



CITY OF MERRILL

LIBRARY BOARD

AGENDA • TUESDAY, AUGUST 4, 2026

Special Meeting

3rd Floor Board Room

4:00 PM

I. Opening

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

II. Reports/Discussion Items/Action Items

1. Action Item: Approve the revised 2027 Library Budget Appropriation Request

III. Date and Time of Next Meeting

1. Wednesday, August 26, 2026, @4PM

IV. Adjournment

Please call the library (715-536-7191) by noon on Tuesday 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.

To: Emily Ley, City of Merrill Finance Director
 From: Laurie A. Ollhoff, T. B. Scott Free Library Director
 Re: 2027 Library Budget Request (Rev. 07.30.26)
 Date: August 4, 2026

**T. B. Scott Free Library
 Revised 2027 Budget Request**

Description	\$ increase/ (decrease) from 2026	% increase/ (decrease) from 2026	Total 2027
Personnel - requested	\$58,068.00	7.0%	\$ 887,259.00
Contractual service - requested	(\$3,000.00)	(4.6%)	\$ 62,080.00
Supplies and Expenses - requested	(\$2,550.00)	(4.8%)	\$ 50,650.00
Fixed charges (insurance) – requested	-	-	\$ 15,000.00
Print media/Non-Print/Digital media - requested	(\$620.00)	(1.5%)	\$ 61,100.00
Technology - requested	(\$8,100.00)	(21.2%)	\$ 30,100.00
Special major projects – requested	-	-	\$ -
Total - requested			\$ 1,106,189.00
Lincoln County – requested (45.0%)		3.2%	\$ 497,785.00
City of Merrill – requested (55.0%)		4.9%	\$ 608,404.00
GRAND TOTAL BUDGET			\$ 1,106,189.00

Circulation to Lincoln County Residents in 2025: 45.4%
 Circulation to Lincoln County Residents in 2024: 45.4%
 Circulation to Lincoln County Residents in 2023: 45.6%
 Circulation to Lincoln County Residents in 2022: 42.3%
 Circulation to Lincoln County Residents in 2021: 43.9%
 Circulation to Lincoln County Residents in 2020: 46.1%
 Circulation to Lincoln County Residents in 2019: 46.6%
 Circulation to Lincoln County Residents in 2018: 46.3%
 Circulation to Lincoln County Residents in 2017: 46.8%
 Circulation to Lincoln County Residents in 2016: 45.3%

This revised budget request was approved by the Library Board of Trustees on 8/4/2026.

2027 Budget Request: City requested (55.0%) \$608,404.00

To: Sarah Brandner, Lincoln County Interim Finance Director
 Korey Block, Lincoln County Finance Director (8/17/2026)
 From: Laurie A. Ollhoff, T. B. Scott Free Library Director
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2027 Budget Request: County requested (45.0%) \$497,785.00

2027 Projected Budget Worksheet

Account	2024 Actual	2025 Actual	2026 Budget	2027 Projected Budget	Inc./ (Dec.)	Difference of total amounts between 2026 Budget and 2027 Projected Budget
TOTAL PERSONNEL SERVICES	785,325.43	772,141.80	829,191.00	\$ 887,259.00	7.00%	\$ 58,068.00
02-11500- Outside Legal						
02-15000- Contract Services	-	120.00	-	\$ -		
02-15500- Snow Removal Service	1,322.40	1,704.95	1,300.00	\$ 1,300.00	0.00%	\$ -
02-16000- Elevator Contract	3,505.20	3,630.51	3,500.00	\$ 3,500.00	0.00%	
02-16250- HVAC Service Contract	2,210.00	-	400.00	\$ 400.00	0.00%	
02-16500- Fire/Security System	2,206.60	3,184.62	2,300.00	\$ 2,300.00	0.00%	
02-21000- Water	1,971.25	1,971.91	2,080.00	\$ 2,080.00	0.00%	
02-22000- Electric	28,446.09	24,651.82	28,000.00	\$ 28,000.00	0.00%	
02-22500- Fuel	11,556.78	10,432.52	22,500.00	\$ 20,000.00	-11.11%	
02-23100- Janitorial Services			-	\$ -		
02-23250- Facility Cleaning Service	2,634.60	3,186.73	3,000.00	\$ 3,000.00	0.00%	
02-23500- Misc. Facility/Equipment Service	97.18		-	\$ -		
02-25000- Telephone	1,302.08	1,455.13	1,350.00	\$ 1,350.00	0.00%	
02-26000- Office Equipment Service			500.00	\$ -	-100.00%	
02-27000- Lost-Damaged Materials	312.63	\$ 291.86	150.00	\$ 150.00	0.00%	
TOTAL CONTRACTUAL SERVICES	55,564.81	50,630.05	65,080.00	\$ 62,080.00	-9.52%	\$ (3,000.00)
03-10000- Office Supplies	2,754.05	2,760.11	2,750.00	\$ 2,750.00	0.00%	
03-10500- Library Supplies	6,819.75	6,677.40	7,000.00	\$ 7,000.00	0.00%	
03-11000- Postage	1,066.90	1,649.65	1,200.00	\$ 1,500.00	25.00%	
03-13000- Printing	260.00	580.00	300.00	\$ 300.00	0.00%	
03-21000- Memberships	536.00	941.00	550.00	\$ 1,000.00	81.82%	
03-30500- Mileage	588.67	335.51	600.00	\$ 600.00	0.00%	
03-31000- Petty Cash	-	-	-	\$ -		
03-32000- Education/In Service	1,732.50	3,693.33	2,000.00	\$ 2,000.00	0.00%	

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03-41000- Publicity	3,323.59	2,433.88	2,000.00	\$	2,000.00	0.00%	
03-41250- Programming-Adult	2,494.03	6,538.24	7,000.00	\$	7,000.00	0.00%	
03-41500- Programming-YS	6,741.17	7,317.40	7,500.00	\$	7,500.00	0.00%	
03-41750- Hospitality	559.80	1,374.86	500.00	\$	500.00	0.00%	
03-44000- Janitorial	4,391.26	2,615.07	4,800.00	\$	3,400.00	-29.17%	
03-50000- M/R-General	6,023.67	1,758.20	7,000.00	\$	5,000.00	-28.57%	
03-50275- M/R Contingency	10,335.96	10,753.60	10,000.00	\$	10,000.00	0.00%	
03-50750- M/R Equipment		-	-		-		
TOTAL SUPPLIES	47,627.35	49,428.25	53,200.00	\$	50,550.00	-4.98%	\$(2,650.00)
05-10000- INSURANCE	14,837.89	17,651.03	15,000.00	\$	15,000.00	0.00%	
13-10000- Adult Fiction	9,790.08	9,020.00	9,800.00	\$	9,800.00	0.00%	
13-10100- Adult NonFiction	9,507.71	10,450.15	10,000.00	\$	10,000.00	0.00%	
13-10200- Adult Paperbacks	638.38	322.01	750.00	\$	750.00	0.00%	
13-10300- Adult Reference	534.00		-	\$	-		
13-10400- Large Print	4,496.97	4,098.50	4,300.00	\$	4,300.00	0.00%	
13-20000- YS Books	12,932.15	14,910.99	16,000.00	\$	16,000.00	0.00%	
13-20100- Young Adult Bks	2,109.39	2,564.02	2,500.00	\$	2,500.00	0.00%	
13-20200- YS Reference			-	\$	-		
13-30000- Standing Order			-	\$	-		
13-40000- Professional Bks			-	\$	-		
13-50000- Magazines	3,433.62	4,789.83	4,000.00	\$	4,000.00	0.00%	
13-75000- Misc Rev-Grant Print			-		-		
TOTAL PRINT MEDIA	43,442.30	46,155.50	47,350.00	\$	47,350.00	0.00%	\$ -
14-10000- Adult AudioBooks			-		-		
14-10100- Books on CD	1,923.14	885.40	2,000.00	\$	2,000.00	0.00%	
14-10200- Adult CDs	702.47	586.30	800.00	\$	800.00	0.00%	
14-10300- Adult Software			-	\$	-		
14-10400- Adult DVD	2,220.90	2,219.84	2,000.00	\$	2,000.00	0.00%	
14-10500- Adult Videos			-	\$	-		
14-20000- YS AudioBooks/CDs	1,256.58	1,839.76	1,500.00	\$	1,500.00	0.00%	

2027 Projected Budget Worksheet

14-20100- YS Videos/Software	788.43	563.81	750.00	\$	750.00	0.00%	
14-30000- Microfilm			-	\$	-		
14-40000- LG/Story Boxes	467.51	313.60	350.00	\$	350.00	0.00%	
14-41000- Adult Library of Things		223.78	350.00	\$	350.00	0.00%	
14-45000- Ebooks/Digital Content	6,258.95	5,645.63	6,620.00	\$	6,000.00	-9.37%	
TOTAL NON-PRINT MEDIA	13,617.98	12,278.12	14,370.00	\$	13,750.00	-9.37%	\$ (620.00)
15-31000- Computer Supplies	4,931.27	1,826.04	1,900.00	\$	1,500.00	-21.05%	
15-32750- T1/Internet Access	2,345.00	1,200.00	1,200.00	\$	1,200.00	0.00%	
15-32900- Charter Fiber-VOIP	-		-	\$	-		
15-40000- Computer/Network Maint.	3,570.00	3,000.00	3,600.00	\$	3,000.00	-16.67%	
15-42500- Computer Equip.	8,946.55	11,581.40	10,000.00	\$	4,500.00	-55.00%	
15-47500- Software/Upgrades	2,075.42	3,889.09	3,000.00	\$	4,000.00	33.33%	
15-70000- V-CAT Shared Automation	17,171.63	17,006.52	18,500.00	\$	16,000.00	-13.51%	
15-71000- Computer Contingency			-				
TOTAL TECHNOLOGY	39,039.87	38,503.05	38,200.00	\$	30,200.00	-20.94%	\$ (8,000.00)
08-50500- Capital Equipment	-		-	\$	-		
TOTAL EXPENDITURES*	999,455.63	986,787.80	1,062,391.00	\$	1,106,189.00	4.12%	\$ 43,798.00
MISCELLANEOUS ITEMS NOT LISTED ABOVE							
03-31001- Misc Rev - Petty Cash	-	45.00	-	\$	-		
03-32001- Misc Rev - Education & Conference	3,704.45	1,524.05	-	\$	-		
03-41001- Misc Rev - Publicity	967.00	2,518.94	-	\$	-		
03-41251- Misc Rev - Programming Adult	1,046.44	5,748.84	-	\$	-		
03-41501- Misc Rev - Programming Youth	10,283.18	7,350.49	-	\$	-		
03-41751- Misc Rev - Hospitality	781.66	1,092.64	-	\$	-		
03-50001- Misc Rev - M/R General/Cont.	-		-	\$	-		
				\$	-		

2027 Projected Budget Worksheet

08-50000- Special/Major Projects	51,311.70	51,053.18	-	\$	-		
08-50001- Misc Rev - Special/Major Projects	2,967.86	8,490.17	-	\$	-		
08-50501- Misc Rev - Capital Equipment/Outlay	-		-	\$	-		
08-57500- Property Damages	3,413.88		-	\$	-		
				\$	-		
13-60000 - Pamphlets	-		-	\$	-		
				\$	-		
14-10301- Misc Rev - Adult Software	-		-	\$	-		
14-45001 - Misc Rev - Ebooks/Digital	-		-	\$	-		
14-45900- Misc Rev - Non-Print	-		-	\$	-		
				\$	-		
15-32000- Library CARES IT Expense	-		-	\$	-		
				\$	-		
	74,476.17	77,823.31		\$	-		
TOTAL MISCELLANEOUS ITEMS			-	\$	-		
				\$	-		
GRAND TOTAL	1,073,931.80	1,064,611.11	1,062,391.00	\$	1,106,189.00	4.12%	

2027 Projected Budget Worksheet