



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, AUGUST 21, 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 on July 17, 2024
2. Vouchers for July 2024
3. Unaudited Monthly Revenue & Expense Report for July 2024
4. Monthly Statistical Report for July 2024

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve Endowment Fund Request for Required Elevator Upgrade
2. Action Item: Review and approve Endowment Fund Request for Youth Services Renovation Project - Book Bins
3. Action Item: Review and approve recommendation of Contract Bid for Youth Services Room Addition Project
4. Action Item: Review and approve Memorial Books Policy
5. Action Item: Review and approve School & Teacher Services Policy
6. Discussion Item: Elm Tree Project Update
7. Discussion Item: Northern Wisconsin ILS Consortium Exploration (NICE) System Merger Update
8. Discussion Item: Strategic Plan Goals & Action Steps #3 Review
9. Discussion Item: Wisconsin Trustees Essential #15: Hiring a Library Director

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

Wednesday, September 18, 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, JULY 17, 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: Darcy Dalsky, Chris Grunenwald, Richard Mamer, Ryan Martinovici, Elizabeth McCrank, Barbara Rothlisberg, and Mark Weix, Jr. Excused: Katie Breitenmoser, Michael Geisler. Also present: Laurie Ollhoff, Andrea Bennett, Donna Plautz, Bob Lass, youth observer, and camera operator.
- 2. Correspondence** - No correspondence.
- 3. Public comment** - No public comment.

II. Consent Items

- 1. Minutes of regular meeting of June 19, 2024** - R. Martinovici/M. Weix/C to approve the Minutes of the regular meeting of June 19, 2024. Review and approval was made after the following discussion: B. Rothlisberg noted grammatical and spelling errors to be corrected. A. Huftel noted additional spelling errors. No further discussion.
- 2. Vouchers for June 2024** - E. McCrank/D. Dalsky/C to approve the Vouchers for June 2024. Review and approval was made with no discussion.
- 3. Unaudited Monthly Revenue & Expense Report for June 2024** - D. Dalsky/R. Martinovici/C to approve the Unaudited Monthly Revenue & Expense Report for June 2024. Review and approval was made with no discussion.
- 4. Monthly Statistical Report for June 2024** - E. McCrank/C. Grunenwald/C to approve the Monthly Statistical Report for June 2024. E. McCrank commented on typical Summer decrease in numbers reported. Review and approval was made with no further discussion.

III. Reports/Discussion Items/Action Items

- 1. Action Item: Review and approve Mid-Year Endowment Fund Report** - R. Martinovici/E. McCrank/C to approve the Mid-Year Endowment Fund Report made by R. Mamer, outgoing Board of Trustees member and Financial Secretary. Approved with no further discussion.
- 2. Action Item: Review and approve Memorial Books Policy** - Motion was made by E. McCrank and seconded by R. Martinovici. Discussion followed with specific questions by E. McCrank. E. McCrank withdrew the motion and

made a motion to request the Item, Review and approve Memorial Books Policy, be moved to the August 21, 2024, Board of Trustees meeting. C. Grunenwald seconded the motion. Motion carried.

3. **Action Item: Review and approve of 2025 Library Closure Dates** - E. McCrank/D. Dalsky/C to approve the 2025 Library Closure Dates. No further discussion.
4. **Action Item: Review and approve 2025 Library Budget** - D. Dalsky/R. Martinovici/C to approve the 2025 Library Budget. No further discussion.
5. **Action Item: Northern Wisconsin ILS Consortium Exploration (NICE) System Merger** - E. McCrank/D. Dalsky/C to approve the Northern Wisconsin ILS Consortium Exploration (NICE) System Merger. L. Ollhoff distributed a letter from the Wisconsin Department of Public Instruction in support of the ILS merger. L. Ollhoff explained the merger. E. McCrank inquired about the LSTA acronym referred to in the materials provided by the NICE Team and whether this was a fund. L. Ollhoff explained it is state funds. E. McCrank inquired whether this would affect the endowment fund, which it would not as explained by R. Mamer. L. Ollhoff made a recommendation that the Board vote in favor of the merger. R. Martinovici inquired about the number of libraries involved in the decision and where they stand on the merger. E. McCrank inquired about the ILS currently in place and how the merger will affect it. C. Grunenwald asked about when the cost savings would be realized and also the timeline of the merger implementation. No further discussion.
6. **Discussion Item: Youth Services Renovation Project Update** - L. Ollhoff shared the status of the project. The Request for Proposed Bids has been publicized. The timeline and deadline for submitted proposed bids is roughly two weeks. City Administrator R. Akey, L. Ollhoff, and the Library Board's Buildings and Grounds Committee will meet in early August to review the proposed bids in order to provide a recommendation to the Library Board at the August 21, 2024, Board meeting.
7. **Discussion Item: Elm Tree Project Status Update** - L. Ollhoff provided an update on the elm tree project. It is not complete. Contact with the vendor/woodworker has been difficult. Guidance has been sought by City Attorney Tom Hayden. A letter from the City Attorney's will be sent to the vendor/woodworker requesting that they contact the City immediately to resolve the matter or legal action will be taken. No further discussion.
8. **Discussion Item: Church property** - L. Ollhoff provided an update related to the parking lot and the adjacent church property. The current owner of the church property has not made any effort to contact the library to contract for the repairs and maintenance of the church's portion of the lot. E. McCrank inquired about communications from the property owner to the city and whether the city attorney would pursue any other legal action.

9. Discussion Item: Strategic Plan Goals & Action Steps #2 Review

- Review with no discussion.

10. Discussion Item: Wisconsin Trustees Essential #14: The Library Board and the Open Meetings Law - Review with no discussion.

IV. Library Director's Report L. Ollhoff briefly reviewed the Library Director's Report. L. Ollhoff added details related to the phenomenal Summer READ program at the library. L. Ollhoff thanked our outgoing Financial Secretary Richard Mamer as he retires from the Board and Terri Akey, Youth Services Assistant, as she retires after many years of service to the Library.

V. President's Remarks Vice President A. Huftel, serving as meeting chairperson in the President's absence, stated she was looking forward to M. Geisler's return as meeting chairperson. No other comments.

VI. Date and Time of Next Meeting

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

VII. Adjournment R. Martinovici/C. Crunenwald/C to adjourn the meeting at 4:45 PM.

JULY 2024

Company Being Paid	7/5/24 Packet	7/12/24 Packet	7/19/24 Packet	7/26/24 Packet	JULY 2024 TOTALS
Agra Industries				\$ 250.00	\$ 250.00
Amazon		\$ 1,058.99			\$ 1,058.99
B&T L0280842	\$ 673.63			\$ 274.93	\$ 948.56
B&T L4211082		\$ 23.27	\$ 24.53		\$ 47.80
B&T L5471172	\$ 18.44				\$ 18.44
B&T L5491882			\$ 301.05	\$ 162.49	\$ 463.54
Cengage Learning, Inc.		\$ 55.18	\$ 89.57		\$ 144.75
Center Point Large Print		\$ 46.74			\$ 46.74
Central Carpet & Flooring, Inc.				\$ 30.95	\$ 30.95
Chicago Distribution Center				\$ 92.12	\$ 92.12
Children's Plus, Inc.	\$ 273.72	\$ 1,036.92	\$ 194.09	\$ 452.66	\$ 1,957.39
Cintas	\$ 215.84				\$ 215.84
Complete Control, Inc.			\$ 959.16		\$ 959.16
Dave's County Market				\$ 10.98	\$ 10.98
Demco			\$ 511.60		\$ 511.60
Elan		\$ 569.95			\$ 569.95
Frontier			\$ 106.75		\$ 106.75
Haenco, LLC		\$ 637.78			\$ 637.78
Kieliszewski Construction LLC		\$ 26.16			\$ 26.16
Merrill Ace Hardware	\$ 142.99				\$ 142.99
Merrill Area Chamber of Commerce				\$ 190.00	\$ 190.00
Merrill Water Utility				\$ 119.00	\$ 119.00
Multi Media Channels	\$ 146.00				\$ 146.00
Nienow Electric, Inc.			\$ 563.75		\$ 563.75
Optimal Imaging Supplies LLC	\$ 450.00				\$ 450.00
Plautz, Donna	\$ 49.58				\$ 49.58
Reindl Printing Inc.			\$ 120.00		\$ 120.00
Ronald McDonald House		\$ 100.00			\$ 100.00
T.B. Scott Petty Cash		\$ 8.54			\$ 8.54
T Mobile	\$ 107.00				\$ 107.00
TBS Solar			\$ 655.20		\$ 655.20
Tomahawk Public Library	\$ 42.00				\$ 42.00
Wisconsin Public Service			\$ 3,660.22		\$ 3,660.22
	\$ 2,119.20	\$ 3,563.53	\$ 7,185.92	\$ 1,583.13	\$ 14,451.78

1/06/2024 10:52 AM
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
IF TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		POST DATE		BANK CODE		DESCRIPTION		GROSS		P.O. #		DISCOUNT		G/L ACCOUNT		ACCOUNT NAME		DISTRIBUTION																						
-000268		BAKER & TAYLOR		10280842																																				
I-2038385880		✓	7/05/2024	1	ACCT # 216389	1028084	2 B00000	✓	227.04	1099: N	✓	10	55110-13-10000	Adult Dept Fiction	105.91																									
					DOE: 7/05/2024	DISC: 7/05/2024																																		
					ACCT # 216389	1028084	2 B00000	✓		10	55110-14-10100	Adult Dept Books on CD	25.84																											
					ACCT # 216389	1028084	2 B00000	✓		10	55110-03-10500	Library Supplies	15.29																											
I-2038392680		✓	7/05/2024	1	ACCT # 216389	1028084	2 B00000	✓	446.59	1099: N	✓	10	55110-13-10000	Adult Dept Fiction	377.94																									
					DOE: 7/05/2024	DISC: 7/05/2024																																		
					ACCT # 216389	1028084	2 B00000	✓		10	55110-14-10100	Adult Dept Books on CD	38.48																											
					ACCT # 216389	1028084	2 B00000	✓		10	55110-03-10500	Library Supplies	30.17																											
		VENDOR TOTALS								673.63																														
-000270		BAKER & TAYLOR		15471172																																				
I-2038363670		✓	7/05/2024	1	ACCT # 216389	1547117	2 B00000	✓	18.44	MEM BANS																														
					DOE: 7/05/2024	DISC: 7/05/2024																																		
					ACCT # 216389	1547117	2 B00000	✓		26	55110-03-40500	Memorial Books-Expense	18.44																											
		VENDOR TOTALS								18.44																														
-002180		CHILDREN'S PLUS INC.																																						
I-248418		✓	7/05/2024	1	REF # N/A - 104914	✓	7/05/2024	DISC: 7/05/2024	273.72	239902	1099: N																													
					DOE: 7/05/2024	DISC: 7/05/2024																																		
					REF # N/A - 104914	✓	7/05/2024	DISC: 7/05/2024			10										55110-13-20000	Youth Children's Books	256.14																	
					REF # N/A - 104914	✓	7/05/2024	DISC: 7/05/2024			10										55110-03-10500	Library Supplies	17.58																	
		VENDOR TOTALS								273.72																														
-004375		CINTAS CORPORATION																																						
I-4197350063		✓	7/05/2024	1	PAYER # 18280979	✓	7/05/2024	DISC: 7/05/2024	215.84	1099: N																														
					DOE: 7/05/2024	DISC: 7/05/2024																																		
					PAYER # 18280979	✓	7/05/2024	DISC: 7/05/2024			10	55110-02-23250	Facility Cleaning Service	215.84																										
		VENDOR TOTALS								215.84																														
-000839		MERRILL ACE HARDWARE																																						
C-20240705		✓	7/05/2024	1	ACCT #81867	✓	7/05/2024	DISC: 7/05/2024	15.90CR	1099: N																														
					DOE: 7/05/2024	DISC: 7/05/2024																																		
					ACCT #81867	✓	7/05/2024	DISC: 7/05/2024			10	55110-03-44000	Janitor Supplies	5.10CR																										
					ACCT #81867	✓	7/05/2024	DISC: 7/05/2024			10	55110-03-50000	M/R-General Repair/Maint	10.80CR																										

bg
7/9/24

/06/2024 10:52 AM
CNET: 11283 LIBRARY - 20240705
NDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
B TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	F.O. #	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
-000839	MERRILL ACE HARDWARE		(** CONTINUED **)					
I-235123	7/05/2024	1	ACCT # 81867 DUE: 7/05/2024 DISC: 7/05/2024 ACCT # 81867	33.98	1099: N	10 55110-03-44000	Janitor Supplies	33.98
I-235383	7/05/2024	1	ACCT # 81867 DUE: 7/05/2024 DISC: 7/05/2024 ACCT # 81867 ACCT # 81867	28.98	1099: N	10 55110-03-50000	M/R-General Repair/Maint	11.99
					1099: N	10 55110-03-44000	Janitor Supplies	16.99
I-235441	7/05/2024	1	ACCT # 81867 DUE: 7/05/2024 DISC: 7/05/2024 ACCT # 81867	19.99	1099: N	10 55110-03-50000	M/R-General Repair/Maint	19.99
I-235637	7/05/2024	1	ACCT # 81867 DUE: 7/05/2024 DISC: 7/05/2024 ACCT # 81867	22.99	1099: N	10 55110-03-50000	M/R-General Repair/Maint	22.99
I-235672	7/05/2024	1	ACCT # 81867 DUE: 7/05/2024 DISC: 7/05/2024 ACCT # 81867	41.97	1099: N	10 55110-03-50000	M/R-General Repair/Maint	41.97
I-235843	7/05/2024	1	ACCT # 81867 DUE: 7/05/2024 DISC: 7/05/2024 ACCT # 81867	10.98	1099: N	10 55110-03-50000	M/R-General Repair/Maint	10.98
-000085	MULTI MEDIA CHANNELS		VENDOR TOTALS	142.99				
I-IN208966	7/05/2024	1	ACCT #102219 DUE: 7/05/2024 DISC: 7/05/2024 ACCT #102219	146.00	1099: N	10 55110-03-41000	Public Relations/Publici	146.00
-005452	OPTIMAL IMAGING SUPPLIES LLC		VENDOR TOTALS	146.00				
I-5604	7/05/2024	1	CUST # 011266 DUE: 7/05/2024 DISC: 7/05/2024 CUST # 011266	450.00	1099: N	10 55110-15-31000	Computer Supplies	450.00
			VENDOR TOTALS	450.00				

1/06/2024 10:52 AM
VENDOR: 11283 LIBRARY - 20240705
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
RE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----
POST DATE BANK CODE -----DESCRIPTION----- GROSS P.O. # DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION

004398 DONNA J PLAUTZ

I-20240705 1 JUNE MILEAGE 49.58 1099: N
7/05/2024 DUE: 7/05/2024 DISC: 7/05/2024 10 55110-03-30500 Mileage 49.58
JUNE MILEAGE

===== VENDOR TOTALS ===== 49.58

005404 T-MOBILE USA INC.

I-20240705 ACCOUNT # 267041899 107.00 1099: N
7/05/2024 DUE: 7/05/2024 DISC: 7/05/2024 10 55110-14-45000 Ebooks/Digital Content 107.00
ACCOUNT # 267041899

===== VENDOR TOTALS ===== 107.00

002383 TOWNSHIP PUBLIC LIBRARY

I-TOW 06.27.2024 THE SHINING/SCARY STORIES 42.00 1099: N
7/05/2024 DUE: 7/05/2024 DISC: 7/05/2024 10 55110-02-27000 Lost-Damaged Materials 42.00
THE SHINING/SCARY STORIES

===== VENDOR TOTALS ===== 42.00

===== PACKET TOTALS ===== 2,119.20

** T O T A L S **

INVOICE TOTALS 2,139.10
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 15.90CR

BATCH TOTALS 2,119.20

** G/L ACCOUNT TOTALS **

LNK	YEAR	ACCOUNT	NAME	AMOUNT	GROUP BUDGET			
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2024		10 -21-0000	Accounts Payable Control	2,100.76--				
		10 -55110-02-23250	Facility Cleaning Servic	215.84	3,400	1,959.25	1,050,556	541,529.84
		10 -55110-02-27000	Lost-Damaged Materials	42.00	0	236.63- Y	1,050,556	541,703.68
		10 -55110-03-10500	Library Supplies	63.04	8,000	8,047.46	1,050,556	541,682.64
		10 -55110-03-30500	Mileage	49.58	1,000	755.44	1,050,556	541,696.10
		10 -55110-03-41000	Public Relations/Publici	146.00	2,000	296.14	1,050,556	541,599.68
		10 -55110-03-44000	Janitor Supplies	45.87	6,000	4,109.61	1,050,556	541,699.81
		10 -55110-03-50000	M/R-General Repair/Maint	97.12	4,000	2,679.27	1,050,556	541,648.56
		10 -55110-13-10000	Adult Dept Fiction	563.85	9,500	4,695.10	1,050,556	541,181.83
		10 -55110-13-20000	Youth Children's Books	256.14	16,000	7,815.22	1,050,556	541,489.54
		10 -55110-14-10100	Adult Dept Books on CD	64.32	2,000	1,163.72	1,050,556	541,681.36
		10 -55110-14-45000	Ebooks/Digital Content	107.00	6,200	310.03	1,050,556	541,638.68
		10 -55110-15-31000	Computer Supplies	450.00	1,900	882.10	1,050,556	541,295.68
		26 -21-0000	Accounts Payable Control	18.44--				
		26 -55110-03-40500	Memorial Books-Expense	18.44	0	1,143.99- Y	0	4,950.48- Y
		99 -14-0010	Due from General Fund	2,100.76 *				
		99 -14-0026	Due from Non-Lapsing	18.44 *				
		** 2024 YEAR TOTALS						

** 2024 YEAR TOTALS 2,119.20

/06/2024 10:52 AM
CREDIT: 11283 LIBRARY - 20240705
ENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
BE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2024	2,100.76
26	7/2024	18.44

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

7/19/2024 4:36 PM
 PACKET: 11308 LIBRARY - 20240719
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	P.O. #	ACCOUNT	ACCOUNT NAME	DISTRIBUTION
11-003259		BAKER & TAYLOR L4211082					
1-2038416900	1	ACCT # 216389 L421108 2 B00000	24.53	07092498			
7/19/2024		DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks		24.53
== VENDOR TOTALS ==			24.53				
11-000271		BAKER & TAYLOR L5491892					
1-2038374668	1	ACCT# 216389 L549188 2 B00000	64.60	1099: N			
7/19/2024		DUE: 7/19/2024 DISC: 7/19/2024		10 55110-13-10100	Adult Dept Non-Fiction		61.02
		ACCT# 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies		3.58
1-2038408068	1	ACCT # 216389 L549188 2 B00000	236.45	ANF2025-			
7/19/2024		DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		ACCT # 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction		220.27
		ACCT # 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies		16.18
== VENDOR TOTALS ==			301.05				
11-000665		CENGAGE LEARNING, INC - GALE					
1-84668058	1	ACCT # 153415	60.78	JULY-LCP			
7/19/2024		DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		ACCT # 153415		10 55110-13-10400	Adult Dept Large Print		60.78
1-84674858	1	ACCT # 153415	28.79	JUNE-LCP			
7/19/2024		DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		ACCT # 153415		10 55110-13-10400	Adult Dept Large Print		28.79
== VENDOR TOTALS ==			89.57				
11-002180		CHILDREN'S PLUS INC.					
1-248984	1	REF # N/A - 105130	194.09	241033			
7/19/2024		DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		REF # N/A - 105130		10 55110-13-20000	Youth Children's Books		189.89
		REF # N/A - 105130		10 55110-03-10500	Library Supplies		4.20
== VENDOR TOTALS ==			194.09				

69
 7/17/21

7/19/2024 4:36 PM
ACCT: 11308 LIBRARY - 20240719
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	GROSS	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
11-002026	COMPLETE CONTROL, INC							
C-20240719	1		CUST CODE - MER006		188.84CR	SIGNED P		
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
			CUST CODE - MER006		10 55110-03-50275	M/R - Contingency		188.84CR
I-81593	1		CUST CODE MER006		1,148.00	SIGNED P		
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
			CUST CODE MER006		10 55110-03-50275	M/R - Contingency		1,148.00
=====			VENDOR TOTALS		959.16			
11-003938	DENCO, INC.							
I-1504654	1		CUST # 482508000		511.60	L8062524		
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
			CUST # 482508000		10 55110-03-10500	Library Supplies		511.60
=====			VENDOR TOTALS		511.60			
11-002661	FRONTIER							
I-20240719	1		ACCT # 715-536-7909-010384-5		106.75	1099: N		
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		10 55110-02-25000	Telephone		106.75
			ACCT # 715-536-7909-010384-5					
=====			VENDOR TOTALS		106.75			
11-000336	NIEWON ELECTRIC, INC							
I-4524	1		LIGHT REPAIRS - 3RD FLOOR		563.75	1099: N		
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		10 55110-03-50275	M/R - Contingency		563.75
			LIGHT REPAIRS - 3RD FLOOR					
=====			VENDOR TOTALS		563.75			
11-000377	REINDL PRINTING INC							
I-162481	1		ACCT # 9114 / JOB # 209768		120.00	Kevin		
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
			ACCT # 9114 / JOB # 209768		10 55110-03-13000	Copier/Printing		120.00
=====			VENDOR TOTALS		120.00			

ACCT: 11308 LIBRARY - 20240719
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
UE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS	P.O. #	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
1-004248	WBS SOLAR, LLC	North Wind Renewable Energy Cooperative, Inc.						
I-303913		2ND QUARTER - 2024	655.20					
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N				
		2ND QUARTER - 2024		10 55110-02-22000		Electric		655.20
VENDOR TOTALS			655.20					
1-000656	WISCONSIN PUBLIC SERVICE							
I-20240719		ACCT # 0403371156-00003	3,660.22	1099: N				
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		10 55110-02-22000		Electric		3,198.43
		ACCT # 0403371156-00003		10 55110-02-22500		Fuel - Natural Gas		461.79
		ACCT # 0403371156-00003						
VENDOR TOTALS			3,660.22					
PACKET TOTALS			7,185.92					

7/19/2024 4:36 PM
PACKET: 11308 LIBRARY - 20240719
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 7,374.76
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 198.94CR

BATCH TOTALS 7,185.92

** G/L ACCOUNT TOTALS **

LINE	ITEM	ANNUAL BUDGET	FUND OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	GROUP BUDGET
2024	Accounts Payable Control	7,185.92--				
10 -55110-02-22000	Electric	3,853.63				
10 -55110-02-22500	Fuel - Natural Gas	461.79				
10 -55110-02-25000	Telephone	106.75				
10 -55110-03-10500	Library Supplies	535.56				
10 -55110-03-12000	Copier/Printing	120.00				
10 -55110-03-50275	M/R - Contingency	1,522.91				
10 -55110-23-10100	Adult Dept Non-Fiction	281.29				
10 -55110-13-10200	Adult Dept Paperbacks	24.53				
10 -55110-13-10400	Adult Dept Large Print	89.57				
10 -55110-13-20000	Youth Children's Books	189.89				
99 -14-0010	Due from General Fund	7,185.92 *				

** 2024 YEAR TOTALS

7,185.92

PACKET: 11308 LIBRARY - 20240719
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DATE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2024	7,185.92

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11291 library - 20240705

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

OR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000268	BAKER & TAYLOR L0280842							
	I-2038385800	ACCT # 216389 L028084 2 B00000	R	7/09/2024		227.04CR	185758	
	I-2038392680	ACCT # 216389 L028084 2 B00000	R	7/09/2024		446.59CR	185758	673.63
000270	BAKER & TAYLOR L5471172							
	I-2038363670	ACCT # 216389 L547117 2 B00000	R	7/09/2024		18.44CR	185759	18.44
002180	CHILDREN'S PLUS INC.							
	I-240418	REF # N/A - 104914	R	7/09/2024		273.72CR	185760	273.72
004375	CINTAS CORPORATION							
	I-4197350063	PAYER # 18280979	R	7/09/2024		215.84CR	185761	215.84
000639	MERRILL ACE HARDWARE							
	C-20240705	ACCT #81867	R	7/09/2024		15.90	185762	
	I-235123	ACCT # 81867	R	7/09/2024		33.98CR	185762	
	I-235383	ACCT # 81867	R	7/09/2024		28.98CR	185762	
	I-235441	ACCT # 81867	R	7/09/2024		19.99CR	185762	
	I-235637	ACCT # 81867	R	7/09/2024		22.99CR	185762	
	I-235672	ACCT #81867	R	7/09/2024		41.97CR	185762	
	I-235843	ACCT #81867	R	7/09/2024		10.98CR	185762	142.99
000485	MULTI MEDIA CHANNELS							
	I-IN208966	ACCT #102219	R	7/09/2024		146.00CR	185763	146.00
005452	OPTIMAL IMAGING SUPPLIES LLC							
	I-5604	CUST # 011266	R	7/09/2024		450.00CR	185764	450.00
004398	DONNA J PLAUTZ							
	I-20240705	JUNE MILEAGE	R	7/09/2024		49.58CR	185765	49.58
005404	T-MOBILE USA Inc.							
	I-20240705	ACCOUJNT # 267041899	R	7/09/2024		107.00CR	185766	107.00
002383	TOMAHAWK PUBLIC LIBRARY							
	I-TOM 06.27.2024	THE SHINING/SCARY STORIES	R	7/09/2024		42.00CR	185767	42.00

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	10	0.00	2,119.20	2,119.20
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	10	0.00	2,119.20	2,119.20

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 11291 library - 20240705

VENDOR SET: 01

BANK : 1 LINCOLN CO - GENERAL

**** CHECK LISTING ****

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

FUND	PERIOD	AMOUNT
10	7/2024	2,100.76CR
26	7/2024	18.44CR
ALL		2,119.20CR

PACKET: 11323 LIBRARY - 20240719

VENDOR SET: 01

BANK : 1 LINCOLN CO - GENERAL

A / F CHECK REGISTER

**** CHECK LISTING ****

PAGE: 4

OR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003259	BAKER & TAYLOR L4211082							
	I-2038416900	ACCT # 216389 L421108 2 B00000	R	7/24/2024		24.53CR	186109	24.53
000271	BAKER & TAYLOR L5491882							
	I-2038374668	ACCT# 216389 L549188 2 B00000	R	7/24/2024		64.60CR	186110	
	I-2038408068	ACCT # 216389 L549188 2 B00000	R	7/24/2024		236.45CR	186110	301.05
000665	CENGAGE LEARNING, INC - GALE							
	I-84668058	ACCT # 153415	R	7/24/2024		60.76CR	186111	
	I-84674858	ACCT # 153415	R	7/24/2024		28.79CR	186111	89.57
002180	CHILDREN'S PLUS INC.							
	I-248984	REF # N/A - 105130	R	7/24/2024		194.09CR	186112	194.09
002026	COMPLETE CONTROL, INC							
	C-20240719	CUST CODE - MER006	R	7/24/2024		188.84	186113	
	I-81593	CUST CODE MER006	R	7/24/2024		1,148.00CR	186113	959.16
003938	DEMCO, INC.							
	I-7504654	CUST # 482508000	R	7/24/2024		511.60CR	186114	511.60
002661	FRONTIER							
	I-20240719	ACCT # 715-536-7909-010394-5	R	7/24/2024		106.75CR	186115	106.75
000336	NIENOW ELECTRIC, INC							
	I-4524	LIGHT REPAIRS - 3RD FLOOR	R	7/24/2024		563.75CR	186116	563.75
005469	NORTH WIND RENEWABLE ENERGY COOPERATIVE							
	I-303913	2ND QUARTER - 2024	R	7/24/2024		655.20CR	186117	655.20
000377	REINDL PRINTING INC							
	I-162481	ACCT # 9114 / JOB # 209768	R	7/24/2024		120.00CR	186118	120.00
000656	WISCONSIN PUBLIC SERVICE							
	I-20240719	ACCT # 0403371156-00003	R	7/24/2024		3,660.22CR	186119	3,660.22

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	11	0.00	7,185.92	7,185.92
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	11	0.00	7,185.92	7,185.92

ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 11323 LIBRARY - 20240719

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

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

FUND	PERIOD	AMOUNT
10	7/2024	7,185.92CR
ALL		7,185.92CR

PACKET: 11291 Library - 20240705

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

SR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000268	BAKER & TAYLOR L0280842							
	I-2038385880	ACCT # 216389 L028084 2 B00000	R	7/09/2024		227.04CR	185758	
	I-2038392680	ACCT # 216389 L028084 2 B00000	R	7/09/2024		446.59CR	185758	673.63
000270	BAKER & TAYLOR L5471172							
	I-2038363670	ACCT # 216389 L547117 2 B00000	R	7/09/2024		18.44CR	185759	18.44
002180	CHILDREN'S PLUS INC.							
	I-248418	REF # N/A - 104914	R	7/09/2024		273.72CR	185760	273.72
004375	CINTAS CORPORATION							
	I-4197350063	PAYER # 18280979	R	7/09/2024		215.84CR	185761	215.84
000839	MERRILL ACE HARDWARE							
	C-20240705	ACCT #81867	R	7/09/2024		15.90	185762	
	I-235123	ACCT # 81867	R	7/09/2024		33.98CR	185762	
	I-235383	ACCT # 81867	R	7/09/2024		28.98CR	185762	
	I-235441	ACCT # 81867	R	7/09/2024		19.99CR	185762	
	I-235637	ACCT # 81867	R	7/09/2024		22.99CR	185762	
	I-235672	ACCT #81867	R	7/09/2024		41.97CR	185762	
	I-235843	ACCT #81867	R	7/09/2024		10.98CR	185762	142.99
000885	MULTI MEDIA CHANNELS							
	I-IN208966	ACCT #102219	R	7/09/2024		146.00CR	185763	146.00
005452	OPTIMAL IMAGING SUPPLIES LLC							
	I-5604	CUST # 011266	R	7/09/2024		450.00CR	185764	450.00
004398	DONNA J PLAUTZ							
	I-20240705	JUNE MILEAGE	R	7/09/2024		49.58CR	185765	49.58
005404	T-MOBILE USA Inc.							
	I-20240705	ACCOUJNT # 267041899	R	7/09/2024		107.00CR	185766	107.00
002383	TOMAHAWK PUBLIC LIBRARY							
	I-TOM 06.27.2024	THE SHINING/SCARY STORIES	R	7/09/2024		42.00CR	185767	42.00

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	10	0.00	2,119.20	2,119.20
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	10	0.00	2,119.20	2,119.20

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 11291 library - 20240705
VENDOR SET: 01
BANK : 1 LINCOLN CO - GENERAL

CHECK REGISTER

**** CHECK LISTING ****

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

FUND	PERIOD	AMOUNT
10	7/2024	2,100.76CR
26	7/2024	18.44CR
ALL		2,119.20CR

PACKET: 11323 LIBRARY - 20240719

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

Q. NO.	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003259	BAKER & TAYLOR L4211082							
	I-2038416900	ACCT # 216389 L421108 2 B00000	R	7/24/2024		24.53CR	186109	24.53
000271	BAKER & TAYLOR L5491882							
	I-2038374668	ACCT# 216389 L549188 2 B00000	R	7/24/2024		64.60CR	186110	
	I-2038408068	ACCT # 216389 L549188 2 B00000	R	7/24/2024		236.45CR	186110	301.05
000665	CENGAGE LEARNING, INC - GALE							
	I-84668058	ACCT # 153415	R	7/24/2024		60.78CR	186111	
	I-84674858	ACCT # 153415	R	7/24/2024		28.79CR	186111	89.57
002180	CHILDREN'S PLUS INC.							
	I-248984	REF # N/A - 105130	R	7/24/2024		194.09CR	186112	194.09
002026	COMPLETE CONTROL, INC							
	C-20240719	CUST CODE - MER006	R	7/24/2024		188.84	186113	
	I-81593	CUST CODE MER006	R	7/24/2024		1,148.00CR	186113	959.16
003938	DEMCO, INC.							
	I-7504654	CUST # 482508000	R	7/24/2024		511.60CR	186114	511.60
002661	FRONTIER							
	I-20240719	ACCT # 715-536-7909-010384-5	R	7/24/2024		106.75CR	186115	106.75
000336	NIENOW ELECTRIC, INC							
	I-4524	LIGHT REPAIRS - 3RD FLOOR	R	7/24/2024		563.75CR	186116	563.75
005469	NORTH WIND RENEWABLE ENERGY COOPERATIVE							
	I-303913	2ND QUARTER - 2024	R	7/24/2024		655.20CR	186117	655.20
000377	REINDL PRINTING INC							
	I-162481	ACCT # 9114 / JOB # 209768	R	7/24/2024		120.00CR	186118	120.00
000656	WISCONSIN PUBLIC SERVICE							
	I-20240719	ACCT # 0403371156-00003	R	7/24/2024		3,660.22CR	186119	3,660.22

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	11	0.00	7,185.92	7,185.92
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	11	0.00	7,185.92	7,185.92

ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 11323 LIBRARY - 20240719

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

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

FUND	PERIOD	AMOUNT
10	7/2024	7,185.92CR
ALL		7,185.92CR

7/15/2024 9:54 AM
 PACKET: 11290 20240712
 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	BANK CODE										
01-005248		AMAZON CAPITAL SERVICES, INC.									
C-11CW-BTL3-LQ11	1	Account#A29JWFTAEUZST	7/12/2024	DISC:	7/12/2024	0.51CR	DVDsJUNE	1099: N	10 55110-14-10400	Adult Dept DVDs	0.51CR
I-14TP-KTMP-M46G	1	Account#A29JWFTAEUZST	7/12/2024	DISC:	7/12/2024	58.97	TBS-NF-R	1099: N	10 55110-13-10100	Adult Dept Non-Fiction	58.97
I-19KC-Q631-L9RY	1	Account#A29JWFTAEUZST	7/12/2024	DISC:	7/12/2024	47.61	NF OS 06	1099: N	10 55110-13-10100	Adult Dept Non-Fiction	20.62
I-1F3M-VQYH-LRRF	1	Account#A29JWFTAEUZST	7/12/2024	DISC:	7/12/2024	280.76	YS Progr	1099: N	10 55110-03-41500	Programming - Youth	280.76
I-1G6H-HR9Q-LK6G	1	Account#A29JWFTAEUZST	7/12/2024	DISC:	7/12/2024	15.99	MUSICCDs	1099: N	10 55110-14-10200	Adult Dept CDs	15.99
I-1H7C-HYNN-KT3H	1	Account#A29JWFTAEUZST	7/12/2024	DISC:	7/12/2024	36.93	NF OS060	1099: N	10 55110-03-10000	Office Supplies	19.23
I-1HD7-N7HX-LG9Q	1	Account#A29JWFTAEUZST	7/12/2024	DISC:	7/12/2024	46.38	OS ? 063	1099: N	10 55110-13-10100	Adult Dept Non-Fiction	17.70
I-1NH6-Y1VV-L9NT	1	Account#A29JWFTAEUZST	7/12/2024	DISC:	7/12/2024	47.70	OS061724	1099: N	10 55110-03-41250	Programming - Adult	36.00
I-1NWM-KFFQ-LPVR	1	Account#A29JWFTAEUZST	7/12/2024	DISC:	7/12/2024	170.81	DVDsJUNE	1099: N	10 55110-14-10400	Adult Dept DVDs	10.38
I-1RF6-GVQR-LGQQ	1	Account#A29JWFTAEUZST	7/12/2024	DISC:	7/12/2024	11.98	MUSIC CD	1099: N	10 55110-14-10200	Adult Dept CDs	47.70
I-1TDL-NLCN-L1H7	1	Account#A29JWFTAEUZST	7/12/2024	DISC:	7/12/2024	69.98	LS061724	1099: N	10 55110-03-10500	Library Supplies	170.81

4/16/24

PAGE: 2

01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)

I-1VY-LXYV-LG4Y	7/12/2024	1	Account#A29JWTFIAEUZST	125.60	Y8-Books	
			DUE: 7/12/2024	DISC:	1059: N	
			Account#A29JWTFIAEUZST		10 55110-03-41500	Programming - Youth
			Account#A29JWTFIAEUZST		10 55110-13-20000	Youth Children's Books
						20.16
						105.44

01-003259 BAKER & TAYLOR L4211092

I-2038397247 ✓	ACCT # 216389 L421108 2 B0000	16.35	060424PB
7/12/2024 1	DUE: 7/12/2024 DISC: 7/12/2024		1099: N
	ACCT # 216389 L421108 2 B00000	✓ 10	55110-13-10200 Adult Dept Paperbacks
			16.35

01-000665 CENGAGE LEARNING, INC - GALE ✓

=====	VENDOR TOTALS	=====	55.18
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CUST # 54452	10 55110-13-10400	Adult Dept Large Print	46.74
===== VENDOR TOTALS =====			46.74

PACKET: 11290 20240712
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	GROSS	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-002190 CHILDREN'S PLUS INC.							
I-248726	1	REF # N/A - 104770	15.78	238568	1099: N	Youth Children's Books	14.99
7/12/2024		DUE: 7/12/2024 DISC: 7/12/2024			10 55110-13-20000	Library Supplies	0.79
		REF # N/A - 104770			10 55110-03-10500		
01-00248727							
I-248727	1	REF # N/A - 105004	922.25	240449	1099: N	Youth Children's Books	911.25
7/12/2024		DUE: 7/12/2024 DISC: 7/12/2024			10 55110-13-20000	Library Supplies	11.00
		REF # N/A - 105004			10 55110-03-10500		
01-00248866							
I-248866	1	REF # N/A - 104910	12.78	239901	1099: N	Young Adult Books	11.99
7/12/2024		DUE: 7/12/2024 DISC: 7/12/2024			10 55110-13-20100	Library Supplies	0.79
		REF # N/A - 104910			10 55110-03-10500		
01-00248909							
I-248909	1	REF # N/A - 105127	62.33	241030	1099: N	Youth Children's Books	60.54
7/12/2024		DUE: 7/12/2024 DISC: 7/12/2024			10 55110-13-20000	Library Supplies	1.79
		REF # N/A - 105127			10 55110-03-10500		
01-00248926							
I-248926	1	REF # N/A - 105128	23.78	241031	1099: N	Young Adult Books	23.38
7/12/2024		DUE: 7/12/2024 DISC: 7/12/2024			10 55110-13-20100	Library Supplies	0.40
		REF # N/A - 105128			10 55110-03-10500		
VENDOR TOTALS			1,036.92				
01-0000128 ELAN FINANCIAL SERVICES							
I-20240712	1	ACCT #5472 1102 2200 0197	569.95	1099: N	Office Supplies		34.12
7/12/2024		DUE: 7/12/2024 DISC: 7/12/2024		10 55110-03-11000	Postage		410.35
		ACCT #5472 1102 2200 0197		10 55110-03-41250	Programming - Adult		24.61
		ACCT #5472 1102 2200 0197		10 55110-03-41501	Misc Rev-Programming-You		61.02
		ACCT #5472 1102 2200 0197		10 55110-03-41751	Misc Rev-Hospitality		17.25
		ACCT #5472 1102 2200 0197		10 55110-15-47500	Software/Upgrades		22.60
VENDOR TOTALS			569.95				
01-0005274 HAENCO LLC							
I-242606	1	07/03/24 INVOICE	637.78	BRIAN	1099: N	Janitor Supplies	637.78
7/12/2024		DUE: 7/12/2024 DISC: 7/12/2024		10 55110-03-44000			
		07/03/24 INVOICE					
VENDOR TOTALS			637.78				

-----ID-----		POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-003958	KIELSZESKI CONSTRUCTION							
I-012034	✓	7/12/2024	1	COUNTERTOP IN RETURN AREA	26.16	✓ 1099: Y		
				DUE: 7/12/2024 DISC: 7/12/2024		✓ 26 55110-03-12625	Cross-County - Expense	26.16
				COUNTERTOP IN RETURN AREA				
== VENDOR TOTALS ==					26.16			
01-001753	RMBC OF MARSHFIELD, INC.							
I-20240712	✓	7/12/2024	1	CASUAL FRIDAY DONATION	100.00	✓ 1099: N		
				DUE: 7/12/2024 DISC: 7/12/2024		✓ 10 55110-03-31000	Misc. - Petty Cash	100.00
				CASUAL FRIDAY DONATION				
== VENDOR TOTALS ==					100.00			
01-000276	T.B. SCOTT LIBRARY-PETTY CASH							
I-20240712	✓	7/12/2024	1	PETTY CASH REIMB	8.54	✓ 1099: N		
				DUE: 7/12/2024 DISC: 7/12/2024		✓ 10 55110-03-11000	Postage	8.54
				PETTY CASH REIMB				
== VENDOR TOTALS ==					8.54			
== PACKET TOTALS ==					3,563.53			

PACKET: 11290 20240712
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

** T O T A L S **

INVOICE TOTALS 3,564.04
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.51CR

BATCH TOTALS 3,563.53

** 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	
2024	10 -21-0000	Accounts Payable Control	3,537.37--*								
	10 -55110-03-10000	Office Supplies	199.87	1,800	450.98		1,050,556	1,050,556	539,358.00		
	10 -55110-03-10500	Library Supplies	84.75	8,000	4,962.71		1,050,556	1,050,556	539,473.12		
	10 -55110-03-11000	Postage	418.89	1,200	610.99		1,050,556	1,050,556	539,138.98		
	10 -55110-03-31000	Misc. - Petty Cash	100.00	0	0.00		1,050,556	1,050,556	539,457.87		
	10 -55110-03-41250	Programming - Adult	34.99	7,000	5,492.92		1,050,556	1,050,556	539,522.88		
	10 -55110-03-41500	Programming - Youth	300.92	7,500	4,543.08		1,050,556	1,050,556	539,256.95		
	10 -55110-03-41501	Misc Rev-Programming-You	61.02	0	8,210.16- Y		1,050,556	1,050,556	539,496.85		
	10 -55110-03-41751	Misc Rev-Hospitality	17.25	0	17.25- Y		1,050,556	1,050,556	539,540.62		
	10 -55110-13-10000	Janitor Supplies	637.78	6,000	3,471.83		1,050,556	1,050,556	538,920.09		
	10 -55110-13-10100	Adult Dept Fiction	34.42	9,500	4,560.68		1,050,556	1,050,556	539,523.45		
	10 -55110-13-10200	Adult Dept Non-Fiction	155.93	10,000	5,237.93		1,050,556	1,050,556	539,401.94		
	10 -55110-13-10400	Adult Dept Paperbacks	23.27	750	433.63		1,050,556	1,050,556	539,534.60		
	10 -55110-13-20000	Adult Dept Large Print	101.92	4,300	1,976.49		1,050,556	1,050,556	539,455.95		
	10 -55110-13-20100	Youth Children's Books	1,092.22	16,000	6,723.00		1,050,556	1,050,556	538,465.65		
	10 -55110-14-10200	Young Adult Books	53.27	2,500	1,012.63		1,050,556	1,050,556	539,504.60		
	10 -55110-14-10400	Adult Dept CDs	27.97	800	457.67		1,050,556	1,050,556	539,529.90		
	10 -55110-15-47500	Adult Dept DVDs	170.30	2,500	1,391.67		1,050,556	1,050,556	539,387.57		
	26 -21-0000	Software/Upgrades	22.60	4,000	2,524.33		1,050,556	1,050,556	539,535.27		
	26 -55110-03-12625	Accounts Payable Control	26.16--*	0	1,597.51- Y		0	0	4,976.64- Y		
	99 -14-0010	Cross-County - Expense	26.16								
	99 -14-0026	Due from General Fund	3,537.37 *								
		Due From Non-Lapsing	26.16 *								
** 2024 YEAR TOTALS			3,563.53								

7/15/2024 9:54 AM
PACKET: 11290 20240712
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 6

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2024	3,537.37
26	7/2024	26.16

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

7/17/2024 9:10 AM
PACKET: 11302 Library 20240712

A / R CHECK REGISTER

PAGE: 1

VENDOR SET: 01
BANK : 1 LINCOLN CO - GENERAL

**** CHECK LISTING ****

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
005249	AMAZON CAPITAL SERVICES, INC.							
	C-11CW-WTL3-LQ11	Account#A29JIWFIAEUZST	R	7/17/2024		0.51	185845	
	I-14TF-KTMP-M46G	Account#A29JIWFIAEUZST	R	7/17/2024		58.97CR	185845	
	I-19KC-Q631-L9RY	Account#A29JIWFIAEUZST	R	7/17/2024		47.61CR	185845	
	I-1F3M-VQYH-LRRT	Account#A29JIWFIAEUZST	R	7/17/2024		280.76CR	185845	
	I-1G6H-HR9Q-LK6G	Account#A29JIWFIAEUZST	R	7/17/2024		15.99CR	185845	
	I-1H7C-HYNM-KT3H	Account#A29JIWFIAEUZST	R	7/17/2024		36.93CR	185845	
	I-1HD7-N7HX-LG9Q	Account#A29JIWFIAEUZST	R	7/17/2024		46.38CR	185845	
	I-1NH6-Y1VV-L9WT	Account#A29JIWFIAEUZST	R	7/17/2024		47.70CR	185845	
	I-1NWM-KFFQ-LPVR	Account#A29JIWFIAEUZST	R	7/17/2024		170.81CR	185845	
	I-1RF6-GVQR-LGQQ	Account#A29JIWFIAEUZST	R	7/17/2024		11.98CR	185845	
	I-1TDL-NLCN-L1H7	Account#A29JIWFIAEUZST	R	7/17/2024		69.98CR	185845	
	I-1V4F-FTWP-LKQP	Account#A29JIWFIAEUZST	R	7/17/2024		94.47CR	185845	
	I-1WNJ-JMX6-HPTR	Account#A29JIWFIAEUZST	R	7/17/2024		17.90CR	185845	
	I-1XHW-1YFX-LPVF	Account#A29JIWFIAEUZST	R	7/17/2024		34.42CR	185845	
	I-1YTY-LXYV-LG4Y	Account#A29JIWFIAEUZST	R	7/17/2024		125.60CR	185845	1,058.99
VOID	VOID CHECK		V	7/17/2024			185846	**VOID**
003259	BAKER & TAYLOR L4211082							
	I-2038397246	ACCT # 216389 L421108 2 B00000	R	7/17/2024		6.92CR	185847	
	I-2038397247	ACCT # 216389 L421108 2 B00000	R	7/17/2024		16.35CR	185847	23.27
5	CENGAGE LEARNING, INC - GALE							
	I-84652684	ACCT #153415	R	7/17/2024		55.18CR	185848	55.18
000274	CENTER POINT LARGE PRINT							
	I-2103827	CUST # 54452	R	7/17/2024		46.74CR	185849	46.74
002180	CHILDREN'S PLUS INC.							
	I-248726	REF # N/A - 104770	R	7/17/2024		15.78CR	185850	
	I-248727	REF # N/A - 105004	R	7/17/2024		922.25CR	185850	
	I-248866	REF # N/A - 104910	R	7/17/2024		12.78CR	185850	
	I-248909	REF # N/A - 105127	R	7/17/2024		62.33CR	185850	
	I-248926	REF # N/A - 105128	R	7/17/2024		23.78CR	185850	1,036.92
000128	ELAN FINANCIAL SERVICES							
	I-20240712	ACCT #5472 1102 2200 0197	R	7/17/2024		569.95CR	185851	569.95
005274	HAENCO LLC							
	I-12606	07/03/24 INVOICE	R	7/17/2024		637.78CR	185852	637.78

PACKET: 11302 Library 20240712
VENDOR SET: 01
BANK : 1 LINCOLN CO - GENERAL

			CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
OR	NAME / I.D.	DESC						
003958	KIELISZEWSKI CONSTRUCTION							
	I-012034	COUNTERTOP IN RETURN AREA	R	7/17/2024		26.16CR	185853	26.16
001753	RMHC OF MARSHFIELD, INC.							
	I-20240712	CASUAL FRIDAY DONATION	R	7/17/2024		100.00CR	185854	100.00
000276	T.B. SCOTT LIBRARY-PETTY CASH							
	I-20240712	PETTY CASH REIMB	R	7/17/2024		8.54CR	185855	8.54

* * T O T A L S * *		NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:		10	0.00	3,563.53	3,563.53
HANDWRITTEN CHECKS:		0	0.00	0.00	0.00
PRE-WRITE CHECKS:		0	0.00	0.00	0.00
DRAFTS:		0	0.00	0.00	0.00
VOID CHECKS:		1	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
CORRECTIONS:		0	0.00	0.00	0.00
REGISTER TOTALS:		11	0.00	3,563.53	3,563.53

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11302 Library 20240712

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

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

FUND	PERIOD	AMOUNT
10	7/2024	3,537.37CR
26	7/2024	26.16CR
ALL		3,563.53CR

7/19/2024 4:36 PM
 PACKET: 11308 LIBRARY - 20240719
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS	P.O. #	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-003259	BAKER & TAYLOR	14211082							
I-2038416900	✓	1	ACCT # 216389 1421108 2 B00000	24.53	070924PB				
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N				
			ACCT # 216389 1421108 2 B00000		✓ 10 55110-13-10200		Adult Dept Paperbacks		24.53
=== VENDOR TOTALS ===									
01-000271	BAKER & TAYLOR	15491882							
I-2038374668	✓	1	ACCT # 216389 1549188 2 B00000	64.60	1099: N				
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		✓ 10 55110-13-10100		Adult Dept Non-Fiction		61.02
			ACCT # 216389 1549188 2 B00000		✓ 10 55110-03-10500		Library Supplies		3.58
I-2038408068	✓	1	ACCT # 216389 1549188 2 B00000	236.45	ANF2025-				
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N				
			ACCT # 216389 1549188 2 B00000		✓ 10 55110-13-10100		Adult Dept Non-Fiction		220.27
			ACCT # 216389 1549188 2 B00000		✓ 10 55110-03-10500		Library Supplies		16.18
=== VENDOR TOTALS ===									
01-000665	CENGAGE LEARNING, INC - GALE								
I-84668058	✓	1	ACCT # 153415	60.78	JULY-LCP				
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N				
			ACCT # 153415		✓ 10 55110-13-10400		Adult Dept Large Print		60.78
I-84674858	✓	1	ACCT # 153415	28.79	JUNE-LCP				
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N				
			ACCT # 153415		✓ 10 55110-13-10400		Adult Dept Large Print		28.79
=== VENDOR TOTALS ===									
01-002180	CHILDREN'S PLUS INC.								
I-248984	✓	1	REF # N/A - 105130	194.09	241033				
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N				
			REF # N/A - 105130		✓ 10 55110-13-20000		Youth Children's Books		189.89
			REF # N/A - 105130		✓ 10 55110-03-10500		Library Supplies		4.20
=== VENDOR TOTALS ===									
				194.09					

by 17-11-24

7/19/2024 4:36 PM
 PACKET: 11308 LIBRARY - 20240719
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	F.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-002026	COMPLETE CONTROL, INC						
C-20240719	1		CUST CODE - MER006	✓ 188.84CR	SIGNED P		
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N		
			CUST CODE - MER006	✓ 10	55110-03-50275	M/R - Contingency	188.84CR
I-81593	1		CUST CODE MER006	✓ 1,148.00	SIGNED P		
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N		
			CUST CODE MER006	✓ 10	55110-03-50275	M/R - Contingency	1,148.00
=====	VENDOR TOTALS	=====		959.16			
01-003938	DEMCO, INC.						
I-7504654	1		CUST # 482508000	✓ 511.60	LS062524		
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N		
			CUST # 482508000	✓ 10	55110-03-10500	Library Supplies	511.60
=====	VENDOR TOTALS	=====		511.60			
01-002661	FRONTIER						
I-20240719	1		ACCT # 715-536-7909-010384-5	✓ 106.75			
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N		
			ACCT # 715-536-7909-010384-5	✓ 10	55110-02-25000	Telephone	106.75
=====	VENDOR TOTALS	=====		106.75			
01-000336	NIEWON ELECTRIC, INC						
I-4524	1		LIGHT REPAIRS - 3RD FLOOR	✓ 563.75			
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N		
			LIGHT REPAIRS - 3RD FLOOR	✓ 10	55110-03-50275	M/R - Contingency	563.75
=====	VENDOR TOTALS	=====		563.75			
01-000377	REINDL PRINTING INC						
I-162481	1		ACCT # 9114 / JOB # 209768	✓ 120.00	Kevin		
7/19/2024			DUE: 7/19/2024 DISC: 7/19/2024		1099: N		
			ACCT # 9114 / JOB # 209768	✓ 10	55110-03-13000	Copier/Printing	120.00
=====	VENDOR TOTALS	=====		120.00			

PACKET: 11308 LIBRARY - 20240719
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
01-004248	7/19/2024	TBS SOLAR, LLC	North Wind Renewable Energy Cooperative ✓ OK by	655.20	1099: N 10 55110-02-22000	Electric	655.20
I-303913	7/19/2024	1	2ND QUARTER - 2024 DUE: 7/19/2024 DISC: 7/19/2024 2ND QUARTER - 2024	655.20			
== VENDOR TOTALS ==				655.20			
01-000656	7/19/2024	1	WISCONSIN PUBLIC SERVICE ✓	3,660.22	1099: N 10 55110-02-22000	Electric	3,198.43
I-20240719	7/19/2024	1	ACCT # 0403371156-00003 DUE: 7/19/2024 DISC: 7/19/2024 ACCT # 0403371156-00003 ACCT # 0403371156-00003	3,660.22	10 55110-02-22500	Fuel - Natural Gas	461.79
== VENDOR TOTALS ==				3,660.22			
== PACKET TOTALS ==				7,185.92			

** T O T A L S **

INVOICE TOTALS
DEBIT MEMO TOTALS 7,374.76
CREDIT MEMO TOTALS 0.00
188.84CR

BATCH TOTALS 7,185.92

** 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	7,185.92--								
	10 -55110-02-22000	Electric	3,853.63	30,000	14,855.05	1,050,556	499,116.91	1,050,556	499,116.91	1,050,556	499,116.91
	10 -55110-02-22500	Fuel - Natural Gas	461.79	30,000	23,174.00	1,050,556	502,508.75	1,050,556	502,508.75	1,050,556	502,508.75
	10 -55110-02-25000	Telephone	106.75	2,000	1,277.95	1,050,556	502,863.79	1,050,556	502,863.79	1,050,556	502,863.79
	10 -55110-03-10500	Library Supplies	535.56	8,000	4,427.15	1,050,556	502,434.98	1,050,556	502,434.98	1,050,556	502,434.98
	10 -55110-03-13000	Copier/Printing	120.00	300	180.00	1,050,556	502,850.54	1,050,556	502,850.54	1,050,556	502,850.54
	10 -55110-03-50275	M/R - Contingency	1,522.91	10,000	2,457.85	1,050,556	501,447.63	1,050,556	501,447.63	1,050,556	501,447.63
	10 -55110-13-10100	Adult Dept Non-Fiction	281.29	10,000	4,956.64	1,050,556	502,689.25	1,050,556	502,689.25	1,050,556	502,689.25
	10 -55110-13-10200	Adult Dept Paperbacks	24.53	750	409.10	1,050,556	502,946.01	1,050,556	502,946.01	1,050,556	502,946.01
	10 -55110-13-10400	Adult Dept Large Print	89.57	4,300	1,886.92	1,050,556	502,880.97	1,050,556	502,880.97	1,050,556	502,880.97
	10 -55110-13-20000	Youth Children's Books	189.89	16,000	6,533.11	1,050,556	502,780.65	1,050,556	502,780.65	1,050,556	502,780.65
	99 -14-0010	Due from General Fund	7,185.92 *								

** 2024 YEAR TOTALS

7,185.92

7/19/2024 4:36 PM
PACKET: 11308 LIBRARY - 20240719
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 5

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2024	7,185.92

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11308 LIBRARY - 20240719

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

corrected register

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-003259	BAKER & TAYLOR	L4211082					
I-2038416900		ACCT # 216389 L421108 2 B0000	24.53	070924PB			
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks		24.53
=== VENDOR TOTALS ===			24.53				
=====							
01-000271	BAKER & TAYLOR	L5491882					
I-2038374668		ACCT# 216389 L549188 2 B00000	64.60				
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		ACCT# 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction		61.02
		ACCT# 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies		3.58
I-2038408068		ACCT # 216389 L549188 2 B0000	236.45	ANF2025-			
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		ACCT # 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction		220.27
		ACCT # 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies		16.18
=== VENDOR TOTALS ===			301.05				
=====							
01-000665	CENGAGE LEARNING, INC	- GALE					
I-84668058		ACCT # 153415	60.78	JULY-LCP			
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		ACCT # 153415		10 55110-13-10400	Adult Dept Large Print		60.78
I-84674859		ACCT # 153415	28.79	JUNE-LCP			
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		ACCT # 153415		10 55110-13-10400	Adult Dept Large Print		28.79
=== VENDOR TOTALS ===			89.57				
=====							
01-002180	CHILDREN'S PLUS INC.						
I-248984		REF # N/A - 105130	194.09	241033			
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		REF # N/A - 105130		10 55110-13-20000	Youth Children's Books		189.89
		REF # N/A - 105130		10 55110-03-10500	Library Supplies		4.20
=== VENDOR TOTALS ===			194.09				

PACKET: 11308 LIBRARY - 20240719

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-002026 COMPLETE CONTROL, INC							
C-20240719		CUST CODE - MER006	188.84CR	SIGNED P			
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		CUST CODE - MER006		10 55110-03-50275	M/R - Contingency	188.84CR	
I-81593		CUST CODE MER006	1,148.00	SIGNED P			
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		CUST CODE MER006		10 55110-03-50275	M/R - Contingency	1,148.00	
=== VENDOR TOTALS ===			959.16				
=====							
01-003938 DEMCO, INC.							
I-7504654		CUST # 482508000	511.60	LS062524			
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		CUST # 482508000		10 55110-03-10500	Library Supplies	511.60	
=== VENDOR TOTALS ===			511.60				
=====							
01-002661 FRONTIER							
I-20240719		ACCT # 715-536-7909-010384-5	106.75				
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		ACCT # 715-536-7909-010384-5		10 55110-02-25000	Telephone	106.75	
=== VENDOR TOTALS ===			106.75				
=====							
01-000336 NIENOW ELECTRIC, INC							
I-4524		LIGHT REPAIRS - 3RD FLOOR	563.75				
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		LIGHT REPAIRS - 3RD FLOOR		10 55110-03-50275	M/R - Contingency	563.75	
=== VENDOR TOTALS ===			563.75				
=====							
01-005469 NORTH WIND RENEWABLE ENERGY CO							
I-303913		2ND QUARTER - 2024	655.20				
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N			
		2ND QUARTER - 2024		10 55110-02-22000	Electric	655.20	
=== VENDOR TOTALS ===			655.20				

PACKET: 11308 LIBRARY - 20240719

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME----- DISTRIBUTION
=====					
01-000377 REINDL PRINTING INC					
=====					
I-162481		ACCT # 9114 / JOB # 209768	120.00	Kevin	
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N	
		ACCT # 9114 / JOB # 209768		10 55110-03-13000 Copier/Printing	120.00
=== VENDOR TOTALS ===			120.00		
=====					
01-000656 WISCONSIN PUBLIC SERVICE					
=====					
I-20240719		ACCT # 0403371156-00003	3,660.22		
7/19/2024	1	DUE: 7/19/2024 DISC: 7/19/2024		1099: N	
		ACCT # 0403371156-00003		10 55110-02-22000 Electric	3,198.43
		ACCT # 0403371156-00003		10 55110-02-22500 Fuel - Natural Gas	461.79
=== VENDOR TOTALS ===			3,660.22		
=== PACKET TOTALS ===			7,185.92		

PACKET: 11309 LIBRARY - 20240719
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 7,374.76
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 188.84CR

BATCH TOTALS 7,185.92

** 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
2024		10 -21-0000	Accounts Payable Control	7,185.92-*				
		10 -55110-02-22000	Electric	3,853.63	30,000	14,855.05	1,050,556	498,702.63
		10 -55110-02-22500	Fuel - Natural Gas	461.79	30,000	23,174.00	1,050,556	502,094.47
		10 -55110-02-25000	Telephone	106.75	2,000	1,277.95	1,050,556	502,449.51
		10 -55110-03-10500	Library Supplies	535.56	8,000	4,427.15	1,050,556	502,020.70
		10 -55110-03-13000	Copier/Printing	120.00	300	180.00	1,050,556	502,436.26
		10 -55110-03-50275	M/R - Contingency	1,522.91	10,000	2,457.85	1,050,556	501,033.35
		10 -55110-13-10100	Adult Dept Non-Fiction	281.29	10,000	4,956.64	1,050,556	502,274.97
		10 -55110-13-10200	Adult Dept Paperbacks	24.53	750	409.10	1,050,556	502,531.73
		10 -55110-13-10400	Adult Dept Large Print	89.57	4,300	1,886.92	1,050,556	502,466.69
		10 -55110-13-20000	Youth Children's Books	189.89	16,000	6,533.11	1,050,556	502,366.37
		99 -14-0010	Due from General Fund	7,185.92 +				
			** 2024 YEAR TOTALS	7,185.92				

7/24/2024 3:17 PM

A/P Regular Open Item Register

PAGE: 5

PACKET: 11308 LIBRARY - 20240719

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2024	7,185.92

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

POST DATE	BANK CODE	DESCRIPTION	GROSS	P.O. #	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
1-004308	AGRA INDUSTRIES							
I-7938		ORDER MF10002467	250.00	per Chri				
7/26/2024	1	DUE: 7/26/2024 DISC: 7/26/2024		1099: N				
		ORDER MF10002467		✓ 10 55110-03-50275	M/R - Contingency			250.00
		===== VENDOR TOTALS =====	250.00					
1-000268	BAKER & TAYLOR	L0280842						
I-2038413571		ACCT # 216389 L028084 2 B0000	55.81	1099: N				
7/26/2024	1	DUE: 7/26/2024 DISC: 7/26/2024		✓ 10 55110-13-10000	Adult Dept Fiction			52.23
		ACCT # 216389 L028084 2 B00000		✓ 10 55110-03-10500	Library Supplies			3.58
I-2038428287		ACCT # 216389 L028084 2 B0000	219.12	1099: N				
7/26/2024	1	DUE: 7/26/2024 DISC: 7/26/2024		✓ 10 55110-13-10000	Adult Dept Fiction			81.41
		ACCT # 216389 L028084 2 B00000		✓ 10 55110-14-10100	Adult Dept Books on CD			131.35
		ACCT # 216389 L028084 2 B00000		✓ 10 55110-03-10500	Library Supplies			6.36
		===== VENDOR TOTALS =====	274.93					
1-000271	BAKER & TAYLOR	L5491882						
I-2038425411		ACCT #216389 L549188 2 B00000	162.49	1099: N				
7/26/2024	1	DUE: 7/26/2024 DISC: 7/26/2024		✓ 10 55110-13-10100	Adult Dept Non-Fiction			153.85
		ACCT #216389 L549188 2 B00000		✓ 10 55110-03-10500	Library Supplies			8.64
		===== VENDOR TOTALS =====	162.49					
1-000811	CENTRAL CARPET & FLOORING, INC							
I-14127		BASEBOARDS AND ADHESIVE	30.95	1099: N				
7/26/2024	1	DUE: 7/26/2024 DISC: 7/26/2024		✓ 10 55110-03-50275	M/R - Contingency			30.95
		===== VENDOR TOTALS =====	30.95					
1-003461	CHICAGO DISTRIBUTION CENTER							
I-12300732		ACCT # 83255	92.12	1099: N				
7/26/2024	1	DUE: 7/26/2024 DISC: 7/26/2024		✓ 10 55110-13-10100	Adult Dept Non-Fiction			92.12
		ACCT # 83255						
		===== VENDOR TOTALS =====	92.12					

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	602.00	0.00	(602.00)
45110-43220 Library CARES Grant	0.00	0.00	0.00	0.00	0.00
45110-43510 CARES - COVID-19 Reimb	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	0.00	0.00	0.00	0.00
45110-43515 Federal ARPA - Am Rescue	0.00	0.00	0.00	0.00	0.00
45110-43517 WI Humanities Council	0.00	0.00	0.00	0.00	0.00
45110-43790 County Library Aid	445,104.29	0.00	222,193.00	49.92	222,911.29
TOTAL Intergovernmental	445,104.29	0.00	222,795.00	50.05	222,309.29
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	3,000.00	201.10	2,683.73	89.46	316.27
TOTAL Public Charges-Services	3,000.00	201.10	2,683.73	89.46	316.27
<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	1,583.63	1,583.63	0.00	(1,583.63)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	1,729.96	0.00	(1,729.96)
45110-48475 Library Programs Revenue	0.00	300.00	6,522.29	0.00	(6,522.29)
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	1,883.63	12,705.88	0.00	(12,705.88)
TOTAL REVENUES	448,104.29	2,084.73	238,184.61	53.15	209,919.68

EXPENDITURESPersonnel Services

55110-01-11000 Salaries - Regular	187,920.00	14,455.36	101,188.24	53.85	86,731.76
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	33,077.37	231,512.67	52.25	211,592.33
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	3,525.73	26,546.85	54.68	22,000.15
55110-01-52000 Retirement (WRS)	36,770.00	3,017.79	22,521.48	61.25	14,248.52
55110-01-52500 Prior Service-Dabt Serv.	3,934.00	0.00	3,934.00	100.00	0.00
55110-01-54000 Health Insurance	83,902.00	5,696.96	40,197.47	47.91	43,704.53
55110-01-55000 Life Insurance	3,936.00	414.28	2,277.73	57.87	1,658.27
TOTAL Personnel Services	811,686.00	60,187.49	428,290.00	52.77	383,396.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 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	0.00	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	119.00	985.01	61.56	614.99
55110-02-22000 Electric	30,000.00	3,853.63	15,144.95	50.48	14,855.05
55110-02-22500 Fuel - Natural Gas	30,000.00	461.79	6,826.00	22.75	23,174.00
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	215.84	1,440.75	42.38	1,959.25
55110-02-23500 Misc Facility/Equip Servi	0.00	97.18	97.18	0.00	(97.18)
55110-02-25000 Telephone	2,000.00	106.75	722.05	36.10	1,277.95
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	42.00	236.63	0.00	(236.63)
TOTAL Contractual Services	74,500.00	4,896.19	31,117.77	41.77	43,382.23
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,800.00	199.87	1,349.02	74.95	450.98
55110-03-10500 Library Supplies	8,000.00	717.40	3,606.90	45.09	4,393.10
55110-03-11000 Postage	1,200.00	418.89	589.01	49.08	610.99
55110-03-13000 Copier/Printing	300.00	120.00	120.00	40.00	180.00
55110-03-21000 Membership Dues	400.00	0.00	300.00	75.00	100.00
55110-03-30500 Mileage	1,000.00	49.58	244.56	24.46	755.44
55110-03-31000 Misc. - Petty Cash	0.00	(10.00)	(110.00)	0.00	110.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	0.00	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	146.00	1,703.86	85.19	296.14
55110-03-41001 Misc Rev - Publicity	0.00	0.00	967.00	0.00	(967.00)
55110-03-41250 Programming - Adult	7,000.00	124.99	1,597.08	22.82	5,402.92
55110-03-41251 Misc Rev-Programming Adul	0.00	100.00	852.15	0.00	(852.15)
55110-03-41500 Programming - Youth	7,500.00	300.92	2,956.92	39.43	4,543.08
55110-03-41501 Misc Rev-Programming-Yout	0.00	61.02	8,210.16	0.00	(8,210.16)
55110-03-41750 Hospitality	300.00	10.98	308.81	102.94	(8.81)
55110-03-41751 Misc Rev-Hospitality	0.00	17.25	17.25	0.00	(17.25)
55110-03-44000 Janitor Supplies	6,000.00	683.65	2,528.17	42.14	3,471.83
55110-03-50000 M/R-General Repair/Maint.	4,000.00	97.12	1,320.73	33.02	2,679.27
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	1,599.86	7,619.10	76.19	2,380.90
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	51,500.00	4,637.53	35,620.03	69.17	15,879.97
<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: JULY 31ST, 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	0.00	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/Out	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	0.00	300.47	0.00	(300.47)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	731.91	4,972.96	52.35	4,527.04
55110-13-10100 Adult Dept Non-Fiction	10,000.00	683.19	5,289.33	52.89	4,710.67
55110-13-10200 Adult Dept Paperbacks	750.00	47.80	340.90	45.45	409.10
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	191.49	2,413.08	56.12	1,886.92
55110-13-20000 Youth Children's Books	16,000.00	1,922.07	9,850.71	61.57	6,149.29
55110-13-20100 Young Adult Books	2,500.00	106.64	1,540.74	61.63	959.26
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	48,550.00	3,683.10	25,371.16	52.26	23,178.84
<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	195.67	967.63	48.38	1,032.37
55110-14-10200 Adult Dept CDs	800.00	27.97	342.33	42.79	457.67
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	170.30	1,108.33	44.33	1,391.67
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	262.38	35.01	487.62
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxes	500.00	0.00	230.89	46.18	269.11
55110-14-45000 Ebooks/Digital Content	6,200.00	107.00	5,889.95	95.00	310.05
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	500.94	8,869.63	62.24	5,380.37
<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	450.00	1,017.90	53.57	882.10
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 T1/Internet Access	4,170.00	0.00	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 Maintana	0.00	0.00	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	22.60	1,475.67	36.89	2,524.33
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: JULY 31ST, 202410 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,070.00	472.60	23,979.73	62.99	14,090.27
TOTAL EXPENDITURES	1,050,556.00	74,377.85	556,454.79	52.97	494,101.21
REVENUES OVER/ (UNDER) EXPENDITURES	(602,451.71)	(72,293.12)	(318,270.18)	0.00	(284,181.53)

City of Merrill
Reserved and Designated Fund Equity

As of 7/31/2024

		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			1,697.51	
Net Library Cross-County Borrowing			4,539.39	1,697.51	14,908.92
N/L - Library Photocopier	26-31-5425	11,935.08			
Library - Photocopier Revenue	45110-46713		2,575.68		
Library - Photocopier Expenses	55110-03-12650			2,135.14	
Net Library Photocopier			2,575.68	2,135.14	12,375.62
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		1,721.42		
Library - Memorial Book Exp.	55110-03-140500			1,143.99	
Net Library Memorial Books			1,721.42	1,143.99	11,383.40
Net N/L - T.B. Scott Library		\$44,808.09	\$8,836.49	\$4,976.64	\$48,667.94

Monthly Statistical Report

T.B. Scott Free Library

July 2024

LIBRARY ACTIVITY	Jul 2024	Jul 2023	% Change	Jul 2022	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	5,673	5,037	12.6%	4,167	N/A	38,415	37,608	2.1%
Average Daily Traffic	218	201	8.5%	167	N/A	218	217	0.6%
Meetings Held	21	14	50.0%	4	N/A	179	98	82.7%
Attendance	73	59	23.7%	10	N/A	819	575	42.4%
Classes/Groups w/o Program	1	2	N/A	-	N/A	57	41	39.0%
Attendance	22	22	N/A	-	N/A	1,154	826	39.7%
New Card Registrations	43	52	-17.3%	59	-27.1%	365	333	9.6%
Volunteer Hours Worked	19	17	10.3%	13	44.2%	135	120	12.3%

TECHNOLOGY USE	Jul 2024	Jul 2023	% Change	Jul 2022	% Change	YTD 2024	YTD 2023	% Change
Wireless Use	1,458	1,600	-8.9%	1,332	9.5%	10,088	10,462	-3.6%
Internet Computers								
Adult	304	305	-0.3%	306	-0.7%	2,136	2,481	-13.9%
Youth	97	233	-58.4%	77	26.0%	455	720	-36.8%
Other Computers								
Adult	-	-	0.0%	-	0.0%	-	-	100.0%
Youth	181	73	147.9%	36	402.8%	870	412	111.2%
TOTAL USE	582	611	-4.7%	419	38.9%	3,461	3,613	-4.2%

PROGRAMS	Jul 2024	Jul 2023	% Change	Jul 2022	% Change	YTD 2024	YTD 2023	% Change
Programs Given								
Adult	6	6	0.0%	3	100.0%	92	36	155.6%
General Interest	4	-	N/A	-	N/A	24	-	N/A
Teen	4	-	N/A	-	N/A	5	-	N/A
Youth	9	7	28.6%	5	80.0%	81	76	6.6%
TOTAL	23	13	76.9%	8	187.5%	202	112	80.4%
Program Attendance								
Adult	63	74	-14.9%	41	53.7%	1,062	461	130.4%
General Interest	22	-	N/A	-	N/A	181	-	N/A
Teen	104	-	N/A	-	N/A	118	-	N/A
Youth	831	300	177.0%	173	380.3%	3,036	1,868	62.5%
TOTAL	1,020	374	172.7%	214	376.6%	4,397	2,329	88.8%

Self-Directed Activities

Monday Craft Day(2 sessions)
LEGO Scavenger Hunt
LEGO Guessing Jar
Summer Scavenger Hunt
Summer Guessing Jar
Activity Bags
Little Bluebirds Club

Date

143
7/23/2024 76
7/23/2024 56

#

222
147
198
8

Teen

Learn to Crochet(3 Sessions)
Summer Reading Program

Date

35
69

Date #
Randy Peterson(2 Sessions)
Wiggle, Giggle, Shake(3 Sessions)
7/23/2024 217
7/24/2024 25

#

155
76
123
235

Adult

1 on 1 Tech Help (7 sessions)
Kindhearted
Opportunity Development Center
Believe & Achieve
Dementia Basics
Cover to Cover Book Club

Date

7/8/2024 21
7/9/2024 11
7/16/2024 7
7/18/2024 5
7/18/2024 7

#

8
8
11
7
5
7

General Interest

BYOB Club
Real Writers Group
Knit/Crochet Circle
Scottish Kilts

Date

7/10/2024 1
7/13/2024 9
7/18/2024 2
7/23/2024 10

#

1
9
2
10

Outreach

Critic's Choice Movie

Date

7/24/2024

#

12

JULY 2024

BORROWERS		Jul 2024	Jul 2023	% Change	Jul 2022	% Change
City	Adult	3,715	4,019	-7.6%	3,793	-2.1%
	Youth	882	944	-6.6%	957	-7.8%
County	Adult	3,305	3,496	-5.5%	3,264	1.3%
	Youth	765	848	-9.8%	853	-10.3%
Other	Adult	406	394	3.0%	372	9.1%
	*ILL	452	444	1.8%	437	3.4%
	Youth	73	79	-7.6%	73	0.0%
TOTAL BORROWERS		9,598	10,224	-6.1%	9,749	-1.5%

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

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

Nov 2023: Purge of inactive patrons completed

DONATIONS	Jul 2024	Jul 2023	Jul 2022	YTD 2024	YTD 2023
Endowment Fund	\$ -	\$ -	\$ -	2,206	\$ 200
Special Projects Fund	\$ 134	\$ 245	\$ 150	656	\$ 1,005
Gifts/Memorials	\$ 678	\$ 134	\$ 345	2,072	\$ 1,647

RESOURCE SHARING	Jul 2024	Jul 2023	% Change	Jul 2022	% Change	YTD 2024	YTD 2023	% Change
V-Cat Received	1,224	1,482	-17.4%	1,555	-21.3%	9,113	10,305	-11.6%
V-Cat Sent	1,104	1,163	-5.1%	1,159	-4.7%	8,418	8,781	-4.1%
ILL Received	36	18	100.0%	54	-33.3%	286	332	-13.9%
ILL Sent	98	81	21.0%	79	24.1%	664	654	1.5%

CIRCULATION		Jul 2024	Jul 2023	% Change	Jul 2022	% Change	YTD 2024	YTD 2023	% Change
Audiobooks	Adult	125	205	-39.0%	203	-38.4%	1,006	1,194	-15.7%
	Youth	23	45	-48.9%	70	-67.1%	197	321	-38.6%
Books-Fiction	Adult	2,868	2,922	-1.8%	2,725	5.2%	18,104	19,011	-4.8%
	Youth	3,092	3,600	-14.1%	3,761	-17.8%	21,026	21,690	-3.1%
Books-Nonfiction	Adult	896	955	-6.2%	905	-1.0%	7,160	7,017	2.0%
	Youth	718	575	24.9%	709	1.3%	4,719	4,984	-5.3%
CDs/Cassettes	Adult	92	189	-51.3%	135	-31.9%	964	1,417	-32.0%
	Youth	20	11	81.8%	22	-9.1%	142	135	5.2%
DVD/Blu-Ray/VHS	Adult	656	853	-23.1%	719	-8.8%	5,089	5,814	-12.5%
	Youth	481	600	-19.8%	558	-13.8%	3,172	3,544	-10.5%
Games	Adult	5	1	400.0%	3	N/A	20	17	17.6%
	Youth	33	58	-43.1%	66	-50.0%	227	385	-41.0%
Magazines	Adult	284	198	43.4%	325	-12.6%	1,588	1,520	4.5%
	Youth	-	-	N/A	-	N/A	0	-	N/A
Other	Adult	109	108	0.9%	66	65.2%	667	600	11.2%
	Youth	16	37	-56.8%	24	-33.3%	198	208	-4.8%
PHYSICAL ITEMS SUB TOTAL		9,418	10,357	-9.1%	10,291	-8.5%	64,279	67,857	-5.3%
Digital Library	Audiobooks	1,183	1,079	9.6%	915	29.3%	8,680	7,406	17.2%
	eBooks	952	1,105	-13.8%	1,118	-14.8%	6,864	7,480	-8.2%
	Magazines	178	84	111.9%	61	N/A	1,601	562	184.9%
	Music/Videos	-	-	N/A	-	N/A	0	-	N/A
DOWNLOADS SUB TOTAL		2,313	2,268	2.0%	2,094	10.5%	17,145	15,448	11.0%
TOTAL CIRCULATION		11,731	12,625	-7.1%	12,385	-5.3%	81,424	83,305	-2.3%

MATERIALS CIRCULATING	Jul 2024	Jul 2023	% Change	Jul 2022	% Change	YTD 2024	YTD 2023	% Change
% Nonprint Materials Circulated	16.6%	20.3%	-18.6%	18.1%	-8.6%	18.17%	20.1%	-9.6%
% Print Materials Circulated	83.4%	79.7%	4.7%	81.9%	1.9%	81.83%	79.9%	2.4%
% Adult Materials Circulated	53.5%	52.4%	2.0%	49.4%	8.3%	53.82%	53.9%	-0.2%
% Youth Materials Circulated	46.5%	47.6%	-2.2%	50.6%	-8.1%	46.18%	46.1%	0.2%

**T.B. Scott Free Library
Board of Trustees
Endowment Fund Request**

**OTIS Elevator HydroEnhance Bundle
August 21, 2024**

It has recently been brought to the attention of Library Administration and the City's Facilities Maintenance Manager that the OTIS elevator requires an upgrade in order to function properly and safely. The operating system is outdated, and parts are no longer available for repairs should a failure occur. If the library is not proactive and chooses not to pursue the upgrade in 2024, a failure could result, and the elevator could be down for an extended period of time causing the Library to be non-compliant with ADA regulations. Additionally, the cost for the upgrade will increase in 2025.

The purpose of the request for payment from the Endowment Fund is a result of the City's inability to provide the funds for the upgrade in 2024. A request was made by the City Administrator to request funding from the Endowment Fund in 2024 with the understanding that reimbursement would be made to the Endowment Fund from the City of Merrill for the amount of the upgrade in 2025. A copy of the proposal from OTIS Elevator Company, Inc., is attached for review.

We respectfully request funding in the amount of \$19,800 to cover the cost of the necessary upgrade in 2024 with the understanding that the City of Merrill will reimburse the Endowment Fund the same amount of \$19,800 in calendar year 2025.

Attachment: OTIS Elevator Company, Inc., Proposal

OTIS HydroEnhance™ Bundle

07 / 23 / 2024

TB Scott Public Library
106 W. First St.
MERRILL,
54452 US

EQUIPMENT LOCATION:
106 W 1ST STREET
Merrill, Wisconsin
54452

MACHINE NUMBER(S):
437996

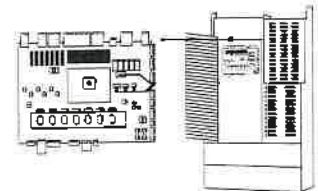
FROM:
Otis Elevator
Cassandra Brown
Cassandra.Brown@otis.com

While your Otis LVM 211 hydraulic elevator is recognized in the industry for its reliability and robustness, it has been out of production for many years and replacements for your LVM 211 control board are no longer available. To address this, Otis has created the HydroEnhance upgrade kit, a proactive solution that leverages Otis' latest technology to extend the life of your LVM 211 and improve the reliability and uptime of your elevators.

In addition to the HydroEnhance upgrade, we're excited to offer new packages with significant savings of up to \$6,000, giving you the opportunity to upgrade your door protection device and/or door operator when you upgrade to HydroEnhance.

HYDROENHANCE

- Extend the life of your elevator controller
- Enhance elevator safety by meeting the latest building code for door lock monitoring compliance
- Enable real-time equipment monitoring with our Otis ONE™ system
- Physically fits in existing controller cabinet eliminating the need for building modifications



OPTIGUARD™

- Using infrared beams, the Optiguard enables safe passage through the elevator entrance
- Reduces potential damage to elevator doors
- Meets B44-Appendix E and ADA requirements
- Maximum protection for passengers

GLIDE™ DOOR OPERATOR

- Opens doors quickly and reliably, allowing passengers to enter and exit efficiently
- Reduces elevator downtime and service calls related to minor debris in the door track or changes in conditions such as wind, temperature, etc.
- Customizable door speed to accommodate various building needs while remaining ADA compliant

CHOOSE YOUR BUNDLE

Depending on the option you select below, Otis will supply and install HydroEnhance upgrade to replace your current existing obsolete LVM 211 control board along with any other additional products you select.

Bundle	Price	Quantity	Subtotal
☐ HydroEnhance Upgrade	\$19,800	1	\$19,800
☐ HydroEnhance Upgrade + Optiguard - Save \$4,000 per elevator!	\$25,000.00	1	\$25,000.00
☐ HydroEnhance Upgrade + Glide Door Operator - Save \$5,000 per elevator!	\$43,500.00	1	\$43,500.00
☐ HydroEnhance Upgrade + Optiguard + Glide Door Operator - Save \$6,000 per elevator!	\$48,500.00	1	\$48,500.00

Total \$0.00

The price is based on a 100 % percent downpayment.

NOTE:

- Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.
- A representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified. Any work performed outside of normal trade hours would require a revised proposal for overtime.

SPECIAL PROVISIONS:

- In the event the location where work is to be conducted is greater than 50 miles from the local Otis field office, Otis reserves the right to issue a change order to supplement the additional travel expenses.
- In the event your local AHJ (Authority Having Jurisdiction) requires a special inspection or permitting, Otis may issue a change order for those fees. This fee is already included in the price listed above for Nevada and California customers.

**T.B. Scott Free Library
Board of Trustees
Endowment Fund Request**

**Browsing Book Bins
August 21, 2024**

To create a more accessible and user-friendly juvenile nonfiction space, we respectfully request additional funding for 20 front-facing book bins. The book bins are custom made oak, matching the 8 book bins we purchased from Buckstaff, aka Moss Designs Ltd., in 2021 to better organize our picture book collection.

Front-facing book displays/shelves provide increased accessibility which is important for individuals with disabilities as they are easy to recognize and select without the need to pull out each book to see the cover. This can be especially helpful for those with physical disabilities, visual impairments, or cognitive challenges. Front-facing materials have also been shown to increase circulation and encourage browsing. Incorporating these book bins will help create a cohesive and more accessible environment throughout the department.

The total amount requested is \$34,800. The amount is slightly higher than the amount included in the project estimate previously approved by the Board. This is a result of the decision, based upon research, to replace the traditional shelving with front-facing book bins to increase accessibility. The vendor, Buckstaff, aka Moss Designs, Ltd., has indicated that a downpayment in the amount of \$10,000 would secure the Library a spot in the cue for construction, which at this time would guarantee an approximate completion date of October 2025, well after the room addition is completed. The remaining balance of \$24,800 is due upon delivery.



Continuing a 160 year tradition.

QUOTE

Buckstaff / Moss Designs Ltd.

PO Box 2851
Oshkosh, WI 54903
(920) 235-5890
sales@buckstaff.com

QUOTE NO. 1954

DATE August 1, 2024

EXPIRATION DATE **October 1, 2024**

TO T B Scott Free Library
106 W First St
Merrill WI 54452

ABennett@tbscottlibrary.org

PROJECT	Book Browsers - 6 bin - mobile
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SALESPERSON	JOB	PAYMENT TERMS	FREIGHT
Phyllis		\$10,000 down /Net Due Upon Receipt	TBD

[illegible]

SUBTOTAL	\$	34,800.00
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SALES TAX	-
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TOTAL	\$ 34,800.00
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QUANTITY CHANGES MAY CHANGE THE INDIVIDUAL PRICES.

THANK YOU FOR YOUR BUSINESS!

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 08/21/2024.

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 seven (7) 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

MEMORIAL BOOK REQUESTS FOR LAST FIVE YEARS

	2019	2020	2021	2022	2023	2024
	Books	Books	Books	Books	Books	Books
Jan	19	10	10	11	12	6
Feb	15	21	44	28	5	7
Mar	9	13	32	6	31	3
Apr	15	2	18	7	10	26
May	18	3	5	6	8	10
Jun	14	12	32	6	4	0
Jul	15	13	17	16	7	
Aug	7	21	16	4	21	
Sep	25	18	9	5	15	
Oct	21	21	12	2	10	
Nov	16	7	4	2	8	
Dec	27	10	7	6	12	
Total	<u>201</u>	<u>151</u>	<u>206</u>	<u>99</u>	<u>143</u>	<u>52</u>

Policies

SCHOOL AND TEACHER SERVICES

Combines Public Library/School Library Relations 1/11/78 & Teacher Card Policy 4/13/83; reviewed & revised 8/20/03, 2/18/09, 10/15/14, 10/16/2019, 08/21/2024.

Review Date: 2029

It is the policy of T.B. Scott Free Library to work cooperatively with local schools, school libraries, and regulated day care centers to help serve the educational needs of Merrill area children/students.

Since the library's clientele and range of services are broader than those of school libraries, the public library does not perform the same functions as school or other institutional libraries that are designed to meet curricular needs. However, every effort will be made to maintain a cooperative and collaborative relationship with schools and regulated day care centers for the planning of educational programs and services for children and teachers.

The staff at T.B. Scott Free Library will:

- Provide materials that supplement the educational curriculum to aid students in their homework assignments and designate funds for the purchase of such supplemental materials.
- Help teachers choose, from the library's collection, books and materials on specific subjects.
- On request, prepare booklists or book talks on specific subjects as staff time and ability permit.
- Give tours and explain library services to groups of students and teachers.
- Schedule class visits. Each class visit may include a brief lesson on library procedures, organization of collections, or a specific topic chosen by the teacher or library staff (e.g., nonfiction, award-winning books, or poetry).
- Visit schools in an effort to promote the use of both public and school libraries.
- Issue to teachers and regulated day care providers a Teacher Card to use for the checkout of items that are to be used in the classroom.

To obtain and retain a Teacher Card at T.B. Scott Free Library, a patron is required to:

- Be a teacher or long-term substitute teacher currently employed in an area school or a regulated day-care provider.
- Have a regular adult library card. All materials not specifically intended for classroom use must be checked out on this card.
- Have an up-to-date Teacher Card application on file at the Youth Services Desk. Unused Teacher Card records will be deleted from the system annually.
- Notify the Youth Services Desk upon retirement or job change.

(continued)

T. B. Scott Free Library/Merrill, Wisconsin

Policies

The Privileges of a Teacher Card:

- Although teachers are expected to make every effort to return materials by the due date (or renew them by phone or online), materials checked out on a Teacher Card do not accrue fines when overdue. This is a courtesy to allow for materials that have been misplaced or taken home by students. However, fees for lost or damaged items will be assessed and charged to the holder of the Teacher Card, according to normal library policies.

Goal #3: Programming

Develop and execute programming, serving a broad range of ages and interests, expanding our awareness of diversity in our community and to provide civic engagement.

Action Step 3.1: Continue to provide technology-related programs.

Measure: Provide, at least, one presentation/workshop each programming season

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

Current Year: Working with Bug Tussel University to provide educational technology-based classes based on public interest and/or need. Also working with Chris Sprague to offer related video screenings where possible. 8/13/24 MP. A virtual scavenger hunt was offered to youth during National Library Week. 8/13/24 AB.

Action Step 3.2: Develop a staff schedule that allows for community outreach, professional development, and additional library programs.

Measure: Evaluate and adjust schedule quarterly to promote flexibility for professional development opportunities; periodically survey library staff to encourage participation in programming opportunities and professional development opportunities.

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

Current Year: Youth Services staff attended the Children's Festival and will be attending the annual Community Baby Shower on October 1. Many local 4K classes will visit this fall for storytime. 8/13/24 AB. Adjustment of daily schedules for staff to attend virtual training opportunities which included a Ryan Dowd customer service training related to Unattended Children in the library. 6/2024 LO.

Action Step 3.3: Collaborate with area local agencies to create programs to support the diverse interests of adult area residents.

Measure: Collaboration with one agency each programming season

Responsible staff: Head of Adult Services

Current Year: Continually working with Kindhearted, Opportunity Development Center, and Believe and Achieve to offer adult story time/crafting once a month. Partnering with the ADRC and Compassus to offer a Memory Café to area residents and their caregivers in November. Also working with Judicare bi-monthly to offer free of charge legal services. 8/13/24 MP

Action Step 3.4: Create programs for all ages that highlight local talent, resources and cultural heritage.

Measure: Engage patrons in program choice to identify interests through program follow-up or patron interest surveys, at least, once a calendar year

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

Current Year: Continue to offer multigenerational programs with the Youth Services team throughout the year to foster family learning. Working with ADRC specials to offer bi-monthly programming for caregivers who care for people with dementia. Youth Services worked closely with the UW-Extension 4-H Coordinator and AmeriCorps this summer offering three storytimes for young children, and a Learn to Crochet workshop series for tweens/teens. Educators from the Woodson Art Museum will be returning monthly beginning September 18 bringing stories and hands-on art activities. 8/13/24 AB.

Action Step 3.5: Provide programs that promote school readiness and improve learning outcomes while supporting diversity.

Measure: Collaborate with local schools to develop a supportive collection and to create engaging programs and activities

Responsible staff: Assistant Director/Head of Youth Services

Current Year: The Little Bluebirds Club is still going strong with 120 kids currently active in the program. Family and Toddler Storytime, utilizing new sensory bins, will begin September 11. 8/13/24 AB.

Hiring a Library Director

5

Basic Legal Requirements

Under Wisconsin law, library boards have the authority to hire, supervise, and, if necessary, fire the library director. The library director, in turn, has responsibility for the hiring and supervision of all other persons in library staff positions (provided the library board has authorized those positions). The library board also has the legal authority and responsibility for determining the compensation and general duties of the director (as well as of all other library positions).

Wisconsin statutes and administrative code rules *require* that all public library directors be properly certified by the Division for Libraries and Technology. Only libraries with a properly certified director can be library system members. (See [Trustee Essential #19: Library Director Certification](#).)

Library trustees must comply with state and federal laws that prohibit discrimination in hiring. (See [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#) for a list of these laws and sources of information about these laws.) Any written or oral questions to be asked of job candidates should be reviewed in advance by a person familiar with state and federal employment and discrimination law. Your municipal attorney and library system staff should be knowledgeable about these laws.

ADA Compliance

The ADA requires reasonable accommodations in three areas of the employment process. The first involves the job application process. People with disabilities may only be asked questions asked of all applicants. Certain types of questions are not allowed. For instance, all applicants should be told the essential job functions and then asked whether there was any reason why they could not do perform those functions. But it would not be acceptable to single out someone who uses a wheelchair and ask how that person would do a particular task.

Examples of questions that can and cannot be asked during an interview are included on a document from the University of Wisconsin-Madison's Office for Equity and Diversity's website (www.oed.wisc.edu/documents/job-interview-questions.pdf). Essential functions are the fundamental, crucial job duties performed in a position. They do not include marginal functions, which are extra or incidental duties. Job descriptions should be written so that the essential functions are clear. If pre-employment testing is required, then accommodations must be made, if needed, for people to take the test.

The second area requires reasonable modification or adjustments to the work environment or job procedures and rules, to allow a qualified person with a disability to do the work.

The third area requires equal access to whatever insurance and benefits are offered to other employees.

The ADA does not require employers to drop essential functions of a position in an effort to accommodate a person with disabilities. Employers are not expected

In This Trustee Essential

- The basic legal parameters for the hiring of a library director
- Recommended steps to follow when hiring a new director

to provide personal items not available to other employees, but certain accommodations might be expected, such as adjustable chairs, wrist pads, or modified phones.

The ADA Wisconsin Partnership website has a helpful Frequently Asked Questions section that addresses employment issues under the ADA: www.adawipartnership.org/FAQs.htm.

The Long-Term Effects of this Decision

Not all library boards will face the responsibility of selecting a new director. However, trustees who undertake this process must understand that it is singularly important and will have far-reaching and often long-term effects. Be prepared for a great deal of diligent effort—effort that will be worthwhile if you succeed in hiring the best person for the job.

What to Look for in a New Director

A library director is the chief administrative officer of the library. The director is responsible both for day-to-day management of the organization and for assisting the library board with “big picture” issues like planning and policy-making. In developing the job description and assessing candidates, consider the following:

- experience working with library boards and governing bodies
- knowledge of budget preparation, policy development, administration, and employee supervision
- library experience in the following areas: public service, technical services, public relations, and automation experience
- demonstrated leadership ability and dependability

Steps to Follow When Hiring a New Director

1. Immediately contact your library system—it has experienced staff that will be happy to assist you through this process.
2. Appoint a search and screen committee to develop or revise a draft job description, job ad, etc.
3. Ideally, the next step is to review the library’s strategic plan (if you have one) and analyze progress in reaching the goals and objectives. Knowing where the library needs to go will help trustees define the qualifications needed in the next director.
4. The board must approve a position description that reflects the necessary qualifications and duties of the job (including the requirements for certification). A competitive salary range and fringe benefit package must be established if you hope to attract qualified applicants.

5. The board or board committee checks references of applicants, evaluates qualifications, and arranges interviews with promising candidates (paying part or all of necessary travel expenses). A uniform list of questions should be developed for use in the interviews and for contacting references. Be sure to have these questions reviewed by someone knowledgeable about employment and discrimination law.
6. The board should make clear to candidates any probationary status, performance evaluation and salary adjustment procedures, and all other terms of employment, such as the Wisconsin certification requirement.
7. In addition to contacting listed references, the board may wish to contact current or past colleagues of the top candidate or candidates to get a more complete picture of the qualifications of the applicant. If you plan to do this, you should first get written permission from the candidate.
8. Once the board has made a hiring decision, it contacts the selected applicant and confirms the appointment and starting date in writing. It promptly notifies applicants not selected. The employment contract and/or letter of appointment should specify that as a condition of employment the director must obtain and maintain the appropriate state certification.
9. A thorough orientation program for the new director, similar to that described for trustees in [Trustee Essential #27: Trustee Orientation and Continuing Education](#), should be conducted.
10. A six-month or one-year probationary period is a common personnel practice. The board and director should mutually determine short- and long-term goals for this period. The board evaluates performance regularly throughout this period.
11. Assuming successful completion of probation, the board's supervision and evaluation responsibilities continue. Reviews of the director's performance and attainment of goals and objectives should be carried out annually. (See [Trustee Essential #6: Evaluating the Director](#).)

Sources of Additional Information

- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)
- [Trustee Essential #19: Library Director Certification](#)
- [Certification Manual for Wisconsin Public Library Directors](#)
- [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#)

- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org
- Your municipal or county personnel staff and attorney.

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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Sample Job Description

[Note: This is an example of a director's job description for a small public library. The job description for your library director should reflect local needs. See [Trustee Essential #5: Hiring a Library Director](#) for more information.]

Job Title: Library Director

Job Summary: Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with strategic planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires and supervises all assistants, substitutes, and volunteers who work in the library.

I. Specific Responsibilities

[Note: Priorities can be assigned to specific responsibilities or areas of responsibility, usually as priority A, B, or C, to help the employee manage time and address the board's most pressing concerns when the work load exceeds the available hours during certain periods of the year.]

Administrative Services

1. Serve as the library's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.

10. Inform and advise the library board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries and the library system.

Collection Management

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Service and Service Promotion

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.

5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Facilities Management

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

II. Essential Functions and Knowledge

1. Excellent interpersonal skills
2. Ability to effectively communicate ideas and information in both verbal and written form
3. Ability to work with governing boards, community groups and elected officials, and make presentations to them
4. Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances
5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner
6. Ability to read and comprehend print information, including technical, statistical, and financial information
7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the Internet
8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons

9. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases
10. Ability to understand and implement instructions and directions
11. Ability to establish and maintain proper priorities and meet deadlines
12. Ability to work within a confidential environment
13. Ability to produce and maintain accurate files and reports
14. Ability to use and manage office equipment including a telephone system, fax machine, copier, and security systems
15. Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency)
16. Knowledge and ability to type, sort and file
17. Ability to work hours and assignments as required by the library board

III. Required Education, Experience and Certification

1. Bachelor's degree from a liberal arts program
2. Grade 3 Wisconsin Public Librarian Certification (Grade 2 if population over 3,000; Grade 1 if population over 6,000) or eligibility for required certification
3. Maintenance of required Certification through necessary coursework and/or qualifying continuing education
4. Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities; i.e., staff supervision, working directly with the public, working with governing boards or bodies.

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Library Director's Report – August 21, 2024

Events

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

Here are some highlights of library programming:

- August is our month to refresh and regroup after a fun and crazy Summer READ program.
- Thanks to Children Wisconsin, we continue to offer Wiggle, Giggle, Shake on Friday mornings. What a fantastic turnout. The Story Hour Room is always full. The activity organizer from Children Wisconsin stated, "We have seen an increase in participation since we started offering the activity at the Library." We can't wait to be able to provide an even larger space when the new Activity/Meeting Room is complete.
- Adult Services continues to offer digital literacy programs through a collaboration with

WVLS

- WVLS Board of Directors Meeting was held on August 17. Attached is the WVLS Director's Report to the Board for your review. Nothing further to report from Diane Peterson, our WVLS representative.

Friends of the Library

- Nothing to report.

Library Director's Report

- We have had some changes in library staff recently. With Kyle Gulke's promotion to Library Assistant II as a result of Terri Akey's retirement, we offered the Library Assistant I position to Lisa Duginski, a lifetime Merrill resident. Lisa will start on Wednesday, September 4, 2024. Since the Board meeting in July, Evan Marzahn, the Library's Circulation Coordinator, turned in their resignation. They have made the decision to return home to Illinois. Their last day was Friday, August 9. They gave us a three-week notice which allowed us to post the position and interview candidates the week of August 5. We offered the position to Erika Gelhausen and she accepted. Erika has experience working in libraries throughout the area and is on course to get her master's degree in library science. Erika will start on Monday, September 16.
- The Northern Wisconsin ILS Consortium Exploration (NICE) Team Project is currently at a standstill. The vote by the WVLS Libraries was tabled until the September meeting. NWLS libraries voted not to merge at this time. The WVLS Administration Team will be meeting with the NWLS Administration Team to discuss the reasons for the "no" votes to determine whether there is still a chance the merger would take place if they worked through the factors that garnered the "No" vote.
- 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.

Director's Report

**WVLS BOARD OF TRUSTEES MEETING
August 17, 2024**

WVLS Loses a Family Member **HEATHER ANN (ELSMO) ELDRD,** **WVLS DIRECTOR EMERITA**

Former WVLS Director Heather Eldred passed away on August 4 following a brief illness.

She was born September 4, 1942, in Racine, WI to the late Sverre and Fern (Fulton) Elsmo. She graduated from Washington Park High School and received a Bachelor of Arts degree and master's in library science degree from the University of Wisconsin, Madison.

Heather's professional library career included positions at Cudahy (WI) Public Library, Marquette University Law School Library (Milwaukee), Holy Redeemer College (Waterford, WI), and the Wisconsin Valley Library Service, a seven-county library system.

While at WVLS, Heather served as a consultant for 8 years and as its Director for 27 years. At the time of her retirement in September 2007, the WVLS Board of Trustees granted Heather the honorary title of WVLS Director emerita for 35 years of system leadership.

During her career, Heather served on many state-level committees and was active in the Wisconsin Library Association (WLA) for over 30 years. She served as WLA President in 1988 and served on the WLA Foundation Board for two terms, one as its Vice-President. Heather received the Muriel Fuller Award for outstanding accomplishments which have significantly improved and benefited library services.

A donation to the WVLS Carol Ruth Wessier Scholarship fund will be made in her memory.

Correspondence

NOTES OF GRATITUDE

WVLS Summer Library Program Performer Grants

We had a beautiful morning and a great crowd for Tom Pease today. There were around 170 adults and kids in attendance. Our thanks for helping us to bring Tom's joyful performance to Tomahawk!

-- Annette Miller, Children's Librarian, Tomahawk Public Library

I've attached a few photos from the performance by Christian Strutz (Wesley Waffles) at our library last week. We used our performer grant to sponsor him. He always puts on a fantastic show! He's one of my favorites. ☺ Thank you to WVLS for the performer grants each summer! They really do make a difference to us! -- Erica Dischinger, Youth Services Coordinator, Minocqua Public Library

LEANWI Website Support

We are very excited about the website, and Brendan was an absolute pleasure to work with! So far, I have been able to go in and make any changes I have needed to. I did a Zoom meeting with Brendan the other day and he showed me a few things that I wanted to do, and because he's so super awesome, I was able to learn those things, and remembered how to do them on my own the next day when I needed to create yet another carousel! This has been a great experience to work with [Brendan and Erica]. -- Courtney Williams, Youth Services Coordinator/Assistant Librarian, New Lisbon Memorial Library

I was able to make the changes needed. Thanks for sending the training! Extremely helpful. --Robin Kruse, Assistant Librarian, Ellsworth Public Library

People / Libraries / Systems in the News

STAFFING CHANGES

Theresa Schmidt has been hired as the new Public Library Administration Consultant for DPI's Division for Libraries and Technology Team. Her first day on the job was Monday, July 15. Theresa previously served as the Mercer Public Library Director. She replaces Shannon Schultz who resigned from the position on March 1 to become the new Director of the South Central Library System.

The Antigo Public Library Board of Trustees has hired Toni Edge as the library's Acting Director. She replaces Director Ada Demblow who resigned from the position on April 27.

On May 12, Tana Elias became the new Director of the Madison Public Library. Before this new roll, Tana had 30 years of work experience at the Madison Public Library, most recently as its Digital Services and Marketing Manager. She replaces Greg Mickells, who retired from the position on February 2.

The Portage County Public Library Board of Trustees announced that Alexander Johnson has been hired as library director. He will replace Larry Oathout, who will retire on September 6. Alexander worked at



Heather Eldred, WVLS Board of Trustees meeting, August 13, 2022

Marathon County Public Library since 2021 as library support services manager where he supervised technical and circulation staff. He has experience on the library's Strategic Plan Leadership Team and served on committees of the Wisconsin Valley Library Service.

MATCZAK TEACHES ISCHOOL COURSE

WVLS Continuing Education Consultant **Janie Matczak** is teaching a new continuing education course on *Tackling Tough Work Conversations* for UW-Madison's Information School. This 4-week course assists librarians in developing skills to navigate tough conversations by focusing on trust, active listening, how to stay calm, and more. While tough conversations are not enjoyable, this course shares tools and best practices to apply when having them to ensure a positive result and stronger workplace. The 18 learners enrolled in the course are from public and academic libraries from across the U.S.

WALENTON IS MEMBER OF DPI'S FINANCIAL DATA WORKGROUP

In July, WVLS Business Manager **Brenda Walenton** volunteered to participate in a Financial Data Workgroup on behalf of the WI Department of Public Instruction, Division for Libraries and Technology. The workgroup will review proposed updates and clarifications to multiple sections of the Public Library Annual Report including sections on local appropriations, other funds, trust funds, funds carried forward, operational versus capital funds, and funds flowing through systems to libraries. The workgroup is anticipated to meet first in August to discuss expectations and 2 to 3 times in late August to October to finalize annual report proposals.

AREA LIBRARIANS ATTEND FOUNDATIONS OF WISCONSIN LIBRARIANSHIP WORKSHOP

Area colleagues **Antigo Public Library** Community Engagement Specialist **Kristie Holstad** and **Greenwood Public Library** Director **Amber Brill** attended a workshop sponsored by the WI Department of Public Instruction called *Foundations of Wisconsin Librarianship: Essential Skills for Library Media Specialists and Public Library Staff Serving Youth*. 21 people from 11 systems participated in the three-day event, held August 6-8 at Hotel Marshfield. The goal of the workshop was to support public library staff who are new to youth services work in Wisconsin. Participants were provided opportunities to network and develop genuine connections with their peers while learning about early literacy, programming, collection development, library services for all ages, intellectual freedom, digital media, compassion resilience, BadgerLink resources for public libraries, and the importance of gaming and libraries.

Grant Projects and Scholarship Opportunities

2024 SUMMER LIBRARY PROGRAM GRANTS

Through WVLS Summer Library Program (SLP) grants, financial support was provided for 30 performances hosted by area libraries throughout the summer months. Each library that participated in the SLP grant program was awarded up to \$300 for a performance. Those who attended the events

enjoyed a variety of performances that included musicians, raptor education, magicians, juggling, storytellers, a dragon training academy, animal and nature education, and theater shows.

PROFESSIONAL LEARNING FUNDS

WVLS will receive LSTA funding in FY 2024-2025 specifically to support our efforts to provide continuing education and professional development for our member libraries. These funds will help to offset costs for continuing education courses and participation at statewide and national conferences. More information will be shared at future meetings.

LSTA FY 2024-2025 GRANT AWARD SUPPORTS LEANWI INITIATIVES

\$77,028 was awarded in aggregate to LEANWI Partners under the newly named LSTA Core Services channel. While it is nice to think that DPI adopted naming based on the LEANWI "Core Services" terminology, it is a common concept and naming convention and makes sense. \$10,784 of this is already committed to the continuation support for Kajeet Hotspots through the end of 2024. \$49,200 is expressly designated within the LEANWI 2025 proposed budget plan to support LEANWI tenancy for rack 1, through WisNet, at the Chippewa Valley Technical College (CVTC) Regional Datacenter (RDC), to support a potentially significant increase above planned 5-year Faronics licensing renewal expenses, and to help offset Pharos and Splashdot licensing/subscription expenses. Approximately \$17,044 remains undesignated in the budget.

GRANTS AVAILABLE THROUGH CYBERSECURITY PILOT PROGRAM

The LEANWI partnership is reviewing the federal [Cybersecurity Pilot Program](#) (CPP), available to schools and libraries that meet the E-Rate program's eligibility requirements. This pilot "... will evaluate the effectiveness of using Universal Service funding to support cybersecurity services and equipment to protect school and library broadband networks and data in order to determine whether to fund them on a permanent basis." Questions remain regarding applicability of Children's Internet Protection Act (CIPA) certification, required for certain use of federal funding support through the E-Rate and LSTA programs, and whether it will be more meaningful for individual libraries to apply for specific needs, or for broader consortial efforts to be made at system or multi-system partnership levels.

WVLS Services

COLLABORATIONS

WPLC News

The WPLC (Wisconsin Public Library Consortium) board held meetings on June 10 and August 5. During these meetings they approved the 2025 budget, *discussed the possibility of an increase to the Digital Library Buying Pool 2026 and 2027 budgets*, approved the budget for Statewide delivery, appointed a

Collection Development Committee, discussed possible mission and vision statements, and formed a Nominating Committee.

With regard to the Digital Library Buying Pool budgets, there was general agreement that there should be an increase, but not more than 5%. Highlights from the WPLC Board discussion will be shared with the WPLC Collection Development Committee to consider as part of its Digital Library recommendation process.

LEANWI Partnership, Collaborative Projects, and Core Infrastructure Support

LEANWI Core Infrastructure: Our colleagues at South Central Library System (SCLS), hosting partners with the LEANWI partnership for collocated Backup and Digital Archiving appliances and services, began the quoting process with Dell in July 2024 to renew maintenance for a final period mid 2025 – mid 2026. Under the governance of WPLS, efforts will begin to investigate and prepare for the next lifecycle(s) of these two multi-system collaborations.

The TEACH division of the Wisconsin Department of Administration (DOA) has a new contract for statewide networking. The previous network and services, labeled "BadgerNet Service," is still in the process of being replaced by a new network, labeled "TEACH Network Service." AT&T will continue to be the Managed Service Provider (MSP) for the statewide networking fabric for schools and libraries and is still in the process of completing the migration of service connections. The end of the "current" BadgerNet contract was originally January 31, 2024, but after AT&T struggled to meet that deadline an extension of contract through June 2024 was put into effect. Circuit migrations were paused until management access migrations and handoff from WIN to GLS (the new network management and support provider) were/are completed. Schedule invites for circuit migration test and turn-up (TTU) events began being sent again in late July for August and are expected to continue until all sites are on TEACH Network.

In June, TEACH announced that all sites that currently receive service less than 100 Mbps will be upgraded to 100Mbps synchronous service, pending complete migration. This will likely need to correspond to adjustments on the LEANWI WAN fabric to WPLS head-end circuit speeds or to finally implementing the merger of the WPLS head-end with primary "LEANWI" head-end circuit IFLS and NWLS are currently merged into.

LEANWI Service Explorations: Last fall, LEANWI partners began exploring a relationship with a new Microsoft Licensing vendor due to struggles with responsiveness from our current vendor, to better understand program renewal and new procurement options. After much back and forth, and another change up of our primary account rep, we were able to work with our current MS licensing vendor to renew existing licensing for another 36-month period before the end of the previous term (June 30, 2024). Before attempting to procure new licensing, we will review our vendor relationship again and will continue to investigate and prepare for the inevitable program migration. We also continue to

monitor our Microsoft 365 tenancy, also currently under an academic program, for indications of the initiation of a mandatory migration to the charity program (e.g. for non-profits).

WPLC Technology Community of Practice: During its meeting in mid-June, participants discussed challenges with large-scale email sending, namely from ILS applications for patron notices, related to recent mass-email related security initiatives by global providers Google and Yahoo. The LEANWI Partnership announced in April that it has begun reviewing Faronics Deep Freeze licensing and intended to be engaging with Faronics reps during late Spring or the Summer of 2024, and reminded the group of that effort and the opportunity for a broader multi-system collaboration. The LEANWI five-year maintenance term with Faronics expires in November 2025. Given other systems' past indications of significantly increased costs, we want to get in front of our own renewal early enough to have time to review alternative options and potentially migrate away from Faronics Deep Freeze if cost increases prove prohibitive. We also want to increase awareness of our project among our peers and maximize the window of opportunity for additional licensing pool mergers with other systems to reduce duplications of effort and increase our collective economy of scale.

COLLECTION DEVELOPMENT

WVLS Adds Items to Makerspace Collection

In recent months, several new items have been added to the WVLS Makerspace Collection to support member library programming. New items include: two murder mystery kits, three puzzle competition kits, geoboard, straw connectors, building plans, and four math-themed kits. Each puzzle competition kit contains 9-10 copies of the same puzzle for teams to complete simultaneously. Each of the themed math kits contain five or six resources that support such topics as counting and numbers; sorting and patterns; addition and subtraction; and shapes.

In collaboration with the IFLS Library System and Northern Waters Library Service, WVLS is able to offer our member libraries a unique collection of makerspace kits, equipment, story time kits, and memory kits through a Lend Items booking program. More information about this service may be found on the [WVLS website](#).

Gale Presents: Udemmy

Following months of research and with input from member libraries, *Gale Presents: Udemmy* was selected in late spring to replace *Gale Courses*. With *Gale Presents: Udemmy*, library users can connect to thousands of video-based courses in business, technology, leadership, and personal development – and more than 15,000 courses are taught by instructors in their native language. This top collection, curated from over 210,000 courses from Udemmy.com and powered by Udemmy Business, gives users access to relevant skills training, helping them achieve success at work and in life. As part of a soft rollout of the product, virtual training was offered to member libraries in July.

Visit the [WVLS website](#) to access *Gale Presents: Udemmy* and other online resources available to library users.

COMMUNICATIONS

SCAA Form Focusing on Service

Part of the mission of WVLS is to ensure the *ultimate level of library service to residents throughout its seven county system area*. A way for WVLS to assess the service it provides is by capturing data and information from its member libraries, other systems and partner organizations.

WVLS Education Consultant Jamie Matczak created an online form called a "SCCA" to record Suggestions, Complaints, and Compliments/Accolades on WVLS services. The form is currently being piloted by Jamie and Public Services Consultant, **Kristle Hauer**. Eventually, all WVLS staff members will be using it. The idea for the form originated from *ZigZag's The Art of Giving Great Service* training that Jamie completed in April.

WVLS Newsletter Highlights

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

- **June 2024** - "New Makerspace Items Available for Checkout," "Zimmermann Talks About V-Cat and ILS Management," "Rhinelander Hosts First After-Hours Event," "Clark County Starts 'Passport Adventures' Program," "Guest Feature: River Falls and Junior Librarians," "Unlocking Efficiency for the 2024 Annual Report," "WVLS Members Receive WAPL Conference Scholarships."
- **July 2024** - "Registration Open for Trustee Training Week," "Gale Presents: Udemmy Coming to WVLS," "Hudag on the Roof Helps Kick Off Rhinelander Campaign," "Three Lakes Features Library of Things," "Guest Feature: Middleton Creates New 'Paw-Licy'," "Marketing Support Grant Pilot Project Underway."
- **August 2024** - "Three WVLS Libraries Receive ALA Grant," "Library Card Sign-Up Month is Almost Here," "Medford 'End of Summer' Party a Success," "Rib Lake Hosts Island Adventure," "10 Things to Know About Kart Sweeney," "Granton Partners on Story Hour in the Park," "Registration Open for Tech Days 2024."

Thank you to colleagues and friends for sharing news from their libraries!

Inclusive Services News

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

The [August 2024 Update](#) announced color blind glasses to give away, information from a webinar recording of *"More than Welcome: Libraries Serving Families of You Children with Disabilities,"* and three

IMLS Discretionary Grant projects the WI Dept. of Public Instruction plans to work on in upcoming grant cycles. It also shared resources for an upcoming webinar on "New Title II ADA Regulations for Websites and Mobile Apps: What Libraries Need to Know."

The [July 2024 Update](#) encouraged readers to give themselves permission to step back when feeling overwhelmed and to take time for themselves. The update also announced two upcoming webinars, "Telehealth 101: What libraries need to know" and "Wellness in the Library Workplace," and shared a toolkit from Mental Health America to use to bring awareness to BIPOC (Black, Indigenous, and People of Color) Mental Health Month in July.

The [June 2024 Update](#) offered resources to celebrate Immigrant Heritage Month in June, invited libraries to apply for a 2024 DEI Consultant Funding Opportunity, provided a resource guide from DPI on Juneteenth, and shared a link to a resource that addresses the ways that Libby supports readers and users with a range of accessibility needs.

DELIVERY SERVICES

On April 30, WVLS assumed the responsibility of sorting all materials running through the Inter- and intra-system delivery at Walcott's Wausau hub on behalf of our member libraries. During the month of May, WVLS in-office staff and a volunteer pitched in to complete the daily sort of all incoming materials and re-binning of all outgoing materials. Since then, **Amelia Zimmermann** and **Belanna Werner** were hired to assist with the sort over the summer months.

Since taking on the sort, WVLS has been tracking the number of incoming and outgoing bins, and the amount of time required to complete the sort each day. This data has helped to assess hours needed to complete the work and to determine work schedules for sorters. In late June, WVLS announced our plan to hire three sorters on a part-time basis, and a job description was posted to the Wisconsin Job site and through various communication channels used by WVLS. In July, following several interviews, WVLS hired 4 people. Thus far in August, **Bennet Sweeney** and **Gracie Engebrecht** have gone through orientation and training.

Data from the daily sort during May and June indicated significant variance in courier volume on Tuesdays and Wednesday, with the former being almost double that of the latter. To alleviate the pressure to get courier done on Tuesdays, WVLS added a fourth stop to the Rothschild Branch Library and to the Minocqua Public Library. Early data in August indicates a slight increase in volume on Mondays along with a slight decrease on Tuesdays. The week of August 5-August 9 saw a record number of 359 outgoing bins. It will be interesting to see how/if the courier volume is impacted once schools open in September.

LEGISLATIVE UPDATE

Results of the primary election were not known at the time this report was written. An oral report will be provided to the WVLS Board of Trustees during the meeting.

MEMBER LIBRARY / WVLS GATHERINGS

WVLS Listening Session

The second WVLS listening session of 2024 will take place on September 23 at the Frances L. Simek Memorial Library in Medford. Held twice annually, listening sessions are opportunities for area library staff and WVLS staff to come together to have informal discussions on current challenges and successes, and to hear the latest library-related news. More information about this event will be shared in an upcoming *Monday Mentions*.

Youth Services Meetup

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

On August 12, a YSIE get-together took place at the Granton Community Library. Those who attended toured the library, discussed early literacy text services and explored the use of artificial intelligence (AI) tools in program planning.

The next YSIE will be held virtually on September 10 and in collaboration with member library youth services staff from the IFLS Library System. During this event, youth staff will be divided into smaller groups to participate in different topic-focused sessions, before regrouping to share and recap.

WVLS Library Advisory Committee Meeting

The second meeting of the WVLS Library Advisory Committee (LAC), a multi-type advisory group of the WVLS Board of Trustees, was held on August 15 at the WVLS office. During the meeting, LAC members discussed how their libraries prepare for materials challenges, reviewed drafts of the 2025 WVLS Plan and WVLS Budget, and received service updates from WVLS staff in attendance. LAC meeting highlights and recommendations will be shared with the WVLS Board at their meeting on August 17.

PUBLIC LIBRARY CONSULTANT SERVICES

Data Analysis and Reporting

WVLS Data and Technology Services Consultant Erica Brewster completed a library service and funding infographic template for WVLS member counties using data presented in the 2023 *WVLS Statistics Booklet*. She worked with representatives from each county to further customize the template to support local library advocacy and marketing efforts, and in preparation for libraries' 2025 budget planning processes.

Public Library Services Support

Assistance was provided to the Rhinelander District Library by reviewing and providing feedback on their Flexible Facilities Program (FFP) grant application. These grants support important capital projects that directly enable work, education, and health monitoring in response to the COVID-19 pandemic. The program focuses on constructing new or renovating existing libraries, community centers, and multipurpose community facilities with a focus on offering reliable, affordable high-speed internet and other digital connectivity technology, including remote options. The State of Wisconsin Department of Administration has been awarded \$107 million for this initiative, which aims to address the needs of residents disproportionately impacted by the pandemic. Each awarded project can receive a maximum of \$4,250,000. The T.B. Scott Library (Merrill) and Tomahawk Public Library also submitted grant applications.

Assistance was provided to the Antigo Public Library regarding considerations for creating a Parenting Collection. A list of topics and themes typically included in Parenting Collections was provided along with reliable collection development sources.

TECHNOLOGY PROJECTS OVERVIEW

Communication and Training

Erica continues to do site visits to member libraries to deploy new computer equipment. As new equipment is installed, she trains local staff on the use of Deep Freeze, Pharos, Princh, and offers an orientation on library network equipment.

Erica also continues to add technology tips to <https://wvls.org/services/technology-FAQ/>.

Procurement and Asset Inventory

New computers were deployed at libraries in Antigo, Granton, Loyal, Medford, Rib Lake, and Rhinelander, with more being staged for Minocqua, Medford, Neillsville, Rhinelander and Three Lakes. A few libraries have requested that computer installation be done after the busy summer season, so installation timelines are being adjusted accordingly.

Work continues on the inventory of assets with two entities, Marathon County Public Library and WVLS, yet to be completed. All inventories still need to be uploaded to the shared LEANW/asset-tracking system.

Erica began network inventories this summer. Thus far, network equipment inventories have been completed for Granton, Merrill, Rib Lake, Three Lakes, Westboro and White Lake, and an inventory at Antigo is underway. As part of this project, Erica is assessing which sites have router equipment (EdgeRouter Lite) that are on the list of equipment to be replaced.

Assistance was provided to libraries in Antigo, Granton, Elcho, Granton, Loyal and White Lake to migrate to a central Deep Freeze Console so WVLS IT staff can monitor the status of public computers remotely

and better address issues directly. Local library staff still have access to a console for local computer management.

Project tracking:

Member site	Asset Inventory	Network Inventory	Replace Edge/Router Lite	Deep Freeze Central Console	TTU
an Antigo	in progress	in progress	complete	complete	pending
az Elcho	in progress	pending	pending	complete	1/18/2024
ad White Lake	in progress	complete	complete	complete	2/29/2024
ab Abbottsford	complete	pending	complete	pending	pending
co Colby	complete	pending	complete	pending	3/4/2024
cr Crandon	in progress	complete	pending	complete	2/29/2024
do Dorchester	complete	pending	pending	complete	pending
ga Granton	in progress	pending	complete	complete	pending
go Greenwood	complete	pending	complete	pending	pending
gl Gilman	complete	pending	complete	complete	pending
la Laona	complete	pending	pending	pending	pending
lo Loyal	in progress	pending	pending	complete	pending
ml Wausau	pending	pending	n/a	complete	pending
me Medford	in progress	pending	complete	pending	pending
ml Minocqua	in progress	pending	pending	pending	pending
mr Merrill	in progress	complete	complete	complete	1/16/2024
ne Millsville	in progress	pending	complete	pending	pending
ow Owen	complete	pending	complete	pending	pending
rh Rhineland	in progress	pending	complete	in progress	pending
rl Rib Lake	in progress	complete	pending	complete	pending
st Stetsville	complete	pending	pending	complete	pending
th Thorp	complete	pending	pending	pending	pending
tl Three Lakes	in progress	complete	complete	pending	1/25/2024
wa Wabeno	complete	pending	complete	pending	pending
we Westboro	complete	complete	pending	in progress	pending
wl Withee	complete	pending	pending	pending	pending

Member Library Services

Hotspots Update: LEANWI Partners NWLS and WVLS are continuing support for currently provisioned mobile hotspots and data plans with Kajeet through the end of 2024 before discontinuing system-level direct service management and support. We are working to collect information and to be able to provide guidance to libraries currently hosting Kajeet hotspots so they may gracefully discontinue their own programs by the end of 2024, budget and plan for the continuation of services directly with Kajeet

or migrate from Kajeet to work directly with other services and service providers (e.g. Mobile Beacon via Tech Soup).

Ongoing Projects: WVLS worked with MCPL IT staff to test deploy new PC imaging system with Deep Freeze public PC management, Pharos public PC timing software, and Prinix print management in live testing situation in the Wausau location. The pilot has thus far been successful and expanded from 6 "Internet" PCs on the ground floor in Wausau to include "Teen" PCs. New public PCs will eventually be deployed at all MCPL locations, replacing older units.

V-CAT AND ILS ADMINISTRATION
V-Cat Council Meeting Highlights

The V-Cat Council had meetings on June 6 and August 1.

During its June 6 meeting, the V-Cat Council approved the [March-April 2024 financial reports](#) and [2025 V-Cat Budget](#) and briefly reviewed guidelines for [Damaged and Missing Pieces](#), [Damaged and Missing Pieces Flowcharts – PDF](#) and [Billable Noted Missing Pieces Form](#).

The Council received an update on the Northern Wisconsin ILS Exploration (NICE) project and were briefed on several new documents including [Key Takaways from 2023](#), the [NICE Decision Making Principles](#), and new/updated information for the [NICE Record Standards Recommendation](#), [NICE Holds Fulfillment Recommendation](#), [NICE Cataloging Recommendation](#), and [Updated NICE ILS Vendor Selection Recommendation](#). Additional NICE Project informational documents shared included [Information about NWLS and WVLS registered borrowers](#), [extended service population](#), [library collections](#), and [circulation](#) and a preliminary draft of [NICE budget information](#).

A discussion occurred regarding the new/updated recommendations and the additional shared documents. It was noted that additional information and responses to questions and comments would be shared with individuals and on the NICE Project FAQs page in the near future and that a full 2024 NICE report would be available by the end of June.

Library staff and directors were invited to participate in a NICE Town Hall on Tuesday, June 11, which was also recorded for library staff who were unable to attend. All library staff were invited to share questions and feedback through the NICE Project Feedback Form.

At the August 1 meeting, the Council met to discuss an ILS merger. As part of the discussion, they reviewed [NICE Key Takeaways and Report \(June 2024\)](#), [NICE Why Merge? \(June 2024\)](#), [NICE Benefits and Common Questions](#), [V-Cat NICE 2025 DRAFT Budget Estimates](#), and [Letter from Wisconsin Department of Instruction](#).

The discussion also included a brief update about NWLS's recent decision on an ILS merger. During a meeting on July 18, the directors of the Northern Waters Library Network (NWLNN) discussed the NICE Project Recommendations and Report and an ILS merger. The discussion highlighted benefits of an ILS

for patrons, DPI support of an ILS merger, concerns about the NICE Holds Recommendation, satisfaction within NWLN services and resource sharing, and whether the financial savings were enough of a benefit to justify the change. The directors voted against merging the ILS with V-Cat. The NWLS Board of Trustees supported the NWLN vote and voted against an ILS merger during its meeting on July 20.

It was noted that WVLs will take time to carefully process the information provided and to have follow-up conversations with NWLS staff, WLS and DPI. It was unclear whether there was room to keep talking about a potential ILS merger in the near future. It was anticipated that more information would be available to share with the Council during its meeting in September. Regardless, WVLs and NWLS staff will continue to collaborate, and we anticipate future planning will include discussions about potential ILS mergers.

Each V-Cat member library representative had an opportunity to share their thoughts about a potential ILS merger including benefits, sticking points, and other comments. When asked if Council members were ready to vote on an ILS merger, a handful requested additional time to communicate NICE information with their boards. A vote about the NICE project was then tabled until the next V-Cat Council meeting slated for September 5.

V-Cat Bibliographic and Interface Committee Activity

The V-Cat Bibliographic / Interface Committee met on August 6 to discuss cataloging practices and procedures, and Aspen Discovery updates. An update will be provided to the WVLs Board of Trustees in September.

V-Cat Cooperative Circulation Committee Activity

During its meeting on June 12, the V-Cat Cooperative Circulation Committee discussed draft guidelines for Book Clubs, Teacher/Institutional Library Card Applications, and Short Term/Temporary Library Card Application.

Other Projects

Cataloging Work Completed: WVLs ILS Administrator Katie Zimmermann and Database and ILS Support Specialist Rachel Metzler worked closely with Maria Pregler (Merrill) and Elisha Sheffer (Rhinelander) to enhance bibliographic records in the V-Cat database for matching in the event of an ILS merger.

Backstage Work Completed: Records were sent to Backstage to improve them for matching in the event of an ILS merger. 4,230 records were sent for the insertion of the physical description. 4047 records were able to be improved in this way by Backstage. 7669 records were sent to Backstage for OCLC numbers and overall updating to the current OCLC record. 7453 were able to be improved.

The regular quarterly Backstage work was also completed in July. This work is to assist with maintaining subject, author, and genre authorities, convert to RDA style cataloging, and add Lexile and AR information were available.

Training: [Fall V-Cat Training sessions](#) are scheduled, and a survey has been shared with V-Cat member libraries to identify interest areas to determine training topics for sessions in November 2024 and Spring 2025.

Rachel provided cataloging training for Antigo Public Library staff, a cataloging refresher for T.B. Scott Public Library (Merrill) staff, a training on using Sierra for WISCAT lending and receiving for Antigo and Wabeno public library staffs, and a Web Management Reports and circulation statistics overview for Antigo Public Library staff.

WEBSITE SERVICES AND SUPPORT

Website Support Help Desk

A Help Desk ticketing system, launched exclusively for website-related support earlier in the year, is working well. Libraries across the four library systems in the LEANWI Website Service – Northern Waters Library Service (NWLS), IFLS Library System, Winding Rivers Library System and WVLs – are able to submit website-specific questions to a single email: websitehelp@librarieswin.org. Tickets can be transferred seamlessly between each system's helpdesk if an incoming question or need would be better addressed through a system-specific helpdesk. Erica Brewster and LEANWI Technology Support Consultant Brendan Tuckey comprise the LEANWI technology team's primary website services staff.

Winding Rivers Library System Websites

Brendan and Erica continue to work on WRLS member library websites. Due to the nature of their builds, the status of websites varies from needing complete rebuilds to updating the current site and training staff to manage their sites effectively. Systematic review is ongoing.

WRLS and member libraries are currently undergoing an ILS Migration to Polaris. As part of the migration, WRLS purchased "Vega Programs" for their ILS member libraries. This product integrates online calendars and booking tools into the discovery layer and ILS functions. LEANWI website services is working with WRLS libraries using Vega programs to add calendar and booking links as appropriate to their websites.

Website Development

Brendan Tuckey is actively **developing and designing new websites**. Four new websites have been deployed, one website rebuilt, and four additional sites are under development and one more will be rebuilt. One new request has come in from a NWLS library. All websites are designed in collaboration with the individual library and with website accessibility and Digi best practices. List of current new builds: Grantsburg (NWLS, deployed), New Lisbon (WRLS, deployed), Winter (NWLS, waiting library feedback), Wonevot (NWLS, waiting library feedback), Viroqua/McIntosh (in development), LaFarge/Lawton (in development), Hurley (NWLS, on deck). Rebuilds: Menomonie (IFLS, complete), Hammond (IFLS, in development).

A new centrally managed **Online Resources** page was released (examples: simple - <https://dorchesterpubliclibrary.org/online-resources/>, with local resources added - <https://spoonerlibrary.org/online-resources/>) for the four library systems in July. Deployment for FLS, NWLS, and WVLs libraries is complete; additional requested resources were added, and several trainings were provided on the project in general and on adding local resources to the page. We are planning more generalized training for promoting the use of this page with all library staff and the public soon. WRLS libraries will receive their pages as appropriate. A method for tracking "clicks" on online resources has also been developed – we are beginning to see which resources are most frequently accessed by those accessing the shared Online Resources page!

Brendan researched new options for website calendars. There are now three (four) viable options for libraries:

- Tookify – either free or paid version; allows updating through tookify.com website rather than needing to log into library website; paid version also allows for syncing with Google Calendar.
- Google Calendar with plugins to enhance appearance on website.
- The Events Calendar (yearly unlimited use license purchased by LEANWI) plus Fee-aye plugin enhancements – managed within library website.
- WRLS libraries: Vega Programs for events calendar and room booking.

The LEANWI Website team completed several website improvement projects, including:

- Moving standard global footers to Divi Builder global footer section and remove footer from individual pages.
- Installing Supreme Pro Plugin on all FLS/NWLS/WVLs sites. WRLS sites will be installed as they are built or consulted with. Training on use of these new plugin features will begin in the fall.

Website Training

The following website training topics were covered in May/June/July: creating website images and text with online tools and AI, website accessibility, understanding Divi, journey mapping and understanding website users, introduction to the new Online Resources page.

Additional training and reference materials are regularly added to <https://training.librarieswin.org/>. A minimum of four trainings are offered per month; recordings are uploaded to YouTube and posted with the topic on the training blog.

Continuing Education and Training

NEW DIGITAL BYTES

WVLs staff have produced several new *Digital Bytes*, short training videos, that area library staff might find helpful.

- [Scheduling Emails in Gmail](#) In this *Digital Byte*, Kristie talks about why and how to schedule an email in a Gmail account.

- [Tips for Packing Delivery Items](#) In this *Digital Byte*, Jamie provides tips and best practices to packing delivery items.
- [DPI Program Tracker](#) In this *Digital Byte*, Kristie explains how to use the DPI Activity and Program Tracker Spreadsheet that can be used to track annual report information.
- [Analyzing Your Collection \(Part 2\)](#) In Part 2 of this *Digital Byte*, Kristie discusses three tools that can be used to audit your library's children's collection, from a diversity standpoint.

UPCOMING WEBINARS

Wisconsin Trustee Training Week

Registration is open for [Wisconsin Trustee Training Week](#), an annual event that offers a week-long series of one-hour webinars on topics of interest to system, public library and county library board members, and library staff. This year's Wisconsin Trustee Training Week will be held from August 19-23. Topics covered include:

- Monday, August 19: [Everything You Want to Know About Book Challenges...and a Bit You Probably Don't](#)
- Tuesday, August 20: [Wisconsin Library Law](#)
- Wednesday, August 21: [Making Each Other Look Good: The Library Board and the Library Director](#)
- Thursday, August 22: [Organization and Governance Best Practices for Boards](#)
- Friday, August 23: [Robert's Rules Refresher](#)

All webinars will be recorded and archived for later viewing at the [Wisconsin Trustee Training Week](#) website.

Tech Days 2024

Tech Days is an annual collaboration between all 15 public library systems and the WI Department of Public Instruction to provide webinars to the library community on technology-related topics. Tech Days 2024, this year's 3-day event, will be held September 17-18 and will offer the following 90-minute webinars:

- Tuesday, September 17, 10:00-11:30 a.m.: [From Basics to Breakthroughs: AI Strategies for Library](#)
- Tuesday, September 17, 1:00-2:30 p.m.: [Navigating Artificial Intelligence Through a Public Librarian's Lens](#)
- Wednesday, September 18, 10:00-11:30 a.m.: [Virtual Reality for Career Readiness](#)
- Wednesday, September 18, 1:00-2:30 p.m.: [Trends in Emerging Tech with Laura Solomon](#)

Visit the [2024 Tech Days](#) website to find descriptions of the webinar sessions, read about the presenters, and to register for the sessions. Each webinar is worth 1.5 technology hours toward Wisconsin public library director certification. All webinars will be recorded and posted to the [2024 Tech Days](#) website.

In addition to the above webinars, on Tuesday, September 17, from 3:00-4:00 p.m., **Monica Treprow** and **Chris Baker** of the Wisconsin Department of Public Instruction will offer an introduction and overview of **"Empowering Uplong Learning: AI Guidance for Enhancing K12 and Library Education."** They will also offer insights about using the guidance in practice and share future AI plans at the state level.

2025 Wild Wisconsin Winter Web Conference

WVLS continues to work with the South Central Library System and IFLS Library System on planning speakers for this annual state conference scheduled for January 22-23, 2025. The session tracks for the conference will be Management, Internal Communications, Small Libraries, and Reference and Reader's Advisory (R&RA). Registration for the conference will open in early December.

INFO TO GO

CHECK OUT JUNE 2024 ISSUE OF THE MUNICIPALITY

The June 2024 issue of *The Municipality* includes several articles that may be of interest to library staff and trustees. This issue includes articles on advocacy (p. 11) and Wisconsin transparency laws (p. 19-22), as well as a legal FAQ on the relationship between municipal governments and library boards (p. 25 - 26). *The Municipality* is the digital publication of the League of Wisconsin Municipalities.

Upcoming Events / Meetings

- August 1 – WVLS V-Cat Council meeting
- August 2 – SRLAAW (System and Resource Library Administrators of Wisconsin) meeting
- August 5 – WPLC (Wisconsin Public Library Consortium) Board meeting
- August 6 – WVLS V-Cat Bibliographic Control / Interface Committee meeting
- August 12 – WVLS YSIE (Youth Services Information Exchange); Granton Community Library
- August 12 – WVLS/IFLS/NWLS Website Office Hour: **Marketing Online Resources**
- August 13 – DPI-hosted meeting of System Directors
- August 13 – WPLC Technology Steering Committee meeting
- August 14 – Statewide Bibliographic Standards Committee meeting
- August 15 – WVLS Library Advisory Committee meeting
- August 15 – WVLS/IFLS/NWLS Website Office Hour: **Website 201 [Just] Beyond the Basics**
- August 15 – WVLS/IFLS/NWLS Website Office Hour: **Managing Menus**
- August 17 – WVLS BOARD OF TRUSTEES MEETING
- August 19-23 – **"Wisconsin Trustee Training Week"**
- August 20 – Website Accessibility Learning Group meeting

- August 20 – DPI-hosted meeting of System Youth Services Consultants
- August 20 – WLA Conference Planning Committee meeting
- August 20 – DPI-hosted meeting of ILL/ILS Coordinators
- August 21 – Annual Teck Talk Gathering, Kilbourne Public Library
- August 27 – DPI-hosted Financial Data Workgroup meeting
- August 27 – Library Workforce Connection meeting
- August 28 – DPI-hosted meeting of System Continuing Education Consultants
- September 2 – WVLS OFFICE closed
- September 9 – WVLS/IFLS/NWLS Website Office Hour
- September 10 – WVLS Youth Services Information Exchange (YSIE)
- September 11 – Statewide Bibliographic Standards Committee meeting
- September 11 – 14 – ARLS (Association of Rural and Small Libraries) Conference; Springfield, Massachusetts
- September 12 – V-Cat Training: **Item Attachment**
- September 12 – WPLC Steering Committee meeting
- September 13 – COLAND (Council on Library and Network Development) meeting
- September 16 – WPLC Digital Archives Backup Workgroup meeting
- September 17 – Website Accessibility Learning Group meeting
- September 17 – WLA Conference Planning Committee meeting
- September 17 – NATIONAL VOTER REGISTRATION DAY; learn more [here](#)
- September 17-18 – **Tech Days 2024**
- September 18 – DPI hosted meeting of Library Services Data Workgroup
- September 18 – WVLS/IFLS/NWLS Website Office Hour: **Website 201 [Just] Beyond the Basics**
- September 19 – WVLS/IFLS/NWLS Website Office Hour: **Website 201 [Just] Beyond the Basics**
- September 19 – WVLS/IFLS/NWLS Website Office Hour
- September 19 – 21 – ALSC National Institute; Denver, Colorado
- September 21 – WVLS BOARD OF TRUSTEES MEETING
- September 23 – WVLS Listening Session; Francis L. Simek Memorial Library, Medford
- September 24 – Library Workforce Connection meeting
- September 25 – DPI-hosted meeting of System Continuing Education Consultants
- September 26 – Connecting WI Libraries meeting
- September 26 – DPI-hosted Financial Data Workgroup meeting
- September 26 – V-Cat Training: **MARC Alerts**
- September 27 – WLA Library Development and Legislation Committee meeting
- October 1 – DPI-hosted meeting of System Inclusive Services Consultants
- October 2 – WVLS Youth Services Workshop; T.B. Scott Library, Merrill

Thank you for reading!

Marla