CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, AUGUST 26, 2026

Regular Meeting | **Community Room** | **4:00 PM**

I. Opening

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

II. Consent Items

1. Minutes of regular meeting on July 15, 2026
2. Vouchers for July 2026
3. Unaudited Monthly Income & Expense Report for July 2026
4. Monthly Statistical Report for July 2026

III. Reports/Discussion Items/Action Items

1. Discussion/Action Item: Presentation of JobPod Grant Overview and Memorandum of Understanding
2. Report/Discussion Item: 2027 Library Budget & Capital Improvement Review
3. Report/Discussion Item: Solar Array Lease Agreement Buyout Status
4. Discussion Item: Strategic Goals & Action Steps #2: Awareness
5. Discussion Item: Wisconsin Trustee Essentials #10: Developing Essential Library Policies

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

VII. Adjournment

Please call the library (715-536-7191) by noon on Wednesday if you are unable to attend.

The Library is accessible to the physically disadvantaged. If special accommodation is needed, please contact the library at the number listed above.

Our Mission: Serving the Merrill area through traditional and innovative services, T.B. Scott Free Library connects people to their community and the world, promotes literacy and civic engagement, encourages and supports life-long learning, ensures free and open access to ideas, and provides opportunities for recreation.

CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, JULY 15, 2026 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM

I. Opening

1. **Call to order and roll call** - M. Geisler called the meeting to order at 4PM. Present: K. Breitenmoser, C. Grunenwald, A. Huftel, T. Osness, B. Rothlisberg, M. Weix. Excused: E. McCrank. Absent: R. Martinovici. Also present were: Laurie Ollhoff, Andrea Bennett.
2. **Correspondence** - No correspondence.
3. **Public Comment** - No public comment.

II. Consent Items

1. **Minutes of special meeting on June 3, 2026** - A. Huftel/T. Osness/C to approve the Minutes of special meeting on June 3, 2026. No discussion.
2. **Minutes of regular meeting on June 17, 2026** - C. Grunenwald/K. Breitenmoser/C to approve the Minutes of regular meeting on June 17, 2026. No discussion.
3. **Vouchers for June 2026** - A. Huftel/T. Osness/C to approve the Vouchers for June 2026. C. Grunenwald asked for clarification on a payment to Demco listed in the Vouchers. L. Ollhoff explained that they are a library equipment and supply vendor. No further discussion.
4. **Unaudited Monthly Income & Expense Report for June 2026** - K. Breitenmoser/A. Huftel/C to approve the Unaudited Monthly Income & Expense Report for June 2026. M. Geisler commented on budget status. No further discussion.
5. **Monthly Statistical Report for June 2026** - A. Huftel/T. Osness/C to approve the Monthly Statistical Report for June 2026. M. Geisler commented on the room use numbers listed in the report. L. Ollhoff added the addition of the YS Activity Room was certainly a worthwhile improvement supported by the numbers. C. Grunenwald asked if we would see an uptick in numbers when weather is a factor. L. Ollhoff affirmed that the library typically does see an increase in visitor numbers. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Discussion/Action Item: Review and approve the Document for the Endowment Fund of the T. B. Scott Free Library** - B. Rothlisberg/K. Breitenmoser/C to approve the revised Document for the Endowment Fund of the T. B. Scott Free Library. B. Rothlisberg directed attention to the next review year and the numbering of subsections under IX. Accounts. The correct year should be 2031 and will be reflected in the final document. The

subsections will be correctly numbered as 1. The Capital Improvements Account and 2. The Special Projects Account. B. Rothlisberg inquired about language in VII. Funding and IX. Accounts 2. The Special Projects Account. L. Ollhoff and M. Geisler provided clarification. Discussion included a request to re-evaluate the language at the next review in 2031. T. Osness inquired about the bonding language changes in XI. Financial Secretary and the requirements of the WI. State Statutes. L. Ollhoff provided an explanation of the changes being made and that these changes were in compliance of the WI State Statutes. No further discussion.

2. **Discussion/Action Item: Review and approve the T.B. Scott Free Library Endowment Fund & Trust Fund Management Policy** - K. Breitenmoser/B. Rothlisberg/C to approve the T.B. Scott Free Library Endowment Fund & Trust Fund Management Policy. B. Rothlisberg commented on its dense legalese. C. Grunenwald addressed language in C. Administration of Library Endowment Funds, 3. Investment of Endowment Funds "held by the Library." After discussion, it was agreed to strike that phrase from the section. No further discussion.

3. **Action Item: Approve the T.B. Scott Free Library Unaudited Endowment Fund Financial Statement - Period Ended June 30, 2026** - T. Osness/A. Huftel/C to approve the T.B. Scott Free Library Unaudited Endowment Fund Financial Statement - Period Ended June 30, 2026. No discussion.

4. **Discussion/Action Item: Discuss and approve the Building & Grounds Committee recommendation to buy-out and terminate the Legacy Solar Lease Agreement.** - B. Rothlisberg/K. Breitenmoser/C to approve the Building & Grounds Committee recommendation to buy-out and terminate the Legal Solar Lease Agreement. M. Geisler provided background information related to the project. A buyout calculation was provided Solar Legacy. B. Rothlisberg and C. Grunenwald brought forth questions for clarification, which were discussed. It was clarified that the buyout would require T.B. Scott Free Library Endowment Fund to payout roughly $15,000 in two payments, one to TBS Solar, LLC, and Legacy Solar Co-op. C. Grunewald inquired about the life expectancy of the existing solar panels. L. Ollhoff indicated they have roughly a 25–30 year life expectancy and are currently in year 10. C. Grunenwald inquired about the funding source for the buyout. M. Geisler confirmed buyout payments are disbursed from the endowment fund. No further discussion.

5. **Discussion Item: Strategic Goals & Action Steps #1: Lifelong Learning** - L. Ollhoff presented the report. No discussion.

6. **Discussion Item: Wisconsin Trustee Essential #9: Managing the Library's Money** - L. Ollhoff presented Section 9 of the Wisconsin Trustee Essential Manual. No discussion.

IV. **Library Director's Report** L. Ollhoff presented the Library Director's Report. The following items were also highlighted by L. Ollhoff: Summer READ program quick count of 806 youth alone! Scavenger Hunts are a big hit! Word of mouth is our biggest promotion outlet. Introduction to schools this year may have played a part in the increase. A. Huftel recommended promotion of scavenger hunt and activity bag availability to everyone, not just library patron cardholders. B. Rothlisberg suggested adding the announcement to Merrill Chamber calendar. L. Ollhoff highlighted community support through donations from area businesses for Summer READ materials and prizes. The Summer READ program could not survive at its current level without that support. We are extremely appreciative. The report states that Wiggle Giggle Shake will take a hiatus; that is not the case. As A. Bennett mentioned, Wiggle Giggle Shake will continue. Trustee Training Week is an event that is strongly encouraged for Board members to attend/register to receive links to recorded sessions for later viewing. Sustainability (SLI). As a grant recipient, JobPod is soon to be a reality to assist patrons with job searches and other employment-related matters at the library. This is a collaborative project with WI Department of Workforce Development and state libraries. Highlighted Merrill Aware and Active Citizen groups will begin collaborative programming at the library once again. A quick mention of window replacements and the generous donation by Lincoln Wood Products for the window replacements. Quick invite to Board member/Library Staff get-together for Thursday, August 27. Recognition of 10-year Anniversary for Kevin Wendt and Donna Plautz will take place at the get-together. No further discussion.

V. **President's Remarks** M. Geisler addressed future meeting dates and conflicts. Board members discussed possible date change to Wednesday, August 26, 2026. No further discussion.

VI. **Date and Time of Upcoming Meetings** Meeting moved one week later than normally scheduled to Wednesday, August 26, 2026, @4PM 3rd Floor Board Room.

VII. **Adjournment** A. Huftel/T. Osness/C to adjourn at 4:45PM.

2026

Company Being Paid	7/6/26 Packet	7/10/26 Packet	7/17/26 Packet	7/24/26 Packet	7/31/26 Packet	JULY 2026 TOTALS
Amazon		$ 1,677.62				$ 1,677.62
American Red Cross					$ 75.00	$ 75.00
Bureau Veritas Natl Elevator Inspection	$ 110.00					$ 110.00
Cengage Learning, Inc.	$ 218.40		$ 152.00		$ 52.80	$ 423.20
Center Point Large Print	$ 47.94					$ 47.94
Cintas	$ 258.31				$ 258.31	$ 516.62
Dave's County Market		$ 108.04			$ 50.38	$ 158.42
Demco					$ 85.81	$ 85.81
Department of Administration, State of WI		$ 600.00				$ 600.00
Elan	$ 1,370.72				$ 372.48	$ 1,743.20
Frontier			$ 149.53			$ 149.53
Haenco, LLC			$ 210.74			$ 210.74
Ingram					$ 13.80	$ 13.80
Janke Book Store	$ 72.00					$ 72.00
Libraria (FKA Children's Plus)		$ 3,636.12	$ 350.66		$ 22.92	$ 4,009.70
Library Ideas					$ 247.80	$ 247.80
Merrill Ace Hardware		$ 323.78				$ 323.78
Merrill Water Utility		$ 119.00				$ 119.00
Nienow Electric					$ 681.66	$ 681.66
Northwind Renewable Energy		$ 704.00				$ 704.00
Plautz, Donna	$ 23.71					$ 23.71
St. Vincent DePaul	$ 90.00					$ 90.00
T.B. Scott Petty Cash	$ 43.92				$ 35.10	$ 79.02
Wisconsin Public Service			$ 3,472.13			$ 3,472.13
Wisconsin Valley Library Service	$ 115.50					$ 115.50
	$ 2,350.50	$ 7,168.56	$ 4,335.06	$ -	$ 1,896.06	$ 15,750.18

PACKET: 12529 LIBRARY - 20260706
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-001340 BUREAU VERITAS NATIONAL ELEVAT						
I-26013552 RI 00396		CUST # 4171513	110.00			
7/06/2026	1	DUE: 7/06/2026 DISC: 7/06/2026		1099: N		
		CUST # 4171513		10 55110-02-16000	Elevator Contract/Inspec	110.00
		=== VENDOR TOTALS ===	110.00			
01-000922 CENGAGE LEARNING INC						
I-999102865654		ACCT # 100298883	192.80	JUNELCP		
7/06/2026	1	DUE: 7/06/2026 DISC: 7/06/2026		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	192.80
I-999102880945		ACCT # 100298883	25.60	JUNE-LCP		
7/06/2026	1	DUE: 7/06/2026 DISC: 7/06/2026		1099: N		
				10 55110-13-10400	Adult Dept Large Print	25.60
		=== VENDOR TOTALS ===	218.40			
01-000274 CENTER POINT LARGE PRINT						
I-2256791		CUST # 54452	47.94			
7/06/2026	1	DUE: 7/06/2026 DISC: 7/06/2026		1099: N		
		CUST # 54452		10 55110-13-10400	Adult Dept Large Print	47.94
		=== VENDOR TOTALS ===	47.94			
01-004375 CINTAS CORPORATION						
I-4273947516		PAYER # 18290979	258.31			
7/06/2026	1	DUE: 7/06/2026 DISC: 7/06/2026		1099: N		
		PAYER # 18290979		10 55110-02-23250	Facility Cleaning Servic	258.31
		=== VENDOR TOTALS ===	258.31			
01-000128 ELAN FINANCIAL SERVICES						
I-20260706		ACCT # 5472 1102 2200 0197	1,370.72			
7/06/2026	1	DUE: 7/06/2026 DISC: 7/06/2026		1099: N		
		ACCT # 5472 1102 2200 0197		10 55110-03-11000	Postage	626.75
		ACCT # 5472 1102 2200 0197		10 55110-03-32000	Education & Conference	180.00
		ACCT # 5472 1102 2200 0197		10 55110-03-41250	Programming - Adult	12.73
		ACCT # 5472 1102 2200 0197		10 55110-03-41500	Progamming - Youth	177.42
		ACCT # 5472 1102 2200 0197		10 55110-03-44000	Janitor Supplies	13.99
		ACCT # 5472 1102 2200 0197		10 55110-08-50001	Misc Rev-Special/Major P	296.02
		ACCT # 5472 1102 2200 0197		10 55110-02-16000	Elevator Contract/Inspec	51.13
		ACCT # 5472 1102 2200 0197		10 55110-15-47500	Software/Upgrades	12.68
		=== VENDOR TOTALS ===	1,370.72			

bg 7/10/26

PACKET: 12528 LIBRARY - 20260706
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-000667 JANKE BOOK STORE						
I-8777		NF BKS-EASTBAY/ LC PLAT BK	72.00			
7/06/2026	1	DUE: 7/06/2026 DISC: 7/06/2026		1099: N		
		NF BKS		10 55110-13-10100	Adult Dept Non-Fiction	72.00
		=== VENDOR TOTALS ===	72.00			
01-004398 DONNA J PLAUTZ						
I-20260706		JUNE MILEAGE	23.71			
7/06/2026	1	DUE: 7/06/2026 DISC: 7/06/2026		1099: N		
		JUNE MILEAGE		10 55110-03-30500	Mileage	23.71
		=== VENDOR TOTALS ===	23.71			
01-001654 ST. VINCENT DE PAUL OUTREACH						
I-20260706		CASUAL FRIDAY DONATION	90.00			
7/06/2026	1	DUE: 7/06/2026 DISC: 7/06/2026		1099: N		
		CASUAL FRIDAY DONATION		10 55110-03-31000	Misc. - Petty Cash	90.00
		=== VENDOR TOTALS ===	90.00			
01-000276 T.B. SCOTT LIBRARY-PETTY CASH						
I-20260706		PETTY CASH REIMB	43.92			
7/06/2026	1	DUE: 7/06/2026 DISC: 7/06/2026		1099: N		
		PETTY CASH REIMB		10 55110-03-11000	Postage	43.92
		=== VENDOR TOTALS ===	43.92			
01-000290 WISCONSIN VALLEY LIBRARY SERVI						
I-2026-3034		550 PATRON CARDS	115.50			
7/06/2026	1	DUE: 7/06/2026 DISC: 7/06/2026		1099: N		
		550 PATRON CARDS		10 55110-03-10500	Library Supplies	115.50
		=== VENDOR TOTALS ===	115.50			
		=== PACKET TOTALS ===	2,350.50			

PACKET: 12528 LIBRARY - 20260706
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	2,350.50
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	2,350.50

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET AVAILABLE	OVER BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET AVAILABLE BUDG
	2026	10 -21-0000	Accounts Payable Control	2,350.50-*					
		10 -55110-02-16000	Elevator Contract/Inspec	161.13	3,500	267.73-	Y	1,062,390	553,107.95
		10 -55110-02-23250	Facility Cleaning Servic	258.31	3,000	1,489.37		1,062,390	553,010.77
		10 -55110-03-10500	Library Supplies	115.50	7,000	5,150.99		1,062,390	553,153.58
		10 -55110-03-11000	Postage	670.67	1,200	146.01		1,062,390	552,598.41
		10 -55110-03-30500	Mileage	23.71	600	447.10		1,062,390	553,245.37
		10 -55110-03-31000	Misc. - Petty Cash	90.00	0	0.00		1,062,390	553,179.08
		10 -55110-03-32000	Education & Conference	180.00	2,000	681.12		1,062,390	553,089.08
		10 -55110-03-41250	Programming - Adult	12.73	7,000	3,674.34		1,062,390	553,256.35
		10 -55110-03-41500	Progamming - Youth	177.42	7,500	3,632.05		1,062,390	553,091.66
		10 -55110-03-44000	Janitor Supplies	13.99	4,800	3,044.45		1,062,390	553,255.09
		10 -55110-08-50001	Misc Rev-Special/Major P	296.02	0	496.02-	Y	1,062,390	552,973.06
		10 -55110-13-10100	Adult Dept Non-Fiction	72.00	10,000	7,519.75		1,062,390	553,197.08
		10 -55110-13-10400	Adult Dept Large Print	266.34	4,300	1,909.55		1,062,390	553,002.74
		10 -55110-15-47500	Software/Upgrades	12.68	3,000	1,960.15-	Y	1,062,390	553,256.40
		99 -14-0010	Due from General Fund	2,350.50 *					
			** 2026 YEAR TOTALS	2,350.50					

PACKET: 12528 LIBRARY - 20260706
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2026	2,350.50

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-005248 AMAZON CAPITAL SERVICES, INC.						
I-13YT-P96W-3TYP		ACCT # A29JIWFIAEUZST	83.57	OS_LS061		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	18.59
		ACCT # A29JIWFIAEUZST		10 55110-03-10500	Library Supplies	64.98
I-161T-VPHV-4KRV		ACCT # A29JIWFIAEUZST	59.87	YS-DVD's		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-14-20100	Youth Videos, DVDs & CD-	59.87
I-191R-FQVF-1CDT		ACCT # A29JIWFIAEUZST	38.66	LoTJune2		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-03-10500	Library Supplies	38.66
I-1G49-CTXC-3MNW		ACCT # A29JIWFIAEUZST	52.99	ADPROG07		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-03-41250	Programming - Adult	52.99
I-1G91-4HXW-1WX6		ACCT # A29JIWFIAEUZST	49.95	ArtShare		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-03-41250	Programming - Adult	49.95
I-1G91-4HXW-3K39		ACCT # A29JIWFIAEUZST	21.90	NF060126		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-13-10100	Adult Dept Non-Fiction	21.90
I-1LPD-HPK3-3JHV		ACCT # A29JIWFIAEUZST	28.12	MOYERMEM		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		ACCT # A29JIWFIAEUZST		26 55110-03-40500	Memorial Books-Expense	28.12
I-1LPD-HPK3-3JXT		ACCT # A29JIWFIAEUZST	18.94	NF_OS062		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	18.94
I-1LPD-HPK3-3YL3		ACCT # A29JIWFIAEUZST	53.48	061726_O		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-15-42500	Computer Equipment	26.99
		ACCT # A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	9.99
		ACCT # A29JIWFIAEUZST		26 55110-03-40500	Memorial Books-Expense	16.50
I-1MGV-WKM4-41X9		ACCT # A29JIWFIAEUZST	238.78	YS-Frien		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-08-50000	Special/Major Projects	6.92
		ACCT # A29JIWFIAEUZST		10 55110-08-50001	Misc Rev-Special/Major P	231.86
I-1MHC-NG94-469J		ACCT # A29JIWFIAEUZST	31.90	MEM06102		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		ACCT # A29JIWFIAEUZST		26 55110-03-40500	Memorial Books-Expense	31.90

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)						
I-1MJF-6NHK-3Y7M 7/10/2026 1		ACCT # A29JIWFIAEUZST DUE: 7/10/2026 DISC: 7/10/2026 ACCT # A29JIWFIAEUZST	79.95	ADPROG-0 1099: N 10 55110-03-41250	Programming - Adult	79.95
I-1NV6-WVRL-3YT7 7/10/2026 1		ACCT # A29JIWFIAEUZST DUE: 7/10/2026 DISC: 7/10/2026 ACCT # A29JIWFIAEUZST	71.83	MUSIC CD 1099: N 10 55110-14-10200	Adult Dept CDs	71.83
I-1NV6-WVRL-3YV4 7/10/2026 1		ACCT # A29JIWFIAEUZST DUE: 7/10/2026 DISC: 7/10/2026 ACCT # A29JIWFIAEUZST	203.08	DVDs JUN 1099: N 10 55110-14-10400	Adult Dept DVDs	203.08
I-1PV6-1MQ1-3N4M 7/10/2026 1		ACCT # A29JIWFIAEUZST DUE: 7/10/2026 DISC: 7/10/2026 ACCT # A29JIWFIAEUZST ACCT # A29JIWFIAEUZST	50.74	070126 1099: N 10 55110-03-10000 10 55110-08-50000	Office Supplies Special/Major Projects	40.75 9.99
I-1PV6-1MQ1-4L6K 7/10/2026 1		ACCT # A29JIWFIAEUZST DUE: 7/10/2026 DISC: 7/10/2026 ACCT # A29JIWFIAEUZST	356.51	YS-Walma 1099: N 26 55110-03-26000	NonGov Grant Expense	356.51
I-1PYT-1DCV-3X4T 7/10/2026 1		ACCT # A29JIWFIAEUZST DUE: 7/10/2026 DISC: 7/10/2026 ACCT # A29JIWFIAEUZST	52.99	ADPROG 1099: N 10 55110-03-41250	Programming - Adult	52.99
I-1TLY-QDKF-1XRL 7/10/2026 1		ACCT # A29JIWFIAEUZST DUE: 7/10/2026 DISC: 7/10/2026 ACCT # A29JIWFIAEUZST	126.02	ADPROG26 1099: N 10 55110-03-41250	Programming - Adult	126.02
I-1VVL-KT1H-3WGY 7/10/2026 1		ACCT # A29JIWFIAEUZST DUE: 7/10/2026 DISC: 7/10/2026 ACCT # A29JIWFIAEUZST	58.34	CoffeeSt 1099: N 10 55110-03-41751	Misc Rev-Hospitality	58.34
		== VENDOR TOTALS ==	1,677.62			
01-000204 DAVE'S COUNTY MARKET						
I-00117834 7/10/2026 1		ACCT # 708 DUE: 7/10/2026 DISC: 7/10/2026 ACCT # 708	42.00	1099: N 26 55110-03-12675	Library Vending - Expens	42.00
I-00411880 7/10/2026 1		ACCT # 708 DUE: 7/10/2026 DISC: 7/10/2026 ACCT # 708	55.87	1099: N 10 55110-03-41750	Hospitality	55.87
I-00424892 7/10/2026 1		ACCT # 708 DUE: 7/10/2026 DISC: 7/10/2026 ACCT # 708	10.17	1099: N 10 55110-03-41750	Hospitality	10.17
		== VENDOR TOTALS ==	108.04			

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-005471 LIBRARIA						
I-285462		REF # 2000008117	23.88	265262		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		REF # 2000008117		10 55110-13-20000	Youth Children's Books	22.18
		REF # 2000008117		10 55110-03-10500	Library Supplies	1.70
I-285472		REF # 2000007481	12.24	264225		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		REF # 2000007481		10 55110-13-20000	Youth Children's Books	11.39
		REF # 2000007481		10 55110-03-10500	Library Supplies	0.85
I-285631		REF # 2000011510	509.20	271147		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		REF # 2000011510		10 55110-13-20000	Youth Children's Books	490.20
		REF # 2000011510		10 55110-03-10500	Library Supplies	19.00
I-285635		REF # 2000012225	20.45	272069		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		REF # 2000012225		26 55110-03-40500	Memorial Books-Expense	20.45
I-285641		REF # 2000012593	213.21	272358		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		REF # 2000012593		10 55110-13-20000	Youth Children's Books	198.97
		REF # 2000012593		10 55110-03-10500	Library Supplies	14.24
I-285646		REF # 2000012594	140.40	272360		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		REF # 2000012594		10 55110-13-20000	Youth Children's Books	131.85
		REF # 2000012594		10 55110-03-10500	Library Supplies	8.55
I-285649		REF # 2000012224	54.04	272068		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		REF # 2000012224		26 55110-03-40500	Memorial Books-Expense	54.04
I-285669		REF # 2000012590	480.46	272352		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		REF # 2000012590		10 55110-13-20000	Youth Children's Books	459.26
		REF # 2000012590		10 55110-03-10500	Library Supplies	21.20
I-285680		REF # 2000012591	187.30	272355		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		REF # 20000012591		10 55110-13-20000	Youth Children's Books	180.95
		REF # 20000012591		10 55110-03-10500	Library Supplies	6.35
I-285686		REF # 2000011592 12592	146.31	~~285686~~ 272357		
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
		REF # 2000011592		10 55110-13-20100	Young Adult Books	142.71
		REF # 2000011592		10 55110-03-10500	Library Supplies	3.60

--------ID-------- POST DATE	BANK CODE ---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-005471 LIBRARIA	(** CONTINUED **)				
I-285724	REF # 2026.04 ANF #1	1,092.07	269665		
7/10/2026 1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
	REF # 2026.04 ANF #1		10 55110-13-10100	Adult Dept Non-Fiction	1,040.87
	REF # 2026.04 ANF #1		10 55110-03-10500	Library Supplies	51.20
I-285736	REF # ADFIC-APR26	550.52	272090		
7/10/2026 1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
	REF # ADFIC-APR26		10 55110-13-10000	Adult Dept Fiction	520.12
	REF # ADFIC-APR26		10 55110-03-10500	Library Supplies	30.40
I-285740	REF # 2000012787	32.08	272559		
7/10/2026 1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
	REF # 2000012787		26 55110-03-40500	Memorial Books-Expense	32.08
I-285752	REF # 2000011513	152.76	271149		
7/10/2026 1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
	REF # 2000011513		10 55110-13-20000	Youth Children's Books	143.86
	REF # 2000011513		10 55110-03-10500	Library Supplies	8.90
I-286498	REF # 2000011513	21.20	271149		
7/10/2026 1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
	REF # 2000011513		10 55110-13-20000	Youth Children's Books	20.95
	REF # 2000011513		10 55110-03-10500	Library Supplies	0.25
	=== VENDOR TOTALS ===	3,636.12			
01-000839 MERRILL ACE HARDWARE					
C-20260710	ACCT # 81867	35.98CR			
7/10/2026 1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
	ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	35.98CR
I-252771	ACCT # 81867	359.76			
7/10/2026 1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
	ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	359.76
	=== VENDOR TOTALS ===	323.78			
01-000328 MERRILL WATER UTILITY					
I-20260710	ACCT # 350-30440-00	119.00			
7/10/2026 1	DUE: 7/10/2026 DISC: 7/10/2026		1099: N		
	ACCT # 350-30440-00		10 55110-02-21000	Water and Sewer	119.00
	=== VENDOR TOTALS ===	119.00			

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-005469 NORTH WIND RENEWABLE ENERGY CO ✓						
I-304182-2ND QTR ✓ ✓		2026 - 2ND QUARTER	✓704.00			
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		✓ 1099: N		
		2ND QUARTER		10 55110-02-22000	Electric	704.00
		=== VENDOR TOTALS ===	704.00			
01-004129 STATE OF WISCONSIN DOA ✓						
I-505-0000112295 ✓		CUST # 0000027111 ✓	✓ 600.00			
7/10/2026	1	DUE: 7/10/2026 DISC: 7/10/2026		✓ 1099: N		
		CUST # 0000027111		10 55110-15-32750	T1/Internet Access	600.00
		=== VENDOR TOTALS ===	600.00			
		=== PACKET TOTALS ===	7,168.56			

** T O T A L S **

INVOICE TOTALS	7,204.54
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	35.98CR
BATCH TOTALS	7,168.56

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET OVER AVAILABLE BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET BUDGET OVER AVAILABLE BUDG
	2026	10 -21-0000	Accounts Payable Control	6,586.96-*				
		10 -55110-02-21000	Water and Sewer	119.00	2,080	1,094.19	1,062,390	550,759.59
		10 -55110-02-22000	Electric	704.00	28,000	16,649.93	1,062,390	550,174.59
		10 -55110-03-10000	Office Supplies	88.27	2,750	2,176.57	1,062,390	550,790.32
		10 -55110-03-10500	Library Supplies	269.88	7,000	4,881.11	1,062,390	550,608.71
		10 -55110-03-41250	Programming - Adult	361.90	7,000	3,312.44	1,062,390	550,516.69
		10 -55110-03-41750	Hospitality	66.04	500	48.97- Y	1,062,390	550,812.55
		10 -55110-03-41751	Misc Rev-Hospitality	58.34	0	457.76- Y	1,062,390	550,820.25
		10 -55110-03-50000	M/R-General Repair/Maint	323.78	7,000	5,351.21	1,062,390	550,554.81
		10 -55110-08-50000	Special/Major Projects	16.91	0	1,396.06- Y	1,062,390	550,861.68
		10 -55110-08-50001	Misc Rev-Special/Major P	231.86	0	727.88- Y	1,062,390	550,646.73
		10 -55110-13-10000	Adult Dept Fiction	520.12	9,800	7,024.58	1,062,390	550,358.47
		10 -55110-13-10100	Adult Dept Non-Fiction	1,062.77	10,000	6,456.98	1,062,390	549,815.82
		10 -55110-13-20000	Youth Children's Books	1,659.61	16,000	5,602.16	1,062,390	549,218.98
		10 -55110-13-20100	Young Adult Books	142.71	2,500	1,513.93	1,062,390	550,735.88
		10 -55110-14-10200	Adult Dept CDs	71.83	800	510.47	1,062,390	550,806.76
		10 -55110-14-10400	Adult Dept DVDs	203.08	2,000	584.78	1,062,390	550,675.51
		10 -55110-14-20100	Youth Videos, DVDs & CD-	59.87	750	555.39	1,062,390	550,818.72
		10 -55110-15-32750	T1/Internet Access	600.00	1,200	840.00- Y	1,062,390	550,278.59
		10 -55110-15-42500	Computer Equipment	26.99	10,000	7,695.55	1,062,390	550,851.60
		26 -21-0000	Accounts Payable Control	581.60-*				
		26 -55110-03-12675	Library Vending - Expens	42.00	0	163.28- Y	0	13,226.40- Y
		26 -55110-03-26000	NonGov Grant Expense	356.51	0	6,274.55- Y	0	13,540.91- Y
		26 -55110-03-40500	Memorial Books-Expense	183.09	0	594.50- Y	0	13,367.49- Y
		99 -14-0010	Due from General Fund	6,586.96 *				
		99 -14-0026	Due From Non-Lapsing	581.60 *				
			** 2026 YEAR TOTALS	7,168.56				

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2026	6,586.96
26	7/2026	581.60

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12551 LIBRARY - 20260717
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-000922 CENGAGE LEARNING INC						
I-999102931119		ACCT # 100298883	152.00	JULYLCP		
7/17/2026	1	DUE: 7/17/2026 DISC: 7/17/2026		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	152.00
		=== VENDOR TOTALS ===	152.00			
01-002661 FRONTIER						
I-20260717		ACCT # 715-536-7909-010384-5	149.53			
7/17/2026	1	DUE: 7/17/2026 DISC: 7/17/2026		1099: N		
		ACCT # 715-536-7909-010384-5		10 55110-02-25000	Telephone	149.53
		=== VENDOR TOTALS ===	149.53			
01-005274 HAENCO LLC						
I-18723		S.O. #6702	210.74	TJ		
7/17/2026	1	DUE: 7/17/2026 DISC: 7/17/2026		1099: N		
		S.O. #6702		10 55110-03-44000	Janitor Supplies	210.74
		=== VENDOR TOTALS ===	210.74			
01-005471 LIBRARIA						
I-286639		REF # 2000011586	350.66	271211		
7/17/2026	1	DUE: 7/17/2026 DISC: 7/17/2026		1099: N		
		REF # 2000011586		10 55110-13-20100	Young Adult Books	333.91
		REF # 2000011586		10 55110-03-10500	Library Supplies	16.75
		=== VENDOR TOTALS ===	350.66			
01-000656 WISCONSIN PUBLIC SERVICE						
I-6000895297		ACCT # 0403371156-00003	3,472.13			
7/17/2026	1	DUE: 7/17/2026 DISC: 7/17/2026		1099: N		
		ACCT # 0403371156-00003		10 55110-02-22000	Electric	2,953.25
		ACCT # 0403371156-00003		10 55110-02-22500	Fuel - Natural Gas	518.88
		=== VENDOR TOTALS ===	3,472.13			
		=== PACKET TOTALS ===	4,335.06			

PACKET: 12551 LIBRARY - 20260717
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	4,335.06
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	4,335.06

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET OVER AVAILABLE BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET OVER AVAILABLE BUDG
	2026	10 -21-0000	Accounts Payable Control	4,335.06-*				
		10 -55110-02-22000	Electric	2,953.25	28,000	13,696.68	1,062,390	505,712.30
		10 -55110-02-22500	Fuel - Natural Gas	518.88	22,500	14,359.73	1,062,390	508,146.67
		10 -55110-02-25000	Telephone	149.53	1,350	329.31	1,062,390	508,516.02
		10 -55110-03-10500	Library Supplies	16.75	7,000	4,864.36	1,062,390	508,648.80
		10 -55110-03-44000	Janitor Supplies	210.74	4,800	2,833.71	1,062,390	508,454.81
		10 -55110-13-10400	Adult Dept Large Print	152.00	4,300	1,757.55	1,062,390	508,513.55
		10 -55110-13-20100	Young Adult Books	333.91	2,500	1,180.02	1,062,390	508,331.64
		99 -14-0010	Due from General Fund	4,335.06 *				
			** 2026 YEAR TOTALS	4,335.06				

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2026	4,335.06

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12572 LIBRARY - 20260731
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-001675 AMERICAN RED CROSS						
I-20260731		CASUAL FRIDAY DONATION	75.00			
7/31/2026	1	DUE: 7/31/2026 DISC: 7/31/2026		1099: N		
		CASUAL FRIDAY DONATION		10 55110-03-31000	Misc. - Petty Cash	75.00
		=== VENDOR TOTALS ===	75.00			
01-000922 CENGAGE LEARNING INC						
I-999102966174		ACCT # 100298883	52.80	JULYLCP		
7/31/2026	1	DUE: 7/31/2026 DISC: 7/31/2026		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	52.80
		=== VENDOR TOTALS ===	52.80			
01-004375 CINTAS CORPORATION						
I-4276933381		PAYER # 18280979	258.31			
7/31/2026	1	DUE: 7/31/2026 DISC: 7/31/2026		1099: N		
		PAYER # 18280979		10 55110-02-23250	Facility Cleaning Servic	258.31
		=== VENDOR TOTALS ===	258.31			
01-000204 DAVE'S COUNTY MARKET						
I-0032430		ACCT# 708	42.44	305021		
7/31/2026	1	DUE: 7/31/2026 DISC: 7/31/2026		1099: N		
		ACCT# 708		10 55110-03-41750	Hospitality	42.44
I-00430925		ACCT # 708	7.94	557024		
7/31/2026	1	DUE: 7/31/2026 DISC: 7/31/2026		1099: N		
		ACCT # 708		10 55110-03-41250	Programming - Adult	7.94
		=== VENDOR TOTALS ===	50.38			
01-003938 DEMCO, INC.						
I-7830636		ACCT # 482508000	85.81	071126LS		
7/31/2026	1	DUE: 7/31/2026 DISC: 7/31/2026		1099: N		
		ACCT # 482508000		10 55110-03-10500	Library Supplies	85.81
		=== VENDOR TOTALS ===	85.81			

PACKET: 12572 LIBRARY - 20260731
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-000128 ELAN FINANCIAL SERVICES						
I-20260731		ACCT # 5472 1102 2200 0197	372.48			
7/31/2026	1	DUE: 7/31/2026 DISC: 7/31/2026		1099: N		
		ACCT # 5472 1102 2200 0197		10 55110-03-41500	Progamming - Youth	275.42
		ACCT # 5472 1102 2200 0197		10 55110-08-50000	Special/Major Projects	84.46
		ACCT # 5472 1102 2200 0197		10 55110-15-47500	Software/Upgrades	12.60
		=== VENDOR TOTALS ===	372.48			
01-005651 INGRAM LIBRARY SERVICES LLC						
I-98140234		ACCT # 20AB749	13.80	D5C093EH		
7/31/2026	1	DUE: 7/31/2026 DISC: 7/31/2026		1099: N		
		ACCT # 20AB749		10 55110-13-10000	Adult Dept Fiction	10.80
		ACCT # 20AB749		10 55110-03-11000	Postage	3.00
		=== VENDOR TOTALS ===	13.80			
01-005471 LIBRARIA						
I-287101		REF # 2000012590	22.92	272352		
7/31/2026	1	DUE: 7/31/2026 DISC: 7/31/2026		1099: N		
		REF # 2000012590		10 55110-13-20000	Youth Children's Books	21.57
		REF # 2000012590		10 55110-03-10500	Library Supplies	1.35
		=== VENDOR TOTALS ===	22.92			
01-004942 LIBRARY IDEAS, LLC						
I-131827		VOX BOOKS	247.80			
7/31/2026	1	DUE: 7/31/2026 DISC: 7/31/2026		1099: N		
		VOX BOOKS		10 55110-14-20000	Youth Audiobooks & CDs	247.80
		=== VENDOR TOTALS ===	247.80			
01-000336 NIENOW ELECTRIC, INC						
I-4722		BULBS AND REPLACEMENT	681.66			
7/31/2026	1	DUE: 7/31/2026 DISC: 7/31/2026		1099: N		
		BULBS AND REPLACEMENT		10 55110-03-50275	M/R - Contingency	681.66
		=== VENDOR TOTALS ===	681.66			

PACKET: 12572 LIBRARY - 20260731
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------		GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-000276 T.B. SCOTT LIBRARY-PETTY CASH							
I-20260731		PETTY CASH REIMB		35.10			
7/31/2026	1	DUE: 7/31/2026 DISC:	7/31/2026		1099: N		
		PETTY CASH REIMB			10 55110-03-11000	Postage	35.10
		=== VENDOR TOTALS ===		35.10			
		=== PACKET TOTALS ===		1,896.06			

PACKET: 12572 LIBRARY - 20260731
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	1,896.06
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	1,896.06

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET OVER AVAILABLE BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET BUDGET OVER AVAILABLE BUDG
	2026	10 -21-0000	Accounts Payable Control	1,896.06-*				
		10 -55110-02-23250	Facility Cleaning Servic	258.31	3,000	1,231.06	1,062,390	476,357.62
		10 -55110-03-10500	Library Supplies	87.16	7,000	4,777.20	1,062,390	476,528.77
		10 -55110-03-11000	Postage	38.10	1,200	41.31	1,062,390	476,577.83
		10 -55110-03-31000	Misc. - Petty Cash	75.00	0	75.00- Y	1,062,390	476,540.93
		10 -55110-03-41250	Programming - Adult	7.94	7,000	3,304.50	1,062,390	476,607.99
		10 -55110-03-41500	Progamming - Youth	275.42	7,500	3,356.63	1,062,390	476,340.51
		10 -55110-03-41750	Hospitality	42.44	500	91.41- Y	1,062,390	476,573.49
		10 -55110-03-50275	M/R - Contingency	681.66	10,000	8,041.90	1,062,390	475,934.27
		10 -55110-08-50000	Special/Major Projects	84.46	0	1,480.52- Y	1,062,390	476,531.47
		10 -55110-13-10000	Adult Dept Fiction	10.80	9,800	7,013.78	1,062,390	476,605.13
		10 -55110-13-10400	Adult Dept Large Print	52.80	4,300	1,704.75	1,062,390	476,563.13
		10 -55110-13-20000	Youth Children's Books	21.57	16,000	5,580.59	1,062,390	476,594.36
		10 -55110-14-20000	Youth Audiobooks & CDs	247.80	1,500	164.52	1,062,390	476,368.13
		10 -55110-15-47500	Software/Upgrades	12.60	3,000	1,972.75- Y	1,062,390	476,603.33
		99 -14-0010	Due from General Fund	1,896.06 *				
			** 2026 YEAR TOTALS	1,896.06				

PACKET: 12572 LIBRARY - 20260731
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	7/2026	1,896.06

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	0.00	0.00	0.00	0.00
45110-43517 WI Humanities Council	0.00	0.00	0.00	0.00	0.00
45110-43790 County Library Aid	482,325.00	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
Public Charges-Services					
45110-46710 Library Revenue	0.00	273.81	2,197.66	0.00	(2,197.66)
TOTAL Public Charges-Services	0.00	273.81	2,197.66	0.00	(2,197.66)
Miscellaneous Revenues					
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	48.16	1,268.52	0.00	(1,268.52)
TOTAL Miscellaneous Revenues	0.00	48.16	2,668.52	0.00	(2,668.52)
TOTAL REVENUES	482,325.00	321.97	246,028.68	51.01	236,296.32
EXPENDITURES					
Personnel Services					
55110-01-11000 Salaries - Regular	236,530.00	27,117.52	134,311.86	56.78	102,218.14
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	46,224.11	228,929.56	55.49	183,598.44
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	5,429.91	29,016.32	58.44	20,636.68
55110-01-52000 Retirement (WRS)	38,523.00	4,364.20	23,252.95	60.36	15,270.05
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	7,800.96	46,677.12	55.97	36,721.88
55110-01-55000 Life Insurance	2,977.00	0.00	1,178.62	39.59	1,798.38
TOTAL Personnel Services	829,190.00	90,936.70	463,366.43	55.88	365,823.57
Contractual Services					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	1,300.00	0.00	1,167.12	89.78	132.88
55110-02-16000 Elevator Contract/Inspect	3,500.00	161.13	3,767.73	107.65	(267.73)
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	373.82	16.25	1,926.18
55110-02-21000 Water and Sewer	2,080.00	119.00	985.81	47.39	1,094.19
55110-02-22000 Electric	28,000.00	3,657.25	14,303.32	51.08	13,696.68
55110-02-22500 Fuel - Natural Gas	22,500.00	518.88	8,140.27	36.18	14,359.73

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	516.62	1,768.94	58.96	1,231.06
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	149.53	1,020.69	75.61	329.31
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	150.00	0.00	144.45	96.30	5.55
TOTAL Contractual Services	65,080.00	5,122.41	31,672.15	48.67	33,407.85
Supplies & Expenses					
55110-03-10000 Office Supplies	2,750.00	88.27	573.43	20.85	2,176.57
55110-03-10500 Library Supplies	7,000.00	489.29	2,222.80	31.75	4,777.20
55110-03-11000 Postage	1,200.00	708.77	1,158.69	96.56	41.31
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	550.00	0.00	216.00	39.27	334.00
55110-03-21001 Misc Rev. Memberships	0.00	0.00	0.00	0.00	0.00
55110-03-30500 Mileage	600.00	23.71	152.90	25.48	447.10
55110-03-31000 Misc. - Petty Cash	0.00	90.00	0.00	0.00	0.00
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	180.00	1,318.88	65.94	681.12
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	900.29	45.01	1,099.71
55110-03-41001 Misc Rev - Publicity	0.00	0.00	638.00	0.00	(638.00)
55110-03-41250 Programming - Adult	7,000.00	382.57	3,695.50	52.79	3,304.50
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	4.00	0.00	(4.00)
55110-03-41500 Progamming - Youth	7,500.00	452.84	4,143.37	55.24	3,356.63
55110-03-41501 Misc Rev-Programming-Yout	0.00	0.00	2,419.50	0.00	(2,419.50)
55110-03-41750 Hospitality	500.00	108.48	591.41	118.28	(91.41)
55110-03-41751 Misc Rev-Hospitality	0.00	58.34	457.76	0.00	(457.76)
55110-03-44000 Janitor Supplies	4,800.00	224.73	1,966.29	40.96	2,833.71
55110-03-50000 M/R-General Repair/Maint.	7,000.00	413.72	1,738.73	24.84	5,261.27
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	681.66	1,958.10	19.58	8,041.90
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	53,200.00	3,902.38	24,507.86	46.07	28,692.14
Fixed Charges					
55110-05-10000 Ins.-Property, Liability,	15,000.00	0.00	126.00	0.84	14,874.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	15,000.00	0.00	126.00	0.84	14,874.00
Capital Outlay					
55110-08-50000 Special/Major Projects	0.00	101.37	1,480.52	0.00	(1,480.52)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	527.88	727.88	0.00	(727.88)
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	629.25	3,208.40	0.00	(3,208.40)

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Print Media - Library					
55110-13-10000 Adult Dept Fiction	9,800.00	530.92	2,786.22	28.43	7,013.78
55110-13-10100 Adult Dept Non-Fiction	10,000.00	1,134.77	3,543.02	35.43	6,456.98
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	471.14	2,595.25	60.35	1,704.75
55110-13-20000 Youth Children's Books	16,000.00	1,681.18	10,419.41	65.12	5,580.59
55110-13-20100 Young Adult Books	2,500.00	476.62	1,319.98	52.80	1,180.02
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	973.54	24.34	3,026.46
55110-13-60000 Pamphlets	0.00	0.00	0.00	0.00	0.00
55110-13-75000 Misc Rev - Print	0.00	0.00	0.00	0.00	0.00
TOTAL Print Media - Library	47,350.00	4,294.63	21,724.29	45.88	25,625.71
Non-Print Media-Library					
55110-14-10000 Adult Dept Audio Books	0.00	0.00	0.00	0.00	0.00
55110-14-10100 Adult Dept Books on CD	2,000.00	0.00	235.11	11.76	1,764.89
55110-14-10200 Adult Dept CDs	800.00	71.83	289.53	36.19	510.47
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	203.08	1,415.22	70.76	584.78
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	247.80	1,335.48	89.03	164.52
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	59.87	194.61	25.95	555.39
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	350.00	0.00	504.01	144.00	(154.01)
55110-14-41000 Adult Library of Things	350.00	0.00	398.47	113.85	(48.47)
55110-14-45000 Ebooks/Digital Content	6,620.00	0.00	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	582.58	9,886.93	68.80	4,483.07
Technology					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	0.00	4,483.73	235.99	(2,583.73)
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	600.00	2,040.00	170.00	(840.00)
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	3,600.00	0.00	3,000.00	83.33	600.00
55110-15-42500 Computer Equipment	10,000.00	26.99	2,304.45	23.04	7,695.55
55110-15-47500 Software/Upgrades	3,000.00	25.28	4,972.75	165.76	(1,972.75)
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	652.27	33,103.07	86.66	5,096.93
TOTAL EXPENDITURES	1,062,390.00	106,120.22	587,595.13	55.31	474,794.87
REVENUES OVER/(UNDER) EXPENDITURES	(580,065.00)	(105,798.25)	(341,566.45)	0.00	(238,498.55)

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	3,998.75	0.00	(3,998.75)
TOTAL Intergovernmental	0.00	0.00	3,998.75	0.00	(3,998.75)
Public Charges-Services					
45110-46713 Library - Photocopier Rev.	0.00	644.49	3,984.29	0.00	(3,984.29)
45110-46715 Library - Vending Revenue	0.00	0.00	400.00	0.00	(400.00)
TOTAL Public Charges-Services	0.00	644.49	4,384.29	0.00	(4,384.29)
Miscellaneous Revenues					
45110-48250 Library Grants - Rev	0.00	0.00	0.00	0.00	0.00
45110-48257 WI Humanities - Grant	0.00	0.00	0.00	0.00	0.00
45110-48277 Summer Programs-Donations	0.00	350.00	5,300.00	0.00	(5,300.00)
45110-48400 Library Endowmment 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	91.98	996.84	0.00	(996.84)
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	441.98	17,227.84	0.00	(17,227.84)
TOTAL REVENUES	0.00	1,086.47	25,610.88	0.00	(25,610.88)
EXPENDITURES					
Supplies & Expenses					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	383.42	0.00	(383.42)
55110-03-12650 Library Photocopier Expen	0.00	0.00	2,393.12	0.00	(2,393.12)
55110-03-12675 Library Vending - Expense	0.00	42.00	163.28	0.00	(163.28)
55110-03-22725 Summer Programs-Expenses	0.00	0.00	2,622.04	0.00	(2,622.04)
55110-03-25000 Library Grants - Expense	0.00	0.00	300.00	0.00	(300.00)
55110-03-26000 NonGov Grant Expense	0.00	356.51	6,274.55	0.00	(6,274.55)
55110-03-40500 Memorial Books-Expense	0.00	183.09	594.50	0.00	(594.50)
55110-03-40525 Library-Program Expenses	0.00	0.00	1,035.09	0.00	(1,035.09)
TOTAL Supplies & Expenses	0.00	581.60	13,766.00	0.00	(13,766.00)
TOTAL EXPENDITURES	0.00	581.60	13,766.00	0.00	(13,766.00)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	504.87	11,844.88	0.00	(11,844.88)
FUND TOTAL REVENUES	114,324.00	33,476.93	226,525.63	198.14	(112,201.63)
FUND TOTAL EXPENDITURES	95,258.00	14,372.94	187,207.87	196.53	(91,949.87)
REVENUES OVER/(UNDER) EXPENDITURES	19,066.00	19,103.99	39,317.76	0.00	(20,251.76)

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE

*** END OF REPORT ***

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

LIBRARY ACTIVITY	Jul 2026	Jul 2025	% Change	Jul 2024	% Change	YTD 2026	YTD 2025	% Change
Library Facility Traffic	**6,662**	5,987	11.3%	5,673	17.4%	**43,871**	40,254	9.0%
Average Daily Traffic	**266**	239	11.3%	218	22.0%	**255**	233	9.5%
Meetings Held	**31**	20	55.0%	21	47.6%	**203**	130	56.2%
Attendance	**111**	89	24.7%	73	52.1%	**906**	720	25.8%
Classes/Groups w/o Program	**-**	-	N/A	1	-100.0%	**21**	36	-41.7%
Attendance	**-**	-	N/A	22	-100.0%	**374**	644	-41.9%
New Card Registrations	**46**	44	4.5%	43	7.0%	**295**	350	-15.7%
Volunteer Hours Worked	**19**	19	1.3%	19	1.3%	**142**	144	-1.2%

TECHNOLOGY USE		Jul 2026	Jul 2025	% Change	Jul 2024	% Change	YTD 2026	YTD 2025	% Change
Wireless Use		**1,284**	1,278	0.5%	1,458	-11.9%	**8,451**	9,368	-9.8%
Internet Computers	Adult	**479**	327	46.4%	304	57.5%	**3,789**	2,267	67.1%
	Youth	**117**	184	-36.4%	97	20.6%	**793**	886	-10.5%
Other Computers	Adult	**-**	-	N/A	-	N/A	**-**	-	N/A
	Youth	**200**	167	19.9%	181	10.6%	**1,183**	987	19.9%
TOTAL USE		**796**	678	17.4%	582	36.7%	**5,765**	4,140	39.2%

PROGRAMS		Jul 2026	Jul 2025	% Change	Jul 2024	% Change	YTD 2026	YTD 2025	% Change
Programs Given	Adult	**7**	5	40.0%	6	16.7%	**76**	58	31.0%
	General Interest	**5**	3	66.7%	4	N/A	**27**	14	92.9%
	Teen	**2**	1	100.0%	4	N/A	**2**	3	-33.3%
	Youth	**8**	9	-11.1%	9	-11.1%	**73**	71	2.8%
TOTAL		**22**	18	22.2%	23	-4.3%	**178**	146	21.9%
Program Attendance	Adult	**135**	45	200.0%	63	114.3%	**1,156**	618	87.1%
	General Interest	**71**	28	153.6%	22	N/A	**328**	163	101.2%
	Teen	**82**	50	64.0%	104	N/A	**82**	106	-22.6%
	Youth	**859**	650	32.2%	831	3.4%	**2,978**	2,559	16.4%
TOTAL		**1,147**	773	48.4%	1,020	12.5%	**4,544**	3,446	31.9%

Self-Directed Activities	**Date**	**#**
Adult Spice Bags	7/1/2026	50
Fourth of July craft	7/1/2026	72
Craft Day	7/6/2026	90
LEGO Day	7/14/2026	185
LEGO Day Scavenger Hunt	7/14/2026	94
LEGO guessing jar	7/14/2026	46
Summer guessing jar		116
Summer scavenger hunt		422
July Activity Bags		200
Little Bluebirds		5

Adult	**Date**	**#**
1 on 1 Tech Help(17 sessions)		17
Notary Public Service(6 sessions)		6
USA Bingo	7/8/2026	33
Senior Dining	7/8/2026	36
Paint Your Own Tote Bag	7/14/2026	22
Cover to Cover	7/16/2026	5
Believe & Achieve	7/21/2026	9
Kindhearted	7/29/2026	19

Outreach	**Date**	**#**
Reading With Jo	7/9/2026	11
Critic's Choice Movie	7/22/2026	9

Teen	**Date**	**#**
Summer reading teen		65
Ready, Set, Fly: Model Plane Build	7/21/2026	17
Youth	**Date**	**#**
Summer reading 0-6 years		246
Summer reading 7-12 years		493
Wiggle, Giggle, Shake(4 sessions)		73
Woodsy Dude	7/8/2026	33
Northwoods Forest Detectives	7/13/2026	14

General Interest	**Date**	**#**
Real Writer's Group	7/11/2026	14
Spanish Club	7/21/2026	7
USA Bingo	7/24/2026	32
Library Social Hour	7/31/2026	9

OVERALL ROOM USE

Room	# of people
Atrium	2
Board Room	30
Carnegie	0
Community Room	187
Genealogy Room	4
Semling-Menke Room	33
Storyhour Room	0
YS Activity Room	154

JULY 2026

BORROWERS		Jul 2026	Jul 2025	% Change	Jul 2024	% Change
City	Adult	2,873	3,435	-16.4%	3,715	-22.7%
	Youth	739	879	-15.9%	882	-16.2%
County	Adult	2,552	3,037	-16.0%	3,305	-22.8%
	Youth	665	763	-12.8%	765	-13.1%
Other	Adult	391	414	-5.6%	406	-3.7%
	*ILL	428	419	2.1%	452	-5.3%
	Youth	59	72	-18.1%	73	-19.2%
TOTAL BORROWERS		7,707	9,019	-14.5%	9,598	-19.7%

*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	Jul 2026	Jul 2025	Jul 2024	YTD 2026	YTD 2025
Endowment Fund	$ 233	$ 550	$ -	1,043	$ 1,905
Special Projects Fund	$ -	$ -	$ 134	-	$ 75
Gifts/Memorials	$ 122	$ 665	$ 678	997	$ 1,253

RESOURCE SHARING	Jul 2026	Jul 2025	% Change	Jul 2024	% Change	YTD 2026	YTD 2025	% Change
V-Cat Received	1,513	1,703	-11.2%	1,224	23.6%	9,982	9,794	1.9%
V-Cat Sent	1,030	1,178	-12.6%	1,104	-6.7%	7,440	8,015	-7.2%
ILL Received	88	37	137.8%	36	144.4%	403	232	73.7%
ILL Sent	60	88	-31.8%	98	-38.8%	631	653	-3.4%

CIRCULATION		Jul 2026	Jul 2025	% Change	Jul 2024	% Change	YTD 2026	YTD 2025	% Change
Audiobooks	Adult	81	119	-31.9%	125	-35.2%	682	858	-20.5%
	Youth	51	37	37.8%	23	121.7%	218	195	11.8%
Books-Fiction	Adult	2,708	2,747	-1.4%	2,868	-5.6%	16,806	17,692	-5.0%
	Youth	3,822	3,896	-1.9%	3,092	23.6%	22,918	22,458	2.0%
Books-Nonfiction	Adult	1,076	1,094	-1.6%	896	20.1%	6,972	7,036	-0.9%
	Youth	984	600	64.0%	718	37.0%	5,104	3,940	29.5%
CDs/Cassettes	Adult	69	129	-46.5%	92	-25.0%	1,445	727	98.8%
	Youth	5	10	-50.0%	20	-75.0%	121	132	-8.3%
DVD/Blu-Ray/VHS	Adult	690	763	-9.6%	656	5.2%	4,745	5,215	-9.0%
	Youth	535	465	15.1%	481	11.2%	2,942	2,978	-1.2%
Games	Adult	27	5	440.0%	5	440.0%	110	27	307.4%
	Youth	39	25	56.0%	33	18.2%	228	148	54.1%
Magazines	Adult	163	181	-9.9%	284	-42.6%	1,073	1,486	-27.8%
	Youth	-	-	N/A	-	N/A	9	-	N/A
Other	Adult	197	136	44.9%	109	80.7%	1,053	767	37.3%
	Youth	7	18	-61.1%	16	-56.3%	123	121	1.7%
PHYSICAL ITEMS SUB TOTAL		10,454	10,225	2.2%	9,418	11.0%	64,549	63,780	1.2%
Digital Library	Audiobooks	1,406	1,270	10.7%	1,183	18.9%	9,505	8,717	9.0%
	eBooks	863	786	9.8%	952	-9.3%	5,679	5,652	0.5%
	Magazines	193	234	-17.5%	178	8.4%	1,588	1,983	-19.9%
	* Music/Videos	107	-	N/A	-	N/A	604	-	N/A
DOWNLOADS SUB TOTAL		2,569	2,290	12.2%	2,313	11.1%	17,376	16,352	6.3%
TOTAL CIRCULATION		13,023	12,515	4.1%	11,731	11.0%	81,925	80,132	2.2%

* Kanopy Streaming Service added at the end of September 2025

MATERIALS CIRCULATING	Jul 2026	Jul 2025	% Change	Jul 2024	% Change	YTD 2026	YTD 2025	% Change
% Nonprint Materials Circulated	16.3%	16.7%	-2.5%	16.6%	-1.8%	18.07%	17.5%	3.2%
% Print Materials Circulated	83.7%	83.3%	0.5%	83.4%	0.4%	81.93%	82.5%	-0.7%
% Adult Materials Circulated	47.9%	50.6%	-5.3%	53.5%	-10.3%	50.95%	53.0%	-3.9%
% Youth Materials Circulated	52.1%	49.4%	5.4%	46.5%	11.9%	49.05%	47.0%	4.4%

Memorandum of Agreement

Parties:
This Agreement is by and among the Nicolet Library System representing JobPod, the TB Scott Free Library Library, a public library located in Merrill, Wisconsin (the "Participating Library"), and Advance Wisconsin Employment, the Workforce Development Board located in Stevens Point, Wisconsin ("Local Workforce Development Board").

About JobPod:
JobPod is a partnership between the Bay Area Workforce Development Board, Brown County Library, Nicolet Library System ("Nicolet"), and the Wisconsin Department of Workforce Development ("DWD").

JobPod Location:
The Participating Library's JobPod site will be located at the following address: 106 1st Street, Merrill, WI 54452.

The JobPod name and logo may only be used at the location designated in this Section and cannot be used at any additional locations, such as additional branch libraries located within the library system unless an agreement is made between such other library location and JobPod.

Project Description:
JobPod creates an access point for existing online and virtual workforce development services in public libraries across the State of Wisconsin. Under this Agreement, the Participating Library agrees to host a JobPod access point in the library building, set forth above. The Participating Library agrees to facilitate the connection between the job seeker and workforce development services so that the job seeker may receive expert assistance regarding all aspects of a job search, job training or career exploration. The Participating Library agrees to provide assistance to job seekers by providing the following core elements:

- Confidential meeting space which use of can be prioritized for job seekers (to be provided by the Participating Library);
- Laptop equipped with functioning video camera and microphone for participation in virtual meetings;
- High-speed internet access through a network connection or Wi-Fi with sufficient internet security software;
- Technology assistance; and
- Basic customer assistance with the Job Center of Wisconsin website and registration.

JobPod Responsibilities:

- Facilitate the collaboration between the Participating Library, Local Workforce Development Board, and DWD.
- Conduct a library space assessment and planning for placement of the JobPod within the applicable library building.
- [Manage the procurement, installation, and initial set-up of the JobPod privacy booth and components in collaboration with designated staff at the Participating Library.]
- Provide a customized JobPod Standard Operating Procedures (SOP) training manual, certification checklist, sample policies, logo, marketing materials and resources for each JobPod location.
- Provide an orientation and training for the Participating Library staff and provide ongoing consultation, as needed.
- Provide updated SOP and additional training if new initiatives which support job seekers and/or relate to workforce development are implemented as part of JobPod.
- Review feedback and evaluations from JobPod sites and implement changes, as needed.
- Maintain the official JobPod website.
- Provide required specifications for technology, materials, and components required for participation.

Participating Library Requirements & Expectations:

- The Participating Library will own the JobPod space, materials, and components in their library and will integrate JobPod into their service model. The space will be governed by the Library Board and all library policies will apply accordingly.
- The Participating Library acknowledges that it is responsible for the safety and well-being of its patrons and facilities. Accordingly the Participating Library will be solely responsible and liable for any harm or damage that may occur on Library's premises.
- Identify and develop partnerships to support JobPod initiatives; partnerships at a minimum should include the Local Workforce Development Board and DWD.
- Maintain at least one staff member who has completed an approved JobPod training.
- Ensure current and incoming front-line staff who are implementing JobPod have received appropriate training and resources.
- Follow standards of service outlined in the SOP and certification checklist.
- Provide basic customer and technology assistance with the Job Center of Wisconsin website and registration for JobPod users.
- Provide and Maintain equipment needed for JobPod services, including desktop or laptop computer with functioning web camera and microphone capabilities.
- Maintain designated, confidential meeting space to ensure the space is clean and safe for use by job seekers.

- Implement new initiatives which support job seekers and/or relate to workforce development, as determined by JobPod.
- Regularly review and update Participating Library-specific and local community services and resources to ensure job seekers receive accurate information.
- Provide feedback and complete evaluations as requested by JobPod, Local Workforce Development Board and/or DWD.
- Ensure the official JobPod website contains accurate information about the Participating Library's JobPod location.
- Use the JobPod name and logo on all materials that promote the project. The tagline should read: *JobPod™ Powered by Microsoft.*
- Notify JobPod, Local Workforce Development Board and DWD of intent to discontinue Participating Library as a JobPod location.
- Allow JobPod to use Participating Library name and logo for informational and promotional purposes related to JobPod.

Workforce Development Board Responsibilities:

- Assist with the facilitation of the collaboration between the Participating Library, DWD and JobPod.
- Maintain communication with Participating Library to provide updates in regard to DWD services that are available for the local community.
- Ensure Participating Library is in compliance with the JobPod SOP by visiting and evaluating the Participating Library using the certification checklist, following frequency recommended by JobPod.
- Communicate with JobPod in the event the Participating Library is not in compliance with the SOP.
- Allow JobPod to use Local Workforce Development Board name and logo for informational and promotional purposes related to JobPod.
- Collaborate with library for joint marketing and outreach efforts to promote JobPod services to the community.

Cost for JobPod Participation

The cost to become a JobPod location is a one-time three thousand dollar ($3,000) fee to be paid by the Participating Library to Nicolet Library System. This fee has been waived due to grant funding from the Department of Workforce Development. [One-time funding for the purchase and installation of a privacy booth for the Participating Library will also be funded by the grant.]

JobPod Intellectual Property & Commercial Application; Confidentiality:
JobPod, including logo and trademark, and any other intellectual property related to JobPod is owned and operated by Nicolet. In the event that project activities result in a JobPod product(s) with potential for commercial application, all such rights will be retained by JobPod and Nicolet.

The Participating Library shall hold the Confidential Information (defined below) in confidence, using at least the same degree of care for protection that the Participating Library uses to protect its own confidential information of a similar nature. The Participating Library acknowledges and agrees to direct any inquiries by other libraries (or similar entities) regarding Confidential Information to Nicolet to provide such information or onboard such entity to the JobPod program. "Confidential Information" shall mean official JobPod training information learned during training, Standard Operating Procedures (SOP) training manual, certification checklist, and any other underlying JobPod information provided to library which in its nature is not publicly available information.

Term of the Agreement:
This Agreement will remain in effect for as long as the Participating Library is following the JobPod guidelines and implementing all core components of the JobPod program.

Amendments
Amendments to this agreement shall be made my mutual agreement of the Parties. Amendments shall be in writing and shall not take effect unless signed by all Parties.

Termination
In the event one of the JobPod partners no longer provides a significant service which renders JobPod ineffectual, the Agreement will terminate. Upon termination of this Agreement for any reason, all parties shall immediately return any and all applicable property to the appropriate party.

Powered by Microsoft

_____

Tracy Vreeke
Director
Nicolet Library System
Date: _____

_____

Brian Kalish
Executive Director
Advance Wisconsin Employment
Date: _____

_____

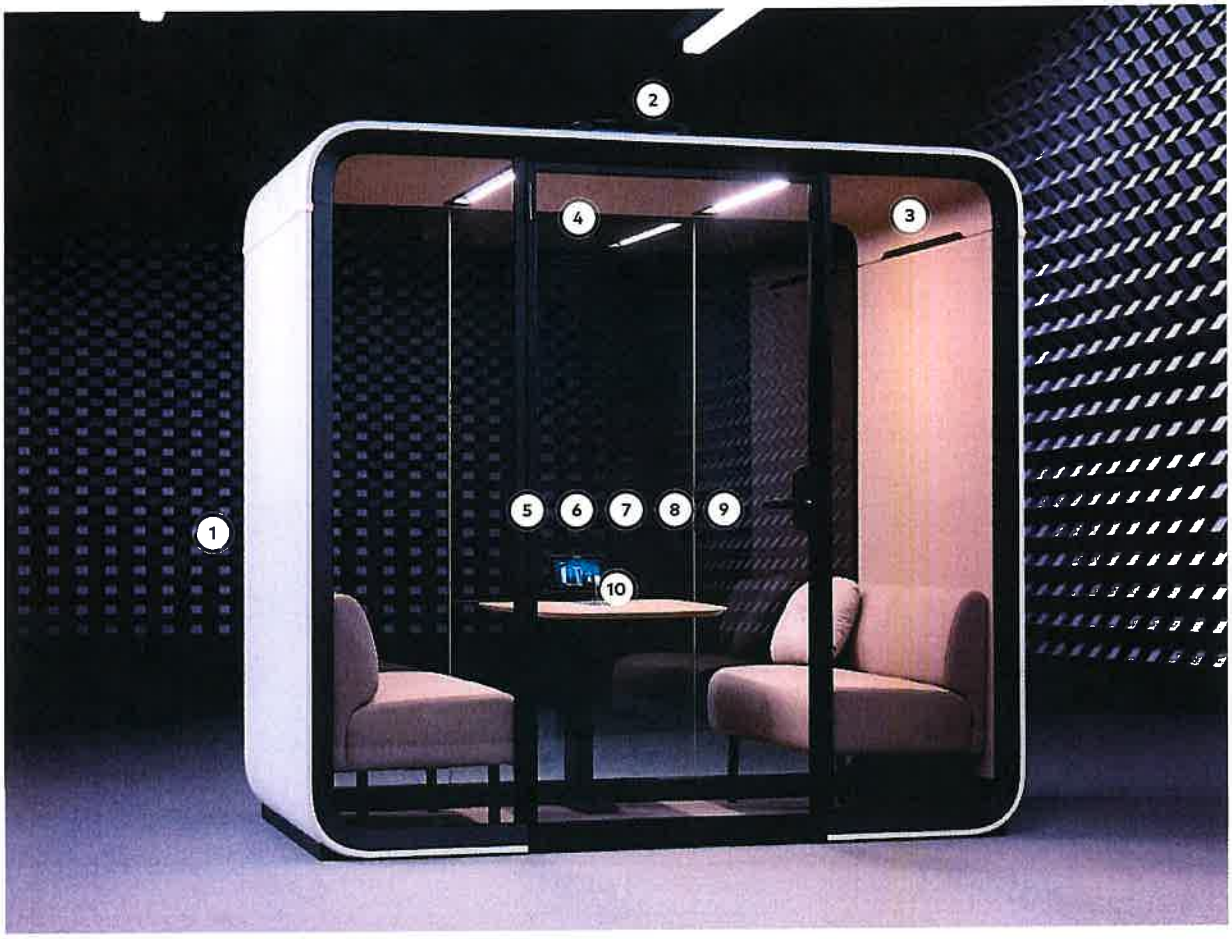
Laurie Ollhoff
Library Director
TB Scott Free Library
Date: _____

_____

[Name]
Library Board President
TB Scott Free Library
Date: _____

DRAFT

Framery Four / Tech features



1. A-CLASS SOUNDPROOFING

Guaranteed privacy with fine-tuned Class A speech level reduction of 30dB – and the industry's top ISO 23351-1 rating for office phone booths.

2. FRAMERY OFFICE SOUND MASKING SYSTEM™

The embedded system is based on patent-pending technology that reduces noise distractions and protects speech privacy in office environments by adding a subtle, unobtrusive background sound outside of the pod. This ambient background noise, similar to air flow, is specifically designed to blend in with the office's noise atmosphere – making sounds less intelligible and therefore less distracting.

3. ADAPTIVE VENTILATION

Proprietary design enables unparalleled ventilation with maximum airflow of 100 l/s – surpassing industry standards around the world

4. TEMPERATURE & HUMIDITY SENSORS

Sensors inside the pod recognize the temperature and humidity of the office environment, and automatically optimize the airflow accordingly.

5. AUTOMATIC LIGHTING MODES

Multiple adjustable 4000K LED light sources allow you to seamlessly switch between video or work modes – or make manual adjustments for personalized illumination.

6. 8-INCH TOUCHSCREEN

An intuitive, 8-inch high-resolution touchscreen makes it easy to control pod settings, adjust lighting and airflow, and extend calendar reservations effortlessly.

7. AUTOMATIC UPGRADES

A built-in 4G connection enables automatic over-the-air software updates – initiated instantly and silently in the background.

8. MMWAVE RADAR PRESENCE DETECTION

Millimeter-wave radar sensors immediately detect when someone enters or leaves the pod, allowing lighting and ventilation to adjust accordingly.

Occupancy data is gathered and displayed through Framery Connect to provide information about when the pod is being used the most.

9. FRAMERY CONNECT™

Gain insights from occupancy data, initiate advanced bookability functionalities, and connect your Framery Four to the entire office to get valuable usage data needed to improve the layout and efficiency of your workplace.

10. BOOKABLE PODS

Make your smart pod bookable like any meeting room. The pod's touchscreen will show reservations and you can manage them on the spot.

framery

Goal #2: Awareness

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

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

Measure: One collaboration in each department each program year.

Responsible staff: Head of Adult Services

Current Year:

Collaborated with the ADRC to expand caregiver-focused programming. Also collaborating with the Broadband Commission to spread the word about our technology based programs and hopefully gain more interest and awareness. 3/10/26 MP. Ongoing conversation with Lincoln County Healthy Minds to bring health and wellness programs to the library to include the upcoming Senior Breakfast event at the Eagle Club. 3/10/26. LO. Currently working with ADRC and Lincoln County Health Department to bring more awareness to our T.B. Scott Free Library Food Pantry, as well as the need for donations in their flyers. 8/19/26 MP.

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

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

Measure: Quarterly review and updates of website contents.

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

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

Chris Sprague is currently evaluating the room reservation format currently being used with WVLS Website Team. 3/10/26. LO. Youth Services passive programs are now being promoted via the website and Facebook due to an increase in popularity of these offerings. 8/19/26 AB. Working with Chris Sprague to update the features and/or tabs on our existing website. 8/19/26

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

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

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

Responsible staff: Library Director

Current Year: Newsletters and flyers continue to be developed. Merrill Enrichment Center has agreed to display our Adult Services event calendar and Library newsletters. 3/1/26. LO. Staff encouraged to promote library resources through creation of promotional materials to include short video clips. This involved training staff on recording devices and review of editing software already available to staff. Short video clips to be shared through social media and website. 06/2026. LO. All library events are shared on the Chamber calendar. 06/2026. LO. Contacts are being made with other area organizations, i.e. to encourage them to share out department calendars in organizational newsletters.

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

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

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

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

Current Year: Staff continue to attend PRN (Parent Resource Network) meetings monthly to promote library services and gather information the library can help distribute to the community. 3/10/26 AB. Library staff attended the Wisconsin Northwoods Senior Empowerment Project Breakfast on 3/28/2026, to share resources available to the demographic involved with this project. 4/26. LO. Library staff attended and staffed an outreach table at the 2026 Community Night Out to promote all that the library has to offer the community. 08/2026. LO.

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

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

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

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

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

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

TE10: Developing Essential Library Policies

Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see Trustee Essential 7: The Library Board and Library Personnel) and the board bylaws (see Trustee Essential 3: Bylaws—Organizing the Board for Effective Action) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both "external policies" (policies that determine how the library serves the public) and "internal policies" (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that "[e]very public library shall be... subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations." Additional broad authority is granted by Section 43.58(4): "... [T]he library board shall supervise the administration of the public library and shall appoint a librarian... and prescribe [library employee] duties and compensation."

Policy Development Steps

The following basic steps provide for careful development and review of library policies:

- Director, with staff (and maybe public) input, develops recommended policies.
- Board discusses, revises (if necessary), and approves policies.
- Director makes sure staff and public are aware of policies.
- Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

The library board must approve all policies in properly noticed public meetings (see Trustee Essential 14: The Library Board and the Open Meetings Law for details).

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and strategic plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see Trustee Essential 23: Dealing with Challenges to Materials or Policies).

Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See Trustee Essential 25: Liability Issues, for more information.) Below are four tests of a legally defensible policy.

Test #1: Policies must comply with current statutes and case law.

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

Test #2: Policies must be reasonable (and all penalties must be reasonable).

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

Test #3: Policies must be clear (not ambiguous or vague

- A policy that says, "Library use privileges will be revoked if a patron has too many overdue books," is too vague to be fairly administered.

Test #4: Policies must be applied without discrimination.

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the Wisconsin Public Library Policy Resources page.

Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. "Micro-management" of library operations by the board is, in almost all cases, an unnecessary use of the board's time and a practice that can undermine the authority of the library director. (See Trustee Essential 6: Evaluating the Director for recommended procedures for handling any concerns about the director's performance.)

Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a "bad" library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

Sources of Additional Information

- Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries
- Your library system staff
- Your municipal or county attorney
- Wisconsin Public Library Policy Resources

Library Director's Report – August 26, 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:
  - Friday, 8/28 @10:30AM – Wiggle, Giggle, Shake (put on hiatus after this date due to staffing)
  - School visits reconvene in September as students return to the classroom
  - Wednesday, 9/16 @10:30AM Weekly Family Storytime Returns
- Adult Services:
  - Friday, 8/28 @3:30PM – Library Social Hour
  - Tuesday, 9/1 @ 1PM – Virtual Author Chat w/ David O. Stewart, Author of *The Democracy We Must Keep*
  - Tuesday, 9/15 @4PM – Monthly Spanish Club
- Saturday, 9/5 & Monday, 9/7 -- LIBRARY CLOSED for Labor Day

WVLS

- Copies of WVLS Board of Trustee meeting Minutes from May 16, 2026, and Agenda for August 15, 2026, are included as attachments to this report.
- Katie Zimmerman is now at the helm of WVLS as the new System Director as of Monday, July 27. She is currently in dual role mode until a replacement has been hired for the ILS Coordinator position.
- Board Rep. Jill Indrebo to provide report:
  - New WVLS V-Cat maintenance fee formula and participation agreement base fee
  - Significant increase in the Purple Mountain fuel surcharge
  - Extension of deadlines for federal accessibility compliant websites

Friends of the Library

- Friends donated funds for the purchase of new computer desks for ScanPros for their return to the Genealogy Room, replacement purchase of a Library of Things item, and Turkey Stuffie Program materials.
- Fall Book Sale is set for 10/29 (Friends night), 10/30, & 10/31. It should be a SPOOKTACULAR Sale!

Report

- **Community Night Out** last Tuesday, 8/18, was a hit! Adult Services and Youth Services staff were prepared for the crowd with coloring books for kids and puzzles for adults which highlighted the library's ever-popular puzzle exchange. We also had on display a few of the Library's Library of Things items along with some fun library gear that attendees could take home. Attendees had the opportunity to drop their name into the box to win a fun board game. It's always

a great civic opportunity for staff to connect with community members and share all that the library has to offer the community.

- **Elections Education Forum:** The date has been set for Tuesday, October 6, 2026. More details will be provided as planning progresses.

- **Wisconsin Trustee Training Week** has come and gone. I was able to attend a few in person and plan to review recordings for those I was unable to attend. The one session of particular interest was Libraries and the Law in Wisconsin. The slides for the presentation are included as attachments to this report. I encourage each of you to take a few minutes to review the material and, if at all possible, take the time to watch the recording (https://vimeo.com/1217105545?share=copy&fl=sv&fe=ci). Presenter Kris Turner is quite knowledgeable as the Associate Director of Public Services at the University of Wisconsin Law Library. He has taught numerous courses and has facilitated trainings related to Wisconsin law and its impact on libraries. Once again, I am providing you with a link that will take you to all of the recordings and session materials for this year's Trustee Training Week and for years past. (https://www.wistrusteetraining.com/archive).

- **Summer Staff/Board Get Together:** Tomorrow, Thursday, August 27, 2026 @5PM at the Agri-Pavilion for an evening of conversation and fun. Games from the Library of Things will be available and, of course, the River Bend Trail and views of the river will be an added bonus. We look forward to having you join us.

- **Governor's "Year of the Neighbor" Reception, Monday, August 17**: It was an honor to attend this event and I certainly wish I could have taken every single one of this library's staff members along with me. While I consider myself to be well educated, the work I do at the library for this community could not be made possible without the members of this Board and the library staff that work with me. It is this collaborative effort that helps us stand out from others. For that, I am truly grateful!

- **Job Pod Update**: Details of this project will be provided at the Board meeting. Danielle Zeamer, JobPod Project Librarian, Brown County Library will be available virtually at the time of the meeting to provide a brief summary and answer any questions the Board may have related to the JobPod Project Grant.

TO: Board of Trustees, WISCONSIN VALLEY LIBRARY SERVICE
FROM: Katie Zimmermann, Director

CALL TO MEETING

The bi-monthly meeting of the WVLS Board of Trustees will be held on Saturday, **August 15, 2026** at **9:30 a.m.** in the WVLS Office, 300 N. 1st Street, Wausau.

AGENDA (Exhibit 1a)

1. Call to order
2. Roll call
3. Consent agenda (multiple topics presented as one agenda item)
   a. Adoption of agenda order **(exhibit 1a)**
   b. Minutes of May 16, 2026 meeting - draft **(exhibit 1b)**
   c. Minutes of May 26, 2026 special meeting – draft **(exhibit 1c)**
4. Financial Reports and Current Bills **(exhibits 2a-7c)**
5. 2027 V-Cat Budget – draft **(exhibits 8a-8b)**
6. 2027 WVLS Plan – draft **(exhibit 9)**
7. 2027 Health Insurance Rates **(exhibit 10)**
8. 2027 WVLS Budget – draft **(exhibit 11)**
9. Draft Nepotism Policy – draft **(exhibit 12)**
10. Draft Educational Reimbursement Policy – draft **(exhibit 13)**
11. 2028 Technology Budget Planning Guide for Member Libraries – draft **(exhibit 14)**

12. Approval to remove Marla Sepnafski and add Katrina Zimmermann to all WVLS bank accounts
13. Appointment of a second Trustee to be a backup check signer
14. Plan for Fuel Surcharge Increase
15. Reports (for discussion and informational purposes only):
    a. Resource Library **(exhibit 15)**
    b. WVLS Director **(exhibit 16)**
    c. COLAND (Council for Libraries and Network Development) **(exhibit 17a-17b)**
    d. Agenda / (Draft) Minutes of June 4, 2026 V-Cat Council meeting **(exhibits 18a-18b)**
    e. Agenda of August 13, 2026 WVLS Library Advisory Committee meeting **(exhibit 19)**
    f. WVLS Endowment Fund
    g. 2026 Play Make Learn Conference **(exhibit 20)**
16. Concerns, comments and announcements from area library personnel and trustees
17. Request for future agenda items
18. Calendar
    - September 11, 2026 – COLAND meeting
    - September 19, 2026 – WVLS Board of Trustees meeting
    - October 20-23, 2026 – 2026 WLA Conference; Middleton, WI
19. Adjournment

MEETING INFORMATION

- ***Trustees who are unable to attend are asked to call 715-261-7250 by 3:00 p.m., Friday, August 14th.***
- The proceedings of the meeting will be recorded.
- For virtual attendance, please contact the WVLS office at 715-261-7250 or email Brenda Walenton at bwalenton@wvls.org to request Zoom meeting link.
- Any person planning to attend this meeting who needs some type of special accommodation to participate should notify the WVLS office at 715-261-7250.
- This agenda has been sent to official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida and Taylor counties.

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

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
May 16, 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 August 15, 2026.

Vice-President Kay **Palmer** called the meeting to order at 9:30 AM. Roll call was taken by Emily **Rogers** and a quorum was declared present.

Present
Kay Palmer, Vice-President
Mike Otten, Treasurer
Sonja Ackerman, member
Carol Bartlein, member*
Candice Grunseth, member*
Jill Indrebo, member
Jacqui Kopplin, member*
Jim Mildbrand, member
Eileen Persike, member
Judy Peterson, member
Kari Sweeney, member*

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

Vacant
Oneida County representative

Excused
Tom Bobrofsky, President
Zoe Morning, member
Jane Neal, 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)
Sonja Ackerman/Mike Otten motion to approve the May agenda and minutes from the March 21, 2026 meeting. All aye. Motion carried.

AGENDA/MINUTES OF WVLS EXECUTIVE COMMITTEE (Exhibits 1c, 1d)
The Board reviewed exhibits as presented.
Jim Mildbrand/Carol Bartlein motion to approve. All aye. Motion carried.

AGENDA/MINUTES OF WVLS EXECUTIVE COMMITTEE INTERVIEW PANEL (Exhibits 1e, 1f)
The Board reviewed exhibits as presented.
Sonja Ackerman/Eileen Persike motion to approve. All aye. Motion carried.

REVIEW APPLICATION INFORMATION FOR WVLS DIRECTOR POSITION
Carol Bartlein/ Eileen Persike motion to convene into closed session for the purpose of reviewing application information for the WVLS Director position pursuant to WI Stat. 19.85(1)(c). All aye on a roll call vote. Motion carried.

The meeting was convened into closed session at 9:39 AM. WVLS staff and guests were either excused from the room or requested to leave the virtual meeting platform, except for Walenton who remained at the board's request.

Sonja Ackerman/Carol Bartlein motion to return to open session. All aye. Motion carried. The Board returned to open session at 10:37 AM. Sonja Ackerman/Eileen Persike motion to postpone the Board of Trustee's decision to gather more information by meeting individually with candidates Katie Zimmermann and Dominic Frandrup in person and a decision to immediately follow these interviews. All aye. Motion carried. (WVLS Staff Rachel Metzler and Kris Adams Wendt joined the meeting at 10:40 AM)

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2a-7b)
The Board reviewed exhibits as presented in the Board packet. (Kari Sweeney left at 10:42 AM)
Sonja Ackerman/Judy Peterson motion to approve the financial reports and current bills as presented. All aye. Motion carried.

JANUARAY-APRIL 2026 TREASURER'S REPORT (Exhibit 8)
Marla **Sepnafski** presented The Treasurer's Report for January through April. The report compiled total revenues and expenditures from monthly bills for approval, the schedule of receipts, and interest from investment accounts. The ending balance matched the April General Summary and represented the total at the end of April for all checking and investment accounts.
Jim Mildbrand/Carol Bartlein motion to approve the report as presented. All aye. Motion carried.

WPLC 2027 DIGITAL BUYING POOL AND MAGAZINE SHARES (Exhibit 9)
Rachel **Metzler** presented the member library billing shares for the WPLC Digital Library Collection buying pool and digital magazines. The buying pool calculation mimics the WPLC calculation and uses usage and county population to determine each member library's share. The magazine cost calculation also uses usage and population. Rachel noted that digital magazines are available through Libby, include full-color and full-text access, and are simultaneous-use resources. The Board discussed how digital magazines may supplement, but not fully replace, local print subscriptions.
Carol Bartlein/Sonja Ackerman motion to approve the WPLC member library billing shares as presented. All aye. Motion carried.

2025 AUDITOR'S REPORT AND MANAGEMENT LETTER (Exhibits 10a, 10b)
Brenda **Walenton** presented the 2025 audit report and auditor's management letter prepared by KerberRose. KerberRose has performed WVLS audits since 2018. Walenton reported that the auditors received complete cooperation and that no new accounting policies were required for the year ended December 31, 2025.

Items highlighted included:

- A material accounting adjustment noted as a material weakness.
- Segregation of duties, which remains a finding due to the small size of the finance department.
- Financial reporting deficiencies, also related to organizational size.
- A finding related to differences between WVLS cash-basis work and the auditors' accrual-basis reporting.
- No reportable instances of noncompliance under government auditing standards or the Wisconsin Public School District Audit Manual.

Walenton also noted that the audit listed uninsured funds of $425,919. She contacted the auditors and Associated Bank for clarification. The auditors indicated that $250,000 was covered by FDIC insurance and $2,432,972 was collateralized, leaving $425,919 identified as uninsured. Associated Bank may have included the state trust fund amount of up to $400,000. **Walenton** is seeking additional information and will report back.

The audit will be submitted to DPI for review. (Candice Grunseth left the meeting at 11:11 AM)) **Eileen Persike/Judy Peterson motion to approve the Auditor's report and letter. All aye. Motion carried.**

2027 MCPL/WVLS RESOURCE LIBRARY AGREEMENT (Exhibit 11)

Marla **Sepnafski** presented the draft statutory Resource Library Agreement, noting that it is usually brought to the Board in August but was being presented earlier to reduce work for the incoming director. The agreement is substantially the same as the current year's agreement, with date changes. The only substantive change is an additional $1,000 for the collection development grant provided to Marathon County Public Library to support deeper fiction and nonfiction collections on behalf of the system. The rent amount remains $46,215 for 2027.
Carol Bartlein/Jim Mildbrand motion to approve the MCPL/WVLS Resource Library Agreement. All aye. Motion carried.

UPDATED WVLS FINANCE MANUAL LANGUAGE (Exhibits 12a, 12b)

Brenda **Walenton** presented updates to the finance manual. The primary change adds "or other board designee" where the policy previously referred only to the Board Treasurer, allowing two board members to be authorized to sign checks when the treasurer is unavailable. The system credit card policy and agreement were also updated to clarify and tighten credit card use.
Sonja Ackerman/Judy Peterson motion to approve updated Finance Manual language and credit card policy. All aye. Motion carried.

UPDATED TRAVEL POLICY LANGUAGE (Exhibit 13)

Brenda **Walenton** presented revisions to the travel policy. The updates clarify reimbursement rules, restrictions, and expectations for employees, trustees, and others seeking reimbursement.
Mike Otten/Carol Bartlein motion to approve updated Travel Policy as presented. All aye. Motion carried.

V-CAT PARTICIPATION AGREEMENT (Exhibits 14a-14c)

Marla **Sepnafski** reviewed the proposed revisions to the V-Cat maintenance fee formula and participation agreement. The WVLS V-Cat Steering Committee recommended that the annual V-Cat maintenance fee formula include a base fee for each library location while retaining the existing circulation and holdings components. The purpose is to make V-Cat funding more equitable, transparent, and aligned with actual costs of supporting multiple service locations. The proposed hybrid formula includes a base fee of $1,600 per library location, phased in over four years:

- 2027: $400 per location
- 2028: $800 per location
- 2029: $1,200 per location
- 2030: $1,600 per location

The revised agreement defines a location as an outlet requiring distinct ILS and/or discovery layer settings for collections or transactions. A location must meet at least two stated conditions related to pick up selection, distinct lending settings, and separate collection codes. The V-Cat Council reviewed and approved the base fee formula, transition plan, and revised participation agreement. **Jim Mildbrand/Sonja Ackerman motion to approve the V-Cat Participation Agreement as presented. All aye. Motion carried.**

REPORTS

Resource Library (Exhibit 15)
No additional comments were provided.

WVLS Director (Exhibit 16a, 16b)
Marla **Sepnafski** reported that Purple Mountain, WVLS's delivery vendor, announced a 2.7% increase in the base delivery amount effective May 1. The monthly base amount increased from approximately $13,700 to approximately $14,000. The fuel surcharge increased significantly, from $616 in January to more than $3,000 in May. **Walenton** and **Sepnafski** will review options and bring recommendations for possible action in August.

Erica **Brewster** reported that RAM prices are increasing substantially because manufacturing is shifting from consumer memory to AI data center memory, using the same materials. WVLS staff bulk-purchased computers to help libraries manage expected price increases.

Brewster also reported that federal accessibility compliance deadlines have been extended by one year. Libraries that had a 2026 deadline now have a 2027 deadline, and those with a 2027 deadline now have a 2028 deadline. WVLS staff continue working on website and document accessibility.

Emily **Rogers** reported that the WVLS website redesign timeline is being revised. Instead of a phased implementation, WVLS is now planning for a September launch of a fully revised website. A survey will be sent to gather feedback on current website use, what works well, what does not, and what users would like to see.

Rogers shared the 2026 WVLS Summer Math Adventure grant awards. This year, WVLS awarded $500 grants to Antigo Public Library, Colby Community Library, Dorchester Public Library, Edith Evans Community Library (Laona), and Loyal Public Library. WVLS adapted the Wisconsin Mathematics Council's 2025 materials into a "Dig Into Math" theme aligned with the Collaborative Summer Library Program theme. Participating libraries are tailoring materials to their communities.

Rachel **Metzler** reported on V-Cat committee work. At the April 23 V-Cat Council meeting, the Council approved guidelines related to temporary patrons, supported continued use of agency holds, and supported the revised participation agreement. The Council reviewed a proposed budget with a 4% increase over 2026 and requested that staff look for savings. A revised budget will be presented to the Council on June 4.

Metzler also highlighted progress on strategic plan projects, including a new Aspen video, attendance at the Innovative Users Group conference, and continued training and work toward sustaining V-Cat.

Kris **Adams Wendt** provided a legislative update. She reported that the recent special session compromise proposal did not directly affect library funding. She is monitoring legislative retirements and candidate filings. The deadline for legislators to submit nomination papers is June 1. She will update the COSMIC list once the Wisconsin Elections Commission processes nomination papers.

Adams Wendt also discussed the Wisconsin Cross-County Library Payments 101 handout, developed for the WLA Leadership Development Institute. She emphasized that patrons use the library most convenient to them regardless of geographic or tax boundaries, and that county and municipal officials, legislators, and librarians cannot change that reality. (Carol Bartlein left the meeting at 11:49 AM)

Adams Wendt reported that the WLA Library Development and Legislation Committee will meet in Rhinelander on May 29. She also noted that federal library funding appears stable at this time, with flat funding considered a positive outcome.

COLAND (Exhibits 17a, 17b)
Mike **Otten** reported on the recent COLAND meeting held in Green Lake at the Green Lake School District library. He shared observations about the district's K–12 International Baccalaureate program and the school library's student-centered collection practices.
Mike also reported that he has agreed to serve as COLAND vice chair. The July 10 meeting will be held in Milwaukee, and future meeting locations are being discussed.

WVLS Executive Committee Interview Panel Agendas/Minutes from April 9 and April 10, 2026 (Exhibits 18a-18d)
The Board reviewed exhibits shared in Board packet. No additional comments were shared.

WVLS Library Advisory Committee April 8, 2026 Agenda/Minutes (Exhibits 19a, 19b)
Marla **Sepnafski** reported that the Library Advisory Committee met and discussed law enforcement. The next LAC meeting will be in August, when the committee will review drafts of the WVLS 2027 plan and budget.

WVLS V-Cat Council April 23, 2026 Agenda/Minutes (Exhibits 20a, 20b)
The Board reviewed exhibits shared in Board packet. No additional comments were shared.

WVLS Endowment Fund
Marla **Sepnafski** provided an update on the Eldred Trust matter. At the February meeting, the Board approved a $165,000 offer from the Eldred Trust trustee and beneficiary to remove WVLS as the secondary beneficiary of the property at 616 LaSalle Street.
A draft transaction document later identified the Wisconsin Library Association Foundation as a beneficiary along with WVLS. Marla contacted WLA Executive Director Kara Sullivan and requested WLAF support for:

- Approval of the sale under terms previously approved by the WVLS Board.
- Authorization for WVLS to act on behalf of WLAF in the transaction.
- Deduction of any related WVLS or WLAF costs from the proceeds.
- Equal division of net proceeds between WVLS and WLAF.

An agreement was prepared and signed to allow the transaction to move forward. Marla picked up the check and delivered it for deposit. Once final expenditures are known, the WLAF share will be sent. Additional estate funds are expected once remaining paperwork is completed, possibly by the end of June.

2026 IUG (Innovative User Group) Conference (Exhibit 21)
Rachel **Metzler** reported that WVLS staff and scholarship recipients attended the Innovative Users Group conference in Chicago. Scholarship recipients included Nicole Metz-Andrews (Marathon County Public Library) and Allison Puestow (Tomahawk Public Library). Attendees gained ideas and inspiration related to Sierra, Polaris, and other Innovative-supported ILS products.

2026 PLA (Public Library Association) Conference (Exhibit 22)
Trustees and staff shared reflections from the PLA Conference in Minneapolis. Highlights included keynote sessions, sessions on Generation Z library use, teen services, community service volunteer opportunities for teens, and AI programming for seniors.

2026 WAPL (Wisconsin Association of Public Libraries) Conference (Exhibit 23)
Erica **Brewster** reported on a presentation about PDFs and accessibility, comparing PDFs to a "restricted ingredient" in light of new accessibility requirements. The presentation emphasized rethinking digital content and reducing reliance on PDFs where possible.

CONCERNS, COMMENTS, AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES
Jim Mildbrand reported that Clark County has been discussing the possibility of combined school and public libraries. WVLS provided information to local directors and the library committee regarding pros, cons, and concerns.

2025 SYSTEM INFORMATION AND PUBLIC LIBRARY STATISTICS (Exhibit 24)
Brewster provided an overview of the WVLS statistics booklet. The booklet includes long-term trend charts, including new 10-year trend charts. Brewster highlighted trends in library visits, total circulation, program attendance, OverDrive use by format, resource sharing, courier volume, use by patrons from communities without brick-and-mortar libraries, and library funding adjusted for inflation.

Key points included:
- Physical materials remain the primary use of WVLS libraries, even as electronic circulation grows.
- WVLS library cardholders check out more physical items than electronic items on average.
- E-audiobook use continues to grow, creating demand and licensing challenges.
- Resource sharing remains a major benefit of the shared catalog and courier system.
- Approximately 300,000 items move through courier annually.
- Inflation-adjusted funding shows reduced purchasing power over time.

The Board discussed the cost and licensing structure of ebooks and e-audiobooks. **Metzler** explained that libraries license digital access rather than purchasing permanent copies, and that publishers control the licensing terms. **Adams Wendt** noted that ebook pricing and advocacy have been discussed at the WLA Library Development and Legislation Committee level, though no specific legislative effort has taken shape. (Sonja Ackerman left the meeting at 12:37 PM)

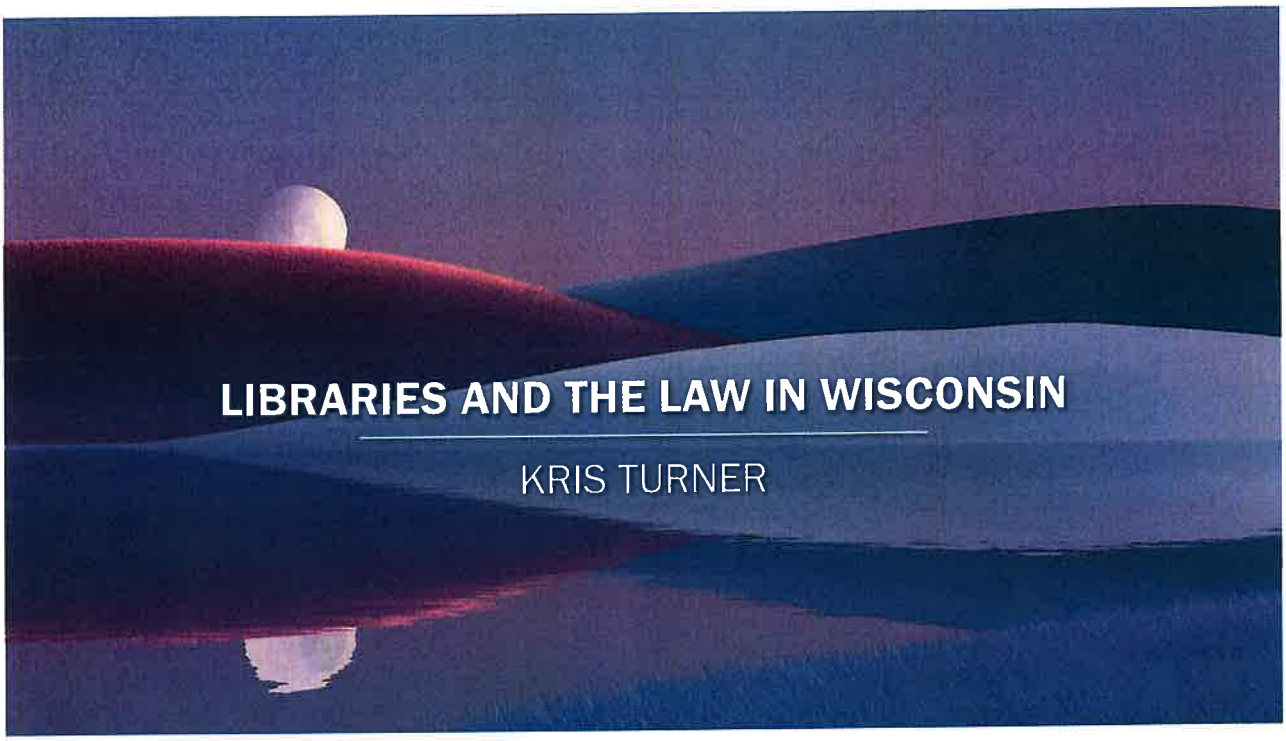
REQUEST FOR FUTURE AGENDA ITEMS
Kay **Palmer** requested a review of the Nepotism policy review/update, requested because the current policy is 37 years old.

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

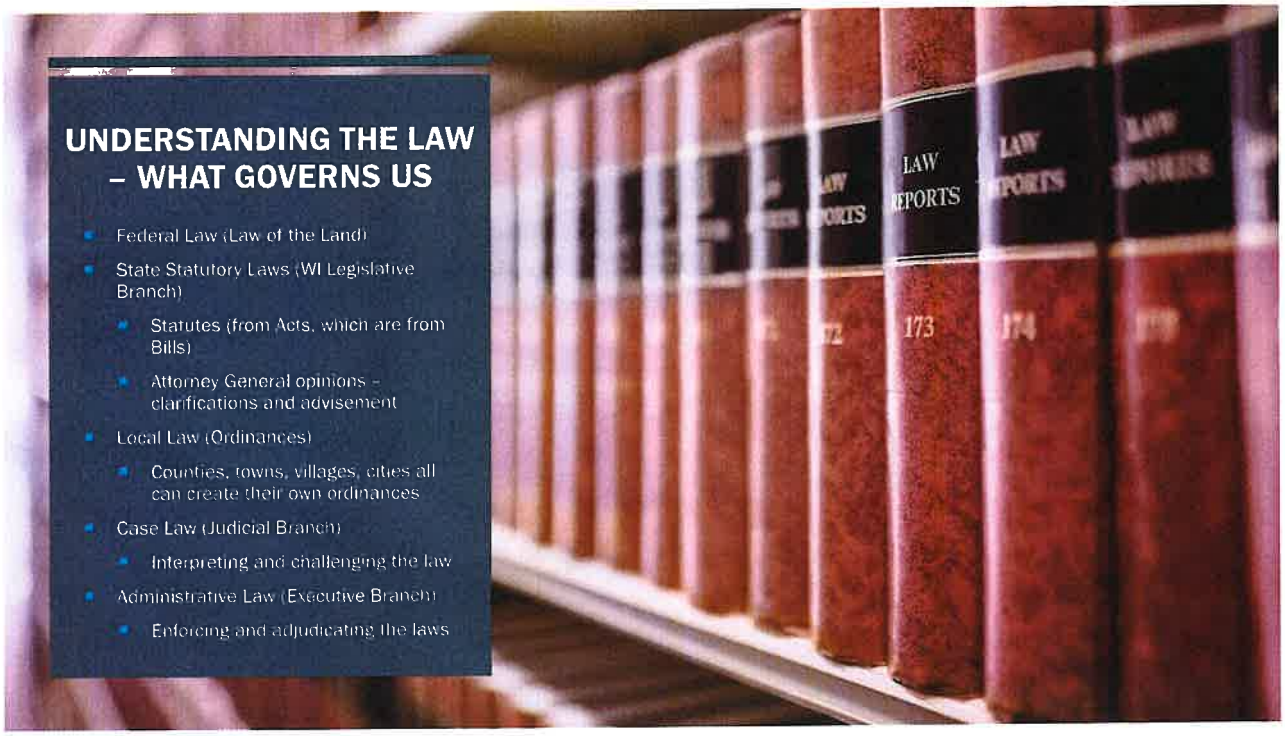
ADJOURNMENT
Eileen Persike/Judy Peterson motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:41 PM.

Respectfully submitted by Emily Rogers, Meeting Recorder


LIBRARIES AND THE LAW IN WISCONSIN
KRIS TURNER

UNDERSTANDING THE LAW – WHAT GOVERNS US

- Federal Law (Law of the Land)
- State Statutory Laws (WI Legislative Branch)
  - Statutes (from Acts, which are from Bills)
  - Attorney General opinions – clarifications and advisement
- Local Law (Ordinances)
  - Counties, towns, villages, cities all can create their own ordinances
- Case Law (Judicial Branch)
  - Interpreting and challenging the law
- Administrative Law (Executive Branch)
  - Enforcing and adjudicating the laws



LOCATING THE LAW

Wisconsin law is readily available!

Statutes are available on the WI Legislature page

Local ordinances are also largely available online: https://wilawlibrary.gov/topics/ordinances.php

Case law for many US jurisdictions are freely available on Google Scholar: https://scholar.google.com/

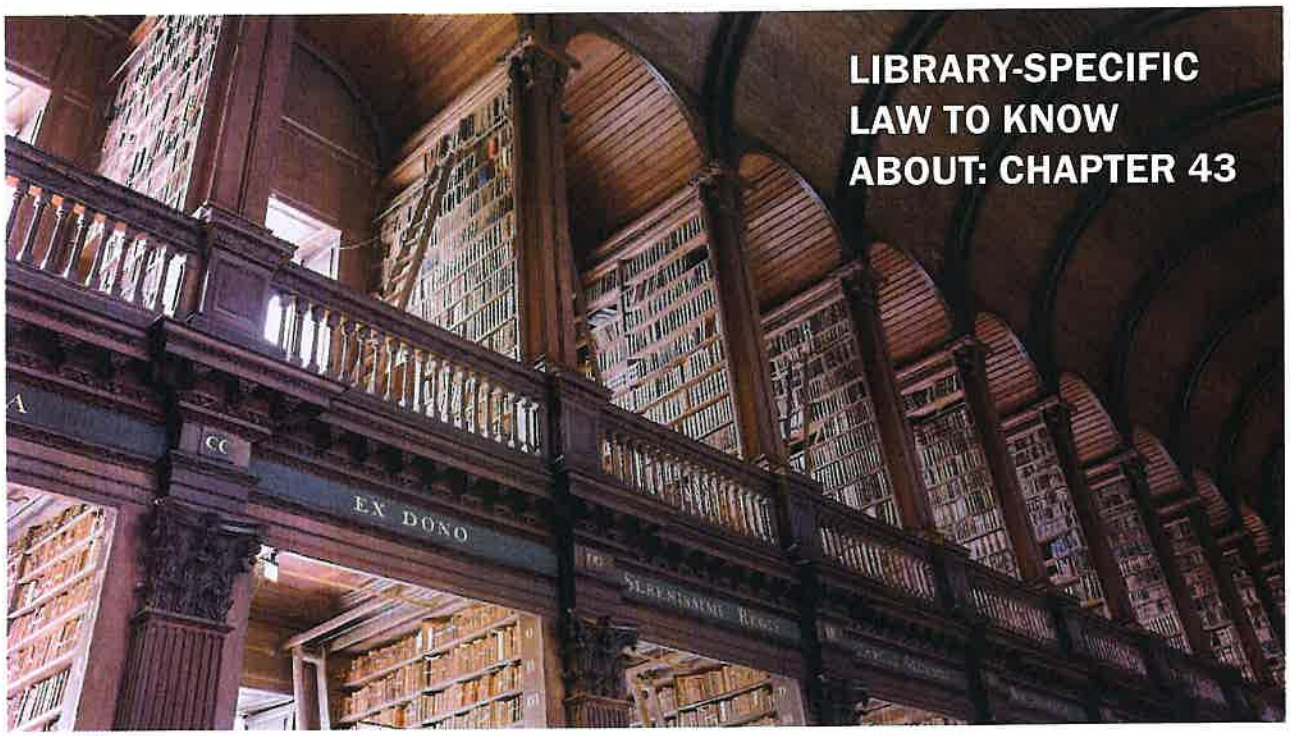
Administrative Codes are also on the WI Legislature page: https://docs.legis.wisconsin.gov/code/admin_code

Federal law is even more available – note some changes though!
(Ex: https://www.govinfo.gov/app/collection/uscode/2021/)

READING THE LAW: UNDERSTANDING THE STATUTE IN FIVE EASY(?) STEPS

- 1. Read the statute - watch for 'primary' language and note how it may affect your library.
- 2. Understand the terms being used.
  - Check for Definitions at the start of a section – there may be particular meanings for particular chapters.
  - If not sure, start with the plain meaning of the term, and then dictionary terms.
- 3. Check to see if your statute has already been analyzed or interpreted by a court or an administrative agency.
- 4. Watch for references to other statutes or 'buddy' statutes (and read it in context!)
  - WI will link to related statutes that are relevant.
- 5. Finally, see if you can determine the legislative purpose if needed.
  - Watch for 'purpose' clauses or check for a legislative history which details how the statute became law).

Terms	Function
And v. Or	"And" typically signifies a conjunctive list, meaning each condition in the list must be satisfied, while "or" typically signifies a disjunctive list, meaning satisfying any one condition in the list is sufficient
May v. Shall	Generally, "shall" signifies that certain behavior is mandated by the statute, while "may" grants the agent some discretion
Unless **Except**	These terms usually signify an exception to the statute
Subject to… **Within the meaning of** **For the purposes of**	These terms may limit the scope of the statute, or may indicate that a certain part of the statute is controlled or limited by another section or statute
If…then… **Upon** **Before/After** **Provided that…**	Generally, these terms indicate that for one part of a statute to take effect, a precondition or requirement must be satisfied
Notwithstanding	Literally, "in spite of," this term usually signifies that a certain term or provision is not controlled or limited by other parts of the statute, or by other statutes
Each/Only **Every/Any/All**	These terms commonly limit the class of objects that are either included in or excluded from the statute



POWERS OF THE BOARD

- Chapter 43 is where many library-related laws are found.
- Primary statute sections to start with:
  - Municipal Libraries
  - Municipal Library Board Composition
  - Powers and Duties
- Some highlights:
  - Exclusive control of all library expenditures. 43.58(2)(a)
    - Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes. 43.58(1)
    - Supervising the administration of the library and appointing a librarian. 43.58(4)
  - Prescribing the duties and compensation of all library employees. 43.58(4)

Procedures for Holding a Closed Session

The following steps are all required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice must indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and roll call vote to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes may possibly be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.

OPEN MEETING LAWS

- Open Meetings Laws apply to other governmental bodies beyond libraries, so the controlling statute is found in the Public Officials chapter, specifically 19.81-19.98.
- Some highlights and notes:
  - The meeting requires 24-hour notice (unless it's an emergency) and the meeting to be held in a reasonably accessible place. 19.81(2) and 19.84(3)
  - You can hold closed sessions, but only when certain conditions are met. 19.85
    - Purposes for closed sessions are listed in 19.85(1)
  - Careful with emails about Board business – you may be creating an impromptu meeting that violates the open meeting law
    - Attorney General opinion from 2010
  - Penalties for violating can run from $25-300 without reimbursement 19.96
  - Find out more about Board Documents on Wednesday!

MEETING ROOM USE AND POLICIES

- Publicly funded libraries are not obligated to provide meeting room space to the public. If libraries choose to do so, such spaces are considered designated public forums, and legal precedent holds that libraries may not exclude any group based on the subject matter to be discussed or the ideas for which the group advocates. However, if a group's actions during a meeting disrupt or harass others in the library, library policies regarding acceptable behavior may apply. If libraries adopt policies that are perceived to restrict potentially controversial groups' access to meeting rooms, they may face legal and financial consequences. Allowing religious groups to use library meeting rooms and spaces does not constitute a breach of the First Amendment's Establishment Clause.

- Libraries offering meeting rooms and spaces should develop and publish policies governing use after consultation with legal counsel. These policies should properly define time, place, or manner of use; such restrictions should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. Policies should be regularly reviewed with staff and made available to the public in all of the commonly used languages within the community served.

- Source: https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms

- Wisconsin Case: Pfeifer v. City of West Allis, 91 F. Supp. 2d 1253 (E.D. Wis. 2000)

Advocacy and budgets

Libraries receive support in numerous ways, either directly or through library systems. This support can focus on services, collections, staff, or space (among other things).

Libraries can advocate on behalf of their users.

Providing information and ramifications of changing budgets falls under this advocacy.

Wisconsin Library Association (WLA) has a lobbyist and meets with State Reps to advocate for state-level funding. Each February, WLA organizes Library Legislative Day to reinforce the popularity and importance of libraries.

From the Library Trustees handbook: "Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues."

BOOK CHALLENGE LOGISTICS

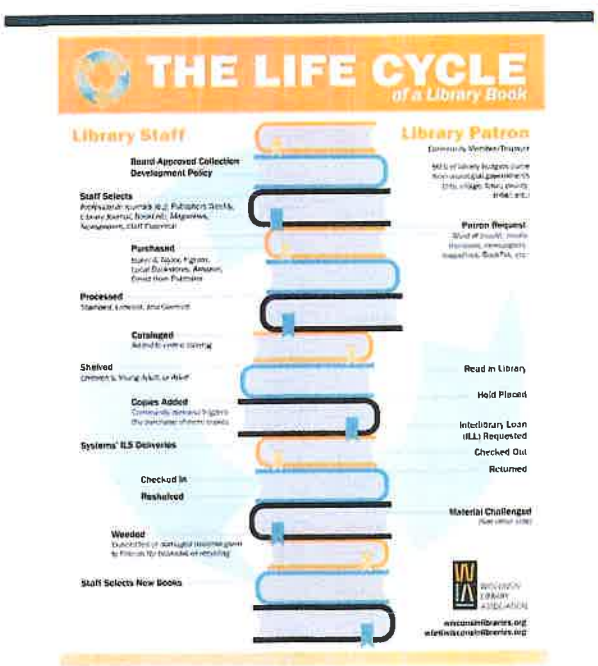
Collection Development question

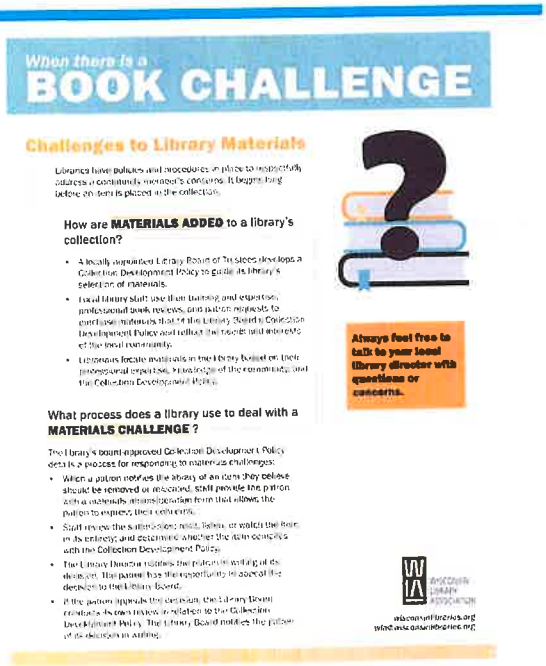
Many libraries have similar procedures for when a book is challenged.

43.30(4) details sharing records of minors with custodial parents

Local – no statute governing this beyond general freedom of information guidance. (Though other states have 'banned' book bans)

Find book challenge legislation on the ALA's page





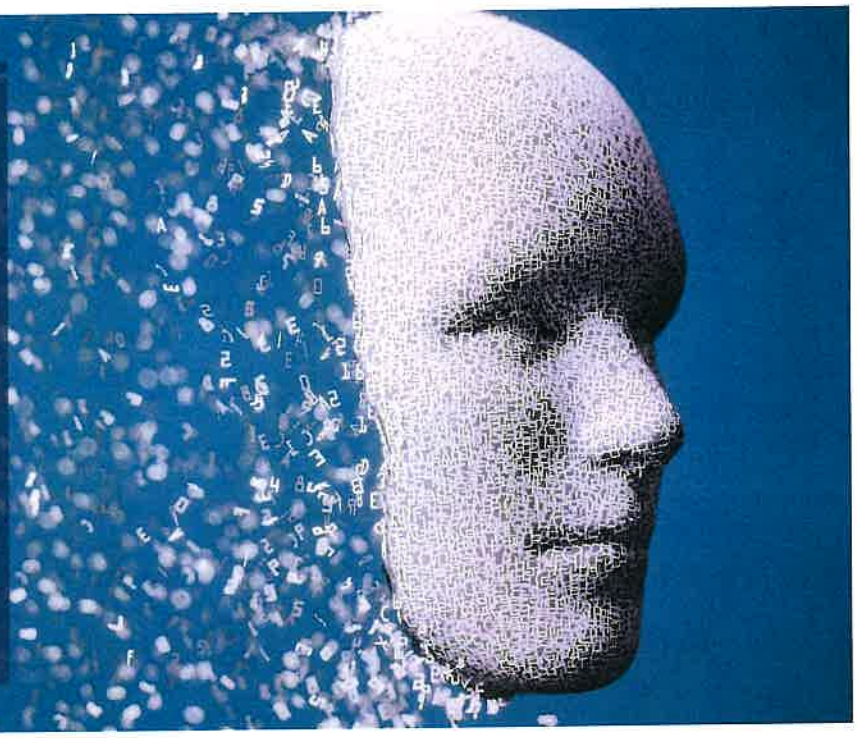
GENAI, LIBRARIES, AND THE LAW

Regulation – not much (though there are EOs requiring AI use, including education)

There are non-binding guidelines and numerous examples of unethical and lazy use of GenAI.

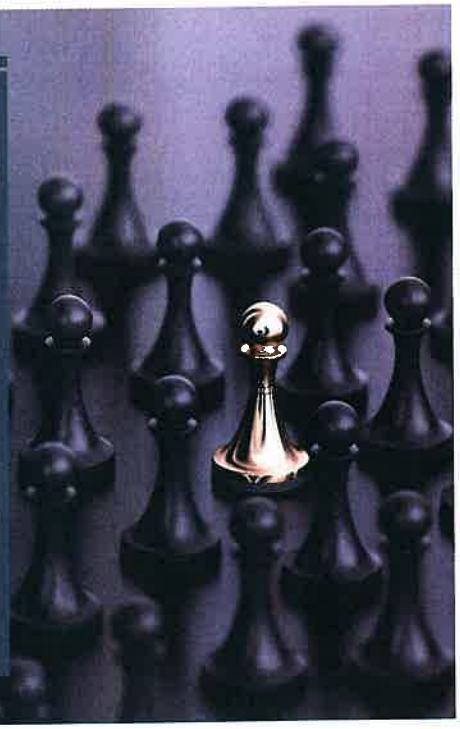
Legislative Council Study on GenAI (Feb. 25)

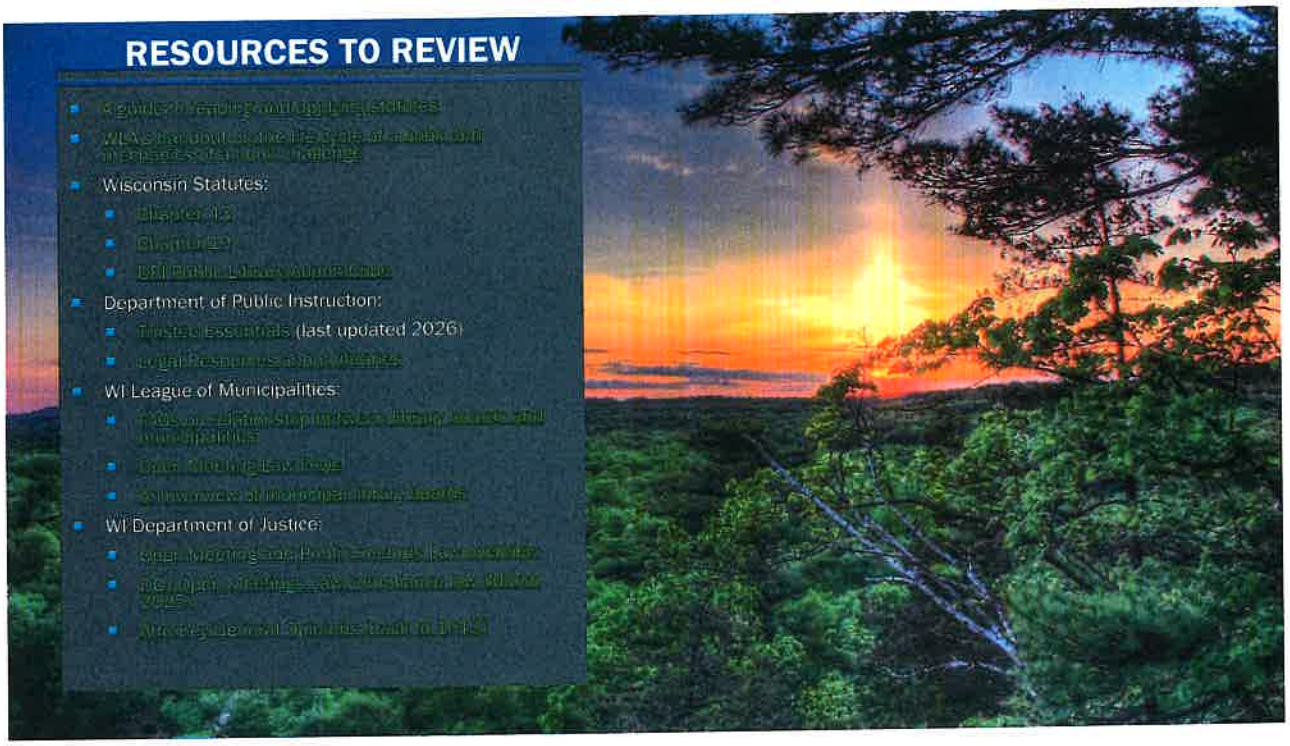
Libraries have a clear role: education, especially information literacy and technology training. Find out more tomorrow!



SOME LIBRARY "LAW" SITUATIONS

- Recording in the Library?
  - Good example of how to deal with this on the Cedarburg Public Library website. Limited public forum – it can happen, but only so long as it isn't disruptive to library services and patrons. Not allowed in staff areas.
- Avenues for raising revenues
  - Grants (nonprofits, governments, corporations)
  - Via foundations or friend organizations that help put on events and sales
  - Charging for space (very specific ways) or certain services
  - Advocacy and determination of whether this is an ongoing need or one-time project
- Local governments and library boards
  - Finances – 43.58(2): Library Board shall audit and approve all expenditures.
  - Library Boards tend to have more autonomy, but do not hold the purse strings. Therein lies the struggle.
  - Library Boards control number of employees and salaries. League of Municipalities has determined that library employees are held to the same standards as municipal employees.
  - Find out more on Thursday!
- Library Directors on other community boards during paid hours
  - Likely depends on the role and the reason. Is the Director there as a Director? Part of their duties?
  - Is this release time or an agreed-upon situation? Probably best addressed in Board policy.
- Reciprocal Cards and Milwaukee in particular
  - System policy – likely depends on demand and collection stress.
- Remember, statutes are general guideposts – you can point to them for help, but details are either hashed out elsewhere or via local workflows.



RESOURCES TO REVIEW

- A guide to vending and applicable statutes
- WLA's handbook on the life cycle of a public work
- Wisconsin Statutes:
  - Chapter 13
  - Chapter 19
  - 66.0901 Public Library Agencies
- Department of Public Instruction:
  - Trustee essentials (last updated 2026)
  - Legal Resources for Library Boards
- WI League of Municipalities:
  - A Wisconsin Step-by-Step Guide to Zoning Boards and Municipalities
  - Open Meeting Law Basics
  - Summaries of recent open meeting decisions
- WI Department of Justice:
  - Open Meetings and Public Records Law Seminar
  - Wis. Open Meetings Law Compliance Guide
  - Attorney General Opinions back to 1993