



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, AUGUST 20, 2025

Regular Meeting

Community Room

4:00 PM

I. Opening

1. Call to order and roll call
2. Correspondence
3. Public Comment
4. Introduction of new WVLS Board Representative, Kathleen Morris

II. Consent Items

1. Minutes of regular meeting on July 16, 2025
2. Vouchers for July 16, 2025
3. Unaudited Monthly Income & Expense Report for July 2025
4. Monthly Statistical Report for July 2025

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve the Personnel Policy
2. Action Item: Discuss, review, and approve "Name That Room" Fundraising Campaign
3. Action Item: Endowment Fund Mid-Year Financial Report
4. Discussion Item: Strategic Goals & Action Steps #5
5. Discussion Item: Wisconsin Trustee Essential #26 - The Public Library System Board—the Broad Viewpoint

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

VII. Adjournment

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

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

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

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

I. Opening

- 1. Call to order and roll call -**
- 2. Correspondence -** L. Ollhoff presented a “Thank You” letter from St. Vincent dePaul for the library's monetary donation as part of the staff casual/blue jean Friday monetary collection for the month of June. No additional correspondence was presented.
- 3. Public Comment -** No public comment.

II. Consent Items

- 1. Minutes of regular meeting on May 21, 2025. -** B. Rothlisberg/K. Breitenmoser/C to approve the Minutes of the regular meeting on May 21, 2025. No discussion.
- 2. Vouchers for May & June 2025 -** A. Huftel/D. Dalsky to approve the Vouchers for May and June 2025. No discussion. M. Geisler confirmed that the WVLS amount for \$71,006.52 in May was an annual fee the Library expenses for WVLS services. No further discussion.
- 3. Unaudited Monthly Income & Expense Reports for May & June 2025 -** A. Huftel/B. Rothlisberg to approve the Unaudited Monthly Income & Expense Reports for May & June 2025.No further discussion.
- 4. Monthly Statistical Reports for May & June 2025 -** B. Rothlisberg/D. Dalsky to approve the Monthly Statistical Reports for May and June 2025. No further discussion.

III. Reports/Discussion Items/Action Items

- 1. Action Item: Review and approve 2026 Library Budget -** K. Breitenmoser/A. Huftel/C to approve the 2026 Library Budget. B. Rothlisberg inquired about the Personnel amount to verify that the correct amount was \$829,828, which showed an increase of \$14,391. L. Ollhoff confirmed that after final review with the City Finance Director before the Board meeting, the amount was correct. No further discussion.
- 2. Action Item: Review and approve 2026 Library Closure Dates/Holiday Hours -** A. Huftel/D. Dalsky/C to approve the 2026 Library Closure Dates/Holiday Hours. M. Geisler commented on the number of days. No further discussion.
- 3. Action Item: Review and approve payment from the Library Endowment Fund for the Project Invoice from JAS Construction related to the previously approved contract for construction work -- Youth Services**

Renovation Project. - K. Breitenmoser/B. Rothlisberg/C to approve payment to JAS Construction for services rendered related to the renovation and construction of the Youth Services Department Activity/Meeting Room space. M. Geisler mentioned the infamous missing cabinet door. L. Ollhoff confirmed manufacturing/communication issues delayed some of the doors, which is to be rectified by the end of July. C. Grunenwald confirmed that the final bill was in line with the proposal that had been previously approved. L. Ollhoff confirmed that it was in line with the original amount. No further discussion.

4. **Action Item: Review and approve payment from the Library Endowment Fund for the Invoice for Filing of Tax Form for the Endowment Fund** - M. Weix/A. Huftel/C to approve payment from the Library Endowment Fund for the Invoice for Filing of Tax Form for the Endowment Fund in the amount of \$400+. M. Geisler stated it is for the Form 990 that is required to be filed. No further discussion.
5. **Action Item: Review and approve the Personnel Policy** - Extensive discussion took place and the decision was made for final review and approval at the August 2025 Board meeting. Direction was given to place on the Agenda for the August 20, 2025, Library Board meeting. No further discussion.
6. **Action Item: Discuss and approve Library Administration Team request to close for a period of one week for the purpose of electronically tagging all items in the library collection and conversion to the Tech Logic RFID Circulation, Collection, and Inventory Management System. The specific week is yet to be determined** - D. Dalsky/K. Breitenmoser/C to approve library closure for RFID tagging/inventory conversion the week of September 7, 2025, beginning on Monday, September 8, 2025, and ending on Friday, September 12, 2025, with the understanding that the library will reopen on Saturday, September 13, 2025. M. Geisler mentioned the closure that took place when the library moved during construction and indicated that closing for the RFID Tagging and Inventory conversion would be to our advantage. L. Ollhoff added that the proposed dates were to be Monday, September 8, 2025, through Friday, September 12, 2025.
7. **Discussion Item: Discuss the naming of the new Youth Services Activity Room/Meeting Room.** - Lengthy discussion related to naming possibilities for the new activity/meeting room took place. C. Grunenwald suggested a Naming Rights fundraising campaign. L. Ollhoff indicated that she would do some research and place this item on the August agenda for further discussion and possible action. No further discussion.
8. **Discussion Item: Strategic Goals & Action Steps #3 & 4** - Strategic Goals & Action Steps #3 & #4 were presented without any discussion.
9. **Discussion Item: Wisconsin Trustee Essential #25 - Liability Issues** - Wisconsin Trustee Essential #25 - Liability Issues was presented without any discussion.

IV. Library Director's Report L. Ollhoff presented the report with the following highlights: Youth Services Summer Reading program has come to an end with non-stop traffic at the library from its beginning until its recent completion. Lego Day with the Dunbar display in the Carnegie Wing was a huge hit and a great way to end the summer reading program. Lego Days are one of the most popular public library programs and this library's was no exception. 4-H/Americorp collaborative summer programming is in its 3rd year at the library, which highlights area agriculture topics. ADRC program collaboration focuses on topics of dementia, brain basics, and mental health. Spice of the Month has been quite popular and library staff is focused on bringing some taste-testing events to the library now that we have our new activity space that will allow for some messy activities. Speak-Up for Libraries campaign will continue through the end of July. WVLS Board of Trustees upcoming August meeting should provide us with a new Library Board representative. Friends of the Library went through a reorganization and are actively running a membership drive. Wisconsin Trustee Training is scheduled for August 18-21; trustees are encouraged to attend. Update provide on final touches to the new Youth Services Activity/Meeting room space. RFID project moving forward as planned. Two new AED machines were donated -- one from Aspirus and the other from the Merrill Community Foundation. We are grateful for those donations. No further comments or discussion.

V. President's Remarks Thank you to all in attendance.

VI. Date and Time of Next Meeting Wednesday, August 20, 2025, @4PM.

VII. Adjournment A. Huftel/M. Weix/C to adjourn the meeting at 4:35PM.

2025

Company Being Paid	7/7/25 Packet	7/11/25 Packet	7/18/25 Packet	7/25/25 Packet	JULY 2025 TOTALS
Amazon		\$ 866.76			\$ 866.76
B&T L0280842	\$ 107.62	\$ 185.10		\$ 1,123.35	\$ 1,416.07
B&T L4211082	\$ 5.77			\$ 5.77	\$ 11.54
B&T L5491882		\$ 375.16		\$ 61.71	\$ 436.87
CCB Technology	\$ 2,680.00				\$ 2,680.00
Cengage Learning, Inc.		\$ 333.47			\$ 333.47
Center Point Large Print		\$ 47.94			\$ 47.94
Children's Plus, Inc.	\$ 178.34				\$ 178.34
Cintas	\$ 249.11				\$ 249.11
Community Food Pantry	\$ 90.00				\$ 90.00
Demco				\$ 159.76	\$ 159.76
Elan	\$ 586.80				\$ 586.80
ETCO Electric Supply		\$ 38.30			\$ 38.30
Frontier			\$ 122.66		\$ 122.66
Haenco, LLC		\$ 38.28			\$ 38.28
Librarica (FKA Children's Plus)		\$ 518.79		\$ 164.46	\$ 683.25
Library Store (The)			\$ 57.91		\$ 57.91
Merrill Ace Hardware		\$ 19.75			\$ 19.75
Marathon County Public Library (MCPL)				\$ 139.20	\$ 139.20
Merrill Water Utility		\$ 119.00			\$ 119.00
Northwind Renewable Energy	\$ 652.80				\$ 652.80
Our Wisconsin			\$ 39.98		\$ 39.98
Plautz, Donna	\$ 23.24				\$ 23.24
T.B. Scott Petty Cash	\$ 28.51				\$ 28.51
VIP Office Products		\$ 5.58	\$ 269.94		\$ 275.52
Wisconsin Public Service		\$ 2,835.36			\$ 2,835.36
Wisconsin Valley Library Service		\$ 3,000.00			\$ 3,000.00
ZOHO Corporation			\$ 542.00		\$ 542.00
	\$ 4,602.19	\$ 8,383.49	\$ 1,032.49	\$ 1,654.25	\$ 15,672.42

A/P Regular Open Item Register

7/07/2025 11:11 AM
 PACKET: 11960 LIBRARY - 20250707
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000268 BAKER & TAYLOR L0280842						
I-2039154767		ACCT #216389 L028084 2 B00000	107.62			
7/07/2025	1	DUE: 7/07/2025 DISC: 7/07/2025		1099: N		
		ACCT #216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	92.41
		ACCT #216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	13.36
		ACCT #216389 L028084 2 B00000		10 55110-03-11000	Postage	1.85
== VENDOR TOTALS ==			107.62			
01-003259 BAKER & TAYLOR L4211082						
I-2039155664		ACCT #216389 L421108 2 B00000	5.77	PR060325		
7/07/2025	1	DUE: 7/07/2025 DISC: 7/07/2025		1099: N		
		ACCT #216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks	5.66
		ACCT #216389 L421108 2 B00000		10 55110-03-11000	Postage	0.11
== VENDOR TOTALS ==			5.77			
01-005613 CCB TECHNOLOGY						
I-281328		ACCT# 5040 / ORDER # 49872	2,680.00	SIGNATUR		
7/07/2025	1	DUE: 7/07/2025 DISC: 7/07/2025		1099: N		
		ACCT# 5040 / ORDER # 49872		10 55110-08-50001	Misc Rev-Special/Major P	2,680.00
== VENDOR TOTALS ==			2,680.00			
01-004375 CINTAS CORPORATION						
I-4235228493		PAYER # 18280979	249.11			
7/07/2025	1	DUE: 7/07/2025 DISC: 7/07/2025		1099: N		
		PAYER # 18280979		10 55110-02-23250	Facility Cleaning Servic	249.11
== VENDOR TOTALS ==			249.11			
01-001805 THE COMMUNITY FOOD PANTRY OF M						
I-20250707		CASUAL FRIDAY DONATION	90.00			
7/07/2025	1	DUE: 7/07/2025 DISC: 7/07/2025		1099: N		
		CASUAL FRIDAY DONATION		10 55110-03-31000	Misc. - Petty Cash	90.00
== VENDOR TOTALS ==			90.00			

PACKET: 11960 LIBRARY - 20250707

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-000128	ELAN FINANCIAL SERVICES					
I-20250707		ACCT # 5472-1102-2200-0197	586.80			
7/07/2025	1	DUE: 7/07/2025 DISC: 7/07/2025		1099: N		
		ACCT # 5472-1102-2200-0197		10 55110-03-10000	Office Supplies	35.11
		ACCT # 5472-1102-2200-0197		10 55110-13-10100	Adult Dept Non-Fiction	315.97
		ACCT # 5472-1102-2200-0197		10 55110-15-47500	Software/Upgrades	10.72
		ACCT # 5472-1102-2200-0197		10 55110-03-41250	Programming - Adult	225.00
		=== VENDOR TOTALS ===	586.80			
<hr/>						
01-005471	LIBRARIA					
I-262853		REF # 2000002381	125.79	253509		
7/07/2025	1	DUE: 7/07/2025 DISC: 7/07/2025		1099: N		
		REF # 2000002381		10 55110-13-20000	Youth Children's Books	121.79
		REF # 2000002381		10 55110-03-10500	Library Supplies	4.00
I-262914		REF # 2000002414	52.55	253663		
7/07/2025	1	DUE: 7/07/2025 DISC: 7/07/2025		1099: N		
		REF # 2000002414		10 55110-13-20100	Young Adult Books	51.55
		REF # 2000002414		10 55110-03-10500	Library Supplies	1.00
		=== VENDOR TOTALS ===	178.34			
<hr/>						
01-005469	NORTH WIND RENEWABLE ENERGY CO					
I-2025 QT3		3RD QUARTER 2025	652.80			
7/07/2025	1	DUE: 7/07/2025 DISC: 7/07/2025		1099: N		
		3RD QUARTER 2025		10 55110-02-22000	Electric	652.80
		=== VENDOR TOTALS ===	652.80			
<hr/>						
01-004398	DONNA J PLAUTZ					
I-20250707		JUNE MILEAGE REIMB	23.24			
7/07/2025	1	DUE: 7/07/2025 DISC: 7/07/2025		1099: N		
		JUNE MILEAGE REIMB		10 55110-03-30500	Mileage	23.24
		=== VENDOR TOTALS ===	23.24			
<hr/>						
01-000276	T.B. SCOTT LIBRARY-PETTY CASH					
I-20250707		PETTY CASH REIMB	28.51			
7/07/2025	1	DUE: 7/07/2025 DISC: 7/07/2025		1099: N		
		PETTY CASH REIMB		10 55110-03-11000	Postage	28.51
		=== VENDOR TOTALS ===	28.51			
		=== PACKET TOTALS ===	4,602.19			

PACKET: 11960 LIBRARY - 20250707
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 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 4,602.19
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 4,602.19

** 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	4,602.19-*				
		10 -55110-02-22000	Electric	652.80	25,000	15,209.61	1,041,156	529,151.12
		10 -55110-02-23250	Facility Cleaning Servic	249.11	3,400	1,707.93	1,041,156	529,554.81
		10 -55110-03-10000	Office Supplies	35.11	2,250	167.13	1,041,156	529,768.81
		10 -55110-03-10500	Library Supplies	18.36	7,000	3,921.98	1,041,156	529,785.56
		10 -55110-03-11000	Postage	30.47	1,400	959.41	1,041,156	529,773.45
		10 -55110-03-30500	Mileage	23.24	500	323.88	1,041,156	529,780.68
		10 -55110-03-31000	Misc. - Petty Cash	90.00	0	0.00	1,041,156	529,713.92
		10 -55110-03-41250	Programming - Adult	225.00	7,000	3,853.98	1,041,156	529,578.92
		10 -55110-08-50001	Misc Rev-Special/Major P	2,680.00	0	5,607.24- Y	1,041,156	527,123.92
		10 -55110-13-10000	Adult Dept Fiction	92.41	9,500	4,936.38	1,041,156	529,711.51
		10 -55110-13-10100	Adult Dept Non-Fiction	315.97	10,000	5,358.69	1,041,156	529,487.95
		10 -55110-13-10200	Adult Dept Paperbacks	5.66	750	490.26	1,041,156	529,798.26
		10 -55110-13-20000	Youth Children's Books	121.79	16,000	11,942.29	1,041,156	529,682.13
		10 -55110-13-20100	Young Adult Books	51.55	2,500	1,231.71	1,041,156	529,752.37
		10 -55110-15-47500	Software/Upgrades	10.72	3,000	2,581.36	1,041,156	529,793.20
		99 -14-0010	Due from General Fund	4,602.19 *				
			** 2025 YEAR TOTALS	4,602.19				

PACKET: 11960 LIBRARY - 20250707

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2025	4,602.19

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11969 LIBRARY - 20250711
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-005248 AMAZON CAPITAL SERVICES, INC.						
I-13YN-YV6V-R9KQ		Acct# A29JIWFIAEUZST	53.78	250703AD		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		Acct# A29JIWFIAEUZST	10	55110-03-41250	Programming - Adult	53.78
I-1DX3-MVP6-NHGT		Acct #A29JIWFIAEUZST	85.35	YS progr		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		Acct #A29JIWFIAEUZST	10	55110-03-41500	Programing - Youth	75.35
		Acct #A29JIWFIAEUZST	10	55110-14-20100	Youth Videos, DVDs & CD-	10.00
I-1JQV-PL3M-QC7N		Acct# A29JIWFIAEUZST	106.36	YS-Frien		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		Acct# A29JIWFIAEUZST	10	55110-08-50000	Special/Major Projects	1.37
		Acct# A29JIWFIAEUZST	10	55110-08-50001	Misc Rev-Special/Major P	104.99
I-1P9Q-TJP7-NCFG		Acct #A29JIWFIAEUZST	119.88	PuzzComp		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		Acct #A29JIWFIAEUZST	10	55110-03-41250	Programming - Adult	119.88
I-1PXX-QN4N-NW1X		Acct# A29JIWFIAEUZST	117.60	LOT_CE_N		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		Acct# A29JIWFIAEUZST	10	55110-13-10100	Adult Dept Non-Fiction	11.68
		Acct# A29JIWFIAEUZST	10	55110-14-40000	Learning Games/Story Box	16.99
		Acct# A29JIWFIAEUZST	10	55110-15-42500	Computer Equipment	88.93
I-1RNJ-KG4H-MTXN		Acct #A29JIWFIAEUZST	64.07	YS-Books		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		Acct #A29JIWFIAEUZST	10	55110-03-41500	Programing - Youth	18.90
		Acct #A29JIWFIAEUZST	10	55110-13-20000	Youth Children's Books	45.17
I-1RNJ-KG4H-N67R		Acct# A29JIWFIAEUZST	111.53	AdultPro		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		Acct# A29JIWFIAEUZST	10	55110-03-41250	Programming - Adult	111.53
I-1T3C-TL33-MYJK		Acct #A29JIWFIAEUZST	96.23	YS-PROGR		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		Acct #A29JIWFIAEUZST	10	55110-03-41500	Programing - Youth	96.23
I-1TM3-96PL-NRKH		Acct# A29JIWFIAEUZST	67.29	AP_LOT_0		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		Acct# A29JIWFIAEUZST	10	55110-03-41250	Programming - Adult	48.30
		Acct# A29JIWFIAEUZST	10	55110-14-40000	Learning Games/Story Box	18.99
I-1VPD-3HWH-NFRF		Acct #A29JIWFIAEUZST	44.67	TBS-ANF-		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		Acct #A29JIWFIAEUZST	10	55110-13-10100	Adult Dept Non-Fiction	44.67
===== VENDOR TOTALS =====			866.76			

PACKET: 11969 LIBRARY - 20250711
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000268 BAKER & TAYLOR L0280842						
I-2039162412		ACCT # 216389 L028084 2 B0000	59.47	AYAT		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	50.39
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	8.07
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	1.01

I-2039174640		ACCT# 216389 L028084 2 B00000	125.63			
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		ACCT# 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	108.13
		ACCT# 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	15.34
		ACCT# 216389 L028084 2 B00000		10 55110-03-11000	Postage	2.16
		== VENDOR TOTALS ==	185.10			

01-000271 BAKER & TAYLOR L5491882						
I-2039168564		ACCT # 216389 L549188 2 B0000	375.16			
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		ACCT # 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction	331.78
		ACCT # 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies	36.74
		ACCT # 216389 L549188 2 B00000		10 55110-03-11000	Postage	6.64
		== VENDOR TOTALS ==	375.16			

01-000922 CENGAGE LEARNING INC						
I-999100658802		ACCT # 100298883	29.59	MAY-LP		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	29.59

I-999100660085		ACCT # 100298883	214.32	JULY-LCP		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	214.32

I-999100673987		ACCT# 100298883	44.78	JULY-LCP		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		ACCT# 100298883		10 55110-13-10400	Adult Dept Large Print	44.78

I-999100683810		ACCT # 100298883	44.78	JULY-LCP		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	44.78
		== VENDOR TOTALS ==	333.47			

PACKET: 11969 LIBRARY - 20250711
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000274 CENTER POINT LARGE PRINT						
I-2179482		CUST # 54452	47.94			
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		CUST # 54452		10 55110-13-10400	Adult Dept Large Print	47.94
=== VENDOR TOTALS ===			47.94			
01-000131 ETCO ELECTRIC SUPPLY						
I-3487209		CUST ID 20835	38.30	LIBRARY		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		CUST ID 20835		10 55110-03-50275	M/R - Contingency	38.30
=== VENDOR TOTALS ===			38.30			
01-005274 HAENCO LLC						
I-15453		KITCHEN ROLL TOWELS	38.28	TJ		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: Y		
		KITCHEN ROLL TOWELS		10 55110-03-44000	Janitor Supplies	38.28
=== VENDOR TOTALS ===			38.28			
01-005471 LIBRARIA						
I-263138		REF # N/A - 1970	10.99	252038		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		REF # N/A - 1970		10 55110-13-20000	Youth Children's Books	10.19
		REF # N/A - 1970		10 55110-03-10500	Library Supplies	0.80
I-263177		REF # 2000002374	408.00	253500		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		REF # 2000002374		10 55110-13-20000	Youth Children's Books	387.60
		REF # 2000002374		10 55110-03-10500	Library Supplies	20.40
I-263350		REF # 2000001678	30.38	250876		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		REF # 2000001678		10 55110-13-20100	Young Adult Books	28.78
		REF # 2000001678		10 55110-03-10500	Library Supplies	1.60
I-263354		REF # 2000002736	69.42	254676		
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		REF # 2000002736		10 55110-13-20000	Youth Children's Books	65.82
		REF # 2000002736		10 55110-03-10500	Library Supplies	3.60
=== VENDOR TOTALS ===			518.79			

PACKET: 11969 LIBRARY - 20250711
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000839 MERRILL ACE HARDWARE						
C-20250711		ACCT # 81867	2.20CR			
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		ACCT # 81867		10 55110-03-44000	Janitor Supplies	1.20CR
		ACCT # 81867		10 55110-03-50275	M/R - Contingency	1.00CR
I-244493						
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025	21.95	1099: N		
		ACCT # 81867		10 55110-03-44000	Janitor Supplies	11.96
		ACCT # 81867		10 55110-03-50275	M/R - Contingency	9.99
== VENDOR TOTALS ==			19.75			
01-000328 MERRILL WATER UTILITY						
I-20250711		ACCT # 350-30440-00	119.00			
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		ACCT # 350-30440-00		10 55110-02-21000	Water and Sewer	119.00
== VENDOR TOTALS ==			119.00			
01-000284 VIP ALL-VALUE						
I-0117158-001		ACCT # 67191-0	5.58			
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		ACCT # 67191-0		10 55110-03-10000	Office Supplies	5.58
== VENDOR TOTALS ==			5.58			
01-000656 WISCONSIN PUBLIC SERVICE						
I-5547610970		ACCT # 0403371156-00003	2,835.36			
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		ACCT # 0403371156-00003		10 55110-02-22000	Electric	2,568.42
		ACCT # 0403371156-00003		10 55110-02-22500	Fuel - Natural Gas	266.94
== VENDOR TOTALS ==			2,835.36			
01-000290 WISCONSIN VALLEY LIBRARY SERVI						
I-2025-2838		2025 WIN MEMBERSHIP	3,000.00			
7/11/2025	1	DUE: 7/11/2025 DISC: 7/11/2025		1099: N		
		2025 WIN MEMBERSHIP		10 55110-15-40000	Computer/Network Mainten	3,000.00
== VENDOR TOTALS ==			3,000.00			
== PACKET TOTALS ==			8,383.49			

PACKET: 11969 LIBRARY - 20250711
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 8,385.69
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 2.20CR

BATCH TOTALS 8,383.49

** 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	8,383.49-*				
		10 -55110-02-21000	Water and Sewer	119.00	2,080	1,094.67	1,041,156	524,720.89
		10 -55110-02-22000	Electric	2,568.42	25,000	12,641.19	1,041,156	522,271.47
		10 -55110-02-22500	Fuel - Natural Gas	266.94	25,000	19,370.03	1,041,156	524,572.95
		10 -55110-03-10000	Office Supplies	5.58	2,250	161.55	1,041,156	524,834.31
		10 -55110-03-10500	Library Supplies	86.55	7,000	3,835.43	1,041,156	524,753.34
		10 -55110-03-11000	Postage	9.81	1,400	949.60	1,041,156	524,830.08
		10 -55110-03-41250	Programming - Adult	333.49	7,000	3,520.49	1,041,156	524,506.40
		10 -55110-03-41500	Programing - Youth	190.48	7,500	3,035.14	1,041,156	524,649.41
		10 -55110-03-44000	Janitor Supplies	49.04	5,000	3,731.79	1,041,156	524,790.85
		10 -55110-03-50275	M/R - Contingency	47.29	10,000	7,468.36	1,041,156	524,792.60
		10 -55110-08-50000	Special/Major Projects	1.37	0	1,285.20- Y	1,041,156	524,838.52
		10 -55110-08-50001	Misc Rev-Special/Major P	104.99	0	5,712.23- Y	1,041,156	524,734.90
		10 -55110-13-10000	Adult Dept Fiction	158.52	9,500	4,777.86	1,041,156	524,681.37
		10 -55110-13-10100	Adult Dept Non-Fiction	388.13	10,000	4,970.56	1,041,156	524,451.76
		10 -55110-13-10400	Adult Dept Large Print	381.41	4,300	1,844.60	1,041,156	524,458.48
		10 -55110-13-20000	Youth Children's Books	508.78	16,000	11,433.51	1,041,156	524,331.11
		10 -55110-13-20100	Young Adult Books	28.78	2,500	1,202.93	1,041,156	524,811.11
		10 -55110-14-20100	Youth Videos, DVDs & CD-	10.00	750	634.60	1,041,156	524,829.89
		10 -55110-14-40000	Learning Games/Story Box	35.98	500	327.50	1,041,156	524,803.91
		10 -55110-15-40000	Computer/Network Mainten	3,000.00	3,600	600.00	1,041,156	521,839.89
		10 -55110-15-42500	Computer Equipment	88.93	10,000	2,439.64	1,041,156	524,750.96
		99 -14-0010	Due from General Fund	8,383.49 *				
			** 2025 YEAR TOTALS	8,383.49				

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A/P Regular Open Item Register

PACKET: 11969 LIBRARY - 20250711

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2025	8,383.49

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11981 LIBRARY - 20250718

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-002661	FRONTIER					
I-20250718		ACCT# 715-536-7909-010384-5	122.66			
7/18/2025	1	DUE: 7/18/2025 DISC: 7/18/2025		1099: N		
		ACCT# 715-536-7909-010384-5		10 55110-02-25000 Telephone		122.66
== VENDOR TOTALS ==			122.66			
01-000921	THE LIBRARY STORE					
I-747355		CUST # 7779	57.91	6085918		
7/18/2025	1	DUE: 7/18/2025 DISC: 7/18/2025		1099: N		
		CUST # 7779		10 55110-03-10500 Library Supplies		57.91
== VENDOR TOTALS ==			57.91			
01-003592	OUR WISCONSIN					
I-20250718		2 YEAR SUBSCRIPTION	39.98	ORW30052		
7/18/2025	1	DUE: 7/18/2025 DISC: 7/18/2025		1099: N		
		2 YEAR SUBSCRIPTION		10 55110-13-50000 Magazines/Periodicals		39.98
== VENDOR TOTALS ==			39.98			
01-000284	VIP ALL-VALUE					
I-0117193-001		ACCT # 67191-0	269.94			
7/18/2025	1	DUE: 7/18/2025 DISC: 7/18/2025		1099: N		
		ACCT # 67191-0		26 55110-03-12650 Library Photocopier Expe		269.94
== VENDOR TOTALS ==			269.94			
01-003473	ZOHO CORPORATION					
I-50100845576		ACCT # 670190738 <i>annual subscription fee</i>	542.00	tech@tbs		
7/18/2025	1	DUE: 7/18/2025 DISC: 7/18/2025		1099: N		
		ACCT # 670190738		10 55110-15-47500 Software/Upgrades		542.00
== VENDOR TOTALS ==			542.00			
== PACKET TOTALS ==			1,032.49			

by
7/23/25

PACKET: 11981 LIBRARY - 20250718

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS	1,032.49
DEBIT MEMO TOTALS	0 00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	1,032.49
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**** 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	762.55-*				
	10	-55110-02-25000	Telephone	122.66	1,350	514.75	1,041,156	484,494.18
	10	-55110-03-10500	Library Supplies	57.91	7,000	3,777.52	1,041,156	484,558.93
	10	-55110-13-50000	Magazines/Periodicals	39.98	4,000	2,802.11	1,041,156	484,576.86
	10	-55110-15-47500	Software/Upgrades	542.00	3,000	2,039.36	1,041,156	484,074.84
	26	-21-0000	Accounts Payable Control	269.94-*				
	26	-55110-03-12650	Library Photocopier Expe	269.94	0	5,293.31- Y	0	8,011.25- Y
	99	-14-0010	Due from General Fund	762.55 *				
	99	-14-0026	Due From Non-Lapsing	269.94 *				
			** 2025 YEAR TOTALS	1,032.49				

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A/P Regular Open Item Register

PAGE: 3

PACKET: 11981 LIBRARY - 20250718

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2025	762.55
26	7/2025	269.94

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11991 LIBRARY - 20250725

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-000268 BAKER & TAYLOR L0280842

I-2039190756		ACCT #216389 L028084 2 B00000	1,123.35			
7/25/2025	1	DUE: 7/25/2025 DISC: 7/25/2025		1099: N		
		ACCT #216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	958.02
		ACCT #216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	146.17
		ACCT #216389 L028084 2 B00000		10 55110-03-11000	Postage	19.16
== VENDOR TOTALS ==			1,123.35			

01-003259 BAKER & TAYLOR L4211082

I-2039175574		ACCT # 216389 L421108 2 B0000	5.77	PB060325		
7/25/2025	1	DUE: 7/25/2025 DISC: 7/25/2025		1099: N		
		ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks	5.66
		ACCT # 216389 L421108 2 B00000		10 55110-03-11000	Postage	0.11
== VENDOR TOTALS ==			5.77			

01-000271 BAKER & TAYLOR L5491882

I-2039188132		ACCT #216389 L549188 2 B00000	61.71			
7/25/2025	1	DUE: 7/25/2025 DISC: 7/25/2025		1099: N		
		ACCT #216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction	56.25
		ACCT #216389 L549188 2 B00000		10 55110-03-10500	Library Supplies	4.33
		ACCT #216389 L549188 2 B00000		10 55110-03-11000	Postage	1.13
== VENDOR TOTALS ==			61.71			

01-003938 DEMCO, INC.

I-7672150		CUST # 462508000	159.76	071625LS		
7/25/2025	1	DUE: 7/25/2025 DISC: 7/25/2025		1099: N		
		CUST # 462508000		10 55110-03-10500	Library Supplies	159.76
== VENDOR TOTALS ==			159.76			

01-005471 LIBRARIA

I- 263139		REF # 2000002373	164.46	253499		
7/25/2025	1	DUE: 7/25/2025 DISC: 7/25/2025		1099: N		
		REF # 2000002373		10 55110-13-20000	Youth Children's Books	157.66
		REF # 2000002373		10 55110-03-10500	Library Supplies	6.80
== VENDOR TOTALS ==			164.46			

PACKET: 11991 LIBRARY - 20250725

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-001797 MARATHON COUNTY PUBLIC LIBRARY						
I-019800		CUST # C-003611	11.20			
7/25/2025	1	DUE: 7/25/2025 DISC: 7/25/2025		1099: N		
		CUST # C-003611		10 55110-02-27000	Lost-Damaged Materials	11.20
I-019939		CUST # C-003611	128.00			
7/25/2025	1	DUE: 7/25/2025 DISC: 7/25/2025		1099: N		
		CUST # C-003611		10 55110-02-27000	Lost-Damaged Materials	128.00
== VENDOR TOTALS ==			139.20			
== PACKET TOTALS ==			1,654.25			

PACKET: 11991 LIBRARY - 20250725

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS	1,654.25
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	1,654.25
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**** 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	1,654.25-*					
	10	-55110-02-27000	Lost-Damaged Materials	139.20	0	248.91-	Y	1,041,156	483,765.09
	10	-55110-03-10500	Library Supplies	317.06	7,000	3,460.46		1,041,156	483,587.23
	10	-55110-03-11000	Postage	20.40	1,400	929.20		1,041,156	483,883.89
	10	-55110-13-10000	Adult Dept Fiction	958.02	9,500	3,819.84		1,041,156	482,946.27
	10	-55110-13-10100	Adult Dept Non-Fiction	56.25	10,000	4,914.31		1,041,156	483,848.04
	10	-55110-13-10200	Adult Dept Paperbacks	5.66	750	484.60		1,041,156	483,898.63
	10	-55110-13-20000	Youth Children's Books	157.66	16,000	11,275.85		1,041,156	483,746.63
	99	-14-0010	Due from General Fund	1,654.25 *					
			** 2025 YEAR TOTALS	1,654.25					

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A/P Regular Open Item Register

PACKET: 11991 LIBRARY - 20250725

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2025	1,654.25

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JULY 31ST, 2025

10 -General Fund
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
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
Public Charges-Services					
45110-46710 Library Revenue	2,500.00	197.49	3,200.23	128.01	(700.23)
TOTAL Public Charges-Services	2,500.00	197.49	3,200.23	128.01	(700.23)
Miscellaneous Revenues					
45110-48023 Sale - Library Furniture	0.00	0.00	6,350.00	0.00	(6,350.00)
45110-48400 Library Endowment Reimb.	0.00	1,705.16	1,705.16	0.00	(1,705.16)
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	0.00	20,433.52	817.34	(17,933.52)
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	788.75	0.00	(788.75)
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	1,705.16	29,888.07	195.52	(27,388.07)
TOTAL REVENUES	484,475.00	1,902.65	271,685.71	56.08	212,789.29
EXPENDITURES					
Personnel Services					
55110-01-11000 Salaries - Regular	227,286.00	15,193.76	105,270.73	46.32	122,015.27
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	31,998.95	230,702.97	55.00	188,768.03
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	2,955.00	0.00	1,382.50	46.79	1,572.50
55110-01-51000 Social Security	49,703.00	3,486.09	27,062.44	54.45	22,640.56
55110-01-52000 Retirement (WRS)	41,579.00	2,738.19	21,470.39	51.64	20,108.61
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	5,455.17	39,146.93	58.62	27,631.07
55110-01-55000 Life Insurance	3,476.00	233.32	1,630.04	46.89	1,845.96
TOTAL Personnel Services	815,436.00	59,105.48	426,666.00	52.32	388,770.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 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	3,486.36	99.61	13.64
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	0.00	683.22	32.23	1,436.78
55110-02-21000 Water and Sewer	2,080.00	119.00	985.33	47.37	1,094.67
55110-02-22000 Electric	25,000.00	3,221.22	12,358.81	49.44	12,641.19
55110-02-22500 Fuel - Natural Gas	25,000.00	266.94	5,629.97	22.52	19,370.03
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	249.11	1,692.07	49.77	1,707.93
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	122.66	835.25	61.87	514.75
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	139.20	248.91	0.00	(248.91)
TOTAL Contractual Services	64,350.00	4,118.13	26,039.92	40.47	38,310.08
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	2,250.00	40.69	2,088.45	92.82	161.55
55110-03-10500 Library Supplies	7,000.00	479.88	3,539.54	50.56	3,460.46
55110-03-11000 Postage	1,400.00	60.68	470.80	33.63	929.20
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	500.00	0.00	771.00	154.20	(271.00)
55110-03-30500 Mileage	500.00	23.24	176.12	35.22	323.88
55110-03-31000 Misc. - Petty Cash	0.00	10.00	(80.00)	0.00	80.00
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	743.75	0.00	(743.75)
55110-03-41000 Public Relations/Publicit	2,000.00	0.00	873.00	43.65	1,127.00
55110-03-41001 Misc Rev - Publicity	0.00	0.00	1,763.94	0.00	(1,763.94)
55110-03-41250 Programming - Adult	7,000.00	333.49	3,254.51	46.49	3,745.49
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	5,344.84	0.00	(5,344.84)
55110-03-41500 Progamming - Youth	7,500.00	140.48	4,414.86	58.86	3,085.14
55110-03-41501 Misc Rev-Programming-Yout	0.00	0.00	7,279.99	0.00	(7,279.99)
55110-03-41750 Hospitality	500.00	0.00	193.12	38.62	306.88
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	1,092.64	0.00	(1,092.64)
55110-03-44000 Janitor Supplies	5,000.00	49.04	1,268.21	25.36	3,731.79
55110-03-50000 M/R-General Repair/Maint.	4,000.00	361.84	1,166.55	29.16	2,833.45
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	47.29	2,531.64	25.32	7,468.36
55110-03-50750 M/R- Equipment Maint.	0.00	24.25	24.25	0.00	(24.25)
TOTAL Supplies & Expenses	49,950.00	1,570.88	36,919.81	73.91	13,030.19
<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

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 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	1.37	1,285.20	0.00	(1,285.20)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	2,784.99	5,712.23	0.00	(5,712.23)
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	2,786.36	6,997.43	0.00	(6,997.43)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	1,208.95	5,680.16	59.79	3,819.84
55110-13-10100 Adult Dept Non-Fiction	10,000.00	760.35	5,085.69	50.86	4,914.31
55110-13-10200 Adult Dept Paperbacks	750.00	11.32	265.40	35.39	484.60
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	381.41	2,455.40	57.10	1,844.60
55110-13-20000 Youth Children's Books	16,000.00	788.23	4,724.15	29.53	11,275.85
55110-13-20100 Young Adult Books	2,500.00	80.33	1,297.07	51.88	1,202.93
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	39.98	1,197.89	29.95	2,802.11
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	3,270.57	20,705.76	44.01	26,344.24
<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	46.73	2.34	1,953.27
55110-14-10200 Adult Dept CDs	800.00	0.00	259.56	32.45	540.44
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	0.00	947.29	47.36	1,052.71
55110-14-10500 Adult Dept Videos	0.00	0.00	0.00	0.00	0.00
55110-14-20000 Youth Audiobooks & CDs	1,500.00	0.00	539.87	35.99	960.13
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	10.00	115.40	15.39	634.60
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	35.98	172.50	34.50	327.50
55110-14-41000 Adult Library of Things	0.00	0.00	0.00	0.00	0.00
55110-14-45000 Ebooks/Digital Content	6,620.00	0.00	5,645.63	85.28	974.37
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	45.98	7,726.98	54.53	6,443.02
<u>Technology</u>					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	0.00	996.11	52.43	903.89
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 Tl/Internet Access	1,200.00	0.00	900.00	75.00	300.00
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	3,000.00	3,000.00	83.33	600.00
55110-15-42500 Computer Equipment	10,000.00	88.93	7,560.36	75.60	2,439.64
55110-15-47500 Software/Upgrades	3,000.00	552.72	960.64	32.02	2,039.36

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JULY 31ST, 2025

10 -General Fund
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-70000 V-Cat Shared Automation	18,500.00	0.00	17,006.52	91.93	1,493.48
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,200.00	3,641.65	30,423.63	79.64	7,776.37
TOTAL EXPENDITURES	1,041,156.00	74,539.05	558,858.53	53.68	482,297.47
REVENUES OVER/(UNDER) EXPENDITURES	(556,681.00)	(72,636.40)	(287,172.82)	0.00	(269,508.18)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JULY 31ST, 2025

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
=====					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	4,224.95	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	445.21	2,941.17	0.00	(2,941.17)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	445.21	2,941.17	0.00	(2,941.17)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	0.00	2,295.00	0.00	(2,295.00)
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	131.84	749.63	0.00	(749.63)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	131.84	3,044.63	0.00	(3,044.63)
TOTAL REVENUES	0.00	577.05	10,210.75	0.00	(10,210.75)
<u>EXPENDITURES</u>					
=====					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12650 Library Photocopier Expen	0.00	269.94	5,293.31	0.00	(5,293.31)
55110-03-12675 Library Vending - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-22725 Summer Programs-Expenses	0.00	0.00	0.00	0.00	0.00
55110-03-25000 Library Grants - Expense	0.00	0.00	2,045.00	0.00	(2,045.00)
55110-03-40500 Memorial Books-Expense	0.00	0.00	672.94	0.00	(672.94)
TOTAL Supplies & Expenses	0.00	269.94	8,011.25	0.00	(8,011.25)
TOTAL EXPENDITURES	0.00	269.94	8,011.25	0.00	(8,011.25)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	307.11	2,199.50	0.00	(2,199.50)
FUND TOTAL REVENUES	168,737.00	70,408.19	270,764.15	160.47	(102,027.15)
FUND TOTAL EXPENDITURES	179,769.30	74,200.25	248,752.98	138.37	(68,983.68)
REVENUES OVER/(UNDER) EXPENDITURES	(11,032.30)	(3,792.06)	22,011.17	0.00	(33,043.47)

*** END OF REPORT ***

DEPT: 10-5110 Library

PAYROLL NO#: 01

PRELIMINARY

CALC. CT.: 3

PAY PERIOD BEGINNING: 7/28/2025

PAY PERIOD ENDING: 8/10/2025

**** DEPARTMENT TOTALS ****

EARNINGS			BENF/REIMB		DEDUCTIONS				TAXES			
DESC	HRS	AMOUNT	DESC	AMOUNT	CD	ABBV	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
SAL	52.00	5,763.51			AFA	AFATX	38.35		FED W/H	19,744.34	1,317.56	
HR	691.00	13,264.64			ASR	ASR	127.82		ST WH WI	19,744.34	698.30	
VAC	47.00	1,574.26			DSD	DSD	95.48		FICA	21,033.66	1,304.07	1304.07
SL	28.00	695.49			GNL	GNL	1289.32	1289.32	MEDI	21,033.66	304.96	304.96
PH	30.00	540.21			HG1	HG1		696.58				
					HG2	HG2	99.79					
					HS1	HS1		1586.19				
					HS2	HS2	103.06					
					HS3	HS3		3172.40				
					HS4	HS4	206.12					
					HSF	HSF	250.00					
					HSS	HSS	50.00					
					ROT	WROTH	40.00					
TOTALS:	744.00	21,838.11		0.00			2299.94	6744.49			3,624.89	1609.03
-----EARNINGS RECAP-----												
GROSS:	21,838.11	OTHER:	0.00	BENEFITS:	0.00	DEDUCTIONS:	2,299.94	TAXES:	3,624.89	NET PAY:	15,913.28	

REGULAR INPUT: 16 MANUAL INPUT: 0 CHECK STUB COUNT: 0 DIRECT DEPOSIT STUB COUNT: 16

Monthly Statistical Report

T.B. Scott Free Library

July 2025

LIBRARY ACTIVITY	Jul 2025	Jul 2024	% Change	Jul 2023	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	5,987	5,673	5.5%	5,037	18.9%	40,254	38,415	4.8%
Average Daily Traffic	239	218	9.6%	201	18.9%	233	218	6.7%
Meetings Held	20	21	-4.8%	14	42.9%	130	179	-27.4%
Attendance	89	73	21.9%	59	50.8%	720	819	-12.1%
Classes/Groups w/o Program Attendance	-	1	-100.0%	2	-100.0%	36	57	-36.8%
	-	22	-100.0%	22	-100.0%	644	1,154	-44.2%
New Card Registrations	44	43	2.3%	52	-15.4%	350	365	-4.1%
Volunteer Hours Worked	19	19	-2.6%	17	8.8%	144	135	6.3%

TECHNOLOGY USE	Jul 2025	Jul 2024	% Change	Jul 2023	% Change	YTD 2025	YTD 2024	% Change
Wireless Use	1,278	1,458	-12.3%	1,600	-20.1%	9,368	10,088	-7.1%
Internet Computers								
Adult	327	304	7.6%	305	7.2%	2,267	2,136	6.1%
Youth	184	97	89.7%	233	-21.0%	886	455	94.7%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	167	181	-7.7%	73	128.8%	987	870	13.4%
TOTAL USE	678	582	16.5%	611	11.0%	4,140	3,461	19.6%

PROGRAMS	Jul 2025	Jul 2024	% Change	Jul 2023	% Change	YTD 2025	YTD 2024	% Change
Programs Given								
Adult	5	6	-16.7%	6	-16.7%	58	92	-37.0%
General Interest	3	4	-25.0%	-	N/A	14	24	-41.7%
Teen	1	4	-75.0%	-	N/A	3	5	-40.0%
Youth	9	9	0.0%	7	28.6%	71	81	-12.3%
TOTAL	18	23	-21.7%	13	38.5%	146	202	-27.7%
Program Attendance								
Adult	45	63	-28.6%	74	-39.2%	618	1,062	-41.8%
General Interest	28	22	27.3%	-	N/A	163	181	-9.9%
Teen	50	104	-51.9%	-	N/A	106	118	-10.2%
Youth	650	831	-21.8%	300	116.7%	2,559	3,036	-15.7%
TOTAL	773	1,020	-24.2%	374	106.7%	3,446	4,397	-21.6%

Self-Directed Activities

	Date	#	Adult	Date	#
Adult Spice Bags		50	1 on 1 Tech Help (10 sessions)		12
LEGO Day		221	Notary Public Service (6 sessions)		8
Little Bluebirds Club		12	Opportunity Development Center	7/1/2025	6
Activity Bags		299	Believe and Achieve	7/8/2025	7
Scavenger Hunt		496	Kindhearted	7/14/2025	24
Guessing Jar		172	Memory Café	7/15/2025	4
Craft Mondays(1 session)		88	Cover to Cover	7/17/2025	4

<u>Teen</u>	Date	#	<u>Outreach</u>	Date	#
Summer Reading (12-18)		50	Critic's Choice Movie	7/23/2025	9

<u>Youth</u>	Date	#	<u>General Interest</u>	Date	#
Summer Reading (0-5)		147	Real Writer's Group	7/12/2025	11
Summer Reading (6-11)		230	Library Social Hour	7/25/2025	8
Wiggle, Giggle, Shake(3 sessions)		77			
UW-Extension-Strawberry	7/3/2025	19			
Aquatic Animal Show(2 sessions)	7/9/2025	175			
UW-Extension-Trees	7/17/2025	2			

JULY 2025

BORROWERS		Jul 2025	Jul 2024	% Change	Jul 2023	% Change
City	Adult	3,435	3,715	-7.5%	4,019	-14.5%
	Youth	879	882	-0.3%	944	-6.9%
County	Adult	3,037	3,305	-8.1%	3,496	-13.1%
	Youth	763	765	-0.3%	848	-10.0%
Other	Adult	414	406	2.0%	394	5.1%
	*ILL	419	452	-7.3%	444	-5.6%
	Youth	72	73	-1.4%	79	-8.9%
TOTAL BORROWERS		9,019	9,598	-6.0%	10,224	-11.8%

*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	Jul 2025	Jul 2024	Jul 2023	YTD 2025	YTD 2024
Endowment Fund	\$ 550	\$ -	\$ -	1,905	\$ 2,206
Special Projects Fund	\$ -	\$ 134	\$ 245	75	\$ 656
Gifts/Memorials	\$ 665	\$ 678	\$ 134	1,253	\$ 2,072

RESOURCE SHARING	Jul 2025	Jul 2024	% Change	Jul 2023	% Change	YTD 2025	YTD 2024	% Change
V-Cat Received	1,703	1,224	39.1%	1,482	14.9%	9,794	9,113	7.5%
V-Cat Sent	1,178	1,104	6.7%	1,163	1.3%	8,015	8,418	-4.8%
ILL Received	37	36	2.8%	18	105.6%	232	286	-18.9%
ILL Sent	88	98	-10.2%	81	8.6%	653	664	-1.7%

CIRCULATION	Jul 2025	Jul 2024	% Change	Jul 2023	% Change	YTD 2025	YTD 2024	% Change
Audiobooks	Adult 119	125	-4.8%	205	-42.0%	858	1,006	-14.7%
	Youth 37	23	60.9%	45	-17.8%	195	197	-1.0%
Books-Fiction	Adult 2,747	2,868	-4.2%	2,922	-6.0%	17,692	18,104	-2.3%
	Youth 3,896	3,092	26.0%	3,600	8.2%	22,458	21,026	6.8%
Books-Nonfiction	Adult 1,094	896	22.1%	955	14.6%	7,036	7,160	-1.7%
	Youth 600	718	-16.4%	575	4.3%	3,940	4,719	-16.5%
CDs/Cassettes	Adult 129	92	40.2%	189	-31.7%	727	964	-24.6%
	Youth 10	20	-50.0%	11	-9.1%	132	142	-7.0%
DVD/Blu-Ray/VHS	Adult 763	656	16.3%	853	-10.6%	5,215	5,089	2.5%
	Youth 465	481	-3.3%	600	-22.5%	2,978	3,172	-6.1%
Games	Adult 5	5	0.0%	1	400.0%	27	20	35.0%
	Youth 25	33	-24.2%	58	-56.9%	148	227	-34.8%
Magazines	Adult 181	284	-36.3%	198	-8.6%	1,486	1,588	-6.4%
	Youth -	-	N/A	-	N/A	-	-	N/A
Other	Adult 136	109	24.8%	108	25.9%	767	667	15.0%
	Youth 18	16	12.5%	37	-51.4%	121	198	-38.9%
PHYSICAL ITEMS SUB TOTAL	10,225	9,418	8.6%	10,357	-1.3%	63,780	64,279	-0.8%
Digital Library	Audiobooks 1,270	1,183	7.4%	1,079	17.7%	8,717	8,680	0.4%
	eBooks 786	952	-17.4%	1,105	-28.9%	5,652	6,864	-17.7%
	Magazines 234	178	31.5%	84	178.6%	1,983	1,601	23.9%
	Music/Videos -	-	N/A	-	N/A	-	-	N/A
DOWNLOADS SUB TOTAL	2,290	2,313	-1.0%	2,268	1.0%	16,352	17,145	-4.6%
TOTAL CIRCULATION	12,515	11,731	6.7%	12,625	-0.9%	80,132	81,424	-1.6%

MATERIALS CIRCULATING	Jul 2025	Jul 2024	% Change	Jul 2023	% Change	YTD 2025	YTD 2024	% Change
% Nonprint Materials Circulated	16.7%	16.6%	0.8%	20.3%	-17.9%	17.51%	18.2%	-3.7%
% Print Materials Circulated	83.3%	83.4%	-0.2%	79.7%	4.6%	82.49%	81.8%	0.8%
% Adult Materials Circulated	50.6%	53.5%	-5.3%	52.4%	-3.5%	53.01%	53.8%	-1.5%
% Youth Materials Circulated	49.4%	46.5%	6.1%	47.6%	3.9%	46.99%	46.2%	1.8%

Policies

Personnel Policy

Approved: 2/13/2003 ; Supersedes both Personnel 5/11/1977 and Disciplinary guide 4/13/1977; reviewed 5/21/08, 6/19/2013; reviewed and revised 5/18/2016; revised 6/15/2016, 8/21/2016, 1/19/2022; reviewed and revised 08/20/2025.

Review Date: 2030

The library observes standard practices to foster conditions of employment that help to ensure job satisfaction, high morale, and efficient performance among all staff members. The library board shall have all management rights, authorities, and responsibilities as stated in Wisconsin Statutes, Chapter 43. It is the policy of the Library Board to follow Merrill City Personnel Policies as closely as possible, with the following exceptions:

1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The board shall establish all other positions and **administers the library's compensation grid ~~all wage and benefit levels~~** for all library staff. The library maintains a separate wage schedule **that was initially established by Wipfli Ullrich in 1996. The procedures for Grade and Step increases are as follows:**
 - For the purpose of the compensation grid, the following are defined as follows:
 - i. **Grade Level** represents a specific level of compensation for a job that a new employee will be assigned, defined by factors like job responsibilities, required skills, and experience.
 - ii. **Step Increase** refers to a periodic rise in an employee's salary based on predetermined milestones, often tied to years of service, performance, or a combination of both
 - Steps 1-5 are yearly.
 - Beginning with Step 5 at year 5, there will be no Step increase for year 6 (Step increases are every other year/every 2 years)
 - Step 6 at year 7 (every other year/every 2 years)
 - Step 7 at year 9
 - Step 8 at year 11
 - Step 9 at year 13.

Policies

- At year 15 when the library employee is at the maximum Step increase, they will only receive COLA unless the Library Director makes the decision to change classification.
 - If job duties significantly change, there will be a move up to the next Grade or move up to the next Grade and also account for the Step.
 - When an employee is promoted to a position having a higher assigned compensation Grade, the compensation Grade and Step in place for the employee prior to the transfer remains in effect.
 - Changes in job responsibilities that require a change in Grade Level or job promotions are determined by the Library Director.
3. The library does not allow the use of compensatory time by non-exempt employees. Any time worked in excess of 40 hours per week is paid at overtime rates as specified in the City Personnel Policy.
 4. As a result of the library being open on the Friday before Easter when all other city offices are closed, **an additional Personal Leave day General Floating Holiday (GFH) leave** is granted—8 hours for full-time library employees who receive benefits, pro-rated for regular part-time library employees who receive benefits.
 5. At the date of hire, new employees receiving benefits are granted **an additional Personal Leave day as stated above. This Personal Day General Floating Holiday (GFH) leave. This GFH leave** may be used within their first 6 months of employment—8 hours for full-time employees, pro-rated for regular part-time employees. **This GFH leave additional Personal Day** is in addition to leave that the employee is accruing but unable to use within 6 months of hire.
 6. Part-time employees without paid benefits are not eligible for holiday pay.



“NAME THAT ROOM” Fundraising Campaign



for the

T.B. Scott Free Library's

NEW Youth Services Department Activity/Meeting Room Space

The T.B. Scott Free Library is a major cornerstone of this community. Since the time the library was first established in 1891, it has seen continued growth through support by community members and business establishments. The name of the library came from a well-known lumber baron in the community. When the extensive addition was completed in 2000, area businesses and philanthropists were given an opportunity to have their name displayed on a specific room or area in the library in recognition of a substantial monetary donation to the library. The majority of the meeting rooms and designated spaces in the library today have memorialized and recognizable names.

With the renovation of the Youth Services Department and the creation of a new activity/meeting room space fully funded by the T.B. Scott Free Library Endowment Fund, the Library Administration Team along with the Library Board of Trustees would like to continue the tradition of offering the rights to name a large room in memoriam/honor/recognition while supporting the library in providing literary-focused opportunities for the community through a monetary donation.

Therefore, we are opening up the opportunity for individuals, local businesses or philanthropic organizations to submit a Proposal for Naming Rights in an amount no less than \$25,000 for the opportunity to have a specified name displayed at the entrance of the new activity/meeting room. The Library Board of Trustees reserves the right to exclude proposals that do not align with the Library's Mission Statement and Strategic Plan.

Sealed proposals are to be submitted to:

T.B. Scott Free Library Board of Trustees
c/o Michael Geisler, President
106 W. 1st Street
Merrill, WI 54452

Proposal deadline: September 30, 2025.

Goal #5: Facilities

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

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

Measure: Regular review and revisions made to capital plan

Responsible staff: Library Director

Current Year: Evaluation of doors throughout the library to determine accessibility and whether upgrades are necessary. 3/3/25. LO. Evaluate current security camera system and obtain quotes for upgrade of outdated system with City Maintenance Supervisor and City IT Director to be included in 2026 Capital Improvements Request. LO. 05/25. Revise previous Capital Improvement Requests as requested by the City Finance Director. LO. 06/2025.

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

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

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

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

Current Year: Looking at various table designs to replace the existing counter tops in the study rooms on 3rd floor. Also purchased a charging station for public use on the 3rd floor. 3/7/2025 MP. Furniture placement in the Youth Services area is undergoing change to create a more open, cohesive space in relation to the room renovation. 3/7/25 AB. Discussing the possibility of replacing the counter tops in the smaller study rooms with ADA adjustable tables. 8/25 MP.

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

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

Measure: Regularly scheduled marketing evaluations.

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

Current Year: Continually working with Donna Plautz, Outreach Coordinator, to increase visibility of the adult event calendar to the wider community. Also working with various contacts and communities to spread the word about the Memory Café. 3/7/2025 MP. Height adjustments made to shelving in Adult Services Fiction and Nonfiction collections in order to better meet ADA requirements. This will remain to be an ongoing process. LO. 08/2025. Dispersing adult activities calendars to the low income housing apartments, nursing homes, and assisted living facilities. Also dispersing them to the adult care facilities and the ADRC on a monthly basis. MP 8/25 MP.

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

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

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

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

Current Year: The Spice of the Month is going strong! We upped our bag creation from 30 to 50 in November of last year. Also showcasing one-two Memory Kits a month during the Memory Café. 3/7/2025 MP. A play greenhouse was added to the Youth Services space with in-house books to encourage families/caregivers to read with their children. 3/7/25 AB. Will be hosting a 6-week Adult Watercolor Basics workshop beginning in September. Working with two possible presenters on a Sourdough workshop in November. MP 8/2025.

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

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

Measure: Periodic patron satisfaction surveys or situational inquiries.

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

Current Year: Replaced storage/working space at the Adult Reference and Youth Services desks with a much more useful cabinet that provides a more adequate work area. 3/7/2025 MP/AB. Purchased a new book display for the 3rd floor, which allows more room to display the new adult books. 3/7/2025 MP. Working on shifting/weeding

the non-fiction and fiction books so that titles are easier to access. MP 8/2025. New, shorter, more accessible shelving for the Young Adult collection has been installed and moved to its new permanent location. 8/4/25 AB.

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

The Public Library System Board—the Broad Viewpoint

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This *Trustee Essential* is primarily addressed to library system trustees.

As a library system trustee, you occupy a unique position in Wisconsin's pattern of library services. You can benefit from virtually all the other *Trustee Essentials* and the *Trustee Tools* (see in particular [Trustee Essential #1: The Trustee Job Description](#)), yet you must deal with relationships, authorities, and specific responsibilities that deserve separate treatment. Perhaps most important of all, when you represent the library system, you need to consider not only your community or your county, but the entire region served by your library system and the many libraries and users of that region.

Background

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

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

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

In return for agreeing to the membership requirements, membership in a system brings benefits to libraries and their patrons because state aid:

- expands and improves the interlibrary loan network
- provides specialized staff assistance and continuing education opportunities to local library staff and trustees

In This Trustee Essential

- Background on the creation of public library systems
- System services and accountability
- Responsibilities of the library system board

- facilitates delivery services and communications
- guarantees mutual borrowing privileges
- expands the use of new technologies
- supports various other cooperative services and projects

The creation of public library systems fostered the establishment of a strong network of resource sharing and mutually beneficial interdependence. Wisconsin's seventeen public library systems developed in distinct ways in response to the needs of their member libraries and area residents. The systems have continued to evolve as changes in society, resources, and technology create new demands and opportunities.

System Services and Accountability

In Section [43.24\(2\)](#) the statutes clearly state the services a public library system must provide. (For a list of these services, see [Trustee Essential #17: Membership in the Library System](#).) However, considerable flexibility is allowed in setting priorities so that each system can meet the needs of its particular geographic area and member libraries. As a system trustee, you are called on to use your insight and judgment to the fullest in establishing your system's priorities.

The fact that systems receive significant funding directly from the state sets them apart from other public library institutions. It means that system boards are accountable to the Division for Libraries and Technology and must focus on the mandates of service itemized in Wisconsin Statutes Section 43.24(2). In addition to its participation in a statewide sharing network, the system's accountability to the state for funding means that system boards must maintain a broader view of the development and provision of services.

Many of you will also be serving on the boards of member libraries or on county governing boards. (See also [Trustee Essential #17: Membership in the Library System](#).) Each of you has a responsibility to represent your constituency by bringing questions or concerns to the attention of the system board. At the same time, when that board deliberates and acts, it does so on behalf of the entire service area; and that service area is part of the larger statewide network. Thus, to be effective as a system trustee, you must strive for fairness and consider system-wide goals and the interests of all residents served by the system.

Responsibilities of the Public Library System Board

A public library system board of trustees has the same legal powers as a municipal library board with respect to system-wide functions and services that a municipal library board has with respect to local functions and services. Therefore, most of the other *Trustee Essentials* dealing with library board responsibilities also apply to system library boards.

Each public library system board of trustees must hire a thoroughly qualified system director to carry out the system's often-complex responsibilities. The director should possess a detailed knowledge of the profession and of the state's

overall library program so that information, options, and explanations can be clearly presented for board deliberation. Library system directors must hold Grade I Certification from the Division for Libraries and Technology. (See also [Trustee Essential #5: Hiring a Library Director](#) and [Trustee Essential #19: Library Director Certification](#).)

Library system boards have significant responsibilities for fiscal policy-making, fiscal planning, and fiscal oversight. In single-county public library systems (with the statutory exception of the Milwaukee County Federated Library System) the county's officers maintain custody of most funds and pay system bills. All other library systems, however, must develop and maintain their own policies and procedures for handling fiscal matters. Each operates its own business office, paying bills and wages, keeping personnel records, complying with state and federal tax regulations, and maintaining full records of income and disbursements. Library systems are required to have annual audits of their financial activities. All system employees involved in handling funds should be bonded appropriately. (See also [Trustee Essential #8: Developing the Library Budget](#), [Trustee Essential #9: Managing the Library's Money](#), and [Trustee Essential #11: Planning for the Library's Future](#).)

Under Wisconsin law, public library system employees are eligible to participate in state retirement and insurance programs. If the system does not choose those options, it must provide its own coverage.

Public library systems must comply with Wisconsin and federal laws dealing with equal opportunity and nondiscrimination. In addition, the system must develop its own job descriptions, wage scales, vacation and sick leave policies, and other personnel policies. (See [Trustee Essential #7: The Library Board and Library Personnel](#) and [Trustee Essential #10: Developing Essential Library Policies](#).)

Relationships to Member Libraries and Member Counties

Like your counterparts at other service levels, you are policy-makers. As a system trustee, however, you cannot make policies for any system member libraries. You should avoid any unnecessary interference with the autonomy of member libraries. (See also [Trustee Essential #10: Developing Essential Library Policies](#).)

On the other hand, public library systems do have the power to expel, or reduce aid or service to, any member municipality or county that does not meet the system membership requirements (see [Trustee Essential #17: Membership in the Library System](#)).

For purposes of governmental cooperation, a public library system is defined as a "municipality" (Wisconsin Statutes Section [66.0301\(1\)\(a\)](#)) and therefore is able to enter into contracts with other "municipalities" (cities, towns, villages, counties, other library systems). Contracts entered into by public library systems include those for access and services with all member libraries, counties, adjacent and other systems, and the system's resource library. These contracts form a large part of the operational structure of each system. You should be aware of the content, purpose, and effect of each contract entered into by the board.

You and the other system trustees, together with the system director, should be willing to meet with boards of member libraries whenever invited to explore topics of mutual concern, to explain system objectives and procedures, and to build strong bridges of communication. (See also [Trustee Essential #17: Membership in the Library System.](#))

Public library systems are expected to take a leadership role in studying and implementing new capabilities and technologies which can help all members extend and enhance services to their customers. You need to develop your skills as a visionary and an evaluator in order to be open to opportunities for improvements in regional services. You will also need to help your board determine what priority will be placed on library enterprises of a regional nature which might require system investment. This is an area of responsibility where the broader viewpoint of the library system trustee is crucial.

Additional Responsibilities

Effective public library system trustees should be willing to assume a leadership role in legislative lobbying or advocacy at the state and federal level. Like other library trustees, you should recognize that the political process, at all levels, is the means by which scarce financial resources are distributed. Those who make the best case for their funding needs are heeded. “Lobbying” need not carry a negative connotation; informative communications (written and/or in person) to local, state, and federal representatives will keep them aware of citizen concern for access to high-quality library service. These elected representatives are, in the final analysis, just that: representatives. For them to represent the public, they will need to hear about public desires, needs, and values. (See also [Trustee Essential #13: Library Advocacy.](#))

Public library systems are firmly in place as examples of effective resource sharing among public libraries. The systems are also vehicles for exploring means of cooperation among other types of libraries. You will need to become familiar with the other types of library organizations in your region.

These types can be defined as follows:

- *Academic libraries* are an integral part of a college, university, or other academic institution for postsecondary education. They are organized and administered to meet the learning and research needs of students, faculty, and affiliated staff of the institution.
- *School libraries/media centers* support the curricular needs of a single elementary or secondary school. Their collections and related equipment serve students, teachers, and affiliated staff.
- *Special libraries* can be found in business firms, professional associations, government agencies, research laboratories, and other organized groups and are established to serve a specialized clientele.

The degree to which formal agreements and contracts have been developed between a public library system and any or all of the other types of libraries within the system’s service area varies greatly. You should recognize that investigations

and decisions about this form of cooperation are part of your responsibility as a system trustee.

Sources of Additional Information

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

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

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Library Director's Report – August 20, 2025



Events

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

Here are some Calendar of Events highlights:

- The Adult Services Department is ramping up and the calendar is full of all sorts of events. Be sure to stop in and pick up a calendar or check out the website.

Other Highlights

WVLS

- WVLS has been in communication with Chris Marlowe, Lincoln County Clerk, regarding the appointment of Katherine Morris to the WVLS Board of Trustees and representative to the T.B. Scott Free Library's Board of Trustees, which was approved at the Lincoln County Board of Supervisors meeting in July. K. Morris attended her first [WVLS meeting on Saturday, August 16, 2025](#). * K. Morris to be introduced at Library Board of Trustees meeting on Wednesday, August 20, 2025.
- [WVLS Library Advisory Committee \(LAC\)](#) ** Meeting: This committee is a collaborative group of librarians/directors from public, school, and other academic libraries. Bi-annual meeting was held Thursday, August 14, 2025, which T.B. Scott Free Library is a standing member as it relates to its patron/collection size in the system. A few items to highlight include:
 - 2026 System Budget
 - Funding for LSTA and TEACH Grants is not included at this time as the status of this federal funding has not been acknowledged to date. This will affect numerous services that WVLS was able to provide, i.e. Summer program performer reimbursements, staff scholarships for conference attendance, just to name a few.
 - Microsoft 365 platform migrating public libraries away from the current reduced-cost education version to the non-profit version that carries a higher cost for operation. WVLS is grandfathered in for some aspects and it is unclear when WVLS will be required to migrate. The hope is to be included in a grandfathered 10-contract; however, there are no guarantees. WVLS is gearing up for the migration so that they are prepared. It is certain to happen just don't know when.

These changes will potentially affect WVLS contract fees down the road.

Friends of the Library

- Book Sale scheduled for October 23 – October 25, 2025.

Library Director's Report

- WVLS Mentor: I have been asked to participate in the WVLS Mentorship Program to serve as a mentor for new directors coming into the Wisconsin Valley Library Service System. My first two-year assignment will be the new Director for the Minocqua Public Library, Kelly Raddatz. This will involve traveling to Minocqua twice a year during the two-year timeframe and monthly virtual meetings. My first visit is scheduled for Monday, August 25. I am looking forward to sharing all of that I have learned and continue to learn as the Director for the T.B. Scott Free Library.

- Wisconsin Trustee Training Week is being held this week. Hoping you were able to take advantage of listening into some of the FREE presentations.

- There is still time to register for the last webinar presentation tomorrow, Thursday, August 21, highlighting Library Advocacy and Storymaking: The Hero's Journey from Community to Page (and Beyond)
- The webinars will be recorded and archived for later viewing.



- YS Renovation Project Update:

- The tall doors, with handles so high they can't be reached, 😊 and the last small door have been installed. Yes, all we can do is laugh about that final little piece. Outside of this issue with the cabinet manufacturer, JAS Construction has been great to work with on this project. The drapery has been hung and we have made the decision not to add filament to the windows for various reasons. Perhaps, down the road we will add the library logo to the doors, but for now, we are extremely happy with the new space and the staff is extremely thankful for the endowment fund and the support of our library board. Thank you!

- RFID Project Report:

- We are gearing up for the project to begin on Monday, September 8. Currently drafting the procedure. We believe that

- Upcoming Staff Gathering: Hoping to see all of you at the Library Staff and Board Get Together on Thursday, August 21, 2025, 5-7PM at Stange's Park Shelter over the bridge in the library's backyard.

NOTES:

*link to WVLS Board of Trustees membership list and meeting materials

**link to more information about the WVLS Library Advisory Committee (LAC)

If you would like hard copies of these materials, please send an email to director@tbscottlibrary.org.

Director's Report

WVLS BOARD OF TRUSTEES MEETING

August 16, 2025

WVLS In-Service

FROM MAKERSPACES TO ICE CREAM: WVLS STAFF HIT THE ROAD FOR IN-SERVICE FUN

On June 26th, eight members of the WVLS team gathered for a full day of learning, great conversations, food, and fun!

The semi-annual in-service kicked off with a tour of the beautifully renovated Elisha D. Smith Public Library (Menasha) and its innovative SMITHworks makerspace area. The \$8M renovation, funded largely by generous private donors including the Smith family and the Menasha Corporation, ran from June 2024 to February 2025. Beautiful in design and detail, the transformation features six new meeting rooms, a Teen Space, a teaching kitchen in the lower-level Company E Room, an outdoor patio, and an expanded entrance. The renovation also moved the SMITHworks makerspace to the main floor to make it more accessible and visible to the community.

Lunch followed at Fratello's Waterfront, where staff savored a smorgasbord of drinks, appetizers, and entrees, while taking in the scenic view and enjoying each other's company.



Figure 1: Lunching at Fratello's Waterfront are l. to r. Katie Zimmermann, Jamie Matczak, Erica Brewster, Rachel Metzler, Emily Rogers, Marla Sepnanski, Josh Klingbeil and Brenda Walenton.

In the afternoon, the group toured the newly renovated Appleton Public Library, a \$40.4M project that was 17 years in the making. Built on the footprint of the previous library, the renovation expanded the library's size from 86,600 to 93,675 square feet (about 7,000 square feet of space). Improvements include more natural lighting, a 315-person meeting room; creation studios for music, podcasts, and software; coworking spaces; a sensory room; expanded children's services area; outdoor space for children; and geothermal heating and cooling. The \$40.4M project was funded through \$26M in borrowing, \$2M from the federal American Rescue Plan Act and a \$12M fundraising campaign.

The library tours ended with a refreshing treat at Legendairy Cookies and Creamery.

WVLS thanks Elisha D. Smith Library Director **Brian Kopetzky** and Appleton Public Library Assistant Director **Tasha Saecker** for their graciousness in hosting the tours. And kudos to **Jamie, Emily** and **Brenda** for their amazing behind-the-scenes planning efforts, and to **Josh** for generously treating the team to ice cream at the end of the trip.

Correspondence

WVLS BOARD APPOINTMENT CHANGE

Diane Peterson, Lincoln County representative on the WVLS Board, notified WVLS of her intent to resign from the WVLS Board effective June 30th. Her need to travel has increased significantly over the past year due to family commitments, and it was a challenge for her to attend meetings remotely.

Lincoln County Clerk **Chris Marlowe** and T.B. Scott Memorial Library (Merrill) Director **Laurie Ollhoff** alerted the WVLS office that **Kathleen Morris** had applied for the appointment. During its June meeting, the Lincoln County Board of Supervisors approved the appointment of Kathleen to fill the unexpired term (through December 2025). In response to a welcome email sent to Kathleen, she indicated that she would be able to attend the WVLS Board meeting in August.

WVLS thanks Diane for her leadership on the WVLS Board and for her support of member libraries, and we look forward to working with Kathleen as a new WVLS trustee.

NONCOMPLIANCE MATTER

Earlier this year, the WVLS Board of Trustees was notified by the WI Dept. of Public Instruction that the application for Temporary Grade 3 Wisconsin Library Certification from the newly hired director of the Jean M. Thomsen Memorial Library (Stetsonville) was not approved, and that the library was out of compliance with the statutory requirements for participation in a public library system.

Since learning about the noncompliance matter, the Stetsonville director enrolled in courses to bring the library back into compliance. In mid-June, WVLS received a copy of a letter sent by the WI

Dept. of Public Instruction to the President of the Jean M. Thomsen Memorial Library Board that indicated the director has fulfilled the requirements of the compliance plan proposed earlier in the year by the Library Board and was granted the Temporary Grade 3 Certificate. The library is no longer in a state of noncompliance.

NOTES OF GRATITUDE

WVLS Summer Library Program Performer Grants

*Dear Wisconsin Valley Library System, We can't thank you enough for all your generosity to the Withee Public Library. Thanks to your annual Performer Grant ... we are able to find some of the most exciting Summer Performers to put on a great show at the Owen-Withee Elementary School. Every year, the community looks forward to each new event we sponsor, and it has become a staple in the community we service. Without support like yours, our library wouldn't continue to be the wonderful center of the community that it is today. ... We have done so much together over the years, and your leadership and guidance for all the libraries is truly inspiring. So, let's continue to move forward together! – **Brandon Hardin**, Withee Public Library Director*

*WVLS Board of Trustees, Thank you so much for sponsoring our summer performer. We had Cattails Critters – she brought a giant rabbit, tortoise and wallaby. The kids really enjoyed it. My small library is very grateful for the extra funds so our community can enjoy high quality programs. Thank you. – **Kay Heiting**, Granton Community Public Library Director*

*Thank you, Wisconsin Valley Library Service, for providing us such an awesome grant each year to bring great programs to our community! This year's Snake Discoveries program was enriching, interactive, and educational. The animal educator had so much knowledge of the reptiles and was engaging in her presentation. I heard comments from our community about wanting to visit them and learn more. Kids had the chance to gain confidence trying a new experience. I saw several overcome their hesitation and reach out to touch the animals. We had 100 attendees of all ages, but mostly kids. ... Thanks again! – **Krista Blomberg**, Rib Lake Public Library Assistant Director & Youth Services Coordinator*

*We had The Magic of Isaiah here yesterday and he was **fantastic!!** We had 40 people come to the event and they all seemed to have a great time. I would easily recommend him to anyone. I am attaching his invoice for the Summer Performer Grant that WVLS provides. We really appreciate it! WVLS's generous support directly benefits our community. Thank you! - **Melissa Highfill**, Westboro Public Library Director*

County Reimbursement Assistance

Hi Brenda, Thank you so much for doing our cross-county reimbursement letters (I appreciate your time and effort in getting them out and via certified mailings.) Also, for the information to do my county letter as well. ... A subsequent message ... Hi Marla, It is a big help when it starts to get a

little crazy around here, STELLAR ASSISTANCE! – **Laurie Renel-Faledas**, Crandon Public Library Director

Monthly V-Cat Totals Reports

Rachel, I am always very appreciative of your taking the extra time to produce this [Excel] format for those of us who have requested it. It's massively helpful. –**Virginia Roberts**, Rhinelander District Library Director

People / Libraries / Systems in the News

MEMBER OF LIBRARY SERVICES TEAM RESIGNES

In early June, system directors learned that **Interlibrary Loan Coordinator for the Division for Libraries and Technology Michael Dennison** had resigned from his position. His last day at DPI was June 20th.

DPI REORGANIZATION

Superintendent Jill Underly began her second term by announcing a new organizational structure for the WI Dept. of Public Instruction. The DPI Strategic plan, along with the agency's legal responsibilities, are the backbone of the new structure.

Under this new structure, the Division for Libraries and Technology will use the working title **Division for School and Library Operations** and will be led by **Chanell Crawford**, who was previously DPI's Assistant State Superintendent of the Division for Finance and Management. Within the division will be the **Bureau of Libraries**, previously known as the Library Services Team. **Ben Miller** will continue leading the work of the Bureau of Libraries and assume the title of **State Librarian**. **Beth Tomev** will also continue in her leadership role with the Bureau overseeing **Library Development**. (from DPI Report to SRLAAW, August 2025)

LEADERSHIP CHANGES AT WVLS LIBRARIES

In June, the **Minocqua Public Library Board of Trustees** hired **Assistant Director Kelly Raddatz** to be the new director for the library. She replaces **Peggy O'Connell** who retired on June 30th. Kelly's first day in her new role was Tuesday, July 1st.

In July, **ReAnna Oestreich** was selected by the **Dorchester Public Library Board** to be the new director for the library. She replaces retiring director **Sue Bedroske** who celebrated her 26-year anniversary at the library in June. ReAnna's first day as director was Friday, August 1st.

On August 4th, Loyal Public Library Director **Teresa Hall** submitted her resignation to the **Loyal Public Library Board**. A search for a new director is underway. Teresa plans to leave the library at the end of September.

MATCZAK TO PRESENT AT ARSL CONFERENCE

Jamie has been selected to present at the 2025 ARSL (Association for Rural and Small Libraries) Conference, taking place September 17-20. Her presentation, “No Longer the Cherry on Top: Giving Great Service,” was one of 12 sessions selected as a virtual on-demand session. These sessions will be submitted virtually before the conference and will be available to all conference registrants. Jamie will attend the in-person conference in Albuquerque, New Mexico.

ROGERS TO PARTICIPATE IN BUILDING COMMUNITY BASED SUMMERS (BCBS)

This fall, Emily will be participating in the BCBS Library System Consultants Cohort. This nine-week learning opportunity is designed for library system consultants across Wisconsin and focuses on using an equity-centered framework to support inclusive, community-driven summer, and year-round, library services.

Facilitated by **Kelly Wochinske** (Milwaukee Public Library) and **Jeni Schomber** (DPI), the BCBS framework is grounded in four key principles:

- Understanding the “why” behind equitable summer services
- Letting go of tradition
- Connecting with community voices
- Measuring impact and progress

The cohort functions as a train-the-trainer model, preparing system consultants to support public libraries in applying these principles locally.

STRENGTH IN COMMUNITY: AN UNCONFERENCE FOR BIPOC LIBRARY WORKERS

Emily attended the IDEA Project: Wisconsin Libraries in Action’s Unconference for BIPOC (Black, Indigenous, and People of Color) library staff on May 20, 2025, at Olbrich Gardens in Madison. The event featured presentations by **Cassy Leepert**, faculty member for Tribal Libraries, Archives, and Museums at UW–Madison; **Tony Chambers** from UW–Madison’s Center for Healthy Minds; and **Dr. ananda mirilli**, facilitator from the [nINA Collective](#).

This event brought together a diverse group of library workers to share experiences, discuss challenges, and collaboratively brainstorm ideas related to the realities of being a BIPOC library employee. It was made possible thanks to the WI Dept. of Public Instruction, with funding support from the Institute of Museum and Library Services. The IDEA Project plans to explore additional ways to amplify the voices and insights that emerged from the unconference.

ROGERS ATTENDS WISCONSIN LIBRARY ASSOCIATION FOUNDATION (WLAF) RETREAT

As WLAF Board Member, Emily took part in a WLAF summer retreat Tuesday, June 17 in Fond du Lac to brainstorm priorities and plan projects for the upcoming year. The retreat provided an opportunity for thoughtful discussion, collaboration, and strategic planning to guide the Foundation's work moving forward. WLAF helps fund WLA conference keynote speakers, Awards & Honors event, as well as scholarships for WLA members.

State and Regional News

FEDERAL IMLS POSTCARD CAMPAIGN

The “Speak Up for Libraries” postcard campaign wrapped up in mid-July, and WWLS sent the remainder of the postcards to the Milwaukee County Federated Library System, where they were gathered with other postcards from around the state. Over 400 postcards were sent from WWLS libraries to U.S. Senators Ron Johnson, Tammy Baldwin, and U.S Representative Tom Tiffany. The libraries that sent in the most postcards were: Crandon Public Library, Loyal Public Library, Owen Public Library, and the Thorp Public Library.

WWLS thanks all its libraries for participating in the campaign, and everyone who took the time to write a postcard!

POLICY OF THE MONTH CLUB

Launched in July, the Policy of the Month Club is an initiative of the WI Dept. of Public Instruction’s Library Services Team to provide members of the Wisconsin library community with support and resources to keep library policies up to date. The kickoff event focused on patron behavior policies. The group shared ideas on how to thoughtfully develop a clear and effective policy, what key elements to include, and important considerations such as tone, language, enforcement, and alignment with related policies. Sample policies were shared, and participants were encouraged to post and exchange their own examples.

A Policy Audit tool was provided in June to help libraries track existing policies, identify gaps, note the date of the last policy update, and plan for future reviews.

All WWLS member public library directors are encouraged to [subscribe to Policy of the Month emails](#). Questions may be directed to Emily, who is a member of the Library Services Team’s Policy of the Month Club workgroup.

SYSTEM EDUCATION CONSULTANTS RETREAT FOLLOW-UP

As a follow-up to the DPI-sponsored retreat for system education consultants held on April 29-30, system consultants have been working on aspects of Action Plans that were developed for 2025-

26. One of them was to create a set of intentional protocols/questions for new projects that promote effectiveness and efficiency. After meeting with the system consultants in July, Jamie has been tasked with finalizing this document. It will be shared with system education consultants at their August meeting.

Legislative Update

STATE BUDGET BILL INCLUDES INCREASE IN STATE LIBRARY AID

On June 12, the Joint Finance Committee (JFC) included the state library aid items endorsed by the Wisconsin Library Association in a public instruction omnibus motion. **The requested cost-to-continue funding for library service contracts, BadgerLink and Newsline for the Blind, as well as a \$1 million/first year and \$2 million/second year increase in funding for regional library systems was approved** for recommendation to the full legislature. No changes were made to state library aid funding during the budget bill's passage through both houses of the legislature. Governor Evers signed the 2025-2027 budget bill into law as Act 15 in the wee hours of July 3.

The state library aid advocacy success was a statewide team effort by librarians, library trustees and citizen advocates. Although the \$3M boost for local library infrastructure provided by 15 regional public library systems (including WWLS) was half the raise in DPI's budget request supported by WLA, it is a significant increase that continues the steady repair to library system aid dollars since the 2017-2019 budget ended seven previous years of flat funding.

12th District Senate President Mary Felzkowski, a former JFC member, provided invaluable support in securing additional state library aid during the June 12 JFC vote.

69th Assembly District Representative Karen Hurd, another JFC member, also provided crucial assistance during committee deliberations.

34th District Assembly Representative Rob Swearingen wrote a letter to JFC members supporting the state library aid request endorsed by WLA, as he has done during multiple budget cycles.

INSTITUTE FOR MUSEUM AND LIBRARY SERVICES FUNDING

On June 16, DPI received notification for the full Wisconsin LSTA Grants-to-States 2025 award of \$3.2 million which will support state level library services through September 2026.

DPI is hopeful Museum and Library Services Act legislation will be proposed and passed to reauthorize IMLS into the future. The [House Labor, Health and Human Services, Education, and Related Agencies Subcommittee](#) will begin appropriation discussions in September 2025 to determine final allocations for the next federal budget cycle. Currently, IMLS has only been allocated \$6 million dollars to "facilitate the orderly closeout" of the agency. ALA and other national groups are meeting with legislators to ask that IMLS funding be restored to previous levels. It is hoped that "closeout" will not occur before IMLS reauthorization or the resolution of pending appeal of lawsuits asserting closeout as unconstitutional.

COLAND approved an op-ed regarding IMLS funding for regional newspapers. Libraries across Wisconsin provided an opportunity for citizen library supporters to contact their members of congress via a postcard campaign organized by SRLAAW.

See also Milwaukee Journal Sentinel article, “*Wisconsin libraries may have to drastically reduce services under new federal funding cuts,*” shared as [Exhibit 19b](#).

Collection Development

WVLS MAKERSPACE COLLECTION

WVLS recently completed an inventory of makerspace kits available to member libraries through Lend-Items. This weeding process was essential to identify kits that were damaged, missing components, or no longer relevant, making room for the introduction of new and more useful kits. Additionally, WVLS, in collaboration with IFLS and NWLS, will be reviewing proposals to improve the searchability of the shared collection. Proposed enhancements include the addition of clear categories, consistent attribute tagging, and standardized subject terms.

Communications

PUBLIC LIBRARY SERVICES UPDATE

The *Public Library Services Update* provides a curated mix of articles and resources focused on supporting library staff. Each issue includes insights on managing teams, developing programs, and enhancing services. Updates highlight makerspace kits, titles from the professional collection, WVLS services, and tools to support inclusive practices, workforce development, gaming in libraries, and policy development. Updates were shared with WVLS libraries in June, July, and August.

- [June 2025](#)
- [July 2025](#)
- [August 2025](#)

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:

- [June 2025](#) - “Speak Up for Libraries Postcard Campaign Underway,” “Registration Open for Trustee Training Week,” “Marathon City Plant Swap Encourages Sustainability” “Colby Holds Mini-Art Contest,” “Rib Lake’s Teen Space Gets New Look,” “WVLS 2024 Statistics Booklet Now Available.”

- [July 2025](#) - “WVLS Participates in Staff Retreat,” “Book-A-Room Plugins Now Available for WVLS Libraries,” “Rhinelanders Offers Family Photo Shoots,” “MCPL Holds Summer Kickoff Party,” “Gilman Hosts Author William Kent Krueger,” “Greenwood Partners with Elementary School,” “Guest Feature: Spice of the Month.”
- [August 2025](#) – “Library Card Sign-Up Month Almost Here,” “Thorp Sees Success with Passive Programs,” “Rib Lake Ends the Summer with Celebration,” “Princh Service Available to WVLS Libraries,” “Tech Days to Be Held in September,” “Tomahawk Participates in Mental Health Training.”

WVLS thanks area library staff for sharing news from their libraries!

MONDAY MENTIONS NOW FEATURES JOB POSTINGS

In July, WVLS started featuring job postings on behalf of WVLS member libraries in *Monday Mentions*. All public library positions, full-time and part-time, will be posted. Postings will be shared for two consecutive weeks and should be linked to a library website.

To submit a job posting in a future issue, contact Jamie at jmatczak@wvls.org.

Consultant Services

DATA ANALYSIS AND REPORTING

Erica created infographics for the seven WVLS counties and worked with library staff to customize those draft infographics as appropriate for use with county library boards and county boards during budget season. Requests for customized information are still welcome.

The statewide data dashboard with annual report trend data for public libraries continues to be available through the end of 2025. The dashboard can be accessed [here](#).

Erica is continuing to participate in the **DPI Data Workgroup** to stay abreast of data and statistics developments and reports as well as prepare for changes to the 2025 annual report. There will be a 2025 Public Library Annual Report training with a tentative date of Thursday, December 11th.

PUBLIC LIBRARY SERVICES

As part of her consultant work with member libraries, Emily has

- curated examples of personnel and hiring policies, highlighting essential components and best practices.

- assisted in gathering policy and procedure examples that support homebound community members in accessing library services, particularly in cases where individuals do not yet have a library card.
- consulted with a library on the development of a policy to guide staff in administering life-saving medication during medical emergencies.
- connected libraries with performers for youth programs.

WVLS is currently working with member libraries to assess interest in reviewing, joining, or discontinuing their **Swank movie licensing subscriptions**. Licensing rates are based on group participation and the number of consecutive years an individual library has maintained a subscription. Subscriptions allow libraries to host movie screenings within library spaces.

Continuing Education and Training

NEW! WVLS RECORDED WEBINAR

There is a new recorded webinar available called “**Sunset Strategies: Knowing When to Pull the Plug,**” presented by **Laura Solomon**. Deciding when to discontinue a service or abandon a project can be challenging for any organization. This session will guide you through the critical decision-making process of ending services or projects strategically. Learn to identify the signs that it's time to move on, understand the steps to execute the transition, and manage the impact on your stakeholders.

Participating in this webinar counts toward 1 contact hour for public library certification. [View “Sunset Strategies.”](#)

WISCONSIN TRUSTEE TRAINING WEEK

August 18-21. One webinar each day at 12 p.m. In addition to trustees from local library, county and public library system boards, library staff are also welcome to attend. All webinars will be recorded and posted [to the website](#).

- Monday, August 18: [Wisconsin Library Law](#)
- Tuesday, August 19: [Trustee 101: An Introduction to Being a Wisconsin Public Library Trustee](#)
- Wednesday, August 20: [Basics of an Efficient, Effective Board Meeting](#)
- Thursday, August 21: [Library Advocacy and Storymaking: the Hero's Journey from Community to Page \(and Beyond\)](#)

The webinars will be recorded and archived for later viewing.

TECH DAYS 2025

Tech Days 2025 is September 9-10. This free, two-day series of webinars offers libraries the opportunity to hear from tech experts without having to travel.

Tuesday, September 9 sessions:

- 10:00 - 11:30 a.m. - [What Does AI Mean for Our Future?](#)
- 1:00 - 2:30 p.m. - [Ancient Worlds, New Tech: Bringing History to Life with AR and MR in the Library](#)

Wednesday, September 10 sessions:

- 9:30 - 10:30 a.m. - [Truth in the Age of Deepfakes: Spotting Misinformation in a Synthetic World](#)
- 11:00 a.m. - 12:30 p.m. - [Literacy & Justice for All: Using PBS Resources](#)
- 1:00 - 2:30 p.m. - [Using AI in Project Management](#)

[Visit the Tech Days website](#) to find webinar descriptions and presenter information. All webinars will be recorded, captioned, and available on the [Resources page](#). Attendees can earn up to 7 technology contact hours toward public library certification.

LET'S SOAR! WVLS DIRECTOR'S RETREAT 2025

Invitations have been sent to all WVLS member library directors to attend the WVLS Director's Retreat on Friday, September 26, at the Central Wisconsin Airport in Mosinee. This year's theme, "Let's Soar," will focus on improving time management, building and maintaining staff morale, and expanding a library's influence in a community. Guest speakers include **Abby Armour**, Director of the Mukwonago Community Library, and **Michael Larkey**, Licensed Clinical Social Worker at ThedaCare in Menasha.

Attendance for the Retreat is by invitation only and several library directors from WVLS and surrounding systems have already let us know they plan to attend.

YOUTH SERVICES WORKSHOP

Plans are underway for the **2025 Youth Services Workshop**, that will be held at the Tomahawk Public Library on October 24th from 9:00 am-3:30 pm. The workshop will feature **Chris Baker**, DPI Consultant, and **Jon Spike**, GamestormEDU game designer. Together, they will explore the benefits of gaming in libraries and offer practical guidance on how to launch game-based programs and build gaming collections.

2026 WILD WISCONSIN WINTER WEB CONFERENCE

WVLS continues to work with South Central Library System and IFLS Library System colleagues on planning speakers for this annual state conference scheduled for January 21-22, 2026. The session

tracks are Management, Programming, Collection Development and Smorgasboard (variety of topics). Registration for the conference will open in early December.

SPRING 2026 COOPERATIVE CHILDRENS'S BOOK CENTER WORKSHOP

WVLS is working with the IFLS Library System and Northern Waters Library Service to secure a date next spring to host the CCBC's annual review of the best books for youth, and an opportunity to browse many of the featured books.

TRAINING OPPORTUNITIES

Orientations for New Colleagues

Staff conducted the following orientations since the last report:

- New WVLS Trustee; **Jim Mildbrand** with Brenda and Marla; May 29
- New Director Orientation; **Kelly Raddatz** (Minocqua) with Erica; June 24 (technology)
- New Director Orientation; **Ellyn Laska** (Stetsonville) with Erica; July 11 (technology)
- New Director Orientation; **ReAnna Oestreich** (Dorchester) with Erica; July 30 (transitioning email accounts)
- New Director Orientation; **ReAnna Oestreich** (Dorchester) with Emily; August 8

Upcoming orientation:

- New Director Orientation; **Kelly Raddatz** (Minocqua) with Brenda and Marla; August 27 (public library administration and introduction to WVLS)

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 continue to be provided each month, two that address specific topics and two open office hour drop-in trainings. Topics in May, June, and July focused on preparing for summer reading, alternative text, cleaning up websites, and website analytics, with a total of 91 attendees.

One-hour Website 101 and general consult sessions offered on request by both Erica and Brendan include:

Type of session	Number of attendees	Purpose
Website training	91	Topic training Open office hour Website Accessibility Learning Group
General consult	18	Room booking plugin setup Website rebuild E-newsletter website integration
Website 101	1	Kendall Public Library (WRLS)

The following is a schedule of upcoming training opportunities:

August – September 2025

- August 11 – Website Office Hour: Accessible Documents Basics
- August 19 – Website Accessibility Learning Group meeting
- August 21 – Website 201: [Just] Beyond the Basics
- August 21 – Website Office Hour: Understanding Webpage and Document Structure
- September 16 – Website Accessibility Learning Group meeting
- September 17 - Website 201: [Just] Beyond the Basics
- September 18 - Website 201: [Just] Beyond the Basics
- September 18 – Website Office Hour

Delivery Services

Delivery operations with Purple Mountain Logistics continues to run smoothly. Any concerns that arise are promptly communicated to our contact and addressed efficiently. We also have access to delivery-tracking software that provides real-time updates on drop-off times. This tool has been particularly helpful in responding to library inquiries about delivery delays, allowing us to quickly verify a driver’s location along the route. While we have occasionally experienced glitches with the app, the Purple Mountain team has responded quickly to phone and email inquiries to resolve issues.

Our three sorters are approaching their one-year anniversary with WWLS. Ahead of the Board of Trustees meeting, Brenda will meet individually with each of them to discuss any changes in their availability and to identify opportunities for improving workflows or the work environment. All three are performing well. Earlier this year, two sorters voluntarily increased their hours while we awaited news on a fourth sorter’s return. After learning that she would be unable to return soon, we reevaluated staffing needs and determined that adding a fourth sorter was unnecessary, as the current team is both effective and satisfied with the revised hours.

Looking ahead, we plan to launch a quarterly courier update that will highlight successes, share important developments, and proactively address any ongoing or emerging concerns.

Gatherings for Member Library Colleagues

NEW! ADULT SERVICES VIRTUAL CHECK-IN

In response to requests from member libraries, WWLS is collaborating with IFLS to host our first-ever virtual Adult Services Check-In discussion. Slated for August 12th, from 1:30-2:30 pm, this inaugural session will focus on serving older adults and will provide a space for member library staff to share ideas, challenges, and successful strategies.

KEEPING IT TOGETHER DISCUSSIONS

WWLS staff hosted Keeping It Together virtual meetings in May and July. The group did not meet in June in consideration of summer reading activities.

Knowing that trustee training is vital to supporting informed, effective library boards, in May, Emily reviewed the main resources all directors should know about in order to help their Board understand their roles, make sound decisions, and advocate for their libraries. Resources highlighted include:

- [Trustee Essentials: A Handbook for Public Library Trustees](#)
- [Wisconsin Library Trustee Essentials Video Series](#)
- [Trustee Training Week](#)
- [Trustee Tales Trustee Tales](#)

With budget season in full swing for many libraries, the July meeting focused on the importance of budget advocacy. Erica shared strategies for effectively communicating the value of library services to stakeholders and funders, emphasizing how to connect library investment with community impact, measurable outcomes, and local needs. The following resources were shared:

- [WWLS 2024 Statistics Booklet](#)
- [WWLS Data Dashboard](#)
- [Wisconsin Public Library Consortium Data Dashboard](#)
- [The Library Story: A Strategic Storytelling Toolkit for Public Libraries](#)

The next *Keeping It Together* discussion is scheduled for Friday, August 15, at 8:30 am. **Teresa Schmidt**, DPI's Public Library Administration Consultant, will review record retention rules.

OPPORTUNITIES FOR YOUTH SERVICES STAFF

The next **WWLS Youth Services Information Exchange (YSIE)** will be held at the Loyal Public Library on August 14th from 1:00-3:00 pm. This opportunity will focus on outreach efforts in libraries, a discussion of circulating kits, and an open conversation about how WWLS can best support youth services staff. Attendees will be invited to share what tools, resources, and support would be most helpful in their work.

IFLS Library System and WVLS are once again collaborating on a youth services focused check-in this fall. The **Youth Services Virtual Check-In with IFLS Library System and WVLS member libraries** will be held September 22nd from 1:00-2:15 p.m. and will provide participants an opportunity to reflect on this year's summer reading programs. Success, challenges, and what to try next year will be discussed.

Grant Projects & Scholarships

FOUNDATIONS OF WISCONSIN LIBRARIANSHIP SCHOLARSHIPS

Teagan Paul of Frances L. Simek Memorial Library received a WVLS scholarship 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. Designed for newer library staff working with youth, the workshop was held July 29–31 in Wisconsin Rapids and featured presenters from the Cooperative Children's Book Center (CCBC), PBS Education, and the Wisconsin Science Festival.

WVLS SUMMER LIBRARY PROGRAM PERFORMER GRANTS

This summer, 32 of 34 member libraries applied for and received up to \$350 each through WVLS Summer Performer Grants. These grants supported the hiring of a variety of family-friendly performers, including musicians, balloon artists, magicians, animal and reptile educators, and comedians. Many libraries reported exceptionally high attendance at this year's events.

WVLS SUMMER MATH GRANTS

The WVLS awarded Summer Math Adventure Grants of up to \$1,000 each to the Granton Community Library, Greenwood Area Library, Tomahawk Public Library, and Westboro Public Library. Inspired by the work of the Wisconsin Mathematics Council, the program provided each library with up to 10 activity booklets in selected age groups: Pre-K, K–2, Grades 3–5, and Grades 6–8. All four libraries successfully launched their programs, reporting strong participation and positive feedback from both youth and parents.

Greenwood Area Library shared that some participants who completed the 12-part challenge asked to keep their booklets so they could continue using the activities with friends. This response perfectly reflects the intended goal of the challenge: maintaining math skills over the summer through engaging and enjoyable learning activities.

2024-2025 LSTA CORE SERVICES GRANT

The management by the WI Dept. of Public Instruction of LSTA support for library systems is on hold pending Congressional budget actions and LEANWI partners are anticipating no LSTA Core Services support for the 2025 cycle (July 2025 – June 2026). We remain hopeful that Congress will authorize funding for at least one more fiscal season, and that DPI will be able to resume passing

through LSTA support sometime during the 2026 calendar year. The LEANWI 2026 budget plan does not include any dependencies on LSTA support or support from other grants.

Technology Projects Overview

LEANWI PARTNERSHIP, COLLABORTIVE PROJECTS, AND CORE INFRASTRUCTURE SUPPORT [see also Exhibit 19a(1) Project Tracking and Internet Migration Tracking charts at the end of this document]

LEANWI Core Infrastructure

Under the governance of WPLS, efforts are underway 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 are being 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 with other vendors to review alternative products and services.

The TEACH Network migration continues. In May we were at 61 of 83 endpoints completed in the LEANWI footprint, but several new TTU (Transformer Terminal Unit) events have occurred recently in IFLS. We do not have an updated count yet. Remaining TTU events have been 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 a few 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 still has a few, 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 comes sooner or later, we will be prepared to help ease the upfront burdens of any new costs for our member libraries which may be forced upon us by these changes. We also continue to monitor our Microsoft 365 tenancy, also currently under an academic program, for indications of the initiation of a mandatory migration to the charity program (e.g. for non-profits).

LEANWI paused initial plans, to have the next Faronics Deep Freeze agreement secured by the end of May 2025, until after the 2025 midterm budget review and “actuals” revision process, given

indications that there likely won't be LSTA Core Services support beyond June 2025. That process is now completed, and we are still well positioned to secure the intended multi-year maintenance renewal before the November 2025 expiration.

In November 2024 it was reported that LEANWI Partners intend to reboot and complete the development of an E-Rate Consortium Entity within the E-Rate 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 consoritial application to erate for member libraries that host mobile hotspot lending services.

After a pause, due to uncertainties with mobile hotspot data plans support and the erate program in general, LEANWI briefly resumed this project before learning that Congressional action was leading to a reversal of the FCC rule that allowed e-Rate support for mobile hotspots. LEANWI partners will continue to review and assess options for supporting those libraries that wish to continue mobile-hotspot lending programs.

LEANWI WEBSITE PROJECTS

It has been a busy couple of months including advancement in our handling of website accessibility, the implementation of our room booking plugin by several websites and its subsequent improvements, some website rebuilds including analysis of the wvls.org site. Our domain hosting was moved to CloudFlare to improve our ability to block robots accessing our sites and hence improve performance.

Website Developments:

Brendan has been 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 in mind. *Note: website design and rebuild relies heavily on library staff involvement and their availability varies.*

Website rebuilds in progress: Sparta Free Library (WRLS), Koller Memorial Library; Manitowish Waters (NWLS)

Early planning phase: WVLS website

Website in early discussion: Bayfield Carnegie Library (NWLS)

2025 Website Development to date:

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

WVLS System Website: An internal review team, led by Emily, has begun analyzing the WVLS website to improve accessibility, navigation, and staff workflows. After consulting with other systems, and staff at the Outagamie Waupaca Library System (OWLS) who recently completed a similar project, the WVLS team concluded that a full website rebuild is the most efficient path forward. The team is now outlining accessibility requirements, developing a content management plan, and creating a structure that supports easy content updates.

Website Services:

Work continues developing and maintaining several website services.

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. Since then, six additional libraries are actively using the system and MCPL is testing. Three additional libraries are in the process of setting up the system and will deploy shortly.

System	Active use	Initial setup/testing
IFLS	Somerset Public Library Prescott Public Library Ellsworth Public Library	
NWLS	Olson Memorial Library Mercer Public Library	Koller Memorial Library
WRLS		Sparta Free Library
WVLS	Demmer Memorial Library Greenwood Area Community Library	MCPL Tomahawk Public Library

Functionality was improved to make the plugin accessible and backend changes were made to allow the plugin to be used on more of a variety of websites such as subdomains, staging sites and multi sites.

A future enhancement will add the ability to block rooms from being booked on holidays, for example, from a central location.

The Online Resources page has been updated to reflect authentication changes made between BadgerLink and service providers. It has also been updated to be ADA compliant and meets accessibility standards for working with a screen reader and other assistive technology. A new process was implemented to automate reports on monthly “click counts.” Click totals are available at <https://training.librarieswin.org/resources/online-resources-click-totals/>.

Intermittent slow response time from server issues were, at least in part, discovered to be the result of a massive uptick in internet “bot” scraping, mostly for AI data training. (Read an interesting article from University of North Carolina libraries about their staff’s efforts to ward off complications of AI attacks: [Library IT vs. the AI bots](#). We had a very similar experience.)

LEANWI tech staff began moving library websites behind Cloudflare firewall services in June and almost immediately the monthslong battle with intermittent service slowdowns or failures stopped. A few sites have had to have stricter standards put into place, but for the most part internet traffic originating outside the US now receives a “are you human” challenge before being allowed to access the site, and that has been enough to prevent sites from routinely being overwhelmed.

This is likely a continuously evolving situation, but for now we have the issue managed.

NEW: Making Links Searchable. IFLS has initiated a project to enable the organization of resource links on their website. The goal is to be able to make links to resources searchable, filterable, have attributes, tags and be able to show relationships to other links. These will likely be displayed in a table but there are also plans to automate a “feed” style display as well as display “featured” links automatically as well.

Development has started on the plugin (LEANWI Link Manager) based on our initial conversations and a first draft should be available for the originating parties to view and make comments on in the next few weeks.

ADA Compliance:

Website accessibility continues to be a primary focus of the LEANWI Website team. After additional meetings with a third-party accessibility vendor in May, it was determined that those services won’t meet the needs of the LEANWI Website Service.

A plugin, “Equalize Digital Accessibility Checker” has proven to be an immensely helpful tool for notifying content providers of accessibility issues on their websites. In June, Brendan began customizing an accessibility plugin to allow further reporting and comparison as well as the ability to perform some global updates on the sites. This combination would use the accessibility checker to scan pages and allow LEANWI to run reports on a website for potential errors and apply direct fixes.

Members of the **Website Accessibility Learning Group (WALG)** are currently testing this plugin on their library websites. Feedback is they are willing to be engaged in the process but emphasize that simplifying the results and knowing what to do with an error report is paramount to library adoption.

The advantage of the system in its current setup is it provides a technical team (like the LEANWI team) with clear information and, in many cases, guidance for directly fixing accessibility errors. However, the ability to address those errors is not something library staff are generally capable of.

Brendan has also developed a custom web code for use across LEANWI websites to address the major site-wide accessibility issues. Once these get tested and are widely deployed, this should also reduce the number of technical errors the websites produce.

We are at a stage now where technically we can get our sites to a suitable level of accessibility. The remaining issues are 1) do we have the time to update all our sites and 2) can we train our content

providers (librarians) to produce content that remains accessible. Posting documents (PDF, Word, etc.) will be the next technical and training hurdle. There are very few free/inexpensive tools that allow you to effectively make a document with any complexity accessible presently. Our best advice for now is to keep online documents simple using correct heading structure, simple format and lists.

We will be honing our own techniques over the next two months and working to find solutions that can more easily be passed on to our content providers.

WVLS INTERNAL PROJECTS, LIBRARY PROJECTS, AND CORE SERVICES SUPPORT

Communication and Training

Erica and Brendan provided WVLS staff with initial training on document accessibility and process for uploading documents to SharePoint for the WVLS website. This will continue as WVLS staff work to rebuild the wvls.org website to address structure, navigation, workflow, and accessibility concerns.

Procurement and Asset Inventory

Computers were replaced at the Laona, Rhinelander, Rib Lake, Stetsonville, and Tomahawk libraries; onsite update/upgrade support was conducted for computers at Antigo; new laptops were sent to be deployed at the Three Lakes and Medford libraries. Staff are in the process of procuring, staging, and scheduling installs at the Antigo, Colby, Loyal, and Medford libraries, and are working on Windows 10 upgrades for special situation computers at the libraries in Gilman and Neillsville.

Windows 10 end of life (end of security updates) is October 14, 2025. Computers currently running Windows 10 continue to be replaced or upgraded to Windows 11 at a good rate. We have about 40 computers (out of 260) still running Windows 10 at 11 libraries, half of those have an active replacement/retirement plan. We are working with five libraries to get a plan in place for the remaining 20 machines by the end of summer.

The **staffing changes form** continues to be extremely helpful for tracking accounts and password management for new, departing, and staff changing roles at WVLS member libraries. The ILS and Technology team thank libraries for completing those forms so WVLS staff are aware of local library staffing changes and can update user accounts accordingly.

Services

- The Tomahawk Public Library is in the process of adding Pharos computer timing software. Initial setup is complete; Erica is scheduling a day to work onsite with staff to test and install on public PCs.

- TB Free Scott is in the process of implementing RFID tagging on its materials and has its new network-connected gate system ready, RFID pads for circulation PCs, and will soon be receiving its wireless RFID inventory tooling.
- MCPL has placed orders for new TEACH Network services for six branch locations. WWLS will work with MCPL to ensure continuity of network and internet services.
- MCPL is working with WWLS to explore options for MS Office Desktop licensing updates for public and staff computers and is reviewing options for MS365 tenancy migration.

Project Tracking and TEACH Internet Migration Update

See charts at the end of this report shared as [Exhibit 19a\(1\)](#).

V-CAT Administration

COUNCIL AND COMMITTEE MEETING HIGHLIGHTS

V-Cat Council

The V-Cat Council met on Tuesday, June 5th and will meet again on Thursday, September 4th. At the June meeting, March-April Financial reports were reviewed and approved, and committee reports were shared. Implementation of Spanish Language Translation in Aspen was discussed and will be implemented in the near future. The 2026 V-Cat Budget was approved. Katie shared an overview of the annual International Library Perceptions Survey about Library Automation products. Processes for Invoices and Payments Between Libraries were reviewed. Automation options Sierra Notices delivered via email and print were reviewed. V-Cat Council Chair **Rita Ludvigson** (Western Taylor Co. Public Library Director) encouraged V-Cat representatives to attend at least one V-Cat Council meeting in person annually. Draft minutes of the June 5th V-Cat Council meeting are shared later on in today's agenda as [Exhibit 22b](#).

V-Cat Cooperative Circulation Committee

During its meeting on Friday, July 18th, the committee discussed the V-Cat High Demand Recommendation and related information. The committee moved to leave the current recommendation in place and showed support for a trial of Sierra Agency Holds. The group also discussed potential Guidelines for Short Term/Temporary Applications. The group will be providing feedback on updated V-Cat training documents and resources as WWLS staff update the V-Cat pages of the WWLS website. The committee will meet again on Friday, August 22nd.

V-Cat Bibliographic Control and Interface Committee

This group will meet on August 12th to continue its discussion about adding more material types to Sierra, and to review a procedure to allow increased holds on items in the catalog.

V-CAT PROJECTS [see also Exhibit 19a(2) V-Cat Strategic Planning Projects chart at the end of this report]

Cataloging Standards

Rachel attended the **final LSTA Cooperative Cataloging meetings** in June. This group is working with the Statewide Bibliographic Standards Committee to support their work. The group worked on tying up loose ends and provided guidance to those writing the final report. Two groups that will continue to meet to continue the goal of more consistent cataloging throughout Wisconsin: the Statewide Bibliographic Standards Committee and the Ad Hoc Local Subject Headings workgroup.

The Ad Hoc Local Subject Headings Workgroup has met several times to **finalize the local subject headings** recommended by the Statewide Bibliographic Standards Committee. It is our hope that we will be able to present this work at WLA in a poster session.

ILS Admin Training

Rachel attended training from Innovative from May 20-22 to better support ILS Administration tasks. This training covered best practices of system management, ongoing maintenance of your Sierra system, and an overview of Advanced System Access and Administration functions.

Meetings and Events

- August 12- DPI hosted meeting of System Directors
- August 12 – **WVLS V-Cat Bibliographic Control / Interface Committee meeting**
- August 12 - *Joint WVLS/IFLS Meeting with Member Library Adult Services Staff*
- 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; Subject “Records Retention”*
- August 16 - **WVLS Board of Trustees meeting**
- August 18 – 21 – **Wisconsin Trustee Training Week**
- August 20 – Tech Talk; Kilbourn Public Library
- August 21-22 – **Play Make Learn 2025**; Memorial Union, UW-Madison campus
- August 22 - **WVLS V-Cat Cooperative Circulation Committee meeting**
- August 26 – System Education Consultants meeting
- August 28 – WVLS Staff meeting
- September 1 – **Labor Day; WVLS Office closed**
- September 2 – WPLC (Wisconsin Public Library Consortium) Technology Backup Workgroup meeting
- September 4 - **WVLS V-Cat Council meeting**
- September 5 - WPLC Delivery Workgroup meeting
- September 9 – WPLC Technology Collaborative Steering Committee meeting

- September 9 – 10 – **Tech Days Webinars**
- September 10 - Bibliographic Standards Committee meeting
- September 12 - **COLAND (Council for Libraries and Network Development) meeting**
- September 12 – WLA Foundation Board of Directors meeting
- September 17 – DPI-hosted Library Services Data Workgroup meeting
- September 17–20 – **Association of Rural and Small Libraries Conference**; Albuquerque, New Mexico
- September 19 - **WVLS Keeping It Together Discussion**
- September 20 - **WVLS Board of Trustees meeting**
- September 21 – **Joint WVLS/IFLS Meeting with Member Library Youth Services Staff**
- September 23 - DPI hosted meeting of System Directors
- September 23 – WISCAT User Group meeting
- September 24 – System Education Consultants meeting
- September 25 – WVLS staff meeting
- September 26 – **WVLS Director’s Retreat**; Central Wisconsin Airport, Mosinee

Thank you for reading!

Marla

Exhibit 19a(1) Technology Projects Overview

INTERNAL PROJECTS, LIBRARY PROJECTS, CORE SERVICES SUPPORT

Project Tracking

Member site	Asset Inventory	Network inventory	Replace EdgeRouter			Email inventory
			Lite	Pharos	Princh	
a1 Antigo	complete	in progress	complete	complete	complete	in progress
a2 Elcho	n/a	n/a	n/a	n/a	n/a	n/a
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	complete	no	no	pending
do Dorchester	in progress	pending	pending	no	no	pending
ga Granton	complete	complete	complete	no	complete	in progress
ge Greenwood	complete	complete	complete	no	complete	in progress
gi Gilman	complete	pending	complete	interested	interested	in progress
la Laona	complete	complete	complete	no	no	pending
lo Loyal	complete	pending	pending	no	complete	in progress
m1 Wausau	n/a	n/a	n/a	complete	complete	n/a
m2 Athens	n/a	n/a	n/a	complete	complete	n/a
m3 Edgar	n/a	n/a	n/a	complete	complete	n/a
m4 Hatley	n/a	n/a	n/a	complete	complete	n/a
m5 Marathon City	n/a	n/a	n/a	complete	complete	n/a
m6 Mosinee	n/a	n/a	n/a	complete	complete	n/a
m7 Rothschild	n/a	n/a	n/a	complete	complete	n/a
m8 Spencer	n/a	n/a	n/a	complete	complete	n/a
m9 Stratford	n/a	n/a	n/a	complete	complete	n/a
me Medford	complete	pending	complete	complete	complete	in progress
mi Minocqua	complete	complete	complete	no	complete	in progress
mr Merrill	in progress	complete	complete	Cassie	complete	pending
ne Neillsville	complete	complete	complete	interested	complete	in progress
ow Owen	complete	complete	complete	interested	interested	in progress
rh Rhinelander	complete	pending	complete	complete	interested	in progress
rl Rib Lake	complete	complete	complete	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
				in		
to Tomahawk	complete	complete	complete	progress	interested	pending
wa Wabeno	complete	complete	complete	no	complete	in progress
we Westboro	complete	complete	pending	no	no	in progress
wi Withee	complete	complete	complete	no	no	pending

TEACH migration update. No additional libraries have been migrated to the new TEACH network. This leaves three libraries (Gilman, Laona and Thorp) and the WVLS headend yet 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

Exhibit 19a(2) V-CAT Administration

2025-2028 V-CAT STRATEGIC PLAN UPDATE

Multiple projects are underway. Goals, Objectives, Projects, Status and Notes are included in the tables below.

Goal: Improve Access to library materials

Objective	Project	Start Date	Goal Date	Status	Progress Notes
Expand patron-initiated hold placement	Allow library users to place holds on high demand items owned by other libraries to be filled when items are no longer considered high demand.	Jun-25	Oct-25	In Progress	A draft procedure has been developed to be presented to V-Cat Council in September.
	Develop hold placement tutorial resources for library staff and library users	Sep-25	Oct-25	Scheduled	
	Consider expanding in-library use of Aspen Discovery Masquerade Mode			On Hold	
Improve catalog interface for library users	Consider Aspen Discovery adjustments to improve the user experience	Apr-25	ongoing	In Progress	Spanish Translation adjustments are in progress to be implemented in Aug./Sept.
	Review Aspen Discovery improvements and ensure compliance with Web Content Accessibility Guidelines	Aug-25	Jan-26 and Jan-27	In Progress	WLS planning meetings to consider accessibility guidelines and necessary adjustments. Preliminary accessibility testing.
	Consider implementing Aspen Discovery LiDA mobile app			On Hold	
Improve communication to library users	Provide frequently asked questions and answers for library users	Aug-25	Jan-25	In Progress	Webpage review and consideration of additional topics.
	Develop Aspen Discovery tutorial resources for library staff and library users	Sep-25	ongoing	Scheduled	
	Notify library users when their library card is near the expiration date			On Hold	
Improve record metadata	Consider special projects to add local subject headings	Apr-25	ongoing	In Progress	Denali/McKinley, Gulf of Mexico/Gulf of America changes Wisconsin statewide local heading workgroup.

Improve record metadata (continued)	Continue to participate in WI bibliographic record standards workgroup	Apr-25	ongoing	In Progress	Workgroup meets monthly.
	Develop plans to implement recommended cataloging practices	Apr-25	ongoing	In Progress	Adjustments to red alerts for invalid MARC fields and expansion of ILS material types
Increase efficiency in filling patron requests	Consider Sierra adjustments to fill holds more efficiently within the constraints of physical materials sorting and delivery services			On Hold	

Goal: Support Libraries - Maintain technological infrastructure and services while providing support to member libraries

Objective	Project	Start Date	Goal Date	Status	Progress Notes
Encourage cooperative V-Cat membership that adheres to V-Cat guidelines	Implement routine overviews of relevant V-Cat guidelines	Apr-25	Ongoing	In Progress	June V-Cat Council Meeting: Invoicing between V-Cat libraries
	Encourage communication among V-Cat libraries	Apr-25	Ongoing	In Progress	Monthly reports and instructions encourage direct communication about library materials. WWLS staff provide guidance and facilitate email communications as concerns arise
	Recognize limitations of individual libraries when developing and updating V-Cat guidelines	Apr-25	Ongoing	In Progress	Draft procedures and recommended practices are in progress with V-Cat committee members representing a variety of libraries.
Improve navigability of the V-Cat website	Ensure compliance with Web Content Accessibility Guidelines	Apr-25	Jan-26	In Progress	Updated V-Cat Meeting Documents format and WWLS team planning meetings.
	Revise V-Cat pages of the WWLS website for ease of use and regular updates	Jul-25	Jan-26	In Progress	Updated V-Cat Meeting Documents format and WWLS team planning meeting.
Participate in product-based user groups	Continue to participate in the Aspen Discovery open source community	Apr-25	Ongoing	In Progress	Community interest groups meet monthly/quarterly
	Continue to participate in Innovative Users Group	Apr-25	Ongoing	In Progress	Idea Exchange review and participation.

	Continue to partner with other library systems in WI using Sierra and Aspen Discovery	Apr-25	Ongoing	In Progress	Communications with staff at MCFLS.
Provide responsive support and services to member libraries	Automate regular residency code verification	Apr-25	Ongoing	On Hold	Temporarily on hold pending annual patron purge.
	Develop suite of supported products and services	Apr-25	Ongoing	In Progress	Current listings part of WWLS website redesign.
	Pursue requested product developments with vendors	Apr-25	Ongoing	On Hold	Aspen genealogy development request is temporarily on hold.
	Automate patron record changes at 18 and 16 years of age	Sep-25	Mar-26 Sep-26	Scheduled	
Provide staff training and instruction in a variety of formats	Provide cataloging utility training and access for all member libraries	Apr-25	Jan-27	In Progress	Trainings scheduled for August.
	Provide multiple levels of training	Apr-25	Ongoing	In Progress	Cataloging I, II, III training will be provided in August / September
	Provide training sessions in-person and online	Apr-25	Ongoing	In Progress	Trainings provided to Stetsonville, Wabeno, and Rhinelander upon request.
	Provide video and text-based training materials	Sep-25	Ongoing	Scheduled	
Provide targeted communications to library users to assist with user support	Automate circulation notices	Jun-25	Dec-27	In Progress	Survey completed to gather information from libraries interested in ILS Auto Notices.

Goal: Sustain V-Cat - Increase the efficacy of both member library and WWLS operations, and ensure the best possible value of products and services

Objective	Project	Start Date	Goal Date	Status	Progress Notes
Evaluate contracts and services to achieve the best possible value	Review operating costs and V-Cat needs	Apr-25	Ongoing	In Progress	2026 V-Cat budget presented in April and passed by V-Cat in June.
	Complete a process to consider alternative products to Sierra	Apr-27	Nov-28	Scheduled	
Increase security of the shared V-Cat database	Manage database password and permission changes for libraries	Apr-25	Ongoing	In Progress	Ongoing as requested.

	Emphasize the importance of patron privacy and confidentiality	Apr-25	Ongoing	In Progress	WVLS staff include reminders when assisting libraries with patron data.
	Investigate and implement additional security measures	Apr-25	Ongoing	In Progress	Assisting libraries with upgrade of SIP2 connections to include stunnel. Review of server firewall network access.
Maintain financial stability	Maintain strong relationships with state legislators and decision makers	Apr-25	Ongoing	In Progress	Annual participation in Library Legislative Day and WVLS communications with representatives.
	Maintain V-Cat reserve funds	Apr-25	Ongoing	In Progress	2026 V-Cat budget presented in April and passed by V-Cat in June preserves V-Cat reserve funds.
	Support library relationships with local representatives and decision makers	Apr-25	Ongoing	In Progress	Provided circulation data and statistics as requested by libraries for library advocacy and budgeting purposes.
	Seek grant opportunities and other funding sources for V-Cat projects	Apr-25	Ongoing	In Progress	Monitoring changes to LSTA funding.
Participate in product-based user groups	Participate in collaborative cataloging and record standards workgroup	Apr-25	Ongoing	In Progress	Workgroup meets monthly.
Prioritize standardization of practices and procedures	Continue to develop V-Cat guidelines for best practices and procedures	Apr-25	Ongoing	In Progress	Expected V-Cat member library timeline tasks reviewed and updated for presentation to V-Cat Council in September.
	Continue to develop V-Cat guidelines for record standards	Apr-25	Ongoing	In Progress	Reviewed and affirmed current V-Cat High Demand Guideline. Considering changes to Material Types and recommended practices. An updated version of V-Cat Timeline Tasks has been created and will be presented to V-Cat Council in September.
Prioritize standardization of Sierra settings and record standards	Review bibliographic record fields, adjust Sierra settings and record templates	Apr-25	Ongoing	In Progress	Project to review and update red alerts on incorrect MARC tagged metadata.
	Continue to review loan rules and adjust as appropriate	Apr-25	Ongoing	In Progress	Reviewed library requests for loan rule changes and made adjustments.

Pursue automation of reporting and record improvements	Automate reports for preparing the public library annual report to the WI Department of Public Instruction	Apr-25	Ongoing	In Progress	Consulted automated reporting needs when reviewing cataloging standards and libraries' loan rule requests.
	Automate bibliographic record review and improvements	Jul-25	Jul-26	In Progress	Communicated with consultant and developed an MOU for the project.
	Automate monthly item reports and additional reports			On Hold	
Pursue partnerships with library systems across Wisconsin	Participate in statewide integrated library system administrators workgroup	Apr-25	Ongoing	In Progress	The next meeting is scheduled for November.
	Revisit Northern WI Integrated library system Exploration (NICE)	Apr-27	Nov-28	Scheduled	