



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, JUNE 19, 2024

Regular Meeting

Community Room

4:00 PM

I. Opening

1. Call to order and roll call
2. Correspondence
3. Public comment

II. Consent Items

1. Minutes of regular meeting of May 15, 2024
2. Vouchers for May 2024
 - a. Review with City Finance Director, Emily Ley
3. Unaudited Monthly Revenue & Expense Report for May 2024
4. Monthly Statistical Report for May 2024

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approval of Library Account Creation & Loan Policy
2. Action Item: Review and approval of Access to Public Records
3. Action Item: Appointment of Darcy Dalsky as Board Financial Secretary
4. Action Item: Board Resolution Granting Signing Authority
5. Action Item: Committee appointments
6. Discussion Item: Elm Tree Table Project Status
7. Discussion Item: Strategic Plan Goals & Action Steps #1 Review
8. Discussion Item: Wisconsin Trustee Essential #13: Library Advocacy

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

1. Wednesday, July 17, 2024 @4PM
Library Community Room

VII. Adjournment

Please call the library (715-536-7191) by noon on Wednesday if you are unable to attend.

The Library is accessible to the physically disadvantaged. If special accommodation is needed, please contact

the library at the number listed above.

Our Mission: Serving the Merrill area through traditional and innovative services, T.B. Scott Free Library connects people to their community and the world, promotes literacy and civic engagement, encourages and supports life-long learning, ensures free and open access to ideas, and provides opportunities for recreation.

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, MAY 15, 2024 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

- 1. Call to order and roll call** - Audrey Huftel called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Darcy Dalsky, Chris Grunenwald, Ryan Martinovici, Elizabeth McCrank, and Mark Weix. Jr. Excused: Katie Breitenmoser, Mike Geisler, and Richard Mamer. Also present: Laurie Ollhoff, Andrea Bennett, Maria Pregler, Robert Lass, Barbara Rothlisberg, Christine Vorpapel, and the camera operator.
- 2. Correspondence** - Notes of thank you to the library and the staff from The Community Food Pantry of Merrill, Inc., Lincoln County Humane Society, and HAVEN, Inc., for the monetary donations made by staff on Friday Blue Jean Days and other designated Blue Jean Days in support of other area non-profits.
- 3. Public comment** -
 - Barbara Rothlisberg introduced herself as an incoming board member effective 07.01.2024.
 - Christine Vorpapel introduced herself as the new District 9 Supervisor of the Lincoln County Board.
 - Robert Lass introduced himself as the new Ward 5 Alderman for the City of Merrill.
 - No other public comment.

II. Consent Items

- 1. Minutes of regular meeting of April 17, 2024** - M. Weix/D. Dalsky/C to approve the Minutes of the regular meeting of April 17, 2024. E. McCrank had a follow-up question regarding the attendance of the Finance Director related to the Accounts Payable Voucher Report. L. Olhoff brought attention to the in-house spreadsheet attached to the Accounts Payable Voucher printout that provides details about the vouchers. Review and approval was made with no further discussion.
- 2. Vouchers for April 2024** - R. Martinovici/M. Weix/C to approve the Vouchers for April 2024. E. McCrank verified that the Voucher Report no longer needed a signature by two Board members. L. Olhoff verified that the signatures are no longer required and the approval is given as an item on the Agenda.

3. **Unaudited Monthly Revenue & Expense Reports for April 2024** - D. Dalsky/C. Grunenwald/C to approve the Unaudited Monthly Revenue & Expense Reports for April 2024. E. McCrank drew attention to an entry under Personnel Services, Item 55110-01-52500 Prior Services-Debt Service for \$3,934. L. Ollhoff will follow up with the City Finance Director to provide clarification of that amount. E. McCrank asked for clarification of the Revenues Over/ (Under) Expenditures line item on page 31 of the Revenue and Expense Report (Unaudited). L. Ollhoff provided explanation/clarification, indicated she would verify the information with the City Finance Director, and report back at the June 19, 2024, Board of Trustees meeting.
4. **Monthly Statistical Report for April 2024** - M. Weix/E. McCrank/C to approve the Monthly Statistical Report for April 2024. M. Weix drew attention to the increase in numbers throughout various aspects of the statistics addressed in the report. E. McCrank continued the discussion with her remarks related to the increase, as well, in both patronage and materials checkout.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approval of Borrowing Privileges - Delinquent Patrons** - E. McCrank/D. Dalsky/C to approve the Borrowing Privileges - Delinquent Patrons as amended. E. McCrank requested that the wording of the portion of the first sentence that reads "...patron who has been issued a citation for theft of library materials and has been incarcerated ..." to be amended to read "...patron who has been **either** issued a citation for theft of library materials **or** has been incarcerated ...". Further discussion was held regarding clarification of the intent of this statement and the board members were in agreement with the amended language.
2. **Action Item: Review and approval of the 2024-2028 T.B. Scott Free Library Strategic Plan** - E. McCrank/R. Martinovici/C to approve the 2024-2028 T.B. Scott Free Library Strategic Plan. M. Weix requested clarification on the schedule of review of the strategic plan. L. Ollhoff explained that the plan is a five-year plan that includes five goals. Each goal is rotated through each month and brought to the Board with a list of the action steps and activities that have taken place to meet the specific goal being referenced that month for Board review and discussion.
3. **Discussion Item: Strategic Plan Goals & Objectives #4 Review** - Review was made with no discussion.
4. **Wisconsin Trustee Essential #12: Library Standards** - Review was made with no discussion.

- IV. **Library Director's Report** L. Ollhoff highlighted the following: Upcoming library events. The summer reading programs in both youth services and adult services are ready to go. Summer hours begin Memorial Day Weekend with Saturday hours revised to 10am-1pm. Friends of the Library Book Sale was a huge success

with a profit of \$1,277.40. The Fall Sale will be held during the Friends of the Library Week - 10/24/2024 - 10/26/2024. The next phase of the Youth Services Activity Room Project has begun to include discussions with the architect and City Administrator related to the process of accepting bids for the completion of the project. The Northern Wisconsin ILS Consortium Exploration (NICE) Team Project Committee continues with numerous recommendations being made regarding various aspects of the project. A full recommendation report will be presented to library directors from the Wisconsin Valley Library System and the Northern Waters Library System. Details can be found at the NICE Project website - <https://nicelibraries.org>. The City Facilities Manager vacancy has now been filled with an accepted offer by Taylor (TJ) Brunett and approval by City Council with a start date of June 24, 2024. Next Staff Development Day will be the same date as the next Board of Trustees meeting on June 19, 2024. Staff still in the building that afternoon will attend the

V. President's Remarks No remarks were made as the Board President was excused to attend.

VI. Date and Time of Next Meeting

1. **Wednesday, June 19, 2024, @4PM**
Library Community Room -

VII. Closed Session Motion to convene into Closed Session. E. McCrank/D. Dalsky/Roll Call with all "Yes" for those in attendance.

1. **Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations as it relates to staff use of library social media. -**

VIII. Adjournment The Board returned from Closed Session.

R. Martinovici/C. Grunenwald/C Meeting was adjourned at 4:40 PM.

May 2024

Company Being Paid	May 2024					MAY 2024	
	5/3/24	5/10/24	5/17/24	5/24/24	5/31/24	TOTALS	TOTALS
	Packet	Packet	Packet	Packet	Packet		
Amazon		\$ 5,569.70				\$	\$ 5,569.70
B&T L0280842		\$ 36.37	\$ 829.64		\$ 243.20	\$	\$ 866.01
B&T L4211082		\$ 12.58	\$ 47.17			\$	\$ 59.75
B&T L5471172		\$ 205.51				\$	\$ 205.51
B&T L5491882		\$ 129.74	\$ 255.28	\$ 126.25		\$	\$ 511.27
CDW-G		\$ 844.89				\$	\$ 844.89
Cengage Learning, Inc.		\$ 24.80		\$ 169.54		\$	\$ 194.34
Center Point Large Print		\$ 44.94				\$	\$ 44.94
Children's Plus		\$ 641.34		\$ 32.94		\$	\$ 674.28
Cintas		\$ 196.32				\$	\$ 196.32
Dave's County Market		\$ 34.45				\$	\$ 34.45
Demco		\$ 201.87				\$	\$ 201.87
EBSCO		\$ 16.50				\$	\$ 16.50
Elan		\$ 435.91				\$	\$ 435.91
EO JOHNSON		\$ 51.00	\$ 254.84			\$	\$ 305.84
Frontier		\$ 106.92				\$	\$ 106.92
Kaukauna Public Library		\$ 15.00		\$ 600.00		\$	\$ 15.00
Magic of Isaiah (The)						\$	\$ 600.00
Merrill Ace Hardware		\$ 129.28				\$	\$ 129.28
Merrill Chamber of Commerce Foundation	\$ 100.00					\$	\$ 100.00
Merrill Country Store	\$ 331.73					\$	\$ 331.73
Multi Media Channels, LLC		\$ 279.00				\$	\$ 279.00
Optimal Imaging Supplies LLC		\$ 150.00				\$	\$ 150.00
OTIS Elevator Company				\$ 3,370.20		\$	\$ 3,370.20
Plautz, Donna	\$ 42.28					\$	\$ 42.28
Power House Lawn & Leisure						\$	\$ -
Premier Touchless Drying Systems	\$ 100.00				\$ 945.00	\$	\$ 100.00
Snake Discovery, LLC						\$	\$ 945.00
T.B. Scott Petty Cash		\$ 8.54	\$ 9.85			\$	\$ 18.39
T Mobile	\$ 107.00					\$	\$ 107.00
Tomahawk Leader			\$ 100.00			\$	\$ 100.00
Wendorf Bus Service			\$ 107.50			\$	\$ 107.50
Wisconsin Public Service			\$ 2,316.48			\$	\$ 2,316.48
Wisconsin Valley Library Service	\$ 17,171.63			\$ 5,420.14		\$	\$ 22,591.77
	\$ 17,852.64	\$ 9,067.16	\$ 3,733.42	\$ 9,973.91	\$ 1,188.20	\$	\$ 41,572.13

5/02/2024 10:59 AM

PACKET: 11167 5/3/2024 Library
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----		POST DATE	BANK CODE	DESCRIPTION-----	GROSS	P.O. #	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-004168 ✓ MERRILL AREA CHAMBER OF COMMER										
✓ I-05032024	1	5/03/2024		Hanging Flower Basket Project DUE: 5/03/2024 DISC: 5/03/2024	100.00	1099: N		✓ 10 55110-03-31000	Misc. - Petty Cash	100.00
===== VENDOR TOTALS =====										
01-005256 ✓ MERRILL COUNTRY STORE										
✓ I-1908561	1	5/03/2024		WEED & FEED FOR LIBRARY DUE: 5/03/2024 DISC: 5/03/2024	331.73	1099: N		✓ 10 55110-03-50275	M/R - Contingency	331.73
===== VENDOR TOTALS =====										
01-004398 ✓ DONNA J FLAUTZ										
✓ I-05032024	1	5/03/2024		MILEAGE DUE: 5/03/2024 DISC: 5/03/2024	42.28	1099: N		✓ 10 55110-03-30500	Mileage	42.28
===== VENDOR TOTALS =====										
01-002204 ✓ PREMIER TOUCHLESS DRYING SYSTE										
✓ I-21341A	1	5/03/2024		HAND RAILS - POWDER COAT DUE: 5/03/2024 DISC: 5/03/2024	100.00	1099: N		✓ 10 55110-03-50275	M/R - Contingency	100.00
===== VENDOR TOTALS =====										
01-005404 T-MOBILE USA INC.										
✓ I-05032024	1	5/03/2024		ACCT# 267041899 DUE: 5/03/2024 DISC: 5/03/2024	107.00	1099: N		✓ 10 55110-14-45000	Ebooks/Digital Content	107.00
===== VENDOR TOTALS =====										
01-000290 ✓ WISCONSIN VALLEY LIBRARY SERVI										
✓ I-2024-2550	1	5/03/2024		V-CAT ANNUAL MAINTENANCE FEE DUE: 5/03/2024 DISC: 5/03/2024	17,171.63	1099: N		✓ 10 55110-15-70000	V-Cat Shared Automation	17,171.63
===== VENDOR TOTALS =====										
===== PACKET TOTALS =====										
17,852.64										

102 5117

INVOICE TOTALS	17,852.64
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	17,852.64
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*** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====			
					ANNUAL BUDGET	AVAILABLE BUDG	BUDGET OVER	ANNUAL BUDGET	AVAILABLE BUDG	BUDGET OVER	
	2024	10 -21-0000	Accounts Payable Control	17,852.64-*							
		10 -55110-03-30500	Mileage	42.28	1,000	844.69	1,050,556	745,624.70			
		10 -55110-03-31000	Misc. - Petty Cash	100.00	0	0.00	1,050,556	745,566.98			
		10 -55110-03-50275	M/R - Contingency	431.73	10,000	4,604.74	1,050,556	745,235.25			
		10 -55110-14-45000	Ebooks/Digital Content	107.00	6,200	5,944.19	1,050,556	745,559.98			
		10 -55110-15-70000	V-Cat Shared Automation	17,171.63	18,000	828.37	1,050,556	728,495.35			
		99 -14-0010	Due from General Fund	17,852.64 *							
			** 2024 YEAR TOTALS	17,852.64							

PACKET: 11167 5/3/2024 Library
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2024	17,852.64

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

5/07/2024 12:12 PM

A / P CHECK REGISTER

PAGE: 1

PACKET: 11171 5/3/24 library

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0	3	MERRILL AREA CHAMBER OF COMMERCE FOUNDATION, INC. I-05032024	R	5/07/2024		100.00CR	185099	100.00
		Hanging Flower Basket Project						
005256		MERRILL COUNTRY STORE I-1908561	R	5/07/2024		331.73CR	185100	331.73
		WEED & FEED FOR LIBRARY						
004398		DONNA J PLAUTZ I-05032024	R	5/07/2024		42.28CR	185101	42.28
		MILEAGE						
002204		PREMIER TOUCHLESS DRYING SYSTEMS I-21341A	R	5/07/2024		100.00CR	185102	100.00
		HAND RAILS - POWDER COAT						
005404		T-MOBILE USA Inc. I-05032024	R	5/07/2024		107.00CR	185103	107.00
		ACCT# 267041899						
000290		WISCONSIN VALLEY LIBRARY SERVICE I-2024-2550	R	5/07/2024		17,171.63CR	185104	17,171.63
		V-CAT ANNUAL MAINTENANCE FEE						

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	6	0.00	17,852.64	17,852.64
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	6	0.00	17,852.64	17,852.64

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

5/07/2024 12:12 PM
PACKET: 11171 5/3/24 library
VENDOR SET: 01
BANK : 1 LINCOLN CO - GENERAL

A / P CHECK REGISTER

PAGE: 2

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2024	17,852.64CR
ALL		17,852.64CR

5/14/2024 9:22 AM

PACKET: 11177 LIBRARY - 20240510
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----		POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-005248	AMAZON CAPITAL SERVICES, INC.							
C-1DTD-PR3C-003B	✓	5/10/2024	1	ACCOUNT # A29JWIFIAEUZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWIFIAEUZST	✓ 16.71CR	32824NF 1099: N ✓ 10 55110-13-10100	Adult Dept Non-Fiction	16.71CR
C-1HCN-VV99-CPTK	✓	5/10/2024	1	ACCOUNT # A29JWIFIAEUZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWIFIAEUZST	✓ 37.80CR	YS-SUMME 1099: N ✓ 10 55110-03-41501	Misc Rev-Programming-You	87.80CR
C-1HNK-6M6J-7JUL	✓	5/10/2024	1	ACCOUNT # A29JWIFIAEUZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWIFIAEUZST	✓ 17.81CR	32524MEM 1099: N ✓ 26 55110-03-40500	Memorial Books-Expense	17.81CR
C-1MTF-PQ3R-CPTD	✓	5/10/2024	1	ACCOUNT # A29JWIFIAEUZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWIFIAEUZST	✓ 87.80CR	YS-SUMME 1099: N ✓ 10 55110-03-41501	Misc Rev-Programming-You	87.80CR
C-1NHT-TRVD-9RUM	✓	5/10/2024	1	ACCOUNT # A29JWIFIAEUZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWIFIAEUZST	✓ 87.80CR	YS-SUMME 1099: N ✓ 10 55110-03-41501	Misc Rev-Programming-You	87.80CR
C-1R3R-NTYL-CYUR	✓	5/10/2024	1	ACCOUNT # A29JWIFIAEUZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWIFIAEUZST	✓ 5.90CR	032624 - 1099: N ✓ 10 55110-03-10000	Office Supplies	5.90CR
C-1VTG-MHGR-2W71	✓	5/10/2024	1	ACCOUNT # A29JWIFIAEUZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWIFIAEUZST	✓ 175.60CR	YS-Summe 1099: N ✓ 10 55110-03-41501	Misc Rev-Programming-You	175.60CR
I-147T-QDCQ-7R6K	✓	5/10/2024	1	ACCOUNT # A29JWIFIAEUZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWIFIAEUZST	✓ 61.91	MUSICCDA 1099: N 10 55110-14-20000	Youth Audiobooks & CDs	61.91
I-17KN-PYK1-9719	✓	5/10/2024	1	ACCOUNT # A29JWIFIAEUZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWIFIAEUZST	✓ 107.96	YS-DVD 1099: N ✓ 10 55110-14-20100	Youth Videos, DVDs & CD-	107.96
I-1C36-3YIG-CD3D	✓	5/10/2024	1	ACCOUNT # A29JWIFIAEUZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWIFIAEUZST	✓ 34.94	040524NF 1099: N ✓ 10 55110-13-10100	Adult Dept Non-Fiction	34.94
I-1CFY-JKFW-97KV	✓	5/10/2024	1	ACCOUNT # A29JWIFIAEUZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWIFIAEUZST	✓ 41.43	YA-BOOKS 1099: N ✓ 10 55110-13-20100	Young Adult Books	41.43
I-1DNV-7EFQ-6KTC	✓	5/10/2024	1	ACCOUNT # A29JWIFIAEUZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWIFIAEUZST	✓ 4,853.70	YS-SUMME 1099: N ✓ 10 55110-03-41501	Misc Rev-Programming-You	4,853.70

Corrected page attached

5/14/24

PACKET: 11177 LIBRARY - 20240510
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-005248	AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)					
5/10/2024	1	ACCOUNT # A29JWFIABUZZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWFIABUZZST	267.17	TBS-AMF-1099: N ✓ 10 55110-13-10100	Adult Dept Non-Fiction	267.17
5/10/2024	1	ACCOUNT # A29JWFIABUZZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWFIABUZZST	5.98	YS-PROGR-1099: N ✓ 10 55110-03-41500	Programming - Youth	5.98
5/10/2024	1	ACCOUNT # A29JWFIABUZZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWFIABUZZST	226.56	TABLES-1099: N ✓ 10 55110-08-50000	Special/Major Projects	226.56
5/10/2024	1	ACCOUNT # A29JWFIABUZZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWFIABUZZST	64.71	TBS-OFFS-1099: N ✓ 10 55110-03-10000 ✓ 10 55110-13-10100	Office Supplies Adult Dept Non-Fiction	✓ 29.73 ✓ 34.98
5/10/2024	1	ACCOUNT # A29JWFIABUZZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWFIABUZZST	36.25	04262408-1099: N ✓ 10 55110-03-10000 ✓ 10 55110-15-31000	Office Supplies Computer Supplies	✓ 7.87 ✓ 28.38
5/10/2024	1	ACCOUNT # A29JWFIABUZZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWFIABUZZST	80.13	YS-PROGR-1099: N ✓ 10 55110-03-41500	Programming - Youth	80.13
5/10/2024	1	ACCOUNT # A29JWFIABUZZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWFIABUZZST	46.26	ADULT-PR-1099: N ✓ 10 55110-03-41250	Programming - Adult	46.26
5/10/2024	1	ACCOUNT # A29JWFIABUZZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWFIABUZZST	48.08	OS AF AP-1099: N ✓ 10 55110-13-10000 ✓ 10 55110-03-41250 ✓ 10 55110-03-10000	Adult Dept Fiction Programming - Adult Office Supplies	✓ 11.96 ✓ 12.47 ✓ 23.65
5/10/2024	1	ACCOUNT # A29JWFIABUZZST DUE: 5/10/2024 DISC: 5/10/2024 ACCOUNT # A29JWFIABUZZST	174.04	DVDsAPR2-1099: N ✓ 10 55110-14-10400	Adult Dept DVDs	174.04
=== VENDOR TOTALS ===			5,569.70			

5/14/2024 9:22 AM
PACKET: 11177 LIBRARY - 20240510
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		POST DATE		BANK C/L		DESCRIPTION		GROSS		P.O. #		ACCOUNT NAME		DISTRIBUTION	
								DISCOUNT		G/L ACCOUNT					
01-000268	BAKER & TAYLOR	L0280842													
I-2038262483	✓	5/10/2024	1	ACCT #	216389	L028084	2 B0000	36.37	AYAT	1099: N		Adult Dept Fiction		✓	33.59
				ACCT #	216389	L028084	2 B00000			✓	10	55110-13-10000			
				ACCT #	216389	L028084	2 B00000			✓	10	55110-03-10500	Library Supplies		2.78
===== VENDOR TOTALS =====								36.37							
01-000259	BAKER & TAYLOR	L4211082	✓												
I-2038263550	✓	5/10/2024	1	ACCT #	216389	L421108	2 B0000	12.58	040424PB	1099: N		Adult Dept Paperbacks			12.58
				DUE: 5/10/2024	DISC: 5/10/2024					✓	10	55110-13-10200			
				ACCT #	216389	L421108	2 B00000			✓	10	55110-03-10500	Adult Dept Paperbacks		
===== VENDOR TOTALS =====								12.58							
01-000270	BAKER & TAYLOR	L5471172	✓												
I-2038116708	✓	5/10/2024	1	ACCT #	216389	L547117	2 B0000	48.77		1099: N		Memorial Books-Expense			48.77
				DUE: 5/10/2024	DISC: 5/10/2024					✓	26	55110-03-40500			
				ACCT #	216389	L547117	2 B00000			✓	26	55110-03-40500	Memorial Books-Expense		
I-2038243788	✓	5/10/2024	1	ACCT #	216389	L547117	2 B0000	56.40		1099: N		Memorial Books-Expense			56.40
				DUE: 5/10/2024	DISC: 5/10/2024					✓	26	55110-03-40500			
				ACCT #	216389	L547117	2 B00000			✓	26	55110-03-40500	Memorial Books-Expense		
I-2038262423	✓	5/10/2024	1	ACCT #	216389	L547117	2 B0000	100.34		1099: N		Memorial Books-Expense			100.34
				DUE: 5/10/2024	DISC: 5/10/2024					✓	26	55110-03-40500			
				ACCT #	216389	L547117	2 B00000			✓	26	55110-03-40500	Memorial Books-Expense		
===== VENDOR TOTALS =====								205.51							
01-000271	BAKER & TAYLOR	L5491882	✓												
I-2038258043	✓	5/10/2024	1	ACCT #	216389	L549188	2 B0000	129.74		1099: N		Adult Dept Non-Fiction		✓	122.49
				DUE: 5/10/2024	DISC: 5/10/2024					✓	10	55110-13-10100			
				ACCT #	216389	L549188	2 B00000			✓	10	55110-03-10500	Library Supplies		7.25
				ACCT #	216389	L549188	2 B00000								
===== VENDOR TOTALS =====								129.74							
01-0003189	CDW GOVERNMENT		✓												
I-02155568	✓	5/10/2024	1	CUST #	10937747			844.89	042624PA	1099: N		Library Photocopier Expe		✓	650.13
				DUE: 5/10/2024	DISC: 5/10/2024					✓	26	55110-03-12650			
				CUST #	10937747					✓	10	55110-15-31000	Computer Supplies		194.76
				CUST #	10937747										
===== VENDOR TOTALS =====								844.89							

5/14/2024 9:22 AM
PACKET: 11177 LIBRARY - 20240510
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	DESCRIPTION	GROSS	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-000665	CENGAGE LEARNING, INC - GALE						
I-84234639	✓		ACCT # 1534158	24.80	APRIL-1C		
5/10/2024	1		DUE: 5/10/2024 DISC:		1099: N		
			ACCT # 1534158		✓ 10 55110-13-10400	Adult Dept Large Print	24.80 ✓
===== VENDOR TOTALS =====				24.80			
01-000274	CENTER POINT LARGE PRINT						
I-2090836	✓		CUST # 54452	44.94			
5/10/2024	1		DUE: 5/10/2024 DISC:		1099: N		
			CUST # 54452		✓ 10 55110-13-10400	Adult Dept Large Print	44.94 ✓
===== VENDOR TOTALS =====				44.94			
01-002180	CHILDREN'S PLUS INC.						
I-245554	✓		REF # N/A - 104590	275.32	236746		
5/10/2024	1		DUE: 5/10/2024 DISC:		1099: N		
			REF # N/A - 104590		✓ 10 55110-13-20000	Youth Children's Books	265.79 ✓
			REF # N/A - 104590		✓ 10 55110-03-10500	Library Supplies	9.53 ✓
===== VENDOR TOTALS =====				131.38	236744		
I-245618	✓		REF # N/A - 104589	131.38	236744		
5/10/2024	1		DUE: 5/10/2024 DISC:		1099: N		
			REF # N/A - 104589		✓ 10 55110-13-20000	Youth Children's Books	124.65 ✓
			REF # N/A - 104589		✓ 10 55110-03-10500	Library Supplies	6.73 ✓
===== VENDOR TOTALS =====				64.50	236743		
I-245619	✓		REF # N/A - 104588	64.50	236743		
5/10/2024	1		DUE: 5/10/2024 DISC:		1099: N		
			REF # N/A - 104588		✓ 10 55110-13-20000	Youth Children's Books	63.30 ✓
			REF # N/A - 104588		✓ 10 55110-03-10500	Library Supplies	1.20 ✓
===== VENDOR TOTALS =====				170.14	236882		
I-245871	✓		REF # N/A - 104609	170.14	236882		
5/10/2024	1		DUE: 5/10/2024 DISC:		1099: N		
			REF # N/A - 104609		✓ 10 55110-13-20100	Young Adult Books	160.06 ✓
			REF # N/A - 104609		✓ 10 55110-03-10500	Library Supplies	10.08 ✓
===== VENDOR TOTALS =====				641.34			
01-004375	CINTAS CORPORATION						
I-4191620290	✓		PAYEE # 18280979	196.32			
5/10/2024	1		DUE: 5/10/2024 DISC:		1099: N		
			PAYEE # 18280979		✓ 10 55110-02-23250	Facility Cleaning Serv	196.32 ✓
===== VENDOR TOTALS =====				196.32			

5/14/2024 9:22 AM
PACKET: 11177 LIBRARY - 20240510
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POSY DATE	LINK (000)	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-000204	DAVE'S COUNTY MARKET						
I-00089612	5/10/2024	✓	ACCT # 708	24.47	214051		
			DUE: 5/10/2024 DISC: 5/10/2024		✓ 1099: N		
			ACCT # 708		10 55110-03-41750	Hospitality	24.47
I-00089750	5/10/2024	✓	ACCT # 708	9.98	214191		
			DUE: 5/10/2024 DISC: 5/10/2024		✓ 1099: N		
			ACCT # 708		10 55110-03-41750	Hospitality	9.98
			==== VENDOR TOTALS ===	34.45			
01-003938	DEMCO, INC.	✓					
I-7476402	5/10/2024	✓	CUST # 482508000	201.87	0426241S		
			DUE: 5/10/2024 DISC: 5/10/2024		✓ 1099: N		
			CUST # 482508000		10 55110-03-10500	Library Supplies	201.87
			==== VENDOR TOTALS ===	201.87			
01-000128	ELAN FINANCIAL SERVICES	✓					
I-20240510	5/10/2024	1	ACCT #5472 1102 2200 0197	435.91	1099: N		
			DUE: 5/10/2024 DISC: 5/10/2024		10 55110-03-10000	Office Supplies	29.13
			ACCT #5472 1102 2200 0197		10 55110-03-11000	Postage	5.08
			ACCT #5472 1102 2200 0197		10 55110-03-41250	Programming - Adult	131.96
			ACCT #5472 1102 2200 0197		10 55110-03-41501	Misc Rev-Programming-You	184.81
			ACCT #5472 1102 2200 0197		10 55110-08-50000	Special/Major Projects	62.33
			ACCT #5472 1102 2200 0197		10 55110-15-47500	Software/Upgrades	22.60
			==== VENDOR TOTALS ===	435.91			
01-002661	FRONTIER	✓					
I-20240510	5/10/2024	1	ACCT # 715-536-7909-010384-5	106.92	1099: N		
			DUE: 5/10/2024 DISC: 5/10/2024		✓ 10 55110-02-25000	Telephone	106.92
			ACCT # 715-536-7909-010384-5				
			==== VENDOR TOTALS ===	106.92			
01-005451	KAUKAUNA PUBLIC LIBRARY	✓					
I-20240510	5/10/2024	1	THE SAGA OF THE VOLSUNGS	15.00	1099: N		
			DUE: 5/10/2024 DISC: 5/10/2024		✓ 10 55110-02-27000	Lost-Damaged Materials	15.00
			THE SAGA OF THE VOLSUNGS				
			==== VENDOR TOTALS ===	15.00			

PACKET: 11177 LIBRARY - 20240510
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		DATE	MARK CODE	DESCRIPTION	DISCOUNT	GROSS	P.O. #	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-000839 MERRILL ACE HARDWARE ✓										
C-20240510	✓	5/10/2024	1	ACCT # 81867 DUE: 5/10/2024 DISC: 5/10/2024	✓ 14.38CR	1099: N	10 55110-03-44000	Janitor Supplies	0.60CR	
				ACCT # 81867		✓ 10	55110-03-50000	M/R-General Repair/Maint	7.78CR	
				ACCT # 81867		✓ 10	55110-03-50275	M/R - Contingency	6.00CR	
I-233477	✓	5/10/2024	1	ACCT # 81867 DUE: 5/10/2024 DISC: 5/10/2024	✓ 11.98	1099: N	10 55110-03-50000	M/R-General Repair/Maint	11.98	
I-233512	✓	5/10/2024	1	ACCT # 81867 DUE: 5/10/2024 DISC: 5/10/2024	✓ 25.97	1099: N	✓ 10 55110-03-44000	Janitor Supplies	✓ 5.98	
				ACCT # 81867		✓ 10	55110-03-50000	M/R-General Repair/Maint	✓ 19.99	
I-233655	✓	5/10/2024	1	ACCT # 81867 DUE: 5/10/2024 DISC: 5/10/2024	✓ 9.98	1099: N	✓ 10 55110-03-50000	M/R-General Repair/Maint	9.98	
I-233825	✓	5/10/2024	1	ACCT # 81867 DUE: 5/10/2024 DISC: 5/10/2024	✓ 19.77	1099: N	✓ 10 55110-03-50000	M/R-General Repair/Maint	19.77	
I-233864	✓	5/10/2024	1	ACCT # 81867 DUE: 5/10/2024 DISC: 5/10/2024	✓ 15.98	1099: N	✓ 10 55110-03-50000	M/R-General Repair/Maint	15.98	
I-234108	✓	5/10/2024	1	ACCT # 81867 DUE: 5/10/2024 DISC: 5/10/2024	✓ 59.98	1099: N	✓ 10 55110-03-50275	M/R - Contingency	59.98	
--- VENDOR TOTALS ---					129.28	✓				
01-000085 MULTI MEDIA CHANNELS ✓										
I-IN193196	✓	5/10/2024	1	ACCT# 102219 DUE: 5/10/2024 DISC: 5/10/2024	✓ 279.00	1099: N	✓ 10 55110-03-41001	Misc Rev - Publicity	279.00	
--- VENDOR TOTALS ---					279.00	✓				

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5/14/2024 9:22 AM
PACKET: 11377 LIBRARY - 20240510
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

	-----ID-----	GROSS	P.O. #	DISTRIBUTION
		DISCOUNT	G/L ACCOUNT	ACCOUNT NAME-----
NOV 5 1972	WINK CODE	*****DISCOUNT*****		

[illegible]

150.00

01-000276 W.B. SCOTT LIBRARY-PETTY CASH

DATE	DESCRIPTION	AMOUNT	BALANCE
5/10/2024	PETTY CASH REIMB	8.54	
5/10/2024	PETTY CASH REIMB	1099: N	8.54
5/10/2024	PETTY CASH REIMB	10 55110-03-11000 Postage	

```
===== VENDOR TOTALS ===== 8.54
===== PACKET TOTALS ===== 9.067.16
```

PACKET: 11177 LIBRARY - 20240510
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 9,560.96
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 493.80CR

BATCH TOTALS 9,067.16

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT#	NAME	AMOUNT	=====				=====										
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG							
	2024	10 -21-0000	Accounts Payable Control	8,229.33-*															
		10 -55110-02-23250	Facility Cleaning Service	196.32	3,400	2,389.40	1,050,556	701,223.81											
		10 -55110-02-25000	Telephone	106.92	2,000	1,491.62	1,050,556	701,513.21											
		10 -55110-02-27000	Lost-Damaged Materials	15.00	0	194.63-	1,050,556	701,405.13											
		10 -55110-03-10000	Office Supplies	84.48	1,800	767.86	1,050,556	701,335.65											
		10 -55110-03-10500	Library Supplies	239.44	8,000	5,377.63	1,050,556	701,180.69											
		10 -55110-03-11000	Postage	13.62	1,200	1,110.39	1,050,556	701,406.51											
		10 -55110-03-41001	Misc Rev - Publicity	279.00	0	967.00-	1,050,556	701,141.13											
		10 -55110-03-41250	Programming - Adult	190.69	7,000	5,765.25	1,050,556	701,229.44											
		10 -55110-03-41500	Programming - Youth	86.11	7,500	5,381.02	1,050,556	701,334.02											
		10 -55110-03-41501	Misc Rev-Programming-You	4,599.51	0	5,985.21-	1,050,556	696,820.62											
		10 -55110-03-41750	Hospitality	34.45	300	65.06	1,050,556	701,385.68											
		10 -55110-03-44000	Janitor Supplies	5.38	6,000	4,573.80	1,050,556	701,414.75											
		10 -55110-03-50000	M/R-General Repair/Maint	69.92	4,000	2,873.77	1,050,556	701,350.21											
		10 -55110-03-50275	M/R - Contingency	53.98	10,000	4,550.76	1,050,556	701,366.15											
		10 -55110-08-50000	Special/Major Projects	288.89	0	288.89-	1,050,556	701,131.24											
		10 -55110-13-10000	Adult Dept Fiction	45.55	9,500	7,137.63	1,050,556	701,374.58											
		10 -55110-13-10100	Adult Dept Non-Fiction	442.87	10,000	6,406.75	1,050,556	700,977.26											
		10 -55110-13-10200	Adult Dept Paperbacks	12.58	750	553.13	1,050,556	701,407.55											
		10 -55110-13-10400	Adult Dept Large Print	69.74	4,300	2,806.00	1,050,556	701,350.39											
		10 -55110-13-20000	Youth Children's Books	453.74	16,000	9,327.23	1,050,556	700,966.39											
		10 -55110-13-20100	Young Adult Books	201.49	2,500	1,402.01	1,050,556	701,218.64											
		10 -55110-14-10400	Adult Dept DVDs	174.04	2,500	1,771.70	1,050,556	701,246.09											
		10 -55110-14-20000	Youth Audiobooks & CDs	61.91	1,500	1,370.17	1,050,556	701,358.22											
		10 -55110-14-20100	Youth Videos, DVDs & CD-	107.96	750	487.42	1,050,556	701,312.17											
		10 -55110-15-31000	Computer Supplies	373.14	1,900	1,332.10	1,050,556	701,046.99											
		10 -55110-15-47500	Software/Upgrades	22.60	4,000	3,112.29	1,050,556	701,397.53											
		26 -21-0000	Accounts Payable Control	837.83-*															
		26 -55110-03-12650	Library Photocopier Expe	650.13	0	1,493.94- Y	0	3,942.47- Y											
		26 -55110-03-40500	Memorial Books-Expense	187.70	0	964.88- Y	0	3,480.04- Y											
		99 -14-0010	Due from General Fund	8,229.33 *															

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*** G/L ACCOUNT TOTALS ***

ANNUAL
BUDGET

BANK Y.F.R.

837.83 *

9,067.16

5/14/2024 9:22 AM
PACKET: 11177 LIBRARY - 20240510
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2024	8,229.33
26	5/2024	837.83

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

5/17/2024 10:21 AM
PACKET: 11190 library 5/10/24
VENDOR SET: 01
BANK : 1 LINCOLN CO - GENERAL

A / P CHECK REGISTER

PAGE: 1

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
48	AMAZON CAPITAL SERVICES, INC.							
	C-1DTD-PW3C-QC3H	ACCOUNT # A29JIWFIAEUZST.	R	5/17/2024		16.71	185229	
	C-1HCN-VVG9-CFTK	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		87.80	185229	
	C-1HMK-6M6J-7JJL	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		17.81	185229	
	C-1M7F-PQ3R-CT6D	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		87.80	185229	
	C-1NHT-TRVD-9RTM	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		87.80	185229	
	C-1R3R-NTYL-CYTR	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		5.90	185229	
	C-1VTG-MHGK-3W71	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		175.60	185229	
	I-147T-QDCQ-7R6K	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		61.91CR	185229	
	I-17KN-PYK1-9719	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		107.96CR	185229	
	I-1C36-3YYG-CD3D	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		34.94CR	185229	
	I-1CFY-JKPV-97KV	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		41.43CR	185229	
	I-1DNV-7FEQ-4KTC	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		4,853.70CR	185229	
	I-1GQP-HM4J-3RPC	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		267.17CR	185229	
	I-1GVR-974C-4DV1	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		5.98CR	185229	
	I-1HJW-KKXD-9D96	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		226.56CR	185229	
	I-1KR9-79W3-3QXQ	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		64.71CR	185229	
	I-1L9F-XR3D-CMNF	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		36.25CR	185229	
	I-1LH1-3FQD-4HLR	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		80.13CR	185229	
	I-1NHT-TRVD-9R19	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		46.26CR	185229	
	I-1P9G-J3JH-9HTT	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		48.08CR	185229	
	I-1RMN-TNLM-4QRR	ACCOUNT # A29JIWFIAEUZST	R	5/17/2024		174.04CR	185229	5,569.70
VOID	VOID CHECK		V	5/17/2024			185230	**VOID**
000268	BAKER & TAYLOR L0280842							
	I-2038262283	ACCT# 216389 L028084 2 B00000	R	5/17/2024		36.37CR	185231	36.37
003259	BAKER & TAYLOR L4211082							
	I-2038263550	ACCT # 216389 L421108 2 B00000	R	5/17/2024		12.58CR	185232	12.58
000270	BAKER & TAYLOR L5471172							
	I-2038116706	ACCT # 216389 L547117 2 B00000	R	5/17/2024		48.77CR	185233	
	I-2038249788	ACCT # 216389 L547117 2 B00000	R	5/17/2024		56.40CR	185233	
	I-2038262423	ACCT # 216389 L547117 2 B00000	R	5/17/2024		100.34CR	185233	205.51
000271	BAKER & TAYLOR L5491882							
	I-2038258043	ACCT # 216389 L549188 2 B00000	R	5/17/2024		129.74CR	185234	129.74
003189	CDW GOVERNMENT							
	I-QZ15568	CUST # 10937747	R	5/17/2024		844.89CR	185235	844.89

5/17/2024 10:21 AM

A / P CHECK REGISTER

PAGE: 2

PACKET: 11190 library 5/10/24

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5	CENGAGE LEARNING, INC - GALE		R	5/17/2024		24.80CR	185236	24.80
	I-84234639	ACCT # 1534158						
000274	CENTER POINT LARGE PRINT		R	5/17/2024		44.94CR	185237	44.94
	I-2090836	CUST # 54452						
002160	CHILDREN'S PLUS INC.		R	5/17/2024		275.32CR	185238	
	I-245554	REF # N/A - 104590	R	5/17/2024		131.38CR	185238	
	I-245618	REF # N/A - 104589	R	5/17/2024		64.50CR	185238	
	I-245619	REF # N/A - 104588	R	5/17/2024		170.14CR	185238	641.34
	I-245871	REF # N/A - 104609	R	5/17/2024				
004375	CINTAS CORPORATION		R	5/17/2024		196.32CR	185239	196.32
	I-4191620290	PAYEE # 18280979						
000204	DAVE'S COUNTY MARKET		R	5/17/2024		24.47CR	185240	
	I-00089612	ACCT # 708	R	5/17/2024		9.98CR	185240	34.45
	I-00089750	ACCT # 708						
003938	DEMCO, INC.		R	5/17/2024		201.87CR	185241	201.87
	I-7476402	CUST # 482508000						
000128	ELAN FINANCIAL SERVICES		R	5/17/2024		435.91CR	185242	435.91
	I-20240510	ACCT #5472 1102 2200 0197						
002661	FRONTIER		R	5/17/2024		106.92CR	185243	106.92
	I-20240510	ACCT # 715-536-7909-010384-5						
005451	KAUKAUNA PUBLIC LIBRARY		R	5/17/2024		15.00CR	185244	15.00
	I-20240510	THE SAGA OF THE VOLSUNGS						
000839	MERRILL ACE HARDWARE		R	5/17/2024		14.38	185245	
	C-20240510	ACCT # 81867	R	5/17/2024		11.98CR	185245	
	I-233477	ACCT # 81867	R	5/17/2024		25.97CR	185245	
	I-233512	ACCT # 81867	R	5/17/2024		9.98CR	185245	
	I-233665	ACCT # 81867	R	5/17/2024		19.77CR	185245	
	I-233825	ACCT # 81867	R	5/17/2024		15.98CR	185245	
	I-233864	ACCT # 81867	R	5/17/2024		59.98CR	185245	129.28
	I-234108	ACCT # 81867						
000085	MULTI MEDIA CHANNELS		R	5/17/2024		279.00CR	185246	279.00
	I-IN193196	ACCT# 102219						

5/17/2024 10:21 AM
PACKET: 11190 library 5/10/24
VENDOR SET: 01
BANK : 1 LINCOLN CO - GENERAL

A / P CHECK REGISTER
**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
52	OPTIMAL IMAGING SUPPLIES LLC							
	I-4309	2 M254DN BLACK COMPATIBLE	R	5/17/2024		150.00CR	185247	150.00
000276	T.B. SCOTT LIBRARY-PETTY CASH							
	I-20240510	PETTY CASH REIMB	R	5/17/2024		6.54CR	185248	8.54

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	19	0.00	9,067.16	9,067.16
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	20	0.00	9,067.16	9,067.16

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

5/17/2024 10:21 AM

A / P CHECK REGISTER

PAGE: 4

PACKET: 11190 library 5/10/24

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2024	8,229.33CR
26	5/2024	837.83CR
=====		
ALL		9,067.16CR

PACKET: 11187 LIBRARY - 20240517
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-000268	BAKER & TAYLOR	L0280842	✓			
I-2038276598	✓	ACCT # 216389 L028084 2 B0000	✓	AYAT		
5/17/2024	1	DUE: 5/17/2024 DISC: 5/17/2024		1099: N		
		ACCT # 216389 L028084 2 B00000		✓ 10 55110-13-10000	Adult Dept Fiction	✓ 46.95
		ACCT # 216389 L028084 2 B00000		✓ 10 55110-03-10500	Library Supplies	✓ 4.05
I-2038285859	✓	ACCT # 516389 L028084 2 B0000	✓			
5/17/2024	1	DUE: 5/17/2024 DISC: 5/17/2024		1099: N		
		ACCT # 516389 L028084 2 B00000		✓ 10 55110-13-10000	Adult Dept Fiction	✓ 319.73
		ACCT # 516389 L028084 2 B00000		✓ 10 55110-14-10100	Adult Dept Books on CD	✓ 25.84
		ACCT # 516389 L028084 2 B00000		✓ 10 55110-03-10500	Library Supplies	✓ 25.32
I-2038292892	✓	ACCT # 516389 L028084 2 B0000	✓			
5/17/2024	1	DUE: 5/17/2024 DISC: 5/17/2024		1099: N		
		ACCT # 516389 L028084 2 B00000		✓ 10 55110-13-10000	Adult Dept Fiction	✓ 378.05
		ACCT # 516389 L028084 2 B00000		✓ 10 55110-03-10500	Library Supplies	✓ 29.70
		=== VENDOR TOTALS ===	✓			
01-003259	BAKER & TAYLOR	L4211082	✓			
I-2038295119	✓	ACCT # 516389 L421108 2 B0000	✓	0513224PB		
5/17/2024	1	DUE: 5/17/2024 DISC: 5/17/2024		1099: N		
		ACCT # 516389 L421108 2 B00000		✓ 10 55110-13-10200	Adult Dept Paperbacks	✓ 47.17
		=== VENDOR TOTALS ===	✓			
01-000271	BAKER & TAYLOR	L5491882	✓			
I-2038288777	✓	ACCT # 516389 L549188 2 B0000	✓	ANF2024-		
5/17/2024	1	DUE: 5/17/2024 DISC: 5/17/2024		1099: N		
		ACCT # 516389 L549188 2 B00000		✓ 10 55110-13-10100	Adult Dept Non-Fiction	✓ 236.65
		ACCT # 516389 L549188 2 B00000		✓ 10 55110-03-10500	Library Supplies	✓ 18.63
		=== VENDOR TOTALS ===	✓			
01-000129	EBSCO SUBSCRIPTION SERVICES		✓			
I-2406182	✓	ACCT # CG-F-57524-00	✓			
5/17/2024	1	DUE: 5/17/2024 DISC: 5/17/2024		1099: N		
		ACCT # CG-F-57524-00		✓ 10 55110-13-50000	Magazines/Periodicals	✓ 16.50
		=== VENDOR TOTALS ===	✓			

✓

PACKET: 11167 LIBRARY - 20240517
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-004389	EO JOHNSON COMPANY INC					
I-INV1539114	✓	ACCT # 6000604	✓	✓		
5/17/2024	1	DUE: 5/17/2024 DISC: 5/17/2024	✓	✓		
		ACCT # 6000604		✓	26 55110-03-12650 Library Photocopier Expe	✓ 51.00
=== VENDOR TOTALS ===						
				51.00		
01-000276	T.B. SCOTT LIBRARY-PETTY CASH					
I-20240517	✓	PETTY CASH REIMB	✓	✓		
5/17/2024	1	DUE: 5/17/2024 DISC: 5/17/2024	✓	✓		
		PETTY CASH REIMB		✓	10 55110-03-11000 Postage	✓ 9.85
=== VENDOR TOTALS ===						
				9.85		
01-000277	TOMAHAWK LEADER					
I-20240517	✓	YEARLY SUBSCRIPTION	✓	✓		
5/17/2024	1	DUE: 5/17/2024 DISC: 5/17/2024	✓	✓		
		YEARLY SUBSCRIPTION		✓	10 55110-13-50000 Magazines/Periodicals	✓ 100.00
=== VENDOR TOTALS ===						
				100.00		
01-003405	WENDORE BUS SERVICE, INC.					
I-901	✓	04/30/2024 - PRSYL (x2)	✓	✓		
5/17/2024	1	DUE: 5/17/2024 DISC: 5/17/2024	✓	✓		
		04/30/2024 - PRSYL (x2)		✓	10 55110-03-41501 Misc Rev-Programming-You	✓ 107.50
=== VENDOR TOTALS ===						
				107.50		
01-000656	WISCONSIN PUBLIC SERVICE					
I-5022503432	✓	ACCT # 0403371156-00003	✓	✓		
5/17/2024	1	DUE: 5/17/2024 DISC: 5/17/2024	✓	✓		
		ACCT # 0403371156-00003		✓	10 55110-02-22000 Electric	✓ 1,635.49
		ACCT # 0403371156-00003		✓	10 55110-02-22500 Fuel - Natural Gas	✓ 680.99
=== VENDOR TOTALS ===						
				2,316.48		
=== PACKET TOTALS ===						
				3,733.42		

PACKET: 11197 LIBRARY - 20240517
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 3,733.42
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 3,733.42

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====				=====GROUP BUDGET=====			
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE
2024		10 -21-0000	Accounts Payable Control	3,682.42-*								
		10 -55110-02-22000	Electric	1,635.49	30,000	20,938.97		1,050,556			691,555.31	
		10 -55110-02-22500	Fuel - Natural Gas	680.99	30,000	24,283.25		1,050,556			692,509.81	
		10 -55110-03-10500	Library Supplies	77.70	8,000	5,299.93		1,050,556			693,113.10	
		10 -55110-03-11000	Postage	9.85	1,200	1,100.54		1,050,556			693,180.95	
		10 -55110-03-41501	Misc Rev-Programming-You	107.50	0	6,092.71- Y		1,050,556			693,083.30	
		10 -55110-13-10000	Adult Dept Fiction	744.73	9,500	6,392.90		1,050,556			692,446.07	
		10 -55110-13-10100	Adult Dept Non-Fiction	236.65	10,000	6,170.10		1,050,556			692,954.15	
		10 -55110-13-10200	Adult Dept Paperbacks	47.17	750	505.96		1,050,556			693,143.63	
		10 -55110-13-50000	Magazines/Periodicals	116.50	5,000	4,036.56		1,050,556			693,074.30	
		10 -55110-14-10100	Adult Dept Books on CD	25.84	2,000	1,676.70		1,050,556			693,164.96	
		26 -21-0000	Accounts Payable Control	51.00-*								
		26 -55110-03-12650	Library Photocopier Expe	51.00	0	1,544.94- Y			0		4,181.17- Y	
		99 -14-0010	Due from General Fund	3,682.42 *								
		99 -14-0026	Due From Non-Lapsing	51.00 *								
			** 2024 YEAR TOTALS	3,733.42								

5/20/2024 11:02 AM
PACKET: 11187 LIBRARY - 20240517
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2024	3,682.42
26	5/2024	51.00

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

SET: 01
BANK: 1 LINCOLN CO - GENERAL

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000268	BAKER & TAYLOR L0280842							
	I-2038276598	ACCT # 216389 L028084 2 B00000	R	5/22/2024		51.00CR	185320	
	I-2038285859	ACCT # 516389 L028084 2 B00000	R	5/22/2024		370.89CR	185320	
	I-2038292892	ACCT # 516399 L028084 2 B00000	R	5/22/2024		407.75CR	185320	829.64
003259	BAKER & TAYLOR L4211082							
	I-2038295119	ACCT # 516389 L421108 2 B00000	R	5/22/2024		47.17CR	185321	47.17
000271	BAKER & TAYLOR L5491882							
	I-2038288777	ACCT # 516389 L549188 2 B00000	R	5/22/2024		255.28CR	185322	255.28
000129	EBSCO SUBSCRIPTION SERVICES							
	I-2406182	ACCT # CG-F-57524-00	R	5/22/2024		16.50CR	185323	16.50
004389	EO JOHNSON COMPANY INC							
	I-INV1539114	ACCT # 6000604	R	5/22/2024		51.00CR	185324	51.00
000276	T.B. SCOTT LIBRARY-PETTY CASH							
	I-20240517	PETTY CASH REIMB	R	5/22/2024		9.85CR	185325	9.85
000277	TOMAHAWK LEADER							
	I-20240517	YEARLY SUBSCRIPTION	R	5/22/2024		100.00CR	185326	100.00
003405	WENDORF BUS SERVICE, INC.							
	I-901	04/30/2024 - PRSYL (x2)	R	5/22/2024		107.50CR	185327	107.50
000656	WISCONSIN PUBLIC SERVICE							
	I-5022503432	ACCT # 0403371156-00003	R	5/22/2024		2,316.48CR	185328	2,316.48

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	9	0.00	3,733.42	3,733.42
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	9	0.00	3,733.42	3,733.42

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

5/22/2024 1:37 PM
PACKET: * * 11201 Library 5/17/24
VENDOR SET: 01
BANK : 1 LINCOLN CO - GENERAL

A / P CHECK REGISTER

PAGE: 2

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2024	3,682.42CR
26	5/2024	51.00CR
=====		
ALL		3,733.42CR

5/28/2024 12:08 PM

PACKET: 11202 LIBRARY - 20240524

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

ID-----		DESCRIPTION-----	GROSS	P.O. #	ACCOUNT NAME-----	DISTRIBUTION
DATE	QTY	BANK C/L	DISCOUNT	G/L ACCOUNT		
01-000271 BAKER & TAYLOR L5491882 ✓						
I-2038280363 ✓		ACCT # 216389 L549188 2 B0000	126.25	1099: N		
5/24/2024 1		DUE: 5/24/2024 DISC: 5/24/2024		10 55110-13-10100 Adult Dept Non-Fiction ✓		120.27 ✓
		ACCT # 216389 L549188 2 B00000		10 55110-03-10500 Library Supplies ✓		5.98 ✓
===== VENDOR TOTALS =====						
			126.25			
01-000665 CENGAGE LEARNING, INC - GALE ✓						
I-84311519 ✓		ACCT # 153415	169.54	MAY LCP		
5/24/2024 1		DUE: 5/24/2024 DISC: 5/24/2024		1099: N		
		ACCT # 153415		10 55110-13-10400 Adult Dept Large Print ✓		169.54 ✓
===== VENDOR TOTALS =====						
			169.54			
01-002180 CHILDREN'S PLUS INC. ✓						
I-246314 ✓		REF # N/A - 104590	32.94	1099: N		
5/24/2024 1		DUE: 5/24/2024 DISC: 5/24/2024		10 55110-13-20000 Youth Children's Books ✓		30.57 ✓
		REF # N/A - 104590		10 55110-03-10500 Library Supplies ✓		2.37 ✓
===== VENDOR TOTALS =====						
			32.94			
01-004389 EO JOHNSON COMPANY INC ✓						
I-INV1543650 ✓		ACCT # 6000604	254.84	5.20.24Y		
5/24/2024 1		DUE: 5/24/2024 DISC: 5/24/2024		1099: N		
		ACCT # 6000604		26 55110-03-12650 Library Photocopier Expe ✓		254.84 ✓
===== VENDOR TOTALS =====						
			254.84			
01-004338 THE MAGIC OF ISALAH ✓						
I-255 ✓		6/5/24 - TWO 45 MINUTE SHOWS	600.00	1099: Y		
5/24/2024 1		DUE: 5/24/2024 DISC: 5/24/2024		10 55110-03-41501 Misc Rev-Programming-You ✓		600.00 ✓
		6/5/24 - TWO 45 MINUTE SHOWS				
===== VENDOR TOTALS =====						
			600.00			
01-000564 OMIS ELEVATOR COMPANY ✓						
I-100401554579 ✓		CUST # 301097	3,370.20	1099: N		
5/24/2024 1		DUE: 5/24/2024 DISC: 5/24/2024		10 55110-02-16000 Elevator Contract/Inspe ✓		3,370.20 ✓
		CUST # 301097				
===== VENDOR TOTALS =====						
			3,370.20			

✓
5/28/24

5/29/2024 12:00 PM
PACKET: 11202 LIBRARY - 20240524
VENDOR SET: 01 City of Merrill
SYNOPSIS : ALPHABETIC
PAGE 00/00000 COMMENTS SUPPRESSED

[illegible]

5/30/2024 9:07 AM

A / P CHECK REGISTER

PAGE: 1

PACKET: 11213 5/24/24 library

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
71	BAKER & TAYLOR L5491882 I-2038280363	ACCT # 216389 L549188 2 B00000	R	5/30/2024		126.25CR	185355	126.25
000665	CENGAGE LEARNING, INC - GALE I-84311519	ACCT # 153415	R	5/30/2024		169.54CR	185356	169.54
002180	CHILDREN'S PLUS INC. I-246314	REF # N/A - 104590	R	5/30/2024		32.94CR	185357	32.94
004389	EO JOHNSON COMPANY INC I-INV1543650	ACCT # 6000604	R	5/30/2024		254.84CR	185358	254.84
004338	THE MAGIC OF ISAAH I-255	6/5/24 - TWO 45 MINUTE SHOWS	R	5/30/2024		600.00CR	185359	600.00
000564	OTIS ELEVATOR COMPANY I-100401554579	CUST # 301097	R	5/30/2024		3,370.20CR	185360	3,370.20
000290	WISCONSIN VALLEY LIBRARY SERVICE I-2024-2593	BUYING POOL MBR/MAGAZINE SHARE	R	5/30/2024		5,420.14CR	185361	5,420.14

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	7	0.00	9,973.91	9,973.91
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	7	0.00	9,973.91	9,973.91

TO: ERRORS: 0

TOTAL WARNINGS: 0

5/30/2024 9:07 AM

A / P CHECK REGISTER

PAGE: 2

PACKET: 11213 5/24/24 library

VENDOR SET: 01

BANK : 1 LINCOLN CO - GENERAL

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2024	9,719.07CR
26	5/2024	254.84CR
=====		
ALL		9,973.91CR

-----ID-----		-----DESCRIPTION-----		GROSS		P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE			DISCOUNT		G/L	ACCOUNT				
01-000260 BAKER & TAYLOR L0280842											
I-2038310058		ACCT# 216389 L028084 2 B00000		243.20		1099: N					
5/31/2024	1	DUE: 5/31/2024 DISC: 5/31/2024				10	55110-14-10100	Adult Dept Books on CD		139.64	
		ACCT# 216389 L028084 2 B00000				10	55110-13-10000	Adult Dept Fiction		95.93	
		ACCT# 216389 L028084 2 B00000				10	55110-03-10500	Library Supplies		7.63	
		===== VENDOR TOTALS =====		243.20							

01-004369 SNAKE DISCOVERY, LLC											
I-8408		2 Programs on 6/11/2024		945.00		1099: N					
5/31/2024	1	DUE: 5/31/2024 DISC: 5/31/2024				10	55110-03-41501	Misc Rev-Programming-You		945.00	
		2 Programs on 6/11/2024									
		===== VENDOR TOTALS =====		945.00							
		===== PACKET TOTALS =====		1,188.20							

*** TOTALS ***

INVOICE TOTALS 1,188.20
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 1,188.20

*** G/L ACCOUNT TOTALS ***

BANK	YEAR	ACCOUNT	NAME	AMOUNT	*****LINE ITEM*****				*****GROUP BUDGET*****			
					ANNUAL BUDGET	OVER AVAILABLE BUDG	ANNUAL BUDGET	OVER AVAILABLE BUDG	ANNUAL BUDGET	OVER AVAILABLE BUDG	ANNUAL BUDGET	OVER AVAILABLE BUDG
2024	10	-21-0000	Accounts Payable Control	1,188.20-*								
	10	-55110-03-10500	Library Supplies	7.63	8,000	5,283.95	1,050,556	647,991.27				
	10	-55110-03-41501	Misc Rev-Programming-You	945.00	0	7,637.71-	1,050,556	647,053.90				
	10	-55110-13-10000	Adult Dept Fiction	95.93	9,500	6,296.97	1,050,556	647,902.97				
	10	-55110-14-10100	Adult Dept Books on CD	139.64	2,000	1,537.06	1,050,556	647,859.26				
	99	-14-0010	Due from General Fund	1,188.20 *								
** 2024 YEAR TOTALS				1,188.20								

A/P Regular Open Item Register

5/30/2024 10:54 AM
PACKET: 11214 Library 5.31.2024
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2024	1,188.20

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	602.00	0.00	(602.00)
45110-43220 Library CARES Grant	0.00	0.00	0.00	0.00	0.00
45110-43510 CARES - COVID-19 Reimb	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	0.00	0.00	0.00	0.00
45110-43515 Federal ARPA - Am Rescue	0.00	0.00	0.00	0.00	0.00
45110-43517 WI Humanities Council	0.00	0.00	0.00	0.00	0.00
45110-43790 County Library Aid	445,104.29	0.00	222,193.00	49.92	222,911.29
TOTAL Intergovernmental	445,104.29	0.00	222,795.00	50.05	222,309.29
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	3,000.00	315.04	1,695.91	56.53	1,304.09
TOTAL Public Charges-Services	3,000.00	315.04	1,695.91	56.53	1,304.09
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	2,750.00	2,870.00	0.00	(2,870.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	0.00	0.00	0.00
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	1,550.00	0.00	(1,550.00)
45110-48475 Library Programs Revenue	0.00	0.00	6,132.30	0.00	(6,132.30)
45110-48492 Merrill Foundation Donation	0.00	0.00	0.00	0.00	0.00
45110-48500 Grant - Mead Witter	0.00	0.00	0.00	0.00	0.00
45110-48525 Grant - Community Liaison	0.00	0.00	0.00	0.00	0.00
45110-48555 Grant - WVLS System Aid	0.00	0.00	0.00	0.00	0.00
45110-48750 Grant - Walmart	0.00	0.00	0.00	0.00	0.00
45110-48999 Focus on Energy Grants	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	2,750.00	10,552.30	0.00	(10,552.30)
TOTAL REVENUES	448,104.29	3,065.04	235,043.21	52.45	213,061.08

EXPENDITURES

<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	187,920.00	14,455.36	72,277.52	38.46	115,642.48
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	443,105.00	31,427.99	167,015.55	37.69	276,089.45
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	3,572.00	0.00	111.56	3.12	3,460.44
55110-01-51000 Social Security	48,547.00	3,399.58	19,622.17	40.42	28,924.83
55110-01-52000 Retirement (WRS)	36,770.00	2,903.99	16,600.29	45.15	20,169.71
55110-01-52500 Prior Service-Debt Serv.	3,934.00	0.00	3,934.00	100.00	0.00
55110-01-54000 Health Insurance	83,902.00	5,696.96	28,803.55	34.33	55,098.45
55110-01-55000 Life Insurance	3,936.00	601.48	1,829.52	46.48	2,106.48
TOTAL Personnel Services	811,686.00	58,485.36	310,194.16	38.22	501,491.84

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Contractual Services					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	700.00	0.00	0.00	0.00	700.00
55110-02-16000 Elevator Contract/Inspect	3,300.00	3,370.20	3,455.20	104.70	(155.20)
55110-02-16250 HVAC Service	400.00	0.00	0.00	0.00	400.00
55110-02-16500 Fire/Security System Cont	2,600.00	0.00	0.00	0.00	2,600.00
55110-02-21000 Water and Sewer	1,600.00	0.00	491.89	30.74	1,108.11
55110-02-22000 Electric	30,000.00	1,635.49	9,061.03	30.20	20,938.97
55110-02-22500 Fuel - Natural Gas	30,000.00	680.99	5,716.75	19.06	24,283.25
55110-02-23100 Janitorial Services Contr	0.00	0.00	0.00	0.00	0.00
55110-02-23250 Facility Cleaning Service	3,400.00	196.32	1,010.60	29.72	2,389.40
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	2,000.00	106.92	508.38	25.42	1,491.62
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	15.00	194.63	0.00	(194.63)
TOTAL Contractual Services	74,500.00	6,004.92	20,438.48	27.43	54,061.52
Supplies & Expenses					
55110-03-10000 Office Supplies	1,800.00	84.48	1,032.14	57.34	767.86
55110-03-10500 Library Supplies	8,000.00	333.12	2,716.05	33.95	5,283.95
55110-03-11000 Postage	1,200.00	23.47	99.46	8.29	1,100.54
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	400.00	0.00	0.00	0.00	400.00
55110-03-30500 Mileage	1,000.00	42.28	155.32	15.53	844.68
55110-03-31000 Misc. - Petty Cash	0.00	15.00	(85.00)	0.00	85.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	0.00	350.31	17.52	1,649.69
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	912.37	0.00	(912.37)
55110-03-41000 Public Relations/Publicit	2,000.00	0.00	493.98	24.70	1,506.02
55110-03-41001 Misc Rev - Publicity	0.00	279.00	967.00	0.00	(967.00)
55110-03-41250 Programming - Adult	7,000.00	190.69	1,234.75	17.64	5,765.25
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	510.09	0.00	(510.09)
55110-03-41500 Programming - Youth	7,500.00	86.11	2,118.98	28.25	5,381.02
55110-03-41501 Misc Rev-Programming-Yout	0.00	6,252.01	7,637.71	0.00	(7,637.71)
55110-03-41750 Hospitality	300.00	34.45	234.94	78.31	65.06
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	0.00	0.00	0.00
55110-03-44000 Janitor Supplies	6,000.00	5.38	1,426.20	23.77	4,573.80
55110-03-50000 M/R-General Repair/Maint.	4,000.00	69.92	1,126.23	28.16	2,873.77
55110-03-50001 Mis Rev-M/R General/Cont	0.00	0.00	0.00	0.00	0.00
55110-03-50275 M/R - Contingency	10,000.00	485.71	5,449.24	54.49	4,550.76
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	51,500.00	7,901.62	26,379.77	51.22	25,120.23
Fixed Charges					
55110-05-10000 Ins.-Property, Liability,	12,000.00	0.00	2,906.00	24.22	9,094.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	12,000.00	0.00	2,906.00	24.22	9,094.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Capital Outlay					
55110-08-50000 Special/Major Projects	0.00	288.89	288.89	0.00	(288.89)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	0.00	0.00	0.00
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	288.89	288.89	0.00	(288.89)
Print Media - Library					
55110-13-10000 Adult Dept Fiction	9,500.00	886.21	3,203.03	33.72	6,296.97
55110-13-10100 Adult Dept Non-Fiction	10,000.00	799.79	3,950.17	39.50	6,049.83
55110-13-10200 Adult Dept Paperbacks	750.00	59.75	244.04	32.54	505.96
55110-13-10300 Adult Dept Reference	500.00	0.00	0.00	0.00	500.00
55110-13-10400 Adult Dept Large Print	4,300.00	239.28	1,663.54	38.69	2,636.46
55110-13-20000 Youth Children's Books	16,000.00	484.31	6,703.34	41.90	9,296.66
55110-13-20100 Young Adult Books	2,500.00	201.49	1,097.99	43.92	1,402.01
55110-13-20200 Youth Services Reference	0.00	0.00	0.00	0.00	0.00
55110-13-30000 Standing Orders	0.00	0.00	0.00	0.00	0.00
55110-13-40000 Professional Books	0.00	0.00	0.00	0.00	0.00
55110-13-50000 Magazines/Periodicals	5,000.00	116.50	963.44	19.27	4,036.56
55110-13-60000 Pamphlets	0.00	0.00	0.00	0.00	0.00
55110-13-75000 Misc Rev - Print	0.00	0.00	0.00	0.00	0.00
TOTAL Print Media - Library	48,550.00	2,787.33	17,825.55	36.72	30,724.45
Non-Print Media-Library					
55110-14-10000 Adult Dept Audio Books	0.00	0.00	0.00	0.00	0.00
55110-14-10100 Adult Dept Books on CD	2,000.00	165.48	462.94	23.15	1,537.06
55110-14-10200 Adult Dept CDs	800.00	61.91	223.48	27.94	576.52
55110-14-10300 Adult Dept CD-ROMs Circ.	0.00	0.00	0.00	0.00	0.00
55110-14-10301 Misc Rev-Adult Software	0.00	0.00	0.00	0.00	0.00
55110-14-10400 Adult Dept DVDs	2,500.00	174.04	728.30	29.13	1,771.70
55110-14-10500 Adult Dept Videos	0.00	0.00	0.00	0.00	0.00
55110-14-20000 Youth Audiobooks & CDs	1,500.00	0.00	67.92	4.53	1,432.08
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	107.96	262.58	35.01	487.42
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxes	500.00	0.00	35.99	7.20	464.01
55110-14-45000 Ebooks/Digital Content	6,200.00	5,527.14	5,675.95	91.55	524.05
55110-14-45001 Misc Rev-Ebooks/Digital	0.00	0.00	0.00	0.00	0.00
55110-14-45900 Misc Rev - Non-Print	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Print Media-Library	14,250.00	6,036.53	7,457.16	52.33	6,792.84
Technology					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	373.14	567.90	29.89	1,332.10
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 T1/Internet Access	4,170.00	0.00	0.00	0.00	4,170.00
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	0.00	0.00	0.00	0.00	0.00
55110-15-42500 Computer Equipment	10,000.00	0.00	144.53	1.45	9,855.47
55110-15-47500 Software/Upgrades	4,000.00	22.60	887.71	22.19	3,112.29
55110-15-70000 V-Cat Shared Automation	18,000.00	17,171.63	17,171.63	95.40	828.37

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 202410 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,070.00	17,567.37	18,771.77	49.31	19,298.23
TOTAL EXPENDITURES	1,050,556.00	99,072.02	404,261.78	38.48	646,294.22
REVENUES OVER/(UNDER) EXPENDITURES	(602,451.71)	(96,006.98)	(169,218.57)	0.00	(433,233.14)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2024

26 -Reserved - Non-Lapsing
T.B. Scott Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	4,539.39	0.00	(4,539.39)
TOTAL Intergovernmental	0.00	0.00	4,539.39	0.00	(4,539.39)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	347.54	1,791.12	0.00	(1,791.12)
45110-46715 Library - Vending Revenue	0.00	0.00	18.48	0.00	(18.48)
TOTAL Public Charges-Services	0.00	347.54	1,809.60	0.00	(1,809.60)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	0.00	0.00	0.00	0.00
45110-48257 WI Humanities - Grant	0.00	0.00	0.00	0.00	0.00
45110-48277 Summer Programs-Donations	0.00	0.00	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	198.99	1,520.74	0.00	(1,520.74)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	198.99	1,520.74	0.00	(1,520.74)
TOTAL REVENUES	0.00	546.53	7,869.73	0.00	(7,869.73)
EXPENDITURES					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	1,671.35	0.00	(1,671.35)
55110-03-12650 Library Photocopier Expen	0.00	955.97	1,799.78	0.00	(1,799.78)
55110-03-12675 Library Vending - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-22725 Summer Programs-Expenses	0.00	0.00	0.00	0.00	0.00
55110-03-25000 Library Grants - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-40500 Memorial Books-Expense	0.00	187.70	964.88	0.00	(964.88)
TOTAL Supplies & Expenses	0.00	1,143.67	4,436.01	0.00	(4,436.01)
TOTAL EXPENDITURES	0.00	1,143.67	4,436.01	0.00	(4,436.01)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(597.14)	3,433.72	0.00	(3,433.72)
FUND TOTAL REVENUES	160,074.37	58,825.45	310,456.89	193.95	(150,382.52)
FUND TOTAL EXPENDITURES	243,771.00	34,895.13	174,864.70	71.73	68,906.30
REVENUES OVER/(UNDER) EXPENDITURES	(83,696.63)	23,930.32	135,592.19	0.00	(219,288.82)

*** END OF REPORT ***

Monthly Statistical Report
T.B. Scott Free Library
May 2024

LIBRARY ACTIVITY	May 2024	May 2023	% Change	May 2022	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	4,799	4,591	4.5%	3,951	21.5%	27,144	22,506	20.6%
Average Daily Traffic	185	177	4.5%	158	17.1%	215	180	19.7%
Meetings Held	22	22	0.0%	7	214.3%	126	65	93.8%
Attendance	141	136	3.7%	33	327.3%	616	382	61.3%
Classes/Groups w/o Program Attendance	3	-	N/A	4	-25.0%	53	36	47.2%
	109	-	N/A	125	-12.8%	1,075	748	43.7%
New Card Registrations	43	32	34.4%	48	-10.4%	250	194	28.9%
Volunteer Hours Worked	15	19	-23.7%	11	31.8%	102	79	28.5%

TECHNOLOGY USE	May 2024	May 2023	% Change	May 2022	% Change	YTD 2024	YTD 2023	% Change
Wireless Use	1,460	1,737	-15.9%	728	100.5%	7,230	7,117	1.6%
Internet Computers								
Adult	245	348	-29.6%	253	N/A	1,588	1,823	-12.9%
Youth	42	54	-22.2%	25	N/A	262	283	-7.4%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	98	52	88.5%	32	N/A	535	248	115.7%
TOTAL USE	385	454	-15.2%	310	N/A	2,385	2,354	1.3%

PROGRAMS	May 2024	May 2023	% Change	May 2022	% Change	YTD 2024	YTD 2023	% Change
Programs Given								
Adult	9	5	80.0%	2	350.0%	76	25	204.0%
General Interest	3	-	N/A	-	N/A	16	-	N/A
Youth	9	8	12.5%	-	N/A	58	54	7.4%
TOTAL	21	13	61.5%	2	950.0%	150	79	89.9%
Program Attendance								
Adult	108	53	103.8%	15	620.0%	850	352	141.5%
General Interest	25	-	N/A	-	N/A	132	-	N/A
Youth	233	127	83.5%	-	N/A	1,551	1,046	48.3%
TOTAL	366	180	103.3%	15	2340.0%	2,533	1,398	81.2%

Self-Directed Activities

	Date	#
Free Comic Book Day	5/4/2024	67
Preschool Activity Bags		75
School Age Activity Bags		40
Little Bluebirds		9
Scavenger Hunt		76

Adult

	Date	#
1 on 1 Tech Help (5 Sessions)		6
Believe and Achieve (2 sessions)		14
Kindhearted (3 sessions)		62
Opportunity Development Center (1 session)		10
Landlord & Tenant Rights	5/14/2024	6
Cover to Cover Book Club	5/16/2024	6

Outreach

	Date	#
Critic's Choice Movie	5/22/2024	10

Teen

	Date	#
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Youth

	Date	#
Wiggle, Giggle, Shake (5 sessions)		82
Pine River 4K (3 Sessions)		103
Trinity/Parkside Storytime	5/14/2024	48

General Interest

	Date	#
BYOB Club	5/8/2024	5
Real Writers Group	5/11/2024	18
Knit/Crochet Club	5/16/2024	2

MAY 2024

BORROWERS		May 2024	May 2023	% Change	May 2022	% Change
City	Adult	3,679	3,978	-7.5%	3,727	-1.3%
	Youth	865	944	-8.4%	965	-10.4%
County	Adult	3,251	3,437	-5.4%	3,203	1.5%
	Youth	767	847	-9.4%	857	-10.5%
Other	Adult	396	386	2.6%	359	10.3%
	*ILL	452	444	1.8%	437	3.4%
	Youth	73	78	-6.4%	73	0.0%
TOTAL BORROWERS		9,483	10,114	-6.2%	9,621	-1.4%

*State of WI does not count ILL patrons in annual statistics (previously included in other adult)

Nov 2021: Initiated "fine free" policy

Dec 2021: Purge of inactive patrons completed due to waiver of fines as a result of the "fine free" policy

Nov 2023: Purge of inactive patrons completed

DONATIONS	May 2024	May 2023	May 2022	YTD 2024	YTD 2023
Endowment Fund	\$ -	\$ -	\$ -	\$ 2,206	\$ 200
Special Projects Fund	\$ 35	\$ -	\$ 25	\$ 372	\$ 760
Gifts/Memorials	\$ 194	\$ 178	\$ 385	\$ 1,394	\$ 1,399

RESOURCE SHARING	May 2024	May 2023	% Change	May 2022	% Change	YTD 2024	YTD 2023	% Change
V-Cat Received	1,363	1,415	-3.7%	2,057	-33.7%	6,614	7,409	-10.7%
V-Cat Sent	1,137	1,280	-11.2%	1,185	-4.1%	6,216	6,467	-3.9%
ILL Received	51	52	-1.9%	51	0.0%	207	265	-21.9%
ILL Sent	111	75	48.0%	79	40.5%	504	498	1.2%

CIRCULATION		May 2024	May 2023	% Change	May 2022	% Change	YTD 2024	YTD 2023	% Change
Audiobooks	Adult	117	206	-43.2%	184	-36.4%	781	836	-6.6%
	Youth	17	51	-66.7%	27	-37.0%	146	223	-34.5%
Books-Fiction	Adult	2,495	2,444	2.1%	2,438	2.3%	12,583	13,154	-4.3%
	Youth	2,413	2,525	-4.4%	3,085	-21.8%	14,612	14,306	2.1%
Books-Nonfiction	Adult	980	806	21.6%	851	15.2%	5,246	5,099	2.9%
	Youth	496	528	-6.1%	678	-26.8%	3,363	3,776	-10.9%
CDs/Cassettes	Adult	90	186	-51.6%	114	-21.1%	756	1,081	-30.1%
	Youth	30	28	7.1%	35	-14.3%	99	114	-13.2%
DVD/Blu-Ray/VHS	Adult	809	718	12.7%	600	34.8%	3,776	4,130	-8.6%
	Youth	468	463	1.1%	300	56.0%	2,168	2,330	-7.0%
Games	Adult	2	3	-33.3%	2	N/A	11	7	57.1%
	Youth	15	51	-70.6%	37	-59.5%	169	266	-36.5%
Magazines	Adult	218	186	31.3%	128	70.3%	1,090	1,125	-3.1%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	101	92	9.8%	76	32.9%	459	388	18.3%
	Youth	27	13	107.7%	20	35.0%	168	141	19.1%
PHYSICAL ITEMS SUB TOTAL		8,278	8,280	0.0%	8,575	-3.5%	45,427	46,976	-3.3%
Digital Library	Audiobooks	1,258	1,046	20.3%	920	36.7%	6,286	5,272	19.2%
	eBooks	903	989	-8.7%	966	-6.5%	5,071	5,399	-6.1%
	Magazines	223	85	162.4%	74	201.4%	1,249	365	242.2%
	Music/Videos	-	-	N/A	-	N/A	-	-	N/A
DOWNLOADS SUB TOTAL		2,384	2,120	12.5%	1,960	21.6%	12,606	11,036	14.2%
TOTAL CIRCULATION		10,662	10,400	2.5%	10,535	1.2%	58,033	58,012	0.0%

MATERIALS CIRCULATING	May 2024	May 2023	% Change	May 2022	% Change	YTD 2024	YTD 2023	% Change
% Nonprint Materials Circulated	20.2%	21.9%	-7.4%	16.3%	24.5%	18.78%	20.3%	-7.3%
% Print Materials Circulated	79.8%	78.1%	2.1%	83.7%	-4.8%	81.22%	79.7%	1.8%
% Adult Materials Circulated	58.1%	55.8%	4.2%	51.2%	13.5%	54.38%	55.0%	-1.1%
% Youth Materials Circulated	41.9%	44.2%	-5.3%	48.8%	-14.1%	45.62%	45.0%	1.3%

Policies

LIBRARY ACCOUNT CREATION & LOAN POLICY

Approved: 1/11/1978

Reviewed and Revised: 11/19/2003, 8/18/2004, 10/21/2009, 11/19/2014, 08/21/2019, 04/19/2023, 6/19/2024.

Review Date: 2029

T. B. Scott Free Library will loan materials to all residents of Lincoln County. People residing outside of Lincoln County but owning property or attending an educational institution in Lincoln County shall be considered residents for the purposes of this policy.

People who desire to borrow materials from the library must have or obtain a valid V-Cat library card. Before issuing a library card, the library requires reasonable verification of the person's full identity with **first, middle, and last name**, including current address, driver's license **number** or state-issued identification card **number** (if the patron has a license or state-issued ID), and, in the case of a minor, the name, address and driver's license **number** or state-issued identification card **number** of a parent or guardian. In addition, children who have not yet entered 6th grade must have parental permission for full access to the library's collections. The parent/legal guardian assumes responsibility for lost or overdue library materials of minors.

People who are not residents of Lincoln County are allowed to borrow materials on-site according to agreements and conditions established by the Wisconsin Valley Library Service and the state of Wisconsin. As allowed by state law, T. B. Scott Free Library will request reimbursement for the cost of on-site loans to people who are not residents of Lincoln County, if lending costs to residents of a particular county exceed \$100 in a calendar year.

Any person who will be living in Lincoln County for one year or less may apply for a Visitor's Card. This card entitles the person to all library privileges. A deposit of \$10.00 is required for each Visitor's Card.

Library materials, except materials classified as **high demand** items and types of materials noted in the following paragraph, will be loaned to nonresidents of Lincoln County through the V-Cat Shared Automation Consortium and through the Wisconsin Interlibrary Loan System according to the policies established by those organizations.

Certain types of materials may be used in the library only, and will not be loaned, including reference materials, archival materials, and microforms.

The use of the library and/or its services, including the loan of materials, may be denied if library policy or procedures are violated, including the following: failure to return library materials or pay penalties; destruction of library property; disturbance of other library users; or any objectionable conduct on library premises.

Policies

Refer also to the following policies: School and Teacher Services; Borrowing Privileges-Parental/Guardian Rights and Responsibilities, Overdues and Fines; Standard of Conduct for Library Patrons.

Policies

ACCESS TO PUBLIC RECORDS

Approved: 10/16/2019

Reviewed and approved: 06/19/2024

Review Date: 2029

It is the policy of the State of Wisconsin that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them. The City of Merrill is a political subdivision of the State of Wisconsin which exists and operates pursuant to Chapter 62, Wis. Stats.

Subject to §19.36, Wis. Stats., and applicable case law, the public may obtain information and access to records, make requests for records, or copies of records of the T.B. Scott Free Library in the following manner:

1. Location: T.B. Scott Free Library
2. Legal Custodian: Library Director
3. Alternate Custodians: Assistant Director & Head of Youth Services
4. Hours: Monday through Friday, excluding Holidays, 9:30 a.m. to 5:00 p.m.
5. Make your request orally or in writing (your choice) to the Legal Custodian/Alternate or department employee of the department you believe may have the records you want to see. A request must reasonably describe the record or information requested (§19.35(1)(h)). If the records are not kept there, ask for help in finding out where they are kept.
6. Once you make your request, the Custodian/Alternate will decide whether to approve your request by applying the standards set by state law, since not all records are open to public inspection under the law (§19.36).
7. If your request is approved, an employee will locate the records and provide a place for you to review them.
8. If your request is denied, the Legal Custodian/Alternate will explain why your request cannot be granted or granted exactly as you requested. You may also ask that the reasons for denial be written and given to you.
9. Cost:
 - a) If no other copy fee is set by state statute, the standard cost for each side of a photocopied page is 25 cents. The actual direct cost of any computer run, transcription, photographic work or postage/FAX will be charged. A custodian may provide copies of a record without charge or at a reduced charge where the custodian determines that waiver or reduction of the fee is in the public interest.
 - b) A location fee will be charged if set by law or if the actual cost of locating the record is \$50.00 or more.
 - c) Requester will be charged the actual cost of mailing requested records.
 - d) If costs exceed \$50.00, prepayment is required.

This notice is posted in compliance with §19.34, Wis. Stats.

Approved by the T.B. Scott Free Library Board of Trustees 11/17/2010; reviewed 11/19/2014; 10/16/2019; 06/19/2024.

Goal #1: Lifelong Learning

Promote and encourage community members of all ages to discover the joy of reading and to become lifelong readers and learners.

Action Step 1.1: Maintain current programming and continue active promotion of literacy programs and events.

Measure: One new event in each department each program year.

Responsible staff: Head of Adult Services, Assistant Director/Head of Youth Services

Current Year: This summer Youth Services is partnering with UW-Extension 4-H and AmeriCorps to bring in new summer programming. We will have three stand alone programs focusing on literacy along with learning about dairy, plants, and harvest. Educators will also be bringing a series of programs teaching tweens/teens how to crochet. 6/4/24 AB. Twice this summer, adult/tech services will be partnering with Bug Tussel University to offer educational internet classes based on public need and interest. 6/4/24 MP.

Action Step 1.2: Enhance library spaces that help parents and other caregivers develop early literacy skills in children age birth – 5 years.

Measure: Update floor plan configuration throughout department spaces.

Responsible staff: Assistant Director/Head of Youth Services

Current Year: Because of the new activity room renovation, new, more accessible shelving options and layouts are being considered for the juvenile nonfiction collection. 6/4/24 AB.

Action Step 1.3: Provide responsive, educational opportunities for staff to grow and expand their knowledge and skills in order to support patrons as lifelong readers and learners.

Measure: Introduce one new topic of interest each calendar year for the purposes of staff development.

Responsible staff: Director

Current Year: January's day was all about teambuilding. As a precursor to a possible library program, staff participated in The Amazing Race-Library Style. 6/10/24 LO. February's activity focused on Herbalism and Self-Care. In order for library staff to successfully interact with library patrons and visitors, it is important for them to find healthy ways to take care of themselves. Librarianship has seen a high level of burnout in recent years. Creating awareness is key. 6/10/24 LO.

Library Advocacy

One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide “behind the scenes” services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it's important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

13

In This Trustee Essential

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for information on where to turn to stay informed about these issues.

Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

Discussion Questions

1. How is library advocacy different from other basic trustee duties?
2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?
3. How does the advocacy role of an individual board member differ from the role of the board as whole?

Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)
- Wisconsin Library Association (WLA): wla.wisconsinlibraries.org
- Wisconsin Library Trustees and Friends (WLTF): wla.wisconsinlibraries.org/wlwf
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): www.ala.org/altaff
- Who Are My Legislators webpage: legis.wisconsin.gov/w3asp/waml/waml.aspx
- Resources on ethics and standards of conduct for local officials: gab.wi.gov/ethics
- Contact information for your United States Senators: www.senate.gov/general/contact_information/senators_cfm.cfm?State=W1
- Contact information for your United States Representatives: clerk.house.gov/member_info/index.aspx

This *Trustee Essential* was adapted, with permission, from *Tools of the Trade for Trustees: Library Advocacy*, by Milton Mitchell, former Director of the Indianhead Federated Library System.

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Library Director's Report – June 19, 2024

Events

For all upcoming events, <https://tbscottlibrary.org/events>

Here are some highlights of library programming:

- Wiggle, Giggle, Shake continues on Fridays from 10:30-11:30AM
- Adult Service Book Club continues with Cover to Cover on Thursday, June 20, @1PM.
- Youth Services summer programming – all I can say is WOW!! We've been playing tricks on our patrons with our magician, cuddling with snakes, reading to dogs, and who knows what else. As of this writing, we have 376 youngsters enrolled in the summer reading program.
- Adult Services Summer READ Bingo cards for adults are flying out the door.

WVLS

- Nothing to report from Diane Peterson, our WVLS representative.
- WVLS Director Report – May 2024: Attached for your review.

Friends of the Library

- The Self-Service Book Sale center at the library entrance is doing quite well. This has made the maintenance of book donations much easier. They have developed a system with the help of our library staff member, Cat Oftedahl, to rotate materials on the shelves on a regular basis to keep it fresh and worth a view by library patrons and visitors.

Library Director's Report

- July's Board meeting agenda will include the review and approval of the 2025 Library Budget.
- Youth Services Activity Room Update: Schematic Drawings with City Administrator Rod Akey. In a holding pattern until that is ready for the RFP process to proceed.
- The Northern Wisconsin ILS Consortium Exploration (NICE) Team Project will complete a final report the end of June. The LSTA Grant that funded this phase of the exploration will end June 30. The report will be delivered to all member libraries from each system to allow for a final review and inquiry before a vote which is anticipated to be scheduled for a special meeting in August for WVLS. NWLS is scheduled to vote in July. Should both systems vote to merge, the integration phase will be covered by an LSTA Grant that was recently awarded for that process. Integration would begin the fall of 2025. Details can be found at the N.I.C.E. Project website (<https://nicelibraries.org/>)
- At the time of this writing, library admin is collaborating with the Merrill Police Department for the Safety Intervention Training for the Library's Staff Development Day on June 19. I will provide details of the training at the time of the board meeting.
- Library admin offered the Library Assistant II position that will become vacant on September 1 with Terri Akey's retirement to Kyle Gulke. He is currently a 20-hour

part-time Library Assistant I and will be promoted to a 27-hour part-time Library Assistant II. We are excited about this transition. A posting for Kyle's replacement has been added to the Library's website and the City of Merrill's website along with social media posts. An ad will be placed in the Foto News the week of June 17.

- Reminder to Library Board of Staff/Board Social Gathering to honor our retirees on Thursday, August 22, 2024, @5:30 pm at the Agra Pavilion. Please RSVP to Library Director.
- Trustee Richard Mamer this will be your last official meeting at Trustee and Financial Secretary. You will be missed! Thank you for your many years of service. You have steered us safely through many financial ventures. For that we are extremely grateful. Thank you from the bottom of my heart.

Director's Report

WVLS BOARD OF TRUSTEES MEETING

May 18, 2024

CORRESPONDENCE

2024 Aid Payment

WVLS was notified by the Wisconsin Department of Public Instruction that our second (final) 2024 State Aid Payment for **\$312,292.75** was approved. This payment allows WVLS to continue to carry out activities in the 2024 WVLS Plan approved by the WVLS Board of Trustees in September 2023 and later reviewed by DPI's Library Services Team. WVLS received its first 2024 payment of **\$936,878.25** in November 2023. Public library system funding is provided through the Universal Service Fund.

Cost per Circulation and County Funding Information

WVLS Business Manager **Brenda Walenton** and Administrative Assistant **Susie Hafemeister** recently sent member libraries information they need if they elect to seek payment from adjacent counties for serving their residents who live in non-librariated communities. Information shared included each library's 2023 Cost Per Circulation calculations along with data on each library's circulation to residents who live in non-librariated communities. According to Wis. Stat. 43.12, libraries must submit invoices to the clerks in adjacent counties by July 1, 2024. In turn, the adjacent county must make payment of at least 70% of the cost for service to those libraries by March 1, 2025.

Notes of Gratitude

WVLS Presentations at Hoot-Con

Hey Marla! I attended Hoot-Con yesterday and got to see Jamie and Kristie in action - they were wonderful! And it was really nice to see some familiar faces :) I was impressed with their knowledge and ability to offer fun and engaging presentations - you have some amazing staff!! Just wanted to share :) -- Taylor Weinfurter, Programming Librarian at Little Chute Public Library and former Youth Services Librarian at Marathon County Public Library

[NOTE: Spread across three days at three locations, Hoot-Con is a conference for member library staff at the Nicolet Federated Library System (NFLS) and Outagamie Waupaca Library System (OWLS). Jamie Matczak presented on "Giving Great Service," and Kristie Hauer, along with Hannah Good Zima (NFLS) presented on "Analyzing Your Collection – Tools to Diversify Your Picture Books."]

WVLS Mentorship Program

I am grateful for the mentorship program, [Stetsonville Public Library Director] Carla [Huston] has been an invaluable resource for me. I know that if I have a question that needs an almost-immediate answer,

she is here to help me. She has really made me feel more confident and supported - even going as far as to volunteer to come physically help with big projects like weeding. Between the mentorship program and the support provided by WVLS staff, I know that my mentor and the WVLS staff are all available to help me succeed in the director position. – Melissa Highfill, Interim Director at Westboro Public Library

WVLS Review of Library Policies and Board By-Laws

Marla, I just reviewed this again (I will not be presenting it to the BOT this session, I want to see what the discussion is). I have to say, you did an amazing job of standardizing the language, adding missing pieces, and pointing out inconsistencies. I appreciate this so very much. Don't be surprised if you see another chapter or two over the coming months. – Virginia Roberts, Rhinelander District Library Director

WVLS Listening Session

Marla, Erica, Katie, Kristie, Jamie, I wanted to thank each of you for creating and attending the Listening Session today. I am thankful for your attention to our stories and our concerns. I believe these "unstructured" conversations are important to those of us who are looking for support from our fellow librarians and a safe place to vent our concerns. The structure of our VCat meetings is valuable to our system, but being able to talk about the everyday things that make up our libraries is a necessary support system. While it takes away from our day of "being librarian" at our libraries, I wish there were a way they could happen more frequently. I am sure your task to now digest what you learned only adds to things on your plate, but I hope you found it as valuable as I did. Thank you for everything you do every day to make our lives better. You are appreciated! (I would insert a heart emoji here, but maybe it isn't politically correct. But the feeling is there!) -- Teresa Hall, Loyal Public Library Director

WVLS ALSC National Institute Scholarship

Dear trustees of the Wisconsin Valley Library Service, Thank you all for this opportunity to attend the ALSC National Institute focused on library services to children. This will be my first library conference on the national level. I am so excited! It's amazing to be part of a library consortium dedicated to helping provide great services to our patrons through our materials, our spaces, and our programs. And ALSO empowering staff to grow with opportunities like this conference. I am blessed by your investment in my professional life, and by extension the Rib Lake Public Library, and I look forward to sharing my experience with you after the conference in September. P.S. Your support just amazes me. You ROCK! -- Krista Blomberg, Assistant Director and Youth Services Coordinator, Rib Lake Public Library

[NOTE: More information about this scholarship opportunity is shared under Grant Projects and Scholarship Opportunities later in this report.]

PEOPLE / LIBRARIES / SYSTEMS IN THE NEWS

The WVLS Board of Trustees Welcomes Eileen Persike

The Oneida County Board of Supervisors recently appointed **Eileen Persike** to the WVLS Board of Trustees for a 3-year term. She replaces **Pat Pechura** who chose not to seek reappointment for another term. Eileen's term runs from January 1, 2024 – December 31, 2026. Welcome to WVLS, Eileen!

Antigo Public Library Transitions

Antigo Public Library Director **Ada Demlow** resigned from her position on April 27. She replaced **Dominic Frandrup** who resigned from the position in June 2022. Additionally, the Antigo Public Library Board President **Elizabeth Perkins** resigned from her position on April 27 and Antigo Public Library Interloan Librarian **Elizabeth Merry** announced her retirement on May 17.

WVLS and Member Library Staff Present at WAPL Conference

WVLS was well represented at the 2024 Wisconsin Association of Public Libraries (WAPL) Conference held in Stevens Point from May 1-May 3.

Marathon County Public Library (MCPL) Library Services Manager **Katelyn Sabelko** joined **Desiree Bongers** (Ripon Public Library), **Kelly Davis** (Waukesha Public Library) and **Melissa McLimans** (WILS) for a presentation on **"Beyond the Community Conversation."** In this panel presentation, WILS and partner libraries shared how different community engagement strategies were utilized to connect with stakeholders through interviews, community gatherings, and Q&A boards.

Public Library Services Consultant **Kristie Hauer**, along with NFLS Outreach Coordinator **Hannah Good Zima** and Kenosha Public Library Youth Collection Development Librarian **Amy Rae Weaver**, youth collection development librarian at Kenosha Public Library, developed a conference session titled **"Analyzing Your Collection: Tools to Diversify Your Children's Collection."** The session focused on the importance of creating a diverse and balanced children's collection, resources for building a diverse collection, and tools, both automated and manual, for analyzing the collection.

MCPL Library Support Services Manager **Alexander Johnson** presented a session on **"Mapping the IT Frontier."** Following a large institutional transition in 2021, the new staff at the Marathon County Public Library found themselves in a vast land equally full of interesting technology and questions about how to make it meet the public's needs in the long run. Alexander described how order emerged from chaos, new partnerships were formed, and solid foundations were laid for the years to come. Themes included: triage in the discovery process, RFP lessons learned, the importance of documentation, and of course, the awe-inspiring power of spreadsheets.

Hauer to Teach UW-Madison's Public and Community Library Services Course

This fall, WVLS Public Library Services Consultant **Kristie Hauer** will be teaching the course ***Public and Community Library Services*** at UW-Madison's Information School. The course focuses on creating the best possible array of services for individual communities. Topics covered will include assessing user needs, programming and outreach, customer service, reference fundamentals, and using technology to enhance services. This 12-week course is required for Grade II and Grade III public library directors in Wisconsin.

Matczak Completes ZingTrain's Customer Service Seminar

WVLS Continuing Education Consultant **Jamie Matczak** completed ZingTrain's *The Art of Giving Great Service* in Ann Arbor, Michigan on April 25-26. This two-day seminar identified the key elements that contribute to a culture of great service, including examples from Zingerman's internal staff training. Matczak will incorporate highlights of the training in a recorded webinar for WVLS and NWLS member libraries this summer, as well as for a presentation during T.B. Scott Free Library's (Merrill) Staff Inservice Day on October 14. See **Exhibit 23** later in the agenda for more information about the seminar.

Zimmermann Attending RIPL's "12 Months to Better Library Data" Webinar Series

WVLS ILS Administrator **Katie Zimmermann** is participating in the Research Institute for Public Libraries (RIPL) webinar series on "12 Months to Better Library Data." Participants in this series learn how to use data to better serve the community, steps involved in conducting an evaluation, and how libraries can develop a data-informed culture. Katie attended the first webinar "Begin with a Strong Foundation: Developing a Data Plan" on March 7 which included how to create an overarching plan for data collection and use. In May, she will learn about core issues facing the equitable and ethical use of quantitative data via the "Introduction to Data Equity" webinar.

More News on the Libraries Awarded "Libraries Transforming Communities" Grants

While the March Director's Report announced that three WVLS public libraries were awarded 2024 Libraries Transforming Communities: Accessible Small and Rural Communities grants, how the libraries planned to use the funds was not mentioned. The **Owen Public Library** and **Rib Lake Library** plan to install automatic door openers in public entrances to their buildings. **Tomahawk Public Library** will replace their automatic opener, and possibly install accessible sinks in their bathrooms and accessible tables in their public spaces.

The American Library Association (ALA) in partnership with the Association for Rural & Small Libraries (ARSL) offer [Libraries Transforming Communities \(LTC\): Accessible Small and Rural Communities](#) grants to help small and rural libraries increase the accessibility of facilities, services and programs to better serve people with disabilities. To be eligible, a library must have a legal area population of 25,000 or less and be located at least five miles from an urbanized area.

GRANT PROJECTS and SCHOLARSHIP OPPORTUNITIES

WVLS Awards WAPL Annual Conference Scholarships

Three WVLS member librarians were awarded scholarships to attend the Wisconsin Association of Public Libraries (WAPL) Conference, held May 1-3 in Stevens Point. Recipients were **Amber Brill**, Greenwood Area Library; **Katelyn Sabelko**, Marathon County Public Library; and **Brandon Hardin**, Withee Public Library.

This statewide conference, geared toward public librarians, featured keynote speakers, program sessions, and opportunities to network. Conference reports from Amber, Katelyn and Brandon will be shared with the WVLS Board in August.

Rib Lake Librarian Receives ALSC National Institute Scholarship

WVLS has awarded a \$2,100 scholarship to Rib Lake Public Library Assistant Director and Youth Services Coordinator **Krista Blomberg** to attend the 2024 Association for Library Service to Children (ALSC) National Institute on September 19-21, 2024, in Denver, Colorado. The biennial conference is for those serving children and families in libraries. The intimate, intensive learning experience is an opportunity to network with colleagues from across the country, attend practical and meaningful professional development programs, and hear from field leaders and children's literature creators at keynote sessions. The scholarship can be applied to travel expenses such as institute registration, air and ground transportation, and conference lodging.

WVLS Marketing Support Grant

The three member libraries participating in the WVLS Marketing Support Grant wrapped up an analysis of their marketing efforts in March and April. Over the next two months, participants will further explore marketing campaigns and marketing plans and decide which avenue they would like to pursue for the project.

The 2024 WVLS Marketing Support Grant is a pilot project and opportunity for WVLS libraries to evaluate their library's marketing efforts and to work toward a library marketing plan or marketing campaign. Participants include **Loralee Petersen**, Owen Public Library; **Laurie Ollhoff** and **Chris Sprague**, T.B. Scott Free Library (Merrill); and **Brandon Hardin**, Withee Public Library.

WVLS Summer Math Adventure Grants

The 2024 WVLS Summer Math Adventure Grant is a new initiative that enables WVLS libraries to provide math-based activities during the summer. Libraries that participate in the pilot project will receive \$800 in funding to offer the Wisconsin Mathematics Council's Summer Math Adventure program. This grant will be utilized to cover the costs associated with implementing the program, such as printing materials, promotion, incentives, and purchasing math-related items for library collections. The application for the grant was available from February 8 to March 8, 2024. In late March, WVLS announced that grants were awarded to Minocqua Public Library, Rib Lake Public Library, and Thorp Public Library.

2023-2024 LSTA Resource Sharing Grant

WVLS has hired two cataloging assistants for short-term, project-based help with cleaning up bibliographic records. Elisha Scheffer and Maria Pregler, both of whom are employed at V-Cat libraries, are assisting with record clean up. The Northern Waters Library System is using funds from this grant to contract with two individuals for the same purpose.

WVLS SERVICES

Collaborations

LEANWI Partnership, Collaborative Projects, and Core Infrastructure Support

LEANWI Core Infrastructure: In parallel with our colleagues at South Central Library System (SCLS), the LEANWI partnership procured our primary storage appliance replacement along with updated core switching equipment in January 2024. Engineering Lead, Kris Schwartz led the partnership through migration to those replacements in production during March. We will be verifying and finalizing legacy virtual server and equipment deletions during the second quarter 2024.

The TEACH division of the Wisconsin Department of Administration (DOA) has a new contract for statewide networking. The previous network and services, labeled "BadgerNet Service," is still in the process of being replaced by a new network, labeled "TEACH Network Service." AT&T will continue to be the Managed Service Provider (MSP) for the statewide networking fabric for schools and libraries and is still in the process of completing the migration of service connections. The end of the "current" BadgerNet contract was originally January 31, 2024, but after AT&T struggled to meet that deadline, the contract was extended through June 2024. Circuit migrations have been paused until management access migrations and handoff from WIN to GLS (the new network management and support provider) is completed (anticipated ETC is end of May) and then circuit migration scheduling will continue until all sites are on TEACH Network.

LEANWI Service Explorations: Last fall, LEANWI partners began exploring a relationship with a new Microsoft Licensing vendor due to struggles with responsiveness from our current vendor, to better

understand program renewal and new procurement options. We are now working with our current MS licensing vendor to affect the necessary program change and a renewal of existing licensing by the current end of term (June 30 2024) before attempting to procure new licensing. We will review our vendor relationship again once we are through the program migration and renewal process, safely operating in our next three-year term. We also continue to monitor our Microsoft 365 tenancy, currently under an academic program, for indications of the initiation of a mandatory migration to the charity program (e.g., for non-profits).

At the first **WPLC Technology Community of Practice** meeting in mid-April, participants discussed experiences and challenges with the Dept of Administration-TEACH program's project with AT&T to segregate the schools and libraries from BadgerNet onto a new "TEACH Network." The project is taking longer than TEACH or AT&T anticipated and has cost many library systems and their respective members a lot of time to participate in migration events for various sites that have failed and need to roll back. The LEANWI Partnership announced that it has begun reviewing Faronics Deep Freeze licensing and will be engaging with Faronics reps in May/June of 2024 (about 18 months before current five-year term expiration in November 2025). Given other systems' past indications of significantly increased costs, we want to get in front of our own renewal early enough to have time to review alternative options and potentially migrate away from Faronics Deep Freeze if cost increases prove prohibitive. We also want to increase awareness of our project among our peers and maximize the window of opportunity for additional licensing pool mergers with other systems to reduce duplications of effort and increase our collective economy of scale.

LEANWI Partners NWLS and WVLS intend to continue support for currently provisioned mobile hotspots and data plans with Kajeet through the end of 2024 before discontinuing system level direct service management and support. We are working to collect information and to be able to provide guidance to libraries currently hosting Kajeet hotspots so they may gracefully discontinue their own programs by the end of 2024, budget and plan for the continuation of services directly with Kajeet, or migrate from Kajeet to work directly with other services and service providers (e.g., Mobile Beacon via Tech Soup).

Collection Development

Gale Presents: Udemy

Gale Presents: Udemy, an online learning platform that provides more than 15,000 video-based courses in business, technology, leadership, language learning, creative arts, and personal development, was selected by WVLS staff to replace *Gale Courses*, a product that was not renewed due to low usage and high cost per use.

WVLS ILS and Database Support Specialist **Rachel Metzler** is working with our representatives at Gale to set up the product with the goal of making it available to area libraries and library users by the end of May or early June. A Fact Sheet on the *Udemy* product is shared with this report as **Exhibit 16a**.

Communications

WVLS Newsletter Highlights

Published during the first week of each month, the WVLS newsletter highlights ways that member libraries are providing service and support to their communities, national library news, WVLS updates and more. Recent issues include:

- [May 2024](#) – “WVLS Members Attend PLA Conference,” “Last-Minute Planning for Summer Library Programs,” “10 Things to Know About Sonja Ackerman,” “Stetsonville Features Furry Friends,” “Guest Feature: BCL Installs Courtesy Phones,” “Join CCBC for a Literary Journey.”
- [April 2024](#) - “WVLS Listening Sessions Return,” “Spring Webinar Series Focuses on Neurodiversity,” “Celebrate National Library Week 2024,” “Minocqua Features Fiber Arts Skills Workshop,” “WVLS Represented at WEMTA Conference,” “2024 WLA Conference Call for Program Proposals.”

WVLS thanks library colleagues and friends for taking the time to share their library’s news with the WVLS community!

Inclusive Services News

Inclusive Services Updates are published monthly by the Northern Waters Library Service Director and WVLS Inclusive Services Consultant **Sherry Anderson**, emailed to all member libraries in WVLS and NWLS, announced in Monday Mentions and archived on the [WVLS website](#).

The [May Update](#) shared links to a “Toolkit to Defend K-12 Educators and Librarians Against False Accusations of Antisemitism,” a Programming Librarian post on “What Neurodivergent Patrons Want from Small and Rural Libraries,” and a new Project Outcome Accessibility Resource. This update also shares lists of upcoming continuing education opportunities and diverse holidays in May.

The [April Update](#) announced sessions at the upcoming WAPL Conference and several other continuing education opportunities that touch on inclusivity themes, the availability of an ALA Building Library Capacity Grant, and the opening of the Ho-Chunk Nation’s first library in Black River Falls.

Delivery Services

On April 30, WVLS assumed the responsibility of sorting all materials running through the inter- and intra-system delivery at Waltco’s Wausau hub on behalf of our member libraries. Since March 2016, Waltco had been doing the central sort for all items in transit, however staffing challenges have made it difficult for them to sustain this service efficiently and effectively. While they will no longer sort items in delivery, Waltco will continue to deliver materials to member libraries. Delivery times and routes are not affected with this change.

To prepare for the sort of items in delivery, WVLS office spaces were moved to make room for this process, and work benches and flat beds were purchased. For the last two weeks, WVLS in-office staff and a volunteer have been pitching in to complete the sort of all incoming and outgoing materials each day, and the number of incoming/outgoing bins and the amount of time required to complete the sort each day are being tracked. At this time, we are uncertain how much time will be needed each week to get the job done. What we have seen since taking on the sort is that the time needed can vary from one day to the next. To get us through this period of uncertainty, we plan to hire two people on a part-time basis in early June to carry us through the summer months. Once we have a better handle on the ebb and flow of incoming and outgoing loads, WVLS will post a job description that offers a set schedule with required responsibilities.

For the last year, WVLS has been considering the idea of taking on this aspect of delivery service, with funds included in the 2024 budget for this purpose. The multi-year ILS merger exploration with NWLS that started in 2022 (NICE Project) has prompted staff to analyze delivery routes and processes and to investigate mechanisms for improved resource sharing between member libraries in NWLS and WVLS. That said, we did not expect that we would need to take on the sort of materials going through delivery so quickly.

WVLS thanks member library colleagues for their feedback and support during the weeks in March and April when delivery service was significantly disrupted. Problems were communicated with a great deal of patience and grace. And kudos to the WVLS in-office team for lending a hand and offering advice along the way. Member library support and the collaborative efforts of WVLS staff have been a tremendous boost during this transition.

Legislative Update

Updated 2024 Wisconsin Redistricting Maps for the WVLS Area (**Exhibits16b**) and WVLS Libraries and Legislators Handout (**Exhibit 16c**) are shared at the end of this report.

Member Library / WVLS Gatherings

WVLS Listening Session

The first WVLS listening session of 2024 took place on April 17 at the Colby Community Library. Listening sessions are opportunities for member public library directors and WVLS staff to gather informally to discuss current news, challenges, goals and successes. Conversation topics centered on summer library programs, increasing usage of libraries, grants, building maintenance, volunteers, patron behavior, Princh mobile print management system, fine-free initiatives, and programming.

Following the session, Colby Community Library Director Vicky Calmes provided a tour of the library. All participants received a penny to press in the library's new penny press machine, which was received through a patron donation. Participants expressed support and enjoyment for the session and found the

informal approach beneficial. The next listening session is scheduled for September 23 at the Francis L. Simek Memorial Library in Medford.

Youth Services Meetup

Several times throughout the year WVLS hosts Youth Services Information Exchanges (YSIEs). Planned and hosted by Kristie Hauer, YSIEs are opportunities for area library staff to gather virtually or in-person for informal discussions on issues relevant to youth services.

A YSIE get-together was held at the **Minocqua Public Library** on March 21. The group discussed and brainstormed all ages programming as well as shelving and presentation of specific collections, such as easy readers and VOX books. The group also reviewed the current NICE project recommendations and had an opportunity to provide feedback.



Pictured from left to right: WVLS Public library consultant **Kristie Hauer**, Tomahawk children's librarian **Annette Miller**, Minocqua children's services coordinator **Erica Dischinger**, Minocqua teen services coordinator **Jennifer Davis** and Minocqua adult services coordinator **Cindy Wendt**.

Participants in the first YSIE of the year, held virtually on January 18, discussed and shared experiences, resources, and information on STEAM activities and self-directed activities. STEAM activities focus on science, technology, engineering, art, and mathematics. Self-directed activities are interactive opportunities where patrons create their experience with little staff direction.

Upcoming YSIE get-togethers include an in-person meeting at **Grant Community Library** on August 12 and a virtual meeting with IFLS Library System member libraries' youth services staff on September 10.

NICE Town Hall

NWLS and WVLS member libraries were invited to participate in the NICE (Northern Wisconsin ILS Consortium Exploration) Town Hall on April 9. Conducted by members of the NICE Project Team, the Town Hall provided an overview of the process to date, shared information about NICE recommendations made thus far, and discussed the NICE Project Team's next steps. Sufficient time was provided for participants to share feedback and ask questions. A recording of the NICE Town Hall is available [here](#).

Public Library Consultant Services

Data Analysis and Reporting

WVLS Data and Technology Services Consultant **Erica Brewster** will complete the WILS Data Classroom with a final wrap-up and presentation in May. For her project, she will develop a short summary (“one”-pager) document for the **2023 WVLS Statistics Booklet**. She also plans to develop a process for holding focus groups with WVLS member library administrators on the use of statistics and data.

The **2023 WVLS Statistics Booklet** has been published. A new section was added with library per capita metrics for collection, circulation, programs, hours, FTE. The Booklet will be discussed later in the agenda. See **Exhibit 25**.

Public Library Services Support

Assistance was provided to the Western Taylor County Public Library (Gilman) related to a **library user’s inappropriate computer use**. Following a supportive discussion of the concern, examples of several policies were provided to library staff. Policies on computer use and patron behavior specific to suspension and banning a library user’s access and library user appeals process, and sample written warning notification, were shared.

Assistance was provided to Clark County libraries for **promotion of their collaborative Passport Program** which launched on May 1 and will run through August 31. The program encourages participants to visit each of the ten libraries in Clark County to collect a passport stamp. Participants that visit all ten libraries will be entered into a prize drawing for a \$75 gift card and participants that visit at least five libraries will be entered into a prize drawing for a \$10 gift card. WVLS is considering a system-wide passport program in 2025.

Assistance was provided to Demmer Memorial Library (Three Lakes) related to **collection development policies and requests for reconsideration processes**. Several examples of each were shared. Information on what to expect and **how to handle a first amendment audit** was also shared.

Technology Projects and Support

Communication and Training

Since the last WVLS Board of Trustees meeting, Erica Brewster completed the following:

- Added an About page to the <https://leanwi.org/> website detailing the LEANWI partnership for new library staff and board members.
- Revived the wvls.org/technology-faqs/ page with updated information including technology news, FAQ, services overview, and tech tips including tips shared from Northern Waters Library Service.
- Updated wvls.org/about-wvls/wvls-communications/ with Helpdesk and WVLS staff topic expert contact details.
- Drafted presentation on internet filtering in public libraries, incorporating case law reviews received and information request from the Wisconsin State Law Library.

- Received one-on-one SharePoint training from **Kay McClure**, a retired SharePoint trainer, who now works at the Crandon Public Library. Training enhanced understanding SharePoint structure and permissions.

Procurement and Asset Inventory

New computers were deployed at libraries in Rhinelander, Rib Lake, Stetsonville, with more being staged for libraries in Antigo, Granton, Medford, and Rhinelander. Staff collaborated with NWLS IT staff on uploading asset inventory to the shared LEANWI asset-tracking system.

Member Library Services

Hotspots Update: LSTA grant funding for Kajeet hotspot support will continue through **December 31, 2024**. Due to “educational” limitations of the Kajeet hotspot service (i.e., streaming services blocked), many libraries did not find this program to be the best fit for their patrons. WVLS will work with libraries currently circulating these hotspots to determine options for continuing: 1) transfer current Kajeet devices and contracts to libraries to self-manage; 2) identify alternative hotspot programs for individual libraries to self-manage; or, 3) discontinue hotspot service.

TEACH Internet Migration: TEACH internet migration update: due to issues coordinating circuits with local last-mile carriers, AT&T has revised their approach to migration for WVLS and other LEANWI libraries. Currently libraries that do not have AT&T as their last mile provider are in the process of having management transferred and circuit migrated on the back end. Physical transfers and onsite work will be completed after the virtual circuit migrations are complete.

Ongoing Projects: WVLS is working with MCPL IT staff to test DeepFreeze public PC management, Pharos public PC timing software, and Princh print management for deployment at main and branch locations.

Last fall, LEANWI partners began exploring a relationship with a new Microsoft Licensing vendor and continues working with its team of licensing experts to better understand program renewal and new procurement options. There are two major tracks of licensing management: maintenance of current licensing and procurement of new licensing. **Current licensing maintenance supporting core infrastructure and core services for member libraries is active through June 2024.** Because current licensing is not an option after June 2024, WVLS will work with its current MS licensing vendor during late April and May to affect the necessary program change and a renewal of existing licensing.

With the BadgerNet to TEACH Network migration now in a more known and stable state of process, WVLS will be renewing efforts to work with Taylor County libraries to complete network config updates supporting the use of the new Taylor County Fiber Network (TCFN) services available at each library. Our initial goal is to segregate internet traffic from the libraries’ public Wi-Fi networks to route through their respective TCFN paths. **We will be scheduling a second attempt to affect that change at Western Taylor County Public Library (Gilman) by mid-May.** Once we have a successful split routing config

functioning at Gilman, we will be able to reproduce those config changes for the other Taylor County libraries quickly.

V-Cat and ILS Administration

V-Cat Council Meeting Highlights

During its meeting on April 4, the V-Cat Council:

- approved [Financial reports for January - February 2024](#).
- approved using **Special Project Funds to add an Aspen test server**. The test server will allow V-Cat libraries to test changes to Aspen settings for evaluation without disrupting the patron experience. It provides V-Cat libraries two weeks to review monthly Aspen update changes prior to them going live for patrons.
- approved these recommendations –
 - an UPDATED [Use of Claims Returned Recommendation](#) (to align with invoicing for damaged items);
 - an UPDATED [Maximum Holds and Checkouts Recommendation](#) (to align with current settings in Sierra); and
 - an UPDATED [V-Cat Library Card Application and Patron Record Creation Guidelines](#) (to address Safe at Home addresses and text message notices for 16-17 year olds).
- reviewed a [proposed 2025 V-Cat Budget](#).
- reviewed Innovative's Sierra Idea Exchange. V-Cat Council members were encouraged to create an account and to participate in guiding future Sierra developments by submitting, commenting, and voting on ideas.

V-Cat Bibliographic and Interface Committee Activity

The V-Cat Bibliographic / Interface Committee met on May 7 to discuss procedural documents for *Cataloging Big Books* and *Requirements for Attaching an Item Record to an Existing Bibliographic Record in V-Cat*. These documents will be ready for use by V-Cat Library staff soon. Additionally, the committee received an Aspen update, heard reports from the ILS Support Specialist and ILS Administrator, discussed the upcoming NICE Project cataloging workgroup act, and were given a demonstration of OCLC's cataloging desktop client, Connexion.

V-Cat Cooperative Circulation Committee Activity

The V-Cat Cooperative Circulation Committee met on Friday, March 8 and Friday, May 10. In March the committee discussed Safe at Home addresses and patron record information, noting that the current V-Cat recommendation should be updated to include them. The Committee requested additional information be shared with V-Cat about Shoutbomb notice adjustments. The committee reviewed the Use of Claims Returned Recommendation and Maximum Holds and Checkouts Recommendations to bring updates to the V-Cat Council. The V-Cat High Demand Holds practices were discussed at length including concerns about staff overrides and patrons' dissatisfaction with the inability to place holds.

Options for library users and staff when holds cannot be placed on new high demand items were reviewed. The Committee also discussed aspects of current High Demand practices to research further.

In May, the Committee discussed extended checkout practices in place at member libraries for teachers, institutions, and staff. Reduced checkout periods and limited checkouts for short term / temporary patrons were also discussed. The Committee began outlining points for future recommendations for extended and restricted circulation to V-Cat Council.

Other Projects

Rachel Metzler attended the **Innovative User Group Conference** that was held in Detroit, Michigan from March 25-27. She learned about cataloging techniques in Sierra, AI, and features of upcoming Sierra products. She also discussed best practices for consortiums using Sierra.

WVLS will be welcoming an intern from the UW-Madison iSchool this summer. MCPL staff member, **Jailin Peterson**, will be spending 120 hours with the WVLS team during the summer months. Her areas of interest are cataloging, metadata and digitization.

NICE Project Update. An update on the NICE (Northern Wisconsin ILS Consortium Exploration) Project will be shared later in today's meeting. See **Exhibit 19**.

Website Services and Support

NEW! Help Desk Ticketing System Launched for Website Support

A new Help Desk ticketing system exclusively for website-related support was recently launched. All website help requests from libraries across the four library systems in the LEANWI Website Service – Northern Waters Library Service (NWLS), IFLS Library System, Winding Rivers Library System and WVLS - can now be sent to websitehelp@librarieswin.org. **Erica Brewster** and LEAN WI Technology Support Consultant **Brendan Tuckey** comprise the LEANWI technology team's primary website services staff.

Winding Rivers Library System Websites

Brendan Tuckey and Erica Brewster spent time in recent months cleaning up WRLS member library website back-ends. This process will continue as Erica collaborates with libraries to identify active plugins, discontinue unnecessary ones, and address additional needs.

Erica has met with staff from seven WRLS libraries and WRLS system staff to review the status of their websites and prepare for further cleanup/training. Additional training times are available.

Once library website staff meet with Brendan and Erica, they will be included in LEANWI website training and management processes. Ongoing cleanup and improvements are anticipated for WRLS websites.

Website Development

LEANWI has acquired licenses for additional Divi modules and tools to enhance library website functionality. These tools are undergoing testing and deployment on select websites.

Brendan Tuckey is currently working with two NWLS libraries and one WRLS on website build/redesigns. The two NWLS sites are being transferred to the LEANWI hosting and domain management service.

- NWLS: Winter Public Library
- NWLS: Grantsburg Public Library
- WRLS: Wonewoc Public Library

All websites are designed in collaboration with the individual library and with website accessibility and Divi best practices.

Brendan has also developed a centralized online resources page highlighting system and statewide online resources (e.g., Ancestry, Libby, BadgerLink) allowing all libraries to easily provide links to all online resources that are available through their library system. This page will be deployed on all library websites and can be updated from a single location while allowing for individual libraries to also add their own resource links.

A webpage for the Clark County Passport program was designed and added to nine websites for Clark County libraries.

Other major developments included a rewrite of the Menomonie Library website as its unusual configuration and setup did not allow it to be updated or maintained and it ran the risk of being unrecoverable in the event of a mishap occurring.

Website Training

Training and reference materials are regularly added to <https://training.librarieswin.org/>. At least four virtual training opportunities are offered each month, and each training session has an average of 4-5 participants. All website training webinars are recorded and posted for later viewing to YouTube and posted with the topic on the training blog.

In March and April, training was provided on the following topics:

- Website Calendars
- Website Analytics
- Website Menus
- Promoting Summer Reading
- Promoting MORE Passport Program

CONTINUING EDUCATION and TRAINING

NEW *Digital Bytes*

[Analyzing Your Collection](#). In this *Digital Byte*, Kristie Hauer discusses the importance of diverse children's collections, tips for selecting anti-bias books, and pitfalls to avoid.

[Repurposing Canva](#). Watch Jamie Matczak demonstrate (in a few minutes!) how Canva templates can be repurposed for library uses.

Upcoming Workshops

Wisconsin Libraries Talk About Race: Navigating the Terrain of Change

Guest Speaker: **Dr. Alonzo Kelly**

Thursday, May 9: 9:30 a.m.- 3:30 p.m., Wintergreen Conference Center, Wisconsin Dells

Those who attend this workshop will discover ways to create inter-culturally inclusive work and learning environments for all. Participants will increase their knowledge and ability to problem solve, communicate confidently, and foster more collaborative work environments rooted in authentic relationships with dynamic executive coach, professor, and three-time best-selling author Dr. Alonzo Kelly. Dr. Kelly is recognized as one of the nation's leading experts on leadership development, strategic thinking, and planning. Travel assistance is available. More details and registration information [can be found on the website](#).

The Wisconsin Libraries Talk About Race Project was made possible thanks to the Wisconsin Department of Public Instruction's Public Library Development Team, with funding support from the Institute of Museum and Library Services.

Workforce Collaboration Workshop

The Wisconsin Department of Public Instruction and partners developed through the Library Workforce Connection statewide workgroup are hosting an in-person Workforce Collaboration Workshop at Brown County Library in Green Bay on May 24. Attendees will learn tips, strategies, and best practices for forming local partnerships in their communities and will have the opportunity to network with other library and workforce development staff.

INFO TO GO

In April 2024 during National Library Week, the American Library Association released the [State of America's Libraries 2024](#) report. The report highlights the ways libraries and library workers have addressed community needs with innovative and critical services as well as the challenges brought on by censorship attempts. According to the report, the number of unique titles targeted for censorship surged by 65% from 2022 to 2023, reaching the highest levels ever documented by ALA.



UPCOMING EVENTS / MEETINGS

- May 18 – **WVLS BOARD OF TRUSTEES MEETING**
- May 21 – **NICE Team meeting**
- May 21 – 2024 WLA Conference Planning Committee meeting
- May 21 – **Website Accessibility Learning Group meeting**
- May 21 – DPI-hosted meeting of System Inclusive Services Consultants
- May 21 - Statewide Cooperative Cataloging Workgroup meeting
- May 24 – **“Workforce Collaboration Workshop;”** Green Bay, WI
- May 27 – **WVLS Office closed**
- May 28 – Library Workforce Connection meeting
- June 4 – WPLC Technology Backup Committee meeting
- June 6 – **WVLS V-Cat Council meeting**
- June 10 - **WVLS/IFLS/NWLS Website Office Hour**
- June 10 – WPLC (Wisconsin Public Library Consortium) Board meeting
- June 12 - Statewide Bibliographic Standards Committee meeting
- June 12 – Present “Customer Service” Webinar for the Southwest Wisconsin Library System
- June 17 – WPLC Digital Archives Backup Committee meeting
- June 18 – **Website Accessibility Learning Group meeting**
- June 18 – **NICE Team meeting**
- June 18 – 2024 WLA Conference Planning Committee meeting
- June 18 - DPI-hosted meeting of System Youth Services Consultants
- June 18 - Statewide Cooperative Cataloging Workgroup meeting
- June 19 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- June 20 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- June 20 - **WVLS/IFLS/NWLS Website Office Hour**
- June 25 – Library Workforce Connection meeting
- June 26 – DPI-hosted meeting of System Continuing Education Consultants
- June 27 – July 2 – AMERICAN LIBRARY ASSOCIATION CONFERENCE; San Diego
- July 4 – **WVLS Office closed**
- July 8 - **WVLS/IFLS/NWLS Website Office Hour**
- July 10 - Statewide Bibliographic Standards Committee meeting
- July 12 - COLAND (Council on Library and Network Development) meeting
- July 12 - **WVLS V-Cat Cooperative Circulation Committee meeting**
- July 16 – **Website Accessibility Learning Group meeting**
- July 16 – 2024 WLA Conference Planning Committee meeting
- July 16 – DPI-hosted meeting of System Inclusive Services Consultants
- July 16 - Statewide Cooperative Cataloging Workgroup meeting
- July 17 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- July 18 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**

- July 18 - **WVLS/IFLS/NWLS Website Office Hour**
- July 23 – Library Workforce Connection meeting
- July 25 – Connecting WI Libraries meeting
- August 5 – WPLC (Wisconsin Public Library Consortium) Board meeting
- August 6 – **WVLS V-Cat Bibliographic Control / Interface Committee meeting**
- August 12 – **WVLS YSIE (Youth Services Information Exchange); Granton Community Library**
- August 12 - **WVLS/IFLS/NWLS Website Office Hour**
- August 13 – WPLC Technology Steering Committee meeting
- August 14 - Statewide Bibliographic Standards Committee meeting
- August 15 – **WVLS Library Advisory Committee meeting**
- August 15 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- August 15 - **WVLS/IFLS/NWLS Website Office Hour**
- August 17 – **WVLS BOARD OF TRUSTEES MEETING**
- August 19-23 – **“Wisconsin Trustee Training Week”**

Thank you for reading!

Marla