



## PUBLIC NOTICE

Thursday, October 15, 2026

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

Join: [Teams Meeting](#)

## 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 17)
    - b) Financial Report (pg 29)
    - c) Statistical Report (pg 33)
- 4) Board President report/comments (Cheryl Contant)
  - A. Library Director Evaluation Process
- 5) Board Development
  - A. Collections Services presentation on library displays
  - B. Information on the process for amending the Strategic Plan (Nancy Kerr)
- 6) Consideration of New Business
  - A. 2027 Library Closings and Holidays (Nancy Kerr) (pg 34)
  - B. Potential reallocation of CIP funds (Nancy Kerr)
  - C. Consideration of changes to the Library Internet Policy (Kim Hennings) (pg 35)
  - D. Consideration of changes to the handbook section on employee rest periods (Kim Hennings) (pg 37)
- 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: **November 19, 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, September 17, 2026. The meeting was called to order at 5:02 p.m.**

**Board members present:** Caroline Akervik, Ann Brand, Cheryl Contant, Shelley Donnelly, Paul LaLiberte, James Martin, Charlie Schell, Amy Weiss

**Board members absent:** Nate Otto, Gary Pesicka

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

**CITIZEN COMMENTS**

None

**CONSENT AGENDA**

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

**BOARD PRESIDENT COMMENTS**

- The library had record-breaking numbers for youth summer reading with 2,359 participants
- The new library van is now purchased and in place and being put to good use
- Caroline Akervik will be our representative from the Eau Claire Area School District beginning in October. James has stepped down after many years of service to the board.

**BOARD DEVELOPMENT**

- The board read and discussed the article “Caught in the backlash over AI, book publishers face mounting questions”
- Kim shared the new organizational chart which reflects some division name changes as well as changes to reporting structure with several retirements in the last 6 month

**CONSIDERATION OF NEW BUSINESS**

- A. On a motion made by Shelley and seconded by Paul, the board unanimously approved the adoption of the city’s Travel policy as well as the Library Travel Procedure.
- B. On a motion made by Ann and seconded by Amy, the board unanimously approved the 2027 IFLS Resource Library Agreement.
- C. Nancy provided a budget update to the board. She is still waiting on final numbers. Building repairs continue to be much higher than anticipated, with spending averaging around \$60,000/year. Health insurance is projected to increase by 15% next year.

- D. James shared the charter document for the Board Resources Committee (aka Handbook Committee). Due to James' departure from the board, this committee will be chaired by Charlie with Cheryl and Shelley on the committee as well.

## **COMMITTEE REPORTS**

### **Friends of the Library – Ann Brand**

- The Friends are starting to plan fall programming which includes the popular annual train exhibit
- The Friends are working with the Eau Claire Community Foundation to plan future fundraising campaigns

### **IFLS – Paul LaLiberte**

- The Director review process was recently completed
- A new library director has been hired for the Colfax library
- IFLS is working on a bulk computer purchase
- The MORE evaluation process for the new ILS system is set to wrap up by the end of the year

## **DIRECTIVES TO THE LIBRARY BOARD**

- The board will provide an update in October on the work of the Endowment Committee

## **DIRECTIVES TO THE LIBRARY DIRECTOR**

- Nancy will provide an update on the Strategic Plan process

## **ADJOURNMENT**

On a motion made by Charlie and seconded by Shelley, the Board Meeting adjourned at 6:30 PM.



# ADMINISTRATIVE MEMORANDUM

**TO:** Library Board  
**FROM:** Barb Langreck, Administrative & HR Coordinator  
**DATE:** 10/08/2026  
**SUBJECT:** SEPTEMBER 2026 Bills & Claims Report Summary

Bills & Claims Report Summary – Month Ending Sept. 30, 2026

|                                                            |              |
|------------------------------------------------------------|--------------|
| Operating Expenditures for the month                       | \$392,660.88 |
| (includes supplemental bill & claims and p-card purchases) |              |
| CIP Expenditures for the month                             | \$ _____     |
| Total                                                      | \$392,660.88 |

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

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

1. Account 6112 Computer Service Charges
  - \$2,092.95 paid to TracSystems for Uniprint annual support and maintenance
2. Account 6130 Building Repairs
  - \$1,135.31 paid to Harris for installation of new card reader
3. Account 6150 Special Services
  - \$1,498.34 paid to TK Elevator for quarterly elevator preventive maintenance
4. Account 6402 Supplies
  - \$5,275 paid to Bayscan Technologies for RFID tags
5. Account 6490 Equipment Purchases
  - \$2,011.20 paid to CDW for Dell PC's
  - \$1,169.10 paid to CDW for HP LaserJet printer

**BILLS & CLAIMS - OPERATING**  
**Transactions Processed in September 2026**

| ENTERED                | EFFECTIVE  | OBJECT | AMOUNT              | ACCT NAME        | VENDOR                  | COMMENTS           |
|------------------------|------------|--------|---------------------|------------------|-------------------------|--------------------|
| 09/03/2026             | 09/04/2026 | 6010   | \$14,666.29         | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26 |
| 09/03/2026             | 09/04/2026 | 6010   | \$19,405.83         | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26 |
| 09/03/2026             | 09/04/2026 | 6010   | \$27,297.81         | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26 |
| 09/03/2026             | 09/04/2026 | 6010   | \$19,992.27         | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26 |
| 09/03/2026             | 09/04/2026 | 6010   | \$15,706.04         | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26 |
| 09/03/2026             | 09/04/2026 | 6010   | \$13,072.48         | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26 |
| 09/03/2026             | 09/04/2026 | 6010   | \$3,928.00          | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26 |
|                        |            |        | <b>\$114,068.72</b> |                  |                         |                    |
| 09/14/2026             | 09/11/2026 | 6010   | \$4,968.25          | PAYROLL WAGES    | CUSTODIAL PAYROLL WAGES | PAY DATE: 09/11/26 |
|                        |            |        | <b>\$4,968.25</b>   |                  |                         |                    |
| 09/16/2026             | 09/18/2026 | 6010   | \$15,605.98         | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26 |
| 09/16/2026             | 09/18/2026 | 6010   | \$19,350.27         | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26 |
| 09/16/2026             | 09/18/2026 | 6010   | \$28,799.81         | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26 |
| 09/16/2026             | 09/18/2026 | 6010   | \$19,272.47         | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26 |
| 09/16/2026             | 09/18/2026 | 6010   | \$15,170.26         | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26 |
| 09/16/2026             | 09/18/2026 | 6010   | \$13,072.50         | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26 |
| 09/16/2026             | 09/18/2026 | 6010   | \$3,928.01          | PAYROLL WAGES    | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26 |
|                        |            |        | <b>\$115,199.30</b> |                  |                         |                    |
| 09/28/2026             | 09/25/2026 | 6010   | \$5,726.38          | PAYROLL WAGES    |                         | PAY DATE: 09/25/26 |
|                        |            |        | <b>\$5,726.38</b>   |                  |                         |                    |
| TOTAL PAYROLL WAGES    |            |        | <b>\$239,962.65</b> |                  |                         |                    |
| 09/14/2026             | 09/11/2026 | 6020   | \$296.55            | PAYROLL OVERTIME | CUSTODIAL PAYROLL WAGES | PAY DATE: 09/11/26 |
|                        |            |        | <b>\$296.55</b>     |                  |                         |                    |
| 09/28/2026             | 09/25/2026 | 6020   | \$101.32            | PAYROLL OVERTIME |                         | PAY DATE: 09/25/26 |
|                        |            |        | <b>\$101.32</b>     |                  |                         |                    |
| TOTAL PAYROLL OVERTIME |            |        | <b>\$397.87</b>     |                  |                         |                    |
| 09/14/2026             | 09/11/2026 | 6030   | \$33.11             | SPECIAL PAYS     | CUSTODIAL PAYROLL WAGES | PAY DATE: 09/11/26 |
| 09/28/2026             | 09/25/2026 | 6030   | \$33.11             | SPECIAL PAYS     |                         | PAY DATE: 09/25/26 |
| TOTAL SPECIAL PAYS     |            |        | <b>\$66.22</b>      |                  |                         |                    |

|                              |            |      |                                   |                         |                          |
|------------------------------|------------|------|-----------------------------------|-------------------------|--------------------------|
| 09/22/2026                   | 01/31/2026 | 6040 | (\$14.79) EMPLOYER PAID BENEFITS  |                         | JAN DISABILITY INSURANCE |
| 09/22/2026                   | 01/31/2026 | 6040 | \$10.79 EMPLOYER PAID BENEFITS    |                         | JAN DISABILITY INSURANCE |
| 09/21/2026                   | 06/30/2026 | 6040 | (\$0.12) EMPLOYER PAID BENEFITS   |                         | JUNE LIFE INSURANCE      |
|                              |            |      | <u>(\$4.12)</u>                   |                         |                          |
| 09/03/2026                   | 09/04/2026 | 6040 | \$1,072.91 EMPLOYER PAID BENEFITS | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
| 09/03/2026                   | 09/04/2026 | 6040 | \$1,448.77 EMPLOYER PAID BENEFITS | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
| 09/03/2026                   | 09/04/2026 | 6040 | \$2,039.06 EMPLOYER PAID BENEFITS | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
| 09/03/2026                   | 09/04/2026 | 6040 | \$1,489.44 EMPLOYER PAID BENEFITS | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
| 09/03/2026                   | 09/04/2026 | 6040 | \$1,132.86 EMPLOYER PAID BENEFITS | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
| 09/03/2026                   | 09/04/2026 | 6040 | \$913.10 EMPLOYER PAID BENEFITS   | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
| 09/03/2026                   | 09/04/2026 | 6040 | \$279.90 EMPLOYER PAID BENEFITS   | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
|                              |            |      | <u>\$8,376.04</u>                 |                         |                          |
| 09/14/2026                   | 09/11/2026 | 6040 | \$391.06 EMPLOYER PAID BENEFITS   | CUSTODIAL PAYROLL WAGES | PAY DATE: 09/11/26       |
|                              |            |      | <u>\$391.06</u>                   |                         |                          |
| 09/16/2026                   | 09/18/2026 | 6040 | \$1,118.63 EMPLOYER PAID BENEFITS | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26       |
| 09/16/2026                   | 09/18/2026 | 6040 | \$1,433.51 EMPLOYER PAID BENEFITS | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26       |
| 09/16/2026                   | 09/18/2026 | 6040 | \$2,130.35 EMPLOYER PAID BENEFITS | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26       |
| 09/16/2026                   | 09/18/2026 | 6040 | \$1,425.26 EMPLOYER PAID BENEFITS | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26       |
| 09/16/2026                   | 09/18/2026 | 6040 | \$1,081.43 EMPLOYER PAID BENEFITS | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26       |
| 09/16/2026                   | 09/18/2026 | 6040 | \$903.72 EMPLOYER PAID BENEFITS   | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26       |
| 09/16/2026                   | 09/18/2026 | 6040 | \$279.89 EMPLOYER PAID BENEFITS   | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26       |
|                              |            |      | <u>\$8,372.79</u>                 |                         |                          |
| 09/28/2026                   | 09/25/2026 | 6040 | \$421.22 EMPLOYER PAID BENEFITS   |                         | PAY DATE: 09/25/26       |
|                              |            |      | <u>\$421.22</u>                   |                         |                          |
| TOTAL EMPLOYER PAID BENEFITS |            |      | <u>\$17,556.99</u>                |                         |                          |
| 09/03/2026                   | 09/04/2026 | 6042 | \$971.07 WRS(ER)                  | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
| 09/03/2026                   | 09/04/2026 | 6042 | \$1,232.60 WRS(ER)                | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
| 09/03/2026                   | 09/04/2026 | 6042 | \$1,310.50 WRS(ER)                | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
| 09/03/2026                   | 09/04/2026 | 6042 | \$1,439.43 WRS(ER)                | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
| 09/03/2026                   | 09/04/2026 | 6042 | \$1,130.83 WRS(ER)                | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
| 09/03/2026                   | 09/04/2026 | 6042 | \$941.23 WRS(ER)                  | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
| 09/03/2026                   | 09/04/2026 | 6042 | \$282.82 WRS(ER)                  | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26       |
|                              |            |      | <u>\$7,308.48</u>                 |                         |                          |
| 09/14/2026                   | 09/11/2026 | 6042 | \$378.33 WRS(ER)                  | CUSTODIAL PAYROLL WAGES | PAY DATE: 09/11/26       |
|                              |            |      | <u>\$378.33</u>                   |                         |                          |

|                      |            |      |                           |                         |                      |
|----------------------|------------|------|---------------------------|-------------------------|----------------------|
| 09/16/2026           | 09/18/2026 | 6042 | \$1,029.34 WRS(ER)        | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
| 09/16/2026           | 09/18/2026 | 6042 | \$1,228.60 WRS(ER)        | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
| 09/16/2026           | 09/18/2026 | 6042 | \$1,249.12 WRS(ER)        | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
| 09/16/2026           | 09/18/2026 | 6042 | \$1,387.61 WRS(ER)        | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
| 09/16/2026           | 09/18/2026 | 6042 | \$1,027.00 WRS(ER)        | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
| 09/16/2026           | 09/18/2026 | 6042 | \$941.23 WRS(ER)          | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
| 09/16/2026           | 09/18/2026 | 6042 | \$282.82 WRS(ER)          | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
|                      |            |      | <u>\$7,145.72</u>         |                         |                      |
| 09/28/2026           | 09/25/2026 | 6042 | \$418.94 WRS(ER)          |                         | PAY DATE: 09/25/26   |
|                      |            |      | <u>\$418.94</u>           |                         |                      |
| TOTAL WRS(ER)        |            |      | <u>\$15,251.47</u>        |                         |                      |
| 09/21/2026           | 06/30/2026 | 6043 | \$931.38 HEALTH INS(ER)   |                         | JUN HEALTH INSURANCE |
|                      |            |      | <u>\$931.38</u>           |                         |                      |
| 09/03/2026           | 09/04/2026 | 6043 | \$3,624.10 HEALTH INS(ER) | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26   |
| 09/03/2026           | 09/04/2026 | 6043 | \$1,412.22 HEALTH INS(ER) | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26   |
| 09/03/2026           | 09/04/2026 | 6043 | \$4,695.73 HEALTH INS(ER) | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26   |
| 09/03/2026           | 09/04/2026 | 6043 | \$2,543.95 HEALTH INS(ER) | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26   |
| 09/03/2026           | 09/04/2026 | 6043 | \$3,900.20 HEALTH INS(ER) | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26   |
| 09/03/2026           | 09/04/2026 | 6043 | \$4,212.45 HEALTH INS(ER) | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26   |
| 09/03/2026           | 09/04/2026 | 6043 | \$958.71 HEALTH INS(ER)   | LIBRARY PAYROLL WAGES   | PAY DATE: 09/04/26   |
|                      |            |      | <u>\$21,347.36</u>        |                         |                      |
| 09/14/2026           | 09/11/2026 | 6043 | \$1,205.69 HEALTH INS(ER) | CUSTODIAL PAYROLL WAGES | PAY DATE: 09/11/26   |
|                      |            |      | <u>\$1,205.69</u>         |                         |                      |
| 09/16/2026           | 09/18/2026 | 6043 | \$3,785.04 HEALTH INS(ER) | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
| 09/16/2026           | 09/18/2026 | 6043 | \$1,412.22 HEALTH INS(ER) | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
| 09/16/2026           | 09/18/2026 | 6043 | \$4,173.59 HEALTH INS(ER) | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
| 09/16/2026           | 09/18/2026 | 6043 | \$2,409.35 HEALTH INS(ER) | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
| 09/16/2026           | 09/18/2026 | 6043 | \$3,900.20 HEALTH INS(ER) | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
| 09/16/2026           | 09/18/2026 | 6043 | \$4,212.45 HEALTH INS(ER) | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
| 09/16/2026           | 09/18/2026 | 6043 | \$958.71 HEALTH INS(ER)   | LIBRARY PAYROLL WAGES   | PAY DATE: 09/18/26   |
|                      |            |      | <u>\$20,851.56</u>        |                         |                      |
| 09/28/2026           | 09/25/2026 | 6043 | \$1,528.74 HEALTH INS(ER) |                         | PAY DATE: 09/25/26   |
|                      |            |      | <u>\$1,528.74</u>         |                         |                      |
| TOTAL HEALTH INS(ER) |            |      | <u>\$45,864.73</u>        |                         |                      |

|                                     |            |      |            |                               |                                     |                                |
|-------------------------------------|------------|------|------------|-------------------------------|-------------------------------------|--------------------------------|
| 09/03/2026                          | 08/31/2026 | 6047 | \$291.67   | HEALTH INSURANCE DEDUCTIBLE   |                                     | HEALTH INSURANCE DEDUCTIBLE CH |
| 09/03/2026                          | 08/31/2026 | 6047 | \$41.67    | HEALTH INSURANCE DEDUCTIBLE   |                                     | HEALTH INSURANCE DEDUCTIBLE CH |
| 09/03/2026                          | 08/31/2026 | 6047 | \$291.67   | HEALTH INSURANCE DEDUCTIBLE   |                                     | HEALTH INSURANCE DEDUCTIBLE CH |
| 09/03/2026                          | 08/31/2026 | 6047 | \$208.33   | HEALTH INSURANCE DEDUCTIBLE   |                                     | HEALTH INSURANCE DEDUCTIBLE CH |
| 09/03/2026                          | 08/31/2026 | 6047 | \$166.67   | HEALTH INSURANCE DEDUCTIBLE   |                                     | HEALTH INSURANCE DEDUCTIBLE CH |
| 09/03/2026                          | 08/31/2026 | 6047 | \$112.50   | HEALTH INSURANCE DEDUCTIBLE   |                                     | HEALTH INSURANCE DEDUCTIBLE CH |
| TOTAL HEALTH INSURANCE DEDUCTIBLE   |            |      | \$1,112.51 |                               |                                     |                                |
| 09/03/2026                          | 08/31/2026 | 6052 | \$83.33    | RETIREE DEDUCTIBLE            |                                     | ALLOCATE RETIREE HEALTH DEDUCT |
| TOTAL RETIREE DEDUCTIBLE            |            |      | \$83.33    |                               |                                     |                                |
| 09/03/2026                          | 09/04/2026 | 6056 | \$125.00   | HSA CONTRIBUTION (ER)         | LIBRARY PAYROLL WAGES               | PAY DATE: 09/04/26             |
| TOTAL HSA CONTRIBUTION (ER)         |            |      | \$125.00   |                               |                                     |                                |
| 09/03/2026                          | 09/04/2026 | 6096 | \$22.04    | AUTO ALLOWANCE                | LIBRARY PAYROLL WAGES               | PAY DATE: 09/04/26             |
| TOTAL AUTO ALLOWANCE                |            |      | \$22.04    |                               |                                     |                                |
| 09/09/2026                          | 08/31/2026 | 6110 | \$1,068.37 | POSTAGE & SHIPPING            | L&M MCS INC                         | POSTAGE & SHIPPING             |
| TOTAL POSTAGE & SHIPPING            |            |      | \$1,068.37 |                               |                                     |                                |
| 09/09/2026                          | 08/31/2026 | 6112 | \$940.00   | COMPUTER SERVICE CHARGES      | ELM USA INC                         | COMP SERVICE CHARGES (2 YEAR E |
| 09/14/2026                          | 08/27/2026 | 6112 | \$384.00   | COMPUTER SERVICE CHARGES      | GIMLET                              | IT COMP SERVICE CHARGES (YEARL |
| 09/14/2026                          | 08/27/2026 | 6112 | \$240.00   | COMPUTER SERVICE CHARGES      | MOBILE BEACON                       | Hotspot Annual Service Renewal |
| 09/14/2026                          | 08/27/2026 | 6112 | \$8.11     | COMPUTER SERVICE CHARGES      | WONDERSHARE.COM                     | AUG 2026 WEBSITE MONTHLY SUBSC |
| 09/14/2026                          | 08/27/2026 | 6112 | \$47.97    | COMPUTER SERVICE CHARGES      | ZOOM.US                             | AUGUST 2026 ZOOM ACCOUNT       |
| 09/21/2026                          | 09/21/2026 | 6112 | \$2,092.95 | COMPUTER SERVICE CHARGES      | TRACSYSTEMS, INC                    | COMP SERVICE CHARGES (ANNUAL S |
| TOTAL COMPUTER SERVICE CHARGES      |            |      | \$3,713.03 |                               |                                     |                                |
| 09/14/2026                          | 08/27/2026 | 6118 | \$444.71   | ADVERTISING/MARKETING         | LIBRARY FURNITURE INTERNATIONAL LLC | ADVERTISING (MAGNETIC SIGN HOL |
| 09/14/2026                          | 08/27/2026 | 6118 | \$56.95    | ADVERTISING/MARKETING         | FACEBOOK.COM*4TPP422AD              | ADVERTISING (1 CAMPAIGN - UPDA |
| TOTAL ADVERTISING/MARKETING         |            |      | \$501.66   |                               |                                     |                                |
| 09/14/2026                          | 08/27/2026 | 6126 | \$118.95   | REPAIRS & MAINT TO AUTO EQUIP | WEATHERTECH DIRECT LLC              | FIRST ROW FLOOR MATS FOR NEW L |
| 09/14/2026                          | 08/27/2026 | 6126 | \$100.50   | REPAIRS & MAINT TO AUTO EQUIP | ONE AUTO S, INC                     | VAN TITLE PROCESSING           |
| TOTAL REPAIRS & MAINT TO AUTO EQUIP |            |      | \$219.45   |                               |                                     |                                |
| 09/22/2026                          | 08/31/2026 | 6130 | \$1,135.31 | REPAIRS TO BUILDINGS          | HARRIS ROCHESTER INC                | BUILDING REPAIRS               |
| TOTAL REPAIRS TO BUILDINGS          |            |      | \$1,135.31 |                               |                                     |                                |
| 09/17/2026                          | 09/16/2026 | 6150 | \$288.40   | SPECIAL SERVICES              | UNIQUE MANAGEMENT SERVICES INC      | SPECIAL SERVICES               |
| 09/02/2026                          | 08/31/2026 | 6150 | \$424.00   | SPECIAL SERVICES              | HEATHER C LEISZ                     | SPECIAL SERVICES - PLANT RENTA |
| 09/15/2026                          | 09/11/2026 | 6150 | \$1,498.34 | SPECIAL SERVICES              | TK ELEVATOR CORPORATION             | 2026 QUARTERLY ELEVATOR PM     |

|                                 |            |      |            |                           |                                      |                                |
|---------------------------------|------------|------|------------|---------------------------|--------------------------------------|--------------------------------|
| TOTAL SPECIAL SERVICES          |            |      | \$2,210.74 |                           |                                      |                                |
| 09/17/2026                      | 08/03/2026 | 6153 | \$46.19    | CONVENIENCE FEES          | FAPS HOLDINGS INC                    | LIBRARY MONTHLY CC FEES - JULY |
| TOTAL CONVENIENCE FEES          |            |      | \$46.19    |                           |                                      |                                |
| 09/14/2026                      | 08/27/2026 | 6198 | \$150.00   | MISC CONTRACTUAL SERVICES | EO JOHNSON BUSINESS TECHNOLOGIES     | MISC CONTRACTUAL - RICOH COPIE |
| 09/14/2026                      | 08/27/2026 | 6198 | \$89.12    | MISC CONTRACTUAL SERVICES | EO JOHNSON BUSINESS TECHNOLOGIES     | MISC CONTRACTUAL - RICOH OVERA |
| 09/14/2026                      | 08/27/2026 | 6198 | \$54.00    | MISC CONTRACTUAL SERVICES | PLAYSIGNAGE.COM                      | JULY 2026 DIGITAL SIGNAGE (3 S |
| 09/28/2026                      | 09/25/2026 | 6198 | \$299.00   | MISC CONTRACTUAL SERVICES | ROLLINS INC                          | MISC CONTRACTUAL               |
| 09/30/2026                      | 09/30/2026 | 6198 | \$500.00   | MISC CONTRACTUAL SERVICES | ROLLINS INC                          | MISC CONTRACTUAL (PEST CONTROL |
| 09/14/2026                      | 08/27/2026 | 6198 | \$490.00   | MISC CONTRACTUAL SERVICES | SP * FOUND FOOTAGE FES               | Glass Orchard (YS WHIMSICAL FU |
| 09/14/2026                      | 08/27/2026 | 6198 | \$90.86    | MISC CONTRACTUAL SERVICES | KINKOS INC                           | SHIPMENT TO SARAH GILBERT (MIS |
| 09/14/2026                      | 08/27/2026 | 6198 | \$49.98    | MISC CONTRACTUAL SERVICES | KINKOS INC                           | MISC CONTRACTUAL (2 BOXES FOR  |
| 09/14/2026                      | 08/27/2026 | 6198 | \$85.00    | MISC CONTRACTUAL SERVICES | SQUARE INC                           | MISC CONTRACTUAL (PCS ART GALL |
| 09/15/2026                      | 09/15/2026 | 6198 | \$500.00   | MISC CONTRACTUAL SERVICES | LEAH WEISS                           | AUTHOR OF BOOK DISCUSSION (MIS |
| TOTAL MISC CONTRACTUAL SERVICES |            |      | \$2,307.96 |                           |                                      |                                |
| 09/09/2026                      | 08/31/2026 | 6210 | \$648.16   | TELEPHONES                | WISCONSIN BELL TELEPHONE COMPANY INC | TELEPHONE SERVICE PER CONTRACT |
| 09/14/2026                      | 08/27/2026 | 6210 | \$0.90     | TELEPHONES                | CENTURYLINK LUMEN                    | AUG 2026 TELEPHONE             |
| TOTAL TELEPHONES                |            |      | \$649.06   |                           |                                      |                                |
| 09/03/2026                      | 08/31/2026 | 6215 | \$516.66   | CITY GARBAGE SERVICE      |                                      | GARBAGE COLLECTION CHARGES     |
| TOTAL CITY GARBAGE SERVICE      |            |      | \$516.66   |                           |                                      |                                |
| 09/03/2026                      | 08/31/2026 | 6350 | \$3,233.33 | INSURANCE                 |                                      | INSURANCE CHARGES              |
| TOTAL INSURANCE                 |            |      | \$3,233.33 |                           |                                      |                                |
| 09/14/2026                      | 08/27/2026 | 6402 | \$66.99    | OFFICE SUPPLIES           | AMAZON PRIME                         | OFFICE SUPPLIES (BADGE HOLDERS |
| 09/14/2026                      | 08/27/2026 | 6402 | \$196.24   | OFFICE SUPPLIES           | AMAZON PRIME                         | OFFICE SUPPLIES (NITRILE GLOVE |
| 09/14/2026                      | 08/27/2026 | 6402 | \$16.97    | OFFICE SUPPLIES           | AMAZON PRIME                         | OFFICE SUPPLIES (FIRST AID KIT |
| 09/14/2026                      | 08/27/2026 | 6402 | \$21.98    | OFFICE SUPPLIES           | AMAZON PRIME                         | FIRST AID KIT ITEM (INSTANT CO |
| 09/14/2026                      | 08/27/2026 | 6402 | \$12.87    | OFFICE SUPPLIES           | AMAZON PRIME                         | OFFICE SUPPLIES (PLASTIC FOOD  |
| 09/14/2026                      | 08/27/2026 | 6402 | \$63.07    | OFFICE SUPPLIES           | OFFICE DEPOT                         | OFFICE SUPPLIES (COPY PAPER/DI |
| 09/16/2026                      | 09/16/2026 | 6402 | \$82.05    | OFFICE SUPPLIES           | MIDLAND PAPER                        | OFFICE SUPPLIES                |
| 09/30/2026                      | 09/30/2026 | 6402 | \$82.05    | OFFICE SUPPLIES           | MIDLAND PAPER                        | OFFICE SUPPLIES                |
| 09/14/2026                      | 08/27/2026 | 6402 | \$55.78    | OFFICE SUPPLIES           | AMAZON PRIME                         | YS SUPPLIES (ROLLING TIER CART |
| 09/14/2026                      | 08/27/2026 | 6402 | \$19.79    | OFFICE SUPPLIES           | AMAZON PRIME                         | CIRC SUPPLIES (IPAD CASE)      |
| 09/14/2026                      | 08/27/2026 | 6402 | \$23.22    | OFFICE SUPPLIES           | AMAZON PRIME                         | YS SUPPLIES (2027 CALENDAR)    |
| 09/09/2026                      | 08/31/2026 | 6402 | \$5,275.00 | OFFICE SUPPLIES           | BAYSCAN TECHNOLOGIES LLC             | TS SUPPLIES                    |
| 09/14/2026                      | 08/27/2026 | 6402 | \$54.28    | OFFICE SUPPLIES           | AMAZON PRIME                         | TS SUPPLIES (BOOK REPAIR TAPE/ |
| 09/14/2026                      | 08/27/2026 | 6402 | \$41.66    | OFFICE SUPPLIES           | AMAZON PRIME                         | TS SUPPLIES (PLASTIC BADGE HOL |
| 09/14/2026                      | 08/27/2026 | 6402 | \$25.09    | OFFICE SUPPLIES           | AMAZON PRIME                         | TS SUPPLIES (AVERY PRINTABLE L |
| 09/14/2026                      | 08/27/2026 | 6402 | \$29.98    | OFFICE SUPPLIES           | MENARD INC                           | TS SUPPLIES (2 3-DRAWER WHEEL  |

|                                  |            |      |                                           |                                     |                                |
|----------------------------------|------------|------|-------------------------------------------|-------------------------------------|--------------------------------|
| 09/14/2026                       | 08/27/2026 | 6402 | \$9.90 OFFICE SUPPLIES                    | AMAZON PRIME                        | PCS SUPPLIES (ZEBRA CLIP SET O |
| 09/14/2026                       | 08/27/2026 | 6402 | \$18.51 OFFICE SUPPLIES                   | AMAZON PRIME                        | OFFICE SUPPLIES (CLEAR ACRYLIC |
| 09/30/2026                       | 09/30/2026 | 6402 | \$104.96 OFFICE SUPPLIES                  | BERTELSMANN PUBLISHING GROUP INC    | TS SUPPLIES                    |
| TOTAL OFFICE SUPPLIES            |            |      | \$6,200.39                                |                                     |                                |
| 09/14/2026                       | 08/27/2026 | 6405 | \$40.00 AWARDS & TROPHIES-FOL-2025        | ACOUSTIC CAFE                       | FOL GIFTS ADULT PROGRAM PRIZES |
| 09/14/2026                       | 08/27/2026 | 6405 | \$80.00 AWARDS & TROPHIES-FOL-2025        | MICON CINEMAS 7                     | FOL GIFTS ADULT PROGRAM PRIZES |
| 09/14/2026                       | 08/27/2026 | 6405 | \$80.00 AWARDS & TROPHIES-FOL-2025        | SP * FOUND FOOTAGE FES              | FOL GIFTS ADULT PROGRAM PRIZES |
| 09/14/2026                       | 08/27/2026 | 6405 | \$40.00 AWARDS & TROPHIES-FOL-2025        | SQUARE INC                          | RAMONE'S ICE CREAM PARLOR (FOL |
| 09/14/2026                       | 08/27/2026 | 6405 | \$40.00 AWARDS & TROPHIES-FOL-2025        | ECHL LLC                            | FOL GIFTS ADULT PROGRAM PRIZES |
| 09/14/2026                       | 08/27/2026 | 6405 | \$40.00 AWARDS & TROPHIES-FOL-2025        | TST* SILLY SERRANO                  | FOL GIFTS ADULT PROGRAM PRIZES |
| TOTAL AWARDS & TROPHIES-FOL-2025 |            |      | \$320.00                                  |                                     |                                |
| 09/14/2026                       | 08/27/2026 | 6406 | \$71.79 LIBRARY PROGRAM SUPPLIES          | AMAZON PRIME                        | YS PROGRAM SUPPLIES (TODDLER W |
| 09/14/2026                       | 08/27/2026 | 6406 | \$7.83 LIBRARY PROGRAM SUPPLIES           | AMAZON PRIME                        | YS PROGRAM SUPPLIES (TISSUE PA |
| 09/14/2026                       | 08/27/2026 | 6406 | \$60.17 LIBRARY PROGRAM SUPPLIES          | AMAZON PRIME                        | YS PROGRAM SUPPLIES (SIDEWALK  |
| 09/14/2026                       | 08/27/2026 | 6406 | \$63.15 LIBRARY PROGRAM SUPPLIES          | AMAZON PRIME                        | YS PROGRAM SUPPLIES (FELT CRAF |
| 09/14/2026                       | 08/27/2026 | 6406 | \$7.83 LIBRARY PROGRAM SUPPLIES           | AMAZON PRIME                        | YS PROGRAM SUPPLIES (TISSUE PA |
| 09/14/2026                       | 08/27/2026 | 6406 | \$26.99 LIBRARY PROGRAM SUPPLIES          | AMAZON PRIME                        | YS PROGRAM SUPPLIES (AIR DRY C |
| 09/14/2026                       | 08/27/2026 | 6406 | (\$7.83) LIBRARY PROGRAM SUPPLIES         | AMZ*CAFEPRESS INC.                  | REFUND FOR YS PROGRAM SUPPLIES |
| 09/14/2026                       | 08/27/2026 | 6406 | \$14.24 LIBRARY PROGRAM SUPPLIES          | AMAZON PRIME                        | YS PROGRAM SUPPLIES (BLOOD IN  |
| 09/14/2026                       | 08/27/2026 | 6406 | \$14.96 LIBRARY PROGRAM SUPPLIES          | AMAZON PRIME                        | YS PROGRAM SUPPLIES (TODDLER W |
| 09/14/2026                       | 08/27/2026 | 6406 | \$94.37 LIBR PROG SUPP-GEN PURPOSE GIF    | AMAZON PRIME                        | AVERY SHIPPING LABELS/2 POCKET |
| 09/17/2026                       | 08/31/2026 | 6406 | \$1,392.97 LIBR PROG SUPP-GEN PURPOSE GIF | COX SUBSCRIPTIONS INC               | LIBRARY MATERIALS              |
| 09/14/2026                       | 08/27/2026 | 6406 | \$95.64 LIBRARY PROGRAM SUPPLIES          | AMAZON PRIME                        | DB PROGRAM SUPPLIES (LEATHER C |
| 09/14/2026                       | 08/27/2026 | 6406 | \$201.84 LIBRARY PROGRAM SUPPLIES         | AMAZON PRIME                        | DB EQUIPMENT (HEAT GUN) / DB P |
| 09/14/2026                       | 08/27/2026 | 6406 | (\$94.48) LIBRARY PROGRAM SUPPLIES        | AMZ*CAFEPRESS INC.                  | REFUND FOR LOST AMAZON ORDER ( |
| 09/14/2026                       | 08/27/2026 | 6406 | \$28.96 LIBRARY PROGRAM SUPPLIES          | SKOGENS FOODLINER INC               | DB PROGRAM SUPPLIES (DABBLE ON |
| 09/14/2026                       | 08/27/2026 | 6406 | \$23.24 LIBR SUPP SUMMER YOUTH PRG        | AMAZON PRIME                        | BOBA TEA TEEN EVENT MATERIALS  |
| 09/14/2026                       | 08/27/2026 | 6406 | \$91.94 LIBRARY PROG SUPPLIES-FOL-2025    | AMAZON PRIME                        | FOL GIFTS TEEN BOOK BOX        |
| 09/14/2026                       | 08/27/2026 | 6406 | \$785.35 LIBRARY PROG SUPPLIES-ECCF GRA   | INTERSTATE BOOKS4SCHOOL             | EC COMMUNITY FOUNDATION FUNDS  |
| 09/14/2026                       | 08/27/2026 | 6406 | \$1,297.94 LIBR SUPP PABLO                | INTERSTATE BOOKS4SCHOOL             | EARLY LITERACY OUTREACH (BOOKS |
| 09/14/2026                       | 08/27/2026 | 6406 | \$4.00 LIBRARY PROGRAM SUPP-FOL 2026      | DOLRTREE 4842 00048421              | FOL GIFTS YS PRIZES AND INCENT |
| 09/14/2026                       | 08/27/2026 | 6406 | \$20.42 LIBRARY PROGRAM SUPP-FOL 2026     | SKOGENS FOODLINER INC               | FOL GIFTS PROGRAM REFRESHMENTS |
| 09/14/2026                       | 08/27/2026 | 6406 | \$31.62 LIBR SUPP SUMMER YOUTH PRG        | SKOGENS FOODLINER INC               | EC COUNTY YOUTH SUMMER GRANT   |
| 09/14/2026                       | 08/27/2026 | 6406 | \$6.49 LIBR SUPP SUMMER YOUTH PRG         | SKOGENS FOODLINER INC               | EC COUNTY YOUTH SUMMER GRANT   |
| 09/14/2026                       | 08/27/2026 | 6406 | (\$2.69) LIBR SUPP SUMMER YOUTH PRG       | SKOGENS FOODLINER INC               | EC COUNTY YOUTH SUMMER GRANT ( |
| 09/14/2026                       | 08/27/2026 | 6406 | \$30.96 LIBRARY PROGRAM SUPP-FOL 2026     | LITTLE CAESARS 3149-0009            | FOL GIFTS PROGRAM REFRESHMENTS |
| 09/14/2026                       | 08/27/2026 | 6406 | \$107.15 LIBR SUPP SUMMER YOUTH PRG       | WM SUPERCENTER#1669                 | EC COUNTY YOUTH SUMMER PROGRAM |
| TOTAL LIBRARY PROGRAM SUPPLIES   |            |      | \$4,374.85                                |                                     |                                |
| 09/14/2026                       | 08/27/2026 | 6409 | \$900.00 DIGITAL/DOWNLOADABLE             | INTUIT *QUICKEN                     | RESCARTA WEB HOSTING (DIGITAL  |
| 09/15/2026                       | 09/15/2026 | 6409 | \$4,830.00 DIGITAL/DOWNLOADABLE           | WISCONSIN LIBRARY SERVICES INC      | LIBRARY MATERIALS              |
| 09/16/2026                       | 08/31/2026 | 6409 | \$10,000.00 DIGITAL/DOWNLOADABLE          | INDIANHEAD FEDERATED LIBRARY SYSTEM | LIBRARY MATERIALS              |

|            |            |      |                                         |                                  |                                |
|------------|------------|------|-----------------------------------------|----------------------------------|--------------------------------|
|            |            |      | <b>\$15,730.00</b>                      |                                  |                                |
| 09/09/2026 | 08/31/2026 | 6409 | \$15.95 LIB MAT-ARPA MULTILINGUAL       | AMAZON COM SALES INC             | ARPA - COMMUNITY LANGUAGES COL |
| 09/16/2026 | 09/15/2026 | 6409 | \$14.55 LIB MAT-ARPA MULTILINGUAL       | INGRAM LIBRARY SERVICES          | JUV PRINT/ AD PRINT/ NONPRINT/ |
| 09/30/2026 | 09/29/2026 | 6409 | \$11.26 LIB MAT-ARPA MULTILINGUAL       | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
|            |            |      | <b>\$41.76</b>                          |                                  |                                |
| 09/02/2026 | 08/31/2026 | 6409 | \$503.27 LIBRARY MATERIALS              | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/02/2026 | 08/31/2026 | 6409 | \$59.85 LIBRARY MATERIALS               | ABDO PUBLISHING COMPANY INC      | LIB MATLS - UNALLOCATED FUNDS  |
| 09/03/2026 | 08/31/2026 | 6409 | \$74.99 LIBRARY MATERIALS               | BERTELSMANN PUBLISHING GROUP INC | LIB MATLS - UNALLOCATED FUNDS  |
| 09/14/2026 | 08/27/2026 | 6409 | \$22.99 LIBRARY MATERIALS               | BARNES&NOBLE.COM-BN              | LIBRARY MATERIALS (UNALLOCATED |
| 09/14/2026 | 08/27/2026 | 6409 | \$36.98 LIBRARY MATERIALS               | BARNES&NOBLE.COM-BN              | LIBRARY MATERIALS (JUV PRINT)  |
| 09/14/2026 | 08/27/2026 | 6409 | \$34.11 LIBRARY MATERIALS               | BARNES&NOBLE.COM-BN              | LIBRARY MATERIALS (UNALLOCATED |
| 09/14/2026 | 08/27/2026 | 6409 | \$15.34 LIBRARY MATERIALS               | BARNES&NOBLE.COM-BN              | LIBRARY MATERIALS (UNALLOCATED |
| 09/14/2026 | 08/27/2026 | 6409 | \$8.52 LIBRARY MATERIALS                | BARNES&NOBLE.COM-BN              | LIBRARY MATERIALS (UNALLOCATED |
| 09/14/2026 | 08/27/2026 | 6409 | \$12.99 LIBRARY MATERIALS               | BARNES&NOBLE.COM-BN              | LIBRARY MATERIALS (UNALLOCATED |
| 09/14/2026 | 08/27/2026 | 6409 | \$112.98 LIBRARY MATERIALS              | BESTBUY.COM 00009944             | LIBRARY MATERIALS (UNALLOCATED |
|            |            |      | <b>\$882.02</b>                         |                                  |                                |
| 09/01/2026 | 08/31/2026 | 6409 | \$11.33 LIBRARY MATERIALS-BKS JUVENILE  | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/01/2026 | 08/31/2026 | 6409 | \$14.99 LIBRARY MATERIALS-BKS JUVENILE  | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/01/2026 | 08/31/2026 | 6409 | \$16.99 LIBRARY MATERIALS-BKS JUVENILE  | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/01/2026 | 08/31/2026 | 6409 | \$24.88 LIBRARY MATERIALS-BKS JUVENILE  | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/01/2026 | 08/31/2026 | 6409 | \$27.79 LIBRARY MATERIALS-BKS JUVENILE  | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/02/2026 | 08/31/2026 | 6409 | \$239.92 LIBRARY MATERIALS-BKS JUVENILE | INGRAM LIBRARY SERVICES          | AD PRINT/ JUV PRINT/ GIFTS IHO |
| 09/02/2026 | 08/31/2026 | 6409 | \$25.04 LIBRARY MATERIALS-BKS JUVENILE  | INGRAM LIBRARY SERVICES          | JUV PRINT/ AD PRINT/ L/D JUV P |
| 09/02/2026 | 08/31/2026 | 6409 | \$280.86 LIBRARY MATERIALS-BKS JUVENILE | INGRAM LIBRARY SERVICES          | AD PRINT/ JUV PRINT/ L/D JUV P |
| 09/02/2026 | 08/31/2026 | 6409 | \$93.26 LIBRARY MATERIALS-BKS JUVENILE  | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/09/2026 | 09/09/2026 | 6409 | \$33.76 LIBRARY MATERIALS-BKS JUVENILE  | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/09/2026 | 09/09/2026 | 6409 | \$120.94 LIBRARY MATERIALS-BKS JUVENILE | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/09/2026 | 09/09/2026 | 6409 | \$81.97 LIBRARY MATERIALS-BKS JUVENILE  | LERNER UNIVERSAL CORPORATION     | JUV PRINT                      |
| 09/09/2026 | 08/31/2026 | 6409 | \$263.96 LIBRARY MATERIALS-BKS JUVENILE | BERTELSMANN PUBLISHING GROUP INC | JUV PRINT                      |
| 09/09/2026 | 08/31/2026 | 6409 | \$13.74 LIBRARY MATERIALS-BKS JUVENILE  | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/09/2026 | 08/31/2026 | 6409 | \$13.74 LIBRARY MATERIALS-BKS JUVENILE  | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/09/2026 | 08/31/2026 | 6409 | \$204.44 LIBRARY MATERIALS-BKS JUVENILE | CAVENDISH SQUARE PUBLISHING, LLC | LIB MATLS - JUV PRINT          |
| 09/09/2026 | 09/09/2026 | 6409 | \$17.99 LIBRARY MATERIALS-BKS JUVENILE  | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/10/2026 | 08/31/2026 | 6409 | \$236.45 LIBRARY MATERIALS-BKS JUVENILE | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/10/2026 | 08/31/2026 | 6409 | \$29.60 LIBRARY MATERIALS-BKS JUVENILE  | CENGAGE LEARNING INC             | AD PRINT                       |
| 09/10/2026 | 08/31/2026 | 6409 | \$88.94 LIBRARY MATERIALS-BKS JUVENILE  | INGRAM LIBRARY SERVICES          | AD PRINT/ JUV PRINT/ GIFTS IHO |
| 09/10/2026 | 08/31/2026 | 6409 | \$482.12 LIBRARY MATERIALS-BKS JUVENILE | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/14/2026 | 08/27/2026 | 6409 | \$17.99 LIBRARY MATERIALS-BKS JUVENILE  | BARNES&NOBLE.COM-BN              | LIBRARY MATERIALS (JUV PRINT)  |
| 09/15/2026 | 09/15/2026 | 6409 | \$14.29 LIBRARY MATERIALS-BKS JUVENILE  | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/15/2026 | 09/15/2026 | 6409 | \$19.98 LIBRARY MATERIALS-BKS JUVENILE  | AMAZON COM SALES INC             | JUV PRINT                      |
| 09/15/2026 | 09/15/2026 | 6409 | \$29.13 LIBRARY MATERIALS-BKS JUVENILE  | AMAZON COM SALES INC             | JUV PRINT                      |

|            |            |      |                                          |                         |                                |
|------------|------------|------|------------------------------------------|-------------------------|--------------------------------|
| 09/15/2026 | 09/15/2026 | 6409 | \$127.21 LIBRARY MATERIALS-BKS JUVENILE  | INGRAM LIBRARY SERVICES | AD PRINT/ JUV PRINT/ GIFTS IHO |
| 09/15/2026 | 09/15/2026 | 6409 | \$576.13 LIBRARY MATERIALS-BKS JUVENILE  | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/15/2026 | 09/15/2026 | 6409 | \$199.62 LIBRARY MATERIALS-BKS JUVENILE  | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/16/2026 | 08/31/2026 | 6409 | \$86.31 LIBRARY MATERIALS-BKS JUVENILE   | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/16/2026 | 08/31/2026 | 6409 | \$242.27 LIBRARY MATERIALS-BKS JUVENILE  | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/16/2026 | 08/31/2026 | 6409 | \$439.20 LIBRARY MATERIALS-BKS JUVENILE  | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/16/2026 | 09/15/2026 | 6409 | \$50.56 LIBRARY MATERIALS-BKS JUVENILE   | AMAZON COM SALES INC    | JUV PRINT                      |
| 09/16/2026 | 09/15/2026 | 6409 | \$63.40 LIBRARY MATERIALS-BKS JUVENILE   | INGRAM LIBRARY SERVICES | JUV PRINT/ AD PRINT/ NONPRINT/ |
| 09/16/2026 | 09/15/2026 | 6409 | \$104.42 LIBRARY MATERIALS-BKS JUVENILE  | INGRAM LIBRARY SERVICES | ADULT PRINT/ JUV PRINT/ L/D AD |
| 09/16/2026 | 09/16/2026 | 6409 | \$59.80 LIBRARY MATERIALS-BKS JUVENILE   | CHILDRENS PLUS INC      | JUV PRINT                      |
| 09/16/2026 | 09/16/2026 | 6409 | \$284.05 LIBRARY MATERIALS-BKS JUVENILE  | CHILDRENS PLUS INC      | LIB MATLS - JUV PRINT          |
| 09/22/2026 | 09/21/2026 | 6409 | \$14.29 LIBRARY MATERIALS-BKS JUVENILE   | AMAZON COM SALES INC    | JUV PRINT                      |
| 09/22/2026 | 09/21/2026 | 6409 | (\$17.99) LIBRARY MATERIALS-BKS JUVENILE | AMAZON COM SALES INC    | JUV PRINT                      |
| 09/24/2026 | 09/11/2026 | 6409 | (\$29.60) LIBRARY MATERIALS-BKS JUVENILE | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$10.79 LIBRARY MATERIALS-BKS JUVENILE   | AMAZON COM SALES INC    | JUV PRINT                      |
| 09/30/2026 | 09/29/2026 | 6409 | \$39.98 LIBRARY MATERIALS-BKS JUVENILE   | AMAZON COM SALES INC    | JUV PRINT                      |
| 09/30/2026 | 09/29/2026 | 6409 | \$41.65 LIBRARY MATERIALS-BKS JUVENILE   | INGRAM LIBRARY SERVICES | AD PRINT/ JUV PRINT/ L/D JUV A |
| 09/30/2026 | 09/29/2026 | 6409 | \$158.70 LIBRARY MATERIALS-BKS JUVENILE  | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/30/2026 | 09/29/2026 | 6409 | \$227.81 LIBRARY MATERIALS-BKS JUVENILE  | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/30/2026 | 09/30/2026 | 6409 | \$580.80 LIBRARY MATERIALS-BKS JUVENILE  | MIDAMERICA BOOKS        | LIBRARY MATERIALS              |
|            |            |      | <b>\$5,663.50</b>                        |                         |                                |
| 09/01/2026 | 07/31/2026 | 6409 | \$26.62 LIBRARY MATERIALS-BOOKS-ADULT    | CENTER POINT INC        | LIB MATLS - AD PRINT & L/D AD  |
| 09/01/2026 | 08/31/2026 | 6409 | \$19.20 LIBRARY MATERIALS-BOOKS-ADULT    | AMAZON COM SALES INC    | AD PRINT                       |
| 09/01/2026 | 08/31/2026 | 6409 | \$26.40 LIBRARY MATERIALS-BOOKS-ADULT    | AMAZON COM SALES INC    | AD PRINT                       |
| 09/01/2026 | 08/31/2026 | 6409 | \$61.12 LIBRARY MATERIALS-BOOKS-ADULT    | AMAZON COM SALES INC    | AD PRINT                       |
| 09/01/2026 | 08/31/2026 | 6409 | \$180.57 LIBRARY MATERIALS-BOOKS-ADULT   | AMAZON COM SALES INC    | AD PRINT                       |
| 09/02/2026 | 08/31/2026 | 6409 | \$30.40 LIBRARY MATERIALS-BOOKS-ADULT    | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/02/2026 | 08/31/2026 | 6409 | \$30.40 LIBRARY MATERIALS-BOOKS-ADULT    | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/02/2026 | 08/31/2026 | 6409 | \$30.40 LIBRARY MATERIALS-BOOKS-ADULT    | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/02/2026 | 08/31/2026 | 6409 | \$96.06 LIBRARY MATERIALS-BOOKS-ADULT    | INGRAM LIBRARY SERVICES | AD PRINT/ JUV PRINT/ GIFTS IHO |
| 09/02/2026 | 08/31/2026 | 6409 | \$251.58 LIBRARY MATERIALS-BOOKS-ADULT   | INGRAM LIBRARY SERVICES | JUV PRINT/ AD PRINT/ L/D JUV P |
| 09/02/2026 | 08/31/2026 | 6409 | \$170.85 LIBRARY MATERIALS-BOOKS-ADULT   | INGRAM LIBRARY SERVICES | AD PRINT/ JUV PRINT/ L/D JUV P |
| 09/02/2026 | 08/31/2026 | 6409 | \$588.04 LIBRARY MATERIALS-BOOKS-ADULT   | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/02/2026 | 08/31/2026 | 6409 | \$135.05 LIBRARY MATERIALS-BOOKS-ADULT   | CENTER POINT INC        | LIB MATLS - AD PRINT           |
| 09/09/2026 | 08/31/2026 | 6409 | \$10.06 LIBRARY MATERIALS-BOOKS-ADULT    | AMAZON COM SALES INC    | AD PRINT                       |
| 09/09/2026 | 08/31/2026 | 6409 | \$10.42 LIBRARY MATERIALS-BOOKS-ADULT    | AMAZON COM SALES INC    | AD PRINT                       |
| 09/10/2026 | 08/31/2026 | 6409 | \$82.47 LIBRARY MATERIALS-BOOKS-ADULT    | AMAZON COM SALES INC    | AD PRINT                       |
| 09/10/2026 | 08/31/2026 | 6409 | \$30.40 LIBRARY MATERIALS-BOOKS-ADULT    | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/10/2026 | 08/31/2026 | 6409 | \$205.73 LIBRARY MATERIALS-BOOKS-ADULT   | INGRAM LIBRARY SERVICES | AD PRINT/ JUV PRINT/ GIFTS IHO |
| 09/10/2026 | 08/31/2026 | 6409 | \$525.27 LIBRARY MATERIALS-BOOKS-ADULT   | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/14/2026 | 08/27/2026 | 6409 | \$31.94 LIBRARY MATERIALS-BOOKS-ADULT    | BARNES&NOBLE.COM-BN     | LIBRARY MATERIALS ADULT PRINT  |
| 09/14/2026 | 08/27/2026 | 6409 | \$14.99 LIBRARY MATERIALS-BOOKS-ADULT    | BARNES&NOBLE.COM-BN     | LIBRARY MATERIALS (ADULT PRINT |
| 09/14/2026 | 08/27/2026 | 6409 | \$60.00 LIBRARY MATERIALS-BOOKS-ADULT    | BARNES&NOBLE.COM-BN     | LIBRARY MATERIALS (ADULT PRINT |
| 09/15/2026 | 09/15/2026 | 6409 | \$14.97 LIBRARY MATERIALS-BOOKS-ADULT    | AMAZON COM SALES INC    | AD PRINT                       |

|            |            |      |                                        |                         |                                |
|------------|------------|------|----------------------------------------|-------------------------|--------------------------------|
| 09/15/2026 | 09/15/2026 | 6409 | \$16.50 LIBRARY MATERIALS-BOOKS-ADULT  | AMAZON COM SALES INC    | AD PRINT                       |
| 09/15/2026 | 09/15/2026 | 6409 | \$20.99 LIBRARY MATERIALS-BOOKS-ADULT  | AMAZON COM SALES INC    | ADULT PRINT                    |
| 09/15/2026 | 09/15/2026 | 6409 | \$24.89 LIBRARY MATERIALS-BOOKS-ADULT  | AMAZON COM SALES INC    | AD PRINT                       |
| 09/15/2026 | 09/15/2026 | 6409 | \$58.40 LIBRARY MATERIALS-BOOKS-ADULT  | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/15/2026 | 09/15/2026 | 6409 | \$338.44 LIBRARY MATERIALS-BOOKS-ADULT | INGRAM LIBRARY SERVICES | AD PRING                       |
| 09/15/2026 | 09/15/2026 | 6409 | \$297.21 LIBRARY MATERIALS-BOOKS-ADULT | INGRAM LIBRARY SERVICES | AD PRINT/ JUV PRINT/ GIFTS IHO |
| 09/15/2026 | 09/15/2026 | 6409 | \$32.01 LIBRARY MATERIALS-BOOKS-ADULT  | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/15/2026 | 09/15/2026 | 6409 | \$357.58 LIBRARY MATERIALS-BOOKS-ADULT | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/16/2026 | 08/31/2026 | 6409 | \$435.37 LIBRARY MATERIALS-BOOKS-ADULT | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/16/2026 | 08/31/2026 | 6409 | \$132.92 LIBRARY MATERIALS-BOOKS-ADULT | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/16/2026 | 08/31/2026 | 6409 | \$287.27 LIBRARY MATERIALS-BOOKS-ADULT | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/16/2026 | 09/15/2026 | 6409 | \$400.80 LIBRARY MATERIALS-BOOKS-ADULT | AMAZON COM SALES INC    | AD PRINT                       |
| 09/16/2026 | 09/15/2026 | 6409 | \$63.51 LIBRARY MATERIALS-BOOKS-ADULT  | AMAZON COM SALES INC    | ADULT PRINT                    |
| 09/16/2026 | 09/15/2026 | 6409 | \$71.81 LIBRARY MATERIALS-BOOKS-ADULT  | AMAZON COM SALES INC    | AD PRINT                       |
| 09/16/2026 | 09/15/2026 | 6409 | \$139.11 LIBRARY MATERIALS-BOOKS-ADULT | INGRAM LIBRARY SERVICES | JUV PRINT/ AD PRINT/ NONPRINT/ |
| 09/16/2026 | 09/15/2026 | 6409 | \$187.64 LIBRARY MATERIALS-BOOKS-ADULT | INGRAM LIBRARY SERVICES | ADULT PRINT/ JUV PRINT/ L/D AD |
| 09/21/2026 | 09/21/2026 | 6409 | \$79.49 LIBRARY MATERIALS-BOOKS-ADULT  | AMAZON COM SALES INC    | AD PRINT                       |
| 09/21/2026 | 09/21/2026 | 6409 | \$27.20 LIBRARY MATERIALS-BOOKS-ADULT  | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/21/2026 | 09/21/2026 | 6409 | \$29.60 LIBRARY MATERIALS-BOOKS-ADULT  | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/22/2026 | 09/21/2026 | 6409 | \$13.20 LIBRARY MATERIALS-BOOKS-ADULT  | AMAZON COM SALES INC    | AD PRINT                       |
| 09/22/2026 | 09/21/2026 | 6409 | \$15.40 LIBRARY MATERIALS-BOOKS-ADULT  | AMAZON COM SALES INC    | AD PRINT                       |
| 09/22/2026 | 09/21/2026 | 6409 | \$21.99 LIBRARY MATERIALS-BOOKS-ADULT  | AMAZON COM SALES INC    | AD PRINT                       |
| 09/24/2026 | 09/11/2026 | 6409 | \$29.60 LIBRARY MATERIALS-BOOKS-ADULT  | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$16.17 LIBRARY MATERIALS-BOOKS-ADULT  | AMAZON COM SALES INC    | AD PRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$60.82 LIBRARY MATERIALS-BOOKS-ADULT  | AMAZON COM SALES INC    | AD PRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$67.05 LIBRARY MATERIALS-BOOKS-ADULT  | AMAZON COM SALES INC    | AD PRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$27.20 LIBRARY MATERIALS-BOOKS-ADULT  | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$55.20 LIBRARY MATERIALS-BOOKS-ADULT  | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$110.25 LIBRARY MATERIALS-BOOKS-ADULT | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$173.25 LIBRARY MATERIALS-BOOKS-ADULT | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$180.00 LIBRARY MATERIALS-BOOKS-ADULT | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$26.40 LIBRARY MATERIALS-BOOKS-ADULT  | CENGAGE LEARNING INC    | AD PRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$151.73 LIBRARY MATERIALS-BOOKS-ADULT | INGRAM LIBRARY SERVICES | AD PRINT/ JUV PRINT/ L/D JUV A |
| 09/30/2026 | 09/29/2026 | 6409 | \$348.19 LIBRARY MATERIALS-BOOKS-ADULT | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/30/2026 | 09/29/2026 | 6409 | \$348.60 LIBRARY MATERIALS-BOOKS-ADULT | INGRAM LIBRARY SERVICES | LIBRARY MATERIALS              |
| 09/30/2026 | 09/30/2026 | 6409 | \$27.27 LIBRARY MATERIALS-BOOKS-ADULT  | CENTER POINT INC        | AD PRINT                       |
|            |            |      | \$7,306.00                             |                         |                                |
| 09/01/2026 | 08/31/2026 | 6409 | \$20.59 LIBRARY MATERIALS-KITS, TOOLS  | AMAZON COM SALES INC    | KITS                           |
| 09/14/2026 | 08/27/2026 | 6409 | \$56.00 LIBRARY MATERIALS-KITS, TOOLS  | PAYPAL WEB CHECKOUT     | NATIONAL LEAGUE (LIBRARY MATER |
| 09/14/2026 | 08/27/2026 | 6409 | \$169.98 LIBRARY MATERIALS-KITS, TOOLS | SP * FOUND FOOTAGE FES  | LIBRARY MATERIALS (KITS)       |
| 09/14/2026 | 08/27/2026 | 6409 | \$79.99 LIBRARY MATERIALS-KITS, TOOLS  | WM SUPERCENTER#1669     | LIBRARY MATERIALS (KITS)       |
| 09/16/2026 | 09/15/2026 | 6409 | \$266.43 LIBRARY MATERIALS-KITS, TOOLS | AMAZON COM SALES INC    | KITS                           |
| 09/21/2026 | 09/21/2026 | 6409 | \$84.27 LIBRARY MATERIALS-KITS, TOOLS  | AMAZON COM SALES INC    | KITS                           |
| 09/22/2026 | 09/21/2026 | 6409 | \$18.99 LIBRARY MATERIALS-KITS, TOOLS  | AMAZON COM SALES INC    | KITS                           |

|            |            |      |                                          |                                  |                                |
|------------|------------|------|------------------------------------------|----------------------------------|--------------------------------|
| 09/30/2026 | 09/29/2026 | 6409 | \$15.07 LIBRARY MATERIALS-KITS, TOOLS    | AMAZON COM SALES INC             | KITS                           |
|            |            |      | <u>\$711.32</u>                          |                                  |                                |
| 09/09/2026 | 08/31/2026 | 6409 | \$30.00 LIBRARY MATERIALS-MORE DVD'S     | AMAZON COM SALES INC             | HIGH DEMAN HOLDS               |
|            |            |      | <u>\$30.00</u>                           |                                  |                                |
| 09/01/2026 | 08/31/2026 | 6409 | \$19.95 LIBRARY MATERIALS-NON-PRINT      | AMAZON COM SALES INC             | NONPRINT                       |
| 09/01/2026 | 08/31/2026 | 6409 | \$69.68 LIBRARY MATERIALS-NON-PRINT      | AMAZON COM SALES INC             | NONPRINT                       |
| 09/02/2026 | 08/31/2026 | 6409 | \$347.12 LIBRARY MATERIALS-NON-PRINT     | MIDWEST TAPE LLC                 | NONPRINT/ L/D NONPRINT         |
| 09/03/2026 | 08/31/2026 | 6409 | \$128.23 LIBRARY MATERIALS-NON-PRINT     | BERTELSMANN PUBLISHING GROUP INC | NONPRINT                       |
| 09/09/2026 | 08/31/2026 | 6409 | \$318.70 LIBRARY MATERIALS-NON-PRINT     | BERTELSMANN PUBLISHING GROUP INC | NONPRINT                       |
| 09/10/2026 | 08/31/2026 | 6409 | \$217.37 LIBRARY MATERIALS-NON-PRINT     | MIDWEST TAPE LLC                 | NONPRINT                       |
| 09/15/2026 | 09/15/2026 | 6409 | \$11.47 LIBRARY MATERIALS-NON-PRINT      | AMAZON COM SALES INC             | NONPRINT                       |
| 09/15/2026 | 09/15/2026 | 6409 | \$39.90 LIBRARY MATERIALS-NON-PRINT      | AMAZON COM SALES INC             | NONPRINT                       |
| 09/15/2026 | 09/15/2026 | 6409 | \$49.99 LIBRARY MATERIALS-NON-PRINT      | AMAZON COM SALES INC             | NONPRINT                       |
| 09/15/2026 | 09/15/2026 | 6409 | \$66.99 LIBRARY MATERIALS-NON-PRINT      | MIDWEST TAPE LLC                 | NONPRINT                       |
| 09/15/2026 | 09/15/2026 | 6409 | \$386.79 LIBRARY MATERIALS-NON-PRINT     | MIDWEST TAPE LLC                 | NONPRINT                       |
| 09/16/2026 | 09/15/2026 | 6409 | \$138.83 LIBRARY MATERIALS-NON-PRINT     | AMAZON COM SALES INC             | NONPRINT                       |
| 09/16/2026 | 09/15/2026 | 6409 | \$288.80 LIBRARY MATERIALS-NON-PRINT     | AMAZON COM SALES INC             | NONPRINT                       |
| 09/16/2026 | 09/15/2026 | 6409 | \$24.50 LIBRARY MATERIALS-NON-PRINT      | INGRAM LIBRARY SERVICES          | JUV PRINT/ AD PRINT/ NONPRINT/ |
| 09/16/2026 | 09/16/2026 | 6409 | \$78.95 LIBRARY MATERIALS-NON-PRINT      | BLACKSTONE AUDIO INC             | LIB MATLS - NONPRINT           |
| 09/17/2026 | 09/16/2026 | 6409 | \$307.45 LIBRARY MATERIALS-NON-PRINT     | BERTELSMANN PUBLISHING GROUP INC | NONPRINT                       |
| 09/21/2026 | 09/21/2026 | 6409 | \$345.14 LIBRARY MATERIALS-NON-PRINT     | MIDWEST TAPE LLC                 | NONPRINT/ L/D NONPRINT         |
| 09/22/2026 | 09/21/2026 | 6409 | (\$11.47) LIBRARY MATERIALS-NON-PRINT    | AMAZON COM SALES INC             | NONP PRINT                     |
| 09/22/2026 | 09/21/2026 | 6409 | (\$11.47) LIBRARY MATERIALS-NON-PRINT    | AMAZON COM SALES INC             | NONPRINT                       |
| 09/22/2026 | 09/21/2026 | 6409 | \$24.96 LIBRARY MATERIALS-NON-PRINT      | AMAZON COM SALES INC             | NONPRINT                       |
| 09/22/2026 | 09/21/2026 | 6409 | \$45.91 LIBRARY MATERIALS-NON-PRINT      | AMAZON COM SALES INC             | NONPRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$17.42 LIBRARY MATERIALS-NON-PRINT      | AMAZON COM SALES INC             | NONPRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$19.95 LIBRARY MATERIALS-NON-PRINT      | AMAZON COM SALES INC             | NONPRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$24.77 LIBRARY MATERIALS-NON-PRINT      | AMAZON COM SALES INC             | NONPRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$39.55 LIBRARY MATERIALS-NON-PRINT      | AMAZON COM SALES INC             | NONPRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$119.96 LIBRARY MATERIALS-NON-PRINT     | AMAZON COM SALES INC             | NONPRINT                       |
| 09/30/2026 | 09/29/2026 | 6409 | \$187.99 LIBRARY MATERIALS-NON-PRINT     | AMAZON COM SALES INC             | NONPRINT                       |
|            |            |      | <u>\$3,297.43</u>                        |                                  |                                |
| 09/14/2026 | 08/27/2026 | 6409 | \$120.00 LIBRARY MATERIALS-PERIODICALS   | PAYPAL WEB CHECKOUT              | WI ACADEMY OF SCIENCES ARTS &  |
| 09/16/2026 | 01/31/2026 | 6409 | (\$26.40) LIBRARY MATERIALS-PERIODICALS  | COX SUBSCRIPTIONS INC            | LIB MATLS - PERIODICALS        |
| 09/16/2026 | 03/31/2026 | 6409 | (\$17.57) LIBRARY MATERIALS-PERIODICALS  | COX SUBSCRIPTIONS INC            | LIB MATLS - PERIODICALS        |
| 09/17/2026 | 08/31/2026 | 6409 | \$2,832.49 LIBRARY MATERIALS-PERIODICALS | COX SUBSCRIPTIONS INC            | LIBRARY MATERIALS              |
|            |            |      | <u>\$2,908.52</u>                        |                                  |                                |
| 09/01/2026 | 08/31/2026 | 6409 | \$32.00 MATERIALS-BOOKMARKS              | AMAZON COM SALES INC             | GIFTS IHO-FOL                  |
| 09/01/2026 | 08/31/2026 | 6409 | \$37.03 MATERIALS-BOOKMARKS              | AMAZON COM SALES INC             | GIFTS IHO-FOL                  |
| 09/15/2026 | 09/15/2026 | 6409 | \$17.68 MATERIALS-BOOKMARKS              | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |

|                         |            |      |                                       |                                  |                                |
|-------------------------|------------|------|---------------------------------------|----------------------------------|--------------------------------|
| 09/16/2026              | 09/15/2026 | 6409 | \$19.42 MATERIALS-BOOKMARKS           | INGRAM LIBRARY SERVICES          | ADULT PRINT/ JUV PRINT/ L/D AD |
| 09/30/2026              | 09/29/2026 | 6409 | \$29.57 MATERIALS-BOOKMARKS           | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/30/2026              | 09/29/2026 | 6409 | \$17.69 MATERIALS-BOOKMARKS           | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/30/2026              | 09/30/2026 | 6409 | \$61.88 MATERIALS-BOOKMARKS           | BLACKSTONE AUDIO INC             | LIB MATLS - GIFTS IHO-FOL/L&D  |
|                         |            |      | <b>\$215.27</b>                       |                                  |                                |
| 09/02/2026              | 08/31/2026 | 6409 | \$11.09 MATERIALS-LEPMPL/BOOKMARKS    | INGRAM LIBRARY SERVICES          | AD PRINT/ JUV PRINT/ GIFTS IHO |
| 09/02/2026              | 08/31/2026 | 6409 | \$16.08 MATERIALS-LEPMPL/BOOKMARKS    | INGRAM LIBRARY SERVICES          | JUV PRINT/ AD PRINT/ L/D JUV P |
| 09/10/2026              | 08/31/2026 | 6409 | \$35.52 MATERIALS-LEPMPL/BOOKMARKS    | INGRAM LIBRARY SERVICES          | AD PRINT/ JUV PRINT/ GIFTS IHO |
| 09/10/2026              | 08/31/2026 | 6409 | \$35.85 MATERIALS-LEPMPL/BOOKMARKS    | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/14/2026              | 08/27/2026 | 6409 | \$57.00 MATERIALS-LEPMPL/BOOKMARKS    | MICHAEL FORSBERG PHOTO           | LIBRARY MATERIALS (GIFTS IHO-L |
| 09/15/2026              | 09/15/2026 | 6409 | \$16.61 MATERIALS-LEPMPL/BOOKMARKS    | INGRAM LIBRARY SERVICES          | AD PRINT/ JUV PRINT/ GIFTS IHO |
| 09/16/2026              | 08/31/2026 | 6409 | \$38.58 MATERIALS-LEPMPL/BOOKMARKS    | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/30/2026              | 09/29/2026 | 6409 | \$22.00 MATERIALS-LEPMPL/BOOKMARKS    | AMAZON COM SALES INC             | GIFTS IHO-LEPMPL               |
| 09/30/2026              | 09/29/2026 | 6409 | \$17.97 MATERIALS-LEPMPL/BOOKMARKS    | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
|                         |            |      | <b>\$250.70</b>                       |                                  |                                |
| TOTAL LIBRARY MATERIALS |            |      | <b>\$37,036.52</b>                    |                                  |                                |
| 09/01/2026              | 08/31/2026 | 6415 | \$30.37 LOST/DAMAGED-BOOKS JUVENILLE  | AMAZON COM SALES INC             | LOST/DAMAGED JUV PRINT         |
| 09/02/2026              | 08/31/2026 | 6415 | \$61.64 LOST/DAMAGED-BOOKS JUVENILLE  | INGRAM LIBRARY SERVICES          | JUV PRINT/ AD PRINT/ L/D JUV P |
| 09/02/2026              | 08/31/2026 | 6415 | \$9.80 LOST/DAMAGED-BOOKS JUVENILLE   | INGRAM LIBRARY SERVICES          | AD PRINT/ JUV PRINT/ L/D JUV P |
| 09/09/2026              | 08/31/2026 | 6415 | \$63.99 LOST/DAMAGED-BOOKS JUVENILLE  | BERTELSMANN PUBLISHING GROUP INC | L/D JUV PRINT                  |
| 09/09/2026              | 08/31/2026 | 6415 | \$12.00 LOST/DAMAGED-BOOKS JUVENILLE  | AMAZON COM SALES INC             | L/D JUV PRINT                  |
| 09/09/2026              | 09/09/2026 | 6415 | \$16.99 LOST/DAMAGED-BOOKS JUVENILLE  | AMAZON COM SALES INC             | L/D JUV PRINT                  |
| 09/10/2026              | 08/31/2026 | 6415 | \$178.74 LOST/DAMAGED-BOOKS JUVENILLE | AMAZON COM SALES INC             | L/D JUV PRINT                  |
| 09/10/2026              | 08/31/2026 | 6415 | \$30.70 LOST/DAMAGED-BOOKS JUVENILLE  | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/14/2026              | 08/27/2026 | 6415 | \$17.99 LOST/DAMAGED-BOOKS JUVENILLE  | BARNES&NOBLE.COM-BN              | LIBRARY MATERIALS (ADULT PRINT |
| 09/15/2026              | 09/15/2026 | 6415 | \$35.49 LOST/DAMAGED-BOOKS JUVENILLE  | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/16/2026              | 08/31/2026 | 6415 | \$300.16 LOST/DAMAGED-BOOKS JUVENILLE | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/16/2026              | 09/15/2026 | 6415 | \$128.83 LOST/DAMAGED-BOOKS JUVENILLE | AMAZON COM SALES INC             | LOST/DAMAGE JUV PRINT          |
| 09/17/2026              | 09/16/2026 | 6415 | \$50.99 LOST/DAMAGED-BOOKS JUVENILLE  | BERTELSMANN PUBLISHING GROUP INC | JUV PRINT                      |
| 09/30/2026              | 09/29/2026 | 6415 | \$41.64 LOST/DAMAGED-BOOKS JUVENILLE  | INGRAM LIBRARY SERVICES          | AD PRINT/ JUV PRINT/ L/D JUV A |
|                         |            |      | <b>\$979.33</b>                       |                                  |                                |
| 09/01/2026              | 07/31/2026 | 6415 | \$51.94 LOST/DAMAGED-BOOKS-ADULT      | CENTER POINT INC                 | LIB MATLS - AD PRINT & L/D AD  |
| 09/09/2026              | 08/31/2026 | 6415 | \$17.71 LOST/DAMAGED-BOOKS-ADULT      | AMAZON COM SALES INC             | L/D AD PRINT                   |
| 09/09/2026              | 09/09/2026 | 6415 | \$27.84 LOST/DAMAGED-BOOKS-ADULT      | AMAZON COM SALES INC             | L/D AD PRINT                   |
| 09/10/2026              | 08/31/2026 | 6415 | \$491.97 LOST/DAMAGED-BOOKS-ADULT     | AMAZON COM SALES INC             | L/D AD PRINT                   |
| 09/15/2026              | 09/15/2026 | 6415 | \$16.58 LOST/DAMAGED-BOOKS-ADULT      | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/15/2026              | 09/15/2026 | 6415 | \$69.85 LOST/DAMAGED-BOOKS-ADULT      | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/16/2026              | 08/31/2026 | 6415 | \$153.42 LOST/DAMAGED-BOOKS-ADULT     | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/16/2026              | 08/31/2026 | 6415 | \$101.25 LOST/DAMAGED-BOOKS-ADULT     | INGRAM LIBRARY SERVICES          | LIBRARY MATERIALS              |
| 09/16/2026              | 09/15/2026 | 6415 | \$19.43 LOST/DAMAGED-BOOKS-ADULT      | INGRAM LIBRARY SERVICES          | ADULT PRINT/ JUV PRINT/ L/D AD |

|                                       |            |      |                     |                                 |                                  |                                |
|---------------------------------------|------------|------|---------------------|---------------------------------|----------------------------------|--------------------------------|
| 09/21/2026                            | 09/21/2026 | 6415 | \$113.56            | LOST/DAMAGED-BOOKS-ADULT        | AMAZON COM SALES INC             | LOST/DAMAGED AD PRINT          |
| 09/30/2026                            | 09/29/2026 | 6415 | \$47.67             | LOST/DAMAGED-BOOKS-ADULT        | INGRAM LIBRARY SERVICES          | AD PRINT/ JUV PRINT/ L/D JUV A |
|                                       |            |      | <u>\$1,111.22</u>   |                                 |                                  |                                |
| 09/01/2026                            | 08/31/2026 | 6415 | \$10.99             | LOST/DAMAGED-NON-PRNT MATERIAL  | AMAZON COM SALES INC             | LOST/DAMAGED NONPRINT          |
| 09/01/2026                            | 08/31/2026 | 6415 | \$53.60             | LOST/DAMAGED-NON-PRNT MATERIAL  | AMAZON COM SALES INC             | LOST/DAMAGED NONPRINT          |
| 09/01/2026                            | 08/31/2026 | 6415 | \$83.99             | LOST/DAMAGED-NON-PRNT MATERIAL  | AMAZON COM SALES INC             | LOST/DAMAGED NONPRINT          |
| 09/02/2026                            | 08/31/2026 | 6415 | \$13.49             | LOST/DAMAGED-NON-PRNT MATERIAL  | MIDWEST TAPE LLC                 | NONPRINT/ L/D NONPRINT         |
| 09/09/2026                            | 08/31/2026 | 6415 | \$48.07             | LOST/DAMAGED-NON-PRNT MATERIAL  | BLACKSTONE AUDIO INC             | L/D NONPRINT                   |
| 09/21/2026                            | 09/21/2026 | 6415 | \$26.24             | LOST/DAMAGED-NON-PRNT MATERIAL  | MIDWEST TAPE LLC                 | NONPRINT/ L/D NONPRINT         |
| 09/30/2026                            | 09/30/2026 | 6415 | \$24.99             | LOST/DAMAGED-NON-PRNT MATERIAL  | BERTELSMANN PUBLISHING GROUP INC | LIB MATLS - LOST/DAMAGED NONPR |
| 09/30/2026                            | 09/30/2026 | 6415 | \$36.87             | LOST/DAMAGED-NON-PRNT MATERIAL  | BLACKSTONE AUDIO INC             | LIB MATLS - GIFTS IHO-FOL/L&D  |
|                                       |            |      | <u>\$298.24</u>     |                                 |                                  |                                |
| TOTAL LOST/DAMAGED-BOOKS-ADULT        |            |      | <u>\$2,388.79</u>   |                                 |                                  |                                |
| 09/17/2026                            | 08/31/2026 | 6450 | \$144.31            | GASOLINE                        |                                  | AUG FUEL CHARGES               |
| TOTAL GASOLINE                        |            |      | <u>\$144.31</u>     |                                 |                                  |                                |
| 09/04/2026                            | 07/31/2026 | 6464 | \$1,138.15          | BLDG MTRLS & JNTRL SUPPLIES     |                                  | JUL PARTS CHARGES              |
| 09/14/2026                            | 08/27/2026 | 6464 | \$36.13             | BLDG MTRLS & JNTRL SUPPLIES     | CINTAS 60A SAP                   | AUGUST 2026 (BLDG MATERIALS -  |
| 09/22/2026                            | 08/27/2026 | 6464 | \$720.07            | BLDG MTRLS & JNTRL SUPPLIES     | DALCO ENTERPRISES                | VACCUM EQUIPMENT (AGITATOR ASS |
| 09/22/2026                            | 08/27/2026 | 6464 | \$562.70            | BLDG MTRLS & JNTRL SUPPLIES     | DALCO ENTERPRISES                | PAPER TOWELS - LIBRARY CUSTODI |
| 09/22/2026                            | 08/27/2026 | 6464 | \$183.37            | BLDG MTRLS & JNTRL SUPPLIES     | OAK RIDGE CHEMICAL INC           | CLEANING FLUID CONCENTRATE FOR |
| TOTAL BLDG MTRLS & JNTRL SUPPLIES     |            |      | <u>\$2,640.42</u>   |                                 |                                  |                                |
| 09/14/2026                            | 08/27/2026 | 6490 | \$10.95             | EQUIPMENT PURCHASES (< \$5,000) | AMAZON PRIME                     | PCS EQUIPMENT (MAGNETIC WIRELE |
| 09/14/2026                            | 08/27/2026 | 6490 | \$14.71             | EQUIPMENT PURCHASES (< \$5,000) | AMAZON PRIME                     | Magnetic Pickup Tool Set       |
| 09/14/2026                            | 08/27/2026 | 6490 | \$2,011.20          | EQUIPMENT PURCHASES (< \$5,000) | CDW GOVERNMENT                   | Dell PCs - ES and IS           |
| 09/14/2026                            | 08/27/2026 | 6490 | \$1,169.10          | EQUIPMENT PURCHASES (< \$5,000) | CDW GOVERNMENT                   | HP LJ 5601n printer - CS Desk  |
| 09/14/2026                            | 08/27/2026 | 6490 | \$58.36             | EQUIPMENT PURCHASES (< \$5,000) | CDW GOVERNMENT                   | 6ft Surge Protectors           |
| 09/14/2026                            | 08/27/2026 | 6490 | \$161.40            | EQUIPMENT PURCHASES (< \$5,000) | SP * FOUND FOOTAGE FES           | DB EQUIPMENT (XTOOL SMART DESK |
| 09/14/2026                            | 08/27/2026 | 6490 | \$122.28            | EQUIPMENT PURCHASES (< \$5,000) | SP * FOUND FOOTAGE FES           | DB EQUIPMENT (XTOOL SMART DESK |
| 09/14/2026                            | 08/27/2026 | 6490 | (\$161.40)          | EQUIPMENT PURCHASES (< \$5,000) | SP * FOUND FOOTAGE FES           | REFUND FOR DB EQUIPMENT (XTOOL |
| 09/14/2026                            | 08/27/2026 | 6490 | \$25.99             | EQUIPMENT PURCHASES (< \$5,000) | AMAZON PRIME                     | DB EQUIPMENT (HEAT GUN) / DB P |
| 09/14/2026                            | 08/27/2026 | 6490 | \$98.44             | EQUIPMENT PURCHASES (< \$5,000) | AMAZON PRIME                     | DB EQUIPMENT (SNAP CIRCUITS EL |
| TOTAL EQUIPMENT PURCHASES (< \$5,000) |            |      | <u>\$3,511.03</u>   |                                 |                                  |                                |
| TOTAL OPERATING EXPENDITURES          |            |      | <u>\$392,660.88</u> |                                 |                                  |                                |

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

**Administrative Services  
Nancy Kerr, Library Director**



Welcome to Fall! Although it is still warm outside, the library has a different vibe than in summer – a little quieter, and more studious. Fall also brings some new customers who test our Appropriate Library Behavior policies, so we are very pleased to have concluded our interviews for our new Security Monitor, Charles Woehrle, who will be starting on Monday, October 12<sup>th</sup>. Kyle did a wonderful job during his time here, and we know that Charles will do the same.

I attended a meeting with other City department heads, let by the consultants the City has hired to facilitate the Comprehensive Plan. A comprehensive plan (as compared to a strategic plan) looks at a much longer time frame, primarily concerned with growth both in physical land space and also looking at what is needed stemming from this growth – everything from roads to housing to other amenities needed to serve a larger population. Where do we fit in? For example, communities usually consider when a population size or distance from the main (only) library warrants an additional branch to provide access to the entire community. There is not a formula, and the need will be different in urban areas, areas with limited public transportation, size of the main library, etc.

Speaking of planning, we held the first meeting of our Strategic Plan task force yesterday, a committee made up of Lynn Gates, Elizabeth Steans, Kelly Kneisl, and me. The idea this time around is to “refresh” our current plan, which goes through the end of the year. Despite all of the unknowns that come with devising a post-covid, post-temporary building, post-move plan with few reliable recent statistics to go on, the current plan has served us well. Our first steps include going over the current plan’s mission, vision and values to see what is still valid, and what needs to be updated.

An IFLS training was held on Sept. 24 at CVTC, with library consultant Crystal Trice presenting on various topics, from learning styles to AI. We also had the chance to interact with staff on all levels from other IFLS libraries.

The building continues to present some challenges, not unusual in public libraries which receive a lot of foot traffic and usage. We are prioritizing tackling the issues with our main staircase which need to be addressed for safety reasons. Dan Steffen and I have spoken with one business so far, and will reach out to two others for quotes on stair coverings that will not come off, which will provide a non-stick surface, and which have a long warranty. The first quote came in at an amount lower than expected, so we are hoping to accomplish this project sooner rather than later.

**Kimberly Hennings, Deputy Director**



In September, I served on the hiring committee for the Security Monitor position. I was able to assist Nancy as the hiring manager in reviewing application materials and participating in interviews. I was also able to assist Customer Services and Collections Services in their hiring processes as well. Our new security monitor will start October 12th.

Barb, Jenny, and I attended the City employee tailgate party. The event provided an opportunity for staff in different departments to have a tailgate lunch and included a few fun football themed games.

Staff completed a brief online training covering the Family and Medical Leave Act (FMLA) in September. The training reviewed what the FMLA is, and the process for requesting leave.

**Youth Services**  
**Kelly Kneisl, Youth Services Manager**



September marked the transition from Summer at the Library into our fall programming season. While regular programming intentionally started later in the month to give families time to settle into the school year, YS was anything but quiet. Staff spent the month reconnecting with community partners, refreshing spaces, and welcoming families back to several favorite programs.

Fall Storytime kicked off September 22, and in just seven storytimes, 234 children and caregivers participated! Our expanded model, which pairs storytime with additional opportunities to stay and play, is also off to a great start. Toddler Time and Preschool Play welcomed another 144 children and adults across just three sessions. Staff have shared that families are excited to stick around, play, and connect after storytime, and

we are seeing many faces that appear to be new to our programs.



Our early literacy work also reaches far beyond the library. September brought the return of monthly outreach storytimes to local early childhood centers. YS staff will visit nine centers each month through April, connecting with approximately 300 children ages 2–5 and their teachers

every month. These visits help us bring library experiences directly to young children while building relationships with educators throughout the community.

September also brought a brand-new Play & Learn space! “Truck Town” features community spaces, imaginative-play vehicles, costumes, and plenty of reused materials from previous installations. This reset was also an important step toward making Play & Learn more sustainable for staff. Rather than spending significant time creating

elaborate decorations, staff focused their energy on the pieces that directly support imaginative play and found creative ways to reuse what we already had. Families have responded enthusiastically, showing us that we can create an exciting, engaging space while also being thoughtful about staff time and resources.

Programs for school-age children and tweens continue to provide important opportunities to connect. Pokémon Fan Club welcomed 62 participants, many of whom stayed for the entire drop-in program. Thanks to a generous donation from local business Slab Factory, every participant was able to receive Pokémon cards, making sure kids could fully participate even if they did not bring a collection of their own.

Teen programming was intentionally lighter as students returned to school, but September gave us an opportunity to start rebuilding connections for the year ahead. The Teen Advisory Board returned from summer break with four new members joining three returning members, giving us a great foundation for teen input and leadership this year. We are also expanding opportunities for teens to share their creativity through both the Teen Art Show and the new Teen Writing Showcase. Together, these displays give young people a chance to see their work celebrated and represented in a public community space.



Overall, September was a great reminder that a lighter programming calendar does not mean a quiet YS department! The transition into fall gave us time to reconnect with schools and early learning centers, welcome families back to core programs, strengthen opportunities for tweens and teens, and make thoughtful changes that keep our services both exciting and sustainable.

**Reference Services**  
**Elizabeth Steans, Reference Services Manager**



Adult Services (AS) has been spending the last couple of months planning for Spring programs, adapting to AS staff taking on new roles and responsibilities, fostering the best possible experience for our customers, and raising awareness to how public libraries cultivate and serve educational needs.

AS Coordinators, Jan and Riley, and AS Librarian, Stephanie, presented at the Wisconsin Association for Home and Community Education (WAHCE) conference held at the Lismore, sharing the many ways public libraries can support and collaborate with local adult education organizations in two sessions. It was reported that attendees had a lot of curiosity and wonderful things to share about their own experiences with libraries.

We have a new face in Dabble Box Open Labs. AS Assistant, Joel, is joining the crew of staffers who support customers in our open lab programming. Another new face to the Dabble Box Open Labs includes AS Assistant, Juliette. These labs are sustainably popular and getting more hands to participate in supporting this program proves to help us meet the demands from our community.

AS Librarians, Bethany and Stephanie, are working with Elizabeth to refresh our Maker in Residence (MIR) program. The focus is spent on rebuilding the program structure, assessing changes needed to expand reach to makers and interest, evaluate budgetary needs, and transitioning its oversight to Stephanie. Our goal is to have a new MIR experience no later than 2028.

In Home Delivery Services (HDS) news; AS Coordinator, Jenny, shared a compelling and touching note this month. One of our HDS customers who passed away recently was 103 years old. She spent much of her time reading until her very last days of life. HDS continues to support lifelong learning and fosters lifelong readers, and what

an honor it is to be a part of such an effort! On a different note, Jenny and Joel ran a booth at the Senior Center Resource Fair and spent the day talking to over 180+ visitors about HDS and other library services of interest to our community senior citizens.

Some AS program stats for September 2026 to highlight:

- 2 Laser Engraver Workshops, 11 attendees
- 9 Dabble Box Open Labs, 319 attendees
- 3D Sculpting in Blender class, 7 attendees
- Crafts and Drafts, 19 attendees
- CVLR: Stories Behind the Sawdust Columns, 94 attendees

Check out this September blog!:

- [Creature of Habit](#) by Riley, Reference Service

AS desk staff logged 1,847 customer questions into Gimlet in September 2026!

The top three topics are:

1. Study room reservation support (297 transactions)
2. Quick research/ready reference questions (199 transactions)
3. ILL questions and searching (186 transactions)

Reference transactions are up 64% from last year, but down 8% from last month.

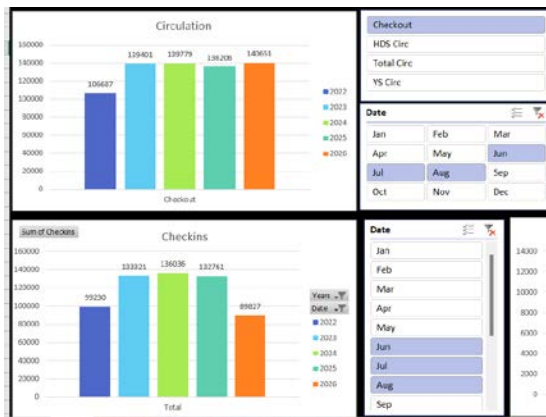
**Circulation Services**  
**Paula Stanton, Circulation Manager**



In September, after much anticipation, the Library rolled out (pun intended) its new van! The very fun inspired design was designed by the in-house marketing team and added to the van by the City's fleet department. Additionally, the van drivers currently at the library got to vote on a new name for the van; they

decided on Vincent Van Go. Vinny is now out and about rolling around town driven by

one of our many van drivers [pictured]. Wave if you see him out and about.



Circulation Staff celebrated end of summer! Our checkout numbers for the summer were the best they've been since pre-COVID [graphs, pictured]. While our check in numbers didn't quite compare – but hey maybe those

people are returning their summer books in September... To celebrate another successful busy season, the MOD-squad (Managers On Duty) went out to their yearly breakfast [pictured] where they reflect on what went well and what can be improved upon to make next summer even more smooth.



The AMH (automated materials handler) did have us all scratching our heads. Our screen went down, forcing us to close the machine. Staff and techs with the company thought it was a broken screen. However, after Kris and Paula replaced the screen [pictured], we found that didn't solve the issue. After much trial and error, we discovered that it was due to a faulty power strip – the only problem was the power strip was European, as the machine is from Denmark. This meant we had to temporarily rewire the machine to convert it to a US power plug before techs

from the company could get out with a more long-term solution. Overall, the first-floor outage lasted a week and staff did not love the return to manual checkins and the increase in workload this presented.

Additionally, Tati had her Desk Clerk hours increased! After applying, interviewing and being offered the extra hours her hours were increased to 28, after Julia, a long-time Desk Clerk, resigned to take a full-time job in La Crosse. Lastly, Rebecca resigned after several years with the Library and her Assistant position was posted. Stay tuned for hiring updates.

## **Technical Services**

### **Lynn Gates, Technical Services Manager**



September means Fall is here and publishers are getting ready for the holidays. Halloween, Thanksgiving, (and Christmas) books are starting to arrive. This means lots and lots of new materials are here to keep us busy as bees! Collections Services staff continued to cover gaps left by Teri while the hiring process moved forward. Michaela and I reviewed lots and lots of applications for the two positions and then along with Becky, interviewed several great candidates for our open Assistant position.

Our displays are as popular as ever and in September we had “Criminally Funny” from Sara and “For Beginners” from Jenny on the second-floor cube display. I also swapped out the Recommended Reads from “Celebrity Summer Reading Lists” to “Genre Award Winners” for the next few months. Bethany in Adult Services put up materials honoring Hispanic Heritage Month on our shared pop-up display.

**Information Technology**  
**Kris Nickel, Technology Manager**

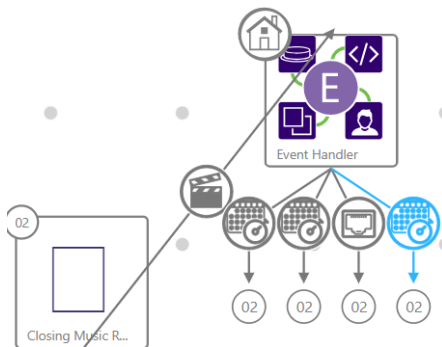
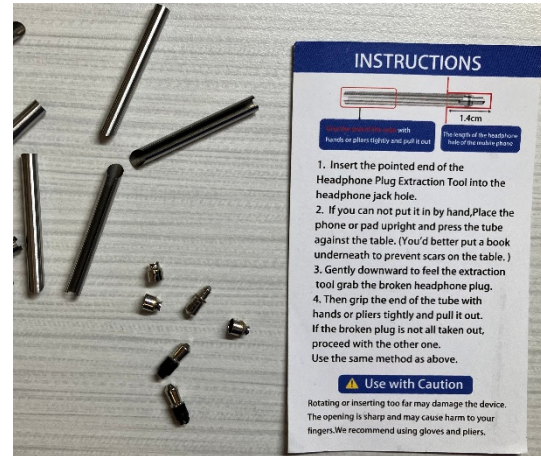


Over the summer, we made a decision to migrate our long-time anti-virus product (Symantec Endpoint Protection) to a shared system with the City: SentinelOne. S1 (as City IT refers to it), is much more robust, with cloud-based monitoring and management tools, allowing access for City IT staff as well. We were a bit under the gun, as our annual renewal for Symantec was coming due quickly, and we were not going to go unprotected. David and Nate with City IT came over, and the three of us worked together to remotely remove the old client and install the new, with no interruption to staff. The fun part came next. Two applications did not play nice with the client – our microfilm scanner software and printing from Sierra, our ILS. Once I had definitively determined that S1 was the cause, I reached out to David, who configured exclusions for the affected folders. Problem was, it didn't help. After much experimenting, testing, researching, and a few bad words, I determined that it was a syntax issue. Whiteboard note to self, lest I forget:

A photograph of a whiteboard with handwritten text in black marker. The text reads: "SentinelOne Interoperability exclusions:" followed by "NO Quotes!!" on the next line. The whiteboard has a dark border.

After much discussion with Adult Services staff, we decided to trial accepting \$20 bills in our pay-to-print coin-and-bill acceptor, along with adding \$1 coins to the CBA's coin supply. Prior to this we limited bills to \$1 and \$5, due to the frequency of small print jobs, and not wanting to deplete our coins. Unfortunately, this has led to customers' going to the Customer Services desk to break large bills, which in turn necessitated more bank runs by staff. I reprogrammed the CBA for the larger bills and the added coin type. Adult services staff will decide later whether to continue.

Once again, my tiny inexpensive pick-out-the-stuck-parts tool saved the day. A headphone jack became stuck in one of our YS iPads. I managed to get both bits on the first two attempts:



With the new hours beginning in September, I needed to adjust both our door lock and closing music schedules. The doors were a cinch, as I'm in that system frequently, however I hadn't needed to access the closing music software since we opened back in 2022, and it was initially configured by the audio vendor. It also has a weird, draggy-droppy interface, rather than a text-based, command line configuration, which I'd much prefer. I gave it a go and alerted Customer Services staff that they may need to make a PA announcement on the first 5pm Saturday closing. I was elated to get an email on the day, that the music played right on schedule!

**LE PHILLIPS MEMORIAL PUBLIC LIBRARY**  
**2026 YTD BUDGET REPORT - Operating Revenue**  
**For the Period Ended September 30, 2026**

| OBJ<br>#                      | ACCOUNT NAME                            | 2026<br>BUDGETED<br>REVENUE   | ACTUAL<br>YTD<br>REVENUE      | RE-<br>CEIVABLE    | REMAINING<br>UNCOLLECTED    | %<br>COLLECTED      |
|-------------------------------|-----------------------------------------|-------------------------------|-------------------------------|--------------------|-----------------------------|---------------------|
| <b>PUBLIC LIBRARY REVENUE</b> |                                         |                               |                               |                    |                             |                     |
| 4330                          | Library Fines & Miscellaneous Revenue   | 2,800.00                      | 2,254.19                      | -                  | 545.81                      | 80.5%               |
| 4398                          | Other Penalties (Collection Agency)     | 3,700.00                      | 2,325.00                      | -                  | 1,375.00                    | 62.8%               |
| 4451                          | Electronic Copy Revenue                 | 10,800.00                     | 9,601.09                      | -                  | 1,198.91                    | 88.9%               |
| 4452                          | Copier Revenue                          | 1,825.00                      | 1,561.62                      | -                  | 263.38                      | 85.6%               |
| 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                      | -                  | -                           | 100.0%              |
| 4798                          | Misc. Service Revenues (Act 150)        | 364,875.00                    | 365,667.46                    | -                  | (792.46)                    | 100.2%              |
| 4802                          | Interest Allocation                     | 2,500.00                      | 1,151.25                      | -                  | 1,348.75                    | 46.1%               |
| 4834                          | Misc. Library Sales - Taxable           | 2,325.00                      | 966.50                        | -                  | 1,358.50                    | 41.6%               |
| 4836                          | Grant Revenue                           | -                             | -                             | -                  | -                           | -                   |
| 4850                          | Gift Revenue                            | 62,383.29                     | 43,118.89                     | -                  | 19,264.40                   | 69.1%               |
| 4852                          | Misc. Reimbursements-Lost Items         | 14,250.00                     | 14,819.71                     | -                  | (569.71)                    | 104.0%              |
| 4855                          | Reimb from employee - uniforms          | -                             | 8.99                          | -                  | (8.99)                      | -                   |
| 4858                          | Prior Year Refund                       | -                             | -                             | -                  | -                           | -                   |
| 4898                          | Miscellaneous Revenue                   | 3,000.00                      | 1,869.22                      | -                  | 1,130.78                    | 62.3%               |
| 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>\$ 6,300,954.29</u>        | <u>\$ 6,275,099.55</u>        | <u>\$ -</u>        | <u>\$ 25,854.74</u>         | <u>99.6%</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                 |
|                               | <b>TOTAL REVENUE</b>                    | <u><u>\$ 6,724,009.35</u></u> | <u><u>\$ 6,275,099.55</u></u> | <u><u>\$ -</u></u> | <u><u>\$ 448,909.80</u></u> | <u><u>93.3%</u></u> |

| OBJ<br>#                          | ACCOUNT NAME                   | 2026<br>APPROP. | ACTUAL<br>YTD<br>EXPENDED | ENCUM-<br>BRANCES | AVAIL.<br>BUDGET | %<br>USED |
|-----------------------------------|--------------------------------|-----------------|---------------------------|-------------------|------------------|-----------|
| <b>PUBLIC LIBRARY EXPENDITURE</b> |                                |                 |                           |                   |                  |           |
| 6010                              | Payroll Wages                  | \$ 3,100,424.00 | 2,108,086.89              |                   | \$ 992,337.11    | 68.0%     |
| 6030                              | Special Pays                   |                 |                           |                   | -                | #DIV/0!   |
| 6040                              | Employer Paid Benefits         | 238,382.00      | 154,171.62                |                   | 84,210.38        | 64.7%     |
| 6042                              | WRS (ER)                       | 195,667.00      | 146,736.01                |                   | 48,930.99        | 75.0%     |
| 6043                              | Health insurance-Employer      | 592,002.00      | 399,399.56                |                   | 192,602.44       | 67.5%     |
| 6047                              | Health insurance Deductible    | -               | 8,000.08                  |                   | (8,000.08)       | #DIV/0!   |
| 6051                              | Retiree Health Insurance       | 55,647.00       | 42,810.03                 |                   | 12,836.97        | 76.9%     |
| 6052                              | Retiree Health Care Deductible | -               | 749.97                    |                   | (749.97)         | #DIV/0!   |
| 6055                              | Vision Insurance               |                 | -                         |                   | -                |           |
| 6056                              | HSA Contribution               | -               | 22,625.00                 |                   | (22,625.00)      | #DIV/0!   |
| 6096                              | Auto Allowance                 | -               | 46.69                     |                   | (46.69)          | #DIV/0!   |
| 6099                              | Misc. Reimbursements           |                 | -                         |                   | -                |           |
| 6108                              | Unemployment Compensation      |                 | -                         |                   | -                |           |
| 6110                              | Postage & Shipping             | 13,000.00       | 8,708.19                  | 3,984.73          | 307.08           | 97.6%     |
| 6112                              | Computer Service Charges       | 150,000.00      | 96,826.21                 | 19,680.31         | 33,493.48        | 77.7%     |
| 6116                              | Binding                        | -               | -                         |                   | -                |           |
| 6118                              | Advertising                    | 22,000.00       | 16,592.21                 |                   | 5,407.79         | 75.4%     |
| 6120                              | Auditing                       | 3,200.00        | 2,781.92                  |                   | 418.08           | 86.9%     |
| 6122                              | Cataloging                     |                 |                           |                   | -                |           |
| 6126                              | Repairs & Maintenance to Auto  | 1,500.00        | 465.40                    |                   | 1,034.60         | 31.0%     |
| 6128                              | Repairs to Tools & Equip       | -               |                           |                   | -                |           |
| 6134                              | Lab/Medical Testing            |                 |                           |                   | -                |           |
| 6138                              | Equipment Rental               |                 |                           |                   | -                |           |
| 6142                              | Other Rental                   |                 |                           |                   | -                |           |
| 6150                              | Special Services               | 5,500.00        | 2,597.40                  | 689.90            | 2,212.70         | 59.8%     |
| 6153                              | Convenience Fees               | 2,000.00        | 1,606.38                  | -                 | 393.62           | 80.3%     |
| 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      | 160,267.00                | 712.12            | 59,521.88        | 73.0%     |
| 6210                              | Telephones                     | 11,500.00       | 7,058.27                  |                   | 4,441.73         | 61.4%     |
| 6306                              | License & Permits              |                 |                           |                   | -                |           |
| 6308                              | Special Assessments            | -               | -                         |                   | -                | #DIV/0!   |
| 6350                              | Liability & Property Insurance | 38,800.00       | 29,099.97                 |                   | 9,700.03         | 75.0%     |
| 6398                              | Insurance Claims Reimbursement | -               | -                         |                   | -                |           |
| 6402                              | Office, AV, Library Supplies   | 52,200.00       | 38,300.09                 | 26.24             | 13,873.67        | 73.4%     |
| 6405                              | Awards & Trophies              | 350.00          | -                         |                   | 350.00           | 0.0%      |
| 6406                              | Library Program Supplies       | 14,004.00       | 5,182.57                  |                   | 8,821.43         | 37.0%     |
| 6409                              | Library Materials              | 394,100.00      | 290,821.41                | 6,739.88          | 96,538.71        | 75.5%     |

| OBJ<br># | ACCOUNT NAME                         | 2026<br>APPROP.        | ACTUAL<br>YTD<br>EXPENDED | ENCUM-<br>BRANCES   | AVAIL.<br>BUDGET       | %<br>USED    |
|----------|--------------------------------------|------------------------|---------------------------|---------------------|------------------------|--------------|
| 6415     | Lost/Damaged Collection Materials    | 15,501.00              | 10,478.59                 | 496.48              | 4,525.93               | 70.8%        |
| 6450     | Gasoline                             | 1,600.00               | 935.08                    |                     | 664.92                 | 58.4%        |
| 6464     | Bldg Materials/Janitorial Supplies   |                        |                           |                     | -                      |              |
| 6490     | Equipment Purchases < \$5000         | 64,100.00              | 24,615.85                 | -                   | 39,484.15              | 38.4%        |
| 6496     | Gift & Grant Expenditures            | 148,717.83             | 58,365.53                 | 4,944.37            | 85,407.93              | 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>\$ 4,617,260.62</u>    | <u>\$ 37,274.03</u> | <u>\$ 1,663,276.79</u> | <u>73.7%</u> |

| OBJ<br>#                         | ACCOUNT NAME                             | 2026<br>APPROP.               | ACTUAL<br>YTD<br>EXPENDED     | ENCUM-<br>BRANCES          | AVAIL.<br>BUDGET              | %<br>USED           |
|----------------------------------|------------------------------------------|-------------------------------|-------------------------------|----------------------------|-------------------------------|---------------------|
| <b>LIB CUSTODIAL EXPENDITURE</b> |                                          |                               |                               |                            |                               |                     |
| 6010                             | Payroll Wages                            | \$ 128,799.00                 | \$ 103,295.26                 |                            | \$ 25,503.74                  | 80.2%               |
| 6020                             | Payroll Overtime                         | 8,000.00                      | 7,103.19                      |                            | 896.81                        | 88.8%               |
| 6030                             | Special Pays                             | 600.00                        | 628.37                        |                            | (28.37)                       | 104.7%              |
| 6040                             | Employer Paid Benefits                   | 10,511.00                     | 8,018.09                      |                            | 2,492.91                      | 76.3%               |
| 6042                             | WRS (ER)                                 | 8,957.00                      | 7,935.59                      |                            | 1,021.41                      | 88.6%               |
| 6043                             | Health Ins (ER)                          | 39,591.00                     | 27,308.55                     |                            | 12,282.45                     | 69.0%               |
| 6047                             | Health Insurance Deductible              | 1,260.00                      | 900.00                        |                            | 360.00                        | 71.4%               |
| 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                     | 19,453.76                     | 1,390.40                   | 11,155.84                     | 65.1%               |
| 6144                             | Laundry & Dry Cleaning                   |                               |                               |                            | -                             |                     |
| 6150                             | Special Services                         | 13,000.00                     | 10,304.54                     | 630.36                     | 2,065.10                      | 84.1%               |
| 6198                             | Miscellaneous Contractual                | 20,000.00                     | 10,171.98                     | 1,200.00                   | 8,628.02                      | 56.9%               |
| 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                      | 4,649.94                      |                            | 1,550.06                      | 75.0%               |
| 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                     | 11,396.24                     | -                          | 13,603.76                     | 45.6%               |
| 6490                             | Equipment Purchases                      | -                             | -                             | -                          | -                             |                     |
|                                  |                                          | <u>\$ 375,119.00</u>          | <u>\$ 269,216.66</u>          | <u>\$ 3,220.76</u>         | <u>\$ 102,681.58</u>          | <u>72.6%</u>        |
|                                  | <b>TOTAL EXPENSES</b>                    | <u><u>\$ 6,692,930.44</u></u> | <u><u>\$ 4,886,477.28</u></u> | <u><u>\$ 40,494.79</u></u> | <u><u>\$ 1,765,958.37</u></u> | <u><u>73.6%</u></u> |

LE PHILLIPS MEMORIAL PUBLIC LIBRARY  
**LTD CAPITAL IMPROVEMENT BUDGET REPORT**  
**For the Period Ended September 30, 2026**

| OBJ<br>#                        | ACCOUNT NAME                               | 2026<br>CURRENT<br>APPROP. | ACTUAL<br>SINCE INCEPTION<br>EXPENDED | ENCUM-<br>BRANCES | AVAILABLE<br>BUDGET       | %<br>USED    |
|---------------------------------|--------------------------------------------|----------------------------|---------------------------------------|-------------------|---------------------------|--------------|
| <b>490.5149</b>                 | <b>2019/2020/2022 LIBRARY IMPROVEMENTS</b> |                            |                                       |                   |                           |              |
| 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)           |              |
|                                 | <b>TOTAL REVENUE</b>                       | <b>\$ (20,558,012.00)</b>  | <b>\$ (7,313,311.09)</b>              | <b>\$ -</b>       | <b>\$ (13,244,700.91)</b> |              |
| 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)               |              |
|                                 | <b>TOTAL EXPENSE</b>                       | <b>\$ 20,558,012.00</b>    | <b>\$ 19,734,973.39</b>               | <b>\$ -</b>       | <b>\$ 823,038.61</b>      | <b>96.0%</b> |
| 490.5774                        | TSF FROM LIBRARY                           | (45,000.00)                | (45,000.00)                           |                   | (45,000.00)               |              |
| 5114                            | <b>TOTAL REVENUE</b>                       | <b>(45,000.00)</b>         | <b>(45,000.00)</b>                    |                   | <b>(45,000.00)</b>        |              |
| 490.5774                        | CAPITAL COSTS - VEHICLE                    | 45,000.00                  | 38,266.00                             |                   | 45,000.00                 |              |
| 6810                            | <b>TOTAL EXPENSE</b>                       | <b>45,000.00</b>           | <b>38,266.00</b>                      |                   | <b>45,000.00</b>          |              |
| <b>TOTAL REVENUE - FUND 490</b> |                                            | <b>\$ (20,603,012.00)</b>  | <b>\$ (7,358,311.09) #</b>            | <b>#</b>          | <b>\$ (13,244,700.91)</b> |              |
| <b>TOTAL EXPENSE - FUND 490</b> |                                            | <b>\$ 20,603,012.00</b>    | <b>\$ 19,773,239.39</b>               | <b>\$</b>         | <b>\$ 829,772.61</b>      |              |
| <b>TOTAL - FUND 490</b>         |                                            | <b>\$ -</b>                | <b>\$ 12,414,928.30 #</b>             | <b>\$ -</b>       | <b>\$ (12,414,928.30)</b> |              |

## SEPTEMBER 2026 by the Numbers



### PEOPLE

**VISITORS:** 16,296 Total this Month; 179,331 YTD

**CARDHOLDERS:** 21,563 City Residents; 32,371 Total Card Holders

**CIRCULATION:** 38,153 Total this Month; 490,863 YTD

**CHILDREN'S (BIRTH–11):** 16,047 Total this Month; 170,196 YTD

**HOME DELIVERY:** 589 Total this Month; 4,504 YTD



### CHECKOUTS

**BORROWED FROM MORE LIBRARIES:**

7,281 Total this Month; 63,504 YTD

**LOANED TO MORE LIBRARIES:** 5,246 Total this Month;  
46,115 YTD

**INTERLIBRARY LOANS:** 214 Incoming; 27 Outgoing



### ONLINE

**ACCESS TO TECHNOLOGY:** 762 Public Wireless Internet Users;  
1,448 PC sessions; 173,931 Website Engagements

**USE OF ELECTRONIC MATERIAL:** 8,007 E-Books;  
10,372 E-Audiobooks; 25,056 E-Databases; 0 E-Videos



### PROGRAMS

**AGES 0–5:** 21 Programs this Month; 672 Attendees this Month;  
7,210 Attendees YTD

**AGES 6–11:** 7 Programs this Month; 313 Attendees this Month;  
14,076 Attendees YTD

**AGES 12–18:** 1 Programs this Month; 6 Attendees this Month;  
975 Attendees YTD

**AGES 19+:** 6 Programs this Month; 62 Attendees this Month;  
1,165 Attendees YTD

**ALL AGES:** 11 Programs this Month; 420 Attendees this Month;  
4,638 Attendees YTD

## **L.E. Phillips Memorial Public Library**

### **DRAFT 2027 Closings/Holidays**

|                             |                                                      |
|-----------------------------|------------------------------------------------------|
| Thursday, December 31, 2026 | New Year's Eve – closing at 5:00 p.m.                |
| Friday, January 1, 2027     | Closed - New Year's Day                              |
| Monday, February 15, 2027   | Closed - President's Day – staff training/in-service |
| Saturday, May 29, 2027      | Closed – Saturday prior to Memorial Day              |
| Monday, May 31, 2027        | Closed - Memorial Day                                |
| Monday, July 5, 2027        | Closed –Independence Day (observed)                  |
| Saturday, September 4, 2027 | Closed – Saturday prior to Labor Day                 |
| Monday, September 6, 2027   | Closed - Labor Day                                   |
| Thursday, November 25, 2027 | Closed - Thanksgiving Day                            |
| Friday, December 24, 2027   | Closed - Christmas Eve                               |
| Saturday, December 25, 2027 | Closed - Christmas Day                               |
| Friday, December 31, 2027   | New Year's Eve – closing at 5:00 p.m.                |

The L.E. Phillips Memorial Public Library provides seven holidays, with pay, to employees.  
These days are noted in red above.



L.E. Phillips Memorial  
Public Library

Number: 2  
Category: Library Services

Policy Title: COMPUTER AND INTERNET USE  
Date adopted: 10/16/98  
Date amended: 11/20/98; 08/15/02; 09/19/02; 09/18/03; 03/18/04; 05/15/08; 11/17/16;  
11/21/19; 04/20/23; 10/15/26  
Date last reviewed: ~~04/20/23~~10/15/26

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L.E. Phillips Memorial Public Library offers access to electronic information and services, including the Internet, as part of its mission to promote lifelong learning and support open access to diverse materials and resources that enhance the quality of life in the community. The Library provides free access to the Internet as a tool for staff and customers.

Some Internet sites, databases and resources may require passwords or other identity verification. The Library makes every effort to provide a stable and effective Internet service for its customers. However, Internet resources may be unavailable due to network or service issues beyond the Library's control.

As with all Library materials, programs and services, the responsibility for what minors read or view on the Internet rests with a parent or legal guardian. Library staff is available to assist customers in selecting or suggesting the best mix of information resources to meet their needs. Users should exercise caution and follow safety measures when interacting online. In particular, parents should caution their minor children about sharing personal information on the Internet.

The library utilizes filtering software on all library workstations and devices using the library's Wi-Fi network. Internet guidelines, along with filtering, will be used together to make Internet use at this Library as safe and enjoyable as possible for customers of all ages. Customers may request staff to unblock an Internet site that meets acceptable criteria noted below.

The Library expects its customers to use the Internet responsibly and to respect the rights of others. Those who fail to do so risk losing library Internet and/or library privileges. When using the library Internet access, it is not acceptable to:

- Violate federal, state or local laws and regulations, including those governing obscenity, pornography, and materials harmful to minors.
- Violate copyright laws or database license agreements. (Responsibility for any consequences of copyright infringement or violating license agreements lies with the user. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.)
- Display or print graphics or text that is obscene, child pornography, or harmful to minors.
- Engage in any activity that is deliberately offensive or creates an intimidating, disruptive or hostile environment for customers or staff.

- Invade the privacy of individuals.
- Degrade, alter or disrupt equipment or system performance.
- Attempt to hack or crack library or remote services.
- Gain unauthorized access to resources or entities.

Library staff may impose restrictions, such as time limits or types of use, on library equipment. Also, all computer users are expected to use the electronic resources of the Library in a responsible manner that includes, but is not limited to, the following:

- Each computer user must log in with the MORE library card that they were issued. Logging in using another customer's name and library card number, with or without permission of the cardholder, is not permitted.
- A cardholder ~~who has with~~ a current library card or a visitor who does not have a MORE library card may receive an Internet pass. Users may be required to provide requested information to library staff. after providing required information to staff. Failure to provide accurate information may result in revoked computer privileges.
- Customers are required to surrender their use of a Library computer when requested to do so by staff.

The Library makes reasonable attempts to protect customers' rights to privacy and confidentiality. However, in general, electronic communication is not absolutely secure and networks are sometimes susceptible to outside intervention. In addition, there exists a possibility of inadvertent viewing of computer activity by nearby computer users. Absolute privacy in using the Internet in the library cannot be guaranteed. Internally, network administrators may monitor a person's Internet use as a part of normal system maintenance.

The Library assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury whatsoever incurred as a result of using the Library's electronic resources. This includes, but is not limited to, damage or injury sustained from invasions of a user's privacy.

Violation of Library policy or regulations that govern the use of computer and Internet resources may result in suspension or loss of the privilege to use these resources. Any illegal activity involving Library resources will be subject to prosecution by the appropriate authorities.

## 5.4 Rest Periods

Employees are entitled to one 20-minute rest period or break if they work 3.5 continuous hours. If they work seven or more continuous hours, they may take two breaks. A break should be taken as close to the middle of a shift as possible. “Continuous hours” means in one sequence (e.g., from 8:00 a.m. to 4:00 p.m.). If, for example, an employee works in the morning and returns in the evening, these are not “continuous” hours. Meal breaks are ignored in calculating continuous hours. ~~When an employee works in more than one job, they may take the breaks for which they are eligible in each job separately, not by combining hours. The rest period may be used as desired.~~

Breaks cannot be taken at the beginning or end of a shift. Breaks from two shifts may not be combined into one extended break. Breaks should not be taken when an employee has been absent from the Library during a shift for non-work-related purposes. For example, if an employee is scheduled to work from 7:00 a.m. to 11:00 a.m., but leaves for a 30-minute dental appointment at 9 a.m., that is a break in continuous hours worked, whether the absence was paid leave or on the employee’s own time, and the employee is not eligible for a break. An employee should contact their manager with questions about continuous hours worked and paid rest periods.