



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, SEPTEMBER 18, 2024

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 August 21, 2024
2. Vouchers of August 2024
3. Unaudited Monthly Revenue & Expense Report for August 2024
4. Monthly Statistical Report for August 2024

III. Reports/Discussion Items/Action Items

1. Discussion Item: Northern Wisconsin ILS Consortium Exploration (NICE) System Merger Update
2. Discussion Item: Strategic Plan Goals & Actions Steps #4 Review
3. Discussion Item: Wisconsin Trustees Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

Wednesday, October 16, 2024, @4PM in the Library Community Room

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, AUGUST 21, 2024 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

1. **Call to order and roll call** - President Mike Geislér called the regular meeting of the Board of Trustees to order at 3:58PM in the Library Community Room. Present: Katie Breitenmoser, Chris Grunenwald, Audrey Huftel, Ryan Martinovici, Elizabeth McCrank, Barbara Rothlisberg, Mark Weix, Jr. Excused: Darcy Dalsky. Also present: Laurie Ollhoff, Andrea Bennett, Bob Lass, Rod Akey, and camera operator.
2. **Correspondence** - Thank you letter from Ronald McDonald to library staff for the monetary donation. No additional correspondence.
3. **Public Comment** - No public comment.

II. Consent Items

1. **Minutes of regular meeting on July 17, 2024** - E. McCrank/R. Martinovici/C to approve the Minutes of the regular meeting of July 17, 2024. No further discussion.
2. **Vouchers for July 2024** - A. Huftel/R. Martinovici/C to approve the Vouchers for July 2024. E. McCrank inquired about the report format and whether there were areas that should be focused upon when reviewing. L. Ollhoff highlighted disbursements to other libraries that are typically a result of payment for other libraries' damaged materials by T.B. Scott patrons. No further discussion.
3. **Unaudited Monthly Revenue & Expense Report for July 2024** - E. McCrank/A. Huftel/C to approve the Unaudited Monthly Revenue & Expense Report. M. Geisler commented on the budget coming in close. L. Ollhoff reassured the Board a close eye is kept on the progress. E. McCrank inquired about the total amount of charges for damaged materials and if there is a trend/pattern. L. Ollhoff explained we are seeing a rise in damaged materials. The library makes every effort to work with patrons, often providing free reading materials to young people that are not able to check out materials as a result of the damaged materials charges on the account. E. McCrank followed up with an inquiry to R. Martinovici and how the school district handles such situations. R. Martinovici indicated they handled such situations in a similar fashion as the library. No further discussion.
4. **Monthly Statistical Report for July 2024** - E. McCrank/K. Breitenmoser/C to approve the Monthly Statistical Report for July 2024. E. McCrank inquired about the increase in magazine checkout. L. Ollhoff explained patrons are now able to request magazines from libraries that are not their home library.

This was not a request/checkout option in the past. It is seen as a more cost-effective way to share costs. No further discussion.

III. Reports/Discussion Items/Action Items

- 1. Action Item: Review and approve Endowment Fund Request for Required Elevator Upgrade** - A. Huffel/K. Breitenmoser/C to approve Endowment Fund Request for Required Elevator Upgrade. M. Geisler stated there really is no option. The Library needs to be ADA compliant. No further discussion.
- 2. Action Item: Review and approve Endowment Fund Request for Youth Services Renovation Project - Book Bins** - A. Huffel/M. Weix/C to approve Endowment Fund Request for Youth Services Renovation Project - Book Bins. L. Ollhoff explained the necessity for the request now related to the time of production. L. Ollhoff also explained the purpose of the transition from traditional shelving to browsing bins. K. Breitenmoser inquired if they were to be similar to what is already in place. L. Ollhoff explained they would be similar to the juvenile picture book browsing bins. E. McCrank asked for clarification of the book bin placements. L. Ollhoff further explained the bins would be strictly for the juvenile nonfiction. Materials for the Young Adult collection would still be placed on traditional shelving. Books are placed in bins by category. E. McCrank inquired about supporting arguments for moving to such a shelving system. M. Geisler commented on how children typically look for materials. K. Breitenmoser confirmed children are better equipped to look for books by category, not by title. K. Breitenmoser inquired about the choice of manufacturer and the cost. A. Bennett provided background related to the choice of the manufacturer related to cost and material. E. McCrank inquired about a local furniture builder. A. Bennett explained why the choice was made not to research them as an option. No further discussion.
- 3. Action Item: Review and approve recommendation of Contract Bid for Youth Services Room Addition Project** - C. Grunenwald/R. Martinovici/C to approve recommendation of Contract Bid for Youth Services Room Renovation Project of JAS Construction, LLC, Wausau, in the amount of \$99,425. L. Ollhoff presented the bid submitted by JAS Construction, LLC, for Board review before discussion. Board members inquired about Alternatives 1, 2 & 3. R. Akey provided an explanation to the differences and the related cost adjustments. R. Akey provided background information related to the contractor and the work completed for the city in the past. E. McCrank directed a question to C. Grunenwald regarding the exclusion of the performance bond. Discussion followed to include R. Akey's statement that the city requires aggregate and commercial general liability insurance of \$2 million. Discussion continued related to some of the alternatives. E. McCrank inquired about contingencies should the project not be completed. R. Akey provided details on how that would be handled. No further discussion.

AUGUST 2024

Company Being Paid	8/2/24 Packet	8/9/24 Packet	8/16/24 Packet	8/23/24 Packet	8/30/24 Packet	August 2024 Totals
Amazon			\$ 4,675.63			4,675.63
American Red Cross	\$ 110.00				\$ 140.94	250.94
B&T L0280842	\$ 280.78	\$ 836.08	\$ 375.74			1,492.60
B&T L4211082	\$ 28.30		\$ 12.58	\$ 47.17		88.05
B&T L5471172		\$ 17.38	\$ 46.26	\$ 60.84		124.48
B&T L5491882			\$ 1,102.97			1,102.97
Cengage Learning, Inc.	\$ 155.94		\$ 223.94	\$ 103.16	\$ 25.59	508.63
Center Point Large Print		\$ 46.74				46.74
Cintas		\$ 238.77			\$ 238.77	477.54
City of Merrill - Treasurer	\$ 504.00					504.00
Dave's County Market				\$ 35.76	\$ 34.75	70.51
Demco	\$ 218.31					218.31
Down To Earth Green House LLC				\$ 1,251.00		1,251.00
Elan		\$ 777.50				777.50
EO Johnson Business Technologies	\$ 245.12					245.12
Frontier			\$ 106.75			106.75
Haenco	\$ 98.09					98.09
Integrity Fire Protection				\$ 163.00		163.00
Libraria FKA Children's Plus	\$ 134.57	\$ 109.24	\$ 135.65			379.46
Librarica		\$ 417.30			\$ 207.53	624.83
Library Store (The)		\$ 127.52				127.52
Merrill Ace Hardware		\$ 29.65				29.65
Multi Media Channel, LLC		\$ 211.00				211.00
NewEgg Business, Inc.			\$ 1,536.98		\$ 67.96	1,604.94
Plautz, Donna	\$ 36.98					36.98
Scholastic			\$ 547.47			547.47
T-Mobile	\$ 65.60					65.60
T.B. Scott Petty Cash	\$ 8.80		\$ 20.00			28.80
TechSoup				\$ 90.00		90.00
Tomahawk Public Library		\$ 38.00				38.00
VIP Office Products			\$ 55.39			55.39
West Bend Mutual Insurance Company			\$ 20.00			20.00
Wisconsin Department of Financial Institutions			\$ 20.00			20.00
Wisconsin Public Service				\$ 3,189.64		3,189.64
	\$ 1,886.49	\$ 2,849.18	\$ 8,879.36	\$ 4,940.57	\$ 715.54	\$ 19,271.14

8/05/2024 2:19 PM
PACKET: 11337 LIBRARY - 20240802
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION		
=====								
01-001675	AMERICAN RED CROSS	✓						
=====								
I-20240802		CASUAL FRIDAY DONATION	✓ 110.00					
8/02/2024	1	DUE: 8/02/2024 DISC: 8/02/2024		1099: N				
		CASUAL FRIDAY DONATION		✓ 10 55110-03-31000	Misc. - Petty Cash	110.00		
=== VENDOR TOTALS ===			110.00					
=====								
01-000268	BAKER & TAYLOR L0280842	✓						
=====								
I-2038450138	✓	ACCT #216389 L028084 2 B00000	✓ 280.78					
8/02/2024	1	DUE: 8/02/2024 DISC: 8/02/2024		1099: N				
		ACCT #216389 L028084 2 B00000		✓ 10 55110-13-10000	Adult Dept Fiction	✓ 177.96		
		ACCT #216389 L028084 2 B00000		✓ 10 55110-14-10100	Adult Dept Books on CD	✓ 89.04		
		ACCT #216389 L028084 2 B00000		✓ 10 55110-03-10500	Library Supplies	✓ 13.78		
=== VENDOR TOTALS ===			280.78					
=====								
01-003259	BAKER & TAYLOR L4211082	✓						
=====								
I-2038451715	✓	ACCT # 216389 L421108 2 B0000	✓ 28.30	070924PB				
8/02/2024	1	DUE: 8/02/2024 DISC: 8/02/2024		1099: N				
		ACCT # 216389 L421108 2 B00000		✓ 10 55110-13-10200	Adult Dept Paperbacks	✓ 28.30		
=== VENDOR TOTALS ===			28.30					
=====								
01-000665	CENGAGE LEARNING, INC - GALE	✓						
=====								
I-84713704	✓	ACCT # 153415	✓ 51.98	JULY-LCP				
8/02/2024	1	DUE: 8/02/2024 DISC: 8/02/2024		1099: N				
		ACCT # 153415		✓ 10 55110-13-10400	Adult Dept Large Print	51.98		
=====								
I-84720247	✓	ACCT # 153415	✓ 77.57	JULY-LCP				
8/02/2024	1	DUE: 8/02/2024 DISC: 8/02/2024		1099: N				
		ACCT # 153415		✓ 10 55110-13-10400	Adult Dept Large Print	77.57		
=====								
I-84740149	✓	ACCT # 153415	✓ 26.39	JULY-LCP				
8/02/2024	1	DUE: 8/02/2024 DISC: 8/02/2024		1099: N				
		ACCT # 153415		10 55110-13-10400	Adult Dept Large Print	26.39		
=== VENDOR TOTALS ===			155.94					
=====								
01-000022	CITY OF MERRILL - TREASURER	✓						
=====								
I-20240802		MARKETING & PR - SOCIAL MEDIA	✓ 504.00					
8/02/2024	1	DUE: 8/02/2024 DISC: 8/02/2024		1099: N				
		MARKETING & PR - SOCIAL MEDIA		✓ 26 55110-03-25000	Library Grants - Expense	✓ 500.00		
		MARKETING & PR - SOCIAL MEDIA		✓ 10 55110-03-41000	Public Relations/Publici	✓ 4.00		
=== VENDOR TOTALS ===			504.00					

by [signature]
8/21/24

8/05/2024 2:19 PM
PACKET: 11337 LIBRARY - 20240802
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 2

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====							
01-003938	DEMCO, INC.	✓					
I-7512489	✓		ACCT # 482508000	✓ 218.31	YSP72624		
8/02/2024	1		DUE: 8/02/2024 DISC: 8/02/2024		1099: N		
			ACCT # 482508000		✓ 10 55110-03-41500	Programing - Youth	218.31
=== VENDOR TOTALS ===				218.31			
=====							
01-004389	EO JOHNSON COMPANY INC	✓					
I-INV1584822	✓		ACCT # 6000604	✓ 245.12	7.30.24		
8/02/2024	1		DUE: 8/02/2024 DISC: 8/02/2024		1099: N		
			ACCT # 6000604		✓ 26 55110-03-12650	Library Photocopier Expe	245.12
=== VENDOR TOTALS ===				245.12			
=====							
01-005274	HAENCO LLC	✓					
I-20240802	12742	✓	INVOICE DATED 07/26/24	✓ 98.09			
8/02/2024	1		DUE: 8/02/2024 DISC: 8/02/2024		✓ 1099: N		
			INVOICE DATED 07/26/24		✓ 10 55110-03-44000	Janitor Supplies	98.09
=== VENDOR TOTALS ===				98.09			
=====							
01-005471	LIBRARIA	for 002480 Children's Place (OK)					
I-249542	✓		REF # N/A - 104914	✓ 12.18	239902		
8/02/2024	1		DUE: 8/02/2024 DISC: 8/02/2024		1099: N		
			REF # N/A - 104914		✓ 10 55110-13-20000	Youth Children's Books	✓ 11.39
			REF # N/A - 104914		✓ 10 55110-03-10500	Library Supplies	✓ 0.79
I-249603	✓		REF # N/A - 105197	✓ 36.12	241426		
8/02/2024	1		DUE: 8/02/2024 DISC: 8/02/2024		1099: N		
			REF # N/A - 105197		✓ 10 55110-13-20000	Youth Children's Books	✓ 34.14
			REF # N/A - 105197		✓ 10 55110-03-10500	Library Supplies	✓ 1.98
I-249660	✓		REF # N/A - 105198	✓ 86.27	241432		
8/02/2024	1		DUE: 8/02/2024 DISC: 8/02/2024		1099: N		
			REF # N/A - 105198		✓ 10 55110-13-20000	Youth Children's Books	✓ 84.08
			REF # N/A - 105198		✓ 10 55110-03-10500	Library Supplies	✓ 2.19
=== VENDOR TOTALS ===				134.57			

8/05/2024 2:19 PM
PACKET: 11337 LIBRARY - 20240802
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

-----ID-----		GROSS		P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-004398	DONNA J PLAUTZ	✓				
I-20240802		JULY MILEAGE ✓	✓ 36.98			
8/02/2024	1	DUE: 8/02/2024 DISC: 8/02/2024		1099: N		
		JULY MILEAGE		✓ 10 55110-03-30500 Mileage		36.98
=== VENDOR TOTALS ===			36.98			
=====						
01-005404	T-MOBILE USA Inc.	✓				
I-20240802		ACCT # 267041899 ✓	✓ 65.60			
8/02/2024	1	DUE: 8/02/2024 DISC: 8/02/2024		1099: N		
		ACCT # 267041899		✓ 10 55110-14-45000 Ebooks/Digital Content		65.60
=== VENDOR TOTALS ===			65.60			
=====						
01-000276	T.B. SCOTT LIBRARY-PETTY CASH	✓				
I-20240802		PETTY CASH REIMBURESMENT ✓	✓ 8.80			
8/02/2024	1	DUE: 8/02/2024 DISC: 8/02/2024		1099: N		
		PETTY CASH REIMBURESMENT		✓ 10 55110-03-11000 Postage		8.80
=== VENDOR TOTALS ===			8.80			
=== PACKET TOTALS ===			1,886.49			

8/05/2024 2:19 PM
PACKET: 11337 LIBRARY - 20240802
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DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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** T O T A L S **

INVOICE TOTALS 1,886.49
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 1,886.49

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2024		10 -21-0000	Accounts Payable Control	1,141.37-*						
		10 -55110-03-10500	Library Supplies	18.74	8,000	4,408.41		1,050,556	468,306.97	
		10 -55110-03-11000	Postage	8.80	1,200	602.19		1,050,556	468,316.91	
		10 -55110-03-30500	Mileage	36.98	1,000	718.46		1,050,556	468,288.73	
		10 -55110-03-31000	Misc. - Petty Cash	110.00	0	0.00		1,050,556	468,215.71	
		10 -55110-03-41000	Public Relations/Publici	4.00	2,000	292.14		1,050,556	468,321.71	
		10 -55110-03-41500	Programing - Youth	218.31	7,500	4,324.77		1,050,556	468,107.40	
		10 -55110-03-44000	Janitor Supplies	98.09	6,000	3,373.74		1,050,556	468,227.62	
		10 -55110-13-10000	Adult Dept Fiction	177.96	9,500	4,482.72		1,050,556	468,147.75	
		10 -55110-13-10200	Adult Dept Paperbacks	28.30	750	380.80		1,050,556	468,297.41	
		10 -55110-13-10400	Adult Dept Large Print	155.94	4,300	1,730.98		1,050,556	468,169.77	
		10 -55110-13-20000	Youth Children's Books	129.61	16,000	6,403.50		1,050,556	468,196.10	
		10 -55110-14-10100	Adult Dept Books on CD	89.04	2,000	1,074.68		1,050,556	468,236.67	
		10 -55110-14-45000	Ebooks/Digital Content	65.60	6,200	244.45		1,050,556	468,260.11	
		26 -21-0000	Accounts Payable Control	745.12-*						
		26 -55110-03-12650	Library Photocopier Expe	245.12	0	2,380.26- Y		0	5,221.76- Y	
		26 -55110-03-25000	Library Grants - Expense	500.00	0	500.00- Y		0	5,476.64- Y	
		99 -14-0010	Due from General Fund	1,141.37 *						
		99 -14-0026	Due From Non-Lapsing	745.12 *						
		** 2024 YEAR TOTALS		1,886.49						

8/05/2024 2:19 PM
PACKET: 11337 LIBRARY - 20240802
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2024	1,141.37
26	8/2024	745.12

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11342 LIBRARY 20240802

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

OR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
001675	AMERICAN RED CROSS							
	I-20240802	CASUAL FRIDAY DONATION	R	8/08/2024		110.00CR	186180	110.00
000268	BAKER & TAYLOR L0280842							
	I-2038450138	ACCT #216389 L028084 2 B00000	R	8/08/2024		280.78CR	186181	280.78
003259	BAKER & TAYLOR L4211082							
	I-2038451715	ACCT # 216389 L421108 2 B00000	R	8/08/2024		28.30CR	186182	28.30
000665	CENGAGE LEARNING, INC - GALE							
	I-84713704	ACCT # 153415	R	8/08/2024		51.98CR	186183	
	I-84720247	ACCT # 153415	R	8/08/2024		77.57CR	186183	
	I-84740149	ACCT # 153415	R	8/08/2024		26.39CR	186183	155.94
000022	CITY OF MERRILL - TREASURER							
	I-20240802	MARKETING & PR - SOCIAL MEDIA	R	8/08/2024		504.00CR	186184	504.00
003938	DEMCO, INC.							
	I-7512489	ACCT # 482508000	R	8/08/2024		218.31CR	186185	218.31
004389	EO JOHNSON COMPANY INC							
	I-INV1584822	ACCT # 6000604	R	8/08/2024		245.12CR	186186	245.12
4	HAENCO LLC							
	I-12742	INVOICE DATED 7/26/24	R	8/08/2024		98.09CR	186187	98.09
005471	LIBRARIA							
	I-249542	REF # N/A - 104914	R	8/08/2024		12.18CR	186188	
	I-249603	REF # N/A - 105197	R	8/08/2024		36.12CR	186188	
	I-249660	REF # N/A - 105198	R	8/08/2024		86.27CR	186188	134.57
004398	DONNA J PLAUTZ							
	I-20240802	JULY MILEAGE	R	8/08/2024		36.98CR	186189	36.98
005404	T-MOBILE USA Inc.							
	I-20240802	ACCT # 267041899	R	8/08/2024		65.60CR	186190	65.60
000276	T.B. SCOTT LIBRARY-PETTY CASH							
	I-20240802	PETTY CASH REIMBURESMENT	R	8/08/2024		8.80CR	186191	8.80

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	12	0.00	1,886.49	1,886.49
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	12	0.00	1,886.49	1,886.49

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 11342 LIBRARY 20240802

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

VE	OR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2024	1,141.37CR
26	8/2024	745.12CR
=====		
ALL		1,886.49CR

PACKET: 11343 LIBRARY - 20240809

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION		
=====								
01-000268		BAKER & TAYLOR L0280842						
I-2038458702		ACCT # 216389 L028084 2 B0000	836.08					
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N				
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction		776.83	
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies		59.25	
		=== VENDOR TOTALS ===	836.08					
=====								
01-000270		BAKER & TAYLOR L5471172						
I-2038432942		ACCT # 216389 L547117 2 B0000	17.38	MEM-RUPH				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N				
		ACCT # 216389 L5471172 2 B0000		26 55110-03-40500	Memorial Books-Expense		17.38	
		=== VENDOR TOTALS ===	17.38					
=====								
01-000274		CENTER POINT LARGE PRINT						
I-2109310		CUST # 54452	46.74					
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N				
		CUST # 54452		10 55110-13-10400	Adult Dept Large Print		46.74	
		=== VENDOR TOTALS ===	46.74					
=====								
01-004375		CINTAS CORPORATION						
I-4200188384		PAYER # 18280979	238.77					
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N				
		PAYER # 18280979		10 55110-02-23250	Facility Cleaning Service		238.77	
		=== VENDOR TOTALS ===	238.77					
=====								
01-000128		ELAN FINANCIAL SERVICES						
I-20240809		ACCT # 5472 1102 2200 0197	777.50					
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N				
		ACCT # 5472 1102 2200 0197		10 55110-03-21000	Membership Dues		216.00	
		ACCT # 5472 1102 2200 0197		10 55110-03-41500	Programming - Youth		539.10	
		ACCT # 5472 1102 2200 0197		10 55110-15-47500	Software/Upgrades		22.40	
		=== VENDOR TOTALS ===	777.50					

PACKET: 11343 LIBRARY - 20240809

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-005471 LIBRARIA							
I-249661		REF # N/A - 105128	51.72	241031			
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		REF # N/A - 105128		10 55110-13-20100	Young Adult Books	48.56	
		REF # N/A - 105128		10 55110-03-10500	Library Supplies	3.16	
I-249697							
8/09/2024	1	REF # N/A - 105127	24.57				
		DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		REF # N/A - 105127		10 55110-13-20000	Youth Children's Books	23.38	
		REF # N/A - 105127		10 55110-03-10500	Library Supplies	1.19	
I-249755							
8/09/2024	1	REF # N/A - 105129	32.95	241032			
		DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		REF # N/A - 105129		10 55110-13-20000	Youth Children's Books	31.17	
		REF # N/A - 105129		10 55110-03-10500	Library Supplies	1.78	
		=== VENDOR TOTALS ===	109.24				
01-003972 LIBRARICA, LLC							
I-204768-109R		CASSIE RENEWAL - 18 PAC	417.30				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		CASSIE RENEWAL - 18 PAC		10 55110-15-47500	Software/Upgrades	417.30	
		=== VENDOR TOTALS ===	417.30				
01-000921 THE LIBRARY STORE							
I-599779		CUST # 7779	127.52	6071864			
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		CUST # 7779		10 55110-03-10500	Library Supplies	127.52	
		=== VENDOR TOTALS ===	127.52				
01-000839 MERRILL ACE HARDWARE							
C-20240809		MERRILL ACE HARDWARE	3.30CR				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		MERRILL ACE HARDWARE		10 55110-03-50000	M/R-General Repair/Maint	3.30CR	
I-236487							
8/09/2024	1	ACCT # 81867	32.95				
		DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	32.95	
		=== VENDOR TOTALS ===	29.65				

PACKET: 11343 LIBRARY - 20240809
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-000085 MULTI MEDIA CHANNELS							
1-IN211744		ACCT # 102219	65.00				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		ACCT # 102219		10 55110-03-41000	Public Relations/Publici	65.00	
1-IN215426		ACCT # 102219	146.00				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		ACCT # 102219		10 55110-03-41000	Public Relations/Publici	146.00	
=== VENDOR TOTALS ===			211.00				
01-002383 TOMAHAWK PUBLIC LIBRARY							
1-TOM 08.01-2024		2 DAMAGED ITEMS	38.00				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		2 DAMAGED ITEMS		10 55110-02-27000	Lost-Damaged Materials	38.00	
=== VENDOR TOTALS ===			38.00				
=== PACKET TOTALS ===			2,849.18				

PACKET: 11343 LIBRARY - 20240809

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	2,852.48
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	3.30CR

BATCH TOTALS	2,849.18
--------------	----------

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	*****LINE ITEM*****		*****GROUP BUDGET*****	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2024		10 -21-0000	Accounts Payable Control	2,831.80 *				
		10 -55110-02-23250	Facility Cleaning Servic	238.77	3,400	1,720.48	1,050,556	465,362.44
		10 -55110-02-27000	Lost-Damaged Materials	38.00	0	274.63- Y	1,050,556	465,563.21
		10 -55110-03-10500	Library Supplies	192.90	8,000	4,181.46	1,050,556	465,408.31
		10 -55110-03-21000	Membership Dues	216.00	400	116.00- Y	1,050,556	465,385.21
		10 -55110-03-41000	Public Relations/Publici	211.00	2,000	81.14	1,050,556	465,390.21
		10 -55110-03-41500	Progammig - Youth	539.10	7,500	3,785.67	1,050,556	465,062.11
		10 -55110-03-50000	M/R-General Repair/Maint	29.65	4,000	2,649.62	1,050,556	465,571.56
		10 -55110-13-10000	Adult Dept Fiction	776.83	9,500	3,572.25	1,050,556	464,824.38
		10 -55110-13-10400	Adult Dept Large Print	46.74	4,300	1,684.24	1,050,556	465,554.47
		10 -55110-13-20000	Youth Children's Books	54.55	16,000	5,965.13	1,050,556	465,546.66
		10 -55110-13-20100	Young Adult Books	48.56	2,500	910.70	1,050,556	465,552.65
		10 -55110-15-47500	Software/Upgrades	439.70	4,000	2,084.63	1,050,556	465,161.51
		26 -21-0000	Accounts Payable Control	17.38 *				
		26 -55110-03-40500	Memorial Books-Expense	17.38	0	1,161.37- Y	0	5,739.14- Y
		99 -14-0010	Due from General Fund	2,831.80 *				
		99 -14-0026	Due From Non-Lapsing	17.38 *				
			** 2024 YEAR TOTALS	2,849.18				

PACKET: 11343 LIBRARY - 20240809
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2024	2,831.80
20	8/2024	17.38

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

-----ID-----
GROSS P.O. #
DISCOUNT
G/L ACCOUNT
-----ACCOUNT NAME-----
DISTRIBUTION

01-000268 BAKER & TAYLOR L0280842

I-2038458702	ACCT # 216389 L028084 2 B0000	836.08		
8/09/2024	DUE: 8/09/2024 DISC: 8/09/2024			
1				
	ACCT # 216389 L028084 2 B00000			
	ACCT # 216389 L028084 2 B00000			
	ACCT # 216389 L028084 2 B00000			
	10 55110-13-10000 Adult Dept Fiction			
	10 55110-03-10500 Library Supplies			
	1099: N			
		836.08		

01-000270 BAKER & TAYLOR L5471172

I-2038432942	ACCT # 216389 L547117 2 B0000	17.38		
8/09/2024	DUE: 8/09/2024 DISC: 8/09/2024			
1				
	ACCT # 216389 L547117 2 B0000			
	ACCT # 216389 L5471172 2 B0000			
	26 55110-03-40500 Memorial Books-Expense			
	1099: N			
		17.38		

01-000274 CENTER POINT LARGE PRINT

I-2109310	CUST # 54452	46.74		
8/09/2024	DUE: 8/09/2024 DISC: 8/09/2024			
1				
	CUST # 54452			
	CUST # 54452			
	10 55110-13-10400 Adult Dept Large Print			
	1099: N			
		46.74		

01-004375 CINTRAS CORPORATION

I-4200188384	PAYER # 18280979	238.77		
8/09/2024	DUE: 8/09/2024 DISC: 8/09/2024			
1				
	PAYER # 18280979			
	PAYER # 18280979			
	10 55110-02-23250 Facility Cleaning Servic			
	1099: N			
		238.77		

01-000128 ELAN FINANCIAL SERVICES

I-20240809	ACCT # 5472 1102 2200 0197	777.50		
8/09/2024	DUE: 8/09/2024 DISC: 8/09/2024			
1				
	ACCT # 5472 1102 2200 0197			
	ACCT # 5472 1102 2200 0197			
	ACCT # 5472 1102 2200 0197			
	10 55110-03-21000 Membership Dues			
	10 55110-03-41500 Programming - Youth			
	10 55110-15-47500 Software/Upgrades			
	1099: N			
		777.50		

=== VENDOR TOTALS ===

777.50

PACKET: 11343 LIBRARY - 20240809
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-005471 LIBRARIA							
I-249661		REF # N/A - 105126	51.72	241031			
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		REF # N/A - 105128		10 55110-13-20100	Young Adult Books	48.56	
		REF # N/A - 105128		10 55110-03-10500	Library Supplies	3.16	
I-249697		REF # N/A - 105127	24.57				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		REF # N/A - 105127		10 55110-13-20000	Youth Children's Books	23.38	
		REF # N/A - 105127		10 55110-03-10500	Library Supplies	1.19	
I-249755		REF # N/A - 105129	32.95	241032			
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		REF # N/A - 105129		10 55110-13-20000	Youth Children's Books	31.17	
		REF # N/A - 105129		10 55110-03-10500	Library Supplies	1.78	
=== VENDOR TOTALS ===			109.24				
01-003972 LIBRARICA, LLC							
I-204768-109R		CASSIE RENEWAL - 18 PAC	417.30				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		CASSIE RENEWAL - 18 PAC		10 55110-15-47500	Software/Upgrades	417.30	
=== VENDOR TOTALS ===			417.30				
01-000921 THE LIBRARY STORE							
I-699779		CUST # 7779	127.52	6071864			
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		CUST # 7779		10 55110-03-10500	Library Supplies	127.52	
=== VENDOR TOTALS ===			127.52				
01-000839 MERRILL ACE HARDWARE							
C-20240809		MERRILL ACE HARDWARE	3.30CR				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		MERRILL ACE HARDWARE		10 55110-03-50000	M/R-General Repair/Maint	3.30CR	
I-236487		ACCT # 81867	32.95				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024		1099: N			
		ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	32.95	
=== VENDOR TOTALS ===			29.65				

PACKET: 11343 LIBRARY - 20240809
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----			DISTRIBUTION
=====								
01-000085		MULTI MEDIA CHANNELS						

I-IN211744		ACCT # 102219		65.00				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024			1099: N			
		ACCT # 102219			10 55110-03-41000	Public Relations/Publici		65.00

I-IN215426		ACCT # 102219		146.00				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024			1099: N			
		ACCT # 102219			10 55110-03-41000	Public Relations/Publici		146.00
=====								
=== VENDOR TOTALS ===				211.00				
=====								
01-002383		TOMAHAWK PUBLIC LIBRARY						

I-TOM 08.01-2024		2 DAMAGED ITEMS		38.00				
8/09/2024	1	DUE: 8/09/2024 DISC: 8/09/2024			1099: N			
		2 DAMAGED ITEMS			10 55110-02-27000	Lost-Damaged Materials		38.00
=====								
=== VENDOR TOTALS ===				38.00				
=====								
=== PACKET TOTALS ===				2,849.18				

PACKET: 11343 LIBRARY - 20240809

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	2,852.48
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	3.30CR

BATCH TOTALS	2,849.18
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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM=====		GROUP BUDGET=====	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2024	10	-21-0000	Accounts Payable Control	2,831.80-*				
	10	-55110-02-23250	Facility Cleaning Service	238.77	3,400	1,720.48	1,050,556	465,362.44
	10	-55110-02-27000	Lost-Damaged Materials	38.00	0	274.63- Y	1,050,556	465,563.21
	10	-55110-03-10500	Library Supplies	192.90	8,000	4,181.46	1,050,556	465,408.31
	10	-55110-03-21000	Membership Dues	216.00	400	116.00- Y	1,050,556	465,385.21
	10	-55110-03-41000	Public Relations/Publici	211.00	2,000	81.14	1,050,556	465,390.21
	10	-55110-03-41500	Programming - Youth	539.10	7,500	3,785.67	1,050,556	465,062.11
	10	-55110-03-50000	M/R-General Repair/Maint	29.65	4,000	2,649.62	1,050,556	465,571.56
	10	-55110-13-10000	Adult Dept Fiction	776.83	0,500	3,572.25	1,050,556	464,824.38
	10	-55110-13-10400	Adult Dept Large Print	46.74	4,300	1,684.24	1,050,556	465,554.47
	10	-55110-13-20000	Youth Children's Books	54.55	16,000	5,965.13	1,050,556	465,546.66
	10	-55110-13-20100	Young Adult Books	48.56	2,500	910.70	1,050,556	465,552.65
	10	-55110-15-47500	Software/Upgrades	439.70	4,800	2,084.63	1,050,556	465,161.51
	26	-21-0000	Accounts Payable Control	17.38-*				
	26	-55110-03-40500	Memorial Books-Expense	17.38	0	1,161.37- Y	0	5,739.14- Y
	99	-14-0010	Due From General Fund	2,831.80 *				
	99	-14-0026	Due From Non-Lapsing	17.38 *				
			** 2024 YEAR TOTALS	2,849.18				

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2024	2,831.80
20	8/2024	17.38

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11351 LIBRARY 20240809

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

OR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000268	BAKER & TAYLOR L0280842							
	I-2038458702	ACCT # 216389 L028084 2 B00000	R	8/13/2024		836.08CR	186252	836.08
000270	BAKER & TAYLOR L5471172							
	I-2038432942	ACCT # 216389 L547117 2 B0000	R	8/13/2024		17.38CR	186253	17.38
000274	CENTER POINT LARGE PRINT							
	I-2109310	CUST # 54452	R	8/13/2024		46.74CR	186254	46.74
004375	CINTAS CORPORATION							
	I-4200188384	PAYER # 10280979	R	8/13/2024		238.77CR	186255	238.77
000128	ELAN FINANCIAL SERVICES							
	I-20240809	ACCT # 5472 1102 2200 0197	R	8/13/2024		777.50CR	186256	777.50
005471	LIBRARIA							
	I-249661	REF # N/A - 105128	R	8/13/2024		51.73CR	186257	
	I-249697	REF # N/A - 105127	R	8/13/2024		24.57CR	186257	
	I-249755	REF # N/A - 105129	R	8/13/2024		32.95CR	186257	109.24
003972	LIBRARICA, LLC							
	I-204768-109R	CASSIE RENEWAL - 18 PAC	R	8/13/2024		417.30CR	186258	417.30
1	THE LIBRARY STORE							
	I-699779	CUST # 7779	R	8/13/2024		127.52CR	186259	127.52
000839	MERRILL ACE HARDWARE							
	C-20240809	MERRILL ACE HARDWARE	R	8/13/2024		3.30	186260	
	I-236487	ACCT # 81867	R	8/13/2024		32.95CR	186260	29.65
000085	MULTI MEDIA CHANNELS							
	I-IN211744	ACCT # 102219	R	8/13/2024		65.00CR	186261	
	I-IN215426	ACCT # 102219	R	8/13/2024		146.00CR	186261	211.00
002383	TOMAHAWK PUBLIC LIBRARY							
	I-TOM 08.01-2024	2 DAMAGED ITEMS	R	8/13/2024		38.00CR	186262	38.00

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	11	0.00	2,849.18	2,849.18
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00

REGISTER TOTALS:	11	0.00	2,849.18	2,849.18
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TOTAL ERRORS: 0

TOTAL WARNINGS: 0

VENDOR SET: 01

*** CHECK LISTING ***

BANK : 1 LINCOLN CO - GENERAL

JR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2024	2,831.80CR
16	8/2024	17.36CR
ALL		2,849.18CR

8/19/2024 10:55 AM
PACKET: 11355 LIBRARY - 20240816
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-005248	✓	AMAZON CAPITAL SERVICES, INC.					
C-16NK-TYPL-7417	✓	ACCT # A29JIWFIAEUZST	✓	119.23CR	YS progr		
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024		1099: N			
		ACCT # A29JIWFIAEUZST		✓ 10	55110-03-41500	Programming - Youth	119.23CR
C-1QFX-7K3C-7C9L	✓	ACCT # A29JIWFIAEUZST	✓	1.19CR	YA-BOOKS		
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024		1099: N			
		ACCT # A29JIWFIAEUZST		✓ 10	55110-13-20100	Young Adult Books	1.19CR
I-14K6-41PM-63HK	✓	ACCT # A29JIWFIAEUZST	✓	69.40	AP080624		
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024		1099: N			
		ACCT # A29JIWFIAEUZST		✓ 10	55110-03-41250	Programming - Adult	69.40
I-16PY-DWL-64F6	✓	ACCT # A29JIWFIAEUZST	✓	140.48	LOT NF 0		
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024		1099: N			
		ACCT # A29JIWFIAEUZST		✓ 10	55110-14-40000	Learning Games/Story Box	✓ 122.55
		ACCT # A29JIWFIAEUZST		✓ 10	55110-13-10100	Adult Dept Non-Fiction	✓ 17.93
I-16PY-DWL-6R16	✓	ACCT # A29JIWFIAEUZST	✓	18.22	YS-Books		
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024		1099: N			
		ACCT # A29JIWFIAEUZST		✓ 10	55110-13-20000	Youth Children's Books	18.22
I-17FT-KQWJ-6WNY	✓	ACCT # A29JIWFIAEUZST	✓	213.14	YS progr		
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024		1099: N			
		ACCT # A29JIWFIAEUZST		✓ 10	55110-03-41500	Programming - Youth	213.14
I-1CY4-TKFQ-66T9	✓	ACCT # A29JIWFIAEUZST	✓	105.96	TBS-ANF-		
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024		1099: N			
		ACCT # A29JIWFIAEUZST		✓ 10	55110-13-10100	Adult Dept Non-Fiction	105.96
I-1DDG-DC9N-4LTL	✓	ACCT # A29JIWFIAEUZST	✓	20.95	DVDsJUNE		
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024		1099: N			
		ACCT # A29JIWFIAEUZST		✓ 10	55110-14-10400	Adult Dept DVDs	20.95
I-1F9V-D1QV-6QR3	✓	ACCT # A29JIWFIAEUZST	✓	68.02	TBS-LIBS		
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024		1099: N			
		ACCT # A29JIWFIAEUZST		✓ 10	55110-03-10000	Office Supplies	68.02
I-1G64-M9PP-6DYF	✓	ACCT # A29JIWFIAEUZST	✓	48.38	NF SP LO		
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024		1099: N			
		ACCT # A29JIWFIAEUZST		✓ 10	55110-03-10000	Office Supplies	✓ 27.90
		ACCT # A29JIWFIAEUZST		✓ 10	55110-13-10100	Adult Dept Non-Fiction	✓ 11.99
		ACCT # A29JIWFIAEUZST		✓ 10	55110-14-40000	Learning Games/Story Box	✓ 8.49
I-1GKX-1K6Q-6GQ6	✓	ACCT # A29JIWFIAEUZST	✓	52.38	AF MEM 8		
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024		1099: N			
		ACCT # A29JIWFIAEUZST		✓ 10	55110-13-10000	Adult Dept Fiction	✓ 12.39
		ACCT # A29JIWFIAEUZST		✓ 26	55110-03-40500	Memorial Books-Expense	✓ 39.99

log ✓
8/20/24

POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)						
I-1H9H-PTDK-4MG1 8/16/2024 1	ACCT # A29JIWFIAEUZST DUE: 8/16/2024 DISC: 8/16/2024 ACCT # A29JIWFIAEUZST	173.39	Little B 1099: N 10 55110-03-41501	Misc Rev-Programming-You	173.39	
I-1K63-VCXN-4WMK 8/16/2024 1	ACCT # A29JIWFIAEUZST DUE: 8/16/2024 DISC: 8/16/2024 ACCT # A29JIWFIAEUZST	571.38	YS Progr 1099: N 10 55110-03-41500	Programing - Youth	571.38	
I-1K63-VCXN-6DWH 8/16/2024 1	ACCT # A29JIWFIAEUZST DUE: 8/16/2024 DISC: 8/16/2024 ACCT # A29JIWFIAEUZST ACCT # A29JIWFIAEUZST	86.05	071524AF 1099: N 10 55110-13-10000 26 55110-03-40500	Adult Dept Fiction Memorial Books-Expense	66.10 19.95	
I-1KC9-4PHW-63VC 8/16/2024 1	ACCT # A29JIWFIAEUZST DUE: 8/16/2024 DISC: 8/16/2024 ACCT # A29JIWFIAEUZST	59.27	YA-BOOKS 1099: N 10 55110-13-20100	Young Adult Books	59.27	
I-1KC9-4PHW-69MM 8/16/2024 1	ACCT # A29JIWFIAEUZST DUE: 8/16/2024 DISC: 8/16/2024 ACCT # A29JIWFIAEUZST	43.66	AP072424 1099: N 10 55110-03-41250	Programming - Adult	43.66	
I-1LVX-TPL1-69G9 8/16/2024 1	ACCT # A29JIWFIAEUZST DUE: 8/16/2024 DISC: 8/16/2024 ACCT # A29JIWFIAEUZST	75.81	YS-BOOKS 1099: N 10 55110-13-20000	Youth Children's Books	75.81	
I-1LVX-TPL1-6NVV 8/16/2024 1	ACCT # A29JIWFIAEUZST DUE: 8/16/2024 DISC: 8/16/2024 ACCT # A29JIWFIAEUZST	103.23	YS-Progr 1099: N 10 55110-03-41500	Programing - Youth	103.23	
I-1MP1-MHM1-6CD6 8/16/2024 1	ACCT # A29JIWFIAEUZST DUE: 8/16/2024 DISC: 8/16/2024 ACCT # A29JIWFIAEUZST	48.24	071024FI 1099: N 10 55110-13-10000	Adult Dept Fiction	48.24	
I-1NWX-1LWG-6JFM 8/16/2024 1	ACCT # A29JIWFIAEUZST DUE: 8/16/2024 DISC: 8/16/2024 ACCT # A29JIWFIAEUZST	41.93	MUSIC CD 1099: N 10 55110-14-10200	Adult Dept CDs	41.93	
I-1TVQ-NGXG-4RTF 8/16/2024 1	ACCT # A29JIWFIAEUZST DUE: 8/16/2024 DISC: 8/16/2024 ACCT # A29JIWFIAEUZST	43.46	TBS-OFFS 1099: N 10 55110-03-10000	Office Supplies	43.46	
I-1VGQ-FMLV-4NT4 8/16/2024 1	ACCT # A29JIWFIAEUZST DUE: 8/16/2024 DISC: 8/16/2024 ACCT # A29JIWFIAEUZST	155.88	AP071524 1099: N 10 55110-03-41250	Programming - Adult	155.88	
I-1VJM-DT9W-6NK4 8/16/2024 1	ACCT # A29JIWFIAEUZST DUE: 8/16/2024 DISC: 8/16/2024 ACCT # A29JIWFIAEUZST ACCT # A29JIWFIAEUZST	52.61	AF MEM 0 1099: N 10 55110-13-10000 26 55110-03-40500	Adult Dept Fiction Memorial Books-Expense	35.40 17.21	

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POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION			
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01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)											
I-1VJM-DT9W-6PTJ	✓	ACCT # A29JIWFIAEUZST	✓	67.37	MEM 0722						
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N						
		ACCT # A29JIWFIAEUZST	✓		26 55110-03-40500	Memorial Books-Expense				67.37	
I-1WNN-YM1X-6CXG	✓	ACCT # A29JIWFIAEUZST	✓	2,399.88	Computer						
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N						
		ACCT # A29JIWFIAEUZST	✓		10 55110-15-42500	Computer Equipment				2,399.88	
I-1Y9Q-DMPR-6347	✓	ACCT # A29JIWFIAEUZST	✓	136.96	DVDsJULY						
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N						
		ACCT # A29JIWFIAEUZST	✓		10 55110-14-10400	Adult Dept DVDs				136.96	
=== VENDOR TOTALS ===				4,675.63							
=====											
01-000268 BAKER & TAYLOR L0280842											
I-2038471134	✓	ACCT # 216389 L028084 2 B0000	✓	163.52							
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N						
		ACCT # 216389 L028084 2 B00000	✓		10 55110-13-10000	Adult Dept Fiction				47.01	
		ACCT # 216389 L028084 2 B00000	✓		10 55110-14-10100	Adult Dept Books on CD				112.72	
		ACCT # 216389 L028084 2 B00000	✓		10 55110-03-10500	Library Supplies				3.79	
I-2038483755	✓	ACCT # 216389 L028084 2 B0000	✓	212.22							
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N						
		ACCT # 216389 L028084 2 B00000	✓		10 55110-13-10000	Adult Dept Fiction				196.37	
		ACCT # 216389 L028084 2 B00000	✓		10 55110-03-10500	Library Supplies				15.85	
=== VENDOR TOTALS ===				375.74							
=====											
01-003259 BAKER & TAYLOR L4211082											
I-2038474980	✓	ACCT # 216389 L421108 2 B0000	✓	12.58	PB080624						
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N						
		ACCT # 216389 L421108 2 B00000	✓		10 55110-13-10200	Adult Dept Paperbacks				12.58	
=== VENDOR TOTALS ===				12.58							
=====											
01-000270 BAKER & TAYLOR L5471172											
I-2038473234	✓	ACCT# 216389 L547117 2 B00000	✓	46.26							
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N						
		ACCT# 216389 L547117 2 B00000	✓		26 55110-03-40500	Memorial Books-Expense				46.26	
=== VENDOR TOTALS ===				46.26							

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01-000271	BAKER & TAYLOR	L5491882 ✓						
I-2038453694 ✓		ACCT # 216389 L549188 2 B0000 ✓	55.34					
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N			
		ACCT # 216389 L549188 2 B00000 ✓			10 55110-13-10100	Adult Dept Non-Fiction	✓	53.15
		ACCT # 216389 L549188 2 B00000 ✓			10 55110-03-10500	Library Supplies	✓	2.19
I-2038473181 ✓		ACCT # 216389 L549188 2 B000 ✓	1,047.63					
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N			
		ACCT # 216389 L549188 2 B0000 ✓			10 55110-13-10100	Adult Dept Non-Fiction	✓	929.72
		ACCT # 216389 L549188 2 B0000 ✓			10 55110-03-10500	Library Supplies	✓	117.91
=== VENDOR TOTALS ===			1,102.97					
=====								
01-000665	CENGAGE LEARNING, INC - GALE ✓							
I-84765625 ✓		ACCT # 153415 ✓	24.80		JULY-LCP			
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N			
		ACCT # 153415 ✓			10 55110-13-10400	Adult Dept Large Print		24.80
I-84770850 ✓		ACCT # 153415 ✓	88.77		AUG-LCP			
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N			
		ACCT # 153415 ✓			10 55110-13-10400	Adult Dept Large Print		88.77
I-84781671 ✓		ACCT # 153415 ✓	85.57		AUG-LCP			
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N			
		ACCT # 153415 ✓			10 55110-13-10400	Adult Dept Large Print		85.57
I-84795679 ✓		ACCT # 153415 ✓	24.80		AUG-LCP			
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N			
		ACCT # 153415 ✓			10 55110-13-10400	Adult Dept Large Print		24.80
=== VENDOR TOTALS ===			223.94					
=====								
01-002661	FRONTIER ✓							
I-20240816		ACCT # 715-536-7909-010384-5 ✓	106.75					
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N			
		ACCT # 715-536-7909-010384-5 ✓			10 55110-02-25000	Telephone		106.75
=== VENDOR TOTALS ===			106.75					
=====								
01-005471	LIBRARIA ✓							
I-249892 ✓		REF # N/A - 105197 ✓	11.58		241426			
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N			
		REF # N/A - 105197 ✓			10 55110-13-20000	Youth Children's Books	✓	10.79
		REF # N/A - 105197 ✓			10 55110-03-10500	Library Supplies	✓	0.79

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POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION			
01-005471	LIBRARIA	(** CONTINUED **)							
I-249893	8/16/2024	1	REF # N/A - 105198 DUE: 8/16/2024 DISC: 8/16/2024 REF # N/A - 105198 REF # N/A - 105198	73.94	241432 1099: N 10 55110-13-20000 Youth Children's Books 10 55110-03-10500 Library Supplies	69.79 4.15			
I-250048	8/16/2024	1	REF # N/A - 104771 DUE: 8/16/2024 DISC: 8/16/2024 REF # N/A - 104771 REF # N/A - 104771	12.18	238569 1099: N 10 55110-13-20000 Youth Children's Books 10 55110-03-10500 Library Supplies	11.39 0.79			
I-250049	8/16/2024	1	REF # N/A - 105127 DUE: 8/16/2024 DISC: 8/16/2024 REF # N/A - 105127 REF # N/A - 105127	12.19	241030 1099: N 10 55110-13-20000 Youth Children's Books 10 55110-03-10500 Library Supplies	11.99 0.20			
I-250051	8/16/2024	1	REF # N/A - 105129 DUE: 8/16/2024 DISC: 8/16/2024 REF # N/A - 105129 REF # N/A - 105129	4.39	241032 1099: N 10 55110-13-20000 Youth Children's Books 10 55110-03-10500 Library Supplies	4.19 0.20			
I-250055	8/16/2024	1	REF # N/A - 105197 DUE: 8/16/2024 DISC: 8/16/2024 REF # N/A - 105197 REF # N/A - 105197	21.37	241426 1099: N 10 55110-13-20000 Youth Children's Books 10 55110-03-10500 Library Supplies	20.38 0.99			
=== VENDOR TOTALS ===				135.65					
01-005479	NEWEGG BUSINESS INC.								
I-1305110934	8/16/2024	1	ACCT. # 91945026 DUE: 8/16/2024 DISC: 8/16/2024 ACCT. # 91945026	16.99	8.14 1099: N 10 55110-15-42500 Computer Equipment	16.99			
I-1305110963	8/16/2024	1	ACCT. # 91945026 DUE: 8/16/2024 DISC: 8/16/2024 ACCT # 91945026	1,519.99	8.14 1099: N 10 55110-15-42500 Computer Equipment	1,519.99			
=== VENDOR TOTALS ===				1,536.98					
01-003191	SCHOLASTIC INC.								
I-61451521	8/16/2024	1	ACCT # 2191161 DUE: 8/16/2024 DISC: 8/16/2024 ACCT # 2191161	547.47	97078280 1099: N 10 55110-03-41501 Misc Rev-Programming-You	547.47			
=== VENDOR TOTALS ===				547.47					

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01-000276	T.B. SCOTT LIBRARY-PETTY CASH						
I-20240816		A. BENNET - PC REIMB		20.00			
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N		
		A. BENNET - PC REIMB			10 55110-03-41500	Programing - Youth	20.00
		=== VENDOR TOTALS ===		20.00			
01-000284	VIP ALL-VALUE						
I-0115840-001		ACCT # 67191-0		55.39			
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N		
		ACCT # 67191-0			10 55110-03-10000	Office Supplies	55.39
		=== VENDOR TOTALS ===		55.39			
01-005455	WEST BEND MUTUAL INSURANCE COM						
I-2583540		ACCOUNT # 011343336400		20.00			
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N		
		ACCOUNT # 011343336400			10 55110-05-10000	Ins.-Property, Liability	20.00
		=== VENDOR TOTALS ===		20.00			
01-003078	WI DEPT OF FINANCIAL INSTITUTI						
I-20240816		MARIA PREGLER - FILING FEE		20.00			
8/16/2024	1	DUE: 8/16/2024 DISC: 8/16/2024			1099: N		
		MARIA PREGLER - FILING FEE			10 55110-03-21000	Membership Dues	20.00
		=== VENDOR TOTALS ===		20.00			
		=== PACKET TOTALS ===		8,879.36			

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** T O T A L S **

INVOICE TOTALS	8,999.78
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	120.42CR

BATCH TOTALS	8,879.36
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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2024		10 -21-0000	Accounts Payable Control	8,688.58-*						
		10 -55110-02-25000	Telephone	106.75	2,000	1,171.20		1,050,556	430,420.90	
		10 -55110-03-10000	Office Supplies	194.77	1,800	256.21		1,050,556	430,332.88	
		10 -55110-03-10500	Library Supplies	146.86	8,000	4,034.60		1,050,556	430,380.79	
		10 -55110-03-21000	Membership Dues	20.00	400	136.00-	Y	1,050,556	430,507.65	
		10 -55110-03-41250	Programming - Adult	268.94	7,000	5,133.98		1,050,556	430,258.71	
		10 -55110-03-41500	Programing - Youth	788.52	7,500	2,997.15		1,050,556	429,739.13	
		10 -55110-03-41501	Misc Rev-Programming-You	720.86	0	8,931.02-	Y	1,050,556	429,806.79	
		10 -55110-05-10000	Ins.-Property, Liability	20.00	12,000	9,074.00		1,050,556	430,507.65	
		10 -55110-13-10000	Adult Dept Fiction	405.51	9,500	3,166.74		1,050,556	430,122.14	
		10 -55110-13-10100	Adult Dept Non-Fiction	1,118.75	10,000	3,591.92		1,050,556	429,408.90	
		10 -55110-13-10200	Adult Dept Paperbacks	12.58	750	368.22		1,050,556	430,515.07	
		10 -55110-13-10400	Adult Dept Large Print	223.94	4,300	1,460.30		1,050,556	430,303.71	
		10 -55110-13-20000	Youth Children's Books	222.56	16,000	5,742.57		1,050,556	430,305.09	
		10 -55110-13-20100	Young Adult Books	58.08	2,500	852.62		1,050,556	430,469.57	
		10 -55110-14-10100	Adult Dept Books on CD	112.72	2,000	830.61		1,050,556	430,414.93	
		10 -55110-14-10200	Adult Dept CDs	41.93	800	415.74		1,050,556	430,485.72	
		10 -55110-14-10400	Adult Dept DVDs	157.91	2,500	1,233.76		1,050,556	430,369.74	
		10 -55110-14-40000	Learning Games/Story Box	131.04	500	138.07		1,050,556	430,396.61	
		10 -55110-15-42500	Computer Equipment	3,936.86	10,000	5,918.61		1,050,556	426,590.79	
		26 -21-0000	Accounts Payable Control	190.78-*						
		26 -55110-03-40500	Memorial Books-Expense	190.78	0	1,352.15-	Y	0	5,929.92-	Y
		99 -14-0010	Due from General Fund	8,688.58 *						
		99 -14-0026	Due From Non-Lapsing	190.78 *						
		** 2024 YEAR TOTALS		8,879.36						

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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2024	8,688.58
26	8/2024	190.78

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11369 LIBRARY - 20240816

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
005248	AMAZON CAPITAL SERVICES, INC.							
	C-16NK-TYPL-7417	ACCT # A29JIWFIAEUZST	R	8/20/2024		119.23	186415	
	C-1QFX-7K3C-7C9L	ACCT # A29JIWFIAEUZST	R	8/20/2024		1.19	186415	
	I-14K6-41PM-63HK	ACCT # A29JIWFIAEUZST	R	8/20/2024		69.40CR	186415	
	I-16PY-DWL-64F6	ACCT # A29JIWFIAEUZST	R	8/20/2024		140.48CR	186415	
	I-16PY-DWL-6R16	ACCT # A29JIWFIAEUZST	R	8/20/2024		18.22CR	186415	
	I-17FT-KQWJ-6WNY	ACCT # A29JIWFIAEUZST	R	8/20/2024		213.14CR	186415	
	I-1CY4-TKFQ-66T9	ACCT # A29JIWFIAEUZST	R	8/20/2024		105.96CR	186415	
	I-1DDG-DC9N-4LTL	ACCT # A29JIWFIAEUZST	R	8/20/2024		20.95CR	186415	
	I-1F9V-D1QV-6QR3	ACCT # A29JIWFIAEUZST	R	8/20/2024		68.02CR	186415	
	I-1G64-M9PP-6DYF	ACCT # A29JIWFIAEUZST	R	8/20/2024		48.38CR	186415	
	I-1GKX-1K6Q-6GQ6	ACCT # A29JIWFIAEUZST	R	8/20/2024		52.38CR	186415	
	I-1H9H-PTDK-4MG1	ACCT # A29JIWFIAEUZST	R	8/20/2024		173.39CR	186415	
	I-1K63-VCXN-4WMK	ACCT # A29JIWFIAEUZST	R	8/20/2024		571.38CR	186415	
	I-1K63-VCXN-6DWH	ACCT # A29JIWFIAEUZST	R	8/20/2024		86.05CR	186415	
	I-1KC9-4PHW-63VC	ACCT # A29JIWFIAEUZST	R	8/20/2024		59.27CR	186415	
	I-1KC9-4PHW-69MM	ACCT # A29JIWFIAEUZST	R	8/20/2024		43.66CR	186415	
	I-1LVX-TPL1-69G9	ACCT # A29JIWFIAEUZST	R	8/20/2024		75.81CR	186415	
	I-1LVX-TPL1-6NVV	ACCT # A29JIWFIAEUZST	R	8/20/2024		103.23CR	186415	
	I-1MP1-MHM1-6CD6	ACCT # A29JIWFIAEUZST	R	8/20/2024		48.24CR	186415	
	I-1NWX-1LWG-6JFM	ACCT # A29JIWFIAEUZST	R	8/20/2024		41.93CR	186415	
	I-1TVQ-NGXG-4RTF	ACCT # A29JIWFIAEUZST	R	8/20/2024		43.46CR	186415	
	I-1VGQ-FMLV-4NT4	ACCT # A29JIWFIAEUZST	R	8/20/2024		155.88CR	186415	
	I-1VJM-DT9W-6NK4	ACCT # A29JIWFIAEUZST	R	8/20/2024		52.61CR	186415	
	I-1VJM-DT9W-6PTJ	ACCT # A29JIWFIAEUZST	R	8/20/2024		67.37CR	186415	
	I-1WNN-YM1X-6CXG	ACCT # A29JIWFIAEUZST	R	8/20/2024		2,399.88CR	186415	
	I-1Y9Q-DMPR-6347	ACCT # A29JIWFIAEUZST	R	8/20/2024		136.96CR	186415	4,675.63
VOID	VOID CHECK		V	8/20/2024			186416	**VOID**
VOID	VOID CHECK		V	8/20/2024			186417	**VOID**
000268	BAKER & TAYLOR L0280842							
	I-2038471134	ACCT # 216389 L028084 2 B00000	R	8/20/2024		163.52CR	186418	
	I-2038483755	ACCT # 216389 L028084 2 B00000	R	8/20/2024		212.22CR	186418	375.74
003259	BAKER & TAYLOR L4211082							
	I-2038474980	ACCT # 216389 L421108 2 B00000	R	8/20/2024		12.58CR	186419	12.58
000270	BAKER & TAYLOR L5471172							
	I-2038473234	ACCT# 216389 L547117 2 B00000	R	8/20/2024		46.26CR	186420	46.26

PACKET: 11369 LIBRARY - 20240816

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000271	BAKER & TAYLOR L5491882							
	I-2038453694	ACCT # 216389 L549188 2 B00000	R	8/20/2024		55.34CR	186421	
	I-2038473181	ACCT # 216389 L549188 2 B00000	R	8/20/2024		1,047.63CR	186421	1,102.97
000665	CENGAGE LEARNING, INC - GALE							
	I-84770850	ACCT # 153415	R	8/20/2024		88.77CR	186422	
	I-84781671	ACCT # 153415	R	8/20/2024		85.57CR	186422	
	I-84795625	ACCT # 153415	R	8/20/2024		24.80CR	186422	
	I-84795679	ACCT # 153415	R	8/20/2024		24.80CR	186422	223.94
002661	FRONTIER							
	I-20240816	ACCT # 715-536-7909-010384-5	R	8/20/2024		106.75CR	186423	106.75
005471	LIBRARIA							
	I-249892	REF # N/A - 105197	R	8/20/2024		11.58CR	186424	
	I-249893	REF # N/A - 105198	R	8/20/2024		73.94CR	186424	
	I-250048	REF # N/A - 104771	R	8/20/2024		12.18CR	186424	
	I-250049	REF # N/A - 105127	R	8/20/2024		12.19CR	186424	
	I-250051	REF # N/A - 105129	R	8/20/2024		4.39CR	186424	
	I-250055	REF # N/A - 105197	R	8/20/2024		21.37CR	186424	135.65
005479	NEWEGG BUSINESS INC.							
	I-1305110934	ACCT. # 91945026	R	8/20/2024		16.99CR	186425	
	I-1305110963	ACCT. # 91945026	R	8/20/2024		1,519.99CR	186425	1,536.98
003191	SCHOLASTIC INC.							
	I-61451521	ACCT # 2191161	R	8/20/2024		547.47CR	186426	547.47
000276	T.B. SCOTT LIBRARY-PETTY CASH							
	I-20240816	A. BENNET - PC REIMB	R	8/20/2024		20.00CR	186427	20.00
000284	VIP ALL-VALUE							
	I-0115840-001	ACCT # 67191-0	R	8/20/2024		55.39CR	186428	55.39
005455	WEST BEND MUTUAL INSURANCE COMPANY							
	I-2583540	ACCOUNT # 011343336400	R	8/20/2024		20.00CR	186429	20.00
003078	WI DEPT OF FINANCIAL INSTITUTIONS							
	I-20240816	MARIA PREGLER - FILING FEE	R	8/20/2024		20.00CR	186430	20.00

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	14	0.00	8,879.36	8,879.36
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	2	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	16	0.00	8,879.36	8,879.36

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 11369 LIBRARY - 20240816

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
--------	-------------	------	---------------	---------------	----------	--------	--------------	-----------------

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2024	8,688.58CR
26	8/2024	190.78CR
=====		
ALL		8,879.36CR

8/26/2024 11:05 AM
 PACKET: 11381 LIBRARY - 20240823
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----				GROSS	P.O. #				
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION	
=====									
01-003259 BAKER & TAYLOR L4211082									
=====									
I-2038495437		ACCT # 216389 L421108 2 B0000		47.17	PB080624				
8/23/2024	1	DUE: 8/23/2024 DISC: 8/23/2024			1099: N				
		ACCT # 216389 L421108 2 B00000			10 55110-13-10200	Adult Dept Paperbacks		47.17	
=== VENDOR TOTALS ===				47.17					
=====									
01-000270 BAKER & TAYLOR L5471172									
=====									
I-2038483270		ACCT # 216389 L5471172 2 B000		60.84	MEM2024				
8/23/2024	1	DUE: 8/23/2024 DISC: 8/23/2024			1099: N				
		ACCT # 216389 L5471172 2 B0000			26 55110-03-40500	Memorial Books-Expense		60.84	
=== VENDOR TOTALS ===				60.84					
=====									
01-000665 CENGAGE LEARNING, INC - GALE									
=====									
I-84858821		ACCT # 153415		103.16	AUG-LCP				
8/23/2024	1	DUE: 8/23/2024 DISC: 8/23/2024			1099: N				
		ACCT # 153415			10 55110-13-10400	Adult Dept Large Print		103.16	
=== VENDOR TOTALS ===				103.16					
=====									
01-000204 DAVE'S COUNTY MARKET									
=====									
I-00099464		ACCT # 708		35.76	171115				
8/23/2024	1	DUE: 8/23/2024 DISC: 8/23/2024			1099: N				
		ACCT # 708			10 55110-03-41751	Misc Rev-Hospitality		35.76	
=== VENDOR TOTALS ===				35.76					
=====									
01-005143 DOWN TO EARTH GREENHOUSE & LAN									
=====									
I-1155		LANDSCAPING		1,251.00					
8/23/2024	1	DUE: 8/23/2024 DISC: 8/23/2024			1099: N				
		LANDSCAPING			10 55110-08-50000	Special/Major Projects		48.46	
		LANDSCAPING			10 55110-08-50001	Misc Rev-Special/Major P		1,202.54	
=== VENDOR TOTALS ===				1,251.00					
=====									
01-000924 INTEGRITY FIRE PROTECTION, INC									
=====									
I-66327		CONTRACT # 248307		163.00					
8/23/2024	1	DUE: 8/23/2024 DISC: 8/23/2024			1099: N				
		CONTRACT # 248307			10 55110-02-16500	Fire/Security System Con		163.00	
=== VENDOR TOTALS ===				163.00					

8/26/2024 11:05 AM
 PACKET: 11381 LIBRARY - 20240823
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 2

-----ID-----				GROSS	P.O. #				
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION	
=====									
01-005371	TECH SOUP								
=====									
I-20240823		REQUEST # 4064913		90.00					
8/22/2024	1	DUE: 8/22/2024 DISC: 8/22/2024			1099: N				
		REQUEST # 4064913			10 55110-14-45000	Ebooks/Digital Content		90.00	
=== VENDOR TOTALS ===				90.00					
=====									
01-000656	WISCONSIN PUBLIC SERVICE								
=====									
I- 5138850916		ACCT # 0403371156-00003		3,189.64					
8/22/2024	1	DUE: 8/22/2024 DISC: 8/22/2024			1099: N				
		ACCT # 0403371156-00003			10 55110-02-22000	Electric		2,818.22	
		ACCT # 0403371156-00003			10 55110-02-22500	Fuel - Natural Gas		371.42	
=== VENDOR TOTALS ===				3,189.64					
=== PACKET TOTALS ===				4,940.57					

8/26/2024 11:05 AM
PACKET: 11381 LIBRARY - 20240823
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 3

** T O T A L S **

INVOICE TOTALS	4,940.57
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	4,940.57
--------------	----------

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2024		10 -21-0000	Accounts Payable Control	4,879.73-*						
		10 -55110-02-16500	Fire/Security System Con	163.00	2,600	2,437.00		1,050,556	420,754.84	
		10 -55110-02-22000	Electric	2,818.22	30,000	12,036.83		1,050,556	418,099.62	
		10 -55110-02-22500	Fuel - Natural Gas	371.42	30,000	22,802.58		1,050,556	420,546.42	
		10 -55110-03-41751	Misc Rev-Hospitality	35.76	0	53.01-	Y	1,050,556	420,882.08	
		10 -55110-08-50000	Special/Major Projects	48.46	0	348.93-	Y	1,050,556	420,869.38	
		10 -55110-08-50001	Misc Rev-Special/Major P	1,202.54	0	1,202.54-	Y	1,050,556	419,715.30	
		10 -55110-13-10200	Adult Dept Paperbacks	47.17	750	321.05		1,050,556	420,870.67	
		10 -55110-13-10400	Adult Dept Large Print	103.16	4,300	1,357.14		1,050,556	420,814.68	
		10 -55110-14-45000	Ebooks/Digital Content	90.00	6,200	154.45		1,050,556	420,827.84	
		26 -21-0000	Accounts Payable Control	60.84-*						
		26 -55110-03-40500	Memorial Books-Expense	60.84	0	1,412.99-	Y	0	5,990.76-	Y
		99 -14-0010	Due from General Fund	4,879.73 *						
		99 -14-0026	Due From Non-Lapsing	60.84 *						
		** 2024 YEAR TOTALS		4,940.57						

8/26/2024 11:05 AM
PACKET: 11381 LIBRARY - 20240823
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 4

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2024	4,879.73
26	8/2024	60.84

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11388 LIBRARY - 20240823

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
003259	BAKER & TAYLOR L4211082							
	I-2038495437	ACCT # 216389 L421108 2 B00000	R	8/28/2024		47.17CR	186486	47.17
000270	BAKER & TAYLOR L5471172							
	I-2038483270	ACCT # 216389 L547117 2 B0000	R	8/28/2024		60.84CR	186487	60.84
000665	CENGAGE LEARNING, INC - GALE							
	I-84858821	ACCT # 153415	R	8/28/2024		103.16CR	186488	103.16
000204	DAVE'S COUNTY MARKET							
	I-00099464	ACCT # 708	R	8/28/2024		35.76CR	186489	35.76
005143	DOWN TO EARTH GREENHOUSE & LANDSCAPING, LLC							
	I-1155	LANDSCAPING	R	8/28/2024		1,251.00CR	186490	1,251.00
000924	INTEGRITY FIRE PROTECTION, INC.							
	I-66327	CONTRACT # 248307	R	8/28/2024		163.00CR	186491	163.00
005371	TECH SOUP GLOBAL							
	I-20240823	REQUEST # 4064913	R	8/28/2024		90.00CR	186492	90.00
000656	WISCONSIN PUBLIC SERVICE							
	I- 5138850916	ACCT # 0403371156-00003	R	8/28/2024		3,189.64CR	186493	3,189.64

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	8	0.00	4,940.57	4,940.57
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	8	0.00	4,940.57	4,940.57

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 11388 LIBRARY - 20240823

VENDOR SET: 01

**** CHECK LISTING ****

BANK : 1 LINCOLN CO - GENERAL

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
--------	-------------	------	---------------	---------------	----------	--------	--------------	-----------------

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2024	4,879.73CR
26	8/2024	60.84CR
ALL		4,940.57CR

8/30/2024 10:25 AM
 PACKET: 11392 LIBRARY - 20240830
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

ID-----		GROSS		P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
=====							
01-000268 BAKER & TAYLOR L0280842							
=====							
I-2038498859		ACCT # 216389 L028084 2 B0000	140.94				
8/30/2024	1	DUE: 8/30/2024 DISC: 8/30/2024		1099: N			
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	82.86	
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	6.95	
		ACCT # 216389 L028084 2 B00000		10 55110-14-10100	Adult Dept Books on CD	51.13	
=== VENDOR TOTALS ===			140.94				
=====							
01-000665 CENGAGE LEARNING, INC - GALE							
=====							
I-84896949		ACCT # 153415	25.59	AUG-LCP			
8/30/2024	1	DUE: 8/30/2024 DISC: 8/30/2024		1099: N			
		ACCT # 153415		10 55110-13-10400	Adult Dept Large Print	25.59	
=== VENDOR TOTALS ===			25.59				
=====							
01-004375 CINTAS CORPORATION							
=====							
I-4203053961		PAYER # 18280979	238.77				
8/30/2024	1	DUE: 8/30/2024 DISC: 8/30/2024		1099: N			
		PAYER # 18280979		10 55110-02-23250	Facility Cleaning Servic	238.77	
=== VENDOR TOTALS ===			238.77				
=====							
01-000204 DAVE'S COUNTY MARKET							
=====							
I-00020080		ACCT # 708	10.05	044938			
8/30/2024	1	DUE: 8/30/2024 DISC: 8/30/2024		1099: N			
		ACCT # 708		10 55110-03-41250	Programming - Adult	10.05	
I-00138989		ACCT # 708	24.70	263658			
8/30/2024	1	DUE: 8/30/2024 DISC: 8/30/2024		1099: N			
		ACCT # 708		10 55110-03-41750	Hospitality	24.70	
=== VENDOR TOTALS ===			34.75				
=====							
01-005471 LIBRARIA							
=====							
I-250417		REF # 105180	99.09	241293			
8/30/2024	1	DUE: 8/30/2024 DISC: 8/30/2024		1099: N			
		REF # 105180		10 55110-13-20000	Youth Children's Books	96.50	
		REF # 105180		10 55110-03-10500	Library Supplies	2.59	
I-250418		REF # N/A - 105179	108.44	241290			
8/30/2024	1	DUE: 8/30/2024 DISC: 8/30/2024		1099: N			
		REF # N/A - 105179		10 55110-13-20100	Young Adult Books	102.51	
		REF # N/A - 105179		10 55110-03-10500	Library Supplies	5.93	
=== VENDOR TOTALS ===			207.53				

8/30/2024 10:25 AM
PACKET: 11392 LIBRARY - 20240830
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 2

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-005479 NEWEGG BUSINESS INC.						
=====						
I-1305122126		ACCT # 91945026	67.96	Email PO		
8/30/2024	1	DUE: 8/30/2024 DISC: 8/30/2024		1099: N		
		ACCT # 91945026		10 55110-15-42500 Computer Equipment		67.96
=== VENDOR TOTALS ===			67.96			
=== PACKET TOTALS ===			715.54			

8/30/2024 10:25 AM
PACKET: 11392 LIBRARY - 20240830
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 3

** T O T A L S **

INVOICE TOTALS	715.54
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	715.54
--------------	--------

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2024		10 -21-0000	Accounts Payable Control	715.54-*						
		10 -55110-02-23250	Facility Cleaning Servic	238.77	3,400	1,481.71		1,050,556	391,349.44	
		10 -55110-03-10500	Library Supplies	15.47	8,000	4,019.13		1,050,556	391,572.74	
		10 -55110-03-41250	Programming - Adult	10.05	7,000	5,123.93		1,050,556	391,578.16	
		10 -55110-03-41750	Hospitality	24.70	300	33.51-	Y	1,050,556	391,563.51	
		10 -55110-13-10000	Adult Dept Fiction	82.86	9,500	3,083.88		1,050,556	391,505.35	
		10 -55110-13-10400	Adult Dept Large Print	25.59	4,300	1,331.55		1,050,556	391,562.62	
		10 -55110-13-20000	Youth Children's Books	96.50	16,000	5,646.07		1,050,556	391,491.71	
		10 -55110-13-20100	Young Adult Books	102.51	2,500	750.11		1,050,556	391,485.70	
		10 -55110-14-10100	Adult Dept Books on CD	51.13	2,000	779.48		1,050,556	391,537.08	
		10 -55110-15-42500	Computer Equipment	67.96	10,000	5,850.65		1,050,556	391,520.25	
		99 -14-0010	Due from General Fund	715.54 *						
			** 2024 YEAR TOTALS	715.54						

8/30/2024 10:25 AM
PACKET: 11392 LIBRARY - 20240830
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 4

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2024	715.54

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11397 LIBRARY - 20240830

VENDOR SET: 01

*** CHECK LISTING ***

BANK : 1 LINCOLN CO - GENERAL

JR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
000268	BAKER & TAYLOR L0280842							
	I-2038498859	ACCT # 216389 L028084 2 B00000	R	9/03/2024		140.94CR	186528	140.94
000665	CENGAGE LEARNING, INC - GALE							
	I-84896949	ACCT # 153415	R	9/03/2024		25.59CR	186529	25.59
004375	CINTAS CORPORATION							
	I-4203053961	PAYER # 18280979	R	9/03/2024		238.77CR	186530	238.77
000204	DAVE'S COUNTY MARKET							
	I-00020080	ACCT # 708	R	9/03/2024		10.05CR	186531	
	I-00138989	ACCT # 708	R	9/03/2024		24.70CR	186531	34.75
005471	LIBRARIA							
	I-250417	REF # 105180	R	9/03/2024		99.09CR	186532	
	I-250418	REF # N/A - 105179	R	9/03/2024		108.44CR	186532	207.53
005479	NEWEGG BUSINESS INC.							
	I-1305122126	ACCT # 91945026	R	9/03/2024		67.96CR	186533	67.96

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	6	0.00	715.54	715.54
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	6	0.00	715.54	715.54

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 11397 LIBRARY - 20240830

VENDOR SET: 01

BANK : 1

***** CHECK LISTING *****

OR NAME / I.D.

DESC

CHECK CHECK

DATE

DISCOUNT

AMOUNT

CHECK NO#

CHECK AMOUNT

FUND

PERIOD

AMOUNT

10

9/2024

715.54CR

ALT

715.54CR

** POSTING PERIOD RECAP **

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	602.00	0.00	(602.00)
45110-43220 Library CARES Grant	0.00	0.00	0.00	0.00	0.00
45110-43510 CARES - COVID-19 Reimb	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
45110-43515 Federal ARPA - Am Rescue	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	445,104.29	0.00	222,193.00	49.92	222,911.29
TOTAL Intergovernmental	445,104.29	0.00	222,795.00	50.05	222,309.29
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	3,000.00	345.87	3,029.60	100.99	(29.60)
TOTAL Public Charges-Services	3,000.00	345.87	3,029.60	100.99	(29.60)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	2,870.00	0.00	(2,870.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	1,583.63	0.00	(1,583.63)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	1,202.54	2,932.50	0.00	(2,932.50)
45110-48475 Library Programs Revenue	0.00	796.62	7,318.91	0.00	(7,318.91)
45110-48492 Merrill Foundation Donation	0.00	0.00	0.00	0.00	0.00
45110-48500 Grant - Mead Witter	0.00	0.00	0.00	0.00	0.00
45110-48525 Grant - Community Liaison	0.00	0.00	0.00	0.00	0.00
45110-48555 Grant - WVLS System Aid	0.00	0.00	0.00	0.00	0.00
45110-48750 Grant - Walmart	0.00	0.00	0.00	0.00	0.00
45110-48999 Focus on Energy Grants	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	1,999.16	14,705.04	0.00	(14,705.04)
TOTAL REVENUES	448,104.29	2,345.03	240,529.64	53.68	207,574.65
EXPENDITURES					
=====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	187,920.00	21,683.04	122,871.28	65.38	65,048.72
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	443,105.00	48,550.57	280,063.24	63.20	163,041.76
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	3,572.00	0.00	111.56	3.12	3,460.44
55110-01-51000 Social Security	48,547.00	5,250.69	31,797.54	65.50	16,749.46
55110-01-52000 Retirement (WRS)	36,770.00	4,394.11	26,915.59	73.20	9,854.41
55110-01-52500 Prior Service-Debt Serv.	3,934.00	0.00	3,934.00	100.00	0.00
55110-01-54000 Health Insurance	83,902.00	4,883.11	45,080.58	53.73	38,821.42
55110-01-55000 Life Insurance	3,936.00	321.19	2,598.92	66.03	1,337.08
TOTAL Personnel Services	811,686.00	85,082.71	513,372.71	63.25	298,313.29

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
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	700.00	0.00	0.00	0.00	700.00
55110-02-16000 Elevator Contract/Inspect	3,300.00	0.00	3,455.20	104.70	(155.20)
55110-02-16250 HVAC Service	400.00	0.00	2,210.00	552.50	(1,810.00)
55110-02-16500 Fire/Security System Cont	2,600.00	163.00	163.00	6.27	2,437.00
55110-02-21000 Water and Sewer	1,600.00	0.00	985.01	61.56	614.99
55110-02-22000 Electric	30,000.00	2,818.22	17,963.17	59.88	12,036.83
55110-02-22500 Fuel - Natural Gas	30,000.00	371.42	7,197.42	23.99	22,802.58
55110-02-23100 Janitorial Services Contr	0.00	0.00	0.00	0.00	0.00
55110-02-23250 Facility Cleaning Service	3,400.00	477.54	1,918.29	56.42	1,481.71
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	97.18	0.00	(97.18)
55110-02-25000 Telephone	2,000.00	106.75	828.80	41.44	1,171.20
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	38.00	274.63	0.00	(274.63)
TOTAL Contractual Services	74,500.00	3,974.93	35,092.70	47.10	39,407.30
Supplies & Expenses					
55110-03-10000 Office Supplies	1,800.00	194.77	1,543.79	85.77	256.21
55110-03-10500 Library Supplies	8,000.00	373.97	3,980.87	49.76	4,019.13
55110-03-11000 Postage	1,200.00	8.80	597.81	49.82	602.19
55110-03-13000 Copier/Printing	300.00	0.00	120.00	40.00	180.00
55110-03-21000 Membership Dues	400.00	236.00	536.00	134.00	(136.00)
55110-03-30500 Mileage	1,000.00	36.98	281.54	28.15	718.46
55110-03-31000 Misc. - Petty Cash	0.00	(25.00)	(135.00)	0.00	135.00
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	0.00	526.94	26.35	1,473.06
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	912.37	0.00	(912.37)
55110-03-41000 Public Relations/Publicit	2,000.00	425.00	2,128.86	106.44	(128.86)
55110-03-41001 Misc Rev - Publicity	0.00	0.00	967.00	0.00	(967.00)
55110-03-41250 Programming - Adult	7,000.00	278.99	1,876.07	26.80	5,123.93
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	852.15	0.00	(852.15)
55110-03-41500 Programing - Youth	7,500.00	1,545.93	4,502.85	60.04	2,997.15
55110-03-41501 Misc Rev-Programming-Yout	0.00	720.86	8,931.02	0.00	(8,931.02)
55110-03-41750 Hospitality	300.00	24.70	333.51	111.17	(33.51)
55110-03-41751 Misc Rev-Hospitality	0.00	35.76	53.01	0.00	(53.01)
55110-03-44000 Janitor Supplies	6,000.00	98.09	2,626.26	43.77	3,373.74
55110-03-50000 M/R-General Repair/Maint.	4,000.00	29.65	1,350.38	33.76	2,649.62
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	0.00	7,619.10	76.19	2,380.90
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	51,500.00	3,984.50	39,604.53	76.90	11,895.47
Fixed Charges					
55110-05-10000 Ins.-Property, Liability,	12,000.00	20.00	2,926.00	24.38	9,074.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	12,000.00	20.00	2,926.00	24.38	9,074.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	48.46	348.93	0.00	(348.93)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	1,202.54	1,202.54	0.00	(1,202.54)
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	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	1,251.00	1,551.47	0.00	(1,551.47)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	1,443.16	6,416.12	67.54	3,083.88
55110-13-10100 Adult Dept Non-Fiction	10,000.00	1,118.75	6,408.08	64.08	3,591.92
55110-13-10200 Adult Dept Paperbacks	750.00	88.05	428.95	57.19	321.05
55110-13-10300 Adult Dept Reference	500.00	0.00	0.00	0.00	500.00
55110-13-10400 Adult Dept Large Print	4,300.00	555.37	2,968.45	69.03	1,331.55
55110-13-20000 Youth Children's Books	16,000.00	503.22	10,353.93	64.71	5,646.07
55110-13-20100 Young Adult Books	2,500.00	209.15	1,749.89	70.00	750.11
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	5,000.00	0.00	963.44	19.27	4,036.56
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	48,550.00	3,917.70	29,288.86	60.33	19,261.14
<u>Non-Print Media-Library</u>					
55110-14-10000 Adult Dept Audio Books	0.00	0.00	0.00	0.00	0.00
55110-14-10100 Adult Dept Books on CD	2,000.00	252.89	1,220.52	61.03	779.48
55110-14-10200 Adult Dept CDs	800.00	41.93	384.26	48.03	415.74
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	2,500.00	157.91	1,266.24	50.65	1,233.76
55110-14-10500 Adult Dept Videos	0.00	0.00	0.00	0.00	0.00
55110-14-20000 Youth Audiobooks & CDs	1,500.00	0.00	67.92	4.53	1,432.08
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	0.00	262.58	35.01	487.42
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	131.04	361.93	72.39	138.07
55110-14-45000 Ebooks/Digital Content	6,200.00	155.60	6,045.55	97.51	154.45
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	14,250.00	739.37	9,609.00	67.43	4,641.00
<u>Technology</u>					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	0.00	1,017.90	53.57	882.10
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 Tl/Internet Access	4,170.00	0.00	600.00	14.39	3,570.00
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	0.00	0.00	3,570.00	0.00	(3,570.00)
55110-15-42500 Computer Equipment	10,000.00	4,004.82	4,149.35	41.49	5,850.65
55110-15-47500 Software/Upgrades	4,000.00	439.70	1,915.37	47.88	2,084.63
55110-15-70000 V-Cat Shared Automation	18,000.00	0.00	17,171.63	95.40	828.37

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 202410 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,070.00	4,444.52	28,424.25	74.66	9,645.75
TOTAL EXPENDITURES	1,050,556.00	103,414.73	659,869.52	62.81	390,686.48
REVENUES OVER/ (UNDER) EXPENDITURES	(602,451.71)	(101,069.70)	(419,339.88)	0.00	(183,111.83)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2024

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES =====					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	4,539.39	0.00	(4,539.39)
TOTAL Intergovernmental	0.00	0.00	4,539.39	0.00	(4,539.39)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	390.77	2,947.97	0.00	(2,947.97)
45110-46715 Library - Vending Revenue	0.00	0.00	18.48	0.00	(18.48)
TOTAL Public Charges-Services	0.00	390.77	2,966.45	0.00	(2,966.45)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	1,000.00	1,000.00	0.00	(1,000.00)
45110-48257 WI Humanities - Grant	0.00	0.00	0.00	0.00	0.00
45110-48277 Summer Programs-Donations	0.00	0.00	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	158.45	1,879.87	0.00	(1,879.87)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	1,158.45	2,879.87	0.00	(2,879.87)
TOTAL REVENUES	0.00	1,549.22	10,385.71	0.00	(10,385.71)
EXPENDITURES =====					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	1,697.51	0.00	(1,697.51)
55110-03-12650 Library Photocopier Expen	0.00	245.12	2,380.26	0.00	(2,380.26)
55110-03-12675 Library Vending - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-22725 Summer Programs-Expenses	0.00	0.00	0.00	0.00	0.00
55110-03-25000 Library Grants - Expense	0.00	500.00	500.00	0.00	(500.00)
55110-03-40500 Memorial Books-Expense	0.00	269.00	1,412.99	0.00	(1,412.99)
TOTAL Supplies & Expenses	0.00	1,014.12	5,990.76	0.00	(5,990.76)
TOTAL EXPENDITURES	0.00	1,014.12	5,990.76	0.00	(5,990.76)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	535.10	4,394.95	0.00	(4,394.95)
FUND TOTAL REVENUES	160,074.37	53,798.76	433,400.17	270.75	(273,325.80)
FUND TOTAL EXPENDITURES	243,771.00	23,741.56	303,827.28	124.64	(60,056.28)
REVENUES OVER/(UNDER) EXPENDITURES	(83,696.63)	30,057.20	129,572.89	0.00	(213,269.52)
=====					

*** END OF REPORT ***

Monthly Statistical Report
T.B. Scott Free Library
August 2024

LIBRARY ACTIVITY	Aug 2024	Aug 2023	% Change	Aug 2022	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	4,620	5,084	-9.1%	4,409	4.8%	43,035	42,692	0.8%
Average Daily Traffic	171	188	-9.0%	163	4.9%	212	212	0.0%
Meetings Held	20	26	-23.1%	4	400.0%	199	124	60.5%
Attendance	83	154	-46.1%	12	591.7%	902	729	23.7%
Classes/Groups w/o Program	-	1	100.0%	-	N/A	57	42	35.7%
Attendance	-	11	100.0%	-	N/A	1,154	837	37.9%
New Card Registrations	58	50	16.0%	59	-1.7%	423	383	10.4%
Volunteer Hours Worked	25	20	25.0%	20	25.0%	160	140	14.3%

TECHNOLOGY USE		Aug 2024	Aug 2023	% Change	Aug 2022	% Change	YTD 2024	YTD 2023	% Change
Wireless Use		1,384	1,606	-13.8%	1,301	6.4%	11,472	12,068	-4.9%
Internet Computers	Adult	282	321	-12.1%	341	-17.3%	2,418	2,802	-13.7%
	Youth	79	149	-47.0%	107	-26.2%	534	869	-38.6%
Other Computers	Adult	-	-	N/A	-	N/A	-	-	100.0%
	Youth	139	72	93.1%	43	223.3%	1,009	484	108.5%
TOTAL USE		500	542	-7.7%	491	1.8%	3,961	4,155	-4.7%

PROGRAMS		Aug 2024	Aug 2023	% Change	Aug 2022	% Change	YTD 2024	YTD 2023	% Change
Programs Given	Adult	9	8	12.5%	4	125.0%	101	44	129.5%
	General Interest	4	-	N/A	-	N/A	28	-	N/A
	Teen	-	-	N/A	-	N/A	5	-	N/A
	Youth	6	5	20.0%	2	200.0%	87	81	7.4%
TOTAL		19	13	46.2%	6	216.7%	221	125	76.8%
Program Attendance	Adult	88	120	-26.7%	35	151.4%	1,150	581	97.9%
	General Interest	26	-	N/A	-	N/A	207	-	N/A
	Teen	-	-	N/A	-	N/A	118	-	N/A
	Youth	108	66	63.6%	131	-17.6%	3,144	1,934	62.6%
TOTAL		222	186	19.4%	166	33.7%	4,619	2,515	83.7%

Self-Directed Activities

<u>Self-Directed Activities</u>	<u>Date</u>	<u>#</u>
Little Bluebirds Club		13
Scavenger Hunt		155

Adult

<u>Adult</u>	<u>Date</u>	<u>#</u>
1 on 1 Tech Help (6 sessions)		8
Judicare Legal Aid	8/5/2024	5
NOVA: Secrets in your data	8/8/2024	2
Opportunity Development Center	8/13/2024	6
Bug Tussel - Protect your personal data	8/15/2024	6
Cover to Cover	8/15/2024	6
Believe & Achieve	8/20/2024	6
Kindhearted	8/22/2024	24
Adult Puzzle Competition	8/24/2024	17

Outreach

<u>Outreach</u>	<u>Date</u>	<u>#</u>
Critic's Choice Movie	8/28/2024	16

Teen

<u>Teen</u>	<u>Date</u>	<u>#</u>
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Youth

<u>Youth</u>	<u>Date</u>	<u>#</u>
Wiggle, Giggle, Shake (5 Sessions)		99
Harvest Hooray Storytime	8/14/2024	9

General Interest

<u>General Interest</u>	<u>Date</u>	<u>#</u>
Sandbox@-Islands of Brilliance	8/9/2024	10
Real Writers Group	8/10/2024	12
BYOB Club	8/14/2024	3
Knit/Crochet Circle	8/15/2024	1

AUGUST 2024

BORROWERS		Aug 2024	Aug 2023	% Change	Aug 2022	% Change
City	Adult	3,741	3,765	-0.6%	3,809	-1.8%
	Youth	886	956	-7.3%	956	-7.3%
County	Adult	3,324	3,323	0.0%	3,272	1.6%
	Youth	772	836	-7.7%	859	-10.1%
Other	Adult	412	393	4.8%	374	10.2%
	*ILL	452	444	1.8%	435	3.9%
	Youth	72	80	-10.0%	74	-2.7%
TOTAL BORROWERS		9,659	9,797	-1.4%	9,779	-1.2%

Nov 2021: Initiated "fine free" policy

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

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

DONATIONS	Aug 2024	Aug 2023	Aug 2022	YTD 2024	YTD 2023
Endowment Fund	\$ 1,504	\$ -	\$ -	3,710	\$ 200
Special Projects Fund	\$ -	\$ 1,186	\$ 1,756	656	\$ 2,191
Gifts/Memorials	\$ 83	\$ 498	\$ 175	2,155	\$ 2,145

RESOURCE SHARING	Aug 2024	Aug 2023	% Change	Aug 2022	% Change	YTD 2024	YTD 2023	% Change
V-Cat Received	1,241	1,459	-14.9%	2,002	-38.0%	10,354	11,764	-12.0%
V-Cat Sent	1,123	1,339	-16.1%	1,244	-9.7%	9,541	10,120	-5.7%
ILL Received	19	36	-47.2%	57	-66.7%	305	368	-17.1%
ILL Sent	78	105	-25.7%	97	-19.6%	742	759	-2.2%

CIRCULATION		Aug 2024	Aug 2023	% Change	Aug 2022	% Change	YTD 2024	YTD 2023	% Change
Audiobooks	Adult	53	189	-72.0%	205	-74.1%	1,059	1,383	-23.4%
	Youth	63	63	0.0%	111	-43.2%	260	384	-32.3%
Books-Fiction	Adult	2,626	3,035	-13.5%	3,129	-16.1%	20,730	22,046	-6.0%
	Youth	2,462	3,046	-19.2%	3,661	-32.8%	23,488	24,736	-5.0%
Books-Nonfiction	Adult	809	1,174	-31.1%	1,236	-34.5%	7,969	8,191	-2.7%
	Youth	493	654	-24.6%	629	-21.6%	5,212	5,638	-7.6%
CDs/Cassettes	Adult	165	189	-12.7%	208	-20.7%	1,129	1,606	-29.7%
	Youth	51	9	466.7%	29	75.9%	193	144	34.0%
DVD/Blu-Ray/VHS	Adult	642	744	-13.7%	793	-19.0%	5,731	6,558	-12.6%
	Youth	401	548	-26.8%	480	-16.5%	3,573	4,092	-12.7%
Games	Adult	5	2	100.0%	1	100.0%	25	19	31.6%
	Youth	37	64	-42.2%	59	-37.3%	264	449	-41.2%
Magazines	Adult	210	187	12.3%	181	16.0%	1,798	1,707	5.3%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	106	103	2.9%	93	14.0%	773	703	10.0%
	Youth	4	23	-82.6%	43	-90.7%	202	231	-12.6%
PHYSICAL ITEMS SUB TOTAL		8,127	10,030	-19.0%	10,858	-25.2%	72,406	77,887	-7.0%
Digital Library	Audiobooks	1,391	1,014	37.2%	1,091	27.5%	10,071	8,420	19.6%
	eBooks	1,085	1,020	6.4%	1,147	-5.4%	7,949	8,500	-6.5%
	Magazines	192	93	106.5%	84	100.0%	1,793	655	173.7%
	Music/Videos	-	-	N/A	-	N/A	-	-	N/A
DOWNLOADS SUB TOTAL		2,668	2,127	25.4%	2,322	14.9%	19,813	17,575	12.7%
TOTAL CIRCULATION		10,795	12,157	-11.2%	13,180	-18.1%	92,219	95,462	-3.4%

MATERIALS CIRCULATING	Aug 2024	Aug 2023	% Change	Aug 2022	% Change	YTD 2024	YTD 2023	% Change
% Nonprint Materials Circulated	18.8%	19.3%	-2.6%	18.6%	0.9%	18.24%	20.0%	-8.7%
% Print Materials Circulated	81.2%	80.7%	0.6%	81.4%	-0.2%	81.76%	80.0%	2.2%
% Adult Materials Circulated	56.8%	56.1%	1.3%	53.8%	5.5%	54.16%	54.2%	-0.1%
% Youth Materials Circulated	43.2%	43.9%	-1.7%	46.2%	-6.4%	45.84%	45.8%	0.1%

Goal #4: Collections

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

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

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

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

Current Year: We were awarded a \$1000 grant from Walmart and will use the funds to update the Launchpad collection in Youth Services with new, up to date models. 9/10/24 AB. Currently serving on the WPLC Selection Committee for WVLS. Monthly lists of high demand/up and coming titles are provided to ensure we have enough physical copies to meet demand. 9/10/24 MP.

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

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

Responsible staff: Head of Adult Services

Current Year: Currently working with ADRC and Compassus to offer a monthly Memory Café beginning in November for those facing Dementia and their loved ones.

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

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

Responsible staff: Head of Adult Services

Current Year: Continuing to work with Believe and Achieve, Kindhearted, and Opportunity Development Center to offer a once a month craft/story time for their clientele.

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

Current Year:

Measure: Targeted communication sent to one school per semester.

Responsible staff: Assistant Director/Head of Youth Services

Current Year: We continue to welcome Trinity students each month and offer library education and time for materials check out. 9/10/24 AB.

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

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

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

Current Year: In October, Youth Services will be offering a STEAM program for school age kids using kits purchased through Crunch Labs in correlation with Wisconsin Science Festival Week. STEAM activity bags will be offered this fall using kits purchased through Brown Dog Gadgets. 8/13/24 AB. Continue to work with Bug Tussel to offer technology classes based on current events and/or patron need. Also working on grant paperwork to provide programming through DigitalLearn.org 9/10/24 MP.

Ethics and Conflict of Interest Laws Applying to Trustees

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Most library trustees will rarely encounter situations that invoke ethics or conflict of interest concerns, but familiarity with state and local laws on ethics and conflict of interest will alert you to potential problems. In addition, trustees should keep in mind the potential for damage to the image of the library if any board member or staff member takes an action that appears to involve a conflict of interest.

Wisconsin's ethics and conflict of interest laws for public officials (including library board members) are complex—and local ethics ordinances may add further complexity. Therefore, if you have concerns about the propriety of an action, be sure to seek advice from the municipal attorney, the municipal ethics board (if you have one), or the county corporation counsel.

Wisconsin's primary ethics and conflict of interest law is the code of ethics for local officials (Wisconsin Statutes Section [19.59](#)), but many other laws also apply. Wisconsin's criminal code prohibits public officials from, among other things, private interests in public contracts, misconduct in public office, and bribery. In addition, the "incompatibility doctrine" prohibits library board members (or other municipal officials) from holding most other positions with the library or municipality.

Code of Ethics for Local Officials

Wisconsin's code of ethics for local officials prohibits a trustee from taking any official action that produces a substantial financial benefit to the trustee, the trustee's family, or an organization in which the trustee has a significant financial interest. (This law does not prohibit reimbursement of actual and necessary expenses incurred in performance of board duties outside the municipality, if the reimbursement is authorized by the library board. In addition, per diem payments and reimbursement of mileage and other necessary expenses incurred in performing board duties are legal if authorized by the library board *and* the municipal governing body.)

So, what should you do if you have a conflict of interest on an issue on a library board meeting agenda? The Wisconsin Ethics Board suggests that if a matter in which you should not participate comes before the board, you should leave for that portion of the board's meeting involving discussion, deliberations, or votes related to the matter. The meeting minutes should reflect your absence from that portion of the meeting.

In This Trustee Essential

- Actions you must not take as a library trustee
- Business and employment relationships with the library that are prohibited to the trustee

Acceptance of Gifts

Wisconsin law prohibits soliciting or accepting anything of value if it could reasonably be expected to influence your vote, official actions, or judgment or could reasonably be considered as a reward for any official action or inaction.

An even more stringent section of the law prohibits accepting anything of “substantial value” offered because of a public position.

The Wisconsin Ethics Board recommends that you answer the following questions to analyze a situation in which you are offered items or services:

1. With respect to the item or service offered:
 - a. Is it being offered because of my public position?
 - b. Is it of more than nominal or insignificant value?
 - c. Is it primarily for my personal benefit rather than for the benefit of my local unit of government?

If you answer “yes” to all three questions, you may not accept the item or service.

2. Would it be reasonable for someone to believe that the item or service is likely to influence my judgment or actions or that it is a reward for past action?

If you answer “yes,” you may not accept the item or service.

Private Interests in Public Contracts

As a library trustee, you must take great care if you conduct business with the library. It is a felony under Wisconsin Statutes Section [946.13\(1\)\(b\)](#) for you, in your official capacity, to participate in the making of a contract exceeding \$15,000 if you have a direct or indirect financial interest in the contract.

In addition, this section provides that you may not in your **private** capacity negotiate or bid for or enter into such a contract in which you have a direct or indirect financial interest, if in your public capacity you are authorized or required by law to participate in the making of the contract. Because this section of the law applies to private actions, liability cannot be avoided merely by withdrawing from board involvement with the issue.

Note that Wisconsin’s law prohibiting public officials from having a private interest in public contracts includes certain exemptions, including an exemption for contracts involving receipts and disbursements of under \$15,000 per year.

Misconduct in Office

This section of Wisconsin's criminal law (Section [946.12](#)) applies to both library trustees and library staff. This law makes it a felony to intentionally take actions in excess of your legal authority, or to intentionally make false records or statements. Intentional failure to perform a duty required by law is also prohibited. Moreover, it is a felony to take actions inconsistent with the rights of others and performed with intent to obtain a dishonest advantage.

Employment and "Incompatible" Positions

The Wisconsin Supreme Court has ruled that the same person cannot simultaneously hold two municipal offices or an office and a staff position where one post is superior to the other or where, from a public policy perspective, it is improper for one person to discharge the duties of both posts. Therefore, it is improper for a library board member to be employed by the library.

A good rule of thumb for you to follow is that you cannot hold more than one office or position with your library or municipality unless specifically authorized by statute.

You should also note that according to Wisconsin Statutes Section [43.17\(1\)](#), no employee of a member library may be appointed to the board of the library system serving that library.

Penalties

Any person who violates Wisconsin's code of ethics for public officials may be required to forfeit up to \$1,000. Violations of the "private interests in public contracts" law can result in fines of up to \$10,000 or imprisonment for not more than two years, or both.

Discussion Questions

1. Why does state law make it generally illegal for a library board member to be financially involved with library business?
2. What should you do if you may have a conflict of interest with an item on the board meeting agenda?
3. Is it appropriate for a library board member to serve on the board if he/she has a relative on the library staff? Why or why not?

Sources of Additional Information

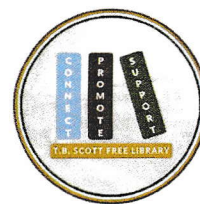
- Your municipal attorney, local ethics board, or county corporation counsel.
- The Wisconsin Ethics Board overview of ethics and conflict of interest laws for local officials at ethics.state.wi.us/LocalOfficials/LocalOfficial1.htm

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

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

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Library Director's Report – September 18, 2024



Events

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

Here are some highlights of library programming:

- The autumnal equinox is upon us on Sunday, September 22, and with that the beginning of Fall.
- As we move into the Fall season and school begins, the Library quickly shifts gears and we move full speed ahead into serving our patrons and community members, both young and old, with new programs and programs that families wait anxiously to return, such as Family StoryTime and Toddler StoryTime.
- We are excited with the return of "START with ART" brought to the library by the Leigh Yawkey Woodson Art Museum. The museum staff enjoy bringing this program to the library as much as the families do that participate. The program involves a connection between literacy and the wonderful world of art.
- Thanks to Children Wisconsin, who will continue to offer Wiggle, Giggle, Shake on Friday mornings.
- Something new this Fall for adult patrons is the "Spice of the Month" Take & Make kits. We are excited to bring this offering to our community members, which began on September 6 with Lavendar that has many uses, including culinary, therapeutic, and aromatherapeutic.
- There are too many events to mention here so feel free to check out upcoming events on the library website.

WVLS

- Nothing to report from Diane Peterson, our WVLS representative.

Friends of the Library

- Getting ready for the Fall Book Sale. This will be the last book sale with Ranndy Markewycz and Barb Adams as book sale chairpersons. They are turning over their scepter to a new individual or team that is interested in taking over the management of the semi-annual event. They have done such a wonderful job over the years. Their shoes will be big ones to fill. The library is grateful for all of the time and effort they have put into successful book sales over the years.

Library Director's Report

- I had a wonderful conversation with former Board member, Gene Bebel. He mentioned that he doesn't venture out as often these days but quickly stated he keeps his eye on the Library. The main purpose of Gene's call that day was to inquire about Youth Services programming for the young children in his family. He was extremely excited to hear that the Library is moving forward with the renovations in the Youth Services Department that will provide an additional meeting space and activity room for programming.
- As of the date of the Board meeting, the library will be fully staffed once again. There is a great deal of training going on which is wonderful. It is amazing what current staff can learn while going through the process of training new team members. It goes back to a phrase I often use, "Learning is a journey not a destination." New staff members are Lisa Duginski as part-time Library Assistant and Erika Gelhausen as the library's Circulation Coordinator.
- The staff gathering was a wonderful way to end our summer programming and celebrate the retirements of Terri Akey, Library Assistant, and Richard Maner,

Library Board Financial Secretary. I received wonderful feedback from many who attended the event. It was the perfect day with perfect weather. While not everyone had the opportunity to speak with all in attendance, it was nice to be able to put names to faces and get to know a bit more about the team, both library staff members and library board members, that continues to work diligently to make the library a "gem" of the community. There will be more opportunities in the future for those who were not able to attend this time around.