CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, MARCH 19, 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 February 19, 2025
2. Vouchers of February 2025
3. Unaudited Monthly Income & Expense Report for February 2025
4. Monthly Statistical Report for February 2025

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve Loaning - Equipment & Technology Items Policy
2. Action Item: Review and approve Smoking Policy
3. Action Item: Review and approve Temporary Card Holder Policy
4. Report and Possible Action Item: Zander Trust Agreement Update and Review
5. Report: Introduction and review of 2024 Local Annual Report
6. Discussion Item: Strategic Goals & Action Steps #5 Review
7. Discussion Item: Wisconsin Trustee Essential #22 Freedom of Expression and Inquiry

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

1. April 16, 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, FEBRUARY 19, 2025 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, Chris Grunenwald, Audrey Huftel, Ryan Martinovici, Elizabeth McCrank, Barbara Rothlisberg, Mark Weix, Jr. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.
2. **Correspondence** - Thank you letters received from the Merrill Fire Department for the library's monetary support for the "Tree of Hope" Program and from St. Stephens UCC for the library's monetary support for the "Food for Kids" Program. A thank-you note with a monetary donation from a library patron thanking the Youth Services Department for the wonderful Take-Home Kits. A thank-you note from retiring library personnel, Faith Martinson. No further discussion.
3. **Public comment** - No public comment.

II. Consent Items

1. **Minutes of regular meeting on January 15, 2025**
   - A. Huftel/B. Rothlisberg/C to approve the Minutes of the regular meeting of January 15, 2025. No discussion.
2. **Vouchers of January 2025** - K. Breintenmoser/E. McCrank/C/ to approve the Vouchers for January 2025. E. McCrank inquired about the technology purchase from vendor, Newegg Business. L. Ollhoff clarified the purpose of the purchase of new computers for the Youth Services Department. No further discussion.
3. **Unaudited Monthly Income & Expense Report for December 2024**
   - D. Dalksy/R. Martinovici/C to approve the unaudited Monthly Income & Expense Report for December 2024. L. Ollhoff clarified that this report was not available at the time of the January 15, 2025, meeting, and for that reason was brought to the February 19, 2025, meeting. No further discussion.
4. **Unaudited Monthly Income & Expense Report for January 2025**
   - K. Breitenmoser/A. Huftel/C to approve the unaudited Monthly Income & Expense Report for January 2025. No discussion.
5. **Monthly Statistical Report for January 2025** - E. McCrank/D. Dalsky/C to approve the Monthly Statistical Report for January 2025. E. McCrank commented on foot traffic and the designation of being a warming shelter and whether that has a significant impact on foot traffic statistics. L. Ollhoff stated

that there may be some connection but it is more likely to be from an uptick in families with children visiting the play space. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Action Item: Review and approve the 2024 Wisconsin DPI Public Library Annual Report** - E. McCrank/A. Huftel/C to approve the 2024 Wisconsin DPI Public Library Annual Report. E. McCrank inquired about the Movie Licensing fee and advertising as it relates to the movie title announcement. L. Ollhoff provided background as it relates to the terms of the vendor contract. No further discussion.

2. **Action Item: Review and approve Statement Concerning Public Library System Effectiveness** - R. Martinovici/E. McCrank/C to approve the Statement Concerning Public Library System Effectiveness. No discussion.

3. **Action Item: Review and approve Endowment Fund Report** - R. Martinovici/E. McCrank/C to approve the 2024 Annual Endowment Fund Report. D. Dalsky provided background information related to the design of the report and summarized the balances of Endowment Fund accounts. D. Dalsky clarified that this report is separate from the Zander Trust to be discussed next on the Agenda. No further discussion.

4. **Action Item: Review and approve Authorization of Legal Services by Ruder Ware, LLSC, for the purpose of drafting a written Trust Agreement for the Lois Jane Zander Trust.** - D. Dalsky/E. McCrank/C to approve Authorization of Legal Services by Ruder Ware, LLSC, for the purpose of drafting a written Trust Agreement for the Lois Jane Zander Trust. M. Geisler provided background information and the purpose for the Authorization. No further discussion.

5. **Action Item: Review and approve Request to the Endowment Fund for payment of printing services for Updated Endowment Fund Brochures by Reindl Printing, Inc.** - A. Huftel/R. Martinovici/C to approve a Request to the Endowment Fund for payment of printing services for Updated Endowment Fund Brochures by Reindl Printing. Inc. No discussion.

6. **Discussion Item: YS Department Renovation Update** - L. Ollhoff provided the Board with an update on the renovation project in Youth Services. They are close to being on schedule. Cabinetry is holding things up a bit, which is quite normal. Delivery of room furnishings are planned for the end of March. A portion of the new shelving will also come at the end of March. The delivery of the browsing bins for the non-fiction picture books is still set for October. Hoping that the timeline will get moved up. As a result, an official Open House will take place in late Fall with music and hors d'oeuvres..

7. **Discussion Item: Strategic Goals & Action Steps #4 Review** - No further discussion.

8. **Discussion Item: Wisconsin Trustee Essential #21: The Library Board and Accessible Services -** No further discussion.

IV. **Library Director's Report** L. Ollhoff provided a recap of the written Library Director's Report. L. Ollhoff officially announced to the Board that the Library had received a $10,000 grant as part of the Public Library Association Digital Literacy Initiative Program supported by AT&T. As part of this grant, the Library will collaborate with other entities involved with educating adults in the area of digital literacy. Workshop training sessions will include device training, software training, cybersecurity, just to name a few. The grant funding guidelines allow the Library to purchase digital devices and technical equipment that can be used to continue to educate our community past the grant lifecycle. The grant allows the library to provide childcare if that is determined to be necessary and will provide stipends to presenters. L. Ollhoff briefly covered WVLS and the search for a new Lincoln County resident member on the Board along with a mention of the lengthy Wisconsin Valley Library System Staff Report. E. McCrank inquired about Ryan Dowd. L. Ollhoff explained his involvement in the library community, which began when he served as a director for a homeless shelter in Chicago. He is still connected to the shelter and has developed curriculum for public libraries to assist them in providing services for the homeless that libraries so often do. E. McCrank inquired about the system merger project as Northern Waters Library System was mentioned in the Staff Report. L. Ollhoff provided an update on the status of the merger project, indicating it is something that is running in the background. A WVLS/NWLS merger project will, most likely, be revisited in a few years. L. Ollhoff closed out the report summary with a reiteration of current library staffing, the RFID Project, and attendance at Wisconsin Library Association Library Legislative Day and the importance of staying involved at the State level.

V. **President's Remarks** M. Geisler thanked everyone for attending.

VI. **Date and Time of Next Meeting**

1. **March 19, 2025, @4PM in the Library Community Room -**

VII. **Adjournment** R. Martinovici/A. Huftel/C to adjourn the meeting at 4:28PM.

February 2025

Company Being Paid	2/7/25 Packet	2/14/24 Packet	2/19/25 Packet	2/28/25 Packet	February 2025 Totals
Amazon	$ 2,838.81				$ 2,838.81
B&T L0280842	$ 110.84		$ 327.51		$ 438.35
B&T L4211082			$ 6.42		$ 6.42
B&T L5491882	$ 173.34		$ 494.86		$ 668.20
Cengage Learning, Inc.		$ 114.35		$ 103.95	$ 218.30
Center Point Large Print	$ 46.74				$ 46.74
Cintas		$ 238.77			$ 238.77
CNA Surety		$ 126.00			$ 126.00
Complete Control, Inc.	$ 699.59		$ 429.50		$ 1,129.09
Dave's County Market		$ 53.93			$ 53.93
Elan	$ 1,236.20				$ 1,236.20
E.O. Johnson Technologies		$ 51.00		$ 3,283.00	$ 3,334.00
Frontier		$ 108.70			$ 108.70
Haenco				$ 70.96	$ 70.96
Integrity Fire Protection			$ 423.00		$ 423.00
Leigh Yawkey Woodson Art Museum		$ 300.00			$ 300.00
Libraria			$ 1,241.14	$ 273.60	$ 1,514.74
McManus, Melanie			$ 450.00		$ 450.00
Merrill Ace Hardware	$ 106.38				$ 106.38
Merrill Area Chamber of Commerce	$ 340.00				$ 340.00
NAPA Auto Parts	$ 19.99				$ 19.99
Nienow Electric, Inc.			$ 370.01		$ 370.01
Playaway Products		$ 56.99			$ 56.99
Reindl Printing, Inc.		$ 295.00			$ 295.00
TB Scott Library - Petty Cash		$ 4.40		$ 9.03	$ 13.43
VIP Office Products				$ 179.96	$ 179.96
Wisconsin Public Service		$ 3,944.96			$ 3,944.96
WT Cox Information Services				$ 157.99	$ 157.99
	$ 5,571.89	**$ 5,294.10**	**$ 3,742.44**	**$ 4,078.49**	**$ 18,686.92**

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ENDOR SET: 01 City of Merrill
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UE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
1-005248 AMAZON CAPITAL SERVICES, INC.						
C-11L3-DKTQ-W991		ACCOUNT# A29JIWFIAEUZST	29.96CR	AP_NFRPL		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-41250	Programming - Adult	29.96CR
C-1GY6-Q1J1-LNDV		ACCOUNT# A29JIWFIAEUZST	61.88CR	TBS-OFFS		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	61.88CR
I-13G9-NXWL-KDJ9		ACCOUNT# A29JIWFIAEUZST	266.21	DVDsJAN2		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-14-10400	Adult Dept DVDs	266.21
I-167W-FLDM-LGLP		ACCOUNT# A29JIWFIAEUZST	166.20	LIBRARY		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-10500	Library Supplies	166.20
I-1794-NLXQ-LQQN		ACCOUNT# A29JIWFIAEUZST	132.60	YS-Books		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-13-20000	Youth Children's Books	27.20
		ACCOUNT# A29JIWFIAEUZST		10 55110-14-20100	Youth Videos, DVDs & CD-	105.40
I-1794-NLXQ-LTX6		ACCOUNT# A29JIWFIAEUZST	149.99	TBS-MISC		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-08-50000	Special/Major Projects	149.99
I-1794-NLXQ-LX6N		ACCOUNT# A29JIWFIAEUZST	75.02	OS_AP_01		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	60.73
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-41250	Programming - Adult	14.29
I-1794-NLXQ-MCGQ		ACCOUNT# A29JIWFIAEUZST	28.95	YS-progr		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-41500	Progamming - Youth	28.95
I-1936-QVHG-L3G7		ACCOUNT# A29JIWFIAEUZST	166.73	YS-Learn		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-41500	Progamming - Youth	119.80
		ACCOUNT# A29JIWFIAEUZST		10 55110-14-40000	Learning Games/Story Box	46.93
I-1CPM-Q3JY-LGQJ		ACCOUNT# A29JIWFIAEUZST	18.57	MEM_0114		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		26 55110-03-40500	Memorial Books-Expense	18.57
I-1FC7-CPHH-KYWT		ACCOUNT# A29JIWFIAEUZST	66.26	CDs JAN		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-14-10200	Adult Dept CDs	66.26

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I-1HN4-FDXV-JYR6		ACCOUNT# A29JIWFIAEUZST	120.22	Little B		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-41501	Misc Rev-Programming-You	120.22
I-1L6X-TVC6-LQVP		ACCOUNT# A29JIWFIAEUZST	48.02	MEM1/9/2		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		26 55110-03-40500	Memorial Books-Expense	48.02
I-1QDC-NGLP-MMK7		ACCOUNT# A29JIWFIAEUZST	189.48	AP011325		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-41250	Programming - Adult	189.48
I-1TGM-W3TM-MGYD		ACCOUNT# A29JIWFIAEUZST	40.23	AF011525		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-13-10000	Adult Dept Fiction	40.23
I-1V33-J1LH-LDL3		ACCOUNT# A29JIWFIAEUZST	47.15	YS-BOOKS		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-13-20000	Youth Children's Books	47.15
I-1VKF-6VPV-LJ3V		ACCOUNT# A29JIWFIAEUZST	58.23	AP_01022		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-41250	Programming - Adult	58.23
I-1WJ4-QGQ4-JTCL		ACCOUNT# A29JIWFIAEUZST	110.33	NF_LS_OS		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-13-10100	Adult Dept Non-Fiction	35.00
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	37.33
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-10500	Library Supplies	38.00
I-1WRY-7WT4-LGDN		ACCOUNT# A29JIWFIAEUZST	59.99	TBS-OFFS		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	59.99
I-1X69-H9FM-LRJL		ACCOUNT# A29JIWFIAEUZST	367.74	250130GR		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-41250	Programming - Adult	76.46
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-41251	Misc Rev-Programming Adu	291.28
I-1X69-H9FM-LYCR		ACCOUNT# A29JIWFIAEUZST	159.55	CS010625		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-15-31000	Computer Supplies	159.55
I-1X69-H9FM-LYK9		ACCOUNT# A29JIWFIAEUZST	61.88	TBS-OFFS		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	61.88

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1-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)						
I-1YF3-D1NV-M9RP		ACCOUNT# A29JIWFIAEUZST	49.95	TBS-OFFS		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	49.95
I-1YJX-4P7V-LV1C		ACCOUNT# A29JIWFIAEUZST	547.35	YS Progr		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCOUNT# A29JIWFIAEUZST		10 55110-03-41500	Progamming - Youth	547.35
		=== VENDOR TOTALS ===	2,838.81			
1-000268 BAKER & TAYLOR L0280842						
I-2038801399		ACCT # 216389 L028084 2 B0000	91.01			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	77.40
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	12.06
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	1.55
I-2038813174		ACCT # 216389 L028084 2 B000	19.83	AYAT		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 216389 L028084 2 B0000		10 55110-13-10000	Adult Dept Fiction	16.80
		ACCT # 216389 L028084 2 B0000		10 55110-03-10500	Library Supplies	2.69
		ACCT # 216389 L028084 2 B0000		10 55110-03-11000	Postage	0.34
		=== VENDOR TOTALS ===	110.84			
1-000271 BAKER & TAYLOR L5491882						
I-2038836536		ACCT # 216389 L549188 2 B0000	106.34	ANF2024-		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 216389 L549188 2 B0000		10 55110-13-10100	Adult Dept Non-Fiction	96.79
		ACCT # 216389 L549188 2 B0000		10 55110-03-10500	Library Supplies	7.61
		ACCT # 216389 L549188 2 B0000		10 55110-03-11000	Postage	1.94
I-2038857723		ACCT # 216389 L549188 2 B0000	67.00			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 216389 L549188 2 B0000		10 55110-13-10100	Adult Dept Non-Fiction	58.80
		ACCT # 216389 L549188 2 B0000		10 55110-03-10500	Library Supplies	7.02
		ACCT # 216389 L549188 2 B0000		10 55110-03-11000	Postage	1.18
		=== VENDOR TOTALS ===	173.34			

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1-000274 CENTER POINT LARGE PRINT						
I-2146066		CUST # 54452	46.74			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		CUST # 54452		10 55110-13-10400	Adult Dept Large Print	46.74
		=== VENDOR TOTALS ===	46.74			
1-002026 COMPLETE CONTROL, INC						
I-83398		CUSTOMER CODE: MER006	699.59	TJ BRUNE		
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		CUSTOMER CODE: MER006		10 55110-03-50275	M/R - Contingency	699.59
		=== VENDOR TOTALS ===	699.59			
1-000128 ELAN FINANCIAL SERVICES						
I-20250207		ACCT # 5472 1102 2200 0197	1,236.20			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 5472 1102 2200 0197		10 55110-03-10000	Office Supplies	51.69
		ACCT # 5472 1102 2200 0197		10 55110-03-41250	Programming - Adult	81.86
		ACCT # 5472 1102 2200 0197		10 55110-03-41251	Misc Rev-Programming Adu	172.48
		ACCT # 5472 1102 2200 0197		10 55110-03-41751	Misc Rev-Hospitality	292.58
		ACCT # 5472 1102 2200 0197		10 55110-08-50000	Special/Major Projects	80.00
		ACCT # 5472 1102 2200 0197		10 55110-08-50001	Misc Rev-Special/Major P	464.59
		ACCT # 5472 1102 2200 0197		10 55110-15-47500	Software/Upgrades	93.00
		=== VENDOR TOTALS ===	1,236.20			
1-000839 MERRILL ACE HARDWARE						
C-20250207		ACCT # 81867	12.24CR			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	9.54CR
		ACCT # 81867		10 55110-03-50275	M/R - Contingency	2.70CR
C-240964		ACCT #81867	14.20CR			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT #81867		10 55110-03-50275	M/R - Contingency	14.20CR
I-240671		ACCT # 81867	23.98			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	23.98
I-240756		ACCT # 81867	27.96			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	27.96

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--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
1-000839 MERRILL ACE HARDWARE		(** CONTINUED **)				
I-240912		ACCT # 81867	15.96			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	15.96
I-240916		ACCT # 81867	37.98			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 81867		10 55110-03-50275	M/R - Continguency	37.98
I-241013		ACCT # 81867	8.59			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	8.59
I-241027		ACCT # 81867	15.96			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	15.96
I-241332		ACCT #81867	2.39			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT #81867		10 55110-03-50275	M/R - Continguency	2.39
		=== VENDOR TOTALS ===	106.38			
1-000517 MERRILL AREA CHAMBER OF COMMER						
I-10856		CHAMBER BUCKS	340.00			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		CHAMBER BUCKS		10 55110-03-41250	Programming - Adult	90.00
		CHAMBER BUCKS		10 55110-03-41251	Misc Rev-Programming Adu	250.00
		=== VENDOR TOTALS ===	340.00			
1-000540 NAPA AUTO PARTS						
I-119635		ACCT # 400009440	19.99			
2/07/2025	1	DUE: 2/07/2025 DISC: 2/07/2025		1099: N		
		ACCT # 400009440		10 55110-03-50000	M/R-General Repair/Maint	19.99
		=== VENDOR TOTALS ===	19.99			
		=== PACKET TOTALS ===	5,571.89			

ACKET: 11707 LIBRARY - 20250207
ENDOR SET: 01 City of Merrill
EQUENCE : ALPHABETIC
JE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	5,690.17
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	118.28CR
BATCH TOTALS	5,571.89

** G/L ACCOUNT TOTALS **

ANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET OVER AVAILABLE BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET OVER AVAILABLE BUDG
	2025	10 -21-0000	Accounts Payable Control	5,505.30-*				
		10 -55110-03-10000	Office Supplies	259.69	2,300	2,040.31	929,504	832,865.41
		10 -55110-03-10500	Library Supplies	233.58	7,150	6,459.42	929,504	832,891.52
		10 -55110-03-11000	Postage	5.01	6,000	5,957.98	929,504	833,120.09
		10 -55110-03-41250	Programming - Adult	480.36	250	583.36- Y	929,504	832,644.74
		10 -55110-03-41251	Misc Rev-Programming Adu	713.76	0	713.76- Y	929,504	832,411.34
		10 -55110-03-41500	Progamming - Youth	696.10	1,300	593.90	929,504	832,429.00
		10 -55110-03-41501	Misc Rev-Programming-You	120.22	0	120.22- Y	929,504	833,004.88
		10 -55110-03-41751	Misc Rev-Hospitality	292.58	0	364.58- Y	929,504	832,832.52
		10 -55110-03-50000	M/R-General Repair/Maint	102.90	4,950	4,814.93	929,504	833,022.20
		10 -55110-03-50275	M/R - Continguency	723.06	2,500	1,776.94	929,504	832,402.04
		10 -55110-08-50000	Special/Major Projects	229.99	0	243.74- Y	929,504	832,895.11
		10 -55110-08-50001	Misc Rev-Special/Major P	464.59	0	464.59- Y	929,504	832,660.51
		10 -55110-13-10000	Adult Dept Fiction	134.43	10,000	9,127.47	929,504	832,990.67
		10 -55110-13-10100	Adult Dept Non-Fiction	190.59	10,500	10,088.24	929,504	832,934.51
		10 -55110-13-10400	Adult Dept Large Print	46.74	4,000	3,596.22	929,504	833,078.36
		10 -55110-13-20000	Youth Children's Books	74.35	16,200	16,125.65	929,504	833,050.75
		10 -55110-14-10200	Adult Dept CDs	66.26	2,212	2,145.74	929,504	833,058.84
		10 -55110-14-10400	Adult Dept DVDs	266.21	4,500	4,233.79	929,504	832,858.89
		10 -55110-14-20100	Youth Videos, DVDs & CD-	105.40	3,000	2,894.60	929,504	833,019.70
		10 -55110-14-40000	Learning Games/Story Box	46.93	150	103.07	929,504	833,078.17
		10 -55110-15-31000	Computer Supplies	159.55	3,500	3,340.45	929,504	832,965.55
		10 -55110-15-47500	Software/Upgrades	93.00	2,325	2,232.00	929,504	833,032.10
		26 -21-0000	Accounts Payable Control	66.59-*				
		26 -55110-03-40500	Memorial Books-Expense	66.59	0	241.78- Y	0	241.78- Y
		99 -14-0010	Due from General Fund	5,505.30 *				
		99 -14-0026	Due From Non-Lapsing	66.59 *				
			** 2025 YEAR TOTALS	5,571.89				

ACKET: 11707 LIBRARY - 20250207
ENDOR SET: 01 City of Merrill
EQUENCE : ALPHABETIC
UE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	2/2025	5,505.30
26	2/2025	66.59

NO ERRORS NO WARNINGS

** END OF REPORT **

OTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11711 LIBRARY - 20250214
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
01-000665 CENGAGE LEARNING, INC - GALE						
I-86791713		ACCT # 153415	114.35	FEB-LCP		
2/14/2025	1	DUE: 2/14/2025 DISC: 2/14/2025		1099: N		
		ACCT # 153415		10 55110-13-10400	Adult Dept Large Print	114.35
		=== VENDOR TOTALS ===	114.35			
01-004375 CINTAS CORPORATION						
I-4220495193		PAYER# 10280979	238.77			
2/14/2025	1	DUE: 2/14/2025 DISC: 2/14/2025		1099: N		
		PAYER# 10280979		10 55110-02-23250	Facility Cleaning Servic	238.77
		=== VENDOR TOTALS ===	238.77			
01-002331 CNA SURETY DIRECT BILL						
I-20250214		BOND # 70080544 / CO. 0601	126.00	48-17186		
2/14/2025	1	DUE: 2/14/2025 DISC: 2/14/2025		1099: N		
		BOND # 70080544 / CO. 0601		10 55110-05-10000	Ins.-Property, Liability	126.00
		=== VENDOR TOTALS ===	126.00			
01-000204 DAVE'S COUNTY MARKET						
I-00202052		ACCT # 708	53.93	326959		
2/14/2025	1	DUE: 2/14/2025 DISC: 2/14/2025		1099: N		
		ACCT # 708		10 55110-03-41751	Misc Rev-Hospitality	53.93
		=== VENDOR TOTALS ===	53.93			
01-004389 EO JOHNSON COMPANY INC						
I-INV1700941		ACCT # 6000604	51.00			
2/14/2025	1	DUE: 2/14/2025 DISC: 2/14/2025		1099: N		
		ACCT # 6000604		26 55110-03-12650	Library Photocopier Expe	51.00
		=== VENDOR TOTALS ===	51.00			
01-002661 FRONTIER						
I-20250214		ACCT #715-536-7909-010384-5	108.70			
2/14/2025	1	DUE: 2/14/2025 DISC: 2/14/2025		1099: N		
		ACCT #715-536-7909-010384-5		10 55110-02-25000	Telephone	108.70
		=== VENDOR TOTALS ===	108.70			

PACKET: 11711 LIBRARY - 20250214
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
01-004658 LEIGH YAWKEY WOODSON ART MUSEU						
I-20250214		START WITH ART	300.00			
2/14/2025	1	DUE: 2/14/2025 DISC: 2/14/2025		1099: N		
		START WITH ART		10 55110-03-41500	Progamming - Youth	300.00
		=== VENDOR TOTALS ===	300.00			
01-002660 PLAYAWAY PRODUCTS LLC						
I-490104		SALES ORDER # 442236	56.99			
2/14/2025	1	DUE: 2/14/2025 DISC: 2/14/2025		1099: N		
		WEBSITE ID 817289877-5		10 55110-14-20000	Youth Audiobooks & CDs	56.99
		=== VENDOR TOTALS ===	56.99			
01-000377 REINDL PRINTING INC						
I-163539		EF BROCHURE - JOB # 210639	295.00	Laurie		
2/14/2025	1	DUE: 2/14/2025 DISC: 2/14/2025		1099: N		
		REINDL PRINTING INC		10 55110-03-41001	Misc Rev - Publicity	295.00
		=== VENDOR TOTALS ===	295.00			
01-000276 T.B. SCOTT LIBRARY-PETTY CASH						
I-20250214		PETTY CASH REIMB	4.40			
2/14/2025	1	DUE: 2/14/2025 DISC: 2/14/2025		1099: N		
		PETTY CASH REIMB		10 55110-03-11000	Postage	4.40
		=== VENDOR TOTALS ===	4.40			
01-000656 WISCONSIN PUBLIC SERVICE						
I-20250214		ACCT # 0403371156-00003	3,944.96			
2/14/2025	1	DUE: 2/14/2025 DISC: 2/14/2025		1099: N		
		ACCT # 0403371156-00003		10 55110-02-22000	Electric	1,924.81
		ACCT # 0403371156-00003		10 55110-02-22500	Fuel - Natural Gas	2,020.15
		=== VENDOR TOTALS ===	3,944.96			
		=== PACKET TOTALS ===	5,294.10			

PACKET: 11711 LIBRARY - 20250214
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	5,294.10
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	5,294.10

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET OVER AVAILABLE BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET OVER AVAILABLE BUDG
	2025	10 -21-0000	Accounts Payable Control	5,243.10-*				
		10 -55110-02-22000	Electric	1,924.81	35,000	33,075.19	929,504	825,694.99
		10 -55110-02-22500	Fuel - Natural Gas	2,020.15	19,000	16,979.85	929,504	825,599.65
		10 -55110-02-23250	Facility Cleaning Servic	238.77	5,000	4,522.46	929,504	827,381.03
		10 -55110-02-25000	Telephone	108.70	1,000	782.60	929,504	827,511.10
		10 -55110-03-11000	Postage	4.40	6,000	5,953.58	929,504	827,615.40
		10 -55110-03-41001	Misc Rev - Publicity	295.00	0	295.00- Y	929,504	827,324.80
		10 -55110-03-41500	Progamming - Youth	300.00	1,300	293.90	929,504	827,319.80
		10 -55110-03-41751	Misc Rev-Hospitality	53.93	0	418.51- Y	929,504	827,565.87
		10 -55110-05-10000	Ins.-Property, Liability	126.00	6,500	6,374.00	929,504	827,493.80
		10 -55110-13-10400	Adult Dept Large Print	114.35	4,000	3,481.87	929,504	827,505.45
		10 -55110-14-20000	Youth Audiobooks & CDs	56.99	3,000	2,875.02	929,504	827,562.81
		26 -21-0000	Accounts Payable Control	51.00-*				
		26 -55110-03-12650	Library Photocopier Expe	51.00	0	51.00- Y	0	292.78- Y
		99 -14-0010	Due from General Fund	5,243.10 *				
		99 -14-0026	Due From Non-Lapsing	51.00 *				
			** 2025 YEAR TOTALS	5,294.10				

PACKET: 11711 LIBRARY - 20250214
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	2/2025	5,243.10
26	2/2025	51.00

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11726 LIBRARY - 20250221
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
01-000268 BAKER & TAYLOR L0280842						
I-2038860473		ACCT # 216389 L028084 2 B0000	77.59			
2/21/2025	1	DUE: 2/21/2025 DISC: 2/21/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	66.55
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	1.33
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	9.71
I-2038891228		ACCT # 216389 L028084 2 B0000	249.92			
2/21/2025	1	DUE: 2/21/2025 DISC: 2/21/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	217.01
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	28.57
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	4.34
		=== VENDOR TOTALS ===	327.51			
01-003259 BAKER & TAYLOR L4211082						
I-2038883065		ACCT # 216389 L421108 2 B0000	6.42	PB 1124		
2/21/2025	1	DUE: 2/21/2025 DISC: 2/21/2025		1099: N		
		ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks	6.29
		ACCT # 216389 L421108 2 B00000		10 55110-03-11000	Postage	0.13
		=== VENDOR TOTALS ===	6.42			
01-000271 BAKER & TAYLOR L5491882						
I-2038891521		ACCT # 216389 L549188 2 B0000	494.86			
2/21/2025	1	DUE: 2/21/2025 DISC: 2/21/2025		1099: N		
		ACCT # 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction	427.92
		ACCT # 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies	58.38
		ACCT # 216389 L549188 2 B00000		10 55110-03-11000	Postage	8.56
		=== VENDOR TOTALS ===	494.86			
01-002026 COMPLETE CONTROL, INC						
I-83664		CUSTOMER CODE:MER006	429.50	TJ		
2/21/2025	1	DUE: 2/21/2025 DISC: 2/21/2025		1099: N		
		CUSTOMER CODE:MER006		10 55110-03-50275	M/R - Contingency	429.50
		=== VENDOR TOTALS ===	429.50			

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3/3/25

PACKET: 11726 LIBRARY - 20250221
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
01-000924 INTEGRITY FIRE PROTECTION, INC						
I-67232		CONTRACT # 248755	423.00			
2/21/2025	1	DUE: 2/21/2025 DISC: 2/21/2025		1099: N		
		CONTRACT # 248755		10 55110-02-16500	Fire/Security System Con	423.00
		=== VENDOR TOTALS ===	423.00			
01-005471 LIBRARIA						
I-256420		REF # 2000000730	336.00	246927		
2/21/2025	1	DUE: 2/21/2025 DISC: 2/21/2025		1099: N		
		REF # 2000000730		10 55110-13-20000	Youth Children's Books	325.20
		REF # 2000000730		10 55110-03-10500	Library Supplies	10.80
I-256533		REF # 2000000951	192.91	247036		
2/21/2025	1	DUE: 2/21/2025 DISC: 2/21/2025		1099: N		
		REF # 2000000951		10 55110-13-20100	Young Adult Books	184.40
		REF # 2000000951		10 55110-03-10500	Library Supplies	8.51
I-256534		REF # 2000000949	297.12	247034		
2/21/2025	1	DUE: 2/21/2025 DISC: 2/21/2025		1099: N		
		REF # 2000000949		10 55110-13-20000	Youth Children's Books	288.32
		REF # 2000000949		10 55110-03-10500	Library Supplies	8.80
I-256549		REF # 2000000954	415.11	247054		
2/21/2025	1	DUE: 2/21/2025 DISC: 2/21/2025		1099: N		
		REF # 2000000954		10 55110-13-20000	Youth Children's Books	405.91
		REF # 2000000954		10 55110-03-10500	Library Supplies	9.20
		=== VENDOR TOTALS ===	1,241.14			
01-005549 MCMANUS, MELANIE M.						
I-020525		MARCH 11, 2025 PRESENTATION.	450.00			
2/21/2025	1	DUE: 2/21/2025 DISC: 2/21/2025		1099: Y		
		MARCH 11, 2025 PRESENTATION.		10 55110-03-41250	Programming - Adult	450.00
		=== VENDOR TOTALS ===	450.00			
01-000336 NIENOW ELECTRIC, INC						
I-4585		3 WAY REPAIRS / LED UPGRADE	370.01			
2/21/2025	1	DUE: 2/21/2025 DISC: 2/21/2025		1099: N		
		3 WAY REPAIRS / LED UPGRADE		10 55110-03-50275	M/R - Contingency	370.01
		=== VENDOR TOTALS ===	370.01			
		=== PACKET TOTALS ===	3,742.44			

PACKET: 11726 LIBRARY - 20250221
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	3,742.44
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	3,742.44

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET AVAILABLE	LINE ITEM OVER BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET AVAILABLE	GROUP BUDGET OVER BUDG
	2025	10 -21-0000	Accounts Payable Control	3,742.44-*						
		10 -55110-02-16500	Fire/Security System Con	423.00	1,700	1,277.00		929,504	821,950.11	
		10 -55110-03-10500	Library Supplies	133.97	7,150	6,325.45		929,504	822,239.14	
		10 -55110-03-11000	Postage	14.36	6,000	5,939.22		929,504	822,358.75	
		10 -55110-03-41250	Programming - Adult	450.00	250	1,033.36-	Y	929,504	821,923.11	
		10 -55110-03-50275	M/R - Contingency	799.51	2,500	977.43		929,504	821,573.60	
		10 -55110-13-10000	Adult Dept Fiction	283.56	10,000	8,843.91		929,504	822,089.55	
		10 -55110-13-10100	Adult Dept Non-Fiction	427.92	10,500	9,660.32		929,504	821,945.19	
		10 -55110-13-10200	Adult Dept Paperbacks	6.29	2,000	1,993.71		929,504	822,366.82	
		10 -55110-13-20000	Youth Children's Books	1,019.43	16,200	15,106.22		929,504	821,353.68	
		10 -55110-13-20100	Young Adult Books	184.40	2,500	2,315.60		929,504	822,188.71	
		99 -14-0010	Due from General Fund	3,742.44 *						
			** 2025 YEAR TOTALS	3,742.44						

PACKET: 11726 LIBRARY - 20250221
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	2/2025	3,742.44

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11746 LIBRARY - 20250228
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
01-000665 CENGAGE LEARNING, INC - GALE						
I-86890177		ACCT # 153415	103.95	FEB-LCP		
2/28/2025	1	DUE: 2/28/2025 DISC: 2/28/2025		1099: N		
		ACCT # 153415		10 55110-13-10400	Adult Dept Large Print	103.95
		=== VENDOR TOTALS ===	103.95			
01-000207 E.O. JOHNSON BUSINESS TECHNOLO						
I-INV1710972		ACCT # 6000604	3,283.00			
2/28/2025	1	DUE: 2/28/2025 DISC: 2/28/2025		1099: N		
		ACCT # 6000604		26 55110-03-12650	Library Photocopier Expe	3,283.00
		=== VENDOR TOTALS ===	3,283.00			
01-005274 HAENCO LLC						
I-14272		INVOICE DATED 02/21/25	70.96			
2/28/2025	1	DUE: 2/28/2025 DISC: 2/28/2025		1099: Y		
		INVOICE DATED 02/21/25		10 55110-03-44000	Janitor Supplies	70.96
		=== VENDOR TOTALS ===	70.96			
01-005471 LIBRARIA						
I-256565		REF # 2000000950	273.60	247035		
2/28/2025	1	DUE: 2/28/2025 DISC: 2/28/2025		1099: N		
		REF # 2000000950		10 55110-13-20000	Youth Children's Books	263.20
		REF # 2000000950		10 55110-03-10500	Library Supplies	10.40
		=== VENDOR TOTALS ===	273.60			
01-000276 T.B. SCOTT LIBRARY-PETTY CASH						
I-20250228		PETTY CASH REIMB	9.03			
2/28/2025	1	DUE: 2/28/2025 DISC: 2/28/2025		1099: N		
		PETTY CASH REIMB		10 55110-03-11000	Postage	9.03
		=== VENDOR TOTALS ===	9.03			
01-000284 VIP ALL-VALUE						
I-0116638-001		ACCT # 67191-0	179.96			
2/28/2025	1	DUE: 2/28/2025 DISC: 2/28/2025		1099: N		
		ACCT # 67191-0		26 55110-03-12650	Library Photocopier Expe	179.96
		=== VENDOR TOTALS ===	179.96			

PACKET: 11746 LIBRARY - 20250228
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
01-005519 WT.COX INFORMATION SERVICES						
I-3146294		ACCT # 2092307	157.99			
2/28/2025	1	DUE: 2/28/2025 DISC: 2/28/2025		1099: N		
		ACCT # 2092307		10 55110-13-50000	Magazines/Periodicals	157.99
		=== VENDOR TOTALS ===	157.99			
		=== PACKET TOTALS ===	4,078.49			

PACKET: 11746 LIBRARY - 20250228
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	4,078.49
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	4,078.49

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET AVAILABLE	LINE ITEM OVER BUDG	GROUP BUDGET ANNUAL BUDGET	GROUP BUDGET AVAILABLE	GROUP BUDGET OVER BUDG
	2025	10 -21-0000	Accounts Payable Control	615.53-*						
		10 -55110-03-10500	Library Supplies	10.40	7,150	6,315.05		929,504	784,382.70	
		10 -55110-03-11000	Postage	9.03	6,000	5,931.65		929,504	784,384.07	
		10 -55110-03-44000	Janitor Supplies	70.96	3,050	2,903.57		929,504	784,322.14	
		10 -55110-13-10400	Adult Dept Large Print	103.95	4,000	3,377.92		929,504	784,289.15	
		10 -55110-13-20000	Youth Children's Books	263.20	16,200	14,843.02		929,504	784,129.90	
		10 -55110-13-50000	Magazines/Periodicals	157.99	9,000	8,842.01		929,504	784,235.11	
		26 -21-0000	Accounts Payable Control	3,462.96-*						
		26 -55110-03-12650	Library Photocopier Expe	3,462.96	0	3,513.96-	Y	0	3,755.74-	Y
		99 -14-0010	Due from General Fund	615.53 *						
		99 -14-0026	Due From Non-Lapsing	3,462.96 *						
			** 2025 YEAR TOTALS	4,078.49						

PACKET: 11746 LIBRARY - 20250228
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	2/2025	615.53
26	2/2025	3,462.96

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
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	479,475.00	238,597.41	238,597.41	49.76	240,877.59
TOTAL Intergovernmental	479,475.00	238,597.41	238,597.41	49.76	240,877.59
Public Charges-Services					
45110-46710 Library Revenue	2,500.00	141.17	355.70	14.23	2,144.30
TOTAL Public Charges-Services	2,500.00	141.17	355.70	14.23	2,144.30
Miscellaneous Revenues					
45110-48023 Sale - Library Furniture	0.00	0.00	3,350.00	0.00	(3,350.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	0.00	0.00	0.00
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	354.99	0.00	(354.99)
45110-48475 Library Programs Revenue	2,500.00	10,000.00	10,000.00	400.00	(7,500.00)
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	194.77	194.77	0.00	(194.77)
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	2,500.00	10,194.77	13,899.76	555.99	(11,399.76)
TOTAL REVENUES	484,475.00	248,933.35	252,852.87	52.19	231,622.13
EXPENDITURES					
Personnel Services					
55110-01-11000 Salaries - Regular	227,286.00	15,193.76	29,301.93	12.89	197,984.07
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	419,472.00	33,188.34	66,659.41	15.89	352,812.59
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	2,955.00	0.00	722.50	24.45	2,232.50
55110-01-51000 Social Security	49,703.00	3,573.41	9,256.03	18.62	40,446.97
55110-01-52000 Retirement (WRS)	41,579.00	2,894.13	7,427.42	17.86	34,151.58
55110-01-52500 Prior Service-Debt Serv.	4,188.00	0.00	0.00	0.00	4,188.00
55110-01-54000 Health Insurance	66,778.00	6,356.87	11,115.46	16.65	55,662.54
55110-01-55000 Life Insurance	3,476.00	245.22	490.44	14.11	2,985.56
TOTAL Personnel Services	815,437.00	61,451.73	124,973.19	15.33	690,463.81

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	1,000.00	0.00	0.00	0.00	1,000.00
55110-02-16000 Elevator Contract/Inspect	3,500.00	0.00	0.00	0.00	3,500.00
55110-02-16250 HVAC Service	400.00	0.00	0.00	0.00	400.00
55110-02-16500 Fire/Security System Cont	2,120.00	423.00	423.00	19.95	1,697.00
55110-02-21000 Water and Sewer	2,080.00	0.00	0.00	0.00	2,080.00
55110-02-22000 Electric	25,000.00	1,924.81	1,924.81	7.70	23,075.19
55110-02-22500 Fuel - Natural Gas	25,000.00	2,020.15	2,020.15	8.08	22,979.85
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	477.54	14.05	2,922.46
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	108.70	217.40	16.10	1,132.60
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	19.00	0.00	(19.00)
TOTAL Contractual Services	64,350.00	4,715.43	5,081.90	7.90	59,268.10
Supplies & Expenses					
55110-03-10000 Office Supplies	2,250.00	263.28	263.28	11.70	1,986.72
55110-03-10500 Library Supplies	7,000.00	377.95	834.95	11.93	6,165.05
55110-03-11000 Postage	1,400.00	31.34	68.35	4.88	1,331.65
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	500.00	0.00	45.00	9.00	455.00
55110-03-30500 Mileage	500.00	0.00	23.66	4.73	476.34
55110-03-31000 Misc. - Petty Cash	0.00	(80.00)	(80.00)	0.00	80.00
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	0.00	0.00	2,000.00
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	0.00	0.00	0.00
55110-03-41000 Public Relations/Publicit	2,000.00	0.00	0.00	0.00	2,000.00
55110-03-41001 Misc Rev - Publicity	0.00	295.00	295.00	0.00	(295.00)
55110-03-41250 Programming - Adult	7,000.00	930.36	1,283.36	18.33	5,716.64
55110-03-41251 Misc Rev-Programming Adul	0.00	713.76	713.76	0.00	(713.76)
55110-03-41500 Progamming - Youth	7,500.00	946.10	956.10	12.75	6,543.90
55110-03-41501 Misc Rev-Programming-Yout	0.00	120.22	120.22	0.00	(120.22)
55110-03-41750 Hospitality	500.00	0.00	38.92	7.78	461.08
55110-03-41751 Misc Rev-Hospitality	0.00	346.51	418.51	0.00	(418.51)
55110-03-44000 Janitor Supplies	5,000.00	69.51	146.43	2.93	4,853.57
55110-03-50000 M/R-General Repair/Maint.	4,000.00	102.90	135.07	3.38	3,864.93
55110-03-50001 Mis Rev-M/R General/Cont	0.00	0.00	0.00	0.00	0.00
55110-03-50275 M/R - Continguency	10,000.00	1,522.57	1,522.57	15.23	8,477.43
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	49,950.00	5,639.50	6,785.18	13.58	43,164.82
Fixed Charges					
55110-05-10000 Ins.-Property, Liability,	12,000.00	126.00	126.00	1.05	11,874.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	12,000.00	126.00	126.00	1.05	11,874.00

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Capital Outlay					
55110-08-50000 Special/Major Projects	0.00	229.99	243.74	0.00	(243.74)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	464.59	464.59	0.00	(464.59)
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	694.58	708.33	0.00	(708.33)
Print Media - Library					
55110-13-10000 Adult Dept Fiction	9,500.00	417.99	1,156.09	12.17	8,343.91
55110-13-10100 Adult Dept Non-Fiction	10,000.00	618.51	839.68	8.40	9,160.32
55110-13-10200 Adult Dept Paperbacks	750.00	6.29	6.29	0.84	743.71
55110-13-10300 Adult Dept Reference	0.00	0.00	0.00	0.00	0.00
55110-13-10400 Adult Dept Large Print	4,300.00	265.04	622.08	14.47	3,677.92
55110-13-20000 Youth Children's Books	16,000.00	1,356.98	1,356.98	8.48	14,643.02
55110-13-20100 Young Adult Books	2,500.00	184.40	184.40	7.38	2,315.60
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	4,000.00	157.99	157.99	3.95	3,842.01
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	47,050.00	3,007.20	4,323.51	9.19	42,726.49
Non-Print Media-Library					
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	0.00	0.00	0.00	2,000.00
55110-14-10200 Adult Dept CDs	800.00	66.26	66.26	8.28	733.74
55110-14-10300 Adult Dept CD-ROMs Circ.	0.00	0.00	0.00	0.00	0.00
55110-14-10301 Misc Rev-Adult Software	0.00	0.00	0.00	0.00	0.00
55110-14-10400 Adult Dept DVDs	2,000.00	266.21	266.21	13.31	1,733.79
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	56.99	124.98	8.33	1,375.02
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	105.40	105.40	14.05	644.60
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	46.93	46.93	9.39	453.07
55110-14-45000 Ebooks/Digital Content	6,620.00	0.00	0.00	0.00	6,620.00
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	14,170.00	541.79	609.78	4.30	13,560.22
Technology					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	159.55	159.55	8.40	1,740.45
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 T1/Internet Access	1,200.00	0.00	0.00	0.00	1,200.00
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	3,600.00	0.00	0.00	0.00	3,600.00
55110-15-42500 Computer Equipment	10,000.00	0.00	2,785.99	27.86	7,214.01
55110-15-47500 Software/Upgrades	3,000.00	93.00	93.00	3.10	2,907.00
55110-15-70000 V-Cat Shared Automation	18,500.00	0.00	0.00	0.00	18,500.00

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	38,200.00	252.55	3,038.54	7.95	35,161.46
TOTAL EXPENDITURES	1,041,157.00	76,428.78	145,646.43	13.99	895,510.57
REVENUES OVER/(UNDER) EXPENDITURES	(556,682.00)	172,504.57	107,206.44	0.00	(663,888.44)

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	797.16	2,814.59	0.00	(2,814.59)
TOTAL Intergovernmental	0.00	797.16	2,814.59	0.00	(2,814.59)
Public Charges-Services					
45110-46713 Library - Photocopier Rev.	0.00	417.35	723.37	0.00	(723.37)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	417.35	723.37	0.00	(723.37)
Miscellaneous Revenues					
45110-48250 Library Grants - Rev	0.00	0.00	0.00	0.00	0.00
45110-48257 WI Humanities - Grant	0.00	0.00	0.00	0.00	0.00
45110-48277 Summer Programs-Donations	0.00	0.00	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	35.94	240.88	0.00	(240.88)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	35.94	240.88	0.00	(240.88)
TOTAL REVENUES	0.00	1,250.45	3,778.84	0.00	(3,778.84)
EXPENDITURES					
Supplies & Expenses					
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	0.00	0.00	0.00
55110-03-12650 Library Photocopier Expen	0.00	3,513.96	3,513.96	0.00	(3,513.96)
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	0.00	0.00	0.00
55110-03-40500 Memorial Books-Expense	0.00	66.59	241.78	0.00	(241.78)
TOTAL Supplies & Expenses	0.00	3,580.55	3,755.74	0.00	(3,755.74)
TOTAL EXPENDITURES	0.00	3,580.55	3,755.74	0.00	(3,755.74)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(2,330.10)	23.10	0.00	(23.10)
FUND TOTAL REVENUES	168,737.00	48,364.30	71,266.93	42.24	97,470.07
FUND TOTAL EXPENDITURES	175,790.30	19,423.46	43,217.10	24.58	132,573.20
REVENUES OVER/(UNDER) EXPENDITURES	(7,053.30)	28,940.84	28,049.83	0.00	(35,103.13)

*** END OF REPORT ***

Monthly Statistical Report
T.B. Scott Free Library
February 2025

LIBRARY ACTIVITY	Feb 2025	Feb 2024	% Change	Feb 2023	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	**5,300**	6,014	-11.9%	4,049	30.9%	**10,658**	11,179	-4.7%
Average Daily Traffic	**230**	251	-8.4%	176	30.7%	**227**	233	-2.6%
Meetings Held	**14**	22	-36.4%	7	100.0%	**31**	44	-29.5%
Attendance	**94**	95	-1.1%	26	261.5%	**198**	191	3.7%
Classes/Groups w/o Program	**9**	19	-52.6%	7	28.6%	**18**	27	-33.3%
Attendance	**178**	336	-47.0%	152	17.1%	**353**	523	-32.5%
New Card Registrations	**49**	79	-38.0%	44	11.4%	**89**	119	-25.2%
Volunteer Hours Worked	**14**	16	-12.5%	10	40.0%	**31**	40	-22.5%

TECHNOLOGY USE		Feb 2025	Feb 2024	% Change	Feb 2023	% Change	YTD 2025	YTD 2024	% Change
Wireless Use		**1,213**	1,438	-15.6%	1,298	-6.5%	**2,510**	2,896	-13.3%
Internet Computers	Adult	**304**	358	-15.1%	313	-2.9%	**609**	678	-10.2%
	Youth	**58**	68	-14.7%	49	18.4%	**84**	111	-24.3%
Other Computers	Adult	**-**	-	N/A	-	N/A	**-**	-	N/A
	Youth	**124**	129	-3.9%	52	N/A	**238**	214	11.2%
TOTAL USE		**486**	555	-12.4%	414	17.4%	**931**	1,003	-7.2%

PROGRAMS		Feb 2025	Feb 2024	% Change	Feb 2023	% Change	YTD 2025	YTD 2024	% Change
Programs Given	Adult	**11**	19	-42.1%	8	37.5%	**17**	36	-52.8%
	General Interest	**2**	3	-33.3%	N/A	N/A	**4**	6	N/A
	Teen	**-**	-	N/A	-	N/A	**-**	-	N/A
	Youth	**9**	11	-18.2%	6	50.0%	**16**	17	-5.9%
TOTAL		**22**	33	-33.3%	14	57.1%	**37**	59	-37.3%
Program Attendance	Adult	**114**	230	-50.4%	122	-6.6%	**180**	400	-55.0%
	General Interest	**25**	17	47.1%	N/A	N/A	**50**	44	N/A
	Teen	**-**	-	N/A	-	N/A	**-**	-	N/A
	Youth	**236**	228	3.5%	103	129.1%	**378**	335	12.8%
TOTAL		**375**	475	-21.1%	225	66.7%	**608**	779	-22.0%

Self-Directed Activities	**Date**	**#**
Little Bluebirds Club		8
Scavenger Hunt		105
Preschool Activity Bags		75
School Age Activity Bags		50
Adult Spice Bags		50
Adult Winter Read Bingo		46

Youth	**Date**	**#**
Family Storytime(3 sessions)		75
Wiggle, Giggle, Shake(4 sessions)		98
Start With Art	2/12/2025	41
Parkside Preschool	2/25/2025	22

General Interest	**Date**	**#**
Real Writer's Group	2/8/2025	8
Library Social Hour	2/28/2025	17

Adult	**Date**	**#**
1 on 1 Tech Help(18 sessions)		23
Notary Public Service(7 sessions)		7
Kindhearted	2/4/2025	23
Online Tax Basics w/ Bug Tussel	2/10/2025	3
Believe and Achieve	2/11/2025	6
ODC	2/11/2025	10
Dementia Basics	2/18/2025	5
Cover to Cover	2/20/2025	4
Adult Puzzle Competition	2/22/2025	22
Memory Café	2/25/2025	7
Monarchs, Milkweed, and Other Endangerec	2/25/2025	14
Brain Health Basics	2/25/2025	5

Outreach	**Date**	**#**
Critic's Choice Movie	2/26/2025	15

FEBRUARY 2025

BORROWERS		Feb 2025	Feb 2024	% Change	Feb 2023	% Change
City	Adult	**3,325**	3,597	-7.6%	3,919	-15.2%
	Youth	**856**	873	-1.9%	944	-9.3%
County	Adult	**2,982**	3,211	-7.1%	3,380	-11.8%
	Youth	**761**	787	-3.3%	859	-11.4%
Other	Adult	**393**	378	4.0%	379	3.7%
	*ILL	**415**	450	-7.8%	439	-5.5%
	Youth	**73**	78	-6.4%	520	-86.0%
TOTAL BORROWERS		**8,805**	9,374	-6.1%	10,440	-15.7%

*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	Feb 2025	Feb 2024	Feb 2023	YTD 2025	YTD 2024
Endowment Fund	**$ 211**	$ 123	$ -	**$ 756**	$ 1,267
Special Projects Fund	**N/A**	$ 87	$ 225	**N/A**	$ 152
Gifts/Memorials	**$ 96**	$ 187	$ 186	**$ 211**	$ 389

RESOURCE SHARING	Feb 2025	Feb 2024	% Change	Feb 2023	% Change	YTD 2025	YTD 2024	% Change
V-Cat Received	**1,221**	1,261	-3.2%	1,448	-15.7%	**2,520**	2,593	-2.8%
V-Cat Sent	**1,141**	1,191	2.5%	1,174	4.0%	**2,498**	2,607	-4.2%
ILL Received	**27**	30	-10.0%	41	-34.1%	**63**	72	-12.5%
ILL Sent	**119**	114	4.4%	117	1.7%	**213**	206	3.4%

CIRCULATION		Feb 2025	Feb 2024	% Change	Feb 2023	% Change	YTD 2025	YTD 2024	% Change
Audiobooks	Adult	**113**	185	-38.9%	65	73.8%	**221**	369	-40.1%
	Youth	**44**	47	-6.4%	51	-13.7%	**61**	84	-27.4%
Books-Fiction	Adult	**2,289**	2,313	-1.0%	2,630	-13.0%	**4,856**	4,902	-0.9%
	Youth	**2,736**	3,123	-12.4%	2,779	-1.5%	**5,747**	5,998	-4.2%
Books-Nonfiction	Adult	**955**	1,020	-6.4%	1,129	-15.4%	**1,938**	2,081	-6.9%
	Youth	**461**	691	-33.3%	750	-38.5%	**1,012**	1,315	-23.0%
CDs/Cassettes	Adult	**88**	112	-21.4%	333	-73.6%	**184**	272	-32.4%
	Youth	**6**	11	-45.5%	14	-57.1%	**24**	20	20.0%
DVD/Blu-Ray/VHS	Adult	**783**	723	8.3%	880	-11.0%	**1,781**	1,600	11.3%
	Youth	**374**	425	-12.0%	432	-13.4%	**738**	792	-6.8%
Games	Adult	**2**	-	N/A	2	0.0%	**9**	2	350.0%
	Youth	**14**	37	-62.2%	55	-74.5%	**36**	72	-50.0%
Magazines	Adult	**206**	215	-4.2%	224	-8.0%	**450**	444	1.4%
	Youth	**-**	-	N/A	-	N/A	**-**	-	N/A
Other	Adult	**79**	67	17.9%	52	51.9%	**175**	153	14.4%
	Youth	**8**	37	-78.4%	55	-85.5%	**24**	50	-52.0%
PHYSICAL ITEMS SUB TOTAL		**8,158**	9,006	-9.4%	9,451	-13.7%	**17,256**	18,154	-4.9%
Digital Library	Audiobooks	**1,160**	1,162	-0.2%	968	19.8%	**2,440**	2,455	-0.6%
	eBooks	**828**	998	-17.0%	1,046	-20.8%	**1,710**	2,114	-19.1%
	Magazines	**313**	271	15.5%	68	360.3%	**637**	572	11.4%
	Music/Videos	**-**	-	N/A	-	N/A	**-**	-	N/A
DOWNLOADS SUB TOTAL		**2,301**	2,431	-5.3%	2,082	10.5%	**4,787**	5,141	-6.9%
TOTAL CIRCULATION		**10,459**	11,437	-8.6%	11,533	-9.3%	**22,043**	23,295	-5.4%

MATERIALS CIRCULATING	Feb 2025	Feb 2024	% Change	Feb 2023	% Change	YTD 2025	YTD 2024	% Change
% Nonprint Materials Circulated	**18.5%**	18.3%	1.5%	20.5%	-9.7%	**18.85%**	18.8%	0.2%
% Print Materials Circulated	**81.5%**	81.7%	-0.3%	79.5%	2.5%	**81.15%**	81.2%	-0.1%
% Adult Materials Circulated	**55.3%**	51.5%	7.5%	56.2%	-1.6%	**55.71%**	54.1%	3.0%
% Youth Materials Circulated	**44.7%**	48.5%	-8.0%	43.8%	2.0%	**44.29%**	45.9%	-3.5%

Policies

LOANING – EQUIPMENT & TECHNOLOGY ITEMS

Approved: 10/21/2020, 03/19/2025
Review Date: 2030
Supersedes the following Policies:

- **A-V Equipment**
- **Birding Kit**
- **Fishing Equipment**
- **Mobile WIFI Hotspot**
- **Telescope**

Items designated as Equipment and Technology circulating items may be checked out to any T.B. Scott Free Library cardholder 18 years of age or older whose card is in good standing. Patrons must present a valid library card at the time of checkout. Circulation periods will be determined by the cost of the item and the purpose for which the item is being used. The item can be renewed up to three times, and late fees accrue at $1.00 per day. In instances where the replacement cost of the item exceeds $100, carries additional liability, or requires special handling, i.e. fishing poles, etc., patrons will be asked to sign a User Agreement & Waiver, which will be kept on file for one year. Equipment and Technology items must be returned to the circulation desk of T.B. Scott Free Library unless otherwise indicated in the User Agreement & Waiver. Items should never be put in the book drops or left outside the library.

Damage/Replacement Cost

The patron assumes responsibility for the item. If the item is not returned or is returned in a damaged condition, the patron will be charged a replacement fee as specified in the catalog record and/or User Agreement & Waiver, if applicable. In instances where there are multiple items in a kit, patrons will be charged a replacement fee for the specific items if it is possible to replace individually.

Care of Equipment

Before returning the items, patrons will be made responsible for the proper cleaning as specified in the User Agreement & Waiver, if applicable, as it pertains to that specific item.

Liability

The patron borrowing the Equipment and Technology item assumes responsibility for using the item safely. The T.B. Scott Free Library cannot be held responsible for injury or death related to the use of the Equipment and Technology item. The T.B. Scott Free Library will also not be held responsible for damage to property through use of the item.

User Agreement & Waiver

Following is the language that will be used for the purpose of the User Agreement & Waiver ~~where items exceed a replacement cost of $100, carries additional liability, or require special handling, i.e. fishing poles, etc.~~:

Policies

USER AGREEMENT & WAIVER:

Patron name: _____ Patron Barcode number: _____

- I assume full responsibility for the safe use and care of (Name of the item to be inserted here) while it is checked out to me with the above referenced library card and hold harmless the T.B. Scott Free Library.
- I have read, understand, and agree to the terms and conditions of T.B. Scott Free Library's (Name of the item to be inserted here) Checkout Agreement & Waiver.
- I understand that if the equipment that comes with it is returned late, is damaged, or lost, fees may apply according to library policy.

Patron Signature _____ **Date** _____

A signed acknowledgement of receiving the policy and user agreement will be kept on file.

Policies

SMOKING POLICY

Approved: 11/20/91; reviewed 6/21/06, 10/20/10, 12/16/2015, 3/18/2020, 3/19/2025
Review Date: 2030.

It is the policy of the T.B. Scott Free Library Board of Trustees that Library premises, including grounds, shall be smoke-free. Electronic cigarette use (i.e., vaping) is also prohibited.

Library policies regarding smoking shall conform to applicable City of Merrill ordinances and Wisconsin Statutes 101.123, the section entitled Smoking Prohibited.

Policies

TEMPORARY CARD HOLDER POLICY

Approved: 1/16/1997; reviewed 6/21/06, 7/21/10, 4/15/2015, 3/18/20203/19/2025.
Review Date: 2030.

BACKGROUND
Permanent library cards may be issued to any Wisconsin resident other than residents of Milwaukee County. If a Milwaukee County resident owns property in Lincoln County, he/she may also be issued a permanent library card.

Foreign exchange students at Merrill Senior High School may also be issued permanent library cards, with the host family's parents listed as guardians.

TEMPORARY CARDS
Temporary cards are issued to persons who reside outside of Wisconsin or outside of the United States, and to Milwaukee County residents (unless those persons own property in Lincoln County, in which case they may also be issued permanent cards).

There is a $10.00 deposit for the Temporary Card. The card is good for 90 days. Temporary card holders may extend their card's expiration date, if they are in good standing in relationship to fines and overdue materials.

If there are no fines or outstanding materials, the $10.00 deposit will be refunded to temporary card holders, either when the card expires or when they no longer need library privileges, whichever occurs first.

~~As an alternative to obtaining a temporary card, anyone visiting relatives or friends may use their hosts' cards, with their hosts' permission.~~

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March 12, 2025

T.B. Scott Free Library
Attention: Michael Geisler, Board President
106 1st St.
Merrill, WI 54452

Re: Lois Jane Zander Trust

Dear Mr. Geisler:

Enclosed is a draft of the Jane Zander Testamentary Trust for the Benefit of the T.B. Scott Free Library. The trust is drafted to be an irrevocable trust which means it cannot be changed. Section 1 of the trust states that the net income of the trust is to be distributed to the T.B. Scott Free Library Endowment Fund. The trustee may distribute the principal of the trust to either the endowment fund or to the Library directly for emergency purposes. Emergency purposes are to be determined in the sole discretion of the trustees.

If the trust were to terminate, the trust assets are to be distributed to the Library and if the Library ceases to exist, to the City of Merrill. The trustees of the trust are the endowment fund committee members. Any trustee may be removed by the chairperson of the Library Board. Such individual may also appoint trustees in the event of a vacancy in the office of trustee. All trustees must act by majority vote.

I have the trust being signed by the chairperson of the Library board and by the trustees. I do not have the names of the trustees. If you could provide me with those names, I can finalize the document for signature. Please let me know if you have any questions.

Very truly yours,

RUDER WARE

Melissa S. Kampmann

Enclosure

JANE ZANDER TESTAMENTARY TRUST
FOR THE BENEFIT OF
T.B. SCOTT FREE LIBRARY

THIS IS A TRUST AGREEMENT to set forth the terms of operation of the trust created under the Will of Lois Jane Zander executed on January 16, 2004, upon the death of Lois Jane Zander on July 1, 2009. The trustees of the trust are the members of the T.B. Scott Free Library Endowment Fund Committee, serving from time to time (the "Trustee").

WHEREAS, this trust contains assets from the estate of Lois Jane Zander, which were directed to be held in trust for the benefit of the T.B. Scott Free Library of Merrill, Wisconsin (the "Library"), to be used as the governing body of the Library deems appropriate; and

WHEREAS, the trust created under the Will of Lois Jane Zander is void of details and the governing body of the Library deems it appropriate to adopt an Agreement concerning the administration of the funds set aside for the Library by Lois Jane Zander;

WHEREAS, the governing body of the Library deems it appropriate to adopt this Agreement to administer such funds as a trust for the benefit of the Library; and

WHEREAS, the Trustee covenants to discharge faithfully the duties of a Trustee hereunder;

NOW, THEREFORE, the Trustee agrees to hold, manage and distribute the property under the terms of this Agreement.

1. DISTRIBUTIONS

1.1 Intent. The intent in executing this Agreement is to provide for the administration of funds bequeathed to the Library by Lois Jane Zander.

1.2 Distributions.

(a) The Trustee shall annually distribute the net income of the trust to the T.B. Scott Free Library Endowment Fund and if such fund ceases to exist, to the Library.

(b) The Trustee may make distributions of principal from the Trust to the Library or the T.B. Scott Free Library Endowment Fund in emergency circumstances. The determination of whether an emergent circumstance exists shall be in the sole discretion of the Trustees.

2. IRREVOCABILITY

This Agreement shall be irrevocable. The Trustee and the Library shall have no right to alter it or amend it in any way.

3. ADDITIONAL CONTRIBUTIONS

The Trustee is authorized to receive additional contributions, which shall be added to and administered as part of the trust property.

4. PERPETUAL DURATION, TERMINATION AND DISSOLUTION

The trust shall be a perpetual charitable trust and shall terminate when all of the net income and principal has been distributed pursuant to this Agreement. In the event of dissolution of the trust, the residual assets of the trust shall be turned over to the Library and if the Library is not then in existence, to the City of Merrill, Wisconsin.

5. TRUSTEES

5.1 Appointment Of Trustee. The current members of the T.B. Scott Free Library Endowment Fund Committee shall serve as Trustee hereunder. If any member ceases to serve on such committee, such member shall cease to serve as Trustee. Any newly appointed member of such committee shall be appointed to serve as Trustee hereunder.

5.2 Removal Of Trustees. The chairperson of the board of the Library has the right to remove any Trustee with or without cause by written notice to the removed Trustee and all remaining Trustees.

5.3 Vacancy of Trustee. In the event of a vacancy in the office of Trustee, the chairperson of the board of the Library shall have the right to appoint a successor trustee.

5.4 Compensation Of Trustees. Individual Trustees shall not receive compensation for serving hereunder. A corporate Trustee shall be compensated by agreement with the individual Trustee or, in the absence of such agreement, in accordance with its fee schedule as in effect at the time of payment. A corporate Trustee shall be authorized to charge additional fees for services it provides to a trust hereunder that are not comprised within its duties as Trustee; for example, a fee charged by a mutual fund it administers in which a trust hereunder invests, a fee for providing an appraisal or a fee for providing corporate finance or investment banking services. A corporate Trustee may charge separately for some services comprised within its duties as Trustee; for example, a separate fee for investing cash balances or preparing tax returns. Such separate charges shall not be treated as improper or excessive merely because they are added on to a basic fee in calculating total compensation for service as Trustee. In calculating any compensation based on the value of a trust, a policy of insurance on the life of a living person shall be deemed to have no value.

6. FIDUCIARY PROVISIONS

6.1 Accountings And Other Proceedings.

(a) The trust hereunder shall be subject to independent administration with as little court supervision as the applicable state law allows. The Trustee shall not be required to render to any court annual or other periodic accounts, or any inventory, appraisal, or other returns or reports, except as required by applicable state law. The Trustee shall take such action for the settlement or approval of accounts at such times and before such courts or without court proceedings as the Trustee shall determine. The Trustee shall pay the costs and expenses of any such action or proceeding, including (but not limited to) the compensation and expenses of attorneys and guardians, out of the property of the trust. The Trustee shall not be required to register any trust hereunder except as required by law.

(b) Notwithstanding the foregoing, the Trustee shall render a semi-annual accounting of the income, expenses, and disbursements of the trust to the Library Board on June 30th and December 31st of each year.

6.2 Continuation Of Trustee's Powers. Powers granted to the Trustee hereunder or by applicable law shall continue with respect to all property held hereunder to be exercisable by the Trustee until property is actually distributed to a beneficiary. By way of illustration and not by way of limitation, the Trustee may invest and reinvest and take all investment action with respect to property that has been directed to be distributed and notwithstanding any direction that the property be distributed "as it is then constituted" until such property is actually distributed.

6.3 Number Of Trustees Required To Act. Except to the extent, if any, specifically provided otherwise in this Agreement, references to the Trustee shall, in their application to a trust hereunder, refer to all those from time to time acting as Trustee and, if two Trustees are eligible to act on any given matter, they shall act unanimously, and if more than two Trustees are eligible to act on a given matter, they shall act by majority. In no event shall any Trustee hereunder be liable for any matter with respect to which he, she or it is not authorized to participate hereunder (including the duty to review or monitor trust investments).

6.4 Additional General Provisions Regarding Fiduciaries.

(a) The Trustee shall be entitled to reimbursement for any out-of-pocket expenditures made or incurred in the proper administration of the trusts under this Agreement or in furtherance of his or her fiduciary duties and obligations.

(b) No Trustee shall be liable to anyone for anything done or not done by any other Trustee or any beneficiary.

(c) The Trustee may employ, and may rely upon advice given by, investment counsel, delegate discretionary investment authority over investments to investment counsel and pay investment counsel reasonable compensation in addition to fees otherwise payable to the Trustee, notwithstanding any rule of law otherwise prohibiting such dual

compensation. The Trustee may, but need not, favor retention of assets originally owned by the Settlor.

(d) If the Trustee has discretion concerning distributions of income or principal, that discretion shall be absolute and uncontrolled and subject to correction by a court only if the Trustee should act utterly without reason, in bad faith, with reckless indifference to the purposes of the trust or the interests of the beneficiaries, or in violation of specific provisions of this Agreement. If this Agreement has set forth general guidelines (as opposed to directions or dollar limits) for the Trustee in making distributions, those guidelines shall be merely suggestive and shall not create an enforceable standard whereby a distribution could be criticized or compelled.

(e) Notwithstanding any other provision of this Agreement, each Trustee is prohibited from making, voting on or otherwise participating in any discretionary distribution of income or principal from a trust that would discharge or substitute for a legal obligation of that Trustee.

(f) A Trustee may irrevocably release one or more powers held by the Trustee while retaining other powers.

(g) Any Trustee may delegate to a Co-Trustee any power held by the delegating Trustee, but only if the Co-Trustee is authorized by other terms of this Agreement to exercise the power delegated. A delegation may be revocable, but while it is in effect the delegating Trustee shall have no responsibility concerning the exercise of the delegated power.

6.5 Waiver Of Bond. No Trustee shall be required to give bond or other security in any jurisdiction and, if despite this exoneration, a bond is nevertheless required, no sureties shall be required.

7. GOVERNING LAW AND TRUSTEE POWERS

The interpretation and operation of the trust shall be governed by the laws of the State of Wisconsin. The Trustee may, without prior authority from any court, exercise all powers conferred on the Trustee by this Agreement or by common law or by any fiduciary powers act or other statute of the State of Wisconsin or any other jurisdiction whose law applies to the trust. The Trustee shall have the sole and absolute discretion in exercising these powers. Except as specifically limited by this Agreement, these powers shall extend to all property held by the Trustee until actual distribution of the property. The powers of the Trustee shall include the following:

7.1 Special Trustee Liability Provision.

(a) Some persons may be hesitant to serve as Trustee hereunder because of a concern about potential liability. Therefore, with respect to any trust created hereunder (i) no Trustee shall incur any liability by reason of any error of judgment, mistake of

law, or action of any kind taken or omitted to be taken in connection with the administration of any trust created hereunder if in good faith reasonably believed by such Trustee to be in accordance with the provisions and intent hereof, except for matters involving such Trustee's bad faith or reckless indifference to the purposes of the trust or the interests of the beneficiaries, (ii) no Trustee shall have any fiduciary responsibility to observe, monitor or evaluate the actions of any other Trustee and shall not be liable to any party for the failure to seek to remedy a breach of trust, or in a recurring situation to request instructions from a court having jurisdiction over the trust, even if a Trustee may be guilty of a gross violation of fiduciary duties hereunder, and (iii) each Trustee shall be fully indemnified by the trust estate against any claim or demand by any trust beneficiary or trust creditor, except for any claim or demand based on such Trustee's bad faith or reckless indifference to the purposes of the trust or the interests of the beneficiaries. Expenses incurred by a Trustee in defending any such claim or demand shall be paid by the trust estate in advance of the final disposition of such claim or demand, provided the Trustee agrees to repay such amount if it shall ultimately be determined that such Trustee is not entitled to be indemnified as authorized by this paragraph.

(b) The fact that a Trustee is active in the investment business shall not be deemed a conflict of interest. Purchases and sales of investments may be made through a corporate Trustee or through any firm of which a corporate or individual Trustee is a partner, member, shareholder, proprietor, associate, employee, owner, subsidiary, affiliate or the like. Property of a trust hereunder may be invested in individual securities, mutual funds, partnerships, LLCs, private placements or other forms of investment promoted, underwritten, managed or advised by a Trustee or such a firm.

(c) The fact that a Trustee (or a firm of which a Trustee is a member or with which a Trustee is otherwise affiliated) renders legal or other professional services to a trust hereunder shall not be deemed a conflict of interest, and the Trustee may pay fees for such services to such Trustee or firm, including, if applicable, advance payment of such fees on account, without prior approval of any court or any beneficiary, whether or not there is a Trustee to approve such payment, if permitted by applicable state law, and this provision shall serve as authorization of the payment of such fees to the extent such authorization is required by applicable state law. An attorney or other Trustee who also renders professional services shall receive full compensation for both services as a Trustee and the professional services rendered, except as specifically limited by law.

7.2 Allocate Receipts And Disbursements. The Trustee may allocate receipts and disbursements to income or principal in such manner as the Trustee shall determine, even though a particular allocation may be inconsistent with otherwise applicable state law.

7.3 Security Interests. The Trustee may grant security interests and execute all instruments creating such interests upon such terms as the Trustee may deem advisable.

7.4 Tax Elections And Allocations. The Trustee may make all tax elections and allocations the Trustee may consider appropriate.

7.5 Division And Distribution Of The Trust. The Trustee may divide and distribute the assets of the trust in kind, in money, or partly in each, without regard to the income tax basis of any asset and without the consent of any beneficiary. The decision of the Trustee in dividing any portion of the trust property between or among multiple beneficiaries shall be binding on all persons.

7.6 Investment Responsibility. The Trustee may retain any property originally owned by the Settlor and invest and reinvest in all forms of real and personal property, whether inside or outside the United States, including, without limitation, common trust funds of a corporate Trustee, mutual funds, partnerships (including a partnership in which a Trustee is a partner) and other forms of joint investment (which may but need not be managed by, advised by or affiliated with a Trustee), without regard to any principle of law limiting delegation of investment responsibility by the Trustee.

7.7 Compromise Claims Or Debts. The Trustee may compromise claims or debts and abandon or demolish any property which the Trustee shall determine to be of little or no value.

7.8 Sale Or Exchange Of Property. The Trustee may sell real or personal property at public or private sale, for cash or upon credit, exchange such property for other property, lease such property for any period of time and give options of any duration for sales, exchanges or leases. The Trustee may give such warranties or indemnifications as the Trustee may deem advisable.

7.9 Participation In Mergers And Reorganizations. The Trustee may join in any merger, reorganization, voting-trust plan or other concerted action of security holders and delegate discretionary powers (including investment powers) in entering into the arrangement.

7.10 Improvements To Property. The Trustee may, with respect to any real property: (i) partition, subdivide or improve such property and enter into agreements concerning the partition, subdivision, improvement, zoning or management of any real estate in which a trust hereunder has an interest and impose or extinguish restrictions on any such real estate; (ii) sell, exchange, lease for any period, mortgage, alter or otherwise dispose of such property and execute any instrument necessary to do that; and (iii) charge to principal the net loss incurred in operating or carrying non-income producing real property.

7.11 Reliance Upon Advice. The Trustee may employ, and rely upon advice given by, accountants, attorneys, investment bankers, and other expert advisors and employ agents, clerks and other employees and pay reasonable compensation to such advisors or employees in addition to fees otherwise payable to the Trustee, notwithstanding any rule of law otherwise prohibiting such dual compensation.

7.12 Trustee As Agent. Trustees serving in any jurisdiction in which a corporate trustee is unable to serve as Trustee may use such corporate trustee as an agent to perform any task that may lawfully be performed by such an agent in that jurisdiction, and may

pay to such corporate trustee such compensation for its services as an agent as shall be agreed upon by all Trustees.

7.13 Custodian Employed. The Trustee may employ a custodian, hold property unregistered or in the name of a nominee (including the nominee of any bank, trust company, brokerage house or other institution employed as custodian), and pay reasonable compensation to a custodian in addition to any fees otherwise payable to the Trustee, notwithstanding any rule of law otherwise prohibiting such dual compensation.

8. DEFINITIONS AND MISCELLANEOUS PROVISIONS

The following definitions and miscellaneous provisions shall apply under this Agreement:

8.1 Incapacitated Trustee. No Trustee shall serve during any period in which such Trustee is determined to be incapacitated in accordance with the provisions of this paragraph. A Trustee shall be deemed to be "incapacitated" if the individual has been adjudged incapacitated or incompetent by a court of competent jurisdiction. A Trustee shall also be deemed to be "incapacitated," whether or not there is an adjudication of incapacity or incompetence, if another then-serving Trustee receives written certification that the examined individual is having significant difficulties, physically or mentally, in receiving and evaluating information sufficient to create impairments in the individual's ability to make or communicate responsible decisions concerning the individual's personal welfare or the management of the individual's or the Trust's financial affairs and that such impairments are not anticipated to be of short duration. For purposes of this paragraph, an impairment that is anticipated to last less than one (1) month shall be of short duration. The following shall apply to any certification required by this paragraph:

(a) The certification shall be valid only if it is signed by a licensed medical provider, who is the primary health care provider of, and has personally examined, the Trustee. In the event that the individual to be examined does not have a primary health care provider, then the certification shall be valid if signed by at least two (2) licensed medical providers, at least one of whom is an attending or treating physician who has personally examined the individual and the other of whom has also personally examined the individual.

(b) This certification need not indicate any cause for the incapacity of the Trustee.

(c) A certification of incapacity shall be rescinded when a serving Trustee receives a certification that the former Trustee is no longer having significant difficulties or impairments in managing the Trustee's personal financial affairs. This certification, too, shall be valid only if it is signed by a licensed medical provider who is the primary health care provider of, and has personally examined, the Trustee. In the event that the individual to be examined does not have a primary health care provider, then the certification shall be valid if signed by at least two (2) licensed medical providers, at least one of whom is an attending or

treating physician who has personally examined the individual, and the other of whom has also personally examined the individual.

(d) No person is liable to anyone for actions taken in reliance on the certifications under this paragraph or for dealing with a Trustee other than the one removed for incapacity based on these certifications.

9. SAVINGS CLAUSE

Should any of the provisions or directions of this Agreement fail or be held ineffectual or invalid for any reason, no other portion or provision of this Agreement shall be invalidated, impaired or affected thereby, but this Agreement shall be construed as if such invalid provision or direction had not been contained therein.

10. CAPTIONS

The captions used in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit or describe the scope of this Agreement or the intent of any provision therein.

IN WITNESS WHEREOF, the Trustees have signed this Agreement, effective the day and year first written below.

Dated: March _____, 2025

T.B. SCOTT FREE LIBRARY

_____

Print Name: _____

STATE OF WISCONSIN)
) ss.
COUNTY OF _____)

This document was subscribed and sworn to before me by _____ on March __, 2025.

_____

Print Name: _____
Notary Public, State of Wisconsin
My commission expires: _____.

Dated: March _____, 2025

_____
Print Name: _____

STATE OF WISCONSIN)
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Goal #5: Facilities

Promote and encourage the use of the library as a safe, comfortable, and welcoming place to meet and interact with others.

Action Step 5.1: Revise and maintain the master capital plan for the library that focuses on areas not included in the City's 20-year capital plan.

Measure: Regular review and revisions made to capital plan

Responsible staff: Library Director

Current Year: Evaluation of doors throughout the library to determine accessibility and whether upgrades are necessary. 3/3/25. LO.

PAST YEARS ARCHIVE: L. Ollhoff in communication with City Finance Director to update and coordinate with City-wide Capital Plan, where necessary. LO. 09/2024.

Action Step 5.2: Design and maintain spaces that are adequate and flexible to meet the community's needs, such as conversation spaces, creativity, education and engagement.

Measure: Regularly scheduled meetings with department staff and library administration team; possible community surveys and communication.

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

Current Year: Looking at various table designs to replace the existing counter tops in the study rooms on 3rd floor. Also purchased a charging station for public use on the 3rd floor. 3/7/2025 MP. Furniture placement in the Youth Services area is undergoing change to create a more open, cohesive space in relation to the room renovation. 3/7/25 AB.

PAST YEARS ARCHIVE: Youth Services Renovation project space evaluation to accommodate shelving and other department resources relocated to allow for room addition. LO 06/2024.

Action Step 5.3: Educate the community regarding library resources to increase traffic to the library in person and online.

Measure: Regularly scheduled marketing evaluations.

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

Current Year: Continually working with Donna Plautz, Outreach Coordinator, to increase visibility of the adult event calendar to the wider community. Also working with various contacts and communities to spread the word about the Memory Café. 3/7/2025 MP.

PAST YEARS ARCHIVE: Currently planning the first Memory Café in November to evolve around the library and/or community staff and resources available to the elderly and their caregivers/families. MP 10/2024.

Action Step 5.4: Curate materials that allow for fun and imaginative play and exploration.

Measure: Evaluation of in-house resources; patron survey through direct or passive communication

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

Current Year: The Spice of the Month is going strong! We upped our bag creation from 30 to 50 in November of last year. Also showcasing one-two Memory Kits a month during the Memory Café. 3/7/2025 MP. A play greenhouse was added to the Youth Services space with in-house books to encourage families/caregivers to read with their children. 3/7/25 AB.

PAST YEARS ARCHIVE: Began the Spice of the Month Take and Make (Program) Bags for adults to experiment with various spices and recipes. The program began in September. 10/2024 MP. The newly updated play literacy space will now have rotating play themes to give children a wide range of play and learning opportunities. AB 10/2024.

Action Step 5.5: Increase efficiencies in the library space to reduce unnecessary burdens on staff time and enhance the patron experience.

Measure: Periodic patron satisfaction surveys or situational inquiries.

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

Current Year: Replaced storage/working space at the Adult Reference and Youth Services desks with a much more useful cabinet that provides a more adequate work area. 3/7/2025 MP/AB. Purchased a new book display for the 3rd floor, which allows more room to display the new adult books. 3/7/2025 MP.

PAST YEARS ARCHIVE: Actively searching for better work areas for both service desks in YS and adult areas to give our staff more space for work projects while they are at either desk. MP 10/2024.

Freedom of Expression and Inquiry

22

In This Trustee Essential

- How the public library promotes freedom of expression and inquiry
- Library board-approved policies that help protect intellectual freedom

Free access to ideas and freedom of expression are bedrock principles of this country. These principles must be upheld for democracy to survive and thrive. Public libraries are institutions dedicated to the ideal of freedom of expression and inquiry. The public library is the provider of access for *all* citizens to the full range of ideas, including controversial or unpopular ideas.

If we all knew for sure what the right answers were for important questions, there would be no controversies and no need to foster freedoms of inquiry and expression. But, because we cannot know for sure, our survival and progress as a culture and as a species require that we actively promote wide-ranging inquiry and the freest possible expression of ideas so that we may correct errors and continue to progress toward better answers. This requires that your library, within the limits imposed by budget, time, and space, seeks to represent the widest range of materials and to provide unrestricted access to electronic resources—so that inquiry is encouraged and creativity stimulated.

In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library's collection and policies. Citizen control is designed to help your library support the ideals of freedom of expression and inquiry—free from partisan and political pressure.

The federal and state Constitutions support the ideals of freedom of expression and inquiry, as do the Wisconsin statutes. The very beginning of Chapter 43 (Wisconsin's library law) says: "The legislature recognizes: (a) The importance of free access to knowledge, information and diversity of ideas by all residents of this state; (b) The critical role played by public, school, special and academic libraries in providing that access; (c) The major educational, cultural and economic asset that is represented in the collective knowledge and information resources of the state's libraries; (d) The importance of public libraries to the democratic process."

Collection Development Policy

Every public library should have a collection development policy that supports the ideals of freedom of expression and inquiry. A sound collection development policy assures the continuous growth of a collection appropriate to your library's defined mission and goals, while recognizing the cultural diversity and pluralistic nature of your community. It is recommended that, at a minimum, the policy cover the following points:

- purpose and scope of collection (separately defined for the adult and children's sections)
- types of materials to be purchased

- staff responsibility for selection; use of professional selection tools
- basis and method of withdrawing and disposing of materials
- acceptance of gift materials (usually with the understanding that the same selection standards will be applied to gift materials as to those purchased and that staff will have discretion in judging what gift materials will actually be added to the collection)
- affirmations of intellectual freedom, such as an endorsement of the Library Bill of Rights at: www.ala.org/advocacy/intfreedom/librarybill and the Freedom to Read Statement issued jointly by the American Library Association and Association of American Publishers available at: www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

See *Trustee Essential #10: Developing Essential Library Policies* for guidelines on the process to follow when developing library policies. The collection development policy should include a procedure to follow if materials in the library collection are challenged. (See *Trustee Essential #23: Dealing with Challenges to Library Materials and Policies*.)

Internet Access Policy

The Internet brings a wealth of information to even the smallest library. It is recommended that every library develop an Internet "acceptable use policy." The following questions may help your library in developing an "acceptable use policy."

- Can children use the Internet independently, or do they need parental supervision or permission?
- Will the library adopt a code of conduct that must be signed by a parent and child before the child accesses the Internet?
- Will the library adopt a clear Internet use policy?
- Will users have to sign up to use Internet terminals?
- Will there be time limits on the use of Internet terminals?
- How does the library staff handle being a "go to" place to help troubleshoot devices?
- Will the results of users' research be visible to other users or will the library install privacy screens or other means to restrict public viewing?
- What does the library do when a user is discovered using an Internet terminal for illegal or improper purposes?
- How does the library handle user and staff complaints about others gaining access to illegal or objectionable sites?
- How will the library handle false accusations about illegal or improper use?

- How will the library handle access to functions such as social media sites, peer-to-peer file sharing sites and email?
- How do the library and its governing board transmit concerns about Internet access to its funding authority?
- How will the library seek legal review of its Internet policy, both from its own legal counsel and from other legal experts?

Sample Internet use policies are available from the Wisconsin Public Library Policy Resources Page at http://dpi.wi.gov/pld/boards-directors/policy-resources.

Internet Filtering

Library boards should be aware that certain Internet filtering polices have been found by federal courts to violate First Amendment guarantees. On the other hand, Congress passed the Children's Internet Protection Act (or CIPA) requiring library filtering in order to qualify for certain uses of federal aid (such as E-rate funding). That law has been challenged on First Amendment grounds. Libraries need to stay informed as cases are decided and as possible new legislation develops. See below for resources to help you stay informed about these issues.

Meeting Room, Exhibit, and Display Policies

Public library meeting room and display policies should also support the ideals of freedom of expression and inquiry. In fact, federal courts have ruled that certain public library meeting room and display policies are contrary to the First Amendment.

In an April 2000 case, a federal court ruled that a Wisconsin library violated an individual's First Amendment rights when it refused him permission to use the public library's meeting room for a program about creationism. The library's policy prohibited use of the meeting room for religious services, religious instruction, and partisan political meetings.

The Federal District judge ruled that the library's policies and practices permitting the use of the meeting room for various groups had created a "designated public forum." In a designated public forum, content-based restrictions on speech are permissible only if they are the least restrictive means to a compelling government interest. The judge ruled that the city failed to show a compelling government interest in excluding the plaintiff from use of the meeting room.

"It may be that the exclusion of partisan political meetings and religious services or instruction is based on the library's desire to avoid controversy," the judge said. "However, the avoidance of controversy is not a valid ground for restricting speech in a public forum."

Reasonable regulations on time, place, and manner of speech are permissible in a designated public forum. For example, the judge implied that the library's prohibition on the use of the meeting room for regular meetings of clubs and other organizations was probably a constitutional regulation because it was intended to

make the room available to a wide variety of organizations. The judge also suggested that the policy excluding use of the meeting room for "commercial sales or presentations promoting specific companies or products" was also constitutionally acceptable.

Library exhibit and display policies must conform to the same basic constitutional principles that apply to meeting room policies. Libraries may wish to review their meeting room, exhibit, and display policies for conformance with constitutional requirements. Sample meeting room and exhibit and display policies are available from the Wisconsin Public Library Policy Resources page at http://dpi.wi.gov/pld/boards-directors/policy-resources.

Staff Development and Public Information

One of the keys to staff and community support for the principles of intellectual freedom is continuing education and public information on this topic. The better informed all parties are regarding the importance of freedom of expression and inquiry, and related library policies and practices, the less likely it is that your library will be required to defend the library's collection or policies.

Discussion Questions

1. How does your library support the democratic ideal of a well-informed citizenry?
2. Does citizen (library board) control of the library help your library support the ideals of freedom of expression and inquiry? How else does citizen board control benefit your library?
3. Can the use of library Internet filters be consistent with the ideals of freedom of expression and inquiry, and the First Amendment? Why or why not?

Sources of Additional Information

- *Intellectual Freedom Manual*, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Wisconsin Public Library Policy Resources page at http://dpi.wi.gov/pld/boards-directors/policy-resources
- 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.*)

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 – March 19, 2025

Events
For all upcoming events, https://tbscottlibrary.org/events
Here are some highlights of library programming:

- Spring Break will be upon us soon. The Library has a list of great things to do. Check out the events calendar.
- The Digital Literacy Skills Workshop line up has been scheduled. Chris Sprague and Maria Pregler will be facilitating the majority of those workshops.
- And, of course, these are on top of all our regularly scheduled activities each month.
- Please visit our Events page on our website for up-to-date information of events and services available at the library.

Other Highlights

- The first Cyber Security Workshop was held on Thursday, March 13. The event was well attended by individuals that were appreciative of this offering. In this day and age, the Library feels strongly about keeping our patrons informed when it comes to technology and all the advantages and disadvantages that come with it.
- The library will be working closely with MAPS and the Merrill Police Department

WVLS

- A board member appointment of a Lincoln County resident to the Wisconsin Valley Library System that will serve as this Library Board's representative is currently moving through its required process. Once complete, this Board will be informed of this appointment.
- The Board of Trustees held a meeting on March 15, 2025. The Agenda is attached along with a copy of the Minutes from their February 15, 2025, meeting. As always, you may find archived Board meeting materials at this link: https://www.wvls.org/about-wvls/board-council-committees/bot-agenda-materials/

Friends of the Library

- Friends met on Thursday, March 13. The dates for the Book Sale are yet to be determined. Sarah Litzer has stepped up to be the Chairperson for this event. They are leaning towards an end of April or early May date.
- A substantial amount of money was donated to the Friends in memory of Judy Weaver who passed away in late 2024. They have donated funds to the library for the purchase of a new podium/presentation cart that will display a memorial plaque in Judy's memory. With the additional funds, a large outdoor concrete planter will be placed on the newly poured patio area for all to enjoy. This will also display a plaque in memory of Judy Weaver.

Library Director's Report

- YS Renovation Project Update: One step closer to being complete. Cabinets have partially been installed. They were shipped without the doors so it's a waiting game to see how long it will take for the doors to come in. Hopefully, by the time of this meeting, the countertop will have been installed. Currently working with a company to have filament added to the large windowpanes as an added safety measure. We will also have track drapery installed for added privacy to accommodate meeting room reservations.

- Staffing Report: Kay Andrew's official retirement date is April 18. Posting for this position will be up as of Friday, March 14, and remain listed until the position is filled.

- Staff Training: Eight library staff members attended CPR recertification training on Thursday, March 13. It is a two-year certificate. We typically send groups of eight every other year to keep their certification up-to-date.

- Safety Equipment: A new AED Station will be installed on 3rd floor thanks to funding received from Aspirus. The Library worked with Merrill Fire Department to ensure that the system purchased was closely compatible with the EMT equipment used by the Department. The lower-level AED kit is in need of replacement. An application will be made to the Merrill Community Foundation with the hope that the upgrade would be funded in that fashion.

- RFID Project Report: A meeting is scheduled with Tech-Logic on Monday, March 17. Any updates will be provided verbally to the Board at their meeting on Wednesday, March 19.

TO: Board of Trustees, WISCONSIN VALLEY LIBRARY SERVICE
FROM: Marla Sepnafski, Director

CALL TO MEETING

The bi-monthly meeting of the WVLS Board of Trustees will be held on Saturday, **March 15, 2025** at **9:30 a.m.** in the WVLS Office, 300 N. First Street, Wausau.

AGENDA:

1. Call to order
2. Roll call
3. Consent agenda items:
   ...adoption of agenda order *(exhibit 1a)*
   ...minutes of February 15, 2025 meeting *(exhibit 1b)*
4. Financial Reports and Current Bills *(exhibits 2-7)*
5. 2024 WVLS Annual Report *(exhibit 8)*
6. WiLS/WVLS Data Dashboard MOU Extension *(exhibit 9)*
7. WVLS Director Evaluation Process *(Exhibit 10)* and Selection of Date/Time for WVLS Executive Committee Meeting
8. Reports:
   ... Resource Library *(exhibit 11)*
   ... WVLS Director *(exhibit 12)*
   ... COLAND *(exhibit 13a and 13b)*
   ... V-Cat Council *(exhibit 14a and 14b)*
   ... *2024 System Information and Public Library Statistics* *(exhibit 15)*
   ... Scholarship Report: 2025 Power Up Conference *(exhibit 16)*
9. Concerns, comments and announcements from area library personnel and trustees
10. Updated WVLS Information – 2025 WVLS Budget *(exhibit 17)*
11. Request for future agenda items
12. Calendar
    ... WVLS Library Advisory Committee meeting – Thursday, April 10, 2025
    ... WAPL (Wisconsin Association of Public Libraries) Conference, Oshkosh – Wednesday, April 30 - Friday, May 2, 2025 *(exhibit 18 if available)*
    ... WVLS Board of Trustees meeting – Saturday, May 16, 2025
    ... ALA (American Library Association) Conference, Philadelphia – June 26 – 30, 2025
13. Adjournment

PLEASE NOTE:

- ***Trustees who are unable to attend are asked to call 715/261-7250 by 3:00 p.m., Friday, March 14th.***
- The proceedings of the meeting will be taped.
- Any person planning to attend this meeting who needs some type of special accommodation in order to participate should notify the WVLS office at 715/261-7250.
- This agenda has been sent to official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida and Taylor counties.
- For virtual attendance, connect at
  https://us02web.zoom.us/j/86904400592?pwd=fVGVyaPYVSjiBnmcOo3sl9yQZaH59Q.1
  To participate by phone: Call: +1 312 626 6799 Meeting ID: 869-0440-0592 Passcode: HAZnzV0p

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
February 15, 2025
Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is March 15, 2025.

President Tom **Bobrofsky** called the meeting to order at 9:30 AM. Roll call was taken by **Wendt,** and a quorum was declared present.

Present
Tom Bobrofsky, President
Kay Palmer, Vice-President
Mike Otten, Treasurer
Sonja Ackerman, member
Jim Backus, member*
Carol Bartlein, member* until 12:15 pm
Candice Grunseth, member*
Jim Mildbrand, member
Eileen Persike, member
Judy Peterson, member
Petra Pietrzak, member*
Kari Sweeney, member* until 12:16 pm

Others Present
Marla Sepnafski, WVLS Director
Erica Brewster, WVLS staff*
Josh Klingbeil, WVLS staff
Rachel Metzler, WVLS staff
Brenda Walenton, WVLS staff
Kris Adams Wendt, WVLS staff*
Katie Zimmermann, WVLS staff

*denotes remote attendance

Excused
Diane Peterson, member

Vacant
Marathon County representatives (2)

NOTE: All exhibits may be accessed at https://wvls.org/about-wvls/board-council-committees/bot-agenda-materials/.

CONSENT AGENDA APPROVAL (Exhibit 1a)
J. Peterson/Ackerman motion to approve the agenda as presented. All aye. Motion carried.

APPROVAL OF MINUTES (Exhibit 1b)
It was noted that the Treasurer's Report motion contained the typo "Trreasure's."
Ackerman/Persike motion to approve minutes of the January 18, 2025 WVLS Board meeting as corrected. All aye. Motion carried.

2024 WVLS STAFF REPORT AND APPENDICES (Exhibits 2a, 2b)
WVLS staff members took turns highlighting 2024 accomplishments under their purview, with **Jamie Matczak** submitting her contribution by prerecorded video.
Palmer/Mildbrand motion to accept the 2024 WVLS Staff Report and Appendices as presented. All aye. Motion carried.

2025 V-CAT REVISED APPROPRIATIONS PLAN (Exhibit 3)
Zimmerman walked Board members through Exhibit 3, indicating that the V-Cat Council had approved the document. It was recommended that $7,327.37 in unspent appropriations from 2024 be applied to the V-Cat Special Projects Fund and designated for Cataloging/Database Clean-Up Automation and supplies.
J. Peterson/Persike motion to accept the V-Cat Council recommendation. All aye. Motion carried.

DELIVERY SERVICES ADJUSTMENTS
Sepnafski reported that WVLS was notified that the Waltco hubs in Wausau and Eau Claire would be closing on February 28, affecting WVLS, IFLS and NWLS with the potential to disrupt statewide courier service. The WVLS staff reached out to their counterparts in the other affected library systems and DPI. Prospective vendors have been assessed for their ability and capacity to assume WVLS delivery routes at the level its member libraries have come to expect. An announcement will be made as soon as next week once reference checks and associated components necessary for a smooth transition are confirmed.
Ackerman/Palmer motion to support the WVLS staff decision in favor of the most economical and practical option for a new courier delivery service.

DISPOSITION OF 2024 UNENCUMBERED BALANCE/2025 BUDGET REVISIONS (Exhibit 4)
Walenton guided Board members through Exhibit 4 detailing disposition of the 2024 unencumbered balance and resulting recommendations and adjustments to the 2025 budget.
J. Peterson/Bartlein motion to approve the information in Exhibit 4 as presented. All aye. Motion carried.

Bobrofsky declared a 10-minute meeting recess before resumption of business under Reports.

REPORTS:

Resource Library (Exhibit 5): The Marathon County Public Library Resource Library Report includes the agenda and Director's Report for the January 27, 2025 MCPL Board of Trustees meeting, as well as the agenda and minutes from the November 25, 2024 and December 16, 2024 meetings.

WVLS Director (Exhibits 6a, 6b, 6c, 6d): Following a few brief updates covering the interim since the January 18 meeting, the Director's Report as printed was mainly a comprehensive 2024 in Review. Board members and staff who attended Library Legislative Day on February 11 reported on their experiences at the Capitol visiting the 11 legislators whose districts include portions of WVLS counties. Board members viewed a video Introduction to LEANWI. **Sepnafski** gave a progress report on the Heather Eldred estate settlement.

COLAND (Exhibits 7a, 7b): **Otten** and **Klingbeil** shared highlights from the virtual January 10 meeting of the Council for Libraries and Network Development (COLAND). The next COLAND meeting will be Friday, March 14 at the Prairie du Chien Public Library.

V-Cat Council (Exhibits 8a, 8b) V-Cat Council updates were sufficiently covered under previous agenda items.

Scholarship Report: 2024 WLA Conference (Exhibit 9): Post-conference reports by 2024 WLA Conference attendees from WVLS member libraries were reviewed under exhibit 9.

2024 Library Marketing and Communications Conference Report (Exhibit 10): Board members were directed to review Jamie Matczak's report after attending the LMCC in St. Louis, MO on November 14-15, 2024.

CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES: Backus mentioned his personal experience with running a trucking company. Mildbrand shared that he intends to review Trustee Essentials and didn't think he was getting Monday Mentions.

REQUESTS FOR FUTURE AGENDA ITEMS: None noted.

UPDATED WVLS INFORMATION (Exhibits 11a, 11b, 11c)
Sepnafski drew the Board's attention to the 2025 WVLS Fact Sheet, 2025 WVLS Organizational Chart and 2025 WVLS Board of Trustees Roster.

CALENDAR

February 26, 2025 – WVLS/V-Cat Steering Committee Meeting
March 14, 2025 – COLAND meeting
March 15, 2025 – WVLS Board of Trustees meeting
April 10, 2025 – WVLS Library Advisory Committee meeting

ADJOURNMENT
Otten/Palmer motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:30 PM.

Respectfully submitted, Kris Adams Wendt, Meeting Recorder