



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, MARCH 18, 2026

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 February 18, 2026
2. Vouchers for February 2026
3. Unaudited Monthly Income & Expense Report for February 2026
4. Monthly Statistical Report for February 2026

III. Reports/Discussion Items/Action Items

1. Discussion/Possible Action Item: T.B. Scott Free Library Endowment Fund and Zander Trust Management
2. Discussion Item: Strategic Goals & Action Steps #2 - Awareness
3. Discussion Item: Wisconsin Trustee Essential #5 - Hiring a Library Director

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

VII. Closed Session

1. The Library Board of Trustees may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f) considering financial, medical, social, or personal histories or disciplinary data of a specific person, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; to consider a request for unpaid leave of absence for a City employee.

VIII. Reconvene in Open Session

1. The Library Board of Trustees may reconvene in open session for possible action related to the closed session item.

IX. 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, FEBRUARY 18, 2026 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: A. Huftel, R. Martinovici, E. McCrank, T. Osness, B. Rothlisberg, M. Weix. Excused: K. Breitenmoser. Absent: C. Grunenwald. Also present were: L. Ollhoff, A. Bennett.

E. McCrank addressed the Board regarding a duplicate Agenda that she had received in her packet resulting from an addition that had been made. The Agenda presented on the Portal will be considered an Amended Agenda as it includes the addition of "III.7. Action Item: Approve Todd Osness appointment to Building and Grounds Committee and to serve as Committee Chairperson." No further discussion.

2. **Correspondence** - L. Ollhoff presented two items of correspondence: one from the Carnegie Foundation of New York and the other a thank-you letter from the Merrill Fire Department for the library staff donation that was made. Discussion followed related to the letter from the Carnegie Foundation and the \$10,000 gift that was received by the library and how the gift would be disbursed for the benefit of the community to include a viewing of "The Librarian" documentary and a reception during National Library Week. E. McCrank inquired as to where the funds were deposited, which was the library's non-lapsing account. No further discussion.
3. **Public Comment** - No public comment.

II. Consent Items

1. **Minutes of regular meeting on January 21, 2026, and January 28, 2026**
- E. McCrank/R. Martinovici/C to approve the Minutes of January 21, 2026, and January 26, 2026. No discussion.
2. **Vouchers for January 2026** - A. Huftel/T. Osness/C to approve the Vouchers for January 2026. No discussion.
3. **Unaudited Monthly Income & Expense Report for December 2025** - A. Huftel/R. Martinovici/C to approve the Unaudited Monthly Income & Expense Report for December 2025. M. Geisler commented about the \$22,950.00 that was incorrectly journaled to Miscellaneous Revenues 45110-48475 Library Programs Revenue. Request to the Finance Department to make the adjustment to the correct Revenue & Expense account was not made. No further discussion.

4. **Unaudited Monthly Income & Expense Report for January 2026** - E. McCrank/B. Rothlisberg/C to approve the Unaudited Monthly Income & Expense Report for January 2026. No discussion.
5. **Monthly Statistical Report for January 2026** - E. McCrank/T. Osness/C to approve the Monthly Statistical Report for January 2026. No discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve the 2025 Wisconsin DPI Public Library Annual Report** - A. Huftel/R. Martinovici/C to approve the 2025 Wisconsin DPI Public Library Annual Report. L. Ollhoff reported the one minor change to the Library Board President email address. E. McCrank inquired about the differences in this year's report with last year's report. L. Ollhoff explained minor changes that included the numbers related to library traffic and the improved accuracy with the installation of the new RFID/Patron Counter Gate entry system. No further discussion.
2. **Action Item: Review and approve Statement Concerning Public Library System Effectiveness** - R. Martinovici/T. Osness/C to approve the 2025 Wisconsin DPI Public Library Annual Report Statement Concerning Public Library System Effectiveness. No discussion.
3. **Action Item: Review and approve the 2025 Annual T.B. Scott Free Library Endowment Fund Report** - A. Huftel/T. Osness/C to approve the 2025 Annual T.B. Scott Free Library Endowment Fund Report. No discussion.
4. **Discussion/Possible Action Item: T.B. Scott Free Library Endowment Fund and Zander Trust Management** - No action taken. Tabled to March 18, 2026, Board of Trustees meeting.
5. **Action Item: Review and approve the After Hours Use Policy** - R. Martinovici/E. McCrank/C to approve the After Hours Policy. No discussion.
6. **Action Item: Review and Approve the Public Use of Meeting Rooms Policy** - A. Huftel/E. McCrank/C to approve the Amended Public Use of Meeting Rooms Policy as amended with revisions made during discussion. The revision to A.2.f to read as follows: " f. Purely social functions (e.g. birthday parties, showers, company parties, mixers, or activities that cause disruption) or regular ongoing religious services are not allowed. The library director reserves the right to determine justifiable use of library facilities and/or to cancel room reservations." E. McCrank addressed concerns regarding the policy language as presented in the Agenda packet. Discussion included possible tabling of the approval to allow for review, with further discussion including recommended revisions. It was determined that the recommended revisions would suffice. No further discussion.
7. **Action Item: Approve Todd Osness appointment to Buildings and Grounds Committee and to serve as Committee Chairperson** - E. McCrank/R. Martinovici/C to approve Todd Osness' appointment to the

Buildings and Grounds Committee and to serve as Committee Chairperson.
No discussion.

8. Discussion Item: Strategic Goals & Action Steps #1 - Lifelong Learning
- L. Ollhoff presented. No discussion.

9. Discussion Item: Wisconsin Trustee Essential #4 - Effective Board Meetings and Trustee Participation - L. Ollhoff presented. No discussion.

IV. Library Director's Report L. Ollhoff presented the Library Director's Report with highlights as follows: Jill Indrebo will attend meetings when there are items from WVLS that need to be addressed by the Library Board, the discussion related to the distribution of the gift from the Carnegie Foundation of New York continues, the Circulation Department area of the building will continue to be evaluated with input from Complete Control and other vendors, the Food Pantry has provided many individuals with the support they need and we recently were emphatically thanked for the availability, and attendance at the WLA Library Legislative Day is this library's opportunity to tell its story and how we impact so many in our communities through the funding that is provided by the state. No further discussion.

V. President's Remarks M. Geisler thanked everyone for their attendance. No further discussion.

VI. Date and Time of Next Meeting Wednesday, March 18, 2026, @4PM.

VII. Adjournment T. Osness/A. Huffel/C to adjourn at 4:34PM.

February 2026

Company Being Paid	2/6/26 Packet	2/13/26 Packet	2/20/26 Packet	2/27/26 Packet	February 2026 Totals
Amazon		\$ 4,027.85			\$ 4,027.85
Ament, Mary		\$ 50.00			\$ 50.00
Blackstone Publishing		\$ 235.11			\$ 235.11
Cengage Learning, Inc.				\$ 230.00	\$ 230.00
Center Point Large Print	\$ 47.94				\$ 47.94
Cintas		\$ 249.11			\$ 249.11
CNA Surety		\$ 126.00			\$ 126.00
Collaborative Summer Library Program			\$ 53.97		\$ 53.97
Complete Control, Inc.			\$ 295.50		\$ 295.50
Dave's County Market		\$ 109.81		\$ 68.21	\$ 178.02
Elan	\$ 456.34				\$ 456.34
E.O. Johnson Technologies		\$ 257.00		\$ 54.00	\$ 311.00
Frontier			\$ 149.48		\$ 149.48
Haenco				\$ 80.11	\$ 80.11
Ingram Library Services	\$ 457.79	\$ 858.76	\$ 292.47	\$ 519.16	\$ 2,128.18
Libraria			\$ 1,923.14		\$ 1,923.14
Library Ideas				\$ 244.44	\$ 244.44
Marathon County Public Library			\$ 40.00		\$ 40.00
Merrill Ace Hardware	\$ 42.27				\$ 42.27
Merrill Area Chamber of Commerce		\$ 240.00			\$ 240.00
Multi Media Channels, LLC	\$ 299.00				\$ 299.00
Northwood River News				\$ 80.00	\$ 80.00
Plautz, Donna	\$ 19.50				\$ 19.50
Ronald McDonald House	\$ 130.00				\$ 130.00
TB Scott Library - Petty Cash				\$ 26.92	\$ 26.92
VIP Office Products				\$ 199.96	\$ 199.96
Wisconsin Public Service		\$ 4,617.59			\$ 4,617.59
	\$ 1,452.84	\$ 10,771.23	\$ 2,754.56	\$ 1,502.80	\$ 16,481.43

PACKET: 12298 LIBRARY - 20260206
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-000274 CENTER POINT LARGE PRINT ✓
I-2223184 ✓ CUST # 54452 47.94
2/06/2026 1 DUE: 2/06/2026 DISC: 2/06/2026 1099: N
CUST # 2223184 10 55110-13-10400 Adult Dept Large Print 47.94
===== VENDOR TOTALS ===== 47.94

01-000128 ELAN FINANCIAL SERVICES
I-20260206 ACCT # 5472 1102 2200 0197 456.34 ✓
2/06/2026 1 DUE: 2/06/2026 DISC: 2/06/2026 1099: N
ACCT # 5472 1102 2200 0197 10 55110-03-11000 Postage 2.72
ACCT # 5472 1102 2200 0197 10 55110-03-41250 Programming - Adult 34.69
ACCT # 5472 1102 2200 0197 10 55110-03-41500 Programming - Youth 317.60
ACCT # 5472 1102 2200 0197 10 55110-03-50000 M/R-General Repair/Maint 8.49
ACCT # 5472 1102 2200 0197 10 55110-15-47500 Software/Upgrades 92.84
===== VENDOR TOTALS ===== 456.34

01-005651 INGRAM LIBRARY SERVICES LLC ✓
I-94037807 ✓ ACCT #20AB749 43.10 ✓
2/06/2026 1 DUE: 2/06/2026 DISC: 2/06/2026 1099: N
ACCT #20AB749 10 55110-13-10000 Adult Dept Fiction 34.10 ✓
ACCT #20AB749 10 55110-03-11000 Postage 9.00 ✓

I-94130015 ✓ ACCT # 20AB749 266.30 ✓
2/06/2026 1 DUE: 2/06/2026 DISC: 2/06/2026 1099: N
ACCT # 20AB749 10 55110-13-10000 Adult Dept Fiction 264.54 ✓
ACCT # 20AB749 10 55110-03-11000 Postage 1.76 ✓

I-94130016 ✓ ACCT # 20AB749 148.39 ✓
2/06/2026 1 DUE: 2/06/2026 DISC: 2/06/2026 1099: N
ACCT # 20AB749 10 55110-13-10100 Adult Dept Non-Fiction 147.15 ✓
ACCT # 20AB749 10 55110-03-11000 Postage 1.24 ✓
===== VENDOR TOTALS ===== 457.79

01-000839 MERRILL ACE HARDWARE ✓
C-20260206 ACCT # 81867 4.70CR ✓
2/06/2026 1 DUE: 2/06/2026 DISC: 2/06/2026 1099: N
ACCT # 81867 10 55110-03-44000 Janitor Supplies 3.40CR ✓
ACCT # 81867 10 55110-03-50000 M/R-General Repair/Maint 1.30CR ✓

I-249191 ✓ ACCT # 81867 16.99
2/06/2026 1 DUE: 2/06/2026 DISC: 2/06/2026 1099: N
ACCT # 81867 10 55110-03-44000 Janitor Supplies 16.99 ✓

2/11/26 ✓

2/06/2026 12:11 PM
 PACKET: 12288 LIBRARY - 20260206
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	GROSS P.O. #	ACCOUNT NAME	DISTRIBUTION
(** CONTINUED **)						
01-000839		MERRILL ACE HARDWARE				
I-249292		ACCT # 81867	12.99	1099: N		
2/06/2026	1	DUE: 2/06/2026 DISC: 2/06/2026		✓ 10 55110-03-50000	M/R-General Repair/Maint	12.99
		ACCT # 81867				
I-249323		ACCT #81867	16.99	1099: N		
2/06/2026	1	DUE: 2/06/2026 DISC: 2/06/2026		✓ 10 55110-03-44000	Janitor Supplies	16.99
		ACCT #81867				
===== VENDOR TOTALS =====			42.27			
01-000085		MULTI MEDIA CHANNELS				
I-IN309122		ACCT # 87367	299.00	1099: N		
2/06/2026	1	DUE: 2/06/2026 DISC: 2/06/2026		✓ 10 55110-03-41000	Public Relations/Publici	299.00
		ACCT # 87367				
===== VENDOR TOTALS =====			299.00			
01-004398		DONNA J PLAUTZ				
I-20260206		JANUARY MILEAGE	19.50	1099: N		
2/06/2026	1	DUE: 2/06/2026 DISC: 2/06/2026		✓ 10 55110-03-30500	Mileage	19.50
		JANUARY MILEAGE				
===== VENDOR TOTALS =====			19.50			
01-001753		RMHC OF MARSHFIELD, INC.				
I-20260206		CASUAL FRIDAY DONATION	130.00	1099: N		
2/05/2026	1	DUE: 2/06/2026 DISC: 2/06/2026		✓ 10 55110-03-31000	Misc. - Petty Cash	130.00
		CASUAL FRIDAY DONATION				
===== VENDOR TOTALS =====			130.00			
===== PACKET TOTALS =====			1,452.84			

PACKET: 12288 LIBRARY - 20260206
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 1,457.54
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 4.70CF

BATCH TOTALS 1,452.84

** 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
2026	10 -21-0000	Accounts Payable Control	1,452.84-	1,200	1,156.11	1,062,390	973,816.33
	10 -55110-03-11000	Postage	14.72	600	580.50	1,062,390	973,811.55
	10 -55110-03-30500	Mileage	19.50	0	0.00	1,062,390	973,701.05
	10 -55110-03-31000	Misc. - Petty Cash	130.00	2,000	1,701.00	1,062,390	973,532.05
	10 -55110-03-41000	Public Relations/Publici	299.00	7,000	6,955.47	1,062,390	973,796.36
	10 -55110-03-41250	Programming - Adult	34.69	7,500	7,182.40	1,062,390	973,513.45
	10 -55110-03-41500	Programming - Youth	317.60	4,800	4,339.77	1,062,390	973,800.47
	10 -55110-03-44000	Janitor Supplies	30.58	7,000	6,979.82	1,062,390	973,810.87
	10 -55110-03-50000	M/R-General Repair/Maint	20.18	9,800	9,359.59	1,062,390	973,532.41
	10 -55110-13-10000	Adult Dept Fiction	298.64	10,000	9,717.60	1,062,390	973,683.90
	10 -55110-13-10100	Adult Dept Non-Fiction	147.15	4,300	3,849.85	1,062,390	973,783.11
	10 -55110-13-10400	Adult Dept Large Print	47.94	3,000	2,907.16	1,062,390	973,738.21
	10 -55110-15-47500	Software/Upgrades	92.84				
	99 -14-0010	Due from General Fund	1,452.84 *				
		** 2026 YEAR TOTALS	1,452.84				

2/06/2026 12:11 PM
PACKET: 12288 LIBRARY - 20260206
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DDE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	2/2026	1,452.84

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12305 LIBRARY - 20260213
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

01-005248 AMAZON CAPITAL SERVICES, INC.

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	GROSS	P.O. #	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
2/13/2026	4WYF	ACCOUNT #A29JWFLAEUZST DUE: 2/13/2026 DISC: 2/13/2026		161.66CR		Adult Dept CDs		161.66CR
2/13/2026	1	ACCOUNT #A29JWFLAEUZST						
2/13/2026	1	ACCOUNT #A29JWFLAEUZST		243.93		1099: N		206.18
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-03-41250	Programming - Adult	37.75
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-03-41751	Misc Rev-Hospitality	
2/13/2026	1	ACCOUNT #A29JWFLAEUZST		40.52		ADPROG01		40.52
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-03-41250	Programming - Adult	
2/13/2026	1	ACCOUNT #A29JWFLAEUZST		1,477.17		ANF CK		28.17
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-13-10100	Adult Dept Non-Fiction	1,449.00
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-15-42500	Computer Equipment	
2/13/2026	1	ACCOUNT #A29JWFLAEUZST		227.57		YS-Leart		227.57
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				1099: N		
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-14-40000	Learning Games/Story Box	
2/13/2026	1	ACCOUNT #A29JWFLAEUZST		97.62		YS-Libra		97.62
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				1099: N		
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-03-10000	Office Supplies	
2/13/2026	1	ACCOUNT #A29JWFLAEUZST		169.90		ADPROG26		169.90
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				1099: N		
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-03-41250	Programming - Adult	
2/13/2026	1	ACCOUNT #A29JWFLAEUZST		254.27		CE010926		254.27
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				1099: N		
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-15-42500	Computer Equipment	
2/13/2026	1	ACCOUNT #A29JWFLAEUZST		735.31		YS PROGT		735.31
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				1099: N		
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-03-41500	Programming - Youth	
2/13/2026	1	ACCOUNT #A29JWFLAEUZST		138.65		TBS-MISC		21.65
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				1099: N		117.00
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-03-10000	Office Supplies	
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-14-41000	Adult Library of Things	
2/13/2026	1	ACCOUNT #A29JWFLAEUZST		80.92		YS-DVDS		80.92
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				1099: N		
2/13/2026	1	ACCOUNT #A29JWFLAEUZST				10 55110-14-20100	Youth Videos, DVDs & CD-	

2/18/26

PACKET: 12305 LIBRARY - 20260213
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

01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)

✓ I-LNKH-FWGN-TMCLJ ACCOUNT #A29JWFIAEUZST 116.99 ADPROG&C
2/13/2026 1 DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCOUNT #A29JWFIAEUZST 10 55110-03-41250 Programming - Adult 18.57
ACCOUNT #A29JWFIAEUZST 10 55110-03-41751 Misc Rev-Hospitality 98.42

✓ I-1Q4W-Q679-VWQ4 ACCOUNT #A29JWFIAEUZST 167.02 DVD JAN
2/13/2026 1 DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCOUNT #A29JWFIAEUZST 10 55110-14-10400 Adult Dept DVDs 167.02

✓ I-LTRJ-LW7D-RJW3 ACCOUNT #A29JWFIAEUZST 139.52 ISOL1426
2/13/2026 1 DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCOUNT #A29JWFIAEUZST 10 55110-03-10500 Library Supplies 139.52

✓ I-LVBL-VF34-TQSN ACCOUNT #A29JWFIAEUZST 53.14 OS/ADPRO
2/13/2026 1 DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCOUNT #A29JWFIAEUZST 10 55110-03-10000 Office Supplies 17.28
ACCOUNT #A29JWFIAEUZST 10 55110-03-41250 Programming - Adult 35.86

✓ I-LWH1-XCQT-VL4K ACCOUNT #A29JWFIAEUZST 46.93 ADPROG26
2/13/2026 1 DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCOUNT #A29JWFIAEUZST 10 55110-03-41250 Programming - Adult 46.93

✓ I-LYON-7GH7-T44G ACCOUNT #A29JWFIAEUZST 35.14 MEM OS 1
2/13/2026 1 DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCOUNT #A29JWFIAEUZST 10 55110-03-10000 Office Supplies 14.36
ACCOUNT #A29JWFIAEUZST 26 55110-03-40500 Memorial Books-Expense 20.78

✓ I-LYON-7GH7-TX9Q ACCOUNT #A29JWFIAEUZST 13.28 ADPROG/A
2/13/2026 1 DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCOUNT #A29JWFIAEUZST 10 55110-03-41250 Programming - Adult 56.78
ACCOUNT #A29JWFIAEUZST 10 55110-13-10000 Adult Dept Fiction 16.50

✓ I-LYUJ-3TRN-F9H1 ACCOUNT #A29JWFIAEUZST 91.63 60+Jum20
2/13/2026 1 DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCOUNT #A29JWFIAEUZST 10 55110-03-41250 Programming - Adult 91.63

===== VENDOR TOTALS ===== 4,027.85

01-005261 MARY A. AMENT

✓ I-20260213 MARCH 11, 2026 PERFORMANCE 50.00
2/13/2026 1 DUE: 2/13/2026 DISC: 2/13/2026 1099: Y
ACCOUNT #A29JWFIAEUZST 10 55110-03-41250 Programming - Adult 50.00

===== VENDOR TOTALS ===== 50.00

PACKET: 12305 LIBRARY - 20260213
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-004933		BLACKSTONE PUBLISHING				
I-2225356	✓	COST # 101490	235.11			
2/13/2026	1	DUE: 2/13/2026 DISC: 2/13/2026		1099: N	Adult Dept Books on CD	235.11
		CUST # 101490		✓ 10 55110-14-10100		
		== VENDOR TOTALS ==	235.11			
01-004375		CINTAS CORPORATION				
I-4258910495	✓	PAYER # 18280979	249.11			
2/13/2026	1	DUE: 2/13/2026 DISC: 2/13/2026		1099: N	Facility Cleaning Servic	249.11
		PAYER # 18280979		✓ 10 55110-02-23250		
		== VENDOR TOTALS ==	249.11			
01-002331		CNA SURETY DIRECT BILL				
I-20260213	✓	BOND # 70080544	126.00	48-17186		
2/13/2026	1	DUE: 2/13/2026 DISC: 2/13/2026		1099: N	Ins.-Property, Liability	126.00
		BOND # 70080544		✓ 10 55110-05-10000		
		== VENDOR TOTALS ==	126.00			
01-000204		DAVE'S COUNTY MARKET				
I-00350078-111	✓	ACCT# 708	40.49			
2/13/2026	1	DUE: 2/13/2026 DISC: 2/13/2026		1099: N	Hospitality	40.49
		ACCT# 708		✓ 10 55110-03-41750		
		== VENDOR TOTALS ==	40.49			
I-00359427	✓	ACCT # 708	69.32			
2/13/2026	1	DUE: 2/13/2026 DISC: 2/13/2026		1099: N	Library Vending - Expens	69.32
		ACCT # 708		✓ 26 55110-03-12675		
		== VENDOR TOTALS ==	109.81			
01-000207		E.O. JOHNSON BUSINESS TECHNOLO				
I-INV1911010	✓	ACCT # 6000604	257.00			
2/13/2026	1	DUE: 2/13/2026 DISC: 2/13/2026		1099: N	Library Photocopier Expe	257.00
		ACCT # 6000604		✓ 26 55110-03-12650		
		== VENDOR TOTALS ==	257.00			

2/17/2026 12:20 PM
PACKET: 12305 LIBRARY - 20260213
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

01-005651 INGRAM LIBRARY SERVICES LLC
I-94249459 ✓ ACCT # 20AB749 110.87 ADFICJAN
DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCT # 20AB749 ✓ 10 55110-13-10000 Adult Dept Fiction 110.39
ACCT # 20AB749 ✓ 10 55110-03-11000 Postage 0.48

I-94249460 ✓ ACCT # 20AB749 559.86 ANF-2026
DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCT # 20AB749 ✓ 10 55110-13-10100 Adult Dept Non-Fiction 557.50
ACCT # 20AB749 ✓ 10 55110-03-11000 Postage 2.36

I-94249461 ✓ ACCT # 20AB749 32.05 ANF-2026
DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCT # 20AB749 ✓ 10 55110-13-10100 Adult Dept Non-Fiction 31.89
ACCT # 20AB749 ✓ 10 55110-03-11000 Postage 0.16

I-94302991 ✓ ACCT # 20AB749 155.98 ANF-2026
DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCT # 20AB749 ✓ 10 55110-13-10100 Adult Dept Non-Fiction 146.98
ACCT # 20AB749 ✓ 10 55110-03-11000 Postage 9.00

== VENDOR TOTALS == 858.76

01-000517 MERRILL AREA CHAMBER OF COMMER
I-100346 ✓ CHAMBER BOOKS 240.00
DUE: 2/13/2026 DISC: 2/13/2026 1099: N
CHAMBER BOOKS ✓ 10 55110-03-41250 Programming - Adult 240.00

== VENDOR TOTALS == 240.00

01-000656 WISCONSIN PUBLIC SERVICE
I-9810859011 ✓ ACCT # 0403371156-00003 4,617.59
DUE: 2/13/2026 DISC: 2/13/2026 1099: N
ACCT # 0403371156-00003 ✓ 10 55110-02-22000 Electric 1,920.15
ACCT # 0403371156-00003 ✓ 10 55110-02-22500 Fuel - Natural Gas 2,697.44

== VENDOR TOTALS == 4,617.59

== PACKET TOTALS == 10,771.23

PACKET: 12305 LIBRARY -- 20260213
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 6

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	2/2026	10,424.13
26	2/2026	347.10

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12316 LIBRARY - 20260220
VENDOR SET: 01 City of Merrill
SEQUENCE = ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS	P.O. #	DISCOUNT	C/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-004811		COLLABORATIVE SUMMER LIBRARY P ✓						
I-750259		S/LP ITEMS	53.97					
2/20/2026	1 ✓	DATE: 2/20/2026 DISC: 2/20/2026		1099: N				
		S/LP ITEMS		10 55110-03-41500			Programming - Youth	53.97
		== VENDOR TOTALS ==	53.97					
01-002026		COMPLETE CONTROL, INC ✓						
I-86942		CUSTOMER CODE: MER006	295.50					
2/20/2026	1 ✓	DATE: 2/20/2026 DISC: 2/20/2026		1099: N				
		CUSTOMER CODE: MER006		10 55110-03-50000			M/R-General Repair/Maint	295.50
		== VENDOR TOTALS ==	295.50					
01-002661		FRONTIER ✓						
I-20260220		ACCT # 715-536-7909-010384-5	149.48					
2/20/2026	1 ✓	DATE: 2/20/2026 DISC: 2/20/2026		1099: N				
		ACCT # 715-536-7909-010384-5 ✓		10 55110-02-25000			Telephone	149.48
		== VENDOR TOTALS ==	149.48					
01-005651		INGRAM LIBRARY SERVICES LLC ✓						
I-94538424		ACCT # 20AB749	22.25	ANF-2026				
2/20/2026	1 ✓	DATE: 2/20/2026 DISC: 2/20/2026		1099: N				
		ACCT # 20AB749 ✓		10 55110-13-10100			Adult Dept Non-Fiction	19.25 ✓
		ACCT # 20AB749		10 55110-03-11000			Postage	3.00 ✓
		== VENDOR TOTALS ==	22.25					
I-94573880		ACCT #20AB749	89.31	ADULTICAN				
2/20/2026	1 ✓	DATE: 2/20/2026 DISC: 2/20/2026		1099: N				
		ACCT #20AB749 ✓		10 55110-13-10000			Adult Dept Fiction	88.54 ✓
		ACCT #20AB749		10 55110-03-11000			Postage	0.77 ✓
		== VENDOR TOTALS ==	89.31					
I-94573881		ACCT #20AB749	151.87	ANF-2026				
2/20/2026	1 ✓	DATE: 2/20/2026 DISC: 2/20/2026		1099: N				
		ACCT #20AB749 ✓		10 55110-13-10100			Adult Dept Non-Fiction	149.88
		ACCT #20AB749		10 55110-03-11000			Postage	1.99
		== VENDOR TOTALS ==	151.87					
I-94573882		ACCT #20AB749	29.04	ANF-2026				
2/20/2026	1 ✓	DATE: 2/20/2026 DISC: 2/20/2026		1099: N				
		ACCT #20AB749 ✓		10 55110-13-10100			Adult Dept Non-Fiction	28.80
		ACCT #20AB749		10 55110-03-11000			Postage	0.24
		== VENDOR TOTALS ==	29.04					

2/23/26

2/23/2026 10:45 AM
 A/P Regular Open Item Register
 PAGE: 2

POST DATE	RANK CODE	DESCRIPTION	DISCOUNT	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-005471	LIBRERIA					
I-273989	1	REF # 2000006659	559.36	262716		
2/20/2026		DISC: 2/20/2026		1099: N	Youth Children's Books	548.96 ✓
		REF # 2000006659		✓ 10 55110-13-20000	Library Supplies	10.40 ✓
		REF # 2000006659		✓ 10 55110-03-10500		
I-273990	1	REF # 2000006660	257.98	262717		
2/20/2026		DISC: 2/20/2026		1099: N	Young Adult Books	246.98 ✓
		REF # 2000006660		✓ 10 55110-13-20100	Library Supplies	11.00 ✓
		REF # 2000006660		✓ 10 55110-03-10500		
I-273992	1	REF # 2000006902	21.20	263131		
2/20/2026		DISC: 2/20/2026		1099: N	Memorial Books-Expense	21.20
		REF # 2000006902		✓ 26 55110-03-40500		
I-273993	1	REF # 2000006656	187.43	262712		
2/20/2026		DISC: 2/20/2026		1099: N	Youth Children's Books	182.83
		REF # 2000006656		✓ 10 55110-13-20000	Library Supplies	4.60
		REF # 2000006656		✓ 10 55110-03-10500		
I-273995	1	REF # 2000006737	37.14	262859		
2/20/2026		DISC: 2/20/2026		1099: N	Young Adult Books	35.94 ✓
		REF # 2000006737		✓ 10 55110-13-20100	Library Supplies	1.20 ✓
		REF # 2000006737		✓ 10 55110-03-10500		
I-273997	1	REF # 2000006658	860.03	262714		
2/20/2026		DISC: 2/20/2026		1099: N	Youth Children's Books	826.83 ✓
		REF # 2000006658		✓ 10 55110-13-20000	Library Supplies	33.20 ✓
		REF # 2000006658		✓ 10 55110-03-10500		
== VENDOR TOTALS ==			1,923.14			

POST DATE	RANK CODE	DESCRIPTION	DISCOUNT	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-001797	MARATHON COUNTY PUBLIC LIBRARY					
I-025072	1	CUST # C-000168	40.00			
2/20/2026		DISC: 2/20/2026		1099: N	Lost-Damaged Materials	40.00
		CUST # C-000168		✓ 10 55110-02-27000		
== VENDOR TOTALS ==			40.00			
== PACKAGE TOTALS ==			2,754.56			

** T O T A L S **

INVOICE TOTALS 2,754.56
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 2,754.56

** 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
2026	10 -21-0000	Accounts Payable Control	2,733.36	1,350	1,076.04	1,062,390	933,735.33
	10 -55110-02-25000	Telephone	149.48	150	79.00	1,062,390	933,844.81
	10 -55110-02-27000	Lost-Damaged Materials	40.00	7,000	6,789.28	1,062,390	933,824.41
	10 -55110-03-10500	Library Supplies	60.40	1,200	1,138.11	1,062,390	933,878.81
	10 -55110-03-11000	Postage	6.00	7,500	6,393.12	1,062,390	933,830.84
	10 -55110-03-41500	Programming - Youth	53.97	7,000	6,684.32	1,062,390	933,589.31
	10 -55110-03-50000	M/R-General Repair/Maint	295.50	9,800	9,144.16	1,062,390	933,796.27
	10 -55110-13-10000	Adult Dept Fiction	88.54	10,000	8,755.13	1,062,390	933,686.88
	10 -55110-13-10100	Adult Dept Non-Fiction	197.93	16,000	13,545.08	1,062,390	932,326.19
	10 -55110-13-20000	Youth Children's Books	1,558.62	2,500	2,217.08	1,062,390	933,601.69
	10 -55110-13-20100	Young Adult Books	282.92				
	26 -21-0000	Accounts Payable Control	21.20	0	41.98	0	368.30
	26 -55110-03-40500	Memorial Books-Expense	21.20				
	99 -14-0010	Due from General Fund	2,733.36				
	99 -14-0026	Due from Non-Lapsing	21.20				
		** 2026 YEAR TOTALS	2,754.56				

2/23/2026 10:45 AM

PACKET: 12316 LIBRARY - 20260220
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 4

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	2/2026	2,733.36
26	2/2026	21.20

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

✓

PACKET: 12325 LIBRARY - 20260227
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS	P.O. #	ACCOUNT NAME	DISTRIBUTION
-----ID-----	-----	-----	DISCOUNT	S/L ACCOUNT	-----	-----
01-000922		CENGAGE LEARNING INC ✓				
I-999102430787		ACCT # 100298883	230.00	FEHLP		
2/27/2026	1	DUE: 2/27/2026 DISC: 2/27/2026 ✓		1099: N		
		ACCT # 100298883 ✓		10 55110-13-10400	Adult Dept Large Print	230.00
		== VENDOR TOTALS ==	230.00			
01-000204		DAVE'S COUNTY MARKET ✓				
I-361880		ACCT # 708	51.96	487754		
2/27/2026	1	DUE: 2/27/2026 DISC: 2/27/2026 ✓		1099: N		
		ACCT # 708 ✓		26 55110-03-12675	Library Vending - Expens	51.96
I-367134		ACCT # 708	16.25	493030		
2/27/2026	1	DUE: 2/27/2026 DISC: 2/27/2026 ✓		1099: N		
		ACCT # 708 ✓		10 55110-03-41750	Hospitality	16.25
		== VENDOR TOTALS ==	68.21			
01-000207		E.O. JOHNSON BUSINESS TECHNOLO ✓				
I-INV1918494		ACCT # 6000604	54.00			
2/27/2026	1	DUE: 2/27/2026 DISC: 2/27/2026 ✓		1099: N		
		ACCT # 6000604 ✓		26 55110-03-12650	Library Photocopier Expe	54.00
		== VENDOR TOTALS ==	54.00			
01-005274		HAENCO LLC ✓				
I-17533		INVOICE DATED 02/20/2026	80.11	5661		
2/27/2026	1	DUE: 2/27/2026 DISC: 2/27/2026 ✓		1099: N		
		INVOICE DATED 02/20/2026 ✓		10 55110-03-44000	Janitor Supplies	80.11
		== VENDOR TOTALS ==	80.11			
01-005651		INGRAM LIBRARY SERVICES LLC ✓				
I-94404760		ACCT # 20AB749	59.24	ADFCJUN		
2/27/2026	1	DUE: 2/27/2026 DISC: 2/27/2026 ✓		1099: N		
		ACCT # 20AB749 ✓		10 55110-13-10000	Adult Dept Fiction	58.59
		ACCT # 20AB749		10 55110-03-11000	Postage	0.65
I-94404761		ACCT # 20AB749	168.30	ANF-2026		
2/27/2026	1	DUE: 2/27/2026 DISC: 2/27/2026 ✓		1099: N		
		ACCT # 20AB749 ✓		10 55110-13-10100	Adult Dept Non-Fiction	166.01
		ACCT # 20AB749		10 55110-03-11000	Postage	2.29

2/27/26
 2/27/26

PACKET: 12325 LIBRARY - 20260227
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----
 POST DATE BANK CODE -----DESCRIPTION-----
 01-005551 INGRAM LIBRARY SERVICES LLC (** CONTINUED **)

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	GROSS	P.O. #	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
I-94404762	1	ACCT # 20AB749		7.55	PB1&2202			
2/27/2026		DUE: 2/27/2026 DISC: 2/27/2026	✓		1099: N			
		ACCT # 20AB749			10 55110-13-10200	Adult Dept Paperbacks		7.49
		ACCT # 20AB749			10 55110-03-11000	Postage		0.06
I-94631999	1	ACCT # 20AB749		31.80	ANF-2026			
2/27/2026		DUE: 2/27/2026 DISC: 2/27/2026	✓		1099: N			
		ACCT # 20AB749			10 55110-13-10100	Adult Dept Non-Fiction		28.80
		ACCT # 20AB749			10 55110-03-11000	Postage		3.00
I-94691007	1	ACCT # 20AB749		20.98	PB1&2202			
2/27/2026		DUE: 2/27/2026 DISC: 2/27/2026	✓		1099: N			
		ACCT # 20AB749			10 55110-13-10200	Adult Dept Paperbacks		11.98
		ACCT # 20AB749			10 55110-03-11000	Postage		9.00
I-94715773	1	ACCT # 20AB749		54.17	ADFCJRN			
2/27/2026		DUE: 2/27/2026 DISC: 2/27/2026	✓		1099: N			
		ACCT # 20AB749			10 55110-13-10000	Adult Dept Fiction		53.44
		ACCT # 20AB749			10 55110-03-11000	Postage		0.73
I-94715774	1	ACCT # 20AB749		177.12	ANF-2026			
2/27/2026		DUE: 2/27/2026 DISC: 2/27/2026	✓		1099: N			
		ACCT # 20AB749			10 55110-13-10100	Adult Dept Non-Fiction		174.85
		ACCT # 20AB749			10 55110-03-11000	Postage		2.27
				519.16	===== VENDOR TOTALS =====			
01-004942	LIBRARY IDEAS, LLC	✓						
I-124491	1	VOX BOOKS		244.44				
2/27/2026		DUE: 2/27/2026 DISC: 2/27/2026	✓		1099: N			
		VOX BOOKS			10 55110-14-20000	Youth Audiobooks & CDs		244.44
				244.44	===== VENDOR TOTALS =====			
01-001002	NORTHWOODS RIVER NEWS	✓						
I-20260227	1	ACCT # 3187		80.00				
2/27/2026		DUE: 2/27/2026 DISC: 2/27/2026	✓		1099: N			
		ACCT # 3187			10 55110-13-50000	Magazines/Periodicals		80.00
				80.00	===== VENDOR TOTALS =====			

PACKET: 12325 LIBRARY - 20260227
 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

01-000276 T.B. SCOTT LIBRARY-PETTY CASH ✓
 I-20260227 PETTY CASH REIMB 26.92
 2/27/2026 1 DUE: 2/27/2026 DISC: 2/27/2026 ✓ 1099: N
 PETTY CASH REIMB 10 55110-03-11000 Postage 26.92
 == VENDOR TOTALS == 26.92

01-000284 VIP ALL-VALUE ✓
 I-0118037-001 ACCT # 67191-0 199.96
 2/27/2026 1 DUE: 2/27/2026 DISC: 2/27/2026 ✓ 1099: N
 ACCT # 67191-0 26 55110-03-12650 Library Photocopier Expe 199.96
 == VENDOR TOTALS == 199.96
 == PACKET TOTALS == 1,502.80

A/P Regular Open Item Register
 PACKET: 12325 LIBRARY - 20260227
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 1,502.80
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 1,502.80

** 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
2026	10 -21-0000	Accounts Payable Control	1,196.88--*				
	10 -55110-03-11000	Postage	44.92	1,200	1,093.19	1,062,390	896,862.38
	10 -55110-03-41750	Hospitality	16.25	500	443.26	1,062,390	896,891.05
	10 -55110-03-44000	Janitor Supplies	80.11	4,800	4,259.66	1,062,390	896,827.19
	10 -55110-13-10000	Adult Dept Fiction	112.03	9,800	9,032.13	1,062,390	896,795.27
	10 -55110-13-10100	Adult Dept Non-Fiction	369.66	10,000	8,385.47	1,062,390	896,537.64
	10 -55110-13-10200	Adult Dept Paperbacks	19.47	750	730.53	1,062,390	896,887.83
	10 -55110-13-10400	Adult Dept Large Print	230.00	4,300	3,619.85	1,062,390	896,677.30
	10 -55110-13-50000	Magazines/Periodicals	80.00	4,000	3,920.00	1,062,390	896,827.30
	10 -55110-14-20000	Youth Audiobooks & CDs	244.44	1,500	467.72	1,062,390	896,562.86
	26 -21-0000	Accounts Payable Control	305.92--*				
	26 -55110-03-12650	Library Photocopier Expe	253.96	0	510.96- Y	0	622.26- Y
	26 -55110-03-12675	Library Vending - Expens	51.96	0	121.28- Y	0	420.26- Y
	99 -14-0010	Due from General Fund	1,196.88 *				
	99 -14-0026	Due From Non-Lapsing	305.92 *				

** 2026 YEAR TOTALS 1,502.80

3/02/2026 11:22 AM
PACKET: 12325 LIBRARY - 20260227
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	2/2026	1,196.88
26	2/2026	305.92

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0 ✓

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2026

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	482,325.00	241,162.50	241,162.50	50.00	241,162.50
TOTAL Intergovernmental	482,325.00	241,162.50	241,162.50	50.00	241,162.50
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	0.00	418.70	546.18	0.00	(546.18)
TOTAL Public Charges-Services	0.00	418.70	546.18	0.00	(546.18)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	500.00	1,000.00	0.00	(1,000.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	0.00	0.00	0.00
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	500.00	1,000.00	0.00	(1,000.00)
TOTAL REVENUES	482,325.00	242,081.20	242,708.68	50.32	239,616.32
EXPENDITURES					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	236,530.00	18,492.49	43,846.96	18.54	192,683.04
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	412,528.00	31,048.72	74,632.41	18.09	337,895.59
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	1,835.00	0.00	0.00	0.00	1,835.00
55110-01-51000 Social Security	49,653.00	3,651.01	9,160.14	18.45	40,492.86
55110-01-52000 Retirement (WRS)	38,523.00	2,906.16	7,265.40	18.86	31,257.60
55110-01-52500 Prior Service-Debt Serv.	3,745.00	0.00	0.00	0.00	3,745.00
55110-01-54000 Health Insurance	83,399.00	6,215.04	12,430.08	14.90	70,968.92
55110-01-55000 Life Insurance	2,977.00	0.00	0.00	0.00	2,977.00
TOTAL Personnel Services	829,190.00	62,313.42	147,334.99	17.77	681,855.01
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	1,300.00	0.00	0.00	0.00	1,300.00
55110-02-16000 Elevator Contract/Inspect	3,500.00	0.00	0.00	0.00	3,500.00
55110-02-16250 HVAC Service	400.00	0.00	0.00	0.00	400.00
55110-02-16500 Fire/Security System Cont	2,300.00	0.00	0.00	0.00	2,300.00
55110-02-21000 Water and Sewer	2,080.00	0.00	0.00	0.00	2,080.00
55110-02-22000 Electric	28,000.00	1,920.15	1,920.15	6.86	26,079.85
55110-02-22500 Fuel - Natural Gas	22,500.00	2,697.44	2,697.44	11.99	19,802.56

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2026

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-02-23100 Janitorial Services Contr	0.00	0.00	0.00	0.00	0.00
55110-02-23250 Facility Cleaning Service	3,000.00	249.11	498.22	16.61	2,501.78
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	149.48	273.96	20.29	1,076.04
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	150.00	40.00	71.00	47.33	79.00
TOTAL Contractual Services	65,080.00	5,056.18	5,460.77	8.39	59,619.23
Supplies & Expenses					
55110-03-10000 Office Supplies	2,750.00	150.91	150.91	5.49	2,599.09
55110-03-10500 Library Supplies	7,000.00	199.92	210.72	3.01	6,789.28
55110-03-11000 Postage	1,200.00	77.64	106.81	8.90	1,093.19
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	550.00	0.00	0.00	0.00	550.00
55110-03-21001 Misc Rev. Memberships	0.00	0.00	0.00	0.00	0.00
55110-03-30500 Mileage	600.00	19.50	19.50	3.25	580.50
55110-03-31000 Misc. - Petty Cash	0.00	40.00	90.00	0.00	90.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	0.00	50.00	2.50	1,950.00
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	0.00	0.00	0.00
55110-03-41000 Public Relations/Publicit	2,000.00	299.00	299.00	14.95	1,701.00
55110-03-41001 Misc Rev - Publicity	0.00	0.00	0.00	0.00	0.00
55110-03-41250 Programming - Adult	7,000.00	991.06	1,000.90	14.30	5,999.10
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	0.00	0.00	0.00
55110-03-41500 Progammng - Youth	7,500.00	1,106.88	1,106.88	14.76	6,393.12
55110-03-41501 Misc Rev-Programming-Yout	0.00	0.00	0.00	0.00	0.00
55110-03-41750 Hospitality	500.00	56.74	56.74	11.35	443.26
55110-03-41751 Misc Rev-Hospitality	0.00	136.17	136.17	0.00	136.17
55110-03-44000 Janitor Supplies	4,800.00	110.69	540.34	11.26	4,259.66
55110-03-50000 M/R-General Repair/Maint.	7,000.00	315.68	315.68	4.51	6,684.32
55110-03-50001 Mis Rev-M/R General/Cont	0.00	0.00	0.00	0.00	0.00
55110-03-50275 M/R - Contingency	10,000.00	0.00	0.00	0.00	10,000.00
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	53,200.00	3,504.19	3,903.65	7.34	49,296.35
Fixed Charges					
55110-05-10000 Ins.-Property, Liability,	15,000.00	126.00	126.00	0.84	14,874.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	15,000.00	126.00	126.00	0.84	14,874.00
Capital Outlay					
55110-08-50000 Special/Major Projects	0.00	0.00	0.00	0.00	0.00
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2026

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,800.00	626.10	767.87	7.84	9,032.13
55110-13-10100 Adult Dept Non-Fiction	10,000.00	1,479.28	1,614.53	16.15	8,385.47
55110-13-10200 Adult Dept Paperbacks	750.00	19.47	19.47	2.60	730.53
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	277.94	680.15	15.82	3,619.85
55110-13-20000 Youth Children's Books	16,000.00	1,558.62	2,454.92	15.34	13,545.08
55110-13-20100 Young Adult Books	2,500.00	282.92	282.92	11.32	2,217.08
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	80.00	80.00	2.00	3,920.00
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	47,350.00	4,324.33	5,899.86	12.46	41,450.14
<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	235.11	235.11	11.76	1,764.89
55110-14-10200 Adult Dept CDs	800.00	(161.66)	(161.66)	20.21-	961.66
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	167.02	167.02	8.35	1,832.98
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	244.44	1,032.28	68.82	467.72
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	80.92	80.92	10.79	669.08
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	350.00	227.57	77.57	22.16	272.43
55110-14-41000 Adult Library of Things	350.00	117.00	117.00	33.43	233.00
55110-14-45000 Ebooks/Digital Content	6,620.00	0.00	0.00	0.00	6,620.00
55110-14-45001 Misc Rev-Ebooks/Digital	0.00	0.00	0.00	0.00	0.00
55110-14-45900 Misc Rev - Non-Print	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Print Media-Library	14,370.00	910.40	1,548.24	10.77	12,821.76
<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	519.96	27.37	1,380.04
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 T1/Internet Access	1,200.00	0.00	0.00	0.00	1,200.00
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	3,600.00	0.00	0.00	0.00	3,600.00
55110-15-42500 Computer Equipment	10,000.00	1,703.27	1,703.27	17.03	8,296.73
55110-15-47500 Software/Upgrades	3,000.00	92.84	92.84	3.09	2,907.16
55110-15-70000 V-Cat Shared Automation	18,500.00	0.00	0.00	0.00	18,500.00
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,200.00	1,796.11	2,316.07	6.06	35,883.93
TOTAL EXPENDITURES	1,062,390.00	78,030.63	166,589.58	15.68	895,800.42
REVENUES OVER/(UNDER) EXPENDITURES	(580,065.00)	164,050.57	76,119.10	0.00	(656,184.10)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2026

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
45110-43514 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	482,325.00	241,162.50	241,162.50	50.00	241,162.50
TOTAL Intergovernmental	482,325.00	241,162.50	241,162.50	50.00	241,162.50
Public Charges-Services					
45110-46710 Library Revenue	0.00	418.70	546.18	0.00	(546.18)
TOTAL Public Charges-Services	0.00	418.70	546.18	0.00	(546.18)
Miscellaneous Revenues					
45110-48023 Sale - Library Furniture	0.00	500.00	1,000.00	0.00	(1,000.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	0.00	0.00	0.00
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	500.00	1,000.00	0.00	(1,000.00)
TOTAL REVENUES	482,325.00	242,081.20	242,708.68	50.32	239,616.32
EXPENDITURES					
Personnel Services					
55110-01-11000 Salaries - Regular	236,530.00	18,492.49	43,846.96	18.54	192,683.04
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	412,528.00	31,048.72	74,632.41	18.09	337,895.59
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	1,835.00	0.00	0.00	0.00	1,835.00
55110-01-51000 Social Security	49,653.00	3,651.01	9,160.14	18.45	40,492.86
55110-01-52000 Retirement (WRS)	38,523.00	2,906.16	7,265.40	18.86	31,257.60
55110-01-52500 Prior Service-Debt Serv.	3,745.00	0.00	0.00	0.00	3,745.00
55110-01-54000 Health Insurance	83,399.00	6,215.04	12,430.08	14.90	70,968.92
55110-01-55000 Life Insurance	2,977.00	0.00	0.00	0.00	2,977.00
TOTAL Personnel Services	829,190.00	62,313.42	147,334.99	17.77	681,855.01
Contractual Services					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	1,300.00	0.00	0.00	0.00	1,300.00
55110-02-16000 Elevator Contract/Inspect	3,500.00	0.00	0.00	0.00	3,500.00
55110-02-16250 HVAC Service	400.00	0.00	0.00	0.00	400.00
55110-02-16500 Fire/Security System Cont	2,300.00	0.00	0.00	0.00	2,300.00
55110-02-21000 Water and Sewer	2,080.00	0.00	0.00	0.00	2,080.00
55110-02-22000 Electric	28,000.00	1,920.15	1,920.15	6.86	26,079.85
55110-02-22500 Fuel - Natural Gas	22,500.00	2,697.44	2,697.44	11.99	19,802.56

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2026

10 -General Fund
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Print Media - Library					
55110-13-10000 Adult Dept Fiction	9,800.00	626.10	767.87	7.84	9,032.13
55110-13-10100 Adult Dept Non-Fiction	10,000.00	1,479.28	1,614.53	16.15	8,385.47
55110-13-10200 Adult Dept Paperbacks	750.00	19.47	19.47	2.60	730.53
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	277.94	680.15	15.82	3,619.85
55110-13-20000 Youth Children's Books	16,000.00	1,558.62	2,454.92	15.34	13,545.08
55110-13-20100 Young Adult Books	2,500.00	282.92	282.92	11.32	2,217.08
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	80.00	80.00	2.00	3,920.00
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	47,350.00	4,324.33	5,899.86	12.46	41,450.14
Non-Print Media-Library					
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	235.11	235.11	11.76	1,764.89
55110-14-10200 Adult Dept CDs	800.00	161.66	161.66	20.21	961.66
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	167.02	167.02	8.35	1,832.98
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	244.44	1,032.28	68.82	467.72
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	80.92	80.92	10.79	669.08
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	350.00	227.57	77.57	22.16	272.43
55110-14-41000 Adult Library of Things	350.00	117.00	117.00	33.43	233.00
55110-14-45000 Ebooks/Digital Content	6,620.00	0.00	0.00	0.00	6,620.00
55110-14-45001 Misc Rev-Ebooks/Digital	0.00	0.00	0.00	0.00	0.00
55110-14-45900 Misc Rev - Non-Print	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Print Media-Library	14,370.00	910.40	1,548.24	10.77	12,821.76
Technology					
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	519.96	27.37	1,380.04
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 T1/Internet Access	1,200.00	0.00	0.00	0.00	1,200.00
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	3,600.00	0.00	0.00	0.00	3,600.00
55110-15-42500 Computer Equipment	10,000.00	1,703.27	1,703.27	17.03	8,296.73
55110-15-47500 Software/Upgrades	3,000.00	92.84	92.84	3.09	2,907.16
55110-15-70000 V-Cat Shared Automation	18,500.00	0.00	0.00	0.00	18,500.00
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,200.00	1,796.11	2,316.07	6.06	35,883.93
TOTAL EXPENDITURES	1,062,390.00	78,030.63	166,589.58	15.68	895,800.42
REVENUES OVER/(UNDER) EXPENDITURES	(580,065.00)	164,050.57	76,119.10	0.00	(656,184.10)

**Monthly Statistical Report
T.B. Scott Free Library
February 2026**

LIBRARY ACTIVITY	Feb 2026	Feb 2025	% Change	Feb 2024	% Change	YTD 2026	YTD 2025	% Change
Library Facility Traffic	5,555	5,300	4.8%	6,014	-7.6%	11,556	10,658	8.4%
Average Daily Traffic	242	230	5.2%	251	-3.6%	246	227	8.3%
Meetings Held	33	14	135.7%	22	50.0%	65	31	109.7%
Attendance	199	94	111.7%	95	109.5%	338	198	70.7%
Classes/Groups w/o Program	6	9	-33.3%	19	-68.4%	11	18	-38.9%
Attendance	108	178	-39.3%	336	-67.9%	193	353	-45.3%
New Card Registrations	36	49	-26.5%	79	-54.4%	87	89	-2.2%
Volunteer Hours Worked	18	14	28.6%	16	12.5%	28	31	-9.7%

TECHNOLOGY USE	Feb 2026	Feb 2025	% Change	Feb 2024	% Change	YTD 2026	YTD 2025	% Change
Wireless Use	950	1,213	-21.7%	1,438	-33.9%	1,845	2,510	-26.5%
Internet Computers								
Adult	466	304	53.3%	358	30.2%	872	609	43.2%
Youth	126	58	117.2%	68	85.3%	220	84	161.9%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	123	124	-0.8%	129	-4.7%	250	238	5.0%
TOTAL USE	715	486	47.1%	555	28.8%	1,342	931	44.1%

PROGRAMS	Feb 2026	Feb 2025	% Change	Feb 2024	% Change	YTD 2026	YTD 2025	% Change
Programs Given								
Adult	11	11	0.0%	19	-42.1%	22	17	29.4%
General Interest	2	2	0.0%	3	-33.3%	4	4	0.0%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	11	9	22.2%	11	0.0%	19	16	18.8%
TOTAL	24	22	9.1%	33	-27.3%	45	37	21.6%
Program Attendance								
Adult	149	114	30.7%	230	-35.2%	291	180	61.7%
General Interest	22	25	-12.0%	17	29.4%	40	50	-20.0%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	276	236	16.9%	228	21.1%	480	378	27.0%
TOTAL	447	375	19.2%	475	-5.9%	811	608	33.4%

Self-Directed Activities

	Date	#
Little Bluebirds Club		6
Preschool Activity Bags		100
School Age Activity Bags		50
4K Activity Bags		45
Scavenger Hunt		99
Adult Winter Read Bingo		24
Adult Spice Bags		50
Adult	Date	#
1 on 1 Tech Help(13 sessions)		15
Notary Public Service(9 sessions)		9
Kindhearted	2/2/2026	16
Heart Book Craft	2/10/2026	14
Cybersecurity #1	2/11/2026	26
Love Song Bingo	2/13/2026	17
Adult Puzzle Comp.	2/14/2026	19
Cover 2 Cover	2/19/2026	5
Believe & Achieve	2/24/2026	7
Cybersecurity #2	2/26/2026	1

Outreach

	Date	#
Senior Dining	2/11/2026	22
Reading With Sue	2/18/2026	6
Critic's Choice Movie	2/25/2026	16

Youth

	Date	#
Wiggle, Giggle, Shake(4 sessions)		89
Family Storytime(3 sessions)		76
Parkside 4K(2 sessions)		48
Start with Art	2/4/2026	37
Parkside Preschool	2/17/2026	26

OVERALL ROOM USE

Room	# of people
Atrium	4
Board Room	65
Carnegie	0
Community Room	197
Genealogy Room	0
Semling-Menke Room	34
Storyhour Room	197
YS Activity Room	143

General Interest

	Date	#
Real Writer's Group	2/14/2026	18
Library Social Hour	2/27/2026	4

FEBRUARY 2026

BORROWERS		Feb 2026	Feb 2025	% Change	Feb 2024	% Change
City	Adult	2,778	3,325	-16.5%	3,597	-22.8%
	Youth	736	856	-14.0%	873	-15.7%
County	Adult	2,479	2,982	-16.9%	3,211	-22.8%
	Youth	660	761	-13.3%	787	-16.1%
Other	Adult	374	393	-4.8%	378	-1.1%
	*ILL	426	415	2.7%	450	-5.3%
	Youth	59	73	-19.2%	78	-24.4%
TOTAL BORROWERS		7,512	8,805	-14.7%	9,374	-19.9%

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

DONATIONS	Feb 2026	Feb 2025	Feb 2024	YTD 2026	YTD 2025
Endowment Fund	\$ 155	\$ 211	\$ 123	\$ 505	\$ 756
Special Projects Fund	N/A	N/A	\$ 87	N/A	N/A
Gifts/Memorials	\$ 136	\$ 96	\$ 187	\$ 136	\$ 211

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

RESOURCE SHARING	Feb 2026	Feb 2025	% Change	Feb 2024	% Change	YTD 2026	YTD 2025	% Change
V-Cat Received	1,467	1,221	20.1%	1,261	16.3%	2,838	2,520	12.6%
V-Cat Sent	1,066	1,141	28.6%	1,191	23.2%	2,180	2,498	-12.7%
ILL Received	43	27	59.3%	30	43.3%	95	63	50.8%
ILL Sent	96	119	-19.3%	114	-15.8%	195	213	-8.5%

CIRCULATION	Feb 2026	Feb 2025	% Change	Feb 2024	% Change	YTD 2026	YTD 2025	% Change	
Audiobooks	Adult	118	113	4.4%	185	-36.2%	243	221	10.0%
	Youth	26	44	-40.9%	47	-44.7%	42	61	-31.1%
Books-Fiction	Adult	2,174	2,289	-5.0%	2,313	-6.0%	4,637	4,856	-4.5%
	Youth	2,867	2,736	4.8%	3,123	-8.2%	5,938	5,747	3.3%
Books-Nonfiction	Adult	973	955	1.9%	1,020	-4.6%	2,035	1,938	5.0%
	Youth	589	461	27.8%	691	-14.8%	1,186	1,012	17.2%
CDs/Cassettes	Adult	701	88	696.6%	112	525.9%	840	184	356.5%
	Youth	36	6	500.0%	11	227.3%	67	24	179.2%
DVD/Blu-Ray/VHS	Adult	614	783	-21.6%	723	-15.1%	1,371	1,781	-23.0%
	Youth	371	374	-0.8%	425	-12.7%	747	738	1.2%
Games	Adult	7	2	250.0%	-	N/A	10	9	11.1%
	Youth	15	14	7.1%	37	-59.5%	54	36	50.0%
Magazines	Adult	171	206	-17.0%	215	-20.5%	301	450	-33.1%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	113	79	43.0%	67	68.7%	228	175	30.3%
	Youth	18	8	125.0%	37	-51.4%	41	24	70.8%
PHYSICAL ITEMS SUB TOTAL		8,793	8,158	7.8%	9,006	-2.4%	17,740	17,256	2.8%
Digital Library	Audiobooks	1,283	1,160	10.6%	1,162	10.4%	2,726	2,440	11.7%
	eBooks	734	828	-11.4%	998	-26.5%	1,615	1,710	-5.6%
	Magazines	228	313	-27.2%	271	-15.9%	511	637	-19.8%
	* Music/Videos	107	-	N/A	-	N/A	136	N/A	N/A
DOWNLOADS SUB TOTAL		2,352	2,301	2.2%	2,431	-3.2%	4,988	4,787	4.2%
TOTAL CIRCULATION		11,145	10,459	6.6%	11,437	-2.6%	22,728	22,043	3.1%

* Kanopy Streaming Service added at the end of September 2025

MATERIALS CIRCULATING	Feb 2026	Feb 2025	% Change	Feb 2024	% Change	YTD 2026	YTD 2025	% Change
% Nonprint Materials Circulated	23.0%	18.5%	24.0%	18.3%	25.8%	20.54%	18.9%	8.9%
% Print Materials Circulated	77.0%	81.5%	-5.4%	81.7%	-5.8%	79.46%	81.1%	-2.1%
% Adult Materials Circulated	55.4%	55.3%	0.1%	51.5%	7.6%	54.48%	55.7%	-2.2%
% Youth Materials Circulated	44.6%	44.7%	-0.1%	48.5%	-8.1%	45.52%	44.3%	2.8%

Goal #2: Awareness

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

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

Measure: One collaboration in each department each program year.

Responsible staff: Head of Adult Services

Current Year:

Collaborated with the ADRC to expand caregiver-focused programming. Also collaborating with the Broadband Commission to spread the word about our technology based programs and hopefully gain more interest and awareness. 3/10/26 MP. Ongoing conversation with Lincoln County Healthy Minds to bring health and wellness programs to the library to include the upcoming Senior Breakfast event at the Eagle Club. 3/10/26. LO.

PAST YEARS ARCHIVE: Offering a once a month story time program for the clients of Kindhearted, Opportunity Development Center, and Believe and Achieve. Currently working with the ADRC to develop a soft opening for the local "Memory Café" to be held in fall. 7/10/24 MP. Partnering with the ADRC and Compassus to offer a monthly Memory Café beginning in November. Also working with Bug Tussel to offer bimonthly "technology" based program for adults of all ages. 12/7/24 MP. Working with MAPS to provide a school-ready program geared towards parents and grandparents and how better to keep their kids safe online. 5/10/25 MP. Collaborating with the ADRC to offer a once-a-month dining site for people ages 60+ beginning this month. 10/7/25 MP.

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

Measure: Quarterly review and updates of website contents.

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

Current Year: Continually working with Chris Sprague to update current and upcoming program offerings on our website and social media. Events are being added to the calendar/website earlier this year with more promotion on social media hoping to generate more interest. 3/10/26 AB. Continuing to work with Chris Sprague to make sure the adult events are listed on the calendar at least a month in advance. 3/10/26 MP. Chris Sprague is currently evaluating the room reservation format currently being used with WVLS Website Team. 3/10/26. LO.

PAST YEARS ARCHIVE: Continually working with Chris Sprague to update current and upcoming program offerings on our website and social media. 7/10/24 MP/AB. Continue to send Chris information/images for the Tockify event calendar. 12/7/24 MP. We continue to send information and images for upcoming events. Chris has revamped/restructured our website's Kid's Page. It is organized by age, highlighting events, programs, and materials relevant to each age group. AB 12/10/24. Chris is working on a Notary Service form for our website. This would allow patrons to request a Notary appointment after hours and would be emailed to me directly. 5/10/25 MP. Chris added contact and general information for the public to make notary appointments to the website. 10/7/25 MP. The Kids' Page is updated regularly to highlight programs, events, and book suggestions relevant to each age group 10/7/25 AB. The library's website is currently performing an accessibility study related to directives by the federal government and the updates to Title II of the Americans with Disabilities Act (ADA). All state and local government websites for a community of our size must be in compliance by April 2027. 10/9/25. LO.

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

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

Responsible staff: Library Director

Current Year: Newsletters and flyers continue to be developed. Merrill Enrichment Center has agreed to display our Adult Services event calendar and Library newsletters. 3/1/26. LO.

PAST YEARS ARCHIVE: Monthly newsletter/letter work in progress. 06/2024 LO. Website blog post creation and weekly maintenance. 12/2024 LO. Quarterly Library Newsletter created and the first edition made available to the public on Friday, 4/11. LAO 04/09/25. Investigating the creation of automated email system to inform email subscribers of library activities, etc. LAO 5/2025.

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

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

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

Current Year: Staff continue to attend PRN (Parent Resource Network) meetings monthly to promote library services and gather information the library can help distribute to the community. 3/10/26 AB.

PAST YEARS ARCHIVE: Regularly attend Youth Justice Coalition meetings where youth Library program offerings are gathered and promoted throughout the area. 7/10/24 AB. Regularly attend Lincoln County Healthy Minds meetings to facilitate collaboration and promotion of library services to various groups in the community. 12/2024 LO. Attend PRN (Parent Resource Network) meetings monthly to promote library services and gather information the library can help distribute to the community. 5/8/25 AB. UW-Madison-iSchool Inclusive Library Leadership course enrollment that has included collaboration with other professionals in the service industry, i.e. public libraries, academic libraries, in developing networks and resources to assist with accomplishing such tasks. LAO. 4-5/2025. Library staff attended and staffed an outreach table at the 2025 Community Night Out to promote all that the library has to offer the community. 10/9/25. Youth Services staff attended the Lincoln County Community Baby Shower to help promote library services/offerings 10/7/25 AB.

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

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

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

Current Year: During library staff meetings and staff development days, library staff have been brainstorming topics and library resources they believe would be important to highlight through short video clips, etc. Currently in the design stages with hopes to have videos on social media and the library website by mid-May. 03/10/26. LO.

PAST YEARS ARCHIVE: Began a monthly calendar of adult events that is dispersed to the ADRC, the nursing homes/assisted living, and is present on each level and the elevator within the library. 7/10/24 MP. A Summer calendar of events was created to help promote summer library offerings. Will continue to create a calendar of events throughout the year for both youth and teen offerings. 7/10/24 AB. Working with the Merrill Enrichment Center to spread awareness of our adult programs in their newsletter. 12/7/24 MP. Currently working with the Lutheran Social Services Coordinator to offer a resource evening with the residents at the Lincoln Heights Apartment Complex at the end of the month. 5/10/25 MP. Social media posts are regularly scheduled. LAO. 04/2025. Newsletter creation. LAO. 4/2025. Continue to create monthly calendar of adult events that are shared with multiple facilities throughout the community. 10/7/25 MP. Youth event calendars are regularly posted and shared throughout the community and at staff attended community events. 10/7/25 AB

Hiring a Library Director

5

Basic Legal Requirements

Under Wisconsin law, library boards have the authority to hire, supervise, and, if necessary, fire the library director. The library director, in turn, has responsibility for the hiring and supervision of all other persons in library staff positions (provided the library board has authorized those positions). The library board also has the legal authority and responsibility for determining the compensation and general duties of the director (as well as of all other library positions).

Wisconsin statutes and administrative code rules *require* that all public library directors be properly certified by the Division for Libraries and Technology. Only libraries with a properly certified director can be library system members. (See [Trustee Essential #19: Library Director Certification](#).)

Library trustees must comply with state and federal laws that prohibit discrimination in hiring. (See [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#) for a list of these laws and sources of information about these laws.) Any written or oral questions to be asked of job candidates should be reviewed in advance by a person familiar with state and federal employment and discrimination law. Your municipal attorney and library system staff should be knowledgeable about these laws.

ADA Compliance

The ADA requires reasonable accommodations in three areas of the employment process. The first involves the job application process. People with disabilities may only be asked questions asked of all applicants. Certain types of questions are not allowed. For instance, all applicants *should be* told the essential job functions and then asked whether there was any reason why they could not do perform those functions. But it would not be acceptable to single out someone who uses a wheelchair and ask how that person would do a particular task.

Examples of questions that can and cannot be asked during an interview are included on a document from the University of Wisconsin-Madison's Office for Equity and Diversity's website (www.oed.wisc.edu/documents/job-interview-questions.pdf). Essential functions are the fundamental, crucial job duties performed in a position. They do not include marginal functions, which are extra or incidental duties. Job descriptions should be written so that the essential functions are clear. If pre-employment testing is required, then accommodations must be made, if needed, for people to take the test.

The second area requires reasonable modification or adjustments to the work environment or job procedures and rules, to allow a qualified person with a disability to do the work.

The third area requires equal access to whatever insurance and benefits are offered to other employees.

The ADA does not require employers to drop essential functions of a position in an effort to accommodate a person with disabilities. Employers are not expected

In This Trustee Essential

- The basic legal parameters for the hiring of a library director
- Recommended steps to follow when hiring a new director

to provide personal items not available to other employees, but certain accommodations might be expected, such as adjustable chairs, wrist pads, or modified phones.

The ADA Wisconsin Partnership website has a helpful Frequently Asked Questions section that addresses employment issues under the ADA: www.adawipartnership.org/FAQs.htm.

The Long-Term Effects of this Decision

Not all library boards will face the responsibility of selecting a new director. However, trustees who undertake this process must understand that it is singularly important and will have far-reaching and often long-term effects. Be prepared for a great deal of diligent effort—effort that will be worthwhile if you succeed in hiring the best person for the job.

What to Look for in a New Director

A library director is the chief administrative officer of the library. The director is responsible both for day-to-day management of the organization and for assisting the library board with “big picture” issues like planning and policy-making. In developing the job description and assessing candidates, consider the following:

- experience working with library boards and governing bodies
- knowledge of budget preparation, policy development, administration, and employee supervision
- library experience in the following areas: public service, technical services, public relations, and automation experience
- demonstrated leadership ability and dependability

Steps to Follow When Hiring a New Director

1. Immediately contact your library system—it has experienced staff that will be happy to assist you through this process.
2. Appoint a search and screen committee to develop or revise a draft job description, job ad, etc.
3. Ideally, the next step is to review the library’s strategic plan (if you have one) and analyze progress in reaching the goals and objectives. Knowing where the library needs to go will help trustees define the qualifications needed in the next director.
4. The board must approve a position description that reflects the necessary qualifications and duties of the job (including the requirements for certification). A competitive salary range and fringe benefit package must be established if you hope to attract qualified applicants.

5. The board or board committee checks references of applicants, evaluates qualifications, and arranges interviews with promising candidates (paying part or all of necessary travel expenses). A uniform list of questions should be developed for use in the interviews and for contacting references. Be sure to have these questions reviewed by someone knowledgeable about employment and discrimination law.
6. The board should make clear to candidates any probationary status, performance evaluation and salary adjustment procedures, and all other terms of employment, such as the Wisconsin certification requirement.
7. In addition to contacting listed references, the board may wish to contact current or past colleagues of the top candidate or candidates to get a more complete picture of the qualifications of the applicant. If you plan to do this, you should first get written permission from the candidate.
8. Once the board has made a hiring decision, it contacts the selected applicant and confirms the appointment and starting date in writing. It promptly notifies applicants not selected. The employment contract and/or letter of appointment should specify that as a condition of employment the director must obtain and maintain the appropriate state certification.
9. A thorough orientation program for the new director, similar to that described for trustees in [Trustee Essential #27: Trustee Orientation and Continuing Education](#), should be conducted.
10. A six-month or one-year probationary period is a common personnel practice. The board and director should mutually determine short- and long-term goals for this period. The board evaluates performance regularly throughout this period.
11. Assuming successful completion of probation, the board's supervision and evaluation responsibilities continue. Reviews of the director's performance and attainment of goals and objectives should be carried out annually. (See [Trustee Essential #6: Evaluating the Director](#).)

Sources of Additional Information

- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)
- [Trustee Essential #19: Library Director Certification](#)
- [Certification Manual for Wisconsin Public Library Directors](#)
- [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#)

- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org
- Your municipal or county personnel staff and attorney.

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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Sample Job Description

[Note: This is an example of a director's job description for a small public library. The job description for your library director should reflect local needs. See [Trustee Essential #5: Hiring a Library Director](#) for more information.]

Job Title: Library Director

Job Summary: Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with strategic planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires and supervises all assistants, substitutes, and volunteers who work in the library.

I. Specific Responsibilities

[Note: Priorities can be assigned to specific responsibilities or areas of responsibility, usually as priority A, B, or C, to help the employee manage time and address the board's most pressing concerns when the work load exceeds the available hours during certain periods of the year.]

Administrative Services

1. Serve as the library's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.

10. Inform and advise the library board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries and the library system.

Collection Management

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Service and Service Promotion

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.

5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Facilities Management

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

II. Essential Functions and Knowledge

1. Excellent interpersonal skills
2. Ability to effectively communicate ideas and information in both verbal and written form
3. Ability to work with governing boards, community groups and elected officials, and make presentations to them
4. Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances
5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner
6. Ability to read and comprehend print information, including technical, statistical, and financial information
7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the Internet
8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons

9. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases
10. Ability to understand and implement instructions and directions
11. Ability to establish and maintain proper priorities and meet deadlines
12. Ability to work within a confidential environment
13. Ability to produce and maintain accurate files and reports
14. Ability to use and manage office equipment including a telephone system, fax machine, copier, and security systems
15. Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency)
16. Knowledge and ability to type, sort and file
17. Ability to work hours and assignments as required by the library board

III. Required Education, Experience and Certification

1. Bachelor's degree from a liberal arts program
2. Grade 3 Wisconsin Public Librarian Certification (Grade 2 if population over 3,000; Grade 1 if population over 6,000) or eligibility for required certification
3. Maintenance of required Certification through necessary coursework and/or qualifying continuing education
4. Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities; i.e., staff supervision, working directly with the public, working with governing boards or bodies.

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Library Director's Report – March 18, 2026



Events

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

Here are some Calendar of Events highlights:

- Thursday, April 16, 3:30-6PM: Friends of the Library Book Sale - Members Only Day
- Friday, April 17, 10AM-5PM, and Saturday, April 18, 10AM-3PM: Friends of the Library Book Sale
- Monday, April 20 – Friday, April 24: National Library Week
 - Activities and refreshments will be provided throughout the week to celebrate:
 - the gracious donation the Library received from the Carnegie Foundation of New York,
 - public libraries,
 - library patrons,
 - and the supportive community the library serves.
- Thursday, April 23, 5-7PM: Public viewing of "The Librarian" Documentary. Refreshments will be provided.

WVLS

- [WVLS Director's Report](#) from February 21, 2026, Board of Trustee's Meeting is provided for your review.
- [WVLS Director Search](#): I have been asked to serve on the Hiring Committee for the WVLS System Director search, which I have accepted. I have included the [job description](#) for the position for your review.

Friends of the Library

- Reminder: Meetings to resume in March to prepare for the community coveted Spring Book Sale scheduled for April 16 – 18.

Library Director's Report

- [Local Annual Report Presentation](#): The final version to be provided at the meeting.
- [135th Anniversary of T.B. Scott Free Library](#): March 24th marks the 135th Anniversary of this library. Here is a bit of history from the Historical Society Registry:

In 1889, Thomas B. Scott, a lumberman, state senator, and the first mayor of Merrill, gifted \$10,000 in his will to the city to establish a free library. The Merrill library was one of the first three libraries in northern Wisconsin. It initially occupied space in the Merrill City Hall. In 1891, Janet Russell began her duties as the first librarian on March 24, when T. B. Scott Free Library opened on the first floor of City Hall (now the Old City Hall Apartments). Previously, the community was served by rental libraries.

In 1909, Merrill received a Carnegie Grant of \$17,500 to build a new library building. Merrill chose architects Louis Ward Claude and Edward F. Starck to design the new library building. The architectural firm was widely known throughout the state for its Prairie School designs. Though they worked primarily on houses, Claude and Starck also designed a number of libraries, including several in the Prairie School style between 1908 and 1916. The 1911 T.B. Scott Free Library's most striking feature is the Sullivanesque frieze that wraps around the building, just below the roofline. The library received a large addition in 2001.

- Window Replacements: TJ has evaluated the windows throughout the library as there are a few that need replacement. He has been in communication with Bruce from Lincoln Windows and an assessment has been completed. Lincoln Windows has graciously agreed to donate all the windows in need of replacement. The library's maintenance crew will be responsible for the installation. A letter will be sent to Lincoln Windows thanking them for their generous donation. The library has been quite fortunate having a local vendor willing to donate in this fashion. This is not the first time that Lincoln Windows has made such donations. When the library addition was completed in 2001, Lincoln Windows donated all of the windows required for the new build, as well as other necessary replacement windows along the way.

Director's Report

WVLS BOARD OF TRUSTEES MEETING

February 21, 2026

PEOPLE IN THE NEWS

2026 Brings Changes and New Leadership to the WVLS Board

As we look ahead to 2026, the WVLS Board will see several transitions in membership.

Lincoln County representative **Kathleen Morris** and Marathon County representative **Jim Backus** have announced their resignations from the Board, effective December 31, 2025. We extend our sincere gratitude to Kathleen and Jim for their dedicated service, thoughtful leadership, and meaningful contributions to WVLS.

The Lincoln County Board has appointed **Jill Indrebo** to serve a three-year term. Marathon County has appointed **Jacqui Kopplin** and reappointed **Kari Sweeney**, each to three-year terms. We are pleased to welcome Jill and Jacqui to the Board and to congratulate Kari on her reappointment.

Forest County representative **Carol Bartlein** has expressed her willingness to continue her service and will be formally reappointed in March 2026. We are grateful for Carol's ongoing dedication and experience on the Board.

Oneida County representative **Petra Pietrzak** has recently announced her resignation from the WVLS Board. We thank Petra for her service and wish her the very best. The Oneida County Board is expected to appoint a successor soon.

Notes of Gratitude

Support to Colleague in Neighboring System

"Dear Jamie, Thank you for your time in sharing your system's tips as I settle into my new role. I feel they will make a difference in the way I approach my work. ... With gratitude." – **Kristen Holman-Steffel**, Southwest Wisconsin Library System Consultant

Marathon County Public Library Inservice

"Hi Marla, Emily and Jamie facilitated a meaningful and engaging workshop for MCPL staff yesterday. I'm so grateful for their work personalizing training to our specific needs, incorporating our policies, and bringing two different topics (privacy and service) together seamlessly for a cohesive experience. How do you make a review of WI State Statute 43.30 and customer service fun and applicable to all library staff? I didn't know it was possible – but it is, thanks to Emily and

Jamie! They delivered exactly what I was hoping for.” –Katelyn Killian, MCPL Library Services Manager

WVLS Leadership in 2026

As we reflect on the accomplishments of 2025 (outlined later in this report) and look ahead to 2026, it is important to recognize that WVLS’s success is made possible through the wisdom, expertise, counsel, and support of many dedicated individuals. The leadership demonstrated across our organization and member community is central to the strength and effectiveness of WVLS.

Attached is a WVLS Leadership List for 2026 (**Exhibit 9b**). We are deeply grateful to the members of the Team, as well as colleagues throughout the WVLS community and partner systems, who have accepted leadership roles on our behalf. We look forward to collaborating with this exceptional group in the coming year and sincerely appreciate their ongoing service and commitment.

Library Legislative Day 2026

The Wisconsin Library Association Library Legislative Day was well attended on February 10 with 227 librarians, trustees and other supporters registered from around the state. The morning briefing program held at the Best Western Park Hotel included remarks from **Governor Tony Evers**, **State Superintendent of Public Instruction Dr. Jill Underly**, **Senate President Mary Felzkowski**, Joint Finance Committee Assembly Vice-Chair **Rep. Tony Kurtz**, JFC Committee members **Rep. Karen Hurd** and **Rep. Tip McGuire**, and WLA Government Relations Advisor **Steve Conway**. Felzkowski, Hurd, Kurtz, and McGuire, along with Senate Minority Leader **Dianne Hesselbein** (who was unable to attend) were presented with appreciation awards for championing state library aid during 2025-2027 state budget deliberations. Beloit Public Library Director **Nick Dimassis** served as emcee.

With leadership from WVLS Local and State Advocacy Consultant **Kris Adams Wendt**, the WVLS cohort included Abbotsford Public Library Director **Jenny Jochimsen**, Frances L. Simek Memorial Library (Medford) Director **Maxx Handel**, Loyal Public Library Director **Nikki Hall**, Marathon County Public Library Director **Leah Giordano**, Owen Public Library Director **Loralee Petersen**, Rhinelander District Library Director **Virginia Roberts**, T.B. Scott Free Library Director **Laurie Ollhoff**, Tomahawk Public Library Assistant Director **Allison Puestow**, and Western Taylor County Public Library Director **Rita Ludvigsen**; WVLS Board Members **Jim Mildbrand**, **Kari Sweeney**, **Kay Palmer**, and **Michael Otten**; WVLS staff members **Marla Sepnafski**, **Jamie Matczak**, and **Emily Rogers**. The WVLS team visited all 11 legislators whose districts include portions of WVLS counties, sharing some appointments with colleagues from four neighboring systems, IFLS, NFLS, NWLS and OWLS. See **Exhibit 9c** for photos of visits the WVLS LLD cohort had with legislators whose districts include portions of WVLS counties.

2025 IN REVIEW

State News

Federal IMLS Funding – Advocates Spoke up for Libraries and Congress Listened

In March, news that federal funding for the Institute of Museums and Library Services (IMLS) would be eliminated sparked immediate concern across the library community. In response, an information campaign was launched to raise awareness about the vital role federal funding plays in supporting library services, and what the loss of those funds could mean for libraries and communities across Wisconsin.

The campaign was spearheaded by Milwaukee County Federated Library System Director **Steve Heser** and Public Information Coordinator **Deb Marett**, in collaboration with members of the Statewide Marketing Cohort and SRLAAW (System and Resource Library Administrators Association of Wisconsin). Campaign initiatives included:

- Development of the [Speak Up for Libraries website](#) and logo
- Postcards, signs and flyers supporting the campaign
- Coordinated social media posts and graphics
- Advocacy toolkits for libraries

The “Speak Up for Libraries” postcard campaign concluded in mid-July. The Milwaukee County Federated Library System reported receiving an impressive 11,317 postcards statewide. Of those, more than 400 postcards were submitted by WWLS libraries and sent to U.S. Senators Ron Johnson, Tammy Baldwin, and U.S Representative Tom Tiffany. The libraries that contributed the highest number of postcards were from the Crandon, Loyal, Owen and Thorp public libraries.

Thanks to strong statewide and nationwide advocacy efforts, positive developments followed:

- **June 16:** The WI Dept. of Public Instruction (DPI) received notification of the full 2025 Wisconsin LSTA Grants-to-States award totaling \$3.2M, crucial funding that will support state-level library services through September 2026.
- **December 3:** IMLS announced it had reinstated all federal grants. This action followed a permanent injunction issued on November 21 by a U.S. District Court Judge in a case brought by 21 states’ attorneys general to halt the dismantling of federal agencies, including IMLS.
- **February 3, 2026:** the fiscal year (FY) 2026 appropriates bills signed by President Trump included a \$1.4M *increase* in federal funding for libraries.

These outcomes demonstrate the power of coordinated advocacy. Thank you to everyone who participated and helped amplify the voice of libraries across the region and across the state.

State Budget Bill Includes Increase in State Library Aid

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

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

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

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

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

DPI Hosts Retreat for System Continuing Education Consultants

Public Library System Continuing Education (CE) Consultants gathered at the Oshkosh Public Library on April 29-30 for a two-day retreat led by **Shauna Koszegi** of the Southwest Wisconsin Library System. The retreat focused on three goals: strengthening connections among the consultants, clarifying the group's purpose and value to libraries, and developing a practical roadmap for the year ahead.

The first day was facilitated by **Chris Castro**, Associate Dean for Inclusion, Equity, and Diversity at the UW-Madison College of Engineering, and a nationally recognized leader in equity, diversity, and inclusion in teaching. The second day centered on reflection and action planning for 2025-26.

As a result of the retreat, consultants identified two priority initiatives:

- Develop intentional protocols and guiding questions for new projects to improve effectiveness and efficiency.
- Create a centralized, statewide repository or website for continuing education content that is easy to access and maintain.

Participants agreed the retreat was highly worthwhile and expressed interest in meeting annually. This was the group's first in-person meeting since 2019.

Transitions at WI Dept. of Public Instruction

In May, the Wisconsin library community learned that **Dr. Darrell Williams, Assistant Superintendent for the Division for Libraries and Technology**, would be leaving his position on June 30. Appointed by **State Superintendent Dr. Jill Underly**, Dr. Williams began his tenure in January 2023. He succeeded **Tessa Michaelson Schmidt** who stepped down to become Director of the Cooperative Children's Book Center (CCBC), a library within UW-Madison's School of Education.

In early June, system directors learned that **Michael Dennison, Interlibrary Loan Coordinator for the Division for Libraries and Technology**, had planned to resign. His last day at DPI was June 20.

Superintendent Underly began her second term by announcing a new organizational structure for the WI Dept. of Public Instruction. The updated structure was grounded in DPI's Strategic Plan and the agency's statutory responsibilities.

Under this reorganization, the Division for Libraries and Technology will use the working title **Division for School and Library Operations**. The division will be led by **Chanell Crawford**, formerly Assistant State Superintendent of the Division for Finance and Management.

Within the division, the **Bureau of Libraries** (previously known as the Library Services Team) will continue its work supporting libraries in Wisconsin. **Ben Miller** will remain in a leadership role, assuming the title of **State Librarian**. **Beth Tomev** will also continue in her leadership capacity, overseeing Library Development within the Bureau. (Edited from DPI Report to SRLAAW, August 2025)

Wisconsin Library Association Leadership Change

In April, **WLA Executive Director Laura Sauser** announced that she had accepted the position of Director of the Dubuque County Library District and would be relocating to her home state of Iowa. During the search for her successor, WLA Conference Manager **Cindy Foley** served as Interim Executive Director. Following a comprehensive search process, the WLA Board hired **Kara Sullivan** as the association's new Executive Director. She joined WLA in September.

Wisconsin Library Community Mourns Loss of Esteemed Colleagues

The Wisconsin library community was saddened by the passing of two respected leaders and friends.

Professional colleague and friend **Steve Platteter** passed away in February. During his 30-year career as a librarian, Steve served in leadership roles at four Wisconsin public library systems. He was the longtime photographer for the Wisconsin Library Association (WLA), capturing decades of conferences and milestones, and was a dedicated member of the WiLS Board. In recognition for

his outstanding service and commitment to the profession, Steve received the WLA/DEMCO Librarian of the Year Award in 2023.

Peter Hamon passed away in April. Peter worked at the Wisconsin State Division for Library Services as a Public Library Consultant in January 1976 and later that year became the Director of the State Reference and Loan Library. In 1981, Peter became Director of the South Central Library System, a position he held until his retirement in 2005. His contributions to Wisconsin librarianship were widely recognized: he was honored as Co-WLA/DEMCO Librarian of the Year in 2004 and inducted into the Wisconsin Library Association Hall of Fame in 2014.

New Resources Available to Libraries and Systems

- **Human Resources for Wisconsin Library Leaders.** A project by Wisconsin Library Systems, with funding support from the WI Dept. of Public Instruction Library Services Team and from IMLS, that developed a dedicated professional development website with curated content on [Human Resource Management](#).
- **Policy of the Month Club Resources.** Launched in July, the Policy of the Month Club is an initiative of the WI Dept. of Public Instruction Library Services Team to help libraries keep policies current. A Policy Audit tool was made available to libraries in June to help them track existing policies, identify gaps, note the date of the last policy update, and plan for future reviews. A [website](#) on Public Library Policy Resources launched in June.
- **Revised Space Planning Outline.** The WI Dept. of Public Instruction Bureau of Libraries released the fourth edition of *Public Library Space Needs: a Planning Outline*. [This tool](#) helps libraries estimate space needs based on service goals and long-range plans and determine whether further facility planning is needed.

Regional News

Colleagues Selected to Lead V-Cat Council and Library Advisory Committee

Katelyn Killian, Library Services Manager for the Marathon County Public Library, was selected as the 2026 V-Cat Chair Elect. Colby Public Library Director **Vicky Calmes** was selected as the 2026 Library Advisory Committee Chair Elect.

Member Public Library Leadership Changes

Stetsonville - In late January, the Jean M. Thomsen Memorial Library (Stetsonville) Board of Trustees welcomed **Ellyn Laska** as the library's new director. She replaces **Carla Huston**, who resigned from her position to become the director of the Black Earth Public Library in the South Central Library System.

Minocqua - Kelly Raddatz was hired in June as the new director of the Minocqua Public Library. She follows retiring director **Peggy O’Connell** who had been the director since 2019. Kelly’s first day as director was July 1.

Dorchester - ReAnna Oestreich began her role as director of the Dorchester Public Library on August 1. She replaces **Sue Bedroske**, who celebrated her 26-year anniversary with the library in June before retiring.

Loyal - Teresa Hall submitted her resignation to the Loyal Public Library Board in August. **Nikki Hall** stepped into the director’s role on September 15.

Wabeno – Jasmine Hanson resigned as director of the Wabeno Public Library in October as she and her family planned to relocate to Texas. **Patti Dahl** was hired as her replacement and began her role on November 6.

All WVLS Member Libraries are WISCAT Participants

The Westboro Public Library and Edith Evans Community Library (Laona) joined WISCAT in 2025. This means that all public libraries in the WVLS area are now on WISCAT!

WVLS Scholarship Recipients

WVLS awarded 21 scholarships for events in 2025.

- **Wisconsin Library Association’s Library Legislative Day** (Madison; February 11): Teresa Hall, Loyal Public Library); Maxx Handel, France L. Simek Memorial Library (Medford); Jenny Jochimsen, Abbotsford Public Library; Nicole Metz -Andrews, Marathon Co. Public Library; Heidi O’Hare, Tomahawk Public Library; Laurie Ollhoff, T.B. Scott Free Library (Merrill); Lorelee Petersen, Owen Public Library; Virginia Roberts, Rhinelander District Library, Jill Roth, E.U. Demmer Memorial Library (Three Lakes); and, Nikki Hall, Owen Public Library (trustee)
- **Power Up: A Leadership Conference for Youth Services Managers and Staff** (online and in person; February 14-15): Andrea Bennett, T.B. Scott Free Library (Merrill); Sarah Moscatello, Marathon Co. Public Library; and, Erica Dischinger, Minocqua Public Library.
- **Innovative Users Group (IUG) Conference** (Denver, Colorado; March 13-15): James Bauer, Marathon Co. Public Library and Ashley Greenhaw, Rhinelander District Library.
- **WAPL (Wisconsin Association of Public Libraries) Conference** (Oshkosh; April 30-May 2): Laurie Ollhoff, T.B. Scott Free Library (Merrill); Jill Roth, E.U. Demmer Memorial Library (Three Lakes); Lorelee Petersen, Owen Public Library; and Katelyn Killian, Marathon Co. Public Library.

- **Wisconsin Library Association (WLA) Conference** (Middleton; October 28-31): Jenny Jochimsen, Abbotsford Public Library; and, Katie Kirby, E.U. Demmer Memorial Library (Three Lakes).

Presentations Conducted by WVLS Staff and Colleagues

- January 28: **Winnefox Library System Training Day (Green Lake)**. Jamie Matczak provided “*Giving Great Service*” presentation.
- January 29: **Interscholastic Athletic Association (WIAA) (Stevens Point)**. Jamie Matczak provided “*Giving Great Service*” presentation.
- February 13: **Power Up: A Leadership Conference for Youth Service Managers and Staff**. Jamie Matczak provided an online “*Giving Great Service*” presentation.
- February 18: **Winnefox Library System’s “Clerkapalooza” (Fond du Lac)**. Jamie Matczak provided “*Giving Great Service*” presentation.
- February 20: **Robbins Library Staff (Arlington, MA)**. Jamie Matczak provided an online “*Giving Great Service*” presentation.
- March 20: **Winding Rivers Library System Workshop (West Salem)**. Jamie Matczak provided “*Giving Great Service*” presentation.
- March 26: **Rhineland District Library Staff Development Day**. Jamie Matczak provided an online “*Giving Great Service*” presentation.
- April 30-May 2: **2025 WAPL (Wisconsin Association of Public Libraries) Conference (Oshkosh)**. Erica Brewster and Brendan Tuckey presented on “*Title II Website Accessibility: What All Public Libraries Should Know.*”
- May 2: **Waukesha Public Library Staff Education (Half) Day (Waukesha)**. Jamie Matczak presented on “*Giving Great Service.*”
- September 17-20: **2025 Association for Rural & Small Libraries Conference**. Jamie Matczak provided an online “*Giving Great Service*” presentation.
- October 28-31: **2025 WLA Conference**. Erica Brewster and Brendan Tuckey presented a session on “*Preparing for ADA Compliance: Website Accessibility for Public Libraries and Librarians*” This was a follow-up presentation to the one they provided at the 2025 WAPL Conference. Emily Rogers participated on a panel discussion on DPI’s “*Policy of the Month Club*” initiative. Erica Brewster shared her 2023/2024 WiLS inaugural Data Classroom experiences in a panel discussion on “*Library Data Classroom: Taking Data Learning into the Real World.*” **Krista Blomberg**, Assistant Director and Youth Services Coordinator at the Rib Lake Public Library, conducted 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.
- December 5: **Waukesha Public Library Staff Development Day Follow-Up (Waukesha)**. Jamie Matczak presented on “*Giving Great Service.*”
- December 12: **Pauline Haass Public Library Staff Development Day (Sussex)**. Jamie Matczak presented on “*Giving Great Service.*”

- **UW-Madison I-School Courses.** In the spring, Jamie Matczak taught a continuing education course on “Tackling Tough Work Conversations,” a 4-week course that provides tools and best practices to apply to ensure a positive result and stronger workplace. In the fall, Jamie taught “Libraries and the Customer Experience,” a 4-week course that covered strategies and best practices for libraries on creating the best customer experiences.

Wisconsin Valley Library Service News

WVLS Board Activities - 2025

In 2025, WVLS recognized the service of several departing trustees. Included were longstanding trustee **Jim Backus** (Marathon County) and **Dr. Diane Peterson** and **Kathleen Morris** (Lincoln County). The Board welcomed new trustees **Jim Mildbrand** (Clark County), and **Zoe Morning** and **Jane Neal** (Marathon County). Trustees reappointed to the WVLS Board include **Judy Peterson** (Langlade County), and **Sonja Ackerman** and **Michael Otten** (Marathon County). Each will serve a 3-year term that runs from January 1, 2025-December 31, 2027.

Throughout the year, the Board carried out its governance responsibilities with careful attention to fiscal oversight, strategic planning, and policy development. Early in the year, the Board accepted the 2024 Treasurer’s Report, approved a 3% cost-of-living adjustment for staff, made necessary 2025 budget adjustments, approved the 2024 Staff and Annual Reports, authorized staff to select a courier vendor, and elected Board officers. Also, the Board appointed WVLS Library Advisory, WVLS Endowment, and V-Cat Steering Committee members.

Significant financial and operational actions included approval of the 2026 WVLS Plan and Budget, 2026 V-Cat Budget, 2026 LEANWI Budget, the 2025-2028 V-Cat Strategic Plan, 2026 Health Insurance Costs and the 2026 MCPL/WVLS Resource Library Agreement. Trustees also approved participation in the 2026 WPLC Digital Buying Pool and Magazine Shares, accepted the 2024 Audit Report, endorsed the Local Government Investment Pool Resolution, and approved Memorandums of Understanding with Dynamiccode LLC for cataloging services, WiLS for WPLC Data Dashboard Pilot Development, and between LEANWI and the WiscNet Regional Data Center. The Board also developed a new Endowment Committee to address matters related to the Eldred Trust.

In support of innovation and evolving library services, trustees engaged in a demonstration by WVLS ILS and Database Support Specialist Rachel Metzler of emerging literacy tools and formats, including Tonies, Yoto devices, WhaZoodles, and read-along materials.

Beyond meetings, WVLS trustees actively advocated for libraries at the state and local levels. Board members participated in the 2025 WLA Library Legislative Day in Madison, the Joint Finance Committee budget hearing at Northcentral Technical College, and took part in the 2025 WLA Conference in Middleton. Trustees also represented WVLS and its member libraries through their

participation in state-level COLAND (Council for Library and Network Development) meetings, municipal and county library board meetings, city council and county board meetings.

Staff News

Emily Rogers Joins WVLS Team

WVLS was pleased to welcome Emily Rogers as our new Public Library Services Consultant. Emily joined WVLS in February, bringing with her a strong record of leadership, collaboration, and service to Wisconsin libraries.

Emily comes to WVLS from the Brown County Library, where she served as Deputy Director. In that role, she worked across an eight-branch system to strengthen programming, enhance public services, and staff development initiatives. Previously, Emily was the Assistant Director of Public Services at Cofrin Library at the University of Wisconsin – Green Bay, where she focused on community engagement and expanding access to resources.

Emily succeeded Kristie Hauer, who resigned in November 2024 to become the Assistant Director of the Nicolet Federated Library System headquartered in Green Bay.

Delivery Staff Celebrate One-Year Anniversary

On April 30, 2024, WVLS assumed responsibility for sorting all materials moving through the inter- and intra-system delivery at Walco's Wausau hub on behalf of our member libraries. In August, WVLS hired four part-time employees - **Bennet Sweeney, Gracie Engebrecht, Hannah Marquardt** and **Diane Misoni** – to manage the day-to-day sorting of delivery items. Following the departure of one team member, others on the team stepped up to take on additional hours to ensure continued coverage and smooth operations. The sorting team celebrated their one-year anniversaries in August. They continue to perform at a high level and to seek ways to improve workflows.

Matczak Receives Muriel Fuller Award

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

For nearly two decades Jamie has expanded professional development opportunities for library staff across the state. She is the visionary behind the *Wild Wisconsin Winter Web Conference*, now a 15-year statewide training tradition, and *Wisconsin Trustee Training Week*, which has strengthened library governance and leadership statewide. In 2014, she was one of 12 continuing education coordinators nationwide selected for WebJunction's Online Course Designer Program.

Colleagues consistently praise Jamie's collaborative spirit and innovative approach. As Marathon Co. Public Library and WVLS Trustee Kari Sweeney noted, her ability to "think outside the box"

helps prepare the next generation of library leaders. Peers commend her unique blend of focus, compassion, and steady leadership in statewide initiatives.

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.

WVLS In-Service

From Makerspaces to Ice Cream: WVLS Staff Hit the Road for In-Service

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

The semi-annual in-service began with a tour of the beautifully renovated Elisha D. Smith Public Library in Menasha, including its innovative SMITHworks makerspace area. The \$8M renovation, funded largely by generous private donors including the Smith family and the Menasha Corporation, ran from June 2024 to February 2025.

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



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

In the afternoon, the group toured the newly developed Appleton Public Library, a \$40.4M project 17 years in the making. The project was funded through \$26M in borrowing, \$2M from the federal American Rescue Plan Act, and a successful \$12M fundraising campaign.

The day concluded with a refreshing stop at Legendairy Cookies and Creamery for a well-earned ice cream treat – the perfect way to top off a wonderful day!

In Memory

Letters were sent to the families of former staff members **Barbara Fay Stein** and **Marty Gallagher**, and former WVLS trustee **Don Christianson** to let them know that \$100 memorials were placed in the Carol Ruth Wessler Scholarship Fund in their honor. Barbara served WVLS briefly as a Senior Aide, and Marty worked as a consultant. Don Christianson represented Marathon County on the WVLS Board from 2002-2009.

The **Wessler Memorial Scholarship** was established in 1986 to honor the memory and service of Carol Wessler, the first reference librarian for our library system. All contributions to the fund remain intact and only the interest earned on invested funds is used to provide scholarship awards.

Play Make Learn Conference

Emily Rogers attended the Play Make Learn conference to explore hands-on ways STEAM concepts can be used in libraries. Ideas and resources from the conference were shared with area libraries and led to new programming, such as cardboard upcycling activities. WVLS also identified new tools to support youth services and purchased items for librarians to try out, which were shared as door prizes at the Youth Services workshop. Librarians appreciated the opportunity to test these items before making an investment for their own libraries.

WVLS Services

Legislative Advocacy

Seven WVLS trustees, one local library trustee, library staff from nine WVLS member libraries, four WVLS staff and one library friend attended meetings with all eleven WVLS area legislators. Staff provided a virtual briefing session for WVLS attendees **as well as attendees from neighboring systems that shared WVLS area legislators.**

WVLS staff coordinated participation by 65 library advocates from multiple library systems at four public Joint Finance Committee hearings around the state for the Wisconsin Library Association, including 13 colleagues from WVLS and SCLS standing up for state library aid in Wausau on April 29. Particular emphasis was placed on ways in which state aid supported public library system infrastructure initiatives to enhance local library services.



Figure 2: TEAM WLA Wausau with Assembly Representatives Vincent Miresse and Christian Phelps (back row), WLA Govt Relations Advisor Steve Conway and JFC members Representative Tony Kurtz and Senator Julian Bradley (on right). Team Wausau included SPEAKERS Kris Adams Wendt (WVLS), Janay Ziebell (Neillsville PL) and Jim Mildbrand (trustee; Loyal PL, Clark Co. Library Board, WVLS); and NON-SPEAKING PARTICIPANTS Sonja Ackerman (WVLS trustee), Sara Bartkowiak (Everett Roehl Marshfield PL), Vicki Teal Lovely (SCLS), Beth Martin, Eric Norton (McMilan Memorial Library, WI Rapids), Laurie Ollhoff (T.B. Scott Free Library, Merrill) Petra Pietrzak (WVLS trustee), Marla Sepnanski, (WVLS) and Mark Sepnanski.

WVLS staff provided information about, and encouraged member library relationship building with members of the Wisconsin Legislature whose districts include portions of WVLS counties, as well as members of the Wisconsin congressional delegation.

Marketing Projects

WVLS Database

To create awareness of **Gale Presents: Udemy** courses among WVLS staff and member library patrons, WVLS sponsored a Tote Bag Giveaway for its member libraries and patrons in March. WVLS member library patrons (any age) who completed a 1-hour Udemy course from March 1 - 31

were eligible to receive a tote bag. Patrons could also complete two courses totaling 1 hour. There were 5 winners in the giveaway.

Library Card Sign-Up Month

In conjunction with Library Card Sign-Up Month, WVLS offered 6,225 “I Love My Wisconsin Library” high-quality, vinyl, die-cut stickers to all member library locations to be placed on water bottles, laptops, phone cases and more.

Collaborations

The following is a list of ways in which WVLS collaborated with other public library systems in 2025:

Bibliographic Standards Committee

WVLS staff continued their participation on the Statewide Bibliographic Standards Committee and participated in a subgroup where members worked together on [local subject headings for Wisconsin](#). The Statewide Bibliographic Standards Committee works together to gain valuable training, discusses changes and trends in cataloging, and sets standards for Wisconsin libraries to follow as they are able. This work will continue into 2026.

Building Community Based Summers (BCBS) Cohort

WVLS staff participated in the *Building Community Based Summers* cohort, a statewide learning group of library system staff serving youth from across Wisconsin. Co-led by DPI staff and a representative from Milwaukee Public Library, the cohort focused on exploring the principles of community-based summer services. The cohort provided space for system staff to collaborate, share experiences, and support one another while examining challenges and opportunities in youth services. Participation helped WVLS staff consider how these shared approaches could be adapted and applied within member libraries to strengthen youth programming and community engagement.

Cooperative Children’s Book Center (CCBC)

WVLS collaborated with the Cooperative Children’s Book Center to host the workshops *Great New Books for Birth–Grade 5* and *Great New Books for Grades 6–12* on April 8 at the Minocqua Public Library. The sessions provided a total of three contact hours and supported youth services staff and public library directors in staying current with high-quality children’s and teen materials. The workshops also brought together librarians from WVLS, NFLS, and NWLS, as well as staff from local schools, creating opportunities for networking and shared learning across systems and educational settings.

IDEA Project: Wisconsin Libraries in Action

WVLS was represented on the statewide *IDEA Project: Wisconsin Libraries in Action*, which provided training and grant funding focused on diversity, equity, inclusion, and access in Wisconsin public libraries. WVLS also participated in the BIPoC Unconference hosted by the Wisconsin IDEA

Team on May 20 in Madison. The Unconference created space for BIPOC library workers from across the state to connect, share experiences, and build community across different library roles and settings. This collaboration supported statewide learning while strengthening relationships that support more inclusive library work.

IFLS/WVLS Youth Services Collaboration

Youth services staff from IFLS and WVLS member libraries met virtually on September 22 to reflect on summer reading programs, sharing successes and challenges. In addition to discussing program outcomes, community response, and lessons learned, the meeting created space for relationship-building and peer connection among youth services staff across systems. These conversations supported shared learning and helped strengthen a sense of professional community, informing future summer programming approaches.

LEANWI Partnership

The LEANWI partnership was maintained to afford increased technology efficiencies, capacity, and expertise among three systems – IFLS Library System, Northern Waters Library Service and WVLS. In 2025, the LEANWI team began the biweekly Advancing Libraries through Integration, Guidance, and Networking (ALIGN) meetings to review issues, share experiences, and shape the direction of more cross-system supportability. LEANWI partners along with Winding Rivers Library System (WRLS) maintained the jointly supported website services consultant position, to fortify the LEANWI website hosting platform, website development, and website management consultation services. The LEANWI website team supported the statewide advocacy effort to raise awareness about the potential loss of IMLS funding with the development and deployment of an internal and public facing website in collaboration with the statewide marketing team. WVLS worked collaboratively with IFLS and NWLS on completion of 2024-2025 LSTA grant projects supporting the ongoing consolidation and alignment of our licensing, services, and equipment. This shared project management allows for greater efficiency in overall grant management and for broader, more holistic awareness of our needs, to best utilize the grant support.

Multi-System Lend Items Collaboration (WVLS, IFLS, NWLS)

WVLS continues to collaborate with IFLS and NWLS to offer a shared collection of programming materials through the Lend Items online booking system. The collection includes memory kits, literacy and programming kits, and makerspace materials available to member libraries across systems. In 2025, the collection was weeded to ensure all kits were complete, current, and in good working condition. Emily Rogers and Rachel Metzler worked with colleagues at IFLS and NWLS to improve the consistency of cataloging and taxonomy by standardizing records and clarifying kit descriptions. This work helped ensure libraries across systems could more easily search for, discover, and select appropriate materials for their programming needs.

Public Library Outreach Group

WVLS collaborated with MCLS, NCLS, OWLS, and Winnefox as part of the Public Library Outreach Group, meeting regularly in 2025. The group shared ideas, resources, and experiences related to

outreach and public services, and explored potential areas for future collaboration. This work supported relationship-building across systems and helped identify common challenges and opportunities in serving diverse and hard-to-reach populations.

Reach Out and Read Wisconsin

WVLS collaborated with Reach Out and Read Wisconsin to support parents and caregivers in building early literacy skills. This partnership allowed medical providers to easily share public library locations and services with families, caregivers, and healthcare professionals.

Tech Talk Websites

Hosted by the LEANWI Website Team, this subgroup of the larger Tech Talk statewide collaborative began meeting online bi-monthly in 2025, opposite of the Tech Talk virtual meetings.

Representatives of 7 library systems regularly participate. Topics range from website accessibility, hosting, SSL certificates, managing bot traffic, and security.

Trustee Training Workgroup

WVLS staff collaborated with library system colleagues through the statewide Trustee Training Workgroup to write, edit, and share *Trustee Tales*. This work provided guidance and practical support for public library board members in fulfilling their governance roles. The collaboration strengthened trustee education efforts across Wisconsin public libraries.

Wisconsin Mathematics Council

WVLS collaborated with the Wisconsin Mathematics Council to adapt their Summer Math Program for libraries participating in the WVLS Summer Math Adventure Grant. This partnership strengthened math-based programming and supported libraries in expanding learning beyond early literacy. The collaboration reinforced libraries' role in supporting math literacy through accessible, hands-on activities.

Workforce Development Boards

WVLS staff served as a liaison with local Workforce Development Boards to explore collaborative opportunities related to digital navigators and laptop distribution. The collaboration helps align library services and workforce development goals.

WPLC Digital Archives Workgroup

WVLS staff participated in the WPLC Digital Archives Workgroup, collaborating with colleagues statewide to improve access to Wisconsin's digital archive. The group actively explored platforms for hosting the archive, developed an implementation timeline with clear steps, and discussed potential funding approaches. This work focused on balancing ease of use for library staff with long-term sustainability for those managing the archive.

Collection Development Support

When the closure of national library materials distributor **Baker & Taylor** was announced, WVLS focused on helping libraries navigate the change with as little disruption as possible. WVLS created and shared a spreadsheet of alternative library materials vendors, along with a list of pre-publication resources, and met individually with each WVLS library to talk through local collection needs and vendor concerns. Time was also built into several Keeping It Together discussions to address collection development questions as they came up. This approach allowed WVLS to be flexible, responsive to each library's situation, and able to offer timely guidance during a period of uncertainty.

As games continue to grow in popularity, driven by increased recognition of their accessibility as **STEAM learning tools** that support problem-solving, creativity, and collaboration, WVLS hosted the **Youth Services workshop *Beyond the Bookshelf: Games in the Library*** on October 24 at the Tomahawk Public Library. The workshop provided five contact hours, including three and a half technology hours, and featured Chris Baker, Gaming Consultant with the DPI Bureau of Libraries, and Jon Spike, Chief Creative Officer of GamestormEDU. Participants explored practical ways games can support STEAM learning, encourage cooperation, and engage a wide range of ages through library programming.

WVLS provided Marathon County Public Library, the resource library for the system, a \$12,000 collection development grant to enhance the breadth and scope of their collection and also maintained its subscriptions to databases including ***Ancestry: Library Edition, NovelList Plus*** and ***NovelList Select*** in 2025.

Communications

WVLS revamped and expanded the **Public Library Services Update** to build on its focus on programming and training while also addressing the broader, day-to-day operational needs of libraries. The update now more intentionally includes topics such as skill building, advocacy, collection development, grants, and other areas that support the ongoing work of maintaining strong public library services.

Community

Monthly ***Keeping It Together*** virtual discussions continued throughout the year and were further developed to include guest presenters and focused training topics for each session. Meetings were held on the third Friday of the month in January, February, March, May, July, August, September, October, and November. Topics included data discovery, advocacy, patron privacy, grant funding, trustee training, and other timely issues. These discussions provided regular opportunities for library staff to learn from subject experts, ask questions, and stay connected with one another.

Continuing Education and Training

WVLS offered **64 contact hours of continuing education** opportunities by way of webinars, in-person workshops and recorded webinars in 2025.

The **2025 Wild Wisconsin Winter Web Conference (WWWWC)** held in January offered 14 webinars with tracks in library management, reference and reader's advisory, small libraries, and internal communications.

In addition to the 2025 WWWWC, WVLS collaborated with the other 14 public library systems to provide webinars as part of annual "**Wisconsin Trustee Training Week**" (August) and "**Tech Days**" (September).

Recorded webinars produced by WVLS in 2025 included *Building and Remixing AI Sessions for Diverse Variety of Audiences*, *Hidden Gems of the Internet*, and *Sunset Strategies: Knowing When to Pull the Plug*.

The **WVLS Director's Retreat**, held in September at the Central Wisconsin Airport in Mosinee, provided 6.5 contact hours. Table topic discussions included Time Management for Libraries, Building and Maintaining Staff Morale, and Healthy Venting. During the lunch break, a presentation on "6 Easy Ways to Build Community Relationships" was provided. The last session of the day featured a presentation on "We Tell Stories to Live" by a licensed clinical social worker from ThedaCare.

Data Services

WVLS continued publication of the *System Information and Public Library Statistics* booklet. The 2024 booklet was shared on the WVLS website and with member libraries in May. The booklet provides a comprehensive overview of 2024 service outcomes, usage metrics, staffing data, and other key indicators. It continues to serve as a valuable resource for library directors, boards, and stakeholders in understanding and communicating a library's regional impact. A companion *Digital Byte* overview is also available to guide readers through the booklet's contents and help interpret key findings.

Work continued on the development of county-specific infographics and reporting tools designed to strengthen local advocacy efforts. These visual resources equip directors and trustees with clear, accessible data to effectively communicate library impact to county officials and community stakeholders. The tools were used at county board meetings and supported successful advocacy for continued funding for libraries in Oneida County.

Delivery Services

On April 2024, WVLS assumed responsibility for sorting all materials moving through the inter- and intra-system delivery at Walco's Wausau hub on behalf of our member libraries. Since March

2016, Walco had managed the central sorting of items in transit, however, ongoing staffing challenges made it difficult for them to continue providing service efficiently and effectively.

In early February of 2025, Walco notified WVLS of its decision to discontinue delivery service to our libraries at the end of the month. WVLS immediately began the process of identifying a new vendor. Following Board approval, staff solicited price quotes, conducted interviews, and completed on-site visits with three prospective vendors. WVLS was able to secure a new vendor, Purple Mountain, LLC, by the end of February without major service disruptions.

Grant Projects

WVLS Summer Math Adventure Grants

WVLS offered the second year of the Summer Math Adventure Grant, recognizing the growing importance of math literacy and the opportunity for libraries to expand math education beyond early literacy concepts. The program supports libraries in engaging children who may be less excited about summer reading by offering hands-on, math-based activities that are still educational and confidence-building. WVLS awarded \$1,000 grants to the Granton Community Library, Greenwood Area Library, Tomahawk Public Library, and Westboro Public Library. Libraries used the funds to offer incentives for program completion and add math-related items to their collections. Building on feedback from the first year, the program was streamlined to be more accessible for busy families, contributing to its success in the second year and generating positive feedback from both libraries and patrons.

WVLS Summer Library Program Performer Grants

WVLS offered a \$350 grant to each library location to offset the costs of hosting a performer during the summer. Thirty-one member libraries and branch locations took advantage of this grant opportunity.

Technology Services and Support

Bulk PC Procurement Project

LEANWI partners worked together in December on a fast-turnaround bulk PC procurement project upon receiving news of imminent, significant price increases for desktops and laptops (related largely to global memory chip supply issues). This bulk procurement is allows the partners to mitigate/delay some of that cost increase burden libraries will experience going forward due to the pricing increases.

Faronics Licensing for Deep Freeze

LEANWI was able to negotiate a new 5-year licensing/maintenance term with Faronics for Deep Freeze (used to protect public PCs at member libraries), achieving a 55% reduction against the

originally planned minimum cost increase per seat. That translated to an additional \$3,800 reduction beyond the original discounted quotes, limiting overall cost increase to about \$3,200.

Mass Migration of Library Domain Name Management Services to Cloudflare

LEANWI partners engaged in a massive migration of the three partner systems and their member libraries domain name management services to Cloudflare in response to significant increases in automated website accessors – likely related to an explosion in AI data scraping efforts globally – that were causing disruptions to library websites. Cloudflare empowers the LEANWI partners with a variety of powerful cybersecurity and website access/traffic management tools and led to an immediate falloff to the disruptions of website functionality.

Website Services Support

The Room Booking plugin was developed and implemented for the use of allowing libraries better control of their room booking systems. This LEANWI built plugin not only saves our libraries money but utilizes better functionality for our typical libraries and library users.

In 2025, the LEANWI Website Team made significant progress toward ADA-compliant website accessibility. The first half of the year focused on research, training, and experimentation with accessibility standards. By August 2025, the team finalized a fully internally managed approach to meeting federal requirements. More than ten existing library websites were retrofitted to meet ADA standards, and all new websites are now created with accessibility built in. Updated training clarified the responsibilities of website content managers in maintaining ongoing compliance. Document accessibility, especially the use of PDFs, emerged as a key challenge. To address this, the team launched SharePoint repositories for each library to host view-only website documents in a more accessible format. By the end of 2025, 20 libraries had begun using their new repositories.

Routine **website trainings** were provided throughout 2025. Four regular website training opportunities were offered monthly, including two topic trainings and two open office hour drop-in trainings. Accessibility continued to be the primary training topic. One-hour Website 101 and general consult sessions offered on request by Erica Brewster and Brendan Tuckey. A total of 121 training sessions and consultations were offered with approximately 500 participants.

New library websites joining LEANWI Website Service. The move to accessible websites has prompted several libraries to inquire about/request to move to the LEANWI website service as their web developers are not comfortable with the new ADA requirements. As a result, website development became a major focus at the end of 2025 and will continue into 2026. In total, 17 libraries had websites developed or were in active development by the end of 2025, with six additional websites on deck for 2026.

V-Cat Administration

See also **2025 V-Cat Top 10 Accomplishments** shared as **Exhibit 9d** with this report.

WVLS completed a survey of member library staff **identifying shared collections, collaboration, and peer support as cornerstone V-Cat benefits and affirming the quality of WVLS training and support.**

WVLS and V-Cat libraries created and approved a **V-Cat Strategic Plan** identifying specific projects to improve access, support libraries, and sustain V-Cat.

V-Cat member libraries **improved resource sharing for library users** with a collaborative procedure that allows all patrons to place holds on new high-demand titles a trial of Agency Holds to fill local holds with locally owned materials first, and as expediently as possible for all V-Cat patrons.

With the support of V-Cat Council, WVLS **negotiated and signed a contract with Innovative for the ILS product Sierra** offering considerable savings to V-Cat Member Libraries and **migrated to cloud-hosted Sierra servers.**

UPCOMING EVENTS / MEETINGS

- February 21 – **WVLS Endowment Committee meeting**
- February 21 - **WVLS Board of Trustees meeting**
- February 21 – **WVLS Executive Committee meeting**
- February 23 – ALIGN (Advancing Libraries through Integration, Guidance, and Networking) LEANWI Cross-System Tech Support meeting
- February 24 – Bureau of Libraries virtual conversation with System Directors
- February 25 – System Education Consultants meeting
- February 25 – **IFLS/WVLS “Making Summer Easier Strategies” Check-In**
- February 26 – **WVLS Director Connect**
- February 26 – WPLC (Wisconsin Public Library Consortium) Technology Collaborative – Data Use Workgroup meeting
- March 4 – 6 – **Promoting Early Childhood Conference**
- March 6 – WPLC Delivery Workgroup meeting
- March 9 - ALIGN LEANWI Cross-System Tech Support meeting
- March 9 – **IFLS/WVLS Teen/Tween and All Ages Programming Check-In**
- March 10 – **V-Cat Bibliographic and Interface Committee meeting**
- March 13 – **COLAND (Council for Library and Network Development) meeting**
- March 17 – **System/Public Library Website Accessibility Learning Group meeting**
- March 17 – Bureau of Libraries hosted Policy of the Month Team meeting

- March 17 – Tech Talk – Websites! meeting
- March 18 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- March 19 – Aspen Catalogers Group meeting
- March 19 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- March 19 - **WVLS/IFLS/NWLS/WRLS Website Open Office Hour**
- March 20 – IDEA Team meeting
- March 21 – **WVLS Board of Trustees meeting**
- March 23 - ALIGN LEANWI Cross-System Tech Support meeting
- March 23 – **IFLS/WVLS Adult Services meet up**
- March 23 – 24 - WVLS Audit with KerberRose
- March 24 – **WVLS Spring Conference**
- March 25 – System Education Consultants meeting
- March 26 – **WVLS Director Connect**
- March 27 – WLA’s LD&L (Library Development and Legislation) Committee meeting
- April 1 – 3 – **Public Library Association Conference**; Minneapolis Minnesota
- April 3 – **WVLS Office Closed**
- April 6 – **Governor’s Cybersecurity Summit**
- April 9 – **CCBC (Cooperative Children’s Book Center) Workshop; Gilman**

Happy National Library Lovers Month!

Marla

Job Title: System Director

Pay Grade 43

DEFINITION OF POSITION

Under general direction of the Wisconsin Valley Library Service Board of Trustees, the System Director provides leadership for the system and has the responsibility and authority for hiring and managing the system staff; maintaining compliance with pertinent laws and regulations; developing and implementing services to support WVLS member libraries; and carrying out policy decisions of the WVLS Board.

ESSENTIAL FUNCTIONS

The System Director provides vision and leadership for WVLS and administers the services and activities of the System. Responsibilities include:

1. Coordinate the creation and presentation of the annual budget and plan, annual reports, and all such documents required for System statutory compliance to the WVLS Board, member libraries, and governing and regulating bodies.
2. Ensure that any actions required to keep the System in compliance with all planning and reporting requirements of the law are conducted in a timely manner.
3. Ensure that all activities required for the successful implementation, operation and evaluation of membership governance processes are in place and carried out.
4. Ensure that member libraries participate in the evaluation of System services.
5. Ensure that the planning and evaluation processes required to improve and enhance current and proposed System services, and to develop future service programs, are in place and accomplished.
6. Communicate regularly and effectively with member libraries concerning current and proposed System activities and other issues of importance to the System and its members.
7. In consultation with appropriate System staff and member library groups, create or negotiate plans, budgets, contracts, and other documents and agreements required to develop and operate System services and programs.
8. Monitor ongoing System programs, services, and contracts to ensure that they operate effectively and efficiently, in accordance with existing plans and budgets, and in compliance with System policies and pertinent laws and regulations.

9. Work with libraries, local library boards, and WVLS staff to identify, investigate and advocate for a variety of traditional and creative sources of funding for the System and its member libraries.
10. Manage the System's human resources. Recruit, hire, train, supervise, direct, motivate, coach and evaluate System employees.
11. In consultation with appropriate staff, advise and/or act on matters related to violations of personnel policies.
12. Create and maintain a work environment that attracts and retains employees of the highest possible caliber and enables them to work in an efficient and effective manner.
13. Communicate regularly and effectively with System staff and the WVLS Board concerning current and proposed system activities and other issues of concern.
14. Ensure the development and maintenance of appropriate manuals, policies, and procedures necessary to the smooth and effective functioning of the system.

The System Director supports and acts as the agent for the Board in its execution of powers and duties. Responsibilities include:

1. Ensure WVLS fiscal operations are in compliance with WVLS Board policy and budget guidelines and that an annual audit report is presented to them.
2. Ensure timely preparation and distribution of WVLS board meeting agendas and reports, in cooperation with the WVLS Board President.
3. Monitor and carry out WVLS policies and propose governance, policy and by-law changes to the WVLS Board as needed.
4. Prepare a self-reflective performance evaluation, a review of current position description, and develop list of future goals as part of the director evaluation process conducted every other year.
5. Present to the WVLS Board for action any plans, budgets, contracts, and other documents and agreements required to develop and operate WVLS services and programs.

The System Director represents WVLS in local, state and national venues and advocates for the best interests of the libraries within the WVLS area. Responsibilities include:

1. Represent WVLS at a variety of meetings and events at the local, state, and/or national level as required.
2. Serve as a member of local, regional, state, and/or national groups as necessary to further library services planning and development to advance system goals.

3. Actively participate in advocacy activities that promote the visibility, services and viability of public and non-public libraries and public library systems.
4. Ensure that member libraries, WVLS staff and trustees are involved and represented in local, state, and national library matters that support WVLS goals.
5. Participate in library services planning, development, legislation, funding and related advocacy efforts.
6. Establish productive working relationships with library, legislative, governmental, business, and other communities.
7. Participate in continuing education activities pertinent to new developments and directions in the library and information fields and to the other areas of responsibility outlined in this document.
8. Assure that WVLS staff act in consultation with member libraries on special projects such as library director recruiting and technology projects.

The System Director provides consulting services to member libraries.

Responsibilities include:

1. Respond to member library requests for assistance and information concerning topics such as library administration and management and library law.
2. Assist member libraries and municipalities in meeting statutory requirements for WVLS membership and effective participation.
3. Assist member libraries to obtain the resources needed to provide quality library service through effective interaction with local governments.

The System Director performs other duties as required.

REQUIRED QUALIFICATIONS

1. MLS from ALA-accredited library school.
2. Minimum of six years of library or library system management experience, with a history of increasing responsibility.
3. Extensive knowledge of the library and information service resources, including a thorough understanding of current trends and developments in library automation and technology.
4. Proven innovative leadership and ability in administration, planning, budgeting, program management, personnel supervision, fundraising, negotiation and communication.
5. An articulate public speaker, with strong written and oral communication skills.

6. A demonstrated commitment to consensus building and collaborative action.
7. Ability to establish and maintain effective working relationships with library trustees and staff, member libraries, local and state officials and other groups.
8. Demonstrated political insight and understanding of legislative and regulatory processes.
9. Demonstrated ability with computers and computer applications.
10. This position requires an automobile and the ability to drive independently.
11. Must be able to provide proof of auto insurance and a copy of a valid driver's license annually.

WORK ENVIRONMENT AND SCHEDULE

1. This is a salaried, full-time position requiring at least 80 hours per two-week pay period on a flexible schedule that may vary day-to-day.
2. Usually work in an office environment with staff contact, both in-person and via phone, video conferencing and email.
3. Occasional direct contact with the public, primarily via phone and email.
4. Evening and weekend work may be required.
5. A remote/in-office work option is negotiable.
6. Overnight travel may be required.

Draft approved by the WVLS Executive Committee, January 29, 2026; final approval by the WVLS Board of Trustees pending

Adapted from the South Central Library System's System Director Position Description (2023)



2025

ANNUAL REPORT

T.B. SCOTT FREE LIBRARY

OUR IMPACT

A QUICK LOOK AT THE NUMBERS

Total Physical Items Checked Out: 104,534



Outside of WVLS:
1,530
1.46%



Other WVLS
Libraries:
8,882
8.5%



County: 46,604
44.58%



City: 47,518
45.46%



Digital Items Checked Out
27,956



Visits made to the
Library: 67,258

Wireless Sessions
15,415



Visits made to
the Website
45,967

Computer Sessions
Adult: 5,559 Youth: 5,519



Registered Borrowers: 7,463
New Card Registrations: 590



MEETINGS HELD:
291
TOTAL ATTENDANCE:
1,429



Class Visits: 79
Children: 1,570

Program Attendance

Adult
1,274

General
Interest
453

Youth
3,701

Teen
138



STRATEGIC PRIORITY 1

LIFELONG LEARNING

Arts in the Community

The community spoke, the library listened, and the library has continued to add more hands-on project programming for our adult patrons. From



book recycling projects to beginning watercolor instruction, there is certain to be something for everyone. In 2025, these projects included paperback pumpkins and striking watercolor landscapes.



STEAM Exploration @the Library


STEAM exploration comes in all shapes, sizes, and formats. To some, the wafer house may just be something to eat but to the person that built it, there was a bit of math, science, and engineering involved to provide the support for it to remain upright. This and other library events throughout



2025 provided opportunities for adult and youth patrons to experience a bit of science, technology, engineering, art, and math, referred to as STEAM.

Helping Our Community Thrive in a Digital World

Grant application success in 2025 through the Public Library Association and AT&T brought valuable digital literacy resources to the library that was shared with community members in the form of workshops and updated computer equipment and instructional software.



Digital Literacy Workshops

Each workshop will last approximately 2 hours

Pre-registration is mandatory for all workshops

Refreshments will be provided

Attendees will be eligible for door prizes and giveaways

IOS 15

Join Steve Springer and learn how to use the new iOS 15 features

4/13 @ 10:30am
4/13 @ 1:00pm
4/13 @ 2:00pm

WINDOWS 11 BASICS

5/6 @ 11:00am
5/12 @ 2:00pm

CYBER SECURITY

3/13 @ 1:00pm
5/31 @ 10:30am

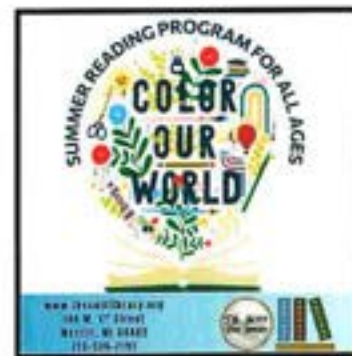
EMAIL BASICS

5/1 @ 10:15am

Please contact us with the library for more information or to register

100 W. Luz Street, Merrill, WI 785-336-7191

Summer Reading Fun



BINGO

Adult Readers

136 adults stopped at the Library for their Summer Read BINGO Card

Youth Readers
TOTAL 427
 375 Readers
 Ages 0-11 and
 52 Teen Readers
 enjoyed the
 Library's Summer
 Reading
 Adventures



STRATEGIC PRIORITY 2

AWARENESS

60+ Dining : Gather at the Table

In collaboration with the Aging and Disability Resource Center of Central Wisconsin (ADRC-CW), the library began offering an in-house dining opportunity for our 60+ community members on the 2nd Wednesday of each month during the Fall of 2025. The dining experience includes an educational/informational/entertainment component from 11AM-12PM with lunch served at 12PM. It's a time for our 60+ community members to learn, lunch, and laugh with each other in the comfort of their community library.



Family Fun Night

The library's coveted Family Fun Night returned in 2025 with families from Washington Elementary School. The event included some great hands-on activities--a craft and scavenger hunt, and a chance for students to pick out a free book compliments of monetary donations from local businesses. Fun was had by all in attendance as can be seen from the photos to the left. It is important to point out that the table of books was very popular and it was empty by the end of the evening. Watch for more Family Fun Nights to be scheduled in the future.

Getting the Word Out

The library has been working closely with the Wisconsin Valley Library Service technology team to ensure that the library's website is in compliance with all things related to accessibility. It is a two-year project that will continue into 2026. You may have already noticed some of the changes that have been made. In order to communicate this project, library events, and important announcements, the library developed a quarterly newsletter. For individuals interested in receiving the quarterly newsletter via email, a form was created to sign up at <https://www.tbscottlibrary.org/library-newsletter/>.



STRATEGIC PRIORITY 3

PROGRAMMING



Monarch Butterflies & More

Area naturalist Don Evans shared an informative presentation about monarchs, milk weed, and other endangered species in early 2025. In the end, attendees took back home their very own milkweed seeds to draw in their own monarch butterflies on their next trek to the area. It is presentations like this and more that library patrons enjoyed throughout the year.

LEGO Day @the Library

What library exists without a LEGO Day? Certainly not this one. And, this library's bonus to patrons is that there is a LEGO duo team, Tim and Dawn Dunbar, in the community's midst that graciously share their talents both in display and education. The 2025 event was a hit. Both patrons and staff had their sights on making it an astutely fun event. And, that it was with LEGO glasses and all.



Some Sweet Building Going on @the Library

Oh, how sweet it is to bring programming to the library that both the young and old enjoy. The art of gingerbread house building with wonderfully sweet components is truly an enjoyable feat to observe. The library has spent years hosting this event and it never seems to get old. The creations of 2025 were wonderful and you simply cannot miss the smiles that these creations bring to the attendees.

Memory Café Moments

In a collaborative effort with Compassus Home Health Care, the library brought the comfort of Memory Cafés to the community in 2025. Compassus and its model of care that focuses on a person as an individual and each family as a cherished entity, set the groundwork for the library's endeavor in providing an inviting and educational space for both those experiencing memory loss and for those that provide support and care.



STRATEGIC PRIORITY 4

COLLECTIONS

Love to Read? We've Got You Covered

From magazines to read-along books that include VOXBooks and WonderBooks, the library's collection development team spends hours reading

new books, evaluating professional reviews, chatting with, and collaborating with authors and book vendors to ensure that there is something for everyone to read.



Beyond Books

In 2025, the library saw a growth in items added to the Library of Things collection. While books will remain an important part of this library, we continually look for ways to provide resources and services for everyone. Wisconsin State Park Passes have been a huge hit and that "experience" offering will continue for as long as the State Park Service offers it to public libraries. And for our patrons that organize family gatherings and host parties, there is a speaker system and a BIG BINGO Game Kit just waiting to be checked out.



Movie Selection Expansion

While some believe DVDs are on their way out, they continue to be checked out on a regular basis. New titles are added monthly to the collection. With the growth of online movie networks like Netflix, Hulu, and more, the collection development team began to evaluate the resources available to public



libraries for patron resources. The library collection team was pleased to add Kanopy to the library's collection. This online resource is FREE to anyone that holds a T.B. Scott Free Library patron card



Collection Highlights

To our readers, check out the numerous book displays that were added in 2025. While the one display has existed for some time, it has a new vibe that library staff think you will enjoy. And the other new displays have been added so that new books are right at your fingertips.



STRATEGIC PRIORITY 5

FACILITIES

“The Pioneer Room” The NEW Youth Services Activity Room



In an effort to better serve the needs of the community and determine how the library fits, a space needs study and an evaluation of the library’s strategic plan took place with community and staff input. Through this process it was determined that access to a comfortable activity and meeting space would significantly enhance the services the library could provide to its community members. “The Pioneer Room” became a reality in 2025 to serve that need.

Building Safety & Improvements



In an effort to elevate safety features in the library, grants were applied for and received from Aspirus and the Merrill Community Foundation for the upgrade and new placement of AED machines in the library. Shown here is the unit that was added to the 3rd floor Adult Services Department. The library is appreciative of the grants that are available to provide a more safe environment for both patrons and staff.

Youth Services Transformation

There were a number of noticeable improvements in the Youth Services Department in 2025. As the library team evaluated the new floor plan, it became obvious that this



would be a the perfect opportunity to change how patrons searched for books in the youth services collection. The decision was made that the current non-fiction section would mimic the transformation that had taken place in the fiction picture book section. A great deal of behind the scenes work took place and what you see here takes you from the old to the new.

Trained Staff = A More Comfortable Environment

In order to provide quality service to the community and the patrons the library serves, it is crucial for the library team to be adequately trained to help them meet the needs of patrons. Training topics in 2025 included TECH Days, self-care, team building, and neurodiversity in the workplace.





@TBSScottFreeLibrary



@tbscottlibrary_merrill

106 W. 1st Street
Merrill, WI 54452
715.536.7191
tbscottlibrary.org

LIBRARY BOARD OF DIRECTORS

MIKE GEISLER

President - City Appointee

AUDREY HUFTEL

Vice President - City Appointee

CHRIS GRUNENWALD

Financial Secretary - City Appointee

RYAN MARTINOVICI

MAPS Representative

KATIE BREITENMOSER

County Appointee

ELIZABETH MCCRANK

County Board Representative

BARBARA ROTH LISBERG

City Appointee

TODD OSNESS

City Appointee

MARK WEIX

City Council Appointee

MISSION STATEMENT

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.

FRIENDS OF THE LIBRARY

Friends Purpose:

- To support the T.B. Scott Free Library in developing its facilities and services for the community.
- To encourage gifts and bequests to the Library.
- To stimulate support and use of the Library.
- To promote knowledge of the functions, services, resources and needs of the Library.
- To enjoy the fellowship of Library friends.



2025 Fundraiser
&
Subsequent
Fulfillment of
Funding Requests



Laurie A. Ollhoff
Library Director