



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, OCTOBER 16, 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 September 18, 2024
2. Vouchers of September 2024
3. Unaudited Monthly Revenue & Expense Report for September 2024
4. Monthly Statistical Report for September 2024

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve Endowment Fund Request for payment to MRWOODCHEK for Elm Tree Table Completion
2. Action Item: Review and approve of Notary Public Service Policy
3. Action Item: Review and approve Service Recognition for Individual Library Staff or Board Member
4. Discussion Item: Strategic Goals & Action Steps #5 Review
5. Discussion Item: Wisconsin Trustee Essential #17: Membership in the Library System

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

1. Wednesday, November 20, 2024, @4PM in the Library Community Room

VII. Adjournment

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

The Library is accessible to the physically disadvantaged. If special accommodation is needed, please contact the library at the number listed above.

Our Mission: Serving the Merrill area through traditional and innovative services, T.B. Scott Free Library

connects people to their community and the world, promotes literacy and civic engagement, encourages and supports life-long learning, ensures free and open access to ideas, and provides opportunities for recreation.

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, SEPTEMBER 18, 2024 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

1. **Call to order and roll call** - President Mike Geisler called the regular meeting of the Board of Trustees to order at 3:58PM in the Library Community Room. Present: Katie Breitenmoser, Darcy Dalsky, Chris Grunenwald, Audrey Huftel, Ryan Martinovici, Elizabeth McCrank, Barbara Rothlisberg. Excused: Mark Weix, Jr. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.
2. **Correspondence** - A note of thanks from a library visitor to the library staff for their warm greeting and the wonderful service provided. Thank you letter from the American Red Cross to library staff for the monetary donation. No additional correspondence.
3. **Public comment** - No public comment.

II. Consent Items

1. **Minutes of regular meeting on August 21, 2024** - K. Breitenmoser/A. Huftel/C to approve the Minutes of the regular meeting of August 21, 2024. No further discussion.
2. **Vouchers of August 2024** - E. McCrank/D. Dalsky/C to approve the Vouchers for August 2024. No further discussion.
3. **Unaudited Monthly Revenue & Expense Report for August 2024** - E. McCrank/K. Breitenmoser/C to approve the Unaudited Monthly Revenue & Expense Report for August 2024. No further discussion.
4. **Monthly Statistical Report for August 2024** - A. Huftel/B. Rothlisberg/C to approve the Monthly Statistical Report for August 2024. E. McCrank commented on the magazine checkouts and why we have seen a steady increase. L. Ollhoff explained that the Wisconsin Valley Library System had a change in procedure that now offered patrons from other libraries the opportunity to request magazines between WVLS library members. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Discussion Item: Northern Wisconsin ILS Consortium Exploration (NICE) System Merger Update** - L. Ollhoff provided an update on the Northern Wisconsin ILS Consortium Exploration (NICE) System Merger. The Wisconsin Valley Library Service (WVLS) member libraries voted at the September 5 V-Cat meeting to determine whether the system would move forward and perhaps negotiate terms with the Northern Waters Library System who had already voted down the merger. The vote to merge did not pass. It was a

close 50/50 split. However, a decision of this magnitude required a two-thirds majority vote to pass. Discussions will take a hiatus for the time being and WWLS administration will discuss next steps. No further discussion.

2. **Discussion Item: Strategic Plan Goals & Actions Steps #4 Review** - No further discussion.
3. **Discussion Item: Wisconsin Trustees Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees** - No further discussion.

IV. Library Director's Report L. Ollhoff briefly reviewed the written Library Director's Report. Highlighted fall programming for youth and adults: Start with Art brought to our young patrons from the Leigh Yawkey Woodson Art Museum, a new Spice of the Month Grab-N-Go for our adult patrons. Announced a new offering at the Library: Notary Public Services will be regularly offered each month by appointment preferably. Highlighted the upcoming and very popular Friends of the Library Book Sale on October 24, October 25, and October 26. Highlighted conversation with former Board member Gene Bebel. Thanked everyone who attended the retirement gathering for library staff member, Terri Akey, and Library Board Financial Secretary, Richard Mamer. T. Akey celebrated 35 years as a library staff member and R. Mamer celebrated 30 years on the Board. No further discussion.

V. President's Remarks M. Geisler thanked everyone for their service on the Board.

VI. Date and Time of Next Meeting Wednesday, October 16, 2024, @4PM in the Library Community Room.

VII. Adjournment A. Huftel/K. Breitenmoser/C to adjourn the meeting at 4:12 PM.

SEPTEMBER 2024

Company Being Paid	SEPTEMBER 2024				September 2024 Totals	
	9/6/24	9/13/24	9/20/24	9/27/24		
	Packet	Packet	Packet	Packet		
Amazon		1,556.58			\$	1,556.58
B&T L0280842	\$ 237.75	171.35	\$ 188.55		\$	597.65
B&T L5491882	\$ 333.47		\$ 248.74		\$	582.21
Bellin Health		63.00			\$	63.00
BookPage	\$ 414.00				\$	414.00
Brandt Extinguishers	\$ 60.00				\$	60.00
Cengage Learning, Inc.		227.12		79.97	\$	307.09
Center Point Large Print	\$ 46.74				\$	46.74
Cintas				238.77	\$	238.77
Demco			460.24		\$	460.24
Elan		779.33			\$	779.33
E.O. Johnson Business Technologies	\$ 51.00	384.58			\$	435.58
Frederick, Michael			50.00		\$	50.00
Frontier			\$ 106.75		\$	106.75
Haven, Inc.				135.00	\$	135.00
Libraria	\$ 282.95	312.42	\$ 207.76	185.60	\$	988.73
Merrill Ace Hardware	\$ 44.05				\$	44.05
Merrill Water Utility			\$ 388.84		\$	388.84
Mobile Beacon		645.00			\$	645.00
Multi Media Channels	\$ 213.19				\$	213.19
Ohloff, Laurie A.		39.86			\$	39.86
Plautz, Donna	\$ 30.42				\$	30.42
Tech-Soup	\$ 95.00				\$	95.00
T-Mobile	\$ 14.80			42.80	\$	57.60
Wisconsin Public Service			\$ 3,002.83		\$	3,002.83
	\$ 1,823.37	4,179.24	\$ 4,143.47	1,192.38	\$	11,338.46

9/09/2024 12:05 PM
PACKET: 11401 LIBRARY - 20240906
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										
01-000268	BAKER & TAYLOR	L0280842	✓								
I-2038517728	✓	ACCT# 216389 L028084 2 B00000	✓	237.75							
9/06/2024	1	DUE: 9/06/2024 DISC: 9/06/2024						1099: N			
		ACCT# 216389 L028084 2 B00000						✓ 10 55110-13-10000 Adult Dept Fiction		✓ 131.57	
		ACCT# 216389 L028084 2 B00000						✓ 10 55110-14-10100 Adult Dept Books on CD		✓ 90.73	
		ACCT# 216389 L028084 2 B00000						✓ 10 55110-03-10500 Library Supplies		✓ 11.00	
		ACCT# 216389 L028084 2 B00000						✓ 10 55110-03-11000 Postage		✓ 4.45	
===== VENDOR TOTALS =====				237.75							
01-000271	BAKER & TAYLOR	L5491882	✓								
I-2038498282	✓	ACCT # 216389 L549188 2 B0000	✓	80.57				✓ ANF2024-			
9/06/2024	1	DUE: 9/06/2024 DISC: 9/06/2024						1099: N			
		ACCT # 216389 L549188 2 B00000						✓ 10 55110-13-10100 Adult Dept Non-Fiction		✓ 71.20	
		ACCT # 216389 L549188 2 B00000						✓ 10 55110-03-10500 Library Supplies		✓ 9.37	
I-2038523051	✓	ACCT # 216389 L549188 2 B0000	✓	252.90				1099: N			
9/06/2024	1	DUE: 9/06/2024 DISC: 9/06/2024						✓ 10 55110-13-10100 Adult Dept Non-Fiction		✓ 221.57	
		ACCT # 216389 L549188 2 B00000						✓ 10 55110-03-10500 Library Supplies		✓ 26.90	
		ACCT # 216389 L549188 2 B00000						✓ 10 55110-03-11000 Postage		✓ 4.43	
===== VENDOR TOTALS =====				333.47							
01-000770	BOOKPAGE	✓									
I-883826	✓	ACCT #S9229	✓	414.00				LIBA09			
9/06/2024	1	DUE: 9/06/2024 DISC: 9/06/2024						1099: N			
		ACCT #S9229						✓ 10 55110-13-10300 Adult Dept Reference		414.00	
===== VENDOR TOTALS =====				414.00							
01-000069	BRANDT EXTINGUISHERS	RECHARGIN	✓								
I-13973	✓	15 - ANNUAL INSPECTION	✓	60.00				1099: Y			
9/06/2024	1	DUE: 9/06/2024 DISC: 9/06/2024						✓ 10 55110-02-16500 Fire/Security System Con		60.00	
		15 - ANNUAL INSPECTION									
===== VENDOR TOTALS =====				60.00							
01-000274	CENTER POINT	LARGE PRINT	✓								
I-2115399	✓	CUST # 54452	✓	46.74				1099: N			
9/06/2024	1	DUE: 9/06/2024 DISC: 9/06/2024						✓ 10 55110-13-10400 Adult Dept Large Print		46.74	
		CUST # 54452									
===== VENDOR TOTALS =====				46.74							

69
9/11/24

-----ID-----		POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	GROSS	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-004389		EO JOHNSON COMPANY INC							
I-INV1600390		9/06/2024	1	ACCT #6000604 DUE: 9/06/2024 DISC: 9/06/2024 ACCT #6000604	51.00	51.00	CN9122-0 1099: N ✓ 26 55110-03-12650	Library Photocopier Expe	51.00
=== VENDOR TOTALS ===									
01-005471		LIBRARIA							
I-250617		9/06/2024	1	REF# N/A - 105197 DUE: 9/06/2024 DISC: 9/06/2024 REF# N/A - 105197 REF# N/A - 105197	105.83	241426 1099: N ✓ 10 55110-13-20000 ✓ 10 55110-03-10500	Youth Children's Books Library Supplies	✓ 100.09 ✓ 5.74	
I-250638		9/06/2024	1	REF # N/A - 105198 DUE: 9/06/2024 DISC: 9/06/2024 REF # N/A - 105198 REF # N/A - 105198	153.74	241432 1099: N ✓ 10 55110-13-20000 ✓ 10 55110-03-10500	Youth Children's Books Library Supplies	✓ 143.47 ✓ 10.27	
I-250651		9/06/2024	1	REF# N/A-104913 DUE: 9/06/2024 DISC: 9/06/2024 REF# N/A-104913 REF# N/A-104913	6.19	239905 1099: N ✓ 10 55110-13-20000 ✓ 10 55110-03-10500	Youth Children's Books Library Supplies	✓ 5.99 ✓ 0.20	
I-250740		9/06/2024	1	REF # N/A - 105166 DUE: 9/06/2024 DISC: 9/06/2024 REF # N/A - 105166 REF # N/A - 105166	17.19	241233 1099: N ✓ 10 55110-13-20000 ✓ 10 55110-03-10500	Youth Children's Books Library Supplies	✓ 16.99 ✓ 0.20	
=== VENDOR TOTALS === 282.95									
01-000839		MERRILL ACE HARDWARE							
C-20240906		9/06/2024	1	ACCT #81867 DUE: 9/06/2024 DISC: 9/06/2024 ACCT #81867 ACCT #81867	4.90CR	1099: N ✓ 10 55110-03-50275 ✓ 10 55110-03-50000	M/R - Contingency M/R-General Repair/Maint	✓ 1.90CR ✓ 3.00CR	
I-236926		9/06/2024	1	ACCT # 81867 DUE: 9/06/2024 DISC: 9/06/2024 ACCT # 81867	29.99	1099: N ✓ 10 55110-03-50000	M/R-General Repair/Maint	29.99	
I-237040		9/06/2024	1	ACCT # 81867 DUE: 9/06/2024 DISC: 9/06/2024 ACCT # 81867	18.96	1099: N ✓ 10 55110-03-50275	M/R - Contingency	18.96	
=== VENDOR TOTALS === 44.05									

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT				
01-000085 MULTI MEDIA CHANNELS									
I-102457	✓	ACCT # 102219	✓	213.19					
9/06/2024	1	DUE: 9/06/2024 DISC:	9/06/2024		✓ 1099: N				
		ACCT # 102219			✓ 10 55110-03-41000	Public Relations/Publici		213.19	
===== VENDOR TOTALS =====									
				213.19					
01-004398 DONNA J PLAUTZ ✓									
I-20240906	✓	AUGUST MILEAGE	✓	30.42					
9/06/2024	1	DUE: 9/06/2024 DISC:	9/06/2024		✓ 1099: N				
		AUGUST MILEAGE			✓ 10 55110-03-30500	Mileage		30.42	
===== VENDOR TOTALS =====									
				30.42					
01-005404 T-MOBILE USA Inc. ✓									
I-20240906	✓	ACCT #267041899	✓	14.80					
9/06/2024	1	DUE: 9/06/2024 DISC:	9/06/2024		✓ 1099: N				
		ACCT #267041899			✓ 10 55110-14-45000	Ebooks/Digital Content		14.80	
===== VENDOR TOTALS =====									
				14.80					
01-005371 TECH SOUP GLOBAL ✓									
I-20240906	✓	REQUEST # 4079015	✓	95.00					
9/06/2024	1	DUE: 9/06/2024 DISC:	9/06/2024		✓ 1099: Y ✓				
		REQUEST # 4079015			✓ 10 55110-14-45000	Ebooks/Digital Content		95.00	
===== VENDOR TOTALS =====									
				95.00					
===== PACKET TOTALS =====									
				1,823.37					

PACKET: 11401 LIBRARY - 20240906
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 1,828.27
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 4.90CR

BATCH TOTALS 1,823.37

** 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
2024		10 -21-0000	Accounts Payable Control	1,772.37-*	2,600	2,377.00	1,050,556	390,626.48	1,050,556	390,626.48
		10 -55110-02-16500	Fire/Security System Con	60.00	8,000	3,955.45	1,050,556	390,622.80	1,050,556	390,622.80
		10 -55110-03-10500	Library Supplies	53.68	1,200	593.31	1,050,556	390,677.60	1,050,556	390,677.60
		10 -55110-03-11000	Postage	8.88	1,000	688.04	1,050,556	390,656.06	1,050,556	390,656.06
		10 -55110-03-30500	Mileage	30.42	2,000	342.05- Y	1,050,556	390,473.29	1,050,556	390,473.29
		10 -55110-03-41000	Public Relations/Publici	213.19	4,000	2,622.63	1,050,556	390,659.49	1,050,556	390,659.49
		10 -55110-03-50000	M/R-General Repair/Maint	26.99	10,000	2,363.84	1,050,556	390,669.42	1,050,556	390,669.42
		10 -55110-03-50275	M/R - Contingency	131.57	9,500	2,952.31	1,050,556	390,554.91	1,050,556	390,554.91
		10 -55110-13-10000	Adult Dept Fiction	232.77	10,000	3,299.15	1,050,556	390,393.71	1,050,556	390,393.71
		10 -55110-13-10100	Adult Dept Non-Fiction	414.00	500	86.00	1,050,556	390,272.48	1,050,556	390,272.48
		10 -55110-13-10300	Adult Dept Reference	46.74	4,300	1,284.81	1,050,556	390,639.74	1,050,556	390,639.74
		10 -55110-13-10400	Adult Dept Large Print	266.54	16,000	5,379.53	1,050,556	390,419.94	1,050,556	390,419.94
		10 -55110-13-20000	Youth Children's Books	90.73	2,000	688.75	1,050,556	390,595.75	1,050,556	390,595.75
		10 -55110-14-10100	Adult Dept Books on CD	109.80	6,200	44.65	1,050,556	390,576.68	1,050,556	390,576.68
		10 -55110-14-45000	Ebooks/Digital Content							
		26 -21-0000	Accounts Payable Control	51.00-*	0	2,431.26- Y	0	6,041.76- Y	0	6,041.76- Y
		26 -55110-03-12650	Library Photocopier Expe	51.00						
		99 -14-0010	Due from General Fund	1,772.37 *						
		99 -14-0026	Due From Non-Lapsing	51.00 *						

** 2024 YEAR TOTALS 1,823.37

9/09/2024 12:05 PM
PACKET: 11401 LIBRARY - 20240906
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	9/2024	1,772.37
26	9/2024	51.00

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11417 LIBRARY - 20240913
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-005248	AMAZON CAPITAL SERVICES, INC.						
C-1C4C-RWGV-TLFT	9/13/2024	1	ACCOUNT# A29JWFIABUZZST DUE: 9/13/2024 DISC: 9/13/2024	✓ 185.88CR	YS Progr	1099: N ✓ 10 55110-03-41500 Programming - Youth	185.88CR
C-1QC1-TVBJ-MLWK	9/13/2024	1	ACCOUNT# A29JWFIABUZZST DUE: 9/13/2024 DISC: 9/13/2024	✓ 23.08CR	071524AF	1099: N ✓ 10 55110-13-10000 Adult Dept Fiction	23.08CR
I-13PR-FPFH-TD77	9/13/2024	1	ACCOUNT# A29JWFIABUZZST DUE: 9/13/2024 DISC: 9/13/2024	✓ 340.52	YS Progr	1099: N ✓ 10 55110-03-41500 Programming - Youth	340.52
I-16FV-CKW4-V11T	9/13/2024	1	ACCOUNT# A29JWFIABUZZST DUE: 9/13/2024 DISC: 9/13/2024	✓ 387.00	080924 T	1099: N ✓ 10 55110-03-10000 Office Supplies	387.00
I-16LY-WNVN-W1FN	9/13/2024	1	ACCOUNT# A29JWFIABUZZST DUE: 9/13/2024 DISC: 9/13/2024	✓ 110.58	TBS-LIBS	1099: N ✓ 10 55110-03-10000 Office Supplies	110.58
I-16LY-WNVN-WLHX	9/13/2024	1	ACCOUNT# A29JWFIABUZZST DUE: 9/13/2024 DISC: 9/13/2024	✓ 110.56	YS-LEARN	1099: N ✓ 10 55110-14-40000 Learning Games/Story Box	110.56
I-1C4C-RWGV-RXNM	9/13/2024	1	ACCOUNT# A29JWFIABUZZST DUE: 9/13/2024 DISC: 9/13/2024	✓ 126.34	YS progr	1099: N ✓ 10 55110-03-41500 Programming - Youth	126.34
I-1M9X-XVYV-VYVF	9/13/2024	1	ACCOUNT# A29JWFIABUZZST DUE: 9/13/2024 DISC: 9/13/2024	✓ 23.99	AF080824	1099: N ✓ 10 55110-03-41250 Programming - Adult	23.99
I-1PNX-CCW3-VNJD	9/13/2024	1	ACCOUNT# A29JWFIABUZZST DUE: 9/13/2024 DISC: 9/13/2024	✓ 211.50	CS083124	1099: N ✓ 10 55110-15-31000 Computer Supplies	211.50
I-1PQW-YCVH-V63R	9/13/2024	1	ACCOUNT# A29JWFIABUZZST DUE: 9/13/2024 DISC: 9/13/2024	✓ 40.91	OS080824	1099: N ✓ 10 55110-03-10000 Office Supplies	40.91
I-1QNY-1TYX-VNFG	9/13/2024	1	ACCOUNT# A29JWFIABUZZST DUE: 9/13/2024 DISC: 9/13/2024	✓ 55.91	AP OS 09	1099: N ✓ 10 55110-03-10000 Office Supplies	✓ 39.33 16.58
I-1TNK-LC6J-VRPK	9/13/2024	1	ACCOUNT# A29JWFIABUZZST DUE: 9/13/2024 DISC: 9/13/2024	✓ 113.99	YS-DVDS	1099: N ✓ 10 55110-14-20100 Youth Videos, DVDs & CD-	113.99

Wm

PACKET: 11417 LIBRARY - 20240913
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		
01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)																				
I-1Y6M-6WHX-VN7P		✓	9/13/2024	1	ACCOUNT# A29JTWFIARUZST	✓	63.93	✓	MUSICCDs	1099: N	10 55110-14-10200	Adult Dept CDs	63.93							
					DUE: 9/13/2024 DISC: 9/13/2024															
I-1YTW-H767-TXFX		✓	9/13/2024	1	ACCOUNT# A29JTWFIARUZST	✓	180.31	✓	DVDAUG20	1099: N	10 55110-14-10400	Adult Dept DVDs	180.31							
					DUE: 9/13/2024 DISC: 9/13/2024															
					ACCOUNT# A29JTWFIARUZST															
===== VENDOR TOTALS =====							1,556.58													
01-000268 BAKER & TAYLOR L0280842																				
I-2038542217		✓	9/13/2024	1	ACCT # 216389 L0280842 2 B000	✓	171.35	✓	1099: N	10 55110-13-10000	Adult Dept Fiction	✓	132.69							
					DUE: 9/13/2024 DISC: 9/13/2024					10 55110-14-10100	Adult Dept Books on CD	✓	24.75							
					ACCT # 216389 L0280842 2 B0000					10 55110-03-10500	Library Supplies	✓	10.76							
					ACCT # 216389 L0280842 2 B0000					10 55110-03-11000	Postage	✓	3.15							
===== VENDOR TOTALS =====							171.35													
01-000083 BELLIN HEALTH																				
I-14045234		✓	9/13/2024	1	DUGINSKI / GELHASEN	✓	63.00	✓	1099: N	10 55110-01-54000	Health Insurance	63.00								
					DUE: 9/13/2024 DISC: 9/13/2024															
===== VENDOR TOTALS =====							63.00													
01-000665 CENGAGE LEARNING, INC - GALE																				
I-85299527		✓	9/13/2024	1	ACCT # 153415	✓	91.17	✓	SEPT-LCP	1099: N	10 55110-13-10400	Adult Dept Large Print	91.17							
					DUE: 9/13/2024 DISC: 9/13/2024															
					ACCT # 153415															
I-85335730		✓	9/13/2024	1	ACCT # 153415	✓	27.99	✓	SEPT-LCP	1099: N	10 55110-13-10400	Adult Dept Large Print	27.99							
					DUE: 9/13/2024 DISC: 9/13/2024															
					ACCT # 153415															
I-85363507		✓	9/13/2024	1	ACCT # 153415	✓	107.96	✓	SEPT-LCP	1099: N	10 55110-13-10400	Adult Dept Large Print	107.96							
					DUE: 9/13/2024 DISC: 9/13/2024															
					ACCT # 153415															
===== VENDOR TOTALS =====							227.12													

PACKET: 11417 LIBRARY - 20240913
 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

01-000207 E.O. JOHNSON BUSINESS TECHNOLO ✓
 I-INVL609773 ✓ ACCOUNT # 6000604 ✓ 384.58
 9/13/2024 1 DUE: 9/13/2024 DISC: 9/13/2024 1099: N
 ACCOUNT # 6000604 ✓ 26 55110-03-12650 Library Photocopier Expe 384.58
 === VENDOR TOTALS === 384.58

01-000128 ELAN FINANCIAL SERVICES ✓
 I-20240912 ✓ ACCT # 5472 1102 2200 0197 ✓ 779.33
 9/13/2024 1 DUE: 9/13/2024 DISC: 9/13/2024 1099: N
 ACCT # 5472 1102 2200 0197 ✓ 10 55110-03-10500 Library Supplies ✓ 92.85
 ACCT # 5472 1102 2200 0197 ✓ 10 55110-03-41751 Misc Rev-Hospitality ✓ 462.26
 ACCT # 5472 1102 2200 0197 ✓ 10 55110-14-40000 Learning Games/Story Box ✓ 115.00
 ACCT # 5472 1102 2200 0197 ✓ 10 55110-15-47500 Software/Upgrades ✓ 109.22
 === VENDOR TOTALS === 779.33

01-005471 LIBRARIA ✓
 I-250757 ✓ REF # N/A - 20000000087 ✓ 206.52
 9/13/2024 1 DUE: 9/13/2024 DISC: 9/13/2024 1099: N
 REF # N/A - 20000000087 ✓ 10 55110-13-20000 Youth Children's Books ✓ 197.32
 REF # N/A - 20000000087 ✓ 10 55110-03-10500 Library Supplies ✓ 9.20
 OK ✓

I-250811 ✓ REF # N/A - 20000000088 ✓ 78.32
 9/13/2024 1 DUE: 9/13/2024 DISC: 9/13/2024 1099: N
 REF # N/A - 20000000088 ✓ 10 55110-13-20000 Youth Children's Books ✓ 73.72
 REF # N/A - 20000000088 ✓ 10 55110-03-10500 Library Supplies ✓ 4.60
 OK ✓

I-250990 ✓ REF # 105180 ✓ 27.58
 9/13/2024 1 DUE: 9/13/2024 DISC: 9/13/2024 1099: N
 REF # 105180 ✓ 10 55110-13-20000 Youth Children's Books ✓ 27.18
 REF # 105180 ✓ 10 55110-03-10500 Library Supplies ✓ 0.40
 OK ✓

01-005383 MOBILE BEACON ✓
 I-2024 ✓ ORDER NUMBER: MB-182850 ✓ 645.00
 9/13/2024 1 DUE: 9/13/2024 DISC: 9/13/2024 1099: N
 ORDER NUMBER: MB-182850 ✓ 10 55110-15-32750 T1/Internet Access 645.00
 === VENDOR TOTALS === 645.00

9/16/2024 11:23 AM
PACKET: 11417 LIBRARY - 20240913
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

01-004280 LAURIE A. OLLHOFF ✓

I-20240906	CONFERENCE REIMBURSEMENT	39.86	
9/13/2024	DUE: 9/13/2024 DISC: 9/13/2024		
1	CONFERENCE REIMBURSEMENT	1099: N	
	CONFERENCE REIMBURSEMENT	10 55110-03-32000 Education & Conference	39.86

=== PACKET TOTALS ===
4,179.24

PACKET: 11417 LIBRARY - 20240913
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 4,388.20
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 208.96CR

BATCH TOTALS 4,179.24

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM				GROUP BUDGET	
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDGET	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDGET
2024		10 -21-0000	Accounts Payable Control	3,794.66-*	83,902	38,460.42	1,050,556	364,574.00		
		10 -55110-01-54000	Health Insurance	63.00	1,800	321.61- Y	1,050,556	364,059.18		
		10 -55110-03-10000	Office Supplies	577.82	8,000	3,837.64	1,050,556	364,519.19		
		10 -55110-03-10500	Library Supplies	117.81	1,200	590.16	1,050,556	364,633.85		
		10 -55110-03-11000	Postage	3.15	2,000	1,433.20	1,050,556	364,597.14		
		10 -55110-03-32000	Education & Conference	39.86	7,000	5,083.36	1,050,556	364,596.43		
		10 -55110-03-41250	Programming - Adult	40.57	7,500	2,716.17	1,050,556	364,356.02		
		10 -55110-03-41500	Programming - Youth	280.98	0	515.27- Y	1,050,556	364,174.74		
		10 -55110-03-41751	Misc Rev-Hospitality	462.26	9,500	2,842.70	1,050,556	364,527.39		
		10 -55110-13-10000	Adult Dept Fiction	109.61	4,300	1,057.69	1,050,556	364,409.88		
		10 -55110-13-10400	Adult Dept Large Print	227.12	16,000	5,081.31	1,050,556	364,338.78		
		10 -55110-13-20000	Youth Children's Books	298.22	2,000	664.00	1,050,556	364,612.25		
		10 -55110-14-10100	Adult Dept Books on CD	24.75	800	351.81	1,050,556	364,573.07		
		10 -55110-14-10200	Adult Dept CDs	63.93	2,500	1,053.45	1,050,556	364,456.69		
		10 -55110-14-10400	Adult Dept DVDs	180.31	750	373.43	1,050,556	364,523.01		
		10 -55110-14-20100	Youth Videos, DVDs & CD-	113.99	500	87.49- Y	1,050,556	364,411.44		
		10 -55110-14-40000	Learning Games/Story Box	225.56	1,900	670.60	1,050,556	364,425.50		
		10 -55110-15-31000	Computer Supplies	211.50	4,170	2,925.00	1,050,556	363,992.00		
		10 -55110-15-32750	T1/Internet Access	645.00	4,000	1,975.41	1,050,556	364,527.78		
		10 -55110-15-47500	Software/Upgrades	109.22	0	2,815.84- Y	0	6,426.34- Y		
		26 -21-0000	Accounts Payable Control	384.58-*						
		26 -55110-03-12650	Library Photocopier Expe	384.58						
		99 -14-0010	Due from General Fund	3,794.66 *						
		99 -14-0026	Due From Non-Lapsing	384.58 *						
** 2024 YEAR TOTALS				4,179.24						

9/16/2024 11:23 AM
PACKET: 11417 LIBRARY - 20240913
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	9/2024	3,794.66
26	9/2024	384.58

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

9/20/2024 4:23 PM
PACKET: 11425 LIBRARY - 20240920
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			-----DESCRIPTION-----			GROSS P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE					DISCOUNT	G/L ACCOUNT				
11-000268 BAKER & TAYLOR 10280842											
I-2038561687	1	ACCT #216389 1028084 2 B00000				188.55	1099: N				
9/20/2024		DUE: 9/20/2024 DISC: 9/20/2024					✓10 55110-13-10000	Adult Dept Fiction		106.74	
		ACCT #216389 1028084 2 B00000					✓10 55110-14-10100	Adult Dept Books on CD		69.27	
		ACCT #216389 1028084 2 B00000					✓10 55110-03-10500	Library Supplies		9.02	
		ACCT #216389 1028084 2 B00000					✓10 55110-03-11000	Postage		3.52	
===== VENDOR TOTALS =====						188.55					
11-000271 BAKER & TAYLOR 15491882											
I-2038546663	1	ACCT #216389 1549188 2 B00000				248.74	1099: N				
9/20/2024		DUE: 9/20/2024 DISC: 9/20/2024					✓10 55110-13-10100	Adult Dept Non-Fiction		230.10	
		ACCT #216389 1549188 2 B00000					✓10 55110-03-10500	Library Supplies		14.04	
		ACCT #216389 1549188 2 B00000					✓10 55110-03-11000	Postage		4.60	
===== VENDOR TOTALS =====						248.74					
11-002661 FRONTIER											
I-20240920	1	ACCT # 715-536-7909-010384-5				106.75	1099: N				
9/20/2024		DUE: 9/20/2024 DISC: 9/20/2024					✓10 55110-02-25000	Telephone		106.75	
===== VENDOR TOTALS =====						106.75					
11-005471 LIBRARIA											
I-251179	1	REF # N/A - 105130				30.54	241033				
9/20/2024		DUE: 9/20/2024 DISC: 9/20/2024					1099: N				
		REF # N/A - 105130					✓10 55110-13-20000	Youth Children's Books		29.35	
		REF # N/A - 105130					✓10 55110-03-10500	Library Supplies		1.19	
===== VENDOR TOTALS =====						69.51	242578				
I-251180	1	REF # SEPTEMBER-JUV-2				69.51	1099: N				
9/20/2024		DUE: 9/20/2024 DISC: 9/20/2024					✓10 55110-13-20000	Youth Children's Books		65.91	
		REF # SEPTEMBER-JUV-2					✓10 55110-03-10500	Library Supplies		3.60	
===== VENDOR TOTALS =====						107.71	242367				
I-251245	1	REF # 2000000088				107.71	1099: N				
9/20/2024		DUE: 9/20/2024 DISC: 9/20/2024					✓10 55110-13-20000	Youth Children's Books		102.31	
		REF # 2000000088					✓10 55110-03-10500	Library Supplies		5.40	
===== VENDOR TOTALS =====						207.76					

9/20/24

9/20/2024 9:23 PM
PACKET: 11425 LIBRARY - 20240920
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

11-000328 MERRILL WATER UTILITY ✓

I-20240920	1	ACCT # 112-01040-01	388.84 ✓		
9/20/2024		DUE: 9/20/2024 DISC: 9/20/2024		1099: N	
		ACCT # 112-01040-01	✓	10 55110-02-21000	Water and Sewer 388.84
===== VENDOR TOTALS =====			388.84		

11-000656 WISCONSIN PUBLIC SERVICE ✓

I-5172933141	1	ACCT # 0403371156-00003	3,002.83 ✓		
9/20/2024		DUE: 9/20/2024 DISC: 9/20/2024		1099: N	
		ACCT # 0403371156-00003	✓	10 55110-02-22000	Electric 2,692.81
		ACCT # 0403371156-00003	✓	10 55110-02-22500	Fuel - Natural Gas 310.02
===== VENDOR TOTALS =====			3,002.83		
===== PACKET TOTALS =====			4,143.47		

PACKET: 11425 LIBRARY - 20240920

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS

DEBIT MEMO TOTALS 4,143.47

CREDIT MEMO TOTALS 0.00

0.00

BATCH TOTALS

4,143.47

** G/L ACCOUNT TOTALS **

YANK	YEAR	ACCOUNT	NAME	AMOUNT	-----LINE ITEM-----				-----GROUP BUDGET-----			
					ANNUAL	BUDGET	OVER	ANNUAL	ANNUAL	BUDGET	BUDGET OVER	BUDGET OVER
					BUDGET	AVAILABLE	BUDG	BUDGET	BUDGET	AVAILABLE	BUDG	BUDG
2024		10 -21-0000	Accounts Payable Control	4,143.47--*								
		10 -55110-02-21000	Water and Sewer	388.84	1,600	226.15		1,050,556		356,426.07		
		10 -55110-02-22000	Electric	2,692.81	30,000	9,344.02		1,050,556		354,122.10		
		10 -55110-02-22500	Fuel - Natural Gas	310.02	30,000	22,492.56		1,050,556		356,504.89		
		10 -55110-02-25000	Telephone	106.75	2,000	1,064.45		1,050,556		356,708.16		
		10 -55110-03-10500	Library Supplies	33.25	8,000	3,804.39		1,050,556		356,781.66		
		10 -55110-03-11000	Postage	8.12	1,200	582.04		1,050,556		356,806.79		
		10 -55110-13-10000	Adult Dept Fiction	106.74	9,500	2,735.96		1,050,556		356,708.17		
		10 -55110-13-10100	Adult Dept Non-Fiction	230.10	10,000	3,069.05		1,050,556		356,584.81		
		10 -55110-13-20000	Youth Children's Books	197.57	16,000	4,883.74		1,050,556		356,617.34		
		10 -55110-14-10100	Adult Dept Books on CD	69.27	2,000	594.73		1,050,556		356,745.64		
		99 -14-0010	Due from General Fund	4,143.47 *								
			** 2024 YEAR TOTALS	4,143.47								

A/P Regular Open Item Register

9/20/2024 4:23 PM
PACKET: 11425 LIBRARY - 20240920
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	9/2024	4,143.47

NO ERRORS ✓ NO WARNINGS ✓

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
000665	CENGAGE LEARNING, INC - GALE					
I-85613813	✓	ACCT # 153415	✓ 26.39	✓ SEPT-ICP		
9/27/2024	1	DUE: 9/27/2024 DISC: 9/27/2024		✓ 1099: N		
		ACCT # 153415		✓ 10 55110-13-10400	Adult Dept Large Print	26.39
I-85631371	✓	ACCT # 153415	✓ 53.58	✓ SEPT-ICP		
9/27/2024	1	DUE: 9/27/2024 DISC: 9/27/2024		✓ 1099: N		
		ACCT # 153415		✓ 10 55110-13-10400	Adult Dept Large Print	53.58
		VENDOR TOTALS	✓ 79.97			
004375	CINTAS CORPORATION					
I-4205932982	✓	PAYER # 18280979	✓ 238.77	✓ 1099: N		
9/27/2024	1	DUE: 9/27/2024 DISC: 9/27/2024		✓ 10 55110-02-23250	Facility Cleaning Servic	238.77
		PAYER # 18280979				
		VENDOR TOTALS	238.77			
003938	DEMCO, INC.					
I-7538934	✓	CUST # 482508000	✓ 460.24	✓ LS091824		
9/27/2024	1	DUE: 9/27/2024 DISC: 9/27/2024		✓ 1099: N		
		CUST # 482508000		✓ 10 55110-03-10500	Library Supplies	460.24
		VENDOR TOTALS	460.24			
003708	MICHAEL FREDERICK					
I-193980	✓	2 BOOKS	✓ 50.00	✓ 1099: N		
9/27/2024	1	DUE: 9/27/2024 DISC: 9/27/2024		✓ 10 55110-13-10000	Adult Dept Fiction	50.00
		2 BOOKS				
		VENDOR TOTALS	50.00			
000714	HAVEN, INC					
I-20240927	✓	Donation - Cas Fri/Blue Jean	✓ 135.00	✓ 1099: N		
9/27/2024	1	DUE: 9/27/2024 DISC: 9/27/2024		✓ 10 55110-03-31000	Misc. - Petty Cash	135.00
		Donation - Cas Fri/Blue Jean				
		VENDOR TOTALS	135.00			

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-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE										
-005471 LIBRARIA ✓											
I-251249 ✓		REF # N/A - 105197 ✓				✓ 15.74	241426				
9/27/2024	1	DUE: 9/27/2024 DISC: 9/27/2024					1099: N				
		REF # N/A - 105197				✓	10 55110-13-20000	Youth Children's Books		✓ 14.95	
		REF # N/A - 105197				✓	10 55110-03-10500	Library Supplies		✓ 0.79	
I-251347 ✓											
9/27/2024	1	REF # 2000000088				✓ 12.19	242367				
		DUE: 9/27/2024 DISC: 9/27/2024					1099: N				
		REF # 2000000088				✓	10 55110-13-20000	Youth Children's Books		✓ 11.39	
		REF # 2000000088				✓	10 55110-03-10500	Library Supplies		✓ 0.80	
I-251422 ✓											
9/27/2024	1	REF # 2000000087 ✓				✓ 157.67	242366				
		DUE: 9/27/2024 DISC: 9/27/2024					1099: N				
		REF # 2000000087				✓	10 55110-13-20000	Youth Children's Books		✓ 147.87	
		REF # 2000000087				✓	10 55110-03-10500	Library Supplies		✓ 9.80	
===== VENDOR TOTALS =====						185.60					
-005404 T-MOBILE USA Inc. ✓											
I-20240927		ACCT # 267041899 ✓				✓ 42.80					
9/27/2024	1	DUE: 9/27/2024 DISC: 9/27/2024					1099: N				
		ACCT # 267041899				✓	10 55110-14-45000	Ebooks/Digital Content		42.80	
===== VENDOR TOTALS =====						42.80					
===== PACKET TOTALS =====						1,192.38					

** T O T A L S **

INVOICE TOTALS
DEBIT MEMO TOTALS
CREDIT MEMO TOTALS

1,192.38
0.00
0.00

BATCH TOTALS

1,192.38

** G/L ACCOUNT TOTALS **

NK	YEAR	ACCOUNT	NAME	AMOUNT	-----LINE ITEM-----				-----GROUP BUDGET-----			
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET
2024		10 -21-0000	Accounts Payable Control	1,192.38--								
		10 -55110-02-23250	Facility Cleaning Servis	238.77	3,400	1,242.94		1,050,556	1,050,556	322,322.66		322,322.66
		10 -55110-03-10500	Library Supplies	471.63	8,000	3,332.76		1,050,556	1,050,556	322,089.80		322,089.80
		10 -55110-03-31000	Misc. - Petty Cash	135.00	0	0.00		1,050,556	1,050,556	322,426.43		322,426.43
		10 -55110-13-10000	Adult Dept Fiction	50.00	9,500	2,685.96		1,050,556	1,050,556	322,511.43		322,511.43
		10 -55110-13-10400	Adult Dept Large Print	79.97	4,300	977.72		1,050,556	1,050,556	322,481.46		322,481.46
		10 -55110-13-20000	Youth Children's Books	174.21	16,000	4,709.53		1,050,556	1,050,556	322,387.22		322,387.22
		10 -55110-14-45000	Ebooks/Digital Content	42.80	6,200	1.85		1,050,556	1,050,556	322,518.63		322,518.63
		99 -14-0010	Due from General Fund	1,192.38 *								

** 2024 YEAR TOTALS

1,192.38

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	9/2024	1,192.38

NO ERRORS NO WARNINGS

** END OF REPORT **

TAL ERRORS: 0 TOTAL WARNINGS: 0

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					

<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	220.00	822.00	0.00	(822.00)
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	222,193.00	444,386.00	99.84	718.29
TOTAL Intergovernmental	445,104.29	222,413.00	445,208.00	100.02	(103.71)
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	3,000.00	187.72	3,217.32	107.24	(217.32)
TOTAL Public Charges-Services	3,000.00	187.72	3,217.32	107.24	(217.32)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	2,870.00	0.00	(2,870.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	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	1,124.38	4,056.88	0.00	(4,056.88)
45110-48475 Library Programs Revenue	0.00	0.00	7,318.91	0.00	(7,318.91)
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	1,124.38	15,829.42	0.00	(15,829.42)
TOTAL REVENUES	448,104.29	223,725.10	464,254.74	103.60	(16,150.45)
EXPENDITURES					

<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	187,920.00	14,455.36	137,326.64	73.08	50,593.36
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	443,105.00	31,200.37	311,263.61	70.25	131,841.39
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	3,572.00	1,062.50	1,174.06	32.87	2,397.94
55110-01-51000 Social Security	48,547.00	3,474.70	35,272.24	72.66	13,274.76
55110-01-52000 Retirement (WRS)	36,770.00	2,790.51	29,706.10	80.79	7,063.90
55110-01-52500 Prior Service-Debt Serv.	3,934.00	0.00	3,934.00	100.00	0.00
55110-01-54000 Health Insurance	83,902.00	5,244.11	50,324.69	59.98	33,577.31
55110-01-55000 Life Insurance	3,936.00	0.00	2,598.92	66.03	1,337.08
TOTAL Personnel Services	811,686.00	58,227.55	571,600.26	70.42	240,085.74

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	700.00	0.00	0.00	0.00	700.00
55110-02-16000 Elevator Contract/Inspect	3,300.00	0.00	3,455.20	104.70	(155.20)
55110-02-16250 HVAC Service	400.00	0.00	2,210.00	552.50	(1,810.00)
55110-02-16500 Fire/Security System Cont	2,600.00	60.00	223.00	8.58	2,377.00
55110-02-21000 Water and Sewer	1,600.00	388.84	1,373.85	85.87	226.15
55110-02-22000 Electric	30,000.00	2,692.81	20,655.98	68.85	9,344.02
55110-02-22500 Fuel - Natural Gas	30,000.00	310.02	7,507.44	25.02	22,492.56
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	238.77	2,157.06	63.44	1,242.94
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	97.18	0.00	(97.18)
55110-02-25000 Telephone	2,000.00	106.75	935.55	46.78	1,064.45
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	0.00	274.63	0.00	(274.63)
TOTAL Contractual Services	74,500.00	3,797.19	38,889.89	52.20	35,610.11
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,800.00	577.82	2,121.61	117.87	(321.61)
55110-03-10500 Library Supplies	8,000.00	686.37	4,667.24	58.34	3,332.76
55110-03-11000 Postage	1,200.00	20.15	617.96	51.50	582.04
55110-03-13000 Copier/Printing	300.00	0.00	120.00	40.00	180.00
55110-03-21000 Membership Dues	400.00	0.00	536.00	134.00	(136.00)
55110-03-30500 Mileage	1,000.00	30.42	311.96	31.20	688.04
55110-03-31000 Misc. - Petty Cash	0.00	60.00	(75.00)	0.00	75.00
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	39.86	566.80	28.34	1,433.20
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	463.19	2,592.05	129.60	(592.05)
55110-03-41001 Misc Rev - Publicity	0.00	0.00	967.00	0.00	(967.00)
55110-03-41250 Programming - Adult	7,000.00	40.57	1,916.64	27.38	5,083.36
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	852.15	0.00	(852.15)
55110-03-41500 Programing - Youth	7,500.00	280.98	4,783.83	63.78	2,716.17
55110-03-41501 Misc Rev-Programming-Yout	0.00	0.00	8,931.02	0.00	(8,931.02)
55110-03-41750 Hospitality	300.00	0.00	333.51	111.17	(33.51)
55110-03-41751 Misc Rev-Hospitality	0.00	462.26	515.27	0.00	(515.27)
55110-03-44000 Janitor Supplies	6,000.00	0.00	2,626.26	43.77	3,373.74
55110-03-50000 M/R-General Repair/Maint.	4,000.00	26.99	1,377.37	34.43	2,622.63
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	17.06	7,636.16	76.36	2,363.84
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	51,500.00	2,705.67	42,310.20	82.16	9,189.80
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	12,000.00	0.00	2,926.00	24.38	9,074.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	12,000.00	0.00	2,926.00	24.38	9,074.00

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	0.00	348.93	0.00	(348.93)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	1,202.54	0.00	(1,202.54)
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	1,551.47	0.00	(1,551.47)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	397.92	6,814.04	71.73	2,685.96
55110-13-10100 Adult Dept Non-Fiction	10,000.00	522.87	6,930.95	69.31	3,069.05
55110-13-10200 Adult Dept Paperbacks	750.00	0.00	428.95	57.19	321.05
55110-13-10300 Adult Dept Reference	500.00	414.00	414.00	82.80	86.00
55110-13-10400 Adult Dept Large Print	4,300.00	353.83	3,322.28	77.26	977.72
55110-13-20000 Youth Children's Books	16,000.00	936.54	11,290.47	70.57	4,709.53
55110-13-20100 Young Adult Books	2,500.00	0.00	1,749.89	70.00	750.11
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	2,625.16	31,914.02	65.73	16,635.98
<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	184.75	1,405.27	70.26	594.73
55110-14-10200 Adult Dept CDs	800.00	63.93	448.19	56.02	351.81
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	180.31	1,446.55	57.86	1,053.45
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	674.92	4.53	1,432.08
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	113.99	376.57	50.21	373.43
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	225.56	587.49	117.50	(87.49)
55110-14-45000 Ebooks/Digital Content	6,200.00	152.60	6,198.15	99.97	1.85
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	921.14	10,530.14	73.90	3,719.86
<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	211.50	1,229.40	64.71	670.60
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	645.00	1,245.00	29.86	2,925.00
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	0.00	0.00	3,570.00	0.00	(3,570.00)
55110-15-42500 Computer Equipment	10,000.00	0.00	4,149.35	41.49	5,850.65
55110-15-47500 Software/Upgrades	4,000.00	109.22	2,024.59	50.61	1,975.41
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: SEPTEMBER 30TH, 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	965.72	29,389.97	77.20	8,680.03
TOTAL EXPENDITURES	1,050,556.00	69,242.43	729,111.95	69.40	321,444.05
REVENUES OVER/ (UNDER) EXPENDITURES	(602,451.71)	154,482.67	(264,857.21)	0.00	(337,594.50)

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

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	4,539.39	0.00	(4,539.39)
TOTAL Intergovernmental	0.00	0.00	4,539.39	0.00	(4,539.39)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	555.78	3,503.75	0.00	(3,503.75)
45110-46715 Library - Vending Revenue	0.00	0.00	18.48	0.00	(18.48)
TOTAL Public Charges-Services	0.00	555.78	3,522.23	0.00	(3,522.23)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	0.00	1,000.00	0.00	(1,000.00)
45110-48257 WI Humanities - Grant	0.00	0.00	0.00	0.00	0.00
45110-48277 Summer Programs-Donations	0.00	0.00	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	1,345.00	3,224.87	0.00	(3,224.87)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	1,345.00	4,224.87	0.00	(4,224.87)
TOTAL REVENUES	0.00	1,900.78	12,286.49	0.00	(12,286.49)
<u>EXPENDITURES</u>					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	1,697.51	0.00	(1,697.51)
55110-03-12650 Library Photocopier Expen	0.00	435.58	2,815.84	0.00	(2,815.84)
55110-03-12675 Library Vending - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-22725 Summer Programs-Expenses	0.00	0.00	0.00	0.00	0.00
55110-03-25000 Library Grants - Expense	0.00	0.00	500.00	0.00	(500.00)
55110-03-40500 Memorial Books-Expense	0.00	0.00	1,412.99	0.00	(1,412.99)
TOTAL Supplies & Expenses	0.00	435.58	6,426.34	0.00	(6,426.34)
TOTAL EXPENDITURES	0.00	435.58	6,426.34	0.00	(6,426.34)
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	1,465.20	5,860.15	0.00	(5,860.15)
FUND TOTAL REVENUES	160,074.37	5,528.56	439,550.17	274.59	(279,475.80)
FUND TOTAL EXPENDITURES	243,771.00	49,214.38	353,041.66	144.83	(109,270.66)
REVENUES OVER/ (UNDER) EXPENDITURES	(83,696.63)	(43,685.82)	86,508.51	0.00	(170,205.14)

*** END OF REPORT ***

Monthly Statistical Report

T.B. Scott Free Library

September 2024

LIBRARY ACTIVITY	Sep 2024	Sep 2023	% Change	Sep 2022	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic *	3,728	4,817	-22.6%	3,914	-4.8%	46,763	47,509	-1.6%
Average Daily Traffic *	155	193	-19.5%	157	-1.1%	206	210	-1.9%
Meetings Held	24	23	4.3%	4	500.0%	223	147	51.7%
Attendance	126	115	9.6%	29	334.5%	1,028	844	21.8%
Classes/Groups w/o Program Attendance	6	8	-25.0%	7	-14.3%	63	50	26.0%
	133	153	-13.1%	130	2.3%	1,287	990	30.0%
New Card Registrations	46	65	-29.2%	33	39.4%	469	448	4.7%
Volunteer Hours Worked	14	22	-36.4%	15	-6.7%	174	162	7.4%

* Counts are off due to an issue with the people counter

TECHNOLOGY USE	Sep 2024	Sep 2023	% Change	Sep 2022	% Change	YTD 2024	YTD 2023	% Change
Wireless Use	1,374	1,548	-11.2%	1,451	-5.3%	12,846	13,616	-5.7%
Internet Computers	284	323	-12.1%	360	-21.1%	2,702	3,125	-13.5%
Adult	46	72	-36.1%	46	N/A	580	941	-38.4%
Youth	-	-	N/A	-	N/A	-	-	N/A
Other Computers	73	50	46.0%	32	128.1%	1,082	534	102.6%
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	73	50	46.0%	32	128.1%	1,082	534	102.6%
TOTAL USE	403	445	-9.4%	438	-8.0%	4,364	4,600	-5.1%

PROGRAMS	Sep 2024	Sep 2023	% Change	Sep 2022	% Change	YTD 2024	YTD 2023	% Change
Programs Given	5	13	-61.5%	3	66.7%	106	57	86.0%
Adult	3	-	N/A	-	N/A	31	-	N/A
General Interest	-	-	N/A	-	N/A	5	-	N/A
Teen	10	11	-9.1%	8	25.0%	97	92	5.4%
Youth	18	24	-25.0%	11	63.6%	239	149	60.4%
TOTAL	18	24	-25.0%	11	63.6%	239	149	60.4%
Program Attendance	51	133	-61.7%	42	21.4%	1,201	714	68.2%
Adult	20	-	N/A	-	N/A	227	-	N/A
General Interest	-	-	N/A	-	N/A	118	-	N/A
Teen	215	207	3.9%	135	59.3%	3,359	2,141	56.9%
Youth	286	340	-15.9%	177	61.6%	4,905	2,855	71.8%
TOTAL	286	340	-15.9%	177	61.6%	4,905	2,855	71.8%

Adult

1 on 1 Tech Help(4 sessions)
 News Literacy w/Bug Tussel
 Kindhearted
 Believe and Achieve
 Cover to Cover Book Club

General Interest

BYOB Club
 Real Writers Group
 Knit/Crochet Circle

Outreach

Critic's Choice Movie

Date

9/3/2024
 9/9/2024
 9/10/2024
 9/19/2024

Date

9/11/2024
 9/14/2024
 9/19/2024

Date

9/25/2024

#

4
 3
 22
 8
 11
 6
 12
 2
 7

Self-Directed Activities

Little Bluebirds
 Scavenger Hunt
 Preschool Activity Bags
 School Age Activity Bags

Youth

Toddler Storytime(3 sessions)
 Family Storytime(2 sessions)
 Wiggle, Giggle, Shake(4 sessions)
 Start With Art

Date

8
 30
 75
 25
 67
 54
 65
 29

SEPTEMBER 2024

BORROWERS		Sep 2024	Sep 2023	% Change	Sep 2022	% Change
City	Adult	3,768	3,798	-0.8%	3,837	-1.8%
	Youth	883	941	-6.2%	961	-8.1%
County	Adult	3,337	3,349	-0.4%	3,274	1.9%
	Youth	776	833	-6.8%	859	-9.7%
Other	Adult	424	396	7.1%	369	14.9%
	*ILL	418	444	-5.9%	437	-4.3%
	Youth	72	81	-11.1%	75	-4.0%
TOTAL BORROWERS		9,678	9,842	-1.7%	9,812	-1.4%

Nov 2021: Initiated "fine free" policy

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

Nov 2023: Purge of inactive patrons completed

DONATIONS	Sep 2024	Sep 2023	Sep 2022	YTD 2024	YTD 2023
Endowment Fund	\$ -	\$ 1,500	\$ -	3,710	\$ 1,700
Special Projects Fund	\$ -	\$ 275	\$ 100	656	\$ 2,466
Gifts/Memorials	\$ 604	\$ 384	\$ 141	2,759	\$ 2,529

RESOURCE SHARING	Sep 2024	Sep 2023	% Change	Sep 2022	% Change	YTD 2024	YTD 2023	% Change
V-Cat Received	1,150	1,265	-9.1%	1,580	-27.2%	11,504	13,029	-11.7%
V-Cat Sent	1,195	1,241	-3.7%	1,263	-5.4%	10,736	11,361	-5.5%
ILL Received	50	21	138.1%	36	38.9%	355	389	-8.7%
ILL Sent	85	80	6.3%	93	-8.6%	827	839	-1.4%

CIRCULATION		Sep 2024	Sep 2023	% Change	Sep 2022	% Change	YTD 2024	YTD 2023	% Change
Audiobooks	Adult	117	161	-27.3%	157	-25.5%	1,176	1,544	-23.8%
	Youth	51	58	-12.1%	74	-31.1%	311	442	-29.6%
Books-Fiction	Adult	2,345	2,833	-17.2%	2,687	-12.7%	23,075	24,879	-7.3%
	Youth	2,784	3,052	-8.8%	3,199	-13.0%	26,272	27,788	-5.5%
Books-Nonfiction	Adult	834	886	-5.9%	806	3.5%	8,803	9,077	-3.0%
	Youth	664	598	11.0%	672	-1.2%	5,876	6,236	-5.8%
CDs/Cassettes	Adult	109	97	12.4%	125	-12.8%	1,238	1,703	-27.3%
	Youth	54	20	170.0%	51	5.9%	247	164	50.6%
DVD/Blu-Ray/VHS	Adult	615	683	-10.0%	565	8.8%	6,346	7,241	-12.4%
	Youth	346	371	-6.7%	369	-6.2%	3,919	4,463	-12.2%
Games	Adult	2	1	100.0%	2	N/A	27	20	35.0%
	Youth	38	39	-2.6%	50	-24.0%	302	488	-38.1%
Magazines	Adult	293	232	26.3%	239	22.6%	2,091	1,939	7.8%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	66	87	-24.1%	71	-7.0%	839	790	6.2%
	Youth	13	23	-43.5%	31	-58.1%	215	254	-15.4%
PHYSICAL ITEMS SUB TOTAL		8,331	9,141	-8.9%	9,098	-8.4%	80,737	87,028	-7.2%
Digital Library	Audiobooks	1,210	1,096	10.4%	1,037	16.7%	11,281	9,516	18.5%
	eBooks	864	1,021	-15.4%	1,033	-16.4%	8,813	9,521	-7.4%
	Magazines	191	192	-0.5%	75	154.7%	1,984	847	134.2%
	Music/Videos	-	-	N/A	-	N/A	-	-	N/A
DOWNLOADS SUB TOTAL		2,265	2,309	-1.9%	2,145	5.6%	22,078	19,884	11.0%
TOTAL CIRCULATION		10,596	11,450	-7.5%	11,243	-5.8%	102,815	106,912	-3.8%

MATERIALS CIRCULATING	Sep 2024	Sep 2023	% Change	Sep 2022	% Change	YTD 2024	YTD 2023	% Change
% Nonprint Materials Circulated	16.9%	16.8%	0.5%	16.4%	3.1%	18.11%	19.7%	-7.9%
% Print Materials Circulated	83.1%	83.2%	-0.1%	83.6%	-0.6%	81.89%	80.3%	1.9%
% Adult Materials Circulated	52.6%	54.5%	-3.5%	51.1%	2.8%	54.00%	54.2%	-0.4%
% Youth Materials Circulated	47.4%	45.5%	4.2%	48.9%	-3.0%	46.00%	45.8%	0.5%

**T.B. Scott Free Library
Board of Trustees
Endowment Fund Request
October 16, 2024**

**Elm Tree ReWork Completion
MRWOODCHEK (Darin Mrachek) Invoice Payment**

This request is being made for payment to Darin Mrachek dba MRWOODCHEK in the amount of \$1,100 for the work completed to repair and complete the elm tree table that was initially started and unsatisfactorily completed by the previously contracted woodworker. The amount set forth is in close range to the remaining balance that would have been owed the previous contractor had it been completed.

We respectfully request funding from the library endowment fund in the amount of \$1,100 to cover the cost of the necessary repairs and completion of the elm tree table.

Attachment: MRWOODCHEK (Darin Mrachek) Invoice

MRWOODCHEK (Darin Mrachek)

INVOICE

W4441 Davey Lave
Merrill, WI 54452
Phone: (715) 409 9333

INVOICE #	DATE
09_2024	10/9/2024

BILL TO
TB Scott Library
Laurie Ollhoff
Merril, WI

CUSTOMER ID	TERMS
n/a	Due Upon Receipt + 30 days

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Refinish Elm Slab Table	1	1,100.00	1,100.00
Pick-up			
Remove existing top coat finish, step sand 80,120,180 both top and unfinished bottom, prep with wood cleaner			
Apply new hard-wax oil finish X2, polish to low-gloss finish, top and bottom			
Table Base (design and build RED OAK) with 5 adjustable feet			
Remove existing base and disposal			
Delivery and set-up			\$ -
			\$ -
Thank you for your business!		SUBTOTAL	\$ 1,100.00
		TAX RATE	0.000%
		TAX	-
		TOTAL	\$ 1,100.00

If you have any questions about this invoice, please contact
Darin Mrachek 715.409.9333, thanks.

Policies

NOTARY PUBLIC SERVICE POLICY

Reviewed and approved 10/16/2024.

A notary public is a public officer of the state, authorized by law to certify documents, take affidavits, and administer oaths. A notary public is appointed for a four-year term after being commissioned by the state of Wisconsin.

The T.B. Scott Free Library offers notary public services for the benefit of the residents of our community. The following guidelines will be followed in providing this service:

- Notary service is provided free of charge by the library. In lieu of fees, donations to the library are welcomed.
- This service is subject to the availability of the notary public on staff.
- This service is provided on library property only.
- Notary service is provided during regular library hours with schedule that is subject to change as warranted by need or staff.
- *Documents in any language other than English will not be notarized.*
- People seeking notary service must present valid photo identification, such as a driver's license, passport, or current employee id.
- Documents to be notarized must be signed in person before the notary who will certify the signature.
- If the document requires witnesses, the person requesting the service must provide them. Library staff cannot act as witnesses.
- Wills and living wills cannot be notarized.
- The notary may, at their discretion, decline to provide notary service.

Questions or comments regarding this policy or this service should be directed to the T.B. Scott Free Library Board of Trustees.

Policies

SERVICE RECOGNITION FOR INDIVIDUAL LIBRARY STAFF OR BOARD MEMBERS

Approved: 12/17/2014, 10/16/2019, 10/16/2024

Review Date: 2029

T. B. Scott Free Library's board and administration sincerely appreciate and value the dedication and commitment of the library's employees and library board members. In that spirit, it is appropriate to recognize length of service and retirement milestones.

Length of Service Recognition

An annual luncheon will be held at the library to recognize all 5-year service milestones for the staff that have or will have occurred during that calendar year.

In addition, staff will receive a gift at the month of their milestone anniversary.

5 years of service-a mug/or equivalent

10 years of service-a bag/or equivalent

15 years of service-a book/or equivalent

Library employees qualify for a length of service recognition event after having worked at the library for 20 years. Recognition events will be celebrated at 10-year intervals after that milestone.

Library board members qualify for a length of service recognition event upon serving on the library board for 10 years.

Retirement Recognition

Upon the retirement of a library staff member who has worked at the library for a continuous period of at least 10 years, a retirement recognition event will be held.

The library director and/or his/her designee will plan and execute an appropriate service recognition event. The library director will purchase milestone gifts.

The employee or board member may, if he/she so chooses, decline the recognition event and/or gift.

Any of the above outlined recognitions may not be given as a gift card or monetary payout or bonus.

All recognition-related events will be paid for with endowment fund monies, not to exceed \$750 per event. Any alcohol served at these events must be paid for by individuals and may not be procured with endowment fund monies.

Goal #5: Facilities

Promote and encourage use of the library as a safe, comfortable, and welcoming place to meet and interact with others.

Action Step 5.1: Revise and maintain the master capital plan for the library that focuses on areas not included in the City's 20-year capital plan.

Measure: Regular review and revisions made to capital plan

Responsible staff: Library Director

Current Year: L. Ollhoff in communication with City Finance Director to update and coordinate with City-wide Capital Plan, where necessary. LO. 09/2024.

Action Step 5.2: Design and maintain spaces that are adequate and flexible to meet the community's needs, such as conversation spaces, creativity, education and engagement.

Measure: Regularly scheduled meetings with department staff and library administration team; possible community surveys and communication.

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

Current Year: Youth Services Renovation project space evaluation to accommodate shelving and other department resources relocated to allow for room addition. LO 06/2024

Action Step 5.3: Educate the community regarding library resources to increase traffic to the library in person and online.

Measure: Regularly scheduled marketing evaluations.

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

Current Year: Currently planning the first Memory Café in November to evolve around the library and/or community staff and resources available to the elderly and their caregivers/families. MP 10/2024.

Action Step 5.4: Curate materials that allow for fun and imaginative play and exploration.

Measure: Evaluation of in-house resources; patron survey through direct or passive communication

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

Current Year: Began the Spice of the Month Take and Make (Program) Bags for adults to experiment with various spices and recipes. The program began in September. 10/2024 MP. The newly updated play literacy space will now have rotating play themes to give children a wide range of play and learning opportunities. AB 10/2024.

Action Step 5.5: Increase efficiencies in the library space to reduce unnecessary burdens on staff time and enhance the patron experience.

Measure: Periodic patron satisfaction surveys or situational inquiries.

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

Current Year: Actively searching for better work areas for both service desks in YS and adult areas to give our staff more space for work projects while they are at either desk. MP 10/2024.

Membership in the Library System

17

Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals.

To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 381 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

Cooperation vs. Competition

Competition among municipalities, counties, and other divisions of government is common. Unfortunately, that competition often leads to missed opportunities for cooperation, resource sharing, and economies of scale through cooperative projects.

Libraries, through library systems, have embraced cooperation instead of competition, and local library users (and taxpayers) are the beneficiaries. But, as noted by the Rolling Stones, you can't always get what you want. In all cooperative efforts, sacrifices are sometimes required. Often these sacrifices are for the greater benefit of regional or statewide library users.

In This Trustee Essential

- The benefits of system membership
- The requirements for system membership
- How you and your library can help make your library system stronger

Membership Requirements for Libraries

Your library must meet these statutory requirements to be a member of a library system:

1. Your library must be established and operated according to the requirements of Wisconsin Statutes Chapter 43. Among other things, Chapter 43 requires that a properly appointed library board control the library building, library expenditures, library policies, hiring and supervision of the library director, and determination of the duties and compensation of all library staff. (See other *Trustee Essentials* for details on these requirements, including [*Trustee Essential #2: Who Runs the Library*](#) and [*Trustee Essential #18: Library Board Appointments and Composition*](#).)
2. Your county must belong to the library system and must meet the system membership requirements for counties (see below).
3. Your municipal governing body (or county board for a consolidated county public library) must approve a resolution authorizing your library to participate in the library system.
4. Your library board must approve an agreement with the library system to participate in the system and its activities, participate in interlibrary loan of materials with other system libraries, and provide to all residents of the system the same services, on the same terms, that you provide to local residents.
5. You must employ a library director with the appropriate certification from the Wisconsin Department of Public Instruction (see [*Trustee Essential #19: Library Director Certification*](#) for details) and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.
6. Beginning in 2008, your library annually must be open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer.
7. Beginning in 2008, your library annually spends at least \$2,500 on library materials.

Membership Requirements for Counties

Your county must meet these statutory requirements to be a member in a library system:

1. Your county must approve a county library plan that meets the requirements of Wisconsin Statutes Sections [43.11\(3\)](#) and [43.13\(1\)](#) and provides the financial support needed to administer the plan (see <http://dpi.wi.gov/pld/legislation-funding/county-library> for details of these requirements).
2. Your county board must approve an agreement with the library system to participate in the system and its activities and to furnish library service to county residents who do not live in a library municipality.

Required System Services

Library systems must provide the following in order to receive state aid:

- Technology and resource sharing planning
- Referral or routing of reference and interlibrary loan requests
- Electronic delivery of information and physical delivery of library materials
- Training for member library staff and trustees
- Professional consultant services
- Support for library service to users with special needs
- Backup reference, information, and interlibrary loan services from the system resource library
- Planning with other types of libraries in the system area
- Service agreements with all adjacent library systems
- Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents

The Division for Libraries and Technology monitors compliance with these requirements. Each library system is allowed considerable flexibility in developing specific library system service programs so that each system can best meet the needs of the residents of its particular geographical area and the needs of its member libraries. For example, a system in a largely rural area with many small libraries will probably need to devote more resources to professional consultant services than a system in a largely urban area. Each area of the state will have unique needs that the library system can help address.

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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How to Be a Good System Member

Your library system must respond to the needs of system member libraries and the residents of the system area. This can be a very difficult task, often requiring the balancing of many competing needs and interests. Your library can help the library system with this difficult task by communicating your local needs effectively and constructively and by cooperating in system planning and problem-solving activities. Your board can help by encouraging your library staff to attend system workshops and contribute their time and talents to system committees. Your board should also budget for paid staff time and travel costs for these activities.

Your board may also decide that your library should participate in shared system services (such as a shared automated system) and cooperative activities (such as the sharing of summer reading program performers). Cooperation can often result in better, more cost-effective services to the public—as well as services that would not even be possible without cooperation.

You, as an individual trustee, can also benefit from attendance at system workshops and can contribute to the strength and success of the system by volunteering to serve on your library system's board and/or the system's advisory and planning committees. (For more information about being a system trustee, see [*Trustee Essential #26: The Public Library System Trustee—the Broad Viewpoint.*](#))

Discussion Questions

1. What are examples of ways your community's residents have benefited from library system services?
2. What are examples of ways your system could better serve your library and your community's residents? How can you and/or your library board influence your system to do those things?

Sources of Additional Information

- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))

Library Director's Report – October 16, 2024



Events

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

Here are some highlights of library programming:

- NEW Notary Public Service schedule: 1st & 3rd Mondays of the month from 10:30AM – 12:30PM and 2nd & 4th Thursdays from 3PM – 4:30PM. Individuals are encouraged to schedule an appointment to guarantee the Notary Public is available.
- Please visit our [Events page](#) on our website for up-to-date information of events and services available at the library.

WVLS

- WVLS representative to the Library Board, Diane Peterson, has nothing to report at this time.
- WVLS Director Marla Sepnafski provided the attached report she shared with the WVLS Board at their last meeting. I have included it for your review if interested.

Friends of the Library

- Book Sale Reminder: Thursday, October 24 – Saturday, October 26



- We are extremely fortunate to have a Friends group. There are many libraries that do not. The funds collected through their annual book sales have provided the library with a funding source for programs and items we ordinarily would not have available to us within our own operating budget. Numerous requests have been directed to the Friends recently for various items to include event tablecloths that display the library's logo and helps us stand out when attending community events like the Community Night Out and the Community Baby Shower, cart and wagon to assist with transport of library materials to our patrons who are registered through Outreach for homebound services, and various items that have been recently added to the Youth Services Department Literacy and Play Area.

Library Director's Report

- As of this writing, library staff are looking towards a Staff Development Day packed with great material focused on customer service and a better understanding of the online library catalog. Jamie Matczak from WVLS will be presenting on customer service and the tips and tricks she has taken from the Disney Customer Service Training event she recently attended. Excited to see how a "Disney Style" of customer service will help to engage our staff with library visitors. Katie Zimmerman from WVLS will provide a more detailed training related

to our online catalog from a patron's perspective and how library staff can better understand the resource and assist patrons as they search for library materials.

- The City approved the 2025 Capital Improvement Request for the elevator work that is necessary to keep it fully functional and safe. The Library's 2025 request for carpet replacement in Youth Services Department was denied. This along with other Capital requests to keep the library facility a safe and clean environment will continue to be made each year.
- The Library did not receive the Wisconsin Department of Administration Flexible Facilities Program Grant that was recently awarded. Based upon the scoring rubric, we were considered low on the Need and Project Reach category. This was one of the first large grants I have written, and, in the process, I have learned a great deal. The new director of the Lincoln County Economic Development Corporation, Sara Guild, has a vast amount of experience in writing grants. I will work more closely with her, and she has agreed to assist when other grants become available. Sara has also agreed to collaborate with the library in educating our community on grant writing and other related matters. These opportunities will most likely develop through our Building Merrill Together series and our association with the Merrill Aware and Active Citizens organizational team.
- Our elm tree table is complete and ready for use. It is located in the Carnegie Wing of the library. There will be a table card set on display explaining the origin of the table and its significance to the library. Take a tour of the library and stop in the Carnegie Wing to have a look. It's quite magnificent!
- Andrea Bennett and I will be attending the Wisconsin Library Association Conference November 5 – 8 in Green Bay. We will report to the Board in November on what we feel we learned and can utilize at T.B. Scott Free Library to provide even better service to our community members.

Director's Report

WVLS BOARD OF TRUSTEES MEETING

September 21, 2024

Correspondence

NOTES OF GRATITUDE

LEANWI Website Support

I've been exploring this [the Online Resources page], and you all knocked it out of the park, I think. I know it's super easy and intuitive for ME to browse and find things. – Nick Andrews; Director, Elmwood Public Library

Trustee Training Week

Hi Marla! We held Trustee Training week as a group this year with lunch brought in to entice [trustee participation]. Most trustees attended at some point if not the entire week. So far, all the feedback has been very positive with several trustees expressing interest in going back to old trainings and continuing this group training every year. They said how helpful it was to go through it together and [how the in-person viewings] spurred discussion after every session. Each training led to excellent conversation.

*The **book ban training** was particularly helpful for me, but also helpful for the board in terms of hearing the ways to approach a collection policy. We'll be reviewing ours again next month. The **Wisconsin Library Law** [session] was informative and had trustees digging into some of the tools that are available to answer some questions right away. [The session on] **Making Each Other Look Good** was helpful in setting expectations around evaluation and gave us a chance to delve deeper into what metrics we're looking at and why. [The session on] **organizational best practices** brought up some good ideas for additional process safeguards and which policies we need to start looking at. The **Robert's Rules training** got my board to look at our bylaws! ... It was a great experience, and we'll keep it up. Thanks a bunch for providing this training/service! --Jill Roth; Director, Edward U. Demmer Memorial Library (Three Lakes)*

WVLS Director's Report

Thank you for sharing this information. I usually feel like I am up to speed on what is going on, but your report is very helpful to make sure I'm not missing something. – Teresa Hall; Director, Loyal Public Library

WVLS Makerspace Collection

Thank you so much for lending us [the Beachcomber Puzzle] kit. We did an adult challenge, and it was a blast. -- Judy Kraetke; Adult Services Librarian, Park Falls Public Library

WVLS Summer Library Program Performer Grants

Dear Wisconsin Valley Library Service, I can't thank you enough for your generous grant donation. With this grant money, we hosted Randy Peterson, an award-winning children's musician. His performance was a hit with a total attendance of 155 people. Our Summer Reading Program was a huge success, with more than 500 kids participating. It is with the support and generosity of our community members that we are able to provide books for children to keep in their home and bring so many wonderful programs to the children in our community. Thanks again!

-- **Andrea Bennett**; Head of Youth Services, T.B. Scott Free Library (Merrill)

The Neillsville Public Library would like to thank WVLS for providing funding for our performer, Stuart Stotts. The children and adults really enjoyed his singing. I am attaching a couple of pictures. Thank you.

-- **Kathy Wegner**; Children's Librarian, Neillsville Public Library

WVLS Technology Support

Thank you for all the help getting [computer and laptop] installed. Erica is such a hard worker! -- Laurie Renel-Faledas; Director, Crandon Public Library (on behalf of staff and Library Board of Trustees)

People / Libraries / Systems in the News

DR. WILLIAMS CELEBRATES LIBRARY CARD SIGN-UP MONTH

In celebration of National Library Card Sign-Up Month, Assistant State Superintendent for the Division for Libraries and Technology **Dr. Darrell Williams** is visiting several public and school libraries across the state in September to encourage citizens to sign-up for a new library card or to renew their expired cards. "It's important for people of all ages to have a library card," says Dr. Williams. "A library card allows you free access to all sorts of resources for a lifetime of learning including books, hotspots, Wi-Fi, games, and technology." Dr. Williams also reminds students that a library card is one of the most important school



supplies in their possession and encourages them to head to their library or go online for free access to STEAM programs and activities, educational apps, in-person and virtual homework help, technology help, their librarian's expertise, and more. "Your local library provides a place for you to go everywhere, without having to go anywhere," says Dr. Williams. "And to our libraries, thank you for providing resources matching your community members' needs each and every day, and encouraging your community to sign-up for their library card to unlock a whole world of knowledge."

(edited from a DPI Libraries Team news release; 9/3/24)

NWLS DIRECTOR ANNOUNCES RESIGNATION

Sherry Anderson, Northern Waters Library Service Director, has announced that she will be leaving her position in early October to become the new director for the Metropolitan Library Service Agency (MELSA), a regional library system in Minnesota. Located in the Twin Cities Metro Area, MELSA serves member libraries in 7 counties. Sherry was hired by NWLS in 2015 to replace Jim Trojanowski, who resigned from the position to become the director of the Plum Creek Library System headquartered in Worthington, Minnesota.

WVLS wishes Sherry all the very best in her new position!

RDL STAFF MEMBER CELEBRATES MILESTONE

On August 14, the Rhinelander District Library celebrated staff member **Cheryle Miller** for her 50-year work anniversary. Current and former library colleagues and trustees, family and friends, gathered to share laughs, stories and fond memories about Cheryle and the contributions she has made to the library. Hired by former Rhinelander District Library director Kris Adams Wendt as a library page in 1974, Cheryle went on to assume a number of positions and to serve multiple generations of Rhinelander area kids. Currently Cheryle is responsible for cataloging all items in the library's collection.



Pictured in photo from l. to r. are WVLS Database and ILS Support Specialist Rachel Metzler, RDL staff member Cheryle Miller, and WVLS Advocacy Consultant Kris Adams Wendt

Cheers to your 50-year work anniversary, Cheryle!

HAUER AND BLOMBERG ATTEND ALSC NATIONAL INSTITUTE

WVLS Public Library Services Consultant **Kristie Hauer** joined Rib Lake Assistant Director and WVLS Scholarship recipient **Krista Blomberg** to attend the Association for Library Services to Children (ALSC) National Institute from September 19-22, 2024, in Denver, CO. Krista received a \$2,100 scholarship from WVLS to attend the event.

The ALSC Institute is a biennial conference designed for professionals serving children and families in libraries, children's literature experts, education and library school faculty, and other interested professionals. It offers a great opportunity for networking, attending professional development programs, and hearing from field leaders and children's literature creators at keynote sessions.

Highlights of their ALSC Institute experiences will be shared at a later date.

MATCZAK ASSISTS WLA CONFERENCE PLANNING COMMITTEE

As Local Arrangements Chair and Programming Co-Chair of this year's Wisconsin Library Association (WLA) Planning Committee, WVLS Education Consultant **Jamie Matczak** is assisting with Conference arrangements in a multitude of ways. Most recently, she and other members of the Planning Committee created a promotional conference video. It can be [viewed here](#). Jamie is updating a training video for room monitor volunteers. Tips include confirming that speakers use microphones, assisting people with mobility devices, ensuring sessions begin and end on time, and keeping track of each session's progress. She is also determining tracks for the conference breakout sessions and visiting tour sites to determine best practices for parking and other logistics. The WLA Conference Planning Committee is working hard behind the scenes to create the best experience possible for conference goers, and to make this year's conference in Green Bay a success.

Grant Projects and Scholarship Opportunities

WVLS CONFERENCE SCHOLARSHIP

WVLS recently announced two conference scholarship opportunities:

- A \$1,075 scholarship for area library staff to attend the **2024 Back in Circulation Conference**, held October 7-8 at the Pyle Center, UW-Madison.
- A \$1,200 scholarship for area library staff and trustees to attend the **2024 WLA Conference**, held November 5-8 at the KI Center in Green Bay.

Scholarship applications were due the week of September 16 and awards will be announced soon.

WVLS SUMMER MATH ADVENTURE GRANTS

The annual Summer Math Adventure organized by the Wisconsin Mathematics Council has come to an end. In the spring, WVLS awarded \$800 grants to the Minocqua, Rib Lake and Thorp public libraries to implement the program. Libraries used grant funds to print program booklets, acquire incentives for program completion, and to expand their circulating collections with math-related items. After completing the program, the three libraries filled out an evaluation survey and shared suggestions for improving future math adventures. WVLS plans to expand this grant opportunity to include more participating libraries in 2025.

2023/24 LSTA IMPROVED DISCOVERY SOLUTIONS GRANT

Funds from a \$50,000 2023/2024 LSTA Improved Discovery Solutions Grant, awarded to WVLS and the Northern Waters Library System in support of the NICE project, were used to improve bibliographic records in preparation for record matching in a shared ILS. Cleanup work, done by temporary part-time cataloging assistants and outsourced to Backstage Library Works, included such things as:

- updating brief MARC Alert records to full records

- correcting records cataloged in languages other than English
- updating and correcting problematic records imported when the Granton library joined V-Cat
- updating records without a physical description by inserting a description
- updating records without a cataloging utility number from OCLC or LOC

WVLS Services

COLLABORATIONS

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, will be proceeding with the maintenance extension for the final serviceable period, mid 2025-mid 2026.

Total cost: \$177,400.47

\$133,475 from IFLS-held LSTA funds: remaining balance \$0

SCLS will cover \$43,925.47: remaining balance \$66,419.53

Under the governance of WPLC, efforts are underway to investigate and prepare for the next lifecycle(s) of these two multi-system collaborations. Operational Backup services and Digitization Archival supporting services, originally comingled but then distinguished as two separate services, will likely be completely split in the next lifecycle.

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. Test and turn-up (TTU) events began in August, with several hiccups similar to past TTU attempts. Nordicom Tech and GLS have been able to manage through many of these and them to completion, though some still have had to be “failed and rolled back” to be rescheduled yet again in the future.

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 WVLS head-end circuit speeds or to finally implementing the merger of the WVLS head-end with primary “LEANWI” head-end circuit IFLS and NWLS are currently merged into.

DELIVERY SERVICES

Since the update in the August Director's Report, two additional sorters have gone through orientation and training, **Hannah Marquardt** and **Diane Misoni**.

WVLS said good-bye to our summer helpers at the end of August. We are so thankful for their time with us! The months they worked offered us time to finalize sorting processes and determine the hours needed to complete the sort on a daily basis. WVLS is fortunate to have a volunteer that we can call upon when additional assistance is needed.

WVLS has been sorting materials running through the inter- and intra-system delivery for 20 weeks. Data on daily volume continues to fluctuate, however Tuesday continues to be busiest day, averaging 90 incoming bins, 97 outgoing bins and over 13 hours of sorting.

WVLS Business Manager **Brenda Walenton** has noticed a slight increase in the total of outgoing bins over the last couple of weeks. Mindful that even small changes can impact daily and weekly volume averages, as well as the number of hours required to complete the daily sort, Brenda will continue to monitor this recent development.

LEGISLATIVE UPDATE

An oral report will be provided for WVLS board members during the meeting.

MARKETING SUPPLIES

Marketing Toolkit Available for 'Gale Presents: Udemy'

[A marketing toolkit is now available](#) to promote [Gale Presents: Udemy](#), a new database WVLS recently purchased on behalf of its member libraries. The new marketing tooling includes templates to print flyers, bookmarks and stickers, as well as a sample press release and social media posts for libraries to use to promote this resource. In August, libraries that completed the marketing toolkit survey also received free bookmarks, flyers and stickers from WVLS.

Links to access Gale Presents: Udemy are now on member library websites. With the Udemy product, library staff and patrons are able to connect to thousands of video-based courses in business, technology, leadership, and personal development.

Library Card Sign-Up Month

To promote the getyourlibrarycard.org website during Library Card Sign-Up Month in September and beyond, WVLS purchased 6,000 vinyl, die-cut stickers and distributed them to all member libraries in mid-August. Stickers can be placed on water bottles, laptops, phone cases and more.



MEMBER LIBRARY / WVLS GATHERINGS

Virtual Meeting of Youth Services Staff

A virtual Youth Services Information Exchange (YSIE) of staffs from WVLS and IFLS Library System member libraries was held on September 10. During this event, attendees were divided into small discussion groups to participate in various summer programming-themed topics before regrouping to share insights with the whole group. The summer programming-themed topics centered on program performers, successful and unsuccessful programs, reconsideration of prizes, managing summer library program workloads, and potential adjustments for future summer activities and programs. About 20 people attended the event.

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. Five YSIEs have been offered in 2024.

PUBLIC LIBRARY CONSULTANT SERVICES

Data Analysis and Reporting

WVLS Data and Technology Services Consultant **Erica Brewster** shared a survey with library directors for feedback on technology and data training topics, target audiences, and preferred methods to support WVLS libraries. Future trainings and processes will be planned based on feedback.

The pilot statewide Data Dashboard, developed by WILS over the past eight months, became accessible to public libraries and systems on September 3, 2024. A toolkit and feedback form were distributed to library systems to assist member libraries' exploration of the new dashboard and to encourage their feedback.

The dashboard will be available to library systems, staff, and stakeholders until December 31, 2024, after which it will be evaluated and plans for a permanent tool will be made. Over the next few months, Erica, Jamie and Kristie will promote the product, work with member libraries in whatever ways may be requested prior to the December 31 cutoff date.

Additional information about the Data Dashboard pilot is available on the WPLC website at <https://wplc.info/dashboard>.

Digitization

The Wisconsin Public Library System Backup and Digitization Storage Collaboration Project is a joint effort among collaborating Wisconsin public library systems, including LEANWI and the South Central Library System. This project aims to create a digital archives backup and storage platform to securely store archival copies of digitized materials and metadata from public libraries. So far, 15 digital projects

from LEANWI libraries, including three from the Crandon Public Library and one from the Thorp Public Library, have been uploaded into the storage system and are available for online viewing [here](#).

New! Essential Library Skills Series

WVLS is now sharing information and resources on essential library skills via a bi-monthly series featured in the *WVLS Newsletter* and as a *Digital Byte*. Information on Evaluating Resources, the first topic in the series, was shared in the [September Newsletter](#) and in this [Evaluating Resources Digital Byte](#).

Upcoming topics include readers' advisory, crafting an elevator speech, and the reference interview.

Public Library Services

Assistance was provided to **Marathon County Public Library** (MCPL) on implementing and scheduling floating staff. Floating staff are positions that are expected to work at varying library locations and not consistently at one location. MCPL staff were connected to staff at Door County Library, which currently utilizes floating staff, and Brown County Library, which has utilized floating staff in the past.

Assistance in the form of brainstorming ideas and activities was provided to the **Neillsville Public Library** in preparation for its Library Card Sign Up Month celebration in September. As it turned out, the library offered a free bookmark for anyone registering for a library card, a free book to anyone when referring a friend who also registered for a library card and organized a social media campaign called "Selfie With Your Card." Patrons who took a picture of themselves with their library card, and posted or tagged it on the library's social media account, were entered into a prize drawing for a gift card to a local business.

Assistance was provided to the **Owen Public Library** to implement a community conversation as part of its Libraries Transforming Communities grant project, and ideas were shared on resources the library could use for youth programs and teen art nights.

Resource Sharing

During an August 20 meeting of WISCAT/ILL Coordinators that WVLS ILS and Database Support Specialist **Rachel Metzler** attended, the topic of counterfeit materials came up. It can be a service challenge for libraries when counterfeit materials are in collections and visible in WISCAT. All coordinators agreed that the retention of counterfeit materials in library collections should be discouraged.

V-Cat libraries have already agreed to withdraw counterfeit materials when they are mistakenly added to the collection. As a result of the WISCAT discussion, WVLS decided to take a more proactive approach to the withdrawing process. When counterfeit material is identified in a V-Cat library collection, WVLS will mark the item for withdrawal and notify the library with the item details.

More information about counterfeit materials is shared under the V-Cat and ILS section of this report.

TECHNOLOGY PROJECTS OVERVIEW

Communication and Training

A survey was sent to member library directors for brainstorming on technology and data training topics, target audiences, and training delivery methods. Future technology training will be planned based on survey feedback and follow-up discussion.

In preparation for **Cybersecurity Awareness Month** in October, the WVLS ILS and Tech teams are rolling out new procedures to better manage email and ILS user information and train library and system staff on steps to protect access to our vital systems.

Recently the two WVLS teams created a **Library Staffing Changes Survey**. This will become the standard mechanism for libraries to report new hires, departing staff, or staff changing job roles that requires changes to email, Sierra ILS use, or email list membership.

Following a related discussion at the annual Tech Talk in-person meeting, the WVLS Technology and ILS teams began working on a formal **User Agreement** for all library and system staff using LEANWI technology or ILS resources. A simplified version will be included in the welcome email when a new staff member receives their email address. A more detailed agreement, requiring review and a signature, is being developed for employee orientation. The goal is to clearly outline expectations for appropriate use of email and productivity software, safeguarding passwords, and protecting patron privacy.

Key messages in future technology training and system communication with library staff will support ongoing cybersecurity efforts, including required steps and best practices around safeguarding of passwords, account security, computer use, Office 365 logins, patron privacy, and the functions of software on public PCs.

Procurement and Asset Inventory

New computers have been deployed at the Medford and Three Lakes public libraries, and installs at the public libraries in Colby, Neillsville, and Rhinelander are being scheduled. Installation totals YTD:

Libraries	Computers	Monitors	Peripherals	Days to installation
15/25	83	40	31	34.5

Member Library Services

Princh print management was added at the **Frances L Simek Memorial Library** (Medford). The **Minocqua** and **E.U. Demmer Memorial (Three Lakes)** public libraries were migrated to the central Deep Freeze Console. WVLS IT staff can now monitor Deep Freeze status of public computers remotely and better address issues directly. Staff at the libraries still have access to a console for local computer management. Support was provided to **MCPL** IT staff as they continue to test and soft deploy Pharos, Princh, and Deep Freeze for public PCs.

Project Tracking

Member site	Asset Inventory	Network inventory	Replace EdgeRouter Lite	DF Central Console	Pharos	Princh	Shared network drive
a1 Antigo	complete	in progress	complete	complete	complete	complete	complete
a2 Elcho	complete	pending	pending	in progress	n/a	n/a	complete
a4 White Lake	complete	complete	complete	in progress	n/a	n/a	complete
ab Abbotsford	complete	pending	complete	in progress	complete	interested	in progress
co Colby	in progress	pending	complete	pending	interested	interested	in progress
cr Crandon	complete	complete	pending	complete	no	no	complete
do Dorchester	in progress	pending	pending	complete	no	no	in progress
ga Granton	complete	pending	complete	complete	no	complete	complete
ge Greenwood	complete	pending	complete	pending	no	no	complete
gi Gilman	complete	pending	complete	complete	interested	interested	complete
la Laona	complete	pending	pending	pending	no	no	complete
lo Loyal	complete	pending	pending	complete	no	complete	complete
m1 Wausau	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Athens	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Edgar	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Hatley	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Marathon City	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Mosinee	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Rothschild	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Spencer	pending	pending	n/a	complete	in progress	complete	n/a
MCPL - Stratford	pending	pending	n/a	complete	in progress	complete	n/a
me Medford	complete	pending	complete	complete	complete	complete	complete
mi Minocqua	in progress	pending	pending	pending	no	complete	complete
mr Merrill	in progress	complete	complete	complete	Cassie	complete	complete
ne Neillsville	in progress	pending	complete	pending	interested	complete	complete
ow Owen	complete	pending	pending	pending	interested	interested	in progress
rh Rhinelander	in progress	pending	complete	in progress	complete	interested	complete
rl Rib Lake	complete	complete	pending	complete	complete	no	complete
st Stetsonville	complete	pending	pending	complete	no	no	complete
th Thorp	complete	pending	pending	pending	no	complete	in progress
tl Three Lakes	complete	complete	complete	complete	no	complete	complete
to Tomahawk	complete	pending	complete	pending	no	no	in progress
wa Wabeno	complete	pending	pending	in progress	no	no	complete
we Westboro	complete	complete	pending	pending	no	no	in progress
wi Withee	complete	pending	pending	pending	no	no	in progress

TEACH internet migration update: nine new attempted migrations with one successful since April 2024. Pending migrations scheduled in Tomahawk September 6, Neillsville, Dorchester, Westboro on September 10, and Antigo on September 18.

Member site	TEACH TTU Migration	2023 circuit speed	Circuit at/increase to 100 GB
a1 Antigo	pending	100	yes
a2 Elcho	1/18/2024	50	pending
a4 White Lake	2/29/2024	50	pending
ab Abbotsford	3/4/2024	50	pending
co Colby	pending	100	yes
cr Crandon	2/29/2024	50	pending
do Dorchester	pending	50	pending
ga Granton	pending	50	pending
ge Greenwood	pending	50	pending
gi Gilman	pending	50	pending
la Laona	pending	50	pending
lo Loyal	pending	50	pending
m1 Wausau	not TEACH	100	not TEACH
me Medford	pending	100	yes
mi Minocqua	pending	100	yes
mr Merrill	1/16/2024	100	yes
ne Neillsville	pending	100	yes
ow Owen	8/28/2024	50	pending
rh Rhinelander	pending	100	yes
rl Rib Lake	pending	50	pending
st Stetsonville	pending	50	pending
th Thorp	pending	50	yes
tl Three Lakes	1/25/2024	100	yes
to Tomahawk	pending	100	yes
wa Wabeno	pending	10	pending
we Westboro	pending	50	pending
wi Withee	pending	50	pending

V-CAT AND ILS ADMINISTRATION

V-Cat Council/Committee Meeting Highlights

V-Cat Council; September 5

At the September meeting, V-Cat Council members discussed the NICE (Northern Wisconsin ILS Consortium Exploration) project and **voted not to pursue an ILS merger with Northern Waters Library Network (NWLN)** at this time. WVLS staff will reflect on the outcome and will compile a report of lessons learned and next steps for V-Cat, including opportunities for improving V-Cat services for library users.

The [V-Cat ILS Evaluation and Review Committee Report](#) and [Appendices](#) from August 2023 were reviewed and confidential quotes from vendors were shared in a closed session. More information will be shared and discussed at the November V-Cat Council meeting.

Member libraries were reminded that shared Sierra Passwords must be reset when any staff with knowledge of the username and password leaves a V-Cat library. This is to protect the database, your library, V-Cat and WVLS, and our patrons. Member library directors are asked to notify WVLS of staffing changes using the **WVLS Staffing Change Form** found on the [WVLS Technology FAQs Page](#).

In order to upgrade Sierra in the future, V-Cat will need to consider either **a server migration or moving to cloud hosting with Innovative**. Preliminary information was provided, and additional information will be shared at the November V-Cat Council meeting.

A [new V-Cat procedure for potentially counterfeit materials](#) was shared. More information about how to identify potentially counterfeit materials before purchasing is available on the V-Cat Training Page:

- [Counterfeit- Illegally Produced DVDs](#) (Video)
- [Counterfeit- Avoiding Purchasing Counterfeit Items](#) (Document)

V-Cat Bibliographic and Interface Committee; August 6

Members discussed cataloging procedures for split Blu-Ray/DVD combos, easy reader boxed sets. Additional information was provided about ISNI numbers, and 979 ISBN prefixes. Details were shared about Aspen updates to improve the display of information for library users.

Other Projects

WVLS ILS Administrator **Katie Zimmermann** continues to participate in the **Research Institute for Public Libraries (RIPL) 12 months to better library data** webinars and will attend two upcoming trainings:

- Elements of Data Visualization and Design
- Ethical Artificial Intelligence: Bridging Technology with Credible Evaluation Practices

Numerous **V-Cat patron record cleanup projects** are underway:

- A project to review and correct patron code 4 residency codes in patron records using the US Census Geocoder tools. The accuracy of these codes is important for statutory payments for

library service. Work is being completed with assistance from UW Madison Information School graduate student, **Jailin Petersen**, who currently works as a Library Specialist at MCPL Wausau.

- Adult patron records expired and inactive over 5 years with no fines or fees as of July 1, 2024 will be deleted in September.
- Following deletions, libraries will be asked to update patron records without birth dates. All patrons must have a birth date in their account. Since we do not collect unique ID numbers for patrons, birthdates are vital to identifying individuals. This along with full middle names can protect against fraudulent use of their library card, or accidental staff sharing library activity information with the wrong individual.

In addition to the cataloging work mentioned under the Grants section of this report, quarterly Backstage work was completed in July. This work is to assist with maintaining subject, author, and genre authorities, convert to RDA style cataloging, and add Lexile and Accelerated Reader information to records when available.

Sierra changes will be made in September to accommodate **reduced fines and fine free circulation at Rhinelander and Stetsonville**, as well as the addition of **remote outreach / bookmobile capabilities for Antigo**.

Aspen test sites are now available for testing the appearance of records, menus, search results, and general appearance of each library's Aspen library catalog site. With a test server, we can change any of the Aspen Administration settings without having to worry about our live sites. This includes global settings that affect all libraries' sites or system variables that are unique to each library's site. Information about Aspen test servers and opportunities for libraries to participate in testing will be shared with V-Cat Council members soon.

WEBSITE SERVICES AND SUPPORT

Website Development

LEANWI Technology Support Consultant **Brendan Tuckey** is actively **developing and designing new websites** and rebuilding several others upon request. All websites are designed in collaboration with the individual library and with website accessibility and Divi best practices.

List of current new builds: Winter (NWLS, waiting library feedback), Wonewoc (WRLS, waiting library feedback), Viroqua/McIntosh (WRLS, in development), LaFarge/Lawton (WRLS, in development), Hurley (NWLS, in development), Mercer (NWLS, on deck). **Rebuilds:** Hammond (IFLS, just deployed).

2024 Website Development

On deck	New design (current)	Rebuild (current)	Deployed
1	5	0	6

Winding Rivers Library Service is currently undergoing an ILS migration to Polaris. Most work with the WRLS websites continues to stay on hold as they complete this time-consuming process.

Online Resources page has been fully deployed (examples: simple - <https://dorchesterpubliclibrary.org/online-resources/>; with local resources added - <https://spoonerlibrary.org/online-resources/>). New resources have been added, including Education Source, Hobbies and Crafts Source, Home Improvement Source, Points of View Reference Source, ChiltonLibrary (all new BadgerLink offerings), Novelist K-8 (also BadgerLink), Common Sense Media, and Digital Learn. Total resource offerings now total over 50.

Further enhancements include a basic search function to find a specific resource quickly, and the ability to track “clicks” on resources. We will collect those click counts monthly and report to the systems. [You can see the current click totals \(partial August, month of August totals\) here](#). Brendan continues to work on improvements for keyword search and mobile device functionality. Erica is working with libraries to create a marketing package to promote this service to librarians, library users, and school partners.

Brendan is working on developing an **online room (venue) booking and event booking function for library websites**. Tony Kristovich, NWLS, developed a [Product Comparisons.xlsx \(sharepoint.com\)](#) to review current third-party solutions. However, commercial products are expensive (one quote was \$2,000 per site annually) and often lack needed features. An in-house or custom solution could avoid a six-figure annual expense across the four systems.

While related, room and event booking are separate projects. Brendan has built a proof of concept using Divi and WordPress on LEANWI servers, demonstrating basic functionality for booking rooms and event registrations with a flat file (JSON) system. He is now transitioning to using the WordPress database, progressing steadily.

The events booking integrates with The Events Calendar plugin (pro version purchased earlier this summer) which provides the event creation and calendar functionality. Brendan is tying the plugin’s series/multi-events functions to the booking system as his familiarity with the plugin increases.

Reporting is also a focus, with plans to customize options to streamline libraries’ annual reporting. The project is still in the proof-of-concept stage, with a decision on pursuing an in-house solution or third-party product expected by the end of the year. An in-house solution would allow for tailored functionality, cost savings, and full control over the final product.

Website Training

In mid-August the *US Department of Justice, Civil Rights Division* announced on ADA.gov updated regulations to Title II of the Americans with Disabilities act, requiring [all websites and mobile apps provided by state and local government entities comply with new ADA accessibility standards](#). All public (Title II) entities, including public libraries, will need to have ALL WEBSITE and MOBILE APPS fully

compliant with the new ADA standards for accessibility, or suffer the same penalties as when a building is not fully ADA accessible.

Compliance deadlines vary, depending on service population. Those serving a population over **50,000 (WVLS and MCPL) will need to comply by April 24, 2026**. Those serving **populations up to 49,999 (remainder of WVLS and other LEANWI Website libraries) have a compliance deadline of April 26, 2027**.

This will need to be a priority for all public library website managers and the LEANWI website team. LEANWI Websites is laying out a planned response beginning immediately with trainings on [awareness of this new rule](#) and the [essentials of website accessibility](#) (repeat) in September. The remainder of 2024 will be preparing for 2025 and 2026/2027 by learning more about technical aspects of complying with the rule, creating a LEANWI website internship for 2025/2026, and assessing LEANWI staff continuing education needs and opportunities.

In 2025, the LEANWI Website team plans on **recruiting an intern** to audit existing websites and assist the team in rebuilds and designs to improve library website compliance. Sites serving a population over 50,000 will be a priority. Training will focus on teaching library website managers to assure ongoing accessibility of content (images, documents, etc.) added to websites.

In 2026 the LEANWI Website team will make sure the remaining websites are compliant by the April 2027 deadline.

There are both challenges and opportunities presented by the rule. Basic challenges stem from the lack of native accessibility features in most website platforms and the fact that existing websites were not specifically designed to meet basic accessibility standards. Additional coding and plugs are currently needed to create an accessible website design. For content, steps like adding alternative text to images, not using images as text, or making sure documents added to websites (PDFs) are fully accessible require extra effort on the part of website managers and are often skipped or, due to lack of clear best practices, not done consistently.

However, accessibility standards force good website design, so complying with these standards will improve website use for everybody. We anticipate this rule will put pressure on website platforms to make accessibility functions a native feature of their design, which will hopefully both improve the ability of our library staff and all website developers to create better websites. Website accessibility will be a strategic focus for all libraries and library services with a website beginning now and continuing well beyond the compliance dates.

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

UPCOMING CE OPPORTUNITIES

Reciprocal Continuing Education Opportunities

Jamie Matczak and Brown County Library Deputy Director **Emily Rogers** have partnered to bring helpful continuing education opportunities to the libraries in the Nicolet Federated Library Service (NFLS), NWLS and WVLS.

For this collaboration, **Becky Phillips**, Branch Manager of the Weyers-Hilliard and Pulaski Branches of the Brown County Library, provided a recorded webinar on “Programming, Scaffolding and Ideation.” WVLS and NWLS member colleagues can view the webinar [here](#).

In turn, Jamie will present a two-hour workshop on “Giving Great Service” at [Nic Con](#), an annual fall conference sponsored by NFLS on behalf of its member libraries. Nic Con will be held Thursday, September 26, at the Brown County Library.

“Giving Great Service” Webinar

Jamie Matczak will present a webinar at 1 p.m. on Wednesday, September 25 called “Giving Great Service.” In this webinar, attendees will learn tips on assessing and improving their library's commitment to great service, how to deliver it, and what steps to take when customer service fails. This webinar will be recorded and is worth 1 contact hour toward public library certification. [Register here](#).

WVLS Annual Youth Services Workshop

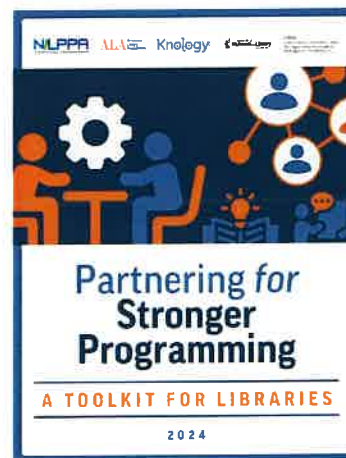
Kristie Hauer has arranged for the annual WVLS Youth Services Workshop to be held on October 2 at the T.B. Scott Free Library in Merrill. The day-long workshop will include presentations by performer and puppet master **Pam Corcoran**, and Founding President of The Reading League of Wisconsin, **Mary Newton**. Pam will lead a puppet demonstration and provide tips and techniques for using puppets in children's programs. Mary will present a session on science-based reading, explaining what this entails and exploring how public libraries can contribute to this initiative. Additionally, participants will discover how to use artificial intelligence to assist with program planning.

Info To Go

NEW! COMMUNITY PARTNERSHIPS TOOLKIT

In June, the American Library Association published “Partnering for Stronger Communities: A Toolkit for Libraries.” This free resource aims to help library workers consider broader goals of library programming and determine ways to begin and sustain partnerships with other organizations.

The toolkit covers five subject areas that can be used individually or in combination to plan programming: goals, partnership focus areas, contributions, partner interactions, and strengths and weaknesses. It also includes a section to explore an institution’s impact fostering joy, connectedness, economic development, and other materials.



These materials were developed by ALA and the social science research organization Knoology as part of the National Impact of Library Public Programs Assessment, which works to document U.S. library programs and their value, outcomes, and other characteristics. For more information, including how to access the toolkit and submit a testimony, visit <https://nilppa.org/resources/toolkit/>.

(*American Libraries Magazine*; September/October 2024)

Upcoming Events / Meetings

- 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 23 – WISCAT User Group meeting
- September 24 – DPI-hosted meeting of System Directors
- September 24 - Collaborative NFLS/OWLS/WVLS Consultants meeting
- September 24 - Library Workforce Connection meeting
- September 24 – “Elements of Data Visualization and Design” webinar
- September 25 – DPI-hosted meeting of System Continuing Education Consultants
- September 25 – **WVLS/NWLS “Giving Great Service” webinar**
- 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
- September 30 – WPLC Collection Development Committee meeting
- October 1 – DPI-hosted meeting of System Inclusive Services Consultants
- October 2 – **WVLS Youth Services Workshop**; T.B. Scott Library, Merrill

- October 7-8 – “Back In Circulation Again” Conference; Madison
- October 8 - **WVLS V-Cat Bibliographic / Interface Committee meeting**
- October 8 – “Ethical Artificial Intelligence: Bridging Technology with Credible Evaluation Practices” webinar
- October 11 – **WVLS V-Cat Cooperative Circulation Committee meeting**
- October 14 – Aspen and Customer Service training, Merrill
- October 14 - **WVLS/IFLS/NWLS Website Office Hour**
- October 15 - **Website Accessibility Learning Group meeting**
- October 15 - DPI-hosted meeting of System Youth Services Consultants
- October 16 – DPI-hosted Library Services Data Workgroup meeting
- October 16 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- October 17 - **V-Cat Training: In Person Training Day**
- October 17 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- October 17 - **WVLS/IFLS/NWLS Website Office Hour**
- October 18 – Statewide ILS Administrators meeting
- October 20 – 26 – [NATIONAL FRIENDS OF LIBRARIES WEEK](#)
- October 22 - Library Workforce Connection meeting
- October 23 - DPI-hosted meeting of System Continuing Education Consultants
- October 28 – 30 – **Governor’s Cybersecurity Summit**
- October 29 – **V-Cat Training: Aspen Patron Experience and Showcasing Collections**
- November 5 – 8 – **WLA Conference**; Hyatt Regency, Green Bay
- November 8 – Council on Library and Network Development (COLAND) meeting
- November 11 - **WVLS/IFLS/NWLS Website Office Hour**
- November 12 – WPLC Technology Steering Committee meeting
- November 13-14 – **Library Marketing and Communications Conference**; St. Louis, Missouri
- November 14 – **WVLS V-Cat Council meeting**
- November 16 – **WVLS BOARD OF TRUSTEES MEETING**
- November 19 - **Website Accessibility Learning Group meeting**
- November 20 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- November 20 – “Inspire, Advocate, Communicate: Library Data Storytelling” webinar
- November 21 - **V-Cat Training: Reports the Easy Way**
- November 21 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- November 21 - **WVLS/IFLS/NWLS Website Office Hour**
- November 22 - WLA Library Development and Legislation Committee meeting
- November 27 - DPI-hosted meeting of System Continuing Education Consultants
- November 28 – **WVLS OFFICE closed** (Thanksgiving Day)
- November 29 – **WVLS OFFICE closed**

Thank you for reading!

Marla



STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary
David Pawlisch, Division Administrator

October 7, 2024

The Honorable Steve Hass, Mayor
City of Merrill
106 W. 1st Street
Merrill, WI 54452-2310

RE: City of Merrill Flexible Facilities Program (FFP) Application

Dear Mayor Hass:

The Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) received the City of Merrill's application for the Flexible Facilities Program (FFP), requesting financial assistance for the expansion of the T.B. Scott Free Public Library and creation of an outdoor program center.

DOA received more applications than FFP funds available. Therefore, DEHCR is not able to fund all applicants. Applications with the highest scores were awarded funding. Representatives from across the State of Wisconsin government reviewed and scored all applications and determined that while the City's project was eligible, unfortunately it did not score high enough to receive a FFP award. The completed Scoring Summary sheet for your application is included with this letter. If any grantee declines an award, we may offer funding to another eligible applicant that did not receive funding. Applicants will be contacted in scoring order, with the applicant with the highest score being contacted first. As stated in Section 3.6 of the Grant Announcement, award decisions and scores are final and not subject to appeal.

We thank you for submitting your application and wish you continued success with your proposed project.

Should you have any questions regarding our review process or decision, please contact Tamra Fabian, Community Development Bureau Director for the Division of Energy, Housing and Community Resources, at (608) 261-7747 or Tamra.Fabian@wisconsin.gov.

Sincerely,

DocuSigned by:

88BB1B6C717146F...

David Pawlisch, Administrator
Division of Energy, Housing and Community Resources

cc: Roderick Akey, City Administrator/City Engineer/Public Works Director, City of Merrill
Lori L. Anderson-Malm, City Clerk, City of Merrill
Laurie A. Ollhoff, Library Director, T.B. Scott Free Library
Tamra Fabian, Director, Bureau of Community Development, DEHCR
Cindy Frankiewicz, Fiscal Section Chief, DEHCR

October 7, 2024
Page 2 of 2

City of Merrill
Decision Letter: 2024 FFP Application

Flexible Facilities Program (FFP) Project Application Scoring Summary

Applicant / Tribal Government or Local Government:	City of Merrill
Subrecipient:	
Wisconsin County:	Lincoln County
Project Title:	T.B. Scott Free Public Library Expansion/Outdoor Program Center Construction
Project Category:	Facility Renovation/Expansion
Facility Type:	Library
Project Start Date:	Construction must start no later than July 1, 2025
Project End Date:	Construction must be completed no later than September 30, 2026; Project Completion Report and Final FFP Payment Request must be submitted to DEHCR no later than October 31, 2026
Total # of Beneficiaries:	9,000
Estimated Total Project Cost:	\$207,475.00
FFP Funding Amount Requested:	\$207,475.00
FFP Funding Amount Awarded:	\$0.00

	Score:	
Project Description (0 – 10 points possible):	8	
Project Need (0 – 40 points possible):	12	
Project Reach (0 – 30 points possible):	14	
Sustainability Plan (0 – 10 points possible):	5	
Match Funding (0 – 10 points possible):	10	
TOTAL (100 points possible):	49	COMMENTS: Insufficient score for award based on amount of FFP funds available.
Grant Award Recommendation:	No Award	

Flexible Facilities Program Application

Applicant Name: City of Merrill - T.B. Scott Free Library

FLEXIBLE FACILITIES PROGRAM APPLICATION



The Flexible Facilities Program (FFP) (hereafter "Program") is a competitive grant program administered by the Wisconsin Department of Administration (DOA) supported by up to \$107 million in American Rescue Plan Act of 2021 (ARPA) Capital Projects Fund (CPF) federal funding allocated to the State of Wisconsin through the U.S. Department of Treasury. The Program aims to assist communities with funding facility improvements that will provide improved work, education, and healthcare monitoring capabilities and broadband access that helps address digital equity gaps experienced during and/or as a result of the COVID-19 pandemic. Highest scoring Public Library projects will receive prioritization of funding for up to \$20 million of the FFP funds available. The remaining amount of the \$107 million total FFP funds available will be awarded to the highest scoring projects, regardless of category, that include the construction of, expansion, or renovation to a Public Library, Community Center or Multi-purpose Community Facility and meet the requirement of providing high speed internet and other digital connectivity equipment/devices that will enable work, education, and healthcare monitoring.

Wisconsin local governments or Indian Tribes are eligible to apply for funding to build or improve capital asset facilities and acquire and install digital connectivity equipment and devices that will provide improved broadband access and enable work, education, and healthcare monitoring capabilities. This includes locations that offer public library services. Public places providing academic, cultural, educational, or social services, such as senior citizen community centers, youth centers, or general community centers, are also eligible. General construction or improvement of traditional schools is ineligible under this program. Eligible projects include construction and/or renovation of buildings and the purchase and installation of equipment for remote services and broadband that will directly enable public libraries, community centers, senior centers, and similar public buildings that provide access to work, education, and healthcare monitoring in response to the COVID-19 pandemic.

Additional details, including the Grant Announcement, a link to this Application, and the scoring criteria are available on the Program website:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>.

Applicants must submit one (1) electronic copy of all required materials no later than 2:00 PM CDT on **July 11, 2024** via the electronic application portal. Please direct questions and inquiries regarding to the Flexible Facilities Program, application requirements, and this application form to FlexibleFacilitiesProgram@wisconsin.gov.

SECTION 1. APPLICANT INFORMATION

1.1 Applicant Contact Information:

Local Government or Tribe Name: City of Merrill - T.B. Scott Free Library

Applicant Street: 106 W. 1st Street

Applicant City: Merrill

State: WI Zip Code: 54452

Flexible Facilities Grant Application

SAM.gov Unique Entity ID (UEI) Number*: VJKTM3BU69N9

SAM.gov UEI Registration Expiration Date: 10/24/2024

** Refer to Section 8 of this applicant form for SAM.gov UEI guidance and to attach the SAM.gov UEI registration record.*

Applicant Website, if any (URL): www.tbscottlibrary.org

County(ies) in which Applicant resides: Lincoln

Applicant's Officials:

Chief Elected Official (CEO) Full Name: Steve Hass

CEO Title: Mayor

CEO Email: steve.hass@ci.merrill.wi.us

Municipal Clerk Full Name: Lori L. Anderson-Malm

Clerk Title: City Clerk

Clerk Email: lori.anderson-malm@ci.merrill.wi.us

Municipal Administrator Full Name (if not CEO or Clerk): Roderick Akey

Administrator Title: City Administrator/City Engineer/Public Works Director

Administrator Email: rod.akey@ci.merrill.wi.us

1.2 Application Contact:

List the person to contact for requests or questions pertaining to this application.

Application Contact Full Name: Laurie A. Ollhoff

Application Contact Title: Library Director

Application Contact Organization/Firm Name: T.B. Scott Free Library

Application Contact Phone #: 715-536-7191

Application Email: director@tbscottlibrary.org

Flexible Facilities Grant Application

1.3 Subrecipient Information (if applicable):

If Applicant is applying for funds on behalf of a non-profit or another governmental entity that will be implementing the project and expending the funds, then provide the subrecipient information requested in this section. If there is more than one subrecipient, provide the subrecipient name(s) below and attach their UEI registration record in Section 8 of this application.

Subrecipient Organization/Entity Name (if applicable):

Chief Executive/Official Name:

Chief Executive/Official Title:

Subrecipient Street Address:

Subrecipient City:

Subrecipient State: WI

Subrecipient Zip Code:

Subrecipient Phone #:

Subrecipient Email:

SAM.gov Unique Entity ID (UEI) Number*:

SAM.gov UEI Registration Expiration Date:

**Refer to Section 8 of this application form for UEI guidance and to attach the UEI registration record.*

Additional Subrecipient(s):

1.4 Project Site Information:

Project Site Street Address: 106 W. 1st Street

Project Site City: Merrill

Project Site State: WI

Project Site Zip Code: 54452

Additional Project site(s) if applicable:

Flexible Facilities Grant Application

SECTION 2. PROJECT OVERVIEW

2.1 Application Type (select one):

Maximum Award of \$4,250,000.00 per project. A maximum of one (1) application per category per applicant is permitted.

Application Category:

Category A: Capital projects for the construction of a new Public Library, Community Center or Multi-purpose Community Facility and the purchase and installation of digital connectivity equipment for broadband that directly enable work, education, and healthcare monitoring in response to the COVID-19 pandemic;

OR

- ☒ **Category B:** Capital projects for the renovation of one or more existing Public Library, Community Center or Multi-purpose Community Facility and the purchase and installation of digital connectivity equipment for broadband that directly enable work, education, and healthcare monitoring in response to the COVID-19 pandemic.

Facility Type:

- ☒ Public Library

Community Center (Specify Type):

Multi-purpose Community Facility (Specify Type):

Will the multi-purpose community facility include a public library space that will be used to meet the goals and requirements of the FFP project?

Yes

No

2.2 Project Title:

Enter a brief and descriptive title of the project (Example: Village of Yourtown - Community Center Construction Project; or Village of Yourtown - Library Renovation Project):

City of Merrill - T.B. Scott Free Library Outdoor Program Center

Flexible Facilities Grant Application

2.3 Planned Project Specifications:

Planned type of features, the number of each type of feature, and square footage of the space(s) being constructed or improved:

Check Here to Select Feature Type:	Feature Type:	Enter Number of This Type of Feature:	Enter Square Footage of Added Space (as applicable):
	Classroom[s]		
	Computer lab[s]		
X	Multi-purpose space[s] (specify): Outdoor Program Center & Shelter	1	1,248 sq. ft.
	Telemedicine room[s]		
	Other Space (specify additional Feature Type[s]):		
Check Here to Select Feature Type:	Equipment Type:	Enter Number of This Type of Feature:	
	Desktop Computer[s]/PCU[s]		
	Laptop Computer[s]		
	Printer[s]		

Flexible Facilities Grant Application

	Other Computer Equipment (specify additional Equipment Type[s]):	
X	Other Digital Technology Connectivity Items/Equipment (specify additional Equipment Type[s]): Solar Bench/Charging Station	5

2.4 Persons Served, Project Location and Fees:

Respond to the questions presented in this section to provide the following:

- 1) the estimated number of individuals (i.e., intended primary beneficiaries) to be served by the project;
- 2) the method of the calculation, including the source(s) used, to determine the estimated number of intended primary beneficiaries to be served; and
- 3) the location of the facility (i.e., project site) in relation to where the intended primary beneficiaries live.

2.4(a) The Estimated Number of Individuals to be Served: 9,000

2.4(b) Method of Calculation for the Estimated Number of Persons To Be Served:

Note: While websites may be listed as sources, the data obtained from any websites must be presented in the space provided. The applicant is responsible for locating and obtaining the data and presenting it within this application form.

United States Census Bureau 2022 Data and Wisconsin Department of Public Instruction Public Library Annual Report 2023.

2.4(c) Location of Facility in Relation to Persons Served:

- i. How close is the facility to where *the majority* of the intended primary beneficiaries of the project live?

Less than 5 Miles X 5 to 9.99 Miles 10 to 20 Miles Greater than 20 Miles

- ii. Is the facility (i.e., the proposed project site) accessible through public transportation?

X YES NO

Flexible Facilities Grant Application

2.4(d) Fees Charged to Users:

The aim of the Flexible Facilities Program is to provide affordable and accessible services to disadvantaged persons. The goal is for these services to be provided free of charge. Will users of these services be charged any fees?

YES ☒ NO

Note: Any fees charged will be subject to [2 CFR § 200.307](#) and the applicant is expected to adhere to these rules. Program income generated by Capital Projects Fund (CPF)/Flexible Facilities Program (FFP) grant funding investments must be invested throughout the CPF/FFP period of performance (ending October 31, 2026). In addition, the State and FFP Grantees are required to add program income to the CPF/FFP award pursuant to [2 CFR 200.307\(e\)\(2\)](#). Program income must be utilized and applied to benefit the same project from which it was generated.

If yes, please estimate and describe any fees that will be charged.

SECTION 3. PROJECT NARRATIVE

This portion of the application will be scored and used as a basis for evaluating the application. Please answer all questions completely and be as specific as possible when answering. Applicants shall concisely provide responses for EACH question.

3.1 Project Description: (10 points)

In the space provided in this section, describe:

- 1) the proposed project scope, and
- 2) the applicant's (and subrecipient's, if applicable) mission, goals, and experience as they relate to the community services proposed for the project.

Maximum 10 points possible. *The score will be based on the extent to which and the level of specificity to which the applicant's mission and goals relate to the scope of the community services proposed, and extent to which the demonstrated relevant experience specifically relates to the scope of community services proposed. (Approximately 2500 characters/400 words)*

Flexible Facilities Grant Application

Project Description Narrative:

T.B. Scott Free Library has had its eye on an outdoor event space for years. The pandemic made it abundantly clear that such a space would serve the community well in the added programming and accessibility such a space would provide.

The DREAM: An outdoor shelter for 100+ with retractable walls to offer the most flexibility when scheduling activities and events for library programming and community collaborations. The space would include seating for roughly 100 people and a rock foundation presentation station with a concrete countertop. Libraries never have enough storage so this outdoor space would also include a storage closet for materials associated with outdoor events, i.e. tents, outdoor games, cleaning supplies, etc.

Placed around the structure would be numerous solar bench charging stations to provide affordable accessibility 24 hours a day seven days a week. The location of the outdoor event space would allow for such features. This project closely aligns with the Library's most recently approved strategic plan. To be honest, this project was aligned extremely well with the Library's vision and mission even before the most recent strategic plan. It is the goal of lifelong learning that spearheads all that the library strives to provide the community. The proposed outdoor program center offers greater opportunities for expanded and varied programming, which is directly connected to Goal f, Action Step 5.2 - Design and maintain spaces that are adequate and flexible to meet the community's needs, such as conversation spaces, creativity, education and engagement.

The Library's vision has always been to create and cultivate the most welcoming environment so that the needs and desires of each and every visitor are met to the point where these same visitors truly do not wish to leave. That is the type of space we strive for and that passion to do so has served us well with the recognition of being named "a gem of the community."

3.2 Project Need: (40 points)

In the space provided in this section, describe:

- 1) the existing problem that demonstrates the critical need for the proposed project specifically for the population(s) intended to benefit from the project (i.e., primary beneficiaries) – include relevant information about the population such as targeted economic, socioeconomic, age, race/ethnicity, and/or other relevant demographic group(s), residence status, and/or other population characteristics, as applicable);
- 2) how the population(s) intended to benefit from the proposed project (i.e., primary beneficiaries) experienced disadvantages and/or challenges in accessing services for work, education, and healthcare monitoring as a result of the COVID-19 pandemic; and
- 3) how the population(s) intended to benefit from the proposed project (i.e., primary beneficiaries) was/were disproportionately impacted by COVID-19 compared to other populations.

Include relevant data and information and associated sources, as available, to quantify and qualify the disadvantages/challenges and disproportionate impact.

Flexible Facilities Grant Application

Note: While websites may be listed as sources, the data obtained from any websites must be presented in the space provided to be considered for scoring. If using internet sources, the applicant is responsible for locating and obtaining the data and presenting the data within this application form (in addition to citing the source).

Maximum 40 points possible. *The score will be based on the extent to which the critical need(s) is/are demonstrated; the extent of the existing historical disadvantages and/or challenges facing the population to be served by the project; the extent of the project's impact on the population to be served has experienced in accessing services for work, education and healthcare monitoring as a result of the COVID-19 pandemic; and the extent to which supporting data and information (including cited sources) are provided in the space provided. (Approximately 2500 characters/400 words)*

Project Need Narrative:

T.B. Scott Free Library is a City-County funded library located in a predominantly rural community. The Library serves roughly 9,000 – 10,000 residents. The library is predominantly the community center for its residents and visitors as a result of the lack of a stable infrastructure to adequately provide these individuals with broadband access. It is also a space where residents of all ages and abilities are welcome to gather to read and to learn. The library feverishly works to provide some form of stability through various avenues which include FREE Wi-Fi access internally and externally for those in close proximity to the Library. The Library also provides hotspots, laptops, and other digital tools to improve accessibility. However, the cost of this technology is prohibitive to meet the needs of everyone.

The Lincoln County Broadband Plan of 2024 (www.ncwrpc.org/lincoln-county-broadband-plan) substantiates the need for increased infrastructure and accessibility. The current broadband assessment as documented in this Plan provided results that indicate Lincoln County is below the state median in both download and upload speeds. While statewide speeds are steadily increasing, that same rate of improvement is not seen in Lincoln County. The project's inclusion of outside charging stations in close proximity to the Library's Wi-Fi network offers more opportunities for access.

This proposed outdoor program center has the potential for expansion and provides a more varied and vibrant programming schedule for all age groups. It will also offer greater opportunities for collaboration with other organizations and non-profits to support health and wellness efforts; such organizations would include the local farmer's market, the Master Gardeners Association, the Aging & Disability Resource Center, the Lincoln County 4-H, just to name a few.

Flexible Facilities Grant Application

3.3 Project Reach: (30 points)

In the space provided in this section, precisely describe the project's reach for work, education, and healthcare monitoring, including the following in the response:

- 1) How the project will provide work, education, and healthcare monitoring in response to the COVID-19 pandemic;
- 2) How the project will *improve* the intended primary beneficiaries' *access* to the types of facility and/or equipment improvements proposed for work, education, and healthcare monitoring, and any other accessibility improvement factors considered in the project design; and
- 3) How innovative approaches, if any (in the nature of the design, method(s) and/or location(s) of service(s) delivery, type(s) of equipment, implementation, collaboration(s), etc.), will be used for addressing all three criteria (work, education, and healthcare monitoring).

The responses should demonstrate the intended reach is feasible to accomplish for all three criteria (work, education, and healthcare monitoring).

Maximum 30 points Possible. *The score will be based on the extent to which new or renovated space(s) and broadband resources are incorporated and the amount of FFP funds will be used to address needs pertaining to the three criteria of work, education, and healthcare monitoring; the extent to which the project proposed will result in improved accessibility to the type of facility and/or equipment proposed to address the three criteria and is demonstrated as feasible; and the extent to which and level of innovation incorporated into the applicant's approach to fulfilling each criterium. (Approximately 2500 characters/400 words)*

Project Reach Narrative:

As the "community center" and "gem" of the community, this Library's proposed outdoor program center has the potential to reach a great number of people not only members but also individuals that visit the community for work and recreation. The Library's 2023 Wisconsin Department of Public Instruction Public Library Annual Report documents the number of registered users of the library for the 2023 reporting year to be approximately 9,000. In 2023, the library offered 224 programs which garnered an attendance of 4,373 individuals of all ages. The annual usage of the public wireless internet was 18,807, which is tracked through the Wisconsin Valley Library Service.

The outdoor program center will provide a shelter for individuals 24/7, which will offer spaces for people to work, access resources for educational needs, and a shelter from the elements. The Library recognizes the homeless demographic that exists in the area. The Library's ability to provide resources within the confines of the building may now be offered on an as-need basis when the Library is closed.

The Library's programming will be allowed to expand to include health and wellness events to include gardening, food preparation in the outdoors, and outdoor exercise opportunities.

The increased accessibility and flexibility will open many doors. There is absolute potential for a greater reach with the addition of the flexible outdoor program center.

Flexible Facilities Grant Application

3.4 Sustainability Plan: (10 points)

In the space provided in this section, describe the capacity and plan for the applicant to maintain and sustain the services proposed for at least five years after the completion of the proposed project. Consider all costs to maintain and sustain the new facility or improved facility(ies), equipment/devices, and services proposed.

Maximum 10 points possible. *The score will be based on the specificity and scope of the applicant's plan and the applicant's demonstrated level of operational and financial capacity to maintain the project for at least five years after the completion of the project. (Approximately 1500 characters/250 words)*

Sustainability Plan Narrative:

Once the outdoor program center is built, it is the Library's intent to strategically budget its continued use and operation. The Library has been extremely fortunate over the year to be the recipient of renewed funding from various organizations to include both non-profit organizations like the Optimist Club, and for-profit organizations like the Aspirus Hospitals and Clinics and Church Mutual Insurance Co., as well as area foundations. The Library also has an endowment fund that provides funding for special projects and programs.

The most important factor weighing in on the sustainability of the outdoor program center is the community support we receive on a regular basis. We recognize that without that support our offerings to the community would be considerably less.

SECTION 4. COMMUNITY ENGAGEMENT

In the space provided in this section, describe how the applicant solicited community input on the proposed project prior to application submission and provide a community engagement plan to ensure community input during the project implementation. *(Approximately 1500 characters/250 words)*

Flexible Facilities Grant Application

Community Engagement Efforts & Plan:

The Library is a highly regarded establishment with an extremely supportive network in the community. Promotional materials have always played an integral part in sharing what the library has to offer. This project is no different. Once the grant is received, the push will begin to inform the community of the award and the great opportunity that the award has provided for the community. Numerous press releases will be sent to local media and the Library's social media network will not only announce that the library is a recipient of such a grand award but also keep community members apprised of the project as it moves along. Letters will be sent to area organizations to encourage collaborative programming opportunities. A Library Outdoor Program Center calendar will be develop and added to our list of available spaces for reservations for businesses and organizations, which have always been free of charge. Documentation of space use will be maintained, and an annual evaluation will be made to determine where is going well and what may required adjustments to the plan.

SECTION 5. PROJECT BUDGET

Provide a detailed budget identifying all costs of the proposed project by attaching a completed Project Budget Form as Attachment A and providing the information requested in this section. Only eligible expenses may be included for the grant-funded activities. The budget documentation and information are required but not scored. Further details regarding eligible expenses can be found in the Grant Announcement.

5.1 Attachment A – Project Budget:



Attach your Project Budget here.

Please download and fill out the Project Budget Form on the Flexible Facilities Program website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>
(under the "Application Materials" section).

Save and upload the file here with the following file name:

(Applicant Name)_Attachment_A_Budget

Flexible Facilities Grant Application

5.2 Budget Summary:

Please copy the totals from the subtotal row of the FFP Budget Form:

Requested Grant Funds: \$ 207,475.00

Check here if your project has Match Funds Match Funds: \$

Total Costs (auto populated): \$ 207,475.00

5.3. Professional Services Contract Costs:

In the spaces provided below, list the professional services contracts that have been or potentially will be executed for the FFP project and provide the procurement information requested, and indicate whether a request for non-competitive procurement will be made if the applicant is awarded funds. Refer to the Grant Announcement for further guidance regarding this section.

Professional Service Type: (e.g., Architectural, Engineering, Grant Administration, Acquisition, etc. – Excluding Grant Application Preparation Assistance)	Contract Executed? (Check Yes or No to indicate whether contract is executed)	Applicant will be requesting approval of non-competitive procurement, if awarded FFP funds, from DEHCR for this contract under the provisions of 2 CFR § 200.320(c)? (Check Yes or No. A request would only be required if the applicant plans to request the use of FFP funds to cover all or part of the contract cost and it was or will be non-competitively procured.)			
1) Construction	YES ☒ NO	YES	☒	NO	TBD
2)	YES NO	YES		NO	TBD
3)	YES NO	YES		NO	TBD
4)	YES NO	YES		NO	TBD
5)	YES NO	YES		NO	TBD
6)	YES NO	YES		NO	TBD

SECTION 6. MATCH FUNDING (10 points)

This portion of the application will be scored and used as a basis for evaluating an applicant's project readiness in terms of financial capacity, funding availability, and financial risk for completing the entire project as proposed in the grant application in accordance with project timeline specifications.

No minimum match is required for the Program. However, if the applicant's total project cost (as presented in the Project Budget in the attachment for Section 5 of this Application) exceeds the Program grant amount requested, then documentation is needed to confirm the applicant has the financial capacity and funds readily available to complete the project as proposed. This includes official documentation of match funds on hand in the applicant's existing financial account(s) and/or approved as secured or awarded from a financial institution or other funding

Flexible Facilities Grant Application

source and officially committed to the project by the applicant's governing body and/or from another source; pending from another source; and/or having another status. The applicant is to demonstrate that any funding needed from other financial sources is secured and committed to the project so it is ready to proceed immediately upon award, if the applicant is awarded Flexible Facilities Program grant funds. Projects must be funded sufficiently to complete the entire project according to the timeline specified in the Grant Announcement. The applicant must have 100% of the funding necessary to complete the project secured and committed to the project prior to the grant agreement being executed, if awarded Flexible Facilities Program grant funds.

Maximum 10 points possible. *The score will be based on the percentage of match secured and officially committed specifically to the applicant's proposed Flexible Facilities project and the extent to which official documentation (from funding sources and commitment sources) is provided to verify the funds are secured and officially committed to the project. Maximum points will be awarded if official documentation is provided that verifies 100% of the match funding needed to complete the project is secured and officially committed by the applicant's (and/or subrecipient's) governing body to the proposed Flexible Facilities project. If no additional funding is needed (i.e., the Flexible Facilities Program grant amount requested within a given applicant's application would be enough to cover the total project cost), then no match documentation is required and the applicant will receive 10 points for the Match score.*



Attachment B: Match Funding Source(s) Supporting Documentation. If the applicant's project will require additional funds to complete (above the Flexible Facilities Program grant amount requested), then attach Match Funding Source Supporting Documentation here.

Please gather all supporting documentation for match funds in one file. Then save and attach the file here with the following file name:

(Applicant Name)_Attachment_B_Match_Funds_Documentation

SECTION 7. FINANCIAL AUDIT INFORMATION

7.1. Audit Information:

Generally, a non-Federal entity that expends \$750,000 or more in federal funds during a calendar year must have a single audit (i.e., a federally funded program(s)-specific audit) conducted for the calendar year in accordance with the provision of 2 CFR § 200.501. If subject to a single audit, the entity must submit a single audit report for the calendar year to the Federal Audit Clearinghouse (FAC) within 30 days of the single audit being completed and no later than September 30th after the calendar year that was subject to the single audit.

Flexible Facilities Grant Application

Did the applicant submit a single audit report for calendar year 2021 and/or 2022 to the FAC?

Check the appropriate box(es) below and provide the additional item(s) requested for the response selected.

☒ YES. A single audit report was submitted to the FAC for *(check each that is applicable)*:

CY2021 – Enter date of report submission to FAC:

CY2022 – Enter date of report submission to FAC:

☐ NO. A single audit report was *not* submitted to the FAC for CY2021 and/or CY2022.

Enter the date of the most recent standard financial audit (auditing of the applicant's financial records, procedures and processes):

SECTION 8. SAM UNIQUE ENTITY IDENTIFICATION (UEI)

Recipients of federal funds are required to be registered with a unique entity identification (UEI) number within the federal System for Award Management (SAM). The UEI number replaces the DUNS number that was previously required for recipients of federal funds. SAM registration is free. If you do not have a UEI, complete the entity registration process in SAM [<https://sam.gov/content/home>]. If your registration has expired, it must be renewed prior to application submission. If it expires prior to the award date (if awarded funds), the applicant will be required to renew it prior to execution of a grant agreement, if awarded funds. Enter the UEI information requested for the applicant and primary subrecipient (if applicable) in Section 1 of this application and attach the required SAM UEI record(s) specified below.



Provide a PDF copy of the record in SAM showing the applicant's name, address, UEI number, and registration expiration date.

Save and attach the file here with the following file name:

(Applicant Name)_Attachment_C_SAM_UEI_Record_Applicant



Provide a PDF copy of the record in SAM showing the subrecipient name(s), address(es), UEI number(s), and registration expiration date(s) (if there is one or more subrecipient entities for the project). If there are multiple subrecipients, save the SAM records for all of them in one document and upload it here.

Save and attach the file here with the following file name:

(Applicant Name)_Attachment_C(2)_SAM_UEI_Record_Subrecipient

Flexible Facilities Grant Application

SECTION 9. DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Check the item below if it is attached and then attach the document, if it is applicable to your project.

Designation of Confidential and Proprietary Information (DOA-3027) (optional)



Provide a copy of the Designation of Confidential and Proprietary Information form (if applicable)

Save and attach the file here with the following file name:

(Applicant Name)_Attachment_D_Designation_of_CPI

SECTION 10. SUBRECIPIENT SURVEY

Check here if the applicant (local or Tribal government) is applying for the funds on behalf of a nonprofit organization or another government entity that will be the subrecipient of the funds to implement the project. Then complete the subrecipient survey in this section. If there are multiple subrecipients, complete the checklist for each subrecipient and include the additional checklist(s) in the attachment link provided below.

SUBRECIPIENT SURVEY				
Administrative		Yes	No	Unknown
1	Does the organization currently have a federal grant?			
1.1	If no, has the organization had a federal grant within the last 5 years?			
2	Does the organization currently have one or more staff members with experience in managing a federal grant?			
2.1	If no to question #2, will a third party be hired to manage this grant?			
2.2	If yes to question #2, how many years of experience do they have performing federal grants management?			
3	Is the program proposed for this award new to the organization?			
4	Have organization board members, executives or other staff associated with the awarded project been placed under criminal investigation or convicted of a felony within the last 5 years?			
5	Does the organization have any pending lawsuits against it that may impact its ability to carry out the award?			
6	Does the organization have written document retention procedures?			

Flexible Facilities Grant Application

SUBRECIPIENT SURVEY (continued)				
7	Has the organization ever had a state or federal grant withdrawn for non-compliance?			
8	Does the organization have a board of directors or similar management and oversight body?			
Financial		Yes	No	Unknown
9	Select the type of accounting system the organization uses. (Automated, Combination, Manual, Unsure) Automated Combination Manual Unsure			
10	Has an audit been performed on the organization's financial statement within the last three years?			
10.1	If yes to question #10, does the organization have any open audit findings?			
10.2	If yes to question #10, briefly list the findings and the status of resolution of the finding(s):			
11	Does the organization have an approved federal indirect cost rate or utilize the de <i>minimus</i> indirect rate of 10 percent?			
12	Does the organization have written financial and accounting procedures?			
13	Does the organization have written travel policies or guidance related to travel spending?			
14	Are financial reports provided to and reviewed by organization leadership regularly?			
15	Can the organization's accounting system separate use of federal grant funds from the organization's other finances?			
16	Has the organization experienced cash flow deficits at any point in the previous three years?			
17	Does the organization have sufficient internal controls to establish segregation of financial duties?			
Property and Procurement		Yes	No	Unknown
18	Does the organization have written procurement procedures?			

Flexible Facilities Grant Application

SUBRECIPIENT SURVEY (continued)				
19	Does the organization have written asset management procedures?			
Personnel		Yes	No	Unknown
20	Does the organization have a written personnel or employee handbook?			
21	Does the organization have written policies and procedures for employee timekeeping?			
22	Does the organization have written whistleblower protection rules?			



Attach additional Subrecipient Survey(s) here.

Subrecipient Survey forms are only to be completed and uploaded here if there is more than one subrecipient for the proposed Flexible Facilities project. A Subrecipient Survey must be completed for each subrecipient (combined into one file). The Subrecipient Survey form may be downloaded on the Flexible Facilities Program website (under the "Application Attachments" section) at: <https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>

Save and attach the file here with the following file name:

(Applicant Name)_Attachment_E_Addtional_Subrecipient_Survey

SECTION 11. ATTESTATIONS AND REQUIRED SIGNATURE

In accordance with applicable provisions of the Federal American Rescue Plan Act of 2021 (ARPA) and Flexible Facilities Program provisions, eligible applicants must certify the following attestations. Review each attestation (#1-11) within this section and enter the applicant's authorized representative's initials to certify agreement and acceptance of these requirements and terms of the grant application and funding (if awarded funds).

Attestations:

ENTER AUTHORIZED REPRESENTATIVE'S INITIALS FOR EACH:	ATTESTATION
	1. The applicant is a Wisconsin unit of general local government (City, Town, Village, County) or Tribe.
	2. The applicant will comply with all federal and state policies and regulations, and the implementation and reporting requirements of the American Rescue Plan Act (ARPA) Capital Projects Fund – Flexible Facilities Program.

Flexible Facilities Grant Application

	3. The applicant will comply with all other State and Federal regulations applicable to the project upon implementation, including but not limited to: • Uniform Relocation Assistance and Real Property Acquisition Act (URA) and State of Wisconsin acquisition and relocation statutes; • Federal competitive procurement and contracting requirements in accordance with 2 CFR § 200.320, unless qualified as a micro-purchase under the provisions of 2 CFR § 200.320(a)(1) or approved by DOA for non-competitive procurement under the provisions of 2 CFR § 200.320(c) and local procurement policy requirements; • Federal and State environmental review requirements; • Contract Work Hours and Safety Standards Act (CWHSSA); and • Fair labor practices as specified in the FFP Grant Announcement.
	4. The applicant's proposed project will include completing activities and/or providing enhanced broadband technology services that directly enable work, education, <u>and</u> healthcare monitoring.
	5. The applicant will ensure that the broadband internet access provided through any facilities, services, devices, or equipment purchased with the grant funds will meet or exceed the minimum standard of providing service that reliably meets or exceeds the symmetrical download and upload speeds of 100 Mbps.
	6. Scheduled work will begin on the proposed project no later than June 30, 2025 and will be completed by September 30, 2026.
	7. The applicant will maintain records sufficient to demonstrate that the expenses were compliant with applicable American Rescue Plan Act (ARPA) provisions for at least five years from project completion.
	8. The applicant will ensure the operations of the broadband facilities/services for the proposed project will be sustained and maintained for at least five years after completion of the project.
	9. Acknowledgement of Terms for Public Disclosure: Copies of the application materials, excluding materials deemed to be confidential and proprietary information on Appendix E: Designation of Confidential and Proprietary Information (DOA-3027), will be made available for public inspection in accordance with applicable Wisconsin law.
	10. The applicant and any subrecipient (if applicable) is/are not debarred from awards and/or contracts funded in whole or in part with federal funds; and will ensure contractors and suppliers for the proposed project are not debarred from awards and/or contracts funded in whole or in part with federal funds.
	11. The applicant has exercised reasonable care and made all reasonable efforts to obtain and submit accurate information within this application and the attachments.

Flexible Facilities Grant Application

Applicant Authorized Representative Signature:

The signatory below certifies that, to the best of their knowledge and belief, the information contained in this ARPA Capital Projects Fund – Flexible Facilities Program Grant Application, including all attestations and attachments, is true, accurate and complete. The undersigned has authority to make the above attestations and the intent and legal authorization to agree to them on the applicant's behalf.

Signature:

Date:

Typed Full Name: Laurie A. Ollhoff

Title: Library Director

Phone Number: 715-536-7191

Email: director@tbscottlibrary.org

Applicant Authorized Representative #2 Signature: (if applicable)

Add a second authorized representative signature only if your organization's policies or governing body requires that a second authorized representative approve the content and/or submission of this document.

Signature: *[Attach Signature Form Below]*

Date:

Typed Full Name:

Title:

Phone Number:

Email:



Attach your Applicant Authorized Representative #2 Signature Form here.

The Applicant Authorized Representative #2 Signature form may be downloaded on the Flexible Facilities Program website (under the "Application Attachments" section) at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>

Save and upload the file here with the following file name:

(Applicant Name)_Attachment_F_Additional_Authorized_Signature

FLEXIBLE FACILITIES PROJECT BUDGET FORM

CONTRACT #:
(Enter only after Award)

GRANTEE: City of Merrill - T.B. Scott Free Library

DATE: 7 / 11 / 2024

BUDGET ITEM	GRANT FUNDS	MATCH FUNDS (if applicable)	TOTAL COSTS (by Activity)
CONSTRUCTION	\$150,875.00		\$150,875.00
DIGITAL CONNECTIVITY INFRASTRUCTURE MATERIALS & INSTALLATION	\$0.00		\$0.00
COMPUTER PCU(S)	\$0.00		\$0.00
COMPUTER MONITOR(S)	\$0.00		\$0.00
COMPUTER LAPTOP(S)/NOTEBOOK(S)	\$0.00		\$0.00
COMPUTER SOFTWARE	\$0.00		\$0.00
PRINTER(S)	\$0.00		\$0.00
COMPUTER ASSESSORIES	\$0.00		\$0.00
ARCHITECTURAL/ENGINEERIN G (A/E) SERVICES	\$0.00		\$0.00
GRANT ADMINISTRATION	\$1,000.00		\$1,000.00
OTHER PROFESSIONAL SERVICES - SPECIFY:			\$0.00
OTHER PROFESSIONAL SERVICES - SPECIFY:			\$0.00
ADD ADDITIONAL ITEMS BELOW IF APPLICABLE:			
Solar Bench-Charging Station	\$50,000.00		\$50,000.00
Picnic Tables for seating	\$5,600.00		\$5,600.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Sub-Total(s):	\$207,475.00	\$0.00	\$207,475.00

Continued on the next page.

CONTRACT #: 0
(Enter only after Award)

GRANTEE: City of Merrill - T.B. Scott Free Library

DATE: 7 / 11 / 2024

Summarize the Match Funding sources and amounts for this Flexible Facilities Program project:

Check all "Status" options that apply for each funding source.

Source:		Amount:	\$0.00	Status:	☐ Pending	☐ Committed	☐ Other
					☐ Applied	☐ Secured/Awarded	
Source:		Amount:	\$0.00	Status:	☐ Pending	☐ Committed	☐ Other
					☐ Applied	☐ Secured/Awarded	
Source:		Amount:	\$0.00	Status:	☐ Pending	☐ Committed	☐ Other
					☐ Applied	☐ Secured/Awarded	
Source:		Amount:	\$0.00	Status:	☐ Pending	☐ Committed	☐ Other
					☐ Applied	☐ Secured/Awarded	
Source:		Amount:	\$0.00	Status:	☐ Pending	☐ Committed	☐ Other
					☐ Applied	☐ Secured/Awarded	

For any source with a status of "Other" provide a brief explanation (no more than a one-sentence narrative per source).

Documentation to verify that all matching funds have been secured must be submitted in the Grant Application.



MERRILL CITY OF INC

Unique Entity ID VJKT3BU69N9	CAGE / NCAGE 4N5H2	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Oct 16, 2024	
Physical Address 1004 E 1ST ST Merrill, Wisconsin 54452-2560 United States	Mailing Address 1004 E 1ST ST Merrill, Wisconsin 54452-2560 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Wisconsin 07	State / Country of Incorporation (blank) / (blank)	URL (blank)

Registration Dates

Activation Date Oct 18, 2023	Submission Date Oct 17, 2023	Initial Registration Date Jun 10, 2020
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Entity Dates

Entity Start Date Mar 4, 1885	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure U.S. Government Entity	Entity Type US Local Government	Organization Factors (blank)
Profit Structure (blank)		

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Government Types

U.S. Local Government

City

Financial Information

Accepts Credit Card Payments

No

Debt Subject To Offset

No

EFT Indicator

0000

CAGE Code

4N5H2

EFT Indicator

2978

CAGE Code

97N39

Points of Contact

Electronic Business

✕

Kathy Unertl

1004 E 1ST ST

Merrill, Wisconsin 54452

United States

Jill Bostrom

1004 E 1ST ST

Merrill, Wisconsin 54452

United States

Government Business

✕

Kathy Unertl

1004 E 1ST ST

Merrill, Wisconsin 54452

United States

Brenda Grefe

1004 E 1ST ST

Merrill, Wisconsin 54452

United States

Past Performance

✕

Brenda Grefe

1004 E 1ST ST

Merrill, Wisconsin 54452

United States

Service Classifications

NAICS Codes

Primary

NAICS Codes

NAICS Title

Yes

921110

Executive Offices

Disaster Response

This entity does not appear in the disaster response registry.