



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, DECEMBER 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 November 20, 2024
2. Vouchers of November 2024
3. Unaudited Monthly Income & Expense Report for November 2024
4. Monthly Statistical Report for November 2024

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve Endowment Fund Request for RFID System Project
2. Discussion/Action Item: Review and approve Endowment Fund Board Resolution Granting Account Access Authority
3. Discussion/Action Item: Review and approve Zander Trust Board Resolution Granting Account Access Authority
4. Discussion Item: Endowment Fund - Zander Trust
5. Discussion Item: Strategic Goals & Action Steps #2 Review
6. Discussion Item: Wisconsin Trustee Essential #19: Library Director Certification

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

1. Wednesday, January 15, 2025, @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, NOVEMBER 20, 2024 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

- 1. Call to order and roll call -**
- 2. Correspondence -** Thank you note to staff for monetary donation to Haven, Inc., made possible through Friday Blue Jean Day Incentive. Thank you for note from Patron Rita for tech assistance from library staff. No further correspondence to present.
- 3. Public comment -** No public comment.

II. Consent Items

- 1. Minutes of regular meeting on October 16, 2024 -** A. Huftel/B. Rothlisberg/C to approve the Minutes of the regular meeting of October 16, 2024. No further discussion.
- 2. Vouchers of October 2024 -** C. Grunenwald/D. Dalsky/C to approve the Vouchers for October 2024. No further discussion.
- 3. Unaudited Monthly Income & Expense Report for October 2024 -** A. Huftel/R. Martinovici/C to approve the Unaudited Monthly Revenue & Expense Report for October 2024. No further discussion.
- 4. Monthly Statistical Report for October 2024 -** D. Dalsky/R. Martinovici/C to approve the Monthly Statistical Report for October 2024. No further discussion.

III. Reports/Discussion Items/Action Items

- 1. Action Item: Review and approve General Objectives Policy -** A. Huftel/B. Rothlisberg/C to approve the General Objectives Policy as revised to reflect the correct approved date of 11/20/24. Noted that the approved date was incorrect and should be corrected to reflect the correct date of 11/20/24. No further discussion.
- 2. Discussion Item: Strategic Goals & Actions Steps #1 Review -** Review with no discussion.
- 3. Discussion Item: Wisconsin Trustee Essential #18: Library Board Appointments and Composition -** Review with no discussion.

IV. Library Director's Report L. Ollhoff directed Board members to her written report and provided additional highlights to include the following: Holiday events at the library, including the Gingerbread House Build for Youth and Adult Services, holiday music with Mary Ament, and Family Storytime continues with great

participation; 25th Anniversary for the Wisconsin Valley Library Service (WVLS) V-CAT System and T.B. Scott Free Library's involvement in the process in 1999; WVLS Director Marla Sepnafski is always available to speak with Board members and other key stakeholders in the Library; Friends of the Library Book Sale was a huge success with the return of booksellers purchasing a fair share of what was on display for purchase; Wisconsin Library Association Conference attendance and the great opportunities that were offered for professional development, improved library services, and networking; Staff Development Day that was a great success and appreciated by the library team as the presenter, Rachel Arndt, kept everyone engaged with the material presented; library staffing changes continue as we seek to hire a new part-time custodian and replace the library cataloger, Faith Martinson, who will be retiring in January 2025. Highlighted potential library project to include inventory equipment/system and library patron counter. Highlighted upcoming Youth Services Renovation to begin the end of January with a target date of 5/31/2025 for completion. An Open House will be held in the Fall of 2025 after all furnishings are received and in place.

V. President's Remarks M. Geisler thanked everyone for attending the meeting. No further comments.

VI. Date and Time of Next Meeting

1. Wednesday, December 18, 2024, @4PM in the Library Community Room

VII. Adjournment R. Martinovici/A. Huftel/C to adjourn the meeting at 4:15PM.

NOVEMBER 2024

Company Being Paid	11/01/2024 Packet	11/08/24 Packet	11/15/24 Packet	11/22/24 Packet	November 2024 Totals
Amazon			\$ 3,328.86		\$ 3,328.86
Ament, Mary				\$ 75.00	\$ 75.00
Auntie Ray's Coffee House				\$ 276.08	\$ 276.08
B&T L0280842		\$ 204.16	\$ 1,464.39	\$ 401.89	\$ 2,070.44
B&T L4211082		\$ 10.90	\$ 24.37		\$ 35.27
B&T L5471172		\$ 62.42		\$ 67.58	\$ 130.00
B&T L5491882	\$ 24.14	\$ 716.80	\$ 208.41		\$ 949.35
CDW-G				\$ 2,741.49	\$ 2,741.49
Cengage Learning, Inc.	\$ 123.16	\$ 30.39	\$ 205.53		\$ 359.08
Center Point Large Print		\$ 46.74			\$ 46.74
Cintas				\$ 238.77	\$ 238.77
Consulting With Clarity				\$ 230.00	\$ 230.00
Dave's County Market	\$ 70.93			\$ 21.36	\$ 92.29
Elan			\$ 2,157.75		\$ 2,157.75
E.O. Johnson Business Technologies			\$ 51.00		\$ 51.00
Frontier			\$ 107.90		\$ 107.90
Libraria	\$ 319.29	\$ 339.32	\$ 546.82	\$ 104.72	\$ 1,310.15
Merrill Area United Way	\$ 250.00				\$ 250.00
Multi Media Channels		\$ 730.00			\$ 730.00
Newegg Business, Inc.	\$ 3,599.94				\$ 3,599.94
Ohloff, Laurie A.			\$ 170.18		\$ 170.18
Plautz, Donna		\$ 26.67			\$ 26.67
Playaway Products	\$ 924.85				\$ 924.85
T-Mobile	\$ 42.80				\$ 42.80
T.B. Scott - Petty Cash				\$ 18.31	\$ 18.31
VIP Office Products	\$ 56.98	\$ 289.94			\$ 346.92
Wisconsin Public Service			\$ 2,233.98		\$ 2,233.98
Wisconsin Valley Library Service				\$ 25.06	\$ 25.06
WT.COX Information Services				\$ 2,441.88	\$ 2,441.88
	\$ 5,412.09	\$ 2,457.34	\$ 10,499.19	\$ 6,642.14	\$ 25,010.76

11/04/2024 11:59 AM
PACKET: 11495 LIBRARY - 20241101
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		POST DATE		BANK CODE		-----DESCRIPTION-----		GROSS		P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
								DISCOUNT		G/L ACCOUNT					
01-000271 BAKER & TAYLOR L5491882															
I-203865090		1		ACCT # 216389 L549188 2 B0000		24.14		ANF2024-							
11/01/2024				DUE: 11/01/2024 DISC: 11/01/2024				1099: N				Adult Dept Non-Fiction		22.39	
				ACCT # 216389 L549188 2 B00000								10 55110-13-10100		1.30	
				ACCT # 216389 L549188 2 B00000								10 55110-03-10500		0.45	
				ACCT # 216389 L549188 2 B00000								10 55110-03-11000			
				ACCT # 216389 L549188 2 B00000											
				===== VENDOR TOTALS =====		24.14									
01-000665 CENGAGE LEARNING, INC - GALE															
I-85863390		1		ACCT # 153415		53.58		OCT-LCP							
11/01/2024				DUE: 11/01/2024 DISC: 11/01/2024				1099: N				Adult Dept Large Print		53.58	
				ACCT # 153415								10 55110-13-10400			
I-85863393		1		ACCT # 153415		26.39		\$500 MEM							
11/01/2024				DUE: 11/01/2024 DISC: 11/01/2024				1099: N				Memorial Books-Expense		26.39	
				ACCT # 153415				26 55110-03-40500							
I-85891738		1		ACCT # 153415		25.60		OCT-LCP							
11/01/2024				DUE: 11/01/2024 DISC: 11/01/2024				1099: N				Adult Dept Large Print		25.60	
				ACCT # 153415				10 55110-13-10400							
I-85891745		1		ACCT # 153415		17.59		\$500 MEM							
11/01/2024				DUE: 11/01/2024 DISC: 11/01/2024				1099: N				Memorial Books-Expense		17.59	
				ACCT # 153415				26 55110-03-40500							
				===== VENDOR TOTALS =====		123.16									
01-000204 DAVE'S COUNTY MARKET															
I-00077386		1		ACCT # 708		45.57		127283							
11/01/2024				DUE: 11/01/2024 DISC: 11/01/2024				1099: N				Hospitality		45.57	
				ACCT # 708				10 55110-03-41750							
I-00163396		1		ACCT # 708		25.36		288160							
11/01/2024				DUE: 11/01/2024 DISC: 11/01/2024				1099: N				Programming - Adult		25.36	
				ACCT # 708				10 55110-03-41250							
				===== VENDOR TOTALS =====		70.93									
01-005471 LIBRARIA															
I-252452		1		REF # 2000000262		319.29		243574							
11/01/2024				DUE: 11/01/2024 DISC: 11/01/2024				1099: N				Youth Children's Books		305.09	
				REF # 2000000262				10 55110-13-20000				Library Supplies		14.20	
				REF # 2000000262				10 55110-03-10500							
				===== VENDOR TOTALS =====		319.29									

PACKET: 11495 LIBRARY - 20241101
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----										
POST DATE	BANK CODE	-----DESCRIPTION-----				GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-004483 MERRILL AREA UNITED WAY										
I-20241101		MONTH LONG JEAN DAYS				250.00				
11/01/2024	1	DUE: 11/01/2024 DISC: 11/01/2024					1099: N			
MONTH LONG JEAN DAYS							10 55110-03-31000	Misc. - Petty Cash		250.00
=== VENDOR TOTALS ===						250.00				
01-005479 NEWEGG BUSINESS INC.										
I-1305191823		S.O. # 1206445447				99.99	10.25.24			
11/01/2024	1	DUE: 11/01/2024 DISC: 11/01/2024					1099: N			
S.O. # 1206445447							10 55110-15-42500	Computer Equipment		99.99
I-1305192943		S.O. # 1206445467				3,499.95	10.25.24			
11/01/2024	1	DUE: 11/01/2024 DISC: 11/01/2024					1099: N			
S.O. # 1206445467							10 55110-15-42500	Computer Equipment		3,499.95
=== VENDOR TOTALS ===						3,599.94				
01-002660 PLAYAWAY PRODUCTS										
I-478676		SALES ORDER # 44232				924.85				
11/01/2024	1	DUE: 11/01/2024 DISC: 11/01/2024					1099: N			
SALES ORDER # 44232							10 55110-14-20000	Youth Audiobooks & CDs		924.85
=== VENDOR TOTALS ===						924.85				
01-005404 T-MOBILE USA Inc.										
I-20241101		ACCT #267041899				42.80				
11/01/2024	1	DUE: 11/01/2024 DISC: 11/01/2024					1099: N			
ACCT #267041899							10 55110-02-25000	Telephone		42.80
=== VENDOR TOTALS ===						42.80				
01-000284 VIP ALL-VALUE										
I-0116146-001		ACCT # 67191-0				56.98				
11/01/2024	1	DUE: 11/01/2024 DISC: 11/01/2024					1099: N			
ACCT # 67191-0							10 55110-03-10000	Office Supplies		56.98
=== VENDOR TOTALS ===						56.98				
=== PACKET TOTALS ===						5,412.09				

PACKET: 11495 LIBRARY - 20241101
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	5,412.09
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	5,412.09
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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	ANNUAL BUDGET AVAILABLE	BUDGET OVER	BUDGET AVAILABLE	BUDG
2024	10 -21-0000	Accounts Payable Control	5,368.11-*								
	10 -55110-02-25000	Telephone	42.80	2,000	914.32		1,050,556	251,855.93			
	10 -55110-03-10000	Office Supplies	56.98	1,800	529.59-	Y	1,050,556	251,841.75			
	10 -55110-03-10500	Library Supplies	15.50	8,000	2,700.48		1,050,556	251,883.23			
	10 -55110-03-11000	Postage	0.45	1,200	512.66		1,050,556	251,898.28			
	10 -55110-03-31000	Misc. - Petty Cash	250.00	0	0.00		1,050,556	251,648.73			
	10 -55110-03-41250	Programming - Adult	25.36	7,000	5,033.22		1,050,556	251,873.37			
	10 -55110-03-41750	Hospitality	45.57	300	79.08-	Y	1,050,556	251,853.16			
	10 -55110-13-10100	Adult Dept Non-Fiction	22.39	10,000	2,403.99		1,050,556	251,876.34			
	10 -55110-13-10400	Adult Dept Large Print	79.18	4,300	601.49		1,050,556	251,819.55			
	10 -55110-13-20000	Youth Children's Books	305.09	16,000	4,303.23		1,050,556	251,593.64			
	10 -55110-14-20000	Youth Audiobooks & CDs	924.85	1,500	308.26		1,050,556	250,973.88			
	10 -55110-15-42500	Computer Equipment	3,599.94	10,000	2,250.71		1,050,556	248,298.79			
	26 -21-0000	Accounts Payable Control	43.98-*								
	26 -55110-03-40500	Memorial Books-Expense	43.98	0	2,305.45-	Y	0	9,573.66-	Y		
	99 -14-0010	Due from General Fund	5,368.11 *								
	99 -14-0026	Due From Non-Lapsing	43.98 *								

** 2024 YEAR TOTALS

5,412.09

PACKET: 11495 LIBRARY - 20241101
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	11/2024	5,368.11
26	11/2024	43.98

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11505 LIBRARY - 20241108
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	P.O. #	ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-000268	BAKER & TAYLOR	L0280842 ✓					
I-2038529901 ✓		ACCT # 216389 L028084 2 B0000	✓ 54.44	AYAT			
11/08/2024	1	DUE: 11/08/2024 DISC: 11/08/2024		1099: N			
		ACCT # 216389 L028084 2 B00000		✓ 10	55110-13-10000 Adult Dept Fiction	✓ 49.28	
		ACCT # 216389 L028084 2 B00000		✓ 10	55110-03-10500 Library Supplies	✓ 4.17	
		ACCT # 216389 L028084 2 B00000		✓ 10	55110-03-11000 Postage	✓ 0.99	
I-2038661219 ✓		ACCT # 216389 L028084 2 B0000	✓ 149.72				
11/08/2024	1	DUE: 11/08/2024 DISC: 11/08/2024		1099: N			
		ACCT # 216389 L028084 2 B00000		✓ 10	55110-13-10000 Adult Dept Fiction	✓ 80.10	
		ACCT # 216389 L028084 2 B00000		✓ 10	55110-14-10100 Adult Dept Books on CD	✓ 58.35	
		ACCT # 216389 L028084 2 B00000		✓ 10	55110-03-10500 Library Supplies	✓ 8.50	
		ACCT # 216389 L028084 2 B00000		✓ 10	55110-03-11000 Postage	✓ 2.77	
== VENDOR TOTALS ==			204.16				
01-003259	BAKER & TAYLOR	L4211082 ✓					
I-2038665484 ✓		ACCT #216389 L421108 2 B0000	✓ 10.90	PB101124			
11/08/2024	1	DUE: 11/08/2024 DISC: 11/08/2024		1099: N			
		ACCT #216389 L421108 2 B00000		✓ 10	55110-13-10200 Adult Dept Paperbacks	✓ 10.69	
		ACCT #216389 L421108 2 B00000		✓ 10	55110-03-11000 Postage	✓ 0.21	
== VENDOR TOTALS ==			10.90				
01-000270	BAKER & TAYLOR	L5471172 ✓					
I-2038646014 ✓		ACCT #216389 L547117 2 B0000	✓ 40.79				
11/08/2024	1	DUE: 11/08/2024 DISC: 11/08/2024		1099: N			
		ACCT #216389 L547117 2 B00000		✓ 26	55110-03-40500 Memorial Books-Expense	✓ 40.79	
I-2038668067 ✓		ACCT # 216389 L547117 2 B0000	✓ 21.63	MEM10102			
11/08/2024	1	DUE: 11/08/2024 DISC: 11/08/2024		1099: N			
		ACCT # 216389 L547117 2 B00000		✓ 26	55110-03-40500 Memorial Books-Expense	✓ 21.63	
== VENDOR TOTALS ==			62.42				
01-000271	BAKER & TAYLOR	L5491882 ✓					
I-2038673854 ✓		ACCT #216389 L549188 2 B0000	✓ 214.56	ANF2024-			
11/08/2024	1	DUE: 11/08/2024 DISC: 11/08/2024		1099: N			
		ACCT #216389 L549188 2 B00000		✓ 10	55110-13-10100 Adult Dept Non-Fiction	✓ 192.34	
		ACCT #216389 L549188 2 B00000		✓ 10	55110-03-10500 Library Supplies	✓ 18.37	
		ACCT #216389 L549188 2 B00000		✓ 10	55110-03-11000 Postage	✓ 3.85	
I-2038678106 ✓		ACCT # 216389 L549188 2 B0000	✓ 502.24				
11/08/2024	1	DUE: 11/08/2024 DISC: 11/08/2024		1099: N			
		ACCT # 216389 L549188 2 B00000		✓ 10	55110-13-10100 Adult Dept Non-Fiction	✓ 439.49	
		ACCT # 216389 L549188 2 B00000		✓ 10	55110-03-10500 Library Supplies	✓ 53.96	
		ACCT # 216389 L549188 2 B00000		✓ 10	55110-03-11000 Postage	✓ 8.79	
== VENDOR TOTALS ==			716.80				

11/11/24

11/11/2024 2:17 PM
PACKET: 11505 LIBRARY - 20241108
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		BANK CODE		-----DESCRIPTION-----		GROSS		P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE							DISCOUNT		G/L ACCOUNT				
01-000665 CENGAGE LEARNING, INC - GALE													
I-85928030	✓		ACCT # 153415	✓			30.39	✓	PATRON R				
11/08/2024	1		DUE: 11/08/2024	DISC: 11/08/2024					1099: N				
			ACCT # 153415						✓ 10 55110-13-10400	Adult Dept Large Print			30.39
===== VENDOR TOTALS =====							30.39						
01-000274 CENTER POINT LARGE PRINT													
I-2127691	✓		CUST # 54452				46.74	✓					
11/08/2024	1		DUE: 11/08/2024	DISC: 11/08/2024					1099: N				
			CUST # 54452						✓ 10 55110-13-10400	Adult Dept Large Print			46.74
===== VENDOR TOTALS =====							46.74						
01-005471 LIBRARIA													
I-252657	✓		REF # 2000000263	✓			331.33	✓	243575				
11/08/2024	1		DUE: 11/08/2024	DISC: 11/08/2024					1099: N				
			REF # 2000000263						✓ 10 55110-13-20000	Youth Children's Books			✓ 316.73
			REF # 2000000263						✓ 10 55110-03-10500	Library Supplies			✓ 14.60
I-252859	✓		REF # 20000000263	✓			7.99	✓	243575				
11/08/2024	1		DUE: 11/08/2024	DISC: 11/08/2024					1099: N				
			REF # 20000000263						✓ 10 55110-13-20000	Youth Children's Books			✓ 7.19
			REF # 20000000263						✓ 10 55110-03-10500	Library Supplies			✓ 0.80
===== VENDOR TOTALS =====							339.32						
01-000085 MULTI MEDIA CHANNELS													
I-IN228747	✓		ACCT # 102219	✓			175.00	✓					
11/08/2024	1		DUE: 11/08/2024	DISC: 11/08/2024					1099: N				
			ACCT # 102219						✓ 10 55110-03-41250	Programming - Adult			175.00
I-IN230032	✓		ACCT # 102219	✓			555.00	✓					
11/08/2024	1		DUE: 11/08/2024	DISC: 11/08/2024					1099: N				
			ACCT # 102219						✓ 10 55110-03-41000	Public Relations/Publici			555.00
===== VENDOR TOTALS =====							730.00						
01-004398 DONNA J FLAUTZ													
I-20241108	✓		OCTOBER MILEAGE	✓			26.67	✓					
11/08/2024	1		DUE: 11/08/2024	DISC: 11/08/2024					1099: N				
			OCTOBER MILEAGE						✓ 10 55110-03-30500	Mileage			26.67
===== VENDOR TOTALS =====							26.67						

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE										
01-000284 VIP ALL-VALUE ✓											
I-0116166-001 ✓		ACCT # 67191-0 ✓				109.98					
11/08/2024	1	DUE: 11/08/2024 DISC: 11/08/2024			1099: N						
		ACCT # 67191-0		✓	10	55110-15-31000	Computer Supplies			109.98	
I-0116168-001 ✓		ACCT # 67191-0 ✓				179.96					
11/08/2024	1	DUE: 11/08/2024 DISC: 11/08/2024		✓	1099: N						
		ACCT # 67191-0			26	55110-03-12650	Library Photocopier Expe			179.96	
===== VENDOR TOTALS =====						289.94					
===== PACKET TOTALS =====						2,457.34					

11/11/2024 2:17 PM
PACKET: 11505 LIBRARY - 20241108
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 2,457.34
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 2,457.34

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	--LINE ITEM--				--GROUP BUDGET--			
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	
2024		10 -21-0000	Accounts Payable Control	2,214.96-*								
		10 -55110-03-10500	Library Supplies	100.40	8,000	2,600.08		1,050,556		216,269.05		
		10 -55110-03-11000	Postage	16.61	1,200	439.77		1,050,556		216,352.84		
		10 -55110-03-30500	Mileage	26.67	1,000	617.22		1,050,556		216,342.78		
		10 -55110-03-41000	Public Relations/Publici	555.00	2,000	1,147.05- Y		1,050,556		215,814.45		
		10 -55110-03-41250	Programming - Adult	175.00	7,000	4,858.22		1,050,556		216,194.45		
		10 -55110-13-10000	Adult Dept Fiction	129.38	9,500	1,801.24		1,050,556		216,240.07		
		10 -55110-13-10100	Adult Dept Non-Fiction	631.83	10,000	1,772.16		1,050,556		215,737.62		
		10 -55110-13-10200	Adult Dept Paperbacks	10.69	750	225.45		1,050,556		216,358.76		
		10 -55110-13-10400	Adult Dept Large Print	77.13	4,300	524.36		1,050,556		216,292.32		
		10 -55110-13-20000	Youth Children's Books	323.92	16,000	3,979.31		1,050,556		216,045.53		
		10 -55110-14-10100	Adult Dept Books on CD	58.35	2,000	387.96		1,050,556		216,311.10		
		10 -55110-15-31000	Computer Supplies	109.98	1,900	354.00		1,050,556		216,259.47		
		26 -21-0000	Accounts Payable Control	242.38-*								
		26 -55110-03-12650	Library Photocopier Expe	179.96	0	2,995.80- Y		0		9,753.62- Y		
		26 -55110-03-40500	Memorial Books-Expense	62.42	0	2,367.87- Y		0		9,636.08- Y		
		99 -14-0010	Due from General Fund	2,214.96 *								
		99 -14-0026	Due From Non-Lapsing	242.38 *								
** 2024 YEAR TOTALS				2,457.34								

11/11/2024 2:17 PM
PACKET: 11505 LIBRARY - 20241108
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	11/2024	2,214.96
26	11/2024	242.38

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

11/18/2024 11:41 AM
PACKET: 11512 LIBRARY - 20241115
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 1

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT				
01-005248 AMAZON CAPITAL SERVICES, INC.									
C-11QV-PCR1-JR9X	1	ACCT # A29JWIFIAEUST	11/15/2024	114.95CR	CS MEM 1				
11/15/2024		DUE: 11/15/2024		1099: N					
ACCT # A29JWIFIAEUST				✓10	55110-15-31000	Computer Supplies		114.95CR	
I-1316-P3K3-J4CV	1	ACCT # A29JWIFIAEUST	11/15/2024	64.51	MUSICDDS				
11/15/2024		DUE: 11/15/2024		1099: N					
ACCT # A29JWIFIAEUST				✓10	55110-14-10200	Adult Dept CDs		64.51	
I-13DR-QV1R-K14Q	1	ACCT # A29JWIFIAEUST	11/15/2024	286.52	YS-PROGR				
11/15/2024		DUE: 11/15/2024		1099: N					
ACCT # A29JWIFIAEUST				✓10	55110-03-41500	Programming - Youth		286.52	
I-13XL-Y1GR-JPGR	1	ACCT # A29JWIFIAEUST	11/15/2024	130.62	AP103024				
11/15/2024		DUE: 11/15/2024		1099: N					
ACCT # A29JWIFIAEUST				✓10	55110-03-41250	Programming - Adult		130.62	
I-14BW-L6WD-JTNN	1	ACCT # A29JWIFIAEUST	11/15/2024	49.35	YS-DVDS/				
11/15/2024		DUE: 11/15/2024		1099: N					
ACCT # A29JWIFIAEUST				✓10	55110-03-41500	Programming - Youth		11.62	
ACCT # A29JWIFIAEUST				✓10	55110-14-20100	Youth Videos, DVDs & CD-		27.88	
ACCT # A29JWIFIAEUST				✓10	55110-14-20000	Youth Audiobooks & CDs		9.85	
I-16FV-RDRQ-J7P6	1	ACCT # A29JWIFIAEUST	11/15/2024	213.34	YS-PROGR				
11/15/2024		DUE: 11/15/2024		1099: N					
ACCT # A29JWIFIAEUST				✓10	55110-03-41500	Programming - Youth		213.34	
I-19MF-FDXT-JPH9	1	ACCT # A29JWIFIAEUST	11/15/2024	83.12	YA-Books				
11/15/2024		DUE: 11/15/2024		1099: N					
ACCT # A29JWIFIAEUST				✓10	55110-13-20100	Young Adult Books		83.12	
I-19WR-MTR9-JW1Q	1	ACCT # A29JWIFIAEUST	11/15/2024	167.13	DVDSOCT2				
11/15/2024		DUE: 11/15/2024		1099: N					
ACCT # A29JWIFIAEUST				✓10	55110-14-10400	Adult Dept DVDs		167.13	
I-19XG-GFWC-J4TT	1	ACCT # A29JWIFIAEUST	11/15/2024	43.93	DVDSNOVD				
11/15/2024		DUE: 11/15/2024		1099: N					
ACCT # A29JWIFIAEUST				✓10	55110-14-10400	Adult Dept DVDs		43.93	
I-1DKT-RKLC-KIKY	1	ACCT # A29JWIFIAEUST	11/15/2024	967.26	CE101124				
11/15/2024		DUE: 11/15/2024		1099: N					
ACCT # A29JWIFIAEUST				✓10	55110-15-42500	Computer Equipment		967.26	
I-1DKT-RKLC-K3LV	1	ACCT # A29JWIFIAEUST	11/15/2024	341.95	YS-DVD's				
11/15/2024		DUE: 11/15/2024		1099: N					
ACCT # A29JWIFIAEUST				✓10	55110-14-20100	Youth Videos, DVDs & CD-		341.95	

6/1/11
2

PACKET: 11512 LIBRARY - 20241115
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	GROSS	P.O. #	ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)								
I-1FRF-TWIM-HNJN	1	ACCT # A29JJIWFAEUZST DUE: 11/15/2024 DISC: 11/15/2024	27.16	MEMB2224	1099: N	26 55110-03-40500	Memorial Books-Expense	27.16
I-1FRF-TWIM-HNVV	1	ACCT # A29JJIWFAEUZST DUE: 11/15/2024 DISC: 11/15/2024	110.02	YA-BOOKS	1099: N	10 55110-13-20000 10 55110-14-20100	Youth Children's Books Youth Videos, DVDs & CD-	95.45 14.57
I-1FRF-TWIM-JGKP	1	ACCT # A29JJIWFAEUZST DUE: 11/15/2024 DISC: 11/15/2024	353.43	CS MEM 1	1099: N	10 55110-15-31000 26 55110-03-40500	Computer Supplies Memorial Books-Expense	320.93 32.50
I-1GLM-WM6Q-J37D	1	ACCT # A29JJIWFAEUZST DUE: 11/15/2024 DISC: 11/15/2024	38.11	MEM OS C	1099: N	10 55110-03-10000 10 55110-15-31000 26 55110-03-40500	Office Supplies Computer Supplies Memorial Books-Expense	6.99 19.99 11.13
I-1HNX-C9JR-R6T9	1	ACCT # A29JJIWFAEUZST DUE: 11/15/2024 DISC: 11/15/2024	54.07	CDS NOV/	1099: N	10 55110-14-10200	Adult Dept CDs	54.07
I-1ON7-QXK7-K1TL	1	ACCT # 1ON7-QXK7-K1TL DUE: 11/15/2024 DISC: 11/15/2024	41.00	MEM SMIT	1099: N	26 55110-03-40500	Memorial Books-Expense	41.00
I-1RQC-M6WJ-JT61	1	ACCT # A29JJIWFAEUZST DUE: 11/15/2024 DISC: 11/15/2024	51.49	AP100224	1099: N	10 55110-03-41250	Programming - Adult	51.49
I-1WV3-7WLA-J4NM	1	ACCT # A29JJIWFAEUZST DUE: 11/15/2024 DISC: 11/15/2024	109.95	YS-Frien	1099: N	10 55110-08-50001	Misc Rev-Special/Major P	109.95
I-1WV3-7WLA-JNEP	1	ACCT # A29JJIWFAEUZST DUE: 11/15/2024 DISC: 11/15/2024	273.60	YS-Books	1099: N	10 55110-13-20000	Youth Children's Books	273.60
I-1X3R-1VM9-JRGM	1	ACCT # A29JJIWFAEUZST DUE: 11/15/2024 DISC: 11/15/2024	37.25	NF101724	1099: N	10 55110-13-10100	Adult Dept Non-Fiction	37.25
VENDOR TOTALS								3,328.86

===== VENDOR TOTALS =====	3,328.86
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PACKET: 11512 LIBRARY - 20241115
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-000268	BAKER & TAYLOR	L0280842				
I-2038677655	1	ACCT # 216389 L028084 2 B0000	147.72	1099: N	Adult Dept Fiction	111.41
11/15/2024		DUE: 11/15/2024 DISC: 11/15/2024				
		ACCT # 216389 L028084 2 B00000			Adult Dept Books on CD	21.99
		ACCT # 216389 L028084 2 B00000			Library Supplies	11.65
		ACCT # 216389 L028084 2 B00000			Postage	2.67
I-2038684583	1	ACCT # 216389 L028084 2 B0000	1,178.84	1099: N	Adult Dept Fiction	932.07
11/15/2024		DUE: 11/15/2024 DISC: 11/15/2024				
		ACCT # 216389 L028084 2 B00000			Adult Dept Books on CD	96.19
		ACCT # 216389 L028084 2 B00000			Library Supplies	130.01
		ACCT # 216389 L028084 2 B00000			Postage	20.57
I-2038695042	1	ACCT # 216389 L028084 2 B0000	137.83	1099: N	Adult Dept Fiction	65.39
11/15/2024		DUE: 11/15/2024 DISC: 11/15/2024				
		ACCT # 216389 L028084 2 B00000			Adult Dept Books on CD	63.22
		ACCT # 216389 L028084 2 B00000			Library Supplies	6.65
		ACCT # 216389 L028084 2 B00000			Postage	2.57
===== VENDOR TOTALS =====			1,464.39			
01-003259	BAKER & TAYLOR	L4211082				
I-2038690622	1	ACCT # 216389 L421108 2 B0000	5.77	PB 1124	Adult Dept Paperbacks	5.66
11/15/2024		DUE: 11/15/2024 DISC: 11/15/2024		1099: N		5.77
		ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks	5.66
I-2038690624	1	ACCT # 216389 L421108 2 B0000	5.77	PB1124	Adult Dept Paperbacks	5.66
11/15/2024		DUE: 11/15/2024 DISC: 11/15/2024		1099: N		5.77
		ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks	5.66
I-2038699623	1	ACCT # 216389 L421108 2 B0000	12.83	PB101024	Adult Dept Paperbacks	12.83
11/15/2024		DUE: 11/15/2024 DISC: 11/15/2024		1099: N		12.83
		ACCT # 216389 L421108 2 B00000		10 55110-03-11000	Adult Dept Paperbacks	12.83
===== VENDOR TOTALS =====			24.37			
01-000271	BAKER & TAYLOR	L5491882				
I-2038694761	1	ACCT # 216389 L549188 2 B0000	208.41	1099: N	Adult Dept Non-Fiction	185.16
11/15/2024		DUE: 11/15/2024 DISC: 11/15/2024				
		ACCT # 216389 L549188 2 B00000			Library Supplies	19.55
		ACCT # 216389 L549188 2 B00000			Postage	3.70
===== VENDOR TOTALS =====			208.41			

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PACKET: 11512 LIBRARY - 20241115
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----
POST DATE RANK CODE -----DESCRIPTION-----
GROSS P.O. #
DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION

01-000665 CENGAGE LEARNING, INC - GALE ✓
I-85933899 ACCT #153415 NOV-DEC 205.53
11/15/2024 1 DUE: 11/15/2024 DISC: 11/15/2024 1099: N
ACCT #153415 ✓10 55110-13-10400 Adult Dept Large Print 205.53
===== VENDOR TOTALS ===== 205.53 ✓

01-000207 E.O. JOHNSON BUSINESS TECHNOLOGY ✓
I-INV1647780 ✓ ACCT #600604 CN9122-0 51.00
11/15/2024 1 DUE: 11/15/2024 DISC: 11/15/2024 1099: N
ACCT #600604 ✓26 55110-03-12650 Library Photocopier Expe 51.00
===== VENDOR TOTALS ===== 51.00

01-000128 ELAN FINANCIAL SERVICES ✓
I-20241115 ✓ ACCT #5472 1102 2200 0197 1099: N 2,157.75
11/15/2024 1 DUE: 11/15/2024 DISC: 11/15/2024
ACCT #5472 1102 2200 0197 ✓10 55110-03-10000 Office Supplies 128.20 ✓
ACCT #5472 1102 2200 0197 ✓10 55110-03-32000 Education & Conference 469.20 ✓
ACCT #5472 1102 2200 0197 ✓10 55110-03-32001 Misc Rev - Educ & Conf 417.00 ✓
ACCT #5472 1102 2200 0197 ✓10 55110-03-41500 Programming - Youth 514.02 ✓
ACCT #5472 1102 2200 0197 ✓10 55110-03-41750 Hospitality 138.00 ✓
ACCT #5472 1102 2200 0197 ✓10 55110-03-44000 Janitor Supplies 86.50 ✓
ACCT #5472 1102 2200 0197 ✓10 55110-13-10100 Adult Dept Non-Fiction 150.03 ✓
ACCT #5472 1102 2200 0197 ✓10 55110-15-47500 Software/Upgrades 7.30 ✓
ACCT #5472 1102 2200 0197 ✓10 55110-03-32000 Education & Conference 247.50 ✓
===== VENDOR TOTALS ===== 2,157.75

01-002661 FRONTIER ✓
I-20241115 ACCT #715-536-7909-010384-5 107.90
11/15/2024 1 DUE: 11/15/2024 DISC: 11/15/2024 1099: N
ACCT #715-536-7909-010384-5 ✓10 55110-02-25000 Telephone 107.90
===== VENDOR TOTALS ===== 107.90

01-005471 LIBRERIA ✓
I-253152 ✓ REF # 2000000352 224.88
11/15/2024 1 DUE: 11/15/2024 DISC: 11/15/2024 1099: N
REF # 2000000352 ✓10 55110-13-20000 Youth Children's Books 218.68 ✓
REF # 2000000352 ✓10 55110-03-10500 Library Supplies 6.20 ✓
I-253153 ✓ REF # 2000000323 86.08
11/15/2024 1 DUE: 11/15/2024 DISC: 11/15/2024 1099: N
REF # 2000000323 ✓10 55110-13-20000 Youth Children's Books 81.68 ✓
REF # 2000000323 ✓10 55110-03-10500 Library Supplies 4.40 ✓

A/P Regular Open Item Register

11/18/2024 11:41 AM
PACKET: 11512 LIBRARY - 20241115
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----
POST DATE BANK CODE -----DESCRIPTION----- GROSS P.O. # DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION

01-005471 LIBRARIA (** CONTINUED **)

I-253154	✓	REF # 2000000322	120.19	✓	243997		
11/15/2024	1	DUE: 11/15/2024 DISC: 11/15/2024			1099: N		
		REF # 2000000322		✓	10 55110-13-20000	Youth Children's Books	115.59 ✓
		REF # 2000000322		✓	10 55110-03-10500	Library Supplies	4.60 ✓
I-253155	✓	REF # 2000000321	115.67	✓	243996		
11/15/2024	1	DUE: 11/15/2024 DISC: 11/15/2024			1099: N		
		REF # 2000000321		✓	10 55110-13-20000	Youth Children's Books	113.27 ✓
		REF # 2000000321		✓	10 55110-03-10500	Library Supplies	2.40 ✓
===== VENDOR TOTALS =====			546.82				

01-004280 LAURIE A. OLLEOFF ✓

I-20241115	✓	MILEAGE - WLA CONF 11/4-11/7	170.18	✓			
11/15/2024	1	DUE: 11/15/2024 DISC: 11/15/2024			1099: N		
		MILEAGE - WLA CONF 11/4-11/7		✓	10 55110-03-30500	Mileage	170.18
===== VENDOR TOTALS =====			170.18				

01-000656 WISCONSIN PUBLIC SERVICE ✓

I-5247647976		ACCT # 0403371156-00003	2,233.98				
11/15/2024	1	DUE: 11/15/2024 DISC: 11/15/2024			1099: N		
		ACCT # 0403371156-00003		✓	10 55110-02-22000	Electric	1,692.57 ✓
		ACCT # 0403371156-00003		✓	10 55110-02-22500	Fuel - Natural Gas	541.41 ✓
===== VENDOR TOTALS =====			2,233.98				
===== PACKET TOTALS =====			10,499.19				

I-5247647076

11/18/2024 11:41 AM
PACKET: 11512 LIBRARY - 20241115
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 10,614.14
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 114.95CR

BATCH TOTALS 10,499.19

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM				GROUP BUDGET			
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2024		10 -21-0000	Accounts Payable Control	10,336.40--								
		10 -55110-02-22000	Electric	1,692.57	30,000	4,707.85	1,050,556	198,819.19				
		10 -55110-02-22500	Fuel - Natural Gas	541.41	30,000	21,575.11	1,050,556	199,970.35				
		10 -55110-02-25000	Telephone	107.90	2,000	806.42	1,050,556	200,403.86				
		10 -55110-03-10000	Office Supplies	135.19	1,800	664.78-	Y 1,050,556	200,376.57				
		10 -55110-03-10500	Library Supplies	185.46	8,000	2,414.62	1,050,556	200,326.30				
		10 -55110-03-11000	Postage	29.51	1,200	410.26	1,050,556	200,482.25				
		10 -55110-03-30500	Mileage	170.18	1,000	447.04	1,050,556	200,341.58				
		10 -55110-03-32000	Education & Conference	716.70	2,000	267.50	1,050,556	199,795.06				
		10 -55110-03-41250	Misc Rev - Educ & Conf	417.00	0	1,958.37-	Y 1,050,556	200,094.76				
		10 -55110-03-41500	Programming - Adult	182.11	7,000	4,676.11	1,050,556	200,329.65				
		10 -55110-03-41750	Programming - Youth	1,025.50	7,500	725.68	1,050,556	199,486.26				
		10 -55110-03-44000	Hospitality	138.00	300	217.08-	Y 1,050,556	200,373.76				
		10 -55110-08-50001	Janitor Supplies	86.50	6,000	2,840.97	1,050,556	200,425.26				
		10 -55110-13-10000	Misc Rev-Special/Major P	109.95	0	1,617.81-	Y 1,050,556	200,401.81				
		10 -55110-13-10100	Adult Dept Fiction	1,108.87	9,500	692.37	1,050,556	199,402.89				
		10 -55110-13-10200	Adult Dept Non-Fiction	372.44	10,000	1,399.72	1,050,556	200,139.32				
		10 -55110-13-10400	Adult Dept Paperbacks	24.37	750	201.08	1,050,556	200,487.39				
		10 -55110-13-20000	Adult Dept Large Print	205.53	4,300	318.83	1,050,556	200,306.23				
		10 -55110-13-20100	Youth Children's Books	898.27	16,000	3,081.04	1,050,556	199,613.49				
		10 -55110-14-10100	Young Adult Books	83.12	2,500	548.98	1,050,556	200,428.64				
		10 -55110-14-10200	Adult Dept Books on CD	181.40	2,000	206.56	1,050,556	200,330.36				
		10 -55110-14-10400	Adult Dept DVDs	118.58	800	166.36	1,050,556	200,393.18				
		10 -55110-14-20000	Youth Audiobooks & CDs	211.06	2,500	637.66	1,050,556	200,300.70				
		10 -55110-14-20100	Youth Videos, DVDs & Cps	9.85	1,500	298.41	1,050,556	200,501.91				
		10 -55110-15-31000	Computer Supplies	384.40	750	38.43-	Y 1,050,556	200,127.36				
		10 -55110-15-42500	Computer Equipment	225.97	1,900	128.03	1,050,556	200,285.79				
		10 -55110-15-47500	Software/Upgrades	987.26	10,000	1,283.45	1,050,556	199,544.50				
		26 -21-0000	Accounts Payable Control	7.30	4,000	1,940.56	1,050,556	200,504.46				
		26 -55110-03-12650	Library Photocopier Expe	162.79--	0	3,046.80-	Y 0	9,867.04-	Y			

11/18/2024 11:41 AM
PACKET: 11512 LIBRARY - 20241115
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

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** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	26 -55110-03-40500	Memorial Books-Expense	111.79	0	2,479.66- Y	0	9,927.83- Y
	99 -14-0010	Due from General Fund	10,336.40 *				
	99 -14-0026	Due From Non-Lapsing	162.79 *				
		** 2024 YEAR TOTALS	10,499.19				

11/18/2024 11:41 AM
PACKET: 11512 LIBRARY - 20241115
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	11/2024	10,336.40
26	11/2024	162.79

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

11/25/2024 1:11 PM
PACKET: 11530 LIBRARY 20241122
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE										
01-005261	MARY A. AMENT										
I-20241122		12/7 PERFORMANCE				75.00					
11/22/2024	1	DUE: 11/22/2024 DISC: 11/22/2024			1099: Y						
		12/7 PERFORMANCE			10 55110-03-41250	Programming - Adult				75.00	
=====											
		=== VENDOR TOTALS ===				75.00					
01-005520	AUNTIE RAY'S COFFEE HOUSE										
I-000031		NOV. 11TH STAFF DEVELOPMENT				276.08					
11/22/2024	1	DUE: 11/22/2024 DISC: 11/22/2024			1099: N						
		NOV. 11TH STAFF DEVELOPMENT			10 55110-03-32001	Misc Rev - Educ & Conf				276.08	
=====											
		=== VENDOR TOTALS ===				276.08					
01-000268	BAKER & TAYLOR L0280842										
I-2038706732		ACCT#2516389 L 028084 2 B0000				401.89					
11/22/2024	1	DUE: 11/22/2024 DISC: 11/22/2024			1099: N						
		ACCT#2516389 L 028084 2 B00000			10 55110-13-10000	Adult Dept Fiction				280.18	
		ACCT#2516389 L 028084 2 B00000			10 55110-14-10100	Adult Dept Books on CD				82.95	
		ACCT#2516389 L 028084 2 B00000			10 55110-03-10500	Library Supplies				31.50	
		ACCT#2516389 L 028084 2 B00000			10 55110-03-11000	Postage				7.26	
=====											
		=== VENDOR TOTALS ===				401.89					
01-000270	BAKER & TAYLOR L5471172										
I-2038694624		ACCT#216389 L 547117 2 B0000				67.58					
11/22/2024	1	DUE: 11/22/2024 DISC: 11/22/2024			1099: N						
		ACCT#216389 L 547117 2 B00000			26 55110-03-40500	Memorial Books-Expense				67.58	
=====											
		=== VENDOR TOTALS ===				67.58					
01-003189	CDW GOVERNMENT										
I-1CG431F		CUST # 10937747				2,741.49					
11/22/2024	1	DUE: 11/22/2024 DISC: 11/22/2024			1099: N						
		CUST # 10937747			10 55110-15-31000	Computer Supplies				2,741.49	
=====											
		=== VENDOR TOTALS ===				2,741.49					

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE										
01-004375 CINTAS CORPORATION											
I-4211613772		Payer # 10280979				238.77					
11/22/2024	1	DUE: 11/22/2024 DISC: 11/22/2024		1099: N							
		Payer # 10280979		10	55110-02-23250	Facility Cleaning Servic				238.77	
=== VENDOR TOTALS ===											
						238.77					
01-005052 CONSULTING WITH CLARITY											
I-2365		ACT-32T 5NC-TRANSMITTER & MIC				230.00					
11/22/2024	1	DUE: 11/22/2024 DISC: 11/22/2024		1099: N							
		ACT-32T 5NC-TRANSMITTER & MIC		10	55110-15-42500	Computer Equipment				230.00	
=== VENDOR TOTALS ===											
						230.00					
01-000204 DAVE'S COUNTY MARKET											
I-00175688		ACCT # 708				21.36					
11/22/2024	1	DUE: 11/22/2024 DISC: 11/22/2024		1099: N							
		ACCT # 708		10	55110-03-41750	Hospitality				21.36	
=== VENDOR TOTALS ===											
						21.36					
01-005471 LIBRARIA											
I-253266		REF # 20000000324				104.72					
11/22/2024	1	DUE: 11/22/2024 DISC: 11/22/2024		1099: N							
		REF # 20000000324		10	55110-13-20100	Young Adult Books				98.32	
		REF # 20000000324		10	55110-03-10500	Library Supplies				6.40	
=== VENDOR TOTALS ===											
						104.72					
01-000276 T.B. SCOTT LIBRARY-PETTY CASH											
I-20241122		PETTY CASH REIMB				18.31					
11/22/2024	1	DUE: 11/22/2024 DISC: 11/22/2024		1099: N							
		PETTY CASH REIMB		10	55110-03-11000	Postage				18.31	
=== VENDOR TOTALS ===											
						18.31					
01-000290 WISCONSIN VALLEY LIBRARY SERVI											
I-2024-2674		BARCODES				25.06					
11/22/2024	1	DUE: 11/22/2024 DISC: 11/22/2024		1099: N							
		BARCODES		10	55110-03-10500	Library Supplies				25.06	
=== VENDOR TOTALS ===											
						25.06					

11/25/2024 1:11 PM
PACKET: 11530 LIBRARY 20241122
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

6,642.14

11/25/2024 1:11 PM
PACKET: 11530 LIBRARY 20241122
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

BATCH TOTALS 6,642.14

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	6,574.56-*	3,400	765.40	1,050,556	159,467.07		
		10 -55110-02-23250	Facility Cleaning Servic	238.77	8,000	2,351.66	1,050,556	159,642.88		
		10 -55110-03-10500	Library Supplies	62.96	1,200	384.22	1,050,556	159,680.27		
		10 -55110-03-11000	Postage	25.57	0	2,234.45- Y	1,050,556	159,429.76		
		10 -55110-03-32001	Misc Rev - Educ & Conf	276.08	7,000	4,601.11	1,050,556	159,630.84		
		10 -55110-03-41250	Programming - Adult	75.00	300	238.44- Y	1,050,556	159,684.48		
		10 -55110-03-41750	Hospitality	21.36	9,500	412.19	1,050,556	159,425.66		
		10 -55110-13-10000	Adult Dept Fiction	280.18	2,500	450.56	1,050,556	159,607.52		
		10 -55110-13-20100	Young Adult Books	98.32	5,000	1,594.68	1,050,556	157,263.96		
		10 -55110-13-50000	Magazines/Periodicals	2,441.88	2,000	123.61	1,050,556	159,622.89		
		10 -55110-14-10100	Adult Dept Books on CD	82.95	1,900	2,613.46- Y	1,050,556	156,964.35		
		10 -55110-15-31000	Computer Supplies	2,741.49	10,000	1,053.45	1,050,556	159,475.84		
		10 -55110-15-42500	Computer Equipment	230.00						
		26 -21-0000	Accounts Payable Control	67.58-*						
		26 -55110-03-40500	Memorial Books-Expense	67.58	0	2,547.24- Y	0	10,046.41- Y		
		99 -14-0010	Due from General Fund	6,574.56 *						
		99 -14-0026	Due From Non-Lapsing	67.58 *						
			** 2024 YEAR TOTALS	6,642.14						

PACKET: 11530 LIBRARY 20241122
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	11/2024	6,574.56
26	11/2024	67.58

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 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	383.70	4,313.00	0.00	(4,313.00)
45110-46715 Library - Vending Revenue	0.00	0.00	18.48	0.00	(18.48)
TOTAL Public Charges-Services	0.00	383.70	4,331.48	0.00	(4,331.48)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	0.00	1,490.52	0.00	(1,490.52)
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	256.94	3,675.78	0.00	(3,675.78)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	256.94	5,166.30	0.00	(5,166.30)
TOTAL REVENUES	0.00	640.64	14,037.17	0.00	(14,037.17)
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	2,952.37	0.00	(2,952.37)
55110-03-12650 Library Photocopier Expen	0.00	230.96	3,046.80	0.00	(3,046.80)
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	0.00	1,500.00	0.00	(1,500.00)
55110-03-40500 Memorial Books-Expense	0.00	285.77	2,547.24	0.00	(2,547.24)
TOTAL Supplies & Expenses	0.00	516.73	10,046.41	0.00	(10,046.41)
TOTAL EXPENDITURES	0.00	516.73	10,046.41	0.00	(10,046.41)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	123.91	3,990.76	0.00	(3,990.76)
FUND TOTAL REVENUES	160,074.37	46,449.03	497,102.32	310.54	(337,027.95)
FUND TOTAL EXPENDITURES	243,771.00	42,833.76	482,639.59	197.99	(238,868.59)
REVENUES OVER/(UNDER) EXPENDITURES	(83,696.63)	3,615.27	14,462.73	0.00	(98,159.36)
=====					

*** END OF REPORT ***

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 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	822.00	0.00	(822.00)
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	444,386.00	99.84	718.29
TOTAL Intergovernmental	445,104.29	0.00	445,208.00	100.02	(103.71)
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	3,000.00	150.95	3,553.76	118.46	(553.76)
TOTAL Public Charges-Services	3,000.00	150.95	3,553.76	118.46	(553.76)
<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	2,098.85	0.00	(2,098.85)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	260.57	4,427.40	0.00	(4,427.40)
45110-48475 Library Programs Revenue	0.00	0.00	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	266.39	0.00	(266.39)
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	260.57	16,981.55	0.00	(16,981.55)
TOTAL REVENUES	448,104.29	411.52	465,743.31	103.94	(17,639.02)
EXPENDITURES					
=====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	187,920.00	14,455.36	166,237.36	88.46	21,682.64
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	31,211.90	373,687.35	84.33	69,417.65
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	3,572.00	2,620.00	3,794.06	106.22	(222.06)
55110-01-51000 Social Security	48,547.00	4,323.39	42,989.91	88.55	5,557.09
55110-01-52000 Retirement (WRS)	36,770.00	3,072.02	35,669.35	97.01	1,100.65
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	14,408.11	69,615.91	82.97	14,286.09
55110-01-55000 Life Insurance	3,936.00	0.00	3,313.57	84.19	622.43
TOTAL Personnel Services	811,686.00	70,090.78	699,241.51	86.15	112,444.49

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	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	0.00	223.00	8.58	2,377.00
55110-02-21000 Water and Sewer	1,600.00	0.00	1,492.85	93.30	107.15
55110-02-22000 Electric	30,000.00	1,692.57	25,292.15	84.31	4,707.85
55110-02-22500 Fuel - Natural Gas	30,000.00	541.41	8,424.89	28.08	21,575.11
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	238.77	2,634.60	77.49	765.40
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	97.18	0.00	(97.18)
55110-02-25000 Telephone	2,000.00	150.70	1,193.58	59.68	806.42
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	0.00	274.63	0.00	(274.63)
TOTAL Contractual Services	74,500.00	2,623.45	45,298.08	60.80	29,201.92
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,800.00	192.17	2,464.78	136.93	(664.78)
55110-03-10500 Library Supplies	8,000.00	364.32	5,648.34	70.60	2,351.66
55110-03-11000 Postage	1,200.00	72.61	815.78	67.98	384.22
55110-03-13000 Copier/Printing	300.00	0.00	260.00	86.67	40.00
55110-03-21000 Membership Dues	400.00	0.00	536.00	134.00	(136.00)
55110-03-30500 Mileage	1,000.00	196.85	552.96	55.30	447.04
55110-03-31000 Misc. - Petty Cash	0.00	250.00	0.00	0.00	0.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	716.70	1,732.50	86.63	267.50
55110-03-32001 Misc Rev - Educ & Conf	0.00	693.08	2,234.45	0.00	(2,234.45)
55110-03-41000 Public Relations/Publicit	2,000.00	555.00	3,147.05	157.35	(1,147.05)
55110-03-41001 Misc Rev - Publicity	0.00	0.00	967.00	0.00	(967.00)
55110-03-41250 Programming - Adult	7,000.00	457.47	2,398.89	34.27	4,601.11
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	852.15	0.00	(852.15)
55110-03-41500 Programming - Youth	7,500.00	1,025.50	6,774.32	90.32	725.68
55110-03-41501 Misc Rev-Programming-Yout	0.00	0.00	9,535.34	0.00	(9,535.34)
55110-03-41750 Hospitality	300.00	204.93	538.44	179.48	(238.44)
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	781.66	0.00	(781.66)
55110-03-44000 Janitor Supplies	6,000.00	474.33	3,159.03	52.65	2,840.97
55110-03-50000 M/R-General Repair/Maint.	4,000.00	0.00	2,336.11	58.40	1,663.89
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	7,636.16	76.36	2,363.84
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	51,500.00	5,202.96	52,370.96	101.69	(870.96)
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	12,000.00	0.00	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	0.00	2,926.00	24.38	9,074.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 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	0.00	285.45	0.00	(285.45)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	109.95	1,617.81	0.00	(1,617.81)
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	3,413.88	0.00	(3,413.88)
TOTAL Capital Outlay	0.00	109.95	5,317.14	0.00	(5,317.14)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	1,518.43	9,087.81	95.66	412.19
55110-13-10100 Adult Dept Non-Fiction	10,000.00	1,026.66	8,600.28	86.00	1,399.72
55110-13-10200 Adult Dept Paperbacks	750.00	34.59	548.45	73.13	201.55
55110-13-10300 Adult Dept Reference	500.00	0.00	534.00	106.80	(34.00)
55110-13-10400 Adult Dept Large Print	4,300.00	361.84	3,981.17	92.59	318.83
55110-13-20000 Youth Children's Books	16,000.00	1,527.28	12,918.96	80.74	3,081.04
55110-13-20100 Young Adult Books	2,500.00	181.44	2,049.44	81.98	450.56
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	2,441.88	3,405.32	68.11	1,594.68
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	7,092.12	41,125.43	84.71	7,424.57
<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	322.70	1,876.39	93.82	123.61
55110-14-10200 Adult Dept CDs	800.00	118.58	633.64	79.21	166.36
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	211.06	1,862.34	74.49	637.66
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	934.70	1,201.59	80.11	298.41
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	384.40	788.43	105.12	(38.43)
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	0.00	607.48	121.50	(107.48)
55110-14-45000 Ebooks/Digital Content	6,200.00	0.00	6,198.15	99.97	1.85
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	1,971.44	13,168.02	92.41	1,081.98
<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	3,077.44	4,513.46	237.55	(2,613.46)
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 T1/Internet Access	4,170.00	0.00	1,745.00	41.85	2,425.00
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	4,797.20	8,946.55	89.47	1,053.45
55110-15-47500 Software/Upgrades	4,000.00	7.30	2,059.44	51.49	1,940.56
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: NOVEMBER 30TH, 2024

10 -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	7,881.94	38,006.08	99.83	63.92
 TOTAL EXPENDITURES	 1,050,556.00	 94,972.64	 897,453.22	 85.43	 153,102.78
REVENUES OVER/(UNDER) EXPENDITURES	(602,451.71)	(94,561.12)	(431,709.91)	0.00	(170,741.80)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2024

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
=====					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	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	383.70	4,313.00	0.00	(4,313.00)
45110-46715 Library - Vending Revenue	0.00	0.00	18.48	0.00	(18.48)
TOTAL Public Charges-Services	0.00	383.70	4,331.48	0.00	(4,331.48)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	0.00	1,490.52	0.00	(1,490.52)
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	256.94	3,675.78	0.00	(3,675.78)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	256.94	5,166.30	0.00	(5,166.30)
TOTAL REVENUES	0.00	640.64	14,037.17	0.00	(14,037.17)
<u>EXPENDITURES</u>					
=====					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	2,952.37	0.00	(2,952.37)
55110-03-12650 Library Photocopier Expen	0.00	230.96	3,046.80	0.00	(3,046.80)
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	0.00	1,500.00	0.00	(1,500.00)
55110-03-40500 Memorial Books-Expense	0.00	285.77	2,547.24	0.00	(2,547.24)
TOTAL Supplies & Expenses	0.00	516.73	10,046.41	0.00	(10,046.41)
TOTAL EXPENDITURES	0.00	516.73	10,046.41	0.00	(10,046.41)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	123.91	3,990.76	0.00	(3,990.76)
FUND TOTAL REVENUES	160,074.37	46,449.03	497,102.32	310.54	(337,027.95)
FUND TOTAL EXPENDITURES	243,771.00	42,833.76	482,639.59	197.99	(238,868.59)
REVENUES OVER/(UNDER) EXPENDITURES	(83,696.63)	3,615.27	14,462.73	0.00	(98,159.36)

*** END OF REPORT ***

Monthly Statistical Report

T.B. Scott Free Library

November 2024

LIBRARY ACTIVITY	Nov 2024	Nov 2023	% Change	Nov 2022	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	4,318	4,955	-12.9%	4,103	5.2%	55,918	57,891	-3.4%
Average Daily Traffic	188	206	-8.7%	171	9.9%	203	211	-4.0%
Meetings Held	19	23	-17.4%	13	46.2%	262	192	36.5%
Attendance	108	151	-28.5%	51	111.8%	1,269	1,126	12.7%
Classes/Groups w/o Program Attendance	5	9	-44.4%	7	-28.6%	75	68	10.3%
	114	167	-31.7%	131	-13.0%	1,538	1,366	12.6%
New Card Registrations	28	29	-3.4%	42	-33.3%	533	520	2.5%
Volunteer Hours Worked	15	17	-11.8%	15	N/A	209	196	6.6%

TECHNOLOGY USE	Nov 2024	Nov 2023	% Change	Nov 2022	% Change	YTD 2024	YTD 2023	% Change
Wireless Use	1,238	1,903	-34.9%	1,162	6.5%	15,528	17,199	-9.7%
Internet Computers								
Adult	319	304	4.9%	364	-12.4%	3,334	3,769	-11.5%
Youth	88	58	51.7%	37	137.8%	750	1,079	-30.5%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	133	52	155.8%	41	224.4%	1,305	641	103.6%
TOTAL USE	540	414	30.4%	442	22.2%	5,389	5,489	-1.8%

PROGRAMS	Nov 2024	Nov 2023	% Change	Nov 2022	% Change	YTD 2024	YTD 2023	% Change
Programs Given								
Adult	6	15	-60.0%	6	N/A	121	83	45.8%
General Interest	2	N/A	N/A	N/A	N/A	36	N/A	N/A
Teen	-	-	N/A	-	N/A	5	-	N/A
Youth	14	13	7.7%	6	133.3%	125	117	6.8%
TOTAL	22	28	-21.4%	12	83.3%	287	200	43.5%
Program Attendance								
Adult	68	160	-57.5%	78	-12.8%	1,366	1,014	34.7%
General Interest	13	N/A	N/A	N/A	N/A	240	N/A	N/A
Teen	-	-	N/A	-	N/A	118	-	N/A
Youth	339	337	0.6%	128	164.8%	3,966	2,730	45.3%
TOTAL	420	497	-15.5%	206	103.9%	5,690	3,744	52.0%

Adult	Date	#	Self-Directed Activities	Date	#
1 on 1 Tech(3 sessions)		4	Little Bluebirds Club		14
Notary Service(4 sessions)		4	Preschool Activity Bags		75
ODC	11/5/2024	8	School Age Activity Bags		25
Believe and Achieve	11/12/2024	7	Voting Grumpy & Lyle		66
Kindhearted	11/13/2024	25			
Memory Café	11/19/2024	5			
Cover to Cover Book Club	11/21/2024	9			
Outreach	Date	#	Youth	Date	#
Critic's Choice Movie	11/27/2024	14	Family Storytime(2 sessions)		50
			Wiggle, Giggle, Shake(4 sessions)		83
			Pine River 4k(7 sessions)		180
			Start With Art	11/13/2024	26
General Interest	Date	#			
Real Writers Group	11/9/2024	12			
Knit/Crochet Circle	11/21/2024	1			

NOVEMBER 2024

BORROWERS		Nov 2024	Nov 2023	% Change	Nov 2022	% Change
City	Adult	3,276	3,550	-7.7%	3,873	-15.4%
	Youth	864	861	0.3%	966	-10.6%
County	Adult	2,930	3,169	-7.5%	3,316	-11.6%
	Youth	774	765	1.2%	862	-10.2%
Other	Adult	378	369	2.4%	373	1.3%
	*ILL	416	444	-6.3%	439	-5.2%
	Youth	73	74	-1.4%	75	-2.7%
TOTAL BORROWERS		8,711	9,232	-5.6%	9,904	-12.0%

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

Dec 2021: Purge of inactive patrons completed due to waiver of fines as a result of the "fine free" policy

Nov 2023: Purge of inactive patrons completed

Oct 2024: Purge of expired and inactive patron records that were expired and inactive over 5 years with no fines or fees as of July 1, 2024

DONATIONS	Nov 2024	Nov 2023	Nov 2022	YTD 2024	YTD 2023
Endowment Fund	\$ -	\$ 300	\$ -	3,810	\$ 2,500
Special Projects Fund	\$ 27	\$ 2,101	\$ 25	923	\$ 5,652
Gifts/Memorials	\$ 234	\$ 270	\$ 56	3,988	\$ 2,942

RESOURCE SHARING	Nov 2024	Nov 2023	% Change	Nov 2022	% Change	YTD 2024	YTD 2023	% Change
V-Cat Received	1,020	1,116	-8.6%	1,560	-34.6%	13,712	15,426	-11.1%
V-Cat Sent	1,100	1,178	-6.6%	1,222	-10.0%	13,092	13,820	-5.3%
ILL Received	40	50	-20.0%	49	-18.4%	414	480	-13.8%
ILL Sent	111	71	56.3%	115	-3.5%	1,017	997	2.0%

CIRCULATION		Nov 2024	Nov 2023	% Change	Nov 2022	% Change	YTD 2024	YTD 2023	% Change
Audiobooks	Adult	139	143	-2.8%	217	-35.9%	1,438	1,823	-21.1%
	Youth	26	21	23.8%	52	-50.0%	368	495	-25.7%
Books-Fiction	Adult	2,184	2,379	-8.2%	2,641	-17.3%	27,654	29,916	-7.6%
	Youth	2,633	3,208	-17.9%	3,107	-15.3%	32,271	34,203	-5.6%
Books-Nonfiction	Adult	801	908	-11.8%	960	-16.6%	10,584	11,015	-3.9%
	Youth	581	592	-1.9%	663	-12.4%	7,054	7,469	-5.6%
CDs/Cassettes	Adult	108	108	N/A	163	-33.7%	1,445	1,954	-26.0%
	Youth	52	21	147.6%	21	147.6%	344	207	66.2%
DVD/Blu-Ray/VHS	Adult	645	763	-15.5%	780	-17.3%	7,681	8,761	-12.3%
	Youth	383	338	13.3%	365	4.9%	4,655	5,306	-12.3%
Games	Adult	4	2	100.0%	6	-33.3%	33	26	26.9%
	Youth	25	26	-3.8%	54	-53.7%	353	550	-35.8%
Magazines	Adult	259	216	19.9%	161	60.9%	2,572	2,422	6.2%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	77	69	11.6%	71	8.5%	1,011	958	5.5%
	Youth	4	46	-91.3%	15	-73.3%	242	357	-32.2%
PHYSICAL ITEMS SUB TOTAL		7,921	8,840	-10.4%	9,276	-14.6%	97,705	105,462	-7.4%
Digital Library	Audiobooks	1,062	1,102	-3.6%	965	10.1%	13,479	11,842	13.8%
	eBooks	812	955	-15.0%	1,007	-19.4%	10,464	11,627	-10.0%
	*Magazines	225	333	-32.4%	97	132.0%	2,399	1,477	62.4%
	Music/Videos	-	-	N/A	-	N/A	-	-	N/A
DOWNLOADS SUB TOTAL		2,099	2,390	-12.2%	2,069	1.4%	26,342	24,946	5.6%
TOTAL CIRCULATION		10,020	11,230	-10.8%	11,345	-11.7%	124,047	130,408	-4.9%

MATERIALS CIRCULATING	Nov 2024	Nov 2023	% Change	Nov 2022	% Change	YTD 2024	YTD 2023	% Change
% Nonprint Materials Circulated	18.5%	17.4%	6.2%	18.8%	-1.8%	17.98%	19.4%	-7.2%
% Print Materials Circulated	81.5%	82.6%	-1.3%	81.2%	0.4%	82.02%	80.6%	1.7%
% Adult Materials Circulated	53.2%	51.9%	2.6%	53.9%	-1.2%	53.65%	53.9%	-0.5%
% Youth Materials Circulated	46.8%	48.1%	-2.8%	46.1%	1.4%	46.35%	46.1%	0.6%

**T.B. Scott Free Library
Board of Trustees
Endowment Fund Request**

**RFID System Project Request
December 18, 2024**

The Library has not undergone an inventory of materials for roughly 20 years. One of the main barriers to completing a library materials inventory is the cost of installing and maintaining the library management system and the coordinated security platform. There are two facets to the security platform. The first component is the security gate and patron traffic counter. Our most recent security gate had to be removed in 2021 as it was outdated and could not be updated, the base was corroded and causing flooring and other mechanical issues and was barely ADA compliant. The second component of the security system is the RFID materials management system, which is put into place to manage all library materials from their entry into the library's catalog to their exit when they are weeded from the library's collection. The RFID materials management system provides us with the capability to inventory and properly maintain all library materials.

The initial set up of such a system is extensive and time-consuming with enormous benefits down the road. The Library is prepared to expend the funds to purchase the security gate and patron traffic counter and is making an Endowment Fund Request to the Library Board of Trustees for the RFID Materials Management System component of this project. Following is the breakdown of the project cost:

Full Project Cost	\$35,529.00
Less: Library's Monetary Commitment to Security Gate & Patron Traffic Counter	(\$10,767.00)
Endowment Fund Request Amount for RFID Materials Management System	\$24,762.00

I have attached an itemized Proposal from Tech Logic (Minnesota), the vendor that came in with the most thorough and competitive proposal. Two other vendors were considered: Envisionware (Georgia) and D-Tech (New Jersey). The close proximity of Tech Logic and the support that is provided by their team played an integral part in our decision-making process.

The timeframe for the project is as follows:

- Spring 2025: Security and Patron Counter Installation
- Fall 2025 RFID Materials Management System Integration

The RFID integration will be the most time-consuming component. The intention is to bring in volunteers familiar with a library setting to assist with the tagging and entry of item records into the RFID platform. Staff will be trained to assist where needed throughout the process.

Based upon the information and details that have been provided above to the Library Board of Trustees, the Library Administration team requests the amount of **\$24,762** for the purpose of integrating an RFID Materials Management System into the T.B. Scott Free Library's Library Management System for the purpose of library inventory and materials security.



835 Hale Avenue North
Oakdale, Minnesota 55128
(800) 494-9330
www.tech-logic.com

T.B. Scott Free Library

RFID Comparison Quotes

Quote Submitted:
12/05/2024

Quote Valid Until:
45 days from quote date



Tech Logic is pleased to submit this proposal for our *circIT* self-checkout product suite. We appreciate the opportunity to be considered for this project and believe that Tech Logic offers the best self-checkout solutions proven in hundreds of libraries.

Why Choose the Tech Logic *circIT* Product Suite?

Unique in the library market, Tech Logic's *circIT* product suite offers ***flexible self-checkout options to fit each library's needs*** rather than forcing a one-size-fits-all prescription. We also know from experience that libraries strive for reliable and intuitive self-checkout, satisfied patrons, and a high percentage of self-checkout adoption. Tech Logic works with each library to select the best self-checkout options to create streamlined workflow and happy patrons.

The *circIT* software powering the product suite consists of a database-controlled application centrally installed at the library or at its IT headquarters. From there, library staff can customize the interface, deliver updates, check equipment status and make changes which control all stations within the library system. ***All functions to manage the software, obtain statistics or troubleshoot issues are accomplished from the central server.***

The *circIT* software delivers ***scalability and flexibility*** to insure that each installation fits the library. For example, while Southern Pines Public Library employs fewer than five self-checkout stations in a single location, Toronto Public Library has deployed more than 750 *circIT* self-checkout stations in over 80 branches. Libraries can rest assured that future growth will never be a challenge for *circIT*.

Based on our long history with successful self-service solutions, Tech Logic assists your library by recommending ***the circIT solutions best suited to a library's physical layout, service patterns and patron behaviors.*** Using our self-checkout solutions, Tech Logic partner libraries routinely achieve ***higher than 90% self-checkout adoption by patrons.***

The *circIT* product suite solutions include:

- self**CIRC** PRIME —a self-standing turnkey kiosk in any location
- self**CIRC** PRIME Desktop —a compact counter-top kiosk
- self**CIRC** COMBO —a monitored station located at staffed service points
- self**CIRC** KIDS —a highly customizable kiosk to match themes or décor
- self**CIRC** PRO —*circIT* software plus other components of the library's choosing

The *circIT* product suite is customized with options such as credit card or cash payment, RFID readers and antennas, barcode scanners, or EM security strip desensitizers. The software is designed to display library-provided applications such as promotional slides, satisfaction surveys, PC management sign-up, library floor maps, live social media feeds and more.

Finally, we appreciate how much time and effort is invested to make the library a welcoming environment. For more than two decades Tech Logic has worked with architects and interior designers to insure the perfect functional and visual fit for all our self-service solutions.



Why Choose the Tech Logic?

With one company responsible for the success of your self-service's implementation, you will not need to coordinate, or problem solve with resellers, third parties, foreign manufacturers or middlemen. Tech Logic designs, manufactures, installs, and services everything we sell from Oakdale, Minnesota. Our partner libraries will tell you that our extensive library experience and customer service reputation were major factors in selecting Tech Logic.

Our success as a company is built on decades of consistent principles.

- A corporate philosophy to serve only libraries. This focus enables us to learn exactly what libraries need and to provide those products and services that help them deliver the highest level of customer service to library patrons.
- A long-term approach to our business for more than two decades. You don't have to worry that Tech Logic will abandon its products or its partner libraries—or be sold to another company that may not have the same library-first approach.
- Tech Logic was an early adopter of RFID technology for libraries and invented the *circIT* product suite and totalAMH systems. Tech Logic also designed the patented selfCIRC COMBO station combining self-checkout at a service point with convenient staff assistance. As a result of feedback from our customers, our products are constantly being enhanced to remain competitive and innovative.
- A “people first” philosophy that starts with your library and extends to all your patrons. For you, it means that our relationship is personal—a partnership where we work together to create the best solutions to deliver the best results.
- Tech Logic employs veteran, long-term staff with extensive library experience. Their broad skill sets make us a valuable partner in completing a customized self-services implementation project.
- Tech Logic takes customer service seriously and will provide the most modern and comprehensive online support and tracking capability, as well as the necessary on-site maintenance and person-to-person communication.

Your library will never be just another customer number served by a multinational faceless corporation owned by outside equity investors. Your library becomes a Tech Logic partner and you receive the kind of service and support that you would expect from partners.

We look forward to reviewing the unique *circIT* product suite options best suited to achieve your library's self-service goals.



Prepared For: T.B Scott Free Library, WI				12/5/2024	
Quote includes Wave Gates				Quote Number: 20241205 JK	
QTY	PN	Self-Checkout System Products and Services	Unit Price	Extended Price	Optional 2nd Year Hardware Price
rfid GATE					
1	83001001	Tech Logic Single Aisle Crystal Gate Wave with People Counter	\$4,750.00	\$4,750.00	\$381.80
Installation and Training Costs					
1	Total	Onsite Installation and Training for Gates	\$3,800.00	\$3,800.00	
Shipping					
1		Estimated†††	\$972.00	\$972.00	
				Sub Total (USD)	\$9,522.00
				Total (USD)	\$9,522.00 \$ 381.80
Prices contained in this quote are good for 45 days.					
Required Annual Software Licensing (beginning in year 2)					
No. of seats					
1	rfidGATE Software				\$325
				Total (USD)	\$325
Extended Hardware Warranty (beginning in year 2)					
Years					
2					\$381.80
2-3					\$725.42
2-4					\$1,065.22
2-5					\$1,389.75
2-6					\$1,718.10
Optional Hardware Warranty Shown in USD					



Prepared For: T.B Scott Free Library, WI				Quote Number: 12/9/2024 12092024 JK	
QTY	PN	Self-Checkout System Products and Services	Unit Price	Extended Price	Optional 2nd Year Hardware Price
staffCIRC PRO					
5	45008155	SPAD Antenna with Reader	\$995.00	\$4,975.00	\$433.50
staffCIRC TRAK					
1	45008826	staffCIRC TRAK with Protective Case Assembly (14"Laptop)	\$5,390.00	\$5,390.00	\$297.70
rfidTAG CASE					
2	3RUTAGIT	rfidTAG CASE Programmer (rental)††	\$500.00	\$1,000.00	
rfid GATE					
1	83002001	Tech Logic Single Aisle Crystal Gate Excellence with People Counter	\$5,995.00	\$5,995.00	\$457.47
Software					
5	28000007	circIT STAFF	\$0.00	\$0.00	
rfidTAG					
81000	25010024	Book-SLix-Racetrack White	\$0.1250	\$10,125.00	
2000	25018568	CD/DVD X Range-SLix-Tag Clear	\$0.4850	\$970.00	
Notes					
Two rfidTAG CASE Programmers, three month rentals..					
Installation and Training Costs					
1	Total Onsite Installation and Training for the Gates/ Remote for the remainder		\$4,960.00	\$4,960.00	
Shipping					
1	Estimated†††		\$2,114.00	\$2,114.00	
				Sub Total (USD)	\$35,529.00
				Total (USD)	\$35,529.00 \$ 1,188.67
Prices contained in this quote are good for 45 days.					
Required Annual Software Licensing (beginning in year 2)					
No. of seats					\$1,100
5	circIT STAFF Software				\$220
1	staffCIRC TRAK Software				\$325
1	rfidGATE Software				
				Total (USD)	\$1,425
Extended Hardware Warranty (beginning in year 2)					
Years					\$1,188.67
2					\$2,258.47
2-3					\$3,316.38
2-4					\$4,326.75
2-5					\$5,349.00
2-6					
Optional Hardware Warranty Shown in USD					

Note: Due to an unusual level of volatility in the price and availability of some raw materials used in our manufacturing process, Tech Logic may find it necessary to increase some of the above prices should there be a delay between purchase order and delivery of these products. Tech Logic will do everything in our power to avoid this but these market-price changes are well outside of our control.

More information about these challenges can be found here: <https://www.reuters.com/article/us-usa-economy-steel-insight/u-s-manufacturers-grapple-with-steel-shortages-soaring-prices-idUSKBN2AN0YQ>

Please feel free to reach out to your Tech Logic Solutions Specialist if you have questions or concerns—we are committed to working closely and transparently with our libraries during these unique times.



circlIT Suite Payment Terms and Support:

- † Software support is **required** starting in year two.
- †† Hardware support is **optional** starting in year two.
- ††† Shipping charges estimated on all quoted products shipping at the same time F.O.B. originating facility.

Shipping is estimated and calculated using today's rates to one receiving location, unless otherwise noted. Additional shipping charges may apply. Multiple shipments may result in increased charges.

- Restocking fee of 20% will be applied to all returned hardware prior to library credit. Costs incurred for returned hardware are at the expense of the library.
- Payment of all applicable duties and taxes are the responsibility of the purchasing entity. All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, please provide Tax Exempt Certificate.
- Standard Tech Logic Terms and Conditions apply to all sales.
- Prices quoted above include a standard Tech Logic one year warranty.
- Pricing for Comprise Smart Terminals include one Merchant Account set-up. Additional Merchant Account set-up pricing is indicated in above quote.
- Any required SIP configuration or ILS renewal fees are not covered by the Tech Logic first year warranty.

Payment Terms for circlIT Suite Software and Equipment: A payment of 50% of the total order due upon execution of order confirmation 50% payment due net 30 at shipping. The net amount of each invoice is due in full, within thirty (30) days of date of invoice.

Interest Charges: If any payments due from Library to Tech Logic are deemed to be, in the sole discretion of Tech Logic, overdue, then interest charges thereon shall be paid by Library to Tech Logic at a rate of one and one-half percent (1.5%) per month.

Performance Bond & Payment Bond:

Costs associated with Performance & Payment bond requirements are the sole responsibility of the library.

Software and Hardware Support:

- Required Annual Software License(s) costs begin in year two these costs are required for the duration the software is in use and is billed annually.
- Optional Extended Hardware Maintenance program costs begin in year two for chosen hardware equipment. Decline and/or lapse in coverage negates the ability to apply hardware maintenance on items at a later date.
- * **Required Annual Software License(s) and Optional Extended Hardware Maintenance Programs automatically increase 2% per year. Comprise products are exempt from any annual support increase.**
Order submission confirms your understand of above stated policy.

Phone Support-Service Calls

- The minimum charge for service calls is a two-hour minimum.

Notes:

- 1) SIP2 is required. Please ensure that the SIP & ILS implementations are of the latest versions.
- 2) The SIP interface which integrates self-check systems with the ILS software is provided by the ILS vendor.
- 3) If the library is providing its own computers for the **selfCIRC PRO** option, verify computers meet minimum specifications.
- 4) **circlIT** Credit Card Payment works in conjunction with VeriFone or Comprise.
- 5) Payment Processing is the responsibility of the Library.



**Lease Financing Option
AVAILABLE ON REQUEST**

<https://apply.peacsolutions.com/auth/EF?partnerid=6128031GVLEXAAR>



The Value of Municipal Financing

Horizon Keystone Financials' initial emphasis in every sale is to identify and meet customer requirements. We structure lease terms that match your individual needs and budget. We will stay with you through the entire leasing process, from need identification through approval, documentation, and funding. We will work with you through every step of acquiring and financing equipment.

Who qualifies for a municipal finance agreement?

The government of states, counties, cities, towns, villages, boroughs, school districts, and state universities.

What kind of equipment can be financed?

All Tech Logic products and services.

How can a municipal finance agreement help our organization? A municipal finance agreement can improve your organization's financial situation by:

Reducing Monthly Outlays Because municipal interest payments are exempt from federal income taxes, Horizon Keystone Financial passes its tax savings on to you in the form of lower rates that keep your monthly payments affordable.

Leveraging Cash Position If your balance sheet is healthy, keep those cash reserves fully invested and use the income to offset the interest on your lease payments. Horizon Keystone Financials tax-exempt finance rates may even be lower than the rate you can earn on your invested funds.

Preserving Cash With no up-front cash required, you can use your available capital for operating requirements rather than down payments.

Simplifying Financial Transactions A master finance agreement line can eliminate the hassles of negotiating and bidding multiple purchases. Horizon Keystone Financial will fund your entire lease, eliminating the need for underwriting by investment bankers and the need to prepare lengthy documents.

Funding Immediate Needs You'll get the equipment you need now, without waiting for next year's budget cycle and without the costs and delays of a voter referendum.

Pooling Financial Needs for Discounts Consolidate the equipment needs of all your departments into a single finance agreement line and reap the rewards of lower interest rates.

Increasing Financial Control Coordinate the purchasing activities of multiple departments with a master finance agreement line that guarantees the same favorable terms for every transaction.

Non Appropriation Agreement - A municipal lease characterized by a non-appropriation clause specifies that the lease can be terminated in the event funds are not made available in subsequent fiscal years.

Early Buyout Options - Government body would be given an option to prepay the finance agreement at a *discounted buyout price* negotiated at the inception of the lease.

Variable Payments - Finance agreements could be structured with monthly, semi-annual, or annual payment structures to accommodate the government body financing.

Program Options Provided By:

PEAC Solutions

Robbie DeGaris: 856-505-4490 rdegaris@peacsolutions.com

**T.B. SCOTT FREE LIBRARY
ENDOWMENT FUND**

Board Resolution Granting Account Access Authority

WHEREAS, the T.B. Scott Free Library Board of Trustees deems it necessary and prudent to designate individuals authorized to communicate with financial institutions and account access for the purpose of maintaining the endowment fund accounts and;

BE IT RESOLVED, that the T.B. Scott Free Library Board of Trustees hereunder authorizes Board President, Board Financial Secretary, Library Director, and Library Bookkeeper access to account information and authorization to communicate with financial institutions on behalf of the T.B. Scott Free Library governing body for the Endowment Fund for the purpose of maintaining said account.

The powers granted include, but are not limited to, the authority to:

- Communicate with financial institution personnel
- Login to account portal if one is provided

This resolution shall remain in effect until expressly revoked or amended by a subsequent resolution of the Board of Trustees.

ADOPTED and APPROVED by the T.B. Scott Free Library Board of Trustees this day of
 , 2024.

ADOPTED and APPROVED by the T.B. Scott Free Library Board of Trustees this day of
 , 2024.

Goal #2: Awareness

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

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

Measure: One collaboration in each department each program year.

Responsible staff: Head of Adult Services

Current Year: Offering a once a month story time program for the clients of Kindhearted, Opportunity Development Center, and Believe and Achieve. Currently working with the ADRC to develop a soft opening for the local "Memory Café" to be held in fall. 7/10/24 MP. Partnering with the ADRC and Compassus to offer a monthly Memory Café beginning in November. Also working with Bug Tussel to offer bimonthly "technology" based program for adults of all ages. 12/7/24 MP.

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

Measure: Quarterly review and updates of website contents.

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

Current Year: Continually working with Chris Sprague to update current and upcoming program offerings on our website and social media. 7/10/24 MP/AB. Continue to send Chris information/images for the tockify event calendar. 12/7/24 MP. We continue to send information and images for upcoming events. Chris has revamped/restructured our website's Kid's Page. It is organized by age, highlighting events, programs, and materials relevant to each age group. AB 12/10/24.

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

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

Responsible staff: Library Director

Current Year: Monthly newsletter/letter work in progress. 06/2024 LO. Website blog post creation and weekly maintenance. LO 12/2024,

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

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

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

Current Year: Regularly attend Youth Justice Coalition meetings where youth Library program offerings are gathered and promoted throughout the area. 7/10/24 AB. Regularly attend Lincoln County Healthy Minds

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

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

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

Current Year: Began a monthly calendar of adult events that is dispersed to the ADRC, the nursing homes/assisted living, and is present on each level and the elevator within the library. 7/10/24 MP. A Summer calendar of events was created to help promote summer library offerings. Will continue to create a calendar of events throughout the year for both youth and teen offerings. 7/10/24 AB. Working with the Merrill Enrichment Center to spread awareness of our adult programs in their newsletter. 12/7/24 MP.

Library Director Certification

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Background

The Wisconsin Legislature has declared that it is the policy of the state to provide laws for the development and improvement of public libraries. Librarian certification has been part of Wisconsin law since 1921, when the legislature, at the urging of the Wisconsin Library Association, passed the first comprehensive state public librarian certification law. The concern was that the public libraries of the state be headed by qualified library personnel, assuring a high level of professional management and administration of Wisconsin's library resources, programs, and services.

Wisconsin's current public librarian certification law reflects a continuing interest in ensuring that qualified personnel direct Wisconsin's public libraries. The law requires a broad educational background, as well as coursework designed to focus on the issues and concerns relevant in a public library setting. The law also recognizes the need for public librarians to increase their skills and knowledge and be prepared for the challenges and responsibilities.

Library Board Responsibilities

Public library boards are required to hire library directors who are currently either appropriately certified or eligible for certification. Only libraries with properly certified library directors can be members of a library system.

Library boards recruiting for directors should specify that a required qualification for the job is eligibility for a Wisconsin regular or temporary public librarian certificate appropriate to the library's municipal, joint municipal, or county population. The employment contract and/or letter of appointment should specify that as a condition of employment the director will obtain and maintain the appropriate certification.

A regular certificate signifies that the holder meets all of the general education and library education requirements for the grade level. A temporary certificate signifies that the holder meets all of the general education requirements but not all of the library education requirements for the grade level. Temporary certificates are valid for only a limited time period before they must be replaced with regular certificates. An uncertified new library director needing a temporary certificate *must* apply for it within three months of the date of hire.

It is *not* the intent of the certification law that the various grade levels of certification be used either as conditions of employment for positions other than the library director or as requirements for advancement within an organization.

In This Trustee Essential

- Requirements for certifying your library director
- Continuing education to maintain certification

Summary of Certification Requirements

A regular certificate is valid for a period of five years, with legally prescribed requirements for recertification every five years.³ The required level (grade) of certification depends on the population⁴ of the library's community. The certification grades and their corresponding educational requirements and populations are:

Grade I: Administrators of municipal, joint, and county public libraries with a municipal, joint municipal, or county population of 6,000 or more, and administrators of public library systems are required to hold grade I certificates.

Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing and a Master's Degree from a library school program accredited by the American Library Association (ALA) or a Master's Degree from an unaccredited library school program if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant's professional experience is demonstrative of the ability to provide professional library services.

Note: Temporary certification will be granted for one year to applicants for Grade I certification to allow completion of the Library and Information Science Master's Degree.

Grade II: Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population between 3,000 and 5,999 are required to hold at least grade II certificates.

Educational requirements: Bachelor's Degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by twelve semester credits for the following courses:

- Basic Public Library Administration
- Advanced Public Library Administration
- Organization and Management of Collections
- Public and Community Services

OR

Bachelor's Degree with a minor in Library Science and completion of Advanced Public Library Administration

³While this summary should be helpful to you, you should see the latest edition of the *Certification Manual for Wisconsin Public Library Directors* for the most comprehensive and authoritative treatment of the certification requirements set forth in the *Wisconsin Administrative Code* Chapter PI 6.

⁴ For the purposes of this summary, "population" means the population of any village, city, township, or county which operates a public library or the combined population of municipalities participating in a joint public library.

Note: Temporary certification will be granted to:

- Applicants for Grade II certification in order for them to complete the four required courses. Temporary certification may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years. The certificate is not renewable a fourth time.
- An applicant for grade II certification who has a bachelor's degree with a minor in library science but has not earned three semester credits of coursework in advanced public library administration.

Grade III: Administrators of municipal, joint, and county public libraries with a municipal, joint municipal or county population representing a population under 3,000 are required to hold at least grade III certificates.

Educational requirements: For initial certification, 54 college semester credits (including at least 27 in the liberal arts and sciences) at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by 12 semester credits of coursework or the equivalent, approved by the Division, in the following areas:

- Basic Public Library Administration
- Advanced Public Library Administration
- Organization and Management of Collections
- Public and Community Services

Note: Temporary certification may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years. The certificate is not renewable a fourth time.

A *temporary certificate* may be granted to an individual who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period. For details, see the *Certification Manual for Wisconsin Public Library Directors*, Lapsed Certification.

Special *provisional certificates* are granted in certain circumstances, such as for an individual who is employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but who is no longer properly certified due to population growth.

Continuing Education

Library directors are required to participate in continuing education activities in order to maintain their certification. These activities may be library system workshops, college courses, Wisconsin Library Association general and unit conferences, or a variety of other educational programs—as long as the activities are directly related to the individuals' position or will permit advancement in the profession. Every year, librarians should report their continuing education activities to their library system continuing education validator. Every five years, as part of the recertification process, librarians *must* report their participation in continuing education activities. Library directors in all grades must participate in 100 hours of continuing education including at least 10 hours of technology training over the five-year period.

The Division for Libraries and Technology recommends that, at a minimum, every library should budget sufficient annual funds for the continuing education needed to maintain the library director's certification and improve his/her knowledge. Payment of certification fees is recommended, as well as paid leave time and payment for other expenses needed to pursue continuing education.

Discussion Questions

1. What is in jeopardy if the library does not have a certified library director?
2. Is it advantageous to look for a director with qualifications higher than your community population requires?
3. Should the library board take some responsibility for assisting its director to acquire continuing education? If yes, to what degree?

Sources of Additional Information

- [*Certification Manual for Wisconsin Public Library Directors*](#). Department of Public Instruction, 2011
- Your library system continuing education validator (See [*Trustee Tool B: Library System Map and Contact Information*](#).)
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information*](#).)

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 – December 18, 2024



Events

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

Here are some highlights of library programming:

- Wiggle! Giggle! Shake!
- Holiday Closures
 - Tuesday, December 24, 2024
 - Wednesday, December 25, 2024
 - Tuesday, December 31, 2024, closing @5PM
 - Wednesday, January 1, 2025
- Please visit our [Events page](#) on our website for up-to-date information of events and services available at the library.

WVLS

- As a result of personal and family obligations, the T.B. Scott Free Library's designated representative from the WVLS Board of Trustees recently resigned from the Board. The WVLS Team will inform us when a new representative has been appointed.

Friends of the Library

- It will be quiet on the Friends of the Library front as their Board has decided to hold off on meetings until March 2025.

Library Director's Report

- YS Renovation Project Update:
We are still on schedule to begin the end of January/first part of February. All cabinetry, doors, flooring, etc. have been selected and ordered. You will see movement during the month of January as we position ourselves to be ready for the project to begin.
- Staffing Report:
During the November Board meeting, it was reported that an offer had been made to an individual. Due to unforeseen circumstances, that offer was removed from the table. However, I am happy to report that the library along with the city, has hired Chris Hartwig, retired Merrill PD officer, as the part-time Custodial/Maintenance Assistant. We will also have on staff, Misty, who is currently assigned custodial tasks at the Merrill Enrichment Center. She will assist with early morning custodial tasks at the library. Just in time for the winter weather and all the mush it brings into the library.
We continue to advertise the Technical Processing Coordinator position. This position will be a challenge to fill as a result of the skills required.
- Big Project Report:
We are in a position to integrate a new Library Materials Security and RFID System for the purpose of maintaining and managing a healthy collection of library materials for our community. Included in the Board packet for this month, a request for funding from the Endowment Fund for this project will be presented to the Board of Trustees for discussion and approval. I look forward to the discussion that will allow me to explain the need for this system.
Library Holiday Cards:

Cards were sent out this week to our past donors thanking them for their past donations and encouraging them to consider a donation once again. We are extremely thankful and appreciative of these gifts. The Library could not function and provide the services it does without the support of our donors.

- *Last, but certainly not least, I would like to wish everyone a Happy Holiday, Merry Christmas, Happy Hanukkah, Happy Kwanzaa, and A Safe and Happy New Year! May this time of year provide you with an opportunity to reflect on what is important to you and a time to gather with family and friends.*