

OPEN MEETING NOTICE
River Falls Public Library
Library Board of Trustees
January 5, 2026 at 6:30 PM
City Hall Studio

***** NOTE: OFFICIAL ACTION MAY BE TAKEN ON ANY AGENDA ITEM *****
All meetings are video recorded.

AGENDA

1. Call to order
2. Establish a quorum
3. Certify compliance with Open Meeting Law
4. Introduce guests
5. Approve agenda
6. Approve minutes from last meeting
7. President's Report & Announcements
8. Director's Report
9. Consent Agenda:
 - o Approve November, 2025 Library Expense Report (\$14,874.26)
10. Next meeting: **February 2, 2026 at 6:30 p.m.** – City Hall Studio
11. Adjournment

River Falls Public Library will attempt to provide accommodations to members of the public who wish to attend meetings, provided reasonable notice of need is given. To request such accommodation, please contact Kim Kiiskinen at (715) 425-0905.

Please join meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/970372861>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 970-372-861

Join from a video-conferencing room or system.

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Meeting ID: 970 372 861

Or dial directly: [970372861@67.217.95.2](tel:970372861@67.217.95.2) or 67.217.95.2##970372861

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New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/970372861>

For a digital copy of video recorded Library Board of Trustees meetings in open session, contact the Library Director. Methods of requesting these recordings include a written request delivered in-person, written request by mail, fax or email, or a verbal request in-person. Video recordings of Library Board of Trustees meetings do not exist prior to March 4, 2024. In keeping with Wisconsin Municipal Record Retention Law, these digital recordings will be maintained for a minimum of seven years.

Requests may be mailed or emailed to the following:

River Falls Public Library
Library Director
140 Union St.
River Falls, WI 54022
tmisselt@riverfallslibrary.org

River Falls Library Board of Trustees' Minutes
December 1, 2025

Present: Rebecca Ferguson, Tanya Misselt, Kari Heinselman, Lorraine Davis, Mike Metro, Ann Nelson, Jayne Hoffman, Tiffany Alexander and Jean Ritzinger.

Absent: Nick Carow

1. The meeting was called to order by President Metro.
2. Establish a Quorum: A quorum was established.
3. Compliance with Open Meeting Law: Misselt certified the meeting was properly noticed.
4. Approval of Agenda: A motion was made by Ritzinger, and seconded by Ferguson. Motion carried.
5. Approval of Minutes: A motion was made by Nelson, seconded by Heinselman, to approve the minutes. Motion carried.
6. President's Report: Incoming president, Metro, thanked outgoing president Ferguson for her leadership on the board and Alexander and the rest of the board for their support.
7. Director's Report:
 - Updated Board regarding designated gifts.
 - It's been a great month for donations probably due to qualified charitable deductions.
 - Reviewed the request for a 3% cost of living wage for part-time employees.
 - Reviewed the timeline for finishing Phase 1 of the remodel.
 - Announced the next board meetings, January - March, will be held at the city hall.
8. Consent Agenda: A motion was made by Alexander, seconded by Heinselman, to accept the consent agenda. Motion carried.
9. Adjournment: A motion to adjourn was made by Alexander, seconded by Ritzinger to adjourn. Motion carried.

Respectfully submitted, Jean Ritzinger - secretary

Check Date:

Start: 11/1/2025

End: 11/30/2025

Library Board Approval Report



Vendor Link	Invoice	P. O. #	Description	Invoice Date	Invoice Total
APPLE BOOKS					
	3305 119267		10/17/25 LIBRARY - 19 BOOKS PURCHASED	10/22/2025	\$449.05
CENTURYLINK					
	1796 760284000		OCT2025 OUTGOING LONG DISTANCE FAX LINES/MULTIP	10/31/2025	\$0.06
CINTAS CORPORATION NO 2					
	70 20444569		10/22/25 LIBRARY RUG SERVICE	10/22/2025	\$55.90
	70 20447740		11/5/25 LIBRARY RUG SERVICE	11/5/2025	\$125.72
	140			Total:	\$181.62
DEMCO INC					
	577 7721955		LIBRARY 11/4/25 -BOOK TAPE/DVD ALBUMS/CASES	11/4/2025	\$104.03
EBSCO					
	853 1776986		LIBRARY -PERIODICAL RENEWALS	10/31/2025	\$6,286.81
EO JOHNSON CO. INC					
	98 40336924		LIBRARY-OCT2025 RICOH COPIER BASE PAYMENT	10/13/2025	\$115.00
	98 40554032		LIBRARY-NOV2025 RICOH COPIER BASE PAYMENT	11/1/2025	\$115.00
	98 40488137		LIBRARY - NOV2025 RICOH COPIER BASE PYMT/USAGES	11/3/2025	\$528.53
	294			Total:	\$758.53
FBG SERVICE CORPORATION					
	364 1005867	250105	OCT2025 MONTHLY CLEANING-MULTIPLE BLDG/LOCATION	10/31/2025	\$2,205.61
INGRAM LIBRARY SERVICES					
	620 91078908		10/8/25 LIBRARY - NINE BOOKS PURCHASED	10/8/2025	\$126.66
	620 91078907		10/8/25 LIBRARY - THREE BOOKS PURCHASED	10/8/2025	\$46.07
	620 91078906		10/8/25 LIBRARY - ONE BOOK PURCHASED/DEEPEST CUT	10/8/2025	\$16.96
	620 91078905		10/8/25 LIBRARY - TWO BOOKS PURCHASED	10/8/2025	\$16.71
	620 91094969		10/9/25 LIBRARY - ONE BOOK PURCHASED/SPACE PORTAL	10/9/2025	\$15.63
	620 91094970		10/9/25 LIBRARY - ONE BOOK PURCHASED/GOLDEN WINGS	10/9/2025	\$19.68
	620 91124943		10/10/25 LIBRARY ONE BOOK PURCHASED/DONT EAT EUST	10/10/2025	\$20.19
	620 91227906		10/15/25 LIBRARY - THREE BOOKS PURCHASED	10/15/2025	\$42.57

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Vendor Link	Invoice	P. O. #	Description	Invoice Date	Invoice Total
	620 91227905		10/15/25 LIBRARY - ONE BOOK PURCHASED/BIG BROTHER	10/15/2025	\$13.44
	620 91227904		10/15/25 LIBRARY - 11 BOOKS PURCHASED	10/15/2025	\$113.59
	620 91227903		10/15/25 LIBRARY - FOUR BOOKS PURCHASED	10/15/2025	\$61.20
	620 91227902		10/15/25 LIBRARY - SIX BOOKS PURCHASED	10/15/2025	\$61.54
	620 91227901		10/15/25 LIBRARY - ONE BOOK PURCHASED/IM VERY BUSY	10/15/2025	\$10.21
	620 91264531		10/16/25 LIBRARY - TWO BOOKS PURCHASED	10/16/2025	\$42.60
	620 91292445		10/17/25 LIBRARY - EIGHT BOOKS PURCHASED	10/17/2025	\$125.03
	620 91292444		10/17/25 LIBRARY - EIGHT BOOKS PURCHASED	10/17/2025	\$101.25
	620 91292443		10/17/25 LIBRARY - THREE BOOKS PURCHASED	10/17/2025	\$42.57
	620 91292442		10/17/25 LIBRARY - THREE BOOKS PURCHASED	10/17/2025	\$31.72
	620 91292441		10/17/25 LIBRARY - TEN BOOKS PURCHASED	10/17/2025	\$173.41
	620 91292440		10/17/25 LIBRARY - THREE BOOKS PURCHASED	10/17/2025	\$47.47
	620 91292439		10/17/25 LIBRARY - TWO BOOKS PURCHASED	10/17/2025	\$19.82
	620 91439153		LIBRARY-IPAGE ACCESS TO FULL TEXT REVIEWS	10/23/2025	\$350.00
	620 91642085		LIBRARY 10/31/25-ONE BOOK PURCHASED/LENA THE CHICKE	10/31/2025	\$10.70
	620 91642086		LIBRARY 10/31/25 - TWO BOOKS PURCHASED	11/1/2025	\$22.72
	620 91642087		LIBRARY 10/31/25 - FIVE BOOKS PURCHASED	11/1/2025	\$62.08
	620 91642088		LIBRARY 10/31/25-ONE BOOK PURCHASED/1ST CAT SPACE	11/1/2025	\$12.31
	620 91609196		LIBRARY 10/30/25 - ONE BOOK PURCHASED/SAVE AN OWL	11/1/2025	\$6.76
	620 91609197		LIBRARY 10/30/25 - ONE BOOK PURCHASED/RUNNING DEEP	11/1/2025	\$16.91
	620 91609198		LIBRARY 10/30/25 - FOUR BOOKS PURCHASED	11/1/2025	\$54.81
	620 91609200		LIBRARY 10/30/25-ONE BOOK PURCHASED/39 CLUES	11/1/2025	\$26.99
	620 91507521		LIBRARY 10/27/25 - ONE BOOK PURCHASED/BITTY & BUB	11/1/2025	\$20.24
	620 91467118		LIBRARY 10/24/25 - ONE BOOK PURCHASED/DANCE PANTS	11/1/2025	\$19.63

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Vendor Link	Invoice	P. O. #	Description	Invoice Date	Invoice Total
	620 91441661		LIBRARY 10/23/25 - ONE BOOK PURCHASED/XMAS RING	11/1/2025	\$17.92
	620 91441662		LIBRARY 10/23/25 - ONE BOOK PURCHASED/INDEPENDENT	11/1/2025	\$21.87
	620 91467109		LIBRARY 10/24/25 - TWO BOOKS PURCHASED	11/1/2025	\$20.12
	620 91467110		LIBRARY 10/24/25 - TWO BOOKS PURCHASED	11/1/2025	\$39.15
	620 91467111		LIBRARY 10/24/25 - FIVE BOOKS PURCHASED	11/1/2025	\$87.84
	620 91467112		LIBRARY 10/24/25 - ONE BOOK PURCHASED/SNEAKIEST	11/1/2025	\$9.46
	620 91467113		LIBRARY 10/24/25 - THREE BOOKS PURCHASED	11/1/2025	\$64.96
	620 91467114		LIBRARY 10/24/25-ONE BOOK PURCHASED/WELCOME	11/1/2025	\$9.09
	620 91467115		LIBRARY 10/24/25-FIVE BOOKS PURCHASED	11/1/2025	\$49.47
	620 91467116		LIBRARY 10/24/25-TWO BOOKS PURCHASED	11/1/2025	\$32.80
	620 91467117		LIBRARY 10/24/25-SIX BOOKS PURCHASED	11/1/2025	\$62.16
	620 91609199		LIBRARY 10/30/25-29 BOOKS PURCHASED	11/1/2025	\$303.89
	620 91642089		LIBRARY 10/31/25-30 BOOKS PURCHASED	11/1/2025	\$536.23
	620 91687190		LIBRARY 11/3/25 - THREE BOOKS PURCHASED	11/3/2025	\$61.36
	620 91716148		LIBRARY 11/4/25 - 22 BOOKS PURCHASED	11/4/2025	\$270.07
	29140			Total:	\$3,337.86
LAKES COFFEE LLC					
	4064 31700		LIBRARY - 11/3/25 COFFEE ORDER	11/3/2025	\$103.80
MIDWEST TAPE					
	409 507862315		10/10/25 ONE AUDIOBOOK PURCHASED- SECRET OF SECRETS	10/10/2025	\$72.99
	409 507934225		LIBRARY 10/25/25 - ONE AUDIOBOOK/THE ACADEMY	11/1/2025	\$49.99
	818			Total:	\$122.98
PYE-BARKER FIRE & SAFETY LLC					
	1260 IVN00356396		LIBRARY - DISPATCH AND COMPLIANCE INSPECTION	10/21/2025	\$140.00
ST CROIX VALLEY NATURAL GAS CO					
	255 OCT2025		OCT2025 NATURAL GAS BILL	10/31/2025	\$439.13

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Library Board Approval Report



Vendor Link	Invoice	P. O. #	Description	Invoice Date	Invoice Total
STAPLES INC - VT					
	2376 DET10146807/O CT2025		OCT2025 OFFICE SUPPLIES FOR MULTIPLE DEPTS	10/31/2025	\$368.32
T-MOBILE USA INC					
	269 952886095/SEP T2025		9/11/25-10/10/25 LIBRARY MOBILE INTERNET CHARGES	10/11/2025	\$344.40
WI DEPARTMENT OF REVENUE					
	3 OCT2025SALE S TAX		OCT2025 SALES TAX	11/1/2025	-\$0.27
	3 OCT2025SALE S TAX		OCT2025 SALES TAX	11/1/2025	\$32.33
	6			Total:	\$32.06
45517				Grand Total:	\$14,874.26

RIVER FALLS PUBLIC LIBRARY
 Director's Report – Tanya Misselt
 January 5, 2026 Meeting

Update to Library Trust Fund Donations

November 25, 2025 – December

Undesignated Funds	Designated Funds
\$75 In memory of Grace TerMaat (more coming)	\$150 for Capital Campaign
\$50 Group donation	
Total \$125	Total \$150

Renew & Inspire Capital Campaign Financial Report

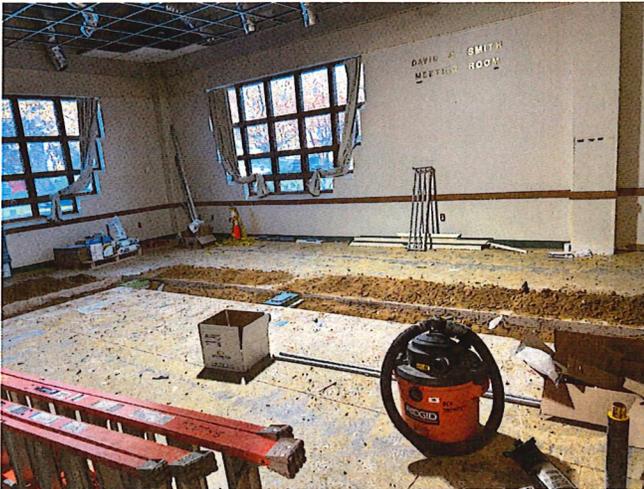
FFP Grant	\$4,080,488
Donations Received	\$1,055,452
RCU Foundation- Pending Check	\$100,000
Confidential Foundation - Pending	\$200,000
Donations Pledged (2026-2027)	\$66,550
<i>**Includes 5K verbal +pledge Tues Club</i>	
Library Impact Fees	\$210,000
Total	\$5,712,490
Percent to \$7.5M Goal	76%

Move from Phase 1 to 2 of Renovation

The library closed from December 15 – 25 for a move back into the north side of the main floor and a move out of the south and east side of the main floor. A moving company assisted with the heavy lifting but staff were busy inside directing the move, setting up the new public space and offices. Staff did a great job of handling returns and hold pickups through the main meeting room while we were closed.



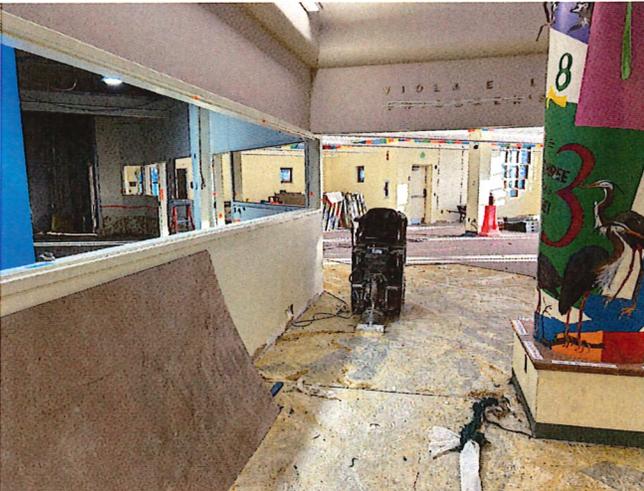
The Library re-opened on the north side 12/26/25 ~ Phase 2 began on the south side 12/29/25



Phase 2 includes east side meeting room.



It also includes the main floor suite of bathrooms.



Deconstructed former computer lab (left)



Teen Center renovation



Board Room has been expanded into former office. The door in the background leads to the Children's area.



Teen and Board Room remodel includes removing some windows between them and replacing with solid wall.



Construction of Group Study Room A has begun.

Library Trust Fund and Endowment

**Library Trust Fund 255 – Balance
12/31/2025**

Cash	\$181,654.69
Library Endowment	\$790,779.47
Total	\$972,434.16

Trustees Assigned to Foundation Meetings

December 3, 2025 - Jean Ritzinger

2025 Year-to-date Library Budget (12/31/2025)

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
41110 General Property Tax	-925,000	-925,000	-925,000.00	0	100.00
43700 County Grants	-487,699	-487,699	-465,309.66	-22,389	95.40
43730 Local Grants	0	0	-350.00	350	100.00
46750 Library Charges	-2,000	-2,000	-3,094.87	1,095	154.70
47000 Interest on Deposits	-200	-200	-39,928.05	39,728	19,964.00
48000 Misc Revenue	-200	-200	-94.77	-105	47.40
48615 Taxable Copy Sales	-8,000	-8,000	-8,415.05	415	105.20
49253 Transfer from Library Im	-22,000	-22,000	-20,167.00	-1,833	91.70
51100 Full Time Salaries	524,992	524,992	500,743.04	24,249	95.40
51120 Part Time Salaries	205,000	205,000	171,744.50	33,256	83.80
51200 Overtime	0	0	22.24	-22	100.00
51300 Salaries Temporary	5,000	5,000	53,715.52	-48,716	1,074.30
51410 Appointed/Elected Offici	4,800	4,800	4,160.00	640	86.70
52100 Retirement	49,019	49,019	40,797.35	8,222	83.20
52200 Social Security	54,348	54,348	45,074.39	9,274	82.90
52300 Health/Dental/Life Insur	83,834	83,834	109,497.46	-25,663	130.60
53100 Uniforms	0	0	485.34	-485	100.00
53110 Postage	2,200	2,200	1,186.54	1,013	53.90
53120 Legal Services	0	0	689.00	-689	100.00
53210 Travel, Training & Meals	4,000	4,000	7,721.51	-3,722	193.00
53220 Dues Membership & Subscr	1,200	1,200	594.40	606	49.50
53300 Advertising/Printing	2,100	2,100	9,467.07	-7,367	450.80
53400 Professional Services	29,700	29,700	25,682.23	1,208	95.90
53510 Office Supplies & Books	21,000	21,000	24,402.13	-3,402	116.20
53520 General Operating Suppli	2,000	2,000	4,032.94	-2,033	201.60
53560 Facility Maint Supplies	0	0	60.97	-61	100.00
53610 Communications	71,250	71,250	69,841.77	1,408	98.00
53620 Utilities	60,000	60,000	53,711.37	6,289	89.50
53640 Equipment Services & Sup	22,000	22,000	20,097.27	1,903	91.40
53650 Insurance General	9,347	9,347	0.00	9,347	0.00
53660 Building Maintenance	36,545	36,545	26,289.92	10,255	71.90
53720 Books	56,000	56,000	53,676.47	2,324	95.90
53730 Videos	5,000	5,000	3,917.87	1,082	78.40
53740 Periodicals	9,000	9,000	9,029.81	-30	100.30
53750 Audio Materials	3,000	3,000	1,993.31	1,007	66.40
53760 Compact Discs-Audio	3,500	3,500	479.79	3,020	13.70
53770 Electronic Media	4,375	4,375	5,669.11	-1,294	129.60
53900 Miscellaneous	300	300	0.00	300	0.00
53950 Programming	5,850	5,850	8,431.26	-2,581	144.10
54400 Buildings & Structures	0	0	12,000.00	-12,000	100.00
55840 Reserves	28,260	28,260	0.00	28,260	0.00
59100 Transfer to General Fund	12,149	12,149	11,137.00	1,012	91.70
59730 Transfer to Technology F	21,238	21,238	19,468.00	1,770	91.70
59740 Transfer to Fac. Mainten	86,092	86,092	78,918.00	7,174	91.70
Revenue Total	-1,445,099	-1,445,099	-1,462,359.40		
Expense Total	1,423,099	1,423,099	1,374,737.58		
Grand Total	-22,000	-22,000	-87,621.82		94.00

River Falls Public Library
Board of Trustees
2026 Meeting Schedule

With some exceptions, the Library Board of Trustees meetings are held in the Library Board Room on the first Monday of each month. However, during the library renovation from January through March, 2026 meetings will be held at City Hall in the Studio located in the lower-level. Unless a special meeting is called, there is no meeting during the month of July. Meetings start at 6:30 p.m. and run no more than 1 ½ hours.

Public notice of Library Board meetings must be posted at least 24 hours in advance.

January 5 (City Hall, Studio)

February 2 (City Hall, Studio)

March 2 (City Hall, Studio)

April 6 (National Library Week)

May 4

June 1

July (no meeting)

August 3

September 14 (second Monday due to Memorial Day)

October 5

November 2

December 7

Last update 12/31/2025

**River Falls Library Foundation
Board of Directors
2026 Meeting Schedule**

With some exceptions (listed below) the Library Foundation Board of Directors meets on the last Wednesday of the month at 6:30 p.m. Meetings are normally held in the Library Board Room, but from January through March of 2026 they will be held at City Hall in the Studio Room located in the lower-level. This is due to the current library renovation project.

We need one Library Board of Trustees to attend each Foundation Board of Directors meeting. Trustees, please sign-up below.

- January 28: _____
- February 25: _____
- March 25: _____
- April 29: _____
- May 27: _____
- June 24: _____
- August 26: _____
- September 30: _____
- October 28: _____
- December 2: _____