



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, JANUARY 21, 2026

Regular Meeting

Community Room

4:00 PM

I. Opening

1. Call to order and roll call
2. Correspondence
3. Public Comment

II. Consent Items

1. Minutes of regular meeting on December 17, 2025
2. Vouchers for December 2025
3. Unaudited Monthly Income & Expense Report for December 2025
 - a. The reports for the period ending December 31, 2025, will be provided at the February T.B. Scott Free Library Board of Trustees meeting.
4. Monthly Statistical Report for December 2025

III. Reports/Discussion Items/Action Items

1. Report & Possible Action Item: T.B. Scott Free Library Endowment Fund Annual Report 2025
2. Discussion & Possible Action Item: T.B. Scott Free Library Endowment Fund & Zander Trust Management Consolidation
3. Discussion Item: Strategic Goals & Action Steps #5 Facilities
4. Discussion Item: Wisconsin Trustee Essential #3 Bylaws—Organizing the Board for Effective Action

IV. Library Director's Report

V. President's Remarks

VI. Date and Time of Next Meeting

Wednesday, February 18, 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.

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, DECEMBER 17, 2025 MINUTES
REGULAR MEETING COMMUNITY ROOM 4:00 PM**

I. Opening

- 1. Call to order and roll call** - M. Geisler called the meeting to order at 4PM. Present: K. Breitenmoser, C. Grunenwald, A. Huftel, E. McCrank, T. Osness, B. Rothlisberg. Absent: R. Martinovici, M. Weix. Also present were: L. Ollhoff, M. Pregler, S. Osness, R. Akey, E. Ley.
- 2. Correspondence** - Two items: Thank you from the United Way and the Boys & Girls Club. No further correspondence.
- 3. Public Comment** - No public comment.

II. Consent Items

- 1. Minutes of regular meeting on November 19, 2025.** - A. Huftel/K. Breitenmoser/C to approve the Minutes of the regular meeting on November 19, 2025. No discussion.
- 2. Vouchers for November 2025** - E. McCrank/C. Grunenwald/C to approve the Vouchers for November 2025. E. McCrank inquired about the change in book distribution vendors and whether there would be any further vouchers from the vendor that had closed. L. Ollhoff confirmed that there would be no further vouchers. No further discussion.
- 3. Unaudited Monthly Income & Expense Report for November 2025** - K. Breitenmoser/C. Grunenwald/C to approve the Unaudited Monthly Income & Expense Report for November 2025. E. McCrank commented on the gas and electricity account balance and whether there were items of concern since these items are slightly over-budget. L. Ollhoff responded with no other over-budget concerns at this time. No further discussion.
- 4. Monthly Statistical Report for November 2025** - E. McCrank/ B. Rothlisberg/C to place the Monthly Statistical Report for November 2025 on file. E. McCrank commented on certain elevated numbers. L. Ollhoff confirmed the increase was most likely related to program attendance. No further discussion.

III. Reports/Discussion Items/Action Items

- 1. Discussion/Possible Action Item: Board Financial Secretary Appointment & Endowment Fund Committee Assignment** - M. Geisler initiated a discussion related to the position of Financial Secretary being vacated as a result of D. Dalsky's resignation from the Board. Discussion was opened to the board members. M. Geisler inquired if there were any volunteers. C. Grunenwald responded and agreed to step into the financial secretary duties. M. Geisler appointed C. Grunenwald as Financial Secretary

and Chairperson of the Endowment Fund Committee. No further discussion. No further action was necessary or taken.

- 2. Discussion/Possible Action Item: Zander Trust & Endowment Fund of the T.B. Scott Free Library** - M. Geisler opened the discussion related to the Zander Trust & Endowment Fund of the T.B. Scott Free Library. L. Ollhoff provided background information related to R. Mamer's resignation and the management of the Zander Trust. The Zander Trust may no longer be in the name of the Financial Secretary of the T.B. Scott Free Library. As a result, the Library Board will need to discuss and make a decision on how the trust funds will be managed. The Library Board remains in control of the Zander Trust. It is the management piece that will need to be examined and resolved. L. Ollhoff explained that the Zander Trust funds may be placed with and merged into the Endowment Fund account management. M. Geisler mentioned the mechanical structure and the need to research how the transfer would take place with R. Mamer's account office CPAs. E. McCrank mentioned it would be important for us to know the implications of such transfers and M. Geisler confirmed that information would be obtained before any decisions would be made. E. McCrank then reiterated that today's meeting discussion was informational and that there would be further discussion before a decision is made. M. Geisler confirmed. L. Ollhoff will confer with M. Sepnanski. M. Geisler expressed that suggestions or recommendations from other Board members are welcome. Continued discussion will be on the January meeting agenda. No further discussion. No action was necessary or taken.
 - 3. Action Item: "Name That Room" Youth Services Activity/Meeting Room** - B. Rothlisberg/T. Osness/C to approve assigning the name "The Pioneer Room" to the new Youth Services Activity/Meeting Room. M. Geisler opened the discussion on naming the Youth Services Activity/Meeting Room. L. Ollhoff stated that the last suggestion was "The Pioneer Room" and that it was open to discuss other name suggestions. B. Rothlisberg commented that the name is generic should anyone down the road wish to make a substantial donation with the request to have a name assigned to "The Pioneer Room" could easily be done. No further discussion.
 - 4. Discussion Item: Strategic Goals & Action Steps #4: Collections** - L. Ollhoff presented the Strategic Goals & Action Steps #4: Collections. No discussion.
 - 5. Discussion Item: Wisconsin Trustee Essential #2: Who Runs the Library?** - L. Ollhoff presented the Wisconsin Trustee Essential #2: Who Runs the Library? with no discussion.
- IV. Library Director's Report** L. Ollhoff provided highlights from her written report and added the following: library programming calendars from each department are now available in printed format; there will be a change in the WVLS Council member representative to the T.B. Scott Free Library Board in January and the proposed new WVLS Board member and Library Board representative is Jill

Indrebo; E. McCrank confirmed J. Indrebo's appointment to the WVLS Council and coinciding representative on the Library Board, which now moves to be approved by the WVLS Council on January 17, 2026. Beyond the highlights made and what is provided in the written report, there was no further discussion.

V. President's Remarks M. Geisler wished everyone a happy holiday. M. Giesler reminded Board members to contact the Library or M. Geisler to communicate if you are unable to attend a board meeting to ensure that we have a quorum. Nothing further.

VI. Date and Time of Next Meeting Wednesday, January 21, 2026 @4PM.

VII. Adjournment T. Osness/A. Huftel/C to adjourn @4:24PM.

December 2025

Company Being Paid	12/05/25 Packet	12/12/25 Packet	12/19/25 Packet	12/26/25 Packet	December 2024 Totals
Amazon Capital Services, Inc.	\$ 2,459.10				\$ 2,459.10
Blackstone Publishing	\$ 900.62				\$ 900.62
Cengage Learning Inc.	\$ 162.43	\$ 278.34		\$ 83.97	\$ 524.74
Center Point Large Print	\$ 47.94				\$ 47.94
Cintas		\$ 249.11			\$ 249.11
Dave's County Market	\$ 43.54		\$ 132.62		\$ 176.16
Department of Administration		\$ 600.00			\$ 600.00
Demco		\$ 368.61	\$ 138.80		\$ 507.41
Elan	\$ 2,333.40				\$ 2,333.40
EO Johnson Business Technologies		\$ 372.66			\$ 372.66
Frederick, Michael		\$ 50.00			\$ 50.00
Frontier			\$ 124.52		\$ 124.52
Haenco			\$ 250.18		\$ 250.18
Ingram Library Services	\$ 2,574.77				\$ 2,574.77
Libraria	\$ 26.76	\$ 1,733.65	\$ 42.16		\$ 1,802.57
Marathon Co. Public Library			\$ 16.00		\$ 16.00
Merrill Ace Hardware	\$ 32.38				\$ 32.38
Merrill Water Utility	\$ 370.56				\$ 370.56
Multi Media Channel	\$ 65.00				\$ 65.00
Per Mar Security Services		\$ 1,988.40			\$ 1,988.40
Plautz, Donna	\$ 25.27				\$ 25.27
Playaway Products	\$ 149.98				\$ 149.98
Tech Logic Corporation	\$ 665.00				\$ 665.00
VIP Office Products				\$ 227.97	\$ 227.97
Wisconsin Public Service		\$ 3,229.41			\$ 3,229.41
Wisconsin Valley Library Service	\$ 361.00			\$ 25.78	\$ 386.78
	\$ 7,758.65	\$ 10,480.17	\$ 1,420.77	\$ 470.34	\$ 20,129.93

VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-004933			BLACKSTONE PUBLISHING					
I-2219596	12/05/2025	1	CUST ID 101490	900.62				
			DUE: 12/05/2025 DISC: 12/05/2025			1099: N		
			CUST ID 101490			10 55110-14-10100	Adult Dept Books on CD	838.67
			CUST ID 101490			10 55110-03-10500	Library Supplies	61.95
			=== VENDOR TOTALS ===	900.62				
01-000922			CENGAGE LEARNING INC					
I-999101735071	12/05/2025	1	ACCT # 100298883	24.88			MEMORIAL	
			DUE: 12/05/2025 DISC: 12/05/2025			1099: N		
			ACCT # 100298883			26 55110-03-40500	Memorial Books-Expense	24.88
I-999101739590	12/05/2025	1	ACCT # 100298883	137.55			NOVJCP	
			DUE: 12/05/2025 DISC: 12/05/2025			1099: N		
			ACCT # 100298883			10 55110-13-10400	Adult Dept Large Print	137.55
			=== VENDOR TOTALS ===	162.43				
01-000274			CENTER POINT LARGE PRINT					
I-2211390	12/05/2025	1	CUST # 54452	47.94				
			DUE: 12/05/2025 DISC: 12/05/2025			1099: N		
			CUST # 54452			10 55110-13-10400	Adult Dept Large Print	47.94
			=== VENDOR TOTALS ===	47.94				
01-000204			DAVE'S COUNTY MARKET					
I-00194610	12/05/2025	1	ACCT #708	29.37				
			DUE: 12/05/2025 DISC: 12/05/2025			1099: N		
			ACCT #708			10 55110-03-41250	Programming - Adult	29.37
I-00196757	12/05/2025	1	ACCT #708	14.17				
			DUE: 12/05/2025 DISC: 12/05/2025			1099: N		
			ACCT #708			10 55110-03-41250	Programming - Adult	14.17
			=== VENDOR TOTALS ===	43.54				
01-000128			ELAN FINANCIAL SERVICES					
I-20251205	12/05/2025	1	ACCT # 5472 1102 2200 0197	2,333.40				
			DUE: 12/05/2025 DISC: 12/05/2025			1099: N		
			ACCT # 5472 1102 2200 0197			10 55110-03-11000	Postage	127.55
			ACCT # 5472 1102 2200 0197			10 55110-03-32000	Education & Conference	170.80
			ACCT # 5472 1102 2200 0197			10 55110-03-41000	Public Relations/Publici	118.88
			ACCT # 5472 1102 2200 0197			10 55110-03-41250	Programming - Adult	7.53
			ACCT # 5472 1102 2200 0197			10 55110-03-41251	Misc Rev-Programming Adu	150.00
			ACCT # 5472 1102 2200 0197			10 55110-03-41500	Programming - Youth	135.87
			ACCT # 5472 1102 2200 0197			10 55110-03-41750	Hospitality	291.07

PACKET: 12197 LIBRARY - 20251205
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	GROSS	P.O. #	ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-000128	ELAN FINANCIAL SERVICES	(** CONTINUED **)						
	ACCT # 5472	1102 2200 0197			10	55110-08-50000	Special/Major Projects	40.03
	ACCT # 5472	1102 2200 0197			10	55110-08-50001	Misc Rev-Special/Major P	1,278.74
	ACCT # 5472	1102 2200 0197			10	55110-15-47500	Software/Upgrades	12.93
===== VENDOR TOTALS =====				2,333.40				

01-005651	INGRAM LIBRARY SERVICES LLC							
I-92274033	12/05/2025	1	ACCT # 20AB749	15.14	ANF-2025			
			DUE: 12/05/2025		1099: N			
			ACCT # 20AB749		10	55110-13-10100	Adult Dept Non-Fiction	14.97
			ACCT # 20AB749		10	55110-03-11000	Postage	0.17

I-92274034	12/05/2025	1	ACCT # 20AB749	433.83	ANF-2025			
			DUE: 12/05/2025		1099: N			
			ACCT # 20AB749		10	55110-13-10100	Adult Dept Non-Fiction	431.25
			ACCT # 20AB749		10	55110-03-11000	Postage	2.58

I-92274035	12/05/2025	1	ACCT # 20AB79	34.33	REGADULT			
			DUE: 12/05/2025		1099: N			
			ACCT # 20AB79		10	55110-13-10000	Adult Dept Fiction	34.08
			ACCT # 20AB79		10	55110-03-11000	Postage	0.25

I-92298806	12/05/2025	1	ACCT # 20AB749	1,513.62	EOYFIC20			
			DUE: 12/05/2025		1099: N			
			ACCT # 20AB749		10	55110-13-10000	Adult Dept Fiction	1,510.62
			ACCT # 20AB749		10	55110-03-11000	Postage	3.00

I-92358014	12/05/2025	1	ACCT # 20AB749	199.55	ANF-2025			
			DUE: 12/05/2025		1099: N			
			ACCT # 20AB749		10	55110-13-10100	Adult Dept Non-Fiction	197.14
			ACCT # 20AB749		10	55110-03-11000	Postage	2.41

I-92358015	12/05/2025	1	ACCT # 20AB749	55.52	REGADULT			
			DUE: 12/05/2025		1099: N			
			ACCT # 20AB749		10	55110-13-10000	Adult Dept Fiction	54.93
			ACCT # 20AB749		10	55110-03-11000	Postage	0.59

I-92471310	12/06/2025	1	ACCT # 20AB749	322.78	EOYFIC20			
			DUE: 12/06/2025		1099: N			
			ACCT # 20AB749		10	55110-13-10000	Adult Dept Fiction	319.78
			ACCT # 20AB749		10	55110-03-11000	Postage	3.00

===== VENDOR TOTALS ===== 2,574.77

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-005471			LIBRARIA					
I-269511	12/05/2025	1	REF # 2000004654 DUE: 12/05/2025 DISC: 12/05/2025	13.99	259225	1099: N		
			REF # 2000004654			10 55110-13-20100	Young Adult Books	13.19
			REF # 2000004654			10 55110-03-10500	Library Supplies	0.80
I-269512	12/05/2025	1	REF # 2000004107 DUE: 12/05/2025 DISC: 12/05/2025	12.77	258232	1099: N		
			REF # 2000004107			10 55110-13-20000	Youth Children's Books	12.57
			REF # 2000004107			10 55110-03-10500	Library Supplies	0.20
			=== VENDOR TOTALS ===	26.76				
01-000839			MERRILL ACE HARDWARE					
C-20251205	12/05/2025	1	ACCT # 81867 DUE: 12/05/2025 DISC: 12/05/2025	3.60CR	1099: N			
			ACCT # 81867			10 55110-03-44000	Janitor Supplies	1.80CR
			ACCT # 81867			10 55110-03-50000	M/R-General Repair/Maint	1.80CR
I-248073	12/05/2025	1	ACCT # 81867 DUE: 12/05/2025 DISC: 12/05/2025	17.99	1099: N			
			ACCT # 81867			10 55110-03-50000	M/R-General Repair/Maint	17.99
I-248336	12/05/2025	1	ACCT # 81867 DUE: 12/05/2025 DISC: 12/05/2025	17.99	1099: N			
			ACCT # 81867			10 55110-03-44000	Janitor Supplies	17.99
			=== VENDOR TOTALS ===	32.38				
01-000328			MERRILL WATER UTILITY					
I-20251205	12/05/2025	1	ACCT # 112-01040-01 DUE: 12/05/2025 DISC: 12/05/2025	370.56	1099: N			
			ACCT # 112-01040-01			10 55110-02-21000	Water and Sewer	370.56
			=== VENDOR TOTALS ===	370.56				
01-000085			MULTI MEDIA CHANNELS					
I-IN297433	12/05/2025	1	ACCT # 102219 DUE: 12/05/2025 DISC: 12/05/2025	65.00	1099: N			
			ACCT # 102219			10 55110-03-41000	Public Relations/Publici	65.00
			=== VENDOR TOTALS ===	65.00				

12/08/2025 10:40 AM
 PACKET: 12197 LIBRARY - 20251205
 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

01-004398 DONNA J PLAUTZ
 I-20251205 1 NOVEMBER MILEAGE 25.27
 DUE: 12/05/2025 DISC: 12/05/2025 1099: N
 NOVEMBER MILEAGE 10 55110-03-30500 Mileage 25.27

==== VENDOR TOTALS === 25.27

01-002660 PLAYAWAY PRODUCTS LLC
 I-518523 1 SALES ORDER # 477162 149.98
 DUE: 12/05/2025 DISC: 12/05/2025 1099: N
 SALES ORDER # 477162 10 55110-14-20000 Youth Audiobooks & CDs 149.98

==== VENDOR TOTALS === 149.98

01-005531 TECH LOGIC CORPORATION
 I-INV21004012 1 CUST # 900288 665.00
 DUE: 12/05/2025 DISC: 12/05/2025 1099: N
 CUST # 900288 10 55110-15-42500 Computer Equipment 665.00

==== VENDOR TOTALS === 665.00

01-000290 WISCONSIN VALLEY LIBRARY SERVI
 I-2025-2885 1 12/2/2025-12/01/2026 MOVIE LI 361.00
 DUE: 12/05/2025 DISC: 12/05/2025 1099: N
 12/2/2025-12/01/2026 MOVIE LIC 10 55110-03-41250 Programming - Adult 361.00

==== VENDOR TOTALS === 361.00
 ==== PACKET TOTALS === 7,758.65

PACKET: 12197 LIBRARY - 20251205
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 7,762.25
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 3.60CR

BATCH TOTALS 7,758.65

** 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	7,733.77--*	2,080	227.09	1,053,806	131,000.85
	10 -55110-02-21000	Water and Sewer	370.56	7,000	1,468.35	1,053,806	131,308.46
	10 -55110-03-10500	Library Supplies	62.95	1,400	154.41- Y	1,053,806	131,231.86
	10 -55110-03-11000	Postage	139.55	500	185.70	1,053,806	131,346.14
	10 -55110-03-30500	Mileage	25.27	2,000	1,693.33- Y	1,053,806	131,200.61
	10 -55110-03-32000	Education & Conference	170.80	2,000	234.88- Y	1,053,806	131,187.53
	10 -55110-03-41000	Public Relations/Publici	183.88	7,000	758.01	1,053,806	130,959.34
	10 -55110-03-41250	Programming - Adult	412.07	5,350	398.84- Y	1,053,806	131,221.41
	10 -55110-03-41251	Misc Rev-Programming Adu	150.00	7,500	519.66	1,053,806	131,235.54
	10 -55110-03-41500	Programming - Youth	135.87	500	676.82- Y	1,053,806	131,080.34
	10 -55110-03-41750	Hospitality	291.07	5,000	2,719.03	1,053,806	131,355.22
	10 -55110-03-44000	Janitor Supplies	16.19	4,000	2,245.53	1,053,806	131,355.22
	10 -55110-03-50000	M/R-General Repair/Maint	16.19	0	1,550.22- Y	1,053,806	131,331.38
	10 -55110-08-50000	Special/Major Projects	40.03	0	8,490.17- Y	1,053,806	130,092.67
	10 -55110-08-50001	Misc Rev-Special/Major P	1,278.74	9,500	714.10	1,053,806	129,452.00
	10 -55110-13-10000	Adult Dept Fiction	1,919.41	10,000	207.85- Y	1,053,806	130,728.05
	10 -55110-13-10100	Adult Dept Non-Fiction	643.36	4,300	638.17	1,053,806	131,185.92
	10 -55110-13-10400	Adult Dept Large Print	185.49	16,000	4,301.22	1,053,806	131,358.84
	10 -55110-13-20000	Youth Children's Books	12.57	2,500	43.33	1,053,806	131,358.22
	10 -55110-13-20100	Young Adult Books	13.19	2,000	1,114.60	1,053,806	130,532.74
	10 -55110-14-10100	Adult Dept Books on CD	838.67	1,500	339.76- Y	1,053,806	131,221.43
	10 -55110-14-20000	Youth Audiobooks & CDs	149.98	10,000	449.51- Y	1,053,806	130,706.41
	10 -55110-15-42500	Computer Equipment	665.00	3,000	623.61	1,053,806	131,358.48
	10 -55110-15-47500	Software/Upgrades	12.93	0	2,096.26- Y	0	12,076.23- Y
	26 -21-0000	Accounts Payable Control	24.88--*				
	26 -55110-03-40500	Memorial Books-Expense	24.88				
	99 -14-0010	Due from General Fund	7,733.77 *				
	99 -14-0026	Due From Non-Lapsing	24.88 *				
		** 2025 YEAR TOTALS	7,758.65				

A/P Regular Open Item Register

12/08/2025 10:40 AM
PACKET: 12197 LIBRARY - 20251205
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	12/2025	7,733.77
26	12/2025	24.88

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12202 LIBRARY - 20251212
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-005248			AMAZON CAPITAL SERVICES, INC.					
C-1YJ7-1L1Q-7GNQ	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025 ACCOUNT #A29JIWFIAEUZST	113.20CR	YS- Game 1099: N 10 55110-03-10500		Library Supplies	113.20CR
I-111Y-NNQN-6H1G	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025 ACCOUNT #A29JIWFIAEUZST	222.33	ADPROG11 1099: N 10 55110-03-41250		Programming - Adult	222.33
I-13HU-693L-6F6P	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025 ACCOUNT #A29JIWFIAEUZST	39.13	1107250S 1099: N 10 55110-03-10000 10 55110-03-44000		Office Supplies Janitor Supplies	18.64 20.49
I-14HT-D3HD-3QWY	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025 ACCOUNT #A29JIWFIAEUZST	74.48	DVDS NOV 1099: N 10 55110-14-10400		Adult Dept DVDS	74.48
I-17N3-FMXX-669N	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025 ACCOUNT #A29JIWFIAEUZST	309.98	LS11142S 1099: N 10 55110-03-10500		Library Supplies	309.98
I-1FVP-QMR6-4XWQ	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025 ACCOUNT #A29JIWFIAEUZST	57.96	LS_11192 1099: N 10 55110-03-10500		Library Supplies	57.96
I-1JL1-M43P-4631	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025 ACCOUNT #A29JIWFIAEUZST	49.85	ADPROG11 1099: N 10 55110-03-41250		Programming - Adult	49.85
I-1JL1-M43P-6TTQ	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025 ACCOUNT #A29JIWFIAEUZST	38.17	OUTREACH 1099: N 10 55110-03-41250		Programming - Adult	38.17
I-1JNR-1371-633N	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025 ACCOUNT #A29JIWFIAEUZST	30.24	OS JS_NF 1099: N 10 55110-03-10000 10 55110-03-44000		Office Supplies Janitor Supplies	11.75 18.49
I-1KKJ-FGJ9-1FNG	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025 ACCOUNT #A29JIWFIAEUZST	43.28	YS-Progr 1099: N 10 55110-03-41500		Programming - Youth	43.28
I-1LYT-Q4YX-7CMK	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025 ACCOUNT #A29JIWFIAEUZST	214.14	YS- Game 1099: N 10 55110-03-10500		Library Supplies	214.14

12/15/2025 10:57 AM
 PACKET: 12202 LIBRARY - 20251212
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	GROSS	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
						G/L		
01-005248			AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)					
I-1YHG-1LQT-4E3G	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025	233.17	233.17	YS-DVDS	Youth Videos, DVDs & CD-	233.17
I-1YHG-1LQT-671N	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025	1,116.00	1,116.00	CEI112425	Computer Equipment	1,116.00
I-1YHG-1LQT-7499	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025	91.40	91.40	LS112625	Library Supplies	91.40
I-1YJ7-1L1Q-4N1X	12/12/2025	1	ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025	52.17	52.17	CEI11225	Office Supplies	36.28
			ACCOUNT #A29JIWFIAEUZST DUE: 12/12/2025 DISC: 12/12/2025			1099: N	Computer Equipment	15.89
=== VENDOR TOTALS ===					2,459.10			
01-000922			CENGAGE LEARNING INC					
I-999101774548	12/12/2025	1	ACCT #100298883 DUE: 12/12/2025 DISC: 12/12/2025	27.20	27.20	MEMORIAL	Memorial Books-Expense	27.20
I-999101774549	12/12/2025	1	ACCT # 100298883 DUE: 12/12/2025 DISC: 12/12/2025	27.20	27.20	NOVLCF	Adult Dept Large Print	27.20
I-999101776087	12/12/2025	1	ACCT #100298883 DUE: 12/12/2025 DISC: 12/12/2025	59.98	59.98	POPHAL M	Memorial Books-Expense	59.98
I-999101776089	12/12/2025	1	ACCT # 100298883 DUE: 12/12/2025 DISC: 12/12/2025	163.96	163.96	DECLCP	Adult Dept Large Print	163.96
=== VENDOR TOTALS ===					278.34			
01-003938			DEMCO, INC.					
I-7736376	12/12/2025	1	ACCT # 482508000 DUE: 12/12/2025 DISC: 12/12/2025	368.61	368.61	LS122625	Library Supplies	368.61
=== VENDOR TOTALS ===					368.61			

PACKET: 12202 LIBRARY - 20251212
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

01-000207 E.O. JOHNSON BUSINESS TECHNOLO

I-INV1873998 1 ACCT # 6000604 372.66 1099: N
12/12/2025 1 DUE: 12/12/2025 DISC: 12/12/2025
ACCT # 6000604 26 55110-03-12650 Library Photocopier Expe 372.66

==== VENDOR TOTALS === 372.66

01-003708 MICHAEL FREDERICK

I-482088 2 BOOKS 50.00 1099: N
12/12/2025 1 DUE: 12/12/2025 DISC: 12/12/2025
2 BOOKS 10 55110-13-10000 Adult Dept Fiction 50.00

==== VENDOR TOTALS === 50.00

01-005471 LIBRARIA

I-269932 REF # 2000004964 1,733.65 1099: N
12/12/2025 1 DUE: 12/12/2025 DISC: 12/12/2025
REF # 2000004964 10 55110-13-20000 Youth Children's Books 1,715.25
REF # 2000004964 10 55110-03-10500 Library Supplies 18.40

==== VENDOR TOTALS === 1,733.65

01-000824 PER MAR SECURITY SERVICES

I-3740397 CUST # 32815 1,988.40 1099: N
12/12/2025 1 DUE: 12/12/2025 DISC: 12/12/2025
CUST # 32815 10 55110-02-16500 Fire/Security System Con 1,988.40

==== VENDOR TOTALS === 1,988.40

01-000656 WISCONSIN PUBLIC SERVICE

I-5735407018 ACCT # 0403371156-00003 3,229.41 1099: N
12/12/2025 1 DUE: 12/12/2025 DISC: 12/12/2025
ACCT # 0403371156-00003 10 55110-02-22000 Electric 1,859.05
ACCT # 0403371156-00003 10 55110-02-22500 Fuel - Natural Gas 1,370.36

==== VENDOR TOTALS === 3,229.41

==== PACKET TOTALS === 10,480.17

PACKET: 12202 LIBRARY - 20251212
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 10,593.37
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 113.20CR

BATCH TOTALS 10,480.17

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP BUDGET	
				ANNUAL BUDGET	AVAILABLE BUDG	ANNUAL BUDGET	AVAILABLE BUDG
2025	10 -21-0000	Accounts Payable Control	10,020.33--				
	10 -55110-02-16500	Fire/Security System Con	1,988.40	2,120	1,064.62- Y	1,053,806	120,928.74
	10 -55110-02-22000	Electric	1,859.05	25,000	2,500.68	1,053,806	121,058.09
	10 -55110-02-22500	Fuel - Natural Gas	1,370.36	25,000	16,805.75	1,053,806	121,546.78
	10 -55110-03-10000	Office Supplies	66.67	2,250	212.82- Y	1,053,806	122,850.47
	10 -55110-03-10500	Library Supplies	947.29	7,000	521.06	1,053,806	121,969.85
	10 -55110-03-41250	Programming - Adult	310.35	7,000	447.66	1,053,806	122,606.79
	10 -55110-03-41500	Programming - Youth	43.28	7,500	476.38	1,053,806	122,873.86
	10 -55110-03-44000	Janitor Supplies	38.98	5,000	2,680.05	1,053,806	122,878.16
	10 -55110-13-10000	Adult Dept Fiction	50.00	9,500	664.10	1,053,806	122,867.14
	10 -55110-13-10400	Adult Dept Large Print	191.16	4,300	447.01	1,053,806	122,725.98
	10 -55110-13-20000	Youth Children's Books	1,715.25	16,000	2,585.97	1,053,806	121,201.89
	10 -55110-14-10400	Adult Dept DVDs	74.48	2,000	69.19- Y	1,053,806	122,842.66
	10 -55110-14-20100	Youth Videos, DVDs & CD-	233.17	750	186.19	1,053,806	122,683.97
	10 -55110-15-42500	Computer Equipment	1,131.89	10,000	1,581.40- Y	1,053,806	121,785.25
	26 -21-0000	Accounts Payable Control	459.84--				
	26 -55110-03-12650	Library Photocopier Expe	372.66	0	6,949.37- Y	0	12,448.81- Y
	26 -55110-03-40500	Memorial Books-Expense	87.18	0	2,183.36- Y	0	12,163.33- Y
	99 -14-0010	Due from General Fund	10,020.33 *				
	99 -14-0026	Due From Non-Lapsing	459.84 *				
		** 2025 YEAR TOTALS	10,480.17				

A/P Regular Open Item Register

12/15/2025 10:57 AM
PACKET: 12202 LIBRARY - 20251212
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	12/2025	10,020.33
26	12/2025	459.84

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	GROSS	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-004375	CINTAS CORPORATION							
I-4252950090	12/19/2025	1	PAYER # 18280979 DUE: 12/19/2025 DISC: 12/19/2025 PAYER # 18280979		249.11	1099: N 10 55110-02-23250	Facility Cleaning Servic	249.11
			=== VENDOR TOTALS ===		249.11			
01-003938	DEMCO, INC.							
I-7740721	12/19/2025	1	CUST # 482508000 DUE: 12/19/2025 DISC: 12/19/2025 CUST # 482508000		138.80	1099: N 10 55110-03-10500	Library Supplies	138.80
			=== VENDOR TOTALS ===		138.80			
01-002661	FRONTIER							
I-20251219	12/19/2025	1	ACT # 715-536-7909-010384-5 DUE: 12/19/2025 DISC: 12/19/2025 ACT # 715-536-7909-010384-5		124.52	1099: N 10 55110-02-25000	Telephone	124.52
			=== VENDOR TOTALS ===		124.52			
01-005274	HAENCO LLC							
I-16918	12/19/2025	1	INVOICE DATED 12/15/2025 DUE: 12/19/2025 DISC: 12/19/2025 INVOICE DATED 12/15/2025		250.18	TJ 1099: Y 10 55110-03-44000	Janitor Supplies	250.18
			=== VENDOR TOTALS ===		250.18			
01-005471	LIBRARIA							
I-270083	12/19/2025	1	REF # 2000004652 DUE: 12/19/2025 DISC: 12/19/2025 REF # 2000004652 REF # 2000004652		20.78	259222 1099: N 10 55110-13-20000	Youth Children's Books Library Supplies	19.78 1.00
I-270439	12/19/2025	1	REF # 2000004653 DUE: 12/19/2025 DISC: 12/19/2025 REF # 2000004653 REF # 2000004653		21.38	259223 1099: N 10 55110-13-20000	Youth Children's Books Library Supplies	20.38 1.00
			=== VENDOR TOTALS ===		42.16			

PACKET: 12224 LIBRARY - 20251219
 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

01-001797 MARATHON COUNTY PUBLIC LIBRARY

I-023271 CUST # C-000168 16.00
 12/19/2025 1 DUE: 12/19/2025 DISC: 12/19/2025 1099: N
 CUST # C-000168 10 55110-02-27000 Lost-Damaged Materials 16.00

=== VENDOR TOTALS === 16.00

01-004129 STATE OF WISCONSIN DOA

I-505-0000107532 TEACH SERVICES - 2ND 1/2 600.00
 12/19/2025 1 DUE: 12/19/2025 DISC: 12/19/2025 1099: N
 CUST # C-000168 10 55110-15-32750 T1/Internet Access 600.00

=== VENDOR TOTALS === 600.00

=== PACKET TOTALS === 1,420.77

PACKET: 12224 LIBRARY - 20251219
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 1,420.77
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 1,420.77

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2025	10 -21-0000	Accounts Payable Control	1,420.77-*				
	10 -55110-02-23250	Facility Cleaning Servic	249.11	3,400	213.27	1,053,806	79,217.26
	10 -55110-02-25000	Telephone	124.52	1,350	105.13- Y	1,053,806	79,341.85
	10 -55110-02-27000	Lost-Damaged Materials	16.00	0	284.91- Y	1,053,806	79,450.37
	10 -55110-03-10500	Library Supplies	140.80	7,000	380.26	1,053,806	79,325.57
	10 -55110-03-44000	Janitor Supplies	250.18	5,000	2,429.87	1,053,806	79,216.19
	10 -55110-13-20000	Youth Children's Books	40.16	16,000	2,545.81	1,053,806	79,426.21
	10 -55110-15-32750	TI/Internet Access	600.00	1,200	1,500.00- Y	1,053,806	78,866.37
	99 -14-0010	Due from General Fund	1,420.77 *				

** 2025 YEAR TOTALS 1,420.77

PACKET: 12224 LIBRARY - 20251219
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	12/2025	1,420.77

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12234 LIBRARY - 20251226
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----
 POST DATE BANK CODE -----DESCRIPTION----- DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION

01-000922 CENGAGE LEARNING INC
 I-999101800165 ACCT # 100298883 83.97 DECIJCP
 12/26/2025 1 DUE: 12/26/2025 DISC: 12/26/2025 1099: N
 ACCT # 100298883 10 55110-13-10400 Adult Dept Large Print 83.97
 === VENDOR TOTALS === 83.97

01-000204 DAVE'S COUNTY MARKET
 I-00086687 ACCT # 708 36.04 110775
 12/26/2025 1 DUE: 12/26/2025 DISC: 12/26/2025 1099: N
 ACCT # 708 10 55110-03-41750 Hospitality 36.04

I-00204396 ACCT # 708 19.97 254683
 12/26/2025 1 DUE: 12/26/2025 DISC: 12/26/2025 1099: N
 ACCT # 708 10 55110-03-41250 Programming - Adult 19.97

I-00340316 ACCT #708 76.61 466111
 12/26/2025 1 DUE: 12/26/2025 DISC: 12/26/2025 1099: N
 ACCT #708 26 55110-03-12675 Library Vending - Expens 76.61
 === VENDOR TOTALS === 132.62

01-000284 VIP ALL-VALUE
 I-0117802-001 ACCT # 67191-0 227.97 N/A
 12/26/2025 1 DUE: 12/26/2025 DISC: 12/26/2025 1099: N
 ACCT # 67191-0 10 55110-03-10000 Office Supplies 127.99
 ACCT # 67191-0 26 55110-03-12650 Library Photocopier Expe 99.98
 === VENDOR TOTALS === 227.97

01-000290 WISCONSIN VALLEY LIBRARY SERVI
 I-2025-2909 BARCODES (2 @ 500) 25.78
 12/26/2025 1 DUE: 12/26/2025 DISC: 12/26/2025 1099: N
 BARCODES (2 @ 500) 10 55110-03-10500 Library Supplies 25.78
 === VENDOR TOTALS === 25.78
 === PACKET TOTALS === 470.34

** T O T A L S **

INVOICE TOTALS 470.34
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 470.34

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET		BUDGET OVER		GROUP BUDGET	
				BUDGET	AVAILABLE BUDG	ANNUAL BUDGET	AVAILABLE BUDG	ANNUAL BUDGET	AVAILABLE BUDG
2025	10 -21-0000	Accounts Payable Control	293.75-*						
	10 -55110-03-10000	Office Supplies	127.99	2,250	340.81- Y	1,053,806	77,917.61		
	10 -55110-03-10500	Library Supplies	25.78	7,000	354.48	1,053,806	78,019.82		
	10 -55110-03-41250	Programming - Adult	19.97	7,000	427.69	1,053,806	78,025.63		
	10 -55110-03-41750	Hospitality	36.04	500	712.86- Y	1,053,806	78,009.56		
	10 -55110-13-10400	Adult Dept Large Print	83.97	4,300	363.04	1,053,806	77,961.63		
	26 -21-0000	Accounts Payable Control	176.59-*						
	26 -55110-03-12650	Library Photocopier Expe	99.98	0	7,049.35- Y	0	12,635.97- Y		
	26 -55110-03-12675	Library Vending - Expens	76.61	0	76.61- Y	0	12,612.60- Y		
	99 -14-0010	Due from General Fund	293.75 *						
	99 -14-0026	Due from Non-Lapsing	176.59 *						
		** 2025 YEAR TOTALS	470.34						

PACKET: 12234 LIBRARY - 20251226
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	12/2025	293.75
26	12/2025	176.59

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

Monthly Statistical Report

T.B. Scott Free Library

December 2025

LIBRARY ACTIVITY	Dec 2025	Dec 2024	% Change	Dec 2023	% Change	YTD 2025	YTD 2024	% Change
Library Facility Traffic	5,482	4,457	23.0%	4,567	20.0%	67,258	60,375	11.4%
Average Daily Traffic	219	186	17.7%	190	15.3%	231	201	15.0%
Meetings Held	12	21	-42.9%	11	9.1%	291	283	2.8%
Attendance	65	93	-30.1%	77	-15.6%	1,429	1,362	4.9%
Classes/Groups w/o Program	2	5	-60.0%	8	-75.0%	79	80	-1.3%
Attendance	38	90	-57.8%	154	-75.3%	1,570	1,628	-3.6%
New Card Registrations	30	35	-14.3%	13	130.8%	590	568	3.9%
Volunteer Hours Worked	15	11	32.7%	14	4.3%	234	220	6.2%

TECHNOLOGY USE	Dec 2025	Dec 2024	% Change	Dec 2023	% Change	YTD 2025	YTD 2024	% Change
Wireless Use	1,017	1,505	-32.4%	1,608	-36.8%	15,415	17,033	-9.5%
Internet Computers								
Adult	429	303	41.6%	337	27.3%	4,051	3,637	11.4%
Youth	91	69	31.9%	51	78.4%	1,464	819	78.8%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	116	102	13.7%	40	190.0%	1,633	1,407	16.1%
TOTAL USE	636	474	34.2%	428	48.6%	7,148	5,863	21.9%

PROGRAMS	Dec 2025	Dec 2024	% Change	Dec 2023	% Change	YTD 2025	YTD 2024	% Change
Programs Given								
Adult	11	7	57.1%	13	-15.4%	118	128	-7.8%
General Interest	2	4	N/A	N/A	N/A	29	40	-27.5%
Teen	-	1	-100.0%	-	N/A	5	6	-16.7%
Youth	6	8	-25.0%	9	-33.3%	110	133	-17.3%
TOTAL	19	20	-5.0%	22	-13.6%	262	307	-14.7%
Program Attendance								
Adult	118	59	100.0%	182	-35.2%	1,274	1,425	-10.6%
General Interest	14	83	-83.1%	N/A	N/A	453	323	40.2%
Teen	-	10	-100.0%	-	N/A	138	128	7.8%
Youth	146	144	1.4%	150	-2.7%	3,701	4,110	-10.0%
TOTAL	278	296	-6.1%	332	-16.3%	5,566	5,986	-7.0%

<u>Adult</u>	<u>Date</u>	<u>#</u>	<u>Self-Directed Activities</u>	<u>Date</u>	<u>#</u>
1 on 1 Tech Help (9 sessions)		9	Adult Spice Bags		50
Notary Public Service (9 sessions)		9	Little Bluebirds Club		4
Adult Christmas Tree Craft	12/2/2025	2	Scavenger Hunt		90
Opportunity Development Center	12/9/2025	6			
Holiday Music w/ Bea Lebal	12/10/2025	36	<u>Youth</u>	<u>Date</u>	<u>#</u>
Adult Gingerbread House Craft	12/15/2025	4	Wiggle, Giggle, Shake (3 sessions)		58
Holiday Memory Café	12/16/2025	6	Gingerbread House	12/2/2025	28
iOS 101	12/16/2025	1	Family Storytime	12/3/2025	37
Cover to Cover	12/18/2025	4	Parkside Preschool	12/16/2025	23
Kindhearted	12/22/2025	18			

<u>Outreach</u>	<u>Date</u>	<u>#</u>
Senior Dining	12/10/2025	6
Read with Sue	12/10/2025	30
Critic's Choice Movie	12/23/2025	5

<u>General Interest</u>	<u>Date</u>	<u>#</u>
Real Writers Group	12/13/2025	10
Library Social Hour	12/19/2025	4

OVERALL ROOM USE

<u>Room</u>	<u># of people</u>
Atrium	0
Board Room	22
Community Room	158
Genealogy Room	0
Semling-Menke Room	5
Storyhour Room	23
YS Activity Room	129

DECEMBER 2025

BORROWERS		Dec 2025	Dec 2024	% Change	Dec 2023	% Change
City	Adult	2,760	3,299	-16.3%	3,571	-22.7%
	Youth	737	852	-13.5%	855	-13.8%
County	Adult	2,457	2,949	-16.7%	3,181	-22.8%
	Youth	660	766	-13.8%	765	-13.7%
Other	Adult	368	385	-4.4%	371	-0.8%
	*ILL	424	416	1.9%	449	-5.6%
	Youth	57	73	-21.9%	77	-26.0%
TOTAL BORROWERS		7,463	8,740	-14.6%	9,269	-19.5%

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	Dec 2025	Dec 2024	Dec 2023	YTD 2025	YTD 2024
Endowment Fund	\$ 1,357	\$ 740	\$ 2,455	5,808	\$ 4,550
Special Projects Fund	\$ -	\$ 160	\$ 76	75	\$ 1,083
Gifts/Memorials	\$ 172	\$ 150	\$ 546	2,590	\$ 4,138

RESOURCE SHARING	Dec 2025	Dec 2024	% Change	Dec 2023	% Change	YTD 2025	YTD 2024	% Change
V-Cat Received	1,186	1,072	10.6%	1,188	-0.2%	16,144	14,784	9.2%
V-Cat Sent	939	1,198	-21.6%	1,071	-12.3%	13,220	14,290	-7.5%
ILL Received	23	27	-14.8%	51	-54.9%	382	441	-13.4%
ILL Sent	96	79	21.5%	89	7.9%	1,058	1,096	-3.5%

CIRCULATION	Dec 2025	Dec 2024	% Change	Dec 2023	% Change	YTD 2025	YTD 2024	% Change	
Audiobooks	Adult	125	154	-18.8%	149	-16.1%	1,439	1,592	-9.6%
	Youth	23	20	15.0%	20	15.0%	263	388	-32.2%
Books-Fiction	Adult	2,471	2,277	8.5%	2,393	3.3%	30,222	29,931	1.0%
	Youth	2,600	2,317	12.2%	2,529	2.8%	36,860	34,588	6.6%
Books-Nonfiction	Adult	851	938	-9.3%	836	1.8%	11,185	11,522	-2.9%
	Youth	471	408	15.4%	506	-6.9%	6,111	7,462	-18.1%
CDs/Cassettes	Adult	116	112	3.6%	198	-41.4%	1,336	1,557	-14.2%
	Youth	10	31	-67.7%	35	-71.4%	186	375	-50.4%
DVD/Blu-Ray/VHS	Adult	731	804	-9.1%	818	-10.6%	8,487	8,485	0.0%
	Youth	395	401	-1.5%	362	9.1%	4,755	5,056	-6.0%
Games	Adult	9	3	200.0%	4	125.0%	43	36	19.4%
	Youth	31	18	72.2%	24	29.2%	283	371	-23.7%
Magazines	Adult	716	192	272.9%	190	276.8%	2,922	2,764	5.7%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	119	72	65.3%	78	52.6%	1,305	1,083	20.5%
	Youth	26	6	333.3%	25	4.0%	195	248	-21.4%
PHYSICAL ITEMS SUB TOTAL		8,694	7,753	12.1%	8,167	6.5%	105,592	105,458	0.1%
Digital Library	Audiobooks	1,235	1,063	16.2%	1,046	18.1%	15,062	14,542	3.6%
	eBooks	746	857	-13.0%	1,017	-26.6%	89,204	11,321	688.0%
	Magazines	299	257	16.3%	260	15.0%	3,305	2,656	24.4%
	* Music/Videos	80	-	N/A	-	N/A	385	-	N/A
DOWNLOADS SUB TOTAL		2,360	2,177	8.4%	2,323	1.6%	107,956	28,519	278.5%
TOTAL CIRCULATION		11,054	9,930	11.3%	10,490	5.4%	213,548	133,977	59.4%

* Kanopy Streaming Service added at the end of September 2025

MATERIALS CIRCULATING	Dec 2025	Dec 2024	% Change	Dec 2023	% Change	YTD 2025	YTD 2024	% Change
% Nonprint Materials Circulated	18.2%	20.9%	-12.8%	21.0%	-13.1%	17.32%	18.2%	-4.8%
% Print Materials Circulated	81.8%	79.1%	3.4%	79.0%	3.5%	82.68%	81.8%	1.1%
% Adult Materials Circulated	59.1%	58.7%	0.7%	57.1%	3.4%	53.92%	54.0%	-0.2%
% Youth Materials Circulated	40.9%	41.3%	-0.9%	42.9%	-4.6%	46.08%	46.0%	0.2%

PRELIMINARY

T B SCOTT FREE LIBRARY

MERRILL, WISCONSIN

UNAUDITED FINANCIAL STATEMENT

FOR THE TWELVE MONTHS ENDING

DECEMBER 31, 2025

**T B SCOTT FREE LIBRARY
ENDOWMENT FUND**

PRELIMINARY

Statement of Assets and Fund Balances

Assets	December 31, 2025	December 31, 2024
Crossbridge Bank		
Checking Account	\$88,993.13	\$81,840.79
Edward Jones		
Money Market Acct	17,612.54	10,858.18
C D's	260,821.60	250,857.00
Mutual Funds	96,995.30	94,403.65
Incredible Bank		
C D	225,919.15	218,875.96
Legacy Energy		
Bond	20,797.99	---- 00---
Total Fund Balance	\$711,139.71	\$656,835.58

**T B SCOTT FREE LIBRARY
ENDOWMENT FUND**
Statement of Receipts and Disbursements

PRELIMINARY

Receipts	Jan/Dec 2025	Jan/Dec 2024
Dividend/Interest Income		
Crossbridge		
Checking Account	\$2,322.49 •	\$1,225.60
Edward Jones		
Money Market	662.51 •	---
Certificate of Deposits	12,100.00	21,039.20
Mutual Funds Div	5,389.49	---
Adj To Market	1,193.37	3,888.69
Incredible Bank		
Certificate of Deposit	7,043.19	10,894.41
Donations		
Endowment Fund	105,901.15	28,166.03
Zander Bequest	49,854.59	46,010.57
Legacy Solar	1,114.73	---
Other Income		
City Reimbursement	19,800.00	---
Legacy Principal Payment	695.27	---
Total Receipts	\$206,076.79	\$111,224.50
Disbursements		
Special Projects	172,170.65 •	\$65,195.11
Administrative Expense	400.00 •	---
Total Disbursements	\$172,570.65	\$65,195.11
Excess (Deficit) Cash	\$33,506.14	\$46,029.39

T B SCOTT ENDOWMENT FUND
Special Project Disbursements
Year of 2025

PRELIMINARY

Library Furniture	\$9,023.26
Otis Elevator	9,900.00
Hargrave	749.00
Library Furniture International	800.00
Library Furniture	15,238.00
Lioudmila Interior Design	3,095.60
J A S Construction	103,038.30
Volunteer Stipend	2,060.00
Moss Design-The Buckstaff Co	24,800.00
Misc Projects	3,466.49
Total	\$172,170.65

Offered for Information only,
Not part of Annual Audit

Goal #5: Facilities

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

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

Measure: Regular review and revisions made to capital plan

Responsible staff: Library Director

Current Year: Evaluation of doors throughout the library to determine accessibility and whether upgrades are necessary. 3/3/25. LO. Evaluate current security camera system and obtain quotes for upgrade of outdated system with City Maintenance Supervisor and City IT Director to be included in 2026 Capital Improvements Request. LO. 05/25. Revise previous Capital Improvement Requests as requested by the City Finance Director. LO. 06/2025. Updates made during year-end evaluation. LO. 12/2025.

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

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

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

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

Current Year: Looking at various table designs to replace the existing counter tops in the study rooms on 3rd floor. Also purchased a charging station for public use on the 3rd floor. 3/7/2025 MP. Furniture placement in the Youth Services area is undergoing change to create a more open, cohesive space in relation to the room renovation. 3/7/25 AB. Discussing the possibility of replacing the counter tops in the smaller study rooms with ADA adjustable tables. 8/25 MP. Study room counter tops to be removed and replaced with tables to allow for room-use flexibility. LO. 12/2025. All of the new shelving and book bins are now in place in the Youth Services space creating a more open cohesive space. The new browsable bins have been very well received by everyone. AB 12/2025.

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

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

Measure: Regularly scheduled marketing evaluations.

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

Current Year: Continually working with Donna Plautz, Outreach Coordinator, to increase visibility of the adult event calendar to the wider community. Also working with various contacts and communities to spread the word about the Memory Café. 3/7/2025 MP. Height adjustments made to shelving in Adult Services Fiction and Nonfiction collections in order to better meet ADA requirements. This will remain to be an ongoing process. LO. 08/2025. Dispersing adult activities calendars to the low income housing apartments, nursing homes, and assisted living facilities. Also dispersing them to the adult care facilities and the ADRC on a monthly basis. MP 8/25 MP. Working with the ADRC to provide our monthly adult services calendars to their clientele. 12/2025 MP. A quarterly Library Newsletter has been developed along with an email sign up for community members. LO. 12/2025.

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

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

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

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

Current Year: The Spice of the Month is going strong! We upped our bag creation from 30 to 50 in November of last year. Also showcasing one-two Memory Kits a month during the Memory Café. MP. 3/7/2025. A play greenhouse was added to the Youth Services space with in-house books to encourage families/caregivers to read with their children. 3/7/25 AB. Will be hosting a 6-week Adult Watercolor Basics workshop beginning in September. Working with two possible presenters on a Sourdough workshop in November. MP. 8/2025. Working with Kyle Gulke and Donna Plautz to create a once a month "hands on" adult activity ranging from crafting, painting, and gaming. MP. 12/2025.

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

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

Measure: Periodic patron satisfaction surveys or situational inquiries.

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

Current Year: Replaced storage/working space at the Adult Reference and Youth Services desks with a much more useful cabinet that provides a more adequate work area. 3/7/2025 MP/AB. Purchased a new book display for the 3rd floor, which allows more room to display the new adult books. 3/7/2025 MP. Working on shifting/weeding the non-fiction and fiction books so that titles are easier to access. MP. 8/2025. New, shorter, more accessible shelving for the Young Adult collection has been installed and moved to its new permanent location. AB. 8/4/25. Ordered height adjustable tables for the 3rd floor boardroom to accommodate every patron comfortably. MP. 12/2025.

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

Bylaws—Organizing the Board for Effective Action

3

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

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 Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (_____) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

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 – January 21, 2026



Events

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

Here are some Calendar of Events highlights:

WVLS

- January 17, 2026, Board of Trustees Agenda is attached along with Minutes from the November 15, 2025, meeting. All documents addressed at this meeting can be found at this link: [WVLS Meeting Packet Materials](#)

Friends of the Library

- Are not meeting during the months of January and February. They will resume in March to prepare for the Spring Book Sale scheduled for April 16 – 18.

Library Director's Report

- WI DPI Annual Report: We continue to collect and organize data for the report. Timeline Reminder:
 - 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
- Staff Development Day: The library's first Staff Development Day for 2026 focused on staff becoming familiar with current collections, primarily the Library of Things. This is a developing collection that fits in closely with library trends. More libraries are dedicating funds for the purpose of providing patrons an opportunity to experience new technologies, new games, and the like at no significant cost to their budget directly. Libraries are becoming "test kitchens" so to speak. There was also a focus on creating short PR videos of the library to be shared out digitally. Again, another trend that has been identified in the library world. Patrons want to "see" what libraries have and what better way to offer that insight through staff-created video clips.
- Ice Age Trail Mammoth Hike Challenge: During the month of October 2025, the Library participated in the Ice Age Trail Mammoth Hike Challenge as a Trail Magic stop. We had many visitors from outside of the community that truly enjoyed our stop in the Challenge. Participants completed a Challenge Survey and the following comments were directed towards the library facility and staff:
 - We loved the TB Scott Free Library in Merrill!
 - Brittany – Madison, WI
 - Trail Magic: T.B. Scott Free Library: Bookmark & Sticker; Sawmill Brewing Co (\$10) NA drinks We really enjoyed visiting many hometown highlights and utilizing trail magic, especially the T.B. Scott Free (Merrill).
 - Sarah – Eden Prairie, MN

- I loved visiting the Trail Towns! I would not have visited them without the challenge to motivate me. I got Trail Magic at the library in Merrill.
 - Rachel – Mason, WI
- Merrill Library – They were awesome!
 - Claire – Cross Plains, WI
- Enjoyed trail magic; finding Monty at the library in Merrill and a pint at the Sawmill. We made an overnight in Merrill after completing Wood Lake segment, visiting the library, Sawmill brewing, going to dinner, and staying at a local hotel.
 - Laurie – Hortonville, WI
- We stopped at the TB Scott Library in Merrill to find the Mammoths and get a sticker and bookmark.
 - Katie – Gleason, WI
- It was great to stop at the TB Scott Library in Merrill and talk with a librarian. The beautiful Grandfather Falls hike along the river in Merrill
 - Kristine – Weston, WI
- Merrill: Sawmill, Corner Cafe, Culver's, Walmart, **library**, Helene's Hilltop Orchard, Council Grounds State Park, Saint Vincent Thrift store
 - Jessica – Wausau, WI
- I took advantage of a lot of the trail magic. The hometown highlights were fun to find too. Library in Merrill is very nice.
 - Sarah – Wausau, WI
- T B Scott Free Library in Merrill, received a beautiful bookmark. What a beautiful library!
 - Michelle – Edgar, WI
- I found the mammoth at the T.B. Scott Free Library and received a bookmark and Mammoth hike challenge sticker
 - Tammi – Red Granite, WI

What a great opportunity for the library to shine and share all the great things it has to offer!

- NEW Library Newsletter: As was referenced in Goals & Objectives #5, the library now has a quarterly newsletter titled "The Scotty Pages." I have provided a copy of the Winter 2026 Newsletter with this report for your viewing. We are always looking for ideas, book reviews, and the like to include in the newsletter. If you ever have suggestions, please send your suggestions to director@tbscottlibrary.org, give the library a call or stop in to chat. Community members are able to register their email to have the quarterly newsletter delivered directly to their email. Following is the link to the page on the library website that allows you to sign up, as well: <https://www.tbscottlibrary.org/library-newsletter/>

- Library Marketing/Public Survey: Over the next several months, staff members will be working together to develop a survey that will be made available to provide the Library with information on what the library is doing well, what the library could improve upon, programming interests, and more. The survey will be used as a tool to continue the library's journey in serving the community with the Goals and Actions Steps in mind. Included in that survey will be a section asking interested community partners and businesses to provide contact information that will allow the library to share out program and services promotional material digitally to their membership.



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

CALL TO MEETING

The bi-monthly meeting of the WVLS Board of Trustees will be held on Saturday, **January 17, 2026 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 November 15, 2025 WVLS Board meeting (*exhibit 1b*)
4. Financial Reports and Current Bills (*exhibits 2a-7b*)
5. 2025 WVLS Treasurer's Report (*exhibit 8*)
6. WVLS Nominating Committee Report
7. Election of 2026 Officers and Executive Committee Members
8. Election of 2026 WVLS Endowment Committee Members
9. Selection of dates for 2026 Meetings of the Board, Executive Committee, Endowment Committee and V-Cat Steering Committee (*exhibits 9a and 9b*)
10. WVLS Conflict of Interest and Disclosure Form (*exhibit 10*)
11. WVLS Holidays Policy – draft (*exhibit 11*)
12. Reports:
 - ... 2025 WVLS Staff Report (*exhibit 12*)
 - ... Resource Library (*exhibit 13*)
 - ...COLAND (*exhibit 14*)
 - ... WLA's Library Legislative Day (*exhibits 15a and 15b*)
 - ... 2025 WLA Conference (*exhibit 16*)
13. Concerns, comments and announcements from area library personnel and trustees
14. Updated WVLS Information – 2026 WVLS Acronyms and Glossary (*Exhibit 17*)
15. Request for future agenda items
16. Calendar:
 - ... Saturday, January 17, 2026 - WVLS Board of Trustees meeting
 - ... Friday, January 23, 2026 – WVLS/V-Cat Steering Committee meeting
 - ... Tuesday, February 10, 2026 – WLA's Library Legislative Day, Madison
 - ... Saturday, February 21, 2026 – WVLS Board of Trustees meeting
17. Adjournment

PLEASE NOTE

- Trustees who are unable to attend are asked to call 715/261-7250 by 3:00 p.m., Friday, January 16th.
- 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/89682040653?pwd=lxBWmVbvw4UdvLF42Fyr4qcoesaPL2.1>

To participate by phone: Call: +13052241968 Meeting ID: 896 8204 0653 Passcode: sqUDuC7z

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
November 15, 2025
Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is January 17, 2026.

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

Present

- Tom Bobrofsky, President
- Kay Palmer, Vice-President
- Mike Otten, Treasurer
- Sonja Ackerman, member
- Jim Backus, * member
- Jim Mildbrand, * member
- Kate Morris, member
- Zoe Morning, member (-10:30 AM)
- Jane Neal, member
- Eileen Persike, member
- Judy Peterson, member
- Petra Pietrzak, member
- Kari Sweeney, member

Others Present

- Marla Sepnafski, WVLS Director
- Josh Klingbeil, WVLS staff
- Jamie Matczak, WVLS staff
- Rachel Metzler, * WVLS staff
- Emily Rogers, * WVLS staff
- Brenda Walenton, WVLS staff
- Kris Adams Wendt, WVLS staff
- Judy Bobrofsky, guest

Excused

- Carol Bartlein, member
- Candice Grunseth, member

*denotes remote attendance

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

Bobrofsky introduced new Board members **Zoe Morning** and **Jane Neal**, both representing Marathon County. **Jim Backus** will be leaving the board after devoting 24 years of service to WVLS libraries. **Kate Morris** announced she was also reluctantly leaving the board due to unforeseen personal circumstances. Both were thanked for their service. A round robin of introductions followed to acquaint new members with board members and staff.

CONSENT AGENDA APPROVAL (Exhibit 1a)

Ackerman/Palmer motion to approve the agenda as presented. All aye. Motion carried.

APPROVAL OF MINUTES (Exhibits 1b,1c,1d)

Peterson/Persike motion to approve minutes of the September 20, 2025 WVLS Board meeting. All aye. Motion carried.

Palmer/Pietrzak motion to approve minutes of the October 21, 2025 WVLS Endowment Committee meeting. All aye. Motion carried.

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

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

WVLS BOARD OF TRUSTEES BYLAWS – revised (Exhibit 8)

Palmer/Pietrzak motion to approve changes to the WVLS Board of Trustees Bylaws reflecting creation of the WVLS Endowment Committee as noted in Exhibit 8. All aye. Motion carried.

WVLS RESERVE FUND POLICY – biennial review (Exhibit 9)

Ackerman/Sweeney motion to approve changes to the WVLS Reserve Fund Policy as noted in Exhibit 9. All aye. Motion carried.

UPDATE WVLS ROSTER ON CREDIT UNION ACCOUNT

Sepnafski reported that the signatures on the WVLS CoVantage Credit Union account and credit cards have been updated to reflect current staff responsibilities.

Otten/Neal motion to approve changes to the WVLS CoVantage Credit Union account and credit cards. All aye. Motion carried.

2026 WVLS LIBRARY ADVISORY COMMITTEE MEMBER APPOINTMENTS (Exhibit 10)

Peterson/Persike motion to approve 2026 WVLS Advisory Committee member appointments as detailed in Exhibit 10. All aye. Motion carried.

2026 WVLS V-CAT STEERING COMMITTEE MEMBER APPOINTMENTS (Exhibit 11)

Pietrzak/Persike motion to approve 2026 WVLS V-Cat Steering Committee member appointments as detailed in Exhibit 11. All aye. Motion carried.

2026 WVLS BOARD OF TRUSTEES NOMINATING COMMITTEE APPOINTMENTS

Bobrofsky appointed **Sweeney** chair of the Nominating Committee along with **Ackerman** and **Pietrzak**. Their recommendations for the offices of President, Vice-President and Treasurer will be presented for a vote at the January 17, 2026 meeting.

TEMPORARY APPOINTMENT OF OFFICERS – President (Bobrofsky), Vice President (Palmer) and Treasurer (Otten) to retain duties from January 1, 2026 through the first 2026 board meeting.

Ackerman/Sweeney motion to approve the temporary appointment of President Bobrofsky, Vice-President Palmer and Treasurer Otten to retain their duties from January 1, 2026 through the first 2026 Board meeting on January 17. All aye. Motion carried.

REPORTS

Resource Library (Exhibit 12): The Marathon County Public Library Resource Library Report includes the agenda and minutes for September 15, 2025, and agenda and director's report for October 20, 2025.

WVLS Director (Exhibit 13): **Sepnafski** recognized WVLS Education Consultant **Jamie Matczak** as the 2025 WLA Muriel Fuller Award recipient. Staff members present took turns highlighting items from exhibit 13 under their purview. **Wendt** provided information about **Library Legislative Day on February 10, 2026** and encouraged Board members to register. Federal funding from the 2024 **Institute for Museum and Library Services (IMLS)** appropriation should allow the Wisconsin DPI Bureau of Libraries to continue operating normally through September 2026, barring any unforeseen actions. Final FY2026 IMLS funding will be determined by the full appropriations process in Congress, whenever that concludes. Also unresolved is a potential renewal of the Museum and Library Services Act of 2018, which expired October 1, 2025. Passing a Museum and Library Services Act seven-year extension would offer a measure of security to American libraries that year-to-year funding does not.

COLAND (Exhibit 14): **Otten** and **Klingbeil** shared highlights from the November 14 meeting of the Council for Libraries and Network Development at Appleton Public Library.

V-Cat Council (Exhibits 15a, 15b): **Metzler** briefly summarized the November 6 V-Cat Council meeting as an addendum to activities included in the Director's Report.

ARSL Conference (Exhibit 16): **Matczak** elaborated on her written report about attending the September 17-20 Association of Small and Rural Libraries (ARSL) Conference in Albuquerque, NM. Wisconsin will have its first opportunity to host ARSL in 2027 when it's held in Milwaukee.

WLA Conference (Exhibit 17): **Matczak** and **Rogers** elaborated on their WLA Conference experiences as detailed in Exhibit 17, which also includes a report from **Erica Brewster**.

CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES (Exhibit 18): Topics discussed included artificial intelligence, the need for more WLA Conference programs of interest to library trustees, WVLS area Carnegie libraries, and purchasing alternatives to major library book distributor Baker & Taylor which is closing down by early 2026 due to severe financial issues. Exhibit 18 addressed Board member years of service and appointment terms.

REQUESTS FOR FUTURE AGENDA ITEMS: None noted.

CALENDAR

December 9, 2025 – WVLS/V-Cat Steering Committee
January 17, 2026 – WVLS Board of Trustees meeting
February 10, 2026 – WLA Library Legislative Day, Madison
February 21, 2026 – WVLS Board of Trustees meeting

ADJOURNMENT

Ackerman/Palmer motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:26 AM.

Respectfully submitted,
Kris Adams Wendt, Meeting Recorder

T.B. SCOTT FREE LIBRARY

The Scotty Pages

www.tbsscottlibrary.org



Newsletter of the T.B. Scott Free Library
106 W. 1st St • Merrill, WI 54452 • 715.536.7191



Adult Services

T.B. Scott Free Library, in collaboration with Compassus, has been regularly hosting a Memory Café the 3rd Tuesday of every month from 10:30am - 12pm. "What is a Memory Café?" you may ask. Memory Cafés are welcoming social gatherings for people living with changes in their memory or thinking, and the people who care for them. A Café is a place to have fun together, talk with others who understand what you're going through, and try something new! It has been a great addition to library programming. We look forward to more people joining us in 2026. More questions, please call the library 715-536-7191. (<https://dfamerica.org/what-is-memory-cafe/>).



Youth Services

If you have not had a chance to stop at the Library and explore the open and inviting transformation of the Youth Services Department, the staff encourages you to do so. The children's picture book collection, both fiction and nonfiction have been organized to allow for some wonderful kid browsing. The library staff spent a great deal of time in 2025 organizing the collection into reader-friendly categories making the search for the perfect book much easier for both children and adults alike. If you are a teacher or homeschooling parent, we have also made it much easier for you to gather your themed-materials, as well.



From the Director's Office

Laurie A. Ollhoff

Welcome to 2026 from the T.B. Scott Free Library!

Library staff have been diligently working on new programming and have done an extensive refresh to the library collection. Over the next several months, please watch for the "We Want to Hear From You" Library Survey. The survey is currently in its design phase. As you wait for the Survey's introduction to the community, start thinking about what you would like to see offered at the Library. The year 2025 brought some great changes to better serve the community. We are looking forward to more fabulous opportunities in 2026!

Beyond Books **COMMUNITY ARTSHARE** and Outreach Services

The Library staff has been busy brainstorming ways to reach out to our community members and came up with two very supportive opportunities: 1) "Gather at the Table: Pop-Up Senior Dining" the 2nd Wednesday of each month in collaboration with ADRC - Central Wisconsin that includes a 1-hour program before lunch at 12PM and 2) the Library's Mini Food Pantry that is made available during the library's open hours. Food and monetary donations are welcome to help support the food pantry. Please feel free to call the library for more details at 715-536-7191.



Event Highlights from January to March

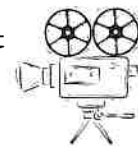
There is always something going on at the library! Here is a highlight of a few of the events coming up through September:



- **Adult:** Tuesday, 1/6/2026 @6PM - Blastomycosis (Medical College of Wisconsin - Physicians in the Community Series)
- **Adult:** Monday, 1/19/2026 - Adult Winter READ Bingo Begins
- **Adult:** Tuesday, 2/10/2026 @4PM - A Book, Hands & Heart (Upcycled Library Material Series)
- **Youth:** Wednesdays @10:30AM - Family Storytime
- **Youth:** Tuesday, 3/24/2026 @10:30AM - Build-A-Buddy Workshop
- **Youth:** Thursday, 3/26/2026 @10:30AM - Peep-sized Palace Creation Station

Critic's Choice Movies:

Start Time: 1PM
 1/28/2026: The Hundred-Foot Journey
 2/25/2026: Out Of My Mind
 3/25/2026: Twisters



Check the Event Calendar for more:
www.tbscottlibrary.org/events

What Are You Reading?

Contributor: Laurie A. Ollhoff

ONE FOR THE MONEY

by Janet Evanovich

My Rating: ☆☆☆☆☆

An oldie but a goodie, for certain!



This is a Humor Cozy Mystery, and this is the first book in Stephanie Plum series published in 1994. I have been reading the Stephanie Plum series on and off for some time now. And the reason I sporadically read them is that they are standalone stories that do not require you to read them in order. My only suggestion is that you read this title first as it provides you with a solid background on how the main character, Stephanie, becomes a bounty hunter. I have to say this one is not as funny as some of the other books in this series; however, it certainly does set the tone and the scene for many more hilarious titles in this series. I would like to add that this author has continued to write and has developed great characters in all of the other series written by her. This book was made into a movie in 2012 starring Katherine Heigl. Plum is a bounty hunter, and Trenton serves as the setting as Evanovich relives a bit of her youth in the capital city. So, get ready to read, laugh, and enjoy!

