



# CITY OF MERRILL

## LIBRARY BOARD

AGENDA • WEDNESDAY, JULY 16, 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 May 21, 2025.
2. Vouchers for May & June 2025
3. Unaudited Monthly Income & Expense Reports for May & June 2025
4. Monthly Statistical Reports for May & June 2025

### III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve 2026 Library Budget
2. Action Item: Review and approve 2026 Library Closure Dates/Holiday Hours
3. Action Item: Review and approve payment from the Library Endowment Fund for the Project Invoice from JAS Construction related to the previously approved contract for construction work -- Youth Services Renovation Project.
4. Action Item: Review and approve payment from the Library Endowment Fund for the Invoice for Filing of Tax Form for the Endowment Fund
5. Action Item: Review and approve the Personnel Policy
6. Action Item: Discuss and approve Library Administration Team request to close for a period of one week for the purpose of electronically tagging all items in the library collection and conversion to the Tech Logic RFID Circulation, Collection, and Inventory Management System. The specific week is yet to be determined
7. Discussion Item: Discuss the naming of the new Youth Services Activity Room/Meeting Room.
8. Discussion Item: Strategic Goals & Action Steps #3 & 4
9. Discussion Item: Wisconsin Trustee Essential #25 - Liability Issues

### IV. Library Director's Report

### V. President's Remarks

### VI. Date and Time of Next Meeting

Wednesday, August 20, 2025, @4PM in the 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, MAY 21, 2025 MINUTES  
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

**I. Opening**

1. **Call to order and roll call** - A. Huftel called the meeting to order at 4PM. Present: K. Breitenmoser, D. Dalsky, C. Grunenwald, A. Huftel, R. Martinovici, E. McCrank, B. Rothlisberg, M. Weix. Excused: M. Geisler. Also present were: L. Ollhoff, A. Bennett, and camera operator.
2. **Correspondence** - L. Ollhoff presented letter from the Merrill Area Chamber of Commerce thanking library staff for their donation to the Hanging Flower Basket Project. No additional correspondence was presented.
3. **Public Comment** - No public comment.

**II. Consent Items**

1. **Minutes of regular meeting on April 16, 2025** - E. McCrank/K. Breitenmoser/C to approve the Minutes of the regular meeting on May 21, 2025. No discussion.
2. **Vouchers for April 2025** - B. Rothlisberg/D. Dalsky/C to approve the Vouchers for March 2025. E. McCrank inquired about School Outfitters expenditures. L. Ollhoff provided background. No further discussion.
3. **Unaudited Monthly Income & Expense Report for April 2025** - C. Grunenwald/R. Martinovici/C to approve the Unaudited Monthly Income & Expense Report for March 2025. No discussion.
4. **Monthly Statistical Report for April 2025** - E. McCrank/K. Breitenmoser/C to approve the Monthly Statistical Report for March 2025. E. McCrank mentioned for the first time in months that magazine checkout is down in circulation. No further discussion.

**III. Reports/Discussion Items/Action Items**

1. **Action Item: Review and approval of Donations Policy** - R. Rothlisberg/D. Dalsky/C to approve the Donations Policy as presented. No discussion.
2. **Action Item: Review and approval of Displays, Exhibits, Posting and Distribution of Materials Policy** - B. Rothlisberg/E. McCrank/C to approve the Displays, Exhibits, Posting and Distribution of Materials Policy with necessary revisions as addressed. B. Rothlisberg addressed typographical errors related to the revised document not being numbered correctly with the elimination of certain items. E. McCrank addressed #11 in the document presented, which when numbered correctly will be #10, where the term "Board" was inserted in the first sentence and not in the second sentence. The correct reference should be "the Library" in both sentences and requested revision. No further discussion.

3. **Action Item: Review and approval of Endowment Fund Request for the purchase of Large Window Wall Privacy Drapery** - E. McCrank/D. Dalsky/C to approve the Endowment Fund Request for the purchase of Large Window Wall Privacy Drapery. E. McCrank addressed the Request for Bid process and how it affects this request. L. Ollhoff explained and confirmed that projects over \$10,000 must go through the Request for Bid process and that in this instance, that was not the case. E. McCrank addressed the process for determining vendors for projects with suggestions moving forward. L. Ollhoff provided justification at this time for this purchase. No further discussion.
  4. **Report: Zander Trust Agreement Final Report** - L. Ollhoff provided a follow-up on the completion of the Jane Zander Trust Agreement. A Statement for Services has been received from Ruder Ware for the services rendered by Atty. Melissa Kampmann in the amount of \$687.50, which is well under the \$3,000 that was originally quoted for the cost of the agreement development. D. Dalsky explained that payment to Ruder Ware will be withdrawn from the Endowment Fund in the amount of \$687.50.
  5. **Report: Youth Services Renovation Project Update** - L. Ollhoff provided update on room completion. JAS Construction portion is complete with the exception of cabinet door issues. Window coverings are on order and will be installed sometime this summer. E. McCrank inquired about some items in the upcoming Director's Report related to the construction update. These questions were related to additional expenditures outside the original construction cost. L. Ollhoff explained these are costs not related to the work by JAS Construction, but items related to the aesthetic aspects of the newly constructed activity room. No further discussion.
  6. **Discussion Item: Strategic Goals & Action Steps #2** - Strategic Goals & Action Steps #2 were presented without any discussion.
  7. **Discussion Item: Wisconsin Trustee Essential #24: Library Friends and Library Foundations** - Wisconsin Trustee Essential #24: Library Friends and Library Foundations materials were presented without any discussion.
- IV. **Library Director's Report** L. Ollhoff presented the report with the following highlights: Digital Literacy Workshop Grant has been completed with a report filed to document attendance exclusively. Project expenditure have been tracked internally by the library while that was not a requirement of this particular grant. Highlighted Magic of Isaiah as a program of great interest during our summer library literacy program. The listening session by Mary Felzkowski and Cal Callahan went well with great attendance. The overlap of the listening session with the dismissal of school at Prairie River Middle School precipitated an extremely congested parking lot as parents chose to use the library parking lot as a pick-up location. A brief mention of the marketing materials that have been provided for libraries to utilize in advocating for the importance of library funding in upcoming budget talks. The WVLS representative to the Library's Board should be

designated and approved by Lincoln County in the next several months. The JAS Construction project invoice was recently received and will be on next month's agenda for review and final approval for payment by the Board. RFID project update to include an overview of the virtual meeting held the day of the Board meeting. We are moving forward as scheduled with steps in the project that can be completed before the big project push in fall.

- V. President's Remarks** A. Huftel wished everyone a safe holiday weekend.
- VI. Date and Time of Next Meeting** Wednesday, June 18, 2025, @4PM.
- VII. Adjournment** R. Martinovici/D. Dalsky/C to adjourn the meeting at 4:20PM.

## May 2025

Company Being Paid	5/2/25 Packet	5/9/25 Packet	5/16/25 Packet	5/30/25 Packet	MAY 2025 TOTALS
Amazon		\$ 4,813.89			\$ 4,813.89
B&T L0280842	\$ 89.78	\$ 78.06	\$ 97.58	\$ 781.51	\$ 1,046.93
B&T L4211082	\$ 24.37	\$ 36.58			\$ 60.95
B&T L5491882			\$ 88.02	\$ 789.66	\$ 877.68
Cengage Learning, Inc.	\$ 18.19			\$ 341.48	\$ 359.67
Center Point Large Print		\$ 46.74			\$ 46.74
Children's Plus	\$ 24.96	\$ 216.42			\$ 241.38
Cintas		\$ 238.77			\$ 238.77
Collaborative Summer Library Program				\$ 109.45	\$ 109.45
Complete Control, Inc.			\$ 429.50		\$ 429.50
Dave's County Market	\$ 13.98			\$ 32.96	\$ 46.94
Demco		\$ 247.89			\$ 247.89
Elan		\$ 1,580.83			\$ 1,580.83
EO JOHNSON			\$ 298.80		\$ 298.80
Frederick, Michael			\$ 20.00		\$ 20.00
Frontier			\$ 123.83		\$ 123.83
Grantsburg Public Library			\$ 11.99		\$ 11.99
Haenco		\$ 38.28			\$ 38.28
Hargrave Appliance Center		\$ 24.99			\$ 24.99
Laser Innovations, Inc.		\$ 28.46			\$ 28.46
Libraria			\$ 756.18	\$ 786.09	\$ 1,542.27
Library Store (The)	\$ 87.28				\$ 87.28
Lindberg, Ron				\$ 550.00	\$ 550.00
Magic of Isaiah (The)				\$ 700.00	\$ 700.00
Marathon County Public Library			\$ 22.74		\$ 22.74
Marshfield Clinic Health System		\$ 166.00			\$ 166.00
Merrill Ace Hardware		\$ 70.12			\$ 70.12
Merrill Chamber of Commerce Foundation	\$ 70.00				\$ 70.00
Mobile Beacon	\$ 300.00				\$ 300.00
OTIS Elevator Company				\$ 3,486.36	\$ 3,486.36
Plautz, Donna		\$ 24.08			\$ 24.08
T.B. Scott Petty Cash		\$ 34.51			\$ 34.51
VIP Office Products		\$ 179.96			\$ 179.96
Wisconsin Public Service		\$ 2,016.47			\$ 2,016.47
Wisconsin Library Association				\$ 216.00	\$ 216.00
Wisconsin Valley Library Service	\$ 17,006.52			\$ 220.00	\$ 17,226.52
WT.Cox				\$ 52.98	\$ 52.98
	<b>\$ 17,635.08</b>	<b>\$ 9,842.05</b>	<b>\$ 1,848.64</b>	<b>\$ 8,066.49</b>	<b>\$ 37,392.26</b>



PACKET: 11863 LIBRARY - 20250502  
 VENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----  
 POST DATE BANK CODE -----DESCRIPTION----- GROSS P.O. # DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION  
 01-005471 LIBRARIA ( \*\* CONTINUED \*\* )

I-259414 REF # 2000001332 12.77 249541  
 5/02/2025 1 DUE: 5/02/2025 DISC: 5/02/2025 1099: N  
 REF # 2000001332 10 55110-13-20000 Youth Children's Books 11.97  
 REF # 2000001332 10 55110-03-10500 Library Supplies 0.80  
 === VENDOR TOTALS === 24.96

01-000921 THE LIBRARY STORE  
 I-737560 CUST # 7779 87.28 6083375  
 5/02/2025 1 DUE: 5/02/2025 DISC: 5/02/2025 1099: N  
 CUST # 7779 10 55110-03-10500 Library Supplies 87.28  
 === VENDOR TOTALS === 87.28

01-004168 MERRILL AREA CHAMBER OF COMMER

I-20250502 CASUAL FRIDAY DONATION 70.00  
 5/02/2025 1 DUE: 5/02/2025 DISC: 5/02/2025 1099: N  
 CASUAL FRIDAY DONATION 10 55110-03-31000 Misc. - Petty Cash 70.00  
 === VENDOR TOTALS === 70.00

01-005383 MOBILE BEACON  
 I-MB-191489 2 HOTSPOT ACTIVATIONS 300.00  
 5/02/2025 1 DUE: 5/02/2025 DISC: 5/02/2025 1099: N  
 2 HOTSPOT ACTIVATIONS 10 55110-15-32750 T1/Internet Access 300.00  
 === VENDOR TOTALS === 300.00

01-000290 WISCONSIN VALLEY LIBRARY SERVI

I-2025-2761 2025 V-CAT CONTROL MAINTENANC 17,006.52  
 5/02/2025 1 DUE: 5/02/2025 DISC: 5/02/2025 1099: N  
 2025 V-CAT CONTROL MAINTENANCE 10 55110-15-70000 V-Cat Shared Automation 17,006.52  
 === VENDOR TOTALS === 17,006.52  
 === PACKET TOTALS === 17,635.08

5/05/2025 11:02 AM  
 PACKET: 11863 LIBRARY - 20250502  
 VENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 17,635.08  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 17,635.08

\*\* G/L ACCOUNT TOTALS \*\*

BANK YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2025	10 -21-0000	Accounts Payable Control	17,635.08	7,000	5,044.12	1,041,156	733,674.38
	10 -55110-03-10500	Library Supplies	96.95	1,400	1,165.53	1,041,156	733,769.26
	10 -55110-03-11000	Postage	2.07	0	0.00	1,041,156	733,701.33
	10 -55110-03-31000	Misc. - Petty Cash	70.00	7,000	4,319.62	1,041,156	733,757.35
	10 -55110-03-41250	Programming - Adult	13.98	9,500	6,265.07	1,041,156	733,713.21
	10 -55110-13-10000	Adult Dept Fiction	58.12	750	594.66	1,041,156	733,747.43
	10 -55110-13-10200	Adult Dept Paperbacks	23.90	4,300	2,928.08	1,041,156	733,753.14
	10 -55110-13-10400	Adult Dept Large Print	18.19	16,000	13,371.75	1,041,156	733,747.97
	10 -55110-13-20000	Youth Children's Books	23.36	2,000	1,978.01	1,041,156	733,749.34
	10 -55110-14-10100	Adult Dept Books on CD	21.99	1,200	900.00	1,041,156	733,471.33
	10 -55110-15-32750	T1/Internet Access	300.00	18,500	1,493.48	1,041,156	716,764.81
	10 -55110-15-70000	V-Cat Shared Automation	17,006.52				
99	-14-0010	Due from General Fund	17,635.08				

\*\* 2025 YEAR TOTALS 17,635.08

A/P Regular Open Item Register

5/05/2025 11:02 AM  
PACKET: 11863 LIBRARY - 20250502  
VENDOR SET: 01 City of Merrill  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
10	5/2025	17,635.08

NO ERRORS NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

ACCT: 11872 LIBRARY - 20250509  
 ENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	GROSS	P.O. #	ACCOUNT NAME	DISTRIBUTION
1-005248		AMAZON CAPITAL SERVICES, INC.					
C-17YR-WLWV-QCH9	1	Acct # A29JJIWFIAEUZST DUE: 5/09/2025 DISC: Acct # A29JJIWFIAEUZST	0.97CR	0.97CR	DVDS APR 1099: N 10 55110-14-10400	Adult Dept DVDs	0.97CR
I-131J-TRF9-PKRG	1	Acct # A29JJIWFIAEUZST DUE: 5/09/2025 DISC: AMAZON CAPITAL SERVICES, INC.	596.85	596.85	YS Progr 1099: N 10 55110-03-41500	Programming - Youth	596.85
I-16TF-HNAM-Q4QP	1	Acct # A29JJIWFIAEUZST DUE: 5/09/2025 DISC: Acct # A29JJIWFIAEUZST	9.98	9.98	YA-BOOKS 1099: N 10 55110-13-20100	Young Adult Books	9.98
I-16VJ-3QVP-QCF7	1	Acct # A29JJIWFIAEUZST DUE: 5/09/2025 DISC: Acct # A29JJIWFIAEUZST	54.24	54.24	MUSIC CD 1099: N 10 55110-14-10200	Adult Dept CDs	54.24
I-17FX-FCWV-PY9G	1	Acct # A29JJIWFIAEUZST DUE: 5/09/2025 DISC: Acct # A29JJIWFIAEUZST	37.99	37.99	MayGrant 1099: N 10 55110-03-41251	Misc Rev-Programming Adu	37.99
I-17YR-WLWV-PL9H	1	Acct # A29JJIWFIAEUZST DUE: 5/09/2025 DISC: Acct # A29JJIWFIAEUZST Acct # A29JJIWFIAEUZST	77.73	77.73	YS-Books 1099: N 10 55110-13-20000 10 55110-03-41500	Youth Children's Books Programming - Youth	60.76 16.97
I-1CGN-HR67-PGPR	1	Acct # A29JJIWFIAEUZST DUE: 5/09/2025 DISC: Acct # A29JJIWFIAEUZST	51.57	51.57	MayAdult 1099: N 10 55110-03-41250	Programming - Adult	51.57
I-1CHK-GVAM-PKHG	1	Acct # A29JJIWFIAEUZST DUE: 5/09/2025 DISC: Acct # A29JJIWFIAEUZST	3,126.84	3,126.84	YS Summe 1099: N 10 55110-03-41501	Misc Rev-Programming-You	3,126.84
I-1JWY-3LWC-FMCP	1	Acct # A29JJIWFIAEUZST DUE: 5/09/2025 DISC: Acct # A29JJIWFIAEUZST	137.28	137.28	DVDS APR 1099: N 10 55110-14-10400	Adult Dept DVDs	137.28
I-1JWY-3LWC-FNWF	1	Acct # A29JJIWFIAEUZST DUE: 5/09/2025 DISC: Acct # A29JJIWFIAEUZST	482.73	482.73	YS Progr 1099: N 10 55110-03-41500	Programming - Youth	482.73
I-1LRW-GQMG-PJGF	1	Acct # A29JJIWFIAEUZST DUE: 5/09/2025 DISC: Acct # A29JJIWFIAEUZST	108.93	108.93	GRANTMAR 1099: N 10 55110-03-41251	Misc Rev-Programming Adu	108.93
I-1V9P-KVEJ-QJEN	1	Acct # A29JJIWFIAEUZST DUE: 5/09/2025 DISC: Acct # A29JJIWFIAEUZST	130.72	130.72	TBS-LIBS 1099: N 10 55110-03-10000	Office Supplies	130.72
===== VENDOR TOTALS =====							4,813.89

ACCT: 11872 LIBRARY - 20250509  
 ENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DE TO/FROM ACCOUNTS SUPPRESSED

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

1-000268	BAKER & TAYLOR I0280842									
I-2039042301	ACCT # 216389 I028084 2 B0000									
5/09/2025	1 DUE: 5/09/2025 DISC: 5/09/2025					1099: N				
	ACCT # 216389 I028084 2 B00000					✓10 55110-13-10000	Adult Dept Fiction			44.91 ✓
	ACCT # 216389 I028084 2 B00000					✓10 55110-14-10100	Adult Dept Books on CD			24.74 ✓
	ACCT # 216389 I028084 2 B00000					✓10 55110-03-10500	Library Supplies			7.02 ✓
	ACCT # 216389 I028084 2 B00000					✓10 55110-03-11000	Postage			1.39 ✓
	== VENDOR TOTALS ==					78.06				

1-003259	BAKER & TAYLOR I4211082									
I-2039008867	ACCT # 216389 I421108 2 B0000									
5/09/2025	1 DUE: 5/09/2025 DISC: 5/09/2025									
	ACCT # 216389 I421108 2 B00000					✓6.42 PB 1124				
	ACCT # 216389 I421108 2 B00000					1099: N				
	ACCT # 216389 I421108 2 B00000					10 55110-13-10200	Adult Dept Large Print			6.29
	ACCT # 216389 I421108 2 B00000					10 55110-03-11000	Postage			0.13
	== VENDOR TOTALS ==					17.32				

I-2039008870	ACCT # 216389 I421108 2 B0000									
5/09/2025	1 DUE: 5/09/2025 DISC: 5/09/2025									
	ACCT # 216389 I421108 2 B00000					1099: N				
	ACCT # 216389 I421108 2 B00000					10 55110-13-10200	Adult Dept Paperbacks			16.98
	ACCT # 216389 I421108 2 B00000					10 55110-03-10500	Library Supplies			0.34
	ACCT # 216389 I421108 2 B00000					11000	Postage			
	== VENDOR TOTALS ==					6.42				

I-203908869	ACCT # 216389 I421108 2 B0000									
5/09/2025	1 DUE: 5/09/2025 DISC: 5/09/2025									
	ACCT # 216389 I421108 2 B00000					1099: N				
	ACCT # 216389 I421108 2 B00000					10 55110-13-10200	Adult Dept Paperbacks			6.29
	ACCT # 216389 I421108 2 B00000					10 55110-03-10500	Library Supplies			0.13
	ACCT # 216389 I421108 2 B00000					11000	Postage			
	== VENDOR TOTALS ==					6.42				

1-000274	CENTER POINT LARGE PRINT									
I-2163185	ACCT # 54452									
5/09/2025	1 DUE: 5/09/2025 DISC: 5/09/2025									
	ACCT # 54452					1099: N				
	ACCT # 54452					✓10 55110-13-10400	Adult Dept Large Print			46.74
	== VENDOR TOTALS ==					46.74				

ACCT: 11872 LIBRARY - 20250509  
 ENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DE TO/FROM ACCOUNTS SUPPRESSED

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

1-004375 CINTAS CORPORATION ✓  
 I-4229350469 PAYER # 18280979 ✓  
 5/09/2025 1 DUE: 5/09/2025 DISC: 5/09/2025  
 238.77 ✓  
 1099: N  
 ✓10 55110-02-23250 Facility Cleaning Servic 238.77  
 == VENDOR TOTALS ==  
 238.77

1-003938 DEMCO, INC. ✓  
 I-7640731 ✓  
 5/09/2025 1 CUST # 482508000  
 DUE: 5/09/2025 DISC: 5/09/2025  
 103.37 ✓  
 1099: N  
 ✓10 55110-03-10500 Library Supplies 103.37

I-7643475 ✓  
 5/09/2025 1 CUST # 482508000  
 DUE: 5/09/2025 DISC: 5/09/2025  
 144.52 ✓  
 1099: N  
 ✓10 55110-03-10500 Library Supplies 13.58 ✓  
 ✓10 55110-03-10000 Office Supplies 130.94 ✓  
 == VENDOR TOTALS ==  
 247.89

1-000128 ELAN FINANCIAL SERVICES  
 I-20250509  
 5/09/2025 1 ACCT # 5472 1102 2200 0197  
 DUE: 5/09/2025 DISC: 5/09/2025  
 1,580.83 ✓  
 1099: N  
 ✓10 55110-03-10000 Office Supplies 1.56 ✓  
 ✓10 55110-03-11000 Postage 7.74 ✓  
 ✓10 55110-03-32001 Misc Rev - Educ & Conf 213.98 ✓  
 ✓10 55110-03-41250 Programming - Advlt 66.04 ✓  
 ✓10 55110-03-41251 Misc Rev-Programming Adu 91.39 ✓  
 ✓10 55110-03-41501 Misc Rev-Programming-You 709.60 ✓  
 ✓10 55110-03-50275 M/R - Contingency 9.95 ✓  
 ✓10 55110-13-10100 Adult Dept Non-Fiction 40.00 ✓  
 ✓10 55110-13-20000 Youth Children's Books 41.83 ✓  
 ✓10 55110-15-47500 Software/Upgrades 9.91 ✓  
 ✓26 55110-03-40500 Memorial Books-Expense 30.67 ✓  
 ✓10 55110-03-41751 Misc Rev-Hospitality 362.16 ✓  
 == VENDOR TOTALS ==  
 1,580.83

1-005274 HAENCO LLC ✓  
 I-14851  
 5/09/2025 1 5/2/2025 INVOICE  
 DUE: 5/09/2025 DISC: 5/09/2025  
 38.28 ✓  
 1099: Y  
 ✓10 55110-03-44000 Janitor Supplies 38.28  
 == VENDOR TOTALS ==  
 38.28

ACCT: 11872 LIBRARY - 20250509  
 ENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
1-001111	HARGRAVE APPLIANCE CENTER					
I-25451	✓	ACCT # 5367191	24.99	1099: N		
5/09/2025	1	DUE: 5/09/2025 DISC: 5/09/2025		✓ 10 55110-03-44000	Janitor Supplies	24.99
		ACCT # 5367191				
		== VENDOR TOTALS ==	24.99			
1-005310	LASER INNOVATIONS, INC.					
I-28479	✓	3 NAME TAGS	28.46	e-mail		
5/09/2025	1	DUE: 5/09/2025 DISC: 5/09/2025		1099: N		
		3 NAME TAGS		✓ 10 55110-03-10000	Office Supplies	28.46
		== VENDOR TOTALS ==	28.46			
1-005471	LIBRARIA					
I-260004	✓	REF # 2000001630	216.42	250791		
5/09/2025	1	DUE: 5/09/2025 DISC: 5/09/2025		1099: N		
		REF # 2000001630		✓ 10 55110-13-20000	Youth Children's Books	206.22
		REF # 2000001630		✓ 10 55110-03-10500	Library Supplies	10.20
		== VENDOR TOTALS ==	216.42			
1-000737	MCHS OCCUPATIONAL HEALTH					
I-3764-38613	✓	LIBRARY - NEW EMPLOYEE TESTIN	166.00			
5/09/2025	1	DUE: 5/09/2025 DISC: 5/09/2025		1099: N		
		LIBRARY - NEW EMPLOYEE TESTING		✓ 10 55110-01-54000	Health Insurance	166.00
		== VENDOR TOTALS ==	166.00			
1-000839	MERRILL ACE HARDWARE					
C-20250509	✓	ACCT # 81867	7.27CR	1099: N		
5/09/2025	1	DUE: 5/09/2025 DISC: 5/09/2025		✓ 10 55110-03-44000	Janitor Supplies	1.03CR
		ACCT # 81867		✓ 10 55110-03-50000	M/R-General Repair/Maint	6.24CR
		ACCT # 81867				
I-242432	✓	ACCT # 81867	4.74	1099: N		
5/09/2025	1	DUE: 5/09/2025 DISC: 5/09/2025		✓ 10 55110-03-50000	M/R-General Repair/Maint	4.74
		ACCT # 81867				
I-242714	✓	ACCT # 81867	44.68	1099: N		
5/09/2025	1	DUE: 5/09/2025 DISC: 5/09/2025		✓ 10 55110-03-50000	M/R-General Repair/Maint	44.68
		ACCT # 81867				

ACKET: 11872 LIBRARY - 20250509  
 ENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DE TO/FROM ACCOUNTS SUPPRESSED

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

1-000839 MERRILL ACE HARDWARE ( \*\* CONTINUED \*\* )

I-243062 ✓  
 5/09/2025 1 ACCT # 81867  
 DUE: 5/09/2025 DISC: 5/09/2025 ✓ 16.99  
 ACCT # 81867 ✓ 10 55110-03-50000 M/R-General Repair/Maint 16.99

I-243248 ✓  
 5/09/2025 1 ACCT # 81867  
 DUE: 5/09/2025 DISC: 5/09/2025 ✓ 7.99  
 ACCT # 81867 ✓ 10 55110-03-44000 Janitor Supplies 7.99

I-243339 ✓  
 5/09/2025 1 ACCT # 81867  
 DUE: 5/09/2025 DISC: 5/09/2025 ✓ 2.99  
 ACCT # 81867 ✓ 10 55110-03-44000 Janitor Supplies 2.99

===== VENDOR TOTALS ===== 70.12

1-004398 DONNA J PLAUTZ ✓

I-20250509  
 5/09/2025 1 APRIL MILEAGE  
 DUE: 5/09/2025 DISC: 5/09/2025 ✓ 24.08  
 APRIL MILEAGE ✓ 10 55110-03-30500 Mileage 24.08

===== VENDOR TOTALS ===== 24.08

1-000276 T.B. SCOTT LIBRARY-PETTY CASH

I-20250509  
 5/09/2025 1 PETTY CASH REIMB 34.51  
 DUE: 5/09/2025 DISC: 5/09/2025  
 PETTY CASH REIMB ✓ 10 55110-03-11000 Postage 9.51  
 PETTY CASH REIMB ✓ 10 55110-13-20000 Youth Children's Books 11.00  
 PETTY CASH REIMB ✓ 10 55110-14-10500 Adult Dept Videos 14.00

===== VENDOR TOTALS ===== 34.51

1-000284 VIP ALL-VALUE ✓

I-0116941-001 ✓  
 5/09/2025 1 ACCT # 67191-0  
 DUE: 5/09/2025 DISC: 5/09/2025 ✓ 179.96  
 ACCT # 67191-0 ✓ 26 55110-03-12650 Library Photocopier Expe 179.96

===== VENDOR TOTALS ===== 179.96

1-000656 WISCONSIN PUBLIC SERVICE ✓

I-20250509  
 5/12/2025 1 ACCT # 0403371156-00003  
 DUE: 5/12/2025 DISC: 5/12/2025 ✓ 2,016.47  
 ACCT # 0403371156-00003 ✓ 10 55110-02-22000 Electric 1,550.42  
 ACCT # 0403371156-00003 ✓ 10 55110-02-22500 Fuel - Natural Gas 466.05

===== VENDOR TOTALS ===== 2,016.47

===== PACKET TOTALS ===== 9,842.05

ACCOUNT: 11872 LIBRARY - 20250509

ENDOR SET: 01 City of Merrill

EQUENCE : ALPHABETIC

DE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 9,850.29  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 8.24CR

BATCH TOTALS 9,842.05

ANK YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2025	10 -21-0000	Accounts Payable Control	9,631.42--*	66,778	43,996.58	1,041,156	689,004.43
	10 -55110-01-54000	Health Insurance	166.00	25,000	17,792.76	1,041,156	687,620.01
	10 -55110-02-22000	Electric	1,550.42	25,000	19,924.93	1,041,156	688,704.38
	10 -55110-02-22500	Fuel - Natural Gas	466.05	3,400	2,206.15	1,041,156	688,931.66
	10 -55110-02-23250	Facility Cleaning Servic	238.77	2,250	303.53	1,041,156	688,878.75
	10 -55110-03-10000	Office Supplies	291.68	7,000	4,909.35	1,041,156	689,035.66
	10 -55110-03-10500	Library Supplies	134.77	1,400	1,146.76	1,041,156	689,151.66
	10 -55110-03-11000	Postage	18.77	500	369.24	1,041,156	689,146.35
	10 -55110-03-30500	Mileage	24.08	0	743.75-	1,041,156	688,956.45
	10 -55110-03-32001	Misc Rev - Educ & Conf	213.98	7,000	4,202.01	1,041,156	689,052.82
	10 -55110-03-41250	Programming - Adult	117.61	0	5,344.84-	1,041,156	688,932.12
	10 -55110-03-41251	Misc Rev-Programming Adu	238.31	7,500	4,416.51	1,041,156	688,073.88
	10 -55110-03-41500	Programming - Youth	1,096.55	0	5,814.54-	1,041,156	685,337.99
	10 -55110-03-41501	Misc Rev-Programming-You	3,832.44	0	1,092.64-	1,041,156	688,808.27
	10 -55110-03-41751	Misc Rev-Hospitality	362.16	5,000	4,390.46	1,041,156	689,097.21
	10 -55110-03-44000	Janitor Supplies	73.22	4,000	3,776.92	1,041,156	689,110.26
	10 -55110-03-50000	M/R-General Repair/Maint	60.17	10,000	8,045.19	1,041,156	689,160.48
	10 -55110-03-50275	M/R - Contiguency	9.95	9,500	6,220.16	1,041,156	689,125.52
	10 -55110-13-10000	Adult Dept Fiction	44.91	10,000	7,609.65	1,041,156	689,130.43
	10 -55110-13-10100	Adult Dept Non-Fiction	40.00	750	565.10	1,041,156	689,140.87
	10 -55110-13-10200	Adult Dept Paperbacks	29.56	4,300	2,875.05	1,041,156	689,117.40
	10 -55110-13-10400	Adult Dept Large Print	53.03	16,000	13,051.94	1,041,156	688,850.62
	10 -55110-13-20000	Youth Children's Books	319.81	2,500	1,954.25	1,041,156	689,160.45
	10 -55110-13-20100	Young Adult Books	9.98	2,000	1,953.27	1,041,156	689,145.69
	10 -55110-14-10100	Adult Dept Books on CD	24.74	800	540.44	1,041,156	689,116.19
	10 -55110-14-10200	Adult Dept CDs	54.24	2,000	1,227.51	1,041,156	689,034.12
	10 -55110-14-10400	Adult Dept DVDs	136.31	2,000	14.00-	1,041,156	689,156.43
	10 -55110-14-10500	Adult Dept Videos	14.00	3,000	2,602.08	1,041,156	689,160.52
	10 -55110-15-47500	Software/Upgrades	9.91	0	4,313.43-	0	5,032.01-- Y
	26 -21-0000	Accounts Payable Control	210.63--*	0	0	0	0
	26 -55110-03-12650	Library Photocopier Expe	179.96	0	0	0	0

ACCT: 11872 LIBRARY - 20250509  
 ENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* G/L ACCOUNT TOTALS \*\*

ANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
26	-55110-03-40500	Memorial Books-Expense		30.67	0	499.25- Y	0	4,882.72- Y
99	-14-0010	Due from General Fund		9,631.42 *				
99	-14-0026	Due From Non-Lapsing		210.63 *				
** 2025 YEAR TOTALS				9,842.05				

ACCOUNT: 11872 LIBRARY - 20250509  
ENDOR SET: 01 City of Merrill  
SEQUENCE : ALPHABETIC  
DUPLICATE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
10	5/2025	9,631.42
26	5/2025	210.63

NO ERRORS NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11882 LIBRARY - 20250516

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000268 BAKER & TAYLOR L0280842						
I-2039061947		ACCT # 216389 L028084 2 B0000	97.58			
5/16/2025	1	DUE: 5/16/2025 DISC: 5/16/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	84.58
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	11.31
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	1.69
== VENDOR TOTALS ==			97.58			

01-000271 BAKER & TAYLOR L5491882						
I-2039046107		ACCT # 216389 L549188 2 B0000	88.02	ANF2025-		
5/16/2025	1	DUE: 5/16/2025 DISC: 5/16/2025		1099: N		
		ACCT # 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction	77.11
		ACCT # 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies	9.37
		ACCT # 216389 L549188 2 B00000		10 55110-03-11000	Postage	1.54
== VENDOR TOTALS ==			88.02			

01-002026 COMPLETE CONTROL, INC						
I-84500		ACCT # MER006	429.50	TJ		
5/16/2025	1	DUE: 5/16/2025 DISC: 5/16/2025		1099: N		
		ACCT # MER006		10 55110-03-50000	M/R-General Repair/Maint	429.50
== VENDOR TOTALS ==			429.50			

01-000207 E.O. JOHNSON BUSINESS TECHNOLO						
I-INV1756313		ACCT # 6000604	244.80			
5/16/2025	1	DUE: 5/16/2025 DISC: 5/16/2025		1099: N		
		ACCT # 6000604		26 55110-03-12650	Library Photocopier Expe	244.80
I-INV1756840		ACCT # 6000604	54.00			
5/16/2025	1	DUE: 5/16/2025 DISC: 5/16/2025		1099: N		
		ACCT # 6000604		26 55110-03-12650	Library Photocopier Expe	54.00
== VENDOR TOTALS ==			298.80			

01-003708 MICHAEL FREDERICK						
I-783841		2 SIGNED PRIZES	20.00			
5/16/2025	1	DUE: 5/16/2025 DISC: 5/16/2025		1099: N		
		2 SIGNED PRIZES		10 55110-03-41250	Programming - Adult	20.00
== VENDOR TOTALS ==			20.00			

PACKET: 11882 LIBRARY - 20250516

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-002661 FRONTIER						
I-20250516		ACCT # 715-536-7909-010384-5	123.83			
5/16/2025	1	DUE: 5/16/2025 DISC: 5/16/2025		1099: N		
		ACCT # 715-536-7909-010384-5		10 55110-02-25000 Telephone		123.83
== VENDOR TOTALS ==			123.83			
<hr/>						
01-005581 GRANTSBURG PUBLIC LIBRARY						
I-20250516		REPLACEMENT DVD	11.99			
5/16/2025	1	DUE: 5/16/2025 DISC: 5/16/2025		1099: N		
		REPLACEMENT DVD		10 55110-02-27000 Lost-Damaged Materials		11.99
== VENDOR TOTALS ==			11.99			
<hr/>						
01-005471 LIBRARIA						
I-260233		REF # 2000001678	315.51	250876		
5/16/2025	1	DUE: 5/16/2025 DISC: 5/16/2025		1099: N		
		REF # 2000001678		10 55110-13-20100 Young Adult Books		303.91
		REF # 2000001678		10 55110-03-10500 Library Supplies		11.60
I-260348		REF # 2000001631	440.67	250792		
5/16/2025	1	DUE: 5/16/2025 DISC: 5/16/2025		1099: N		
		REF # 2000001631		10 55110-13-20000 Youth Children's Books		422.07
		REF # 2000001631		10 55110-03-10500 Library Supplies		18.60
== VENDOR TOTALS ==			756.18			
<hr/>						
01-001797 MARATHON COUNTY PUBLIC LIBRARY						
I-018451		CUST # C-003611	22.74			
5/16/2025	1	DUE: 5/16/2025 DISC: 5/16/2025		1099: N		
		CUST # C-003611		10 55110-02-27000 Lost-Damaged Materials		22.74
== VENDOR TOTALS ==			22.74			
== PACKET TOTALS ==			1,848.64			

PACKET: 11882 LIBRARY - 20250516

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 1,848.64  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

---

BATCH TOTALS 1,848.64

\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	2025	10 -21-0000	Accounts Payable Control	1,549.84-*				
		10 -55110-02-25000	Telephone	123.83	1,350	761.24	1,041,156	679,294.16
		10 -55110-02-27000	Lost-Damaged Materials	34.73	0	62.72- Y	1,041,156	679,383.26
		10 -55110-03-10500	Library Supplies	50.88	7,000	4,859.07	1,041,156	679,367.11
		10 -55110-03-11000	Postage	3.23	1,400	1,142.93	1,041,156	679,414.76
		10 -55110-03-41250	Programming - Adult	20.00	7,000	4,182.01	1,041,156	679,397.99
		10 -55110-03-50000	M/R-General Repair/Maint	429.50	4,000	3,347.42	1,041,156	678,988.49
		10 -55110-13-10000	Adult Dept Fiction	84.58	9,500	6,135.58	1,041,156	679,333.41
		10 -55110-13-10100	Adult Dept Non-Fiction	77.11	10,000	7,532.54	1,041,156	679,340.88
		10 -55110-13-20000	Youth Children's Books	422.07	16,000	12,629.87	1,041,156	678,995.92
		10 -55110-13-20100	Young Adult Books	303.91	2,500	1,650.34	1,041,156	679,114.08
		26 -21-0000	Accounts Payable Control	298.80-*				
		26 -55110-03-12650	Library Photocopier Expe	298.80	0	4,612.23- Y	0	5,361.48- Y
		99 -14-0010	Due from General Fund	1,549.84 *				
		99 -14-0026	Due From Non-Lapsing	298.80 *				
			** 2025 YEAR TOTALS	1,848.64				

PACKET: 11882 LIBRARY - 20250516

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
10	5/2025	1,549.84
26	5/2025	298.80

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11905 LIBRARY - 20250530

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000268 BAKER & TAYLOR L0280842						
I-2039073211		ACCT # 216389 1028084 2 B0000	58.32	AYAT		
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		ACCT # 216389 1028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	49.26
		ACCT # 216389 1028084 2 B00000		10 55110-03-10500	Library Supplies	8.07
		ACCT # 216389 1028084 2 B00000		10 55110-03-11000	Postage	0.99
I-2039077063						
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025	580.86	APR-MAY2		
		ACCT # 216389 1028084 2 B00000		1099: N		
		ACCT # 216389 1028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	495.46
		ACCT # 216389 1028084 2 B00000		10 55110-03-10500	Library Supplies	75.49
		ACCT # 216389 1028084 2 B00000		10 55110-03-11000	Postage	9.91
I-2039087212						
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025	142.33			
		ACCT# 216389 L028084 2 B00000		1099: N		
		ACCT# 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	122.08
		ACCT# 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	17.81
		ACCT# 216389 L028084 2 B00000		10 55110-03-11000	Postage	2.44
		== VENDOR TOTALS ==	781.51			
01-000271 BAKER & TAYLOR L5491882						
I-2039070036		ACCT #216389 L549188 2 B0000	183.04			
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		ACCT #216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction	157.08
		ACCT #216389 L549188 2 B00000		10 55110-03-10500	Library Supplies	22.82
		ACCT #216389 L549188 2 B00000		10 55110-03-11000	Postage	3.14
I-2039087056						
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025	606.62			
		ACCT # 216389 L549188 2 B0000		1099: N		
		ACCT # 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction	525.73
		ACCT # 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies	70.38
		ACCT # 216389 L549188 2 B00000		10 55110-03-11000	Postage	10.51
		== VENDOR TOTALS ==	789.66			
01-000922 CENGAGE LEARNING INC						
I-999100462922		ACCT # 100298883	171.14	MAY-LP		
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	171.14
I-999100467813						
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025	170.34	JUNE-LCP		
		ACCT # 100298883		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	170.34
		== VENDOR TOTALS ==	341.48			

PACKET: 11905 LIBRARY - 20250530  
 VENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-004811 COLLABORATIVE SUMMER LIBRARY P						
I-314156		STAFF SLP APPAREL	109.45			
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		STAFF SLP APPAREL		10 55110-03-41501	Misc Rev-Programming-You	84.45
		STAFF SLP APPAREL		10 55110-03-41500	Programing - Youth	25.00
== VENDOR TOTALS ==			109.45			
01-000204 DAVE'S COUNTY MARKET						
I-00142524		ACCT # 708	32.96	192628		
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		ACCT # 708		10 55110-03-41750	Hospitality	32.96
== VENDOR TOTALS ==			32.96			
01-005471 LIBRARIA						
I-260569		REF # 2000001819	135.27	251469		
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		REF # 2000001819		10 55110-13-20100	Young Adult Books	127.67
		REF # 2000001819		10 55110-03-10500	Library Supplies	7.60
I-260572		REF # N/A - 1970-	116.09	252038		
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		REF # N/A - 1970-		10 55110-13-20000	Youth Children's Books	110.29
		REF # N/A - 1970-		10 55110-03-10500	Library Supplies	5.80
I-260736		REF # 2000001630	54.29	250791		
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		REF # 2000001630		10 55110-13-20000	Youth Children's Books	53.09
		REF # 2000001630		10 55110-03-10500	Library Supplies	1.20
I-260737		REF # N/A - 1969	285.76	252039		
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		REF # N/A - 1969		10 55110-13-20000	Youth Children's Books	274.76
		REF # N/A - 1969		10 55110-03-10500	Library Supplies	11.00
I-260739		REF # N/A - 1885	194.68	251886		
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		REF # N/A - 1885		10 55110-13-20100	Young Adult Books	185.48
		REF # N/A - 1885		10 55110-03-10500	Library Supplies	9.20
== VENDOR TOTALS ==			786.09			

PACKET: 11905 LIBRARY - 20250530

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<b>01-005584 RON LINDBERG</b>						
I-20250530		06/18/25 - PERFORMANCE	550.00			
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: Y		
		06/18/25 - PERFORMANCE		10 55110-03-41501	Misc Rev-Programming-You	550.00
== VENDOR TOTALS ==			550.00			
<b>01-004338 THE MAGIC OF ISALAH</b>						
I-20250530		06/05/25 - 2 PERFORMANCES	700.00			
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: Y		
		06/05/25 - 2 PERFORMANCES		10 55110-03-41501	Misc Rev-Programming-You	700.00
== VENDOR TOTALS ==			700.00			
<b>01-000564 OTIS ELEVATOR COMPANY</b>						
I-100401936267		CUST # 301097	3,486.36	39689		
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		CUST # 301097		10 55110-02-16000	Elevator Contract/Inspec	3,486.36
== VENDOR TOTALS ==			3,486.36			
<b>01-001060 WISCONSIN LIBRARY ASSOCIATION</b>						
I-23049		Membership Renewals - 3 Ind	216.00			
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		Membership Renewals - 3 Ind		10 55110-03-21000	Membership Dues	216.00
== VENDOR TOTALS ==			216.00			
<b>01-000290 WISCONSIN VALLEY LIBRARY SERVI</b>						
I-2025-2779		PATRON CARDS	220.00			
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		PATRON CARDS		10 55110-03-10500	Library Supplies	220.00
== VENDOR TOTALS ==			220.00			
<b>01-005519 WT.COX INFORMATION SERVICES</b>						
I-3147540		ACCT # 2092307	52.98			
5/30/2025	1	DUE: 5/30/2025 DISC: 5/30/2025		1099: N		
		ACCT # 2092307		10 55110-13-50000	Magazines/Periodicals	52.98
== VENDOR TOTALS ==			52.98			
== PACKET TOTALS ==			8,066.49			

PACKET: 11905 LIBRARY - 20250530

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 8,066.49  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 8,066.49

\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2025	10	-21-0000	Accounts Payable Control	8,066.49-*				
	10	-55110-02-16000	Elevator Contract/Inspec	3,486.36	3,500	13.64	1,041,156	641,902.46
	10	-55110-03-10500	Library Supplies	449.37	7,000	4,409.70	1,041,156	644,939.45
	10	-55110-03-11000	Postage	26.99	1,400	1,115.94	1,041,156	645,361.83
	10	-55110-03-21000	Membership Dues	216.00	500	29.00	1,041,156	645,172.82
	10	-55110-03-41500	Progammng - Youth	25.00	7,500	4,391.51	1,041,156	645,363.82
	10	-55110-03-41501	Misc Rev-Programming-You	1,334.45	0	7,148.99- Y	1,041,156	644,054.37
	10	-55110-03-41750	Hospitality	32.96	500	306.88	1,041,156	645,355.86
	10	-55110-13-10000	Adult Dept Fiction	666.80	9,500	5,468.78	1,041,156	644,722.02
	10	-55110-13-10100	Adult Dept Non-Fiction	682.81	10,000	6,849.73	1,041,156	644,706.01
	10	-55110-13-10400	Adult Dept Large Print	341.48	4,300	2,539.86	1,041,156	645,047.34
	10	-55110-13-20000	Youth Children's Books	438.14	16,000	12,191.73	1,041,156	644,950.68
	10	-55110-13-20100	Young Adult Books	313.15	2,500	1,337.19	1,041,156	645,075.67
	10	-55110-13-50000	Magazines/Periodicals	52.98	4,000	2,842.09	1,041,156	645,335.84
	99	-14-0010	Due from General Fund	8,066.49 *				
			** 2025 YEAR TOTALS	8,066.49				

PACKET: 11905 LIBRARY - 20250530

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
10	5/2025	8,066.49

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

## June 2025

Company Being Paid	6/6/25 Packet	6/13/25 Packet	6/20/25 Packet	6/27/25 Packet	JUNE 2025 TOTALS
9To5 Seating		558.78			\$ 558.78
Amazon		\$ 845.12			\$ 845.12
B&T L0280842	\$ 174.97	\$ 130.50	\$ 191.15		\$ 496.62
B&T L4211082	\$ 32.09	\$ 32.07			\$ 64.16
B&T L5491882	\$ 143.34		\$ 526.72	\$ 245.92	\$ 915.98
Bookshop.org		\$ 507.00			\$ 507.00
CDW-G	\$ 25.82				\$ 25.82
Cengage Learning, Inc.	\$ 151.15	\$ 138.35			\$ 289.50
Center Point Large Print	\$ 46.74				\$ 46.74
Cintas	\$ 249.11				\$ 249.11
Coast to Coast Computer Products				\$ 479.96	\$ 479.96
Complete Control, Inc.			\$ 277.55		\$ 277.55
Corcoran, Pamela	\$ 385.00				\$ 385.00
Coro Medical LLC	\$ 1,795.00				\$ 1,795.00
Department of Administration, State of Wisconsin				\$ 600.00	\$ 600.00
Demco			\$ 205.32	\$ 135.87	\$ 341.19
Elm Grove Public Library (Village Of)				\$ 19.99	\$ 19.99
EO Johnson Technologies		\$ 411.14			\$ 411.14
Elan	\$ 558.82				\$ 558.82
Frontier			\$ 123.83		\$ 123.83
Good News Project, Inc.	\$ 41.65				\$ 41.65
Haenco Supply		\$ 525.08		\$ 53.44	\$ 578.52
Integrity Fire Protection, LLC		\$ 228.00			\$ 228.00
Janke Book Store				\$ 54.36	\$ 54.36
Libraria	\$ 35.97	\$ 67.74	\$ 56.52	\$ 30.75	\$ 190.98
J&R Aquatic Animal	\$ 537.10				\$ 537.10
Merrill Ace Hardware	\$ 152.32				\$ 152.32
Merrill Water Utility			\$ 370.56		\$ 370.56
Midwest Art Conservation Center (MACC)	\$ 300.00				\$ 300.00
Multi Media Channels, LLC	\$ 475.00				\$ 475.00
Muscular Dystrophy Association	\$ 75.00				\$ 75.00
Newegg Business, Inc.	\$ 3,539.33				\$ 3,539.33
Plautz, Donna	\$ 22.12				\$ 22.12
Pregler, Maria			\$ 14.99		\$ 14.99
Tomahawk Public Library		\$ 10.00	\$ 17.00		\$ 27.00
VIP Office Products	\$ 51.98			\$ 138.34	\$ 190.32
Wisconsin Public Service		\$ 2,218.31			\$ 2,218.31
Wisconsin Valley Library Service	\$ 5,645.63				\$ 5,645.63
	<b>\$ 14,438.14</b>	<b>\$ 5,672.09</b>	<b>\$ 1,783.64</b>	<b>\$ 1,758.63</b>	<b>\$ 23,652.50</b>

PACKET: 11918 LIBRARY - 20250606

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-2039103594	6/06/2025	1	ACCT # 216389 L028084 2 B0000 DUE: 6/06/2025 DISC: 6/06/2025	174.97	1099: N		
			ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	147.80
			ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	24.21
			ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	2.96
== VENDOR TOTALS ==				174.97			

01-003259			BAKER & TAYLOR L4211082				
I-2039059524	6/06/2025	1	ACCT # 216389 L421108 2 B0000 DUE: 6/06/2025 DISC: 6/06/2025	12.83	PB031125 1099: N		
			ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks	12.58
			ACCT # 216389 L421108 2 B00000		10 55110-03-11000	Postage	0.25
I-2039069655	6/06/2025	1	ACCT #216389 L421108 2 B0000 DUE: 6/06/2025 DISC: 6/06/2025	6.42	PB050725 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
I-2039091326	6/06/2025	1	ACCT # 216389 L421108 2 B0000 DUE: 6/06/2025 DISC: 6/06/2025	6.42	PB031125 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
I-2039091327	6/06/2025	1	ACCT #216389 L421108 2 B00000 DUE: 6/06/2025 DISC: 6/06/2025	6.42	PB050725 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 ==				32.09			

01-000271			BAKER & TAYLOR L5491882				
I-2039105427	6/06/2025	1	ACCT #216389 L549188 2 B00000 DUE: 6/06/2025 DISC: 6/06/2025	143.34	1099: N		
			ACCT #216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction	124.79
			ACCT #216389 L549188 2 B00000		10 55110-03-10500	Library Supplies	16.05
			ACCT #216389 L549188 2 B00000		10 55110-03-11000	Postage	2.50
== VENDOR TOTALS ==				143.34			

PACKET: 11918 LIBRARY - 20250606

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-003189 CDW GOVERNMENT						
I-AE3DJ5A		CUST # 10937747	25.82	LS032525		
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		CUST # 10937747		10 55110-03-10500	Library Supplies	25.82
== VENDOR TOTALS ==			25.82			
01-000922 CENGAGE LEARNING INC						
I-999100500238		ACCT # 100298883	151.15	JUNE-LCP		
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	151.15
== VENDOR TOTALS ==			151.15			
01-000274 CENTER POINT LARGE PRINT						
I-2169313		CUST # 54452	46.74			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		CUST # 54452		10 55110-13-10400	Adult Dept Large Print	46.74
== VENDOR TOTALS ==			46.74			
01-004375 CINTAS CORPORATION						
I-4232295939		PAYER # 18280979	249.11			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		PAYER # 18280979		10 55110-02-23250	Facility Cleaning Servic	249.11
== VENDOR TOTALS ==			249.11			
01-005587 PAMELA M. CORCORAN						
I-20250606		06/24/25 PERFORMANCE	385.00			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: Y		
		06/24/25 PERFORMANCE		10 55110-03-41500	Programing - Youth	169.55
		06/24/25 PERFORMANCE		10 55110-03-41501	Misc Rev-Programming-You	215.45
== VENDOR TOTALS ==			385.00			
01-005335 CORO MEDICAL LLC						
I-PS-INV242931		ORDER # S-ORD226685	1,795.00	LAURIE A		
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		ORDER # S-ORD226685		26 55110-03-25000	Library Grants - Expense	1,795.00
== VENDOR TOTALS ==			1,795.00			

PACKET: 11918 LIBRARY - 20250606  
 VENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<b>01-000128 ELAN FINANCIAL SERVICES</b>						
I-20250606		ACCT # 5472 1102 2200 0197	558.82			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		ACCT # 5472 1102 2200 0197		10 55110-03-41250	Programming - Adult	36.06
		ACCT # 5472 1102 2200 0197		10 55110-03-41500	Programing - Youth	30.00
		ACCT # 5472 1102 2200 0197		10 55110-03-50275	M/R - Contingency	61.44
		ACCT # 5472 1102 2200 0197		10 55110-08-50000	Special/Major Projects	421.32
		ACCT # 5472 1102 2200 0197		10 55110-15-47500	Software/Upgrades	10.00
===== VENDOR TOTALS =====			558.82			
<b>01-002967 GOOD NEWS PROJECT INC</b>						
I-20250606		T B SCOTT LIBRARY E-CYCLE 5/3	41.65			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		T B SCOTT LIBRARY E-CYCLE 5/30		10 55110-03-50275	M/R - Contingency	41.65
===== VENDOR TOTALS =====			41.65			
<b>01-005586 J &amp; R AQUATIC ANIMAL RESCUE</b>						
I-000062		07/09/25 PRESENTATION	537.10			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: Y		
		07/09/25 PRESENTATION		10 55110-03-41500	Programing - Youth	537.10
===== VENDOR TOTALS =====			537.10			
<b>01-005471 LIBRARIA</b>						
I-261085		REF # N/A - 1970	35.97	252038		
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		REF # N/A - 1970		10 55110-13-20000	Youth Children's Books	34.17
		REF # N/A - 1970		10 55110-03-10500	Library Supplies	1.80
===== VENDOR TOTALS =====			35.97			
<b>01-000839 MERRILL ACE HARDWARE</b>						
C-20250606		ACCT #81867	16.94CR			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		ACCT #81867		10 55110-03-50275	M/R - Contingency	3.10CR
		ACCT #81867		10 55110-03-50000	M/R-General Repair/Maint	10.38CR
		ACCT #81867		10 55110-03-44000	Janitor Supplies	3.46CR
I-243424		ACCT # 81867	32.15			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		ACCT # 81867		10 55110-03-50000	M/R-General Repair/Maint	32.15

PACKET: 11918 LIBRARY - 20250606

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000839 MERRILL ACE HARDWARE ( ** CONTINUED ** )						
I-243611		ACCT # 81867	27.98			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		ACCT # 81867		10 55110-03-44000	Janitor Supplies	27.98
I-243682		ACCT 81867	26.17			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		ACCT 81867		10 55110-03-50000	M/R-General Repair/Maint	19.58
		ACCT 81867		10 55110-03-44000	Janitor Supplies	6.59
I-243772		ACCT# 81867	51.98			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		ACCT# 81867		10 55110-03-50000	M/R-General Repair/Maint	51.98
I-243941		ACCT #81867	6.99			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		ACCT #81867		10 55110-03-50275	M/R - Contingency	6.99
I-244194		ACCT #81867	23.99			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		ACCT #81867		10 55110-03-50275	M/R - Contingency	23.99
=== VENDOR TOTALS ===			152.32			
01-001794 MIDWEST ART CONSERVATION CENTE						
I-20250606		MEMBER # 4109 / ANNUAL MERSHP	300.00			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		MEMBER # 4109 / ANNUAL MERSHP		10 55110-03-21000	Membership Dues	300.00
=== VENDOR TOTALS ===			300.00			
01-000085 MULTI MEDIA CHANNELS						
I-IN266255		MINI BK - 1/4 PG	275.00			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		MINI BK - 1/4 PG		10 55110-03-41000	Public Relations/Publici	275.00
I-IN268010		GRADUATION / MEMORIAL DAY	200.00			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		GRADUATION / MEMORIAL DAY		10 55110-03-41000	Public Relations/Publici	200.00
=== VENDOR TOTALS ===			475.00			

PACKET: 11918 LIBRARY - 20250606

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-001625 MUSCULAR DYSTROPHY ASSOCIATION						
I-20250606		CASUAL FRIDAY DONATION	75.00			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		CASUAL FRIDAY DONATION		10 55110-03-31000	Misc. - Petty Cash	75.00
== VENDOR TOTALS ==			75.00			
01-005479 NEWEGG BUSINESS INC.						
I-1305466574		CUST # 91945026	39.38	Computer		
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		CUST # 91945026		10 55110-15-42500	Computer Equipment	39.38
== VENDOR TOTALS ==			3,499.95			
I-1305466925		CUST # 91945026	3,499.95	Computer		
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		CUST # 91945026		10 55110-15-42500	Computer Equipment	3,499.95
== VENDOR TOTALS ==			3,539.33			
01-004398 DONNA J PLAUTZ						
I-20250606		MAY MILEAGE	22.12			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		MAY MILEAGE		10 55110-03-30500	Mileage	22.12
== VENDOR TOTALS ==			22.12			
01-000284 VIP ALL-VALUE						
I-0117037-001		ACCT # 67191-000	51.98			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		ACCT # 67191-000		10 55110-03-41250	Programming - Adult	51.98
== VENDOR TOTALS ==			51.98			
01-000290 WISCONSIN VALLEY LIBRARY SERVI						
I-2025-2802		Buying Pool - ebooks/magazine	5,645.63			
6/06/2025	1	DUE: 6/06/2025 DISC: 6/06/2025		1099: N		
		Buying Pool - ebooks/magazines		10 55110-14-45000	Ebooks/Digital Content	5,274.48
		Buying Pool - ebooks/magazines		10 55110-14-45000	Ebooks/Digital Content	371.15
== VENDOR TOTALS ==			5,645.63			
== PACKET TOTALS ==			14,438.14			

PACKET: 11918 LIBRARY - 20250606  
 VENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 14,455.08  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 16.94CR

BATCH TOTALS 14,438.14

\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET		
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	
		10 -21-0000	Accounts Payable Control	12,643.14-*					
		10 -55110-02-23250	Facility Cleaning Servic	249.11	3,400	1,957.04	1,041,156	610,076.57	
		10 -55110-03-10500	Library Supplies	67.88	7,000	4,341.82	1,041,156	610,257.80	
		10 -55110-03-11000	Postage	6.10	1,400	1,109.84	1,041,156	610,319.58	
		10 -55110-03-21000	Membership Dues	300.00	500	271.00- Y	1,041,156	610,025.68	
		10 -55110-03-30500	Mileage	22.12	500	347.12	1,041,156	610,303.56	
		10 -55110-03-31000	Misc. - Petty Cash	75.00	0	0.00	1,041,156	610,250.68	
		10 -55110-03-41000	Public Relations/Publici	475.00	2,000	1,127.00	1,041,156	609,850.68	
		10 -55110-03-41250	Programming - Adult	88.04	7,000	4,093.97	1,041,156	610,237.64	
		10 -55110-03-41500	Progammng - Youth	736.65	7,500	3,654.86	1,041,156	609,589.03	
		10 -55110-03-41501	Misc Rev-Programming-You	215.45	0	7,279.99- Y	1,041,156	610,110.23	
		10 -55110-03-44000	Janitor Supplies	31.11	5,000	4,359.35	1,041,156	610,294.57	
		10 -55110-03-50000	M/R-General Repair/Maint	93.33	4,000	3,225.59	1,041,156	610,232.35	
		10 -55110-03-50275	M/R - Contingency	130.97	10,000	7,793.20	1,041,156	610,194.71	
		10 -55110-08-50000	Special/Major Projects	421.32	0	725.05- Y	1,041,156	609,904.36	
		10 -55110-13-10000	Adult Dept Fiction	147.80	9,500	5,320.98	1,041,156	610,177.88	
		10 -55110-13-10100	Adult Dept Non-Fiction	124.79	10,000	6,724.94	1,041,156	610,200.89	
		10 -55110-13-10200	Adult Dept Paperbacks	31.45	750	527.36	1,041,156	610,294.23	
		10 -55110-13-10400	Adult Dept Large Print	197.89	4,300	2,341.97	1,041,156	610,127.79	
		10 -55110-13-20000	Youth Children's Books	34.17	16,000	12,157.56	1,041,156	610,291.51	
		10 -55110-14-45000	Ebooks/Digital Content	5,645.63	6,620	974.37	1,041,156	604,680.05	
		10 -55110-15-42500	Computer Equipment	3,539.33	10,000	2,781.49	1,041,156	606,786.35	
		10 -55110-15-47500	Software/Upgrades	10.00	3,000	2,592.08	1,041,156	610,315.68	
		26 -21-0000	Accounts Payable Control	1,795.00-*					
		26 -55110-03-25000	Library Grants - Expense	1,795.00	0	2,045.00- Y	0	7,156.48- Y	
		99 -14-0010	Due from General Fund	12,643.14 *					
		99 -14-0026	Due From Non-Lapsing	1,795.00 *					
		** 2025 YEAR TOTALS			14,438.14				

6/11/2025 12:13 PM

A/P Regular Open Item Register

PACKET: 11918 LIBRARY - 20250606

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
10	6/2025	12,643.14
26	6/2025	1,795.00

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11928 LIBRARY - 20250613

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-005594 9TO5 SEATING						
I-522509812		CUST # 7290000072	558.78	20250611		
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		CUST # 7290000072		10 55110-08-50000	Special/Major Projects	558.78
== VENDOR TOTALS ==			558.78			
01-005248 AMAZON CAPITAL SERVICES, INC.						
I-139X-6JKY-7PMQ		Acct# A29JIWFIAEUZST	15.99	NF_05282		
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		Acct# A29JIWFIAEUZST		10 55110-13-10100	Adult Dept Non-Fiction	15.99
I-16KM-MPJ1-7LD1		Acct# A29JIWFIAEUZST	87.90	OS050925		
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		Acct# A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	87.90
I-16KM-MPJ1-7LXQ		"Acct# A29JIWFIAEUZST	174.80	DVDMAY20		
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		Acct# A29JIWFIAEUZST		10 55110-14-10400	Adult Dept DVDs	174.80
I-1CHD-7HX3-74HQ		"Acct# A29JIWFIAEUZST	223.92	YS-Progr		
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		"Acct# A29JIWFIAEUZST		10 55110-03-41500	Progammng - Youth	223.92
I-1DDJ-K6QD-7PF4		Acct# A29JIWFIAEUZST	342.51	LOT_CE_0		
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		Acct# A29JIWFIAEUZST		10 55110-14-40000	Learning Games/Story Box	89.59
		Acct# A29JIWFIAEUZST		10 55110-15-42500	Computer Equipment	252.92
== VENDOR TOTALS ==			845.12			
01-000268 BAKER & TAYLOR L0280842						
I-2039117287		ACCT # 216389 L028084 2 B0000	130.50			
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	110.51
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	17.78
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	2.21
== VENDOR TOTALS ==			130.50			

PACKET: 11928 LIBRARY - 20250613

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-003259 BAKER & TAYLOR L4211082						
I-2039112109		ACCT # 216389 L421108 2 B0000	12.19	PB050725		
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks	11.95
		ACCT # 216389 L421108 2 B00000		10 55110-03-11000	Postage	0.24
I-2039119215						
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025	19.88	PB060325		
		ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks	19.49
		ACCT # 216389 L421108 2 B00000		10 55110-03-11000	Postage	0.39
== VENDOR TOTALS ==			32.07			

01-005569 BOOKSHOP, INC.

I-5987		BULK PURCHASE	507.00	20250530		
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		BULK PURCHASE		10 55110-13-10000	Adult Dept Fiction	18.59
		BULK PURCHASE		10 55110-13-10100	Adult Dept Non-Fiction	330.39
		BULK PURCHASE		26 55110-03-40500	Memorial Books-Expense	132.03
		BULK PURCHASE		10 55110-03-11000	Postage	25.99
== VENDOR TOTALS ==			507.00			

01-000922 CENGAGE LEARNING INC

I-999100551615		ACCT # 100298883	138.35	MAY-IP		
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	115.96
		ACCT # 100298883		26 55110-03-40500	Memorial Books-Expense	22.39
== VENDOR TOTALS ==			138.35			

01-000207 E.O. JOHNSON BUSINESS TECHNOLO

I-INV1769529		ACCT # 6000604	74.64	CN15304-		
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		ACCT # 6000604		26 55110-03-12650	Library Photocopier Expe	74.64
I-INV1769530						
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025	336.50	CN9122-0		
		ACCT # 6000604		26 55110-03-12650	Library Photocopier Expe	336.50
== VENDOR TOTALS ==			411.14			

PACKET: 11928 LIBRARY - 20250613

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<b>01-005274 HAENCO LLC</b>						
C-20260613		CREDITS PER JASMIN	4.28CR			
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: Y		
		CREDITS PER JASMIN		10 55110-03-44000	Janitor Supplies	4.28CR
<b>I-15025</b>						
		INVOICE DATED 05/23/2025	40.78			
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: Y		
		INVOICE DATED 05/23/2025		10 55110-03-44000	Janitor Supplies	40.78
<b>I-15081</b>						
		INVOICE DATED 05/29/2025	488.58			
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: Y		
		INVOICE DATED 05/29/2025		10 55110-03-44000	Janitor Supplies	488.58
		== VENDOR TOTALS ==	525.08			
<b>01-000924 INTEGRITY FIRE PROTECTION, LLC</b>						
I-68293		CONTRACT # 258296	228.00			
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		CONTRACT # 258296		10 55110-02-16500	Fire/Security System Con	228.00
		== VENDOR TOTALS ==	228.00			
<b>01-005471 LIBRARIA</b>						
I-261726		REF # N/A - 1885	25.58	251886		
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		REF # N/A - 1885		10 55110-13-20100	Young Adult Books	23.98
		REF # N/A - 1885		10 55110-03-10500	Library Supplies	1.60
<b>I-261873</b>						
		REF # N/A - 1969	42.16	252039		
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		REF # N/A - 1969		10 55110-13-20000	Youth Children's Books	39.56
		REF # N/A - 1969		10 55110-03-10500	Library Supplies	2.60
		== VENDOR TOTALS ==	67.74			
<b>01-002383 TOMAHAWK PUBLIC LIBRARY</b>						
I-TOM 06.09.2024		MATZ, JENNIFR L.- P12099685	10.00			
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		MATZ, JENNIFR L.- P12099685		10 55110-02-27000	Lost-Damaged Materials	10.00
		== VENDOR TOTALS ==	10.00			

6/16/2025 11:27 AM

A/P Regular Open Item Register

PACKET: 11928 LIBRARY - 20250613

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000656 WISCONSIN PUBLIC SERVICE						
I-5510472253		ACCT # 0403371156-00003	2,218.31			
6/13/2025	1	DUE: 6/13/2025 DISC: 6/13/2025		1099: N		
		ACCT # 0403371156-00003		10 55110-02-22000	Electric	1,930.35
		ACCT # 0403371156-00003		10 55110-02-22500	Fuel - Natural Gas	287.96
		== VENDOR TOTALS ==	2,218.31			
		== PACKET TOTALS ==	5,672.09			

PACKET: 11928 LIBRARY - 20250613  
 VENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 5,676.37  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 4.28CR

BATCH TOTALS 5,672.09

\*\* G/L ACCOUNT TOTALS \*\*

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	2025	10 -21-0000	Accounts Payable Control	5,106.53-*				
		10 -55110-02-16500	Fire/Security System Con	228.00	2,120	1,436.78	1,041,156	597,454.54
		10 -55110-02-22000	Electric	1,930.35	25,000	15,862.41	1,041,156	595,752.19
		10 -55110-02-22500	Fuel - Natural Gas	287.96	25,000	19,636.97	1,041,156	597,394.58
		10 -55110-02-27000	Lost-Damaged Materials	10.00	0	72.72- Y	1,041,156	597,672.54
		10 -55110-03-10000	Office Supplies	87.90	2,250	215.63	1,041,156	597,594.64
		10 -55110-03-10500	Library Supplies	21.98	7,000	4,319.84	1,041,156	597,660.56
		10 -55110-03-11000	Postage	28.83	1,400	1,081.01	1,041,156	597,653.71
		10 -55110-03-41500	Progammig - Youth	223.92	7,500	3,430.94	1,041,156	597,458.62
		10 -55110-03-44000	Janitor Supplies	525.08	5,000	3,834.27	1,041,156	597,157.46
		10 -55110-08-50000	Special/Major Projects	558.78	0	1,283.83- Y	1,041,156	597,123.76
		10 -55110-13-10000	Adult Dept Fiction	129.10	9,500	5,191.88	1,041,156	597,553.44
		10 -55110-13-10100	Adult Dept Non-Fiction	346.38	10,000	6,378.56	1,041,156	597,336.16
		10 -55110-13-10200	Adult Dept Paperbacks	31.44	750	495.92	1,041,156	597,651.10
		10 -55110-13-10400	Adult Dept Large Print	115.96	4,300	2,226.01	1,041,156	597,566.58
		10 -55110-13-20000	Youth Children's Books	39.56	16,000	12,118.00	1,041,156	597,642.98
		10 -55110-13-20100	Young Adult Books	23.98	2,500	1,313.21	1,041,156	597,658.56
		10 -55110-14-10400	Adult Dept DVDs	174.80	2,000	1,052.71	1,041,156	597,507.74
		10 -55110-14-40000	Learning Games/Story Box	89.59	500	363.48	1,041,156	597,592.95
		10 -55110-15-42500	Computer Equipment	252.92	10,000	2,528.57	1,041,156	597,429.62
		26 -21-0000	Accounts Payable Control	565.56-*				
		26 -55110-03-12650	Library Photocopier Expe	411.14	0	5,023.37- Y	0	7,567.62- Y
		26 -55110-03-40500	Memorial Books-Expense	154.42	0	653.67- Y	0	7,310.90- Y
		99 -14-0010	Due from General Fund	5,106.53 *				
		99 -14-0026	Due From Non-Lapsing	565.56 *				
			** 2025 YEAR TOTALS	5,672.09				

6/16/2025 11:27 AM

A/P Regular Open Item Register

PACKET: 11928 LIBRARY - 20250613  
VENDOR SET: 01 City of Merrill  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
10	6/2025	5,106.53
26	6/2025	565.56

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11942 LIBRARY - 20250620

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<hr/>						
01-000268	BAKER & TAYLOR L0280842					
I-2039132953		ACCT # 216389 L02808 4 B00000	191.15			
6/20/2025	1	DUE: 6/20/2025 DISC: 6/20/2025		1099: N		
		ACCT # 216389 L02808 4 B00000		10 55110-13-10000	Adult Dept Fiction	163.09
		ACCT # 216389 L02808 4 B00000		10 55110-03-10500	Library Supplies	24.80
		ACCT # 216389 L02808 4 B00000		10 55110-03-11000	Postage	3.26
		== VENDOR TOTALS ==	191.15			
<hr/>						
01-000271	BAKER & TAYLOR L5491882					
I-2039132484		ACCT # 216389 L 549188 2 B000	526.72			
6/20/2025	1	DUE: 6/20/2025 DISC: 6/20/2025		1099: N		
		ACCT # 216389 L 549188 2 B0000		10 55110-13-10100	Adult Dept Non-Fiction	453.27
		ACCT # 216389 L 549188 2 B0000		10 55110-03-10500	Library Supplies	64.38
		ACCT # 216389 L 549188 2 B0000		10 55110-03-11000	Postage	9.07
		== VENDOR TOTALS ==	526.72			
<hr/>						
01-002026	COMPLETE CONTROL, INC					
I-84700		CUST # MER006	277.55	TJ		
6/20/2025	1	DUE: 6/20/2025 DISC: 6/20/2025		1099: N		
		CUST # MER006		10 55110-03-50275	M/R - Contingency	277.55
		== VENDOR TOTALS ==	277.55			
<hr/>						
01-003938	DEMCO, INC.					
I-7657604		CUST # 482508000	205.32	YSPROG04		
6/20/2025	1	DUE: 6/20/2025 DISC: 6/20/2025		1099: N		
		CUST # 482508000		10 55110-03-41500	Progammig - Youth	205.32
		== VENDOR TOTALS ==	205.32			
<hr/>						
01-002661	FRONTIER					
I-20250620		ACCT # 715-536-7909-010384-5	123.83			
6/20/2025	1	DUE: 6/20/2025 DISC: 6/20/2025		1099: N		
		ACCT # 715-536-7909-010384-5		10 55110-02-25000	Telephone	123.83
		== VENDOR TOTALS ==	123.83			

PACKET: 11942 LIBRARY - 20250620

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
<b>01-005471 LIBRARIA</b>						
I-262257		REF # N/A - 1970	56.52	252038		
6/20/2025	1	DUE: 6/20/2025 DISC: 6/20/2025		1099: N		
		REF # N/A - 1970		10 55110-13-20000	Youth Children's Books	53.92
		REF # N/A - 1970		10 55110-03-10500	Library Supplies	2.60
== VENDOR TOTALS ==			56.52			
<b>01-000328 MERRILL WATER UTILITY</b>						
I-20250620		ACCT # 112-01040-01	370.56			
6/20/2025	1	DUE: 6/20/2025 DISC: 6/20/2025		1099: N		
		ACCT # 112-01040-01		10 55110-02-21000	Water and Sewer	370.56
== VENDOR TOTALS ==			370.56			
<b>01-005333 MARIA R. PREGLER</b>						
I-20250620		ADULT PROGRAMMING REIMB	14.99			
6/20/2025	1	DUE: 6/20/2025 DISC: 6/20/2025		1099: N		
		ADULT PROGRAMMING REIMB		10 55110-03-41250	Programming - Adult	14.99
== VENDOR TOTALS ==			14.99			
<b>01-002383 TOMAHAWK PUBLIC LIBRARY</b>						
I-TOM 06.17.2024		DAMAGED ITEM - NOVEMBER 9	17.00			
6/20/2025	1	DUE: 6/20/2025 DISC: 6/20/2025		1099: N		
		DAMAGED ITEM - NOVEMBER 9		10 55110-02-27000	Lost-Damaged Materials	17.00
== VENDOR TOTALS ==			17.00			
== PACKET TOTALS ==			1,783.64			

PACKET: 11942 LIBRARY - 20250620

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS	1,783.64
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	1,783.64
--------------	----------

**\*\* G/L ACCOUNT TOTALS \*\***

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	2025	10 -21-0000	Accounts Payable Control	1,783.64-*				
		10 -55110-02-21000	Water and Sewer	370.56	2,080	1,213.67	1,041,156	560,237.10
		10 -55110-02-25000	Telephone	123.83	1,350	637.41	1,041,156	560,483.83
		10 -55110-02-27000	Lost-Damaged Materials	17.00	0	89.72- Y	1,041,156	560,590.66
		10 -55110-03-10500	Library Supplies	91.78	7,000	4,228.06	1,041,156	560,515.88
		10 -55110-03-11000	Postage	12.33	1,400	1,068.68	1,041,156	560,595.33
		10 -55110-03-41250	Programming - Adult	14.99	7,000	4,078.98	1,041,156	560,592.67
		10 -55110-03-41500	Progammng - Youth	205.32	7,500	3,225.62	1,041,156	560,402.34
		10 -55110-03-50275	M/R - Contingency	277.55	10,000	7,515.65	1,041,156	560,330.11
		10 -55110-13-10000	Adult Dept Fiction	163.09	9,500	5,028.79	1,041,156	560,444.57
		10 -55110-13-10100	Adult Dept Non-Fiction	453.27	10,000	5,925.29	1,041,156	560,154.39
		10 -55110-13-20000	Youth Children's Books	53.92	16,000	12,064.08	1,041,156	560,553.74
		99 -14-0010	Due from General Fund	1,783.64 *				
			<b>** 2025 YEAR TOTALS</b>	<b>1,783.64</b>				

6/23/2025 11:45 AM

A/P Regular Open Item Register

PAGE: 4

PACKET: 11942 LIBRARY - 20250620

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
10	6/2025	1,783.64

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 11951 LIBRARY - 20250627

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000271 BAKER & TAYLOR L5491882						
I-2039154489		ACT# 216389 L549188 2 B00000	245.92			
6/30/2025	1	DUE: 6/30/2025 DISC: 6/30/2025		1099: N		
		ACT# 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction	196.27
		ACT# 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies	26.00
		ACT# 216389 L549188 2 B00000		10 55110-03-11000	Postage	4.28
		ACT# 216389 L549188 2 B00000		26 55110-03-40500	Memorial Books-Expense	19.37
== VENDOR TOTALS ==			245.92			
01-005568 COAST TO COAST COMPUTER PRODUC						
I-A2802254		CUST # 395268	479.96	Verbal C		
6/27/2025	1	DUE: 6/27/2025 DISC: 6/27/2025		1099: N		
		CUST # 395268		10 55110-15-31000	Computer Supplies	479.96
== VENDOR TOTALS ==			479.96			
01-003938 DEMCO, INC.						
I-7659673		CUST # 482508000	135.87	51630049		
6/27/2025	1	DUE: 6/27/2025 DISC: 6/27/2025		1099: N		
		CUST # 482508000		10 55110-03-10500	Library Supplies	135.87
== VENDOR TOTALS ==			135.87			
01-004129 DEPARTMENT OF ADMINISTRATION						
I-505-0000102464		CUST # 0000027111	600.00			
6/27/2025	1	DUE: 6/27/2025 DISC: 6/27/2025		1099: N		
		CUST # 0000027111		10 55110-15-32750	T1/Internet Access	600.00
== VENDOR TOTALS ==			600.00			
01-005600 VILLAGE OF ELM GROVE						
I-20250627		DMGD BK: THE SHOT CALLER	19.99			
6/27/2025	1	DUE: 6/27/2025 DISC: 6/27/2025		1099: N		
		DMGD BK: THE SHOT CALLER		10 55110-02-27000	Lost-Damaged Materials	19.99
== VENDOR TOTALS ==			19.99			

PACKET: 11951 LIBRARY - 20250627

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-005274 HAENCO LLC							
I-15308		CAN LINERS		53.44			
6/27/2025	1	DUE: 6/27/2025 DISC: 6/27/2025			1099: Y		
		CAN LINERS			10 55110-03-44000	Janitor Supplies	53.44
== VENDOR TOTALS ==				53.44			
01-000667 JANKE BOOK STORE							
I-8728		BOB UECKER / I'M A POIET		54.36			
6/27/2025	1	DUE: 6/27/2025 DISC: 6/27/2025			1099: N		
		BOB UECKER / I'M A POIET			10 55110-13-10100	Adult Dept Non-Fiction	54.36
== VENDOR TOTALS ==				54.36			
01-005471 LIBRARIA							
I-262444		REF # N/A - 1885		30.75	251886		
6/27/2025	1	DUE: 6/27/2025 DISC: 6/27/2025			1099: N		
		REF # N/A - 1885			10 55110-13-20100	Young Adult Books	29.95
		REF # N/A - 1885			10 55110-03-10500	Library Supplies	0.80
== VENDOR TOTALS ==				30.75			
01-000284 VIP ALL-VALUE							
I-0117101-001		ACCT # 0117101-001		124.95			
6/27/2025	1	DUE: 6/27/2025 DISC: 6/27/2025			1099: N		
		ACCT # 0117101-001			10 55110-03-10500	Library Supplies	124.95
I-0117112-001		ACCT # 67191-0		13.39	N/A		
6/27/2025	1	DUE: 6/27/2025 DISC: 6/27/2025			1099: N		
		ACCT # 67191-0			10 55110-03-10000	Office Supplies	13.39
== VENDOR TOTALS ==				138.34			
== PACKET TOTALS ==				1,758.63			

PACKET: 11951 LIBRARY - 20250627  
 VENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 1,758.63  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

---

BATCH TOTALS 1,758.63

**\*\* G/L ACCOUNT TOTALS \*\***

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
	2025	10 -21-0000	Accounts Payable Control	1,739.26-*				
		10 -55110-02-27000	Lost-Damaged Materials	19.99	0	109.71- Y	1,041,156	558,804.03
		10 -55110-03-10000	Office Supplies	13.39	2,250	202.24	1,041,156	558,810.63
		10 -55110-03-10500	Library Supplies	287.62	7,000	3,940.44	1,041,156	558,536.40
		10 -55110-03-11000	Postage	4.28	1,400	1,064.40	1,041,156	558,819.74
		10 -55110-03-44000	Janitor Supplies	53.44	5,000	3,780.83	1,041,156	558,770.58
		10 -55110-13-10100	Adult Dept Non-Fiction	250.63	10,000	5,674.66	1,041,156	558,573.39
		10 -55110-13-20100	Young Adult Books	29.95	2,500	1,283.26	1,041,156	558,794.07
		10 -55110-15-31000	Computer Supplies	479.96	1,900	903.89	1,041,156	558,344.06
		10 -55110-15-32750	T1/Internet Access	600.00	1,200	300.00	1,041,156	558,224.02
		26 -21-0000	Accounts Payable Control	19.37-*				
		26 -55110-03-40500	Memorial Books-Expense	19.37	0	673.04- Y	0	7,741.41- Y
		99 -14-0010	Due from General Fund	1,739.26 *				
		99 -14-0026	Due From Non-Lapsing	19.37 *				
			<b>** 2025 YEAR TOTALS</b>	<b>1,758.63</b>				

6/30/2025 10:49 AM

A/P Regular Open Item Register

PAGE: 4

PACKET: 11951 LIBRARY - 20250627

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
10	6/2025	1,739.26
26	6/2025	19.37

NO ERRORS

NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MERRILL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2025

10 -General Fund  
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>=====</b>					
<u>Intergovernmental</u>					
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	0.00	238,597.41	49.76	240,877.59
TOTAL Intergovernmental	479,475.00	0.00	238,597.41	49.76	240,877.59
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,500.00	452.75	1,430.14	57.21	1,069.86
TOTAL Public Charges-Services	2,500.00	452.75	1,430.14	57.21	1,069.86
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	6,350.00	0.00	( 6,350.00)
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	610.64	0.00	( 610.64)
45110-48475 Library Programs Revenue	2,500.00	50.00	20,083.52	803.34	( 17,583.52)
45110-48492 Merrill Foundation Donation	0.00	0.00	0.00	0.00	0.00
45110-48500 Other NG Grants/Contribution	0.00	0.00	0.00	0.00	0.00
45110-48525 Grant - Community Liaison	0.00	0.00	0.00	0.00	0.00
45110-48555 Grant - WVLS System Aid	0.00	0.00	239.77	0.00	( 239.77)
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	50.00	27,283.93	91.36	( 24,783.93)
<b>TOTAL REVENUES</b>					
	484,475.00	502.75	267,311.48	55.18	217,163.52

**EXPENDITURES**

**=====**

Personnel Services

55110-01-11000 Salaries - Regular	227,286.00	15,193.76	74,883.21	32.95	152,402.79
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	419,471.00	33,469.01	166,680.18	39.74	252,790.82
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	2,955.00	660.00	1,382.50	46.79	1,572.50
55110-01-51000 Social Security	49,703.00	3,649.03	20,088.35	40.42	29,614.65
55110-01-52000 Retirement (WRS)	41,579.00	2,781.19	15,996.89	38.47	25,582.11
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	5,621.17	28,236.59	42.28	38,541.41
55110-01-55000 Life Insurance	3,476.00	213.87	1,163.40	33.47	2,312.60
TOTAL Personnel Services	815,436.00	61,588.03	308,431.12	37.82	507,004.88

10 -General Fund  
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	120.00	0.00	( 120.00)
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	3,486.36	3,486.36	99.61	13.64
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	0.00	455.22	21.47	1,664.78
55110-02-21000 Water and Sewer	2,080.00	0.00	495.77	23.84	1,584.23
55110-02-22000 Electric	25,000.00	1,550.42	7,207.24	28.83	17,792.76
55110-02-22500 Fuel - Natural Gas	25,000.00	466.05	5,075.07	20.30	19,924.93
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	1,193.85	35.11	2,206.15
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	123.83	588.76	43.61	761.24
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	34.73	62.72	0.00	( 62.72)
TOTAL Contractual Services	64,350.00	5,900.16	18,684.99	29.04	45,665.01
<u>Supplies &amp; Expenses</u>					
55110-03-10000 Office Supplies	2,250.00	291.68	1,946.47	86.51	303.53
55110-03-10500 Library Supplies	7,000.00	731.37	2,590.30	37.00	4,409.70
55110-03-11000 Postage	1,400.00	51.66	284.06	20.29	1,115.94
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	500.00	216.00	471.00	94.20	29.00
55110-03-30500 Mileage	500.00	24.08	130.76	26.15	369.24
55110-03-31000 Misc. - Petty Cash	0.00	( 5.00)	( 75.00)	0.00	75.00
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	2.60	0.13	1,997.40
55110-03-32001 Misc Rev - Educ & Conf	0.00	213.98	743.75	0.00	( 743.75)
55110-03-41000 Public Relations/Publicit	2,000.00	0.00	398.00	19.90	1,602.00
55110-03-41001 Misc Rev - Publicity	0.00	0.00	1,763.94	0.00	( 1,763.94)
55110-03-41250 Programming - Adult	7,000.00	151.59	2,817.99	40.26	4,182.01
55110-03-41251 Misc Rev-Programming Adul	0.00	238.31	5,344.84	0.00	( 5,344.84)
55110-03-41500 Programming - Youth	7,500.00	1,121.55	3,108.49	41.45	4,391.51
55110-03-41501 Misc Rev-Programming-Yout	0.00	5,082.44	7,064.54	0.00	( 7,064.54)
55110-03-41750 Hospitality	500.00	32.96	193.12	38.62	306.88
55110-03-41751 Misc Rev-Hospitality	0.00	362.16	1,092.64	0.00	( 1,092.64)
55110-03-44000 Janitor Supplies	5,000.00	73.22	609.54	12.19	4,390.46
55110-03-50000 M/R-General Repair/Maint.	4,000.00	518.17	681.08	17.03	3,318.92
55110-03-50001 Mis Rev-M/R General/Cont	0.00	0.00	0.00	0.00	0.00
55110-03-50275 M/R - Contingency	10,000.00	130.97	2,075.83	20.76	7,924.17
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	49,950.00	9,235.14	31,243.95	62.55	18,706.05
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	12,000.00	0.00	3,379.00	28.16	8,621.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	12,000.00	0.00	3,379.00	28.16	8,621.00

10 -General Fund  
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	0.00	303.73	0.00	( 303.73)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	2,927.24	0.00	( 2,927.24)
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	0.00	3,230.97	0.00	( 3,230.97)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	854.41	4,031.22	42.43	5,468.78
55110-13-10100 Adult Dept Non-Fiction	10,000.00	799.92	3,150.27	31.50	6,849.73
55110-13-10200 Adult Dept Paperbacks	750.00	59.75	191.19	25.49	558.81
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	406.41	1,760.14	40.93	2,539.86
55110-13-20000 Youth Children's Books	16,000.00	1,203.38	3,808.27	23.80	12,191.73
55110-13-20100 Young Adult Books	2,500.00	627.04	1,162.81	46.51	1,337.19
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	52.98	1,157.91	28.95	2,842.09
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	4,003.89	15,261.81	32.44	31,788.19
<u>Non-Print Media-Library</u>					
55110-14-10000 Adult Dept Audio Books	0.00	0.00	0.00	0.00	0.00
55110-14-10100 Adult Dept Books on CD	2,000.00	46.73	46.73	2.34	1,953.27
55110-14-10200 Adult Dept CDs	800.00	54.24	259.56	32.45	540.44
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	136.31	772.49	38.62	1,227.51
55110-14-10500 Adult Dept Videos	0.00	0.00	0.00	0.00	0.00
55110-14-20000 Youth Audiobooks & CDs	1,500.00	0.00	539.87	35.99	960.13
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	0.00	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	0.00	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	237.28	1,770.98	12.50	12,399.02
<u>Technology</u>					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	0.00	516.15	27.17	1,383.85
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	300.00	300.00	25.00	900.00
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	3,679.18	36.79	6,320.82
55110-15-47500 Software/Upgrades	3,000.00	9.91	397.92	13.26	2,602.08
55110-15-70000 V-Cat Shared Automation	18,500.00	17,006.52	17,006.52	91.93	1,493.48

CITY OF MERRILL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2025

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	17,316.43	21,899.77	57.33	16,300.23
TOTAL EXPENDITURES	1,041,156.00	98,280.93	403,902.59	38.79	637,253.41
REVENUES OVER/(UNDER) EXPENDITURES	( 556,681.00)	( 97,778.18)	( 136,591.11)	0.00	( 420,089.89)

CITY OF MERRILL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MAY 31ST, 2025

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	4,224.95	0.00	( 4,224.95)
TOTAL Intergovernmental	0.00	0.00	4,224.95	0.00	( 4,224.95)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	352.79	1,956.82	0.00	( 1,956.82)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	352.79	1,956.82	0.00	( 1,956.82)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	1,795.00	2,295.00	0.00	( 2,295.00)
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	169.96	551.79	0.00	( 551.79)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	1,964.96	2,846.79	0.00	( 2,846.79)
TOTAL REVENUES	0.00	2,317.75	9,028.56	0.00	( 9,028.56)
<u>EXPENDITURES</u>					
<u>Supplies &amp; Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12650 Library Photocopier Expen	0.00	478.76	4,612.23	0.00	( 4,612.23)
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	250.00	0.00	( 250.00)
55110-03-40500 Memorial Books-Expense	0.00	30.67	499.25	0.00	( 499.25)
TOTAL Supplies & Expenses	0.00	509.43	5,361.48	0.00	( 5,361.48)
TOTAL EXPENDITURES	0.00	509.43	5,361.48	0.00	( 5,361.48)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,808.32	3,667.08	0.00	( 3,667.08)
FUND TOTAL REVENUES	168,737.00	30,339.34	195,008.17	115.57	( 26,271.17)
FUND TOTAL EXPENDITURES	175,790.30	46,893.60	144,734.00	82.33	31,056.30
REVENUES OVER/(UNDER) EXPENDITURES	( 7,053.30)	( 16,554.26)	50,274.17	0.00	( 57,327.47)

\*\*\* END OF REPORT \*\*\*

CITY OF MERRILL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2025

10 -General Fund  
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>=====</b>					
<u>Intergovernmental</u>					
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	0.00	238,597.41	49.76	240,877.59
TOTAL Intergovernmental	479,475.00	0.00	238,597.41	49.76	240,877.59
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,500.00	1,572.60	3,002.74	120.11	( 502.74)
TOTAL Public Charges-Services	2,500.00	1,572.60	3,002.74	120.11	( 502.74)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	6,350.00	0.00	( 6,350.00)
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	610.64	0.00	( 610.64)
45110-48475 Library Programs Revenue	2,500.00	350.00	20,433.52	817.34	( 17,933.52)
45110-48492 Merrill Foundation Donation	0.00	0.00	0.00	0.00	0.00
45110-48500 Other NG Grants/Contribution	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	548.98	788.75	0.00	( 788.75)
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	898.98	28,182.91	127.32	( 25,682.91)
<b>TOTAL REVENUES</b>					
	484,475.00	2,471.58	269,783.06	55.69	214,691.94
<b>EXPENDITURES</b>					
<b>=====</b>					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	227,286.00	15,193.76	90,076.97	39.63	137,209.03
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	419,471.00	32,023.84	198,704.02	47.37	220,766.98
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	2,955.00	0.00	1,382.50	46.79	1,572.50
55110-01-51000 Social Security	49,703.00	3,488.00	23,576.35	47.43	26,126.65
55110-01-52000 Retirement (WRS)	41,579.00	2,735.31	18,732.20	45.05	22,846.80
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	5,455.17	33,691.76	50.45	33,086.24
55110-01-55000 Life Insurance	3,476.00	233.32	1,396.72	40.18	2,079.28
TOTAL Personnel Services	815,436.00	59,129.40	367,560.52	45.08	447,875.48

CITY OF MERRILL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2025

10 -General Fund  
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	120.00	0.00	( 120.00)
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	3,486.36	99.61	13.64
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	228.00	683.22	32.23	1,436.78
55110-02-21000 Water and Sewer	2,080.00	370.56	866.33	41.65	1,213.67
55110-02-22000 Electric	25,000.00	1,930.35	9,137.59	36.55	15,862.41
55110-02-22500 Fuel - Natural Gas	25,000.00	287.96	5,363.03	21.45	19,636.97
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	249.11	1,442.96	42.44	1,957.04
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	123.83	712.59	52.78	637.41
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	46.99	109.71	0.00	( 109.71)
TOTAL Contractual Services	64,350.00	3,236.80	21,921.79	34.07	42,428.21
<u>Supplies &amp; Expenses</u>					
55110-03-10000 Office Supplies	2,250.00	101.29	2,047.76	91.01	202.24
55110-03-10500 Library Supplies	7,000.00	469.36	3,059.66	43.71	3,940.34
55110-03-11000 Postage	1,400.00	126.06	410.12	29.29	989.88
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	500.00	300.00	771.00	154.20	( 271.00)
55110-03-30500 Mileage	500.00	22.12	152.88	30.58	347.12
55110-03-31000 Misc. - Petty Cash	0.00	( 15.00)	( 90.00)	0.00	90.00
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	2.60	0.13	1,997.40
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	743.75	0.00	( 743.75)
55110-03-41000 Public Relations/Publicit	2,000.00	475.00	873.00	43.65	1,127.00
55110-03-41001 Misc Rev - Publicity	0.00	0.00	1,763.94	0.00	( 1,763.94)
55110-03-41250 Programming - Adult	7,000.00	103.03	2,921.02	41.73	4,078.98
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	5,344.84	0.00	( 5,344.84)
55110-03-41500 Programing - Youth	7,500.00	1,165.89	4,274.38	56.99	3,225.62
55110-03-41501 Misc Rev-Programming-Yout	0.00	215.45	7,279.99	0.00	( 7,279.99)
55110-03-41750 Hospitality	500.00	0.00	193.12	38.62	306.88
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	1,092.64	0.00	( 1,092.64)
55110-03-44000 Janitor Supplies	5,000.00	609.63	1,219.17	24.38	3,780.83
55110-03-50000 M/R-General Repair/Maint.	4,000.00	123.63	804.71	20.12	3,195.29
55110-03-50001 Mis Rev-M/R General/Cont	0.00	0.00	0.00	0.00	0.00
55110-03-50275 M/R - Contingency	10,000.00	408.52	2,484.35	24.84	7,515.65
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	49,950.00	4,104.98	35,348.93	70.77	14,601.07
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	12,000.00	0.00	3,379.00	28.16	8,621.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	12,000.00	0.00	3,379.00	28.16	8,621.00

10 -General Fund  
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	980.10	1,283.83	0.00	( 1,283.83)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	2,927.24	0.00	( 2,927.24)
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	980.10	4,211.07	0.00	( 4,211.07)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	439.99	4,471.21	47.07	5,028.79
55110-13-10100 Adult Dept Non-Fiction	10,000.00	1,175.07	4,325.34	43.25	5,674.66
55110-13-10200 Adult Dept Paperbacks	750.00	62.89	254.08	33.88	495.92
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	313.85	2,073.99	48.23	2,226.01
55110-13-20000 Youth Children's Books	16,000.00	127.65	3,935.92	24.60	12,064.08
55110-13-20100 Young Adult Books	2,500.00	53.93	1,216.74	48.67	1,283.26
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	0.00	1,157.91	28.95	2,842.09
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	2,173.38	17,435.19	37.06	29,614.81
<u>Non-Print Media-Library</u>					
55110-14-10000 Adult Dept Audio Books	0.00	0.00	0.00	0.00	0.00
55110-14-10100 Adult Dept Books on CD	2,000.00	0.00	46.73	2.34	1,953.27
55110-14-10200 Adult Dept CDs	800.00	0.00	259.56	32.45	540.44
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	174.80	947.29	47.36	1,052.71
55110-14-10500 Adult Dept Videos	0.00	0.00	0.00	0.00	0.00
55110-14-20000 Youth Audiobooks & CDs	1,500.00	0.00	539.87	35.99	960.13
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	0.00	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	89.59	136.52	27.30	363.48
55110-14-45000 Ebooks/Digital Content	6,620.00	5,645.63	5,645.63	85.28	974.37
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	5,910.02	7,681.00	54.21	6,489.00
<u>Technology</u>					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	479.96	996.11	52.43	903.89
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	600.00	900.00	75.00	300.00
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	3,792.25	7,471.43	74.71	2,528.57
55110-15-47500 Software/Upgrades	3,000.00	10.00	407.92	13.60	2,592.08
55110-15-70000 V-Cat Shared Automation	18,500.00	0.00	17,006.52	91.93	1,493.48

CITY OF MERRILL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 2025

10 -General Fund  
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Technology	38,200.00	4,882.21	26,781.98	70.11	11,418.02
TOTAL EXPENDITURES	1,041,156.00	80,416.89	484,319.48	46.52	556,836.52
REVENUES OVER/(UNDER) EXPENDITURES	( 556,681.00)	( 77,945.31)	( 214,536.42)	0.00	( 342,144.58)

**City of Merrill**  
**Reserved and Designated Fund Equity**

06/30/2025

**Detail Summary Information**

Description	Account Number	12/31/24	2025	2025	YTD
		Balance	Revenue	Expenses	Balance
<b><u>T.B. Scott Memorial Library</u></b>					
<b>N/L - Library Health Ins.</b>	<b>26-31-5400</b>	\$10,000.00			
Tax Levy	45110-41110				
Net Library Health Ins.		<u>\$10,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$10,000.00</u>
<b>N/L - Library State Aid</b>	<b>26-31-5401</b>	\$0.00			
Library - State Aid Revenue	45110-43690				
Library - State Aid Expense	55110-03-12600				
Net Library State Aid		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>N/L - Cross-County Borrowing</b>	<b>26-31-5415</b>	\$13,654.06			
Library - Cross-County Revenue	45110-43790		\$4,224.95		
Library - Cross-County Expense	55110-03-12625				
Net Library Cross-County Borrowing		<u>\$13,654.06</u>	<u>\$4,224.95</u>	<u>\$0.00</u>	<u>\$17,879.01</u>
<b>N/L - Library Photocopier</b>	<b>26-31-5425</b>	\$13,341.29			
Library - Photocopier Revenue	45110-46713		\$2,495.96		
Library - Photocopier Expenses	55110-03-12650			\$5,023.37	
Net Library Photocopier		<u>\$13,341.29</u>	<u>\$2,495.96</u>	<u>\$5,023.37</u>	<u>\$10,813.88</u>
<b>N/L - Library Grants</b>	<b>26-31-5425</b>	\$240.52			
Library -Grant Revenues	45110-48250		\$2,295.00		
Summer Programs - Donations	45110-48277				
WI Humanities Grant	45110-48257				
Library - Grant Expense	55110-03-25000			\$2,045.00	
Net Library - Grants		<u>\$240.52</u>	<u>\$2,295.00</u>	<u>\$2,045.00</u>	<u>\$490.52</u>
<b>N/L - Memorial Books</b>	<b>26-31-5455</b>	\$11,635.15			
Library - Memorial Book Rev.	45110-48500		\$617.79		
Library - Memorial Book Exp.	55110-03-140500			\$672.94	
Net Library Memorial Books		<u>\$11,635.15</u>	<u>\$617.79</u>	<u>\$672.94</u>	<u>\$11,580.00</u>
<b>Net N/L - T.B. Scott Library</b>			<b>\$9,633.70</b>	<b>\$7,741.31</b>	<b>\$50,763.41</b>

**Monthly Statistical Report**  
**T.B. Scott Free Library**  
**May 2025**

LIBRARY ACTIVITY	May 2025	May 2024	% Change	May 2023	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	6,419	4,799	33.8%	4,591	39.8%	27,965	27,144	3.0%
Average Daily Traffic	257	185	38.9%	177	45.2%	226	215	4.9%
Meetings Held	24	22	9.1%	22	9.1%	91	126	-27.8%
Attendance	163	141	15.6%	136	19.9%	568	616	-7.8%
Classes/Groups w/o Program Attendance	-	3	-100.0%	-	N/A	36	53	-32.1%
	-	109	-100.0%	-	N/A	644	1,075	-40.1%
New Card Registrations	59	43	37.2%	32	84.4%	221	250	-11.6%
Volunteer Hours Worked	24	15	60.0%	19	26.3%	105	102	2.9%

TECHNOLOGY USE	May 2025	May 2024	% Change	May 2023	% Change	YTD 2025	YTD 2024	% Change
Wireless Use	1,606	1,460	10.0%	1,737	-7.5%	7,034	7,230	-2.7%
Internet Computers								
Adult	324	245	32.2%	348	N/A	1,625	1,588	2.3%
Youth	156	42	271.4%	54	N/A	410	262	56.5%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	115	98	17.3%	52	N/A	631	535	17.9%
<b>TOTAL USE</b>	<b>595</b>	<b>385</b>	<b>54.5%</b>	<b>454</b>	<b>N/A</b>	<b>2,666</b>	<b>2,385</b>	<b>11.8%</b>

PROGRAMS	May 2025	May 2024	% Change	May 2023	% Change	YTD 2025	YTD 2024	% Change
Programs Given								
Adult	10	9	11.1%	5	100.0%	49	76	-35.5%
General Interest	2	3	-33.3%	-	N/A	10	16	-37.5%
Teen	-	-	N/A	-	N/A	1	-	N/A
Youth	9	9	0.0%	8	12.5%	50	58	-13.8%
<b>TOTAL</b>	<b>21</b>	<b>21</b>	<b>0.0%</b>	<b>13</b>	<b>61.5%</b>	<b>110</b>	<b>150</b>	<b>-26.7%</b>
Program Attendance								
Adult	75	108	-30.6%	53	41.5%	531	850	-37.5%
General Interest	23	25	-8.0%	-	N/A	119	132	-9.8%
Teen	-	-	N/A	-	N/A	25	-	N/A
Youth	475	233	103.9%	127	274.0%	1,430	1,551	-7.8%
<b>TOTAL</b>	<b>573</b>	<b>366</b>	<b>56.6%</b>	<b>180</b>	<b>218.3%</b>	<b>2,105</b>	<b>2,533</b>	<b>-16.9%</b>

<b>Adult</b>	<b>Date</b>	<b>#</b>	<b>Self-Directed Activities</b>	<b>Date</b>	<b>#</b>
1 on 1 Tech Help (9 sessions)		9	Adult Spice Bags		50
Notary Public Service (5 sessions)		6	Little Blurbirds Club		9
Windows 11 Basics (2 sessions)		12			
Email Basics	5/1/2025	4	<b>Youth</b>	<b>Date</b>	<b>#</b>
Memory Café	5/13/2025	7	Wiggle, Giggle, Shake (5 sessions)		127
Kindhearted	5/14/2025	19	Family Storytime	5/7/2025	25
Cover to Cover	5/15/2025	3	Washington 3rd Grade Family Night	5/7/2025	276
Believe and Achieve	5/27/2025	8	Start With Art	5/14/2025	25
ODC	5/27/2025	7	Parkside Preschool	5/27/2025	22
Cyber Security	5/31/2025	6			
			<b>General Interest</b>	<b>Date</b>	<b>#</b>
<b>Outreach</b>	<b>Date</b>	<b>#</b>	Real Writer's Group	5/10/2025	18
Critic's Choice Movie	5/28/2025	9	Library Social Hour	5/30/2025	5

## MAY 2025

BORROWERS		May 2025	May 2024	% Change	May 2023	% Change
City	Adult	3,372	3,679	-8.3%	3,978	-15.2%
	Youth	862	865	-0.3%	944	-8.7%
County	Adult	3,006	3,251	-7.5%	3,437	-12.5%
	Youth	766	767	-0.1%	847	-9.6%
Other	Adult	407	396	2.8%	386	5.4%
	*ILL	416	452	-8.0%	444	-6.3%
	Youth	73	73	0.0%	78	-6.4%
<b>TOTAL BORROWERS</b>		<b>8,902</b>	<b>9,483</b>	<b>-6.1%</b>	<b>10,114</b>	<b>-12.0%</b>

\*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	May 2025	May 2024	May 2023	YTD 2025	YTD 2024
Endowment Fund	\$ 300	\$ -	\$ -	\$ 1,255	\$ 2,206
Special Projects Fund	\$ -	\$ 35	\$ -	\$ 75	\$ 372
Gifts/Memorials	\$ 170	\$ 194	\$ 178	\$ 522	\$ 1,394

RESOURCE SHARING	May 2025	May 2024	% Change	May 2023	% Change	YTD 2025	YTD 2024	% Change
V-Cat Received	1,358	1,363	-0.4%	1,415	-4.0%	6,631	6,614	0.3%
V-Cat Sent	1,012	1,137	-11.0%	1,280	-20.9%	5,889	6,216	-5.3%
ILL Received	46	51	-9.8%	52	-11.5%	159	207	-23.2%
ILL Sent	95	111	-14.4%	75	26.7%	498	504	-1.2%

CIRCULATION	May 2025	May 2024	% Change	May 2023	% Change	YTD 2025	YTD 2024	% Change	
Audiobooks	Adult	133	117	13.7%	206	-35.4%	620	781	-20.6%
	Youth	10	17	-41.2%	51	-80.4%	130	146	-11.0%
Books-Fiction	Adult	2,278	2,495	-8.7%	2,444	-6.8%	12,297	12,583	-2.3%
	Youth	2,434	2,413	0.9%	2,525	-3.6%	14,377	14,612	-1.6%
Books-Nonfiction	Adult	874	980	-10.8%	806	8.4%	4,876	5,246	-7.1%
	Youth	494	496	-0.4%	528	-6.4%	2,724	3,363	-19.0%
CDs/Cassettes	Adult	86	90	-4.4%	186	-53.8%	496	756	-34.4%
	Youth	32	30	6.7%	28	14.3%	94	99	-5.1%
DVD/Blu-Ray/VHS	Adult	609	809	-24.7%	718	-15.2%	3,836	3,776	1.6%
	Youth	438	468	-6.4%	463	-5.4%	2,059	2,168	-5.0%
Games	Adult	1	2	-50.0%	3	N/A	14	11	27.3%
	Youth	17	15	13.3%	51	-66.7%	93	169	-45.0%
Magazines	Adult	184	218	-15.6%	166	10.8%	1,074	1,090	-1.5%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	114	101	12.9%	92	23.9%	512	459	11.5%
	Youth	12	27	-55.6%	13	-7.7%	87	168	-48.2%
<b>PHYSICAL ITEMS SUB TOTAL</b>		<b>7,716</b>	<b>8,278</b>	<b>-6.8%</b>	<b>8,280</b>	<b>-6.8%</b>	<b>43,289</b>	<b>45,427</b>	<b>-4.7%</b>
Digital Library	Audiobooks	1,314	1,258	4.5%	1,046	25.6%	6,198	6,286	-1.4%
	eBooks	716	903	-20.7%	989	-27.6%	4,138	5,071	-18.4%
	Magazines	295	223	32.3%	85	247.1%	1,477	1,249	18.3%
	Music/Videos	-	-	N/A	-	N/A	-	-	N/A
<b>DOWNLOADS SUB TOTAL</b>		<b>2,325</b>	<b>2,384</b>	<b>-2.5%</b>	<b>2,120</b>	<b>9.7%</b>	<b>11,813</b>	<b>12,606</b>	<b>-6.3%</b>
<b>TOTAL CIRCULATION</b>		<b>10,041</b>	<b>10,662</b>	<b>-5.8%</b>	<b>10,400</b>	<b>-3.5%</b>	<b>55,102</b>	<b>58,033</b>	<b>-5.1%</b>

MATERIALS CIRCULATING	May 2025	May 2024	% Change	May 2023	% Change	YTD 2025	YTD 2024	% Change
% Nonprint Materials Circulated	18.8%	20.2%	-7.1%	21.9%	-14.0%	18.34%	18.8%	-2.3%
% Print Materials Circulated	81.2%	79.8%	1.8%	78.1%	3.9%	81.66%	81.2%	0.5%
% Adult Materials Circulated	55.5%	58.1%	-4.6%	55.8%	-0.6%	54.81%	54.4%	0.8%
% Youth Materials Circulated	44.5%	41.9%	6.4%	44.2%	0.8%	45.19%	45.6%	-0.9%

**Monthly Statistical Report  
T.B. Scott Free Library  
June 2025**

LIBRARY ACTIVITY	Jun 2025	Jun 2024	% Change	Jun 2023	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	6,302	5,598	12.6%	10,065	-37.4%	34,267	32,742	4.7%
Average Daily Traffic	263	233	12.9%	403	-34.7%	232	218	6.2%
Meetings Held	19	32	-40.6%	19	0.0%	110	158	-30.4%
Attendance	63	130	-51.5%	134	-53.0%	631	746	-15.4%
Classes/Groups w/o Program	-	3	-100.0%	3	-100.0%	36	56	-35.7%
Attendance	-	57	-100.0%	56	-100.0%	644	1,132	-43.1%
New Card Registrations	85	72	18.1%	87	-2.3%	306	322	-5.0%
Volunteer Hours Worked	20	14	39.3%	24	-18.8%	125	116	7.3%

TECHNOLOGY USE	Jun 2025	Jun 2024	% Change	Jun 2023	% Change	YTD 2025	YTD 2024	% Change
Wireless Use	1,056	1,400	-24.6%	1,745	-39.5%	8,090	8,630	-6.3%
Internet Computers								
Adult	315	244	29.1%	353	-10.8%	1,940	1,832	5.9%
Youth	292	96	204.2%	204	43.1%	702	358	96.1%
Other Computers								
Adult	-	-	N/A	-	100.0%	-	-	N/A
Youth	189	154	22.7%	91	107.7%	820	689	19.0%
TOTAL USE	796	494	61.1%	648	22.8%	3,462	2,879	20.3%

PROGRAMS	Jun 2025	Jun 2024	% Change	Jun 2023	% Change	YTD 2025	YTD 2024	% Change
Programs Given								
Adult	4	10	-60.0%	5	-20.0%	53	86	-38.4%
General Interest	1	4	-75.0%	-	N/A	11	20	-45.0%
Teen	1	1	0.0%	-	N/A	2	1	100.0%
Youth	12	14	-14.3%	15	-20.0%	62	72	-13.9%
TOTAL	18	29	-37.9%	20	-10.0%	128	179	-28.5%
Program Attendance								
Adult	42	149	-71.8%	35	20.0%	573	999	-42.6%
General Interest	16	27	-40.7%	-	N/A	135	159	-15.1%
Teen	31	14	121.4%	-	N/A	56	14	300.0%
Youth	479	654	-26.8%	522	-8.2%	1,909	2,205	-13.4%
TOTAL	568	844	-32.7%	557	2.0%	2,673	3,377	-20.8%

<b>Adult</b>	<b>Date</b>	<b>#</b>	<b>Self-Directed Activities</b>	<b>Date</b>	<b>#</b>
1 on 1 Tech Help (3 sessions)		4	Adult Spice Bags		50
Notary Public Service (7 sessions)		7	Little Bluebirds Club		13
Kindhearted	6/2/2025	23	Activity Bags		192
Memory Café	6/17/2025	3	Teen Activity Bags		70
Cover to Cover	6/26/2025	5	Scavenger Hunt		751
			Guessing Jar		375
			Craft Mondays(5 sessions)		318
<b>Outreach</b>	<b>Date</b>	<b>#</b>		<b>Date</b>	<b>#</b>
Critic's Choice Movie	6/25/2025	11			
			<b>Youth</b>		
			Read to a Dog(4 sessions)		56
<b>General Interest</b>	<b>Date</b>	<b>#</b>	Wiggle, Giggle, Shake(3 sessions)		106
Real Writer's Group	6/14/2025	16	Magic of Isaiah(2 sessions)		164
			Bubble Show	6/18/2025	68
<b>Teen</b>	<b>Date</b>	<b>#</b>	Puppet Storyteller	6/24/2025	67
Solar Car	6/10/2025	31	Dairy Fun	6/26/2025	18

## JUNE 2025

BORROWERS		Jun 2025	Jun 2024	% Change	Jun 2023	% Change
City	Adult	3,404	3,702	-8.0%	4,004	-15.0%
	Youth	884	873	1.3%	953	-7.2%
County	Adult	3,029	3,291	-8.0%	3,464	-12.6%
	Youth	767	767	0.0%	853	-10.1%
Other	Adult	411	397	3.5%	393	4.6%
	*ILL	417	452	-7.7%	444	-6.1%
	Youth	72	75	-4.0%	78	-7.7%
<b>TOTAL BORROWERS</b>		<b>8,984</b>	<b>9,557</b>	<b>-6.0%</b>	<b>10,189</b>	<b>-11.8%</b>

\*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	Jun 2025	Jun 2024	Jun 2023	YTD 2025	YTD 2024
Endowment Fund	\$ 100	\$ -	\$ -	1,355	\$ 2,206
Special Projects Fund	\$ -	\$ 150	\$ -	75	\$ 522
Gifts/Memorials	\$ 66	\$ -	\$ 114	588	\$ 1,394

RESOURCE SHARING	Jun 2025	Jun 2024	% Change	Jun 2023	% Change	YTD 2025	YTD 2024	% Change
V-Cat Received	1,460	1,275	14.5%	1,414	3.3%	8,091	7,889	2.6%
V-Cat Sent	948	1,098	-13.7%	1,151	-17.6%	6,837	7,314	-6.5%
ILL Received	36	43	-16.3%	49	-26.5%	195	250	-22.0%
ILL Sent	67	62	8.1%	75	-10.7%	565	566	-0.2%

CIRCULATION	Jun 2025	Jun 2024	% Change	Jun 2023	% Change	YTD 2025	YTD 2024	% Change	
Audiobooks	Adult	119	100	19.0%	153	-22.2%	739	881	-16.1%
	Youth	28	28	0.0%	53	-47.2%	158	174	-9.2%
Books-Fiction	Adult	2,648	2,653	-0.2%	2,935	-9.8%	14,945	15,236	-1.9%
	Youth	4,185	3,322	26.0%	3,784	10.6%	18,562	17,934	3.5%
Books-Nonfiction	Adult	1,066	1,018	4.7%	963	10.7%	5,942	6,264	-5.1%
	Youth	616	638	-3.4%	633	-2.7%	3,340	4,001	-16.5%
CDs/Cassettes	Adult	102	116	-12.1%	147	-30.6%	598	872	-31.4%
	Youth	28	23	21.7%	10	180.0%	122	122	0.0%
DVD/Blu-Ray/VHS	Adult	616	657	-6.2%	831	-25.9%	4,452	4,433	0.4%
	Youth	454	523	-13.2%	614	-26.1%	2,513	2,691	-6.6%
Games	Adult	8	4	N/A	9	N/A	22	15	46.7%
	Youth	30	25	20.0%	61	-50.8%	123	194	-36.6%
Magazines	Adult	231	214	7.9%	197	17.3%	1,305	1,304	0.1%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	119	99	20.2%	104	14.4%	631	558	13.1%
	Youth	16	14	14.3%	30	-46.7%	103	182	-43.4%
<b>PHYSICAL ITEMS SUB TOTAL</b>		<b>10,266</b>	<b>9,434</b>	<b>8.8%</b>	<b>10,524</b>	<b>-2.5%</b>	<b>53,555</b>	<b>54,861</b>	<b>-2.4%</b>
Digital Library	Audiobooks	1,249	1,211	3.1%	1,055	18.4%	7,447	7,497	-0.7%
	eBooks	728	841	-13.4%	976	-25.4%	4,866	5,912	-17.7%
	Magazines	272	174	56.3%	113	140.7%	1,749	1,423	22.9%
	Music/Videos	-	-	N/A	-	N/A	-	-	N/A
<b>DOWNLOADS SUB TOTAL</b>		<b>2,249</b>	<b>2,226</b>	<b>1.0%</b>	<b>2,144</b>	<b>4.9%</b>	<b>14,062</b>	<b>14,832</b>	<b>-5.2%</b>
<b>TOTAL CIRCULATION</b>		<b>12,515</b>	<b>11,660</b>	<b>7.3%</b>	<b>12,668</b>	<b>-1.2%</b>	<b>67,617</b>	<b>69,693</b>	<b>-3.0%</b>

MATERIALS CIRCULATING	Jun 2025	Jun 2024	% Change	Jun 2023	% Change	YTD 2025	YTD 2024	% Change
% Nonprint Materials Circulated	14.8%	16.8%	-12.1%	19.1%	-22.6%	17.67%	18.5%	-4.3%
% Print Materials Circulated	85.2%	83.2%	2.4%	80.9%	5.3%	82.33%	81.5%	1.0%
% Adult Materials Circulated	47.8%	51.5%	-7.2%	50.7%	-5.7%	53.47%	53.9%	-0.8%
% Youth Materials Circulated	52.2%	48.5%	7.7%	49.3%	5.9%	46.53%	46.1%	0.9%

## 2026 Projected Budget Worksheet

Account	2023 Actual	2024 Actual	2025 In progress actual (as of 5/31/2025)	2025 Budget	2026 Projected Budget	Inc./ (Dec.)
<b>TOTAL PERSONNEL SERVICES</b>	771,500.16	785,325.43	308,431.12	815,436.00	\$ 829,828.00	1.76%
02-11500- Outside Legal	-	-		-	\$ -	
02-15000- Contract Services	-	-	120.00	-	\$ -	
02-15500- Snow Removal Service	865.70	1,322.40		1,000.00	\$ 1,300.00	30.00%
02-16000- Elevator Contract	3,342.88	3,505.20	3,486.36	3,500.00	\$ 3,500.00	0.00%
02-16250- HVAC Service Contract	2,680.00	2,210.00		400.00	\$ 400.00	0.00%
02-16500- Fire/Security System	2,160.72	2,206.60	455.22	2,120.00	\$ 2,300.00	8.49%
02-21000- Water	1,560.87	1,971.25	495.77	2,080.00	\$ 2,080.00	0.00%
02-22000- Electric	26,003.30	28,446.09	7,207.24	25,000.00	\$ 28,000.00	12.00%
02-22500- Fuel	17,059.83	11,556.78	5,075.07	25,000.00	\$ 22,500.00	-10.00%
02-23100- Janitorial Services	-	-		-		
02-23250- Facility Cleaning Service	2,472.51	2,634.60	1,193.85	3,400.00	\$ 3,000.00	-11.76%
02-23500- Misc. Facility/Equipment Service	-	97.18		-	\$ -	
02-25000- Telephone	1,894.62	1,302.08	588.76	1,350.00	\$ 1,350.00	0.00%
02-26000- Office Equipment Service	-	-		500.00	\$ 500.00	0.00%
02-27000- Lost-Damaged Materials	74.13	312.63	62.72		\$ 150.00	NA
<b>TOTAL CONTRACTUAL SERVICES</b>	58,114.56	55,564.81	18,684.99	64,350.00	\$ 65,080.00	1.13%
03-10000- Office Supplies	2,737.80	2,754.05	1,946.47	2,250.00	\$ 2,750.00	22.22%
03-10500- Library Supplies	6,294.11	6,819.75	2,590.30	7,000.00	\$ 7,000.00	0.00%
03-11000- Postage	1,561.28	1,066.90	284.06	1,400.00	\$ 1,200.00	-14.29%
03-13000- Printing	645.00	260.00	-	300.00	\$ 300.00	0.00%
03-21000- Memberships	547.00	536.00	471.00	500.00	\$ 550.00	10.00%
03-30500- Mileage	957.87	588.67	130.76	500.00	\$ 600.00	20.00%
03-31000- Petty Cash	-	-	(75.00)	-	-	
03-32000- Education/In Service	2,238.15	1,732.50	2.60	2,000.00	\$ 2,000.00	0.00%
03-41000- Publicity	1,297.21	3,323.59	398.00	2,000.00	\$ 2,000.00	0.00%
03-41250- Programming-Adult	4,586.67	2,494.03	2,817.99	7,000.00	\$ 7,000.00	0.00%
03-41500- Programming-YS	6,032.30	6,741.17	3,108.49	7,500.00	\$ 7,500.00	0.00%
03-41750- Hospitality	165.43	559.80	193.12	500.00	\$ 500.00	0.00%
03-44000- Janitorial	3,500.14	4,391.26	609.54	5,000.00	\$ 4,800.00	-4.00%
03-50000- M/R-General	4,349.63	6,023.67	681.08	4,000.00	\$ 7,000.00	75.00%
03-50275- M/R Contingency	15,694.41	10,335.96	2,075.83	10,000.00	\$ 10,000.00	0.00%
03-50750- M/R Equipment	-	-		-	-	
<b>TOTAL SUPPLIES</b>	50,607.00	47,627.35	15,234.24	49,950.00	\$ 53,200.00	6.51%
<b>05-10000- INSURANCE</b>	13,391.00	14,837.89	3,379.00	12,000.00	\$ 15,000.00	25.00%
13-10000- Adult Fiction	9,350.42	9,790.08	4,031.22	9,500.00	\$ 9,800.00	3.16%
13-10100- Adult NonFiction	10,801.54	9,507.71	3,150.27	10,000.00	\$ 10,000.00	0.00%
13-10200- Adult Paperbacks	661.33	638.38	191.19	750.00	\$ 750.00	0.00%
13-10300- Adult Reference	531.95	534.00		-	-	
13-10400- Large Print	4,284.50	4,496.97	1,760.14	4,300.00	\$ 4,300.00	0.00%
13-20000- YS Books	12,393.36	12,932.15	3,808.27	16,000.00	\$ 16,000.00	0.00%
13-20100- Young Adult Bks	1,974.64	2,109.39	1,162.81	2,500.00	\$ 2,500.00	0.00%
13-20200- YS Reference	-	-		-	-	
13-30000- Standing Order	-	-		-	-	
13-40000- Professional Bks	135.97	-		-	-	
13-50000- Magazines	3,794.12	3,433.62	1,157.91	4,000.00	\$ 4,000.00	0.00%
13-75000- Misc Rev-Grant Print	-	-		-	-	
<b>TOTAL PRINT MEDIA</b>	43,927.83	43,442.30	15,261.81	47,050.00	\$ 47,350.00	0.64%

## 2026 Projected Budget Worksheet

14-10000- Adult AudioBooks	-	-		-	-	
14-10100- Books on CD	2,251.92	1,923.14	46.73	2,000.00	\$ 2,000.00	0.00%
14-10200- Adult CDs	865.62	702.47	259.56	800.00	\$ 800.00	0.00%
14-10300- Adult Software	-	-		-	\$ -	
14-10400- Adult DVD	2,738.69	2,220.90	772.49	2,000.00	\$ 2,000.00	0.00%
14-10500- Adult Videos	-	-		-	\$ -	
14-20000- YS AudioBooks/CDs	1,730.74	1,256.58	539.87	1,500.00	\$ 1,500.00	0.00%
14-20100- YS Videos/Software	335.95	788.43	105.40	750.00	\$ 750.00	0.00%
14-30000- Microfilm	-	-		-	\$ -	
14-40000- LG/Story Boxes	725.38	467.51	46.93	500.00	\$ 350.00	-30.00%
14-41000- Adult Library of Things	-	-		-	\$ 350.00	NA
14-45000- Ebooks/Digital Content	6,070.90	6,258.95	-	6,620.00	\$ 6,620.00	0.00%
<b>TOTAL NON-PRINT MEDIA</b>	<b>14,719.20</b>	<b>13,617.98</b>	<b>1,770.98</b>	<b>14,170.00</b>	<b>\$ 14,370.00</b>	<b>1.41%</b>
15-31000- Computer Supplies	2,847.64	4,931.27	516.15	1,900.00	\$ 1,900.00	0.00%
15-32750 TI/Internet Access	4,815.00	2,345.00	300.00	1,200.00	\$ 1,200.00	0.00%
15-32900- Charter Fiber-VOIP	-	-		-	-	
15-40000- Computer/Network Maint.	-	3,570.00		3,600.00	\$ 3,600.00	0.00%
15-42500- Computer Equip.	2,303.03	8,946.55	3,679.18	10,000.00	\$ 10,000.00	0.00%
15-47500- Software/Upgrades	1,406.16	2,075.42	397.92	3,000.00	\$ 3,000.00	0.00%
15-70000- V-CAT Shared Automation	17,549.41	17,171.63	17,006.52	18,500.00	\$ 18,500.00	0.00%
15-71000- Computer Contingency	-	-		-	-	
<b>TOTAL TECHNOLOGY</b>	<b>28,921.24</b>	<b>39,039.87</b>	<b>21,899.77</b>	<b>38,200.00</b>	<b>\$ 38,200.00</b>	<b>0.00%</b>
08-50500- Capital Equipment	-	-		-	\$ -	
<b>TOTAL EXPENDITURES*</b>	<b>981,180.99</b>	<b>999,455.63</b>	<b>384,661.91</b>	<b>1,041,156.00</b>	<b>\$ 1,063,028.00</b>	<b>2.10%</b>
MISCELLANEOUS ITEMS NOT LISTED ABOVE						
03-31001- Misc Rev - Petty Cash	-	-		-	\$ -	
03-32001- Misc Rev - Education & Conference	2,114.37	3,704.45	743.75	-	\$ -	
03-41001- Misc Rev - Publicity	913.00	967.00	1,763.94	-	\$ -	
03-41251- Misc Rev - Programming Adult	330.00	1,046.44	5,344.84	-	\$ -	
03-41501- Misc Rev - Programming Youth	7,757.38	10,283.18	7,064.54	-	\$ -	
03-41751- Misc Rev - Hospitality	263.33	781.66	1,092.64	-	\$ -	
03-50001- Misc Rev - M/R General/Cont.	-	-		-	\$ -	
08-50000- Special/Major Projects	32,711.56	51,311.70	303.73	-	\$ -	
08-50001- Misc Rev - Special/Major Projects	1,219.49	2,967.86	2,927.24	-	\$ -	
08-50501- Misc Rev - Capital Equipment/Outlay	-	-		-	\$ -	
08-57500- Property Damages	-	3,413.88		-	\$ -	
13-60000 - Pamphlets	-	-		-	\$ -	
14-10301- Misc Rev - Adult Software	-	-		-	\$ -	
14-45001- Misc Rev - Ebooks/Digital	-	-		-	\$ -	
14-45900- Misc Rev - Non-Print	34.87	-		-	\$ -	
15-32000- Library CARES IT Expense	-	-		-	\$ -	
<b>TOTAL MISCELLANEOUS ITEMS</b>	<b>45,344.00</b>	<b>74,476.17</b>	<b>19,240.68</b>	<b>-</b>	<b>\$ -</b>	
<b>GRAND TOTAL</b>	<b>1,026,524.99</b>	<b>1,073,931.80</b>	<b>403,902.59</b>	<b>1,041,156.00</b>	<b>\$ 1,063,028.00</b>	<b>2.10%</b>

To: Emily Ley, City of Merrill Finance Director  
 From: Laurie A. Ollhoff, T. B. Scott Free Library Director  
 Re: 2026 Library Budget Request  
 Date: July 16, 2025

**T. B. Scott Free Library  
 2026 Budget Request**

Description	\$ increase/ (decrease) from 2025	% increase/ (decrease) from 2025	Total 2026
Personnel - <b>requested</b>	\$14,391.00	1.8%	\$ 829,828.00
Contractual service - <b>requested</b>	730.00	1.1%	\$ 65,080.00
Supplies and Expenses - <b>requested</b>	\$3,250.00	6.5%	\$ 53,200.00
Fixed charges (insurance) - <b>requested</b>	\$3,000.00	25%	\$ 15,000.00
Print media - <b>requested</b>	\$300.00	0.6%	\$ 47,350.00
Non-Print/Digital media - <b>requested</b>	\$200.00	1.4%	\$ 14,370.00
Technology - <b>requested</b>	\$0	0%	\$ 38,200.00
Special major projects - <b>requested</b>	\$0	0%	-
<b>Subtotal</b>	\$19,371.00	1.19%	<b>\$ 1,063,028.00</b>
Less Misc. income - <b>anticipated</b>	\$2,500.00	100.00%	<b>\$ (5,000.00)</b>
<b>Total - requested</b>			<b>\$ 1,058,028.00</b>
Lincoln County – <b>requested (45.4%)</b>	\$8,795.00	1.9%	<b>\$ 480,345.00</b>
<b>City of Merrill – requested (54.6%)</b>	<b>\$10,577.00</b>	<b>1.9%</b>	<b>\$ 577,683.00</b>
<b>GRAND TOTAL BUDGET</b>			<b>\$ 1,063,028.00</b>

Circulation to Lincoln County Residents in 2024: 45.4%  
 Circulation to Lincoln County Residents in 2023: 45.6%  
 Circulation to Lincoln County Residents in 2022: 42.3%  
 Circulation to Lincoln County Residents in 2021: 43.9%  
 Circulation to Lincoln County Residents in 2020: 46.1%  
 Circulation to Lincoln County Residents in 2019: 46.6%  
 Circulation to Lincoln County Residents in 2018: 46.3%  
 Circulation to Lincoln County Residents in 2017: 46.8%  
 Circulation to Lincoln County Residents in 2016: 45.3%  
 Circulation to Lincoln County Residents in 2015: 46.7%

This budget request was approved by the Library Board of Trustees on 7/16/2025.

2026 Budget Request:           City requested (54.6%)           \$577,683.00

To: Heather Marheine, Lincoln County Finance Director  
 From: Laurie A. Ollhoff, T. B. Scott Free Library Director  
 Re: 2026 Library Budget Request  
 Date: July 16, 2025

**T. B. Scott Free Library  
 2026 Budget Request**

Description	\$ increase/ (decrease) from 2025	% increase/ (decrease) from 2025	Total 2026
Personnel - <b>requested</b>	\$14,391.00	1.8%	\$ 829,828.00
Contractual service - <b>requested</b>	730.00	1.1%	\$ 65,080.00
Supplies and Expenses - <b>requested</b>	\$3,250.00	6.5%	\$ 53,200.00
Fixed charges (insurance) - <b>requested</b>	\$3,000.00	25%	\$ 15,000.00
Print media - <b>requested</b>	\$300.00	0.6%	\$ 47,350.00
Non-Print/Digital media - <b>requested</b>	\$200.00	1.4%	\$ 14,370.00
Technology - <b>requested</b>	\$0	0%	\$ 38,200.00
Special major projects - <b>requested</b>	\$0	0%	-
<b>Subtotal</b>	\$19,371.00	1.19%	<b>\$ 1,063,028.00</b>
Less Misc. income - <b>anticipated</b>	\$2,500.00	100.00%	<b>\$ (5,000.00)</b>
<b>Total - requested</b>			<b>\$ 1,058,028.00</b>
<b>Lincoln County – requested (45.4%)</b>	\$8,795.00	1.9%	<b>\$ 480,345.00</b>
<b>City of Merrill – requested (54.6%)</b>	<b>\$10,577.00</b>	<b>1.9%</b>	<b>\$ 577,683.00</b>
<b>GRAND TOTAL BUDGET</b>			<b>\$ 1,063,028.00</b>

Circulation to Lincoln County Residents in 2024: 45.4%  
 Circulation to Lincoln County Residents in 2023: 45.6%  
 Circulation to Lincoln County Residents in 2022: 42.3%  
 Circulation to Lincoln County Residents in 2021: 43.9%  
 Circulation to Lincoln County Residents in 2020: 46.1%  
 Circulation to Lincoln County Residents in 2019: 46.6%  
 Circulation to Lincoln County Residents in 2018: 46.3%  
 Circulation to Lincoln County Residents in 2017: 46.8%  
 Circulation to Lincoln County Residents in 2016: 45.3%  
 Circulation to Lincoln County Residents in 2015: 46.7%

This budget request was approved by the Library Board of Trustees on 7/16/2025.

2026 Budget Request:            County requested (45.4%)    \$480,345.00

## **T.B. Scott Free Library - 2026 Library Closure Dates/Holiday Hours**

New Year's Day	Thursday	January	1	Closed
Martin Luther King Day	Monday	January	19	Closed/Staff Development
President's Day	Monday	February	16	Closed/Staff Development
Memorial Day Weekend	Saturday	May	23	Closed
Memorial Day Weekend	Monday	May	25	Closed
Juneteenth Day	Friday	June	19	Closed/Staff Development
Independence Day	Friday	July	3	Closed
Independence Day	Saturday	July	4	Closed
Labor Day Weekend	Saturday	September	5	Closed
Labor Day Weekend	Monday	September	7	Closed
Indigenous Peoples' Day	Monday	October	12	Closed/Staff Development
Veterans Day	Wednesday	November	11	Closed/Staff Development
Day before Thanksgiving	Wednesday	November	25	Close at 5pm
Thanksgiving	Thursday	November	26	Closed
Day after Thanksgiving	Friday	November	27	Closed
Christmas Eve	Thursday	December	24	Closed
Christmas Day	Friday	December	25	Closed
New Year's Eve	Wednesday	December	31	Close at 5pm



236308 N. Troy St.  
Wausau, WI 54403

# Invoice

**Invoice #:** 4190  
**Invoice Date:** 5/15/2025  
**Due Date:** 6/30/2025  
**Project:** T.B. Scott Lib...  
**P.O. Number:**

**Bill To:**

City of Merrill  
 TB Scott Free Library  
 106 1st St  
 Merrill, WI 54452

Description	Hours/Qty	Rate	Amount
Project: TB Scott Library Meeting Room Remodel Description:  - Set up plastic dust barrier and cover floors - site prep - Selective demolition work and disposal - Steel stud framing and insulation - 5/8" gypsum board installation and finishing - Prime and paint - Flooring and rubber base - Casework and solid surface counter - Patch back suspended ceilings - Modify sprinklers as needed for new area - Electrical as indicated - Modify HVAC to allow return and supply of new space - Plumbing as indicated - Aluminum storefront with wood door (D1) - Hollow metal frame (F1) and double doors(D2) - Install tack board - Keep a clean worksite and dispose of construction debris throughout the project No alternates were needed		99,425.00	99,425.00
EXTRA - Storage Room expansion  - Demo existing wall and dispose of debris - Sheetrock, finish, prime, and paint new wall of storage room - Add onto suspended ceiling - Add onto VCT flooring, match best as possible - Add onto vinyl base - Clean up  *Others to move contents of room out		1,590.00	1,590.00

**Total**

**Payments/Credits**

**Balance Due**



236308 N. Troy St.  
Wausau, WI 54403

# Invoice

**Invoice #:** 4190  
**Invoice Date:** 5/15/2025  
**Due Date:** 6/30/2025  
**Project:** T.B. Scott Lib...  
**P.O. Number:**

**Bill To:**  
 City of Merrill  
 TB Scott Free Library  
 106 1st St  
 Merrill, WI 54452

Description	Hours/Qty	Rate	Amount
EXTRA - Added flooring as Library unhappy with flooring chosen by designer. Material: \$3613.30 Labor: 20 hours \$1500		5,113.30	5,113.30
Discount - Due to repeated trouble from the cabinet company and the plans not showing the storage area that resulted in needing to move the current wall, JAS Construction is removing the cost of the storage room expansion and the labor for the new flooring.		-3,090.00	-3,090.00
<b>Total</b>			<b>\$103,038.30</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$103,038.30</b>

# Policies

## Personnel Policy

**Approved: 2/13/2003 ; Supersedes both Personnel 5/11/1977 and Disciplinary guide 4/13/1977; reviewed 5/21/08, 6/19/2013; reviewed and revised 5/18/2016; revised 6/15/2016, 8/21/2016, 1/19/2022; reviewed and revised 07/16/2025.**

**Review Date: 2030**

The library observes standard practices to foster conditions of employment that help to ensure job satisfaction, high morale, and efficient performance among all staff members. The library board shall have all management rights, authorities, and responsibilities as stated in Wisconsin Statutes, Chapter 43. It is the policy of the Library Board to follow Merrill City Personnel Policies as closely as possible, with the following exceptions:

1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The board shall establish all other positions and all wage and benefit levels for all library staff. The library maintains a separate wage schedule **that was initially established by Wipfli Ullrich in 1996. The procedure for Step increases is as follows:**
  - Steps 1-5 are yearly.
  - Beginning with Step 5 at year 5, there will be no Step increase for year 6 (Step increases are every other year/every 2 years)
  - Step 6 at year 7 (every other year/every 2 years)
  - Step 7 at year 9
  - Step 8 at year 11
  - Step 9 at year 13.
  - Year 15 when the library employee and at the maximum Step increase, the library employee will only receive COLA unless director makes decision to change classification.
  - If duties of a specified job significantly change, there will be a move up to the next grade or move up to the next Grade and account for the Step.
3. The library does not allow the use of compensatory time by non-exempt employees. Any time worked in excess of 40 hours per week is paid at overtime rates as specified in the City Personnel Policy.
4. As a result of the library being open on the Friday before Easter when all other city offices are closed, **an additional Personal Leave day General Floating Holiday (GFH) leave** is granted—8 hours for

# Policies

- full-time library employees who receive benefits, pro-rated for regular part-time library employees who receive benefits.
5. At the date of hire, new employees receiving benefits are granted **an additional Personal Leave day as stated above. This Personal Day General Floating Holiday (GFH) leave. This GFH leave** may be used within their first 6 months of employment—8 hours for full-time employees, pro-rated for regular part-time employees. This **GFH leave additional Personal Day** is in addition to leave that the employee is accruing but unable to use within 6 months of hire.
  6. Part-time employees without paid benefits are not eligible for holiday pay.

### Goal #3: Programming

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

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

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

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

**Current Year:** Working with Chris Sprague to map our future offerings for both staff and public to fulfill the requirements of the PLA Digital Literacy Grant. 1/6/25 MP. Offered 11 Digital Literacy Workshops between March and May. We intend to offer more in the fall/winter months as well. 6/5/25 MP. Hosted our first Family Puzzle Competition during Spring Break week. 6/6/25 AB.

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

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

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

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

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

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

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

Measure: Collaboration with one agency each programming season

Responsible staff: Head of Adult Services

**Current Year:** Working with the Friends of the Council Grounds to offer free State Park Passes to patrons aged 18+ for 2025. 1/6/25 MP. Working with a local attorney to offer an Estate Planning Workshop to community members in the fall. Also working with the local school district to offer a Cyber Security workshop for parents/guardians/grandparents of school aged children. 6/5/25 MP.

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

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

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

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

**Current Year:** Continually working with the ADRC to offer both the Memory Café and various educational seminars geared towards aging. Also working with Bug Tussel University to offer seminar on the basics of online tax filing. 1/6/25 MP. Children's Wisconsin brings Wiggle, Giggle, Shake, a music and movement program, to the library each week. 1/7/25 AB. Working with Kyle Gulke and Donna Plautz to develop a series of environmental-based adult programs for fall. 6/5/25 MP. We continue to work with educators at the Woodson Art Museum during the school year. They provide stories and unique hands-on art projects. 4-H and Ameri Corp will be hosting three programs with stories and activities during our summer reading program. 6/6/25 AB.

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

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

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

Responsible staff: Assistant Director/Head of Youth Services

**Current Year:** Restructured library visit times with area schools to better accommodate schedule and offer flexibility in literacy instruction to all age groups. 1/6/25 AB. We hosted a Family Night for Washington School 3<sup>rd</sup> graders with almost 300 attendees and several children signed up for libraries cards. We plan to make this an annual event for 3<sup>rd</sup> graders. A group from the Boys & Girls Club joined us for a pillow making program this spring. 6/6/25 AB.

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

#### Goal #4: Collections

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

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

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

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

**Current Year**: A new collection of audio chapter books has been added to our juvenile fiction collection. The audio player is attached to the cover and many of the books are published in large print. AB 2/4/25. Working with Chris Sprague and Donna Plautz to expand upon our existing Library of Things and LaunchPad collections. 2/4/25 MP. Recently added a Blu-ray player to our Library of Things, and collaborated with the Friends of the Counsel Grounds State Park to rejuvenate our State Park Pass program. 7/3/2025 MP.

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

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

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

Responsible staff: Head of Adult Services

**Current Year**: Continually working with the ADRC to bring educational programming and awareness to senior citizens. Also working with Bug Tussel and Chris Sprague to offer community education on a variety of technology-based educational seminars. 2/4/25 MP. Finished a series of technology-based workshops with Chris Sprague in May for the ALA/PLA Digital Literacy Grant. Currently working with Kyle Gulke and Donna Plautz to create an environmental series of programs for the fall/winter. Also working with area agencies to offer a Collaborative Caregiver Program in the fall. 7/3/2025 MP.

**PAST YEARS ARCHIVE**: Currently working with ADRC and Compassus to offer a monthly Memory Café beginning in November for those facing Dementia and their loved ones. 9/10/24 MP.

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

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

Responsible staff: Head of Adult Services

**Current Year**: Continuing to work with Believe and Achieve, Kindhearted, and Opportunity Development Center to offer a once-a-month craft/story time for their clientele. Continuing adult story times for Kindhearted, Believe and Achieve, and Opportunity Development Center. Also working with assisted living/nursing homes to offer participation in the Adult Winter Read program. 2/4/25 MP. Currently working with ADRC and Compassus to offer a monthly Memory Café for those suffering from memory loss and their loved ones. 7/3/2025 MP.

**PAST YEARS ARCHIVE:**

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

Measure: Targeted communication sent to one school per semester.

Responsible staff: Assistant Director/Head of Youth Services

**Current Year**: St. John students in grades 5-8 visit the library quarterly giving the students the opportunity to check out books. We welcome 4K classes in the community for storytime in the fall and spring. Parkside Preschool visits the library monthly for storytime. Teacher bags are put together weekly for numerous teachers in the community. We are working with Washington School to put together a family night, at the library, for third graders. Our goal is to connect with families and give them the opportunity to get a library card and check out materials. AB 2/4/25. Our Washington Family Night for 3<sup>rd</sup> graders was a huge success with almost 300 people attending. We plan to make this a yearly event. AB 7/7/25.

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

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

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

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

**Current Year:** Currently working with Chris Sprague on offering technology-based workshops to the public using the DigitalLearn.org grant funding. Also working with a community member to add a ghost hunting kit to the Library of Things. 2/4/25 MP. Currently working with Laurie Ollhoff and members of the AAC to find grant funding to create an Oral History Backpack Kit for our Library of Things Collection. This will enable our residents to record and preserve personal histories and stories for future generations. 7/3/2025 MP. Youth Services offered a STEAM summer program where kids were able to build their own solar car. AB 7/7/25.

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

# Liability Issues

# 25

Generally, library trustees need fear no personal loss or liability for the honest performance of their official duties and exercise of powers granted by law. Wisconsin Statutes (Section [893.80\(4\)](#)) and court cases generally provide that public officials are immune from individual liability for actions performed within the scope of their office.

But personal liability is still possible for intentional or careless injuries or damages, illegal use of public funds or authority, ethics and conflict-of-interest law violations, public records law violations, and open meetings law violations. In the case of open meetings law violations, an individual board member who is found to be in violation of the law may be fined and must pay the fine personally, without reimbursement from the library or municipality.

Library boards must also avoid taking actions that violate rights guaranteed by the federal constitution or federal law. Special care must be exercised in actions that concern discrimination laws, employment laws, and First Amendment rights. Before taking any actions that may jeopardize these rights, it is strongly recommended that the board seek the advice of the municipal attorney (or county corporation counsel in the case of a consolidated county public library board).

Wisconsin Statutes provide that if a claim is brought against the library board because of an act or omission of the library board and the claim is disallowed by the library board, the claimant may bring action against the municipality or county (Section [43.58\(3\)](#)). Because the municipality or county is ultimately liable for any legal missteps by the library board, municipal and county attorneys are very willing to assist the library board with any legal questions.

Under most circumstances, municipalities have a legal responsibility to provide legal counsel to officers and employees (including library officers and employees) in proceedings brought because of actions taken while carrying out the duties of the office or position. Generally, under these circumstances, the municipality must also indemnify or pay for judgments for damages as well as other costs and legal fees. (See Wisconsin Statutes Section [895.46\(1\)\(a\)](#) for the details, including the limitations, of this law.)

## Protections from Liability

You can greatly lessen the possibility of liability if you, and your fellow board members, do all of the following:

- Become knowledgeable about the various laws that apply to library board actions and library operations (such as the state open meetings and public records laws, state and local ethics laws and state and federal employment laws). See *Trustee Essential* [#7](#), [#14](#), [#15](#), and [#16](#) for more information about these laws.

### In This Trustee Essential

- Basic issues concerning trustee and municipal liability
- Actions you can take to limit liability

- Adopt written policies for operating the library and review all library policies on a regular cycle, ensuring that all policies (including the personnel policy) are reviewed at least every three years. See *Trustee Essentials #7* and *#10* for more information.
- Exercise care and diligence in board consideration of new or revised policies. Review each policy in light of the “four tests of a legally defensible policy” from *Trustee Essential #10: Developing Essential Library Policies*.
- Vote against any proposed board action that you believe is illegal or improper. Vote to table an issue if you believe insufficient information has been provided on which to base an informed opinion. Make sure the minutes reflect your vote.
- Act and speak for the library only when authorized to do so by the full board.
- Avoid even the appearance of conflict of interest. (See *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* for more information.)
- Consult with library system staff and/or the municipal or county attorney if you have concerns about the legality of any action or failure to take an action.

## Sources of Additional Information

- 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.

© 2002, 2012, 2015, 2016  
Wisconsin Department  
of Public Instruction.  
Duplication and distri-  
bution for not-for-profit  
purposes are permitted  
with this copyright no-  
tice. This publication is  
also available online at  
<http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

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

# Library Director's Report – July 16, 2025



## Events

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

Here are some Calendar of Events highlights:

- Thursday, 7/17/2025 @10:30AM is the final 4-H Facilitated Program—Trees-Food & Fiber. For the past several years, the 4H Coordinator along with an Americorp volunteer have facilitated numerous programs focused on agricultural themes with Storytime and hands-on activity.
- Friday, July 25, 3:30-4:30PM Library Social Hour in the Community Room.
- Tuesday, August 19, 3-4:30PM, Dementia Basics facilitated by the ADRC
- Our ever-popular Spice of the Month Club continues with Mustard in July and Thyme in August. Most months, the bags are all gone within the first two weeks of the month. With our new Activity Room space, we hope to add some taste testing events to highlight the Spice of the Month.

## Other Highlights

- **Speak Up for Libraries" Campaign**
  - WVLS has communicated to system libraries the following "We received communications from ALA that the House Labor, Health and Human Services, Education, and Related Agencies Subcommittee is scheduled to move on its library funding bill in July. With that in mind, we hope to be able to send off a batch of completed post cards by Tuesday, June 17, and the second batch the original deadline at the end of July."
    - There currently is a statewide library support campaign, Speak Up for Libraries, in place that the library has promoted with an in-house post card creation station as well as on our website and social media.
    - I encourage each of you to write a postcard in support of libraries. Not sure what to write, here are a few prompts for you to work with so you can quickly write up your postcard before you leave the library:
      - My library is important to me because ...
      - My community depends on our library for ...
      - I would miss (your favorite resource or service) if my library loses funding ...
  - I have provided with my report a copy of the Wisconsin Department of Public Instruction "Wisconsin Public Libraries Library Funding 101" flyer for your information.

## WVLS

- The Board of Trustees held a meeting on May 17, 2025. There are hopes that a new WVLS representative from Lincoln County will be in place by June. WVLS is currently awaiting the County's decision for appointment.
- The 2024 Wisconsin Valley Library Service System Information and Public Library Statistics Booklet is now available for review. The following link will take you to the report online at the Wisconsin Valley Library Service website: [2024 WVLS Statistics Booklet](#) or you may stop in my office to review a print copy of the report. Copies will also be available at the Board meeting on Wednesday, July 16. It is a 65+ page document so it will not be scanned into nor will individual copies be included in the printed Board packets.

## Friends of the Library

- Executive Committee reorganization taking place with numerous recent resignations. Mary Ann Gretenhardt, President and Deborah Schleif, Secretary/Treasurer. Vice President remains open at this time. Sarah Litzer is the new Book Sale chairperson. They will be actively recruiting new members at their meeting in July as they are not meeting in June. They are taking name suggestions for possible Friends membership.

### Library Director's Report

- Registration Open for Trustee Training Week to all of you that are interested.
  - Registration is now open for [Wisconsin Trustee Training Week](#) on August 18-21.
  - Sponsored by all 15 public library systems, the annual Trustee Training Week offers a one-hour webinar each day of the week on a topic of interest to public library trustees and administrators.
  - All webinars begin at 12 p.m. The line-up of presentations offered this year includes:
    - Monday, August 18: Wisconsin Library Law
    - Tuesday, August 19: Trustee 101: An Introduction to Being a Wisconsin Library Trustee
    - Wednesday, August 20: Basics of an Efficient, Effective Board Meeting
    - Thursday, August 21: Library Advocacy and Storymaking: The Hero's Journey from Community to Page (and Beyond)
    - "This year's Trustee Training Week includes some refreshers on organizational basics, as well as a focus on library advocacy," said Wisconsin Trustee Training Week Coordinator Jean Anderson.
    - "We decided to skip the Friday webinar this year because in the past, attendance on this day has been very low," she said. "We feel confident that the four webinars provided will be strong and are a nice range of topics."
    - The webinars will be recorded and archived for later viewing.
- Staff Development in June: Steve Moe of Moesong introduced staff to Breath work. Working with the public on a daily basis at the library is quite rewarding. It offers staff the opportunity to share their passion for literacy and all that a public library can bring to a community. It can, however, become stressful at times. Steve shared with staff ways to recognize both good and bad stress and ways in which to use breathwork to help ease stress and to be more mindful of taking care of oneself. Numerous breathing techniques were shared with staff that can be used throughout one's workday. Staff spend a good part of their day taking care of members of our community and can only be effective with that responsibility if they take care of themselves.
- YS Renovation Project Update: As of this writing, we are currently awaiting one final small door and the possible replacement of the tall doors. JAS was able to mount the tall doors with materials that had been sent by the cabinet vendor/manufacture. Window wall drapery will be installed later this summer. The window film has not been applied as the original vendor was not able to successfully adhere the material to the windows and voluntarily stepped away



from the project at no cost to us. This vendor was recommended to us by the window installer. We have since contacted Rib Mountain Glass in Wausau for a consultation and quote.

- RFID Project Report: Program software has been installed on one workstation. The program software will be installed on the remaining four workstations closer to the date when we are to receive the two mobile carts in September. We have begun the process of tagging new materials into the collection.
- AED Machine Addition and Upgrade: Through grant support from Aspirus Health and the Merrill Community Foundation, the library was able to add another AED station to the 3<sup>rd</sup> floor and update the equipment in the Lower-Level AED station. All library staff are certified in CPR via training by the Merrill Fire Department firefighters. It is a 2-year certification and staff attend training on a 2-year rotation.
- Upcoming Staff Gathering: Please mark your calendars for the next T.B. Scott Free Library Staff and Board Get Together to be held on Thursday, August 21, 2025, 5-7PM at the Stange's Park Shelter over the bridge in the library's backyard. Stay tuned for further details and official invite.
- Quick Note: I will be on vacation from 8/4-8/12 out of state. Assistant Library Director Andrea Bennett will be your main point of contact during that time.

# WISCONSIN PUBLIC LIBRARIES

# Library Funding 101



## Primary Source: Municipal Appropriations

Municipalities are the main source of public library funding in Wisconsin. Municipalities make up 63% of the state's total funding for its 381 public libraries (based on 2019 annual report data).

## Home County Payments

The next biggest supporter is a library's home county. Home counties make up 23% of the state's total funding for public libraries.



## Payments from Other Counties

Wisconsin public libraries can bill adjacent counties for providing library service to residents across the border. These payments make up only 2% of the state's total funding for public libraries.

## All Other Sources

Gifts, donations, fines, & fees and miscellaneous funds make up the final 12% of library funds. Miscellaneous funds vary between libraries, and may include e-rate reimbursement, library system grants, contract income, and carryover.

