



PUBLIC NOTICE

Thursday, January 15, 2026

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

[Teams meeting link](#)

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 November and December Library Board Meetings – pg. 2
 - B. Action on November and December Bills and Claims – pg. 8
 - C. November and December Reports:
 - a) Library Director – pg. 31
 - b) Financial Report – pg. 60
 - c) Statistical Report – pg. 68
- 4) Board President report/comments – Cheryl
 - A. Guidelines for Salary Determination for the Library Director – pg. 70
 - B. Removal of Library Director from the Library Pay Schedule – pg. 71
 - C. Distinguished Service Award – Need ad hoc committee volunteers
- 5) Board Development – Speaker Joe Carlson from the Eau Claire Community Foundation
- 6) Consideration of New Business
 - A. Discussion of and action on the proposed changes to the Emergency Closings policy – Kim – pg. 72
 - B. Discussion of and action on the proposed changes to the Parking policy – Kim – pg. 73
 - C. Discussion of and action on the proposed MOU between the Library & ECPD regarding security cameras – Nancy – pg. 74
- 7) Committee Reports
 - A. Friends of the Library
 - B. IFLS
- 7) Directives:
 - a. To the Library Board
 - b. To the Library Director
- 8) Next meeting: **February 19, 2026**
- 9) Adjournment

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



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**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, November 20, 2025.

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

Board members absent: None

Staff/guests present: Nancy Kerr, Kim Hennings, Shelly Collins-Fuerbringer, Barb Langreck, Paula Stanton (presenter), Tawnie Swanberg (presenter), John Thompson (presenter), Carrie Riepl (City HR Director)

CITIZEN COMMENTS

None

AGENDA CHANGE

On a motion made by Charlie and seconded by Gary, the Board unanimously approved moving the Closed Session to the end of the agenda, after item #7-Directives, instead of before item #7.

CONSENT AGENDA

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

BOARD PRESIDENT COMMENTS

- Cheryl commended and thanked library administration for their hard work of sourcing new book vendors after the closure of our largest vendor Baker-Taylor.
- Nancy and Cheryl met with City Manager Stephanie Hirsch and had a productive discussion regarding potential future collaboration between the library and the city. More information will be shared when/if plans come to fruition.

CONSIDERATION OF NEW BUSINESS

- A. Tawnie Swanberg, a Circulation Services Desk Clerk, gave a presentation to the board called the "Human Side of Circulation" and the library's (and Tawnie's) focus on providing outstanding customer service.
- B. John Thompson, Director of IFLS, provided valuable information and education to the board on IFLS's role and responsibilities to all of the libraries in a 10-county area that IFLS is a resource for. John also shared the Board Trustee resources that are available through IFLS as well. Finally, John shared some universal library challenges that affect all libraries in the IFLS system. These include financial constraints, AI generated books,

closing of large book vendors (Baker-Taylor), and the availability and cost of e-materials as opposed to print materials.

- C. On a motion made by Gary and seconded by James, the board unanimously approved the changes to the Donations of Money policy as presented by Kim.
- D. On a motion made by Shelley and seconded by Amy, the board unanimously approved the changes to the Library Records policy as presented by Kim.
- E. Nancy provided a budget update to the board. The approved budget is contained in the November meeting packet starting on page 48.

COMMITTEE REPORTS

Friends of the Library – Gary Pesicka

- Revenue and expenses remain stable
- The train exhibit is starting in December. Volunteer opportunities are available to any board members who are interested.
- Friends will be starting a membership drive soon with a goal to grow their overall number of members.

IFLS – Charlie Schell

- No IFLS update since John Thompson was our guest speaker this month.

BOARD DEVELOPMENT

- No additional board development items this month

DIRECTIVES TO THE LIBRARY BOARD

- Library Legislative Day will be on Tuesday, February 10, 2026. Board members need to let Cheryl know if they are interested in attending.
- A reminder to board members that the December meeting action items include approval of the library budget, approval of staff wage plan, and the finalization of the Library Director review. Attendance at this meeting is crucial.

DIRECTIVES TO THE LIBRARY DIRECTOR

- Nancy reported that Storybuilder capital campaign pledges are on target with only \$330,000 outstanding at this time.
- Nancy shared the fund balance history and noted that the library generally doesn't use the fund balance as we have savings in other areas such as staff wages and gifts & donations which are not included in our annual budget.
- Joe Carlson, from ECCF, will be attending the January meeting.

CLOSED SESSION MOTION

On a motion made by Ann and seconded by Charlie, the board convened in closed session at 6:20 p.m.

On a motion made by Paul and seconded by Charlie, the board re-convened in open session at 7:25 p.m.

ADJOURNMENT

The meeting was adjourned at 7:25 p.m. after re-convening in open session.

**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 Monday, December 29, 2025 at 4:00 p.m.

The meeting was called to order at 4:03 p.m.

Board members present: Ann Brand, Cheryl Contant, Shelley Donnelly, Gary Pesicka, Charlie Schell, Amy Weiss

Board members absent: Paul LaLiberte, James Martin, and Ethan Reed

Staff/guests present: Nancy Kerr, Carrie Riepl (City HR Director)

CITIZEN COMMENTS

None

CONSIDERATION OF NEW BUSINESS

- A. On a motion made by Gary and seconded by Amy, the board unanimously approved the 2026 library operating budget.
- B. On a motion made by Charlie and seconded by Ann, the board unanimously approved the 2026 wage plan.

CLOSED SESSION MOTION

On a motion made by Shelley and seconded by Charlie, the board convened in closed session at 4:19 p.m.

On a motion made by Charlie and seconded by Amy, the board re-convened in open session at 5:02 p.m.

ADJOURNMENT

On a motion made by Charlie and seconded by Ann, the board adjourned at 5:26 p.m. The next meeting will be Thursday, January 15 at 5:00 p.m.

OPEN SESSION MOTION

The board reconvened in open session and adjourned at 7:39 p.m.

NEXT MEETING – January 15, 2026

Respectfully submitted,

Barb Langreck
Administrative & Human Resources Coordinator



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 12/11/2025
SUBJECT: NOVEMBER 2025 Bills & Claims Report Summary

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

Operating Expenditures for the month	\$379,960.29
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$ _____
Total	\$379,960.29

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
 - \$2,930.75 paid to County of Eau Claire for 2025 Laserfiche annual support
2. Account 6150 Special Services
 - \$1,871.10 paid to TK Elevator Corp for quarterly elevator preventive maintenance
3. Account 6198 Misc Contractual Services
 - \$2,438.24 paid to Viking Automatic Sprinkler for sprinkler inspections

BILLS & CLAIMS - OPERATING
Transactions Processed in November 2025

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
11/06/2025	11/07/2025	6010	\$5,306.56	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/07/25
			<u>\$5,306.56</u>			
11/13/2025	11/14/2025	6010	\$20,776.54	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6010	\$17,804.37	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6010	\$26,368.46	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6010	\$17,670.68	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6010	\$15,099.65	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6010	\$12,432.58	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6010	\$3,774.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
			<u>\$113,926.68</u>			
11/21/2025	11/21/2025	6010	(\$0.72)	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/21/25
11/21/2025	11/21/2025	6010	\$6,005.64	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/21/25
			<u>\$6,004.92</u>			
11/25/2025	11/28/2025	6010	\$20,106.81	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6010	\$18,039.97	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6010	\$26,164.82	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6010	\$17,638.14	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6010	\$15,099.64	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6010	(\$106.16)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6010	\$12,538.74	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6010	\$3,774.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
			<u>\$113,256.36</u>			
TOTAL PAYROLL WAGES			<u>\$238,494.52</u>			
11/06/2025	11/07/2025	6020	\$630.10	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/07/25
			<u>\$630.10</u>			
11/21/2025	11/21/2025	6020	\$301.38	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/21/25
			<u>\$301.38</u>			
TOTAL PAYROLL OVERTIME			<u>\$931.48</u>			
11/06/2025	11/07/2025	6030	\$26.88	SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/07/25
11/21/2025	11/21/2025	6030	\$26.88	SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/21/25
TOTAL SPECIAL PAYS			<u>\$53.76</u>			

11/04/2025	10/31/2025	6040	(\$0.12) EMPLOYER PAID BENEFITS		OCT LIFE INSURANCE
			(\$0.12)		
11/06/2025	11/07/2025	6040	\$428.71 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/07/25
			\$428.71		
11/13/2025	11/14/2025	6040	\$1,527.28 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6040	\$1,333.66 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6040	\$1,961.25 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6040	\$1,328.62 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6040	\$1,086.32 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6040	\$874.99 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6040	\$275.98 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
			\$8,388.10		
11/21/2025	11/21/2025	6040	\$444.63 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/21/25
			\$444.63		
11/25/2025	11/28/2025	6040	\$1,437.77 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6040	\$1,341.25 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6040	\$1,924.64 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6040	\$1,317.58 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6040	\$1,074.19 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6040	\$862.86 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6040	\$275.98 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
			\$8,234.27		
TOTAL EMPLOYER PAID BENEFITS			\$17,495.59		
11/06/2025	11/07/2025	6042	\$411.72 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/07/25
			\$411.72		
11/13/2025	11/14/2025	6042	\$1,358.97 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6042	\$1,138.24 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6042	\$1,339.53 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6042	\$1,111.50 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6042	\$966.47 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6042	\$864.06 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6042	\$262.32 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
			\$7,041.09		
11/21/2025	11/21/2025	6042	\$436.24 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/21/25

			\$436.24		
11/25/2025	11/28/2025	6042	\$1,319.84 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6042	\$1,140.06 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6042	\$1,373.65 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6042	\$1,107.07 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6042	\$966.47 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6042	\$864.06 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6042	\$262.32 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
			\$7,033.47		
TOTAL WRS(ER)			\$14,922.52		
11/04/2025	10/31/2025	6043	\$2,752.22 HEALTH INS(ER)		OCT HEALTH INSURANCE
			\$2,752.22		
11/06/2025	11/07/2025	6043	\$1,976.43 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/07/25
			\$1,976.43		
11/13/2025	11/14/2025	6043	\$4,837.09 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6043	\$4,309.92 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6043	\$4,889.71 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6043	\$4,014.58 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
11/13/2025	11/14/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
			\$22,199.79		
11/21/2025	11/21/2025	6043	\$2,274.24 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 11/21/25
			\$2,274.24		
11/25/2025	11/28/2025	6043	\$4,712.89 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6043	\$4,434.12 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6043	\$4,889.71 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6043	\$4,014.58 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
11/25/2025	11/28/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 11/28/25
			\$22,199.79		
TOTAL HEALTH INS(ER)			\$51,402.47		
11/03/2025	10/31/2025	6047	\$2,343.17 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
11/03/2025	10/31/2025	6047	\$116.25 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH

TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,459.42			
11/11/2025	11/11/2025	6051	\$4,215.69	RETIREE-HLTH INS	GROUP HEALTH COOPERATIVE OF EAU CLAIRE	MONTHLY HEALTH INSURANCE PREMI
TOTAL RETIREE-HLTH INS			\$4,215.69			
11/03/2025	10/31/2025	6052	\$292.92	RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$292.92			
11/13/2025	11/14/2025	6096	\$12.60	AUTO ALLOWANCE	LIBRARY PAYROLL WAGES	PAY DATE: 11/14/25
TOTAL AUTO ALLOWANCE			\$12.60			
11/05/2025	10/31/2025	6110	\$185.14	POSTAGE & SHIPPING	L&M MCS INC	POSTAGE & SHIPPING CHARGES
11/11/2025	10/31/2025	6110	\$1,070.84	POSTAGE & SHIPPING	L&M MCS INC	POSTAGE & SHIPPING CHARGES
TOTAL POSTAGE & SHIPPING			\$1,255.98			
11/05/2025	10/31/2025	6112	\$153.99	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	MONTHLY BILLING - MICROSOFT CS
11/11/2025	09/30/2025	6112	\$2,930.75	COMPUTER SERVICE CHARGES	COUNTY OF EAU CLAIRE	COMPUTER SERVICE CHARGES
TOTAL COMPUTER SERVICE CHARGES			\$3,084.74			
11/05/2025	11/05/2025	6130	\$481.50	REPAIRS TO BUILDINGS	BADGER STATE INC	LIBRARY REPAIRS
TOTAL REPAIRS TO BUILDINGS			\$481.50			
11/19/2025	10/31/2025	6150	\$412.00	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	COLLECTION AGENCY FEES
11/05/2025	10/31/2025	6150	\$424.00	SPECIAL SERVICES	HEATHER C LEISZ	SPECIAL SERVICES - PLANT RENTA
11/06/2025	11/05/2025	6150	\$1,426.99	SPECIAL SERVICES	TK ELEVATOR CORPORATION	2025 QUARTERLY ELEVATOR PM
11/06/2025	11/05/2025	6150	\$444.11	SPECIAL SERVICES	TK ELEVATOR CORPORATION	2025 QUARTERLY ELEVATOR PM
TOTAL SPECIAL SERVICES			\$2,707.10			
11/17/2025	10/01/2025	6153	\$55.41	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES - SEPT
TOTAL CONVENIENCE FEES			\$55.41			
11/05/2025	10/31/2025	6160	\$564.65	TRAINING/MEETINGS	HEARTQUEST TRAINERS LLC	TRAINING - CPR/AED CLASS
TOTAL TRAINING/MEETINGS			\$564.65			
11/20/2025	10/31/2025	6198	\$35.46	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	COBRA ADMIN CHARGES
11/20/2025	10/31/2025	6198	\$46.68	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE 125 PLAN
11/05/2025	10/31/2025	6198	\$100.00	MISC CONTRACTUAL SERVICES	SELIKA DUCKSWORTH-LAWTON	HONORARIUM EVENT 10/29/2025
11/05/2025	09/30/2025	6198	\$650.00	MISC CONTRACTUAL SERVICES	MANAGED MISCHIEF LLC	YOUTH SERVICES EVENT
11/24/2025	11/24/2025	6198	\$400.00	MISC CONTRACTUAL SERVICES	CONFLUENCE COUNCIL INC	PCS - MISC CONTRACTUAL
11/25/2025	11/24/2025	6198	\$200.00	MISC CONTRACTUAL SERVICES	BENJAMIN HOLLARS	PCS - MISC CONTRACTUAL
11/05/2025	10/31/2025	6198	\$1,020.00	MISC CONTRACTUAL SERVICES	VIKING AUTOMATIC SPRINKLER	SPRINKLER INSPECTIONS AT CITY
11/05/2025	10/31/2025	6198	\$1,418.24	MISC CONTRACTUAL SERVICES	VIKING AUTOMATIC SPRINKLER	SPRINKLER INSPECTIONS AT CITY
11/05/2025	10/31/2025	6198	\$50.00	MISC CONTRACTUAL SERVICES	THE EAU CLAIRE BREWING PROJECT LLC	DB MISC CONTRACTUAL

TOTAL MISC CONTRACTUAL SERVICES			\$3,920.38		
11/05/2025	10/31/2025	6210	\$426.68	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC
11/06/2025	10/31/2025	6210	\$708.15	TELEPHONES	MONTHLY TELEPHONE SERVICE FOR
TOTAL TELEPHONES			\$1,134.83		OCT CENTREX VOIP PHONE CHRG
11/03/2025	10/31/2025	6215	\$483.33	CITY GARBAGE SERVICE	GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$483.33		
11/03/2025	10/31/2025	6350	\$2,866.67	INSURANCE	INSURANCE CHARGES
TOTAL INSURANCE			\$2,866.67		
11/07/2025	10/21/2025	6402	\$39.00	OFFICE SUPPLIES	SQUARE INC
11/19/2025	10/31/2025	6402	\$59.48	OFFICE SUPPLIES	BERTELSMANN PUBLISHING GROUP INC
TOTAL OFFICE SUPPLIES			\$98.48		FIRST CHOICE RECYCLING SERVICE
11/19/2025	10/31/2025	6409	\$3,047.61	DIGITAL/DOWNLOADABLE	LIBRARY MATERIALS - DIGITAL
11/25/2025	08/31/2025	6409	\$6,590.00	DIGITAL/DOWNLOADABLE	LIBRARY MATERIALS
			\$9,637.61		
11/03/2025	09/30/2025	6409	\$78.96	LIBRARY MATERIALS-BKS JUVENILE	BTAC UNITED ACQUISITION HOLDING COMPANY JUV
11/05/2025	10/31/2025	6409	\$9.47	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC JUV
11/05/2025	10/31/2025	6409	(\$16.95)	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC JUV
11/05/2025	10/31/2025	6409	\$30.95	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC JUV
11/05/2025	10/31/2025	6409	\$34.17	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC JUV
11/05/2025	10/31/2025	6409	(\$76.20)	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC JUV
11/05/2025	10/31/2025	6409	\$85.04	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES JUV/AD PRINT
11/05/2025	10/31/2025	6409	\$45.64	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES AD PRINT/ L/D AD PRINT/ JUV
11/05/2025	10/31/2025	6409	\$419.33	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES LIBRARY MATERIALS
11/05/2025	10/31/2025	6409	\$169.61	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES LIBRARY MATERIALS
11/05/2025	10/31/2025	6409	\$529.83	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES LIBRARY MATERIALS
11/05/2025	10/31/2025	6409	\$959.12	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES LIBRARY MATERIALS
11/05/2025	10/31/2025	6409	\$347.26	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES LIBRARY MATERIALS
11/05/2025	11/05/2025	6409	\$27.99	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC JUV
11/11/2025	11/11/2025	6409	\$10.06	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC JUV
11/11/2025	11/11/2025	6409	\$72.51	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC JUV
11/11/2025	10/31/2025	6409	\$607.68	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC LIBRARY MATERIALS
11/11/2025	11/11/2025	6409	\$111.68	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC JUV
11/11/2025	11/11/2025	6409	\$340.67	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC JUV
11/11/2025	11/11/2025	6409	\$367.34	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES JUV/ AD PRINT
11/11/2025	10/31/2025	6409	\$101.01	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES AD PRINT/ L&D JUV/ JUV
11/11/2025	10/31/2025	6409	\$180.47	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES LIBRARY MATERIALS
11/11/2025	10/31/2025	6409	\$8.83	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES LIBRARY MATERIALS
11/11/2025	10/31/2025	6409	\$744.63	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES LIBRARY MATERIALS
11/11/2025	10/31/2025	6409	\$344.13	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES LIBRARY MATERIALS

11/12/2025	10/31/2025	6409	\$123.98 LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	JUV
11/12/2025	11/11/2025	6409	\$22.95 LIBRARY MATERIALS-BKS JUVENILE	THE CHILDS WORLD INC	LIB MATLS - JUV PRINT
11/19/2025	11/18/2025	6409	\$32.88 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
11/19/2025	11/18/2025	6409	\$82.94 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
11/19/2025	11/18/2025	6409	\$103.72 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
11/19/2025	11/18/2025	6409	\$573.38 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	LIBRARY MATERIALS - JUV
11/19/2025	11/18/2025	6409	\$47.16 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
11/19/2025	11/18/2025	6409	\$13.90 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO LEPMP
11/19/2025	11/18/2025	6409	\$135.53 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
11/19/2025	11/18/2025	6409	\$353.64 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO- LEPM
11/24/2025	11/24/2025	6409	\$65.78 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
11/25/2025	11/24/2025	6409	\$54.09 LIBRARY MATERIALS-BKS JUVENILE	BELLWETHER MEDIA LLC	JUV

\$7,143.18

11/03/2025	09/30/2025	6409	(\$78.96) LIBRARY MATERIALS-BOOKS-ADULT	BTAC UNITED ACQUISITION HOLDING COMPANY	JUV
11/05/2025	10/31/2025	6409	\$28.79 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT/ L/D AD PRINT
11/05/2025	10/31/2025	6409	\$11.97 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/05/2025	10/31/2025	6409	\$29.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/05/2025	10/31/2025	6409	\$55.82 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/05/2025	10/31/2025	6409	\$57.60 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/05/2025	10/31/2025	6409	\$99.96 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/05/2025	10/31/2025	6409	\$50.61 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/AD PRINT
11/05/2025	10/31/2025	6409	\$177.30 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ L/D AD PRINT/ JUV
11/05/2025	10/31/2025	6409	\$94.05 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/05/2025	10/31/2025	6409	\$572.97 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/05/2025	10/31/2025	6409	\$230.64 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/05/2025	10/31/2025	6409	\$43.82 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/05/2025	10/31/2025	6409	\$695.88 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/05/2025	11/05/2025	6409	\$83.19 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/11/2025	11/11/2025	6409	(\$15.99) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/11/2025	11/11/2025	6409	\$52.25 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/11/2025	11/11/2025	6409	\$92.83 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/11/2025	11/11/2025	6409	\$96.98 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/11/2025	11/11/2025	6409	\$102.29 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/11/2025	11/11/2025	6409	\$152.02 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/11/2025	11/11/2025	6409	(\$16.50) LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
11/11/2025	11/11/2025	6409	\$60.90 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
11/11/2025	10/31/2025	6409	\$153.95 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ L&D JUV/ JUV
11/11/2025	10/31/2025	6409	\$457.72 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/11/2025	10/31/2025	6409	\$446.65 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/11/2025	10/31/2025	6409	\$34.23 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/11/2025	10/31/2025	6409	\$508.56 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/19/2025	11/18/2025	6409	\$19.06 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/19/2025	11/18/2025	6409	\$94.85 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/19/2025	11/18/2025	6409	\$301.08 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/19/2025	11/18/2025	6409	\$30.39 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
11/19/2025	11/18/2025	6409	\$30.39 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT

11/19/2025	11/18/2025	6409	\$56.23 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
11/19/2025	11/18/2025	6409	\$89.97 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
11/19/2025	11/18/2025	6409	\$170.94 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
11/19/2025	11/18/2025	6409	\$172.44 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
11/19/2025	11/18/2025	6409	(\$14.99) LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
11/19/2025	11/18/2025	6409	\$263.89 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
11/19/2025	11/18/2025	6409	\$269.00 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO LEPMP
11/19/2025	11/18/2025	6409	\$269.63 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
11/19/2025	11/18/2025	6409	\$77.18 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO- LEPM
11/19/2025	11/18/2025	6409	\$27.92 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - GIFTS IHO LEPMPL &
11/24/2025	11/24/2025	6409	\$24.40 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
11/24/2025	11/24/2025	6409	\$113.48 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV
11/25/2025	11/24/2025	6409	\$201.96 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/25/2025	11/24/2025	6409	\$379.18 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/25/2025	11/24/2025	6409	\$18.99 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
11/25/2025	11/24/2025	6409	\$134.62 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
			\$7,010.13		
11/05/2025	10/31/2025	6409	\$8.56 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			\$8.56		
11/05/2025	10/31/2025	6409	\$77.34 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
11/05/2025	10/31/2025	6409	\$163.18 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
11/05/2025	10/31/2025	6409	\$336.77 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
11/05/2025	10/31/2025	6409	\$39.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/05/2025	10/31/2025	6409	\$58.79 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - NONPRINT
11/11/2025	11/11/2025	6409	\$22.96 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/11/2025	11/11/2025	6409	\$45.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/11/2025	10/31/2025	6409	\$502.00 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/11/2025	11/11/2025	6409	\$102.80 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/11/2025	10/31/2025	6409	\$22.08 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
11/12/2025	11/11/2025	6409	\$135.83 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	NONPRINT
11/19/2025	10/31/2025	6409	\$1,218.38 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
11/19/2025	11/18/2025	6409	\$12.96 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/19/2025	11/18/2025	6409	\$133.79 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/19/2025	11/18/2025	6409	\$42.91 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
11/19/2025	10/31/2025	6409	\$2,277.22 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
11/25/2025	11/24/2025	6409	\$223.79 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/25/2025	11/24/2025	6409	\$34.91 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
11/25/2025	11/24/2025	6409	\$59.48 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/25/2025	11/24/2025	6409	\$95.80 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
11/25/2025	11/25/2025	6409	\$171.96 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
11/25/2025	11/25/2025	6409	\$245.61 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	NONPRINT
			\$6,024.54		
11/25/2025	11/24/2025	6409	\$34.78 LIBRARY MATLS-WELLNESS KITS	AMAZON COM SALES INC	GIFTS WELLNESS KITS

			\$34.78			
11/05/2025	10/31/2025	6409	\$16.55 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	
11/19/2025	11/18/2025	6409	\$30.48 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO LEPMP	
11/19/2025	11/18/2025	6409	\$24.91 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO- LEPM	
			\$71.94			
11/05/2025	10/31/2025	6409	\$16.54 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	
11/11/2025	10/31/2025	6409	\$20.46 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	
11/19/2025	11/18/2025	6409	\$36.90 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO LEPMPL	
11/19/2025	11/18/2025	6409	\$83.13 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO LEPMP	
11/19/2025	11/18/2025	6409	\$20.53 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ GIFTS IHO- LEPM	
11/19/2025	11/18/2025	6409	\$27.92 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS - GIFTS IHO LEPMPL &	
			\$205.48			
TOTAL LIBRARY MATERIALS-BOOKS-ADULT			\$30,136.22			
11/05/2025	10/31/2025	6415	\$9.38 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	
11/11/2025	11/11/2025	6415	\$27.02 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV	
11/11/2025	10/31/2025	6415	\$10.00 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	AD PRINT/ L&D JUV/ JUV	
11/11/2025	10/31/2025	6415	\$229.16 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	
11/25/2025	11/24/2025	6415	\$255.77 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV	
11/25/2025	11/24/2025	6415	\$64.05 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV	
			\$595.38			
11/05/2025	10/31/2025	6415	\$56.78 LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT/ L/D AD PRINT	
11/05/2025	10/31/2025	6415	\$227.15 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT	
11/05/2025	10/31/2025	6415	\$10.33 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ L/D AD PRINT/ JUV	
11/05/2025	10/31/2025	6415	\$212.79 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	
11/11/2025	10/31/2025	6415	\$103.17 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS	
11/19/2025	11/18/2025	6415	\$19.00 LOST/DAMAGED-BOOKS-ADULT	CITY OF NEW RICHMOND	LOST & DAMAGED - ADULT PRINT	
11/25/2025	11/24/2025	6415	\$26.00 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT	
11/25/2025	11/24/2025	6415	\$193.99 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT	
11/25/2025	11/24/2025	6415	\$201.22 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT	
11/25/2025	08/31/2025	6415	\$7.99 LOST/DAMAGED-BOOKS-ADULT	VILLAGE OF MENOMONEE FALLS	LOST & DAMAGED - ADULT PRINT	
			\$1,058.42			
11/05/2025	10/31/2025	6415	\$21.88 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L&D NON PRINT	
11/25/2025	11/24/2025	6415	\$15.99 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L&D NONPRINT	
			\$37.87			
TOTAL LOST/DAMAGED-BOOKS-ADULT			\$1,691.67			
11/07/2025	10/31/2025	6450	\$87.07 GASOLINE		OCT FUEL CHARGES	
TOTAL GASOLINE			\$87.07			

11/06/2025	10/31/2025	6464	\$1,051.16	BLDG MTRLS & JNTRL SUPPLIES		OCT PARTS CHARGES
11/07/2025	10/21/2025	6464	\$60.13	BLDG MTRLS & JNTRL SUPPLIES	SITEONE LANDSCAPE SUPPLY HOLDING LLC	FALL LAWN FERTILIZER/CITY HALL
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$1,111.29			
TOTAL OPERATING EXPENDITURES			\$379,960.29			



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 1/08/2026
SUBJECT: DECEMBER 2025 Bills & Claims Report Summary

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

Operating Expenditures for the month	\$421,280.48
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$ _____
Total	\$421,280.48

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
 - \$10,000.00 paid to Heartland Business Systems for flexible service block
 - \$2,500.00 paid to Evergreen Service Group for annual subscription to Library Calendar software
2. Account 6162 Membership Dues
 - \$1,172.00 paid to American Library Association for annual renewal
3. Account 6198 Misc Contractual Services
 - \$1,326.75 paid to K9 Bed Bug Detection Service for bed bug inspection
 - \$4,081.00 paid to UW-Eau Claire for Chippewa Valley Book Festival
 - \$1,200.00 paid to Richard Fuerstenau for window cleaning services
 - \$1,500.00 paid to Chippewa Valley LGBTQ+ Community Center for Drag Me Out event (gift funds)
 - \$4,000.00 paid to UW-Eau Claire for Chippewa Valley Book Festival
4. Account 6406 Program Supplies
 - \$10,035.00 paid to Mid-America Business Systems for ScanPro 3500 (gift funds)

BILLS & CLAIMS - OPERATING
Transactions Processed in December 2025

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
12/08/2025	12/05/2025	6010	(\$0.01) PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 12/05/25
12/08/2025	12/05/2025	6010	\$4,768.93 PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 12/05/25
			\$4,768.92			
12/11/2025	12/12/2025	6010	\$20,168.37 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6010	\$17,924.43 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6010	\$26,502.88 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6010	\$17,507.73 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6010	\$14,991.49 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6010	\$12,469.54 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6010	\$3,774.40 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
			\$113,338.84			
12/19/2025	12/19/2025	6010	(\$3.60) PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 12/19/25
12/19/2025	12/19/2025	6010	\$5,144.46 PAYROLL WAGES		CUSTODIAL PAYROLL WAGES	PAY DATE: 12/19/25
			\$5,140.86			
12/23/2025	12/26/2025	6010	\$20,106.81 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6010	\$17,978.81 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6010	\$26,960.33 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6010	\$17,468.22 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6010	\$15,076.49 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6010	\$12,481.86 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6010	\$3,774.40 PAYROLL WAGES		LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
			\$113,846.92			
TOTAL PAYROLL WAGES			\$237,095.54			
12/08/2025	12/05/2025	6020	\$928.06 PAYROLL OVERTIME		CUSTODIAL PAYROLL WAGES	PAY DATE: 12/05/25
			\$928.06			
12/19/2025	12/19/2025	6020	\$1,768.03 PAYROLL OVERTIME		CUSTODIAL PAYROLL WAGES	PAY DATE: 12/19/25
			\$1,768.03			
TOTAL PAYROLL OVERTIME			\$2,696.09			
12/08/2025	12/05/2025	6030	\$26.88 SPECIAL PAYS		CUSTODIAL PAYROLL WAGES	PAY DATE: 12/05/25
12/19/2025	12/19/2025	6030	\$26.88 SPECIAL PAYS		CUSTODIAL PAYROLL WAGES	PAY DATE: 12/19/25
TOTAL SPECIAL PAYS			\$53.76			

12/02/2025	11/30/2025	6040	(\$0.12) EMPLOYER PAID BENEFITS		NOV LIFE INSURANCE
			(\$0.12)		
12/08/2025	12/05/2025	6040	\$413.44 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/05/25
			\$413.44		
12/11/2025	12/12/2025	6040	\$1,483.06 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6040	\$1,342.87 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6040	\$1,968.53 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6040	\$1,316.25 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6040	\$1,078.63 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6040	\$877.83 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6040	\$275.98 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
			\$8,343.15		
12/19/2025	12/19/2025	6040	\$498.51 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/19/25
			\$498.51		
12/23/2025	12/26/2025	6040	\$1,437.81 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6040	\$1,336.56 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6040	\$1,985.72 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6040	\$1,304.57 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6040	\$1,072.53 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6040	\$866.62 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6040	\$275.98 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
			\$8,279.79		
TOTAL EMPLOYER PAID BENEFITS			\$17,534.77		
12/08/2025	12/05/2025	6042	\$395.27 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/05/25
			\$395.27		
12/11/2025	12/12/2025	6042	\$1,319.84 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6042	\$1,138.24 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6042	\$1,411.48 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6042	\$1,107.07 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6042	\$958.96 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6042	\$866.63 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6042	\$262.32 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
			\$7,064.54		
12/19/2025	12/19/2025	6042	\$479.88 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/19/25

			\$479.88		
12/23/2025	12/26/2025	6042	\$1,319.84 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6042	\$1,138.24 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6042	\$1,327.66 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6042	\$1,107.07 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6042	\$964.86 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6042	\$867.48 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6042	\$262.32 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
			\$6,987.47		
TOTAL WRS(ER)			\$14,927.16		
12/02/2025	11/30/2025	6043	(\$0.34) HEALTH INS(ER)		NOV HEALTH INSURANCE
			(\$0.34)		
12/08/2025	12/05/2025	6043	\$1,790.39 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/05/25
			\$1,790.39		
12/11/2025	12/12/2025	6043	\$4,712.89 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6043	\$4,475.72 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6043	\$4,848.11 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6043	\$4,014.58 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
12/11/2025	12/12/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/12/25
			\$22,199.79		
12/19/2025	12/19/2025	6043	\$1,996.98 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 12/19/25
			\$1,996.98		
12/23/2025	12/26/2025	6043	\$4,712.89 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6043	\$1,354.83 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6043	\$4,420.45 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6043	\$1,848.44 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6043	\$4,880.79 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6043	\$4,014.58 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
12/23/2025	12/26/2025	6043	\$945.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 12/26/25
			\$22,177.20		
TOTAL HEALTH INS(ER)			\$48,164.02		
12/01/2025	11/30/2025	6047	\$2,343.17 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH
12/01/2025	11/30/2025	6047	\$116.25 HEALTH INSURANCE DEDUCTIBLE		HEALTH INSURANCE DEDUCTIBLE CH

TOTAL HEALTH INSURANCE DEDUCTIBLE			\$2,459.42		
12/01/2025	11/30/2025	6052	\$292.92	RETIREE DEDUCTIBLE	ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$292.92		
12/09/2025	12/09/2025	6110	\$226.92	POSTAGE & SHIPPING	L&M MCS INC
12/10/2025	11/30/2025	6110	\$875.35	POSTAGE & SHIPPING	L&M MCS INC
TOTAL POSTAGE & SHIPPING			\$1,102.27		
12/03/2025	11/30/2025	6112	\$430.26	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC
12/03/2025	11/30/2025	6112	\$53.60	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC
12/04/2025	11/24/2025	6112	\$47.97	COMPUTER SERVICE CHARGES	ZOOM.US
12/04/2025	11/24/2025	6112	\$8.11	COMPUTER SERVICE CHARGES	WONDERSHARE.COM
12/04/2025	11/30/2025	6112	\$370.00	COMPUTER SERVICE CHARGES	ZAF ACP HOLDINGS LLC
12/09/2025	12/09/2025	6112	\$10,000.00	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC
12/17/2025	12/16/2025	6112	\$543.86	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC
12/18/2025	10/31/2025	6112	\$2,500.00	COMPUTER SERVICE CHARGES	EVERGREEN SERVICE GROUP
12/22/2025	12/22/2025	6112	\$240.15	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC
TOTAL COMPUTER SERVICE CHARGES			\$14,193.95		
12/04/2025	11/24/2025	6118	\$200.00	ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC
12/04/2025	11/24/2025	6118	\$37.83	ADVERTISING/MARKETING	FACEBK *2KW9YE4TN2
12/04/2025	11/24/2025	6118	\$249.35	ADVERTISING/MARKETING	FACEBK *2KW9YE4TN2
12/04/2025	11/24/2025	6118	\$160.83	ADVERTISING/MARKETING	DISPLAYS2GO
TOTAL ADVERTISING/MARKETING			\$648.01		
12/04/2025	11/24/2025	6126	\$731.16	REPAIRS & MAINT TO AUTO EQUIP	QWIK STOP
TOTAL REPAIRS & MAINT TO AUTO EQUIP			\$731.16		
12/04/2025	11/24/2025	6130	\$35.52	REPAIRS TO BUILDINGS	CINTAS CORPORATION NO 2
12/15/2025	11/24/2025	6130	\$135.90	REPAIRS TO BUILDINGS	RFP ENTERPRISES INC
TOTAL REPAIRS TO BUILDINGS			\$171.42		
12/18/2025	12/17/2025	6150	\$504.70	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC
12/22/2025	11/30/2025	6150	\$48.00	SPECIAL SERVICES	SHREDAWAY USA INC
12/03/2025	11/30/2025	6150	\$424.00	SPECIAL SERVICES	HEATHER C LEISZ
TOTAL SPECIAL SERVICES			\$976.70		
12/16/2025	11/03/2025	6153	\$43.99	CONVENIENCE FEES	FAPS HOLDINGS INC
TOTAL CONVENIENCE FEES			\$43.99		
12/04/2025	11/24/2025	6160	\$215.00	TRAINING/MEETINGS	AMERICAN LIBRARY ASSOCIATION
12/04/2025	11/24/2025	6160	\$73.14	TRAINING/MEETINGS	TST* SILLY SERRANO
12/04/2025	11/24/2025	6160	\$90.00	TRAINING/MEETINGS	UNIVERSITY OF MINNESOTA

12/04/2025	11/24/2025	6160	\$459.00	TRAINING/MEETINGS	UNIVERSITY OF WISCONSIN NON-PAYROLL	STAFF TRAINING REGISTRATION FO
12/04/2025	11/24/2025	6160	\$200.00	TRAINING/MEETINGS	UNIVERSITY OF WISCONSIN NON-PAYROLL	STAFF TRAINING (REBECCA SCHARL
12/04/2025	11/24/2025	6160	\$364.00	TRAINING/MEETINGS	MENOMONIE MARKET FOOD CO	YS STAFF TRAINING (9 ATTENDEES
12/04/2025	11/24/2025	6160	\$364.00	TRAINING/MEETINGS	MARITZ AT&L* ALA	STAFF TRAINING PLA EVENT REGIS
12/04/2025	11/24/2025	6160	\$364.00	TRAINING/MEETINGS	MARITZ AT&L* ALA	PLA REGISTRATION FOR PAULA STA
TOTAL TRAINING/MEETINGS			\$2,129.14			
12/04/2025	11/24/2025	6162	\$1,172.00	MEMBERSHIP DUES	AMERICAN LIBRARY ASSOCIATION	ANNUAL LIBRARY MEMBERSHIP RENE
12/30/2025	01/01/2026	6162	\$129.00	MEMBERSHIP DUES	AMAZON COM SALES INC	MEMBERSHIP DUES (TS)
TOTAL MEMBERSHIP DUES			\$1,301.00			
12/03/2025	11/30/2025	6198	\$1,326.75	MISC CONTRACTUAL SERVICES	K9 BED BUG DETECTION SERVICE LLC	BED BUG DETECTION SERVICES (MI
12/04/2025	11/24/2025	6198	\$89.00	MISC CONTRACTUAL SERVICES	FEED.MIKLE.COM	MISC CONTRACTUAL ANNUAL AGREEM
12/04/2025	11/24/2025	6198	\$67.95	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	MISC CONTRACTUAL (DISPLAY SCRE
12/17/2025	11/24/2025	6198	\$35.46	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	COBRA ADMIN CHARGES FOR THE 12
12/17/2025	11/24/2025	6198	\$46.68	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR 125 PLAN NOV
12/18/2025	12/17/2025	6198	\$120.00	MISC CONTRACTUAL SERVICES	LILY SCHWARTZ	YS MISC CONTRACTUAL
12/18/2025	12/17/2025	6198	\$187.50	MISC CONTRACTUAL SERVICES	KEVIN SCHWARTZ	YS MISC CONTRACTUAL
12/22/2025	12/22/2025	6198	\$127.50	MISC CONTRACTUAL SERVICES	ARTFULLY FUN CREATIONS	YS MISC CONTRACTUAL
12/18/2025	12/17/2025	6198	\$225.00	MISC CONTRACTUAL SERVICES	STEPHANIE GERBERDING	RS MISC CONTRACTUAL
12/04/2025	11/24/2025	6198	\$4,081.00	MISC CONTRACTUAL SERVICES	UNIVERSITY OF WISCONSIN EAU CLAIRE	CHIPPEWA VALLEY BOOK FESTIVAL
12/04/2025	11/24/2025	6198	\$100.00	MISC CONTRACTUAL SERVICES	DNA AV INTEGRATORS LLC **USE 119460**	AUDIO ARCHITECTS (MISC CONTRAC
12/04/2025	11/24/2025	6198	\$150.00	MISC CONTRACTUAL SERVICES	BRENT D STELZER	MISC CONTRACTUAL (3 FLORAL ARR
12/03/2025	11/30/2025	6198	\$1,200.00	MISC CONTRACTUAL SERVICES	RICHARD V FUERSTENAU	MISC CONTRACTUAL - CUSTODIAL
12/18/2025	12/17/2025	6198	\$240.00	MISC CONTRACTUAL SERVICES	ZAF ACP HOLDINGS LLC	MISC CONTRACTUAL
12/03/2025	11/30/2025	6198	\$1,500.00	MISC CONT SERV-PABLO FOUNDATIO	LESBIAN GAY BISEXUAL TRANSGENDER	MISC CONTRACTUAL
12/04/2025	11/24/2025	6198	\$87.39	MISC CONT SERV-PABLO FOUNDATIO	AMZ*CAFEPRESS INC.	GIFTS HMONG IN THE CHIPPEWA VA
12/04/2025	11/24/2025	6198	\$306.00	MISC CONT SERV-PABLO FOUNDATIO	AMZ*CAFEPRESS INC.	GIFTS - HMONG IN THE CHIPPEWA
12/04/2025	11/24/2025	6198	\$405.00	MISC CONT SERV-PABLO FOUNDATIO	AMZ*CAFEPRESS INC.	GIFTS HMONG IN THE CHIPPEWA VA
12/04/2025	11/24/2025	6198	\$4,000.00	MISC CONT SERV-PABLO FOUNDATIO	UNIVERSITY OF WISCONSIN EAU CLAIRE	CHIPPEWA VALLEY BOOK FESTIVAL
TOTAL MISC CONTRACTUAL SERVICES			\$14,295.23			
12/12/2025	10/31/2025	6202	\$4,656.59	ELECTRICITY		400 EAU CLAIRE ST
12/23/2025	11/30/2025	6202	\$5,797.37	ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$10,453.96			
12/12/2025	10/31/2025	6208	\$49.58	GAS SERVICE		400 EAU CLAIRE ST
12/23/2025	11/30/2025	6208	\$44.79	GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$94.37			
12/04/2025	11/30/2025	6210	\$421.35	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	MONTHLY TELEPHONE SERVICE FOR
12/04/2025	11/24/2025	6210	\$0.63	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE NOV 2025
12/04/2025	11/24/2025	6210	\$0.90	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE OCTOBER 2025
12/04/2025	11/24/2025	6210	\$0.63	TELEPHONES	CENTURYLINK LUMEN	TELEPHONE OCTOBER 2025
12/04/2025	11/30/2025	6210	\$691.38	TELEPHONES		NOV CENTREX VOIP PHONE CHR

TOTAL TELEPHONES			\$1,114.89		
12/01/2025	11/30/2025	6215	\$483.33	CITY GARBAGE SERVICE	GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$483.33		
12/01/2025	11/30/2025	6350	\$2,866.67	INSURANCE	INSURANCE CHARGES
TOTAL INSURANCE			\$2,866.67		
12/04/2025	11/24/2025	6402	\$64.87	OFFICE SUPPLIES	OVERHEAD SUPPLIES
12/04/2025	11/24/2025	6402	\$199.96	OFFICE SUPPLIES	OVERHEAD SUPPLIES
12/04/2025	11/24/2025	6402	\$42.28	OFFICE SUPPLIES	OFFICE SUPPLIES (BLUE PENS / 3
12/04/2025	11/24/2025	6402	\$59.73	OFFICE SUPPLIES	OFFICE SUPPLIES (LANYARD BADGE
12/04/2025	11/24/2025	6402	\$63.55	OFFICE SUPPLIES	OFFICE SUPPLIES (LARGE NITRILE
12/04/2025	11/24/2025	6402	\$684.99	OFFICE SUPPLIES	OFFICE SUPPLIES (HP BLACK TONE
12/04/2025	11/24/2025	6402	\$58.98	OFFICE SUPPLIES	OFFICE SUPPLIES (1 CASE COPY P
12/04/2025	11/24/2025	6402	\$20.94	OFFICE SUPPLIES	OVERHEAD SUPPLIES (DISINFECTIN
12/04/2025	11/24/2025	6402	\$83.98	OFFICE SUPPLIES	OFFICE SUPPLIES (2 CASES COPY
12/04/2025	11/24/2025	6402	\$129.63	OFFICE SUPPLIES	OVERHEAD SUPPLIES (4 BOTTLES O
12/04/2025	11/24/2025	6402	\$36.98	OFFICE SUPPLIES	OSHA.COM WORKSHEET STRETCHING
12/04/2025	11/24/2025	6402	\$31.49	OFFICE SUPPLIES	OVERHEAD SUPPLIES (BULK FACIAL
12/04/2025	11/24/2025	6402	\$219.00	OFFICE SUPPLIES	ONE SOURCE IMAGING (EPSON WORK
12/04/2025	11/24/2025	6402	\$422.50	OFFICE SUPPLIES	ONE SOURCE IMAGING (BLACK 656X
12/04/2025	11/24/2025	6402	\$8.16	OFFICE SUPPLIES	OFFICE SUPPLIES (MEDIUM BINDER
12/04/2025	11/24/2025	6402	\$37.23	OFFICE SUPPLIES	OFFICE SUPPLIES (AAA BATTERIES
12/04/2025	11/24/2025	6402	\$23.43	OFFICE SUPPLIES	OFFICE SUPPLIES (XL NITRILE GL
12/04/2025	11/24/2025	6402	(\$250.00)	OFFICE SUPPLIES	YS SUPPLIES - ESCAPE ROOM PROP
12/04/2025	11/24/2025	6402	\$24.36	OFFICE SUPPLIES	YS SUPPLIES (PAPER CRAFTS)
12/04/2025	11/24/2025	6402	\$250.00	OFFICE SUPPLIES	YS SUPPLIES - ESCAPE ROOM PROP
12/04/2025	11/24/2025	6402	\$34.58	OFFICE SUPPLIES	YS SUPPLIES (CLEANSMART SURFAC
12/04/2025	11/24/2025	6402	\$102.14	OFFICE SUPPLIES	YS OFFICE SUPPLIES
12/04/2025	11/24/2025	6402	\$12.99	OFFICE SUPPLIES	YS OFFICE SUPPLIES (2026 PLANN
12/04/2025	11/24/2025	6402	\$61.35	OFFICE SUPPLIES	RS OFFICE SUPPLIES
12/04/2025	11/24/2025	6402	\$46.00	OFFICE SUPPLIES	PCS SUPPLIES
12/04/2025	11/24/2025	6402	\$7.89	OFFICE SUPPLIES	PCS SUPPLIES (200 KEY RINGS BU
12/04/2025	11/24/2025	6402	\$58.48	OFFICE SUPPLIES	PCS SUPPLIES (16X20 PICTURE FR
12/04/2025	11/24/2025	6402	\$8.36	OFFICE SUPPLIES	PCS SUPPLIES (BLACK DIXON CHIN
12/04/2025	11/24/2025	6402	\$14.24	OFFICE SUPPLIES	PCS SUPPLIES (12 PACK BLACK GE
12/04/2025	11/24/2025	6402	\$22.56	OFFICE SUPPLIES	PCS SUPPLIES (FRIDGE MAGNETS/D
12/04/2025	11/24/2025	6402	\$14.35	OFFICE SUPPLIES	TS SUPPLIES (2026 PLANNER)
12/04/2025	11/24/2025	6402	\$54.66	OFFICE SUPPLIES	TS SUPPLIES (5 2026 PLANNERS/C
TOTAL OFFICE SUPPLIES			\$2,649.66		
12/04/2025	11/24/2025	6405	\$10.00	AWRDS/TROP FOL 2023	GIFTS - STAFF APPRECIATION
12/04/2025	11/24/2025	6405	\$83.57	AWRDS/TROP FOL 2023	GIFTS - STAFF APPRECIATION
12/04/2025	11/24/2025	6405	\$114.43	AWRDS/TROP FOL 2023	GIFTS - STAFF APPRECIATION
12/04/2025	11/24/2025	6405	\$6.68	AWRDS/TROP FOL 2023	GIFTS - STAFF APPRECIATION

TOTAL AWRDS/TROP FOL 2023			\$214.68			
12/04/2025	11/24/2025	6406	\$74.62	LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	GIFTS - YS TEEN BOOKBOXES
12/04/2025	11/24/2025	6406	\$27.96	LIBRARY PROG SUPPLIES-FOL-2025	MENOMONIE MARKET FOOD CO	FOL GIFTS EVENT REFRESHMENTS (
12/04/2025	11/24/2025	6406	\$398.36	LIBRARY PROG SUPPLIES-FOL-2025	WM SUPERCENTER#1669	SAM'S CLUB - GIFTS FOL EVENT R
12/04/2025	11/24/2025	6406	\$22.97	LIBRARY PROG SUPPLIES-FOL-2025	SKOGENS FOODLINER INC	FOL EVENT REFRESHMENTS (COOKIE
12/04/2025	11/24/2025	6406	\$90.26	LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	TEEN BOOK BOXES (FOL GIFTS)
12/04/2025	11/24/2025	6406	\$46.84	LIBRARY PROG SUPPLIES-FOL-2025	WM SUPERCENTER#1669	YS EVENT REFRESHMENTS (FOL GIF
12/22/2025	12/22/2025	6406	\$10,035.00	LIBR PROG SUPP-GEN PURPOSE GIF	MID-AMERICA BUSINESS SYSTEMS &	GIFTS
12/04/2025	11/24/2025	6406	\$14.47	LIBRARY PROGRAM SUPPLIES	HOBBY LOBBY ECOMM	YS PROGRAM SUPPLIES (NEEDLE AR
12/04/2025	11/24/2025	6406	\$17.48	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (BLUE CARD
12/04/2025	11/24/2025	6406	\$87.27	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES FOR BLUEY
12/04/2025	11/24/2025	6406	\$3.59	LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	YS PROGRAM SUPPLIES (HEAVY WEI
12/04/2025	11/24/2025	6406	\$44.79	LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	YS PROGRAM SUPPLIES (ORANGE CA
12/04/2025	11/24/2025	6406	\$29.43	LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES (TEEN EVEN
12/04/2025	11/24/2025	6406	\$12.99	LIBRARY PROGRAM SUPPLIES	WALGREENS	PCS PROGRAM SUPPLIES (PHOTO)
12/04/2025	11/24/2025	6406	\$102.62	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
12/04/2025	11/24/2025	6406	\$104.86	LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (3D PRINTE
TOTAL LIBRARY PROG SUPPLIES-FOL-2025			\$11,113.51			
12/03/2025	11/30/2025	6409	\$845.00	DIGITAL/DOWNLOADABLE	EBSCO INDUSTRIES INC	LIBRARY MATERIALS/DIGITAL
12/03/2025	11/30/2025	6409	\$906.00	DIGITAL/DOWNLOADABLE	EBSCO INDUSTRIES INC	LIBRARY MATERIALS/DIGITAL
12/10/2025	11/30/2025	6409	\$350.00	DIGITAL/DOWNLOADABLE	INGRAM LIBRARY SERVICES	DIGITAL
12/17/2025	11/30/2025	6409	\$2,779.49	DIGITAL/DOWNLOADABLE	MIDWEST TAPE LLC	LIBRARY MATERIALS-DIGITAL
			\$4,880.49			
12/02/2025	11/30/2025	6409	(\$14.94)	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/02/2025	11/30/2025	6409	\$20.48	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/02/2025	11/30/2025	6409	\$159.19	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV
12/02/2025	11/30/2025	6409	\$9.89	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	NONPRINT/ JUV/AD PRINT
12/02/2025	11/30/2025	6409	\$53.38	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ NONPRINT/ JUV/ GIFTS
12/02/2025	11/30/2025	6409	\$436.26	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS/AD PRINT/JUV
12/02/2025	11/30/2025	6409	\$167.49	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS/AD PRINT/JUV
12/02/2025	11/30/2025	6409	\$16.56	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS/AD PRINT/JUV
12/04/2025	11/30/2025	6409	\$153.43	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/04/2025	11/30/2025	6409	\$490.96	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/04/2025	11/24/2025	6409	\$16.99	LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	AD PRINT (INVIERNO/WINTER) / J
12/04/2025	11/24/2025	6409	\$43.68	LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (THE SNOWBALL FIGHT
12/04/2025	11/24/2025	6409	\$43.98	LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (2 BOOKS) / AD PRINT
12/04/2025	11/24/2025	6409	\$8.99	LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (WHEN I GROW UP - PE
12/04/2025	11/24/2025	6409	\$14.31	LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	JUV PRINT (DIG DIG DIGGER)
12/09/2025	12/09/2025	6409	\$7.99	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/09/2025	12/09/2025	6409	(\$20.71)	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/09/2025	12/09/2025	6409	\$24.99	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/09/2025	12/09/2025	6409	\$33.52	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/09/2025	12/09/2025	6409	\$48.16	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV

12/10/2025	11/30/2025	6409	\$538.05 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	LIBRARY MATERIALS - JUV
12/10/2025	11/30/2025	6409	\$76.97 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	L&D JUV/ JUV
12/10/2025	11/30/2025	6409	\$132.80 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
12/10/2025	11/30/2025	6409	\$80.11 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - JUV/ AD PR
12/10/2025	11/30/2025	6409	\$531.71 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - AD PRINT/
12/10/2025	12/10/2025	6409	\$186.97 LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - JUV PRINT
12/16/2025	12/16/2025	6409	\$120.72 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/16/2025	12/16/2025	6409	\$205.36 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/16/2025	12/16/2025	6409	\$325.77 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/16/2025	12/16/2025	6409	\$494.67 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/17/2025	12/16/2025	6409	\$70.37 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/17/2025	12/16/2025	6409	\$144.96 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
12/22/2025	12/22/2025	6409	\$5.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
12/22/2025	12/22/2025	6409	\$70.23 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
12/22/2025	12/22/2025	6409	\$191.48 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
12/22/2025	12/22/2025	6409	\$136.66 LIBRARY MATERIALS-BKS JUVENILE	LIBRARY IDEAS LLC	LIB MATLS - JUV PRINT
12/30/2025	12/29/2025	6409	(\$9.08) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/30/2025	12/29/2025	6409	(\$9.74) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/30/2025	12/29/2025	6409	\$17.79 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/30/2025	12/29/2025	6409	\$21.14 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/30/2025	12/29/2025	6409	\$35.19 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/30/2025	12/29/2025	6409	(\$51.55) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/30/2025	12/29/2025	6409	\$141.46 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/30/2025	12/29/2025	6409	\$156.45 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV
12/30/2025	12/30/2025	6409	\$88.37 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT
12/30/2025	12/30/2025	6409	\$64.50 LIBRARY MATERIALS-BKS JUVENILE	CRABTREE PUBLISHING COMPANY	LIB MATLS - JUV PRINT
12/30/2025	12/30/2025	6409	\$150.50 LIBRARY MATERIALS-BKS JUVENILE	CRABTREE PUBLISHING COMPANY	LIB MATLS - JUV PRINT
			\$5,632.45		
12/02/2025	11/30/2025	6409	(\$16.50) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/02/2025	11/30/2025	6409	\$16.50 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/02/2025	11/30/2025	6409	\$23.40 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/02/2025	11/30/2025	6409	\$98.34 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/02/2025	11/30/2025	6409	\$12.24 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
12/02/2025	11/30/2025	6409	\$125.94 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	NONPRINT/ JUV/AD PRINT
12/02/2025	11/30/2025	6409	\$173.45 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
12/02/2025	11/30/2025	6409	\$168.06 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ NONPRINT/ JUV/ GIFTS
12/02/2025	11/30/2025	6409	\$88.47 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS/AD PRINT/JUV
12/02/2025	11/30/2025	6409	\$526.09 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS/AD PRINT/JUV
12/02/2025	11/30/2025	6409	\$670.99 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS/AD PRINT/JUV
12/03/2025	11/30/2025	6409	\$27.59 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/03/2025	10/31/2025	6409	\$80.51 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIBRARY MATERIALS
12/04/2025	11/30/2025	6409	\$131.74 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/04/2025	11/30/2025	6409	\$133.50 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/04/2025	11/30/2025	6409	\$411.95 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/04/2025	11/30/2025	6409	\$67.17 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/04/2025	11/30/2025	6409	\$308.57 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT

12/04/2025	11/24/2025	6409	\$139.82 LIBRARY MATERIALS-BOOKS-ADULT	SP * FOUND FOOTAGE FES	HMONG ABC BOOKSTORE (8 ADULT P
12/04/2025	11/24/2025	6409	\$57.82 LIBRARY MATERIALS-BOOKS-ADULT	SP * FOUND FOOTAGE FES	BIRCHBARK BOOKS (AD PRINT) (3
12/04/2025	11/24/2025	6409	\$102.97 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	AD PRINT (JOE HILL GRAPHIC NOV
12/04/2025	11/24/2025	6409	\$7.99 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	JUV PRINT (2 BOOKS) / AD PRINT
12/04/2025	11/24/2025	6409	\$247.30 LIBRARY MATERIALS-BOOKS-ADULT	ALBERTINE BOOKSTORE	AD PRINT (14 BOOKS)
12/04/2025	11/24/2025	6409	\$6.99 LIBRARY MATERIALS-BOOKS-ADULT	BARNES&NOBLE.COM-BN	AD PRINT (INVIERNO/WINTER) / J
12/09/2025	12/09/2025	6409	(\$19.99) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/09/2025	12/09/2025	6409	(\$25.49) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/09/2025	12/09/2025	6409	\$44.26 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/09/2025	12/09/2025	6409	\$71.39 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/10/2025	12/09/2025	6409	\$104.74 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/10/2025	12/09/2025	6409	\$301.13 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/10/2025	12/09/2025	6409	\$474.56 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/10/2025	12/09/2025	6409	\$39.99 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/10/2025	12/09/2025	6409	\$74.22 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/10/2025	12/09/2025	6409	(\$98.97) LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/10/2025	12/09/2025	6409	\$181.54 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/10/2025	11/30/2025	6409	\$505.32 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	LIBRARY MATERIALS - AD PRINT
12/10/2025	11/30/2025	6409	\$52.49 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
12/10/2025	11/30/2025	6409	\$201.27 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
12/10/2025	11/30/2025	6409	\$543.15 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - JUV/ AD PR
12/10/2025	11/30/2025	6409	\$418.87 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - AD PRINT/
12/10/2025	11/30/2025	6409	\$16.56 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
12/10/2025	11/30/2025	6409	\$26.99 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/10/2025	11/30/2025	6409	\$98.97 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/10/2025	11/30/2025	6409	\$137.00 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	AD PRINT/ GIFTS IHO-LEPMPL
12/16/2025	12/16/2025	6409	\$96.78 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/16/2025	12/16/2025	6409	\$363.26 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/16/2025	12/16/2025	6409	\$559.10 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	LIBRARY MATERIALS-AD PRINT
12/16/2025	12/16/2025	6409	\$87.72 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/16/2025	12/16/2025	6409	\$146.95 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/16/2025	12/16/2025	6409	\$262.41 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/17/2025	12/16/2025	6409	(\$10.80) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/17/2025	12/16/2025	6409	\$19.43 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/17/2025	12/16/2025	6409	\$26.30 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/17/2025	12/16/2025	6409	\$46.01 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/17/2025	12/16/2025	6409	\$83.20 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/17/2025	12/16/2025	6409	\$88.87 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/17/2025	12/16/2025	6409	\$102.98 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT
12/17/2025	11/30/2025	6409	\$575.13 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
12/17/2025	11/30/2025	6409	\$627.48 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS-AD PRINT
12/22/2025	12/22/2025	6409	(\$26.30) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/22/2025	12/22/2025	6409	\$10.79 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/22/2025	12/22/2025	6409	\$85.53 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/30/2025	12/29/2025	6409	\$25.25 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/30/2025	12/29/2025	6409	(\$43.85) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/30/2025	12/29/2025	6409	\$43.85 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT

12/30/2025	12/29/2025	6409	\$104.61 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/30/2025	12/29/2025	6409	\$155.36 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
12/30/2025	12/30/2025	6409	\$24.74 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/30/2025	12/30/2025	6409	\$27.74 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/30/2025	12/30/2025	6409	\$200.73 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
12/30/2025	12/30/2025	6409	\$388.90 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT
12/30/2025	12/30/2025	6409	\$53.89 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - ADULT PRINT AND HI
12/30/2025	12/30/2025	6409	\$107.78 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - ADULT PRINT AND GI
			\$10,992.74		
12/02/2025	11/30/2025	6409	\$125.72 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
12/04/2025	11/24/2025	6409	\$66.00 LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Hotspot replacement
12/04/2025	11/24/2025	6409	\$24.86 LIBRARY MATERIALS-KITS, TOOLS	OFFICE SIGN COMPANY	VISUAL CARDS FOR SELF-CALMING
12/17/2025	12/16/2025	6409	\$13.60 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	GIFTS MAY WELLNESS
12/18/2025	12/17/2025	6409	\$74.99 LIBRARY MATERIALS-KITS, TOOLS	BERTELSMANN PUBLISHING GROUP INC	KITS
12/22/2025	12/22/2025	6409	\$8.45 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			\$313.62		
12/04/2025	11/24/2025	6409	\$59.98 LIBRARY MATERIALS-MORE DVD'S	BARNES&NOBLE.COM-BN	HIGH DEMAND HOLDS (RIGHT WING
12/10/2025	12/09/2025	6409	\$321.87 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLD
12/10/2025	12/09/2025	6409	\$259.92 LIBRARY MATERIALS-MORE DVD'S	CENGAGE LEARNING INC	HIGH DEMAND HOLDS
12/10/2025	11/30/2025	6409	\$717.53 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	LIBRARY MATERIALS - HIGH DEMAN
12/17/2025	12/16/2025	6409	\$16.77 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
12/18/2025	12/17/2025	6409	\$87.29 LIBRARY MATERIALS-MORE DVD'S	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - HIGH DEMAN HOLDS
12/22/2025	12/22/2025	6409	\$29.59 LIBRARY MATERIALS-MORE DVD'S	CENGAGE LEARNING INC	HIGH DEMAND HOLDS
12/30/2025	12/30/2025	6409	\$26.62 LIBRARY MATERIALS-MORE DVD'S	CENTER POINT INC	LIB MATLS - ADULT PRINT AND HI
			\$1,519.57		
12/02/2025	11/30/2025	6409	\$81.24 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/02/2025	11/30/2025	6409	\$26.75 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	NONPRINT/ JUV/AD PRINT
12/02/2025	11/30/2025	6409	\$19.49 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	AD PRINT/ NONPRINT/ JUV/ GIFTS
12/02/2025	11/30/2025	6409	\$277.20 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
12/02/2025	11/30/2025	6409	\$795.54 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS/NONPRINT
12/03/2025	11/30/2025	6409	\$42.95 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
12/03/2025	11/30/2025	6409	\$54.95 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
12/04/2025	11/30/2025	6409	\$306.57 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/04/2025	11/24/2025	6409	\$39.99 LIBRARY MATERIALS-NON-PRINT	BESTBUYCOM714875006765	NONPRINT (GOOSEBUMPS NINTENDO
12/10/2025	12/09/2025	6409	\$174.62 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/10/2025	11/30/2025	6409	\$766.42 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS NONPRINT/ GI
12/10/2025	12/10/2025	6409	\$68.84 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	GIFTS IHO-FOL/ NONPRINT
12/17/2025	12/16/2025	6409	\$124.44 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
12/17/2025	12/16/2025	6409	\$447.50 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT/ GIFTS IHO-FOL
12/18/2025	12/17/2025	6409	\$34.91 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - NONPRINT
12/22/2025	12/22/2025	6409	\$118.58 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT/ IHO FOL-GIFTS
12/30/2025	12/29/2025	6409	(\$6.71) LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/30/2025	12/29/2025	6409	\$19.69 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT

12/30/2025	12/29/2025	6409	\$87.82 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
12/30/2025	12/30/2025	6409	\$19.36 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV/ NONPRINT
12/30/2025	12/30/2025	6409	\$98.95 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
12/30/2025	12/30/2025	6409	\$305.88 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
12/30/2025	12/30/2025	6409	\$147.23 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	NONPRINT
			\$4,052.21		
12/04/2025	11/24/2025	6409	\$104.00 LIBRARY MATERIALS-PERIODICALS	CHIPPEWA VALLEY NEWSPAPER	ANNUAL SUBSCRIPTION FOR DUNN C
			\$104.00		
12/04/2025	11/24/2025	6409	\$34.99 LIBRARY MATLS-WELLNESS KITS	SP * FOUND FOOTAGE FES	SPECIAL SUPPLIES (GIFTS WELLNE
12/04/2025	11/24/2025	6409	\$29.99 LIBRARY MATLS-WELLNESS KITS	OFFICE SIGN COMPANY	WELLNESS KITS GIFTS (WEIGHTED
12/17/2025	12/16/2025	6409	\$0.39 LIBRARY MATLS-WELLNESS KITS	AMAZON COM SALES INC	GIFTS MAY WELLNESS
			\$65.37		
12/10/2025	11/30/2025	6409	\$12.74 MATERIALS-BOOKMARKS	MIDWEST TAPE LLC	LIBRARY MATERIALS NONPRINT/ GI
12/10/2025	12/10/2025	6409	\$188.67 MATERIALS-BOOKMARKS	BERTELSMANN PUBLISHING GROUP INC	GIFTS IHO-FOL/ NONPRINT
12/17/2025	12/16/2025	6409	\$42.27 MATERIALS-BOOKMARKS	MIDWEST TAPE LLC	NONPRINT/ GIFTS IHO-FOL
12/22/2025	12/22/2025	6409	\$25.19 MATERIALS-BOOKMARKS	MIDWEST TAPE LLC	NONPRINT/ IHO FOL-GIFTS
12/30/2025	12/30/2025	6409	\$34.94 MATERIALS-BOOKMARKS	BLACKSTONE AUDIO INC	LIB MATLS - GIFTS IHO-FOL
			\$303.81		
12/02/2025	11/30/2025	6409	\$16.14 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT/ NONPRINT/ JUV/ GIFTS
12/03/2025	10/31/2025	6409	\$401.55 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIBRARY MATERIALS
12/10/2025	11/30/2025	6409	\$25.17 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	AD PRINT/ GIFTS IHO-LEPMPL
12/17/2025	12/16/2025	6409	\$15.39 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
12/30/2025	12/30/2025	6409	\$81.81 MATERIALS-LEPMPL/BOOKMARKS	CENTER POINT INC	LIB MATLS - ADULT PRINT AND GI
			\$540.06		
TOTAL LIBRARY MATERIALS-PERIODICALS			\$28,404.32		
12/10/2025	11/30/2025	6415	\$88.37 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	L&D JUV/ JUV
12/10/2025	11/30/2025	6415	\$90.00 LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - AD PRINT/
12/18/2025	12/17/2025	6415	\$107.44 LOST/DAMAGED-BOOKS JUVENILLE	LIBRARY IDEAS LLC	LIB MATLS - LOST & DAMAGED JUV
12/22/2025	12/22/2025	6415	\$387.59 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	JUV PRINT
12/30/2025	12/29/2025	6415	\$75.44 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV
12/30/2025	12/29/2025	6415	\$148.41 LOST/DAMAGED-BOOKS JUVENILLE	AMAZON COM SALES INC	L&D JUV
			\$897.25		
12/02/2025	11/30/2025	6415	(\$17.34) LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
12/02/2025	11/30/2025	6415	\$19.86 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
12/02/2025	11/30/2025	6415	\$22.89 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS/AD PRINT/JUV
12/03/2025	12/03/2025	6415	\$7.26 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
12/03/2025	10/31/2025	6415	\$27.27 LOST/DAMAGED-BOOKS-ADULT	CENTER POINT INC	LIBRARY MATERIALS
12/09/2025	12/09/2025	6415	(\$7.26) LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT

12/10/2025	11/30/2025	6415	\$127.55	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS - JUV/ AD PR
12/15/2025	08/26/2025	6415	(\$15.00)	LOST/DAMAGED-BOOKS-ADULT	VILLAGE OF COLOMA	LOST & DAMAGED - ADULT PRINT
12/18/2025	12/17/2025	6415	\$34.99	LOST/DAMAGED-BOOKS-ADULT	UNIVERSITY OF HOUSTON SYSTEM	LIB MATLS - LOST & DAMAGED ADU
12/30/2025	12/29/2025	6415	\$25.65	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
12/30/2025	12/29/2025	6415	\$27.88	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
12/30/2025	12/29/2025	6415	\$299.71	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L&D AD PRINT
			<u>\$553.46</u>			
12/04/2025	11/24/2025	6415	(\$0.33)	LOST/DAMAGED-NON-PRNT MATERIAL	SP * FOUND FOOTAGE FES	LOVEVERY (LOST & DAMAGED NONPR
12/22/2025	12/22/2025	6415	\$43.95	LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	NONPRINT
			<u>\$43.62</u>			
TOTAL LOST/DAMAGED-BOOKS-ADULT			<u>\$1,494.33</u>			
12/10/2025	11/30/2025	6450	\$105.08	GASOLINE		NOV FUEL CHARGES
TOTAL GASOLINE			<u>\$105.08</u>			
12/16/2025	11/30/2025	6464	\$1,164.63	BLDG MTRLS & JNTRL SUPPLIES		NOV PARTS CHARGES
TOTAL BLDG MTRLS & JNTRL SUPPLIES			<u>\$1,164.63</u>			
12/04/2025	11/24/2025	6490	\$185.39	EQUIPMENT PURCHASES (< \$5000)	AMAZON COM SERVICES LLC	EQUIPMENT (REPLACEMENT VAC & S
12/04/2025	11/24/2025	6490	\$16.14	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	YS EQUIPMENT - MAGNETIC HOOKS
12/04/2025	11/24/2025	6490	\$269.99	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIPMENT (HEAVY DUTY PAPE
12/04/2025	11/24/2025	6490	\$371.18	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	Network Mgmt cards for server
12/04/2025	11/24/2025	6490	\$208.92	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Wireless Keyboards/mice combos
12/04/2025	11/24/2025	6490	\$874.98	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Barcode scanners and color pri
12/04/2025	11/24/2025	6490	\$377.90	EQUIPMENT PURCHASES (< \$5,000)	PYN*FLASHFORGE	FLASHFORGE AD5X MULTICOLOR 3D
TOTAL EQUIPMENT PURCHASES (< \$5000)			<u>\$2,304.50</u>			
TOTAL OPERATING EXPENDITURES			<u>\$421,280.48</u>			

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

**Administrative Services
Nancy Kerr, Library Director**



It's been a busy month as we near the end of the year. The arrival of wintry weather always brings more foot traffic along with more behavioral incidents, and this year has been no exception so far. Kyle and the rest of our staff are doing a remarkable job keeping up with their regular tasks while monitoring situations that come along with larger numbers of customers.

I've been trying to double back and check on some building issues, which include fixing the sliding/locking doors in the Dabble Box, making sure that the door alarms leading to the staff areas aren't going off when they are not supposed to, troubleshooting the noisy vents near the entry – all of those issues that are vexing when there aren't ready solutions. We have a few office task chairs with wear-and-tear issues, but in this case our chairs have a very long warranty and a repair person makes a house call and fixes them on site. Our custodial staff is very helpful and creative in offering solutions to many of our building conundrums when they crop up. Our building is in good shape overall, but it definitely shows some wear-and-tear from heavy use.

In the annual Volume One "Best of" poll, the Friends have been nominated for Best Bookstore, Best Volunteer Opportunity, and favorite Nonprofit. Also, the Library has been nominated once again for "Best Use of Taxpayer Dollars" – we take the challenge

of how to best spend our funds very seriously, and appreciate this acknowledgment by the public!

I am excited for our year-end meeting of the City Library Collective, as a lot of comparative data has been collected and organized for all of us to use moving forward. This week we had an online conversation about what percentage of each library's staff is made up of full-time employees, and how many librarians with Masters degrees they have on staff. It's always interesting to see what like-sized libraries are doing, as these choices have implications on budgets, flexibility, and types of programs and services provided.

Shelly Collins-Fuerbringer, Deputy Director



Recently I had the pleasure of giving a tour to interns from ECASD's Project SEARCH. The program is hosted by Mayo Clinic Health System and works with young adults who train on-site at Mayo to develop their competitive employment skills. Interns rotate through three internships, each lasting 10 weeks.

What was most enjoyable about this group was the thoughtful questions they asked about how the library works. They were particularly interested in how we buy books, if we read all the books (no!) and how do we know how many to buy?

The answer to the last question is interesting to a lot of people, so I thought I would share the process with the Board. Every Thursday, Michaela from TS runs a High Demand Holds list and sends it to me. I select adult fiction, Lucky Day and also multiple copies which make up the bulk of the list. After reviewing, I send the list on to any selectors who have items to review. The list includes all pertinent information about the item – title, author, publication year, how many items we own locally and, most importantly, how many local holds the item has. For every 5 local holds, each MORE library is supposed to purchase one copy. Our library purchases a Lucky Day copy when the item has 8 or more local holds. This is how we keep up with interest and know how many copies of a book to purchase. Sometimes an additional copy will satisfy demand, and sometimes in the case of extreme popularity, we purchase many, many copies. The 2025 book that we purchased the most copies for was *The Let Them Theory* (30 copies) followed by a tie between *Beautiful Ugly* by Alice Feeney and *Dog Man: Big Jim believes* (15 copies).

Kimberly Hennings, Deputy Director



Open enrollment was a bit of a bumpy ride this year, but I'm glad to report that we made it through to the other side. Thank you to Barb for her countless hours in meetings, working with the benefit broker to ensure things went as smooth as possible for library staff.

In November I was able to attend the Wisconsin Public Employee Labor Relations Association annual supervisory training at CVTC. This year, the agenda focused on evolving legal issues supervisors need to know to effectively manage their workforce, including, employee tracking and privacy, PWFA/FML, drug and/or alcohol testing, mental health and ADA/FMLA compliance, artificial intelligence, and off duty social media-based harassment.

It's the most wonderful time of the year – Give a Kid a Book season!

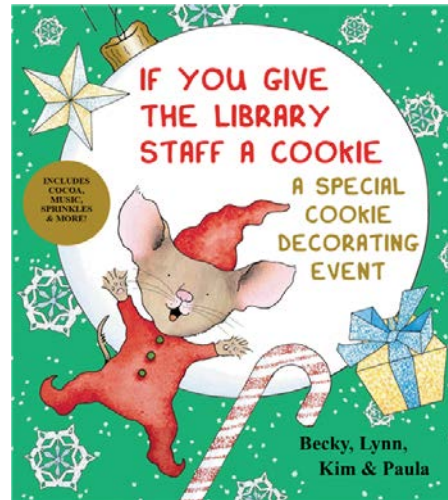
The Give a Kid a Book program donates more than 4,000 books a year to local agencies such as the Salvation Army, Early Learning Centers, Community Table, Head Start Programs, Eau Claire School District, and many more, who then distribute the books to families in need. The goal is for every child to receive a new book during the holiday season.

Customers can donate new, unwrapped children's books. Donations can be dropped off at the Friends of the Library Bookstore (Level 0 of the L.E. Phillips Memorial Public



Library, now–December 15) or find the Seasonal Bear display in the library (December 2–15).

Last week, we were able to host a cookie decorating party for staff in the Innovation Lab. Thanks to Becky Ford, Paula Stanton, and Lynn Gates (and the funding from the Friends of the Library) for the yummy treats and festive atmosphere.



Youth Services
Kelly Witt, Youth Services Manager



November was a busy and exciting month in Youth Services! We offered more than 40 programs with fantastic participation from children, teens, and families. Fall break was a particular highlight, kicking off a week full of special activities. One popular program was the 500 Cup Challenge, where participants tested their stacking, building, and creative skills with hundreds of cups. Library staff even got in on the fun, showing off their cup skills in a [playful promotional video](#).



And of course, fall break meant the return of Bluey! We welcomed over 100 children and families for a library-wide Bluey Party. Families enjoyed storytime, crafts, imaginative play, snacks, and even a dance party with Bluey and Bingo themselves. It was a joyful, high-energy celebration that had everyone smiling.

Our teens also had plenty of fun this month! Programs included a villain-themed late night called “Villainously Good Time,” an “Is It Cake?” challenge, a streaming of the Wicked movie, and a Nintendo Switch tournament, proving there’s always something exciting happening for our teen customers.



In other great news, the Women's Giving Circle of the Eau Claire Community Foundation awarded the library \$5,250 to support our children's book distribution programs, including the Eau Claire Laundromat Libraries and Chippewa Valley Little Libraries. This funding will allow us to purchase 1,500 new children's books in English, Spanish, and Hmong for strategic distribution to community partners serving families in need. We're incredibly grateful for this generous support!

Finally, November brought the creation of a brand-new position: YS Desk Clerk! This role will staff the YS and Teen Desk, assist with program setup, prep craft materials, and so much more. We're excited to welcome this new team member and see all the ways they will contribute to Youth Services.

Reference Services
Elizabeth Steans, Reference Services Manager



Elizabeth, RS Manager, organized the remaining Eau Claire Public Library historical records dating back to the 1880s. Records of relevant historical value have been sent off to be digitized for further preservation efforts. As mentioned in prior reports, revitalizing and updating the scope of our holdings in our special collections has been an ongoing project since 2020. This has involved collaborating with the UWEC Archives and Chippewa Valley Museum, assuring all three organizations maintain our cooperative agreement to collectively preserve our local, regional, and state history.

Bethany, RS Librarian, has taken on the responsibility of hiring and supervising a teen intern, Dalla. This intern position is funded by ARPA. This position will be filled for 15 weeks at 8 hours/week. Our intern Dalla has adjusted well helping out with all of the Dabble Box Open Labs. We look forward to seeing where this opportunity leads Dalla and the Dabble Box for future makerspace internship opportunities.

In Home Delivery Services (HDS) news, Jenny, RS Coordinator, reports another uptick in community members applying for the HDS program. Jenny reports one of our newest applicants shared she is a veteran, reading is one of her greatest joys, and she is thrilled to get started with HDS. Jenny also received an email from a caretaker of a loved one with dementia, "I just want you to know this service is a blessing." RS Assistants, Christine and Joel, meticulously prepare our HDS delivery bags every week to ensure these book bundles of joy arrive in a timely fashion.

Jan, RS Coordinator, initiated the Genealogy Fall Series, introducing the first virtual/hybrid program for our genealogy programming. It was a success with 17 attending virtually and 21 in person, for a total of 38 attendees. Providing adult programs on a hybrid platform offers access to lifelong learning that many of our

homebound customers, busy parents and working adults are not otherwise able to experience or attend.

Stephanie, RS Coordinator, coordinated the quarterly two-week Reference Tally, which collected 1,118 reference-specific questions library-wide. Stephanie also created a book display with library materials to help people stretch their budget. Stephanie's more recent areas of focus for services is building literature resources for local business. Doing so requires gaining insight on the intersections of entrepreneurship and libraries. She continues to learn about topics like digital equity, supporting food entrepreneurs, and is connecting with local expertise.

Brad, RS Coordinator, highlights the November Adult Game Night at the Brewing Projekt. 23 participants joined in on a night of fun-filled table-top games.



RS program stats for November 2025:

- Cozy Coloring (in the RCU Dabble Box), 21 participants
- 10 Dabble Box Open Labs, 286 attendees
- Adult Game Night, 24 attendees
- Genealogy "German Speakers in America", 38 attendees
- Vision Board Workshop, 10 attendees

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

- [Graves and Green Spaces: Reconsidering Cemeteries](#)
- [Too Many Books? More Like Not Enough Shelves!](#)

RS desk staff documented 1,382 reference transactions in November 2025.

The top three topics include:

1. Ready reference referrals and info. (140 transactions)
2. Guest pass distribution (136 transactions)
3. Assisting customers locate titles in MORE (135 transactions)

Programming and Communications Services
Isa Small, PCS Manager



To A Former Poet Who Lost Her Way

a note from PCS Coordinator, Katie Kruth

I started working at the library as a PCS Coordinator back in July of this year. Even though this is my first time working at a library, I am no stranger to jobs that require the planning and execution of major events. That's why I was excited to see that the PCS department would be heavily involved in the 2025 Chippewa Valley Book Festival (CVBF). I felt like this would be a great learning experience to see how the library handled public events while also getting to hear some amazing storytelling. Little did I know this particular event would reignite a passion of mine that has remained dormant for many years.

When I was younger (probably around middle school age) I was a big fan of poetry. The first poem that really caught my eye was *To A Young Poet Who Killed Himself* by Joyce Kilmer. I know, not the most warm and fuzzy poem to read, but for some reason it really stuck with me. One of the major things I liked about this poem is that it rhymed, and I'm a sucker for a good rhyming poem. But I think what really drew me in was the message behind the poem and how it made such a powerful stance in such a short amount of time. That's really what I love about poetry in general...the ability to say so much without having to say much at all. A poet can use only a few words or phrases and you can understand the entire mood or meaning behind the poem. Shortly after I discovered that poem by Joyce Kilmer I started to write my own poetry. I wasn't going to win any

awards or anything, but it was a great way to get my thoughts down onto a page and it was a great outlet for a lot of the mixed-up emotions I was feeling during my early adolescence.

As I grew older and life got more complicated I stopped reading and writing poetry all together. Once I entered high school and college and had more academic responsibilities, it became harder to find time to read and write for pleasure. Eventually after getting married, having two kids, and settling in Eau Claire I got back into reading for pleasure (slowly but surely!).

Cut to Friday, October 24th which was the poetry themed evening for CVBF. I was working during those events, so I had the absolute pleasure of listening to presentations from very different yet equally powerful poets. Lopamudra Basu and Feroza Jussawalla introduced the book *Sing, Slivered Tongue* which is an anthology of South Asian women's poetry focusing on trauma. Contributing poets from the book were on a Zoom call during the event and read their own poems aloud. Even though each poem was unique, they were all equally beautiful and haunting at the same time. And although I am not South Asian myself, I was still moved by each poem and could still find some small way to relate to the meanings behind them.

The next presentation was with Brenda Cárdenas, who is the current Wisconsin Poet Laureate. She read poems from her previous books and her latest book called *Trace*. I love the fact that she mixes Spanish and English in her poems, but does it in a way that makes it easy to read and understand. She is staying true to her roots while still creating relatable and sometimes humorous poems.

Consuming all of the poetry from these talented writers made me realize how much I miss poetry. One of the best things about poetry is that it's quick and easy to consume! So I've started adding more poetry into my reading routine and I've been enjoying every minute of it. I highly recommend getting back into an old passion, whether that means picking up a book, watching a YouTube video, or attending an event. Who knows? I might just start writing poetry again.

Circulation Services
Paula Stanton, Circulation Manager



In November, public desk staff kept track of questions they were getting at the public desk that could be solved with one of our many self-service tools. The group leading this study prioritized this list [right] and will provide it to programming and communications staff for suggested customer trainings in the future as part of the strategic plan goal of educating customers on library services.

We also had a lot of professional development taking place in November. Paula took a class on Performance Management and Employee Evaluation at UWEC. It's been very useful in providing specific feedback. Kim and Linda started in the Working Better Together Cohort; a multi-part City sponsored training for leaders looking to expand their skills. They like that it is an 8-part focused training that allows them to develop skills at a regular pace. Tawnie crafted a speech, practiced and presented at the November board meeting, which was one of her goals for the year. Rebecca attended the virtual Back In Circulation again conference, sponsored by UW-Milwaukee. Rebecca came back with some great suggestions for improving the physical library spaces.

Prioritized List
Catalog/App
Finding Library Materials
Navigating the Library
Card
Print/Copy/Scan
Rooms
Events
Fines/Returns
Reference
Holds
Self-checks
Libby
ILL

Technical Services
Lynn Gates, Technical Services Manager



After a quiet September, October came in with a bang. We received news that one of the major library book vendors, Baker & Taylor (B&T), would be ceasing operations. Lots of vendors were reaching out to libraries after this news, and many of us met with a variety of them to hear what they offered. Fortunately, we were in a good position as we have ongoing relationships with several other vendors and while we are looking at adding a few vendors to our list, the bulk of our ordering was able to be met by one of our other vendors, Ingram. This did mean a few hectic weeks as orders were cancelled, placed with a different vendor, and then a lot of materials all came in at once, keeping everyone in the department busy. At the end of October, we had our annual TS department retreat. We reviewed our progress on department goals we set at last year's retreat, closed out several that we had completed, and identified new goals to replace them. We finished the retreat by splitting into two groups, one to discuss what capabilities we need from a material vendor to completely replace B&T, the other to strategize the projects that we want to work on in 2026.

With everything that happened in October, November was about catching up and getting ahead as we look towards the end of the fiscal year. We set deadlines for ordering, selectors needed to get us their main orders by the end of the month, giving us time in early December to place the orders and receive them by the end of the fiscal year. I shadowed our Pages while they did their mail duties and learned a lot from them, then with Teri and Becky wrote up the procedures. Jenny, Sara, and I also started meeting with YS to discuss the projects that we are working on with them for next year, so that we can have everything lined up and ready to go when it's a good time for everyone.

Our displays continue to be popular, with a variety of themes ranging from essays to holiday entertaining to DIY to Fall favorites.

Information Technology
Kris Nickel, Technology Manager



In November I worked with Justin from Heartland Business Systems to migrate our virtual server environment from VMWare to Microsoft's Hyper-V. So far so good!

I also completed the migration to Windows 11 for all of our adult public Internet PCs and catalogs, which had been delayed due to our workstation "go back" software. Now that we are running Deep Freeze, we have full compatibility without lockups. I then moved onto our staff remote-use laptops and as of this writing, have only 2 remaining.

We worked with Jeff from Mid-America Systems to replace one of our ScanPro microfilm readers in the Genealogy room, due to aging equipment and its incompatibility with Windows 11. Due to low use, it was decided to replace only one of the two, and place an Internet-only PC as the 2nd instance.

I had an excellent meeting with City IT Staff and our new Heartland Network Engineer, Chase, discussing how to migrate the infrastructure management of our various Cisco appliances to City IT. This will allow us to keep our equipment models, software versions and patches up-to-date and at the same levels. This concluded with a tour of all of our wiring closets, which some of the City engineers had never seen.

**Director's Report to the Library Board
January 2026**

**Administrative Services
Nancy Kerr, Library Director**



This will be the third year of our Strategic Plan, and we are proud of many tasks (linked to our goals) that we have been able to accomplish. We began 2024 with a 3-year plan, as we were still settling into the newly remodeled building, not quite sure what the new experiences would include. One initial goal, for example, was to “Make the Most of the New Building,” and while making the most of our building is an effort that continues, our staff has done an amazing job of adapting to the new spaces and adapting the new space to what works best for our customers. Next steps will involve seeing what goals we can wrap up in 2026, and working on an addendum to the plan for 2027. Terms of library strategic plans have certainly become shorter, as technology and society change more quickly than they did in the era of 10-year and even five-year plans – also taking into account that large events like a pandemic can send a long-term planning into a tailspin.

We’ve been asked several times this month what kind of effect, if any, the new Day Resource Center has had on our library usage, and on our library behavioral incidents. The answer is that we don’t know yet! It has only been open since the end of December. Our objective is certainly not to welcome fewer customers who may be experiencing homelessness to our library, but to appreciate all of the efforts by many organizations and individuals to provide a dedicated location where people can access

services that they need 365 days per year. Our hope is that the DRC's new location will offer new opportunities for many people, and we've already heard good comments on it from some of their customers.

The library over the past month has had many opportunities for customers of all ages, from the return of the Friends fundraiser featuring a very large model train set in action to an exciting "Noon Year's Eve" party complete with confetti cannons to a beautiful new art exhibit entitled Four Sight, featuring the work of four retired Eau Claire art teachers. There is also nothing better than a good book when it's cold and icy outside. One thing I've been doing over the past few months is checking out a different cookbook every (almost every) Friday and making one thing from that cookbook during the next week. We have an extensive cookbook collection if you've never checked it out! In honor of the new year, "A Healthier Home Cook" is coming home with me today. Happy New Year!

Shelly Collins-Fuerbringer, Deputy Director



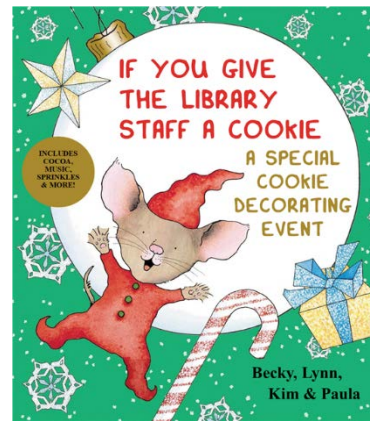
December is generally a pretty quiet month and this year was no exception. A couple of items in progress:

- Tour requests are coming in from community groups for the new year. Organizers for the Chamber's Leadership Eau Claire program have scheduled a tour in February as part of their Education day. Library staff will be providing tours for several groups and then they will use our spaces for lunch and some group activities. In addition, WAHCE (Wisconsin Association for Home and Community Education) has requested library staff to present at their spring conference on library resources, focusing on digital resources.
- The Public Service group has finished a draft of the new Customer Service Best Practices which is with PCS for revisions. The group will present these guidelines to staff at the February all staff in-service day.
- Books on Buses final count for books stocked in 2025 was 1739. We welcome Katie Kruth from PCS to the team for 2026.

Kimberly Hennings, Deputy Director



In December, Paula, Becky, Lynn and I coordinated a staff cookie decorating event in the Innovation Lab. It was very fun and festive to enjoy cookies and cocoa.



I met with city representatives to review and discuss proposed new policies for employees. In the coming months, we'll be working to revise and identify how the policies will impact and/or should be adopted for library use.

PCS team worked to notify the public (if they hadn't been already) about sunseting Hoopla to ensure a smooth transition for customers. They drafted messages for social media, newsletter, and outlined talking points for staff. While it's clear that the service is well-loved and will be missed, the feedback has been generally very understanding of a difficult fiscal decision.

Youth Services
Kelly Witt, Youth Services Manager



Winter weather may have settled in, but December was anything but quiet in Youth Services. Throughout the month, we welcomed a steady stream of children, teens, and families into the library for programs that emphasized creativity, movement, collaboration, and most importantly joy.

December programming offered something for everyone. From after-hours Nerf Nights and immersive Escape Rooms to casual winter break activities, families found plenty of reasons to spend time together at the library. The Program Room became a hub of energy



with ping-pong, engineering challenges, and interactive games during winter break, while the Teen Lounge offered cup stacking and hands-on activities designed for independent exploration.



We closed out both December and 2025 with a celebration to remember: our second annual Noon Year's Eve Party. Designed for families who prefer celebrating earlier in the day, this event welcomed 408 children and families. Families enjoyed blacklight dancing, face painting, balloon twisting, craft projects, a scavenger hunt, and free admission to the Friends of the Library's Seasonal Train Exhibit. Just before noon, everyone gathered for a singalong of Auld Lang Syne, followed by a countdown and a



massive confetti drop right at noon. WEAU covered the celebration, spotlighting the library as a joyful community gathering space. [Check out the story here!](#)

December also capped off a strong year for outreach. In 2025, the Laundromat Libraries and Chippewa Valley Little Libraries programs distributed 5,200 new, high-quality children's books in English, Spanish, and Hmong to families across Eau Claire. Since launching these efforts, more than 16,200 books have been placed directly into children's hands. We will continue pursuing grants and donations to sustain and grow these high-impact programs in 2026 and beyond.

As we reflect on a busy and impactful December, it's clear that the library continues to be a place where families gather, creativity thrives, and community connections grow. We're proud of what we accomplished in 2025 and excited to see what 2026 brings.

Reference Services
Elizabeth Steans, Reference Services Manager



Reference Services (RS) worked on various year-end projects during the month of December and prepped for programs and services beginning in the New Year. Jan, RS Coordinator, and Joel, RS Assistant, tied up loose ends to prepare customers for the 2026 Reading Challenge, [Body of Reading](#). As of December 2025, there are over 440 registered participants and we continue to see this program evolve and grow significantly in popularity since its inception in 2019.

One of our new Dabble Box passive offerings was a Gift-Wrapping Station, which was *very* popular in December! Stephanie, RS Coordinator, coordinated this offering and the Library received a lot of positive feedback and supply donation inquiries. We saw numerous customers using this seasonal station intended for anyone who struggles to find the physical space to roll out wrapping paper, stays up late to wait until their kids are in bed, or doesn't have the budget for gift wrap.

In other Dabble Box news, Brad, RS Coordinator, oversees our 3D printing services and maintains all Dabble Box equipment. Brad reports that he processed 196 3D print requests by the close of 2025. On average, Brad spends about 2 hours/week running these print jobs or an average of printing one 3D print request every day he works. This is just one of the many things Brad does for the Dabble Box.

Bethany, RS Librarian, has finalized the 2026 round of Spice of the Month with the help of RS Assistants, Christine and Juliette. This passive program wouldn't be possible without the enthusiastic help of our RS Assistants.

Jenny, RS Coordinator, reports that Home Delivery Services (HDS) served 114 customers in December. Jenny continues the HDS tradition of sending out holiday cards and candy to our customers and volunteers, and received numerous grateful replies.

RS program stats for December 2025:

- 10 Dabble Box Open Labs, 281 attendees
- Genealogy “Exploring Ethnicities: Native American Ancestry”, 12 attendees

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

- [Languages and Cultures at the Library](#) by Juliette, Reference Services
- [Exploring the World Through Spices: The Adventure Continues](#) by Bethany, Reference Services

RS desk staff documented 1,666 reference transactions in December 2025.

The top three topics include:

1. Room reservations (243 transactions)
2. Ready reference questions (179 transactions)
3. Guest pass information or distribution (167 transactions)

RS desk staff experienced a 25% increase of overall questions in December 2025 compared to December 2024.

Programming and Communications Services
Isa Small, PCS Manager



Programming wound down at the end of November due to the Riverview Room being dedicated to the Seasonal Train exhibit. However, that doesn't mean we weren't busy! Some notable highlights of statistics, new projects, and community favorites include:

- We ran a mini fundraising campaign for the L.E. Phillips Memorial Public Library Endowment Fund in the first week of December (aka "Giving Tuesday Week").
- In mid-December we used all marketing channels to announce the (bittersweet) discontinuation of the popular Hoopla Digital streaming services. This required special messaging for both staff and the public.
- Using a new notification system provided by IFLS, we developed new, fully HTML (aka pretty) emails to send when a customer's holds are ready/canceled and when their items are overdue. This new system provides an impactful, all-new marketing channel, allowing us to plug events, services and more to all library users.
- We made a [quick/silly video](#) about the Headwaters Table to post to social media. The video (less than 30 seconds long) quickly gathered more organic (non-paid-for) engagement than any other video the library has ever produced. This means it gained more views, reactions, and comments than we've ever seen on Facebook, Instagram, and TikTok. **On our fledgling TikTok account, the video led to a quadruple increase in followers in just a few weeks.**

- After more than a decade of honorable service, we retired our RISO production printer and replaced it with a new RICOH printer. The RISO had slowly been failing over the past couple of years, leading to an unreasonable waste of staff time. This new printer will cost less to operate and has exciting features like a booklet maker.
- Speaking of booklets, we produced the 2026 reading journal for Reference Services extremely popular annual Reading Challenge. In combination with a new, inexpensive guillotine cutter, we used the RICOH to print a much more professional product in a fraction of the time needed for previous years.

Circulation Services
Paula Stanton, Circulation Manager



In December, Don K. [left] joined the library team as a Circulation Desk Clerk. Don trained with Circulation staff in December and January. At the end of the month, Trinity C. [right] was promoted from Circulation Page to Circulation Desk Clerk. He started his training in December and continues to train in January.



Alex B. resigned in December after working for the library for 6 years in 4 different roles. The vacant Circulation Assistant position was posted. This full-time position had 96 applicants fill out complete applications and cover letters! Linda and Paula “graded” all 96 applications and interviews for the position will begin in January.

Our Page team got complimented in a Google Business review! A customer was so impressed we have “people roaming cleaning, picking up toys and asking if you need help”! That’s the Page crew. They clean up the toy area 3-4 times a day and are always

helpful to anyone in the space while they do it. We also got a compliment from a long time ILL user that our ILL staff are the best in the area.

As part of the 2025 strategic plan, the Core Skills Library committee, made up of Alisha, Bri, Jan, Julia N., Paula, and Riley, compiled a list of core skills we would like to promote to customers. These core skills are areas where we have self-service products available that are underutilized or services that customers do not typically know about. They will be used in the 2026 strategic planning as we focus on educating customers about library services.

Paula completed her Working Better Together capstone project. The final product was an actionable item to help bring equity to Eau Claire. Paula's group hosted an event at Haven House that brought providers of various social services into the house to assist folks in filling out benefits paperwork.

Technical Services
Lynn Gates, Technical Services Manager



The Technical Services Department was a flurry of activity early in December, sending out the last orders of the year, receiving and cataloging all the incoming books and media, processing everything to go out to our customers, and starting to prep for upcoming projects.

In 2026 the Technical Services Department:

- Imported over 7,000 OCLC records into MORE.
- Created over 100 original records for library materials.
- Received, invoiced, cataloged, and processed close to 16,000 items.
- Weeded 16,000+ items from the collection.
- Over 1,500 were checked out from our 2nd floor & pop-up displays.
- Other things we did this year:
 - o Purchased and prepared a lot of new materials (an updated some old) to start the Community Language Collection
 - o Started “TS Tips” a monthly email
 - o Rearranged the Non-Print materials
 - o Adjusted shelf height in nonfiction so all oversize books (except for 8) will fit with their friends
 - o And (as we say), so much MORE

The very popular Holiday Baking display was up on the 2nd floor display for the first half of December, followed by essays. The pop-up display had holiday movies and CDs with a record 247 checked out!

Information Technology
Kris Nickel, Technology Manager



December was fairly quiet for IT projects, with most related to housecleaning and planning. I worked with Justin from Heartland to upgrade our internal certificate server to a newer OS (the server that creates and manages certs for PCs connecting to our secure Wi-Fi networks). I also coordinated remotely with Mike and cabling from NetTel to configure network settings for a new security camera on an isolated area on the Dabble Box patio.

Acting on an idea/request from Shannon from our amazing YS staff, I removed the two Tween iPads (low use) and replaced them with 2 additional all-in-one PCs for a total of 4. Staff had noticed more demand for these PCs, and now we can accommodate!

Due to various issues with our public printer (the oldest of our HP M652dn printers), I purchased and installed a fuser and transfer belt for a recent spare (freed up when the Admin printer was upgraded), and swapped it out. No additional problems, so I'm calling that a win.

It's always nice to make end-of-year purchases for staff that improve their workflow and day-to-day tasks. Mike was especially appreciative of his new larger monitor.



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

OBJ #	ACCOUNT NAME	2025 BUDGETED REVENUE	ACTUAL YTD REVENUE	RE- CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4330	Library Fines & Miscellaneous Revenue	2,700.00	2,821.01	-	(121.01)	104.5%
4398	Other Penalties (Collection Agency)	3,200.00	3,188.42	-	11.58	99.6%
4451	Electronic Copy Revenue	8,500.00	9,665.69	-	(1,165.69)	113.7%
4452	Copier Revenue	1,650.00	1,677.29	-	(27.29)	101.7%
4562	Vending Commission	350.00	277.28	-	72.72	79.2%
4602	Service to Eau Claire County	1,052,036.00	1,052,035.00	-	1.00	100.0%
4608	IFLS	23,000.00	23,000.00	-	-	100.0%
4608	IFLS - High Demand Holds	2,100.00	5,059.72	-	(2,959.72)	240.9%
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	2,002.12	-	(602.12)	143.0%
4836	Grant Revenue	12,000.00	14,770.00	-	(2,770.00)	
4850	Gift Revenue	46,270.63	30,470.36	-	15,800.27	65.9%
4852	Misc. Reimbursements-Lost Items	18,000.00	14,379.54	-	3,620.46	79.9%
4855	Reimb from employee - uniforms		0.75			
4858	Prior Year Refund	-	296.80		(296.80)	
4898	Miscellaneous Revenue	16,800.00	2,919.69	-	13,880.31	17.4%
5102	General Property Tax-City tsf from GF	4,716,574.00	4,716,574.00	-	-	100.0%
		<u>\$ 6,223,880.63</u>	<u>\$ 6,197,421.28</u>	<u>\$ -</u>	<u>\$ 26,460.10</u>	<u>99.6%</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>\$ 6,584,807.53</u></u>	<u><u>\$ 6,197,421.28</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 387,387.00</u></u>	<u><u>94.1%</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	\$ 2,653,927.99		\$ 359,762.01	88.1%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	231,347.00	194,719.17		36,627.83	84.2%
6042	WRS (ER)	182,897.00	163,387.98		19,509.02	89.3%
6043	Health insurance-Employer	544,640.00	473,301.38		71,338.62	86.9%
6047	Health insurance Deductible	28,118.00	23,431.70		4,686.30	83.3%
6051	Retiree Health Insurance	65,516.00	53,418.45		12,097.55	81.5%
6052	Retiree Health Care Deductible	3,515.00	2,929.20		585.80	83.3%
6055	Vision Insurance		-		-	
6096	Auto Allowance	500.00	177.10		322.90	35.4%
6099	Misc. Reimbursements		-		-	N/A
6108	Unemployment Compensation		-		-	N/A
6110	Postage & Shipping	17,000.00	10,650.85	4,368.51	1,980.64	88.3%
6112	Computer Service Charges	165,000.00	97,139.09	543.86	67,317.05	59.2%
6116	Binding	-	-		-	N/A
6118	Advertising	22,125.00	19,702.13		2,422.87	89.0%
6120	Auditing	3,200.00	2,816.21		383.79	88.0%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	1,500.00	7,592.24		(6,092.24)	506.1%
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	3,886.00	3,069.00	1,045.00	86.9%
6153	Convenience Fees	1,700.00	2,263.92	-	(563.92)	133.2%
6156	Professional Services	-		-	-	#DIV/0!
6160	Staff Training/Conference	23,500.00	10,893.58	-	12,606.42	46.4%
6162	Membership Dues	2,001.00	1,788.75	-	212.25	89.4%
6166	Recruitment Expenses	2,500.00	527.32		1,972.68	N/A
6198	Miscellaneous Contractual	223,651.00	166,791.76	374.96	56,484.28	74.7%
6210	Telephones	16,000.00	10,364.80	1,362.96	4,272.24	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	44,781.60		8,668.40	83.8%
6405	Awards & Trophies	570.00	-		570.00	0.0%
6406	Library Program Supplies	13,500.00	9,171.89		4,328.11	67.9%
6409	Library Materials	411,499.00	345,310.53	6,861.84	59,326.63	85.6%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,899.00	12,259.95	217.55	5,421.50	69.7%
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	50,992.65	-	7,007.35	87.9%
6496	Gift & Grant Expenditures	195,197.53	54,467.79	14,780.74	125,949.00	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>\$ 6,201,989.53</u>	<u>\$ 5,304,842.81</u>	<u>\$ 31,579.42</u>	<u>\$ 865,567.30</u>	<u>86.0%</u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
LIB CUSTODIAL EXPENDITURE						
6010	Payroll Wages	\$ 120,930.00	\$ 116,623.52		\$ 4,306.48	96.4%
6020	Payroll Overtime	8,000.00	6,926.04		1,073.96	86.6%
6030	Special Pays	600.00	612.86		(12.86)	102.1%
6040	Employer Paid Benefits	9,909.00	8,834.47		1,074.53	86.4%
6042	WRS (ER)	8,099.00	8,558.26		(459.26)	487.8%
6043	Health Ins (ER)	25,683.00	39,504.20		(13,821.20)	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	21,361.70	7,746.14	4,492.16	86.6%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	14,000.00	12,346.47		1,653.53	88.2%
6198	Miscellaneous Contractual	52,000.00	15,086.19	87.36	36,826.45	29.2%
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>\$ 314,941.10</u>	<u>\$ 7,833.50</u>	<u>\$ 60,043.40</u>	<u>84.3%</u>
	TOTAL EXPENSES	<u><u>\$ 6,584,807.53</u></u>	<u><u>\$ 5,619,783.91</u></u>	<u><u>\$ 39,412.92</u></u>	<u><u>\$ 925,610.70</u></u>	<u><u>85.9%</u></u>

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

OBJ #	ACCOUNT NAME	2025 CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUM- BRANCES	AVAILABLE BUDGET	% USED
490.5149	2019/2020/2022 LIBRARY IMPROVEMENTS					
4850	GIFTS & DONATIONS	\$ (8,500,000.00)	\$ (6,302,912.28)		(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>	

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2025 YTD BUDGET REPORT - Operating Revenue
For the Period Ended December 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	3,088.42	-	(388.42)	114.4%
4398	Other Penalties (Collection Agency)	3,200.00	3,358.42	-	(158.42)	105.0%
4451	Electronic Copy Revenue	8,500.00	10,573.65	-	(2,073.65)	124.4%
4452	Copier Revenue	1,650.00	1,914.74	-	(264.74)	116.0%
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	23,000.00	-	-	100.0%
4608	IFLS - High Demand Holds	2,100.00	5,059.72	-	(2,959.72)	240.9%
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	2,075.40	-	(675.40)	148.2%
4836	Grant Revenue	12,000.00	14,770.00	-	(2,770.00)	
4850	Gift Revenue	46,270.63	34,993.03	-	11,277.60	75.6%
4852	Misc. Reimbursements-Lost Items	18,000.00	15,676.83	-	2,323.17	87.1%
4855	Reimb from employee - uniforms		0.75		(0.75)	
4858	Prior Year Refund	-	296.80		(296.80)	
4898	Miscellaneous Revenue	16,800.00	2,919.69	-	13,880.31	17.4%
5102	General Property Tax-City tsf from GF	4,716,574.00	4,716,574.00	-	-	100.0%
		<u>\$ 6,223,880.63</u>	<u>\$ 6,204,897.34</u>	<u>\$ -</u>	<u>\$ 18,983.29</u>	<u>99.7%</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>\$ 6,584,807.53</u></u>	<u><u>\$ 6,204,897.34</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 379,910.19</u></u>	<u><u>94.2%</u></u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 3,013,690.00	\$ 2,881,113.75		\$ 132,576.25	95.6%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	231,347.00	211,341.99		20,005.01	91.4%
6042	WRS (ER)	182,897.00	177,439.99		5,457.01	97.0%
6043	Health insurance-Employer	544,640.00	517,678.03		26,961.97	95.0%
6047	Health insurance Deductible	28,118.00	25,774.87		2,343.13	91.7%
6051	Retiree Health Insurance	65,516.00	53,418.45		12,097.55	81.5%
6052	Retiree Health Care Deductible	3,515.00	3,222.12		292.88	91.7%
6055	Vision Insurance		-		-	
6096	Auto Allowance	500.00	177.10		322.90	35.4%
6099	Misc. Reimbursements		-		-	N/A
6108	Unemployment Compensation		-		-	N/A
6110	Postage & Shipping	17,000.00	12,815.91	2,203.45	1,980.64	88.3%
6112	Computer Service Charges	165,000.00	110,423.10	-	54,576.90	66.9%
6116	Binding	-	-		-	N/A
6118	Advertising	22,125.00	19,902.13		2,222.87	90.0%
6120	Auditing	3,200.00	2,816.21		383.79	88.0%
6122	Cataloging				-	N/A
6126	Repairs & Maintenance to Auto	1,500.00	7,592.24		(6,092.24)	506.1%
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	4,438.70	2,564.30	997.00	87.5%
6153	Convenience Fees	1,700.00	2,307.91	-	(607.91)	135.8%
6156	Professional Services	-		-	-	#DIV/0!
6160	Staff Training/Conference	23,500.00	10,893.58	-	12,606.42	46.4%
6162	Membership Dues	2,001.00	1,788.75	-	212.25	89.4%
6166	Recruitment Expenses	2,500.00	527.32		1,972.68	N/A
6198	Miscellaneous Contractual	223,651.00	167,533.90	374.96	55,742.14	75.1%
6210	Telephones	16,000.00	11,477.53	941.61	3,580.86	77.6%
6306	License & Permits				-	N/A
6308	Special Assessments	200.00	-		200.00	0.0%
6350	Liability & Property Insurance	34,400.00	31,533.37		2,866.63	91.7%
6398	Insurance Claims Reimbursement	(3,600.00)	(3,585.34)		(14.66)	N/A
6402	Office, AV, Library Supplies	53,450.00	44,781.60		8,668.40	83.8%
6405	Awards & Trophies	570.00	-		570.00	0.0%
6406	Library Program Supplies	13,500.00	9,171.89		4,328.11	67.9%
6409	Library Materials	411,499.00	381,568.52	2,992.24	26,938.24	93.5%

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	17,899.00	13,977.40		3,921.60	78.1%
6450	Gasoline	1,600.00	1,294.75		305.25	80.9%
6464	Bldg Materials/Janitorial Supplies				-	N/A
6490	Equipment Purchases < \$5000	58,000.00	50,992.65	-	7,007.35	87.9%
6496	Gift & Grant Expenditures	195,197.53	64,955.98	4,733.00	125,508.55	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>\$ 6,201,989.53</u>	<u>\$ 5,679,252.15</u>	<u>\$ 13,809.56</u>	<u>\$ 508,927.82</u>	<u>91.8%</u>

OBJ #	ACCOUNT NAME	2025 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 120,930.00	\$ 126,533.30		\$ (5,603.30)	104.6%
6020	Payroll Overtime	8,000.00	9,622.13		(1,622.13)	120.3%
6030	Special Pays	600.00	666.62		(66.62)	111.1%
6040	Employer Paid Benefits	9,909.00	9,746.42		162.58	95.2%
6042	WRS (ER)	8,099.00	9,433.41		(1,334.41)	534.5%
6043	Health Ins (ER)	25,683.00	43,291.57		(17,608.57)	5.0%
6047	Health Insurance Deductible	1,395.00	1,278.75		116.25	91.7%
6128	Repairs to Tools & Equipment	300.00	85.00		215.00	28.3%
6130	Repairs to Buildings	33,600.00	25,349.45	7,075.59	1,174.96	96.5%
6144	Laundry & Dry Cleaning				-	N/A
6150	Special Services	14,000.00	12,770.47		1,229.53	91.2%
6198	Miscellaneous Contractual	52,000.00	15,478.19	(64.64)	36,586.45	29.6%
6202	Electricity	76,000.00	63,052.28		12,947.72	83.0%
6208	Gas Service	1,702.00	1,298.29		403.71	76.3%
6215	Garbage Service	5,800.00	5,316.63		483.37	91.7%
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	19,428.23	-	(3,428.23)	121.4%
6490	Equipment Purchases	-	-	-	-	N/A
		<u>\$ 382,818.00</u>	<u>\$ 350,291.49</u>	<u>\$ 7,010.95</u>	<u>\$ 25,515.56</u>	<u>93.3%</u>
	TOTAL EXPENSES	<u><u>\$ 6,584,807.53</u></u>	<u><u>\$ 6,029,543.64</u></u>	<u><u>\$ 20,820.51</u></u>	<u><u>\$ 534,443.38</u></u>	<u><u>91.9%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended December 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)	\$ (6,366,912.28)		(2,133,087.72)	
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>\$ (7,313,311.09)</u>	<u>\$ -</u>	<u>\$ (13,244,700.91)</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	<u>65,000.00</u>	<u>53,851.28</u>		<u>11,148.72</u>	
490.5428	2022 BOND ISSUE COSTS					
5590	FUND BALANCE USED FOR CIP	(50,000.00)			(50,000.00)	
	TOTAL REVENUE	<u>(50,000.00)</u>	-		<u>(50,000.00)</u>	
6682	BOND ISSUE COSTS	50,000.00			50,000.00	
	TOTAL EXPENSE	<u>50,000.00</u>	-		<u>50,000.00</u>	
490.5773	TSF FROM LIBRARY	(58,000.00)			(58,000.00)	
5114	TOTAL REVENUE	<u>(58,000.00)</u>			<u>(58,000.00)</u>	
490.5773	CAP COSTS - PROFESSIONAL PRINTER	58,000.00			58,000.00	
6810	TOTAL EXPENSE	<u>58,000.00</u>			<u>58,000.00</u>	
490.5774	TSF FROM LIBRARY	(45,000.00)			(45,000.00)	
5114	TOTAL REVENUE	<u>(45,000.00)</u>			<u>(45,000.00)</u>	
490.5774	CAPITAL COSTS - VEHICLE	45,000.00			45,000.00	
6810	TOTAL EXPENSE	<u>45,000.00</u>			<u>45,000.00</u>	
TOTAL REVENUE - FUND 490		\$ (20,711,012.00)	\$ (7,313,311.09)		\$ (13,397,700.91)	
TOTAL EXPENSE - FUND 490		<u>\$ 20,776,012.00</u>	<u>\$ 19,779,016.84</u>	<u>\$ -</u>	<u>\$ 996,995.16</u>	
TOTAL - FUND 490		<u>\$ 65,000.00</u>	<u>\$ 12,465,705.75</u>	<u>\$ -</u>	<u>\$ (12,400,705.75)</u>	

November 2025 by the Numbers



PEOPLE

VISITORS: 17,984 Total this Month; 232,191 YTD

CARDHOLDERS: 21,402 City Residents; 32,087 Total Card Holders

CIRCULATION: 50,044 Total this Month; 585,050 YTD

CHILDREN'S (BIRTH–11): 15,494 Total this Month; 205,590 YTD

HOME DELIVERY: 467 Total this Month; 5,651 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

6,297 Total this Month; 76,597 YTD

LOANED TO MORE LIBRARIES: 4,390 Total this Month;
56,438 YTD

INTERLIBRARY LOANS: 116 Incoming; 21 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 8,697 Public Wireless Internet Users;
1,559 PCS sessions; 165,797 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,378 E-Books;
10,072 E-Audiobooks; 18,587 E-Databases; 170 E-Videos



PROGRAMS

AGES 0–5: 38 Programs this Month; 1,514 Attendees this Month;
10,556 Attendees YTD

AGES 6–11: 24 Programs this Month; 747 Attendees this Month;
14,381 Attendees YTD

AGES 12–18: 5 Programs this Month; 51 Attendees this Month;
1,407 Attendees YTD

AGES 19+: 15 Programs this Month; 574 Attendees this Month;
3,159 Attendees YTD

ALL AGES: 11 Programs this Month; 363 Attendees this Month;
8,834 Attendees YTD

December 2025 by the Numbers



PEOPLE

VISITORS: 17,257 Total this Month; 249,448 YTD

CARDHOLDERS: 21,320 City Residents; 31,945 Total Card Holders

CIRCULATION: 47,491 Total this Month; 632,541 YTD

CHILDREN'S (BIRTH–11): 14,692 Total this Month; 220,282 YTD

HOME DELIVERY: 601 Total this Month; 6,252 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

5,996 Total this Month; 82,593 YTD

LOANED TO MORE LIBRARIES: 4,689 Total this Month;
61,127 YTD

INTERLIBRARY LOANS: 156 Incoming; 14 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 7,774 Public Wireless Internet Users;
1,550 PCS sessions; 168,800 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,620 E-Books;
10,312 E-Audiobooks; 17,481 E-Databases; 179 E-Videos



PROGRAMS

AGES 0–5: 22 Programs this Month; 608 Attendees this Month;
11,164 Attendees YTD

AGES 6–11: 49 Programs this Month; 1,905 Attendees this Month;
16,286 Attendees YTD

AGES 12–18: 5 Programs this Month; 43 Attendees this Month;
1,450 Attendees YTD

AGES 19+: 2 Programs this Month; 26 Attendees this Month;
3,185 Attendees YTD

ALL AGES: 11 Programs this Month; 312 Attendees this Month;
9,146 Attendees YTD

Guidelines for Salary Determination for the Library Director

The Board of Trustees of the LE Phillips Memorial Public Library has sole authority to establish the salary of the Library Director as established by state statute. The initial salary determination and any subsequent cost-of-living and merit-based increases are affected by many factors, including market conditions specifically related to Library Directors, pay equity with other positions of similar responsibility within the City of Eau Claire's staff, and fairness within the structure of the Library's own compensation schedule.

In establishing the market conditions for our Library Director, the Board should attempt to determine the salaries of directors of similarly-sized libraries and communities within the region. This could include communities in Wisconsin or neighboring states. These values will be important to determine whether our Library Director is being paid a competitive salary within our market area.

The Library Director serves on the senior-level management team of the City of Eau Claire. As such, the director should be compensated in a manner that is equitable with the other department directors within the City. Currently, the City's department directors are classified within pay grades V and W. If the Board chooses to use the City's salary schedule, the Library Director's position should be classified as either V or W, with W representing positions of greater complexity, specialized training and/or education, larger staffing and/or financial responsibility.

The final factor in determining the Director's salary is fairness within the Library salary plan. This factor is intended to ensure that the director is paid at a rate that is viewed as fair within the pay plan that the Board approves each year. This factor may be particularly important in tight budgetary years when step increases (i.e., merit increases) may not be uniformly available to all library staff or cost-of-living adjustments cannot be included in the library's annual budget.

The Board should carefully weigh these three factors in determining compensation for the Library Director.

Removal of Library Director from the Library Pay Schedule

The Library Board has statutory responsibility to review the performance of the Library Director. The Board is also responsible for setting the salary for the Library Director. Therefore, we would like to see the removal of the Library Director pay scale and associated salaries from the Library Pay Schedule document.

Approved:



L.E. Phillips Memorial
Public Library

Number: 5
Category: Administration

Policy Title: EMERGENCY CLOSINGS
Date adopted: 01/20/83
Date amended: 01/24/86; 12/17/09; 06/20/13; 02/25/14; 03/16/17; 04/16/2020;
10/20/22
Date last reviewed: 12/18/25~~10/20/22~~

The decision to close the Library during an emergency will be made by the Library Director or the Director's designated representative. If the Library will be closed, an announcement will be provided to major local media outlets by 6:30 a.m. or as soon as possible for a closing occurring during the day.

As described in the Library's emergency closings procedure, the Library Director or the Director's designated representative will notify the Management Team. Management Team members will contact their appropriate duty staff via a pre-determined phone tree. Staff members scheduled to work may call their supervisor or the Emergency Closings number (715-839-1646) for verification of the closing or other message. Library staff may also check their library email, the library's website and/or Facebook for verification of the closing or other message.

If there is a question of closing the Library in the evening, the staff person in charge will contact the Library Director for a decision. If the Director cannot be reached, the staff person in charge will contact the Library's Deputy Directors for a decision. If a Deputy Director cannot be reached, the staff person in charge will make the decision and notify Library divisions.

Full-time non-exempt staff impacted by an emergency closing must make up missed work time within the same forty-hour week as the closing or substitute accrued vacation or floating holiday or request leave without pay if other leave accrual balances have been exhausted. Full-time professional, exempt staff and part-time hourly and professional, exempt staff working 20 hours per week or more must reconcile missed work time within the same pay period. In the event of a major disaster, the Library Board or Library Director may take the initiative to suspend this provision.



L.E. Phillips Memorial
Public Library

Number: 9

Category: Customer Relations

Policy Title: PARKING

Date adopted: 02/20/20

Date amended:

Date last reviewed: 12/18/25~~10/20/22~~

Parking in the lower level parking lot at L.E. Phillips Memorial Public Library is for library use only. LEPMPL reserves the right to have vehicles removed from library parking lots at the owner's expense for non-compliance. Temporary parking at the library may be granted by the Library Director. Parking at LEPMPL locations is regulated by the City of Eau Claire Code of Ordinances 10.20 "Parking Meters and Lots".

Agreement

THIS AGREEMENT (“Agreement”) is by and between the LE Phillips Memorial Public Library (“Library”) and the Eau Claire Police Department (“ECPD”).

WHEREAS, ECPD and Library prioritize the safety and protection of members of the public, including visitors to Library and Library staff; and

WHEREAS, Library has installed surveillance devices throughout Library’s facility to ensure patron safety; and

WHEREAS, Library requests ECPD assist in ensuring patron safety; and

WHEREAS, pursuant to Wis. Stat. §43.30(5)(b), the director of the library may determine that records produced by a surveillance device under the control of the library may assist law enforcement to render aid to the library; and

WHEREAS, the terms of this Agreement are intended to satisfy Wis. Stat. §43.30(5)(b) and allow ECPD access to Library surveillance video on an as-requested basis.

THEREFORE, ECPD and Library hereby agree as follows:

1. Term

- a. The term of the Agreement shall commence upon signature and shall continue thereafter until terminated by either party in writing for cause or convenience.

2. Responsibilities

- a. The Library and ECPD agree to the following:
 - i. Law enforcement authorities may access the Library’s video recordings only after request of Library Director.
 - ii. Library Director hereby enters a standing request that law enforcement authorities access the video system in situations where there is an imminent threat or immediate danger posted to the building itself or people in the building. An ECPD supervisor will notify Library Director as soon as practical of that access as to the basis for the emergency access.
 - iii. ECPD will document any access through an official police report and requests for those reports will be taken and fulfilled via the Library Director requesting a copy through the Police Records Department.
 - iv. ECPD will provide a written request to export any video for their possession. The exporting of that video will be conducted by Library

staff within 48 hours of the request, as staffing and opening hours permits.

3. List of Law Enforcement Authorities with Surveillance Access

- a. ECPD individuals with Library surveillance access shall be comprised of ECPD Supervisors (Sergeants, Lieutenants, Deputy Chiefs) and Communication Center personnel who are authorized to activate the equipment to view live streaming video. These individuals will be provided remote online access to the Library's camera system, Salient Security Platform.

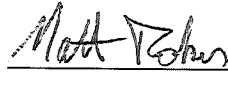
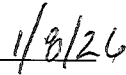
4. Contacts

- a. Library: Nancy Kerr, Library Director, 400 Eau Claire Street, Eau Claire, WI 54701
- b. ECPD: Matt Rokus, Police Chief, 721 Oxford Avenue, Suite 1400, Eau Claire WI 54703

IN WITNESS WHEREOF, the parties hereby execute this Agreement on the date(s) set forth below (the latest of which shall be the Effective Date of this Agreement).

Eau Claire Police Department

LE Phillips Memorial Public Library

Matt Rokus Date
Police Chief

Nancy Ker Date
Library Director