



NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday August 16, 2023

4:00 p.m.

Community Room

Voting members of the Board: Katie Breitenmoser, Michael Caylor, Darcy Dalsky, Mike Geisler, Chris Grunenwald, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank.

Agenda

- | | |
|--|---------|
| I. Opening | Geisler |
| A. Call to order and roll call | |
| B. Correspondence | |
| C. Public comment | |
| II. Consent items | |
| A. Minutes of regular meeting of July 19, 2023 | |
| B. Unaudited Monthly Revenue & Expense Reports for July 2023 | |
| C. Monthly Statistical Report for July 2023 | |
| III. Reports/Discussion Items/Action Items | |
| A. Action Item: Youth Services Meeting/Activity Room – Approval of MSR Design Project Phase 1 & Project Estimate by Local Contractor | Geisler |
| B. Action Item: Solar Service & Lease Agreement Renewal Approval | Geisler |
| C. Discussion Item: Board Committee Appointments | Geisler |
| D. Discussion Item: Endowment Fund Treasurer | Ollhoff |
| E. Discussion Item: Church Status | |
| F. Strategic Plan Goals & Objectives #2 | Ollhoff |
| G. Wisconsin Trustee Essential #4: Effective Board Meetings and Trustee Participation | Ollhoff |
| IV. Library Director's Report | Ollhoff |
| V. President's remarks | Geisler |
| VI. Adjournment | Geisler |

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

The Library is wheelchair accessible. If additional special accommodations are needed, please call 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.

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting July 19, 2023

Opening

President Michael Geisler called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Katie Breitenmoser, Michael Caylor, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank. Excused: Darcy Dalsky, Chris Grunenwald. Also present: Laurie Ollhoff, Andrea Bennett, camera operator, and Carol Wendorf (community member).

No correspondence.

No public comment was made.

Consent items

K. Breitenmoser/E. McCrank/C to approve the minutes of the regular meeting of June 21, 2023.

A. Huftel/D. Dalsky/C to accept the monthly Unaudited Revenue and Expense Report for June 2023.

Reports/discussion items/action items

- A. R. Martinovici/A. Huftel/C** amended motion to approve the 2023 Mid-year Endowment Fund Report and payment of Invoice for accounting services rendered to Richard A. Mamer, CPA., in the amount of \$400. Discussion included a review of the IRS Form 990 and the completion of the IRS form by staff at the office of Richard A. Mamer, CPA.
- B. K. Breitenmoser/M. Caylor/C** to approve the 2024 Library Budget Proposal. L. Ollhoff explained budget considerations for 2024 and funding source request to the City of Merrill and Lincoln County. Budget request reflects substantial increase in fixed expenses primarily as a result of rising costs in utilities. Overall, library is experiencing an increase in all material costs.
- C. A. Huftel/E. McCrank/C** to approve request by Ana Blair's Coffee on the Go Coffee Truck to setup at the Library. L. Ollhoff presented the request and explained preferred location for setup. Discussion included hookup requirements. E. McCrank recommended that the City be contacted to ascertain a list of other local food truck vendors to offer the same opportunities to them. L. Ollhoff will contact the City. Food truck setup at the library will be reviewed periodically.
- D. Church Property Status.**
M. Caylor reported as the City-appointed board member. New owner was asked to provide Common Council with plans for the church property. Plans have not been presented. As a result, the new owner will need to reapply for rezoning if they wish to do so.
- E. Committee Appointments:** M. Geisler asked for volunteers to serve on the Personnel & Finance Committee and the Buildings and Grounds Committee. M. Caylor offered to be on the Building and Grounds Committee and was appointed by M. Geisler. Volunteers did not step forward for the Personnel & Finance Committee. M. Geisler will contact board members directly before the August Board meeting to ascertain a committee member.
- F. Service recognitions** were presented by L. Ollhoff. Kay Andrews for 20 years of service and Andrea Bennett for 15 years of service. They are commended for their dedication in providing great service to the community and being exemplary library team members.
- G. Strategic Plan Goals and Objectives #1.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #1.
- H. Wisconsin Trustee Essential #2: Bylaws—Organizing the Board for Effective Action.** L. Ollhoff provided copies of Trustee Essential #2 for review and questions. No further discussion.

Library Director's Report

- Library program highlights announced.

- Nothing to report from the Wisconsin Valley Library System representative Diane Peterson.
- Friends of the Library will not meet during the summer months and reconvene in September just in time to discuss the Fall Book Sale.
- Communication with Kristilyn Vercruyese of MSR Design continues as we advance to a proposal for the addition of a activity/meeting room in the Youth Services Department. Project option proposals will be presented at the August Board meeting.
- Long Range Plan development continues with a Library Visits Report by library administration to be presented at the September Board meeting. Local survey will be developed and delivered for community member input in October.
- Welcome to new Board member, Michael Caylor, as city-appointed member from City of Merrill Common Council.
- Board of Trustees are offered great resources to support them in their duties and responsibilities as Board members by the State of Wisconsin Department of Public Instruction: [United for Libraries](https://www.ala.org/united/) (<https://www.ala.org/united/>)

President's remarks

- Board members will be contacted for remaining committee appointments.

E. McCrank/M. Caylor/C moved to adjourn the meeting at 4:40 p.m. The next regular business meeting of the Board of Trustees is scheduled for August 16, 2023, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<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	2,971.76	0.00	(2,971.76)
TOTAL Intergovernmental	0.00	0.00	2,971.76	0.00	(2,971.76)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	347.84	2,644.09	0.00	(2,644.09)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	347.84	2,644.09	0.00	(2,644.09)
<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	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	133.99	1,283.60	0.00	(1,283.60)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	133.99	1,283.60	0.00	(1,283.60)
TOTAL REVENUES					
	0.00	481.83	6,899.45	0.00	(6,899.45)
EXPENDITURES					
=====					
<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	49.85	333.08	0.00	(333.08)
55110-03-12650 Library Photocopier Expen	0.00	172.99	1,457.21	0.00	(1,457.21)
55110-03-12675 Library Vending - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-22725 Summer Programs-Expenses	0.00	0.00	0.00	0.00	0.00
55110-03-25000 Library Grants - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-40500 Memorial Books-Expense	0.00	68.10	1,415.98	0.00	(1,415.98)
TOTAL Supplies & Expenses	0.00	290.94	3,206.27	0.00	(3,206.27)
TOTAL EXPENDITURES					
	0.00	290.94	3,206.27	0.00	(3,206.27)
REVENUES OVER/(UNDER) EXPENDITURES					
	0.00	190.89	3,693.18	0.00	(3,693.18)
FUND TOTAL REVENUES					
	159,324.00	81,371.73	492,987.36	309.42	(333,663.36)
FUND TOTAL EXPENDITURES					
	270,369.00	94,405.81	383,481.52	141.84	(113,112.52)
REVENUES OVER/(UNDER) EXPENDITURES					
	(111,045.00)	(13,034.08)	109,505.84	0.00	(220,550.84)
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*** END OF REPORT ***

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

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

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REVENUES					
=====					
<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	2,971.76	0.00	(2,971.76)
TOTAL Intergovernmental	0.00	0.00	2,971.76	0.00	(2,971.76)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	347.84	2,644.09	0.00	(2,644.09)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	347.84	2,644.09	0.00	(2,644.09)
<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	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	133.99	1,283.60	0.00	(1,283.60)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
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TOTAL REVENUES	0.00	481.83	6,899.45	0.00	(6,899.45)
EXPENDITURES					
=====					
<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	49.85	333.08	0.00	(333.08)
55110-03-12650 Library Photocopier Expen	0.00	172.99	1,457.21	0.00	(1,457.21)
55110-03-12675 Library Vending - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-22725 Summer Programs-Expenses	0.00	0.00	0.00	0.00	0.00
55110-03-25000 Library Grants - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-40500 Memorial Books-Expense	0.00	68.10	1,415.98	0.00	(1,415.98)
TOTAL Supplies & Expenses	0.00	290.94	3,206.27	0.00	(3,206.27)
TOTAL EXPENDITURES	0.00	290.94	3,206.27	0.00	(3,206.27)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	190.89	3,693.18	0.00	(3,693.18)
FUND TOTAL REVENUES	159,324.00	81,371.73	492,987.36	309.42	(333,663.36)
FUND TOTAL EXPENDITURES	270,369.00	94,405.81	383,481.52	141.84	(113,112.52)
REVENUES OVER/(UNDER) EXPENDITURES	(111,045.00)	(13,034.08)	109,505.84	0.00	(220,550.84)
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*** END OF REPORT ***

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

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
45110-43220 Library CARES Grant	0.00	0.00	0.00	0.00	0.00
45110-43510 CARES - COVID-19 Reimb	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	0.00	212.00	0.00	(212.00)
45110-43515 Federal ARPA - Am Rescue	41,733.00	0.00	0.00	0.00	41,733.00
45110-43517 WI Humanities Council	0.00	0.00	0.00	0.00	0.00
45110-43790 County Library Aid	442,869.00	0.00	221,435.00	50.00	221,434.00
TOTAL Intergovernmental	484,602.00	0.00	221,647.00	45.74	262,955.00
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,600.00	63.30	3,164.82	121.72	(564.82)
TOTAL Public Charges-Services	2,600.00	63.30	3,164.82	121.72	(564.82)
<u>Miscellaneous Revenues</u>					
45110-48400 Library Endowment Reimb.	0.00	1,532.42	1,532.42	0.00	(1,532.42)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	1,850.00	0.00	(1,850.00)
45110-48475 Library Programs Revenue	0.00	300.00	4,450.00	0.00	(4,450.00)
45110-48492 Merrill Foundation Donation	0.00	0.00	0.00	0.00	0.00
45110-48500 Grant - Mead Witter	0.00	0.00	0.00	0.00	0.00
45110-48525 Grant - Community Liaison	0.00	0.00	0.00	0.00	0.00
45110-48555 Grant - WVLS System Aid	0.00	0.00	0.00	0.00	0.00
45110-48750 Grant - Walmart	0.00	0.00	0.00	0.00	0.00
45110-48999 Focus on Energy Grants	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	1,832.42	7,832.42	0.00	(7,832.42)
TOTAL REVENUES	487,202.00	1,895.72	232,644.24	47.75	254,557.76
EXPENDITURES					
=====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	186,343.00	13,760.32	86,859.37	46.61	99,483.63
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	430,806.00	32,463.78	226,270.73	52.52	204,535.27
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	3,504.00	0.00	0.00	0.00	3,504.00
55110-01-51000 Social Security	47,520.00	3,423.93	24,685.44	51.95	22,834.56
55110-01-52000 Retirement (WRS)	35,562.00	2,897.59	20,930.47	58.86	14,631.53
55110-01-52500 Prior Service-Debt Serv.	3,857.00	0.00	3,857.00	100.00	0.00
55110-01-54000 Health Insurance	83,378.00	6,712.23	45,648.15	54.75	37,729.85
55110-01-55000 Life Insurance	4,011.00	309.15	1,977.05	49.29	2,033.95
TOTAL Personnel Services	794,981.00	59,567.00	410,228.21	51.60	384,752.79

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	700.00	0.00	865.70	123.67	(165.70)
55110-02-16000 Elevator Contract/Inspect	3,000.00	0.00	3,342.88	111.43	(342.88)
55110-02-16250 HVAC Service	2,000.00	0.00	0.00	0.00	2,000.00
55110-02-16500 Fire/Security System Cont	1,900.00	119.00	238.00	12.53	1,662.00
55110-02-21000 Water and Sewer	1,700.00	0.00	813.03	47.83	886.97
55110-02-22000 Electric	24,000.00	5,564.12	14,497.69	60.41	9,502.31
55110-02-22500 Fuel - Natural Gas	8,400.00	993.18	14,038.53	167.13	(5,638.53)
55110-02-23100 Janitorial Services Contr	0.00	0.00	0.00	0.00	0.00
55110-02-23250 Facility Cleaning Service	3,400.00	203.51	1,251.45	36.81	2,148.55
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,500.00	157.72	1,375.24	91.68	124.76
55110-02-26000 Office Equipment Service	800.00	0.00	0.00	0.00	800.00
55110-02-27000 Lost-Damaged Materials	0.00	5.00	33.99	0.00	(33.99)
TOTAL Contractual Services	47,400.00	7,042.53	36,456.51	76.91	10,943.49
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,500.00	182.72	2,069.02	137.93	(569.02)
55110-03-10500 Library Supplies	6,500.00	308.06	3,150.21	48.46	3,349.79
55110-03-11000 Postage	1,900.00	383.85	882.26	46.43	1,017.74
55110-03-13000 Copier/Printing	500.00	0.00	290.00	58.00	210.00
55110-03-21000 Membership Dues	250.00	300.00	300.00	120.00	(50.00)
55110-03-30500 Mileage	1,450.00	53.04	570.15	39.32	879.85
55110-03-31000 Misc. - Petty Cash	0.00	(40.00)	(140.00)	0.00	140.00
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	1,013.65	50.68	986.35
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	217.00	0.00	(217.00)
55110-03-41000 Public Relations/Publicit	2,500.00	164.00	785.00	31.40	1,715.00
55110-03-41001 Misc Rev - Publicity	0.00	0.00	618.00	0.00	(618.00)
55110-03-41250 Programming - Adult	10,000.00	19.70	2,531.41	25.31	7,468.59
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	0.00	0.00	0.00
55110-03-41500 Progammig - Youth	7,500.00	1,200.87	3,109.76	41.46	4,390.24
55110-03-41501 Misc Rev-Programming-Yout	0.00	673.09	7,673.38	0.00	(7,673.38)
55110-03-41750 Hospitality	300.00	0.00	0.00	0.00	300.00
55110-03-41751 Misc Rev-Hospitality	0.00	47.26	167.26	0.00	(167.26)
55110-03-44000 Janitor Supplies	5,000.00	52.14	1,789.34	35.79	3,210.66
55110-03-50000 M/R-General Repair/Maint.	5,600.00	108.64	1,745.44	31.17	3,854.56
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	2,500.00	504.20	10,160.24	406.41	(7,660.24)
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	47,500.00	3,957.57	36,932.12	77.75	10,567.88
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	9,400.00	0.00	2,507.00	26.67	6,893.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	9,400.00	0.00	2,507.00	26.67	6,893.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	0.00	2,534.56	0.00	(2,534.56)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	0.00	0.00	0.00
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	2,534.56	0.00	(2,534.56)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,700.00	575.31	4,909.30	50.61	4,790.70
55110-13-10100 Adult Dept Non-Fiction	10,150.00	499.50	6,800.29	67.00	3,349.71
55110-13-10200 Adult Dept Paperbacks	750.00	52.83	340.57	45.41	409.43
55110-13-10300 Adult Dept Reference	500.00	0.00	0.00	0.00	500.00
55110-13-10400 Adult Dept Large Print	4,300.00	356.84	2,283.61	53.11	2,016.39
55110-13-20000 Youth Children's Books	16,500.00	725.46	6,789.05	41.15	9,710.95
55110-13-20100 Young Adult Books	2,600.00	344.13	940.88	36.19	1,659.12
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	61.14	0.00	(61.14)
55110-13-50000 Magazines/Periodicals	6,500.00	0.00	1,049.61	16.15	5,450.39
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	51,000.00	2,554.07	23,174.45	45.44	27,825.55
<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	2,500.00	174.81	1,180.45	47.22	1,319.55
55110-14-10200 Adult Dept CDs	900.00	69.05	415.39	46.15	484.61
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	3,000.00	132.15	1,319.70	43.99	1,680.30
55110-14-10500 Adult Dept Videos	0.00	0.00	0.00	0.00	0.00
55110-14-20000 Youth Audiobooks & CDs	1,800.00	648.16	690.75	38.38	1,109.25
55110-14-20100 Youth Videos, DVDs & CD-R	1,300.00	0.00	317.99	24.46	982.01
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	0.00	134.17	26.83	365.83
55110-14-45000 Ebooks/Digital Content	6,001.00	114.95	5,335.25	88.91	665.75
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	16,001.00	1,139.12	9,393.70	58.71	6,607.30
<u>Technology</u>					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	3,000.00	319.99	864.20	28.81	2,135.80
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 T1/Internet Access	4,170.00	0.00	3,570.00	85.61	600.00
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	9,000.00	0.00	0.00	0.00	9,000.00
55110-15-42500 Computer Equipment	10,000.00	1,763.30	1,785.35	17.85	8,214.65
55110-15-47500 Software/Upgrades	985.00	19.99	292.26	29.67	692.74
55110-15-70000 V-Cat Shared Automation	17,208.00	0.00	17,549.41	101.98	(341.41)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 202310 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTAL Technology	45,363.00	2,103.28	24,061.22	53.04	21,301.78
TOTAL EXPENDITURES	1,011,645.00	76,363.57	545,287.77	53.90	466,357.23
REVENUES OVER/(UNDER) EXPENDITURES	(524,443.00)	(74,467.85)	(312,643.53)	0.00	(211,799.47)

City of Merrill		As of 7/31/2023			
Reserved and Designated Fund Equity		Detail Summary Information			
Description	Account Number	12/31/22 Balance	2023 Revenue	2023 Expenses	07/31/23 Balance
N/L - Library Health Ins.	26-31-5457	\$10,000.00			
Tax - Levy	45110-41110				
Net Library Health Ins.			\$0.00	\$0.00	\$10,000.00
N/L - Library State Aid	26-31-5401	\$0.00			
Library - State Aid Revenue	45110-43690				
Library - State Aid Expense	55110-03-12600				
Net Library State Aid			\$0.00	\$0.00	\$0.00
N/L - Cross-County Borrowing	26-31-5415	\$9,453.60			
Library - Cross-County Revenue	45110-43790		\$2,971.76		
Library - Cross-County Expense	55110-03-12625			\$333.08	
Net Library Cross-County Borrowing			\$2,971.76	\$333.08	\$12,092.28
N/L - Library Photocopier	26-31-5425	\$11,052.06			
Library - Photocopier Revenue	45110-46713		\$2,644.09		
Library - Photocopier Expenses	55110-03-12650			\$1,457.21	
Net Library Photocopier			\$2,644.09	\$1,457.21	\$12,238.94
N/L - Library Grants	26-31-5425	\$0.00			
Library - Grant Revenues	45110-48250				
Summer Programs - Donations	45110-48277				
WI Humanities Grant	45110-48257				
Library - Grant Expense	55110-03-25000				
Net Library - Grants			\$0.00	\$0.00	\$0.00
N/L - Memorial Books	26-31-5455	\$10,603.39			
Library - Memorial Book Rev.	45110-48500		\$1,283.60		
Library - Memorial Book Exp.	55110-03-140500			\$1,415.98	
Net Library Memorial Books			\$1,283.60	\$1,415.98	\$10,471.01
Net N/L - T.B. Scott Library		\$41,109.05	\$6,899.45	\$3,206.27	\$44,802.23

Monthly Statistical Report

T.B. Scott Free Library

July 2023

LIBRARY ACTIVITY	Jul 2023	Jul 2022	% Change	Jul 2021	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic *	5,037	4,167	20.9%	4,042	N/A	37,608	27,592	36.3%
Average Daily Traffic *	201	167	20.6%	155	N/A	216	159	35.9%
Meetings Held	14	4	250.0%	5	N/A	98	49	100.0%
Attendance	59	10	490.0%	37	N/A	575	334	72.2%
Classes/Groups w/o Program	2	-	N/A	-	N/A	41	37	10.8%
Attendance	22	-	N/A	-	N/A	826	674	22.6%
New Card Registrations	52	59	-11.9%	37	40.5%	333	322	3.4%
Volunteer Hours Worked	17	13	29.5%	25	-32.7%	120	87	37.7%

TECHNOLOGY USE	Jul 2023	Jul 2022	% Change	Jul 2021	% Change	YTD 2023	YTD 2022	% Change
Wireless Use*	1,600	1,332	20.1%	2,416	-33.8%	10,462	6,096	71.6%
Internet Computers								
Adult	305	306	-0.3%	315	-3.2%	2,481	1,965	26.3%
Youth	233	77	202.6%	24	870.8%	720	209	244.5%
Other Computers								
Adult	-	-	0.0%	-	0.0%	-	1	100.0%
Youth	73	36	102.8%	28	160.7%	412	197	109.1%
TOTAL USE	611	419	45.8%	367	66.5%	3,613	2,372	52.3%

*Statistical outputs are atypical system wide and are under review by WVLS following the migration of the network to a new controller in January 2022.

PROGRAMS*	Jul 2023	Jul 2022	% Change	Jul 2021	% Change	YTD 2023	YTD 2022	% Change
Programs Given								
Adult	6	3	100.0%	2	200.0%	36	16	125.0%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	7	5	40.0%	20	-65.0%	76	27	181.5%
TOTAL	13	8	62.5%	22	-40.9%	112	43	160.5%
Program Attendance								
Adult	74	41	80.5%	11	572.7%	461	254	81.5%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	300	173	73.4%	541	-44.5%	1,868	536	248.5%
TOTAL	374	214	74.8%	552	-32.2%	2,329	790	194.8%

*As of January 2022, program statistics will be reported following the metrics specified by the Department of Public Instruction. A full summary of programs/activities offered within the month is supplied below.

Self-Directed Activities

	Date	#	Teen	Date	#
Little Bluebirds Club		14			
Passive Craft (2 Sessions)		74			
LEGO Scavenger Hunt	7/25/2023	94	Youth	Date	#
LEGO Guessing Jar	7/25/2023	68	Wiggle, Giggle, Shake (4 Sessions)		49
SLP Scavenger Hunt		202	Harry Potter Program	7/13/2023	21
SLP Guessing Jar		147	Parkside	7/19/2023	23
			LEGO Day	7/25/2023	207

Adult

	Date	#	Outreach	Date	#
BYOB Club	7/12/2023	1			
Author Chat w/Rev. Neely Owen & the Real Writers Gr	7/12/2023	14	Critic's Choice Movie	7/26/2023	13
Cover to Cover Book Club	7/20/2023	7			
LEGO Demonstration	7/25/2023	17			
Kindhearted, LLC Program	7/28/2023	22			
1 on 1 Tech Help	7/13/2023	1			

BORROWERS		Jul 2023	Jul 2022	% Change	Jul 2021	% Change
City	Adult	4,019	3,793	6.0%	4,251	-5.5%
	Youth	944	957	-1.4%	1,080	-12.6%
County	Adult	3,496	3,264	7.1%	3,614	-3.3%
	Youth	848	853	-0.6%	921	-7.9%
Other	Adult	394	372	5.9%	550	-28.4%
	*ILL	444	437	1.6%	434	2.3%
	Youth	79	73	8.2%	104	-24.0%
TOTAL BORROWERS		10,224	9,749	4.9%	10,954	-6.7%

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

Apr 2021: Purge of inactive patrons completed

Nov 2021: Initiated "fine free" policy

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

DONATIONS	Jul 2023	Jul 2022	Jul 2021	YTD 2023	YTD 2022
Endowment Fund	\$ -	\$ -	\$ -	200	\$ 690
Special Projects Fund	\$ 245	\$ 150	\$ 25	1,005	\$ 1,210
Gifts/Memorials	\$ 134	\$ 345	\$ 422	1,647	\$ 2,015

RESOURCE SHARING	Jul 2023	Jul 2022	% Change	Jul 2021	% Change	YTD 2023	YTD 2022	% Change
V-Cat Received	1,482	1,555	-4.7%	1,323	12.0%	10,305	11,613	-11.3%
V-Cat Sent	1,163	1,159	0.3%	1,260	-7.7%	8,781	8,982	-2.2%
ILL Received	18	54	-66.7%	58	-69.0%	332	330	0.6%
ILL Sent	81	79	2.5%	50	62.0%	654	587	11.4%

CIRCULATION		Jul 2023	Jul 2022	% Change	Jul 2021	% Change	YTD 2023	YTD 2022	% Change
Audiobooks	Adult	205	203	1.0%	268	-23.5%	1,194	1,330	-10.2%
	Youth	45	70	-35.7%	42	7.1%	321	340	-5.6%
Books-Fiction	Adult	2,922	2,725	7.2%	2,910	0.4%	19,011	18,836	0.9%
	Youth	3,600	3,761	-4.3%	2,506	43.7%	21,690	21,883	-0.9%
Books-Nonfiction	Adult	955	905	5.5%	1,134	-15.8%	7,017	6,037	16.2%
	Youth	575	709	-18.9%	584	-1.5%	4,984	4,727	5.4%
CDs/Cassettes	Adult	189	135	40.0%	192	-1.6%	1,417	1,067	32.8%
	Youth	11	22	-50.0%	42	-73.8%	135	296	-54.4%
DVD/Blu-Ray/VHS	Adult	853	719	18.6%	998	-14.5%	5,814	5,196	11.9%
	Youth	600	558	7.5%	561	7.0%	3,544	2,781	27.4%
Games	Adult	1	3	-66.7%	-	N/A	17	15	13.3%
	Youth	58	66	-12.1%	69	-15.9%	385	265	45.3%
Magazines	Adult	198	325	-39.1%	248	-20.2%	1,520	1,778	-14.5%
	Youth	-	-	N/A	3	-100.0%	0	-	N/A
Other	Adult	108	66	63.6%	87	24.1%	600	411	46.0%
	Youth	37	24	54.2%	76	-51.3%	208	180	15.6%
PHYSICAL ITEMS SUB TOTAL		10,357	10,291	0.6%	9,720	6.6%	67,857	65,142	4.2%
Digital Library	Audiobooks	1,079	915	17.9%	889	21.4%	7,406	6,524	13.5%
	eBooks	1,105	1,118	-1.2%	1,097	0.7%	7,480	7,525	-0.6%
	*Magazines	84	61	37.7%	43	N/A	562	635	-11.5%
	Music/Videos	-	-	N/A	-	N/A	0	1	-100.0%
DOWNLOADS SUB TOTAL		2,268	2,094	8.3%	2,029	11.8%	15,448	14,685	5.2%
TOTAL CIRCULATION		12,625	12,385	1.9%	11,749	7.5%	83,305	79,827	4.4%

*February 2021: Magazines were added to Wisconsin's Digital Library

MATERIALS CIRCULATING	Jul 2023	Jul 2022	% Change	Jul 2021	% Change	YTD 2023	YTD 2022	% Change
% Nonprint Materials Circulated	20.3%	18.1%	12.2%	24.0%	-15.3%	20.09%	18.2%	10.2%
% Print Materials Circulated	79.7%	81.9%	-2.7%	76.0%	4.8%	79.91%	81.8%	-2.3%
% Adult Materials Circulated	52.4%	49.4%	6.2%	60.1%	-12.7%	53.92%	53.2%	1.3%
% Youth Materials Circulated	47.6%	50.6%	-6.1%	39.9%	19.1%	46.08%	46.8%	-1.5%

**RECOMMENDATION & REQUEST TO THE
T.B. SCOTT FREE LIBRARY BOARD OF TRUSTEES
TO PROCEED WITH
MSR DESIGN PROJECT PHASE 1 &
PROJECT ESTIMATE
for the
YOUTH SERVICES ACTIVITY/MEETING ROOM
Dated: August 16, 2023**

Formal request to proceed with Phase 1 of MSR Designs Fee Proposal in the amount of \$9,864 to be paid by the Library Endowment Fund. A copy of the MSR Fee Planning Proposal that includes numerous phases is attached.

Upon completion of the schematic designs by MSR Design, an additional request is being made to approve the development of a cost estimate by a local contractor.

The purpose of these first steps is to determine the cost of the project in order to properly calculate funding necessary to complete the project.

MSR Fee Planning | Tasks

TB Scott Activity Room

8/8/2023

Task	Dates	KV \$169	arch \$114	interior \$97	Subtotal
Schematic Design - PHASE 1 (establish project cost)					
drawings					
floor plan		4	4	0	1132
rcp		4	4	0	1132
millwork		4	0	4	1064
furniture		2	0	4	726
details		4	4	2	1326
code plan		6	2	0	1242
finish		0	0	6	582
meetings + meeting prep time and minutes					
meeting 1 - review intent		2	0	2	532
meeting 2 - review floor plan		2	0	2	532
meeting 3 - review finish		2	0	2	532
meeting 4 - meet with contractor		2	0	2	532
meeting 5 - board meeting		2	0	2	532
Subtotal Hours		34	14	26	74
Subtotal Fee		\$5,746	\$1,596	\$2,522	\$9,864

Design Development - PHASE 2					
drawings					
floor plan / material specs		4	8	0	1588
rcp		4	8	0	1588
millwork details		4	8	8	2364
furniture		0	0	8	776
details		4	8	8	2364
code plan		6	2	0	1242
finish / material specs		0	0	8	776
interior elevation		0	8	0	912
electrical coordination / representation		6	0	0	1014
lighting coordination		6	0	0	1014
meetings					
meeting 2 - review floor plan		2	0	4	726
meeting 3 - review finish		2	0	4	726
meeting 4 - meet with contractor / review estimate by contractor		4	0	2	870
meeting 5 - board meeting		4	0	4	1064
Subtotal Hours		46	42	46	134
Subtotal Fee		\$7,774	\$4,788	\$4,462	\$17,024

Construction Administration - PHASE 2					
RFIs / virtual meetings					
RFIs		8	0	0	1352
virtual meetings with contractor (6 meetings max)		12	0	0	2028
Submittals					
review 10 submittals		12	0	4	2416
site visit - 1 visit					
driving / site review		14	0	0	2366
report		4	0	0	676
site visit - punch					
driving / site review		14	0	0	2366
report		4	0	0	676
Subtotal Hours		50	0	4	54
Subtotal Fee		\$8,450	\$0	\$388	\$8,838

Furniture - ADD SERVICE					
selections					
product search		4	0	12	1840
meeting for review		4	0	8	1452
finishes		0	0	4	388
specification / drawings					
Task		0	0	32	3104
procurement help / review					
Task		0	0	16	1552
Task		0	0	0	0
Subtotal Hours		8	0	72	80
Subtotal Fee		\$1,352	\$0	\$6,984	\$8,336

CONSTRUCTION DOCUMENTS FOR PUBLIC BID - ADD SERVICE					
DRAWINGS					
SPECS		4	24	24	5740
BID HELP / RUNNING BID		3	12	0	1875
Task		3	24	0	3243
Task		0	0	0	0
Subtotal Hours		10	60	24	94
Subtotal Fee		\$1,690	\$10,140	\$4,056	\$15,886
Total All Fees		\$25,012	\$16,524	\$18,412	\$59,948

**RECOMMENDATION & REQUEST TO THE
T.B. SCOTT FREE LIBRARY BOARD OF TRUSTEES
FOR APPROVAL OF THE
RENEWAL OF THE
TBS SOLAR, LLC,
ENERGY SAVINGS CONTRACT & LEASE OF PREMISES
Dated: August 16, 2023**

Pursuant to page 10 of the Energy Savings Contract & Lease of Premises, upon expiration of the initial Term or any Renewal Term of this Agreement options may be exercised as described on pages 10 – 12 of the Contract. Copies of pages 10 – 12 of the Contract and Exhibit F – Buy Out and Termination Value for Solar Equipment are attached for your review.

Based upon documentation provided in the Contract and the most recent communication with Kurt Reinhold of Legacy Solar Wisconsin Cooperative and calculations provided by Kurt Reinhold, a recommendation is made to renew the contract and revisit its continuation annually pursuant to the original Contract.

(c) Energy Savings Measures

(i) Delegation of Attributes to Service Provider. Notwithstanding the Alternative Energy Facility's presence as tangible personal energy property at the Site, Service Provider shall own all right, title and interest associated with the solar energy Attributes (especially including all Energy Savings Measures (bill savings measured in kilowatt-hours), Solar Renewable Energy Credits (sRECs) and Tax Credits) associated with the Alternative Energy Facility and the Reporting Rights associated therewith.

(ii) For the Initial Term of this agreement, Service Provider agrees to sell, and LANDLORD agrees to purchase, all rights, title and interest in the Environmental Attributes at the rate of **\$80.00** per Solar Renewable Energy Credit generated and per Nega-Watt-hour saved in each preceding 3-month period for the first year. Years two through six will be priced at the previous year's rate plus a **4.0%** (four percent) escalator. Fractional Renewable Energy Credits and NegaWatt- hours counted each 3-month period will be carried forward and added to the next quarter's invoice. Payment will be made on a quarterly basis in arrears.

(iii) Price Guarantee. Because of the large up-front capital commitment required of this type of project, the Service Provider cannot guarantee during the first 6 years of this agreement that the utility price will always exceed the ESM price being represented in sub-paragraph (ii) above. After the initial term of this agreement, however, the terms may be re-negotiated only if the utility price exceeds the ESM price at the time of contract renewal; Otherwise, there is no provision for renegotiation except in conjunction with the possible sale of the Alternative Energy Facility, as long as the negotiations conform to the IRS rules governing this type of transaction.

7. Term

(a) Initial Term. The term of this Agreement shall commence as of the Effective Date and shall expire at 2400 hours on the date Six (6) years following the Commercial Operation Date (the "Initial Term"). LANDLORD may not terminate this Agreement, except as the result of an Event of Default (defined in Section 16) or as otherwise expressly permitted in this Agreement.

(b) Upon expiration of the initial Term or any Renewal Term (as defined below) of this Agreement, LANDLORD may exercise one of the following options:

(i) Purchase of Alternative Energy Facility. Provided no default of LANDLORD shall have occurred and be continuing, LANDLORD may purchase, but shall not be obligated to purchase, the Alternative Energy Facility at the end of the Initial Term and the end of any Renewal Term. If LANDLORD elects to purchase the Alternative Energy Facility, the purchase price shall be the then Fair Market Value, with

operational, then LANDLORD agrees to reimburse Service Provider to effectively remove the Alternative Energy Facility, with the amount owed to Service Provider by LANDLORD not to exceed **\$10,000**. The amount of the Capacity Share that was paid by LANDLORD can be subtracted from this amount due, making the maximum effective removal fee to be no greater than \$9,000. LANDLORD shall not be responsible to reimburse the Service Provider for the removal of the Alternative Energy Facility in any of the following circumstances:

- the non-operation of the Alternative Energy Facility after 90 days have expired from the time Service Provider is notified of the non-operation without that operation being restored within those 90 days;
- a material breach of the Agreement by Service Provider;
- A Governmental Authority declares Service Provider a public utility under Wisconsin law and any appeals to the decision are unsuccessful in overturning the original decision, and Service Provider refuses to obtain a Certificate of Authority; or

The Utility or a Governmental Authority orders the removal of the Alternative Energy Facility either without legitimate recourse to stop that order or recourse is unsuccessful in stopping that order.

8. Taxes.

Service Provider shall pay all taxes and governmental fees which are assessed, levied, charged, confirmed, or imposed by any public authority on the Alternative Energy Facility or due to Service Provider's occupancy and use of the Premises (or any portion or component thereof) or operation of the Alternative Energy Facility.

9. Metering

(a) Service Provider shall install and maintain a system to meter solar output with electronic data acquisition system ("DAS") capabilities at the Alternative Energy Facility. The meter system shall measure the alternating current output of the Alternative Energy Facility on a continuous basis. Service Provider shall be responsible for maintaining the metering equipment in good working order and, if LANDLORD so requests, for testing at LANDLORD's sole expense (unless the meter is found to be inaccurate in any way by a margin of 10% or more of reported readings, in which case the Service Provider shall bear the expense) the same, and certifying the results of such testing to LANDLORD. In the event of a failure of the electronic meter reading system and until such failure has been corrected, Service Provider shall be responsible for conducting monthly on-site readings of the inverter monitor for three (3) months after the remote monitoring equipment has been repaired, or every remaining month of the contract if the monitoring equipment continues to be in disrepair, to determine the generation of the Energy Savings Measures of the Alternative Energy Facility delivered to LANDLORD. Data retrieved from any such meter shall serve as the basis for invoicing LANDLORD for the number of Renewable Energy Credits and the NegaWatt-hours of Energy Savings Measures. LANDLORD, may, but is not required to, separately meter and measure the current output of the Alternative Energy Facility on a continuous basis.

2023 TB Scott Solar Buyout Notes

The Seller (TBS Solar, LLC owned by North Wind Solar Co-op) is interested in using the Discounted Future Cash Flows methodology to obtaining Fair Market Value. Here are estimated values...

Fair Market Value - Three Approaches:

\$57,760.00	Market Price x 19/25th of the warrantied life expectancy
\$55,100.00	LLC 2017 Cost, Straight-line minus 1/25th per yr
<i>see below</i>	Discounted Future Cash Flows

Discounted Future Cash Flows, calcs

4%	Contract Escalator
\$ 80.00	Contract Rate, year 1, per MWh
\$ 205.06	Contract Rate, year 25, per MWh
5%	Discount Rate
\$55,487.32	NPV years 7-25 before expenses

Possible Transactions at Closing

TB Scott Library	TBS Solar, LLC	Legacy Solar Co-op
	<i>FMV buyout, if..</i>	
(\$55,487.32)	\$55,487.32	
<i>credit at closing from "\$1,000 Capacity Share" per contract</i>		
\$1,000.00	(\$1,000.00)	
	<i>Bonds Repaid</i>	
\$22,294.58		(\$22,294.58)
	<i>Loan Repaid</i>	
	(\$39,262.69)	\$39,262.69
	<i>Totals, at Closing</i>	
(32,192.74)	15,224.63	16,968.11
TB Scott Library	TBS Solar, LLC	Legacy Solar Co-op

<i>effective buyout after cashing in bonds is similar to the buyout schedule in contract.</i>	<i>with a taxable portion equal to the FMV minus unused basis after depreciation</i>	<i>still owes \$\$ to other bondholders from 2017</i>
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Goal #2:

Promote, support, and serve as a center for the practice and development of civic discourse, helping to develop responsible citizens by infusing a sense of the importance of democracy.

Objective 2.1: Expand opportunities for civic engagement by providing opportunities for conversation on topics of interest to the Merrill Community

Measure: In each calendar year, of the programs we are already providing, two programs will be provided whose subject reflects current issues being faced in our community.

Responsible staff: Head of Adult Services

Current Year : Latest Progress : Next Step: Space Needs Study Vision Focus Group discussions held on Tuesday, February 28, that offered community members the opportunity to share their expectations of the public library in their community. 3/8/2023 LO. Working with the Merrill Historical Society and members of the AAC to develop civic-minded community discussions/presentations. 8/8/2023 MP.

PAST YEARS ARCHIVE: Through the AAC-developing and conducting citizen participation events to discuss current topics. SS & Mr. Greenwood participating in Kettering Foundation Initiatives for Democratic Practices Research Exchange 7/2019- Spring 2021; In conjunction with Author Jim Finucan's visit to highlight his book Wild Counselor, the Library's Building Merrill Together (BMT) series continued with the event "Homelessness: A First Hand Account" will include MAC Home Director Teresa Anthony for discussion of the Merrill area homelessness issue; Another BMT series event, Bullying: How Do We Prevent It? Forum held on 1/29 in collaboration with MAPS at PRMS; the library's Words Worth Hearing (WWH) series continued with "Written Off-The Documentary: A Personal Story of Opioid Addiction" viewing in collaboration with Lincoln County Healthy Minds and other medical and mental health organizations in the area. LO 1/8/2020; Library moderating with John Greenwood facilitating on-line discussions focused on HBO mini-series "John Adams" in 10-11/2020. LO 9/4/2020. Laying groundwork for digital/paper format of a Democracy Wall. 09/04/2021. LO With UW-Extension, League of Women Voters, and City of Merrill, the library sponsored the Electoral Forum on 3/14/22, featuring moderated debates between the candidates for mayor and for city clerk. 100 people attended 3/22/22 JZ. Director and Assistant Director serving on Citizen Advisory Group to develop survey instrument to gauge community feelings on diversity; in progress 4/8/2022 JZ.

Objective 2.2: Collaborate with state and national organizations for the purpose of providing programming that provides state, national and global awareness

Measure: Each program year, two events will include resources obtained outside of the immediate area

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

Current Year : Latest Progress : Next Step: Working closely with various team members of the Aging & Disability Resource Center (ADRC) to bring awareness to community and staff related to various national programs and resources available to individuals through community programs and staff development. 8/8/2023 MP

PAST YEARS ARCHIVE: AAC group feedback was submitted to the City of Merrill for use during the Strategic Planning process 11/19-1/2020. Feb. 13, 2020 National Issue Forum-Making Ends Meet was conducted. SS. WWH-Immigrant Journeys from South of the Border--¡Mi travesía hasta Wisconsin! Exhibit and Program contracted with Wisconsin Humanities Council was to begin 4/26--postponed as a result of COVID-19 WI SafeAtHome Order: Exhibit and forum is on the library's proposed schedule. "On Immigration" exhibit scheduled with on-line panel discussion facilitated by WHC & Local Voices Network (LVN) date TBD. 12/2020 LO. Immigration Exhibit remains on the program agenda with WHC to include an online Forum if in-person programming is not feasible. (working with CV). LO 12/2020. Update on Immigration Exhibit: Scheduled for 10/3-10/16. 4/2021 LO. WHC Immigrant Journeys from South of the Border/ ¡Mi travesía hasta Wisconsin! Exhibit on display from 10/4-10/13 with Take N' Make Kits (passive programming) made available to visitors of the exhibit: @400 visitors with 50 Kits. 2/3/2022 LO.

Objective 2.3: Staff attend and participate in events, in person or through virtual attendance, that promote the development of supportive civic discourse.

Measure: Staff will attend one workshop/training offering in each calendar year for the term of the G&O

Responsible staff: Library Director

Current Year : Latest Progress: Next Step: Laurie attended a virtual workshop sponsored by the American Library Association titled "Preparing for Program Challenges at your Public Library" and a virtual meeting presentation of the Wisconsin Library Association Intellectual Freedom SIG titled "Successfully Navigating a Program Challenge" in order to ascertain materials that will guide and assist staff with program formatting and public relations of informative events that are related to controversial issues.

PAST YEARS ARCHIVE: LO attended and presented at the inaugural Toward One Wisconsin Conference to glean ideas and collaborate on ways to promote inclusivity and diversity through services and programming at the library. SS participating in Kettering Foundation Learning Exchanges through Spring 2021. Update on Kettering Foundation Learning Exchanges: Public event to be scheduled 8/12/2021 in recognition of grant completion. 4/2021 LO. Attendance at Toward One Wisconsin Virtual Conference 10/12-10/13. 9/4/2021. LO Four staff met with Wisconsin State Assembly Representative Cal Callahan on 3/18/22 to discuss libraries and legislation. 3/22/22 JZ. LO will attend the WLA Conference Nov. 1-4 and participate in various sessions that will offer opportunities to create programs that support civic discourse. 10/10/22. LO

Objective 2.4: Support the role of government to maintain order and help transform young lives by participating in the restorative justice model building peaceful community in Lincoln County

Measure: Youth Services will support the juvenile justice system by accepting one youth offender for community service annually

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

Current Year : Latest Progress: Next Step: We continue to play an active role in the Youth Justice Collaboration Committee. Working alongside our community partners, we continue to try and help meet the needs of youth in our community 3/6/2023 AB.

PAST YEARS ARCHIVE: 2 youth offenders have completed their community service obligation as of 10/14/2019. No youth offenders carrying out community service in 2020 due to COVID-19 and staffing turnover at Lincoln County Social Services. 1/13/21 CF. 1 youth offender has completed 39 hours of a community service obligation as of 4/14/21 CF.

Objective 2.5: Develop and execute programming that builds informed, engaged, and civil deliberation in the community through presentations, forums, & other programming models, exploring public policy issues &/or aspects of the democratic deliberative process

Measure: Two youth program initiatives around the 2020 election cycle will be offered in the next 2 years. Year 2021: Democracy wall initiative on two topics for both adults and youth to be facilitated virtually/in-person via various platforms.

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

Current Year : Latest Progress: Next Step: Scheduled separate legislator listening sessions with Wisconsin Senator Felzkowski and U.S. Representative Tiffany. 02/2023. LO. A plan is

underway to hold a mock election for younger youth, and a Democracy wall question for older youth, to be held in November 2023. AB 8/7/23. Currently working with members of the AAC to hold community forums on issues of local interest. 8/8/2023 MP

PAST YEARS ARCHIVE: CF in conceptual phase of creating program plan for 2020: looking to iCivics and PRMS teachers for inspiration as programming is developed. Skyping with candidates being considered CF 1/7/20. Surveyed PRMS teachers in June and August about possible fall 2020 collaboration. One teacher expressed interest in Skype chat with presidential nominees of 2 major political parties and 2 teachers expressed an interest in exploring the topic of election integrity with library assistance. However, no teachers have followed up with Library to initiate programming CF 9/8/20. Mock election held for youth featuring storybook characters as candidates November 2020 with 10 participating=The Lorax won. 1/13/21 CF. Currently planning a democracy wall for children 10 and up and a mock election for younger children. Both programs are set to begin the first week of November 2021 AB 9/4/21. Democracy wall question and mock election, highlighting storybook characters, held for children November 2021 with 61 participating. 2/3/2022 AB. Completed and received WH Recovery Grant in conjunction with the Merrill AAC. 2/3/2022. LO. A mock election, featuring storybook characters Pete the Cat and Peppa Pig, is underway for the month of November 10/7/22 AB. In collaboration with the UW-Extension Lincoln County office and the League of Women Voters, the library organized the 2022 Sheriff Candidate Forum on 10/24/2022 featuring a moderated Q&A forum for the three candidates in the Fall general election. 10/10/22 LO.

Effective Board Meetings and Trustee Participation

4

Preparation is Key

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

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

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

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

Follow the Law

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

At Meetings

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

In This Trustee Essential

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

Effective Decision-Making

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

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

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

More Legal Requirements

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

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

Continuing Trustee Education

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

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

Discussion Questions

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

Sources of Additional Information

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

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

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Sample Board Meeting Agenda

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

NOTICE

Hometown Public Library Board Meeting

Date,
Time,
Place

Note: Please contact _____ at _____ if you need accommodations to attend the meeting.

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

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

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Sample Annual Library Board Calendar

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

January

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

February

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

March

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

April

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

May

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

June

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

July

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

August

- Discussion of needed trustee continuing education.

September

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

October

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

November

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

December

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

Library Director's Report – August 16, 2023

Events

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

- Wiggle, Giggle, Shake is on Thursdays @10:30am brought to us by Children's Wisconsin and the United Way. This program will continue through the summer and beyond.
-

WVLS

- Nothing to report from the Wisconsin Valley Library System representative Diane Peterson.

Friends of the Library

- Friends of the Library members have been in the closet straightening up and getting ready for their fall book sale. They will reconvene in September.

Library Director's Report

- *The patron parking lot resurfacing is complete, and lines have been painted. Note that both of the handicap parking spaces are now located to the south end of the parking lot to the left of the door when looking towards the library entrance.*
- Be sure to stop in the library to check out the current Community ArtShare exhibit which highlights the Dunbar LEGO collection. It is amazing what one can do with a lego!
- While you are on the 2nd floor, be sure to check out the Youth Services Department. It has gone through a much-needed update. We love having our tiniest patrons stop in the library and we truly enjoy watching their faces when they see all that they can do. While we never like to see them cry, it warms our heart when they start walking out the door with tears in their eyes as they tearfully say and I quote, "But, I don't want to leave the library, mommy!"
- Continuing to work on the summary report for the Long-Range Plan library visits. The library administration team is currently developing the list of questions that will be included in the local Long-Range Plan Survey to be disseminated in October to area residents. Art Lersch from the UW Extension Office and Erica Brewster, Wisconsin Valley Library Services Data & Technology Services Consultant will be consulted for a review.
- I am in the process of meeting with both Chris Grunenwald and Michael Caylor for their Board of Trustee Orientation. At any time if any other Library Board of Trustee would like to sit down and meet with me, my door is always open. Please do not hesitate to give me a call or set up a time to meet.
- Reminder that the Trustee Training Week 2023 is coming up August 21-August 25. All sessions are virtual. If you are interested in a session and are unable to attend at the scheduled time, the sessions are recorded. The link shared also includes Archives of previous years sessions:
 - [Trustee Training Week](#)
 - As always, if you have any questions, please feel free to stop by my office, send me an email, or give me a call. My door is always open.
- **Reminder:** August 26, 2023 @12:30PM - 2:30PM – Staff and Board Member Get-Together for a scheduled Tour of the Fromm Estate (1 hour) & Light Lunch (1 hour). Foundation volunteers are only available until 2:30PM. The foundation has asked that I provide them with an approximate number of attendees. Please **RSVP** to me by **Friday, August 18**.