



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, NOVEMBER 20, 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 October 16, 2024
2. Vouchers of October 2024
3. Unaudited Monthly Income & Expense Report for October 2024
4. Monthly Statistical Report for October 2024

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve General Objectives Policy
2. Discussion Item: Strategic Goals & Actions Steps #1 Review
3. Discussion Item: Wisconsin Trustee Essential #18: Library Board Appointments and Composition

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

1. Wednesday, December 18, 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, OCTOBER 16, 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 4:00PM 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** - No correspondence to present.
3. **Public comment** - No public comment.

II. Consent Items

1. **Minutes of regular meeting on September 18, 2024** - K. Breitenmoser/A. Huftel/C to approve the Minutes of the regular meeting of September 18, 2024. No further discussion.
2. **Vouchers of September 2024** - R. Martinovici/E. McCrank/C to approve the Vouchers for September 2024. No further discussion.
3. **Unaudited Monthly Revenue & Expense Report for September 2024** - K. Breitenmoser/A. Huftel/C to approve the Unaudited Monthly Revenue & Expense Report for September 2024. No further discussion.
4. **Monthly Statistical Report for September 2024** - R. Martinovici/E. McCrank/C to approve the Monthly Statistical Report for September 2024. Discussion regarding the drop in attendance for September. L. Ollhoff explained the visitor counter was damaged by a young patron and was not functioning properly. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve Endowment Fund Request for payment to MRWOODCHEK for Elm Tree Table Completion** - R. Martinovici/A. Huftel/C to approve Endowment Fund Request for payment to MRWOODCHECK for Elm Tree Table Completion. L. Ollhoff provided background for the purpose of the request. No further discussion.
2. **Action Item: Review and approve of Notary Public Service Policy** - E. McCrank/K. Breitenmoser/C to approve the Notary Public Service Policy. Discussion focused on the need for a Notary Public in the community and how the library was able to fill that need. Notary services are free. State law prohibits charging for such services. No further discussion.

3. **Action Item: Review and approve Service Recognition for Individual Library Staff or Board Member** - D. Dalsky/E. McCrank/C to approve Service Recognition for Individual Library Staff or Board Member. No discussion.
4. **Discussion Item: Strategic Goals & Action Steps #5 Review** - Review with no discussion.
5. **Discussion Item: Wisconsin Trustee Essential #17: Membership in the Library System** - Review with initiated discussion by E. McCrank. Discussed the value of membership in the Wisconsin Valley Library System and the benefits that patrons receive from such membership. Highlighted some concerns about items included in the WVLS Director Report included in the meeting packet. Discussion included better communication from WVLS. WVLS administration is always available for discussion. No further discussion.

IV. Library Director's Report L. Ollhoff directed Board members to her written report and provided additional highlights to include the new Notary Public Service and the upcoming Friends of the Library Book Sale. The Friends are actively recruiting new managers for the Book Sale. Highlights of the most recent staff development day, which included enhanced customer service training by Jamie Matczak from the Wisconsin Valley Library Service. Staff training is a service library system members receive as part of their membership. Reviewed the recent grant the library applied for, and the letter received from the State informing us that we did not receive the grant. The library will continue to pursue grants as they become available. Lincoln County has hired a new Economic Development Direction with a great deal of background in grant writing. Sarah Guild has offered her support when writing future grants. Nothing further to report.

V. President's Remarks Thank you to everyone. No further remarks.

VI. Date and Time of Next Meeting Wednesday, November 20, 2024, @4PM.

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

VII. Adjournment R. Marinonvici/D. Dalsky/C to adjourn the meeting at 4:28PM

OCTOBER 2024

Company Being Paid	10/04/2024 Packet	10/11/24 Packet	10/18/24 Packet	10/25/24 Packet	October 2024 Totals
Amazon		\$ 1,333.21			\$ 1,333.21
B&T L0280842		\$ 652.13		\$ 356.18	\$ 1,008.31
B&T L4211082			\$ 86.61		\$ 86.61
B&T L5471172		\$ 34.21	\$ 222.23	\$ 76.29	\$ 332.73
B&T L5491882	\$ 98.91		\$ 472.26	\$ 65.52	\$ 636.69
Boys and Girls Club	\$ 75.00				\$ 75.00
CDW-G	\$ 256.02				\$ 256.02
Cengage Learning, Inc.			\$ 405.47	\$ 310.29	\$ 715.76
Center Point Large Print	\$ 46.74				\$ 46.74
Chicago Distribution Center				\$ 48.78	\$ 48.78
Cintas				\$ 238.77	\$ 238.77
Cummins Sales and Service		\$ 957.13			\$ 957.13
Dave's County Market	\$ 15.46				\$ 15.46
Demco				\$ 203.24	\$ 203.24
Elan		\$ 1,058.45			\$ 1,058.45
E.O. Johnson Business Technologies			\$ 390.00		\$ 390.00
Frontier			\$ 107.33		\$ 107.33
Haenco			\$ 33.45		\$ 33.45
Hargrave Appliance Center	\$ 24.99				\$ 24.99
KEMO		\$ 120.00			\$ 120.00
Laser Innovations, Inc.		\$ 43.78			\$ 43.78
Libraria		\$ 100.23		\$ 125.51	\$ 225.74
Merrill Ace Hardware	\$ 31.28				\$ 31.28
Merrill Water Utility			\$ 119.00		\$ 119.00
Mobile Beacon		\$ 500.00			\$ 500.00
Northwind Solar			\$ 703.20		\$ 703.20
Plautz, Donna	\$ 44.15				\$ 44.15
Playaway Products				\$ 2,453.83	\$ 2,453.83
Pregler, Maria	\$ 39.98				\$ 39.98
Reindl Printing, Inc.			\$ 140.00		\$ 140.00
Scholastic			\$ 426.21		\$ 426.21
T.B. Scott - Petty Cash			\$ 16.04		\$ 16.04
Wisconsin Library Association	\$ 1,078.00				\$ 1,078.00
Wisconsin Public Service			\$ 2,616.44		\$ 2,616.44
	\$ 1,710.53	\$ 4,799.14	\$ 5,738.24	\$ 3,878.41	\$ 16,126.32

PACKET: 11452 LIBRARY - 20241004
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS		P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT						
01-000271	BAKER & TAYLOR 15491882										
I-20385784181	1	ACCT # 216389 1549188 2 N0000		98.91	ANF2024-						
10/04/2024		DUE: 10/04/2024 DISC: 10/04/2024			1099: N						
		ACCT # 216389 1549188 2 N00000			10 55110-13-10100	Adult Dept Non-Fiction				91.45	
		ACCT # 216389 1549188 2 N00000			10 55110-03-10500	Library Supplies				5.63	
		ACCT # 216389 1549188 2 N00000			10 55110-03-11000	Postage				1.83	
		=== VENDOR TOTALS ===		98.91							
01-005368	BOYS & GIRLS CLUB OF THE WAUSA										
I-20241004	1	MERRILL - CASUAL FRI DONATION		75.00	1099: N						
10/04/2024		DUE: 10/04/2024 DISC: 10/04/2024			10 55110-03-31000	Misc. - Petty Cash				75.00	
		MERRILL - CASUAL FRI DONATION									
		=== VENDOR TOTALS ===		75.00							
01-003189	CDW GOVERNMENT										
I-AA64F5R	1	CUST # 10937747		256.02	1s091824						
10/04/2024		DUE: 10/04/2024 DISC: 10/04/2024			1099: N						
		CUST # 10937747			10 55110-03-10500	Library Supplies				256.02	
		=== VENDOR TOTALS ===		256.02							
01-000274	CENTER POINT LARGE PRINT										
I-2121468	1	CUST # 54452		46.74	1099: N						
10/04/2024		DUE: 10/04/2024 DISC: 10/04/2024			10 55110-13-10400	Adult Dept Large Print				46.74	
		CUST # 54452									
		=== VENDOR TOTALS ===		46.74							
01-000204	DAVE'S COUNTY MARKET										
I-00151146	1	ACCT # 708		10.08	275849						
10/04/2024		DUE: 10/04/2024 DISC: 10/04/2024			1099: N						
		ACCT # 708			10 55110-03-41250	Programming - Adult				10.08	
I-00153994	1	ACCT # 708		5.38	278715						
10/04/2024		DUE: 10/04/2024 DISC: 10/04/2024			1099: N						
		ACCT # 708			10 55110-03-41250	Programming - Adult				5.38	
		=== VENDOR TOTALS ===		15.46							

10/04/2024 2:49 PM
PACKET: 11452 LIBRARY - 20241004
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		POST DATE		BANK CODE		-----DESCRIPTION-----		GROSS DISCOUNT		P.O. # G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
01-001111 HARGRAVE APPLIANCE CENTER															
I-24752		10/04/2024		1		ACCT # 5357191 DUE: 10/04/2024 DISC: 10/04/2024 ACCT # 5357191		24.99		1099: N 10 55110-03-44000		Janitor Supplies		24.99	
						=== VENDOR TOTALS ===		24.99							
01-000839 MERRILL ACE HARDWARE															
C-20241004		10/04/2024		1		ACCT # 81867 DUE: 10/04/2024 DISC: 10/04/2024 ACCT # 81867 ACCT # 81867		3.48CR		1099: N 10 55110-03-50000 10 55110-03-10000		M/R-General Repair/Maint Office Supplies		0.18CR 3.30CR	
I-237778		10/04/2024		1		ACCT # 81867 DUE: 10/04/2024 DISC: 10/04/2024 ACCT # 81867		1.79		1099: N 10 55110-03-50000		M/R-General Repair/Maint		1.79	
I-238036		10/04/2024		1		ACCT # 81867 DUE: 10/04/2024 DISC: 10/04/2024 ACCT # 81867		15.98		1099: N 10 55110-03-10000		Office Supplies		15.98	
I-238183		10/04/2024		1		ACCT # 81867 DUE: 10/04/2024 DISC: 10/04/2024 ACCT # 81867		16.99		1099: N 10 55110-03-10000		Office Supplies		16.99	
						=== VENDOR TOTALS ===		31.28							
01-004398 DONNA J FLAUTZ															
I-20241004		10/04/2024		1		SEPTEMBER MILEAGE DUE: 10/04/2024 DISC: 10/04/2024 SEPTEMBER MILEAGE		44.15		1099: N 10 55110-03-30500		Mileage		44.15	
						=== VENDOR TOTALS ===		44.15							
01-005333 MARIA R. PREGIER															
I-20241004		10/04/2024		1		SEPT AP PURCHASE REIMB DUE: 10/04/2024 DISC: 10/04/2024 SEPT AP PURCHASE REIMB		39.98		1099: N 10 55110-03-41250		Programming - Adult		39.98	
						=== VENDOR TOTALS ===		39.98							

PACKET: 11452 LIBRARY - 20241004
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SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT				
01-001060 WISCONSIN LIBRARY ASSOCIATION									
I-21206		AB - 2024 WLA CONF		590.00					
10/04/2024	1	DUE: 10/04/2024 DISC: 10/04/2024			1099: N				
		AB - 2024 WLA CONF			10 55110-03-32001	Misc Rev - Educ & Conf		590.00	
I-21383		LO - 2024 WLA CONF		449.00					
10/04/2024	1	DUE: 10/04/2024 DISC: 10/04/2024			1099: N				
		LO - 2024 WLA CONF			10 55110-03-32000	Education & Conference		449.00	
I-21529		AB - 2024 WLA CONF DINNER		39.00					
10/04/2024	1	DUE: 10/04/2024 DISC: 10/04/2024			1099: N				
		AB - 2024 WLA CONF DINNER			10 55110-03-32001	Misc Rev - Educ & Conf		39.00	
=== VENDOR TOTALS ===				1,078.00					
=== PACKET TOTALS ===				1,710.53					

10/04/2024 2:49 PM
PACKET: 11452 LIBRARY - 20241004
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DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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

INVOICE TOTALS 1,714.01
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 3.48CR

BATCH TOTALS 1,710.53

*** G/L ACCOUNT TOTALS ***

BANK YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM				GROUP BUDGET			
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET AVAILABLE	OVER BUDG	BUDGET AVAILABLE	OVER BUDG
2024	10 -21-0000	Accounts Payable Control	1,710.53-*	1,800	351.28-	Y	1,050,556	321,414.38			
	10 -55110-03-10000	Office Supplies	29.67	8,000	3,071.11		1,050,556	321,182.40			
	10 -55110-03-10500	Library Supplies	261.65	1,200	580.21		1,050,556	321,442.22			
	10 -55110-03-11000	Postage	1.83	1,000	643.89		1,050,556	321,399.90			
	10 -55110-03-30500	Mileage	44.15	0	0.00		1,050,556	321,369.05			
	10 -55110-03-31000	Misc. - Petty Cash	75.00	2,000	984.20		1,050,556	320,995.05			
	10 -55110-03-32000	Education & Conference	449.00	0	1,541.37-	Y	1,050,556	320,815.05			
	10 -55110-03-32001	Misc Rev - Educ & Conf	629.00	7,000	5,027.92		1,050,556	321,388.61			
	10 -55110-03-41250	Programming - Adult	55.44	6,000	3,348.75		1,050,556	321,419.06			
	10 -55110-03-44000	Janitor Supplies	24.99	4,000	2,621.02		1,050,556	321,442.44			
	10 -55110-03-50000	M/R-General Repair/Maint	1.61	10,000	2,977.60		1,050,556	321,352.60			
	10 -55110-13-10100	Adult Dept Non-Fiction	91.45	4,300	930.98		1,050,556	321,397.31			
	10 -55110-13-10400	Adult Dept Large Print	46.74								
	99 -14-0010	Due from General Fund	1,710.53 *								
		*** 2024 YEAR TOTALS	1,710.53								

10/04/2024 2:49 PM
PACKET: 11452 LIBRARY - 20241004
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	10/2024	1,710.53

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

10/14/2024 2:49 PM
PACKET: 11464 LIBRARY - 20241011
ENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

-----ID-----				-----DESCRIPTION-----		GROSS P.O. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE												
01-005248 AMAZON CAPITAL SERVICES, INC.													
C-1Q34-1T6K-747F		✓	ACCOUNT# A29JWIFIAEUZST	✓	41.64CR AP080624								
10/11/2024	1		DUE: 10/11/2024 DISC: 10/11/2024		1099: N								
			ACCOUNT# A29JWIFIAEUZST		10 55110-03-41250	Programming - Adult						41.64CR	
I-11M6-JFL3-QNMG	✓		ACCOUNT# A29JWIFIAEUZST	✓	206.62 CS091824								
10/11/2024	1		DUE: 10/11/2024 DISC: 10/11/2024		1099: N								
			AMAZON CAPITAL SERVICES, INC.		10 55110-15-31000	Computer Supplies						206.62	
I-13RW-34T9-VWJL	✓		ACCOUNT# A29JWIFIAEUZST	✓	305.32 FRIENDS								
10/11/2024	1		DUE: 10/11/2024 DISC: 10/11/2024		1099: N								
			ACCOUNT# A29JWIFIAEUZST		10 55110-08-50001	Misc Rev-Special/Major P						305.32	
I-16GR-4PL9-QP31	✓		ACCOUNT# A29JWIFIAEUZST	✓	204.73 DVDSSEP2								
10/11/2024	1		DUE: 10/11/2024 DISC: 10/11/2024		1099: N								
			ACCOUNT# A29JWIFIAEUZST		10 55110-14-10400	Adult Dept DVDs						204.73	
I-1DJY-R7XC-RFRM	✓		ACCOUNT# A29JWIFIAEUZST	✓	66.87 CDSSEP24								
10/11/2024	1		DUE: 10/11/2024 DISC: 10/11/2024		1099: N								
			ACCOUNT# A29JWIFIAEUZST		10 55110-14-10200	Adult Dept CDs						66.87	
I-1HNY-3V9X-Q4LH	✓		ACCOUNT# A29JWIFIAEUZST	✓	97.75 NF OS AP								
10/11/2024	1		DUE: 10/11/2024 DISC: 10/11/2024		1099: N								
			ACCOUNT# A29JWIFIAEUZST		10 55110-03-10000	Office Supplies						✓ 38.79	
			ACCOUNT# A29JWIFIAEUZST		10 55110-13-10100	Adult Dept Non-Fiction						✓ 51.97	
			ACCOUNT# A29JWIFIAEUZST		10 55110-03-41250	Programming - Adult						✓ 6.99	
I-1JWL-QCCJ-W6PC	✓		ACCOUNT# A29JWIFIAEUZST	✓	72.03 YS-progr								
10/11/2024	1		DUE: 10/11/2024 DISC: 10/11/2024		1099: N								
			ACCOUNT# A29JWIFIAEUZST		10 55110-03-41500	Programming - Youth						✓ 44.57	
			ACCOUNT# A29JWIFIAEUZST		10 55110-14-20100	Youth Videos, DVDs & CD-						✓ 27.46	
I-1KNJ-XLTY-W7F6	✓		ACCOUNT# A29JWIFIAEUZST	✓	248.74 YS progr								
10/11/2024	1		DUE: 10/11/2024 DISC: 10/11/2024		1099: N								
			ACCOUNT# A29JWIFIAEUZST		10 55110-03-41500	Programming - Youth						248.74	
I-11LK-VCXT-VNNQ	✓		ACCOUNT# A29JWIFIAEUZST	✓	38.76 OS 09232								
10/11/2024	1		DUE: 10/11/2024 DISC: 10/11/2024		1099: N								
			ACCOUNT# A29JWIFIAEUZST		10 55110-03-10000	Office Supplies						38.76	
I-11K7-MQAM-VQFP	✓		ACCOUNT# A29JWIFIAEUZST	✓	56.78 YS progr								
10/11/2024	1		DUE: 10/11/2024 DISC: 10/11/2024		1099: N								
			ACCOUNT# A29JWIFIAEUZST		10 55110-03-41500	Programming - Youth						56.78	
I-1NL6-7PGM-RX3Y	✓		ACCOUNT# A29JWIFIAEUZST	✓	73.26 YS-Books								
10/11/2024	1		DUE: 10/11/2024 DISC: 10/11/2024		1099: N								
			ACCOUNT# A29JWIFIAEUZST		10 55110-13-20000	Youth Children's Books						✓ 53.27	
			ACCOUNT# A29JWIFIAEUZST		10 55110-14-40000	Learning Games/Story Box						✓ 19.99	

ACCOUNT: 11464 LIBRARY - 20241011
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
11-005248	AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)								
I-1N16-7PGW-TTK3	✓	10/11/2024	1	ACCOUNT# A29JWFAEUZST DUE: 10/11/2024 DISC: 10/11/2024	✓	1099: N 10 55110-03-41250	3.99	Programming - Adult	3.99
===== VENDOR TOTALS =====							1,333.21		
11-000268	BAKER & TAYLOR L0280842								
I-203857772	✓	10/11/2024	1	ACCT # 216389 L028084 2 B0000 DUE: 10/11/2024 DISC: 10/11/2024	✓	1099: N 10 55110-13-10000 10 55110-14-10100 10 55110-03-10500 10 55110-03-11000	93.56	Adult Dept Fiction Adult Dept Books on CD Library Supplies Postage	✓ 64.39 ✓ 22.00 ✓ 5.44 ✓ 1.73
I-2038599308	✓	10/11/2024	1	ACCT# 216389 L028084 2 B0000 DUE: 10/11/2024 DISC: 10/11/2024	✓	1099: N 10 55110-13-10000 10 55110-14-10100 10 55110-03-10500 10 55110-03-11000	558.57	Adult Dept Fiction Adult Dept Books on CD Library Supplies Postage	✓ 409.83 ✓ 82.46 ✓ 56.43 ✓ 9.85
===== VENDOR TOTALS =====							652.13		
11-000270	BAKER & TAYLOR L5471172								
I-2038557715	✓	10/11/2024	1	ACCT # 216389 L547117 2 B000 DUE: 10/11/2024 DISC: 10/11/2024	✓	1099: N 26 55110-03-40500	34.21	Memorial Books-Expense	34.21
===== VENDOR TOTALS =====							34.21		
1-000199	CUMMINS SALES & SERVICE								
I-F9-54102	✓	10/11/2024	1	CUST # 75044 DUE: 10/11/2024 DISC: 10/11/2024	✓	REF#5538 1099: N 10 55110-03-50000	957.13	M/R-General Repair/Maint	✓ 957.13
===== VENDOR TOTALS =====							957.13		
1-000128	ELAN FINANCIAL SERVICES								
I-20241011	✓	10/11/2024	1	ACCT # 5472 1102 2200 0197 DUE: 10/11/2024 DISC: 10/11/2024	✓	1099: N 10 55110-03-41500 10 55110-03-41501 10 55110-03-41751 10 55110-15-47500	1,058.45	Programming - Youth Misc Rev-Programming-You Misc Rev-Hospitality Software/Upgrades	✓ 188.69 ✓ 575.82 ✓ 266.39 ✓ 27.55
===== VENDOR TOTALS =====							1,058.45		

PACKET: 11464 LIBRARY - 20241011
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

01-001745 KEMO - MERRILL AREA PUBLIC SCH ✓

I-20241011 2 KEMO'S ✓ 120.00
10/11/2024 1 DUE: 10/11/2024 DISC: 10/11/2024 1099: N
2 KEMO'S ✓ 10 55110-13-10300 Adult Dept Reference 120.00
===== VENDOR TOTALS ===== 120.00

01-005310 LASER INNOVATIONS, INC. ✓

I-28171 ✓ INVOICE #28171 ✓ 43.78 ✓ e-mail
10/11/2024 1 DUE: 10/11/2024 DISC: 10/11/2024 1099: N
INVOICE #28171 ✓ 10 55110-03-10000 Office Supplies 43.78
===== VENDOR TOTALS ===== 43.78

01-005471 LIBRARIA ✓

I-251586 ✓ REF # N/A - 105198 ✓ 12.76 ✓ 241432
10/11/2024 1 DUE: 10/11/2024 DISC: 10/11/2024 1099: N
REF # N/A - 105198 ✓ 10 55110-13-20000 Youth Children's Books ✓ 11.97
REF # N/A - 105198 ✓ 10 55110-03-10500 Library Supplies ✓ 0.79

I-251849 ✓ REF # SEPTEMBER-JUV-2 ✓ 37.17 242578 ✓
10/11/2024 1 DUE: 10/11/2024 DISC: 10/11/2024 1099: N
REF # SEPTEMBER-JUV-2 ✓ 10 55110-13-20000 Youth Children's Books ✓ 35.97
REF # SEPTEMBER-JUV-2 ✓ 10 55110-03-10500 Library Supplies ✓ 1.20

I-251853 ✓ REF # 20000000149 ✓ 50.30 242935 ✓
10/11/2024 1 DUE: 10/11/2024 DISC: 10/11/2024 1099: N
REF # 20000000149 ✓ 26 55110-03-40500 Memorial Books-Expense 50.30
===== VENDOR TOTALS ===== 100.23

01-005383 MOBILE BEACON ✓

I-20241011 RENEWAL 5 DEVICES ✓ 500.00
10/11/2024 1 DUE: 10/11/2024 DISC: 10/11/2024 1099: N
RENEWAL 5 DEVICES ✓ 10 55110-15-32750 T1/Internet Access 500.00
===== VENDOR TOTALS ===== 500.00
===== PACKET TOTALS ===== 4,799.14

** T O T A L S **

INVOICE TOTALS 4,840.78
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 41.64CR

BATCH TOTALS 4,799.14

** G/L ACCOUNT TOTALS **

YANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====				=====GROUP BUDGET=====			
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	
2024		10 -21-0000	Accounts Payable Control	4,714.63-*								
		10 -55110-03-10000	Office Supplies	121.33	1,800	472.61-	Y	1,050,556	293,635.87			
		10 -55110-03-10500	Library Supplies	63.86	8,000	3,007.25		1,050,556	293,693.34			
		10 -55110-03-11000	Postage	11.58	1,200	568.63		1,050,556	293,745.62			
		10 -55110-03-41250	Programming - Adult	30.66-	7,000	5,058.58		1,050,556	293,787.86			
		10 -55110-03-41500	Programming - Youth	538.78	7,500	2,177.39		1,050,556	293,218.42			
		10 -55110-03-41501	Misc Rev-Programming-You	575.82	0	9,506.84-	Y	1,050,556	293,181.38			
		10 -55110-03-41751	Misc Rev-Hospitality	266.39	0	781.66-	Y	1,050,556	293,490.81			
		10 -55110-03-50000	M/R-General Repair/Maint	957.13	4,000	1,663.89		1,050,556	292,800.07			
		10 -55110-08-50001	Misc Rev-Special/Major P	305.32	0	1,507.86-	Y	1,050,556	293,451.88			
		10 -55110-13-10000	Adult Dept Fiction	474.22	9,500	2,211.74		1,050,556	293,282.98			
		10 -55110-13-10100	Adult Dept Non-Fiction	51.97	10,000	2,925.63		1,050,556	293,705.23			
		10 -55110-13-10300	Adult Dept Reference	120.00	500	34.00-	Y	1,050,556	293,637.20			
		10 -55110-13-20000	Youth Children's Books	101.21	16,000	4,608.32		1,050,556	293,655.99			
		10 -55110-14-10100	Adult Dept Books on CD	104.46	2,000	490.27		1,050,556	293,652.74			
		10 -55110-14-10200	Adult Dept CDs	66.87	800	284.94		1,050,556	293,690.33			
		10 -55110-14-10400	Adult Dept DVDs	204.73	2,500	848.72		1,050,556	293,552.47			
		10 -55110-14-20100	Youth Videos, DVDs & CD-	27.46	750	345.97		1,050,556	293,729.74			
		10 -55110-14-40000	Learning Games/Story Box	19.99	500	107.48-	Y	1,050,556	293,737.21			
		10 -55110-15-31000	Computer Supplies	206.62	1,900	463.98		1,050,556	293,550.58			
		10 -55110-15-32750	Ti/Internet Access	500.00	4,170	2,425.00		1,050,556	293,257.20			
		10 -55110-15-47500	Software/Upgrades	27.55	4,000	1,947.86		1,050,556	293,729.65			
		26 -21-0000	Accounts Payable Control	84.51-*								
		26 -55110-03-40500	Memorial Books-Expense	84.51	0	1,497.50-	Y	0	6,510.85-	Y		
		99 -14-0010	Due from General Fund	4,714.63 *								
		99 -14-0026	Due From Non-Lapsing	84.51 *								

** 2024 YEAR TOTALS

4,799.14

10/14/2024 2:49 PM
PACKET: 11464 LIBRARY - 20241011
ENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	10/2024	4,714.63
26	10/2024	84.51

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

10/21/2024 10:52 AM
PACKET: 11473 LIBRARY 20241018
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		
01-003259 BAKER & TAYLOR L4211082													
I-2038625918	1	ACCT # 216389 L421108 2 B0000	37.21	PB101124									
10/18/2024		DUE: 10/18/2024 DISC: 10/18/2024		1099: N									
		ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks							36.48	
		ACCT # 216389 L421108 2 B00000		10 55110-03-11000	Postage							0.73	
I-2038625919	1	ACCT #216389 L421108 2 B0000	49.40	PB101124									
10/18/2024		DUE: 10/18/2024 DISC: 10/18/2024		1099: N									
		ACCT #216389 L421108 2 B0000		10 55110-13-10200	Adult Dept Paperbacks							48.43	
		ACCT #216389 L421108 2 B0000		10 55110-03-11000	Postage							0.97	
=== VENDOR TOTALS ===			86.61										
01-000270 BAKER & TAYLOR L5471172													
I-2038621230	1	ACCT # 216389 L547117 2 B000	222.23	MEM2024-									
10/18/2024		DUE: 10/18/2024 DISC: 10/18/2024		1099: N									
		ACCT # 216389 L547117 2 B0000		26 55110-03-40500	Memorial Books-Expense							222.23	
=== VENDOR TOTALS ===			222.23										
01-000271 BAKER & TAYLOR L5491882													
I-2038627379	1	ACCT #216389 L549188 2 B00000	472.26	ANF2024-									
10/18/2024		DUE: 10/18/2024 DISC: 10/18/2024		1099: N									
		ACCT #216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction							412.76	
		ACCT #216389 L549188 2 B00000		10 55110-03-10500	Library Supplies							51.24	
		ACCT #216389 L549188 2 B00000		10 55110-03-11000	Postage							8.26	
=== VENDOR TOTALS ===			472.26										
01-000665 CENGAGE LEARNING, INC - GALE													
I-85787731	1	ACCT # 153415	30.39	OCT-LCP									
10/18/2024		DUE: 10/18/2024 DISC: 10/18/2024		1099: N									
		ACCT # 85787731		10 55110-13-10400	Adult Dept Large Print							30.39	
I-85787768	1	ACCT # 153415	231.93	\$500 MEM									
10/18/2024		DUE: 10/18/2024 DISC: 10/18/2024		1099: N									
		ACCT # 153415		26 55110-03-40500	Memorial Books-Expense							231.93	
I-85795061	1	ACCT # 153415	28.79	OCT-LCP									
10/18/2024		DUE: 10/18/2024 DISC: 10/18/2024		1099: N									
		ACCT # 153415		10 55110-13-10400	Adult Dept Large Print							28.79	
I-85799564	1	ACCT # 153415	81.57	OCT-LCP									
10/18/2024		DUE: 10/18/2024 DISC: 10/18/2024		1099: N									
		ACCT # 153415		10 55110-13-10400	Adult Dept Large Print							81.57	

PACKET: 11473 LIBRARY 20241018
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	GROSS	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-000665	CENGAGE LEARNING, INC - GALE (** CONTINUED **)								
I-85799572	1	10/18/2024		ACCT # 153415 DUE: 10/18/2024 DISC: 10/18/2024 ACCT # 153415		32.79	\$500 MEM 1099: N 26 55110-03-40500	Memorial Books-Expense	32.79
===== VENDOR TOTALS =====						405.47			
01-004389	EO JOHNSON COMPANY INC								
I-INVI631178	1	10/18/2024		ACCT # 6000604 DUE: 10/18/2024 DISC: 10/18/2024 ACCT # 6000604		390.00	YS Print 1099: N 10 55110-02-26000	Office Equipment Service	390.00
===== VENDOR TOTALS =====						390.00			
01-002661	FRONTIER								
I-20241018	1	10/18/2024		ACCT # 715-536-7909-010384-5 DUE: 10/18/2024 DISC: 10/18/2024 ACCT # 715-536-7909-010384-5		107.33	1099: N 10 55110-02-25000	Telephone	107.33
===== VENDOR TOTALS =====						107.33			
01-005274	HAENCO LLC								
I-13317	1	10/18/2024		PREMIER JUMBO ROLL BATH TISSU DUE: 10/18/2024 DISC: 10/18/2024 PREMIER JUMBO ROLL BATH TISSUE		33.45	TJ 1099: N 10 55110-03-44000	Janitor Supplies	33.45
===== VENDOR TOTALS =====						33.45			
01-000328	MERRILL WATER UTILITY								
I-20241018	1	10/18/2024		ACCT #350-30440-00 DUE: 10/18/2024 DISC: 10/18/2024 ACCT #350-30440-00		119.00	1099: N 10 55110-02-21000	Water and Sewer	119.00
===== VENDOR TOTALS =====						119.00			
01-005469	NORTH WIND RENEWABLE ENERGY CO								
I-304078	1	10/18/2024		3RD QUARTER - 2024 DUE: 10/18/2024 DISC: 10/18/2024 3RD QUARTER - 2024		703.20	1099: N 10 55110-02-22000	Electric	703.20
===== VENDOR TOTALS =====						703.20			

10/21/2024 10:52 AM
PACKET: 11473 LIBRARY 20241018
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----										
POST DATE	BANK CODE	-----DESCRIPTION-----				DISCOUNT	GROSS	P.O. #	-----ACCOUNT NAME----- DISTRIBUTION	
01-000377 REINDL PRINTING INC										
I-162955		JOB # 210171				140.00	140.00	Kevin We		
10/18/2024	1	DUE: 10/18/2024		DISC: 10/18/2024				1099: N		
		JOB # 210171						10 55110-03-13000	Copier/Printing	140.00
=== VENDOR TOTALS ===						140.00				
01-003191 SCHOLASTIC INC.										
I-63379959		ACCT # 2191161				426.21	426.21	11880490		
10/18/2024	1	DUE: 10/18/2024		DISC: 10/18/2024				1099: N		
		ACCT # 2191161						10 55110-03-41500	Programming - Youth	426.21
=== VENDOR TOTALS ===						426.21				
01-000276 T.B. SCOTT LIBRARY-PETTY CASH										
I-20241018		PETTY CASH REIMB				16.04	16.04	1099: N		
10/18/2024	1	DUE: 10/18/2024		DISC: 10/18/2024				10 55110-03-11000	Postage	16.04
		PETTY CASH REIMB								
=== VENDOR TOTALS ===						16.04				
01-000656 WISCONSIN PUBLIC SERVICE										
I-5210670951		ACCT # 0403371156-00003				2,616.44	2,616.44	1099: N		
10/18/2024	1	DUE: 10/18/2024		DISC: 10/18/2024				10 55110-02-22000	Electric	2,240.40
		ACCT # 0403371156-00003						10 55110-02-22500	Fuel - Natural Gas	376.04
		ACCT # 0403371156-00003								
=== VENDOR TOTALS ===						2,616.44				
=== PACKET TOTALS ===						5,738.24				

** T O T A L S **

INVOICE TOTALS 5,738.24
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 5,738.24

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM				GROUP BUDGET			
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG		ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	
2024	10 -21-0000	Accounts Payable Control	5,251.29-*								
	10 -55110-02-21000	Water and Sewer	119.00	1,600	107.15			1,050,556		288,987.05	
	10 -55110-02-22000	Electric	2,943.60	30,000	6,400.42			1,050,556		286,162.45	
	10 -55110-02-22500	Fuel - Natural Gas	376.04	30,000	22,116.52			1,050,556		288,730.01	
	10 -55110-02-25000	Telephone	107.33	2,000	957.12			1,050,556		288,998.72	
	10 -55110-02-26000	Office Equipment Service	390.00	500	110.00			1,050,556		288,716.05	
	10 -55110-03-10500	Library Supplies	51.24	8,000	2,956.01			1,050,556		289,054.81	
	10 -55110-03-11000	Postage	26.00	1,200	542.63			1,050,556		289,080.05	
	10 -55110-03-13000	Copier/Printing	140.00	300	40.00			1,050,556		288,966.05	
	10 -55110-03-41500	Programming - Youth	426.21	7,500	1,751.18			1,050,556		288,679.84	
	10 -55110-03-44000	Janitor Supplies	33.45	6,000	3,315.30			1,050,556		289,072.60	
	10 -55110-13-10100	Adult Dept Non-Fiction	412.76	10,000	2,512.87			1,050,556		288,693.29	
	10 -55110-13-10200	Adult Dept Paperbacks	84.91	750	236.14			1,050,556		289,021.14	
	10 -55110-13-10400	Adult Dept Large Print	140.75	4,300	790.23			1,050,556		288,965.30	
	26 -21-0000	Accounts Payable Control	486.95-*	0					0		
	26 -55110-03-40500	Memorial Books-Expense	486.95								
	99 -14-0010	Due from General Fund	5,251.29 *								
	99 -14-0026	Due From Non-Lapsing	486.95 *								

** 2024 YEAR TOTALS 5,738.24

10/21/2024 10:52 AM
PACKET: 11473 LIBRARY 20241018
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	10/2024	5,251.29
26	10/2024	486.95

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PAGE: 1

A/P Regular Open Item Register

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. #	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-000268	BAKER & TAYLOR	10280842					
I-2038618043	1	ACCT # 216389 1028084 2 B0000	97.44	1099: N	10 55110-13-10000	Adult Dept Fiction	47.60
10/25/2024		DUE: 10/25/2024 DISC: 10/25/2024			10 55110-14-10100	Adult Dept Books on CD	43.96
		ACCT # 216389 1028084 2 B00000			10 55110-03-10500	Library Supplies	4.05
		ACCT # 216389 1028084 2 B00000			10 55110-03-11000	Postage	1.83
I-2038630863	1	ACCT # 216389 1028084 2 B0000	107.14	AYAT	1099: N		
10/25/2024		DUE: 10/25/2024 DISC: 10/25/2024			10 55110-13-10000	Adult Dept Fiction	96.86
		ACCT # 216389 1028084 2 B00000			10 55110-03-10500	Library Supplies	8.34
		ACCT # 216389 1028084 2 B00000			10 55110-03-11000	Postage	1.94
I-2038645924	1	ACCT # 216389 1028084 2 B0000	151.60	1099: N	10 55110-13-10000	Adult Dept Fiction	136.66
10/25/2024		DUE: 10/25/2024 DISC: 10/25/2024			10 55110-03-10500	Library Supplies	12.21
		ACCT # 216389 1028084 2 B00000			10 55110-03-11000	Postage	2.73
		ACCT # 216389 1028084 2 B00000					
		=== VENDOR TOTALS ===	356.18				
1-000270	BAKER & TAYLOR	15471172					
I-2038617948	1	ACCT # 216389 1547117 2 B0000	18.31	92024MEM	1099: N		
10/25/2024		DUE: 10/25/2024 DISC: 10/25/2024			26 55110-03-40500	Memorial Books-Expense	18.31
		ACCT # 216389 1547117 2 B00000					
I-2038634389	1	ACCT # 216389 1547117 2 B0000	57.98	MEM10102	1099: N		
10/25/2024		DUE: 10/25/2024 DISC: 10/25/2024			26 55110-03-40500	Memorial Books-Expense	57.98
		ACCT # 216389 1547117 2 B00000					
		=== VENDOR TOTALS ===	76.29				
1-000271	BAKER & TAYLOR	15491882					
I-2038618128	1	ACCT # 216389 1549188 2 B0000	65.52	1099: N	10 55110-13-10100	Adult Dept Non-Fiction	59.54
10/25/2024		DUE: 10/25/2024 DISC: 10/25/2024			10 55110-03-10500	Library Supplies	4.79
		ACCT # 216389 1549188 2 B00000			10 55110-03-11000	Postage	1.19
		ACCT # 216389 1549188 2 B00000					
		=== VENDOR TOTALS ===	65.52				

10/26/2024 1:33 PM

PACKET: 11484 LIBRARY - 20241025

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 2

-----ID-----										
POST DATE	BANK CODE	-----DESCRIPTION-----				DISCOUNT	P.O. #	-----ACCOUNT NAME-----		DISTRIBUTION
01-000665 CENGAGE LEARNING, INC - GALE										
I-85822268	1	ACCT # 153415				27.99	CAT MEM			
10/25/2024		DUE: 10/25/2024	DISC: 10/25/2024				1099: N			
		ACCT # 153415					26 55110-03-40500	Memorial Books-Expense		27.99
I-85832979	1	ACCT # 153415				30.39	OCT-LCP			
10/25/2024		DUE: 10/25/2024	DISC: 10/25/2024				1099: N			
		ACCT # 153415					10 55110-13-10400	Adult Dept Large Print		30.39
I-85832982	1	ACCT #153415				62.38	\$500 MEM			
10/25/2024		DUE: 10/25/2024	DISC: 10/25/2024				1099: N			
		ACCT #153415					26 55110-03-40500	Memorial Books-Expense		62.38
I-85854597	1	ACCT # 153415				79.17	OCT-LCP			
10/25/2024		DUE: 10/25/2024	DISC: 10/25/2024				1099: N			
		ACCT # 153415					10 55110-13-10400	Adult Dept Large Print		79.17
I-85854600	1	ACCT #153415				110.36	\$500 MEM			
10/25/2024		DUE: 10/25/2024	DISC: 10/25/2024				1099: N			
		ACCT #153415					26 55110-03-40500	Memorial Books-Expense		110.36
===== VENDOR TOTALS =====						310.29				
1-003461 CHICAGO DISTRIBUTION CENTER										
I-B012492528	1	ACCT # 83255				48.78	1099: N			
10/25/2024		DUE: 10/25/2024	DISC: 10/25/2024				10 55110-13-10100	Adult Dept Non-Fiction		26.95
		ACCT # 83255					10 55110-03-11000	Postage		21.83
===== VENDOR TOTALS =====						48.78				
1-004375 CINTAS CORPORATION										
I-4208822087	1	PAYER #18280979				238.77	1099: N			
10/25/2024		DUE: 10/25/2024	DISC: 10/25/2024				10 55110-02-23250	Facility Cleaning Servic		238.77
		PAYER #18280979								
===== VENDOR TOTALS =====						238.77				
1-003938 DEMCO, INC.										
I-7555024	1	ACCT #482508000				203.24	LS101724			
10/25/2024		DUE: 10/25/2024	DISC: 10/25/2024				1099: N			
		ACCT #482508000					10 55110-03-10500	Library Supplies		203.24
===== VENDOR TOTALS =====						203.24				

PAGE: 3

[illegible]

10/26/2024 1:33 PM
PACKET: 11484 LIBRARY - 20241025
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 4

*** TOTALS ***

INVOICE TOTALS
DEBIT MEMO TOTALS
CREDIT MEMO TOTALS

3,878.41
0.00
0.00

BATCH TOTALS

3,878.41

*** G/L ACCOUNT TOTALS ***

BANK YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM				GROUP BUDGET			
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2024	10 -21-0000	Accounts Payable Control	1,346.53-*	3,400	1,004.17	1,050,556	252,756.49	1,050,556	252,756.49	1,050,556	252,756.49
	10 -55110-02-23250	Facility Cleaning Servic	238.77	8,000	2,715.98	1,050,556	252,755.23	1,050,556	252,755.23	1,050,556	252,755.23
	10 -55110-03-10500	Library Supplies	240.03	1,200	513.11	1,050,556	252,965.74	1,050,556	252,965.74	1,050,556	252,965.74
	10 -55110-03-11000	Postage	29.52	9,500	1,930.62	1,050,556	252,714.14	1,050,556	252,714.14	1,050,556	252,714.14
	10 -55110-13-10000	Adult Dept Fiction	281.12	10,000	2,426.38	1,050,556	252,908.77	1,050,556	252,908.77	1,050,556	252,908.77
	10 -55110-13-10100	Adult Dept Non-Fiction	86.49	4,300	680.67	1,050,556	252,885.70	1,050,556	252,885.70	1,050,556	252,885.70
	10 -55110-13-10400	Adult Dept Large Print	109.56	2,500	632.00	1,050,556	252,877.15	1,050,556	252,877.15	1,050,556	252,877.15
	10 -55110-13-20100	Young Adult Books	118.11	2,000	446.31	1,050,556	252,951.30	1,050,556	252,951.30	1,050,556	252,951.30
	10 -55110-14-10100	Adult Dept Books on CD	43.96	1,500	1,233.11	1,050,556	252,796.29	1,050,556	252,796.29	1,050,556	252,796.29
	10 -55110-14-20000	Youth Audiobooks & CDs	198.97	0	2,952.37- Y	0	8,252.66- Y	0	8,252.66- Y	0	8,252.66- Y
	26 -21-0000	Accounts Payable Control	2,531.88-*	0	1,500.00- Y	0	7,997.80- Y	0	7,997.80- Y	0	7,997.80- Y
	26 -55110-03-12625	Cross-County - Expense	1,254.86	0	2,261.47- Y	0	7,274.82- Y	0	7,274.82- Y	0	7,274.82- Y
	26 -55110-03-25000	Library Grants - Expense	1,000.00	0		0		0		0	
	26 -55110-03-40500	Memorial Books-Expense	277.02	0		0		0		0	
	99 -14-0010	Due from General Fund	1,346.53 *								
	99 -14-0026	Due From Non-Lapsing	2,531.88 *								
			*** 2024 YEAR TOTALS								
			3,878.41								

A/P Regular Open Item Register

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	10/2024	1,346.53
26	10/2024	2,531.88

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>=====</u>					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	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	0.00	444,386.00	99.84	718.29
TOTAL Intergovernmental	445,104.29	0.00	445,208.00	100.02	(103.71)
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	3,000.00	163.51	3,402.81	113.43	(402.81)
TOTAL Public Charges-Services	3,000.00	163.51	3,402.81	113.43	(402.81)
<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	515.22	2,098.85	0.00	(2,098.85)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	109.95	4,166.83	0.00	(4,166.83)
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	266.39	266.39	0.00	(266.39)
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	891.56	16,720.98	0.00	(16,720.98)
<u>TOTAL REVENUES</u>					
	448,104.29	1,055.07	465,331.79	103.84	(17,227.50)
<u>EXPENDITURES</u>					
<u>=====</u>					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	187,920.00	14,455.36	151,782.00	80.77	36,138.00
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	31,211.84	342,475.45	77.29	100,629.55
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	3,572.00	0.00	1,174.06	32.87	2,397.94
55110-01-51000 Social Security	48,547.00	3,394.28	38,666.52	79.65	9,880.48
55110-01-52000 Retirement (WRS)	36,770.00	2,891.23	32,597.33	88.65	4,172.67
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	4,883.11	55,207.80	65.80	28,694.20
55110-01-55000 Life Insurance	3,936.00	714.65	3,313.57	84.19	622.43
TOTAL Personnel Services	811,686.00	57,550.47	629,150.73	77.51	182,535.27

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	700.00	0.00	0.00	0.00	700.00
55110-02-16000 Elevator Contract/Inspect	3,300.00	0.00	3,455.20	104.70	(155.20)
55110-02-16250 HVAC Service	400.00	0.00	2,210.00	552.50	(1,810.00)
55110-02-16500 Fire/Security System Cont	2,600.00	0.00	223.00	8.58	2,377.00
55110-02-21000 Water and Sewer	1,600.00	119.00	1,492.85	93.30	107.15
55110-02-22000 Electric	30,000.00	2,943.60	23,599.58	78.67	6,400.42
55110-02-22500 Fuel - Natural Gas	30,000.00	376.04	7,883.48	26.28	22,116.52
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	2,395.83	70.47	1,004.17
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	97.18	0.00	(97.18)
55110-02-25000 Telephone	2,000.00	107.33	1,042.88	52.14	957.12
55110-02-26000 Office Equipment Service	500.00	390.00	390.00	78.00	110.00
55110-02-27000 Lost-Damaged Materials	0.00	0.00	274.63	0.00	(274.63)
TOTAL Contractual Services	74,500.00	4,174.74	43,064.63	57.80	31,435.37
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,800.00	151.00	2,272.61	126.26	(472.61)
55110-03-10500 Library Supplies	8,000.00	616.78	5,284.02	66.05	2,715.98
55110-03-11000 Postage	1,200.00	68.93	743.17	61.93	456.83
55110-03-13000 Copier/Printing	300.00	140.00	260.00	86.67	40.00
55110-03-21000 Membership Dues	400.00	0.00	536.00	134.00	(136.00)
55110-03-30500 Mileage	1,000.00	44.15	356.11	35.61	643.89
55110-03-31000 Misc. - Petty Cash	0.00	(175.00)	(250.00)	0.00	250.00
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	449.00	1,015.80	50.79	984.20
55110-03-32001 Misc Rev - Educ & Conf	0.00	629.00	1,541.37	0.00	(1,541.37)
55110-03-41000 Public Relations/Publicit	2,000.00	0.00	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	24.78	1,941.42	27.73	5,058.58
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	852.15	0.00	(852.15)
55110-03-41500 Programming - Youth	7,500.00	964.99	5,748.82	76.65	1,751.18
55110-03-41501 Misc Rev-Programming-Yout	0.00	575.82	9,506.84	0.00	(9,506.84)
55110-03-41750 Hospitality	300.00	0.00	333.51	111.17	(33.51)
55110-03-41751 Misc Rev-Hospitality	0.00	266.39	781.66	0.00	(781.66)
55110-03-44000 Janitor Supplies	6,000.00	58.44	2,684.70	44.75	3,315.30
55110-03-50000 M/R-General Repair/Maint.	4,000.00	958.74	2,336.11	58.40	1,663.89
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	0.00	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	4,773.02	47,139.50	91.53	4,360.50
<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: OCTOBER 31ST, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	(63.48)	285.45	0.00	(285.45)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	305.32	1,507.86	0.00	(1,507.86)
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	3,413.88	0.00	(3,413.88)
TOTAL Capital Outlay	0.00	241.84	5,207.19	0.00	(5,207.19)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	755.34	7,569.38	79.68	1,930.62
55110-13-10100 Adult Dept Non-Fiction	10,000.00	642.67	7,573.62	75.74	2,426.38
55110-13-10200 Adult Dept Paperbacks	750.00	84.91	513.86	68.51	236.14
55110-13-10300 Adult Dept Reference	500.00	120.00	534.00	106.80	(34.00)
55110-13-10400 Adult Dept Large Print	4,300.00	297.05	3,619.33	84.17	680.67
55110-13-20000 Youth Children's Books	16,000.00	101.21	11,391.68	71.20	4,608.32
55110-13-20100 Young Adult Books	2,500.00	118.11	1,868.00	74.72	632.00
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	2,119.29	34,033.31	70.10	14,516.69
<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	148.42	1,553.69	77.68	446.31
55110-14-10200 Adult Dept CDs	800.00	66.87	515.06	64.38	284.94
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	204.73	1,651.28	66.05	848.72
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	198.97	266.89	17.79	1,233.11
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	27.46	404.03	53.87	345.97
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	19.99	607.48	121.50	(107.48)
55110-14-45000 Ebooks/Digital Content	6,200.00	0.00	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	666.44	11,196.58	78.57	3,053.42
<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	206.62	1,436.02	75.58	463.98
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	500.00	1,745.00	41.85	2,425.00
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	27.55	2,052.14	51.30	1,947.86
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: OCTOBER 31ST, 202410 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,070.00	734.17	30,124.14	79.13	7,945.86
TOTAL EXPENDITURES	1,050,556.00	70,259.97	802,842.08	76.42	247,713.92
REVENUES OVER/ (UNDER) EXPENDITURES	(602,451.71)	(69,204.90)	(337,510.29)	0.00	(264,941.42)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 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>=====</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	425.55	3,929.30	0.00	(3,929.30)
45110-46715 Library - Vending Revenue	0.00	0.00	18.48	0.00	(18.48)
TOTAL Public Charges-Services	0.00	425.55	3,947.78	0.00	(3,947.78)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	490.52	1,490.52	0.00	(1,490.52)
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	193.97	3,418.84	0.00	(3,418.84)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	684.49	4,909.36	0.00	(4,909.36)
TOTAL REVENUES	0.00	1,110.04	13,396.53	0.00	(13,396.53)
<u>EXPENDITURES</u>					
<u>=====</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	1,254.86	2,952.37	0.00	(2,952.37)
55110-03-12650 Library Photocopier Expen	0.00	0.00	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	1,000.00	1,500.00	0.00	(1,500.00)
55110-03-40500 Memorial Books-Expense	0.00	848.48	2,261.47	0.00	(2,261.47)
TOTAL Supplies & Expenses	0.00	3,103.34	9,529.68	0.00	(9,529.68)
TOTAL EXPENDITURES	0.00	3,103.34	9,529.68	0.00	(9,529.68)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(1,993.30)	3,866.85	0.00	(3,866.85)
FUND TOTAL REVENUES	160,074.37	9,649.28	449,859.60	281.03	(289,785.23)
FUND TOTAL EXPENDITURES	243,771.00	86,761.99	439,805.83	180.42	(196,034.83)
REVENUES OVER/(UNDER) EXPENDITURES	(83,696.63)	(77,112.71)	10,053.77	0.00	(93,750.40)

*** END OF REPORT ***

City of Merrill
Reserved and Designated Fund Equity

As of 10/31/2024

		Detail Summary Information			
Description	Account Number	12/31/23 Balance	2024 Revenue	2024 Expenses	YTD Balance
T.B. Scott Memorial Library					
N/L - Library Health Ins.	26-31-5457	\$10,000.00			
Tax :Levy	45110-41110				
Net Library Health Ins.			-	-	10,000.00
N/L - Library State Aid	26-31-5401	\$0.00			
Library - State Aid Revenue	45110-43690				
Library - State Aid Expense	55110-03-12600				
Net Library State Aid			-	-	-
N/L - Cross-County Borrowing	26-31-5415	\$12,067.04			
Library - Cross-County Revenue	45110-43790		4,539.39		
Library - Cross-County Expense	55110-03-12625			2,952.37	
Net Library Cross-County Borrowing			4,539.39	2,952.37	13,654.06
N/L - Library Photocopier	26-31-5425	\$11,935.08			
Library - Photocopier Revenue	45110-46713		3,947.78		
Library - Photocopier Expenses	55110-03-12650			2,815.84	
Net Library Photocopier			3,947.78	2,815.84	13,067.02
N/L - Library Grants	26-31-5425	\$0.00			
Library -Grant Revenues	45110-48250		1,490.52		
Summer Programs - Donations	45110-48277				
WI Humanities Grant	45110-48257				
Library - Grant Expense	55110-03-25000			1,500.00	
Net Library - Grants			1,490.52	1,500.00	(9.48)
N/L - Memorial Books	26-31-5455	\$10,805.97			
Library - Memorial Book Rev.	45110-48500		3,418.84		
Library - Memorial Book Exp.	55110-03-140500			2,261.47	
Net Library Memorial Books			3,418.84	2,261.47	11,963.34
Net N/L - T.B. Scott Library		\$44,808.09	\$13,396.53	\$9,529.68	\$48,674.94

Monthly Statistical Report

T.B. Scott Free Library

October 2024

LIBRARY ACTIVITY	Oct 2024	Oct 2023	% Change	Oct 2022	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	4,837	5,427	-10.9%	4,684	3.3%	51,600	52,936	-2.5%
Average Daily Traffic	186	217	-14.3%	180	3.3%	204	211	-3.3%
Meetings Held	20	22	-9.1%	12	66.7%	243	169	43.8%
Attendance	133	131	1.5%	85	56.5%	1,161	975	19.1%
Classes/Groups w/o Program Attendance	7	9	-22.2%	9	-22.2%	70	59	18.6%
	137	209	-34.4%	168	-18.5%	1,424	1,199	18.8%
New Card Registrations	36	43	-16.3%	53	-32.1%	505	491	2.9%
Volunteer Hours Worked	20	17	17.6%	10	100.0%	194	179	8.4%

TECHNOLOGY USE	Oct 2024	Oct 2023	% Change	Oct 2022	% Change	YTD 2024	YTD 2023	% Change
Wireless Use*	1,444	1,680	-14.0%	1,545	-6.5%	14,290	15,296	-6.6%
Internet Computers								
Adult	313	340	-7.9%	401	-21.9%	3,015	3,465	-13.0%
Youth	82	80	2.5%	59	39.0%	662	1,021	-35.2%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	90	55	63.6%	36	150.0%	1,172	589	99.0%
TOTAL USE	485	475	2.1%	496	-2.2%	4,849	5,075	-4.5%

PROGRAMS	Oct 2024	Oct 2023	% Change	Oct 2022	% Change	YTD 2024	YTD 2023	% Change
Programs Given								
Adult	9	11	-18.2%	2	350.0%	115	68	69.1%
General Interest	3	N/A	N/A	N/A	N/A	34	N/A	N/A
Teen	-	-	N/A	-	N/A	5	-	N/A
Youth	14	12	16.7%	10	40.0%	111	104	6.7%
TOTAL	26	23	13.0%	12	116.7%	265	172	54.1%
Program Attendance								
Adult	97	140	-30.7%	25	288.0%	1,298	854	52.0%
General Interest	19	N/A	N/A	N/A	N/A	246	N/A	N/A
Teen	-	-	N/A	-	N/A	118	-	N/A
Youth	268	252	6.3%	261	2.7%	3,627	2,393	51.6%
TOTAL	384	392	-2.0%	286	34.3%	5,289	3,247	62.9%

Adult

1 on 1 Tech(8 Sessions)
Notary Service(5 Sessions)
Join or Die
Judicare Legal Aid
Believe and Achieve
ODC
Dementia Basics
Kindhearted
Cover to Cover Book Club
Brain Health Basics

Date

8
5
10/5/2024 22
10/7/2024 5
10/8/2024 8
10/8/2024 12
10/15/2024 4
10/16/2024 21
10/17/2024 7
10/22/2024 4

Self-Directed Activities

Little Bluebirds
Scavenger Hunt
Preschool Activity Bags
School Age Activity Bags
Science Festival Bags

Date

38
83
75
40
50

Outreach

Critic's Choice Movie

Date

10/23/2024 14

Youth

Toddler Storytime(3 sessions)
Family Storytime(3 sessions)
Wiggle, Giggle, Shake(4 sessions)
Start With Art
Think like an engineer
Trinity Preschool
Parkside Preschool

Date

45
61
69
32
24
18
19

General Interest

Real Writers Group
BYOB Club
Knit/Crochet Circle

Date

10/12/2024 10
10/16/2024 6
10/17/2024 3

OCTOBER 2024

BORROWERS		Oct 2024	Oct 2023	% Change	Oct 2022	% Change
City	Adult	3,255	3,618	-10.0%	3,852	-15.5%
	Youth	873	867	0.7%	966	-9.6%
County	Adult	2,923	3,194	-8.5%	3,295	-11.3%
	Youth	770	769	0.1%	865	-11.0%
Other	Adult	378	391	-3.3%	370	2.2%
	*ILL	416	444	-6.3%	436	-4.6%
	Youth	72	76	-5.3%	75	-4.0%
TOTAL BORROWERS		8,687	9,359	-7.2%	9,859	-11.9%

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

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

Oct 2024: Purge of expired and inactive patron records that were expired and inactive over 5 years with no fines or fees as of July 1, 2024

DONATIONS		Oct 2024	Oct 2023	Oct 2022	YTD 2024	YTD 2023
Endowment Fund		\$ 100	\$ 500	\$ -	3,810	\$ 2,200
Special Projects Fund		\$ 240	\$ 1,085	\$ -	896	\$ 3,551
Gifts/Memorials		\$ 995	\$ 143	\$ 70	3,754	\$ 2,672

RESOURCE SHARING		Oct 2024	Oct 2023	% Change	Oct 2022	% Change	YTD 2024	YTD 2023	% Change
V-Cat Received		1,188	1,281	-7.3%	1,912	-37.9%	12,692	14,310	-11.3%
V-Cat Sent		1,256	1,281	-2.0%	1,213	3.5%	11,992	12,642	-5.1%
ILL Received		19	41	-53.7%	54	-64.8%	374	430	-13.0%
ILL Sent		79	87	-9.2%	103	-23.3%	906	926	-2.2%

CIRCULATION		Oct 2024	Oct 2023	% Change	Oct 2022	% Change	YTD 2024	YTD 2023	% Change
Audiobooks	Adult	123	136	-9.6%	184	-33.2%	1,299	1,680	-22.7%
	Youth	31	32	-3.1%	62	-50.0%	342	474	-27.8%
Books-Fiction	Adult	2,395	2,658	-9.9%	2,717	-11.9%	25,470	27,537	-7.5%
	Youth	3,366	3,207	5.0%	3,620	-7.0%	29,638	30,995	-4.4%
Books-Nonfiction	Adult	980	1,030	-4.9%	966	1.4%	9,783	10,107	-3.2%
	Youth	597	641	-6.9%	694	-14.0%	6,473	6,877	-5.9%
CDs/Cassettes	Adult	99	143	-30.8%	170	-41.8%	1,337	1,846	-27.6%
	Youth	45	22	104.5%	30	50.0%	292	186	57.0%
DVD/Blu-Ray/VHS	Adult	690	757	-8.9%	635	8.7%	7,036	7,998	-12.0%
	Youth	353	505	-30.1%	347	1.7%	4,272	4,968	-14.0%
Games	Adult	2	4	-50.0%	2	N/A	29	24	20.8%
	Youth	26	36	-27.8%	52	-50.0%	328	524	-37.4%
Magazines	Adult	222	267	-16.9%	221	0.5%	2,313	2,206	4.9%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	95	99	-4.0%	23	313.0%	934	889	5.1%
	Youth	23	57	-59.6%	24	-4.2%	238	311	-23.5%
PHYSICAL ITEMS SUB TOTAL		9,047	9,594	-5.7%	9,747	-7.2%	89,784	96,622	-7.1%
Digital Library	Audiobooks	1,136	1,224	-7.2%	966	17.6%	12,417	10,740	15.6%
	eBooks	839	1,151	-27.1%	951	-11.8%	9,652	10,672	-9.6%
	Magazines	190	297	-36.0%	99	91.9%	2,174	1,144	90.0%
	Music/Videos	-	-	N/A	-	N/A	-	-	N/A
DOWNLOADS SUB TOTAL		2,165	2,672	-19.0%	2,016	7.4%	24,243	22,556	7.5%
TOTAL CIRCULATION		11,212	12,266	-8.6%	11,763	-4.7%	114,027	119,178	-4.3%

MATERIALS CIRCULATING		Oct 2024	Oct 2023	% Change	Oct 2022	% Change	YTD 2024	YTD 2023	% Change
% Nonprint Materials Circulated		16.4%	18.7%	-12.0%	15.7%	4.8%	17.94%	19.6%	-8.3%
% Print Materials Circulated		83.6%	81.3%	2.7%	84.3%	-0.9%	82.06%	80.4%	2.0%
% Adult Materials Circulated		50.9%	53.1%	-4.1%	50.5%	0.9%	53.69%	54.1%	-0.8%
% Youth Materials Circulated		49.1%	46.9%	4.7%	49.5%	-0.9%	46.31%	45.9%	0.9%

Policies

GENERAL OBJECTIVES

Approved: 1/11/1978; reviewed 5/18/05, 4/15/09, 10/15/14,

8/21/2019, **10/20/24**

Review Date: 2029.

The general objectives of T.B. Scott Free Library are:

1. To collect, preserve, and administer, in organized collections, books and other media promoting the self-development of individuals, whatever their stage of education and culture.
2. To serve the community as a center of reliable information.
3. To provide a broad variety of resources reflecting all points of view in today's complex society, so that inquiring minds may find available original, even unorthodox, ideas so necessary in a society dependent on the freedom of ideas and critical thinking for its survival and continued development.
4. To identify community needs, to provide programs of service to meet those needs, and to cooperate with other organizations, agencies and institutions providing similar programs and services.
5. To supplement the formal education programs of schools by supplying materials and services that cannot be adequately and conveniently provided by institutions of formal instruction.
6. To meet as closely as possible Wisconsin state standards for public library service.

Goal #1: Lifelong Learning

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

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

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

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

Current Year: This summer Youth Services is partnering with UW-Extension 4-H and AmeriCorps to bring in new summer programming. We will have three stand alone programs focusing on literacy along with learning about dairy, plants, and harvest. Educators will also be bringing a series of programs teaching tweens/teens how to crochet. 6/4/24 AB. Twice this summer, adult/tech services will be partnering with Bug Tussel University to offer educational internet classes based on public need and interest. 6/4/24 MP. Began offering a Spice of the Month Adult Take and Make bag in September. These bags include a newsletter featuring a different spice/herb, and enough of the spice of two featured recipes. 11/2024 MP.

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

Measure: Update floor plan configuration throughout department spaces.

Responsible staff: Assistant Director/Head of Youth Services

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

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

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

Responsible staff: Director

Current Year: January's day was all about teambuilding. As a precursor to a possible library program, staff participated in The Amazing Race-Library Style. 6/10/24 LO. February's activity focused on Herbalism and Self-Care. In order for library staff to successfully interact with library patrons and visitors, it is important for them to find healthy ways to take care of themselves. Librarianship has seen a high level of burnout in recent years. Creating awareness is key. 6/10/24 LO. October and November staff development days concentrated on providing quality customer service while focusing on self-care and motivation. Activities by presenters for each staff development day focused on team building, self-care, customer/patron focus as participants worked in

small groups and together as a whole unit. The presentations are not your typical “sit-n-get.” Staff are involved and engaged in the activities. 11/12/24 LO.

Library Board Appointments and Composition

18

In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library's collection and policies. Public library collections and policies have traditionally supported the ideals of freedom of expression and inquiry—free from any partisan or political pressures. Citizen control helps your library support these ideals. (For more information, see [Trustee Essential #22: Freedom of Expression and Inquiry](#).)

Diversity of Viewpoint and Expertise

Another traditional public library ideal is that the library serves *all* members of the community equitably. A citizen board representing a cross section of the community should help your library do that. A library board composed of members with varying backgrounds and perspectives can contribute to the success of the library. For example, the school district administrator (or administrator's designee) brings expertise in the field of education and often in the field of personnel management practice. A lawyer, a businessperson, a parent, an elected official, and many others, all have knowledge and experience that can contribute to effective library board decision-making.

It is appropriate for the library board to suggest potential appointees to fill upcoming vacancies on the library board. When developing lists of candidates for appointment, keep in mind the importance of having a board that is representative of the entire community and any special need for added expertise on the library board. See also [Trustee Essential #1: The Trustee Job Description](#) for additional qualities of a good library board member.

Statutory Requirements

The appointment, composition, and terms of office for all types of library boards in Wisconsin (municipal, joint, county, and system) must be in accordance with Chapter 43 of the Wisconsin Statutes. To qualify for membership in a library system, your library must have a legally appointed and constituted library board that exercises the statutorily required duties and powers. (See also [Trustee Essential #2: Who Runs the Library](#) and [Trustee Essential #17: Membership in the Library System](#).)

In This Trustee Essential

- Why citizen boards control public libraries in Wisconsin
- The legally required procedures for appointment of library board members
- The legally required composition of library boards

Municipal Library Boards

The mayor, village president, town chair, or tribal chair makes appointments to a municipal² public library board, with the approval of the municipal governing body, for three-year terms. Not more than two board members may reside outside of the municipality. Terms of office for library trustees begin on the date set by local ordinance (usually May 1) and are for three years unless the appointment is to fill an unexpired term. Special terms of office apply for a newly formed library (see Wisconsin Statutes Section [43.54\(1\)\(b\)](#)), and when a city council has voted to reduce the size of the board under Section [43.54\(3\)](#).

One of the members must be a school district administrator or the administrator's representative, to represent the public school district(s) in which the public library is located. The school district administrator or the administrator's designee must still be formally appointed for a three-year term by the mayor, village president, town chair, or tribal chair, with the approval of the municipal governing body.

Although the law does not require that a member of the municipal governing body be appointed, this is a frequent practice and one that often improves communication between the library board and the municipality. The law does, however, specify that at any one time not more than one member of the municipal governing body can be a member of the library board.

If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

If a county (or another municipality) provides financial support to your library, it may have the option of appointing members to your board. Wisconsin Statutes Section [43.60\(3\)](#) provides that whenever a county (or another municipality) appropriates funds for a municipal library equaling at least one-sixth of the amount appropriated by the establishing municipality, the county (or other municipality) may appoint a library board member to serve in addition to those appointed by the municipality. Two board members may be appointed when the county (or another municipality) appropriates at least one-third the amount that was appropriated by the establishing municipality. These appointments are *in addition* to the municipal appointments. So, for example, if your board has seven municipal appointments, and the county appoints one member under the provisions of Section [43.60\(3\)](#), your board would have a total of eight members.

Village, Town, and Tribal Libraries

Library boards established by a village, town, tribal government or tribal association have either five or seven members appointed by the village president, town chair, or tribal chair, respectively, with the approval of the municipal governing body.

² For purposes of Wisconsin library law, tribal governments and tribal associations are considered "municipalities." Public libraries in a First Class City have special rules for the appointing authority and for library board composition (see Section [43.54\(am\)](#)).

Fourth Class Cities

Library boards established by a Fourth Class City have seven members appointed by the mayor, with approval of the city council.

Second and Third Class Cities

Library boards established by a Second or Third Class City have nine members appointed by the mayor, with approval of the city council. However, the city council may, by a two-thirds vote, reduce the number appointed by the mayor to seven.

First Class Cities

Library boards established by a First Class City have special rules for appointing authority and library board composition (see Wisconsin Statutes Section [43.54\(1\)\(am\)](#)).

Joint Library Boards

A joint public library can be established by two or more municipalities or a county and one or more municipalities located in whole or in part in the county, by appropriate agreement of their governing bodies. The library board of a joint library has seven to eleven members, and the composition of the board must be representative of the participants in the joint library. The joint library agreement must spell out the number of representatives for each participant. The head of each participating governing body appoints board members. The rules discussed above regarding length of terms, unexpired terms, and school district representation also apply to joint library boards.

County Library Boards

In counties with a consolidated county public library, the county board chair, with the approval of the county board, appoints a seven-member or nine-member county library board. In counties with a county library service, the county board chair, with the approval of the county board, appoints a seven-member county library board. Both types of county library boards must have at least one, but not more than two, county board members. In addition, the board must include at least one school district administrator (or that school district administrator's designee) of a school district located in whole or in part in the county.

The board of a county library *service* must also include representatives of municipal library boards of libraries in the county and also persons residing in municipalities not served by municipal libraries.

The same rules discussed above regarding length of terms and filling unexpired terms also apply to county library boards.

Federated Public Library System Boards for a Single-County Library System

In a single-county library system, a seven-member board is appointed by the county executive or the county board chair (in counties without a county executive) and approved by the county board. Board terms are three years. At least three members of the system board, at the time of their appointment, shall be active voting members of library boards governing public libraries of participating municipalities, and at least one of these shall be a member of the library board governing the resource library. At least one but not more than two members of the county board shall be members of the system board at any one time. No current employee of a member public library may serve on the board. Board terms begin on January 1. If a board member leaves office before expiration of term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Federated Public Library System Boards for a Multi-County Library System

In a multicounty federated public library system (a federated library system whose territory lies within 2 or more counties), the system board consists of a minimum of 11 but no more than 20 members. However, the board may consist of more than 20 members if the county boards, acting jointly, determine that each county in the system shall be represented by at least two members on the system board (see Wisconsin Statutes Section [43.19](#) for more on federated public library systems).

Members are nominated by the county executive or the county board chair (in counties without a county executive) in each county in the system and approved by each county board. Board terms are three years. Appointments must be as closely proportionate to the populations of the respective counties as practical, but each county shall be represented by at least one member on the system board. Each county board may appoint one county board member to the system board. At least one of the appointees shall be a member of the library board governing the resource library. No current employee of a member public library may be appointed to the board. Board terms begin on January 1. If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Discussion Questions

1. What are possible reasons why the statutes provide for a school district representative on the library board?
2. What are possible reasons why the statutes limit board membership to one elected official from the governing body?

3. What groups (demographic, occupational, etc.) are currently represented on the library board? When board positions become vacant, what community groups could be looked to for possible candidates?

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.*](#))

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

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Library Director's Report – November 20, 2024



Events

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

Here are some highlights of library programming:

- Gingerbread House Creation in Youth Services
- Gingerbread House Creation for Adults, Of Course!
- Holiday Music in the Stacks with Mary Ament will be held on Saturday, December 7, 10:30AM-11:30AM. Treats and refreshments will be provided.
- Interactive Story Time
- Wiggle! Giggle! Shake!
- Please visit our [Events page](#) on our website for up-to-date information of events and services available at the library.

WVLS

- Wisconsin Valley Library Service V-CAT is celebrating their 25th Anniversary this year. An overview of how the V-CAT project came to be and all the individuals that played an integral part in the development of V-Cat in 1999 has been included as an attachment compliments of Katie Zimmerman. The creation of the WVLS V-CAT System did not occur as a result of one individual but through the enormous efforts of many members of the project team.
- Additional attachments are also being included to provide organizational background for your review, if interested:
 - WVLS Director's Report for November 14, 2024, WVLS Board of Trustees Meeting
 - WVLS 2024 Organizational
 - WVLS Leadership 2024
 - WVLS Leadership 2023
 - WVSL V-CAT Weighted Voting Chart
 - WVLS Board of Trustees Meeting Minutes September 21, 2024
 - WVLS V-CAT Council Meeting Minutes September 5, 2024
- If you wish to know more or have any questions related to the material provided you may contact me director@tbscottlibrary.org 715-536-7191, Diane Peterson, WVLS Representative, dynamitepete80@gmail.com, or Marla Sepnafski, msepnafski@wvls.org, 715-261-7250.

Friends of the Library

- Book Sale results: It was another great sale with a total of \$1,260 as a result of the great teamwork by the Friends directed by Ranndy Markewicz and Barb Adams. As previously reported, this was their last sale at the helm. They are passing their baton onto the next generation. The new book sale team is yet to be determined.

Library Director's Report

- WLA Conference Report:
"ALL IN: Include and Innovate" was this year's theme and it fit so well with so much of what we have going on at T.B. Scott. Andrea attended sessions related to collection development, ways to make collections more accessible, program development, active story times to meet the needs of everyone... and this list could go on. For my source of inspiration, I attended numerous sessions related

to artificial intelligence and its impact on libraries, data dashboards and how to use the information to promote libraries, library legislation and the role individual libraries play in the process, innovative projects and programs for job seekers, community engagement, community partnerships, ... and again, the list could go on. There were so many great sessions often being held at the same time that tough decisions were made when choosing which to attend. Our brains leave these conferences in a healthy state of euphoria. Of course, our conversations continue in the car ride home and will continue with staff as we work together to make this library an even brighter gem in this community.

- November 11, 2024, Staff Development Day Report:

Rachel Arndt, Library Consultant and former Milwaukee County Librarian, was a hit with staff. Her well-developed background in all things library brought a level of enthusiasm to our workshop. Many staff members commented that the time went by so quickly. When attending conferences, she is one presenter I look for when setting up my agenda. There are already plans to have her back in the future as she offers many different workshops.

- Staffing Report:

Still searching for a part-time Custodial/Maintenance Assistant. As of this writing, an offer has been made and we are awaiting a response from the candidate. Faith Martinson, our Technical Processing Coordinator aka Materials Cataloger, has tendered her retirement notification for January 10, 2025. Her position has been posted and we are actively seeking her replacement.

- Big Project Report:

As I have mentioned in the past, the T.B. Scott Free Library collection has not been inventoried for many years. There are various reasons why and one of those being the manpower it takes to complete such an inventory. We are researching numerous platforms and could very well have a decision by the end of November. I am working with other libraries and garnering expertise from WVLS. This platform will not only be a materials management system but a reliable patron counter, again something we have not had for several years.

WISCONSIN VALLEY LIBRARY SERVICE



300 N. First Street • Wausau, WI 54403

715-261-7250

THIS CARD IS GOOD AT PARTICIPATING LIBRARIES

It all started with the 1996 Automation Planning Grant

Collectively known as WIN,
Indianhead Federated Library System (IFLS),
Northern Waters Library Service (NWLS) and
Wisconsin Valley Library Service (WVLS),

contracted with Information Systems Consultants Incorporated to study and possibly implement one or more shared automated library systems for their member libraries.

The study was funded by a federal grant, administered by WVLS.

Looking for volunteers

In 1997 WVLS approached libraries to pursue a shared automated system to serve libraries of all types in the Wisconsin Valley Library Service Area funded by a federal grant.

August 1997

T. B. Scott Free Library in Merrill agrees to partner with WVLS to expand their Dynix ILS and sell circulation/catalog space on that system to the Medford Public Library with funds from a federal grant up to \$50,000.

Then came the M&M Project

With support from WVLS, Medford Public Library, and T. B. Scott Free Library joined together in agreement that this would be a first step toward the foundation/development of a shared automation system for the WVLS Area with funds from a federal grant

Medford Public Library, T. B. Scott Free Library, and WVLS provided matching funds.

Medford went live on the new system in the fall of 1998.

At Last! - Medford Public Library's Areawide Automation System Up and Running



HELPING TO GET THE NEW SYSTEM ON-LINE. Staff members and volunteers who helped get the Medford Public Library's new areawide automation system in place by doing barcoding and other chores, include (l. to r.), Nancy Behling, Marlene Klemm, Judy Pinkston, Eleanor Schwartz, Linda Orcutt (WVLS technology consultant), Wendy Plawski, Shirley Kliner, Kathy Retzer, Shirley Lemke (Medford Public Library Director), Becca Hemke, Sally Gelhaus and Amy George. They are shown with a large-scale replica of what a library patron's new library card will look like.

In May of 1999 libraries in the WVLS service area were invited to join V-Cat.

Nine libraries joined Merrill and Medford in 1999, bringing the total to 11 V-Cat libraries.

Abbotsford Public Library

Antigo Public Library

Colby Public Library

Western Taylor County Public Library (Gilman)

Greenwood Public Library

Loyal Public Library

Frances L Simek Memorial Library (Medford)

T. B. Scott Free Library (Merrill)

Minocqua Public Library

Jean M. Thomsen Memorial Library (Stetsonville)

Thorp Public Library

Over the years more libraries join V-Cat

2000

Rib Lake Public Library
Tomahawk Public Library

2001

Dorchester Public Library
Owen Public Library
Westboro Public Library

2002

Rhineland District Library
Three Lakes Public Library

2003

Laona Public Library
Withee Public Library

2006

Marathon County Public Library

2007

Crandon Public Library

2011

Neillsville Public Library

2013

Granton Public Library

2019

Wabeno Public Library

11 Libraries in 1999...

Abbotsford Public Library
Antigo Public Library
Colby Public Library
Western Taylor County Public Library (Gilman)
Greenwood Public Library
Loyal Public Library
Frances L Simek Memorial Library (Medford)
T. B. Scott Free Library (Merrill)
Minocqua Public Library
Jean M. Thomsen Memorial Library (Stetsonville)
Thorp Public Library

...and in 2024

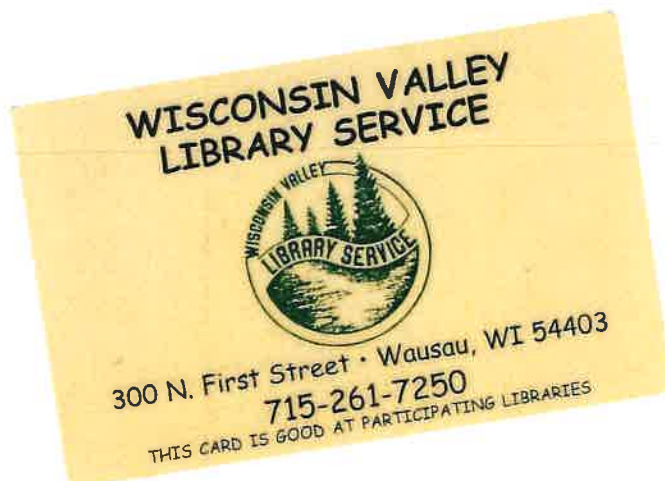
25 Libraries

with

34 locations



Then:



Now:



V-Cat Administrators

Linda Orcutt 1999-2008

Patty Curthoys 2008

Inese Christman 2009-2018

Kyle Schultz 2018-2019

Katie Zimmermann 2019-present

WVLS Staff Supporting V-Cat

Juanita Thomas

Ann Mrozinski

Ben Krombholz

Josh Klingbeil

Rachel Metzler

Interns and Cataloging Assistance

Interns

Kyle Schultz

Katie Zimmermann

Jailin Peterson

Cataloging Assistance

Elizabeth Scully

Cindy Wendt

Maria Pregler

Elisha Sheffler

V-Cat Council and Committee Chairs and Committee Members

- Cooperative Circulation Committee
- Bibliographic / Interface Committee
- Communication & PR Committee
- Project WIN Committees
- Migration Committee
- Weighted Voting Committee
- Discovery Layer Advisory Group
- ILS Evaluation and Review Committee
- NICE Team Members
- NICE Workgroup Members

Thank You for your Service and Leadership!



25 years

1999-2024

Director's Report

WVLS BOARD OF TRUSTEES MEETING

November 16, 2024

CORRESPONDENCE

WVLS BOARD APPOINTMENTS

Five WVLS trustees have terms set to expire at the end of the year: **Louise Olszewski** (Clark County), **Judy Peterson** (Langlade County), and **Jessica Bennett, Michael Otten** and **Sonja Ackerman** (Marathon County). Notifications were sent to the clerks in those counties in October, and we anticipate hearing back from them following their December 2024 and January 2025 county board meetings when appointments to the WVLS Board are approved. A replacement to fill the unexpired term for Tyson Cain (Marathon County) who resigned in 2021 remains unfilled.

Louise Olszewski (Clark County) has announced her resignation from the WVLS Board. We were notified this week that the Clark County Board of Supervisors selected Loyal Public Library Board member **Jim Mildbrand** as her replacement. **Jessica Bennett** (Marathon County) also does not plan to seek reappointment.

NOTES OF GRATITUDE

Nic-Con Thank You

*"I am writing to express my deep gratitude for WVLS supporting Jamie in her presentation at NicCon yesterday. After seeing **Jamie** [Matczak] present at HootCon, the NicCon planning committee threw away our typical break-out session format to allow for two featured presenters that all attendees would see. We knew her customer service presentation would be invaluable to all our attendees. With updated content, Jamie more than exceeded our expectations! Her session was practical, engaging, and grounded in actual library work. I have heard numerous people rave about her presentation since yesterday. I am always so appreciative of the ways in which Wisconsin libraries support each other. Thank you!"*

– **Emily Rogers**, Brown County Library Deputy Director

V-Cat Conference Scholarship

"After attending the [UW-Madison iSchool's 2024 Back In Circulation Conference held in October], I came away with some new ideas and met some great people. I loved the wide variety of presentations and so many different topics. It's conferences like these that allow for us to get new ideas for our own library as well as make changes to existing services to better serve our communities in the future." – **Maxx Handel**, Frances L. Simek Memorial Library (Medford) Director

Wessler Scholarship Memorials

Seven donations to the WVLS Carol Ruth Wessler Scholarship Fund were received in September following the passing of former WVLS Director Heather Eldred. Letters of thanks were sent to **Marla Sepnafski** and **Sue Hafemeister**, and former WVLS staff members **Beth Sillars**, **Ellen Buchberger**, **Kathy Leitz**, and **Leora Young**.

PEOPLE / LIBRARIES / SYSTEMS IN THE NEWS

DPI LIBRARY SERVICES TEAM WELCOMES NEW MEMBER

In late October, the DPI Library Services Team announced that **Michael Dennison** had rejoined the team as the new Interlibrary Loan (ILL Coordinator). Michael had been on the Library Services Team in 2019-2020, serving public libraries and public library systems as the Library Services and Technology Act (LSTA) Coordinator and State Data Coordinator. Michael's work included administering compliance requirements and state aid payments for public library systems, budget planning and coordination of the federal LSTA grant funding, annual report data collection, reporting the annual report data to the federal Institute of Museum and Library Services, and promoting the use and understanding of data in decision-making. Since then, Michael has administered Wisconsin's \$2.4 billion stimulus grant funding to local educational agencies through policy creation, training, technical assistance, and budget expenditure and performance data review.

Michael returns to the Library Services Team to facilitate resource sharing and improve access to library resources by libraries and those they serve.

(edited from a DPI Libraries Team news release; 10/28/24)

WVLS STAFF MEMBER ANNOUNCES RESIGNATION

WVLS Public Library Services Consultant **Kristie Hauer** recently announced her resignation from WVLS to become the new assistant director of the Nicolet Federated Library System headquartered in Green Bay. Prior to joining WVLS, Kristie was the Director of the Shawano County Library. Her last day with WVLS will be November 15.

In her announcement to WVLS colleagues, Kristie stated, "Since joining WVLS in August 2023, I have had the privilege of getting to know and work with many of you. This position has significantly expanded my understanding of the vital role public library systems play in Wisconsin. I have learned so much from each of you, and I am grateful for the collaborative spirit and support that has been a hallmark of my time here. I am excited about the new opportunities and challenges that await me at the Nicolet Federated Library System. However, leaving WVLS is bittersweet because of the wonderful relationships I have built and the meaningful work we have accomplished together. Your dedication and passion for library services have been truly inspiring. Thank you for welcoming me into the WVLS family and for the many memorable experiences we have shared."

In the brief time Kristie was with us, she quickly became an integral member of the WVLS community. Her dedication to serving WVLS member libraries and aspiration to improve WVLS services will be deeply missed. We congratulate Kristie on taking this next step, and also NFLS on attaining a remarkable colleague. While we are so sorry to see Kristie leave WVLS, we are pleased that she will continue to work in a public library system environment and look forward to working with her in this new capacity.

BREWSTER ATTENDS GOVERNOR'S CYBERSECURITY SUMMIT

WVLS Data and Technology Services Consultant **Erica Brewster** attended the **Governor's Cybersecurity Summit** in Appleton, October 28-30. Several other technology staff from other library systems also participated this year. The summit focused on state and local government and businesses in Wisconsin and featured keynote and breakout speakers from both national/international viewpoints and those focused specifically on Wisconsin. Key takeaways from the event:

Phishing remains the top security risk concern for business and government (some statistics say it is the source of 96% of all successful attacks). Rapid improvements in artificial intelligence means scammers are able to create highly sophisticated schemes that are much more likely to be successful. Previous red flags such as poor grammar and misspellings are less common.

In general, **artificial intelligence is exponentially increasing cybercrime evolution**. This includes the speed at which new scams can be created and the quality of those scams is rapidly improving. New crimes involving AI include voice cloning to create phone and audio message scams, website/social media cloning, SIM swap (gaining access to your phone number), and improved identity theft.

Open communication about incidents (malicious or accidental) and avoiding shaming or finger-pointing is critical. Being a victim of a cybercrime is no longer just a matter of lack of diligence or training. If we attempt to downplay, cover up, or sweep incidents under the rug, we run the risk of becoming bigger targets rather than bringing attention to areas of weakness or concern. Use incidents as opportunities for growth and improvement.

Libraries and other "small" actors are not immune. If a bad actor deploys ransomware and discovers we don't have anything of value, that doesn't mean they're just going to give it all back. They will still hold out for ransom or any other thing of value they can find.

Every presenter said the words "asset management" multiple times. If you don't know what devices are connected to your network and what their status is (age, update status, etc.), you also don't know the extent to which the doors to your castle are unlocked.

AREA LIBRARIANS RECEIVE SCHOLARSHIPS

Power Up Conference Scholarship

Staff from three WVLS member libraries will be attending the Power Up: A Leadership Conference for Youth Services Managers and Staff that will be held February 13-14, 2025. This virtual conference brings together youth services librarians and staff from public libraries, schools, after-school programs, museums, and other community partners. The conference is sponsored by the iSchool at UW-Madison.

Congratulations to **Andrea Bennett**, T.B. Scott Free Library (Merrill); **Erica Dischinger**, Minocqua Public Library; and **Sarah Moscatello**, Marathon County Public Library Mosinee Branch.

Free Registration for Continuing Education Course

The iSchool at UW-Madison recently awarded a free registration to a member of each public library system to attend its online course, What's New in Children's Books. The course will run from November 11 - December 8. **Amber Brill**, Director of the Greenwood Area Library, was selected to represent WVLS. Learning objectives for the course include creating and maintaining inclusive collections, understanding current trends in children's literature, connecting collections to popular media, and more. Amber will receive 14 contact hours toward public library certification upon course completion.

Congratulations, Amber!

ANTIGO PUBLIC LIBRARY CLOSES A BRANCH

In September, the Board of Trustees for the joint city-county Antigo Public Library made the decision to close a branch library in Elcho. With the closure, service to residents will be provided through a weekly bookmobile stop at the Elcho Town Hall. The Elton Branch closed in March 2020. A branch in White Lake remains open.

WVLS ASSISTS at WLA CONFERENCE

The 2024 Wisconsin Library Association (WLA) Conference, held Tuesday, November 5 – Friday, November 8 at the KI Convention Center in Green Bay has concluded. The theme for this year's conference was "All In: Include and Innovate." WVLS Education Consultant **Jamie Matczak** served as the 2024 Conference Local Arrangements Chair, and WVLS Business Manager **Brenda Walenton** served as Exhibit Hall Chair. Both attended monthly meetings with other members of the 2024 WLA Conference Planning Committee since January, and weekly meetings since September.

Jamie helped in the following ways:

- Local Arrangements Chair: Coordinated the conference tours, food and drink specials, the professional headshots, and assisted with other questions as they arose.
- Presenter: Solo presentation on "Giving Great Service" and helped facilitate the discussion for "Library Programs Ideas Exchange."
- Volunteer: Wayfinder, Room Monitor, and the emcee for the Exhibit Hall Closing Showcase.

As 2024 WLA Conference Exhibits Chair, Brenda supervised the exhibit area at all times the exhibit area was open and assisted vendors with setting up and tearing down their booths and displays; insured the head “exhibit table,” the primary point of communication between WLA Conference staff and vendors, was staffed during exhibit hours; solicited feedback from conference exhibitors to share with WLA staff and conference planning committees; and assisted with onsite coordination of all special initiatives and activities held in the exhibit hall. Brenda will serve as an advisor to the WLA Conference Exhibits Chair in 2025.

GRANT PROJECTS and SCHOLARSHIP OPPORTUNITIES

WVLS OFFERS WLA CONFERENCE SCHOLARSHIPS

Six area colleagues received scholarships to attend the 2024 WLA (Wisconsin Library Association) Conference on November 5-8 in Green Bay.

WVLS awarded \$1,200 scholarships to **Alice Sturzl**, Edith Evans Community Library (Laona) Trustee; **Andrea Bennett**, T.B. Scott Free Library (Merrill); **Laurie Renel-Faledas**, Crandon Public Library;

Leah Giordano and **Murray Johnson**, Marathon County Public Library; and **Teresa Hall**, Loyal Public Library.

Annette Miller, Tomahawk Public Library, received a Wisconsin Library Association Foundation (WLAF)

Gloria Hoegh Memorial Fund

Education for Rural Librarians Scholarship to attend the conference.

Conference reports from WVLS scholarship recipients will be shared in the WVLS Board of Trustees February 2025 packet.

WVLS MARKETING SUPPORT GRANT

In 2024, WVLS offered a Marketing Support Grant, a pilot project and opportunity for WVLS libraries to evaluate their library’s marketing efforts and to work toward a library marketing plan or marketing campaign.



Pictured left to right are Marla Sepnafski, WVLS Director; Leah Giordano, MCPL Director; Laurie Renel-Faledas, Crandon Public Library Director; Teresa Hall, Loyal Public Library Director; Murray Johnson, MCPL Youth Services Collection Development Librarian; Alice Sturzl, Edith Evans Community Library Trustee; Andrea Bennett, T.B. Scott Free Library Assistant Director; and, Annette Miller, Tomahawk Public Library Children’s Librarian

Participants included **Loralee Petersen**, Owen Public Library; **Laurie Ollhoff** and **Chris Sprague**, T.B. Scott Free Library (Merrill); and **Brandon Hardin**, Withee Public Library. The libraries received \$250-\$500 in funds to support their marketing plan or campaign. The marketing campaigns wrapped up and the funds were spent by early October.

A report on the Marketing Grant Pilot is shared as **Exhibit 16** later on the agenda.

WVLS SERVICES

COLLABORATIONS

NEW! Trustee Training Resources

New trustee training materials are now available for public library board members across Wisconsin. The training aims to provide knowledge and skills for effective governance, oversight, and advocacy, enabling responsible management of resources and support for the library's mission. The materials include a series of short videos for each chapter in [Trustee Essentials: A Handbook for Wisconsin Public Library Trustees](#) and can be found [here](#). Additionally [Trustee Tail](#), an online newsletter for public library and system trustees, will be published monthly.

These new resources are a collaborative project of the Manitowoc Calumet Library System, Nicolet Federated Library System, Outagamie Waupaca Library System, Winnefox Library System, and Wisconsin Valley Library Service.

Workforce Development

JobPod is a collaborative initiative by the Bay Area Workforce Development Board, the Brown County Library, the Department of Workforce Development (DWD), and the Nicolet Federated Library System (NFLS). The primary purpose of JobPod is to create dedicated workspaces in libraries where patrons can access job seeker services available virtually through DWD. Libraries utilize their resources, such as space, internet access, technology, and staff, to support job seekers. This setup allows library staff to focus on their expertise in providing library services and basic digital literacy, while workforce development professionals offer specialized job search assistance.

JobPod launched three pilot sites in Northeast Wisconsin in 2024 and funding is available to open six more sites by September 2025. While five member libraries expressed interest in being a future site for JobPod, only **Frances L. Simek Memorial Library** in Medford was selected to participate.

WPLC Board Approves Mission and Vision

During its meeting in October, the Wisconsin Public Library Consortium (WPLC) Board elected 2025 officers, approved the Digital Library Steering Committee Seat Apportionment, approved the WiLS

Project Management Agreement, discussed the annual membership meeting, and approved the following mission and vision statements for WPLC.

Mission: The Wisconsin Public Library Consortium brings together expertise and resources to support collaborative work resulting in greater equity and affordability for Wisconsin public libraries and their communities.

Vision: To serve as the strategic center of experimentation, collaboration, and innovation for Wisconsin public libraries.

COMMUNICATIONS

WVLS Newsletter Highlights

Published during the first week of each month, the *WVLS Newsletter* showcases ways that member libraries are providing service and support to their communities, national library news, WVLS updates and more. Recent issues included the following articles:

- [September 2024](#) - "WLA Conference Scholarships Available," "Annual Youth Services Workshop Next Month," "MCPL Provides Reading to Therapy Dogs," "Essential Library," "Withee Receives AED," "Schedule Tally Week in October."
- [October 2024](#) - "Wendt Inducted into Wisconsin Library Hall of Fame," "WVLS Members Attend DPI Workshop," "Clark County Passport Program Comes to an End," "MCPL Circulates Tonieboxes," "RDL Now Fine Free," "V-Cat Training Day Set for October 17," "WVLS Launches Data Dashboard Dissections."
- [November 2024](#) - "Readers' Advisory: Bringing Readers and Books Together," "Tomahawk Catalogs Record Board Game," "Marketing Support Grant Pilot Project Concludes," "Minocqua Holds Story Time at Local Museum," "WVLS Awards First Ever Scholarship to ALSC Institute," "'Data Dashboard Dissections' Continue."

Thank you to all area library staff for sharing news from their libraries!

DELIVERY SERVICES

WVLS Statewide Delivery Tracking

All WVLS libraries (including branches) have been asked to track incoming and outgoing bins and bags for one week sometime between October 26 - November 22. The data received from all public libraries in Wisconsin will be used to study trends and delivery efficiencies among systems. All data should be reported by Monday, November 25. Libraries that have questions should contact Jamie Matczak.

LEGISLATIVE UPDATE

An updated WVLS Libraries and Legislators Handout is shared at the end of this report as [Exhibit 12a](#).

MEMBER LIBRARY / WVLS GATHERINGS

WVLS Listening Session Held In September

A Listening Session was held at the Frances L. Simek Memorial Library in Medford on Monday, September 23, 2024. Five WVLS staff members and eight public library directors attended this event.

Planned and hosted by Kristie, WVLS listening sessions are opportunities for informal conversations between directors and to ask questions of WVLS staff. Conversation topics at the September session included Friends of the Library groups, volunteers, handling of donations, upcoming programs, outreach opportunities, technology, and budgets for 2025. Rib Lake Public Library Director **Tammie Blomberg** gave an overview of the library's experiences with the American Library Association's Libraries Transforming Communities grant. The library was awarded the grant earlier this year and ALA has recently released another round of funding.

PUBLIC LIBRARY CONSULTANT SERVICES

Data Analysis and Reporting

In September 2024, a statewide Data Dashboard Pilot developed by WiLS became accessible to public libraries and systems to explore and evaluate. The pilot dashboard and accompanying feedback form are available to data dashboard users through the end of the year. In 2025 the pilot dashboard will be evaluated and plans for a permanent tool will be made.

To encourage participation and feedback from area library directors and staff, a curriculum of brief self-paced activities to test the pilot dashboard was developed by Erica, Jamie and Kristie. The activities are based on the exercises recommended in a toolkit that WiLS provided with the dashboard.

Instructions for the first activity was sent to member libraries in September, the second in October, and the third will go out shortly. The final activity will be completed in conjunction with a WVLS public library annual report refresher slated for December 12.

Details about the Data Dashboard pilot are available on the WPLC website at <https://wplc.info/dashboard>.

TECHNOLOGY PROJECTS OVERVIEW

Communication and Training

October was Cybersecurity Awareness Month. Several events happened during the month that both reinforced the importance of cybersecurity awareness internally within WVLS and the need to educate staff at member libraries about awareness and steps they can take to improve our cybersecurity position.

Recent events reminded us of why cybersecurity is a major issue of concern for WVLS and our local libraries. **Three websites were hacked** in early October, resulting in one website needing to be rebuilt as

it couldn't be restored from backup. There was also a **semi-successful phishing attempt** in that one email from a Wisconsin library was compromised and new phishing emails were sent to LEANWI libraries from the compromised account. Fortunately, our systems alerted us to the malicious hyperlink and quickly automatically isolated those emails. Unfortunately, a couple of users did click on the link before the email was removed and later manually scrubbed from the system. However, blocking access and resetting passwords on those accounts prevented any further access by bad actors.

Erica presented a **training on password use in libraries** on October 16. That training was recorded and is posted in the password protected section of the Technology Resources page on the WVLS website. Erica plans to present technology trainings monthly. Based on feedback from 10 library responses to a survey and from other sources (known issues, etc.), key messages in future technology trainings and communications include: use of Deep Freeze on public computers, technology and patron privacy, changing passwords, managing files, Office 365, libraries and open records.

The WVLS ILS and Technology team continues to refine the **Library Staffing Changes Form** which tracks member library hires, departures, or job roles changes that require adjustments to email, Sierra ILS use, or email list membership. Questions about the Aspen online catalog and library website management were added. On the WVLS side backend workflows were created to track implementation of changes. More than 11 staffing changes have been processed since the form was released.

A survey was sent to member library directors for feedback 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.

Procurement and Asset Inventory

New computers have been deployed at the Abbotsford, Antigo, Colby, Gilman, Neillsville, Owen and Rhinelander libraries. Staging computers and scheduling installations at the Greenwood Library is underway. Installation totals YTD:

Libraries	Computers	Monitors	Peripherals	Days to installation
19/25	90	40	37	37

Erica Brewster continues to update the asset inventory and to work on network inventories. As part of these projects, she is also updating internet outage reporting procedures.

Member Library Services

October also reminded us that cybercrime is not the only cause of incidents impacting day-to-day functions. **Microsoft released the 2024 Feature Update for Windows in October**. Unfortunately, this update would cause public computers running the previous version of Deep Freeze to lock up, requiring reimaging. Erica, Josh, and IFLS Library System Technology Support Specialist **Brad Jensen** worked to rapidly migrate the old Deep Freeze server and transfer all 140 or so public computers to the new server and upgrade the program on each computer.

Unfortunately due to a schedule difference for the Medford update cycle, three Medford computers were affected by this incident. They were sent to the WVLS office and successfully reimaged and redeployed at the library. Support was provided to MCPL IT staff as they continue to test and soft deploy Pharos, Princh, and Deep Freeze for public PCs and with network/internet connection instability.

Project Tracking

Member site	Asset Inventory	Network inventory	Replace EdgeRouter Lite	DF Central Console	Pharos	Princh
a1 Antigo	complete	in progress	complete	complete	complete	complete
a4 White Lake	complete	complete	complete	complete	n/a	n/a
ab Abbotsford	in progress	in progress	complete	complete	complete	interested
co Colby	in progress	in progress	complete	complete	interested	interested
cr Crandon	complete	complete	pending	complete	no	no
do Dorchester	in progress	pending	pending	in progress	no	no
ga Granton	complete	pending	complete	complete	no	complete
ge Greenwood	complete	complete	complete	complete	no	no
gi Gilman	in progress	pending	complete	complete	interested	interested
la Laona	complete	pending	pending	in progress	no	no
lo Loyal	complete	pending	pending	complete	no	complete
m1 Wausau	pending	pending	n/a	complete	in progress	complete
m2 Athens	pending	pending	n/a	complete	in progress	complete
m3 Edgar	pending	pending	n/a	complete	in progress	complete
m4 Hatley	pending	pending	n/a	complete	in progress	complete
m5 Marathon City	pending	pending	n/a	complete	in progress	complete
m6 Mosinee	pending	pending	n/a	complete	in progress	complete
m7 Rothschild	pending	pending	n/a	complete	in progress	complete

m8 Spencer	pending	pending	n/a	complete	in progress	complete
m9 Stratford	pending	pending	n/a	complete	in progress	complete
me Medford	complete	pending	complete	complete	complete	complete
mi Minocqua	in progress	in progress	pending	complete	interested	complete
mr Merrill	in progress	complete	complete	complete	Cassie	complete
ne Neillsville	in progress	complete	complete	complete	interested	complete
ow Owen	in progress	in progress	pending	complete	interested	interested
rh Rhinelander	in progress	pending	complete	complete	complete	interested
rl Rib Lake	complete	complete	pending	complete	complete	no
st Stetsonville	complete	pending	pending	in progress	no	no
th Thorp	complete	pending	pending	complete	no	complete
tl Three Lakes	complete	complete	complete	complete	no	complete
to Tomahawk	complete	pending	complete	complete	no	no
wa Wabeno	complete	pending	pending	complete	no	no
we Westboro	complete	complete	pending	complete	no	no
wi Withee	complete	pending	pending	in progress	no	no

TEACH internet migration update: nine new attempted migrations with two successful since September 1, 2024. At the time of this report, migrations were pending in Greenwood and Stetsonville.

Member Site	TEACH TTU Migration	2023 Circuit Speed	Circuit Alt/Increase to 100 GB
a1 Antigo	9/18/2024	100	yes
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
me Medford	10/31/2024	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	9/6/2024	100	yes
wa Wabeno	10/23/2024	50	pending
we Westboro	pending	50	pending
wi Withee	pending	50	pending

V-CAT AND ILS ADMINISTRATION

V-Cat Council/Committee Meeting Highlights

V-Cat Bibliographic and Interface Committee; October 8

Members discussed possible unneeded series information to remove from the online catalog, changes to the order formats display in the online catalog, and a procedure for cataloging Tonie figurines. The committee will meet again in December.

V-Cat Cooperative Circulation Committee; October 11

The committee finalized application and circulation guidelines for unique cases such as Book Clubs, Teacher/Institutional library cards to present to the V-Cat Council in November. The group also discussed circulation and application guidelines in progress for Short Term/Temporary borrower applications.

Other Projects

Backstage. The quarterly Backstage bibliographic record clean-up process was run on October 14. During this process, 6,784 new records were sent for cataloging improvements, Lexile and Accelerated Reader information, and additions and corrections to subject and genre headings.

V-Cat Patron Record Clean Up. Adult patron records that were expired and inactive over 5 years with no fines or fees as of July 1, 2024 were removed from the V-Cat database. A total of 7,074 records were deleted. All libraries received the number of records deleted, and upon request, a report including additional information.

This is the second year WVLS has coordinated a purge for all libraries. Birth date is used to determine "adult" records rather than patron type. Juvenile patron records, as determined by birth dates, and patron records with fines or fees were not purged at this time. WVLS offers assistance to library staff with purging inactive juvenile patron records, and/or patron records with minimal fines if desired.

WVLS has completed the first steps for systematic review of residency information in patron records.

- A patron code 4 accuracy check for all V-Cat patrons with Langlade County Patron Code 4 residency was completed using the US Census Bureau's Geocoder Batch Addressing tool. A total of 7,806 records were reviewed.
- WVLS was able to identify and correct 887 patron records with inaccurate patron code 4 information.
- Libraries were asked to review patron records with Langlade county addresses and residency codes that could not be verified using the US Census Geocoder tools.
- Accuracy of these codes is important for statutory payments for library service. When creating new patron records, staff are expected to verify patron residency codes at the time of application/record creation. In addition, libraries complete a second review of address and residency information in patron records. This project is intended as a third verification of patron record information.

Examples of ILS Administration Support Provided in September and October:

- APL Antigo Bookmobile / Mobile Outreach set up
- Copy Use function in Sierra for multiple libraries
- Correction to loan rules for Medford
- Lending Yoto cards and readers at Rhinelander
- Emergency library closure adjustments for MCPL Hatley
- Statistical circulation, patron and/or item reports for T. B. Scott, MCPL, Colby, Granton and others.
- Fine free lending adjustments and batch waivers of old overdue fines for Rhinelander
- Fine free lending adjustments for Stetsonville
- Follow up on stale holds and stale holds shelf items at multiple libraries
- Adjustments for lending Tonie players and figurines at Abbotsford
- Adjustments and troubleshooting for new RFID pad installation at MCPL
- Adjustments and clean up for permanent closure of APL Elcho branch
- Setup for Rhinelander self-checkout station
- Adjustments for staffing changes at multiple libraries
- Investigate and follow up on hold over-rides at multiple libraries
- Investigate and follow up on patron notice issues at multiple libraries
- Troubleshoot receipt printing issues experienced at multiple libraries
- Troubleshoot spine label printing issue for MCPL
- Update MCPL paging list settings for improved format
- Update Medford patron record information for patron record renewals

Training Opportunities

Training Attended: WILIUG. WVLS ILS & Database Support Specialist Rachel Metzler attended the virtual WILIUG (Wisconsin/Illinois Innovative Users Group) conference in October. Sessions included an update from Innovative, a tour of upcoming Sierra features, a lesson on AI for libraries, and building a workplace centered on well-being.

Training Offered. trainings provided include:

- V-Cat Sierra Cataloging Training – Attaching Items – Thursday, September 12
- V-Cat Sierra Cataloging Training – MARC Alerts – Thursday, September 26
- Staff training for new T. B. Scott Free Library Circulation Coordinator – Friday, September 27 & Tuesday, October 29
- V-Cat Aspen Patron Experience & Collection Showcase Training – Tuesday, October 29

WVLS staff prepared for in-person training day sessions, V-Cat Sierra Z39.50 Cataloging Training and V-Cat Resource Sharing and Holds. Due to very low registration, this training opportunity was cancelled.

Registration is open for one additional fall training session ***V-Cat Reports the Easy Way*** slated for Thursday, November 21 from 10 a.m. – 12 p.m.

WEBSITE SERVICES AND SUPPORT

Website Development

LEANWI Technology Support Consultant **Brendan Tuckey** continues to **develop and design new websites** and to rebuild 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: Kendall (awaiting initial site information); Bayfield (awaiting initial site information), Winter (NWLS, stalled, waiting library feedback), Wonewoc (WRLS, active development – nearing deployment), Viroqua/McIntosh (WRLS, active development – nearing deployment), LaFarge/Lawton (WRLS, in development), Trempealeau (WRLS, deployed), Mercer (NWLS, deployed).

Rebuilds: Rhinelander (WVLS, rebuilt due to website compromise).

2024 Website Development

On deck	New design (current)	Rebuild (current)	Deployed
0	6	0	10

WRLS implemented their new catalog from Vega (Polaris ILS) which required some minor changes to sites to change links and add some code for performing searches from a library website page.

Minor updates to the **Online Resources** page included changes to specific resources. We are reviewing/cross referencing the BadgerLink resource list for 2025.

Brendan is working on developing an **online room (venue) booking and event booking function for library websites**. Progress on the LEANWI-Book-A-Room plugin is progressing well. The core functionality has been finished and we plan to have a beta version (customer test version) on a library site in November, likely Olsen Memorial Library in Eagle River. Once functionality for the Room Booking plugin has been completed and tested, we will look into work on completing a plugin for an Events Booking system. The core functionality will be based on the room booking plugin and will benefit from current testing. Timeline: early 2025.

Learning about and implementing website accessibility features in website design is an ongoing effort.

On October 1, a **website compromise was detected**, first at the E.U. Demmer Memorial Library (Three Lakes), and eventually at libraries in Barron and Rhinelander. After much forensics effort during troubleshooting, **Kris Schwartz** identified the source of the infection to be a specific plugin, “Give” donation plugin. **Josh Klingbeil** identified a known vulnerability listed in official publications as the plugin being susceptible to Cross Site Scripting (XSS) attacks. The plugin vulnerability was targeted in August, so the implanted code was injected 4-6 weeks before symptoms appeared on websites.

The first symptom of the attack was library users being unable to log in through traditional methods. We were still able to access the websites through our management dashboard. We could see non-standard administrative users had been added to the site and other existing administrative accounts were disabled.

To the best of our knowledge, Kris was able to prevent the attackers from fulfilling their end mission on the website (still not entirely clear), but the vector was persistent and required several back-up/restore cycles to completely clear any remaining malicious code from Three Lakes and Barron websites. Unfortunately, the attack was silent long enough that all of the backups for Rhinelander were infected, so that site had to be wiped and rebuilt from scratch.

Two other websites also had the plugin activated on their site. It was not in use on the Jean M. Thomsen Memorial Library (Stetsonville) website and was quickly disabled. It was active at the TB Scott Free Library (Merrill), but that instance appears to have been patched before an attack could happen.

Lessons learned:

- Plugins are a major source of security concern on the open-source WP platform. At first, we suspected a phishing attack as being the source of the compromise, but Kris was able to correctly identify the Give plugin as the source – which was confirmed by posted documentation. We believe “Give” was specifically targeted because it deals with accepting donations (though the actual fund transfer occurs through separate authentication with PayPal or Stripe).
- Reviewing quality of plugin management, maintaining a library of known plugins, and updating plugins regularly is critical to ensuring plugin security. Plugins are key to WP website functions, and are patched and updated frequently, sometimes even multiple times a day if a known issue

is addressed. We are looking into enabling auto-updates on websites (researching downsides) and establishing a plugin library and reinforcing library management procedures that request review of a plugin before it is deployed on a website.

- Adjustments were made to the website backup and retention schedule to create a repository of archive backups that could be used in the case of more frequent/recent backups being compromised. This would save us from having to rebuild a website from scratch, even if significant recent changes were lost.
- Success: the LEANWI website team was able to prioritize and respond to the incident when it was discovered very quickly. The technical code-reading and website file management skills of IFLS Library System IT Director **Kris Schwartz** were invaluable, and all team members contributed information that quickly identified extent, threat, and methods to prevent further harm. Brendan was then able to quickly rebuild the Rhinelander website, getting them back up within two or three days of the initial discovery. Libraries received prompt communication about what was happening with their websites and were appreciative of the response and understanding of the disruption and inconvenience.

Website Training

October website training focused on specific aspects of website accessibility. Erica presented two trainings on specific practical steps libraries will need to take to assure accessible website content: adding alternative text to images and an overview of making documents (Word, PDF) accessible. Trainings are recorded and publicly available at <https://training.leanwi.org>.

Alt + Text: <https://training.librarieswin.org/website-accessibility/alttext>

Accessible Documents: <https://training.librarieswin.org/website-accessibility/accessible-documents/>

November website trainings will feature the website plugin compromise incident as an opportunity to educate about website plugins and website security.

CONTINUING EDUCATION and TRAINING

NEW DIGIAL BYTES

Readers' Advisory: In this *Digital Byte*, Kristie talks about what readers' advisory is, why libraries should offer it, and what tools are available to help staff develop readers' advisory skills.

Evaluating Resources: In this *Digital Byte*, Kristie addresses why the evaluation of resources is a necessary skill for librarians and ways in which it can be done. She also examines the difference between disinformation and misinformation.

WVLS ANNUAL YOUTH SERVICES WORKSHOP A SUCCESS

The annual youth services workshop held October 2 at the TB Scott Free Library (Merrill) brought together 21 people from three library systems – WVLS, Nicolet Federated Library System (NFLS), and Outagamie-Waupaca Library System (OWLS). The workshop included presentations by **Pam Corcoran**, a performer and puppet master, and **Mary Newton**, the founding president of The Reading League Wisconsin. Mary presented a session on science-based reading, explaining what it entails and exploring how public libraries can contribute to this school initiative. Feedback from all who attended the workshop was very positive. A representative from NEWI reached out to Kristie for contact information for Mary Newton as they were interested in providing a workshop on the science-based reading initiative. NEWI is Northeast Wisconsin CE Partnership among four public library systems – NFLS, OWLS, Manitowoc Calumet and Winnefox (Oshkosh).

WVLS PARTICIPATES IN LIBRARIES' STAFF DEVELOPMENT DAY

Jamie Matczak and **Katie Zimmermann** presented at a Staff Development Day for T.B. Scott Library (Merrill) staff in October. Jamie presented a workshop on "Giving Great Service" and Katie spoke about Aspen Discovery.

WVLS ASSISTS WITH MCPL STAFF IN-SERVICE

On January 20, 2025, Marathon County will provide a half-day of training to all county employees and then encourage individual departments, such as the library, to coordinate their own training in the afternoon. **Jamie Matczak** is working with **Katelyn Sabelko**, Library Services Manager from MCPL, to host and coordinate a presenter in the afternoon for the entire staff.

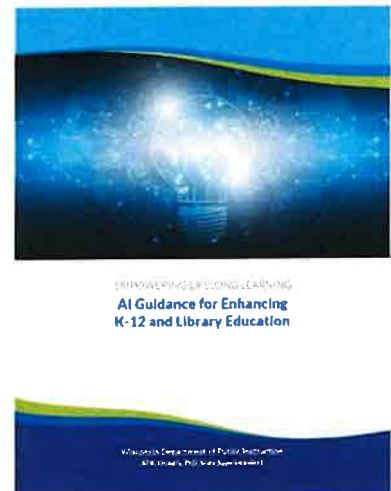
13th ANNUAL WILD WISCONSIN WINTER WEB CONFERENCE

WVLS is working with colleagues from the South Central Library System and IFLS Library System on final details for the 13th annual Wild Wisconsin Winter Web Conference scheduled for **January 22-23, 2025**. Fourteen sessions are planned for the conference. [Registration will open](#) in early December.

INFO to GO

NEW! AI GUIDANCE RESOURCE

The WI Department of Public Instruction has developed an evolving guidance document to assist K-12 educators, librarians, students, and administrators in effectively integrating Artificial Intelligence (AI) technologies within educational settings and public libraries. ***AI Guidance for Enhancing K-12 and Library Education*** will be regularly updated to ensure it aligns with the latest advancements in AI technology, ethics, and policy, promoting the responsible use of AI to enhance personalized learning, foster critical thinking, and improve education outcomes.



AI Guidance for Enhancing K-12 and Library Education is available on the WI Department of Public Instruction website [here](#). (DPI Connect Ed: Wisconsin's Education Newsletter; July 30, 2024)

UPCOMING EVENTS / MEETINGS

- November 11 – **WVLS EXECUTIVE COMMITTEE MEETING**
- November 11 - **WVLS/IFLS/NWLS/WRLS Website Office Hour**
- November 12 – Wisconsin Public Library Consortium (WPLC) Technology Steering Committee meeting
- November 12 – Wisconsin Early Childhood Collaborating Partners (WECCP) Northeast Region meeting
- November 13 – Statewide Bibliographic Standards Committee meeting
- November 13-14 – **Library Marketing and Communications Conference**; St. Louis, Missouri
- November 14 – **WVLS V-Cat Council meeting**
- November 14 – WPLC Digital Library Steering Committee meeting
- November 16 – **WVLS BOARD OF TRUSTEES MEETING**
- November 19 – DPI-hosted meeting of System Directors
- November 19 - **Website Accessibility Learning Group meeting**
- November 19 – LSTA Cooperative Cataloging meeting
- November 20 – DPI-hosted meeting of System Continuing Education Consultants
- November 20 - **WVLS/IFLS/NWLS/WRLS 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/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- November 21 - **WVLS/IFLS/NWLS/WRLS Website Office Hour**

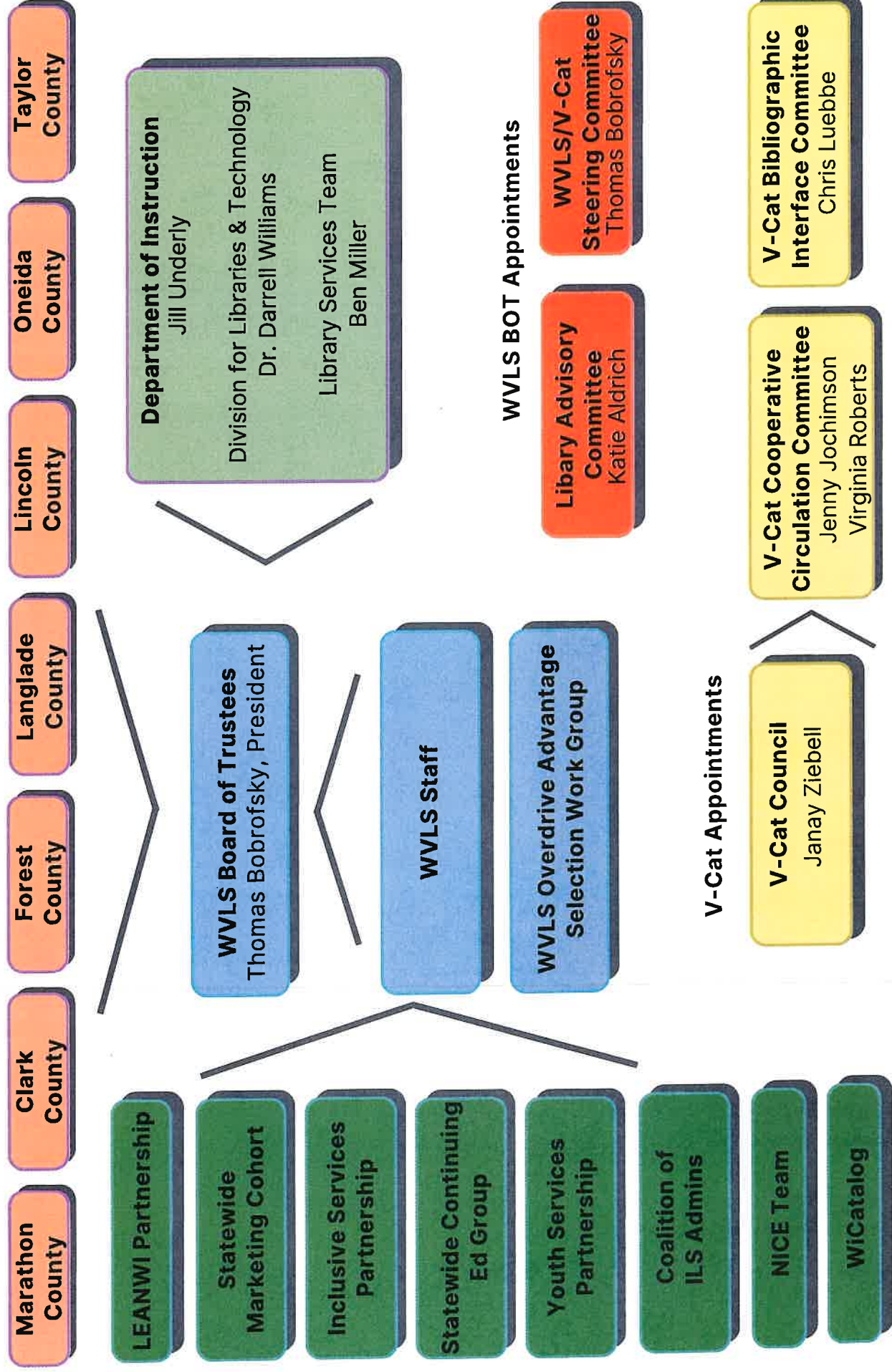
- November 22 - WLA Library Development and Legislation Committee meeting
- November 22 – System and Resource Library Administrators Association of Wisconsin (SRLAAW) meeting
- November 22 – System Marketing Co-Hort meeting
- November 28 – **WVLS OFFICE closed** (Thanksgiving Day)
- November 29 – **WVLS OFFICE closed**
- December 2 – WPLC Technology Backup meeting
- December 3 – WLA Virtual Performers Showcase
- December 3 - **WVLS V-Cat Bibliographic / Interface Committee meeting**
- December 4 – WISCAT User Group meeting
- December 5 – Collaborative Summer Library Program (CLSP) Symposium
- December 9 – WPLC Digital Archives Backup meeting
- December 9 - **WVLS/IFLS/NWLS/WRLS Website Office Hour**
- December 11 – WECCP meeting
- December 12 – **WVLS 2024 Public Library Annual Report Workshop**
- December 13 - **WVLS V-Cat Cooperative Circulation Committee meeting**
- December 17 - **Website Accessibility Learning Group meeting**
- December 17 – DPI-hosted meeting of System Youth Services Consultants
- December 17 – LSTA Cooperative Cataloging meeting
- December 18 – DPI-hosted Data Workgroup meeting
- December 18 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- December 19 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- December 19 - **WVLS/IFLS/NWLS/WRLS Website Office Hour**
- December 24 - **WVLS OFFICE closed** (day before Christmas)
- December 25 – **WVLS OFFICE closed** (Christmas)
- January 1 - **WVLS OFFICE closed** (New Year's Day)
- January 8 – **WVLS Youth Services Information Exchange (YSIE), virtual**
- January 10 - Council on Library and Network Development (COLAND) meeting
- January 13 - **WVLS/IFLS/NWLS/WRLS Website Office Hour**
- January 15 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- January 16 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- January 16 - **WVLS/IFLS/NWLS/WRLS Website Office Hour**
- January 18 - **WVLS BOARD OF TRUSTEES MEETING**

Thank you for reading!

Marla



2024 ORGANIZATIONAL CHART



WVLS Leadership in 2024

When Everyone Leads the Toughest Challenges Get Seen and Solved

2024 WVLS Board of Trustees

Tom Bobrofsky, Clark County
Louise Olszewski, Clark County
Carol Bartlein, Forest County
Judy Peterson, Langlade County
Dr. Diane Peterson, Lincoln County
Petra Pietrzak, Oneida County
Candice Grunseth, Taylor County

Jessica Bernett, Marathon County
Jim Backus, Marathon County
Michael Otten, Marathon County
Kari Sweeney, Marathon County
Kay Palmer, Marathon County
Sonja Ackerman, Marathon County

2024 Library Advisory Committee

Katie Aldrich (Chair), Northcentral Technical College

Laurie Ollhoff (Vice Chair / Chair Elect), T.B. Scott Free Library, Merrill

Ada Demlow, Antigo Public Library
Amber Brill, Greenwood Area Library
Carla Huston, Jean M. Thomsen Memorial Library, Stetsonville
Cori Soukup, D.C. Everest School District, Schofield
Felicia Albrecht, Edith Evans Community Library, Laona
Jill Roth, E.U. Demmer Memorial Library, Three Lakes
Julie Beloungy, Thorp School District
Kay Heiting, Granton School District
Leah Giordano, Marathon County Public Library
Peg Billing, Lakeland Union High School District, Minocqua
Tammie Blomberg, Rib Lake Public Library
Vicky Calmes, Colby Community Library
Virginia Roberts, Rhinelander District Library

2024 WVLS / V-Cat Steering Committee

Tom Bobrofsky (Chair); Trustee, Clark County

Ada Demlow; Antigo Public Library
Judy Peterson; Trustee, Langlade County
Kay Heiting; Granton Community Library
Laurie Ollhoff; T.B. Scott Library (Merrill)
Laurie Renel-Faledas; Crandon Public Library
Leah Giordano; Marathon County Public Library
Petra Pietrzak, Trustee, Oneida County
Sonja Ackerman; Trustee, Marathon County
Virginia Roberts; Rhinelander District Library
Katie Zimmermann; WVLS Staff
Marla Sepnafski; WVLS Staff

2024 V-Cat Council Executive Committee

Janay Ziebell (Chair), Neillsville Public Library

Rita Ludvigsen (Vice Chair / Chair Elect), Western Taylor County Public Library, Gilman

Peg O'Connell (Past Chair), Minocqua Public Library

Katie Zimmermann, WVLS ILS Administrator

Brenda Walenton, WVLS Business Manager

Marla Sepnafski, WVLS Director

2024 V-Cat Council – Bibliographic/Interface Committee

Chris Luebbe (Chair), Marathon County Public Library

James Bauer, Marathon County Public Library

Cheryle Miller, Rhinelander District Library

Cindy Wendt, Minocqua Public Library

Elizabeth Simek, Antigo Public Library

Emily Mueller, Frances L. Simek Memorial Library, Medford

Faith Martinson, T.B. Scott Free Library, Merrill

Rachel Metzler, WVLS

2024 V-Cat Council - Cooperative Circulation Committee

Jenny Jochimson (Co-Chair); Abbotsford Public Library, Clark County

Virginia Roberts (Co-Chair); Rhinelander District Library, Oneida County

Ada Demlow; Antigo Public Library, Langlade County

Evan Marzahn; T.B. Scott Library (Merrill), Lincoln County

Laurie Renel-Faledas; Crandon Public Library, Forest County

Olivia Boles; Marathon County Public Library, Marathon County

Olivia Carlson; Marathon County Public Library, Marathon County

Rita Ludvigsen; Western Taylor County Public Library (Gilman), Taylor County

Katie Zimmermann, WVLS

2024 Northern Wisconsin ILS Consortium Exploration (NICE) Team

Alexander Johnson, Support Services Manager; Marathon County Public Library

Gina Rae, Database and Support Specialist; Northern Waters Library Service

Jackee Johnson, ILS Administrator; Northern Waters Library Service

Katelyn Sabelko, Library Services Manager; Marathon County Public Library

Katie Zimmermann, ILS Administrator; WVLS

Kelly Wiisanen, Youth and Family Resources Manager; Superior Public Library

Laurie Ollhoff, Director; T.B. Scott Library (Merrill)

Molly Lank-Jones, Director; Sherman and Ruth Weiss Community Library (Hayward)

Peg O'Connell, Director; Minocqua Public Library

Rachel Metzler, Database and Support Specialist; WVLS

Sara Klemann, Director; Walter E. Olson Memorial Library (Eagle River)

Sue Heskin, Director; Superior Public Library

Tammie Blomberg, Director; Rib Lake Public Library

Teresa Schmidt, Director; Mercer Public Library

2024 NICE Workgroup – ILS Vendor Selection

Angie Bodzislaw; Spooner Memorial Library
Ann Larson; Sherman & Ruth Weiss Community Library (Hayward)
Alexander Johnson; Marathon County Public Library
Jackee Johnson; Northern Waters Library Service
Maria Pregler; T.B. Scott Library (Merrill)
Katie Zimmermann; WVLS

2024 NICE Workgroup – Funding Formula and Budget

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

2024 NICE Workgroup – Delivery

Jackee Johnson; Northern Waters Library Service
Jamie Matczak; WVLS
Katie Zimmermann; WVLS
Marla Sepnafski; WVLS
Rachel Metzler; WVLS
Sara May; Northern Waters Library Service
Sherry Anderson; Northern Waters Library Service

2024 NICE Workgroup – Collaborative Decision-Making

Cherie Sanderson; Boulder Junction Public Library
Jackee Johnson; Northern Waters Library Service
Janay Ziebell; Neillsville Public Library
Leah Giordano; Marathon County Public Library
Sarah Adams; Vaughn Public Library (Ashland)
Sue Heskin; Superior Public Library
Tammie Blomberg, Director; Rib Lake Public Library
Katie Zimmermann; WVLS

2024 WVLS MENTORS

Heidi O'Hare, Tomahawk Public Library	Kristie Hauer, Shawano County Library and WVLS
Jill Trochta, Suring Public Library	Sarah Sugden, Brown County Public Library
Kay Heiting, Granton Community Library	Susan Heskin, Superior Public Library
Carla Huston, Jean M. Thomsen Mem. Library, Stetsonville	

2024 WVLS Library Legislative Day Cohort

Leader: Kris Adams Wendt, WVLS

Ada Demlow, Antigo Public Library
Heidi O'Hare, Tomahawk Public Library
Jim Mildbrand, Loyal Public Library Trustee
Kari Sweeney, WVLS Trustee
Leah Giordano, Marathon Co. PL
Laurie Ollhoff, T.B. Scott Library, Merrill
Laurie Renel-Faledas, Crandon PL
Louise Olszewski, WVLS Trustee
Maxx Handel, Frances Simek Library, Medford
Michael Otten, WVLS Trustee
Peg O'Connell, Minocqua Public Library

Petra Pietrzak, WVLS Trustee
Sherry Anderson, Northern Waters Library Service
Teresa Hall, Loyal Public Library
Tom Bobrofsky, WVLS Trustee
Virginia Roberts, Rhinelander District Library
Brenda Walenton, WVLS
Erica Brewster, WVLS
Marla Sepnafski, WVLS

OTHER LEADERSHIP POSITIONS

Cooperative Children's Book Center (CCBC) Advisory Board: Annette Miller, Tomahawk Public Library, and Kris Adams Wendt, WVLS

Council on Library and Network Development (COLAND): Appointments by Governor Tony Evers - Michael Otten, WVLS Trustee, and Joshua Klingbeil, WVLS

DPI Library Services Data Workgroup: Erica Brewster, WVLS

DPI Library Workforce Connection: Kristie Hauer, WVLS

Public Library System Marketing Cohort: Jamie Matczak, WVLS

System Office Managers and Business Administrators of Wisconsin (SOMBAW): Brenda Walenton, WVLS

System and Resource Library Administrators Association of Wisconsin (SRLAAW): Leah Giordano, Marathon County Public Library, and Marla Sepnafski, WVLS

WILS Data Classroom: Erica Brewster, WVLS

WILSWorld Short Panel Discussion: Katelyn Sabelko, Marathon County Public Library

Wisconsin Humanities Council: Appointment by Governor Tony Evers – Kris Adams Wendt, WVLS

WISCONSIN LIBRARY ASSOCIATION (WLA)

2023 Wisconsin Library Association Leadership Development Institute: Katelyn Sabelko, Marathon County Public Library; Sherry Anderson (Chair), Northern Waters Library Service

2023 Wisconsin Association of Public Libraries (WAPL) Conference Presenter: Tammie Blomberg, Rib Lake Public Library

2023 WLA Conference Planning Committee: Jamie Matczak (Chair), WVLS Staff and Brenda Walenton (Vendor Exhibits Co-Chair), WVLS

2023 WLA Conference Room Monitors and Greeters: Tom Bobrofsky, WVLS Trustee; Kristie Hauer, WVLS; and Marla Sepnafski, WVLS

2023 WLA Conference Presenters: Julie Beloungy, Thorp School District; Krista Blomberg, Rib Lake Public Library; Kay Heiting, Granton Community Library and School District; Sherry Anderson, Northern Waters Library Service

2024 WLA Conference Planning Committee: Brenda Walenton (Vendor Exhibits Chair), WVLS and Jamie Matczak (Local Arrangements), WVLS

WLA Federal Relations Coordinator: Sherry Anderson, Northern Waters Library Service

WLA Library Development and Legislation (LD&L) Committee: Kris Adams Wendt, WVLS, and Sherry Anderson, Northern Waters Library Service

LD&L Budget Team: Kris Adams Wendt, WVLS

LD&L Library Legislative Day Team: Kris Adams Wendt, WVLS, and Sherry Anderson, Northern Waters Library Service

WISCONSIN PUBLIC LIBRARY CONSORTIUM (WPLC)

WPLC Board Member and Liaison to Digital Library Steering Committee: Rachel Metzler, WVLS Staff

Budget Committee: Rachel Metzler, WVLS

Collection Development Committee: Rachel Metzler, WVLS

Data Dashboard Workgroup: Erica Brewster, WVLS Staff; Joshua Klingbeil, WVLS

Digital Archives Backup Collaboration Steering Committee: Joshua Klingbeil, WVLS

Digital Library Steering Committee: System Representative - Ada Demlow, Antigo Public Library

Selection Committees: (Advantage/Consortium Collections): Cindy Wendt, Minocqua Public Library (Adv); Jenny Jochimsen, Abbotsford Public Library (Adv); Kate Sullivan, Marathon County Public Library (Adv); Maria Pregler, T.B. Scott Free Library, Merrill (Adv); Rachel Metzler, WVLS (Adv); Lorelee Peterson, Owen Public Library (Consortium and Adv); Elisha Sheffer, Rhinelander District Library (Consortium)

Technology Backup Collaboration Steering Committee: Joshua Klingbeil, WVLS

Technology Collaboration Operations Committee: Kris Schwartz, IFLS Library System and Tony Kriskovich, Northern Waters Library Service (LEAN WI Partnership)

Technology Collaboration Steering Committee: Marla Sepnafski, WVLS

LEADERSHIP BY COUNTY

Clark County

Amber Brill, Greenwood Area Library
Janay Ziebell, Neillsville Public Library
Jenny Jochimsen, Abbotsford Public Library
Jim Mildbrand, Loyal Public Library Trustee
Julie Beloungy, Thorp School District
Kay Heiting, Granton Community Library / Granton School District
Loralee Peterson, Owen Public Library
Louise Olszewski, WVLS Trustee
Teresa Hall, Loyal Public Library
Tom Bobrofsky, WVLS Trustee
Vicky Calmes, Colby Community Library

Forest County

Carol Bartlein, WVLS Trustee
Felicia Albrecht, Edith Evans Community Library, Laona
Laurie Renel-Faledas, Crandon Public Library

Langlade County

Ada Demlow, Antigo Public Library
Elizabeth Simek, Antigo Public Library
Judy Peterson, WVLS Trustee

Lincoln County

Annette Miller, Tomahawk Public Library
Dr. Diane Peterson, WVLS Trustee
Evan Marzahn, T.B. Scott Library, Merrill
Faith Martinson, T.B. Scott Library, Merrill
Heidi O'Hare, Tomahawk Public Library
Laurie Ollhoff, T.B. Scott Library, Merrill
Maria Pregler, T.B. Scott Library, Merrill

Marathon County

Alexander Johnson (Chair), Marathon County Public Library
Chris Luebbe, Marathon County Public Library
Cori Soukup, D.C. Everest School District
James Bauer, Marathon County Public Library
Jessica Bernett, WVLS Trustee
Jim Backus, WVLS Trustee
Kari Sweeney, WVLS Trustee
Kate Sullivan, Marathon County Public Library
Katelyn Sabelko, Marathon County Public Library
Katie Aldrich, Northcentral Technical College

Kay Palmer, WVLS Trustee
Leah Giordano, Marathon County Public Library
Michael Otten, WVLS Trustee
Olivia Boles, Marathon County Public Library
Olivia Carlson, Marathon County Public Library
Sonja Ackerman, WVLS Trustee

Oneida County

Cheryle Miller, Rhinelander District Library
Cindy Wendt, Minocqua Public Library
Elisha Sheffer, Rhinelander District Library
Jill Roth, E.U. Demmer Memorial Library, Three Lakes
Peg Billing, Lakeland Union High School District, Minocqua
Peg O'Connell, Minocqua Public Library
Petra Pietrzak, WVLS Trustee
Virginia Roberts, Rhinelander District Library

Taylor County

Carla Huston, Jean M. Thomsen Memorial Library, Stetsonville
Candice Grunseth, WVLS Trustee
Emily Mueller, Frances L. Simek Memorial Library, Medford
Krista Blomberg, Rib Lake Public Library
Rita Ludvigsen, Western Taylor County Public Library, Gilman
Tammie Blomberg, Rib Lake Public Library

LEADERSHIP OUTSIDE WVLS AREA

Angie Bodzislav, Spooner Memorial Library
Ann Larson, Sherman and Ruth Weiss Community Library, Hayward
Cherie Sanderson, Boulder Junction Public Library
Gina Rae, Northern Waters Library Service
Jackee Johnson, Northern Waters Library Service
Kelly Wiisanen, Superior Public Library
Kris Schwartz, IFLS Library System (LEAN WI Partnership)
Kristie Hauer, Shawano County Library
Molly Lank-Jones, Sherman and Ruth Weiss Community Library, Hayward
Sara Klemann, Walter E. Olsen Memorial Library, Eagle River
Sara May, Northern Waters Library Service
Sarah Adams, Vaughn Public Library, Ashland
Sarah Sugden, Brown County Public Library, Green Bay
Sherry Anderson, Northern Waters Library Service
Sue Heskin, Superior Public Library
Teresa Schmidt, Mercer Public Library
Tony Kriskovich, Northern Waters Library Service (LEAN WI Partnership)

WVLS Leadership in 2023

When Everyone Leads the Toughest Challenges Get Seen and Solved

2023 WVLS Board of Trustees

Tom Bobrofsky, Clark County
Louise Olszewski, Clark County
Carol Bartlein, Forest County
Judy Peterson, Langlade County
Dr. Diane Peterson, Lincoln County
Pat Pechura, Oneida County
Petra Pietrzak, Oneida County
Eileen Grunseth, Taylor County

Jessica Bennett, Marathon County
Jim Backus, Marathon County
Michael Otten, Marathon County
Kari Sweeney, Marathon County
Kay Palmer, Marathon County
Sonja Ackerman, Marathon County

2023 Library Advisory Committee

Teresa Hall (Chair), Loyal Public Library
Katie Aldrich (Vice Chair / Chair Elect), Northcentral Technical College
Virginia Roberts (Past Chair), Rhinelander District Library
Ada Demlow, Antigo Public Library
Brandon Hardin, Withee Public Library
Carla Huston, Jean M. Thomsen Memorial Library, Stetsonville
Erica Brewster, Demmer Memorial Library, Three Lakes
Felicia Albrecht; Edith Evans Community Library, Laona
Jacob Stingl, DC Everest School District, Schofield
Julie Beloungy, Thorp School District
Kay Heiting, Granton School District
Laurie Ollhoff, T.B. Scott Free Library, Merrill
Leah Giordano, Marathon County Public Library
Peg Billing, Lakeland Union High School District, Minocqua
Rita Ludvigsen, Western Taylor County Public Library, Gilman

2023 WVLS / V-Cat Steering Committee

Tom Bobrofsky (Chair); Trustee, Clark County
Eileen Grunseth; Trustee, Taylor County
Pat Pechura; Trustee, Oneida County
Sonja Ackerman; Trustee, Marathon County
Ada Demlow; Antigo Public Library, Langlade County
Amber Brill; Greenwood Public Library, Clark County
Cynthia Lemerande; Wabeno Public Library, Forest County
Laurie Ollhoff; T.B. Scott Library (Merrill), Lincoln County
Leah Giordano; Marathon County Public Library, Marathon County
Katie Zimmermann; WVLS Staff
Marla Sepnaffski; WVLS Staff

2023 V-Cat Council Executive Committee

Peg O'Connell (Chair), Minocqua Public Library
Janay Ziebell (Vice Chair / Chair Elect), Neillsville Public Library
Jenny Jochimson (Past Chair), Abbotsford Public Library
Katie Zimmermann, WVLS ILS Administrator
Marla Sepnafski, WVLS Director
Brenda Walenton, WVLS Business Manager

2023 V-Cat Council – Bibliographic/Interface Committee

Chris Luebbe (Chair), Marathon County Public Library
James Bauer, Marathon County Public Library
Cheryle Miller, Rhinelander District Library
Cindy Wendt, Minocqua Public Library
Emily Mueller, Frances L. Simek Memorial Library, Medford
Faith Martinson, T.B. Scott Free Library, Merrill
Maria Pregler, Antigo Public Library
Rachel Metzler, WVLS Staff

2023 V-Cat Council - Cooperative Circulation Committee

Laurie Renel-Faledas (Chair); Crandon Public Library, Forest County
Jenny Jochimson; Abbotsford Public Library, Clark County
Maria Pregler; Antigo Public Library, Langlade County
Evan Marzahn; T.B. Scott Library (Merrill), Lincoln County
Kitty Roesler; Marathon County Public Library, Marathon County
Virginia Roberts; Rhinelander District Library, Oneida County
Tammie Blomberg; Rib Lake Public Library, Taylor County
Katie Zimmermann, WVLS Staff

2023 V-Cat Council – ILS Evaluation and Review Committee

Alexander Johnson (Chair), Marathon County Public Library
Chris Luebbe, Marathon County Public Library
Ashley Greenhaw, Rhinelander District Library
Heidi O'Hare, Tomahawk Public Library
Kay Heiting, Granton Community Library
Maria Pregler, Antigo Public Library
Maxx Handel, Frances L. Simek Memorial Library, Medford
Tammie Blomberg, Rib Lake Public Library
Rachel Metzler, WVLS Staff
Katie Zimmermann, WVLS Staff

2023 Northern Wisconsin ILS Consortium Exploration (NICE) Team

Alexander Johnson, Marathon County Public Library
Gina Rae, Northern Waters Library Service
Jackee Johnson, Northern Waters Library Service

Molly Lank-Jones, Sherman and Ruth Weiss Community Library, Hayward
Peg O'Connell, Minocqua Public Library
Sue Heskin, Superior Public Library
Tammie Blomberg, Rib Lake Public Library
Teresa Schmidt, Mercer Public Library
Rachel Metzler, WVLS Staff
Katie Zimmermann, WVLS Staff

2023 WVLS MENTORS

Carla Huston, Jean M. Thomsen Memorial Library, Stetsonville
Erica Brewster, Demmer Memorial Library, Three Lakes
Julie Beloungy, Thorp School District
Kay Heiting, Granton Community Library
Kristie Hauer, Shawano County Library
Sarah Sugden, Brown County Public Library, Green Bay
Susan Heskin, Superior Public Library

2023 WVLS LLD Cohort

Louise Olszewski, WVLS Trustee
Mike Otten, WVLS Trustee
Tom Bobrofsky, WVLS Trustee
Ada Demlow, Antigo Public Library
Carla Huston, Jean M. Thomsen Memorial Library, Stetsonville
Heidi O'Hare, Tomahawk Public Library
Katelyn Sabelko, Marathon County Public Library
Laurie Ollhoff, T.B. Scott Library, Merrill
Teresa Hall, Loyal Public Library
Virginia Roberts, Rhinelander District Library
Brenda Walenton, WVLS Staff
Jamie Matczak, WVLS Staff
Joshua Klingbeil, WVLS Staff
Kris Adams Wendt, WVLS Staff
Marla Sepnafski, WVLS Staff
Sherry Machones, Northern Waters Library Service

OTHER LEADERSHIP POSITIONS

Cooperative Children's Book Center (CCBC) Advisory Board: Annette Miller, Tomahawk Public Library

Council on Library and Network Development (COLAND): Appointments by Governor Tony Evers - Michael Otten, WVLS Trustee, and Joshua Klingbeil, WVLS Staff

Public Library System Marketing Cohort: Jamie Matczak, WVLS Staff

System Office Managers and Business Administrators of Wisconsin (SOMBAW): Brenda Walenton, WVLS Staff

System and Resource Library Administrators Association of Wisconsin (SRLAAW): Leah Giordano, Marathon County Public Library, and Marla Sepnafski, WVLS Staff

Wisconsin Humanities Council: Appointment by Governor Tony Evers – Kris Adams Wendt, WVLS Staff

WISCONSIN LIBRARY ASSOCIATION (WLA)

2022 Wisconsin Association of Public Libraries (WAPL) Conference Presenter: Krista Blomberg, Rib Lake Public Library

2022 Wisconsin Library Association Conference Presenters: Denise Chojnacki, Rhinelander District Library; Laurie Ollhoff, T.B. Scott Library, Merrill; Sherry Machones, Northern Waters Library Service; Jamie Matczak, WVLS Staff; and Kris Adams Wendt, WVLS Staff

2022 Wisconsin Library Association Conference Room Monitors: Tom Bobrofsky, WVLS Trustee, and Jamie Matczak, WVLS Staff

2023 WLA Conference Planning Committee: Jamie Matczak (Chair), WVLS Staff and Brenda Walenton (Vendor Exhibits), WVLS Staff

2023 Leadership Development Institute: Sherry Machones (Chair), Northern Waters Library Service

Federal Relations Coordinator: Sherry Machones, Northern Waters Library Service

Library Development and Legislation (LD&L) Committee: Kris Adams Wendt, WVLS Staff, and Sherry Machones, Northern Waters Library Service

LD&L Budget Team: Kris Adams Wendt, WVLS Staff

LD&L Library Legislative Day Team: Kris Adams Wendt, WVLS Staff

Wisconsin Small Libraries Section Board: Tammie Blomberg, Rib Lake Public Library

WISCONSIN PUBLIC LIBRARY CONSORTIUM (WPLC)

WPLC Board Member and Liaison to Digital Library Steering Committee: Rachel Metzler, WVLS Staff

Collection Development Committee: Rachel Metzler, WVLS Staff

Digital Archives Backup Collaboration Steering Committee: Joshua Klingbeil, WVLS Staff

Digital Library Steering Committee: System Representative - Ada Demlow, Antigo Public Library

Selection Committees: (Advantage/Consortium Collections): Cindy Wendt, Minocqua Public Library (Adv); Jenny Jochimsen, Abbotsford Public Library (Adv); Kate Sullivan, Marathon County Public Library (Adv); Lorelee Peterson, Owen Public Library (Consortium and Adv); Maria Pregler, Antigo Public Library (Adv); Rachel Metzler, WVLS Staff (Adv)

Technology Backup Collaboration Steering Committee: Joshua Klingbeil, WVLS Staff

Technology Collaboration Operations Committee: Kris Schwartz, IFLS Library System and Tony

Kriskovich, Northern Waters Library Service (LEAN WI Partnership)

Technology Collaboration Steering Committee: Marla Sepnafski, WVLS Staff

LEADERSHIP BY COUNTY

Clark County

Amber Brill, Greenwood Public Library
Brandon Hardin, Withee Public Library
Janay Ziebell, Neillsville Public Library
Jenny Jochimsen, Abbotsford Public Library
Julie Beloungy, Thorp School District
Kay Heiting, Granton Community Library / Granton School District
Loralee Peterson, Owen Public Library
Louise Olszewski, WVLS Trustee
Teresa Hall, Loyal Public Library
Tom Bobrofsky, WVLS Trustee

Forest County

Carol Bartlein, WVLS Trustee
Cynthia Lemerande, Wabeno Public Library
Felicia Albrecht, Edith Evans Community Library, Laona
Laurie Renel-Faledas, Crandon Public Library

Langlade County

Ada Demlow, Antigo Public Library
Judy Peterson, WVLS Trustee
Maria Pregler, Antigo Public Library

Lincoln County

Annette Miller, Tomahawk Public Library
Dr. Diane Peterson, WVLS Trustee
Evan Marzahn, T.B. Scott Library, Merrill
Heidi O'Hare, Tomahawk Public Library
Laurie Ollhoff, T.B. Scott Library, Merrill

Marathon County

Alexander Johnson (Chair), Marathon County Public Library
Chris Luebbe, Marathon County Public Library
Jacob Stingl, DC Everest School District
James Bauer, Marathon County Public Library
Jessica Bernett, WVLS Trustee
Jim Backus, WVLS Trustee
Kari Sweeney, WVLS Trustee
Kate Sullivan, Marathon County Public Library
Katie Aldrich, Northcentral Technical College

Kay Palmer, WVLS Trustee
Kitty Roesler, Marathon County Public Library
Leah Giordano, Marathon County Public Library
Michael Otten, WVLS Trustee
Sonja Ackerman, WVLS Trustee

Oneida County

Ashley Greenhaw, Rhinelander District Library
Cheryle Miller, Rhinelander District Library
Cindy Wendt, Minocqua Public Library
Denise Chojnacki, Rhinelander District Library
Erica Brewster, Demmer Memorial Library, Three Lakes
Pat Pechura, WVLS Trustee
Peg Billing, Lakeland Union High School District, Minocqua
Peg O'Connell, Minocqua Public Library
Petra Pietrzak, WVLS Trustee
Virginia Roberts, Rhinelander District Library

Taylor County

Carla Huston, Jean M. Thomsen Memorial Library, Stetsonville
Eileen Grunseth, WVLS Trustee
Emily Mueller, Frances L. Simek Memorial Library, Medford
Krista Blomberg, Rib Lake Public Library
Maxx Handel, Frances L. Simek Memorial Library, Medford
Rita Ludvigsen, Western Taylor County Public Library, Gilman
Tammie Blomberg, Rib Lake Public Library

LEADERSHIP OUTSIDE WVLS AREA

Gina Rae, Northern Waters Library Service
Jackee Johnson, Northern Waters Library Service
Kris Schwartz, IFLS Library System (LEAN WI Partnership)
Kristie Hauer, Shawano County Library
Molly Lank-Jones, Sherman and Ruth Weiss Community Library, Hayward
Sarah Sugden, Brown County Public Library, Green Bay
Sherry Machones, Northern Waters Library Service
Susan Heskin, Superior Public Library
Teresa Schmidt, Mercer Public Library
Tony Kriskovich, Northern Waters Library Service (LEAN WI Partnership)

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
 September 21, 2024
 Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is November 16, 2024.

President Tom **Bobrofsky** called the meeting to order at 9:32 AM. Roll call was taken by **Wendt** and a quorum was declared present.

Present

Tom Bobrofsky, President
 Mike Otten, Treasurer
 Sonja Ackerman, member
 Jim Backus, member
 Carol Bartlein, member* (arrived 9:45)
 Candice Grunseth, member
 Louise Olszewski, member*
 Kay Palmer, member
 Judy Peterson, member
 Petra Pietrzak, member
 Kari Sweeney, member

Others Present

Marla Sepnaski, WVLS Director
 Erica Brewster,* WVLS staff
 Susie Hafemeister, WVLS staff
 Josh Klingbeil, WVLS staff
 Jamie Matczak,* WVLS staff
 Brenda Walenton, WVLS staff
 Kris Adams Wendt, WVLS staff
 Katie Zimmerman, WVLS staff

*denotes remote attendance

Excused

Eileen Persike, member
 Jessica Bernett, member
 Diane Peterson, member

Vacant

Marathon County representative

NOTE: All exhibits may be accessed at <https://wvls.org/bot-agenda-exhibits/>.

CONSENT AGENDA APPROVAL

Ackerman/Pietrzak motion to approve the agenda as presented. All aye. Motion carried.

APPROVAL OF MINUTES (Exhibit 1)

J. Peterson/Palmer motion to approve minutes of the August 17, 2024 WVLS Board meeting. All aye. Motion carried.

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2-7)

Sweeney/Olszewski motion to approve the financial reports and current bills as presented. All aye. Motion carried.

JANUARY - AUGUST 2024 TREASURER'S REPORT (Exhibit 8)

Ackerman/Palmer motion to approve the Treasurer's Report as presented. All aye. Motion carried.

2025 WVLS PLAN – draft (Exhibit 9)

Brewster drew the Board's attention to item 6 at the bottom of page 7 added since the draft plan was reviewed on August 17: *Prepare to bring the WVLS website into full compliance with WCAG 2.1 Level AA technical standard to meet the new Title II ADA rule by April 26, 2026.* 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. More information regarding implementation plans to address these standards for WVLS libraries will be forthcoming.

Otten/J. Peterson motion to approve the revised 2025 WVLS Plan. All aye. Motion carried.

2025 WVLS BUDGET – draft (Exhibit 10)

Walenton explained revisions to the grant income line item. It is anticipated that aligning WVLS library websites with the change to ADA compliance standards may necessitate additional revisions when the Board next reviews end of 2024 reports and adjusts the 2025 budget at its February meeting.

Palmer/Ackerman motion to approve the 2025 WVLS Budget as amended. All aye. Motion carried.

NICE PROJECT; ILS MERGER BETWEEN NWLS NETWORK AND WVLS V-CAT (Exhibit 11)

Zimmermann walked the Board through exhibit 11. The Northern Wisconsin ILS Consortium Exploration (NICE) Project was an effort by Northern Waters Library Service (NWLS), Wisconsin Valley Library Service (WVLS), and their respective consortia to determine the value and feasibility of a merger to a shared Integrated Library System (ILS). Following an extensive study, it was determined, when put to a vote, that the merger did not have sufficient support among consortium members in either system to move forward at this time. WVLS staff will reflect on the outcome and have follow-up conversations with stakeholders. A report of lessons learned and next steps for V-Cat will be developed, including opportunities for improving V-Cat services for library users and future collaborations. Considerable Board discussion ensued. Appreciation was expressed to Zimmermann and WVLS staff for their considerable efforts.

Pietrzak/Bartlein motion that the WVLS Board go on record in continuing support of the NICE Project, while recognizing the validity of the V-Cat bylaws and decision and recommends keeping the door open to revisiting the project within two years. All aye. Motion carried.

REPORTS:

Resource Library (Exhibit 12): The Marathon County Public Library Resource Library Report includes the agenda and Director's Report for the September 16, 2024 MCPL Board of Trustees meeting, as well as the agenda and minutes from the July 15 and August 19, 2024 meetings.

WVLS Director (Exhibit 13): **Sepnafski** and other WVLS staff members in attendance took turns reviewing items from the Director's Report while taking comments and questions. **Wendt** reviewed the state library aid requests from the 2025-2027 [DPI budget released on September 16](#) (see pages 99-119). WLA talking points will be developed for **Library Legislative Day on February 11, 2025**. The next WLA Library Development & Legislation Committee meeting is September 27.

WVLS Library Advisory Committee (Exhibit 14): The LAC held its second 2024 meeting on August 15. The agenda included discussion of collection development issues, as well as review of the draft 2025 WVLS system plan and budget recommended for approval by the WVLS Board.

V-Cat Council (Exhibit 15): Highlights of the September 5 V-Cat Council meeting were covered during the Director's Report.

COLAND (Exhibit 16): **Otten** and **Klingbeil** shared highlights from the September 13 meeting of the Council for Libraries and Network Development (COLAND). The next COLAND meeting is on November 8.

WLA Conference (Exhibit 17): **Bobrofsky** promoted attendance at November 5-8 WLA annual conference in Green Bay and reviewed board travel expenses policy.

CONCERNS, COMMENTS, AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES: Informal discussion topics included the recent downtown fire in Loyal, Central Wisconsin Book Festival, trustee training, and board member visits to interesting libraries outside of WVLS counties.

CALENDAR

WVLS Board meeting: Saturday, November 16, 2024

WLA Annual Conference, KI Center, Green Bay: November 5 - November 8, 2024

ADJOURNMENT: J. Peterson/Olszewski motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:23 PM.

Respectfully submitted, Kris Adams Wendt, Meeting Recorder

V-Cat Council Meeting Minutes

Thursday, September 5, 2024, 9:30 a.m.



Call to Order and Announcements:

Chair, J. Ziebell (Neillsville), called the meeting to order at 9:32 a.m.

Members Present in WVLS Office:

J. Jochimsen (Abbotsford), V. Calmes (Colby), M. Handel (Medford), C. Huston (Stetsonville), K. Sabelko (MCPL), P. O'Connell (Minocqua), J. Ziebell (Neillsville), L. Petersen (Owen), V. Roberts (Rhineland), T. Blomberg (Rib Lake), and L. Ollhoff (Merrill).

Members Present Via Zoom:

L. Renel-Faledas (Crandon), J. Roth (Three Lakes), S. Bedroske (Dorchester), K. Heiting (Grant) leaving during the closed session at 11:19, A. Brill (Greenwood), T. Hall (Loyal), M. Highfill (Westboro), and H. O'Hare (Tomahawk).

Also Present:

Present in the WVLS office: K. Zimmermann (WVLS), C. Luebbe (MCPL), and M. Sepnaski (WVLS) leaving after the break. Present via Zoom: R. Metzler, (WVLS), J. Bauer (MCPL) leaving prior to the closed session, and J. Matczak (WVLS) leaving at the break.

Absent:

J. Hanson (Wabeno) with L. Renel-Faledas (Crandon) as proxy, B. Hardin (Withee), F. Albrecht (Laona), C. Soderstrom (Thorp), and T. Edge (Antigo).

Meeting Reminders:

Attendees were encouraged to familiarize themselves with the meeting reminders presented at the June meeting.

Approval of the Consent Agenda:

V. Roberts (Rhineland) moved to approve the Consent Agenda as presented, seconded by L. Ollhoff (Merrill). Motion carried.

V-Cat Financial Report:

The V-Cat Financial Reports for May-July were not included in emailed meeting documents and will be presented for approval at the November 2024 V-Cat meeting.

K. Zimmermann (WVLS) shared that 2024 marks the 25th anniversary of V-Cat and indicated that WVLS is planning a celebration of the leadership and innovation of all our V-Cat members. The history of the V-Cat consortium starts with the leadership and innovation of the M&M project, the first automated integrated library catalog between Merrill and Medford. This group then welcomed additional libraries to collaborate. The first 9 libraries joined T. B. Scott and Francis Simek Memorial library to form V-Catin 1999. This collaboration was and still is a huge benefit to the library users in our communities. It shows a willingness to collaborate and trust with hope for better service. We will have a celebration at the November V-Cat Council meeting. In addition, we plan to do something to recognize the efforts of frontline staff who are the heart and soul of V-Cat resource sharing and access.

NICE Project Report:

K. Zimmermann (WVLS) shared a [report](#) about the NWLN vote with the Council.

L. Ollhoff (Merrill) shared that a board member asked the V-Cat Council is voting since NWLN had already voted not to merge. Her board also wondered if V-Cat has considered other systems for partnership.

C. Huston (Stetsonville) asked for clarification about financing a merger, what grant money is available now, and if funds will be available later.

K. Zimmermann (WVLS) responded that it is important that V-Cat Council's will on this topic be documented. The vote against a merger by NWLN is not a final no. As a group, V-Cat Council needs to decide if it is beneficial to continue the

conversation with NWLN, or if a partnership can be pursued in a different way. She noted that an ILS merger is one way to pursue some economy of scale and efficiency. In the future V-Cat could consider different approaches.

K. Zimmermann (WVLS) added that WVLS staff have not had formal conversations with other library systems in Wisconsin. She noted that she believes IFLS is satisfied with their size and currently is not interested in coming together with more libraries. However, conversations are possible. Regarding the NICE project, there was a willingness from leadership at NWLN and WVLS to consider a merger as our timelines for ILS vendor exploration and review and current ILS contracts aligned.

K. Zimmermann (WVLS) addressed the question on financing a merger. She referred to the V-Cat NICE 2025 Draft Budget Estimates and clarified that if V-Cat and NWLN were to move forward with an ILS merger now, LSTA grant funds would be available for the bulk of the implementation costs. Beyond the 2025-2026 grant cycle, the availability of grant funds for this project is unknown.

C. Huston (Stetsonville) asked if there is a point where a library system can get too big to offer the one-on-one services provided now. K. Zimmermann (WVLS) noted that IFLS libraries are satisfied with their size, and it is working for them. She clarified that a V-Cat merger with NWLN would increase the number of locations from 35 (branches included) to 66.

Regarding size, V. Roberts (Rhineland) shared that Illinois is split into two systems and Georgia is one system. In some states a merger was a grassroots effort. In others, funding for systems was significantly reduced, and systems needed to find a different way forward.

T. Blomberg (Rib Lake) asked if the state could eliminate library systems, and wondered if it would matter that V-Cat and NWLN had merged. K. Zimmermann (WVLS) answered that we have not heard that message from the state. The PLSR program and the efforts of the state have been to pursue efficiencies and economies of scale with a grassroots movement towards collaboration.

L. Ollhoff (Merrill) added that at the state level library directors and advocates need to make sure that we communicate our appreciation for library system support to the legislators.

J. Ziebell (Neillsville) asked for more discussion and then called for a motion. It was clarified that there would be more opportunity for discussion following the motion.

T. Blomberg (Rib Lake) moved to go ahead with a vote. L. Ollhoff (Merrill) seconded.

Discussion followed regarding the clarity of the motion and the voting method.

T. Blomberg (Rib Lake) amended the motion to do a non-anonymous ballot vote to combine ILS services with Northern Waters. L. Ollhoff (Merrill) seconded.

A discussion about the motion occurred.

V. Roberts (Rhineland) asked if member libraries had the opportunity to go to their library boards.

K. Heiting (Grant) asked for clarification on the permanence of the vote, and whether this could be voted on again in the future. K. Zimmermann (WVLS) replied that issues could be presented to V-Cat again in the future. She added that there is a parliamentary limitation that issues cannot come back within the same "session," however the definition of a session for V-Cat Council matters is unclear.

V. Calmes (Colby) encouraged libraries to think about a few things before voting. First, is NWLN the best consortia to merge with? She shared concern about the division of materials between V-Cat and Northern Waters and potential for V-Cat libraries to become large net lenders. Secondly, she added that WISCAT will not go away by adding NWLN and asked Council members to consider how much this merger would reduce WISCAT work. She requested that Council

members consider the “no” vote from NWLN and what changes may be needed to get NWLN on board with a merger. She expressed concerns about unknown additional costs to this merger in the future.

K. Sabelko (MCPL) shared gratitude for being able to participate on the NICE Team and to WVLS staff for their efforts. She also thanked workgroup members and other NICE Team members for their efforts. The exploration has been enlightening and worthwhile. MCPL’s concerns remain the same as previously shared, including increase in staff workload, uncertainty about increased hold times for patrons, unknown value added for WVLS libraries with a merged collection, about longevity of savings presented, challenges experienced during workgroup processes, and the differences in the way the two systems operate. She noted that because of MCPL’s concerns, and the concerns raised by NWLN and other V-Cat members, it appeared that the two systems were not ready to merge at this time.

V. Roberts (Rhineland) expressed the positive aspects of the merger. As a library in a border county with NWLS, she sees a lot of cross county traffic. People have library cards in both NWLN and V-Cat. At Rhineland, we don’t know if there are issues with NWLN patrons, it would be nice to have that information. When using WISCAT, Rhineland looks at NWLN’s collection first as they often have what we need, especially for book clubs. In response to the concern with the different hold systems, she noted that, when she worked at an IFLS library, the holds setup worked really well, and people received things quickly. IFLS does lucky day collections as one solution to meet patron demand. She further noted that, despite budget challenges and concerns about staffing cuts, they have considered the workload increase and feel it is possible. She recognized that NWLN’s smaller collection was an issue. Rhineland adult services staff see a benefit from the workload decrease in WISCAT. And we would know if there were a problem patron across the border, and it would make working with our partners in Oneida County easier.

T. Blomberg (Rib Lake) added that she was on the NICE Team and saw an ILS merger as a definite plus for patrons and the patron experience. She noted that Rib Lake staff feel they could handle a potential 15-20% increase in workload in the area of resource sharing.

J. Roth (Three Lakes) shared that she echoed V. Roberts’ (Rhineland) comments. The financial and community aspects of this merger were hugely beneficial for Three Lakes.

A non-anonymous ballot vote was taken via paper and online ballot.

Votes were tallied publicly:

Representative vote: 16 yea, 5 nay, 0 abstained. (66.7%)

Weighted vote: 51 yea, 50 nay, 0 abstained. (50.5%)

Motion did not carry.

Break – until 10:45

Bibliographic and Interface Committee Report:

Committee Chair, C. Luebke (MCPL), reviewed the [written report](#) that was previously shared with the Council.

Cooperative Circulation Committee Report:

Committee Chair, V. Roberts (Rhineland), mentioned there was no update to share as the committee was not able to meet in August.

ILS Evaluation and Review Committee Report:

K. Zimmermann (WVLS) reported on behalf of the committee and briefed Council members on the [ILS Evaluation and Review Committee’s Report from August 2023](#).

She added that updated quotes from two vendors considered were requested, as the quotes from 2023 were no longer valid. She noted that if V-Cat Council chooses to go into closed session, the details could be discussed.

J. Jochimsen (Abbotsford) moved to go into closed session to discuss updated quotes, seconded by L. Ollhoff (Merrill). A roll call vote was taken. All V-Cat Council members voted to go into closed session. Motion carried.

M. Handel (Medford) moved to come out of closed session, seconded by V. Roberts (Rhineland). A roll call vote was taken. All V-Cat Council members voted to come out of closed session. Motion carried.

The V-Cat Council opted to postpone a vote on an ILS product until an updated quote from Sierra was received and until information on Koha's improvements was received. Specifically, the Council wanted to know if Koha's improvements addressed the concerns noted in the ILS Evaluation and Review Committee's Report.

Report of the ILS Administrator:

K. Zimmermann (WVLS) shared about the status of the following projects:

Adult patron records expired and inactive over 5 years with no fines or fees as of July 1, 2024, will be purged. She noted that Birth date is used to determine "adult" records rather than patron type. A list of patron record numbers to be purged was sent out in late June, and a reminder was sent in early August. Libraries that needed adjustments due to their records retention schedule or that needed a record of purged patrons, were asked to contact WVLS staff by Wednesday, August 28.

Patrons without birth dates. After the patron record deletions are completed, WVLS will be sending library staff lists of patron records that do not have birth dates. Per V-Cat guidelines, all patrons must have a birth date in their account. Since V-Cat does not collect unique ID numbers for patrons, birthdates are vital to identifying individuals., Birthdates, along with full middle names, can protect against fraudulent use of library cards, or of library staff accidentally sharing library activity information with the wrong individual.

Patron code 4 accuracy check. This summer with the help of MCPL Library Specialist and UW Madison Information School graduate student, Jailin Peterson, the US Census Bureau's Geocoder Batch Addressing tool is now being used to identify patron records with inaccurate patron code 4 information. Inaccuracies can happen when addresses are updated, and the patron code 4 is not adjusted. The eventual goal is to perform checks on records annually, and to validate records on a more regular basis.

If WVLS staff can determine a correct patron code 4 using the geocoder tool along with their local field mapping, they will update patron code 4 in patron records, and report changes to the library. The report will include the patron number, the former patron code 4, and the new updated patron code 4.

If WVLS is unable to verify the patron code 4 based on address, a list of patron records will be sent to libraries to be reviewed for address and patron code 4 accuracy.

As part of this process, new codes were added to the patron code 4 listings in Sierra.

- Ccl-Stanley, city of in Clark County
- Mcl-Dorchester, village of in Marathon County
- Vcl- Plum Lake (removed Sayner from the listing as Plum Lake includes both Sayner and Star Lake but all 3 don't fit in the description)
- Pcl- Amherst (corrected so that there is township and village)

How to handle the following additional fields and residencies were being considered:

- Forest County tribal land
- Mcl - Village of Brokaw
- May need to consider additional categories for other counties in Wisconsin to allow for listing of "librarianed" and "unlibrarianed" municipalities.

Sierra changes will be made for fine free and fine reductions at Rhineland and Stetsonville in September.

Sierra changes for Remote Outreach / Bookmobile service for Antigo Public Library / Langlade County were in progress.

Sierra and Innovative Updates Innovative Support Ticketing System

Innovative/Clarivate is implementing a new case management system for support. A webinar on the new system was planned for 1:00 p.m. following the V-Cat Council meeting. Innovative's migration to a new case management system for support means WVLS staff will need to archive all tickets prior to January 2017.

A new email notices product, LX Starter, is now available for consortiums at no additional cost. It requires Sierra 6.2, which was released earlier this year. WVLS servers need to be upgraded prior to a migration to Sierra 6.2 and before we would be able to use this new product.

The server V-Cat is using to host Sierra needs an operating system upgrade. Currently V-Cat/LeanWI is running Sierra on CentOS 7, which is unsupported as of Sierra 6.2 / June 2024. V-Cat has the option to consider either a server migration or a move to cloud hosting with Innovative.

Currently V-Cat's ILS is self-hosted on rented server space. LeanWI manages the updates, security, backups, and any server/network management. This is a benefit as we have some control over the configuration, however it is largely determined by Sierra's software constraints. Historically self-hosting has been the most cost-effective method. To upgrade to Sierra 6.2, LeanWI will need to set up new servers with a different operating system. Then Innovative will migrate the Sierra Application and Database to the new server. Innovative may charge for this migration.

The other option is to move to Innovative cloud hosting. The Sierra application and database would be hosted on servers in the cloud. Innovative would manage the updates, security, backups and any server/network management. There is a possibility that cloud hosting would put less responsibility on LeanWI staff, but the difference between self-hosted and the responsibility for maintaining security and access to cloud hosted Sierra is unknown. Pricing and terms for cloud hosting are set by Innovative, and the cost has come down significantly. While server capacity can be reduced if V-Cat moves to cloud hosting, a good portion of the infrastructure costs required to maintain network connectivity to the cloud-hosted ILS remains, any savings would be minimal.

With IFLS, and possibly NWLS making the move to cloud hosting, it is important to consider. Equity of effort is important for the LeanWI partnership.

L. Ollhoff (Merrill) asked about security concerns with cloud hosting and self-hosting. K. Zimmermann (WVLS) indicated that WVLS staff could provide more information at the November V-Cat Council meeting.

V. Roberts (Rhinelander) asked for the cost of self-hosting. K. Zimmermann (WVLS) noted that it is complicated. Most of the V-Cat Hardware and Equipment Maintenance includes the infrastructure costs required to maintain network connectivity and a smaller amount covers server hosting. .

Shared Sierra Passwords must be reset when any staff with knowledge of the username and password leaves a V-Cat member library. This is necessary to protect the database, the member library as well as other V-Cat libraries, WVLS, and V-Cat library users. V Cat libraries were asked to notify WVLS of staffing changes. To ensure staff status are recorded correctly in V-Cat and other areas, and that new staff get added to WVLS email lists, E. Brewster (WVLS) has created a form to report changes. The form is available on the [V-Cat Technology page](#) and is password protected with the same password as the V-Cat training page.

V-Cat Training Report:

K. Zimmermann (WVLS) presented [upcoming V-Cat training opportunities](#).

K. Zimmermann (WVLS) shared an upcoming scholarship [opportunity for the Back in Circulation Conference](#).

Report of the ILS Specialist:

R. Metzler (WVLS) reported that routine database maintenance occurred as normal that that there was nothing unusual to report. She also noted that the LSTA Cooperative Cataloging Grant team would be meeting again soon.

R. Metzler (WVLS) shared a new [procedure](#) for potentially counterfeit materials and reminded the Council of the [V-Cat recommendation on counterfeit materials](#).

Recommendation Review / Aspen Appetizer / Sierra Snack:

Aspen Appetizer

K. Zimmermann (WVLS) shared preliminary Aspen Test Server information. Each library's Aspen test server URL has "test-" appended to the front. The test server is not live and is updated once a month, approximately two weeks before Aspen upgrades. Changes in the test server are not migrated to live sites. The test sites provide an opportunity to test and experiment without affecting the live site and patron experience. Currently all test sites have Aspen's Accessible Browse Categories turned on for individuals who navigate websites without a mouse or track pad. K. Zimmermann (WVLS) indicated that more information about Aspen test servers and an opportunity to participate in testing will be forthcoming, and that some testing working sessions will be available for those who are interested.

Request for Agenda Items:

A Council member requested that an overview be given on the security of cloud-based servers and the pro/cons of a cloud-based server.

Upcoming Meetings:

V-Cat Cooperative Circulation Committee - Wednesday, September 18

V-Cat Bibliographic / Interface Committee - Tuesday, October 8

V-Cat Council - Thursday, November 14 (note date change due to WLA conference)

Adjournment:

Chair, J. Ziebell (Neillsville), called for a motion to adjourn. L. Ollhoff (Merrill) moved to adjourn, seconded by P. O'Connell (Minocqua). Motion carried. Meeting adjourned at 12:07 p.m.

SUBMITTED: 9/16/2024 R. METZLER, RECORDER