



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, MAY 21, 2025

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 April 16, 2025
2. Vouchers for April 2025
3. Unaudited Monthly Income & Expense Report for April 2025
4. Monthly Statistical Report for April 2025

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approval of Donations Policy
2. Action Item: Review and approval of Displays, Exhibits, Posting and Distribution of Materials Policy
3. Action Item: Review and approval of Endowment Fund Request for the purchase of Large Window Wall Privacy Drapery
4. Report: Zander Trust Agreement Final Report
5. Report: Youth Services Renovation Project Update
6. Discussion Item: Strategic Goals & Action Steps #2
7. Discussion Item: Wisconsin Trustee Essential #24: Library Friends and Library Foundations

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

Wednesday, June 18, 2025, @4PM

VII. Adjournment

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

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

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

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, APRIL 16, 2025 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

- 1. Call to order and roll call** - M. Geisler called the meeting order at 4PM.
Present: K. Breitenmoser, D. Dalsky, C. Grunenwald, A. Huftel, R. Martinovici, E. McCrank, B. Rothlisberg, M. Weix. Also present were L. Ollhoff, A. Bennett, and camera operator.
- 2. Correspondence** - Correspondence was received from Lincoln County Humane Society thanking the library staff for their monetary donation and two anonymous library visitors thank you notes to staff complimenting them on their kind demeanor and the welcoming environment. No further discussion.
- 3. Public comment** - No public comment.

II. Consent Items

- 1. Minutes of regular meeting on March 19, 2025** - K. Breitenmoser/R. Martinovici/C to approve the Minutes of the regular meeting on March 19, 2025. No discussion.
- 2. Vouchers for March 2025** - A. Huftel/B. Rothlisberg/C to approve the Vouchers for March 2025. No discussion.
- 3. Unaudited Monthly Income & Expense Report for March 2025** - E. McCrank/R. Martinovici/C to approve the Unaudited Monthly Income & Expense Report for March 2025. E. McCrank inquired about the year-to-date amount in Office Supplies and why it was at the percentage level it currently displayed. A. Bennett explained that there was a one-time purchase of book label material required for the new shelving arrangement in Youth Services that is to take place later this year. No further discussion.
- 4. Monthly Statistical Report for March 2025** - E. McCrank/A. Huftel/C to approve the Monthly Statistical Report for March 2025. E. McCrank addressed data indicating that material usage by patrons outside the county has gone up and data related to Fiction check out has also increased, as well as, game check out. No further discussion.

III. Reports/Discussion Items/Action Items

- 1. Discussion Item: Zander Trust Agreement Update** - Discussion Item: M. Geisler provided a status report and informed the Board that the Trust Agreement has been reviewed and signed. L. Ollhoff stated that a signed copy of the Trust Agreement will be on file at the Library. L. Ollhoff also indicated that a signed copy will be sent to the City for their records and a follow-up discussion will occur with the Finance Director to clean up their

records referencing the Zander Trust to be in line with the auditor's request. No further discussion.

2. **Discussion Item: Strategic Goals & Action Steps #1 Review** - M. Geisler directed the Board members to review. No discussion.
3. **Discussion Item: Wisconsin Trustee Essential #23: Dealing with Challenges to Materials and Policies** - M. Geisler directed the Board members to review. E. McCrank mentioned that the Board policy had been recently updated. No further discussion.

IV. Library Director's Report L. Ollhoff directed Board members to the written report and highlighted the following: Chad Lewis is a popular presenter and his most recent presentation brought in 60 attendees; his presentations are always well-attended as people enjoy all things bizarre. The Executive Order affecting the Institute of Museum and Library Services (IMLS) has the library system in a holding pattern; we will continue to monitor and update the Board as communication continues at the federal, state, and local level. A mention of the Wisconsin Valley Library Service (WVLS) Director's Report included in the packet. E. McCrank inquired as to who the T.B. Scott Free Library representative will be. L. Ollhoff informed the Board that it would be Kate Morris. That appointment will hopefully take place at the May meeting for WVLS. Friends of the Library Book Sale has been scheduled for May 8 - May 10. Quick update of Youth Services renovation project. Staff report to include a mention of Kay Andrew's retirement and low-key celebration. The patron gate for the RFID system will be installed on Wednesday, April 30. Highlight of new Library newsletter, The Scott Pages, was addressed. M. Weix followed up with a question about the Library's budget and how much it relies upon the funding that comes through IMLS. L. Ollhoff provided a brief summary and indicated she would follow up with more information as needed or as it is relayed to the Library system. L. Ollhoff indicated that if funding is cut drastically, there will be a void in support at the state level as many of the consultants are funded through IMLS grants to the state/library system. No further discussion.

V. President's Remarks M. Geisler thanked everyone for attending.

VI. Date and Time of Next Meeting

1. **May 21, 2025, @4PM in the Library Community Room -**

VII. Adjournment R. Martinovici/K. Breitenmoser/C to adjourn at 4:16 pm.

April 2025

Company Being Paid	4/4/25		4/10/25		4/11/25		4/18/25		4/25/25		APRIL 2024	
	Packet	Packet	Packet	Packet	Packet	Packet	Packet	Packet	Packet	Packet	TOTALS	
Amazon					\$ 1,052.42						\$ 1,052.42	
B&T L0280842					\$ 119.50	\$ 182.45	\$ 194.62	\$ 496.57			\$ 496.57	
B&T L5491882	\$ 544.52				\$ 240.99		\$ 242.73	\$ 1,028.24			\$ 1,028.24	
Bookshop, Inc.							\$ 289.03	\$ 289.03			\$ 289.03	
CDW-G						\$ 89.28		\$ 89.28			\$ 89.28	
Cengage Learning, Inc.					\$ 315.89			\$ 315.89			\$ 315.89	
Center Point Large Print	\$ 46.74							\$ 46.74			\$ 46.74	
Cintas					\$ 238.77			\$ 238.77			\$ 238.77	
Coast to Coast Computer Products							\$ 279.97	\$ 279.97			\$ 279.97	
Collaborative Summer Library Program							\$ 159.11	\$ 159.11			\$ 159.11	
Complete Control, Inc.							\$ 81.00	\$ 81.00			\$ 81.00	
Dave's County Market								\$ 32.16			\$ 32.16	
Demco					\$ 137.41			\$ 137.41			\$ 137.41	
Elan		\$ 1,525.28						\$ 1,525.28			\$ 1,525.28	
Ferguson							\$ 186.46	\$ 186.46			\$ 186.46	
Frontier						\$ 123.83		\$ 123.83			\$ 123.83	
Haenco					\$ 232.32			\$ 232.32			\$ 232.32	
Lewis, Chad	\$ 250.00							\$ 250.00			\$ 250.00	
Libraria (fka Children's Plus)					\$ 154.44	\$ 651.88		\$ 806.32			\$ 806.32	
Marathon County Public Library						\$ 8.99		\$ 8.99			\$ 8.99	
Merrill Ace Hardware												
Merrill Food Pantry	\$ 90.00							\$ 90.00			\$ 90.00	
Merrill Water Utility						\$ 119.00		\$ 119.00			\$ 119.00	
Multi Media Channels	\$ 378.00							\$ 378.00			\$ 378.00	
NAPA						\$ 5.49		\$ 5.49			\$ 5.49	
NewEgg Business	\$ 159.98						\$ 4,314.00	\$ 4,473.98			\$ 4,473.98	
Northwind Renewable Energy						\$ 262.40		\$ 262.40			\$ 262.40	
Per Mar Security Services					\$ 32.22			\$ 32.22			\$ 32.22	
Plautz, Donna	\$ 20.09							\$ 20.09			\$ 20.09	
Playaway Products	\$ 664.89							\$ 664.89			\$ 664.89	
Scholastic						\$ 91.00		\$ 91.00			\$ 91.00	
School Outfitters	\$ 1,836.92							\$ 1,836.92			\$ 1,836.92	
TB Scott Library - Petty Cash						\$ 76.40		\$ 76.40			\$ 76.40	
Tomahawk Leader							\$ 100.00	\$ 100.00			\$ 100.00	
VIP Office Products							\$ 46.97	\$ 46.97			\$ 46.97	
Wisconsin Public Service					\$ 2,652.27			\$ 2,652.27			\$ 2,652.27	
	\$ 3,991.14	\$ 1,525.28	\$ 5,208.39	\$ 1,610.72	\$ 5,893.89	\$ 18,229.42						

April 2025

Company Being Paid						APRIL 2024	
	4/4/25	4/10/25	4/11/25	4/18/25	4/25/25	TOTALS	
	Packet	Packet	Packet	Packet	Packet		
Amazon			\$ 1,052.42			\$ 1,052.42	
B&T L0280842			\$ 119.50	\$ 182.45	\$ 194.62	\$ 496.57	
B&T L5491882	\$ 544.52		\$ 240.99		\$ 242.73	\$ 1,028.24	
Bookshop, Inc.					\$ 289.03	\$ 289.03	
CDW-G			\$ 89.28			\$ 89.28	
Cengage Learning, Inc.			\$ 315.89			\$ 315.89	
Center Point Large Print	\$ 46.74					\$ 46.74	
Cintas			\$ 238.77			\$ 238.77	
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Marathon County Public Library				\$ 8.99		\$ 8.99	
Merrill Ace Hardware						\$ -	
Merrill Food Pantry	\$ 90.00					\$ 90.00	
Merrill Water Utility				\$ 119.00		\$ 119.00	
Muti Media Channels	\$ 378.00					\$ 378.00	
NAPA			\$ 5.49			\$ 5.49	
NewEgg Business	\$ 159.98				\$ 4,314.00	\$ 4,473.98	
Northwind Renewable Energy				\$ 262.40		\$ 262.40	
Per Mar Security Services			\$ 32.22			\$ 32.22	
Plautz, Donna	\$ 20.09					\$ 20.09	
Playaway Products	\$ 664.89					\$ 664.89	
Scholastic				\$ 91.00		\$ 91.00	
School Outfitters	\$ 1,836.92					\$ 1,836.92	
TB Scott Library - Petty Cash				\$ 76.40		\$ 76.40	
Tomahawk Leader					\$ 100.00	\$ 100.00	
VIP Office Products					\$ 46.97	\$ 46.97	
Wisconsin Public Service			\$ 2,652.27			\$ 2,652.27	
	\$ 3,991.14	\$ 1,525.28	\$ 5,208.39	\$ 1,610.72	\$ 5,893.89	\$ 18,229.42	

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
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01-000271 BAKER & TAYLOR L5491882

I-2038974475	1	ACCT # 216389 L549188 2 B0000	544.52	1099: N			
4/04/2025		DUE: 4/04/2025 DISC: 4/04/2025		10 55110-13-10100	Adult Dept Non-Fiction		469.00
		ACCT # 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies		66.14
		ACCT # 216389 L549188 2 B00000		10 55110-03-11000	Postage		9.38

=== VENDOR TOTALS === 544.52

01-000274 CENTER POINT LARGE PRINT

I-2157432	1	CUST # 54452	46.74	1099: N			
4/04/2025		DUE: 4/04/2025 DISC: 4/04/2025		10 55110-13-10400	Adult Dept Large Print		46.74
		CUST # 54452					

=== VENDOR TOTALS === 46.74

01-003195 CHAD LEWIS

I-20250404	1	04/08/25 PRESENTATION	250.00	1099: N			
4/04/2025		DUE: 4/04/2025 DISC: 4/04/2025		10 55110-03-41250	Programming - Adult		250.00
		04/08/25 PRESENTATION					

=== VENDOR TOTALS === 250.00

01-000085 MULTI MEDIA CHANNELS

I-IN254843	1	ACCT # 102219	99.00	1099: N			
4/04/2025		DUE: 4/04/2025 DISC: 4/04/2025		10 55110-03-41000	Public Relations/Publici		99.00
		ACCT # 102219					

=== VENDOR TOTALS === 99.00

I-IN255989	1	ACCT # 102219	279.00	1099: N			
4/04/2025		DUE: 4/04/2025 DISC: 4/04/2025		10 55110-03-41001	Misc Rev - Publicity		279.00
		ACCT # 102219					

=== VENDOR TOTALS === 378.00

01-005479 NEMEGG BUSINESS INC.

I-130541117	1	CUST # 91945026	159.98	Monitors			
4/04/2025		DUE: 4/04/2025 DISC: 4/04/2025		1099: N			
		CUST # 91945026		10 55110-15-42500	Computer Equipment		159.98

=== VENDOR TOTALS === 159.98

4/07/2025 11:33 AM

A/P Regular Open Item Register

PAGE: 2

PACKET: 11812 LIBRARY - 20250404
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-004398 DONNA J PLATVZ

I-20250404	MARCH MILEAGE	20.09			
4/04/2025	1 DUE: 4/04/2025 DISC: 4/04/2025		1099: N		
	MARCH MILEAGE		10 55110-03-30500	Mileage	20.09
===== VENDOR TOTALS =====		20.09			

01-002660 PLAYAWAY PRODUCTS LLC

I-492633	Sales Order # 442235	59.99			
4/04/2025	1 DUE: 4/04/2025 DISC: 4/04/2025		1099: N		
	Sales Order # 442235		10 55110-14-20000	Youth Audiobooks & CDs	59.99
I-493098	Sales Order # 455392	604.90			
4/04/2025	1 DUE: 4/04/2025 DISC: 4/04/2025		1099: N		
	Sales Order # 455392		10 55110-14-20000	Youth Audiobooks & CDs	354.90
	Sales Order # 455392		26 55110-03-25000	Library Grants - Expense	250.00
===== VENDOR TOTALS =====		664.89			

01-005530 SCHOOL OUTFITTERS LLC

I-INVT14261755	ACCT # CL39363335	1,836.92	YS-PENNY		
4/04/2025	1 DUE: 4/04/2025 DISC: 4/04/2025		1099: N		
	ACCT # CL39363335		10 55110-03-41500	Programming - Youth	277.15
	KIM		10 55110-03-41501	Misc Rev-Programming-You	1,559.77
===== VENDOR TOTALS =====		1,836.92			

01-001654 ST. VINCENT DE PAUL OUTREACH

I-20250404	CASUAL FRIDAY DONATION	90.00			
4/04/2025	1 DUE: 4/04/2025 DISC: 4/04/2025		1099: N		
	CASUAL FRIDAY DONATION		10 55110-03-31000	Misc. - Petty Cash	90.00
===== VENDOR TOTALS =====		90.00			
===== PACKET TOTALS =====		3,991.14			

4/07/2025 11:33 AM
PACKET: 11812 LIBRARY - 20250404
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 3

** T O T A L S **

INVOICE TOTALS 3,991.14
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 3,991.14

** 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	ANNUAL BUDGET	BUDGET AVAILABLE
2025		10 -21-0000	Accounts Payable Control	3,741.14-*								
		10 -55110-03-10500	Library Supplies	66.14	7,000	5,685.83	1,041,156	814,253.76				
		10 -55110-03-11000	Postage	9.38	1,400	1,274.20	1,041,156	814,310.52				
		10 -55110-03-30500	Mileage	20.09	500	393.32	1,041,156	814,299.81				
		10 -55110-03-31000	Misc. - Petty Cash	90.00	0	0.00	1,041,156	814,229.90				
		10 -55110-03-41000	Public Relations/Publici	99.00	2,000	1,602.00	1,041,156	814,220.90				
		10 -55110-03-41001	Misc Rev - Publicity	279.00	0	1,362.99- X	1,041,156	814,040.90				
		10 -55110-03-41250	Programming - Adult	250.00	7,000	4,899.30	1,041,156	814,069.90				
		10 -55110-03-41500	Programming - Youth	277.15	7,500	5,692.83	1,041,156	814,042.75				
		10 -55110-03-41501	Misc Rev-Programming-You	1,559.77	0	1,679.99- Y	1,041,156	812,760.13				
		10 -55110-13-10100	Adult Dept Non-Fiction	469.00	10,000	8,284.22	1,041,156	813,850.90				
		10 -55110-13-10400	Adult Dept Large Print	46.74	4,300	3,262.16	1,041,156	814,273.16				
		10 -55110-14-20000	Youth Audiobooks & CDs	414.89	1,500	960.13	1,041,156	813,905.01				
		10 -55110-15-42500	Computer Equipment	159.98	10,000	6,384.19	1,041,156	814,159.92				
		26 -21-0000	Accounts Payable Control	250.00-*								
		26 -55110-03-25000	Library Grants - Expense	250.00	0	250.00- Y	0	4,690.06- Y				
		99 -14-0010	Due from General Fund	3,741.14 *								
		99 -14-0026	Due From Non-Lapsing	250.00 *								

** 2025 YEAR TOTALS 3,991.14

4/07/2025 11:33 AM
PACKET: 11812 LIBRARY - 20250404
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2025	3,741.14
26	4/2025	250.00

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

4/11/2025 11:32 AM
PACKET: 11827 LIBRARY - 20250410
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----
POST DATE BANK CODE -----DESCRIPTION----- GROSS P.O. #
DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION
01-000128 EIAN FINANCIAL SERVICES

1-20250410		ACCT # 5472 1102 2200 0197	1,525.28	1099: N		
4/10/2025	1	DUE: 4/10/2025 DISC: 4/10/2025		10 55110-03-10000	Office Supplies	194.99
		ACCT # 5472 1102 2200 0197		10 55110-03-11000	Postage	5.24
		ACCT # 5472 1102 2200 0197		10 55110-03-41001	Misc Rev - Publicity	400.95
		ACCT # 5472 1102 2200 0197		10 55110-03-41250	Programming - Adult	346.64
		ACCT # 5472 1102 2200 0197		10 55110-03-41501	Misc Rev-Programming-You	302.11
		ACCT # 5472 1102 2200 0197		10 55110-03-41751	Misc Rev-Hospitality	35.21
		ACCT # 5472 1102 2200 0197		10 55110-03-50275	M/R - Contingency	142.15
		ACCT # 5472 1102 2200 0197		10 55110-13-10000	Adult Dept Fiction	21.53
		ACCT # 5472 1102 2200 0197		10 55110-13-10100	Adult Dept Non-Fiction	67.90
		ACCT # 5472 1102 2200 0197		10 55110-15-47500	Software/Upgrades	8.56
=== VENDOR TOTALS ===			1,525.28			
=== PACKET TOTALS ===			1,525.28			

** T O T A L S **

INVOICE TOTALS 1,525.28
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 1,525.28

** 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
2025	10 -21-0000	Accounts Payable Control	1,525.28-*				
	10 -55110-03-10000	Office Supplies	194.99	2,250	706.88	1,041,156	786,636.90
	10 -55110-03-11000	Postage	5.24	1,400	1,278.34	1,041,156	786,826.65
	10 -55110-03-41001	Misc Rev - Publicity	400.95	0	1,484.94- Y	1,041,156	786,430.94
	10 -55110-03-41250	Programming - Adult	346.64	7,000	4,802.66	1,041,156	786,485.25
	10 -55110-03-41501	Misc Rev-Programming-You	302.11	0	422.33- Y	1,041,156	786,529.78
	10 -55110-03-41751	Misc Rev-Hospitality	35.21	0	658.48- Y	1,041,156	786,796.68
	10 -55110-03-50275	M/R - Contingency	142.15	10,000	8,328.09	1,041,156	786,689.74
	10 -55110-13-10000	Adult Dept Fiction	21.53	9,500	6,827.40	1,041,156	786,810.36
	10 -55110-13-10100	Adult Dept Non-Fiction	67.90	10,000	8,685.32	1,041,156	786,763.99
	10 -55110-15-47500	Software/Upgrades	8.56	3,000	2,611.99	1,041,156	786,823.33
	99 -14-0010	Due from General Fund	1,525.28 *				
** 2025 YEAR TOTALS			1,525.28				

4/11/2025 11:32 AM
PACKET: 11827 LIBRARY - 20250410
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2025	1,525.28

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PAGE: 1

PACKET: 11819 LIBRARY - 20250411
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			
01-005248	AMAZON CAPITAL SERVICES, INC.						

C-19M0-J76L-GKFM 4/11/2025 1	Acct # A29J1WF1AEUZST DUE: 4/11/2025 DISC: Acct # A29J1WF1AEUZST	4/11/2025	8.00CR	DVDMAR20 1099: N 10 55110-14-10400	Adult Dept DVDS	8.00CR
I-1171-Q77N-GKRD 4/11/2025 1	Acct # A29J1WF1AEUZST DUE: 4/11/2025 DISC: Acct # A29J1WF1AEUZST	4/11/2025	59.99	Miscella 1099: N 10 55110-08-50000	Special/Major Projects	59.99
I-1171-Q77N-GL4N 4/11/2025 1	Acct # A29J1WF1AEUZST DUE: 4/11/2025 DISC: Acct # A29J1WF1AEUZST Acct # A29J1WF1AEUZST	4/11/2025	37.57	YS Progr 1099: N 10 55110-13-20000 10 55110-03-41500	Youth Children's Books Programming - Youth	8.79 28.78
I-1176-KG3P-HRC1 4/11/2025 1	Acct # A29J1WF1AEUZST DUE: 4/11/2025 DISC: Acct # A29J1WF1AEUZST	4/11/2025	49.98	DVDS APR 1099: N 10 55110-14-10400	Adult Dept DVDS	49.98
I-117C4-4CYV-H7RK 4/11/2025 1	Acct # A29J1WF1AEUZST DUE: 4/11/2025 DISC: Acct # A29J1WF1AEUZST	4/11/2025	63.37	CE031325 1099: N 10 55110-15-42500	Computer Equipment	63.37
I-117C4-4CYV-HJ4M 4/11/2025 1	Account # A29J1WF1AEUZST DUE: 4/11/2025 DISC: Account # A29J1WF1AEUZST	4/11/2025	166.20	LIBRARY 1099: N 10 55110-03-10500	Library Supplies	166.20
I-117V7-69YG-HKXY 4/11/2025 1	Acct # A29J1WF1AEUZST DUE: 4/11/2025 DISC: Acct # A29J1WF1AEUZST	4/11/2025	33.25	117V7-69Y 1099: N 10 55110-14-10200	Adult Dept CDs	33.25
I-11CVD-4W6B-H7HR 4/11/2025 1	Account # A29J1WF1AEUZST DUE: 4/11/2025 DISC: Account # A29J1WF1AEUZST	4/11/2025	59.99	YS-PROGR 1099: N 10 55110-03-41500	Programming - Youth	59.99
I-11G77-PY1P-H9WM 4/11/2025 1	Acct # A29J1WF1AEUZST DUE: 4/11/2025 DISC: Acct # A29J1WF1AEUZST	4/11/2025	139.77	DVDMAR20 1099: N 10 55110-14-10400	Adult Dept DVDS	139.77
I-11FEN-GRPQ-GMMN 4/11/2025 1	Acct # A29J1WF1AEUZST DUE: 4/11/2025 DISC: Acct # A29J1WF1AEUZST	4/11/2025	28.89	YA-BOOKS 1099: N 10 55110-13-20100	Young Adult Books	28.89
I-11QFC-H4TN-GRJV 4/11/2025 1	Acct # A29J1WF1AEUZST DUE: 4/11/2025 DISC: Acct # A29J1WF1AEUZST	4/11/2025	64.70	TBS-OFES 1099: N 10 55110-03-10000	Office Supplies	64.70
I-11QFC-H4TN-H9TM 4/11/2025 1	Account # A29J1WF1AEUZST. DUE: 4/11/2025 DISC: Account# A29J1WF1AEUZST.	4/11/2025	41.11	NF030525 1099: N 10 55110-13-10100	Adult Dept Non-Fiction	41.11

-----ID-----
 POST DATE BANK CODE -----DESCRIPTION-----
 01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
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I-1RBD-XJ3V-HQ06	1	Acct # A29JWTFIAEUSZST	59.95	ARTSHARE		
4/11/2025		DUE: 4/11/2025 DISC:		1099: N		
		Acct # A29JWTFIAEUSZST		10 55110-03-41250	Programming - Adult	59.95

I-1YPT-KN6C-HB69	1	Acct # A29JWTFIAEUSZST	255.65	YS-Frien		
4/11/2025		DUE: 4/11/2025 DISC:		1099: N		
		Acct # A29JWTFIAEUSZST		10 55110-08-50001	Misc Rev-Special/Major P	255.65
===== VENDOR TOTALS =====			1,052.42			

I-2038985790	1	ACCT # 216389 I028084 2 B0000	119.50	1099: N		
4/11/2025		DUE: 4/11/2025 DISC:		10 55110-13-10000	Adult Dept Fiction	101.33
		ACCT # 216389 I028084 2 B00000		10 55110-03-10500	Library Supplies	16.14
		ACCT # 216389 I028084 2 B00000		10 55110-03-11000	Postage	2.03
===== VENDOR TOTALS =====			119.50			

I-203898466	1	ACCT # 216389 I549188 2 B0000	240.99	1099: N		
4/11/2025		DUE: 4/11/2025 DISC:		10 55110-13-10100	Adult Dept Non-Fiction	212.28
		ACCT # 216389 I549188 2 B00000		10 55110-03-10500	Library Supplies	24.46
		ACCT # 216389 I549188 2 B00000		10 55110-03-11000	Postage	4.25
===== VENDOR TOTALS =====			240.99			

I-999100313098	1	ACCT # 100298883	315.89	APRIL-LC		
4/11/2025		DUE: 4/11/2025 DISC:		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	315.89
===== VENDOR TOTALS =====			315.89			

I-4226401764	1	PAYER # 18280979	238.77	1099: N		
4/11/2025		DUE: 4/11/2025 DISC:		10 55110-02-23250	Facility Cleaning Servic	238.77
		PAYER # 18280979				
===== VENDOR TOTALS =====			238.77			

4/14/2025 10:50 AM
 PACKET: 11819 LIBRARY - 20250411
 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

01-000204 DAVE'S COUNTY MARKET

I-00233743	1	ACCT # 708	32.16	358828		
4/11/2025		DUE: 4/11/2025 DISC: 4/11/2025		1099: N		
		ACCT # 708		10 55110-03-41750	Hospitality	32.16

=== VENDOR TOTALS ===

32.16

01-003938 DEMCO, INC.

I-1627837	1	CUSTOMER # 482508000	137.41	040225LS		
4/11/2025		DUE: 4/11/2025 DISC: 4/11/2025		1099: N		
		CUSTOMER # 482508000		10 55110-03-10500	Library Supplies	137.41

=== VENDOR TOTALS ===

137.41

01-005274 HAENCO LLC

I-14615	1	4/4/2025 INVOICE	164.30	TJ		
4/11/2025		DUE: 4/11/2025 DISC: 4/11/2025		1099: Y		
		4/4/2025 INVOICE		10 55110-03-44000	Janitor Supplies	164.30

I-14625	1	04/04/2025 INVOICE	68.02	TJ		
4/11/2025		DUE: 4/11/2025 DISC: 4/11/2025		1099: Y		
		04/04/2025 INVOICE		10 55110-03-44000	Janitor Supplies	68.02

=== VENDOR TOTALS ===

232.32

01-005471 LIBRARIA

I-257764	1	REF # 2000001112	20.15	248018		
4/11/2025		DUE: 4/11/2025 DISC: 4/11/2025		1099: N		
		REF # 2000001112		10 55110-13-20100	Young Adult Books	19.95
		REF # 2000001112		10 55110-03-10500	Library Supplies	0.20

I-258189	1	REF # 2000001113	7.99	248021		
4/11/2025		DUE: 4/11/2025 DISC: 4/11/2025		1099: N		
		REF # 2000001113		10 55110-13-20100	Young Adult Books	7.79
		REF # 2000001113		10 55110-03-10500	Library Supplies	0.20

I-258626	1	REF # 2000001331	126.30	249540		
4/11/2025		DUE: 4/11/2025 DISC: 4/11/2025		1099: N		
		REF # 2000001331		10 55110-13-20000	Youth Children's Books	119.90
		REF # 2000001331		10 55110-03-10500	Library Supplies	6.40

=== VENDOR TOTALS ===

154.44

4/14/2025 10:50 AM
PACKET: 11819 LIBRARY - 20250411
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
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01-000824	PER MAR SECURITY SERVICES						
I-3554461	1	CUST # 32815		32.22	2442840		
4/11/2025		DUE: 4/11/2025 DISC: 4/11/2025			1099: N		
		CUST # 32815			10 55110-02-16500	Fire/Security System Con	32.22

=== VENDOR TOTALS ===

32.22

01-000656 WISCONSIN PUBLIC SERVICE

I-20250411		ACCT # 040371156-00003		2,652.27	1099: N		
4/11/2025	1	DUE: 4/11/2025 DISC: 4/11/2025			10 55110-02-22000	Electric	1,680.25
		ACCT # 040371156-00003			10 55110-02-22500	Fuel - Natural Gas	972.02
		ACCT # 040371156-00003					

=== VENDOR TOTALS ===

2,652.27

=== PACKET TOTALS ===

5,208.39

PACKET: 11819 LIBRARY - 20250411
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 5,216.39
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 8.00CR

BATCH TOTALS 5,208.39

** G/L ACCOUNT TOTALS **

2025			5,208.39-*																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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** 2025 YEAR TOTALS 5,208.39

4/14/2025 10:50 AM
PACKET: 11819 LIBRARY - 20250411
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2025	5,208.39

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11840 LIBRARY - 20250418
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		BANK CODE -----		DESCRIPTION-----		GROSS P.O. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
01-000268	BAKER & TAYLOR	I0280842	✓										
I-2038002657	✓	ACCT #216389	I028084 2 B0000	✓	182.45	1099: N		✓	157.44				
4/18/2025	✓	DUE: 4/18/2025	DISC: 4/18/2025			✓	10 55110-13-10000	✓	Adult Dept Fiction				
		ACCT #216389	I028084 2 B00000			✓	10 55110-03-10500	✓	Library Supplies				
		ACCT #216389	I028084 2 B00000			✓	10 55110-03-11000	✓	Postage				
		ACCT #216389	I028084 2 B00000			✓		✓	3.15				
		===== VENDOR TOTALS =====			182.45								
01-003189	CDW GOVERNMENT	✓											
I-AD4869S	✓	CUST # 10937747	✓	✓	89.28	✓	15032525						
4/18/2025	✓	DUE: 4/18/2025	DISC: 4/18/2025			✓	1099: N						
		CUST # 10937747				✓	10 55110-03-10500		Library Supplies				89.28
		===== VENDOR TOTALS =====			89.28								
01-002661	FRONTIER	✓											
I-20250418	✓	ACCT # 715-536-7909-010384-5	✓	✓	123.83	✓	1099: N						
4/18/2025	✓	DUE: 4/18/2025	DISC: 4/18/2025			✓	10 55110-02-25000		Telephone				123.83
		ACCT # 715-536-7909-010384-5											
		===== VENDOR TOTALS =====			123.83								
01-005471	LIBRARIA	✓											
I-258740	✓	REF # 2000001330	✓	✓	157.09	✓	249528						
4/18/2025	✓	DUE: 4/18/2025	DISC: 4/18/2025			✓	1099: N						
		REF # 2000001330				✓	10 55110-13-20100		Young Adult Books				148.69
		REF # 2000001330				✓	10 55110-03-10500		Library Supplies				8.40
I-258798	✓	REF # 2000001332	✓	✓	494.79	✓	249541						
4/18/2025	✓	DUE: 4/18/2025	DISC: 4/18/2025			✓	1099: N						
		REF # 2000001332				✓	10 55110-13-20000		Youth Children's Books				472.19
		REF # 2000001332				✓	10 55110-03-10500		Library Supplies				22.60
		===== VENDOR TOTALS =====			651.88								
01-001797	MARATHON COUNTY PUBLIC LIBRARY	✓											
I-017662	✓	CUST # C-003611	✓	✓	8.99	✓	1099: N						
4/18/2025	✓	DUE: 4/18/2025	DISC: 4/18/2025			✓	10 55110-02-27000		Lost-Damaged Materials				8.99
		CUST # C-003611											
		===== VENDOR TOTALS =====			8.99								

4/21/25

4/21/2025 11:40 AM
 PACKET: 11840 LIBRARY - 20250418
 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
01-000328	MERRILL WATER UTILITY						
I-20250418	✓	ACCT # 350-30440-00	✓	119.00			
4/18/2025	1	DUE: 4/18/2025 DISC: 4/18/2025			1099: N		
✓		ACCT # 350-30440-00			10 55110-02-21000	Water and Sewer	119.00
		===== VENDOR TOTALS =====		119.00			
01-000540	NAPA AUTO PARTS	✓					
I-130088	✓	ACCT #2209	✓	5.49			
4/18/2025	1	DUE: 4/18/2025 DISC: 4/18/2025			1099: N		
✓		ACCT #2209			10 55110-03-50275	M/R - Contingency	5.49
		===== VENDOR TOTALS =====		5.49			
01-005469	NORTE WIND RENEWABLE ENERGY CO	✓					
I-304276	✓	1ST QUARTER	✓	262.40			
4/18/2025	1	DUE: 4/18/2025 DISC: 4/18/2025			1099: N		
✓		1ST QUARTER			10 55110-02-22000	Electric	262.40
		===== VENDOR TOTALS =====		262.40			
01-003191	SCHOLASTIC INC.	✓					
I-71406987	✓	ACCT # 2191161	✓	91.00	✓25714118		
4/18/2025	1	DUE: 4/18/2025 DISC: 4/18/2025			1099: N		
✓		ACCT # 2191161			10 55110-03-41500	Programming - Youth	91.00
		===== VENDOR TOTALS =====		91.00			
01-000276	T.B. SCOTT LIBRARY-PETTY CASH	✓					
I-20250418		PETTY CASH REIMB	✓	76.40			
4/18/2025	1	DUE: 4/18/2025 DISC: 4/18/2025			1099: N		
✓		PETTY CASH REIMB			10 55110-03-11000	Postage	4.40
		PETTY CASH REIMB			10 55110-03-41751	Misc Rev-Hospitality	72.00
		===== VENDOR TOTALS =====		76.40			
		===== PACKET TOTALS =====		1,610.72			

4/21/2025 11:40 AM
PACKET: 11840 LIBRARY - 20250418
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 1,610.72
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 1,610.72

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM				GROUP BUDGET			
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	
2025		10 -21-0000	Accounts Payable Control	1,610.72-*								
		10 -55110-02-21000	Water and Sewer	119.00	2,080	1,584.23	1,041,156	776,238.08				
		10 -55110-02-22000	Electric	262.40	25,000	19,343.18	1,041,156	776,094.68				
		10 -55110-02-25000	Telephone	123.83	1,350	885.07	1,041,156	776,233.25				
		10 -55110-02-27000	Lost-Damaged Materials	8.99	0	27.99-	1,041,156	776,348.09				
		10 -55110-03-10500	Library Supplies	142.14	7,000	5,192.68	1,041,156	776,214.94				
		10 -55110-03-11000	Postage	7.55	1,400	1,255.13	1,041,156	776,349.53				
		10 -55110-03-41500	Programming - Youth	91.00	7,500	5,513.06	1,041,156	776,266.08				
		10 -55110-03-41751	Misc Rev-Hospitality	72.00	0	730.48-	1,041,156	776,285.08				
		10 -55110-03-50275	M/R - Contingency	5.49	10,000	8,322.60	1,041,156	776,351.59				
		10 -55110-13-10000	Adult Dept Fiction	157.44	9,500	6,568.63	1,041,156	776,199.64				
		10 -55110-13-20000	Youth Children's Books	472.19	16,000	13,395.11	1,041,156	775,884.89				
		10 -55110-13-20100	Young Adult Books	148.69	2,500	1,964.23	1,041,156	776,208.39				
		99 -14-0010	Due from General Fund	1,610.72 *								
		** 2025 YEAR TOTALS		1,610.72								

4/21/2025 11:40 AM
PACKET: 11840 LIBRARY - 20250418
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2025	1,610.72

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

-----ID-----
POST DATE BANK CODE -----DESCRIPTION-----
01-000268 BAKER & TAYLOR L0280842

		GROSS	P.O. #		
		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
I-2038993386	1	57.01	1099: N		
4/25/2025	1		10 55110-13-10000	Adult Dept Fiction	49.01
			10 55110-03-10500	Library Supplies	7.02
			10 55110-03-11000	Postage	0.98

I-2039026259	1	137.61	AYAT		
4/25/2025	1		1099: N		
			10 55110-13-10000	Adult Dept Fiction	116.45
			10 55110-03-10500	Library Supplies	18.83
			10 55110-03-11000	Postage	2.33

01-000271 BAKER & TAYLOR L5491882

===== VENDOR TOTALS =====					
I-2039923169	1	242.73	1099: N		
4/25/2025	1		10 55110-13-10100	Adult Dept Non-Fiction	212.72
			10 55110-03-10500	Library Supplies	25.76
			10 55110-03-11000	Postage	4.25

01-005569 BOOKSHOP, INC.

===== VENDOR TOTALS =====					
I-20250425	1	289.03	20250415		
4/25/2025	1		1099: N		
			10 55110-13-10000	Adult Dept Fiction	79.98
			10 55110-13-10100	Adult Dept Non-Fiction	100.56
			26 55110-03-40500	Memorial Books-Expense	92.00
			10 55110-03-11000	Postage	16.49

01-005568 COAST TO COAST COMPUTER PRODC

===== VENDOR TOTALS =====					
I-A2783016	1	279.97	VERBAL S		
4/25/2025	1		1099: N		
			10 55110-15-31000	Computer Supplies	209.98
			26 55110-03-12650	Library Photocopier Expe	69.99

===== VENDOR TOTALS =====

279.97

4/28/2025 12:48 PM
 PACKET: 11851 LIBRARY - 20250425
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
01-004811	COLLABORATIVE SUMMER LIBRARY P					

I-314010	1	TOTE BAGS / BUYTONS	159.11	1099: N		
4/25/2025		DUE: 4/25/2025 DISC: 4/25/2025		10 55110-03-41250	Programming - Adult	159.11
		TOTE BAGS / BUYTONS				
===== VENDOR TOTALS =====			159.11			

01-002026	COMPLETE CONTROL, INC					
I-84425	1	CUST # MER006	81.00	EMAIL AP		
4/25/2025		DUE: 4/25/2025 DISC: 4/25/2025		1099: N		
		CUST # MER006		10 55110-03-50275	M/R - Contingency	81.00
===== VENDOR TOTALS =====			81.00			

01-000632	FERGUSON ENTERPRISES #1550					
I-9863088	1	CUSTOMER # 437949	186.46	1099: N		
4/25/2025		DUE: 4/25/2025 DISC: 4/25/2025		10 55110-03-50275	M/R - Contingency	186.46
		CUSTOMER # 437949				
===== VENDOR TOTALS =====			186.46			

01-005479	NEWEGG BUSINESS INC.					
I-1305431008	1	CUST # 91945026	4,314.00	PLA_DLW		
4/25/2025		DUE: 4/25/2025 DISC: 4/25/2025		1099: N		
		CUST # 91945026		10 55110-03-41251	Misc Rev-Programming Adu	4,314.00
===== VENDOR TOTALS =====			4,314.00			

01-000277	TOMAHAWK LEADER					
I-20250425	1	1 YEAR SUBSCRIPTION	100.00	1099: N		
4/25/2025		DUE: 4/25/2025 DISC: 4/25/2025		10 55110-13-50000	Magazines/Periodicals	100.00
		1 YEAR SUBSCRIPTION				
===== VENDOR TOTALS =====			100.00			

01-000284	VIP ALL-VALUE					
I-0116904-001	1	ACCT # 67191-0	46.97	1099: N		
4/25/2025		DUE: 4/25/2025 DISC: 4/25/2025		10 55110-03-10000	Office Supplies	46.97
		ACCT # 67191-0				
===== VENDOR TOTALS =====			46.97			
===== PACKET TOTALS =====			5,893.89			

** T O T A L S **

INVOICE TOTALS 5,893.89
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 5,893.89

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====				=====GROUP BUDGET=====			
				ANNUAL BUDGET	BUDGET AVAILABLE	BUDGET OVER	ANNUAL BUDGET	BUDGET AVAILABLE	BUDGET OVER	ANNUAL BUDGET	BUDGET OVER
2025	10 -21-0000	Accounts Payable Control	5,731.90-*								
	10 -5510-03-10000	Office Supplies	46.97	2,250	595.21		1,041,156	741,363.14			
	10 -5510-03-10500	Library Supplies	51.61	7,000	5,141.07		1,041,156	741,358.50			
	10 -5510-03-11000	Postage	24.05	1,400	1,167.60		1,041,156	741,386.06			
	10 -5510-03-41250	Programming - Adult	159.11	7,000	4,333.60		1,041,156	741,251.00			
	10 -5510-03-41251	Misc Rev-Programming Adu	4,314.00	0	5,106.53- Y		1,041,156	737,096.11			
	10 -5510-03-50275	M/R - Contingency	267.46	10,000	8,055.14		1,041,156	741,142.65			
	10 -5510-13-10000	Adult Dept Fiction	245.44	9,500	6,323.19		1,041,156	741,164.67			
	10 -5510-13-10100	Adult Dept Non-Fiction	313.28	10,000	7,649.65		1,041,156	741,096.83			
	10 -5510-13-50000	Magazines/Periodicals	100.00	4,000	2,895.07		1,041,156	741,310.11			
	10 -5510-15-31000	Computer Supplies	209.98	1,900	1,383.85		1,041,156	741,200.13			
	26 -21-0000	Accounts Payable Control	161.99-*								
	26 -5510-03-12650	Library Photocopier Expe	69.99	0	4,133.47- Y		0	4,760.05- Y			
	26 -5510-03-40500	Memorial Books-Expense	92.00	0	468.58- Y		0	4,782.06- Y			
	99 -14-0010	Due from General Fund	5,731.90 *								
	99 -14-0026	Due from Non-Lapsing	161.99 *								
** 2025 YEAR TOTALS			5,893.89								

4/28/2025 12:48 PM
PACKET: 11851 LIBRARY - 20250425
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2025	5,731.90
26	4/2025	161.99

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2025

10 -General Fund

Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
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	479,475.00	0.00	238,597.41	49.76	240,877.59
TOTAL Intergovernmental	479,475.00	0.00	238,597.41	49.76	240,877.59
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,500.00	214.69	977.39	39.10	1,522.61
TOTAL Public Charges-Services	2,500.00	214.69	977.39	39.10	1,522.61
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	6,350.00	0.00	(6,350.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	0.00	0.00	0.00
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	610.64	0.00	(610.64)
45110-48475 Library Programs Revenue	2,500.00	3,350.00	20,033.52	801.34	(17,533.52)
45110-48492 Merrill Foundation Donation	0.00	0.00	0.00	0.00	0.00
45110-48500 Other NG Grants/Contribution	0.00	0.00	0.00	0.00	0.00
45110-48525 Grant - Community Liaison	0.00	0.00	0.00	0.00	0.00
45110-48555 Grant - WVLS System Aid	0.00	0.00	239.77	0.00	(239.77)
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	2,500.00	3,350.00	27,233.93	89.36	(24,733.93)
TOTAL REVENUES	484,475.00	3,564.69	266,808.73	55.07	217,666.27

EXPENDITURES

Personnel Services

55110-01-11000 Salaries - Regular	227,286.00	15,193.76	59,689.45	26.26	167,596.55
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	419,471.00	33,278.12	133,211.17	31.76	286,259.83
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	2,955.00	0.00	722.50	24.45	2,232.50
55110-01-51000 Social Security	49,703.00	3,591.81	16,439.32	33.08	33,263.68
55110-01-52000 Retirement (WRS)	41,579.00	2,894.14	13,215.70	31.78	28,363.30
55110-01-52500 Prior Service-Debt Serv.	4,188.00	0.00	0.00	0.00	4,188.00
55110-01-54000 Health Insurance	66,778.00	5,557.73	22,615.42	33.87	44,162.58
55110-01-55000 Life Insurance	3,476.00	213.87	949.53	27.32	2,526.47
TOTAL Personnel Services	815,436.00	60,729.43	246,843.09	30.27	568,592.91

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2025

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	120.00	0.00	(120.00)
55110-02-15500 Snow Removal Services	1,000.00	0.00	0.00	0.00	1,000.00
55110-02-16000 Elevator Contract/Inspect	3,500.00	0.00	0.00	0.00	3,500.00
55110-02-16250 HVAC Service	400.00	0.00	0.00	0.00	400.00
55110-02-16500 Fire/Security System Cont	2,120.00	32.22	455.22	21.47	1,664.78
55110-02-21000 Water and Sewer	2,080.00	119.00	495.77	23.84	1,584.23
55110-02-22000 Electric	25,000.00	1,942.65	5,656.82	22.63	19,343.18
55110-02-22500 Fuel - Natural Gas	25,000.00	972.02	4,609.02	18.44	20,390.98
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	955.08	28.09	2,444.92
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	123.83	464.93	34.44	885.07
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	8.99	27.99	0.00	(27.99)
TOTAL Contractual Services	64,350.00	3,437.48	12,784.83	19.87	51,565.17
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	2,250.00	306.66	1,654.79	73.55	595.21
55110-03-10500 Library Supplies	7,000.00	610.90	1,858.93	26.56	5,141.07
55110-03-11000 Postage	1,400.00	52.50	232.40	16.60	1,167.60
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	500.00	0.00	255.00	51.00	245.00
55110-03-30500 Mileage	500.00	20.09	106.68	21.34	393.32
55110-03-31000 Misc. - Petty Cash	0.00	20.00	(70.00)	0.00	70.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	0.00	2.60	0.13	1,997.40
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	529.77	0.00	(529.77)
55110-03-41000 Public Relations/Publicit	2,000.00	99.00	398.00	19.90	1,602.00
55110-03-41001 Misc Rev - Publicity	0.00	679.95	1,763.94	0.00	(1,763.94)
55110-03-41250 Programming - Adult	7,000.00	815.70	2,666.40	38.09	4,333.60
55110-03-41251 Misc Rev-Programming Adul	0.00	4,314.00	5,106.53	0.00	(5,106.53)
55110-03-41500 Progammng - Youth	7,500.00	456.92	1,986.94	26.49	5,513.06
55110-03-41501 Misc Rev-Programming-Yout	0.00	1,861.88	1,982.10	0.00	(1,982.10)
55110-03-41750 Hospitality	500.00	32.16	160.16	32.03	339.84
55110-03-41751 Misc Rev-Hospitality	0.00	107.21	730.48	0.00	(730.48)
55110-03-44000 Janitor Supplies	5,000.00	232.32	536.32	10.73	4,463.68
55110-03-50000 M/R-General Repair/Maint.	4,000.00	0.00	162.91	4.07	3,837.09
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	415.10	1,944.86	19.45	8,055.14
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	49,950.00	10,024.39	22,008.81	44.06	27,941.19
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	12,000.00	0.00	3,379.00	28.16	8,621.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	12,000.00	0.00	3,379.00	28.16	8,621.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2025

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	59.99	303.73	0.00	(303.73)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	255.65	2,927.24	0.00	(2,927.24)
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	315.64	3,230.97	0.00	(3,230.97)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	525.74	3,176.81	33.44	6,323.19
55110-13-10100 Adult Dept Non-Fiction	10,000.00	1,103.57	2,350.35	23.50	7,649.65
55110-13-10200 Adult Dept Paperbacks	750.00	0.00	131.44	17.53	618.56
55110-13-10300 Adult Dept Reference	0.00	0.00	0.00	0.00	0.00
55110-13-10400 Adult Dept Large Print	4,300.00	362.63	1,353.73	31.48	2,946.27
55110-13-20000 Youth Children's Books	16,000.00	600.88	2,604.89	16.28	13,395.11
55110-13-20100 Young Adult Books	2,500.00	205.32	535.77	21.43	1,964.23
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	4,000.00	100.00	1,104.93	27.62	2,895.07
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	47,050.00	2,898.14	11,257.92	23.93	35,792.08
<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	0.00	0.00	0.00	2,000.00
55110-14-10200 Adult Dept CDs	800.00	33.25	205.32	25.67	594.68
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	2,000.00	181.75	636.18	31.81	1,363.82
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	414.89	539.87	35.99	960.13
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	0.00	105.40	14.05	644.60
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	0.00	46.93	9.39	453.07
55110-14-45000 Ebooks/Digital Content	6,620.00	0.00	0.00	0.00	6,620.00
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	14,170.00	629.89	1,533.70	10.82	12,636.30
<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	209.98	516.15	27.17	1,383.85
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 T1/Internet Access	1,200.00	0.00	0.00	0.00	1,200.00
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	3,600.00	0.00	0.00	0.00	3,600.00
55110-15-42500 Computer Equipment	10,000.00	223.35	3,679.18	36.79	6,320.82
55110-15-47500 Software/Upgrades	3,000.00	8.56	388.01	12.93	2,611.99
55110-15-70000 V-Cat Shared Automation	18,500.00	0.00	0.00	0.00	18,500.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2025

10 -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	38,200.00	441.89	4,583.34	12.00	33,616.66
TOTAL EXPENDITURES	1,041,156.00	78,476.86	305,621.66	29.35	735,534.34
REVENUES OVER/(UNDER) EXPENDITURES	(556,681.00)	(74,912.17)	(38,812.93)	0.00	(517,868.07)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2025

26 -Reserved - Non-Lapsing

T.B. Scott Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	4,224.95	0.00	(4,224.95)
TOTAL Intergovernmental	0.00	0.00	4,224.95	0.00	(4,224.95)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	430.38	1,604.03	0.00	(1,604.03)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	430.38	1,604.03	0.00	(1,604.03)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	0.00	0.00	0.00	0.00
45110-48257 WI Humanities - Grant	0.00	0.00	0.00	0.00	0.00
45110-48277 Summer Programs-Donations	0.00	0.00	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	16.95	381.83	0.00	(381.83)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	16.95	381.83	0.00	(381.83)
TOTAL REVENUES	0.00	447.33	6,210.81	0.00	(6,210.81)
EXPENDITURES					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12650 Library Photocopier Expen	0.00	69.99	4,133.47	0.00	(4,133.47)
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	250.00	250.00	0.00	(250.00)
55110-03-40500 Memorial Books-Expense	0.00	92.00	468.58	0.00	(468.58)
TOTAL Supplies & Expenses	0.00	411.99	4,852.05	0.00	(4,852.05)
TOTAL EXPENDITURES	0.00	411.99	4,852.05	0.00	(4,852.05)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	35.34	1,358.76	0.00	(1,358.76)
FUND TOTAL REVENUES	168,737.00	10,786.66	162,313.26	96.19	6,423.74
FUND TOTAL EXPENDITURES	175,790.30	23,682.27	97,832.12	55.65	77,958.18
REVENUES OVER/(UNDER) EXPENDITURES	(7,053.30)	(12,895.61)	64,481.14	0.00	(71,534.44)

*** END OF REPORT ***

Monthly Statistical Report
T.B. Scott Free Library
April 2025

LIBRARY ACTIVITY	Apr 2025	Apr 2024	% Change	Apr 2023	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	5,278	5,721	-7.7%	4,692	12.5%	21,546	22,345	-3.6%
Average Daily Traffic	203	220	-7.7%	196	3.6%	218	223	-2.4%
Meetings Held	19	25	-24.0%	17	11.8%	67	104	-35.6%
Attendance	92	117	-21.4%	97	-5.2%	405	475	-14.7%
Classes/Groups w/o Program Attendance	8	14	-42.9%	10	-20.0%	36	50	-28.0%
	134	307	-56.4%	216	-38.0%	644	966	-33.3%
New Card Registrations	37	50	-26.0%	32	15.6%	162	207	-21.7%
Volunteer Hours Worked	34	27	25.9%	13	161.5%	81	87	-6.9%

TECHNOLOGY USE	Apr 2025	Apr 2024	% Change	Apr 2023	% Change	YTD 2025	YTD 2024	% Change
Wireless Use	1,650	1,525	8.2%	1,388	18.9%	5,428	5,770	-5.9%
Internet Computers								
Adult	353	320	10.3%	373	N/A	1,301	1,343	-3.1%
Youth	110	31	254.8%	64	N/A	254	220	15.5%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	146	110	32.7%	45	N/A	516	437	18.1%
TOTAL USE	609	461	32.1%	482	N/A	2,071	2,000	3.6%

PROGRAMS	Apr 2025	Apr 2024	% Change	Apr 2023	% Change	YTD 2025	YTD 2024	% Change
Programs Given								
Adult	15	15	0.0%	5	200.0%	39	67	-41.8%
General Interest	2	3	-33.3%	N/A	N/A	8	13	-38.5%
Teen	-	-	N/A	-	N/A	1	-	N/A
Youth	13	18	-27.8%	15	-13.3%	41	49	-16.3%
TOTAL	30	36	-16.7%	20	50.0%	89	129	-31.0%
Program Attendance								
Adult	187	173	8.1%	74	152.7%	456	742	-38.5%
General Interest	22	21	4.8%	N/A	N/A	96	107	-10.3%
Teen	-	-	N/A	-	N/A	25	-	N/A
Youth	317	698	-54.6%	228	39.0%	955	1,318	-27.5%
TOTAL	526	892	-41.0%	302	74.2%	1,532	2,167	-29.3%

Adult

1 on 1 Tech Help (7 sessions)
Notary Public Service (6 sessions)
iOS Basics (3 sessions)
Android Basics (3 sessions)
Honor in the Air Screening
Adult Peep House Build
Believe and Achieve
Chad Lewis - Bizarre History of WI
Memory Café
Kindhearted
Cover to Cover
ODC

Date

#

8
6
12
17
4/2/2025 28
4/7/2025 3
4/8/2025 6
4/8/2025 60
4/15/2025 6
4/16/2025 23
4/17/2025 4
4/29/2025 8

Self-Directed Activities

Adult Spice Bags
Library Week Scavenger Hunt
Easter Scavenger Hunt
Preschool Activity Bags
School Age Activity Bags
Little Blurbirds Club

Date

#

Youth

Family Storytime (4 sessions)
Toddler Storytime (2 sessions)
Wiggle, Giggle, Shake (3 sessions)
Boys & Girls Club
Little Blue Truck
Start With Art
Parkside Preschool

Date

#

50
59
69
75
50
15
105
42
93
6
19
27
25

Outreach

Critic's Choice Movie

Date

#

4/23/2025 20

General Interest

Real Writer's Group
Library Social Hour

Date

#

4/12/2025 11
4/25/2025 11

APRIL 2025

BORROWERS		Apr 2025	Apr 2024	% Change	Apr 2023	% Change
City	Adult	3,368	3,655	-7.9%	3,964	-15.0%
	Youth	853	862	-1.0%	944	-9.6%
County	Adult	3,009	3,254	-7.5%	3,424	-12.1%
	Youth	757	766	-1.2%	848	-10.7%
Other	Adult	397	394	0.8%	384	3.4%
	*ILL	416	451	-7.8%	444	-6.3%
	Youth	73	76	-3.9%	78	-6.4%
TOTAL BORROWERS		8,873	9,458	-6.2%	10,086	-12.0%

*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		Apr 2025	Apr 2024	Apr 2023	YTD 2025	YTD 2024
Endowment Fund		\$ 199	\$ 939	\$ -	\$ 955	\$ 2,206
Special Projects Fund		\$ -	\$ 55	\$ -	\$ 75	\$ 337
Gifts/Memorials		\$ 42	\$ 634	\$ 148	\$ 352	\$ 1,200

RESOURCE SHARING		Apr 2025	Apr 2024	% Change	Apr 2023	% Change	YTD 2025	YTD 2024	% Change
V-Cat Received		1,340	1,436	-6.7%	1,363	-1.7%	5,273	5,251	0.4%
V-Cat Sent		1,268	1,260	0.6%	1,144	10.8%	4,877	5,079	-4.0%
ILL Received		26	55	-52.7%	66	-60.6%	113	156	-27.6%
ILL Sent		82	113	-27.4%	82	0.0%	403	393	2.5%

CIRCULATION		Apr 2025	Apr 2024	% Change	Apr 2023	% Change	YTD 2025	YTD 2024	% Change
Audiobooks	Adult	118	134	-11.9%	184	-35.9%	487	664	-26.7%
	Youth	27	20	35.0%	30	-10.0%	120	129	-7.0%
Books-Fiction	Adult	2,560	2,634	-2.8%	2,514	1.8%	10,019	10,088	-0.7%
	Youth	2,990	3,095	-3.4%	2,829	5.7%	11,943	12,199	-2.1%
Books-Nonfiction	Adult	1,050	1,083	-3.0%	942	11.5%	4,002	4,266	-6.2%
	Youth	625	839	-25.5%	821	-23.9%	2,230	2,867	-22.2%
CDs/Cassettes	Adult	131	189	-30.7%	191	-31.4%	410	666	-38.4%
	Youth	19	33	-42.4%	19	0.0%	62	69	-10.1%
DVD/Blu-Ray/VHS	Adult	692	685	1.0%	711	-2.7%	3,227	2,967	8.8%
	Youth	396	452	-12.4%	425	-6.8%	1,621	1,700	-4.6%
Games	Adult	-	4	N/A	-	N/A	13	9	44.4%
	Youth	24	37	-35.1%	43	-44.2%	76	154	-50.6%
Magazines	Adult	225	226	-0.4%	227	-0.9%	890	872	2.1%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	124	110	12.7%	84	47.6%	398	358	11.2%
	Youth	8	54	-85.2%	9	-11.1%	75	141	-46.8%
PHYSICAL ITEMS SUB TOTAL		8,989	9,595	-6.3%	9,029	-0.4%	35,573	37,149	-4.2%
Digital Library	Audiobooks	1,197	1,284	-6.8%	1,102	8.6%	4,884	5,028	-2.9%
	eBooks	807	972	-17.0%	1,078	-25.1%	3,422	4,168	-17.9%
	Magazines	258	152	69.7%	101	N/A	1,182	1,026	15.2%
	Music/Videos	-	-	N/A	-	N/A	-	-	N/A
DOWNLOADS SUB TOTAL		2,262	2,408	-6.1%	2,281	-0.8%	9,488	10,222	-7.2%
TOTAL CIRCULATION		11,251	12,003	-6.3%	11,310	-0.5%	45,061	47,371	-4.9%

MATERIALS CIRCULATING		Apr 2025	Apr 2024	% Change	Apr 2023	% Change	YTD 2025	YTD 2024	% Change
% Nonprint Materials Circulated		17.1%	17.9%	-4.4%	18.8%	-8.9%	18.24%	18.5%	-1.2%
% Print Materials Circulated		82.9%	82.1%	1.0%	81.2%	2.0%	81.76%	81.5%	0.3%
% Adult Materials Circulated		54.5%	52.8%	3.3%	53.7%	1.4%	54.67%	53.5%	2.1%
% Youth Materials Circulated		45.5%	47.2%	-3.6%	46.3%	-1.6%	45.33%	46.5%	-2.4%

Policies

DONATIONS

**Approved: 6/17/1992; Reviewed 6/21/06, 3/17/10, 5/20/2015,
9/16/2020, 03/17/2021, 05/21/2025**
Review Date: 2029

The library encourages public contributions to further its service to the public, over and above support provided by city and county budgets.

Monetary donations may be made to the Endowment Fund, **as Unrestricted Monetary Gifts, or to purchase books as an honorarium or memorial, the Memorial Book Fund, or as unrestricted gifts.** Donations of specific books or other materials ~~will~~ **may** be accepted. The following ~~policies~~ **policy directives** apply:

Endowment Fund:

- Monetary donations are added to the principal of the Endowment Fund.
- No Endowment Fund principal is withdrawn.
- Interest generated by the Endowment Fund is used for building improvements, for beautification of library grounds, or for unforeseen contingencies, when determined by the Board of Trustees.
- Donations are accepted in any amount.

Unrestricted Monetary Gifts:

- Such gifts are made in honor of an anniversary, a retirement, in memory of a deceased, or on other similar occasions.
- These donations are duly acknowledged and are used for general library purposes.

Books and Other Materials:

When a purchase of specific titles or about specific subjects by the Library is requested:

- The Library Director is authorized to establish limits based on subject matter, based on the volume of material already available in that category, and in accordance with the Collection Development Policy.
- Patrons are encouraged to submit requests in multiple categories; if appropriate, ~~alternate~~ **alternative** suggestions will be made by library staff.
- Each item will be billed to the donor at net cost, including **S&H shipping and handling**. Memorial plaques will be inserted ~~as per~~ **according to** donor instructions **as space allows**.

Donations of books and other materials not purchased or procured by Library staff will be accepted at the discretion of the Library Director and placed in the possession of the Friends of the Library for their consideration.

T. B. Scott Free Library/Merrill, Wisconsin

Policies

DISPLAYS, EXHIBITS, POSTING AND DISTRIBUTION OF MATERIALS

Approved: 2/9/1983.

Reviewed and Revised 2/19/2003, 10/20/2010, 5/20/2015. Reviewed 12/17/2008, 9/16/2020; 05/21/2025.

Review Date: 2030

The Library encourages the community to use Library facilities for displays and exhibits. However, all displays are subject to the following:

1. Displays, exhibits, pamphlets, brochures, and posters placed in the Library must be educational, cultural, or informative and must be approved by the appropriate Department Head prior to set-up or distribution. Library staff reserve the right to reject any exhibit in full or in part. The Library Director is ultimately responsible for what is displayed or distributed.
2. The Library has limited display and materials distribution space. ~~Library displays in the lobby, besides community kiosk space, are for Library staff use only.~~ Library displays or displays ~~relating related~~ to Library goals and objectives, including Community ArtShare exhibits, are given precedence when scheduling exhibits. The Library reserves the right to reschedule ~~non-Library organization~~ exhibits and displays when space is needed for Library purposes.
3. ~~At the Library Director's discretion, administration of community display/distribution space (including space referred to as "community kiosk space" in this document) may be delegated to non-Library organizations, subject to the following:~~
 - ~~a) The general purpose and function of community kiosk space administered by non-Library organizations must be educational, cultural, or informative, consistent with other Library displays.~~
 - ~~b) Designated non-Library organizations are responsible for approving, monitoring, and maintaining displayed content as agreed to with Library administration.~~
 - ~~c) Minors are prohibited from posting to any Library bulletin boards, including community kiosk space administered by non-Library organizations, without express permission of a minor's parent or guardian.~~
 - ~~d) The Library Director may terminate display/distribution agreements with designated non-Library organizations if the above policies are violated, or if the Library believes postings are in violation of applicable law or harmful to other users' interests.~~
 - ~~e) The Library accepts no responsibility for information displayed or distributed on community kiosk space, including space administered by other organizations; such postings are at the user's risk. Under no circumstances is the Library liable for any~~

Policies

~~loss, damage, or harm caused by a user's reliance on information obtained through community kiosk space; users are responsible for evaluating information obtained from community kiosk space.~~

4. Any posters displayed must be of reasonable size, weight, and quality.
5. All displays, exhibits, brochures, posters, etc. will be accepted on a "first-come, first-served" basis as space permits. Exhibitors are expected to deliver and pick up items at times specified.
6. The Library will make a reasonable effort to protect material displayed but cannot be responsible for any items lost, damaged, or stolen while on exhibit or display. **Beyond Books: Community ArtShare exhibitors will be required to sign a "Beyond Books: Community ArtShare Release Form" before items will be put on display.**
7. One-person arts or craft displays will be used if space permits and if the display is judged by the appropriate Department Head/Director to have sufficient community appeal.
8. Political, persuasive, or partisan displays are not permitted unless all sides of an issue are equally represented. Exhibits and displays may not involve the sale, advertisement, solicitation or promotion of commercial products. This provision does not exclude sponsored exhibits, approved art exhibits, exhibits primarily informational in content, or exhibits containing advertising that involve multiple beneficiaries. Displays of religious materials of a particular faith or sect are not usually accepted. Posters for established church-sponsored events are permissible if they announce only event information such as time, date, and place.
9. Flyers, brochures, pamphlets, etc., accepted for distribution on Library premises must meet the same criteria set forth above. **In no event will Library employees are not allowed to participate in the distribution of any non-Library-generated publications on library property during scheduled work hours.**
10. Displays in meeting rooms are subject to the Library's Meeting Room Policy.
11. The Library Board reserves the right to remove displays, brochures, exhibits, flyers, etc. if the above criteria are not met. The Library reserves the right of refusal to anyone who violates these regulations.
12. The presentation of any display or exhibit does not imply an endorsement of its content by T.B. Scott Free Library, its Trustees, or staff.
13. The exterior electronic sign is intended to be used primarily for the promotion of library events, services, programs and information. However, at the discretion of the library Director or her/his designee, and as staff time permits, other events of a nonpartisan, noncommercial nature of interest to the entire community may be included on the sign. Library-related content takes precedence over non-Library content.

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

**Youth Activity Room Large Window Privacy Drapery
May 21, 2025**

To provide a semi-private meeting room, the Library Administration is formally requesting funding for the installation of a window covering that is both functional and easy to maintain. The administration team has worked with Lioudmila and has come up with such a solution that includes the installation of ceiling tracking and sheer drapery. Based upon the measurements, the cost for the project will be \$3,095.60.

We respectfully request funding in the amount of \$3,095.60 to cover the cost of installing tracking and window drapery for the large windows in the Youth Services Activity Room. This amount will be made payable to Lioudmila, LLC, Wausau, Wisconsin.

Attachment: Lioudmila, LLC, Proposal

Lioudmila LLC
Interiors . Fashions
1803 Stewart Ave Wausau, WI 54401
Tel & Fax 715-849-5507 ~ Cell 715-370-1808

Name TB Scott Free Library
Address 106 West 1st St. Merrill, WI 54452
Phone 715-536-7191

Date May 5th, 2025

QUOTE

Activity Room Sheer Drape

Description	Quantity	Price	Amount
Fabric:	14.00 yds	26.40 yd	369.60
Hardware: Ripple Fold Track 60% Fullness Bronze or Black			-
23' Spliced, Left Stack, Left Cont.Cord control	1.00 ea	1126.00 ea	1,126.00
Ripple fold Sheer Panel	1.00 ea	1080.00 ea	1,080.00
			-
			-
			-
			-
			-
			-
Installation			400.00
Shipping			120.00
Subtotal			3,095.60
Tax		Tax Exempt	-
Total			3,095.60

Stock about 65"

All payments made by credit card are subject to 3% processing fee.

60 % Deposit Required

Estimate expire in 90 days

ALL CUSTOM/SPECIAL ORDER SALES ARE FINAL

BALANCE DUE AT MERCHANDISE DELIVERY

CUSTOMER SIGNATURE: _____

Goal #2: Awareness

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

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

Measure: One collaboration in each department each program year.

Responsible staff: Head of Adult Services

Current Year:

PAST YEARS ARCHIVE: Offering a once a month story time program for the clients of Kindhearted, Opportunity Development Center, and Believe and Achieve. Currently working with the ADRC to develop a soft opening for the local "Memory Café" to be held in fall. 7/10/24 MP. Partnering with the ADRC and Compassus to offer a monthly Memory Café beginning in November. Also working with Bug Tussel to offer bimonthly "technology" based program for adults of all ages. 12/7/24 MP. Working with MAPS to provide a school-ready program geared towards parents and grandparents and how better to keep their kids safe online. 5/10/25 MP.

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

Measure: Quarterly review and updates of website contents.

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

Current Year:

PAST YEARS ARCHIVE: Continually working with Chris Sprague to update current and upcoming program offerings on our website and social media. 7/10/24 MP/AB. Continue to send Chris information/images for the Tockify event calendar. 12/7/24 MP. We continue to send information and images for upcoming events. Chris has revamped/restructured our website's Kid's Page. It is organized by age, highlighting events, programs, and materials relevant to each age group. AB 12/10/24. Chris is working on a Notary Service form for our website. This would allow patrons to request a Notary appointment after hours and would be emailed to me directly. 5/10/25 MP.

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

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

Responsible staff: Library Director

Current Year: Quarterly Library Newsletter created and the first edition made available to the public on Friday, 4/11. LAO 04/09/25. Investigating the creation of automated email system to inform email subscribers of library activities, etc. LAO 5/2025.

PAST YEARS ARCHIVE: Monthly newsletter/letter work in progress. 06/2024 LO. Website blog post creation and weekly maintenance. LO 12/2024,

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

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

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

Current Year: UW-Madison-iSchool Inclusive Library Leadership course enrollment that has included collaboration with other professionals in the service industry, i.e. public libraries, academic libraries, in developing networks and resources to assist with accomplishing such tasks. LAO. 4-5/2025.

PAST YEARS ARCHIVE: Regularly attend Youth Justice Coalition meetings where youth Library program offerings are gathered and promoted throughout the area. 7/10/24 AB. Regularly attend Lincoln County Healthy Minds meetings to facilitate collaboration and promotion of library services to various groups in the community. 12/2024 LO. Attend PRN (Parent Resource Network) meetings monthly to promote library services and gather information the library can help distribute to the community. 5/8/25 AB.

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

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

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

Current Year: Social media posts are regularly scheduled. LAO. 04/2025. Newsletter creation. LAO. 4/2025.

PAST YEARS ARCHIVE: Began a monthly calendar of adult events that is dispersed to the ADRC, the nursing homes/assisted living, and is present on each level and the elevator within the library. 7/10/24 MP. A Summer calendar of events was created to help promote summer library offerings. Will continue to create a calendar of events throughout the year for both youth and teen offerings. 7/10/24 AB. Working with the Merrill Enrichment Center to spread awareness of our adult programs in their newsletter. 12/7/24 MP. Currently working with the Lutheran Social Services Coordinator to offer a resource evening with the residents at the Lincoln Heights Apartment Complex at the end of the month. 5/10/25 MP.

Library Friends and Library Foundations

24

“Friends” Organizations

Friends of the Library organizations exist in many Wisconsin communities. Friends organizations are groups of citizens who join together to support, improve, and promote the library. Some are formally incorporated, not-for-profit bodies; some are informal groups of library supporters. (Information about establishing a Friends organization and ideas for Friends activities and projects is available from the Association of Library Trustees, Advocates, Friends and Foundations at www.ala.org/united/friends.)

As volunteers who actively support the library, Friends can be extremely helpful to the library in a number of ways. Friends often offer financial support for a special library program or service, advocate for the library budget or library capital project, and volunteer assistance with children’s summer reading programs and other services.

While the library board and the Friends share a common vision, they are separate, autonomous bodies—each with a distinct role. The two groups work together most effectively if they respect the distinct role of each organization. Below are a few suggestions that may help create an effective working relationship:

- Friends recognize that they do not perform a decision-making role for the library.
- The library board values and encourages input and opinions from the Friends.
- The library board appoints a liaison to the Friends (often the library director or other library staff member).
- Friends decide how to spend their funds only after conferring with the library director and library board.
- The library board provides the Friends with a “wish list” of items not included in the budget, to aid the Friends in their fund-raising efforts.
- The Friends’ activities support library board strategic plans and policies.
- The library board expresses appreciation to the Friends for their support and service.
- The library board invites and welcomes Friends to library board meetings, especially when discussing issues that may be of interest to the Friends.

In This Trustee Essential

- The role of Friends of the Library groups and library foundations
- How to develop a good relationship between the library board and support groups like the Friends of the Library or the library foundation
- Financial support from the Friends of the Library or the library foundation

Library Foundations

Individuals in some Wisconsin communities have created library foundations to solicit donations to support the library. Library foundations are independent nonprofit organizations established according to the relevant state and federal regulations. A separate library foundation may have certain benefits, including greater political independence. Establishing a foundation normally requires the assistance of a lawyer. A lawyer and/or accountant may also be needed to comply with the IRS 501(c)(3) filing requirements for a nonprofit foundation.

Because library foundations, like Friends groups, are autonomous organizations, many of the same suggestions discussed above for working with the Friends also apply to developing a positive working relationship with a library foundation.

The primary distinction between a Friends of the Library group and a library foundation is that a library foundation will typically have a single purpose: to raise private funds for the support of the library, often including support for library building projects. Friends organizations also often raise money for the library, but, in addition, Friends groups typically support the library through volunteer work in the library and through organized library advocacy work.

Community Foundations

Like a library foundation, a community foundation is a charitable organization described in IRS 501(c)(3); however, a community foundation has a broader purpose for the betterment of the community at large and not just the library. This type of foundation is generally used in the absence of a library foundation to help raise funds or establish an endowment on behalf of the library and to invest those funds legally and effectively.

Financial Support from Friends and Library Foundations

It is important that library donations, including financial and material support from the Friends and any library foundation, be used to enhance or enrich library services. The availability of Friends' support should never be the occasion for reducing or replacing the community's commitment to public funding. Donors will quit donating and volunteers will quit working if they see that their efforts are resulting in reduced public funding for the library instead of improved service.

Often, Friends groups will underwrite a pilot project for a year or two until the value of the new service is proven in the community. They might provide assistance in the furnishing and/or decorating of the library building beyond bare necessities. They might make special collection enrichment gifts to help the library keep pace with an unanticipated increase in the need for special materials (to better serve Spanish-language residents or day-care centers, for example). In addition, Friends groups often provide financial support for special programming.

In many communities, the library donates withdrawn books to the local Friends organization for sale to the public. This practice probably falls within the authority of the library board; however, because public property is involved, special care should be taken. We recommend that the library board enter into a written agreement with the Friends that makes clear that all proceeds from sale of the books (and any other materials) be used to support the programs and services of the library.

Donations to the Library

Under Wisconsin law, the library board itself may accept and manage donations on behalf of the library. Donations to a public library, like donations to any government organization, meet the IRS definition of a “charitable contribution” to a “qualified organization.” No application to the IRS is needed to get this status. According to the IRS publication on Charitable Contributions ([Publication #526](#)): “To become qualified organizations, most organizations other than churches and governments, as described below, must apply to the IRS.” The publication goes on to define as one type of “qualifying organization” any state or any of its subdivisions that perform substantial government functions. A public library established and operated according to Wisconsin Statutes Chapter 43 clearly meets that definition. See [Trustee Essential #9: Managing the Library’s Money](#) for options for the deposit and handling of gifts and donations to the library.

Discussion Questions

1. Discuss the pros and cons of using donations from the Friends, a foundation, or another outside source to fund existing library services.
2. How can the Friends/foundation and the library board be sure that Friends/foundation expenditures provide the greatest benefit to the library?
3. What are the pros and cons of the establishment of a library foundation?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) at ala.org/united/friends has information about establishing a Friends organization and ideas for Friends activities and projects. It also has information on establishing a library foundation.
- Wisconsin Library Trustees and Friends (WLTF) at wla.wisconsinlibraries.org/wlwf
- The Foundation Center has information on establishing a non-profit organization at www.grantsspace.org/Tools/Knowledge-Base/Nonprofit-Management/Establishment/Starting-a-nonprofit

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 – May 21, 2025



Events

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

Here are some highlights of library programming:

- ADRC Brain Basics Series continues Tuesday, May 27, 3:00PM – 4:30PM
- Library Social Hour on Friday, May 30, 3:30PM – 4:30PM
- Final Digital Literacy Workshop on Saturday, May 31, at 10:30AM. Topic: Cyber Security.
- Last, but certainly not least, the Library's Summer Reading Program begins Monday, June 2.
- First program of the summer series is the Magic of Isaiah, on Thursday, June 5, with two shows. This show fills up fast with pre-registration!
- And, of course, these are on top of all our regularly scheduled activities each month.
- Please visit our [Events page](#) on our website for up-to-date information of events and services available at the library.
- Closed Saturday, May 24, and Monday, May 26, for Memorial Day Weekend.
- Library hours change on Saturdays – Open 10AM – 1PM from Memorial Day Weekend to Labor Day Weekend.

Other Highlights

- State Legislative Listening Session – Monday, May 19, 2025, @2:30PM – State Senate President Mary Felzkowski will be at the library to discuss legislative matters on the State level with area constituents.

WVLS

- The Board of Trustees held a meeting on May 17, 2025. Attached are the Minutes from the March 15, 2025 Meeting; the May 17, 2025, Meeting Agenda; and the WVLS Director's Report for the May 17, 2025, meeting for your review. If all goes well, we will have a new WVLS representative from Lincoln County in place by June. A recommendation will be made and sent to Renee Krueger.

Friends of the Library

- Book Sale was held on May 8 – 10, 2025 and was a success. It is an event that community members look forward to and call us non-stop.

Library Director's Report

- YS Renovation Project Update: We are slowly wrapping things up in the new Activity Room. Some cabinetry features are temporary as the manufacturer has had issues with construction. Installation of a sheer window drapery feature along with graphic window film will be completed over the next few months. A request to the endowment fund for payment of additional expenditures to complete the project outside of JAS Construction's contract will be forthcoming. The non-fiction book bins are still on schedule for an October delivery date.
- RFID Project Report: The patron counter/security gate has been installed. A meeting has been scheduled with Tech Logic to discuss next steps: equipment installation and material tagging.

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
 March 15, 2025
 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 May 17, 2025.

President Tom **Bobrofsky** called the meeting to order at 9:30 AM. Roll call was taken by **Wendt**, and a quorum was declared present.

Present

Tom Bobrofsky, President
 Kay Palmer, Vice-President
 Mike Otten, Treasurer
 Sonja Ackerman, member
 Jim Backus, member*
 Candice Grunseth, member
 Jim Mildbrand, member
 Eileen Persike, member
 Diane Peterson, member*
 Judy Peterson, member
 Petra Pietrzak, member
 Kari Sweeney, member

Others Present

Marla Sepnafski, WVLS Director
 Erica Brewster, WVLS staff*
 Josh Klingbeil, WVLS staff
 Jamie Matczak, WVLS staff*
 Rachel Metzler, WVLS staff
 Emily Rogers, WVLS staff
 Brenda Walenton, WVLS staff
 Kris Adams Wendt, WVLS staff

*denotes remote attendance

Excused

Carol Bartlein, member

Vacant

Marathon County representatives (2)

NOTE: All exhibits may be accessed at <https://wvls.org/about-wvls/board-council-committees/board-agenda-materials/>.

CONSENT AGENDA APPROVAL (Exhibit 1a)

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

APPROVAL OF MINUTES (Exhibit 1b)

J. Peterson/Pietrzak motion to approve minutes of the February 15, 2025 WVLS Board meeting as corrected. All aye. Motion carried.

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2-7)

A question from **Mildbrand** initiated a brief discussion clarifying how licensing costs are determined for each WVLS member library.

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

2024 WVLS ANNUAL REPORT (Exhibit 8)

Sepnafski stated that all public library annual reports were submitted to DPI by the March 1 statutory deadline. The WVLS audit of member public library 2024 annual reports revealed no issues of noncompliance aside from a newly hired member library director whose progress toward achieving the necessary certification is being addressed. Also, all 25 member libraries indicated in the system effectiveness section of the annual report that WVLS provided effective leadership in 2024. DPI payment of the second half of 2025 system funding will be received on schedule.

Ackerman/Palmer motion to approve the 2024 WVLS Annual Report as presented. All aye. Motion carried.

WILS/WVLS DATA DASHBOARD MOU EXTENSION (Exhibit 9)

Brewster introduced the amended Memorandum of Understanding to extend dashboard access for the original pilot project through June 30, 2025 at an additional project cost of \$5,000.

Sweeney/Pietrzak motion to approve the amended WILS/WVLS Memorandum of Understanding as presented. All aye. Motion carried.

WVLS DIRECTOR EVALUATION PROCESS (Exhibit 10) AND SELECTION OF DATE/TIME FOR WVLS EXECUTIVE COMMITTEE MEETING

Bobrofsky reviewed the Director Evaluation Process for the benefit of new members. Input from board members should be sent to him for compilation by April 1. Executive Committee members will receive a Doodle Poll to select a date and time to review Director evaluation surveys received. A closed session discussion of the Executive Committee's report will be conducted May 17.

REPORTS

Resource Library (Exhibit 11): The Marathon County Public Library Resource Library Report includes the agenda and Director's Report for the February 17, 2025 MCPL Board of Trustees meeting, as well as the agenda and minutes from the January 27, 2025 meeting.

WVLS Director (Exhibit 12): Sepnafski reviewed the first three pages of the Director's Report, after which WVLS staff members took turns highlighting items under their purview. **Wendt** shared the presidential executive order disclosed late Friday, March 14 instructing the Institute of Museum and Library Services (IMLS) and six other federal agencies to "reduce the performance of their statutory functions and associated personnel to the minimum presence and function required by law." Wisconsin received \$3,011,929.00 in Library Services and Technology Act (LSTA) funds in 2024 from the IMLS grants to states program. Federal LSTA dollars underwrite maintenance of essential infrastructure which, in tandem with state library aid administered by the DPI Division for Libraries and Technology and through regional library systems such as WVLS, supports local library programs and services. WLA coordinated messaging is expected in the days to come, once more information is known.

Bobrofsky declared a 15-minute meeting recess before resumption of reports.

COLAND (Exhibits 13a,13b): Otten shared highlights from the March 14 meeting of the Council for Libraries and Network Development (COLAND) at the Prairie du Chien Memorial Library. The next COLAND meeting is in Eau Claire on May 9.

V-Cat Council (Exhibits 14a,14b) Metzler drew the board's attention to the February 6 V-Cat Council meeting agenda and minutes in addition to information previously shared during the Director's Report.

2024 System Information and Public Library Statistics (Exhibit 15): Brewster invited board members to peruse the prepublication version of the *2024 System Information and Public Library Statistics* booklet. The final version will be published when official population estimates are available in late spring 2025.

Scholarship Report: 2025 Power Up Conference (Exhibit 16): The report includes information from Minocqua Public Library Youth Services Coordinator **Erica Dischinger**, Marathon Co. Public Library Mosinee Branch Coordinator **Sarah Moscatello**, and T.B. Scott Free Library (Merrill) Assistant Director/Head of Youth Services **Andrea Bennett**.

CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES: Bobrofsky read a thank you letter from former WVLS Trustee Alice Sturzl. Mildbrand reviewed Trustee Essentials with the Loyal Public Library Board of Trustees. National Library Week 2025 will be celebrated April 6-12 with the theme "Drawn to the Library."

UPDATED WVLS INFORMATION – 2025 WVLS BUDGET (Exhibit 17)

Sepnafski drew the board's attention to copies of the updated 2025 WVLS Budget documents approved at the February 15 board meeting.

REQUESTS FOR FUTURE AGENDA ITEMS: 2024 Audit of WVLS Financial Records and WVLS AI Policy

CALENDAR

April 10: WVLS Library Advisory Committee meeting

April 30-May 2: WAPL (WI Association of Public Libraries) Conference, Oshkosh (Exhibit 18)

May 17: WVLS Board of Trustees meeting

June 26-30: ALA (American Library Association) Conference, Philadelphia PA

ADJOURNMENT

Ackerman/Sweeney motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:55 AM.

Respectfully submitted,
Kris Adams Wendt, Meeting Recorder



TO: Board of Trustees, WISCONSIN VALLEY LIBRARY SERVICE
FROM: Marla Sepnafski, Director

CALL TO MEETING

The bi-monthly meeting of the WVLS Board of Trustees will be held on
 Saturday, **May 17, 2025 at 9:30 a.m.** in the WVLS Office, 300 N. 1st Street, Wausau.

AGENDA

1. Call to order
2. Roll call
3. Consent agenda items:
 - ... Adoption of agenda order (*exhibit 1a*)
 - ... minutes of March 15, 2025 WVLS Board meeting (*exhibit 1b*)
 - ... agenda & minutes of May 7, 2025 WVLS Executive Committee meeting (*exhibits 1c & 1d*)
4. Financial Reports and Current Bills (*exhibits 2-7*)
5. January-April 2025 WVLS Treasurer's Report (*exhibit 8*)
6. Roll call vote to convene into closed session for consideration of the performance evaluation of the WVLS Director pursuant to WI Statutes Section 19.85 (1)(c)
7. Reconvene into open session
8. Approval of WVLS Director Performance Evaluation
9. 2024 Auditor's Report (*exhibit 9a*) and Auditor's Management Letter (*exhibit 9b*)
10. WVLS AI Policy – *draft* (*exhibit 10*)
11. WPLC 2025 Digital Buying Pool and Magazine Shares (*exhibit 11*)
12. Local Government Investment Pool Resolution (*exhibit 12*)
13. Updated WiscNet MOU - *draft* (*exhibit 13*)
14. Reports:
 - ... Demonstrations of Tonies, Yotos, Whazoodles and Read-Along Books
 - ... Resource Library (*exhibit 14*)
 - ... 2024 System Information and Public Library Statistics (*exhibit 15*)
 - ... WVLS Director (*exhibits 16a-16c*)
 - ... COLAND (*exhibit 17a and 17b*)
 - ... WVLS V-Cat Steering Committee (*exhibits 18a and 18b*)
 - ... WVLS Library Advisory Committee (*exhibits 19a and 19b*)
 - ... V-Cat Council (*exhibit 20a and 20b*)
 - ... 2025 Computers in Libraries Conference (*exhibit 21*)
 - ... IUG Conference (*exhibit 22*)
 - ... 2025 WAPL Conference (*exhibit 23*)
15. Concerns, comments and announcements from area library personnel and trustees
16. Request for future agenda items
17. Calendar
 - ... COLAND meeting - July 11, 2025, Marathon County Public Library
 - ... WVLS Library Advisory Committee meeting – Thursday, August 14, 2025
 - ... WVLS Board of Trustees meeting – Saturday, August 16, 2025
 - ... WVLS Board of Trustees meeting – Saturday, September 20, 2025
18. Adjournment

PLEASE NOTE:

- Trustees who are unable to attend are asked to call 715/261-7250 by 3:00 p.m., Friday, May 16th.
- The proceedings of the meeting will be taped.
- Any person planning to attend this meeting who needs some type of special accommodation in order to participate should notify the WVLS office at 715/261-7250.
- This agenda has been sent to official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida and Taylor counties.
- For virtual attendance, connect at
<https://us02web.zoom.us/j/84569167765?pwd=1wFq3tQ6l209yuxSUl04UpYK0KYb.1>
To participate by phone: Call: +1 312 626 6799 Meeting ID: 845-6916-7765 Passcode: cFa14Jw9

The purpose of the Wisconsin Valley Library Service (WVLS) is to facilitate cooperation among its member libraries by encouraging statewide resource sharing, promoting cost-effective use of available funds, and assisting member libraries in implementing and utilizing current and evolving technologies to ensure the ultimate level of library service to residents throughout its seven-county system area.

Director's Report

WVLS BOARD OF TRUSTEES MEETING

May 17, 2025

CORRESPONDENCE

2025 State Aid Payment

The Wisconsin Department of Public Instruction notified WVLS that our second (final) 2025 state aid payment of \$340,666 was approved. This payment allows WVLS to fulfill activities in the 2025 Plan that was approved by the WVLS Board of Trustees last September and reviewed by the DPI's Library Services Team in October. WVLS received its first 2025 aid payment of \$1,021,998 in November 2024. Aid to public library systems is provided through the [Universal Service Fund](#).

2026 County Funding Information

Member libraries recently received information needed to seek payment from adjacent counties for serving their residents who live in non-librariated communities. Information shared included each library's 2024 cost per circulation calculations (total operating expenditures divided by total number of circulations) and total circulations to in-county and adjacent county non-resident communities. According to Wis. Stat. 43.12, libraries must submit invoices to county clerks by July 2, 2025, and the adjacent county must make payment of at least 70% of the cost of service to those libraries by March 1, 2026.

In 2024, WVLS completed invoices for eight libraries, reviewed many others, and ensured all invoices were received by the clerks in counties adjacent to the home county library by the requisite deadline. WVLS is offering to provide the same level of support again this year.

Eldred Estate

WVLS signed an agreement with Jane's Estate Sales & Services LLC to conduct an on-site estate sale at the home of former WVLS Director Heather Eldred. A non-refundable downpayment was sent to the vendor in early March. The estate sale was held Friday, March 28 – Saturday, March 29, 2025. The sale on Sunday was cancelled due to weather conditions. A check on the proceeds was received in a timely manner and submitted to the law firm managing the Eldred estate.

Sales of other assets – an automobile and property on Bayview Drive – were managed by the estate attorney and conducted in April. Also in April, \$1,000 donations were distributed to the WVLS Wessler Scholarship Fund and to the Wisconsin Library Association Foundation in accordance with the terms of the estate.

In Memory

Letters were sent to the families of recently deceased public library system colleagues **Steve Platteter** ([February 2025](#)) and **Peter Hamon** ([April 2025](#)) to let them know that \$100 memorials from a staff member were placed in the Carol Ruth Wessler Scholarship Fund in their honor. Steve worked in leadership roles at four Wisconsin public library systems, served as the Wisconsin Library Association (WLA) photographer for decades and was an enduring member of the WiLS Board. In 2023, his dedication was recognized with the WLA/DEMCO Librarian of the Year Award. He served as Head of Extension Services for the Oshkosh Public Library System from 1971 to 1975. Peter worked at the Wisconsin State Division for Library Services as a Public Library Consultant in January 1976 and became Director of the State Reference and Loan Library in the Division in November 1976 and director of the South Central Library System in 1981. Peter retired from SCLS in 2005. Peter was honored as Co-WLA/DEMCO Librarian of the Year in 2004 and inducted into the Wisconsin Library Association Hall of Fame in 2014.

The [WVLS Wessler Memorial Scholarship](#) was established in 1986 to honor the memory and service of Carol Wessler, the first reference librarian for our system. All gifts to the fund remain intact and only the interest from invested funds is used for scholarship awards.

Notes from Colleagues

Staff Development Training

*Hi Marla, Our staff training yesterday [January 29th] with Jamie Matczak was outstanding! Thank you for allowing her to spend time with us. She varied the activities, got us up and moving, had many opportunities for brainstorming and sharing, and the staff was engaged throughout. The feedback that I received from staff this afternoon was extremely positive. They felt that all the material she presented was extremely relevant, and we are looking forward to how we serve our customers even better because of our experience today. ... If you are ever in need of a meeting place in central WI, please know that our building is available to you at no cost. – **Stephanie Hauser, Wisconsin Interscholastic Athletic Association (WIAA) Executive Director***



JFC Budget Hearing Support

*“Kris, It was so nice getting to meet you in person! I must say that when you asked other people in the room to stand with us, I got goosebumps and felt a little choked up (as has been the case with everyone that I work with and have shared that story with today). It was amazing to be surrounded by so many people that see the value that libraries bring to our society – truly an experience I will never forget.” – **Sara Bartkowiak, Everett Roehl Marshfield Public Library Youth Services Supervisor***

“Hi Marla and Kris, Thank you very much for serving as site captains for the JFC public hearing in Wausau last week. Frankly, the two of you are amazing and totally rock. Thanks Kris as well for speaking; as usual you did a great job. I’ve learned so much from everyone, and I am so glad to work in this state with all of you.” – **Peter Loeffel, Wauwatosa Public Library Director and WLA Library Development and Legislation Committee Chair**

Book-A-Room Plugin for LEANWI Library Websites

“This is so cool and useful!!!” – **Rebecca Kilde, IFLS Library System PR & Communications Coordinator**

LEANWI Website Services

“We love the new website – Brendan did an amazing job!” – **Kim Dearth, Wonewoc Public Library Director**

“Thanks Erica, for the prompt response. The directions were perfect. I will keep them with the rest of the directions. As always, we appreciate all you do for us.” – **Pam, Clear Lake Public Library Assistant**

WAPL Conference Presentation

“Hi Erica and Brendan, Just wanted to send a quick note to thank you both for your fantastic session at WAPL. Grateful for your expertise and support!” – **Katelyn Killian, MCPL Library Services Manager**

WVLS Email Guidelines

“Hi Marla, I’m trying to find a better way to communicate with OWLSnet libraries and Kristie Hauer from NFLS shared your Email Guidelines (adding action words to subject headings). I think they are brilliant. Would it be okay if we adapted this for OWLSnet if we gave WVLS credit? I would like to use the 4 action words you came up with and create one more (Review). ... Thank you for considering my request.” – **Amanda Lee, Outagamie-Waupaca Library System OWLSnet Manager**

STATE and REGIONAL NEWS

Federal IMLS Funding Campaign

In response to the news in March, that federal funding to IMLS (Institute of Museums and Libraries) would be eliminated, an information campaign was launched to bring awareness to the impact federal funds have on library services and what the elimination of those funds might mean. Colleagues spearheading this campaign include **Milwaukee County Federated Library System Director Steve Heser and Public Information Coordinator Deb Marett**, along with members of the Statewide Marketing Cohort and SRLAAW (System and Resource Library Administrators Association of Wisconsin). Initiatives developed thus far include:

- [Speak Up for Libraries website](#) on latest news and further action
- [Posters available to libraries](#) for the Wisconsin DPI video campaign
- Statewide postcard campaign in development

Campaign updates will continue to be reported in *Monday Mentions*. Details on the postcard campaign will be shared soon!

NEW! Human Resources for Wisconsin Library Leaders

There is a new resource designed specifically for Wisconsin public library leaders: a dedicated professional development website with curated content on [Human Resource Management](#). Stay tuned for more information about the web resource, and in the meantime, there are two upcoming webinars about HR Essentials with **Kathy Parker**. Details about these webinars are shared under Continuing Education and Training later in this document.

NEW! Policy of the Month Club

The WI Dept. of Public Instruction Library Services Team is inviting public library directors to participate in its new collaborative initiative, “Policy of the Month Club.”

Policy of the Month club will offer directors and other policy writers an accessible framework and consistent schedule to easily create and revise policies. Each month will focus on a different policy topic. Participation is voluntary. Those who [subscribe](#) will receive an email that will include directions on how to join the [Public Library Policy Resources Group](#). Each month will focus on a different policy, and participants will receive an email with background information, tips for reviewing and revising library policies, and a platform to share and discuss policy examples.

To launch this new initiative, the Library Services Team will release a Policy Audit tool in June designed to help library directors quickly assess the current status of their policies. Starting in July, participants will receive a Policy of the Month bulletin that will highlight a recommended policy topic and provide access to sample policies and a description of the best practices to consider for each policy.

All WVLS member public library directors are encouraged to [subscribe to Policy of the Month emails](#). Questions may be directed to **Teresa Schmidt**, teresa.schmidt@dpi.wi.gov, or **Chris Baker**, chris.baker@dpi.wi.gov.

(edited from the DPI Library Services Team’s *Library Services UPDATE*; May 7, 2025)

DPI Hosts Retreat for System Continuing Education Consultants

Public Library System Continuing Education Consultants gathered in-person at the Oshkosh Public Library for a retreat held April 29-April 30. Led by **Shauna Koszegi** from the Southwest Wisconsin Library System, the Retreat had three purposes:

- Connection - Deepen professional and personal relationships with fellow consultants to support our collaborative work.
- Value Clarification - Articulate why our CE Consultants Group exists and the unique contribution we make to Wisconsin libraries.
- Action Planning - Create a realistic and achievable roadmap for the next twelve months.

The first day of the retreat was led by **Chris Castro**, Associate Dean for Inclusion, Equity, and Diversity at the UW–Madison College of Engineering. Castro is a recognized national thought leader, scholar and facilitator in equity, diversity, and inclusion in teaching.

The second day of the retreat focused on debriefing and creating action plans for 2025-26. As a result of the retreat, the consultants will focus on two action plans for the remainder of the year.

- Create a set of intentional protocols/questions for new projects that promote effectiveness and efficiency.
- Create a statewide repository/website for all statewide continuing education content that is easily accessed and maintained.

All of the system consultants thought the retreat was worthwhile and expressed interest in meeting annually. Prior to this Retreat, the last time the continuing education consultants met in-person was in 2019.

PEOPLE in the NEWS

Transitions

Early this week, system directors learned that **Assistant Superintendent for the Division for Libraries and Technology Dr. Darrell Williams** would be leaving his position on June 30th. Appointed by **State Superintendent Jill Underly**, Dr. Williams became Assistant Superintendent in January 2023. He replaced **Tessa Michaelson Schmidt** who resigned from this position to become the director of the Cooperative Children's Book Center (CCBC), a library of the UW-Madison's School of Education. Prior Dr. Williams' appointment as Assistant Superintendent, Governor Tony Evers appointed Dr. Williams as the Administrator of the Division of Wisconsin Emergency Management (WEM). WEM is the lead state agency charged with coordinating the state's efforts for all natural and man-caused disasters. WEM also served as the heartbeat of the COVID-19 response throughout Wisconsin.

The Wisconsin Library Association recently announced that after nearly four years as **WLA Executive Director, Laura Sauser** has accepted the position of Director of the Dubuque County Library District and will be relocating back to her home state of Iowa. Her last day with WLA was Monday, May 5. WLA Conference Manager **Cindy Foley** will serve as interim WLA Executive Director while a [search](#) for a successor is underway.

Peggy O'Connell, Minocqua Public Library Director, has announced her plan to retire from her position in the next couple of months. Peg was hired in 2019 to replace retiring director **Mary Taylor**. Prior to becoming the director, Peg served as the library's Outreach Services Coordinator. A search for a new director is underway.

Dorchester Public Library Director **Sue Bedroske** has announced she plans to retire later in the year. Sue is the longest-standing public library director in the WVLS area and will have a 26-year anniversary in June. AMAZING! More information about Sue is shared in the [May 2025 WVLS Newsletter](#). The Board has begun its search for a new director.

Bridges Library System (BLS) **Karol Kennedy** recently announced her plan to retire from her position in June. Following a search for a new director, the BLS Board hired Muskego (WI) Public Library Director **Brittany Larson** to be the new system director effective June 4th. Karol became the system director in 2020 when she replaced retiring director **Connie Meyer**.

WVLS Awards WAPL Conference Scholarships

Jill Roth (E.U. Demmer Memorial Library in Three Lakes), **Laurie Ollhoff** (T.B. Scott Free Library in Merrill), **Katelyn Killian** (Marathon County Public Library), and **Loralee Petersen** (Owen Public Library) were recipients of WVLS scholarships to attend the Wisconsin Association of Public Libraries (WAPL) Conference in Oshkosh from April 30 - May 2. Valued at \$1,000, this scholarship covered costs associated with conference registration, lodging and mileage. This statewide conference, geared toward public librarians, featured keynote speakers, program sessions, and opportunities to network. Conference reports from Jill, Laurie, Katelyn, and Lorelee will be shared with the WVLS Board in August.

Udemy Campaign

To create awareness among member library staff and patrons of the abundant courses available through Gale Presents: Udemy, WVLS offered a tote bag give-away for all member libraries and their users during the month of March. Gale Presents: Udemy is an online learning platform that connects users to video-based courses taught by leading experts in business, technology, and more. All WVLS member libraries have access to Udemy Courses.

WVLS member library staff and patrons (any age) who completed a one-hour Udemy course throughout the month of March were eligible to receive a tote bag. Participants could choose any course that may be of interest. The winners of a tote bag were:

- **Ashley Heiden**, Marathon County Public Library; *Growth Mindset*
- **Jim Mildbrand**, Loyal Public Library and WVLS Trustee; *Ask Better Questions: Build Better Relationships* (pictured below)
- **Ashley Hetzel**, Marathon County Public Library; *Write Better Emails: Tactics for Smarter Team Communications*

- **Kari Sweeney**, Marathon County Public Library and WVLS Trustee; *Diversity, Equity and Inclusion: A Beginner's Guide* (pictured below)
- **Jasmine Hanson**, Wabeno Public Library; *Leading Effective Meetings*



Congratulations to all!

LEGISLATIVE UPDATE

Strong Presence at JFC Budget Hearings

The Wisconsin Library Association exhibited a strong presence at all four April Joint Finance Committee (JFC) public budget hearings in Kaukauna, West Allis, Hayward, and Wausau.

Librarians and library trustees literally Stood Up for Libraries with designated speakers in a visible show of appreciation for the positive impact of state library aid upon Wisconsin communities and support for 2025-2027 DPI budget requests. Audience members who attended the hearings to present testimony on other topics also rose to their feet when invited to show they visited and valued their libraries!

Team WLA representation at the April 29 Wausau hearing was recruited by Site Co-Captains WVLS Director Marla Sepnafski and WVLS Legislative Advocacy Consultant Kris Adams Wendt. Wendt also coordinated statewide WLA Library Development & Legislation Committee (LD&L) efforts at the other three hearings managed by site captains from LD&L and SRLAAW (System and Resource Library Administrators Association of Wisconsin). An aggregate total of 67 library supporters participated statewide. See [Exhibit 16b](#).

Testimony at the Wausau hearing [[Exhibit 16c](#)] was presented by Wendt, Neillsville Public Library Director **Janay Ziebell** and WVLS Trustee **Jim Mildbrand**, who also serves on the Loyal Public

Library and Clark County Library Boards. Many thanks to non-speaking team members Sonja Ackerman (WVLS trustee), Sara Bartkowiak (Everett Roehl Marshfield Public Library, SCLS), WLA Government Relations Advisor Steve Conway from Athens, Vicki Teal Lovely (SCLS technology services), former WVLS Board member Beth Martin, Eric Norton (McMillan Memorial Library, WI Rapids, SCLS), Laurie Ollhoff (T.B. Scott Free Library, Merrill), Petra Pietrzak (WVLS trustee), and Mark Sepnanski.

Biennial Budget Update

Library supporters may still submit feedback on the 2025-2027 biennial budget to the Joint Committee on Finance at [this public comment portal](#). The JFC has also developed a dedicated email address for input only from which all emails will be circulated to the full committee; budget.comments@legis.wisconsin.gov

More information about the [State Biennial Budget Process 2025-2027](#), including photos and video of testimony from the Wausau hearing, is posted to the WLA website. The Wisconsin Library Association is advocating for an increase in public library system aid, as well as cost-to-continue increases for core library services including BadgerLink, Newsline for the Blind and state resource contracts for the Cooperative Children's Book Center, Wisconsin Talking Book and Braille Library, inter-library loan platform software and access to Milwaukee Public Library and UW-Madison collections.

Advocacy and Marketing

WVLS Website Updates

The following resources were recently added to the WVLS website:

The [Compensation Study](#), commissioned through the System and Resource Library Administrators' Association of Wisconsin (SRLAAW) in 2022 with funding from an LSTA grant, provides a compensation review for library roles throughout the state of Wisconsin. This resource may be found at **Resources - Library Administration: Compensation Study.**

[Privacy and Wisconsin Public Libraries](#) tutorials were created by the University of Wisconsin-Madison's iSchool, sponsored by Wisconsin Public Library Systems with support from the WI Dept. of Public Instruction and funding from an LSTA grant. These tutorials provide an overview for all levels of library staff regarding privacy laws in Wisconsin, as well as best practices. This resource may be found at **Resources - Library Administration: Patron Privacy.**

The [Early Literacy Toolkit](#), offered through TeachingBooks, supports early literacy development by aligning instructional resources with the foundational strands of the Scarborough Reading Rope. It offers printables and materials to strengthen phonological skills, vocabulary, background knowledge, and language comprehension while fostering a love of reading. This resource may be found at **Resources - Children's Services: Toolkits.**

Collaboration Opportunities

Elemental Roots E.D.U.

EmilyMae King,
President of the Board
of Directors for
[Elemental Roots
E.D.U.](#) contacted
WVLS regarding the
snap circuit kits we
offer. They asked to
borrow them for an
Earth Day
Sustainability Fair. This
is what they shared
with WVLS about their
experience:



“Our event was a huge success- thank you for the snap circuits!”

We hosted an immersive display featuring live mushrooms (pink oyster, reishi, lion’s mane, maitake) connected to devices like PlantWave and Plant Spiker Box. Grow lights and water served as stimuli, and laptops displayed real-time data. Attendees observed bioelectric signals converted into sound and visual patterns, while speakers enhanced the experience with auditory ‘music.’

Scientific posters explained bioelectricity, biomagnetic spectrums, and resonance. Visitors enjoyed interactive presentations on biomagnetic frequencies and explored curated books like Listening to the Language of Trees and The Mother Tree.

Highlights included a ferrofluid demonstration, making our one mycelium network using Snap Circuits, and colored lighting effects. Visitors compared signals from different mushrooms, participated in guided demonstrations, and received handouts summarizing bioelectricity concepts. QR codes linked to further resources.



Through this event, we inspired curiosity about the hidden bioelectric world in living organisms.”

This event underscores the valuable partnerships and learning opportunities that WVLS is able to support through effective use of its resources.

Collaborative System Consultant Projects

WVLS Public Library Services Consultant Emily Rogers met with consultants from the Nicolet Federated Library System, Outagamie Waupaca Library System, Winnefox Library System, and Manitowoc-Calumet Library System to review ongoing efforts to support member libraries. Following the meeting, Emily joined the DPI Policy of the Month Workgroup and the NEWI (Northeastern Wisconsin CE Partnership) Trustee Training planning team.

Communications

Public Library Services Updates

Public Library Services Updates were created in [March](#), [April](#), and [May](#). The updates were sent to WVLS directors, youth services, and adult services staff to share information and updates about programming, collection development, inclusive services, workforce development, policy creation, and other aspects of public library work.

WVLS Newsletter Highlights

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

- [May 2025 Newsletter](#) - "Wisconsin Libraries Show Strong Support at JFC Hearing," "New Resource for Wisconsin Public Library Leaders," "11 Things to Know About Sue Bedroske," "Sourdough Event Brings Big Crowd to MCPL," "Guest Feature: BYOA Classes in Door County," "WLA Conference Accepting Program Proposals," "Registration Open for Lake Superior Libraries Symposium."
- [April 2025 Newsletter](#) - "Best Practices for Summer Reading Photos," "Rib Lake Staff Reflects on ALA Grant Opportunity," "Applications Open for 2025 Summer Math Grant Adventure," "Tuckey Talks About Unique Role at WVLS," "WVLS Awards IUG Conference Scholarships," "Mosinee Utilizes Makerspace Kits," "Registration Still Open for WAPL Conference."

WVLS thanks area library staff for their contributions!

Consultant Services

Data Analysis and Reporting

WVLS 2024 Statistics Booklet and Infographics

The final edition of the *2024 System Information and Public Library Statistics* booklet was sent to the printer last week. Copies of the booklet will be distributed to WVLS Board members attending today's meeting in person and mailed to those attending virtually. A digital copy is also shared as **Exhibit 15**. With the completion of the *Stats* booklet, Erica will begin to develop county-specific infographics based on the 2024 annual report data.

Data Dashboard

Erica has had conversations with colleagues in WVLS and from other systems regarding development of a shared “data lake” database of general shared public library data (such as from the DPI annual report) as a generic and shared resource for systems to access and create customized data queries. This is tangential but related to ongoing WPLC discussions about the future and purpose of the statewide data dashboard and, specifically for WVLS, related to the future of the *Statistics* booklet and seeking ways to make it both more accessible and customizable for individual libraries, counties, and audiences.

Public Library Services and Administration

Colby Library's Mini Art Contest

The Colby Community Library hosted a Mini Art Contest during the month of April. Participants from youth, teen, and adults were given a mini canvas to take home to create a unique piece of art and to highlight their creativity. Over 30 entries were received! Emily had the pleasure of serving as one of three judges on the panel, tasked with selecting standout works in each age category. It was a fantastic celebration of local talent and artistic expression.

Summer Library Program Support

Support was provided to the new director at the Jean M. Thomsen Memorial Library (Stetsonville) to develop a plan to host their first summer reading program. Assistance will also be provided in the creation of consumables and with detailed program planning.



Other Areas of Support Offered

Guidance in the development of strategies for recruitment and recommendations **for hiring a new director** was offered to a library in anticipation of an upcoming retirement. Assistance was provided to a library director on an **informational advocacy handout**. Tools and recommendations on the **retention of public library records** were shared with a library director planning to discard old financial records.

Continuing Education and Training

2025 Spring Webinar Series on Human Resources for Wisconsin Library Leaders

Public libraries are encouraged to attend an upcoming webinar series on “HR Essentials for Library Leaders,” with guest speaker **Kathy Parker**. Co-author of *The Public Library Director’s Toolkit* and *The Public Library Director’s HR Toolkit*, Kathy has provided training and presentations on leadership, HR, and running libraries to over 3,000 library staff nationally. In 2016, Kathy was the recipient of the American Library Association’s Trustee Citation Award.

The two webinars in the HR Essentials for Library Leaders series are:

[The Lifecycle of a Library Employee](#) – Part 1; Tuesday, May 20; 1 - 2:30 p.m.

In this first session of the HR Essentials for Library Leaders series, Kathy Parker will walk you through the key stages of managing library staff, from creating effective job descriptions to successfully onboarding new hires. You’ll learn how to attract, select, and retain top talent while setting a strong foundation for your team.

[The Lifecycle of a Library Employee](#) – Part 2; Tuesday, June 17; 1 - 2:30 p.m.

In this follow-up session, we’ll dive deeper into critical aspects of employee development and retention. Kathy will cover training strategies, performance evaluations, handling separations, and legal considerations - all aimed at helping you build a strong and effective library team.

Both sessions will be recorded and captioned. Each session provides 1.5 contact hours toward public library certification. Planned by **Angela Schneider** (Winnefox Library System) and **Leah Langby** (IFLS Library System), Wisconsin’s public library systems and WI Dept. of Public Instruction support this series.

Youth Services Workshop

Plans are underway for the **2025 Youth Services Workshop**, which will be hosted at Tomahawk Public Library on October 24. The workshop will focus on the theme of gaming in libraries, exploring the significant role that games play in helping participants develop skills such as communication, decision making, collaboration, strategic thinking, and problem solving.

CCBC Workshop Recap

On April 8, **Tessa Michaelson Schmidt** (Director) and **Merri Lindgren** (Librarian) from the Cooperative Children's Book Center (CCBC) presented at the Minocqua Public Library. The event drew nearly 40 attendees from across Northern Wisconsin.

The presentation highlighted the best new books for children from birth through grade 5, as well as notable titles for grades 6–12. Attendees had the opportunity to engage directly with many of the featured books during a hands-on review session over the lunch break.

Feedback from participants was overwhelmingly positive. One attendee commented, *"My hold list is going to be HUGE! Thank you for taking the time to do all of the extensive research you do."* A first-time attendee shared, *"Great presentation! Worth the drive!"*

2026 Wild Wisconsin Winter Web Conference

Planning is underway for the 14th Annual Wild Wisconsin Winter Web Conference, to be held January 20-21, 2026. Jamie is in conversations with **Leah Langby** (IFLS Library System) and **Jean Anderson** (South Central Library System) regarding conference tracks and potential speakers. While public library systems have always contributed to conference expenses, IMLS support in recent years has increased. The group is exploring ways to offer the conference without IMLS funds and support. More information will be shared in August.

Udemy Courses for Certification Hours

WVLS member library directors are eligible to apply participation in a *Gale Presents: Udemy* course toward public library certification contact hours. With thousands of courses available, directors can choose a topic or area of interest that best fits their needs and can complete the course when it's convenient. For a course to be eligible for certification hours, public library directors should do the following:

- Choose a course in Udemy. This course must have a direct correlation to their position and duties as library leader.
- Submit a request [using this form](#). Jamie will notify the person if the course is acceptable for contact hours for certification.

Gale Presents: Udemy courses are supported by WVLS, and available to all patrons and staff of WVLS member libraries.

Presentations and Trainings

Giving Great Service

Jamie continues to present on "Giving Great Service" in 2025 to libraries and systems across the state. Recent presentations include:

- A workshop hosted by the Winding Rivers Library System in West Salem; Thursday, March 20th; 25 attendees
- A webinar as part of a Rhinelander District Library Staff Development Day; Wednesday, March 26th; 20 attendees
- Staff Development Day at the Waukesha Public Library; Friday, May 2nd; 60 attendees

The Waukesha Public Library plans to create Customer Service Standards using the resources provided during the May 2 training. **Therese Lyons**, Administrative Services Manager, asked Jamie to provide a follow-up presentation at its next Staff Development Day on Friday, December 5, 2025.

In 2024, Jamie completed two national trainings on customer service: *Disney's Approach to Quality Service* through the Disney Institute in Anaheim, California and *ZingTrain's The Art of Giving Great Service* in Ann Arbor, Michigan.

V-Cat Training

A menu of available V-Cat/Sierra/Aspen training sessions is available on the V-Cat Training page. Training is offered upon request. When provided virtually, the training is open to all interested library staff. If the training is in person, staff at neighboring libraries may be invited to attend.

Since the last report, Rachel provided V-Cat Cataloging 1 – Attaching Items training and V-Cat Cataloging II – MARC Alerts training at the Jean M. Thomsen Memorial Library (Stetsonville) on March 26th, and a Sierra for WISCAT Interlibrary Loan training on April 22nd.

Website Trainings

Four regular website trainings, two topic trainings and two open office-hour drop-in trainings continued to be offered each month to member library staff in IFLS, NWLS, WRLS and WVLS. Topics in March and April focused on general website maintenance with a total of 20 attendees. The following is a schedule of upcoming training opportunities:

May – August 2025

- May 20 - System/Public Library Website Accessibility Learning Group meeting
- May 21 - Website Office Hour: Website 201 [Just] Beyond the Basics
- June 16 – Website Office Hour: Do You Alt Text?
- June 17 - System/Public Library Website Accessibility Learning Group meeting
- June 18 - Website Office Hour: Website 201 [Just] Beyond the Basics
- June 19 - Website Office Hour: Website 201 [Just] Beyond the Basics
- June 19 – Website Office Hour: Lighten the Load: removing old, inaccessible, unnecessary website content
- July 14 – Website Office Hour
- July 15 - System/Public Library Website Accessibility Learning Group meeting
- July 16 - Website Office Hour: Website 201 [Just] Beyond the Basics
- July 17 - Website Office Hour: Website 201 [Just] Beyond the Basics

- July 17 – Website Office Hour
- August 11 – Website Office Hour

Orientation for New Colleagues

Staff conducted a WVLS orientation with **Ellyn Laska**, new director of the Jean M. Thomsen Memorial Library (Stetsonville) on April 21st. The orientation provided a high-level overview of WVLS services, applicable library laws, and available resources to support her in her new role. An orientation for new WVLS trustee **Jim Mildbrand** is scheduled for May 29th in the WVLS office.

Gatherings

WVLS continues to host monthly ***Keeping It Together*** discussions, providing opportunities for member library directors to connect virtually. Each session features a brief presentation on a topic relevant to their work, followed by a discussion where directors can share experiences, offer insights, and engage in conversation about current issues and events.

Directors from 9 area libraries - Edward U. Demmer Memorial Library (Three Lakes), Granton Community Library, Loyal Public Library, Minocqua Public Library, Rhinelander District Library, T.B. Scott Free Library (Merrill), Tomahawk Public Library, Wabeno Public Library, and Western Taylor County Public Library (Gilman) – attended the March 21 online meeting.

Hosted by Erica and Emily, the [Pre-Publication 2024 Statistics Booklet](#) (final edition of the 2024 *System Information and Public Library Statistics* booklet is shared as **Exhibit 15**), extension to the [Statewide Data Dashboard pilot](#) and [2025 Summer Math Grant](#) opportunity were discussed.

Based on the Easter holiday and other scheduling conflicts, a *Keeping It Together* discussion was not held in April.

The next *Keeping It Together* discussion is scheduled for Friday, May 16, at 8:30 a.m. During this session, trustee training resources will be reviewed, providing directors with valuable tools to support their boards. An open discussion regarding how the uncertainty surrounding IMLS funding is impacting libraries will follow.

Delivery Services

When Purple Mountain took courier routes over in March, they offered to provide deliveries at Waltco's rates for 60 days while they determined what rate they would need to charge. In May, WVLS received the new rates from Purple Mountain.

Comparing Waltco's rates with Purple Mountain's, the rate/stop increased from \$113.24 to \$133.11, close to \$20 more per stop. At 103 stops per month this will amount to approximately **\$16,500** more than anticipated for 2025.

The fuel surcharge/ stop fluctuates based on current gas prices. We have seen this be as low as \$6.05/stop back in February of 2019 to as high as \$33.22/stop in July of 2022. Walco's fuel surcharge rate/stop for May would have been \$19.86/stop. Because Purple Mountain doesn't add a fuel surcharge until gas prices reach \$3 the fuel surcharge rate/stop was \$5.99. We should see a decrease in the fuel surcharge for 2025 of about **\$11,500**.

Overall, WVLS is likely to see an increase of approximately **\$5,000** in delivery costs in 2025. As increases in delivery were factored into the revised WVLS operational budget the WVLS Board approved in February, the 2025 budget will accommodate this increase.

Grant Projects

Foundations of Wisconsin Librarianship Scholarship

WVLS is offering a scholarship for one WVLS librarian to attend the Wisconsin Department of Public Instruction's *Foundations of Wisconsin Librarianship: Essential Skills for Library Media Specialists and Public Library Staff Serving Youth* workshop.

This three-day in-person workshop, held July 29-31, is designed for public library staff with three years or less of experience serving youth in Wisconsin libraries. It will introduce essential skills, resources, and strategies for working effectively in public libraries. Guest speakers from the Cooperative Children's Book Center (CCBC), PBS Education, and the Wisconsin Science Festival will present to the full group.

WVLS Math Grants

WVLS Summer Math Adventure grants of up to \$1,000 have been awarded to the Granton Community Library, Greenwood Area Library, Tomahawk Public Library, and Westboro Public Library. WVLS met with staff from each library to review the grant parameters and timeline, as well as to discuss strategies for implementation. Moving forward, WVLS will collaborate with each library to customize the Wisconsin Mathematics Council's *Summer Math Adventure* booklets to best support their unique community needs. This annual program is designed to sustain students' enthusiasm for mathematics year-round by equipping public libraries with ready-to-use, engaging summer math activities for their patrons.

WVLS Summer Library Program Performer Grants

WVLS is working with member libraries to finalize their plans for the 2025 Summer Performer Grant. This \$350 grant is intended to help offset the costs of hosting a performer during summer programming. At least 28 WVLS libraries are participating in the grant program this year.

2024-2025 LSTA Core Services Grant

\$77,028 was awarded in aggregate to the LEANWI Partners under the newly named LSTA Core Servers channel. \$10,784 of this is committed to the continuation support for Kajeet hotspots through the end of 2024. \$49,200 was originally designated within the LEANWI 2025 proposed budget plan to support LEANWI tenancy for rack 1, through WiscNet, at the Chippewa Valley Technical College (CVTC) Regional Datacenter (RDC), with \$17,043 remaining undesignated in the budget. LEANWI IT managers agreed that allocating a portion (\$7,002) of the remaining balance to our indirect cost rate (ICR) reimbursement with the remainder to the RDC tenancy project makes sense to simplify the process given uncertainties with the program we experienced during March and April this year. Approximately \$59,242 was allocated to RDC tenancy and \$7,002 allocated to ICR in budget revision requests to DPI in the WISEGrants portal. As in past years, the ICR will be divided equally among the three partners.

LEANWI partners have engaged in bridge funding to support mobile hotspot data plans between December 2024 and June 2025. We may look to continue such support until a functional implementation of an erate consortium management service is established or determined to be infeasible. We may continue looking to leverage 2025 LSTA funds directly if funding for the next LSTA period is made available through DPI.

Technology Projects Overview

LEANWI Partnership, Collaborative Projects, and Core Infrastructure Support

LEANWI Core Infrastructure

Under the governance of WPLC, efforts are in-progress to investigate and prepare for the next lifecycle(s) of the two multi-system collaborations: Data Backup and Digital Content Archiving. Operational Backup services and Digitization Archival supporting services were originally comingled but then distinguished as two separate services. They will likely be separated into two distinct services with separate product sets utilized at the infrastructure level in the next lifecycle. Along with SCLS, LEANWI partners have been meeting with Dell to review same-vendor replacement options, and we expect initial quotes to come in during May 2025.

The TEACH Network migration continues with 61 of 83 endpoints completed in the LEANWI footprint. The remaining TTU events are primarily waiting for the TEACH Network managed service provider (MSP, AT&T) to negotiate last-mile service provisioning with local carriers in regions served by Brightspeed (formerly CenturyLink) or other carriers. WVLS still has four sites that need to be completed: three awaiting contractual service relationships between the MSP and local carriers, and the WVLS aggregation circuit which will be scheduled after those three remaining sites are completed. NWLS has one more site and IFLS has several, with both also awaiting end-point site completions before their primary head-end circuits are completed.

LEANWI Service Explorations

We remain on hold with the review process for the eventual Microsoft licensing program changes that will affect LEANWI partners. We will continue the investigation once we better understand how Microsoft honors the long-term allowance for existing programs such as that held by LEANWI partners, which appears as though it may be honored until at least 2031. Whether the inevitable migration program occurs, we intend to be prepared and to ensure our member libraries are prepared to budget for any new costs which may be forced upon us by these changes. We continue to monitor our Microsoft 365 tenancy, also currently under an academic program, for indications of the initiation of a mandatory migration to the charity program (e.g., for non-profits).

Last year, the LEANWI Partnership announced to peer Library System technology managers that it has begun reviewing Faronics Deep Freeze licensing raising the opportunity for a broader multi-system collaboration. The LEANWI five-year maintenance term with Faronics expires in November 2025. Initial quotes back from Faronics indicate that LEANWI will likely engage in another multi-year agreement to extend Deep Freeze licensing for members. Negotiations to narrow the initial quotes are in progress. LEANWI plans to have the next agreement secured by the end of May 2025, well in advance of the November 2025 expiration.

In November 2024 it was reported that LEANWI Partners intend to reboot and complete the development of an erate Consortium Entity within the Erate Productivity Center (EPC), modeling the approach the TEACH program uses to manage a several-hundred large “BadgerNet” consortium for schools and libraries in the state. The initial purpose was to support a joint consortial application to erate for member libraries that host mobile hotspot lending services.

After considering an indefinite pause on this project due to uncertainties with mobile hotspot data plans support and the erate program in general, the partnership is still working toward the goal of establishing the erate consortium. We continue to monitor federal level communications for indications of a retraction of erate support for mobile hotspots and proceeding with caution. LEANWI partners will continue to review and assess options for supporting those libraries that wish to continue mobile-hotspot lending programs. The period for erate portal access for profile updates opened May 1, 2025 and we will be working with libraries to ensure their profiles are up to date with accurate institutional naming and current administration reflected.

Meetings and Events

LEANWI technology team members, along with South Central Library System (SCLS) and other library system technology stakeholders, had occasional meetings with Dell for Backup and Digital Archiving options review and for PC procurement updates:

- March 11, 2025 – Dell Backup and Digital Archiving Infrastructure
- April 1, 2025 – Dell Backup and Digital Archiving Infrastructure
- April 24, 2025 - Dell Backup and Digital Archiving Infrastructure; Dell PC next generation configurations and branding/naming shifts
- May 22, 2025 – (scheduled) Dell Backup and Digital Archiving Infrastructure

Joshua and **Tony Kriskovich** (NWLS) attended the 2025 WiscNet Connections event, held in Stevens Point this year on April 29th and 30th. WiscNet expressed its sense of direction for the short- and long-term future, with heavy focus on direct support for cybersecurity initiatives. Joshua and Tony also used the venue for informal conversations regarding LEANWI projects in general, and with TEACH administrators to discuss the upcoming new contract RFP/RFQ process getting underway.

LEANWI Website Services

It has been a busy couple of months! Along with the typical handling of website helpdesk tickets and new website builds, staff attended the Computers in Libraries national conference in March and WAPL Conference in May, prepared a presentation for the WAPL Conference on website accessibility issues, prioritized accessibility design solutions to align with the federal regulations timeline, and implemented the Room Booking plugin on library websites.

Website Development

Brendan continues developing new websites and rebuilding or updating older sites upon request. All websites are designed in collaboration with the individual library and with website accessibility and Divi best practices.

Newly deployed websites: Wonewoc Public Library and Kendall Public Library, Winding Rivers Library System (WRLS)

Websites under review: Alma Public Library, WRLS

Websites in discussion: Bayfield and Manitowish Waters libraries, Northern Waters Library Service (NWLS)

2025 Website Development to date:

On deck	New design (current)	Rebuild (current)	Deployed
2	0	0	2

Website Services

The development and maintenance of area library websites continued.

Roll-out of the LEANWI-Book-A-Room plugin is underway. This plugin allows library users and staff to book and manage meeting room reservations through their websites.

Somerset Library went live with the plugin in early March. The plugin has been set up on the following websites and is waiting for final implementation after libraries have familiarized themselves with it:

Demmer Memorial Library (WVLS)

Ellsworth Library (IFLS)

Greenwood Area Library (WVLS)
 Olson Memorial Library (NWLS)
 Prescott Public Library (IFLS)

Other implementations set to take place within the next two weeks will be for MCPL (WVLS), Mercer Public Library (NWLS), and Readstown (WRLS).

Functional improvements are still taking place as libraries match the plugin's functionality with their own systems and workflows, but so far implementation has been going well.

Event booking plugin. This plugin will allow library patrons to register for events online and allow library staff to manage online registration. Core functionality of the Events Booking Plugin was finalized in early March. Further testing and development were halted due to the implementation of the Room Booking plugin and website accessibility research taking priority. Further testing is required and then hopefully an early version can be put before interested libraries for further review of functionality.

The Online Resources page continues to be updated and maintained. Only minor updates have been necessary and were able to be made efficiently under the system we have created. Further roll-out to WRLS websites continues and monthly “click counts” are now being reported for WRLS in addition to IFLS, NWLS, and WVLS. (<https://training.librarieswin.org/resources/online-resources-click-totals/>). The page will need to be reviewed for accessibility performance in the near future.

Statewide advocacy. Guidance was offered to **Reb Kilde** (IFLS) to develop a statewide advocacy toolkit website at <https://libraries.work>. This site is intended to be a resource for Wisconsin library staff in coordinating messaging and marketing regarding both the current and ongoing library advocacy needs. The statewide marketing cohort is managing this content. A second effort supporting a general public campaign, Speak up for Libraries at <https://mywisconsinlibrary.org/>, is hosted by OWLSnet.

Intermittent slow response time from server. We have been experiencing occasional slow response times from our server. The cause typically appears to be one library site experiencing a misconfiguration that causes many errors on the site and uses up a lot of CPU (Central Processing Unit). Once the source of the error is found and fixed the servers respond normally again. For example, libraries, including MCPL, were recently reporting slow response times. In this instance, it appeared that MCPL's Divi theme had somehow been corrupted and had caused errors. Once the theme was reinstalled, errors were fixed and response times across the server returned to normal. This does create frustration for library website managers and users. If an error is impacting one website it seems to overflow and impact functionality of all websites.

ADA Compliance Support

Major advances in addressing ADA accessibility for websites have been made since the beginning of the year:

- Brendan attended the Computers in Libraries conference in Washington D.C. in March and learned more about accessibility best practices.
- Based on this information, we have moved away from considering UserWay and other “overlay” type products that may create an artificially high accessibility compliance score while causing more real-world conflicts with different assistive technologies. Instead a product from SiteImprove was reviewed. Its product is focused more on streamlining the website review and remediation process at the code level rather than using a tool that actively modifies the code output rather than the website base code itself. Two meetings were held with the company to discuss a possible solution for implementing accessibility changes across our 130+ websites as an alternative to UserWay.
- Brendan has taught himself to use a screen reader to test the functionality of a page. Research into making our websites accessible has culminated in some backend fixes which have currently been rolled out to all WVLS, NWLS and WRLS websites and likely to have been implemented on all IFLS websites by the time this report is viewed. These changes will make our websites much more usable with a screen reader in a desktop environment.
- Erica and Brendan presented at the recent WAPL Conference on “Title II ADA Accessibility and the Public Library Website.” at the WAPL Conference on Friday May 2nd. The session was well attended and well received. They are looking into proposing another conference presentation at the WLA Conference in October.
- The Website Accessibility Learning Group (WALG) continues to meet monthly to discuss website accessibility as a dedicated interest group. Twelve **attendees participated in two sessions in March and April.**

The goal is to keep investigating ways and means of making our websites accessible so that we are compliant with the dates stipulated by the DOJ and to ensure websites are genuinely usable by all members of our communities.

WVLS Internal Projects, Library Projects, and Core Services Support

Communication and Training

The WVLS email mailing lists were updated to remove old MCPL domain and replace addresses with marathoncounty.gov and WVLS worked with MCPL staff to review current list membership; begin general cleanup of email lists (see email inventory below).

Procurement and Asset Inventory

New computers were installed at Three Lakes and Minocqua; computers were staged for Rhinelander, Greenwood, Crandon, and Rib Lake and currently scheduling installation. Computers are on order for Laona, Tomahawk, Three Lakes (additional laptop), and Stetsonville.

A router replacement and network inventory were completed at Minocqua and router replacements for Crandon, Wabeno, Laona and network inventories at Laona and Rhinelander are being scheduled

An “email inventory” update request was sent to all libraries to review email accounts associated with a library’s domain so as to determine those in active use, if any should be blocked/deleted and to update membership in email lists. To date, responses have been received from 14 of 24 libraries (MCPL manages their own). A review of the process is ongoing as time allows.

Opposite to procurement: the WVLS team successfully loaded and sent off pounds and pounds of electronics recycling from member libraries and WVLS!

Projects and Services

WVLS is piloting a closed-circuit TV (CCTV) style video camera and network video recording (NVR) product, in the same family as the local networking equipment LEANWI supports, with a member library that expressed need for cameras and interest in helping test this product set out. The **T.B. Scott Library** (Merrill) had a new network-connected gate system installed at its main entrance. **MCPL** is nearly finished with the deployment of new public computers (utilizing Faronics Deep Freeze and Pharos Signup) at the Wausau headquarters and each branch. The **Antigo Public Library** will be utilizing a mobile hotspot for its bookmobile, though that type of utilization precludes the data-service for that plan from being eligible for federal grant support. The **Abbotsford Public Library** added Princh printing service in April; Greenwood is currently scheduling a setup date.

Project Tracking

Member site	Asset Inventory	Network inventory	Replace EdgeRouter Lite	Pharos	Princh	Email inventory
a1 Antigo	complete	in progress	complete	complete	complete	in progress
a4 White Lake	complete	complete	complete	n/a	n/a	n/a
ab Abbotsford	complete	in progress	complete	complete	complete	pending
co Colby	complete	in progress	complete	interested	interested	in progress
cr Crandon	complete	complete	pending	no	no	pending
do Dorchester	in progress	pending	pending	no	no	pending
ga Granton	in progress	complete	complete	no	complete	in progress
ge Greenwood	complete	complete	complete	no	in progress	in progress

gi Gilman	in progress	pending	complete	interested	interested	in progress
la Laona	complete	pending	pending	no	no	pending
lo Loyal	complete	pending	pending	no	complete	in progress
m1 Wausau	n/a	n/a	n/a	complete	complete	n/a
me Medford	complete	pending	complete	complete	complete	in progress
mi Minocqua	complete	in progress	complete	interested	complete	in progress
mr Merrill	in progress	complete	complete	Cassie	complete	pending
ne Neillsville	complete	complete	complete	interested	complete	in progress
ow Owen	complete	in progress	complete	interested	interested	in progress
rh Rhinelander	complete	pending	complete	complete	interested	in progress
rl Rib Lake	complete	complete	pending	complete	no	in progress
st Stetsonville	complete	in progress	complete	no	no	
th Thorp	complete	pending	pending	no	complete	pending
tl Three Lakes	complete	complete	complete	no	complete	pending
to Tomahawk	complete	pending	complete	no	no	pending
wa Wabeno	in progress	in progress	pending	no	complete	in progress
we Westboro	in progress	complete	pending	no	no	in progress
wi Withee	in progress	in progress	complete	no	no	pending

TEACH internet migration update: eight libraries have had successful network migrations since the beginning of the year. Three libraries and the WVLS headend remain to be migrated.

Member site	TEACH TTU migration	Current circuit speed	Circuit at/increase to 100 MB
a1 Antigo	9/18/2024	100	yes
a2 Elcho	1/18/2024	50	n/a
a4 White Lake	2/29/2024	50	pending
ab Abbotsford	3/4/2024	50	pending
co Colby	1/30/2025	100	yes
cr Crandon	2/29/2024	50	pending
do Dorchester	1/30/2025	50	pending
ga Granton	N/A	100	yes
ge Greenwood	11/12/2024	100	yes
gi Gilman	pending	50	pending

la Laona	pending	50	pending
lo Loyal	1/7/2025	50	pending
me Medford	10/31/2024	100	yes
mi Minocqua	12/5/2024	100	yes
mr Merrill	1/16/2024	100	yes
ne Neillsville	1/7/2025	100	yes
ow Owen	8/28/2024	50	pending
rh Rhinelander	1/15/2025	100	yes
rl Rib Lake	1/17/2025	50	pending
st Stetsonville	11/7/2024	100	yes
th Thorp	pending	50	pending
tl Three Lakes	1/25/2024	100	yes
to Tomahawk	9/6/2024	100	yes
wa Wabeno	10/23/2024	50	pending
we Westboro	2/4/2025	100	yes
wi Withee	1/7/2025	100	yes

V-CAT ADMINISTRATION

Council and Committee Meeting Highlights

V-Cat Council

During its meeting on April 3rd, the V-Cat Council approved the financial reports for January and February 2025, a [Fines at Libraries with a Fine Free Policy](#) recommendation presented by the V-Cat Bibliographic Control and Interface Committee, and a 2025-2028 V-Cat Strategic Plan. The Council also reviewed a proposed 2026 V-Cat Budget that represented a 1% increase over the 2025 budget. The Council will vote on the budget at its meeting on June 5th. A “Requirements for Library Use” recommendation did not pass. Draft minutes of the April 3rd V-Cat Council meeting are shared later on today’s agenda as [Exhibit 20b](#).

V-Cat Cooperative Circulation Committee

Chairs for the V-Cat Cooperative Circulation Committee, **Jenny Jochimsen** (Abbotsford) and **Virginia Roberts** (Rhinelander) made the decision to cancel the committee’s May 9th meeting when they learned that WVLS ILS Administrator Katie Zimmermann would not be able to attend. The next meeting of the committee is slated for July 18th.

V-Cat Bibliographic Control and Interface Committee

During its meeting on May 13th, the Bibliographic Control / Interface Committee discussed the Material Type Table, improving the Validity Table for bibliographic records, and Translations available for Aspen Discovery.

The Committee expressed interest in expanding the Material Type table to better reflect the materials being collected by our libraries. The committee expressed interest in expanding the Spoken Record table, which now includes audiobooks on CD, read-along books, Playaways, and other spoken audio formats. An expansion to the table would allow for more categories in Sierra while searching, enabling staff to narrow their searches down to the desired format without needing to open the bibliographic record.

To improve the Validity Table, which indicates whether a Bibliographic code is valid, the committee has been working to gather fields that are displaying as invalid. Once the committee is satisfied with the list, the valid codes can be added to the table. This improves cataloging by no longer displaying valid fields as invalid, which is confusing to cataloging staff.

A request for Aspen to translate into Spanish was shared with the Committee. This change would affect all libraries' Aspen sites, so the committee is considering the change. This possibility will be shared with V-Cat Council at the June meeting and feedback will be encouraged.

The V-Cat Bibliographic Control and Interface Committee will meet again on August 12th.

V-Cat Projects

Cataloging Standards

Rachel continues to attend meetings of the **LSTA Cooperative Cataloging group** and **Statewide Bibliographic Standards** group. Recently the LSTA Cooperative Cataloging group decided to offer an incentive to Wisconsin Library Systems that intend to follow, to the best of their ability, the recommended cataloging practices put forth by the Statewide Bibliographic Standards workgroup. These best practices aim to set baseline recommendations for bibliographic description in general, promote consistent practices for Wisconsin public libraries, and encourage the evolution of standard practices across the state. A website has been developed, found at www.wicatalog.org, that will act as the hub for information on the best practices. By putting these best practices in place, Wisconsin libraries are increasing the consistency of bibliographic records throughout the state and preparing for a future that may include a statewide shared discovery layer.

Training

Rachel is enrolled in an online training on Sierra System Coordinator Basics with ASAA (Advanced System Access and Administration), a 3-day, web-based Sierra Certification Program. The training will run from May 20-22, 2025.

INFO TO GO

PBS Presents “Free for All: The Public Library”

Created by Dawn Logsdon and Lucie Faulkner, Free for All: The Public Library dives into the history of libraries. From inception to current days and the challenges that come with being a librarian

today, this documentary highlights the work of those who continue to provide free access to information for all who enter their doors. You can [watch the documentary here](#). [*Free For All: The Public Library*. Logsdon, D., Faulkner, L. PBS.org. April, 29, 2025.] (*Today's YSS Blog Post*; May 12, 2025)

State of America's Libraries

During National Library Week, the American Library Association (ALA) released [The State of America's Libraries: A Snapshot of 2024](#), an annual report that highlights the ways libraries continue to meet the needs of their communities amid challenges to intellectual freedom. Despite growing pressure, library professionals and advocates stood strong for the freedom to read in 2024. Book challenges remained high, with almost 72% initiated not by parents, but by organized groups and elected officials. While some states passed laws to restrict access and threaten library workers, there were also encouraging developments – including court rulings and state actions that affirmed the right to read and supported those who defend it.

Meetings and Events

- May 16 - **WVLS Keeping It Together Discussion**
- May 17 – **WVLS Board of Trustees meeting**
- May 19 – SOMBAW (System Office Managers and Business Administrators of Wisconsin) meeting at WVLS
- May 20 – DPI-hosted meeting of System Directors
- May 20 – LSTA Cooperative Cataloging Group meeting
- May 20 – **“The Lifecycle of a Library Employee (Part 1)” webinar**
- May 20 – 22 – Sierra Administration Class (RM)
- May 22 – **South Central Library system 50th Anniversary Celebration**
- May 22 – WVLS Consultant visits; Granton Community Library, Greenwood Area Library and Loyal Public Library
- May 23 – WVLS Consultant visit to the Neillsville Public Library
- May 23 – **“WiLSWorld Shorts: Roll for Initiative! Wisconsin Adventures in the Library” webinar**
- May 26 – **Memorial Day, WVLS Office closed**
- May 27 – WVLS Technology Consultant visit; Rhinelander District Library
- May 28 – System Education Consultants meeting
- May 28 – **“Video Game Collections in Libraries: Part 3 – Collection Maintenance, Circulating Consoles, Wraparound Services, and Digital Games” webinar**
- May 29 – Annual Cross County Borrowing meeting with SCLS, Marshfield Public Library and MCPL
- May 30 – WVLS Consultant visit; MCPL Marathon City branch
- May 30 – **Retirement Party / Open House for Bridges Library System Director**; Waukesha Public Library

- June 3 – WPLC Technology Steering Committee meeting
- June 3 – DPI hosted meeting of System Directors
- June 3 – Statewide ILS Administrators meeting
- June 4 – WPLC Technology Backup Workgroup meeting
- June 5 – **WVLS V-Cat Council meeting**
- June 6 – WPLC Delivery Workgroup meeting
- June 9 - WPLC Board meeting
- June 11 – Bibliographic Standards Committee meeting
- June 16 – WPLC Digital Archives Backup Workgroup meeting
- June 17 – LSTA Cooperative Cataloging meeting
- June 17 – WLA Foundation Retreat
- June 17 – **“The Lifecycle of a Library Employee (Part 2)” webinar**
- June 20 – **WVLS Keeping It Together Discussion**
- June 25 – System Education Consultants meeting
- June 26 – **WVLS STAFF RETREAT; WVLS Office closed**
- June 26 – 30 – **American Library Association (ALA) Conference; Philadelphia**
- July 4 – **WVLS Office closed**
- July 9 – Bibliographic Standards Committee meeting
- July 11 – **COLAND (Council for Libraries and Network Development) meeting; MCPL**
- July 11 – WLA Foundation Board of Directors meeting
- July 15 – LSTA Cooperative Cataloging
- July 18 – **WVLS Keeping It Together Discussion**
- July 18 – **WVLS V-Cat Cooperative Circulation Committee meeting**
- July 23 – System Education Consultants meeting
- August 4 – WPLC Board meeting
- August 12 – **WVLS V-Cat Bibliographic Control / Interface Committee meeting**
- August 13 – Bibliographic Standards Committee meeting
- August 14 – **WVLS Library Advisory Committee meeting**
- August 14 – **WVLS Youth Services Information Exchange (YSIE); Loyal Public Library**
- August 15 – **WVLS Keeping It Together Discussion**
- August 16 – **WVLS Board of Trustees meeting**
- August 21-22 – **Play Make Learn 2025**; Memorial Union, UW-Madison campus

Thank you for reading!

Marla