



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, NOVEMBER 19, 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 October 15, 2025.
2. Vouchers for October 2025
3. Unaudited Monthly Income & Expense Report for October 2025
4. Monthly Statistical Report for October 2025

III. Reports/Discussion Items/Action Items

1. Action Item: Approve Revised 2026 Library Budget
2. Action Item: Approve Amended 2026 Budget - Library Closure Dates.Holiday List
3. Discussion & Possible Action: Resignation of Darcy Dalsky & Todd Osness Appointment Recommendation
4. Discussion Item: "Name That Room" Campaign Review & Next Steps
5. Discussion Item: Strategic Goals & Action Steps #3
6. Discussion Item: Wisconsin Trustee Essential #1 - The Trustee Job Description

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, OCTOBER 15, 2025 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

1. **Call to order and roll call** - M. Geisler called the meeting to order at 4PM. Present: K. Breitenmoser, A. Huftel, R. Martinovici, E. McCrank, B. Rothlisberg, Excused: D. Dalsky. Absent: C. Grunenwald, M. Weix. Also present were: L. Ollhoff, A. Bennett, 4:08PM - Brendan Blystone, community member.
2. **Correspondence** - L. Ollhoff presented several thank you notes from library patrons praising staff and showing appreciation for library programming. No further correspondence.
3. **Public Comment** - No public comment.

II. Consent Items

1. **Minutes of regular meeting on September 17, 2025** - K. Breitenmoser/E. McCrank/C to approve the Minutes of the regular meeting on September 17, 2025. No discussion.
2. **Vouchers for September 2025** - A. Huftel/K. Breitenmoser/C to approve the Vouchers for September 2025. No discussion.
3. **Unaudited Monthly Income & Expense Report for September 2025** - E. McCrank/A. Huftel/C to approve the Unaudited Monthly Income & Expense Report for September 2025. E. McCrank commented on the increase of the electricity bill. No further discussion.
4. **Monthly Statistical Report for September 2025** - E. McCrank/R. Martinovici/C to approve the Monthly Statistical Report for September 2025. E. McCrank commented on the Genealogy Room statistics. Questioned Genealogy Room setup. L. Ollhoff will meet with S. Karow and P. LaMontagne to confirm they are comfortable with the setup. E. McCrank further commented on use of the new Activity Room and use of other rooms. No discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve the Services of the Library Policy** - B. Rothlisberg/R. Martinovici/C to approve the Services of the Library Policy. M. Geisler noted minor changes. No further discussion.
2. **Action Item: Review and approve the Sexual Harassment Policy** - A. Huftel/E. McCrank/C to approve the Secual Harassment Policy. L. Ollhoff noted there were no changes. No further discussion.

3. **Discussion Item: Strategic Goals & Action Steps #2** - L. Ollhoff presented documentation. No discussion.
 4. **Discussion Item: Wisconsin Trustee Essential Addendum** - L. Ollhoff presented documentation. No discussion.
- IV. Library Director's Report** L. Ollhoff presented the report with the following highlights: Began with program highlights to include the Library Open House; K. Morris, WVLS Board representative on Library Board, will end her term in December and will not be able to return for unforeseen reasons; will work with WVLS to find a replacement to begin in January 2026; Library/ADRC collaborative project to develop a 60+ Senior Dining Site that will be held the 2nd Wednesday of the month that began in October-great outreach with focused programming opportunities; RFID project is near its end and the library will tentatively go live with the security system on Tuesday, November 4; preparing for upcoming Staff Development Day focusing on neurodiversity in the workplace and libraries; L. Ollhoff, and E. Gelhausen will be attending the Wisconsin Library Association Conference the last week of October -- reports to be made to the Board after our attendance; L. Ollhoff will be participating in the Wisconsin Library Association Leadership Institute that runs over a period of six months to include in-person and virtual workshop attendance. One additional item of significance is our major book vendor, Baker & Taylor, announced they are closing at the end of December 2025. It is a big hit nationwide. We were experiencing some issues and knew something was up so we have been evaluating other book vendors and have set up accounts to continue ordering — patrons may see a lag in new titles, but we are working hard to purchase new books for the shelves. Nothing further to report.
- V. President's Remarks** M. Geisler thanked everyone for attending the meeting. Nothing further to report.
- VI. Date and Time of Next Meeting** Wednesday, November 19, 2025, @4PM.
- VII. Adjournment** R. Martinovici/K. Breitenmoser/C to adjourn at 4:32PM.

OCTOBER 2025

Company Being Paid	10/03/2025	10/10/25	10/17/25	10/24/25	10/31/25	October 2025
	Packet	Packet	Packet	Packet	Packet	Totals
Amazon		\$ 3,114.80				\$ 3,114.80
B&T L0280842			\$ 18.96			\$ 18.96
Bookshop, Inc.		\$ 514.08		\$ 373.73		\$ 887.81
Boys and Girls Club	\$ 50.00					\$ 50.00
Cengage Learning, Inc.			\$ 229.52			\$ 229.52
Center Point Large Print	\$ 47.94					\$ 47.94
Cintas				\$ 249.11		\$ 249.11
Down To Earth	\$ 204.00					\$ 204.00
Elan	\$ 249.91					\$ 249.91
Frederick, Michael		\$ 50.00				\$ 50.00
Frontier			\$ 124.52			\$ 124.52
Haenco				\$ 99.51	\$ 51.43	\$ 150.94
Ingram Library Services					\$ 1,323.14	\$ 1,995.91
Integrity Fire Protection, LLC.		\$ 453.00				\$ 453.00
KEMO		\$ 120.00				\$ 120.00
Laser Innovations, Inc.				21.56		\$ 21.56
Libraria				\$ 346.93		\$ 2,706.93
Library Store (The)	\$ 2,178.16	\$ 181.84			\$ 230.38	\$ 230.38
Merrill Ace Hardware	\$ 5.98					\$ 5.98
Merrill Area Chamber of Commerce					\$ 90.00	\$ 90.00
Merrill Water Utility			\$ 119.00			\$ 119.00
NAPA Auto Parts		\$ 30.93				\$ 30.93
North Wind Solar		\$ 670.72				\$ 670.72
Ollhoff, Laurie		\$ 320.82				\$ 320.82
PerMar Security Services	\$ 73.32					\$ 73.32
Plautz, Donna	\$ 28.98					\$ 28.98
Playaway Products					\$ 86.99	\$ 86.99
Reindl Printing, Inc.				\$ 580.00		\$ 580.00
T.B. Scott - Petty Cash					\$ 19.13	\$ 19.13
VIP Office Products					\$ 179.96	\$ 179.96
Wiechman, Rita	\$ 300.00					\$ 300.00
Wisconsin Historical Society				\$ 100.00		\$ 100.00
Wisconsin Library Association	\$ 1,789.00					\$ 1,789.00
Wisconsin Public Service		\$ 1,700.25				\$ 1,700.25
Wisconsin Valley Library Service			\$ 1,199.18			\$ 1,199.18
	\$ 4,927.29	\$ 7,156.44	\$ 2,363.95	\$ 1,770.84	\$ 1,981.03	\$ 18,199.55

PACKET: 12100 LIBRARY - 20251003

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----JD-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-005368 BOYS & GIRLS CLUB OF THE WAUSA						
I-20251003		CASUAL FRIDAY DONATION	50.00			
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		CASUAL FRIDAY DONATION		10 55110-03-31000	Misc. - Petty Cash	50.00
--- VENDOR TOTALS ---			50.00			
01-000274 CENTER POINT LARGE PRINT						
I-2198938		CUST # 54452	47.94			
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		CUST # 54452		10 55110-13-10400	Adult Dept Large Print	47.94
--- VENDOR TOTALS ---			47.94			
01-005143 DOWN TO EARTH GREENHOUSE & LAN						
I-709660		10/03/2025 INVOICE	204.00			
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		10/03/2025 INVOICE		10 55110-03-50275	M/R - Contingency	204.00
--- VENDOR TOTALS ---			204.00			
01-000128 ELAN FINANCIAL SERVICES						
I-20251003		ACCT # 5472 1102 2200 0197	249.91			
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		ACCT # 5472 1102 2200 0197		10 55110-03-41750	Hospitality	136.17
		ACCT # 5472 1102 2200 0197		10 55110-03-41500	Progammig - Youth	101.82
		ACCT # 5472 1102 2200 0197		10 55110-15-47500	Software/Upgrades	11.92
--- VENDOR TOTALS ---			249.91			
01-005471 LIBRARIA						
I-266345		REF # 2000002736	3.79	254676		
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		REF # 2000002736		10 55110-13-20000	Youth Children's Books	3.59
		REF # 2000002736		10 55110-03-10500	Library Supplies	0.20
I-266347		REF # 2000003492	375.81	256873		
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		REF # 2000003492		10 55110-13-20000	Youth Children's Books	358.41
		REF # 2000003492		10 55110-03-10500	Library Supplies	17.40
I-266350		REF # 2000003410	1,059.97	256712		
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		REF # 2000003410		10 55110-13-20000	Youth Children's Books	1,038.97
		REF # 2000003410		10 55110-03-10500	Library Supplies	21.00

PACKET: 12100 LIBRARY - 20251003

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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
01-005471 LIBRARIA (** CONTINUED **)						
I-266353		REF # 2000003482	11.59	256840		
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		REF # 2000003482		26 55110-03-40500	Memorial Books-Expense	11.59
I-266361		REF # 2000003429	103.11	256749		
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		REF # 2000003429		10 55110-13-20100	Young Adult Books	97.71
		REF # 2000003429		10 55110-03-10500	Library Supplies	5.40
I-266362		REF # 2000003124	42.35	255917		
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		REF # 2000003124		10 55110-13-20000	Youth Children's Books	40.15
		REF # 2000003124		10 55110-03-10500	Library Supplies	2.20
I-266431		REF # 2000003123	85.71	255915		
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		REF # 2000003123		10 55110-13-20000	Youth Children's Books	82.11
		REF # 2000003123		10 55110-03-10500	Library Supplies	3.60
I-266487		REF # 2000003493	495.83	256874		
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		REF # 2000003493		10 55110-13-20000	Youth Children's Books	475.83
		REF # 2000003493		10 55110-03-10500	Library Supplies	20.00
== VENDOR TOTALS ==			2,179.16			
01-000839 MERRILL ACE HARDWARE						
I-246591		ACCT # 81867	5.98			
10/06/2025	1	DUE: 10/06/2025 DISC: 10/06/2025		1099: N		
		ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	5.98
== VENDOR TOTALS ==			5.98			
01-000824 PER MAR SECURITY SERVICES						
I-3686689		CUST. # 32815	73.32	2490290		
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		CUST. # 32815		10 55110-03-50275	M/R - Contingency	73.32
== VENDOR TOTALS ==			73.32			

PACKET: 12100 LIBRARY - 20251003
 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
01-004398 DONNA J FLAUTZ						
I-2025103		September Mileage	28.98			
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		September Mileage		10 55110-03-30500	Mileage	28.98
== VENDOR TOTALS ==			28.98			
01-005642 RITA WIECEMAN						
I-20251003		BEGINNING PAINTING CLASS	300.00			
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: Y		
		BEGINNING PAINTING CLASS		10 55110-03-41250	Programming - Adult	300.00
== VENDOR TOTALS ==			300.00			
01-001060 WISCONSIN LIBRARY ASSOCIATION						
I-23614		L. OLLHOFF - WLA ANNUAL CONF.	495.00			
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		L. OLLHOFF - WLA ANNUAL CONF.		10 55110-03-32000	Education & Conference	495.00
I-23631		E.. GELEHAUSEN-WLA ANNUAL CONF	495.00			
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		E.. GELEHAUSEN-WLA ANNUAL CONF.		10 55110-03-32000	Education & Conference	495.00
I-23936		L. OLLHOFF - LDI REGISTRATION	799.00			
10/03/2025	1	DUE: 10/03/2025 DISC: 10/03/2025		1099: N		
		L. OLLHOFF - LDI REGISTRATION		10 55110-03-32000	Education & Conference	799.00
== VENDOR TOTALS ==			1,789.00			
== PACKET TOTALS ==			4,927.29			

PACKET: 12100 LIBRARY ~ 20251003

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DOE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 4,927.29
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 4,927.29

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2025	10	-21-0000	Accounts Payable Control	4,915.70-*				
	10	-55110-03-10500	Library Supplies	69.80	7,000	2,507.49	1,053,806	324,065.69
	10	-55110-03-30500	Mileage	28.98	500	249.26	1,053,806	324,106.51
	10	-55110-03-31000	Misc. - Petty Cash	50.00	0	43.96- Y	1,053,806	324,085.49
	10	-55110-03-32000	Education & Conference	1,789.00	2,000	108.40	1,053,806	322,346.49
	10	-55110-03-41250	Programming - Adult	300.00	7,000	2,387.06	1,053,806	323,835.49
	10	-55110-03-41500	Programming - Youth	101.82	7,500	1,430.97	1,053,806	324,033.67
	10	-55110-03-41750	Hospitality	136.17	500	385.75- Y	1,053,806	323,999.32
	10	-55110-03-50000	M/R-General Repair/Maint	5.98	4,000	2,384.38	1,053,806	324,129.51
	10	-55110-03-50275	M/R - Contingency	277.32	10,000	7,191.04	1,053,806	323,858.17
	10	-55110-13-10400	Adult Dept Large Print	47.94	4,300	1,679.34	1,053,806	324,087.55
	10	-55110-13-20000	Youth Children's Books	1,999.06	16,000	5,802.93	1,053,806	322,136.43
	10	-55110-13-20100	Young Adult Books	97.71	2,500	750.46	1,053,806	324,037.78
	10	-55110-15-47500	Software/Upgrades	11.92	3,000	648.51	1,053,806	324,123.57
	26	-21-0000	Accounts Payable Control	11.59-*				
	26	-55110-03-40500	Memorial Books-Expense	11.59	0	1,332.88- Y	0	9,975.83- Y
	99	-14-0010	Due from General Fund	4,915.70 *				
	99	-14-0026	Due From Non-Lapsing	11.59 *				
			** 2025 YEAR TOTALS	4,927.29				

PACKET: 12100 LIBRARY - 20251003
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	10/2025	4,915.70
26	10/2025	11.59

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12112 LIBRARY - 20251010
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-005248 AMAZON CAPITAL SERVICES, INC.						
C-11VF-741C-7HGC	1	ACCOUNT #A29JIWFIAEUZST DUE: 10/10/2025 DISC: 10/10/2025 ACCOUNT #A29JIWFIAEUZST	14.99CR	TBS-ANF- 1099: N 10 55110-13-10100	Adult Dept Non-Fiction	14.99CR
I-117Q-4ML7-4YCD	1	ACCOUNT #A29JIWFIAEUZST DUE: 10/10/2025 DISC: 10/10/2025 ACCOUNT #A29JIWFIAEUZST	47.74	MEM92425 1099: N 26 55110-03-40500	Memorial Books-Expense	47.74
I-13GN-JHBG-3V6W	1	ACCOUNT #A29JIWFIAEUZST DUE: 10/10/2025 DISC: 10/10/2025 ACCOUNT #A29JIWFIAEUZST ACCOUNT #A29JIWFIAEUZST ACCOUNT #A29JIWFIAEUZST	82.21	ADPRO_AD 1099: N 10 55110-03-41250 10 55110-14-41000 10 55110-13-10000	Programming - Adult Adult Library of Things Adult Dept Fiction	46.89 19.92 15.40
I-13GN-JHBG-6C4G	1	ACCOUNT #A29JIWFIAEUZST DUE: 10/10/2025 DISC: 10/10/2025 ACCOUNT #A29JIWFIAEUZST	29.04	Memorial 1099: N 26 55110-03-40500	Memorial Books-Expense	29.04
I-13PC-VLNY-6DJG	1	ACCOUNT #A29JIWFIAEUZST DUE: 10/10/2025 DISC: 10/10/2025 ACCOUNT #A29JIWFIAEUZST	136.81	YS progr 1099: N 10 55110-03-41500	Programming - Youth	136.81
I-17CF-3DNL-4Q7M	1	ACCOUNT #A29JIWFIAEUZST DUE: 10/10/2025 DISC: 10/10/2025 ACCOUNT #A29JIWFIAEUZST ACCOUNT #A29JIWFIAEUZST	1,949.99	GRNT_CE_ 1099: N 10 55110-08-50001 10 55110-15-42500	Misc Rev-Special/Major P Computer Equipment	925.02 1,024.97
I-1D9G-FYYP-4XNT	1	ACCOUNT #A29JIWFIAEUZST DUE: 10/10/2025 DISC: 10/10/2025 ACCOUNT #A29JIWFIAEUZST	221.64	YS Progr 1099: N 10 55110-03-41500	Programming - Youth	221.64
I-1FHF-T9QK-4FEL	1	ACCOUNT #A29JIWFIAEUZST DUE: 10/10/2025 DISC: 10/10/2025 ACCOUNT #A29JIWFIAEUZST	44.83	TBS-ANF- 1099: N 10 55110-13-10100	Adult Dept Non-Fiction	44.83
I-1GDC-RM6H-67ER	1	ACCOUNT #A29JIWFIAEUZST DUE: 10/10/2025 DISC: 10/10/2025 ACCOUNT #A29JIWFIAEUZST	61.88	YS-Progr 1099: N 10 55110-03-41500	Programming - Youth	61.88
I-1GJL-J66G-4KG4	1	ACCOUNT #A29JIWFIAEUZST DUE: 10/10/2025 DISC: 10/10/2025 ACCOUNT #A29JIWFIAEUZST	39.98	YS-LEARN 1099: N 10 55110-14-40000	Learning Games/Story Box	39.98
I-1J3L-3HF6-4RT4	1	ACCOUNT #A29JIWFIAEUZST DUE: 10/10/2025 DISC: 10/10/2025 ACCOUNT #A29JIWFIAEUZST ACCOUNT #A29JIWFIAEUZST	45.97	090225_O 1099: N 10 55110-03-10000 10 55110-14-10400	Office Supplies Adult Dept DVDs	15.98 29.99

PACKET: 12112 LIBRARY - 20251010

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)						
I-1LRD-1TKP-3YDK		ACCOUNT #A29JIWFIAEUZST	126.90	ADPROG10		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST		10 55110-03-41250	Programming - Adult	126.90
I-1QMM-YDFW-3CP1		ACCOUNT #A29JIWFIAEUZST	14.38	YS-Books		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		AMAZON CAPITAL SERVICES, INC.		10 55110-13-20000	Youth Children's Books	14.38
I-1QQ4-DJL7-4YFX		ACCOUNT #A29JIWFIAEUZST	39.75	YS-Books		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST		10 55110-13-20000	Youth Children's Books	39.75
I-1R7N-DMGC-4HNC		ACCOUNT #A29JIWFIAEUZST	80.19	TBS-ANF-		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST		10 55110-13-10100	Adult Dept Non-Fiction	80.19
I-1R7W-QKK6-4XMN		ACCOUNT #A29JIWFIAEUZST	37.84	MEM_OS_0		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	13.85
		ACCOUNT #A29JIWFIAEUZST		26 55110-03-40500	Memorial Books-Expense	23.99
I-1VNN-GN4R-3XVC		ACCOUNT #A29JIWFIAEUZST	59.38	YS-PROGR		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST		10 55110-03-41500	Programming - Youth	59.38
I-1XX6-CD11-4K4J		ACCOUNT #A29JIWFIAEUZST	111.26	DVDsJUNE		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST		10 55110-14-10400	Adult Dept DVDs	111.26
== VENDOR TOTALS ==			3,114.80			

01-005569 BOOKSHOP, INC.

I-20251010		Order # R114039513	514.08	20250717		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		Order # R114039513		10 55110-13-20000	Youth Children's Books	18.60
		Order # R114039513		10 55110-13-10000	Adult Dept Fiction	37.58
		Order # R114039513		10 55110-13-10100	Adult Dept Non-Fiction	367.53
		Order # R114039513		26 55110-03-40500	Memorial Books-Expense	61.38
		Order # R114039513		10 55110-03-11000	Postage	28.99
== VENDOR TOTALS ==			514.08			

PACKET: 12112 LIBRARY - 20251010
 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
01-003706 MICHAEL FREDERICK						
I-783642		20 BOOKS	50.00			
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		20 BOOKS		10 55110-13-10000	Adult Dept Fiction	50.00
== VENDOR TOTALS ==			50.00			
01-000924 INTEGRITY FIRE PROTECTION, LLC						
I-1623		CUSTJOB # 101062	453.00			
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		CUSTJOB # 101062		10 55110-02-16500	Fire/Security System Con	453.00
== VENDOR TOTALS ==			453.00			
01-001745 KEMO - MERRILL AREA PUBLIC SCH						
I-20251010		2 KEMO'S	120.00			
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		2 KEMO'S		10 55110-13-10100	Adult Dept Non-Fiction	120.00
== VENDOR TOTALS ==			120.00			
01-005471 LIBRARIA						
I-266711		REF # 2000003482	12.79	256840		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		REF # 2000003482		26 55110-03-40500	Memorial Books-Expense	12.79
I-266713		REF # 2000003492	57.35	256873		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		REF # 2000003492		10 55110-13-20000	Youth Children's Books	46.16
		REF # 2000003492		10 55110-03-10500	Library Supplies	2.60
		REF # 2000003492		26 55110-03-40500	Memorial Books-Expense	8.59
I-266717		REF # 2000003429	12.79	256749		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		REF # 2000003429		10 55110-13-20100	Young Adult Books	11.99
		REF # 2000003429		10 55110-03-50000	M/R-General Repair/Maint	0.80
I-266791		REF # 266791	9.79	256874		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		REF # 266791		10 55110-13-20000	Youth Children's Books	9.59
		REF # 266791		10 55110-03-50000	M/R-General Repair/Maint	0.20
I-266792		REF # 2000002373	14.78	253499		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		REF # 2000002373		10 55110-13-20000	Youth Children's Books	14.38
		REF # 2000002373		10 55110-03-10500	Library Supplies	0.40

PACKET: 12112 LIBRARY - 20251010
 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
01-005471 LIBRARIA (** CONTINUED **)						
I-267047		REF # 2000003410	74.34	256712		
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		REF # 2000003410		10 55110-13-20000	Youth Children's Books	72.54
		REF # 2000003410		10 55110-03-10500	Library Supplies	1.80
== VENDOR TOTALS ==			181.84			
01-000540 NAPA AUTO PARTS						
I-158904		ACCT # 2209	30.93			
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		ACCT # 2209		10 55110-03-50000	M/R-General Repair/Maint	30.93
== VENDOR TOTALS ==			30.93			
01-005469 NORTH WIND RENEWABLE ENERGY CO						
I-304179		3rd Quarter Billing - 2025	670.72			
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		3rd Quarter Billing		10 55110-02-22000	Electric	670.72
== VENDOR TOTALS ==			670.72			
01-004280 LAURIE A. OLLHOFF						
I-20251010		ESCAPE ROOM REIMB	320.82			
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		ESCAPE ROOM REIMB		10 55110-03-32000	Education & Conferance	320.82
== VENDOR TOTALS ==			320.82			
01-000656 WISCONSIN PUBLIC SERVICE						
I-5659728129		ACCT # 0403371156-00003	1,700.25			
10/10/2025	1	DUE: 10/10/2025 DISC: 10/10/2025		1099: N		
		ACCT # 0403371156-00003		10 55110-02-22000	Electric	1,457.04
		ACCT # 0403371156-00003		10 55110-02-22500	Fuel - Natural Gas	243.21
== VENDOR TOTALS ==			1,700.25			
== PACKET TOTALS ==			7,156.44			

PACKET: 12112 LIBRARY - 20251010

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DOE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 7,171.43
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 14.99CR

BATCH TOTALS 7,156.44

**** 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	6,972.91-*				
	10	-55110-02-16500	Fire/Security System Con	453.00	2,120	923.78	1,053,806	291,136.27
	10	-55110-02-22000	Electric	2,127.76	25,000	5,634.22	1,053,806	269,461.51
	10	-55110-02-22500	Fuel - Natural Gas	243.21	25,000	18,541.09	1,053,806	291,346.06
	10	-55110-03-10000	Office Supplies	29.83	2,250	5.65	1,053,806	291,559.44
	10	-55110-03-10500	Library Supplies	4.80	7,000	2,502.69	1,053,806	291,584.47
	10	-55110-03-11000	Postage	28.99	1,400	157.23	1,053,806	291,560.28
	10	-55110-03-32000	Education & Conference	320.82	2,000	212.42- Y	1,053,806	291,268.45
	10	-55110-03-41250	Programming - Adult	173.79	7,000	2,213.27	1,053,806	291,415.48
	10	-55110-03-41500	Progammng - Youth	479.71	7,500	951.26	1,053,806	291,109.56
	10	-55110-03-50000	M/R-General Repair/Maint	31.93	4,000	2,352.45	1,053,806	291,557.34
	10	-55110-08-50001	Misc Rev-Special/Major P	925.02	0	6,727.24- Y	1,053,806	290,664.25
	10	-55110-13-10000	Adult Dept Fiction	102.98	9,500	3,041.00	1,053,806	291,486.29
	10	-55110-13-10100	Adult Dept Non-Fiction	597.56	10,000	2,179.38	1,053,806	290,991.71
	10	-55110-13-20000	Youth Children's Books	215.40	16,000	5,587.53	1,053,806	291,373.87
	10	-55110-13-20100	Young Adult Books	11.99	2,500	738.47	1,053,806	291,577.28
	10	-55110-14-10400	Adult Dept DVDs	141.25	2,000	278.60	1,053,806	291,448.02
	10	-55110-14-40000	Learning Games/Story Box	39.98	500	221.40	1,053,806	291,549.29
	10	-55110-14-41000	Adult Library of Things	19.92	0	178.80- Y	1,053,806	291,569.35
	10	-55110-15-42500	Computer Equipment	1,024.97	10,000	1,414.67	1,053,806	290,564.30
	26	-21-0000	Accounts Payable Control	183.53-*				
	26	-55110-03-40500	Memorial Books-Expense	183.53	0	1,516.41- Y	0	10,159.36- Y
	99	-14-0010	Due from General Fund	6,972.91 *				
	99	-14-0026	Due From Non-Lapsing	183.53 *				
			** 2025 YEAR TOTALS	7,156.44				

PACKET: 12112 LIBRARY - 20251010

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	10/2025	6,972.91
26	10/2025	183.53

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12124 LIBRARY - 20251017

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
01-000266 BAKER & TAYLOR L0280842						
I-2039286415		ACCT # 216389 L028084 2 B0000	18.96	06-0725A		
10/17/2025	1	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	18.05
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	0.55
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	0.36
== VENDOR TOTALS ==			18.96			

01-000922 CENGAGE LEARNING INC

I-999101603265		ACCT # 100298883	229.52	SEPTLCP		
10/17/2025	1	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	229.52
== VENDOR TOTALS ==			229.52			

01-002661 FRONTIER

I-20251017		ACCT # 715-536-7909-010384-5	124.52			
10/17/2025	1	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		ACCT # 715-536-7909-010384-5		10 55110-02-25000	Telephone	124.52
== VENDOR TOTALS ==			124.52			

01-005651 INGRAM LIBRARY SERVICES LLC

I-90902764		ACCT # 20AB749	25.50	ANF-2025		
10/17/2025	1	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		ACCT # 20AB749		10 55110-13-10100	Adult Dept Non-Fiction	16.50
		ACCT # 20AB749		10 55110-03-11000	Postage	9.00
I-91157238		ACCT # 20AB749	247.19	ANF-2025		
10/17/2025	1	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		ACCT # 20AB749		10 55110-13-10100	Adult Dept Non-Fiction	245.83
		ACCT # 20AB749		10 55110-03-11000	Postage	1.36
I-91157239		ACCT #20AB749	369.50	ADFICOCT		
10/17/2025	1	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		ACCT #20AB749		10 55110-13-10000	Adult Dept Fiction	367.86
		ACCT #20AB749		10 55110-03-11000	Postage	1.64
I-91164033		ACCT #20AB749	30.58	ADFICOCT		
10/17/2025	1	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		ACCT #91164033		10 55110-13-10000	Adult Dept Fiction	21.58
		ACCT #91164033		10 55110-03-11000	Postage	9.00
== VENDOR TOTALS ==			672.77			

PACKET: 12124 LIBRARY - 20251017

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
01-000326 MERRILL WATER UTILITY						
I-20251017		ACCT # 350-30440-00	119.00			
10/17/2025	1	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		ACCT # 350-30440-00		10 55110-02-21000	Water and Sewer	119.00
== VENDOR TOTALS ==			119.00			

01-000290 WISCONSIN VALLEY LIBRARY SERV

I-2025-2867		EQUIPMENT PURCHASE	1,199.18			
10/17/2025	1	DUE: 10/17/2025 DISC: 10/17/2025		1099: N		
		EQUIPMENT PURCHASE		10 55110-15-42500	Computer Equipment	1,199.18
== VENDOR TOTALS ==			1,199.18			
== PACKET TOTALS ==			2,363.95			

PACKET: 12124 LIBRARY - 20251017

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 2,363.95
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 2,363.95

** 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	2,363.95-*				
		10 -55110-02-21000	Water and Sewer	119.00	2,080	597.65	1,053,806	284,208.54
		10 -55110-02-25000	Telephone	124.52	1,350	143.91	1,053,806	284,203.02
		10 -55110-03-10500	Library Supplies	0.55	7,000	2,501.14	1,053,806	284,326.99
		10 -55110-03-11000	Postage	21.36	1,400	135.87	1,053,806	284,306.18
		10 -55110-13-10000	Adult Dept Fiction	407.49	9,500	2,633.51	1,053,806	283,920.05
		10 -55110-13-10100	Adult Dept Non-Fiction	262.33	10,000	1,917.05	1,053,806	284,065.21
		10 -55110-13-10400	Adult Dept Large Print	229.52	4,300	1,449.82	1,053,806	284,098.02
		10 -55110-15-42500	Computer Equipment	1,199.18	10,000	215.49	1,053,806	283,128.36
		99 -14-0010	Due from General Fund	2,363.95 *				
			** 2025 YEAR TOTALS	2,363.95				

PACKET: 12124 LIBRARY - 20251017

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	10/2025	2,363.95

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12137 LIBRARY - 20251024
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	BANK CODE	-----DESCRIPTION-----	DISCOUNT	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
POST DATE			GROSS	G/L ACCOUNT		
01-005569	BOOKSHOP, INC.					
I-6445		INVOICE DATED 10/10/25	373.73	20251003		
10/24/2025	1	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		INVOICE DATED 10/10/25		10 55110-13-10000	Adult Dept Fiction	29.72
		INVOICE DATED 10/10/25		10 55110-13-10100	Adult Dept Non-Fiction	318.02
		INVOICE DATED 10/10/25		10 55110-03-11000	Postage	25.99
		=== VENDOR TOTALS ===	373.73			
01-004375	CINTAS CORPORATION					
I-4246991037		PAYER # 18280379	249.11			
10/24/2025	1	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		PAYER # 18280379		10 55110-02-23250	Facility Cleaning Servic	249.11
		=== VENDOR TOTALS ===	249.11			
01-005274	HAENCO LLC					
C-16315		CREDIT MEMO DATED 10/06/25	3.06CR			
10/24/2025	1	DUE: 10/24/2025 DISC: 10/24/2025		1099: Y		
		CREDIT MEMO DATED 10/06/25		10 55110-03-44000	Janitor Supplies	3.06CR
I-16428		INVOICE DATED 10/17/2025	102.57	TJ		
10/24/2025	1	DUE: 10/24/2025 DISC: 10/24/2025		1099: Y		
		INVOICE DATED 10/17/2025		10 55110-03-44000	Janitor Supplies	102.57
		=== VENDOR TOTALS ===	99.51			
01-005310	LASER INNOVATIONS, INC.					
I-28775		2 NAME TAGS	21.56	e-mail		
10/24/2025	1	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		2 NAME TAGS		10 55110-03-10000	Office Supplies	21.56
		=== VENDOR TOTALS ===	21.56			
01-005471	LIBRARIA					
I-267480		REF # 2000004111	207.62	258239		
10/24/2025	1	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		REF # 2000004111		10 55110-13-20000	Youth Children's Books	203.82
		REF # 2000004111		10 55110-03-10500	Library Supplies	3.80
I-267481		REF # 2000004110	139.31	258238		
10/24/2025	1	DUE: 10/24/2025 DISC: 10/24/2025		1099: N		
		REF # 2000004110		10 55110-13-20100	Young Adult Books	132.51
		REF # 2000004110		10 55110-03-10500	Library Supplies	6.80
		=== VENDOR TOTALS ===	346.93			

10/27/2025 11:03 AM
 PACKET: 12137 LIBRARY - 20251024
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-000377 REINDL PRINTING INC
 I-164868 ACCT # 9114 270.00 Laurie O
 10/24/2025 1 DUE: 10/24/2025 DISC: 10/24/2025 1099: N
 ACCT # 9114 10 55110-03-13000 Copiar/Printing 270.00

I-164869 ACCT # 9114 310.00 Laurie O
 10/24/2025 1 DUE: 10/24/2025 DISC: 10/24/2025 1099: N
 ACCT # 9114 10 55110-03-13000 Copiar/Printing 310.00

==== VENDOR TOTALS === 580.00

01-005664 WISCONSIN HISTORICAL SOCIETY

I-000136 EXHIBIT RENTAL 11/3-12/01 100.00
 10/24/2025 1 DUE: 10/24/2025 DISC: 10/24/2025 1099: N
 EXHIBIT RENTAL 11/3-12/01 10 55110-03-41250 Programming - Adult 100.00

==== VENDOR TOTALS === 100.00
 ==== PACKET TOTALS === 1,770.84

PACKET: 12137 LIBRARY - 20251024
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 1,773.90
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 3.06CR

BATCH TOTALS 1,770.84

** 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	1,770.84				
	10 -55110-02-23250	Facility Cleaning Servic	249.11	3,400	711.49	1,053,806	249,821.95
	10 -55110-03-10000	Office Supplies	21.56	2,250	15.91- Y	1,053,806	250,049.50
	10 -55110-03-10500	Library Supplies	10.60	7,000	2,490.54	1,053,806	250,060.46
	10 -55110-03-11000	Postage	25.99	1,400	109.88	1,053,806	250,045.07
	10 -55110-03-13000	Copier/Printing	580.00	300	280.00- Y	1,053,806	249,491.06
	10 -55110-03-41250	Programming - Adult	100.00	7,000	2,113.27	1,053,806	249,971.06
	10 -55110-03-44000	Janitor Supplies	99.51	5,000	3,028.73	1,053,806	249,971.55
	10 -55110-13-10000	Adult Dept Fiction	29.72	9,500	2,603.79	1,053,806	250,041.34
	10 -55110-13-10100	Adult Dept Non-Fiction	318.02	10,000	1,599.03	1,053,806	249,753.04
	10 -55110-13-20000	Youth Children's Books	203.82	16,000	5,383.71	1,053,806	249,867.24
	10 -55110-13-20100	Young Adult Books	132.51	2,500	605.96	1,053,806	249,938.55
	99 -14-0010	Due from General Fund	1,770.84				
		** 2025 YEAR TOTALS	1,770.84				

10/27/2025 11:03 AM
PACKET: 12137 LIBRARY - 20251024
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	10/2025	1,770.84

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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

01-005274 HAENCO LLC
 I-16503 INVOICE DATED 10/24/2025 51.43 TJ
 10/31/2025 1 DUE: 10/31/2025 DISC: 10/31/2025 1099: Y
 INVOICE DATED 10/24/2025 10 55110-03-44000 Janitor Supplies 51.43

==== VENDOR TOTALS === 51.43

01-005651 INGRAM LIBRARY SERVICES LLC

I-91505103 ACCT # 20AB749 1,136.01 ANF-2025
 10/31/2025 1 DUE: 10/31/2025 DISC: 10/31/2025 1099: N
 ACCT # 20AB749 10 55110-13-10100 Adult Dept Non-Fiction 1,133.01
 ACCT # 20AB749 10 55110-03-11000 Postage 3.00

I-91515217 ACCT # 20AB749 43.38 ANF-2025
 10/31/2025 1 DUE: 10/31/2025 DISC: 10/31/2025 1099: N
 ACCT # 20AB749 10 55110-13-10100 Adult Dept Non-Fiction 34.38
 ACCT # 20AB749 10 55110-03-11000 Postage 9.00

I-91615380 ACCT # 20AB749 143.75 ANF-2025
 10/31/2025 1 DUE: 10/31/2025 DISC: 10/31/2025 1099: N
 ACCT # 20AB749 10 55110-13-10100 Adult Dept Non-Fiction 134.75
 ACCT # 20AB749 10 55110-03-11000 Postage 9.00

==== VENDOR TOTALS === 1,323.14

01-000921 THE LIBRARY STORE

I-762628 CUST # 7779 230.38 6090162
 10/31/2025 1 DUE: 10/31/2025 DISC: 10/31/2025 1099: N
 CUST # 7779 10 55110-03-10500 Library Supplies 230.38

==== VENDOR TOTALS === 230.38

01-000517 MERRILL AREA CHAMBER OF COMMER

I-20251031 CHAMBER BUCKS 90.00
 10/31/2025 1 DUE: 10/31/2025 DISC: 10/31/2025 1099: N
 CHAMBER BUCKS 10 55110-03-41250 Programming - Adult 90.00

==== VENDOR TOTALS === 90.00

PACKET: 12148 LIBRARY 20251031
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-002660	PLAYAWAY PRODUCTS LLC					
I-516205	1	SALES ORDER # 477163	86.99	1099: N		
10/31/2025		DUE: 10/31/2025 DISC: 10/31/2025		10 55110-14-20000	Youth Audiobooks & CDs	86.99
		SALES ORDER # 477163				
		=== VENDOR TOTALS ===	86.99			
01-000276	T.B. SCOTT LIBRARY-PETTY CASH					
I-20251031	1	PETTY CASH REIMB	19.13	1099: N		
10/31/2025		DUE: 10/31/2025 DISC: 10/31/2025		10 55110-03-11000	Postage	19.13
		PETTY CASH REIMB				
		=== VENDOR TOTALS ===	19.13			
01-000284	VIF ALL-VALUE					
I-0117574-001	1	ACCT # 67191-0	179.96	1099: N		
10/31/2025		DUE: 10/31/2025 DISC: 10/31/2025		26 55110-03-12650	Library Photocopier Expe	179.96
		ACCT # 67191-0				
		=== VENDOR TOTALS ===	179.96			
		=== PACKET TOTALS ===	1,981.03			

PACKET: 12148 LIBRARY 20251031
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 1,981.03
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 1,981.03

** 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	1,801.07--*				
	10 -55110-03-10500	Library Supplies	230.38	7,000	2,260.16	1,053,806	248,284.72
	10 -55110-03-11000	Postage	40.13	1,400	6.36-- Y	1,053,806	248,474.97
	10 -55110-03-41250	Programming - Adult	90.00	7,000	2,023.27	1,053,806	248,425.10
	10 -55110-03-44000	Janitor Supplies	51.43	5,000	2,977.30	1,053,806	248,463.67
	10 -55110-13-10100	Adult Dept Non-Fiction	1,302.14	10,000	614.91	1,053,806	247,212.96
	10 -55110-14-20000	Youth Audiobooks & CDs	86.99	1,500	265.16	1,053,806	248,428.11
	26 -21-0000	Accounts Payable Control	179.96--*				
	26 -55110-03-12650	Library Photocopier Expe	179.96	0	6,277.91-- Y	0	10,339.32-- Y
	99 -14-0010	Due from General Fund	1,801.07 *				
	99 -14-0026	Due From Non-Lapsing	179.96 *				
		** 2025 YEAR TOTALS	1,981.03				

11/04/2025 9:06 AM
PACKET: 12148 LIBRARY 20251031
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	10/2025	1,801.07
26	10/2025	179.96

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 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
45110-43514 State of WI Grants	0.00	0.00	0.00	0.00	0.00
45110-43517 WI Humanities Council	0.00	0.00	0.00	0.00	0.00
45110-43790 County Library Aid	479,475.00	0.00	477,194.82	99.52	2,280.18
TOTAL Intergovernmental	479,475.00	0.00	477,194.82	99.52	2,280.18
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,500.00	418.11	3,937.72	157.51	(1,437.72)
TOTAL Public Charges-Services	2,500.00	418.11	3,937.72	157.51	(1,437.72)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	6,350.00	100.00	6,450.00	101.57	(100.00)
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	305.12	1,470.34	0.00	(1,470.34)
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	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	29,300.00	405.12	30,847.77	105.28	(1,547.77)
TOTAL REVENUES	511,275.00	823.23	511,980.31	100.14	(705.31)
EXPENDITURES					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	227,286.00	15,193.76	158,448.89	69.71	68,837.11
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	32,573.26	342,681.88	81.69	76,789.12
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	3,530.04	39,301.55	79.07	10,401.45
55110-01-52000 Retirement (WRS)	41,579.00	2,739.32	31,058.03	74.70	10,520.97
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	5,486.67	56,060.40	83.95	10,717.60
55110-01-55000 Life Insurance	3,476.00	0.00	2,096.68	60.32	1,379.32
TOTAL Personnel Services	815,436.00	59,523.05	631,029.93	77.39	184,406.07

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	120.00	0.00	(120.00)
55110-02-15500 Snow Removal Services	1,000.00	0.00	0.00	0.00	1,000.00
55110-02-16000 Elevator Contract/Inspect	3,500.00	0.00	3,630.51	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	453.00	1,196.22	56.43	923.78
55110-02-21000 Water and Sewer	2,080.00	119.00	1,482.35	71.27	597.65
55110-02-22000 Electric	25,000.00	1,056.77	19,094.79	76.38	5,905.21
55110-02-22500 Fuel - Natural Gas	25,000.00	243.21	6,458.91	25.84	18,541.09
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	2,688.51	79.07	711.49
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	124.52	1,206.09	89.34	143.91
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	3,045.61	36,126.29	56.14	28,223.71
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	2,250.00	51.39	2,265.91	100.71	(15.91)
55110-03-10500 Library Supplies	7,000.00	317.13	4,739.84	67.71	2,260.16
55110-03-11000 Postage	1,400.00	116.47	1,406.36	100.45	(6.36)
55110-03-13000 Copier/Printing	300.00	580.00	580.00	193.33	(280.00)
55110-03-21000 Membership Dues	500.00	0.00	771.00	154.20	(271.00)
55110-03-30500 Mileage	500.00	28.98	250.74	50.15	249.26
55110-03-31000 Misc. - Petty Cash	0.00	30.00	23.96	0.00	(23.96)
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	2,109.82	2,212.42	110.62	(212.42)
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	743.75	0.00	(743.75)
55110-03-41000 Public Relations/Publicit	2,000.00	0.00	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	663.79	4,976.73	71.10	2,023.27
55110-03-41251 Misc Rev-Programming Adul	5,350.00	0.00	5,598.84	104.65	(248.84)
55110-03-41500 Programing - Youth	7,500.00	581.53	6,548.74	87.32	951.26
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	136.17	885.75	177.15	(385.75)
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	150.94	2,022.70	40.45	2,977.30
55110-03-50000 M/R-General Repair/Maint.	4,000.00	36.91	1,702.05	42.55	2,297.95
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	277.32	2,808.96	28.09	7,191.04
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	24.25	0.00	(24.25)
TOTAL Supplies & Expenses	62,600.00	5,080.45	49,495.57	79.07	13,104.43
<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: OCTOBER 31ST, 2025

10 -General Fund
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	0.00	1,510.19	0.00	(1,510.19)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	925.02	6,727.24	0.00	(6,727.24)
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	925.02	8,237.43	0.00	(8,237.43)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	510.47	6,866.49	72.28	2,633.51
55110-13-10100 Adult Dept Non-Fiction	10,000.00	2,162.03	9,385.09	93.85	614.91
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	277.46	2,850.18	66.28	1,449.82
55110-13-20000 Youth Children's Books	16,000.00	2,448.00	10,646.01	66.54	5,353.99
55110-13-20100 Young Adult Books	2,500.00	560.23	2,212.06	88.48	287.94
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	0.00	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	0.00	0.00	0.00	0.00	0.00
TOTAL Print Media - Library	47,050.00	5,958.19	33,899.73	72.05	13,150.27
<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	141.25	1,721.40	86.07	278.60
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	86.99	1,234.84	82.32	265.16
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	39.98	278.60	55.72	221.40
55110-14-41000 Adult Library of Things	0.00	19.92	178.80	0.00	(178.80)
55110-14-45000 Ebooks/Digital Content	6,620.00	0.00	5,645.63	85.28	974.37
55110-14-45001 Misc Rev-Ebooks/Digital	0.00	0.00	0.00	0.00	0.00
55110-14-45900 Misc Rev - Non-Print	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Print Media-Library	14,170.00	288.14	9,615.40	67.86	4,554.60
<u>Technology</u>					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	0.00	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 T1/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	2,224.15	9,784.51	97.85	215.49
55110-15-47500 Software/Upgrades	3,000.00	11.92	2,351.49	78.38	648.51

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

10 -General Fund
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-70000 V-Cat Shared Automation	18,500.00	0.00	17,006.52	91.93	1,493.48
55110-15-71000 Computer Contingency	<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	2,236.07	35,308.62	92.43	2,891.38
TOTAL EXPENDITURES	1,053,806.00	77,056.53	807,091.97	76.59	246,714.03
REVENUES OVER/(UNDER) EXPENDITURES	(542,531.00)	(76,233.30)	(295,111.66)	0.00	(247,419.34)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 31ST, 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	515.26	4,426.95	0.00	(4,426.95)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	515.26	4,426.95	0.00	(4,426.95)
<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	115.00	2,364.50	0.00	(2,364.50)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	115.00	4,659.50	0.00	(4,659.50)
TOTAL REVENUES	0.00	630.26	13,311.40	0.00	(13,311.40)
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	179.96	6,277.91	0.00	(6,277.91)
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	195.12	1,516.41	0.00	(1,516.41)
TOTAL Supplies & Expenses	0.00	375.08	10,339.32	0.00	(10,339.32)
TOTAL EXPENDITURES	0.00	375.08	10,339.32	0.00	(10,339.32)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	255.18	2,972.08	0.00	(2,972.08)
FUND TOTAL REVENUES	168,737.00	222,459.89	561,972.50	333.05	(393,235.50)
FUND TOTAL EXPENDITURES	96,232.30	34,569.43	262,124.88	272.39	(165,892.58)
REVENUES OVER/(UNDER) EXPENDITURES	72,504.70	187,890.46	299,847.62	0.00	(227,342.92)

Monthly Statistical Report

T.B. Scott Free Library

October 2025

LIBRARY ACTIVITY	Oct 2025	Oct 2024	% Change	Oct 2023	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	6,429	4,837	32.9%	5,427	18.5%	56,642	51,600	9.8%
Average Daily Traffic	247	186	32.8%	217	13.8%	232	204	13.8%
Meetings Held	37	20	85.0%	22	68.2%	211	243	-13.2%
Attendance	149	133	12.0%	131	13.7%	1,041	1,161	-10.3%
Classes/Groups w/o Program	6	7	-14.3%	9	-33.3%	46	70	-34.3%
Attendance	109	137	-20.4%	209	-47.8%	828	1,424	-41.9%
New Card Registrations	48	36	33.3%	43	11.6%	481	505	-4.8%
Volunteer Hours Worked	142	20	608.8%	17	733.8%	594	194	206.1%

TECHNOLOGY USE	Oct 2025	Oct 2024	% Change	Oct 2023	% Change	YTD 2025	YTD 2024	% Change
Wireless Use*	1,394	1,444	-3.5%	1,680	-17.0%	13,345	14,290	-6.6%
Internet Computers								
Adult	415	313	32.5%	340	22.0%	3,205	3,015	6.3%
Youth	116	82	41.4%	80	44.9%	1,302	662	96.7%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	134	90	48.7%	55	143.4%	1,412	1,172	20.5%
TOTAL USE	665	485	37.0%	475	39.9%	5,919	4,849	22.1%

PROGRAMS	Oct 2025	Oct 2024	% Change	Oct 2023	% Change	YTD 2025	YTD 2024	% Change
Programs Given								
Adult	16	9	77.8%	11	45.5%	94	115	-18.3%
General Interest	3	3	N/A	N/A	N/A	23	34	-32.4%
Teen	1	-	N/A	-	N/A	4	5	-20.0%
Youth	14	14	N/A	12	16.7%	97	111	-12.6%
TOTAL	34	26	30.8%	23	47.8%	218	265	-17.7%
Program Attendance								
Adult	189	97	94.8%	140	35.0%	993	1,298	-23.5%
General Interest	114	19	500.0%	N/A	N/A	343	246	39.4%
Teen	9	-	N/A	-	N/A	115	118	-2.5%
Youth	483	268	80.2%	252	91.7%	3,327	3,627	-8.3%
TOTAL	795	384	107.0%	392	102.8%	4,778	5,289	-9.7%

Self-Directed Activities

Adult Spice Bags	
Little Bluebirds Club	
Preschool Activity Bags	
School Age Activity Bags	
Ice Age Trail Mammoth Hike Challenge	
Ice Age Trail Scavenger Hunt	
Halloween Scavenger Hunt	

Date

#

General Interest

Date

#

Community Baby Shower	10/6/2025	90
Real Writers Group	10/11/2025	19
Northwoods Canids with Alaina R	10/14/2025	5
Outreach	Date	#
Read With Sue	10/15/2025	8
Critic's Choice Movie	10/29/2025	13
Teen	Date	#
Ready, Set, Fly STEAM Build	10/14/2025	9
Youth	Date	#
Family Storytime (4 sessions)		148
Toddler Storytime (3 sessions)		118
Wiggle, Giggle, Shake (5 sessions)		141
Parkside Preschool	10/14/2025	22
Start With Art	10/15/2025	54

Adult

1 on 1 Tech Help (8 sessions)	
Notary Public Service (14 sessions)	
Adult Watercolor Class (4 sessions)	
Android Basics	10/7/2025
Common Scams & Frauds Targeting Seniors	10/8/2025
Senior Dining	10/8/2025
Kindhearted	10/9/2025
Believe and Achieve	10/14/2025
Cover to Cover	10/16/2025
Intro to AI w/ Rachael Waldburger	10/20/2025
Memory Café	10/28/2025
Opportunity Development Center	10/28/2025
Library Social Hour	10/31/2025

Date

#

Youth

Date

#

OVERALL ROOM USE

Room	# of people
Atrium	19
Board Room	38
Community Room	158
Genealogy Room	40
Semling-Menke Room	28
Storyhour Room	0
YS Activity Room	343

OCTOBER 2025

BORROWERS		Oct 2025	Oct 2024	% Change	Oct 2023	% Change
City	Adult	2,728	3,255	-16.2%	3,618	-24.6%
	Youth	727	873	-16.7%	867	-16.1%
County	Adult	2,415	2,923	-17.4%	3,194	-24.4%
	Youth	667	770	-13.4%	769	-13.3%
Other	Adult	360	378	-4.8%	391	-7.9%
	*ILL	423	416	1.7%	444	-4.7%
	Youth	57	72	-20.8%	76	-25.0%
TOTAL BORROWERS		7,377	8,687	-15.1%	9,359	-21.2%

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

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

Nov 2023: Purge of inactive patrons completed

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

DONATIONS	Oct 2025	Oct 2024	Oct 2023	YTD 2025	YTD 2024
Endowment Fund	\$ 200	\$ 100	\$ 500	4,251	\$ 3,810
Special Projects Fund	\$ -	\$ 240	\$ 1,085	75	\$ 896
Gifts/Memorials	\$ 615	\$ 995	\$ 143	2,418	\$ 3,751

RESOURCE SHARING	Oct 2025	Oct 2024	% Change	Oct 2023	% Change	YTD 2025	YTD 2024	% Change
V-Cat Received	1,449	1,188	22.0%	1,281	13.1%	13,822	12,692	8.9%
V-Cat Sent	1,126	1,256	-10.4%	1,281	-12.1%	11,321	11,992	-5.6%
ILL Received	26	19	36.8%	41	-36.6%	334	374	-10.7%
ILL Sent	85	79	7.6%	87	-2.3%	877	906	-3.2%

CIRCULATION	Oct 2025	Oct 2024	% Change	Oct 2023	% Change	YTD 2025	YTD 2024	% Change	
Audiobooks	Adult	120	123	-2.4%	136	-11.8%	1,203	1,299	-7.4%
	Youth	13	31	-58.1%	32	-59.4%	220	342	-35.7%
Books-Fiction	Adult	2,544	2,395	6.2%	2,658	-4.3%	25,757	25,470	1.1%
	Youth	3,422	3,366	1.7%	3,207	6.7%	31,555	29,638	6.5%
Books-Nonfiction	Adult	912	980	-6.9%	1,030	-11.5%	9,509	9,783	-2.8%
	Youth	398	597	-33.3%	641	-37.9%	5,236	6,473	-19.1%
CDs/Cassettes	Adult	106	99	7.1%	143	-25.9%	1,142	1,337	-14.6%
	Youth	14	45	-68.9%	22	-36.4%	170	292	-41.8%
DVD/Blu-Ray/VHS	Adult	662	690	-4.1%	757	-12.5%	7,043	7,036	0.1%
	Youth	396	353	12.2%	505	-21.6%	4,007	4,272	-6.2%
Games	Adult	2	2	N/A	4	-50.0%	31	29	6.9%
	Youth	31	26	19.2%	36	-13.9%	221	328	-32.6%
Magazines	Adult	213	222	-4.1%	267	-20.2%	2,038	2,313	-11.9%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	116	95	22.1%	99	17.2%	1,095	934	17.2%
	Youth	12	23	-47.8%	57	-78.9%	153	238	-35.7%
PHYSICAL ITEMS SUB TOTAL		8,961	9,047	-1.0%	9,594	-6.6%	89,380	89,784	-0.4%
Digital Library	Audiobooks	1,326	1,136	16.7%	1,224	8.3%	12,566	12,417	1.2%
	eBooks	707	839	-15.7%	1,151	-38.6%	7,796	9,652	-19.2%
	Magazines	278	190	46.3%	297	-6.4%	2,773	2,174	27.6%
	*Music/Videos	165	-	N/A	-	N/A	168	-	N/A
DOWNLOADS SUB TOTAL		2,476	2,165	14.4%	2,672	-7.3%	23,303	24,243	-3.9%
TOTAL CIRCULATION		11,437	11,212	2.0%	12,266	-6.8%	112,683	114,027	-1.2%

* Kanopy Streaming Service added at the end of September

MATERIALS CIRCULATING	Oct 2025	Oct 2024	% Change	Oct 2023	% Change	YTD 2025	YTD 2024	% Change
% Nonprint Materials Circulated	16.4%	16.4%	-0.1%	18.7%	-12.0%	17.10%	17.9%	-4.7%
% Print Materials Circulated	83.6%	83.6%	0.0%	81.3%	2.8%	82.90%	82.1%	1.0%
% Adult Materials Circulated	52.2%	50.9%	2.5%	53.1%	-1.7%	53.50%	53.7%	-0.3%
% Youth Materials Circulated	47.8%	49.1%	-2.6%	46.9%	2.0%	46.50%	46.3%	0.4%

To: Emily Ley, City of Merrill Finance Director
 From: Laurie A. Ollhoff, T. B. Scott Free Library Director
 Re: 2026 Library Budget Request
 Date: November 19, 2025

**T. B. Scott Free Library
 Revised 2026 Budget Request**

Description	\$ increase/ (decrease) from 2025	% increase/ (decrease) from 2025	Total 2026
Personnel - requested	\$13,754.31	1.7%	\$ 829,190.56
Contractual service - requested	730.00	1.1%	\$ 65,080.00
Supplies and Expenses - requested	\$3,250.00	6.5%	\$ 53,200.00
Fixed charges (insurance) - requested	\$3,000.00	25%	\$ 15,000.00
Print media - requested	\$300.00	0.6%	\$ 47,350.00
Non-Print/Digital media - requested	\$200.00	1.4%	\$ 14,370.00
Technology - requested	\$0	0%	\$ 38,200.00
Special major projects - requested	\$0	0%	\$ 0
Subtotal	\$21,234.31	2.0%	\$ 1,062,390.56
Less Misc. income - anticipated	(\$2,500)	-100.00%	\$ 0
Total - requested			\$ 1,062,390.56
Lincoln County – requested (45.4%)	\$2,850.49	0.6%	\$ 482,325.31
City of Merrill – requested (54.6%)	\$18,383.82	3.3%	\$ 580,065.24
GRAND TOTAL BUDGET			\$ 1,062,390.56

Circulation to Lincoln County Residents in 2024: 45.4%
 Circulation to Lincoln County Residents in 2023: 45.6%
 Circulation to Lincoln County Residents in 2022: 42.3%
 Circulation to Lincoln County Residents in 2021: 43.9%
 Circulation to Lincoln County Residents in 2020: 46.1%
 Circulation to Lincoln County Residents in 2019: 46.6%
 Circulation to Lincoln County Residents in 2018: 46.3%
 Circulation to Lincoln County Residents in 2017: 46.8%
 Circulation to Lincoln County Residents in 2016: 45.3%
 Circulation to Lincoln County Residents in 2015: 46.7%

This budget request was approved by the Library Board of Trustees on 7/16/2025.

2026 Budget Request: City requested (54.6%) \$580,065.24

T.B. Scott Free Library - 2026 Library Closure Dates/Holiday Hours-Revised

New Year's Day	Thursday	January	1	Closed
Martin Luther King Day	Monday	January	19	Closed/Staff Development
President's Day	Monday	February	16	Closed/Staff Development
Memorial Day Weekend	Saturday	May	23	Closed
Memorial Day Weekend	Monday	May	25	Closed
Juneteenth Day	Friday	June	19	Closed/Staff Development
Independence Day	Friday	July	3	Closed
Independence Day	Saturday	July	4	Closed
Labor Day Weekend	Saturday	September	5	Closed
Labor Day Weekend	Monday	September	7	Closed
Indigenous Peoples' Day	Monday	October	12	Closed/Staff Development
Veterans Day	Wednesday	November	11	Closed/Staff Development
Day before Thanksgiving	Wednesday	November	25	Close at 5pm
Thanksgiving	Thursday	November	26	Closed
Day after Thanksgiving	Friday	November	27	Closed
Christmas Eve	Thursday	December	24	Closed
Christmas Day	Friday	December	25	Closed
Saturday after Christmas Day	Saturday	December	26	Closed
New Year's Eve	Wednesday	December	31	Close at 5pm

Goal #3: Programming

Develop and execute programming, serving a broad range of ages and interests, to expand our awareness of diversity in our community and to provide civic engagement.

Action Step 3.1: Continue to provide technology-related programs.

Measure: Provide, at least, one presentation/workshop each programming season

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

Current Year: Working with Chris Sprague to map our future offerings for both staff and public to fulfill the requirements of the PLA Digital Literacy Grant. 1/6/25 MP. Offered 11 Digital Literacy Workshops between March and May. We intend to offer more in the fall/winter months as well. 6/5/25 MP. Hosted our first Family Puzzle Competition during Spring Break week. 6/6/25 AB. Began our Digital Literacy workshop offerings in October and will continue every other month. 11/2025 MP

PAST YEARS ARCHIVE: Working with Bug Tussel University to provide educational technology-based classes based on public interest and/or need. Also working with Chris Sprague to offer related video screenings where possible. 8/13/24 MP. A virtual scavenger hunt was offered to youth during National Library Week. 8/13/24 AB.

Action Step 3.2: Develop a staff schedule that allows for community outreach, professional development, and additional library programs.

Measure: Evaluate and adjust schedule quarterly to promote flexibility for professional development opportunities; periodically survey library staff to encourage participation in programming opportunities and professional development opportunities.

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

Current Year: Beginning a course through UW Madison in February entitled, "Oral History Essentials: From the Basics to Collection Enhancement" to better serve the genealogists and aging population curate their family stories. 1/6/25 MP. Will be attending the Power Up Conference for Youth Services Leaders and Staff. Sessions will focus on leveling up your leadership skills, supporting your team, and best practices for serving your community. 1/7/25 AB. Evaluating staff schedules as we replace retiring and resigning staff members. 1/7/25 LO. Outreach, YS, and Adult Services all attended an apartment gathering to better inform the residents of programs and services available through the library. 6/7/25 MP. Attended the Community Night Out in August. Currently working with MAPS to offer a Digital Literacy Workshop regarding online safety to parents and grandparents of school aged children. 11/2025 MP. Youth Services staff attended both Community Night Out and the Community Baby Shower. Local preschool classes visit monthly for storytime. 11/2025 AB.

PAST YEARS ARCHIVE: Youth Services staff attended the Children's Festival and will be attending the annual Community Baby Shower on October 1. Many local 4K classes will visit this fall for storytime. 8/13/24 AB. Adjustment of daily schedules for staff to attend virtual training opportunities which included a Ryan Dowd customer service training related to Unattended Children in the library. 6/2024 LO.

Action Step 3.3: Collaborate with area local agencies to create programs to support the diverse interests of adult area residents.

Measure: Collaboration with one agency each programming season

Responsible staff: Head of Adult Services

Current Year: Working with the Friends of the Council Grounds to offer free State Park Passes to patrons aged 18+ for 2025. 1/6/25 MP. Working with a local attorney to offer an Estate Planning Workshop to community members in the fall. Also working with the local school district to offer a Cyber Security workshop for parents/guardians/grandparents of school aged children. 6/5/25 MP. Working with the ADRC to offer a 60+ pop up signing site once a month. It includes entertainment and/or educational sessions for anyone 60+ and their caregivers. 11/2025 MP.

PAST YEARS ARCHIVE: Continually working with Kindhearted, Opportunity Development Center, and Believe and Achieve to offer adult story time/crafting once a month. Partnering with the ADRC and Compassus to offer a Memory Café to area residents and their caregivers in November. Also working with Judicare bi-monthly to offer free of charge legal services. 8/13/24 MP.

Action Step 3.4: Create programs for all ages that highlight local talent, resources and cultural heritage.

Measure: Engage patrons in program choice to identify interests through program follow-up or patron interest surveys, at least, once a calendar year

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

Current Year: Continually working with the ADRC to offer both the Memory Café and various educational seminars geared towards aging. Also working with Bug Tussel University to offer seminar on the basics of online tax filing. 1/6/25 MP. Children's Wisconsin brings Wiggle, Giggle, Shake, a music and movement program, to the library each week. 1/7/25 AB. Working with Kyle Gulke and Donna Plautz to develop a series of environmental-based adult programs for fall. 6/5/25 MP. We continue to work with educators at the Woodson Art Museum during the school year. They provide stories and unique hands-on art projects. 4-H and Ameri Corp will be hosting three programs with stories and activities during our summer reading program. 6/6/25 AB. We continue to offer multigenerational programs throughout the year. 11/2025 AB. Working with Donna

Plautz to provide more art-based programming to adults in the spring. 11/25 MP.
Approved 2026 Library Closure/Professional Development Day Closure List. 11/25 LO.

PAST YEARS ARCHIVE: Continue to offer multigenerational programs with the Youth Services team throughout the year to foster family learning. Working with ADRC specials to offer bi-monthly programming for caregivers who care for people with dementia. Youth Services worked closely with the UW-Extension 4-H Coordinator and AmeriCorps this summer offering three Storytimes for young children, and a Learn to Crochet workshop series for tweens/teens. Educators from the Woodson Art Museum will be returning monthly beginning September 18 bringing stories and hands-on art activities. 8/13/24 AB.

Action Step 3.5: Provide programs that promote school readiness and improve learning outcomes while supporting diversity.

Measure: Collaborate with local schools to develop a supportive collection and to create engaging programs and activities

Responsible staff: Assistant Director/Head of Youth Services

Current Year: Restructured library visit times with area schools to better accommodate schedule and offer flexibility in literacy instruction to all age groups. 1/6/25 AB. We hosted a Family Night for Washington School 3rd graders with almost 300 attendees and several children signed up for libraries cards. We plan to make this an annual event for 3rd graders. A group from the Boys & Girls Club joined us for a pillow making program this spring. 6/6/25 AB. We are utilizing the new Activity Room for Toddler Storytime allowing for additional hands-on learning, play, and craft activities. 11/2025 AB.

PAST YEARS ARCHIVE: The Little Bluebirds Club is still going strong with 120 kids currently active in the program. Family and Toddler Storytime, utilizing new sensory bins, will begin September 11. 8/13/24 AB.

The Trustee Job Description

1

Job Title

Public Library Trustee

General Function

Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

Qualifications

- serious commitment to being a library trustee
- serious commitment to the provision of library services within your community
- ability to attend regularly scheduled board meetings and be an active member of the library board
- willingness to become familiar with Wisconsin library law, standards for libraries, and principles and practices for ensuring that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents
- commitment to freedom of expression and inquiry for all people

Principal Activities

1. Prepare for and attend regular board meetings.

The library board meeting will be the primary opportunity for you to contribute to the development of your library. To get the most from the meetings, and to be able to share your skills and knowledge, you must attend each meeting after having read and thought about the issues and topics that will be discussed. While you and your fellow trustees are busy people, it is important that the full board meet on a monthly basis to conduct business. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with Wisconsin's open meetings law. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) and [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.

One of the library board's most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. Once a determination is made as to how much money will be needed, the request must be carefully and accurately prepared and then presented to the municipal governing body; for example, the village board or the city council. Trustees should attend the governing body meetings when budget requests are presented so that they can answer questions about need and account for how previous appropriations benefited the citizens and the community. After municipal funding has been approved, the library board must monitor the use of these public funds to assure that they provide what was intended. By law, only the library board has the authority to approve expenditures made by the library. (See [*Trustee Essential #8: Developing the Library Budget*](#) and [*Trustee Essential #9: Managing the Library's Money*](#).)

3. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.

Certainly the money is important to pay staff, buy materials, and maintain the facilities, but a library cannot operate successfully without policies that assure consistent and equitable treatment of all users while at the same time protecting the resources of the institution. Developing and adopting these policies is another important responsibility of a library board. Each trustee acts as a contact with other members of the community and has the chance to hear about concerns or desires relating to the library. The comments you receive from the public can help you and the other members of the board address the community standards through thoughtful and fair policies. Understanding the feelings of community members and the challenges the staff faces in operating the library can prepare you to participate with other board members and the director in defending policies that may provoke controversy. As needs, processes, and services change within the library, there will be a need to review, revise, and add policies. It can be helpful for the board to establish a routine procedure for reviewing policies to be sure that they remain current. This is often accomplished by the board looking at individual policies at meetings throughout the year. (See [*Trustee Essential #10: Developing Essential Library Policies*](#).)

4. Help determine and advocate for reasonable staff salaries and benefits.

If the library is to offer meaningful and accessible services to the residents of your community, it must have a trained, certified library director and other capable assistants to provide those services. To attract capable employees, and to keep them once they are hired and oriented, it will be crucial that the library board offer reasonable and competitive compensation, including a meaningful wage and benefits like health insurance, retirement, sick leave, and vacation. By providing

adequate compensation for staff, the library board will help local officials and the public generally to understand the importance of the library and the complexity of the tasks involved with providing good library services. (See [Trustee Essential #7: The Library Board and Library Personnel](#).)

5. Assist in the hiring, supervising, and evaluating of the library director.

Though it is hopefully not a regular task, there may come a time when the library board must hire a new director. If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a significant impact on the tone and quality of library service. In the one-person library, the library director often becomes the personification of the entire institution. So it is important that this task be given serious consideration and that each trustee takes an active role in selecting and then welcoming and orienting the new director. Finally, in order to assure that you do not have to go through this process unnecessarily, the library board needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements. Your willingness as a trustee to participate in these processes will greatly contribute to the library's overall effectiveness. (See [Trustee Essential #5: Hiring a Library Director](#); [Trustee Essential #6: Evaluating the Director](#); and [Trustee Essential #7: The Library Board and Library Personnel](#).)

6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development. This opportunity and responsibility is satisfied at an informal and formal level. Informally, just being visible and accessible as a library trustee and communicating with your neighbors will allow you to gather important information about how the library can help its customers. In a more formal fashion, the library board may decide to conduct a community survey and/or call together a focus group to help it pinpoint important issues. Active participation by each trustee at both levels will be invaluable to the library's progress. (See [Trustee Essential #11: Planning for the Library's Future](#).)

7. Act as an advocate for the library through contacts with civic groups and public officials.

Gathering information on community needs will certainly put you in contact with your community; the purpose of that activity is to focus development energies. Other kinds of contacts are also important, however, and their purpose will be to raise awareness of the library and promote its services. It has been written that the core of effective politics is the building of rapport. Since local politics are personal, your contacts on behalf of the library with public officials from the municipality, the county, and the state will advance the cause of your institution. In the same way, building rapport and networking with civic and service groups will advance your cause with your customers and potential individual supporters.

This is an area where an individual trustee can directly help the library in a significant way. (See [Trustee Essential #13: Library Advocacy](#).)

8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.

Public libraries in our country and state are founded on the principle that for a democracy to function properly it must have an educated electorate, and to be educated, people must have free access to the broadest possible array of information. Libraries, along with other institutions such as the press and the judiciary, have long stood as protectors of the individual's right to have the information that he or she requires to thrive in and contribute to society. Regardless of these basic rights, though, sometimes people seek to limit the access of others to certain ideas and presentations. It is a responsibility of your library board, and each member of that board, to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you. While the board must have a carefully devised process for addressing challenges and speak in a single voice on censorship issues to the public and the media, it is up to you as a trustee to take the time to become informed about the principles and issues. While it is said that a public library without something to offend everyone is not doing its job, it is not the job of the library board to offend, but rather to defend the rights of each citizen to search for the truth through his or her own journey. The nation's and the library's future relies on unrestricted access to information. (See [Trustee Essential #22: Freedom of Expression and Inquiry](#) and [Trustee Essential #23: Dealing with Challenges to Materials and Policies](#).)

9. Assist in the formulation and adoption of a strategic plan for the library. Periodically review and revise strategic plan.

Working through the budget process, developing policies, and studying community needs and making contacts with individuals and groups prepares you for the valuable process of formulating plans for the library's future. Your library may be accomplishing great things already, but as the world changes, the library must change with it. Trustees, as the citizen representatives with detailed information about how the library functions, are in an ideal position to assist with planning. Your important role in planning will be to investigate, along with the library director, different planning options and then decide on the most appropriate process for your library. If additional resources are required to fulfill the plans, you can also help to establish the amount and identify sources. Finally, once proposed plans are approved by the full board, you can continue to participate by being active in the annual review of the library's plan, during which you can suggest revisions that will keep the library on course. A plan is a means to an end, and it will be the active participation of each trustee in the planning process that will offer ongoing strength and insight to the library board as it pursues its responsibility for library development. (See [Trustee Essential #11: Planning for the Library's Future](#).)

10. Attend Wisconsin Library Association conferences, regional

system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Wisconsin Library Trustees and Friends (WLTF).

As you have probably concluded by now, the library trustee's job is complex and demanding. At the same time, though, it can be stimulating and exceedingly rewarding. One way to maintain energy and enthusiasm, as well as to increase understanding of trusteeship, is to participate in the various opportunities for education that are available to trustees. Through your director or direct mailings, you should be regularly informed of upcoming seminars, workshops, and conferences. Another method for gaining insights and ideas and also a great way to rejuvenate the spirit and not feel alone in the challenges you face is to get involved in the state library trustee association. The network of friends that can be developed through WLTF will keep you interested and vital; your participation in the association will strengthen the statewide library community, and that, in turn, will help your library as well.

So you're a public library trustee! Thank you.

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

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Library Director's Report – November 19, 2025



Events

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

Here are some Calendar of Events highlights:

- Library Open House – Thursday, November 20, 5PM-7PM

WVLS

- With K. Morris' announcement that she will be stepping down as the Lincoln County representative on the WVLS Board of Trustees, we reached out to two of our regular patrons who are also retired educators in the area. Jill Indrebo, a retired teacher/school administrator and former part-time employee of the library, has expressed a desire to fill that need and stated she would be honored to do so. It is my belief that Jill would be an incredible asset to the WVLS Board and be a great representative. A letter from Marla Sepnanski will be sent to the Lincoln County Administrator informing them of Kate's decision to step down once her term expires in December and the letter will also include our recommendation that Jill Indrebo be considered.
- The November Agenda, September Meeting Minutes and the WVLS Director's Report are attached for informational purposes.

Friends of the Library

- The Book Sale was a huge success as usual.

Library Director's Report

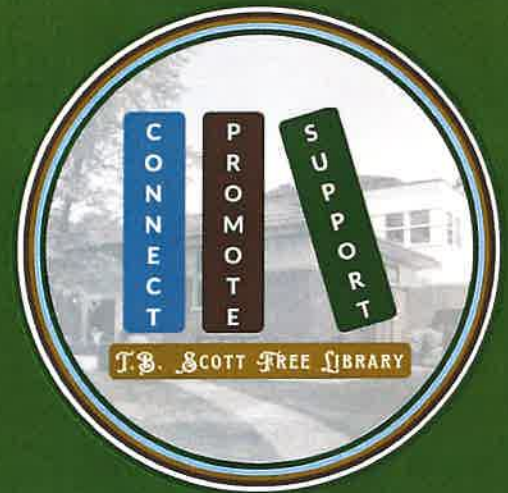
- Carnegie Corporation of New York Gift: I am extremely excited to share that our library is receiving a special gift! 🎉 We're one of about 1,280 Carnegie Libraries across the United States that will receive a \$10,000 gift from Carnegie Corporation of New York in celebration of America's 250th anniversary. More than a century after philanthropist Andrew Carnegie helped fund the construction of 1,681 libraries nationwide, we are still serving our community. [You can learn more about this initiative](#) and discover the history of our library on the [Carnegie Libraries Across America map](#).
- RFID Project Report: The security system is up and running. We have heard a few beeps since we have flipped the switch and have learned a great deal about RFID systems. The staff has done a great job of jumping the hurdles and maneuvering the roadblocks that learning something new puts in your way. Our volunteers involved with the project put in a total of 389 hours in September and October. We couldn't have done this without them. The total amount expensed from the Endowment Fund based upon the approved request for gift cards as a small token of our appreciation calculated to a total of \$2,060. A breakdown is available for your review.
- Gather at the Table: This has been well received and the library looks forward to the future of this collaboration. We encourage board members to share this new offering with others. A flyer is attached.
- Perpetual Food Drive/Mini Food Pantry: Something new to the library that began November 7 and November 12, respectively, is a Perpetual Food Drive that the library hopes will sustain the new Mini Food Pantry currently located on the 3rd Floor in the back corner of the Adult Fiction section outside of the Director's office. The belief was that it's placement provided some privacy to individuals uncomfortable with having to utilize such resources. Its placement may change if it is determined that its access is limiting for some. This will be evaluated after a six-month period.

- Library Open House: Library Open House on Thursday, November 20, 2026, from 5-7PM. All board members are encouraged to attend. There will be a ribbon cutting ceremony with the Chamber at 5PM. I encourage as many members of the Board to attend as schedules allow!



LIBRARY OPEN HOUSE

THURSDAY
NOVEMBER 20, 2025
5PM - 7PM



106 W. 1st Street, Merrill, WI



715-536-7191



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

CALL TO MEETING

The bi-monthly meeting of the WVLS Board of Trustees will be held on Saturday, **November 15, 2025 at 9:30 a.m.** in the WVLS Office, 300 N. 1st Street, Wausau.

AGENDA

1. Call to order
2. Roll call
3. Consent agenda items:
 - ... Adoption of agenda order (*exhibit 1a*)
 - ... Minutes of September 20, 2025 WVLS Board meeting (*exhibit 1b*)
 - ... Agenda and Minutes of October 21, 2025 WVLS Endowment Committee meeting (*exhibits 1c and 1d*)
4. Financial Reports and Current Bills (*exhibits 2a-7b*)
5. WVLS Board of Trustees Bylaws – revised (*exhibit 8*)
6. WVLS Reserve Fund Policy – biennial review (*exhibit 9*)
7. Update WVLS Roster on Credit Union Account
8. 2026 WVLS Library Advisory Committee Member Appointments (*exhibit 10*)
9. 2026 WVLS V-Cat Steering Committee Member Appointments 2026 (*exhibit 11*)
10. *2026 WVLS Board of Trustees Nominating Committee Member Appointments (*3 appointments*)
11. Temporary appointment of officers - President (Bobrofsky), Vice President (Palmer) and Treasurer (Otten) to retain duties from January 1, 2026 through the first board meeting of the year.
12. Reports:
 - ... Resource Library (*exhibit 12*)
 - ... WVLS Director (*exhibit 13*)
 - ... COLAND (*exhibits 14a and 14b*)
 - ... V-Cat Council (*exhibits 15a and 15b*)
 - ... ARSL Conference (*exhibit 16*)
 - ... WLA Conference (*exhibit 17*)
13. Concerns, comments and announcements from area library personnel and trustees – WVLS Board Years of Service (*exhibit 18*)
14. Request for future agenda items
15. Calendar:
 - ... Tuesday, December 9, 2025 - WVLS/V-Cat Steering Committee
 - ... Saturday, January 17, 2026 - WVLS Board of Trustees meeting
 - ... Tuesday, February 10, 2026 – WLA’s Library Legislative Day, Madison
 - ... Saturday, February 21, 2026 – WVLS Board of Trustees meeting
16. Adjournment

***The Nominating Committee will meet following the adjournment of this meeting to determine a slate of officers and Executive Committee members for presentation at the first WVLS Board meeting in 2026.**

PLEASE NOTE

- Trustees who are unable to attend are asked to call 715/261-7250 by 3:00 p.m., Friday, November 7th.
- The proceedings of the meeting will be taped.
- Any person planning to attend this meeting who needs some type of special accommodation to participate should notify the WVLS office at 715/261-7250.
- This agenda has been sent to official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida and Taylor counties.
- For virtual attendance, connect at <https://us02web.zoom.us/j/84485811045?pwd=DpYo5fUuSIV00Fkhos4AHy7T3RglJa.1>

To participate by phone: Call: +13052241968 Meeting ID: 844 8581 1045 Passcode: A4wpCQ6G

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

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
 September 20, 2025
 Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is November 15, 2025.

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

Present

Tom Bobrofsky, President
 Kay Palmer, Vice-President
 Mike Otten, Treasurer
 Sonja Ackerman, member
 Jim Backus, member until noon
 Carol Bartlein, member* 9:40-11:15 AM
 Candice Grunseth, member
 Jim Mildbrand, member
 Kate Morris, member
 Eileen Persike, member
 Petra Pietrzak, member
 Kari Sweeney, member

Others Present

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

Excused

Judy Peterson, member

*denotes remote attendance

Vacant

Marathon County representatives (2)

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

CONSENT AGENDA APPROVAL (Exhibit 1a)

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

APPROVAL OF MINUTES (Exhibit 1b)

Pietrzak/Backus motion to approve minutes of the August 16, 2025 WVLS Board meeting. All aye. Motion carried.

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2-7)

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

JANUARY- AUGUST 2025 WVLS TREASURER'S REPORT (Exhibit 8)

Persike/Palmer motion to approve the January-August 2025 WVLS Treasurer's report as presented. All aye. Motion carried.

2025-2028 V-CAT STRATEGIC PLAN – draft (Exhibit 9)

No content changes were made since the draft V-Cat Strategic Plan was reviewed at the August board meeting. V-Cat Council approved it on June 5.

Pietrzak/Ackerman motion to approve the 2025-2028 V-Cat Strategic Plan as presented. All aye. Motion carried.

2026 WVLS PLAN – draft (Exhibit 10)

No content changes were made since the draft 2026 WVLS Plan was reviewed at the August board meeting.

Palmer/Persike motion to approve the 2026 WVLS Plan as presented. All aye. Motion carried.

2026 WVLS BUDGET – draft (Exhibit 11)

Walenton drew the board's attention to two adjustments in the LEANWI section reflecting new information regarding Office 365 licensing.

Ackerman/Pietrzak motion to approve the 2026 WVLS budget as presented. Motion carried on a 12-0 vote with abstention by Sweeney.

WVLS COLLECTION DEVELOPMENT POLICY – draft (Exhibit 12)

No content changes were made since the draft policy was reviewed at the August board meeting.

Pietrzak/Palmer motion to approve the WVLS Collection Development Policy as presented. All aye. Motion carried.

WVLS BOARD OF TRUSTEES BYLAWS – draft (Exhibit 13)

During this discussion, Bobrofsky asked Ackerman to serve as D. Peterson's replacement on the Executive Committee. **Sepnafski** noted two changes on pages 2, 5 and 8 of Exhibit 13 since the first draft was reviewed at the August board meeting.

Palmer/Ackerman motion to approve the WVLS Board of Trustees Bylaws as presented. All aye. Motion carried.

FORMATION OF WVLS ENDOWMENT COMMITTEE

Sepnafski reviewed background to formation of the new Endowment Committee. **Bobrofsky** suggested further clarification for selection of the two non-officer board members. Considerable discussion ensued during which consensus was achieved to amend Article V, Section 6 of the newly approved WVLS Bylaws to read (changes in **bold**):

*The seven (7) member WVLS Endowment Committee shall have (5) representatives from the Board, including **the three WVLS Board officers, the most senior non-officer WVLS Board member currently serving on the Executive Committee, the most senior non-officer WVLS Board member not currently serving on the Executive Committee** and two (2) non-voting WVLS staff members, (**Executive Director and Business Manager**). Appointments for the committee will be made by the Board annually during its last meeting of the year.*

Mildbrand/Ackerman motion to approve amendment as presented above to Article V, Section 6 of the WVLS Bylaws. All aye. Motion carried. An updated copy of the Bylaws will be provided to the WVLS Board in November.

An updated board member seniority list was requested. An Endowment Committee meeting will be scheduled in October.

REPORTS

Resource Library (Exhibit 14): The Marathon County Public Library Resource Library Report includes the agenda and minutes for July 21, 2025, the agenda and minutes for August 18, 2025, and agenda and director's report for September 15, 2025. Sweeney mentioned the loss of MCPL Board member Gary Gisselman who passed away August 9, 2025.

WVLS Director (Exhibit 15): **Sepnafski** shared information about new Wisconsin Library Association (WLA) Executive Director Kara Sullivan. Staff members present took turns highlighting items from exhibit 19a under their purview. **Wendt** provided an update on the proposed Institute

for Museum and Library Services (LSTA) budget that includes grants-to-states funding through the Library Services and Technology Act (LSTA) critical to Wisconsin libraries.

COLAND (Exhibits 16a,16b): **Otten** and **Klingbeil** shared information about Wisconsin's tribal libraries and other highlights from the September 12 meeting of the Council for Libraries and Network Development at the Colonel Robert H. Morse Library on the Beloit College campus. The next COLAND meeting is November 14 at the Appleton Public Library.

WVLS Library Advisory Committee (LAC) (Exhibits 17a,17b): The WVLS LAC met on August 14. Main items of business were the review and approval of the WVLS 2026 Plan and Budget.

V-Cat Council (Exhibits 18a,18b): **Metzler** previously reviewed recent V-Cat Council activities under the Director's Report.

THE PURPOSE OF PLAY; POWER OF GAMES IN LIBRARIES PRESENTATION (Exhibit 19)

Rogers introduced a report on the evolution of gaming in libraries, reflecting the broader recognition that play is not only a form of entertainment but also a powerful avenue for learning. WVLS has identified several ways to provide additional support for libraries interested in expanding their gaming initiatives. The United States will celebrate the Year of Math in 2026. This is a unique opportunity to enhance WVLS efforts to invest in and strengthen math literacy throughout the system using the power of learning through play and games.

2025 WISCONSIN LIBRARY ASSOCIATION (WLA) CONFERENCE ATTENDANCE (Exhibit 20)

Bobrofsky and **Sepnafski** provided an overview of registration information and WVLS support for trustees attending the WLA Annual Conference in Middleton, October 28-31.

CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES: There was a brief discussion of library-related experiences among WVLS trustees over the summer.

REQUESTS FOR FUTURE AGENDA ITEMS: None noted.

CALENDAR

October 28-31: WLA Annual Conference, Middleton
November 14: COLAND meeting, Appleton Public Library
November 15: WVLS Board of Trustees meeting

ADJOURNMENT

Sweeney/Ackerman motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:08 PM.

Respectfully submitted,
Kris Adams Wendt, Meeting Recorder

Director's Report

WVLS BOARD OF TRUSTEES MEETING

November 15, 2025

Correspondence

WVLS BOARD APPOINTMENTS

Five WVLS trustees have terms set to expire at the end of the year: **Carol Bartlein** (Forest County), **Kathleen Morris** (Lincoln County), **Jim Backus** and **Kari Sweeney** (Marathon County) and **Petra Pietrzak** (Oneida County). Notifications were recently sent to the clerks in those counties, and we anticipate hearing back from them following their December 2025 and January 2026 county board meetings when appointments to the WVLS Board are approved.

Jim Backus (Marathon County) and **Kathleen Morris** (Lincoln County) have let us know that they do not plan to seek reappointment.

NOTES OF GRATITUDE

WVLS Public Library Services Update (September)

"I really love these Emily! Thank you for putting them together!" – **Kelly Raddatz**, Minocqua Public Library Director

WVLS Youth Services Check-In

"I attended the Youth Services check-in [on Monday, September 22] and wanted to thank you for the opportunity to hear about other library's summer programs. I'm always interested in hearing about new ideas and how things went for others. For example, hearing about Medford's Foam Party last year inspired us to have one this summer and it was a HUGE success! Thanks for all you do." -- **Annette Miller**, Tomahawk Public Library Children's Librarian

Summer Library Program Performer Grants

"The [Neillsville Public Library] and the children really appreciated [the \$350 WVLS grant for the summer reading program]. I am attaching a couple pictures of our performer. We used it for the Magic of Isaiah [program]. A big thank you to WVLS." -- **Kathy Wegner**, Neillsville Public Library Children's and Interlibrary Loan Librarian

LEANWI Website Support

Brendan, Thanks so much [for answering questions about the room booking plugin]. Overall the plugin is saving me even more time than I anticipated because I'm not always checking for

availability. As an added bonus, more groups are booking meeting rooms – maybe because they can easily see we have availability.” –**Kristina Kelley-Johnson**, Somerset Public Library Director

WESSLER MEMORIAL

WVLS recently learned that **Marty Gallagher**, former WVLS consultant, passed away earlier this year. A letter will be sent to her family informing them that a \$100 donation (from the WVLS Reserve Fund) will be placed in the Carol Ruth Wessler Memorial Scholarship Fund in her memory. All gifts to this fund remain intact; only the interest on the invested funds is used for scholarships.

People / Libraries / Systems in the News



MATCZAK RECEIVES MURIEL FULLER AWARD

The Wisconsin Library Association honored Jamie Matczak, Education Consultant at Wisconsin Valley Library Service, with the 2025 Muriel Fuller Award at the Awards and Honors Ceremony at the WLA Conference in Middleton

A trusted leader, educator, and innovator, Jamie has spent nearly two decades expanding opportunities for library staff and communities across Wisconsin. Her influence reaches far beyond her system—touching nearly every corner of the

state’s library landscape.

Jamie’s work has transformed professional development for library workers. She is the visionary behind the Wild Wisconsin Winter Web Conference, now a 15-year statewide training tradition, and the Wisconsin Trustee Training Week, which has strengthened governance and leadership at libraries throughout the state. Her coordination of continuing education opportunities, marketing collaborations, and speaker engagement has created a vibrant learning culture for hundreds of public library staff each year. In 2014, she was one of 12 continuing education coordinators in the country selected to participate in WebJunction's Online Course Designer Program.

A skilled educator and communicator, Jamie has also taught courses at the UW–Madison iSchool since 2014, generously sharing her expertise on communication, outreach, and customer service. Jamie credits much of this expertise from opportunities to attend and actively participate in nearly 60 professional library conferences in Arkansas, California, Colorado, Indiana, Massachusetts, New Mexico, New Jersey, North Carolina, Oregon, Pennsylvania, Utah, Vermont, Washington D.C., and Wisconsin. Over the course of her 19-year career as a public library consultant, she has given over 100 presentations to librarians throughout Wisconsin and the

country. In the past 18 months alone, she has delivered more than a dozen customer service and leadership presentations, incorporating strategies from ZingTrain and Disney Institute trainings to help libraries reimagine service with creativity and care.

Jamie is widely recognized for her collaborative spirit and her ability to make professional learning accessible, relevant, and fun. As MCPL and WVLS trustee **Kari Sweeney** noted, *“She continuously seeks unique professional development opportunities so she can provide a different perspective in her customer service trainings and workshops. Her ability to ‘think outside the box’ helps prepare the next generation of library leaders”*.

Her colleagues also praise her leadership in statewide consultant groups and WLA committees, noting her skill in keeping teams focused, organized, and inspired. As **Jean Anderson** and **Leah Langby** wrote, *“One of the reasons our collaborations work so well is that Jamie applies her inimitable combination of a no-nonsense approach with compassion for her coworkers and for the library workers we serve”*.

Jamie’s leadership in marketing, continuing education, and library advocacy has advanced Wisconsin libraries in lasting ways. Her ability to blend vision with action, and innovation with care, exemplifies the qualities the Muriel Fuller Award was created to honor.

Congratulation, Jamie! This recognition is well-deserved!
(edited from WLA website and social media posts)

WISCONSIN LIBRARY HALL OF FAME NOMINATION

Jamie was notified in early September that her nomination of retiree **Marge Loch-Wouters** for the Wisconsin Library Hall of Fame was successful! After nearly 50 years of leadership, innovation, and unwavering dedication to youth services and librarianship, Marge was inducted at the Awards and Honors Ceremony at the WLA Conference in Middleton.

MEMBER LIBRARIES REPRESENTED AT WLA CONFERENCE

WVLS Awards Conference Scholarships to Two Colleagues

Two WVLS member librarians received scholarships to attend the 2025 WLA (Wisconsin Library Association) Conference held October 28-31 in Middleton.

Jenny Jochimsen, Abbotsford Public Library

Katie Kirby, E.U. Demmer Memorial Library in Three Lakes

Conference reports from the scholarship recipients will be available in the February 2026 Board of Trustees packet.

Area Librarian Participates in WLA Conference Poster Session

Krista Blomberg, Assistant Director and Youth Services Coordinator at the Rib Lake Public Library, submitted a poster session at the WLA Conference. Krista’s poster shared results of the library’s

experiences in receiving an ALA Libraries Transform Communities: Accessible and Rural Communities grant. Sharing a poster is a great way to inform people about research, successful projects and programs, and new initiatives. Library staff from ALL backgrounds, departments, and experience levels were encouraged by the WLA Conference Committee to submit a poster. On Wednesday morning, right after the keynote speaker, Krista was available to answer questions and encourage other libraries to apply for future grants.

WABENO PUBLIC LIBRARY BOARD HIRES NEW DIRECTOR

The Wabeno Public Library Board has hired **Patti Dahl** to be the new director of the library. Her first day on the job was Thursday, November 6. She replaces **Jasmine Hanson**, who resigned from her position at the end of October to move with her family to Texas. WWLS wishes Patti and Jasmine all the very best with their career transitions!

RHINELANDER AND MERRILL LIBRARIES AWARDED CARNEGIE GRANTS

The Rhinelander District Library, T.B. Scott Free Library (Merrill), and hundreds of other Carnegie libraries across the United States will each receive a \$10,000 gift from the Carnegie Corporation of New York to commemorate the 250th anniversary of the signing of the Declaration of Independence. The Carnegie Corporation identified 1,280 libraries constructed with funding from Andrew Carnegie between 1886 and 1917 that remain in operation and continue to recognize their Carnegie legacy. Each library will receive its gift in January 2026 and may allocate the funds at its discretion to commemorate the nation's 250th anniversary, advance its mission, and enhance community benefit.

Congratulations Rhinelander and Merrill!

State and Regional News

LEGISLATIVE UPDATE

Save the Date for Library Legislative Day 2026!

The Wisconsin Library Association's 2026 Library Legislative Day (LLD) will be headquartered at the Best Western Premier Park Hotel on Capitol Square in Madison on **February 10**. A "Save the Date" flyer is shared with this report as **Exhibit 13a**. Registration is expected to open on December 1 and close on January 9. Bus transportation from Wausau to Madison, as well as WWLS scholarships will be available for library staff and trustees to attend LLD 2026. Stay tuned for more information regarding speakers, room rates, reservations and registration as details are finalized.

Federal IMLS Funding Remains Unresolved

LSTA funds from the 2024 appropriation should continue to allow the DPI Bureau of Libraries to operate through September 2026 barring any unforeseen actions at the federal level.

The President's budget called for the elimination of the Institute for the Museum and Library Services (IMLS), with a proposed FY2026 budget of only \$5.5M to cover shutdown costs and active grant performance, but not new grants. Nonetheless, FY2026 IMLS funding has been approved by both the [House](#), [Senate](#), and Labor, Health and Human Services, Education, and Related Agencies subcommittees. Level funding of \$291,800,000 for IMLS includes a \$400,000 increase for the Library Services and Technology Act (LSTA) which supplied Wisconsin with a \$3.2M share under the Grants to States Program in the current budget. LSTA grant dollars are essential to maintaining current WI DPI Bureau of Libraries operations.

Final FY2026 funding will be determined by the full appropriations process in Congress, whenever that resumes. The federal fiscal year that ended on September 30, 2025 was followed by a government shutdown, with the House in recess while a Senate impasse between the two parties over extending Affordable Care Act subsidies blocked passage of the House majority party's Continuing Resolution (CR), a temporary spending measure to functionally extend the budget deadline and allow more time for negotiations before final votes.

Also unresolved is a potential renewal of the Museum and Library Services Act of 2018, which expired October 1, 2025. Passing a Museum and Library Services Act of 2025 seven-year extension would offer a measure of security that year-to-year funding does not.

STATEWIDE DELIVERY TRACKING

All WVLS libraries (including branches) are requested to track incoming and outgoing bins and bags for one week in November. Libraries can choose which week they want to track. This data, from all public libraries in Wisconsin, will be used to study trends and delivery efficiencies among systems. This data should be completed by Wednesday, November 26. Libraries that have questions should contact courier@wvls.org.

POLICY OF THE MONTH CLUB

October's *Policy of the Month* highlighted the importance of having a board-approved [Request for Reconsideration](#) procedure. Such a procedure, supported by the library's Collection Development policy, serves as a clear roadmap for addressing formal challenges to library materials or resources with fairness and transparency.

A well-designed process not only supports staff in their collection development responsibilities but also strengthens community trust through open and consistent communication.

The feature provides guidance on how libraries can create or update their own Reconsideration Policy and Form, including tips on structuring the procedure, involving the board in its development, and ensuring the procedure is easily accessible to the public.

WVLS Public Library Services Consultant Emily Rogers participated as one of five panelists presenting on the *Policy of the Month* initiative at the WLA Annual Conference. The session drew 35 attendees and helped boost engagement on the [WiseLearn](#) message board, increasing the number of active community users contributing to *Policy of the Month* discussions and resource sharing.

Communications

PUBLIC LIBRARY SERVICES UPDATE

The [October 2025 Public Library Services Update](#) was packed with tools, training, and resources for libraries of all sizes! This month's update featured the PLA Outcome Measurement Toolkit to help evaluate program success, along with Excel tips and ready reference training for new staff.

In honor of Halloween, the update also shared collection development ideas for thrillers, mysteries, fantasy, sci-fi, and horror titles. Creative minds were encouraged to explore upcycled art projects with cardboard, complete with child-friendly tool suggestions.

Other highlights included grant opportunities, Breakout EDU kits, and a Policy of the Month feature on collection development. Libraries also discovered decodable books, an interactive movie night idea for teens, the ChiltonLibrary car care resource via BadgerLink, and an invitation to join an upcoming PBS Wisconsin Kids cohort.

WVLS NEWSLETTER HIGHLIGHTS

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

- [September 2025](#) - "WLA Conference Scholarships Available," "Annual Youth Services Workshop Focuses on Gaming," "Barnyard Bash Big Success," "Getting to Know: Jenny Jochimsen," "Medford Holds Annual Chalk Contest," "Schedule Tally Week This October."
- [October 2025](#) - "WVLS Holds Director's Retreat," "Libraries Turn Math Grant Into Summer Adventure," "MCPL Contributes to Successful Central Wisconsin Book Festival," "Three Lakes Introduces 'Book Bites' Reading Program," "Rhinelanders has Super Reader Week."
- [November 2025](#): "Matczak Receives Muriel Fuller Award," "Rhinelanders to Receive \$10,000 Gift," "Guest Feature: Shawano Posts 'Tell Me Tuesdays'," "MCPL-Wausau's New Aquarium," "Rib Lake 'Hires' Seasonal Employee," "WVLS Seeking Library Assistant."

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

Consultant Services

DATA ANALYSIS AND REPORTING

In September, WVLS Data and Technology Consultant Erica Brewster produced an infographic for the Oneida County Library Board (OCLB) at the request of the Oneida County executive committee ahead of their budget hearing. The visual summary highlighted library activity data such as program attendance and circulation, providing stakeholders with an accessible snapshot of service impact. In October Erica attended the Oneida County budget hearing to respond to questions about library statistics and support the Oneida County libraries in their successful funding request.

Erica participated as a panel member for the *Library Data Classroom: Taking Data Learning into the Real World* session at the WLA Conference in October. The panel discussed the Data Classroom by highlighting the experience of three participants over the first two cohorts and addressed data interpretation and visualization for libraries, promoting best practices in using data to inform local decisions.

The DPI Data Workgroup discussed the upcoming 2025 annual report at their meeting in September. There will be a 2025 annual report training for WVLS libraries, scheduled for Thursday, December 4.

PUBLIC LIBRARY SERVICES and ADMINISTRATION

Since the last WVLS Board meeting, WVLS consultation services focused on helping libraries navigate staff changes, collection needs, and program planning.

WVLS supported the Wabeno Public Library director opening, by sharing public library director job descriptions and promoting the job opportunity widely within the library community. Following the announcement of the Baker & Taylor closure, Emily called each WVLS library to discuss and plan for how they will move forward with materials procurement. To assist with this issue, a spreadsheet was created to share alternative vendors as well as pre-publication resources to make the transition easier.

Consultation also included support for StoryWalk projects, poverty simulations, and preparing summer reading resources using materials from the [Collaborative Summer Library Program \(CSLP\)](#).

Continuing Education and Training

PRESENTATIONS

On Tuesday, October 14, Jamie presented Giving Great Service for the La Crosse County Public Library in Onalaska. La Crosse County operates five locations - Bangor, Campbell, Holmen, Onalaska, and West Salem. There were 40 participants from a variety of library roles.

WORKSHOPS and WEBINARS

2025 WWLS Director's Retreat a Success!

The WWLS Biennial Director's Retreat was held on Friday, September 26 at the Central Wisconsin Airport in Mosinee.

The theme, *Let's Soar*, allowed library directors to participate in three facilitated discussions, presentations, and opportunities to network. Refreshments throughout the day were provided, as well as resources, giveaways and more.

Twenty-two library directors from WWLS and other public library systems were in attendance. The facilitated discussions were led by **Elizabeth Timmins** (Muehl Public Library), **Christinna Swearingen** (Rusk County Community Library), and **Jill Porter** (Marshfield Public Library), with topics that focused on time management, healthy venting, and building and maintaining staff morale.

During lunch, **Abby Armour**, Director of the Mukwonago Community Library, provided ideas on how to build community partnerships.

In the afternoon, attendees had the opportunity to practice "doing nothing," based on a former course at Lawrence University where students practiced disconnecting from technology and being fully present. The day concluded with a presentation by **Michael Larkey**, a licensed clinical social worker at ThedaCare, as well as some closing activities.

In the post-retreat survey, several attendees commented that because of the Retreat, they plan to practice healthy venting, create more effective ways to manage time, and seek fun ideas for team building.

WWLS thanks everyone who attended and participated in making the Retreat a success!

Youth Services Annual Workshop

Ten attendees gathered in Tomahawk on October 24 for the *Beyond the Bookshelf: Games in the Library* workshop. The Tomahawk Public Library provided the perfect setting, showcasing its impressive game collection. Participants also enjoyed a tour highlighting how the library brought the *Talk, Read, Sing, Write, and Play* framework to life through its 2019–2020 WWLS Innovation and Collaboration Literacy Grant project.

The morning session featured **Chris Baker**, DPI Public Library Consultant, who presented "*Games are Not Optional: Addressing the Priority (and Gaps) of Game-Based Library Services.*" Chris explored the popularity and diversity of gaming in 2025 and shared how libraries can use games to strengthen literacy, creativity, and community.

In the afternoon, **Jon Spike**, game designer and educator, led “*How Tabletop Games, Playful Learning, and Game Design Promote Literacy and Creation in the Library.*” Jon offered practical, hands-on strategies for incorporating tabletop and role-playing games into library programming and learning.

Workshop evaluations were overwhelmingly positive, with one attendee noting, “*Thank you so much for your time and effort in putting this together! I really appreciated the day and the connections made!*”

Presentations and resources, including GamestormEDU’s Game Design Tools, were shared with participants following the event.



People who attended the 2025 WVLS Youth Services Workshop at the Tomahawk Public Library include: (back row) Chris Baker (DPI); (middle row) Allison Puestow and Heidi O'Hare (Tomahawk), Rita Ludvigsen (Gilman), Jen Davis and Nikki Hall (Minocqua), Amber Sweet (Antigo), Victoria Brandt (Tomahawk), Andrea Bennet and Tena Gnewuch (Merrill), and Annette Miller (Tomahawk); (front row) Megan Kelsey (Owen) and Krista Blomberg (Rib Lake).

WVLS Annual Report Workshop

The WVLS Public Library Annual Report Workshop will be held Thursday, December 4, from 9:30 am - 3 pm. Member library annual report staff are encouraged to attend the event in-person at the

WVLS office; however, the option to participate virtually will be available. Following is a tentative agenda for the event:

- 9:30 am – 12 pm: Review content and changes to the 2025 annual report with WI Dept. of Public Instruction Data Analyst Melissa Aro and WVLS staff.
- 12 - 1 pm: Lunch
- 1 - 3 pm: Free time to consult with WVLS staff and colleagues on specific questions from the annual report.

Registration information will be shared with libraries within the next few days.

Wild Wisconsin Winter Web Conference

Wild Wisconsin Winter Web Conference: Fourteen sessions are planned for the 15th Annual Conference which will be held January 21-22, 2026. [Registration will open](#) in early December.

TRAINING OPPORTUNITIES

Orientations for New Member Library Staff

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

- **Nikki Hall** (Loyal) with Erica on September 25; LEANWI technology services and support.
- **Nikki Hall** (Loyal) with WVLS ILS Administrator Katie Zimmermann on October 8; V-Cat, Aspen and Sierra
- **ReAnna Oestreich** (Dorchester) with ILS and Database Support Specialist Rachel Metzler on October 17; V-Cat, Cataloging, Aspen
- **Ellyn Laska** (Stetsonville) with Katie on October 24; V-Cat, Aspen and Sierra
- **Nikki Hall** (Loyal) with Rachel on October 29; Cataloging, Interlibrary Loan

The following orientation is scheduled:

- November 13; New Director Orientation; **Nikki Hall** (Loyal) with WVLS Business Manager Brenda Walenton and WVLS Director Marla Sepnanski ; public library administration and introduction to WVLS

V-Cat Trainings

Rachel provided a V-Cat Sierra Wiscat Interlibrary Loan Training on October 28. It was attended by staff from two libraries.

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:

- Advanced Create Lists with Clarivate Innovative; Friday, November 14 from 8:30 am to 10:30 am.
- V-Cat Sierra Cataloging Training I - Attaching Items & II - MARC Alerts; Tuesday, November 25 at 1:00 pm at Loyal Public Library
- V-Cat Sierra Cataloging Training III - Z39.50 Cataloging; TBD in November/December depending upon participant preference.
- V-Cat Aspen Cover Image Selection Training; TBD in November/December depending upon participant's preference.

Website Trainings

Four regular website trainings continue to be provided each month, two that address specific topics and two open-office/drop-in opportunities. Accessibility continues to be the primary training topic. One-hour Website 101 and general consult sessions by Erica and LEANWI Technology Support Consultant Brendan Tuckey are provided on request. Following are training opportunities scheduled for November and December:

- November 10 – Website Office Hour: How People with Disabilities Use the Web
- November 18 – Website Accessibility Learning Group meeting
- November 19 - Website 201: [Just] Beyond the Basics
- November 20 - Website 201: [Just] Beyond the Basics
- November 20 – Website Office Hour: Creating Accessible Newsletters
- December 8 – Website Office Hour
- December 16 - Website Accessibility Learning Group meeting
- December 17 – Website 201: [Just] Beyond the Basics
- December 18 - Website 201: [Just] Beyond the Basics
- December 18 - Website Office Hour

Gatherings for Member Library Colleagues

ADULT SERVICES VIRTUAL CHECK-IN

Adult Services staff from the IFLS Library System and WWLS gathered virtually on November 5 to share ideas for how to engage adult readers during winter months. Ideas shared included local author events, bingo challenges, and art-related programs. Additionally, attendees shared their experiences partnering with local groups and how to promote programs outside the library.

The next IFLS/WWLS Adult Services virtual check-in will be held in the first quarter of 2026.

KEEPING IT TOGETHER DISCUSSION

WVLS member library directors gathered virtually in October for a WVLS-hosted virtual conversation that was packed with updates, new resources, and meaningful exchanges.

Updates from Ben Miller, State Librarian

Ben shared updates from the WI Dept. of Public Instruction's (DPI) Bureau of Libraries, now part of the Division for School and Library Operations. DPI is shifting from a compliance-based model to one focused on partnership, collaboration, and support. The Bureau serves libraries of all types—public, school, academic, and special—through key services like BadgerLink, WISCAT, the Wisconsin Digital Archives, and LSTA grant funding. Expert consultants **Chris Baker, Teresa Schmidt, and Jeni Schomber** continue to provide statewide guidance. Despite uncertainty caused by the federal government shutdown, DPI remains optimistic about continued funding and is preparing for a shortened LSTA grant cycle. Ben emphasized DPI's commitment to open communication and collaboration with library systems and directors statewide.

No Tricks, Just Tips: Keeping Bed Bugs from Haunting Your Library – Nicole Metz-Andrews, MCPL

Nicole shared a practical staff guide she created for bed bug identification and response. She shared how she worked with staff to keep panic to a minimum and how to have hard conversations with patrons. The group exchanged experiences and strategies for mitigation, including using detection dogs, professional pest treatment, isolation procedures, heat/freezing methods, and respectful communication with affected patrons. Additional resources were provided for further reference.

Open Discussion: Baker & Taylor Closure

With the announcement that Baker & Taylor (B&T) plans to cease all operations by January 2026 Emily suggested that libraries with remaining credits should contact B&T for available items and cancel any existing back orders while transitioning to alternate vendors. Ben noted that this period of change presents both challenges and opportunities for libraries and vendors alike, with many vendors reaching out to help. Katie shared a survey regarding patron communication around Aspen adjustments related to the B&T transition, and WVLS is exploring replacements for Content Café image services in the public catalog. Libraries are encouraged to reach out to Emily for vendor and collection development concerns, and to Katie for guidance on setting up new vendors and ILS-related questions.

Grant Projects & Scholarships

WVLS SUMMER MATH ADVENTURE GRANT



This summer marked the second year of the WVLS Summer Math Adventure Grant, and the program has grown significantly based on library and participant feedback. Four WVLS libraries, **Tomahawk Public Library**, **Greenwood Area Library**, **Granton Community Library**, and **Westboro Public Library**, brought math to life through hands-on challenges designed to make learning fun and accessible. This grant is inspired by the [Wisconsin Mathematics Council's Summer Math Program](#).

Each library added its own creative touch to the program: Tomahawk created take-home kits with math activities for registrants. Director **Heidi O'Hare** shared that "*children didn't see this as work, but as play, that's the biggest success.*" Granton combined math and reading through story hours and summer school programs, where one participant exclaimed, "*School is awesome! You learn stuff, you get to play, and you get prizes!*" Greenwood hosted *Math Adventure Days*, with Director **Amber Brill** noting, "*Parents really enjoyed that it made their kids think outside the box and that math CAN be fun!*" Westboro blended learning and life skills through *Brownie-Making Kits* and new STEAM-to-Go resources.

The program continues to build confidence and creativity, while providing age-appropriate activities to increase math literacy. WVLS plans to continue supporting libraries interested in making math literacy a vibrant part of their summer offerings.

Technology Projects Overview

PROFESSIONAL DEVELOPMENT and COLLABORATION

Statewide Collaboration

WLA Conference Website Accessibility Presentation

Erica and Brendan presented *Preparing for [Digital] ADA Compliance: Website Accessibility for Public Libraries and Librarians* at the 2025 WLA conference on Wednesday, October 29. In preparation for the presentation, 36 attendees responded to a website accessibility poll. Results of the poll indicated:

- Most (18, 50%) respondents were library directors/administrators; the remainder were library programming staff (5), library marketing/communications staff (4), system administrators/consultants (3), system IT/tech support (1), or identified as “other” (5).
- Most (14, 39%) respondents managed all aspects of their website, and the next largest group (11, 31%) updated content but not structure. The remainder managed the structure, but not content (5), didn’t do direct website work (1), or didn’t work on the website at all (1).
- For more than half of the respondents (23, 53%), library staff were mainly responsible for the website. For the remainder, system staff (5), external vendors (2), or some combination of the options (6) were the primary responsible.
- Most (16, 44%) had heard of accessibility but either haven’t taken action or have made small accessibility improvements (12, 33%). Five of the respondents were regularly checking and making improvements while this was the first introduction to the topic for one.
- Half of the respondents (18, 50%), said they “know they need to do something but don’t know where to start,” while the next largest group (12, 33%) said they’re “already making changes.” Three respondents said they “don’t know where to start.”
- The biggest concerns about website accessibility selected by respondents were technical skills or knowledge (18, 50%), time or staff capacity (17, 47%), not knowing what’s required (6, 17%), cost and resources (3, 8%). One respondent cited the need for peer support or a group to turn to for assistance.

Presentations materials are available online at: <https://training.librarieswin.org/website-accessibility/accessibility-update-fall-2025/#Resources>

Tech Talk Websites, a subgroup of the larger Tech Talk statewide collaborative, meets online bi-monthly, opposite bi-monthly Tech Talk virtual meetings. 12 members attended the September meeting representing seven systems; the group will meet again on November 18. Due to the overwhelming amount of website accessibility discussion, the plan is to separate that topic out into another dedicated meeting time.

LEANWI WEBSITE PROJECTS

Website Developments

Brendan continues to develop new websites and to rebuild or update older sites upon request. All websites are designed in collaboration with the individual library and with website accessibility and Divi best practices in mind. *Note: Any website design and rebuild relies heavily on library staff involvement and their availability varies.*

Websites new design/rebuilds in progress: Sparta Free Library (WRLS), Koller Memorial Library (Manitowish Waters) (NWLS), Readstown Public Library (WRLS), Shirley M. Wright Memorial Library (Trempealeau) (WRLS), Bayfield Carnegie Library (NWLS), Hauge Memorial Library (Osseo) (WRLS).

New sites completed: Winchester Public Library (NWLS)

Accessibility Completed: Wabeno Public Library (WVLS), G.E. Bleskacek Family Memorial Library (Bloomer) (IFLS), Menomonie Public Library (IFLS), T.B. Scott Free Library (Merrill) (WVLS), Tomahawk Public Library (WVLS), Phillips Public Library (IFLS), Prescott Public Library (IFLS), Chippewa Falls Public Library (IFLS)

Early planning phase: WVLS website, New Richmond Public Library (IFLS)

In early discussion: Necedah Community Siegler Memorial Library (WRLS), Land O'Lakes Public Library (NWLS), Minocqua Public Library (WVLS), Larsen Family Memorial Library (Webster) (NWLS)

2025 Website Development to date:

On deck	New design/Rebuild (current)	Deployed	Accessibility Compliance
2	6	3	8

Work continues towards a new WVLS System Website. Progress has been made with the design and future implementation of the new WVLS website. Content creators have been tasked with providing desired content for their sections of the website. These should be received by the development team by the end of the year with development work on the new website set to begin in early 2026. The redesign emphasizes clarity, accessibility, and a user-friendly experience for library staff, trustees, and the public. Timeline:

- Last quarter 2025 – content managers review and submit updated content and layout suggestions for pages.
- Winter 2026 – begin building new site; “personas” to be used for testing website developed.
- Late winter 2026 – testing website function and revisions.

- Spring 2026 – launch new site; continue gathering feedback.

Website Services

The LEANWI website team continues its work to develop and maintain several website services:

The LEANWI-Book-A-Room plugin continues to perform well. There have been requests for minor functionality changes which can be included in the next release when time permits. These comments have been recently received regarding the plugin:

"Thank you for adding the Closed feature. I had to close the library for a day, and it was really easy to use."

"Thanks so much. Overall, the plugin is saving me even more time than I anticipated because I'm not always checking for availability. As an added bonus, more groups are booking meeting rooms-- Maybe because they can easily see we have availability."

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.

Monitoring backend website changes indicates that the core backend functionality seems stable with all websites up to date on WordPress and Plugin versions and all websites operating efficiently. Hence, no changes were made to backend operations this month.

Work continues on the **Link Manager Plugin Project**. 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. We predict that the Link Manager system will be able to be used by all system and library websites. It will meet accessible standards and be able to be integrated into the new WVLS website (see below).

ADA Compliance

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

Our steps to make websites ADA compliant are holding up well. The LEANWI Website team is pleased with our methods and the outcomes we have developed for making the ADA changes necessary for our websites. We currently have 10+ websites that have mostly been brought up to ADA compliance standards with some possible minor changes being required before April 2027.

Once these select websites are fully ADA accessible, these sites will be monitored for natural “drift” from compliance standards. A feature to “ask for review” has been added to these sites to test whether the sites revert to a compliance state.

To encourage libraries to stop sharing PDFs on websites, SharePoint sites are being created for each library for website documents to be uploaded and posted to websites in view-only form. Microsoft Office documents that have passed accessibility checks are still considered industry standard. This was introduced in trainings in mid-October. As of November 3, 15 libraries have requested access to their SharePoint document repository.

As mentioned earlier in this section under Professional Development and Collaboration, Erica and Brendan presented at the 2025 Wisconsin Library Association conference in Middleton. This presentation included an overview of more than 10 specific areas libraries need to address for website accessibility. Next areas of focus include:

- Verifying content from third party partners is accessible (i.e., Aspen catalog, Libby, BadgerLink, etc.)
- Addressing highly graphic content such as newsletters, infographics, etc.
- Establishing timeline and workflows for implementing changes across all websites and focused training for individual libraries.

WVLS INTERNAL PROJECTS, LIBRARY PROJECTS, AND CORE SERVICES SUPPORT

LEANWI Team ALIGN Meetings and Project Planning

Tony Kristovich, IT director for NWLS, has been coordinating bi-weekly meetings with the LEANWI tech staff since the end of June 2025, called ALIGN (Advancing Libraries through Integration, Guidance, and Networking). This has been a valuable space for asking questions, sharing knowledge, and taking steps to coordinate services.

Several projects will be rolled out in early 2026:

- Initiate multi-factor authentication to accounts not currently using it.
- Address scan-to-email setup ahead of permanent depreciation of SMTP AUTH authentication mechanism, April 2026. Assist with current authentication methods used for library copiers and advise libraries on steps for upgrading to OAuth, App Passwords, or MS 365 Relay.
- Assess status of SCCM client management for managing Windows updates on staff and public PCs.
- Review and align settings on service admin panels.

Procurement and Asset Inventory

Transitions from Windows 10 to Windows 11 on member library computers continued, with site work and staging at the Withee, Owen, Loyal, Granton, Minocqua, and Antigo libraries. A Windows 7 catalog computer was retired at Dorchester. Staff continue to follow up with one library that has not submitted a procurement request and still has Windows 7 and 10 computers.

- Total Windows 10 computers remaining: 6
- Total Windows 7 computers remaining: 1

Services

- Pharos was installed on Owen Public Library's public PCs and staff were trained in its use.
- The Owen Public Library signed up for and deployed Princh. Princh wireless printing was discussed with staff at the Colby, Dorchester, and Rib Lake libraries.
- Staff continued working with MCPL technology and administration staff to migrate the library's email addresses to the WVLS/LEANWI tenancy before the end of the year.
- Staff worked with NWLS staff to test a people counting camera system at the Minocqua Public Library.
- Staff consulted with the Owen Public Library director on a future relocation of public PCs to allow for more flexibility in use of the current PC room for meeting space, etc.

Project Tracking and TEACH Internet Migration Update

See charts at the end of this report shared as **Exhibit 13(b)**.

V-CAT Administration

COUNCIL AND COMMITTEE MEETING HIGHLIGHTS

V-Cat Cooperative Circulation Committee

During their meeting on Friday, October 10, the committee:

- drafted a recommendation to bring to the V-Cat Council on missing library items after the hold shelf clearance period.
- discussed a new feature for printing bill copies and another for sending repeated bills to patrons. An instructional document for the first will be provided, and Committee members will test the second in November.
- formalized a recommendation about staff contact directly with patrons from other V-Cat libraries versus contacting the patron's home library.
- discussed implications of the Baker and Taylor closure, and Sierra hold settings adjustments to mitigate library materials supply issues.

V-Cat Bibliographic and Interface Committee

The Committee met on October 14. During the meeting, members were updated on the progress of the "allow holds" procedure. Libraries have been asked to follow this procedure to ensure that

holds can be placed on bibliographic records that have all high demand items attached. This change allows patrons to place holds on high demand items even if their library does not own them. Once the items are no longer in a high demand itype, these holds will begin to fill. The Committee also discussed the addition of new material type to Sierra to aid staff in finding materials faster. Several new material types have been approved including: Read-Along Book, Jigsaw Puzzle, Audio Card, Audio Figurine, Portable Audiobook, WhaZoodle, and Book + CD. WWLS staff are working through the changes needed to make these material types available.

V-Cat Council

During the V-Cat Council meeting on Thursday, November 6, the following recommendations were reviewed and approved: Edited Library Card or Identity Verification Recommendation, Items Missing from the Hold Shelf Recommendation, and Contacting Patrons Recommendation. The Council also discussed and approved a **six- month Agency Holds Trial** to begin in December with a check-in at the April 2026 V-Cat Council meeting.

Topics also discussed included [cover image services](#) and possible adjustments, 2026 V-Cat Committee Membership, 2026 Weighted Votes Calculations, 2026 Meeting Schedule, and [Cataloging Larger print materials](#).

V-CAT PROJECTS

Aspen Catalogers

The Aspen Catalogers group continues to meet monthly. They are working on adding new video game format buttons, improving the autocorrection options in the Aspen catalog, and improving series entries.

Makerspace Collection

With partners in IFLS and NWLS, Rachel and Emily have been meeting to collaborate on the reorganization of the catalog for the WWLS makerspace and equipment collection. Changes to the software used to facilitate circulation of these items will be coming within the next few months.

Sierra Migration from LEANWI Hosting to Innovative Clarivate Cloud Hosting

Sierra application and database servers are now hosted by Innovative Clarivate. WWLS and member library staff are in the process of tying up loose ends and fine-tuning remaining setup changes.

Annual Patron Purge and Optional Batch Waiving of Fines

Every year WWLS assists with an annual purge of patrons over 18 that are inactive and expired 5 years or more and do not owe any money to the library. As of July 25, 2025, there were over 20,000 V-Cat patron records that were inactive and expired 5 years or more with money owed of \$0.01 or more. Member libraries were asked to consider the feasibility of waiving some of the charges so

that the inactive and expired patrons can be purged. The following libraries have requested assistance with waiving of some portion of fines on inactive and expired patron accounts:

- Abbotsford Public Library
- Crandon Public Library
- Granton Community Library
- Jean M Thomson Memorial Library – Stetsonville
- Frances Simek Memorial Library - Medford
- Minocqua Public Library
- Neillsville Public Library

WVLS will generate a list of patron records to be purged in November and complete the 2025 patron purge in December.

Fine Free Update

In October, the Frances Simek Memorial Library (Medford) Library Board voted to go fine free and to stop charging patrons for overdue fines on late materials. This brings the number of fully fine free V-Cat libraries to ten including the following locations: Antigo, Dorchester, Loyal, Medford, Minocqua, Rib Lake, Stetsonville, Three Lakes, Wabeno, and Westboro. Two additional libraries are fine free for most materials: Merrill and Rhinelander. And two are fine free for juvenile patrons/items: Crandon and Laona. All libraries continue to charge for missing and damaged materials.

2025-2028 V-CAT STRATEGIC PLAN PROJECTS

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. New or updated video trainings were provided for Offline Circulation and Handling Damaged Items and Missing Pieces. New or updated text-based training materials were provided for Handling Damaged Items and Missing Pieces, Procedure to Allow Holds, Cataloging Jigsaw Puzzles, Cataloging Physical Games, and Cataloging Read Along Books.

Sustain V-Cat – Evaluate contracts and services to achieve the best possible value for V-Cat

With the announcement that Baker and Taylor will cease its operation by the end of the year, a review of cover image sourcing options is in progress.

Sustain V-Cat – Increase security of the shared V-Cat database

A transition is in place to reduce patron numbers included in reports provided to libraries. WVLS staff are investigating file share and encryption possibilities. Network changes were made in October to ensure secure encrypted communication via SIP2.

Sustain V-Cat – Prioritize standardization of practices and procedures

Updated V-Cat member library timeline tasks and Lucky Day recommendations were approved by the V-Cat Council in September. A recommendation for Items missing from the Hold Shelf and Contacting Patrons was approved at the V-Cat Council in November.

Sustain V-Cat – Prioritize standardization of Sierra settings and record standards

Changes were made to bibliographic material type to increase searchability and discovery for Read-Along Books, Jigsaw Puzzles, Physical Games, Audio cards/figurines, and Portable Audiobooks.

Meetings and Events

- November 14 - **COLAND (Council for Libraries and Network Development) meeting**, Appleton, WI
- November 14 – WLA Foundation Board of Directors meeting
- November 15 - **WVLS Board of Trustees meeting**
- November 18 - DPI hosted meeting of System Directors
- November 18 – Wisconsin Public Library Consortium (WPLC) Digital Archives Workgroup meeting
- November 18 - Building Community Based Summers (BCBS) Library System Consultant Cohort training
- November 18 - Tech Talk – Websites! meeting
- November 19 – DPI hosted meeting of the Library Services Data Workgroup
- November 20 – WVLS Staff meeting
- November 21 - **WVLS Keeping It Together Discussion**
- November 21 – IDEA Team meeting
- November 26 – System Education Consultants meeting
- November 27 – **WVLS office closed**
- November 28 – **WVLS office closed**
- December 2 – DPI hosted meeting of System Directors
- December 2 – MCPL/WVLS Staff Association Annual meeting
- December 2 – WPLC Technology Collaborative Steering Committee meeting
- December 3 – Website Accessibility presentation for WiscNet Staff
- December 4 – **WVLS Annual Report Workshop**
- December 5 – WPLC Delivery Workgroup meeting
- December 5 – Customer Service Presentation at Waukesha Public Library
- December 9 – **WVLS V-Cat Bibliographic Control / Interface Committee meeting**
- December 9 – WISCAT User Group meeting
- December 9 – **WVLS/V-Cat Steering Committee meeting**
- December 11 – ETF Local Insurance Group meeting

- December 12 - **WVLS V-Cat Cooperative Circulation Committee meeting**
- December 12 – Customer Service Presentation at Sussex PL
- December 16 - DPI-hosted Policy of the Month Team meeting
- December 17 – Aspen for Consortiums meeting
- December 18 – Aspen Catalogers meeting
- December 19 – WVLS Staff Holiday Party; **WVLS office closed in the afternoon**
- December 24 – **WVLS office closed**
- December 25 – **WVLS office closed**
- January 1 – **WVLS office closed**
- January 2 - WPLC Delivery Workgroup meeting
- January 9 - **COLAND (Council for Libraries and Network Development) meeting**
- January 9 – WLA Foundation Board of Directors meeting
- January 15 – Aspen Catalogers meeting
- January 16 - **WVLS Keeping It Together Discussion**
- January 17 - **WVLS Board of Trustees meeting**
- January 20 - DPI-hosted Policy of the Month Team meeting
- January 21-22 – **Wild Wisconsin Winter Web Conference**

Thank you for reading!

Marla

Exhibit 13(b) Technology Projects Overview

INTERNAL PROJECTS, LIBRARY PROJECTS, CORE SERVICES SUPPORT

Project Tracking

TEACH Internet Migration Update: Thorp Public Library successfully migrated on October 23, 2025. This leaves two libraries, Gilman and Laona, and the WVLS headend yet to be migrated.

Member site	Asset Inventory	Network inventory	Replace EdgeRouter Lite	Pharos	Princh	Copier SMTP AUTH Due date 3/2026
a1 Antigo	complete	in progress	complete	complete	complete	
a2 Elcho	n/a	n/a	n/a	n/a	n/a	
a4 White Lake	complete	complete	complete	n/a	n/a	
ab Abbotsford	complete	in progress	complete	complete	complete	
co Colby	complete	in progress	complete	interested	interested	
cr Crandon	complete	complete	complete	no	no	
do Dorchester	complete	in progress	complete	no	interested	
ga Granton	complete	complete	complete	no	complete	
ge Greenwood	complete	complete	complete	no	complete	
gi Gilman	complete	pending	complete	Interested	interested	
la Laona	complete	complete	complete	no	no	
lo Loyal	complete	in progress	complete	no	complete	
m1 Wausau	n/a	n/a	n/a	complete	complete	
me Medford	complete	pending	complete	complete	complete	
mi Minocqua	complete	complete	complete	no	complete	
mr Merrill	in progress	complete	complete	Cassie	complete	
ne Neillsville	complete	complete	complete	interested	complete	
ow Owen	complete	complete	complete	complete	complete	
rh Rhinelander	complete	pending	complete	complete	interested	
rl Rib Lake	complete	complete	complete	complete	interested	
st Stetsonville	complete	In progress	complete	no	no	
th Thorp	complete	pending	pending	no	complete	
tl Three Lakes	complete	complete	complete	no	complete	
to Tomahawk	complete	complete	complete	complete	interested	
wa Wabeno	complete	complete	complete	no	complete	
we Westboro	complete	complete	pending	no	no	
wi Withee	complete	complete	complete	no	no	capable