

OPEN MEETING NOTICE
River Falls Public Library
Library Board of Trustees
March 2, 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
 - o Summary of Library Foundation meeting on February 25, 2026
 - o Formation of a Trustee subcommittee to review quotes for the final renovation change orders, and convene thereafter to determine which remaining renovation projects will be completed and which may require alternative funding sources if pursued
8. Director's Report
9. Consent Agenda:
 - o Approve January, 2026 Library Expense Report (\$18,237.72)
 - o Approve purchase of new video surveillance cameras and software from Five Star Telecom, Inc.
 - o Approve naming the former Teen Zone, the "Robert H. Enstad Teen Center"
10. Next meeting: **April 6, 2026 at 6:30 p.m.** – *River Falls Public Library new Conference Room*
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

OPEN MEETING NOTICE
River Falls Public Library
Library Board of Trustees
March 2, 2026 at 6:30 PM
City Hall Studio

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 or 67.217.95.2##970372861

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<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
Open Meeting
February 2, 2026

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

Guests: Amy White, Kim Kiiskinen

Foundation Members: Linda Jacobson

Absent: Jean Ritzinger, Nick Carow

1. Call to Order: The meeting was called to order by President Mike Metro at 6:34 PM.
2. Establish a Quorum: A quorum was established.
3. Open Meeting Law: Library Director Misselt certified the meeting was properly noticed.
4. Approval of Agenda: Alexander moved to approve the agenda. Heinselman seconded. Motion carried.
5. Approval of January Minutes: Ferguson moved to approve the minutes. Davis seconded. Motion carried.
6. Reports
 - o President's Report: Reminder about attendance at Library Foundation meetings by Board of Trustees members.
 - o Library Foundation Report (Alexander): The Foundation had its annual meeting on January 28th. The election results were reported with election for Vice President and Secretary. The treasurer provided their report. Membership report was shared. The Library Director Misselt provided her report and submitted requests from the Library Foundation. Accomplishments of the Foundation in 2025 were shared.
 - o Director's Report: Review of use of campaign funds and library impact fees for building projects including HVAC and humidifiers. Presented phase 2 renovation update. Shared procedure for potential ICE visits.
7. Consent Agenda: Alexander moved to approve the consent agenda. Ferguson seconded. Motion carried.
8. Adjournment: Ferguson moved to adjourn. Heinselman seconded. Motion carried and meeting adjourned at 7:22 PM.

Respectfully submitted, Tiffany Alexander - Vice President

Check Date:
 Start: 1/1/2026
 End: 1/31/2026

Library Board Approval Report



Vendor Link	Invoice	P. O. #	Description	Invoice Date	Invoice Total
BUG BUSTERS INC					
	2571 80485		12/16/25 LIBRARY - GENERAL PEST CONTROL	12/16/2025	\$150.00
CENGAGE LEARNING					
	123 999101770680		12/8/25 LIBRARY - NINE BOOKS PURCHASED	12/8/2025	\$19.20
	123 999101778571		12/11/25 LIBRARY-ONE BOOK PURCHASED/IRISH GOODBYE	12/11/2025	\$30.39
	123 20029208		2026 LIBRARY-EDITORS CHOICE/CHRISTIAN FICTION PLAN	1/1/2026	\$3,375.26
	369			Total:	\$3,424.85
CENTER POINT INC					
	412 2215173		LIBRARY PLATINUM SERIES-FICTION/MYSTERY/NONFICTION	1/1/2026	\$1,841.04
CHIPPEWA FALLS PUBLIC LIBRARY					
	423 652988		LIBRARY-REPLACEMENT FOR LOST BOOK/GATES OF JANUS	12/31/2025	\$24.95
ELM USA INC					
	2626 82077		LIBRARY - DISC CLEANING MACHINE-YELLOW/GREEN PAD	1/5/2026	\$142.50
EO JOHNSON CO. INC					
	98 40787953		LIBRARY-DEC2025 BASE PYMT/OVERAGES RICOH COPIER	12/11/2025	\$373.95
	98 40939734		LIBRARY JAN2026 BASE PYMT FOR RICOH COPIER	1/1/2026	\$155.06
	98 41014715		LIBRARY JAN2026 BASE PYMT FOR RICOH COPIER	1/12/2026	\$115.00
	294			Total:	\$644.01
FBG SERVICE CORPORATION					
	364 1010103	250105	DEC2025 MONTHLY CLEANING-MULTIPLE BLDG/LOCATION	12/31/2025	\$2,205.59
FERGUSON, REBECCA					
	2049 2025BOARDPA YCORRECT		2025 LIBRARY BOARD PAY REISSUE-10 MOS CHAIR/1 MO	12/31/2025	\$650.00
HUB 70 DESIGN & PRINT					
	2139 INV-34707		LIBRARY - ALUMINUM 80" X 30" SIGN	12/17/2025	\$169.22
HUDSON AREA JOINT LIBRARY					
	1361 664475		LIBRARY - REPLACEMENT OF LOST BOOK/BIG NATE	12/31/2025	\$11.99
	1361 664474		LIBRARY-REPLACEMENT OF LOST BOOK/LOST DOG	12/31/2025	\$5.99
	2722			Total:	\$17.98

Check Date:
 Start: 1/1/2026
 End: 1/31/2026

Library Board Approval Report



Vendor Link	Invoice	P. O. #	Description	Invoice Date	Invoice Total
INDIANHEAD FEDERATED LIBRARY SYSTEM					
	655 241699		LIBRARY - ANNUAL CHARGE FOR ADDITIONAL DAYS	1/20/2026	\$2,750.00
INGRAM LIBRARY SERVICES					
	620 92810648		12/15/25 LIBRARY-ONE BOOK PURCHASED/LOVE MY FAMILY	12/15/2025	\$16.49
	620 93030587		12/22/25 LIBRARY-ONE BOOK PURCHASED/FODOR HONG KON	12/22/2025	\$12.67
	620 93030588		LIBRARY 12825-SIX BOOKS PURCHASED	12/22/2025	\$61.62
	620 93030589		LIBRARY 12/22/25-THREE BOOKS PURCHASED	12/22/2025	\$46.47
	620 93030590		LIBRARY 12/22/25-THREE BOOKS PURCHASED	12/22/2025	\$54.42
	620 93030591		LIBRARY 12/22/25-THIRTEEN BOOKS PURCHASED	12/22/2025	\$161.47
	620 93153664		12/26/25 -BOOK PURCHASED/VORTEX OF THE CHAOSDRAGON	12/26/2025	\$14.99
	620 93203609		LIBRARY 12/29/25-THREE BOOKS PURCHASED	12/29/2025	\$60.52
	620 93545655		1/8/26 LIBRARY BOOK PURCHASE	1/8/2026	\$62.20
	620 93562770		1/9/26 LIBRARY BOOK PURCHASE I AM A BIG FISH	1/9/2026	\$19.63
	620 93606264		1/12/26 LIBRARY BOOK PURCHASE BAD BANANA	1/12/2026	\$19.63
	620 93673149		1/13/26 LIBRARY-BOOKS PURCHASED	1/13/2026	\$271.63
	620 93696998		1/14/26 LIBRARY - BOOK - WHITE WOLF	1/14/2026	\$17.05
	620 93696999		1/14/26 LIBRARY BOOK PURCHASE	1/14/2026	\$47.13
	620 93697000		1/14/26 LIBRARY BOOK PURCHASE FODOR ESSENTIAL SPAI	1/14/2026	\$17.09
	620 93697001		1/14/26 LIBRARY BOOK PURCHASE	1/14/2026	\$34.59
	620 93697002		1/14/26 LIBRARY BOOK PURCHASE	1/14/2026	\$57.67
	620 93697003		1/14/26 LIBRARY BOOK PURCHASE	1/14/2026	\$15.87
	11160			Total:	\$991.14
IVORY 52					
	382 3035		LIBRARY PIANO-BASIC TUNING/REPLACE PADS	12/1/2025	\$230.00
LINEHAN OUTDOOR SERVICES LLC					
	1570 370	250267	November 2025 Snow Removal Services - All Depts	12/31/2025	\$604.00
METRO, MICHAEL					
	2220 2025BOARDCO RRECTION		2025 LIBRARY BOARD PAY-DIFF OF MEMBER/PRESIDENT PA	12/31/2025	\$10.00

Check Date:
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Library Board Approval Report



Vendor Link	Invoice	P. O. #	Description	Invoice Date	Invoice Total
MIDWEST TAPE					
	409 508161441		12/12/25 LIBRARY - ONE DVD PURCHASED/SMALL THINGS	12/12/2025	\$17.24
	409 508161438		12/12/25 LIBRARY-ONE BLUERAY VIDEO PURCHASED	12/12/2025	\$23.24
	409 508161439		12/12/25 LIBRARY-ONE AUDIOBOOK PURCHASED/NASH FALL	12/12/2025	\$49.99
	409 508209204		LIBRARY 12/23/25 - DIARYOF WIMPY KID- PARTYPOOPER	12/23/2025	\$14.99
	1636			Total:	\$105.46
MUNICIPAL ELECTRIC UTILITIES OF WISCONSIN INC					
	188 012026-07		2026 ANNUAL ACCESS FEE FOR MSDS ONLINE	1/20/2026	\$85.50
NICHE ACADEMY LLC					
	642 12426		LIBRARY - ONLINE SUBSCRIPTION RENEWAL	1/26/2026	\$2,310.00
T-MOBILE USA INC					
	269 952886095/NOV 2025		11/11/25-12/10/25 LIBRARY MOBILE INTERNET CHARGE	12/1/2025	\$344.40
	269 952886095/DEC 2025		12/11/25-1/10/26 LIBRARY MOBILE INTERNET CHARGE	1/11/2026	\$344.40
	538			Total:	\$688.80
UHL COMPANY INC					
	446 110307	260008	JAN-2026 ENERGY MGMT SYSTEM MAINT AGRMT	1/6/2026	\$197.56
	446 110307	260008	JAN-2026 ENERGY MGMT SYSTEM MAINT AGRMT	1/6/2026	\$395.12
	892			Total:	\$592.68
WI DEPT OF ADMINISTRATION					
	310 505-0000107631		LIBRARY - TEACH SERVICES JUL2025-DEC-2025	12/16/2025	\$600.00
	34162			Grand Total:	\$18,237.72

RIVER FALLS PUBLIC LIBRARY

Director's Report – Tanya Misselt

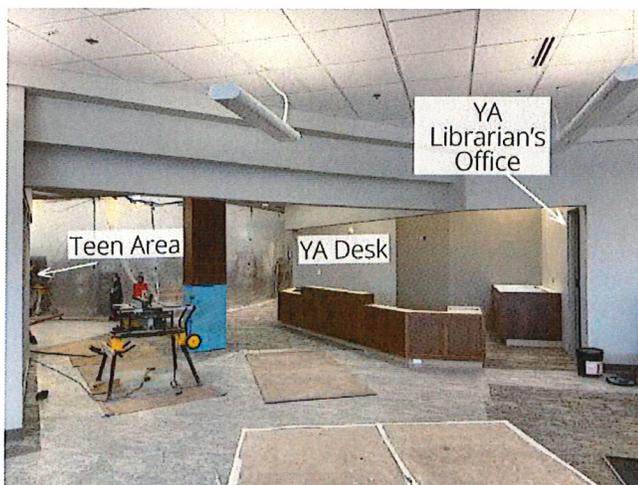
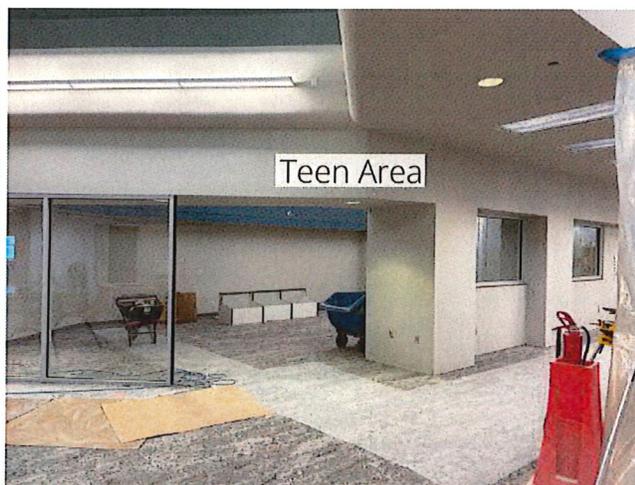
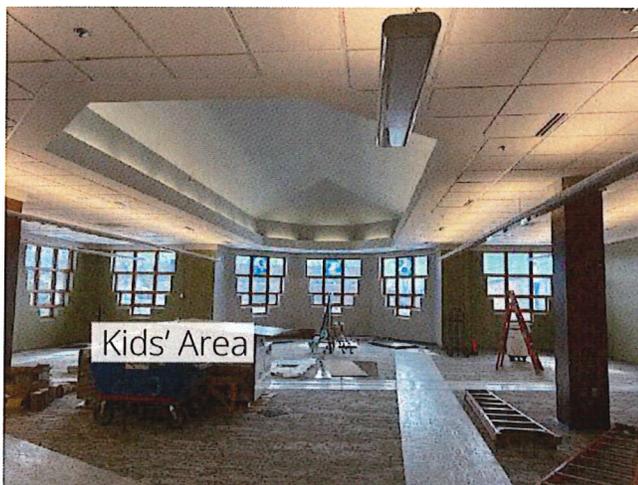
March 2, 2026 Meeting

Renovation Progress and Schedule

The library renovation project remains under budget and ahead of schedule. Phase Two is nearing completion, and Phase Three is scheduled to begin shortly.

To complete tile installation in the entryway, relocate furniture in preparation for reopening the main floor, and clear areas designated for the lower-level renovation, the library will be closed to the public from Monday, March 2 through Monday, March 16, inclusive. Staff will continue to work onsite during this period.

As with the previous temporary closure, patrons will be able to pick up holds at the east-side maintenance door by ringing the doorbell for assistance. The exterior book drop will remain open 24 hours a day, seven days a week.



Request for Formation of Trustee Subcommittee

Market & Johnson included a \$100,000 construction contingency in the project planning. In addition, the contractual change order cap is \$352,505, for a combined total adjustment authority of \$452,505. Approximately \$100,000 of that combined amount remains available.

By Friday, February 27, ISG will complete the latest revision of the architectural proposal. It is anticipated that Market & Johnson will finalize cost estimates for the outstanding change order requests by approximately March 16.

Based on current projections, it is unlikely that all newly proposed change orders can be approved without exceeding the allowable threshold and potentially triggering the need to rebid portions of the project. As a result, the Board may need to prioritize among the following proposed additions:

1. Lower-Level Glass Walls

Earlier plans for the lower level included removal of the original movable walls and replacement with glass wall systems. The existing movable walls are original to the building, and the manufacturer is no longer in business. Although partial maintenance was completed several years ago, the walls are cumbersome for staff to set up and take down, require significant storage space when collapsed, and substantially darken the lower level when in use.

Stationary glass walls would eliminate staff setup time, allow natural light to flow throughout the space, and provide a permanent sound barrier between the hallway and concurrent programs in the adjacent gallery.

2. Gallery Sink and Cabinetry

Initial renovation discussions included removing the quarter-circle bump-out in the gallery and replacing it with a storage closet. In light of the proposed Artist-in-Residence program and expanded art programming, it would be more functional to install a sink in that location to support cleanup after art activities led by visiting artists. The addition of cabinetry would also provide appropriate storage for art supplies and materials.

Additionally, it was recently discovered that the upper cabinets in the gallery office are deteriorating and will need replacement.

3. Solarium/Storytime Room Renovation

The Solarium/Storytime Room was not originally included in the renovation scope. However, as work has progressed, it has become clear that updates are needed to maintain consistency with the renovated areas of the library.

The existing floor tile is loosening and coming up. The glass roof panels have been repaired multiple times, yet a leak persists and has caused damage to the built-in bench below. Addressing these issues now would improve both the appearance and long-term durability of the space.

It is unlikely that the remaining change order balance will be sufficient to complete all of the above proposals. Phase 3 (lower-level remodel) is scheduled to begin March 16. To avoid delays, decisions regarding these proposals should be made prior to the April 6 Board of Trustees meeting.

Therefore, I recommend forming a small subcommittee of the Board to review the final cost estimates and make timely recommendations so that the project can continue moving forward without interruption.

Council Authorized FFP Technology Expenditure

The Reference and Technology Librarian, Kim Kiiskinen, solicited and received three competitive proposals for the purchase of 28 desktop computers, 33 laptop computers, four printers, and the necessary accessories. The most competitive bid was submitted by Dell Technologies, which offered a package price of \$72,863. The quote expires on February 26, 2026.

As this purchase is funded through an FFP grant administered by the City of River Falls, and because City Council approval is required for technology expenditures exceeding \$50,000, the item was

submitted to Council as a resolution on Tuesday, February 24. The resolution was approved. The Council Memorandum and Resolution are attached to this report.

Use of Campaign Funds and Library Impact Fees

Expenditure of the FCKBA Foundation and Hugh J. Andersen Foundation donations must align with the list of needed building projects found on grant applications. The Library Foundation has transferred the \$950,000 to the City of River Falls. The City Finance Department has agreed to manage these funds in a municipal pool account held only for the above grant stipulated library building expenses. A library account has been created for this purpose.

FCKBA Foundation and Hugh J. Andersen Foundations Project Budget (plus Library Impact Fee)		
Revenue Source	Revenue	
FCKBA Foundation	\$750,000	
Hugh J Andersen Foundation	\$200,000	
City Funds from Library Impact Fees	\$218,501	
TOTAL Revenue	\$1,168,501	

Item Description of Expenditures	Estimated Cost	Actual
		\$460,000 pending council approval
HVAC materials and labor (plus concrete and fencing)	\$475,000	
Solar Roof Southside	\$338,396	
		\$118,230 pending council approval
Replace Humidifier	\$118,230	
Parking lot	\$72,276	
Replace three self-check machines (Envisionware was selected)	\$32,000	\$13,936
Upgrade to LED Lighting	\$27,000	
Security Camera System (Five Star Technologies was selected)	\$20,000	\$15,180 pending
Donor Recognition Wall	\$15,000	
Window covers and shades	\$15,000	
CD (Music/Audio Book) Shelving (might be covered by FFP)	\$11,500	
Glass Art Installation	\$10,000	
Power Over Ethernet (for room reservation tablets and door counting)	\$10,000	
Room Reservation Tablets	\$3,550	
Door Count (SenSource was selected)	\$3,000	\$2,677
One refrigerator	\$2,500	
Lighting for ten built-in display cases in lower level	\$1,000	
Lighting for one mobile display case on main floor	\$1,000	
Furniture and misc. stipulated items (TBD after FFP grant is exhausted)		
TOTAL Expenditure (estimate)	\$1,155,452	

Update to Library Security Camera

In August 2023, the Library Board of Trustees approved a Video Surveillance Camera Policy in partnership with the City of River Falls. Following that approval, the City Attorney advised that, to avoid potential conflicts with state law, the City should not provide video surveillance services for the public library. Therefore, the Library Director strongly recommends that the library implement and maintain its own internal security camera system. Doing so will help ensure the safety of patrons and staff, protect library property, and promote a welcoming environment by deterring misconduct and providing documentation if incidents occur—all while fully complying with statutory requirements regarding patron confidentiality.

Reference and Technology Librarian Kiiskinen solicited and reviewed proposals from five security camera vendors. After evaluating cost, equipment, service terms, and overall value, Five Star Technology submitted the strongest proposal. They offered the most competitive pricing for equipment and installation, along with a favorable annual service fee under a five-year agreement. The proposal includes installation of five cameras on the main floor and seven cameras in the lower level, where staff are not regularly stationed. Upon approval by the Library Board of Trustees, the existing Video Surveillance Policy will be updated to reflect the implementation of an internally managed library security camera system.

Update to Solar Roof

Solar roof proposals have been solicited from four companies. All proposals should be received and ready for review by March 16.

Renew & Inspire Capital Campaign Financial Report

Renew and Inspire Capital Campaign Financial Report 2-24-2025	
FFP Grant	\$4,080,488
Donations Received	\$1,268,225
RCU Foundation- Pending Check	\$100,000
Donations Pledged (2026-2027)	\$99,205
Library Impact Fees	\$218,501
Total	\$5,766,419
Percent to \$7.5M Goal	77%

Naming of Teen Zone

The Teen Zone has not received a naming rights sponsorship. Library staff are preparing to order new ADA-compliant room signage and lettering for areas with newly established naming rights.

In the absence of a sponsor for the Teen Zone, it is recommended that the Board move forward with prior discussions to designate this space as the **Robert H. Enstad Teen Area**.

Library Trust Fund and Endowment

Library Trust Fund 255 – Balance 12/31/2025	
Cash	183,159.34
Library Endowment	\$795,842.67
Total	\$979,002.01

Wisconsin Department of Public Instruction (DPI) Annual Report

The annual DPI report was completed, signed and submitted. A copy is attached to this report.

Foundation Board of Directors Assigned Upcoming Trustee Meetings

February 2 – Patricia La Rue

March 2 – Callie Trautmiller

April 6 – Linda Jacobson

Trustees Assigned to Upcoming Foundation Meetings

March 25 – Nick Carow

April 29 – Kari Heinselman

May 27 – Ann Nelson

June 24 – Jean Ritzinger



MEMORANDUM

TO: Mayor Toland and City Council

FROM: Tanya Misselt, Library Director
Amy White Community Services Director/City Clerk

DATE: February 24, 2026

TITLE: RESOLUTION APPROVING THE PURCHASE OF COMPUTERS, PRINTERS AND ACCESSORIES FROM DELL TECHNOLOGIES

RECOMMENDED ACTION

Approve the resolution allowing the purchase of 28 desktop computers, 33 laptop computers, and 4 printers with the necessary accessories.

BACKGROUND

In October 2024, the City of River Falls and River Falls Public Library were successfully awarded a Flexible Facilities Program grant that included \$150,236 for computing devices, accessories, and printers.

The purpose of this purchase is to acquire digital connectivity equipment that supports broadband access and directly enables work, education, and healthcare monitoring. Some devices will be installed in the public computer lab, meeting rooms, study rooms, printing stations, telehealth room, and staff offices. Others will be available for portable use within the library and select devices will be made available for checkout.

DISCUSSION

The Library solicited quotes with specifications for 28 desktop computers, 33 laptop computers, and 4 printers with the necessary equipment to three vendors and received responses from all three. A summary of those responses is shown in the chart below.

	PCs	3-year PC Warranty	Total	Printers	PCs and Printers
Dell	\$66,990.33	Included	\$66,990.33	\$5,872.92	\$72,863.25
Best Buy	\$100,650.92	Included	\$100,650.92	\$17,948.08	\$118,599.00
CDWG	\$76,859.02	\$3,761.08	\$80,620.10	\$5,983.20	\$86,603.30

FINANCIAL CONSIDERATION

All of the quotes above were offered as package deals. Seven of the Dell computers will be installed behind TV monitors in various rooms by ECSI Systems Integrators, LLC, a subcontractor of Market & Johnson, which was awarded the renovation bid for the library. This work will be completed at no additional cost beyond the awarded renovation bid. All other computers and printers will be set up or ready for circulation by librarians.

Sources	Amount	Uses	Amount
FFP Grant	\$72,863	Laptops, Computers, Printers and Accessories	\$72,863
Total Sources	\$72,863	Total Uses	\$72,863

CONCLUSION

Approve the quote from Dell Technologies in the amount of \$72,863 for 28 desktop computers, 33 laptop computers, and 4 printers with the necessary accessories.



RESOLUTION NO.

RESOLUTION APPROVING THE PURCHASE OF COMPUTERS, PRINTERS AND EQUIPMENT FROM DELL TECHNOLOGIES

WHEREAS, the City of River Falls and River Falls Public Library were successfully awarded a Flexible Facilities Program grant in October 2024; and

WHEREAS, the Flexible Facilities Program grant included \$\$150,236 for computing devices, accessories, and printers.

WHEREAS, the Library solicited and quotes with written specification from three vendors for desktops, laptops, and printers.

WHEREAS, the Library received quotes for 28 desktop computers, 33 laptop computers, and 4 printers from three vendors

WHEREAS, the lowest bid for all items is from Dell Technologies for a total of \$72,863.25

NOW, THEREFORE, BE IT RESOLVED that the River Falls Common Council authorizes the purchase of 28 desktop computers, 33 laptop computers, and 4 printers, with necessary equipment, from Dell Technologies, as part of the City's compliance with the Flexible Facilities Program grant requirements.

Dated this 24th day of February 2026

Dan Toland, Mayor

ATTEST:

Amy White, City Clerk

Security Camera System

Five Star Telecom Inc.
 Phone: 608.796-9088
 Fax: 608.519-3599
 5136 Mormon Coulee Rd
 La Crosse, WI 54601



Quote
 No.: **32066**
 Date: 2/20/2026

Prepared for:
 Kim Kiiskinen
 River Falls Public Library
 140 Union Street
 River Falls, WI 54022 U.S.A.

Prepared by: Alex Bluske
 Account No.: 8929
 Phone: (715) 425-0905

Quantity	Item ID	Description	UOM	Sell	Total
12 Verkada Cameras with 1-Yr Licenses					
10	CM42-256-HW	Indoor Mini Dome Camera, 5MP, Fixed Lens, 256GB of Storage, Maximum 30 Days of Retention	EA	\$452.95	\$4,529.50
2	CF83-512E-HW	I/O Fisheye Camera, 512GB, 30 Days of Storage	EA	\$1,165.75	\$2,331.50
12	LIC-CAM-5Y-CAP	5-Year Camera License, Capacity Increase	EA	\$439.56	\$5,274.72
Five Star Telecom Professional Installation and Service Support					\$2,808.12

Verkada products come with up to 10-year hardware warranty.

- Verkada software licenses include:**
 Unlimited users and access across web and mobile platforms
 Unlimited cloud archiving of video clips
 Automatic firmware and cloud software updates
 Verkada customer support (available via phone, email, and live chat)

Your Price:	\$14,943.84
Freight:	\$236.00
SubTotal:	\$15,179.84
Total:	\$15,179.84

Prices are firm until 3/22/2026

Terms: 50% Upon Signing, 50% on Acceptance

Prepared by: Alex Bluske, abluske@5startel.com

Date: 2/20/2026

Job Scope

1. Provide and install 10 Verkada CM42 30 day indoor dome style cameras.
2. Provide and install 2 Verkada CF83-E 30 day 180 degree style cameras.
3. Provide and apply 12 1 year Verkada camera licenses.

Please note

1. Quote does not include cabling.
2. Quote assumes existing cabling is in good working condition.
3. Customer to provide PoE network switch ports for IP cameras.
4. Quote includes training of the camera system

Quote

No.: **32066**

Date: 2/20/2026

Accepted by: _____

Date: _____

Disclaimer

The above price, specifications and conditions are satisfactory. You are authorized to do the work described, payment will be made as indicated above. Cancellation of this proposal once accepted as an order is subject to restocking charges of 15% of contract price. Seller shall not be liable for failure to deliver due to strikes, casualty, loss or delay of carriers of suppliers. Unless Specified otherwise on proposal, all new products are warranted to be free from defects in material and workmanship for one year following date of installation. Defective equipment will be repaired or replaced at Five Star Telecom's option without charge during normal working hours. (Normal workday 8:00 A.M. – 4:30 P.M. Monday-Friday excluding Holidays.) Any service performed after hours shall be subject to a minimum of 2 hour labor charge and overtime rates of time and a half. This warranty does not apply to equipment subject to misuse, abuse, tampering, negligence, accidents, unsuitable electrical conditions, lightning, or forces of nature. Any call for service not directly caused by the failure of equipment provided by Five Star Telecom shall be subject to service charges. Equipment moved or serviced by anyone other than an authorized Five Star Telecom representative shall void warranty. This agreement bears interest on any unpaid balance at the rate of 18% per year

Main Level Camera Locations



Other 4 locations have
CAT 6 pulled to location



INSTRUCTIONS: Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2025 are due to the DPI Division for Libraries and Technology no later than March 1, 2026.

I. GENERAL INFORMATION					
1. Name of Library River Falls Public Library			2. Public Library System IFLS Library System		
3b. Head Librarian First Name Tanya	3c. Head Librarian Last Name Misselt	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 03/31/2028	
6a. Street Address 140 Union St.	6b. Mailing Address or PO Box 140 Union St.	7. City / Village / Town River Falls	8a. ZIP 54022	8b. ZIP4 3604	9. County Pierce
10. Library Phone Number 7154250905	11. Fax Number (715)425-0914	12. Library E-mail Address of Director tmisselt@riverfallslibrary.org			
13. Library Website URL www.riverfallspubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No		18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No			
20. Square Footage of Public Library 36,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? Yes		22. UEI Number	
HOURS OF OPERATION					
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)		
19a. Winter hours open per week	52	0	0		
19b. Number of winter weeks	52	0	0		
19c. Summer hours open per week	0	0	0		
19d. Number of summer weeks	0	0	0		
19e. Total weeks per year	52	0	0		
19f. Total hours per year for this location	2,704	0	0		

II. LIBRARY COLLECTIONS							
		a. Number Owned / Leased	b. Number Added				
1. Books in Print		53,319	4,090				
2. Physical Subscriptions		90					
3. Physical Audio Materials		4,130	86				
4. Physical Video Materials		8,710	258				
5. Other Physical Materials		765					
6. Total Physical Items in Collection		66,924					
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State			
7. E-books		No	Yes	No			
8. E-serials		No	Yes	No			
9. E-audio		No	Yes	No			
10. E-video		No	No	No			
11. Research Databases		Yes	Yes	Yes			
12. Online Learning Platforms		Yes	Yes	Yes			
III. LIBRARY SERVICES							
1. Physical Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>			
192,867	83,136	3,169	33,414	35,822			
			Method for Counting ILL Transactions	Total ILL Transactions			
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)							
WISCAT							
Other (includes OCLC, manual tracking or other methods)							
3. Electronic Content Circulation Transactions							
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials		
25,269	8,466	36,812	0	5,608	70,547		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	No	a. Method	b. Annual Count	a. Method	b. Annual Count
6,044	3,705	9,749		Actual Count	6,944	Actual Count	203,156
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
17	17	Actual Count	8,409		0		

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	118	61	64	78	28
Total Attendance	2,741	1,743	759	3,075	1,931

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded
Number of Programs	274	65	10	0
Total Attendance	5,509	3,282	1,458	
Total Program Views				0

Describe the library's in-person programs:

Storytime, book clubs, teen programs, children's summer special performers. Adult programs have been limited this year due to an extensive renovation. Programs have mostly been restricted to our annual sustainability programs but they have been held off site.

Which platforms does the library use to host the library's live, virtual programs:

Facebook, YouTube, Streamyard

Describe the library's live, virtual programs:

This year, the live/virtual programs have been with the sustainability series which targets an adult population. Youth services does not have virtual programs.

Which platforms does the library use to host the library's pre-recorded programs:

NOT USED

Describe the library's pre-recorded programs:

We have a library of programs that were both live and virtual and recorded for later viewing but they had been live. We do not have any videos that were never live.

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	City	Email Address
PRESIDENT			
1. Michael	Metro	River Falls	metromhn@gmail.com
2. Kari	Heinselma	River Falls	kheinselma@newrichmond.k12.wi.us
3. Rebecca	Ferguson	River Falls	rebeccaferguson@hotmail.com
4. Tiffany	Alexander	River Falls	talexander@mmm.com
5. Jayne	Hoffman	River Falls	jaynelhoffman@gmail.com
6. Loraine	Davis	River Falls	ldavies4765@aol.com
7. Nick	Carow	River Falls	ncarow@rfcity.org
8. Jean	Ritzinger	River Falls	jeanritzinger@yahoo.com
9. Ann	Nelson	River Falls	nelson.ann777@gmail.com
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members *Include vacancies in this count* 9

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	River Falls	\$925,000
Subtotal 1		\$925,000

2. County

a. Home County Appropriation for Library Services	Subtotal 2a	\$209,072
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a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Dunn	\$795		
Pepin	\$267		
St. Croix	\$255,175		
Subtotal 2b			\$256,237

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
	\$0		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$0

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

	\$0
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7. All Other Operating Income

	\$15,182
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8. Total Operating Income Add 1 through 7

	\$1,405,491
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9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$950,000
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10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Yes
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XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			77,039
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	2,808	32,037	34,845
3. Circulation to Nonresidents Living in Another County in the Library System	7,099	33,935	41,034
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	0	0	0
5. Circulation to All Other Wisconsin Residents	175	6. Circulation to Persons from Out of the State	985
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Barron	69	f.	
b. Dunn	81	g.	
c. St. Croix	33,194	h.	
d. Polk	398	i.	
e.		j.	

XII. TECHNOLOGY (Not included in 2025 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	114	35	60
Total Self-Directed Activity Participation	2,570	591	440
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	12	6	227
Total Self-Directed Activity Participation	3,615	235	7,451
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Kathy	Larson	klarson@riverfallslibrary.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Heather	Johnson	hjohnson@riverfallslibrary.org	

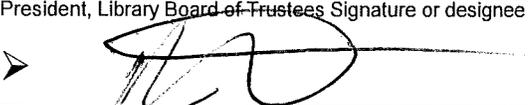
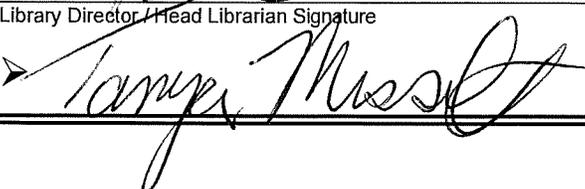
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Michael Metro	2/23/26
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Tanya Misselt	2/23/26

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County
Pierce

The River Falls Public Library Board of Trustees hereby states that in 2025 the IFLS Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
 - did not provide effective leadership and did not adequately meet the needs of the library.
- Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

It's always a pleasure to work with IFLS and IFLS leadership. Thank you

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Michael Metro	2-26-26

	COMMENTS	
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SECTION_III

7b. Library Visits

Main floor door count 113,359

Lower-level door count 86,099

Big Fun Lab 3,689

(During renovation, the youth areas have been relocated to the lower level. This may impact door counts.)--2026-02-02

8a., Number of Public Use Computers

12 are public computers and 5 are OPACS. We reduced the number of public computers this year because of the building renovation.--2026-02-02

8b., Number of Public Use Computers with Internet Access

12 are public computers and 5 are OPACS all have Internet access.--2026-02-02

9b., Wireless Internet Uses

We do not track this.--2026-02-02

SECTION_V

Other Revenue

local grant = \$350

library charges = 3,095 (lost/damaged)

misc. revenue = 95

taxable copy sales = 8,415--2026-02-19

Trust Fund = \$3,227--2026-02-19

MORE Ecommerce Payments--2026-01-22

SECTION_VI

b. Electronic Content

MORE Content/Materials--2026-01-22

5. Other Operating Expenditures

Self Check--2026-01-22

SECTION_XII

3b. How many internet-ready devices does your library have in the collection for patron checkout? Do not include lost devices.

We also circulate five Kindles but I did not count them here.--2026-02-06

Participation in Drop-in Activities for Adults 19+

Free Comic Book Day

Adult SLP

Bingo Activity Challenge

Reading Challenge

Walking Challenge

Biking Challenge

Winter Wellness Challenges--2026-02-19

2025 YTD Library Budget (02/24/2026)

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
41110 General Property Tax	-925,000	-925,000.00	0	
43700 County Grants	-487,699	-465,309.66	-22,389	
43730 Local Grants	0	-350.00	350	
46750 Library Charges	-2,000	-3,094.87	1,095	
47000 Interest on Deposits	-200	-41,234.99	41,035	
48000 Misc Revenue	-200	-94.77	-105	
48200 Rent	0	-23,675.00	23,675	
48615 Taxable Copy Sales	-8,000	-8,415.05	415	
49253 Transfer from Library Im	-22,000	-22,000.00	0	
51100 Full Time Salaries	524,992	500,743.04	24,249	95.40
51120 Part Time Salaries	205,000	171,744.50	33,256	83.80
51200 Overtime	0	22.24	-22	100.00
51300 Salaries Temporary	5,000	53,715.52	-48,716	1,074.30
51410 Appointed/Elected Offici	4,800	4,160.00	640	86.70
52100 Retirement	49,019	40,797.35	8,222	83.20
52200 Social Security	54,348	45,074.39	9,274	82.90
52300 Health/Dental/Life Insur	83,834	109,497.46	-25,663	130.60
53100 Uniforms	0	485.34	-485	100.00
53110 Postage	2,200	2,221.54	-22	101.00
53120 Legal Services	0	689.00	-689	100.00
53210 Travel, Training & Meals	4,000	7,819.51	-3,820	195.50
53220 Dues Membership & Subscr	1,200	594.40	606	49.50
53300 Advertising/Printing	2,100	9,467.07	-7,367	450.80
53400 Professional Services	29,700	32,847.07	-3,147	110.60
53510 Office Supplies & Books	21,000	25,300.62	-4,301	120.50
53520 General Operating Suppli	2,000	4,044.93	-2,045	202.20
53560 Facility Maint Supplies	0	60.97	-61	100.00
53610 Communications	71,250	70,786.23	464	99.30
53620 Utilities	60,000	58,457.66	1,542	97.40
53640 Equipment Services & Sup	22,000	20,337.27	1,663	92.40
53650 Insurance General	9,347	8,718.31	629	93.30
53660 Building Maintenance	36,545	29,107.43	7,438	79.60
53720 Books	56,000	54,732.61	1,267	97.70
53730 Videos	5,000	4,894.42	106	97.90
53740 Periodicals	9,000	9,202.81	-203	102.30
53750 Audio Materials	3,000	2,008.30	992	66.90
53760 Compact Discs-Audio	3,500	522.05	2,978	14.90
53770 Electronic Media	4,375	5,927.86	-1,553	135.50
53900 Miscellaneous	300	0.00	300	0.00
53950 Programming	5,850	8,456.56	-2,607	144.60
54400 Buildings & Structures	0	12,000.00	-12,000	100.00
55840 Reserves	28,260	0.00	28,260	0.00
59100 Transfer to General Fund	12,149	12,149.00	0	100.00
59730 Transfer to Technology F	21,238	21,238.00	0	100.00
59740 Transfer to Fac. Mainten	86,092	86,092.00	0	100.00
Revenue Total	-1,445,099	-1,489,174.34		
Expense Total	1,423,099	1,413,915.46		94.00
Grand Total	-22,000	-75,258.88		

2026 YTD Library Budget (2/24/2026)

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
41110 General Property Tax	-950,000	-237,500.00	-712,500	
43700 County Grants	-487,699	-252,655.44	-235,044	
46750 Library Charges	-2,000	-234.21	-1,766	
47000 Interest on Deposits	-200	0.00	-200	
48000 Misc Revenue	-200	0.00	-200	
48500 Donations	0	-950,000.00	950,000	
48615 Taxable Copy Sales	-8,000	-1,787.37	-6,213	
48900 Fund Balance Applied	-5,547	0.00	-5,547	
51100 Full Time Salaries	534,601	79,444.46	455,157	14.90
51120 Part Time Salaries	211,459	25,299.36	186,160	12.00
51300 Salaries Temporary	5,000	10,958.68	-5,959	219.20
51410 Appointed/Elected Offici	4,800	0.00	4,800	0.00
52100 Retirement	52,187	6,698.33	45,489	12.80
52200 Social Security	57,443	7,105.85	50,337	12.40
52300 Health/Dental/Life Insur	102,747	22,662.52	80,084	22.10
53110 Postage	2,266	0.00	2,266	0.00
53210 Travel, Training & Meals	4,000	0.00	4,000	0.00
53220 Dues Membership & Subscr	1,236	100.00	1,136	8.10
53300 Advertising/Printing	2,163	0.00	2,163	0.00
53400 Professional Services	30,591	514.00	28,950	5.40
53510 Office Supplies & Books	21,630	306.56	21,323	1.40
53520 General Operating Suppli	2,000	0.00	2,000	0.00
53610 Communications	73,387	67,791.48	5,596	92.40
53620 Utilities	61,000	3,134.64	57,865	5.10
53640 Equipment Services & Sup	22,660	6,770.06	15,890	29.90
53650 Insurance General	11,055	8,587.13	2,468	77.70
53660 Building Maintenance	36,545	1,522.57	32,729	10.40
53720 Books	56,680	5,800.02	50,880	10.20
53730 Videos	5,000	0.00	5,000	0.00
53740 Periodicals	9,000	0.00	9,000	0.00
53750 Audio Materials	3,000	0.00	3,000	0.00
53760 Compact Discs-Audio	3,500	0.00	3,500	0.00
53770 Electronic Media	4,500	2,310.00	2,190	51.30
53900 Miscellaneous	300	0.00	300	0.00
53950 Programming	6,000	0.00	6,000	0.00
54400 Buildings & Structures	0	2,000.00	-15,936	100.00
55840 Reserves	6,181	0.00	6,181	0.00
59100 Transfer to General Fund	12,345	0.00	12,345	0.00
59730 Transfer to Technology F	22,546	0.00	22,546	0.00
59740 Transfer to Fac. Mainten	87,824	0.00	87,824	0.00
Revenue Total	-1,453,646	-1,442,177.02		
Expense Total	1,453,646	251,005.66		17.00
Grand Total	0	-1,191,171.36		