



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, JULY 17, 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 June 19, 2024
2. Vouchers for June 2024
3. Unaudited Monthly Revenue & Expense Report for June 2024
4. Monthly Statistical Report for June 2024

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve Mid-Year Endowment Fund Report
2. Action Item: Review and approve Memorial Books Policy
3. Action Item: Review and approve of 2025 Library Closure Dates
4. Action Item: Review and approve 2025 Library Budget
5. Action Item: Northern Wisconsin ILS Consortium Exploration (NICE) System Merger
6. Discussion Item: Youth Services Renovation Project Update
7. Discussion Item: Elm Tree Project Status Update
8. Discussion Item: Church property
9. Discussion Item: Strategic Plan Goals & Action Steps #2 Review
10. Discussion Item: Wisconsin Trustees Essential #14: The Library Board and the Open Meetings Law

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

1. Wednesday, August 21, 2024, @4PM

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, JUNE 19, 2024 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

- 1. Call to order and roll call** - Vice President A. Huftel called the regular meeting of the Board of Trustees to order at 4:00PM in the Library Community Room. Present: Katie Breitenmoser, Darcy Dalsky, Chris Grunenwald, Elizabeth McCrank, and Mark Weix, Jr. Excused: Michael Geisler, Richard Mamer, Ryan Martinovici. Excused early: Katie Breitenmoser at 4:15PM. Also present: Laurie Ollhoff, Andrea Bennett, Maria Pregler, Chris Sprague, Tena Gnewuch, Donna Plautz, Faith Martinson, Kevin Wendt, Evan Marzahn, Cat Oftedahl, Barbara Rothlisberg, Bob Lass, and the camera operator.
- 2. Correspondence** - L. Ollhoff presented two items of correspondence: A Thank You from the Trinity Merrill Lutheran School Students for the library's participation in the scavenger hunt and the Merrill Area Chamber of Commerce for the library's donation to the Hanging Flower Basket Project.
- 3. Public comment** - No public comment.

II. Consent Items

- 1. Minutes of regular meeting of May 15, 2024** - E. McCrank/M. Weix/C to approve the Minutes of the regular meeting of May 15, 2024. Review and approval was made with no discussion.
- 2. Vouchers for May 2024** - E. McCrank/C. Grunenwald/C to approve the Vouchers for May 2024.
 - a. Review with City Finance Director, Emily Ley** - City Finance Director Emily Ley provided an overview of the voucher packet for clarification and better understanding of the report. E. Ley referenced the past practice for reporting and approval of vouchers. The finance department evaluated the process citywide and determined that a review of a Voucher Report each month was more timely and brought the process in line with other city departments. E. Lay explained the layout of the report for better understanding. E. McCrank inquired about the report's structure. E. Ley stated that the voucher report format can be and may be adjusted for better understanding by board members and others. E. Ley verified the Voucher Report will continue as it is currently presented and would also like to provide other report options at future meetings.
- 3. Unaudited Monthly Revenue & Expense Report for May 2024** - E. McCrank/M. Weix/C to approve the Unaudited Monthly Revenue & Expense Report for May 2024. M. Weix directed questions towards E. Ley regarding her experience with libraries, the reports presented to the Board, and the best

way to accomplish the task. E. Ley agreed to prepare reports that most would better understand. E. McCrank requested clarification of the debt service listed on the report. E. Lay explained it was an intergovernmental payment as a result of a 2013 advance from the city landfill to the city to cover expenses at that time. It was not an official debt issue, but a loan. E. McCrank asked for clarification on page 31 of the report regarding balances. E. Ley clarified the items in question.

4. **Monthly Statistical Report for May 2024** - C. Grunenwald/M. Weix/C to approve the Monthly Statistical Report for May 2024. E. McCrank drew attention to the increased circulation, library traffic, and new card registration numbers, which are contrary to what is being reported nationwide, with new card registration experiencing a 34% increase.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approval of Library Account Creation & Loan Policy** - E. McCrank/D. Dalsky/C to approve the Library Account Creation & Loan Policy. L. Ollhoff explained the purpose of the revision, which is directly related to required information on the new patron application form as directed by the Wisconsin Valley Library Service and legal counsel.
2. **Action Item: Review and approval of Access to Public Records** - D. Dalsky/C. Grunenwald/C to approve the Access to Public Records Policy. No discussion.
3. **Action Item: Appointment of Darcy Dalsky as Board Financial Secretary** - E. McCrank/M. Weix/C to approve the appointment of Darcy Dalsky as Board Financial Secretary to replace Richard Mamer who retires from the Board effective 6/30/2024. E. McCrank thanked D. Dalsky for her willingness to serve in that capacity. No further discussion.
4. **Action Item: Board Resolution Granting Signing Authority** - No discussion.
5. **Action Item: Committee appointments** - No discussion.
6. **Discussion Item: Elm Tree Table Project Status** - L. Ollhoff provided the Board with a status of the completion of the Elm Tree Table that was approved in 2022. The project is not complete and the Library has asked for the City Attorney's assistance as contact with the contracted individual by Board President M. Geisler and L. Ollhoff has not been successful. An update of the status will be included at July's Board meeting.
7. **Discussion Item: Strategic Plan Goals & Action Steps #1 Review** - No discussion.
8. **Discussion Item: Wisconsin Trustee Essential #13: Library Advocacy** - No discussion.

IV. Library Director's Report L. Ollhoff provided a quick overview of the presented report. Highlighted the following items: Adult Summer Read Bingo cards and encouraged all in attendance to grab one and anticipate. The success of the Friend's Perpetual Self-Service Book Sale at the library entrance. The 2025 Budget review and request for approval at the July 2024 meeting. The Youth Services Activity Room Project is currently in a holding pattern. The Northern Wisconsin ILS Consortium Exploration (NICE) Team Project evaluation is complete with an anticipated final report with a recommendation to be made by June 30. All member library boards will receive a copy to review for discussion at the July Board meeting. Emergency Safety Training with the Merrill Police Department was appreciated with a follow-up simulation exercise to be scheduled at a later date. Upcoming staff changes include the promotion of Kyle Gulke to the Library Assistant II position effective September 1 and the posting of the Library Assistant 1 position on social media and FotoNews. Reminder to everyone to RSVP for the August 22 Staff/Board Gathering/Celebration of Retirement. L. Ollhoff mentioned a special thank you to outgoing Board Financial Secretary Richard Mamer to wish him well on his retirement from the Board. E. McCrank inquired about the Youth Services Update and whether City Administrator Akey had indicated how long the RFP process would take and what could be done to move it along since the project has been approved by the Board. L. Ollhoff to followup with City Administrator Akey to ascertain those answers for the July Board meeting. No further discussion.

V. President's Remarks No comments.

VI. Date and Time of Next Meeting

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

VII. Adjournment M. Weix/D. Dalsky/C to adjourn the meeting at 4:40 PM.

June 2024

Company Being Paid	JUNE 2024			
	6/7/24	6/14/24	6/21/24	6/28/24
	Packet	Packet	Packet	Packet
Amazon		\$ 1,693.44		\$ 1,693.44
B.A.T.I.		\$ 2,210.00		\$ 2,210.00
B&T L0280842	\$ 222.00		\$ 637.74	\$ 529.02
B&T L4211082		\$ 24.53		\$ 24.53
B&T L5471172	\$ 31.25		\$ 17.59	\$ 81.86
B&T L5491882	\$ 56.66	\$ 142.99	\$ 331.17	\$ 530.82
Cengage Learning, Inc.	\$ 135.17	\$ 277.01	\$ 20.15	\$ 513.11
Center Point Large Print	\$ 44.94			\$ 44.94
Chicago Distribution Center		\$ 138.88		\$ 138.88
Children's Plus	\$ 192.20	\$ 1,023.74		\$ 1,572.22
Cintas	\$ 214.31			\$ 214.31
Dave's County Market	\$ 5.98	\$ 39.94		\$ 79.95
Department of Administration, State of Wisconsin			\$ 600.00	\$ 600.00
EO JOHNSON		\$ 335.36		\$ 335.36
Elan		\$ 101.26		\$ 101.26
Frontier			\$ 106.92	\$ 106.92
Haenco Supply	\$ 418.32			\$ 418.32
Hugo's Pizza			\$ 165.00	\$ 165.00
Merrill Ace Hardware	\$ 80.36			\$ 80.36
Merrill Area Chamber of Commerce	\$ 450.00			\$ 450.00
Merrill Water Utility	\$ 374.12			\$ 374.12
Midwest Art Conservation Center (MACC)	\$ 300.00			\$ 300.00
Multi Media Channels, LLC		\$ 475.00		\$ 475.00
Muscular Dystrophy Association	\$ 85.00			\$ 85.00
Peterson, Randy			\$ 500.00	\$ 500.00
Plautz, Donna	\$ 39.66			\$ 39.66
T.B. Scott Petty Cash			\$ 12.46	\$ 12.46
T Mobile	\$ 107.00			\$ 107.00
Wendorf Bus Service			\$ 169.70	\$ 169.70
Wisconsin Public Service			\$ 2,877.75	\$ 2,877.75
Wisconsin Valley Library Service			\$ 3,570.00	\$ 3,570.00
ZOHO Corporation			\$ 543.00	\$ 543.00
	\$ 2,756.97	\$ 6,462.15	\$ 9,551.48	\$ 1,106.50
				\$ 19,877.10

PACKET: 11224 LIBRARY - 20240607
 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
01-000268	BAKER & TAYLOR 10290842					
I-2038327640	✓	ACCT # 216389 1028084 2 B0000	222.00	1099: N		
6/07/2024	1	DUE: 6/07/2024 DISC: 6/07/2024		✓10 55110-13-10000	Adult Dept Fiction	61.13
		ACCT # 216389 1028084 2 B00000		✓10 55110-14-10100	Adult Dept Books on CD	156.70
		ACCT # 216389 1028084 2 B00000		✓10 55110-03-10500	Library Supplies	4.17
		=== VENDOR TOTALS ===	222.00	✓		
01-000270	BAKER & TAYLOR 15471172					
I-2038309849	✓	ACCT # 216389 1547117 2 B0000	31.25	MEM-ANNI		
6/07/2024	1	DUE: 6/07/2024 DISC: 6/07/2024		1099: N		
		ACCT # 216389 1547117 2 B00000		✓10 55110-03-40500	Memorial Books-Expense	31.25
		=== VENDOR TOTALS ===	31.25	✓		
01-000271	BAKER & TAYLOR 15491802					
I-2038315125	✓	ACCT # 516389 1549188 2 B0000	56.66	1099: N		
6/07/2024	1	DUE: 6/07/2024 DISC: 6/07/2024		✓10 55110-13-10100	Adult Dept Non-Fiction	53.20
		ACCT # 516389 1547117 2 B00000		✓10 55110-03-10500	Library Supplies	3.46
		=== VENDOR TOTALS ===	56.66	✓		
01-000665	CENGAGE LEARNING, INC - GALE					
I-84365202	✓	ACCT # 153415	83.17	MAY LCP		
6/07/2024	1	DUE: 6/07/2024 DISC: 6/07/2024		1099: N		
		ACCT # 153415		✓10 55110-13-10400	Adult Dept Large Print	83.17
I-84394587	✓	ACCT # 153415	24.80	APRIL-LC		
6/07/2024	1	DUE: 6/07/2024 DISC: 6/07/2024		1099: N		
		ACCT # 153415		✓10 55110-13-10400	Adult Dept Large Print	24.80
I-84394822	✓	ACCT # 153415	27.20	MAY LCP		
6/07/2024	1	DUE: 6/07/2024 DISC: 6/07/2024		1099: N		
		ACCT # 153415		✓10 55110-13-10400	Adult Dept Large Print	27.20
		=== VENDOR TOTALS ===	135.17	✓		

== VENDOR TOTALS == 418.32✓

-----ID-----		POST DATE		BANK CODE		-----DESCRIPTION-----		DISCOUNT		P.O. #		G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
01-000839 MERRILL ACE HARDWARE																	
C-20240607		1		ACCT # 81867		DUE: 6/07/2024 DISC: 6/07/2024		8.94CR		1099: N		✓10 55110-03-50000		M/R-General Repair/Maint		2.32CR	
				ACCT # 81867								✓10 55110-03-50275		M/R - Contingency		2.56CR	
				ACCT # 81867								✓10 55110-03-10000		Office Supplies		2.90CR	
				ACCT # 81867								✓10 55110-03-50000		M/R-General Repair/Maint		1.16CR	
I-234184		1		ACCT # 81867		DUE: 6/07/2024 DISC: 6/07/2024		3.59		1099: N		✓10 55110-03-50275		M/R - Contingency		3.59	
I-234191		1		ACCT # 81867		DUE: 6/07/2024 DISC: 6/07/2024		9.98		1099: N		✓10 55110-03-50000		M/R-General Repair/Maint		9.98	
I-234237		1		ACCT # 81867		DUE: 6/07/2024 DISC: 6/07/2024		13.18		1099: N		✓10 55110-03-50000		M/R-General Repair/Maint		13.18	
I-234307		1		ACCT# 81867		DUE: 6/07/2024 DISC: 6/07/2024		11.99		1099: N		✓10 55110-03-50275		M/R - Contingency		11.99	
I-234451		1		ACCT # 81867		DUE: 6/07/2024 DISC: 6/07/2024		9.99		1099: N		✓10 55110-03-50275		M/R - Contingency		9.99	
I-234519		1		ACCT # 81867		DUE: 6/07/2024 DISC: 6/07/2024		28.99		1099: N		✓10 55110-03-10000		Office Supplies		28.99	
I-234933		1		ACCT # 81867		DUE: 6/07/2024 DISC: 6/07/2024		11.58		1099: N		✓10 55110-08-50000		Special/Major Projects		11.58	
=== VENDOR TOTALS === 80.36																	
01-000517 MERRILL AREA CHAMBER OF COMMER																	
I-10439		1		2025 VISITOR GUIDE-1/4 PAGE A		DUE: 6/07/2024 DISC: 6/07/2024		450.00		1099: N		✓10 55110-03-41000		Public Relations/Publici		450.00	
=== VENDOR TOTALS === 450.00																	

6/07/2024 10:45 AM

PACKET: 11224 LIBRARY - 20240607
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 4

-----ID-----		POST DATE		BANK CODE	-----DESCRIPTION-----		DISCOUNT	GROSS	P.O. #	-----ACCOUNT NAME-----		DISTRIBUTION
01-000328	MERRILL WATER UTILITY											
I-20240607	✓	6/07/2024	1		ACCT # 112-01040-01	✓	374.12	✓	1099: N	1099: N	374.12	
					DUE: 6/07/2024 DISC:	6/07/2024			✓	10 55110-02-21000	Water and Sewer	
					ACCT # 112-01040-01							
--- VENDOR TOTALS ---												
							374.12					
01-001794	MIDWEST ART CONSERVATION CENTE											
I-20240607	✓	6/07/2024	1		MEMBER # 4109		300.00	✓	1099: N	1099: N	300.00	
					DUE: 6/07/2024 DISC:	6/07/2024			✓	10 55110-03-21000	Membership Dues	
					MEMBER # 4109							
--- VENDOR TOTALS ---												
							300.00					
01-001625	MUSCULAR DYSTROPHY ASSOCIATION											
I-20240607	✓	6/07/2024	1		CASUAL FRIDAY DONATION		85.00	✓	1099: N	1099: N	85.00	
					DUE: 6/07/2024 DISC:	6/07/2024			✓	10 55110-03-31000	Misc. - Petty Cash	
					CASUAL FRIDAY DONATION							
--- VENDOR TOTALS ---												
							85.00					
01-004398	DONNA J FLAUTZ											
I-20240607	✓	6/07/2024	1		MAY MILEAGE		39.66	✓	1099: N	1099: N	39.66	
					DUE: 6/07/2024 DISC:	6/07/2024			✓	10 55110-03-30500	Mileage	
					MAY MILEAGE							
--- VENDOR TOTALS ---												
							39.66					
01-005404	T-MOBILE USA Inc.											
I-20240607	✓	6/07/2024	1		ACCT # 267041899		107.00	✓	1099: N	1099: N	107.00	
					DUE: 6/07/2024 DISC:	6/07/2024			✓	10 55110-14-45000	Ebooks/Digital Content	
					ACCT # 267041899							
--- VENDOR TOTALS ---												
							107.00					
--- PACKET TOTALS ---												
							2,756.97					

6/07/2024 10:45 AM
PACKET: 11224 LIBRARY - 20240607
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SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 5

** T O T A L S **

INVOICE TOTALS 2,765.91
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 8.94CR

BATCH TOTALS 2,756.97

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====				=====GROUP BUDGET=====			
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET
2024	10 -21-0000	Accounts Payable Control	2,725.72-*								
	10 -55110-02-21000	Water and Sewer	374.12	1,600	733.99		1,050,556				619,699.94
	10 -55110-02-23250	Facility Cleaning Service	214.31	3,400	2,175.09		1,050,556				619,859.75
	10 -55110-03-10000	Office Supplies	26.09	1,900	741.77		1,050,556				620,047.97
	10 -55110-03-10500	Library Supplies	12.00	8,000	5,271.95		1,050,556				620,062.06
	10 -55110-03-21000	Membership Dues	300.00	400	100.00		1,050,556				619,774.06
	10 -55110-03-30500	Mileage	39.66	1,000	805.02		1,050,556				620,034.40
	10 -55110-03-31000	Misc. - Petty Cash	85.00	0	0.00		1,050,556				619,989.06
	10 -55110-03-41000	Public Relations/Publici	450.00	2,000	1,056.02		1,050,556				619,624.06
	10 -55110-03-41250	Programming - Adult	5.98	7,000	5,759.27		1,050,556				620,068.08
	10 -55110-03-44000	Janitor Supplies	418.32	6,000	4,153.48		1,050,556				619,655.74
	10 -55110-03-50000	M/R-General Repair/Maint	19.68	4,000	2,776.39		1,050,556				620,054.98
	10 -55110-03-50275	M/R - Contingency	23.01	10,000	4,527.75		1,050,556				620,051.05
	10 -55110-08-50000	Special/Major Projects	11.58	0	300.47- Y		1,050,556				620,062.48
	10 -55110-13-10000	Adult Dept Fiction	61.13	9,500	6,235.84		1,050,556				620,012.93
	10 -55110-13-10100	Adult Dept Non-Fiction	53.20	10,000	5,996.63		1,050,556				620,020.86
	10 -55110-13-10400	Adult Dept Large Print	180.11	4,900	2,456.35		1,050,556				619,893.95
	10 -55110-13-20000	Youth Children's Books	187.83	16,000	9,108.83		1,050,556				619,886.23
	10 -55110-14-10100	Adult Dept Books on CD	156.70	2,000	1,380.36		1,050,556				619,917.36
	10 -55110-14-45000	Ebooks/Digital Content	107.00	6,200	417.05		1,050,556				619,967.06
	26 -21-0000	Accounts Payable Control	31.25-*								
	26 -55110-03-40500	Memorial Books-Expense	31.25	0	996.13- Y		0				4,467.26- Y
	99 -14-0010	Due from General Fund	2,725.72 *								
	99 -14-0026	Due From Non-Lapsing	31.25 *								

** 2024 YEAR TOTALS 2,756.97

6/07/2024 10:45 AM
PACKET: 11224 LIBRARY - 20240607
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	6/2024	2,725.72
26	6/2024	31.25

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CKET: 11237 LIBRARY - 20240614
NDOR SET: 01 City of Merrill
QUENCE : ALPHABETIC
E TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE										
-005248 AMAZON CAPITAL SERVICES, INC. ✓											
C-11GL-K6MK-TH9Y ✓		ACCOUNT # A29JWTFIAEUST ✓		17.48CR	FIC OS 0						
6/14/2024 1		DUE: 6/14/2024 DISC: 6/14/2024			1099: N						
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-03-10000	Office Supplies					17.48CR
I-11WL-K6M1-MPC1 ✓		ACCOUNT # A29JWTFIAEUST ✓		179.96	TES-COLL						
6/14/2024 1		DUE: 6/14/2024 DISC: 6/14/2024			1099: N						
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-14-40000	Learning Games/Story Box					179.96
I-147H-DG9C-ML9G ✓		ACCOUNT # A29JWTFIAEUST ✓		68.05	FIC OS 0						
6/14/2024 1		DUE: 6/14/2024 DISC: 6/14/2024			1099: N						
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-13-10000	Adult Dept Fiction					✓ 30.39
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-03-10000	Office Supplies					✓ 37.66
I-197Y-RWDQ-MK14 ✓		ACCOUNT # A29JWTFIAEUST ✓		363.80	YS-summe						
6/14/2024 1		DUE: 6/14/2024 DISC: 6/14/2024			1099: N						
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-03-41501	Misc Rev-Programming-You					363.80
I-19HC-71K4-N91R ✓		ACCOUNT # A29JWTFIAEUST ✓		13.99	DVDsAPR2						
6/14/2024 1		DUE: 6/14/2024 DISC: 6/14/2024			1099: N						
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-14-10400	Adult Dept DVDs					13.99
I-1CVD-HQD4-MJCG ✓		ACCOUNT # A29JWTFIAEUST ✓		37.02	YS-PROGR						
6/14/2024 1		DUE: 6/14/2024 DISC: 6/14/2024			1099: N						
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-03-41500	Programming - Youth					37.02
I-1CVD-HQD4-M46K ✓		ACCOUNT # A29JWTFIAEUST ✓		195.74	DVDMAY20						
6/14/2024 1		DUE: 6/14/2024 DISC: 6/14/2024			1099: N						
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-14-10400	Adult Dept DVDs					195.74
I-1CVD-HQD4-N36Y ✓		ACCOUNT # A29JWTFIAEUST ✓		92.04	LOT MEM						
6/14/2024 1		DUE: 6/14/2024 DISC: 6/14/2024			1099: N						
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-14-40000	Learning Games/Story Box					✓ 14.94
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-13-10100	Adult Dept Non-Fiction					✓ 47.13
		ACCOUNT # A29JWTFIAEUST			✓ 26 55110-03-40500	Memorial Books-Expense					✓ 29.97
I-1DW4-KQMC-MNF6 ✓		ACCOUNT # A29JWTFIAEUST ✓		7.40	060324AF						
6/14/2024 1		DUE: 6/14/2024 DISC: 6/14/2024			1099: N						
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-13-10000	Adult Dept Fiction					7.40
I-1GV3-P119-LVHG ✓		ACCOUNT # A29JWTFIAEUST ✓		39.94	MUSICCDs						
6/14/2024 1		DUE: 6/14/2024 DISC: 6/14/2024			1099: N						
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-14-10200	Adult Dept CDs					39.94
I-1JGR-YTKC-M496 ✓		ACCOUNT # A29JWTFIAEUST ✓		64.43	YA-BOOKS						
6/14/2024 1		DUE: 6/14/2024 DISC: 6/14/2024			1099: N						
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-03-10000	Office Supplies					✓ 14.08
		ACCOUNT # A29JWTFIAEUST			✓ 10 55110-13-20100	Young Adult Books					✓ 50.35

6/24/24

CKET: 11237 LIBRARY - 20240614
NDOR SET: 01 City of Merrill
QUENCE : ALPHABETIC
E TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		POST DATE		BANK CODE		-----DESCRIPTION-----		CROSS		P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
								DISCOUNT		G/L ACCOUNT					
-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)															
I-1M4N-INLY-MDKC	✓	ACCOUNT # A29JTWFAEUST		✓		242.06		FRIENDS							
6/14/2024	1	DUE: 6/14/2024 DISC: 6/14/2024		✓		1099: N									
		ACCOUNT # A29JTWFAEUST		✓		10 55110-03-41251		Misc Rev-Programming Adu						242.06	
I-1M4N-INLY-MJCN	✓	ACCOUNT # A29JTWFAEUST		✓		24.47		TBS-OFFS							
6/14/2024	1	DUE: 6/14/2024 DISC: 6/14/2024		✓		1099: N									
		ACCOUNT # A29JTWFAEUST		✓		10 55110-03-10000		Office Supplies						24.47	
I-1MY6-CNV1-MFY1	✓	ACCOUNT # A29JTWFAEUST		✓		50.94		MUSICDB							
6/14/2024	1	DUE: 6/14/2024 DISC: 6/14/2024		✓		1099: N									
		ACCOUNT # A29JTWFAEUST		✓		10 55110-14-10200		Adult Dept CDs						50.94	
I-1W3X-7QLP-N3TF	✓	ACCOUNT # A29JTWFAEUST		✓		50.30		AP051524							
6/14/2024	1	DUE: 6/14/2024 DISC: 6/14/2024		✓		1099: N									
		ACCOUNT # A29JTWFAEUST		✓		10 55110-03-41250		Programming - Adult						50.30	
I-1WJG-7634-N9WX	✓	ACCOUNT # A29JTWFAEUST		✓		110.80		TBS-ANF-							
6/14/2024	1	DUE: 6/14/2024 DISC: 6/14/2024		✓		1099: N									
		ACCOUNT # A29JTWFAEUST		✓		10 55110-13-10100		Adult Dept Non-Fiction						110.80	
I-1XTM-WLQH-M4LL	✓	ACCOUNT # A29JTWFAEUST		✓		129.99		AP051624							
6/14/2024	1	DUE: 6/14/2024 DISC: 6/14/2024		✓		1099: N									
		ACCOUNT # A29JTWFAEUST		✓		10 55110-03-41250		Programming - Adult						129.99	
I-1XTM-WLQH-MQY4	✓	ACCOUNT # A29JTWFAEUST		✓		39.99		ArtShare							
6/14/2024	1	DUE: 6/14/2024 DISC: 6/14/2024		✓		1099: N									
		ACCOUNT # A29JTWFAEUST		✓		10 55110-03-41250		Programming - Adult						39.99	
=== VENDOR TOTALS ===															
								1,693.44							
-001624 B.A.T.I.															
I-6038	✓	3/27 & 3/28 Service Calls		✓		2,210.00		Laurie							
6/14/2024	1	DUE: 6/14/2024 DISC: 6/14/2024		✓		1099: N									
		3/27 & 3/28 Service Calls		✓		10 55110-02-16250		HVAC Service						2,210.00	
=== VENDOR TOTALS ===															
								2,210.00							
-003259 BAKER & TAYLOR L4211082															
I-2038346562	✓	ACCT #216389 L421108 2 B00000		✓		6.29		051324PB							
6/14/2024	1	DUE: 6/14/2024 DISC: 6/14/2024		✓		1099: N									
		ACCT #216389 L421108 2 B00000		✓		10 55110-13-10200		Adult Dept Paperbacks						6.29	
I-2038350592	✓	ACCT #216389 L421108 2 B00000		✓		18.24		060424PB							
6/14/2024	1	DUE: 6/14/2024 DISC: 6/14/2024		✓		1099: N									
		ACCT #216389 L421108 2 B00000		✓		10 55110-13-10200		Adult Dept Paperbacks						18.24	
=== VENDOR TOTALS ===															
								24.53							

CKET: 11237 LIBRARY - 20240614
 NDOR SET: 01 City of Merrill
 QUENCE : ALPHABETIC
 E TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		POST DATE		BANK CODE	-----DESCRIPTION-----	GROSS		P.O. #		ACCOUNT NAME-----		DISTRIBUTION
						DISCOUNT		G/L ACCOUNT				
-000271	BAKER & TAYLOR L5491802											
I-2038335655	✓	6/14/2024	1		ACCT # 216389 L549188 2 B0000	✓	142.99	✓	1099: N	Adult Dept Non-Fiction	✓	136.00
					DUE: 6/14/2024 DISC: 6/14/2024				✓	10 55110-13-10100	✓	✓ 6.99
					ACCT # 216389 L549188 2 B00000				✓	10 55110-03-10500		
					ACCT # 216389 L549188 2 B00000					Library Supplies		
===== VENDOR TOTALS =====						✓	142.99					
-000665	CENGAGE LEARNING, INC - GALE											
I-84461529	✓	6/14/2024	1		ACCT # 153415	✓	19.50	✓	1099: N	Adult Dept Large Print		19.50
					DUE: 6/14/2024 DISC: 6/14/2024				✓	10 55110-13-10400		
					ACCT # 153415				✓	Adult Dept Large Print		
I-84461875	✓	6/14/2024	1		ACCT # 153415	✓	29.59	✓	1099: N	Adult Dept Large Print		29.59
					DUE: 6/14/2024 DISC: 6/14/2024				✓	10 55110-13-10400		
					ACCT # 153415				✓	Adult Dept Large Print		
I-84461932	✓	6/14/2024	1		ACCT # 153415	✓	59.98	✓	1099: N	Adult Dept Large Print		59.98
					DUE: 6/14/2024 DISC: 6/14/2024				✓	10 55110-13-10400		
					ACCT # 153415				✓	Adult Dept Large Print		
I-84468958	✓	6/14/2024	1		ACCT # 153415	✓	27.99	✓	1099: N	Adult Dept Large Print		27.99
					DUE: 6/14/2024 DISC: 6/14/2024				✓	10 55110-13-10400		
					ACCT # 153415				✓	Adult Dept Large Print		
I-84479108	✓	6/14/2024	1		ACCT # 153415	✓	139.95	✓	1099: N	Adult Dept Large Print		139.95
					DUE: 6/14/2024 DISC: 6/14/2024				✓	10 55110-13-10400		
					ACCT # 153415				✓	Adult Dept Large Print		
===== VENDOR TOTALS =====						✓	277.01					
-003461	CHICAGO DISTRIBUTION CENTER											
I-12333510	✓	6/14/2024	1		ACCT # 83255	✓	138.88	✓	1099: N	Public Relations/Publici		138.88
					DUE: 6/14/2024 DISC: 6/14/2024				✓	10 55110-03-41000		
					ACCT # 83255				✓	Public Relations/Publici		
===== VENDOR TOTALS =====						✓	138.88					
-002180	CHILDREN'S PLUS INC.											
I-247535	✓	6/14/2024	1		REF # N/A - 104771	✓	172.75	✓	1099: N	Youth Children's Books	✓	164.24
					DUE: 6/14/2024 DISC: 6/14/2024				✓	10 55110-13-20000	✓	✓ 8.51
					REF # N/A - 104771				✓	Library Supplies		
					REF # N/A - 104771				✓	Library Supplies		

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	GROSS P.O. #	ACCOUNT NAME	DISTRIBUTION
-002180 CHILDREN'S PLUS INC. (** CONTINUED **)						
I-247581	1	REF # N/A - 104769	✓ 139.81	1099: N		
6/14/2024		DUE: 6/14/2024 DISC: 6/14/2024		✓ 10 55110-13-20100	Young Adult Books	✓ 132.89
		REF # N/A - 104769		✓ 10 55110-03-10500	Library Supplies	✓ 6.92
I-247626	1	REF # N/A - 104770	✓ 711.18	1099: N		
6/14/2024		DUE: 6/14/2024 DISC: 6/14/2024		✓ 10 55110-13-20000	Youth Children's Books	✓ 689.98
		REF # N/A - 104770		✓ 10 55110-03-10500	Library Supplies	✓ 21.20
		REF # N/A - 104770				
		VENDOR TOTALS	✓ 1,023.74			
-000204 DAVE'S COUNTY MARKET						
I-00105108	1	ACCT # 000708	✓ 39.94	229614		
6/14/2024		DUE: 6/14/2024 DISC: 6/14/2024		1099: N		
		ACCT # 000708		✓ 10 55110-03-41750	Hospitality	39.94
		VENDOR TOTALS	39.94			
-000207 E.O. JOHNSON BUSINESS TECHNOLO						
I-INV1555633	1	ACCT # 6000604	✓ 335.36	1099: N		
6/14/2024		DUE: 6/14/2024 DISC: 6/14/2024		✓ 26 55110-03-12650	Library Photocopier Expe	335.36
		ACCT # 6000604				
		VENDOR TOTALS	335.36			
-000128 ELAN FINANCIAL SERVICES						
I-20240614	1	ACCT # 5472 1102 2200 0197	✓ 101.26	1099: N		
6/14/2024		DUE: 6/14/2024 DISC: 6/14/2024		✓ 10 55110-03-10000	Office Supplies	✓ 32.19
		ACCT # 5472 1102 2200 0197		✓ 10 55110-03-11000	Postage	✓ 5.08
		ACCT # 5472 1102 2200 0197		✓ 10 55110-03-32000	Education & Conference	✓ 11.63
		ACCT # 5472 1102 2200 0197		✓ 10 55110-15-47500	Software/Upgrades	✓ 22.36
		ACCT # 5472 1102 2200 0197		✓ 10 55110-03-41501	Misc Rev-Programming-You	✓ 30.00
		VENDOR TOTALS	✓ 101.26			
-000085 MULTI MEDIA CHANNELS						
I-INV201462	1	MINI BK-1/4 SUMMER SURVIVAL	✓ 275.00	1099: N		
6/14/2024		DUE: 6/14/2024 DISC: 6/14/2024		✓ 10 55110-03-41000	Public Relations/Publici	275.00
		MINI BK-1/4 SUMMER SURVIVAL				

CKET: 11237 LIBRARY - 20240614
 ENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 RE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT				
-000085 MULTI MEDIA CHANNELS (** CONTINUED **)									
I-INV203359	✓	GRADUATION AD /	MEM DAY FLAG	✓ 200.00					
6/14/2024	1	DUE: 6/14/2024	DISC: 6/14/2024		1099: N				
		GRADUATION AD /	MEM DAY FLAG		10 55110-03-41000	Public Relations/Publici		200.00	
===== VENDOR TOTALS =====				✓ 475.00					
===== PACKET TOTALS =====				6,462.15					

CKET: 11237 LIBRARY - 20240614
NDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
TE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 6,479.53
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 17.46CR

BATCH TOTALS 6,462.15

** G/L ACCOUNT TOTALS **

LNK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====				=====GROUP BUDGET=====			
					ANNUAL BUDGET	BUDGET OVER AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET	BUDGET OVER AVAILABLE	OVER BUDG	
2024		10 -21-0000	Accounts Payable Control	6,096.82--								
		10 -55110-02-16250	HVAC Service	2,210.00	400	1,810.00-	Y	1,050,556		614,649.85		
		10 -55110-03-10000	Office Supplies	90.92	1,800	650.85		1,050,556		616,768.93		
		10 -55110-03-10500	Library Supplies	43.62	8,000	5,228.33		1,050,556		616,816.23		
		10 -55110-03-11000	Postage	5.08	1,200	1,095.46		1,050,556		616,854.77		
		10 -55110-03-32000	Education & Conference	11.63	2,000	1,638.06		1,050,556		616,848.22		
		10 -55110-03-41000	Public Relations/Publici	613.88	2,000	442.14		1,050,556		616,245.97		
		10 -55110-03-41250	Programming - Adult	220.28	7,000	5,538.99		1,050,556		616,639.57		
		10 -55110-03-41251	Misc Rev-Programming Adu	242.06	0	752.15-	Y	1,050,556		616,617.79		
		10 -55110-03-41500	Programming - Youth	37.02	7,500	5,344.00		1,050,556		616,822.83		
		10 -55110-03-41501	Misc Rev-Programming-You	393.80	0	8,031.51-	Y	1,050,556		616,466.05		
		10 -55110-03-41750	Hospitality	39.94	300	25.12		1,050,556		616,819.91		
		10 -55110-13-10000	Adult Dept Fiction	37.79	9,500	6,198.05		1,050,556		616,822.06		
		10 -55110-13-10100	Adult Dept Non-Fiction	293.93	10,000	5,702.70		1,050,556		616,565.92		
		10 -55110-13-10200	Adult Dept Paperbacks	24.53	750	481.43		1,050,556		616,835.32		
		10 -55110-13-10400	Adult Dept Large Print	277.01	4,300	2,179.34		1,050,556		616,582.84		
		10 -55110-13-20000	Youth Children's Books	854.22	16,000	8,254.61		1,050,556		616,005.63		
		10 -55110-13-20100	Young Adult Books	183.24	2,500	1,218.77		1,050,556		616,676.61		
		10 -55110-14-10200	Adult Dept CDs	90.88	800	485.64		1,050,556		616,768.97		
		10 -55110-14-10400	Adult Dept DVDs	209.73	2,500	1,561.97		1,050,556		616,650.12		
		10 -55110-14-40000	Learning Games/Story Box	194.90	500	269.11		1,050,556		616,664.95		
		10 -55110-15-47500	Software/Upgrades	22.36	4,000	3,089.93		1,050,556		616,837.49		
		26 -21-0000	Accounts Payable Control	365.33--								
		26 -55110-03-12650	Library Photocopier Expe	335.36	0	2,135.14-	Y	0		4,802.62- Y		
		26 -55110-03-40500	Memorial Books-Expense	29.97	0	1,026.10-	Y	0		4,497.23- Y		
		99 -14-0010	Due from General Fund	6,096.82 *								
		99 -14-0026	Due From Non-Lapsing	365.33 *								

** 2024 YEAR TOTALS

6,462.15

CKET: 11237 LIBRARY - 20240614
NDOR SET: 01 City of Merrill
QUENCE : ALPHABETIC
E TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	6/2024	6,096.82
26	6/2024	365.33

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 31260 Library 20240614

VENDOR SET: 01

BANK : 1 LINCOLN CO - GENERAL

*** CHECK LISTING ***

ENDORSEMENT	NAME / I.D.	DESC	CHECK TYPE	CHECK DAYS	DISCOUNT	AMOUNT	CHECK NO.	CHECK AMOUNT
005246	AMAZON CAPITAL SERVICES, INC.							
	C-11GL-K6HX-TH9Y	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		17.48	185606	
	I-1LWX-W0H1-HFC1	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		179.96CR	185606	
	I-1L7H-D69C-KL9G	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		69.05CR	185606	
	I-197Y-WTQO-HR14	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		363.80CR	185606	
	I-19HC-T1K4-N91R	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		13.99CR	185606	
	I-1CVD-HQ04-W0CG	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		37.02CR	185606	
	I-1CVD-HQ04-N36Y	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		195.74CR	185606	
	I-1DHA-R0MC-WNF6	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		92.04CR	185606	
	I-1GV3-R119-UYNG	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		7.40CR	185606	
	I-1J6P-R119-UYNG	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		39.94CR	185606	
	I-1J43H-LNLY-H0KC	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		64.43CR	185606	
	I-1J43H-LNLY-KVCN	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		242.06CR	185606	
	I-1W6G-CWU1-XEY1	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		24.47CR	185606	
	I-1W3X-TOLP-RUTF	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		50.94CR	185606	
	I-1W0G-76J4-N9XK	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		50.30CR	185606	
	I-1X7H-WTQO-X4LL	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		110.80CR	185606	
	I-1X7H-WTQO-X4Y4	ACCOUNT # A29JWTFABU2ST	R	6/24/2024		129.99CR	185606	
						39.99CR	185606	2,693.44
-VOID-	VOID CHECK						185607	**VOID**
003259	BAKER & TAYLOR L4211082	3/27 & 3/28 Service Calls	R	6/24/2024		2,210.00CR	185608	2,210.00
	I-2039346562	ACCT #216389 L421108 2 B00000	R	6/24/2024		6.29CR	185609	
	I-2039346562	ACCT #216389 L421108 2 B00000	R	6/24/2024		18.24CR	185609	24.53
000271	BAKER & TAYLOR L5491882	ACCT # 216389 L549188 2 B00000	R	6/24/2024		142.99CR	185610	142.99
000665	CENGAGE LEARNING, INC - GULE							
	I-8446161529	ACCT # 153415	R	6/24/2024		19.50CR	185611	
	I-8446181815	ACCT # 153415	R	6/24/2024		29.59CR	185611	
	I-0446181932	ACCT # 153415	R	6/24/2024		59.98CR	185611	
	I-8446181939	ACCT #153415	R	6/24/2024		27.99CR	185611	
	I-844719108	ACCT # 153415	R	6/24/2024		139.95CR	185611	277.01
003461	CHICAGO DISTRIBUTION CENTER							
	I-123303510	ACCT # 83255	R	6/24/2024		139.88CR	185612	139.88

AR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
002180	CHILDREN'S ELIUS INC.							
	T-247553	R&F # N/A - 104771	R	6/24/2024		172.75CR	185613	
	I-247581	R&F # N/A - 104769	R	6/24/2024		139.61CR	185613	
	T-247626	R&F # N/A - 104770	R	6/24/2024		711.18CR	185613	1,023.74
000204	DAVE'S COUNTY MARKET							
	I-00105100	ACCT # 000708	R	6/24/2024		39.94CR	185614	39.94
000207	E.O. JOHNSON BUSINESS TECHNOLOGIES							
	I-INV1555433	ACCT # 6006504	R	6/24/2024		335.36CR	185615	335.36
000126	ELAN FINANCIAL SERVICES							
	I-20240614	ACCT # 5472 1102 2200 0197	R	6/24/2024		101.26CR	185616	101.26
000085	MULTI MEDIA CHANNELS							
	I-INV201462	MINI BK-L/A SUMMER SURVIVAL	R	6/24/2024		275.00CR	185617	
	I-INV20359	GRADUATION AD / MEM DAY FLAG	R	6/24/2024		200.00CR	185617	475.00
* * T O T A L S * *					CHECK AMT	TOTAL APPLIED		
REGULAR CHECKS:					6,462.15	6,462.15		
HANDWRITTEN CHECKS:					0.00	0.00		
PRE-PRINTED CHECKS:					0.00	0.00		
DRAFTS:					0.00	0.00		
VOID CHECKS:					0.00	0.00		
NON CHECKS:					0.00	0.00		
CORRECTIONS:					0.00	0.00		
REGISTER TOTALS:					5,462.15	6,462.15		
TOTAL ERRORS: 0					TOTAL WARNINGS: 0			

6/24/2024 2:23 PM
PACKET: 11260 Library 20240614
VENDOR SET: 01
BANK : 1 LINCOLN CO - GENERAL

A / P CHECK REGISTER

*** CHECK LISTING ***

CHECK
NO#

CHECK
NO#

AMOUNT

DISCOUNT

CHECK
TYPE

CHECK
DATE

DESC

VENDOR NAME / I.D.

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
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10	6/2024	6,096.82CR
26	6/2024	565.33CR

TOTAL		6,462.15CR
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6/25/2024 10:33 AM
PACKET: 11251 LIBRARY - 20240621
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	P.O. #	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000268	BAKER & TAYLOR	L0280842						
I-2038338926	✓		ACCT # 216389 L028084 2 B00000	✓	637.74			
6/21/2024	1		DUE: 6/21/2024 DISC: 6/21/2024			1099: N		
ACCT # 216389 L028084 2 B00000						✓10 55110-13-10000 Adult Dept Fiction		✓527.58
ACCT # 216389 L028084 2 B00000						✓10 55110-14-10100 Adult Dept Books on CD		✓68.74
ACCT # 216389 L028084 2 B00000						✓10 55110-03-10500 Library Supplies		✓11.42
=== VENDOR TOTALS ===				✓	637.74			
01-000270	BAKER & TAYLOR	L5471172						
I-2038327459	✓		ACCT # 216389 L547117 2 B00000	✓	17.59	OESTREIC		
6/21/2024	1		DUE: 6/21/2024 DISC: 6/21/2024			1099: N		
ACCT # 216389 L547117 2 B00000						✓10 55110-03-40500 Memorial Books-Expense		17.59
=== VENDOR TOTALS ===				✓	17.59			
01-000271	BAKER & TAYLOR	L5491882						
I-2038350802	✓		ACCT # 216389 L549188 2 B00000	✓	331.17	ANF2024 -		
6/21/2024	1		DUE: 6/21/2024 DISC: 6/21/2024			1099: N		
ACCT # 216389 L549188 2 B00000						✓10 55110-13-10100 Adult Dept Non-Fiction		308.84
ACCT # 216389 L549188 2 B00000						✓10 55110-03-10500 Library Supplies		22.33
=== VENDOR TOTALS ===				✓	331.17			
01-000665	CENGAGE LEARNING, INC - GALE							
I-84506443	✓		ACCT #153415	✓	20.15	LP MAR 2		
6/21/2024	1		DUE: 6/21/2024 DISC: 6/21/2024			1099: N		
ACCT #153415						✓10 55110-13-10400 Adult Dept Large Print		20.15
=== VENDOR TOTALS ===				✓	20.15			
01-004129	DEPARTMENT OF ADMINISTRATION							
I-505-0000091270	✓		CUST # 0000027111	✓	600.00			
6/21/2024	1		DUE: 6/21/2024 DISC: 6/21/2024			1099: N		
CUST # 0000027111						✓10 55110-15-32750 TI/Internet Access		600.00
=== VENDOR TOTALS ===				✓	600.00			

6/25/24
bg

6/25/2024 10:33 AM
PACKET: 11251 LIBRARY - 20240621
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-002661	FRONTIER						
I-20240621	6/21/2024	1	ACCT # 715-536-7909-010384-5 DUE: 6/21/2024 DISC: 6/21/2024 ACCT # 715-536-7909-010384-5	106.92	1099: N 10 55110-02-25000	Telephone	106.92
=== VENDOR TOTALS ===				106.92			
01-000771	HUGO'S PIZZA						
I-948879	6/21/2024	1	06/19/2024 In-Service DUE: 6/21/2024 DISC: 6/21/2024 06/19/2024 In-Service	165.00	1099: N 10 55110-03-32000	Education & Conference	165.00
=== VENDOR TOTALS ===				165.00			
01-001929	RANDY PETERSON						
I-20240621	6/21/2024	1	JULY 9, 2024 (2 PERFORMANCES) DUE: 6/21/2024 DISC: 6/21/2024 JULY 9, 2024 (2 PERFORMANCES)	500.00	1099: Y 10 55110-03-41500	Programming - Youth	500.00
=== VENDOR TOTALS ===				500.00			
01-000276	T.B. SCOTT LIBRARY-PETTY CASH						
I-20240621	6/21/2024	1	PETTY CASH REIMB DUE: 6/21/2024 DISC: 6/21/2024 PETTY CASH REIMB	12.46	1099: N 10 55110-03-11000	Postage	12.46
=== VENDOR TOTALS ===				12.46			
01-003405	WENDORF BUS SERVICE, INC.						
I-510	6/21/2024	1	05/01/2024 BUSSING- PRSYL (x3) DUE: 6/21/2024 DISC: 6/21/2024 05/01/2024 BUSSING- PRSYL (x3)	169.70	1099: N 10 55110-03-41501	Misc Rev-Programming-You	169.70
=== VENDOR TOTALS ===				169.70			
01-000656	WISCONSIN PUBLIC SERVICE						
I-20240621	6/21/2024	1	ACCT # 0403371156-00003 DUE: 6/21/2024 DISC: 6/21/2024 ACCT # 0403371156-00003 ACCT # 0403371156-00003	2,877.75	1099: N 10 55110-02-22000 10 55110-02-22500	Electric Fuel - Natural Gas	2,230.29 547.46
=== VENDOR TOTALS ===				2,877.75			

6/25/2024 10:33 AM
PACKET: 11251 LIBRARY - 20240621
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		POST DATE	BANK CODE	DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME-----	DISTRIBUTION
01-000290	WISCONSIN VALLEY LIBRARY SERVI							
I-2024-2632	✓	6/21/2024	1	LIBRARIES WIN MBRSHIP 2024	3,570.00	1099: N		
				DUE: 6/21/2024 DISC: 6/21/2024		10 55110-15-40000	Computer/Network Mainten	3,570.00
				LIBRARIES WIN MBRSHIP 2024				
=== VENDOR TOTALS ===					✓ 3,570.00			
01-003473	ZOH0 CORPORATION							
I-610261976	✓	6/21/2024	1	ACCT #31079241	543.00	csprauge		
				DUE: 6/21/2024 DISC: 6/21/2024		1099: N		
				ACCT #31079241		10 55110-15-47500	Software/Upgrades	543.00
=== VENDOR TOTALS ===					✓ 543.00			
=== PACKET TOTALS ===					9,551.48			

** T O T A L S **

INVOICE TOTALS 9,551.48
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 9,551.48

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	*****LINE ITEM*****				*****GROUP BUDGET*****			
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	BUDGET OVER AVAILABLE BUDG
2024		10 -21-0000	Accounts Payable Control	9,533.89 *	30,000	18,708.68		1,050,556		576,742.28		
		10 -55110-02-22000	Electric	2,230.29	30,000	23,635.79		1,050,556		578,325.11		
		10 -55110-02-22500	Fuel - Natural Gas	647.46	2,000	1,384.70		1,050,556		578,865.65		
		10 -55110-02-25000	Telephone	106.92	8,000	5,164.58		1,050,556		578,908.92		
		10 -55110-03-10500	Library Supplies	63.75	1,200	1,083.00		1,050,556		578,960.11		
		10 -55110-03-11000	Postage	12.46	2,000	1,473.06		1,050,556		578,807.57		
		10 -55110-03-12000	Education & Conference	165.00	7,500	4,844.00		1,050,556		578,472.57		
		10 -55110-03-14500	Programming - Youth	500.00	0	8,201.21 -	Y	1,050,556		578,802.87		
		10 -55110-03-41501	Misc Rev-Programming-You	169.70	9,500	5,670.47		1,050,556		578,444.99		
		10 -55110-13-10000	Adult Dept Fiction	527.58	10,000	5,393.86		1,050,556		578,663.73		
		10 -55110-13-10100	Adult Dept Non-Fiction	306.84	4,300	2,159.19		1,050,556		578,952.42		
		10 -55110-13-10400	Adult Dept Large Print	20.15	2,000	1,311.62		1,050,556		578,903.83		
		10 -55110-14-10100	Adult Dept Books on CD	68.74	4,170	3,570.00		1,050,556		578,372.57		
		10 -55110-15-32750	TI/Internet Access	600.00	0	3,570.00 -	Y	1,050,556		575,402.57		
		10 -55110-15-40000	Computer/Network Mainten	3,570.00	4,000	2,546.93		1,050,556		578,429.57		
		10 -55110-15-47500	Software/Upgrades	543.00	0	1,043.69 -	Y	0		4,850.18 -	Y	
		26 -21-0000	Accounts Payable Control	17.59 *								
		26 -55110-03-40500	Memorial Books-Expense	17.59								
		99 -14-0010	Due from General Fund	9,533.89 *								
		99 -14-0026	Due from Non-Lapsing	17.59 *								
		** 2024 YEAR TOTALS			9,551.48							

6/28/2024 4:32 PM
PACKET: 11270 LIBRARY - 20240628
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	RANK CODE										
01-000268 BAKER & TAYLOR L0280842 ✓											
I-2038356960	✓	ACCT #216389 L028084 2 B00000	✓	328.48	1099: N						
6/28/2024	1	DUE: 6/28/2024 DISC: 6/28/2024			✓ 10 55110-13-10000 Adult Dept Fiction	✓ 243.53					
		ACCT #216389 L028084 2 B00000			✓ 10 55110-14-10100 Adult Dept Books on CD	✓ 64.34					
		ACCT #216389 L028084 2 B00000			✓ 10 55110-03-10500 Library Supplies	✓ 20.61					
		ACCT #216389 L028084 2 B00000									
I-2038371247	✓	ACCT # 216389 L028044 2 B0000	✓	200.54	1099: N						
6/28/2024	1	DUE: 6/28/2024 DISC: 6/28/2024			✓ 10 55110-13-10000 Adult Dept Fiction	✓ 167.99					
		ACCT # 216389 L028044 2 B00000			✓ 10 55110-14-10100 Adult Dept Books on CD	✓ 19.24					
		ACCT # 216389 L028044 2 B00000			✓ 10 55110-03-10500 Library Supplies	✓ 13.31					
		ACCT # 216389 L028044 2 B00000									
===== VENDOR TOTALS =====				529.02							
01-000259 BAKER & TAYLOR L4211082 ✓											
I-2038372882	✓	ACCT # 216389 L421108 2 B0000	✓	24.53	060424PB						
6/28/2024	1	DUE: 6/28/2024 DISC: 6/28/2024			1099: N						
		ACCT # 216389 L421108 2 B00000			✓ 10 55110-13-10200 Adult Dept Paperbacks	24.53					
		ACCT # 216389 L421108 2 B00000									
===== VENDOR TOTALS =====				24.53							
01-000270 BAKER & TAYLOR L5471172 ✓											
I-20383451045	✓	ACCT # 216389 L547117 2 B0000	✓	20.99	MEM2024-						
6/28/2024	1	DUE: 6/28/2024 DISC: 6/28/2024			1099: N						
		ACCT # 216389 L547117 2 B00000			✓ 26 55110-03-40500 Memorial Books-Expense	20.99					
		ACCT # 216389 L547117 2 B00000									
===== VENDOR TOTALS =====				20.99							
I-2038353613	✓	ACCT #216389 L547117 2 B0000	✓	60.87	1099: N						
6/28/2024	1	DUE: 6/28/2024 DISC: 6/28/2024			✓ 26 55110-03-40500 Memorial Books-Expense	60.87					
		ACCT #216389 L547117 2 B00000									
===== VENDOR TOTALS =====				81.86							
01-000665 CENGAGE LEARNING, INC - GALE ✓											
I-84544349	✓	ACCT # 3153415	✓	28.79	JUNE-LCP						
6/28/2024	1	DUE: 6/28/2024 DISC: 6/28/2024			1099: N						
		ACCT # 3153415			✓ 10 55110-13-10400 Adult Dept Large Print	28.79					
		ACCT # 3153415									
I-84552200	✓	ACCT #153415	✓	26.39	JUNE-LCP						
6/28/2024	1	DUE: 6/28/2024 DISC: 6/28/2024			1099: N						
		ACCT #153415			✓ 10 55110-13-10400 Adult Dept Large Print	26.39					
		ACCT #153415									
I-84590600	✓	ACCT # 153415	✓	25.60	JUNE-LCP						
6/28/2024	1	DUE: 6/28/2024 DISC: 6/28/2024			1099: N						
		ACCT # 153415			✓ 10 55110-13-10400 Adult Dept Large Print	25.60					
		ACCT # 153415									
===== VENDOR TOTALS =====				80.78							

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7/1/24

PACKET: 11270 LIBRARY - 20240628
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----
POST DATE BANK CODE -----DESCRIPTION-----
-----ACCOUNT NAME----- DISTRIBUTION

GROSS P.O. #
DISCOUNT G/L ACCOUNT

01-002180 CHILDREN'S PLUS INC.

I-247982 ✓
6/28/2024 1 REF # N/A - 104771 DUE: 6/28/2024 DISC: 7.39
REF # N/A - 104771 1099: N ✓ 0.20
REF # N/A - 104771 10 55110-03-10500 Library Supplies ✓
REF # N/A - 104771 10 55110-13-20000 Youth Children's Books ✓ 7.19

I-248315 ✓
6/28/2024 1 REF # N/A - 104771 DUE: 6/28/2024 DISC: 71.74 239903
REF # N/A - 104771 1099: N ✓ 2.38
REF # N/A - 104771 10 55110-03-10500 Library Supplies ✓
REF # N/A - 104771 10 55110-13-20000 Youth Children's Books ✓ 69.36

I-248348 ✓
6/28/2024 1 REF # N/A - 104910 DUE: 6/28/2024 DISC: 163.14 239901
REF # N/A - 104910 1099: N ✓ 10.27
REF # N/A - 104910 10 55110-03-10500 Library Supplies ✓
REF # N/A - 104910 10 55110-13-20100 Young Adult Books ✓ 152.87

I-248352 ✓
6/28/2024 1 REF # N/A - 104913 DUE: 6/28/2024 DISC: 114.01 239905
REF # N/A - 104913 1099: N ✓ 7.31
REF # N/A - 104913 10 55110-03-10500 Library Supplies ✓
REF # N/A - 104913 10 55110-13-20000 Youth Children's Books ✓ 106.70

==== VENDOR TOTALS ===== 356.28

01-000204 DAVE'S COUNTY MARKET ✓

I-00081720 ✓
6/28/2024 1 ACCT # 708 DUE: 6/28/2024 DISC: 11.08 153324
ACCT # 708 1099: N ✓ 11.08
ACCT # 708 10 55110-03-41250 Programming - Adult ✓

I-00111090 ✓
6/28/2024 1 ACCT # 708 DUE: 6/28/2024 DISC: 22.95 235620
ACCT # 708 1099: N ✓ 22.95
ACCT # 708 10 55110-03-41750 Hospitality

==== VENDOR TOTALS ===== 34.03

==== PACKET TOTALS ===== 1,106.50

*** T O T A L S ***

INVOICE TOTALS	1,106.50
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	1,106.50

*** G/L ACCOUNT TOTALS ***

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====				=====GROUP BUDGET=====			
					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	1,024.64--								
		10 -55110-03-10500	Library Supplies	54.08	8,000	5,110.50	1,050,556	569,384.60				
		10 -55110-03-41250	Programming - Adult	11.08	7,000	5,527.91	1,050,556	569,427.60				
		10 -55110-03-41750	Hospitality	22.95	300	2.17	1,050,556	569,415.73				
		10 -55110-13-10000	Adult Dept Fiction	411.52	9,500	5,258.95	1,050,556	569,027.16				
		10 -55110-13-10200	Adult Dept Paperbacks	24.53	750	456.90	1,050,556	569,414.15				
		10 -55110-13-10400	Adult Dept Large Print	80.78	4,300	2,078.41	1,050,556	569,357.90				
		10 -55110-13-20000	Youth Children's Books	183.25	16,000	8,071.36	1,050,556	569,255.43				
		10 -55110-13-20100	Young Adult Books	152.87	2,500	1,065.90	1,050,556	569,285.81				
		10 -55110-14-10100	Adult Dept Books on CD	83.58	2,000	1,228.04	1,050,556	569,355.10				
		26 -21-0000	Accounts Payable Control	81.86--	0	1,125.55- Y	0	4,932.04- Y				
		26 -55110-03-40500	Memorial Books-Expense	81.86								
		99 -14-0010	Due from General Fund	1,024.64 *								
		99 -14-0026	Due From Non-Lapsing	81.86 *								
			*** 2024 YEAR TOTALS	1,106.50								

6/28/2024 4:32 PM
PACKET: 11270 LIBRARY - 20240628
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	6/2024	1,024.64
26	6/2024	61.86

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 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	786.72	2,482.63	82.75	517.37
TOTAL Public Charges-Services	3,000.00	786.72	2,482.63	82.75	517.37
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	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	179.96	1,729.96	0.00	(1,729.96)
45110-48475 Library Programs Revenue	0.00	89.99	6,222.29	0.00	(6,222.29)
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	269.95	10,822.25	0.00	(10,822.25)
TOTAL REVENUES					
	448,104.29	1,056.67	236,099.88	52.69	212,004.41

EXPENDITURES

=====

Personnel Services

55110-01-11000 Salaries - Regular	187,920.00	14,455.36	86,732.88	46.15	101,187.12
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	31,419.75	198,435.30	44.78	244,669.70
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	3,398.95	23,021.12	47.42	25,525.88
55110-01-52000 Retirement (WRS)	36,770.00	2,903.40	19,503.69	53.04	17,266.31
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	34,500.51	41.12	49,401.49
55110-01-55000 Life Insurance	3,936.00	53.46	1,863.45	47.34	2,072.55
TOTAL Personnel Services	811,686.00	57,927.88	368,102.51	45.35	443,583.49

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
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	0.00	3,455.20	104.70	(155.20)
55110-02-16250 HVAC Service	400.00	2,210.00	2,210.00	552.50	(1,810.00)
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	374.12	866.01	54.13	733.99
55110-02-22000 Electric	30,000.00	2,230.29	11,291.32	37.64	18,708.68
55110-02-22500 Fuel - Natural Gas	30,000.00	647.46	6,364.21	21.21	23,635.79
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	214.31	1,224.91	36.03	2,175.09
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	615.30	30.77	1,384.70
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	0.00	194.63	0.00	(194.63)
TOTAL Contractual Services	74,500.00	5,783.10	26,221.58	35.20	48,278.42
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,800.00	117.01	1,149.15	63.84	650.85
55110-03-10500 Library Supplies	8,000.00	173.45	2,889.50	36.12	5,110.50
55110-03-11000 Postage	1,200.00	70.66	170.12	14.18	1,029.88
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	400.00	300.00	300.00	75.00	100.00
55110-03-30500 Mileage	1,000.00	39.66	194.98	19.50	805.02
55110-03-31000 Misc. - Petty Cash	0.00	(15.00)	(100.00)	0.00	100.00
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	176.63	526.94	26.35	1,473.06
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	1,063.88	1,557.86	77.89	442.14
55110-03-41001 Misc Rev - Publicity	0.00	0.00	967.00	0.00	(967.00)
55110-03-41250 Programming - Adult	7,000.00	237.34	1,472.09	21.03	5,527.91
55110-03-41251 Misc Rev-Programming Adul	0.00	242.06	752.15	0.00	(752.15)
55110-03-41500 Programming - Youth	7,500.00	537.02	2,656.00	35.41	4,844.00
55110-03-41501 Misc Rev-Programming-Yout	0.00	511.43	8,149.14	0.00	(8,149.14)
55110-03-41750 Hospitality	300.00	62.89	297.83	99.28	2.17
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	0.00	0.00	0.00
55110-03-44000 Janitor Supplies	6,000.00	418.32	1,844.52	30.74	4,155.48
55110-03-50000 M/R-General Repair/Maint.	4,000.00	97.38	1,223.61	30.59	2,776.39
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	570.00	6,019.24	60.19	3,980.76
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	51,500.00	4,602.73	30,982.50	60.16	20,517.50
<u>Fixed Charges</u>					
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: JUNE 30TH, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	11.58	300.47	0.00	(300.47)
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	11.58	300.47	0.00	(300.47)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	1,038.02	4,241.05	44.64	5,258.95
55110-13-10100 Adult Dept Non-Fiction	10,000.00	655.97	4,606.14	46.06	5,393.86
55110-13-10200 Adult Dept Paperbacks	750.00	49.06	293.10	39.08	456.90
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	558.05	2,221.59	51.66	2,078.41
55110-13-20000 Youth Children's Books	16,000.00	1,225.30	7,928.64	49.55	8,071.36
55110-13-20100 Young Adult Books	2,500.00	336.11	1,434.10	57.36	1,065.90
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	0.00	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	40,550.00	3,862.51	21,688.06	44.67	26,861.94
<u>Non-Print Media-Library</u>					
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	309.02	771.96	38.60	1,228.04
55110-14-10200 Adult Dept CDs	800.00	90.88	314.36	39.30	485.64
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	209.73	938.03	37.52	1,561.97
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	0.00	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	194.90	230.89	46.18	269.11
55110-14-45000 Ebooks/Digital Content	6,200.00	107.00	5,782.95	93.27	417.05
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	911.53	8,368.69	58.73	5,881.31
<u>Technology</u>					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	0.00	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	600.00	600.00	14.39	3,570.00
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	0.00	3,570.00	3,570.00	0.00	(3,570.00)
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	565.36	1,453.07	36.33	2,546.93
55110-15-70000 V-Cat Shared Automation	18,000.00	0.00	17,171.63	95.40	828.37

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Technology	38,070.00	4,735.36	23,507.13	61.75	14,562.87
TOTAL EXPENDITURES	1,050,556.00	77,834.69	482,076.94	45.89	568,479.06
REVENUES OVER/(UNDER) EXPENDITURES	(602,451.71)	(76,778.02)	(245,977.06)	0.00	(356,474.65)

City of Merrill
Reserved and Designated Fund Equity

As of 6/30/2024

		Detail Summary Information			
Description	Account Number	12/31/23 Balance	2024 Revenue	2024 Expenses	YTD Balance
T.B. Scott Memorial Library					
N/L - Library Health Ins.	26-31-5457	10,000.00			
Tax :Levy	45110-41110				
Net Library Health Ins.			-	-	10,000.00
N/L - Library State Aid	26-31-5401	-			
Library - State Aid Revenue	45110-43690				
Library - State Aid Expense	55110-03-12600				
Net Library State Aid			-	-	-
N/L - Cross-County Borrowing	26-31-5415	12,067.04			
Library - Cross-County Revenue	45110-43790		4,539.39		
Library - Cross-County Expense	55110-03-12625			1,671.35	
Net Library Cross-County Borrowing			4,539.39	1,671.35	14,935.08
N/L - Library Photocopier	26-31-5425	11,935.08			
Library - Photocopier Revenue	45110-46713		2,129.79		
Library - Photocopier Expenses	55110-03-12650			2,135.14	
Net Library Photocopier			2,129.79	2,135.14	11,929.73
N/L - Library Grants	26-31-5425	-			
Library -Grant Revenues	45110-48250				
Summer Programs - Donations	45110-48277				
WI Humanities Grant	45110-48257				
Library - Grant Expense	55110-03-25000				
Net Library - Grants			-	-	-
N/L - Memorial Books	26-31-5455	10,805.97			
Library - Memorial Book Rev.	45110-48500		1,540.79		
Library - Memorial Book Exp.	55110-03-140500			1,125.55	
Net Library Memorial Books			1,540.79	1,125.55	11,221.21
Net N/L - T.B. Scott Library		\$44,808.09	\$8,209.97	\$4,932.04	\$48,086.02

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

LIBRARY ACTIVITY	Jun 2024	Jun 2023	% Change	Jun 2022	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	5,598	10,065	-44.4%	4,384	27.7%	32,742	32,571	0.5%
Average Daily Traffic	233	403	-42.2%	169	37.9%	218	219	-0.3%
Meetings Held	32	19	68.4%	5	540.0%	158	84	88.1%
Attendance	130	134	-3.0%	22	490.9%	746	516	44.6%
Classes/Groups w/o Program	3	3	0.0%	-	N/A	56	39	43.6%
Attendance	57	56	1.8%	-	N/A	1,132	804	40.8%
New Card Registrations	72	87	-17.2%	50	44.0%	322	281	14.6%
Volunteer Hours Worked	14	24	-41.7%	16	-12.5%	116	103	12.6%

TECHNOLOGY USE	Jun 2024	Jun 2023	% Change	Jun 2022	% Change	YTD 2024	YTD 2023	% Change
Wireless Use	1,400	1,745	-19.8%	1,087	28.8%	8,630	8,862	-2.6%
Internet Computers	Adult 244	353	-30.9%	265	-8.0%	1,832	2,176	-15.8%
	Youth 154	204	-24.7%	38	304.4%	416	487	-14.6%
Other Computers	Adult -	-	N/A	1	100.0%	-	-	N/A
	Youth 96	91	5.5%	55	74.5%	631	339	86.1%
TOTAL USE	493	648	-23.8%	359	37.5%	2,878	3,002	-4.1%

PROGRAMS	Jun 2024	Jun 2023	% Change	Jun 2022	% Change	YTD 2024	YTD 2023	% Change
Programs Given	Adult 10	5	100.0%	3	233.3%	86	30	186.7%
	General Interest 4	-	N/A	-	N/A	20	-	N/A
	Teen 1	-	N/A	-	N/A	1	-	N/A
	Youth 14	15	-6.7%	11	27.3%	72	69	4.3%
TOTAL	29	20	45.0%	14	107.1%	179	99	80.8%
Program Attendance	Adult 149	35	325.7%	51	192.2%	999	387	158.1%
	General Interest 27	-	N/A	-	N/A	159	-	N/A
	Teen 14	-	N/A	-	N/A	14	-	N/A
	Youth 654	522	25.3%	246	165.9%	2,205	1,568	40.6%
TOTAL	844	557	51.5%	297	184.2%	3,377	1,955	72.7%

Self-Directed Activities

Monday Craft Days (4 Sessions)
Puzzle Guessing Jar
Guessing Jar
June Activity Bags
Teen Activity Bags
Scavenger Hunt
Little Blue Birds

Date **#**
6/17/2024 291
6/30/2024 143
6/30/2024 268
6/30/2024 200
6/30/2024 48
6/30/2024 562
6/30/2024 16

Outreach

Critic's Choice Movie 6/26/2024 20
Teen
Learn to Crochet 6/24/2024 14
Youth
The Magic of Isaiah (2 sessions) 169
Snake Discovery (2 Sessions) 253
Wiggle, Giggle, Shake (4 Sessions) 109
Read to a Dog (3 Sessions) 28
Water Bottle Diamond Painting 6/18/2024 32
Creation Station 6/25/2024 39
Dairy Tales 6/26/2024 24
General Interest
Real Writers Group 6/8/2024 11
DIY Garden Stakes 6/11/2024 7
BYOB Club 6/12/2024 4
Knit/Crochet Club 6/20/2024 5

Adult

1 on 1 Tech Help (7 sessions)
Kindhearted (4 sessions)
Judicare Legal Aid
Opportunity Development Center
Believe & Achieve
Bug Tussel - News Literacy
Cover to Cover Book Club

Date **#**
6/3/2024 5
6/4/2024 10
6/18/2024 7
6/20/2024 2
6/20/2024 8

JUNE 2024

BORROWERS		Jun 2024	Jun 2023	% Change	Jun 2022	% Change
City	Adult	3,702	4,004	-7.5%	3,774	-1.9%
	Youth	873	953	-8.4%	958	-8.9%
County	Adult	3,291	3,464	-5.0%	3,229	1.9%
	Youth	767	853	-10.1%	848	-9.6%
Other	Adult	397	393	1.0%	366	8.5%
	*ILL	452	444	1.8%	437	3.4%
	Youth	75	78	-3.8%	73	2.7%
TOTAL BORROWERS		9,557	10,189	-6.2%	9,685	-1.3%

*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	Jun 2024	Jun 2023	Jun 2022	YTD 2024	YTD 2023
Endowment Fund	\$ -	\$ -	\$ -	2,206	\$ 200
Special Projects Fund	\$ 150	\$ -	\$ 25	522	\$ 760
Gifts/Memorials	\$ -	\$ 114	\$ 138	1,394	\$ 1,513

RESOURCE SHARING	Jun 2024	Jun 2023	% Change	Jun 2022	% Change	YTD 2024	YTD 2023	% Change
V-Cat Received	1,275	1,414	-9.8%	1,620	-21.3%	7,889	8,823	-10.6%
V-Cat Sent	1,098	1,151	-4.6%	1,230	-10.7%	7,314	7,618	-4.0%
ILL Received	43	49	-12.2%	58	-25.9%	250	314	-20.4%
ILL Sent	62	75	-17.3%	62	0.0%	566	573	-1.2%

CIRCULATION		Jun 2024	Jun 2023	% Change	Jun 2022	% Change	YTD 2024	YTD 2023	% Change
Audiobooks	Adult	100	153	-34.6%	200	-50.0%	881	989	-10.9%
	Youth	28	53	-47.2%	61	-54.1%	174	276	-37.0%
Books-Fiction	Adult	2,653	2,935	-9.6%	2,910	-8.8%	15,236	16,089	-5.3%
	Youth	3,322	3,784	-12.2%	3,791	-12.4%	17,934	18,090	-0.9%
Books-Nonfiction	Adult	1,018	963	5.7%	918	10.9%	6,264	6,062	3.3%
	Youth	638	633	0.8%	733	-13.0%	4,001	4,409	-9.3%
CDs/Cassettes	Adult	116	147	-21.1%	197	-41.1%	872	1,228	-29.0%
	Youth	23	10	130.0%	31	-25.8%	122	124	-1.6%
DVD/Blu-Ray/VHS	Adult	657	831	-20.9%	667	-1.5%	4,433	4,961	-10.6%
	Youth	523	614	-14.8%	586	-10.8%	2,691	2,944	-8.6%
Games	Adult	4	9	N/A	5	N/A	15	16	-6.3%
	Youth	25	61	-59.0%	74	-66.2%	194	327	-40.7%
Magazines	Adult	214	197	8.6%	277	-22.7%	1,304	1,322	-1.4%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	99	104	-4.8%	59	67.8%	558	492	13.4%
	Youth	14	30	-53.3%	28	-50.0%	182	171	6.4%
PHYSICAL ITEMS SUB TOTAL		9,434	10,524	-10.4%	10,537	-10.5%	54,861	57,500	-4.6%
Digital Library	Audiobooks	1,211	1,055	14.8%	911	32.9%	7,497	6,327	18.5%
	eBooks	841	976	-13.8%	995	-15.5%	5,912	6,375	-7.3%
	*Magazines	174	113	54.0%	83	N/A	1,423	478	197.7%
	Music/Videos	-	-	N/A	-	N/A	-	-	N/A
DOWNLOADS SUB TOTAL		2,226	2,144	3.8%	1,989	11.9%	14,832	13,180	12.5%
TOTAL CIRCULATION		11,660	12,668	-8.0%	12,526	-6.9%	69,693	70,680	-1.4%

*February 2021: Magazines were added to Wisconsin's Digital Library

MATERIALS CIRCULATING	Jun 2024	Jun 2023	% Change	Jun 2022	% Change	YTD 2024	YTD 2023	% Change
% Nonprint Materials Circulated	16.8%	19.1%	-11.9%	18.1%	-7.0%	18.45%	20.0%	-8.0%
% Print Materials Circulated	83.2%	80.9%	2.8%	81.9%	1.5%	81.55%	80.0%	2.0%
% Adult Materials Circulated	51.5%	50.7%	1.6%	49.7%	3.8%	53.89%	54.2%	-0.6%
% Youth Materials Circulated	48.5%	49.3%	-1.6%	50.3%	-3.7%	46.11%	45.8%	0.7%

Policies

MEMORIAL BOOKS

Approved: 6/9/1982; Reviewed and revised 6/21/06, 10/20/10, 12/16/2015; reviewed 9/16/2020; reviewed 10/19/2022; revised and reviewed 07/17/2024.

Review Date: 2029.

In conjunction with our materials selection policy:

1. It is recommended that memorial books be selected from suggested titles considered appropriate for our collections.
2. While special orders are permitted, patrons will be advised that delays of up to six months are possible, and that if an order cannot be filled, substitutes for requested title(s) will be selected.
3. Memorial books will be treated as other library books and be subject to the deselection process. Memorial books will be maintained in the collection for at least five (5) years except when the subject matter of the title is outdated, or the title is no longer available to purchase when a replacement copy is necessary.

T. B. Scott Free Library/Merrill, Wisconsin

Related Policies: Collection Development Policy, Donations Policy

2025 Projected Budget Worksheet

Account	2023 Actual	2024 In progress actual (as of 5/31/2024)	2024 Budget	2025 Projected Budget	Inc./ (Dec.)
TOTAL PERSONNEL SERVICES	771,500.16	310,194.16	811,686.00	\$ 825,759.87	1.73%
02-11500- Outside Legal	-	-	-	\$ -	
02-15000- Contract Services	-	-	-	\$ -	
02-15500- Snow Removal	865.70	-	700.00	\$ 1,000.00	42.86%
02-16000- Elevator Contract	3,342.88	3,455.20	3,300.00	\$ 3,500.00	6.06%
02-16250- HVAC Service Contract	2,680.00	-	400.00	\$ 400.00	0.00%
02-16500- Fire/Security System	2,160.72	-	2,600.00	\$ 2,120.00	-18.46%
02-21000- Water	1,560.87	491.89	1,600.00	\$ 2,080.00	30.00%
02-22000- Electric	26,003.30	9,061.03	30,000.00	\$ 25,000.00	-16.67%
02-22500- Fuel	17,059.83	5,716.75	30,000.00	\$ 25,000.00	-16.67%
02-23100- Janitorial Services	-	-	-	\$ -	
02-23250- Facility Cleaning Service	2,472.51	1,010.60	3,400.00	\$ 3,400.00	0.00%
02-23500- Misc. Facility/Equipment Service	-	-	-	\$ -	
02-25000- Telephone	1,894.62	508.38	2,000.00	\$ 1,350.00	-32.50%
02-26000- Office Equipment Service	-	-	500.00	\$ 500.00	0.00%
02-27000- Lost-Damaged Materials	74.13	194.63	-	\$ -	
TOTAL CONTRACTUAL SERVICES	58,114.56	20,438.48	74,500.00	\$ 64,350.00	-13.62%
05-10000- Insurance	13,391.00	2,906.00	12,000.00	\$ 12,000.00	0.00%
15-31000- Computer Supplies	2,847.64	567.90	1,900.00	\$ 1,900.00	0.00%
15-32750 T1/Internet Access	4,815.00	-	4,170.00	\$ 1,200.00	-71.22%
15-32900- Charter Fiber-VOIP	-	-	-	-	
15-40000- Computer/Network Maint.	-	-	-	\$ 3,600.00	
15-42500- Computer Equip.	2,303.03	144.53	10,000.00	\$ 10,000.00	0.00%
15-47500- Software/Upgrades	1,406.16	887.71	4,000.00	\$ 3,000.00	-25.00%
15-70000- V-CAT Shared Automation	17,549.41	17,171.63	18,000.00	\$ 18,500.00	2.78%
15-71000- Computer Contingency	-	-	-	-	
TOTAL TECHNOLOGY	28,921.24	18,771.77	38,070.00	\$ 38,200.00	0.34%
03-10000- Office	2,737.80	1,032.14	1,800.00	\$ 2,250.00	25.00%
03-10500- Library Supplies	6,294.11	2,716.05	8,000.00	\$ 7,000.00	-12.50%
03-11000- Postage	1,561.28	99.46	1,200.00	\$ 1,400.00	16.67%
03-13000- Printing	645.00	-	300.00	\$ 300.00	0.00%
03-21000- Memberships	547.00	-	400.00	\$ 500.00	25.00%
03-30500- Mileage	957.87	155.32	1,000.00	\$ 500.00	-50.00%
03-31000- Petty Cash	-	(85.00)	-	-	
03-32000- Education/In Service	2,238.15	350.31	2,000.00	\$ 2,000.00	0.00%
03-41000- Publicity	1,297.21	493.98	2,000.00	\$ 2,000.00	0.00%
03-41250- Programming-Adult	4,586.67	1,234.75	7,000.00	\$ 7,000.00	0.00%
03-41500- Programming-YS	6,032.30	2,118.98	7,500.00	\$ 7,500.00	0.00%
03-41750- Hospitality	165.43	234.94	300.00	\$ 500.00	66.67%

2025 Projected Budget Worksheet

03-44000- Janitorial	3,500.14	1,426.20	6,000.00	\$ 5,000.00	-16.67%
03-50000- M/R-General	4,349.63	1,126.23	4,000.00	\$ 4,000.00	0.00%
03-50275- M/R Contingency	15,694.41	5,449.24	10,000.00	\$ 10,000.00	0.00%
03-50750- M/R Equipment	-	-	-	-	
TOTAL SUPPLIES	50,607.00	16,352.60	51,500.00	\$ 49,950.00	-3.01%
13-10000- Adult Fiction	9,350.42	3,203.03	9,500.00	\$ 9,500.00	0.00%
13-10100- Adult NonFiction	10,801.54	3,950.17	10,000.00	\$ 10,500.00	5.00%
13-10200- Adult Paperbacks	661.33	244.04	750.00	\$ 750.00	0.00%
13-10300- Adult Reference	531.95	-	500.00	-	-100.00%
13-10400- Large Print	4,284.50	1,663.54	4,300.00	\$ 4,300.00	0.00%
13-20000- YS Books	12,393.36	6,703.34	16,000.00	\$ 16,000.00	0.00%
13-20100- Young Adult Bks	1,974.64	1,097.99	2,500.00	\$ 2,500.00	0.00%
13-20200- YS Reference	-	-	-	-	
13-30000- Standing Order	-	-	-	-	
13-40000- Professional Bks	135.97	-	-	-	
13-50000- Magazines	3,794.12	963.44	5,000.00	\$ 4,000.00	-20.00%
13-75000- Misc Rev-Grant Print	-	-	-	-	
TOTAL PRINT MEDIA	43,927.83	17,825.55	48,550.00	\$ 47,550.00	-2.06%
14-10000- Adult AudioBooks	-	-	-	-	
14-10100- Books on CD	2,251.92	462.94	2,000.00	\$ 2,000.00	0.00%
14-10200- Adult CDs	865.62	223.48	800.00	\$ 800.00	0.00%
14-10300- Adult Software	-	-	-	\$ -	
14-10400- Adult DVD	2,738.69	728.30	2,500.00	\$ 2,000.00	-20.00%
14-10500- Adult Videos	-	-	-	\$ -	
14-20000- YS AudioBooks/CDs	1,730.74	67.92	1,500.00	\$ 1,500.00	0.00%
14-20100- YS Videos/Software	335.95	262.58	750.00	\$ 750.00	0.00%
14-30000- Microfilm	-	-	-	\$ -	
14-40000- LG/Story Boxes	725.38	35.99	500.00	\$ 500.00	0.00%
14-45000- Ebooks/Digital Content	6,070.90	5,675.95	6,200.00	\$ 6,620.00	6.77%
TOTAL NON-PRINT MEDIA	14,719.20	7,457.16	14,250.00	\$ 14,170.00	-0.56%
08-50500- Capital Equipment	-	-	-	\$ -	
TOTAL EXPENDITURES*	981,180.99	393,945.72	1,050,556.00	\$ 1,051,979.87	0.14%
MISCELLANEOUS ITEMS NOT LISTED ABOVE					
03-31001- Misc Rev - Petty Cash	-	-	-	\$ -	
03-32001- Misc Rev - Education & Conference	2,114.37	912.37	-	\$ -	
03-41001- Misc Rev - Publicity	913.00	967.00	-	\$ -	
03-41251- Misc Rev - Programming Adult	330.00	510.09	-	\$ -	
03-41501- Misc Rev - Programming Youth	7,757.38	7,637.71	-	\$ -	
03-41751- Misc Rev - Hospitality	263.33	-	-	\$ -	
03-50001- Misc Rev - M/R General/Cont.	-	-	-	\$ -	
				\$ -	
08-50000- Special/Major Projects	32,711.56	288.89	-	\$ -	
08-50001- Misc Rev - Special/Major Projects	1,219.49	-	-	\$ -	

2025 Projected Budget Worksheet

08-50501- Misc Rev - Capital Equipment/Outlay	-		-	\$ -	
08-57500- Property Damages	-	-	-	\$ -	
				\$ -	
13-60000 - Pamphlets	-	-	-	\$ -	
				\$ -	
14-10301- Misc Rev - Adult Software	-	-	-	\$ -	
14-45001- Misc Rev - Ebooks/Digital	-	-	-	\$ -	
14-45900- Misc Rev - Non-Print	34.87	-	-	\$ -	
				\$ -	
15-32000- Library CARES IT Expense	-	-	-	\$ -	
				\$ -	
TOTAL MISCELLANEOUS ITEMS	45,344.00	10,316.06	-	\$ -	
				\$ -	
GRAND TOTAL	1,026,524.99	404,261.78	1,050,556.00	\$ 1,051,979.87	0.14%

To: Emily Ley, City of Merrill Finance Director
 From: Laurie Ollhoff, T. B. Scott Free Library Director
 Re: 2025 Library Budget Request
 Date: July 17, 2024

**T. B. Scott Free Library
2025 Budget Request**

Description	\$ increase/ (decrease) from 2024	% increase/ (decrease) from 2024	Total 2025
Personnel - requested	\$ 14,073.87	1.73%	\$ 825,759.87
Contractual service - requested	(\$ 10,150.00)	(13.62%)	\$ 64,350.00
Supplies and expenses - requested	(\$ 1,550.00)	(3.01%)	\$ 49,950.00
Fixed charges (insurance) - requested	\$ 0	0%	\$ 12,000.00
Print media - requested	(\$ 1,000.00)	2.06%	\$ 47,050.00
Non-Print/Digital media - requested	(\$ 80.00)	(0.56%)	\$ 14,170.00
Technology - requested	\$ 130.00	0.34%	\$ 38,200.00
Special major projects - requested	-	-	-
Subtotal			\$1,051,479.87
Misc. income - anticipated	\$ 2,000.00		-\$ 5,000.00
Total - requested			\$1,046,479.87
Lincoln County – requested (45.6%)	\$ 32,809.63	7%	\$ 477,194.82
City of Merrill – requested (54.4%)	\$ 33,885.76	5.67%	\$ 569,285.05
GRAND TOTAL BUDGET			\$1,051,479.87

Circulation to Lincoln County Residents in 2023: 45.6%
 Circulation to Lincoln County Residents in 2022: 42.3%
 Circulation to Lincoln County Residents in 2021: 43.9%
 Circulation to Lincoln County Residents in 2020: 46.1%
 Circulation to Lincoln County Residents in 2019: 46.6%
 Circulation to Lincoln County Residents in 2018: 46.3%
 Circulation to Lincoln County Residents in 2017: 46.8%
 Circulation to Lincoln County Residents in 2016: 45.25%
 Circulation to Lincoln County Residents in 2015: 46.7%
 Circulation to Lincoln County Residents in 2014: 45.8%

This budget request was approved by the Library Board of Trustees on 7/16/2024 and by the City of Merrill Personnel and Finance Committee on 7/2024.

2024 Budget Request: City requested (57.7%) \$603,170.81

To: Samantha Fenske, City of Merrill Finance Director
 From: Laurie Ollhoff, T. B. Scott Free Library Director
 Re: 2025 Library Budget Request
 Date: July 17, 2024

**T. B. Scott Free Library
2025 Budget Request**

Description	\$ increase/ (decrease) from 2024	% increase/ (decrease) from 2024	Total 2025
Personnel - requested	\$ 14,073.87	1.73%	\$ 825,759.87
Contractual service - requested	(\$ 10,150.00)	(13.62%)	\$ 64,350.00
Supplies and expenses - requested	(\$ 1,550.00)	(3.01%)	\$ 49,950.00
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Print media - requested	(\$ 1,000.00)	2.06%	\$ 47,050.00
Non-Print/Digital media - requested	(\$ 80.00)	(0.56%)	\$ 14,170.00
Technology - requested	\$ 130.00	0.34%	\$ 38,200.00
Special major projects - requested	-	-	-
Subtotal			\$1,051,479.87
Misc. income - anticipated	\$ 2,000.00		-\$ 5,000.00
Total - requested			\$1,046,479.87
Lincoln County – requested (45.6%)	\$ 32,809.63	7%	\$ 477,194.82
City of Merrill – requested (54.4%)	(\$ 33,885.76)	(5.67%)	\$ 569,285.05
GRAND TOTAL BUDGET			\$1,051,479.87

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 Circulation to Lincoln County Residents in 2015: 46.7%
 Circulation to Lincoln County Residents in 2014: 45.8%

This budget request was approved by the Library Board of Trustees on 7/16/2024 and by the City of Merrill Personnel and Finance Committee on 7/23/2024.

2024 Budget Request: County requested (42.3%) \$444,385.19



NICE Project

Phase II Key Takeaways

The feasibility report's findings held true for the second phase of work. Workgroup recommendations followed a pattern of pursuing a shared ILS platform and collection with a movement towards sharing practices and policies and considered patron experience, potential cost savings, and improved ILS sustainability and service.

Workgroup recommendations respect existing processes at the local level. Many workgroups found a consensus around recommendations that, as much as possible, allowed the two systems to maintain existing practices. Once the ILS is shared and the systems work more formally on the ILS and sharing collections, the practices and policies may, over time, become aligned.

The recommendations are flexible. The workgroup recommendations were written at a certain time with certain information. It may be possible, and even likely, that the recommendations will be modified as the shared ILS is implemented.

Workgroups achieved a high level of consensus and showed a willingness to compromise. Many topics were challenging to work through, and workgroup members were not always in agreement. However, consensus was almost always possible, and where it was not, compromise was effective.

NICE Team Recommendations

Build a Shared Culture. A shared culture should be intentionally cultivated through mission development, the creation of service standards, and finding ways for members to meet across the consortia.

Perform Regular Assessments and Adjustments of Recommendations. Workgroup recommendations should be assessed at the one-year mark through appropriate data collection methods and adjusted where needed.

Prioritize Flexibility and Understanding. Focusing on open communication, assuming the best intentions, and embracing the concepts of consensus and sometimes compromise will help sustain the shared ILS and the community around it.

Lean on the Collaborative Decision-Making Recommendation in Implementation. Inevitably, decisions will need to be made during implementation, and the collaborative decision-making model will be a powerful tool to facilitate the work ahead.

Key Workgroup Recommendations

Full recommendations are available in the NICE Team ILS Merger Report on the [NICE Project website](#).

ILS Vendor Selection Workgroup recommends a new shared instance of Sierra from Innovative/Clarivate and that the consortium conduct an ILS exploration in three to five years.

Delivery Targeted Workgroup recommends each system maintain its separate delivery vendors and utilize the current statewide delivery vendor to continue delivery between the two systems. Systems and libraries should assume and prepare for an increase of 15-20% in materials being lent and borrowed and thus moved through delivery.

Funding Formula Targeted Workgroup recommends a funding approach that applies a percentage of the total shared cost based on the previous three-year average of collection size and circulation, with a per-site base cost of 1% of the total budget.

Collaborative Decision-Making Targeted Workgroup recommends a shared decision-making pathway for the NWLN and WVLS ILS Administration and Support team to make functional decisions, an ILS Advisory Group that will provide expertise and guidance on more complex decisions, and the ILS Consortia for decisions that fundamentally change how patrons access materials or how libraries do business.

Holds Fulfillment Targeted Workgroup recommends that the shared ILS prioritize local holds and allow high-demand collections. Holds will be filled utilizing the priority of local holds for all items not set to high demand.

Records Standards Targeted Workgroup recommends a detailed suite of item and patron record standards for a shared ILS.

Cataloging Targeted Workgroup recommends a set of bibliographic cataloging processes for adding new and editing existing records and that all library staff working with bibliographic records be trained on the recommended cataloging processes. Further, guidelines for member library staff, cataloging staff, and system staff will be developed during implementation.

Timeline

Recommendation report complete	June 2024
Consortia votes	By September 2024
System Board votes	Early Fall 2024
ILS Advisory Group formed for decision-making	Q4 2024 - Q1 2025 (anticipated)
Back-end configuration and implementation	Q2 2025 (anticipated)
Testing, staff training, and go-live for patrons	Q3 - Q4 2025 (anticipated)



NICE Project

Why the NICE Project?

Northern Waters Library Service (NWLS), Wisconsin Valley Library Service (WVLS), and their respective consortia have been engaged in a comprehensive joint project to determine the value and feasibility of merging the two Integrated Library System implementations and respective ILS consortia.

Reasons for pursuing a shared ILS:

- **Potential for improved patron experience.** With a larger collection of materials, patrons across Northern Wisconsin will have expanded access to titles, including more unique titles and potentially shorter wait times for items outside of the local consortium. In particular, an ILS merger would improve the user experience of patrons who live on the border of a system and may find it convenient to have a library card that effortlessly accesses both systems.
- **The dynamic range of system staff makes cooperation advantageous to both.** NWLS and WVLS have already established partnerships and collaboration. An ILS merger would build on this existing strength to meet changing patron expectations with increased demand for a broad range of technology resources and mitigate the reduced capacity of member library staff due to reduced staffing, staff turnover, and increased responsibilities.
- **Rising costs of operation at the consortium and library level.** A shared ILS offers economies of scale and potential increases in ILS administration efficiencies and expertise. As consortium costs for ILS operation are increasing, library funding remains stagnant. These trends make it difficult, if not impossible, to maintain the "status quo" and offer the same level of services.
- **Library systems across Wisconsin, including NWLS and WVLS, are collaborating now more than ever.** NWLS and WVLS have grown and deepened collaborations in significant ways to provide continuing education, inclusive services, a kit partnership, technology platforms, and support, grant collaborations, and ILS-related support to their member libraries. There have been successful ILS mergers in recent years that show the possibilities and state-level support for system collaborations based on the findings of the [Public Library System Redesign](#) process completed in 2019.

Northern Waters Library Service and
Wisconsin Valley Library Service

ILS Merger Report

June 2024



This report was prepared by Melody Clark and Melissa McLimans at WiLS and made possible through LSTA funds received from the Wisconsin Department of Public Instruction.



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Merger At a Glance

Using this report and other information gathered from this process, NWLN (Northern Waters Library Network) and V-Cat consortiums will vote on a shared ILS. A vote by NWLS and WVLS system boards will follow. The NWLS and WVLS boards have final authority over merger decisions and will make the decision after careful consideration of each of their consortium's recommendations.

Identified Key Benefits of an ILS Merger

The following key benefits were identified in the [feasibility study](#) completed in Phase I of the NICE Project through focus groups, a survey, and other research and data and information gathered. They have continued to be seen as key benefits through Phase II of this work. Additionally, these benefits are similar to those identified in other ILS merger projects, both those that resulted in a merger and those that did not.

- **A merged ILS will improve the patron experience.** With a larger collection of materials, patrons across Northern Wisconsin will have expanded access to titles, including more unique titles and potentially shorter wait times for items outside the local consortium. In particular, an ILS merger would improve the user experience of patrons who live on the border of a system and may find it convenient to have a library card that effortlessly accesses both systems. 95% of survey respondents felt a merged ILS would benefit or significantly benefit patron access to a larger collection. Focus groups also identified improved patron experience, including increased access and ease of use, as a key benefit.
- **Merging ILSs would result in increased collaboration, which would allow for timely support and grow connections between library staff across systems.** In a very practical way, a merger would result in increased coverage for ILS administration and the support team for vacations, extended leaves, or if a position becomes vacant. Additionally, an ILS merger offers the opportunity for system staff to gain expertise in targeted areas rather than duplication of broad services. Member libraries and system staff also saw the merger of the ILS as a gateway to other collaboration, learning, and connection-making.
- **ILS costs for each system and its members are becoming increasingly unsustainable. Sharing the cost of an ILS is one way to increase sustainability.** V-Cat ILS costs increased 40.8% from 2016 to 2023, and the V-Cat Total Consortium Budget increased 23% from 2016 to 2023. NWLN ILS costs increased 29.5% from 2016 to 2023, and the NWLN Total Consortium Budget increased 35% from 2016 to 2023. This, coupled with the fact that member library budgets are stagnant or shrinking, makes it impossible to balance and provide the same level of system services. A review of vendor quotes found that NWLN and V-Cat would see cost savings for any vendor for the first few years, and other cost savings may be possible over time.

An ILS merger would benefit both systems in key ways: cost savings, increased sustainability, improved patron experiences, stronger collaborations, and access to ILS experts.

Why Merge Now?

- LSTA funding currently subsidizes merger exploration costs. Further, LSTA funds will likely help subsidize a significant portion of implementation costs. Obviously, if the systems do not merge their ILSs, they will not be eligible for these funds.
- These funds are tied to a firm LSTA timeline. The financial support will come in the form of potentially two grants: a \$75,000 grant from July 2024 to June 2025 and a \$75,000 grant from July 2025 to June 2026. This second grant is estimated and not guaranteed.
- Based on existing deadlines and the potential for significant savings, NWLN will need to decide on either an individual or joint ILS contract by September 2024. If the systems do not vote to merge their ILSs by that point, NWLN will sign a stand-alone vendor contract, putting them in another contract cycle.

Other Considerations

- As voting deadlines approach, there has been an understandable sense that the process is going too fast and that not all the information has been gathered to make an informed decision. However, ILS staff at the system, library directors, and staff who have made up the NICE Team and workgroups have been working on Project NICE since the Summer of 2022. Many hours have been dedicated to the process, and 37 different system and library staff have been directly involved. Even more have been indirectly involved through surveys, focus groups, and feedback submissions.
- The feasibility study noted that the perceived benefits of an ILS merger outweighed the concerns. However, as the process has moved closer to reality, the concerns have begun to take more weight. The concerns have largely been consistent: worries about staff capacity, both in potentially learning new processes and workload changes due to larger collection-sharing possibilities, holds fulfillment changes, and delivery delays. Some concerns, like data integrity, have emerged.
- If the systems merge, regardless of the ILS selected, staff at the system and member libraries will face functional and organizational changes. Support, empathy, and, of course, training can mitigate the impact of those changes.
- Other systems have merged ILSs, and individual libraries have joined ILSs. It is never a simple process, but in interviews, systems have reported that the anticipated problems, especially regarding holds fulfillment and delivery, did not materialize at the levels expected. They were manageable, and tweaking ILS settings and making on-the-ground changes was found to be the best way to make improvements quickly. As witnessed in other mergers, building in flexibility will be key.
- Workgroup recommendations are just that – recommendations. They were made with the best information available at the time, with the hope of easing an implementation process and answering important questions. However, in practice, they may look different once the ILS is chosen and its parameters are better known. It should also be expected that over time the ways that the consortia work together as they learn each other's practices and preferences will likely mean the application of the workgroup recommendations will evolve over time.

The NICE Project - Key Takeaways

Background

Northern Waters Library Service (NWLS), Wisconsin Valley Library Service (WVLS), and their respective Integrated Library System (ILS) consortia are concurrently considering transitioning to a shared ILS and evaluating existing products to find the most suitable solution at the best price. Northern Waters Library Service's ILS consortium is the Northern Waters Library Network (NWLN) and Wisconsin Valley Library Service's ILS consortium is V-Cat. For purposes of this report, "systems" will be used throughout to refer to NWLS and WVLS.

Because of their mutual ILS explorations, it was a logical point for the systems to engage in a comprehensive joint project to determine the value and feasibility of a merger between the two Integrated Library System implementations and respective ILS consortia. In 2022, funded through state-allocated LSTA funds, the systems hired WILS, an outside consultant, to manage the process, collect and analyze data via surveys and focus groups, and write a final report. At the project's onset, the Northern Wisconsin ILS Consortium Exploration (NICE) Team was formed to provide ideas and input for the process and its outcomes and to act as liaisons to their libraries and within their consortia and systems. This initial project determined that all research and data gathered during this process strongly indicated that an ILS merger was feasible between NWLS and WVLS. The NICE Team at that time recommended that NWLS and WVLS pursue a joint ILS and move towards shared practices and policies.

In 2023, additional LSTA funds were awarded to the systems to pursue a joint ILS, and WILS was again hired to facilitate and manage the process and compile a final report of recommendations. In this second phase of work, seven workgroups made up of subject experts and representatives of the different system libraries and staff were formed to establish recommendations related to key components surrounding a joint ILS.

Overarching Themes

Each workgroup crafted a recommendation, or a set of recommendations, to be presented to the NICE Team and the broader stakeholder community. While each recommendation established targeted or specialized recommendations, some themes emerged across workgroups and within the NICE Team. These themes included:

- **Respecting existing processes at the local level**—In the feasibility phase of work, stakeholders showed a clear preference for a shared platform and collection with a movement towards sharing practices and policies. This preference was also present in many of the workgroup recommendations. Rather than select one system's way of accomplishing its work or developing a new pathway, many workgroups found a consensus around recommendations that, as much as possible, allowed the two systems to maintain existing practices. Once the ILS is shared and the systems work more formally

on the ILS and sharing collections, the practices and policies may, over time, become aligned.

- **Flexibility in recommendations**—The workgroup recommendations should be viewed as flexible. They were written at a certain time with certain information. It may be possible, and even likely, that the recommendations will be modified as the shared ILS is implemented.
- **High level of consensus and willingness to compromise**—Although almost all workgroups required multiple meetings and complex discussions, a consensus was possible. Workgroup members were willing to listen, learn, and consider a variety of perspectives to reach their recommendations. In the event that a consensus, or wide agreement, could not be reached, compromise was possible. Many topics were challenging to work through, in particular, the decisions related to holds, selected ILS and cataloging. Workgroup members were not always in agreement. However, workgroups understood, even when there were very difficult conversations, that compromise was necessary for the process to continue. Workgroup members did not always start and end at a consensus. Sometimes compromise happened on the way to consensus, and at other times, compromise was the solution.
- **Project principles and rubric's role**¹—In the feasibility phase, the NICE Team developed a set of principles or core values to apply to future decisions. The principles were intended to be broad and to act as a check to ensure that any shared decisions conform, as much as reasonably possible, to core values. In this phase of the project, workgroup members used the rubric to assess different approaches. However, the rubric was one tool and not the only way workgroups arrived at their decisions. In practice, the rubric had varying degrees of usefulness for the different workgroups but was always useful in reminding workgroup members of the core project values, which might not always directly align with personal preferences.

Overarching Recommendations For Potential Next Phase

Based on the emerging themes and recognition that due to time and capacity only so many workgroups could be formed, the NICE Team recommends the following overarching recommendations should the consortia agree to move forward to share an ILS and collections. These recommendations are intended to offer guidance through the implementation² and early days of a shared ILS. They are intentionally focused on big-picture concepts that may apply to a variety of scenarios.

Build a Shared Culture

NWLN and V-Cat have many similarities, and the NICE process has been a strong first step in establishing a sense of understanding and shared culture. Building from this, the two consortia should prioritize finding ways to further develop a shared culture.

¹ The Decision-Making Principles can be found in [Appendix A](#).

² See draft timeline for implementation in [Appendix B](#).

The NICE Team recommends that the two consortia develop a mission, vision, and, potentially, value statements for the new shared ILS and partnership. These foundational elements, created as a group, will help guide the work that will happen and the relationships that will form around it. The NWLS and WVLS ILS administration and support staff may also consider developing service standards to communicate clearly with members. This is particularly important at the start of a new project to ensure transparency and build trust.

The NICE Team also recommends that the consortia find ways for library staff to meet regularly to get to know each other, their libraries, and the communities they serve. The NICE Team used the Town Hall model effectively during the exploratory phase, and members appreciated the format used for information sharing. The consortia should also consider more informal ways to build community, possibly through annual in-person meetings or visits between member libraries across systems. This work should be done intentionally, and there must be a shared commitment from system staff and member libraries alike.

Regular Assessment and Adjustments of Recommendations

The workgroup recommendations have each been determined using the best available information. While the NICE Team trusts these recommendations, they also understand that the degree of change necessitates careful and regular assessment and, where necessary, adjustment.

The NICE Team recommends that the workgroup recommendations be assessed at the one-year mark through appropriate data collection methods that may include surveys, focus groups, and an analysis of existing data. This also means that benchmarks of existing data should be collected very early in implementation to understand changes once the ILS is shared. Assessment and adjustment of the recommendations and the overarching function of the shared ILS should happen routinely thereafter. When necessary, adjustments may need to occur before the year mark.

Prioritize Flexibility and Understanding

Over the past two years of NICE teamwork, an overwhelming amount of information has been gathered and shared, and the team has worked hard to ensure that the two systems are as well prepared for change as possible. However, predicting every scenario and anticipating every need is nearly impossible. In some cases, a recommendation, or a piece of it, may be impossible to implement because of software realities. In other cases, a new solution may emerge that better meets members' needs.

The NICE Team strongly recommends that both systems, consortia, and member libraries prioritize flexibility and understanding in the next years, especially in the first year of implementation. Members of the merged ILS will have a shared goal to ensure the best patron and staff experience possible, but this will take time and learning, trial, and possibly error. Focusing on open communication, assuming the best intentions, and embracing the concepts of consensus and sometimes compromise will help sustain the shared ILS and the community around it.

Lean on the Collaborative Decision-Making Recommendation in Implementation

While workgroups' recommendations answered many questions, not all issues could be addressed. Simply stated, neither workgroups nor the NICE Team can predict the future, and many unknowns may impact the use of the recommendations. Inevitably, questions will arise related to catalog records, routing slips, processes, and policies. However, the systems will have a powerful tool at the ready when those questions arise: the recommended decision-making pathway created by the Collaborative Decision-Making Workgroup. The early creation of an ILS Advisory Group will help with these future decisions.

Process Overview

Timeline

February - June 2022	NWLS and WVLS begin to work together to explore the possibility of applying for LSTA money for merger exploration support.
July 2022	LSTA Grant is awarded to the systems to begin merger exploration.
September 2022	WILS hired to facilitate the merger feasibility process and system leadership meets with WILS to begin work.
October 2022	The NICE Team meets for the first time.
November 2022 - March 2023	The NICE Team develops process foundations (communication plan, project principles, and goals) and performs information gathering (historical review, survey of stakeholders, focus groups, and interviews).
April 2023	Data and information presented to the NICE Team for review and analysis.
June 2023	The feasibility report is completed. It shows that a joint ILS is feasible and recommends continuing the NICE project.
July 2023	A second LSTA Grant is awarded to continue the exploration process.
September 2023	Phase II of the NICE Project begins.
September 2023 - May 2024	Seven targeted workgroups met to develop recommendations for a shared ILS.
May 2023	NWLS and WVLS are awarded a non-competitive LSTA grant for ILS implementation, conditional upon an ILS merger.
June 2024	ILS Merger Report, with workgroup recommendations, is completed and shared with stakeholders.
By early September 2024	NWLN and V-Cat review the NICE Team Report and vote on the ILS merger.
September 2024	WVLS and NWLS Trustees review the NICE Team Report and vote on the ILS merger.

Structure and Team Members

For this phase of the project, once again, the Northern Wisconsin ILS Consortium Exploration (NICE) Team was employed to provide ideas and input for the process and its outcomes and to act as liaisons to their libraries and within their consortia and systems. The team was reflective of the two systems and their member libraries.³

Northern Waters Library Service

Susan Heskin, Superior Public Library
Jackee Johnson, NWLS
Molly Lank-Jones, Sherman & Ruth Weiss
Community Library
Sara Klemann, Walter E. Olson Memorial
Library
Gina Rae, NWLS
Teresa Schmidt, Mercer Public Library
Kelly Wiisanen, Superior Public Library

Wisconsin Valley Library Service

Tammie Blomberg, Rib Lake Public Library
Alexander Johnson, Marathon County Public
Library
Laurie Ollhoff, T.B. Scott Free Library
Rachel Metzler, WVLS
Peggy O'Connell, Minocqua Public Library
Katelyn Sabelko, Marathon County Public
Library
Katie Zimmermann, WVLS

In addition, ILS staff at both systems served on the Leadership Team.

Northern Waters Library Service

Jackee Johnson, NWLS
Gina Rae, NWLS

Wisconsin Valley Library Service

Rachel Metzler, WVLS
Katie Zimmermann, WVLS

Between September 2023 and June 2024, the NICE Team and project managers met monthly. Between meetings, team members reviewed documents and any gathered information and data. In this phase, the Leadership Team met regularly and performed necessary research, responded to member library questions and concerns, and helped ensure each workgroup had the information they needed to make their decisions. Throughout this phase of the process, the NICE Team employed targeted workgroups to utilize experts within the systems and member libraries to address specific issues and questions. The NICE Team created seven targeted workgroups, each containing experts on the subject matter from both systems and their member libraries, developed the workgroup charges, and helped populate the groups' membership. Each workgroup reviewed pertinent data and information as well as other workgroup recommendations in order to reach its recommendation. In an upcoming section of this document, each workgroup recommendation, listed in order by workgroup start date, is shared, along with how the workgroup came to its decision.

³ An overview of process roles can be found in [Appendix C](#).

Stakeholder Engagement

At the start of this phase of work, the NICE Team approved an internal and external communication plan.⁴ The NICE Team and project managers used the communication plan to ensure transparent and two-way communication. Workgroup recommendations were shared with the NICE Team for review and acceptance. Once the recommendation was accepted, it was shared with member libraries and system staff via email and the project website. Stakeholders were invited to provide feedback. Additionally, system staff fielded direct emails and calls offering feedback about the process or individual recommendations. The NICE Team hosted two Town Halls explicitly to offer information about the process and to receive feedback and answer questions. Finally, both systems directly asked member library directors for feedback and support for early recommendations using questionnaires, emails, and phone calls. Throughout this phase of work, the NICE project was a topic of discussion at consortium meetings.

As much as possible, the [NICE Project website](#) was used to solicit and answer member library questions. Key updates, documents, and workgroup recommendations were added to the website, and the [FAQs](#) were updated in response to member library questions and when it was clear parts of the process needed clarification. The FAQs offer detailed information about the workgroup recommendations and should be consulted in conjunction with this report.

Dozens of library staff submitted questions, completed questionnaires, and attended town hall meetings. The feedback and questions significantly and meaningfully impacted the process approach and workgroup recommendations. Stakeholders helped guide decisions throughout the NICE team and workgroups' work. For example, enough feedback related to the ILS vendor recommendation was received that the NICE Team reactivated the workgroup, whose members reviewed the new information and altered their recommendation in response.

⁴ The full communication plan can be found in [Appendix D](#).

Workgroups and Recommendations

ILS Vendor Selection Targeted Workgroup

Members

- Angie Bodzislaw, Spooner Memorial Library
- Alexander Johnson, Marathon County Public Library
- Jackee Johnson, NWLS
- Ann Larson, Sherman & Ruth Weiss Community Library
- Maria Pregler, T. B. Scott Free Library
- Katie Zimmermann, WVLS

Charge

The ILS Vendor Selection Targeted Workgroup was charged with selecting an ILS from three options: Sierra from Innovative, Koha supported by Bywater Solutions, and Carl from The Library Corporation. The group was charged with considering costs, functionality, and ease of transition using information gathered from recent processes.

Decision-making process

The workgroup met three times and submitted its initial recommendation, which the NICE Team accepted, in November 2023. During the course of the three meetings, the workgroup, through the early use of the project rubric, quickly narrowed the vendor choices to Sierra from Innovative and Koha, supported by Bywater Solutions. After discussion, the workgroup selected Koha, which was viewed by many workgroup members as being more equitable and sustainable, but the preference, especially for V-Cat workgroup members, was slight. Though most members agreed with the recommendation, there were concerns raised about staff capacity and operational stability related to the change.

After the workgroup's recommendation was shared with the broader stakeholder community, similar concerns related to change and operational stability were shared by other member libraries. The amount of feedback received from feedback forms, during the town hall session, and in direct emails and conversations that noted a desire to stay with Sierra, at least while the two systems implement the bigger change of sharing an ILS, was significant enough the NICE Team determined it was necessary to reactivate the workgroup.

The workgroup met a fourth and final time in May 2024 after reviewing the original workgroup meeting notes, its recommendations, and the compiled feedback, the workgroup issued an amended recommendation, opting for Sierra by Innovative. Of note, the workgroup recommended that both systems migrate to a new instance of Sierra instead of one system merging into another to best embrace the principle of equity and a sense that the systems would be embarking on something new together. The workgroup also recommended that the systems conduct an ILS exploration in three to five years with the system ILS merger complete and fully

operational. The NICE Team reviewed and accepted the amended recommendation in June 2024.

ILS Vendor Selection Workgroup Recommendations

After a thorough review of the feedback received from member libraries, the ILS Vendor Selection Targeted Workgroup recommends Sierra from Innovative/Clarivate. In addition, the workgroup recommends that the consortium conduct an ILS exploration in three to five years.

Decision Highlights

- The workgroup recommends both systems migrate to a new instance of Sierra. This promotes equity and the opportunity to reconfigure ILS options that are suitable for both systems.
- Member libraries recognize that a merger between the two systems will produce change. Moving to a combined Sierra platform, as opposed to switching to Koha, will mitigate some of the change, as member library staff are familiar with Sierra.
- There is a potential for lower costs with a new shared Sierra compared to the two consortia's current Sierra costs.

Delivery Targeted Workgroup

Members

- Sherry Anderson, NWLS System Director
- Jackee Johnson, NWLS ILS Administrator
- Jamie Matczak, WVLS Courier Contact
- Sarah May, NWLS Resource Sharing Coordinator
- Rachel Metzler, WVLS ILL Coordinator
- Marla Sepnafski, WVLS System Director
- Katie Zimmermann, WVLS ILS Administrator

Charge

The Delivery Targeted Workgroup was charged with determining the structure of delivery for a shared ILS platform and collections, including vendor expectations, sorting methods, and any necessary route / stop changes or additions.

Decision-making process

The workgroup met twice, and the NICE Team accepted their recommendation in January 2024. In the first meeting, the workgroup members shared current practices within each system, identified potential delivery processes related to a shared ILS, and requested further information related to high holds, space in delivery trucks, and WISCAT data⁵ to better understand the impacts of a shared ILS on delivery functions. In the second meeting, the group reviewed the data and determined its recommendation, with all group members in agreement.

A key aspect of this recommendation is that systems and libraries should assume and prepare for an increase of 15-20% in materials being lent and borrowed and thus moved through delivery. The workgroup arrived at this by consulting data from other ILS mergers in Wisconsin. Those involved with the ILS mergers reported a range of increases in cross-borrowing of 13-20%. When the SHARE Consortium brought Lakeshore, Kenosha County, and Arrowhead library systems together, each saw about a 13.1% increase. The best estimation of the Monarch Library system's increase with the change from a two-county Eastern Shores consortium to the four-county Monarch consortium was about a 20% increase.

This was the first workgroup to establish a recommendation that largely kept in place existing system processes and practices. It was also the first workgroup to ask another (Holds Fulfillment) workgroup to consider a recommendation, showing how the different recommendations are interconnected.

⁵ Additional information on WISCAT and ILL data can be found in [Appendix E](#).

Delivery Workgroup Recommendations

- Each system maintains its separate delivery vendors and utilizes the current statewide delivery vendor (currently outsourced to Waltco) to continue delivery between the two systems.
- WVLS member libraries will have two bins/bags, one for WVLS and one for NWLS. NWLS libraries will maintain their current process but could add a bag for WVLS libraries if the sorting becomes too cumbersome at the system level.
- Systems and libraries should assume and prepare for an increase of 15-20% in materials being lent and borrowed and thus moved through delivery.
- Systems and libraries should plan for an increase of approximately 15-20% in the time needed for pull lists and sorting materials in transit. Libraries should anticipate an increase in the processing of materials, both lent and received.
- The systems should work with Waltco to prepare for an increase in volume. Waltco has indicated they can handle roughly triple the current amount.
- The NICE Holds Fulfillment Workgroup considers ILS settings, including priority on local holds and fulfilling holds within each system before filling holds across systems to reduce the number of items in transit and transit times.

Funding Formula Targeted Workgroup

Members

- Sherry Anderson, NWLS
- Amber Brill, Greenwood Area Library
- Leah Giordano, Marathon County Public Library
- Sue Heskin, Superior Public Library
- Jackee Johnson, NWLS
- Sara Klemann, Walter E. Olson Memorial Library (Eagle River)
- Virginia Roberts, Rhinelander District Library
- Cherie Sanderson, Boulder Junction Public Library
- Marla Sepnafski, WVLS
- Katie Zimmermann, WVLS

Charge

The Funding Formula Targeted Workgroup was charged with determining the funding formula for a shared ILS and how costs will be distributed among members for the shared ILS and related products and services.

Decision-making process

The workgroup met three times, and their recommendation was submitted and accepted by the NICE Team at the March 2024 meeting. This workgroup had a complex charge, which took additional effort to accomplish. In the first two meetings, there was robust discussion around both funding models and the overall budget. The workgroup considered several scenarios, including models that matched current practices in both systems. The initial budget shared with the workgroup contained all costs related to the ILS, including staffing related to ILS administration and support, additional cataloging support, E-Commerce Service(s), travel and training, supplies, and reserves/capital contributions. This budget approach made it challenging to apply any shared funding scenario that was equitable for most or all member libraries.

After the second meeting, members asked that the system staff members meet to consider different approaches to help the workgroup reach a consensus. NWLS and WVLS system directors and key ILS staff met twice, including once with project managers, in order to refine the funding scenarios and the budget. The system staff developed a simplified budget that focused on shared ILS costs that cannot be invoiced separately or easily split. It would be to this budget that the funding formula would be applied. The shared budget⁶ was simplified to ILS software, the discovery layer, notices delivery service(s), cataloging utility, record clean-up, the cover image service, and enriched content service (Novelist).

With the modified budget in place, system staff worked through several funding scenarios, landing on two preferred scenarios. For the workgroup's final meeting, the workgroup reviewed the budget and applied the Decision-Making Principles and Rubric to reach a decision. Of note,

⁶ Draft Budget can be found in [Appendix F](#).

this workgroup found a consensus around a recommendation that focused only on expenses that would immediately be shared and kept in place existing individual system practices for other expenses. It also employed a novel approach of using system experts to rethink approaches for consideration.

Funding Formula Workgroup Recommendations

The Funding Formula Targeted Workgroup recommends that only shared ILS items that cannot be invoiced separately or easily split be included in the recommended shared funding formula. Once the division of shared costs is determined, each consortium will combine the divided shared costs with the costs of the ILS that are not shared (e.g., staff salary and benefits, E-commerce service(s), supplies, etc.) and apply its individual formulas to determine each member library's total costs.

The workgroup further recommends a funding approach that applies a percentage of the total shared cost based on the previous three-year average of collection size and circulation, with a per-site base cost of 1% of the total budget.

Decision Highlights

- The application of a unified base fee for shared cost ensures a shared sense of buy-in and ownership of the ILS. This funding approach allows every library to have an equitable investment or financial commitment.
- Applying only shared ILS items to the funding formula is intended to simplify the budget and allow each system to maintain the local practices that its libraries are familiar with.
- This approach acknowledges that certain data points (circulation and collection size) may change from year to year in an effort to build agility and sustainability.
- Though this approach emphasizes equity and is relatively simple, it will need clear explanations to ensure that all stakeholders understand how and why it is applied.

Collaborative Decision-Making Targeted Workgroup

Members

- Sarah Adams, Vaughn Public Library
- Tammie Blomberg, Rib Lake Public Library
- Leah Giordano, Marathon County Public Library
- Sue Heskin, Superior Public Library
- Jackee Johnson, NWLS
- Cherie Sanderson, Boulder Junction Public Library
- Janay Ziebell, Neillsville Public Library
- Katie Zimmermann, WVLS

Charge

The Collaborative Decision-Making Targeted Workgroup was charged with determining a structure for collaborative decision-making for a joint ILS and resource sharing as the systems work towards the potential of shared practices and policies.

Decision-making process

The workgroup met twice, and their recommendation was submitted and accepted by the NICE Team in February 2024. The workgroup began its work by clarifying that its recommendation would apply only to decisions related to the shared ILS and that all other decisions would follow existing system processes. There are many unknowns about how a shared ILS will operate because many questions will simply need to be made during implementation as more information related to the ILS functions and process and procedure alignment will be known. The collaborative decision-making recommendation will offer the systems a pathway for making these types of decisions. An example of a shared decision related to the ILS would be necessary global settings in the joint ILS.

While the group examined existing decision-making processes in both systems, members quickly moved to develop a framework for decision-making that considered efficiency, inclusion, and impact rather than voting mechanisms. By the end of the first meeting, this framework was generally agreed upon, and in the second meeting, the group applied the principles and came to a consensus recommendation.

Again, this workgroup decided upon a recommendation that limited its scope to shared decisions and honored existing consortia voting practices.

Collaborative Decision-Making Workgroup Recommendations

The Collaborative Decision-Making Targeted Workgroup recommends the following shared decision-making structure, intended to streamline decision-making, couple efficiency with collaboration, and empower libraries to weigh in on decisions that impact their libraries and patrons:

ILS Experts at the Systems, comprised of ILS administrators and coordinators at each system, will make daily, functional decisions to ensure smooth ILS operations for both consortia. When faced with a complex decision, this group will refer it to the ILS Advisory Group.

ILS Advisory Group is activated when the ILS experts need feedback or determine that broader expertise and representation are necessary for decision-making. The group is expected to liaise with consortia members, soliciting feedback when needed and sharing information. This group will either make decisions to be implemented by the ILS Experts or, when a decision could fundamentally change how patrons access materials or libraries do business, will refer the decision to the ILS consortia at each system for a vote.

ILS Consortia will use each ILS consortium's established procedures to vote on decisions that fundamentally change how patrons access materials or libraries do business. If both consortia arrive at the same decision, it will be implemented by the ILS Experts at the systems. Should the consortia not reach a consensus, the issue will be referred back to the ILS Experts for further work.

After discussions and individually utilizing the decision-making matrix, the workgroup reached a unanimous decision on this recommendation.

Decision Highlights

- The workgroup recommends that the ILS Advisory Group be made up of one representative from each Resource Library, three from small to medium libraries in each system, and two system staff members, one from each system, for a total of ten members. The group will have geographic representation and be flexible to accommodate member capacity.
- Membership of the ILS Advisory Group should be defined and not ad hoc, but experts should be brought in as needed to facilitate decision-making. Appointments to the ILS Advisory Group should follow existing system processes.
- This decision-making structure applies to decisions that must be made across both consortia for the ILS to function. Each consortium will use its existing decision-making processes for issues that are not required to be standardized.

Holds Fulfillment Targeted Workgroup

Members

- Tammie Blomberg, Rib Lake Public Library
- Olivia Carlson, Marathon County Public Library
- Kyle Hawley, Superior Public Library
- Sue Heskin, Superior Public Library
- Jackee Johnson, NWLS
- Sara Klemann, Walter E. Olson Memorial Library
- Ann Larson, Sherman & Ruth Weiss Community Library
- Peggy O'Connell, Minocqua Public Library
- Laurie Ollhoff, T.B. Scott Free Library
- Teresa Schmidt, Mercer Public Library
- Kathryn Sullivan, Marathon County Public Library
- Katie Zimmermann, WVLS

Charge

The Holds Fulfillment Targeted Workgroup was charged with determining high-level holds functionality in a merged ILS to promote hold queue efficiency.

Decision-making process

The workgroup met three times. Its recommendations were submitted to and accepted by the NICE Team in May 2024. The first meeting focused on situating the Holds Workgroup within the context of other workgroups, as several workgroups' recommendations had implications for and even requests from other groups. In particular, the Delivery Workgroup asked the Holds Fulfillment Workgroup to consider ILS settings, including priority on local holds and fulfilling holds within each system before filling holds across systems to reduce the number of items in transit and transit times. The group also reviewed existing processes in each system, some of which were considerably different. The group made efforts in the next two meetings to reach a consensus, and for many aspects of the recommendations, they were able to do so. However, the topic of high-demand collections was a challenge because the systems employ, currently, very different approaches. In WVLS, libraries may choose to have a high-demand collection, which allows the library to keep high demand titles in the library for local patron browsing. This practice does not exist in NWLS. It is, however, very important for some WVLS libraries to maintain, at least until data indicates patrons value a different approach more.

The workgroup developed recommendations that allow for the different preferences related to high-demand collections and hold fulfillment through a set of procedures any library that would like a high-demand collection must follow. This solution was viewed as a compromise and an important way to indicate that although agreement may not be reached on all aspects of a shared ILS, the greater good of a shared ILS should be prioritized.

Holds Fulfillment Workgroup Recommendations

The Holds Fulfillment Targeted Workgroup recommends that the shared ILS employ priority on local holds* and that high-demand collections** be allowed. Holds will be filled utilizing priority of local holds for all items not set to high demand. Priority of local holds is when local holds of the owning library and its branches are filled first. High-demand collections allow select new materials to return to the shelf at the owning library if there are no local holds for patrons of the owning library and its branches. This recommendation allows libraries to use priority on local holds (current NWLN process) and also allows members to have high-demand collections (current WVLS process).

Once items are released from high demand, holds will be filled based on priority of local holds and the paging priority lists established by each system. When needed, one temporary item record will be added to the bib to allow all to place holds. Guidelines for high-demand collections will need to be determined early in the implementation phase. Library directors will be surveyed by system ILS staff to better understand the top priorities, such as filling holds lists quickly or having browsable collections. This information will be used to determine necessary ILS settings and high-demand collection needs for each library.

The workgroup further recommends that the ILS be set up so that an item is paged for within each consortium, according to their paging priorities, and then paged at the other consortium's libraries. Printed transit slips will indicate the library system along with library information so libraries and delivery sorters can easily know where to send materials.

In addition, the group recommends the NICE Cataloging Workgroup review and advise on the process for adding one temporary item record to a bib when a first high-demand collection item is added to allow for the placement of holds.

Definitions

* Priority of local holds is when local holds are filled first. A local hold is one for which the pickup location is one of the owning library's locations or branch locations.

** High-demand collections are collections of new popular materials. While in the high-demand collection, the titles will fulfill the holds of that library's patrons only. Once those holds have been fulfilled, the item will go on the shelf at the owning location. Any patron may visit the owning library to check out high-demand materials that are available on the shelf. Once the item is removed from the high-demand collection, it can fill holds from other libraries.

The workgroup recommends that high-demand collections:

- Include select new materials only
- Have materials included for a limited time

Decision Highlights

It is important to note that this workgroup worked diligently to reach a satisfactory compromise around this set of recommendations. The two systems currently employ significantly different approaches. This recommendation was crafted in the spirit of compromise and an understanding that processes, especially related to high-demand collections, are not static and will likely need to be revisited. Therefore, the workgroup recommends the following follow-ups:

- An evaluation of how holds are working one year after the merger begins and allow adjustments to be made during implementation as needed. The evaluation process should include:
 - A temperature check at six months. A town hall-style meeting is recommended to gather information from the membership.
 - Pre-merger data collection for benchmarking at the one-year evaluation.
 - The consideration of conducting a patron satisfaction survey as part of the data collection process.
 - Monitoring the pattern of borrowing, especially related to high-demand collections, and utilizing the collaborative decision-making workgroup's recommendation to make changes within the ILS as needed to ensure stability and equity.

Records Standards Targeted Workgroup

Members

- Angie Bodzislaw, Spooner Memorial Library
- Teresa Hall, Loyal Public Library
- Kyle Hawley, Superior Public Library
- Jackee Johnson, NWLS
- Chris Luebbe, Marathon County Public Library
- Jacquie Pooler, Evelyn Goldberg Briggs Memorial Library (Iron River)
- Maria Pregler, T. B. Scott Free Library
- Virginia Roberts, Rhinelander District Library
- Cherie Sanderson, Boulder Junction Public Library
- Teresa Schmidt, Mercer Public Library
- Cindy Wendt, Minocqua Public Library
- Katie Zimmermann, WVLS

Charge

The workgroup was charged with determining standards for patron and item records in a shared ILS.

Decision-making Process

The Records Standards Targeted Workgroup met twice. Its recommendations were submitted to and approved by the NICE Team in May 2024. In preparation for the first meeting, the workgroup was provided with an in-depth comparison of both patron and item fields for each system. A full list of all fields from both systems was also provided for reference. Working from this comparison, the workgroup found that there was a good deal of consistency between the systems, though some fields were used differently. The group identified fields that should remain, may need to be updated, and could be discontinued. In a second meeting, the workgroup confirmed their standards using the project rubric. The recommendation reached a consensus.

Records Standards Workgroup Recommendations

The following information shall be required for **Patron Records** in a shared ILS as it is a current requirement for NWLN or V-Cat patron registration forms or for reporting or maintenance purposes:

- | | |
|--|--|
| • Address | • Email Address |
| • Barcode | • Expiration Date |
| • Birth Year (optional but desired) | • ID Verified |
| • Birthdate | • Internet Access (broken down by adult, juvenile, and filtered, unfiltered, or no internet) |
| • County (optional but desired) | • Municipality (township, village, city, etc.) |
| • Date and Initials of Staff that created the record | |

- Name (Last name, First Name, Middle suffix)
- Parent/Guardian/Responsible Party
- Patron Home or Preferred Library
- Patron wants to receive additional library communications (beyond circulation notices)
- Phone Number(s)
- Preferred form of contact (Notice preference for circulation notices including text message)
- Secondary or Preferred Names (Will need procedures)
- Special Services Indicators (mail-a-book, no OverDrive access)
- Type of patron record (Adult, Juvenile, Institution, School/Teacher, Temp, ILL, etc.)

It is recommended that some of the items listed above could be combined into single fields. For example, Type of Patron Record, and Special Services could be combined into a field similar to the current Patron Type field to be used for authentication, loan rules, and reporting. There may also be value in keeping some fields separate, like Birth Year and County, for statistical purposes. The process outlined in the Collaborative Decision-Making Workgroup's recommendation should be used to determine these future decisions.

It is also recommended that the following fields be maintained and migrated to a new ILS for historical and reporting purposes:

- Patron notes, messages, and manual patron blocks
- WVLS Horizon registration date
- WVLS patron alias (If needed in a new ILS)
- System-generated fields (fines, circ activity, number of checkouts, last updated date, etc.)

The workgroup understands the new consortium's goal of one account per patron. With that target in mind, the workgroup recommends that patrons with accounts in both library systems be flagged with a message to notify library staff of the duplication so they may offer the patron the choice of home library. Once the patron's choice is confirmed, the accounts will be merged.

The following fields shall be available for **Item Records** in a shared ILS:

- Audience (adult/juvenile/young adult)
- Barcode
- Call number
- Fiction/Nonfiction
- General type of material (book, audiobook, etc.)
- Owning Library
- Price
- Purchase Source
- Specific type of material (hardcover book, Large print book, audiobook on CD, audiobook on MP3, etc.)
- Status
- Suppression options
- Volume information

It is recommended that some of the items listed above could be combined into single fields. For example, Specific type of material and Genre could be combined into a field similar to the current Item Type field to be used for loan rules and reporting. There may also be value in keeping some fields separate, or more broad, like type of material, for statistical purposes. The process outlined in the Collaborative Decision-Making Workgroup's recommendation should be used to determine these future decisions.

In addition, it is recommended that the following fields be maintained and migrated to a new ILS for historical and reporting purposes:

- Item notes and messages
- WVLS Horizon created date
- System-generated fields (total checkouts, due dates, last check-in, check-in location, etc.)

Cataloging Targeted Workgroup

Members

- Jenny Jochimsen, Abbotsford Public Library
- Jackee Johnson, NWLS
- Chris Luebke Marathon County Public Library
- Rachel Metzler, WVLS
- Emily Mueller, Frances L Simek Memorial Library (Medford)
- Mary O'Shaughnessy, Superior Public Library
- Jacquie Pooler, Evelyn Goldberg Briggs Memorial Library (Iron River)
- Gina Rae, NWLS
- Kelly Wiisanen, Superior Public Library
- Katie Zimmermann, WVLS

Charge

The Cataloging Targeted Workgroup was charged with determining what constitutes a completed record in a shared ILS with the goal of enhancing the patron experience while considering future processes.

Decision-making Process

The workgroup met once in May 2024 and the NICE Team reviewed and accepted its recommendation in June 2024. In advance of the workgroup meeting, system staff provided members with a consideration document with an overview of current bibliographic cataloging processes and proposals for shared bibliographic cataloging practices for a joint ILS as well as a comparison review of bibliographic records added in the previous year⁷. The workgroup reached a consensus for the recommendation, but there was some question about when decisions related to cataloging should or could be made – now or during implementation. The fact is that cataloging standards (and capacities) differ between the systems, and it will likely take some time, data collection, and learning to get the right set of standards. The recommendation is written to acknowledge this.

Cataloging Workgroup Recommendations

The Cataloging Targeted Workgroup is recommending the following bibliographic cataloging processes.

When adding bibliographic records into the system, library staff will:

- First, search the local database with at least two searches (for example, ISBN and title) for each item to determine if there is a MARC record that matches the item.

⁷ For bibliographic and other key data comparisons, see [Appendix G](#).

- Second, search the remote database for each item using a standard number (ISBN or UPC) to determine if there is a MARC record that matches the item and complies with the standards to be determined by NWLS and WVLS system staff.
 - Library staff may add additional information to the record before it is marked by NWLS staff, WVLS staff, NWLN Centralized Catalogers as reviewed.
- Request a record by entering information into a Cataloging Request spreadsheet* if a matching record meeting the standards is not found in the remote database.
 - A bibliographic record is created overnight by an automated process. The automated process will send an email to the library staff that requested the record with a message that the record is ready for an item to be added.
 - Optional practice: Library staff requesting a pre-publication record on the Cataloging Request sheet, may attach an item record with an on order status. The number of months a title can be added before its anticipated publication date will need to be determined.
 - NWLS and WVLS staff will update the bibliographic records that are automatically generated to full records.
- When using the acquisitions module, a brief bibliographic record is added with an order record.

Editing of bibliographic records

- NWLN Centralized Catalogers and NWLS staff will review, edit, and verify every bibliographic record with an NWLN library item attached.
- WVLS staff will run reports and spot checks to review Bibliographic records with only V-Cat library items attached.
- Once a record is marked as reviewed, library staff may notify NWLS/WVLS staff of errors or duplicate records for correction.
- NWLS/WVLS staff, WVLS cataloging partners, or NWLS Centralized Catalogers will correct errors as needed.

In addition, the workgroup recommends:

- All library staff working with bibliographic records be trained on the recommended cataloging processes.
- Guidelines for member library staff, cataloging staff, and system staff be developed during implementation.
- Cataloging standards be developed using the pathway outlined in the Collaborative Decision-making Recommendation during the first year of the new ILS.

*The cataloging request sheet is a process currently used by NWLN that allows member library staff to request creation of bibliographic records. A sample of the spreadsheet is available [here](#). This would replace the current V-Cat MARC Alert process.

Appendices

Appendix A: Decision-Making Principles

The NICE Team created the following set of principles or core values to apply to future ILS decisions. The principles are intended to be broad and to act as a check to ensure that any shared decisions conform, as much as reasonably possible, to core values. These core values reflect what the NICE project team heard from stakeholders throughout the initial stage of work.

When assessing either shared governance, policies, or funding formulas, the following should be considered:

- Does the policy/practice/formula **center on the needs of library patrons?**
- Does the policy/practice/formula **encourage sharing** amongst members (either ideas or materials)?
- Is the policy/practice/formula **equitable**?
- Does policy/practice/formula **offer simplicity**?
- Does the policy/practice/formula **support sustainability**?
- Does policy/practice/formula **maintain or improve existing relationships** between and among ILS consortium members?

Communication and Decision-Making Process

Throughout the 2023-2024 NICE Team cycle, recommendations from the NICE Team will be shared throughout the process utilizing the [communication plan](#) and requesting feedback with a deadline by which to respond. Participants are encouraged to communicate feedback to any NICE Leadership Team member and by using the [questions form](#) on [nicelibraries.org](https://www.nicelibraries.org). If a recommendation needs to be revisited, the NICE Team may ask the Targeted Workgroup to meet again to address any expressed concerns.

Final approval of recommendations on Joint ILS Merger:

1. NWLN - Special meeting of NWLN will need to be called in June.
2. Special meeting for the NWLS Board of Trustees will need to be called in June.
3. V-Cat Council meeting to share and discuss the recommendation (meets in June, September and November. Special meetings can be called with advance notice if needed.)
4. V-Cat Council meeting to vote on the recommendation (meets the Thursday of June and September. Special meetings can be called with advance notice if needed.)
5. WVLS Board of Directors meeting to approve the recommendation (Meets in May, August, and September. Special meetings can be called with advance notice if needed.)

Decision-Making Rubric

Principle	Strong - 5	Adequate - 3	Weak -1
Centers the needs of patrons	Clearly, and with real-world examples, this decision improves the patron experience, especially through increased access to library resources and decreased barriers to use.	This decision may or may not improve the patron experience, but it will not decrease it either; there is no harm, but not necessarily a clear improvement.	The patron is not centered in this decision; this decision may diminish the patron experience. It may decrease access to library resources and increase barriers.
Encourages Sharing	Clearly, and with real-world examples, this decision will increase either the sharing of ideas or collections, benefitting patrons member libraries, and system staff. This decision encourages stakeholder participation.	This decision may or may not increase the sharing of ideas or collections, but it will not decrease either; there is no harm, but not necessarily a clear improvement.	Sharing is not encouraged by this decision. Barriers to sharing may be created by this decision.
Equitable	Clearly, and with real-world examples, this decision is equitable/improves equity for stakeholders. It is fair to systems, member libraries, and library patrons alike.	This decision may or may not improve equity, though it will not decrease it or result in unfairness to stakeholders.	This decision is demonstrably unfair or uneven for some stakeholders. It will result in a loss of equity.
Offers simplicity in selection	People will easily understand the reasons for this decision and how it will be applied.	The decision is complicated or complex, but most people will understand the why and how of the decision.	The decision is very complicated, making it difficult or impossible for people to understand the why and how of it. It may result in confusion or a lack of transparency.
Supports sustainability	The decision itself is sustainable and will strengthen the sustainability of the collaborative work and member libraries. This may mean that the decision will be long-lasting and meaningful, or it may improve member library sustainability.	The decision may be quickly outdated (note: this is not necessarily a negative, it may be a necessity), or it will have little impact on the sustainability of either the collaborative efforts or individual stakeholders.	The decision is likely to be quickly outdated (note: this is not necessarily a negative, it may be a necessity) and may result in instability or harm the sustainability of either the collaborative efforts or individual stakeholders.
Maintain or improve relationships	Clearly, and with real-world examples, this decision will improve existing relationships.	This decision will maintain existing relationships.	This decision has the potential to harm or damage existing relationships.

Appendix B: Draft Implementation Timeline

The following timeline is tentative based on limited available information at the time of this report. When an agreement with an ILS vendor is reached, the timeline will become more precise.

Q4 2024- Q1 2025	ILS Advisory Group formed for decision-making and database clean-up commences
Q2 2025	Back-end configuration and implementation begins
Q3 2025	Testing and staff training occurs
Q4 2025	Go-live for staff and patrons

Appendix C: NICE Project Roles 23-24

NICE Team:

- Review of project timeline and make suggestions for adjustments
- Review and update as necessary the process communication plan
- Help develop and scope, and potentially, serve on targeted workgroups
- Review findings and recommendations from the targeted workgroups,
- Develop, with systems leads and consultants, a final suite of recommendations to the WVLS V-Cat Consortium, NWLN, and WVLS and NWLS Boards
- Attend monthly meetings and do any pre-meeting homework to make sure meetings are efficient and effective
- Respond to emails and requests for feedback/input in a timely fashion
- Be open, honest, and transparent.
- Encourage stakeholders to communicate feedback by using the [questions form](https://www.nicelibraries.org) on [nicelibraries.org](https://www.nicelibraries.org).

System Leads:

- Develop a communication plan and calendar for each system to ensure open and regular communication with stakeholders.
- Develop a timeline and decision points that must be addressed, information gathering needed, as well as decision points that ideally should be decided in this period
- Review existing documentation, including past efforts of respective systems, to merge ILS' for possible policies and standards
- Communicate with ILS and other product vendor(s) to gather information about product functionality and cost
- With assistance from consultant(s), develop a suite of choices for workgroups to consider
- Provide a suite of final recommendations to the WVLS and NWLS system boards
- Act as liaisons and communication points (between the team and other stakeholders and between WILS and the team)
- Record meetings
- Attend monthly meetings and do any pre-meeting homework to make sure meetings are efficient and effective
- Respond to emails and requests for feedback/input in a timely fashion
- Be open, honest, and transparent, and maintain collaborative relationships
- Encourage stakeholders to communicate feedback by using the [questions form](https://www.nicelibraries.org) on [nicelibraries.org](https://www.nicelibraries.org).

WILS:

- Project facilitation and providing structure and support
- Process and decision-making documentation for the NICE team and its stakeholders
- Attend NICE team meetings, help draft agendas with System Leads, take minutes, and provide appropriate information for the NICE team to make informed decisions.

- Attend and facilitate targeted workgroup meetings, help draft agendas with NICE Team and System Leads, and take minutes
- Draft a final report
- Respond to emails and requests for feedback/input in a timely fashion
- Be open, honest, and transparent

Targeted Workgroups

- Review findings and options presented by NWLS and WVLS staff, and provide feedback on a defined aspect of a shared ILS
- May provide recommendations to the NICE Team or to staff from WVLS and NWLS related to specific aspects of a shared ILS

WVLS V-Cat Consortium and NWLN:

- Review the suite of recommendations from the NICE team and provide feedback to NWLS and WVLS staff prior to the final suite of recommendations presentation to WVLS and NWLS boards.

NWLS and WVLS Boards

- Take action on the final suite of recommendations from the NICE Team and NWLS/WVLS staff

Appendix D: NICE Project: Communication Plan

Goal: Open, transparent, clear communication

This process will rely on transparency and will hinge on open, honest and communication. The NICE Team will be responsive to stakeholders and receptive to their input throughout the process.

Email Account

The NICE Team's email account, niceproject@wils.org, will be checked by the process facilitators daily. All communications will be shared with the Team in advance of upcoming meetings.

Team Meetings and Website

A NICE Project website has been established, <https://nicelibraries.org/>. Agendas and minutes will be posted to this site along with communications sent to the Team. Meeting agendas will be sent out a week in advance with any pre-work that needs to be completed before the meetings. Team meetings will take place on the third Tuesday of each month (September 2023 - June 2024) from 9:00 - 11:00 am. Notes will be posted within one week of the meeting.

Team Members

The Team is made up of staff from both systems as well as staff from member libraries, representing both systems and different library sizes. The Team serves important roles, including sharing information and acting as a process liaison.

Communication Materials

Materials created and shared throughout the process will be saved to the [NICE Project website](#). An ongoing FAQ will be established for team members to share with stakeholders throughout the process. The FAQ will provide either answers to questions or an indication of when it might be answered.

Communication Matrix

<i>Tactic</i>	<i>Stakeholder(s)</i>	<i>Timing</i>	<i>Description</i>
Website/blog updates	Member libraries, system staff, and system trustees	Monthly, within a week of preceding team meeting	Short post that will be shared on the project web page that provides highlights of the team's work.
Website FAQ	Member libraries, system staff, and system trustees	As needed, frequent updates anticipated. Standing agenda item at monthly team meeting	The process will create a Frequently Asked Questions section on the project website to share answers or indicate when questions might be answered in future phases of work.
Weekly, system-wide email updates	Member libraries, system staff, and system trustees	Monthly; in system's weekly email update/newsletter that follows the most recent meeting	Short article that provides highlights of the team's work and calls for participation.
Updates at System Board Meetings - standing agenda item	System trustees	Monthly	Brief updates, provided by a team member from system staff or the system director as bullet points.
Updates at Directors Meeting for each System - standing agenda item	Member libraries	Monthly	Brief updates, provided by a team member from system staff or the system director as bullet points.
Updates at/for member library boards as appropriate	Member libraries and trustees	As needed	Brief updates, provided by a team member from system staff, member library or the system director as bullet points.
Press releases / newspaper article content	Community members	As needed	Short article that provides highlights of the team's work.

NICE Team Internal Communication

The bulk of project communication will occur at the monthly meeting. Project managers and Leadership Team members will strive to have any documentation discussed at the meeting available for review a week before the meeting. If this is not possible, the team will be notified.

The NICE Team can use the project email, niceproject@wils.org, to communicate with project managers, team leadership, and each other. This email list includes NICE Team members, Resource Library directors, V-Cat Leadership, NWLN Leadership, the NWLS Director, and the WVLS Director.

If team members are asked questions or have concerns or feedback shared with them from stakeholders, they are encouraged to share that input with the project using the [questions form](#) on nicelibraries.org.

Appendix E: NWLS & WVLS WISCAT Interlibrary Loan Information

Snapshot

The following WISCAT data shows the number of items shared between NWLN and V-Cat libraries in 2021, 2022, and 2023. The numbers show some demand for a shared collection. Additional detail on the data collected, including title information, can be found [here](#) and [here](#).

	2021	2022	2023
NWLN Received from V-Cat	335	324	334

	2021	2022	2023
V-Cat Received from NWLN	482	568	647

It's likely that not all WISCAT requests that could have been fulfilled by either NWLN or V-Cat libraries were actually fulfilled by them. It's possible that many requests were handled by other libraries within the state.

Barriers to Patron Access

However, the number of WISCAT requests and materials shared are not a suitable metric for measuring patron needs. WISCAT has more barriers for patron access than a shared ILS would because WISCAT is a separate discovery platform, not integrated into the standard library catalog. With WISCAT, patrons usually need to seek out library staff to find out if a title might be available. WISCAT ILL is staff intensive, slow, and not provided by all V-Cat libraries. If patrons can access materials in a shared online catalog it would be an improvement.

Potential Benefits

In a shared ILS barriers would be removed for patrons. NWLN and V-Cat patrons would

- gain access to the collections without the barrier of staff intervention for the placement of a WISCAT request
- likely see requests arrive for pick up faster, as many WISCAT requests can go through multiple libraries before being filled or need to come from further away.
- benefit equally from the shared collection, as some member libraries do not currently choose to participate in WISCAT.

Additionally, the time library staff spend on WISCAT requests may be reduced.

Appendix F: DRAFT Budget for NICE Shared Costs

NICE Estimated SHARED 2025 COSTS DRAFT (Based on lowest shared cost estimates gathered)				
NICE Shared costs include the following:		Estimated Implementation Costs	Estimated 2025 Annual Costs	Total Estimated Costs for 2025
ILS Software	Subtotal estimated shared costs for 2025	\$ 158,050.00	\$ 168,435.00	\$ 326,485.00
Discovery Layer				
Notices Delivery Service(s)				
Cataloging Utility				
Record Clean Up/Authority Control				
Cover Image Service				
Enriched Content Service (Novelist)				
Record Extraction				
Contract Staff to assist with implementation				
Marketing				
	Estimated LSTA Grant	\$ (150,000.00)	\$0.00	\$ (150,000.00)
	Total Cost	\$ 8,050.00	\$ 168,435.00	\$ 176,485.00
Each consortium (NWLNL and V-Cat) is responsible for their own costs in these areas:				
ILS Administration and Support				
Additional Cataloging Support				
E-Commerce Service(s)				
Travel and Training / Continuing Education/User Group Memberships				
Supplies/Misc				
Reserves/Capital contributions				

Funding Formula: 1% Base cost per location + % of Circulation and % of Collection

Estimated Shared 2025 Library Costs =

168,435.00

Per site base cost (1% of the total shared cost per site)
\$1,684.35

\$111,167.10

Base cost =

\$57,267.90

Remaining cost =

\$28,633.95 Circ and Collection cost

	Sites	Per Site Base Cost	Circ Average 2021-2023	% of Circ	Circ Cost	Collection Average 2021-2023	% Collection	Coll Cost	Library costs	%
NWLN Member TOTAL:	31	\$52,214.85	677,185	31.32% [1]	\$8,969.19	692,780	38.43% [2]	\$11,004.26	\$72,188.30	42.86%
V-Cat Member TOTAL:	35	\$58,952.25	1,484,713	68.68% [3]	\$19,664.76	1,109,888	61.57% [4]	\$17,629.69	\$96,246.70	57.14%
TOTALS for calculating %:	66	\$111,167.10	2,161,898	100.00%	\$28,633.95	1,802,668	100.00%	\$28,633.95	\$168,435.00	100.00%

Estimated 2025 Implementation Costs =

8,050.00

Per site base cost (1% of the total shared cost per site)
\$80.50

\$5,313.00

Base cost =

\$2,737.00

Remaining cost =

\$1,368.50 Circ and Collection cost

	Sites	Per Site Base Cost	Circ Average 2021-2023	% of Circ	Circ Cost	Collection Average 2021-2023	% Collection	Coll Cost	Library costs	%
NWLN Member TOTAL:	31	\$2,495.50	677,185	31.32% [5]	\$428.66	692,780	38.43% [6]	\$525.93	\$3,450.09	42.86%
V-Cat Member TOTAL:	35	\$2,817.50	1,484,713	68.68% [7]	\$939.84	1,109,888	61.57% [8]	\$842.57	\$4,599.91	57.14%
TOTALS for calculating %:	66	\$5,313.00	2,161,898	100.00%	\$1,368.50	1,802,668	100.00%	\$1,368.50	\$8,050.00	100.00%

Total 2025 NICE Costs =

176,485.00

NWLN Member TOTAL:									\$75,638.39	42.86%
V-Cat Member TOTAL:									\$100,846.61	57.14%
Total 2025 Cost									\$176,485.00	

Appendix G: NWLS & WVLS Key Data Comparisons

Snapshot

	NWLS / Northern Waters Library Network	WVLS / V-Cat Consortium
<i>Number of libraries</i>	30 libraries, 32 locations (including NWLS mail-a-book)	25 member libraries, 35 locations (WVLS is not counted)
<i>Number of counties</i>	8	7
<i>Number of bibliographic records (at end of 2023)</i>	325,971	439,728
<i>Number of registered borrowers (at end of 2023)</i>	55,713	129,685
<i>Service (Extended county) population in 2023</i>	156,640	285,118

Review of Bibliographic Records Added in 2023

NWLN added 12,848 new bibliographic records in 2023.

V-Cat added 25,268 new bibliographic records in 2023.

	NWLN	V-Cat	Matching	Unique to NWLN	Unique to V-Cat	TOTAL Bibs
Bibs with 020la ISBN	11,310	19,105	5,147	6,163	13,958	30,415
Bibs with 024la UPC	2,412	4,304	359	2,053	3,945	6,716

Bibliographic records without an 020 or an 024 were not included in the duplicate records check. Unique records added in each consortium are unique additions in 2023 based on standard numbers. They may not be unique titles as the other consortium may have added a title before January 1 2023, or after December 31, 2023. There is also a possibility that bibliographic records are repeated in both rows above if the records have both a 024la and an 020la

A list of bibliographic records added in one of the two consortia with an 020 or an 024 in 2023 is [available here](#). The titles added in each consortium are unique additions during 2023 based on standard numbers. They may not be unique titles as the other consortium may have added a title before January 1 2023, or after December 31, 2023.

Materials Collection and Borrower Information

	NWLS / Northern Waters Library Network	WVLS / V-Cat Consortium
<i>Total Registered Borrowers in 2023</i>	55,713	129,685
<i>Extended County Population* in 2023</i>	156,640	285,118
Books, Serial Volumes, Audio and Video added in 2023	32,167	61,274
<i>Books, Serial Volumes, Audio and Video added in 2023 per registered borrower</i>	0.6	0.5
<i>Books, Serial Volumes, Audio and Video added in 2023 per Service (Extended county) population</i>	0.2	0.2
Funds spent on Print, Audio-visual and other materials in 2023	\$477,400	\$940,121
<i>Funds spent on Print, Audio-visual and other materials in 2023 per registered borrower</i>	\$8.57	\$7.25
<i>Funds spent on Print, Audio-visual and other materials in 2023 per Service (Extended county) population</i>	\$3.05	\$3.30
Total Physical Items in Collection in 2023	676,282	1,070,897
<i>Total Physical Items in Collection in 2023 per registered borrower</i>	12.1	8.3
<i>Total Physical Items in Collection in 2023 per Service (Extended county) population</i>	4.3	3.8
Physical Materials Circulation in 2023	717,270	1,592,405
<i>Physical Materials Circulation in 2023 per registered borrower</i>	12.9	12.3
<i>Physical Materials Circulation in 2023 per Service (Extended county) population</i>	4.6	5.6

All data gathered from 2023 Public Library Annual Report Preliminary Data available at <https://dpi.wi.gov/libraries/public-libraries/data-reporting/service-data>

Goal #2: Awareness

Increase the visibility and recognition of T.B. Scott Free Library and its offerings to the residents of Merrill and the surrounding community.

Action Step 2.1: Seek out sustainable partnerships and collaboration opportunities with local businesses, the school district, community organizations, and/or other municipal departments.

Measure: One collaboration in each department each program year.

Responsible staff: Head of Adult Services

Current Year: Offering a once a month story time program for the clients of Kindhearted, Opportunity Development Center, and Believe and Achieve. Currently working with the ADRC to develop a soft opening for the local "Memory Café" to be held in fall. 7/10/24 MP

Action Step 2.2: Continue to update the T.B. Scott Free Library website on a regular basis, to include new and upcoming programs and services and remove outdated information in a timely manner.

Measure: Quarterly review and updates of website contents.

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

Current Year: Continually working with Chris Sprague to update current and upcoming program offerings on our website and social media. 7/10/24 MP/AB.

Action Step 2.3: Educate the community regarding library resources to increase traffic to the library in person and online.

Measure: Timely communication to community members and organizations on a monthly basis.

Responsible staff: Library Director

Current Year: Monthly newsletter/letter work in progress. 06/2024 LO.

Action Step 2.4: Create a greater sense of inclusion and sense of community through customer service and promotion.

Measure: Regular contacts, at least twice a year, with local organizations serving members of the community.

Responsible staff: Assistant Director/Head of Youth Services and Library Director

Current Year: Regularly attend Youth Justice Coalition meetings where youth Library program offerings are gathered and promoted throughout the area. 7/10/24 AB.

Action Step 2.5: Develop and maintain a public awareness and promotion plan.

Measure: Creation of marketing and promotion calendar to include regular updates.

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

Current Year: Began a monthly calendar of adult events that is dispersed to the ADRC, the nursing homes/assisted living, and is present on each level and the elevator within the library. 7/10/24 MP. A Summer calendar of events was created to help promote summer library offerings. Will continue to create a calendar of events throughout the year for both youth and teen offerings. 7/10/24 AB.

The Library Board and the Open Meetings Law

14

Wisconsin's open meetings law supports the principle that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business. To this end, all meetings of all state and local government bodies (including library boards) must be held in places reasonably accessible to members of the public and must be open to the public, except as expressly provided by law. Wisconsin's open meetings law provides specific requirements for meeting notice, accessibility of meetings, the conduct of meetings, and legally holding closed sessions. Violations carry significant penalties, so careful adherence to these requirements is essential.

Meeting Notice

Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required. Notice must be provided to the official local newspaper (if you have one) and to any news organization that has requested notice. If your municipality has no official newspaper, notice must be provided to a news organization likely to give notice in the area. The meeting notice must also be posted in at least one public place, and preferably several. Good locations might be the library, the city/village/town hall, and the post office.

The meeting notice must contain the time, date, place, and *all* subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) for a sample board meeting notice and agenda.)

Location and Conduct of Meetings

Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

Some boards list an "other business" item on the meeting agenda to handle unforeseen issues that may arise after the agenda has been prepared. This is not advisable and can lead to open meetings law violations. Emergency items can be added to an amended meeting notice that is posted and provided to the media at least two hours in advance of the meeting; however, it is better to postpone consideration of late-arising issues until the next meeting, if possible.

In This Trustee Essential

- The basics of compliance with Wisconsin's open meetings law
- When and how the board can legally conduct a closed session

Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.

All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

Email, “Walking Quorums” and Other Potential Open Meetings Violations

Email can be a time-saving communication tool and a wonderful convenience. However, the use of email to communicate among members of a library board may raise open meetings law concerns.

Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.

An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law. For more on the requirements of the Wisconsin public records law see [*Trustee Essential #15: The Library Board and the Public Records Law*](#).

Meeting Minutes

Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information). At a minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a

roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Legal Reasons for Conducting a Closed Session

The specific statutory exemptions that may allow for a closed session are in [Wisconsin Statutes Section 19.85](#).

The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes Section 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Section 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:

- Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Consideration of requests for confidential written advice from an ethics board.

A closed session is *not* allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale. Employee compensation discussions may be closed only when they concern a *particular* employee.

A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.

Procedures for Holding a Closed Session

The following steps are **all** required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice **must** indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and **roll call vote** to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes **may possibly** be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.
9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

Avoiding Legal Penalties

Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In

addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Public records / open meetings information from the [Wisconsin Department of Justice](#)
- The [League of Wisconsin Municipalities' Open Meeting Law FAQ](#)
- The League of Wisconsin Municipalities' [Legal Comment on Closed Sessions](#) in *The Municipality*
- Your municipal attorney, your district attorney, or the Wisconsin Attorney General.

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

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 – July 17, 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 the 3rd Thursday of the month.
- Knitting & Crochet Circle on the 3rd Thursday of the month. It has been a huge hit.
- Youth Services summer programming is complete. We blew our past registration numbers out of the water with 527 youngsters enrolled in the summer reading program.
- Adult Services Summer READ Bingo cards for adults are still flying out the door and they have until August 5 to turn them in for the prize drawing.

WVLS

- Nothing to report from Diane Peterson, our WVLS representative.

Friends of the Library

- Nothing to report.

Library Director's Report

- Youth Services Activity Room Update: The project out for bid the week of July 15. It will remain available for bidding for two weeks. At that time, I will contact the Board President and the Buildings and Grounds Committee to review the bid proposals. A recommendation will be made to the Board for approval. The City Personnel & Finance Committee will be informed of the decision.
- The Northern Wisconsin ILS Consortium Exploration (NICE) Team Project is complete. The final report is being presented to all library member boards for discussion and decision. Details can be found at the N.I.C.E. Project website (<https://nicelibraries.org/>)
- Library administration is currently going through the interview process for a Library Assistant I position to replace Kyle Gulke who was promoted to a Library Assistant II position. The transition and start date for this position is set for September 2, 2024.
- 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 by July 31.
- It has been a passion of mine to have an outdoor programming space for the library. Wisconsin Department of Administration recently opened up a grant that I have applied for to perhaps make that dream a reality. We will be informed later this year if we are a recipient. The estimated build cost with furnishings is roughly \$250,000.