



NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday July 19, 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

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|---|---------|
| I. Opening | Geisler |
| A. Call to order and roll call | |
| i. Introduction of Michael Caylor as the City-appointed board member replacing Rick Blake | |
| B. Correspondence | |
| C. Public comment | |
| II. Consent items | |
| A. Minutes of regular meeting of June 21, 2023 | |
| B. Unaudited Monthly Revenue & Expense Reports for June 2023 | |
| III. Reports/Discussion Items/Action Items | |
| A. Action Item: 2023 Mid-year Endowment Fund Report | Mamer |
| B. Action Item: 2024 Library Budget Proposal | Geisler |
| C. Discussion Item: Ana Blair's Coffee on the Go Coffee Truck | Ollhoff |
| D. Discussion Item: Church Property Status | Ollhoff |
| Discussion Item: Committee Appointments | Geisler |
| E. Service recognition: Kay Andrews – 20 years & Andrea Bennett – 15 years | Ollhoff |
| F. Strategic Plan Goals & Objectives #1 | Ollhoff |
| G. Wisconsin Trustee Essential #3: Bylaws—Organizing the Board for Effective Action | 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 June 21, 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 (4:02pm), Darcy Dalsky, Audrey Huftel, Richard Mamer, Elizabeth McCrank, Jim Wedemeyer. Excused: Ryan Martinovici. Unexcused: Rick Blake. Also present: Laurie Ollhoff, Andrea Bennett, Chris Grunenburg (incoming Board member) and camera operator.

No correspondence.

No public comment was made.

Consent items

E. McCrank/D. Dalsky/C to approve the minutes of the regular meeting of May 17, 2023.

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

Reports/discussion items/action items

A. E. McCrank/K. Breitenmoser/C to approve **Protection of Library Patron Privacy Policy**.

Minor grammar-related changes noted by L. Ollhoff.

B. A. Huftel/D. Dalsky/C to approve **Gift Policy**.

C. Minor grammar-related changes noted by L. Ollhoff.

D. E. McCrank/A. Huftel/C to approve **Collection Development Policy**.

L. Ollhoff reviewed changes to the process of reviewing materials based upon discussions with the library association. A Statement of Concern will now be the communication piece patrons will be asked to complete when expressing concerns about library materials.

E. D. Dalsky/E. McCrank/C to approve the **Programming Policy**.

L. Ollhoff presented the new Programming Policy designed to inform the public on the process followed for library program development and other events held on library property.

F. E. McCrank/J. Wedemeyer/C to approve **Room Addition Recommendation Request to Proceed**.

Discussion included clarification of the request for the addition of a Youth Services Department Activity/Meeting Room and funding. The library will move forward to request project management estimates from MSR Design, Inc. to include various project options for subsequent approval by the Library Board of Trustees. Next steps will include securing local contractor, obtaining project cost estimates, funding, and final approval by the Library Board of Trustees.

G. Church Property Status.

The new property owner's request to rezone from public to business was dismissed as a result of lack of communication. New property owner will be required to refile request.

H. Strategic Plan Goals and Objectives #4. L. Ollhoff provided updates on Strategic Plan Goals and Objective #4.

I. Wisconsin Trustee Essential #1: The Trustee Job Description. L. Ollhoff provided copies of Trustee Essential #1 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.
- We are busting at the seams as a result of the Summer Reading Challenge "All Together Now." Lots of great things going on at the library and participation is at record-breaking levels. This is all made possible because of the amazing library staff. They are "Rock Stars!"

- The library administration team toured five Wisconsin public libraries as part of the library's next 5-year Long Range Plan process. Libraries visited: Chippewa Falls Public Library, Rice Lake Public Library, Mukwonago Community Library, Monona Public Library, and De Forest Public Library. A report of findings based upon discussions and observations will be made to the Board of Trustees at the July 19, 2023, meeting.
- The Library's first official Staff Development Day took place on Monday, June 19, and was a great success. City of Merrill Fire Department crew members were on site to provide emergency service training to library staff. The remainder of the day allowed departments to program plan and organize and maintain library materials.
- Reminder to Board of Trustees to mark their calendars for the scheduled tour at the Fromm Estate on Saturday, August 26, 2023.
- Recognized Jim Wedemeyer, Library Board of Trustees for over 25 years as he steps down and retires from his service to the community as a distinguished representative of the Library. Jim was presented with a parting gift and wished well on this new chapter in his life.
- Recognized Chris Grunenwald as the new appointment by Mayor Steve Hass to become Jim Wedemeyer's successor. C. Grunenwald's role on the Library's Board of Trustees will begin at the next Board meeting on July 19, 2023.

President's remarks

- Thank you to Jim Wedemeyer of his many years of service to the Board.

J. Wedemeyer/R. Mamer/C moved to adjourn the meeting at 4:33 p.m. The next regular business meeting of the Board of Trustees is scheduled for July 19, 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: JUNE 30TH, 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	1,807.85	3,101.52	119.29	(501.52)
TOTAL Public Charges-Services	2,600.00	1,807.85	3,101.52	119.29	(501.52)
<u>Miscellaneous Revenues</u>					
45110-48400 Library Endowment Reimb.	0.00	0.00	0.00	0.00	0.00
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	1,850.00	0.00	(1,850.00)
45110-48475 Library Programs Revenue	0.00	0.00	4,150.00	0.00	(4,150.00)
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	0.00	6,000.00	0.00	(6,000.00)
TOTAL REVENUES					
	487,202.00	1,807.85	230,748.52	47.36	256,453.48

EXPENDITURES

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Personnel Services

55110-01-11000 Salaries - Regular	186,343.00	13,760.32	73,099.05	39.23	113,243.95
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	32,586.47	193,806.95	44.99	236,999.05
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	3,437.17	21,261.51	44.74	26,258.49
55110-01-52000 Retirement (WRS)	35,562.00	2,905.94	18,032.88	50.71	17,529.12
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	38,935.92	46.70	44,442.08
55110-01-55000 Life Insurance	4,011.00	308.94	1,667.90	41.58	2,343.10
TOTAL Personnel Services	794,981.00	59,711.07	350,661.21	44.11	444,319.79

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 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	3,257.88	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	0.00	119.00	6.26	1,781.00
55110-02-21000 Water and Sewer	1,700.00	384.81	813.03	47.83	886.97
55110-02-22000 Electric	24,000.00	0.00	8,933.57	37.22	15,066.43
55110-02-22500 Fuel - Natural Gas	8,400.00	0.00	13,045.35	155.30	(4,645.35)
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	183.39	1,047.94	30.82	2,352.06
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,500.00	412.31	1,217.52	81.17	282.48
55110-02-26000 Office Equipment Service	800.00	0.00	0.00	0.00	800.00
55110-02-27000 Lost-Damaged Materials	0.00	0.00	28.99	0.00	(28.99)
TOTAL Contractual Services	47,400.00	4,238.39	29,413.98	62.05	17,986.02
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,500.00	676.98	1,886.30	125.75	(386.30)
55110-03-10500 Library Supplies	6,500.00	304.81	2,842.15	43.73	3,657.85
55110-03-11000 Postage	1,900.00	6.35	498.41	26.23	1,401.59
55110-03-13000 Copier/Printing	500.00	0.00	290.00	58.00	210.00
55110-03-21000 Membership Dues	250.00	0.00	0.00	0.00	250.00
55110-03-30500 Mileage	1,450.00	324.75	517.11	35.66	932.89
55110-03-31000 Misc. - Petty Cash	0.00	(25.00)	(100.00)	0.00	100.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	36.63	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	475.00	621.00	24.84	1,879.00
55110-03-41001 Misc Rev - Publicity	0.00	0.00	618.00	0.00	(618.00)
55110-03-41250 Programming - Adult	10,000.00	277.77	2,511.71	25.12	7,488.29
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	0.00	0.00	0.00
55110-03-41500 Programing - Youth	7,500.00	0.00	1,908.89	25.45	5,591.11
55110-03-41501 Misc Rev-Programming-Yout	0.00	633.19	7,000.29	0.00	(7,000.29)
55110-03-41750 Hospitality	300.00	0.00	0.00	0.00	300.00
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	120.00	0.00	(120.00)
55110-03-44000 Janitor Supplies	5,000.00	1,054.97	1,737.20	34.74	3,262.80
55110-03-50000 M/R-General Repair/Maint.	5,600.00	191.41	1,636.80	29.23	3,963.20
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	1,773.39	9,656.04	386.24	(7,156.04)
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	47,500.00	5,730.25	32,974.55	69.42	14,525.45
<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: JUNE 30TH, 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	2,430.96	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	2,430.96	2,534.56	0.00	(2,534.56)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,700.00	782.29	4,333.99	44.68	5,366.01
55110-13-10100 Adult Dept Non-Fiction	10,150.00	1,504.47	6,300.79	62.08	3,849.21
55110-13-10200 Adult Dept Paperbacks	750.00	22.64	287.74	38.37	462.26
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	340.83	1,926.77	44.81	2,373.23
55110-13-20000 Youth Children's Books	16,500.00	549.22	6,063.59	36.75	10,436.41
55110-13-20100 Young Adult Books	2,600.00	50.30	596.75	22.95	2,003.25
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	61.14	61.14	0.00	(61.14)
55110-13-50000 Magazines/Periodicals	6,500.00	845.31	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	4,156.20	20,620.38	40.43	30,379.62
<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	146.26	1,005.64	40.23	1,494.36
55110-14-10200 Adult Dept CDs	900.00	108.66	346.34	38.48	553.66
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	269.60	1,187.55	39.59	1,812.45
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	0.00	42.59	2.37	1,757.41
55110-14-20100 Youth Videos, DVDs & CD-R	1,300.00	247.87	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	5,220.30	86.99	780.70
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	887.34	8,254.58	51.59	7,746.42
<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	62.51	544.21	18.14	2,455.79
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	3,570.00	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	0.00	22.05	0.22	9,977.95
55110-15-47500 Software/Upgrades	985.00	19.99	272.27	27.64	712.73
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: JUNE 30TH, 2023

10 -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	3,652.50	21,957.94	48.40	23,405.06
TOTAL EXPENDITURES	1,011,645.00	80,806.71	468,924.20	46.35	542,720.80
REVENUES OVER/(UNDER) EXPENDITURES	(524,443.00)	(78,998.86)	(238,175.68)	0.00	(286,267.32)

City of Merrill Reserved and Designated Fund Equity		Detail Summary Information		As of 6/30/2023	
Description	Account Number	12/31/22 Balance	2023 Revenue	2023 Expenses	06/30/23 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			\$283.23	
Net Library Cross-County Borrowing			\$2,971.76	\$283.23	\$12,142.13
N/L - Library Photocopier	26-31-5425	\$11,052.06			
Library - Photocopier Revenue	45110-46713		\$2,296.25		
Library - Photocopier Expenses	55110-03-12650			\$1,284.22	
Net Library Photocopier			\$2,296.25	\$1,284.22	\$12,064.09
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		\$1,149.61		
Library - Memorial Book Exp.	55110-03-140500			\$1,347.88	
Net Library Memorial Books			\$1,149.61	\$1,347.88	\$10,405.12
Net N/L - T.B. Scott Library		\$41,109.05	\$6,417.62	\$2,915.33	\$44,611.34

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 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	391.24	2,296.25	0.00	(2,296.25)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	391.24	2,296.25	0.00	(2,296.25)
<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	78.99	1,149.61	0.00	(1,149.61)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	78.99	1,149.61	0.00	(1,149.61)
TOTAL REVENUES	0.00	470.23	6,417.62	0.00	(6,417.62)
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	0.00	283.23	0.00	(283.23)
55110-03-12650 Library Photocopier Expen	0.00	190.31	1,284.22	0.00	(1,284.22)
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	176.27	1,347.88	0.00	(1,347.88)
TOTAL Supplies & Expenses	0.00	366.58	2,915.33	0.00	(2,915.33)
TOTAL EXPENDITURES	0.00	366.58	2,915.33	0.00	(2,915.33)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	103.65	3,502.29	0.00	(3,502.29)
FUND TOTAL REVENUES					
	159,324.00	59,506.41	411,136.43	258.05	(251,812.43)
FUND TOTAL EXPENDITURES					
	270,369.00	31,678.99	289,075.71	106.92	(18,706.71)
REVENUES OVER/(UNDER) EXPENDITURES	(111,045.00)	27,827.42	122,060.72	0.00	(233,105.72)
=====					

Monthly Statistical Report

T.B. Scott Free Library

June 2023

LIBRARY ACTIVITY	Jun 2023	Jun 2022	% Change	Jun 2021	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic	10,065	4,384	129.6%	4,049	148.6%	32,571	23,425	39.0%
Average Daily Traffic	403	169	138.5%	156	158.3%	219	189	15.7%
Meetings Held	19	5	280.0%	9	111.1%	84	45	86.7%
Attendance	134	22	509.1%	34	294.1%	516	324	59.3%
Classes/Groups w/o Program	3	-	N/A	-	N/A	39	37	5.4%
Attendance	56	-	N/A	-	N/A	804	674	19.3%
New Card Registrations	87	50	74.0%	38	128.9%	281	263	6.8%
Volunteer Hours Worked	24	16	52.1%	29	-16.1%	103	74	39.6%

TECHNOLOGY USE	Jun 2023	Jun 2022	% Change	Jun 2021	% Change	YTD 2023	YTD 2022	% Change
Wireless Use*	1,745	1,087	60.5%	2,186	-20.2%	8,862	4,764	86.0%
Internet Computers								
Adult	353	265	33.4%	228	55.0%	2,176	1,660	31.1%
Youth	204	38	436.9%	28	628.6%	487	132	269.0%
Other Computers								
Adult	-	1	100.0%	-	100.0%	-	1	100.0%
Youth	91	55	65.2%	44	106.5%	339	160	111.8%
TOTAL USE	648	359	80.6%	300	116.1%	3,002	1,953	53.7%

*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*	Jun 2023	Jun 2022	% Change	Jun 2021	% Change	YTD 2023	YTD 2022	% Change
Programs Given								
Adult	5	3	66.7%	3	66.7%	30	13	130.8%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	15	11	36.4%	21	-28.6%	69	22	213.6%
TOTAL	20	14	42.9%	24	-16.7%	99	35	182.9%
Program Attendance								
Adult	35	51	-31.4%	32	9.4%	387	213	81.7%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	522	246	112.2%	362	44.2%	1,568	363	332.0%
TOTAL	557	297	87.5%	394	41.4%	1,955	576	239.4%

*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

Little Bluebirds Club

Passive Craft (4 Sessions)

Guessing Jars (2 Sessions)

Scavenger Hunt

Family Activity Bags

Adult

Invasive Species Presentation

Author Chat w/Tom Burg & Real Writers Group

Cover to Cover Book Club

BYOB Club

1 on 1 Tech Help (7 Sessions)

Outreach

Critic's Choice Movie

Date

#

10

140

173

353

50

Date

#

6/3/2023

4

6/14/2023

12

6/15/2023

7

6/21/2023

1

6/21/2023

7

Date

#

6/28/2023

11

Teen

Date

#

Youth

Date

#

Wiggle, Giggle, Shake (4 Sessions)

64

Read to a Dog (4 Sessions)

38

Magic of Isaiah (2 Sessions)

167

Welcome to My Band (2 Sessions)

166

Trinity Daycare

6/12/2023

12

Parkside

6/15/2023

32

Mosaic Madness

6/20/2023

21

Park & Rec (2 Classes)

6/23/2023

24

Dairy Storytime

6/26/2023

34

BORROWERS		Jun 2023	Jun 2022	% Change	Jun 2021	% Change
City	Adult	4,004	3,774	6.1%	4,229	-5.3%
	Youth	953	958	-0.5%	1,087	-12.3%
County	Adult	3,464	3,229	7.3%	3,590	-3.5%
	Youth	853	848	0.6%	928	-8.1%
Other	Adult	393	366	7.4%	547	-28.2%
	*ILL	444	437	1.6%	433	2.5%
	Youth	78	73	6.8%	104	-25.0%
TOTAL BORROWERS		10,189	9,685	5.2%	10,918	-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	Jun 2023	Jun 2022	Jun 2021	YTD 2023	YTD 2022
Endowment Fund	\$ -	\$ -	\$ 350	200	\$ 690
Special Projects Fund	\$ -	\$ 25	\$ 798	760	\$ 1,060
Gifts/Memorials	\$ 114	\$ 138	\$ 832	1,513	\$ 1,670

RESOURCE SHARING	Jun 2023	Jun 2022	% Change	Jun 2021	% Change	YTD 2023	YTD 2022	% Change
V-Cat Received	1,414	1,620	-12.7%	1,379	2.5%	8,823	10,058	-12.3%
V-Cat Sent	1,151	1,230	-6.4%	1,364	-15.6%	7,618	7,823	-2.6%
ILL Received	49	58	-15.5%	59	-16.9%	314	276	13.8%
ILL Sent	75	62	21.0%	50	50.0%	573	508	12.8%

CIRCULATION		Jun 2023	Jun 2022	% Change	Jun 2021	% Change	YTD 2023	YTD 2022	% Change
Audiobooks	Adult	153	200	-23.5%	230	-33.5%	989	1,127	-12.2%
	Youth	53	61	-13.1%	44	20.5%	276	270	2.2%
Books-Fiction	Adult	2,935	2,910	0.9%	2,616	12.2%	16,089	16,111	-0.1%
	Youth	3,784	3,791	-0.2%	3,257	16.2%	18,090	18,122	-0.2%
Books-Nonfiction	Adult	963	918	4.9%	1,012	-4.8%	6,062	5,132	18.1%
	Youth	633	733	-13.6%	786	-19.5%	4,409	4,018	9.7%
CDs/Cassettes	Adult	147	197	-25.4%	148	-0.7%	1,228	932	31.8%
	Youth	10	31	-67.7%	22	-54.5%	124	274	-54.7%
DVD/Blu-Ray/VHS	Adult	831	667	24.6%	1,062	-21.8%	4,961	4,477	10.8%
	Youth	614	586	4.8%	561	9.4%	2,944	2,223	32.4%
Games	Adult	9	5	N/A	-	N/A	16	12	33.3%
	Youth	61	74	-17.6%	74	-17.6%	327	199	64.3%
Magazines	Adult	197	277	-28.9%	259	-23.9%	1,322	1,453	-9.0%
	Youth	-	-	N/A	3	-100.0%	-	-	N/A
Other	Adult	104	59	76.3%	70	48.6%	492	345	42.6%
	Youth	30	28	7.1%	99	-69.7%	171	156	9.6%
PHYSICAL ITEMS SUB TOTAL		10,524	10,537	-0.1%	10,243	2.7%	57,500	54,851	4.8%
Digital Library	Audiobooks	1,055	911	15.8%	784	34.6%	6,327	5,609	12.8%
	eBooks	976	995	-1.9%	1,076	-9.3%	6,375	6,407	-0.5%
	*Magazines	113	83	36.1%	87	N/A	478	574	-16.7%
	Music/Videos	-	-	N/A	-	N/A	-	1	-100.0%
DOWNLOADS SUB TOTAL		2,144	1,989	7.8%	1,947	10.1%	13,180	12,591	4.7%
TOTAL CIRCULATION		12,668	12,526	1.1%	12,190	3.9%	70,680	67,442	4.8%

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

MATERIALS CIRCULATING	Jun 2023	Jun 2022	% Change	Jun 2021	% Change	YTD 2023	YTD 2022	% Change
% Nonprint Materials Circulated	19.1%	18.1%	5.6%	22.6%	-15.2%	20.05%	18.3%	9.8%
% Print Materials Circulated	80.9%	81.9%	-1.2%	77.4%	4.4%	79.95%	81.7%	-2.2%
% Adult Materials Circulated	50.7%	49.7%	2.2%	52.7%	-3.7%	54.19%	53.9%	0.5%
% Youth Materials Circulated	49.3%	50.3%	-2.1%	47.3%	4.1%	45.81%	46.1%	-0.5%

2024 Projected Budget Worksheet

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 In progress actual (as of 06/21/2023)	2023 Budget	2024 Projected Budget	Inc./((Dec.))
TOTAL PERSONNEL SERVICES	725,380.05	734,122.21	730,129.32	765,031.91	717,664.42	350,661.21	794,981.00	\$ 811,686.00	2.10%
02-11500- Outside Legal	-	-	-	-	6,943.50	-	-	\$ -	#DIV/0!
02-15000- Contract Services	65.00	-	80.00	85.00	-	-	-	\$ -	#DIV/0!
02-15500- Snow Removal	662.38	662.38	757.41	425.00	635.08	865.70	700.00	\$ 700.00	0.00%
02-16000- Elevator Contract	2,901.25	2,992.15	3,035.97	3,182.76	3,232.84	3,342.88	3,000.00	\$ 3,300.00	10.00%
02-16250- HVAC Service Contract	-	-	399.00	399.00	399.00	-	2,000.00	\$ 400.00	80.00%
02-16500- Fire/Security System	2,280.22	1,733.19	2,525.05	1,870.85	2,656.15	119.00	1,900.00	\$ 2,600.00	36.84%
02-21000- Water	1,504.86	1,591.60	1,309.60	1,236.56	1,575.17	813.03	1,700.00	\$ 1,600.00	5.88%
02-22000- Electric	24,721.59	21,038.85	25,411.85	26,419.57	30,471.39	8,933.57	24,000.00	\$ 30,000.00	25.00%
02-22500- Fuel	7,709.70	8,149.70	11,420.92	20,378.54	26,117.86	13,045.35	8,400.00	\$ 30,000.00	257.14%
02-23100- Janitorial Services	-	-	-	-	-	-	-		#DIV/0!
02-23250- Facility Cleaning Service	5,476.62	883.53	2,501.72	1,322.36	3,438.05	1,047.94	3,400.00	\$ 3,400.00	0.00%
02-23500- Misc. Facility/Equipment Service	-	-	-	-	-	-	-		#DIV/0!
02-25000- Telephone	1,606.56	1,670.77	1,710.67	1,702.78	1,915.09	1,217.52	1,500.00	\$ 2,000.00	33.33%
02-26000- Office Equipment Service	150.00	400.00	195.00	1,259.00	195.00	-	800.00	\$ 500.00	37.50%
02-27000- Lost-Damaged Materials	-	-	-	-	332.92	28.99	-		#DIV/0!
TOTAL CONTRACTUAL SERVICES	47,078.18	39,122.17	49,347.19	58,281.42	77,912.05	29,413.98	47,400.00	\$ 76,500.00	61.39%
05-10000- Insurance	9,460.00	9,781.00	10,564.00	10,581.00	12,129.00	2,507.00	9,400.00	\$ 12,000.00	27.66%
15-30000- ARPA - 2022 Allocation	-	-	-	-	9,011.00	-	-		#DIV/0!
15-31000- Computer Supplies	1,656.45	912.08	1,139.46	3,055.46	1,249.09	544.21	3,000.00	\$ 1,900.00	36.67%
15-32750 T1/Inet Access	3,730.00	3,730.00	3,950.00	4,170.00	4,170.00	3,570.00	4,170.00	\$ 4,170.00	0.00%
15-32900- Charter Fiber-VOIP	6,480.00	6,480.00	2,160.00	-	-	-	-	\$ -	#DIV/0!
15-40000- Computer/Network Maint.	9,000.00	9,000.00	9,000.00	9,000.00	9,135.02	-	9,000.00		100.00%
15-42500- Computer Equip.	8,506.60	9,840.76	1,799.04	11,874.57	10,051.55	22.05	10,000.00	\$ 10,000.00	0.00%
15-47500- Software/Upgrades	1,410.74	1,114.54	1,720.80	2,334.78	1,563.28	272.27	985.00	\$ 4,000.00	306.09%
15-70000- V-CAT Shared Automation	17,134.11	17,206.15	16,840.27	16,417.19	18,732.47	17,549.41	17,208.00	\$ 18,000.00	4.60%
15-71000- Computer Contingency	7,306.75	8,687.49	408.19	-	-	-	1,000.00	\$ -	100.00%
TOTAL TECHNOLOGY	55,224.65	56,971.02	37,017.76	46,852.00	53,912.41	21,957.94	45,363.00	\$ 37,370.00	17.62%
03-10000- Office	1,421.96	1,636.18	1,677.25	1,796.90	2,562.74	1,886.30	1,500.00	\$ 1,800.00	20.00%
03-10500- Library Supplies	7,812.43	7,074.13	6,522.87	7,558.61	6,689.34	2,842.15	6,500.00	\$ 8,000.00	23.08%
03-11000- Postage	1,810.93	1,987.08	1,184.55	956.43	1,052.05	498.41	1,900.00	\$ 1,200.00	36.84%
03-13000- Printing	-	-	-	117.00	189.00	290.00	500.00	\$ 300.00	40.00%
03-21000- Memberships	250.00	250.00	250.00	200.00	399.00	-	250.00	\$ 400.00	60.00%
03-30500- Mileage	1,272.77	902.68	653.44	443.15	803.43	517.11	1,450.00	\$ 1,000.00	31.03%
03-31000- Petty Cash	(75.00)	-	75.00	-	-	-	-	\$ -	#DIV/0!
03-32000- Education/In Service	3,282.74	2,281.51	419.00	815.00	1,131.89	1,013.65	2,000.00	\$ 2,000.00	0.00%

2024 Projected Budget Worksheet

03-41000- Publicity	2,993.23	2,005.33	1,387.30	1,261.77	2,181.20	621.00	2,500.00	\$ 2,000.00	20.00%
03-41250- Programming-Adult	3,299.86	3,781.47	3,528.86	6,408.53	4,753.31	2,511.71	10,000.00	\$ 7,000.00	30.00%
03-41500- Programming-YS	2,477.77	3,803.73	3,139.34	6,985.39	7,650.69	1,908.89	7,500.00	\$ 7,500.00	0.00%
03-41750- Hospitality	134.40	285.66	137.64	215.81	383.97	-	300.00	\$ 300.00	0.00%
03-44000- Janitorial	6,351.06	4,934.41	7,210.12	4,060.14	10,463.58	1,737.20	5,000.00	\$ 6,000.00	20.00%
03-50000- M/R-General	8,780.96	5,373.32	5,876.40	4,062.95	3,891.06	1,636.80	5,600.00	\$ 4,000.00	28.57%
03-50275- M/R Contingency	22,500.49	14,412.89	5,298.85	7,710.87	10,071.80	9,656.04	2,500.00	\$ 10,000.00	300.00%
03-50750- M/R Equipment	-	-	-	-	-	-	-		#DIV/0!
TOTAL SUPPLIES	62,313.60	48,728.39	37,360.62	42,592.55	52,223.06	25,119.26	47,500.00	\$ 55,400.00	16.63%
13-10000- Adult Fiction	10,018.33	10,206.50	10,669.84	12,297.00	11,337.71	4,333.99	9,700.00	\$ 9,500.00	2.06%
13-10100- Adult NonFiction	11,056.80	10,229.18	11,124.20	10,575.89	12,309.86	6,300.79	10,150.00	\$ 10,000.00	1.48%
13-10200- Adult Paperbacks	565.31	399.55	819.61	700.54	649.56	287.74	750.00	\$ 750.00	0.00%
13-10300- Adult Reference	976.39	1,376.93	947.88	999.69	522.45	-	500.00	\$ 500.00	0.00%
13-10400- Large Print	4,285.67	4,590.59	4,000.56	4,697.03	5,496.66	1,926.77	4,300.00	\$ 4,300.00	0.00%
13-20000- YS Books	15,642.82	16,475.97	13,177.29	14,539.18	17,857.93	6,063.59	16,500.00	\$ 16,000.00	3.03%
13-20100- Young Adult Bks	2,487.83	2,214.31	1,919.64	2,929.81	2,794.63	596.75	2,600.00	\$ 2,500.00	3.85%
13-20200- YS Reference	999.00	-	240.50	-	240.50	-	-		#DIV/0!
13-30000- Standing Order	217.33	-	-	-	-	-	-		#DIV/0!
13-40000- Professional Bks	-	-	-	-	163.81	61.14	-		#DIV/0!
13-50000- Magazines	5,856.21	6,037.30	6,021.75	939.80	4,819.61	1,049.61	6,500.00	\$ 5,000.00	23.08%
13-75000- Misc Rev-Grant Print	-	-	-	-	-	-	-		#DIV/0!
TOTAL PRINT MEDIA	52,105.69	51,530.33	48,921.27	47,678.94	56,192.72	20,620.38	51,000.00	\$ 47,750.00	6.37%
14-10000- Adult AudioBooks	-	-	-	-	-	-	-		#DIV/0!
14-10100- Books on CD	3,690.77	2,384.91	1,517.71	973.21	1,163.57	1,005.64	2,500.00	\$ 2,000.00	20.00%
14-10200- Adult CDs	1,281.25	798.01	897.79	687.15	814.10	346.34	900.00	\$ 800.00	11.11%
14-10300- Adult Software	-	-	-	-	-	-	-		#DIV/0!
14-10400- Adult DVD	4,355.94	2,088.93	3,001.39	2,365.87	2,326.82	1,187.55	3,000.00	\$ 2,500.00	16.67%
14-10500- Adult Videos	-	-	-	-	-	-	-		#DIV/0!
14-20000- YS AudioBooks/CDs	2,843.18	1,586.94	1,757.26	1,631.35	1,800.00	42.59	1,800.00	\$ 1,500.00	16.67%
14-20100- YS Videos/Software	1,411.17	1,332.45	1,591.59	1,289.74	640.37	317.99	1,300.00	\$ 750.00	42.31%
14-30000- Microfilm	-	-	-	-	-	-	-		#DIV/0!
14-40000- LG/Story Boxes	895.79	1,431.60	1,507.22	1,359.51	489.93	134.17	500.00	\$ 500.00	0.00%
14-45000- Ebooks/Digital Content	6,045.45	6,284.80	6,501.62	6,972.83	6,163.01	5,220.30	6,001.00	\$ 6,200.00	3.32%
TOTAL NON-PRINT MEDIA	20,523.55	15,907.64	16,774.58	15,279.66	13,397.80	8,254.58	16,001.00	\$ 14,550.00	9.07%
08-50500- Capital Equipment	-			230.00	-	-	-		#DIV/0!
TOTAL EXPENDITURES*	972,085.72	956,162.76	930,114.74	986,527.48	983,431.46	458,534.35	1,011,645.00	\$ 1,055,256.00	4.31%

Goal #1:

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

Objective 1.1: Continue active promotion of seasonal Adult Read programs and events

Measure: Maintain reader involvement numbers with Total Reader increase of 1% each season

Responsible staff: Head of Adult Services

Latest progress: Next Step: While the Adult Read programs have taken a hiatus, work is in progress to evaluate and revamp the Adult READ. LO 1/2023. Reinstated Adult READ as of 5/2023. MP 7/2023.

PAST YEARS ARCHIVE: Reviewing statistics from Adult Winter & Summer Read In. Decrease in participation by 7% from Winter to Summer READ in 2019--Goal not met. LO 1/8/2020. Reviewed numbers to determine whether or not to continue both seasonal Adult READ sessions. Winter 2020 saw an increase from the Winter 2019 & Summer 2019 sessions. From Winter 2019 to Winter 2020 saw a 1.1% increase and Summer 2019 to Winter 2020 saw a 1.8% increase in participants. LO 8/6/2020. As a result of COVID19 developed online platform along with YS; resulted in a significant decrease in adult participation from Summer 2019 to Summer 2020: 41%. Goal was not met. It appears that the adult reader demographics does not support online platforms. LO 12/2020. Promotion began for Winter 2021 Adult READ with challenge sponsored by Simon & Schuster. We were able to maintain Summer 2020 to Winter 2021 adult participation with a slight decrease of 5%. The 2021 Summer Adult READ will continue online & in paper format. LO 3/2021. With a bit more promotion and local awareness of the Beanstack online platform, we were able to show an increase in reader participation. We enrolled 70 adult readers for Summer 2021, a 118% increase from Summer 2020 and a 140% increase from Winter 2021. We had positive feedback directed towards the online version. LO 8/2021. Summer Adult READ 2022 continued utilizing Beanstack and a paper entry form. Numbers appear to be trending at an even pace and total participation is expected to meet or exceed last summer's participation numbers. LO 7/2022. Summer READ Program was complete on 7/30/2022 with 46 new adult readers enrolled; while numbers were good, there was a decrease in participation from Summer 2021 by roughly 35%. LO 9/2022.

Objective 1.2: Maintain current programming focusing on adult readership and introduce new opportunities to promote adult readership

Measure: One new event each program year

Responsible staff: Head of Adult Services

Latest progress: Next Step: The Real Writers Group was launched in January to include author/writer presentations periodically. The group will meet monthly at the library. LO 2/2023.

Began a new Bring Your Own Book Club in April of 2023. Also looking into other forms of clubs we can incorporate. 4/11/23 MP. Created PR for new and existing book clubs to inform patrons of what programs are currently available to join. 7/2023 MP

PAST YEARS ARCHIVE: Afternoon with Author Jim Finucan highlighting book Wild Counselor LO 1/2020. Author Scott Spoolman scheduled to share non-fiction writing process of Wisconsin State Parks book title on 4/30/2020. (This event cancelled as a result of COVID19 precautions). Use of tech tools to record and promote New Book collections for patrons to check out digitally or through curbside pickup. Masked reads available for patrons to request LO 08/07/2020. Continuation of online Beanstack platform with Winter READ Challenge to include prizes. LO 1/2021. Co-sponsored Author Lauren Fox virtual visit on 02/23/2021 in collaboration with other WI libraries and publisher Penguin Random House. LO 02/2021. The 2021 Summer READ challenge theme offered up an opportunity to collaborate with a local wine bar for "Tales & Cocktails" on 6/23 that was widely received. Attendees could enjoy a cocktail while listening to poetry and book trailers from library staff members, which generated interest in new titles from the library collection. LO 8/2021. Cover-to-Cover Book Club was turned over to library staff management by book club members. A Cover-to-Cover Book Club Staff Team was created, and staff rotation was developed during the transition. The book club facilitator duties are now held by one staff member with the assistance of the Cover-to-Cover Book Club Staff Team. LO 1/10/2022. At the first annual Summer Solstice event, sponsored by the River Bend Trail, the director, assistant director, and outreach librarian attended and hosted an open mic for poetry reading and provided supplies for people to write their own poems. Puzzles were offered as take-away items and prize drawing registration was set up to engage attendees. LO/JZ 6/22/2022. The completion of the Summer Adult READ was highlighted with an Author Chat with Patti See, a Wisconsin author from Lake Hallie, and drawing for Challenge prizes. LO 9/2022.

Objective 1.3: Provide a space that helps parents and other caregivers develop early literacy skills in children age birth – 5 years

Measure: Open Play Literacy Center in September 2020.

Responsible staff: Assistant Director/Head of Youth Services

Latest progress: Next Step: New furniture, shelving, and sensory wall were purchased in May. Some items have arrived and are being enjoyed by all. AB 7/11/23.

PAST YEARS ARCHIVE: SS identified revenue stream from Library funds for start of project in 2019. Books ordered & received. Awning purchased and in place. Updated timeline for opening space to the public is September 2020. Exploring Play Literacy Center use by family reservation during COVID-19 with personal health protocols and implementation of cleaning/ protocols for space CF 8/6/20. Rolling building closures once again delay Literacy Center opening 1/13/21 CF. September 2021 projected opening of Literacy Center CF 8/5/21. Area parent/daycare provider, Becky Johnson, is scheduled to

visit Literacy Center week of August 16 to carry out trial run of Center CF 8/5/21. Trial run was completed in August 2021. Literacy Center opening has been delayed due to high numbers of COVID cases AB 1/8/2022. The Play Literacy Center project is underway and has moved to the open play area in the Youth Services Department. A sensory wall has been installed and we plan to add more play opportunities over the next year. AB 7/7/22.

Objective 1.4: Continue active promotion of Youth Summer Reading programs and events

Measure: Increase the Summer Library Reading Program completion rate by 3% annually

Responsible staff: Assistant Director/Head of Youth Services

Latest progress: Next Step: Planning is underway for online Summer Reading Program (Beanstack) 2023, along with performers and other programming. Will continue outreach to local daycares and preschools for participation in summer reading. AB (2/8/23). The summer reading program is winding down and our numbers have surpassed those of last year. We offered both online and paper options with participation from daycare groups, Parkside and Trinity. We hosted two performers, with a total of 333 attending, along with weekly craft days and scavenger hunts. The summer reading program was a huge success. AB 7/11/23.

PAST YEARS ARCHIVE: Librarian did summer outreach to Parkside Preschool promoting SLP summer of 2019. Youth SLP increased by 6.5% (426 vs. 400 in 2018). Teen SLP increased 7.27% (59 vs. 55 in 2018). CF 9/10/19. Summer of 2020, Library offered traditional paper Reading Program & added Online Summer Reading Program (aka Beanstack) to insure patron safety due to COVID-19. Youth Services worked to increase 2020 summer reading sign-ups by promoting Group Summer Reading option to Parkside & Trinity personnel. While overall reading participation declined in summer 2020 (total readers Youth 199 & Teen 20), daycare centers participated for the first time due to ease of Beanstack use. CF 8/6/20. Planning Online Summer Reading Program for youth along with paper option and virtual entertainment (with possible outdoor programming) CF 3/11/21. SLP participation increased by 63% for Youth (326) and by 50% for Teens (30) in summer 2021. Familiarity with Beanstack reading software and promotion of Beanstack by MAPS third and fifth grade teachers was key to increase in numbers. Daycare center participation and Summer Playground participation also drove increase. The Library hosted one virtual and two outdoor performers. The virtual performance was not well attended, however the outdoor programs filled CF 8/5/21. Planning Online Summer Reading Program (Beanstack), along with possible outdoor programming for Summer 2022. Will promote Beanstack by connecting with MAPS teachers and inviting Parkside, Trinity, and Summer Playground groups to participate AB 1/8/22. Youth 2022 SLP participation increased 38% (451 vs 326 in 2021). We offered both online and paper options with participation including Parkside Daycare and Summer Playground groups. We hosted two performers, 2 programs each, with approximately 80 attending each program. AB 9/22.

Bylaws—Organizing the Board for Effective Action

3

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

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 Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (_____) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

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Library Director's Report – July 19, 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.
- Summer Reading Challenge for 2023 nearing the end.
- Summer Reading Challenge event: Multi-generational "All Together Now" puzzle competition on Thursday, August 3.
- Summer Reading Challenge Finale on Saturday, August 5, with activities throughout the library for all ages to enjoy.

WVLS

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

Friends of the Library

- Friends of the Library already talking about the Fall Book Sale. They are taking off the months of July and August and will reconvene in September.

Library Director's Report

- Summer Reading Challenge "All Together Now" in Youth and Adult Services is close to completion. Just a few fun events to finish it out in August. The Library hit record numbers this year...almost 500 youth alone and roughly 50 adults on top of that number. Woohoo!! A final report will be included in August's agenda.
- Communication with Kristilyn Vercruyese of MSR Design continues. MSR Design will have project option proposals for the August meeting for the Board's review, discussion, and decision on the avenue the Library wishes to take for the addition of an activity/meeting room in Youth Services.
- Long Range Plan development continues. The Library admin team completed their library tours and are developing the report of their findings to be presented at the September board meeting. Work will begin with Erica Brewster from WVLS and Art Lersch to create a local survey that will complement the work that has already been completed through the Space Needs Study. While the timing of the Space Needs Study had been delayed as a result of the pandemic, it ultimately was timed perfectly with the Library's steps to develop the 2024-2028 Long Range Strategic Plan. Much was gained from that process and will be utilized in the development of this next plan.
- Michael Caylor was appointed by Mayor Steve Hass at the July 11, 2023, Common Council meeting to become R. Blake's successor.
- Over the next several weeks, I will schedule a time with Chris Grunenwald and Michael Caylor to meet with me for their Board of Trustee Orientation.
- As I have mentioned before, Wisconsin has developed some great tools and resources for Library Board of Trustees to review and utilize in their appointment as a library representative in their communities.
 - The following takes you to the recently developed website. The creation of an account is required. While the resource is free to trustees and library administration, it is a paid resource by the State. Please take advantage of this great tool.
 - [Wisconsin Trustee Training](#)
 - There are two ways you can go about registering for an account right now: the fastest is to [follow this link](#) and fill in the form on the page. Once you do that, all registrations will be one click away. Alternatively, you can have someone set up the account for you by emailing united@ala.org with your full

name, city and state, the name of the library you work with, and your primary role on behalf of the library (director, staff, trustee, foundation, friends, etc.).

- The state has also announced the dates for the Trustee Training Week 2023: 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 of me, please feel free to stop by my office, send me an email, or give me a call. My door is always open.
- SAVE THE DATE: 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.