



CITY OF MERRILL

LIBRARY BOARD

AGENDA • WEDNESDAY, SEPTEMBER 16, 2026

Regular Meeting

Board Room

4:00 PM

I. Opening

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

II. Consent Items

1. Minutes of special meeting on August 4, 2026
2. Minutes of regular meeting on August 26, 2026
3. Vouchers for August 2026
4. Unaudited Monthly Income & Expense Report for August 2026
5. Monthly Statistical Report for August 2026

III. Reports/Discussion Items/Action Items

1. Discussion Item/Possible Action Item: 2027 Library Board Budget Update
2. Report: Solar Array Repairs/Maintenance/Lease Buyout Status Update
3. Discussion Item: Strategic Goals & Action Steps #3 Programming
4. Discussion Item: Wisconsin Trustee Essential #11 Planning for the Library's Future

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
TUESDAY, AUGUST 4, 2026 MINUTES
SPECIAL MEETING 3RD FLOOR BOARD ROOM 4:00 PM**

I. Opening

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

II. Reports/Discussion Items/Action Items

1. **Action Item: Approve the revised 2027 Library Budget Appropriation Request** - EMcCrank/MWeix/C to approve the revised 2027 Library Budget Appropriation Request. L. Ollhoff reviewed the revised 2027 Library Budget Appropriation Request after the City Personnel & Finance Committee reduced the library budget by \$17,571 at their meeting on Tuesday, July 28, 2026. Discussion included the changes to particular line items and the overall percentage decrease to the original request from 5.83% to 4.12%, which calculates to 1.71%. E. McCrank directed inquiries to City Administrator R. Akey in attendance related to city budget progress and the city library appropriation calculation. E. McCrank added that it is the Library Board's sole responsibility to allocate the appropriated funds per Wis. Stat. §43. No further discussion.

III. Date and Time of Next Meeting

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

IV. Adjournment R. Martinovici/B. Rothlisberg/C to adjourn at 4:21PM

**CITY OF MERRILL
LIBRARY BOARD
WEDNESDAY, AUGUST 26, 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, E. McCrank, T. Osness, B. Rothlisberg, M. Weix. Also present were: Laurie Ollhoff, Andrea Bennett, J. Indrebo, D. Zeamer.
2. **Correspondence** - L. Ollhoff shared a thank you note from a food pantry user and from St. Vincent dePaul for a library staff donation. No further discussion.
3. **Public Comment** - No public comment.

II. Consent Items

1. **Minutes of regular meeting on July 15, 2026** - A. Huftel/T. Osness/C to approve the Minutes of the regular meeting on July 15, 2026. No discussion.
2. **Vouchers for July 2026** - E. McCrank/T. Osness/C to approve the Vouchers for July 2026. No discussion.
3. **Unaudited Monthly Income & Expense Report for July 2026** - K. Breitenmoser/E. McCrank/C to approve the Unaudited Monthly Income & Expense Report for July 2026. L. Ollhoff highlighted the additional July 2026 Reserved & Designated Fund Report. E. McCrank inquired about Print Media for Adult Fiction and Non-Fiction and the vending machine designation in the non-lapsing account portion of the report. L. Ollhoff explained the Vending Machine account was not renamed but is the location of food pantry monetary donations and expenses. No further questions.
4. **Monthly Statistical Report for July 2026** - A. Huftel/T. Osness/C to approve the Monthly Statistical Report for July 2026. No discussion.

III. Reports/Discussion Items/Action Items

1. **Discussion/Action Item: Presentation of JobPod Grant Overview and Memorandum of Understanding** - E. McCrank/K. Breitenmoser/C to authorize Board President Mike Geisler to sign on behalf of the Library Board the JobPod Project Memorandum of Understanding. D. Zeamer, JobPod Project Librarian of the Brown County Library, provided an overview of the project and fielded questions from Board members. L. Ollhoff provided added details to include the new library space configuration in Adult Services on the 3rd floor, the promotion of the JobPod Project to the community, related community collaboration and the proposed timeline

and answered additional questions from Board members. No further discussion.

2. **Report/Discussion Item: 2027 Library Budget & Capital Improvement Review** - L. Ollhoff provided an update related to the 2027 Library Budget and Capital Improvements Requests to include a requested attendance at the County Finance Committee meeting on Friday, September 4, 2026. No further discussion.
3. **Report/Discussion Item: Solar Array Lease Agreement Buyout Status** - L. Ollhoff and M. Geisler provided a report on the progress of the buyout process. No discussion.
4. **Discussion Item: Strategic Goals & Action Steps #2: Awareness** - L. Ollhoff presented the Strategic Goals & Action Steps #2: Awareness. No discussion.
5. **Discussion Item: Wisconsin Trustee Essentials #10: Developing Essential Library Policies** - L. Ollhoff presented the Wisconsin Trustee Essentials #10: Developing Essential Library Policies and indicated that a policy addressing the use of artificial intelligence at the library and in the workplace will be developed and brought before the Board sometime in the future. No further discussion.

IV. Library Director's Report L. Ollhoff reviewed the Library Director's Report. J. Indrebo addressed the Board related to items from WVLS: fuel surcharge increase, WVLS Service Fee Agreement restructure. E. McCrank inquired about nepotism policy and conflict of interest policy. J. Indrebo addressed E. McCrank concerns. L. Ollhoff shared the resignation notice of the library's Circulation Coordinator with a departure date of September 11. Advertisements for applicants have been placed and will continue until the position is filled. No further discussion.

V. President's Remarks Nothing to report.

VI. Date and Time of Next Meeting Wednesday, September 16, 2026, @4PM.

VII. Adjournment T. Osness/M. Weix/C to adjourn at 4:54PM.

AUGUST 2026

Company Being Paid	8/7/26	8/14/26	8/21/26	8/28/26	August 2026 Totals
Packet	Packet	Packet	Packet	Packet	Totals
Amazon		\$ 1,969.58			\$ 1,969.58
Cengage Learning, Inc.	\$ 52.80	\$ 203.20	\$ 28.00	\$ 186.40	\$ 470.40
Center Point Large Print	\$ 47.94				\$ 47.94
Cintas			\$ 258.31		\$ 258.31
Cummins Sales and Service		\$ 443.09	\$ 279.09		\$ 722.18
EO Johnson Business Technologies		\$ 318.00			\$ 318.00
Frontier			\$ 149.53		\$ 149.53
Haenco		\$ 542.88			\$ 542.88
Libraria FKA Children's Plus			\$ 63.72	\$ 263.09	\$ 326.81
Merrill Area Chamber of Commerce	\$ 250.00				\$ 250.00
Mobile Beacon		\$ 64.99			\$ 64.99
Multi Media Channels, LLC	\$ 353.00				\$ 353.00
Newegg Business, Inc.	\$ 1,689.11				\$ 1,689.11
Per-Mar		\$ 379.00			\$ 379.00
Plautz, Donna	\$ 30.74				\$ 30.74
Rhineland District Library			\$ 14.00		\$ 14.00
Quill		\$ 175.96			\$ 175.96
T.B. Scott Petty Cash				\$ 4.17	\$ 4.17
Tech Logic		\$ 517.70			\$ 517.70
Wisconsin Public Service		\$ 3,636.90			\$ 3,636.90
	\$ 2,423.59	\$ 8,251.30	\$ 534.34	\$ 711.97	\$ 11,921.20

PACKET: 12579 LIBRARY - 20260807
 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-999102972731	ACCT # 100298883			52.80	JULYLCF				
8/07/2026	1		DUE: 8/07/2026 DISC: 8/07/2026		1099: N				
			ACCT # 100298883		10 55110-13-10400		Adult Dept Large Print		52.80
===	VENDOR TOTALS	===		52.80					
01-000274	CENTER POINT LARGE PRINT								
I-2263641	CUST # 54452			47.94					
8/07/2026	1		DUE: 8/07/2026 DISC: 8/07/2026		1099: N				
			CUST # 54452		10 55110-13-10400		Adult Dept Large Print		47.94
===	VENDOR TOTALS	===		47.94					
01-000517	MERRILL AREA CHAMBER OF COMMER								
I-100446	Chamber Bucks			250.00					
8/07/2026	1		DUE: 8/07/2026 DISC: 8/07/2026		1099: N				
			Chamber Bucks		10 55110-03-41251		Misc Rev-Programming Adu		250.00
===	VENDOR TOTALS	===		250.00					
01-000085	MULTI MEDIA CHANNELS								
I-IN334010	ACCT #102219			353.00					
8/07/2026	1		DUE: 8/07/2026 DISC: 8/07/2026		1099: N				
			ACCT #102219		10 55110-03-41000		Public Relations/Publici		353.00
===	VENDOR TOTALS	===		353.00					
01-005479	NEWEGG BUSINESS INC.								
I-1306283137	CUSTOMER # 91945026			1,677.98	PCS, Moni				
8/07/2026	1		DUE: 8/07/2026 DISC: 8/07/2026		1099: N				
			CUSTOMER # 91945026		10 55110-15-42500		Computer Equipment		1,677.98
I-1306283487	CUSTOMER # 91945026			11.13	PCS, Moni				
8/07/2026	1		DUE: 8/07/2026 DISC: 8/07/2026		1099: N				
			CUSTOMER # 91945026		10 55110-03-10500		Library Supplies		11.13
===	VENDOR TOTALS	===		1,689.11					

8/11/2026 4:57 PM
PACKET: 12579 LIBRARY - 20260807
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----
POST DATE BANK CODE -----DESCRIPTION----- GROSS P.O. # DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION
01-004398 DONNA J PLAUTZ

I-20260807		JULY MILEAGE REIMB	30.74						
8/07/2026	1	DUE: 8/07/2026 DISC: 8/07/2026		1099: N					
		JULY MILEAGE REIMB		10 55110-03-30500	Mileage				30.74
		VENDOR TOTALS	30.74						
		PACKET TOTALS	2,423.59						

8/11/2026 4:57 PM
PACKET: 12579 LIBRARY - 20260807
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 3

** T O T A L S **

INVOICE TOTALS 2,423.59
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 2,423.59

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====				=====GROUP=====			
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	BUDGET AVAILABLE
2026	10 -21-0000	Accounts Payable Control	2,423.59-*								
	10 -55110-03-10500	Library Supplies	11.13	7,000	4,766.07		1,062,390	1,062,390	450,222.32		
	10 -55110-03-30500	Mileage	30.74	600	416.36		1,062,390	1,062,390	450,202.71		
	10 -55110-03-41000	Public Relations/Publici	353.00	2,000	746.71		1,062,390	1,062,390	449,880.45		
	10 -55110-03-41251	Misc Rev-Programming Adu	250.00	0	254.00- Y		1,062,390	1,062,390	449,983.45		
	10 -55110-13-10400	Adult Dept Large Print	100.74	4,300	1,604.01		1,062,390	1,062,390	450,132.71		
	10 -55110-15-42500	Computer Equipment	1,677.98	10,000	6,017.57		1,062,390	1,062,390	448,555.47		
	99 -14-0010	Due from General Fund	2,423.59 *								
		** 2026 YEAR TOTALS	2,423.59								

8/11/2026 4:57 PM
PACKET: 12579 LIBRARY - 20260807
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2026	2,423.59

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 12582 LIBRARY - 20260814
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-005248	ANAZON CAPITAL SERVICES, INC.						
C-166J-1HWR-34H9	1		ACCT # A29JWIFIAEUZST DUE: 8/14/2026 DISC: ACCT # A29JWIFIAEUZST	15.91CR	LS OS 07 1099: N 10 55110-03-10000	Office Supplies	15.91CR
C-1L11-9719-1KL3	1		ACCT # A29JWIFIAEUZST DUE: 8/14/2026 DISC: ACCT # A29JWIFIAEUZST	1.50CR	DVDS JUL 1099: N 10 55110-14-10400	Adult Dept DVDs	1.50CR
C-1QTJ-KY4L-F3JW	1		ACCT # A29JWIFIAEUZST DUE: 8/14/2026 DISC: ACCT # A29JWIFIAEUZST	11.82CR	DVDS JUL 1099: N 10 55110-14-10400	Adult Dept DVDs	11.82CR
I-166J-1HWR-1PST	1		ACCT # A29JWIFIAEUZST DUE: 8/14/2026 DISC: ACCT # A29JWIFIAEUZST	56.05	SP072226 1099: N 10 55110-08-50000	Special/Major Projects	56.05
I-166J-1HWR-319Q	1		ACCT # A29JWIFIAEUZST DUE: 8/14/2026 DISC: ACCT # A29JWIFIAEUZST	47.92	NF OS062 1099: Y 10 55110-03-10000	Office Supplies	10.03
I-16Y4-WQJ3-C73G	1		ACCT # A29JWIFIAEUZST DUE: 8/14/2026 DISC: ACCT # A29JWIFIAEUZST	99.47	CFR/NEWF 1099: N 10 55110-03-41250	Adult Dept Non-Fiction	37.89
I-16Y4-WQJ3-CQNN	1		ACCT # A29JWIFIAEUZST DUE: 8/14/2026 DISC: ACCT # A29JWIFIAEUZST	173.00	DVDS JUL 1099: N 10 55110-14-10400	Adult Dept DVDs	173.00
I-16Y4-WQJ3-DIC3	1		ACCT # A29JWIFIAEUZST DUE: 8/14/2026 DISC: ACCT # A29JWIFIAEUZST	86.57	CCSNH 1099: N 26 55110-03-12625	Cross-County - Expense	86.57
I-179R-KTRF-1JRM	1		ACCT # A29JWIFIAEUZST DUE: 8/14/2026 DISC: ACCT # A29JWIFIAEUZST	26.59	OUTREACH 1099: N 10 55110-03-41250	Programming - Adult	26.59
I-1H7M-766V-XFEC	1		ACCT # A29JWIFIAEUZST DUE: 8/14/2026 DISC: ACCT # A29JWIFIAEUZST	256.50	YS-Progrt 1099: N 10 55110-03-41500	Programming - Youth	256.50
I-1H7M-766V-YW44	1		ACCT # A29JWIFIAEUZST DUE: 8/14/2026 DISC: ACCT # A29JWIFIAEUZST	36.09	MEM OS 0 1099: N 26 55110-03-40500	Memorial Books-Expense	29.68
			ACCT # A29JWIFIAEUZST		10 55110-03-10000	Office Supplies	6.41

A/P Regular Open Item Register

8/20/2026 10:20 AM
 PACKET: 12582 LIBRARY - 20260814
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS	P.O. #	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-005248			AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)						
I-1KT9-J37T-CDG3	8/14/2026	1	ACCT # A29JWFIWFAEUZST DUE: 8/14/2026 DISC: 8/14/2026 ACCT # A29JWFIWFAEUZST	42.42	YS PROG 1099: N 10 55110-03-41500		Programming - Youth		42.42
I-1KT9-J37T-DAH4	8/14/2026	1	ACCT # A29JWFIWFAEUZST DUE: 8/14/2026 DISC: 8/14/2026 ACCT # A29JWFIWFAEUZST	15.99	NF072226 1099: N 10 55110-13-10100		Adult Dept Non-Fiction		15.99
I-1L11-9719-11JR	8/14/2026	1	ACCT # A29JWFIWFAEUZST DUE: 8/14/2026 DISC: 8/14/2026 ACCT # A29JWFIWFAEUZST ACCT # A29JWFIWFAEUZST	278.62	LS OS_07 1099: N 10 55110-03-10000 10 55110-03-10500		Office Supplies Library Supplies		63.64 214.98
I-1Q9G-VJW4-DD1M	8/14/2026	1	ACCT # A29JWFIWFAEUZST DUE: 8/14/2026 DISC: 8/14/2026 ACCT # A29JWFIWFAEUZST	18.13	NF062626 1099: N 10 55110-13-10100		Adult Dept Non-Fiction		18.13
I-1Q9G-VJW4-DRM7	8/14/2026	1	ACCT # A29JWFIWFAEUZST DUE: 8/14/2026 DISC: 8/14/2026 ACCT # A29JWFIWFAEUZST	169.61	YS-CC Bo 1099: N 26 55110-03-12625		Cross-County - Expense		169.61
I-1Q9G-VJW4-F9VN	8/14/2026	1	ACCT # A29JWFIWFAEUZST DUE: 8/14/2026 DISC: 8/14/2026 ACCT # A29JWFIWFAEUZST	30.42	OS LS072 1099: N 10 55110-03-10000 10 55110-03-10500		Office Supplies Library Supplies		22.04 8.38
I-1Q9G-VJW4-G6VW	8/14/2026	1	ACCT # A29JWFIWFAEUZST DUE: 8/14/2026 DISC: 8/14/2026 ACCT # A29JWFIWFAEUZST ACCT # A29JWFIWFAEUZST	42.94	MEM NF_S 1099: N 10 55110-13-10100 26 55110-03-40500		Adult Dept Non-Fiction Memorial Books-Expense		12.99 29.95
I-1W7W-D3LR-97NL	8/14/2026	1	ACCT # A29JWFIWFAEUZST DUE: 8/14/2026 DISC: 8/14/2026 ACCT # A29JWFIWFAEUZST ACCT # A29JWFIWFAEUZST	64.89	YS-DVDs/ 1099: N 10 55110-13-20000 10 55110-14-20100		Youth Children's Books Youth Videos, DVDs & CD-		12.99 51.90
I-1W7W-D3LR-9GT1	8/14/2026	1	ACCT # A29JWFIWFAEUZST DUE: 8/14/2026 DISC: 8/14/2026 ACCT # A29JWFIWFAEUZST	254.78	YS progr 1099: N 10 55110-03-41500		Programming - Youth		254.78
I-1Y9W-6LVG-1DXY	8/14/2026	1	ACCT # A29JWFIWFAEUZST DUE: 8/14/2026 DISC: 8/14/2026 ACCT # A29JWFIWFAEUZST	110.86	ADFC260 1099: N 10 55110-13-10000		Adult Dept Fiction		110.86
I-1YX9-VKK7-71V1	8/14/2026	1	ACCT # A29JWFIWFAEUZST DUE: 8/14/2026 DISC: 8/14/2026 ACCT # A29JWFIWFAEUZST	64.94	MUSIC CD 1099: N 10 55110-14-10200		Adult Dept CDs		64.94

PACKET: 12582 LIBRARY - 20260814
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	DISCOUNT	G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01-005248	AMAZON CAPITAL SERVICES, INC. (** CONTINUED **)					
I-1YX9-VNR7-TWKT	ACCT # A29JWFIAPUZST		123.02	Coffeest		
8/14/2026 1	DUE: 8/14/2026 DISC:	8/14/2026		1099: N		90.04
	ACCT # A29JWFIAPUZST			26 55110-03-12625	Cross-County - Expense	
	ACCT # A29JWFIAPUZST			10 55110-03-41751	Misc Rev-Hospitality	32.98
=== VENDOR TOTALS ===			1,969.58			
01-000922	CENGAGE LEARNING INC					
I-999102988092	ACCT # 100298883		172.80	AUGUSTLC		
8/14/2026 1	DUE: 8/14/2026 DISC:	8/14/2026		1099: N		
	ACCT # 100298883			10 55110-13-10400	Adult Dept Large Print	172.80
I-999102982893	ACCT # 100298883		30.40	AUGUSTLC		
8/14/2026 1	DUE: 8/14/2026 DISC:	8/14/2026		1099: N		
	ACCT # 100298883			10 55110-13-10400	Adult Dept Large Print	30.40
=== VENDOR TOTALS ===			203.20			
01-000199	CUMMINS SALES & SERVICE					
I-F9260765122	CUST # 75044		443.09			
8/14/2026 1	DUE: 8/14/2026 DISC:	8/14/2026		1099: N		
	CUST # 75044			10 55110-03-50000	M/R-General Repair/Maint	443.09
=== VENDOR TOTALS ===			443.09			
01-000207	E.O. JOHNSON BUSINESS TECHNOLO					
I-INV2013605	ACCT # 6000604		257.00			
8/14/2026 1	DUE: 8/14/2026 DISC:	8/14/2026		1099: N		
	ACCT # 6000604			26 55110-03-12650	Library Photocopier Expe	257.00
I-INV2013606	ACCT # 6000604		61.00			
8/14/2026 1	DUE: 8/14/2026 DISC:	8/14/2026		1099: N		
	ACCT # 6000604			26 55110-03-12650	Library Photocopier Expe	61.00
=== VENDOR TOTALS ===			318.00			
01-005274	HAENCO LLC					
I-18919	08/07/26 INVOICE		542.88	TJ		
8/14/2026 1	DUE: 8/14/2026 DISC:	8/14/2026		1099: N		
	08/07/26 INVOICE			10 55110-03-44000	Janitor Supplies	542.88
=== VENDOR TOTALS ===			542.88			

A/P Regular Open Item Register

8/20/2026 10:20 AM
 PACKET: 12582 LIBRARY - 20260814
 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

01-005383 MOBILE BEACON

I-MB-222076	ACCT # A-127849	64.99	REPLACE	
8/14/2026 1	DUE: 8/14/2026 DISC: 8/14/2026		1099: N	
	ACCT # A-127849		10 55110-15-32750	T1/Internet Access 64.99

=== VENDOR TOTALS === 64.99

01-000824 PER MAR SECURITY SERVICES

I-50010416	CUST # 000279	379.00	1099: N	
8/14/2026 1	DUE: 8/14/2026 DISC: 8/14/2026		10 55110-03-50275	M/R - Contingency 379.00

=== VENDOR TOTALS === 379.00

01-000586 QUILL LLC

I-49785910	ACCT # 4019512	175.96	wendtkew	
8/14/2026 1	DUE: 8/14/2026 DISC: 8/14/2026		1099: N	
	ACCT # 4019512		26 55110-03-12650	Library Photocopier Expe 175.96

=== VENDOR TOTALS === 175.96

01-000531 TECH LOGIC CORPORATION

I-INV21005403	CUST # 900288	220.00	1099: N	
8/14/2026 1	DUE: 8/14/2026 DISC: 8/14/2026		10 55110-15-47500	Software/Upgrades 220.00

=== VENDOR TOTALS === 220.00

I-INV21005411	CUST # 900288	297.70	1099: N	
8/14/2026 1	DUE: 8/14/2026 DISC: 8/14/2026		10 55110-15-47500	Software/Upgrades 297.70

=== VENDOR TOTALS === 297.70

01-000656 WISCONSIN PUBLIC SERVICE

I-6037830294	ACCT #0403371156-00003	3,636.90	1099: N	
8/14/2026 1	DUE: 8/14/2026 DISC: 8/14/2026		10 55110-02-22000	Electric 3,115.12
	ACCT #0403371156-00003		10 55110-02-22500	Fuel - Natural Gas 521.78

=== VENDOR TOTALS === 3,636.90

=== PACKET TOTALS === 8,251.30

8/20/2026 10:20 AM
PACKET: 12582 LIBRARY - 20260814
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

PAGE: 5

** T O T A L S **

INVOICE TOTALS 8,280.53
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 29.23CR

BATCH TOTALS 8,251.30

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	GROUP BUDGET			
					ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2026		10 -21-0000	Accounts Payable Control	7,351.49-*				
		10 -55110-02-22000	Electric	3,115.12	28,000	10,581.56	1,062,390	441,447.31
		10 -55110-02-22500	Fuel - Natural Gas	521.78	22,500	13,837.95	1,062,390	444,040.65
		10 -55110-03-10000	Office Supplies	86.21	2,750	2,090.36	1,062,390	444,476.22
		10 -55110-03-10500	Library Supplies	223.36	7,000	4,542.71	1,062,390	444,339.07
		10 -55110-03-41250	Programming - Adult	74.72	7,000	3,229.78	1,062,390	444,487.71
		10 -55110-03-41500	Programming - Youth	553.70	7,500	2,802.93	1,062,390	444,008.73
		10 -55110-03-41751	Misc Rev-Hospitality	32.98	0	490.74- Y	1,062,390	444,529.45
		10 -55110-03-44000	Janitor Supplies	542.88	4,800	2,290.83	1,062,390	444,019.55
		10 -55110-03-50000	M/R-General Repair/Maint	443.09	7,000	4,818.18	1,062,390	444,119.34
		10 -55110-03-50275	M/R - Contingency	379.00	10,000	7,662.90	1,062,390	444,183.43
		10 -55110-08-50000	Special/Major Projects	56.05	0	1,536.57- Y	1,062,390	444,506.38
		10 -55110-13-10000	Adult Dept Fiction	162.20	9,800	6,851.58	1,062,390	444,400.23
		10 -55110-13-10100	Adult Dept Non-Fiction	85.00	10,000	6,371.98	1,062,390	444,477.43
		10 -55110-13-10400	Adult Dept Large Print	203.20	4,300	1,400.81	1,062,390	444,359.23
		10 -55110-13-20000	Youth Children's Books	12.99	16,000	5,567.60	1,062,390	444,549.44
		10 -55110-14-10200	Adult Dept CDs	64.94	800	445.53	1,062,390	444,497.49
		10 -55110-14-10400	Adult Dept DVDs	159.68	2,000	425.10	1,062,390	444,402.75
		10 -55110-14-20100	Youth Videos, DVDs & CD-	51.90	750	503.49	1,062,390	444,510.53
		10 -55110-15-32750	TI/Internet Access	64.99	1,200	904.99- Y	1,062,390	444,497.44
		10 -55110-15-47500	Software/Upgrades	517.70	3,000	2,490.45- Y	1,062,390	444,044.73
		26 -21-0000	Accounts Payable Control	899.81-*				
		26 -55110-03-12625	Cross-County - Expense	346.22	0	729.64- Y	0	14,112.22- Y
		26 -55110-03-12650	Library Photocopier Expe	493.96	0	2,887.08- Y	0	14,259.96- Y
		26 -55110-03-40500	Memorial Books-Expense	59.63	0	654.13- Y	0	13,825.63- Y
		99 -14-0010	Due from General Fund	7,351.49 *				
		99 -14-0026	Due from Non-Lapsing	899.81 *				
		** 2026 YEAR TOTALS						
				8,251.30				

A/P Regular Open Item Register

PAGE: 6

8/20/2026 10:20 AM
PACKET: 12582 LIBRARY - 20260814
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2026	7,351.49
26	8/2026	899.81

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

A/P Regular Open Item Register

8/24/2026 11:34 AM
 PACKET: 12610 LIBRARY 20260821
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----												
POST DATE	BANK CODE	-----DESCRIPTION-----				DISCOUNT	P.O. #	-----ACCOUNT NAME-----		DISTRIBUTION		
01-000922 CENGAGE LEARNING INC												
I-999103025156		ACCT # 100298883			28.00	JULYLCF						
8/21/2026	1	DUE: 8/21/2026 DISC: 8/21/2026				1099: N						
		ACCT # 100298883				10 55110-13-10400		Adult Dept Large Print				28.00
=== VENDOR TOTALS ===					28.00							
01-000199 CUMMINS SALES & SERVICE												
I-F9-260865276		CUST # 75044			279.09	TAYLOR B						
8/21/2026	1	DUE: 8/21/2026 DISC: 8/21/2026				1099: N						
		CUST # 75044				10 55110-03-50275		M/R - Contingency				279.09
=== VENDOR TOTALS ===					279.09							
01-002661 FRONTIER												
I-20260821		ACCT # 715-536-7909-010384-5			149.53							
8/21/2026	1	DUE: 8/21/2026 DISC: 8/21/2026				1099: N		Telephone				149.53
		ACCT # 715-536-7909-010384-5				10 55110-02-25000						
=== VENDOR TOTALS ===					149.53							
01-005471 LIBRARIA												
I-289271		REF # 2000012591			29.44	272355						
8/21/2026	1	DUE: 8/21/2026 DISC: 8/21/2026				1099: N						
		REF # 2000012591				10 55110-13-20000		Youth Children's Books				28.94
		REF # 2000012591				10 55110-03-10500		Library Supplies				0.50
I-289449		REF # 2000012590			34.28	272352						
8/21/2026	1	DUE: 8/21/2026 DISC: 8/21/2026				1099: N						
		REF # 2000012590				10 55110-13-20000		Youth Children's Books				33.53
		REF # 2000012590				10 55110-03-10500		Library Supplies				0.75
=== VENDOR TOTALS ===					63.72							
01-001829 RHINELANDER DISTRICT LIBRARY												
I-2026-18		DMGD BK - ROOM TO BREATHE			14.00							
8/21/2026	1	DUE: 8/21/2026 DISC: 8/21/2026				1099: N						
		DMGD BK - ROOM TO BREATHE				10 55110-02-27000		Lost-Damaged Materials				14.00
=== VENDOR TOTALS ===					14.00							
=== PACKET TOTALS ===					534.34							

** T O T A L S **

INVOICE TOTALS 534.34
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 534.34

** G/L ACCOUNT TOTALS **

BANK YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====				=====GROUP=====			
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2026	10 -21-0000	Accounts Payable Control	534.34--*								
	10 -55110-02-25000	Telephone	149.53	1,350	179.78	1,062,390	436,816.07				
	10 -55110-02-27000	Lost-Damaged Materials	14.00	150	8.45- Y	1,062,390	436,951.60				
	10 -55110-03-10500	Library Supplies	1.25	7,000	4,541.46	1,062,390	436,964.35				
	10 -55110-03-50275	M/R - Contingency	279.09	10,000	7,383.81	1,062,390	436,686.51				
	10 -55110-13-10400	Adult Dept Large Print	28.00	4,300	1,372.81	1,062,390	436,937.60				
	10 -55110-13-20000	Youth Children's Books	62.47	16,000	5,505.13	1,062,390	436,903.13				
	99 -14-0010	Due from General Fund	534.34 *								
		** 2026 YEAR TOTALS	534.34								

A/P Regular Open Item Register

8/24/2026 11:34 AM
PACKET: 12610 LIBRARY 20260821
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2026	534.34

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

** POSTING PERIOD RECAP **		
FUND	PERIOD	AMOUNT
10	8/2026	534.34

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

PACKET: 1621 LIBRARY - 20260828
 VENDOR SET: 01 City of Merrill
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-000922 CENGAGE LEARNING INC

I-999103060550	ACCT # 100298883	56.00	AUGUSTLC		
8/28/2026 1	DUE: 8/28/2026 DISC:	8/28/2026	1099: N		
	ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	56.00

I-999103068380	ACCT # 100298883	26.40	AUGUSTLC		
8/28/2026 1	DUE: 8/28/2026 DISC:	8/28/2026	1099: N		
	ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	26.40

I-999103088791	ACCT # 100298883	24.00	JULYLCP		
8/28/2026 1	DUE: 8/28/2026 DISC:	8/28/2026	1099: N		
	ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	24.00

I-999103098521	ACCT # 100298883	24.00	JULYLCP		
8/28/2026 1	DUE: 8/28/2026 DISC:	8/28/2026	1099: N		
	ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	24.00

I-999103149469	ACCT # 100298883	30.40	JULYLCP		
8/28/2026 1	DUE: 8/28/2026 DISC:	8/28/2026	1099: N		
	ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	30.40

I-999103153788	ACCT # 100298883	25.60	AUGUSTLC		
8/28/2026 1	DUE: 8/28/2026 DISC:	8/28/2026	1099: N		
	ACCT # 100298883		10 55110-13-10400	Adult Dept Large Print	25.60

=== VENDOR TOTALS === 186.40

01-004375 CINTAS CORPORATION

I-4279940475	PAYER # 18280979	258.31			
8/28/2026 1	DUE: 8/28/2026 DISC:	8/28/2026	1099: N		
	PAYER # 18280979		10 55110-02-23250	Facility Cleaning Service	258.31

=== VENDOR TOTALS === 258.31

01-005471 LIBRARIA

I-290035	REF # 2000011510	24.88	271147		
8/28/2026 1	DUE: 8/28/2026 DISC:	8/28/2026	1099: N		
	REF # 2000011510		10 55110-13-20000	Youth Children's Books	24.38
	REF # 2000011510		10 55110-03-10500	Library Supplies	0.50

I-290157	REF # 2000012592	87.13	272357		
8/28/2026 1	DUE: 8/28/2026 DISC:	8/28/2026	1099: N		
	REF # 2000012592		10 55110-13-20100	Young Adult Books	84.58
	REF # 2000012592		10 55110-03-10500	Library Supplies	2.55

PACKET: 12621 LIBRARY - 20260828
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----
POST DATE BANK CODE -----DESCRIPTION-----
01-005471 LIBRARIA (** CONTINUED **)

GROSS DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION

I-290160	REF # 2000013420	151.08	273644		
8/28/2026	DUE: 8/28/2026 DISC: 8/28/2026		1099: N		
	REF # 2000013420		10 55110-13-20100	Young Adult Books	142.08
	REF # 2000013420		10 55110-03-10500	Library Supplies	9.00
=== VENDOR TOTALS ===		263.09			

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

I-20260828	PETTY CASH REIMB	4.17	1099: N		
8/28/2026	DUE: 8/28/2026 DISC: 8/28/2026		10 55110-03-11000	Postage	4.17
	PETTY CASH REIMB				
=== VENDOR TOTALS ===		4.17			
=== PACKET TOTALS ===		711.97			

PACKET: 12621 LIBRARY - 20260828
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS 711.97
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 711.97

** 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	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2026	10 -21-0000	Accounts Payable Control	711.97*-*								
	10 -55110-02-23250	Facility Cleaning Servic	258.31	3,000		1,062,390		400,529.42			
	10 -55110-03-10500	Library Supplies	12.05	7,000		1,062,390		400,775.68			
	10 -55110-03-11000	Postage	4.17	1,200		1,062,390		400,783.56			
	10 -55110-13-10400	Adult Dept Large Print	186.40	4,300		1,062,390		400,601.33			
	10 -55110-13-20000	Youth Children's Books	24.38	16,000		1,062,390		400,763.35			
	10 -55110-13-20100	Young Adult Books	226.66	2,500		1,062,390		400,561.07			
	99 -14-0010	Due from General Fund	711.97 *								
			** 2026 YEAR TOTALS	711.97							

8/31/2026 11:52 AM
PACKET: 12621 LIBRARY - 20260828
VENDOR SET: 01 City of Merrill
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Regular Open Item Register

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
10	8/2026	711.97

NO ERRORS NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 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	174.86	2,372.52	0.00	(2,372.52)
TOTAL Public Charges-Services	0.00	174.86	2,372.52	0.00	(2,372.52)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	30.00	1,430.00	0.00	(1,430.00)
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	808.72	2,077.24	0.00	(2,077.24)
TOTAL Miscellaneous Revenues	0.00	838.72	3,507.24	0.00	(3,507.24)
TOTAL REVENUES	482,325.00	1,013.58	247,042.26	51.22	235,282.74
EXPENDITURES =====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	236,530.00	18,092.65	152,404.51	64.43	84,125.49
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	31,048.77	259,978.33	63.02	152,549.67
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	3,599.62	32,615.94	65.69	17,037.06
55110-01-52000 Retirement (WRS)	38,523.00	2,910.38	26,163.33	67.92	12,359.67
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	7,800.96	54,478.08	65.32	28,920.92
55110-01-55000 Life Insurance	2,977.00	0.00	1,423.96	47.83	1,553.04
TOTAL Personnel Services	829,190.00	63,452.38	527,064.15	63.56	302,125.85
<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	1,167.12	89.78	132.88
55110-02-16000 Elevator Contract/Inspect	3,500.00	0.00	3,767.73	107.65	(267.73)
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	373.82	16.25	1,926.18
55110-02-21000 Water and Sewer	2,080.00	0.00	985.81	47.39	1,094.19
55110-02-22000 Electric	28,000.00	3,115.12	17,418.44	62.21	10,581.56
55110-02-22500 Fuel - Natural Gas	22,500.00	521.78	8,662.05	38.50	13,837.95

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 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	258.31	2,027.25	67.58	972.75
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,350.00	149.53	1,170.22	86.68	179.78
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	150.00	14.00	158.45	105.63	(8.45)
TOTAL Contractual Services	65,080.00	4,058.74	35,730.89	54.90	29,349.11
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	2,750.00	86.21	659.64	23.99	2,090.36
55110-03-10500 Library Supplies	7,000.00	247.79	2,470.59	35.29	4,529.41
55110-03-11000 Postage	1,200.00	4.17	1,162.86	96.91	37.14
55110-03-13000 Copier/Printing	300.00	0.00	0.00	0.00	300.00
55110-03-21000 Membership Dues	550.00	0.00	216.00	39.27	334.00
55110-03-21001 Misc Rev. Memberships	0.00	0.00	0.00	0.00	0.00
55110-03-30500 Mileage	600.00	30.74	183.64	30.61	416.36
55110-03-31000 Misc. - Petty Cash	0.00	(50.00)	(50.00)	0.00	50.00
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	0.00	1,318.88	65.94	681.12
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	352.21	0.00	(352.21)
55110-03-41000 Public Relations/Publicit	2,000.00	353.00	1,253.29	62.66	746.71
55110-03-41001 Misc Rev - Publicity	0.00	0.00	638.00	0.00	(638.00)
55110-03-41250 Programming - Adult	7,000.00	74.72	3,770.22	53.86	3,229.78
55110-03-41251 Misc Rev-Programming Adul	0.00	252.00	263.00	0.00	(263.00)
55110-03-41500 Programing - Youth	7,500.00	553.70	4,697.07	62.63	2,802.93
55110-03-41501 Misc Rev-Programming-Yout	0.00	22.50	2,486.00	0.00	(2,486.00)
55110-03-41750 Hospitality	500.00	0.00	591.41	118.28	(91.41)
55110-03-41751 Misc Rev-Hospitality	0.00	32.98	490.74	0.00	(490.74)
55110-03-44000 Janitor Supplies	4,800.00	542.88	2,509.17	52.27	2,290.83
55110-03-50000 M/R-General Repair/Maint.	7,000.00	443.09	2,181.82	31.17	4,818.18
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	658.09	2,616.19	26.16	7,383.81
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	53,200.00	3,251.87	27,810.73	52.28	25,389.27
<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	56.05	1,536.57	0.00	(1,536.57)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	727.88	0.00	(727.88)
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	1,000.00	0.00	(1,000.00)
TOTAL Capital Outlay	0.00	56.05	3,264.45	0.00	(3,264.45)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 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	162.20	2,948.42	30.09	6,851.58
55110-13-10100 Adult Dept Non-Fiction	10,000.00	85.00	3,628.02	36.28	6,371.98
55110-13-10200 Adult Dept Paperbacks	750.00	0.00	86.87	11.58	663.13
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	518.34	3,113.59	72.41	1,186.41
55110-13-20000 Youth Children's Books	16,000.00	99.84	10,519.25	65.75	5,480.75
55110-13-20100 Young Adult Books	2,500.00	226.66	1,546.64	61.87	953.36
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	973.54	24.34	3,026.46
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	1,092.04	22,816.33	48.19	24,533.67
<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	64.94	354.47	44.31	445.53
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	159.68	1,574.90	78.75	425.10
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	0.00	1,335.48	89.03	164.52
55110-14-20100 Youth Videos, DVDs & CD-R	750.00	51.90	246.51	32.87	503.49
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxes	350.00	0.00	504.01	144.00	(154.01)
55110-14-41000 Adult Library of Things	350.00	0.00	398.47	113.85	(48.47)
55110-14-45000 Ebooks/Digital Content	6,620.00	0.00	5,514.50	83.30	1,105.50
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	276.52	10,163.45	70.73	4,206.55
<u>Technology</u>					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	1,900.00	0.00	4,483.73	235.99	(2,583.73)
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	64.99	2,104.99	175.42	(904.99)
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	1,677.98	3,982.43	39.82	6,017.57
55110-15-47500 Software/Upgrades	3,000.00	517.70	5,490.45	183.02	(2,490.45)
55110-15-70000 V-Cat Shared Automation	18,500.00	0.00	16,302.14	88.12	2,197.86
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,200.00	2,260.67	35,363.74	92.58	2,836.26
TOTAL EXPENDITURES	1,062,390.00	74,448.27	662,339.74	62.34	400,050.26
REVENUES OVER/(UNDER) EXPENDITURES	(580,065.00)	(73,434.69)	(415,297.48)	0.00	(164,767.52)

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>Intergovernmental</u>					
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	3,998.75	0.00	(3,998.75)
TOTAL Intergovernmental	0.00	0.00	3,998.75	0.00	(3,998.75)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	474.64	4,458.93	0.00	(4,458.93)
45110-46715 Library - Vending Revenue	0.00	0.00	400.00	0.00	(400.00)
TOTAL Public Charges-Services	0.00	474.64	4,858.93	0.00	(4,858.93)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	0.00	0.00	0.00	0.00
45110-48257 WI Humanities - Grant	0.00	0.00	0.00	0.00	0.00
45110-48277 Summer Programs-Donations	0.00	0.00	5,300.00	0.00	(5,300.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	181.00	0.00	(181.00)
45110-48455 Friends of Library Reimb	0.00	0.00	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	55.99	1,052.83	0.00	(1,052.83)
45110-48525 Library-NonGov Grants/Donati	0.00	0.00	10,750.00	0.00	(10,750.00)
45110-48575 Library-Program Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	55.99	17,283.83	0.00	(17,283.83)
TOTAL REVENUES	0.00	530.63	26,141.51	0.00	(26,141.51)
<u>EXPENDITURES</u>					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	346.22	729.64	0.00	(729.64)
55110-03-12650 Library Photocopier Expen	0.00	493.96	2,887.08	0.00	(2,887.08)
55110-03-12675 Library Vending - Expense	0.00	0.00	163.28	0.00	(163.28)
55110-03-22725 Summer Programs-Expenses	0.00	0.00	2,622.04	0.00	(2,622.04)
55110-03-25000 Library Grants - Expense	0.00	0.00	300.00	0.00	(300.00)
55110-03-26000 NonGov Grant Expense	0.00	0.00	6,274.55	0.00	(6,274.55)
55110-03-40500 Memorial Books-Expense	0.00	59.63	654.13	0.00	(654.13)
55110-03-40525 Library-Program Expenses	0.00	0.00	1,035.09	0.00	(1,035.09)
TOTAL Supplies & Expenses	0.00	899.81	14,665.81	0.00	(14,665.81)
TOTAL EXPENDITURES	0.00	899.81	14,665.81	0.00	(14,665.81)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(369.18)	11,475.70	0.00	(11,475.70)
FUND TOTAL REVENUES	114,324.00	22,224.79	249,220.10	217.99	(134,896.10)
FUND TOTAL EXPENDITURES	95,258.00	79,119.15	266,373.42	279.63	(171,115.42)
REVENUES OVER/(UNDER) EXPENDITURES	19,066.00	(56,894.36)	(17,153.32)	0.00	36,219.32

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

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

ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
------------------	-------------------	-----------------	----------------	-------------------

*** END OF REPORT ***

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

LIBRARY ACTIVITY	Aug 2026	Aug 2025	% Change	Aug 2024	% Change	YTD 2026	YTD 2025	% Change
Library Facility Traffic	5,851	5,296	10.5%	4,620	26.6%	49,722	45,550	9.2%
Average Daily Traffic	225	212	6.1%	171	31.6%	251	230	9.2%
Meetings Held	24	21	14.3%	20	20.0%	227	151	50.3%
Attendance	118	66	78.8%	83	42.2%	1,024	786	30.3%
Classes/Groups w/o Program Attendance	-	-	N/A	-	N/A	21	36	-41.7%
	-	-	N/A	-	N/A	374	644	-41.9%
New Card Registrations	52	58	-10.3%	58	-10.3%	347	408	-15.0%
Volunteer Hours Worked	13	19	-32.9%	25	-49.0%	155	163	-5.1%

TECHNOLOGY USE	Aug 2026	Aug 2025	% Change	Aug 2024	% Change	YTD 2026	YTD 2025	% Change
Wireless Use	1,116	1,291	-13.6%	1,384	-19.4%	9,567	10,659	-10.2%
Internet Computers								
Adult	393	274	43.4%	282	39.4%	4,182	2,541	64.6%
Youth	137	185	-25.9%	79	73.4%	930	1,071	-13.2%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	158	202	-21.8%	139	13.7%	1,341	1,189	12.8%
TOTAL USE	688	661	4.1%	500	37.6%	6,453	4,801	34.4%

PROGRAMS	Aug 2026	Aug 2025	% Change	Aug 2024	% Change	YTD 2026	YTD 2025	% Change
Programs Given								
Adult	9	6	50.0%	9	0.0%	85	64	32.8%
General Interest	7	4	75.0%	4	75.0%	34	18	88.9%
Teen	-	-	N/A	-	N/A	2	3	-33.3%
Youth	2	5	-60.0%	6	-66.7%	75	76	-1.3%
TOTAL	18	15	20.0%	19	-5.3%	196	161	21.7%
Program Attendance								
Adult	155	51	203.9%	88	76.1%	1,311	669	96.0%
General Interest	399	43	827.9%	26	1434.6%	1,027	206	398.5%
Teen	-	-	N/A	-	N/A	82	106	-22.6%
Youth	16	110	-85.5%	108	-85.2%	2,994	2,669	12.2%
TOTAL	570	204	179.4%	222	156.8%	5,414	3,650	48.3%

Self-Directed Activities

	Date	#
Adult Spice Bags	8/7/2026	50
Scavenger Hunt	8/17/2026	58
Little Bluebirds		8

Adult

	Date	#
1 on 1 Tech Help(14 sessions)		14
Notary Public Service(8 sessions)		8
STARS Governor Candidates Town Hall Viewing	8/5/2026	6
Paint Your Own Suncatcher	8/11/2026	21
Estate Planning w/ Mandy Roberts	8/12/2026	35
Senior Dining	8/12/2026	33
Believe & Achieve	8/18/2026	10
Healthy Meal Prep on a Budget Class	8/19/2026	13
Cover to Cover	8/20/2026	8
Kindhearted	8/24/2026	21

Outreach

	Date	#
Reading with Jo	8/12/2026	8
Community Night Out	8/18/2026	300
Critic's Choice Movie	8/26/2026	7

General Interest

	Date	#
A Pizza the Puzzle	8/13/2026	33
Real Writer's Group	8/15/2026	16
Spanish Club	8/18/2026	5
Summer Bingo	8/21/2026	32
Library Social Hour	8/28/2026	6

Youth

	Date	#
Wiggle, Giggle, Shake(2 sessions)		16

OVERALL ROOM USE

Room	# of people
Atrium	5
Board Room	45
Carnegie	0
Community Room	244
Genealogy Room	9
Semling-Menke Room	18
Storyhour Room	0
YS Activity Room	59

AUGUST 2026

BORROWERS		Aug 2026	Aug 2025	% Change	Aug 2024	% Change
City	Adult	2,898	2,685	7.9%	3,741	-22.5%
	Youth	745	717	3.9%	886	-15.9%
County	Adult	2,569	2,392	7.4%	3,324	-22.7%
	Youth	663	665	-0.3%	772	-14.1%
Other	Adult	397	350	13.4%	412	-3.6%
	*ILL	428	419	2.1%	452	-5.3%
	Youth	61	60	1.7%	72	-15.3%
TOTAL BORROWERS		7,761	7,288	6.5%	9,659	-19.7%

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

DONATIONS	Aug 2026	Aug 2025	Aug 2024	YTD 2026	YTD 2025
Endowment Fund	\$ 1,653	\$ 1,851	\$ 1,504	2,696	\$ 3,756
Special Projects Fund	\$ -	\$ -	\$ -	-	\$ 75
Gifts/Memorials	\$ 56	\$ 319	\$ 83	1,053	\$ 1,572

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

RESOURCE SHARING	Aug 2026	Aug 2025	% Change	Aug 2024	% Change	YTD 2026	YTD 2025	% Change
V-Cat Received	1,493	1,351	10.5%	1,241	20.3%	11,475	11,145	3.0%
V-Cat Sent	1,044	1,039	0.5%	1,123	-7.0%	8,484	9,054	-6.3%
ILL Received	73	55	32.7%	19	284.2%	476	287	65.9%
ILL Sent	106	58	82.8%	78	35.9%	737	711	3.7%

CIRCULATION		Aug 2026	Aug 2025	% Change	Aug 2024	% Change	YTD 2026	YTD 2025	% Change
Audiobooks	Adult	109	103	5.8%	53	105.7%	791	961	-17.7%
	Youth	23	5	360.0%	63	-63.5%	241	200	20.5%
Books-Fiction	Adult	2,270	3,297	-31.1%	2,626	-13.6%	19,076	20,989	-9.1%
	Youth	3,043	3,293	-7.6%	2,462	23.6%	25,961	25,751	0.8%
Books-Nonfiction	Adult	816	828	-1.4%	809	0.9%	7,788	7,864	-1.0%
	Youth	600	495	21.2%	493	21.7%	5,704	4,435	28.6%
CDs/Cassettes	Adult	92	172	-46.5%	165	-44.2%	1,537	899	71.0%
	Youth	-	15	-100.0%	51	-100.0%	121	147	-17.7%
DVD/Blu-Ray/VHS	Adult	637	651	-2.2%	642	-0.8%	5,382	5,866	-8.3%
	Youth	464	391	18.7%	401	15.7%	3,406	3,369	1.1%
Games	Adult	34	2	100.0%	5	100.0%	144	29	396.6%
	Youth	36	26	38.5%	37	-2.7%	264	174	51.7%
Magazines	Adult	131	207	-36.7%	210	-37.6%	1,204	1,693	-28.9%
	Youth	-	-	N/A	-	N/A	9	-	N/A
Other	Adult	187	120	55.8%	106	76.4%	1,240	887	39.8%
	Youth	9	12	-25.0%	4	125.0%	132	133	-0.8%
PHYSICAL ITEMS SUB TOTAL		8,451	9,617	-12.1%	8,127	4.0%	73,000	73,397	-0.5%
Digital Library	Audiobooks	1,383	1,241	11.4%	1,391	-0.6%	10,888	9,958	9.3%
	eBooks	716	775	-7.6%	1,085	-34.0%	6,395	6,427	-0.5%
	Magazines	296	263	12.5%	192	100.0%	1,884	2,246	-16.1%
	* Music/Videos	64	-	N/A	-	N/A	668	-	N/A
DOWNLOADS SUB TOTAL		2,459	2,279	7.9%	2,668	-7.8%	19,835	18,631	6.5%
TOTAL CIRCULATION		10,910	11,896	-8.3%	10,795	1.1%	92,835	92,028	0.9%

* Kanopy Streaming Service added at the end of September 2025

MATERIALS CIRCULATING	Aug 2026	Aug 2025	% Change	Aug 2024	% Change	YTD 2026	YTD 2025	% Change
% Nonprint Materials Circulated	18.8%	15.6%	20.9%	18.8%	0.2%	18.16%	17.3%	5.3%
% Print Materials Circulated	81.2%	84.4%	-3.9%	81.2%	0.0%	81.84%	82.7%	-1.1%
% Adult Materials Circulated	50.6%	55.9%	-9.6%	56.8%	-10.9%	50.91%	53.4%	-4.7%
% Youth Materials Circulated	49.4%	44.1%	12.1%	43.2%	14.4%	49.09%	46.6%	5.3%

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: A take home STEAM 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. STEAM kits featuring a robotic build focusing on engineering and circuitry skills was offered to school age children. 9/10/26 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. 3/2026 MP. Youth Services staff will attend the CCBC Best Children's Books of 2025 workshop in April. 3/31/26 AB. Numerous staff schedules and corresponding desk schedules have been adjusted for numerous staff members to facilitate programs focusing on their interests, i.e. K. Gulke has facilitated environmental programs securing presenters and supervising the event; C. Sprague has facilitated an ongoing Chess Club program procuring both online chess versions and hands-on chess game boards. 05/2026 LO D. Plautz attended numerous virtual outreach programming webinars and discussions to ascertain future programming ideas and share out what this Library has

done to meet the needs of community members unable to visit the library. 5/2026 LO. Youth Services staff will be attending the annual Community Baby Shower on October 6. Local 4K classes will visit in November for storytime. 9/10/26 AB. Adult Services and Outreach staff attended the Bringing Hope and Light Dementia Conference in Medford in August. Both are also attending an adult services/programming webinar at the end of September. 9/10/26 MP.

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: L. Ollhoff is a member of the Lincoln Co. Live Well Lincoln Leadership team which consists of local agencies, i.e. ADRC, Aspirus, MAPS staff, Lincoln Co. Health & Social Services Department staff, Tomahawk Public Library staff, working together to develop programming and local resources to promote health living lifestyles. One such development is a Community Resource Hub that will be set up at T.B. Scott Free Library and the Tomahawk Public Library. Both libraries are open more hours and provide enhanced accessibility opportunities for all community members. Area agencies will supply the Community Resource Hub with up-to-date information and materials. Held a Healthy Meals on a Budget Program with the Lincoln County Health Department on August 20th. It was very well received, and we are planning to do it again in the Spring. 9/10/26 MP. Currently offering a Retirement Ready Series of workshops with the ADRC. 9/10/26 MP. Elections Informational Forum in collaboration with Northwoods WI League of Women Voters and WIPPS for October 6, 2026. 08/2026 LO.

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. Working with the DATCP and Mandy Roberts to offer several consumer protection/retirement ready workshops throughout the fall. 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. Youth Services worked closely with the UW-Extension 4-H Coordinator this summer offering nature themes programs with stories and activities. Educators from the Woodson Art Museum will be returning monthly beginning October 21 bringing stories and hands-on art activities. We are offering a cake decorating workshop for teens in October with a local Merrill resident as our presenter. 9/10/26 AB. Working with Donna Plautz and Jason Bertram to offer a Paranormal Ghosthunting Presentation on Saturday, October 17th. 9/10/26 MP.

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. We will be hosting crafts programs for a group from the Boys & Girls Club in both October and December. 9/10/26 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.

TE11: Planning for the Library's Future

The Importance of Planning: Why Plan?

How often do you leave for the grocery store without a list and come back with dozens of items you didn't need, but without the one or two things you absolutely needed? Nobody would ever think of building a house or starting a business without a plan. Yet it is often hard to convince library directors and library boards to create a strategic plan. The most frequent excuse is "We don't have time" or "We are too busy getting our work done."

Information technology, publishing and the book industry, and society itself are in the middle of the greatest series of changes since the invention of the printing press. In 1990, few libraries had computers. Now, they are everywhere. In 1980, women were just entering the workforce in large numbers, and many smaller Wisconsin communities had few, if any, minority residents. Library services must change to reflect changes in our communities. They cannot exist in a vacuum. The library board or director that refuses to plan is like the shopper going to the store without a shopping list. The library may well be offering dozens of services that are not really needed by the community, while failing to offer the one or two services that might provide a great benefit.

Planning for libraries is a process of envisioning the future of both the community and the library and setting a direction for library movement toward a chosen future vision. Planning helps the staff and board understand the situation of their community, set priorities, and establish methods for achieving those priorities. The planning document provides a record of the decisions made during that process. The document also becomes a guide for decision-making and action by staff and the board.

Planning Essentials—Getting Started

Size doesn't matter. Every library needs a plan, no matter how small or how large the library and community may be. However, just as a shopping list will be different for the single person and the family of ten, the process followed to create a plan will depend on the size of library and community involved with the project. Large and even many medium-sized libraries, or those libraries accustomed to planning, may have the resources and experience to undertake a full-blown process such as that described in the *Planning for Results*¹ process. Planning for Results provides a blueprint for creating a vision of the future for a library and its community, along with a blueprint for creating the services that will enable a library achieve its vision. Planning for Results, because it is so thorough, describes a fairly time-intensive process involving a large cast of players. Any library,

¹ Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. ALA, 1998

including smaller libraries or those new to planning, will benefit from undertaking the process outlined in Planning for Results if its board and staff have the commitment, time, and resources to follow through. However, for novice planners, the process is less important than the fact that planning is carried out. First-time planners often want to follow a simplified process that is less time-intensive. Even a simplified process will help the board and staff gain vital information about the library and community, as well as the experience and confidence needed to expand the process during the next planning cycle.

Who should be involved?

The minimum number needed to draft a strategic plan is one. However, just as the grocery shopper benefits from consulting spouse and family before leaving for the store, the strategic plan for the library benefits from input from multiple individuals. The library director, with the help of system staff, can be relied on to gather statistics about a community. Important statistics include:

- Population size of community broken down by age, gender, racial heritage, etc.
- The existence of large or growing groups of newcomers to the community, whether they are urban or rural transplants, new ethnic groups, or other.
- Economic factors regarding the community, such as household incomes and source of payrolls.
- Educational profile of the community.

At the same time, the director and staff can gather facts about the library. Questions to ask include:

- What services are currently being offered?
- How have usage patterns been changing in the past few years?
- What is the composition of the collection? How many books does the library own? How many audiobooks? DVDs? Children's books, etc.?
- What is the age of the collection? What is the average publication date for each section of the nonfiction collection?

By discussing these and similar facts about the library and the community, the staff and board can come to some basic conclusions about the library on which to plan future services. A library with a small large-print collection in a community with a stable, aging population may want to buy more large-print books, for example. A science collection with relatively few titles less than one or two years old probably needs updating.

One of the best ways to gather insight regarding your library is to see how it stacks up against current state recommended standards. The [Wisconsin Public Library Standards](#) are updated about every five years. The Standards are not mandatory requirements from the state; rather they are suggestions for basic levels of service organized by library or

community size. They suggest such things as basic collection size for a specific community size. They even recommend a minimum funding requirement for a basic level of library service in the smallest communities. The Standards allow planners to look beyond the confines of their community. (For more information, see [Trustee Essential 12: Library Standards](#).) By talking to other stakeholders, library planners can add to the strength and reliability of their plan as well as obtain buy-in from the public. There is an endless list of individuals and groups that might be consulted as part of a basic planning process. Which ones you choose will depend on your particular situation.

Suggested players include:

- The mayor and city council (or equivalent)
- Municipal employees such as an economic development officer, senior center director, or recreation department director
- Representatives from the PTA and/or teachers union
- Representatives of active service groups such as Elks, Rotary, or Lions
- Representatives of other social/service organizations such as those representing growing minority populations
- Representatives of the religious community
- Current library users
- Those not currently using the library

You get the picture. The more people you talk to about the community, the more information you will have to create your strategic plan.

How do you gather information?

Probably the most common mistake library planners make when consulting the community in preparation for a strategic plan is to ask people about the library. Neophyte planners ask what library services people are looking for. The real purpose of consulting all of these community representatives is to find out about them—what they are doing and what is important in their lives and work. The library staff and board are the experts in the broad array of possible library services. It is up to the experts to be creative in proposing new services or changes in services to meet emerging needs. The mayor and city council may be interested in developing tourism in a community, but they may never think of the library as a vehicle for collecting and disseminating local information of interest to tourists. If you ask someone what the library should be like, they will answer based on their preconceptions about what a library is. Instead, inquire about community needs and then apply library resources to fashion the services to help the community fill those needs.

There are a variety of ways to ask this large array of players about community needs. One of the simplest but most effective is simply to invite them to the library or a neutral site

and talk to them. Find someone who is experienced in conducting focus group interviews. Construct one or more groups built around particular interests, such as the needs of children in the community or the needs of immigrants. Assist the interviewer in eliciting the opinions of interested parties regarding what is important to them.

Library planners probably most often gather information by means of surveys. If you decide to use a survey, consider the following:

- What is the specific question you are trying to answer? What hypothesis are you testing?
- Don't ask questions simply for the sake of asking. If you ask whether the respondent went to college, for example, how will having the information affect your investigation? How will you use the information?
- Will your survey reach the target audience? Surveys done in the library are useless for learning the needs and opinions of nonusers. Current library users do not necessarily represent a cross section of the community.
- How will your survey be distributed?
- How will your survey be tabulated?
- Do a pretest. Make sure that your respondents have the same understanding of the questions you do.

Again, consider enlisting the help of someone experienced in writing and conducting surveys before you get started. This doesn't have to cost anything. You may find a volunteer at a local chamber of commerce or a nearby university, or a local resident may be willing to help who has conducted surveys as part of his or her business. Your local library system should be able to offer assistance. If you write your own survey, at the very least have someone critique it for you. A poorly executed survey can have less value than no survey at all. It may even lead you to opposite conclusions from those you might have reached otherwise.

A Plan Outline

Okay, you've gathered all your information. What do you do with it? A simple plan might be organized like this:

Introduction

Discuss the planning process: Who are you? What are your library and community like? How did you find this out? Who did you consult? How did you consult them? What did you find?

Mission Statement

Which vision of the community are you are trying to support? What is the library's role in supporting that vision? What is the reason the library exists? (See Sources of Additional Information below for information about developing a mission statement.)

Service Responses

What are the specific services you will offer and, why?

Activities

Under each service, list the particular activities that will be carried out and what you intend to accomplish. How do these activities relate to the mission of the library?

Evaluation

How will you measure the impact these services are having on the target population? How do you know if you are doing it right? What are your alternatives if you are not?

The specific time frame your plan should cover will depend on how ambitious your plan is, or how many activities you hope to carry out. There is no magic formula that dictates that your plan should last five years, three years, or even one year. Do what makes sense for your library and your community. The most important thing you can do is to be adaptive. Follow your plan and revisit it along the way. Make sure it is taking you where you want to go, and revise it as necessary. At the end of the planning cycle, when all evaluations are in, start over. Create a new plan and perhaps go a little farther in your information-gathering process.

Special Types of Planning

In addition to general strategic planning for the entire library, you may also want to consider planning projects focusing on special issues such as technology or disaster preparedness.

Many libraries participate in technology planning through their library system and therefore do not need to conduct their own technology planning project. Because new technologies can greatly expand the services and resources offered by a library, it is important that all libraries be involved in some type of technology planning.

Most libraries will rarely experience a severe emergency or natural disaster, but it is best to be prepared, just in case. Fires, floods, tornadoes, and hazardous material accidents can endanger lives, and it is important for libraries to have plans and/or policies in place for dealing with these types of emergencies. It is also important for staff to be trained to handle emergencies properly, including medical emergencies.

Plans and/or policies can also be established to prepare for recovery of library materials after an accident or disaster. The [Wisconsin Public Library Policy Resources](#) WISELearn group includes examples of emergency and disaster policies. See below for resources to help with accident and disaster preparedness planning.

Discussion Questions

1. Has your library had a plan before? What did it deal with? When was it done?
2. Who should be involved on the ground floor? Which staff members? Which board members? Who is available with the necessary expertise, including outside volunteers that might be able to help with the plan?
3. What resources does your library system have to assist you with planning?
4. Are there any other plans out there that you might consult (e.g., a comprehensive development plan written for the municipality; a comprehensive plan written for the school system; any plan written by the chamber of commerce)?
5. What do you hope to accomplish? What will you do with the plan once it is written?
6. How does your library compare with other libraries in similar communities? Do you meet or exceed recommended state standards?
7. Can your library system obtain samples of other strategic plans for your committee to look at? After examining them, ask, What was good about them? What didn't you like?

Sources of Additional Information

- Your library system staff
- [Wisconsin Public Library Standards](#)
- McClure, Charles R., et al. *Planning and Role Setting for Public Libraries: A Manual of Options and Procedures*. Chicago, IL: ALA, 1987.
- Nelson, Sandra. *The New Planning for Results: A Streamlined Approach*. Chicago, IL: ALA, 2001.
- Van House, Nancy A., et al. *Output Measures for Public Libraries: A Manual of Standardized Procedures*, 2nd ed. Chicago, IL: ALA, 1987.
- Zweizig, Douglas, et al. *Evaluating Library Programs & Services: TELL IT!* Madison, WI: UW School of Library and Information Studies, 1993.
- “[Disaster Preparedness and Recovery](#).” American Library Association
- [Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives](#), Third edition 2003, Western New York Library Resources Council
- Conservation OnLine (CoOL), [Disaster Preparedness and Response](#)



Library Director's Report – September 16, 2026

Events

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

Here are some Calendar of Events highlights for the next few weeks:

- Youth Services:
 - School and day care visits are in full force.
 - Wednesday, September 16: Take Home Activity Bags return
 - Wednesday, September 16, 10:30AM-11:30AM: Weekly Family Storytime returns
- Adult Services:
 - Meeting and Study Room use and associated reservations have increased.
 - Seeing an increase in computer use.
 - Monthly Chess Club returns September 22

WVLS

- Nothing to report this month.

Friends of the Library

- Friends have offered to write a Kwik Trip Grant application to supplement the Mini Food Pantry

Report

- Elections Education Forum Update: Tuesday, October 6, 2026, 5:15-6:45PM. Moderator: Eric Giordiano, Director of Wisconsin Institute for Public Policy and Service.
- Job Pod Update: Memorandum of Understanding has been signed and JobPod is on order from Framery Four. Timeframe: Adult Department reorganization - November. JobPod install - December. Staff training @ Staff Development Day - January 2027. February - Promotions will begin
- 2027 Library Budget & Capital Request Update: Attended the Lincoln County Finance Committee meeting on Friday, September 4. Participated in discussion. Committee approved the 2027 Library Budget as presented, which will now go before the City of Merrill Common Council and the Lincoln County Board of Supervisors at their respective meetings in November 2026.
- Circulation Coordinator Interviews: As of the date of this report, interviews have begun with the hopes of making an offer with a Letter of Intent to the candidate by the end of the week of September 14, 2026.