



PUBLIC NOTICE

Thursday, September 17, 2026

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

Join: <https://teams.microsoft.com/meet/226929366819202?p=vm9gtwOaqfkhjFvQH>

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 prior month Board Meeting (pg. 2)
 - B. Action on Bills and Claims (pg. 4)
 - C. Reports:
 - a) Library Director (pg. 31)
 - b) Financial Report (pg. 46)
 - c) Statistical Report (pg. 54)
- 4) Board President report/comments (Cheryl Contant)
- 5) Board Development
 - A. Article entitled "Caught in the backlash over AI, book publishers face mounting questions"
<https://www.csmonitor.com/Arts-Culture/Books/2026/0812/ai-publishing-commonwealth-prize-shy-girl> (pg. 56)
 - B. Updated organizational chart (Kim Hennings) (pg. 63)
- 6) Consideration of New Business
 - A. Travel Policy (Kim Hennings) (pg. 64)
 - B. IFLS Resource Library Agreement for signature (Nancy Kerr) (pg. 100)
 - C. Budget update (Nancy Kerr)
 - D. Charter Document for Board Resources Committee (James Martin)
- 7) Committee Reports
 - A. Friends of the Library
 - B. IFLS
- 8) Directives:
 - a. To the Library Board
 - b. To the Library Director
- 9) Next meeting: **October 15, 2026**
- 10) Adjournment

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

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

Minutes of a Meeting of the Board of Trustees

A meeting of the Board of Trustees of the L.E. Phillips Memorial Public Library was held on Thursday, July 16, 2026. The meeting was called to order at 5:03 p.m.

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

Board members absent: Shelley Donnelly, Nate Otto, Amy Weiss

Staff/guests present: Nancy Kerr, Kim Hennings, Barb Langreck

CITIZEN COMMENTS

None

CONSENT AGENDA

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

BOARD PRESIDENT COMMENTS

- Reminder of trustee training, offered by DPI, in August
- Sally Derksen sent a thank you message to the board regarding the Distinguished Service Award she received.
- Reminder that there is not a board meeting in the month of August. We reconvene on September 17.
- Cheryl highlighted several items from the monthly board report for June which includes:
 - o The library had the busiest first month of summer reading in more than a decade, with 2,393 registrations
 - o We had almost 25,000 visitors in the month of June
 - o We were able to purchase 10 new Dabble Box laptops funded, in part, by a Carnegie Grant, the Domer Foundation, and the Endowment Fund. These new laptops will support increased classes and lab offerings of various topics for teens and adults alike.

BOARD DEVELOPMENT

- The board read and discussed the article “What Gen Z Wants from Libraries: Takeaways from PLA 2026”

CONSIDERATION OF NEW BUSINESS

- A. On a motion made by Paul and seconded by Ann, the board unanimously approved the changes to the Naming policy.

- B. On a motion made by Charlie and seconded by Gary, the board unanimously approved the changes to the Diversity and Inclusion policy, with an amendment to include an additional change to the wording of the last sentence.
- C. Gary discussed the Endowment Committee charter document as presented in the monthly packet. The next step is to identify library and board members to serve on the committee. On a motion made by James and seconded by Charlie, the board unanimously approved the committee charge.
- D. James will have the charter document for the Board Resources Committee (aka Handbook Committee) prepared for discussion at the September board meeting.
- E. Cheryl read a proclamation honoring James Martin for his many years of dedicated service to the library board of trustees. James will be stepping down from the board after the September meeting.

COMMITTEE REPORTS

Friends of the Library – Ann Brand

- No update this month

IFLS – Paul LaLiberte

- No update this month

DIRECTIVES TO THE LIBRARY BOARD

- None noted

DIRECTIVES TO THE LIBRARY DIRECTOR

- None noted

ADJOURNMENT

On a motion made by Ann and seconded by Paul, the Board Meeting adjourned at 6:07 PM.



ADMINISTRATIVE MEMORANDUM

TO: Library Board
FROM: Barb Langreck, Administrative & HR Coordinator
DATE: 8/20/2026
SUBJECT: JULY 2026 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending July 31, 2026

Operating Expenditures for the month	\$531,229.00
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$ 38,266.00
Total	\$569,495.00

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

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

1. Account 6112 Computer Service Charges
 - \$1,300.00 paid to Mid-America Business Systems for annual renewal
2. Account 6198 Miscellaneous Contractual
 - \$1,250.00 paid to Osseo Rents for YS summer event performance
 - \$1,423.05 paid to Audio Architects for repair of audio system
3. Account 6402 Supplies
 - \$1,013.87 paid to IFLS for library materials
 - \$8,997.97 paid to IFLS for library materials
4. Account 6490 Equipment
 - \$1,435.43 paid to CDW for Dell Pro laptop
 - \$1,393.26 paid to Audio Architects for wireless lavalier set install

BILLS & CLAIMS - OPERATING
Transactions Processed in July 2026

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
07/02/2026	07/03/2026	6010	\$6,244.98	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/26
			<u>\$6,244.98</u>			
07/10/2026	07/10/2026	6010	\$17,179.51	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6010	\$19,239.24	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6010	(\$348.03)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6010	\$28,349.47	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6010	\$18,061.29	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6010	\$15,574.71	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6010	\$12,957.30	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6010	\$3,893.85	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
			<u>\$114,907.34</u>			
07/16/2026	07/17/2026	6010	\$5,541.28	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/17/26
			<u>\$5,541.28</u>			
07/21/2026	07/24/2026	6010	\$16,806.42	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6010	\$19,492.95	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6010	\$27,843.33	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6010	\$19,044.48	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6010	\$15,464.85	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6010	\$13,072.51	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6010	\$3,928.00	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
			<u>\$115,652.54</u>			
07/31/2026	07/31/2026	6010	\$4,545.01	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/31/26
			<u>\$4,545.01</u>			
TOTAL PAYROLL WAGES			<u>\$246,891.15</u>			
07/02/2026	07/03/2026	6020	\$390.51	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/26
			<u>\$390.51</u>			
07/16/2026	07/17/2026	6020	\$101.32	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/17/26
			<u>\$101.32</u>			
TOTAL PAYROLL OVERTIME			<u>\$491.83</u>			
07/02/2026	07/03/2026	6030	\$33.11	SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/26

07/16/2026	07/17/2026	6030	\$33.11 SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/17/26
07/31/2026	07/31/2026	6030	\$33.11 SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/31/26
TOTAL SPECIAL PAYS			\$99.33		
07/22/2026	01/31/2026	6040	(\$0.12) EMPLOYER PAID BENEFITS		JAN LIFE INSURANCE
07/22/2026	02/28/2026	6040	(\$0.12) EMPLOYER PAID BENEFITS		FEB LIFE INSURANCE
07/22/2026	03/31/2026	6040	(\$2.70) EMPLOYER PAID BENEFITS		MAR LIFE INSURANCE
07/22/2026	04/30/2026	6040	\$2.46 EMPLOYER PAID BENEFITS		APR LIFE INSURANCE
07/24/2026	02/28/2026	6040	\$14.79 EMPLOYER PAID BENEFITS		FEB DISABILITY INSURANCE
07/27/2026	01/31/2026	6040	(\$10.79) EMPLOYER PAID BENEFITS		JAN DISABILITY INSURANCE
07/22/2026	05/31/2026	6040	(\$0.12) EMPLOYER PAID BENEFITS		MAY LIFE INSURANCE
			\$3.40		
07/02/2026	07/03/2026	6040	\$481.23 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/26
			\$481.23		
07/10/2026	07/10/2026	6040	\$1,255.23 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6040	\$1,436.03 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6040	\$2,094.72 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6040	\$1,186.24 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6040	\$1,348.07 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6040	(\$1,186.24) EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6040	\$1,108.79 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6040	\$904.31 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6040	\$277.29 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
			\$8,424.44		
07/16/2026	07/17/2026	6040	\$407.35 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/17/26
			\$407.35		
07/21/2026	07/24/2026	6040	\$1,204.25 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6040	\$1,444.40 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6040	\$2,047.90 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6040	\$1,419.18 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6040	\$1,090.17 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6040	\$903.71 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6040	\$279.90 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
			\$8,389.51		
07/31/2026	07/31/2026	6040	\$342.66 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/31/26
			\$342.66		
TOTAL EMPLOYER PAID BENEFITS			\$18,048.59		

07/02/2026	07/03/2026	6042	\$477.14 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/26
			<u>\$477.14</u>		
07/10/2026	07/10/2026	6042	\$1,143.23 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6042	\$1,222.00 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6042	\$1,400.11 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6042	\$1,178.90 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6042	\$1,032.67 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6042	\$932.93 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6042	\$280.36 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
			<u>\$7,190.20</u>		
07/16/2026	07/17/2026	6042	\$405.79 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/17/26
			<u>\$405.79</u>		
07/21/2026	07/24/2026	6042	\$1,125.16 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6042	\$1,232.60 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6042	\$1,389.11 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6042	\$1,243.31 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6042	\$1,024.04 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6042	\$941.23 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6042	\$282.82 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
			<u>\$7,238.27</u>		
07/31/2026	07/31/2026	6042	\$326.70 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/31/26
			<u>\$326.70</u>		
TOTAL WRS(ER)			<u>\$15,638.10</u>		
07/02/2026	07/03/2026	6043	\$2,068.73 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/26
			<u>\$2,068.73</u>		
07/10/2026	07/10/2026	6043	\$4,160.59 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6043	\$1,412.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6043	\$4,659.45 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6043	\$2,057.10 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6043	\$4,937.62 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6043	\$4,212.45 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6043	\$958.71 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
			<u>\$22,398.14</u>		
07/16/2026	07/17/2026	6043	\$1,452.16 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/17/26
			<u>\$1,452.16</u>		

07/21/2026	07/24/2026	6043	\$4,049.92 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6043	\$1,412.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6043	\$4,843.16 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6043	\$2,068.55 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6043	\$4,839.74 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6043	\$4,212.45 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
07/21/2026	07/24/2026	6043	\$958.71 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
			\$22,384.75		
TOTAL HEALTH INS(ER)			\$48,303.78		
07/02/2026	06/30/2026	6047	\$291.67 HEALTH INSURANCE DEDUCTIBLE	HEALTH INSURANCE DEDUCTIBLE CH	
07/02/2026	06/30/2026	6047	\$41.67 HEALTH INSURANCE DEDUCTIBLE	HEALTH INSURANCE DEDUCTIBLE CH	
07/02/2026	06/30/2026	6047	\$291.67 HEALTH INSURANCE DEDUCTIBLE	HEALTH INSURANCE DEDUCTIBLE CH	
07/02/2026	06/30/2026	6047	\$208.33 HEALTH INSURANCE DEDUCTIBLE	HEALTH INSURANCE DEDUCTIBLE CH	
07/02/2026	06/30/2026	6047	\$166.67 HEALTH INSURANCE DEDUCTIBLE	HEALTH INSURANCE DEDUCTIBLE CH	
07/02/2026	06/30/2026	6047	\$112.50 HEALTH INSURANCE DEDUCTIBLE	HEALTH INSURANCE DEDUCTIBLE CH	
TOTAL HEALTH INSURANCE DEDUCTIBLE			\$1,112.51		
07/23/2026	07/23/2026	6051	\$5,930.53 RETIREE-HLTH INS	MEDICA INSURANCE COMPANY	PREMIUM PAYMENT FOR MONTH OF A
TOTAL RETIREE-HLTH INS			\$5,930.53		
07/02/2026	06/30/2026	6052	\$83.33 RETIREE DEDUCTIBLE	ALLOCATE RETIREE HEALTH DEDUCT	
TOTAL RETIREE DEDUCTIBLE			\$83.33		
07/02/2026	07/03/2026	6056	\$112.50 HSA CONTRIBUTION (ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 07/03/26
			\$112.50		
07/10/2026	07/10/2026	6056	\$1,500.00 HSA CONTRIBUTION (ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6056	\$750.00 HSA CONTRIBUTION (ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6056	\$750.00 HSA CONTRIBUTION (ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6056	\$1,125.00 HSA CONTRIBUTION (ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6056	\$1,500.00 HSA CONTRIBUTION (ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6056	\$1,125.00 HSA CONTRIBUTION (ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
07/10/2026	07/10/2026	6056	\$750.00 HSA CONTRIBUTION (ER)	LIBRARY PAYROLL WAGES	PAY DATE: 07/10/26
			\$7,500.00		
TOTAL HSA CONTRIBUTION (ER)			\$7,612.50		
07/07/2026	06/30/2026	6110	\$919.51 POSTAGE & SHIPPING	L&M MCS INC	POSTAGE & SHIPPING
TOTAL POSTAGE & SHIPPING			\$919.51		
07/07/2026	06/30/2026	6112	\$1,300.00 COMPUTER SERVICE CHARGES	MID-AMERICA BUSINESS SYSTEMS &	ANNUAL RENEWAL COVERAGE (COMP

07/09/2026	06/24/2026	6112	\$149.90	COMPUTER SERVICE CHARGES	CANVA.COM	CANVA SUBSCRIPTION FOR PCS TEA
07/09/2026	06/24/2026	6112	\$640.00	COMPUTER SERVICE CHARGES	EXTENSIS	ANNUAL COVERAGE AGREEMENT 6/16
07/09/2026	06/24/2026	6112	\$702.00	COMPUTER SERVICE CHARGES	SITEGROUND HOSTING	COMP SERVICE CHARGES (6 MONTH
07/09/2026	06/24/2026	6112	\$59.88	COMPUTER SERVICE CHARGES	SITEGROUND HOSTING	IT COMP SERVICE CHARGES (12 MO
07/09/2026	06/24/2026	6112	\$8.11	COMPUTER SERVICE CHARGES	WONDERSHARE.COM	COMP SERVICE CHARGES (MONTHLY
07/09/2026	06/24/2026	6112	\$47.97	COMPUTER SERVICE CHARGES	ZOOM.US	JUNE ZOOM ACCOUNT BILLING
07/09/2026	06/24/2026	6112	\$69.49	COMPUTER SERVICE CHARGES	CDW GOVERNMENT	Dell Support for Laptop - PCS/
07/09/2026	06/24/2026	6112	\$170.00	COMPUTER SERVICE CHARGES	CDW GOVERNMENT	Adobe Acrobat License - RS/SS
07/29/2026	07/29/2026	6112	\$240.15	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	CSP MONTHLY / DATA CENTER SERV
TOTAL COMPUTER SERVICE CHARGES			\$3,387.50			
07/09/2026	06/24/2026	6118	\$471.00	ADVERTISING/MARKETING	4IMPRINT	ADVERTISING (OUTREACH) 300 TWI
07/09/2026	06/24/2026	6118	\$93.56	ADVERTISING/MARKETING	FACEBK *2KJP7SDSN2	ADVERTISING (2 MARKETING CAMPA
07/09/2026	06/24/2026	6118	\$42.98	ADVERTISING/MARKETING	VISTAPR*VISTAPRINT.COM	ADVERTISING (50 BUSINESS CARDS
07/09/2026	06/24/2026	6118	\$177.00	ADVERTISING/MARKETING	CHIPPEWA VALLEY PRINTMARK CORP	ADVERTISING
07/09/2026	06/24/2026	6118	\$25.44	ADVERTISING/MARKETING	AMZ*CAFEPRESS INC.	PCS ADVERTISING (LARGE PUZZLE/
TOTAL ADVERTISING/MARKETING			\$809.98			
07/01/2026	01/31/2026	6120	\$508.44	AUDITING		AUDIT FEES
07/01/2026	04/30/2026	6120	\$671.81	AUDITING		AUDIT FEES
07/01/2026	05/31/2026	6120	\$1,129.87	AUDITING		AUDIT FEES
TOTAL AUDITING			\$2,310.12			
07/09/2026	06/24/2026	6126	\$47.33	REPAIRS & MAINT TO AUTO EQUIP	QWIK STOP	VAN MAINTENANCE (OIL CHANGE)
07/09/2026	06/24/2026	6126	\$12.80	REPAIRS & MAINT TO AUTO EQUIP	O'REILLY AUTOMOTIVE STORES INC	VAN MAINT SUPPLIES (WINDSHIELD
TOTAL REPAIRS & MAINT TO AUTO EQUIP			\$60.13			
07/20/2026	06/24/2026	6128	\$452.09	REPAIRS TO TOOLS & EQUIP	DALCO ENTERPRISES	LIBRARY TOOLS & EQUIPMENT ORDE
TOTAL REPAIRS TO TOOLS & EQUIP			\$452.09			
07/20/2026	06/24/2026	6130	\$112.38	REPAIRS TO BUILDINGS	THE SHERWIN WILLIAMS CO	LIBRARY BUILDING SUPPLIES/REPA
07/20/2026	06/24/2026	6130	\$194.41	REPAIRS TO BUILDINGS	SITEONE LANDSCAPE SUPPLY HOLDING LLC	SPRINKLER HEADS FOR LIBRARY BU
TOTAL REPAIRS TO BUILDINGS			\$306.79			
07/22/2026	07/22/2026	6150	\$381.10	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	SPECIAL SERVICES
07/08/2026	06/30/2026	6150	\$424.00	SPECIAL SERVICES	HEATHER C LEISZ	SPECIAL SERVIES - PLANT RENTAL
07/20/2026	06/24/2026	6150	\$220.00	SPECIAL SERVICES	BUREAU VERITAS NATIONAL ELEVATOR	ELEVATOR INSPECTIONS AT LIBRAR
TOTAL SPECIAL SERVICES			\$1,025.10			
07/13/2026	06/01/2026	6153	\$43.14	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES - MAY
TOTAL CONVENIENCE FEES			\$43.14			
07/09/2026	06/24/2026	6160	\$360.00	TRAINING/MEETINGS	UNIVERSITY OF WISCONSIN NON-PAYROLL	STAFF TRAINING CE (STEPHANIE S
TOTAL TRAINING/MEETINGS			\$360.00			

07/09/2026	06/24/2026	6162	\$60.00	MEMBERSHIP DUES	WALMART.COM 8009666546	MEMBERSHIP RENEWAL FOR 2026/20
TOTAL MEMBERSHIP DUES			\$60.00			
07/01/2026	05/29/2026	6198	\$175.07	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN. CHARGES FOR THE MONTH O
07/06/2026	07/06/2026	6198	\$712.11	MISC CONTRACTUAL SERVICES	AURORA COMMUNITY SERVICES INC	EAP SERVICES FOR 2026 - REALIV
07/09/2026	06/24/2026	6198	\$150.00	MISC CONTRACTUAL SERVICES	EO JOHNSON BUSINESS TECHNOLOGIES	MISC CONTRACTUAL
07/09/2026	06/24/2026	6198	\$31.14	MISC CONTRACTUAL SERVICES	EO JOHNSON BUSINESS TECHNOLOGIES	MISC CONTRACTUAL
07/09/2026	06/24/2026	6198	\$54.00	MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	MAY 2026 (DIGITAL SIGNAGE FOR
07/21/2026	06/30/2026	6198	\$175.07	MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE MONTH OF
07/08/2026	07/07/2026	6198	\$1,250.00	MISC CONTRACTUAL SERVICES	OSSEO RENTS LLC	YS SUMMER EVENT PERFORMANCE
07/23/2026	01/31/2026	6198	\$820.00	MISC CONTRACTUAL SERVICES	SUSTAINABLE SAFARI	YS SUMMER EVENT PERFORMER
07/23/2026	01/31/2026	6198	\$1,423.05	MISC CONTRACTUAL SERVICES	DNA AV INTEGRATORS LLC	SYMETRIX JUPITER REPAIRS FOR F
07/23/2026	01/31/2026	6198	\$375.00	MISC CONTRACTUAL SERVICES	DNA AV INTEGRATORS LLC	WIRELESS LAVALIER SET INSTALLA
07/22/2026	06/30/2026	6198	\$288.34	MISC CONTRACTUAL SERVICES	HEARTQUEST TRAINERS LLC	2026 QUARTER 2 AED CHECKS & SU
07/22/2026	06/30/2026	6198	\$160.00	MISC CONTRACTUAL SERVICES	HEARTQUEST TRAINERS LLC	2026 QUARTER 2 AED CHECKS & SU
TOTAL MISC CONTRACTUAL SERVICES			\$5,613.78			
07/27/2026	05/31/2026	6202	\$7,011.84	ELECTRICITY		400 EAU CLAIRE ST
07/27/2026	06/30/2026	6202	\$7,287.71	ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$14,299.55			
07/27/2026	05/31/2026	6208	\$30.00	GAS SERVICE		400 EAU CLAIRE ST
07/27/2026	06/30/2026	6208	\$30.00	GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$60.00			
07/02/2026	05/31/2026	6210	\$210.22	TELEPHONES		MAY CENTREX VOIP PHONE CHR
07/07/2026	06/30/2026	6210	\$600.00	TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	TELEPHONE SERVICE
07/09/2026	06/24/2026	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	MAY 2026 TELEPHONES
07/09/2026	06/24/2026	6210	\$0.80	TELEPHONES	CENTURYLINK LUMEN	JUNE 2026 TELEPHONES
07/20/2026	06/30/2026	6210	\$201.48	TELEPHONES		JUN CENTREX VOIP PHONE CHR
TOTAL TELEPHONES			\$1,013.30			
07/02/2026	06/30/2026	6215	\$516.66	CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$516.66			
07/06/2026	04/30/2026	6252	\$89.27	WATER SERVICE		400 EAU CLAIRE ST
07/06/2026	04/30/2026	6252	\$226.44	WATER SERVICE		400 EAU CLAIRE ST
07/06/2026	04/30/2026	6252	\$105.54	WATER SERVICE		400 EAU CLAIRE ST
TOTAL WATER SERVICE			\$421.25			
07/06/2026	04/30/2026	6254	\$10.04	SEWER SERVICE		400 EAU CLAIRE ST
07/06/2026	04/30/2026	6254	\$440.73	SEWER SERVICE		400 EAU CLAIRE ST
TOTAL SEWER SERVICE			\$450.77			

07/06/2026	04/30/2026	6256	\$390.63 STORMWATER CHARGES
TOTAL STORMWATER CHARGES			<u>\$390.63</u>

400 EAU CLAIRE ST

07/02/2026	06/30/2026	6350	\$3,233.33 INSURANCE
TOTAL INSURANCE			<u>\$3,233.33</u>

INSURANCE CHARGES

07/08/2026	07/08/2026	6402	\$123.08 OFFICE SUPPLIES	MIDLAND PAPER	OFFICE SUPPLIES
07/09/2026	06/24/2026	6402	\$19.99 OFFICE SUPPLIES	SCHEELS ALL SPORTS INC	OUTREACH BOOK BIKE SUPPLIES (B
07/09/2026	06/24/2026	6402	\$119.67 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	3 REPLACEMENT TODDLER STOOLS F
07/09/2026	06/24/2026	6402	\$185.57 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	HAND SANITIZER PUBLIC DISPENSE
07/09/2026	06/24/2026	6402	\$28.39 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	OFFICE SUPPLIES (SHARPIE PERMA
07/09/2026	06/24/2026	6402	\$220.60 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	4 PACK ACRYLIC FILE SORTER (10
07/09/2026	06/24/2026	6402	\$34.30 OFFICE SUPPLIES	AMAZON MKTPL*087K15PZ3	OFFICE SUPPLIES (SCREEN CLEANE
07/09/2026	06/24/2026	6402	\$66.30 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	WALKIE EAR PIECES (3)
07/09/2026	06/24/2026	6402	(\$23.79) OFFICE SUPPLIES	AMAZON.COM	REFUND FOR DAMAGED HAND SANITI
07/09/2026	06/24/2026	6402	\$8.69 OFFICE SUPPLIES	AMAZON.COM	12 PACK TAPE REFILLS
07/09/2026	06/24/2026	6402	\$23.79 OFFICE SUPPLIES	AMAZON.COM	67OZ HAND SANITIZER REFILLS (3
07/09/2026	06/24/2026	6402	\$269.00 OFFICE SUPPLIES	AMAZON.COM	DEHUMIDIFIER FOR TS WORKROOM
07/09/2026	06/24/2026	6402	\$13.80 OFFICE SUPPLIES	OFFICE DEPOT	SUPPLIES (DRY ERASE WHITEBOARD
07/09/2026	06/24/2026	6402	\$37.70 OFFICE SUPPLIES	OFFICE DEPOT	SUPPLIES (10 CONTAINERS OF DIS
07/09/2026	06/24/2026	6402	\$25.48 OFFICE SUPPLIES	OFFICE DEPOT	SUPPLIES (2 REAMS CARDSTOCK FO
07/09/2026	06/24/2026	6402	\$25.99 OFFICE SUPPLIES	OFFICE DEPOT	BULK FACIAL TISSUE 30 BOXES
07/15/2026	07/15/2026	6402	\$82.05 OFFICE SUPPLIES	MIDLAND PAPER	OFFICE SUPPLIES
07/07/2026	06/30/2026	6402	\$1,013.87 OFFICE SUPPLIES	INDIANHEAD FEDERATED LIBRARY SYSTEM	LIBRARY MATERIALS
07/09/2026	06/24/2026	6402	\$14.98 OFFICE SUPPLIES	TARGET.COM	YS SUPPLIES (CONTACT SHELF ADH
07/09/2026	06/24/2026	6402	\$13.46 OFFICE SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES / YS OFFFI
07/09/2026	06/24/2026	6402	\$32.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (24 MINI CLIPBOARD
07/09/2026	06/24/2026	6402	\$72.16 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (CONST. PAPER/ELEC
07/09/2026	06/24/2026	6402	\$32.99 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	REORDER OF 24 MINI CLIPBOARDS
07/09/2026	06/24/2026	6402	\$68.90 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	YS SUPPLIES (CARDSTOCK/SIDEWAL
07/09/2026	06/24/2026	6402	(\$32.99) OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	REFUND FOR LOST PACKAGE OF 24
07/09/2026	06/24/2026	6402	\$193.92 OFFICE SUPPLIES	DEMCO INC	CIRC SUPPLIES (REPLACEMENT BOO
07/07/2026	06/30/2026	6402	\$8,997.97 OFFICE SUPPLIES	INDIANHEAD FEDERATED LIBRARY SYSTEM	LIBRARY MATERIALS
07/07/2026	05/31/2026	6402	\$59.73 OFFICE SUPPLIES	MIDWEST TAPE LLC	TS SUPPLIES
07/09/2026	06/24/2026	6402	\$13.80 OFFICE SUPPLIES	MENARD INC	TS SUPPLIES (DISTILLED WATER F
07/09/2026	06/24/2026	6402	\$25.88 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (SCOTCH BOX PAPER
07/09/2026	06/24/2026	6402	(\$197.61) OFFICE SUPPLIES	BAYSCAN TECHNOLOGIES LLC	REFUND FOR DOUBLE CHARGE ON IN
07/09/2026	06/24/2026	6402	\$158.75 OFFICE SUPPLIES	DEMCO INC	TS SUPPLIES (MONTH STICKERS)
07/09/2026	06/24/2026	6402	\$75.48 OFFICE SUPPLIES	OFFICE DEPOT	TS SUPPLIES (12 ROLLS BOOK TAP
07/22/2026	06/30/2026	6402	\$86.06 OFFICE SUPPLIES	MIDWEST TAPE LLC	TS SUPPLY FUND
07/29/2026	07/29/2026	6402	\$118.96 OFFICE SUPPLIES	BERTELSMANN PUBLISHING GROUP INC	TS SUPPLIES
07/09/2026	06/24/2026	6402	\$45.34 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (150 BOOKMARKS/CO
07/09/2026	06/24/2026	6402	\$204.56 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	PCS SUPPLIES (HEAVY DUTY BASE
07/09/2026	06/24/2026	6402	\$33.00 OFFICE SUPPLIES	DOLRTREE 4842 00048421	SUPPLIES (BLACK BASKETS/GIFT B
TOTAL OFFICE SUPPLIES			<u>\$12,292.81</u>		

07/09/2026	06/24/2026	6405	\$90.21 AWRDS/TROP FOL 2023	WM SUPERCENTER#1669	FOL GIFT FUNDS FOR STAFF AFFAI
07/09/2026	06/24/2026	6405	\$74.61 AWRDS/TROP FOL 2023	TARGET.COM	GIFT FOL STAFF AFFAIRS EVENT /
07/09/2026	06/24/2026	6405	\$10.25 AWRDS/TROP FOL 2023	SKOGENS FOODLINER INC	FOL GIFTS STAFF AFFAIRS (TACO
07/09/2026	06/24/2026	6405	\$42.18 AWRDS/TROP FOL 2023	CARIBOU COFFEE #1290	FOL GIFTS STAFF AFFAIRS (DONUT
07/09/2026	06/24/2026	6405	\$44.52 AWARDS & TROPHIES-FOL-2025	WM SUPERCENTER#1669	DB PROGRAM SUPPLIES (9 OZ CUPS
07/09/2026	06/24/2026	6405	\$78.82 AWARDS & TROPHIES-FOL-2025	AMZ*CAFEPRESS INC.	FOL GIFTS RS ADULT PROGRAM PRI
TOTAL AWRDS/TROP FOL 2023			\$340.59		
07/09/2026	06/24/2026	6406	\$68.84 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES / YS OFFFI
07/09/2026	06/24/2026	6406	\$43.97 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES (DRIED BEA
07/09/2026	06/24/2026	6406	\$14.35 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (PLASTIC B
07/09/2026	06/24/2026	6406	\$45.06 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (PAINTERS
07/09/2026	06/24/2026	6406	\$99.57 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (SUMMER PR
07/09/2026	06/24/2026	6406	\$28.49 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (MAGNETIC
07/09/2026	06/24/2026	6406	\$168.36 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
07/09/2026	06/24/2026	6406	\$194.11 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (SUPPLIES
07/09/2026	06/24/2026	6406	(\$21.77) LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	REFUND FOR ITEM NOT DELIVERED
07/09/2026	06/24/2026	6406	\$14.97 LIBRARY PROGRAM SUPPLIES	AMAZON.COM	YS PROGRAM SUPPLIES (50 OZ BAG
07/09/2026	06/24/2026	6406	\$31.63 LIBR PROG SUPP-GEN PURPOSE GIF	MENARD INC	REN FAIRE EVENT SUPPLIES (SUPP
07/09/2026	06/24/2026	6406	\$19.98 LIBR PROG SUPP-GEN PURPOSE GIF	AMZ*CAFEPRESS INC.	REN FAIRE EVENT SUPPLIES (ANY
07/09/2026	06/24/2026	6406	\$36.97 LIBR PROG SUPP-GEN PURPOSE GIF	AMZ*CAFEPRESS INC.	REN FAIRE EVENT SUPPLIES (ANY
07/09/2026	06/24/2026	6406	(\$19.99) LIBR PROG SUPP-GEN PURPOSE GIF	AMZ*CAFEPRESS INC.	REFUND FOR YS SUPPLIES FOR REN
07/09/2026	06/24/2026	6406	\$753.00 LIBRARY SUPPLIES-CIRCLE FRIEND	HOMEDEPOT.COM	HIGH CAPACITY ROLLING TOOL CAB
07/09/2026	06/24/2026	6406	\$11.98 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	DB PROGRAM SUPPLIES (9 OZ CUPS
07/09/2026	06/24/2026	6406	\$30.50 LIBRARY PROGRAM SUPPLIES	UNITED STATES POST OFFICE	DB PROGRAM SUPPLIES (50 POST C
07/09/2026	06/24/2026	6406	\$25.10 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	DB PROGRAM SUPPLIES (MATERIALS
07/09/2026	06/24/2026	6406	\$106.92 LIBRARY PROGRAM SUPPLIES	AMAZON MKTPL*087K15PZ3	DB PROGRAM SUPPLIES
07/09/2026	06/24/2026	6406	\$18.84 LIBRARY PROGRAM SUPPLIES	AMAZON MKTPL*LF5SB3OW3	DB PROGRAM SUPPLIES (WATERCOLO
07/09/2026	06/24/2026	6406	\$121.84 LIBRARY PROGRAM SUPPLIES	AMAZON MKTPL*087K15PZ3	DB EQUIPMENT (3 TIER ROLLING C
07/09/2026	06/24/2026	6406	\$60.80 LIBRARY PROGRAM SUPPLIES	AMAZON MKTPL*087K15PZ3	DB PROGRAM SUPPLIES FOR MAKER
07/09/2026	06/24/2026	6406	\$139.57 LIBRARY PROGRAM SUPPLIES	AMAZON MKTPL*087K15PZ3	DB PROGRAM SUPPLIES (CARD MAKI
07/09/2026	06/24/2026	6406	\$58.15 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (FAUX LEAT
07/09/2026	06/24/2026	6406	\$39.90 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES (COARSE SA
07/09/2026	06/24/2026	6406	\$34.98 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	DB PROGRAM SUPPLIES (WHITE DRI
07/09/2026	06/24/2026	6406	\$31.90 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	DB PRG SUPPLIES (2 PACK CANNIN
07/09/2026	06/24/2026	6406	\$21.99 LIBR SUPP - FOL-2023	AMZ*CAFEPRESS INC.	PCS ADVERTISING (LARGE PUZZLE/
07/09/2026	06/24/2026	6406	\$3.79 LIBR SUPP FOL 2024	AMAZON MKTPL*LF5SB3OW3	FOL GIFTS YS PLAY AND LEARN
07/09/2026	06/24/2026	6406	\$103.41 LIBRARY PROGRAM SUPP-FOL 2026	SKOGENS FOODLINER INC	PCS EVENT REFRESHMENTS FOL GIF
07/09/2026	06/24/2026	6406	\$13.98 LIBRARY PROG SUPPLIES-FOL-2025	WM SUPERCENTER#1669	FOL TEEN BOOK BOXES GIFTS / HE
07/09/2026	06/24/2026	6406	\$156.87 LIBR SUPP SUMMER YOUTH PRG	WM SUPERCENTER#1669	FOL TEEN BOOK BOXES GIFTS / HE
07/09/2026	06/24/2026	6406	\$2.50 LIBRARY PROG SUPPLIES-FOL-2025	TARGET.COM	GIFT FOL STAFF AFFAIRS EVENT /
07/09/2026	06/24/2026	6406	\$27.27 LIBRARY PROG SUPPLIES-FOL-2025	TOPPERS PIZZA CLAIREMONT	TEEN LITWITS PROGRAM (PCS PROG
07/09/2026	06/24/2026	6406	\$28.07 LIBR SUPP SUMMER YOUTH PRG	WM SUPERCENTER#1669	HEALTH DEPT YOUTH SUMMER GRANT
07/09/2026	06/24/2026	6406	\$12.99 LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	TEEN BOOK BOX (FOL GIFTS) RAME
07/09/2026	06/24/2026	6406	\$56.27 LIBRARY PROGRAM SUPP-FOL 2026	AMAZON MKTPL*LF5SB3OW3	FOL GIFTS YS PLAY AND LEARN
07/09/2026	06/24/2026	6406	\$84.28 LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	TEEN BOOK BOXES (FOL GIFTS)

07/09/2026	06/24/2026	6406	\$91.55	LIBRARY PROG SUPPLIES-FOL-2025	AMZ*CAFEPRESS INC.	FOL GIFTS TEEN BOOK BOXES
07/09/2026	06/24/2026	6406	\$627.99	LIBRARY PROGRAM SUPP-FOL 2026	AMAZON.COM	YS NINTENDO SWITCH/MARIO KART
			\$3,388.98			
07/21/2026	07/24/2026	6406	\$42.84	LIBRARY PROGRAM SUPPLIES	LIBRARY PAYROLL WAGES	PAY DATE: 07/24/26
			\$42.84			
TOTAL LIBRARY PROGRAM SUPPLIES			\$3,431.82			
07/07/2026	06/30/2026	6409	\$1,346.34	LIBRARY MATERIALS-BKS JUVENILE	LIBRARY IDEAS LLC	LIBRARY MATERIALS
07/07/2026	06/30/2026	6409	\$10.17	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT
07/07/2026	06/30/2026	6409	\$57.03	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT
07/07/2026	06/30/2026	6409	\$67.17	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT/ L/D AD PR
07/07/2026	06/30/2026	6409	\$247.82	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	IHO-FOL/JUV PRINT/ AD PRINT/ L
07/07/2026	06/30/2026	6409	\$24.34	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT/AD PRINT/IHO-LEPMPL/
07/07/2026	06/30/2026	6409	\$10.50	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/07/2026	06/30/2026	6409	\$307.00	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/08/2026	06/30/2026	6409	\$29.32	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/08/2026	06/30/2026	6409	\$211.62	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/14/2026	07/14/2026	6409	\$12.23	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/14/2026	07/14/2026	6409	\$30.78	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/14/2026	07/14/2026	6409	\$199.59	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/14/2026	06/30/2026	6409	\$56.07	LIBRARY MATERIALS-BKS JUVENILE	COUGHLAN COMPANIES LLC	JUV PRINT
07/22/2026	07/21/2026	6409	\$13.19	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/22/2026	07/21/2026	6409	\$13.74	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/22/2026	07/21/2026	6409	\$26.28	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/22/2026	07/21/2026	6409	\$39.18	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/22/2026	07/21/2026	6409	\$177.48	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/22/2026	07/21/2026	6409	\$187.31	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/22/2026	07/21/2026	6409	\$94.60	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT/ L/D AD PRINT/ AD PR
07/22/2026	07/21/2026	6409	\$72.40	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT
07/22/2026	07/21/2026	6409	\$553.15	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/22/2026	07/21/2026	6409	\$735.21	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/22/2026	07/22/2026	6409	\$255.96	LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - JUV PRINT
07/29/2026	07/28/2026	6409	\$12.99	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/29/2026	07/28/2026	6409	\$13.74	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/29/2026	07/28/2026	6409	\$15.57	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/29/2026	07/28/2026	6409	\$17.40	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/29/2026	07/28/2026	6409	\$37.90	LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
07/29/2026	07/28/2026	6409	\$861.68	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/29/2026	07/28/2026	6409	\$15.09	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT
07/29/2026	07/28/2026	6409	\$8.89	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	ADULT-JUV-L/D ADULT PRINT
07/29/2026	07/28/2026	6409	\$16.71	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD-JUV-L/D JUV-L/D AD PRINT
07/29/2026	07/28/2026	6409	\$175.50	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT & AD PRINT
07/29/2026	07/28/2026	6409	\$31.51	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT-JUV PRINT-GIFTS IHO-L
07/29/2026	07/28/2026	6409	\$441.49	LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS

07/29/2026	07/28/2026	6409	\$619.90	LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
07/29/2026	07/29/2026	6409	\$131.98	LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - JUV PRINT
			\$7,178.83			
07/07/2026	06/30/2026	6409	\$20.31	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
07/07/2026	06/30/2026	6409	\$169.65	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT
07/07/2026	06/30/2026	6409	\$91.60	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT/ L/D AD PR
07/07/2026	06/30/2026	6409	\$28.86	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	IHO-FOL/JUV PRINT/ AD PRINT/ L
07/07/2026	06/30/2026	6409	\$380.19	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT/AD PRINT/IHO-LEPMPL/
07/07/2026	06/30/2026	6409	\$286.20	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/07/2026	06/30/2026	6409	\$432.55	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/08/2026	06/30/2026	6409	\$18.00	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/08/2026	06/30/2026	6409	\$27.53	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/08/2026	06/30/2026	6409	\$66.40	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/08/2026	06/30/2026	6409	\$303.91	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/08/2026	07/07/2026	6409	\$107.52	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/08/2026	06/30/2026	6409	\$109.08	LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - AD PRINT
07/09/2026	06/24/2026	6409	\$250.00	LIBRARY MATERIALS-BOOKS-ADULT	SP * FOUND FOOTAGE FES	ADULT PRINT LIBRARY MATERIALS
07/14/2026	07/14/2026	6409	\$10.79	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/14/2026	07/14/2026	6409	\$39.72	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/14/2026	07/14/2026	6409	\$56.10	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/14/2026	07/14/2026	6409	\$83.50	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/14/2026	07/14/2026	6409	\$21.14	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
07/14/2026	06/30/2026	6409	\$30.40	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/22/2026	07/21/2026	6409	\$22.20	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/22/2026	07/21/2026	6409	\$34.10	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/22/2026	07/21/2026	6409	\$101.92	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
07/22/2026	07/21/2026	6409	\$24.00	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/22/2026	07/21/2026	6409	\$28.00	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/22/2026	07/21/2026	6409	\$60.00	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/22/2026	07/21/2026	6409	\$115.50	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/22/2026	07/21/2026	6409	\$118.50	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/22/2026	07/21/2026	6409	\$141.75	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
07/22/2026	07/21/2026	6409	\$330.40	LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT/ L/D JUV PRINT
07/22/2026	07/21/2026	6409	\$108.09	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT/ L/D AD PRINT/ AD PR
07/22/2026	07/21/2026	6409	\$151.88	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT
07/22/2026	07/21/2026	6409	\$421.71	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/22/2026	07/21/2026	6409	\$299.00	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/22/2026	07/22/2026	6409	\$27.92	LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - AD PRINT
07/22/2026	07/22/2026	6409	\$166.87	LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	LIB MATLS - AD PRINT
07/29/2026	07/28/2026	6409	\$14.85	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT PRINT
07/29/2026	07/28/2026	6409	\$31.75	LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT PRINT
07/29/2026	07/28/2026	6409	\$32.00	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/29/2026	07/28/2026	6409	\$16.81	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
07/29/2026	07/28/2026	6409	\$37.32	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
07/29/2026	07/28/2026	6409	\$236.36	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT-JUV-L/D ADULT PRINT
07/29/2026	07/28/2026	6409	\$109.36	LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD-JUV-L/D JUV-L/D AD PRINT

07/29/2026	07/28/2026	6409	\$154.11 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT & AD PRINT
07/29/2026	07/28/2026	6409	\$431.72 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT-JUV PRINT-GIFTS IHO-L
07/29/2026	07/28/2026	6409	\$116.31 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/29/2026	07/28/2026	6409	\$28.00 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	ADULT PRINT
			\$5,893.88		
07/09/2026	06/30/2026	6409	\$74.99 LIBRARY MATERIALS-KITS, TOOLS	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - KITS
07/22/2026	07/21/2026	6409	\$535.84 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	LIBRARY MATERIALS
07/22/2026	07/21/2026	6409	\$1,452.78 LIBRARY MATERIALS-KITS, TOOLS	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
07/22/2026	07/21/2026	6409	\$1,919.89 LIBRARY MATERIALS-KITS, TOOLS	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
07/22/2026	07/22/2026	6409	\$169.99 LIBRARY MATERIALS-KITS, TOOLS	BERTELSMANN PUBLISHING GROUP INC	KITS
			\$4,153.49		
07/07/2026	06/30/2026	6409	\$24.91 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	JUV PRINT/AD PRINT/IHO-LEPMPL/
07/07/2026	06/30/2026	6409	\$278.89 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
07/08/2026	06/30/2026	6409	\$24.99 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/08/2026	06/30/2026	6409	\$49.94 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/08/2026	06/30/2026	6409	\$127.23 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - NONPRINT
07/09/2026	06/24/2026	6409	\$69.99 LIBRARY MATERIALS-NON-PRINT	BESTBUYCOM714875006765	NONPRINT (007 FIRST LIGHT GAME
07/09/2026	06/30/2026	6409	\$68.84 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
07/09/2026	06/30/2026	6409	\$309.36 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
07/14/2026	06/30/2026	6409	\$93.69 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
07/15/2026	06/30/2026	6409	\$81.09 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT
07/22/2026	07/21/2026	6409	\$17.95 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/22/2026	07/21/2026	6409	\$269.18 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/22/2026	07/21/2026	6409	\$284.41 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/22/2026	07/21/2026	6409	\$350.88 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
07/22/2026	07/21/2026	6409	\$1,969.09 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
07/29/2026	07/28/2026	6409	\$37.98 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
07/29/2026	07/28/2026	6409	\$47.98 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
07/29/2026	07/29/2026	6409	\$133.43 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NON PRINT
			\$4,239.83		
07/07/2026	06/30/2026	6409	\$27.76 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	IHO-FOL/JUV PRINT/ AD PRINT/ L
07/29/2026	07/28/2026	6409	\$35.86 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$63.62		
07/07/2026	06/30/2026	6409	\$19.38 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	JUV PRINT/AD PRINT/IHO-LEPMPL/
07/22/2026	07/21/2026	6409	\$204.45 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
07/22/2026	07/21/2026	6409	\$16.00 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/29/2026	07/28/2026	6409	\$30.00 MATERIALS-LEPMPL/BOOKMARKS	AMAZON COM SALES INC	GIFTS IHO-LEPMPL
07/29/2026	07/28/2026	6409	\$21.67 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	AD PRINT-JUV PRINT-GIFTS IHO-L
			\$291.50		
07/14/2026	07/14/2026	6409	\$11.99 MATERIALS-RESERVED FOR LIBR	AMAZON COM SALES INC	BOOK BIKE

			\$11.99			
TOTAL LIBRARY MATERIALS-BOOKS-ADULT			\$21,833.14			
07/07/2026	06/30/2026	6415	\$242.12	LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/22/2026	07/21/2026	6415	\$28.80	LOST/DAMAGED-BOOKS JUVENILLE	CENGAGE LEARNING INC	AD PRINT/ L/D JUV PRINT
07/29/2026	07/28/2026	6415	\$91.69	LOST/DAMAGED-BOOKS JUVENILLE	INGRAM LIBRARY SERVICES	AD-JUV-L/D JUV-L/D AD PRINT
			\$362.61			
07/07/2026	06/30/2026	6415	\$75.73	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT/ L/D AD PR
07/07/2026	06/30/2026	6415	\$20.59	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	IHO-FOL/JUV PRINT/ AD PRINT/ L
07/07/2026	06/30/2026	6415	\$187.46	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/08/2026	06/30/2026	6415	\$24.05	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
07/08/2026	06/30/2026	6415	\$59.24	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
07/08/2026	06/30/2026	6415	\$28.00	LOST/DAMAGED-BOOKS-ADULT	VILLAGE OF BALDWIN	LOST & DAMAGED ADULT PRINT
07/14/2026	07/14/2026	6415	\$15.68	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
07/22/2026	07/21/2026	6415	\$11.56	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT/ L/D AD PRINT/ AD PR
07/29/2026	07/28/2026	6415	\$60.00	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D ADULT PRINT
07/29/2026	07/28/2026	6415	\$97.48	LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
07/29/2026	07/28/2026	6415	\$13.88	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	ADULT-JUV-L/D ADULT PRINT
07/29/2026	07/28/2026	6415	\$89.95	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD-JUV-L/D JUV-L/D AD PRINT
07/29/2026	07/28/2026	6415	\$22.32	LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
07/29/2026	07/29/2026	6415	\$29.99	LOST/DAMAGED-BOOKS-ADULT	CITY OF CHIPPEWA FALLS	LOST & DAMAGED - AD PRINT
			\$735.93			
07/08/2026	06/30/2026	6415	\$52.53	LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
07/09/2026	06/24/2026	6415	\$65.32	LOST/DAMAGED-NON-PRNT MATERIAL	MOBILE BEACON	HotSpot Replacement - Circulat
07/29/2026	07/28/2026	6415	\$14.78	LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D AD PRINT
			\$132.63			
TOTAL LOST/DAMAGED-BOOKS-ADULT			\$1,231.17			
07/07/2026	05/31/2026	6450	\$130.80	GASOLINE		MAY FUEL CHARGES
07/08/2026	06/30/2026	6450	\$149.02	GASOLINE		JUN FUEL CHARGES
TOTAL GASOLINE			\$279.82			
07/09/2026	06/24/2026	6460	\$20.96	REPAIR PARTS & SUPPLIES	AMZ*CAFEPRESS INC.	CUSTODIAL REPAIR PARTS & SUPPL
07/20/2026	06/24/2026	6460	\$145.63	REPAIR PARTS & SUPPLIES	TLF BRENT DOUGLAS LLC	Annuals for Library Sign
07/20/2026	06/24/2026	6460	\$31.51	REPAIR PARTS & SUPPLIES	MENARD INC	CITY HALL-LIBRARY PARTS/PLANT
TOTAL REPAIR PARTS & SUPPLIES			\$198.10			
07/09/2026	06/24/2026	6464	\$24.09	BLDG MTRLS & JNTRL SUPPLIES	CINTAS 60A SAP	CINTAS RUGS MONTHLY (MAY 2026)
07/20/2026	06/24/2026	6464	\$58.16	BLDG MTRLS & JNTRL SUPPLIES	MENARD INC	LIBRARY BUILDING SUPPLIES
07/29/2026	06/30/2026	6464	\$1,836.24	BLDG MTRLS & JNTRL SUPPLIES		JUN PARTS CHARGES
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$1,918.49			

07/09/2026	06/24/2026	6490	\$837.00	EQUIPMENT PURCHASES (< \$5000)	PAYPAL WEB CHECKOUT	TWO WAY RADIO - ADMIN EQUIPMEN
07/09/2026	06/24/2026	6490	\$14.24	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	RS EQUIPMENT (FOLDING STEP STO
07/09/2026	06/24/2026	6490	\$237.50	EQUIPMENT PURCHASES (< \$5,000)	DRI*PRINTRUNNER	PCS EQUIPMENT (BOOKMARKS)
07/09/2026	06/24/2026	6490	\$12.96	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	HotSpot Charger
07/09/2026	06/24/2026	6490	\$485.68	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	NetBotz Temp monitor for MDF
07/09/2026	06/24/2026	6490	\$1,435.43	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Dell Pro 16 Laptop - PCS/AHC
07/09/2026	06/24/2026	6490	\$181.76	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Dell Pro Dock for laptop - PCS
07/09/2026	06/24/2026	6490	\$943.53	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Buffalo Terastation - NAS 1 of
07/09/2026	06/24/2026	6490	\$943.53	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Buffalo Terastation NAS - 2 of
07/09/2026	06/24/2026	6490	\$173.63	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	HP LJ 3001dw printer - RS/JB
07/23/2026	01/31/2026	6490	\$1,393.26	EQUIPMENT PURCHASES (< \$5,000)	DNA AV INTEGRATORS LLC	WIRELESS LAVALIER SET INSTALLA
07/09/2026	06/24/2026	6490	\$99.26	EQUIPMENT PURCHASES (< \$5,000)	AMAZON MKTPL*087K15PZ3	DB EQUIPMENT (3 TIER ROLLING C
TOTAL EQUIPMENT PURCHASES (< \$5000)			\$6,757.78			

07/22/2026	01/01/2026	7044	\$103,000.00	TSF TO LIB CAP PROJ		2026 TRANSFERS
TOTAL TSF TO LIB CAP PROJ			\$103,000.00			

TOTAL OPERATING EXPENDITURES	\$531,229.00
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BILLS & CLAIMS - CAPITAL <i>Transactions Processed in July 2026</i>

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
07/15/2026	07/15/2026	6810	\$38,266.00	CAPITAL COSTS-VEHICLE	ONE AUTO S, INC	CIP LIBRARY VAN PURCHASE
TOTAL CAPITAL COSTS-VEHICLE			\$38,266.00			
TOTAL CAPITAL EXPENDITURES			\$38,266.00			



ADMINISTRATIVE MEMORANDUM

TO: Library Board

FROM: Barb Langreck, Administrative & HR Coordinator

DATE: 09/09/2026

SUBJECT: AUGUST 2026 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending August 31, 2026

Operating Expenditures for the month	\$429,982.29
(includes supplemental bill & claims and p-card purchases)	
CIP Expenditures for the month	\$
Total	\$429,982.29

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 6118 Advertising
 - \$4,712.00 paid to Rooney Printing for Shelf Life catalog printing services
2. Account 6130 Building Repairs
 - \$6,493.21 paid to Tweet Garot for repair of plumbing issues/flooding in restroom
 - \$2,641.50 paid to Mechanical Technologies for geo heat pump module repair and compressor repair
3. Account 6198 Misc Contractual
 - \$1,958.00 paid to Hudson Electric to furnish and install three 120-volt receptacles
4. Account 6402 Supplies
 - \$1,027.69 paid to Office Depot for toner
 - \$2,046.38 paid to Office Depot for toner
5. Account 6406 Program Supplies
 - \$1,180.72 paid to Interstate Books4School for early literacy outreach (gift funds)
 - \$2,993.76 paid to Scholastic Education for early literacy outreach (gift funds)
6. Account 6490 Equipment Purchases
 - \$2,011.20 paid to CDW-G for a Dell pro micro computer

BILLS & CLAIMS - OPERATING
Transactions Processed in August 2026

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
08/10/2026	08/07/2026	6010	\$17,474.94	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6010	\$19,449.40	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6010	\$26,357.99	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6010	\$18,987.42	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6010	\$15,762.32	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6010	\$13,072.49	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6010	\$3,928.00	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
			\$115,032.56			
08/14/2026	08/14/2026	6010	\$4,875.90	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/14/26
			\$4,875.90			
08/19/2026	08/21/2026	6010	(\$128.84)	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6010	\$17,787.90	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6010	\$19,576.28	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6010	\$27,470.13	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6010	\$18,886.50	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6010	\$15,673.89	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6010	\$12,952.26	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6010	\$3,928.00	PAYROLL WAGES	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6010	\$108.90	WAGES-SUMMER YOUTH PROGRAM	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
			\$116,255.02			
08/31/2026	08/28/2026	6010	\$4,212.27	PAYROLL WAGES	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/28/26
			\$4,212.27			
TOTAL PAYROLL WAGES			\$240,375.75			
08/14/2026	08/14/2026	6020	\$395.40	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/14/26
			\$395.40			
08/31/2026	08/28/2026	6020	\$696.88	PAYROLL OVERTIME	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/28/26
			\$696.88			
TOTAL PAYROLL OVERTIME			\$1,092.28			
08/14/2026	08/14/2026	6030	\$33.11	SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/14/26
08/31/2026	08/28/2026	6030	\$33.11	SPECIAL PAYS	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/28/26
TOTAL SPECIAL PAYS			\$66.22			

08/10/2026	08/07/2026	6040	\$1,277.25 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6040	\$1,452.06 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6040	\$1,966.38 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6040	\$1,419.20 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6040	\$1,122.85 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6040	\$913.12 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6040	\$279.90 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
			<u>\$8,430.76</u>		
08/14/2026	08/14/2026	6040	\$383.99 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/14/26
			<u>\$383.99</u>		
08/19/2026	08/21/2026	6040	\$1,266.72 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6040	\$1,450.76 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6040	\$2,019.68 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6040	\$1,410.66 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6040	\$1,104.99 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6040	\$894.53 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6040	\$279.90 EMPLOYER PAID BENEFITS	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6040	\$8.33 ER PAID BEN-SUMMER YOUTH PROG	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
			<u>\$8,435.57</u>		
08/31/2026	08/28/2026	6040	\$350.61 EMPLOYER PAID BENEFITS	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/28/26
			<u>\$350.61</u>		
TOTAL EMPLOYER PAID BENEFITS			<u>\$17,600.93</u>		
08/10/2026	08/07/2026	6042	\$1,173.29 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6042	\$1,232.60 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6042	\$1,292.54 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6042	\$1,232.84 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6042	\$1,045.46 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6042	\$941.23 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6042	\$282.82 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
			<u>\$7,200.78</u>		
08/14/2026	08/14/2026	6042	\$378.77 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/14/26
			<u>\$378.77</u>		
08/19/2026	08/21/2026	6042	\$1,099.15 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6042	\$1,238.60 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6042	\$1,341.54 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6042	\$1,359.82 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26

08/19/2026	08/21/2026	6042	\$14,329.90 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6042	\$932.57 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6042	\$282.82 WRS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
			<u>\$20,584.40</u>		
08/31/2026	08/28/2026	6042	\$352.80 WRS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/28/26
			<u>\$352.80</u>		
TOTAL WRS(ER)			<u>\$28,516.75</u>		
08/10/2026	08/07/2026	6043	\$4,194.33 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6043	\$1,412.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6043	\$4,555.68 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6043	\$2,041.35 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6043	\$4,960.43 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6043	\$4,212.45 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
08/10/2026	08/07/2026	6043	\$958.71 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/07/26
			<u>\$22,335.17</u>		
08/14/2026	08/14/2026	6043	\$1,529.68 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/14/26
			<u>\$1,529.68</u>		
08/19/2026	08/21/2026	6043	\$4,195.08 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6043	\$1,412.22 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6043	\$4,807.93 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6043	\$1,873.81 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6043	\$4,924.55 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6043	\$4,212.45 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
08/19/2026	08/21/2026	6043	\$958.71 HEALTH INS(ER)	LIBRARY PAYROLL WAGES	PAY DATE: 08/21/26
			<u>\$22,384.75</u>		
08/31/2026	08/28/2026	6043	\$1,186.00 HEALTH INS(ER)	CUSTODIAL PAYROLL WAGES	PAY DATE: 08/28/26
			<u>\$1,186.00</u>		
TOTAL HEALTH INS(ER)			<u>\$47,435.60</u>		
08/03/2026	07/31/2026	6047	\$291.67 HEALTH INSURANCE DEDUCTIBLE	HEALTH INSURANCE DEDUCTIBLE CH	
08/03/2026	07/31/2026	6047	\$41.67 HEALTH INSURANCE DEDUCTIBLE	HEALTH INSURANCE DEDUCTIBLE CH	
08/03/2026	07/31/2026	6047	\$291.67 HEALTH INSURANCE DEDUCTIBLE	HEALTH INSURANCE DEDUCTIBLE CH	
08/03/2026	07/31/2026	6047	\$208.33 HEALTH INSURANCE DEDUCTIBLE	HEALTH INSURANCE DEDUCTIBLE CH	
08/03/2026	07/31/2026	6047	\$166.67 HEALTH INSURANCE DEDUCTIBLE	HEALTH INSURANCE DEDUCTIBLE CH	
08/03/2026	07/31/2026	6047	\$112.50 HEALTH INSURANCE DEDUCTIBLE	HEALTH INSURANCE DEDUCTIBLE CH	
TOTAL HEALTH INSURANCE DEDUCTIBLE			<u>\$1,112.51</u>		

08/19/2026	08/19/2026	6051	\$5,930.53	RETIREE-HLTH INS	MEDICA INSURANCE COMPANY	PREMIUM PAYMENT FOR MONTH OF S
TOTAL RETIREE-HLTH INS			\$5,930.53			
08/03/2026	07/31/2026	6052	\$83.33	RETIREE DEDUCTIBLE		ALLOCATE RETIREE HEALTH DEDUCT
TOTAL RETIREE DEDUCTIBLE			\$83.33			
08/05/2026	07/31/2026	6110	\$1,091.68	POSTAGE & SHIPPING	L&M MCS INC	POSTAGE & SHIPPING
TOTAL POSTAGE & SHIPPING			\$1,091.68			
08/04/2026	07/23/2026	6112	\$438.80	COMPUTER SERVICE CHARGES	CDW GOVERNMENT	DeepFreeze - Annual Renewal
08/04/2026	07/23/2026	6112	\$972.00	COMPUTER SERVICE CHARGES	DONORSNAP	DonorSnap - Annual Renewal
08/04/2026	07/23/2026	6112	\$8.11	COMPUTER SERVICE CHARGES	SERVEPORT.COM	JULY 2026 CREATOR MONTHLY PLAN
08/04/2026	07/23/2026	6112	\$47.97	COMPUTER SERVICE CHARGES	ZOOM.US	JULY 2026 MONTHLY ZOOM
08/27/2026	08/26/2026	6112	\$240.15	COMPUTER SERVICE CHARGES	HEARTLAND BUSINESS SYSTEMS LLC	CSP MONTHLY/ DATA CENTER SERVI
TOTAL COMPUTER SERVICE CHARGES			\$1,707.03			
08/04/2026	07/23/2026	6118	\$275.00	ADVERTISING/MARKETING	VOLUME ONE MAGAZINE LLC	PCS ADVERTISING
08/04/2026	07/23/2026	6118	\$275.00	ADVERTISING/MARKETING	CHIPPEWA VALLEY PRINTMARK CORP	ALLEGRA 360 (PCS ADVERTISING)
08/04/2026	07/23/2026	6118	\$140.00	ADVERTISING/MARKETING	WEBBO GRAPHICS LLC	PCS ADVERTISING (500 SUMMER LI
08/04/2026	07/23/2026	6118	\$31.06	ADVERTISING/MARKETING	FACEBK *8AU3YVMGC2	PCS ADVERTISING (SUMMER AT THE
08/05/2026	07/31/2026	6118	\$4,712.00	ADVERTISING/MARKETING	ROONEY DIGITAL LLC	qQUARTERLY SHELF LIFE LIBRARY E
08/19/2026	05/31/2026	6118	\$630.00	ADVERTISING/MARKETING	LESBIAN GAY BISEXUAL TRANSGENDER	PCS ADVERTISING
TOTAL ADVERTISING/MARKETING			\$6,063.06			
08/11/2026	07/31/2026	6120	\$471.80	AUDITING		AUDIT FEES
TOTAL AUDITING			\$471.80			
08/19/2026	05/31/2026	6130	\$6,493.21	REPAIRS TO BUILDINGS	TWEET GAROT MECHANICAL INC	BUILDING & MECHANICAL REPAIRS
08/25/2026	07/23/2026	6130	\$250.00	REPAIRS TO BUILDINGS	INTUIT *QUICKEN	LIBRARY BUILDING REPAIRS PER D
08/25/2026	07/23/2026	6130	\$2,641.50	REPAIRS TO BUILDINGS	MECHANICAL TECHNOLOGIES INC	CITY HALL BUILDING & LIBRARY B
08/25/2026	07/23/2026	6130	\$586.06	REPAIRS TO BUILDINGS	TWEET GAROT MECHANICAL INC	CLEARING OF FLOOR DRAINS AT LI
TOTAL REPAIRS TO BUILDINGS			\$9,970.77			
08/13/2026	07/31/2026	6150	\$329.60	SPECIAL SERVICES	UNIQUE MANAGEMENT SERVICES INC	SPECIAL SERVICES
08/05/2026	07/31/2026	6150	\$424.00	SPECIAL SERVICES	HEATHER C LEISZ	SPECIAL SERVICES - PLANT RENTA
08/10/2026	07/31/2026	6150	\$100.00	SPECIAL SERVICES	TK ELEVATOR CORPORATION	2026 QUARTERLY ELEVATOR PM
08/10/2026	08/07/2026	6150	\$466.32	SPECIAL SERVICES	TK ELEVATOR CORPORATION	2026 QUARTERLY ELEVATOR PM
08/25/2026	07/23/2026	6150	\$20.00	SPECIAL SERVICES	SQUARE INC	FIRST CHOICE RECYCLING/DEHUMID
TOTAL SPECIAL SERVICES			\$1,339.92			
08/10/2026	07/01/2026	6153	\$43.13	CONVENIENCE FEES	FAPS HOLDINGS INC	LIBRARY MONTHLY CC FEES - JUNE
TOTAL CONVENIENCE FEES			\$43.13			
08/04/2026	07/23/2026	6198	\$150.00	MISC CONTRACTUAL SERVICES	EO JOHNSON BUSINESS TECHNOLOGIES	MISC CONTRACTUAL

08/04/2026	07/23/2026	6198	\$86.02 MISC CONTRACTUAL SERVICES	EO JOHNSON BUSINESS TECHNOLOGIES	MISC CONTRACTUAL
08/04/2026	07/23/2026	6198	\$54.00 MISC CONTRACTUAL SERVICES	PLAYSIGNAGE.COM	JULY 2026 (SIGNAGE 3 SCREENS)
08/10/2026	07/01/2026	6198	\$11.00 MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FO RTHE MONTH OF
08/18/2026	07/31/2026	6198	\$176.46 MISC CONTRACTUAL SERVICES	EMPLOYEE BENEFITS CORPORATION	ADMIN CHARGES FOR THE MONTH OF
08/12/2026	07/31/2026	6198	\$1,958.00 MISC CONTRACTUAL SERVICES	HUDSON ELECTRIC INC	MISC CONTRACTUAL
TOTAL MISC CONTRACTUAL SERVICES			\$2,435.48		
08/17/2026	07/31/2026	6202	\$7,412.71 ELECTRICITY		400 EAU CLAIRE ST
TOTAL ELECTRICITY			\$7,412.71		
08/17/2026	07/31/2026	6208	\$30.00 GAS SERVICE		400 EAU CLAIRE ST
TOTAL GAS SERVICE			\$30.00		
08/04/2026	07/23/2026	6210	\$0.56 TELEPHONES	CENTURYLINK LUMEN	JUNE 2026 TELEPHONES
08/04/2026	07/23/2026	6210	\$0.63 TELEPHONES	CENTURYLINK LUMEN	JULY 2026 TELEPHONES
08/04/2026	07/23/2026	6210	\$0.90 TELEPHONES	CENTURYLINK LUMEN	JULY 2026 TELEPHONES
08/12/2026	07/31/2026	6210	\$643.88 TELEPHONES	WISCONSIN BELL TELEPHONE COMPANY INC	TELEPHONE SERVICE PER CONTRACT
TOTAL TELEPHONES			\$645.97		
08/03/2026	07/31/2026	6215	\$516.66 CITY GARBAGE SERVICE		GARBAGE COLLECTION CHARGES
TOTAL CITY GARBAGE SERVICE			\$516.66		
08/03/2026	07/31/2026	6350	\$3,233.33 INSURANCE		INSURANCE CHARGES
TOTAL INSURANCE			\$3,233.33		
08/04/2026	07/23/2026	6402	\$47.49 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	ANIT FATIGUE FLOOR MAT (TS)
08/04/2026	07/23/2026	6402	\$132.99 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	METAL 2 DRAWER FILE CABINET WI
08/04/2026	07/23/2026	6402	\$68.84 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	OFFICE SUPPLIES (DISPOSABLE GL
08/04/2026	07/23/2026	6402	\$12.59 OFFICE SUPPLIES	AMAZON.COM	OFFICE SUPPLIES (100 MANILA FI
08/04/2026	07/23/2026	6402	\$17.97 OFFICE SUPPLIES	AMAZON.COM	OFFICE SUPPLIES (BULK NAPKINS)
08/04/2026	07/23/2026	6402	\$465.00 OFFICE SUPPLIES	IN *DRYDON EQUIPMENT INC.	ONE SOURCE IMAGING (BLACK HIGH
08/04/2026	07/23/2026	6402	\$1,027.69 OFFICE SUPPLIES	OFFICE DEPOT	(2) HP 656X YELLOW HIGH YIELD
08/04/2026	07/23/2026	6402	\$725.41 OFFICE SUPPLIES	OFFICE DEPOT	HP 656XBLACK TONER (2)
08/04/2026	07/23/2026	6402	\$2,046.38 OFFICE SUPPLIES	OFFICE DEPOT	HP 656X HIGH YIELD TONER (2 YE
08/04/2026	07/23/2026	6402	\$56.63 OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (DISINFECTING
08/04/2026	07/23/2026	6402	\$368.23 OFFICE SUPPLIES	OFFICE DEPOT	HP 656X BLACK HIGH YIELD TONER
08/05/2026	07/31/2026	6402	\$204.23 OFFICE SUPPLIES	MIDLAND PAPER	OFFICE SUPPLIES
08/12/2026	08/12/2026	6402	\$82.05 OFFICE SUPPLIES	MIDLAND PAPER	OFFICE SUPPLIES
08/26/2026	08/26/2026	6402	\$82.05 OFFICE SUPPLIES	MIDLAND PAPER	OFFICE SUPPLIES
08/04/2026	07/23/2026	6402	\$14.39 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	YS SUPPLIES (SQUARE SNACK BAGS
08/04/2026	07/23/2026	6402	\$10.49 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	YS SUPPLIES (REAM OF CARDSTOCK
08/04/2026	07/23/2026	6402	\$86.42 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	YS OFFICE SUPPLIES (ANIMAL STI
08/04/2026	07/23/2026	6402	\$27.64 OFFICE SUPPLIES	AMZ*CAFEPPRESS INC.	CIRC SUPPLIES (CALCULATOR/MAGN
08/04/2026	07/23/2026	6402	\$8.44 OFFICE SUPPLIES	MENARD INC	YS SUPPLIES
08/04/2026	07/23/2026	6402	\$22.47 OFFICE SUPPLIES	TARGET T-1774	YS SUPPLIES (SHELF LINER CONTA

08/04/2026	07/23/2026	6402	\$15.91 OFFICE SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES / YS OFFIC
08/04/2026	07/23/2026	6402	\$29.49 OFFICE SUPPLIES	AMAZON COM SERVICES LLC	RS SUPPLIES (PENCILS) / RS EQU
08/04/2026	07/23/2026	6402	\$65.04 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	TS SUPPLIES (8X8 WIPES/DYMO LA
08/04/2026	07/23/2026	6402	\$55.00 OFFICE SUPPLIES	AVERY PRODUCTS CORPORATIO	TS SUPPLIES (PRINTABLE LABELS)
08/04/2026	07/23/2026	6402	\$70.45 OFFICE SUPPLIES	OFFICE DEPOT	TS SUPPLIES (12 ROLLS BOOK TAP
08/04/2026	07/23/2026	6402	\$106.80 OFFICE SUPPLIES	OFFICE DEPOT	TS SUPPLIES (12 ROLLS CLEAR BO
08/12/2026	07/31/2026	6402	\$159.90 OFFICE SUPPLIES	BERTELSMANN PUBLISHING GROUP INC	TS SUPPLIES - LAUNCHPAD CASE
08/19/2026	07/31/2026	6402	\$51.36 OFFICE SUPPLIES	MIDWEST TAPE LLC	TS SUPPLIES
08/04/2026	07/23/2026	6402	\$46.97 OFFICE SUPPLIES	AMZ*CAFEPRESS INC.	EQUIPMENT / OFFICE SUPPLIES /
TOTAL OFFICE SUPPLIES			<u>\$6,108.32</u>		
08/04/2026	07/23/2026	6405	\$87.46 AWARDS & TROPHIES-FOL-2025	AMZ*CAFEPRESS INC.	FOL RS GIFTS (ADULT SERVICES S
08/04/2026	07/23/2026	6405	\$414.69 AWARDS & TROPHIES-FOL-2025	INTERSTATE BOOKS4SCHOOL	FOL YS PRIZES & INCENTIVES GIF
08/04/2026	07/23/2026	6405	\$686.02 AWARDS & TROPHIES-FOL 2026	INTERSTATE BOOKS4SCHOOL	FOL YS PRIZES & INCENTIVES GIF
08/04/2026	07/23/2026	6405	\$329.47 AWARDS & TROPHIES-FOL 2026	SCHOLASTIC EDUCATION	YS PRIZE INCENTIVE BOOKS FOR S
08/04/2026	07/23/2026	6405	\$287.92 AWARDS & TROPHIES-FOL 2026	BOOKS-A-MILLION, INC.	FOL GIFTS YS PRIZES AND INCENT
TOTAL AWARDS & TROPHIES-FOL-2025			<u>\$1,805.56</u>		
08/04/2026	07/23/2026	6406	\$30.64 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (BEADS/STR
08/04/2026	07/23/2026	6406	\$91.32 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
08/04/2026	07/23/2026	6406	\$40.20 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (NON TOXIC
08/04/2026	07/23/2026	6406	\$199.50 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES
08/04/2026	07/23/2026	6406	\$29.98 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (BULK PART
08/04/2026	07/23/2026	6406	\$83.37 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS OFFICE SUPPLIES (ANIMAL STI
08/04/2026	07/23/2026	6406	\$45.67 LIBRARY PROGRAM SUPPLIES	AMAZON COM SERVICES LLC	YS PROGRAM SUPPLIES (CARVING B
08/04/2026	07/23/2026	6406	\$24.08 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (WATER TAB
08/04/2026	07/23/2026	6406	\$38.86 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (CRAFT STI
08/04/2026	07/23/2026	6406	\$7.42 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	YS PROGRAM SUPPLIES (PERMANENT
08/04/2026	07/23/2026	6406	\$107.98 LIBRARY PROGRAM SUPPLIES	AMAZON.COM	YS PROGRAM SUPPLIES
08/04/2026	07/23/2026	6406	\$20.04 LIBRARY PROGRAM SUPPLIES	AMAZON.COM	YS PROGRAM SUPPLIES (GALLON PU
08/04/2026	07/23/2026	6406	\$85.50 LIBRARY PROGRAM SUPPLIES	EARLYCHILDHOOD LLC	YS PROGRAM SUPPLIES (CONSTRUCT
08/04/2026	07/23/2026	6406	\$13.95 LIBRARY PROGRAM SUPPLIES	EARLYCHILDHOOD LLC	YS PROGRAM SUPPLIES (LIQUID WA
08/04/2026	07/23/2026	6406	\$93.88 LIBRARY PROGRAM SUPPLIES	SP * FOUND FOOTAGE FES	YS PROGRAM SUPPLIES (1000 SET
08/04/2026	07/23/2026	6406	\$6.00 LIBRARY PROGRAM SUPPLIES	DOLRTREE 4842 00048421	YS PROGRAM SUPPLIES (PLASTIC C
08/04/2026	07/23/2026	6406	\$19.97 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES (DRINKS FO
08/04/2026	07/23/2026	6406	\$29.98 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	YS PROGRAM SUPPLIES
08/04/2026	07/23/2026	6406	\$68.71 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES / YS OFFIC
08/04/2026	07/23/2026	6406	\$16.73 LIBRARY PROGRAM SUPPLIES	WM SUPERCENTER#1669	YS PROGRAM SUPPLIES
08/21/2026	08/20/2026	6406	\$438.00 LIBR PROG SUPP-GEN PURPOSE GIF	PRO MOTION INC	LIB MATLS - ANY PURPOSE GIFTS
08/04/2026	07/23/2026	6406	\$228.21 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
08/04/2026	07/23/2026	6406	\$133.11 LIBRARY PROGRAM SUPPLIES	AMZ*CAFEPRESS INC.	DB PROGRAM SUPPLIES
08/04/2026	07/23/2026	6406	\$44.60 LIBRARY PROGRAM SUPPLIES	SP * FOUND FOOTAGE FES	DB PROGRAM SUPPLIES (PINBACK B
08/04/2026	07/23/2026	6406	\$24.65 LIBRARY PROGRAM SUPPLIES	SKOGENS FOODLINER INC	DB PROGRAM SUPPLIES (DABBLE ON
08/04/2026	07/23/2026	6406	\$59.99 LIBR SUPP SUMMER YOUTH PRG	AMAZON.COM	PROFESSIONAL PRINTING 3D PEN W
08/04/2026	07/23/2026	6406	\$86.87 LIBR SUPP PABLO	AMAZON.COM	EARLY LITERACY OUTREACH GIFTS
08/04/2026	07/23/2026	6406	\$219.13 LIBR SUPP SUMMER YOUTH PRG	AMAZON.COM	ECCHD SUMMER TEEN PROGRAMMING

08/04/2026	07/23/2026	6406	\$78.24 LIBR SUPP PABLO	AMAZON.COM	EARLY LITERACY OUTREACH BOOKS
08/04/2026	07/23/2026	6406	\$50.00 LIBR SUPP PABLO	AVERY PRODUCTS CORPORATIO	EARLY LITERACY OUTREACH SUPPLI
08/04/2026	07/23/2026	6406	\$1,180.72 LIBR SUPP PABLO	INTERSTATE BOOKS4SCHOOL	EARLY LITERACY OUTREACH GIFT F
08/04/2026	07/23/2026	6406	\$201.94 LIBR SUPP PABLO	PROJECT HMONG	EARLY LITERACY OUTREACH BOOKS
08/04/2026	07/23/2026	6406	\$2,993.76 LIBR SUPP PABLO	SCHOLASTIC EDUCATION	EARLY LITERACY OUTREACH BOOKS
08/04/2026	07/23/2026	6406	\$124.97 LIBR SUPP SUMMER YOUTH PRG	SP * FOUND FOOTAGE FES	ECCHD YOUTH TEEN SUMMER PROGRA
08/04/2026	07/23/2026	6406	\$55.92 LIBR SUPP SUMMER YOUTH PRG	LITTLE CAESARS 3149-0009	SUMMER TEEN PROGRAMMING ECCHD
08/04/2026	07/23/2026	6406	\$29.97 LIBRARY PROGRAM SUPP-FOL 2026	TOPPERS PIZZA CLAIREMONT	FOL GIFTS PROGRAM REFRESHMENTS
08/04/2026	07/23/2026	6406	\$79.53 LIBR SUPP SUMMER YOUTH PRG	WM SUPERCENTER#1669	YS TEEN SUMMER PROGRAMMING ECC
08/04/2026	07/23/2026	6406	\$85.59 LIBRARY PROGRAM SUPP-FOL 2026	AMZ*CAFEPRESS INC.	EQUIPMENT / OFFICE SUPPLIES /
TOTAL LIBRARY PROGRAM SUPPLIES			\$7,168.98		
08/05/2026	06/30/2026	6409	\$4,425.00 DIGITAL/DOWNLOADABLE	VALUE LINE INC	LIBRARY MATERIALS (ANNUAL SUBS
08/27/2026	08/26/2026	6409	\$6,590.00 DIGITAL/DOWNLOADABLE	INFOUSA MARKETING INC	LIBRARY MATERIALS
			\$11,015.00		
08/11/2026	08/11/2026	6409	\$265.47 LIB MAT-ARPA MULTILINGUAL	AMAZON COM SALES INC	ARPA GRANT FUNDS COMMUNITY LAN
08/12/2026	07/31/2026	6409	\$13.20 LIB MAT-ARPA MULTILINGUAL	INGRAM LIBRARY SERVICES	GIFTS-IHO FOL/ AD PRINT/ JUV P
08/19/2026	07/31/2026	6409	\$220.00 LIB MAT-ARPA MULTILINGUAL	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/26/2026	08/26/2026	6409	\$15.02 LIB MAT-ARPA MULTILINGUAL	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$513.69		
08/05/2026	07/31/2026	6409	\$18.41 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/05/2026	07/31/2026	6409	\$58.40 LIBRARY MATERIALS	CENGAGE LEARNING INC	UNALLOCATED FUNDS
08/11/2026	08/11/2026	6409	\$68.27 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/11/2026	08/11/2026	6409	\$75.47 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/11/2026	08/11/2026	6409	\$79.26 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/11/2026	08/11/2026	6409	\$88.77 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/11/2026	08/11/2026	6409	\$186.14 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/11/2026	08/11/2026	6409	\$214.37 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/11/2026	08/11/2026	6409	\$30.40 LIBRARY MATERIALS	CENGAGE LEARNING INC	UNALLOCATED FUNDS
08/12/2026	07/31/2026	6409	\$32.64 LIBRARY MATERIALS	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS-IHO FOL/
08/19/2026	08/18/2026	6409	\$82.88 LIBRARY MATERIALS	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ UNALLOCAT
08/19/2026	08/18/2026	6409	\$139.53 LIBRARY MATERIALS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	08/18/2026	6409	\$56.97 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/19/2026	08/18/2026	6409	\$89.92 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/19/2026	08/18/2026	6409	\$200.96 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/19/2026	07/31/2026	6409	\$187.00 LIBRARY MATERIALS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	07/31/2026	6409	\$507.16 LIBRARY MATERIALS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/20/2026	08/20/2026	6409	\$119.98 LIBRARY MATERIALS	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - UNALLOCATED FUNDS
08/20/2026	08/20/2026	6409	\$324.98 LIBRARY MATERIALS	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - UNALLOCATED FUNDS
08/26/2026	08/25/2026	6409	\$15.00 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/26/2026	08/25/2026	6409	\$28.00 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/26/2026	08/25/2026	6409	\$72.97 LIBRARY MATERIALS	AMAZON COM SALES INC	UNALLOCATED FUNDS
08/26/2026	08/26/2026	6409	\$20.83 LIBRARY MATERIALS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/27/2026	08/26/2026	6409	\$129.04 LIBRARY MATERIALS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS

08/31/2026	08/28/2026	6409	\$110.23 LIBRARY MATERIALS	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
08/31/2026	08/28/2026	6409	\$53.99 LIBRARY MATERIALS	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - JUV PRINT & UNALLO
			\$2,991.57		
08/04/2026	07/23/2026	6409	\$37.38 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS - JUV PRINT
08/04/2026	07/23/2026	6409	\$34.58 LIBRARY MATERIALS-BKS JUVENILE	BARNES&NOBLE.COM-BN	LIBRARY MATERIALS - JUV PRINT
08/05/2026	07/31/2026	6409	\$10.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/05/2026	07/31/2026	6409	(\$18.74) LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/05/2026	07/31/2026	6409	\$101.00 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT
08/05/2026	07/31/2026	6409	\$111.94 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT
08/05/2026	07/31/2026	6409	\$161.25 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT/ L/D JUV P
08/05/2026	07/31/2026	6409	\$124.99 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT
08/05/2026	07/31/2026	6409	\$263.97 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/05/2026	07/31/2026	6409	\$26.38 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/05/2026	07/31/2026	6409	\$95.71 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/05/2026	07/31/2026	6409	\$30.49 LIBRARY MATERIALS-BKS JUVENILE	LEARNER UNIVERSAL CORPORATION	JUV PRINT
08/11/2026	08/11/2026	6409	\$19.48 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/11/2026	08/11/2026	6409	\$22.33 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/11/2026	08/11/2026	6409	\$298.14 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/12/2026	07/31/2026	6409	\$48.83 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	GIFTS-IHO FOL/ AD PRINT/ JUV P
08/12/2026	07/31/2026	6409	\$60.84 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS-IHO FOL/
08/12/2026	07/31/2026	6409	\$95.84 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT
08/19/2026	08/18/2026	6409	\$14.24 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/19/2026	08/18/2026	6409	\$14.29 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/19/2026	08/18/2026	6409	\$16.99 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/19/2026	08/18/2026	6409	\$22.00 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/19/2026	08/18/2026	6409	\$29.13 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/19/2026	08/18/2026	6409	\$43.78 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT
08/19/2026	08/18/2026	6409	\$34.48 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ UNALLOCAT
08/19/2026	08/18/2026	6409	\$223.65 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	08/18/2026	6409	\$63.52 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/19/2026	08/18/2026	6409	\$89.22 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/19/2026	07/31/2026	6409	\$19.88 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	07/31/2026	6409	\$809.83 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	07/31/2026	6409	\$71.61 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	07/31/2026	6409	\$654.00 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/20/2026	08/20/2026	6409	\$271.96 LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - JUV PRINT
08/26/2026	08/25/2026	6409	\$13.74 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/26/2026	08/25/2026	6409	\$21.00 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/26/2026	08/25/2026	6409	\$80.36 LIBRARY MATERIALS-BKS JUVENILE	AMAZON COM SALES INC	JUV PRINT
08/26/2026	08/26/2026	6409	\$163.71 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/26/2026	08/26/2026	6409	\$304.71 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/27/2026	08/26/2026	6409	\$249.03 LIBRARY MATERIALS-BKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/31/2026	08/28/2026	6409	\$58.99 LIBRARY MATERIALS-BKS JUVENILE	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - JUV PRINT & UNALLO
			\$4,795.52		

08/05/2026	07/31/2026	6409	\$13.75 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/05/2026	07/31/2026	6409	\$15.94 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/05/2026	07/31/2026	6409	\$17.05 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/05/2026	07/31/2026	6409	\$21.58 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	ADULT PRINT
08/05/2026	07/31/2026	6409	\$215.45 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/05/2026	07/31/2026	6409	\$225.48 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/05/2026	07/31/2026	6409	\$29.60 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/05/2026	07/31/2026	6409	\$65.60 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/05/2026	07/31/2026	6409	\$172.13 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT
08/05/2026	07/31/2026	6409	\$163.72 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT
08/05/2026	07/31/2026	6409	\$133.35 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT/ L/D JUV P
08/05/2026	07/31/2026	6409	\$342.64 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT
08/05/2026	07/31/2026	6409	\$1,093.77 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/05/2026	07/31/2026	6409	\$107.13 LIBRARY MATERIALS-BOOKS-ADULT	CENTER POINT INC	AD PRINT
08/05/2026	07/31/2026	6409	\$30.80 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/05/2026	07/31/2026	6409	\$47.38 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/05/2026	07/31/2026	6409	\$130.43 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/11/2026	08/11/2026	6409	(\$9.59) LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/11/2026	08/11/2026	6409	\$46.33 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/11/2026	08/11/2026	6409	\$216.43 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/11/2026	08/11/2026	6409	\$384.68 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/12/2026	07/31/2026	6409	\$21.00 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
08/12/2026	07/31/2026	6409	\$118.16 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	GIFTS-IHO FOL/ AD PRINT/ JUV P
08/12/2026	07/31/2026	6409	\$274.19 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS-IHO FOL/
08/12/2026	07/31/2026	6409	\$310.37 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT
08/19/2026	08/18/2026	6409	\$11.13 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/19/2026	08/18/2026	6409	\$11.97 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/19/2026	08/18/2026	6409	\$15.40 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/19/2026	08/18/2026	6409	\$29.94 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/19/2026	08/18/2026	6409	\$28.80 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/19/2026	08/18/2026	6409	\$215.36 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT/ JUV PRINT/ UNALLOCAT
08/19/2026	08/18/2026	6409	\$155.33 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	08/18/2026	6409	\$35.30 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/19/2026	08/18/2026	6409	\$110.42 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/19/2026	07/31/2026	6409	\$75.06 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	07/31/2026	6409	\$94.40 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	07/31/2026	6409	\$337.54 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	07/31/2026	6409	\$288.87 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	07/31/2026	6409	\$427.00 LIBRARY MATERIALS-BOOKS-ADULT	INFOUSA MARKETING INC	LIB MATLS - AD PRINT
08/26/2026	08/25/2026	6409	\$15.40 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/26/2026	08/25/2026	6409	\$20.40 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/26/2026	08/25/2026	6409	\$28.00 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/26/2026	08/25/2026	6409	\$55.17 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/26/2026	08/25/2026	6409	\$135.57 LIBRARY MATERIALS-BOOKS-ADULT	AMAZON COM SALES INC	AD PRINT
08/26/2026	08/25/2026	6409	\$27.75 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/26/2026	08/25/2026	6409	\$56.25 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/26/2026	08/25/2026	6409	\$89.60 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT

08/26/2026	08/26/2026	6409	\$90.00 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/26/2026	08/26/2026	6409	\$112.50 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/26/2026	08/26/2026	6409	\$114.75 LIBRARY MATERIALS-BOOKS-ADULT	CENGAGE LEARNING INC	AD PRINT
08/26/2026	08/26/2026	6409	(\$15.95) LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
08/26/2026	08/26/2026	6409	(\$19.20) LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	AD PRINT
08/26/2026	08/26/2026	6409	\$530.92 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/26/2026	08/26/2026	6409	\$454.69 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/27/2026	08/26/2026	6409	\$331.95 LIBRARY MATERIALS-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$8,051.69		
08/04/2026	07/23/2026	6409	\$480.00 LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Service Renewals - Circulating
08/04/2026	07/23/2026	6409	\$600.00 LIBRARY MATERIALS-KITS, TOOLS	MOBILE BEACON	Service Renewal- Circulating H
08/04/2026	07/23/2026	6409	\$403.46 LIBRARY MATERIALS-KITS, TOOLS	LAKESHORE LEARNING MATER	LIBRARY MATERIALS - KITS (SOLA
08/05/2026	07/31/2026	6409	\$26.99 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
08/26/2026	08/25/2026	6409	\$306.29 LIBRARY MATERIALS-KITS, TOOLS	AMAZON COM SALES INC	KITS
			\$1,816.74		
08/05/2026	07/31/2026	6409	\$22.14 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAN HOLDS
08/19/2026	08/18/2026	6409	\$42.04 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
08/19/2026	08/18/2026	6409	\$185.02 LIBRARY MATERIALS-MORE DVD'S	AMAZON COM SALES INC	HIGH DEMAND HOLDS
08/27/2026	08/26/2026	6409	\$72.32 LIBRARY MATERIALS-MORE DVD'S	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/31/2026	08/28/2026	6409	\$466.42 LIBRARY MATERIALS-MORE DVD'S	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS
			\$787.94		
08/04/2026	07/23/2026	6409	\$29.98 LIBRARY MATERIALS-NON-PRINT	SQUARE INC	LIBRARY MATERIALS - NONPRINT (
08/05/2026	07/31/2026	6409	\$233.70 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/05/2026	07/31/2026	6409	\$641.75 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
08/05/2026	07/31/2026	6409	\$24.97 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/11/2026	08/11/2026	6409	\$99.97 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/11/2026	08/11/2026	6409	\$172.22 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/12/2026	07/31/2026	6409	\$198.83 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	LIB MATLS - NONPRINT
08/12/2026	07/31/2026	6409	\$215.02 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS - NON PRINT
08/12/2026	07/31/2026	6409	\$185.22 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIBRARY MATERIALS - NON PRINT
08/19/2026	08/18/2026	6409	\$401.05 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	NONPRINT
08/19/2026	07/31/2026	6409	\$38.64 LIBRARY MATERIALS-NON-PRINT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	07/31/2026	6409	\$553.59 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
08/26/2026	08/25/2026	6409	\$14.96 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/26/2026	08/25/2026	6409	\$27.96 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/26/2026	08/25/2026	6409	\$69.00 LIBRARY MATERIALS-NON-PRINT	AMAZON COM SALES INC	NONPRINT
08/26/2026	08/26/2026	6409	\$542.62 LIBRARY MATERIALS-NON-PRINT	MIDWEST TAPE LLC	LIBRARY MATERIALS
08/26/2026	08/26/2026	6409	\$232.78 LIBRARY MATERIALS-NON-PRINT	BLACKSTONE AUDIO INC	NONPRINT/ GIFTS IHO-FOL
08/31/2026	08/28/2026	6409	\$257.96 LIBRARY MATERIALS-NON-PRINT	BERTELSMANN PUBLISHING GROUP INC	LIB MATLS - NONPRINT
			\$3,940.22		
08/05/2026	07/31/2026	6409	\$27.50 MATERIALS-BOOKMARKS	AMAZON COM SALES INC	GIFT IHO-FOL
08/12/2026	07/31/2026	6409	\$23.01 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	GIFTS-IHO FOL/ AD PRINT/ JUV P

08/12/2026	07/31/2026	6409	\$17.74 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	JUV/ AD PRINT/ GIFTS-IHO FOL/
08/19/2026	08/18/2026	6409	\$28.80 MATERIALS-BOOKMARKS	CENGAGE LEARNING INC	GIFTS IHO-FOL
08/19/2026	07/31/2026	6409	\$16.00 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/26/2026	08/26/2026	6409	\$13.79 MATERIALS-BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/26/2026	08/26/2026	6409	\$89.96 MATERIALS-BOOKMARKS	BLACKSTONE AUDIO INC	NONPRINT/ GIFTS IHO-FOL
			\$216.80		
08/05/2026	07/31/2026	6409	\$27.56 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	08/18/2026	6409	\$16.04 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/19/2026	07/31/2026	6409	\$27.02 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/26/2026	08/26/2026	6409	\$18.22 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/26/2026	08/26/2026	6409	\$27.03 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/27/2026	08/26/2026	6409	\$37.92 MATERIALS-LEPMPL/BOOKMARKS	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$153.79		
TOTAL LIBRARY MATERIALS			\$34,282.96		
08/05/2026	07/31/2026	6415	\$62.32 LOST/DAMAGED-BOOKS JUVENILE	INGRAM LIBRARY SERVICES	JUV PRINT/ AD PRINT/ L/D JUV P
08/19/2026	07/31/2026	6415	\$9.38 LOST/DAMAGED-BOOKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/26/2026	08/25/2026	6415	\$9.29 LOST/DAMAGED-BOOKS JUVENILE	AMAZON COM SALES INC	LOST/DAMAGED JUV PRINT
08/26/2026	08/26/2026	6415	\$11.03 LOST/DAMAGED-BOOKS JUVENILE	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
			\$92.02		
08/05/2026	07/31/2026	6415	\$18.82 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D ADULT PRINT
08/05/2026	07/31/2026	6415	\$116.00 LOST/DAMAGED-BOOKS-ADULT	CENGAGE LEARNING INC	L/D AD PRINT
08/05/2026	07/31/2026	6415	\$76.34 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L.D AD PRINT
08/05/2026	07/31/2026	6415	\$130.71 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	L/D AD PRINT
08/19/2026	07/31/2026	6415	\$150.26 LOST/DAMAGED-BOOKS-ADULT	INGRAM LIBRARY SERVICES	LIBRARY MATERIALS
08/20/2026	08/19/2026	6415	\$25.00 LOST/DAMAGED-BOOKS-ADULT	CITY OF BLOOMER	LOST & DAMAGED ADULT PRINT
08/26/2026	08/25/2026	6415	\$92.66 LOST/DAMAGED-BOOKS-ADULT	AMAZON COM SALES INC	LOST/DAMAGED AD PRINT
			\$609.79		
08/04/2026	07/23/2026	6415	(\$0.33) LOST/DAMAGED-NON-PRNT MATERIAL	MOBILE BEACON	Credit for sales tax charged o
08/05/2026	07/31/2026	6415	\$8.38 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NON PRINT
08/05/2026	07/31/2026	6415	\$18.73 LOST/DAMAGED-NON-PRNT MATERIAL	MIDWEST TAPE LLC	LIBRARY MATERIALS
08/11/2026	08/11/2026	6415	\$42.75 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
08/12/2026	07/31/2026	6415	\$30.00 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
08/19/2026	08/18/2026	6415	\$20.29 LOST/DAMAGED-NON-PRNT MATERIAL	AMAZON COM SALES INC	L/D NONPRINT
			\$119.82		
TOTAL LOST/DAMAGED-NON-PRNT MATERIAL			\$821.63		
08/04/2026	07/23/2026	6464	\$24.09 BLDG MTRLS & JNTRL SUPPLIES	CINTAS 60A SAP	JULY 2026 BLDG MATERIALS (RUGS
08/25/2026	07/23/2026	6464	\$69.93 BLDG MTRLS & JNTRL SUPPLIES	MENARD INC	PARTS/SUPPLIES-TAPE MEASURE, F
TOTAL BLDG MTRLS & JNTRL SUPPLIES			\$94.02		

08/04/2026	07/23/2026	6490	\$155.46	EQUIPMENT PURCHASES (< \$5,000)	DEMCO INC	YS EQUIPMENT (ADJUSTABLE HEADP
08/04/2026	07/23/2026	6490	\$55.99	EQUIPMENT PURCHASES (< \$5,000)	AMAZON COM SERVICES LLC	RS SUPPLIES (PENCILS) / RS EQU
08/04/2026	07/23/2026	6490	\$2,011.20	EQUIPMENT PURCHASES (< \$5,000)	CDW GOVERNMENT	Dell Pro Micro QCM1250 - LG an
08/04/2026	07/23/2026	6490	\$269.99	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	PCS EQUIPMENT (HEAVY DUTY PAPE
08/04/2026	07/23/2026	6490	\$32.74	EQUIPMENT PURCHASES (< \$5,000)	AMZ*CAFEPRESS INC.	EQUIPMENT / OFFICE SUPPLIES /
TOTAL EQUIPMENT PURCHASES (< \$5,000)			\$2,525.38			

TOTAL OPERATING EXPENDITURES	\$429,982.29
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BILLS & CLAIMS - CAPITAL <i>Transactions Processed in August 2026</i>

ENTERED	EFFECTIVE	OBJECT	AMOUNT	ACCT NAME	VENDOR	COMMENTS
08/04/2026	07/23/2026	6810	\$500.00	CAPITAL COSTS-VEHICLE	ONE AUTO S, INC	DEPOSIT FOR NEW LIBRARY VAN (C
08/04/2026	07/23/2026	6810	(\$500.00)	CAPITAL COSTS-VEHICLE	ONE AUTO S, INC	REFUND FOR DEPOSIT FOR NEW LIB
TOTAL CAPITAL COSTS-VEHICLE			\$0.00			
TOTAL CAPITAL EXPENDITURES			\$0.00			

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

**Administrative Services
Nancy Kerr, Library Director**



We were honored to be part of a library tour on July 21st that included Ben Miller, Wisconsin State Librarian and Kara Sullivan, Wisconsin Library Association Executive Director, and our own John Thompson from IFLS. We were at the end of their long day of tours which had also encompassed visits to New Richmond, Hammond and River Falls libraries, and enjoyed a tour and lively conversation.

I left for a family vacation the first week in August, and really appreciated the feeling while I was gone that everything was in the capable hands of our managers and staff. Our Security Monitor Kyle has left for other opportunities, and we are now gathering applications for review. Kyle's calm and empathetic approach to his job, coupled with his willingness to pitch in wherever needed was a much-appreciated asset by our staff and customers.

We, along with other City departments spent time refining our operating budget. As with our personal finances, the City has experienced costs rising more rapidly than revenues, so we like all other departments have made some cuts. Our cuts are mostly in personnel, where we are not filling some vacant positions, or filling vacancies with positions at a different salary level and level of responsibilities. As most public libraries our size spend about 70% of their money on staffing, there are only a few other places to make cuts. We implemented new open hours on September 8th, cutting seven hours per week after determining which hours would have the least impact on customers.

This modest cut gives staff time to get more off-desk work done and concentrate the hours spent at public service desks to provide more complete coverage.

A group of us volunteered to provide meals for Beacon House for a week in August, which was a rewarding team-building activity. Beacon House provides safe and comfortable short-term housing for families in need. I continue to spend worthwhile time in meetings that touch community needs for affordable housing, shelter, food and support for people who need it. Libraries continue to be excellent sources for referral to services, as well as places open to all.

We are in the process of transferring the bulk of our adult programming to Adult Services (formerly Reference) staff. Our former PCS (now Marketing) team will still be heading up library-wide events, as well as taking on Outreach. You will see Youth Services staff members now sharing in staffing the Dabble Box maker space area. These are just some changes happening – all affected by some pivotal retirements, and our ability to look at four years of data in the remodeled building, how people use the space, and what kind of allocation of staff duties makes sense for how customers use the library and how back-of-the-house tasks can be better allocated to meet those needs. Our Tech Services (now Collections Services) team is also adjusting to staffing changes, as well as the shift from our largest vendor, Baker and Taylor, to other vendors. Circulation (now Customer Services) is always changing and evolving with an eye to efficiency. The City's IT team has been meeting with us to evaluate where the Library's and City's IT can move forward together in ways that make fiscal and staffing sense. In short, we have done quite a bit of reorganization and there is more to come.

This Fall, we will also be looking at updating our Strategic Plan – what worked, what didn't happen, and what has changed since formulating our current plan in 2023. For example, AI wasn't really talked about then, and now it is everywhere. Having Strategic Plans cover a shorter period of time is now the norm, in order to be more responsive to changing needs, economic upturns and downturns, any other less predictable changes that come along. In the meantime, program attendance, circulation, and meeting room use continue to be high.

Kimberly Hennings, Deputy Director



Summer at the library is always fun and provides extra opportunities to connect with our community. One highlight was having the opportunity to participate in outreach at the Eau Claire Express game. Although the game time was ultimately rescheduled, it was a fun opportunity to meet families, promote library services, and build excitement around the summer reading program.

We are currently in the process of filling several open positions across the library, including a Clerk and Assistant in Collections Services, a Clerk and Assistant in Customer Services, and a Security Monitor.

I had the opportunity to assist the City in reviewing proposals for an Employee Assistance Program provider for 2027. The review process is ongoing and no vendor has been selected at this time.

Open enrollment preparations have begun as we transition into fall. Barb and I met with City and Health Department staff to begin planning logistics for open enrollment timeline and employee informational sessions.

Youth Services
Kelly Kneisl, Youth Services Manager



July and August were a wonderful finish to a very busy Summer at the Library! YS ended the summer with a record 2,359 children participating in the SAL reading program. That is an increase of 500 kids from summer 2025 and our highest number of registrants in 10 years! On top of that, YS programs drew 8,107 children and families to the library. Despite those record-breaking numbers, the department felt manageable and fun, which is something I am especially proud of. Our spaces were full of families reading, creating, playing, learning, and spending time together, while staff were also busy taking library services out into the community. The following are just a few highlights from an incredibly full summer.



One of our biggest July programs was the Foam Party, which brought more than 800 people to the library lawn for foam, bubbles, music, and a whole lot of fun. It was exactly what we hope summer at the library feels like - busy, joyful, welcoming, and just a little chaotic! Another standout was our popular Pokémon Fan Club, which welcomed 191 customers. A new partnership with Undercity Games brought additional expertise and hundreds of donated

Pokémon cards to the event.

Our summer escape room, Once Upon a Time: A Fairy Tale Escape Room, was another huge success. All 114 available time slots filled within days, with 413 people ultimately participating. The customer feedback may be even more exciting than the numbers. Families called



our escape rooms their “new favorite thing to do” and told us they “keep getting better and better.” One parent even described the experience as being on par with commercial escape rooms. That is pretty incredible feedback for something designed and created entirely by library staff!

August gave us more great examples of the impact of YS programming. Outdoor StoryPlay welcomed 90 participants for stories, bubbles, water play, chalk, hand kites, and even a live trumpet! After another August storytime, staff overheard two moms exchanging phone numbers so their children could have a future playdate. Another child left yelling, “THAT WAS SO FUN!” Those little moments are some of my favorites because they show that our programs are doing more than entertaining children, they are helping families connect and build community.

YS was also incredibly active outside of the building. Staff connected with families at the Eau Claire County Fair, Eau Claire Express game, We Care Eau Claire, Countdown to Kindergarten, farmers market, and WEOP Future Fest. At We Care Eau Claire alone, staff served 369 people and shared library resources and fall program information with families preparing for the new school year. We also continued expanding access to books throughout Eau Claire. With support from community grants, nearly 1,500 books were purchased for Eau Claire Laundromat Libraries and Chippewa Valley Little Libraries, with more than 700 delivered to community partners in July.

And these really are only a few highlights. Throughout July and August, YS staff also offered storytimes, teen programs, STEM activities, art experiences, passive programs, book displays, outreach, collection work, community partnerships, and so much more. I continue to be amazed by both the amount and quality of work this team accomplishes.

As we wrapped up Summer at the Library, staff began evaluating what worked, what we want to repeat, and where we can make changes for next year. We have a lot to celebrate. More kids participated in our reading program than at any point in the last decade, thousands of children and families attended our programs, and through it all, YS remained a fun and welcoming place to be. I could not be prouder of this team or the summer we created together.

Reference Services
Elizabeth Steans, Reference Services Manager



Reference Services (RS) will soon be adapting to the new division name “Adult Services” and have already begun the transition to planning all adult programs for Spring 2027. There are a lot of exciting new opportunities for adult programmers to navigate, while also extending new opportunities to assistants who will assist in the program development process.

We congratulated Riley on his promotion from a 19-hour Assistant position to a 28-hour Coordinator position. Riley has been working at our library for 3 years, starting in Circulation and moved to RS a few months later. He begins coursework for his Master’s degree in Library and Information Science in September!



Stephanie (RS Librarian) oversaw our two-week-quarterly reference tally, noting staff documented 1,108 questions in that time period. In July and August, Jan (RS Coordinator) and Stephanie hosted Dabble on the Patios serving 39 and 38 adults participating in canvas bag painting in July, and learned bookbinding to



create DIY journals in August. Stephanie also reported that the Adult Summer at the Library reading challenge concluded on August 15; 297 participants read a total of 626,857 minutes and completed 1,165 activity challenges.

Home Delivery Services (HDS) customers have been participating in a survey Jenny (RS Coordinator) rolled out with the aid of Joel (RS Assistant), and the HDS committee. The survey

goals are to gain feedback from our HDS customers to help us update preferred reading criteria, provide a better selection of reading materials, and address any concerns with deliveries and pickups. One survey participant shared, “I have only good things to say about my book delivery. One of the best things that I have done!! I do read a lot. It is a good distractor if you have pain, better than any pill!”

Several RS staffers participated in the YS escape room to enjoy unconventional teamwork solving puzzles and also researching how libraries can do an escape room out of a small study room. We hope to run an adult escape room in 2027!



RS program stats for July and August 2026:

- Adult Game Night, 10 attendees
- Eau Claire DHS (outreach), 43 booth visitor interactions in 1.5 hours
- 12 Dabble Box Open Labs, 634 attendees
- 2 Dabble on the Patios, 77 attendees

Check out this July blog!:

- [Online Resource Highlight: Government Websites](#) by Riley, Reference Service

RS desk staff logged 3,608 customer questions into Gimlet in July and August 2026!

Transactions are up 25% from July-August 2025, and increased 26% in the last month!

The top three question topics are:

1. Study room reservation support (476 transactions)
2. Helping customers seek titles using the MORE catalog (367 transactions)
3. Quick research/ready reference questions (342 transactions)

Marketing Services
Isa Small, Marketing Manager



August and September Highlights

August and September brought a major behind-the-scenes communications project for Marketing Service: development of a new color palette for the library’s visual brand. The project grew out of some very practical needs—adapting our existing colors for the new library website, which uses Google color codes, and making sure colors used in wayfinding handouts and signage are colorblind accessible.

The Marketing team ultimately selected four core colors—dark blue, orange, turquoise, and chartreuse—along with a broader group of secondary “easy pick” options for designers. Rather than making every library piece look the same, the system allows staff to create different sub-palettes for programs, audiences, and materials while still keeping an overall visual connection to the library.

Dark Blue #193B4A	Orange #FF6301	Turquoise #25A6A0	Chartreuse #C9C900
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core branding palette

The palette was developed collaboratively by the Marketing team, with an emphasis on finding something practical, accessible, flexible, and still fitting for the library. The team tested different combinations and created examples showing how the core and secondary colors can work together without losing consistency.

The timing also worked well with several larger projects already underway. Marketing will begin introducing the new palette through materials being updated for the library’s new operating hours and division structure, followed by the new website and other branded materials. This gives us an opportunity to make a broad visual update gradually, as materials already need to be redesigned or replaced.

Circulation Services
Paula Stanton, Circulation Manager



July and August were busy months for Customer Services. Not only were we wrapping up the busy season for circulating materials, but we also saw several projects wrap up or roll out. All while snagging lots of customer appreciation such as: "You guys are awesome at your jobs. Some days are hard, but you guys are awesome."

Paula and Linda worked to update the Customer Services long-term staffing plan in light of the hours change in September. This included changing schedules to prioritize evening out coverage throughout all open hours, ensuring Saturdays are equitably distributed throughout the staff, ensuring nights were well covered as well as days and concentrating hours in the busy summer months. Staff were alerted to their schedule changes in July and will start working their updated shifts in September.

The Card Retention/Promotion Committee (Katie S., Kim K., Paula and Sheila) rolled out two new programs to customers. The first program is focused on retaining cardholders. We started sending out library card "birthday" notices to customers who had had their library cards for 5, 10, 15 or 20 years. They could then come in and claim some sweet library swag [pictured, right] while updating their library card. The second





program was focused on gaining new library card holders. The BFF Bookmarks were rolled out. Customers who bring a friend to the library to sign up for a library card get a matching bookmark set with that friend [pictured, left]. You may also have noticed the giant library card on the back of the Customer Services desk. That promotion is there in case people want to take a photo celebrating their new card. Staff have been having fun getting to spread a little extra joy into the library card experience. As one customer commented when receiving their BFF bookmark: "It's the little things that matter the most."

Circulation staff worked with Marketing to completely revamp the way that we welcome people to the library with literature. Before, we crammed a lot of great information into one pamphlet with small print. Now, we've broken that brochure into three pieces, put information specific to different types of new library user interactions, and now have those updated brochures to give to customers visiting the library for the first time, along with instructing them on use of the self-checks for the first time. We even had a new customer exclaim "yippee, yippee, yippee!" after learning to use the self-checkouts and being proud of herself for learning something new.

The MORE App promotion task force (Brad, Kaitlin, Katie H., Mike, & Paula) wrapped up their assignment by completing an instructional YouTube video on how to use the app. This is the Library's first try at an instructional video in a long time and hopefully more people will agree with our recent customer comment that, "I just love this app! It's so easy to use!" after watching the video and learning to use the app. Check out the instructional video here: https://www.youtube.com/watch?v=n0uIJ6_1W8Y



Connor B. [pictured, left] was rehired at the Library. They previously worked in reference and now are a Circulation Desk Clerk and Van Driver. They completed their training in August. Say “hi” to them when you see them around the library.

Lastly, several Library staff members did some afterhours volunteering with Beacon House. After listening to their mission and needs at the all staff meeting in February, several staff members felt like volunteering to serve meals for the week would be a good activity. Pictured are Kim K. and Paula dressed to impress and serve a good summer meal.



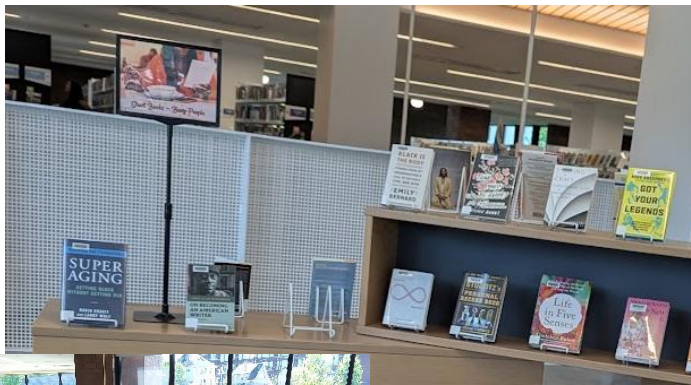
Collections Services
Lynn Gates, Collections Services Manager



Wow, the last two months have flown by! We started July with Teri Oestreich announcing her retirement after 40+ of library service. We had a farewell party in her honor with graham cracker & frosting cookies inspired by her granddaughter. She was an important part of our department and will be greatly missed!

In addition to learning everything we could before Teri left, Collections Services has been in planning mode, which means changes are coming. We have been spending time revising procedures, reviewing responsibilities, and I've been looking at department staffing. Jenny & Becky have taken over our end of the Library of Things and are doing great! Sara & Jenny have been doing the post-processing quality check before items head over to Customer Services. Becky has learned a lot about mending and Michaela has been stepping in to help out wherever she's needed. Fortunately for us, the rest of the library has been great and willing to work with us as we update procedures and change things up! I've taken the opportunity to move some duties around and was able to increase Sara's (one of our catalogers) hours from 19 to 28 a week. We will also be hiring two 19-hour positions, one Assistant and one Clerk.

As always, we've been keeping our displays filled! In June



we had "Short Books for Busy People" and "Mood Boosters" on the 2nd floor display, followed by "The Girl..." and "Hooked on a Book" in August.



Michaela also used the pop-up display to great effect showing off the Playaway collection during the busy summer reading period. When we heard the news about Dolly Parton passing, Michaela put together a thoughtful display to remember her, which received a "Wow, you guys are fast. Very nice!" compliment from a customer.



Information Technology
Kris Nickel, Technology Manager



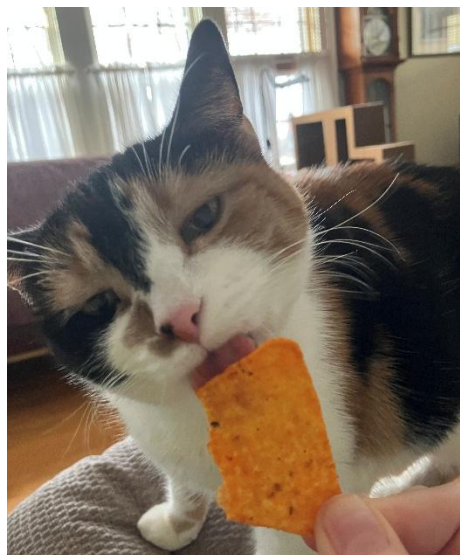
July and August involved a variety of tasks – updates, troubleshooting, succession planning (mine!), meetings, and exploring new and better ways of doing things. With our staffing changes related to retirements, resignations, and new hires, I had plenty of tasks related to deleting and creating new users, and reassigning phones and phone numbers. Our YS iPads were due for IOS updates, as well as image restores due to the creative changes that our young customers find to do. Upon discussion with YS Staff, we decided to enable usage tracking on the installed games, in order to filter out the unpopular ones.

We have a number of aging laser printers that for the most part, are doing quite well. Their ADFs are starting to wear out, and while I have been able to replace those parts at low cost, they have become harder to come by. The Customer Services desk printer gets heavy use of the ADF, so I felt it was time to replace it. The new printer was very well received, though staff was divided about its “retro look”, which was quite entertaining. Another printer issue was the new-ish Administration color MFP. It had been having occasional non-sensical memory errors (it’s plenty robust), which neither I nor the One Source Imaging manager was able to resolve. I ultimately decided to completely change how our PCs connected to the printer. Rather than have the printer networked to our Windows print server, and have our Admin PCs mapped to it, I reconfigured so that PCs directly connected to the printer via its IP address. It’s been working flawlessly ever since.

I continue to meet with City IT staff as part of succession planning for the future of IT at the library. We investigate where we can share applications and systems, as well as determine where it *doesn't* make sense. A couple of examples: we discussed whether it would be advantageous to share our security camera system. We quickly found out, however, that it would be extremely cost-prohibitive, and decided to keep things as they are. On the flip-side, we will be migrating from our current anti-virus system, Symantec Endpoint Protection, to a much more robust system – Sentinel One. Bob Nelson was able to secure a great rate for us. As I've mentioned before, City IT staff is great to work with!

I had a curious issue with our Teen PCs, which Megan brought to my attention. She found that 11-yr-olds were able to log in, when the age range was supposed to be 12-19, which I confirmed to be happening. I investigated our Pharos script, and the logic was very clear – basically if the age was >11 , let the user log in, if not, don't let them. It was confounding, until I dug into exactly how the users' ages were calculated. The script took the birthdate, calculated the age in number of days, then divided by 365.4 to calculate the number of years. Aha! This meant customers would always be 11 point something. Once I edited the script to be ≥ 12 , all was good. This was particularly satisfying to solve, as it made complete sense.

Since I don't have any cool work-related photos to share this month like my fellow managers, here's a picture of my cat, Lexie:



LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2026 YTD BUDGET REPORT - Operating Revenue
For the Period Ended July 31, 2026

OBJ #	ACCOUNT NAME	2026 BUDGETED REVENUE	ACTUAL YTD REVENUE	RE- CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4330	Library Fines & Miscellaneous Revenue	2,800.00	1,818.00	-	982.00	64.9%
4398	Other Penalties (Collection Agency)	3,700.00	1,730.00	-	1,970.00	46.8%
4451	Electronic Copy Revenue	10,800.00	7,557.05	-	3,242.95	70.0%
4452	Copier Revenue	1,825.00	1,219.68	-	605.32	66.8%
4562	Vending Commission	375.00	-	-	375.00	0.0%
4602	Service to Eau Claire County	999,593.00	503,095.00	-	496,498.00	50.3%
4608	IFLS	23,000.00	11,500.00	-	11,500.00	50.0%
4608	IFLS - High Demand Holds	5,800.00	3,897.48	-	1,902.52	67.2%
4666	Service Charge - EC County Health Dept.	-	1,000.00		(1,000.00)	#DIV/0!
4798	Misc. Service Revenues (Act 150)	364,875.00	365,667.46	-	(792.46)	100.2%
4802	Interest Allocation	2,500.00	488.97	-	2,011.03	19.6%
4834	Misc. Library Sales - Taxable	2,325.00	798.06	-	1,526.94	34.3%
4836	Grant Revenue			-	-	
4850	Gift Revenue	32,304.38	41,690.44	-	(9,386.06)	129.1%
4852	Misc. Reimbursements-Lost Items	14,250.00	10,974.92	-	3,275.08	77.0%
4855	Reimb from employee - uniforms		8.99		(8.99)	
4858	Prior Year Refund	-			-	
4898	Miscellaneous Revenue	3,000.00	1,742.22	-	1,257.78	58.1%
5102	General Property Tax-City tsf from GF	4,802,728.00	4,802,728.00	-	-	100.0%
5152	Sale of assets		189.57		(189.57)	
		<u>\$ 6,269,875.38</u>	<u>\$ 5,756,105.84</u>	<u>\$ -</u>	<u>\$ 513,769.54</u>	<u>91.8%</u>
5580	Fund Balance Used for Operating	200,000.00	-	-	200,000.00	0.0%
5586	Fund Balance Used - Donations Carryover	120,055.06	-		120,055.06	N/A
5590	Fund Balance Used for CIP	103,000.00	-	-	103,000.00	N/A
	TOTAL REVENUE	<u><u>\$ 6,692,930.44</u></u>	<u><u>\$ 5,756,105.84</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 936,824.60</u></u>	<u><u>86.0%</u></u>

OBJ #	ACCOUNT NAME	2026 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 3,100,424.00	\$ 1,647,531.29		\$ 1,452,892.71	53.1%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	238,382.00	120,329.66		118,052.34	50.5%
6042	WRS (ER)	195,667.00	104,496.63		91,170.37	53.4%
6043	Health insurance-Employer	592,002.00	310,511.45		281,490.55	52.5%
6047	Health insurance Deductible	-	7,000.07		(7,000.07)	#DIV/0!
6051	Retiree Health Insurance	55,647.00	36,879.50		18,767.50	66.3%
6052	Retiree Health Care Deductible	-	583.31		(583.31)	#DIV/0!
6055	Vision Insurance		-		-	
6056	HSA Contribution	-	22,500.00		(22,500.00)	#DIV/0!
6096	Auto Allowance	-	24.65		(24.65)	#DIV/0!
6099	Misc. Reimbursements		-		-	
6108	Unemployment Compensation		-		-	
6110	Postage & Shipping	13,000.00	7,639.82	5,053.10	307.08	97.6%
6112	Computer Service Charges	150,000.00	91,828.51	16,845.75	41,325.74	72.4%
6116	Binding	-	-		-	
6118	Advertising	22,000.00	15,460.55		6,539.45	70.3%
6120	Auditing	3,200.00	2,310.12		889.88	72.2%
6122	Cataloging				-	
6126	Repairs & Maintenance to Auto	1,500.00	245.95		1,254.05	16.4%
6128	Repairs to Tools & Equip	-			-	
6134	Lab/Medical Testing				-	
6138	Equipment Rental				-	
6142	Other Rental				-	
6150	Special Services	5,500.00	2,309.00	689.90	2,501.10	54.5%
6153	Convenience Fees	2,000.00	1,283.27	-	716.73	64.2%
6156	Professional Services	1,788.61		-	1,788.61	0.0%
6160	Staff Training/Conference	10,000.00	6,264.59	-	3,735.41	62.6%
6162	Membership Dues	1,999.00	695.50	-	1,303.50	34.8%
6166	Recruitment Expenses	1,000.00	2,891.75		(1,891.75)	289.2%
6198	Miscellaneous Contractual	220,501.00	156,717.12	712.12	63,071.76	71.4%
6210	Telephones	11,500.00	5,952.89	(643.88)	6,190.99	46.2%
6306	License & Permits				-	
6308	Special Assessments	-	-		-	#DIV/0!
6350	Liability & Property Insurance	38,800.00	22,633.31		16,166.69	58.3%
6398	Insurance Claims Reimbursement	-	-		-	
6402	Office, AV, Library Supplies	52,200.00	31,884.24	5,275.00	15,040.76	71.2%
6405	Awards & Trophies	350.00	-		350.00	0.0%
6406	Library Program Supplies	14,004.00	4,691.48		9,312.52	33.5%
6409	Library Materials	394,100.00	230,699.42	(5,606.69)	169,007.27	57.1%

OBJ #	ACCOUNT NAME	2026 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	15,501.00	7,729.14	196.28	7,575.58	51.1%
6450	Gasoline	1,600.00	614.89		985.11	38.4%
6464	Bldg Materials/Janitorial Supplies				-	
6490	Equipment Purchases < \$5000	64,100.00	21,104.82	-	42,995.18	32.9%
6496	Gift & Grant Expenditures	148,717.83	52,440.77	4,789.48	91,487.58	0.0%
6498	Other Materials & Supplies	-	-		-	#DIV/0!
6802	Capital Purchases		7,749.36	-	(7,749.36)	0.0%
7020	Transfer to Debt Service	\$ 859,328.00	859,331.50	-	(3.50)	100.0%
7044	Transfer to Library Capital Projects	103,000.00	103,000.00		-	100.0%
		<u>\$ 6,317,811.44</u>	<u>\$ 3,885,334.56</u>	<u>\$ 27,311.06</u>	<u>\$ 2,405,165.82</u>	<u>61.9%</u>

OBJ #	ACCOUNT NAME	2026 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 128,799.00	\$ 83,512.46		\$ 45,286.54	64.8%
6020	Payroll Overtime	8,000.00	5,613.04		2,386.96	70.2%
6030	Special Pays	600.00	495.93		104.07	82.7%
6040	Employer Paid Benefits	10,511.00	6,471.21		4,039.79	61.6%
6042	WRS (ER)	8,957.00	6,406.75		2,550.25	71.5%
6043	Health Ins (ER)	39,591.00	21,858.44		17,732.56	55.2%
6047	Health Insurance Deductible	1,260.00	787.50		472.50	62.5%
6056	HSA Contribution	-	337.50		(337.50)	#DIV/0!
6128	Repairs to Tools & Equipment	-	979.99		(979.99)	#DIV/0!
6130	Repairs to Buildings	32,000.00	8,347.68	1,390.40	22,261.92	30.4%
6144	Laundry & Dry Cleaning				-	
6150	Special Services	13,000.00	7,895.88	2,595.02	2,509.10	80.7%
6198	Miscellaneous Contractual	20,000.00	5,902.51	(758.00)	14,855.49	25.7%
6202	Electricity	70,000.00	45,216.87		24,783.13	64.6%
6208	Gas Service	1,700.00	267.98		1,432.02	15.8%
6215	Garbage Service	6,200.00	3,616.62		2,583.38	58.3%
6252	Water Service	2,900.00	837.01		2,062.99	28.9%
6254	Sewer Service	2,500.00	933.40		1,566.60	37.3%
6256	Storm water Charges	1,500.00	779.13		720.87	51.9%
6442	Safety Equipment	101.00	-		101.00	0.0%
6460	Repair Part & Supplies	2,500.00	1,256.56		1,243.44	50.3%
6464	Building Materials & Janitorial Supplies	25,000.00	8,685.89	-	16,314.11	34.7%
6490	Equipment Purchases	-	-	-	-	
		<u>\$ 375,119.00</u>	<u>\$ 210,202.35</u>	<u>\$ 3,227.42</u>	<u>\$ 161,689.23</u>	<u>56.9%</u>
	TOTAL EXPENSES	<u><u>\$ 6,692,930.44</u></u>	<u><u>\$ 4,095,536.91</u></u>	<u><u>\$ 30,538.48</u></u>	<u><u>\$ 2,566,855.05</u></u>	<u><u>61.6%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended July 31, 2026

OBJ #	ACCOUNT NAME	2026 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	-	58,370.00	-	(58,370.00)	
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>\$ 19,734,973.39</u>	<u>\$ -</u>	<u>\$ 823,038.61</u>	96.0%
490.5774	TSF FROM LIBRARY	(45,000.00)	(45,000.00)		(45,000.00)	
5114	TOTAL REVENUE	<u>(45,000.00)</u>	<u>(45,000.00)</u>		<u>(45,000.00)</u>	
490.5774	CAPITAL COSTS - VEHICLE	45,000.00	38,266.00		45,000.00	
6810	TOTAL EXPENSE	<u>45,000.00</u>	<u>38,266.00</u>		<u>45,000.00</u>	
TOTAL REVENUE - FUND 490		\$ (20,603,012.00)	\$ (7,358,311.09) #	#	\$ (13,244,700.91)	
TOTAL EXPENSE - FUND 490		\$ 20,603,012.00	\$ 19,773,239.39		\$ 829,772.61	
TOTAL - FUND 490		<u>\$ -</u>	<u>\$ 12,414,928.30</u> #	<u>\$ -</u> #	<u>\$ (12,414,928.30)</u>	

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2026 YTD BUDGET REPORT - Operating Revenue
For the Period Ended August 31, 2026

OBJ #	ACCOUNT NAME	2026 BUDGETED REVENUE	ACTUAL YTD REVENUE	RE- CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4330	Library Fines & Miscellaneous Revenue	2,800.00	2,016.99	-	783.01	72.0%
4398	Other Penalties (Collection Agency)	3,700.00	2,025.00	-	1,675.00	54.7%
4451	Electronic Copy Revenue	10,800.00	8,675.11	-	2,124.89	80.3%
4452	Copier Revenue	1,825.00	1,386.88	-	438.12	76.0%
4562	Vending Commission	375.00	-	-	375.00	0.0%
4602	Service to Eau Claire County	999,593.00	1,006,190.00	-	(6,597.00)	100.7%
4608	IFLS	23,000.00	17,250.00	-	5,750.00	75.0%
4608	IFLS - High Demand Holds	5,800.00	4,398.06	-	1,401.94	75.8%
4666	Service Charge - EC County Health Dept.	-	1,000.00	-	(1,000.00)	#DIV/0!
4798	Misc. Service Revenues (Act 150)	364,875.00	365,667.46	-	(792.46)	100.2%
4802	Interest Allocation	2,500.00	488.97	-	2,011.03	19.6%
4834	Misc. Library Sales - Taxable	2,325.00	887.81	-	1,437.19	38.2%
4836	Grant Revenue	-	-	-	-	-
4850	Gift Revenue	32,304.38	41,755.60	-	(9,451.22)	129.3%
4852	Misc. Reimbursements-Lost Items	14,250.00	12,608.74	-	1,641.26	88.5%
4855	Reimb from employee - uniforms	-	8.99	-	(8.99)	-
4858	Prior Year Refund	-	-	-	-	-
4898	Miscellaneous Revenue	3,000.00	1,742.22	-	1,257.78	58.1%
5102	General Property Tax-City tsf from GF	4,802,728.00	4,802,728.00	-	-	100.0%
5152	Sale of assets	-	189.57	-	(189.57)	-
		<u>\$ 6,269,875.38</u>	<u>\$ 6,269,019.40</u>	<u>\$ -</u>	<u>\$ 855.98</u>	<u>100.0%</u>
5580	Fund Balance Used for Operating	200,000.00	-	-	200,000.00	0.0%
5586	Fund Balance Used - Donations Carryover	120,055.06	-	-	120,055.06	N/A
5590	Fund Balance Used for CIP	103,000.00	-	-	103,000.00	N/A
	TOTAL REVENUE	<u><u>\$ 6,692,930.44</u></u>	<u><u>\$ 6,269,019.40</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 423,911.04</u></u>	<u><u>93.7%</u></u>

OBJ #	ACCOUNT NAME	2026 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 3,100,424.00	1,878,818.87		\$ 1,221,605.13	60.6%
6030	Special Pays				-	#DIV/0!
6040	Employer Paid Benefits	238,382.00	137,195.99		101,186.01	57.6%
6042	WRS (ER)	195,667.00	132,281.81		63,385.19	67.6%
6043	Health insurance-Employer	592,002.00	355,231.37		236,770.63	60.0%
6047	Health insurance Deductible	-	7,000.07		(7,000.07)	#DIV/0!
6051	Retiree Health Insurance	55,647.00	42,810.03		12,836.97	76.9%
6052	Retiree Health Care Deductible	-	583.31		(583.31)	#DIV/0!
6055	Vision Insurance		-		-	
6056	HSA Contribution	-	22,500.00		(22,500.00)	#DIV/0!
6096	Auto Allowance	-	24.65		(24.65)	#DIV/0!
6099	Misc. Reimbursements		-		-	
6108	Unemployment Compensation		-		-	
6110	Postage & Shipping	13,000.00	7,639.82	5,053.10	307.08	97.6%
6112	Computer Service Charges	150,000.00	92,068.66	16,845.75	41,085.59	72.6%
6116	Binding	-	-		-	
6118	Advertising	22,000.00	16,090.55		5,909.45	73.1%
6120	Auditing	3,200.00	2,781.92		418.08	86.9%
6122	Cataloging				-	
6126	Repairs & Maintenance to Auto	1,500.00	245.95		1,254.05	16.4%
6128	Repairs to Tools & Equip	-			-	
6134	Lab/Medical Testing				-	
6138	Equipment Rental				-	
6142	Other Rental				-	
6150	Special Services	5,500.00	2,309.00	689.90	2,501.10	54.5%
6153	Convenience Fees	2,000.00	1,486.66	-	513.34	74.3%
6156	Professional Services	1,788.61		-	1,788.61	0.0%
6160	Staff Training/Conference	10,000.00	6,264.59	-	3,735.41	62.6%
6162	Membership Dues	1,999.00	695.50	-	1,303.50	34.8%
6166	Recruitment Expenses	1,000.00	2,891.75		(1,891.75)	289.2%
6198	Miscellaneous Contractual	220,501.00	156,893.58	712.12	62,895.30	71.5%
6210	Telephones	11,500.00	5,952.89		5,547.11	51.8%
6306	License & Permits				-	
6308	Special Assessments	-	-		-	#DIV/0!
6350	Liability & Property Insurance	38,800.00	22,633.31		16,166.69	58.3%
6398	Insurance Claims Reimbursement	-	-		-	
6402	Office, AV, Library Supplies	52,200.00	32,099.70	5,275.00	14,825.30	71.6%
6405	Awards & Trophies	350.00	-		350.00	0.0%
6406	Library Program Supplies	14,004.00	4,691.48		9,312.52	33.5%
6409	Library Materials	394,100.00	255,254.82	817.80	138,027.38	65.0%

OBJ #	ACCOUNT NAME	2026 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
6415	Lost/Damaged Collection Materials	15,501.00	8,405.62	215.01	6,880.37	55.6%
6450	Gasoline	1,600.00	614.89		985.11	38.4%
6464	Bldg Materials/Janitorial Supplies				-	
6490	Equipment Purchases < \$5000	64,100.00	21,104.82	-	42,995.18	32.9%
6496	Gift & Grant Expenditures	148,717.83	53,867.47	4,817.04	90,033.32	0.0%
6498	Other Materials & Supplies	-	-		-	#DIV/0!
6802	Capital Purchases		7,749.36	-	(7,749.36)	0.0%
7020	Transfer to Debt Service	\$ 859,328.00	859,331.50	-	(3.50)	100.0%
7044	Transfer to Library Capital Projects	103,000.00	103,000.00		-	100.0%
		<u>\$ 6,317,811.44</u>	<u>\$ 4,240,519.94</u>	<u>\$ 34,425.72</u>	<u>\$ 2,042,865.78</u>	<u>67.7%</u>

OBJ #	ACCOUNT NAME	2026 APPROP.	ACTUAL YTD EXPENDED	ENCUM- BRANCES	AVAIL. BUDGET	% USED
	LIB CUSTODIAL EXPENDITURE					
6010	Payroll Wages	\$ 128,799.00	\$ 92,600.63		\$ 36,198.37	71.9%
6020	Payroll Overtime	8,000.00	6,705.32		1,294.68	83.8%
6030	Special Pays	600.00	562.15		37.85	93.7%
6040	Employer Paid Benefits	10,511.00	7,205.81		3,305.19	68.6%
6042	WRS (ER)	8,957.00	7,138.32		1,818.68	79.7%
6043	Health Ins (ER)	39,591.00	24,574.12		15,016.88	62.1%
6047	Health Insurance Deductible	1,260.00	787.50		472.50	62.5%
6056	HSA Contribution	-	337.50		(337.50)	#DIV/0!
6128	Repairs to Tools & Equipment	-	979.99		(979.99)	#DIV/0!
6130	Repairs to Buildings	32,000.00	18,318.45	1,390.40	12,291.15	61.6%
6144	Laundry & Dry Cleaning				-	
6150	Special Services	13,000.00	8,806.20	2,128.70	2,065.10	84.1%
6198	Miscellaneous Contractual	20,000.00	5,902.51	1,200.00	12,897.49	35.5%
6202	Electricity	70,000.00	52,629.58		17,370.42	75.2%
6208	Gas Service	1,700.00	297.98		1,402.02	17.5%
6215	Garbage Service	6,200.00	3,616.62		2,583.38	58.3%
6252	Water Service	2,900.00	837.01		2,062.99	28.9%
6254	Sewer Service	2,500.00	933.40		1,566.60	37.3%
6256	Storm water Charges	1,500.00	779.13		720.87	51.9%
6442	Safety Equipment	101.00	-		101.00	0.0%
6460	Repair Part & Supplies	2,500.00	1,256.56		1,243.44	50.3%
6464	Building Materials & Janitorial Supplies	25,000.00	8,755.82	-	16,244.18	35.0%
6490	Equipment Purchases	-	-	-	-	
		<u>\$ 375,119.00</u>	<u>\$ 243,024.60</u>	<u>\$ 4,719.10</u>	<u>\$ 127,375.30</u>	<u>66.0%</u>
	TOTAL EXPENSES	<u><u>\$ 6,692,930.44</u></u>	<u><u>\$ 4,483,544.54</u></u>	<u><u>\$ 39,144.82</u></u>	<u><u>\$ 2,170,241.08</u></u>	<u><u>67.6%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended August 31, 2026

OBJ #	ACCOUNT NAME	2026 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	-	58,370.00	-	(58,370.00)	
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>\$ 19,734,973.39</u>	<u>\$ -</u>	<u>\$ 823,038.61</u>	96.0%
490.5774	TSF FROM LIBRARY	(45,000.00)	(45,000.00)		(45,000.00)	
5114	TOTAL REVENUE	<u>(45,000.00)</u>	<u>(45,000.00)</u>		<u>(45,000.00)</u>	
490.5774	CAPITAL COSTS - VEHICLE	45,000.00	38,266.00		45,000.00	
6810	TOTAL EXPENSE	<u>45,000.00</u>	<u>38,266.00</u>		<u>45,000.00</u>	
TOTAL REVENUE - FUND 490		\$ (20,603,012.00)	\$ (7,358,311.09) #	#	\$ (13,244,700.91)	
TOTAL EXPENSE - FUND 490		\$ 20,603,012.00	\$ 19,773,239.39		\$ 829,772.61	
TOTAL - FUND 490		<u>\$ -</u>	<u>\$ 12,414,928.30</u> #	<u>\$ -</u> #	<u>\$ (12,414,928.30)</u>	

JULY 2026 by the Numbers



PEOPLE

VISITORS: 23,710 Total this Month; 141,862 YTD

CARDHOLDERS: 21,575 City Residents; 32,392 Total Card Holders

CIRCULATION: 65,408 Total this Month; 390,657 YTD

CHILDREN'S (BIRTH–11): 24,614 Total this Month; 136,660 YTD

HOME DELIVERY: 512 Total this Month; 3,492 YTD



CHECKOUTS

BORROWED FROM MORE LIBRARIES:

7,914 Total this Month; 48,615 YTD

LOANED TO MORE LIBRARIES: 5,447 Total this Month;
35,785 YTD

INTERLIBRARY LOANS: 177 Incoming; 22 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 834 Public Wireless Internet Users;
1,834 PC sessions; 190,951 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,755 E-Books;
10,888 E-Audiobooks; 21,841 E-Databases; 0 E-Videos



PROGRAMS

AGES 0–5: 24 Programs this Month; 1,257 Attendees this Month;
6,166 Attendees YTD

AGES 6–11: 56 Programs this Month; 2,946 Attendees this Month;
12,025 Attendees YTD

AGES 12–18: 12 Programs this Month; 163 Attendees this Month;
775 Attendees YTD

AGES 19+: 3 Programs this Month; 57 Attendees this Month;
1,033 Attendees YTD

ALL AGES: 8 Programs this Month; 443 Attendees this Month;
4,027 Attendees YTD

AUGUST 2026 by the Numbers



PEOPLE

VISITORS: 21,173 Total this Month; 163,035 YTD

CARDHOLDERS: 21,576 City Residents; 32,392 Total Card Holders



CHECKOUTS

CIRCULATION: 62,053 Total this Month; 452,710 YTD

CHILDREN'S (BIRTH–11): 17,489 Total this Month; 154,149 YTD

HOME DELIVERY: 423 Total this Month; 3,915 YTD

BORROWED FROM MORE LIBRARIES:

7,608 Total this Month; 56,223 YTD

LOANED TO MORE LIBRARIES: 5,084 Total this Month;
40,869 YTD

INTERLIBRARY LOANS: 201 Incoming; 27 Outgoing



ONLINE

ACCESS TO TECHNOLOGY: 778 Public Wireless Internet Users;
1,911 PC sessions; 167,322 Website Engagements

USE OF ELECTRONIC MATERIAL: 8,595 E-Books;
10,712 E-Audiobooks; 20,652 E-Databases; 0 E-Videos



PROGRAMS

AGES 0–5: 7 Programs this Month; 372 Attendees this Month;
6,538 Attendees YTD

AGES 6–11: 95 Programs this Month; 1,738 Attendees this Month;
13,763 Attendees YTD

AGES 12–18: 11 Programs this Month; 194 Attendees this Month;
969 Attendees YTD

AGES 19+: 3 Programs this Month; 70 Attendees this Month;
1,103 Attendees YTD

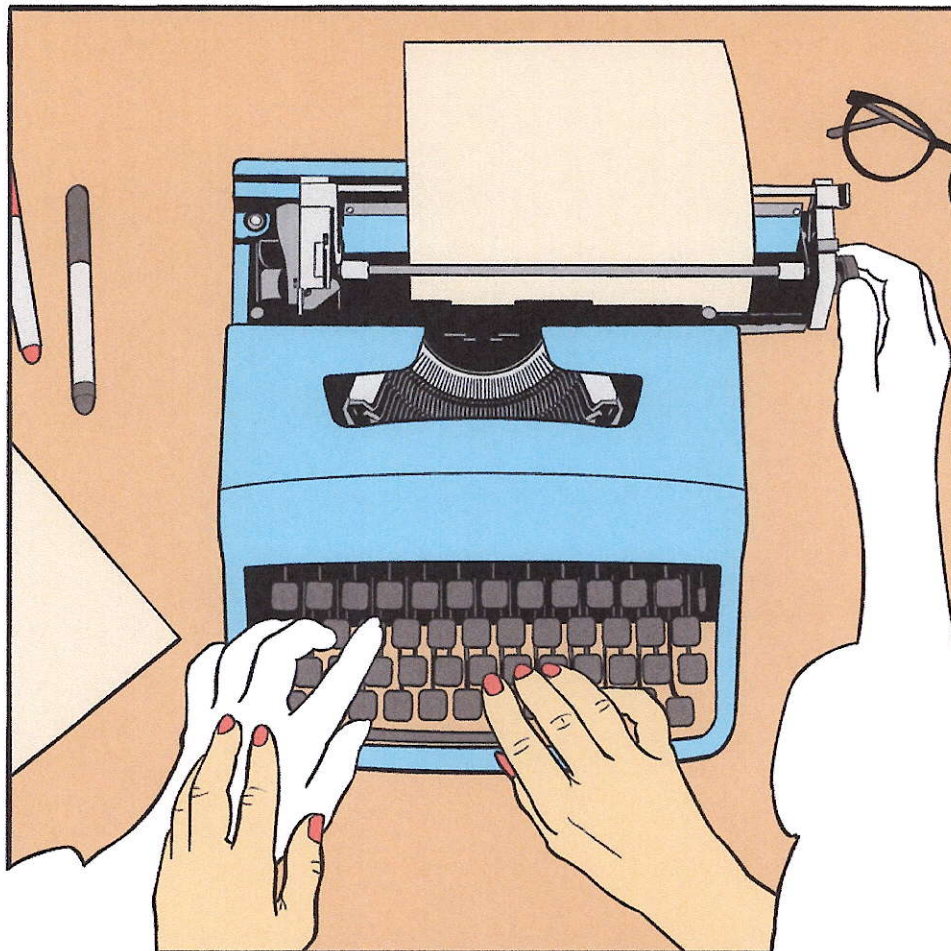
ALL AGES: 4 Programs this Month; 191 Attendees this Month;
4,218 Attendees YTD



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BOOKS

Caught in the backlash over AI, book publishers face mounting questions



Jacob Turcotte/Staff

By Cameron Pugh, Staff writer

✕ @cameronpugh1215

Updated Aug. 13, 2026, 5:42 p.m. ET



This summer, the literary agencies Europa Content and Hodgman Literary shook the publishing world when they withdrew from sale a manuscript for the highly anticipated crime novel “Call Me, I’ll Hide the Body.” The book, written by Nigerian author Jerry Falade, had already generated plenty of online buzz. It had secured multimillion-dollar deals from major publishers in both the United States and the United Kingdom and was slated to be released in 2028.

It was also, the literary agencies said, unclear whether the book had been written by Mr. Falade or by an artificial intelligence chatbot.

The controversy is at once new and familiar, reflecting both the dramatic changes that the proliferation of AI has wrought on book publishing and echoing other skirmishes this year in which authors have been accused of using AI. This past spring, Hachette Book Group, a leading American publisher, canceled the publication of “Shy Girl,” an eagerly awaited horror novel by Mia Ballard, after rumors that Ms. Ballard had written the book using AI overtook the internet.

WHY WE WROTE THIS

Authors increasingly use AI tools to craft their work. As book publishers struggle to set guidelines for AI use, readers vent their concerns about transparency and quality. Some observers say a new social contract is needed between readers and authors to instill confidence.

Mr. Falade has publicly denied the accusations, arguing that Black authors’ work has faced more scrutiny for potential AI use than that of white authors. Ms. Ballard, who is also Black, also denied the accusations in an email to The New York Times, writing that someone she had hired to edit her novel had used AI but that she had not. But both controversies reflect a growing rupture of trust between readers, writers, and publishers, as AI use – alleged or proven – continues to rock the literary world.

“Until AI, there has been the expectation that no matter what is written in a book, It [was] authored by a person, or people,” says Vauhini Vara, a journalist and author who has written about technology for more than two decades. “There needs to be new terms in the social contract between reader and writer.”

Other AI-related controversies have consumed the literary world recently. In May, the Commonwealth Short Story Prize, a prestigious award for unpublished fiction, faced allegations that three of this year’s winning stories had been at least partially written by AI. Earlier that month, The New York Times reported that “The Future of Truth,” a nonfiction book about how AI is changing perceptions of truth, contained quotes that were misattributed or concocted by AI.

Those troubles, in an industry that is perhaps among the most vulnerable to AI’s capabilities, have raised questions not only about how many authors might now be using AI for some or all of their writing, but also about how thoroughly publishers check the books they release.

AI companies themselves may hold solutions. In 2024, The Wall Street Journal reported that OpenAI created a technology – known as watermarking – that allows content generated by ChatGPT to be detected with 99.9% accuracy. The company has not released the technology because it might decrease the number of ChatGPT users, the Journal reported, and because of ongoing internal debates about how widely to issue it and its reliability.

This month, Anthropic, the maker of the chatbot Claude, said that it will add similar watermarks to all of Claude’s outputs. Users will not be able to opt out, the company said. The move follows Anthropic’s decision to sign onto the European Union’s code of practice on transparency of AI-generated content. Several other AI companies, including OpenAI and Microsoft, have also signed the agreement.

When is AI OK?

Controversies over AI use have struck the publishing industry amid ballooning work and thinning staff. The number of books released by publishing houses in the United States increased by 10% between 2022 and 2025, according to data obtained by Publishers Weekly, rising to 642,242. Yet the number of book publishing jobs fell by 28% between 1987 and 2025, according to the Bureau of Labor Statistics.

Given those pressures, a wholesale ban on AI is unreasonable, says Kathleen Schmidt, a publishing strategist who has worked in the industry for more than 30 years. She uses AI for menial tasks, and doesn't mind if authors do, too.

"I'm not saying that there aren't instances where it should not be used – like, you should not use it to write an entire book," she says. "Can you do it to brainstorm ideas? Sure."

That seems to be the line that many readers draw, says Rebecca Joines Schinsky, chief of staff at Book Riot, an independent publication covering book publishing in North America. "I think a lot of people probably fall into a middle space of, 'It's cool to use it for research, but I don't want to read any sentences in your book that were written by AI.'"

Yet for some readers, the creative process is sacred, from start to finish. In a 2025 YouGov survey that asked U.S. readers whether AI use was acceptable in five circumstances – ranging from "ideation" to "outlining" – majorities disapproved of AI use in all five scenarios. Sixty-one percent of readers said they would feel at least "somewhat" or "much" less fulfilled if they discovered a book they'd read was written by AI. Still, only 28% of readers said that AI use is unacceptable in all of the circumstances presented by the survey.

For Ms. Vara, the journalist, the problem boils down to honesty. When authors hide their AI use, the trust between readers and writers can erode, she says.

“There needs to be some kind of disclosure that makes it possible for readers and authors to have this mutual understanding,” she says. Her recent nonfiction book “Searches,” which examines AI’s impact on humanity through her own experience using it, contains several AI-generated passages – but they’re all labeled. “For me, the problem arises when AI-generated material appears in text, whether it’s a book or something else, and there’s no way for us to know.”

The promises and pitfalls of AI detectors

In both the “Shy Girl” and Commonwealth prize controversies, social media users pointed out writing habits they saw as proof of AI use – for example, an overreliance on metaphors, only some of which made sense. In “The Serpent in the Grove,” the short story that set off the Commonwealth conflagration, a line reading, “She had the kind of walking that made benches become men,” drew heavy scrutiny.

Some readers also ran the texts through online AI detectors. One such tool, Pangram, found that “The Serpent in the Grove” was 100% AI-generated. (The Monitor got the same Pangram result.)

The story’s author, Jamir Nazir, told The Observer, a British newspaper, that his writing process exclusively uses the text-to-speech function on his Android phone. The Commonwealth Foundation said in a public statement that Mr. Nazir and other accused writers denied using AI to write the story, and that the foundation had found no evidence of AI use after reviewing “working drafts, time-stamped documents and notes.”

But there’s no foolproof method of uncovering AI-generated content. Human writing may well contain errors or literary faux pas. Pangram’s creator says it has a false-positive rate – the rate at which it wrongly identifies a human text as AI – of just 0.01%. Yet a 2023 Stanford study found that AI-detectors were biased against non-native English speakers, who might have more limited vocabularies, and many AI researchers contend that such detectors are unreliable. (Pangram was not included in the 2023 study.)

Tara Radvand, a doctoral student at the University of Michigan who has studied AI detectors, says they do work – depending on the context. They're better at identifying AI-fabricated fiction than nonfiction, she says, and reliability improves as text length increases. Nevertheless, she points out that even a false positive rate of 1% is high for an industry like publishing, where an accusation can send a career up in smoke.

Publishers' AI rules remain murky

Authors debate whether – and how – they should be using AI in their work. Recently, Olga Tokarczuk, a Nobel Prize-winning Polish author, generated an uproar when she said she uses AI in her work. (She later added that she uses it only “as a tool for faster preliminary research.”)

Anthony Horowitz, an English author, made headlines this spring when he said he used the technology “all the time,” though he nevertheless stressed the need to “judge what you're being told, and also look for a second source.” Coral Hart told The New York Times that last year she had published some 200 romance novels using Claude, an AI chatbot created by Anthropic.

In a 2025 poll of more than 1,200 authors by BookBub, a book discovery service, 45% of respondents said that they currently use generative AI to “assist with their work,” compared with 48% who said they do not use it and don't plan to. Of those who do use AI, more than half said they use it to assist with writing.

Some publishers have sought to establish rules around the technology's use, but few, if any, prohibit it outright. Hachette, for example, lists “use cases not requiring disclosure,” including “researching elements of a book,” but says that authors must attest that their work is their own. Penguin Random House recently made waves when it prohibited AI companies from using authors' copyrighted work to train AI models without permission.

Still, publishers' rules around AI use remain murky in many cases, says Ms. Schinsky, from Book Riot. Few publishing houses have made their screening methods public, she says.

For those readers who want a decidedly human experience, many authors remain happy to oblige.

Nick Harkaway, a British sci-fi author who describes himself as a lover of technology, nevertheless remains skeptical of the cognitive costs associated with using a machine to assist in thinking, and with the environmental impact of AI systems. "Ultimately, it doesn't appeal to me because I love what I do," he says, of using AI to write books. "I don't want a computer to do my job.

"If I didn't want to write, I'd do something else," he says.

Editor's note: This story, originally published on Aug. 12 has been updated on Aug. 13 to clarify the details of a 2023 Stanford study about AI-detectors and non-Native English speakers.



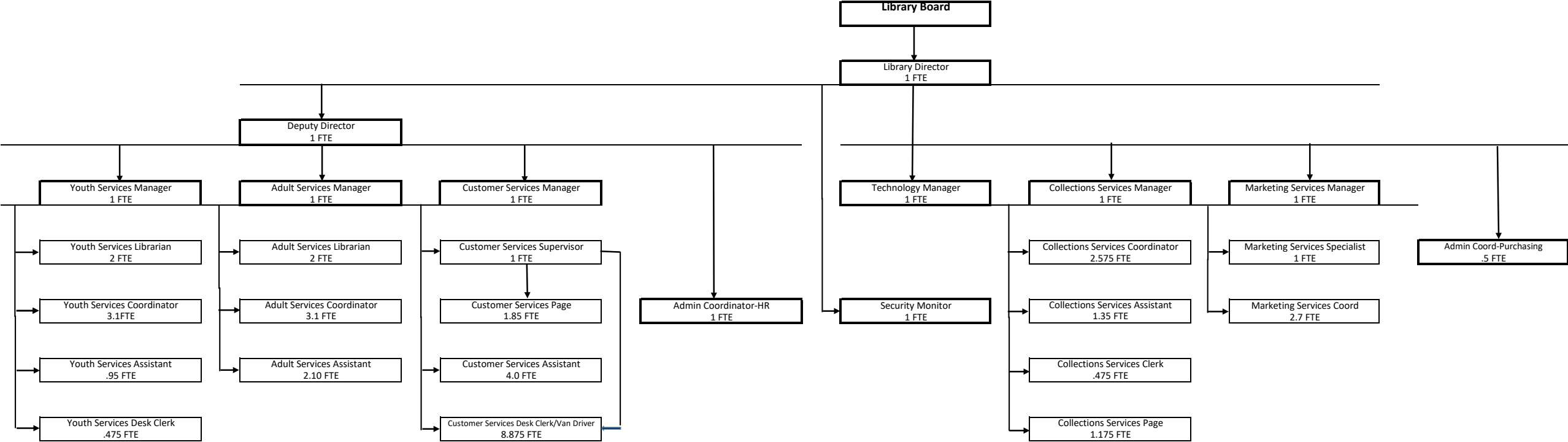
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L.E. Phillips Memorial Public Library
Organizational Chart
September 1, 2026



TO: L.E. Phillips Memorial Public Library Board of Trustees

FROM: Kimberly Hennings

DATE: September 17, 2026

RE: Adoption of City Travel Policy

The City has recently updated its travel policy. After reviewing the revised City policy and comparing it to the Library's current travel policy, Administration recommends that the Board adopt the City's updated travel policy in its entirety rather than maintaining a separate Library-specific policy.

Historically, the Library has maintained its own travel policy, which aligned with City requirements while incorporating Library-specific language. With the City's recent revisions, Administration believes adopting the City policy as written ensures consistency with City-wide travel practices and expectations, reduces administrative effort required to maintain and update a separate policy, and minimizes the risk of discrepancies between City and Library travel requirements.

To support implementation, Administration has developed an internal travel procedure for Library staff. The procedure is intended to provide guidance specific to Library employees while remaining consistent with the City's policy. The procedure addresses steps employees should follow for approval, expense submission, and reimbursement.

For the Board's review, the following documents are attached:

1. Updated City Travel Policy
2. Current Library Travel Policy
3. Library Travel Procedure

Administration recommends Board approve adoption of the City's Travel Policy effective upon Board approval.

CITY OF EAU CLAIRE

TRAVEL/TRAINING POLICY



EFFECTIVE January 1, 2026

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Introduction

Professional staff development is an essential part of the City's commitment to excellence. Staff development may occur through in-house training programs, seminars, state and national conferences, and meetings of professional organizations.

These programs are offered to encourage staff and management to remain current in their respective professional disciplines. Department directors should encourage employees to attend training sessions that will enhance employee skills and improve departmental operations.

When attending conferences, seminars, or meetings on official City business, employees are expected to conduct themselves in a manner that reflects positively on the City of Eau Claire and is consistent with the City's Code of Conduct.

The Travel and Training Policy has four goals:

- To fairly reimburse employees, in a timely, efficient manner, for actual, necessary, and reasonable itemized travel costs that were incurred while on official, authorized City business.
- To maintain appropriate internal controls to ensure compliance with federal, state, and local laws.
- To maintain the status of an “accountable plan” under IRS regulations to minimize the tax impact for employees.
- To define standards for reimbursement of eligible expenses and procedures for processing expense claims.

The following sections identify the procedures established to achieve these four goals. In particular, the next section details the preparation, authorization, and documentation processes required for all travel and training activities, providing a practical guide for staff compliance.

I. PREPARATION - GENERAL INFORMATION

A. Travel / Training Authorization

This Policy sets standards and approval requirements for travel, training, and accommodations. A Travel Statement is required for all travel or training, regardless of reimbursement.

Supervisors, Division Managers, or Department Directors must sign travel requests, confirming necessity, policy adherence, and budget charge.

1. Pre-Travel: This step only requires the Department Directors approval, unless you are travelling out of State or if the duration of the conference is greater than 7 days, then pre-travel approval is needed from the Department Director and the Accounting Department.

Department/Employee are responsible for making all travel arrangements.

At least two weeks before the date of training, the statement should be routed to:

- Supervisor, Division Manager, or Department Director
- Accounting Services (Out-of-State or Conferences over 7 days)
- City Manager (only for out-of-state travel)

Allow extra time for routing if prepayments are needed. Payments are made on Fridays if Accounting gets the form by noon the previous Wednesday.

2. Procurement Card Use

The City's procurement card (card) is the preferred method of payment for registration, hotel, and airfare. This applies only if the travel statement has been approved prior to charges being made on the card.

- The post travel statement should be sent to Accounting for verification. Accounting will reconcile the travel statement to receipts to ensure accuracy.
- The original travel receipts charged to the card should be submitted with the monthly procurement card statement.
- Ensure that the charges on the card match those noted on the travel statement (under the column "paid by City"); if discrepancies exist, attach an explanation to the travel statement detailing the difference.
- If personal charges are incurred during a hotel stay paid with a procurement card, such as movies, video games, or bottled water, the employee must pay these charges to the hotel at checkout using a personal credit card or cash. The City of Eau Claire will assess a \$10 fee to the employee for each personal expense charged to the card in addition to the related hotel charge.
- All meals must be paid for personally and will be reimbursed via payroll based on Per Diem Meals rates listed in the Travel Form. P-Card purchases are not allowable.

3. Post-Travel

After training, submit the completed form as shown below. Employee reimbursements are paid via paycheck. Any money due to the City is deducted from the paycheck. Post-travel approvals must be signed and approved by:

- Traveler
- Supervisor, Division Manager, or Department Director
- Accounting Services

B. Prior to Travel

As outlined in section I-A-1 above, it is the individual's responsibility to prepare the travel request and submit it for approval, preferably at least two weeks before the date of travel. The following information is required on all requests:

- Name, Employee #
- Title, Department, Date
- Account Number
- Purpose of Travel (*be specific*), Destination
- Estimated Date & Time of Departure and Return
- Estimated Regular and/or Overtime hours required
- Mileage one way, Method of Travel (*when appropriate*)
- Lodging (*when appropriate*)
- Registration (*when appropriate*)
- Meals (*when appropriate*)
- Miscellaneous Expenses (*when appropriate*)
- Complete conference or training brochures/schedules must remain attached to the travel request.

The brochure information should include:

Actual place, dates, and times of conference, convention, or seminar, and breakdown for any meals, supplies, books, etc. that are included in the registration fee.

If the training involves registration only, all attendees may be combined on one travel request form. Attach a list of attendees and indicate separate account codes as needed.

If the training involves meals, mileage, hotels, etc., a separate form must be prepared for each attendee. A Travel Statement approved for one person cannot be transferred to another person.

Detailed instructions are included in the following sections.

C. Completion of Travel / Training

Employees must record their actual travel times and expenses after completion of the event, obtain post-travel approval from their Supervisor, or Department Director, and submit the completed form to Accounting within 10 business days to be eligible for reimbursement.

All travel request forms must be completed and returned, even if there is no change in the form and no amounts due, or if the travel is cancelled.

- Record the actual date and time of departure and return.
- Record actual expenses paid by the employee

Detailed receipts (excluding meals) must be attached for expenses paid by the employee or charged to a City procurement card. Examples are in the Appendix.

Travel reimbursements will be paid through payroll, listed as Travel Reimb/Advance (No Tax) on the check stub. These reimbursements are not taxable wages.

If the travel does not require an overnight stay, any meal reimbursements are considered taxable income. This will be listed on the check stub as Travel/Reimb (Taxable).

II. SPECIFIC INFORMATION

A. Transportation Methods

Employees may travel together, but it is not required.

1. Personal Automobile

Local area mileage will not be reimbursed on a travel statement. The local area is defined as the City of Eau Claire and contiguous city, town, or village, specifically, the City of Altoona, Town of Seymour, Town of Washington, Township of Brunswick, Town of Union, Town of Wheaton, and the Village of Hallie.

If an employee elects to use a personal vehicle instead of a rental vehicle, a current certificate of auto insurance must be on file with the Accounting/Payroll Division prior to travel to ensure compliance with liability requirements. The reimbursement rate used will be the current IRS mileage reimbursement rate. No additional payment will be made for fuel, maintenance, etc. When using a personal automobile, you will be personally liable for any deductibles and damages that may result.

***Note:** Electing to use a personal vehicle is not an option for departments equipped with vehicles such as Police, Fire, and Streets. In situations where an administrative staff member is attending training and no vehicles are available, please coordinate travel arrangements with Accounting.

2. Rental Vehicle

Travelers are encouraged but not required to use a rental vehicle for official City business.

- Employees are responsible for making their own arrangements directly with the rental agency, indicating that the rental is under the **State/City contract**. All rental charges must be paid using a City procurement card.
- The City receives a discounted rental rate from Enterprise and Hertz. When making reservations, employees must use the **account codes below** to ensure the best price. If a vehicle is not available with Enterprise or Hertz, prior approval is required to rent from another vendor.

Enterprise account code: XZ44WIS

Hertz account code: 66253

- The standard rental vehicle is a standard/mid-size car. Advance Supervisory approval is necessary to upgrade to a larger car or van.
- Rental vehicles are not to be used for personal business under any circumstances except in an emergency. This means that rental vehicles may not be used for errands or to extend the travel for personal business or a vacation. Family members are not allowed to drive or ride in a rental vehicle. This reflects contract terms that provide the lowest rate possible to the City.
- The gas tank of the rental vehicle should be full when it is picked up. **Please return the vehicle with a full tank of gas.** If the rental vehicle does not have a full tank of gas, the employee will be responsible for the cost of the gas over and above what it would have cost if filled at a gas station. Employees are to use a City procurement card to fill a tank of gas for a rental car. Detailed receipts, indicating the number of gallons purchased and the price per gallon paid, are to be attached to the travel statement.
- Rental options such as insurance, fuel fill, GPS, and satellite radio should be declined. Toll Pass waivers only applies to out-of-state/toll roads travel and should be considered when applicable.
- When a City Procurement Card is used for a travel expense, that amount should be recorded in the “Paid by City” column. Note that the card was used, and the original receipt should be attached to the employee’s monthly Procurement Card statement.

3. Air Travel

Air travel is generally the preferred method for trips over 400 miles. Reimbursement for air travel is limited to the lowest class reasonably available. Some airlines offer reduced fares that require a Saturday night stay. In that case, the employee can choose to do so, provided the cost of the flight plus the additional expenses for food and lodging does not exceed the regular airfare. An employee may exercise this option if there is no loss of working days or if the additional days required are taken as vacation leave.

- The employee should attach the details of the airline ticket reservations, which indicate the flight charges, to the Statement. (See the example in the Appendix.)
- Insurance coverage costs for employees traveling by air *are not* reimbursable.

4. Personal Automobile vs. Air Travel

A traveler may choose to use a personal vehicle instead of flying; however, reimbursement will be limited to the lower amount of either the mileage reimbursement or the lowest available flight cost. When a personal vehicle is used under these circumstances, the following expenses will not be reimbursed unless there is a medical need.

*Exceptions may be granted in cases of reasonable accommodation or medical issue, please contact HR.

1. Lodging and meal expenses while driving to and returning from the destination, over and above those required when flying.
2. Tolls and other miscellaneous expenses incurred while driving.
3. Any *estimated* expenses that may have been incurred if the traveler traveled by air:
 - mileage to and from the airport
 - Transportation fares, such as Uber, Lyft, or Taxi
 - airport parking

*Note: An employee's time, in excess of getting to and from the destination by air, must be taken as vacation.

6. Traveling to Chicago

Employees traveling to Chicago currently have the option to drive or fly from Eau Claire. A number of factors should be considered, including the length of the trip, the number of hotel nights, parking, the cost of plane tickets versus mileage, and the logistics of driving in Chicago.

Considering these factors means the preferred travel method may vary from employee to employee. If sufficient justification is provided and the cost difference is not more than \$225, the employee does not necessarily have to choose the least expensive method of transportation. If the cost difference between the employee's preferred travel and the other method exceeds \$225, the employee's reimbursement will be limited to the City's lowest cost plus \$225. Employees are expected to use the most cost-effective travel method.

7. Travel Time / Standard Travel Distance

This table is used to estimate meal allowances and handle payroll calculations. Travel time will generally be calculated at 50 mph, including rest stops, refueling, and other delays. Employees should explain any travel time that exceeds this Estimated Travel Time Standard.

Destination City	State	Miles One- Way	Hours each way @ 50 mph
Appleton	WI	176	3.5

Barron	WI	55	1.1
Black River Falls	WI	50	1.0
Chippewa Falls	WI	14	0.3
Fond du Lac	WI	192	3.8
Ft. McCoy	WI	80	1.6
Green Bay	WI	193	3.9
Green Lake	WI	163	3.3
Hudson	WI	66	1.3
Janesville	WI	211	4.2
Kenosha	WI	269	5.4
La Crosse	WI	84	1.7
Madison	WI	176	3.5
Manitowoc	WI	221	4.4
Menomonie	WI	24	0.4
Milwaukee	WI	238	4.8
Oshkosh	WI	177	3.5
Rice Lake	WI	59	1.2
River Falls	WI	65	1.3
Sheboygan	WI	229	4.5
Stevens Point	WI	110	2.2
Superior	WI	152	3.0
Tomah	WI	81	1.6
Waukesha	WI	231	4.6
Waupaca	WI	137	2.7
Wausau	WI	100	2.0
Wisconsin Dells	WI	124	2.5
Wisconsin Rapids	WI	97	1.9
Chicago	IL	314	6.3
Bloomington	MN	98	2.0
Duluth	MN	155	3.1
Minneapolis	MN	92	1.8
St. Paul	MN	82	1.6

***Mileage is the shortest distance from city center to city center via State & Federal highways.** If mileage is not listed on this table, it will be calculated using the “MapQuest” website, with 203 South Farwell, Eau Claire 54701 as the beginning address.

B. Lodging

Overnight lodging is generally reimbursed when a training session begins at a time that would require an employee to leave the City before 6:00 a.m. to reach their destination for the first session or to return home after 10:00 p.m., as indicated by the Travel Timetable on page 7.

Employees should stay in a comfortable room at a good commercial hotel at a reasonable rate for that community.

- Government rates are available at most hotels. Employees should inquire about these special rates before asking about or accepting an “event” rate.
- Lodging for government functions may be tax-exempt. Notice must be given to the hotel when making reservations. The hotel may require some government identification and/or pre-payment for lodging. Sales and room taxes are generally not charged for lodging in Wisconsin. The City’s Wisconsin tax-exempt # is 39-6005436. A tax-exempt letter can be accessed with this link: [\Tax Exempt letter.docx](#). Out-of-state hotels generally charge all taxes, ask about the amount of tax that will be charged, and include it with the cost of the room.
- To pre-pay lodging, check the appropriate box on the travel statement and indicate the required amount and the hotel room confirmation number, if available.
- All hotel room charges will be reimbursed at actual cost for a standard single room. Employees should observe hotel checkout hours to avoid a charge for the day of departure. An employee required to stay in one location for an extended period is expected to find lodging at weekly and/or monthly rates.
- An original hotel receipt must be obtained upon checkout and include the dates of the stay and all hotel charges, even if the hotel has been prepaid. A copy of your credit card receipt is not adequate support.
- An exception to the 6:00 a.m. rule may be made for inclement weather based on weather reports one day before the day of travel.
- An exception to the 6:00 a.m. rule may also be made when training extends for two or more days, and the round-trip travel time is more than two hours. In those cases, the employee may qualify for overnight lodging reimbursement.
- Other special circumstances may warrant an overnight stay if requested and approved by the Department Director. Please provide a written explanation.

C. Registration

Pre-registration is usually required for training. The employee may make reservations by phone, or internet and follow through with a travel statement requesting payment if needed. Attach a completed registration form to the travel statement. A check will be generated and sent with the registration when applicable. If registering online and paying by credit card, attach a printout of the registration to the Travel Statement.

D. Meal Allowance

- Do not use your City credit card for meals. There is a \$10.00 per transaction fee.

- Reimbursements for out-of-town meals are allowable under the following conditions. Meal expenses are reimbursed according to per diem rates. Receipts are not necessary, as reimbursements will not surpass the applicable per diem. The meal allowance, covering tax and tips, varies by location and travel times. Effective January 1, 2026, the rates are:

Meal	Leave Before	Return After	Per Diem Amount
Breakfast *	7:00 am	n/a	12.00
Lunch	10:30 am	1:30 pm	18.00
Dinner	5:00 pm	6:00 pm	28.00
Total			\$58.00

- Reimbursements for meals are considered taxable wages unless the travel includes an overnight stay.
- Meals included in the cost of lodging or registration will replace the *normal meal costs*. However, a continental breakfast provided at a seminar or by the hotel will not reduce the meal allowance. Exceptions if special dietary restrictions are not met.
- Generally, employees may not accept meals or other gratuities from vendors or persons having business interests with the City. However, when employees attend a national conference or an equivalent event where vendors sponsor extracurricular activities, then employees may participate if the event is open to all attendees regardless of their customer affiliation. If employees wish to attend private vendor functions, they must reimburse the vendor for all costs of meals and entertainment. The City does not reimburse entertainment expenses.
- There is no reimbursement for meals when attending training in the local area which is defined as the City of Eau Claire and any contiguous city, town, or village, specifically, The City of Altoona, Town of Seymour, Town of Washington, Township of Brunswick, Town of Union, Town of Wheaton, and the Village of Hallie unless the cost of the meal is included in the registration fee or when it is required that a meeting be held during lunch. Such a business luncheon will be an authorized expenditure if it involves individuals on City business and meeting at another time is not practical.

E. Miscellaneous Expenses (Receipts are required for reimbursement)

1. Parking

Parking is an allowable expense under the following:

- Overnight parking at hotel stops: Every effort should be made to obtain free parking. The least expensive parking option available at the site should be utilized whenever possible, (i.e., self-parking rather than valet but not at the risk of your safety).
- Airport Parking: On-site parking is allowed at the Minneapolis airport.

- Other Parking: Other parking charges incurred while on official business outside Eau Claire will be reimbursed upon presentation of receipts.

2. Shuttle Service

Shuttle service to and from the Minneapolis airport is available through Chippewa Valley Airport Service (715-830-9400/www.chippewavalleyairport service.com). This service may be used in lieu of driving to Minneapolis and parking whenever possible. A reimbursement for gratuities up to \$5 per shuttle ride is allowed, and a receipt will not be required.

3. Gratuities & Tips

Gratuities to hotel employees will be reimbursed in an amount not to exceed \$15 for each stay at a hotel. This would include up to \$5 for housekeeping and up to \$5 each way for transporting baggage.

4. Taxi, Uber, & Lyft Service

Taxi or ride share service from the hotel to the conference site is an allowable expense if no shuttle is available or if it is less expensive than the shuttle for the number of employees traveling. Every attempt should be made to find the most cost-effective method, taking the number of travelers into consideration. A reimbursement for gratuities up to \$5 per ride is allowed, and a receipt will not be required.

III. REIMBURSEMENT TO OUTSIDE REVIEWERS / AGENCIES

On occasion, the Police and Fire Departments, along with other departments, have requested professionals from other governmental agencies to review and evaluate tests for promotion and to provide specialized training.

Reimbursement is provided to outside agencies as follows, unless otherwise determined by contractual agreement:

Lodging - Actual cost of lodging at a single rate

Travel - Actual airfare or IRS rate for actual mileage.

Meals - Reimbursed at the standard per diem rate or actual cost based on receipts.

Note: Subject to prior approval by the City Manager

IV. REIMBURSEMENT FROM OUTSIDE AGENCIES

If the City pays any portion of the expenses (wages and benefits) the employee is subject to the City's travel policies. Travel and training that is 100% funded from an outside agency is **NOT** exempt from the City's travel policy, but **MAY** be allowed a rate of reimbursement that differs from CEC guidelines. The employee must comply with the City's travel reporting requirements. All travel and training expenses, including travel advances, must be paid by the sponsoring agency. A copy of the reimbursement form sent to the outside agency must be attached to the City Travel Statement. Any reimbursement to the employee should be directed to the City of Eau Claire.

V. TRAVEL ADVANCES

Travel advances may be requested. Contact Accounting for details.

Travel advances will be paid through payroll on the closest pay date of request.

VI. TRAINING SESSIONS - LONGER THAN ONE WEEK

When attending a school or training session lasting more than one week, an employee may return home on weekends and be reimbursed for mileage if the round-trip cost is equal to or less than the cost of food and lodging at the meeting location.

For long-term training sessions or schools lasting more than ten weeks, if the employee has not been able to return on weekends, they will be allowed one interim round-trip airfare or mileage to Eau Claire and back to school. A copy of the airline ticket must be submitted with the travel statement.

The City will reimburse required school fees, school supplies, class dues, range and gym equipment rental, and association dues. The employee must submit receipts for all of the above.

While attending training for longer than ten days, employees will be allowed \$2 per day for incidental expenses to cover items such as laundry and dry cleaning. This incidental per diem will also cover transportation expenses at the school and miscellaneous travel on weekends or holidays while attending the school.

VII. VEHICLE RENTAL WHEN YOU FLY

Normally, employees do not use rental cars when traveling by air; however, when transportation is required at the destination and public transportation is inconvenient and time-consuming, a rental car may be used. An explanation of the circumstances should be included with the travel voucher. A rental car should be evaluated against other modes of transportation. Often, extensive travel at the destination can be more cost-effective with a rental car than multiple taxi fares. This is especially true if several employees are involved.

Hertz and Enterprise are the City's preferred rental car vendors due to their participation in the State contract, under which liability, comprehensive, and collision coverage are provided.

If Hertz or Enterprise is unavailable, employees may rent from an alternate vendor; however, an insurance damage waiver providing comprehensive and collision coverage with a \$100 deductible is an allowable expense.

Medical expenses and workers' compensation coverage incurred while traveling on official City business are typically covered under the employee's personal health insurance and the City's Workers' Compensation program.

Any additional or optional insurance coverage purchased beyond what is described above shall be considered a personal expense and will not be reimbursed.

Employees should keep the following guidelines in mind when renting a vehicle:

1. Standards of Conduct During Travel

Employees must adhere to company policies, maintain professional conduct, and comply with all local, state, and federal laws while traveling for work. It's crucial that personal activities are kept separate from business obligations during travel.

2. Definition of "Outside the Course and Scope of Employment Actions considered include, but are not limited to:

- Personal detours, errands, or activities unrelated to official business.
- Misconduct, including illegal activity, reckless behavior, or other actions in violation of company policies.
- Any activity that does not further the business interests of the company.

3. Employee Responsibility for Damages

Employees are personally responsible for any damages to property, vehicles, accommodations, or injury to third parties caused by actions that fall outside the course and scope of employment. For example, damage to a hotel room during personal use, accidents in rental vehicles occurring while using the vehicle for personal errands, or fines incurred during unlawful activities not associated with company business.

4. Investigation and Recovery Procedure

The City will conduct an investigation if there is suspicion or evidence that damages occurred outside of employment duties. If it is determined that the employee was acting outside the course and scope of employment, the employee may be required to reimburse the City for losses or pay third parties directly. Reimbursement may be sought through payroll deduction or other methods, to the extent permitted by law.

5. Insurance Limitations

Employees should be aware that company insurance policies may not cover damages or liability resulting from personal activities or policy violations during business travel.

VIII. TRAVELING WITH A COMPANION

An employee traveling on official City business may travel with companions, except when renting a car or taking a city vehicle. However, travel expenses incurred by, or because of, the companions will not be reimbursed. For example, if an employee chooses to drive a personal

vehicle to accommodate companions, their reimbursement will be based on the lowest available public transportation cost.

No expenses of the companions should be charged to the City.

Any charges due to additional occupants will be the employee's responsibility.

IX. COMPENSATION FOR TRAINING & TRAVELING

A. Exempt Employees

Exempt employees are paid their regular salary for travel and training related to City business. No salary adjustment for training and travel time may occur outside of their normal working hours.

Any exceptions to the travel and training policy for exempt employees must be approved by the City Manager and be on file in the Human Resources and Finance Departments.

B. Non-exempt Employees

Non-exempt employees will be compensated for hours actually in training sessions and for travel time. Any social, "networking," or other extracurricular hours will not be compensated.

Mealtimes will not be compensated during travel or training, unless the meals are included in actual training sessions. Driving time will generally be calculated based on the standard miles as described in Section II A. 5.

C. Additional Travel Provisions

1. Non-exempt employees who choose to drive their personal vehicles rather than use other means of public transportation will be compensated, if applicable, based on the transportation that results in the least amount of compensable time.
2. The travel statements, when submitted for approval, must include accurate calculations of the additional straight time and/or overtime that will be incurred due to the travel and training.
3. The hours of travel and training reported on the employees' timesheets must match those on the travel statements or be supported by explanations for any differences.
4. These provisions supersede any training arrangements that are not in compliance with the Fair Labor Standards Act.
5. Departments should use flextime within the standard work week to minimize overtime for travel.

X. REPORTING TRAVEL ON TIMESHEETS

Qualifying travel and training time is recorded on the time sheet as follows:

<u>Description</u>	<u>Code Type</u>
Training away from the normal work location	350 Training
Police in-service training	350 Training
Local out-of-town meeting (attendance is required)	100 Regular Hours
In-house training	100 Regular Hours
Police investigation out-of-town	100 Regular Hour

L.E. Phillips Memorial Public Library

PROCEDURE

TITLE: Travel

EFFECTIVE DATE:

REVISED BY: Kimberly Hennings

DATE OF REVIEW:

Staff Travel & Training Procedure

Purpose

The Library supports employee training, conferences, seminars, and professional development. Employees are reimbursed for reasonable, necessary travel expenses incurred while conducting approved Library business.

Please refer to **City of Eau Claire Travel/Training Policy** for more detailed information

Before You Travel

1. Obtain Approval

Complete a **Training/Travel Statement** before any travel outside Eau Claire and surrounding municipalities.

Attach:

- Conference/training brochure or agenda
- Dates, times, and location
- Information on meals included with registration

Approval routing:

1. Administrative & Human Resources Coordinator
2. Supervisor
3. Deputy Director (under \$500 total cost) or Director (\$500+)

2. Use Library Purchasing Methods

- The Library procurement card is the preferred payment method when approved in advance.
- Personal charges on Library cards are prohibited.
- Keep detailed receipts for all purchases.

During Travel

Transportation

Preferred option: Library rental vehicle when practical.

If using a personal vehicle:

- Reimbursement is the lower of:
 - IRS mileage rate, or
 - Rental-equivalent calculation
- No separate reimbursement for fuel or maintenance.
- Personal auto insurance documentation must be on file.

Air travel:

- Generally considered for trips over 400 miles.
- Must be coordinated through the Administrative & Human Resources Coordinator.
- Reimbursement is limited to the lowest reasonable airfare.

Lodging

Overnight lodging is generally allowed when:

- Travel would require departure before 6:00 a.m., or
- Return home would be after 10:00 p.m.

Lodging should:

- Be a standard single room
- Not exceed GSA per diem lodging rates unless approved in advance
- Be supported with the original hotel receipt.

Meals

Meals are reimbursed using GSA per diem rates (receipts not required).

Eligibility generally includes:

- Breakfast: depart before 7:00 a.m.
- Lunch: leave before 10:30 a.m. or return after 1:30 p.m.
- Dinner: return after 6:00 p.m. or depart before 5:00 p.m.

Meals included in registration or lodging are not reimbursable. Local-area training normally does not qualify for meal reimbursement.

Other Reimbursable Expenses

With receipts, employees may be reimbursed for:

- Parking
- Shuttle transportation
- Taxi/rideshare (when economical)
- Business-related phone charges
- Approved internet access
- Highway tolls
- Limited portage/gratuities (up to policy limits)

After You Return

Submit Documentation Within 10 Working Days

Complete and submit the Training/Travel Statement, even if:

- Travel was cancelled, or
- No reimbursement is due.

Include:

- Actual departure and return times
- Actual expenses
- Required receipts
- Employee signature

Required receipts include:

- Hotels
- Airfare
- Parking
- Shuttle/taxi/rideshare
- Registration and other travel expenses

Meal receipts are not required.

Reimbursement

- Reimbursements are paid through payroll.
- Delayed submissions may create tax consequences.
- Meal reimbursements for travel without an overnight stay are taxable income.

Important Reminders

- Travel with companions is allowed, but the Library does not pay companion expenses.
- Do not use Library-funded travel resources for personal business.
- Non-exempt employees must record approved travel and training time as **Code 100** on timesheets.
- Questions should be directed to the Administrative & Human Resources Coordinator before making travel arrangements.



L.E. Phillips Memorial
Public Library

Number: 13
Category: Administration

Policy Title: TRAVEL
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Date amended: 01/19/90; 02/15/91; 03/20/92; 05/20/95; 02/17/95; 02/16/96;
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INTRODUCTION

Professional staff development is an essential part of the Library's commitment to excellence. Staff development may occur through in-house training programs, seminars, state and national conferences, and meetings of professional organizations. These programs are offered to encourage staff and management to remain current in their respective professional disciplines. Division Heads should encourage employees to attend training sessions that will enhance employee skills and improve operations.

When attending a conference, seminar or meeting on official Library business, employees are expected to conduct themselves in a manner becoming of a Library employee and follow the Library's Code of Ethics.

The POLICY ON TRAVEL has four goals:

- To fairly reimburse employees, in a timely, efficient manner, for actual, necessary, and reasonable itemized travel costs that were incurred while on official, authorized Library business.
- To maintain appropriate internal controls to insure compliance with federal, state, and local laws.
- To maintain the status of an "accountable plan" under IRS regulations in order to minimize the tax impact for employees.
- To define standards for reimbursement of eligible expenses and procedures for processing expense claims.

The following sections identify the procedures that have been established to achieve these goals.

OVERVIEW

TRAVEL/TRAINING AUTHORIZATION

A signed *Training/Travel Statement* form is required whenever an employee intends to travel outside the City of Eau Claire and adjacent municipalities to attend training. The Administrative & Purchasing Coordinator will review all expenses projected on the *Training/Travel Statement* form for conformity to this policy.

It is the individual's responsibility, with the help of the Administrative & Purchasing Coordinator, to prepare the *Training/Travel Statement* form and submit it for approval prior to the date of travel.

It is the responsibility of the employee's direct supervisor and Library Director and/or Deputy Director to review the *Training/Travel Statement* form. By signing it, the supervisor and Director or Deputy Director are stating that the travel/training is necessary, meets the criteria of this policy and is an appropriate charge against the Library's operating budget.

This form should be routed, in order, to:

- Administrative & Purchasing Coordinator
- Employee's Supervisor
- Deputy Director (for total expenses less than \$500), or Director (for expenses totaling \$500 or more)

Allow ample time for routing if any prepayments for lodging or registration are required. The employee should make every effort to obtain early registration discounts. Payments are made on Friday if the completed form is received by the Administrative & Purchasing Coordinator by the preceding Wednesday at noon.

All information requested on the form must be filled in, or the form will be returned, unprocessed. In addition, complete conference or training brochures/schedules must be attached to the *Training/Travel Statement* form. The brochure information should include: actual place, dates, and times of the training, conference, convention or seminar, and breakdown for any meals that are included in the registration fee.

If the training involves registration only, all attendees may be combined on one *Training/Travel Statement* form by attaching a list of attendees. If the training involves meals, mileage, hotels, etc., a separate form must be prepared for each attendee.

A *Training/Travel Statement* form approved for one person cannot be transferred to another person.

Detailed instructions for travel reimbursement are included in the following sections.

Procurement Card Use:

The Library's procurement card is the preferred method of payment for travel expenses under the following conditions:

- A *Training/Travel Statement* form has been approved prior to charges made on card.
- All procurement card procedures are followed.

- When a Library procurement card is used for a travel expense, a detailed receipt should be attached to both the *Training/Travel Statement* form and the procurement card statement.
- Personal charges to Library procurement cards are not allowed. If personal charges are incurred and paid with a procurement card, the employee will reimburse the Library an additional \$10 for each personal expense charged to the procurement card.

TRAVEL/TRAINING REIMBURSEMENTS

Employees should record their actual travel times and expenses on the *Training/Travel Statement* form after completion of the event and submit the completed form to their supervisor, within 10 working days. All *Training/Travel Statement* forms must be completed and returned, even if there is no amount due, or if the travel is cancelled.

- Record actual date and time of departure and return (Note: If your travel plans include personal travel as well as professional, you will need to note this on the *Training/Travel Statement* in the “notes” section on the back of the form.)
- Record actual expenses paid by the employee with the exception of meals which will be reimbursed at the current General Services Administration (GSA) per diem rates.
- Sign and date the form.

Detailed receipts for travel expenses paid directly by the employee and for charges made on a Library procurement card **MUST BE ATTACHED** to the *Training/Travel Statement* form with the exception of gas receipts when employee is using their personal vehicle (gas receipts are still required for rental vehicles) and meals. Examples of these detailed receipts include parking; shuttle or taxi services; hotel receipts; bus, train, or plane ticket receipts; and so on. Employees will **NOT** be reimbursed without copies of such receipts.

Every effort should be made to reconcile travel statements within 10 working days of your return to avoid employee income tax liability for payments made to, or on behalf of the employee. If the travel does not require an overnight stay, any meal reimbursement will be considered taxable income. This will be listed on your paycheck stub.

Travel reimbursements will be paid through payroll, listed as “Travel Reimb/Advance (No Tax)” on your check stub.

This policy automatically updates whenever there are changes in the IRS standard mileage rate, GSA per diem rates, the City of Eau Claire fuel rate or rental vehicle rate.

SPECIFIC INFORMATION

TRANSPORTATION METHODS

Local Rental Vehicle

The Library encourages travelers to use a rental vehicle. A rental agreement is negotiated with a local dealer. Administrative & Purchasing Coordinator will make all arrangements with the rental agency, letting the company know that the rental is under City contract and it must be paid for with a Library procurement card.

The preferred rental vehicle is a standard/mid-size car. Advance approval is necessary to upgrade to a larger car or van.

Rental vehicles are not to be used for personal business under any circumstances except an emergency. This means that rental vehicles may not be used for errands or to extend the travel for personal business or a vacation. Family members or companions are not allowed to drive or ride in a rental vehicle. This reflects contract terms that provide the lowest rate possible to the Library.

Rental options such as insurance, fuel fill, GPS, satellite radio, and toll pass waiver should be declined. Volunteers are not included in this contract.

The gas tank of the rental vehicle should be full when it is returned. If the rental vehicle does not have a full tank of gas when returned, the employee will be responsible for the cost of the gas over and above what the gas would have cost if the employee had filled up the tank at a gas station. Employees will be reimbursed for gas by attaching detailed receipts, indicating the number of gallons purchased and the price per gallon paid, to the *Training/Travel Statement*.

Personal Automobile

The use of personal automobiles for out-of-town travel is generally limited to trips of a short distance, in situations where other modes of transportation result in excessive time, or when use of an airline or rental vehicle is not practical.

If an employee chooses to use a personal vehicle instead of a rental vehicle, the reimbursement rate used will be the lower of the rental equivalent or the current IRS mileage reimbursement rate. No additional payment will be made for fuel, maintenance, etc.

All Library employees and volunteers who use a non-library vehicle for Library purposes must carry the required minimum personal insurance on that vehicle, provide proof of that insurance to the Administrative & HR Coordinator, and sign and submit a *Personal Automobile Insurance Acknowledgment* form to the Administrative & HR Coordinator prior to receiving Library authorization or reimbursement for such use.

No mileage reimbursement will be made for local area training. The local area is defined as the City of Eau Claire and any contiguous city, town, or village, specifically, The City of Altoona, Town of Seymour, Town of Washington, Town of Brunswick, Town of Union, Town of Wheaton, and the Village of Hallie.

Rental equivalent calculation:

The rental equivalent rate combines the daily car rental fee with an allowance for gas. The car rental fee is determined by the City's contract with the rental agency.

The gas allowance assumes 28 mpg at a cost per gallon that is adjusted each January and July. Please see the Appendix for an example of the rental equivalent calculation.

Mileage reimbursement is limited to one vehicle per four people when traveling to the same conference or training session and it is practical for all attendees to travel at one time. Vacations or other personal reasons for separate travel are not considered as a basis for additional reimbursements. Exceptions require Library Director authorization.

The calculation does not include mileage for picking up passengers or driving them to their homes.

When calculating mileage for the use of a personal vehicle, the employee should travel by the most direct route. Any person traveling by another route without justification will assume any additional expense.

If an employee combines personal travel with a business trip, reimbursements for travel expenses and meals will be based on estimated distance and time for the business portion only and will not include any portion of the personal travel. A rental vehicle cannot be used if personal travel is included.

The allowance for the use of a personal vehicle should not exceed the lowest cost of the most practical means of transportation to the training site. For example, the maximum payment for travel to and from the Minneapolis airport will not exceed the cost of a round trip shuttle.

If an employee uses a personal vehicle and the vehicle breaks down while the employee is out of town, any additional cost (motel & meals, etc.) will not be covered by the Library. If a rental vehicle is used, the Library will incur the additional costs due to a breakdown and bill the costs back to the rental agency.

Air Travel

Air travel is generally an optional method of travel for trips over 400 miles. All air travel must be booked through the Administrative & Purchasing Coordinator, who will make a summary of cost effectiveness. Reimbursement for air travel is limited to the lowest class reasonably available. Some airlines offer reduced fares which require a Saturday night stay. In that case, the employee has the option of doing so, provided the cost of the flight plus the additional cost of food and lodging do not exceed the regular airfare. An employee may exercise this option if there is not a loss of working days, or if the additional days required are taken as vacation leave.

The passenger coupon of the airline ticket should be attached to the travel voucher. (See the example in the Appendix.) If the flight is booked online, a copy of the web page indicating the flight charges should be attached to the reimbursement form. Insurance coverage costs for employees traveling by air are not reimbursable.

Personal Automobile vs. Air Travel

A traveler has the option of using a personal auto rather than flying. However, the lower

of mileage or the lowest flight rate will be reimbursed. When an auto is taken in this circumstance, the following costs will not be reimbursed:

- Lodging, and meal expenses while driving to and returning from the destination over and above that required when flying.
- Tolls and other miscellaneous expenses incurred while driving.
- Any estimated expenses that may have been incurred if the traveler traveled by air:
 - mileage to and from airport
 - in-town cab fares
 - airport parking

*Note: An employee's time, in excess of getting to and from the destination by air, must be taken as vacation leave.

Alternative Travel Arrangements

When two or more employees are traveling to the same destination (in excess of 400 miles) and one chooses to fly while the others drive, reimbursement is limited to the lower of:

- Total cost of airfare (at lowest cost) times the number of employees.
- Round trip miles times the current mileage rate (based on one trip per each four employees).

The traveler(s) wishing to fly will be reimbursed for their airfare. The remaining allowable amount will be available for auto expense.

Lodging, meals and miscellaneous expenses incurred while driving to and from the destination will not be reimbursed.

*Note: An employees' time, in excess of that required in getting to and from the destination by air, must be taken as vacation leave.

Traveling to Chicago

Employees traveling to the Chicago area currently have a travel option of driving from Eau Claire, driving to Tomah and then taking the train, or driving to Minneapolis and then taking the Mega Bus. There are a number of factors to be considered including: length of trip, number of hotel nights, number of people traveling to the same training, parking, cost of plane ticket vs. cost of rental equivalent, and the logistics of driving in Chicago.

Consideration of these factors means the preferred method of travel may vary with each situation. If sufficient justification is provided, the employee does not necessarily have to choose the least expensive method of transportation. If the cost difference between the employee's preferred travel and the other method exceeds \$150, the employee's reimbursement will be limited to the Library's lowest cost plus \$150.

Travel Time / Standard Travel Distance

The Travel Time/Standard Travel Distance table (see Appendix) is used for estimating meal allowances and for payroll purposes. Travel time will generally be estimated on the basis of 50 mph, in order to allow for rest stops, refueling, etc.

Mileage is the shortest distance from city center to city center via State & Federal

highways. If mileage is not listed on this table, it will be calculated using a mapping website, such as Google Maps or MapQuest. with Eau Claire 54701 as the beginning address.

LODGING

Overnight lodging is generally reimbursed when a training session begins at a time that would require an employee to leave the City prior to 6:00 a.m. to reach their destination allowing ample time for registration and locating the first session or to return home after 10:00 p.m. based on the Travel Time Table shown on previous pages. Employees should stay in a comfortable room at a good commercial hotel that does not exceed the current General Services Administration (GSA) per diem rates for that community.

The general rules for sharing a room are as follows:

- 1) The Library does not require employees traveling to the same training/meeting to room together. Rooming with other staff members is optional; however, approval of trainings/meetings where staff chooses not to room together will depend on Library budgetary constraints.
- 2) The Library requires that rooms be limited to the lowest price room available for a standard single rate.
- 3) If you choose to bring a guest, you will be required to pay for any additional charges assessed for the guest.

The maximum hotel rate is established by GSA. Any exception must be approved in advance by the Library Director.

Lodging for government functions may be tax exempt. Notice must be given to the hotel when making reservations. The hotel may require some type of government identification, a copy of our tax-exempt certificate and/or pre-payment of lodging. Sales and room taxes are generally not reimbursed for lodging in Wisconsin as the Library is part of a tax-exempt municipality.

Hotel/motel room charges will be reimbursed at actual cost for a standard single room. Employees should observe hotel checkout hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at weekly and/or monthly rates.

An original hotel receipt must be obtained upon checkout and include the dates of the stay and all hotel charges, even if the hotel has been pre-paid. A photocopy of the receipt, a hotel statement, or a copy of your credit card receipt is **not** adequate support for reimbursement.

An exception to the 6:00 a.m. rule may be made for inclement weather based on weather reports one day prior to the day of travel.

An exception to the 6:00 a.m. rule may also be made when training extends for two or more days, and the round-trip travel time is more than two hours. In those cases, the employee may qualify for overnight lodging reimbursement.

Other special circumstances may warrant an overnight stay, but must be requested in advance and approved by the Library Director.

REGISTRATION

Pre-registration is usually required for training, and paid directly by the Library on the employee's behalf. In cases where the employee registered themselves, a completed enrollment form must be attached to the *Training/Travel Statement* form.

MEAL ALLOWANCE

Reimbursements for out-of-town meals are allowable under the following conditions:

24%	Breakfast:	The employee is required to leave home before 7:00 a.m., based on the standard travel time estimate.
30%	Lunch:	The employee must leave their work area before 10:30 a.m. or return after 1:30 p.m.
46%	Dinner:	The employee's expected return time, using the standard travel time estimate, is after 6:00 p.m., or the employee leaves before 5:00 p.m. en route to training.

Per Diem amounts

Meal expense is reimbursed per diem according to the GSA. The website address for GSA is <http://www.gsa.gov>.

Receipts are not required since the reimbursement will not exceed the applicable per diem rate. The applicable per diem meal allowance, including tax and tips, is based on location and travel times. An employee may qualify for a locale's rate for one meal and another locale's rate for a different meal.

- Reimbursements for meals are considered taxable wages unless the travel includes an overnight stay.
- Meals that are included in the cost of lodging or registration will be substituted for normal meal costs. However, a continental breakfast provided at a seminar or by the hotel will not reduce the meal allowance.

Generally, employees may not accept meals or other gratuities from vendors or persons having business interests with the Library. However, if employees attend a national conference, or equivalent, where vendors sponsor extracurricular functions, the employees may participate if the event is open to all attendees regardless of their customer affiliation. If employees wish to attend private vendor functions, the employees must reimburse the vendor for all costs of meals and entertainment. The Library does not reimburse entertainment expenses.

There is no reimbursement for meals when attending training in the local area which is defined as the City of Eau Claire and any contiguous city, town, or village, specifically, The City of Altoona, Town of Seymour, Town of Washington, Township of Brunswick, Town of Union, Town of Wheaton, and the Village of Hallie unless the cost of the meal is included in the registration fee or when it is required that a meeting be held during lunch. Such a business luncheon will be an authorized expenditure if it is a meeting with individuals on Library business and it is not practical to meet at another time. This does

not include division staff meetings or other meetings with only Library employees in attendance unless specifically approved by the Library Director.

MISCELLANEOUS EXPENSES (REQUIRED FOR REIMBURSEMENT)

Parking

Parking is an allowable expense under the following:

Overnight Parking at Hotel Stops: every effort should be made to obtain free parking. If the traveler fails to obtain available free parking, the parking charge will not be reimbursed. The least expensive parking option available at the site should be utilized, (i.e., self-parking rather than valet).

Airport Parking: on-site parking at the Minneapolis airport is quite expensive. When more than two days parking is required, every effort should be made to obtain off-site parking. Several off-airport lots are available.

Other Parking: other parking charges incurred while on official business outside Eau Claire will be reimbursed upon presentation of receipts.

Parking and other mileage reimbursements will not exceed the cost of round-trip shuttle service for the number of employees traveling.

Shuttle Service

Shuttle service to and from the Minneapolis airport is available through Groome Transportation (www.groometransportation.com). (This service should be used in lieu of driving to Minneapolis and parking whenever possible.

Telephone Calls

Telephone calls are reimbursed if necessary for official business. Date, place and phone number must be on hotel bill, or a statement attached to the *Training/Travel Statement* form giving date, place, person called and nature of business required.

Cell Phone Charges

Generally, charges on personal cell phones while traveling will not be reimbursed. If an employee incurs an unusual expense, he/she may submit a copy of his/her cell phone bill showing the time used and a calculation of the cost, if it is not indicated on the bill.

Porterage

Necessary gratuities to hotel employees will be reimbursed. These may not exceed \$10 for each stay at a hotel. All other tips and fees to porters, bellboys, maids, etc., will not be reimbursed.

Taxi Service

Taxi or ride share service from the hotel to the conference site is an allowable expense if no shuttle is available or is less than the cost of the shuttle for the number of employees travelling. Every attempt should be made to seek the lowest cost method, taking the number of travelers into consideration. Tips/gratuities should not exceed 15% of the fare.

Internet Service

Internet service charges are approved for reimbursement only in cases authorized

in advance by the Library Director for work related purposes.

Tolls

Highway tolls are reimbursable when accompanied by a receipt.

REIMBURSEMENT FROM OUTSIDE AGENCIES

Travel and training that is completely reimbursed by another governmental agency is exempt from the Library's travel policy, with the understanding that the employee will comply with the reporting requirements of the agency. Since the Library will pay the employee's time if the travel and training are related to Library business, the employee must submit a *Training/Travel Statement* form, with the required approvals. All travel and training expenses, including travel advances, must be paid by the sponsoring agency. If the Library pays any portion of the expenses, other than wages and benefits, the employee is subject to the Library's travel policy. A copy of the reimbursement form sent to the outside agency must be attached to the Library's *Training/Travel Statement*.

TRAVEL ADVANCES

Travel advances are available to the traveler by indicating the amount requested on the *Training/Travel Statement* form. The advance should not exceed estimated out-of-pocket expenses and will be made only for amounts of \$100 or more. All travel advances will be paid through the payroll system on the closest pay date to the date of travel.

Travel advances are the responsibility of the employee. If a theft or other disappearance of this money occurs, it is the employee's responsibility. Travel advances are based on the estimated dates and times indicated on the form. Actual dates and times will be used to calculate reimbursable expenses when the *Training/Travel Statement* form is reconciled.

VEHICLE RENTAL WHEN TRAVELING BY AIR

Normally, employees will not use rental cars when traveling by air; however, when transportation is required at the destination, and public transportation is inconvenient and costly in time, a rental car may be used. An explanation of the circumstances should be included with the *Training/Travel Statement* form. A rental car should be evaluated against other modes of transportation. Many times, extensive travel at the destination can be done at less cost by a rental car rather than multiple taxi fares. This is especially true if a number of employees are involved.

An insurance option providing collision coverage with a \$100 deductible clause is an allowable expense. Rental companies also offer personal accident insurance (death and dismemberment). This option is covered under group health insurance policies for employees that are covered under the Library's health insurance plan and is under Workmen's Compensation while traveling on official business for the Library. If additional coverage is purchased, it will be considered a personal expense and will not be reimbursed.

TRAVELING WITH A COMPANION

An employee who is on official Library business may travel with companions. However, travel expenses incurred by, or because of, the companions will not be reimbursed. For example, if an employee chooses to drive a personal vehicle in order to accommodate companions, their reimbursement will be based on the lowest cost public transportation available.

No expense of the companions should be charged to the Library, claimed as tax-exempt, or be eligible for any Library discount.

The cost of lodging to be reimbursed by the Library will be equal to the lowest priced room required for the number of employees traveling to the same training.

COMPENSATION FOR TRAINING & TRAVEL

Exempt Employees

Exempt employees are paid their regular salary for travel and training related to Library business. There is no salary adjustment for training and travel time that may occur outside of their normal working hours.

Any exceptions to the travel and training policy for exempt employees must be approved by the Library Director and kept on file in Administration.

Non-Exempt Employees

Non-exempt employees will be compensated for hours actually in training sessions and for travel time. Any social, "networking," or other extracurricular hours will not be compensated.

Though the Library compensates for meals while traveling to and from trainings, conferences, conventions, seminars or meetings out of the local area, meal break times will not be compensated during travel or training, unless the meals are included in actual training sessions. Driving time will generally be calculated on the basis of the standard miles as described previously in this policy.

These employees will use Code 100 on their timesheets for both the training and travel time. An example of paid travel time follows:

An employee travels for six hours on Day One. On Day Two, they attend class for eight hours; Day Three they attend class for six hours; and on Day Four, attend class for nine hours and travel for six hours. Actual hours each day are recorded on the time-sheet. Total time is 35 hours.

Employees have the option to take an additional number of hours of paid leave (vacation, floating holiday) to reach their usual number of hours per week when gone on travel.

ADDITIONAL TRAVEL PROVISIONS

Non-exempt employees who choose to drive their personal vehicles rather than use other means of public transportation will be compensated, if applicable, on the basis of the transportation that results in the least amount of compensable time.

The Request for Training/Travel Statement forms, when submitted for approval, must include accurate calculations of the additional straight time and/or overtime that will be incurred due to the travel and training.

The hours of travel and training reported on the employees' time sheets must match those on the Request for Training/Travel Statement form or be supported by explanations

for any differences.

These provisions supersede any training arrangements that are not in compliance with the Fair Labor Standards Act.

Divisions may use flex-time within the standard work week to minimize overtime for travel.

REPORTING TRAVEL ON TIMESHEETS

Qualifying travel and training time is recorded on the timesheet as Code 100.

APPENDIX

JANUARY 2021 RENTAL EQUIVALENT CALCULATION

IRS Rate	\$0.585*
Car Rental Fee	\$34.75 per day for the first 24.5 hour period, each additional hour after 24.5 add \$11.29 for each hour up to two hours then charge for an additional day (\$34.75)
Mileage Adjustment	29 mpg @ \$2.996* per gallon *to be adjusted January 1 st and July 1 st . Contact the Administrative offices for current rates.

Example 1:

Destination: Milwaukee (476 miles round trip)
Departure: 4/23 @ 1:00 pm
Return: 4/24 @ 4:00 pm

A) At the IRS Rate: (476 miles * \$0.585)	\$278.46
B) Rental Equivalent:	
Rental rate for one day plus two hours (\$34.75 + \$11.29 + \$11.29)	\$ 57.33
Mileage adjustment: (476 / 29 mpg * \$2.996/gal)	<u>\$ 49.20</u>
Total reimbursement	\$106.53

Example 2:

Destination: Milwaukee (476 miles round trip)
Departure: 4/23 @ 1:00 pm
Return: 4/24 @ 8:00 pm

A) At the IRS Rate: (476 miles * \$0.585)	\$278.46
B) Rental Equivalent:	
Rental rate for two days	\$ 68.20
Mileage adjustment: (476 / 29 mpg * \$2.996/gal)	<u>\$ 49.20</u>
Total reimbursement	\$117.40

In these examples, the rental equivalent is the amount that would be reimbursed for the personal use of a vehicle since it is lower than the IRS rate.

RESOURCE LIBRARY AGREEMENT

2027

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

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

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

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

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

1. LEPMPL shall serve as resource library for IFLS.

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

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

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

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

- b) Delivery

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

2. This agreement shall be in effect from January 1, 2027 to December 31, 2027.

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

President, LEPMPL Board of Trustees Date _____

President, IFLS Board of Trustees Date _____