



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, JANUARY 15, 2025

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 December 18, 2024
2. Vouchers for December 2024
3. Monthly Statistical Report of December 2024

III. Reports/Discussion Items/Action Items

1. Discussion Item: Unfinalized Unaudited Monthly Income & Expense Report for December 2024
2. Discussion Item: Endowment Fund - Zander Fund Trust
3. Discussion Item: Strategic Goals & Action Steps #3 Review
4. Discussion Item: Wisconsin Trustee Essential #20: The Library Board and Building Accessibility

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

1. February 19, 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, DECEMBER 18, 2024 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

- 1. Call to order and roll call** - President Mike Geisler called the regular meeting of the Board of Trustees to order at 4:00PM in the Library Community Room. Present: Katie Breitenmoser, Darcy Dalsky, Audrey Huftel, Ryan Martinovici, Elizabeth McCrank, Barbara Rothlisberg, Mark Weix, Jr. Absent: Chris Grunenwald. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.
- 2. Correspondence** - No correspondence.
- 3. Public comment** - No public comment.

II. Consent Items

- 1. Minutes of regular meeting on November 20, 2024** - R. Martinovici/A. Huftel/C to approve the Minutes of the regular meeting of November 20, 2024. No further discussion.
- 2. Vouchers of November 2024** - E. McCrank/K. Breitenmoser/C to approve the Vouchers for November 2024. No further discussion.
- 3. Unaudited Monthly Income & Expense Report for November 2024** - E. McCrank/D. Dalsky/C to approve the Unaudited Monthly Revenue & Expense Report for November 2024. E. McCrank directed questions to L. Ollhoff related to items on page 61 of the report; more specifically, Membership Dues, Public Relations/Publicity, and Hospitality and the elevated percentages in the budget. L. Ollhoff provided explanations for each percentage overage. No further discussion.
- 4. Monthly Statistical Report for November 2024** - R. Martinovici/D. Dalsky/C to approve Monthly Statistical Report for November 2024. E. McCrank commented on increase in game checkout and increase in magazine checkout. This again is related to the magazine sharing that now takes place between libraries in the Wisconsin Valley Library System. No further discussion.

III. Reports/Discussion Items/Action Items

- 1. Action Item: Review and approve Endowment Fund Request for RFID System Project** - E. McCrank/B. Rothlisberg/C to approve the Endowment Fund Request for RFID System Project. L. Ollhoff presented documentation in support of the request. The library's current system is outdated and cannot be repaired should it fail. A Library materials inventory has not been completed in over 20+ years. An upgrade to the library materials security system and

patron counter will allow library administration to gather and provide more accurate data to the state of Wisconsin in their annual report. It will also allow for staff to inventory materials on a regularly scheduled plan. E. McCrank commented that other partner libraries already have something similar in place. L. Ollhoff confirmed that Antigo Public Library and Marathon County Public Library do. There are numerous others nearby but not in our system, i.e. Door County libraries. E. McCrank went on to further comment that a plan should be considered to hire individuals to assist with the initial tagging process. E. McCrank suggested reaching out to the high school for student temp employees. The library board will revisit the cost of the project tagging process and the possibility of hiring temporary employees.

2. **Discussion/Action Item: Review and approve Endowment Fund Board Resolution Granting Account Access Authority** - K. Breitenmoser/R. Martinovici/C to approve Endowment Fund Board Resolution Granting Account Access Authority. M. Geisler clearly stated the purpose of the resolution to allow additional designated parties to have access to the account for the purpose of communicating with the financial institution related to the account and funds in the account. The designated individuals would not be account signors or have the ability to make transactions.
3. **Discussion/Action Item: Review and approve Zander Trust Board Resolution Granting Account Access Authority** - A. Huffel/E. McCrank/C to approve Zander Trust Board Resolution Granting Account Access Authority. M. Geisler clearly stated the purpose of the resolution to allow additional designated parties to have access to the account for the purpose of communicating with the financial institution related to the account and funds in the account. The designated individuals would not be account signors or have the ability to make transactions.
4. **Discussion Item: Endowment Fund - Zander Trust** - L. Ollhoff provided information regarding the current status of the Zander Trust and the communications the library has been involved with related to the city's auditor concerns and questions related to the initial setup of the account. L. Ollhoff went on to explain that an attorney will be hired to assist the Library Board Endowment Fund Committee to ensure that proper documentation is drafted and on file that correctly states the intent of the fund donation in 2009 and the financial management of said funds in trust. After such meeting, this item will be brought before the Board for possible action. M. Geisler reiterated that the donated funds have been managed properly and carefully. It is essential that we have the written documentation to validate all that has been done and to provide a framework that continues to manage the funds according to the donor's wishes. No further discussion.
5. **Discussion Item: Strategic Goals & Action Steps #2 Review** - M. Geisler commented on how well the Strategic Goals and Action Steps have been recorded and reported to the Board. No further discussion.

- 6. Discussion Item: Wisconsin Trustee Essential #19: Library Director Certification** - M. Geisler commented on requirements. L. Ollhoff stated it is a 5-year certification and requires a certain number of hours of continued education for recertification. No further discussion.

IV. Library Director's Report L. Ollhoff briefly went over the written Library Director's Report with highlights as follows:

- increased focus on PR and marketing of library events through other avenues
- Youth Services renovation project continues to move forward with the anticipated start date towards the end of January/first part of February 2025.
- Staffing overview to include new hire of part-time custodian and replacement of retiring technical processing coordinator.
- Will move forward with RFID Inventory and Patron Gate System in January 2025 as it has now been approved by the Board today.
- Holiday cards have gone out to past donors wishing them a blessed holiday season, thanking them for past donations, and checking in with them to see if they are able to donate once again. A generous thank you to all donors as without them the Library would not be able to provide what it does to the community without their continued support.
- Wishing everyone a Happy Holiday whatever that entails for each and everyone.

V. President's Remarks M. Geisler thanked everyone and complimented everyone on their dedicated participation since we have always had the ability to meet with a quorum present. Thank you, again. Merry Christmas!

VI. Date and Time of Next Meeting

1. **Wednesday, January 15, 2025, @4PM in the Library Community Room -**

VII. Adjournment

December 2024

Company Being Paid	12/06/24 Packet	12/13/24 Packet	12/20/24 Packet	12/27/24 Packet	December 2024 Totals
Amazon Capital Services, Inc.		\$ 756.69			\$ 756.69
B&T L0280842	\$ 258.25	\$ 100.28	\$ 262.50		\$ 621.03
B&T L4211082	\$ 39.77			\$ 30.15	\$ 69.92
B&T L547117	\$ 134.33	\$ 61.98			\$ 196.31
B&T L5491882	\$ 314.42	\$ 180.91	\$ 249.01	\$ 207.91	\$ 952.25
CDW-G		\$ 417.81			\$ 417.81
Cengage Learning Inc.	\$ 172.75	\$ 147.95	\$ 33.20	\$ 132.75	\$ 486.65
Center Point Large Print	\$ 46.74				\$ 46.74
Cintas			\$ 238.77		\$ 238.77
Dave's County Market			\$ 21.36	\$ 9.24	\$ 30.60
Department of Administration			\$ 600.00		\$ 600.00
Demco	\$ 775.99			\$ 2,558.55	\$ 3,334.54
EBSCO			\$ 28.30		\$ 28.30
Elan		\$ 4,889.60			\$ 4,889.60
Emery Pratt	\$ 9.95				\$ 9.95
EO Johnson Business Technologies		\$ 375.11			\$ 375.11
Frontier		\$ 108.50			\$ 108.50
Haenco LLC	\$ 65.93	\$ 267.00	\$ 145.52		\$ 478.45
Libraria	\$ 77.34				\$ 77.34
Library Store, The				\$ 2,680.30	\$ 2,680.30
Merrill Ace Hardware	\$ 47.12				\$ 47.12
Merrill Water Utility		\$ 359.40			\$ 359.40
Mighty Oak Floors				\$ 2,200.00	\$ 2,200.00
Multi Media Channel	\$ 65.00				\$ 65.00
Per Mar Security Services		\$ 1,983.60			\$ 1,983.60
Plautz, Donna	\$ 14.54				\$ 14.54
Playaway Products	\$ 54.99				\$ 54.99
Power House Lawn & Leisure				\$ 1,868.90	\$ 1,868.90
Rachel Arndt Consulting, LLC	\$ 1,245.00				\$ 1,245.00
R.T.L. Electric Co.		\$ 664.30			\$ 664.30
School Outfitters				\$ 703.42	\$ 703.42
Tech Soup Global			\$ 18.00		\$ 18.00
T-Mobile	\$ 42.80				\$ 42.80
T.B. Scott Free Library - Petty Cash	\$ 6.53	\$ 4.63			\$ 11.16
Tomahawk Public Library	\$ 38.00				\$ 38.00
VIP Office Products				\$ 17.51	\$ 17.51
Wendorf Bus Service			\$ 376.26		\$ 376.26
Wisconsin Public Service		\$ 2,859.45			\$ 2,859.45
	\$ 3,409.45	\$ 13,177.21	\$ 1,972.92	\$ 10,408.73	\$ 28,968.31

ACCT: 11548 LIBRARY - 20241206
ENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
UE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT				
1-000268 BAKER & TAYLOR L0280842									
I-2038722793		ACCT # 216389 L028084 2 B0000	258.25	1099: N					
12/06/2024	1	DUE: 12/06/2024 DISC: 12/06/2024		10 55110-13-10000	Adult Dept Fiction			226.42	
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies			27.30	
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage			4.53	
=== VENDOR TOTALS ===									
			258.25						
1-003259 BAKER & TAYLOR L4211082									
I-2038714313		ACCT # 216389 L421108 2 B0000	34.64	PB1124					
12/06/2024	1	DUE: 12/06/2024 DISC: 12/06/2024		1099: N					
		ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks			33.96	
		ACCT # 216389 L421108 2 B00000		10 55110-03-11000	Postage			0.68	
1-2038734537									
12/06/2024	1	ACCT #216389 L421108 2 B00000	5.13	PB1124					
		DUE: 12/06/2024 DISC: 12/06/2024		1099: N					
		ACCT #216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks			5.03	
		ACCT #216389 L421108 2 B00000		10 55110-03-11000	Postage			0.10	
=== VENDOR TOTALS ===									
			39.77						
1-000270 BAKER & TAYLOR L5471172									
I-2038703438		ACCT # 216389 L547117 2 B0000	19.00	MEM LEIS					
12/06/2024	1	DUE: 12/06/2024 DISC: 12/06/2024		1099: N					
		ACCT # 216389 L547117 2 B00000		26 55110-03-40500	Memorial Books-Expense			19.00	
1-2038719659									
12/06/2024	1	ACCT # 216389 L547117 2 B0000	115.33	1099: N					
		DUE: 12/06/2024 DISC: 12/06/2024		26 55110-03-40500	Memorial Books-Expense			115.33	
		ACCT # 2038719659							
=== VENDOR TOTALS ===									
			134.33						
1-000271 BAKER & TAYLOR L5491882									
I-2038713719		ACCT # 216389 L549188 2 B0000	314.42	1099: N					
12/06/2024	1	DUE: 12/06/2024 DISC: 12/06/2024		10 55110-13-10100	Adult Dept Non-Fiction			277.36	
		ACCT # 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies			31.51	
		ACCT # 216389 L549188 2 B00000		10 55110-03-11000	Postage			5.55	
=== VENDOR TOTALS ===									
			314.42						

-----ID-----		BANK CODE		-----DESCRIPTION-----		DISCOUNT		P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE													
1-000665 CENGAGE LEARNING, INC - GALE													
I-85993483		CUST # 153415				130.36		NOV-DEC					
12/06/2024	1	DUE: 12/06/2024	DISC: 12/06/2024					1099: N					
		CUST # 153415						10 55110-13-10400	Adult Dept Large Print			130.36	
1-86002644													
12/06/2024	1	ACCT # 153415				24.80		NOV-DEC					
		DUE: 12/06/2024	DISC: 12/06/2024					1099: N					
		ACCT # 153415						10 55110-13-10400	Adult Dept Large Print			24.80	
1-86002648													
12/06/2024	1	ACCT #153415				17.59		KRAUSE M					
		DUE: 12/06/2024	DISC: 12/06/2024					1099: N					
		ACCT #153415						26 55110-03-40500	Memorial Books-Expense			17.59	
=== VENDOR TOTALS ===													
						172.75							
1-000274 CENTER POINT LARGE PRINT													
1-2133774													
12/06/2024	1	CUST # 54452				46.74		1099: N					
		DUE: 12/06/2024	DISC: 12/06/2024					10 55110-13-10400	Adult Dept Large Print			46.74	
		CUST # 54452											
=== VENDOR TOTALS ===													
						46.74							
1-003938 DEMCO, INC.													
I-7573190													
12/06/2024	1	CUST # 482508000				466.09		1S112120					
		DUE: 12/06/2024	DISC: 12/06/2024					1099: N					
		CUST # 482508000						10 55110-03-10500	Library Supplies			466.09	
I-7574466													
12/06/2024	1	ACCT # 482508000				309.90		1S112724					
		DUE: 12/06/2024	DISC: 12/06/2024					1099: N					
		ACCT # 482508000						10 55110-03-10500	Library Supplies			309.90	
=== VENDOR TOTALS ===													
						775.99							
1-000798 EMERY-PRATT COMPANY													
I-667161													
12/06/2024	1	ACCT # 14784				9.95		12-27-91					
		DUE: 12/06/2024	DISC: 12/06/2024					1099: N					
		ACCT # 14784						10 55110-13-10100	Adult Dept Non-Fiction			9.95	
=== VENDOR TOTALS ===													
						9.95							

===== VENDOR TOTALS ===== 47.12

-----ID-----		POST DATE		BANK CODE		-----DESCRIPTION-----		GROSS DISCOUNT		P.O. # G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
1-000085 MULTI MEDIA CHANNELS															
I-IN235230		ACCT# 102219		65.00											
12/06/2024		1		DUE: 12/06/2024 DISC: 12/06/2024											
		ACCT# 108561		1099: N											
				10 55110-03-41000 Public Relations/Publici											
				65.00											
===== VENDOR TOTALS =====															
1-004398 DONNA J PLAUTZ															
I-20241206		NOVEMBER MILEAGE		14.54											
12/06/2024		1		DUE: 12/06/2024 DISC: 12/06/2024											
				1099: N											
				10 55110-03-30500 Mileage											
				14.54											
===== VENDOR TOTALS =====															
1-002660 PLAYAWAY PRODUCTS															
I-483496		SALES ORDER # 442233		54.99											
12/06/2024		1		DUE: 12/06/2024 DISC: 12/06/2024											
				1099: N											
				10 55110-14-20000 Youth Audiobooks & CDs											
				54.99											
===== VENDOR TOTALS =====															
1-005521 RACHEL ARNDT CONSULTING, LLC															
I-2024007		11/11/24 STAFF DEVELOPMENT		1,245.00											
12/06/2024		1		DUE: 12/06/2024 DISC: 12/06/2024											
				1099: N											
				10 55110-03-32001 Misc Rev - Educ & Conf											
				1,245.00											
===== VENDOR TOTALS =====															
1-005404 T-MOBILE USA Inc.															
I-20241206		ACCT #267041899		42.80											
12/06/2024		1		DUE: 12/06/2024 DISC: 12/06/2024											
				1099: N											
				10 55110-14-45000 Ebooks/Digital Content											
				42.80											
===== VENDOR TOTALS =====															
1-000276 T.B. SCOTT LIBRARY-PETTY CASH															
I-20241206		PETTY CASH REIMB		6.53											
12/06/2024		1		DUE: 12/06/2024 DISC: 12/06/2024											
				1099: N											
				10 55110-03-11000 Postage											
				6.53											
===== VENDOR TOTALS =====															

ACCT: 11548 LIBRARY - 20241206
ENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
UE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT				
1-002383	TOMAHAWK PUBLIC LIBRARY								
I-TOM 11.23.2024	ME	BILLED & DAMAGED MATERIALS		38.00					
12/06/2024	1	DUE: 12/06/2024 DISC: 12/06/2024			1099: N				
		BILLED & DAMAGED MATERIALS			10 55110-02-27000	Lost-Damaged Materials			38.00
=== VENDOR TOTALS ===				38.00					
=== PACKET TOTALS ===				3,409.45					

ACCOUNT: 11548 LIBRARY - 20241206
ENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
UE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 3,412.15
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 2.70CR

BATCH TOTALS 3,409.45

** G/L ACCOUNT TOTALS **

ANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====				=====GROUP BUDGET=====			
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET	BUDGET AVAILABLE	BUDGET OVER	BUDGET OVER
2024		10 -21-0000	Accounts Payable Control	3,257.53-*	0							
		10 -55110-02-27000	Lost-Damaged Materials	38.00	8,000	1,512.66	Y	1,050,556		127,095.30		
		10 -55110-03-10500	Library Supplies	839.00	1,200	366.83		1,050,556		126,294.30		
		10 -55110-03-11000	Postage	17.39	1,000	432.50		1,050,556		127,115.91		
		10 -55110-03-30500	Mileage	14.54	1,000	432.50		1,050,556		127,118.76		
		10 -55110-03-32001	Misc Rev - Educ & Conf	1,245.00	0	3,479.45-	Y	1,050,556		125,888.30		
		10 -55110-03-41000	Public Relations/Publici	65.00	2,000	1,212.05-	Y	1,050,556		127,068.30		
		10 -55110-03-44000	Janitor Supplies	100.91	6,000	2,740.06		1,050,556		127,032.39		
		10 -55110-03-50000	M/R-General Repair/Maint	12.14	4,000	1,651.75		1,050,556		127,121.16		
		10 -55110-13-10000	Adult Dept Fiction	226.42	9,500	185.77		1,050,556		126,906.88		
		10 -55110-13-10100	Adult Dept Non-Fiction	287.31	10,000	1,112.41		1,050,556		127,094.31		
		10 -55110-13-10200	Adult Dept Paperbacks	38.99	750	162.56		1,050,556		126,845.99		
		10 -55110-13-10400	Adult Dept Large Print	201.90	4,300	116.93		1,050,556		127,931.40		
		10 -55110-13-20000	Youth Children's Books	13.19	16,000	3,067.85		1,050,556		127,120.11		
		10 -55110-13-20100	Young Adult Books	59.95	2,500	390.61		1,050,556		127,073.35		
		10 -55110-14-20000	Youth Audiobooks & CDs	54.99	1,500	243.42		1,050,556		127,078.31		
		10 -55110-14-45000	Ebooks/Digital Content	42.80	6,200	40.95-	Y	1,050,556		127,090.50		
		26 -21-0000	Accounts Payable Control	151.92-*	0							
		26 -55110-03-40500	Memorial Books-Expense	151.92								
		99 -14-0010	Due from General Fund	3,257.53 *								
		99 -14-0026	Due From Non-Lapsing	151.92 *								

** 2024 YEAR TOTALS

3,409.45

ACCOUNT: 11548 LIBRARY - 20241206
ENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DATE TO/FROM ACCOUNTS SUPPRESSED

*** POSTING PERIOD RECAP ***

FUND	PERIOD	AMOUNT
10	12/2024	3,257.53
26	12/2024	151.92

NO ERRORS NO WARNINGS

*** END OF REPORT ***

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

12/16/2024 2:57 PM
PACKET: 11566 LIBRARY - 20241213
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT				
01-005248 AMAZON CAPITAL SERVICES, INC.									
C-1NDF-XN16-VG1R	1	Account# A29JIWFAEUZST	7.58CR 1NDF-XN1						
12/13/2024		DUE: 12/13/2024 DISC: 12/13/2024	1099: N						
		Account# A29JIWFAEUZST	10 55110-14-10400		Adult Dept DVDs				7.58CR
C-1PXW-63TY-W3F9	1	Account# A29JIWFAEUZST	3.38CR DVDSNOVD						
12/13/2024		DUE: 12/13/2024 DISC: 12/13/2024	1099: N						
		Account# A29JIWFAEUZST	10 55110-14-10400		Adult Dept DVDs				3.38CR
I-13YM-NKGQ-TNH4	1	.Account# A29JIWFAEUZST	32.37 DVDSOCT2						
12/13/2024		DUE: 12/13/2024 DISC: 12/13/2024	1099: N						
		.Account# A29JIWFAEUZST	10 55110-14-10400		Adult Dept DVDs				32.37
I-179T-XJ46-QXHT	1	Account# A29JIWFAEUZST	68.83 CDS NOV/						
12/13/2024		DUE: 12/13/2024 DISC: 12/13/2024	1099: N						
		Account# A29JIWFAEUZST	10 55110-14-10200		Adult Dept CDs				68.83
I-17JM-WGTV-R9X4	1	Account# A29JIWFAEUZST	32.09 MEM AP11						
12/13/2024		DUE: 12/13/2024 DISC: 12/13/2024	1099: N						
		Account# A29JIWFAEUZST	10 55110-03-41250		Programming - Adult				6.99
		Account# A29JIWFAEUZST	26 55110-03-40500		Memorial Books-Expense				25.10
I-1CIL-NGFM-TNMW	1	Account# A29JIWFAEUZST	39.91 AF RPLCM						
12/13/2024		DUE: 12/13/2024 DISC: 12/13/2024	1099: N						
		Account# A29JIWFAEUZST	10 55110-13-10000		Adult Dept Fiction				39.91
I-1LXV-7H94-TC99	1	Account# A29JIWFAEUZST	143.20 MEM AP_O						
12/13/2024		DUE: 12/13/2024 DISC: 12/13/2024	1099: N						
		Account# A29JIWFAEUZST	10 55110-03-10000		Office Supplies				102.43
		Account# A29JIWFAEUZST	10 55110-03-41250		Programming - Adult				15.78
		Account# A29JIWFAEUZST	26 55110-03-40500		Memorial Books-Expense				24.99
I-1PRJ-JKK3-VRTR	1	Account# A29JIWFAEUZST	59.04 AF MEM11						
12/13/2024		DUE: 12/13/2024 DISC: 12/13/2024	1099: N						
		Account# A29JIWFAEUZST	10 55110-13-10100		Adult Dept Non-Fiction				20.59
		Account# A29JIWFAEUZST	26 55110-03-40500		Memorial Books-Expense				38.45
I-1Q9K-3PJM-VKPL	1	Account# A29JIWFAEUZST	30.54 AP NF112						
12/13/2024		DUE: 12/13/2024 DISC: 12/13/2024	1099: N						
		Account# A29JIWFAEUZST	10 55110-03-41250		Programming - Adult				30.54
I-1V3K-PDWF-TK1P	1	Account# A29JIWFAEUZST	75.00 TBS-MISC						
12/13/2024		DUE: 12/13/2024 DISC: 12/13/2024	1099: N						
		Account# A29JIWFAEUZST	10 55110-13-10100		Adult Dept Non-Fiction				20.02
		Account# A29JIWFAEUZST	10 55110-03-10000		Office Supplies				14.99
		Account# A29JIWFAEUZST	10 55110-14-40000		Learning Games/Story Box				39.99

12/16/2024 2:57 PM
 PACKET: 11566 LIBRARY - 20241213
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	GROSS	P.O. #	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01--005248	AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)								
I-1VPQ-DDMD-W96J	Account# A29JWFFIAEUZST	39.85	AP_NFRPL						
12/13/2024 1	DUE: 12/13/2024 DISC: 12/13/2024		1099: N						29.96
	Account# A29JWFFIAEUZST		10 55110-03-41250					Programming - Adult	
	Account# A29JWFFIAEUZST		10 55110-13-10100					Adult Dept Non-Fiction	9.89
I-1WJL-FLH7-VLRP	Account# A29JWFFIAEUZST	246.82	DVDsNOVD						
12/13/2024 1	DUE: 12/13/2024 DISC: 12/13/2024		1099: N						246.82
	Account# A29JWFFIAEUZST		10 55110-14-10400					Adult Dept DVDs	
=== VENDOR TOTALS ===		756.69							
01-000268	BAKER & TAYLOR L0280842								
I-2038738748	ACCT # 216389 L028084 2 B0000	100.28	1099: N						
12/13/2024 1	DUE: 12/13/2024 DISC: 12/13/2024		10 55110-13-10000					Adult Dept Fiction	85.58
	ACCT # 216389 L028084 2 B00000		10 55110-03-10500					Library Supplies	12.99
	ACCT # 216389 L028084 2 B00000		10 55110-03-11000					Postage	1.71
=== VENDOR TOTALS ===		100.28							
01-000270	BAKER & TAYLOR L5471172								
I-2038736341	ACCT #216389 L547117 2 B0000	61.98	1099: N						
12/13/2024 1	DUE: 12/13/2024 DISC: 12/13/2024		26 55110-03-40500					Memorial Books-Expense	61.98
	ACCT #216389 L547117 2 B00000								
=== VENDOR TOTALS ===		61.98							
01-000271	BAKER & TAYLOR L5491882								
I-2038736045	ACCT# 216389 L549188 2 B00000	180.91	1099: N						
12/13/2024 1	DUE: 12/13/2024 DISC: 12/13/2024		10 55110-13-10100					Adult Dept Non-Fiction	159.44
	ACCT# 216389 L549188 2 B00000		10 55110-03-10500					Library Supplies	18.28
	ACCT# 216389 L549188 2 B00000		10 55110-03-11000					Postage	3.19
=== VENDOR TOTALS ===		180.91							
01-003189	CDW GOVERNMENT								
I-AB7DY2V	CUST #10937747	417.81	CS112524						
12/13/2024 1	DUE: 12/13/2024 DISC: 12/13/2024		1099: N						
	CUST #10937747		10 55110-15-31000					Computer Supplies	417.81
=== VENDOR TOTALS ===		417.81							

12/16/2024 2:57 PM
PACKET: 11566 LIBRARY - 20241213
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

01-000665 CENGAGE LEARNING, INC - GALE

I-86025708	1	ACCT # 153415	121.56	NOV-DEC		
12/13/2024		DUE: 12/13/2024		1099: N		
		ACCT # 153415		10	55110-13-10400	Adult Dept Large Print 121.56

I-86031450	1	ACCT #153415	26.39	NOV-DEC		
12/13/2024		DUE: 12/13/2024		1099: N		
		ACCT #153415		10	55110-13-10400	Adult Dept Large Print 26.39

==== VENDOR TOTALS === 147.95

01-000207 E.O. JOHNSON BUSINESS TECHNOLO

I-INVT661804	1	ACCT # 6000604	375.11			
12/13/2024		DUE: 12/13/2024		1099: N		
		ACCT # 6000604		26	55110-03-12650	Library Photocopier Expe 375.11

==== VENDOR TOTALS === 375.11

01-000128 ELAN FINANCIAL SERVICES

I-20241213	1	ACCT #5472 1102 2200 0197	4,889.60			
12/13/2024		DUE: 12/13/2024		1099: N		
		ACCT #5472 1102 2200 0197		10	55110-03-10000	Office Supplies 74.20
		ACCT #5472 1102 2200 0197		10	55110-03-11000	Postage 119.35
		ACCT #5472 1102 2200 0197		10	55110-03-32001	Misc Rev - Educ & Conf 225.00
		ACCT #5472 1102 2200 0197		10	55110-03-41000	Public Relations/Publici 111.54
		ACCT #5472 1102 2200 0197		10	55110-03-41250	Programming - Adult 49.38
		ACCT #5472 1102 2200 0197		10	55110-03-41251	Misc Rev-Programming Adu 62.33
		ACCT #5472 1102 2200 0197		10	55110-03-41500	Programming - Youth 17.79
		ACCT #5472 1102 2200 0197		10	55110-08-50000	Special/Major Projects 3,052.00
		ACCT #5472 1102 2200 0197		10	55110-08-50001	Misc Rev-Special/Major P 1,170.09
		ACCT #5472 1102 2200 0197		10	55110-15-47500	Software/Upgrades 7.92

==== VENDOR TOTALS === 4,889.60

01-002661 FRONTIER

I-20241213	1	ACCT # 715-536-7909-010384-5	108.50			
12/13/2024		DUE: 12/13/2024		1099: N		
		ACCT # 715-536-7909-010384-5		10	55110-02-25000	Telephone 108.50

==== VENDOR TOTALS === 108.50

=== PACKET TOTALS ===
13,177.21

PACKET: 11566 LIBRARY - 20241213
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 13,188.17
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 10.96CR

BATCH TOTALS 13,177.21

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM				GROUP BUDGET			
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG		
	2024	10 -21-0000	Accounts Payable Control	12,651.58-*	2,600	393.40		1,050,556			121,732.79	
		10 -55110-02-16500	Fire/Security System Con	1,983.60	1,600	252.25-	Y	1,050,556			123,356.99	
		10 -55110-02-21000	Water and Sewer	359.40	30,000	3,135.12		1,050,556			122,143.66	
		10 -55110-02-22000	Electric	1,572.73	30,000	20,288.39		1,050,556			122,429.67	
		10 -55110-02-22500	Fuel - Natural Gas	1,286.72	2,000	697.92		1,050,556			123,607.89	
		10 -55110-02-25000	Telephone	108.50	1,800	856.40-	Y	1,050,556			123,524.77	
		10 -55110-03-10000	Office Supplies	191.62	8,000	1,481.39		1,050,556			123,685.12	
		10 -55110-03-10500	Library Supplies	31.27	1,200	237.95		1,050,556			123,587.51	
		10 -55110-03-11000	Postage	128.88	0	3,704.45-	Y	1,050,556			123,491.39	
		10 -55110-03-32001	Misc Rev - Educ & Conf	225.00	2,000	1,323.59-	Y	1,050,556			123,604.85	
		10 -55110-03-41000	Public Relations/Publici	111.54	7,000	4,468.46		1,050,556			123,583.74	
		10 -55110-03-41250	Programming - Adult	132.65	0	914.48-	Y	1,050,556			123,654.06	
		10 -55110-03-41251	Misc Rev-Programming Adu	62.33	7,500	707.89		1,050,556			123,698.60	
		10 -55110-03-41500	Programming - Youth	17.79	6,000	2,473.06		1,050,556			123,449.39	
		10 -55110-03-44000	Janitor Supplies	267.00	10,000	1,699.54		1,050,556			123,052.09	
		10 -55110-03-50275	M/R - Contingency	664.30	0	3,337.45-	Y	1,050,556			120,664.39	
		10 -55110-08-50000	Special/Major Projects	3,052.00	0	2,787.90-	Y	1,050,556			122,546.30	
		10 -55110-08-50001	Misc Rev-Special/Major P	1,170.09	9,500	60.28		1,050,556			123,590.90	
		10 -55110-13-10000	Adult Dept Fiction	125.49	10,000	902.47		1,050,556			123,506.45	
		10 -55110-13-10100	Adult Dept Non-Fiction	209.94	4,300	31.02-	Y	1,050,556			123,568.44	
		10 -55110-13-10400	Adult Dept Large Print	147.95	800	97.53		1,050,556			123,647.56	
		10 -55110-14-10200	Adult Dept CDs	68.83	2,500	369.43		1,050,556			123,448.16	
		10 -55110-14-10400	Adult Dept DVDs	268.23	500	147.47-	Y	1,050,556			123,676.40	
		10 -55110-14-40000	Learning Games/Story Box	39.99	1,900	3,031.27-	Y	1,050,556			123,298.58	
		10 -55110-15-31000	Computer Supplies	417.81	4,000	1,932.64		1,050,556			123,708.47	
		10 -55110-15-47500	Software/Upgrades	7.92								
		26 -21-0000	Accounts Payable Control	525.63-*	0	3,421.91-	Y	0			10,573.44-	Y
		26 -55110-03-12650	Library Photocopier Expe	375.11	0	2,849.68-	Y	0			10,348.85-	Y
		26 -55110-03-40500	Memorial Books-Expense	150.52								
		99 -14-0010	Due from General Fund	12,651.58 *								
		99 -14-0026	Due From Non-Lapsing	525.63 *								

** 2024 YEAR TOTALS 13,177.21

12/16/2024 2:57 PM
PACKET: 11566 LIBRARY - 20241213
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	12/2024	12,651.58
26	12/2024	525.63

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

12/16/2024 2:49 PM
PACKET: 11566 LIBRARY - 20241213
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	
01-005274 HAENCO LLC															
I-13717		12/13/2024		1		INVOICE DATED 12/6/2024 DUE: 12/13/2024 DISC: 12/13/2024 INVOICE DATED 12/6/2024		267.00		TJ 1099: N 10 55110-03-44000 Janitor Supplies				267.00	
=== VENDOR TOTALS ===															
01-000328 MERRILL WATER UTILITY															
I-20241213		12/13/2024		1		ACCT #112-01040-01 DUE: 12/13/2024 DISC: 12/13/2024 ACCT #112-01040-01		359.40		1099: N 10 55110-02-21000 Water and Sewer				359.40	
=== VENDOR TOTALS ===															
01-000824 PER MAR SECURITY SERVICES															
I-3472010		12/13/2024		1		CUSTOMER # 32815 DUE: 12/13/2024 DISC: 12/13/2024 CUSTOMER # 32815		1,983.60		1099: N 10 55110-02-16500 Fire/Security System Con				1,983.60	
=== VENDOR TOTALS ===															
01-000023 RTL ELECTRIC COMPANY INC															
I-66474		12/13/2024		1		CUST # 1608 DUE: 12/13/2024 DISC: 12/13/2024 CUST # 1608		664.30		8322 1099: N 10 55110-03-50275 M/R - Contingency				664.30	
=== VENDOR TOTALS ===															
01-000276 T.B. SCOTT LIBRARY-PETTY CASH															
I-20241213		12/13/2024		1		PETTY CASH REIMB DUE: 12/13/2024 DISC: 12/13/2024 PETTY CASH REIMB		4.63		1099: N 10 55110-03-11000 Postage				4.63	
=== VENDOR TOTALS ===															
01-000284 VIP ALL-VALUE															
I-0116340-001		12/13/2024		1		ACCT # 67191-0 DUE: 12/13/2024 DISC: 12/13/2024 ACCT # 67191-0		44.99		1099: N 10 55110-15-31000 Computer Supplies				44.99	
=== VENDOR TOTALS ===															

12/23/2024 10:27 AM

PACKET: 11580 LIBRARY - 20241220

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. #		DISCOUNT G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE										
01-000268 BAKER & TAYLOR 10280842											
I-2038750957	1	ACCT # 216389 1028084 2 B0000	✓	262.50	✓	1099: N		Adult Dept Fiction		✓	189.84
12/20/2024		DUE: 12/20/2024 DISC: 12/20/2024				✓	10 55110-13-10000	Adult Dept Books on CD		✓	46.75
		ACCT # 216389 1028084 2 B00000				✓	10 55110-14-10100	Library Supplies		✓	21.18
		ACCT # 216389 1028084 2 B00000				✓	10 55110-03-10500	Postage		✓	4.73
===== VENDOR TOTALS =====				262.50	✓						
01-000271 BAKER & TAYLOR 15491882											
I-2038757493	1	ACCT # 216389 1549188 2 B00000	✓	249.01	✓	1099: N		Adult Dept Non-Fiction		✓	222.50
12/20/2024		DUE: 12/20/2024 DISC: 12/20/2024				✓	10 55110-13-10100	Library Supplies		✓	22.06
		ACCT # 216389 1549188 2 B00000				✓	10 55110-03-10500	Postage		✓	4.45
		ACCT # 216389 1549188 2 B00000									
===== VENDOR TOTALS =====				249.01	✓						
01-000665 CENGAGE LEARNING, INC - GALE											
I-86050203	1	ACCT # 153415	✓	33.20	✓	NOV-DEC					
12/20/2024		DUE: 12/20/2024 DISC: 12/20/2024				1099: N		Adult Dept Large Print			33.20
		ACCT # 153415				✓	10 55110-13-10400				
===== VENDOR TOTALS =====				33.20	✓						
01-004375 CINTAS CORPORATION											
I-4214653559	1	PAYER # 18280979	✓	238.77	✓	1099: N		Janitor Supplies			238.77
12/20/2024		DUE: 12/20/2024 DISC: 12/20/2024				✓	10 55110-03-44000				
		PAYER # 18280979									
===== VENDOR TOTALS =====				238.77	✓						
01-000204 DAVE'S COUNTY MARKET											
I-00175688-69	1	ACCT # 708	✓	21.36	✓	1099: N		Hospitality			21.36
12/20/2024		DUE: 12/20/2024 DISC: 12/20/2024				✓	10 55110-03-41750				
		ACCT # 708									
===== VENDOR TOTALS =====				21.36	✓						

69
12/16/17

A/P Regular Open Item Register

12/23/2024 10:27 AM
 PACKET: 11580 LIBRARY - 20241220
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	-----ID-----	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-004129 DEPARTMENT OF ADMINISTRATION							
I-505-0000097306	1	CUST # 0000027111	✓ DUE: 12/20/2024 DISC: 12/20/2024	✓ 600.00	1099: N	✓ 10 55110-15-32750 T1/Internet Access	600.00
12/20/2024		CUST # 0000027111					
===== VENDOR TOTALS =====				600.00			
01-000129 EBSCO SUBSCRIPTION SERVICES							
I-2502235	1	ACCT# CG-F-57524-00	✓ DUE: 12/20/2024 DISC: 12/20/2024	✓ 28.30	1099: N	✓ 10 55110-13-50000 Magazines/Periodicals	28.30
12/20/2024		ACCT# CG-F-57524-00					
===== VENDOR TOTALS =====				28.30			
01-005274 HANCO LLC							
I-13781	1	BOTANICAL FOAM HANDWASH REFILL	✓ DUE: 12/20/2024 DISC: 12/20/2024	✓ 145.52	1099: N	✓ 10 55110-03-44000 Janitor Supplies	145.52
12/20/2024		BOTANICAL FOAM HANDWASH REFILL					
===== VENDOR TOTALS =====				145.52			
01-005371 TECH SOUP GLOBAL							
I-20241220	1	CONFIRMATION # 4157535	✓ DUE: 12/20/2024 DISC: 12/20/2024	✓ 18.00	1099: N	✓ 10 55110-14-45000 Ebooks/Digital Content	18.00
12/20/2024		CONFIRMATION # 4157535					
===== VENDOR TOTALS =====				18.00			
01-003405 WENDORE BUS SERVICE, INC.							
I-954	1	NOVEMBER 24 BUSSING	✓ DUE: 12/20/2024 DISC: 12/20/2024	✓ 376.26	1099: N	✓ 10 55110-03-41501 Misc Rev-Programming-You	376.26
12/20/2024		NOVEMBER 24 BUSSING					
===== VENDOR TOTALS =====				376.26			
===== PACKET TOTALS =====				1,972.92			

inv. 40.04
 CR bal (11.74)
28.30

** T O T A L S **

INVOICE TOTALS
DEBIT MEMO TOTALS
CREDIT MEMO TOTALS

1,972.92
0.00
0.00

BATCH TOTALS

1,972.92

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2024	10 -21-0000	Accounts Payable Control	1,972.92				
	10 -55110-03-10500	Library Supplies	43.24	8,000	1,438.15	1,050,556	78,923.51
	10 -55110-03-11000	Postage	9.18	1,200	228.77	1,050,556	78,957.57
	10 -55110-03-41501	Misc Rev-Programming-You	376.26	0	9,911.60	Y 1,050,556	78,590.49
	10 -55110-03-41750	Hospitality	21.36	300	259.80	Y 1,050,556	78,945.39
	10 -55110-03-44000	Janitor Supplies	384.29	6,000	1,994.44	1,050,556	78,582.46
	10 -55110-13-10000	Adult Dept Fiction	189.84	9,500	129.56	Y 1,050,556	78,776.91
	10 -55110-13-10400	Adult Dept Non-Fiction	222.50	10,000	679.97	1,050,556	78,744.25
	10 -55110-13-50000	Magazines/Periodicals	33.20	4,300	64.22	Y 1,050,556	78,933.55
	10 -55110-14-10100	Adult Dept Books on CD	28.30	5,000	1,566.38	1,050,556	78,938.45
	10 -55110-14-45000	Ebooks/Digital Content	46.75	2,000	76.86	1,050,556	78,920.00
	10 -55110-15-32750	Ti/Internet Access	18.00	6,200	58.95	Y 1,050,556	78,948.75
	99 -14-0010	Due from General Fund	600.00	4,170	1,825.00	1,050,556	78,366.75
			1,972.92				
		** 2024 YEAR TOTALS	1,972.92				

A/P Regular Open Item Register

12/23/2024 10:27 AM
PACKET: 11580 LIBRARY - 20241220
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	12/2024	1,972.92

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11595 LIBRARY - 20241227
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-003259	BAKER & TAYLOR	L4211082					
I-2038758378	12/27/2024	1	ACCT # 216389 L421108 2 B0000 DUE: 12/27/2024 DISC: 12/27/2024	19.25	PB 1124 1099: N	Adult Dept Paperbacks	18.87
			ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Postage	0.38
I-2038758379	12/27/2024	1	ACCT # 216389 L421108 2 B0000 DUE: 12/27/2024 DISC: 12/27/2024	10.90	PB1124 1099: N	Adult Dept Paperbacks	10.69
			ACCT # 216389 L421108 2 B00000		10 55110-03-11000	Postage	0.21
			ACCT # 216389 L421108 2 B00000				
			=== VENDOR TOTALS ===	30.15			
01-000271	BAKER & TAYLOR	L5491882					
I-2038767755	12/27/2024	1	ACCT # 216389 L549188 2 B0000 DUE: 12/27/2024 DISC: 12/27/2024	207.91	1099: N	Adult Dept Non-Fiction	187.68
			ACCT # 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies	16.48
			ACCT # 216389 L549188 2 B00000		10 55110-03-11000	Postage	3.75
			ACCT # 216389 L549188 2 B00000				
			=== VENDOR TOTALS ===	207.91			
01-000665	CENGAGE LEARNING, INC	- GALE					
I-860773311	12/27/2024	1	ACCT #153415 DUE: 12/27/2024 DISC: 12/27/2024	81.57	NOV-DEC 1099: N	Adult Dept Large Print	81.57
			ACCT #153415				
I-86077568	12/27/2024	1	ACCT # 153415 DUE: 12/27/2024 DISC: 12/27/2024	51.18	NOV-DEC 1099: N	Adult Dept Large Print	51.18
			ACCT # 153415		10 55110-13-10400		
			=== VENDOR TOTALS ===	132.75			
01-000204	DAVE'S COUNTY MARKET						
I-00191069	12/27/2024	1	ACCT # 708 DUE: 12/27/2024 DISC: 12/27/2024	9.24	315947 1099: N	Programming - Adult	9.24
			ACCT # 708		10 55110-03-41250		
			=== VENDOR TOTALS ===	9.24			

12/30/2024 12:36 PM
PACKET: 11595 LIBRARY - 20241227
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE	-----DESCRIPTION-----		DISCOUNT	G/L ACCOUNT				
01-003938 DEMCO, INC.									
I-W4361006		ACCT # 482508000		2,558.55	CTL003				
12/27/2024	1	DUE: 12/27/2024 DISC: 12/27/2024			1099: N				
		ACCT # 482508000			10 55110-08-50000	Special/Major Projects		2,558.55	
=== VENDOR TOTALS ===				2,558.55					
01-000921 THE LIBRARY STORE									
I-20241227		CUST # 7779 - QUOTE # 901043		2,680.30	1099: N				
12/27/2024	1	DUE: 12/27/2024 DISC: 12/27/2024			10 55110-08-50000	Special/Major Projects		2,680.30	
		CUST # 7779 - QUOTE # 901043							
=== VENDOR TOTALS ===				2,680.30					
01-005529 MIGHTY OAK FLOORS									
I-20241227		REPLACEMENT FLOORING		2,200.00	1099: N				
12/27/2024	1	DUE: 12/27/2024 DISC: 12/27/2024			10 55110-03-50000	M/R-General Repair/Maint		2,200.00	
		REPLACEMENT FLOORING							
=== VENDOR TOTALS ===				2,200.00					
01-002452 POWER HOUSE LAWN & LEISURE									
I-20241227		QUOTE # 332		1,868.90	1099: N				
12/27/2024	1	DUE: 12/27/2024 DISC: 12/27/2024			10 55110-03-50275	M/R - Contingency		1,868.90	
		QUOTE # 332							
=== VENDOR TOTALS ===				1,868.90					
01-005530 SCHOOL OUTFITTERS LLC									
I-20241227		ORDER # W5792263		703.42	2024-12A				
12/27/2024	1	DUE: 12/27/2024 DISC: 12/27/2024			1099: N				
		ORDER # W5792263			10 55110-08-50000	Special/Major Projects		703.42	
=== VENDOR TOTALS ===				703.42					
01-000284 VIP ALL-VALUE									
I-0116384-001		ACCT # 67191-0		17.51	1099: N				
12/27/2024	1	DUE: 12/27/2024 DISC: 12/27/2024			10 55110-03-41250	Programming - Adult		17.51	
=== VENDOR TOTALS ===				17.51					
=== PACKET TOTALS ===				10,408.73					

*** T O T A L S ***

INVOICE TOTALS
DEBIT MEMO TOTALS
CREDIT MEMO TOTALS

BATCH TOTALS

*** G/L ACCOUNT TOTALS ***

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP=====		
					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	10,408.73-*						
		10 -55110-03-10500	Library Supplies	16.48	8,000	1,421.67	1,050,556		76,977.35	
		10 -55110-03-11000	Postage	4.34	1,200	224.43	1,050,556		76,989.49	
		10 -55110-03-41250	Programming - Adult	26.75	7,000	4,441.71	1,050,556		76,967.08	
		10 -55110-03-50000	M/R-General Repair/Maint	2,200.00	4,000	870.95- Y	1,050,556		74,793.83	
		10 -55110-03-50275	M/R - Contingency	1,868.90	10,000	169.36- Y	1,050,556		75,124.93	
		10 -55110-08-50000	Special/Major Projects	5,942.27	0	9,279.72- Y	1,050,556		71,051.56	
		10 -55110-13-10100	Adult Dept Non-Fiction	187.68	10,000	492.29	1,050,556		76,806.15	
		10 -55110-13-10200	Adult Dept Paperbacks	29.56	750	133.00	1,050,556		76,964.27	
		10 -55110-13-10400	Adult Dept Large Print	132.75	4,300	196.97- Y	1,050,556		76,861.08	
		99 -14-0010	Due from General Fund	10,408.73 *						
			** 2024 YEAR TOTALS	10,408.73						

A/P Regular Open Item Register

12/30/2024 12:36 PM
PACKET: 11595 LIBRARY - 20241227
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	12/2024	10,408.73

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

Monthly Statistical Report

T.B. Scott Free Library

December 2024

LIBRARY ACTIVITY	Dec 2024	Dec 2023	% Change	Dec 2022	% Change	YTD 2024	YTD 2023	% Change
Library Facility Traffic	4,457	4,567	-2.4%	3,660	21.8%	60,375	62,458	-3.3%
Average Daily Traffic	186	190	-2.1%	159	17.0%	201	208	-3.2%
Meetings Held	21	11	90.9%	6	250.0%	283	203	39.4%
Attendance	93	77	20.8%	31	200.0%	1,362	1,203	13.2%
Classes/Groups w/o Program Attendance	5	8	-37.5%	5	N/A	80	76	5.3%
	90	154	-41.6%	85	5.9%	1,628	1,520	7.1%
New Card Registrations	35	13	169.2%	27	29.6%	568	533	6.6%
Volunteer Hours Worked	11	14	-21.4%	13	-15.4%	220	210	4.8%

TECHNOLOGY USE	Dec 2024	Dec 2023	% Change	Dec 2022	% Change	YTD 2024	YTD 2023	% Change
Wireless Use	1,505	1,608	-6.4%	946	59.1%	17,033	18,807	-9.4%
Internet Computers								
Adult	303	337	-10.1%	295	2.7%	3,637	4,106	-11.4%
Youth	69	51	35.3%	65	6.2%	819	1,130	-27.5%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	102	40	155.0%	33	209.1%	1,407	681	106.6%
TOTAL USE	474	428	10.7%	393	20.6%	5,863	5,917	-0.9%

PROGRAMS	Dec 2024	Dec 2023	% Change	Dec 2022	% Change	YTD 2024	YTD 2023	% Change
Programs Given								
Adult	7	13	-46.2%	3	133.3%	128	96	33.3%
General Interest	4	N/A	N/A	N/A	N/A	40	N/A	N/A
Teen	1	-	N/A	-	N/A	6	-	N/A
Youth	8	9	-11.1%	5	60.0%	133	126	5.6%
TOTAL	20	22	-9.1%	8	150.0%	307	222	38.3%
Program Attendance								
Adult	59	182	-67.6%	35	68.6%	1,425	1,196	19.1%
General Interest	83	N/A	N/A	N/A	N/A	323	N/A	N/A
Teen	10	-	N/A	-	N/A	128	-	N/A
Youth	144	150	-4.0%	95	51.6%	4,110	2,880	42.7%
TOTAL	296	332	-10.8%	130	127.7%	5,986	4,076	46.9%

Adult	Date	#	Teen	Date	#
Kindhearted	12/2/2024	17	Boys & Girls Club Gingerbread Hc	12/12/2024	10
Judicare Legal Aid	12/2/2024	3			
Adult Diamond Art	12/7/2024	6	Youth	Date	#
Adult Gingerbread House	12/9/2024	11	Family Storytime(2 sessions)		37
Believe and Achieve	12/10/2024	7	Wiggle, Giggle, Shake(3 sessions)		47
Memory Café	12/17/2024	7	Gingerbread House	12/10/2024	21
			Start with Art	12/18/2024	26
			Trinity Preschool	12/23/2024	13
Outreach	Date	#			
Critic's Choice Movie	12/26/2024	8			
Self-Directed Activities	Date	#	General Interest	Date	#
Little Bluebirds Club		12	Mary Ament	12/7/2024	61
Scavenger Hunt		88	Real Writers Group	12/14/2024	10
			Knit/Crochet Circle	12/19/2024	1
			Big Puzzle Bash	12/26/2024	11

DECEMBER 2024

BORROWERS		Dec 2024	Dec 2023	% Change	Dec 2022	% Change
City	Adult	3,299	3,571	-7.6%	3,890	-15.2%
	Youth	852	855	-0.4%	957	-11.0%
County	Adult	2,949	3,181	-7.3%	3,329	-11.4%
	Youth	766	765	0.1%	862	-11.1%
Other	Adult	385	371	3.8%	376	2.4%
	*ILL	416	449	-7.3%	441	-5.7%
	Youth	73	77	-5.2%	76	-3.9%
TOTAL BORROWERS		8,740	9,269	-5.7%	9,931	-12.0%

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

DONATIONS	Dec 2024	Dec 2023	Dec 2022	YTD 2024	YTD 2023
Endowment Fund	\$ 740	\$ 2,455	\$ -	4,550	\$ 4,955
Special Projects Fund	\$ 160	\$ 76	\$ 2,375	1,083	\$ 5,730
Gifts/Memorials	\$ 150	\$ 546	\$ 311	4,138	\$ 3,488

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

RESOURCE SHARING	Dec 2024	Dec 2023	% Change	Dec 2022	% Change	YTD 2024	YTD 2023	% Change
V-Cat Received	1,072	1,188	-9.8%	1,542	-30.5%	14,784	16,614	-11.0%
V-Cat Sent	1,198	1,071	11.9%	1,095	9.4%	14,290	14,891	-4.0%
ILL Received	27	51	-47.1%	31	-12.9%	441	531	-16.9%
ILL Sent	79	89	-11.2%	76	3.9%	1,096	1,086	0.9%

CIRCULATION		Dec 2024	Dec 2023	% Change	Dec 2022	% Change	YTD 2024	YTD 2023	% Change
Audiobooks	Adult	154	149	3.4%	190	-18.9%	1,592	1,972	-19.3%
	Youth	20	20	N/A	40	-50.0%	388	515	-24.7%
Books-Fiction	Adult	2,277	2,393	-4.8%	2,377	-4.2%	29,931	32,309	-7.4%
	Youth	2,317	2,529	-8.4%	2,461	-5.9%	34,588	36,732	-5.8%
Books-Nonfiction	Adult	938	836	12.2%	914	2.6%	11,522	11,851	-2.8%
	Youth	408	506	-19.4%	467	-12.6%	7,462	7,975	-6.4%
CDs/Cassettes	Adult	112	198	-43.4%	205	-45.4%	1,557	2,152	-27.6%
	Youth	31	35	-11.4%	19	63.2%	375	242	55.0%
DVD/Blu-Ray/VHS	Adult	804	818	-1.7%	980	-18.0%	8,485	9,579	-11.4%
	Youth	401	362	10.8%	319	25.7%	5,056	5,668	-10.8%
Games	Adult	3	4	-25.0%	2	50.0%	36	30	20.0%
	Youth	18	24	-25.0%	44	-59.1%	371	574	-35.4%
Magazines	Adult	192	190	1.1%	219	-12.3%	2,764	2,612	5.8%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	72	78	-7.7%	62	16.1%	1,083	1,036	4.5%
	Youth	6	25	-76.0%	19	-68.4%	248	382	-35.1%
PHYSICAL ITEMS SUB TOTAL		7,753	8,167	-5.1%	8,318	-6.8%	105,458	113,629	-7.2%
Digital Library	Audiobooks	1,063	1,046	1.6%	828	28.4%	14,542	12,888	12.8%
	eBooks	857	1,017	-15.7%	957	-10.4%	11,321	12,644	-10.5%
	Magazines	257	260	-1.2%	80	221.3%	2,656	1,737	52.9%
	Music/Videos	-	-	N/A	-	N/A	-	-	N/A
DOWNLOADS SUB TOTAL		2,177	2,323	-6.3%	1,865	16.7%	28,519	27,269	4.6%
TOTAL CIRCULATION		9,930	10,490	-5.3%	10,183	-2.5%	133,977	140,898	-4.9%

MATERIALS CIRCULATING	Dec 2024	Dec 2023	% Change	Dec 2022	% Change	YTD 2024	YTD 2023	% Change
% Nonprint Materials Circulated	20.9%	21.0%	-0.3%	22.6%	-7.5%	18.20%	19.5%	-6.6%
% Print Materials Circulated	79.1%	79.0%	0.1%	77.4%	2.2%	81.80%	80.5%	1.6%
% Adult Materials Circulated	58.7%	57.1%	2.8%	59.5%	-1.3%	54.02%	54.2%	-0.3%
% Youth Materials Circulated	41.3%	42.9%	-3.7%	40.5%	1.9%	45.98%	45.8%	0.3%

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	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	671.70	4,225.46	140.85	(1,225.46)
TOTAL Public Charges-Services	3,000.00	671.70	4,225.46	140.85	(1,225.46)
<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	1,761.33	3,860.18	0.00	(3,860.18)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	1,170.79	5,337.62	0.00	(5,337.62)
45110-48475 Library Programs Revenue	0.00	468.53	7,787.44	0.00	(7,787.44)
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	1,925.00	2,191.39	0.00	(2,191.39)
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	5,325.65	22,046.63	0.00	(22,046.63)
TOTAL REVENUES	448,104.29	5,997.35	471,480.09	105.22	(23,375.80)
<u>EXPENDITURES</u>					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	187,920.00	22,126.43	188,363.79	100.24	(443.79)
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	47,829.87	421,517.22	95.13	21,587.78
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	3,572.00	0.00	3,794.06	106.22	(222.06)
55110-01-51000 Social Security	48,547.00	3,540.39	46,530.30	95.85	2,016.70
55110-01-52000 Retirement (WRS)	36,770.00	2,891.24	38,560.59	104.87	(1,790.59)
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	5,551.69	75,167.60	89.59	8,734.40
55110-01-55000 Life Insurance	3,936.00	296.63	3,906.83	99.26	29.17
TOTAL Personnel Services	811,686.00	82,236.25	781,774.39	96.31	29,911.61

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Contractual Services					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	700.00	0.00	0.00	0.00	700.00
55110-02-16000 Elevator Contract/Inspect	3,300.00	0.00	3,455.20	104.70	(155.20)
55110-02-16250 HVAC Service	400.00	0.00	2,210.00	552.50	(1,810.00)
55110-02-16500 Fire/Security System Cont	2,600.00	1,983.60	2,206.60	84.87	393.40
55110-02-21000 Water and Sewer	1,600.00	478.40	1,971.25	123.20	(371.25)
55110-02-22000 Electric	30,000.00	1,835.13	26,866.71	89.56	3,133.29
55110-02-22500 Fuel - Natural Gas	30,000.00	1,286.72	9,711.61	32.37	20,288.39
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	0.00	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	108.50	1,302.08	65.10	697.92
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	38.00	312.63	0.00	(312.63)
TOTAL Contractual Services	74,500.00	5,730.35	50,767.86	68.14	23,732.14
Supplies & Expenses					
55110-03-10000 Office Supplies	1,800.00	191.62	2,656.40	147.58	(856.40)
55110-03-10500 Library Supplies	8,000.00	1,171.41	6,819.75	85.25	1,180.25
55110-03-11000 Postage	1,200.00	162.80	978.58	81.55	221.42
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	35.71	588.67	58.87	411.33
55110-03-31000 Misc. - Petty Cash	0.00	0.00	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	0.00	1,732.50	86.63	267.50
55110-03-32001 Misc Rev - Educ & Conf	0.00	1,470.00	3,704.45	0.00	(3,704.45)
55110-03-41000 Public Relations/Publicit	2,000.00	176.54	3,323.59	166.18	(1,323.59)
55110-03-41001 Misc Rev - Publicity	0.00	0.00	967.00	0.00	(967.00)
55110-03-41250 Programming - Adult	7,000.00	172.17	2,571.06	36.73	4,428.94
55110-03-41251 Misc Rev-Programming Adul	0.00	62.33	914.48	0.00	(914.48)
55110-03-41500 Programming - Youth	7,500.00	17.79	6,792.11	90.56	707.89
55110-03-41501 Misc Rev-Programming-Yout	0.00	376.26	9,940.10	0.00	(9,940.10)
55110-03-41750 Hospitality	300.00	21.36	559.80	186.60	(259.80)
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	781.66	0.00	(781.66)
55110-03-44000 Janitor Supplies	6,000.00	846.53	4,005.56	66.76	1,994.44
55110-03-50000 M/R-General Repair/Maint.	4,000.00	3,687.56	6,023.67	150.59	(2,023.67)
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	2,599.81	10,235.97	102.36	(235.97)
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	51,500.00	10,991.89	63,391.35	123.09	(11,891.35)
Fixed Charges					
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: DECEMBER 31ST, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	45,049.51	45,334.96	0.00	(45,334.96)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	1,170.09	2,787.90	0.00	(2,787.90)
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	46,219.60	51,536.74	0.00	(51,536.74)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	702.27	9,790.08	103.05	(290.08)
55110-13-10100 Adult Dept Non-Fiction	10,000.00	907.43	9,507.71	95.08	492.29
55110-13-10200 Adult Dept Paperbacks	750.00	89.93	638.38	85.12	111.62
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	515.80	4,496.97	104.58	(196.97)
55110-13-20000 Youth Children's Books	16,000.00	13.19	12,932.15	80.83	3,067.85
55110-13-20100 Young Adult Books	2,500.00	59.95	2,109.39	84.38	390.61
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	28.30	3,433.62	68.67	1,566.38
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	2,316.87	43,442.30	89.48	5,107.70
<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	46.75	1,923.14	96.16	76.86
55110-14-10200 Adult Dept CDs	800.00	68.83	702.47	87.81	97.53
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	268.23	2,130.57	85.22	369.43
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	54.99	1,256.58	83.77	243.42
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	0.00	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	39.99	647.47	129.49	(147.47)
55110-14-45000 Ebooks/Digital Content	6,200.00	60.80	6,258.95	100.95	(58.95)
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	539.59	13,707.61	96.19	542.39
<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	417.81	4,931.27	259.54	(3,031.27)
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	600.00	2,345.00	56.24	1,825.00
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	0.00	8,946.55	89.47	1,053.45
55110-15-47500 Software/Upgrades	4,000.00	7.92	2,067.36	51.68	1,932.64
55110-15-70000 V-Cat Shared Automation	18,000.00	0.00	17,171.63	95.40	828.37

1-09-2025 11:54 AM

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

PAGE: 63

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
	0.00	0.00	0.00	0.00	0.00
55110-15-71000 Computer Contingency					
TOTAL Technology	38,070.00	1,025.73	39,031.81	102.53	(961.81)
TOTAL EXPENDITURES	1,050,556.00	149,060.28	1,046,578.06	99.62	3,977.94
REVENUES OVER/(UNDER) EXPENDITURES	(602,451.71)	(143,062.93)	(575,097.97)	0.00	(27,353.74)

Goal #3: Programming

Develop and execute programming, serving a broad range of ages and interests, expanding our awareness of diversity in our community and to provide civic engagement.

Action Step 3.1: Continue to provide technology-related programs.

Measure: Provide, at least, one presentation/workshop each programming season

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

Current Year: Working with Chris Sprague to map our future offerings for both staff and public to fulfill the requirements of the PLA Digital Literacy Grant. 1/6/25 MP.

PAST YEARS ARCHIVE: Working with Bug Tussel University to provide educational technology-based classes based on public interest and/or need. Also working with Chris Sprague to offer related video screenings where possible. 8/13/24 MP. A virtual scavenger hunt was offered to youth during National Library Week. 8/13/24 AB.

Action Step 3.2: Develop a staff schedule that allows for community outreach, professional development, and additional library programs.

Measure: Evaluate and adjust schedule quarterly to promote flexibility for professional development opportunities; periodically survey library staff to encourage participation in programming opportunities and professional development opportunities.

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

Current Year: Beginning a course through UW Madison in February entitled, "Oral History Essentials: From the Basics to Collection Enhancement" to better serve the genealogists and aging population curate their family stories. 1/6/25 MP. Will be attending the Power Up Conference for Youth Services Leaders and Staff. Sessions will focus on leveling up your leadership skills, supporting your team, and best practices for serving your community. 1/7/25 AB. Evaluating staff schedules as we replace retiring and resigning staff members. 1/7/25 LO.

PAST YEARS ARCHIVE: Youth Services staff attended the Children's Festival and will be attending the annual Community Baby Shower on October 1. Many local 4K classes will visit this fall for storytime. 8/13/24 AB. Adjustment of daily schedules for staff to attend virtual training opportunities which included a Ryan Dowd customer service training related to Unattended Children in the library. 6/2024 LO.

Action Step 3.3: Collaborate with area local agencies to create programs to support the diverse interests of adult area residents.

Measure: Collaboration with one agency each programming season

Responsible staff: Head of Adult Services

Current Year: Working with the Friends of the Council Grounds to offer free State Park Passes to patrons aged 18+ for 2025. 1/6/25 MP.

PAST YEARS ARCHIVE: Continually working with Kindhearted, Opportunity Development Center, and Believe and Achieve to offer adult story time/crafting once a month. Partnering with the ADRC and Compassus to offer a Memory Café to area residents and their caregivers in November. Also working with Judicare bi-monthly to offer free of charge legal services. 8/13/24 MP.

Action Step 3.4: Create programs for all ages that highlight local talent, resources and cultural heritage.

Measure: Engage patrons in program choice to identify interests through program follow-up or patron interest surveys, at least, once a calendar year

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

Current Year: Continually working with the ADRC to offer both the Memory Café and various educational seminars geared towards aging. Also working with Bug Tussel University to offer seminar on the basics of online tax filing. 1/6/25 MP. Children's Wisconsin brings Wiggle, Giggle, Shake, a music and movement program, to the library each week. 1/7/25 AB

PAST YEARS ARCHIVE: Continue to offer multigenerational programs with the Youth Services team throughout the year to foster family learning. Working with ADRC specials to offer bi-monthly programming for caregivers who care for people with dementia. Youth Services worked closely with the UW-Extension 4-H Coordinator and AmeriCorps this summer offering three Storytimes for young children, and a Learn to Crochet workshop series for tweens/teens. Educators from the Woodson Art Museum will be returning monthly beginning September 18 bringing stories and hands-on art activities. 8/13/24 AB.

Action Step 3.5: Provide programs that promote school readiness and improve learning outcomes while supporting diversity.

Measure: Collaborate with local schools to develop a supportive collection and to create engaging programs and activities

Responsible staff: Assistant Director/Head of Youth Services

Current Year: Restructured library visit times with area schools to better accommodate schedule and offer flexibility in literacy instruction to all age groups. 1/6/25. AB

PAST YEARS ARCHIVE: The Little Bluebirds Club is still going strong with 120 kids currently active in the program. Family and Toddler Storytime, utilizing new sensory bins, will begin September 11. 8/13/24 AB.

The Library Board and Building Accessibility

20

Role of the Board / Role of the Director / Role of the Municipality

As the governing body for the library, the board has a responsibility to ensure that the library and its policies are in compliance with all laws, including the federal Americans with Disabilities Act (ADA). The director has the responsibility to keep the board aware of current issues related to building accessibility. Although the municipality, as the parent agency for the library, is ultimately responsible for ADA compliance, it is very important that the board and director work closely with the municipality to ensure equitable access to the library for all people in the community.

ADA Background on Building Compliance

The Americans with Disabilities Act is a federal law passed in 1990. It is a civil rights law for people with disabilities that ensures people are not discriminated against because they have a disability. Two parts of the law apply particularly to public libraries. Title I requires equal employment opportunities for individuals with disabilities. Title II prohibits discrimination on the basis of disability in state and local government services (including public library buildings and services).

The law provides that all people, including those who have disabilities, have essentially the same rights of access to public buildings and services. The law requires certain universal design characteristics to make buildings accessible to people with disabilities. These building specifications are called ADAAGs (ADA Accessibility Guidelines) and the UFAS (Universal Federal Accessibility Standards). Since the 1970s, Wisconsin's building codes for public buildings have followed higher standards than the federal guidelines. For that reason, many Wisconsin library buildings were already in compliance with the federal law when it was passed. However, some older public libraries remain inaccessible.

The law requires funding agencies to write and maintain an ADA Accessibility Plan. The first step in developing a plan is to evaluate the building and identify areas that do not meet the standards. Then the plan has to specify how the building will be modified, or in some cases replaced, to attain compliance. Finally, the plan has to indicate a time frame within which the problem shall be addressed, typically within five years. The plan should also be updated regularly.

The law requires "reasonable" modifications to buildings. The law permits buildings to remain unchanged if the modifications would be too costly, as long as the plan indicates that the problems are to be resolved if remodeling is undertaken or a new building is built.

While many libraries have made excellent progress toward compliance, some libraries have made little or no progress in making their buildings accessible. The

In This Trustee Essential

- The role of the board and the library director in ensuring that the library building is accessible
- How the library building can equitably accommodate all members of the community, including those with disabilities

responsibility to address and correct the problems is one that is shared by the board and the municipality.

General Access Issues

Below is a general overview of the requirements of the law. For details on each requirement, please refer to the Americans with Disabilities Act Technical Assistance Manual, or contact the Great Lakes ADA Center. See below for contact information.

All buildings open to the public must meet federal specifications, but government buildings are held to a higher standard by those specifications. There are some specific regulations for public libraries, which are discussed below. There are also some exceptions for designated historical buildings.

Outside the Library

Your review can start with consideration given to features outdoors. There should be appropriate curb cuts at the sidewalk, and there must be adequate parking reserved for people with disabilities. The law specifies how many parking stalls must be provided, the way the stalls must be painted, the wording on the signs for that parking area and their placement. The law also specifies how buildings must be signed to indicate accessible entrances.

The entrance itself is of critical importance to an accessible building. It may be necessary to create a new entrance if a ramp cannot easily resolve the problems steps create. Automatic door openers are not required by the ADA but are certainly very helpful to people who have disabilities. If the library does not have an automatic door opener, the law requires a doorbell or some other way for the person who uses a wheelchair or who cannot open the door to signal a need for assistance. The law specifies the acceptable weight limit for the door and the type of door handles that must be used.

Inside the Library

The federal specifications indicate that all *public* areas of the building should be accessible to those with physical disabilities; e.g., to someone who uses a wheelchair. However, if a staff person should become disabled, or a person with a disability is hired, all staff areas would have to be modified to make them accessible as well.

The regulations define an “accessible path” and specify the width of doorways and aisles, turn radius at certain points in the room, requirements for the floor surfaces, and bathrooms’ signage and design, including stalls, toilets, counter tops, legroom under counters and placement of grab bars, mirrors, soap, and towel dispensers. The law specifies the placement and design of water fountains and public telephones. The height of service desks is also specified. Lever door hardware must be used, rather than round doorknobs.

All levels of the building must be accessible, and all meeting rooms. The person with a disability should not be expected to leave the building and enter a

lower level from an outside entrance; he or she should be able to get to different levels in the building using an elevator.

The federal law, updated in 2011, indicates that certain types of permanent directional signs must have certain font size and spacing, tactile characters and Braille, contrast, and positional mounting. The most common ones include labels on rooms, such as bathroom doors, and elevator instructions.

Specific ADA Regulations for Public Libraries

Public libraries must meet all the general requirements indicated above and address the following areas as well.

Reading and Study Areas—A certain percentage of the seating area must be accessible to people using wheelchairs so that they can sit at a table. Specific clearances must be allowed between pieces of furniture so people who use wheelchairs can move between them.

Checkout Areas—At least one part of the checkout desk has to be a specific height for people who use wheelchairs. Security gates must accommodate wheelchairs.

Library Catalogs— Accessible workstations must be available for use of an online catalog. (Though not specifically addressed in the technical guidelines, this point falls under the need to make services accessible.)

Magazine and Reference Areas—There must be access to these areas for people who use wheelchairs, and there is a maximum height for shelving in these areas.

Book Stacks—There is not a maximum height for the general book stacks, but the library staff must accommodate people by helping them get the materials they need. There are width specifications between the book stacks, and there must be a turn radius at the end of each one.

Everyone Benefits When the Libraries are Accessible

Generally, when the topic of accessible buildings comes up, people tend to think that the benefit of the modifications is for people who use wheelchairs or walkers, or perhaps people who use leg braces or crutches. But the reality is that accessible buildings make life easier for everyone. Most people become at least temporarily disabled at some point in life. They may break an arm and not be able to open a heavy door. They may be using crutches because they broke a leg, had a hip replacement, or had surgery for a sports injury.

When parents arrive at the library with a child in a stroller, they appreciate being able to walk right in and not having to squeeze through aisles and around tables. Healthy, active seniors appreciate not having to struggle with heavy doors and having safety bars in the bathroom. Children appreciate service counters that are at their height and don't force them to stand on tiptoe or look way up to talk to library staff. And busy library staff appreciate doors that open automatically when they approach with an armload of heavy books.

Discussion Questions

1. Has the municipality or board completed an ADA Plan and building assessment? If so, has it been updated?
2. What accessibility concerns were identified in the early 1990s and what has been done to resolve them? Can more progress be made?
3. How many taxpayers in the community are unable to access the services of their public library because they cannot enter or move freely through the building, due to a disability? What would the impact be on the library if it could increase its services to about ten percent more of the community who are not currently being served? (Ten percent is the general estimate of people with disabilities in most communities.)
4. Have board members experienced difficulty in getting themselves or family members into non-accessible buildings? Do board members appreciate electronic doors at the grocery store and elevators in multistory buildings? How do these features make life easier for them, and how might an accessible library building benefit the community?
5. Are other municipal buildings accessible? Are there community meeting rooms in other buildings that are accessible? Are area stores, doctors' offices, post offices, etc., accessible? How does the library building compare?

Sources of Additional Information

- *Americans with Disabilities Act*. The most helpful section for building accessibility questions is the *Title II Technical Assistance Manual* available at: www.ada.gov/taman2.html.
- *Pocket Guide to the ADA: Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities, Version 3.0* edited by Evan Terry Associates. International Code Council, 2010.
- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org
- Your library system staff (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*.)

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

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

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Library Director's Report – January 15, 2025



Events

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

Here are some highlights of library programming:

- The littles are still wiggling and giggling during "Wiggle! Giggle! Shake!" on Fridays! They are so much fun to observe. To be that little again, I would definitely "wiggle" at the chance.
- Cover-to-Cover Book Club continues on Thursday, January 16, with Maria Pregler at the helm.
- Last but certainly not least, is Critic's Choice Movie on Wednesday, January 22, at 1PM.
- 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: Recent communication with JAS Construction indicates that they are scheduled to begin the first week of February. They will be sending out a tentative schedule to the library and the project contractors the week of January 13, 2025.
- Staffing Report: Cat Oftedahl, formerly holding the Library Assistant I position, has accepted the Technical Processing Coordinator position made vacant with Faith Martinson's retirement. The staff celebrated with Faith on her retirement on Friday, January 10, before the library opened to the public. With Cat's move to a new position, we posted, interviewed, and have offered the Library Assistant I position to Devon Welsh with a start date of February 3, 2025. We were also recently informed by Jill Indrebo that she regrettably tenders her resignation to assist with family obligations. Jill also held the position of Library Assistant I. Thankfully; we were fortunate enough to interview two really good candidates for Cat's position. As a result, we were able to offer the other candidate, Nancy Bellin, Jill's position. Nancy's start date will be Monday, February 17, 2025. This opportunity does not come along often, and we were fortunate to have the opportunity to offer both candidates a position at the library.
- RFID Project Report: As I write this report, we are currently communicating with TechLogic's project manager to set up an initial meeting with them to lay the groundwork for Phase I – Security Gate/Traffic Counter installation and training. As discussed at the last Board meeting, the Phase II – RFID Tagging & Conversation installation and training will take place in the Fall. I would also like

to inform the Board that after a review of our budgeted numbers for 2024, we were able to expense the entire project with the 2024 Budget. While we appreciate the Board's willingness to support the project with funding from the Endowment Fund, it will not be necessary at this time. However, the Library administration team will address the Board in the future to discuss the need for funds to assist in hiring temporary staff for the purpose of tagging and data entry of all items in the library collection.