 6130 Building Repairs
 - \$3,448.13 paid to Tweet Garot Mechanical for repair of hot water issues
3. Account 6198 Misc Contractual Services
 - \$1,653.15 paid to Ban Koe Systems for alarm panel monitoring
4. Account 6402 Office Supplies
 - \$1,487.50 paid to One Source Imaging for printer toner
 - \$1,000.00 and \$4,225.00 paid to Bayscan Technologies for RFID tags
5. Account 6406 Program Supplies
 - \$1,275.04 paid to Interstate Books4School and \$2,012.68 paid to Scholastic Education for youth outreach materials (utilizing Pablo Foundation grant funding)
6. Account 6490 Equipment
 - \$1,689.18 paid to Demco for 4 book carts
 - \$2,117.61 paid to ACP CreativIT for Dabble Box security camera and installation
 - \$2,570.92 and \$2,570.92 paid to CDW for PCs for staff

BILLS & CLAIMS - OPERATING
Transactions Processed in October 2025

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
10/03/2025	10/03/2025	6010	\$20,612.13	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6010	\$17,982.19	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6010	\$25,370.86	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6010	\$17,922.72	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6010	\$15,076.47	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6010	\$11,496.11	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6010	\$3,774.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
			<u>\$112,234.88</u>			
10/13/2025	10/10/2025	6010	(\$1.44)	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 10/10/25
10/13/2025	10/10/2025	6010	\$5,151.78	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 10/10/25
			<u>\$5,150.34</u>			
10/16/2025	10/17/2025	6010	\$21,111.41	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6010	\$17,872.11	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6010	\$24,770.09	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6010	\$17,834.97	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6010	\$15,225.03	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6010	\$12,432.56	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6010	\$3,774.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
			<u>\$113,020.57</u>			
10/24/2025	10/24/2025	6010	\$5,079.87	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 10/24/25
			<u>\$5,079.87</u>			
10/29/2025	10/31/2025	6010	\$20,281.93	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
10/29/2025	10/31/2025	6010	\$17,945.07	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
10/29/2025	10/31/2025	6010	\$25,863.83	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
10/29/2025	10/31/2025	6010	\$17,675.33	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
10/29/2025	10/31/2025	6010	\$15,099.65	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
10/29/2025	10/31/2025	6010	\$12,432.57	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
10/29/2025	10/31/2025	6010	\$3,774.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
			<u>\$113,072.78</u>			
TOTAL PAYROLL WAGES			<u>\$348,558.44</u>			
10/13/2025	10/10/2025	6020	\$231.38	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 10/10/25
			<u>\$231.38</u>			

10/24/2025	10/24/2025	6020	\$172.97 PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 10/24/25
			\$172.97		
TOTAL PAYROLL OVERTIME			\$404.35		
10/13/2025	10/10/2025	6030	\$26.88 SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 10/10/25
10/24/2025	10/24/2025	6030	\$26.88 SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 10/24/25
TOTAL SPECIAL PAYS			\$53.76		
10/07/2025	09/30/2025	6040	(\$0.12) EMPLOYER PAID BENEFITS		SEP LIFE INSURANCE
			(\$0.12)		
10/03/2025	10/03/2025	6040	\$1,515.46 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6040	\$1,347.25 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6040	\$1,884.14 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6040	\$1,347.82 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6040	\$1,084.71 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6040	\$803.37 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6040	\$275.98 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
			\$8,258.73		
10/13/2025	10/10/2025	6040	\$389.64 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 10/10/25
			\$389.64		
10/16/2025	10/17/2025	6040	\$1,510.17 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6040	\$1,328.41 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6040	\$1,822.64 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6040	\$1,332.45 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6040	\$1,083.64 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6040	\$862.84 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6040	\$275.98 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
			\$8,216.13		
10/24/2025	10/24/2025	6040	\$368.78 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 10/24/25
			\$368.78		
10/29/2025	10/31/2025	6040	\$1,529.18 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
10/29/2025	10/31/2025	6040	\$1,355.94 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
10/29/2025	10/31/2025	6040	\$1,971.52 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
10/29/2025	10/31/2025	6040	\$1,351.98 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
10/29/2025	10/31/2025	6040	\$1,148.71 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
10/29/2025	10/31/2025	6040	\$930.97 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
10/29/2025	10/31/2025	6040	\$288.75 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
			\$8,577.05		

TOTAL EMPLOYER PAID BENEFITS

\$25,810.21

10/03/2025 10/03/2025 6042 \$1,347.83 WRS(ER)
 10/03/2025 10/03/2025 6042 \$1,147.56 WRS(ER)
 10/03/2025 10/03/2025 6042 \$1,352.77 WRS(ER)
 10/03/2025 10/03/2025 6042 \$1,132.70 WRS(ER)
 10/03/2025 10/03/2025 6042 \$964.87 WRS(ER)
 10/03/2025 10/03/2025 6042 \$798.98 WRS(ER)
 10/03/2025 10/03/2025 6042 \$262.32 WRS(ER)

\$7,007.03

LIBRARY PAYROLL WAGES
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PAY DATE: 10/03/25
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10/13/2025 10/10/2025 6042 \$372.99 WRS(ER)

\$372.99

CUSTODIAL PAYROLL WAGES

PAY DATE: 10/10/25

10/16/2025 10/17/2025 6042 \$1,384.71 WRS(ER)
 10/16/2025 10/17/2025 6042 \$1,134.82 WRS(ER)
 10/16/2025 10/17/2025 6042 \$1,326.57 WRS(ER)
 10/16/2025 10/17/2025 6042 \$1,119.13 WRS(ER)
 10/16/2025 10/17/2025 6042 \$967.55 WRS(ER)
 10/16/2025 10/17/2025 6042 \$864.06 WRS(ER)
 10/16/2025 10/17/2025 6042 \$262.32 WRS(ER)

\$7,059.16

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10/24/2025 10/24/2025 6042 \$364.00 WRS(ER)

\$364.00

CUSTODIAL PAYROLL WAGES

PAY DATE: 10/24/25

10/29/2025 10/31/2025 6042 \$1,332.01 WRS(ER)
 10/29/2025 10/31/2025 6042 \$1,137.84 WRS(ER)
 10/29/2025 10/31/2025 6042 \$1,373.65 WRS(ER)
 10/29/2025 10/31/2025 6042 \$1,115.17 WRS(ER)
 10/29/2025 10/31/2025 6042 \$966.47 WRS(ER)
 10/29/2025 10/31/2025 6042 \$864.06 WRS(ER)
 10/29/2025 10/31/2025 6042 \$262.32 WRS(ER)

\$7,051.52

LIBRARY PAYROLL WAGES
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PAY DATE: 10/31/25
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 PAY DATE: 10/31/25
 PAY DATE: 10/31/25

TOTAL WRS(ER)

\$21,854.70

10/07/2025 09/30/2025 6043 (\$2,752.89) HEALTH INS(ER)

(\$2,752.89)

SEP HEALTH INSURANCE

10/03/2025 10/03/2025 6043 \$4,789.10 HEALTH INS(ER)
 10/03/2025 10/03/2025 6043 \$1,354.83 HEALTH INS(ER)
 10/03/2025 10/03/2025 6043 \$4,366.83 HEALTH INS(ER)

LIBRARY PAYROLL WAGES
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 LIBRARY PAYROLL WAGES

PAY DATE: 10/03/25
 PAY DATE: 10/03/25
 PAY DATE: 10/03/25

10/03/2025	10/03/2025	6043	\$1,848.44	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6043	\$4,880.79	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6043	\$4,014.58	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
10/03/2025	10/03/2025	6043	\$945.22	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 10/03/25
			\$22,199.79			
10/13/2025	10/10/2025	6043	\$1,965.98	HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 10/10/25
			\$1,965.98			
10/16/2025	10/17/2025	6043	\$4,938.69	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6043	\$1,354.83	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6043	\$4,202.38	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6043	\$1,848.44	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6043	\$4,895.65	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6043	\$4,014.58	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
10/16/2025	10/17/2025	6043	\$945.22	HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 10/17/25
			\$22,199.79			
10/24/2025	10/24/2025	6043	\$1,935.36	HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 10/24/25
			\$1,935.36			
TOTAL HEALTH INS(ER)			\$45,548.03			
10/03/2025	09/30/2025	6047	\$2,343.17	HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
10/03/2025	09/30/2025	6047	\$116.25	HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,459.42			
10/14/2025	10/14/2025	6051	\$4,215.69	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
TOTAL RETIREE-HLTH INS			\$4,215.69			
10/03/2025	09/30/2025	6052	\$292.92	RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$292.92			
10/29/2025	09/30/2025	6110	\$1,087.27	POSTAGE & SHIPPING	L&M MCS INC	POSTAGE & SHIPPING CHARGES
TOTAL POSTAGE & SHIPPING			\$1,087.27			
10/08/2025	10/06/2025	6112	\$2,267.52	COMPUTER SERVICE CHARGES	ZAF ACP HOLDINGS LLC	COMPUTER SERVICE CHARGES
10/08/2025	06/30/2025	6112	\$1,300.00	COMPUTER SERVICE CHARGES	MID-AMERICA BUSINESS SYSTEMS &	COMPUTER SERVICE CHARGES
10/08/2025	09/23/2025	6112	\$2,743.60	COMPUTER SERVICE CHARGES	CDW GOVERNMENT	DeepFreeze software for Pub PC
10/08/2025	09/23/2025	6112	\$2,000.00	COMPUTER SERVICE CHARGES	CDW GOVT #ZLV8658	Symantec Endpoint Protection S
10/08/2025	09/23/2025	6112	\$1,500.00	COMPUTER SERVICE CHARGES	MAILPOET	COMPUTER SERVICE CHARGES (ANNU
10/08/2025	09/23/2025	6112	\$1,140.00	COMPUTER SERVICE CHARGES	MONDAY.COM	COMPUTER SERVICE CHARGES (ANNU
10/08/2025	09/23/2025	6112	\$137.54	COMPUTER SERVICE CHARGES	DNH*GODADDY#3466816887	COMPUTER SERVICE CHARGES (WEBS
10/08/2025	09/23/2025	6112	\$8.11	COMPUTER SERVICE CHARGES	WONDERSHARE.COM	Website software for MP

10/31/2025	10/21/2025	6112	\$8.11	COMPUTER SERVICE CHARGES	WONDERSHARE.COM	WEBSITE SOFTWARE FOR MP
TOTAL COMPUTER SERVICE CHARGES			\$11,104.88			
10/08/2025	09/23/2025	6118	\$667.50	ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC	ADVERTISING - FULL PAGE AD IN
10/08/2025	09/23/2025	6118	\$505.85	ADVERTISING/MARKETING	4IMPRINT	PCS ADVERTISING (72 EMBROIDERE
10/08/2025	09/23/2025	6118	\$365.00	ADVERTISING/MARKETING	WEBBO GRAPHICS LLC	PCS ADVERTISING (200 COPIES 20
10/08/2025	09/23/2025	6118	\$584.00	ADVERTISING/MARKETING	WEBBO GRAPHICS LLC	PCS ADVERTISING (2,200 COPIES
10/08/2025	09/23/2025	6118	\$76.76	ADVERTISING/MARKETING	AZAR DISPLAYS	PCS ADVERTISING (22X28 SNAP FR
10/08/2025	09/23/2025	6118	\$171.81	ADVERTISING/MARKETING	FACEBK *2KW9YE4TN2	PCS ADVERTISING (2 CAMPAIGNS -
10/08/2025	09/23/2025	6118	\$108.56	ADVERTISING/MARKETING	DRI*PRINTRUNNER	PCS ADVERTISING (2000 BOOKMARK
10/08/2025	09/23/2025	6118	\$232.00	ADVERTISING/MARKETING	FSP*ALLEGRA-IMAGE360-STAR	PCS ADVERTISING
10/08/2025	09/23/2025	6118	\$231.00	ADVERTISING/MARKETING	FSP*ALLEGRA-IMAGE360-STAR	PCS ADVERTISING (3 ENLARGED LI
10/08/2025	09/23/2025	6118	\$125.00	ADVERTISING/MARKETING	FSP*ALLEGRA-IMAGE360-STAR	PCS ADVERTISING (CARD CRAWL SI
10/31/2025	10/21/2025	6118	\$300.00	ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC	PCS ADVERTISING V1 NEWSLETTER
10/31/2025	10/21/2025	6118	\$208.60	ADVERTISING/MARKETING	AMZ*CAFEPRESS INC.	PCS ADVERTISING (PICTURE FRAME
10/31/2025	10/21/2025	6118	(\$10.69)	ADVERTISING/MARKETING	AMZ*CAFEPRESS INC.	REFUND FOR PCS ADVERTISING (HE
10/31/2025	10/21/2025	6118	(\$21.99)	ADVERTISING/MARKETING	AMZ*CAFEPRESS INC.	REFUND FOR PCS ADVERTISING (11
10/31/2025	10/21/2025	6118	(\$21.99)	ADVERTISING/MARKETING	AMZ*CAFEPRESS INC.	REFUND FOR PCS ADVERTISING (11
10/31/2025	10/21/2025	6118	(\$21.99)	ADVERTISING/MARKETING	AMZ*CAFEPRESS INC.	REFUND FOR PCS ADVERTISING (11
10/31/2025	10/21/2025	6118	(\$43.98)	ADVERTISING/MARKETING	AMZ*CAFEPRESS INC.	REFUND FOR PCS ADVERTISING (11
10/31/2025	10/21/2025	6118	\$81.83	ADVERTISING/MARKETING	DISPLAYS2GOCOM	PCS ADVERTISING (32 SIGN HOLDE
10/31/2025	10/21/2025	6118	\$423.71	ADVERTISING/MARKETING	LUSH BANNERS	PCS ADVERTISING (CV BOOK FEST
TOTAL ADVERTISING/MARKETING			\$3,960.98			
10/08/2025	09/30/2025	6130	\$786.92	REPAIRS TO BUILDINGS	BADGER STATE INC	BUILDING REPAIRS
10/08/2025	08/31/2025	6130	\$3,448.13	REPAIRS TO BUILDINGS	TWEET GAROT MECHANICAL INC	BUILDING REPAIRS
TOTAL REPAIRS TO BUILDINGS			\$4,235.05			
10/15/2025	09/30/2025	6150	\$96.00	SPECIAL SERVICES	SHREDAWAY USA INC	SPECIAL SERVICES - SHREDDING S
10/22/2025	09/30/2025	6150	\$422.30	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES
10/08/2025	09/30/2025	6150	\$424.00	SPECIAL SERVICES	HEATHER C LEISZ	SPECIAL SERVICES - PLANT RENTA
10/16/2025	09/23/2025	6150	\$180.62	SPECIAL SERVICES	BUREAU VERITAS NATIONAL ELEVATOR	ELEVATOR INSPECTIONS (N. BARST
TOTAL SPECIAL SERVICES			\$1,122.92			
10/14/2025	09/02/2025	6153	\$43.13	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES - AUGU
TOTAL CONVENIENCE FEES			\$43.13			
10/08/2025	09/23/2025	6160	\$374.00	TRAINING/MEETINGS	FSP*ALLEGRA-IMAGE360-STAR	CONTINUING EDUCATION COURSE (A
10/31/2025	10/21/2025	6160	\$219.00	TRAINING/MEETINGS	LIBRARY JOURNALS LLC	STAFF TRAINING FOR BETHANY BUL
TOTAL TRAINING/MEETINGS			\$593.00			
10/08/2025	09/30/2025	6162	\$129.00	MEMBERSHIP DUES	AMAZON COM SALES INC	TS AMAZON MEMBERSHIP
TOTAL MEMBERSHIP DUES			\$129.00			

10/08/2025	09/23/2025	6198	\$512.00	MISC CONTRACTUAL SERVICES	EO JOHNSON BUSINESS TECHNOLOGIES	MISCELLANEOUS CONTRACTURAL RIC
10/08/2025	09/23/2025	6198	\$62.06	MISC CONTRACTUAL SERVICES	EO JOHNSON BUSINESS TECHNOLOGIES	MISCELLANEOUS CONTRACTUAL - OV
10/08/2025	09/23/2025	6198	\$176.97	MISC CONTRACTUAL SERVICES	ZOOM.US	SEPTEMBER 2025 ZOOM ACCOUNT
10/08/2025	09/23/2025	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	AUGUST 2025 3 DIGITAL SCREENS
10/13/2025	10/10/2025	6198	\$756.26	MISC CONTRACTUAL SERVICES	AURORA COMMUNITY SERVICES INC	EAP SERVICES FOR 2025 - REALIV
10/27/2025	09/30/2025	6198	\$46.68	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
10/31/2025	10/21/2025	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	MISC CONTRACTUAL (DIGITAL SIGN
10/31/2025	10/21/2025	6198	\$176.97	MISC CONTRACTUAL SERVICES	ZOOM.US	MISC CONTRACTUAL ZOOM OCT 2025
10/31/2025	10/21/2025	6198	\$432.09	MISC CONTRACTUAL SERVICES	FRIENDS OF BEAVER CREEK RESERVE INC	MISC CONTRACTUAL (YS YOUTH EVE
10/31/2025	10/21/2025	6198	\$129.00	MISC CONTRACTUAL SERVICES	AMAZON.COM*MB14A11F2	ANNUAL BUSINESS PRIME MEMBERSH
10/16/2025	09/23/2025	6198	\$1,653.15	MISC CONTRACTUAL SERVICES	BAN KOE SYSTEMS	LE Phillips library work
TOTAL MISC CONTRACTUAL SERVICES			\$4,053.18			
10/02/2025	09/30/2025	6202	\$7,143.66	ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$7,143.66			
10/02/2025	09/30/2025	6208	\$195.98	GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$195.98			
10/08/2025	09/23/2025	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SEPT 2025
10/08/2025	09/23/2025	6210	\$0.56	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE SEPT 2025
10/06/2025	09/30/2025	6210	\$679.26	TELEPHONES		SEP CENTREX VOIP PHONE CHR
TOTAL TELEPHONES			\$680.62			
10/03/2025	09/30/2025	6215	\$483.33	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$483.33			
10/09/2025	07/31/2025	6252	\$84.32	WATER SERVICE		400 EAU CLAIRE ST
10/09/2025	07/31/2025	6252	\$588.18	WATER SERVICE		400 EAU CLAIRE ST
10/09/2025	07/31/2025	6252	\$109.62	WATER SERVICE		400 EAU CLAIRE ST
TOTAL WATER SERVICE			\$782.12			
10/09/2025	07/31/2025	6254	\$10.04	SEWER SERVICE		400 EAU CLAIRE ST
10/09/2025	07/31/2025	6254	\$1,385.91	SEWER SERVICE		400 EAU CLAIRE ST
TOTAL SEWER SERVICE			\$1,395.95			
10/09/2025	07/31/2025	6256	\$387.50	STORMWATER CHARGES		400 EAU CLAIRE ST
TOTAL STORMWATER CHARGES			\$387.50			
10/03/2025	09/30/2025	6350	\$2,866.67	INSURANCE		INSURANCE CHARGES
TOTAL INSURANCE			\$2,866.67			
10/08/2025	09/23/2025	6402	\$31.49	OFFICE SUPPLIES	OFFICE DEPOT	SUPPLIES (30 BOXES FACIAL TISS
10/08/2025	09/23/2025	6402	\$83.98	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (2 CASES COPY

10/08/2025	09/23/2025	6402	\$19.99 OFFICE SUPPLIES	OFFICE DEPOT	CS SUPPLIES (2026 CALENDARS 2)
10/08/2025	09/23/2025	6402	\$124.71 OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (3 CASES COPY
10/08/2025	09/23/2025	6402	\$50.44 OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (12 PACK BLU
10/08/2025	09/23/2025	6402	\$27.92 OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (DISINFECTIN
10/08/2025	09/23/2025	6402	\$9.89 OFFICE SUPPLIES	TARGET.COM	OVERHEAD SUPPLIES (DISHWASHING
10/08/2025	09/23/2025	6402	\$22.79 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (ERGONOMIC M
10/08/2025	09/23/2025	6402	\$11.22 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (PLASTIC BAN
10/08/2025	09/23/2025	6402	\$85.43 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (DISINFECTIN
10/08/2025	09/23/2025	6402	\$8.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OVERHEAD SUPPLIES (MINI STICKY
10/08/2025	09/23/2025	6402	\$31.79 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OVERHEAD SUPPLIES (BREAKROOM N
10/08/2025	09/23/2025	6402	\$419.00 OFFICE SUPPLIES	IN *DRYDON EQUIPMENT INC.	ONE SOURCE IMAGING (2 656X BLA
10/08/2025	09/23/2025	6402	\$1,487.50 OFFICE SUPPLIES	IN *DRYDON EQUIPMENT INC.	ONE SOURCE IMAGING (5 656X TON
10/08/2025	09/23/2025	6402	\$209.50 OFFICE SUPPLIES	IN *DRYDON EQUIPMENT INC.	ONE SOURCE IMAGING (656X TONER
10/23/2025	06/30/2025	6402	\$1,000.00 OFFICE SUPPLIES	BAYSCAN TECHNOLOGIES LLC	TS SUPPLIES (RFID TAGS)
10/31/2025	10/21/2025	6402	\$14.31 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	OVERHEAD SUPPLIES (ELECTRONIC
10/31/2025	10/21/2025	6402	\$41.99 OFFICE SUPPLIES	OFFICE DEPOT	CASE OF COPY PAPER
10/31/2025	10/21/2025	6402	\$75.44 OFFICE SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (1 CASE POLA
10/31/2025	10/21/2025	6402	\$326.19 OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (HP 656X BLACK
10/31/2025	10/21/2025	6402	\$59.98 OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (1 CASE COPY P
10/08/2025	09/23/2025	6402	\$34.29 OFFICE SUPPLIES	OFFICE DEPOT	YS SUPPLIES (COLLAPSIBLE CART)
10/08/2025	09/23/2025	6402	\$25.00 OFFICE SUPPLIES	DOLRTREE 4842 00048421	YS SUPPLIES (FOAM BOAR 20X30)
10/08/2025	09/23/2025	6402	\$24.00 OFFICE SUPPLIES	TARGET.COM	YS SUPPLIES (NERF STORAGE)
10/08/2025	09/23/2025	6402	\$93.10 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (CRINKLE PACK 10LB
10/08/2025	09/23/2025	6402	\$35.84 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (AVERY PRINTABLE L
10/08/2025	09/23/2025	6402	\$66.92 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (CARRYOUT BOXES 15
10/08/2025	09/23/2025	6402	\$53.31 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES
10/08/2025	09/23/2025	6402	\$25.14 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	YS OFFICE SUPPLIES (WINDEX ELE
10/31/2025	10/21/2025	6402	\$47.62 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES (HANGING WA
10/31/2025	10/21/2025	6402	\$28.59 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (WOOD SUGGESTION B
10/31/2025	10/21/2025	6402	\$86.34 OFFICE SUPPLIES	SP * FOUND FOOTAGE FES	AMERICAN BUTTON MACHINES (YS S
10/08/2025	09/23/2025	6402	\$13.80 OFFICE SUPPLIES	MENARD INC	TS SUPPLIES (DISTILLED WATER F
10/08/2025	09/23/2025	6402	\$765.31 OFFICE SUPPLIES	DEMCO INC	4 BOOK CARTS
10/08/2025	09/23/2025	6402	\$588.92 OFFICE SUPPLIES	DEMCO INC	FOL YS PLAY & LEARN GIFTS / TS
10/08/2025	09/23/2025	6402	\$32.58 OFFICE SUPPLIES	OFFICE DEPOT	CS SUPPLIES (2026 CALENDARS 2)
10/08/2025	09/23/2025	6402	\$353.00 OFFICE SUPPLIES	OFFICE DEPOT	TS SUPPLIES (SCOTCH TAPE 48 RO
10/08/2025	09/23/2025	6402	\$9.99 OFFICE SUPPLIES	OFFICE DEPOT	TS SUPPLIES (1 ROLL BOOK TAPE)
10/08/2025	09/23/2025	6402	(\$9.84) OFFICE SUPPLIES	OFFICE DEPOT	CREDIT FOR MISSING BOX OF TAPE
10/08/2025	09/23/2025	6402	\$213.10 OFFICE SUPPLIES	BAYSCAN TECHNOLOGIES LLC	TS SUPPLIES (CLEAR VU ONE TIME
10/08/2025	09/23/2025	6402	\$163.86 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (STICKY NOTE FLAGS
10/08/2025	09/23/2025	6402	\$12.97 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (CD/DVD JEWEL CASE
10/08/2025	09/23/2025	6402	\$93.82 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRC SUPPLIES (HEAVY DUTY SHIP
10/08/2025	09/23/2025	6402	(\$5.64) OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	CIRC SUPPLIES REFUND (DESKTOP
10/08/2025	09/23/2025	6402	\$62.10 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	TS SUPPLIES (FLASH DRIVE POCKE
10/08/2025	09/23/2025	6402	\$29.76 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	RS SUPPLIES (36 COUNT BLACK PE
10/23/2025	06/30/2025	6402	\$4,225.00 OFFICE SUPPLIES	BAYSCAN TECHNOLOGIES LLC	TS SUPPLIES (RFID TAGS)
10/31/2025	10/21/2025	6402	\$15.29 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (DYMO LABEL TAPE 6
10/31/2025	10/21/2025	6402	\$22.00 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (BOOK ADHESIVE SET

10/31/2025	10/21/2025	6402	\$43.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (XL SEAT CUSHION F
10/31/2025	10/21/2025	6402	\$69.99 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	TS SUPPLIES (SQUARE MAILING TU
10/08/2025	09/23/2025	6402	\$52.45 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (120 COUNT VINTAG
10/08/2025	09/23/2025	6402	\$41.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (14X18 EXTRA LARG
10/08/2025	09/23/2025	6402	\$42.77 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (2 DESKTOP ORGANI
10/31/2025	10/21/2025	6402	\$29.45 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (DOUBLE SIDED HEA
10/31/2025	10/21/2025	6402	\$153.79 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES
10/31/2025	10/21/2025	6402	\$9.98 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (2026 CALENDAR)
10/31/2025	10/21/2025	6402	\$19.16 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (WHITEBOARD MAGNE
10/31/2025	10/21/2025	6402	\$36.04 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (LANYARD/MIXED NU
10/31/2025	10/21/2025	6402	\$33.52 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (2025-2026 DESK C
10/31/2025	10/21/2025	6402	\$81.77 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (281 PORTABLE TOO
10/31/2025	10/21/2025	6402	\$21.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (BREAKAWAY LANYAR
10/31/2025	10/21/2025	6402	\$23.89 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (BLANK WHITE CARD
10/31/2025	10/21/2025	6402	\$87.45 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (24 COUNT BATTERI
10/31/2025	10/21/2025	6402	(\$56.71) OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	REFUND FOR PCS SUPPLIES (LYSOL
TOTAL OFFICE SUPPLIES			\$11,940.24		
10/08/2025	10/08/2025	6405	\$150.00 AWARDS & TROPHIES-FOL 2024	GAIL SCHELLINGER	WISCONSIN ARTSWEST 47 - PRIZE
10/08/2025	10/08/2025	6405	\$200.00 AWARDS & TROPHIES-FOL 2024	JANICE ROBERTS	WISCONSIN ARTSWEST 47 - PRIZE
10/08/2025	10/08/2025	6405	\$50.00 AWARDS & TROPHIES-FOL 2024	MAUREEN SKROSKI	WISCONSIN ARTSWEST 47 - PRIZE
10/08/2025	10/08/2025	6405	\$50.00 AWARDS & TROPHIES-FOL-2025	MAUREEN SKROSKI	WISCONSIN ARTSWEST 47 - PRIZE
10/08/2025	10/08/2025	6405	\$300.00 AWARDS & TROPHIES-FOL 2024	ROSS NORDQUIST	WISCONSIN ARTSWEST 47 - PRIZE
10/31/2025	10/21/2025	6405	\$120.00 AWARDS & TROPHIES-FOL-2025	WALGREENS	FOL GIFTS RS HOME DELIVERY REC
TOTAL AWARDS & TROPHIES-FOL 2024			\$870.00		
10/08/2025	09/23/2025	6406	\$33.55 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (STICKER P
10/08/2025	09/23/2025	6406	\$21.22 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (MISC REFR
10/08/2025	09/23/2025	6406	\$14.99 LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	YS PROGRAM SUPPLIES (SHARPIES)
10/31/2025	10/21/2025	6406	\$89.79 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
10/31/2025	10/21/2025	6406	\$22.97 LIBRARY PROGRAM SUPPLIES	OTC BRANDS, INC.	YS PROGRAM SUPPLIES (DOODLE MO
10/31/2025	10/21/2025	6406	\$17.97 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
10/31/2025	10/21/2025	6406	\$47.08 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
10/31/2025	10/21/2025	6406	\$82.58 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES (NOVEMBER
10/31/2025	10/21/2025	6406	\$35.86 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIE / FOL GIFTS
10/08/2025	09/23/2025	6406	\$37.92 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	PCS PROGRAM SUPPLIES (BULK PON
10/08/2025	09/23/2025	6406	\$36.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	PCS PROGRAM SUPPLIES (4 PIECE
10/08/2025	09/23/2025	6406	\$96.28 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	PCS PROGRAM SUPPLIES (ITEMS FO
10/08/2025	09/23/2025	6406	\$33.95 LIBRARY PROGRAM SUPPLIES	AMAZON MARK* NU2IY9JB3	PCS PROGRAM SUPPLIES (RUST-OLE
10/08/2025	09/23/2025	6406	\$53.74 LIBRARY PROGRAM SUPPLIES	AMAZON MARK* NU2IY9JB3	PCS PROGRAM SUPPLIES (72 COUNT
10/31/2025	10/21/2025	6406	\$78.00 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	PCS PROGRAM SUPPLIES (FIDGET T
10/31/2025	10/21/2025	6406	\$66.99 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	PCS PROGRAM SUPPLIES
10/31/2025	10/21/2025	6406	\$43.24 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	PCS PROGRAM SUPPLIES
10/31/2025	10/21/2025	6406	\$241.09 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES/PCS EQUIPMENT/FOL
10/08/2025	09/23/2025	6406	\$141.56 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
10/08/2025	09/23/2025	6406	\$190.50 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES

10/08/2025	09/23/2025	6406	\$6.59	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (CLAY STAM
10/08/2025	09/23/2025	6406	\$32.96	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (FLORAL NA
10/08/2025	09/23/2025	6406	\$96.91	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
10/08/2025	09/23/2025	6406	\$33.98	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (FOAM PAIN
10/08/2025	09/23/2025	6406	\$26.36	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (CLAY STAM
10/31/2025	10/21/2025	6406	\$127.96	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
10/31/2025	10/21/2025	6406	\$21.38	LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	DB PROGRAM SUPPLIES (BEVERAGE
10/31/2025	10/21/2025	6406	\$102.50	LIBRARY PROGRAM SUPPLIES	OFFICE DEPOT	OVERHEAD SUPPLIES (PRINTED LAB
10/08/2025	09/23/2025	6406	\$150.00	LIBRARY PROG SUPPLIES-ECCF GRA	SCHOLASTIC EDUCATION	LITERACY OUTREACH (ECCF GRANT)
10/08/2025	09/23/2025	6406	\$16.79	LIBRARY PROG SUPPLIES-FOL-2025	DEMCO INC	FOL YS PLAY & LEARN GIFTS / TS
10/08/2025	09/23/2025	6406	\$22.47	LIBRARY PROG SUPPLIES-FOL-2025	TARGET.COM	YS FOL GIFTS PLAY & LEARN (LAU
10/08/2025	09/23/2025	6406	\$103.37	LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	GIFTS FOL PLAY & LEARN (2025)
10/08/2025	09/23/2025	6406	\$11.75	LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	FOL GIFTS EVENT REFRESHMENTS (
10/08/2025	09/23/2025	6406	\$55.61	LIBR SUPP FOL 2024	AMZ*CAFEPRESS INC.	GIFTS FOL TEEN BOOK BOXES
10/08/2025	09/23/2025	6406	\$33.96	LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	GIFTS FOL TEEN BOOK BOXES
10/08/2025	09/23/2025	6406	\$47.99	LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	FOL GIFTS PLAY & LEARN (12 PC
10/08/2025	09/23/2025	6406	\$5.92	LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	FOL GIFTS PROGRAM REFRESHMENTS
10/08/2025	09/23/2025	6406	\$44.53	LIBRARY PROG SUPPLIES-FOL-2025	SKOGENS FOODLINER INC	FOL GIFTS EVENT REFRESHMENTS (
10/08/2025	09/23/2025	6406	\$1,275.04	LIBR SUPP PABLO	INTERSTATE BOOKS4SCHOOL	PABLO FOUNDATION YOUTH OUTREAC
10/08/2025	09/23/2025	6406	\$89.66	LIBR SUPP PABLO	SCHOLASTIC EDUCATION	LITERACY OUTREACH (ECCF GRANT)
10/08/2025	09/23/2025	6406	\$2,012.68	LIBR SUPP PABLO	SCHOLASTIC EDUCATION	YOUTH LITERACY OUTREACH BOOKS
10/08/2025	09/23/2025	6406	\$56.44	LIBRARY PROG SUPPLIES-FOL-2025	QP* QP* FOLKMANISI	MONARCH LIFE CYCLE HAND PUPPET
10/08/2025	09/23/2025	6406	\$253.32	LIBRARY PROG SUPPLIES-FOL-2025	CANDY NATION LLC	FOL GIFTS EVENT REFRESHMENTS (
10/31/2025	10/21/2025	6406	\$31.43	LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	FOL GIFTS RS TOUGH TOPICS BOOK
10/31/2025	10/21/2025	6406	(\$31.43)	LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	REFUND FOR HARD PORTABLE CASES
10/31/2025	10/21/2025	6406	\$31.98	LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	FOL GIFTS YS TEEN BOOK BOXES (
10/31/2025	10/21/2025	6406	\$15.00	LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	FOL GIFTS RS TOUGH TOPICS BOOK
10/31/2025	10/21/2025	6406	\$43.75	LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	FOL GIFTS YS TEEN BOOK BOXES (
10/31/2025	10/21/2025	6406	\$19.99	LIBRARY PROG SUPPLIES-FOL-2025	AMAZON COM SERVICES LLC	FOL PROGRAM REFRESHMENTS (TEA
10/31/2025	10/21/2025	6406	\$31.91	LIBRARY PROG SUPPLIES-FOL-2025	SKOGENS FOODLINER INC	FOL GIFTS PROGRAM REFRESHMENTS
10/31/2025	10/21/2025	6406	\$63.82	LIBRARY PROG SUPPLIES-FOL-2025	WM SUPERCENTER#1669	YS PROGRAM SUPPLIE / FOL GIFTS
10/31/2025	10/21/2025	6406	\$18.05	LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	PCS SUPPLIES/PCS EQUIPMENT/FOL
10/31/2025	10/21/2025	6406	\$206.83	LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	FOL GIFTS EVENT REFRESHMENTS (
10/31/2025	10/21/2025	6406	\$92.76	LIBRARY PROG SUPPLIES-FOL-2025	WM SUPERCENTER#1669	SAM'S CLUB (FOL EVENT REFRESHM
			\$6,538.53			
10/29/2025	10/31/2025	6406	\$30.59	LIBRARY PROGRAM SUPPLIES	LIBRARY PAYROLL WAGES	PAY DATE: 10/31/25
			\$30.59			
TOTAL LIBRARY PROGRAM SUPPLIES			\$6,569.12			
10/15/2025	09/30/2025	6409	\$3,053.82	DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS - DIGITAL
			\$3,053.82			
10/22/2025	10/21/2025	6409	\$15.57	LIB MAT-ARPA MULTILINGUAL	AMAZON COM SALES INC	ARPA GRANT
			\$15.57			

10/08/2025	10/08/2025	6409	\$17.04 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
10/08/2025	10/08/2025	6409	\$79.41 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
10/08/2025	10/08/2025	6409	\$94.30 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
10/08/2025	10/08/2025	6409	\$110.65 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
10/08/2025	10/08/2025	6409	\$259.08 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
10/08/2025	09/30/2025	6409	\$36.15 LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY	juv
10/08/2025	09/30/2025	6409	\$155.92 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT
10/08/2025	09/30/2025	6409	\$592.81 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
10/08/2025	09/30/2025	6409	\$180.58 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
10/08/2025	10/06/2025	6409	\$77.35 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
10/08/2025	09/30/2025	6409	\$9.71 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
10/08/2025	09/30/2025	6409	\$162.20 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
10/08/2025	09/30/2025	6409	\$387.54 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
10/08/2025	09/23/2025	6409	\$252.50 LIBRARY MATERIALS-BKS JUVENILE	GREY HOUSE PUBLISHING INC	LIBRARY MATERIALS (JUV PRINT)
10/08/2025	09/23/2025	6409	\$152.95 LIBRARY MATERIALS-BKS JUVENILE	SP * FOUND FOOTAGE FES	LIBRARY MATERIALS (5 JUV PRINT
10/08/2025	09/23/2025	6409	\$56.97 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (JUV PRINT)
10/08/2025	09/23/2025	6409	\$38.98 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (1 AD PRINT)
10/08/2025	09/23/2025	6409	\$34.98 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (2 JUV PRINT
10/08/2025	09/30/2025	6409	\$83.80 LIBRARY MATERIALS-BKS JUVENILE	ABDO PUBLISHING COMPANY INC	JUV
10/14/2025	10/14/2025	6409	\$6.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/14/2025	10/14/2025	6409	\$12.32 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/14/2025	10/14/2025	6409	\$65.70 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/14/2025	10/14/2025	6409	\$144.35 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/14/2025	10/14/2025	6409	\$281.72 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/14/2025	10/14/2025	6409	\$315.89 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/14/2025	10/14/2025	6409	\$349.25 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/14/2025	10/14/2025	6409	\$408.68 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/15/2025	09/30/2025	6409	\$293.58 LIBRARY MATERIALS-BKS JUVENILE	BELLWETHER MEDIA LLC	KITS/ JUV
10/15/2025	09/30/2025	6409	\$53.90 LIBRARY MATERIALS-BKS JUVENILE	CRABTREE PUBLISHING COMPANY	JUV
10/15/2025	09/30/2025	6409	\$1,026.18 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS -AD PRINT-JU
10/22/2025	10/21/2025	6409	\$151.46 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/22/2025	10/21/2025	6409	\$309.19 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/22/2025	10/21/2025	6409	\$118.52 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
10/22/2025	10/21/2025	6409	\$21.26 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
10/22/2025	10/21/2025	6409	\$564.75 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - AD PRINT/
10/22/2025	10/21/2025	6409	\$215.09 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - JUV/ AD PR
10/22/2025	10/22/2025	6409	\$665.48 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - JUV/AD PRI
10/22/2025	10/21/2025	6409	\$5.89 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/22/2025	10/21/2025	6409	\$10.19 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/22/2025	10/21/2025	6409	(\$14.99) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/22/2025	10/21/2025	6409	\$15.57 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/22/2025	10/21/2025	6409	\$19.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/22/2025	10/21/2025	6409	(\$20.00) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/22/2025	10/21/2025	6409	\$24.01 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/22/2025	10/22/2025	6409	\$173.72 LIBRARY MATERIALS-BKS JUVENILE	LERNER UNIVERSAL CORPORATION	LIB MATLS - JUV PRINT
10/22/2025	10/22/2025	6409	\$80.99 LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - JUV PRINT

10/22/2025	10/22/2025	6409	\$602.91 LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS - JUV
10/29/2025	10/29/2025	6409	\$11.04 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$13.00 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	(\$15.57) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$15.93 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$16.95 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$18.56 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$19.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$25.48 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$48.37 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$76.20 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$77.92 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$82.92 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$286.36 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$315.96 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
10/29/2025	10/29/2025	6409	\$249.24 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L/D JUV
10/29/2025	10/29/2025	6409	\$76.99 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
10/29/2025	10/29/2025	6409	\$375.63 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS- JUV/ AD PRI
10/29/2025	10/29/2025	6409	\$326.68 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS-AD PRINT/ JU
10/29/2025	10/29/2025	6409	\$817.28 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS-JUV
10/30/2025	10/29/2025	6409	\$256.91 LIBRARY MATERIALS-BKS JUVENILE	ABDO PUBLISHING COMPANY INC	LIB MATLS - JUV PRINT
10/30/2025	10/29/2025	6409	\$100.60 LIBRARY MATERIALS-BKS JUVENILE	COUGHLAN COMPANIES LLC	LIB MATLS - ADULT PRINT/ JUV P
10/30/2025	10/29/2025	6409	\$58.99 LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - JUV PRINT
10/31/2025	10/21/2025	6409	\$5.99 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (HANNAH IS A BIG SIS
10/31/2025	10/21/2025	6409	\$16.45 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (A SQUASH AND A SQUE
10/31/2025	10/21/2025	6409	\$31.16 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (WELCOME TO WAGMIRE)
10/31/2025	10/21/2025	6409	\$12.99 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (SUPER DETECTIVES! B
10/31/2025	10/21/2025	6409	\$20.76 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (TRICK OR TREAT: A H
10/31/2025	10/21/2025	6409	\$9.52 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (YOU'RE A HELPER! BE
10/31/2025	10/21/2025	6409	\$27.98 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (DR STONE VOL 13) (E
10/31/2025	10/21/2025	6409	\$22.99 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (LOOK ON THE BRIGHT
10/31/2025	10/21/2025	6409	\$18.90 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (DRAGONS, MERMAIDS,
10/31/2025	10/21/2025	6409	\$12.99 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (WHEN AUTUMN COMES)
10/31/2025	10/21/2025	6409	\$12.29 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (PEPPA PIG AND THE D
10/31/2025	10/21/2025	6409	\$17.97 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (TWINKLE THINKS PINK
10/31/2025	10/21/2025	6409	\$20.81 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (DON'T TRUST CATS: L
10/31/2025	10/21/2025	6409	\$17.99 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	ADULT PRINT (AND THE RIVER DRA
10/31/2025	10/21/2025	6409	\$23.99 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (MINDFUL TOTS - SPAN
10/31/2025	10/21/2025	6409	\$129.75 LIBRARY MATERIALS-BKS JUVENILE	SP * FOUND FOOTAGE FES	THE CREATIVE COMPANY (JUV PRIN
			\$12,343.47		
10/08/2025	10/08/2025	6409	\$16.47 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/08/2025	10/08/2025	6409	\$30.60 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/08/2025	10/08/2025	6409	\$61.57 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/08/2025	09/30/2025	6409	\$16.21 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT
10/08/2025	09/30/2025	6409	\$78.96 LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
10/08/2025	09/30/2025	6409	\$26.39 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT

10/08/2025	09/30/2025	6409	\$55.98 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
10/08/2025	09/30/2025	6409	\$189.92 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT
10/08/2025	09/30/2025	6409	\$14.91 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
10/08/2025	09/30/2025	6409	\$657.65 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
10/08/2025	10/06/2025	6409	\$28.09 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
10/08/2025	09/30/2025	6409	\$124.43 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/08/2025	09/30/2025	6409	\$503.08 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	LIBRARY MATERIALS
10/08/2025	09/23/2025	6409	\$12.00 LIBRARY MATERIALS-BOOKS-ADULT	VOLUME ONE MAGAZINE LLC	LIBRARY MATERIALS (1 ADULT PRI
10/08/2025	09/23/2025	6409	\$16.95 LIBRARY MATERIALS-BOOKS-ADULT	PAYPAL WEB CHECKOUT	LIBRARY MATERIALS (1 ADULT PRI
10/08/2025	09/23/2025	6409	\$19.95 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (1 AD PRINT)
10/14/2025	10/14/2025	6409	\$31.10 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/14/2025	10/14/2025	6409	\$41.47 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/14/2025	10/14/2025	6409	\$77.97 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/14/2025	10/14/2025	6409	\$85.38 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/14/2025	10/14/2025	6409	\$90.96 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/14/2025	10/14/2025	6409	\$143.19 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/14/2025	10/14/2025	6409	\$181.13 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/14/2025	10/14/2025	6409	\$285.50 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/14/2025	10/14/2025	6409	\$26.39 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
10/14/2025	10/14/2025	6409	\$56.78 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
10/15/2025	09/30/2025	6409	\$18.19 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
10/15/2025	09/30/2025	6409	\$49.06 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS -AD PRINT-JU
10/22/2025	10/21/2025	6409	\$31.90 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/22/2025	10/21/2025	6409	\$32.00 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/22/2025	10/21/2025	6409	\$42.86 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/22/2025	10/21/2025	6409	\$44.44 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/22/2025	10/21/2025	6409	\$75.16 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/22/2025	10/21/2025	6409	\$95.12 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/22/2025	10/21/2025	6409	\$105.61 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/22/2025	10/21/2025	6409	\$156.22 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/22/2025	10/21/2025	6409	\$178.65 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/22/2025	10/21/2025	6409	\$215.92 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/22/2025	10/21/2025	6409	(\$3.04) LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
10/22/2025	10/21/2025	6409	\$24.69 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
10/22/2025	10/21/2025	6409	\$60.78 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
10/22/2025	10/21/2025	6409	\$79.17 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
10/22/2025	10/21/2025	6409	\$85.57 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
10/22/2025	10/21/2025	6409	\$173.94 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
10/22/2025	10/21/2025	6409	\$178.44 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
10/22/2025	10/21/2025	6409	\$201.68 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
10/22/2025	10/21/2025	6409	\$136.02 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
10/22/2025	10/21/2025	6409	\$453.64 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
10/22/2025	10/21/2025	6409	\$438.24 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
10/22/2025	10/21/2025	6409	\$123.65 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - AD PRINT/
10/22/2025	10/21/2025	6409	\$399.96 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - JUV/ AD PR
10/22/2025	10/22/2025	6409	\$821.75 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - JUV/AD PRI
10/22/2025	10/21/2025	6409	\$27.39 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT

10/22/2025	10/21/2025	6409	\$27.95 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/22/2025	08/31/2025	6409	\$745.24 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	LIBRARY MATERIALS
10/29/2025	10/29/2025	6409	\$21.95 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/29/2025	10/29/2025	6409	\$33.54 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/29/2025	10/29/2025	6409	\$44.51 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/29/2025	10/29/2025	6409	\$257.76 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/29/2025	10/29/2025	6409	\$255.43 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
10/29/2025	10/29/2025	6409	\$206.25 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
10/29/2025	10/29/2025	6409	\$29.16 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L/D JUV
10/29/2025	10/29/2025	6409	\$308.21 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
10/29/2025	10/29/2025	6409	\$168.59 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS- JUV/ AD PRI
10/29/2025	10/29/2025	6409	\$374.04 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS-AD PRINT/ JU
10/30/2025	10/29/2025	6409	\$51.68 LIBRARY MATERIALS-BOOKS-ADULT	COUGHLAN COMPANIES LLC	LIB MATLS - ADULT PRINT/ JUV P
10/31/2025	10/21/2025	6409	\$25.33 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS ADULT PRINT
10/31/2025	10/21/2025	6409	\$21.99 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	ADULT PRINT (NIGHTINGALE)
10/31/2025	10/21/2025	6409	\$15.76 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	ADULT PRINT (MURDER BEFORE EVE
10/31/2025	10/21/2025	6409	\$29.99 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	ADULT PRINT (THE COLLEGE SCAM)
10/31/2025	10/21/2025	6409	\$50.17 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	ADULT PRINT (SEPARATION OF CHU
10/31/2025	10/21/2025	6409	\$32.98 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	ADULT PRINT (AND THE RIVER DRA
10/31/2025	10/21/2025	6409	\$8.99 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	JUV PRINT (MINDFUL TOTS - SPAN
10/31/2025	10/21/2025	6409	\$145.72 LIBRARY MATERIALS-BOOKS-ADULT	PAYPAL WEB CHECKOUT	FRENCH BOOKS ONLINE (ADULT PRI
10/31/2025	10/21/2025	6409	\$28.00 LIBRARY MATERIALS-BOOKS-ADULT	VOLUME ONE MAGAZINE LLC	LIBRARY MATERIALS ADULT PRINT
			\$10,003.28		
10/08/2025	09/30/2025	6409	\$16.99 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
10/08/2025	09/30/2025	6409	\$326.41 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
10/08/2025	09/30/2025	6409	\$719.21 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	LIBRARY MATERIALS
10/08/2025	09/23/2025	6409	\$165.95 LIBRARY MATERIALS-KITS, TOOLS	BIRDBRAIN TECHNOLOGIES IN	LIBRARY MATERIALS KITS (CRAYOL
10/08/2025	09/23/2025	6409	\$15.00 LIBRARY MATERIALS-KITS, TOOLS	THE BRAILLE SUPERSTORE	LIBRARY MATERIALS (KITS) BRAIL
10/15/2025	09/30/2025	6409	\$20.97 LIBRARY MATERIALS-KITS, TOOLS	BELLWETHER MEDIA LLC	KITS/ JUV
10/22/2025	10/22/2025	6409	\$74.99 LIBRARY MATERIALS-KITS, TOOLS	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - KITS
10/30/2025	10/29/2025	6409	\$74.99 LIBRARY MATERIALS-KITS, TOOLS	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - KITS
10/31/2025	10/21/2025	6409	\$42.30 LIBRARY MATERIALS-KITS, TOOLS	SP * FOUND FOOTAGE FES	LIBRARY MATERIALS KITS (SCATTE
			\$1,456.81		
10/14/2025	10/14/2025	6409	\$26.58 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
10/14/2025	10/14/2025	6409	\$471.58 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
10/22/2025	10/22/2025	6409	\$16.53 LIBRARY MATERIALS-MORE DVD'S	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - JUV/AD PRI
10/31/2025	10/21/2025	6409	\$29.99 LIBRARY MATERIALS-MORE DVD'S	BARNES&NOBLE.COM-BN	ADULT PRINT (THE COLLEGE SCAM)
			\$544.68		
10/08/2025	10/08/2025	6409	\$69.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
10/08/2025	10/08/2025	6409	\$115.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NON PRINT
10/08/2025	09/30/2025	6409	\$27.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NON PRINT
10/08/2025	09/30/2025	6409	\$3,186.87 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
10/09/2025	09/30/2025	6409	\$73.09 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	NONPRINT

10/14/2025	10/14/2025	6409	(\$1.98) LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
10/14/2025	10/14/2025	6409	\$30.95 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
10/14/2025	10/14/2025	6409	\$44.94 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
10/14/2025	10/14/2025	6409	\$64.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
10/14/2025	10/14/2025	6409	\$381.39 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT/ L/D NONPRINT
10/15/2025	10/14/2025	6409	\$42.91 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
10/15/2025	10/15/2025	6409	\$62.69 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	NONPRINT
10/15/2025	10/15/2025	6409	\$232.91 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	NONPRINT
10/15/2025	09/30/2025	6409	\$1,942.33 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	LIBRARY MATERIALS - NONPRINT
10/15/2025	09/30/2025	6409	\$22.05 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS -AD PRINT-JU
10/15/2025	09/30/2025	6409	\$623.41 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS-NONPRINT
10/22/2025	10/21/2025	6409	\$58.47 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
10/22/2025	10/21/2025	6409	\$99.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
10/22/2025	10/21/2025	6409	\$665.87 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	LIBRARY MATERIALS - NONPRINT
10/22/2025	10/21/2025	6409	\$46.92 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - JUV/ AD PR
10/22/2025	10/22/2025	6409	\$42.91 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
10/22/2025	10/22/2025	6409	\$386.38 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
10/22/2025	10/22/2025	6409	\$154.68 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
10/22/2025	10/22/2025	6409	\$176.77 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
10/22/2025	10/22/2025	6409	\$17.95 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
10/29/2025	10/29/2025	6409	\$69.73 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
10/29/2025	10/29/2025	6409	\$119.76 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
10/29/2025	10/29/2025	6409	\$245.00 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
10/30/2025	10/29/2025	6409	\$24.99 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
10/31/2025	10/21/2025	6409	\$39.99 LIBRARY MATERIALS-NON-PRINT	TARGET.COM	LIBRARY MATERIALS NONPRINT (NI
10/31/2025	10/21/2025	6409	\$29.98 LIBRARY MATERIALS-NON-PRINT	TARGET.COM	LIBRARY MATERIALS NONPRINT (2
10/31/2025	10/21/2025	6409	\$213.94 LIBRARY MATERIALS-NON-PRINT	BESTBUYCOM714875006765	LIBRARY MATERIALS NONPRINT (6
			\$9,313.83		
10/22/2025	10/21/2025	6409	\$48.03 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - JUV/ AD PR
10/29/2025	10/29/2025	6409	\$17.14 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS- JUV/ AD PRI
10/29/2025	10/29/2025	6409	\$30.12 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS-AD PRINT/ JU
			\$95.29		
10/08/2025	09/30/2025	6409	\$12.01 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
10/08/2025	09/23/2025	6409	\$18.99 MATERIALS-LEPMPL/BOOKMARKS	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (2 JUV PRINT
10/14/2025	10/14/2025	6409	\$37.80 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
10/15/2025	09/30/2025	6409	\$24.69 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	GIFTS IHO-LEPMPL
10/15/2025	09/30/2025	6409	\$28.79 MATERIALS-LEPMPL/BOOKMARKS	CENGAGE LEARNING INC	GIFTS IHO-LEPMPL
10/22/2025	10/21/2025	6409	\$19.28 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - JUV/ AD PR
10/29/2025	10/29/2025	6409	\$16.49 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
			\$158.05		
10/08/2025	09/30/2025	6409	\$7.52 MATERIALS-RESERVED FOR LIBR	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$7.52		

TOTAL LIBRARY MATERIALS-BOOKS-ADULT			\$36,992.32			
10/31/2025	10/21/2025	6415	\$71.09	LOST/DAMAGE PART & TS SUPPLIES	AMAZON COM SERVICES LLC	LIBRARY MATERIALS L/D PARTS OR
			\$71.09			
10/08/2025	09/23/2025	6415	\$35.98	LOST/DAMAGED-BOOKS JUVENILLE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS (1 AD PRINT)
10/29/2025	10/29/2025	6415	\$150.15	LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L/D JUV
10/29/2025	10/29/2025	6415	\$17.44	LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L/D JUV
10/30/2025	10/29/2025	6415	\$24.99	LOST/DAMAGED-BOOKS JUVENILLE	CITY OF HUDSON	LOST & DAMAGED - JUV PRINT
			\$228.56			
10/08/2025	09/30/2025	6415	\$20.72	LOST/DAMAGED-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	AD PRINT/ L&D AD PRINT
10/08/2025	09/30/2025	6415	\$39.90	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ L&D AD PRINT
10/08/2025	09/30/2025	6415	\$37.70	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
10/08/2025	09/30/2025	6415	\$19.32	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
10/14/2025	10/14/2025	6415	\$6.69	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
10/22/2025	10/21/2025	6415	\$93.34	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
10/22/2025	10/21/2025	6415	(\$7.60)	LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	L/D AD PRINT
10/22/2025	09/30/2025	6415	\$100.00	LOST/DAMAGED-BOOKS-ADULT	UNIVERSITY OF WISCONSIN NON-PAYROLL	LIB OUT & LOST AND DAMAGED
10/29/2025	10/29/2025	6415	\$16.99	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
10/29/2025	10/29/2025	6415	\$27.47	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS- JUV/ AD PRI
10/30/2025	10/29/2025	6415	\$30.00	LOST/DAMAGED-BOOKS-ADULT	CITY OF NEW RICHMOND	LOST & DAMAGED - ADULT PRINT
10/31/2025	10/21/2025	6415	\$25.00	LOST/DAMAGED-BOOKS-ADULT	VOLUME ONE MAGAZINE LLC	L/D ADULT PRINT (A HISTORY OF
			\$409.53			
10/08/2025	10/08/2025	6415	\$24.99	LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	NON PRINT
10/14/2025	10/14/2025	6415	\$9.99	LOST/DAMAGED-NON-PRNT MATERIAL	MIDWEST TAPE LLC	NONPRINT/ L/D NONPRINT
10/22/2025	10/22/2025	6415	\$7.95	LOST/DAMAGED-NON-PRNT MATERIAL	BLACKSTONE AUDIO INC	LIB MATLS - LOST & DAMAGED NON
10/30/2025	10/29/2025	6415	\$24.99	LOST/DAMAGED-NON-PRNT MATERIAL	BERTELSMANN PUBLISHING GROUP INC	L/D NONPRINT
10/31/2025	10/21/2025	6415	\$26.28	LOST/DAMAGED-NON-PRNT MATERIAL	SP * FOUND FOOTAGE FES	LOVEVERY (L/D NONPRINT) COLOR
			\$94.20			
TOTAL LOST/DAMAGED-NON-PRNT MATERIAL			\$803.38			
10/03/2025	09/30/2025	6450	\$80.82	GASOLINE		SEP FUEL CHARGES
TOTAL GASOLINE			\$80.82			
10/08/2025	09/23/2025	6464	\$34.81	BLDG MTRLS & JNTRL SUPPLIES	CINTAS 60A SAP	BLDG MATERIALS (RUGS & MOPS) A
10/07/2025	09/30/2025	6464	\$1,597.36	BLDG MTRLS & JNTRL SUPPLIES		SEP PARTS CHARGES
10/16/2025	09/23/2025	6464	\$44.79	BLDG MTRLS & JNTRL SUPPLIES	MENARD INC	TOOLS FOR THE TRANSFER CENTER
10/16/2025	09/23/2025	6464	\$44.18	BLDG MTRLS & JNTRL SUPPLIES	MENARD INC	TOOLS & BUILDING SUPPLIES FOR
10/16/2025	09/23/2025	6464	\$42.83	BLDG MTRLS & JNTRL SUPPLIES	MENARD INC	DROP CLOTH & TAPE FOR THE LIBRA
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$1,763.97			

10/31/2025	10/21/2025	6490	\$229.90 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	YS EQUIPMENT (2 MAGNETIC BOARD
10/31/2025	10/21/2025	6490	\$4.25 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	YS EQUIPMENT (EXTRA STRONG MAG
10/31/2025	10/21/2025	6490	\$89.06 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	YS EQUIPMENT (3 HOLE PUNCH / W
10/31/2025	10/21/2025	6490	(\$4.25) EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	REFUND FOR YS EQUIPMENT (HEAVY
10/31/2025	10/21/2025	6490	(\$229.90) EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	REFUND FOR YS EQUIPMENT (2 MAG
10/08/2025	09/23/2025	6490	\$1,689.18 EQUIPMENT PURCHASES (< \$5,000)	DEMCO INC	4 BOOK CARTS
10/08/2025	09/23/2025	6490	\$459.63 EQUIPMENT PURCHASES (< \$5,000)	ULINE INC	CS EQUIPMENT (CONVERTIBLE HAND
10/08/2025	09/23/2025	6490	\$55.98 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	RS EQUIPMENT (NOISE CANCELLING
10/08/2025	09/23/2025	6490	\$41.99 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	RS EQUIPMENT (ERGONOMIC MOUSE/
10/08/2025	09/23/2025	6490	\$106.98 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	IT EQUIPMENT (ERGONOMIC MOUSE)
10/08/2025	09/23/2025	6490	\$98.54 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVT #ZLV8658	UPS for BL - DB
10/08/2025	09/23/2025	6490	\$2,117.61 EQUIPMENT PURCHASES (< \$5,000)	ACP CREATIVIT	DB Patio Sec Cam and Inst
10/31/2025	10/21/2025	6490	(\$110.40) EQUIPMENT PURCHASES (< \$5,000)	ACP CREATIVIT	SALES TAX REFUND (EQUIPMENT PU
10/31/2025	10/21/2025	6490	\$17.84 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	EQUIPMENT (ADHESIVE SLOTS FOR
10/31/2025	10/21/2025	6490	\$22.20 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	EQUIPMENT (HEADSET FOR SUPER W
10/31/2025	10/21/2025	6490	\$19.99 EQUIPMENT PURCHASES (< \$5,000)	AMAZON COM SERVICES LLC	EQUIPMENT (USB HEADSET FOR BL)
10/31/2025	10/21/2025	6490	\$2,570.92 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	EQUIPMENT (PCS FOR STAFF)
10/31/2025	10/21/2025	6490	\$2,570.92 EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	EQUIPMENT (PCS FOR STAFF)
10/31/2025	10/21/2025	6490	\$34.99 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS SUPPLIES/PCS EQUIPMENT/FOL
10/31/2025	10/21/2025	6490	\$141.44 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIPMENT (18 INCH TRIPOD
10/31/2025	10/21/2025	6490	\$60.36 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIPMENT (WIRELESS KEYBOA
10/08/2025	09/23/2025	6490	\$43.98 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT (USB CHARGING STA
10/08/2025	09/23/2025	6490	\$28.49 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT (12 PACK STACKABL
10/31/2025	10/21/2025	6490	\$489.00 EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	DB EQUIPMENT (8 RACK LARGE PAP
10/31/2025	10/21/2025	6490	\$299.00 EQUIPMENT PURCHASES (< \$5,000)	SP * FOUND FOOTAGE FES	DB EQUIPMENT (CHOMPSAW WITH H
10/31/2025	10/21/2025	6490	\$269.10 EQUIPMENT PURCHASES (< \$5,000)	WWW.LIENE-LIFE.COM	PIXCUT S1 PHOTO STICKER PRINTE
TOTAL EQUIPMENT PURCHASES (< \$5,000)			\$11,116.80		
TOTAL OPERATING EXPENDITURES			\$559,599.41		

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

**Administrative Services
Nancy Kerr, Library Director**



As we approach the end of the year, we are all busy getting in those final orders for materials. This has involved more effort than usual with the recent demise of what was the largest supplier of library books to over 5,000 libraries all across the country, and the vendor we used most often. Kudos to our staff who have contacted other suppliers, scrutinized sales pitches and tutorials, ordered materials from several of our other vendors, and worked very hard to make sure that our customers will still have their favorite books in their hands in a reasonable amount of time.

I attended the annual IFLS Director's Retreat on October 24, this year held at Beaver Creek. It is always nice to be able to meet the directors of the many libraries in our system in person, as all of our other meetings throughout the year are virtual. Although the libraries vary widely in size, staffing, collections and programs, there are still areas where we share concerns. Budgets, staff burnout, and handling difficult situations probably topped the list of things that people discussed.

I attended a "groundbreaking" type event at the center which used to be called the L.E Phillips Libertas Treatment Center prior to the HSHS Hospital closures. Although this event formally kicked off the remainder of the fundraising campaign for remodeling the facility, Lutheran Social Services is already most of the way toward their goal of raising

\$4,600,000. This facility, along with the new Day Resource Center opening next month will bring new hope and opportunities for many people in our area who need services.

I participated in an event in our meeting room this past week which involved five mayors from Poland who came to Eau Claire and Chippewa Falls through Chippewa Falls Rotary's participation in an international program. Stephanie Hirsch and I attended a presentation on their last day here which involved listening to their impressions of this area, along with a tour of our library building. They enjoyed the area's natural beauty, the friendly people, and wanted to know if this library was unusually large for a population of this size. I really enjoyed seeing pictures of many of the libraries in their towns and promised to e-mail more photos and library brochures.

Cheryl and I had a very enjoyable chat with City Manager Hirsch on November 3, brainstorming about different possibilities for even more collaboration in the future between the City and the Library. On November 10, I was able to join other City department heads, City Council members and Scott Allen, a former City employee who acted as a Strategic Planning facilitator, to help narrow down some of the initiatives they'd like to plan for the next three years. Even though we have our own Strategic Plan, there are many elements of shared missions, goals and vision. Tonight (November 11) I will attend the City Council Meeting concerning possibly approval of the 2026 Budget.

Shelly Collins-Fuerbringer, Deputy Director



Anna Haen, a Resident Assistant at Haymarket Hall, invited the library to have a library card sign-up table at their residence hall, just a couple blocks away from us. All of the RA's are required to offer some activity for the residents to learn about community resources. Anna has been a lifelong library user (from Minnesota) so she chose the library. We were stationed right near the front door from 4-6 p.m. when many students are done on campus for the day. I had the opportunity sign 14 students up for library cards and talk a lot about programs and resources we have for college students. It was a wonderful event that I hope we get to repeat.

The Public Service Workgroup began work to develop customer service best practices that will be presented at the all staff in-service in February. The group brainstormed 13 areas of focus and then asked the entire staff to vote on the areas they felt were most important. The top votes were for Welcoming, Helpful, Respectful and Knowledgeable so the Public Service group will now develop bullets with examples for each area.

Kimberly Hennings, Deputy Director



In October, our primary vendor for books, Baker & Taylor, unexpectedly announced they would be going out of business. This caused a significant disruption to our end-of-year ordering plans. Much staff time has been spent in meetings with potential new vendors, working with existing vendors to see if they can implement some of the functionality of services we utilize with Baker & Taylor, evaluating options, and training selectors on different platforms to ensure we're able to spend out our 2025 collection budget. Thank you to Michaela and Lynn who have done the heavy lifting of working with the vendors and answering staff questions.

It's officially open enrollment season, with the transition to entirely new insurance providers requiring a lot of communication and coordination between the library, the City, and Alera Group. Barb attended several meetings to ensure a smooth rollout for library employees. Thank you to her efforts answering questions and guiding staff through all of the changes.

Another Chippewa Valley Book Festival is in the books. The turnout was wonderful, with enthusiastic audiences filling the Riverview Room and engaging with the library throughout the festival. Thank you to the PCS team and all the CVBF volunteers for their coordination efforts. It was a joy to see the many happy faces coming together to support the written word and share a passion for reading.

Youth Services
Kelly Witt, Youth Services Manager



October was an exceptionally busy and rewarding month for Youth Services. Over 1500 children and families enjoyed fun programs, participated in scavenger hunts or dropped in to enjoy crafts and games. Our annual Monster Bash continued to be a major draw, with 235 attendees enjoying storytime, a costume parade, themed activities, and a building-wide scavenger hunt. Staff from across the Library and Friends of the Library contributed greatly to the event's success.

Because October hosts both the Wisconsin Science Festival and the Chippewa Valley Book Festival, it is consistently one of our most active months. For the Science Festival, we partnered with the Pablo and the Children Museum to offer a slew of science themed events in downtown Eau Claire. At the library we welcomed Beaver Creek Reserve to offer a well-attended "Become a Herpetologist" program. Children enjoyed learning about the many reptiles brought by Beaver Creek staff. The library also served as a pickup site for "Science in a Bag", which was so popular that all bags were claimed before noon!

For the Chippewa Valley Book Festival, the library ran multiple sessions in our "Waist Deep in Learning" series, which featured hands-on, messy, and engaging activities tied to this year's youth festival title. We were pleased to host Christine Virnig, author of *Waist-Deep in Dung: A Stomach-Churning Look at the Grossest Jobs Throughout History*. Her visit attracted a lively crowd of children and adults who fully embraced the medieval humor. Leading up to her event, Youth Services created a popular

“SCATvenger Hunt,” offered a Grossology program, and even facilitated owl pellet dissections.

For teens, staff facilitated a Chippewa Valley Book Festival bookbinding workshop in the Dabble Box. Participants learned both saddle-stitch and coptic binding techniques and left with take-home kits to continue practicing.

Overall, October highlighted strong community engagement, successful partnerships, and robust participation across all age groups.

Reference Services
Elizabeth Steans, Reference Services Manager

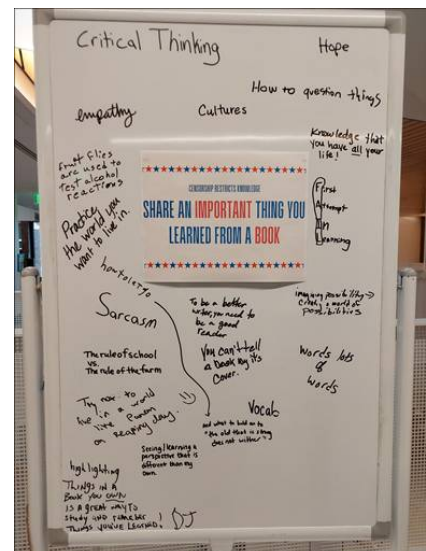


In October, Reference Services (RS) was very busy. Elizabeth, RS Manager, worked with the RS team to revise our desk tracker's, Gimlet's, standards of practice. Coincidentally, an increase of nearly 700 more questions were answered in October than in September. It is expected that we see a balanced average of answered questions to fall around 1,300 questions per month; our service desk is lively!

In Home Delivery Services (HDS) news, Jenny, RS Coordinator, reports closing October with 112 customers on the program. Jenny always shares feedback of appreciation from customers and this month we heard from a newer customer. "Thank you so much for this wonderful service. I think there aren't really words to describe my joy."

Jan, RS Coordinator, and Joel, RS Assistant, have been working hard to finalize the 2026 book lists for the Yearlong Reading Challenge. You can learn more about how this reading challenge works by visiting the [Reading Challenge 2025 webpage](#). Jan reported having over 420 registrants in the program!

Stephanie, RS Coordinator, ran her annual Banned Book Week exhibit, where customers interacted with a display of books that have been banned in Wisconsin, shared knowledge they've learned from books, and took home themed bookmarks. She also worked in partnership with PCS to create a [new resource page](#) on the library's website for business owners, entrepreneurs, and investors.



Riley, RS Assistant, has proudly drafted a new bulletin board procedure and successfully launched our Business Center bulletin board/display highlighting related library resources, community resources, and non-profit organizations. Riley also prepared the new Job Board, which highlights area organizations and library digital services with focus on job announcements, job skill development tools, and promoting library programs relevant to workforce development.

Brad, RS Coordinator, ran one of his many staple programs in the RCU Dabble Box, Tinkercad Class teaching customers basic 3D printing design skills. In October, Brad received 12 - 3D print requests from library customers, and a total of 142 - 3D print requests have been received from customers in 2025.

RS program stats for October 2025:

- Cozy Coloring (in the RCU Dabble Box), 29 participants
- 10 Dabble Box Open Labs, 273 attendees
- Fall Dabble on the Patio, 36 attendees
- African American Ancestry (Genealogy), 8 attendees
- Tinkercad Class (3D modeling), 13 registrants – 2 attendees

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

- [Books That Changed Our Lives](#) by Jan, Reference Services
- [Staying Connected to the Library with Limited Mobility](#) by Jenny, Reference Services

RS desk staff documented 1,794 reference transactions in October 2025.

The top five topics include:

1. Study Room access support (315 transactions)
2. Ready reference referrals and info. (234 transactions)
3. Guest pass distribution (174 transactions)
4. MORE-catalog usage (170 transactions)
5. Printing help (131 assists)

Programming and Communications Services
Isa Small, PCS Manager



Social Media Strategy: Show Your Staff!

a note from PCS Coordinator, Mike Paulus

Picking the best social media strategies for any organization is an ongoing endeavor. The goal is not to “figure it out” so you always understand what works, allowing you to simply repeat the same process over and over.

Instead, the goal is “constant vigilance,” as things are always, always changing. Social media companies are constantly evolving, tweaking what kinds of things lead to success, and this process is always chasing after the constantly evolving needs and wants of our customers/audience. On top of that, different communities evolve differently, so what works for, say, the restaurant industry won’t necessarily work for libraries. And what works for one library won’t necessarily work for the next.

But there are some exceptions.

This month, we’d like to focus on one social media strategy in particular, one that never seems to go out of style: showing your staff.

The library’s main social media channels are Facebook and Instagram, both serving slightly different purposes, and thus, hosting different kinds of content. However, both channels get good results when we show our staff, our non-public workspaces, and our behind-the-scenes goings on.

Side Note: “Good Results” on social media is also a moving target. Success can be measured in “engagement” (likes, shares, comments, etc.). But more importantly, success can be measured in event attendance, service use, collection use, customer loyalty, and fundraising dollars.

Why Staff Matters on Social Media

The appeal of showing our staff and seldom-seen areas of the library is not rocket science. We all love to peek behind the curtain, especially if that curtain is hanging some place we know and love. We have a kind of a bottomless well of curiosity when it comes to the places, businesses, and people we value, and we just love photos and videos featuring things normally hidden from view. Ideally, we can harness that love and curiosity to achieve a mixture of three main outcomes:

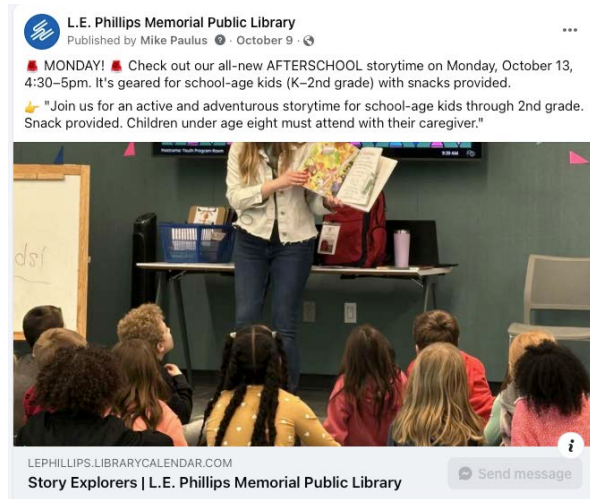
1. **Customer Attention:** If we can keep the library top of mind for people while also creating a connection to good feelings, we're doing the hard work of forging customer loyalty. This allows you to begin subsequent customer interactions from a place of positivity. It also encourages the public to praise the library and/or advocate on its behalf.
2. **Library Awareness:** Once we've gained positive attention, we can use it to promote programs, services and collections; as people will be more willing to learn about our offerings.
3. **Staff Engagement:** As long as you're not forcing anyone into uncomfortable situations, and you've gained consent for their involvement, staff members generally have a lot of fun appearing in social media posts and videos. It's not for everyone on staff, but it can generate a lot good vibes, boost morale, and foster a team atmosphere.

To be clear, not all social media posts involving staff are just showing people doing their jobs. The most popular kinds of posts show us taking a quick break from work to do something fun or silly.

EXAMPLES!

To sum this all up, check out some recent examples of staff-forward social media posts.

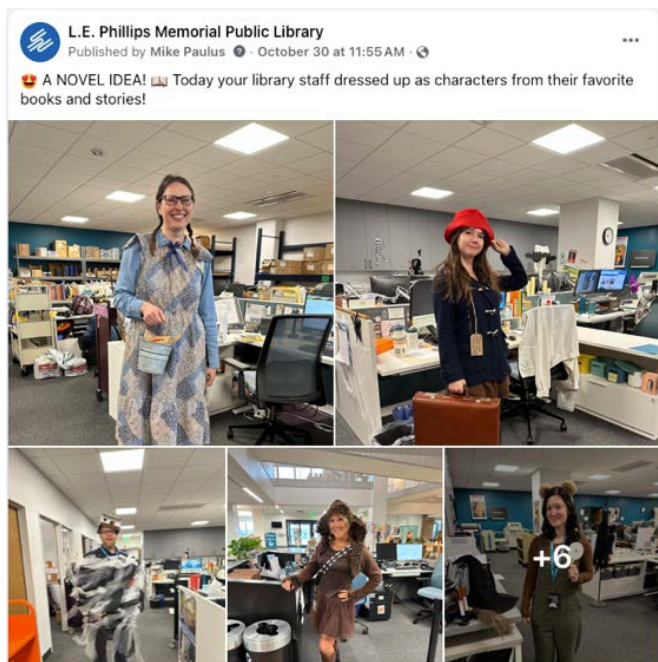
Promoting Programs with Staff vs. Without Staff



These two Facebook posts are promoting different sessions of the same storytime program. However, the post on the left (a quick photo of staff) gained over 7x the online engagement, and thus was seen by 2.5x more people. The post on the right is simply a link to the program's online calendar entry.



These are stills from three different videos (aka "reels") posted to our Instagram account. The first video shows staff members using Dabble Box equipment. The second shows a fun project for a STEM-based Youth Services program, filmed in the Youth Program Room (without showing staff). And the third video uses stock imagery to announce a pause in library services. The first video (w/ staff) had 3.5x the views of the second video (showing a room in the library w/o staff). Meanwhile, the first video had over 20x the views of the third video (which used only stock images).



Promoting the Library in General

We posted this photoset to Facebook during the week of Halloween, showing staff costumes based on book characters. We didn't post the photos to promote anything specific, we just wanted to show off our costumes, letting customers see us having fun in our staff workspaces. Powered by likes, shares, and comments, Facebook showed this post to over 11,800 different viewers (and counting). That's over double the engagement of our most popular content in the past 6 months, and 3–4x our average view count on Facebook.

Circulation Services
Paula Stanton, Circulation Manager



In October, Circulation added a new Van Driving Clerk to the team, Ricky T. [right]. They trained in Page skills in October and will continue their Desk Clerk training in November. Additionally, Duane H. [left] came back to the library team as the van driver. Duane had previously worked as the van driver for five years and we're so happy to have him back. Duane hit the ground running and handled the reopening of the offsite book drops with ease!



Sienna H. left the library in October to pursue her library career elsewhere. The vacant Desk Clerk position was posted and will be filled in November. Megan K. and Anne H. left their Page positions in October as well. Budget numbers are still being analyzed to determine if these positions can both be converted to Desk Clerk positions.

Alex attended the IFLS Staff-a-palooza with interactive sessions on workplace culture and staff burnout.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2025 YTD BUDGET REPORT - Operating Revenue
For the Period Ended October 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	2,745.69	-	(45.69)	101.7%
4398	Other Penalties (Collection Agency)	3,200.00	2,948.42	-	251.58	92.1%
4451	Electronic Copy Revenue	8,500.00	9,037.92	-	(537.92)	106.3%
4452	Copier Revenue	1,650.00	1,556.11	-	93.89	94.3%
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	1,923.93	-	1,376.07	58.3%
4834	Misc. Library Sales - Taxable	1,400.00	1,934.70	-	(534.70)	138.2%
4836	Grant Revenue	12,000.00	14,770.00	-	(2,770.00)	
4850	Gift Revenue	42,665.86	24,605.56	-	18,060.30	57.7%
4852	Misc. Reimbursements-Lost Items	18,000.00	12,879.10	-	5,120.90	71.6%
4855	Reimb from employee - uniforms		0.75			
4858	Prior Year Refund	-	296.80		(296.80)	
4898	Miscellaneous Revenue	16,800.00	2,632.17	-	14,167.83	15.7%
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>\$ 6,182,416.12</u>	<u>\$ -</u>	<u>\$ 37,860.49</u>	<u>99.4%</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>\$ 6,182,416.12</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 398,787.39</u></u>	<u><u>93.9%</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	\$ 2,426,744.95		\$ 586,945.05	80.5%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	231,347.00	178,096.80		53,250.20	77.0%
6042	WRS (ER)	182,897.00	149,313.42		33,583.58	81.6%
6043	Health insurance-Employer	544,640.00	428,901.80		115,738.20	78.7%
6047	Health insurance Deductible	28,118.00	23,431.70		4,686.30	83.3%
6051	Retiree Health Insurance	65,516.00	49,202.76	26,516.88	(10,203.64)	115.6%
6052	Retiree Health Care Deductible	3,515.00	2,929.20		585.80	83.3%
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	9,580.01	5,439.35	1,980.64	88.3%
6112	Computer Service Charges	165,000.00	93,298.40	-	71,701.60	56.5%
6116	Binding	-	-		-	N/A
6118	Advertising	22,125.00	19,054.12		3,070.88	86.1%
6120	Auditing	3,200.00	2,816.21		383.79	88.0%
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	3,474.00	3,481.00	1,045.00	86.9%
6153	Convenience Fees	1,700.00	2,057.97	-	(357.97)	121.1%
6156	Professional Services	-		-	-	#DIV/0!
6160	Staff Training/Conference	23,500.00	8,764.44	(564.65)	15,300.21	34.9%
6162	Membership Dues	2,001.00	616.75	-	1,384.25	30.8%
6166	Recruitment Expenses	2,500.00	527.32		1,972.68	N/A
6198	Miscellaneous Contractual	223,651.00	160,294.92	374.96	62,981.12	71.8%
6210	Telephones	16,000.00	9,941.29	1,784.31	4,274.40	73.3%
6306	License & Permits				-	N/A
6308	Special Assessments	200.00	-		200.00	0.0%
6350	Liability & Property Insurance	34,400.00	28,666.70		5,733.30	83.3%
6398	Insurance Claims Reimbursement	(3,600.00)	(3,585.34)		(14.66)	N/A
6402	Office, AV, Library Supplies	53,450.00	42,072.46		11,377.54	78.7%
6405	Awards & Trophies	570.00	-		570.00	0.0%
6406	Library Program Supplies	13,500.00	8,754.39		4,745.61	64.8%
6409	Library Materials	411,499.00	311,850.02	-	99,648.98	75.8%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,899.00	11,054.24	-	6,844.76	61.8%
6450	Gasoline	1,600.00	1,189.67		410.33	74.4%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	58,000.00	48,688.15	-	9,311.85	83.9%
6496	Gift & Grant Expenditures	191,592.76	46,531.93	14,768.00	130,292.83	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>\$ 4,933,171.61</u>	<u>\$ 51,799.85</u>	<u>\$ 1,213,413.30</u>	<u>80.4%</u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 120,930.00	\$ 105,312.04		\$ 15,617.96	87.1%
6020	Payroll Overtime	8,000.00	5,994.56		2,005.44	74.9%
6030	Special Pays	600.00	559.10		40.90	93.2%
6040	Employer Paid Benefits	9,909.00	7,961.13		1,947.87	77.8%
6042	WRS (ER)	8,099.00	7,710.30		388.70	435.3%
6043	Health Ins (ER)	25,683.00	35,253.53		(9,570.53)	4.5%
6047	Health Insurance Deductible	1,395.00	1,162.50		232.50	83.3%
6128	Repairs to Tools & Equipment	300.00	85.00		215.00	28.3%
6130	Repairs to Buildings	33,600.00	20,844.68	5,000.00	7,755.32	76.9%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	14,000.00	10,051.37	1,871.10	2,077.53	85.2%
6198	Miscellaneous Contractual	52,000.00	13,886.19	87.36	38,026.45	26.9%
6202	Electricity	76,000.00	52,598.32		23,401.68	69.2%
6208	Gas Service	1,702.00	1,203.92		498.08	70.7%
6215	Garbage Service	5,800.00	4,833.30		966.70	83.3%
6252	Water Service	2,700.00	1,678.50		1,021.50	62.2%
6254	Sewer Service	1,700.00	2,602.49		(902.49)	153.1%
6256	Storm water Charges	1,400.00	1,130.00		270.00	80.7%
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	18,263.60	-	(2,263.60)	114.1%
6490	Equipment Purchases	-	-	-	-	N/A
		<u>\$ 382,818.00</u>	<u>\$ 292,660.29</u>	<u>\$ 6,958.46</u>	<u>\$ 83,199.25</u>	<u>78.3%</u>
	TOTAL EXPENSES	<u><u>\$ 6,581,202.76</u></u>	<u><u>\$ 5,225,831.90</u></u>	<u><u>\$ 58,758.31</u></u>	<u><u>\$ 1,296,612.55</u></u>	<u><u>80.3%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended October 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)	\$ (6,302,912.28)		(2,197,087.72)	
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>\$ (7,249,311.09)</u>	<u>\$ -</u>	<u>\$ (13,308,700.91)</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)	\$ (7,249,311.09)		\$ (13,358,700.91)	
TOTAL EXPENSE - FUND 490		\$ 20,673,012.00	\$ 19,779,016.84	\$ -	\$ 893,995.16	
TOTAL - FUND 490		<u>\$ 65,000.00</u>	<u>\$ 12,529,705.75</u>	<u>\$ -</u>	<u>\$ (12,464,705.75)</u>	

October 2025 by the Numbers



PEOPLE

VISITORS: 20,221 Total this Month; 214,207 YTD

CARDHOLDERS: 21,760 City Residents; 32,583 Total Card Holders

CIRCULATION: 54,146 Total this Month; 535,006 YTD

CHILDREN'S (BIRTH–11): 18,990 Total this Month; 190,096 YTD

HOME DELIVERY: 598 Total this Month; 5,184 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

7,190 Total this Month; 70,300 YTD

LOANED TO MORE LIBRARIES: 5,129 Total this Month;
52,048 YTD

INTERLIBRARY LOANS: 164 Incoming; 14 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 9,500 Public Wireless Internet Users;
1,802 PCS sessions; 165,797 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,378 E-Books;
10,632 E-Audiobooks; 19,615 E-Databases; 180 E-Videos



PROGRAMS

AGES 0–5: 37 Programs this Month; 1,351 Attendees this Month;
9,042 Attendees YTD

AGES 6–11: 16 Programs this Month; 535 Attendees this Month;
13,634 Attendees YTD

AGES 12–18: 6 Programs this Month; 66 Attendees this Month;
1,356 Attendees YTD

AGES 19+: 19 Programs this Month; 1,288 Attendees this Month;
2,585 Attendees YTD

ALL AGES: 10 Programs this Month; 273 Attendees this Month;
8,471 Attendees YTD



L.E. Phillips Memorial
Public Library

Number: 4

Category: Administration

Policy Title: DONATIONS OF MONEY

Date adopted: 04/17/80

Date amended: 12/15/83; 05/16/85; 12/16/94; 11/19/09; 03/21/13; 05/19/16; 07/18/19

Date last reviewed: 11/20/25~~04/21/22~~

The library will gratefully accept donations or bequests of any amount. According to the Wisconsin State Statutes 43.58 (Powers and Duties), "The library board shall have exclusive control of the expenditures of all money collected, donated, or appropriated to the library fund."

Acknowledgments will be sent to the donors. All monetary memorial donations will be acknowledged to the family of the person being memorialized.

All donations will be deposited in a special gift fund. This fund will not be used for general operating expenditures, but only for special purchases or projects, or for items specified by the donor. All single donations of \$10,000 or more will be brought before the Library Board of Trustees who may then decide by a majority vote to either place the funds in the library's general gift account or to transfer the funds to the Endowment Agency Fund held by the Eau Claire Community Foundation.

The interest earned from the gift fund is to be added to the fund annually.

Memorial donations of money for collection materials will be deposited in the library's In Honor Of (Bookmarks) Fund. Donations for collection materials specified by the donor will be placed in a separate gift fund denoting the type of collection materials they are to be used for. Purchases from this fund will be authorized by the Collection Development Committee.

In Honor Of donations of over \$50 may be designated for specific subject areas of the collection. Those under \$50 will be placed in the fund and combined with other donations for purchase of materials.

A bookplate acknowledging the fund will be placed in materials purchased from the In Honor Of fund.

The library board reserves the right to end a donor recognition after 10 years.



L.E. Phillips Memorial
Public Library

Number: 8
Category: Circulation and Collection
Development Management

Policy Title: LIBRARY RECORDS

Date adopted: 01/20/83

Date amended: 09/16/10

Date last reviewed: 11/20/25~~09/15/22~~

The Library's policy on the maintenance, preservation and destruction of library records and on public access to those records shall be governed by the provisions of "Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems" of the Wisconsin Public Records Board, Chapter 1.08 of the Ordinances of the City of Eau Claire and by the provisions of Section 43.30 of the Wisconsin Statutes.

City of Eau Claire, Wisconsin

Chapter 1.08

PUBLIC RECORDS

Sections:

- 1.08.010 Definitions.**
- 1.08.020 Duty to maintain records.**
- 1.08.030 Legal custodians.**
- 1.08.040 Public access to records.**
- 1.08.050 Access procedures.**
- 1.08.060 Limitations on right to access.**
- 1.08.070 Destruction of records.**
- 1.08.080 Lesser time, when authorized.**
- 1.08.090 Preservation through microfilm.**

1.08.010 Definitions. In this chapter, unless the context clearly requires otherwise:

A. "Authority" means any of the following entities having custody of a city record: an office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by construction, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.

B. "Custodian" means that officer, department head, division head, or employee of the city designated under Section 1.08.030 or otherwise responsible by law to keep and preserve any city records or file, deposit or keep such records in his or her office, or is lawfully in possession or entitled to possession of such public records and who is required by this chapter to respond to requests for access to such records.

C. "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library. (Ord. 4328, 1983).

1.08.020 Duty to Maintain Records.

A. Except as provided under section 1.08.070, each officer and employee of the city shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited or kept in his or her office or which are in the lawful possession or control of the officer or employee or his or her

deputies, or to the possession or control of which he or she or they may be lawfully entitled as such officers or employees.

B. Upon the expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his or her successor all records then in his or her custody and the successor shall receipt therefor to the officer or employee, who shall file said receipt with the city clerk. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the clerk, on behalf of the successor, to be delivered to such successor upon the latter's receipt. (Ord. 4328, 1983).

1.08.030 Legal Custodians.

A. Each elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.

B. Unless otherwise prohibited by law, the city clerk or the clerk's designee shall act as legal custodian for the city council and for any committees, commissions, boards, or other authorities created by ordinance or resolution of the city council.

C. For every authority not specified in subsections A. or B., the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.

D. Each legal custodian shall name a person to act as legal custodian in his or her absence or in the absence of his or her designee.

E. The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under subchapter II of Chapter 19, Wisconsin Statutes, and this section. The designation of a legal custodian shall not affect the powers and duties of an authority under this section. (Ord. 4328, 1983).

1.08.040 Public Access to Records.

A. Except as provided in section 1.08.060, any person has a right to inspect a record and to make or receive a copy of any record as provided in section 19.35(1), Wisconsin Statutes.

B. Records shall be available for inspection and copying during all regular office hours.

C. If regular office hours are not maintained at the location where records are kept, the records will be available for inspection and copying upon at least 48 hours' advance notice of intent to inspect or copy.

D. A requester shall be permitted to use facilities comparable to those available to city employees to inspect, copy or abstract a record.

E. The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner or access to an original record if the record is irreplaceable or easily damaged.

F. A requester shall be charged a fee to defray the cost of locating and copying records as follows:

1. The cost of photocopying shall be \$.25 per page. Other costs may be imposed not to exceed the actual, necessary and direct cost of reproduction and transcription of the record.

2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.

3. The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio- or video-tapes, shall be charged.

4. If mailing or shipping is necessary, the actual cost thereof shall also be charged.

5. There shall be no charge for locating a record unless the actual cost therefor exceeds \$50.00, in which case the actual cost shall be determined by the legal custodian and billed to the requester. Such actual cost shall be derived by multiplying the actual hourly wage of the employee or employees conducting the search, including fringe benefits, by the amount of time spent in the search.

6. The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.

7. Elected and appointed officials of the city of Eau Claire shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.

8. The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver or reduction of the fee is in the public interest.

G. Pursuant to Section 19.34, Wisconsin Statutes, and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. This subsection does not apply to members of the city council. (Ord. 4331, 1983; Ord. 4328, 1983).

1.08.050 Access Procedures.

A. A request to inspect or copy a record shall be made to the legal custodian. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under Section 19.37, Wisconsin Statutes. Except as provided below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required under Section 1.08.040 F.6. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.

B. Each custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's

determination to deny the request in whole or in part and the reasons therefor. If the legal custodian, after conferring with the city attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his or her request in a manner which would permit reasonable compliance.

C. A request for a record may be denied as provided in section 1.08.060. If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within 5 business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under section 19.37(1), Wisconsin Statutes, or upon application to the attorney general or a district attorney. (Ord. 4328, 1983).

1.08.060 Limitations on Right to Access.

A. As provided by section 19.36, Wisconsin Statutes, the following records are exempt from inspection under this section:

1. Records specifically exempted from disclosure by state or federal law;
2. Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations requires exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state;
3. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection; and
4. A record or any portion of a record containing information qualifying as a common law trade secret.

B. As provided by section 43.30, Wisconsin Statutes, public library circulation records are exempt from inspection under this section.

C. In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the city attorney, may deny the request, in whole or in part, only if he or she determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:

1. Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
2. Records of current deliberations after a quasi-judicial hearing.
3. Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance, or discipline of any city officer or employee, or the investigation of charges against a city officer or employee, unless such officer or employee consents to such disclosure.
4. Records concerning current strategy for crime detection or prevention.
5. Records of current deliberations or negotiations on the purchase of city property, investing of city funds, or other city business whenever competitive or bargaining reasons require nondisclosure.

6. Financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.

7. Communications between legal counsel for the city and any officer, agent or employee of the city, when advice is being rendered concerning strategy with respect to current litigation in which the city or any of its officers, agents or employees is or is likely to become involved, or communications which are privileged under section 905.03, Wisconsin Statutes.

D. If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the city attorney prior to releasing any such record and shall follow the guidance of the city attorney when separating out the exempt material. If in the judgment of the custodian and the city attorney there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure. (Ord. 4328, 1983).

1.08.070 Destruction of Records.

A. City officers may destroy the following non-utility financial records of which they are the legal custodians and which are considered obsolete, after completion of any required audit by the bureau of municipal audit or an auditor licensed under chapter 442 of the Wisconsin Statutes, but not less than 7 years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the state public records board pursuant to section 16.61(3)(e), Wisconsin Statutes, and then after such shorter period:

1. Bank statements, deposit books, slips and stubs;
2. Bonds and coupons after maturity;
3. Cancelled checks, duplicates and check stubs;
4. License and permit applications, stubs and duplicates;
5. Official bonds;
6. Payrolls and other time and employment records of personnel included under the Wisconsin Retirement System (subject to approval of the city manager);
7. Receipt forms;
8. Special assessment records (subject to approval of city manager);
9. Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto;

B. City officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the bureau of municipal audit or an auditor licensed under chapter 442 of the Wisconsin Statutes, subject to state public service commission regulations, but not less than 7 years after the record was effective unless a shorter period has been fixed by the state public records board pursuant to section 16.61(3)(e) Wisconsin Statutes, and then after such a shorter period, except that water stubs, receipts of current billings and customers' ledgers may be destroyed after two years.

1. Contracts;
 2. Excavation permits;
 3. Inspection records;
 4. Vouchers and supporting documents pertaining to charges not included in plant accounts;
 5. Other utility records with the prior written approval of the Public Service Commission.
- C. City officers may destroy the following records of the city but not less than 3 years after the incurring of the liability which is the subject of the record:
1. Parking tickets;
 2. Miscellaneous accounts receivable.
- D. City officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than 7 years after the record was effective unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the state public records board pursuant to section 16.61(3)(e), Wisconsin Statutes, and then after such a shorter period.
1. Assessment rolls and related records, including board of review minutes;
 2. Contracts and papers relating thereto;
 3. Correspondence and communications;
 4. Election notices;
 5. Financial reports other than annual financial reports;
 6. Insurance policies;
 7. Justice dockets;
 8. Oaths of office;
 9. Reports of boards, commissions, committees and officials duplicated in the official council minutes;
 10. Resolutions and petitions;
 11. Voter registration cards;
 12. Uniform traffic citations;
 13. Police department firearms scores;
 14. City ordinance citations;
 15. Library patron and circulation records;
 16. Other records of the city not enumerated above.
- E. Unless notice is waived by the state historical society, at least 60 days' notice shall be given the state historical society prior to the destruction of any record as provided by section 19.21(4)(a), Wisconsin Statutes.
- F. Any tape recordings of a governmental meeting of the city, made by the city, may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published, if the purpose of the recording was to make minutes of the meeting.
- G. Any tape recordings of telephone calls, radio transmissions or other methods of communication recorded in the city's communications center may be erased, destroyed or reused after 125 days.

H. Closed call records associated with the computer aided dispatch (CAD) system in the city's communication center and mobile data computer (MDC) data logs may be deleted and destroyed after 120 days.

I. No record may be destroyed at any time after the receipt of a request for inspection or copying of the record under s. 19.35(1), Wis. Stats., until after the request is granted or until at least 60 days after the date that the request is denied or, if the requester is an incarcerated person, until at least 90 days after the date that the request is denied. If the city receives written notice that an action relating to a record has been commenced under s. 19.37, Wis. Stats., the record may not be destroyed until after the order of the court in relation to such record is issued and the deadline for appealing that order has passed or, if appealed, until after the order of the court hearing the appeal is issued. If the court orders the production of any record and the order is not appealed, the record may not be destroyed until after the request for inspection or copying is granted. (Ord. 5843, 1998; Ord. 5737, 1997; Ord. 5357, 1993; Ord. 5131, 1991; Ord. 4563, 1985; Ord. 4328, 1983).

1.08.080 Lesser time, when authorized. This chapter shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative regulations. (Ord. 4328, 1983).

1.08.090 Preservation through microfilm. Any city officer, or the director of any department or division of city government may, subject to the approval of the city manager, keep and preserve public records in his or her possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in section 16.61(7)(a) and (b), Wisconsin Statutes, and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state law and of Section 1.08.040 through 1.08.060. (Ord. 4328, 1983).

1/1/9

					YTD		
REVENUE				2025	11/7/2026	2026	notes
25001	4330		Library Fines	\$2,700	\$2,746	\$2,800	\$3,295
25001	4398		Other Penalties	\$3,200	\$2,948	\$3,700	
25001	4451		Electronic Copies	\$8,500	\$9,038	\$10,800	
25001	4452		Copier	\$1,650	\$1,556	\$1,825	
25001	4562		Vending Commission	\$350	\$277	\$375	
25001	4128		Federal Aid - other	\$0	\$0	\$0	
25001	4602		Services to Eau Claire County	\$1,052,036	\$1,052,056	\$999,593	
25001	4608		IFLS Resource Library Payment	\$23,000	\$17,250	\$23,000	
25001	4608	50114	IFLS High Demand Holds Fund	\$2,100	\$4,589	\$5,800	
25001	4798		Misc. Service Revenues	\$315,000	\$315,000	\$364,875	
25001	4802		Interest-Pooled Deposits	\$3,300	\$1,924	\$2,500	
25001	4834		Misc. Library Sales	\$1,400	\$1,934	\$2,325	
25001	4836		Mis. Grant Revenue	\$0	\$14,770	\$0	
25001	4850		Gifts & Donations	\$19,734	\$24,606	\$15,000	
25001	4852		Misc. Items - Lost items	\$18,000	\$12,879	\$14,250	
25001	4854		Payment for shared expenses	\$0	\$0	\$0	
25001	4898		Misc. Revenue	\$16,800	\$2,632	\$3,000	
25001	5102		TSF from general fund	\$4,716,574	\$4,716,574	\$4,802,727	
25001	5152		Sale of assets	\$0		\$0	
25001	5580		Fund Balance Used - Operating	\$225,000		\$200,000	
25001	5586		Fund Balance Used - Donations	\$135,927			
25001	5590		Fund Balance Used - CIP			\$103,000	
Total Operating Revenue				\$6,545,271	\$6,180,779	\$6,555,570	

EXPENSES				Budget	YTD	Next Year	Notes
2502040	6010		Payroll Wages	\$519,556	\$431,597	\$519,612	
2502040	6010	30022	Wages- Ulrich Security Monitor	\$0	\$5,813	\$0	
2502041	6010		Payroll Wages - YS	\$471,168	\$373,677	\$488,329	
2502042	6010		Payroll Wages - CIRC	\$758,287	\$574,832	\$786,304	
2502043	6010		Payroll Wages - RS	\$453,955	\$372,442	\$475,217	
2502045	6010		Payroll Wages - TS	\$376,141	\$318,552	\$391,677	
2502046	6010		Payroll Wages - PCS	\$337,059	\$270,059	\$337,798	
2502047	6010		Payroll Wages - IT	\$97,524	\$79,774	\$101,487	
2502040	6040		Employer Paid Benefits	\$241,256	\$177,679	\$238,382	
2502040	6040	30022	ER Paid Ben Ulrich Security	\$0	\$418	\$0	
2502040	6042		WRF (ER)	\$190,996	\$148,909	\$195,667	
2502040	6042		WRF Ulrich Security Monitor	\$0	\$404	\$0	
2502040	6043		Health Insurance (ER)	\$570,323	\$527,591	\$592,002	
2502040	6043		Health Insurance (ER) Ulrich	\$0	\$1,311	\$0	
2502040	6047		Health Insurance Deductible	\$28,118	\$23,431	\$0	
2502040	6051		Retiree Health Ins.	\$65,516	\$49,203	\$55,647	
2502040	6052		Retiree Deductible	\$3,515	\$2,929	\$0	
2502040	6055		Vision Insurance	\$0	\$0	\$0	
2502040	6096		Auto Allowance	\$500	\$0	\$0	
2502040	6099		Misc. Reimbursement	\$0	\$0	\$0	
2502040	6110		Postage and Shipping	\$17,000	\$9,580	\$13,000	
2502040	6110	55502	Postage and Shipping	\$1,000	\$0	\$1,000	Spend first in 2026
2502040	6112		Computer Service Charges	\$0	\$6,295	\$0	None in 2040, all in 2047
2502047	6112		Computer Service Charges	\$165,000	\$87,003	\$150,000	
2502040	6116		Printing and Binding	\$0	\$0	\$0	Remove this line 2026
2502040	6118		Advertising/Marketing	\$125	\$0	\$0	Remove this line 2026
2502046	6118		Advertising/Marketing	\$22,000	\$19,054	\$22,000	
2502040	6120		Auditing	\$3,200	\$2,816	\$3,200	
2502040	6126		Repairs - auto equipment	\$1,500	\$6,861	\$1,500	New van in 2026, hooray!
2502040	6128		Repairs - tools and equipment	\$500	\$0	\$0	Remove this line 2026
2502040	6150		Special Services	\$8,000	\$3,474	\$5,500	Unique and Shredaway
2502040	6153		Convenience Fees	\$1,700	\$2,058	\$2,000	IFLS E-commerce fees, bad charges in 2025
2502040	6160		Training / Meetings	\$23,500	\$8,764	\$10,000	Pay what we can for PLA in 2025
2502040	6160	55502	Training / Meetings	\$10,685	\$0	\$10,978	Spend first old from capital campaign
2502040	6162		Membership Dues	\$2,000	\$617	\$1,999	Increase for PLA?
2502047	6162		Membership Dues	\$1	\$0	\$0	Delete in 2026
2502040	6166		Recruitment Expense	\$2,500	\$527	\$1,000	Includes Neogov charges

EXPENSES				Current year	YTD	Next Year	Notes	
2502040	6198		Misc. Contractual Services	\$181,600	\$136,705	\$190,000	Zoom, Digital Signage, 125 plan, EAPm, IFLS Maint, AMH Maint	
2502040	6198	55052	Misc. Contractual Services	1105	\$0	\$1,105	use first	
2502040	6198	55087	Misc. Contractual Services	8454	\$4,733	\$0	Susan Monroe Gift Fund	
2502040	6198	55104	Misc. Contractual Services	64	\$0	\$64	use first	
2502040	6198	55109	Misc Contractual Services	276	\$276	\$0	Dabbler	
2502040	6198	55110	Misc. Contractual Services - Dabble	2472	\$0	\$0	Dabbler	
2502040	6198	55413	Mis. Cont Serv - Pablo Foundation	10398	\$2,311	\$0	Pablo Foundation	
2502040	6198	55502	Misc. Contractual Services	400	\$0	\$0	Capital Campaign - use	
2502040	6198	55503	Misc Cont Services - Pablo	2000	\$0	\$0	Pablo Foundation	
2502041	6198		Misc. Contractual Services	\$10,001	\$9,021	\$9,500	YS performers and rentals	
2502043	6198		Misc. Contractual Services	\$4,000	\$1,738	\$3,501	RS presenters	
2502046	6198		Misc. Contractual Services	\$15,500	\$4,239	\$10,000	PCS	
2502047	6198		Misc. Contractual Services	\$9,550	\$7,866	\$6,000	IT - last year cleared Heartland balance	
2502048	6198		Misc Contractual	\$3,000	\$726	\$1,500	Dabble Box	
2502040	6210		Telephones	\$16,000	\$9,941	\$11,500	Centrex, Century, WI Bell	
2502040	6308		Special Assessments	\$200	\$0	\$0	Most recent charge \$85 in 2023	
2502040	6350		Insurance	\$34,400	\$28,667	\$38,800		
2502040	6402		Office Supplies	\$23,000	\$14,250	\$23,000	Admin and general supplies	
2502040	6402	55025	Office Supplies - FOL	\$500	\$500	\$0		
2502040	6402	55502	Office Supplies	\$200	\$0	\$0	Old capital campaign - spend first	
2502041	6402		YS Office Supplies	\$2,000	\$1,394	\$1,500	Mostly CafePress	
2502042	6402		Circ Office Supplies	\$2,700	\$2,835	\$2,000	Mostly CafePress, some IFLS supplies	
2502043	6402		RS Office Supplies	\$750	\$289	\$700		
2502045	6402		TS Office Supplies	\$21,000	\$20,183	\$21,000	General, \$8718 IFLS in 2025	
2502046	6402		PCS Office Supplies	\$4,000	\$3,302	\$4,000	Misc, mostly CafePress	
2502040	6405		Awards and Trophies	\$570	\$0	\$350		
2502040	6405	55022	Awards and Trophies	324	\$114	\$0	FOL 2022	
2502040	6405	55023	Awards and Trophies	2500	\$1,187	\$0	FOL 2023	
2502040	6405	55024	Awards and Trophies	4500	\$3,194	\$0	FOL 2024	
2502040	6405	55025	Awards and Trophies	\$5,325	\$546	\$0	FOL 2025	

EXPENSES				Current year	YTD	Next Year	Notes	
2502040	6406		Outreach Program Supplies	\$1,000	\$929	\$1,800	Outreach	
2502040	6406	55023	Library program Supplies - FOL 2023	\$1,261	\$141	\$0	FOL 2023	
2502040	6406	55024	Library program supplies FOL 2024	\$10,500	\$5,286	\$0	FOL 2024	
2502040	6406	55025	Library program supplies FOL 2025	\$9,200	\$2,073	\$0	FOL 2025	
2502040	6406	55050	Library Program Supplies - GIFT	\$58,153	\$59,433	\$0	General Purpose Gifts	
2502040	6406	55055	Library Program Supplies - OWEN	\$17,801	\$0	\$0	Owen Trust	
2502040	6406	55069	Library Program Supplies Circle Fr.	\$927	\$0	\$0	Circle of Friends	
2502040	6406	55072	Library Program Supplies - DOMER	\$1,107	\$0	\$0	Domer	
2502040	6406	55097	Library Program Supplies	\$1,351	\$0	\$0	After Dark	
2502040	6406	55112	Library Program Supplies	\$246	\$41	\$0	Young Golden	
2502040	6406	55113	Library Program Supplies	\$318	\$0	\$0	Community Resource	
2502040	6406	55410	Library Program Supplies - ECCF	\$2,709	\$609	\$0	ECCF Grant	
2502040	6406	55503	Library Supplies Pablo	\$6,379	\$8,678	\$0	Pablo Foundation - Youth Literacy Initiative	
2502040	6406	55411	Library Program Supplies - Found	\$0	\$0	\$0	Delete line 2026	
2502041	6406		Library Program Supplies - YS	\$5,000	\$3,535	\$6,000		
2502041	6406	55417	Library Supp Summer Youth program	\$1,000	\$1,000	\$0		
2502043	6406		Library Program Supplies -	\$500	\$198	\$500		
2502046	6406		Library Program Supplies- PCS	\$1,000	\$751	\$704		
2502048	6406		Library Program Supplies - Dabble	\$6,000	\$3,343	\$5,000		
2502040	6409		Library Materials	\$5,514	\$0	\$1,000	Admin - not designated	
2502040	6409	50109	Library Materials	\$8,500	\$5,888	\$7,500	Periodicals	
2502040	6409	50110	Library Materials	\$113,956	\$78,423	\$110,000		
2502040	6409	50111	Library Materials	\$92,000	\$65,463	\$90,000	books, juvenile	
2502040	6409	50112	Library Materials	\$49,660	\$45,604	\$49,000	Non-print	
2502040	6409	50114	Library Materials	\$4,500	\$3,805	\$5,600	MORE dvds	
2502040	6409	50116	Library Materials	\$121,419	\$102,589	\$115,000	digital - downloadable	
2502040	6409	50119	Library Materials	\$400	\$397	\$1,000	Reserved for library	
2502040	6409	50291	Library Materials	\$15,550	\$9,791	\$15,000	Kits, tools, equipment, art	
2502040	6409	50391	Library Materials - Arpa grant	\$12,000	\$7,083	\$0		
2502040	6409	55053	Library Materials	\$5,949	\$2,140	\$0	Gift fund materials - bookmarks	
2502040	6409	55080	Library Materials	\$10,010	\$3,247	\$0	Gift fund materials	
2502040	6409	55108	Library Materials	\$1,723	\$0	\$0	Circulating art prints	
2502040	6409	55410	Library Materials	\$0	\$0	\$0	ECCF Grant	
2502040	6409	55411	Library Materials	\$0	\$0	\$0	EC Foundation Grant	
2502040	6409	55415	Library Materials	\$379	\$0	\$0	Laundromat Libraries	
2502040	6409	55416	Library Materials - Wellness	\$315	\$215	\$0	Wellness Kits	
2502040	6415	50110	Lost/Damaged Materials	\$8,500	\$5,892	\$7,200	Books - adult	
2502040	6415	50111	Lost/Damaged Materials	\$6,800	\$4,098	\$6,000	Juvenile books	
2502040	6415	50112	Lost/Damaged Materials	\$2,599	\$993	\$2,301	Non-print	
2502044	6450		Gasoline	\$1,600	\$1,103	\$1,600		

EXPENSES				Current year	YTD	Next Year	Notes
2502040	6490		Equipment Purchases (<\$5000)	\$3,000	\$1,268	\$3,000	
2502040	6490	55085	Equipment Purchases (<\$5000)	\$61	\$0	\$0	
2502041	6490		Equipment Purchases (<\$5000)	\$1,000	\$89	\$1,000	
2502042	6490		Equipment Purchases (<\$5000)	\$3,000	\$4,689	\$2,200	
2502043	6490		Equipment Purchases (<\$5000)	\$1,000	\$787	\$1,400	
2502045	6490		Equipment Purchases (<\$5000)	\$0	\$0	\$0	
2502046	6490		Equipment Purchases (<\$5000)	\$3,000	\$1,061	\$2,500	
2502047	6490		Equipment Purchase	\$44,000	\$38,724	\$50,000	
2502048	6490		Equipment Purchase - Dabble	\$3,000	\$2,070	\$4,000	
2502040	6496		Gift Expenditures	\$0	\$0	\$0	DO NOT USE
2502040	6495		Grant Expenditures	\$0	\$0	\$0	DO NOT USE
2502040	6498		Other Materials and Supplies	\$500	\$0	\$0	
2502040	7020		TSF to Debt Service	\$861,874	\$861,878	\$859,328	City will supply amount
2502040	7044		TSF to Lib Capital Projects	\$0	\$0	\$103,000	Van and printer, in CIP

\$6,180,452
\$375,119

EXPENSES				Current year	YTD 11/7/2026	Next Year
			CUSTODIAL & MAINTENANCE			
2502052	6010		Payroll Wages	\$120,930	\$110,618	\$128,799
2502052	6020		Payroll Overtime	\$8,000	\$6,625	\$8,000
2502052	6030		Special Pays	\$600	\$586	\$600
2502052	6040		Employer Paid Benefits	\$9,909	\$8,390	\$10,511
2502052	6042		WRS (ER)	\$8,099	\$8,122	\$8,957
2502052	6043		Health Insurance (ER)	\$25,683	\$37,230	\$39,591
2502052	6047		Health Insurance Deductible	\$1,395	\$1,163	\$1,260
2502052	6128		Repairs to Tools and Equipment	\$300	\$85	\$0
2502052	6130		Repairs to Buildings	\$32,000	\$21,326	\$32,000
2502052	6150		Special Services	\$13,000	\$11,922	\$13,000
2502052	6198		Misc. Contractual	\$52,000	\$13,886	\$20,000
2502052	6202		Electricity	\$76,000	\$52,598	\$70,000
2502052	6208		Gas Service	\$1,702	\$1,204	\$1,700
2502052	6215		City Garbage Services	\$5,800	\$4,833	\$6,200
2502052	6252		Water Service	\$2,700	\$1,679	\$2,900
2502052	6254		Sewer Service	\$1,700	\$2,602	\$2,500
2502052	6256		Stormwater Charges	\$1,400	\$1,130	\$1,500
2502052	6442		Safety Equipment	\$0	\$16	\$101
2502052	6460		Repair Parts and Supplies	\$3,000	\$1,514	\$2,500
2502052	6464		Building Materials & Janitorial Supplie	\$16,000	\$18,264	\$25,000
2502052	6490		Equipment Purchase	\$0	\$0	\$0
Total Operating Expenses				\$6,625,893	\$5,396,794	\$375,119

Elevators, plants

2025 Budget Notes

REVENUES:

<u>Account</u>	<u>Title/Comment</u>
4330	Library Fines & Miscellaneous Revenue ~ In 2018 the library adopted a Fines Free Policy to reduce barriers to library materials, improve the customer experience, and better align with our mission to the community. That said, there are still some specific items that result in fines. As we will exceed our predicted \$2700 for 2025, the 2026 budget amount is \$2800.
4398	Other Penalties ~ This account includes revenue from IFLS and customers. Estimate for 2025 is \$3500, budget \$3700 for 2026.
4451	AV/Electronic Copy Revenue ~ includes revenue from microfilm printers as well as printed copies from electronic data on public work stations through the print management system installed in the fall of 2017. 2025 budget: \$8500 2026 budget: \$10,800.
4452	Copier Revenue ~ includes revenue for general copies and anticipated revenue is based on historical actuals. Estimate for 2025: \$1800. 2026 budget: \$1825
4562	Vending Commission ~ includes revenue received from the vending machines placed in the Library for public use. The Library has a new vending company so next year's amount is not yet predictable.
4602	Service to Eau Claire County ~ Revenue has been computed per the County library services contract based on the most recently approved library budget. This account is calculated using expenditures and circulation numbers across the neighboring counties. Amount received in 2025 is \$1,052,035. 2026 budget is \$999.593 as the County has not allowed us to count pass-through debt service funds.
4608	IFLS – Resource Library Contract ~ Funding for this account comes from IFLS as a \$23,000 annual payment. This funding is used to provide resources and access for all residents of the IFLS System and covers expenditures such as collection development, access payments for system residents and back up reference and interlibrary service. No change for 2026.

- 4608.50114 **High Demand Holds Reimbursement** ~ represents an annual payment from all MORE libraries to purchase additional items for the MORE system to meet multiple hold demands. Estimate for 2025: \$6000 Budget for 2026: \$5800.
- 4798 **Miscellaneous Service Charges** ~ includes revenue from Barron, Buffalo, Chippewa, Clark, Dunn, Jackson, Pepin, Pierce, Price, Rusk, St Croix, Taylor and Trempealeau Counties as a result of Wisconsin’s 1997 law “Act 150” dealing with reimbursement to public libraries for non-resident services within the system area and the addition of “Act 420” in 2008, which requires adjacent counties to pay libraries for use by rural residents. This account is calculated on library circulation and library expenditures. 2025 received: \$315,360. 2026 budget as per IFLS: \$364,875
- 4802 **Interest-pooled Deposits**~ The library receives interest on gift funds held in investment accounts during the year. 2025 estimate: \$2475. 2025 budget: 2500.
- 4834 **Miscellaneous Library Sales** ~ contains all items that are sold to the public and includes ear buds, disks, USB drives, fax cards and book bags. 2025 estimate \$2300. 2026 budget: \$2325.
- 4836 **Miscellaneous Grant Revenue** ~ is not budgeted for as it is dependent upon variables that are not able to be anticipated. Any grants received during the budget year will be brought before the Library and City governing bodies to approve for appropriation at the time of acceptance.
- 4850 **Gift Revenue** ~ is budgeted at an amount equal to known Friends of the LE Phillips Memorial Public Library gift. Any additional gifts received during the budget year will be brought before the City’s governing body to approve for appropriation either at the time of acceptance or quarterly. This amount is budget at \$15,000 for 2025, the same in 2026.
- 4852 **Miscellaneous Reimbursements** ~ is a direct reimbursement for lost and damaged items. This is partially offset by expenditures in account 6415 when items are purchased to replace the lost or damaged items. Estimate for 2025: \$14,500 2026 budget: \$14,250.

- 4898 **Miscellaneous Revenue** ~ includes reimbursement for postage and photocopies charged to the Friends of the Library, ArtsWest entry fees, and other miscellaneous revenue. Estimate for 2024: \$14,545. 2025 budget: \$16,800.
- 5102 **Transfer from General Fund** ~ Per direction in 2017 from the Department of Revenue, levy revenue is now shown as a transfer from the City's General Fund in this account and will include the tax levy for general operating and any additional allowable tax levy for Post 2005 debt service and bonding for CIP projects. From City Finance: \$4,702,398 for 2024. 2025 budget: \$4,716,574.
- 5152 **Sale of Capital Assets** ~ is budgeted with minimal revenue as it is difficult to anticipate what assets will be sold throughout the year and what revenue might be realized by those sales. In 2022, the Library auctioned remaining furniture and equipment that will not be needed in the renovated building. Estimate \$845 in 2024. Not budgeted for 2025.
- 5580 **Fund Balance Used – Operating** ~ is the amount of operating fund balance that will be used as a one-time use for the purchase or replacement equipment such as computers, laptops, and printers. Budgeted \$260,510 for 2024, none used to date. 2025 budget: \$225,000.

2025 Budget Notes

EXPENDITURES:

<u>Account</u>	<u>Title/Comment</u>
6010	Salaries ~ include an annual cost-of-living increase across the board of 1.25% on January 1 st and 1.25% on July 1 st that is consistent with the City's 2023 wage increase plans, and step increases.
6030	Special Pays ~ Previously, this account was used to cover longevity payments. The 2018 Library wage study incorporated all longevity payments into the employee's hourly wages, therefore the majority of funds in this account were transferred to the payroll wages account in the 2018 budget where they will be realized going forward.

- 6040 **Employer Paid Benefits** ~ includes items such as Social Security and Life insurance benefits paid by the employer.
- 6042 **WRS** ~rates increased in 2024 to 6.8% up from 6.5% in 2023. Increase not yet known for 2025.
- 6043 **Health Insurance-Employer** ~ Insurance premiums expected to increase 2% for 2025.
- 6047 **Health Insurance Deductible** ~ is employer-paid if the employee completes a 3-part health assessment. There are a number of other requirements that need to be met annually by the employee, to retain full deductible coverage and reduced premiums.
- 6051 **Retiree Health Insurance** ~ Under-budgeted due to a retirement in 2024, increased to \$65,6516 for 2025 from \$42,207 in 2024.
- 6052 **Retiree Health Insurance Deductible** ~ This account covers deductible costs for retirees who take part in the wellness program. Estimate \$3,515 in 2025.
- 6096 **Auto Allowance** ~ The Library offers its employees an auto allowance for use of their personal vehicle for library purposes to help offset the cost. Kept at \$500 for 2025.
- 6110 **Postage and Shipping** ~ Postage and shipping costs have increased. Estimate for 2025 is \$17,000, down from \$20,000 in 2024.
- 6112 **Computer Service Charges** ~ include maintenance of the Library's local area network; the Library's share of support for the City's shared financial system. All computer services charges will be under 2502040-2047 in 2025.
- 6118 **Advertising** ~ This account shows expenditures for general Library advertising.
- 6120 **Auditing** ~ The Library is part of the City-wide audit contract and is charged based on percentage of combined revenue and expense. 2025 budget estimate stable at \$3200.
- 6126 **Repairs & Maintenance to Auto Equipment** ~ repairs and maintenance to the library delivery van, car wash cards. Transmission work necessitated a budget of \$8000 for 2024, but 2025's budget is a more reasonable \$1500.

- 6150 **Special Services** ~ includes such regular contractual expenditures as collection agency services, security equipment maintenance, shredding services and document imaging services. 2025 budget is down from \$9900 in 2024 to \$8000 based upon YTD numbers.
- 6156 **Professional Services** ~ includes all fees associated with presenters and performers utilized in library programs throughout the year. As many of these expenditures are also covered under Miscellaneous Contractual we've combined the two for 2025 under Miscellaneous Contractual.
- 6160 **Training/Meetings** ~ includes all workshops, on-line webinars, seminars and conferences that allow staff to stay updated on current library issues, events and continuing education. As we may go over the 2024 budgeted amount of \$20,000, this has been increased to \$23,500 for 2025.
- 6162 **Membership Dues** ~ include costs for memberships to professional organizations such as the American Library Association (ALA), Wisconsin Library Association (WLA) or the Public Library Association (PLA) and local organizations. 2025 budget: \$2000, down from \$3000 in 2024.
- 6166 **Recruitment Expense** ~ covers expenses involved in filling professional and managerial positions. We need to increase this amount from previous years as we need to cast a wider net for applicants. Also, we will have some expenses from joining the City in using its NeoGov system to better streamline the application process. 2025 Budget: \$2500.
- 6198 **Miscellaneous Contractual** ~ includes Sec. 125 plan administration, IFLS/MORE, computer waste recycling, scheduling software, etc. With Professional Services added in, along with higher costs for maintenance of the Automated Materials Handler, this amount will be \$217,050 for 2025.
- 6210 **Telephone Service** ~ is based on historical actual costs. Due to Jenny and Barb's efforts in straightening out phone billing, this will be reduced from \$21,000 in 2024 to \$16,000 in 2025.
- 6308 **Special Assessments** ~ covers special tax assessments, including the "whiteway" lighting charge for street lights. Rarely used. Budget reduced from \$700 in 2024 to \$200 in 2025.

- 6350 **Insurance** ~ includes property, general liability, worker's compensation, public official insurance, and the library's share of the pooled risk management costs from the City of Eau Claire. Remains at \$31,000.
- 6402 **Office, AV, Library Supplies** ~ includes charges for office and general supply items for all library divisions. General supply demand may increase with an increase in customer traffic, but most supplies have now been centralized in one location to avoid purchasing duplication. Total budget 2024: \$29,850. 2025 Budget: \$30,450.
- 6405 **Awards & Trophies** ~ Gifts and awards for departing staff and board members, recognition of volunteers. Most awards and trophies are awarded using gift funds.
- 6406 **Library Program Supplies** ~ covers supplies used in specific library programs offered to the public, as well as Outreach. While many program supplies are funded by gifts and grants, the library funds \$13,500 for 2025.
- 6409 **Library Materials** ~ includes all purchased collection materials (excluding the replacement of lost or damaged items). Demand and usage patterns are studied carefully. Library funds budgeted in 2024: \$390,500. 2025 Budget: \$407,000
- 6409.50114 **High Demand Holds** ~ Allows for matching expenditures to account 4608.50114 for revenue received specifically to meet the demand for multiple holds on circulating materials. \$4500 estimated for 2025
- 6415 **Lost/Damaged Collection Materials** ~ includes funds to replace lost or damaged materials. Estimatee for 2025 is \$17,899.
- 6450 **Gasoline** ~ covers fuel for the delivery van. Increase to \$1600 from \$1200 for 2025.
- 6490 **Equipment Purchases** ~ includes equipment costing less than \$5,000 per item. Budget for this account varies each year depending on equipment needs specific to that year. Examples: door access cards, card printer, PCS Equipment. 2024 budget: \$70,959.75. 2025 budget: \$58,000
- 6495 **Grant Expenditures** ~ Unspent grant funds from previous years are carried forward to the next year. Not budgeted ahead of time – appropriated when received.

- 6496 **Gift Expenditures** ~ Unspent gifts funds from previous years are carried forward to the next year. Not budgeted ahead of time with the exception of the known amount of \$15,000 from the Friends.
- 6498 **Other Materials & Supplies** ~ includes purchases for other miscellaneous materials and supplies such as items purchased for resale. These items include ear buds, book bags, USBs, fax cards, etc. Reduce by \$500 to \$500 in 2025.
- 6802 **Capital Purchases** ~ are items costing more than \$5,000 per item that are not considered to be capital improvement items.
- 7020 **Transfer to Debt Service** ~ covers bonds issued to pay off prior service charges with the Wisconsin Retirement Service in 2009 and any library Capital Improvements designated to be funded by bond sales. Actual number calculated by City Finance. \$2024 budget; \$945,298. Projected budget for 2025: \$861,874

Program 2052: Custodial Services

- 6010-6110 **Custodial payroll** ~ is determined by the City of Eau Claire. Reduced from \$175,093 in 2024 to \$120,930 in 2025.
- 6128 **Repairs to Tools & Equipment** ~ This account covers repairs to custodial tools & equipment. Reduced from \$600 to \$300 in 2025.
- 6130 **Repairs to Building** ~ This account covers any minor operational type repairs to the building and building operating systems. Increase to \$30,000 for 2025.
- 6150 **Special Services** ~ This account covers such contracts as elevator inspections, plant rental and pest control. Predicted actuals for 2024: \$21,848. 2025 Budget: \$14,000
- 6198 **Misc. Contractual** ~ Elevator maintenance, fire alarm monitoring, systems testing. 2024 budget: \$60,000.. 2025 budget: \$52,000.
- 6202 **Electricity** ~ Based on 2024 usage, 2025 budget reduced from \$89,250 in 2024 to \$76,000.
- 6208 **Gas Service** ~ Reduced cost due to installation of the geothermal system. 2024 budget: \$12,000. 2025 budget: \$1702.
- 6214 **Garbage Service** ~ Garbage service for the Library is provided by the City. No change, 2025 budget \$5800.
- 6252 **Water Service** ~ \$200 increase for 2025.
- 6254 **Sewer Service** ~ No increase for 2025.
- 6256 **Storm Water Service** ~ \$200 increase for 2025.
- 6464 **Building Materials** ~ This account covers such items as janitorial supplies and monthly rug service. In 2017, the Library began purchasing its own janitorial supplies thereby reducing costs overhead costs previously charged to the Library by the Stores Division of the City offices. Based upon actual costs for 2024, increased to \$16,000 for 2025 from \$12,000 in 2024.

Amount Paid	Amount	Paid	Pledge Status	Name	Fund Name	Due Date	Canceled	Cancel Amount
30,000.00	10,000.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2025	No	0
30,000.00	10,000.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2026	No	0
4,000.00	1,000.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2025	No	0
60,000.00	15,000.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2026	No	0
400.00	200.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2024	No	0
400.00	200.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2023	No	0
400.00	200.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2025	No	0
5,000.00	5,000.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2025	No	0
3,000.00	1,000.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2025	No	0
3,000.00	1,000.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2024	No	0
80,000.00	20,000.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2026	No	0
80,000.00	20,000.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2025	No	0
80,000.00	20,000.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2025	No	0
12,625.65	2,374.35	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2025	No	0
535,715.00	107,142.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2027	No	0
535,715.00	107,143.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2026	No	0
12,000.00	3,000.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2025	No	0
30,000.00	10,000.00	No	open		Story Builder Campaign for the L.E. Phillips Memorial Public Library Expansion Fund	12/31/2025	No	0

Fund Balance - Library
As reported in the audited CAFR (Comprehensive Annual Financial Report)

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Total Revenues	3984393	3800292	4151000	4137583	4516982	5703399	4946862	5788483	6285433	6257543	
Total Expenditures	3726188	3810139	3914856	4250870	4488977	4544848	5968603	6040594	6210209	6131797	
Excess or (Deficiency)	258205	-9847	236144	-113287	28005	1158151	-1021741	-252111	75224	125746	
Fund Balance (end of year)	822110	812253	1048397	935110	963115	2121666	1099925	847814	923038	1048784	

In order to complete our annual reports, we use a fund balance prediction provided by City Finance, as our books don't close in time to provide the actuals. The suggested amount to try to keep in fund balance is between 15-20% of total annual expenditures, and we are within those parameters.

You will see the fund balance increase in 2020 with the influx of building funds and less spending than expected due to the pandemic. In 2021 and 2022, you will see more spending than expected due to increased expenses, in part due to temporary building rent and utilities.