



NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday June 21, 2023

4:00 p.m.

Community Room

Voting members of the Board: Rick Blake, Katie Breitenmoser, Darcy Dalsky, Mike Geisler, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank, and Jim Wedemeyer.

Agenda

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|---|---------|
| I. Opening | Geisler |
| A. Call to order and roll call | |
| B. Correspondence | |
| C. Public comment | |
| II. Consent items | |
| A. Minutes of regular meeting of May 17, 2023 | |
| B. Unaudited Monthly Revenue & Expense Reports for May 2023 | |
| III. Reports/Discussion Items/Action Items | |
| A. Action Item: Protection of Library Patron Privacy Policy | Geisler |
| B. Action Item: Gift Policy | Geisler |
| C. Action Item: Collection Development Policy | Geisler |
| D. Action Item: Programming Policy | Geisler |
| E. Action Item: Room Addition Recommendation Request to Proceed | Geisler |
| F. Discussion Item: Church Property Status | Ollhoff |
| G. Strategic Plan Goals & Objectives #5 | Ollhoff |
| H. Wisconsin Trustee Essential #2: Who Runs the Library? | 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 May 17, 2023

Opening

Vice President Audrey Huftel called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Rick Blake via BlueJeans Virtual Meeting Room Portal, Katie Breitenmoser (4:06pm), Darcy Dalsky, Audrey Huftel, Ryan Martinovici, Elizabeth McCrank. Excused: Michael Geisler, Richard Mamer, and Jim Wedemeyer. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.

Correspondence received from The Community Food Pantry of Merrill and the Lincoln County Humane Society thanking library staff for the donation received from Blue Jean Friday collections. Also received a congratulatory note from TeachingBooks.net for books awarded at WAPL Conference.

No public comment was made.

Consent items

E. McCrank/D. Dalsky/C to approve the minutes of the regular meeting of April 19, 2023.

D. Dalsky/R. Martinovici/C to accept the monthly Unaudited Revenue and Expense Report for April 2023.

Reports/discussion items/action items

- A. L. Ollhoff** reported that there were no policy reviews or updates for the month of April.
- B. E. McCrank/D. Dalsky/C** to approve Action Item: Endowment Fund Request from Youth Services. L. Ollhoff presented the request for new furnishings for the Youth Services Department. The purchases will complete the interactive literacy center for our young patrons to enjoy. Furniture pieces to be purchased to replace dated and soiled items. R. Blake asked for clarification related to the cost of the furniture pieces. It was explained by L. Ollhoff and A. Bennett that library furnishings are more expensive than your everyday pieces bought at a local furniture store. They are constructed to withstand heavy use and ease for cleaning purposes.
- C. Discussion Item:** L. Ollhoff presented a preliminary outline for the Long-Range Planning Process for 2024-2028 that included a timeline that would ensure that necessary steps were taken to gather information from staff and community members. The process will begin with the Library administration team visiting like-sized libraries in the state to evaluate and make comparisons. Followed by a review of existing documentation and additional input provided by the community and staff through surveys. Updates will be presented to the Board throughout the process and a Preliminary Services Response and Goals Report will be made to the Board in January 2024. A draft of the 2024-2028 Long Range Strategic Plan will be presented in February 2024 with a final version of the 2024-2028 Long Range Strategic Plan to be presented in April 2024.
- D. Discussion Item:** L. Ollhoff shared an update on the adjacent church property and its sale to Brian Lee. A rezoning request has been made by the new owner and is pending approval by the City Common Council. L. Ollhoff and M. Geisler attended the Zoning Committee meeting to gather information. Specific plans from the new owner were not available and were being requested by the Common Council. The decision for rezone from Public to Business use was tabled to the June 2023 Common Council meeting. Discussion by various board members in attendance related to the parking lot agreement that was made by past owners of the property. The new owner as of the date of the board meeting had not made contact with representatives of the Library or the city to the best knowledge of L. Ollhoff.
- E. Strategic Plan Goals and Objectives #4.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #4.
- F. 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 for upcoming events were provided.
- Nothing to report from Diane Peterson, Wisconsin Valley Library Service (WVLS) representative.
- Youth Services and Adult Services are set to go with the 2023 Collaborative Summer Literacy Program themed "All Together Now."
- Plans for the June 19 Staff Development Day are set to include safety training with the Merrill Fire Department, team building activities, diversity and equity discussions, a review of library resources made available through the Wisconsin Valley Library Services and the state of Wisconsin.
- Attendance at the Wisconsin Association of Public Libraries Conference was productive. Various sessions related to strategic planning and the creation and maintenance of a healthy work environment proved to be extremely useful. Networking with librarians throughout the state provided opportunities to share stories and learn from one another.

Vice President's remarks

- Nothing to report.

R. Martinovici /A. Huftel/C moved to adjourn the meeting at 4:29 p.m. The next regular business meeting of the Board of Trustees is scheduled for June 21, 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: MAY 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	247.67	1,293.67	49.76	1,306.33
TOTAL Public Charges-Services	2,600.00	247.67	1,293.67	49.76	1,306.33
<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	247.67	228,940.67	46.99	258,261.33
EXPENDITURES					
=====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	186,343.00	13,760.32	59,338.73	31.84	127,004.27
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	31,674.25	161,220.48	37.42	269,585.52
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	3,363.58	17,824.34	37.51	29,695.66
55110-01-52000 Retirement (WRS)	35,562.00	2,884.84	15,126.94	42.54	20,435.06
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	6,882.53	32,223.69	38.65	51,154.31
55110-01-55000 Life Insurance	4,011.00	276.37	1,358.96	33.88	2,652.04
TOTAL Personnel Services	794,981.00	58,841.89	290,950.14	36.60	504,030.86

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 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	85.00	2.83	2,915.00
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	0.00	428.22	25.19	1,271.78
55110-02-22000 Electric	24,000.00	1,681.20	8,933.57	37.22	15,066.43
55110-02-22500 Fuel - Natural Gas	8,400.00	617.98	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	864.55	25.43	2,535.45
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,500.00	160.31	805.21	53.68	694.79
55110-02-26000 Office Equipment Service	800.00	0.00	0.00	0.00	800.00
55110-02-27000 Lost-Damaged Materials	0.00	(21.00)	28.99	0.00	(28.99)
TOTAL Contractual Services	47,400.00	2,621.88	25,175.59	53.11	22,224.41
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,500.00	339.62	1,209.32	80.62	290.68
55110-03-10500 Library Supplies	6,500.00	320.32	2,537.34	39.04	3,962.66
55110-03-11000 Postage	1,900.00	20.65	492.06	25.90	1,407.94
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	60.90	192.36	13.27	1,257.64
55110-03-31000 Misc. - Petty Cash	0.00	125.00	(75.00)	0.00	75.00
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	277.02	977.02	48.85	1,022.98
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	0.00	146.00	5.84	2,354.00
55110-03-41001 Misc Rev - Publicity	0.00	0.00	618.00	0.00	(618.00)
55110-03-41250 Programming - Adult	10,000.00	197.71	2,233.94	22.34	7,766.06
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	0.00	0.00	0.00
55110-03-41500 Progammng - Youth	7,500.00	111.46	1,908.89	25.45	5,591.11
55110-03-41501 Misc Rev-Programming-Yout	0.00	5,447.46	6,367.10	0.00	(6,367.10)
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	0.00	682.23	13.64	4,317.77
55110-03-50000 M/R-General Repair/Maint.	5,600.00	101.74	1,445.39	25.81	4,154.61
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	1,501.58	7,882.65	315.31	(5,382.65)
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	47,500.00	8,503.46	27,244.30	57.36	20,255.70
<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: MAY 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	103.60	0.00	(103.60)
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	103.60	0.00	(103.60)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,700.00	1,186.57	3,551.70	36.62	6,148.30
55110-13-10100 Adult Dept Non-Fiction	10,150.00	626.80	4,796.32	47.25	5,353.68
55110-13-10200 Adult Dept Paperbacks	750.00	91.82	265.10	35.35	484.90
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	412.03	1,585.94	36.88	2,714.06
55110-13-20000 Youth Children's Books	16,500.00	864.07	5,514.37	33.42	10,985.63
55110-13-20100 Young Adult Books	2,600.00	163.66	546.45	21.02	2,053.55
55110-13-20200 Youth Services Reference	0.00	0.00	0.00	0.00	0.00
55110-13-30000 Standing Orders	0.00	0.00	0.00	0.00	0.00
55110-13-40000 Professional Books	0.00	0.00	0.00	0.00	0.00
55110-13-50000 Magazines/Periodicals	6,500.00	0.00	204.30	3.14	6,295.70
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	3,344.95	16,464.18	32.28	34,535.82
<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	333.16	859.38	34.38	1,640.62
55110-14-10200 Adult Dept CDs	900.00	35.46	237.68	26.41	662.32
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	219.68	917.95	30.60	2,082.05
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	0.00	70.12	5.39	1,229.88
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	5,105.35	85.07	895.65
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	703.25	7,367.24	46.04	8,633.76
<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	170.87	481.70	16.06	2,518.30
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	0.00	0.00	4,170.00
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	252.28	25.61	732.72
55110-15-70000 V-Cat Shared Automation	17,208.00	17,549.41	17,549.41	101.98	(341.41)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 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	17,740.27	18,305.44	40.35	27,057.56
TOTAL EXPENDITURES	1,011,645.00	91,755.70	388,117.49	38.36	623,527.51
REVENUES OVER/(UNDER) EXPENDITURES	(524,443.00)	(91,508.03)	(159,176.82)	0.00	(365,266.18)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 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	430.24	1,905.01	0.00	(1,905.01)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	430.24	1,905.01	0.00	(1,905.01)
<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	202.89	1,070.62	0.00	(1,070.62)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	202.89	1,070.62	0.00	(1,070.62)
TOTAL REVENUES	0.00	633.13	5,947.39	0.00	(5,947.39)
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	128.98	1,093.91	0.00	(1,093.91)
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	71.74	1,171.61	0.00	(1,171.61)
TOTAL Supplies & Expenses	0.00	200.72	2,548.75	0.00	(2,548.75)
TOTAL EXPENDITURES	0.00	200.72	2,548.75	0.00	(2,548.75)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	432.41	3,398.64	0.00	(3,398.64)
FUND TOTAL REVENUES	159,324.00	56,957.66	350,585.77	220.05	(191,261.77)
FUND TOTAL EXPENDITURES	270,369.00	50,410.90	256,188.14	94.75	14,180.86
REVENUES OVER/(UNDER) EXPENDITURES	(111,045.00)	6,546.76	94,397.63	0.00	(205,442.63)
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City of Merrill		As of 5/31/2023			
Reserved and Designated Fund Equity		Detail Summary Information			
Description	Account Number	12/31/22 Balance	2023 Revenue	2023 Expenses	05/31/23 Balance
N/L - Library Health Ins.	26-31-5457	\$10,000.00			
Tax - Levy	45110-41110		\$0.00	\$0.00	\$10,000.00
Net Library Health Ins.					
N/L - Library State Aid	26-31-5401	\$0.00			
Library - State Aid Revenue	45110-43690				
Library - State Aid Expense	55110-03-12600		\$0.00	\$0.00	\$0.00
Net Library State Aid					
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		\$1,905.01		
Library - Photocopier Expenses	55110-03-12650			\$1,093.91	
Net Library Photocopier			\$1,905.01	\$1,093.91	\$11,863.16
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		\$0.00	\$0.00	\$0.00
Net Library - Grants					
N/L - Memorial Books	26-31-5455	\$10,603.39			
Library - Memorial Book Rev.	45110-48500		\$1,070.62		
Library - Memorial Book Exp.	55110-03-140500			\$1,171.61	
Net Library Memorial Books			\$1,070.62	\$1,171.61	\$10,502.40
Net N/L - T.B. Scott Library		\$41,109.05	\$5,947.39	\$2,548.75	\$44,507.69

Monthly Statistical Report
T.B. Scott Free Library
May 2023

LIBRARY ACTIVITY	May 2023	May 2022	% Change	May 2021	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic *	4,591	3,951	16.2%	3,170	44.8%	22,506	19,041	18.2%
Average Daily Traffic *	177	158	12.0%	127	39.4%	180	154	16.9%
Meetings Held	22	7	214.3%	4	450.0%	65	40	62.5%
Attendance	136	33	312.1%	39	248.7%	382	302	26.5%
Classes/Groups w/o Program Attendance	-	4	-100.0%	2	-100.0%	36	37	-2.7%
	-	125	-100.0%	31	-100.0%	748	674	11.0%
New Card Registrations	32	48	-33.3%	34	-5.9%	194	213	-8.9%
Volunteer Hours Worked	19	11	72.7%	18	5.6%	79	58	36.2%

TECHNOLOGY USE	May 2023	May 2022	% Change	May 2021	% Change	YTD 2023	YTD 2022	% Change
Wireless Use*	1,737	728	138.6%	2,878	-39.6%	7,117	3,677	93.6%
Internet Computers Adult	348	253	37.6%	234	N/A	1,823	1,395	30.7%
Youth	54	25	117.0%	33	N/A	283	94	201.3%
Other Computers Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	52	32	62.7%	14	N/A	248	106	134.0%
TOTAL USE	455	310	46.6%	281	N/A	2,355	1,595	47.6%

*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*	May 2023	May 2022	% Change	May 2021	% Change	YTD 2023	YTD 2022	% Change
Programs Given Adult	5	2	150.0%	3	66.7%	25	10	150.0%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	8	-	#DIV/0!	9	-11.1%	54	11	390.9%
TOTAL	13	2	550.0%	12	8.3%	79	21	276.2%
Program Attendance Adult	53	15	253.3%	18	194.4%	352	162	117.3%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	127	-	#DIV/0!	350	-63.7%	1,046	117	794.0%
TOTAL	180	15	1100.0%	368	-51.1%	1,398	279	401.1%

*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

Date

#

Outreach

Date

#

6

Critic's Choice Movie

5/24/2023

11

Adult

Date

#

Teen

Date

#

Junk Journal Workshop

5/6/2023

18

Youth

Date

#

BYOB Club

5/9/2023

1

Parkside Preschool

5/9/2023

31

Author Chat w/Pamela Alwin Fullerton & the Real Writers Group

15

Family Story Time

5/10/2023

16

Cover to Cover Book Club

5/18/2023

8

Start with Art

5/17/2023

17

1 on 1 Tech Help(1 session)

1

Wiggle, Giggle, Shake (3 Sessions)

40

BORROWERS		May 2023	May 2022	% Change	May 2021	% Change
City	Adult	3,978	3,727	6.7%	4,206	-5.4%
	Youth	944	965	-2.2%	1,087	-13.2%
County	Adult	3,437	3,203	7.3%	3,580	-4.0%
	Youth	847	857	-1.2%	928	-8.7%
Other	Adult	386	359	7.5%	549	-29.7%
	*ILL	444	437	1.6%	433	2.5%
	Youth	78	73	6.8%	104	-25.0%
TOTAL BORROWERS		10,114	9,621	5.1%	10,887	-7.1%

*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		May 2023	May 2022	May 2021	YTD 2023	YTD 2022
Endowment Fund		\$ -	\$ -	\$ -	\$ 200	\$ 690
Special Projects Fund		\$ -	\$ 25	\$ 250	\$ 760	\$ 1,035
Gifts/Memorials		\$ 178	\$ 385	\$ 122	\$ 1,399	\$ 1,532

RESOURCE SHARING		May 2023	May 2022	% Change	May 2021	% Change	YTD 2023	YTD 2022	% Change
V-Cat Received		1,415	2,057	-31.2%	1,439	-1.7%	7,409	8,438	-12.2%
V-Cat Sent		1,280	1,185	8.0%	1,490	-14.1%	6,467	6,593	-1.9%
ILL Received		52	51	2.0%	50	4.0%	265	218	21.6%
ILL Sent		75	79	-5.1%	57	31.6%	498	446	11.7%

CIRCULATION		May 2023	May 2022	% Change	May 2021	% Change	YTD 2023	YTD 2022	% Change
Audiobooks	Adult	206	184	12.0%	222	-7.2%	836	927	-9.8%
	Youth	51	27	88.9%	33	54.5%	223	209	6.7%
Books-Fiction	Adult	2,444	2,438	0.2%	2,482	-1.5%	13,154	13,201	-0.4%
	Youth	2,525	3,085	-18.2%	2,244	12.5%	14,306	14,331	-0.2%
Books-Nonfiction	Adult	806	851	-5.3%	854	-5.6%	5,099	4,214	21.0%
	Youth	528	678	-22.1%	619	-14.7%	3,776	3,285	14.9%
CDs/Cassettes	Adult	186	114	63.2%	141	31.9%	1,081	735	47.1%
	Youth	28	35	-20.0%	17	64.7%	114	243	-53.1%
DVD/Blu-Ray/VHS	Adult	718	600	19.7%	910	-21.1%	4,130	3,810	8.4%
	Youth	463	300	54.3%	373	24.1%	2,330	1,637	42.3%
Games	Adult	3	2	50.0%	-	N/A	7	7	0.0%
	Youth	51	37	37.8%	41	24.4%	266	125	112.8%
Magazines	Adult	166	128	29.7%	212	-21.7%	1,125	1,176	-4.3%
	Youth	-	-	N/A	1	-100.0%	-	-	N/A
Other	Adult	92	76	21.1%	65	41.5%	388	286	35.7%
	Youth	13	20	-35.0%	110	-88.2%	141	128	10.2%
PHYSICAL ITEMS SUB TOTAL		8,280	8,575	-3.4%	8,324	-0.5%	46,976	44,314	6.0%
Digital Library	Audiobooks	1,046	920	13.7%	879	19.0%	5,272	4,698	12.2%
	eBooks	989	966	2.4%	1,204	-17.9%	5,399	5,412	-0.2%
	*Magazines	85	74	14.9%	84	1.2%	365	491	-25.7%
	Music/Videos	-	-	N/A	-	N/A	-	1	-100.0%
DOWNLOADS SUB TOTAL		2,120	1,960	8.2%	2,167	-2.2%	11,036	10,602	4.1%
TOTAL CIRCULATION		10,400	10,535	-1.3%	10,491	-0.9%	58,012	54,916	5.6%

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

MATERIALS CIRCULATING		May 2023	May 2022	% Change	May 2021	% Change	YTD 2023	YTD 2022	% Change
% Nonprint Materials Circulated		21.9%	16.3%	34.4%	23.0%	-4.8%	20.26%	18.3%	10.7%
% Print Materials Circulated		78.1%	83.7%	-6.7%	77.0%	1.4%	79.74%	81.7%	-2.4%
% Adult Materials Circulated		55.8%	51.2%	8.9%	58.7%	-4.9%	54.96%	55.0%	0.0%
% Youth Materials Circulated		44.2%	48.8%	-9.4%	41.3%	7.0%	45.04%	45.0%	0.0%

Policies

PROTECTION OF LIBRARY PATRON PRIVACY

Approved: 12/9/1981; reviewed and revised 6/21/06; 3/20/07; 9/17/08; 11/20/13, 6/20/2018;

6/21/23

Review Date: 2028

It is the policy of the Library Board of Trustees to protect the privacy of all library patrons and to make no inquiry into the purposes for which a patron requests information or materials.

Records that may be required to manage the possession or use of materials, whether on or off library premises, are for the sole purpose of protecting public property. Such records are not to be used directly or indirectly to identify the kinds of materials used by individual library patrons, except insofar as the library may be helpful to such patrons.

Furthermore, it is the policy of the Library Board of Trustees never to yield any information about its patrons or their reading to any agency of government whether local, state or federal, except upon an order from a court of competent jurisdiction. Costs incurred by the library in any search through patron records, under a court order, shall be billed to the agency conducting such search.

Except as stated above, the staff of the library shall not provide information to a third party about who uses library meeting rooms or equipment, what a patron of the library is reading or calling for from the library's collection, or items that a library patron requests from other libraries.

Users may choose to have a reading list generated which compiles materials checked out by that user; users must opt in to initiate this service, and records so compiled may only be obtained through court order.

~~As respects~~ With respect to library services that archive reading history or reading preference for the purpose of patron convenience: 1) a patron must choose to opt in to such services, and 2) information so archived will only be divulged upon an order from a court of competent jurisdiction.

Per Wisconsin Statute 43:30 (1m) & (2) library staff, working within the scope of their duties in the administration of the library, may disclose the identity of an individual who borrows or uses the library's materials and the pertinent records of that individual to persons authorized by the individual to inspect the records, to custodial parents of children under the age of 16, to other libraries for purposes of interlibrary loan, or to the Merrill City Attorney's office if those materials are considered lost as per our Fines Policy for lost materials.

Wisconsin Act 34 of 2007 creates two exceptions to the general requirement that a court order must be obtained before library records are disclosed that may indicate the identity of library patrons.

1. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.
2. If a library requests the assistance of a law enforcement officer, and the director of the library or other designated staff member determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

Library staff will follow the steps outlined in the "Law Enforcement Inquiries Procedures" when a request for patron records is received from a law enforcement officer or agent.

Basic to this policy is the "POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS" of the American Library Association.

T. B. Scott Free Library / Merrill, Wisconsin

Policies

GIFTS POLICY

**Approved: Amended 12/8/1982. Reviewed and Revised 5/21/2003;
8/20/2008; 1/16/2013; 6/20/2018; 6/21/23**

Review Date: 2028

1. Books and other materials will be accepted on the condition that the librarian has the authority to make whatever disposition ~~(s)he~~ deemed advisable. (See policy on selection of library materials #3)
2. Gifts of money, real property, and/or stock will be accepted if any conditions attached thereto are acceptable to the Library Board (and the City of Merrill in cases where the City would incur accounting obligations.)
3. Personal property, art objects, portraits, antiques, and other museum objects will be accepted with the approval of the Library Board.
4. The Library staff will not appraise gifts of books or other artifacts for the personal income tax records of donors. However, the Library may offer the donor a receipt for the number and/or description of items donated. Donors will be responsible for obtaining their own appraisals.

Policies

Collection Development Policy

Supersedes the Materials Selection Policy

Approved **6/21/2023**. Review Date: **2028**

OVERVIEW

Purpose

The Collection Development Policy documents the guiding principles by which T. B. Scott Free Library provides and cultivates a collection of quality intellectual resources. The Library Board reviews it every five years or as needed.

Library 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.

Intellectual freedom

Intellectual freedom is a core value of T. B. Scott Free Library. As such, this collection development policy is guided by the first four articles of the American Library Association's *Library Bill of Rights*:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

Policies

COLLECTION DEVELOPMENT

Introduction

T. B. Scott Free Library maintains a collection of intellectual resources to serve the information, education, and leisure needs of the community. Serving all ages, the collection focuses on popular interests and includes digital resources, emerging formats, and non-traditional items in addition to the core collection of books.

Responsibility for collection selection and deselection ultimately lies with the library director, though the director may delegate collection development responsibilities to other library staff.

Selection criteria

Library staff select resources based on a variety of criteria, including but not limited to:

- Accuracy
- Enduring value
- Social significance
- Cost
- Format
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Present and potential relevance to community needs
- Importance as a document of the times
- Popular demand, i.e., large print runs and media buzz
- Relation to existing collection and other materials on the subject, i.e., filling collection gaps
- Local interest, local history and genealogy
- Literary merit
- Reputation and/or significance of author
- Insight into human and social conditions
- Contribution to inclusivity and diversity
- Availability of the material from partner libraries in Wisconsin Valley Library Service (WVLS)
- One-time vs. sustained costs as with subscriptions

Resources are selected based on their value to the library and its users, regardless of the selectors' personal taste.

Policies

Selection aids

When acquiring resources for the collection, library staff use a variety of resources including professional review journals and prepublication selection tools. The library also welcomes suggestions from patrons. Ultimately, this Collection Development Policy governs which resources are added to or withdrawn from the collection.

Formats

The library collects resources in a variety of formats to meet the changing needs of users as technology and publishing models evolve. Formats include:

- Books
- Large Print books
- e-books
- Audiobooks
- e-audiobooks
- DVDs
- CDs
- Electronic databases
- Newspapers and magazines
- Microfiche and microfilm
- Non-traditional physical items such as learning games, jigsaw puzzles, and wireless hotspots

In addition to the above formats, the library maintains the Library of Things, a collection of household items.

Areas outside scope of collection

The library typically does not collect the following:

- Classroom textbooks
- Scholarly resources
- Professional resources
- Esoteric resources
- Self-published books that have not been reviewed in professional outlets

This list is not exhaustive, and the library director may choose to make exceptions. If the resource is unavailable from T. B. Scott Free Library, staff will endeavor to borrow it from a different library at no cost to the patron.

Policies

Inclusion

The library is committed to building a collection that has something for everyone. When acquiring resources, library staff select resources created by and about people from a variety of backgrounds, perspectives, and intellectual traditions. Staff take care to include perspectives that have historically been overlooked and may perform collection audits to assess the collection's inclusiveness.

Accessibility

The library collects resources that are accessible to as many people as possible. In practice, this often manifests as one book being acquired in multiple formats, such as Large Print and CD Audiobook as well as traditional print. Digital and electronic resources represent another dimension of accessibility, not only for patrons with disabilities but for patrons who use library resources remotely.

Multiple copies

Due to limited funds, the library acquires multiple copies selectively.

Languages and translations

The library gives preference to resources in English or to resources translated to English.

Gifts

The library welcomes material gifts to be considered for inclusion in the collection, subject to the criteria outlined in this Collection Development Policy. Gifts become the property of the library. Gifts that are not added to the collection may be sold, with proceeds going to the Friends of the Library.

Deselection

To maintain a healthy collection, library staff may remove resources, periodically and as needed. Criteria for deselection include but are not limited to:

- Condition of material
- Obsolescence of information
- Duplicate copies of materials no longer in high demand
- Low circulation or lack of recent circulation

Policies

External resources

In addition to resources selected by in-house staff, the T. B. Scott Free Library collection includes resources selected through local and state consortia: notably, electronic databases, such as those available through BadgerLink, and digital media, e.g., e-books and e-audiobooks, such as those available through the Libby platform. While these resources are freely available for patron use, they are not governed by this Collection Development Policy.

When physical resources are not held by T. B. Scott Free Library, patrons may borrow them from other libraries in the Wisconsin Valley Library Service (WVLS). Materials not owned by WVLS Libraries may be requested through inter-library loan (ILL).

Requests for reconsideration or reclassification Statement of Concern

The library must be free to include in its collection a range of positions on important, complex, or controversial issues, including unpopular or unorthodox positions. The public library does not promote particular points of view but does provide opportunities for individuals to examine issues freely and make their own decisions.

Responsibility for the use of library resources by minors rests with their parents and/or legal guardians. When selecting adult resources for the collection, library staff will not be limited by the possibility that adult materials may inadvertently come into the possession of minors.

Community members may request the review of materials in the library's collection. This request must be submitted in writing, using the library's "~~Request for Reconsideration or Reclassification Statement of Concern~~" form. After the ~~request form~~ is received, the Director and appropriate Department Head will ~~re-evaluate review~~ the material and make a written report to the community member. If dissatisfied with the written report, the community member may request review by the Library Board of Trustees.

Library resources will not be marked or identified to show approval or disapproval of their contents, and no book or other material will be sequestered, except for the express purpose of protecting it from injury or theft.

~~Request for Reconsideration or Reclassification Form~~

STATEMENT OF CONCERN

Name _____ Date _____
Patron ID _____
Address _____
City _____ State _____ Zip _____
Phone _____

Resource on which you are commenting (Please indicate level of resource):

- | | | | |
|---|--|---|-----------------------------------|
| ☐ Book | ☐ Books on tape or CD | ☐ Video/DVD | ☐ CDs |
| ☐ Juvenile | ☐ Juvenile | ☐ Juvenile | ☐ Juvenile |
| ☐ Young Adult | ☐ Young Adult | ☐ Young Adult | ☐ Adult |
| ☐ Adult | ☐ Adult | ☐ Adult | |
| ☐ Newspaper | ☐ Computer Software | ☐ Content of Library Program | |
| ☐ Magazine | ☐ Juvenile | ☐ Juvenile | |
| ☐ Juvenile | ☐ Young Adult | ☐ Young Adult | |
| ☐ Young Adult | ☐ Adult | ☐ Adult | |
| ☐ Adult | | | |
| ☐ Other (Please describe.) _____ | | | |

Title _____

Author/ Publisher or Producer/Date _____

1. What brought this resource to your attention?

2. To what do you object? Please be as specific as possible.

3. Have you read, listened to, or viewed the entire work? If not, which parts have you not reviewed?

4. What do you feel the effect of the material might be?

5. For what age group would you recommend this material?

6. In its place what material of equal or better quality would you recommend?

7. What do you want the library to do with this material?

8. Additional comments: _____

Policies

Programming Policy

Approved **6/21/2023**. Review Date: **2028**

OVERVIEW

Purpose

The Programming Policy documents the guiding principles by which T. B. Scott Free Library provides quality programming. The Library Board reviews it every five years or as needed.

Library 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.

Intellectual Freedom

Intellectual freedom is a core value of T. B. Scott Free Library. As such, this programming policy is guided by the first four articles of the American Library Association's Library Bill of Rights:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. *Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.*

Policies

Introduction

T. B. Scott Free Library develops programming to serve the information, education, and leisure needs of the community. Serving all ages, programming focuses on popular interests of the community it serves. As stated previously, the library upholds principles of intellectual freedom and supports the rights of individuals to read, speak, view and exchange points of view. In order to provide access to diverse perspectives, the library presents a variety of programs. Topics and speakers are not excluded from library programs because of possible controversy. Sponsorship by the library does not constitute endorsement of program content.

Responsibility for programming ultimately lies with the library director, though the director may delegate programming responsibilities to other library staff.

Exceptions to the policy can be made by a majority vote of the Board of Trustees.

Programming Criteria

This policy addresses programming (1) developed and sponsored by the library and (2) developed by members of the community and cosponsored by the library.

Library programs extend and promote the role of the library as a community resource; enhance the information found in library collections; offer a way for people to obtain information; encourage participation in civic life; and help to address the cultural and leisure-related interests of the community.

Library staff may use, but are not limited to, the following criteria in program planning:

- Relation to library mission and service goals
- Community needs and interest
- Presentation quality and treatment of content for intended audience
- *Presenter background/qualifications/reputation*
- Availability of program space
- Budget and staffing considerations
- Connection to other community programs, exhibits or events.

Requests from individuals to present library programs are considered using the above criteria.

The purpose of programs may not be purely commercial or for the solicitation of business. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

Every attempt will be made to accommodate all who wish to attend a program.

Policies

However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Programs will be developed with consideration for the principles of accessibility and equity. These include, but are not limited to, access for people with disabilities, and times and locations that maximize convenience and encourage attendance by the target audience. The library staff has the discretion to cancel programs, to be rescheduled or not.

In some cases, the nature and success of a program may require that attendance is limited based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance at a program be limited because the content of the program may be controversial.

The library cannot accommodate events that are expected to exceed our meeting room capacity. If you anticipate a crowd larger than what our meeting rooms will allow, please consider another location.

All library programs must be open to the public and offered free of charge. However, recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the library may permit the sale of such items in conjunction with a library-sponsored program. All plans to sell such items must be arranged in advance and approved by the library staff responsible for the program. Program presenters are responsible for the handling of all sales. The library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in library promotional outlets, and for evaluation purposes.

Co-Sponsored Programs

The library may partner or co-sponsor programs with other agencies, organizations, and businesses provided the programs are compatible with the library's mission and vision. The library will generate joint programming and invite partners to co-sponsor or collaborate. Co-sponsored programs must include involvement by library staff in the planning of program content. Professional performers and presenters who offer specialized or unique expertise may be hired for library programs. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the T.B. Scott Free Library.

This program policy does not apply to events that are developed only for special purposes such as donor recognition, fund-raising, or media conferences programs offered by other organizations on library premises where space is rented under the terms and conditions of the room reservation guidelines.

**RECOMMENDATION & REQUEST TO THE
T.B. SCOTT FREE LIBRARY BOARD OF TRUSTEES
FOR ADDITION OF
YOUTH SERVICES ACTIVITY/MEETING ROOM
Dated: June 21, 2023**

Based upon the summary of the Space Needs Study and informal recommendations of MSR Design, Inc., a recommendation and request is being made to the Board of Trustees that the Library move forward to design and secure bids for the addition of a new activity/meeting room to be located on the 2nd floor on the east end of the Youth Services Department.

The recommendation would include the following steps:

- Request cost estimate from MSR Design, Inc., to include a number of monetary options based upon the MSR Design Teams involvement in the project with subsequent approval by the Board of Trustees of the desired option.
- After Board approval, a local contractor would be secured with whom the MSR Design Team would collaborate on design and structure of the Activity/Meeting Room addition.
- Obtain cost estimate from local contractor based upon collaborative discussions with MSR Design, Inc., and the Library administration team.
- Discussion and Board approval of Addition of Youth Services Activity/Meeting Room project and financing.

Goal #5:

Promote and encourage use of the library as a safe, comfortable, and welcoming place to meet and interact with others.

Objective 5.1: Revise and maintain the master capital plan for the library that focuses on areas not included in the City's 20 year capital plan

Measure: This plan will be placed on the library board agenda twice yearly to review progress and revise

Responsible staff: Library Director

Current Year : Latest Progress: Next Step: Review completed; building security and keyless entry upgrade to take place; carpet replacement rotation to begin. LO. 01/18/23. Evaluation of Space Needs Study and next steps brought forth to the trustees at the monthly board meeting on 6/21/2023. LO. 6/12/23.

PAST YEARS ARCHIVE: Review done 2/19 & 8/19; plan was reviewed at 8/20 Board meeting. Bathroom update project completed 11/20. Utilizing master plan for end of year funds available due to adjustments in activity and services with pandemic 12/20 SS. Review done 3/16/22; only major project in the coming year is repaving the public parking lot. JZ 3/22/22.

Objective 5.2: Reorganize and create new service points and staff spaces in order to better support learning and facilitate access to frequently used services, spaces, collections

Measure: Year one will address reorganization of Youth Services reference desk and circulation area. Year two will address evaluating & revising Adult Dept service desk area & 3D printer workspace.

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

Current Year : Latest Progress: Next Step:

Based upon research and evaluation of 3D printer workspace needs, the library will not purchase a 3D printer in the foreseeable future. LO. 05/30/2023.

PAST YEARS ARCHIVE: YS service desk and west YS furnishings/collections revised to create family friendly early learning space. Soft teen seating added in Fall 2019 with help of YJCC monies; more private comfortable seating spaces created. Library of Things reorganization at ARef to highlight items available for checkout to patrons. 2/1/2020 LO Board approved Foundation Phase of Space Needs Assessment 11/19; due to current pandemic, plans are suspended until prudent to resume. 11/20 New picture book display units (8) purchased to promote holiday and non-fiction picture book circulation. CF 12/8/20 New picture book display units (8 ordered 12/8/20) now scheduled for delivery the week of July 30, 2021. CF 7/8/21 Parenting collection weeded and relocated to shelving in family friendly space. STEM kit collection moved to shelving in early learning space to facilitate access to this popular new collection. CF 7/8/21. New announcement boards & pamphlet displays for Circulation to be installed for easy access and better visibility; LO 7/15/21. Evaluated and researched service desk replacements with final decision made to purchase mobile ergonomically designed touch-button height adjustability desk units from Yakety Yak Furniture. LO 11/30/21. New picture book bins are now being utilized to promote holiday and new read-along collection. AB 11/2/21. Replacement service desks for Youth Services and Adult Services have been received and will be installed this summer. LO 6/1/22. Learning Games have been reorganized and moved to the shelving unit in the play literacy area. AB 6/1/22. Friends of the Library perpetual book sale area relocated to circulation lounge area for greater exposure and available space. LO 6/1/2022.

Objective 5.3: Continue to explore partnerships with the schools and local agencies to address afterschool safety issues and use of library by all residents

Measure: Staff will continue to actively address afterschool issues

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

Current Year : Latest Progress: Next Step: B&G Club-Wausau Prairie River Middle School open and accepting students; open house on Monday, 2/13 @3:45PM; we will work with B&G Club to support programming opportunities. LO 01/18/2023. B&G Club is up and running at PRMS. We welcomed the group for a craft project this spring and will continue to support ongoing program opportunities. AB 6/9/23. Collaborative efforts initiated with adult care service agencies for programming designed for adults with special needs. LO. 06/13/2023.

PAST YEARS ARCHIVE: CF participating in Youth Justice Collaborative Committee and Lincoln County After School Network to facilitate collaboration on after school programming with other area agencies. Community Liaison Position created in 2019-Position not yet filled but actively pursuing possible applicants 12/20; Position is essential with MAPS restructure plan for 2021-2022 school year. LO attended Trauma Informed Care Agency Strategic Planning Meeting to develop actions steps for services to be offered by area residents/patrons. 11/20 LO Community Liaison Position filled 2/21. CF 7/8/21. JZ and LO toured Boys & Girls Club of Wausau; meeting was held to discuss Merrill location and

Objective 5.4: Create movable spaces for patron use that are adaptable to user needs

Measure: Add collaborative spaces for small group use.

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

Current Year : Latest Progress: Next Step: MSR Design Space Needs Study Focus Group sessions set for Thursday, 2/25. LO 01/18/2023. Library of Things relocated to 1st floor to allow access and promote to all age groups. LO. 04/20/2023.

PAST YEARS ARCHIVE: Casters placed on picture book display units to facilitate creation of large program space which worked well for summer events in 2019. Two new tables/with chairs sized for youth purchased and placed out on the YS floor Nov/Dec 2019 1/7/20 CF. Researching movable furniture that offer opportunities for small group meetings via use of seating with movable panels, etc. - ongoing and in conjunction with Space Needs Study; LO 07/21. Furniture placement in Adult Services for small group conversation. LO 6/1/2022.

Objective 5.5: Continue to serve and strengthen the community by providing meals while promoting library services to youth and families

Measure: Offer summer meal program annually. Increase participation by 1% annually.

Responsible staff: Assistant Director/Head of Youth Services

Current Year : Latest Progress: Next Step: We are partnering with Christ United Methodist Church, the Kids Summer Food Program Site, and will provide free books to children and teens picking up lunches. AB 6/9/23. Investigating the possibility of offering Cooking 101 classes through the ADRC and other venues. Also working with Kyle to plan a "Cookbook club." MP 6/12/2023.

PAST YEARS ARCHIVE: CF initiated contract with DPI to become a Summer Food Service Program Site. 327 meals were served summer of 2019. Collaboration with Food Pantry now permits Library to order after school snacks starting Fall 2019. CF 2020 Summer Food Service Program served 225 meals...decline in numbers due to COVID and inability to serve meals in the Library building. CF 12/8/20 In preliminary discussions for meals in Summer 2021. 1/21 SS T. B. Scott approved as Summer Food Service Program site for grab and go meals summer 2021. Meals being served M - W June 8 through July 21. To date 253 meals served. CF 7/8/21. 2021 Food Service Program served 364 meals. AB 11/2/21. For summer 2022, we are partnering with area churches providing free meals for kids and teens June-August. Christ United Methodist Church parking lot will be the Summer Food Service Program Site, while the library will provide free books to give away to children. JZ 6/1/2022

Who Runs the Library?

The mission of most public libraries is to support the educational, recreational, and informational needs of the community. Everyone is welcome at the library, from the preschooler checking out his or her first book to the hobbyist looking for a favorite magazine to the middle-aged breadwinner continuing her education by taking a class over the Internet.

Providing a large number of services to meet the needs of a diverse population requires a large supporting cast including trustees, the library director and staff, and representatives of the municipal government. When all members of the team know their responsibility and carry out their particular tasks, the library can run like a well-oiled machine. When one of the players attempts to take on the job of another, friction may cause a breakdown.

Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled "Powers and Duties." The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building *when authorized*.
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

This charge from the legislature provides library boards, but not individual trustees, with considerable discretion to operate libraries as they deem necessary independent of direct control by other municipal players—city councils, town boards, mayors, village board presidents, etc. In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government. Compared with other appointed boards, library boards have extraordinary powers and responsibilities. Many other appointed boards can only recommend actions to an elected board or council higher up the ladder of government. Library board actions are made independently of any further approval by other government bodies or officials as long as such actions are within statutory authority.

The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

2

In This Trustee Essential

- Responsibilities of the library board
- Responsibilities of the library director
- The division of labor between the library director and the board
- Responsibilities of the municipal government

Responsibilities of the Director

While the library board is charged with the full responsibility for deciding what services the library will provide, and setting policy to regulate service for the benefit of all, it is the library director who should be delegated responsibility for supervising day-to-day operations of the library.

As stated above, the library board appoints a librarian who shall appoint other employees. This charge of the legislature sets up a clear chain of command between the library board and library employees. The library director is the chief operating officer of the library, reporting to and typically serving at the pleasure of the library board. All other employees report to the library director. The library director is the professional in charge of the library. His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Depending on the size of the library, the director will provide public services either directly or with the assistance of other staff. In all cases, the library director is an ambassador to the community, the professional consultant to the board, a politician representing the library to municipal officers, and a person skilled in public relations. The days are long gone, even in the smallest library, where all the director is expected to do is to check out books and greet the public.

The Division of Labor between the Library Board and the Director

The *library board* decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the *director*, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently. While the *board* alone can decide how many employees the library should have, according to Section 43.58(4) it is the *director* who hires and supervises other staff. Except in extreme situations, library trustees should not discuss library business with employees other than the *director*. The library board may solicit library staff input on the director's performance as part of a formal

evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that "The library board shall audit and approve all expenditures of the public library." This statement is sometimes interpreted by individual boards to mean they must negotiate the necessity of every purchase with the library director, whether the purchase is an expensive computer system or a two-dollar box of pencils. Fortunately, in most libraries, the director is given reasonable latitude to administer the budget and expend funds according to board guidelines. The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

Responsibilities of Municipal Governments

The most frequent source of misunderstanding between library boards and their municipal government regards expenditure of funds. This is actually one area where the statutes are quite clear on what is to happen. When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board. Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), "The library board shall audit and approve all expenditures" and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill. No further approval is necessary by any municipal or county body or official.

At times, municipal and county boards believe that this procedure outlined in statute causes them to lose control over library spending. They are, after all, accustomed to approving the expenditures of other city/county departments. In fact, municipal governments maintain a great deal of leverage over library boards, since it is the municipal body that decides on the amount of the annual appropriation for library service. It is the chief municipal officer—mayor, village president, county board chair, etc.—who appoints the library board in the first place. Budgets may be cut in future years or trustees may not be re-appointed in cases where there is too much dissension between the library and its governing municipality. Therefore, close cooperation and communication between the two is essential.

One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money. The library board may take out a bank account and/or entrust library funds to a financial secretary, but only donations and other private funds. All other funds must be deposited in the municipality's (or county's) library fund. The library board has control over the use of the money in the municipality-held library fund, but it does not sign the checks or maintain physical control over the actual dollars and cents in the fund. (See [Trustee Essential #9: Managing the Library's Money](#) for more information.)

Besides acting as the “banker” for the library, municipalities can help out the library in an infinite variety of other ways. They may help with purchasing, or with private fund raising for a building project; they may provide invaluable consulting on building maintenance issues; in many smaller communities they may even take over building maintenance for the library. By the same token, the most successful libraries are often partners in promoting municipal service agendas. For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

Discussion Questions

1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to your municipal government?

Sources of Additional Information

- *Wisconsin Trustee Training Module #1: Library Board Powers and Duties* (pld.dpi.wi.gov/pld_trustee)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)

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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Library Director's Report – June 21, 2023

Events

For all upcoming events, see <https://tbsscottlibrary.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 Challenges are in full force all summer long.
- Magic of Isaiah and Music with Randy Peterson will be the highlights of summer programs.
- The puzzle competition previously held in Spring was a huge success so we will finish off the Summer Reading Challenges with a multi-generational "All Together Now" puzzle competition on Thursday, August 3.

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 well under way. In the first week alone, the Library had over 300 registrants!! Woohoo!! Can you tell I am excited!! As I mentioned at last month's meeting, we were hoping we would top last summer's success ... well, we have, and it could not have happened without the fantastic staff in place at the Library.
- Andrea, Maria, and I visited five libraries throughout the state in preparation for the 2024-2028 Long Range Plan. Libraries visited:
 - Wednesday, June 14
 - Chippewa Falls Public Library
 - Rice Lake Public Library
 - Thursday, June 15
 - Mukwonago Community Library
 - Monona Public Library
 - De Forest Public Library

The libraries were chosen after reviewing the data from 2022 WI DPI Public Library Report and after consultation with Marla Sepnanski, Wisconsin Valley Library Services Director. The libraries had similar qualities to that of T.B. Scott Free Library related to each library's service population, total community population, library size/structure, and FTE employees. A report of findings based upon discussions and observations will be given at the July Board of Trustee's meeting.

- Our first official Staff Development Day will have taken place on Monday, June 19. It is important to note the benefits of offering staff the time to improve their professional skills related to serving the community through the positions they hold at the Library. The presentation and training provided by the Merrill Fire Department will better equip them to handle crisis and weather-related situations and assist them in keeping library patrons and themselves safe during such events. Staff will also participate in numerous team-building activities to include IAP quizzes for self-awareness. I will provide further details at the Board meeting, if necessary.
- 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.

- This is Jim Wedemeyer's last official meeting as a Trustee for the T.B. Scott Free Library Board. I would like to personally thank him for the time he has spent over the years in serving his community as a distinguished representative of the Library. His knowledge and professionalism have been highly regarded as decisions were made over the years for the betterment of the Library and the community the Library serves. Thank you!!
- Chris Grunenwald was appointed by Mayor Steve Hass at the May 9, 2023, Common Council meeting to become Jim's successor and will take on that role at the July 20, 2023, Library Board of Directors meeting.

**CITY OF MERRILL
COMMON COUNCIL
Tuesday, May 9, 2023 MINUTES
City Hall Council Chambers**

Regular Meeting

7:00 p.m.

- I. Call to Order:** Mayor Hass called the meeting to order at 7:00 p.m. The following elected officials, department heads and residents were in attendance:

Elected Officials and Department Heads present: Mayor Hass, City Attorney Hayden, City Clerk Anderson-Malm, Finance Director Unertl, Public Works Director/City Engineer Akey, Library Director Ollhoff, Police Chief Bennett, Street Superintendent Bonack, Transit Director Brummond, Utility Operations Manager Steinagel and Phil Skoug.

Excused: Building Inspector/Zoning Administrator Pagel, Fire Chief Klug and Park & Recreation Director Wendorf

Others in attendance: Sister Celine, Sister Cathy, Manuel Rolon, Brian Lee, Clyde Nelson and Merrill Productions.

- II. Invocation** by Sister Celine – Sisters of Holy Cross

- III. Pledge of Allegiance** was recited.

- IV. Roll Call** was taken and the following alderperson's were in attendance:

Paul Russell – First District	Present
Michael "Gus" Caylor – Second District	Present
Rick Blake – Third District	Present (remote)
LaDonna Fermanich – Fourth District	Present
Dick Lupton – Fifth District	Present
Mike Rick – Sixth District	Present
Mark Weix – Seventh District	Present
Steve Sabatke – Eighth District	Present

- V. Public Comment** – There was no public comment.

- VI. Minutes of previous Common Council meeting** – April 11, 2023

Aldersperson Russell made a motion to place the minutes from the April 11, 2023 Common Council meeting on file. Aldersperson Lupton seconded and the motion carried.

- VII. Revenue & Expense Reports:**

Aldersperson Caylor made a motion to approve the April 2023 Revenue and Expense reports. Aldersperson Rick seconded and the motion carried.

- VIII. General Agenda Items:**

1. Street use permit for Golden Harvest on Saturday, June 3 – Aldersperson Sabatke made a motion to approve the street use permit for Golden Harvest Market to close Pearl Street from Main Street to Thielman Street from 7:00 am – 7:00 pm on Saturday, June 3 for a Customer Appreciation Event. Aldersperson Weix seconded and the motion carried.

Attachment: 2023-05-09 Council Minutes (10034 : Consider placing the minutes from the May 9th Common Council meeting on file.)

2. Consider lifting the hiring freeze for the Police Department – Alderperson Caylor made a motion to lift the hiring freeze for the Police Department due to a resignation of a senior officer. Alderperson Rick seconded and the motion carried.

IX. Health & Safety Committee:

1. Consider three temporary Class "B" picnic licenses for the Lincoln County Rodeo Association for June 9, 10 and 11 – Alderperson Rick made a motion to approve the three temporary Class "B" picnic licenses for the Lincoln County Rodeo Association to sell fermented malt beverages at the Merrill Festival Grounds during the Wisconsin River Pro Rodeo on June 9, 10 and 11, 2023. Alderperson Sabatke seconded and the motion carried.

X. City Plan Commission:

1. Consider request to rezone 100 N Polk Street from Public to Business – Alderperson Russell made a motion to deny the request to rezone 100 N Polk Street from Public to Business. Alderperson Caylor seconded for discussion.

Alderperson Russell explained his decision for the denial. Manuel Rolon and Brian Lee were given floor privileges to speak regarding the rezoning request.

City Attorney Hayden stated no one appeared at the public hearing and this was approved by the City Plan Commission with a requirement to have a plan within 6 months.

Following further discussion, Alderperson Russell amended his original motion and motioned to refer this to the June Council meeting. Alderperson Weix seconded and the motion carried.

2. Consider the approval of the final plat for CM's first addition (aka Johnson Street) – Alderperson Sabatke made a motion to approve the final plat for CM's first addition. Alderperson Lupton seconded and the motion carried.

XI. Tourism Commission – Annual Report Presentation:

Clyde Nelson – Executive Director of the Merrill Chamber of Commerce presented the 2022 Tourism report and the tourism room tax report. He highlighted a number of items in the report that was included in the packet.

XII. Place Committee Reports on File:

Alderperson Russell made a motion to place the committee reports on file with the corrections that were brought to the City Clerk's attention. Alderperson Fermanich seconded and the motion carried.

XIII. Ordinances:

City Attorney Hayden read the ordinance amending Chapter 26, Article V, Section 26-134 Habitual Truancy. He explained the reason for amending the ordinance. Alderperson Caylor made a motion to suspend the rules and give the second and third readings by title only. Alderperson Russell seconded. City Attorney Hayden gave the Ordinance the second and third readings by title only.

Alderperson Caylor made a motion to accept the amended ordinance. Alderperson Lupton seconded and the motion carried on an 8/0 roll call vote.

XIV. Resolutions:

A Resolution approving a final plat for single family residential development located on Johnson Street in the City of Merrill

WHEREAS, the City of Merrill ("The Applicant") has applied for final approval of a subdivision plat pursuant to Code of Ordinances Sec. 111-114, 115 for land located in CM's First Addition, a subdivision plat being part of the Southwest ¼ of the Northeast ¼ and all of Lot 4 of Certified Survey Map Number 559835, Recorded as Document Number 559835, filed in the Lincoln County Register of Deed Office; All located in the Southwest ¼ of the Northeast ¼ of Section 7, Township 31 North, Range 7 East in the City of Merrill, Lincoln County, Wisconsin; and

WHEREAS, The City Plan Commission considered the application at a meeting on May 2, 2023; and

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 9th day of May 2023, that:

1. The Common Council Adopts the City Plan Commissions findings and incorporates them into this resolution.
2. The final plat of Single Family Residential Development on Johnson Street presented by City of Merrill and prepared by Joshua Prentice for REI and involving a subdivision plat pursuant to Code of Ordinances Sec. 111-114, 115 for land located in CM's First Addition, a subdivision plat being part of the Southwest ¼ of the Northeast ¼ and all of Lot 4 of Certified Survey Map Number 559835, Recorded as Document Number 559835, filed in the Lincoln County Register of Deed Office; All located in the Southwest ¼ of the Northeast ¼ of Section 7, Township 31 North, Range 7 East in the City of Merrill, Lincoln County, Wisconsin is hereby approved.

BE IT FURTHER RESOLVED That the applicant, City of Merrill City Clerk is directed to record the final plat with the Lincoln County Register of Deeds in accordance with the requirement of Chapter 111, Article II, Section 111-115 of the Code of Ordinances of the City of Merrill.

City Attorney Hayden read the Resolution. Alderperson Rick made a motion to approve the resolution. Alderperson Weix seconded and the motion carried.

XV. Mayor's Appointments:

Chris Gruenenwald to the Library Board replacing Jim Wedemeyer – term to expire 06/30/2026
Reappoint Darcy Dalsky to the Library Board – term to expire 06/30/2026

Alderperson Fermanich made a motion to approve the two appointments to the Library Board. Alderperson Caylor seconded and the motion carried.

XVI. Mayor's Communications:

Permission to appoint the Festival Grounds Manager to the Marketing & Communications Committee – Alderperson Caylor made a motion to refer this to a Committee of the Whole to review committees and commissions. Alderperson Rick seconded for discussion.

Following discussion, Alderperson Caylor amended his motion to accept the appointment of the Festival Grounds Manager to the Marketing & Communications Committee and refer to a Committee of the Whole for a discussion of the overall makeup of committees and commissions. Alderperson Blake seconded and the motion carried.

Mayor Hass read the additional communications:
He thanked all volunteers for the Loyalty Day celebration.
June 9, 10 and 11th is the Rodeo at the Festival Grounds
June 11 is the dairy breakfast at the MARC

June 24 and 25 there is mounted shooting at the Festival Grounds
 Quad Events are scheduled at the Festival Grounds
 June 7, 14 and 21st there is reading to a dog at the Library
 The Library has one-day passes for parks; contact the library for details
 This Saturday is Girls on the Run at the Agra Pavilion

XVII.

Adjournment:

Aldersperson Rick made a motion to adjourn. Aldersperson Lupton seconded and the motion carried. The meeting was adjourned at 7:58 PM.

The complete Ordinance is available on the City of Merrill website: <https://www.ci.merrill.wi.us/>

Minutes respectfully submitted by Lori L Anderson-Malm – City Clerk