



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, MAY 20, 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 April 15, 2026
2. Vouchers for April 2026
3. Unaudited Monthly Income & Expense Report for April 2026
4. Monthly Statistical Report for April 2026

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve Copyright Compliance Policy
2. Action Item: Review and approve Conflict of Interest Policy
3. Discussion Item: Strategic Goals & Action Steps #4: Collections
4. Discussion Item: Wisconsin Trustee Essential #7 The Library Board and Library Personnel

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

Wednesday, June 17, 2026, @4:00PM

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 discuss the annual review of personnel.

VIII. Reconvene in Open Session

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, APRIL 15, 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: K. Breitenmoser, C. Grunenwald, A. Huftel, R. Martinovici, E. McCrank, T. Osness, B. Rothlisberg. M. Weix. Also, present were: A. Bennett, M. Pregler, C. Sprague.
2. **Correspondence** - No correspondence.
3. **Public Comment** - No public comment.

II. Consent Items

1. **Minutes of regular meeting on March 18, 2026** - A. Huftel/B. Rothlisberg/C to approve the Minutes of the regular meeting on March 18, 2026. No discussion.
2. **Vouchers for March 2026** - E. McCrank/T. Osness/C to approve the Vouchers for March 2026. E. McCrank inquired about the \$300 payment to the Leigh Yawkey Woodson Art Museum and what that covered. A. Bennett provided an explanation related to the inquiry to include that, to the best of her knowledge, it covers travel expenses, supplies, and perhaps staff time. A detailed statement is not provided. No further discussion.
3. **Unaudited Monthly Income & Expense Report for March 2026** - A. Huftel/R. Martinovici/C to approve the Unaudited Monthly Income & Expense Report for March 2026. E. McCrank inquired about the revenue from the sale of used furniture and what that included. A. Bennett provided a breakdown of the items that were sold and included in that amount. E. McCrank inquired about the following budget line items: computer supplies, computer equipment, and software upgrades. C. Sprague provided the information requested to the best of his knowledge and information available to him at that time. No further discussion.
4. **Monthly Statistical Report for March 2026** - E. McCrank/T. Osness/C to approve the Monthly Statistical Report for March 2026. E. McCrank commented on magazine checkout statistic. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Discussion/Possible Action Item: T.B. Scott Free Library Endowment Fund and Zander Trust Agreement** - C. Grunenwald provided some background information related to concerns about compliance with WI State Statutes with regard to the endowment fund and the Zander Trust and the necessity for a surety bond. Research into these concerns has indicated that a bond is not necessary as the funds in both instances are managed by the

Endowment Fund Committee as part of the Library Board and not by one individual. B. Rothlisberg asked for clarification related to previous discussions related to merging the two funds. C. Grunenwald and M. Geisler responded by stating it was no longer necessary since the bonding issue was the driving force behind that concern. M. Geisler stated these concerns came about after the retirement of R. Mamer as the Library Board Financial Secretary. M. Geisler will have further discussions with the accountant and report to the Board if additional information is garnered during those conversations. No action was taken and there was no further discussion.

2. **Discussion/Action Item: Discuss and approve Board Resolutions Granting Signing Authority** - R. Martinovici/B. Rothlisberg/C the amended Board Resolutions Granting Signing Authority for the Endowment Fund and the Zander Trust to reflect the correct date of April 15, 2026. E. McCrank addressed issues related to the dates on the documents provided in the packet. B. Rothlisberg inquired about the need for specific names in the Signing Authority resolutions. M. Geisler explained that the financial institutions require specific individuals to be authorized by the Board of Trustees. No further discussion.
3. **Discussion Item: Strategic Goals & Action Steps #3 - Programming** - E. McCrank had comments on Action Steps and the information documented as a measurement of the Action Step. E. McCrank requested that the measurement be more closely related or stated in a fashion that was specific to the actual measurement put in place by the Strategic Goal. E. McCrank requested better alignment and specificity to the stated measurement of the Strategic Goals be provided moving forward. No further discussion.
4. **Discussion Item: Wisconsin Trustee Essential #6 - Evaluating the Director** - No discussion.

IV. **Library Director's Report** E. McCrank inquired about the maintenance of the raised garden beds. A. Bennett will follow up with L. Ollhoff on those concerns. No further discussion.

V. **President's Remarks**

VI. **Date and Time of Next Meeting**

VII. **Closed Session** E. McCrank/K. Breitenmoser/C by roll call to convene into 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 discuss the annual review of personnel. -

VIII. Reconvene in Open Session No discussion.

IX. Adjournment M. Weix/T. Osness/C to adjourn at 4:56PM.

April 2026

Company Being Paid	4/3/2026 6Packet	4/10/26 Packet	4/17/26 Packet	4/24/26 Packet	APRIL 2026 TOTALS
Amazon		\$ 4,740.02			\$ 4,740.02
Cengage Learning, Inc.		\$ 20.80	\$ 197.60		\$ 218.40
Center Point Large Print	\$ 47.94				\$ 47.94
Child's World, The		\$ 183.60			\$ 183.60
Cintas		\$ 249.11			\$ 249.11
Capstone				\$ 835.10	\$ 835.10
Community Food Pantry of Merrill, Inc.	\$ 100.00				\$ 100.00
Complete Control, Inc.		\$ 1,078.50	\$ 305.50		\$ 1,384.00
Dave's County Market				\$ 141.37	\$ 141.37
Demco		\$ 364.98	\$ 144.89		\$ 509.87
Elan		\$ 1,282.39			\$ 1,282.39
Frontier			\$ 149.24		\$ 149.24
Gannett Wisconsin Media				\$ 760.94	\$ 760.94
Haenco	\$ 182.16			\$ 139.81	\$ 321.97
Ingram Library Services	\$ 20.88		\$ 746.67	\$ 19.50	\$ 787.05
Lernet Publishing Group			\$ 974.56	\$ 23.99	\$ 998.55
Lewis, Chad		\$ 300.00			\$ 300.00
Libraria (fka Children's Plus)		\$ 116.46		\$ 25.24	\$ 141.70
Maris Associates	\$ 275.98				\$ 275.98
Merrill Ace Hardware		\$ 70.14			\$ 70.14
Merrill Area Public Schools (FabLab)				\$ 27.29	\$ 27.29
Merrill Water Utility			\$ 119.00		\$ 119.00
Mobile Beacon			\$ 1,440.00		\$ 1,440.00
Multi Media Channels		\$ 737.00			\$ 737.00
Northwind Renewable Energy		\$ 260.80			\$ 260.80
Plautz, Donna	\$ 26.75				\$ 26.75
Per Mar Security Services		\$ 237.00			\$ 237.00
Quill				\$ 33.07	\$ 33.07
Rib Mountain Glass				\$ 1,856.00	\$ 1,856.00
TB Scott Library - Petty Cash				\$ 77.43	\$ 77.43
Tomahawk Leader				\$ 100.00	\$ 100.00
Wisconsin Valley Library Service	\$ 141.28			\$ 16,302.14	\$ 16,443.42
Wisconsin Public Service		\$ 3,735.44			\$ 3,735.44
	\$ 794.99	\$ 13,376.24	\$ 4,077.46	\$ 20,341.88	\$ 38,590.57

A/P Regular Open Item Register

PACKET: 12379 LIBRARY - 20260403
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	GROSS	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-000274			CENTER POINT LARGE PRINT					
I-2236350	4/03/2026	1	CUST # 54452		47.94	1099: N		
			DUE: 4/03/2026 DISC: 4/03/2026			10 55110-13-10400	Adult Dept Large Print	47.94
			CUST # 54452					
			=== VENDOR TOTALS ===		47.94			
01-001805			THE COMMUNITY FOOD PANTRY OF M					
I-20260403	4/03/2026	1	CASUAL FRIDAY DONATION		100.00	1099: N		
			DUE: 4/03/2026 DISC: 4/03/2026			10 55110-03-31000	Misc. - Petty Cash	100.00
			CASUAL FRIDAY DONATION					
			=== VENDOR TOTALS ===		100.00			
01-005274			HAENCO LLC					
I-17851	4/03/2026	1	S.O. 5959		182.16	TJ		
			DUE: 4/03/2026 DISC: 4/03/2026			10 55110-03-44000	Janitor Supplies	182.16
			S.O. 5959					
			=== VENDOR TOTALS ===		182.16			
01-005651			INGRAM LIBRARY SERVICES LLC					
I-95562743	4/03/2026	1	ACCT # 20AB749		20.88	1099: N		
			DUE: 4/03/2026 DISC: 4/03/2026			10 55110-13-10100	Adult Dept Non-Fiction	17.88
			ACCT # 20AB749			10 55110-03-11000	Postage	3.00
			ACCT # 20AB749					
			=== VENDOR TOTALS ===		20.88			
01-001910			MARIS ASSOCIATES					
I-0286	4/03/2026	1	12 BOOKS		275.98	1099: N		
			DUE: 4/03/2026 DISC: 4/03/2026			10 55110-13-10100	Adult Dept Non-Fiction	275.98
			12 BOOKS					
			=== VENDOR TOTALS ===		275.98			
01-004398			DONNA J PLAUTZ					
I-20260403	4/03/2026	1	FEBRUARY MILEAGE		26.75	1099: N		
			DUE: 4/03/2026 DISC: 4/03/2026			10 55110-03-30500	Mileage	26.75
			FEBRUARY MILEAGE					
			=== VENDOR TOTALS ===		26.75			

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

01-000290 WISCONSIN VALLEY LIBRARY SERVI

I-2026-2910 PATRON CARDS 115.50
 4/03/2026 1 DUE: 4/03/2026 DISC: 4/03/2026 1099: N
 WISCONSIN VALLEY LIBRARY SERVI 10 55110-03-10500 Library Supplies 115.50

I-2026-2931 BARCODES 25.78
 4/03/2026 1 DUE: 4/03/2026 DISC: 4/03/2026 1099: N
 BARCODES 10 55110-03-10500 Library Supplies 25.78

=== VENDOR TOTALS === 141.28

=== PACKET TOTALS === 794.99

PACKET: 12379 LIBRARY - 20260403
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 794.99
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 794.99

** 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	794.99-*				
	10 -55110-03-10500	Library Supplies	141.28	7,000	6,006.93	1,062,390	820,300.52
	10 -55110-03-11000	Postage	3.00	1,200	1,032.83	1,062,390	820,438.80
	10 -55110-03-30500	Mileage	26.75	600	540.63	1,062,390	820,415.05
	10 -55110-03-31000	Misc. - Petty Cash	100.00	0	0.00	1,062,390	820,341.80
	10 -55110-03-44000	Janitor Supplies	182.16	4,800	4,054.44	1,062,390	820,259.64
	10 -55110-13-10100	Adult Dept Non-Fiction	293.86	10,000	7,863.39	1,062,390	820,147.94
	10 -55110-13-10400	Adult Dept Large Print	47.94	4,300	3,112.57	1,062,390	820,393.86
99	-14-0010	Due from General Fund	794.99 *				

** 2026 YEAR TOTALS

794.99

4/06/2026 12:13 PM
PACKET: 12379 LIBRARY - 20260403
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2026	794.99

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12390 LIBRARY - 20260410
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	G/L ACCOUNT	GROSS P. O. #	ACCOUNT NAME	DISTRIBUTION
01-005248	AMAZON CAPITAL SERVICES, INC.						
C-13XH-WCV4-HIKY	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026		1099: N 10 55110-13-20000	22.40CR YS-BOOKS	Youth Children's Books	22.40CR
C-1JH4-QOQT-WYWP	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026		1099: N 10 55110-14-10200	50.42CR REORDER	Adult Dept CDs	50.42CR
C-1JRG-QO7N-R6LQ	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026		1099: N 10 55110-14-10200	14.32CR REORDER	Adult Dept CDs	14.32CR
C-1L34-4LJY-LKNT	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026		1099: N 10 55110-14-10200	92.58CR REORDER	Adult Dept CDs	92.58CR
I-13NM-41V7-3YJ4	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026		1099: N 10 55110-03-41250	47.99 ADPROGMA	Programming - Adult	47.99
I-19NX-3LXK-3P44	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026		1099: N 10 55110-15-42500	35.85 CS033126	Computer Equipment	35.85
I-1CPT-1YC4-3DQ9	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026		1099: N 10 55110-03-41501	971.63 YS Summe	Misc Rev-Programming-You	971.63
I-1CPT-1YC4-3KMC	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026		1099: N 10 55110-03-41250	63.98 ADPROG-M	Programming - Adult	63.98
I-1FVN-XF63-3QHP	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026		1099: N 10 55110-14-20100	53.82 YS-DVD'S	Youth Videos, DVDs & CD-	53.82
I-1FVN-XF63-46W9	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026		1099: N 10 55110-03-41250	50.98 ADPROGMA	Programming - Adult	50.98
I-1G1Q-TRMT-44M4	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026		1099: N 10 55110-03-41250	72.63 ADPROG-M	Programming - Adult	72.63
I-1G9P-PDYV-IYWF	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026		1099: N 10 55110-03-41751	163.96 ADPROG&C	Misc Rev-Hospitality	146.88

PACKET: 12390 LIBRARY - 20260410
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 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	GROSS P.O. #	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-005248			AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)					
I-1JY1-MWJ3-3RC9	4/10/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026	137.38	Special	1099: N	Special/Major Projects	137.38
I-1KRG-DCR3-47KT	4/10/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026	167.10	OS LS031	1099: N	Office Supplies	70.22
I-1MW3-1QJT-3YQP	4/10/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026	133.27	YS-Learn	1099: N	Learning Games/Story Box	133.27
I-1NCV-HEKV-3H77	4/10/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026	201.65	YS summe	1099: N	Summer Programs-Expenses	201.65
I-1NCV-HEKV-3YTF	4/10/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026	122.45	YS Summe	1099: N	Summer Programs-Expenses	122.45
I-1PKJ-6RRM-41GK	4/10/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026	508.54	YS progr	1099: N	Programming - Youth	508.54
I-1QX3-Q4HW-3K3J	4/10/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026	67.58	ADPROG M	1099: N	Programming - Adult	67.58
I-1QX3-Q4HW-3W9R	4/10/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026	975.59	YS Summe	1099: N	Library-Program Expenses	975.59
I-1RRF-TMCW-4G37	4/10/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026	266.98	YS Summe	1099: N	Summer Programs-Expenses	266.98
I-1T69-MHW3-3P6D	4/10/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026	40.91	YS-Books	1099: N	Programming - Youth	14.97
I-1T69-MHW3-43MW	4/10/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 4/10/2026 DISC: 4/10/2026	316.71	YS summe	1099: N	Youth Children's Books	25.94
							Summer Programs-Expenses	316.71

PACKET: 12390 LIBRARY - 20260410
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	P.O. #	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)							
I-1WGH-R1N3-31RJ	1	ACCOUNT #A29JWFTAEUZST	70.49	MEM IS			
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		1099: N			
		ACCOUNT #A29JWFTAEUZST		10	55110-03-10500	Library Supplies	70.49
I-1XY4-QKGV-3WXP	1	ACCOUNT #A29JWFTAEUZST	40.48	MEM OS03			
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		1099: N			
		ACCOUNT #A29JWFTAEUZST		10	55110-03-10000	Office Supplies	40.48
I-1YQJ-91WC-1T4P	1	ACCOUNT #A29JWFTAEUZST	40.57	ADPROGMA			
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		1099: N			
		ACCOUNT #A29JWFTAEUZST		10	55110-03-41250	Programming - Adult	40.57
I-1YQJ-91WC-1YR6	1	ACCOUNT #A29JWFTAEUZST	369.20	YS-summe			
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		1099: N			
		ACCOUNT #A29JWFTAEUZST		10	55110-03-41500	Programming - Youth	40.83
		ACCOUNT #A29JWFTAEUZST		10	55110-03-41501	Misc Rev-Programming-You	328.37
=== VENDOR TOTALS ===			4,740.02				
01-000922 CENGAGE LEARNING INC							
I-999102443754	1	ACCT # 100298883	20.80	FEBLP			
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		1099: N			
		ACCT # 100298883		10	55110-13-10400	Adult Dept Large Print	20.80
=== VENDOR TOTALS ===			20.80				
01-001205 THE CHILD'S WORLD, INC.							
I-NA165924	1	ACCT # BA03224	183.60				
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		1099: N			
		ACCT # BA03224		10	55110-13-20000	Youth Children's Books	183.60
=== VENDOR TOTALS ===			183.60				
01-004375 CINTAS CORPORATION							
I-4264945278	1	PAYER # 18280979	249.11				
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		1099: N			
		PAYER # 18280979		10	55110-02-23250	Facility Cleaning Servic	249.11
=== VENDOR TOTALS ===			249.11				

4/13/2026 4:45 PM
 PACKET: 12390 LIBRARY - 20260410
 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

01-002026 COMPLETE CONTROL, INC
 I-87111 CUSTOMER CODE: MER006 TJ
 4/10/2026 1 DUE: 4/10/2026 DISC: 4/10/2026 1,078.50
 CUSTOMER CODE: MER006 10 55110-03-50275 M/R - Contingency 1,078.50

=== VENDOR TOTALS ===
 1,078.50

01-003938 DEMCO, INC.
 I-7787294 ACCT # 482508000 YSPROG03
 4/10/2026 1 DUE: 4/10/2026 DISC: 4/10/2026 364.98
 ACCT # 482508000 10 55110-03-41500 Programming - Youth 364.98

=== VENDOR TOTALS ===
 364.98

01-000128 ELAN FINANCIAL SERVICES
 I-20260410 ACCT # 5472 1102 2200 0197 1,282.39
 4/10/2026 1 DUE: 4/10/2026 DISC: 4/10/2026
 ACCT # 5472 1102 2200 0197 1099: N
 ACCT # 5472 1102 2200 0197 10 55110-03-32000 Education & Conference 329.00
 ACCT # 5472 1102 2200 0197 10 55110-03-32001 Misc Rev - Educ & Conf 165.00
 ACCT # 5472 1102 2200 0197 10 55110-03-41250 Programming - Adult 386.91
 ACCT # 5472 1102 2200 0197 10 55110-03-41500 Programming - Youth 293.42
 ACCT # 5472 1102 2200 0197 10 55110-03-41750 Hospitality 21.76
 ACCT # 5472 1102 2200 0197 10 55110-15-47500 Software/Upgrades 11.45
 ACCT # 5472 1102 2200 0197 26 55110-03-12625 Cross-County - Expense 74.85

=== VENDOR TOTALS ===
 1,282.39

01-003195 CHAD LEWIS
 I-239493 MAY 5, 2026 PRESENTATION 300.00
 4/10/2026 1 DUE: 4/10/2026 DISC: 4/10/2026 1099: Y
 MAY 5, 2026 PRESENTATION 10 55110-03-41250 Programming - Adult 300.00

=== VENDOR TOTALS ===
 300.00

01-005471 LIBRARIA
 I-277780 REF # 2000007481 18.48
 4/10/2026 1 DUE: 4/10/2026 DISC: 4/10/2026 1099: N
 REF # 2000007481 10 55110-13-20000 Youth Children's Books 17.38
 REF # 2000007481 10 55110-03-10500 Library Supplies 1.10

I-278161 REF # 2000008117 54.82
 4/10/2026 1 DUE: 4/10/2026 DISC: 4/10/2026 1099: N
 REF # 2000008117 10 55110-13-20000 Youth Children's Books 52.12
 REF # 2000008117 10 55110-03-10500 Library Supplies 2.70

PACKET: 12390 LIBRARY - 20260410
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-005471 LIBRARIA (** CONTINUED **)						
I-278162	1	REF # 2000008137	25.88	265307		
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		1099: N		
		REF # 2000008137		10 55110-13-20100	Young Adult Books	25.38
		REF # 2000008137		10 55110-03-10500	Library Supplies	0.50
I-278163	1	REF # 2000008136	17.28	265305		
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		1099: N		
		REF # 2000008136		10 55110-13-20000	Youth Children's Books	16.78
		REF # 2000008136		10 55110-03-10500	Library Supplies	0.50
=== VENDOR TOTALS === 116.46						
01-000839 MERRILL ACE HARDWARE						
C-20260410	1	ACCT # 81867	7.80CR	1099: N		
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		10 55110-03-44000	Janitor Supplies	2.80CR
		ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	5.00CR
I-250384	1	ACCT # 81867	35.98	1099: N		
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		10 55110-03-50000	M/R-General Repair/Maint	35.98
I-250756	1	ACCT # 81867	41.96	1099: N		
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		10 55110-03-44000	Janitor Supplies	27.98
		ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	13.98
=== VENDOR TOTALS === 70.14						
01-000085 MULTI MEDIA CHANNELS						
I-IN314338	1	ACCT # 102219 8X10 MINI BK	339.00	1099: N		
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		10 55110-03-41001	Misc Rev - Publicity	339.00
I-IN315403	1	ACCT # 102219 BUS CRD BK	99.00	1099: N		
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		10 55110-03-41000	Public Relations/Publici	99.00
I-IN316489	1	ACCT # 102219 PRK & REC 1/4 P	299.00	1099: N		
4/10/2026		DUE: 4/10/2026 DISC: 4/10/2026		10 55110-03-41001	Misc Rev - Publicity	299.00
=== VENDOR TOTALS === 737.00						

PACKET: 12390 LIBRARY - 20260410
 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

01-005469 NORTH WIND RENEWABLE ENERGY CO
 I-304181 2026 - 1ST QUARTER 260.80
 4/10/2026 1 DUE: 4/10/2026 DISC: 4/10/2026 1099: N
 2026 - 1ST QUARTER 10 55110-02-22000 Electric 260.80

==== VENDOR TOTALS === 260.80

01-000824 PER MAR SECURITY SERVICES

I-3833812 CUST # 000279 237.00
 4/10/2026 1 DUE: 4/10/2026 DISC: 4/10/2026 1099: N
 CUST # 000279 10 55110-02-16500 Fire/Security System Con 237.00

==== VENDOR TOTALS === 237.00

01-000656 WISCONSIN PUBLIC SERVICE

I-5886446137 ACCT # 0403371156-00003 3,735.44
 4/13/2026 1 DUE: 4/13/2026 DISC: 4/13/2026 1099: N
 ACCT # 0403371156-00003 10 55110-02-22000 Electric 2,138.22
 ACCT # 0403371156-00003 10 55110-02-22500 Fuel - Natural Gas 1,597.22

==== VENDOR TOTALS === 3,735.44

==== PACKET TOTALS === 13,376.24

** T O T A L S **

INVOICE TOTALS 13,563.76
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 187.52CR

BATCH TOTALS 13,376.24

** 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	11,418.01-*				
	10 -55110-02-16500	Fire/Security System Con	237.00	2,300	2,063.00	1,062,390	791,579.55
	10 -55110-02-22000	Electric	2,399.02	28,000	21,872.90	1,062,390	789,417.53
	10 -55110-02-22500	Fuel - Natural Gas	1,597.22	22,500	16,271.68	1,062,390	790,219.33
	10 -55110-02-23250	Facility Cleaning Servc	249.11	3,000	2,003.56	1,062,390	791,567.44
	10 -55110-03-10000	Office Supplies	110.70	2,750	2,459.55	1,062,390	791,705.85
	10 -55110-03-10500	Library Supplies	172.17	7,000	5,834.76	1,062,390	791,644.38
	10 -55110-03-32000	Education & Conference	329.00	2,000	1,496.22	1,062,390	791,487.55
	10 -55110-03-32001	Misc Rev - Educ & Conf	165.00	0	352.21- Y	1,062,390	791,651.55
	10 -55110-03-41000	Public Relations/Publici	99.00	2,000	1,602.00	1,062,390	791,717.55
	10 -55110-03-41001	Misc Rev - Publicity	638.00	0	638.00- Y	1,062,390	791,178.55
	10 -55110-03-41250	Programming - Adult	1,047.72	7,000	4,711.70	1,062,390	790,768.83
	10 -55110-03-41500	Programming - Youth	1,222.74	7,500	4,780.52	1,062,390	790,593.81
	10 -55110-03-41501	Misc Rev-Programming-You	1,300.00	0	1,300.00- Y	1,062,390	790,516.55
	10 -55110-03-41750	Hospitality	21.76	500	393.53	1,062,390	791,794.79
	10 -55110-03-41751	Misc Rev-Hospitality	146.88	0	399.42- Y	1,062,390	791,669.67
	10 -55110-03-44000	Janitor Supplies	25.18	4,800	4,029.26	1,062,390	791,791.37
	10 -55110-03-50000	M/R-General Repair/Maint	44.96	7,000	6,639.36	1,062,390	791,771.59
	10 -55110-03-50275	M/R - Contingency	1,078.50	10,000	8,921.50	1,062,390	790,738.05
	10 -55110-08-50000	Special/Major Projects	137.38	0	687.31- Y	1,062,390	791,679.17
	10 -55110-13-10400	Adult Dept Large Print	20.80	4,300	3,091.77	1,062,390	791,795.75
	10 -55110-13-20000	Youth Children's Books	273.42	16,000	10,539.25	1,062,390	791,543.13
	10 -55110-13-20100	Young Adult Books	25.38	2,500	1,919.84	1,062,390	791,791.17
	10 -55110-14-10200	Adult Dept CDs	157.32-	800	839.05	1,062,390	791,973.87
	10 -55110-14-20100	Youth Videos, DVDs & CD-	53.82	750	615.26	1,062,390	791,762.73
	10 -55110-14-40000	Learning Games/Story Box	133.27	350	154.01- Y	1,062,390	791,683.28
	10 -55110-15-42500	Computer Equipment	35.85	10,000	7,994.03	1,062,390	791,780.70
	10 -55110-15-47500	Software/Upgrades	11.45	3,000	2,442.47	1,062,390	791,805.10
	26 -21-0000	Accounts Payable Control	1,958.23-*				
	26 -55110-03-12625	Cross-County - Expense	74.85	0	297.47- Y	0	2,391.65- Y
	26 -55110-03-22725	Summer Programs-Expenses	907.79	0	929.04- Y	0	3,224.59- Y

PACKET: 12390 LIBRARY - 20260410
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	26 -55110-03-40525	Library-Program Expenses	975.59	0	1,035.09- Y	0	3,292.39- Y
	99 -14-0010	Due from General Fund	11,418.01 *				
	99 -14-0026	Due From Non-Lapsing	1,958.23 *				
		** 2026 YEAR TOTALS	13,376.24				

4/13/2026 4:45 PM
PACKET: 12390 LIBRARY - 20260410
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2026	11,418.01
26	4/2026	1,958.23

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12403 LIBRARY - 20260417
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
				DISCOUNT	G/L ACCOUNT		
01-000922	CENGAGE LEARNING INC						
I-999102617799	4/17/2026	1	ACCT # 100298883 DUE: 4/17/2026 DISC: 4/17/2026	197.60	APRILCP 1099: N		
			ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	197.60
			=== VENDOR TOTALS ===	197.60			
01-002026	COMPLETE CONTROL, INC						
I-87498	4/17/2026	1	CUST # 87498 DUE: 4/17/2026 DISC: 4/17/2026	305.50	TJ 1099: N		
			CUST # 87498		10 55110-03-50000	M/R-General Repair/Maint	305.50
			=== VENDOR TOTALS ===	305.50			
01-003938	DEMCO, INC.						
I-7791036	4/17/2026	1	ACCT #482508000 DUE: 4/17/2026 DISC: 4/17/2026	144.89	LS040826 1099: N		
			ACCT #482508000		10 55110-03-10500	Library Supplies	144.89
			=== VENDOR TOTALS ===	144.89			
01-002661	FRONTIER						
I-20260417	4/17/2026	1	ACCT # 715-536-7909-010384-5 DUE: 4/17/2026 DISC: 4/17/2026	149.24	1099: N		
			ACCT # 715-536-7909-010384-5		10 55110-02-25000	Telephone	149.24
			=== VENDOR TOTALS ===	149.24			
01-005651	INGRAM LIBRARY SERVICES LLC						
C-94595202	4/17/2026	1	ACCT # 20AB749 DUE: 4/17/2026 DISC: 4/17/2026	106.76	CR 91505103 1099: N		
			ACCT # 20AB749		10 55110-13-10000	Adult Dept Fiction	27.24
			ACCT # 20AB749		10 55110-13-10100	Adult Dept Non-Fiction	79.52
			=== VENDOR TOTALS ===	106.76			
I-94417820	4/17/2026	1	ACCT # 20AB749 DUE: 4/17/2026 DISC: 4/17/2026	55.43	PR1&2202 1099: N		
			ACCT # 20AB749		10 55110-13-10200	Adult Dept Paperbacks	46.43
			ACCT # 20AB749		10 55110-03-11000	Postage	9.00
			=== VENDOR TOTALS ===	55.43			
I-95587192	4/17/2026	1	ACCT # 20AB749 DUE: 4/17/2026 DISC: 4/17/2026	76.70	ADFIC-FE 1099: N		
			ACCT # 20AB749		10 55110-13-10000	Adult Dept Fiction	76.33
			ACCT # 20AB749		10 55110-03-11000	Postage	0.37

A/P Regular Open Item Register
 PACKET: 12403 LIBRARY - 20260417
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	GROSS	P.O. #	ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----								
01-005651	INGRAM LIBRARY SERVICES LLC	(** CONTINUED **)						
I-95587193	1	ACCT # 20AB749 DUE: 4/17/2026 DISC: 4/17/2026	523.02	ADFCIMAR				
		ACCT # 20AB749		1099: N			Adult Dept Fiction	520.75
		ACCT # 20AB749		10 55110-13-10000			Postage	2.27
I-95587194	1	ACCT # 20AB749 DUE: 4/17/2026 DISC: 4/17/2026	77.88	ANF-2026				
		ACCT # 20AB749		1099: N			Adult Dept Non-Fiction	77.52
		ACCT # 20AB749		10 55110-13-10100			Postage	0.36
I-95627955	1	ACCT # 20AB749 DUE: 4/17/2026 DISC: 4/17/2026	84.74	ADFCIMAR				
		ACCT # 20AB749		1099: N			Adult Dept Fiction	75.74
		ACCT # 20AB749		10 55110-13-10000			Postage	9.00
I-95756230	1	ACCT # 20AB749 DUE: 4/17/2026 DISC: 4/17/2026	35.66	ANF-2026				
		ACCT # 20AB749		1099: N			Adult Dept Non-Fiction	25.16
		ACCT # 20AB749		10 55110-13-10500			Library Supplies	1.50
		ACCT # 20AB749		10 55110-03-11000			Postage	9.00
=== VENDOR TOTALS ===								
01-001208	LERNER PUBLISHING GROUP							
I-1564923	1	REFERENCE # 2615173 DUE: 4/17/2026 DISC: 4/17/2026	950.57	294038 0				
		REFERENCE # 2615173		1099: N			Youth Children's Books	950.57
I-1565677	1	REFERENCE # 2615173 DUE: 4/17/2026 DISC: 4/17/2026	23.99	2615173				
		REFERENCE # 2615173		1099: N			Youth Children's Books	23.99
=== VENDOR TOTALS ===								
01-000328	MERRILL WATER UTILITY							
I-20260417	1	ACCT # 350-30440-00 DUE: 4/17/2026 DISC: 4/17/2026	119.00	1099: N				
		ACCT # 350-30440-00		10 55110-02-21000			Water and Sewer	119.00
=== VENDOR TOTALS ===								

PACKET: 12403 LIBRARY - 20260417
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

01-005383 MOBILE BEACON

I-20260417 REF # A-127849-20260413-1217 1,440.00 1099: N
4/17/2026 1 DUE: 4/17/2026 DISC: 4/17/2026 10 55110-15-32750 T1/Internet Access 1,440.00
REF # A-127849-20260413-1217

==== VENDOR TOTALS ==== 1,440.00

==== PACKET TOTALS ==== 4,077.46

PACKET: 12403 LIBRARY - 20260417
 VENDOR SET: 01 City of Merril
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 4,184.22
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 106.76CR

BATCH TOTALS 4,077.46

** 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	4,077.46-*				
	10 -55110-02-21000	Water and Sewer	119.00	2,080	1,602.88	1,062,390	780,046.22
	10 -55110-02-25000	Telephone	149.24	1,350	777.32	1,062,390	780,015.98
	10 -55110-03-10500	Library Supplies	146.39	7,000	5,688.37	1,062,390	780,018.83
	10 -55110-03-11000	Postage	30.00	1,200	1,002.83	1,062,390	780,135.22
	10 -55110-03-50000	M/R-General Repair/Maint	305.50	7,000	6,333.86	1,062,390	779,859.72
	10 -55110-13-10000	Adult Dept Fiction	645.58	9,800	7,731.01	1,062,390	779,519.64
	10 -55110-13-10100	Adult Dept Non-Fiction	23.16	10,000	7,840.23	1,062,390	780,142.06
	10 -55110-13-10200	Adult Dept Paperbacks	46.43	750	663.13	1,062,390	780,118.79
	10 -55110-13-10400	Adult Dept Large Print	197.60	4,300	2,894.17	1,062,390	779,967.62
	10 -55110-13-20000	Youth Children's Books	974.56	16,000	9,564.69	1,062,390	779,190.66
	10 -55110-15-32750	TI/Internet Access	1,440.00	1,200	240.00- Y	1,062,390	778,725.22
	99 -14-0010	Due from General Fund	4,077.46 *				

** 2026 YEAR TOTALS 4,077.46

4/20/2026 9:54 AM
PACKET: 12403 LIBRARY - 20260417
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2026	4,077.46

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12421 LIBRARY - 20260424
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	P.O. #	ACCOUNT	DISTRIBUTION
01-005735	COUGHLAN COMPANIES, LLC					
I-406307		CUSTOMER # 000014637	835.10	TB SCOTT		
4/24/2026	1	DUE: 4/24/2026 DISC: 4/24/2026		1099: N		
		CUSTOMER # 000014637		10 55110-13-20000	Youth Children's Books	835.10
=== VENDOR TOTALS ===						
01-000204	DAVE'S COUNTY MARKET					
I-110230		ACCT # 708	13.18			
4/24/2026	1	DUE: 4/24/2026 DISC: 4/24/2026		1099: N		
		ACCT # 708		10 55110-03-41750	Hospitality	13.18
I-384187		ACCT # 708	29.36			
4/24/2026	1	DUE: 4/24/2026 DISC: 4/24/2026		1099: N		
		ACCT # 708		10 55110-03-41750	Hospitality	29.36
I-386867		ACCT # 708	98.83			
4/24/2026	1	DUE: 4/24/2026 DISC: 4/24/2026		1099: N		
		ACCT # 708		10 55110-03-41750	Hospitality	98.83
=== VENDOR TOTALS ===						
01-004716	GANNETT WISCONSIN MEDIA #1014		141.37			
I-20260424		ACCT # DR0000372	760.94			
4/24/2026	1	DUE: 4/24/2026 DISC: 4/24/2026		1099: N		
		ACCT # DR0000372		10 55110-13-50000	Magazines/Periodicals	760.94
=== VENDOR TOTALS ===						
01-005274	HAENCO LLC		760.94			
I-18009		S.O. # 6110	139.81	TJ		
4/24/2026	1	DUE: 4/24/2026 DISC: 4/24/2026		1099: N		
		S.O. # 6110		10 55110-03-44000	Janitor Supplies	139.81
=== VENDOR TOTALS ===						
01-005651	INGRAM LIBRARY SERVICES LLC		139.81			
I-96026465		ACCT# 20AB749	19.50	ANF-2026		
4/24/2026	1	DUE: 4/24/2026 DISC: 4/24/2026		1099: N		
		ACCT# 20AB749		10 55110-13-10100	Adult Dept Non-Fiction	16.50
		ACCT# 20AB749		10 55110-03-11000	Postage	3.00
=== VENDOR TOTALS ===						

PACKET: 12421 LIBRARY - 20260424
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. #	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-001208			LERNER PUBLISHING GROUP					
I-1566395	4/24/2026	1	REFERENCE # 2615173 DUE: 4/24/2026 DISC: 4/24/2026 REFERENCE # 2615173	23.99	294038 0	1099: N 10 55110-13-20000	Youth Children's Books	23.99
			==== VENDOR TOTALS ===	23.99				
01-005471			LIBRARIA					
I-278446	4/24/2026	1	REF # 200008136 DUE: 4/24/2026 DISC: 4/24/2026 REF # 200008136 REF # 200008136	25.24	265305	1099: N 10 55110-13-20000 10 55110-03-10500	Youth Children's Books Library Supplies	24.99 0.25
			==== VENDOR TOTALS ===	25.24				
01-001537			MERRILL AREA PUBLIC SCHOOLS					
I-2025-2026-20	4/24/2026	1	FAB LAB DUE: 4/24/2026 DISC: 4/24/2026 FAB LAB	27.29		1099: N 10 55110-03-41000	Public Relations/Publicl	27.29
			==== VENDOR TOTALS ===	27.29				
01-000586			QUILL LLC					
I-4845883	4/24/2026	1	ACCT # 4019512 DUE: 4/24/2026 DISC: 4/24/2026 ACCT # 4019512	12.49	wenttkev	1099: N 10 55110-03-44000	Janitor Supplies	12.49
I-48463654	4/24/2026	1	ACCT # 4019512 DUE: 4/24/2026 DISC: 4/24/2026 ACCT # 4019512	20.58	wenttkev	1099: N 10 55110-03-10000	Office Supplies	20.58
			==== VENDOR TOTALS ===	33.07				
01-000532			RIB MOUNTAIN GLASS, INC					
I-I-26-1479	4/24/2026	1	JOB # WO-26-1079 DUE: 4/24/2026 DISC: 4/24/2026 JOB # WO-26-1079	1,856.00		1099: N 10 55110-08-57500	Property Damages	1,856.00
			==== VENDOR TOTALS ===	1,856.00				

PACKET: 12421 LIBRARY - 20260424
 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-20260424 PETTY CASH REIMB 77.43 1099: N
 4/24/2026 1 DUE: 4/24/2026 DISC: 4/24/2026 10 55110-03-11000 Postage 57.43
 PETTY CASH REIMB 20.00
 PETTY CASH REIMB 10 55110-03-41250 Programming - Adult
 === VENDOR TOTALS === 77.43

01-000277 TOMAHAWK LEADER
 I-20260424 1 YEAR SUBSCRIPTION 100.00 1099: N
 4/24/2026 1 DUE: 4/24/2026 DISC: 4/24/2026 10 55110-13-50000 Magazines/Periodicals 100.00
 1 YEAR SUBSCRIPTION
 === VENDOR TOTALS === 100.00

01-000290 WISCONSIN VALLEY LIBRARY SERVI
 I-2026-2951 Annual V-Cat Consortium Fee 16,302.14 1099: N
 4/24/2026 1 DUE: 4/24/2026 DISC: 4/24/2026 10 55110-15-70000 V-Cat Shared Automation 16,302.14
 Annual V-Cat Consortium Fee
 === VENDOR TOTALS === 16,302.14
 === PACKET TOTALS === 20,341.88

PACKET: 12421 LIBRARY - 20260424
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 20,341.88
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 20,341.88

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
				ANNUAL BUDGET	OVER AVAILABLE BUDG	ANNUAL BUDGET	OVER AVAILABLE BUDG
2026	10 -21-0000	Accounts Payable Control	20,341.88-*				
	10 -55110-03-10000	Office Supplies	20.58	2,750	2,438.97	1,062,390	766,800.80
	10 -55110-03-10500	Library Supplies	0.25	7,000	5,688.12	1,062,390	766,821.13
	10 -55110-03-11000	Postage	60.43	1,200	942.40	1,062,390	766,760.95
	10 -55110-03-41000	Public Relations/Publici	27.29	2,000	1,574.71	1,062,390	766,794.09
	10 -55110-03-41250	Programming - Adult	20.00	7,000	4,691.70	1,062,390	766,801.38
	10 -55110-03-41750	Hospitality	141.37	500	252.16	1,062,390	766,680.01
	10 -55110-03-44000	Janitor Supplies	152.30	4,800	3,876.96	1,062,390	766,669.08
	10 -55110-08-57500	Property Damages	1,856.00	0	1,856.00- Y	1,062,390	764,965.38
	10 -55110-13-10100	Adult Dept Non-Fiction	16.50	10,000	7,823.73	1,062,390	766,804.88
	10 -55110-13-20000	Youth Children's Books	884.08	16,000	8,680.61	1,062,390	765,937.30
	10 -55110-13-50000	Magazines/Periodicals	860.94	4,000	3,059.06	1,062,390	765,960.44
	10 -55110-15-70000	V-Cat Shared Automation	16,302.14	18,500	2,197.86	1,062,390	750,519.24
99	-14-0010	Due from General Fund	20,341.88 *				

** 2026 YEAR TOTALS

20,341.88

4/27/2026 11:18 AM
PACKET: 12421 LIBRARY - 20260424
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	4/2026	20,341.88

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

10 -General Fund
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<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	0.00	241,162.50	50.00	241,162.50
TOTAL Intergovernmental	482,325.00	0.00	241,162.50	50.00	241,162.50
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	0.00	155.91	874.97	0.00	(874.97)
TOTAL Public Charges-Services	0.00	155.91	874.97	0.00	(874.97)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	400.00	1,400.00	0.00	(1,400.00)
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	600.00	600.00	0.00	(600.00)
TOTAL Miscellaneous Revenues	0.00	1,000.00	2,000.00	0.00	(2,000.00)
TOTAL REVENUES	482,325.00	1,155.91	244,037.47	50.60	238,287.53
<u>EXPENDITURES</u>					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	236,530.00	18,049.28	71,112.22	30.06	165,417.78
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	30,959.52	120,845.65	29.29	291,682.35
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	3,610.27	16,388.59	33.01	33,264.41
55110-01-52000 Retirement (WRS)	38,523.00	2,904.87	13,076.43	33.94	25,446.57
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	24,860.16	29.81	58,538.84
55110-01-55000 Life Insurance	2,977.00	233.32	699.96	23.51	2,277.04
TOTAL Personnel Services	829,190.00	61,972.30	246,983.01	29.79	582,206.99
<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	237.00	237.00	10.30	2,063.00
55110-02-21000 Water and Sewer	2,080.00	119.00	477.12	22.94	1,602.88
55110-02-22000 Electric	28,000.00	2,399.02	6,127.10	21.88	21,872.90
55110-02-22500 Fuel - Natural Gas	22,500.00	1,597.22	6,228.32	27.68	16,271.68

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	996.44	33.21	2,003.56
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	149.24	572.68	42.42	777.32
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	150.00	0.00	71.00	47.33	79.00
TOTAL Contractual Services	65,080.00	4,750.59	14,709.66	22.60	50,370.34
Supplies & Expenses					
55110-03-10000 Office Supplies	2,750.00	131.28	311.03	11.31	2,438.97
55110-03-10500 Library Supplies	7,000.00	460.09	1,311.88	18.74	5,688.12
55110-03-11000 Postage	1,200.00	93.43	316.06	26.34	883.94
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	26.75	59.37	9.90	540.63
55110-03-31000 Misc. - Petty Cash	0.00	10.00	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	329.00	503.78	25.19	1,496.22
55110-03-32001 Misc Rev - Educ & Conf	0.00	165.00	352.21	0.00	352.21
55110-03-41000 Public Relations/Publicit	2,000.00	126.29	425.29	21.26	1,574.71
55110-03-41001 Misc Rev - Publicity	0.00	638.00	638.00	0.00	638.00
55110-03-41250 Programming - Adult	7,000.00	1,067.72	2,308.30	32.98	4,691.70
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	2.00	0.00	2.00
55110-03-41500 Progammng - Youth	7,500.00	1,222.74	2,719.48	36.26	4,780.52
55110-03-41501 Misc Rev-Programming-Yout	0.00	1,300.00	1,334.50	0.00	1,334.50
55110-03-41750 Hospitality	500.00	163.13	247.84	49.57	252.16
55110-03-41751 Misc Rev-Hospitality	0.00	146.88	399.42	0.00	399.42
55110-03-44000 Janitor Supplies	4,800.00	359.64	923.04	19.23	3,876.96
55110-03-50000 M/R-General Repair/Maint.	7,000.00	350.46	666.14	9.52	6,333.86
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	1,078.50	1,078.50	10.79	8,921.50
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	53,200.00	7,668.91	13,506.84	25.39	39,693.16
Fixed Charges					
55110-05-10000 Ins.-Property, Liability,	15,000.00	0.00	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	0.00	126.00	0.84	14,874.00
Capital Outlay					
55110-08-50000 Special/Major Projects	0.00	137.38	687.31	0.00	687.31
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	1,000.00	1,000.00	0.00	1,000.00
TOTAL Capital Outlay	0.00	1,137.38	1,687.31	0.00	1,687.31

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	645.58	2,068.99	21.11	7,731.01
55110-13-10100 Adult Dept Non-Fiction	10,000.00	333.52	2,176.27	21.76	7,823.73
55110-13-10200 Adult Dept Paperbacks	750.00	46.43	86.87	11.58	663.13
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	266.34	1,405.83	32.69	2,894.17
55110-13-20000 Youth Children's Books	16,000.00	2,132.06	7,319.39	45.75	8,680.61
55110-13-20100 Young Adult Books	2,500.00	25.38	580.16	23.21	1,919.84
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	860.94	940.94	23.52	3,059.06
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	4,310.25	14,578.45	30.79	32,771.55
<u>Non-Print Media-Library</u>					
55110-14-10000 Adult Dept Audio Books	0.00	0.00	0.00	0.00	0.00
55110-14-10100 Adult Dept Books on CD	2,000.00	0.00	235.11	11.76	1,764.89
55110-14-10200 Adult Dept CDs	800.00	(157.32)	(39.05)	4.88-	839.05
55110-14-10300 Adult Dept CD-ROMs Circ.	0.00	0.00	0.00	0.00	0.00
55110-14-10301 Misc Rev-Adult Software	0.00	0.00	0.00	0.00	0.00
55110-14-10400 Adult Dept DVDs	2,000.00	0.00	632.90	31.65	1,367.10
55110-14-10500 Adult Dept Videos	0.00	0.00	0.00	0.00	0.00
55110-14-20000 Youth Audiobooks & CDs	1,500.00	0.00	1,087.68	72.51	412.32
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	53.82	134.74	17.97	615.26
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	350.00	133.27	504.01	144.00	(154.01)
55110-14-41000 Adult Library of Things	350.00	0.00	320.52	91.58	29.48
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	29.77	2,875.91	20.01	11,494.09
<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	1,440.00	1,440.00	120.00	(240.00)
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	35.85	2,005.97	20.06	7,994.03
55110-15-47500 Software/Upgrades	3,000.00	11.45	557.53	18.58	2,442.47
55110-15-70000 V-Cat Shared Automation	18,500.00	16,302.14	16,302.14	88.12	2,197.86
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,200.00	17,789.44	20,825.60	54.52	17,374.40
TOTAL EXPENDITURES	1,062,390.00	97,658.64	315,292.78	29.68	747,097.22
REVENUES OVER/(UNDER) EXPENDITURES	(580,065.00)	(96,502.73)	(71,255.31)	0.00	(508,809.69)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2026

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	3,998.75	0.00	(3,998.75)
TOTAL Intergovernmental	0.00	0.00	3,998.75	0.00	(3,998.75)
Public Charges-Services					
45110-46713 Library - Photocopier Rev.	0.00	459.54	1,914.34	0.00	(1,914.34)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	459.54	1,914.34	0.00	(1,914.34)
Miscellaneous Revenues					
45110-48250 Library Grants - Rev	0.00	0.00	0.00	0.00	0.00
45110-48257 WI Humanities - Grant	0.00	0.00	0.00	0.00	0.00
45110-48277 Summer Programs-Donations	0.00	1,300.00	4,900.00	0.00	(4,900.00)
45110-48400 Library Endowment Reimb.	0.00	181.00	181.00	0.00	(181.00)
45110-48455 Friends of Library Reimb	0.00	0.00	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	19.95	335.92	0.00	(335.92)
45110-48525 Library-NonGov Grants/Donati	0.00	750.00	10,750.00	0.00	(10,750.00)
45110-48575 Library-Program Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	2,250.95	16,166.92	0.00	(16,166.92)
TOTAL REVENUES	0.00	2,710.49	22,080.01	0.00	(22,080.01)
EXPENDITURES					
Supplies & Expenses					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	74.85	297.47	0.00	(297.47)
55110-03-12650 Library Photocopier Expen	0.00	0.00	1,009.07	0.00	(1,009.07)
55110-03-12675 Library Vending - Expense	0.00	0.00	121.28	0.00	(121.28)
55110-03-22725 Summer Programs-Expenses	0.00	907.79	929.04	0.00	(929.04)
55110-03-25000 Library Grants - Expense	0.00	0.00	300.00	0.00	(300.00)
55110-03-26000 NonGov Grant Expense	0.00	0.00	515.00	0.00	(515.00)
55110-03-40500 Memorial Books-Expense	0.00	0.00	68.08	0.00	(68.08)
55110-03-40525 Library-Program Expenses	0.00	975.59	1,035.09	0.00	(1,035.09)
TOTAL Supplies & Expenses	0.00	1,958.23	4,275.03	0.00	(4,275.03)
TOTAL EXPENDITURES	0.00	1,958.23	4,275.03	0.00	(4,275.03)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	752.26	17,804.98	0.00	(17,804.98)
FUND TOTAL REVENUES	114,324.00	12,726.29	107,440.51	93.98	6,883.49
FUND TOTAL EXPENDITURES	95,258.00	10,339.87	84,522.53	88.73	10,735.47
REVENUES OVER/(UNDER) EXPENDITURES	19,066.00	2,386.42	22,917.98	0.00	(3,851.98)

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

LIBRARY ACTIVITY	Apr 2026	Apr 2025	% Change	Apr 2024	% Change	YTD 2026	YTD 2025	% Change
Library Facility Traffic	6,506	5,278	23.3%	5,721	13.7%	24,348	21,546	13.0%
Average Daily Traffic	250	203	23.2%	220	13.6%	248	218	14.0%
Meetings Held	40	19	110.5%	25	60.0%	132	67	97.0%
Attendance	142	92	54.3%	117	21.4%	611	405	50.9%
Classes/Groups w/o Program Attendance	6	8	-25.0%	14	-57.1%	20	36	-44.4%
	111	134	-17.2%	307	-63.8%	358	644	-44.4%
New Card Registrations	31	37	-16.2%	50	-38.0%	165	162	1.9%
Volunteer Hours Worked	23	34	-32.6%	27	-15.1%	74	81	-8.8%

TECHNOLOGY USE	Apr 2026	Apr 2025	% Change	Apr 2024	% Change	YTD 2026	YTD 2025	% Change
Wireless Use	1,342	1,650	-18.7%	1,525	-12.0%	4,482	5,428	-17.4%
Internet Computers								
Adult	698	353	97.7%	320	N/A	2,081	1,301	59.9%
Youth	138	110	25.2%	31	N/A	445	254	75.1%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	165	146	13.3%	110	N/A	631	516	22.4%
TOTAL USE	1,001	609	64.4%	461	N/A	3,157	2,071	52.4%

PROGRAMS	Apr 2026	Apr 2025	% Change	Apr 2024	% Change	YTD 2026	YTD 2025	% Change
Programs Given								
Adult	12	15	-20.0%	15	-20.0%	49	39	25.6%
General Interest	6	2	200.0%	3	100.0%	12	8	50.0%
Teen	-	-	N/A	-	N/A	-	1	N/A
Youth	15	13	15.4%	18	-16.7%	44	41	7.3%
TOTAL	33	30	10.0%	36	-8.3%	105	89	18.0%
Program Attendance								
Adult	162	187	-13.4%	173	-6.4%	641	456	40.6%
General Interest	54	22	145.5%	21	157.1%	121	96	26.0%
Teen	-	-	N/A	-	N/A	-	25	N/A
Youth	338	317	6.6%	698	-51.6%	1,095	955	14.7%
TOTAL	554	526	5.3%	892	-37.9%	1,857	1,532	21.2%

Self-Directed Activities

<u>Date</u>	<u>#</u>	<u>Youth</u>	<u>Date</u>	<u>#</u>
April Fool Scavenger Hunt	37			
Adult Spice Bags	50	Family Storytime(3 sessions)		116
Black Out Poetry Bags	35	Wiggle, Giggle, Shake(4 sessions)		63
Library Week Scavenger Hunt	50	Tales 4 Twos(4 sessions)		41
Library Week Vote	45	Trinity 4k	4/14/2026	38
Little Bluebirds	9	Parkside 4k	4/14/2026	13
Preschool Activity Bags	100	Parkside Preschool	4/21/2026	26
School Age Activity Bags	50	Start with Art	4/22/2026	41

<u>Adult</u>	<u>Date</u>	<u>#</u>	<u>General Interest</u>	<u>Date</u>	<u>#</u>
1 on 1 Tech Help(8 sessions)		9	Chess Club(4 sessions)		41
Notary Public Service(8 sessions)		12	Real Writers Group	4/11/2026	11
Lessons from the Environment	4/6/2026	9	Library Social Hour	4/24/2026	2
Paint Your Own Birdfeeder	4/8/2026	30			
Kindhearted	4/13/2026	16			
Cover to Cover	4/16/2026	9			
Blastomycosis Presentation	4/21/2026	6			
The Librarians Movie	4/23/2026	3			
Library Bingo	4/24/2026	23			
Paint Your Own Planter	4/27/2026	20			
Believe & Achieve	4/28/2026	8			

<u>Outreach</u>	<u>Date</u>	<u>#</u>
Senior Dining	4/8/2026	28
Reading With Sue	4/8/2026	2
Critic's Choice Movie	4/22/2026	8

OVERALL ROOM USE	
Room	# of people
Atrium	2
Board Room	53
Carnegie	0
Community Room	172
Genealogy Room	15
Semling-Menke Room	34
Storyhour Room	234
YS Activity Room	184

APRIL 2026

BORROWERS		Apr 2026	Apr 2025	% Change	Apr 2024	% Change
City	Adult	2,816	3,368	-16.4%	3,655	-23.0%
	Youth	739	853	-13.4%	862	-14.3%
County	Adult	2,512	3,009	-16.5%	3,254	-22.8%
	Youth	657	757	-13.2%	766	-14.2%
Other	Adult	376	397	-5.3%	394	-4.6%
	*ILL	427	416	2.6%	451	-5.3%
	Youth	59	73	-19.2%	76	-22.4%
TOTAL BORROWERS		7,586	8,873	-14.5%	9,458	-19.8%

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

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

Nov 2023: Purge of inactive patrons completed

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

DONATIONS	Apr 2026	Apr 2025	Apr 2024	YTD 2026	YTD 2025
Endowment Fund	\$ 245	\$ 199	\$ 939	\$ 750	\$ 955
Special Projects Fund	\$ -	\$ -	\$ 55	\$ -	\$ 75
Gifts/Memorials	\$ -	\$ 42	\$ 634	\$ 336	\$ 352

RESOURCE SHARING	Apr 2026	Apr 2025	% Change	Apr 2024	% Change	YTD 2026	YTD 2025	% Change
V-Cat Received	1,122	1,340	-16.3%	1,436	-21.9%	5,445	5,273	3.3%
V-Cat Sent	1,093	1,268	-13.8%	1,260	-13.3%	4,385	4,877	-10.1%
ILL Received	52	26	100.0%	55	-5.5%	205	113	81.4%
ILL Sent	104	82	26.8%	113	-8.0%	393	403	-2.5%

CIRCULATION	Apr 2026	Apr 2025	% Change	Apr 2024	% Change	YTD 2026	YTD 2025	% Change	
Audiobooks	Adult	78	118	-33.9%	134	-41.8%	429	487	-11.9%
	Youth	21	27	-22.2%	20	5.0%	77	120	-35.8%
Books-Fiction	Adult	2,355	2,560	-8.0%	2,634	-10.6%	9,355	10,019	-6.6%
	Youth	2,894	2,990	-3.2%	3,095	-6.5%	12,202	11,943	2.2%
Books-Nonfiction	Adult	893	1,050	-15.0%	1,083	-17.5%	4,053	4,002	1.3%
	Youth	688	625	10.1%	839	-18.0%	2,568	2,230	15.2%
CDs/Cassettes	Adult	87	131	-33.6%	189	-54.0%	1,127	410	174.9%
	Youth	5	19	-73.7%	33	-84.8%	90	62	45.2%
DVD/Blu-Ray/VHS	Adult	780	692	12.7%	685	13.9%	2,859	3,227	-11.4%
	Youth	387	396	-2.3%	452	-14.4%	1,595	1,621	-1.6%
Games	Adult	21	-	N/A	4	425.0%	42	13	223.1%
	Youth	35	24	45.8%	37	-5.4%	123	76	61.8%
Magazines	Adult	166	225	-26.2%	226	-26.5%	606	890	-31.9%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	157	124	26.6%	110	42.7%	517	398	29.9%
	Youth	24	8	200.0%	54	-55.6%	75	75	0.0%
PHYSICAL ITEMS SUB TOTAL		8,591	8,989	-4.4%	9,595	-10.5%	35,718	35,573	0.4%
Digital Library	Audiobooks	1,283	1,197	7.2%	1,284	-0.1%	5,335	4,884	9.2%
	eBooks	812	807	0.6%	972	-16.5%	3,254	3,422	-4.9%
	Magazines	206	258	-20.2%	152	35.5%	934	1,182	-21.0%
	Music/Videos	92	-	N/A	-	N/A	328	-	N/A
DOWNLOADS SUB TOTAL		2,393	2,262	5.8%	2,408	-0.6%	9,851	9,488	3.8%
TOTAL CIRCULATION		10,984	11,251	-2.4%	12,003	-8.5%	45,569	45,061	1.1%

MATERIALS CIRCULATING	Apr 2026	Apr 2025	% Change	Apr 2024	% Change	YTD 2026	YTD 2025	% Change
% Nonprint Materials Circulated	18.6%	17.1%	8.4%	17.9%	3.7%	19.41%	18.2%	6.4%
% Print Materials Circulated	81.4%	82.9%	-1.7%	82.1%	-0.8%	80.59%	81.8%	-1.4%
% Adult Materials Circulated	52.8%	54.5%	-3.1%	52.8%	0.0%	53.16%	54.7%	-2.8%
% Youth Materials Circulated	47.2%	45.5%	3.7%	47.2%	0.0%	46.84%	45.3%	3.3%

Policies

COPYRIGHT COMPLIANCE

Approved: 6/21/2006, 2/16/2011, 6/15/2016, 5/19/2021,

5/20/2026

Review Date: 2031

It is the policy of T. B. Scott Free Library to comply with copyright laws.

Copyright warning notices will be placed on or near equipment and collections as appropriate.

The library reserves the right to terminate, in appropriate circumstances, access to its equipment and/or collections by patrons who do not respect the intellectual property rights of others and are repeat offenders.

Additionally, the library will comply with guidelines developed by the National Commission on New Technological Uses of Copyrighted Works (CONTU) in regard to interlibrary loan.

The Library Director and Assistant Director are designated agents to receive Notification of Claimed Infringement.

**T. B. Scott Free Library
BOARD OF TRUSTEES**

**Approved: 4/29/2011; Reviewed: 3/21/2012; 4/17/2013; 4/16/2014; 4/15/2015;
8/17/2016; 4/19/2017; 4/18/2018; 4/19/2023; 5/20/2026**

Article I

Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (T.B. Scott Free Library) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, trustee, or committee member of the T.B. Scott Free Library or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and organizations.

Article II

Definitions

1. Interested Person

Any director, president, trustee, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the T.B. Scott Free Library has a transaction or arrangement,
- b. A compensation arrangement with the T.B. Scott Free Library or with any entity or individual with which the T.B. Scott Free Library has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the T.B. Scott Free Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of ~~the~~ financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the T.B. Scott Free Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the T.B. Scott Free Library's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

a. A voting member of the governing board who receives compensation, directly or indirectly, from the T.B. Scott Free Library for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the T.B. Scott Free Library for services is precluded from voting on matters pertaining to that member's compensation.

c. ~~No~~ **All** voting members of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the T.B. Scott Free Library, either individually or collectively, ~~is~~ **are** prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the Conflict of Interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the T.B. Scott Free Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the T.B. Scott Free Library operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the T.B. Scott Free Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the T.B. Scott Free Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



Conflict of Interest Statement for

T.B. Scott Free Library Board of Trustee Members

No board member or board committee member, or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with T.B. Scott Free Library, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.

No board or committee members should perform, for any personal gain, services to any T.B. Scott Free Library supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.

No board or committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to any T.B. Scott Free Library supplier of goods or services or any other organization that is engaged in doing business with or serving T.B. Scott Free Library unless it has been determined by the board, on basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the president for decision and/or for referral to the board of trustees for decision, where appropriate.

I have received, read and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

Date _____

Signature _____

Goal #4: Collections

Provide collections responsive to community interests and needs and the diverse population the library serves.

Action Step 4.1: Continue to provide unique collections that introduce new ideas, build skills, and stimulate curiosity.

Measure: Evaluate collections regularly. Attend workshops and webinars to gain knowledge of potential collection offerings. Survey patrons and community members.

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

Current Year: Youth Services staff will attend the CCBC Best Children's Books of 2025 workshop in April. 3/31/26 AB. Currently working with several team members to build a collection of adult and/or family friendly board games. 5/8/26 MP/AB. Considering the addition of a new Youth Services magazine collection. One magazine has been added, OYLA and OYLA Junior with a focus on STEAM and STEAM related activities. 5/9/26 AB. Discussion with Library Admin Team regarding the development of a survey to include collection inquiry from current patrons and community members. 5/2026 LO.

PAST YEARS ARCHIVE: We were awarded a \$1000 grant from Walmart and will use the funds to update the Launchpad collection in Youth Services with new, up to date models. 9/10/24 AB. Currently serving on the WPLC Selection Committee for WVLS. Monthly lists of high demand/up and coming titles are provided to ensure we have enough physical copies to meet demand. 9/10/24 MP. A new collection of audio chapter books has been added to our juvenile fiction collection. The audio player is attached to the cover and many of the books are published in large print. AB 2/4/25. Working with Chris Sprague and Donna Plautz to expand upon our existing Library of Things and LaunchPad collections. 2/4/25 MP. Recently added a Blu-ray player to our Library of Things, and collaborated with the Friends of the Counsel Grounds State Park to rejuvenate our State Park Pass program. 7/3/2025 MP. Added newer laptops to for staff/patron use after the Digital Literacy Grant expectations were met. Also added a bingo set, and a Bluetooth speaker/microphone to the Library of Things. 12/2025 MP. We continue to add to our juvenile chapter book read along collection with grants awarded from Walmart. AB 12/2025.

Action Step 4.2: Collaborate with local entities for the development of programming that facilitates personal and professional growth for the members of the community.

Measure: Regular meetings with area organizations. Seek community input through informal surveys once a year.

Responsible staff: Head of Adult Services

Current Year: Currently working with the ADRC, Department of Consumer Protection, and Thrivent Financial to offer several educational opportunities for the 60+ community in the fall. 5/8/26 MP. L. Ollhoff, as a member of the Lincoln County Live Well Lincoln Leadership team, participated in brainstorming sessions related to programs promoting healthy living and collaborative efforts to promote offerings by various non-profits in the area. 5/2026 LO.

PAST YEARS ARCHIVE: Currently working with ADRC and Compassus to offer a monthly Memory Café beginning in November for those facing Dementia and their loved ones. 9/10/24 MP. Continually working with the ADRC to bring educational programming and awareness to senior citizens. Also working with Bug Tussel and Chris Sprague to offer community education on a variety of technology-based educational seminars. 2/4/25 MP. Finished a series of technology-based workshops with Chris Sprague in May for the ALA/PLA Digital Literacy Grant. Currently working with Kyle Gulke and Donna Plautz to create an environmental series of programs for the fall/winter. Also working with area agencies to offer a Collaborative Caregiver Program in the fall. 7/3/2025 MP. Began a monthly 60+ dining/event pop up site with the ADRC in October. 12/2025 MP.

Action Step 4.3: Collaborate with area adult service facilities to enhance outreach programming to be held on and off site and to develop a collection that serves the needs of our community members with special needs.

Measure: Target one adult service facility each year to develop a program of interest for facility residents.

Responsible staff: Head of Adult Services

Current Year: Continually working with Kindhearted and Believe and Achieve to offer a variety of enrichment programs for their facilities participants. I am also working on a bingo program geared towards special needs adults this summer. 5/8/26 MP. Storytime @Pine Crest made possible through the efforts of D. Plautz in securing a vetted volunteer to facilitate an off-site story time. 5/2026 LO.

PAST YEARS ARCHIVE: Continuing to work with Believe and Achieve, Kindhearted, and Opportunity Development Center to offer a once-a-month craft/story time for their clientele. Continuing adult story times for Kindhearted, Believe and Achieve, and Opportunity Development Center. Also working with assisted living/nursing homes to offer participation in the Adult Winter Read program. 2/4/25 MP. Currently working with ADRC and Compassus to offer a monthly Memory Café for those suffering from memory loss and their loved ones. 7/3/2025 MP. Currently working with the ADRC to provide bussing from the area assisted living facilities so that their residents may more easily join the 60+ dining site events. 12/2025

Action Step 4.4: Support area schools in providing resources for teachers and students.

Measure: Targeted communication sent to one school per semester.

Responsible staff: Assistant Director/Head of Youth Services

Current Year: We continue to welcome Parkside Preschool, Parkside 4k, and Trinity 4k monthly for Storytime. Teacher bags are put together weekly year-round for preschools/daycares. We hosted our second annual Washington Family Night for 3rd graders, which was a huge success. 5/9/26 AB.

PAST YEARS ARCHIVE: We continue to welcome Trinity students each month and offer library education and time for materials check out. 9/10/24 AB. St. John students in grades 5-8 visit the library quarterly giving the students the opportunity to check out books. We welcome 4K classes in the community for Storytime in the fall and spring. Parkside Preschool visits the library monthly for Storytime. Teacher bags are put together weekly for numerous teachers in the community. We are working with Washington School to put together a family night, at the library, for third graders. Our goal is to connect with families and give them the opportunity to get a library card and check out materials. AB 2/4/25. Our Washington Family Night for 3rd graders was a huge success with almost 300 people attending. We plan to make this a yearly event. AB 7/7/25.

Action Step 4.5: Provide programs and collections that incorporate STEM education opportunities for all ages

Measure: Evaluate current collections to remain relevant, accessible, and cutting-edge. Based upon research and evaluation, one program to be developed per year and/or one new STEM item/kit to the collection.

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

Current Year: Purchased a ChessUp 2 Smart Chess Board for staff to start an afternoon Chess Club program. The board will then be added to the Library of Things for public use. 5/8/26 MP. A new Coding Critters set was purchased to add to our Learning Games collection. STEAM kits for school ages kids continue to be offered monthly. An airplane build program will be offered this summer. 5/9/26 AB.

PAST YEARS ARCHIVE: In October, Youth Services will be offering a STEAM program for school age kids using kits purchased through Crunch Labs in correlation with Wisconsin Science Festival Week. STEAM activity bags will be offered this fall using kits purchased through Brown Dog Gadgets. 8/13/24 AB. Continue to work with Bug Tussel to offer technology classes based on current events and/or patron need. Also working on grant paperwork to provide programming through DigitalLearn.org 9/10/24 MP. School Age Activity Bags are offered monthly with a focus on STEAM activities. 9/24 AB. Currently working with Chris Sprague on offering technology-based workshops to the public using the DigitalLearn.org grant funding. Also working with a community member to add a ghost hunting kit to the Library of Things. 2/4/25 MP. Currently working with Laurie Ollhoff and members of the AAC to find grant funding to create an Oral History Backpack Kit for our Library of Things Collection. This will enable our residents to record and preserve personal histories and stories for future generations. 7/3/2025 MP. Youth Services offered a STEAM summer program where kids were able to build their own solar car. AB 7/7/25. Working with Chris Sprague and Rachael Waldburger to offer more tech based programming to the 60+ dining site attendees and the general 60+ public. 12/25 MP. Youth Services offered a STEAM program where kids built their own airplane in correlation with Wisconsin Science Festival. Special Science/STEAM focused activities bags were also offered during Wisconsin Science Festival Week. Activity bags for school age kids including STEAM activities continue to be offered monthly. AB 12/2025.

The Library Board and Library Personnel

The most important determinant of library service quality is the training, experience, attitude, and motivation of the library staff. Developing and maintaining a high-quality library staff requires careful decision-making and cooperation by both the library board and the library director.

Role of the Board / Role of the Director

The most direct personnel responsibility of the library board is the hiring and supervision of the library director (see [Trustee Essential #5: Hiring a Library Director](#) and [Trustee Essential #6: Evaluating the Director](#)), but the board's responsibilities extend to issues that affect all library staff. It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.

While both the library board and the library director have significant personnel responsibilities, the library will operate most effectively if the two parties cooperate and communicate on important personnel matters, while avoiding intrusion into each other's area of responsibility. Keep in mind that:

- The library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.
- The library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.

Staff duties and compensation are another area where cooperation is essential. While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

7

In This Trustee Essential

- The roles of the board and the library director on personnel issues
- How board decisions can affect the quality of library staff and library services

Lines of Communication

While trustees will want to know the individuals who comprise the staff and what they think about the library and its policies, services and collections, trustees must be very careful to avoid undermining the authority of the director if he/she is going to be able to manage effectively. Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.

Because the library board may want input from the staff on certain issues, the board should solicit such input through the director. In addition, the library board may decide to obtain library staff input on the director's performance as part of a formal evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

Staff Compensation Levels

The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide (see the [Sources of Additional Information](#) section below for sources of this data). Compensation for library staff should be in line with other community positions that require similar training and responsibilities.

Personnel Policy

It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. (For more information, see [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#).) Your municipality or county may have personnel department staff that keeps up to date on these laws. Knowledgeable individuals should review all proposed changes in the personnel policy. To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues. For more information about the employment-related requirements of the ADA including a sample job description, see [*Trustee Essential #5: Hiring a Library Director*](#).

Sample personnel policies are available from the Wisconsin Public Library Policy Resource Webpage at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Library Employee Unions

The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights. Note: Under [*2011 Wisconsin Act 10*](#), collective bargaining for most public employees (including library staff) was sharply curtailed.

In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes. Therefore, it is the library board (or a designee of the library board acting under library board supervision) that negotiates with any union(s) representing library employees. An individual familiar with [*Chapter 43*](#), library board concerns, and collective bargaining law should handle all labor negotiations on behalf of the board. Knowledgeable individuals should assist in the development of library board collective bargaining strategy. The library board must ratify any union agreements involving library employees.

The library board may not abrogate or delegate its legal responsibilities for establishing library policies and personnel policies or for determining the duties and compensation of all library staff. In addition, the library board may not take away the library director's legal authority to hire and supervise all other library staff.

Personnel Records and Board Meetings on Personnel Issues

Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues. See [*Trustee Essential #14: The Library Board and the Open Meetings Law*](#) and [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information.

Continuing Education for Library Staff

Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules. (See [Trustee Essential #19: Library Director Certification](#).)

Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

Sources of Additional Information

- Your regional library system staff (see [Trustee Tool B: Library System Map and Contact Information](#))
- Your municipal attorney and municipal personnel staff.
- Sample personnel policies on the Wisconsin Public Library Policy Resource page (<http://dpi.wi.gov/pld/boards-directors/policy-resources>)
- Annual nationwide Public Library Data Service Statistical Report (available from the Public Library Association)
- Wisconsin Association of Public Libraries Sample Library Position Descriptions (contact WLA or your library system)
- State publications on employment laws (dwd.wisconsin.gov/er/)
- Federal Laws Prohibiting Job Discrimination: Questions and Answers (www.eeoc.gov/facts/qanda.html)

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

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

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Library Director's Report – May 20, 2026



Events

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

Here are some Calendar of Events highlights:

- Youth Services:
 - Monday, June 1 – Summer Reading Program Begins and the Library explodes with youthful energy and activity
 - Every Monday through July 6 – Craft Day ALL Day
 - Every Wednesday through June 24 – Read to a Dog
 - Tuesday, June 9 – The Magic of Storytelling with Puppetry
 - Thursday, June 11 – The Magic of Isaiah
 - Wednesday, June 17 – Dinosaur Dimensions
- Adult Services:
 - Friday, May 29
 - Flower Bingo
 - Monthly Library Social Hour
 - Tuesday, June 9 – DIY Pressed Flower Tealight Holder
 - Wednesday, June 10
 - Introduction to Generative AI (Artificial Intelligence) with Rachael
 - Monthly 60+ Dining Site
 - Tuesday, June 16 – Spanish Club (something new and exciting))

Library Closure for Memorial Day Weekend

- Saturday, May 23 and Monday, May 25

WVLS

- WVLS Director Search: As of the date of writing this report, my update includes that a recommendation of two final candidates was made to the Wisconsin Valley Library System Board of Trustees after an in-person interview with each candidate. The WVLS Board of Trustees will consider, discuss, and review the recommendation at the May 16, 2026, Board meeting and decide on which candidate will be extended an offer. If I have been informed of their decision and the acceptance of the offer by the candidate prior to this Board's May 20, 2026, meeting, I will share that information with the Board at that time.
- WVLS General Information: Included with my report are the Minutes from the WVLS Board meeting on March 21, 2026, and the Agenda for the WVLS Board meeting on May 16, 2026. If available at the time of transmission of this report, the WVLS System Director Report will also be attached. If not a copy of the report will be made available for review on the day of the Library Board meeting.

Friends of the Library

- The Spring Book Sale was a huge success, once again, as a result of the efforts made by the volunteers/members of the Friends of the Library. I would also like to mention that our very own Cat Oftedahl does a wonderful job of keeping the Friend's book closet in order and books on the shelves for the Perpetual Book Sale setup in the Library Atrium.

Library Director's Report

- 2026 WAPL Conference – The theme of this year's conference was "Libraries as Test Kitchens." To be honest, I believe that to be so true. I attended several sessions related to different

programming options that allow patrons to try things out, test their skill and, of course, learn new things along the way. During the pandemic, the library created a program series "The Great Scotty Bake-Off," which I shared with others at the conference. Many were intrigued by the program and wanted to know more. I wanted to hear from other libraries what type of hands-on programs they offered, and one theme kept coming back, "Food preparation and healthy lifestyles." The library programming staff at T.B. Scott most definitely recognize the attraction of hands-on programming and the importance of informational programs that encourage those healthy lifestyles. The staff does all of this and manages to keep our patrons engaged with a plethora of programs. My discussions with other library directors and staff reinforced what I already knew that we have an extremely dedicated staff here at T.B. Scott. The other area that libraries function as "test kitchens" is related to the new technologies we see arriving on the scene daily. One of the more significant technologies is that of Generative AI (Generative Artificial Intelligence). It is both exciting and scary at the same time and libraries are out there testing the waters, so to speak. During the conference I attended two sessions related to Generative AI. The presenter for these sessions is the Librarian for the UW-Madison Law School so you can imagine he was geared up and ready to present. He shared the dos and don'ts, the process of evaluating the validity of an image or a document, the need to be thorough when doing research making certain that what you are reading is truly from that reliable source, and last but certainly not least, he expressed the need to have policies in place for libraries, schools, and the workplace. While this is all still rather new territory, there are already policies that have been developed and written of which he shared with attendees afterward. I am certain you can hear it coming ... "Stay tuned for our first draft." I value the learning and networking that takes place at these conferences and encourage library staff to attend. Not all staff wish to attend conferences and we recognize that. So, as an alternative, those that attend share little snippets of what they have learned at the library's bi-weekly staff meetings.

- Community Survey: Library admin team is in the beginning stages of developing a facilities, services, and programming survey for community members/patrons to evaluate next steps in relationship to the library's strategic plan. We are currently in year three of the 5-year plan.
- Carnegie Gift Update: Summer programming during the week of the 4th of July will highlight the 250th anniversary of the United States/Declaration of Independence. During that week, we will have additional activities and treats that will be covered by the Carnegie gift. There has been discussion that the remaining balance will be set aside and put towards a future project yet to be determined.



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

CALL TO MEETING

The bi-monthly meeting of the WVLS Board of Trustees will be held on Saturday, **May 16, 2026** at **9:30 a.m.** in the WVLS Office, 300 N. First Street, Wausau.

AGENDA:

1. Call to order
2. Roll call
3. Consent agenda (multiple topics presented as one agenda item)
 - Adoption of agenda order (*exhibit 1a*)
 - Minutes of March 21, 2026 meeting - draft (*exhibit 1b*)
4. Agenda and draft minutes of March 13, 2026 WVLS Executive Committee meeting (*exhibits 1c and 1d*)
5. Agenda and draft minutes of May 4, 2026 WVLS Executive Committee Interview Panel meeting (*exhibits 1e and 1f*)
6. Motion to go into Closed Session (roll call vote suggested)
 Pursuant to WI Stat. 19.85(1)(c) for the purpose of reviewing application information for WVLS Director position.
7. Reconvene into Open Session (roll call vote not suggested)
 Announcement and/or Action from Closed Session discussion
8. Financial Reports and Current Bills (*exhibits 2a-7b*)
9. January-April 2026 Treasurer's Report (*exhibit 8*)
10. WPLC 2027 Digital Buying Pool and Magazine Shares (*exhibit 9*)
11. 2025 Auditor's Report (*exhibit 10a*) and Auditor's Management Letter (*exhibit 10b*)
12. 2027 MCPL/WVLS Resource Library Agreement - draft (*exhibit 11*)
13. Updated WVLS Finance Manual language – draft (*exhibits 12a and 12b*)
14. Updated Travel Policy language – draft (*exhibit 13*)
15. V-Cat Participation Agreement – draft (*exhibits 14a-14c*)
16. Reports (for discussion and informational purposes only):
 - Resource Library (*exhibit 15*)
 - WVLS Director (*exhibit 16a and 16b*)
 - COLAND (Council for Libraries and Network Development) (*exhibit 17a and 17b*)
 - Agendas/Minutes of April 9 and April 10, 2026 WVLS Executive Committee Interview Panel meetings (*exhibits 18a-18d*)

- Agenda/Minutes of April 8, 2026 WVLS Library Advisory Committee meeting
(exhibits 19a and 19b)
 - Agenda/Minutes of April 23, 2026 WVLS V-Cat Council meeting
(exhibits 20a and 20b)
 - WVLS Endowment Fund
 - 2026 IUG (Innovative User Group) Conference *(exhibit 21)*
 - 2026 PLA (Public Library Association) Conference *(exhibit 22)*
 - 2026 WAPL (Wisconsin Association of Public Libraries) Conference
(exhibit 23)
17. Concerns, comments and announcements from area library personnel and trustees
18. Updated WVLS Information – *2025 System Information and Public Library Statistics* booklet *(exhibit 24)*
19. Request for future agenda items
20. Calendar
- June 25-29, 2026 – ALA (American Library Association) Conference; Chicago
 - July 10, 2026 – COLAND meeting
 - August 10-13, 2026 – Wisconsin Trustee Training Week
 - August 13, 2026 - WVLS Library Advisory Committee meeting
 - August 15, 2026 WVLS Board of Trustees meeting
21. Adjournment

PLEASE NOTE:

- ***Trustees who are unable to attend are asked to call 715/261-7250 by 3:00 p.m., Friday, May 15th.***
- The proceedings of the meeting will be taped.
- For virtual attendance, please contact the WVLS office at 715/261-7250 or email Brenda Walenton at bwalenton@wvls.org to request Zoom meeting link.
- Any person planning to attend this meeting who needs some type of special accommodation to participate should notify the WVLS office at 715/261-7250.
- This agenda has been sent to official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida and Taylor counties.

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

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
March 21, 2026
Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is May 16, 2026.

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

Present

- Tom Bobrofsky, President
- Kay Palmer, Vice-President
- Mike Otten, Treasurer
- Sonja Ackerman, member
- Candice Grunseth, member
- Jill Indrebo, member
- Jim Mildbrand, member
- Jane Neal, member
- Eileen Persike, member
- Judy Peterson, member

Others Present

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

Vacant

- Oneida County representative

Excused

- Carol Bartlein, member
- Jacqui Kopplin, member
- Zoe Morning, member
- Kari Sweeney, member

*denotes remote attendance

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

CONSENT AGENDA APPROVAL (Exhibits 1a, 1b)

Jim **Mildbrand** noted a minor correction needed in the Resource Library report regarding wording. **Judy Peterson/Jane Neal motion to approve the agenda and minutes from the February 21, 2026 meeting as amended. All aye. Motion carried.**

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2a-7b)

In response to a question about the \$295,000 transfer of funds reported in the January 2026 General Ledger Summer, Brenda **Walenton** explained that a \$295,000 transfer was made from the money market account to the checking account to cover large expenses, noting funds are kept in investments as long as possible to accrue interest before being moved as needed.

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

2025 WVLS ANNUAL REPORT (Exhibit 8)

Marla **Sepnafski** presented the 2025 WVLS Annual Report. She noted that all member libraries met compliance requirements and that WVLS met all statutory obligations.

Jim Mildbrand/Candice Grunseth motion to approve the report as presented. All aye. Motion carried.

V-CAT BYLAWS (Exhibit 9)

Katie **Zimmermann** presented revisions to the V-CAT bylaws to formalize hybrid meeting procedures, including quorum determination, participation expectations, and voting clarity using audio or chat. She noted that the proposed revisions had been reviewed and approved by the WVLS V-CAT Steering Committee and the V-CAT Council prior to being brought to the Board. Zimmermann also explained changes to attendance requirements and communication of absences. She summarized that weighted voting is based on each library's financial contributions and relative share of system circulation and holdings, with each library receiving at least one vote and the potential for additional weight based on resource sharing. Motions require approval by both a majority of members and the weighted vote.

Sonja Ackerman/Kay Palmer motion to approve the V-Cat Bylaws as presented. All aye. Motion carried.

V-CAT PARTICIPATION AGREEMENT (Exhibit 10)

Katie **Zimmermann** reviewed proposed updates to the V-CAT Participation Agreement, noting that the changes had been reviewed and approved by the V-CAT Steering Committee and the V-CAT Council. She explained that the primary revision would transition the calculation of member shares from a single-year model to a three-year average. Zimmermann stated that this change is intended to reduce year-to-year fluctuations in costs that can result from temporary changes in circulation or collection size, such as building closures, large weeding projects, or significant material purchases. She noted that share calculations are based on each library's proportion of overall V-CAT circulation and holdings, and that using a multi-year average would provide greater stability and predictability for member libraries. She also indicated that the revisions include clarifying language within the agreement to better define how calculations are applied.

Mike Otten/Kay Palmer motion to approve the V-CAT Participation Agreement as presented. All aye. Motion carried.

REPORTS

Resource Library (Exhibit 11)

The Marathon County Public Library shared the agenda and Director's Report for the March 16, 2026 MCPL Board of Trustees meeting, and minutes from the February 16, 2026 meeting.

WVLS Director (Exhibit 12)

Marla **Sepnafski** shared highlights including the successful completion and submission of the 2025 public library annual reports recognizing the significant staff effort involved in data collection, review, and coordination with member libraries.

Jamie **Matczak** reported on current scholarship opportunities supported through WVLS Special Projects funds. She also provided updates on the inaugural WVLS Spring Conference and highlighted plans for National Library Week, including a system-wide engagement activity encouraging patrons to share what they value about their libraries. Additional updates included upcoming delivery tracking efforts and continued communication through system newsletters.

Emily **Rogers** reported on the implementation of monthly topic-based communications for library directors, designed to provide timely guidance on key areas. She also highlighted WVLS grant opportunities available to member libraries. She noted collaborative training efforts, including the CCBC workshop and a partnership with IFLS to provide a webinar series focused on reducing staff workload during summer programming.

Rogers also shared highlights from the Promoting Early Childhood Conference she attended. A preconference session on nature-based learning was presented by Project WET, Project WILD, and Project Learning Tree. Participation in the session provided certification opportunities that may support future training for libraries. She further highlighted key themes from the conference, including strategies for supporting self-regulation and co-regulation in early childhood settings, and emphasized the importance of trauma-informed approaches when working with youth.

Kris Adams **Wendt** provided legislative updates, noting that the 2025–2026 legislative session has largely concluded, with no major library-impacting legislation advancing. She reported on continued monitoring of both state and federal developments, including advocacy efforts related to federal library funding and anticipated changes in legislative leadership following upcoming elections.

Erica **Brewster** reported on increased demand for website services driven by new accessibility requirements. Many libraries are transitioning to LEANWI-supported platforms as external vendors are unable to meet compliance standards. She discussed the significant staff time required for both new website builds and accessibility updates, as well as ongoing efforts to develop training and tools to support libraries in maintaining accessible content. Brewster also highlighted WVLS's leadership role in statewide collaboration on accessibility and technology initiatives.

COLAND (Exhibits 13a, 13b)

Josh **Klingbeil** reported on recent COLAND activities. He noted that DPI continues to track legislation in coordination with WLA and other partners. Klingbeil also shared updates from the Governor's Broadband Task Force, which is developing action steps across several focus areas, including digital skills and affordability, with libraries identified as key community anchor institutions. Additionally, an archivist internship program may be developed to support local digitization projects.

WVLS Endowment Committee Agenda/Minutes February 21, 2026 (Exhibits 14a, 14b)

Brenda **Walenton** provided an update regarding the sale of the property at 616 LaSalle Street. She reported that the meeting to finalize the transaction was canceled by the trustee of the estate due to a paperwork issue. The parties are working to reschedule and expect to complete this transaction in April.

WVLS Executive Committee Agenda/Minutes February 21, 2026 and March 13, 2026
(Exhibits 15a-16b)

Materials from the WVLS Executive Committee meetings were provided for informational purposes. These minutes will remain in draft form until formally approved by the Executive Committee.

WVLS V-CAT Steering Committee (Exhibits 17a, 17b)

Katie **Zimmermann** reported on the March 13, 2026 meeting of the WVLS V-CAT Steering Committee. The committee approved a draft 2027 V-CAT Budget and Appropriations Plan, which includes a 5% increase over the 2025 budget. This proposal will next be reviewed by the V-CAT Council and is expected to return to the Board for consideration following Council approval. Zimmermann also reported that the committee reviewed proposed updates to the V-CAT Participation Agreement, including the introduction of a base fee and a transition plan to gradually implement changes through 2030. The committee also approved draft V-CAT share calculations based on the proposed methodology. She noted that further discussion and refinement will occur at the V-CAT Council level in upcoming meetings.

2025 System Information and Public Library Statistics (Exhibit 18)

Erica **Brewster** presented a draft version of the 2025 System Information and Public Library Statistics booklet, noting it is a pre-publication version pending final population data and review. She highlighted key themes, including a continued rebound in library visits, program attendance, and circulation following the pandemic, alongside ongoing growth in digital use, particularly e-audiobooks. Additional themes included a slight decline in registered cardholders with stable or increased use among active users, as well as continued financial pressures impacting library operations, including staffing reductions and declining materials expenditures. Printed copies of the booklet will be provided to the WVLS Board later this spring once all data sets are updated.

LSTA GRANT UPDATE (Exhibit 19)

Josh **Klingbeil** reported on preliminary Library Services and Technology Act (LSTA) funding estimates for the upcoming grant cycle, noting that final allocations are pending confirmation from DPI. WVLS anticipates receiving Core System Services funding, which supports shared technology infrastructure and collaborative projects, often in partnership with other systems. He also highlighted a proposed accessibility subaward of approximately \$10,000 per system, which may be combined across partner systems to support website accessibility work. Klingbeil further noted that WVLS serves only as the fiscal agent for a Collaborative Data Projects grant, a statewide initiative to support data dashboard access and usage.

CONCERNS, COMMENTS, AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES

Judy **Peterson** shared updates from Antigo, noting recent staffing and governance changes, including new board members who are actively engaged and asking thoughtful questions. She expressed optimism about the board's direction despite ongoing financial challenges and recent service adjustments.

Jim **Mildbrand** mentioned that Clark County may explore consolidation of school and municipal libraries and noted the need for guidance resources to support those discussions. Staff members mentioned they would be able to provide checklist tools and consultation support.

Brenda **Walenton** shared that revisions to board financial procedures will be needed to allow for an additional board-designated check signer, due to anticipated changes in board member availability. This update will be brought forward for approval at a future meeting.

CALENDAR

- Public Library Association Conference in Minneapolis, MN: April 1-3, 2026
- WVLS Library Advisory Committee Meeting: Wednesday, April 8, 2025
- National Library Week, Theme is "Find Your Joy": April 19-25, 2026
- Wisconsin Association of Public Libraries Conference in Elkhart Lake, Sheboygan:
April 27-28, 2026
- WVLS Board of Trustees meeting: Saturday, May 16, 2026
- American Library Association Conference and Exhibition in Chicago, IL:
June 25-29, 2026

Sonja Ackerman/Jane Neal motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:15 p.m.

Respectfully submitted by Emily Rogers, Meeting Recorder

Director's Report

WVLS BOARD OF TRUSTEES MEETING

May 16, 2026

CORRESPONDENCE

2026 State Aid Payment

WVLS received its second and final 2026 state aid payment of \$354,852.75. This payment was approved following DPI's review and acceptance of the system's 2025 annual report and evaluation. The first state aid payment of \$1,064,558.25 was received last November. Public library system funding is provided through the state Universal Service Fund.

Notes of Thanks

2025 Public Library Annual Report – System Effectiveness Statement

"The Library Director and Library Board of Withee both found the leadership of the Wisconsin Valley Library System to be excellent and met all the needs of our library. We were always informed and updated on all relevant information and found their assistance to be absolutely wonderful. We thank them and look forward to their help this year as well." – **Brandon Hardin; Director, Withee Public Library**

V-Cat Training; Interlibrary Loan and Cataloging

"...thank you so much to both [Katie] and Rachel. ... I so appreciate you both taking the time to come out for the day and spending so much time helping Tabitha and I on all the things including the ILL. ... Understanding the two parts of ILL – Wiscat and Sierra – really helped me to better understand how I want things done and who that role should eventually fall to. It was a really long day and staying and working through our piles was an enormous weight off and a great walk through of how to both catalog and process WISCAT materials." – **Toni Edge; Director, Antigo Public Library**

2026 WVLS Spring Conference

"I was very impressed with the WVLS Spring Conference. The sessions were inspiring, the activities refreshing, and the entire experience was easy to navigate. I'd go back again in a heartbeat!" – **Katelyn Killian; Library Services Manager, Marathon County Public Library**

2027 County Funding Information

Member libraries recently received information needed to seek payment from adjacent counties for serving their residents who live in non-librariated communities. Information shared included each library's 2025 cost per circulation calculations (total operating expenditures divided by total

number of circulations) and total circulations to in-county and adjacent county non-residents (people who live in communities that do not have a library). According to Wis. Stat. 43.12, libraries must submit invoices to county clerks by July 2, 2026, and the adjacent county must make payment of at least 70% of the cost of service to those libraries by March 1, 2027.

In 2025, Brenda completed invoices for eight libraries and reviewed many others. She also reminded member library directors on several occasions to ensure county clerks received their invoices by the July 1 statutory deadline. Brenda will offer the same level of support again this year and encourage libraries to contact her when assistance is needed.

WVLS Receives Notice of Price Increase for Delivery

WVLS received an annual notice from Purple Mountain Solutions on April 12 of a 2.7% rate increase for intra-system delivery services, effective May 1. This adjustment increased the monthly delivery cost from \$13,710.57 to \$14,080.81.

In addition to the base rate increase, WVLS has experienced significant increases in the monthly fuel surcharge since January. **The fuel surcharge has risen from \$616.97 in January to \$3,027.37 in May.**

At this time, the delivery account does not have sufficient allocated funds to absorb the continued increase in fuel surcharge costs should they remain at the current level or increase further by the end of the year. Marla and Brenda are reviewing other areas of the budget to identify options for accommodating these additional expenses.

STATE and REGIONAL NEWS

NEW! WPLC Data Use Toolkit for Libraries

In April 2026, the WPLC (Wisconsin Public Library Consortium) launched a new [Data Use Toolkit](#) designed specifically for public libraries to help make the most of their data in service of their communities.

Whether a library is just beginning to explore data or looking to strengthen their data practices, this toolkit offers practical guidance, frameworks, and examples to support informed decision-making, effective evaluation, and impactful storytelling. The toolkit is designed to help users:

- Collect, analyze, and share data responsibly
- Show a library's impact to their community through clear data visualizations
- Make smarter decisions backed by evidence
- Develop strategies to leverage data for community engagement, advocacy, and planning

The [toolkit](#) highlights two publicly available data dashboards - the WWLS Data Dashboard and the South Central Library System's Fast Facts Dashboard – that are built from Wisconsin's public library annual report data.

Policy of the Month Club

April – Unattended Children Policy

This month's edition highlighted considerations for establishing clear guidelines around the safety and supervision of children in library spaces. Guidance addressed age thresholds, expected behavior, and parent or guardian responsibility, while also noting that many libraries are expanding policy language to address vulnerable adults who may be unable to fully care for themselves.

March – Privacy Policy

The March edition focused on privacy policies and the library's responsibility to protect patron confidentiality. Guidance emphasized how a clear privacy policy helps patrons understand what information is collected, how it is used and retained, and who may access it, while supporting staff in applying Wisconsin Statute § 43.30 consistently and appropriately.

This ongoing series continues to give libraries practical guidance, examples, and timely policy considerations to support clear, consistent, and legally sound local policies. WWLS staff contribute by researching policy topics and assisting with draft content for each edition.

Trustee Tales

WWLS is an active contributor to *Trustee Tales*, a blog/newsletter series hosted by the Outagamie Waupaca Library System (OWLS) and developed collaboratively by several Wisconsin library systems. The series - available at <https://owlsweb.org/trustee-tale/> - provides practical information and guidance to support public library trustees in their governance roles.

Recent posts include:

- **Library of Things and Other Non-Traditional Items** – This post highlights the growing trend of Libraries of Things, where libraries lend non-traditional items such as tools, equipment, and technology. It also outlines key considerations for developing these collections, including policy, staffing, and sustainability.
- **Advocating for Your Library** – This post provides practical guidance for trustees on advocating for their libraries, including how to confidently respond to common misconceptions about library relevance, funding, and services. It emphasizes using clear, fact-based messaging and real-world examples to highlight the library's value as a modern, essential community resource.

NEW! Interface for WISCAT Request Manager

Auto-Graphics, the vendor for Wisconsin’s resource sharing platform known as WISCAT, launched a new interface for the Request Manager in late March. In preparation for questions from member library interlibrary loan staff about the change, Rachel attended a special “Sharing about SHAREit” webinar in March 17. Fortunately, the transition has gone well for WWLS libraries.

DOJ Extends Deadline for ADA Title II Compliance

Libraries and public library systems working to meet the Americans with Disabilities Act Title II regulations for digital accessibility have received a temporary reprieve: The United States Dept. of Justice has published an interim final rule to push back the compliance deadline by one year.

The regulations, adopted in April 2024, require state and local government entities (including public institutions of education) to ensure that all web content — student portals, mobile applications, online forms, learning management system content, institutional and departmental websites, and more — conforms with WCAG 2.1 Level AA accessibility standards. The compliance date for public institutions with a total population of 50,000 or more has been extended from **April 24, 2026, to April 26, 2027**, while the deadline for public entities with a total population of less than 50,000 has been extended from **April 26, 2027, to April 26, 2028**.

PEOPLE IN THE NEWS

WWLS Executive Committee Searches for a New Director

Following Marla Sepnafski’s retirement announcement in January, the WWLS Executive Committee began the search process for a new system director. In January, the Committee drafted a job description for recommendation to the full Board, prepared a job posting, and selected sites for advertising the position.

In February, the Committee established a screening process for qualified applicants. In March, the Committee formed an Interview Panel and finalized interview questions, evaluation tools, and interview dates and locations. The Interview Panel included:

- **Michael Otten**; WWLS Board of Trustees, Treasurer
- **Sonja Ackerman**; WWLS Board of Trustees, Executive Committee Member
- **Jim Mildbrand**; WWLS Trustee, Loyal Public Library Board Member, Clark County Library Board Member
- **Brenda Walenton**; WWLS Business Manager
- **Jennifer Bernetzke**; Southwest Wisconsin Library System Deputy Director and ILS/ILL Consultant
- **Katherine Elchert**; Northern Waters Library System Director
- **Katelyn Killian**; Marathon County Public Library Services Manager

- **Laurie Ollhoff**; T.B. Scott Free Library (Merrill) Director

The WWLS Executive Committee Interview Panel met in closed session on April 9, April 10, and May 4 to interview and evaluate applicants.

During today's WWLS Board of Trustees meeting, the Board will convene in closed session to review the Interview Panel's evaluations, reference interview summaries, and determine the next steps in the hiring process.

Brewster Participates in Data Toolkit Workgroup

Erica recently participated in the WPLC (Wisconsin Public Library Consortium) Technology Collaborative Data Toolkit workgroup which produced an online toolkit of resources for library staff who are interested in developing their skills in analyzing and using library data. Announced under "State and Regional News" above, the Data Use Toolkit is now available for use on [WPLC website](#).

Area Library Staff Receive Scholarships

WAPL Conference Scholarships

Two WWLS member librarians, **ReAnna Oestreich** (Dorchester Public Library) and **Emily Mueller** (Frances L. Simek Memorial Library, Medford), were awarded scholarships to attend the Wisconsin Association of Public Libraries (WAPL) Conference, held April 27-29 in Elkhart Lake.

Valued at \$1,000, this scholarship covered costs associated with conference registration, lodging and mileage. This statewide conference, geared toward public librarians, featured keynote speakers, program sessions, and opportunities to network. Conference reports from ReAnna and Emily are shared as **Exhibit 23** in this month's WWLS Board meeting packet.

"Play Make Learn" Conference Scholarship

Western Taylor County Public Library Director **Rita Ludvigsen** has been offered a WWLS scholarship to attend the 2026 Play Make Learn Conference from July 9-10, 2026 in Madison. This [conference](#) focuses on collaboration and innovation in playful learning, providing opportunities for librarians to explore hands-on learning, share ideas, and connect with peers.

Valued at up to \$1,000, the scholarship covers full conference registration, two nights of lodging, and travel expenses, including mileage and parking.

Withee Director to Resign

Withee Public Library Director **Brandon Hardin** announced his resignation from his position effectively on May 8 to take a job outside the library field. The Withee Public Library Board of Trustees is currently undergoing a search for a new director. WWLS wishes Brandon and the library board all the very best during this period of transition.

Communications

WVLS Website Rebuild

WVLS continues to work on its website rebuild with a focus on accessibility, usability, and long-term sustainability. With the recent extension of federal Title II ADA compliance deadlines, public entities with populations of 50,000 or more now have until April 26, 2027, and smaller public entities and special district governments have until April 26, 2028 to comply.

WVLS is using this additional time to complete a more comprehensive update rather than pursuing a phased release. The new website is expected to launch this year by the end of summer. The rebuild will improve navigation, remove outdated content, make key resources easier to find, and strengthen accessibility through clearer headings, descriptive links, alt text, accessible documents, and improved design practices. WVLS has also added an accessibility statement to the current website to inform users of ongoing improvements and how to request assistance.

WVLS Newsletter Highlights

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

- [May 2026](#) - WVLS Librarians Attend National Conferences, WVLS Website Rebuild and Update, Getting to Know: Laurie Ollhoff, Rhinelander Hosts Exotic Pet Surrender Event, Library Patrons Share Their Joy, "WLA On the Road" To Be Held in Eagle River
- [April 2026](#) - "Find Your Joy" at WVLS Libraries for NLW, Colby Completes Service Projects, MCPL Branches Create Cards for Honor Flight Members, Call for Proposals Open for WLA Conference, Play Make Learn Conference Scholarship Available, WVLS Spring Conference Well Received

Public Library Services Update

Published monthly, the *Public Library Services Update* helps libraries stay informed about emerging trends, practical tools, and professional development opportunities that support strong library services across the WVLS area.

- **May Update** – Featured resources on constructive disagreements, self-censorship in library collections, and navigating vague grant deadlines. The update also highlighted new training opportunities, including WebJunction’s Introduction to the Library Catalog, gardening webinars for library programming, and resources to support summer services such as the CSLP social media toolkit, Bluey Storytime Month, and ALSC summer reading lists. Additional items included math grant implementation kits, professional collection

resources, BadgerLink newspapers, NoveList Plus, the Wisconsin Talking Book and Braille Library, and a kite-making program from Rib Lake Public Library.

- **April Update** – Featured resources on service vs. support animals in Wisconsin, the Health Literacy Programming Toolkit, and the Toolkit for Bridging Divides in Community Conversations. The update also highlighted CCBC Choices, new puzzle kits, professional collection titles including *Small Public Library Management* and *Critical Storytelling for Libraries*, and tools such as TeachingBooks in BadgerLink and the Collaborative Summer Library Program Pinterest pages to support summer reading and early literacy programming.
- **March Update** – Featured resources on building staff buy-in for undesirable assignments, media literacy, and strengthening patron service through WebJunction’s reference interview training and guidance on basic readers’ advisory service. The update also highlighted grant opportunities, tips for handling grant rejection, the Great Lakes Great Read 2026 book selection, immigration education resources for all ages, OpenFactBook, and ideas for supporting citizen science programming at the library.

NEW! Email Series for New Directors

WVLS continued its monthly email series for new library directors. The March message focused on **working effectively with library trustees**, while the April message highlighted the **importance of strong, up-to-date library policies**.

Launched in January, this monthly email series is designed to support new library directors. Each email highlights a key topic relevant to public library director’s responsibilities and provides curated resources, templates, and practical guidance.

CONTINUING EDUCATION and TRAINING

Continuing Education Opportunities

Wisconsin Trustee Training Week

The statewide Wisconsin Trustee Training Week will be held August 10-13. Webinars will occur at 12 p.m. each day and will be recorded. Watch for more information in *Monday Mentions* in June.

Wild Wisconsin Winter Web Conference

Planning is underway for the 16th Annual Wild Wisconsin Winter Web Conference, to be held January 20-21, 2027. Jamie is in conversations with **Leah Langby** (IFLS Library System) and **Jean Anderson** (South Central Library System) regarding conference tracks and potential speakers. More information will be shared in August.

Highlights from CCBC Choices Presentation

On April 9, **Tessa Michaelson Schmidt** (Director) and **Merri Lindgren** (Librarian) from the Cooperative Children’s Book Center (CCBC) provided a “CCBC Choices” presentation at Celebration Hall in Gilman. Hosted by IFLS, NWLS, and WWLS, this event drew nearly 40 attendees from across Northern Wisconsin.



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



Western Taylor County Public Library (WTCPL) staff provided a brief tour of Gilman and the library, complete with coupons for ice cream provided by the WTCPL Friends of the Library.

Once again feedback from participants was overwhelmingly positive. One attendee commented, *“I love coming to this conference every year! Love hearing the synopsis of the books and doubling my “to be read” list. Also, the books on display are fantastic to be able to go through.”*

Another attendee shared, *“The book talks are wonderful and really enhance the experience and I appreciate getting to see the books in person. I know it’s a lot of work for you all but I really appreciate you coming up north to see us.”*

Recap of (NEW) All Staff Spring Conference

On Tuesday, March 24, WWLS held its inaugural All-Staff Spring Conference at the Central Wisconsin Airport in Mosinee.

Over 30 colleagues gathered for an all-day conference featuring Opening and Closing presenters, Break Out Sessions, an opportunity to network, and more. Breakfast refreshments, lunch, and afternoon snacks were provided.

Library Consultant **Rachel Arndt** opened the day with a presentation called “Constructive Communication,” which reviewed communication archetypes and their strengths and challenges.

The following breakout sessions were offered:

- *Energized Meetings* - Presenter: Rachel Arndt, RAC Consulting
- *You're Already Doing Marketing* - Presenter: **Chad Glamann**, Web & Marketing Coordinator, Outagamie Waupaca Library System
- *Shhh Happens: Handling Those Who Test Our-shelves and Sanity* - Presenters: **Paige Crawford**, Cataloging Librarian and **Claire O'Brien**, Library Assistant, Shawano County Library
- *The Dewey of Doing: Time Management for Librarians* - Presenter: **Jill Porter**, Director, Everett Roehl Marshfield Public Library
- *From "Do We Need This?" to Board Approval: Library Policy Made Practical* - Presenter: **Nicole Metz-Andrews**, Support Services Manager, Marathon County Public Library
- *Simplifying to Prevent Burnout* - Presenter: **Krista Blomberg**, Youth Services Coordinator and Assistant Director, Rib Lake Public Library

During lunchtime, attendees had the opportunity to participate in answering wall questions, check out some Makerspace Kits, relax with Adult Coloring, or do Gentle Stretching.

The day closed with **Angie Bodzislaw**, Director of the Spooner Memorial Library, sharing practical strategies for building resilient, engaged teams through Monthly Wellness Challenges, transparent decision-making, and deliberate protection of team culture.



Attendees were appreciative of the opportunity for the conference because it was offered at no cost and practical to do in one day. On the post-conference survey, one attendee wrote, *"Thank you for having this Conference. As the director of a small library, it is hard for me to get coverage for a 3 day conference or have the funds in my library's budget to do so. While online webinars are an option for obtaining continuing education credits, I find learning in person so much more rewarding."*

Staff Presentations

Matczak to Provide Three Presentations Around the State

Jamie will be providing several presentations over the coming months. Included are:

- *Giving Great Service* – for Waunakee Public Library Staff (25) on Friday, May 8
- *Combating Stress and Building Work Culture* – South Central Library System’s Delivery Department on Friday June 12
- *Getting Along with Colleagues* – Nic Con, a conference sponsored by the Nicolet Library System on Thursday, September 24

Presentation on Cross County Library Payments by Wendt

As part of a WLA Leadership Development Institute panel discussion held on April 15, Kris did a presentation on cross county funding of libraries. The information she presented, “Wisconsin Cross County Library Payments 101” is shared with this report as **Exhibit 12a**.

Brewster Presents at WAPL Conference

Erica presented “*Going on a Digital Diet: When PDFs Become the Restricted Ingredient*” to 2026 WAPL Conference attendees on Wednesday, April 29, at the Osthoff Resort in Elkhart Lake, WI. Participants learned why PDFs often fail WCAG 2.1 AA standards and how overreliance on them undermines accessibility. Erica shared practical alternatives to PDFs, and participants learned core techniques for structuring accessible content, adding meaningful link and image descriptions, and how using templates improves workflow. Attendees left the session with tested methods, clear guidelines, and tools to ensure their digital documents are usable by all patrons.

Gatherings

Adult Services Check-Ins (WVLS/IFLS)

Managing Programs When Challenges Arise - WVLS and IFLS member library staff participated in an Adult Services Check-In on March 23 that focused on strategies for managing programs when challenges arise. Discussion topics included adapting to no-show presenters, weather disruptions, low attendance, and last-minute technical issues. Participants shared practical approaches such as maintaining backup plans, adjusting program formats, and using flexible registration strategies. Additional discussion covered space limitations, off-site programming, and supply management. The session highlighted the adaptability of library staff and the value of peer learning in addressing common programming challenges.

Offsite Adult Services and Outreach - The next Adult Services Check-In will be held on Wednesday, May 20 at 1:30 p.m. The conversation topic will be about offsite adult services and outreach. Participants will have the opportunity to share and learn what kinds of active and passive

programs are being offered beyond the library's walls and how those efforts are working in the community. Library staff are encouraged to [reserve their spot](#) today!

WVLS Director Connect Opportunities

The **March Director Connect** focused on library privacy and confidentiality, with emphasis on Wisconsin Statute § 43.30 and how it applies in daily library operations. Directors discussed common scenarios involving patron account information, requests from family members or board members, staff privacy concerns, surveillance footage, and interactions with law enforcement.

A key takeaway was the importance of applying privacy policies consistently and framing confidentiality as a protection for patrons. The discussion also emphasized the value of regular staff training, clear procedures, and strong working relationships with local law enforcement so libraries can respond confidently and appropriately.

Attendees included: **Amber Brill** (Greenwood Area Library), **Heidi O'Hare** (Tomahawk Public Library), **Laurie Ollhoff** (T.B. Scott Free Library), **Kelly Raddatz** (Minocqua Public Library), **Virginia Roberts** (Rhineland District Library), and Emily and Katie from WVLS.

The **April Director Connect** focused on working effectively with library boards of trustees. Directors participated in a peer-driven discussion about trustee relationships, onboarding new trustees, and supporting ongoing board development.

The conversation also expanded into related leadership topics, including policy development, staffing and hiring, human resources questions, and navigating real-world challenges in library administration. WVLS highlighted tools and resources available to support trustee onboarding and training, while directors shared experiences and strategies with one another.

Attendees included: **Leah Giordano** (Marathon County Public Library), **Heidi O'Hare** (Tomahawk Public Library), **Kelly Raddatz** (Minocqua Public Library), **Virginia Roberts** (Rhineland District Library), and Emily from WVLS.

Grant Projects

NEW! Learning Management System Comes to Libraries

Jamie is participating on a System Education Consultants subgroup that is charged with selecting a Learning Management System to host statewide events. The group has scheduled meetings with three potential vendors this month and will have a vendor chosen by August. Funding for this project is supported by federal LSTA funds.

WVLS Summer Math Adventure Grant

WVLS Summer Math Adventure grants of up to \$500 have been awarded to the Antigo Public Library, Colby Community Library, Dorchester Public Library, Edith Evans Community Library, and Loyal Public Library.

WVLS provided awardees with an overview of the grant, including funding parameters, key timelines, and strategies for successful implementation. WVLS will also provide ongoing support as libraries plan and deliver summer math activities in their communities.

This grant program is designed to encourage students' enthusiasm for mathematics by providing public libraries with ready-to-use, engaging summer math activities for their patrons. To support easier implementation, this year's booklets were adapted to align with the Collaborative Summer Library Program's Unearth a Story theme.

WVLS Summer Library Program Performer Grants

As part of the 2026 WVLS Plan, the WVLS Board of Trustees approved grants of up to \$350 per library location to support sponsorship of summer library program performers. In total, 29 libraries and branches will receive funds to support engaging summer programs for their communities.

ILS ADMINISTRATION

Council, Committee and Workgroup Meeting Highlights

V-Cat Bibliographic and Interface Committee

At the time of this report, The V-Cat Bibliographic and Interface Committee hadn't met since early March. The Committee plans to meet on Tuesday, May 12.

V-Cat Cooperative Circulation Committee

During its meeting on Thursday, May 14, the V-Cat Cooperative Circulation Committee will discuss and possibly act on patron checkout limits, library card application and patron record guidelines, holds and circulation for library programs, and repeat bills in Sierra 6.1.

V-Cat Council

During its meeting on April 23, the Council approved February meeting minutes, January - March 2026 Financial reports, Guideline for Short Term/Temporary Library Card Applications and Patron, Guideline for Using Temporary Patron Types for New Patron Records. The Council also voted to support continued use of Agency Holds and to suspend the trial period.

In addition, the Council approved an update to the V-Cat Participation Agreement Annual Maintenance Fee Formula, and a transition plan to the new formula. The new formula includes a

base fee per location. The WWLS V-Cat Steering Committee reviewed these documents in March and recommended them for approval to the V-Cat Council and WWLS Board of Trustees.

A draft 2027 budget recommended by the WWLS V-Cat Steering Committee Report was presented at a 4% increase over the 2026 budget. V-Cat Council members requested that WWLS revisit the proposed budget to look for cost savings. A revised draft budget and shares will be presented to the V-Cat Council at the next meeting on June 4, 2026.

Highlights of the meeting are shared later in today's agenda as **Exhibits 20a** and **20b**.

Aspen Cataloger Group

Rachel attended the meeting of the Aspen Catalogers Group in April. The group discussed consistent display of the author's name, adding numeration to an author name display when clarity is needed, adding title information in the note fields to the title index, and adding a Bib Books format label.

V-Cat Strategic Plan Projects

Several 2025-2028 V-Cat Strategic Plan projects are underway. Highlights include the following.

Improve Access

- **Increase Communication to Library Users.** A "Paying Fines Online" video tutorial for library users is now available on the Aspen tutorials page.
- **Increase Efficiency in Filling Patron Requests.** In April, the V-Cat Council voted to support continued use of the Sierra Agency Holds (ending a trial period) to prioritize fulfillment of holds by locally owned copies to reduce dependence on the current high demand holds procedures.

Support Libraries

- **Provide Responsive Support and Services to Member Libraries.** Development continues towards automated regular residency code verification.
- **Participate in Product-Based User Groups.** Scholarships were granted to Allison Puestow (Tomahawk) and **Nicole Metz-Andrews** (MCPL) to attend the IUG conference with WWLS staff in April.
- **Provide Staff Training In a Variety of Formats.** WWLS V-Cat trainings that have recently been provided include:

Cataloging I – March

Cataloging II – March

Global Update – March

Regular Circulation and Collection Tasks Sierra Searching – March

Batch Order Cancellation – April

Trainings were provided by request for member libraries in Antigo, MCPL, Merrill, Three Lakes and Wabeno. **Upcoming trainings** include Cataloging I, II, III (March/April), Aspen Collection Showcase Training and Aspen Cover Images. **A new video training** was provided on “Paying Fines Online” - a video for library users that was requested by library staff.

Sustain V-Cat

- **Prioritize Standardization of Sierra Settings and Record Standards** and **Prioritize Standardization of Practices and Procedures**. The V-Cat Council approved a Guideline for Short Term/Temporary Library Card Applications and Patron Records.
- **Pursue Automation of Reporting and Record Improvements**. Work continued on the project to automate bibliographic record review and improvements.
- **Increase Security of the Shared V-Cat Database**. The importance of patron record privacy was shared during the WLS *Director Connect* in March.

TECHNOLOGY PROJECTS OVERVIEW

LEANWI Website Services

LEANWI Website support continues to provide:

- Centralized WordPress hosting and maintenance
- Website design, rebuilds, and consultative support
- Training and documentation for library website managers
- Shared feature development and cost-avoidance through in-house tools

Website Development

Website Rebuilds in Progress

- NWLS Libraries: *Boulder Junction, *Forest Lodge, *Land O' Lakes, *Superior, Webster/Larsen, and Winter
- WRLS Libraries: Bekkum-Westby, Hillsboro and Whitehall
- WLS: Minocqua Public Library and WLS

Website Rebuild Requests Currently Waiting for Initial Interview

- NWLS Library: *Drummond
- WRLS Library: Norwalk

**Indicates library website that will be newly hosted with LEANWI when website design is complete.*

WLS and Library Projects, and Core Services Support

Communication and Training

Several communications recently shared on current and emerging cybersecurity threats including browser hijackers, unwanted browser extensions, and WebinarTV posting unauthorized online meeting recordings.

Procurement and Asset Inventory

Transition to Windows 11 computers was completed at the end of December 2025. This put us in a good place ahead of a drastic increase in computer prices driven by memory shortage in 2026, expected to continue possibly into the next decade. LEANWI partners collaborated on a bulk purchasing effort to buy standard configuration computers to cover anticipated replacements needed in 2026, 2027, and 2028.

Member Library Support

WVLS continues working with MCPL technology staff and administration to migrate MCPL email addresses to the WVLS/LEANWI tenancy before third quarter 2026.

WVLS assisted Owen Public Library’s planning efforts to relocate public PCs to allow for more flexibility in the use of the current PC room for meeting space, etc.

TEACH Internet Migration Update

WVLS headend was successfully migrated on March 25, 2026. This leaves two libraries – Gilman and Laona – yet to be migrated. Also, new services are being installed at MCPL branch locations, Stratford and Spencer.

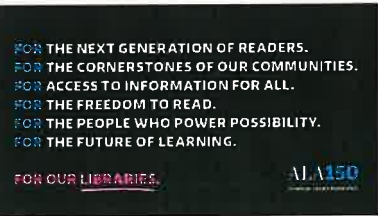
INFORMATION TO GO

The State of America’s Libraries

During National Library Week, the American Library Association (ALA) released the “State of America’s Libraries” 2026 Report. The [report](#) highlights that book challenges remain near record highs, with over 4,200 titles targeted – often driven by organized, politically motivated efforts rather than local concerns. At the same time, libraries continue to play a vital role in strengthening communities by expanding access to information, supporting learning, and fostering connection. The report underscores both the growing threats to intellectual freedom and the essential impact libraries have in protecting access, opportunity, and informed communities.

The State of AMERICA’S LIBRARIES

a Snapshot of 2025



UPCOMING MEETINGS, TRAININGS AND EVENTS

- May 16 - **WVLS BOARD OF TRUSTEES MEETING**
- May 18 - ALIGN LEANWI Cross-System Tech Support meeting
- May 19 – DPI-hosted conversation with system directors
- May 19 - LEANWI Website Accessibility Learning Group meeting
- May 19 – DPI-hosted Policy of the Month Team meeting
- May 19 – Tech Talk – Websites!
- May 20 – SOMBAW (System Office Managers and Business Administrators of Wisconsin) meeting; WVLS office
- May 20 – **IFLS/WVLS Adult Services Check-In**
- May 21 – **WVLS Director Connect**
- May 21 - Aspen Catalogers Group meeting
- May 25 – **WVLS Office Closed**
- May 27 - System Education Consultants meeting
- May 28 – **New Libraries, Shared Spaces: Developing Mixed-Use Library Facilities webinar** (Wisconsin Libraries Buildings & Spaces Project)
- May 29 – WLA’s LD&L (Library Development and Legislation) Committee meeting; Rhinelander
- June 1 - ALIGN LEANWI Cross-System Tech Support meeting
- June 4 – **WVLS V-Cat Council meeting**
- June 4 – WLA Conference Planning Committee meeting
- June 5 – WPLC Delivery Workgroup meeting
- June 8 - **WVLS/IFLS/NWLS/WRLS Website Open Office Hour**
- June 8 – WPLC Board meeting
- June 10 – WVLS/SCLS Closed Border meeting
- June 11 – **ESPECIALLY FOR LIBRARIES: Building and Leveraging Your Municipal Relationships webinar** – Collaborating for Community Success Webinar Series (1 of 2)
- June 11 – Aspen Community Gathering
- June 15 - ALIGN LEANWI Cross-System Tech Support meeting
- June 16 - LEANWI Website Accessibility Learning Group meeting
- June 16– DPI-hosted Policy of the Month Team meeting
- June 17 - DPI-hosted Library Services Data Workgroup meeting
- June 17 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- June 18 – **ESPECIALLY FOR LOCAL GOVERNMENTS: Leveraging Library Collaboration webinar** - Collaborating for Community Success Webinar Series (2 of 2)
- June 18 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**

- June 18 - **WVLS/IFLS/NWLS/WRLS Website Open Office Hour**
- June 24 - System Education Consultants meeting
- June 25-29 – **ALA (American Library Association) Conference; Chicago**
- June 29 - ALIGN LEANWI Cross-System Tech Support meeting
- July 2 - WLA Conference Planning Committee meeting
- July 3 - **WVLS Office Closed**
- July 8 – DPI-hosted meeting of System Youth Services Consultants
- July 9 – Aspen Community Gathering
- July 10 - **WVLS V-Cat Cooperative Circulation meeting**
- July 10 - **COLAND (Council on Library and Network Development) meeting**
- July 13 - **WVLS/IFLS/NWLS/WRLS Website Open Office Hour**
- July 14 – WPLC Technology Steering Committee meeting
- July 14-15 – “Reimagining Information Literacy” workshop
- July 15 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- July 16 - **WVLS/IFLS/NWLS/WRLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- July 16 - Aspen Catalogers Group meeting
- July 17 - IDEA Team meeting
- July 21 - LEANWI Website Accessibility Learning Group meeting
- July 22 - June 24 - System Education Consultants meeting
- July 23 – **WVLS Director Connect**
- July 24 - WLA’s LD&L (Library Development and Legislation) Committee meeting
- August 3 – WPLC Board meeting
- August 7 – WPLC Delivery Workgroup meeting
- August 10-13 – **Wisconsin Trustee Training Week**
- August 11 - **WVLS V-Cat Bibliographic Control / Interface Committee meeting**
- August 13 – **WVLS Library Advisory Committee meeting**
- August 13 - **WVLS V-Cat Cooperative Circulation meeting**
- August 15 – **WVLS BOARD OF TRUSTEES MEETING**

Thank you for reading!

Marla