



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, JUNE 17, 2026

Regular Meeting

3rd Floor Board 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 May 20, 2026
2. Vouchers for May 2026
3. Unaudited Monthly Income & Expense Report for May 2026
4. Monthly Statistical Report for May 2026

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve the 2027 Library Budget
2. Discussion Item: Strategic Goals & Action Steps #5: Facilities
3. Discussion Item: Wisconsin Trustee Essential #8: Developing the Library Budget

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

VII. Closed Session

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

VIII. 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, MAY 20, 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, E. McCrank, T. Osness, B. Rothlisberg. Excused: M. Geisler, R. Martinovici. Absent: M. Weix. Also present were: Jill Indrebo, WVLS Board Representative; Gary Meyer, community member; L. Ollhoff; A. Bennett.
- 2. Correspondence** - Thank you letter from the Community Food Pantry of Merrill for the staff monetary donation and the Merrill Area Chamber of Commerce Foundation for the staff monetary donation for the Hanging Flower Basket Project. No further correspondence.
- 3. Public Comment** - Gary Meyer, community member and meeting guest, spoke about the wonderful service the library staff has provided to his mother at Pine Crest. No further discussion.

II. Consent Items

- 1. Minutes of regular meeting on April 15, 2026** - E. McCrank/T. Osness/C C to approve the Minutes of the regular meeting on April 15, 2026. No discussion.
- 2. Vouchers for April 2026** - K. Breitenmoser/E. McCrank/C to approve the Vouchers for April 2026. E. McCrank inquired about the Northwinds Renewable Energy voucher request. L. Ollhoff explained the expense and income that occurs in relationship to the Solar Array Lease and the energy generated. E. McCrank also inquired about the Rib Mountain Glass voucher request. L. Ollhoff explained that it was the bill to cover the cost of the shattered window replacement in the Atrium and how the damage occurred. No further discussion.
- 3. Unaudited Monthly Income & Expense Report for April 2026** - T. Osness/B. Rothlisberg/C to approve the Unaudited Monthly Income & Expense Report for April 2026. No discussion.
- 4. Monthly Statistical Report for April 2026** - E. McCrank/K. Breitenmoser/C to approve Monthly Statistical Report for April 2026. E. McCrank commented on the increase in the Children's Non-fiction collection. L. Ollhoff explained the renovation to the non-fiction area that included moving books from shelving to browsing bins that allows individuals to view the front cover of the books has made a significant impact in the interest of our readers resulting in the increased circulation of the collection. No further discussion.

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve Copyright Compliance Policy
- E. McCrank/T. Osness/C to approve the Copyright Compliance Policy. E. McCrank shared an anecdote from the past related to a patron and copyright compliance. No further discussion.

2. Action Item: Review and approve Conflict of Interest Policy - K. Breitenmoser/T. Osness/C to approve Conflict of Interest Policy. L. Ollhoff explained there were minor changes. L. Ollhoff asked Board members to sign the Conflict of Interest Statement mentioned in the approved policy before they left the meeting. No further discussion.

3. Discussion Item: Strategic Goals & Action Steps #4: Collections - L. Ollhoff presented Strategic Goals & Action Steps #4: Collections highlights. E. McCrank commented on the reduction of the Adult Nonfiction collection and inquired about the procedure that was followed to complete the reduction. L. Ollhoff explained the process to include the MUSTIE (Misleading, Ugly, Superseded, Trivial, Irrelevant, and Elsewhere) and the CREW Method. No further discussion.

4. Discussion Item: Wisconsin Trustee Essential #7 The Library Board and Library Personnel - A. Huftel presented Wisconsin Trustee Essential #7: The Library Board and Library Personnel. No discussion.

IV. Library Director's Report L. Ollhoff referenced her submitted report highlighting the summer reading program, some new adult programming over the summer months, and a new Spanish Club that a staff member will facilitate. WVLS Director Search Committee made their recommendation to the WVLS Board of Trustees. J. Ingersol added that the Board wished to meet with the two recommended candidates before making that final decision on Tuesday, May 26, 2026. A review of WVLS library membership fees has been completed and a proposed fee distribution schedule is currently being drafted. L. Ollhoff stated that the Library Directors for the member libraries have requested that WVLS review the future budgets to determine if there are some items that can be eliminated from the budget and reevaluate the distribution schedule that was first proposed. L. Ollhoff highlighted WAPL Conference sessions, particularly the sessions on Generative AI. L. Ollhoff discussed the generation of Generative AI Policies for the library and the city related to the use of AI by staff with recommendations for more reliable and safer Generative AI applications. E. McCrank inquired about types of policy. L. Ollhoff indicated it is a work in progress. E. McCrank inquired about a policy that includes how the library collection is developed, and the impact Generative AI has on that process, i.e. books written completely by Generative AI—will those types of books be purchased for the library. E. McCrank inquired about a policy example. L. Ollhoff said that could be provided. E. McCrank inquired about the Carnegie Gift status and the decisions being made on the expenditure. L. Ollhoff indicated staff have been involved in the decision-making process at ongoing staff meetings, and they will continue to be as we thoughtfully make decisions on how the gift money is spent. There is no deadline or date by which the gift money is to be spent; it is at the discretion of the library.

L. Ollhoff shared with the Board that a portion of the roof on the historical Carnegie Library portion of the building is in need of replacement. T. Brunett, City Maintenance Supervisor, is working with contractors to obtain bids. The necessary documentation has been submitted to the Wisconsin Historical Preservation Committee, which is a 30-day process in which the Committee will respond with their recommendations. In the meantime, the library team will continue to evaluate options. An area contractor gave an estimate for shingles as replacement in the amount of approximately \$15,000, which would require the project to go to RFP possibly dependent upon the Committee's recommendation. E. McCrank that we research and locate contractors that will install clay tiles should the Committee require that the replacements be clay tiles to maintain our historical designation status. L. Ollhoff indicated meetings with the Building and Grounds Committee would most likely take place as things progress. B. Rothlisberg stated the Committee may have recommendations and inquired if they would recommend contractors. E. McCrank stated that contractors are typically not suggested. L. Ollhoff confirmed that the Committee makes recommendations on how to proceed not with whom the work should be done. Nothing further to report and no further discussion.

V. President's Remarks No remarks made by the President.

VI. Date and Time of Next Meeting Wednesday, June 17, 2026, @4PM

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. - E. McCrank/T. Osness/Individual Member Roll Call Taken which passed unanimously to move into Closed session.**

VIII. Reconvene in Open Session No discussion was had after reconvening into Open Session.

IX. Adjournment T. Osness/B. Rothlisberg/C to adjourn at 5:36PM

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, JUNE 3, 2026 MINUTES
SPECIAL MEETING COMMUNITY ROOM 4PM**

Opening

1. **Call to order and roll call** - M. Geisler called the meeting to order at 4:05PM.
Present K. Breitenmoser, C. Grunenwald, A. Huftel, R. Martinovici, E. McCrank,
T. Osness, B. Rothlisberg, M. Weix.

Closed Session

1. E. McCrank/K. Breitenmoser made a motion to convene in closed session with the Trustees and the ability to include individual T B Scott Library staff, should the need arise. Unanimous roll call vote was obtained.

The Library Board of Trustees may convene in closed session pursuant to the Wisconsin State Statutes Section 19.85(1)(f) considering financial, medical, social, or personal histories or disciplinary data of a specific 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, or to discuss the annual review of personnel.

Reconvene in Open Session

1. T. Osness/A. Huftel motion to reconvene in Open Session. No discussion.

Adjournment

1. E. McCrank/M. Weix motion to adjourn at 5:30PM

Respectfully submitted;

Michael Geisler
Recording Secretary

May 2026

Company Being Paid	5/1/26 Packet	5/8/26 Packet	5/15/26 Packet	5/22/26 Packet	5/29/26 Packet	MAY 2026 TOTALS
Amazon		\$ 2,313.98				\$ 2,313.98
Cengage Learning, Inc.	\$ 209.60	\$ 32.80	\$ 210.40	\$ 26.39	\$ 80.00	\$ 559.19
Center Point Large Print		\$ 47.94				\$ 47.94
Cintas		\$ 249.11				\$ 249.11
Corcoran, Pamela M.				\$ 385.00		\$ 385.00
Dave's County Market					\$ 77.58	\$ 77.58
Demco		\$ 149.49			\$ 106.75	\$ 256.24
Elan		\$ 716.23				\$ 716.23
EO JOHNSON			\$ 318.00			\$ 318.00
Frontier			\$ 149.24			\$ 149.24
Ingram		\$ 168.12		\$ 111.09		\$ 279.21
Kulp's of Stratford, LLC	\$ 658.87					\$ 658.87
Lerner Publishing Group			\$ 71.97			\$ 71.97
Libraria	\$ 185.40		\$ 41.56	\$ 25.20		\$ 252.16
Magic of Isaiah (The)				\$ 700.00		\$ 700.00
Merrill Ace Hardware		\$ 34.18				\$ 34.18
Merrill Chamber of Commerce Foundation	\$ 90.00					\$ 90.00
NAPA Auto Parts				\$ 37.80		\$ 37.80
OTIS Elevator Company					\$ 3,606.60	\$ 3,606.60
Plautz, Donna	\$ 22.91					\$ 22.91
Quill			\$ 301.49			\$ 301.49
Rhineland District Library	\$ 17.00	\$ 32.00			\$ 8.50	\$ 57.50
T.B. Scott Petty Cash					\$ 52.26	\$ 52.26
Tech Logic Corporation	\$ 2,058.60		\$ 1,100.00			\$ 3,158.60
Tomahawk Public Library		\$ 15.95				\$ 15.95
Uline					\$ 171.09	\$ 171.09
VIP Office Products				\$ 199.96		\$ 199.96
Waldburger, Rachel				\$ 50.00		\$ -
Wisconsin Public Service				\$ 3,063.34		\$ 3,063.34
Wisconsin Library Association				\$ 371.00		\$ 371.00
Wisconsin Valley Library Service					\$ 5,543.42	\$ 5,543.42
	\$ 3,242.38	\$ 3,759.80	\$ 2,192.66	\$ 4,919.78	\$ 9,646.20	\$ 23,760.82

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P. O. #	-----ACCOUNT NAME-----	DISTRIBUTION
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01-000922 CENGAGE LEARNING INC										
I-999102647615	1	ACCT # 100298883	5/01/2026	DISC:	5/01/2026	137.60	APRILICP	1099: N	Adult Dept Large Print	137.60
		ACCT # 100298883					10	55110-13-10400		
I-999102656023	1	ACCT # 100298883	5/01/2026	DISC:	5/01/2026	49.60	APRILICP	1099: N	Adult Dept Large Print	49.60
		ACCT # 100298883					10	55110-13-10400		
I-999102656024	1	ACCT # 100298883	5/01/2026	DISC:	5/01/2026	22.40	MAYLCP	1099: N	Adult Dept Large Print	22.40
		ACCT # 100298883					10	55110-13-10400		
=== VENDOR TOTALS ===						209.60				
01-002400 KULP'S OF STRATFORD, LLC										
I-51454	1	INVOICE DTD 04/28/2026	5/01/2026	DISC:	5/01/2026	658.87	1099: N	10	55110-03-50000	M/R-General Repair/Maint
		INVOICE DTD 04/28/2026					10	55110-03-50000		658.87
=== VENDOR TOTALS ===						658.87				
01-005471 LIBRARIA										
I-279055	1	REF # 2000008117	5/01/2026	DISC:	5/01/2026	80.16	265262	1099: N	Youth Children's Books	75.06
		REF # 2000008117					10	55110-13-20000	Library Supplies	5.10
		REF # 2000008117					10	55110-03-10500		
I-279057	1	REF # 2000008116	5/01/2026	DISC:	5/01/2026	105.24	265260	1099: N	Youth Children's Books	100.74
		REF # 2000008116					10	55110-13-20000	Library Supplies	4.50
		REF # 2000008116					10	55110-03-10500		
=== VENDOR TOTALS ===						185.40				
01-004168 MERRILL AREA CHAMBER OF COMMER										
I-20260501	1	CASUAL FRIDAY DONATION	5/01/2026	DISC:	5/01/2026	90.00	1099: N	10	55110-03-31000	Misc. - Petty Cash
		CASUAL FRIDAY DONATION					10	55110-03-31000		90.00
=== VENDOR TOTALS ===						90.00				

PACKET: 12433 LIBRARY - 20260501
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT				
01-004398 DONNA J PLAUTZ									
I-20260501		APRIL MILEAGE		22.91					
5/01/2026	1	DUE: 5/01/2026 DISC: 5/01/2026			1099: N				
		APRIL MILEAGE			10 55110-03-30500	Mileage			22.91
=== VENDOR TOTALS ===				22.91					
01-001829 RHINELANDER DISTRICT LIBRARY									
I-2026-06		DMGD BK-WORLD SAUCES COOKBOOK		17.00					
5/01/2026	1	DUE: 5/01/2026 DISC: 5/01/2026			1099: N				
		DMGD BK-WORLD SAUCES COOKBOOK			10 55110-02-27000	Lost-Damaged Materials			17.00
=== VENDOR TOTALS ===				17.00					
01-005531 TECH LOGIC CORPORATION									
I-INV21004575		CUST # 900288		2,058.60					
5/01/2026	1	DUE: 5/01/2026 DISC: 5/01/2026			1099: N				
		CUST # 900288			10 55110-15-47500	Software/Upgrades			2,058.60
=== VENDOR TOTALS ===				2,058.60					
=== PACKET TOTALS ===				3,242.38					

** T O T A L S **

INVOICE TOTALS 3,242.38
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 3,242.38

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM				GROUP BUDGET			
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET AVAILABLE	OVER BUDG	BUDGET OVER AVAILABLE	BUDG
2026	10 -21-0000	Accounts Payable Control	3,242.38-*								
	10 -55110-02-27000	Lost-Damaged Materials	17.00	150							
	10 -55110-03-10500	Library Supplies	9.60	7,000	5,678.52			1,062,390			747,313.54
	10 -55110-03-30500	Mileage	22.91	600	517.72			1,062,390			747,307.63
	10 -55110-03-31000	Misc. - Petty Cash	90.00	0	0.00			1,062,390			747,240.54
	10 -55110-03-50000	M/R-General Repair/Maint	658.87	7,000	5,674.99			1,062,390			746,671.67
	10 -55110-13-10400	Adult Dept Large Print	209.60	4,300	2,684.57			1,062,390			747,120.94
	10 -55110-13-20000	Youth Children's Books	175.80	16,000	8,504.81			1,062,390			747,154.74
	10 -55110-15-47500	Software/Upgrades	2,058.60	3,000	383.87			1,062,390			745,271.94
	99 -14-0010	Due from General Fund	3,242.38 *								
		** 2026 YEAR TOTALS	3,242.38								

5/04/2026 11:10 AM
PACKET: 12433 LIBRARY - 20260501
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2026	3,242.38

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

5/11/2026 12:01 PM
 PACKET: 12439 LIBRARY - 20260508
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE										
01-005248 AMAZON CAPITAL SERVICES, INC.											
C-1FR9-PP7N-VJR9		ACCT # A29JIWFIAEUZST		0.03CR	DVDs MAR						
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026	1099: N							0.03CR
		ACCT # A29JIWFIAEUZST		10	55110-14-10400			Adult Dept DVDs			
I-17FN-3W4-TTKC		ACCOUNT# A29JIWFIAEUZST		49.55	Apr-Coff						
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026	1099: N							49.55
		ACCOUNT# A29JIWFIAEUZST		10	55110-03-41750			Hospitality			
I-19DR-KNW6-T7VL		ACCOUNT# A29JIWFIAEUZST		41.99	YS-Cross						
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026	1099: N							41.99
		ACCOUNT# A29JIWFIAEUZST		26	55110-03-12625			Cross-County - Expense			
I-1GW1-TR9H-M3VP		ACCOUNT# A29JIWFIAEUZST		579.12	YS progr						
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026	1099: N							579.12
		ACCOUNT# A29JIWFIAEUZST		10	55110-03-41500			Programming - Youth			
I-1H4D-XGG6-V1FN		ACCOUNT# A29JIWFIAEUZST		66.58	TBS-OFFS						
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026	1099: N							66.58
		ACCOUNT# A29JIWFIAEUZST		10	55110-03-10000			Office Supplies			
I-1JW7-D4F6-TTR7		ACCOUNT# A29JIWFIAEUZST		194.67	MUSIC CD						
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026	1099: N							194.67
		ACCOUNT# A29JIWFIAEUZST		10	55110-14-10200			Adult Dept CDs			
I-1LJ4-JWPR-LPD7		ACCOUNT# A29JIWFIAEUZST		216.92	YS-Progr						
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026	1099: N							216.92
		ACCOUNT# A29JIWFIAEUZST		10	55110-03-41500			Programming - Youth			
I-1LJ4-JWPR-LRLL		ACCOUNT# A29JIWFIAEUZST		27.50	MEM_LS						
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026	1099: N							27.50
		ACCOUNT# A29JIWFIAEUZST		26	55110-03-40500			Memorial Books-Expense			
I-1LPV-LNIG-MCC3		ACCOUNT# A29JIWFIAEUZST		71.27	Library						
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026	1099: N							71.27
		ACCOUNT# A29JIWFIAEUZST		10	55110-03-10500			Library Supplies			
I-1MNW-J9JP-Q1NT		ACCOUNT# A29JIWFIAEUZST		78.99	TBS-COMP						
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026	1099: N							78.99
		ACCOUNT# A29JIWFIAEUZST		10	55110-15-31000			Computer Supplies			
I-1PTL-YX94-M477		ACCOUNT# A29JIWFIAEUZST		48.98	YS-progr						
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026	1099: N							48.98
		ACCOUNT# A29JIWFIAEUZST		10	55110-03-41500			Programming - Youth			
I-1R43-Q89Y-R41G		ACCOUNT# A29JIWFIAEUZST		217.54	ADPROG-2						
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026	1099: N							217.54
		ACCOUNT# A29JIWFIAEUZST		10	55110-03-41250			Programming - Adult			

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

01-000922 CENGAGE LEARNING INC

5/11/2026 12:01 PM
 PACKET: 12439 LIBRARY - 20260508
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION					
POST DATE	BANK CODE														
01-004375 CINTAS CORPORATION															
I-4267938242	1	PAYER # 18280979		249.11		1099: N									
5/08/2026		DUE: 5/08/2026 DISC: 5/08/2026				10 55110-02-23250	Facility Cleaning Servic			249.11					
		PAYER # 18280979													
===== VENDOR TOTALS =====				249.11											
01-003938 DEMCO, INC.															
I-7801076	1	CUST # 482508000		149.49	042826	1099: N									
5/08/2026		DUE: 5/08/2026 DISC: 5/08/2026				10 55110-03-10500	Library Supplies			149.49					
		CUST # 482508000													
===== VENDOR TOTALS =====				149.49											
01-000128 ELAN FINANCIAL SERVICES															
I-20260508	1	ACCT # 5472-1102-2200-0197		716.23		1099: N									
5/08/2026		DUE: 5/08/2026 DISC: 5/08/2026				10 55110-03-32000	Education & Conference			95.00					
		ACCT # 5472-1102-2200-0197				10 55110-03-41250	Programming - Adult			241.00					
		ACCT # 5472-1102-2200-0197				10 55110-03-41500	Programming - Youth			53.08					
		ACCT # 5472-1102-2200-0197				10 55110-03-41750	Hospitality			76.96					
		ACCT # 5472-1102-2200-0197				10 55110-08-50000	Special/Major Projects			37.51					
		ACCT # 5472-1102-2200-0197				10 55110-08-50001	Misc Rev-Special/Major P			200.00					
		ACCT # 5472-1102-2200-0197				10 55110-15-47500	Software/Upgrades			12.68					
===== VENDOR TOTALS =====				716.23											
01-005651 INGRAM LIBRARY SERVICES LLC															
I-96300150	1	ACCT # 20AB749		31.00	ANF-2025	1099: N									
5/08/2026		DUE: 5/08/2026 DISC: 5/08/2026				10 55110-13-10100	Adult Dept Non-Fiction			22.00					
		ACCT # 20AB749				10 55110-03-11000	Postage			9.00					
		ACCT # 20AB749													
I-96421098	1	ACCT # 20AB749		124.83	ADFCMAR	1099: N									
5/08/2026		DUE: 5/08/2026 DISC: 5/08/2026				10 55110-13-10000	Adult Dept Fiction			122.13					
		INGRAM LIBRARY SERVICES LLC				10 55110-03-11000	Postage			2.70					
		INGRAM LIBRARY SERVICES LLC													
I-96421099	1	ACCT # 20AB749		12.29	EOYFIC20	1099: N									
5/08/2026		DUE: 5/08/2026 DISC: 5/08/2026				10 55110-13-10000	Adult Dept Fiction			11.99					
		ACCT # 20AB749				10 55110-03-11000	Postage			0.30					
		ACCT # 20AB749													
===== VENDOR TOTALS =====				168.12											

5/11/2026 12:01 PM
PACKET: 12439 LIBRARY - 20260508
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

01-000839 MERRILL ACE HARDWARE

C-20260508		ACCT # 81867		3.80CR			
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026		1099: N		
		ACCT # 81867			10 55110-03-44000	Janitor Supplies	3.80CR

I-250931		ACCT # 81867		24.99			
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026		1099: N		
		ACCT # 81867			10 55110-03-44000	Janitor Supplies	24.99

I-251576		ACCT # 81867		12.99			
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026		1099: N		
		ACCT # 81867			10 55110-03-44000	Janitor Supplies	12.99

=== VENDOR TOTALS === 34.18

01-001829 RHINELANDER DISTRICT LIBRARY

I-2026-09		DMGD BK - THE VIPER		32.00			
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026		1099: N		
		DMGD BK - THE VIPER			10 55110-02-27000	Lost-Damaged Materials	32.00

=== VENDOR TOTALS === 32.00

01-002383 TOMAHAWK PUBLIC LIBRARY

I-04-28-2026-2		LOST BOOK - BUD, NOT BUDDY		15.95			
5/08/2026	1	DUE: 5/08/2026 DISC:	5/08/2026		1099: N		
		LOST BOOK - BUD, NOT BUDDY			10 55110-02-27000	Lost-Damaged Materials	15.95

=== VENDOR TOTALS === 15.95

=== PACKET TOTALS === 3,759.80

5/11/2026 12:01 PM
PACKET: 12439 LIBRARY - 20260508
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 3,763.63
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 3.83CR

BATCH TOTALS 3,759.80

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM				GROUP BUDGET			
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE
2026		10 -21-0000	Accounts Payable Control	3,633.26-*	3,000	1,754.45		1,062,390			715,837.18	
		10 -55110-02-23250	Facility Cleaning Servic	249.11	150	14.05		1,062,390			716,038.34	
		10 -55110-02-27000	Lost-Damaged Materials	47.95	2,750	2,305.98		1,062,390			715,953.30	
		10 -55110-03-10000	Office Supplies	132.99	7,000	5,457.76		1,062,390			715,865.53	
		10 -55110-03-10500	Library Supplies	220.76	1,200	871.94		1,062,390			716,074.29	
		10 -55110-03-11000	Postage	12.00	2,000	1,401.22		1,062,390			715,991.29	
		10 -55110-03-32000	Education & Conference	95.00	7,000	4,233.16		1,062,390			715,627.75	
		10 -55110-03-41250	Programming - Adult	458.54	7,500	3,882.42		1,062,390			715,188.19	
		10 -55110-03-41500	Programming - Youth	898.10	500	125.65		1,062,390			715,959.78	
		10 -55110-03-41750	Hospitality	126.51	4,800	3,842.78		1,062,390			716,052.11	
		10 -55110-03-44000	Janitor Supplies	34.18	0	724.82- Y		1,062,390			716,048.78	
		10 -55110-08-50000	Special/Major Projects	37.51	0	200.00- Y		1,062,390			715,886.29	
		10 -55110-08-50001	Misc Rev-Special/Major P	200.00	9,800	7,596.89		1,062,390			715,952.17	
		10 -55110-13-10000	Adult Dept Fiction	134.12	10,000	7,742.29		1,062,390			716,004.85	
		10 -55110-13-10100	Adult Dept Non-Fiction	81.44	4,300	2,603.83		1,062,390			716,005.55	
		10 -55110-13-10400	Adult Dept Large Print	80.74	800	644.38		1,062,390			715,891.62	
		10 -55110-14-10200	Adult Dept DVDs	194.67	2,000	976.51		1,062,390			715,695.70	
		10 -55110-14-10400	Adult Dept DVDs	390.59	1,900	1,236.08		1,062,390			715,942.33	
		10 -55110-15-31000	Computer Supplies	143.96	10,000	7,911.62		1,062,390			716,003.88	
		10 -55110-15-42500	Computer Equipment	82.41	3,000	371.19		1,062,390			716,073.61	
		10 -55110-15-47500	Software/Upgrades	12.68								
		26 -21-0000	Accounts Payable Control	126.54-*	0	339.46- Y		0			4,317.02- Y	
		26 -55110-03-12625	Cross-County - Expense	41.99	0	152.63- Y		0			4,359.58- Y	
		26 -55110-03-40500	Memorial Books-Expense	84.55								
		99 -14-0010	Due from General Fund	3,633.26 *								
		99 -14-0026	Due From Non-Lapsing	126.54 *								
		** 2026 YEAR TOTALS			3,759.80							

5/11/2026 12:01 PM
PACKET: 12439 LIBRARY - 20260508
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2026	3,633.26
26	5/2026	126.54

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

5/18/2026 10:43 AM
 PACKET: 12452 LIBRARY - 20260515
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE										
01-000922 CENGAGE LEARNING INC											
I-999102682587	1	ACCT # 100298883	5/15/2026	DISC: 5/15/2026	210.40	MAYLCP	1099: N	10 55110-13-10400	Adult Dept Large Print	210.40	
5/15/2026		ACCT # 100298883									
===== VENDOR TOTALS =====					210.40						
01-004389 EO JOHNSON COMPANY INC											
I-INVI963246	1	ACCT # 6000604	5/15/2026	DISC: 5/15/2026	257.00		1099: N	26 55110-03-12650	Library Photocopier Expe	257.00	
5/15/2026		ACCT # 6000604									
===== VENDOR TOTALS =====					257.00						
I-INVI963247	1	ACCT # 6000604	5/15/2026	DISC: 5/15/2026	61.00		1099: N	26 55110-03-12650	Library Photocopier Expe	61.00	
5/15/2026		ACCT # 6000604									
===== VENDOR TOTALS =====					318.00						
01-002661 FRONTIER											
I-20260515	1	ACCT # 715-536-7909-010384-5	5/15/2026	DISC: 5/15/2026	149.24		1099: N	10 55110-02-25000	Telephone	149.24	
5/15/2026		ACCT # 715-536-7909-010384-5									
===== VENDOR TOTALS =====					149.24						
01-001208 LERNER PUBLISHING GROUP											
I-1569080	1	INVOICE DATED 05/05/2026	5/15/2026	DISC: 5/15/2026	71.97	294038_0	1099: N	10 55110-13-20000	Youth Children's Books	71.97	
5/15/2026		INVOICE DATED 05/05/2026									
===== VENDOR TOTALS =====					71.97						
01-005471 LIBRARIA											
I-280003	1	REF # 2000006656	5/15/2026	DISC: 5/15/2026	41.56	262712	1099: N	10 55110-13-20000	Youth Children's Books	40.76	
5/15/2026		REF # 2000006656						10 55110-03-10500	Library Supplies	0.80	
===== VENDOR TOTALS =====					41.56						

5/18/2026 10:43 AM
PACKET: 12452 LIBRARY - 20260515
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
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01-000586 QUILL LLC

I-48814214	ACCT # 4019512	301.49	ys050326
5/15/2026	DUE: 5/15/2026	DISC: 5/15/2026	
1	ACCT # 4019512	1099: N	
		10	55110-08-50000 Special/Major Projects
			301.49

===== VENDOR TOTALS ===== 301.49

01-005531 TECH LOGIC CORPORATION

I-INV21004924		CUST # 900288		1,100.00
5/15/2026	1	DUE: 5/15/2026	DISC: 5/15/2026	
		CUST # 900288	1099: N	
			10 55110-15-47500	Software/Upgrades
				1,100.00

=====	VENDOR TOTALS	=====	1,100.00
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=== PACKET TOTALS ===
2,192.66

5/18/2026 10:43 AM
PACKET: 12452 LIBRARY - 20260515
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 2,192.66
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 2,192.66

** G/L ACCOUNT TOTALS **

RANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====				=====GROUP BUDGET=====			
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	AVAILABLE BUDG	BUDGET OVER	AVAILABLE BUDG	
2026		10 -21-0000	Accounts Payable Control	1,874.66-*	1,350	628.08		1,062,390		712,303.79		
		10 -55110-02-25000	Telephone	149.24	7,000	5,456.96		1,062,390		712,452.23		
		10 -55110-03-10500	Library Supplies	0.80	0	1,026.31- Y		1,062,390		712,151.54		
		10 -55110-08-50000	Special/Major Projects	301.49	4,300	2,393.43		1,062,390		712,242.63		
		10 -55110-13-10400	Adult Dept Large Print	210.40	16,000	8,392.08		1,062,390		712,340.30		
		10 -55110-13-20000	Youth Children's Books	112.73	3,000	728.81- Y		1,062,390		711,353.03		
		10 -55110-15-47500	Software/Upgrades	1,100.00								
		26 -21-0000	Accounts Payable Control	318.00-*	0	1,327.07- Y		0		4,719.57- Y		
		26 -55110-03-12650	Library Photocopier Expe	318.00								
		99 -14-0010	Due from General Fund	1,874.66 *								
		99 -14-0026	Due From Non-Lapsing	318.00 *								
			** 2026 YEAR TOTALS	2,192.66								

5/18/2026 10:43 AM
PACKET: 12452 LIBRARY - 20260515
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2026	1,874.66
26	5/2026	318.00

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

5/26/2026 11:27 AM
PACKET: 12465 LIBRARY - 20260522
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT				
01-000922 CENGAGE LEARNING INC									
I-999102702295		ACCT # 100298883		26.39	MEMBONKE				
5/22/2026	1	DUE: 5/22/2026 DISC: 5/22/2026			1099: N				
		ACCT # 100298883			26 55110-03-40500	Memorial Books-Expense		26.39	
=== VENDOR TOTALS ===									
				26.39					
01-005587 PAMELA M. CORCORAN									
I-20260522		JUNE 9, 2026 PERFORMANCE		385.00	1099: Y				
5/22/2026	1	DUE: 5/22/2026 DISC: 5/22/2026			10 55110-03-41501	Misc Rev-Programming-You		385.00	
		JUNE 9, 2026 PERFORMANCE							
=== VENDOR TOTALS ===									
				385.00					
01-005651 INGRAM LIBRARY SERVICES LLC									
I-96717988		ACCT # 20AB749		111.09	ANF-2026				
5/22/2026	1	DUE: 5/22/2026 DISC: 5/22/2026			1099: N				
		ACCT # 20AB749			10 55110-13-10100	Adult Dept Non-Fiction		100.59	
		ACCT # 20AB749			10 55110-03-10500	Library Supplies		7.50	
		ACCT # 20AB749			10 55110-03-11000	Postage		3.00	
=== VENDOR TOTALS ===									
				111.09					
01-005471 LIBRARIA									
I-280728		REF # 2000009482		25.20	1099: N				
5/22/2026	1	DUE: 5/22/2026 DISC: 5/22/2026			10 55110-13-20000	Youth Children's Books		24.95	
		REF # 2000009482			10 55110-03-10500	Library Supplies		0.25	
		REF # 2000009482							
=== VENDOR TOTALS ===									
				25.20					
01-004338 THE MAGIC OF ISAIAS									
I-20260522		JUNE 11, 2026 - 2 PERFORMANCE		700.00	1099: Y				
5/22/2026	1	DUE: 5/22/2026 DISC: 5/22/2026			10 55110-03-41501	Misc Rev-Programming-You		700.00	
		JUNE 11, 2026 - 2 PERFORMANCES							
=== VENDOR TOTALS ===									
				700.00					

PACKET: 12465 LIBRARY - 20260522
 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
01-000540	NAPA AUTO PARTS							
I-192376	5/22/2026	1	CUST # 2209 DUE: 5/22/2026 DISC: 5/22/2026 CUST # 2209	37.80	1099: N 10 55110-03-50275	M/R - Contingency		37.80
===	VENDOR TOTALS	===		37.80				
01-000284	VIP ALL-VALUE							
I-0118330-001	5/22/2026	1	ACCT # 67191-0 DUE: 5/22/2026 DISC: 5/22/2026 ACCT # 67191-0	199.96	1099: N 26 55110-03-12650	Library Photocopier Expe		199.96
===	VENDOR TOTALS	===		199.96				
01-005749	RACHEL WALDBURGER							
I-20260522	5/22/2026	1	JUNE PRESENTATION DUE: 5/22/2026 DISC: 5/22/2026 JUNE PRESENTATION	50.00	1099: Y 10 55110-03-41250	Programming - Adult		50.00
===	VENDOR TOTALS	===		50.00				
01-001060	WISCONSIN LIBRARY ASSOCIATION							
I-25426	5/22/2026	1	2026 WAPL CONFERENCE DUE: 5/22/2026 DISC: 5/22/2026 2026 WAPL CONFERENCE	371.00	1099: N 10 55110-03-32000	Education & Conference		371.00
===	VENDOR TOTALS	===		371.00				
01-000656	WISCONSIN PUBLIC SERVICE							
I-5924301314	5/22/2026	1	ACCT # 0403371156-00003 DUE: 5/22/2026 DISC: 5/22/2026 ACCT # 0403371156-00003 ACCT # 0403371156-00003	3,063.34	1099: N 10 55110-02-22000 10 55110-02-22500	Electric Fuel - Natural Gas		2,108.09 955.25
===	VENDOR TOTALS	===		3,063.34				
===	PACKET TOTALS	===		4,999.78				

Removed by
 City. No W-9

5/26/2026 11:27 AM
PACKET: 12465 LIBRARY - 20260522
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 4,969.78
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 4,969.78

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM				GROUP			
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	
2026		10 -21-0000	Accounts Payable Control	4,743.43-*								
		10 -55110-02-22000	Electric	2,108.09	28,000	19,764.81		1,062,390		674,501.37		
		10 -55110-02-22500	Fuel - Natural Gas	955.25	22,500	15,316.43		1,062,390		675,654.21		
		10 -55110-03-10500	Library Supplies	7.75	7,000	5,449.21		1,062,390		676,601.71		
		10 -55110-03-11000	Postage	3.00	1,200	868.94		1,062,390		676,606.46		
		10 -55110-03-32000	Education & Conference	371.00	2,000	1,030.22		1,062,390		676,238.46		
		10 -55110-03-41250	Programming - Adult	50.00	7,000	4,183.16		1,062,390		676,559.46		
		10 -55110-03-41501	Misc Rev-Programming-You	1,085.00	0	2,419.50- Y		1,062,390		675,524.46		
		10 -55110-03-50275	M/R - Contingency	37.80	10,000	8,883.70		1,062,390		676,571.66		
		10 -55110-13-10100	Adult Dept Non-Fiction	100.59	10,000	7,641.70		1,062,390		676,508.87		
		10 -55110-13-20000	Youth Children's Books	24.95	16,000	8,367.13		1,062,390		676,584.51		
		26 -21-0000	Accounts Payable Control	226.35-*	0	1,527.03- Y		0		4,919.53- Y		
		26 -55110-03-12650	Library Photocopier Expe	199.96	0	179.02- Y		0		4,745.96- Y		
		26 -55110-03-40500	Memorial Books-Expense	26.39								
		99 -14-0010	Due from General Fund	4,743.43 *								
		99 -14-0026	Due From Non-Lapsing	226.35 *								
			** 2026 YEAR TOTALS	4,969.78								

5/26/2026 11:27 AM
PACKET: 12465 LIBRARY - 20260522
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2026	4,743.43
26	5/2026	226.35

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12468 LIBRARY - 20260529
 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
01-000922 CENGAGE LEARNING INC									
I-999102727215		5/29/2026	1	ACCT # 100298883 DUE: 5/29/2026 DISC: 5/29/2026 ACCT # 100298883	52.80	1099: N 10 MAYLCP 10 55110-13-10400	Adult Dept Large Print	52.80	
I-999102730975		5/29/2026	1	ACCT # 100298883 DUE: 5/29/2026 DISC: 5/29/2026 ACCT # 100298883	27.20	1099: N 10 MAYLCP 10 55110-13-10400	Adult Dept Large Print	27.20	
=== VENDOR TOTALS ===					80.00				
01-000204 DAVE'S COUNTY MARKET									
I-000116398		5/29/2026	1	ACCT # 708 DUE: 5/29/2026 DISC: 5/29/2026 ACCT # 708	17.95	1099: N 10 55110-03-41250	Programming - Adult	17.95	
I-00015469		5/29/2026	1	ACCT # 708 DUE: 5/29/2026 DISC: 5/29/2026 ACCT # 708	20.88	1099: N 10 55110-03-41750	Hospitality	20.88	
I-00406761		5/29/2026	1	ACCT # 708 DUE: 5/29/2026 DISC: 5/29/2026 ACCT # 708	38.75	1099: N 10 55110-03-41750	Hospitality	38.75	
=== VENDOR TOTALS ===					77.58				
01-003938 DEMCO, INC.									
I-7811940		5/29/2026	1	CUST # 482508000 DUE: 5/29/2026 DISC: 5/29/2026 CUST # 482508000	106.75	1099: N 10 LS052026 10 55110-03-10500	Library Supplies	106.75	
=== VENDOR TOTALS ===					106.75				
01-000564 OTIS ELEVATOR COMPANY									
I-100402326887		5/29/2026	1	CUST # 301097 DUE: 5/29/2026 DISC: 5/29/2026 CUST # 301097	3,606.60	1099: N 10 55110-02-16000	Elevator Contract/Inspecc	3,606.60	
=== VENDOR TOTALS ===					3,606.60				

6/01/2026 11:29 AM
PACKET: 12468 LIBRARY - 20260529
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE										
01-001829 RHINELANDER DISTRICT LIBRARY											
I-2026-12		DINOSAURS BEFORE DARK - L & P				8.50		1099: N			
5/29/2026	1	DUE: 5/29/2026 DISC: 5/29/2026						10 55110-02-27000	Lost-Damaged Materials		8.50
		DINOSAURS BEFORE DARK - L & P									
===== VENDOR TOTALS =====						8.50					
01-000276 T.B. SCOTT LIBRARY-PETTY CASH											
I-20260529		PETTY CASH REIMB.				52.26		1099: N			
5/29/2026	1	DUE: 5/29/2026 DISC: 5/29/2026						10 55110-03-11000	Postage		52.26
		PETTY CASH REIMB.									
===== VENDOR TOTALS =====						52.26					
01-003465 ULINE											
I-207943263		CUST # 8415032				171.09	TJ	1099: N			
5/29/2026	1	DUE: 5/29/2026 DISC: 5/29/2026						10 55110-08-50000	Special/Major Projects		171.09
		CUST # 8415032									
===== VENDOR TOTALS =====						171.09					
01-000290 WISCONSIN VALLEY LIBRARY SERVI											
I-2026-2968		BARCODES				28.92		1099: N			
5/29/2026	1	DUE: 5/29/2026 DISC: 5/29/2026						10 55110-03-10500	Library Supplies		28.92
		BARCODES									
I-2026-2994		BUYING POOL MBR/DIGITAL COLL				5,514.50		1099: N			
5/29/2026	1	DUE: 5/29/2026 DISC: 5/29/2026						10 55110-14-45000	Ebooks/Digital Content		5,146.50
		BUYING POOL MBR/DIGITAL COLL						10 55110-14-45000	Ebooks/Digital Content		368.00
		BUYING POOL MBR/DIGITAL COLL									
===== VENDOR TOTALS =====						5,543.42					
===== PACKET TOTALS =====						9,646.20					

6/01/2026 11:29 AM
PACKET: 12468 LIBRARY - 20260529
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

*** TOTALS ***

INVOICE TOTALS 9,646.20
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 9,646.20

*** 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	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2026		10 -21-0000	Accounts Payable Control	9,646.20-*	3,500	106.60- Y	1,062,390	666,906.99	1,062,390	666,906.99
		10 -55110-02-16000	Elevator Contract/Inspec	3,606.60	150	5.55	1,062,390	670,505.09	1,062,390	670,505.09
		10 -55110-02-27000	Lost-Damaged Materials	8.50	7,000	5,313.54	1,062,390	670,377.92	1,062,390	670,377.92
		10 -55110-03-10500	Library Supplies	135.67	1,200	816.68	1,062,390	670,461.33	1,062,390	670,461.33
		10 -55110-03-11000	Postage	52.26	7,000	4,215.21	1,062,390	670,495.64	1,062,390	670,495.64
		10 -55110-03-41250	Programming - Adult	17.95	500	66.02	1,062,390	670,453.96	1,062,390	670,453.96
		10 -55110-03-41750	Hospitality	59.63	0	1,197.40- Y	1,062,390	670,342.50	1,062,390	670,342.50
		10 -55110-08-50000	Special/Major Projects	171.09	4,300	2,313.43	1,062,390	670,433.59	1,062,390	670,433.59
		10 -55110-13-10400	Adult Dept Large Print	80.00	6,620	1,105.50	1,062,390	664,999.09	1,062,390	664,999.09
		10 -55110-14-45000	Ebooks/Digital Content	5,514.50						
		99 -14-0010	Due from General Fund	9,646.20 *						

*** 2026 YEAR TOTALS 9,646.20

6/01/2026 11:29 AM
PACKET: 12468 LIBRARY - 20260529
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2026	9,646.20

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

5/04/2026 11:10 AM
PACKET: 12433 LIBRARY - 20260501
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

01-000922 CENGAGE LEARNING INC

I-999102647615	1	ACCT # 100298883	137.60	APRILCP		
5/01/2026		DUE: 5/01/2026 DISC: 5/01/2026		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	137.60
I-999102656023	1	ACCT # 100298883	49.60	APRILCP		
5/01/2026		DUE: 5/01/2026 DISC: 5/01/2026		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	49.60
I-999102656024	1	ACCT # 100298883	22.40	MAYLCP		
5/01/2026		DUE: 5/01/2026 DISC: 5/01/2026		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	22.40
=== VENDOR TOTALS ===			209.60			

01-002400 KULP'S OF STRATFORD, LLC

I-51454		INVOICE DTD 04/28/2026	658.87			
5/01/2026	1	DUE: 5/01/2026 DISC: 5/01/2026		1099: N		
		INVOICE DTD 04/28/2026		10 55110-03-50000	M/R-General Repair/Maint	658.87
=== VENDOR TOTALS ===			658.87			

01-005471 LIBRARIA

I-279055	1	REF # 2000008117	80.16	265262		
5/01/2026		DUE: 5/01/2026 DISC: 5/01/2026		1099: N		
		REF # 2000008117		10 55110-13-20000	Youth Children's Books	75.06
		REF # 2000008117		10 55110-03-10500	Library Supplies	5.10
I-279057	1	REF # 2000008116	105.24	265260		
5/01/2026		DUE: 5/01/2026 DISC: 5/01/2026		1099: N		
		REF # 2000008116		10 55110-13-20000	Youth Children's Books	100.74
		REF # 2000008116		10 55110-03-10500	Library Supplies	4.50
=== VENDOR TOTALS ===			185.40			

01-004168 MERRILL AREA CHAMBER OF COMMER

I-20260501		CASUAL FRIDAY DONATION	90.00			
5/01/2026	1	DUE: 5/01/2026 DISC: 5/01/2026		1099: N		
		CASUAL FRIDAY DONATION		10 55110-03-31000	Misc. - Petty Cash	90.00
=== VENDOR TOTALS ===			90.00			

5/04/2026 11:10 AM
PACKET: 12433 LIBRARY - 20260501
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS	P.O. #	-----ACCOUNT NAME-----		DISTRIBUTION
POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT			
01-004398 DONNA J FLAUTZ								
I-20260501		APRIL MILEAGE		22.91				
5/01/2026	1	DUE: 5/01/2026	DISC: 5/01/2026		1099: N			
		APRIL MILEAGE			10 55110-03-30500	Mileage		22.91
=== VENDOR TOTALS ===				22.91				
01-001829 RHINELANDER DISTRICT LIBRARY								
I-2026-06		DMGD BK-WORLD SAUCES COOKBOOK		17.00				
5/01/2026	1	DUE: 5/01/2026	DISC: 5/01/2026		1099: N			
		DMGD BK-WORLD SAUCES COOKBOOK			10 55110-02-27000	Lost-Damaged Materials		17.00
=== VENDOR TOTALS ===				17.00				
01-005531 TECH LOGIC CORPORATION								
I-INV21004575		CUST # 900288		2,058.60				
5/01/2026	1	DUE: 5/01/2026	DISC: 5/01/2026		1099: N			
		CUST # 900288			10 55110-15-47500	Software/Upgrades		2,058.60
=== VENDOR TOTALS ===				2,058.60				
=== PACKET TOTALS ===				3,242.38				

PACKET: 12433 LIBRARY - 20260501
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 3,242.38
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 3,242.38

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM				GROUP BUDGET			
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	
2026		10 -21-0000	Accounts Payable Control	3,242.38-								
		10 -55110-02-27000	Lost-Damaged Materials	17.00	150	62.00		1,062,390	747,313.54			
		10 -55110-03-10500	Library Supplies	9.60	7,000	5,678.52		1,062,390	747,320.94			
		10 -55110-03-30500	Mileage	22.91	600	517.72		1,062,390	747,307.63			
		10 -55110-03-31000	Misc. - Petty Cash	90.00	0	0.00		1,062,390	747,240.54			
		10 -55110-03-50000	M/R-General Repair/Maint	658.87	7,000	5,674.99		1,062,390	746,671.67			
		10 -55110-13-10400	Adult Dept Large Print	209.60	4,300	2,684.57		1,062,390	747,120.94			
		10 -55110-13-20000	Youth Children's Books	175.80	16,000	8,504.81		1,062,390	747,154.74			
		10 -55110-15-47500	Software/Upgrades	2,058.60	3,000	383.87		1,062,390	745,271.94			
		99 -14-0010	Due from General Fund	3,242.38 *								
			** 2026 YEAR TOTALS	3,242.38								

5/04/2026 11:10 AM
PACKET: 12433 LIBRARY - 20260501
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	5/2026	3,242.38

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2026

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES =====					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	0.00	0.00	0.00	0.00
45110-43517 WI Humanities Council	0.00	0.00	0.00	0.00	0.00
45110-43790 County Library Aid	482,325.00	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	228.40	1,310.13	0.00	(1,310.13)
TOTAL Public Charges-Services	0.00	228.40	1,310.13	0.00	(1,310.13)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	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	0.00	600.00	0.00	(600.00)
TOTAL Miscellaneous Revenues	0.00	0.00	2,000.00	0.00	(2,000.00)
TOTAL REVENUES	482,325.00	228.40	244,472.63	50.69	237,852.37
EXPENDITURES =====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	236,530.00	18,040.54	89,152.76	37.69	147,377.24
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	30,965.64	151,811.29	36.80	260,716.71
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	3,610.08	19,998.67	40.28	29,654.33
55110-01-52000 Retirement (WRS)	38,523.00	2,906.16	15,982.59	41.49	22,540.41
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	31,075.20	37.26	52,323.80
55110-01-55000 Life Insurance	2,977.00	233.32	933.28	31.35	2,043.72
TOTAL Personnel Services	829,190.00	61,970.78	308,953.79	37.26	520,236.21
<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	1,167.12	1,167.12	89.78	132.88
55110-02-16000 Elevator Contract/Inspect	3,500.00	3,606.60	3,606.60	103.05	(106.60)
55110-02-16250 HVAC Service	400.00	0.00	0.00	0.00	400.00
55110-02-16500 Fire/Security System Cont	2,300.00	0.00	237.00	10.30	2,063.00
55110-02-21000 Water and Sewer	2,080.00	0.00	477.12	22.94	1,602.88
55110-02-22000 Electric	28,000.00	2,108.09	8,235.19	29.41	19,764.81
55110-02-22500 Fuel - Natural Gas	22,500.00	955.25	7,183.57	31.93	15,316.43

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2026

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-02-23100 Janitorial Services Contr	0.00	0.00	0.00	0.00	0.00
55110-02-23250 Facility Cleaning Service	3,000.00	249.11	1,245.55	41.52	1,754.45
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	721.92	53.48	628.08
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	150.00	73.45	144.45	96.30	5.55
TOTAL Contractual Services	65,080.00	8,308.86	23,018.52	35.37	42,061.48
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	2,750.00	132.99	444.02	16.15	2,305.98
55110-03-10500 Library Supplies	7,000.00	374.58	1,686.46	24.09	5,313.54
55110-03-11000 Postage	1,200.00	67.26	383.32	31.94	816.68
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	22.91	82.28	13.71	517.72
55110-03-31000 Misc. - Petty Cash	0.00	10.00	100.00	0.00	100.00
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	466.00	969.78	48.49	1,030.22
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	352.21	0.00	(352.21)
55110-03-41000 Public Relations/Publicit	2,000.00	0.00	425.29	21.26	1,574.71
55110-03-41001 Misc Rev - Publicity	0.00	0.00	638.00	0.00	(638.00)
55110-03-41250 Programming - Adult	7,000.00	476.49	2,784.79	39.78	4,215.21
55110-03-41251 Misc Rev-Programming Adul	0.00	2.00	4.00	0.00	(4.00)
55110-03-41500 Programing - Youth	7,500.00	898.10	3,617.58	48.23	3,882.42
55110-03-41501 Misc Rev-Programming-Yout	0.00	1,085.00	2,419.50	0.00	(2,419.50)
55110-03-41750 Hospitality	500.00	186.14	433.98	86.80	66.02
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	399.42	0.00	(399.42)
55110-03-44000 Janitor Supplies	4,800.00	34.18	957.22	19.94	3,842.78
55110-03-50000 M/R-General Repair/Maint.	7,000.00	658.87	1,325.01	18.93	5,674.99
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	37.80	1,116.30	11.16	8,883.70
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	53,200.00	4,432.32	17,939.16	33.72	35,260.84
<u>Fixed Charges</u>					
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
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	510.09	1,197.40	0.00	(1,197.40)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	200.00	200.00	0.00	(200.00)
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	1,000.00	0.00	(1,000.00)
TOTAL Capital Outlay	0.00	710.09	2,397.40	0.00	(2,397.40)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2026

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,800.00	134.12	2,203.11	22.48	7,596.89
55110-13-10100 Adult Dept Non-Fiction	10,000.00	182.03	2,358.30	23.58	7,641.70
55110-13-10200 Adult Dept Paperbacks	750.00	0.00	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	580.74	1,986.57	46.20	2,313.43
55110-13-20000 Youth Children's Books	16,000.00	313.48	7,632.87	47.71	8,367.13
55110-13-20100 Young Adult Books	2,500.00	0.00	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	0.00	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	1,210.37	15,788.82	33.34	31,561.18
<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	194.67	155.62	19.45	644.38
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	390.59	1,023.49	51.17	976.51
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	0.00	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 Boxes	350.00	0.00	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	5,514.50	5,514.50	83.30	1,105.50
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	6,099.76	8,975.67	62.46	5,394.33
<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	143.96	663.92	34.94	1,236.08
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 T1/Internet Access	1,200.00	0.00	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	82.41	2,088.38	20.88	7,911.62
55110-15-47500 Software/Upgrades	3,000.00	3,171.28	3,728.81	124.29	(728.81)
55110-15-70000 V-Cat Shared Automation	18,500.00	0.00	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	3,397.65	24,223.25	63.41	13,976.75
TOTAL EXPENDITURES	1,062,390.00	86,129.83	401,422.61	37.78	660,967.39
REVENUES OVER/(UNDER) EXPENDITURES	(580,065.00)	(85,901.43)	(156,949.98)	0.00	(423,115.02)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2026

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u> =====					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	3,998.75	0.00	(3,998.75)
TOTAL Intergovernmental	0.00	0.00	3,998.75	0.00	(3,998.75)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	742.56	2,656.90	0.00	(2,656.90)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	742.56	2,656.90	0.00	(2,656.90)
<u>Miscellaneous Revenues</u>					
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	50.00	4,950.00	0.00	(4,950.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	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	418.94	754.86	0.00	(754.86)
45110-48525 Library-NonGov Grants/Donati	0.00	0.00	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	468.94	16,635.86	0.00	(16,635.86)
TOTAL REVENUES	0.00	1,211.50	23,291.51	0.00	(23,291.51)
<u>EXPENDITURES</u> =====					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	41.99	339.46	0.00	(339.46)
55110-03-12650 Library Photocopier Expen	0.00	517.96	1,527.03	0.00	(1,527.03)
55110-03-12675 Library Vending - Expense	0.00	0.00	121.28	0.00	(121.28)
55110-03-22725 Summer Programs-Expenses	0.00	0.00	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	110.94	179.02	0.00	(179.02)
55110-03-40525 Library-Program Expenses	0.00	0.00	1,035.09	0.00	(1,035.09)
TOTAL Supplies & Expenses	0.00	670.89	4,945.92	0.00	(4,945.92)
TOTAL EXPENDITURES	0.00	670.89	4,945.92	0.00	(4,945.92)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	540.61	18,345.59	0.00	(18,345.59)
FUND TOTAL REVENUES	114,324.00	37,607.28	147,747.22	129.24	(33,423.22)
FUND TOTAL EXPENDITURES	95,258.00	65,688.79	150,211.32	157.69	(54,953.32)
REVENUES OVER/(UNDER) EXPENDITURES	19,066.00	(28,081.51)	(2,464.10)	0.00	21,530.10

City of Merrill
Reserved and Designated Fund Equity

As of: 05/31/2026

		Detail Summary Information			
		12/31/25	2026	2026	05/31/26
Description	Account Number	Balance	Revenue	Expenses	Balance
<u>T.B. Scott Memorial Library</u>					
N/L - Library Health Ins.	26-31-5400				
Tax Levy	45110-41110				
Net Library Health Ins.		<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,000.00</u>
N/L - Library State Aid	26-31-5401				
Library - State Aid Revenue	45110-43690				
Library - State Aid Expense	55110-03-12600				
Net Library State Aid		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
N/L - Cross-County Borrowing	26-31-5415				
Library - Cross-County Revenue	45110-43790		\$3,998.75		
Library - Cross-County Expense	55110-03-12625			\$339.46	
Net Library Cross-County Borrowing		<u>\$17,020.75</u>	<u>\$3,998.75</u>	<u>\$339.46</u>	<u>\$20,680.04</u>
N/L - Library Photocopier	26-31-5425				
Library - Photocopier Revenue	45110-46713		\$2,656.90		
Library - Photocopier Expenses	55110-03-12650			\$1,527.03	
Net Library Photocopier		<u>\$11,491.83</u>	<u>\$2,656.90</u>	<u>\$1,527.03</u>	<u>\$12,621.70</u>
N/L - Library Grants	26-31-5430				
Library -Grant Revenues	45110-48250				
WI Humanities Grant	45110-48257				
Summer Programs - Donations	45110-48277		\$4,950.00		
Library - Grant Expense	55110-03-25000			\$300.00	
Library - Summer Programs Expense	55110-03-22725			\$929.04	
Net Library - Grants		<u>\$0.00</u>	<u>\$4,950.00</u>	<u>\$1,229.04</u>	<u>\$0.00</u>
N/L - Vending Machine	26-31-5450				
Library - Vending Machine Revenue	45110-46715			\$121.28	
Library - Vending Machine Expenses	55110-03-12675			\$121.28	
Net Library Vending Machine		<u>\$163.39</u>	<u>\$0.00</u>	<u>\$121.28</u>	<u>\$42.11</u>
N/L - Memorial Books	26-31-5455				
Library - Memorial Book Rev.	45110-48500		\$754.86		
Library - Memorial Book Exp.	55110-03-40500			\$179.02	
Net Library Memorial Books		<u>\$11,988.25</u>	<u>\$754.86</u>	<u>\$179.02</u>	<u>\$12,564.09</u>
N/L - Library Programs	26-31-5460				
Library - Program Revenue	45110-48475				
Library - Program Expenses	55110-03-40525			\$1,035.09	
Net Library Programs		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,035.09</u>	<u>-\$1,035.09</u>
N/L - Other Grants/Contributions	26-31-5465				
Library Endowment Reimb.	45110-48400		\$181.00		
Library -NonGov Grants/Contributions	45110-48525		\$10,750.00		
Library -NonGov Grants Expenses	55110-03-26000			\$515.00	
Library - Program Expenses	55110-03-40550				
Net Library Programs		<u>\$0.00</u>	<u>\$10,931.00</u>	<u>\$515.00</u>	<u>\$10,416.00</u>
Net N/L - T.B. Scott Library		<u>\$50,664.22</u>	<u>\$23,291.51</u>	<u>\$4,945.92</u>	<u>\$54,872.85</u>

Monthly Statistical Report
T.B. Scott Free Library
May 2026

LIBRARY ACTIVITY	May 2026	May 2025	% Change	May 2024	% Change	YTD 2026	YTD 2025	% Change
Library Facility Traffic	5,327	6,419	-17.0%	4,799	11.0%	29,675	27,965	6.1%
Average Daily Traffic	234	257	-8.9%	185	26.5%	243	226	7.6%
Meetings Held	18	24	-25.0%	22	-18.2%	150	91	64.8%
Attendance	81	163	-50.3%	141	-42.6%	692	568	21.8%
Classes/Groups w/o Program	1	-	N/A	3	-66.7%	21	36	-41.7%
Attendance	16	-	N/A	109	-85.3%	374	644	-41.9%
New Card Registrations	24	59	-59.3%	43	-44.2%	189	221	-14.5%
Volunteer Hours Worked	18	24	-25.0%	15	20.0%	92	105	-12.4%

TECHNOLOGY USE	May 2026	May 2025	% Change	May 2024	% Change	YTD 2026	YTD 2025	% Change
Wireless Use	1,315	1,606	-18.1%	1,460	-9.9%	5,797	7,034	-17.6%
Internet Computers								
Adult	640	324	97.5%	245	161.2%	2,721	1,625	67.4%
Youth	100	156	-35.9%	42	138.1%	545	410	32.9%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	117	115	1.7%	98	19.4%	748	631	18.5%
TOTAL USE	857	595	44.0%	385	122.6%	4,014	2,666	50.6%

PROGRAMS	May 2026	May 2025	% Change	May 2024	% Change	YTD 2026	YTD 2025	% Change
Programs Given								
Adult	12	10	20.0%	9	33.3%	61	49	24.5%
General Interest	6	2	200.0%	3	N/A	18	10	80.0%
Teen	-	-	N/A	-	N/A	-	1	N/A
Youth	7	9	-22.2%	9	-22.2%	51	50	2.0%
TOTAL	25	21	19.0%	21	19.0%	130	110	18.2%
Program Attendance								
Adult	256	75	241.3%	108	137.0%	897	531	68.9%
General Interest	78	23	239.1%	25	N/A	199	119	67.2%
Teen	-	-	N/A	-	N/A	-	25	N/A
Youth	209	475	-56.0%	233	-10.3%	1,304	1,430	-8.8%
TOTAL	543	573	-5.2%	366	48.4%	2,400	2,105	14.0%

Self-Directed Activities

	Date	#	Youth	Date	#
Adult Spice Bags		50	Wiggle, Giggle, Shake(5 sessions)		93
Little Bluebirds		11	Washington 3rd Grade Family Night	5/7/2026	90
			Parkside Preschool	5/12/2026	26

Adult

	Date	#	General Interest	Date	#
1 on 1 Tech Help(15 sessions)		15	Chess Club(4 sessions)		57
Notary Public Service(4 sessions)		5	Real Writer's Group	5/9/2026	15
Chad Lewis - Paranormal WI	5/5/2026	40	Library Social Hour	5/29/2026	6
Kindhearted	5/11/2026	16			
Author Event: Forever Changed w/ Jim Servi	5/11/2026	42			
Believe & Achieve	5/12/2026	8			
DIY Folded Book Vase	5/12/2026	8			
Virtual Tour of Glacier Bay National Park, Alaska	5/13/2026	35			
Music in the Stacks: Greenwood Marshall Garage Orch	5/16/2026	15			
Cover to Cover	5/28/2026	4			
Flower Bingo	5/29/2026	30			

Author Event: Forever Changed w/ Jim Servi	5/11/2026	42
Believe & Achieve	5/12/2026	8
DIY Folded Book Vase	5/12/2026	8
Virtual Tour of Glacier Bay National Park, Alaska	5/13/2026	35
Music in the Stacks: Greenwood Marshall Garage Orch	5/16/2026	15
Cover to Cover	5/28/2026	4
Flower Bingo	5/29/2026	30

Outreach

	Date	#
Senior Dining	5/13/2026	39
Reading With Jo	5/13/2026	10
Critic's Choice Movie	5/27/2026	9

OVERALL ROOM USE

Room	# of people
Atrium	3
Board Room	37
Carnegie	0
Community Room	246
Genealogy Room	7
Semling-Menke Room	7
Storyhour Room	0
YS Activity Room	299

MAY 2026

BORROWERS		May 2026	May 2025	% Change	May 2024	% Change
City	Adult	2,831	3,372	-16.0%	3,679	-23.0%
	Youth	736	862	-14.6%	865	-14.9%
County	Adult	2,522	3,006	-16.1%	3,251	-22.4%
	Youth	652	766	-14.9%	767	-15.0%
Other	Adult	377	407	-7.4%	396	-4.8%
	*ILL	427	416	2.6%	452	-5.5%
	Youth	59	73	-19.2%	73	-19.2%
TOTAL BORROWERS		7,604	8,902	-14.6%	9,483	-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	May 2026	May 2025	May 2024	YTD 2026	YTD 2025
Endowment Fund	\$ 60	\$ 300	\$ -	\$ 810	\$ 1,255
Special Projects Fund	\$ -	\$ -	\$ 35	\$ -	\$ 75
Gifts/Memorials	\$ 419	\$ 170	\$ 194	\$ 755	\$ 522

RESOURCE SHARING	May 2026	May 2025	% Change	May 2024	% Change	YTD 2026	YTD 2025	% Change
V-Cat Received	1,312	1,358	-3.4%	1,363	-3.7%	6,757	6,631	1.9%
V-Cat Sent	987	1,012	-2.5%	1,137	-13.2%	5,372	5,889	-8.8%
ILL Received	52	46	13.0%	51	2.0%	257	159	61.6%
ILL Sent	85	95	-10.5%	111	-23.4%	478	498	-4.0%

CIRCULATION		May 2026	May 2025	% Change	May 2024	% Change	YTD 2026	YTD 2025	% Change
Audiobooks	Adult	94	133	-29.3%	117	-19.7%	523	620	-15.6%
	Youth	18	10	80.0%	17	5.9%	95	130	-26.9%
Books-Fiction	Adult	2,186	2,278	-4.0%	2,495	-12.4%	11,541	12,297	-6.1%
	Youth	2,777	2,434	14.1%	2,413	15.1%	14,979	14,377	4.2%
Books-Nonfiction	Adult	844	874	-3.4%	980	-13.9%	4,897	4,876	0.4%
	Youth	610	494	23.5%	496	23.0%	3,178	2,724	16.7%
CDs/Cassettes	Adult	115	86	33.7%	90	27.8%	1,242	496	150.4%
	Youth	7	32	-78.1%	30	-76.7%	97	94	3.2%
DVD/Blu-Ray/VHS	Adult	579	609	-4.9%	809	-28.4%	3,438	3,836	-10.4%
	Youth	352	438	-19.6%	468	-24.8%	1,947	2,059	-5.4%
Games	Adult	14	1	1300.0%	2	N/A	56	14	300.0%
	Youth	22	17	29.4%	15	46.7%	145	93	55.9%
Magazines	Adult	155	184	-15.8%	218	-28.9%	761	1,074	-29.1%
	Youth	2	-	N/A	-	N/A	2	-	N/A
Other	Adult	139	114	21.9%	101	37.6%	656	512	28.1%
	Youth	9	12	-25.0%	27	-66.7%	84	87	-3.4%
PHYSICAL ITEMS SUB TOTAL		7,923	7,716	2.7%	8,278	-4.3%	43,641	43,289	0.8%
Digital Library	Audiobooks	1,334	1,314	1.5%	1,258	6.0%	6,669	6,198	7.6%
	eBooks	777	716	8.5%	903	-14.0%	4,031	4,138	-2.6%
	Magazines	248	295	-15.9%	223	11.2%	1,182	1,477	-20.0%
	* Music/Videos	83	-	N/A	-	N/A	411	-	N/A
DOWNLOADS SUB TOTAL		2,442	2,325	5.0%	2,384	2.4%	12,293	11,813	4.1%
TOTAL CIRCULATION		10,365	10,041	3.2%	10,662	-2.8%	55,934	55,102	1.5%

* Kanopy Streaming Service added at the end of September 2025

MATERIALS CIRCULATING	May 2026	May 2025	% Change	May 2024	% Change	YTD 2026	YTD 2025	% Change
% Nonprint Materials Circulated	17.0%	18.8%	-9.5%	20.2%	-15.9%	18.98%	18.3%	3.5%
% Print Materials Circulated	83.0%	81.2%	2.2%	79.8%	4.0%	81.02%	81.7%	-0.8%
% Adult Materials Circulated	52.1%	55.5%	-6.1%	58.1%	-10.4%	52.96%	54.8%	-3.4%
% Youth Materials Circulated	47.9%	44.5%	7.6%	41.9%	14.5%	47.04%	45.2%	4.1%

To: Emily Ley, City of Merrill Finance Director
 From: Laurie A. Ollhoff, T. B. Scott Free Library Director
 Re: 2027 Library Budget Request
 Date: June 19, 2027

**T. B. Scott Free Library
2027 Budget Request**

Description	\$ increase/ (decrease) from 2026	% increase/ (decrease) from 2026	Total 2027
Personnel - requested	\$60,969.81	7.35%	\$ 890,161.00
Contractual service - requested	\$165.45	0.26%	\$ 64,745.00
Supplies and Expenses - requested	\$874.00	1.64%	\$ 54,074.00
Fixed charges (insurance) – requested	-	-	\$ 15,000.00
Print media - requested	\$350.00	0.74%	\$ 47,700.00
Non-Print/Digital media - requested	(\$587.00)	(4.08%)	\$ 13,783.00
Technology - requested	\$96.50	0.25%	\$ 38,297.00
Special major projects – requested	-	-	\$ -
Total - requested			\$ 1,123,760.00
Lincoln County – requested (45.0%)	\$23,367.00	4.8%	\$ 505,692.00
City of Merrill – requested (55.0%)	\$38,002.00	6.6%	\$ 618,068.00
GRAND TOTAL BUDGET			\$ 1,123,760.00

Circulation to Lincoln County Residents in 2025: 45.4%
 Circulation to Lincoln County Residents in 2024: 45.4%
 Circulation to Lincoln County Residents in 2023: 45.6%
 Circulation to Lincoln County Residents in 2022: 42.3%
 Circulation to Lincoln County Residents in 2021: 43.9%
 Circulation to Lincoln County Residents in 2020: 46.1%
 Circulation to Lincoln County Residents in 2019: 46.6%
 Circulation to Lincoln County Residents in 2018: 46.3%
 Circulation to Lincoln County Residents in 2017: 46.8%
 Circulation to Lincoln County Residents in 2016: 45.3%

This budget request was approved by the Library Board of Trustees on 6/19/2026.

2027 Budget Request: City requested (55.0%) \$618,068.00

Developing the Library Budget

8

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached [Sample Format of a Minimal Library Budget](#) for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also [Trustee Essential #13: Library Advocacy](#).)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see <http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax>.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also *Trustee Essential #24: Library Friends and Library Foundations*.)

Desirable Budget Characteristics

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. Comprehensiveness: Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

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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Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also [*Trustee Essential #9: Managing the Library's Money.*](#))

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- [*Wisconsin Public Library Standards*](#)
- [*Wisconsin Public Library Service Data*](#)

Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

Operating Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
Operating Income Total	\$ 67,000	\$ 68,000	\$ 69,000

Operating Expenditures	2011 Actual	2012 Budget	2013 Budget
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
Operating Expenditures Total	\$ 67,000	\$ 68,000	\$ 69,000

Capital Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

Capital Expenditures	2011 Actual	2012 Budget	2013 Budget
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
Capital Expenditures Total	\$ 2,000	\$ 3,000	\$ 3,000

Total of All Expenditures	\$ 69,000	\$ 71,000	\$ 72,000
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*State law requires that all information-providing public library services be provided free of charge. (See [Trustee Essential #8: Developing the Library Budget](#) for details.)

Goal #5: Facilities

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

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

Measure: Regular review and revisions made to capital plan

Responsible staff: Library Director

Current Year

PAST YEARS ARCHIVE: L. Ollhoff in communication with City Finance Director to update and coordinate with City-wide Capital Plan, where necessary. LO. 09/2024. : Evaluation of doors throughout the library to determine accessibility and whether upgrades are necessary. 3/3/25. LO. Evaluate current security camera system and obtain quotes for upgrade of outdated system with City Maintenance Supervisor and City IT Director to be included in 2026 Capital Improvements Request. LO. 05/25. Revise previous Capital Improvement Requests as requested by the City Finance Director. LO. 06/2025. Updates made during year-end evaluation. LO. 12/2025. Discussion with City Facilities Maintenance Manager related to improvements for the buildings and grounds which recently included better signage and the addition of cigarette disposal bins near the 15-foot distance requirement per the City's smoking prohibition ordinance. LO. 05/2026.

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

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

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

Current Year: Purchased height adjustable tables for the boardroom, as well as new chairs for both the boardroom and community room. Also purchased easily adjusted tables for both small study rooms on the third floor. 6/8/26 MP. Purchased a new patron computer desk center in the YS department. This style of desk better fits the space and blends well with the other furniture. AB 6/9/26. Community communication center created on the 3rd floor for localized distribution of educational materials and information for Lincoln County Health and Social Services Departments and other health/wellness related non-profit organizations. LO. 06/2026.

PAST YEARS ARCHIVE: Youth Services Renovation project space evaluation to accommodate shelving and other department resources relocated to allow for room addition. LO 06/2024. Looking at various table designs to replace the existing counter tops in the study rooms on 3rd floor. Also purchased a charging station for public use on the 3rd floor. 3/7/2025 MP. Furniture placement in the Youth Services area is undergoing change to create a more open, cohesive space in relation to the room renovation. 3/7/25 AB. Discussing the possibility of replacing the counter tops in the smaller study rooms with ADA adjustable tables. 8/25 MP. Study room counter tops to be removed and replaced with tables to allow for room-use flexibility. LO. 12/2025. All of the new shelving and book bins are now in place in the Youth Services space creating a more open cohesive space. The new browsable bins have been very well received by everyone. AB 12/2025.

[Action Step 5.3: Educate the community regarding library resources to increase traffic to the library in person and online.](#)

Measure: Regularly scheduled marketing evaluations.

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

Current Year: Began providing copies of the event calendars to the radio station in April of this year. Also, distribute calendars individually to attendees of adult programs, as well as distributing calendars to the YS department. 6/8/26 MP. Youth Services staff visited the summer school students at Kate Goodrich to promote the summer reading program. AB 6/9/26. Staff actively creating short PR videos during staff meetings and staff development days with a first-round deadline date of completion in June 2026. LO. 06/2026.

PAST YEARS ARCHIVE: Currently planning the first Memory Café in November to evolve around the library and/or community staff and resources available to the elderly and their caregivers/families. MP 10/2024. Continually working with Donna Plautz, Outreach Coordinator, to increase visibility of the adult event calendar to the wider community. Also working with various contacts and communities to spread the word about the Memory Café. 3/7/2025 MP. Height adjustments made to shelving in Adult Services Fiction and Nonfiction collections in order to better meet ADA requirements. This will remain to be an ongoing process. LO. 08/2025. Dispersing adult activities calendars to the low income housing apartments, nursing homes, and assisted living facilities. Also dispersing them to the adult care facilities and the ADRC on a monthly basis. MP 8/25 MP. Working with the ADRC to provide our monthly adult services calendars to their clientele. MP. 12/2025. A quarterly Library Newsletter has been developed along with an email sign up for community members. LO. 12/2025.

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

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

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

Current Year: Working on purchasing various family friendly things for the Library of Things including lawn games, a smart chess/checkers set MP 6/8/26. Focusing on building the new family board game collection along with new STEAM kits for the learning game collection. 6/9/26 AB.

PAST YEARS ARCHIVE: Began the Spice of the Month Take and Make (Program) Bags for adults to experiment with various spices and recipes. The program began in September. 10/2024 MP. The newly updated play literacy space will now have rotating play themes to give children a wide range of play and learning opportunities. AB 10/2024. The Spice of the Month is going strong! We upped our bag creation from 30 to 50 in November of last year. Also showcasing one-two Memory Kits a month during the Memory Café. MP. 3/7/2025. A play greenhouse was added to the Youth Services space with in-house books to encourage families/caregivers to read with their children. 3/7/25 AB. Will be hosting a 6-week Adult Watercolor Basics workshop beginning in September. Working with two possible presenters on a Sourdough workshop in November. MP. 8/2025. Working with Kyle Gulke and Donna Plautz to create a once a month "hands on" adult activity ranging from crafting, painting, and gaming. MP. 12/2025.

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

Measure: Periodic patron satisfaction surveys or situational inquiries.

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

Current Year: The installation of lighter weight tables in the study rooms have made the rooms much more user friendly as far as providing privacy. 6/8/26 MP. The new nonfiction shelving in Youth Services is much more accessible, especially for children, as we are already seeing an increase in circulation. AB 6/9/26.

PAST YEARS ARCHIVE: Actively searching for better work areas for both service desks in YS and adult areas to give our staff more space for work projects while they are at either desk. MP 10/2024. Replaced storage/working space at the Adult Reference and Youth Services desks with a much more useful cabinet that provides a more adequate work area. 3/7/2025 MP/AB. Purchased a new book display for the 3rd floor, which allows more room to display the new adult books. 3/7/2025 MP. Working on shifting/weeding the non-fiction and fiction books so that titles are easier to access. MP. 8/2025. New, shorter, more accessible shelving for the Young Adult collection has been installed and moved to its new permanent location. AB. 8/4/25. Ordered height adjustable tables for the 3rd floor boardroom to accommodate every patron comfortably. MP. 12/2025.

Library Director's Report – June 17, 2026



Events

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

Here are some Calendar of Events highlights for the next few weeks:

- Youth Services:
 - Every Monday through July 6 – Craft Day ALL Day
 - Every Wednesday through June 24 – Read to a Dog
 - Wednesday, June 17 @10:30AM – Dinosaur Dimensions
 - Wednesday, June 24 @10AM & 12:30AM – Bombastic Bubbles
 - Monday, June 29 @10:30AM – Moo to You Event – partnership with the UW-Extension 4-H
 - Wednesday, July 8 @aPM – Woodsy Dude
 - Monday, July 13 @10:30AM – Northwoods Forest Detectives – partnership with the UW-Extension 4-H
 - Tuesday, July 14 – ALL DAY – The Infamous Library LEGO Day
 - Tuesday, July 21 @10:30AM – Library STEAM – Airplane Build
- Adult Services:
 - Spice of the Month – Fennel
 - Tuesday, June 16 @4PM – New Spanish Club facilitated by staff member Erika Gelhausen
 - Friday, June 26
 - @11AM – Ice Cream Bingo
 - @3:30PM – Library Social Hour
 - Wednesday, July 8
 - @11AM – Sounds of the USA Bingo
 - @12PM – 60+ Dining
 - Saturday, July 11 @10:30AM – Real Writer's Group
 - Tuesday, July 14 @3:30PM – Paint Your Own Floral Tote Bag
- General:
 - June 19 – Library Closed for Staff Development Day
 - July 3 & 4 – Library Closed in Celebration of Independence Day

WVLS

- WVLS Director Search: The search is now complete. The WVLS Board of Trustees hired Katrina (Katie) Zimmermann as its new System Director, effective July 27. Since 2019, she has served as the WVLS ILS (Integrated Library System) and V-Cat Consortium Administrator. Prior to working at WVLS, Katie was the Youth Collection Specialist (2013-2019) and the Teen Services Coordinator (2008-2013) for the Marathon County Public Library in Wausau. She earned her MA in Library and Information Studies from UW-Madison and her BA in Outreach from Concordia University.
- WVLS General Information: Included with my report are the Minutes from the WVLS Board meeting on March 21, 2026, the Agenda for the WVLS Board meeting on May 16, 2026, and the WVLS Director's Report May 16, 2026. All WVLS Board materials may be accessed via the following link: <https://wvls.org/about-wvls/board-council-committees/bot-agenda-materials/>

Friends of the Library

- Nothing to report

Library Director's Report

- The library has been a busy place the last few weeks with the beginning of the Summer READ program for Youth and Adult Service Departments. The Magic of Isaiah show on Thursday, June 11, 2026, had The Pioneer Room bursting at the seams with chairs spread out through the nonfiction section to accommodate the 140 program attendees at the 10:30AM show. The room was packed. We heard nothing but great things from patrons that have participated in the events thus far this summer and there is still more to come. With the support of area non-profits and businesses who are always willing to collaborate and support the library, these types of events being brought into this community and library patrons would not/could not be possible. There have been 75 Adult READ Bingo Cards and roughly 500 Youth Services Bingo Cards picked up already just in the first two weeks. Granted these may not all be turned in but the fact that they were even considered is a "Score" for the library in my book.
- The Lincoln County Social Connected Challenge in May brought forth very positive comments about the library's collaboration with the ADRC and the 60+ Dining Site. In addition to the dining site, the ADRC regularly holds workshops and presentations related to Brain Health and other healthy living topics. We are fortunate to have that connection at this library.
- Later this summer, the UW-Extension 4-H coordinator will bring programs to our area youth related to healthy eating and other topics of interest. The library has had this ongoing collaboration during the Summer READ program for many years. These programs help to highlight areas of our library collection while encouraging young patrons to read through the summer months. It is a great way to weave in literacy to everyday life.
- As of Wednesday, June 3, I have successfully completed the Wisconsin Library Association Leadership Development Institute. This accomplishment was celebrated with other library colleagues from throughout the state at the Portage County Public Library. I have included the Certificate of Completion along with a note from Marla Sepnaski, who served as my program advisor/mentor. It was, by far, one of the most rewarding experiences in my professional career! I am thankful and extremely appreciative for this wonderful opportunity! The connections made and the learning that came along the way was outstanding!
- T.B. Scott Free Library and the Tomahawk Library in collaboration with Lincoln County Healthy Minds and Live Well Lincoln are creating a centralized communication center in each of the libraries for materials distributed by local nonprofit organizations, Merrill Area Public Schools, and the Lincoln County Health and Social Services Departments related to healthy living lifestyle materials and other important topics. The communication center at T.B. Scott will be located on the 3rd floor near the service desk.
- At our most recent bi-weekly staff meeting, library staff reviewed the Severe Weather protocol to ensure that staff are ready should such a situation occur.
- As noted above in the schedule highlights, the library will be closed on Friday, June 19, for staff development day. Staff will work on short PR videos that self-selected teams have been creating over the past several months. Library iPads and coordinating video editing applications will be reviewed and utilized for the projects.
- In celebration of the Independence of the USA, the library will be closed on July 3 & July 4 to allow staff to relax and celebrate with family and friends.



DATE: May 21, 2026

TO: Board of Trustees, WISCONSIN VALLEY LIBRARY SERVICE

FROM: Brenda Walenton, WVLS Business Manager

CALL TO MEETING

A special meeting of the WVLS Board of Trustees will be held on Tuesday, **May 26, 2026, at 10:30 a.m.** in the Marathon County Public Library Training Room, 300 N. 1st Street, Wausau.

AGENDA:

1. Call to order
2. Roll call
3. Adoption of agenda order (*Exhibit 1*)
4. Roll Call Vote to Convene into Closed Session for the purpose of interviewing candidates for the WVLS Director position as authorized by WI Stats. 19.85(1)(c).
5. Reconvene into Open Session
6. Break for Lunch
7. Roll Call Vote to Convene into Closed Session for the purpose of candidate discussion for the WVLS Director position as authorized by WI Stats. 19.85(1)(c).
8. Reconvene into Open Session
9. Action from Closed Session
10. Adjournment

PLEASE NOTE:

- **Trustees who are unable to attend are asked to call 715/261-7250 by 3:00 p.m., Friday, May 22, 2026.**
- 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 the official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida, and Taylor counties.

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



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.

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 WVLS 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. WVLS staff contribute by researching policy topics and assisting with draft content for each edition.

Trustee Tales

WVLS 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 WVLS 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

WVLS Executive Committee Searches for a New Director

Following Marla Sepnafski's retirement announcement in January, the WVLS 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**; WVLS Board of Trustees, Treasurer
- **Sonja Ackerman**; WVLS Board of Trustees, Executive Committee Member
- **Jim Mildbrand**; WVLS Trustee, Loyal Public Library Board Member, Clark County Library Board Member
- **Brenda Walenton**; WVLS 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, NovelList 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 Anderon** (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 WVLS, 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, WVLS 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 Bodzislav**, 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 WVLS *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
- WVLS: Minocqua Public Library and WVLS

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.*

WVLS 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

FOR THE NEXT GENERATION OF READERS.
FOR THE CORNERSTONES OF OUR COMMUNITIES.
FOR ACCESS TO INFORMATION FOR ALL.
FOR THE FREEDOM TO READ.
FOR THE PEOPLE WHO POWER POSSIBILITY.
FOR THE FUTURE OF LEARNING.

FOR OUR LIBRARIES.

ALA150
American Library Association

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



WISCONSIN LIBRARY ASSOCIATION

CERTIFICATE OF COMPLETION



This certificate is proudly presented to

Laurie Seelhoff

Congratulations on completion of the Leadership Development Institute, demonstrating growth in leadership, communication, and teamwork. The successful completion of this program reflects your commitment to excellence and professional growth.

Presented on June 3, 2026

Kara Sullivan

Executive Director
Wisconsin Library
Association

Congratulations on completing the WLA Leadership Development Institute, Laurie! Taking on a significant professional challenge mid-career—while continuing to meet the many demands of serving as a public library director—is an impressive accomplishment. Your willingness to pursue new skills and continue growing as a leader speaks volumes about your dedication to professional development and to the future of the T.B. Scott Library.

Over the years I have worked with you, you have consistently demonstrated a strong capacity for leading change. In recent months, however, I have also seen a deeper sense of self-awareness in your leadership and a growing confidence in navigating complex challenges, fostering collaboration, and strengthening your library's culture. Your steady, thoughtful, and influential leadership reflects both your commitment to the LDI program and your intentional focus on personal and professional growth.

Thank you for participating in this program and for exemplifying what lifelong learning and leadership excellence look like within our profession. I applaud your accomplishment and hope others throughout the library community will be inspired by your example.

I am so proud of you, and wish you all the very best in the future!

-Marla Sepnafski