



# CITY OF MERRILL

## LIBRARY BOARD

AGENDA • WEDNESDAY, FEBRUARY 18, 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 January 21, 2026, and January 28, 2026
2. Vouchers for January 2026
3. Unaudited Monthly Income & Expense Report for December 2025
4. Unaudited Monthly Income & Expense Report for January 2026
5. Monthly Statistical Report for January 2026

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

1. Action Item: Review and approve the 2025 Wisconsin DPI Public Library Annual Report
2. Action Item: Review and approve Statement Concerning Public Library System Effectiveness
3. Action Item: Review and approve the 2025 Annual t.B. Scott Free Library Endowment Fund Report
4. Discussion/Possible Action Item: T.B. Scott Free Library Endowment Fund and Zander Trust Management
5. Action Item: Review and approve the After Hours Use Policy
6. Action Item: Review and Approve the Public Use of Meeting Rooms Policy
7. Action Item: Approve Todd Osness appointment to Buildings and Grounds Committee and to serve as Committee Chairperson
8. Discussion Item: Strategic Goals & Action Steps #1 - Lifelong Learning
9. Discussion Item: Wisconsin Trustee Essential #4 - Effective Board Meetings and Trustee Participation

### IV. Library Director's Report

### V. President's Remarks

### VI. Date and Time of Next Meeting

### VII. Adjournment

Please call the library (715-536-7191) by noon on Wednesday if you are unable to attend.

The Library is accessible to the physically disadvantaged. If special accommodation is needed, please contact the library at the number listed above.

*Our Mission: Serving the Merrill area through traditional and innovative services, T.B. Scott Free Library connects people to their community and the world, promotes literacy and civic engagement, encourages and supports life-long learning, ensures free and open access to ideas, and provides opportunities for recreation.*

**CITY OF MERRILL  
LIBRARY BOARD  
WEDNESDAY, JANUARY 21, 2026 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: C. Grunenwald, A. Huftel, R. Martinovici, E. McCrank, T. Osness, M. Weix. Excused: K. Breitenmoser, B. Rothlisberg. Also present were: L. Ollhoff, A. Bennett.
2. **Correspondence** - No correspondence.
3. **Public Comment** - No public comment.

**II. Consent Items**

1. **Minutes of regular meeting on December 17, 2025** - A. Huftel/E. McCrank/C to approve the Minutes of the regular meeting on December 17, 2025. R. Martinovici abstained as he was not in attendance. No discussion.
2. **Vouchers for December 2025** - E. McCrank/T. Osness/C to approve the Vouchers for December 2025. E. McCrank inquired about the expenditure to Michael Frederick. L. Ollhoff confirmed it was a stipend to him as an author. No further discussion.
3. **Unaudited Monthly Income & Expense Report for December 2025** - L. Ollhoff confirmed December 2025 Revenue & Expense Report will be brought before the Board at the February meeting. No discussion. No action.
  - 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** - R. Martinovici/E. McCrank/C to approve the Monthly Statistical Report for December 2025. E. McCrank commented on the continued increase of magazine checkout. L. Ollhoff confirmed that increase as a result of allowing checkout of magazines to all member libraries of WWLS as a shared resource. No further discussion.

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

1. **Report & Possible Action Item: T.B. Scott Free Library Endowment Fund Annual Report 2025** - M. Geisler presented the preliminary Endowment Fund Report for discussion. M. Geisler explained it is preliminary and will be finalized once the 1099 is received. There may be a slight increase. The final report will be presented for approval at the February Board meeting. No further discussion. No action taken.
2. **Discussion & Possible Action Item: T.B. Scott Free Library Endowment Fund & Zander Trust Management Consolidation** - M. Geisler opened discussion on fund consolidation. L. Ollhoff explained that we continue

discussion on how best to proceed. The Board has the authority to approve consolidation. However, the mechanics of how the consolidation will take place is where we are currently at in the process. Discussion will continue with a law firm familiar with the process to ensure that the consolidation is managed appropriately and does not negatively impact the fund investments. A list of attorneys was provided to the Board by WVLS and C. Grunenwald will contact the firm he believes would be best suited to respond and provide the Board with the appropriate recommendation. E. McCrank inquired about amounts in the financial report related to the endowment fund management. No further discussion. No action taken.

3. **Discussion Item: Strategic Goals & Action Steps #5 Facilities** - L. Ollhoff presented Strategic Goals & Action Steps #5 Facilities. No discussion.
4. **Discussion Item: Wisconsin Trustee Essential #3 Bylaws—Organizing the Board for Effective Action** - L. Ollhoff presented Wisconsin Trustee Essential #3 Bylaws—Organizing the Board for Effective Action. No discussion.

**IV. Library Director's Report** L. Ollhoff provided highlights from her written report and added the following: 1) Staff Development Day included work time to develop library marketing materials with the input from staff. Staff will create videos that will be shared with the community on social media, on the library's website, and on in-house PR screens. 2) Adult Winter READ Bingo has begun, Family Storytimes continue, and our Leigh Yawkey Art Museum collaboration continues once again. 3) WVLS Director Marla Sepnanski tendered her retirement notification to the WVLS Board effective May 2026. WVLS will work diligently to find her replacement. 4) Library's Board Game collection is in the planning stages for enhancement along with corresponding programs. 5) Introduced the library's intent to survey the community. E. McCrank inquired about the content of the survey. L. Ollhoff explained it will include questions related to programming and facilities. E. McCrank stated it would be a great opportunity to create a needs assessment report for future project determination. No further discussion.

**V. President's Remarks** M. Geisler remarked that C. Grunenwald has agreed to step in as the Board's Financial Secretary. As part of that responsibility, C. Grunenwald will now be listed as the Chair of the Endowment Fund Committee. That requires that he be removed from the Buildings & Grounds Committee. M. Geisler went on to explain the purpose of the committees and to further explain that the majority of the Board's decision-making is completed at the Board Meeting level. Committees rarely meet and only for highly unusual situations. L. Ollhoff provided an example of when the Buildings & Grounds Committee was called as a result of flooding in the Community Room. T. Osness expressed interest and will follow up with a discussion with M. Geisler. No further discussion.

**VI. Date and Time of Next Meeting** February 18, 2026, @4PM. Library Community Room.

**VII. Adjournment** R. Martinovici/M. Weix/C to adjourn at 4:20PM.

**CITY OF MERRILL  
LIBRARY BOARD  
WEDNESDAY, JANUARY 28, 2026 MINUTES  
REGULAR MEETING COMMUNITY ROOM 4:30 PM**

**I. Opening**

1. **Call to order and roll call** - M. Geisler called the meeting to order at 4:30PM. Present: C. Grunenwald, R. Martinovici, E. McCrank, T. Osness, B. Rothlisberg, M. Weix. Excused: K. Breitenmoser, A. Hufel. Also present were: L. Ollhoff, A. Bennett.
2. **Correspondence** - No correspondence.
3. **Public Comment** - No public comment.

**II. Reports/Discussion Items/Action Items**

1. **ACTION ITEM: Discuss and approve Request for Disbursement of Funds from the T.B. Scott Free Library Endowment Fund** - L. Ollhoff presented the Request and explained the need for the request related to a year-end budget calculation discrepancy related to a delay in journal entries primarily for the liability insurance premium. E. McCrank asked for a clarification about the reason for the shortfall. L. Ollhoff further explained in greater detail. No further discussion.

**III. President's Remarks** No remarks.

**IV. Date and Time of Next Meeting** Wednesday, February 18, 2026, @4PM. Library Community Room.

**V. Adjournment** R. Marinovici/T. Osness/C to adjourn at 4:34PM.

# JANUARY 2026

---

	<b>1/16/2026</b>	<b>01/30/2026</b>	<b>January</b>
	<b>PACKET</b>	<b>PACKET</b>	<b>2026 Totals</b>
Cengage Learning, Inc.	\$ 248.71	\$ 105.56	\$ 354.27
Center Point Large Print	\$ 47.94		\$ 47.94
Cintas	\$ 249.11		\$ 249.11
Coast To Coast Computer Products		\$ 519.96	\$ 519.96
Frontier	\$ 124.48		\$ 124.48
Haenco	\$ 54.19	\$ 240.83	\$ 295.02
Ingram Library Services, LLC	\$ 248.12	\$ 43.90	\$ 292.02
Libraria		\$ 907.10	\$ 907.10
Library Ideas, LLC	\$ 446.68	\$ 341.16	\$ 787.84
Rhineland District Library	\$ 31.00		\$ 31.00
T.B. Scott Library Petty Cash		\$ 24.01	\$ 24.01
Wisconsin Library Association	\$ 50.00		\$ 50.00
	<hr/>	<hr/>	<hr/>
	\$ 1,500.23	\$ 2,182.52	\$ 3,682.75

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P. O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-000922	CENGAGE LEARNING INC					
I-999101885509	1	ACCT # 100298883 DUE: 1/16/2026 DISC: 1/16/2026	17.59	AUGLCP 1099: N 10 55110-13-10400	Adult Dept Large Print	17.59
I-999101897329	1	ACCT # 100298883 DUE: 1/16/2026 DISC: 1/16/2026	231.12	JANLCP 1099: N 10 55110-13-10400	Adult Dept Large Print	231.12
=== VENDOR TOTALS ===			248.71			
01-000274	CENTER POINT LARGE PRINT					
I-2217216	1	CUST # 54452 DUE: 1/16/2026 DISC: 1/16/2026	47.94	1099: N 10 55110-13-10400	Adult Dept Large Print	47.94
=== VENDOR TOTALS ===			47.94			
01-004375	CINTAS CORPORATION					
I-4255923804	1	PAYER # 18280979 DUE: 1/16/2026 DISC: 1/16/2026	249.11	1099: N 10 55110-02-23250	Facility Cleaning Servic	249.11
=== VENDOR TOTALS ===			249.11			
01-002661	FRONTIER					
I-20260116	1	ACCT # 715-536-7909-010384-5 DUE: 1/16/2026 DISC: 1/16/2026	124.48	1099: N 10 55110-02-25000	Telephone	124.48
=== VENDOR TOTALS ===			124.48			
01-005274	HAENCO LLC					
I-17130	1	INVOICE DATED 1/9/26 DUE: 1/16/2026 DISC: 1/16/2026	54.19	TJ 1099: Y 10 55110-03-44000	Janitor Supplies	54.19
=== VENDOR TOTALS ===			54.19			

1/20/2026 11:14 AM  
 PACKET: 12256 LIBRARY - 20260116  
 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

POST DATE	BANK CODE	DESCRIPTION	GROSS	P.O. #	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-005651		INGRAM LIBRARY SERVICES LLC						
I-93653468		ACCT # 20AB749	16.20	ANF-2025				
1/16/2026	1	DUE: 1/16/2026 DISC: 1/16/2026		1099: N				
		ACCT # 20AB749		10 55110-13-10100		Adult Dept Non-Fiction		15.92
		ACCT # 20AB749		10 55110-03-11000		Postage		0.28
I-93653469		ACCT # 20AB749	104.25	ANF-2025				
1/16/2026	1	DUE: 1/16/2026 DISC: 1/16/2026		1099: N				
		ACCT # 20AB749		10 55110-13-10100		Adult Dept Non-Fiction		102.83
		ACCT # 20AB749		10 55110-03-11000		Postage		1.42
I-93653470		ACCT # 20AB749	127.67	EOYFIC20				
1/16/2026	1	DUE: 1/16/2026 DISC: 1/16/2026		1099: N				
		ACCT # 20AB749		10 55110-13-10000		Adult Dept Fiction		126.37
		ACCT # 20AB749		10 55110-03-11000		Postage		1.30
		=== VENDOR TOTALS ===	248.12					

POST DATE	BANK CODE	DESCRIPTION	GROSS	P.O. #	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-004942		LIBRARY IDEAS, LLC						
I-122390		01/07/26 INVOICE	446.68					
1/16/2026	1	DUE: 1/16/2026 DISC: 1/16/2026		1099: N				
		01/07/26 INVOICE		10 55110-14-20000		Youth Audiobooks & CDs		446.68
		=== VENDOR TOTALS ===	446.68					

POST DATE	BANK CODE	DESCRIPTION	GROSS	P.O. #	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-001829		RHINELANDER DISTRICT LIBRARY						
I-2026.01		DMGD BK-FOR RICHER, FOR POORE	31.00					
1/16/2026	1	DUE: 1/16/2026 DISC: 1/16/2026		1099: N				
		DMGD BK-FOR RICHER, FOR POORE		10 55110-02-27000		Lost-Damaged Materials		31.00
		=== VENDOR TOTALS ===	31.00					

POST DATE	BANK CODE	DESCRIPTION	GROSS	P.O. #	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-001060		WISCONSIN LIBRARY ASSOCIATION						
I-24616		LIB LEG DAY REG FEE-L. OLLHOFF	50.00					
1/16/2026	1	DUE: 1/16/2026 DISC: 1/16/2026		1099: N				
		LIB LEG DAY REG FEE-L. OLLHOFF		10 55110-03-32000		Education & Conference		50.00
		=== VENDOR TOTALS ===	50.00					
		=== PACKET TOTALS ===	1,500.23					

PACKET: 12256 LIBRARY - 20260116  
 VENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 1,500.23  
 DEBIT MEMO TOTALS 0.00  
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 1,500.23

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

BANK YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2026	10 -21-0000	Accounts Payable Control	1,500.23				
	10 -55110-02-23250	Facility Cleaning Servic	249.11	5,000	4,750.89	929,504	872,320.86
	10 -55110-02-25000	Telephone	124.48	1,000	875.52	929,504	872,445.49
	10 -55110-02-27000	Lost-Damaged Materials	31.00	0	31.00	929,504	872,538.97
	10 -55110-03-11000	Postage	3.00	6,000	5,997.00	929,504	872,566.97
	10 -55110-03-32000	Education & Conference	50.00	2,500	2,450.00	929,504	872,519.97
	10 -55110-03-44000	Janitor Supplies	54.19	3,050	2,995.81	929,504	872,515.78
	10 -55110-13-10000	Adult Dept Fiction	126.37	10,000	9,873.63	929,504	872,443.60
	10 -55110-13-10100	Adult Dept Non-Fiction	118.75	10,500	10,381.25	929,504	872,451.22
	10 -55110-13-10400	Adult Dept Large Print	296.65	4,000	3,703.35	929,504	872,273.32
	10 -55110-14-20000	Youth Audiobooks & CDs	446.68	3,000	2,553.32	929,504	872,123.29
	99 -14-0010	Due from General Fund	1,500.23				

\*\* 2026 YEAR TOTALS 1,500.23

1/20/2026 11:14 AM  
PACKET: 12256 LIBRARY - 20260116  
VENDOR SET: 01 City of Merrill  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
10	1/2026	1,500.23

NO ERRORS NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12278 LIBRARY - 20260130  
 VENDOR SET: 01 City of Merrill  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-000922 CENGAGE LEARNING INC						
I-999102015854		ACCT # 100298883	22.39	DECLCP		
1/30/2026	1	DUE: 1/30/2026 DISC: 1/30/2026		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	22.39
I-999102018914		ACCT # 100298883	30.39	DECLCP		
1/30/2026	1	DUE: 1/30/2026 DISC: 1/30/2026		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	30.39
I-999102072874		ACCT # 100298883	30.39	JANLCP		
1/30/2026	1	DUE: 1/30/2026 DISC: 1/30/2026		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	30.39
I-999102184133		ACCT # 100298883	22.39	JANLCP		
1/30/2026	1	DUE: 1/30/2026 DISC: 1/30/2026		1099: N		
		ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	22.39
=== VENDOR TOTALS ===			105.56			
01-005568 COAST TO COAST COMPUTER PRODUC						
I-A2864295		CUST # 395268	519.96	VERBAL C		
1/30/2026	1	DUE: 1/30/2026 DISC: 1/30/2026		1099: N		
		CUST # 395268		10 55110-15-31000	Computer Supplies	519.96
==== VENDOR TOTALS ====			519.96			
01-005274 BARENCO LLC						
I-17266		INVOICE DATED 01/23/2026	240.83			
1/30/2026	1	DUE: 1/30/2026 DISC: 1/30/2026		1099: N		
		INVOICE DATED 01/23/2026		10 55110-03-44000	Janitor Supplies	240.83
=== VENDOR TOTALS ===			240.83			
01-005651 INGRAM LIBRARY SERVICES LLC						
I-93766277		ACCT # 20AB749	19.50	ANF-2025		
1/30/2026	1	DUE: 1/30/2026 DISC: 1/30/2026		1099: N		
		ACCT # 20AB749		10 55110-13-10100	Adult Dept Non-Fiction	16.50
		ACCT # 20AB749		10 55110-03-11000	Postage	3.00
I-93944577		ACCT # 20AB749	24.40	ADFCJAN		
1/30/2026	1	DUE: 1/30/2026 DISC: 1/30/2026		1099: N		
		ACCT # 20AB749		10 55110-13-10000	Adult Dept Fiction	15.40
		ACCT # 20AB749		10 55110-03-11000	Postage	9.00
=== VENDOR TOTALS ===			43.90			

PACKET: 12278 LIBRARY - 20260130  
VENDOR SET: 01 City of Merrill  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----  
POST DATE BANK CODE -----DESCRIPTION----- P.O. # -----ACCOUNT NAME----- DISTRIBUTION

01-005471 LIBRARIA  
I-272113 REF # 2000005685 907.10 260968  
1/30/2026 1 DUE: 1/30/2026 DISC: 1/30/2026 1099: N  
REF # 2000005685 10 55110-13-20000 Youth Children's Books 896.30  
REF # 2000005685 10 55110-03-10500 Library Supplies 10.80

==== VENDOR TOTALS ==== 907.10

01-004942 LIBRARY IDEAS, LLC

I-123094 INVOICE DATED 01/16.2026 341.16  
1/30/2026 1 DUE: 1/30/2026 DISC: 1/30/2026 1099: N  
INVOICE DATED 01/16.2026 10 55110-14-20000 Youth Audiobooks & CDs 341.16

==== VENDOR TOTALS ==== 341.16

01-000276 T.B. SCOTT LIBRARY-PETTY CASH

I-20260130 PETTY CASH REIMB 24.01  
1/30/2026 1 DUE: 1/30/2026 DISC: 1/30/2026 1099: N  
PETTY CASH REIMB 10 55110-03-41250 Programming - Adult 9.84  
PETTY CASH REIMB 10 55110-03-11000 Postage 14.17

==== VENDOR TOTALS ==== 24.01

==== PACKET TOTALS ==== 2,182.52

PACKET: 12278 LIBRARY - 20260130  
VENDOR SET: 01 City of Merrill  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

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

INVOICE TOTALS 2,182.52  
DEBIT MEMO TOTALS 0.00  
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 2,182.52

\*\* 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
2026	10 -21-0000	Accounts Payable Control	2,182.52	7,000	6,989.20	1,053,806	967,288.77
	10 -55110-03-10500	Library Supplies	10.80	1,400	1,370.83	1,053,806	967,273.40
	10 -55110-03-11000	Postage	26.17	7,000	6,990.16	1,053,806	967,289.73
	10 -55110-03-41250	Programming - Adult	9.84	5,000	4,570.35	1,053,806	967,058.74
	10 -55110-03-44000	Janitor Supplies	240.83	9,500	9,358.23	1,053,806	967,284.17
	10 -55110-13-10000	Adult Dept Fiction	15.40	10,000	9,854.75	1,053,806	967,283.07
	10 -55110-13-10100	Adult Dept Non-Fiction	16.50	4,300	3,897.79	1,053,806	967,194.01
	10 -55110-13-10400	Adult Dept Large Print	105.56	16,000	15,103.70	1,053,806	966,403.27
	10 -55110-13-20000	Youth Children's Books	896.30	1,500	712.16	1,053,806	966,958.41
	10 -55110-14-20000	Youth Audiobooks & CDs	341.16	1,900	1,380.04	1,053,806	966,779.61
	10 -55110-15-31000	Computer Supplies	519.96				
	99 -14-0010	Due from General Fund	2,182.52				
		** 2026 YEAR TOTALS	2,182.52				

ACCOUNT: 12278 LIBRARY - 20260130  
VENDOR SET: 01 City of Merrill  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

\*\*\* Regular Open Item Register

PAGE: 4

\*\* POSTING PERIOD RECAP \*\*

FUND	PERIOD	AMOUNT
10	1/2026	2,182.52

NO ERRORS NO WARNINGS

\*\* END OF REPORT \*\*

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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

10 -General Fund  
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<u>Intergovernmental</u>					
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
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,500.00	570.01	4,683.95	187.36	( 2,183.95)
TOTAL Public Charges-Services	2,500.00	570.01	4,683.95	187.36	( 2,183.95)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	6,350.00	0.00	6,450.00	101.57	( 100.00)
45110-48400 Library Endowment Reimb.	0.00	7,743.06	9,448.22	0.00	( 9,448.22)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	2,800.55	0.00	( 2,800.55)
45110-48475 Library Programs Revenue	22,950.00	( 500.00)	19,933.52	86.86	3,016.48
45110-48492 Merrill Foundation Donation	0.00	0.00	0.00	0.00	0.00
45110-48500 Other NG Grants/Contribution	0.00	280.30	280.30	0.00	( 280.30)
45110-48525 Grant - Community Liaison	0.00	0.00	0.00	0.00	0.00
45110-48555 Grant - WVLS System Aid	0.00	500.00	1,288.75	0.00	( 1,288.75)
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	8,023.36	40,201.34	137.21	( 10,901.34)
<b>TOTAL REVENUES</b>	<b>511,275.00</b>	<b>8,593.37</b>	<b>522,080.11</b>	<b>102.11</b>	<b>( 10,805.11)</b>
<b>EXPENDITURES</b>					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	227,286.00	17,206.85	190,849.50	83.97	36,436.50
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	35,897.99	410,857.01	97.95	8,613.99
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	2,955.00	0.00	2,907.50	98.39	47.50
55110-01-51000 Social Security	49,703.00	3,654.30	47,247.35	95.06	2,455.65
55110-01-52000 Retirement (WRS)	41,579.00	2,739.34	36,642.69	88.13	4,936.31
55110-01-52500 Prior Service-Debt Serv.	4,188.00	4,188.00	4,188.00	100.00	0.00
55110-01-54000 Health Insurance	66,778.00	6,215.04	76,653.11	114.79	( 9,875.11)
55110-01-55000 Life Insurance	3,476.00	233.32	2,796.64	80.46	679.36
TOTAL Personnel Services	815,436.00	70,134.84	772,141.80	94.69	43,294.20

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

10 -General Fund  
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	120.00	0.00	( 120.00)
55110-02-15500 Snow Removal Services	1,000.00	0.00	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	1,988.40	3,184.62	150.22	( 1,064.62)
55110-02-21000 Water and Sewer	2,080.00	489.56	1,971.91	94.80	108.09
55110-02-22000 Electric	25,000.00	4,011.55	24,651.82	98.61	348.18
55110-02-22500 Fuel - Natural Gas	25,000.00	3,608.63	10,432.52	41.73	14,567.48
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	3,186.73	93.73	213.27
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	1,455.13	107.79	( 105.13)
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	22.95	291.86	0.00	( 291.86)
<b>TOTAL Contractual Services</b>	<b>64,350.00</b>	<b>10,494.72</b>	<b>50,630.05</b>	<b>78.68</b>	<b>13,719.95</b>
<u>Supplies &amp; Expenses</u>					
55110-03-10000 Office Supplies	2,250.00	363.96	2,760.11	122.67	( 510.11)
55110-03-10500 Library Supplies	7,000.00	1,208.70	6,677.40	95.39	322.60
55110-03-11000 Postage	1,400.00	234.79	1,649.65	117.83	( 249.65)
55110-03-13000 Copier/Printing	300.00	0.00	580.00	193.33	( 280.00)
55110-03-21000 Membership Dues	500.00	( 45.00)	941.00	188.20	( 441.00)
55110-03-21001 Misc Rev. Memberships	0.00	45.00	45.00	0.00	( 45.00)
55110-03-30500 Mileage	500.00	46.48	335.51	67.10	164.49
55110-03-31000 Misc. - Petty Cash	0.00	( 23.96)	0.00	0.00	0.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	170.80	3,693.33	184.67	( 1,693.33)
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	1,524.05	0.00	( 1,524.05)
55110-03-41000 Public Relations/Publicit	2,000.00	382.88	2,433.88	121.69	( 433.88)
55110-03-41001 Misc Rev - Publicity	0.00	0.00	2,518.94	0.00	( 2,518.94)
55110-03-41250 Programming - Adult	7,000.00	708.32	6,538.24	93.40	461.76
55110-03-41251 Misc Rev-Programming Adul	5,350.00	150.00	5,748.84	107.45	( 398.84)
55110-03-41500 Programing - Youth	7,500.00	472.93	7,317.40	97.57	182.60
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	489.11	1,374.86	274.97	( 874.86)
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	350.29	2,615.07	52.30	2,384.93
55110-03-50000 M/R-General Repair/Maint.	4,000.00	19.92	1,758.20	43.96	2,241.80
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	7,419.96	10,753.60	107.54	( 753.60)
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Supplies &amp; Expenses</b>	<b>62,600.00</b>	<b>11,994.18</b>	<b>67,708.21</b>	<b>108.16</b>	<b>( 5,108.21)</b>
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	12,000.00	14,272.03	17,651.03	147.09	( 5,651.03)
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Fixed Charges</b>	<b>12,000.00</b>	<b>14,272.03</b>	<b>17,651.03</b>	<b>147.09</b>	<b>( 5,651.03)</b>

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

10 -General Fund  
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	49,542.99	51,053.18	0.00	( 51,053.18)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	1,278.74	8,490.17	0.00	( 8,490.17)
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	50,821.73	59,543.35	0.00	( 59,543.35)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	2,153.51	9,020.00	94.95	480.00
55110-13-10100 Adult Dept Non-Fiction	10,000.00	885.66	10,450.15	104.50	( 450.15)
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	622.16	4,098.50	95.31	201.50
55110-13-20000 Youth Children's Books	16,000.00	3,224.78	14,910.99	93.19	1,089.01
55110-13-20100 Young Adult Books	2,500.00	120.54	2,564.02	102.56	( 64.02)
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	168.00	4,789.83	119.75	( 789.83)
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	7,174.65	46,155.50	98.10	894.50
<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	838.67	885.40	44.27	1,114.60
55110-14-10200 Adult Dept CDs	800.00	326.74	586.30	73.29	213.70
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	225.13	2,219.84	110.99	( 219.84)
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	149.98	1,839.76	122.65	( 339.76)
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	233.17	563.81	75.17	186.19
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxes	500.00	0.00	313.60	62.72	186.40
55110-14-41000 Adult Library of Things	0.00	44.98	223.78	0.00	( 223.78)
55110-14-45000 Ebooks/Digital Content	6,620.00	0.00	5,645.63	85.28	974.37
55110-14-45001 Misc Rev-Ebooks/Digital	0.00	0.00	0.00	0.00	0.00
55110-14-45900 Misc Rev - Non-Print	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Print Media-Library	14,170.00	1,818.67	12,278.12	86.65	1,891.88
<u>Technology</u>					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	0.00	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	( 900.00)	1,200.00	100.00	0.00
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	1,796.89	11,581.40	115.81	( 1,581.40)
55110-15-47500 Software/Upgrades	3,000.00	1,525.63	3,889.09	129.64	( 889.09)

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

10 -General Fund  
 Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-70000 V-Cat Shared Automation	18,500.00	0.00	17,006.52	91.93	1,493.48
55110-15-71000 Computer Contingency	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Technology	38,200.00	2,422.52	38,503.05	100.79	( 303.05)
TOTAL EXPENDITURES	1,053,806.00	169,133.34	1,064,611.11	101.03	( 10,805.11)
REVENUES OVER/ (UNDER) EXPENDITURES	( 542,531.00)	( 160,539.97)	( 542,531.00)	0.00	0.00

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

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>Intergovernmental</b>					
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)
<b>Public Charges-Services</b>					
45110-46713 Library - Photocopier Rev.	0.00	408.06	5,199.89	0.00	( 5,199.89)
45110-46715 Library - Vending Revenue	0.00	240.00	240.00	0.00	( 240.00)
TOTAL Public Charges-Services	0.00	648.06	5,439.89	0.00	( 5,439.89)
<b>Miscellaneous Revenues</b>					
45110-48250 Library Grants - Rev	0.00	500.00	2,795.00	0.00	( 2,795.00)
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	171.96	2,536.46	0.00	( 2,536.46)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	671.96	5,331.46	0.00	( 5,331.46)
<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>1,320.02</b>	<b>14,996.30</b>	<b>0.00</b>	<b>( 14,996.30)</b>
<b>EXPENDITURES</b>					
<b>Supplies &amp; Expenses</b>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	858.26	0.00	( 858.26)
55110-03-12650 Library Photocopier Expen	0.00	472.64	7,049.35	0.00	( 7,049.35)
55110-03-12675 Library Vending - Expense	0.00	76.61	76.61	0.00	( 76.61)
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	111.98	2,183.36	0.00	( 2,183.36)
TOTAL Supplies & Expenses	0.00	661.23	12,712.58	0.00	( 12,712.58)
<b>TOTAL EXPENDITURES</b>	<b>0.00</b>	<b>661.23</b>	<b>12,712.58</b>	<b>0.00</b>	<b>( 12,712.58)</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>658.79</b>	<b>2,283.72</b>	<b>0.00</b>	<b>( 2,283.72)</b>
<b>FUND TOTAL REVENUES</b>	<b>168,737.00</b>	<b>76,896.32</b>	<b>699,420.75</b>	<b>414.50</b>	<b>( 530,683.75)</b>
<b>FUND TOTAL EXPENDITURES</b>	<b>177,269.30</b>	<b>5,794.84</b>	<b>351,282.29</b>	<b>198.16</b>	<b>( 174,012.99)</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 8,532.30)</b>	<b>71,101.48</b>	<b>348,138.46</b>	<b>0.00</b>	<b>( 356,670.76)</b>

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

10 -General Fund  
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<u>Intergovernmental</u>					
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	482,325.00	0.00	0.00	0.00	482,325.00
TOTAL Intergovernmental	482,325.00	0.00	0.00	0.00	482,325.00
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	0.00	127.48	127.48	0.00	( 127.48)
TOTAL Public Charges-Services	0.00	127.48	127.48	0.00	( 127.48)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	500.00	500.00	0.00	( 500.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	0.00	0.00	0.00
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	0.00	0.00	0.00
45110-48475 Library Programs Revenue	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
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	0.00	500.00	500.00	0.00	( 500.00)
<b>TOTAL REVENUES</b>	<b>482,325.00</b>	<b>627.48</b>	<b>627.48</b>	<b>0.13</b>	<b>481,697.52</b>
<b>EXPENDITURES</b>					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	236,530.00	25,354.47	25,354.47	10.72	211,175.53
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	412,528.00	43,583.69	43,583.69	10.57	368,944.31
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	1,835.00	0.00	0.00	0.00	1,835.00
55110-01-51000 Social Security	49,653.00	5,509.13	5,509.13	11.10	44,143.87
55110-01-52000 Retirement (WRS)	38,523.00	4,359.24	4,359.24	11.32	34,163.76
55110-01-52500 Prior Service-Debt Serv.	3,745.00	0.00	0.00	0.00	3,745.00
55110-01-54000 Health Insurance	83,399.00	6,215.04	6,215.04	7.45	77,183.96
55110-01-55000 Life Insurance	2,977.00	0.00	0.00	0.00	2,977.00
TOTAL Personnel Services	829,190.00	85,021.57	85,021.57	10.25	744,168.43

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2026

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	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	1,300.00	0.00	0.00	0.00	1,300.00
55110-02-16000 Elevator Contract/Inspect	3,500.00	0.00	0.00	0.00	3,500.00
55110-02-16250 HVAC Service	400.00	0.00	0.00	0.00	400.00
55110-02-16500 Fire/Security System Cont	2,300.00	0.00	0.00	0.00	2,300.00
55110-02-21000 Water and Sewer	2,080.00	0.00	0.00	0.00	2,080.00
55110-02-22000 Electric	28,000.00	0.00	0.00	0.00	28,000.00
55110-02-22500 Fuel - Natural Gas	22,500.00	0.00	0.00	0.00	22,500.00
55110-02-23100 Janitorial Services Contr	0.00	0.00	0.00	0.00	0.00
55110-02-23250 Facility Cleaning Service	3,000.00	249.11	249.11	8.30	2,750.89
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	124.48	124.48	9.22	1,225.52
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	150.00	31.00	31.00	20.67	119.00
TOTAL Contractual Services	65,080.00	404.59	404.59	0.62	64,675.41
<u>Supplies &amp; Expenses</u>					
55110-03-10000 Office Supplies	2,750.00	0.00	0.00	0.00	2,750.00
55110-03-10500 Library Supplies	7,000.00	10.80	10.80	0.15	6,989.20
55110-03-11000 Postage	1,200.00	29.17	29.17	2.43	1,170.83
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	550.00	0.00	0.00	0.00	550.00
55110-03-21001 Misc Rev. Memberships	0.00	0.00	0.00	0.00	0.00
55110-03-30500 Mileage	600.00	0.00	0.00	0.00	600.00
55110-03-31000 Misc. - Petty Cash	0.00	130.00	130.00	0.00	130.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	50.00	50.00	2.50	1,950.00
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	0.00	0.00	0.00
55110-03-41000 Public Relations/Publicit	2,000.00	0.00	0.00	0.00	2,000.00
55110-03-41001 Misc Rev - Publicity	0.00	0.00	0.00	0.00	0.00
55110-03-41250 Programming - Adult	7,000.00	9.84	9.84	0.14	6,990.16
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	0.00	0.00	0.00
55110-03-41500 Progammng - Youth	7,500.00	0.00	0.00	0.00	7,500.00
55110-03-41501 Misc Rev-Programming-Yout	0.00	0.00	0.00	0.00	0.00
55110-03-41750 Hospitality	500.00	0.00	0.00	0.00	500.00
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	0.00	0.00	0.00
55110-03-44000 Janitor Supplies	4,800.00	429.65	429.65	8.95	4,370.35
55110-03-50000 M/R-General Repair/Maint.	7,000.00	0.00	0.00	0.00	7,000.00
55110-03-50001 Mis Rev-M/R General/Cont	0.00	0.00	0.00	0.00	0.00
55110-03-50275 M/R - Contingency	10,000.00	0.00	0.00	0.00	10,000.00
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	53,200.00	399.46	399.46	0.75	52,800.54
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	15,000.00	0.00	0.00	0.00	15,000.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	15,000.00	0.00	0.00	0.00	15,000.00

10 -General Fund  
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>Capital Outlay</b>					
55110-08-50000 Special/Major Projects	0.00	0.00	0.00	0.00	0.00
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	0.00	0.00	0.00
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
<b>Print Media - Library</b>					
55110-13-10000 Adult Dept Fiction	9,800.00	141.77	141.77	1.45	9,658.23
55110-13-10100 Adult Dept Non-Fiction	10,000.00	135.25	135.25	1.35	9,864.75
55110-13-10200 Adult Dept Paperbacks	750.00	0.00	0.00	0.00	750.00
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	402.21	402.21	9.35	3,897.79
55110-13-20000 Youth Children's Books	16,000.00	896.30	896.30	5.60	15,103.70
55110-13-20100 Young Adult Books	2,500.00	0.00	0.00	0.00	2,500.00
55110-13-20200 Youth Services Reference	0.00	0.00	0.00	0.00	0.00
55110-13-30000 Standing Orders	0.00	0.00	0.00	0.00	0.00
55110-13-40000 Professional Books	0.00	0.00	0.00	0.00	0.00
55110-13-50000 Magazines/Periodicals	4,000.00	0.00	0.00	0.00	4,000.00
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	47,350.00	1,575.53	1,575.53	3.33	45,774.47
<b>Non-Print Media-Library</b>					
55110-14-10000 Adult Dept Audio Books	0.00	0.00	0.00	0.00	0.00
55110-14-10100 Adult Dept Books on CD	2,000.00	0.00	0.00	0.00	2,000.00
55110-14-10200 Adult Dept CDs	800.00	0.00	0.00	0.00	800.00
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	0.00	0.00	0.00	2,000.00
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	787.84	787.84	52.52	712.16
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	0.00	0.00	0.00	750.00
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	350.00	150.00	150.00	42.86	500.00
55110-14-41000 Adult Library of Things	350.00	0.00	0.00	0.00	350.00
55110-14-45000 Ebooks/Digital Content	6,620.00	0.00	0.00	0.00	6,620.00
55110-14-45001 Misc Rev-Ebooks/Digital	0.00	0.00	0.00	0.00	0.00
55110-14-45900 Misc Rev - Non-Print	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Print Media-Library	14,370.00	637.84	637.84	4.44	13,732.16
<b>Technology</b>					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	519.96	519.96	27.37	1,380.04
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 Tl/Internet Access	1,200.00	0.00	0.00	0.00	1,200.00
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	3,600.00	0.00	0.00	0.00	3,600.00
55110-15-42500 Computer Equipment	10,000.00	0.00	0.00	0.00	10,000.00
55110-15-47500 Software/Upgrades	3,000.00	0.00	0.00	0.00	3,000.00

CITY OF MERRILL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2026

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	0.00	0.00	18,500.00
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,200.00	519.96	519.96	1.36	37,680.04
TOTAL EXPENDITURES	1,062,390.00	88,558.95	88,558.95	8.34	973,831.05
REVENUES OVER/(UNDER) EXPENDITURES	( 580,065.00)	( 87,931.47)	( 87,931.47)	0.00	( 492,133.53)

# Monthly Statistical Report

## T.B. Scott Free Library

### January 2026

LIBRARY ACTIVITY	Jan 2026	Jan 2025	% Change	Jan 2024	% Change	YTD 2026	YTD 2025	% Change
Library Facility Traffic	6,001	5,358	12.0%	5,165	16.2%	6,001	5,358	12.0%
Average Daily Traffic	250	223	12.1%	215	16.3%	250	223	12.1%
Meetings Held	32	17	88.2%	22	45.5%	32	17	88.2%
Attendance	139	104	33.7%	96	44.8%	139	104	33.7%
Classes/Groups w/o Program Attendance	5	9	-44.4%	8	-37.5%	5	9	-44.4%
	85	175	-51.4%	187	-54.5%	85	175	-51.4%
New Card Registrations	51	40	27.5%	40	27.5%	51	40	27.5%
Volunteer Hours Worked	10	17	-41.2%	24	-58.3%	10	17	-41.2%

TECHNOLOGY USE	Jan 2026	Jan 2025	% Change	Jan 2024	% Change	YTD 2026	YTD 2025	% Change
Wireless Use	895	1,297	-31.0%	1,458	-38.6%	895	1,297	-31.0%
Internet Computers	406	305	33.1%	320	26.9%	406	305	33.1%
Adult	94	26	261.5%	43	118.6%	94	26	261.5%
Youth	-	-	N/A	-	N/A	-	-	N/A
Other Computers	127	114	11.4%	85	49.5%	127	114	11.4%
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	127	114	11.4%	85	49.5%	127	114	11.4%
TOTAL USE	627	445	40.9%	448	40.0%	627	445	40.9%

PROGRAMS	Jan 2026	Jan 2025	% Change	Jan 2024	% Change	YTD 2026	YTD 2025	% Change
Programs Given	11	6	83.3%	17	-35.3%	11	6	83.3%
Adult	2	2	N/A	3	-33.3%	2	2	N/A
General Interest	-	-	N/A	-	N/A	-	-	N/A
Teen	8	7	14.3%	6	33.3%	8	7	14.3%
Youth	21	15	40.0%	26	-19.2%	21	15	40.0%
TOTAL	21	15	40.0%	26	-19.2%	21	15	40.0%
Program Attendance	142	66	115.2%	170	-16.5%	142	66	115.2%
Adult	18	25	-28.0%	27	N/A	18	25	-28.0%
General Interest	-	-	N/A	-	N/A	-	-	N/A
Teen	204	142	43.7%	107	90.7%	204	142	43.7%
Youth	364	233	56.2%	304	19.7%	364	233	56.2%
TOTAL	364	233	56.2%	304	19.7%	364	233	56.2%

#### Self-Directed Activities

	Date	#	Youth	Date	#
Little Bluebirds Club		16	Wiggle, Giggle, Shake(3 sessions)		93
Preschool Activity Bags		75	Family Storytime(2 sessions)		60
School Age Activity Bags		48	Parkside 4K(2 sessions)		27
Adult Spice Bags		50	Parkside Preschool	1/28/2026	24

#### Adult

	Date	#	General Interest	Date	#
1 on 1 Tech Help(7 sessions)		7	Real Writer's Group	1/10/2026	12
Notary Public Service(5 sessions)		5	Library Social Hour	1/30/2026	6

	Date	#
Blastomycosis Presentation	1/8/2026	16
Believe & Achieve	1/13/2026	7
Adult Paint & Sip Party	1/13/2026	11
Winter Bingo # 1	1/14/2026	25
Winter Bingo # 2	1/16/2026	11
Kindhearted	1/21/2026	13
Starting Small to Innovate and Scale Up	1/27/2026	6

#### Outreach

	Date	#
Senior Dining	1/14/2026	31
Reading With Sue	1/14/2026	5
Critic's Choice Movie	1/28/2026	13

#### OVERALL ROOM USE

Room	# of people
Atrium	0
Board Room	50
Carnegie	9
Community Room	154
Genealogy Room	5
Semling-Menke Room	7
Storyhour Room	125
YS Activity Room	148

**JANUARY 2026**

BORROWERS		Jan 2026	Jan 2025	% Change	Jan 2024	% Change
City	Adult	2,778	3,304	-15.9%	3,579	-22.4%
	Youth	736	858	-14.2%	859	-14.3%
County	Adult	2,476	2,965	-16.5%	3,194	-22.5%
	Youth	660	761	-13.3%	772	-14.5%
Other	Adult	378	390	-3.1%	374	1.1%
	*ILL	425	412	3.2%	449	-5.3%
	Youth	59	73	-19.2%	78	-24.4%
<b>TOTAL BORROWERS</b>		<b>7,512</b>	<b>8,763</b>	<b>-14.3%</b>	<b>9,305</b>	<b>-19.3%</b>

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	Jan 2026	Jan 2025	Jan 2024	YTD 2026	YTD 2025
Endowment Fund	\$ 350	\$ 545	\$ 1,144	350	\$ 545
Special Projects Fund	N/A	N/A	\$ 65	N/A	N/A
Gifts/Memorials	\$ -	\$ 115	\$ 202	-	\$ 115

RESOURCE SHARING	Jan 2026	Jan 2025	% Change	Jan 2024	% Change	YTD 2026	YTD 2025	% Change
V-Cat Received	1,371	1,299	5.5%	1,332	2.9%	1,371	1,299	5.5%
V-Cat Sent	1,114	1,357	-17.9%	1,416	-21.3%	1,114	1,357	-17.9%
ILL Received	52	36	44.4%	42	23.8%	52	36	44.4%
ILL Sent	99	94	5.3%	92	7.6%	99	94	5.3%

CIRCULATION	Jan 2026	Jan 2025	% Change	Jan 2024	% Change	YTD 2026	YTD 2025	% Change	
Audiobooks	Adult	125	108	15.7%	184	-32.1%	125	108	15.7%
	Youth	16	17	-5.9%	37	-56.8%	16	17	-5.9%
Books-Fiction	Adult	2,463	2,567	-4.1%	2,589	-4.9%	2,463	2,567	-4.1%
	Youth	3,071	3,011	2.0%	2,875	6.8%	3,071	3,011	2.0%
Books-Nonfiction	Adult	1,062	983	8.0%	1,061	0.1%	1,062	983	8.0%
	Youth	597	551	8.3%	624	-4.3%	597	551	8.3%
CDs/Cassettes	Adult	139	96	44.8%	160	-13.1%	139	96	44.8%
	Youth	31	18	72.2%	9	244.4%	31	18	72.2%
DVD/Blu-Ray/VHS	Adult	757	998	-24.1%	877	-13.7%	757	998	-24.1%
	Youth	376	364	3.3%	367	2.5%	376	364	3.3%
Games	Adult	3	7	-57.1%	2	50.0%	3	7	-57.1%
	Youth	39	22	77.3%	35	11.4%	39	22	77.3%
Magazines	Adult	130	244	-46.7%	229	-43.2%	130	244	-46.7%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	115	96	19.8%	86	33.7%	115	96	19.8%
	Youth	23	16	43.8%	13	76.9%	23	16	43.8%
<b>PHYSICAL ITEMS SUB TOTAL</b>		<b>8,947</b>	<b>9,098</b>	<b>-1.7%</b>	<b>9,148</b>	<b>-2.2%</b>	<b>8,947</b>	<b>9,098</b>	<b>-1.7%</b>
Digital Library	Audiobooks	1,443	1,280	12.7%	1,293	11.6%	1,443	1,280	12.7%
	eBooks	881	882	-0.1%	1,116	-21.1%	881	882	-0.1%
	Magazines	283	324	-12.7%	301	-6.0%	283	324	-12.7%
	* Music/Videos	136	-	N/A	-	N/A	136	-	N/A
<b>DOWNLOADS SUB TOTAL</b>		<b>2,743</b>	<b>2,486</b>	<b>10.3%</b>	<b>2,710</b>	<b>1.2%</b>	<b>2,743</b>	<b>2,486</b>	<b>10.3%</b>
<b>TOTAL CIRCULATION</b>		<b>11,690</b>	<b>11,584</b>	<b>0.9%</b>	<b>11,858</b>	<b>-1.4%</b>	<b>11,690</b>	<b>11,584</b>	<b>0.9%</b>

\* Kanopy Streaming Service added at the end of September 2025

MATERIALS CIRCULATING	Jan 2026	Jan 2025	% Change	Jan 2024	% Change	YTD 2026	YTD 2025	% Change
% Nonprint Materials Circulated	18.2%	19.1%	-5.2%	19.3%	-6.2%	18.15%	19.1%	-5.2%
% Print Materials Circulated	81.8%	80.9%	1.2%	80.7%	1.5%	81.85%	80.9%	1.2%
% Adult Materials Circulated	53.6%	56.0%	-4.4%	56.7%	-5.5%	53.58%	56.0%	-4.4%
% Youth Materials Circulated	46.4%	44.0%	5.6%	43.3%	7.2%	46.42%	44.0%	5.6%



**INSTRUCTIONS:** Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2025 are due to the DPI Division for Libraries and Technology no later than March 1, 2026.

**I. GENERAL INFORMATION**

1. Name of Library T.B. Scott Free Library		2. Public Library System Wisconsin Valley Library Service			
3b. Head Librarian First Name Laurie	3c. Head Librarian Last Name Ollhoff	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 11/30/2030	
6a. Street Address 106 W. First St.	6b. Mailing Address or PO Box 106 W. First St.	7. City / Village / Town Menrill	8a. ZIP 54452	8b. ZIP4 2398	9. County Lincoln
10. Library Phone Number 7155367191	11. Fax Number	12. Library E-mail Address of Director director@tbscottlibrary.org			
13. Library Website URL www.tbscottlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 9	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 27,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? Yes		22. UEI Number VJKRM3BU69N9	

**HOURS OF OPERATION**

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	49	0	0
19b. Number of winter weeks	38	0	0
19c. Summer hours open per week	46	0	0
19d. Number of summer weeks	14	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,506	0	0

II. LIBRARY COLLECTIONS							
		a. Number Owned / Leased	b. Number Added				
1. Books in Print		53,146	2,833				
2. Physical Subscriptions		79					
3. Physical Audio Materials		4,199	45				
4. Physical Video Materials		3,893	159				
5. Other Physical Materials		368					
6. Total Physical Items in Collection		61,606					
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State			
7. E-books		No	Yes	No			
8. E-serials		No	Yes	No			
9. E-audio		No	Yes	No			
10. E-video		Yes	No	No			
11. Research Databases		Yes	Yes	Yes			
12. Online Learning Platforms		Yes	Yes	Yes			
III. LIBRARY SERVICES							
1. Physical Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>			
103,479	48,651	1,798	9,708	11,903			
			Method for Counting ILL Transactions Categorized ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)			9,175	11,567			
WISCAT			533	336			
Other (includes OCLC, manual tracking or other methods)			0	0			
3. Electronic Content Circulation Transactions							
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials		
9,205	3,305	15,062	385	1,381	27,957		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
3,489	3,551	7,040	No	Survey Week(s)	7,176	Actual Count	67,258
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
22	18	Actual Count	6,789	Actual Count	15,415		

**LIBRARY PROGRAMS AND ATTENDANCE**

**Total In-Person and Live, Virtual Statistics by Age**

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	93	17	5	121	29
Total Attendance	2,627	1,074	138	1,340	453

**Total Program Statistics by Program Category**

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded
Number of Programs	258	7	0	0
Total Attendance	5,495	137	0	
Total Program Views				0

Describe the library's in-person programs:

: Programs included regular story time for all ages, technology instructional sessions, digital literacy, financial literacy, summer performers, collaborative programs with other area organizations, book clubs, author chats, civic engagement forums, puzzle competitions, music at the library, and movie days.

Which platforms does the library use to host the library's live, virtual programs:

0

Describe the library's live, virtual programs:

This was not utilized in 2025.

Which platforms does the library use to host the library's pre-recorded programs:

0

Describe the library's pre-recorded programs:

This was not utilized in 2025.

**IV. LIBRARY GOVERNANCE**

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	City	Email Address
<b>PRESIDENT</b>			
1. Mike	Geisler	Merrill	mvgeisler@charter.net
2. Ryan	Martinovici	Merrill	ryan.martinovici@mapsedu.org
3. Todd	Osness	Merrill	tosness@nasscoinc.com
4. Barbara	Rothlisberg	Merrill	barbrothlisberg@gmail.com
5. Mark	Weix, Jr.	Merrill	mark.weix@ci.merrill.wi.us
6. Katie	Breitenmoser	Merrill	katie.bl@outlook.com
7. Chris	Grunenwald	Merrill	grunen24@yahoo.com
8. Elizabeth	McCrank	Merrill	emccrank@gmail.com
9. Audrey	Huftel	Merrill	taighuftel@charter.net
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members Include vacancies in this count 9



**VI. LIBRARY OPERATING EXPENDITURES**

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations \$651,861	2. Employee Benefits Include maintenance, security, plant operations \$120,280
--	---

3. Library Collection Expenditures				
a. Print Materials \$48,299	b. Electronic Materials \$8,191	c. Audiovisual Materials \$6,993	d. All Other Library Materials \$537	Subtotal 3 \$64,020

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
WVLS	WPLC E-Content Buying Pool	Contract	\$5,646
WVLS	OverDrive Advantage Donation	Contract	\$0
WVLS	V-Cat Annual Maintenance	Contract	\$17,007
WVLS	V-Cat Barcodes / Patron Cards	Contract	\$466
WVLS	LeanWI Technology / Enterprise Services	Contract	\$3,000
WVLS	LeanWI Technology / Equipment Purchased	Contract	\$1,199
WVLS	Movie Licensing Subscription	Contract	\$714
WVLS	Delivery	Contract	\$0
WVLS	Supplies - Miscellaneous	Contract	\$0
WVLS	County Service Fee	Contract	\$0
			Subtotal 4 \$28,032

5. Other Operating Expenditures	\$229,350
---------------------------------	-----------

6. Total Operating Expenditures Add 1 through 5	\$1,093,543
---	-------------

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	\$549
---	-------

**VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**

1. Capital Income and Expenditures by Source of Income  
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other	Youth Services Renovation Project/Furniture Upgrades	\$160,211	\$160,211
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$160,211	Total Expenditure \$160,211

**VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**

1. Total Amount of Other Funds at the End of Year	\$2,593,262
---	-------------

**IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY**

1. Total Amount of Section IX Funds at End of Year	\$0
--	-----





**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for the library from Section III, Item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			55,961
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	104	46,500	46,604
3. Circulation to Nonresidents Living in Another County in the Library System	8,551	331	8,882
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	2	7	9
5. Circulation to All Other Wisconsin Residents	423	6. Circulation to Persons from Out of the State	43
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No	No	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Langlade	0	f.	
b. Marathon	0	g.	
c. Oneida	253	h.	
d. Price	7	i.	
e. Taylor	78	j.	

**XII. TECHNOLOGY (Not included in 2025 Report)**

**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	20	25	1
Total Self-Directed Activity Participation	947	3,799	70
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	12	1	59
Total Self-Directed Activity Participation	620	59	5,495
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Andrea	Bennett	abennett@tbscottlibrary.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Maria	Pregler	mpregler@tbscottlibrary.org	



**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Mike Geisler	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Laurie Ollhoff	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Lincoln

The T.B. Scott Free Library Board of Trustees hereby states that in 2025 the Wisconsin Valley Library Service  
Name of Public Library Name of Public Library System / Service

- did provide effective leadership and adequately met the needs of the library.
did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. Attach additional sheets if necessary.

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

The Library System administration team and staff continued their outstanding support for system libraries and demonstrated their worth through the number of action steps taken throughout 2025 to meet the System's Goals and Objectives. This library was directly impacted by their efforts as this library migrated its library collection into a new RFID system. The work involved collaborating with the LMS and the RFID vendor. There were a number of steps in the process that were completed by Library System staff which provided this library and its patrons with a smooth transition into a new RFID system. This was on top of all the other supports this Library System routinely provides. The Library System met the needs of this library.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

Table with 3 columns: President, Library Board of Trustees Signature or designee; Name of President or Designee Print or type; Date Signed. Content includes a signature and the name Mike Gcisler.

## COMMENTS

## SECTION I

11. Fax No.

Fax machine no longer available--2026-01-29

16. No. of Other Public Service Outlets

Outlets include nursing homes, assisted living facilities, homeless shelter, adult daycare centers, and personal homebound delivery.--2026-02-03

21b. Did your library or a branch renovate or expand an existing facility during the report year?

The entire Youth Services Department took on a new look with the addition of a Meeting/Activity Room and new book collection bins, shelves, and displays.--2026-02-03

## SECTION II

10a. Did the library provide access to e-video purchased solely by the library?

Addition of Kanopy e-video checkout for patrons in 2025--2026-02-03

11b. Did the library provide access to research databases purchased via a system, consortium, or cooperative agreement?

WVLS provided the following research databases in 2025 to all member libraries: NovelList Plus, NovelList Select, and Ancestry Library Edition.--2026-02-03

12b. Did the library provide access to online learning platforms purchased via a system, consortium, or cooperative agreement?

WVLS provided the online learning platform Gale Presents: Udemy to all member libraries.--2026-02-03

## SECTION III

5a. Overdue Fine Policy

This library does not have fines on print materials. However, we do have fines on all other non-print, tangible items the library checks out to patrons, i.e. Library of Things items, as some of these items are much more costly and in high demand.--2026-02-11

7b. Library Visits

New and more accurate people counter installed 3/2025. Library was closed for a week for RFID project so the actual number could have been even slightly higher.--2026-01-29

## SECTION V

Amount

Funding fluctuates between City and County as we are dual funded based upon number of checkouts by location.--2026-02-11

Home County Subtotal

Funding fluctuates between City and County as we are dual funded based upon number of checkouts by location.--2026-02-11

6a. Other Funds Carried Forward and Expended

Carryover consists of the following: Cross-County Borrowing, Photocopier, Health Insurance, and Gift/Memorials made directly to the library.--2026-02-03

6b. Other Funds Carried Forward for Future Expenditure

Carryover consists of the following: Cross-County Borrowing, Photocopier, Health Insurance, Other Library Grants, and Gifts/Memorials made directly to the library.--2026-02-03

Other Revenue

Other Revenue \$11,785.29 E-Commerce \$657.33 Gifts/Memorials Acct Income \$3,852.77 Friends of the Library Deposits \$2,800.55 Endowment Fund Deposits 9,448.22 Program Reimbursements \$15,449.05 Youth Services &amp;

Summer Literacy Program Sponsors \$4,250.00--2026-02-03

## SECTION XI

Circulation

There were 459 circulations to Llanlade County residents who reside outside the City of Antigo.--2026-02-03

## SECTION XII

6b. If your library answered yes for 6a, provide a list of your offerings and add any that are new since last year.

WVLS provided the online learning platform Gale Presents: Udemy to all member libraries.--2026-02-03

**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**

**Statement of Assets and Fund Balances**

<b>Assets</b>	<b>December 31, 2025</b>	<b>December 31, 2024</b>
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
Total Fund Balance	\$690,341.72	\$656,835.58

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

<b>Receipts</b>	<i>Jan/Dec 2025</i>	<i>Jan/Dec 2024</i>
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 Received		
Endowment Fund	107,711.15	28,166.03
Zander Bequest	49,854.59	46,010.57
Other Income		
City Reimbursement	19,800.00	---
Total Receipts	\$206,076.79	\$111,224.50
<b>Disbursements</b>		
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**

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

# T B SCOTT FREE LIBRARY

## Summary Statement of Combined Accounts

### for the Purpose of WI DPI Annual Report

December 31, 2025

	<b>Endowment Fund</b>	<b>Zander Trust Acct</b>	<b>Total Acct Balances</b>
<b>Beginning Balance December 31, 2024</b>	\$656,835.58	\$1,678,271.83	\$2,335,107.41
<b>Additions</b>	206,076.79	275,196.14	481,272.93
<b>Subtractions</b>	(172,570.65)	(50,547.09)	(223,117.74)
<b>Ending Balance December 31, 2025</b>	\$690,341.72	\$1,902,920.88	\$2,593,262.60

# Policies

## AFTER-HOURS USE

Approved: 11/17/2010; Reviewed 6/15/2011, 7/20/2016, 2/17/2021,

2/18/2026

Review Date: 2031

### BACKGROUND

T.B. Scott Free Library provides space for meetings. The purpose of providing space is to further the library's role as a community asset, both as an information resource center, and as a community center accessible to all residents. In carrying out this role, the library and the Library Board encourages the community's use of meeting rooms, when they're not needed for library functions.

"After-hours," as used below, refers to any time during which the library is not open to the general public.

1. Availability of the library for after-hours use will be determined based on scheduling of library staff and other library events.
2. Unless an after-hours event is scheduled when staff are usually in the building, or immediately before or after when staff are usually in the building, a fee of \$50 per hour, or any portion of an hour, will be charged for after-hours use of the library, to account for staff overtime fees and service costs. Exceptions to these fees may only be made by vote of the library Board of Trustees.
3. Application and approval for after-hours use must be obtained through the library director.
4. A library employee must be on site during all after-hours events. After-hours events must be scheduled in advance to ensure staff availability. After-hours events should neither commence before 8:00 a.m. nor extend beyond 10:00 p.m. unless agreed to by the library director.
5. Activities that allow the serving of alcoholic beverages may not take place during regular library hours, and for after-hours activities, require Library Board approval.
6. The library facility, including all equipment and furnishings, are expected to be restored by after-hours users to the location and condition in which they were found prior to their use. If an event necessitates rearranging or replacement of equipment or other cleanup by staff in its aftermath, assessment of additional fees and/or restriction or revocation of future use may be considered.

# Policies

## PUBLIC USE OF MEETING ROOMS

Approved: 2/9/83;

Reviewed and revised 4/21/99; 10/17/01; 3/15/06; 7/15/09; 2/16/11;  
7/20/2016, 5/19/2021; 3/15/23; 10/18/23; 02/18/2026

Review Date: 2031

The library maintains meeting rooms for library-sponsored or co-sponsored programs that support the library's mission. Meeting rooms may also be made available to individuals and organizations, subject to rules and regulations established by the library Board of Trustees.

### A. General Conditions

1. Multiple rooms throughout the library are available and may be reserved based upon the needs of the requestor.
2. Priorities for library meeting room use:
  - a. Library-sponsored meetings or programs.
  - b. Library-related meetings or programs.
  - c. Meetings sponsored by City of Merrill or Lincoln County agencies
  - d. Educational, cultural, or civic meetings or programs.
  - e. Other meetings and activity appropriate to the library.
  - f. Purely social functions (e.g. birthday parties, showers, company parties, mixers), **regular, ongoing religious services, or activities that cause disruption are not allowed.** The library director reserves the right to determine justifiable use of library facilities and/or to cancel room reservations.
3. Conditions for library meeting room use:
  - a. No admission or other fees are charged (see C1-C3 below).
  - b. No sales or other commercial transactions occur (see C4-C5 below).
  - c. Meetings or other uses are always open to the public.
  - d. Meetings or other uses do not interfere with regular library operations.
  - e. Meetings or other uses do not duplicate regular library programming.

Organizations conducting business meetings or presenting programs may wish to restrict or limit public comments during all or part of their meetings or programs. Any such restrictions should be announced at the beginning of a meeting or other room use and should in no way interfere with the public's ability to attend, observe or otherwise experience the program.

4. Meeting room availability:
  - a. Meeting rooms are generally available for use when the library is open.
  - b. Meeting room use when the library is closed must be approved by the Director and is subject to staff availability (see After-Hours Policy).
  - c. Meeting room use, including clean-up, must end before the library's closing time, unless arrangements are made at least one week in advance for staff to remain after regular hours of operation.

# Policies

5. In an emergency, such as inclement weather or a loss of electricity, the library reserves the right to close the library and cancel all meeting room use.
6. Use of illegal drugs, alcoholic beverages, and tobacco products is prohibited on library premises.
7. No non-library program held in the meeting room may be broadcast or televised without permission of the library director.
8. No individual, group, or organization using meeting rooms will discriminate on the basis of race, color, national origin, gender, religion, handicapped status or age in the provision of services. Meeting room users are responsible for providing qualified interpreters and/or auxiliary aids as requested.

## **B. Meeting Room Reservations and Usage Charges**

1. Reservations Generally:
  - a. Reservations and changes to reservations may be made online, by phone or in person.
  - b. Prompt notification, at least 72-hours in advance of the scheduled date and time, to the library of a room reservation cancellation is required, so others may have an opportunity to use the room.
  - c. Should prompt notification **not be made** after two occurrences, the library director reserves the right to deny the requesting party the use of library meeting spaces.
  - d. Small third-floor study rooms are available on a first come, first served basis. Library staff have discretion to reserve study rooms in special circumstances.
2. The person reserving a meeting room must be eighteen years of age or older. Groups whose members are under the age of eighteen must be accompanied by one adult chaperone for each of ten participants.
3. Reservations for regular meetings by the **same group will be accepted** no more than three (3) months in advance. **Conditional reservations** may be accepted farther in advance with the understanding that library needs may result in rescheduling or canceling of the tentative booking.
4. Fees meeting room use:
  - a. No fees will be charged to individuals, non-profits, or governmental agencies.
  - b. Exceptions to the room charge may only be made by vote of the library Board of Trustees.
5. **General standards and fees for meeting room setup and condition:**
  - a. Meeting room users are responsible for any advance preparations, **setting up and putting away furnishings used for their meeting, and clearing away their own materials and any trash.**
  - b. Meeting room users **assume responsibility for any damage to the room or its contents. The library reserves the right to charge a fee for any needed repairs, replacements, or cleaning.**
  - c. If refreshments are being served, **food service areas are also expected to be left in satisfactory condition.**

# Policies

- d. If library staff determines that meeting room and food service areas have not been left in satisfactory condition, a cleanup charge of at least \$25 may be assessed.
6. Serving food and beverages:
  - a. The kitchen in the lower level and food preparation spaces in the Board Room and Story Hour room are available to prepare and serve beverages and other light refreshments.
  - b. It is recommended to obtain permission to serve food or beverages so library staff can make necessary arrangements.
  - c. The meeting room user is responsible for providing food, beverages, and all supplies needed to prepare and serve them.
  - d. Library consumables, e.g., paper products, food, tablecloths, may not be used. Library coffee pots, dishes, and microwaves may be used, provided they are cleaned (and dishes & equipment dried) after use.
7. Audio-visual and other equipment:
  - a. Library audio-visual equipment is available for use if requested as part of a room reservation. There is no fee for the use of AV equipment. The library does not provide AV equipment operators.
  - b. The piano in the Community Room may be used for recitals or similar events. Music teachers or performers may schedule rehearsals and performances.

## C. Admission/Sales/Solicitation

1. Admission may be charged for programs sponsored by the library and its affiliated organizations.
2. Non-library organizations using meeting rooms may not charge an admission fee.
3. Educational courses conducted by non-profit agencies may charge fees for learning materials or course credits, but the program must be open for observation to members of the public who don't pay fees.
4. Fund raising and sales are not permitted. However, selling goods that directly or indirectly benefit the library is permitted in the meeting room and other areas of the library. When an author/artist takes part in a library-sponsored program, the library may arrange for the sale of the author's/artist's works at the program.
5. Solicitation of library patrons or staff is not permitted on library grounds.

## D. Publicity

1. Groups using meeting rooms must produce and provide their own publicity.
2. The name, address, or phone number of the library may not be used as the official address or headquarters of any organization except those affiliated with the library.
3. The use of meeting rooms by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.
4. Directional signs that contain organizational affiliation are not allowed to be displayed for non-library group room reservations.

# Policies

## **E. Damages and Liability**

1. The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms.
2. The library is not responsible for personal injury to any member, affiliated person, guest of an organization or program attendee using a library meeting room.
3. Any group using library meeting rooms and its members shall be held responsible for loss of library equipment, furnishings or materials, or for willful or accidental damage to the library building, grounds, collections or equipment caused by the individual, group or organization, its members, or those attending its program.

## **F. Denial of Meeting Room Privileges**

1. Disruptive behavior is not permitted. Individuals exhibiting disruptive behavior will be asked to leave the library.
2. Failure to abide by the library's meeting room policy and by its rules of conduct may result in the cancellation of existing reservations and/or refusal to honor future reservation requests.

## **G. Exceptions:**

1. Exceptions to the meeting room policy and fee waivers must be approved by the library Board of Trustees.
2. However, the library Director is granted authority to waive rules and fees, if in his/her judgment, emergency or other conditions warrant such action. The Director will report all such waivers to the Board at its next regularly scheduled meeting.

## Goal #1: Lifelong Learning

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

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

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

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

**Current Year:** Hosting a monthly themed bingo for adults on a Friday. Also hosting the 60+ dining site with the ADRC every second Wednesday of the month. 2/9/26 MP. Youth Services held a STEAM airplane build for school age kids that was very well received. We will be starting a new toddler program in March focusing on literacy, art, and play with an emphasis on caregiver/parent and child engagement. AB 2/9/26

**PAST YEARS ARCHIVE:** This summer Youth Services is partnering with UW-Extension 4-H and AmeriCorps to bring in new summer programming. We will have three stand alone programs focusing on literacy along with learning about dairy, plants, and harvest. Educators will also be bringing a series of programs teaching tweens/teens how to crochet. 6/4/24 AB. Twice this summer, adult/tech services will be partnering with Bug Tussel University to offer educational internet classes based on public need and interest. 6/4/24 MP. Began offering a Spice of the Month Adult Take and Make bag in September. These bags include a newsletter featuring a different spice/herb, and enough of the spice of two featured recipes. 11/2024 MP. Youth Services offered its first Crunch Lab STEAM Kit build. Kids got to build their own air ball contraption. School age activity bags are now being offered every month with a focus on STEAM activities. AB 4/1/25. Beginning to offer iOS/Android basics workshops once a week during the month of April as part of the digital literacy grant. 4/1/25 MP. This summer Youth Services partnered with UW-Extension 4-H and AmeriCorps to bring in new summer programming. We will have three stand-alone programs focusing on literacy along with learning about dairy, fruit, and forestry. Beginning an adult water color class with a retired art teacher in September. Also bringing two events this fall about Women's Right to Vote. 9/2025 MP.

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

**Measure:** Update floor plan configuration throughout department spaces.

**Responsible staff:** Assistant Director/Head of Youth Services

**Current Year:** The new juvenile nonfiction bins have been installed, and the collection has been recategorized into subjects. This has been very well received, and kids are actively browsing this section much more than they have in the past. AB 2/9/26.

**PAST YEARS ARCHIVE:** Because of the new activity room renovation, new, more accessible shelving options and layouts are being considered for the juvenile nonfiction collection. 6/4/24 AB. New, open shelving has been installed for the Young Adult collection. The collection is more visible, accessible, aesthetically pleasing. AB 4/1/25.

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

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

Responsible staff: Library Director

**Current Year:** Staff Development Days in 2025 covered the following topics: Two full days of technology training; MOESONG Breathing Training for mental and physical wellbeing; Escape Room Team Building Activities; and Neurodiversity in the Workplace and the Library Training. 12/31/2025. LO

**PAST YEARS ARCHIVE:** January's day was all about teambuilding. As a precursor to a possible library program, staff participated in The Amazing Race-Library Style. 6/10/24 LO. February's activity focused on Herbalism and Self-Care. In order for library staff to successfully interact with library patrons and visitors, it is important for them to find healthy ways to take care of themselves. Librarianship has seen a high level of burnout in recent years. Creating awareness is key. 6/10/24 LO. 2024 ended with Customer Service in October and Service in Action in November. 01/01/25 LO. Technology training for staff in January and February made possible through the PLA Digital Literacy Initiative Grant. 04/09/25. LO. In April, we focused on self-care with MOESONG Breathing. Focused on taking care of ourselves so we can better serve our patrons. 04/25/25. LO

# Effective Board Meetings and Trustee Participation

# 4

## Preparation is Key

To a great extent, the work done *before* each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). (See attached [Sample Board Meeting Agenda](#).) The board president is given the opportunity to add agenda items. Board members wishing to have an item brought before the board should contact their board president.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, mailing written reports to the board prior to the meeting (such as the director's report and any committee reports) will save valuable meeting time for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials *before* each meeting.

## Follow the Law

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information.) Also, be sure to avoid conflict of interest situations. (See [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) for more information.)

## At Meetings

Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

### In This Trustee Essential

- The keys to effective board meetings
- How individual trustees can contribute to the board and the library

## Effective Decision-Making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for you to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

A “public comment” period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place any matter on a future meeting agenda if additional discussion or deliberation on the issue is needed. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information.)

## More Legal Requirements

Wisconsin’s Public Records Law *requires* that written meeting minutes be kept and be made available to the public (see [Trustee Essential #15: The Library Board and the Public Records Law](#) for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials *ex officio* board members, such as the library director or city manager. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of Chapter 43. (See [Trustee Essential #18: Library Board Appointments and Composition](#) for further details on the legally required process. [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) discusses certain impermissible appointments under Wisconsin’s “incompatibility doctrine,” such as the appointment of a library director to the library board.)

## Continuing Trustee Education

Board meetings can be an effective arena for continuing trustee education. For example, time could be set aside at a board meeting to review and discuss one of this series of *Trustee Essentials* or a chapter of the *Wisconsin Public Library*

*Standards.* Staff members can be invited to make presentations to inform the board more fully about library operations and services. Outside experts, such as municipal personnel specialists, elected officials, or public library system staff, can be invited to make presentations about areas of interest or concern to the library board. (See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for other ideas.)

## Discussion Questions

1. Could our board better organize and use our meeting time? How?
2. How can we encourage all board members to contribute to board discussions?
3. Could we incorporate continuing education into our board meetings? Could the board use a “refresher” on certain issues? What issues?

## Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Attached [Sample Board Meeting Agenda](#)
- Attached [Sample Annual Library Board Calendar](#)
- OWLS webpage on meetings at [owlsnet.org/141/meetings](http://owlsnet.org/141/meetings) (See especially the links on effective meetings.)
- *Robert's Rules of Order* (latest edition) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis, revised by the American Institute of Parliamentarians

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

© 2002, 2012, 2015, 2016  
Wisconsin Department  
of Public Instruction.  
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

## Sample Board Meeting Agenda

Below is a sample board meeting agenda. Wisconsin's open meetings law requires that the meeting notice include the time, date, place, and subjects to be discussed and/or acted upon at the meeting. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information on agenda, notice, and posting requirements of the law.)

### NOTICE

Hometown Public Library Board Meeting

Date,

Time,

Place

**Note:** Please contact \_\_\_\_\_ at \_\_\_\_\_ if you need accommodations to attend the meeting.

1. Call to Order *Board President*
2. Roll call and introduction of guests *Board President*
3. Approval of minutes of previous meeting  
[Provide copy of minutes to board members in advance of the meeting.]
4. Director's report and statistical report *Library Director*  
[Provide copy of reports to board members in advance of the meeting.]
5. Financial report  
*Library Director and/or Board Treasurer or Financial Secretary*  
[Provide copy of report to board members in advance of the meeting.]
6. Audit and approval of monthly expenditures [Provide list of bills to board members in advance of the meeting.]
7. Committee reports or other reports [such as a report on legislative or other statewide issues] [Optional—include on agenda only if there is actually something to report]
8. Subject matter of issue to be considered by board [for example, "Consideration of revised library collection development policy"]
9. Additional issues to be considered by board [Be reasonably specific about all subject matters to be considered by board.]
10. Public comment period [This is not required, but it can be helpful for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.]

11. Board continuing education session to be held to review and discuss [for example] Trustee Essential #14: The Library Board and the Open Meetings Law
12. Roll call vote to hold **closed session** for board consideration of the performance evaluation and compensation of the library director as authorized by Wisconsin Statutes Section 19.85(1)(c).
13. Reconvene in open session
14. Approval of the performance evaluation and compensation of the library director.
15. Adjournment

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

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

## Sample Annual Library Board Calendar

(Note: The time frame for some of the activities listed below may be different for your library and municipality. Of course, your annual calendar should list the dates of your monthly library board meetings.)

### January

- Director meets with personnel committee to review his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives [see December].
- Board conducts annual performance review of director.

### February

- Annual report reviewed, approved, and forwarded to municipal [or county] governing body, library system, and DLT.
- Nominating committee appointed.
- Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.

### March

- March 1. Due date for libraries to receive county payments as required by Wisconsin Statutes Section 43.12.
- Library strategic plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.

### April

- April 1. Due date for a consolidated county public library providing notice to any public library from which it plans to request a payment.
- Appointments of new board members made by the municipality/county.
- Provide prior year usage and expenditure statistics to county [or to system or county library board to compile the statistics and forward them to county] as required by Wisconsin Statutes Section 43.12. Necessary statistics are due to county by July 1.
- Continue discussion of budget goals/needs for next year.

## May

- May 1. New member board terms begin.
- Orientation sessions held for new board members.
- Board annual meeting held, board officers elected.
- Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.

## June

- Director provides board with draft budget for coming year. Board discusses and directs any needed changes.

## July

- July 1. Due date for providing prior year usage and expenditure statistics to county.
- Budget and funding request approved for upcoming year.

## August

- Discussion of needed trustee continuing education.

## September

- Municipalities that levy a tax for public library service apply for an exemption from next year's county library levy.
- Board representatives attend municipal [or county] budget hearings to explain and advocate for budget.

## October

- Library policies reviewed and revised, if necessary.
- Trustee continuing education session held during meeting.
- Municipality [or county] approves library appropriation.

## November

- Budget revised, if necessary, based on actual funding approved.
- Library policies reviewed and revised if necessary.
- Strategic planning committee appointed, if necessary, and given charge and timetable.
- Trustee continuing education session held during meeting.

## December

- Director provides board with his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.
- Trustee continuing education session held during meeting.

# Library Director's Report – February 18, 2026



## Events

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

Here are some Calendar of Events highlights:

- Thursday, 8/26/2026, @12:30PM -- Cyber Security Workshop with Chris Sprague. We are sharing this event with as many people and organizations as possible. I am involved with the Lincoln County Broadband Committee and one of their goals is to improve digital literacy in the community. The library intends to play an integral part in that goal achievement.

## WVLS

- The Lincoln County Board has approved Jill Indrebo's appointment to the Wisconsin Valley Library Service (WVLS) Board as the Lincoln County resident representative and will be the WVLS representative to this Board. Jill knows libraries and knows this library well as a past employee.

## Friends of the Library

- Reminder: Meetings to resume in March to prepare for the community coveted Spring Book Sale scheduled for April 16 – 18.

## Library Director's Report

- Carnegie Corporation of New York: The gift in the amount of \$10,000 from the Carnegie Corporation has arrived. The letter sent with the check is attached for your review. Staff have been discussing ways to best utilize the funds in support of this community. The use of the funds will be intentional and as a result it is believed that thoughtful consideration is warranted. I welcome suggestions from the Board, which will be taken into consideration as we move forward with a plan. One thing we do know is that we would like to celebrate the 250<sup>th</sup> anniversary of the Declaration of Independence and a small portion of the gift will go towards multi-generational programming with that in mind.
- WI DPI Annual Report: It was locked and ready for approval shortly before I began writing this report.
- Staff Development Day: Monday, February 16, brought QPR Training to library staff. QPR Training (Question, Persuade, Refer) is an evidence-based suicide prevention training program designed for the general public to recognize warning signs of a mental health crisis and intervene. It functions like CPR for mental health, teaching individuals how to ask directly about suicide, persuade someone to seek help, and refer them to appropriate resources. This workshop was facilitated by EAS & Behavioral Health Clinicians from Aspirus Health. Library staff come in contact with patrons that may exhibit signs of distress. It is important to empower staff and help them navigate situations where intervention may be necessary.
- Circulation Department Area: The year began with some extremely cold temperatures, which at some point created a situation where the library needed to close. The library's HVAC system was struggling. It is believed that there is a resolution to some of the issues experienced. It became extremely apparent, once again, that some attention needs to be given to the Circulation Department area. TJ, the city's facility's maintenance manager has been evaluating the area. It was determined that new heaters need to be installed at the entry way as the current models are extremely outdated and function under capacity. That will be completed over the next couple of months. TJ will continue to evaluate the area and should

an extensive upgrade to the Circulation Department area be warranted, it will be presented to this Board.

- Food Pantry Update: It is popular and we are extremely pleased to see that it is being used. The library staff believe it was a great service to provide our patrons and community members. We currently have funds to replenish the supply to keep it fully stocked at all times. We continue to receive donations from community members.
- WLA Library Legislative Day: I spent the day in Madison at the Capital on Tuesday, February 10, meeting with legislators from both Lincoln and Marathon County. I have the unique opportunity to meet with four state legislators as a result of residing in Marathon County and working in Lincoln County. This year was what WLA calls a non-budget year. Our meetings during those years are spent "Telling Our Story" with the legislators and their staff. I had numerous stories to share with them and always wish I had more time to share more. The library could not function without the support the legislators provide for the state's library systems through adequate budget approval and these stories let them know that those dollars are being well spent. It's all about building relationships and that one day of the year is when library staff from around the state take the time to build. We not only share stories but provide them with the data to back up those stories. I have attached for your review one such document that is shared by WLA.



January 16, 2026

Laurie A. Ollhoff, Library Director  
T.B. Scott Free Library  
106 W. First Street  
Merrill, WI 54452

Dear T.B. Scott Free Library,

It gives me great pleasure to enclose this check from Carnegie Corporation of New York in celebration of the 250<sup>th</sup> anniversary of the Declaration of Independence. Andrew Carnegie wrote that libraries are “cradles of democracy” and it has been truly inspiring to hear accounts from across America of how the 1350-plus surviving Carnegie Libraries are serving their communities today.

This gift is freely given without conditions or expectations, you can spend it however you choose for the benefit of your library and community in commemoration of the 250<sup>th</sup> anniversary.

The response we have had to our renewed focus on libraries has been overwhelming and overwhelmingly positive. At a time of unprecedented strain to our social cohesion, libraries are among the few public institutions which play a genuinely unifying role. Thank you for all the good work you are doing.

With best regards,

A handwritten signature in blue ink that reads "Louise Richardson". The signature is fluid and cursive.

Dame Louise Richardson  
President, Carnegie Corporation of New York



# Wisconsin Libraries

## By the Numbers

## Wisconsin Residents Use Libraries

- 37.7 million physical items checked out\*
- 1.77 million uses of public internet computers
- 14 million wireless internet uses
- 8 million BadgerLink successful retrievals
- 2.5 million attendees at public library events
- 12.1 million eBooks, e-audiobooks, and videos downloaded\*

\*These figures include data from Wisconsin public libraries, technical colleges, and the Universities of Wisconsin

2024 Data Source: Wisconsin Department of Public Instruction; IPEDS: Integrated Postsecondary Education Data System; Academic Libraries Survey

Wisconsin has one of the most active collections of eBooks and digital audiobooks in the nation.

## Did You Know?

For most Wisconsin communities, the public library is the primary place for public access to hi-speed Internet.

## Public Library Systems

- Serve 467 libraries
- Offer technology infrastructure and training
- Coordinate delivery of books statewide
- Provide online catalogs and digital resources
- Supplement local library budgets
- Provide continuing education opportunities
- Offer consulting and leadership

## School Media & Technology Centers

- Serve 772,250 students
- Support technology instruction and classroom teachers
- Primary funding source is Common School Fund

2024-2025 September enrollment. Source: Wisconsin Department of Public Instruction.

## Wisconsin College & University Libraries

- Serve nearly 458,000 students and their local communities
- Support traditional, online, and University of Wisconsin Flexible Option
- Provide research support for more than \$1.8 billion in federal grant research

Source: National Center for Education Statistics (NCES) [IPEDS Data Center](#) (2024); [NSF HERD survey](#) (2023)

## Special Libraries

- Serve a variety of industries:
  - Health care
  - Government
  - Research institutions
  - Business



# The Benefits of Wisconsin Public Libraries

## Communities Need

- Reliable, affordable resources -----▶
- Access to information -----▶
- Learning opportunities -----▶
- Gathering spaces -----▶

## Libraries Offer

- Cost-effective sources for books, digital resources, and technology access
- Free and reliable access to the Internet and published materials
- Resources, programs, and expertise to increase individual, business, and community knowledge
- Places for gathering to learn and connect

## The Benefit of Wisconsin Public Libraries



### Literacy

- Offering early literacy programs such as 1000 Books Before Kindergarten to help ensure children are ready for school
- Participating in partnerships with schools to help improve student literacy through summer reading programs, teaching research skills, and helping develop information and financial literacy
- Providing important resources for homeschool families



### Workforce Development

- Partnering with the state's Workforce Development Centers to extend resources and services to job seekers in communities throughout Wisconsin
- Offering online classes and other learning opportunities designed to increase skills of people seeking employment opportunities or other career advancements
- Providing meeting spaces to conduct interviews both in-person and via technology



### Information Technology

- Providing technology training to residents who need assistance
- Offering reliable, hi-speed internet access and wi-fi hotspots to ensure residents have reliable broadband access
- Offering spaces for innovation centers and creative learning labs designed to maximize in-person learning opportunities using technology not readily accessible to individual residents

## The Benefits of Wisconsin Specialized Libraries



### Knowledge, Creativity, & Learning

- Access to creative application of information and data
- Ability to efficiently acquire, analyze, manage, and apply information and data
- Access to cutting-edge research, consultation services, and learning spaces to experiment and innovate
- Support for business development in biotechnology, engineering, computer science, agriculture, biofuels, health care, and more

