



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, OCTOBER 15, 2025

Regular Meeting

Community Room

4:00 PM

I. Opening

1. Call to order and roll call
2. Correspondence
3. Public Comment

II. Consent Items

1. Minutes of regular meeting on September 17, 2025
2. Vouchers for September 2025
3. Unaudited Monthly Income & Expense Report for September 2025
4. Monthly Statistical Report for September 2025

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve the Services of the Library Policy
2. Action Item: Review and approve the Sexual Harassment Policy
3. Discussion Item: Strategic Goals & Action Steps #2
4. Discussion Item: Wisconsin Trustee Essential #

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, SEPTEMBER 17, 2025 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

- 1. Call to order and roll call** - A. Huftel called the meeting to order at 4PM. Present: K. Breitenmoser, C. Grunenwald, A. Huftel, R. Martinovici, E. McCrank, B. Rothlisberg, Excused: D. Dalsky, M. Geisler, M. Weix. Also present were: K. Morris, L. Ollhoff, A. Bennet.
- 2. Correspondence** - Thank you note to library staff from patron, Gaylin Brewington, and thank you letter from the American Red Cross for the monetary donation from library staff. No additional correspondence was presented.
- 3. Public Comment** - No public comment.

II. Consent Items

- 1. Minutes of regular meeting on August 20, 2025** - E. McCrank/R. Martinovici/C to approve the Minutes of the regular meeting on August 20, 2025. No discussion.
- 2. Vouchers for August 2025** - C. Grunenwald/K. Breitenmoser/C to approve the Vouchers for August 2025 with an edit to the date in the last column of the report from "August 2024 Totals" to "August 2025 Totals." B. Rothlisberg pointed out that the date in the last column was incorrect and should be August 2025. No further discussion.
- 3. Unaudited Monthly Income & Expense Report for August 2025** - R. Martinovici/C. Grunenwald/C to approve the Unaudited Monthly Income & Expense Report for August 2025. No discussion.
- 4. Monthly Statistical Report for August 2025** - E. McCrank/B. Rothlisberg/C to approve the Monthly Statistical Report for August 2025. E. McCrank commented that numbers went up, particularly the patron traffic count for August. E. McCrank added a reminder for the record that September will most likely be down and skewed, given the library will be closed to the public for an entire week as a result of the RFID Project. No further discussion.

III. Reports/Discussion Items/Action Items

- 1. Action Item: Review and approve "Name That Room" Fundraising Campaign** - E. McCrank/K. Breitenmoser/C to approve "Name That Room" Fundraising Campaign. No discussion. E. McCrank addressed B. Rothlisberg to confirm that the revision in front of them satisfied her concerns at the August meeting. B. Rothlisberg confirmed that it did. No further discussion.
- 2. Action Item: Endowment Fund Request for "Name That Room" Fundraising Campaign Marketing** - E. McCrank/B. Rothlisberg/C to approve

the Endowment Fund Request for "Name That Room" Fundraising Campaign Marketing with verbiage correction. B. Rothlisberg pointed out the omission of the word "exceed" in the first sentence where it should read "...not to exceed \$800." E. McCrank addressed her concern related to the avenues of marketing the campaign to those most likely would consider making a donation. L. Ollhoff mentioned the in addition to the ads and article in the Foto News and the ads in the Tomahawk Leader, it will also be announced during the Library's radio spots scheduled with WJMT for the month of October and social media. B. Rothlisberg spoke on whether a focused letter to past or new potential major contributors would be an option to consider. L. Ollhoff indicated that is certainly something that can be accomplished if the Board sees that as a need or the direction that the campaign should go. No further discussion.

3. **Action Item: Approve Endowment Fund Request - RFID Project Volunteer Stipend - C. Grunenwald/K. Breitenmoser/C to approve the Amended Endowment Fund Request - "Thank You" Gifts for RFID Project Volunteer Participation.** E. McCrank began by stating this request is a great idea. E. McCrank continued with concerns regarding the verbiage of the request and a detailed discussion followed to address E. McCrank's concerns. It was determined that gift cards would be purchased as a "Thank You" Gift in correctly calculated amounts, with the purchase of the gift cards regarded as an additional expense of the RFID Project and included as such in any documentation kept related to the Project. No further discussion.
4. **Discussion Item: Strategic Goals & Action Steps #1 - Strategic Goals & Action Steps #1** were presented without any discussion.
5. **Discussion Item: Wisconsin Trustee Essential #27: Trustee Orientation and Continuing Education - Wisconsin Trustee Essential #27: Trustee Orientation and Continuing Education.** E. McCrank mentioned the resources that are available. L. Ollhoff reminded Board members that the recordings from Trustee Week are available for trustees to view at any time. No further discussion.

IV. **Library Director's Report** L. Ollhoff presented the report with the following highlights: Jessica Michna is a well-known reenactor and will be sharing information on Women Who Dared in celebration of the Wmen's Suffrage Movement anniversary; the library has been extremely busy with the return of school class visits; K. Morris is in attendance today and has indicated that she will attend meetings when topics warrant a discussion with the Library Board and provide notes of WVLS meetings when discussions are not required; RFID Project week is behind us with over 50% of the library items being tagged during that time period and a few collections will be tagged over the next several weeks; RFID System training will be provided during the month of October with the hopes of putting the system into place by the end of October; upcoming Staff Development Day will provide staff with an opportunity to unwind after the intense RFID project; City Budget meetings continue with a final Council Meeting scheduled for

November 11, 2025, for final approval. Nothing further to report. E. McCrank commented on the library staff graciously taking over the Library Social Hour she instituted through a grant she received and is now complete. Staff members will rotate through and host the monthly Social Hour. E. McCrank shared her interest in the Library's most recent program, "Ethics and Safety of Harvesting Road Kill" and inquired about attendance. No further discussion.

V. President's Remarks No discussion.

VI. Date and Time of Next Meeting Wednesday, October 15, 2025, @4PM.

VII. Adjournment R. Martinovici/K. Breitenmoser/C to adjourn at 4:28PM.

Company Being Paid	9/5/25 Packet	9/12/25 Packet	9/19/25 Packet	9/26/25 Packet	September 2025 Totals
Amazon		\$ 1,404.71			\$ 1,404.71
B&T L0280842	\$ 140.04				\$ 140.04
B&T L501403		\$ 50.96			\$ 50.96
B&T L5491882	\$ 317.43	\$ 55.69	\$ 116.23		\$ 489.35
BookPage	\$ 420.00				\$ 420.00
Bookshop.org	\$ 376.11				\$ 376.11
Brandt Extinguishers		\$ 60.00			\$ 60.00
Cengage Learning, Inc.		\$ 30.39			\$ 30.39
Center Point Large Print	\$ 47.94				\$ 47.94
Cinta's				\$ 249.11	\$ 249.11
Dave's County Market			\$ 31.49		\$ 31.49
Demco				\$ 238.24	\$ 238.24
Elan	\$ 878.86				\$ 878.86
Emery Pratt	\$ 16.99				\$ 16.99
E.O. Johnson Business Technologies		\$ 446.05			\$ 446.05
Frontier		\$ 123.16			\$ 123.16
Haenco	\$ 28.68			\$ 305.40	\$ 334.08
Haven, Inc.	\$ 100.00				\$ 100.00
Kanopy			\$ 1,275.00		\$ 1,275.00
Libraria		\$ 54.76			\$ 54.76
Library Store (The)			\$ 115.81		\$ 115.81
Merrill Water Utility		\$ 378.02			\$ 378.02
Multi Media Channels	\$ 364.00				\$ 364.00
Plautz, Donna	\$ 26.67				\$ 26.67
Quill	\$ 5.79				\$ 5.79
Scholastic			\$ 370.88		\$ 370.88
T.B. Scott Petty Cash				\$ 25.51	\$ 25.51
VIP Office Products			\$ 9.56		\$ 9.56
Wisconsin Public Service		\$ 2,497.62			\$ 2,497.62
	\$ 2,722.51	\$ 5,101.36	\$ 1,918.97	\$ 818.26	\$ 10,561.10

PACKET: 12058 LIBRARY - 20250905

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-2039250411		ACCT # 216389 L028084 2 B0000	140.04			
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	125.01
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	12.53
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	2.50
== VENDOR TOTALS ==			140.04			

01-000271 BAKER & TAYLOR L5491882						
I-2039259110		ACCT #2163859 L549188 2 B0000	317.43			
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025		1099: N		
		ACCT #2163859 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction	287.82
		ACCT #2163859 L549188 2 B00000		10 55110-03-10500	Library Supplies	23.85
		ACCT #2163859 L549188 2 B00000		10 55110-03-11000	Postage	5.76
== VENDOR TOTALS ==			317.43			

01-000770 BOOKPAGE						
I-S86753		ACCT # S9229	420.00			
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025		1099: N		
		ACCT # S9229		10 55110-13-50000	Magazines/Periodicals	420.00
== VENDOR TOTALS ==			420.00			

01-005569 BOOKSHOP, INC.						
I-6268		INVOICE 08/29/2025	376.11	20250822		
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025		1099: N		
		INVOICE 08/29/2025		10 55110-13-10000	Adult Dept Fiction	56.51
		INVOICE 08/29/2025		10 55110-13-10100	Adult Dept Non-Fiction	250.96
		INVOICE 08/29/2025		26 55110-03-40500	Memorial Books-Expense	43.65
		INVOICE 08/29/2025		10 55110-03-11000	Postage	24.99
== VENDOR TOTALS ==			376.11			

01-000274 CENTER POINT LARGE PRINT						
I-2191105		CUST # 54452	47.94			
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025		1099: N		
		CUST # 54452		10 55110-13-10400	Adult Dept Large Print	47.94
== VENDOR TOTALS ==			47.94			

PACKET: 12058 LIBRARY - 20250905

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000128 ELAN FINANCIAL SERVICES						
I-20250905		ACCT # 5472 1102 2200 0197	878.86			
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025		1099: N		
		ACCT # 5472 1102 2200 0197		10 55110-02-16000	Elevator Contract/Inspec	51.13
		ACCT # 5472 1102 2200 0197		10 55110-03-32000	Education & Conference	100.00
		ACCT # 5472 1102 2200 0197		10 55110-03-41250	Programming - Adult	261.30
		ACCT # 5472 1102 2200 0197		10 55110-03-41500	Programing - Youth	212.81
		ACCT # 5472 1102 2200 0197		10 55110-13-10100	Adult Dept Non-Fiction	58.74
		ACCT # 5472 1102 2200 0197		10 55110-14-41000	Adult Library of Things	101.75
		ACCT # 5472 1102 2200 0197		10 55110-15-47500	Software/Upgrades	93.13
== VENDOR TOTALS ==			878.86			
01-000798 EMERY-PRATT COMPANY						
I-670161		ACCT # 14784	16.99			
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025		1099: N		
		ACCT # 14784		10 55110-13-10100	Adult Dept Non-Fiction	16.99
== VENDOR TOTALS ==			16.99			
01-005274 HAENCO LLC						
I-15970		08/29/25 INVOICE	28.68			
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025		1099: Y		
		08/29/25 INVOICE		10 55110-03-44000	Janitor Supplies	28.68
== VENDOR TOTALS ==			28.68			
01-000714 HAVEN, INC						
I-20250905		CASUAL FRIDAY DONATION	100.00			
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025		1099: N		
		CASUAL FRIDAY DONATION		10 55110-03-31000	Misc. - Petty Cash	100.00
== VENDOR TOTALS ==			100.00			
01-000085 MULTI MEDIA CHANNELS						
I-IN284085		ACCT # 102219	299.00			
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025		1099: N		
		ACCT # 102219		10 55110-03-41000	Public Relations/Publici	299.00
I-IN285389		ACCT# 128058	65.00			
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025		1099: N		
		ACCT# 128058		10 55110-03-41000	Public Relations/Publici	65.00
== VENDOR TOTALS ==			364.00			

PACKET: 12058 LIBRARY - 20250905

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-004398 DONNA J PLAUTZ							
I-20250905		AUGUST MILEAGE		26.67			
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025			1099: N		
		AUGUST MILEAGE			10 55110-03-30500	Mileage	26.67
== VENDOR TOTALS ==				26.67			
01-000586 QUILL LLC							
C-2549095		ACCT # 4019512		12.49CR			
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025			1099: N		
		ACCT # 4019512			10 55110-03-10000	Office Supplies	12.49CR
I-45491159		ACCT #4019512		18.28	wendtkev		
9/05/2025	1	DUE: 9/05/2025 DISC: 9/05/2025			1099: N		
		ACCT #4019512			10 55110-03-10000	Office Supplies	18.28
== VENDOR TOTALS ==				5.79			
== PACKET TOTALS ==				2,722.51			

PACKET: 12058 LIBRARY - 20250905
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 2,735.00
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 12.49CR

BATCH TOTALS 2,722.51

**** 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	2,678.86-*				
		10 -55110-02-16000	Elevator Contract/Inspec	51.13	3,500	130.51- Y	1,041,156	381,597.77
		10 -55110-03-10000	Office Supplies	5.79	2,250	45.04	1,041,156	381,643.11
		10 -55110-03-10500	Library Supplies	36.38	7,000	2,778.40	1,041,156	381,612.52
		10 -55110-03-11000	Postage	33.25	1,400	215.80	1,041,156	381,615.65
		10 -55110-03-30500	Mileage	26.67	500	278.24	1,041,156	381,622.23
		10 -55110-03-31000	Misc. - Petty Cash	100.00	0	23.96- Y	1,041,156	381,548.90
		10 -55110-03-32000	Education & Conference	100.00	2,000	1,897.40	1,041,156	381,548.90
		10 -55110-03-41000	Public Relations/Publici	364.00	2,000	248.00	1,041,156	381,284.90
		10 -55110-03-41250	Programming - Adult	261.30	7,000	2,817.52	1,041,156	381,387.60
		10 -55110-03-41500	Progammng - Youth	212.81	7,500	2,595.76	1,041,156	381,436.09
		10 -55110-03-44000	Janitor Supplies	28.68	5,000	3,433.64	1,041,156	381,620.22
		10 -55110-13-10000	Adult Dept Fiction	181.52	9,500	3,238.96	1,041,156	381,467.38
		10 -55110-13-10100	Adult Dept Non-Fiction	614.51	10,000	3,082.42	1,041,156	381,034.39
		10 -55110-13-10400	Adult Dept Large Print	47.94	4,300	1,727.28	1,041,156	381,600.96
		10 -55110-13-50000	Magazines/Periodicals	420.00	4,000	2,382.11	1,041,156	381,228.90
		10 -55110-14-41000	Adult Library of Things	101.75	0	109.99- Y	1,041,156	381,547.15
		10 -55110-15-47500	Software/Upgrades	93.13	3,000	1,935.43	1,041,156	381,555.77
		26 -21-0000	Accounts Payable Control	43.65-*				
		26 -55110-03-40500	Memorial Books-Expense	43.65	0	1,198.63- Y	0	9,395.53- Y
		99 -14-0010	Due from General Fund	2,678.86 *				
		99 -14-0026	Due From Non-Lapsing	43.65 *				
		** 2025 YEAR TOTALS		2,722.51				

PACKET: 12058 LIBRARY - 20250905

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	9/2025	2,678.86
26	9/2025	43.65

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

ACCOUNT: 12061 LIBRARY - 20250912

ENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUPLICATE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
1-005248		AMAZON CAPITAL SERVICES, INC. ✓				
C-1LJ7-6FDY-DGFN ✓	✓	ACCOUNT #A29JIWFIAEUZST ✓	✓ 14.36CR	DVDsJUNE ✓		
9/12/2025	1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST	✓	10 55110-14-10400	Adult Dept DVDs	14.36CR
I-149W-XPQY-XCWR ✓	✓	ACCOUNT #A29JIWFIAEUZST ✓	✓ 69.99	CFR08/25 ✓		
9/12/2025	1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST	✓	10 55110-13-10000	Adult Dept Fiction	69.99
I-149W-XPQY-XFQ1 ✓	✓	ACCOUNT #A29JIWFIAEUZST ✓	✓ 407.93	YS Progr ✓		
9/12/2025	1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST	✓	10 55110-03-41500	Programming - Youth	407.93
I-14FX-RM7W-XHC9 ✓	✓	ACCOUNT #A29JIWFIAEUZST ✓	✓ 68.15	LoTProg2 ✓		
9/12/2025	1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST	✓	10 55110-03-41250	Programming - Adult	✓ 19.26
		ACCOUNT #A29JIWFIAEUZST	✓	10 55110-14-41000	Adult Library of Things	✓ 48.89
I-14TQ-1NQJ-TFHC ✓	✓	ACCOUNT #A29JIWFIAEUZST ✓	✓ 58.28	MEM_0805 ✓		
9/12/2025	1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST	✓	26 55110-03-40500	Memorial Books-Expense	58.28
I-14TQ-1NQJ-TRR6 ✓	✓	ACCOUNT #A29JIWFIAEUZST ✓	✓ 35.26	DVDsAUG2 ✓		
9/12/2025	1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST	✓	10 55110-14-10400	Adult Dept DVDs	35.26
I-17NF-J9V6-VL7P ✓	✓	ACCOUNT #A29JIWFIAEUZST ✓	✓ 113.09	YS progr ✓		
9/12/2025	1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST	✓	10 55110-03-41500	Programming - Youth	113.09
I-19KW-QGFC-XFJ1 ✓	✓	ACCOUNT #A29JIWFIAEUZST ✓	✓ 89.99	Friends ✓		
9/12/2025	1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST	✓	10 55110-08-50001	Misc Rev-Special/Major P	89.99
I-19NM-YLRR-TF41 ✓	✓	ACCOUNT #A29JIWFIAEUZST ✓	✓ 192.52	DVDsJUNE ✓		
9/12/2025	1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST	✓	10 55110-14-10400	Adult Dept DVDs	192.52
I-1FNY-TTMN-VCK7 ✓	✓	ACCOUNT #A29JIWFIAEUZST ✓	✓ 24.99	CFR73025 ✓		
9/12/2025	1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST	✓	10 55110-13-10000	Adult Dept Fiction	24.99
I-1K6H-CMWL-VD74 ✓	✓	ACCOUNT #A29JIWFIAEUZST ✓	✓ 151.66	TBS-ANF- ✓		
9/12/2025	1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST	✓	10 55110-13-10100	Adult Dept Non-Fiction	151.66
I-1L3L-DQTL-VRW6 ✓	✓	ACCOUNT #A29JIWFIAEUZST ✓	✓ 22.00	MEM_RUDE ✓		
9/12/2025	1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST	✓	26 55110-03-40500	Memorial Books-Expense	22.00

bg
9/17/25

ACCOUNT: 12061 LIBRARY - 20250912

ENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUPLICATE TO/FROM ACCOUNTS SUPPRESSED

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

1-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)

I-1PFV-HFKF-XH9M ✓	9/12/2025 ✓ 1	ACCOUNT #A29JIWFIAEUZST ✓ DUE: 9/12/2025 DISC: 9/12/2025 ACCOUNT #A29JIWFIAEUZST	✓ 103.23	ADPRO250 ✓ 1099: N 10 55110-03-41250	Programming - Adult	103.23
I-1QJN-Q4N1-V1YC ✓	9/12/2025 ✓ 1	ACCOUNT #A29JIWFIAEUZST ✓ DUE: 9/12/2025 DISC: 9/12/2025 ACCOUNT #A29JIWFIAEUZST	✓ 69.99	082525CS ✓ 1099: N 10 55110-15-31000	Computer Supplies	69.99
I-1XYK-HJ39-WHPJ ✓	9/12/2025 ✓ 1	ACCOUNT #A29JIWFIAEUZST ✓ DUE: 9/12/2025 DISC: 9/12/2025 ACCOUNT #A29JIWFIAEUZST	✓ 11.99	MEM_NF_0 ✓ 1099: N 26 55110-03-40500	Memorial Books-Expense	11.99
=== VENDOR TOTALS ===			✓ 1,404.71			

1-000273 BAKER & TAYLOR L5014032 ✓

216389 ✓ OK

I-2039247062 ✓	9/12/2025 ✓ 1	ACCT # L501403 2 B00000 ✓ DUE: 9/12/2025 DISC: 9/12/2025 ACCT # L501403 2 B00000 ACCT # L501403 2 B00000 ACCT # L501403 2 B00000	✓ 50.96	YS-AUDIO ✓ 1099: N 10 55110-14-20000 10 55110-03-10500 10 55110-03-11000	Youth Audiobooks & CDs Library Supplies Postage	✓ 49.46 ✓ 0.51 ✓ 0.99
=== VENDOR TOTALS ===			50.96			

1-000271 BAKER & TAYLOR L5491882 ✓

I-2039271254 ✓	9/12/2025 ✓ 1	ACCT # 216389 L549188 2 B0000 ✓ DUE: 9/12/2025 DISC: 9/12/2025 ACCT # 216389 L549188 2 B00000 ACCT # 216389 L549188 2 B00000 ACCT # 216389 L549188 2 B00000	✓ 55.69	1099: N 10 55110-13-10100 10 55110-03-10500 10 55110-03-11000	Adult Dept Non-Fiction Library Supplies Postage	✓ 50.25 ✓ 4.43 ✓ 1.01
=== VENDOR TOTALS ===			55.69			

1-000069 BRANDT EXTINGUISHERS RECHARGIN ✓

14827 ✓ OK

I-148-27	9/12/2025 ✓ 1	ANNUAL INSPECTION (15) ✓ DUE: 9/12/2025 DISC: 9/12/2025 ANNUAL INSPECTION (15)	✓ 60.00	1099: Y ✓ 10 55110-02-16500	Fire/Security System Con	60.00
=== VENDOR TOTALS ===			60.00			

ACCOUNT: 12061 LIBRARY - 20250912

ENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUPLICATE TO/FROM ACCOUNTS SUPPRESSED

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

1-000922 CENGAGE LEARNING INC ✓

I-999101279092 ✓	ACCT # 100298883 ✓	✓ 30.39	AUGLCP ✓		
9/12/2025 ✓ 1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
	ACCT # 100298883	✓ 26	55110-03-40500	Memorial Books-Expense	30.39
=== VENDOR TOTALS ===		30.39			

1-000207 E.O. JOHNSON BUSINESS TECHNOLO ✓

I-INV1820083 ✓	ACCT 6000604 ✓	✓ 87.94			
9/12/2025 ✓ 1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
	ACCT 6000604	✓ 26	55110-03-12650	Library Photocopier Expe	87.94
I-INV1820084 ✓	ACCT # 6000604 ✓	✓ 358.11			
9/12/2025 ✓ 1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
	ACCT # 6000604	✓ 26	55110-03-12650	Library Photocopier Expe	358.11
=== VENDOR TOTALS ===		446.05			

1-002661 FRONTIER ✓

I-20250912 \	ACCT # 715-536-7909-010384-5 ✓	✓ 123.16			
9/12/2025 ✓ 1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
	ACCT # 715-536-7909-010384-5	✓ 10	55110-02-25000	Telephone	123.16
=== VENDOR TOTALS ===		123.16			

1-005471 LIBRARIA ✓

I-265433 ✓	REF # 2000003125 ✓	✓ 39.57	255916 ✓		
9/12/2025 ✓ 1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
	REF # 2000003125	✓ 10	55110-13-20100	Young Adult Books	✓ 37.17
	REF # 2000003125	✓ 10	55110-03-10500	Library Supplies	✓ 2.40
I-265534 ✓	REF # 2000002963 ✓	✓ 15.19	255445 ✓		
9/12/2025 ✓ 1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
	REF # 2000002963	✓ 10	55110-13-20000	Youth Children's Books	✓ 14.99
	REF # 2000002963	✓ 10	55110-03-10500	Library Supplies	✓ 0.20
=== VENDOR TOTALS ===		54.76			

1-000328 MERRILL WATER UTILITY ✓

I-20250912 \	ACCT # 112-01040-01 ✓	✓ 378.02			
9/12/2025 ✓ 1	DUE: 9/12/2025 DISC: 9/12/2025		1099: N		
	ACCT # 112-01040-01	✓ 10	55110-02-21000	Water and Sewer	378.02
=== VENDOR TOTALS ===		378.02			

07/17/2025 09:10 AM
 PACKET: 12061 LIBRARY - 20250912
 ENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

1/1 Regular Open Item Register

12/31/2025

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
1-000656	WISCONSIN PUBLIC SERVICE				✓

I-5622943173	✓	ACCT # 0403371156-00003	✓	2,497.62	
9/12/2025	✓ 1	DUE: 9/12/2025 DISC: 9/12/2025	1099: N		
		ACCT # 0403371156-00003	✓ 10	55110-02-22000 Electric	✓ 2,208.84
		ACCT # 0403371156-00003	✓ 10	55110-02-22500 Fuel - Natural Gas	✓ 288.78
		=== VENDOR TOTALS ===		2,497.62	
		=== PACKET TOTALS ===		5,101.36	

PACKET: 12061 LIBRARY - 20250912
 ENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DEBIT TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 5,115.72
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 14.36CR

BATCH TOTALS 5,101.36

** G/L ACCOUNT TOTALS **

FUND 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	4,532.65-*				
	10 -55110-02-16500	Fire/Security System Con	60.00	2,120	1,376.78	1,053,806	364,288.37
	10 -55110-02-21000	Water and Sewer	378.02	2,080	716.65	1,053,806	363,970.35
	10 -55110-02-22000	Electric	2,208.84	25,000	7,761.98	1,053,806	362,139.53
	10 -55110-02-22500	Fuel - Natural Gas	288.78	25,000	18,784.30	1,053,806	364,059.59
	10 -55110-02-25000	Telephone	123.16	1,350	268.43	1,053,806	364,225.21
	10 -55110-03-10500	Library Supplies	7.54	7,000	2,770.86	1,053,806	364,340.83
	10 -55110-03-11000	Postage	2.00	1,400	213.80	1,053,806	364,346.37
	10 -55110-03-41250	Programming - Adult	122.49	7,000	2,695.03	1,053,806	364,225.88
	10 -55110-03-41500	Programing - Youth	521.02	7,500	2,074.74	1,053,806	363,827.35
	10 -55110-08-50001	Misc Rev-Special/Major P	89.99	0	5,802.22- Y	1,053,806	364,258.38
	10 -55110-13-10000	Adult Dept Fiction	94.98	9,500	3,143.98	1,053,806	364,253.39
	10 -55110-13-10100	Adult Dept Non-Fiction	201.91	10,000	2,880.51	1,053,806	364,146.46
	10 -55110-13-20000	Youth Children's Books	14.99	16,000	7,801.99	1,053,806	364,333.38
	10 -55110-13-20100	Young Adult Books	37.17	2,500	848.17	1,053,806	364,311.20
	10 -55110-14-10400	Adult Dept DVDs	213.42	2,000	419.85	1,053,806	364,134.95
	10 -55110-14-20000	Youth Audiobooks & CDs	49.46	1,500	352.15	1,053,806	364,298.91
	10 -55110-14-41000	Adult Library of Things	48.89	0	158.88- Y	1,053,806	364,299.48
	10 -55110-15-31000	Computer Supplies	69.99	1,900	833.90	1,053,806	364,278.38
	26 -21-0000	Accounts Payable Control	568.71-*				
	26 -55110-03-12650	Library Photocopier Expe	446.05	0	6,097.95- Y	0	9,841.58- Y
	26 -55110-03-40500	Memorial Books-Expense	122.66	0	1,321.29- Y	0	9,518.19- Y
	99 -14-0010	Due from General Fund	4,532.65 *				
	99 -14-0026	Due From Non-Lapsing	568.71 *				
		** 2025 YEAR TOTALS	5,101.36				

07/27/2025 09:04:48
ACCOUNT: 12061 LIBRARY - 20250912
ENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUPLICATE TO/FROM ACCOUNTS SUPPRESSED

07/27/2025 09:04:48

07/27/2025 09:04:48

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	9/2025	4,532.65
26	9/2025	568.71

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12081 LIBRARY - 20250919

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
01-000271 BAKER & TAYLOR L5491882						
I-2039279157		ACCT # 216389 L549188 2 B000	116.23	ANF2025-		
9/19/2025	1	DUE: 9/19/2025 DISC: 9/19/2025		1099: N		
		ACCT # 216389 L549188 2 B0000		10 55110-13-10100	Adult Dept Non-Fiction	103.57
		ACCT # 216389 L549188 2 B0000		10 55110-03-10500	Library Supplies	10.59
		ACCT # 216389 L549188 2 B0000		10 55110-03-11000	Postage	2.07
== VENDOR TOTALS ==			116.23			

01-000204 DAVE'S COUNTY MARKET						
I-185369		ACCOUNT # 708	2.60	310225		
9/19/2025	1	DUE: 9/19/2025 DISC: 9/19/2025		1099: N		
		ACCOUNT # 708		10 55110-03-41750	Hospitality	2.60
I-265725		ACCOUNT # 708	20.92	390978		
9/19/2025	1	DUE: 9/19/2025 DISC: 9/19/2025		1099: N		
		ACCOUNT # 708		10 55110-03-41750	Hospitality	20.92
I-292795		ACCOUNT # 708	7.97	418274		
9/19/2025	1	DUE: 9/19/2025 DISC: 9/19/2025		1099: N		
		ACCOUNT # 708		10 55110-03-41250	Programming - Adult	7.97
== VENDOR TOTALS ==			31.49			

01-005635 KANOPY, INC.						
I-468611		1 year subscription	1,275.00			
9/19/2025	1	DUE: 9/19/2025 DISC: 9/19/2025		1099: N		
		1 year subscription		10 55110-15-47500	Software/Upgrades	1,275.00
== VENDOR TOTALS ==			1,275.00			

01-000921 THE LIBRARY STORE						
I-756519		CUST # 7779	115.81			
9/19/2025	1	DUE: 9/19/2025 DISC: 9/19/2025		1099: N		
		CUST # 7779		10 55110-03-10500	Library Supplies	115.81
== VENDOR TOTALS ==			115.81			

01-003191 SCHOLASTIC INC.						
I-73994441		ACCT # 2191161	370.88			
9/19/2025	1	DUE: 9/19/2025 DISC: 9/19/2025		1099: N		
		ACCT # 2191161		10 55110-03-41500	Programming - Youth	370.88
== VENDOR TOTALS ==			370.88			

PACKET: 12081 LIBRARY - 20250919

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
01-000284		VIP ALL-VALUE				
I-0117400-001		ACCT # 67191-0	9.56			
9/19/2025	1	DUE: 9/19/2025 DISC: 9/19/2025		1099: N		
		ACCT # 67191-0		10 55110-03-10000	Office Supplies	9.56
		== VENDOR TOTALS ==	9.56			
		== PACKET TOTALS ==	1,918.97			

PACKET: 12081 LIBRARY - 20250919
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 1,918.97
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 1,918.97

**** 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	1,918.97-*				
		10 -55110-03-10000	Office Supplies	9.56	2,250	35.48	1,053,806	359,806.16
		10 -55110-03-10500	Library Supplies	126.40	7,000	2,644.46	1,053,806	359,689.32
		10 -55110-03-11000	Postage	2.07	1,400	211.73	1,053,806	359,813.65
		10 -55110-03-41250	Programming - Adult	7.97	7,000	2,687.06	1,053,806	359,807.75
		10 -55110-03-41500	Programing - Youth	370.88	7,500	1,703.86	1,053,806	359,444.84
		10 -55110-03-41750	Hospitality	23.52	500	249.58- Y	1,053,806	359,792.20
		10 -55110-13-10100	Adult Dept Non-Fiction	103.57	10,000	2,776.94	1,053,806	359,712.15
		10 -55110-15-47500	Software/Upgrades	1,275.00	3,000	660.43	1,053,806	358,540.72
		99 -14-0010	Due from General Fund	1,918.97 *				
			** 2025 YEAR TOTALS	1,918.97				

PACKET: 12081 LIBRARY - 20250919

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	9/2025	1,918.97

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12090 LIBRARY - 20250926

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
01-004375 CINTAS CORPORATION						
I-4244033832		PAYER # 18280979	249.11			
9/26/2025	1	DUE: 9/26/2025 DISC: 9/26/2025		1099: N		
		PAYER # 18280979		10 55110-02-23250	Facility Cleaning Servic	249.11
== VENDOR TOTALS ==			249.11			
01-003938 DEMCO, INC.						
I-7699584		ACCT# 482508000	238.24	YSPROGLS		
9/26/2025	1	DUE: 9/26/2025 DISC: 9/26/2025		1099: N		
		ACCT# 482508000		10 55110-03-10500	Library Supplies	67.17
		ACCT# 482508000		10 55110-03-41500	Programing - Youth	171.07
== VENDOR TOTALS ==			238.24			
01-005274 HAENCO LLC						
I-16154		STATEMENT DATED 09/19/2025	145.88	4354		
9/26/2025	1	DUE: 9/26/2025 DISC: 9/26/2025		1099: Y		
		STATEMENT DATED 09/19/2025		10 55110-03-44000	Janitor Supplies	145.88
I-16234		09/26/25 INVOICE	159.52	4404		
9/26/2025	1	DUE: 9/26/2025 DISC: 9/26/2025		1099: Y		
		09/26/25 INVOICE		10 55110-03-44000	Janitor Supplies	159.52
== VENDOR TOTALS ==			305.40			
01-000276 T.B. SCOTT LIBRARY-PETTY CASH						
I-20250927		PETTY CASH REIMB	25.51			
9/26/2025	1	DUE: 9/26/2025 DISC: 9/26/2025		1099: N		
		PETTY CASH REIMB		10 55110-03-11000	Postage	25.51
== VENDOR TOTALS ==			25.51			
== PACKET TOTALS ==			818.26			

PACKET: 12090 LIBRARY - 20250926

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	9/2025	818.26

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2025

10 -General Fund
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
45110-43220 Library CARES Grant	0.00	0.00	0.00	0.00	0.00
45110-43510 CARES - COVID-19 Reimb	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	0.00	0.00	0.00	0.00
45110-43515 Federal ARPA - Am Rescue	0.00	0.00	0.00	0.00	0.00
45110-43517 WI Humanities Council	0.00	0.00	0.00	0.00	0.00
45110-43790 County Library Aid	<u>479,475.00</u>	<u>0.00</u>	<u>238,597.41</u>	<u>49.76</u>	<u>240,877.59</u>
TOTAL Intergovernmental	479,475.00	0.00	238,597.41	49.76	240,877.59
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	<u>2,500.00</u>	<u>73.39</u>	<u>3,496.61</u>	<u>139.86</u>	<u>(996.61)</u>
TOTAL Public Charges-Services	2,500.00	73.39	3,496.61	139.86	(996.61)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	6,350.00	0.00	6,350.00	100.00	0.00
45110-48400 Library Endowment Reimb.	0.00	0.00	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	89.99	1,165.22	0.00	(1,165.22)
45110-48475 Library Programs Revenue	22,950.00	0.00	20,433.52	89.03	2,516.48
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Miscellaneous Revenues	29,300.00	89.99	30,442.65	103.90	(1,142.65)
TOTAL REVENUES	511,275.00	163.38	272,536.67	53.31	238,738.33

EXPENDITURES

<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	227,286.00	15,193.76	143,255.13	63.03	84,030.87
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	32,560.57	310,108.62	73.93	109,362.38
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	3,529.06	35,771.51	71.97	13,931.49
55110-01-52000 Retirement (WRS)	41,579.00	2,739.33	28,318.71	68.11	13,260.29
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	5,939.63	50,573.73	75.73	16,204.27
55110-01-55000 Life Insurance	<u>3,476.00</u>	<u>0.00</u>	<u>1,863.36</u>	<u>53.61</u>	<u>1,612.64</u>
TOTAL Personnel Services	815,436.00	59,962.35	571,273.56	70.06	244,162.44

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2025

10 -General Fund
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	120.00	0.00	(120.00)
55110-02-15500 Snow Removal Services	1,000.00	0.00	0.00	0.00	1,000.00
55110-02-16000 Elevator Contract/Inspect	3,500.00	51.13	3,630.51	103.73	(130.51)
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	60.00	743.22	35.06	1,376.78
55110-02-21000 Water and Sewer	2,080.00	378.02	1,363.35	65.55	716.65
55110-02-22000 Electric	25,000.00	2,208.84	17,238.02	68.95	7,761.98
55110-02-22500 Fuel - Natural Gas	25,000.00	288.78	6,215.70	24.86	18,784.30
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	2,439.40	71.75	960.60
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	123.16	1,081.57	80.12	268.43
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	0.00	248.91	0.00	(248.91)
TOTAL Contractual Services	64,350.00	3,359.04	33,080.68	51.41	31,269.32
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	2,250.00	15.35	2,214.52	98.42	35.48
55110-03-10500 Library Supplies	7,000.00	237.49	4,422.71	63.18	2,577.29
55110-03-11000 Postage	1,400.00	62.83	1,213.78	86.70	186.22
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	26.67	221.76	44.35	278.24
55110-03-31000 Misc. - Petty Cash	0.00	70.00	(6.04)	0.00	6.04
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	100.00	102.60	5.13	1,897.40
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	364.00	1,752.00	87.60	248.00
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	391.76	4,312.94	61.61	2,687.06
55110-03-41251 Misc Rev-Programming Adul	5,350.00	0.00	5,598.84	104.65	(248.84)
55110-03-41500 Progammng - Youth	7,500.00	1,275.78	5,967.21	79.56	1,532.79
55110-03-41501 Misc Rev-Programming-Yout	7,300.00	0.00	7,324.99	100.34	(24.99)
55110-03-41750 Hospitality	500.00	23.52	749.58	149.92	(249.58)
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	334.08	1,871.76	37.44	3,128.24
55110-03-50000 M/R-General Repair/Maint.	4,000.00	0.00	1,609.64	40.24	2,390.36
55110-03-50001 Mis Rev-M/R General/Cont	0.00	0.00	0.00	0.00	0.00
55110-03-50275 M/R - Contingency	10,000.00	0.00	2,531.64	25.32	7,468.36
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	24.25	0.00	(24.25)
TOTAL Supplies & Expenses	62,600.00	2,901.48	44,283.51	70.74	18,316.49
<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: SEPTEMBER 30TH, 2025

10 -General Fund
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	0.00	1,510.19	0.00	(1,510.19)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	89.99	5,802.22	0.00	(5,802.22)
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Capital Outlay	0.00	89.99	7,312.41	0.00	(7,312.41)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	276.50	6,356.02	66.91	3,143.98
55110-13-10100 Adult Dept Non-Fiction	10,000.00	919.99	7,223.06	72.23	2,776.94
55110-13-10200 Adult Dept Paperbacks	750.00	0.00	322.01	42.93	427.99
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	47.94	2,572.72	59.83	1,727.28
55110-13-20000 Youth Children's Books	16,000.00	14.99	8,198.01	51.24	7,801.99
55110-13-20100 Young Adult Books	2,500.00	37.17	1,651.83	66.07	848.17
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	420.00	1,617.89	40.45	2,382.11
55110-13-60000 Pamphlets	0.00	0.00	0.00	0.00	0.00
55110-13-75000 Misc Rev - Print	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Print Media - Library	47,050.00	1,716.59	27,941.54	59.39	19,108.46
<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	213.42	1,580.15	79.01	419.85
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	49.46	1,147.85	76.52	352.15
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	0.00	249.84	33.31	500.16
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	0.00	238.62	47.72	261.38
55110-14-41000 Adult Library of Things	0.00	150.64	158.88	0.00	(158.88)
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Non-Print Media-Library	14,170.00	413.52	9,327.26	65.82	4,842.74
<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	69.99	1,066.10	56.11	833.90
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 TI/Internet Access	1,200.00	0.00	2,100.00	175.00	(900.00)
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	3,600.00	0.00	3,000.00	83.33	600.00
55110-15-42500 Computer Equipment	10,000.00	0.00	7,560.36	75.60	2,439.64
55110-15-47500 Software/Upgrades	3,000.00	1,368.13	2,339.57	77.99	660.43

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Technology	38,200.00	1,438.12	33,072.55	86.58	5,127.45
<hr/>					
TOTAL EXPENDITURES	1,053,806.00	69,881.09	729,670.51	69.24	324,135.49
REVENUES OVER/ (UNDER) EXPENDITURES	(542,531.00)	(69,717.71)	(457,133.84)	0.00	(85,397.16)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2025

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	4,224.95	0.00	(4,224.95)
TOTAL Intergovernmental	0.00	0.00	4,224.95	0.00	(4,224.95)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	574.46	3,911.69	0.00	(3,911.69)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	574.46	3,911.69	0.00	(3,911.69)
<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	671.98	2,249.50	0.00	(2,249.50)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	671.98	4,544.50	0.00	(4,544.50)
TOTAL REVENUES	0.00	1,246.44	12,681.14	0.00	(12,681.14)
EXPENDITURES					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12650 Library Photocopier Expen	0.00	446.05	6,097.95	0.00	(6,097.95)
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	2,545.00	0.00	(2,545.00)
55110-03-40500 Memorial Books-Expense	0.00	166.31	1,321.29	0.00	(1,321.29)
TOTAL Supplies & Expenses	0.00	612.36	9,964.24	0.00	(9,964.24)
TOTAL EXPENDITURES	0.00	612.36	9,964.24	0.00	(9,964.24)
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	634.08	2,716.90	0.00	(2,716.90)
FUND TOTAL REVENUES	168,737.00	12,004.88	338,487.43	200.60	(169,750.43)
FUND TOTAL EXPENDITURES	96,232.30	15,862.88	213,193.46	221.54	(116,961.16)
REVENUES OVER/ (UNDER) EXPENDITURES	72,504.70	(3,858.00)	125,293.97	0.00	(52,789.27)

Monthly Statistical Report

T.B. Scott Free Library

September 2025

Library was closed for a week to RFID Tag materials so numbers will be down

LIBRARY ACTIVITY	Sep 2025	Sep 2024	% Change	Sep 2023	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	4,663	3,728	25.1%	4,817	-3.2%	50,213	46,763	7.4%
Average Daily Traffic	233	155	50.3%	193	20.7%	230	206	11.8%
Meetings Held	23	24	-4.2%	23	N/A	174	223	-22.0%
Attendance	106	126	-15.9%	115	-7.8%	892	1,028	-13.2%
Classes/Groups w/o Program Attendance	4	6	-33.3%	8	-50.0%	40	63	-36.5%
	75	133	-43.6%	153	-51.0%	719	1,287	-44.1%
New Card Registrations	25	46	-45.7%	65	-61.5%	433	469	-7.7%
Volunteer Hours Worked	289	14	1964.3%	22	1213.6%	452	174	159.8%

TECHNOLOGY USE	Sep 2025	Sep 2024	% Change	Sep 2023	% Change	YTD 2025	YTD 2024	% Change
Wireless Use	1,292	1,374	-6.0%	1,548	-16.5%	11,951	12,846	-7.0%
Internet Computers								
Adult	249	284	-12.3%	323	-22.9%	2,790	2,702	3.3%
Youth	115	46	150.0%	72	59.7%	1,186	580	104.5%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	89	73	21.9%	50	78.0%	1,278	1,082	18.1%
TOTAL USE	453	403	12.4%	445	1.8%	5,254	4,364	20.4%

PROGRAMS	Sep 2025	Sep 2024	% Change	Sep 2023	% Change	YTD 2025	YTD 2024	% Change
Programs Given								
Adult	14	5	180.0%	13	7.7%	78	106	-26.4%
General Interest	2	3	-33.3%	-	N/A	20	31	-35.5%
Teen	-	-	N/A	-	N/A	3	5	-40.0%
Youth	7	10	-30.0%	11	-36.4%	83	97	-14.4%
TOTAL	23	18	27.8%	24	-4.2%	184	239	-23.0%
Program Attendance								
Adult	135	51	164.7%	133	1.5%	804	1,201	-33.1%
General Interest	23	20	15.0%	-	N/A	229	227	0.9%
Teen	-	-	N/A	-	N/A	106	118	-10.2%
Youth	175	215	-18.6%	207	-15.5%	2,844	3,359	-15.3%
TOTAL	333	286	16.4%	340	-2.1%	3,983	4,905	-18.8%

Self-Directed Activities

Adult Spice Bags
 Little Bluebirds Club
 Preschool Activity Bags
 School Age Activity Bags

Date

 50
 4
 75
 50

Outreach

Read with Sue
 Critic's Choice Movie

Date

 9/10/2025 5
 9/24/2025 8

Youth

Wiggle, Giggle, Shake (2 sessions)
 Toddler Storytime (2 sessions)

Date

 47
 51

Adult

1 on 1 Tech Help (6 sessions)
 Notary Public Service (6 sessions)
 Adult Watercolor Class (2 sessions)
 Believe and Achieve
 Kindhearted
 Managing Caregiver Stress
 Welcome Fall Memory Café
 The Ethics & Safety of Harvesting Roadkill with Bill Ko
 Cover to Cover
 Women Who Dared w/ Jessica Michna
 Estate Planning Presentation w/ Mandy Roberts
 ODC
 Adult Book Pumpkin Craft

Date

 7
 7
 27
 9/2/2025 6
 9/3/2025 19
 9/4/2025 6
 9/16/2025 7
 9/16/2025 11
 9/18/2025 6
 9/22/2025 9
 9/25/2025 7
 9/30/2025 11
 9/30/2025 13

Parkside Preschool

Family Storytime
 Start With Art

Date

 9/16/2025 23
 9/17/2025 15
 9/24/2025 39

General Interest

Real Writers' Group
 Library Social Hour

Date

 9/13/2025 18
 9/26/2025 5

OVERALL ROOM USE

Room # of people

Atrium 4
 * Board Room 4
 Community Room 148
 Genealogy Room 33
 Semling-Menke Room 12
 Storyhour Room 69
 YS Activity Room 125

* Board Room used to store RFID equipment

SEPTEMBER 2025

BORROWERS		Sep 2025	Sep 2024	% Change	Sep 2023	% Change
City	Adult	2,709	3,768	-28.1%	3,798	-28.7%
	Youth	722	883	-18.2%	941	-23.3%
County	Adult	2,402	3,337	-28.0%	3,349	-28.3%
	Youth	662	776	-14.7%	833	-20.5%
Other	Adult	355	424	-16.3%	396	-10.4%
	*ILL	420	418	0.5%	444	-5.4%
	Youth	57	72	-20.8%	81	-29.6%
TOTAL BORROWERS		7,327	9,678	-24.3%	9,842	-25.6%

*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	Sep 2025	Sep 2024	Sep 2023	YTD 2025	YTD 2024
Endowment Fund	\$ 295	\$ -	\$ 1,500	4,051	\$ 3,710
Special Projects Fund	\$ -	\$ -	\$ 275	75	\$ 656
Gifts/Memorials	\$ 231	\$ 604	\$ 384	1,803	\$ 2,759

RESOURCE SHARING	Sep 2025	Sep 2024	% Change	Sep 2023	% Change	YTD 2025	YTD 2024	% Change
V-Cat Received	1,228	1,150	6.8%	1,265	-2.9%	12,373	11,504	7.6%
V-Cat Sent	1,141	1,195	-4.5%	1,241	-8.1%	10,195	10,736	-5.0%
ILL Received	21	50	-58.0%	21	N/A	308	355	-13.2%
ILL Sent	81	85	-4.7%	80	1.3%	792	827	-4.2%

CIRCULATION	Sep 2025	Sep 2024	% Change	Sep 2023	% Change	YTD 2025	YTD 2024	% Change	
Audiobooks	Adult	122	117	4.3%	161	-24.2%	1,083	1,176	-7.9%
	Youth	7	51	-86.3%	58	-87.9%	207	311	-33.4%
Books-Fiction	Adult	2,224	2,345	-5.2%	2,833	-21.5%	23,213	23,075	0.6%
	Youth	2,382	2,784	-14.4%	3,052	-22.0%	28,133	26,272	7.1%
Books-Nonfiction	Adult	733	834	-12.1%	886	-17.3%	8,597	8,803	-2.3%
	Youth	403	664	-39.3%	598	-32.6%	4,838	5,876	-17.7%
CDs/Cassettes	Adult	137	109	25.7%	97	41.2%	1,036	1,238	-16.3%
	Youth	9	54	-83.3%	20	-55.0%	156	247	-36.8%
DVD/Blu-Ray/VHS	Adult	515	615	-16.3%	683	-24.6%	6,381	6,346	0.6%
	Youth	242	346	-30.1%	371	-34.8%	3,611	3,919	-7.9%
Games	Adult	-	2	-100.0%	1	-100.0%	29	27	7.4%
	Youth	16	38	-57.9%	39	-59.0%	190	302	-37.1%
Magazines	Adult	132	293	-54.9%	232	-43.1%	1,825	2,091	-12.7%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	92	66	39.4%	87	5.7%	979	839	16.7%
	Youth	8	13	-38.5%	23	-65.2%	141	215	-34.4%
PHYSICAL ITEMS SUB TOTAL		7,022	8,331	-15.7%	9,141	-23.2%	80,419	80,737	-0.4%
Digital Library	Audiobooks	1,282	1,210	6.0%	1,096	17.0%	11,240	11,281	-0.4%
	eBooks	662	864	-23.4%	1,021	-35.2%	7,089	8,813	-19.6%
	Magazines	249	191	30.4%	192	29.7%	2,495	1,984	25.8%
	* Music/Videos	3	-	N/A	-	N/A	3	-	N/A
DOWNLOADS SUB TOTAL		2,196	2,265	-3.0%	2,309	-4.9%	20,827	22,078	-5.7%
TOTAL CIRCULATION		9,218	10,596	-13.0%	11,450	-19.5%	101,246	102,815	-1.5%

* Kanopy Streaming Service added at the end of September

MATERIALS CIRCULATING	Sep 2025	Sep 2024	% Change	Sep 2023	% Change	YTD 2025	YTD 2024	% Change
% Nonprint Materials Circulated	16.3%	16.9%	-3.5%	16.8%	-3.0%	17.18%	18.1%	-5.1%
% Print Materials Circulated	83.7%	83.1%	0.7%	83.2%	0.6%	82.82%	81.9%	1.1%
% Adult Materials Circulated	56.3%	52.6%	7.1%	54.5%	3.4%	53.65%	54.0%	-0.6%
% Youth Materials Circulated	43.7%	47.4%	-7.9%	45.5%	-4.0%	46.35%	46.0%	0.8%

Policies

SERVICES OF THE LIBRARY

Approved: 1/11/1978; Reviewed 6/21/06, 10/20/10, 6/17/15; Reviewed and Revised 9/16/2020; 10/16/2025.

Review Date: 2030.

1. Provide literacy resources for children, youth, and adults at all proficiency levels to encourage and develop literacy skills in a global information society.
2. Select, organize and make available books, media, and information services that best meet the needs of the community.
3. Provide guidance and assistance to library users.
4. Initiate programs, exhibits, book lists, etc. to stimulate library use and/or meet community needs.
5. Cooperate with other community agencies and organizations.
6. Secure information beyond the library's own resources for its users and lend to other libraries upon request.
7. Provide library services that promote inclusivity and diversity in order to meet the needs of all community members regardless of race, ethnicity, socioeconomic status, education, special needs, or sexual orientation. ~~to the blind, handicapped, homebound, hospitalized, and others with special needs.~~
8. Maintain a balance in services to adults, young adults and children.
9. Cooperate and coordinate with, while not performing the functions of, school or other institutional libraries designed to meet curricular needs.
10. Provide service during hours best meeting community needs.
11. Constantly review whether community needs have changed and whether particular services should be discontinued or added.

Policies

SEXUAL HARASSMENT POLICY

Approved: 11/17/1993; Reviewed and Revised 6/21/2006, 6/16/2010, 6/17/2015; Reviewed 9/16/2020; 10/16/2025.
Review Date: 2030.

1. Purpose

All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment.

The purpose of this policy is to state that T. B. Scott Free Library prohibits sexual harassment and to set forth procedures by which allegations of sexual harassment may be filed, investigated, and resolved.

The library's position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee—either male or female—should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, by other employees or by patrons of the library.

2. Policy Statement

Sexual harassment of staff members or applicants for employment by library management, staff, or patrons is unacceptable behavior and will not be tolerated or condoned. The library will take appropriate corrective action to remedy any situation which is brought to its attention.

3. Legal Definitions and Guidelines

State Statutes define sexual harassment as unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature, and includes conduct directed by a person at another person of the same or opposite gender.

State Statutes defines that “unwelcome verbal or physical conduct of a sexual nature” includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature, or the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment.

Unwelcome sexual advances (either verbal or physical), requests for favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Policies

- A. Submission to such conduct is either an explicit or implicit term or condition of employment. (e.g., promotion, training, timekeeping, etc.); or
- B. Submission to or rejection of the conduct is used as a basis for making employment decisions; or
- C. The conduct has the purpose or effect of substantially interfering with an individual's work, performance, or creating an intimidating, hostile, or offensive work environment.

No absolute standards exist for determining whether certain incidents are sexual harassment or are simply reflections of personal or social relationships. Each situation must be looked at individually.

4. Management Responsibility

It is the responsibility of Supervisors, Department Heads, and the Director to make sure the library is in full compliance with this policy. It is their responsibility to provide guidance; investigate charges of impropriety; and recommend appropriate action. Management is responsible for taking action against acts of sexual harassment by non-supervisory personnel or others, regardless of the manner in which the library becomes aware of the conduct.

5. Co-Worker Harassment

A. Procedure

- 1. Complaints of sexual harassment should be brought to the attention of the employee's immediate Supervisor. If the alleged harasser is the employee's immediate Supervisor, the employee should feel free to bypass the Supervisor and take the complaint to his or her Department Head or the Director.
- 2. After notification of any employee's complaint, a confidential investigation will immediately be initiated by the Director (or by the Assistant Director in the Director's absence) to gather facts about the complaint. Every effort will be made to protect the rights of both (or all) parties.

B. Consequences

After the investigation has been completed, a determination will be made by appropriate management regarding the resolution of the case, within 15 days of the complaint. If warranted, disciplinary action will be taken up to and including dismissal.

C. Library Board Responsibility

If the employee is not satisfied after bringing the matter to the attention of his/her Supervisor and the Library Director, he or she should report the matter to the Library Board of Trustees in writing. The Library Board will act on the matter within 45 days after receiving the complaint.

Policies

6. Non-retaliation

This policy also prohibits retaliation against employees who bring sexual harassment charges or assist in investigating charges. Any employee bringing a sexual harassment complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint.

7. Patron Harassment of Library Employees

Recognizing that library employees have a significant amount of contact with the general public, patrons committing acts of sexual harassment will be subject to provisions of this policy:

A. Procedure

1. Complaints of sexual harassment of a staff member by a patron should be brought to the attention of the employee's immediate Supervisor, Department Head, or the Director.
2. After notification of the employee's complaint, a confidential investigation will immediately be initiated by the Director (or Assistant Director in the absence of the Director) to gather facts about the complaint. Every effort will be made to protect the rights of both (or all) parties.

B. Consequences

1. Patrons who sexually harass library employees shall first receive a written warning. On a second violation of this policy, borrowing privileges shall be revoked for a period of sixty (60) days. Upon a third violation, the patron's borrowing privileges are permanently revoked.
2. At any time that a patron's borrowing privileges are revoked, the patron shall not be permitted to enter the library, except to return materials borrowed from the library's collection.
3. If the patron does not have a library card, the patron shall not be permitted to enter the library upon second violation of this policy.

C. Library Board Responsibility

Any person who has sexually harassed a library staff member and received a written warning, who has had his or her borrowing privileges revoked and/or who is not permitted to enter the library, may appeal the decision to the Library Board. The Library Board shall consider the appeal within 30 days of the filing of the appeal with the Library Director or at its next regularly scheduled meeting, whichever occurs first. However, if the appeal is filed less than 48 hours prior to the next regularly scheduled meeting, then the Board shall schedule a meeting to hear the appeal within thirty (30) days of the date of the filing.

Goal #2: Awareness

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

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

Measure: One collaboration in each department each program year.

Responsible staff: Head of Adult Services

Current Year: Collaborating with the ADRC to offer a once-a-month dining site for people ages 60+ beginning this month. 10/7/25 MP.

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

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

Measure: Quarterly review and updates of website contents.

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

Current Year: Chris added contact and general information for the public to make notary appointments to the website. 10/7/25 MP. The Kids' Page is updated regularly to highlight programs, events, and book suggestions relevant to each age group 10/7/25 AB. The library's website is currently performing an accessibility study related to directives by the federal government and the updates to Title II of the Americans with Disabilities Act (ADA). All state and local government websites for a community of our size must be in compliance by April 2027. 10/9/25. LO.

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

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

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

Responsible staff: Library Director

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

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

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

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

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

Current Year: UW-Madison-iSchool Inclusive Library Leadership course enrollment that has included collaboration with other professionals in the service industry, i.e. public libraries, academic libraries, in developing networks and resources to assist with accomplishing such tasks. LAO. 4-5/2025. Library staff attended and staffed an outreach table at the 2025 Community Night Out to promote all that the library has to offer the community. 10/9/25. Youth Services staff attended the Lincoln County Community Baby Shower to help promote library services/offerings 10/7/25 AB.

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

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

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

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

Current Year: Social media posts are regularly scheduled. LAO. 04/2025. Newsletter creation. LAO. 4/2025. Continue to create monthly calendar of adult events that are shared with multiple facilities throughout the community. 10/7/25 MP. Youth event calendars are regularly posted and shared throughout the community and at staff attended community events. 10/7/25 AB

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

Important State and Federal Laws Pertaining to Public Library Operations



The primary law concerning the establishment and operation of Wisconsin public libraries and public library systems is Wisconsin Statutes Chapter 43. Many of the provisions of Chapter 43 are summarized in this publication. The full text of Chapter 43 is available at docs.legis.wisconsin.gov/statutes/statutes/43.pdf.

Many other state and federal laws apply to aspects of public library operations, and to required as well as prohibited conduct of library boards, individual library trustees, and library employees.

Employment and Equal Rights Laws

An extensive body of both federal and state law applying to public library operations concerns employment law and equal rights law. The applicable *federal* laws prohibiting job discrimination are:

- Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on race, color, religion, sex, or national origin.
- The Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially comparable work in the same establishment from sex-based wage discrimination.
- The Age Discrimination in Employment Act of 1967 (ADEA), which protects individuals who are 40 years of age or older.
- Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector and in state and local governments.
- The Civil Rights Act of 1991, which, among other things, provides monetary damages in cases of intentional employment discrimination.

Answers to frequently asked questions about these laws are available from the Federal Equal Rights Commission website at eeoc.gov/facts/qanda.html. Every employer covered by the nondiscrimination and equal employment opportunity laws is required to post on its premises the poster about these laws available at www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf.

The Federal Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record-keeping, and child labor standards. A *Handy Reference Guide to the Fair Labor Standards Act* is available at www.dol.gov/whd/regs/compliance/wh1282.pdf.

Most employers must provide certain types of family leave under both the state and the federal Family Medical Leave Acts (FMLA). A comparison of the

requirements of these two laws is available at dwd.wisconsin.gov/er/family_and_medical_leave/publication_erd_9680_p.htm. Employers that fall under both the state and the federal FMLA must comply with the provisions most beneficial to the employee.

Wisconsin has many other laws dealing with employment and employment discrimination. The Wisconsin Department of Workforce Development has many publications on employment laws and equal rights laws available at dwd.wisconsin.gov/uitax/.

As discussed in *Trustee Essentials #20* and *#21*, the federal Americans with Disabilities Act (ADA) has two parts that apply to public libraries. Title I requires equal employment opportunities for individuals with disabilities. Title II prohibits discrimination on the basis of disability in state and local government buildings and services (including public library buildings and services).

Other State Laws

Below are other Wisconsin laws that must be followed by Wisconsin library boards, individual library trustees, library employees, and others.

Public records and property law. Wisconsin Statutes Sections [19.21 to 19.39](#). See [Trustee Essential #15](#).

Code of ethics for public officials and employees. Wisconsin Statutes Sections 19.41 to 19.59. See [Trustee Essential #16](#).

Personal information practices act. Wisconsin Statutes Sections [19.62 to 19.80](#). See [Trustee Essential #15](#).

Open meetings law. Wisconsin Statutes Sections [19.81 to 19.98](#). See [Trustee Essential #14](#).

Municipal officials' procedures for payment of public library (and other) expenditures. Wisconsin Statutes Section [66.0607\(4\)](#):

Except as provided in sub. (3m), if a board, commission or committee of a county, city, village, town or school district is vested by statute with exclusive control and management of a fund, including the audit and approval of payments from the fund, independently of the governing body, payments under this section shall be made by drafts or order checks issued by the county, city, village, town or school clerk upon the filing with the clerk of certified bills, vouchers or schedules signed by the proper officers of the board, commission or committee, giving the name of the claimant or payee, and the amount and nature of each payment.

Open personnel records law. Wisconsin Statutes Section [103.13](#). (See dwd.wisconsin.gov/er/labor_standards_bureau/records_open_to_employees.htm for explanation.)

Misconduct in office. Wisconsin Statutes Section [946.12](#). See [Trustee Essential #16](#).

Private interests in public contracts. Wisconsin Statutes Section [946.13\(1\)\(b\)](#). See [Trustee Essential #16](#).

Theft of library materials. Wisconsin Statutes Section [943.61](#):

(1) In this section:

(a) "Archives" means a place in which public or institutional records are systematically preserved.

(b) "Library" means any public library; library of an educational, historical or eleemosynary institution, organization or society; archives; or museum.

(c) "Library material" includes any book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, public record, microform, sound recording, audiovisual materials in any format, magnetic or other tapes, electronic data processing records, artifacts or other documentary, written or printed materials, regardless of physical form or characteristics, belonging to, on loan to or otherwise in the custody of a library.

(2) Whoever intentionally takes and carries away, transfers, conceals or retains possession of any library material without the consent of a library official, agent or employee and with intent to deprive the library of possession of the material may be penalized as provided in sub. (5).

(3) The concealment of library material beyond the last station for borrowing library material in a library is evidence of intent to deprive the library of possession of the material. The discovery of library material which has not been borrowed in accordance with the library's procedures or taken with consent of a library official, agent or employee and which is concealed upon the person or among the belongings of the person or concealed by a person upon the person or among the belongings of another is evidence of intentional concealment on the part of the person so concealing the material.

(4) An official or adult employee or agent of a library who has probable cause for believing that a person has violated this section in his or her presence may detain the person in a reasonable manner for a reasonable length of time to deliver the person to a peace officer, or to the person's parent or guardian in the case of a minor. The detained person shall be promptly informed of the purpose for the detention and be permitted to make phone calls, but shall not be interrogated or searched against his or her will before the arrival of a peace officer who may conduct a lawful interrogation of the accused person. Compliance with this subsection entitles the official, agent or employee effecting the detention to the same defense in any action as is available to a peace officer making an arrest in the line of duty.

(5) Whoever violates this section is guilty of:

- (a) A Class A misdemeanor, if the value of the library materials does not exceed \$1,000.
- (b) A Class E felony, if the value of the library materials exceeds \$1,000 but not \$2,500.
- (c) A Class C felony, if the value of the library materials exceeds \$2,500.

This Trustee Tool provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

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 – October 15, 2025



Events

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

Here are some Calendar of Events highlights:

- Monthly Memory Café - 3rd Tuesdays of the month – 10/21 @10AM
- Friends of the Library Book Sale – 10/23-10/25
- Library Social Hour – Friday, October 31 @3:30PM
- Month of November – "We Stand on Their Shoulders" Wisconsin Historical Society Traveling Exhibit on display on the 3rd floor
- Adult Puzzle Competition – Nov. 1 @10:30AM
- Library Open House – Thursday, November 13, 5PM-7PM

WVLS

- K. Morris, WVLS Board representative, has nothing to report at this time. K. Morris, however, has shared with me that the term for which she is serving on the WVLS Board ends with the month of December. Unfortunately, due to unforeseen reasons, she is unable to continue her representation after December. The library will work with WVLS and the Lincoln County Administrator in securing her replacement.

Friends of the Library

- Gearing up for next week's Book Sale : October 23 – October 25, 2025.

Library Director's Report

- Library/ADRC Collaboration:
Over the past several months, the Adult Services Department team has been working closely with the ADRC to develop a 60+ Senior Dining Site at the library once a month. This service has been offered at other facilities in the area and the ADRC felt the library would be a great place to provide this service, as well. The library will be a dining site on the 2nd Wednesday of each month. The library will provide an informational program from 11AM-12PM and the ADRC will provide and serve a catered lunch beginning @12PM to registered attendees 60+ years old and their spouses. Our first event took place on Wednesday, October 8, and it was a huge success. We had 31 seniors and spouses in attendance. Jeffrey Kersten provided a very informative presentation on Scams and Frauds. This is the type of program this library has hoped to provide to our senior community members for quite some time. The first event shows promise that it will be a great addition to the library's adult programming offerings.
- RFID Project Report:
Wrapping up. As of the date of this report, we are close to completing tagging of Adult Non-fiction, Library of Things, and the Genealogy Room collection. Staff will be trained on the software on Wednesday, October 22. Tentative plan is to turn the system on Monday, November 3.
- November Staff Development Day: November 11 will focus on Neurodiversity in the Library and the Workplace. Presenters are from [Islands of Brilliance](#), an organization that has provided the library with workshops focusing on services/programming for autistic individuals.
- WLA Conference Attendance: L. Ollhoff and E. Gelhausen will be attending this year's conference in Middleton. This year's focus will be on "Be The Change." There are some great

sessions listed. Knowledge gained during these sessions will be shared at bi-monthly staff meetings.

- WLA Leadership Institute: L. Ollhoff was selected to participate in the 2025-26 Leadership Institute. This will include in-person and virtual workshop attendance along with projects to improve leadership skills and provide resources to enhance carrying out leadership duties and responsibilities. A final report to the Board will be made upon completion of the Institute.

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- [WVLS Director's Report](#) attached for informational purposes.

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Director's Report

WVLS BOARD OF TRUSTEES MEETING

September 20, 2025

Correspondence

NOTES OF GRATITUDE

WVLS Summer Library Program Performer Grants

*Thank you for your donation of \$350 to the Colby Community Library for the 2025 Summer Reading Program. We planned our events around the theme: "Color Your World: On Safari". We had 276 children sign up for the program this year. Participants read over half a million pages – 603,326! We also had 42 teens interested in this year's program, "Read on the Wild Side". They read 263 books in June and July. Your generous donation brought the Tom Pease Music Show to the Colby Community Library on Tuesday, June 17. We could not provide exciting and educational programs like this without financial help. We had 78 children and adults attend the show you sponsored. We appreciate your support of the Colby Community Library's Summer Reading Program. We hope we can count on your continued interest in 2026. – **Vicky Calmes**, Colby Community Library Director*

*Dear WVLS, I can't thank you enough for your generous donation to our Summer Reading Program. Summer reading was a huge success, more than 500 kids participating. It is with the support and generosity of our community members that we are able to provide books for children through our reading program and bring so many wonderful programs to the children and families in our community. Thanks again! – **Andrea Bennett**, T. B. Scott Library (Merrill) Head of Youth Services/Assistant Director*

Support for Library Board Director Search

*Thank you SO MUCH for allowing Emily to attend and help us at the Loyal Public Library interview and select our next Library Director. ... Without Emily's input and guidance this would have been much more difficult. – **Jim Mildbrand**, Loyal Public Library Board President*

LEANWI Website Support

*Brendan, Thanks for this update. The Booking Plugin is still working great for us at Somerset Library – saving me tons of time! The community seems to have embraced the autonomy of reserving a meeting room too. – **Kristina Kelley-Johnson**, Somerset Public Library Director*

People / Libraries / Systems in the News

WLA HAS NEW EXECUTIVE DIRECTOR

The Wisconsin Library Association Board is pleased to announce the appointment of **Kara Sullivan** as our new Executive Director, effective September 22, 2025.

Kara comes to WLA with a strong background in nonprofit leadership, advocacy, and fundraising. Most recently, she served as Executive Director of the Friends of the Appleton Public Library, where she successfully led a \$12 million capital campaign to support the library’s expansion while overseeing operations, donor relations, volunteer coordination, and community engagement.



Kara’s career also includes experience in public service and the legal field, having worked for the State of Maine Judicial Branch, Portland Public Schools, and as a practicing attorney in New York and New Hampshire. She earned her J.D. from the University of New Hampshire Law School and her B.A. from Emory University.

Kara is passionate about the power of libraries to strengthen communities, expand access to information, and inspire lifelong learning. She is excited to partner with WLA’s members, leaders, and stakeholders across Wisconsin to grow the association’s impact, advance its legislative agenda, and support the vital work of libraries statewide. (edited from announcement by WLA Board President, Katharine Clark)

WVLS STAFF TO VOLUNTEER AT WLA CONFERENCE

Matczak to Lead NEW WLA Conference Buddy Program

WVLS Education Consultant Jamie Matczak was approached by WLA Conference Chair **Carol Hassler** to lead a Conference Buddy program for this year’s conference in Middleton. The purpose of the program is to reach out to new conference attendees to facilitate conversations and provide opportunities for new attendee meet ups. Additional responsibilities include seeking mentors to assist in the program, hosting a pre-conference FAQ session, and orchestrating welcome messages. While this is not a committee role, it will be part of the conference offerings.

WLA Conference Presentations

On Wednesday, October 29, WVLS Data and Technology Services Consultant Erica Brewster and LEANWI Website Support and Development Consultant Brendan Tuckey will present on “Preparing

for ADA Compliance: Website Accessibility for Public Libraries and Librarians” from 10:45-11:45 a.m. This is a follow-up presentation to the one they provided at the 2025 WAPL (Wisconsin Association of Public Libraries) Conference in Oshkosh this spring. WVLS Public Library Services Consultant Emily Rogers and Erica will participate in panel discussions on Thursday, October 30. Emily will take part in a presentation on DPI’s “Policy of the Month Club” initiative from 10:45-11:45 a.m., and Erica will share her 2023/2024 WiLS inaugural Data Classroom experiences in the “Library Data Classroom: Taking Data Learning into the Real World” session from 4:00-5:00 p.m.

Other Volunteer Opportunities

As time permits, Emily will help with wayfinding and room monitoring. She will also assist with WLA Foundation fundraising activities such as selling and processing raffle tickets, awarding baskets to the highest bidders and participating in trivia night.

LOYAL PUBLIC LIBRARY BOARD CONCLUDES DIRECTOR SEARCH

The Loyal Public Library Board has hired **Nikki Hall** to be the new director of the library. Her first day on the job was Monday, September 15. She replaces **Teresa Hall**, who plans to leave the library at the end of September. WVLS wishes Nikki and Teresa all the very best in their career transitions!

ROGERS ATTENDS PLAY MAKE LEARN CONFERENCE

Emily attended the Play Make Learn (PML) annual conference held August 21 and August 22 at the Memorial Union in Madison. Educators, librarians, game designers and developers from around the country took part in this event. Applying the 2025 theme “Breaking and Mending: Exploring Messiness, Creativity, and Transformation in Education,” the PML conference is designed to encourage participants to collaborate and discover new ideas and concepts by showcasing design, research, and practices around learning through play and games.

For details on Emily’s conference experience and ideas for the future, see her presentation on “The Purpose of Play: The Power of Games in Libraries” shared later in the agenda as **Exhibit 19**.



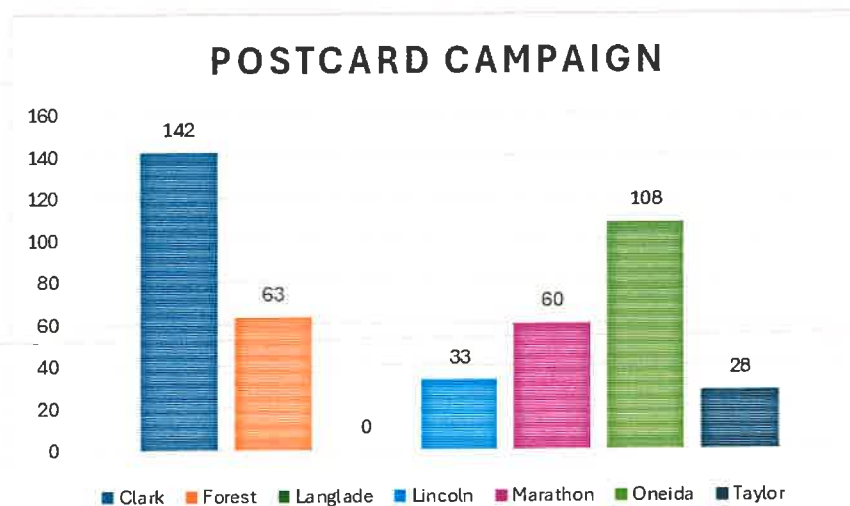
SIMEK AND OLLHOFF TO ATTEND TECHNOLOGY UPGRADE CONFERENCE

The UW-Madison iSchool offered two colleagues from the WVLS area scholarships to attend the “Upgrade: Enhancing Library Services with Technology” conference, a virtual and in-person two-day conference dedicated to exploring the intersection of libraries and technology. The conference will be held October 6-7 at the Pyle Center on the UW-Madison campus. The virtual option will feature keynote presenters along with six additional hybrid sessions. **Elizabeth Simek** (Antigo Public Library) plans to attend the virtual conference, while **Laurie Ollhoff** (T.B. Free Scott Library, Merrill) will attend the in-person conference.

State and Regional News

FEDERAL IMLS POSTCARD CAMPAIGN

With the conclusion of the “Speak Up for Libraries” postcard campaign, WVLS sent 434 postcards received from member libraries to the Milwaukee County Federated Library System to mail on our behalf. The Milwaukee County Federated Library System reported they received 11,317 postcards! WVLS thanks libraries for participating in the campaign, and for helping to make the campaign a success. Below are the total number of postcards WVLS received from each county.



NOW AVAILABLE! REVISED SPACE PLANNING OUTLINE

The Wisconsin Department of Public Instruction’s Bureau of Libraries released the fourth edition of *Public Library Space Needs: a Planning Outline*. The *Space Planning Outline*, first developed in 1998 by

DPI library consultant **Anders Dahlgren**, is a tool to help libraries translate their service goals and long-range plans into a general estimate of the space needed to achieve those goals. It allows library planners to estimate the adequacy of their library's current square footage and determine whether to embark on a more detailed study for a building plan. The results of a *Space Planning Outline* analysis can provide libraries with a starting place for a larger conversation about the future of library service in their communities.

A webinar explaining this new resource will be held on Tuesday, October 7. Details are provided under Continuing Education and Training later in this report.

POLICY OF THE MONTH CLUB

The Policy of the Month spotlight for August was [Computer and Internet Use Policies](#). In September [Collection Development Policies](#) were highlighted.

For each policy, a cohort of DPI consultants and system representatives share why these policies are important, key elements to include in policies, and things for libraries to consider as they update or write their own policies. Policy of the month is a collaboration of system consultants and the WI Dept. of Public Instruction.

Communications

PUBLIC LIBRARY SERVICES UPDATE

The [September 2025 Public Library Services Update](#) highlighted several timely topics and resources for Wisconsin libraries. Key items included an overview of the challenges posed by AI-generated content in library collections and details on an upcoming webinar focused on collection development. The update also announced joint IFLS/WVLS meetings for Adult and Youth Services staff, provided information on upcoming conferences and grant opportunities, and shared insights on improving accessibility through better navigation and wayfinding. Additional features included new resources in BadgerLink, the *Policy of the Month* spotlight on Computer and Internet Use Policies, and two circulating kits available for libraries to explore.

Consultant Services

DATA ANALYSIS AND REPORTING

WVLS has received initial information for the 2025 public library annual report, including notes on what's new, 2025 annual report instructions, and the 2025 workbook. The WI Dept. of Public Instruction Library Data Services Workgroup met on September 17 to discuss this information and tentative information for 2026 and 2027, taking into consideration the likely lack of IMLS coordination and support in those years. We are beginning our planning for the 2025 annual report and the annual report workshop which will be held Thursday, December 4, 2025.

PUBLIC LIBRARY SERVICES

As part of Emily's consultant work with member libraries, she assisted Loyal Public Library with their director search and screen. She provided examples of interview questions, created a reference check form, and a template follow up email for those applicants that were unsuccessful. She also served on the interview panel.

Continuing Education and Training

SPACE TO GROW: ASSESSING FUTURE LIBRARY BUILDING NEEDS

Is your library beginning to feel a little cramped? Do you already know your building isn't adequate for your community's needs but need help articulating why? The Wisconsin Library Buildings & Spaces team invites librarians and trustees to attend an upcoming webinar to learn about the revised [Public Library Space Needs: A Planning Outline](#) a tool to help libraries translate their service goals and long-range plans into a general estimate of the space needed to achieve those goals.

The [Space to Grow: Assessing Future Library Building Needs](#) webinar will be offered on Tuesday, October 7, from 1:00-2:00 p.m. Presenters **Deb Haeffner** (South Central Library System Building and Design Consultant), **Teresa Schmidt** (DPI Public Library Administration Consultant) and **John Thompson** (IFLS Library System Director and Building Consultant), will share examples of how to use the *Outline* and its companion worksheet to evaluate library space needs.

Register for the webinar [here](#).

YOUTH SERVICES WORKSHOP

The **2025 Youth Services Workshop** will be held October 24 from 9:00 a.m.-3:00 p.m. at the Tomahawk Public Library. This year's workshop will feature the impact of games in libraries. **Chris Baker**, DPI Consultant, and **Jon Spike**, GamestormEDU game designer, will explore how video and tabletop games create spaces for creativity, strategy, and social/emotional growth. A more detailed description of this opportunity is shared later in today's agenda as **Exhibit 19**.

TRAINING OPPORTUNITIES

Orientations for New Colleagues

Since the August Director's Report, staff have conducted the following orientations:

- New Director Orientation; **Ellyn Laska** (Stetsonville) with Emily on August 8; grant opportunities, programming resources and kits available through Lend Items
- New Director Orientation; **Ellyn Laska** (Stetsonville) with Jamie on August 12; continuing education, communications, and courier
- New Director Orientation; **Ellyn Laska** (Stetsonville) with Erica on August 27; six-month follow-up on technology and LEANWI technology budget and member costs, leanwi.org website highlights, and review of network equipment and basic internet outage response procedures
- New Director Orientation; **ReAnna Oestreich** (Dorchester) with Erica on August 27; initial orientation on technology equipment and services in the library

The following orientations are planned:

- New Director Orientation; **Kelly Raddatz** (Minocqua) with Brenda and Marla; rescheduled from August 27 to September 17; public library administration and introduction to WWLS
- New Director Orientation; **ReAnna Oestreich** (Dorchester) with Brenda and Marla on September 17; public library administration and introduction to WWLS
- New WWLS Trustee Orientation; **Kate Morris** with Brenda and Marla on September 25

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.

Upcoming trainings include:

- V-Cat Sierra Cataloging Training III - Z39.50 Cataloging - TBD in September/October
- October 10 - Sierra Statistics Function Training with Clarivate Innovative Sierra trainer
- October 21 and October 23 - Acquisitions Refresher multi-day training with Clarivate Innovative Sierra trainer

Since the last report, WWLS ILS and Database Support Specialist Rachel Metzler provided **V-Cat Cataloging Training II – MARC Alerts** for two libraries on August 29, and a **V-Cat Sierra WISCAT Interlibrary Loan Training** on September 5 for four libraries.

Website Trainings

Four regular website trainings continue to be provided each month, two that address specific topics and two open-office/drop-in opportunities. August and September topics focus on document accessibility and website structure.

One-hour Website 101 and general consult sessions by Erica and Brendan are provided on request.

Following are training opportunities scheduled in September and October:

- September 8 – Website Office Hour: Practice Using Styles in Microsoft Word
- 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: Using Headings in Divi
- October 13 – Website Office Hour
- October 15 – Website 201: [Just] Beyond the Basics
- October 16 - Website 201: [Just] Beyond the Basics
- October 16 - Website Office Hour
- October 21 - Website Accessibility Learning Group meeting

Gatherings for Member Library Colleagues

NEW! ADULT SERVICES VIRTUAL CHECK-IN

Virtual Check-In with IFLS and WVLS libraries. On August 12, WVLS and IFLS held their first joint discussion with member library staff on adult services. Discussion topics included:

- **Accessibility and Adaptive Equipment:** Libraries are offering walkers, wheelchairs, rolling stools, magnifiers, large print books, and memory kits to improve patron access and engagement. Some libraries are also rearranging spaces and automating doors to enhance accessibility.
- **Programs for Older Adults:** Popular offerings include Memory Cafés, yoga, large-piece puzzles, “Discover Tuesday” speaker series, bingo nights, tech help classes, history programs, and intergenerational activities. Many libraries are partnering with ADRCs, Senior Centers, and community organizations to provide programs such as fraud prevention, funeral/estate planning, and even creative writing workshops.
- **Partnerships and Outreach:** Libraries are collaborating with local agencies to expand transportation options, health programming, and technology training for seniors. Notable programs include Cycling Without Age rides and Senior Planet technology courses.
- **Challenges and Opportunities:** Transportation remains a key barrier, though some communities are experimenting with solutions like ADRC-sponsored bus service. Libraries are also exploring ways to better engage men in programs, such as historical talks, veterans’ roundtables, cribbage, and outdoor/recreation-based events.

Another collaborative virtual IFLS/WVLS adult services discussion is slated for November 5, from 1:30-2:30 p.m. The discussion will focus on winter reading challenges in libraries.

KEEPING IT TOGETHER DISCUSSION

The August *Keeping It Together* virtual discussion featured guest speaker **Teresa Schmidt**, Public Library Administration Consultant for the WI. Dept. of Public Instruction. Teresa provided an overview on record retention for Wisconsin public libraries. Additionally, she shared information on record management, public record law compliance, and legal destruction of records, non-records, and duplicate records. Attendees included directors from Granton Community Library, Greenwood Area Library, Frances L. Simek Memorial Library (Medford), Minocqua Public Library, Rhinelander District Library, Edward U Demmer Memorial Library (Three Lakes), and Tomahawk Public Library.

The next *Keeping It Together* opportunity will be held on Friday, **September 19**, at 8:30 a.m. WWLS team members will provide a refresher on resource sharing that includes WISCAT reminders, a review of best practices for damaged and missing interlibrary loan items, and a discussion on ways to make the delivery operation run more smoothly.

OPPORTUNITIES FOR YOUTH SERVICES STAFF

A **WWLS Youth Services Information Exchange (YSIE)** was held at the Loyal Public Library on August 14. Attendees toured the Loyal Public Library, including their outdoor obstacle course and city story walk. Director Teresa Hall shared the work staff have done to make the library's picture books easier for patrons to find by grouping popular themes and characters. Topics discussed included:

- Outreach Efforts: The group discussed examples of outreach they are currently doing with area schools and daycares.
- Kits: Examples of kits and how they can be used for programming were reviewed. Director **Teresa Hall** shared how the Loyal Public Library used kits for successful passive library programs throughout the summer.
- How WWLS Can Best Support Youth Services Staff: The group indicated they feel well supported. They appreciate the content and frequency of communication WWLS provides.
- Open Discussion: **Teagan Paul** (Frances L. Simek Library, Medford) shared her experience at the Foundations of Wisconsin Librarianship workshop. The group discussed ways to support hearing impaired patrons.

In collaboration with the IFLS Library System, a **Youth Services Check-In** will be held on September 22 from 1:00-2:15 p.m. this fall. Participants will reflect on this year's summer reading programs, success and challenges associated with summer reading programs, and brainstorm ideas to try next year.

Grant Projects & Scholarships

WLA CONFERENCE SCHOLARSHIPS

WWLS is awarding scholarships to library staff to attend the 2025 Wisconsin Library Association (WLA) Conference in Middleton from October 28-31. More conference details [can be found here](#).

Up to \$1,000 is available for the scholarship, and it covers expenses toward the following:

- Conference registration
- Mileage reimbursement (WVLS rate) to/from the conference
- Up to 3 nights of conference lodging (October 28, 29 and 30)
- Award's Banquet / Tours offered as part of the conference

[The application deadline](#) is 5 p.m. on Friday, September 12.

Technology Projects Overview

LEANWI PARTNERSHIP, COLLABORATIVE PROJECTS, AND CORE INFRASTRUCTURE SUPPORT

LEANWI Service Explorations

In late August, Microsoft announced it was moving forward with plans to deprecate their no-cost A1 Pro Plus licensing within the educational licensing program starting Sept 2, 2025 (this is a separate issue from the licensing program migration – see next paragraph). The deprecation of the no-cost licenses compelled us to procure and migrate to A3 licensing for approximately 300 seats between IFLS and WVLS accounts. NWLS continues utilizing its original MS 365 tenant for NWLS library accounts and has maintained similar licensing separately. The cost for these A3 licenses for the remainder of 2025 has been included in the 2025 LEANWI billing sheets for invoicing partners and is fully absorbed by the “discounted” cost shares (which resulted) from the 2025 actuals-adjusted budget.

Statewide Collaboration

Statewide Tech Meeting in Dells: Members of the LEANWI team attended the statewide Tech Talk meeting of Wisconsin library tech staff in the Dells on August 20. This is an annual one-day in-person event for members of the Tech Talk statewide collaboration group.

Tech Talk Websites, a subgroup of the larger Tech Talk statewide collaborative, meets online bi-monthly, opposite bi-monthly Tech Talk virtual meetings. The group met September 16. Topics include website accessibility, web hosting, and web design and maintenance.

LEANWI WEBSITE PROJECTS

Website Developments

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

Early planning phase: WVLS website

Website in early discussion: Bayfield Carnegie Library (NWLS)

WVLS website: An initial review of current wvls.org website content and content ownership is complete and individual staff identified as having key responsibility for specific content are being approached about assessing existing content and future needs. In preparation for future content management, Brendan and Erica are reviewing and experimenting with features and options, including the development of a new plugin system that is currently being created for the IFLS website. The timeline is:

- Fall 2025 – review content and content ownership
- Winter 2026 – begin building new site
- Spring 2026 – launch new site

Website Services

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

The Online Resources page. Click totals are available at <https://training.librarieswin.org/resources/online-resources-click-totals/>.

Continued adjustments to Cloudflare firewall services are being made to both continue the battle against evolving AI bot-scraping attack methods and to manage SSL website authentication certificates.

Backend website changes were made to reduce number of individual previous page versions retained over time. The configuration file for all LEANWI websites has been updated to reduce the number of revisions saved for every page/post from infinite to 20. (We were having issues with Divi not being able to save changes once the number of revisions got too high.) This should also mean that eventually we will have a smaller database which should increase efficiency and speed in the long term.

Link Manager Plugin Project continues to evolve. LEANWI is working with IFLS to develop a system for better adding links to resources such that the resource links can be added in a central location and more easily managed. The links will also be searchable and filterable by the end user making looking for resources easier. It is predicted that the Link Manager system will be able to be used by all system and all library websites, will meet accessible standards and be able to be integrated into the new WVLS website (see above).

ADA Compliance

Website accessibility continues to be a primary focus of the LEANWI Website team.

New functionality was added to our Website Checker plugin to allow our library website admins to easily contact LEANWI to have their websites reviewed after they have made changes. Functionality was also added to allow LEANWI to download the latest website accessibility snapshots and report over our entire inventory of libraries.

Full site accessibility upgrades are currently being performed on our WALG (Website Accessibility Learning Group) websites. Upgrades have been completed on the following websites:

- T.B. Scott Free Library (Merrill) - Website is mostly accessible but has some larger issues with calendars particularly that will require a product and workflow change to fix.
- Wabeno Public Library - Website is fully accessible by LEANWI standards.
- Bloomer Public Library - As with the T.B Scott Fee Library website, this website requires calendars to be altered to be fully accessible.

As these select websites are brought up to full accessibility compliance, members of the Website Accessibility Learning Group (WALG) are encouraged to continue maintaining their websites as they normally would. Over time we will see what types of natural “drift” from compliance occurs and use this group to test responses for maintaining compliance.

The remaining questions are: 1) do we have the time to be able to update all member LEANWI library web sites by the 2026/2027 deadline, and 2) can we train our content providers (librarians) to produce content that remains accessible. Training to create accessible documents for posting (PDF, Word, etc.) continues. Currently there are very few free/inexpensive tools that allow for effectively making a document with any complexity fully accessible.

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

Procurement and Asset Inventory

- Computers were replaced at the Medford, Colby, and Loyal public libraries
- Onsite support was provided at the Neillsville Public Library for its microfilm scanner computer.
- Computer upgrades for Antigo are being staged and scheduling a time for installations is underway.
- Staff are working with the Minocqua, Owen, Thorp and Withee libraries to finalize Windows 10 upgrades before November 2025.
- Routers were upgraded at the Dorchester and Loyal Libraries.
- Network inventory documentation for the Stetsonville and Dorchester libraries is being done.

Services

- Pharos was installed on Tomahawk Public Library’s public PCs.
- Staff consulted with Dorchester regarding Princh services.
- Technology considerations for moving public workstations, conference room layouts, printer locations, etc. were discussed with the Gilman and Dorchester libraries.

- Staff are working with MCPL technology staff and administration to migrate Office 365 account hosting from current partner provider to WVLS/LEANWI tenancy before the end of the year.
- Staff are working with MCPL on TEACH network adoption at six branch locations, including field visits on September 5 and September 11 for generating site assessment and recommendation reports prior to installations.
- Member library email/Microsoft account inventory is under review to best align needed functions with new MS licensing structure and ahead of potential larger licensing changes.
- UPCOMING: begin compiling information for basic SMTP AUTH ahead of permanent depreciation of this scan-to-email authentication mechanism, April 2026. WVLS needs to assess current authentication methods being used by library copiers and advise libraries on steps for upgrading to OAuth, App Passwords, or MS 365 Relay.

Project Tracking and TEACH Internet Migration Update

See charts at the end of this report shared as **Exhibit 15(a)**.

V-CAT Administration

COUNCIL AND COMMITTEE MEETING HIGHLIGHTS

V-Cat Cooperative Circulation Committee

During its meeting on August 22, the committee reviewed a recommendation for Lucky Day Collections and an updated V-Cat Regular Circulation and Collection Tasks recommendation to present to the V-Cat Council. The Committee also discussed how to handle items lost in transit and requested that WVLS look into Sierra reporting capabilities. Preliminary draft training tool for how to handle damaged items, and draft guideline for student cards at school/public libraries were reviewed. The committee will meet again on Friday, October 10.

V-Cat Council

The V-Cat Council met on Thursday, September 4. Highlights include:

- A Lucky Day recommendation, and an updated V-Cat Regular Circulation and Collection Tasks recommendation, were passed.
- A V-Cat Strategic Plan Projects Report was shared. A new procedure to Allow Holds on High Demand Titles was shared.
- A Sierra server migration slated for September 23 was discussed. Sierra and any services that rely on Sierra will be down for most of the day. Libraries were encouraged to prepare by installing and configuring Sierra Offline Circulation, and a demonstration of how to use Sierra Offline Circulation was given. As part of the Sierra sever migration, email addresses used for circulation notice emails for patrons will change.
- V-Cat members were encouraged to provide input on developments for Sierra 6.6 as part of the Innovative User Group Member Exclusive Enhancement Process.

- An annual patron purge of adult records expired and inactive for five years or more will occur in December. Library directors can watch for an email about expired and inactive patron accounts that owe money for fines or charges.
- An emphasis to distinguish STUDENT cards for school purposes from full V-Cat library cards and will be implemented for students at Granton. The STUDENT cards are not considered full V-Cat public library cards and cannot be used at V-Cat libraries. WWLS thanks Granton Community Library Director **Kay Heiting** for her invaluable expertise and experience throughout this process.
- Updated Emergency/Long Term Temporary Closure Instructions and Claim Returned Instructions were shared and made available on the V-Cat Training Page.
- Accessible features for browsing in the Aspen Discovery library catalog sites were discussed and members were invited to consider changes to their local sites.
- V-Cat Committee members wishing to either step away from or volunteer for a V-Cat Committee in 2026 were invited to reach out to WWLS ILS Administrator Katie Zimmermann, Rachel, or V-Cat Council Chair **Rita Ludvigsen**.

V-CAT PROJECTS

Several 2025-2028 V-Cat Strategic Plan projects are underway. Project highlights follow.

Improve Access - Expanding patron-initiated hold placement

The highest rated project in the V-Cat Strategic Planning Survey was to 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.

Allowing holds to be placed right away on the newest, most popular titles instead of blocking holds is better customer service. Library users will no longer need to maintain a list of titles to check on later. This may also reduce the number of purchase suggestions for titles a library is already planning to purchase. Knowing what titles local library users place holds on, and how many local users are interested in them, may help libraries with selecting titles of interest to their communities.

This lines up with the V-Cat Strategic Plan goal to Improve Access for library patrons, with an objective of expanding patron-initiated hold placement, which V-Cat Council approved in April. WWLS developed, and V-Cat Bibliographic/Interface Committee members tested an item record cataloging procedure to facilitate hold placement. The process was developed with a focus on clarity and efficiency. WWLS estimates that this will add 5 seconds to the workflow when cataloging the first item record on each bib. Most libraries will see an average item record cataloging workload increase of less than one minute per week.

Improve Access - Improving catalog interface for library users

Spanish translations for the Aspen Discovery online catalogs sites are underway. WWLS thanks **Erika**

Gelhausen, Circulation Coordinator at T. B. Scott Free Library (Merrill) and **Jailin Peterson**, Library Specialist and Homebound Coordinator at MCPL, for their leadership in assisting with Spanish translations. They highlighted areas that needed translations and offered suggested translations. Some areas cannot be translated at this time and will require support from Aspen developers. WWLS intends to complete a second review of the high priority areas that have been translated and then hope to make the Spanish translation available for all V-Cat member libraries' sites by mid-September.

Support Libraries – Provide staff training in a variety of formats

Frequent trainings have been provided and several upcoming opportunities are scheduled. Opportunities are listed under the Continuing Education and Training section earlier in this report.

Sustain V-Cat – Pursue automation of reporting and record improvements

An MOU with Dynamiccode LLC was approved by the WWLS Board of Trustees in August. Prairie Lakes Library System IT Director **Jim Novy** will be developing automation software and configuration to read bibliographic record data from the V-Cat database, search OCLC for matching records, score the available OCLC records to select a “best” record, apply bibliographic record updates in the V-Cat database, and list database bibliographic records without a matching record in bibliographic utility the for staff to review. Preliminary record identification and scoring metrics are in progress.

Sustain V-Cat - Prioritize standardization of practices and procedures

An updated V-Cat Regular Circulation and Collection Tasks recommendation that includes daily, monthly and yearly checklists of tasks, was passed by the V-Cat Council in early September. The updated checklists have already proven to be helpful to new area library directors and their staff.

Cataloging Standards

Rachel attended a recent meeting of the Ad Hoc Local Subject Headings Workgroup. This group is working to recommend a list of **subject headings to be used locally in Wisconsin**. The group was accepted for a poster session at the WLA Conference and used this meeting to plan the poster.

Sierra Migration from LEANWI Hosting to Innovative Clarivate Cloud Hosting

WWLS, along with staff at member libraries, have been making preparations to migrate Sierra application and database servers to be cloud hosted by Innovative Clarivate. Our partner systems, IFLS and NWLS have already completed migrations to Innovative Clarivate Cloud Hosting.

The server migration will take place when Innovative Engineers are available between 7 am and 4pm on **Tuesday, September 23**. During migration we anticipate approximately 6 hours of system downtime which will result in limited access to several key online services that day:

- The online library catalog will be searchable; however, library users will not be able to take actions online that require logging in to their library account.

- Ebooks and digital audiobook access for new holds, checkouts, and renewals on Overdrive/Libby.
- Access to online resources.
- Checking in returned materials.

Access is expected to resume by the end of the business day. Many on-site library services will continue during the outage:

- WWLS has provided tutorials and instructional documents to use Sierra Offline Circulation so library staff can check out materials for patrons during the outage.
- Some libraries are planning to close for staff development: Antigo Public Library, Western Taylor County Public Library in Gilman, and Rhinelander District Library.
- WWLS will adjust Pharos so that patrons can use library computers without disruption.

WWLS staff are working with Innovative Clarivate, V-Cat libraries, and outside vendors to ensure services will be fully restored in a timely manner after the migration.

Meetings and Events

- September 16 – **National Voter Registration Day**
- September 16 – Building Community Based Summers (BCBS) Library System Consultant Cohort training
- September 16 – DPI-hosted Policy of the Month Team 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 - **WWLS Keeping It Together Discussion**
- September 20 - **WWLS Board of Trustees meeting**
- September 22 – **Joint WWLS/IFLS Virtual Discussion with Member Library Youth Services Staff**
- September 23 – **Sierra Migration**
- September 23 - DPI hosted meeting of System Directors
- September 23 – WISCAT User Group meeting
- September 23 - Building Community Based Summers (BCBS) Library System Consultant Cohort training
- September 24 – System Education Consultants meeting
- September 25 – WWLS staff meeting
- September 26 – **WWLS Director's Retreat**; Central Wisconsin Airport, Mosinee
- September 30 – System Public Library Services Cohort meeting
- September 30 - Building Community Based Summers (BCBS) Library System Consultant Cohort training

- October 1 – SOMBAW (System Office Managers and Business Administrators of Wisconsin) meeting; Madison
- October 3 - WPLC Delivery Workgroup meeting
- October 5 – 11 - **Banned Books Week**
- October 6 – 7 – **Upgrade: Enhancing Library Services with Technology**, a UW-Madison iSchool Conference (hybrid virtual and in-person)
- October 7 – WPLC Digital Archives Backup Workgroup meeting
- October 7 - Building Community Based Summers (BCBS) Library System Consultant Cohort training
- October 7 – **“Space to Grow: assessing future library building needs” webinar**
- October 8 - Bibliographic Standards Committee meeting
- October 10 - **WVLS V-Cat Cooperative Circulation Committee meeting**
- October 14 – **WVLS V-Cat Bibliographic Control / Interface Committee meeting**
- October 14 – System Public Library Services Cohort meeting
- October 14 - Building Community Based Summers (BCBS) Library System Consultant Cohort training
- October 17 - **WVLS Keeping It Together Discussion**
- October 20 – WPLC Board meeting
- October 21 – DPI-hosted Policy of the Month Team meeting
- October 21 – Building Community Based Summers (BCBS) Library System Consultant Cohort training
- October 21 – WPLC Technology Community of Practice meeting
- October 22 – System Education Consultants meeting
- October 23 – WVLS staff meeting
- October 23 – Sierra Acquisitions Training with Innovative
- October 24 – **WVLS Youth Services Workshop**; Tomahawk Public Library
- October 28 – SRLAAW (System and Resource Library Administrators Association of Wisconsin) meeting, Middleton
- October 28 – 31 - **WLA Conference**; Middleton
- November 4 - Building Community Based Summers (BCBS) Library System Consultant Cohort training
- November 5 - **Joint WVLS/IFLS Virtual Discussion with Member Library Adult Services Staff**
- November 6 - **WVLS V-Cat Council meeting**
- November 7 - WPLC Delivery Workgroup meeting
- November 11 - Building Community Based Summers (BCBS) Library System Consultant Cohort training
- November 14 - **COLAND (Council for Libraries and Network Development) meeting**
- November 15 - **WVLS Board of Trustees meeting**

Thank you for reading!

Marla

Exhibit 15(a) Technology Projects Overview

INTERNAL PROJECTS, LIBRARY PROJECTS, CORE SERVICES SUPPORT

Project Tracking

Member site	Asset Inventory	Network inventory	Replace EdgeRoute r Lite	Pharos	Princh	Copier SMTP AUTH Due date 3/2026	Email inventory
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	complete	in progress	complete	no	interested		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
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
to Tomahawk	complete	complete	complete	in 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 Internet Migration Update

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