



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, APRIL 15, 2026

Regular Meeting

Community Room

4:00 PM

I. Amended Agenda

II. Opening

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

III. Consent Items

1. Minutes of regular meeting on March 18, 2026
2. Vouchers for March 2026
3. Unaudited Monthly Income & Expense Report for March 2026
4. Monthly Statistical Report for March 2026

IV. Reports/Discussion Items/Action Items

1. Discussion/Possible Action Item: T.B. Scott Free Library Endowment Fund and Zander Trust Agreement
2. Discussion/Action Item: Discuss and approve Board Resolutions Granting Signing Authority
3. Discussion Item: Strategic Goals & Action Steps #3 - Programming
4. Discussion Item: Wisconsin Trustee Essential #6 - Evaluating the Director

V. Library Director's Report

VI. President's Remarks

VII. Date and Time of Next Meeting

May 20, 2026, @4:00PM

VIII. Closed Session

1. The Library Board of Trustees may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f) considering financial, medical, social, or personal histories or disciplinary data of a specific person, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; to discuss the annual review of personnel.

IX. Reconvene in Open Session

X. 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, MARCH 18, 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: K. Breitenmoser, C. Grunenwald, A. Huftel, R. Martinovici, T. Osness, B. Rothlisberg. M. Weix. Excused: E. McCrank Also present were: Jill Indrebo, WVLS Board Representative; L. Ollhoff; A. Bennett; C. Sprague.
2. **Correspondence** - Thank you from the Ronald McDonald House - Marshfield for the monetary donation from library staff as part of the Casual Friday Collection. No further correspondence.
3. **Public Comment** - No public comment.

II. Consent Items

1. **Minutes of regular meeting on February 18, 2026** - R. Martinovici/A. Huftel/C to approve the Minutes of the regular meeting on February 18, 2026. No discussion.
2. **Vouchers for February 2026** - A. Huftel/T. Osness/C to approve the Vouchers for February 2026. No discussion.
3. **Unaudited Monthly Income & Expense Report for February 2026** - B. Rothlisberg/R. Martinovici/C to approve the Unaudited Monthly Income & Expense Report for February 2026. No discussion.
4. **Monthly Statistical Report for February 2026** - T. Osness/B. Rothlisberg/C to place the Monthly Statistical Report for February 2026. B. Rothlisberg inquired if a notation could be made on the report when unusual occurrences require a change in the library's open schedule that could significantly impact data reporting. L. Ollhoff indicated that is an addition that could be made. No further discussion.

III. Reports/Discussion Items/Action Items

1. **Discussion/Possible Action Item: T.B. Scott Free Library Endowment Fund and Zander Trust Management** - C. Gruenenwald provided a summary of his conversation with Atty. Johnathon Ingrisano, Godfrey & Kahn, regarding the management of the endowment fund and the Zander Trust. A follow-up discussion will be held on Thursday, March 19, with Atty. Ingrisano to discuss further details. Continued discussion and a follow-up report will included on the April Board Meeting Agenda. No further discussion. No action was taken.
2. **Discussion Item: Strategic Goals & Action Steps #2 - Awareness** - L. Ollhoff presented the Strategic Goals & Action Steps #2 - Awareness. No discussion.

3. **Discussion Item: Wisconsin Trustee Essential #5 - Hiring a Library Director** - L. Ollhoff presented the Wisconsin Trustee Essential #5 - Hiring a Library Director section. No discussion.

IV. Library Director's Report L. Ollhoff summarized the written report. Highlighted: National Library Week events at T.B. Scott Free Library; WVLS Director Report attachment mention; L. Ollhoff invitation to serve on the hiring committee for the Wisconsin Valley Library Service System Director; mention of Book Sale and additional PR for community members to bring items they wish to donate for the Book Sale; highlighted the 2025 Library Local Annual Report; mention of email sign-up for community members interested in getting newsletters and reports sent directly to them; highlighted the 135th Anniversary of the library on March 24; quick mention that window replacements are underway. Nothing further to report. No discussion.

V. President's Remarks

VI. Date and Time of Next Meeting Wednesday, April 15, 2026; @4PM.

VII. Closed Session

1. **The Library Board of Trustees may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f) considering financial, medical, social, or personal histories or disciplinary data of a specific person, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; to consider a request for unpaid leave of absence for a City employee.** - Motion was made by R. Martinovici/T. Osness/Members in favor: M. Geisler, A. Huftel, C. Gruenenwald, R. Martinovici, M. Weix, K. Breitenmoser, B. Rothlisberg, T. Osness to move into Closed Session. No "Nayes."

Board of Trustees only remained and went into closed session.

VIII. Reconvene in Open Session

1. **The Library Board of Trustees may reconvene in open session for possible action related to the closed session item.** - Reconvened into open session. No discussion.

IX. Adjournment R. Martinovici/A. Huftel/C to adjourn the meeting at 4:44PM.

March 2026

Company Being Paid	3/6/26 Packet	3/13/26 Packet	3/20/26 Packet	3/27/26 Packet	March 2026 Totals
Amazon		\$ 2,079.44			\$ 2,079.44
Berry, William J.				\$ 300.00	\$ 300.00
CDW-G				\$ 111.36	\$ 111.36
Cengage Learning, Inc.	\$ 50.40		\$ 171.53	\$ 162.83	\$ 384.76
Center Point Large Print	\$ 47.94				\$ 47.94
Cintas		\$ 249.11			\$ 249.11
Dave's County Market				\$ 41.43	\$ 41.43
Demco	\$ 92.78	\$ 132.78		\$ 146.98	\$ 372.54
Elan	\$ 1,692.44				\$ 1,692.44
E.O. Johnson Business Technologies		\$ 498.11			\$ 498.11
Frances L. Simek Memorial Library		\$ 26.64			\$ 26.64
Frontier			\$ 149.48		\$ 149.48
Ingram		\$ 792.78	\$ 40.40	\$ 55.09	\$ 888.27
Leigh Yawkey Woodson Art Museum		\$ 300.00		\$ -	\$ 300.00
Libraria	\$ 425.49	\$ 1,120.06		\$ 1,445.23	\$ 2,990.78
Library Ideas, LLC				\$ 55.40	\$ 55.40
Lincoln County Humane Society	\$ 90.00				\$ 90.00
Merrill Ace Hardware	\$ 23.06				\$ 23.06
Merrill Water Utility				\$ 358.12	\$ 358.12
Multi Media Channels					\$ -
Newegg Business	\$ 209.99				\$ 209.99
Plautz, Donna	\$ 13.12				\$ 13.12
T.B. Scott Free Library				\$ 27.36	\$ 27.36
Tech Logic Corporation	\$ 325.00				\$ 325.00
Wisconsin Public Service			\$ 3,741.59		\$ 3,741.59
	\$ 2,970.22	\$ 5,198.92	\$ 4,103.00	\$ 2,703.80	\$ 14,975.94

3/09/2026 5:31 PM
 PACKET: 12332 LIBRARY - 20260306
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-000922 CENGAGE LEARNING INC
 I-999102139492 1 ACCT # 100298883 50.40 JANLCP
 3/06/2026 1 DUE: 3/06/2026 DISC: 3/06/2026 1099: N
 ACCT # 100298883 10 55110-13-10400 Adult Dept Large Print 50.40
 === VENDOR TOTALS === 50.40

01-000274 CENTER POINT LARGE PRINT
 I-2229882 1 CUST # 54452 47.94
 3/06/2026 1 DUE: 3/06/2026 DISC: 3/06/2026 1099: N
 CUST # 54452 10 55110-13-10400 Adult Dept Large Print 47.94
 === VENDOR TOTALS === 47.94

01-003938 DEMCO, INC.
 I-7772289 1 ACCT # 482508000 92.78 IS022526
 3/06/2026 1 DUE: 3/06/2026 DISC: 3/06/2026 1099: N
 ACCT # 482508000 10 55110-03-10500 Library Supplies 92.78
 === VENDOR TOTALS === 92.78

01-000128 ELAN FINANCIAL SERVICES
 I-20260306 1 acct # 5472 1102 2200 0197 1,692.44
 3/06/2026 1 DUE: 3/06/2026 DISC: 3/06/2026
 acct # 5472 1102 2200 0197 1099: N
 acct # 5472 1102 2200 0197 10 55110-03-32000 Education & Conference 124.78
 acct # 5472 1102 2200 0197 10 55110-03-32001 Misc Rev - Educ & Conf 187.21
 acct # 5472 1102 2200 0197 10 55110-03-41500 Programming - Youth 102.87
 acct # 5472 1102 2200 0197 10 55110-03-41751 Misc Rev-Hospitality 39.96
 acct # 5472 1102 2200 0197 10 55110-08-50000 Special/Major Projects 549.93
 acct # 5472 1102 2200 0197 10 55110-14-10400 Adult Dept DVDs 44.45
 acct # 5472 1102 2200 0197 10 55110-15-47500 Software/Upgrades 128.24
 acct # 5472 1102 2200 0197 26 55110-03-26000 NonGov Grant Expense 515.00
 === VENDOR TOTALS === 1,692.44

01-005471 LIBRARIA
 I-275177 1 REF # 2000007482 129.72 264228
 3/06/2026 1 DUE: 3/06/2026 DISC: 3/06/2026 1099: N
 REF # 2000007482 10 55110-13-20100 Young Adult Books 122.92
 REF # 2000007482 10 55110-03-10500 Library Supplies 6.80
 I-275178 1 REF # 2000006658 41.87 262714
 3/06/2026 1 DUE: 3/06/2026 DISC: 3/06/2026 1099: N
 REF # 2000006658 10 55110-13-20000 Youth Children's Books 41.27
 REF # 2000006658 10 55110-03-10500 Library Supplies 0.60

PACKET: 12332 LIBRARY - 20260306
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	GROSS	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-005471	LIBRARIA	(** CONTINUED **)					
I-275179		REF # 2000007576	12.19	264371	1099: N		
3/06/2026	1	DUE: 3/06/2026 DISC: 3/06/2026			10 55110-13-20000	Youth Children's Books	11.39
		REF # 2000007576			10 55110-03-10500	Library Supplies	0.80
		REF # 2000007576					
I-275356		REF # 2000007480	241.71	264226	1099: N		
3/06/2026	1	DUE: 3/06/2026 DISC: 3/06/2026			10 55110-13-20000	Youth Children's Books	230.71
		REF # 2000007480			10 55110-03-10500	Library Supplies	11.00
		REF # 2000007480					
		=== VENDOR TOTALS ===	425.49				
01-001776	LINCOLN COUNTY HUMANE SOCIETY						
I-20260306		CASUAL FRIDAY DONATION	90.00		1099: N		
3/06/2026	1	DUE: 3/06/2026 DISC: 3/06/2026			10 55110-03-31000	Misc. - Petty Cash	90.00
		CASUAL FRIDAY DONATION					
		=== VENDOR TOTALS ===	90.00				
01-000839	MERRILL ACE HARDWARE						
C-20260306		ACCT #81867	0.90CR		1099: N		
3/06/2026	1	DUE: 3/06/2026 DISC: 3/06/2026			10 55110-03-44000	Janitor Supplies	0.90CR
		ACCT #81867					
I-250147		ACCT #81867	23.96		1099: N		
3/06/2026	1	DUE: 3/06/2026 DISC: 3/06/2026			10 55110-03-44000	Janitor Supplies	23.96
		ACCT #81867					
		=== VENDOR TOTALS ===	23.06				
01-005479	NEWEGG BUSINESS INC.						
I-1305993183		ACCT # 91945026	209.99		1099: N		
3/06/2026	1	DUE: 3/06/2026 DISC: 3/06/2026			10 55110-15-42500	Computer Equipment	209.99
		ACCT # 91945026					
		=== VENDOR TOTALS ===	209.99				
01-004398	DONNA J FLAUTZ						
I-20260306		FEBRUARY MILEAGE	13.12		1099: N		
3/06/2026	1	DUE: 3/06/2026 DISC: 3/06/2026			10 55110-03-30500	Mileage	13.12
		FEBRUARY MILEAGE					
		=== VENDOR TOTALS ===	13.12				

PACKET: 12332 LIBRARY - 20260306
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	G/L ACCOUNT	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-005531		TECH LOGIC CORPORATION					

I-INV21004520		CUST # 900288	325.00				
3/06/2026	1	DUE: 3/06/2026 DISC: 3/06/2026			1099: N		
		CUST # 900288			10 55110-15-47500	Software/Upgrades	325.00

=== VENDOR TOTALS === 325.00
 === PACKET TOTALS === 2,970.22

PACKET: 12332 LIBRARY - 20260306
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 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 2,971.12
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.90CR

BATCH TOTALS 2,970.22

BANK YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM		GROUP	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
			** G/L ACCOUNT TOTALS **				
2026	10 -21-0000	Accounts Payable Control	2,455.22-*	7,000	6,677.30	1,062,390	871,118.42
	10 -55110-03-10500	Library Supplies	111.98	600	567.38	1,062,390	871,217.28
	10 -55110-03-30500	Mileage	13.12	0	0.00	1,062,390	871,140.40
	10 -55110-03-31000	Misc. - Petty Cash	90.00	2,000	1,825.22	1,062,390	871,105.62
	10 -55110-03-32000	Education & Conference	124.78	0	187.21- Y	1,062,390	871,043.19
	10 -55110-03-32001	Misc Rev - Educ & Conf	187.21	7,500	6,290.25	1,062,390	871,127.53
	10 -55110-03-41500	Programming - Youth	102.87	0	176.13- Y	1,062,390	871,190.44
	10 -55110-03-41751	Misc Rev-Hospitality	39.96	4,800	4,236.60	1,062,390	871,207.34
	10 -55110-03-44000	Janitor Supplies	23.06	0	549.93- Y	1,062,390	870,680.47
	10 -55110-08-50000	Special/Major Projects	549.93	4,300	3,521.51	1,062,390	871,132.06
	10 -55110-13-10400	Adult Dept Large Print	98.34	16,000	13,261.71	1,062,390	870,947.03
	10 -55110-13-20000	Youth Children's Books	283.37	2,500	2,094.16	1,062,390	871,107.48
	10 -55110-13-20100	Young Adult Books	122.92	2,000	1,788.53	1,062,390	871,185.95
	10 -55110-14-10400	Adult Dept DVDs	44.45	10,000	8,086.74	1,062,390	871,020.41
	10 -55110-15-42500	Computer Equipment	209.99	3,000	2,453.92	1,062,390	870,777.16
	10 -55110-15-47500	Software/Upgrades	453.24	0	515.00- Y	0	1,189.22- Y
	26 -21-0000	Accounts Payable Control	515.00-*				
	26 -55110-03-26000	NonGov Grant Expense	515.00				
	99 -14-0010	Due from General Fund	2,455.22 *				
	99 -14-0026	Due From Non-Lapsing	515.00 *				
			** 2026 YEAR TOTALS 2,970.22				

3/09/2026 5:31 PM
PACKET: 12332 LIBRARY - 20260306
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	3/2026	2,455.22
26	3/2026	515.00

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12354 LIBRARY - 20260313
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	G/L ACCOUNT	GROSS DISCOUNT	P.O. #	ACCOUNT NAME	DISTRIBUTION
01-005248		AMAZON CAPITAL SERVICES, INC.						
C-1QXL-GYC3-QNYM		ACCOUNT #A29JIWFIAEUZST			12.00CR	ADFIC-FE		
3/13/2026	1	DUE: 3/13/2026 DISC: 3/13/2026				1099: N		
		ACCOUNT #A29JIWFIAEUZST				10 55110-13-10000	Adult Dept Fiction	12.00CR
I-14JF-C94C-K31J		ACCOUNT #A29JIWFIAEUZST			66.54	YS- Book		
3/13/2026	1	DUE: 3/13/2026 DISC: 3/13/2026				1099: N		
		ACCOUNT #A29JIWFIAEUZST				10 55110-13-20000	Youth Children's Books	66.54
I-14JF-C94C-KKDH		ACCOUNT #A29JIWFIAEUZST			224.32	DVDS FEB		
3/13/2026	1	DUE: 3/13/2026 DISC: 3/13/2026				1099: N		
		ACCOUNT #A29JIWFIAEUZST				10 55110-14-10400	Adult Dept DVDS	224.32
I-14R4-LYDR-QJY1		ACCOUNT #A29JIWFIAEUZST			46.96	OS CE		
3/13/2026	1	DUE: 3/13/2026 DISC: 3/13/2026				1099: N		
		ACCOUNT #A29JIWFIAEUZST				10 55110-03-10000	Office Supplies	16.48
		ACCOUNT #A29JIWFIAEUZST				10 55110-15-42500	Computer Equipment	30.48
I-14R4-LYDR-R1DR		ACCOUNT #A29JIWFIAEUZST			178.72	REORDERE		
3/13/2026	1	DUE: 3/13/2026 DISC: 3/13/2026				1099: N		
		ACCOUNT #A29JIWFIAEUZST				10 55110-14-10400	Adult Dept DVDS	178.72
I-16N9-NYLX-QP6Q		ACCOUNT #A29JIWFIAEUZST			36.62	YS-BOOKS		
3/13/2026	1	DUE: 3/13/2026 DISC: 3/13/2026				1099: N		
		ACCOUNT #A29JIWFIAEUZST				10 55110-13-20000	Youth Children's Books	30.65
		ACCOUNT #A29JIWFIAEUZST				10 55110-03-41500	Programming - Youth	5.97
I-16N9-NYLX-R3KJ		ACCOUNT #A29JIWFIAEUZST			203.52	IoTbirdi		
3/13/2026	1	DUE: 3/13/2026 DISC: 3/13/2026				1099: N		
		ACCOUNT #A29JIWFIAEUZST				10 55110-14-41000	Adult Library of Things	203.52
I-19CN-7LDM-Q7X6		ACCOUNT #A29JIWFIAEUZST			58.46	ADFIC-FE		
3/13/2026	1	DUE: 3/13/2026 DISC: 3/13/2026				1099: N		
		ACCOUNT #A29JIWFIAEUZST				10 55110-13-10000	Adult Dept Fiction	58.46
I-19CN-7LDM-QVJH		ACCOUNT #A29JIWFIAEUZST			279.93	REORDER		
3/13/2026	1	DUE: 3/13/2026 DISC: 3/13/2026				1099: N		
		ACCOUNT #A29JIWFIAEUZST				10 55110-14-10200	Adult Dept CDs	279.93
I-1FNW-MFYC-Q64P		ACCOUNT #A29JIWFIAEUZST			222.62	Adult-LO		
3/13/2026	1	DUE: 3/13/2026 DISC: 3/13/2026				1099: N		
		ACCOUNT #A29JIWFIAEUZST				26 55110-03-12625	Cross-County - Expense	222.62
I-1LEF-MEMR-K7JM		ACCOUNT #A29JIWFIAEUZST			35.14	MEM CS_0		
3/13/2026	1	DUE: 3/13/2026 DISC: 3/13/2026				1099: N		
		ACCOUNT #A29JIWFIAEUZST				10 55110-15-42500	Computer Equipment	26.38
		ACCOUNT #A29JIWFIAEUZST				26 55110-03-40500	Memorial Books-Expense	8.76

PACKET: 12354 LIBRARY - 20260313
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	RANK CODE	DESCRIPTION	GROSS DISCOUNT	P. O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-005248 AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)						
3/13/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 3/13/2026 DISC: 3/13/2026 ACCOUNT #A29JIWFIAEUZST	17.34	MEM Ober 1099: N 26 55110-03-40500	Memorial Books-Expense	17.34
3/13/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 3/13/2026 DISC: 3/13/2026 ACCOUNT #A29JIWFIAEUZST	73.47	YS-Libra 1099: N 10 55110-03-10500	Library Supplies	73.47
3/13/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 3/13/2026 DISC: 3/13/2026 ACCOUNT #A29JIWFIAEUZST	50.64	OS_AP_02 1099: N 10 55110-03-10000	Office Supplies	12.36
3/13/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 3/13/2026 DISC: 3/13/2026 ACCOUNT #A29JIWFIAEUZST	21.25	YS Summe 1099: N 26 55110-03-22725	Summer Programs-Expenses	21.25
3/13/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 3/13/2026 DISC: 3/13/2026 ACCOUNT #A29JIWFIAEUZST	39.90	coffeest 1099: N 10 55110-03-41751	Misc Rev-Hospitality	39.90
3/13/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 3/13/2026 DISC: 3/13/2026 ACCOUNT #A29JIWFIAEUZST	36.51	Coffeest 1099: N 10 55110-03-41751	Misc Rev-Hospitality	36.51
3/13/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 3/13/2026 DISC: 3/13/2026 ACCOUNT #A29JIWFIAEUZST	133.70	ADPROG1- 1099: N 10 55110-03-41250	Programming - Adult	133.70
3/13/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 3/13/2026 DISC: 3/13/2026 ACCOUNT #A29JIWFIAEUZST	54.24	ADPROG26 1099: N 10 55110-03-41250	Programming - Adult	54.24
3/13/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 3/13/2026 DISC: 3/13/2026 ACCOUNT #A29JIWFIAEUZST	293.17	YS-Learn 1099: N 10 55110-14-40000	Learning Games/Story Box	293.17
3/13/2026	1	ACCOUNT #A29JIWFIAEUZST DUE: 3/13/2026 DISC: 3/13/2026 ACCOUNT #A29JIWFIAEUZST	18.39	DVD JAN 1099: N 10 55110-14-10400	Adult Dept DVDs	18.39

=== VENDOR TOTALS ===
 2,079.44

PACKET: 12354 LIBRARY - 20260313
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-004375 CINTAS CORPORATION
 I-4261912681 PAYER # 18280979 249.11
 3/13/2026 1 DUE: 3/13/2026 DISC: 3/13/2026 1099: N
 PAYER # 18280979 10 55110-02-23250 Facility Cleaning Servic 249.11
 === VENDOR TOTALS === 249.11

01-003938 DEMCO, INC.
 I-7773266 ACCT # 482508000 132.78
 3/13/2026 1 DUE: 3/13/2026 DISC: 3/13/2026 1099: N
 ACCT # 482508000 10 55110-03-10500 Library Supplies 132.78
 === VENDOR TOTALS === 132.78

01-000207 E.O. JOHNSON BUSINESS TECHNOLO
 I-INV1923654 ACCT # 6000604 98.52
 3/13/2026 1 DUE: 3/13/2026 DISC: 3/13/2026 1099: N
 ACCT # 6000604 26 55110-03-12650 Library Photocopier Expe 98.52

I-INV1923655 ACCT # 6000604 399.59
 3/13/2026 1 DUE: 3/13/2026 DISC: 3/13/2026 1099: N
 ACCT # 6000604 26 55110-03-12650 Library Photocopier Expe 399.59
 === VENDOR TOTALS === 498.11

01-001798 FRANCES L. SIMEK MEMORIAL LIBR
 I-031026 THE CROSSROADS BY C.J. BOX-LP 26.64
 3/13/2026 1 DUE: 3/13/2026 DISC: 3/13/2026 1099: N
 THE CROSSROADS BY C.J. BOX 10 55110-13-10400 Adult Dept Large Print 26.64
 === VENDOR TOTALS === 26.64

01-005651 INGRAM LIBRARY SERVICES LLC
 I-94962266 ACCT # 20AB749 440.76
 3/13/2026 1 DUE: 3/13/2026 DISC: 3/13/2026 1099: N
 ACCT # 20AB749 10 55110-13-10000 Adult Dept Fiction 438.58
 ACCT # 20AB749 10 55110-03-11000 Postage 2.18

I-94962267 ACCT # 20AB749 157.49
 3/13/2026 1 DUE: 3/13/2026 DISC: 3/13/2026 1099: N
 ACCT # 20AB749 10 55110-13-10100 Adult Dept Non-Fiction 156.72
 ACCT # 20AB749 10 55110-03-11000 Postage 0.77

PACKET: 12354 LIBRARY - 20260313
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-005651 INGRAM LIBRARY SERVICES LLC (** CONTINUED **)

I-94962268	1	ACCT # 20AB749	15.03	PB162202		
3/13/2026		DUE: 3/13/2026 DISC: 3/13/2026		1099: N		
		ACCT # 20AB749		10 55110-13-10200	Adult Dept Paperbacks	14.98
		ACCT # 20AB749		10 55110-03-11000	Postage	0.05
I-94975745	1	ACCT # 20AB749	179.50	ADFIC-FE		
3/13/2026		DUE: 3/13/2026 DISC: 3/13/2026		1099: N		
		ACCT # 20AB749		10 55110-13-10000	Adult Dept Fiction	170.50
		ACCT # 20AB749		10 55110-03-11000	Postage	9.00
=== VENDOR TOTALS ===			792.78			

01-004658 LEIGH YAWKEY WOODSON ART MUSEUM

I-20260313	1	START WITH ART	300.00			
3/13/2026		DUE: 3/13/2026 DISC: 3/13/2026		1099: N		
		START WITH ART		10 55110-03-41500	Programming - Youth	300.00
=== VENDOR TOTALS ===			300.00			

01-005471 LIBRARIA

I-275780	1	REF # 2000007632	679.44	264511		
3/13/2026		DUE: 3/13/2026 DISC: 3/13/2026		1099: N		
		REF # 2000007632		10 55110-13-20000	Youth Children's Books	668.84
		REF # 2000007632		10 55110-03-10500	Library Supplies	10.60
I-275811	1	REF # 2000007481	428.38	264225		
3/13/2026		DUE: 3/13/2026 DISC: 3/13/2026		1099: N		
		REF # 2000007481		10 55110-13-20000	Youth Children's Books	408.28
		REF # 2000007481		10 55110-03-10500	Library Supplies	20.10

I-275933	1	REF # 2000004653	12.24	259223		
3/13/2026		DUE: 3/13/2026 DISC: 3/13/2026		1099: N		
		REF # 2000004653		10 55110-13-20000	Youth Children's Books	11.39
		REF # 2000004653		10 55110-03-10500	Library Supplies	0.85
=== VENDOR TOTALS ===			1,120.06			
=== PACKET TOTALS ===			5,198.92			

3/17/2026 12:21 PM
PACKET: 12354 LIBRARY - 20260313
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	3/2026	4,430.84
26	3/2026	768.08

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12362 LIBRARY 20260320
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 4,103.00
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 4,103.00

** 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	4,103.00-*	28,000	24,271.92	1,062,390	859,048.03
	10 -55110-02-22000	Electric	1,807.93	22,500	17,868.90	1,062,390	858,922.30
	10 -55110-02-22500	Fuel - Natural Gas	1,933.66	1,350	926.56	1,062,390	860,706.48
	10 -55110-02-25000	Telephone	149.48	1,200	1,078.19	1,062,390	860,852.96
	10 -55110-03-11000	Postage	3.00	10,000	8,191.35	1,062,390	860,818.56
	10 -55110-13-10100	Adult Dept Non-Fiction	37.40	4,300	3,323.34	1,062,390	860,684.43
	10 -55110-13-10400	Adult Dept Large Print	171.53				
	99 -14-0010	Due from General Fund	4,103.00 *				

** 2026 YEAR TOTALS 4,103.00

A/P Regular Open Item Register

3/23/2026 11:47 AM
PACKET: 12362 LIBRARY 20260320
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	3/2026	4,103.00

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12372 LIBRARY - 20260327
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	GROSS	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-005718	WILLIAM J. BERRY							
I-20260327	3/27/2026	1	APRIL 6, 2026 PRESENTATION DUE: 3/27/2026 DISC: 3/27/2026	300.00	1099: Y		Library Grants - Expense	300.00
			APRIL 6, 2026 PRESENTATION		26	55110-03-25000		
			=== VENDOR TOTALS ===	300.00				
01-003189	CDW GOVERNMENT							
I-A14249S	3/27/2026	1	CUST # 10937747 DUE: 3/27/2026 DISC: 3/27/2026	111.36	1099: N	030926LS	Library Supplies	111.36
			CUST # 10937747		10	55110-03-10500		
			=== VENDOR TOTALS ===	111.36				
01-000922	CENGAGE LEARNING INC							
I-999102367834	3/27/2026	1	ACCT # 100298883 DUE: 3/27/2026 DISC: 3/27/2026	26.39	1099: N	DECLCP	Adult Dept Large Print	26.39
			ACCT # 100298883		10	55110-13-10400		
I-999102527499	3/27/2026	1	ACCT # 100298883 DUE: 3/27/2026 DISC: 3/27/2026	111.75	1099: N	MARCHLP	Adult Dept Large Print	111.75
			ACCT # 100298883		10	55110-13-10400		
I-999102548921	3/27/2026	1	ACCT # 100298883 DUE: 3/27/2026 DISC: 3/27/2026	24.69	1099: N	MARCHLCP	Adult Dept Large Print	24.69
			ACCT # 100298883		10	55110-13-10400		
			=== VENDOR TOTALS ===	162.83				
01-000204	DAVE'S COUNTY MARKET							
I-00102660	3/27/2026	1	ACCT # 708 DUE: 3/27/2026 DISC: 3/27/2026	27.97	1099: N	127782	Hospitality	27.97
			ACCT # 708		10	55110-03-41750		
I-00378106	3/27/2026	1	ACCT # 708 DUE: 3/27/2026 DISC: 3/27/2026	13.46	1099: N	504052	Programming - Adult	13.46
			ACCT # 708		10	55110-03-41250		
			=== VENDOR TOTALS ===	41.43				

PACKET: 12372 LIBRARY - 20260327
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-003938	DEMCO, INC.											
I-7775303		CUST # 482508000		146.98	IS030426							
3/27/2026	1	DUE: 3/27/2026 DISC:	3/27/2026		1099: N							146.98
		CUST # 482508000			10 55110-03-10500	Library Supplies						

==== VENDOR TOTALS === 146.98

01-005651	INGRAM LIBRARY SERVICES LLC											
I-95324356		ACCT # 20AB749		20.60	ANF-2026							
3/27/2026	1	DUE: 3/27/2026 DISC:	3/27/2026		1099: N							17.60
		ACCT # 20AB749			10 55110-13-10100	Adult Dept Non-Fiction						3.00
		ACCT # 20AB749			10 55110-03-11000	Postage						

I-95398613		ACCT # 20AB749		19.50	ANF-2026							
3/27/2026	1	DUE: 3/27/2026 DISC:	3/27/2026		1099: N							16.50
		ACCT # 20AB749			10 55110-13-10100	Adult Dept Non-Fiction						3.00
		ACCT # 20AB749			10 55110-03-11000	Postage						

I-95446702		ACCT # 20AB749		14.99	PB162202							
3/27/2026	1	DUE: 3/27/2026 DISC:	3/27/2026		1099: N							5.99
		ACCT # 20AB749			10 55110-13-10200	Adult Dept Paperbacks						9.00

==== VENDOR TOTALS === 55.09

01-005471	LIBRARIA											
I-276840		REF # 2000008136		621.93	265305							
3/27/2026	1	DUE: 3/27/2026 DISC:	3/27/2026		1099: N							614.33
		REF # 2000008136			10 55110-13-20000	Youth Children's Books						7.60
		REF # 2000008136			10 55110-03-10500	Library Supplies						

I-276842		REF # 2000008117		411.48	276842							
3/27/2026	1	DUE: 3/27/2026 DISC:	3/27/2026		1099: N							400.18
		REF # 2000008117			10 55110-13-20000	Youth Children's Books						11.30
		REF # 2000008117			10 55110-03-10500	Library Supplies						

I-276843		REF # 2000008137		154.54	265307							
3/27/2026	1	DUE: 3/27/2026 DISC:	3/27/2026		1099: N							148.94
		REF # 2000008137			10 55110-13-20100	Young Adult Books						5.60
		REF # 2000008137			10 55110-03-10500	Library Supplies						

I-277022		REF # 2000008116		257.28	265260							
3/27/2026	1	DUE: 3/27/2026 DISC:	3/27/2026		1099: N							248.83
		REF # 2000008116			10 55110-13-20000	Youth Children's Books						8.45
		REF # 2000008116			10 55110-03-10500	Library Supplies						

==== VENDOR TOTALS === 1,445.23

PACKET: 12372 LIBRARY - 20260327
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-004942 LIBRARY IDEAS, LLC

I-126135 VOX BOOK 55.40
 3/27/2026 1 DUE: 3/27/2026 DISC: 3/27/2026 1099: N
 VOX BOOK 10 55110-14-20000 Youth Audiobooks & CDs 55.40

=== VENDOR TOTALS === 55.40

01-000328 MERRILL WATER UTILITY

I-20260327 ACCT # 112-01040-01 358.12
 3/27/2026 1 DUE: 3/27/2026 DISC: 3/27/2026 1099: N
 ACCT # 112-01040-01 10 55110-02-21000 Water and Sewer 358.12

=== VENDOR TOTALS === 358.12

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

I-20260327 PETTY CASH REIMB 27.36
 3/27/2026 1 DUE: 3/27/2026 DISC: 3/27/2026 1099: N
 PETTY CASH REIMB 10 55110-03-11000 Postage 27.36

=== VENDOR TOTALS === 27.36

=== PACKET TOTALS === 2,703.80

PACKET: 12372 LIBRARY - 20260327
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 2,703.80
 DEBIT MEMO TOTALS 0.00
 CREDIT MEMO TOTALS 0.00

BATCH TOTALS 2,703.80

** 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	2,403.80-*				
	10 -55110-02-21000	Water and Sewer	358.12	2,080	1,721.88	1,062,390	822,368.50
	10 -55110-03-10500	Library Supplies	291.29	7,000	6,148.21	1,062,390	822,435.33
	10 -55110-03-11000	Postage	42.36	1,200	1,035.83	1,062,390	822,684.26
	10 -55110-03-41250	Programming - Adult	13.46	7,000	5,759.42	1,062,390	822,713.16
	10 -55110-03-41750	Hospitality	27.97	500	415.29	1,062,390	822,698.65
	10 -55110-13-10100	Adult Dept Non-Fiction	34.10	10,000	8,157.25	1,062,390	822,692.52
	10 -55110-13-10200	Adult Dept Paperbacks	5.99	750	709.56	1,062,390	822,720.63
	10 -55110-13-10400	Adult Dept Large Print	162.83	4,300	3,160.51	1,062,390	822,563.79
	10 -55110-13-20000	Youth Children's Books	1,263.34	16,000	10,812.67	1,062,390	821,463.28
	10 -55110-13-20100	Youth Adult Books	148.94	2,500	1,945.22	1,062,390	822,577.68
	10 -55110-14-20000	Youth Audiobooks & CDs	55.40	1,500	412.32	1,062,390	822,671.22
	26 -21-0000	Accounts Payable Control	300.00-*				
	26 -55110-03-25000	Library Grants - Expense	300.00	0	300.00- Y	0	2,257.30- Y
	99 -14-0010	Due from General Fund	2,403.80 *				
	99 -14-0026	Due From Non-Lapsing	300.00 *				

** 2026 YEAR TOTALS 2,703.80

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	3/2026	2,403.80
26	3/2026	300.00

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
45110-43514 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	241,162.50	50.00	241,162.50
TOTAL Intergovernmental	482,325.00	0.00	241,162.50	50.00	241,162.50
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	0.00	172.88	719.06	0.00	(719.06)
TOTAL Public Charges-Services	0.00	172.88	719.06	0.00	(719.06)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	1,000.00	0.00	(1,000.00)
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
TOTAL Miscellaneous Revenues	0.00	0.00	1,000.00	0.00	(1,000.00)
<hr/>					
TOTAL REVENUES	482,325.00	172.88	242,881.56	50.36	239,443.44
EXPENDITURES					
=====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	236,530.00	18,063.28	61,910.24	26.17	174,619.76
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	31,048.76	105,681.17	25.62	306,846.83
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	3,618.18	12,778.32	25.74	36,874.68
55110-01-52000 Retirement (WRS)	38,523.00	2,906.16	10,171.56	26.40	28,351.44
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	18,645.12	22.36	64,753.88
55110-01-55000 Life Insurance	2,977.00	0.00	233.32	7.84	2,743.68
TOTAL Personnel Services	829,190.00	61,851.42	209,419.73	25.26	619,770.27
<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	358.12	358.12	17.22	1,721.88
55110-02-22000 Electric	28,000.00	1,807.93	3,728.08	13.31	24,271.92
55110-02-22500 Fuel - Natural Gas	22,500.00	1,933.66	4,631.10	20.58	17,868.90

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
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	747.33	24.91	2,252.67
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	149.48	423.44	31.37	926.56
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	150.00	0.00	71.00	47.33	79.00
TOTAL Contractual Services	65,080.00	4,498.30	9,959.07	15.30	55,120.93
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	2,750.00	28.84	179.75	6.54	2,570.25
55110-03-10500 Library Supplies	7,000.00	641.07	851.79	12.17	6,148.21
55110-03-11000 Postage	1,200.00	57.36	164.17	13.68	1,035.83
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	13.12	32.62	5.44	567.38
55110-03-31000 Misc. - Petty Cash	0.00	(10.00)	(100.00)	0.00	100.00
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	124.78	174.78	8.74	1,825.22
55110-03-32001 Misc Rev - Educ & Conf	0.00	187.21	187.21	0.00	(187.21)
55110-03-41000 Public Relations/Publicit	2,000.00	0.00	299.00	14.95	1,701.00
55110-03-41001 Misc Rev - Publicity	0.00	0.00	0.00	0.00	0.00
55110-03-41250 Programming - Adult	7,000.00	239.68	1,240.58	17.72	5,759.42
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	0.00	0.00	0.00
55110-03-41500 Progamming - Youth	7,500.00	389.86	1,496.74	19.96	6,003.26
55110-03-41501 Misc Rev-Programming-Yout	0.00	0.00	0.00	0.00	0.00
55110-03-41750 Hospitality	500.00	27.97	84.71	16.94	415.29
55110-03-41751 Misc Rev-Hospitality	0.00	116.37	252.54	0.00	(252.54)
55110-03-44000 Janitor Supplies	4,800.00	23.06	563.40	11.74	4,236.60
55110-03-50000 M/R-General Repair/Maint.	7,000.00	0.00	315.68	4.51	6,684.32
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	1,839.32	5,742.97	10.80	47,457.03
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	15,000.00	0.00	126.00	0.84	14,874.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	15,000.00	0.00	126.00	0.84	14,874.00
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	549.93	549.93	0.00	(549.93)
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	549.93	549.93	0.00	(549.93)

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,800.00	655.54	1,423.41	14.52	8,376.59
55110-13-10100 Adult Dept Non-Fiction	10,000.00	228.22	1,842.75	18.43	8,157.25
55110-13-10200 Adult Dept Paperbacks	750.00	20.97	40.44	5.39	709.56
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	459.34	1,139.49	26.50	3,160.51
55110-13-20000 Youth Children's Books	16,000.00	2,732.41	5,187.33	32.42	10,812.67
55110-13-20100 Young Adult Books	2,500.00	271.86	554.78	22.19	1,945.22
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	80.00	2.00	3,920.00
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	4,368.34	10,268.20	21.69	37,081.80
<u>Non-Print Media-Library</u>					
55110-14-10000 Adult Dept Audio Books	0.00	0.00	0.00	0.00	0.00
55110-14-10100 Adult Dept Books on CD	2,000.00	0.00	235.11	11.76	1,764.89
55110-14-10200 Adult Dept CDs	800.00	279.93	118.27	14.78	681.73
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	465.88	632.90	31.65	1,367.10
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	55.40	1,087.68	72.51	412.32
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	0.00	80.92	10.79	669.08
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	350.00	293.17	370.74	105.93	20.74)
55110-14-41000 Adult Library of Things	350.00	203.52	320.52	91.58	29.48
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	1,297.90	2,846.14	19.81	11,523.86
<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	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 T1/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	266.85	1,970.12	19.70	8,029.88
55110-15-47500 Software/Upgrades	3,000.00	453.24	546.08	18.20	2,453.92
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	720.09	3,036.16	7.95	35,163.84
TOTAL EXPENDITURES	1,062,390.00	75,125.30	241,948.20	22.77	820,441.80
REVENUES OVER/(UNDER) EXPENDITURES	(580,065.00)	(74,952.42)	933.36	0.00	(580,998.36)

Monthly Statistical Report
T.B. Scott Free Library
March 2026

LIBRARY ACTIVITY	Mar 2026	Mar 2025	% Change	Mar 2024	% Change	YTD 2026	YTD 2025	% Change
Library Facility Traffic	6,286	5,610	12.0%	5,445	15.4%	17,842	16,268	9.7%
Average Daily Traffic	251	216	16.2%	209	20.1%	248	223	11.1%
Meetings Held	27	17	58.8%	35	-22.9%	92	48	91.7%
Attendance	131	115	13.9%	167	-21.6%	469	313	49.8%
Classes/Groups w/o Program	3	10	-70.0%	9	-66.7%	14	28	-50.0%
Attendance	54	157	-65.6%	136	-60.3%	247	510	-51.6%
New Card Registrations	47	36	30.6%	38	23.7%	134	125	7.2%
Volunteer Hours Worked	23	16	43.8%	17	35.3%	51	47	8.5%

TECHNOLOGY USE	Mar 2026	Mar 2025	% Change	Mar 2024	% Change	YTD 2026	YTD 2025	% Change
Wireless Use	1,295	1,268	2.1%	1,349	-4.0%	3,140	3,778	-16.9%
Internet Computers								
Adult	511	339	50.7%	345	48.1%	1,383	948	45.9%
Youth	87	60	45.0%	78	11.5%	307	144	113.2%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	216	132	63.6%	113	91.2%	466	370	25.9%
TOTAL USE	814	531	53.3%	536	51.9%	2,156	1,462	47.5%

PROGRAMS	Mar 2026	Mar 2025	% Change	Mar 2024	% Change	YTD 2026	YTD 2025	% Change
Programs Given								
Adult	15	7	114.3%	16	-6.3%	37	24	54.2%
General Interest	2	2	0.0%	4	-50.0%	6	6	0.0%
Teen	-	1	-100.0%	-	#DIV/0!	-	1	N/A
Youth	10	12	-16.7%	14	-28.6%	29	28	3.6%
TOTAL	27	22	22.7%	34	-20.6%	72	59	22.0%
Program Attendance								
Adult	188	89	111.2%	169	11.2%	479	269	78.1%
General Interest	27	24	12.5%	42	-35.7%	67	74	-9.5%
Teen	-	25	N/A	-	N/A	-	25	N/A
Youth	277	260	6.5%	285	-2.8%	757	638	18.7%
TOTAL	492	398	23.6%	496	-0.8%	1,303	1,006	29.5%

Self-Directed Activities

	Date	#	Youth	Date	#
Little Bluebirds Club		7	Wiggle, Giggle, Shake(2 sessions)		42
Preschool Activity Bags		100	Family Storytime(2 sessions)		61
School Age Activity Bags		50	Trinity 4k	3/17/2026	24
Scavenger Hunt		118	Start with Art	3/18/2026	43
Caesar Cipher		48	Parkside Preschool	3/24/2026	23
Adult Spice Bags		50	Build a Buddy	3/24/2026	37
Adult	Date	#	Peep House Build	3/25/2026	34
1 on 1 Tech Help(6 sessions)		7	Tales 4 Twos	3/30/2026	13
Notary Public Service(8 sessions)		8			
Kindhearted	3/2/2026	16	Outreach	Date	#
Believe & Achieve	3/10/2026	5	Senior Dining	3/11/2026	30
Adult Bunny Craft	3/10/2026	10	Reading With Sue	3/18/2026	5
Mary Ament Irish Harp Music	3/11/2026	46	Critic's Choice Movie	3/25/2026	12
Memory Café	3/17/2026	0			
Dementia Basics	3/17/2026	3			
Cover to Cover	3/19/2026	6			
Spring Bingo	3/20/2026	23			
Brain Health Basics	3/24/2026	6			
Adult Peep Craft	3/25/2026	3			
Managing Caregiver Stress	3/26/2026	6			
Paint and Sip	3/31/2026	17			
General Interest	Date	#			
Real Writer's Group	3/14/2026	17			
Library Social Hour	3/27/2026	10			

OVERALL ROOM USE

Room	# of people
Atrium	2
Board Room	42
Carnegie	0
Community Room	237
Genealogy Room	8
Semling-Menke Room	8
Storyhour Room	164
YS Activity Room	157

MARCH 2026

BORROWERS		Mar 2026	Mar 2025	% Change	Mar 2024	% Change
City	Adult	2,799	3,343	-16.3%	3,628	-22.9%
	Youth	742	856	-13.3%	863	-14.0%
County	Adult	2,495	2,999	-16.8%	3,234	-22.9%
	Youth	660	759	-13.0%	774	-14.7%
Other	Adult	376	392	-4.1%	386	-2.6%
	*ILL	427	416	2.6%	450	-5.1%
	Youth	59	73	-19.2%	78	-24.4%
TOTAL BORROWERS		7,558	8,838	-14.5%	9,413	-19.7%

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

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

Nov 2023: Purge of inactive patrons completed

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

DONATIONS	Mar 2026	Mar 2025	Mar 2024	YTD 2026	YTD 2025
Endowment Fund	\$ -	\$ -	\$ -	\$ 505	\$ 756
Special Projects Fund	\$ -	\$ 75	\$ 130	N/A	\$ 75
Gifts/Memorials	\$ 200	\$ 99	\$ 177	\$ 336	\$ 310

RESOURCE SHARING	Mar 2026	Mar 2025	% Change	Mar 2024	% Change	YTD 2026	YTD 2025	% Change
V-Cat Received	1,485	1,413	5.1%	1,222	21.5%	4,323	3,933	9.9%
V-Cat Sent	1,112	1,111	0.1%	1,212	-8.3%	3,292	3,609	-8.8%
ILL Received	58	24	141.7%	29	100.0%	153	87	75.9%
ILL Sent	94	108	-13.0%	74	27.0%	289	321	-10.0%

CIRCULATION	Mar 2026	Mar 2025	% Change	Mar 2024	% Change	YTD 2026	YTD 2025	% Change	
Audiobooks	Adult	108	148	-27.0%	161	-32.9%	351	369	-4.9%
	Youth	14	32	-56.3%	25	-44.0%	56	93	-39.8%
Books-Fiction	Adult	2,363	2,603	-9.2%	2,552	-7.4%	7,000	7,459	-6.2%
	Youth	3,370	3,206	5.1%	3,106	8.5%	9,308	8,953	4.0%
Books-Nonfiction	Adult	1,125	1,014	10.9%	1,102	2.1%	3,160	2,952	7.0%
	Youth	694	593	17.0%	713	-2.7%	1,880	1,605	17.1%
CDs/Cassettes	Adult	200	95	110.5%	205	-2.4%	1,040	279	272.8%
	Youth	18	19	-5.3%	16	12.5%	85	43	97.7%
DVD/Blu-Ray/VHS	Adult	708	754	-6.1%	682	3.8%	2,079	2,535	-18.0%
	Youth	461	487	-5.3%	456	1.1%	1,208	1,225	-1.4%
Games	Adult	11	4	175.0%	3	266.7%	21	13	61.5%
	Youth	34	16	112.5%	45	-24.4%	88	52	69.2%
Magazines	Adult	139	215	-35.3%	202	-31.2%	440	665	-33.8%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	132	99	33.3%	95	38.9%	360	274	31.4%
	Youth	10	43	-76.7%	37	-73.0%	51	67	-23.9%
PHYSICAL ITEMS SUB TOTAL		9,387	9,328	0.6%	9,400	-0.1%	27,127	26,584	2.0%
Digital Library	Audiobooks	1,326	1,247	6.3%	1,125	17.9%	4,052	3,687	9.9%
	eBooks	827	905	-8.6%	1,082	-23.6%	2,442	2,615	-6.6%
	Magazines	217	287	-24.4%	302	-28.1%	728	924	-21.2%
	* Music/Videos	100	-	N/A	-	N/A	236	-	N/A
DOWNLOADS SUB TOTAL		2,470	2,439	1.3%	2,509	-1.6%	7,458	7,226	3.2%
TOTAL CIRCULATION		11,857	11,767	0.8%	11,909	-0.4%	34,585	33,810	2.3%

* Kanopy Streaming Service added at the end of September 2025

MATERIALS CIRCULATING	Mar 2026	Mar 2025	% Change	Mar 2024	% Change	YTD 2026	YTD 2025	% Change
% Nonprint Materials Circulated	18.1%	18.2%	-0.7%	18.4%	-1.5%	19.68%	18.6%	5.7%
% Print Materials Circulated	81.9%	81.8%	0.2%	81.6%	0.3%	80.32%	81.4%	-1.3%
% Adult Materials Circulated	51.0%	52.9%	-3.6%	53.2%	-4.2%	53.27%	54.7%	-2.6%
% Youth Materials Circulated	49.0%	47.1%	4.0%	46.8%	4.8%	46.73%	45.3%	3.2%

Goal #3: Programming

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

[Action Step 3.1: Continue to provide technology-related programs.](#)

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

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

Current Year: Working with the DATCP and Mandy Roberts to offer several consumer protection/retirement ready workshops throughout the fall. MP 3/2026. A take home kit featuring a fiber optic circuit project teaching components of electric currents and conductive wires was offered to school age children. 3/31/26 AB.

PAST YEARS ARCHIVE: Working with Bug Tussel University to provide educational technology-based classes based on public interest and/or need. Also working with Chris Sprague to offer related video screenings where possible. 8/13/24 MP. A virtual scavenger hunt was offered to youth during National Library Week. 8/13/24 AB. Working with Chris Sprague to map our future offerings for both staff and public to fulfill the requirements of the PLA Digital Literacy Grant. 1/6/25 MP. Offered 11 Digital Literacy Workshops between March and May. We intend to offer more in the fall/winter months as well. 6/5/25 MP. Hosted our first Family Puzzle Competition during Spring Break week. 6/6/25 AB. Began our Digital Literacy workshop offerings in October and will continue every other month. 11/2025 MP.

[Action Step 3.2: Develop a staff schedule that allows for community outreach, professional development, and additional library programs.](#)

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

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

Current Year:

Enrolled in Wisconsin iSchool for a Graphic Design in Libraries course for the summer. Also hoping to attend the "Lead the Way" Virtual Symposium in April of this year. MP. 3/2026. Youth Services staff will attend the CCBC Best Children's Books of 2025 workshop in April. 3/31/26 AB.

PAST YEARS ARCHIVE: Youth Services staff attended the Children's Festival and will be attending the annual Community Baby Shower on October 1. Many local 4K classes will visit this fall for storytime. 8/13/24 AB. Adjustment of daily schedules for staff to attend virtual training opportunities which included a Ryan Dowd customer service training related to Unattended Children in the library. 6/2024 LO. Beginning a course through UW Madison in February entitled, "Oral History Essentials: From the Basics to Collection Enhancement" to better serve the genealogists and aging population curate their family stories. 1/6/25 MP. Will be attending the Power Up Conference for Youth Services Leaders and Staff. Sessions will focus on leveling up your leadership skills, supporting your team, and best practices for serving your community. 1/7/25 AB. Evaluating staff schedules as we replace retiring and resigning staff members. 1/7/25 LO. Outreach, YS, and Adult Services all attended an apartment gathering to better inform the residents of programs and services available through the library. 6/7/25 MP. Attended the Community Night Out in August. Currently working with MAPS to offer a Digital Literacy Workshop regarding online safety to parents and grandparents of school aged children. 11/2025 MP. Youth Services staff attended both Community Night Out and the Community Baby Shower. Local preschool classes visit monthly for Storytime. 11/2025 AB.

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

Measure: Collaboration with one agency each programming season

Responsible staff: Head of Adult Services

Current Year:

PAST YEARS ARCHIVE: Continually working with Kindhearted, Opportunity Development Center, and Believe and Achieve to offer adult story time/crafting once a month. Partnering with the ADRC and Compassus to offer a Memory Café to area residents and their caregivers in November. Also working with Judicare bi-monthly to offer free of charge legal services. 8/13/24 MP. Working with the Friends of the Council Grounds to offer free State Park Passes to patrons aged 18+ for 2025. 1/6/25 MP. Working with a local attorney to offer an Estate Planning Workshop to community members in the fall. Also working with the local school district to offer a Cyber Security workshop for parents/guardians/grandparents of school aged children. 6/5/25 MP. Working with the ADRC to offer a 60+ pop up signing site once a month. It includes entertainment and/or educational sessions for anyone 60+ and their caregivers. 11/2025 MP.

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

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

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

Current Year: Currently hosting various DIY Painting workshops, as well as monthly themed bingo programs. Also continually working with staff from the ADRC to provide educational workshops centered around elder/caregiver care. MP 3/2026. Children's Wisconsin continues to bring Wiggle, Giggle, Shake, a music and movement program, to the library each week. 3/31/26 AB.

PAST YEARS ARCHIVE: Continue to offer multigenerational programs with the Youth Services team throughout the year to foster family learning. Working with ADRC specials to offer bi-monthly programming for caregivers who care for people with dementia. Youth Services worked closely with the UW-Extension 4-H Coordinator and AmeriCorps this summer offering three Storytimes for young children, and a Learn to Crochet workshop series for tweens/teens. Educators from the Woodson Art Museum will be returning monthly beginning September 18 bringing stories and hands-on art activities. 8/13/24 AB. Continually working with the ADRC to offer both the Memory Café and various educational seminars geared towards aging. Also working with Bug Tussel University to offer seminar on the basics of online tax filing. 1/6/25 MP. Children's Wisconsin brings Wiggle, Giggle, Shake, a music and movement program, to the library each week. 1/7/25 AB. Working with Kyle Gulke and Donna Plautz to develop a series of environmental-based adult programs for fall. 6/5/25 MP. We continue to work with educators at the Woodson Art Museum during the school year. They provide stories and unique hands-on art projects. 4-H and Ameri Corp will be hosting three programs with stories and activities during our summer reading program. 6/6/25 AB. We continue to offer multigenerational programs throughout the year. 11/2025 AB. Working with Donna Plautz to provide more art-based programming to adults in the spring. 11/25 MP. Approved 2026 Library Closure/Professional Development Day Closure List. 11/25 LO.

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

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

Responsible staff: Assistant Director/Head of Youth Services

Current Year: The Little Bluebirds Club continues to grow with 144 kids currently active in the program. 3/31/26 AB. We will host our second Family Night for Washington School 3rd graders on Thursday, May 7. 3/31/26 AB.

PAST YEARS ARCHIVE: The Little Bluebirds Club is still going strong with 120 kids currently active in the program. Family and Toddler Storytime, utilizing new sensory bins, will begin September 11. 8/13/24 AB. Restructured library visit times with area schools to better accommodate schedule and offer flexibility in literacy instruction to all age groups. 1/6/25 AB. We hosted a Family Night for Washington School 3rd graders with almost 300 attendees and several children signed up for libraries cards. We plan to make this an annual event for 3rd graders. A group from the Boys & Girls Club joined us for a pillow making program this spring. 6/6/25 AB. We are utilizing the new Activity Room for Toddler Storytime allowing for additional hands-on learning, play, and craft activities. 11/2025 AB.

Evaluating the Director

Evaluating the library director is often one of the more difficult tasks faced by a public library board of trustees, but it doesn't need to be. It is only difficult when a board is unsure of the process to follow or the criteria to be used to evaluate the job performance of their director. The following is a discussion of the methodology and criteria a board may use to carry out the review. Though this *Essential* is a discussion of evaluating the director, some of these methods may be used by the director to evaluate other staff.

There are several good reasons for carrying out a review of your library director:

- A review provides the director with formal feedback on his/her job performance.
- A review can be a tool for motivation, encouragement, and direction.
- A review can provide the board with valuable information about the operations and performance of the library.
- A review can help to establish a record of unsatisfactory performance if there is ever cause to discipline the director or terminate employment.
- A review can give the board and the director a formal opportunity to evaluate the job description and adjust it as necessary.

A well-executed performance review is the culmination of formal and informal communication carried out throughout the year regarding the activities of the director. Problems are best brought to the attention of the director as they occur, rather than stored up for the annual review. Success, accomplishment, and simple hard work or dedication should be acknowledged as it is observed, as well as at the annual review.

Who Should Carry Out the Review?

Though it is the board as a whole that is responsible for oversight of library operations and the activities of the library director, often boards decide to delegate the task of developing a preliminary evaluation of the director to a personnel committee or specially appointed committee of the board. Whether the whole board takes part or a committee does the work depends on the makeup of the board and the time available to board members. Often a board may have experienced managers or human resource professionals among its members. Other board members may be less experienced in personnel management. The key here is consistency and deciding ahead of time who will take part. At any rate, the *entire* board should review, discuss, and approve the final written evaluation.

Those charged with carrying out the evaluation should avoid relying on chance comments from library employees. Comments solicited from employees *with the knowledge of the director* can be helpful when solicited in a formal, organized

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In This Trustee Essential

- Reasons for evaluating the director
- Who should carry out the review
- The basis and criteria for the review
- Methods and questions to consider

fashion. Board members should bear in mind that the director is hired to manage the daily operations of the library on behalf of the board and community. The chain of communications should always flow from library employees through the director to the board.

The Basis for the Review

The performance review should be based on three factors:

1. The director's performance as it relates to a written job description (see attached sample form, which incorporates points from the sample job description furnished with [Trustee Essential #5](#)).
2. A list of objectives for the preceding year jointly written and agreed upon by the director and the board.
3. The success of the library in carrying out service programs, as well as the director's contribution to that success.

The director's job description should be kept up to date and be a realistic statement of the work that needs to be done. The director needs to know what is expected. For example, what role will the director play in fundraising? Is the director the primary fundraiser, or is a volunteer or member of the board the primary fundraiser? Is the director expected to work a service desk? Is the director expected to attend every city council meeting? A director should not be faulted for failing to do something that was never officially decided at the time of hire or at a later board meeting.

Including a discussion of the director's job description at the time of hire and during the annual performance review provides an opportunity to change the job description as the needs of the organization change. Job descriptions need to change as technology and environmental factors affect them. The library director is the resident authority on what is new at the library and how tasks change in light of new priorities. Board members can learn a lot about the library by discussing changes in staff job descriptions with the director.

Establishing a list of objectives for the director is important to assure continued growth for the director as an individual as well as for the organization. Some objectives may be project oriented, such as completing a weeding of the collection in the coming year, or upgrading the automation system. Other objectives may be more personal, such as those contributing to professional development. Though the director should be the one primarily responsible for suggesting his or her objectives for the coming year, they should be discussed and agreed upon by the board.

The objectives of the director should be closely related to the strategic plan of the library. Establishing objectives can be an exercise in creativity in searching for new ways to improve the library. Failure to attain some objectives does not necessarily indicate poor job performance. Many times, outside factors may have prevented success or a director may simply have been too ambitious in the number of projects planned for a year. Some objectives may not be reached because they were experimental in nature. The important factors to remember when evaluating

objectives are progress, initiative, and the willingness of the director to expand the limits of his or her work and understanding. A director who accomplishes all of his/her objectives may be an exceptional employee or may simply have been quite conservative in what he or she set out to do.

Assessing the degree to which the director contributes to the success of the organization can be especially helpful to library boards as they evaluate the director. Library board members are continually viewing the library from the outside, since they do not participate in the daily management of the organization. Good board members are library users who experience library services first hand. As community leaders, they are aware of the image of the library within the community. The library board needs to be able to examine the resources of the library and the resourcefulness of the director and see how these have been utilized to manage library services successfully.

Examining resource management is a far more reliable tool for reviewing the library director than relying on subjective comments from individuals. The board has a variety of resources at its disposal by which to evaluate resource management. The monthly financial statement and statistical reports are good examples. Your library system office can also suggest a variety of output measures by which the board may judge the success of the library and, by extension, the success of the director.

How to Conduct the Review

When conducting the annual formal performance review, it is very helpful to have the director fill out review forms as a self-assessment. The board, or review committee, should fill out a second set of forms. By comparing assessments, the director and board can easily establish areas of agreement and work to resolve disagreements. All discussions of the director's job performance should be carried out in legally posted closed session meetings. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

The director's self-assessments may or may not be considered part of the permanent record; however, the director should have the opportunity to respond in writing to reviews placed in his or her permanent file. Written comments should always be part of the permanent record with one copy kept at the library and a second copy kept at city hall. No performance review should ever be placed in a personnel file without the knowledge of the director. The director should sign the review indicating that he or she has been given the opportunity to read and discuss the evaluation. Signing a review should not be construed as agreement.

The basis of the evaluation should be the up-to-date job description and the annual performance objectives agreed to by the director and board. See the *Sample Annual Library Board Calendar* (attached to [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#)) for a possible evaluation timetable. There are many forms available for your adaptation and use when evaluating a director. Your library system office should be able to furnish you with some samples. (See also the attached [Sample Performance Appraisal Form](#).) Here are some key questions to consider in the evaluation process:

- How well has the director utilized the resources available to him/her? Is library service provided efficiently and effectively at your public library?
- Does the community like and respect the director? Is he/she accessible? Do people enjoy coming to the library?
- Is the library in good financial shape? Does the director stay within the budget and provide clear and timely reports to the board? Does the annual budget, as initially drafted by the director, adequately reflect the needs for library service in the community? Is the director successful in obtaining necessary funding (with the help and involvement of the board)?
- Does the director communicate effectively to staff? Is he/she a good supervisor?
- Is use of the library increasing? If not, why not? (Success is not strictly the responsibility of the director, but of course he/she has much direct influence.)
- Is the director creative, willing to try new things, and does he or she give considerable effort to making programs work?
- Does the director accurately and fully provide the board with the information you need to do your job? Does the director provide the board with well-considered advice?
- Has the director put appropriate effort into achievement of the annual objectives agreed to between the board and director? Is the director striving to accomplish the goals and objectives of the library's strategic plan?

This *Trustee Essential* was written to give library trustees a brief overview of the general performance evaluation process. Those boards contemplating establishing a review process, or trustees taking part for the first time, are well advised to contact their system office for assistance.

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

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Sources of Additional Information

- Attached [Sample Performance Appraisal Form](#)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)

Sample Performance Appraisal Form

[Note: This sample should be adapted to reflect the job description of your director and the needs of your local library.]

Job Title: LIBRARY DIRECTOR

Name: _____ Date: _____

Reason for Appraisal: End of Probation ___ Annual ___ Final ___ Other ___

Administrative Services

Specific Duties:

1. Act as the library board's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.
10. Inform and advise the library board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Collection Management

Specific Duties:

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Service and Service Promotion:

Specific Duties:

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.

3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Facilities Management

Specific Duties:

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Certification:

Board President's Signature _____ Date _____

Library Director's Signature _____ Date _____

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Library Director's Report – April 15, 2026



Events

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

Here are some Calendar of Events highlights:

- Thursday, April 16, 3:30-6PM: Friends of the Library Book Sale - Members Only Day
- Friday, April 17, 10AM-5PM, and Saturday, April 18, 10AM-3PM: Friends of the Library Book Sale
- Monday, April 20 – Friday, April 24: **National Library Week**
 - Activities and refreshments will be provided throughout the week to celebrate:
 - the gracious donation the Library received from the Carnegie Foundation of New York,
 - public libraries,
 - library patrons,
 - and the supportive community the library serves.
- Thursday, April 23, 5-7PM: Public viewing of **"The Librarian"** Documentary. Refreshments will be provided.

WVLS

- WVLS Director Search: Interviews were held on April 9 & 10. Details will be provided as allowed with a follow up report at the May 2026 Board meeting.

Friends of the Library

- Spring Book Sale scheduled for April 16 – 18 in the Community Room, which required the Board Meeting to relocate to the Board Room.

Library Director's Report

- I will not be present at the April 15, 2026, Board Meeting as I am on vacation April 15 – April 22. I will return on Thursday, April 23. Assistant Director A. Bennett will be present for the taking of Minutes.
- 2026 WAPL Conference – 4/27-4/29: I am registered to attend the annual conference. One of the main topics of the conference will be the Wisconsin Public Library Standards that are currently under review.
- It may seem a bit early; however, the process of evaluating our current budget begins.
- Carnegie Gift Update: The staff have been working together to brainstorm fund allocation ideas. The following is a list of some of the ideas that have been chosen and will move forward towards completion:
 - Viewing of "The Librarian" documentary during the library's celebration of National Library Week. A license was purchased to show the documentary.
 - A community concrete ADA accessible picnic table to be placed on the new concrete patio area near the library entrance.
 - Purchase of sturdy book carts for the Circulation/Library Services Departments.
 - In collaboration with Samoset Council Boy Scout Troop 0503 of Merrill, WI, the library is working to construct raised garden beds to enhance the Library's Food Pantry with fresh vegetables. Boy Scout Matthew Burkhardt prepared a proposal to the library as part of his Eagle Scout Project. The project was reviewed with the library and will now go before the Eagle Scout Project Committee for final approval. Once approved, Matthew and his team of volunteers will construct the raised garden beds. The cost of the project to the library consists of materials only. Construction of the raised garden beds relies upon volunteer hours arranged and managed by Matthew as part of the

project. The library is excited to provide this offering to community members. Contact has been made with the manager of the Merrill Farmers Market to ascertain if there are ways that we can work together to highlight healthy eating habits and such.