



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, DECEMBER 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 November 19, 2025.
2. Vouchers for November 2025
3. Unaudited Monthly Income & Expense Report for November 2025
4. Monthly Statistical Report for November 2025

III. Reports/Discussion Items/Action Items

1. Discussion/Possible Action Item: Board Financial Secretary Appointment & Endowment Fund Committee Assignment
2. Discussion/Possible Action Item: Zander Trust & Endowment Fund of the T.B. Scott Free Library
3. Action Item: "Name That Room" Youth Services Activity/Meeting Room
4. Discussion Item: Strategic Goals & Action Steps #4: Collections
5. Discussion Item: Wisconsin Trustee Essential #2: Who Runs the Library?

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

Wednesday, January 21, 2026, @4PM

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.

NOVEMBER 2025

Company Being Paid	11/07/25 Packet	11/14/25 Packet	11/21/25 Packet	11/28/25 Packet	November 2025 Totals
4IMPRINT	\$ 418.25				\$ 418.25
Amazon		\$ 3,236.01			\$ 3,236.01
Ament, Mary			\$ 75.00		\$ 75.00
CDW-G				\$ 115.61	\$ 115.61
Cengage Learning, Inc.	\$ 55.98	\$ 375.07	\$ 522.24		\$ 953.29
Center Point Large Print	\$ 47.94				\$ 47.94
Cintas			\$ 249.11		\$ 249.11
Coast to Coast Computer Products			\$ 759.94		\$ 759.94
Colby Community Library		\$ 20.00			\$ 20.00
Demco	\$ 121.63				\$ 121.63
Elan	\$ 445.78				\$ 445.78
E.O. Johnson Business Technologies		\$ 244.80		\$ 54.00	\$ 298.80
Frontier			\$ 124.52		\$ 124.52
Haenco	\$ 230.10				\$ 230.10
Lebal, Beatrice			\$ 50.00		\$ 50.00
Islands of Brilliance	\$ 1,060.60				\$ 1,060.60
Libraria		\$ 686.22	\$ 554.46	\$ 44.32	\$ 1,285.00
Marshfield Clinic Health Services	\$ 166.00				\$ 166.00
Merrill Ace Hardware	\$ 524.68				\$ 524.68
Multi Media Channels	\$ 1,054.00				\$ 1,054.00
NAPA Auto Parts	\$ 11.98				\$ 11.98
Ohloff, Laurie A.	\$ 846.00				\$ 846.00
Plutz, Donna	\$ 38.29				\$ 38.29
Playaway Products	\$ 454.94				\$ 454.94
Quill		\$ 45.98			\$ 45.98
T.B. Scott - Petty Cash				\$ 8.50	\$ 8.50
Wisconsin Public Service	\$ 1,910.46				\$ 1,910.46
WT.COX Information Services		\$ 3,003.94			\$ 3,003.94
	\$ 7,386.63	\$ 7,612.02	\$ 2,335.27	\$ 222.43	\$ 17,556.35

A/P Regular Open Item Register

11/10/2025 2:41 PM
 PACKER: 12158 LIBRARY 20251107
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	GROSS	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-005668	4imprint, Inc						
I-14469860		ACCT # 1405260		418.25	PO 4impr		
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025			1099: N		
		ACCT # 1405260			10 55110-03-41250	Programming - Adult	418.25
=== VENDOR TOTALS ===							
01-000922	CENGAGE LEARNING INC						
I-999101635438		ACCT # 100298883		26.39	1099: N		
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025			10 55110-13-10400	Adult Dept Large Print	26.39
		ACCT # 100298883					
I-999101685115		ACCT # 100298883		29.59	SEPTLCP		
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025			1099: N		
		ACCT # 100298883			10 55110-13-10400	Adult Dept Large Print	29.59
=== VENDOR TOTALS ===							
01-000274	CENTER POINT LARGE PRINT						
I-2204688		CUST # 54452		47.94	1099: N		
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025			10 55110-13-10400	Adult Dept Large Print	47.94
		CUST # 54452					
=== VENDOR TOTALS ===							
01-003938	DEMCO, INC.						
I-7722797		CUST # 482508000		121.63	LS103025		
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025			1099: N		
		CUST # 482508000			10 55110-03-10500	Library Supplies	121.63
=== VENDOR TOTALS ===							
01-000128	ELAN FINANCIAL SERVICES						
I-20251107		ACCT # 5472 1102 2200 0197		445.78	1099: N		
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025			10 55110-03-21000	Membership Dues	215.00
		ACCT # 5472 1102 2200 0197			10 55110-03-32000	Education & Conference	183.81
		ACCT # 5472 1102 2200 0197			10 55110-14-40000	Learning Games/Story Box	35.00
		ACCT # 5472 1102 2200 0197			10 55110-15-47500	Software/Upgrades	11.97
=== VENDOR TOTALS ===							

PACKET: 12158 LIBRARY 20251107
 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
01-005274	HAENCO LLC					
I-16582		S.O. # 4735	230.10	TJ		
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025		1099: Y		
		S.O. # 4735		10 55110-03-44000	Janitor Supplies	230.10
=== VENDOR TOTALS ===						
01-005669	ISLANDS OF BRILLIANCE					
I-2693		NEURODIVERSITY TRAINING 11/11	1,060.60			
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025		1099: N		
		NEURODIVERSITY TRAINING 11/11		10 55110-03-32000	Education & Conference	280.30
		NEURODIVERSITY TRAINING 11/11		10 55110-03-32001	Misc Rev - Educ & Conf	780.30
=== VENDOR TOTALS ===						
01-000737	MCHS OCCUPATIONAL HEALTH					
I-3764-45292		LIBRARY - NEW EMPLOYEE TESTIN	166.00			
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025		1099: N		
		INVOICE DATED 10/30/25		10 55110-01-54000	Health Insurance	166.00
=== VENDOR TOTALS ===						
01-000839	MERRILL ACE HARDWARE					
C-20251107		ACCT # 81867	58.30CR			
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025		1099: N		
		ACCT # 81867		10 55110-03-50275	M/R - Contingency	58.30CR
=== VENDOR TOTALS ===						
C-247576		ACCT # 81867	105.00CR			
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025		1099: N		
		ACCT # 81867		10 55110-03-50275	M/R - Contingency	105.00CR
=== VENDOR TOTALS ===						
I-247293		ACCT # 81867	687.98			
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025		1099: N		
		ACCT # 81867		10 55110-03-50275	M/R - Contingency	687.98
=== VENDOR TOTALS ===						
01-000085	MULTI MEDIA CHANNELS					
I-IN291785		CAMPAIGN # 83485	300.00			
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025		1099: N		
		CAMPAIGN # 83485		10 55110-03-41001	Misc Rev - Publicity	300.00
=== VENDOR TOTALS ===						
I-IN292886		CAMPAIGN # 83485	754.00			
11/07/2025	1	DUE: 11/07/2025 DISC: 11/07/2025		1099: N		
		CAMPAIGN # 83485		10 55110-03-41000	Public Relations/Publici	299.00
		CAMPAIGN # 83485		10 55110-03-41001	Misc Rev - Publicity	455.00
=== VENDOR TOTALS ===						
			1,054.00			

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-000540	NAPA AUTO PARTS						
I-160665	11/07/2025	1	ACCT # 2209 DUE: 11/07/2025 DISC: 11/07/2025 ACCT # 2209	11.98	1099: N 10 55110-03-50000	M/R-General Repair/Maint	11.98
			=== VENDOR TOTALS ===	11.98			
01-004280	Laurie A. Ollhoff						
I-20251107	11/07/2025	1	ACCT # 30096 - WLA CONFERENCE DUE: 11/07/2025 DISC: 11/07/2025 ACCT # 30096 - WLA CONFERENCE	423.00	1099: N 10 55110-03-32000	Education & Conference	423.00
I-20251107.2	11/07/2025	1	ACCT # 30096 - WLA CONF DUE: 11/07/2025 DISC: 11/07/2025 ACCT # 30096 - WLA CONF	423.00	1099: N 10 55110-03-32000	Education & Conference	423.00
			=== VENDOR TOTALS ===	846.00			
01-004398	Donna J Plautz						
I-20251107	11/07/2025	1	OCTOBER MILEAGE DUE: 11/07/2025 DISC: 11/07/2025 OCTOBER MILEAGE	38.29	1099: N 10 55110-03-30500	Mileage	38.29
			=== VENDOR TOTALS ===	38.29			
01-002660	Playaway Products LLC						
I-516435	11/07/2025	1	SALES ORDER # 477161 DUE: 11/07/2025 DISC: 11/07/2025 SALES ORDER # 477161	454.94	1099: N 10 55110-14-20000	Youth Audiobooks & CDs	454.94
			=== VENDOR TOTALS ===	454.94			
01-000656	Wisconsin Public Service						
I-5698500786	11/07/2025	1	ACCT# 0403371156-00003 DUE: 11/07/2025 DISC: 11/07/2025 ACCT# 0403371156-00003 ACCT# 0403371156-00003	1,910.46	1099: N 10 55110-02-22000 10 55110-02-22500	Electric Fuel - Natural Gas	1,545.48 364.98
			=== VENDOR TOTALS ===	1,910.46			
			=== PACKET TOTALS ===	7,386.63			

** T O T A L S **
 INVOICE TOTALS 7,549.93
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 163.30CR

BATCH TOTALS 7,386.63

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET		BUDGET OVER		GROUP BUDGET	
				BUDGET	AVAILABLE	BUDG	BUDG	AVAILABLE	BUDG
2025	10 -21-0000	Accounts Payable Control	7,386.63--*	66,778	10,551.60	1,053,806	219,811.23	1,053,806	219,811.23
	10 -55110-01-54000	Health Insurance	166.00	25,000	4,359.73	1,053,806	218,431.75	1,053,806	218,431.75
	10 -55110-02-22000	Electric	1,545.48	25,000	18,176.11	1,053,806	219,612.25	1,053,806	219,612.25
	10 -55110-02-22500	Fuel - Natural Gas	364.98	7,000	2,138.53	1,053,806	219,855.60	1,053,806	219,855.60
	10 -55110-03-10500	Library Supplies	121.63	500	486.00- Y	1,053,806	219,762.23	1,053,806	219,762.23
	10 -55110-03-21000	Membership Dues	215.00	500	210.97	1,053,806	219,938.94	1,053,806	219,938.94
	10 -55110-03-30500	Mileage	38.29	2,000	1,522.53- Y	1,053,806	218,667.12	1,053,806	218,667.12
	10 -55110-03-32000	Education & Conference	1,310.11	0	1,524.05- Y	1,053,806	219,196.93	1,053,806	219,196.93
	10 -55110-03-32001	Misc Rev - Educ & Conf	780.30	2,000	51.00- Y	1,053,806	219,678.23	1,053,806	219,678.23
	10 -55110-03-41000	Public Relations/Publici	299.00	0	2,518.94- Y	1,053,806	219,222.23	1,053,806	219,222.23
	10 -55110-03-41001	Misc Rev - Publicity	755.00	7,000	1,605.02	1,053,806	219,558.98	1,053,806	219,558.98
	10 -55110-03-41250	Programming - Adult	418.25	5,000	2,747.20	1,053,806	219,747.13	1,053,806	219,747.13
	10 -55110-03-44000	Janitor Supplies	230.10	4,000	2,285.97	1,053,806	219,965.25	1,053,806	219,965.25
	10 -55110-03-50000	M/R-General Repair/Maint	11.98	10,000	6,666.36	1,053,806	219,452.55	1,053,806	219,452.55
	10 -55110-03-50275	M/R - Contingency	524.68	4,300	1,345.90	1,053,806	219,873.31	1,053,806	219,873.31
	10 -55110-13-10400	Adult Dept Large Print	103.92	1,500	189.78- Y	1,053,806	219,522.29	1,053,806	219,522.29
	10 -55110-14-20000	Youth Audiobooks & CDs	454.94	500	186.40	1,053,806	219,942.23	1,053,806	219,942.23
	10 -55110-14-40000	Learning Games/Story Box	35.00	3,000	636.54	1,053,806	219,965.26	1,053,806	219,965.26
	10 -55110-15-47500	Software/Upgrades	11.97						
	99 -14-0010	Due from General Fund	7,386.63 *						

** 2025 YEAR TOTALS 7,386.63

A/P Regular Open Item Register

11/10/2025 2:41 PM
PACKET: 12158 LIBRARY 20251107
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	11/2025	7,386.63

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

11/17/2025 2:58 PM
 PACKET: 12170 LIBRARY - 20251114
 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

01-005248 AMAZON CAPITAL SERVICES, INC.

I-14NI-634J-VK6C ACCOUNT #A29JIWFIAEUZST 273.31 DVDOCT25
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JIWFIAEUZST 10 55110-14-10400 Adult Dept DVDs 273.31

I-14TD-Q636-WMCF ACCOUNT #A29JIWFIAEUZST 21.97 MEM Hoff
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JIWFIAEUZST 26 55110-03-40500 Memorial Books-Expense 21.97

I-17LC-1NRK-VJ33 ACCOUNT #A29JIWFIAEUZST 77.05 ADPROG10
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JIWFIAEUZST 10 55110-03-41250 Programming - Adult 77.05

I-17LC-1NRK-VT9G ACCOUNT #A29JIWFIAEUZST 36.85 NF 10222
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JIWFIAEUZST 10 55110-13-10100 Adult Dept Non-Fiction 36.85

I-19CK-7HGP-VT33 ACCOUNT #A29JIWFIAEUZST 80.19 YS-Books
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JIWFIAEUZST 10 55110-13-20000 Youth Children's Books 80.19

I-1CQG-KLNK-WK44 ACCOUNT #A29JIWFIAEUZST 38.50 NF MEM 1
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JIWFIAEUZST 10 55110-13-10100 Adult Dept Non-Fiction 19.25
 ACCOUNT #A29JIWFIAEUZST 26 55110-03-40500 Memorial Books-Expense 19.25

I-1D49-X6K6-VLNN ACCOUNT #A29JIWFIAEUZST 57.95 MEM_JS_O
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JIWFIAEUZST 10 55110-03-10000 Office Supplies 13.12
 ACCOUNT #A29JIWFIAEUZST 10 55110-03-44000 Janitor Supplies 11.98
 ACCOUNT #A29JIWFIAEUZST 26 55110-03-40500 Memorial Books-Expense 32.85

I-1HCT-KKV9-TQFH ACCOUNT #A29JIWFIAEUZST 170.89 CrossCou
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JIWFIAEUZST 26 55110-03-12625 Cross-County - Expense 170.89

I-1HQD-1DF3-WKTX ACCOUNT #A29JIWFIAEUZST 80.80 YS-DVDs
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JIWFIAEUZST 10 55110-14-20100 Youth Videos, DVDs & CD- 80.80

I-1K63-TTHX-TNWM ACCOUNT #A29JIWFIAEUZST 12.34 Memorial
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JIWFIAEUZST 26 55110-03-40500 Memorial Books-Expense 12.34

I-1L46-7V46-TXXD ACCOUNT #A29JIWFIAEUZST 296.43 102725LS
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JIWFIAEUZST 10 55110-03-10500 Library Supplies 296.43

PACKET: 12170 LIBRARY - 20251114
 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

01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)

I-1L46-7V46-V16R ACCOUNT #A29JWFIAEUZST 295.73 YS-Progr
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JWFIAEUZST 10 55110-03-41500 Programming - Youth 295.73

I-1L63-L6P1-VJWM ACCOUNT #A29JWFIAEUZST 179.07 FRIENDS1
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JWFIAEUZST 10 55110-08-50001 Misc Rev-Special/Major P 179.07

I-1L63-L6P1-VL46 ACCOUNT #A29JWFIAEUZST 123.30 NF102425
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JWFIAEUZST 10 55110-13-10100 Adult Dept Non-Fiction 123.30

I-1L63-L6P1-VM9V ACCOUNT #A29JWFIAEUZST 16.80 MEM92425
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JWFIAEUZST 26 55110-03-40500 Memorial Books-Expense 16.80

I-1L63-L6P1-VYH3 ACCOUNT #A29JWFIAEUZST 154.89 LSI102725
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JWFIAEUZST 10 55110-03-10000 Office Supplies 17.90
 ACCOUNT #A29JWFIAEUZST 10 55110-03-10500 Library Supplies 136.99

I-1LMC7-FCWW-TQ6M ACCOUNT #A29JWFIAEUZST 687.37 YS-Cross
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JWFIAEUZST 26 55110-03-12625 Cross-County - Expense 687.37

I-1MHF-DMLN-WKCL ACCOUNT #A29JWFIAEUZST 362.71 YS-FRIEN
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JWFIAEUZST 10 55110-03-10000 Office Supplies 16.27
 ACCOUNT #A29JWFIAEUZST 10 55110-08-50001 Misc Rev-Special/Major P 305.12
 ACCOUNT #A29JWFIAEUZST 10 55110-13-20000 Youth Children's Books 41.32

I-1QTW-YRMV-V6HG ACCOUNT #A29JWFIAEUZST 36.97 OS_10202
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JWFIAEUZST 10 55110-03-10000 Office Supplies 36.97

I-1QYC-6769-VNF9 ACCOUNT #A29JWFIAEUZST 232.89 ADPROG25
 11/14/2025 1 DUE: 11/14/2025 DISC: 11/14/2025 1099: N
 ACCOUNT #A29JWFIAEUZST 10 55110-03-41250 Programming - Adult 232.89

=== VENDOR TOTALS === 3,236.01

PACKET: 12170 LIBRARY - 20251114
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	P. O. #	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-000922	CENGAGE LEARNING INC						
I-999101696175	1	ACCT # 100298883 DUE: 11/14/2025 DISC: 11/14/2025	375.07	MEMORIAL 1099: N	26 55110-03-40500	Memorial Books-Expense	375.07
		ACCT # 100298883					
=== VENDOR TOTALS ===							
01-004277	COLBY COMMUNITY LIBRARY						
I-110425	1	DMGD - THE UNLUCKY ONES DUE: 11/14/2025 DISC: 11/14/2025	20.00	1099: N	10 55110-02-27000	Lost-Damaged Materials	20.00
		DMGD - THE UNLUCKY ONES					
=== VENDOR TOTALS ===							
01-000207	E.O. JOHNSON BUSINESS TECHNOLO						
I-INV1858792	1	ACCT # 6000604 DUE: 11/14/2025 DISC: 11/14/2025	244.80	CNI5304- 1099: N	26 55110-03-12650	Library Photocopier Expe	244.80
		ACCT # 6000604					
=== VENDOR TOTALS ===							
01-005471	LIBRARIA						
I-268033	1	REF # 2000004108 DUE: 11/14/2025 DISC: 11/14/2025	250.69	258233 1099: N	10 55110-13-20000	Youth Children's Books	236.89
		REF # 2000004108			10 55110-03-10500	Library Supplies	13.80
		REF # 2000004108					
=== VENDOR TOTALS ===							
I-268110	1	REF # 2000004110 DUE: 11/14/2025 DISC: 11/14/2025	41.37	258238 1099: N	10 55110-13-20100	Young Adult Books	39.57
		REF # 2000004110			10 55110-03-10500	Library Supplies	1.80
		REF # 2000004110					
=== VENDOR TOTALS ===							
I-268111	1	REF # 2000004107 DUE: 11/14/2025 DISC: 11/14/2025	332.01	258232 1099: N	10 55110-13-20000	Youth Children's Books	316.21
		REF # 2000004107			10 55110-03-10500	Library Supplies	15.80
		REF # 2000004107					
=== VENDOR TOTALS ===							
I-268112	1	REF # 2000004111 DUE: 11/14/2025 DISC: 11/14/2025	62.15	258239 1099: N	10 55110-13-20000	Youth Children's Books	60.55
		REF # 2000004111			10 55110-03-10500	Library Supplies	1.60
		REF # 2000004111					
=== VENDOR TOTALS ===							

11/17/2025 2:58 PM
 PACKET: 12170 LIBRARY - 20251114
 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

01-000586	QUILL LLC								
I-46415880		ACCT # 4019512		45.98	wendtkev				
11/14/2025	1	DUE: 11/14/2025	DISC: 11/14/2025		1099: N				
		ACCT # 4019512			10 55110-03-10000	Office Supplies			45.98

==== VENDOR TOTALS ====

01-005519 WT. COX INFORMATION SERVICES

I-2092307		ACCT # 2092307		3,003.94	10.20.25				
11/14/2025	1	DUE: 11/14/2025	DISC: 11/14/2025		1099: N				
		ACCT # 2092307			10 55110-13-50000	Magazines/Periodicals			3,003.94

==== VENDOR TOTALS ====

==== PACKET TOTALS ====

7,612.02

PACKET: 12170 LIBRARY - 20251114
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 7,612.02
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 7,612.02

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET		BUDGET OVER AVAILABLE BUDG		ANNUAL BUDGET		BUDGET OVER AVAILABLE BUDG	
				BUDGET	OVER AVAILABLE BUDG	BUDGET	OVER AVAILABLE BUDG	BUDGET	OVER AVAILABLE BUDG	BUDGET	OVER AVAILABLE BUDG
2025	10 -21-0000	Accounts Payable Control	6,030.68	0	268.91	Y	1,053,806	199,466.70			
	10 -55110-02-27000	Lost-Damaged Materials	20.00	2,250	146.15	Y	1,053,806	199,356.46			
	10 -55110-03-10000	Office Supplies	130.24	7,000	1,672.11		1,053,806	199,020.28			
	10 -55110-03-10500	Library Supplies	466.42	7,000	1,295.08		1,053,806	199,176.76			
	10 -55110-03-41250	Programming - Adult	309.94	7,500	655.53		1,053,806	199,190.97			
	10 -55110-03-41500	Programming - Youth	295.73	5,000	2,735.22		1,053,806	199,474.72			
	10 -55110-03-44000	Janitor Supplies	11.98	0	7,211.43	Y	1,053,806	199,002.51			
	10 -55110-08-50001	Misc Rev-Special/Major P	484.19	10,000	435.51		1,053,806	199,307.30			
	10 -55110-13-10100	Adult Dept Non-Fiction	179.40	16,000	4,618.83		1,053,806	198,751.54			
	10 -55110-13-20000	Youth Children's Books	735.16	2,500	248.37		1,053,806	199,447.13			
	10 -55110-13-20100	Young Adult Books	39.57	4,000	621.83	Y	1,053,806	196,482.76			
	10 -55110-13-50000	Magazines/Periodicals	3,003.94	2,000	5.29		1,053,806	199,213.39			
	10 -55110-14-10400	Adult Dept DVDs	273.31	750	419.36		1,053,806	199,405.90			
	10 -55110-14-20100	Youth Videos, DVDs & CD-	80.80								
	26 -21-0000	Accounts Payable Control	1,581.34	0	858.26	Y	0	11,197.58	Y		
	26 -55110-03-12625	Cross-County - Expense	858.26	0	6,522.71	Y	0	10,584.12	Y		
	26 -55110-03-12650	Library Photocopier Expe	244.80	0	1,994.69	Y	0	10,817.60	Y		
	26 -55110-03-40500	Memorial Books-Expense	478.28								
	99 -14-0010	Due from General Fund	6,030.68								
	99 -14-0026	Due From Non-Lapsing	1,581.34								

** 2025 YEAR TOTALS 7,612.02

A/P Regular Open Item Register

11/17/2025 2:58 PM
PACKET: 12170 LIBRARY - 20251114
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	11/2025	6,030.68
26	11/2025	1,581.34

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12177 LIBRARY - 20251121
 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

01-005261 MARY A. AMENT
 I-20251121 11/20/25 PERFORMANCE 1099: Y 75.00
 11/21/2025 1 DUE: 11/21/2025 DISC: 11/21/2025 10 55110-03-41250 Programming - Adult 75.00
 11/20/25 PERFORMANCE
 === VENDOR TOTALS === 75.00

01-000922 CENGAGE LEARNING INC
 I-999101723443 ACCT # 100298883 27.19 SEPTICP
 11/21/2025 1 DUE: 11/21/2025 DISC: 11/21/2025 1099: N
 ACCT # 100298883 10 55110-13-10400 Adult Dept Large Print 27.19

I-999101727105 ACCT # 100298883 305.51 NOVLCP
 11/21/2025 1 DUE: 11/21/2025 DISC: 11/21/2025 1099: N
 ACCT # 100298883 10 55110-13-10400 Adult Dept Large Print 305.51

I-999101727117 ACCT # 100298883 189.54 AUGLCP
 11/21/2025 1 DUE: 11/21/2025 DISC: 11/21/2025 1099: N
 ACCT # 100298883 10 55110-13-10400 Adult Dept Large Print 189.54
 === VENDOR TOTALS === 522.24

01-004375 CINTAS CORPORATION

I-4249961058 PAYER # 18280979 249.11
 11/21/2025 1 DUE: 11/21/2025 DISC: 11/21/2025 1099: N
 PAYER # 18280979 10 55110-02-23250 Facility Cleaning Servic 249.11
 === VENDOR TOTALS === 249.11

01-005568 COAST TO COAST COMPUTER PRODUC

I-A2847504 CUST # 395268 129.99 REPLACEM
 11/20/2025 1 DUE: 11/20/2025 DISC: 11/20/2025 1099: N
 CUST # 395268 10 55110-15-31000 Computer Supplies 129.99

I-A2848007 CUST # 395268 629.95 Verbal C
 11/20/2025 1 DUE: 11/20/2025 DISC: 11/20/2025 1099: N
 CUST # 395268 10 55110-15-31000 Computer Supplies 629.95
 === VENDOR TOTALS === 759.94

11/24/2025 3:55 PM
 PACKET: 12177 LIBRARY - 20251121
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	P.O. #	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-002661	FRONTIER						
I-20251121	1	ACCT #715-536-7909-010384-5	124.52	1099: N	10 55110-02-25000	Telephone	124.52
11/21/2025		DUE: 11/21/2025 DISC: 11/21/2025					
		ACCT #715-536-7909-010384-5					
=== VENDOR TOTALS ===							
01-000153	BEATRICE LERAL						
I-20251121	1	12/10/25 PERFORMANCE	50.00	1099: Y	10 55110-03-41250	Programming - Adult	50.00
11/21/2025		DUE: 11/21/2025 DISC: 11/21/2025					
		12/10/25 PERFORMANCE					
=== VENDOR TOTALS ===							
01-005471	LIBRARIA						
I-268640	1	REF # 2000003410	7.99	256712			
11/21/2025		DUE: 11/21/2025 DISC: 11/21/2025		1099: N	10 55110-13-20000	Youth Children's Books	7.79
		REF # 2000003410			10 55110-03-10500	Library Supplies	0.20
		REF # 2000003410					
I-268642	1	REF # 2000004748	32.37	259389			
11/21/2025		DUE: 11/21/2025 DISC: 11/21/2025		1099: N	26 55110-03-40500	Memorial Books-Expense	32.37
		REF # 2000004748					
I-268936	1	REF # 2000004652	193.77	259222			
11/21/2025		DUE: 11/21/2025 DISC: 11/21/2025		1099: N	10 55110-13-20000	Youth Children's Books	184.57
		REF # 2000004652			10 55110-03-10500	Library Supplies	9.20
		REF # 2000004652					
I-269117	1	REF # 2000004654	202.05	259225			
11/21/2025		DUE: 11/21/2025 DISC: 11/21/2025		1099: N	10 55110-13-20100	Young Adult Books	191.85
		REF # 2000004654			10 55110-03-10500	Library Supplies	10.20
		REF # 2000004654					
I-269118	1	REF # 2000004653	118.28	259223			
11/21/2025		DUE: 11/21/2025 DISC: 11/21/2025		1099: N	10 55110-13-20000	Youth Children's Books	112.68
		REF # 2000004653			10 55110-03-10500	Library Supplies	5.60
		REF # 2000004653					
=== VENDOR TOTALS ===							
554.46							
=== PACKET TOTALS ===							
2,335.27							

11/24/2025 3:55 PM
 PACKET: 12177 LIBRARY - 20251121
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 2,335.27
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 2,335.27

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
				ANNUAL BUDGET	OVER AVAILABLE BUDG	ANNUAL BUDGET	AVAILABLE BUDG
2025	10 -21-0000	Accounts Payable Control	2,302.90-*	3,400	462.38	1,053,806	160,739.45
	10 -55110-02-23250	Facility Cleaning Servic	249.11	1,350	19.39	1,053,806	160,864.04
	10 -55110-02-25000	Telephone	124.52	7,000	1,646.91	1,053,806	160,963.36
	10 -55110-03-10500	Library Supplies	25.20	7,000	1,170.08	1,053,806	160,863.56
	10 -55110-03-41250	Programming - Adult	125.00	4,300	823.66	1,053,806	160,466.32
	10 -55110-13-10400	Adult Dept Large Print	522.24	16,000	4,313.79	1,053,806	160,683.52
	10 -55110-13-20000	Youth Children's Books	305.04	2,500	56.52	1,053,806	160,796.71
	10 -55110-13-20100	Young Adult Books	191.85	1,900	73.96	1,053,806	160,228.62
	10 -55110-15-31000	Computer Supplies	759.94				
	26 -21-0000	Accounts Payable Control	32.37-*				
	26 -55110-03-40500	Memorial Books-Expense	32.37	0	2,027.06- Y	0	11,953.03- Y
	99 -14-0010	Due from General Fund	2,302.90 *				
	99 -14-0026	Due From Non-Lapsing	32.37 *				
		** 2025 YEAR TOTALS	2,335.27				

A/P Regular Open Item Register

11/24/2025 3:55 PM
PACKET: 12177 LIBRARY - 20251121
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	11/2025	2,302.90
26	11/2025	32.37

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

12/01/2025 11:30 AM
 PACKET: 12189 LIBRARY - 20251128
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-003189 CDW GOVERNMENT
 I-AG8RVLC CUST # 10937747 115.61 11112508
 11/28/2025 1 DUE: 11/28/2025 DISC: 11/28/2025 1099: N
 CUST # 10937747 10 55110-03-10500 Library Supplies 115.61
 === VENDOR TOTALS === 115.61

01-000207 E.O. JOHNSON BUSINESS TECHNOLO
 I-INV1866053 ACCT # 6000604 54.00
 11/28/2025 1 DUE: 11/28/2025 DISC: 11/28/2025 1099: N
 ACCT # 6000604 26 55110-03-12650 Library Photocopier Expe 54.00
 === VENDOR TOTALS === 54.00

01-003972 LIBRARICA, LLC
 I-269219 REF # 2000004955 44.32 259697
 11/28/2025 1 DUE: 11/28/2025 DISC: 11/28/2025 1099: N
 REF # 2000004955 26 55110-03-40500 Memorial Books-Expense 44.32
 === VENDOR TOTALS === 44.32

01-000276 T.B. SCOTT LIBRARY-PETTY CASH
 I-20251128 PETTY CASH REIMB 8.50
 11/28/2025 1 DUE: 11/28/2025 DISC: 11/28/2025 1099: N
 PETTY CASH REIMB 10 55110-03-11000 Postage 8.50
 === VENDOR TOTALS === 8.50
 === PACKET TOTALS === 222.43

** T O T A L S **

INVOICE TOTALS 222.43
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 222.43

** 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	124.11-*	7,000	1,531.30	1,053,806	158,570.05
	10 -55110-03-10500	Library Supplies	115.61	1,400	14.86- Y	1,053,806	158,677.16
	10 -55110-03-11000	Postage	8.50				
	26 -21-0000	Accounts Payable Control	98.32-*	0	6,576.71- Y	0	12,007.03- Y
	26 -55110-03-12650	Library Photocopier Expe	54.00	0	2,071.38- Y	0	11,997.35- Y
	26 -55110-03-40500	Memorial Books-Expense	44.32				
	99 -14-0010	Due from General Fund	124.11 *				
	99 -14-0026	Due From Non-Lapsing	98.32 *				
		** 2025 YEAR TOTALS	222.43				

12/01/2025 11:30 AM
PACKET: 12189 LIBRARY - 20251128
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	11/2025	124.11
26	11/2025	98.32

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	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	477,194.82	99.52	2,280.18
TOTAL Intergovernmental	479,475.00	0.00	477,194.82	99.52	2,280.18
Public Charges-Services					
45110-46710 Library Revenue	2,500.00	176.22	4,113.94	164.56	(1,613.94)
TOTAL Public Charges-Services	2,500.00	176.22	4,113.94	164.56	(1,613.94)
Miscellaneous Revenues					
45110-48023 Sale - Library Furniture	6,350.00	0.00	6,450.00	101.57	(100.00)
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	1,330.21	2,800.55	0.00	(2,800.55)
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	1,330.21	32,177.98	109.82	(2,877.98)
TOTAL REVENUES	511,275.00	1,506.43	513,486.74	100.43	(2,211.74)
EXPENDITURES					
Personnel Services					
55110-01-11000 Salaries - Regular	227,286.00	15,193.76	173,642.65	76.40	53,643.35
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	32,277.14	374,959.02	89.39	44,511.98
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	2,955.00	1,525.00	2,907.50	98.39	47.50
55110-01-51000 Social Security	49,703.00	4,291.50	43,593.05	87.71	6,109.95
55110-01-52000 Retirement (WRS)	41,579.00	2,845.32	33,903.35	81.54	7,675.65
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	14,377.67	70,438.07	105.48	(3,660.07)
55110-01-55000 Life Insurance	3,476.00	233.32	2,563.32	73.74	912.68
TOTAL Personnel Services	815,436.00	70,743.71	702,006.96	86.09	113,429.04

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 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	1,704.95	170.50	(704.95)
55110-02-16000 Elevator Contract/Inspect	3,500.00	0.00	3,630.51	103.73	(130.51)
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	1,196.22	56.43	923.78
55110-02-21000 Water and Sewer	2,080.00	0.00	1,482.35	71.27	597.65
55110-02-22000 Electric	25,000.00	1,545.48	20,640.27	82.56	4,359.73
55110-02-22500 Fuel - Natural Gas	25,000.00	364.98	6,823.89	27.30	18,176.11
55110-02-23100 Janitorial Services Contr	0.00	0.00	0.00	0.00	0.00
55110-02-23250 Facility Cleaning Service	3,400.00	249.11	2,937.62	86.40	462.38
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	124.52	1,330.61	98.56	19.39
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	20.00	268.91	0.00	(268.91)
TOTAL Contractual Services	64,350.00	2,304.09	40,135.33	62.37	24,214.67
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	2,250.00	130.24	2,396.15	106.50	(146.15)
55110-03-10500 Library Supplies	7,000.00	728.86	5,468.70	78.12	1,531.30
55110-03-11000 Postage	1,400.00	8.50	1,414.86	101.06	(14.86)
55110-03-13000 Copier/Printing	300.00	0.00	580.00	193.33	(280.00)
55110-03-21000 Membership Dues	500.00	215.00	986.00	197.20	(486.00)
55110-03-30500 Mileage	500.00	38.29	289.03	57.81	210.97
55110-03-31000 Misc. - Petty Cash	0.00	0.00	23.96	0.00	(23.96)
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	1,310.11	3,522.53	176.13	(1,522.53)
55110-03-32001 Misc Rev - Educ & Conf	0.00	780.30	1,524.05	0.00	(1,524.05)
55110-03-41000 Public Relations/Publicit	2,000.00	299.00	2,051.00	102.55	(51.00)
55110-03-41001 Misc Rev - Publicity	0.00	755.00	2,518.94	0.00	(2,518.94)
55110-03-41250 Programming - Adult	7,000.00	853.19	5,829.92	83.28	1,170.08
55110-03-41251 Misc Rev-Programming Adul	5,350.00	0.00	5,598.84	104.65	(248.84)
55110-03-41500 Progamming - Youth	7,500.00	295.73	6,844.47	91.26	655.53
55110-03-41501 Misc Rev-Programming-Yout	7,300.00	0.00	7,350.49	100.69	(50.49)
55110-03-41750 Hospitality	500.00	0.00	885.75	177.15	(385.75)
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	242.08	2,264.78	45.30	2,735.22
55110-03-50000 M/R-General Repair/Maint.	4,000.00	11.98	1,738.28	43.46	2,261.72
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	524.68	3,333.64	33.34	6,666.36
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	62,600.00	6,192.96	55,714.03	89.00	6,885.97
<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

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	1,510.19	0.00	(1,510.19)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	484.19	7,211.43	0.00	(7,211.43)
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	484.19	8,721.62	0.00	(8,721.62)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	0.00	6,866.49	72.28	2,633.51
55110-13-10100 Adult Dept Non-Fiction	10,000.00	179.40	9,564.49	95.64	435.51
55110-13-10200 Adult Dept Paperbacks	750.00	0.00	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	626.16	3,476.34	80.85	823.66
55110-13-20000 Youth Children's Books	16,000.00	1,040.20	11,686.21	73.04	4,313.79
55110-13-20100 Young Adult Books	2,500.00	231.42	2,443.48	97.74	56.52
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	3,003.94	4,621.83	115.55	(621.83)
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	5,081.12	38,980.85	82.85	8,069.15
<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	273.31	1,994.71	99.74	5.29
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	454.94	1,689.78	112.65	(189.78)
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	80.80	330.64	44.09	419.36
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	35.00	313.60	62.72	186.40
55110-14-41000 Adult Library of Things	0.00	0.00	178.80	0.00	(178.80)
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	844.05	10,459.45	73.81	3,710.55
<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	759.94	1,826.04	96.11	73.96
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 T1/Internet Access	1,200.00	0.00	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	9,784.51	97.85	215.49
55110-15-47500 Software/Upgrades	3,000.00	11.97	2,363.46	78.78	636.54

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 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	771.91	36,080.53	94.45	2,119.47
TOTAL EXPENDITURES	1,053,806.00	86,422.03	895,477.77	84.98	158,328.23
REVENUES OVER/(UNDER) EXPENDITURES	(542,531.00)	(84,915.60)	(381,991.03)	0.00	(160,539.97)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 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	364.88	4,791.83	0.00	(4,791.83)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	364.88	4,791.83	0.00	(4,791.83)
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	0.00	2,364.50	0.00	(2,364.50)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	4,659.50	0.00	(4,659.50)
TOTAL REVENUES	0.00	364.88	13,676.28	0.00	(13,676.28)
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	858.26	858.26	0.00	(858.26)
55110-03-12650 Library Photocopier Expen	0.00	298.80	6,576.71	0.00	(6,576.71)
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	2,545.00	0.00	(2,545.00)
55110-03-40500 Memorial Books-Expense	0.00	554.97	2,071.38	0.00	(2,071.38)
TOTAL Supplies & Expenses	0.00	1,712.03	12,051.35	0.00	(12,051.35)
TOTAL EXPENDITURES	0.00	1,712.03	12,051.35	0.00	(12,051.35)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(1,347.15)	1,624.93	0.00	(1,624.93)
FUND TOTAL REVENUES	168,737.00	59,779.11	622,524.43	368.93	(453,787.43)
FUND TOTAL EXPENDITURES	96,232.30	16,344.02	280,752.03	291.74	(184,519.73)
REVENUES OVER/(UNDER) EXPENDITURES	72,504.70	43,435.09	341,772.40	0.00	(269,267.70)

*** END OF REPORT ***

Monthly Statistical Report

T.B. Scott Free Library

November 2025

LIBRARY ACTIVITY	Nov 2025	Nov 2024	% Change	Nov 2023	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	5,134	4,318	18.9%	4,955	3.6%	61,776	55,918	10.5%
Average Daily Traffic	233	188	23.9%	206	13.1%	232	203	14.4%
Meetings Held	36	19	89.5%	23	56.5%	279	262	6.5%
Attendance	203	108	88.0%	151	34.4%	1,364	1,269	7.5%
Classes/Groups w/o Program Attendance	7	5	40.0%	9	-22.2%	77	75	2.7%
	108	114	-5.3%	167	-35.3%	1,532	1,538	-0.4%
New Card Registrations	55	28	96.4%	29	89.7%	560	533	5.1%
Volunteer Hours Worked	25	15	64.7%	17	45.3%	219	209	4.6%

TECHNOLOGY USE	Nov 2025	Nov 2024	% Change	Nov 2023	% Change	YTD 2025	YTD 2024	% Change
Wireless Use	1,053	1,238	-14.9%	1,903	-44.7%	14,398	15,528	-7.3%
Internet Computers								
Adult	417	319	30.7%	304	37.2%	3,622	3,334	8.6%
Youth	71	88	-19.3%	58	22.4%	1,373	750	83.1%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	105	133	-21.1%	52	101.9%	1,517	1,305	16.2%
TOTAL USE	593	540	9.8%	414	43.2%	6,512	5,389	20.8%

PROGRAMS	Nov 2025	Nov 2024	% Change	Nov 2023	% Change	YTD 2025	YTD 2024	% Change
Programs Given								
Adult	13	6	116.7%	15	-13.3%	107	121	-11.6%
General Interest	4	2	100.0%	N/A	N/A	27	36	-25.0%
Teen	1	-	N/A	-	N/A	5	5	N/A
Youth	7	14	-50.0%	13	-46.2%	104	125	-16.8%
TOTAL	25	22	13.6%	28	-10.7%	243	287	-15.3%
Program Attendance								
Adult	163	68	139.7%	160	1.9%	1,156	1,366	-15.4%
General Interest	96	13	638.5%	N/A	N/A	439	240	82.9%
Teen	23	-	N/A	-	N/A	138	118	16.9%
Youth	228	339	-32.7%	337	-32.3%	3,555	3,966	-10.4%
TOTAL	510	420	21.4%	497	2.6%	5,288	5,690	-7.1%

<u>Adult</u>	<u>Date</u>	<u>#</u>	<u>Self-Directed Activities</u>	<u>Date</u>	<u>#</u>
1 on 1 Tech Help (6 sessions)		7	Adult Spice Bags		50
Notary Public Service (9 sessions)		10	Little Bluebirds Club		8
Adult Puzzle Competition	11/1/2025	10	Preschool Activity Bags		75
Kindhearted	11/3/2025	17	School Age Activity Bags		50
Believe and Achieve	11/4/2025	7	Scavenger Hunt		93
Adult Book Pumpkin Craft	11/10/2025	11	<u>Teen</u>	<u>Date</u>	<u>#</u>
Medicare Updates Made Easy	11/12/2025	44	Holy Guacamole! It's a Pillow!	11/20/2025	23
Memory Café	11/18/2025	8	<u>Youth</u>	<u>Date</u>	<u>#</u>
Dementia Basics	11/18/2025	5	Family Storytime (2 sessions)		91
Cover to Cover	11/20/2025	3	Wiggle, Giggle, Shake (3 sessions)		75
Opportunity Development Center	11/25/2025	6	Parkside Preschool	11/13/2025	23
Brain Health Basics	11/25/2025	3	Start With Art	11/19/2025	39

<u>Outreach</u>	<u>Date</u>	<u>#</u>
Senior Dining	11/12/2025	40
Read with Sue	11/12/2025	8
Critic's Choice Movie	11/26/2025	1
<u>General Interest</u>	<u>Date</u>	<u>#</u>
Real Writers Group	11/8/2025	17
Library Open House	11/20/2025	70
Library Social Hour	11/21/2025	2
Holiday Music Bingo	11/29/2025	7

OVERALL ROOM USE	
Room	# of people
Atrium	24
Board Room	72
Community Room	223
Genealogy Room	9
Semling-Menke Room	8
Storyhour Room	0
YS Activity Room	299

NOVEMBER 2025

BORROWERS		Nov 2025	Nov 2024	% Change	Nov 2023	% Change
City	Adult	2,743	3,276	-16.3%	3,550	-22.7%
	Youth	736	864	-14.8%	861	-14.5%
County	Adult	2,432	2,930	-17.0%	3,169	-23.3%
	Youth	675	774	-12.8%	765	-11.8%
Other	Adult	364	378	-3.7%	369	-1.4%
	*ILL	424	416	1.9%	444	-4.5%
	Youth	58	73	-20.5%	74	-21.6%
TOTAL BORROWERS		7,432	8,711	-14.7%	9,232	-19.5%

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

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

Nov 2023: Purge of inactive patrons completed

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

DONATIONS	Nov 2025	Nov 2024	Nov 2023	YTD 2025	YTD 2024
Endowment Fund	\$ 200	\$ -	\$ 300	4,451	\$ 3,810
Special Projects Fund	\$ -	\$ 24	\$ 2,101	75	\$ 923
Gifts/Memorials	\$ -	\$ 234	\$ 270	2,418	\$ 3,988

RESOURCE SHARING	Nov 2025	Nov 2024	% Change	Nov 2023	% Change	YTD 2025	YTD 2024	% Change
V-Cat Received	1,136	1,020	11.4%	1,116	1.8%	14,958	13,712	9.1%
V-Cat Sent	960	1,100	-12.7%	1,178	-18.5%	12,281	13,092	-6.2%
ILL Received	25	40	-37.5%	50	-50.0%	359	414	-13.3%
ILL Sent	85	111	-23.4%	71	19.7%	962	1,017	-5.4%

CIRCULATION	Nov 2025	Nov 2024	% Change	Nov 2023	% Change	YTD 2025	YTD 2024	% Change	
Audiobooks	Adult	111	139	-20.1%	143	-22.4%	1,314	1,438	-8.6%
	Youth	20	26	-23.1%	21	-4.8%	240	368	-34.8%
Books-Fiction	Adult	1,994	2,184	-8.7%	2,379	-16.2%	27,751	27,654	0.4%
	Youth	2,705	2,633	2.7%	3,208	-15.7%	34,260	32,271	6.2%
Books-Nonfiction	Adult	825	801	3.0%	908	-9.1%	10,334	10,584	-2.4%
	Youth	404	581	-30.5%	592	-31.8%	5,640	7,051	-20.0%
CDs/Cassettes	Adult	78	108	-27.8%	108	-27.8%	1,220	1,445	-15.6%
	Youth	6	52	-88.5%	21	-71.4%	176	344	-48.8%
DVD/Blu-Ray/VHS	Adult	713	645	10.5%	763	-6.6%	7,756	7,681	1.0%
	Youth	353	383	-7.8%	338	4.4%	4,360	4,655	-6.3%
Games	Adult	3	4	-25.0%	2	50.0%	34	33	3.0%
	Youth	31	25	24.0%	26	19.2%	252	353	-28.6%
Magazines	Adult	168	259	-35.1%	216	-22.2%	2,206	2,572	-14.2%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	91	77	18.2%	69	31.9%	1,186	1,011	17.3%
	Youth	16	4	300.0%	46	-65.2%	169	242	-30.2%
PHYSICAL ITEMS SUB TOTAL		7,518	7,921	-5.1%	8,840	-15.0%	96,898	97,702	-0.8%
Digital Library	Audiobooks	1,261	1,062	18.7%	1,102	14.4%	13,827	13,479	2.6%
	eBooks	662	812	-18.5%	955	-30.7%	8,458	10,464	-19.2%
	*Magazines	233	225	3.6%	333	-30.0%	3,006	2,399	25.3%
	*Music/Videos	137	-	N/A	-	N/A	305	-	N/A
DOWNLOADS SUB TOTAL		2,293	2,099	9.2%	2,390	-4.1%	25,596	26,342	-2.8%
TOTAL CIRCULATION		9,811	10,020	-2.1%	11,230	-12.6%	122,494	124,044	-1.2%

* Kanopy Streaming Service added at the end of September

MATERIALS CIRCULATING	Nov 2025	Nov 2024	% Change	Nov 2023	% Change	YTD 2025	YTD 2024	% Change
% Nonprint Materials Circulated	18.9%	18.5%	2.4%	17.4%	8.8%	17.24%	18.0%	-4.1%
% Print Materials Circulated	81.1%	81.5%	-0.5%	82.6%	-1.8%	82.76%	82.0%	0.9%
% Adult Materials Circulated	53.0%	53.2%	-0.5%	51.9%	2.1%	53.46%	53.7%	-0.4%
% Youth Materials Circulated	47.0%	46.8%	0.6%	48.1%	-2.2%	46.54%	46.3%	0.4%

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. Added newer laptops to for staff/patron use after the Digital Literacy Grant expectations were met. Also added a bingo set, and a Bluetooth speaker/microphone to the Library of Things. 12/2025 MP. We continue to add to our juvenile chapter book read along collection with grants awarded from Walmart. AB 12/2025.

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 a environmental series of programs for the fall/winter. Also working with area

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.

agencies to offer a Collaborative Caregiver Program in the fall. 7/3/2025 MP. Began a monthly 60+ dining/event pop up site with the ADRC in October. 12/2025 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. Currently working with the ADRC to provide bussing from the area assisted living facilities so that their residents may more easily join the 60+ dining site events. 12/2025

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 3rd 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. Working with Chris Sprague and Rachael Waldburger to offer more tech based programming to the 60+ dining site attendees and the general 60+ public. 12/25 MP. Youth Services offered a STEAM program where kids built their own airplane in correlation with Wisconsin Science Festival. Special Science/STEAM focused activities bags were also offered during Wisconsin Science Festival Week. Activity bags for school age kids including STEAM activities continue to be offered monthly. AB 12/2025.

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.

Who Runs the Library?

The mission of most public libraries is to support the educational, recreational, and informational needs of the community. Everyone is welcome at the library, from the preschooler checking out his or her first book to the hobbyist looking for a favorite magazine to the middle-aged breadwinner continuing her education by taking a class over the Internet.

Providing a large number of services to meet the needs of a diverse population requires a large supporting cast including trustees, the library director and staff, and representatives of the municipal government. When all members of the team know their responsibility and carry out their particular tasks, the library can run like a well-oiled machine. When one of the players attempts to take on the job of another, friction may cause a breakdown.

Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building *when authorized*.
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

This charge from the legislature provides library boards, but not individual trustees, with considerable discretion to operate libraries as they deem necessary independent of direct control by other municipal players—city councils, town boards, mayors, village board presidents, etc. In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government. Compared with other appointed boards, library boards have extraordinary powers and responsibilities. Many other appointed boards can only recommend actions to an elected board or council higher up the ladder of government. Library board actions are made independently of any further approval by other government bodies or officials as long as such actions are within statutory authority.

The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

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In This Trustee Essential

- Responsibilities of the library board
- Responsibilities of the library director
- The division of labor between the library director and the board
- Responsibilities of the municipal government

Responsibilities of the Director

While the library board is charged with the full responsibility for deciding what services the library will provide, and setting policy to regulate service for the benefit of all, it is the library director who should be delegated responsibility for supervising day-to-day operations of the library.

As stated above, the library board appoints a librarian who shall appoint other employees. This charge of the legislature sets up a clear chain of command between the library board and library employees. The library director is the chief operating officer of the library, reporting to and typically serving at the pleasure of the library board. All other employees report to the library director. The library director is the professional in charge of the library. His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Depending on the size of the library, the director will provide public services either directly or with the assistance of other staff. In all cases, the library director is an ambassador to the community, the professional consultant to the board, a politician representing the library to municipal officers, and a person skilled in public relations. The days are long gone, even in the smallest library, where all the director is expected to do is to check out books and greet the public.

The Division of Labor between the Library Board and the Director

The *library board* decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the *director*, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently. While the *board* alone can decide how many employees the library should have, according to Section 43.58(4) it is the *director* who hires and supervises other staff. Except in extreme situations, library trustees should not discuss library business with employees other than the *director*. The library board may solicit library staff input on the director's performance as part of a formal

evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that “The library board shall audit and approve all expenditures of the public library.” This statement is sometimes interpreted by individual boards to mean they must negotiate the necessity of every purchase with the library director, whether the purchase is an expensive computer system or a two-dollar box of pencils. Fortunately, in most libraries, the director is given reasonable latitude to administer the budget and expend funds according to board guidelines. The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

Responsibilities of Municipal Governments

The most frequent source of misunderstanding between library boards and their municipal government regards expenditure of funds. This is actually one area where the statutes are quite clear on what is to happen. When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board. Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), “The library board shall audit and approve all expenditures” and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill. No further approval is necessary by any municipal or county body or official.

At times, municipal and county boards believe that this procedure outlined in statute causes them to lose control over library spending. They are, after all, accustomed to approving the expenditures of other city/county departments. In fact, municipal governments maintain a great deal of leverage over library boards, since it is the municipal body that decides on the amount of the annual appropriation for library service. It is the chief municipal officer—mayor, village president, county board chair, etc.—who appoints the library board in the first place. Budgets may be cut in future years or trustees may not be re-appointed in cases where there is too much dissension between the library and its governing municipality. Therefore, close cooperation and communication between the two is essential.

One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money. The library board may take out a bank account and/or entrust library funds to a financial secretary, but only donations and other private funds. All other funds must be deposited in the municipality’s (or county’s) library fund. The library board has control over the use of the money in the municipality-held library fund, but it does not sign the checks or maintain physical control over the actual dollars and cents in the fund. (See [Trustee Essential #9: Managing the Library’s Money](#) for more information.)

Besides acting as the “banker” for the library, municipalities can help out the library in an infinite variety of other ways. They may help with purchasing, or with private fund raising for a building project; they may provide invaluable consulting on building maintenance issues; in many smaller communities they may even take over building maintenance for the library. By the same token, the most successful libraries are often partners in promoting municipal service agendas. For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

Discussion Questions

1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to your municipal government?

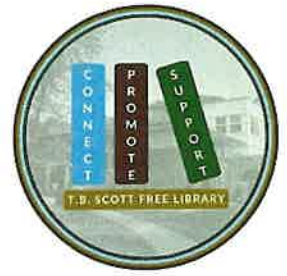
Sources of Additional Information

- *Wisconsin Trustee Training Module #1: Library Board Powers and Duties* (pld.dpi.wi.gov/pld_trustee)
- 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](#).)

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

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Library Director's Report – December 17, 2025



Events

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

Here are some Calendar of Events highlights:

- Library Closure for Upcoming Holidays
 - Wednesday, December 24, and Thursday, December 25
 - Thursday, January 1

WVLS

- Communications have been sent to Lincoln County informing them of Kate Morris' decision to not continue on the Board with a request that Lincoln County consider Jill Indrebo as Lincoln County's representative on the WVLS Board of Trustees and consequently the representative to report to the T.B. Scott Free Library Board of Trustees.

Friends of the Library

- Friends of the Library have developed another fundraising avenue through the sale of library canvas bags. They will be sold for \$10 each.

Library Director's Report

- Perpetual Food Drive/Mini Food Pantry: This is going quite well. We continue to receive donated items. The library has been added to the Lincoln County Food Resource Flyer.
- Library Open House: We had a good turnout for the Open House. The Chamber recognized the Library and was featured in the Chamber newsletter.
- Book Vendor Transition: The Book Vendor transition has gone fairly well. The following are the vendors we are currently doing business with: Libraria, Ingram, and MicroMarketing. Currently, Ingram and Micromarketing are unable to complete all of the processing to get the books on the shelf as a result of the influx of customers they took on when Baker & Taylor closed their doors. Staff stepped up and were instructed on how to process materials to expedite the process so that new books continued to appear on the shelf for patrons.
- The year 2025 has been an extremely busy year for the Library. Lots of great things took place in light of the challenges our community members faced. The Library remained steadfast and committed to serving the community. The food pantry is just one of the many ways the Library demonstrated support. We are looking forward to a great 2026 filled with more great accomplishments. The monetary gift from the Carnegie Foundation of New York will certainly play a part in those accomplishments.
- The city has approved an upgrade to the Library's camera security system. The project will include additional cameras both inside and outside of the library. The current system is quite antiquated and is rather cumbersome when required to retrieve clips from recordings. The work will be completed in conjunction with other work that is being done for the city. It is scheduled for some time shortly after the first of the year.
- The process for preparing for the WI DPI Annual Report is underway. The state annual report timeline is as follows:
 - January 22: Portal opens for data entry
 - February 4: Deadline to request required WVLS review
 - February 18: Annual Report review and approval by the Board
 - February 20: Submission deadline to WVLS