



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, SEPTEMBER 17, 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 August 20, 2025
2. Vouchers for August 2025
3. Unaudited Monthly Income & Expense Report for August 2025
4. Monthly Statistical Report for August 2025

III. Reports/Discussion Items/Action Items

1. Action Item: Review and approve "Name That Room" Fundraising Campaign
2. Action Item: Endowment Fund Request for "Name That Room" Fundraising Campaign Marketing
3. Action Item: Approve Endowment Fund Request - RFID Project Volunteer Stipend
4. Discussion Item: Strategic Goals & Action Steps #1
5. Discussion Item: Wisconsin Trustee Essential #27: Trustee Orientation and Continuing Education

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

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.

AUGUST 2025

Company Being Paid	8/1/25	8/8/25	8/15/25	8/22/25	8/29/25	August 2024
	Packet	Packet	Packet	Packet	Packet	Totals
Amazon		\$ 1,758.07				\$ 1,758.07
American Red Cross	\$ 80.00					\$ 80.00
B&T L0280842	\$ 77.58	\$ 267.93		\$ 46.04		\$ 391.55
B&T L4211082	\$ 57.74					\$ 57.74
B&T L5014032		\$ 414.10	\$ 160.22			\$ 574.32
B&T L5491882	\$ 61.75	\$ 736.74		\$ 357.58		\$ 1,156.07
Bureau Veritas National Eleveator Inspection Services, Inc.				\$ 93.02		\$ 93.02
Cengage Learning, Inc.		\$ 21.44	\$ 254.16		\$ 137.55	\$ 413.15
Center Point Large Print		\$ 47.94				\$ 47.94
Cintas	\$ 249.11				\$ 249.11	\$ 498.22
Cummins Sales and Service	\$ 443.09					\$ 443.09
Dave's County Market			\$ 41.24			\$ 41.24
Elan		\$ 844.72				\$ 844.72
EO Johnson Business Technologies			\$ 298.80			\$ 298.80
Frontier				\$ 123.16		\$ 123.16
Haenco		\$ 38.28		\$ 216.80		\$ 255.08
Libraria FKA Children's Plus	\$ 525.87	\$ 2,223.45			\$ 1,037.21	\$ 3,786.53
Library Store (The)				\$ 124.78		\$ 124.78
Merrill Ace Hardware	\$ 325.00	\$ 14.39				\$ 14.39
Merrill Area Chamber of Commerce				\$ 450.00		\$ 775.00
Michna, Jessica				\$ 275.00		\$ 275.00
Mobile Beacon					\$ 1,200.00	\$ 1,200.00
Multi Media Channels, LLC			\$ 259.00			\$ 259.00
Playaway Products	\$ 500.96					\$ 500.96
Plautz, Donna		\$ 18.97				\$ 18.97
Quill	\$ 151.62					\$ 151.62
Smokey Bear Barbeque					\$ 510.00	\$ 510.00
T.B. Scott Petty Cash	\$ 23.61		\$ 23.96			\$ 47.57
Wisconsin Public Service			\$ 2,967.32			\$ 2,967.32
	\$ 2,496.33	\$ 6,386.03	\$ 4,004.70	\$ 1,686.38	\$ 3,133.87	\$ 17,707.31

PACKET: 12007 LIBRARY - 20250801

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
01-001675 AMERICAN RED CROSS						
I-20250801		CASUAL FRIDAY DONATION	80.00			
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		CASUAL FRIDAY DONATION		10 55110-03-31000	Misc. - Petty Cash	80.00
== VENDOR TOTALS ==			80.00			

01-000268 BAKER & TAYLOR L0280842						
I-2039200814		ACCT # 216389 L028084 2 B0000	77.58			
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	65.51
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	10.76
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	1.31
== VENDOR TOTALS ==			77.58			

01-003259 BAKER & TAYLOR L4211082						
I-2039203668		ACCT # 216389 L421108 2 B0000	57.74	PB072425		
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		ACCT # 216389 L421108 2 B00000		10 55110-13-10200	Adult Dept Paperbacks	56.61
		ACCT # 216389 L421108 2 B00000		10 55110-03-11000	Postage	1.13
== VENDOR TOTALS ==			57.74			

01-000271 BAKER & TAYLOR L5491882						
I-2039204322		ACCT # 216389 L549188 2 B0000	61.75			
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		ACCT # 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction	52.63
		ACCT # 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies	8.07
		ACCT # 216389 L549188 2 B00000		10 55110-03-11000	Postage	1.05
== VENDOR TOTALS ==			61.75			

01-004375 CINTAS CORPORATION						
I-4238140909		PAYER # 18280979	249.11			
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		PAYER # 18280979		10 55110-02-23250	Facility Cleaning Servic	249.11
== VENDOR TOTALS ==			249.11			

PACKET: 12007 LIBRARY - 20250801

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
01-000199 CUMMINS SALES & SERVICE						
I-F9-250759105		CUST # 75044	443.09	TAYLORD		
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		CUST # 75044		10 55110-03-50000	M/R-General Repair/Maint	443.09
== VENDOR TOTALS ==			443.09			
01-005471 LIBRARIA						
I-263814		REF # 2000002374	15.15	253500		
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		REF # 2000002374		10 55110-13-20000	Youth Children's Books	14.95
		REF # 2000002374		10 55110-03-10500	Library Supplies	0.20
I-263890		REF # 2000002813	83.96	254957		
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		REF # 2000002813		10 55110-13-20100	Young Adult Books	79.76
		REF # 2000002813		10 55110-03-10500	Library Supplies	4.20
I-263891		REF # 2000002735	103.30	254675		
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		REF # 2000002735		10 55110-13-20000	Youth Children's Books	97.70
		REF # 2000002735		10 55110-03-10500	Library Supplies	5.60
I-264090		REF # 2000002734	323.46	254674		
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		REF # 2000002734		10 55110-13-20000	Youth Children's Books	309.26
		REF # 2000002734		10 55110-03-10500	Library Supplies	14.20
== VENDOR TOTALS ==			525.87			
01-000517 MERRILL AREA CHAMBER OF COMMER						
I-100004		CHAMBER BUCKS	325.00			
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		CHAMBER BUCKS		10 55110-03-41250	Programming - Adult	75.00
		CHAMBER BUCKS		10 55110-03-41251	Misc Rev-Programming Adu	250.00
== VENDOR TOTALS ==			325.00			
01-002660 PLAYAWAY PRODUCTS LLC						
I-507482		WEBSITE ID \$817536975-1	344.98			
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		WEBSITE ID \$817536975-1		26 55110-03-25000	Library Grants - Expense	344.98
I-507561		WEBSITE ID # 817536975-2	155.98			
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		WEBSITE ID # 817536975-2		26 55110-03-25000	Library Grants - Expense	155.02
		WEBSITE ID # 817536975-2		10 55110-14-20000	Youth Audiobooks & CDs	0.96
== VENDOR TOTALS ==			500.96			

PACKET: 12007 LIBRARY - 20250801
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/>						
01-000586 QUILL LLC						
I-44917755		ACCT # 4019512	14.82	WENDTKEV		
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		ACCT # 4019512		10 55110-03-10500	Library Supplies	14.82
<hr/>						
I-45049268		ACCT # 4019512	12.10	WENDTKEV		
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		ACCT # 4019512		10 55110-03-10000	Office Supplies	12.10
<hr/>						
I-45049311		ACCT # 4019512	124.70	WENDTKEV		
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		ACCT # 4019512		10 55110-03-10500	Library Supplies	124.70
== VENDOR TOTALS ==			151.62			
<hr/>						
01-000276 T.B. SCOTT LIBRARY-PETTY CASH						
I-20250801		PETTY CASH REIMB	23.61			
8/01/2025	1	DUE: 8/01/2025 DISC: 8/01/2025		1099: N		
		PETTY CASH REIMB		10 55110-03-11000	Postage	13.61
		PETTY CASH REIMB		10 55110-13-20000	Youth Children's Books	10.00
== VENDOR TOTALS ==			23.61			
== PACKET TOTALS ==			2,496.33			

PACKET: 12007 LIBRARY - 20250801
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 2,496.33
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 2,496.33

** 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	1,996.33-*				
	10	-55110-02-23250	Facility Cleaning Servic	249.11	3,400	1,458.82	1,041,156	456,442.64
	10	-55110-03-10000	Office Supplies	12.10	2,250	149.45	1,041,156	456,679.65
	10	-55110-03-10500	Library Supplies	182.55	7,000	3,277.91	1,041,156	456,509.20
	10	-55110-03-11000	Postage	17.10	1,400	912.10	1,041,156	456,674.65
	10	-55110-03-31000	Misc. - Petty Cash	80.00	0	0.00	1,041,156	456,611.75
	10	-55110-03-41250	Programming - Adult	75.00	7,000	3,670.49	1,041,156	456,616.75
	10	-55110-03-41251	Misc Rev-Programming Adu	250.00	0	5,594.84- Y	1,041,156	456,441.75
	10	-55110-03-50000	M/R-General Repair/Maint	443.09	4,000	2,390.36	1,041,156	456,248.66
	10	-55110-13-10000	Adult Dept Fiction	65.51	9,500	3,754.33	1,041,156	456,626.24
	10	-55110-13-10100	Adult Dept Non-Fiction	52.63	10,000	4,861.68	1,041,156	456,639.12
	10	-55110-13-10200	Adult Dept Paperbacks	56.61	750	427.99	1,041,156	456,635.14
	10	-55110-13-20000	Youth Children's Books	431.91	16,000	10,843.94	1,041,156	456,259.84
	10	-55110-13-20100	Young Adult Books	79.76	2,500	1,123.17	1,041,156	456,611.99
	10	-55110-14-20000	Youth Audiobooks & CDs	0.96	1,500	959.17	1,041,156	456,690.79
	26	-21-0000	Accounts Payable Control	500.00-*				
	26	-55110-03-25000	Library Grants - Expense	500.00	0	2,545.00- Y	0	8,511.25- Y
	99	-14-0010	Due from General Fund	1,996.33 *				
	99	-14-0026	Due From Non-Lapsing	500.00 *				
			** 2025 YEAR TOTALS	2,496.33				

PACKET: 12007 LIBRARY - 20250801

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2025	1,996.33
26	8/2025	500.00

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12016 LIBRARY - 20250808

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
01-005248 AMAZON CAPITAL SERVICES, INC.						
C-1XQP-WW79-T47Q		ACCT # A29JIWFIAEUZST	16.99CR	LOT_CE_N		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-14-40000	Learning Games/Story Box	16.99CR
I-11CM-TMRD-6HDN		ACCT # A29JIWFIAEUZST	39.46	NF_OS_08		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	19.47
		ACCT # A29JIWFIAEUZST		10 55110-13-10100	Adult Dept Non-Fiction	19.99
I-13DP-YLH7-6XTE		ACCT # A29JIWFIAEUZST	83.11	YS-Learn		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-14-40000	Learning Games/Story Box	83.11
I-13MT-HLQR-6RWM		ACCT # A29JIWFIAEUZST	19.95	DVDMAY20		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-14-10400	Adult Dept DVDs	19.95
I-13NN-1MGG-66MR		ACCT # A29JIWFIAEUZST	113.94	Library		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-03-10500	Library Supplies	113.94
I-16GX-1X7P-6E7D		ACCT # A29JIWFIAEUZST	166.60	YS Progr		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-03-41500	Progammig - Youth	166.60
I-16JV-KR39-6E49		ACCT # A29JIWFIAEUZST	36.17	TBS-OFFS		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-03-10000	Office Supplies	36.17
I-1CTW-M7CW-71DM		ACCOUNT #A29JIWFIAEUZST	24.99	TBS-ANF-		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCOUNT #A29JIWFIAEUZST		10 55110-13-10100	Adult Dept Non-Fiction	24.99
I-1G7X-4N9L-6RNF		ACCT # A29JIWFIAEUZST	68.39	CFR73025		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-13-10000	Adult Dept Fiction	60.15
		ACCT # A29JIWFIAEUZST		10 55110-14-41000	Adult Library of Things	8.24
I-1HK7-LN7F-6HDQ		ACCT # A29JIWFIAEUZST	59.40	NF072525		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # A29JIWFIAEUZST		10 55110-13-10100	Adult Dept Non-Fiction	59.40
I-1HK7-LN7F-6HGL		ACCT # .A29JIWFIAEUZST	34.79	MEM_NF_0		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # .A29JIWFIAEUZST		10 55110-13-10100	Adult Dept Non-Fiction	34.79

PACKET: 12016 LIBRARY - 20250808

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
01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)						
I-1KMW-1RM9-6DHW	ACCT # A29JIWFIAEUZST		69.36	NF_MEM_0		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
	ACCT # A29JIWFIAEUZST			10 55110-13-10100	Adult Dept Non-Fiction	24.95
	ACCT # A29JIWFIAEUZST			26 55110-03-40500	Memorial Books-Expense	44.41
I-1L1G-V6JH-6YD6	ACCT # A29JIWFIAEUZST		49.75	YS-BOOKS		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
	ACCT # A29JIWFIAEUZST			10 55110-13-20000	Youth Children's Books	49.75
I-1L1G-V6JH-7379	ACCT # A29JIWFIAEUZST		134.44	YS-DVDs		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
	ACCT # A29JIWFIAEUZST			10 55110-14-20100	Youth Videos, DVDs & CD-	134.44
I-1NL3-BRPM-6N1T	ACCT # A29JIWFIAEUZST		224.99	071725LO		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
	ACCT # A29JIWFIAEUZST			10 55110-08-50000	Special/Major Projects	224.99
I-1TC1-LYCM-69FH	ACCT # A29JIWFIAEUZST		47.38	YS-Books		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
	ACCT # A29JIWFIAEUZST			10 55110-13-20000	Youth Children's Books	31.33
	ACCT # A29JIWFIAEUZST			10 55110-13-20100	Young Adult Books	16.05
I-1TMT-BPYK-6DMK	ACCT # A29JIWFIAEUZST		66.96	ADULTPRO		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
	ACCT # A29JIWFIAEUZST			10 55110-03-41250	Programming - Adult	66.96
I-1TMT-BPYK-6JTX	ACCT # A29JIWFIAEUZST		45.92	Mem_0709		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
	ACCT # A29JIWFIAEUZST			26 55110-03-40500	Memorial Books-Expense	45.92
I-1TRK-YWY9-6VCM	ACCT # A29JIWFIAEUZST		16.99	NF072525		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
	ACCT # A29JIWFIAEUZST			10 55110-13-10100	Adult Dept Non-Fiction	16.99
I-1TRK-YWY9-6YTF	ACCT # A29JIWFIAEUZST		42.98	OS_07222		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
	ACCT # A29JIWFIAEUZST			10 55110-03-10000	Office Supplies	42.98
I-1TTD-46F4-6QM4	ACCT # A29JIWFIAEUZST		429.49	DVDsJUNE		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
	ACCT # A29JIWFIAEUZST			10 55110-14-10400	Adult Dept DVDs	429.49
== VENDOR TOTALS ==			1,758.07			

PACKET: 12016 LIBRARY - 20250808

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-2039185423		ACCT # 216389 L028084 2 B0000	99.69			
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	84.55
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	13.45
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	1.69
I-2039213108 ACCT # 216389 L028084 2 B0000 74.58						
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	65.51
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	7.76
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	1.31
I-2039221930 ACCT # 216389 L028084 2 B0000 93.66						
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	82.31
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	9.70
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	1.65
		== VENDOR TOTALS ==	267.93			

01-000273 BAKER & TAYLOR L5014032						
I-2039209597		ACCT # 216389 L501403 2 B0000	414.10	YS-AUDIO		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # 216389 L501403 2 B00000		10 55110-14-20000	Youth Audiobooks & CDs	401.98
		ACCT # 216389 L501403 2 B00000		10 55110-03-10500	Library Supplies	4.08
		ACCT # 216389 L501403 2 B00000		10 55110-03-11000	Postage	8.04
		== VENDOR TOTALS ==	414.10			

01-000271 BAKER & TAYLOR L5491882						
I-2039214683		ACCT # 216389 L549188 2 B0000	736.74			
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # 216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction	662.19
		ACCT # 216389 L549188 2 B00000		10 55110-03-10500	Library Supplies	61.31
		ACCT # 216389 L549188 2 B00000		10 55110-03-11000	Postage	13.24
		== VENDOR TOTALS ==	736.74			

01-000922 CENGAGE LEARNING INC						
I-999100766209		ACCT # 100298883	21.44	NATZKE90		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # 100298883		26 55110-03-40500	Memorial Books-Expense	21.44
		== VENDOR TOTALS ==	21.44			

PACKET: 12016 LIBRARY - 20250808

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/>						
01-000274 CENTER POINT LARGE PRINT						
I-2185385		CUST # 54452	47.94			
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		CUST # 54452		10 55110-13-10400	Adult Dept Large Print	47.94
== VENDOR TOTALS ==			47.94			
<hr/>						
01-000128 ELAN FINANCIAL SERVICES						
I-20250808		ACCT #5472 1102 2200 0197	844.72			
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT #5472 1102 2200 0197		10 55110-03-41250	Programming - Adult	37.41
		ACCT #5472 1102 2200 0197		10 55110-03-41500	Programing - Youth	109.97
		ACCT #5472 1102 2200 0197		10 55110-15-47500	Software/Upgrades	10.80
		ACCT #5472 1102 2200 0197		10 55110-03-11000	Postage	626.75
		ACCT #5472 1102 2200 0197		26 55110-03-12650	Library Photocopier Expe	59.79
== VENDOR TOTALS ==			844.72			
<hr/>						
01-005274 HAENCO LLC						
I-15702		KITCHEN ROLL TOWELS	38.28			
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: Y		
		KITCHEN ROLL TOWELS		10 55110-03-44000	Janitor Supplies	38.28
== VENDOR TOTALS ==			38.28			
<hr/>						
01-005471 LIBRARIA						
I-264307		REF # 20000002735	34.77	254675		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		REF # 20000002735		10 55110-13-20000	Youth Children's Books	32.37
		REF # 20000002735		10 55110-03-10500	Library Supplies	2.40
I-264328		REF # 20000002963	2,188.68	255445		
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		REF # 20000002963		10 55110-13-20000	Youth Children's Books	2,162.08
		REF # 20000002963		10 55110-03-10500	Library Supplies	26.60
== VENDOR TOTALS ==			2,223.45			
<hr/>						
01-000839 MERRILL ACE HARDWARE						
C-20250808		ACCT # 81867	1.60CR			
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # 81867		10 55110-03-44000	Janitor Supplies	1.60CR

PACKET: 12016 LIBRARY - 20250808
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-245633		ACCT # 81867	15.99			
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		ACCT # 81867		10 55110-03-44000	Janitor Supplies	15.99
		== VENDOR TOTALS ==	14.39			

01-004398		DONNA J PLAUTZ				
I-20250808		JULY MILEAGE	18.97			
8/08/2025	1	DUE: 8/08/2025 DISC: 8/08/2025		1099: N		
		JULY MILEAGE		10 55110-03-30500	Mileage	18.97
		== VENDOR TOTALS ==	18.97			
		== PACKET TOTALS ==	6,386.03			

PACKET: 12016 LIBRARY - 20250808
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 6,404.62
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 18.59CR

BATCH TOTALS 6,386.03

** 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	6,214.47-*				
		10 -55110-03-10000	Office Supplies	98.62	2,250	50.83	1,041,156	454,339.23
		10 -55110-03-10500	Library Supplies	239.24	7,000	3,038.67	1,041,156	454,198.61
		10 -55110-03-11000	Postage	652.68	1,400	259.42	1,041,156	453,785.17
		10 -55110-03-30500	Mileage	18.97	500	304.91	1,041,156	454,418.88
		10 -55110-03-41250	Programming - Adult	104.37	7,000	3,566.12	1,041,156	454,333.48
		10 -55110-03-41500	Programing - Youth	276.57	7,500	2,808.57	1,041,156	454,161.28
		10 -55110-03-44000	Janitor Supplies	52.67	5,000	3,679.12	1,041,156	454,385.18
		10 -55110-08-50000	Special/Major Projects	224.99	0	1,510.19- Y	1,041,156	454,212.86
		10 -55110-13-10000	Adult Dept Fiction	292.52	9,500	3,461.81	1,041,156	454,145.33
		10 -55110-13-10100	Adult Dept Non-Fiction	843.30	10,000	4,018.38	1,041,156	453,594.55
		10 -55110-13-10400	Adult Dept Large Print	47.94	4,300	1,796.66	1,041,156	454,389.91
		10 -55110-13-20000	Youth Children's Books	2,275.53	16,000	8,568.41	1,041,156	452,162.32
		10 -55110-13-20100	Young Adult Books	16.05	2,500	1,107.12	1,041,156	454,421.80
		10 -55110-14-10400	Adult Dept DVDs	449.44	2,000	603.27	1,041,156	453,988.41
		10 -55110-14-20000	Youth Audiobooks & CDs	401.98	1,500	557.19	1,041,156	454,035.87
		10 -55110-14-20100	Youth Videos, DVDs & CD-	134.44	750	500.16	1,041,156	454,303.41
		10 -55110-14-40000	Learning Games/Story Box	66.12	500	261.38	1,041,156	454,371.73
		10 -55110-14-41000	Adult Library of Things	8.24	0	8.24- Y	1,041,156	454,429.61
		10 -55110-15-47500	Software/Upgrades	10.80	3,000	2,028.56	1,041,156	454,427.05
		26 -21-0000	Accounts Payable Control	171.56-*				
		26 -55110-03-12650	Library Photocopier Expe	59.79	0	5,353.10- Y	0	8,571.04- Y
		26 -55110-03-40500	Memorial Books-Expense	111.77	0	784.71- Y	0	8,623.02- Y
		99 -14-0010	Due from General Fund	6,214.47 *				
		99 -14-0026	Due From Non-Lapsing	171.56 *				
		** 2025 YEAR TOTALS		6,386.03				

PACKET: 12016 LIBRARY - 20250808
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2025	6,214.47
26	8/2025	171.56

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12027 LIBRARY - 20250815
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-000273 BAKER & TAYLOR L5014032						
I-2039226279 ✓		ACCT #216389 L501403 2 B00000	✓160.22	YS-AUDIO		
8/15/2025	1	DUE: 8/15/2025 DISC: 8/15/2025		1099: N		
		ACCT #216389 L501403 2 B00000 ✓		✓10 55110-14-20000	Youth Audiobooks & CDs	155.58 ✓
		ACCT #216389 L501403 2 B00000		✓10 55110-03-10500	Library Supplies	1.53 ✓
		ACCT #216389 L501403 2 B00000		✓10 55110-03-11000	Postage	3.11 ✓
== VENDOR TOTALS ==			160.22			

01-000922 CENGAGE LEARNING INC ✓						
I-999100455698 ✓		ACCT# 100298883 ✓	✓21.44	MARCH-LP		
8/15/2025	1	DUE: 8/15/2025 DISC: 8/15/2025		1099: N		
		ACCT# 100298883		✓10 55110-13-10400	Adult Dept Large Print	21.44

I-999100780959 ✓		ACCT #100298883	✓232.72	AUGLCP		
8/15/2025	1	DUE: 8/15/2025 DISC: 8/15/2025		1099: N		
		ACCT #100298883		✓26 55110-03-40500	Memorial Books-Expense	232.72
== VENDOR TOTALS ==			254.16			

01-000204 DAVE'S COUNTY MARKET						
I-156208 ✓		ACCT #708	✓12.03			
8/15/2025	1	DUE: 8/15/2025 DISC: 8/15/2025		1099: N		
		ACCT #708		✓10 55110-03-41250	Programming - Adult	12.03

I-167302 ✓		ACCT # 708	✓22.94			
8/15/2025	1	DUE: 8/15/2025 DISC: 8/15/2025		1099: N		
		ACCT # 708		✓10 55110-03-41750	Hospitality	22.94

I-2659678 ✓		ACCT # 708	✓6.27			
8/15/2025	1	DUE: 8/15/2025 DISC: 8/15/2025		1099: N		
265978		ACCT # 708		✓10 55110-03-41250	Programming - Adult	6.27
== VENDOR TOTALS ==			41.24			

01-000207 E.O. JOHNSON BUSINESS TECHNOLO						
I-INV1805895 ✓		ACCT # 6000604	✓54.00			
8/15/2025	1	DUE: 8/15/2025 DISC: 8/15/2025		1099: N		
		ACCT # 6000604		✓26 55110-03-12650	Library Photocopier Expe	54.00

I-inv1805894 ✓		✓ACCT # 6000604	✓244.80			
8/15/2025	1	DUE: 8/15/2025 DISC: 8/15/2025		1099: N		
		ACCT # 6000604		✓26 55110-03-12650	Library Photocopier Expe	244.80
== VENDOR TOTALS ==			298.80			

✓ SP
1191

PACKET: 12027 LIBRARY - 20250815
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 4,004.70
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 4,004.70

** 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	3,473.18*				
	10 -55110-02-22000	Eleotric	2,670.37	25,000	9,970.82	1,041,156	413,707.92
	10 -55110-02-22500	Fuel - Natural Gas	296.95	25,000	19,073.08	1,041,156	416,081.34
	10 -55110-03-10500	Library Supplies	1.53	7,000	3,037.14	1,041,156	416,376.76
	10 -55110-03-11000	Postage	3.11	1,400	256.31	1,041,156	416,375.18
	10 -55110-03-31000	Miso. - Petty Cash	23.96	0	23.96- Y	1,041,156	416,354.33
	10 -55110-03-41000	Public Relations/Publici	65.00	2,000	1,062.00	1,041,156	416,313.29
	10 -55110-03-41250	Programming - Adult	212.30	7,000	3,353.82	1,041,156	416,165.99
	10 -55110-03-41750	Hospitality	22.94	500	283.94	1,041,156	416,355.35
	10 -55110-13-10400	Adult Dept Large Print	21.44	4,300	1,775.22	1,041,156	416,356.85
	10 -55110-14-20000	Youth Audiobooks & CDs	155.58	1,500	401.61	1,041,156	416,222.71
	26 -21-0000	Accounts Payable Control	531.52*				
	26 -55110-03-12650	Library Photocopier Expe	298.80	0	5,651.90- Y	0	8,981.61- Y
	26 -55110-03-40500	Memorial Books-Expense	232.72	0	1,017.43- Y	0	8,915.53- Y
	99 -14-0010	Due from General Fund	3,473.18 *				
	99 -14-0026	Due From Non-Lapsing	531.52 *				
		** 2025 YEAR TOTALS	4,004.70				

PACKET: 12039 LIBRARY - 20250822
 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-2039234057		ACCT # 216389 L028084 2 B0000	46.04	AYAT		
8/22/2025	1	DUE: 8/22/2025 DISC: 8/22/2025		1099: N		
		ACCT # 216389 L028084 2 B00000		10 55110-13-10000	Adult Dept Fiction	41.33
		ACCT # 216389 L028084 2 B00000		10 55110-03-10500	Library Supplies	3.88
		ACCT # 216389 L028084 2 B00000		10 55110-03-11000	Postage	0.83
== VENDOR TOTALS ==			46.04			

01-000271 BAKER & TAYLOR L5491882						
I-2039236278		ACCT #216389 L549188 2 B0000	357.58			
8/22/2025	1	DUE: 8/22/2025 DISC: 8/22/2025		1099: N		
		ACCT #216389 L549188 2 B00000		10 55110-13-10100	Adult Dept Non-Fiction	321.45
		ACCT #216389 L549188 2 B00000		10 55110-03-10500	Library Supplies	29.70
		ACCT #216389 L549188 2 B00000		10 55110-03-11000	Postage	6.43
== VENDOR TOTALS ==			357.58			

01-001340 BUREAU VERITAS NATIONAL ELEVAT						
I-20250822		CUST # 4171513	93.02			
8/22/2025	1	DUE: 8/22/2025 DISC: 8/22/2025		1099: N		
		CUST # 4171513		10 55110-02-16000	Elevator Contract/Inspe	93.02
== VENDOR TOTALS ==			93.02			

01-002661 FRONTIER						
I-20250822		ACCT #715-536-7909-010384-5	123.16			
8/22/2025	1	DUE: 8/22/2025 DISC: 8/22/2025		1099: N		
		ACCT #715-536-7909-010384-5		10 55110-02-25000	Telephone	123.16
== VENDOR TOTALS ==			123.16			

01-005274 HAENCO LLC						
I-15822		INVOICE DATED 08/15/2025	216.80			
8/22/2025	1	DUE: 8/22/2025 DISC: 8/22/2025		1099: Y		
		INVOICE DATED 08/15/2025		10 55110-03-44000	Janitor Supplies	216.80
== VENDOR TOTALS ==			216.80			

PACKET: 12039 LIBRARY - 20250822

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
01-000921 THE LIBRARY STORE						
I-752869		CUST # 7779	124.78	6087225		
8/22/2025	1	DUE: 8/22/2025 DISC: 8/22/2025		1099: N		
		CUST # 7779		10 55110-03-10500	Library Supplies	124.78
== VENDOR TOTALS ==			124.78			
01-000517 MERRILL AREA CHAMBER OF COMMER						
I-20250822		2026 VISITOR GUIDE - 1/4 PG A	450.00			
8/22/2025	1	DUE: 8/22/2025 DISC: 8/22/2025		1099: N		
		2026 VISITOR GUIDE - 1/4 PG AD		10 55110-03-41000	Public Relations/Publici	450.00
== VENDOR TOTALS ==			450.00			
01-004153 JESSICA I. MICHNA						
I-WWD20280922		09/22/25 PERFORMANCE	275.00			
8/22/2025	1	DUE: 8/22/2025 DISC: 8/22/2025		1099: Y		
		09/22/25 PERFORMANCE		10 55110-03-41250	Programming - Adult	275.00
== VENDOR TOTALS ==			275.00			
== PACKET TOTALS ==			1,686.38			

PACKET: 12039 LIBRARY - 20250822
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 1,686.38
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 1,686.38

**** 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	1,686.38-*				
		10 -55110-02-16000	Elevator Contract/Inspec	93.02	3,500	79.38- Y	1,041,156	412,812.09
		10 -55110-02-25000	Telephone	123.16	1,350	391.59	1,041,156	412,781.95
		10 -55110-03-10500	Library Supplies	158.36	7,000	2,878.78	1,041,156	412,746.75
		10 -55110-03-11000	Postage	7.26	1,400	249.05	1,041,156	412,897.85
		10 -55110-03-41000	Public Relations/Publici	450.00	2,000	612.00	1,041,156	412,455.11
		10 -55110-03-41250	Programming - Adult	275.00	7,000	3,078.82	1,041,156	412,630.11
		10 -55110-03-44000	Janitor Supplies	216.80	5,000	3,462.32	1,041,156	412,688.31
		10 -55110-13-10000	Adult Dept Fiction	41.33	9,500	3,420.48	1,041,156	412,863.78
		10 -55110-13-10100	Adult Dept Non-Fiction	321.45	10,000	3,696.93	1,041,156	412,583.66
		99 -14-0010	Due from General Fund	1,686.38 *				
			** 2025 YEAR TOTALS	1,686.38				

8/26/2025 9:27 AM

A/P Regular Open Item Register

PACKET: 12039 LIBRARY - 20250822

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2025	1,686.38

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12051 LIBRARY - 20250829

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
01-000922 CENGAGE LEARNING INC ✓						
I-999100887687 ✓		ACCT # 100298883 ✓	111.16	AUGLCP ✓		
8/29/2025	1	DUE: 8/29/2025 DISC: 8/29/2025		1099: N		
		ACCT # 100298883		✓ 26 55110-03-40500	Memorial Books-Expense	111.16
I-999101031573 ✓		ACCT # 100298883 ✓	26.39	AUGLCP ✓		
8/29/2025	1	DUE: 8/29/2025 DISC: 8/29/2025		1099: N		
		ACCT # 100298883		✓ 26 55110-03-40500	Memorial Books-Expense	26.39
== VENDOR TOTALS ==			137.55			

01-004375 CINTAS CORPORATION ✓						
I-4241077106 ✓		PAYER # 18280979 ✓	249.11			
8/29/2025	1	DUE: 8/29/2025 DISC: 8/29/2025		1099: N		
		PAYER # 18280979		✓ 10 55110-02-23250	Facility Cleaning Servic	249.11
== VENDOR TOTALS ==			249.11			

01-005471 LIBRARIA						
I-264401 ✓		REF # 2000002734 ✓	12.19	254674 ✓		
8/29/2025	1	DUE: 8/29/2025 DISC: 8/29/2025		1099: N		
		REF # 2000002734		✓ 10 55110-13-20000	Youth Children's Books	11.39
		REF # 2000002734		✓ 10 55110-03-10500	Library Supplies	0.80
I-264703 ✓		REF # 2000002736 ✓	3.79	254676 ✓		
8/29/2025	1	DUE: 8/29/2025 DISC: 8/29/2025		1099: N		
		REF # 2000002736		✓ 10 55110-13-20000	Youth Children's Books	3.59
		REF # 2000002736		✓ 10 55110-03-10500	Library Supplies	0.20
I-264764 ✓		REF # 2000002813 ✓	144.07	254957 ✓		
8/29/2025	1	DUE: 8/29/2025 DISC: 8/29/2025		1099: N		
		REF # 2000002813		✓ 10 55110-13-20100	Young Adult Books	138.47
		REF # 2000002813		✓ 10 55110-03-10500	Library Supplies	5.60
I-264768 ✓		REF # 2000002963 ✓	22.77	255445 ✓		
8/29/2025	1	DUE: 8/29/2025 DISC: 8/29/2025		1099: N		
		REF # 2000002963		✓ 10 55110-13-20000	Youth Children's Books	22.17
		REF # 2000002963		✓ 10 55110-03-10500	Library Supplies	0.60
I-264881 ✓		REF # 2000003124 ✓	73.74	255917 ✓		
8/29/2025	1	DUE: 8/29/2025 DISC: 8/29/2025		1099: N		
		REF # 2000003124		✓ 10 55110-13-20000	Youth Children's Books	70.14
		REF # 2000003124		✓ 10 55110-03-10500	Library Supplies	3.60
I-264913 ✓		REF # 2000003125 ✓	87.71	255916 ✓		
8/29/2025	1	DUE: 8/29/2025 DISC: 8/29/2025		1099: N		
		REF # 2000003125		✓ 10 55110-13-20100	Young Adult Books	83.31
		REF # 2000003125		✓ 10 55110-03-10500	Library Supplies	4.40

bg
9/2/25

PACKET: 12051 LIBRARY - 20250829
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-005471	LIBRARIA	(** CONTINUED **)				
I-265037	✓	REF #200003123	✓ 692.94	255915		
8/29/2025	1	DUE: 8/29/2025 DISC: 8/29/2025		1099: N		
		REF #200003123		✓ 10 55110-13-20000	Youth Children's Books	✓ 644.14
		REF #200003123		✓ 10 55110-03-10500	Library Supplies	✓ 48.80
		== VENDOR TOTALS ==	1,037.21			

01-005383	MOBILE BEACON					
I-20250829	✓	REF # A-127849-20250828-1139	✓ 1,200.00			
8/29/2025	1	DUE: 8/29/2025 DISC: 8/29/2025		1099: N		
		REF # A-127849-20250828-1139		✓ 10 55110-15-32750	T1/Internet Access	1,200.00
		== VENDOR TOTALS ==	1,200.00			

01-005632	SMOKEY BEAR BARBEQUE					
I-1006	✓	CATERING	✓ 510.00			
8/29/2025	1	DUE: 8/29/2025 DISC: 8/29/2025		1099: N		
		CATERING		✓ 10 55110-03-41750	Hospitality	510.00
		== VENDOR TOTALS ==	510.00			
		== PACKET TOTALS ==	3,133.87			

getting w-9; no service at this point

PACKET: 12051 LIBRARY - 20250829
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 3,133.87
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 3,133.87

** 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	2,996.32-*				
	10	-55110-02-23250	Facility Cleaning Servio	249.11	3,400	1,209.71	1,041,156	384,266.11
	10	-55110-03-10500	Library Supplies	64.00	7,000	2,814.78	1,041,156	384,451.22
	10	-55110-03-41750	Hospitality	510.00	500	226.06- Y	1,041,156	384,005.22
	10	-55110-13-20000	Youth Children's Books	751.43	16,000	7,816.98	1,041,156	383,763.79
	10	-55110-13-20100	Young Adult Books	221.78	2,500	885.34	1,041,156	384,293.44
	10	-55110-15-32750	T1/Internet Access	1,200.00	1,200	900.00- Y	1,041,156	383,315.22
	26	-21-0000	Accounts Payable Control	137.55-*				
	26	-55110-03-40500	Memorial Books-Expense	137.55	0	1,154.98- Y	0	9,351.88- Y
	99	-14-0010	Due from General Fund	2,996.32 *				
	99	-14-0026	Due From Non-Lapsing	137.55 *				
			** 2025 YEAR TOTALS	3,133.87				

8/29/2025 3:56 PM

A/P Regular Open Item Register

PACKET: 12051 LIBRARY - 20250829

VENDOR SET: 01 City of Merrill

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2025	2,996.32
26	8/2025	137.55

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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

10 -General Fund
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	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	197.99	3,398.22	135.93	(898.22)
TOTAL Public Charges-Services	2,500.00	197.99	3,398.22	135.93	(898.22)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	6,350.00	0.00	6,350.00	100.00	0.00
45110-48400 Library Endowment Reimb.	0.00	0.00	1,705.16	0.00	(1,705.16)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	464.59	1,075.23	0.00	(1,075.23)
45110-48475 Library Programs Revenue	22,950.00	0.00	20,433.52	89.03	2,516.48
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	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	29,300.00	464.59	30,352.66	103.59	(1,052.66)
<hr/>					
TOTAL REVENUES	511,275.00	662.58	272,348.29	53.27	238,926.71
EXPENDITURES					
=====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	227,286.00	22,790.64	128,061.37	56.34	99,224.63
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	46,845.08	277,548.05	66.17	141,922.95
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	5,180.01	32,242.45	64.87	17,460.55
55110-01-52000 Retirement (WRS)	41,579.00	4,108.99	25,579.38	61.52	15,999.62
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	5,487.17	44,634.10	66.84	22,143.90
55110-01-55000 Life Insurance	3,476.00	0.00	1,630.04	46.89	1,845.96
TOTAL Personnel Services	815,436.00	84,411.89	511,077.89	62.68	304,358.11

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 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	93.02	3,579.38	102.27	(79.38)
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	683.22	32.23	1,436.78
55110-02-21000 Water and Sewer	2,080.00	0.00	985.33	47.37	1,094.67
55110-02-22000 Electric	25,000.00	2,670.37	15,029.18	60.12	9,970.82
55110-02-22500 Fuel - Natural Gas	25,000.00	296.95	5,926.92	23.71	19,073.08
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	498.22	2,190.29	64.42	1,209.71
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	123.16	958.41	70.99	391.59
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	0.00	248.91	0.00	(248.91)
TOTAL Contractual Services	64,350.00	3,681.72	29,721.64	46.19	34,628.36
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	2,250.00	110.72	2,199.17	97.74	50.83
55110-03-10500 Library Supplies	7,000.00	645.68	4,185.22	59.79	2,814.78
55110-03-11000 Postage	1,400.00	680.15	1,150.95	82.21	249.05
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	500.00	0.00	771.00	154.20	(271.00)
55110-03-30500 Mileage	500.00	18.97	195.09	39.02	304.91
55110-03-31000 Misc. - Petty Cash	0.00	3.96	(76.04)	0.00	76.04
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	515.00	1,388.00	69.40	612.00
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	666.67	3,921.18	56.02	3,078.82
55110-03-41251 Misc Rev-Programming Adul	5,350.00	250.00	5,594.84	104.58	(244.84)
55110-03-41500 Progamming - Youth	7,500.00	276.57	4,691.43	62.55	2,808.57
55110-03-41501 Misc Rev-Programming-Yout	7,300.00	0.00	7,279.99	99.73	20.01
55110-03-41750 Hospitality	500.00	532.94	726.06	145.21	(226.06)
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	269.47	1,537.68	30.75	3,462.32
55110-03-50000 M/R-General Repair/Maint.	4,000.00	443.09	1,609.64	40.24	2,390.36
55110-03-50001 Mis Rev-M/R General/Cont	0.00	0.00	0.00	0.00	0.00
55110-03-50275 M/R - Contingency	10,000.00	0.00	2,531.64	25.32	7,468.36
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	24.25	0.00	(24.25)
TOTAL Supplies & Expenses	62,600.00	4,413.22	41,333.03	66.03	21,266.97
<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

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

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	224.99	1,510.19	0.00	(1,510.19)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	5,712.23	0.00	(5,712.23)
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	224.99	7,222.42	0.00	(7,222.42)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	399.36	6,079.52	63.99	3,420.48
55110-13-10100 Adult Dept Non-Fiction	10,000.00	1,217.38	6,303.07	63.03	3,696.93
55110-13-10200 Adult Dept Paperbacks	750.00	56.61	322.01	42.93	427.99
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	69.38	2,524.78	58.72	1,775.22
55110-13-20000 Youth Children's Books	16,000.00	3,458.87	8,183.02	51.14	7,816.98
55110-13-20100 Young Adult Books	2,500.00	317.59	1,614.66	64.59	885.34
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	1,197.89	29.95	2,802.11
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	5,519.19	26,224.95	55.74	20,825.05
<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	419.44	1,366.73	68.34	633.27
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	558.52	1,098.39	73.23	401.61
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	134.44	249.84	33.31	500.16
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	66.12	238.62	47.72	261.38
55110-14-41000 Adult Library of Things	0.00	8.24	8.24	0.00	(8.24)
55110-14-45000 Ebooks/Digital Content	6,620.00	0.00	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	1,186.76	8,913.74	62.91	5,256.26
<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	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	1,200.00	2,100.00	175.00	(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	3,000.00	83.33	600.00
55110-15-42500 Computer Equipment	10,000.00	0.00	7,560.36	75.60	2,439.64
55110-15-47500 Software/Upgrades	3,000.00	10.80	971.44	32.38	2,028.56

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

10 -General Fund
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-70000 V-Cat Shared Automation	18,500.00	0.00	17,006.52	91.93	1,493.48
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,200.00	1,210.80	31,634.43	82.81	6,565.57
TOTAL EXPENDITURES	1,053,806.00	100,648.57	659,507.10	62.58	394,298.90
REVENUES OVER/(UNDER) EXPENDITURES	(542,531.00)	(99,985.99)	(387,158.81)	0.00	(155,372.19)

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

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	4,224.95	0.00	(4,224.95)
TOTAL Intergovernmental	0.00	0.00	4,224.95	0.00	(4,224.95)
Public Charges-Services					
45110-46713 Library - Photocopier Rev.	0.00	396.06	3,337.23	0.00	(3,337.23)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	396.06	3,337.23	0.00	(3,337.23)
Miscellaneous Revenues					
45110-48250 Library Grants - Rev	0.00	0.00	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	827.89	1,577.52	0.00	(1,577.52)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	827.89	3,872.52	0.00	(3,872.52)
TOTAL REVENUES	0.00	1,223.95	11,434.70	0.00	(11,434.70)
EXPENDITURES					
Supplies & Expenses					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12650 Library Photocopier Expen	0.00	358.59	5,651.90	0.00	(5,651.90)
55110-03-12675 Library Vending - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-22725 Summer Programs-Expenses	0.00	0.00	0.00	0.00	0.00
55110-03-25000 Library Grants - Expense	0.00	500.00	2,545.00	0.00	(2,545.00)
55110-03-40500 Memorial Books-Expense	0.00	482.04	1,154.98	0.00	(1,154.98)
TOTAL Supplies & Expenses	0.00	1,340.63	9,351.88	0.00	(9,351.88)
TOTAL EXPENDITURES	0.00	1,340.63	9,351.88	0.00	(9,351.88)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(116.68)	2,082.82	0.00	(2,082.82)
FUND TOTAL REVENUES	168,737.00	55,049.68	325,813.83	193.09	(157,076.83)
FUND TOTAL EXPENDITURES	189,769.30	12,940.43	261,693.41	137.90	(71,924.11)
REVENUES OVER/(UNDER) EXPENDITURES	(21,032.30)	42,109.25	64,120.42	0.00	(85,152.72)

*** END OF REPORT ***

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

LIBRARY ACTIVITY	Aug 2025	Aug 2024	% Change	Aug 2023	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	5,296	4,620	14.6%	5,084	4.2%	45,550	43,035	5.8%
Average Daily Traffic	212	171	24.0%	188	12.8%	230	212	8.5%
Meetings Held	21	20	5.0%	26	-19.2%	151	199	-24.1%
Attendance	66	83	-20.5%	154	-57.1%	786	902	-12.9%
Classes/Groups w/o Program	-	-	100.0%	1	N/A	36	57	-36.8%
Attendance	-	-	100.0%	11	N/A	644	1,154	-44.2%
New Card Registrations	58	58	0.0%	50	16.0%	408	423	-3.5%
Volunteer Hours Worked	19	25	-24.0%	20	-5.0%	163	160	1.9%

TECHNOLOGY USE	Aug 2025	Aug 2024	% Change	Aug 2023	% Change	YTD 2025	YTD 2024	% Change
Wireless Use	1,291	1,384	-6.7%	1,606	-19.6%	10,659	11,472	-7.1%
Internet Computers								
Adult	274	282	-2.8%	321	-14.6%	2,541	2,418	5.1%
Youth	185	79	134.2%	149	24.2%	1,071	534	100.6%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	100.0%
Youth	202	139	45.3%	72	180.6%	1,189	1,009	17.8%
TOTAL USE	661	500	32.2%	542	22.0%	4,801	3,961	21.2%

PROGRAMS	Aug 2025	Aug 2024	% Change	Aug 2023	% Change	YTD 2025	YTD 2024	% Change
Programs Given								
Adult	6	9	-33.3%	8	-25.0%	64	101	-36.6%
General Interest	4	4	0.0%	-	N/A	18	28	-35.7%
Teen	-	-	N/A	-	N/A	3	5	-40.0%
Youth	5	6	-16.7%	5	0.0%	76	87	-12.6%
TOTAL	15	19	-21.1%	13	15.4%	161	221	-27.1%
Program Attendance								
Adult	51	88	-42.0%	120	-57.5%	669	1,150	-41.8%
General Interest	43	26	65.4%	-	N/A	206	207	-0.5%
Teen	-	-	N/A	-	N/A	106	118	-10.2%
Youth	110	108	1.9%	66	66.7%	2,669	3,144	-15.1%
TOTAL	204	222	-8.1%	186	9.7%	3,650	4,619	-21.0%

Self-Directed Activities

	<u>Date</u>	<u>#</u>	<u>Outreach</u>	<u>Date</u>	<u>#</u>
Adult Spice Bags		50	Critic's Choice Movie	8/27/2025	10
Little Bluebirds Club		7			
Scavenger Hunt		85	<u>Youth</u>	<u>Date</u>	<u>#</u>
			Wiggle, Giggle, Shake(5 sessions)		110

<u>Adult</u>	<u>Date</u>	<u>#</u>	<u>General Interest</u>	<u>Date</u>	<u>#</u>
1 on 1 Tech Help (4 sessions)		4	Multi Generational Puzzle Comp.	8/14/2025	18
Notary Public Service (4 sessions)		4	Real Writer's Group	8/16/2025	12
Opportunity Development Center	8/5/2025	12	Library Social Hour	8/29/2025	3
Believe and Achieve	8/12/2025	5			
Kindhearted	8/18/2025	18			
Memory Café	8/19/2025	7			
Cover to Cover	8/21/2025	7			
Brain Health Basics	8/26/2025	2			

OVERALL ROOM USE BY ROOM

Room	# of people
Atrium	4
Board Room	30
Community Room	76
Genealogy Room	7
Semling-Menke Room	25
Storyhour Room	0
YS Activity Room	128

AUGUST 2025

BORROWERS		Aug 2025	Aug 2024	% Change	Aug 2023	% Change
City	Adult	2,685	3,741	-28.2%	3,765	-28.7%
	Youth	717	886	-19.1%	956	-25.0%
County	Adult	2,392	3,324	-28.0%	3,323	-28.0%
	Youth	665	772	-13.9%	836	-20.5%
Other	Adult	350	412	-15.0%	393	-10.9%
	*ILL	419	452	-7.3%	444	-5.6%
	Youth	60	72	-16.7%	80	-25.0%
TOTAL BORROWERS		7,288	9,659	-24.5%	9,797	-25.6%

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

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

DONATIONS	Aug 2025	Aug 2024	Aug 2023	YTD 2025	YTD 2024
Endowment Fund	\$ 1,851	\$ 1,504	\$ -	3,756	\$ 3,710
Special Projects Fund	\$ -	\$ -	\$ 1,186	75	\$ 656
Gifts/Memorials	\$ 319	\$ 83	\$ 498	1,572	\$ 2,155

RESOURCE SHARING	Aug 2025	Aug 2024	% Change	Aug 2023	% Change	YTD 2025	YTD 2024	% Change
V-Cat Received	1,351	1,241	8.9%	1,459	-7.4%	11,145	10,354	7.6%
V-Cat Sent	1,039	1,123	-7.5%	1,339	-22.4%	9,054	9,541	-5.1%
ILL Received	55	19	189.5%	36	52.8%	287	305	-5.9%
ILL Sent	58	78	-25.6%	105	-44.8%	711	742	-4.2%

CIRCULATION	Aug 2025	Aug 2024	% Change	Aug 2023	% Change	YTD 2025	YTD 2024	% Change	
Audiobooks	Adult	103	53	94.3%	189	-45.5%	961	1,383	-30.5%
	Youth	5	63	-92.1%	63	-92.1%	200	384	-47.9%
Books-Fiction	Adult	3,297	2,626	25.6%	3,035	8.6%	20,989	22,046	-4.8%
	Youth	3,293	2,462	33.8%	3,046	8.1%	25,751	24,736	4.1%
Books-Nonfiction	Adult	828	809	2.3%	1,174	-29.5%	7,864	8,191	-4.0%
	Youth	495	493	0.4%	654	-24.3%	4,435	5,638	-21.3%
CDs/Cassettes	Adult	172	165	4.2%	189	-9.0%	899	1,606	-44.0%
	Youth	15	51	-70.6%	9	66.7%	147	144	2.1%
DVD/Blu-Ray/VHS	Adult	651	642	1.4%	744	-12.5%	5,866	6,558	-10.6%
	Youth	391	401	-2.5%	548	-28.6%	3,369	4,092	-17.7%
Games	Adult	2	5	100.0%	2	100.0%	29	19	52.6%
	Youth	26	37	-29.7%	64	-59.4%	174	449	-61.2%
Magazines	Adult	207	210	-1.4%	187	10.7%	1,693	1,707	-0.8%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	120	106	13.2%	103	16.5%	887	703	26.2%
	Youth	12	4	200.0%	23	-47.8%	133	231	-42.4%
PHYSICAL ITEMS SUB TOTAL		9,617	8,127	18.3%	10,030	-4.1%	73,397	77,887	-5.8%
Digital Library	Audiobooks	1,241	1,391	-10.8%	1,014	22.4%	9,958	8,420	18.3%
	eBooks	775	1,085	-28.6%	1,020	-24.0%	6,427	8,500	-24.4%
	Magazines	263	192	37.0%	93	100.0%	2,246	655	242.9%
	Music/Videos	-	-	N/A	-	N/A	-	-	N/A
DOWNLOADS SUB TOTAL		2,279	2,668	-14.6%	2,127	7.1%	18,631	17,575	6.0%
TOTAL CIRCULATION		11,896	10,795	10.2%	12,157	-2.1%	92,028	95,462	-3.6%

MATERIALS CIRCULATING	Aug 2025	Aug 2024	% Change	Aug 2023	% Change	YTD 2025	YTD 2024	% Change
% Nonprint Materials Circulated	15.6%	18.8%	-17.2%	19.3%	-19.3%	17.26%	20.0%	-13.7%
% Print Materials Circulated	84.4%	81.2%	4.0%	80.7%	4.6%	82.74%	80.0%	3.4%
% Adult Materials Circulated	55.9%	56.8%	-1.5%	56.1%	-0.2%	53.39%	54.2%	-1.5%
% Youth Materials Circulated	44.1%	43.2%	2.0%	43.9%	0.3%	46.61%	45.8%	1.8%



“NAME THAT ROOM” Fundraising Campaign



for the
T.B. Scott Free Library's

NEW Youth Services Department Activity/Meeting Room Space

The T.B. Scott Free Library is a major cornerstone of this community. Since the time the library was first established in 1891, it has seen continued growth through support by community members and business establishments. The name of the library came from a well-known lumber baron in the community who also served as the first mayor for the city. When the extensive addition was completed in 2000, area businesses and philanthropists were given an opportunity to have their name displayed on a specific room or area in the library in recognition of a substantial monetary donation to the library. The majority of the meeting rooms and designated spaces in the library today have memorialized and recognizable names.

With the renovation of the Youth Services Department and the creation of a new activity/meeting room space fully funded by the T.B. Scott Free Library Endowment Fund, the Library Administration Team along with the Library Board of Trustees would like to continue the tradition of offering the rights to name a large room in memoriam/honor/recognition while supporting the library in providing literary-focused opportunities for the community through a monetary donation.

Therefore, we are opening up the opportunity for individuals, local businesses or philanthropic organizations to submit a Proposal for Naming Rights in an amount no less than \$25,000 for the opportunity to have a specified name displayed at the entrance of the new activity/meeting room. In the event that equivalent monetary proposals are submitted, the Library Board of Trustees will have the authority to randomly select the winning proposal via a sealed envelope drawing. Additionally, the Library Board of Trustees reserves the right to exclude proposals that do not align with the Library's Mission Statement and Strategic Plan.

Sealed proposals are to be submitted to:

T.B. Scott Free Library Board of Trustees
c/o Michael Geisler, President
106 W. 1st Street
Merrill, WI 54452

Proposal deadline: October 14, 2025.

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

**Marketing of the "NAME THAT ROOM" FUNDRAISING CAMPAIGN
September 17, 2025**

This request is being made for payment of costs related to the marketing of the fundraising campaign not to \$800. Marketing would include ads in the FotoNews, the Tomahawk Leader, and other area media channels and resources.

The Library Administration team respectfully make the request for an amount not to exceed \$800.

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

**VOLUNTEER STIPEND REQUEST FOR RFID PROJECT
September 17, 2025**

Various former library employees offered up their time volunteering to assist with the RFID material tagging project. The process was, and will continue to be, a tedious and labor-intensive task. In appreciation for the time the volunteers have given to complete the project during the week of September 8, 2025, the library administration team requests that these volunteers be paid a stipend in the amount of \$40 for each day volunteered. Following is a breakdown:

VOLUNTEER	NUMBER OF VOLUNTEER DAYS	STIPEND AMOUNT
Terri Akey	5	\$200
Carol Engebretson	5	\$200
Ellie Schwartz	5	\$200
Carol Wendorf	5	\$200
Jill Indrebo	1	\$40
TOTAL AMOUNT REQUESTED		\$440

The bulk tagging process will continue over the next several months and it is the intention of the library administration team to utilize these same experienced volunteers and additional trained volunteers. We would like to propose the payment of an additional stipend depending on the additional amount of volunteer time. Volunteer time will be scheduled in shorter shifts to allow pairing of a volunteer to one available full-time staff person. For every four hours worked, we propose a stipend of \$20 be paid to the volunteer. A schedule/log sheet will be kept recording hours worked for each volunteer.

We respectfully request the Board approve the stipend schedule as described above for the completion of the bulk RFID Tagging Project.

Goal #1: Lifelong Learning

Promote and encourage community members of all ages to discover the joy of reading and to become lifelong readers and learners.

Action Step 1.1: Maintain current programming and continue active promotion of literacy programs and events.

Measure: One new event in each department each program year.

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

Current Year: Youth Services offered its first Crunch Lab STEAM Kit build. Kids got to build their own air ball contraption. School age activity bags are now being offered every month with a focus on STEAM activities. AB 4/1/25. Beginning to offer iOS/Android basics workshops once a week during the month of April as part of the digital literacy grant. 4/1/25 MP. This summer Youth Services partnered with UW-Extension 4-H and AmeriCorps to bring in new summer programming. We will have three stand-alone programs focusing on literacy along with learning about dairy, fruit, and forestry. Beginning an adult water color class with a retired art teacher in September. Also bringing two events this fall about Women's Right to Vote. 9/2025 MP

PAST YEARS ARCHIVE: This summer Youth Services is partnering with UW-Extension 4-H and AmeriCorps to bring in new summer programming. We will have three stand alone programs focusing on literacy along with learning about dairy, plants, and harvest. Educators will also be bringing a series of programs teaching tweens/teens how to crochet. 6/4/24 AB. Twice this summer, adult/tech services will be partnering with Bug Tussel University to offer educational internet classes based on public need and interest. 6/4/24 MP. Began offering a Spice of the Month Adult Take and Make bag in September. These bags include a newsletter featuring a different spice/herb, and enough of the spice of two featured recipes. 11/2024 MP.

Action Step 1.2: Enhance library spaces that help parents and other caregivers develop early literacy skills in children age birth – 5 years.

Measure: Update floor plan configuration throughout department spaces.

Responsible staff: Assistant Director/Head of Youth Services

Current Year: New, open shelving has been installed for the Young Adult collection. The collection is more visible, accessible, aesthetically pleasing. AB 4/1/25.

PAST YEARS ARCHIVE: Because of the new activity room renovation, new, more accessible shelving options and layouts are being considered for the juvenile nonfiction collection. 6/4/24 AB.

Action Step 1.3: Provide responsive, educational opportunities for staff to grow and expand their knowledge and skills in order to support patrons as lifelong readers and learners.

Measure: Introduce one new topic of interest each calendar year for the purposes of staff development.

Responsible staff: Library Director

Current Year: Technology training for staff in January and February made possible through the PLA Digital Literacy Initiative Grant. 04/09/25. LO. In April, we focused on self-care with MOESONG Breathing. Focused on taking care of ourselves so we can better serve our patrons. 04/25/25. LO

PAST YEARS ARCHIVE: January's day was all about teambuilding. As a precursor to a possible library program, staff participated in The Amazing Race-Library Style. 6/10/24 LO. February's activity focused on Herbalism and Self-Care. In order for library staff to successfully interact with library patrons and visitors, it is important for them to find healthy ways to take care of themselves. Librarianship has seen a high level of burnout in recent years. Creating awareness is key. 6/10/24 LO. 2024 ended with Customer Service in October and Service in Action in November. 01/01/25 LO.

Trustee Orientation and Continuing Education

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Trustee Orientation

To carry out their duties effectively, new trustees need information about the library's services, needs, and plans. They also need some understanding of the legal responsibilities of the library board and the relationship of the board to the municipality, and to the library director and other library staff. A good orientation will provide new trustees with the answers they need to undertake their duties confidently.

The orientation program should be planned step by step by the library board, with the assistance of the library director. Orientation should start as soon as possible after the new board member is appointed—before the first meeting, if possible. See the attached [Sample Trustee Orientation Outline](#) for ideas.

Trustee Continuing Education

Even the most knowledgeable and experienced library trustee needs continuing education to stay informed about new laws, new technologies, and new possibilities for library service. Library services and library policies must constantly change to keep pace with changing community needs, new laws, and new technologies. Library leaders, including library trustees, who stay informed of these changes, will be better able to provide high-quality library service to their community.

Probably the most valuable type of continuing education experience for trustees is attendance at system or statewide workshops or at conferences such as the annual Wisconsin Association of Public Libraries (WAPL) and Wisconsin Library Association (WLA) conferences. One of the most rewarding aspects of system and statewide workshops is the opportunity to share experiences and ideas with trustees from other libraries. Information about these workshops and conferences is available in your system newsletter.

Because trustees are busy people with many commitments, it may be difficult to find the time to participate in many workshops and conferences. Fortunately, there are many other ways to learn and stay informed.

Newsletters and Discussion Lists

Your library system's newsletter is a great source of regional and statewide library news and developments.

One of many benefits to membership in Wisconsin Library Trustees and Friends (WLTF) is the WLTF newsletter, which contains news and information important to Wisconsin library trustees.

In This Trustee Essential

- The importance of new trustee orientation
- Why continuing education is essential for all trustees
- Opportunities for continuing education even for busy trustees

The Division for Libraries and Technology has used a variety of methods to disseminate information to the Wisconsin library community. The newest method of communicating is the *Wisconsin Libraries for Everyone* blog (wilibrariesforeveryone.blogspot.com); we encourage trustees to follow this blog. The final issue of the *Channel Weekly* electronic newsletter was published on December 18, 2014. *Channel Weekly* archives will be available indefinitely on the DPI website.

For many years the Division for Libraries and Technology has sponsored an email discussion list, WISPUBLIB, as a way to allow the Wisconsin public library community to share news and ideas and to get answers to questions about public library services, policies, laws, etc. Beginning in the fall of 2015 the Division is using the social media tool Google+ Communities as a way of offering an efficient, flexible venue for sharing news, ideas, and resources within in our Wisconsin public library community.

The Division encourages public library and library system staff and trustees, as well as anyone with an interest in public library issues, to subscribe to the various Google+ Communities sponsored by the Division.

Other Continuing Education Ideas

Short continuing education sessions can be held during library board meetings. This is a way to reach every trustee on the board (hopefully) and also a way to involve the board in brainstorming or problem-solving discussions on issues that may be important to the library.

The *Trustee Essentials* that make up this handbook can be used for short continuing education sessions held during regular or special board meetings. The meeting agenda should alert board members that a particular *Trustee Essential* will be reviewed at the next board meeting. Each board member should read the *Trustee Essential* in advance of the meeting and bring to the meeting any questions or thoughts concerning the issues raised by the *Trustee Essential*. Most of the *Trustee Essentials* include discussion questions. Perhaps a board member (especially one with experience on the topic to be covered) or the library director or a library system staff person could volunteer in advance to lead the discussion.

The DLT has produced "Trustee Training Modules" that can also be used to guide trustee continuing education sessions at regular or special board meetings. These modules are available in PowerPoint and web versions at <http://dpi.wi.gov/pld/boards-directors>. These modules are designed to be used for continuing education sessions led by a knowledgeable trustee or librarian.

Keep in mind that your library system offers professional consulting services to member library staff and member library boards. These consultants are knowledgeable about a wide range of library practices and issues, as well as new laws and new technologies that may be of interest to your library. Consider inviting a library system consultant or other expert to lead a continuing education session at a regular or special board meeting.

Active involvement in an organization like the Wisconsin Library Trustees and Friends (WLTF) and/or the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) is another excellent way to keep up to date on library issues and share ideas with fellow trustees.

Websites

The DLT maintains a Wisconsin Library Trustee Resource Page at <http://dpi.wi.gov/pld/boards-directors>. This webpage features the Trustee Training Modules discussed above, as well as many other resources to support the activities of library trustees. Many library system websites also have important information for library trustees.

Budgeting for Trustee Continuing Education

The annual library budget should include funding for trustee continuing education. Funding should be provided to pay the expenses for trustees to attend library system workshops and send at least one trustee per year to the annual WAPL and/or WLA conferences. Funding should also be provided for at least one trustee's membership in WLTF (and WLA).

Discussion Questions

1. What issues do you want to learn more about? Where can you turn to learn more about those issues?
2. Should the Wisconsin Library Trustees and Friends look into voluntary certification for library trustees? If so, what should be required to earn certification?

Sources of Additional Information

- Attached Sample Trustee Orientation Outline
- Your regional 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](#).)
- Wisconsin Library Trustee Resource Page at <http://dpi.wi.gov/pld/boards-directors>
- Wisconsin Library Trustees and Friends (WLTF) at wla.wisconsinlibraries.org/wltf
- Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) at www.ala.org/altaff

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

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Sample Trustee Orientation Outline

Your library's orientation program can generally follow these steps:

1. The board president (or library director or other board designee) should contact the new trustee to welcome him/her to the board and schedule the orientation session or sessions.
2. Immediately send the new trustee a packet that includes:
 - a copy of this handbook
 - bylaws of the board
 - a list of board members, indicating terms of office and board officers
 - board committee membership lists
 - calendar of upcoming meetings

At a later point, you may also wish to share the following information with the new trustee:

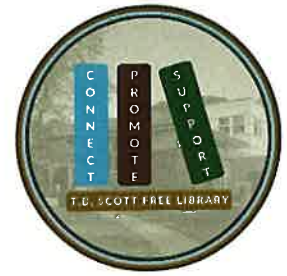
- the library's latest annual report
 - the library's strategic plan and current technology plan (if any)
 - the library's policies
 - the library's current and previous year's budget
 - the board's meeting minutes for the previous six months
 - the director's reports for the previous six months
 - the latest monthly statistical report and financial report
 - an organizational chart of the library staff with names and titles
 - the library board's annual calendar, including legal requirements and deadlines
 - Wisconsin Statutes Chapter 43 (Wisconsin's library law)
 - access to the [Wisconsin Public Library Standards](#)
 - a copy of a brochure or other concise information about your library system
3. The orientation should include a tour of the library, with the director, to introduce staff and discuss library programs and services.
 4. The orientation should include meetings with the library director (and perhaps a library board representative) to discuss library services, library plans, and other important issues. A possible plan for the remainder of the orientation program could be as follows:
 - a. A meeting/discussion with the library director to learn:

- how the library is organized and governed
 - how the library is funded
 - how the library is operated day to day
 - how the library serves the needs of the community
 - how the library is linked to other resources, other libraries, and the library system
 - how the library could better serve the community
- b. A meeting/discussion with one or more board representatives to talk about:
- library board statutory powers and duties (review [Trustee Essential #2: Who Runs the Library?](#))
 - board bylaws, organization, officers, and committees (review [Trustee Essential #3: Bylaws—Organizing the Board for Effective Action](#))
 - location, schedule, and conduct of meetings (review [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#))
 - responsibilities and expectations of board members (review [Trustee Essential #1: The Trustee Job Description](#))
 - library strategic plans, and the status of activities to meet the objectives of those plans
 - recent library accomplishments
 - board relationship to the library director, the library staff, and the municipality (review [Trustee Essential #2: Who Runs the Library?](#))

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

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Library Director's Report – September 17, 2025



Events

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

Here are some Calendar of Events highlights:

- New Community ArtShare Display:
- Adult Beginners Watercolor Workshop 9/17 & 9/24
- Women Who Dared presentation by Jessica Michna in celebration of the Women's Suffrage Movement
- Toddler Storytime is in full swing
- School class visits begin to roll in as the school year begins

WVLS

- K. Morris, WVLS Board Representative, will attend the WVLS Board of Trustees meeting scheduled for September 20, 2025. A draft of the meeting Agenda is attached for your review. As part of onboarding to the WVLS Board of Trustees, K. Morris will attend a 2-hour training session on September 25. K. Morris will attend Library Board meetings when items from WVLS Board meetings require input or discussion from the Library Board. K. Morris and I will communicate on a regular basis with items worth noting included in my monthly report to the Library Board.

Friends of the Library

- Book Sale scheduled for October 23 – October 25, 2025.

Library Director's Report

- RFID Project Report:
 - As of the writing of this Report, the Library team has been knee deep in RFID tags for four days with one more day to go. This team of library staff and volunteers have been phenomenal! I can't say enough about their dedication to this project and how amazingly well they have all worked together. I am humbled.
 - As expected, we did not get through all 70,000+ library materials; however, we are getting there. That being said, as I indicated in the request to the endowment fund for volunteer stipends, a schedule will be put together for work to continue with volunteers paired with full-time staff members.
 - Once staff have been trained on the system, the security system will be switched over from the existing system to the new upgraded system. We will all be on the learning curve over the next several months.
- October Staff Development Day: October 13, will be a team-building event at the Cracked Escape Room in Weston, with debriefing and lunch at the library.
- 2026 Budget and Capital Requests: City departments presented capital requests to the Committee of the Whole on Tuesday, September 9. The Library submitted two requests: 1) Camera Security Upgrade and 2) Carpet replacement on the 2nd and 3rd floors. Additional meetings have been set for the Committee of the Whole and Common Council to review, evaluate, and approve the city budget and capital requests with the final Budget meeting to be held on November 11, 2025.



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

CALL TO MEETING

The bi-monthly meeting of the WVLS Board of Trustees will be held on Saturday, **September 20, 2025 at 9:30 a.m.** in the WVLS Office, 300 N. 1st Street, Wausau.

AGENDA

1. Call to order
2. Roll call
3. Consent agenda items:
 - ... Adoption of agenda order (*exhibit 1a*)
 - ... minutes of August 16, 2025 WVLS Board meeting (*exhibit 1b*)
4. Financial Reports and Current Bills (*exhibits 2-7*)
5. January – August 2024 Treasurer’s Report (*exhibit 8*)
6. 2025 – 2028 V-Cat Strategic Plan – *draft* (*exhibit 9*)
7. 2026 WVLS Plan - *draft* (*exhibit 10*)
8. 2026 WVLS Budget – *draft* (*exhibit 11*)
9. WVLS Collection Development Policy – *draft* (*exhibit 12*)
10. WVLS Board of Trustees Bylaws – *draft* (*exhibit 13*)
11. Formation of WVLS Endowment Committee
12. Reports:
 - ... Resource Library (*exhibit 14*)
 - ... WVLS Director (*exhibit 15*)
 - ... COLAND (*exhibits 16a and 16b*)
 - ... WVLS Library Advisory Committee (*exhibits 17a and 17b*)
 - ... V-Cat Council (*exhibits 18a and 18b*)
13. *The Purpose of Play: The Power of Games in Libraries* Presentation (*exhibit 19*)
14. 2025 Wisconsin Library Association (WLA) Conference Attendance (*exhibit 20*)
15. Concerns, comments and announcements from area library personnel and trustees
16. Request for future agenda items
17. Calendar:
 - ... WLA Conference; Middleton, WI – October 28 – 31, 2025
 - ... COLAND meeting; Location TBD – November 14, 2025
 - ... WVLS Board of Trustees meeting – Saturday, November 15, 2025
18. Adjournment

PLEASE NOTE

- Trustees who are unable to attend are asked to call 715/261-7250 by 3:00 p.m., Friday, September 19th.
- The proceedings of the meeting will be taped.
- Any person planning to attend this meeting who needs some type of special accommodation to participate should notify the WVLS office at 715/261-7250.
- This agenda has been sent to official newspapers in Clark, Forest, Langlade, Lincoln, Marathon, Oneida and Taylor counties.
- For virtual attendance, connect at <https://us02web.zoom.us/j/81742313435?pwd=sjhJa2AKMpiZOsglNITDNth3pSWjeU.1>

To participate by phone: Call: +13052241968 Meeting ID: 817 4231 3435 Passcode: 0n2eZtZg

The purpose of the Wisconsin Valley Library Service (WVLS) is to facilitate cooperation among its member libraries by encouraging statewide resource sharing, promoting cost-effective use of available funds, and assisting member libraries in implementing and utilizing current and evolving technologies to ensure the ultimate level of library service to residents throughout its seven-county system area.

WISCONSIN VALLEY LIBRARY SERVICE
Board of Trustees Meeting
August 16, 2025
Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is September 20, 2025.

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

Present

Tom Bobrofsky, President
Kay Palmer, Vice-President*
Sonja Ackerman, member until 11:00 AM
Jim Backus, member until noon
Jim Mildbrand, member
Kate Morris, member
Eileen Persike, member
Judy Peterson, member
Petra Pietrzak, member

*denotes remote attendance

Others Present

Marla Sepnafski, WVLS Director
Erica Brewster, WVLS staff
Josh Klingbeil, WVLS staff
Rachel Metzler, WVLS staff
Emily Rogers, WVLS staff
Brenda Walenton, WVLS staff
Kris Adams Wendt, WVLS staff
Katie Zimmermann, WVLS staff
Alice Sturzl, guest

Excused

Carol Bartlein, member
Candice Grunseth, member
Mike Otten, Treasurer
Kari Sweeney, member

Vacant

Marathon County representatives (2)

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

Bobrofsky welcomed **Kathleen (Kate) Morris** from Merrill as the new WVLS Trustee from Lincoln County and **Morris** introduced herself. **Bobrofsky** welcomed former WVLS Trustee **Alice Sturzl** as a returning guest. A certificate of appreciation will be sent to retired Lincoln County Board member **Diane Peterson**.

CONSENT AGENDA APPROVAL (Exhibit 1a)

Backus/Persike motion to approve the agenda as presented. All aye. Motion carried.

APPROVAL OF MINUTES (Exhibit 1b)

Ackerman/ Pietrzak motion to approve minutes of the May 17, 2025 WVLS Board meeting. All aye. Motion carried.

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2a-7c)

Mildbrand/Ackerman motion to approve the financial reports and current bills as presented. All aye. Motion carried.

2026 V-CAT BUDGET – draft (Exhibits 8a,8b)

Zimmermann presented highlights of the 2026 V-Cat budget which was reviewed by the V-Cat Council on April 3 and subsequently approved on June 5. The document will be returned to the WVLS Board on September 20 when the 2026 WVLS Budget is approved.

2025-2028 V-CAT STRATEGIC PLAN – draft (Exhibit 9)

Zimmermann summarized the draft V-Cat Strategic Plan that was reviewed and approved by the V-Cat Council on April 3. The document will be presented to the WVLS Board on September 20 for final approval.

2026 MCPL/WVLS RESOURCE LIBRARY AGREEMENT (Exhibit 10)

Sepnafski reported the only changes to the 2026 Resource Library Agreement between WVLS and MCPL were updating the year from 2025 to 2026 throughout the document and the increased amount for rent due to additional space needed for the courier operation. The \$12,000 WVLS contribution to enhance specialized collections of the system resource library will be maintained. The MCPL Board approved the agreement at its July 21 meeting.

Ackerman/Peterson motion to approve the 2026 MCPL/WVLS Resource Library Agreement. All aye. Motion carried.

2026 WVLS PLAN – draft (Exhibit 11)

Sepnafski introduced the 2026 WVLS System Plan which has been reformatted for greater clarity. Staff members took turns speaking about changes in the respective sections for which they have primary oversight and responsibility for execution. It is anticipated that some changes may occur before final review and approval of the plan at the September 20 Board meeting.

2026 WVLS BUDGET – draft (Exhibit 12)

Walenton walked board members through the proposed 2026 WVLS budget documents supporting system plan activities. Final review and approval of the budget will also occur on September 20.

2026 HEALTH INSURANCE RATES (Exhibit 13)

Walenton provided an overview of health insurance plans and premiums available to WVLS staff. **Mildbrand/ Pietrzak motion to approve the 2026 WVLS staff health insurance cost breakdown and comparison documents as presented. All aye. Motion carried.**

2027 TECHNOLOGY BUDGET PLANNING GUIDE FOR WVLS MEMBER LIBRARIES – draft (Exhibit 14)

Klingbeil introduced the 2027 Technology Planning Guide that enables member libraries to plan two years ahead for their budgeting purposes. No increase to member library shares is forecast. **Pietrzak/Peterson motion to approve the 2027 WVLS Technology Planning Guide Narrative for WVLS Member Libraries as presented. All aye. Motion carried.**

WVLS COLLECTION DEVELOPMENT POLICY – draft (Exhibit 15)

Rogers shared an overview of the updated WVLS Collection Development Policy. The draft will be brought back to the board for final approval on September 20.

WVLS CATALOGING SERVICES MOU (Exhibit 16)

Zimmermann explained the process behind identifying and deleting duplicate bibliographic records from the V-Cat database and selection of Dynamiccode LLC to provide this service. **Peterson/Persike motion to approve the WVLS cataloging services MOU with Dynamiccode LLC. All aye. Motion carried.**

WVLS BOARD OF TRUSTEES BYLAWS – draft (Exhibit 17)

Sepnafski provided an overview of the proposed changes to the WVLS Board of Trustees Bylaws which will be returned to the September 20 Board agenda for final approval.

REPORTS

In the interests of time and by consensus of the members, there was no discussion on the following reports:

Resource Library (Exhibit 18)

COLAND (Exhibits 20a,20b)

WVLS Library Advisory Committee (Exhibits 21a,21b): Exhibit 21b was unavailable and will be revisited at the September 20 meeting.

V-Cat Council (Exhibits 22a, 22b)

2025 WAPL Conference (Exhibit 23)

WVLS Director Report (Exhibit 19a,19b): **Sepnafski** provided a progress report on Eldred Estate matters. Staff members present took turns highlighting items from exhibit 19a under their purview. **Wendt** shared additional information regarding June 12 Joint Finance Committee deliberation and passage of the omnibus education motion that included state library aid items as described in Exhibit 19a. Extraordinary assistance from WVLS area legislators **Senate President Mary Felzkowski** (SD12), JFC member **Representative Karen Hurd** (AD69) and **Representative Rob Swearingen** (AD34) were key to the successful advance of DPI budget requests endorsed by the Wisconsin Library Association. Meanwhile, litigation seeking to block potential dismantling of the Institute for Museum and Library Services, which would eliminate \$3.2M in federal funding for Wisconsin library services, is working its way through the courts to an uncertain outcome.

WPLC Digital Collection (Exhibit 24): **Metzler** provided an overview of the history of Wisconsin's Digital Library, its collection development policy, WVLS representation on various committees, and current issues associated with digital materials pricing and availability.

CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES: **Mildbrand** announced a search for a new director is underway at the Loyal Public Library, as **Teresa Hall** plans to leave the library at the end of September. He also reported it is anticipated that Clark County will not compensate Clark County libraries for use by Marathon County residents in 2024 as it has in the past. Under WI Statute Chapter 43, Marathon County is not required to provide Act 420 reimbursement to Clark County libraries for circulations to its residents because it operates a consolidated county library. This will adversely affect libraries in the three border communities of Abbotsford, Colby and Dorchester. **Sturzl** thanked the WVLS Board for their hospitality and stated WVLS support is much appreciated by local libraries in WVLS member counties.

REQUESTS FOR FUTURE AGENDA ITEMS: None besides those previously noted above.

CALENDAR

August 18-21: Wisconsin Trustee Training Week

September 12: COLAND meeting at Beloit College

September 20: WVLS Board of Trustees meeting

October 28-31: WLA Annual Conference at Middleton

ADJOURNMENT

Persike/Pietrzak motion to adjourn. All aye. Motion carried. The meeting was adjourned at 12:20 PM.

Respectfully submitted,
Kris Adams Wendt, Meeting Recorder