



NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday December 20, 2023

4:00 p.m.

Community Room

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

Agenda

- | | |
|--|---------|
| I. Opening | Geisler |
| A. Call to order and roll call | |
| B. Correspondence | |
| C. Public comment | |
| II. Consent items | |
| A. Minutes of regular meeting of November 15, 2023 | |
| B. Unaudited Monthly Revenue & Expense Reports for November 2023 | |
| C. Monthly Statistical Report for November 2023 | |
| III. Reports/Discussion Items/Action Items | |
| A. Action Item: Social Media Policy | Geisler |
| B. Action Item: Customer-Facing Social Media Policy | Geisler |
| C. Discussion Item: MSR Design Youth Services Renovation Update | Ollhoff |
| D. Discussion Item: 2024-2028 Long Range Plan Survey Update | Ollhoff |
| E. Discussion Item: Church Update | Ollhoff |
| F. Discussion Item: Circulation Area Flooring Replacement/Possible Library Closure for Installment | Ollhoff |
| G. Strategic Plan Goals & Objectives #1 | Ollhoff |
| H. Wisconsin Trustee Essential #8: Developing the Library Budget | 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 accommodation is 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 November 15, 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: Michael Caylor, Darcy Dalsky, Audrey Huftel, Ryan Martinovici. Excused: Elizabeth McCrank, Richard Mamer. Unexcused: Katie Breitenmoser, Chris Grunenwald. Also present: Laurie Ollhoff, Andrea Bennett, Maria Pregler, and camera operator.

No correspondence.

No public comment was made.

Consent items

A. Huftel/ R. Martinovici/C to approve the minutes of the regular meeting of October 18, 2023.

M. Caylor/D. Dalsky/C to accept the monthly Unaudited Revenue and Expense Report for October 2023.

R. Martinovici/M. Caylor/C accept the Monthly Statistical Report for October 2023.

Reports/discussion items/action items

- A. D. Dalsky/A. Huftel/C** to approve the **Library Board Bylaws**. Review required as indicated on Policy & Procedure Review Calendar. No requests for revisions were made. No further discussion
- B. M. Caylor/R. Martinovici/C** to approve the request to **Purge Dormant Accounts with Fees Over \$5**. Inquiries were made by board members as to the process of purging patron records. L. Ollhoff explained that dormant accounts of five years or more with account fines less than \$5 are regularly purged from library records by the Wisconsin Valley Library Service to maintain accurate records for the annual report required by the Wisconsin Department of Public Instruction. The process is then for Library Board of Trustees for member libraries to then make the decision to purge records with account fines over \$5. L. Ollhoff further explained that all efforts available to the Library have been made to collect the outstanding account fines. The likelihood of collection is extremely low.
- C. R. Martinovici/M. Caylor/C** to approve the **Youth Services Endowment Fund Request** for an amount not to exceed \$1,000 per year to be replenished annually on or about January 15 for the purpose of funding the Library's early literacy program, Little Bluebirds.
- D. MSR Design Youth Services Update** was provided by L. Ollhoff. Full schematic drawings to be completed by Friday, November 17. Upon receipt of the drawings, they will be shared with Nick Wszalek, the City's Facilities Maintenance Manager, who will work with a contractor to obtain an estimate of the constructions cost related to the project completion.
- E. 2024-2028 Long Range Plan Survey Update** was provided by L. Ollhoff. The Community Survey, which ended Wednesday, November 15, 2023, garnered 127 responses. Data from the Survey will be gathered, reviewed, and summarized in a Final Report to the Board at the January 2024 Board of Trustees Meeting.
- F. Adjacent Church Update:** M. Caylor provided an update on the status of the church property. Property owner was advised to stop any further work as the proper permits and zoning were not in place. The City Council is waiting for a rezoning request from the new owner.
- G. Strategic Plan Goals and Objectives #5.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #5. No further discussion.
- H. Wisconsin Trustee Essential #7: The Library Board and Library Personnel.** L. Ollhoff provided copies of Trustee Essential #7 for review and questions. No further discussion.

Library Director's Report

- Library program highlights were provided.
- Nothing to report from the Wisconsin Valley Library System representative Diane Peterson.

- Friends of the Library held an extremely successful Fall Book Sale in which they raised \$1,614.27.
- Vintage postcard mural painting at the Library entrance is underway and could very well be completed by the week's end. Local Artist Tom Lambrect has done a phenomenal job. We are excited to have this postcard that depicts the library in earlier days along the Prairie River.
- Reiterated the completion of the Community Survey and forthcoming report to the Board of Trustees in January 2024.
- T.B. Scott Free Library is now designated as a Dementia Friendly Library after the training staff received on November 10, 2023, the Library's last Staff Development Day of 2023. Program extension and outreach to individuals experiencing memory loss is forthcoming. A Memory Café is being considered for the Library.
- Outreach and collaboration continue with other area non-profits to provide programming to community members. At this time the Library is investigating adding "Stepping On" the adult services program offerings to be facilitated by the ADRC of Central Wisconsin.
- A. Bennett, Assistant Director/Head of Youth Services, and M. Pregler, Head of Adult Services, attended the Wisconsin Library Association Conference in October. A. Bennett shared highlights that included the mention of a valuable resource to all community members and educational facilities called TeachBooks (teachingbooks.net). This resource is available to all Wisconsin residents. M. Pregler shared highlights that included attendance on mental health and libraries. The Library expressed an interest in a mental health pilot program that is being developed by the facilitator of the conference session. Both A. Bennett and M. Pregler stated that the networking component of the conference was extremely beneficial.
- The [Northern Wisconsin ILS Consortium Exploration \(NICE\)](https://nicelibraries.org/) Team continues to meet as it works through the process of consolidating the Wisconsin Valley Library Service and Northern Waters Library Service systems into one. NICE Team updates related to the pending consolidation can be found at <https://nicelibraries.org/>.

President's remarks

- Thank you to everyone.

M. Caylor/ R. Martinovici/C moved to adjourn the meeting at 4:25 p.m. The next regular business meeting of the Board of Trustees is scheduled for December 20, 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: NOVEMBER 30TH, 2023

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	1,557.00	1,557.00	0.00	(1,557.00)
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	41,733.00	100.00	0.00
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	442,870.00	100.00	(1.00)
TOTAL Intergovernmental	484,602.00	1,557.00	486,372.00	100.37	(1,770.00)
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,600.00	392.62	3,693.82	142.07	(1,093.82)
TOTAL Public Charges-Services	2,600.00	392.62	3,693.82	142.07	(1,093.82)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	300.00	0.00	(300.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	1,532.42	0.00	(1,532.42)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	379.00	2,835.50	0.00	(2,835.50)
45110-48475 Library Programs Revenue	0.00	0.00	5,326.22	0.00	(5,326.22)
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	379.00	9,994.14	0.00	(9,994.14)
TOTAL REVENUES	487,202.00	2,328.62	500,059.96	102.64	(12,857.96)
<u>EXPENDITURES</u>					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	186,343.00	13,760.32	148,780.81	79.84	37,562.19
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	32,491.52	372,019.46	86.35	58,786.54
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	3,504.00	3,590.88	3,590.88	102.48	(86.88)
55110-01-51000 Social Security	47,520.00	4,440.94	41,115.35	86.52	6,404.65
55110-01-52000 Retirement (WRS)	35,562.00	3,143.66	34,190.80	96.14	1,371.20
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	16,387.23	82,172.07	98.55	1,205.93
55110-01-55000 Life Insurance	4,011.00	309.15	3,211.18	80.06	799.82
TOTAL Personnel Services	794,981.00	74,123.70	688,937.55	86.66	106,043.45

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 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	0.00	3,342.88	111.43	(342.88)
55110-02-16250 HVAC Service	2,000.00	0.00	2,680.00	134.00	(680.00)
55110-02-16500 Fire/Security System Cont	1,900.00	310.00	910.12	47.90	989.88
55110-02-21000 Water and Sewer	1,700.00	0.00	1,190.58	70.03	509.42
55110-02-22000 Electric	24,000.00	1,504.16	24,048.10	100.20	(48.10)
55110-02-22500 Fuel - Natural Gas	8,400.00	552.63	15,987.14	190.32	(7,587.14)
55110-02-23100 Janitorial Services Contr	0.00	0.00	0.00	0.00	0.00
55110-02-23250 Facility Cleaning Service	3,400.00	203.51	2,065.49	60.75	1,334.51
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,500.00	97.80	1,796.81	119.79	(296.81)
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	62.34	0.00	(62.34)
TOTAL Contractual Services	47,400.00	2,668.10	52,949.16	111.71	(5,549.16)
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,500.00	52.57	2,579.85	171.99	(1,079.85)
55110-03-10500 Library Supplies	6,500.00	239.74	5,325.40	81.93	1,174.60
55110-03-11000 Postage	1,900.00	8.15	971.77	51.15	928.23
55110-03-13000 Copier/Printing	500.00	355.00	645.00	129.00	(145.00)
55110-03-21000 Membership Dues	250.00	0.00	300.00	120.00	(50.00)
55110-03-30500 Mileage	1,450.00	27.38	896.50	61.83	553.50
55110-03-31000 Misc. - Petty Cash	0.00	0.00	0.00	0.00	0.00
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	417.00	1,813.15	90.66	186.85
55110-03-32001 Misc Rev - Educ & Conf	0.00	417.00	2,114.37	0.00	(2,114.37)
55110-03-41000 Public Relations/Publicit	2,500.00	279.00	1,129.00	45.16	1,371.00
55110-03-41001 Misc Rev - Publicity	0.00	295.00	913.00	0.00	(913.00)
55110-03-41250 Programming - Adult	10,000.00	297.73	3,876.22	38.76	6,123.78
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	80.00	0.00	(80.00)
55110-03-41500 Programing - Youth	7,500.00	892.39	6,032.30	80.43	1,467.70
55110-03-41501 Misc Rev-Programming-Yout	0.00	0.00	7,757.38	0.00	(7,757.38)
55110-03-41750 Hospitality	300.00	87.89	87.89	29.30	212.11
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	167.26	0.00	(167.26)
55110-03-44000 Janitor Supplies	5,000.00	514.87	3,403.36	68.07	1,596.64
55110-03-50000 M/R-General Repair/Maint.	5,600.00	96.37	4,026.96	71.91	1,573.04
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	109.76	13,893.64	555.75	(11,393.64)
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	47,500.00	4,089.85	56,013.05	117.92	(8,513.05)
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	9,400.00	0.00	13,391.00	142.46	(3,991.00)
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	9,400.00	0.00	13,391.00	142.46	(3,991.00)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 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	0.00	2,534.56	0.00	(2,534.56)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	840.49	0.00	(840.49)
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	3,375.05	0.00	(3,375.05)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,700.00	1,124.99	8,876.89	91.51	823.11
55110-13-10100 Adult Dept Non-Fiction	10,150.00	471.90	9,977.56	98.30	172.44
55110-13-10200 Adult Dept Paperbacks	750.00	72.96	600.32	80.04	149.68
55110-13-10300 Adult Dept Reference	500.00	0.00	531.95	106.39	(31.95)
55110-13-10400 Adult Dept Large Print	4,300.00	449.61	3,708.56	86.25	591.44
55110-13-20000 Youth Children's Books	16,500.00	644.62	11,301.97	68.50	5,198.03
55110-13-20100 Young Adult Books	2,600.00	313.61	1,760.12	67.70	839.88
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	135.97	0.00	(135.97)
55110-13-50000 Magazines/Periodicals	6,500.00	2,550.23	3,639.82	56.00	2,860.18
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	5,627.92	40,533.16	79.48	10,466.84
<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	86.32	1,898.38	75.94	601.62
55110-14-10200 Adult Dept CDs	900.00	43.86	724.98	80.55	175.02
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	287.52	2,358.11	78.60	641.89
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	774.27	43.02	1,025.73
55110-14-20100 Youth Videos, DVDs & CD-R	1,300.00	0.00	335.95	25.84	964.05
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	354.85	597.55	119.51	(97.55)
55110-14-45000 Ebooks/Digital Content	6,001.00	276.85	6,031.95	100.52	(30.95)
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	34.87	34.87	0.00	(34.87)
TOTAL Non-Print Media-Library	16,001.00	1,084.27	12,756.06	79.72	3,244.94
<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	1,805.70	2,847.64	94.92	152.36
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	645.00	4,215.00	101.08	(45.00)
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	517.68	2,303.03	23.03	7,696.97
55110-15-47500 Software/Upgrades	985.00	21.22	1,361.38	138.21	(376.38)
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: NOVEMBER 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	2,989.60	28,276.46	62.33	17,086.54
 TOTAL EXPENDITURES	 1,011,645.00	 90,583.44	 896,231.49	 88.59	 115,413.51
REVENUES OVER/(UNDER) EXPENDITURES	(524,443.00)	(88,254.82)	(396,171.53)	0.00	(128,271.47)

City of Merrill		As of 11/30/2023			
Reserved and Designated Fund Equity		Detail Summary Information			
Description	Account Number	12/31/22 Balance	2023 Revenue	2023 Expenses	11/30/23 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			\$358.32	
Net Library Cross-County Borrowing			\$2,971.76	\$358.32	\$12,067.04
N/L - Library Photocopier	26-31-5425	\$11,052.06			
Library - Photocopier Revenue	45110-48713		\$3,981.92		
Library - Photocopier Expenses	55110-03-12650			\$2,926.63	
Net Library Photocopier			\$3,981.92	\$2,926.63	\$12,107.35
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		\$2,569.48		
Library - Memorial Book Exp.	55110-03-140500			\$2,493.33	
Net Library Memorial Books			\$2,569.48	\$2,493.33	\$10,679.54
Net N/L - T.B. Scott Library		\$41,109.05	\$9,523.16	\$5,778.28	\$44,853.93

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	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	297.12	3,981.92	0.00	(3,981.92)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	297.12	3,981.92	0.00	(3,981.92)
<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	281.12	2,569.48	0.00	(2,569.48)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	281.12	2,569.48	0.00	(2,569.48)
TOTAL REVENUES	0.00	578.24	9,523.16	0.00	(9,523.16)
<u>EXPENDITURES</u>					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	358.32	0.00	(358.32)
55110-03-12650 Library Photocopier Expen	0.00	69.98	2,926.63	0.00	(2,926.63)
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	410.91	2,493.33	0.00	(2,493.33)
TOTAL Supplies & Expenses	0.00	480.89	5,778.28	0.00	(5,778.28)
TOTAL EXPENDITURES	0.00	480.89	5,778.28	0.00	(5,778.28)
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	97.35	3,744.88	0.00	(3,744.88)
FUND TOTAL REVENUES	159,324.00	33,445.16	592,063.00	371.61	(432,739.00)
FUND TOTAL EXPENDITURES	270,369.00	29,043.71	520,877.58	192.65	(250,508.58)
REVENUES OVER/ (UNDER) EXPENDITURES	(111,045.00)	4,401.45	71,185.42	0.00	(182,230.42)

*** END OF REPORT ***

Monthly Statistical Report

T.B. Scott Free Library

November 2023

LIBRARY ACTIVITY	Nov 2023	Nov 2022	% Change	Nov 2021	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic *	4,955	4,103	20.8%	3,218	54.0%	57,891	44,702	29.5%
Average Daily Traffic *	206	171	20.5%	124	66.1%	210.51	162	29.9%
Meetings Held	23	13	76.9%	8	187.5%	192	82	134.1%
Attendance	151	51	196.1%	40	277.5%	1,126	511	120.4%
Classes/Groups w/o Program Attendance	9	7	28.6%	8	12.5%	68	60	13.3%
	167	131	27.5%	128	30.5%	1,366	1,103	23.8%
New Card Registrations	29	42	-31.0%	19	52.6%	520	509	2.2%
Volunteer Hours Worked	17	15	10.9%	15	10.9%	196	148	32.2%

TECHNOLOGY USE	Nov 2023	Nov 2022	% Change	Nov 2021	% Change	YTD 2023	YTD 2022	% Change
Wireless Use*	1,903	1,162	63.8%	2,355	-19.2%	17,199	11,555	48.8%
Internet Computers	304	364	-16.5%	372	-18.3%	3,769	3,432	9.8%
Adult	58	37	56.8%	25	132.0%	1,079	458	135.6%
Youth	-	-	N/A	-	N/A	-	-	N/A
Other Computers	52	41	26.8%	20	160.0%	641	348	84.2%
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	52	41	26.8%	20	160.0%	641	348	84.2%
TOTAL USE	414	442	-6.3%	417	-0.7%	5,489	4,238	29.5%

PROGRAMS*	Nov 2023	Nov 2022	% Change	Nov 2021	% Change	YTD 2023	YTD 2022	% Change
Programs Given	15	6	150.0%	3	400.0%	83	31	167.7%
Adult	-	-	N/A	-	N/A	-	-	N/A
Teen	13	6	116.7%	8	62.5%	117	53	120.8%
Youth	28	12	133.3%	11	154.5%	200	84	138.1%
TOTAL	28	12	133.3%	11	154.5%	200	84	138.1%
Program Attendance	160	78	105.1%	7	2185.7%	1,014	434	133.6%
Adult	-	-	N/A	-	N/A	-	-	N/A
Teen	337	128	163.3%	244	38.1%	2,730	1,191	129.2%
Youth	497	206	141.3%	251	98.0%	3,744	1,625	130.4%
TOTAL	497	206	141.3%	251	98.0%	3,744	1,625	130.4%

*As of January 2022, program statistics will be reported following the metrics specified by the Department of Public Instruction.

Self-Directed Activities

Date	#	Outreach	Date	#
Little Bluebirds Club	6	Critic's Choice Movie	11/22/2023	14
Piggy/Elephant Voting	108	Origami Demonstration	11/27/2023	18
Democracy Question	52	Teen	Date	#
Scavenger Hunt	66	Youth	Date	#
Origami	377	Family Storytime (3 Sessions)		67
Preschool Activity Bags	75	Wiggle Giggle Shake (2 Sessions)		40
Adult	Date	PRSYL Storytime (5 Sessions)		166
Medivare Part D	11/2/2023	Trinity 4K	11/13/2023	29
NaNoWriMo (2 Sessions)	14	Oreo Tasting	11/14/2023	15
Kindhearted (3 Sessions)	64	Start with Art	11/15/2023	20
Believe & Achieve (3 Sessions)	18			
BYOB Club	11/8/2023			
Author Chat w/Rachael Waldburger & RWG	11/11/2023			
Opportunity Development Centers	11/14/2023			
Cover to Cover Book Club	11/16/2023			

NOVEMBER 2023

BORROWERS		Nov 2023	Nov 2022	% Change	Nov 2021	% Change
City	Adult	3,550	3,873	-8.3%	4,333	-18.1%
	Youth	861	966	-10.9%	1,054	-18.3%
County	Adult	3,169	3,316	-4.4%	3,672	-13.7%
	Youth	765	862	-11.3%	899	-14.9%
Other	Adult	369	373	-1.1%	542	-31.9%
	*ILL	444	439	1.1%	435	2.1%
	Youth	74	75	-1.3%	99	-25.3%
TOTAL BORROWERS		9,232	9,904	-6.8%	11,034	-16.3%

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
 Nov 2023: Purge of inactive patrons completed

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

DONATIONS	Nov 2023	Nov 2022	Nov 2021	YTD 2023	YTD 2022
Endowment Fund	\$ 300	\$ -	\$ -	2,500	\$ 690
Special Projects Fund	\$ 2,101	\$ 25	\$ 150	5,652	\$ 3,091
Gifts/Memorials	\$ 270	\$ 56	\$ 125	2,942	\$ 2,457

RESOURCE SHARING	Nov 2023	Nov 2022	% Change	Nov 2021	% Change	YTD 2023	YTD 2022	% Change
V-Cat Received	1,116	1,560	-28.5%	1,399	-20.2%	15,426	18,350	-15.9%
V-Cat Sent	1,178	1,222	-3.6%	1,269	-7.2%	13,820	13,845	-0.2%
ILL Received	50	49	2.0%	78	-35.9%	480	526	-8.7%
ILL Sent	71	115	-38.3%	33	115.2%	997	995	0.2%

CIRCULATION		Nov 2023	Nov 2022	% Change	Nov 2021	% Change	YTD 2023	YTD 2022	% Change
Audiobooks	Adult	143	217	-34.1%	190	-24.7%	1,823	2,093	-12.9%
	Youth	21	52	-59.6%	28	-25.0%	495	639	-22.5%
Books-Fiction	Adult	2,379	2,641	-9.9%	2,538	-6.3%	29,916	30,050	-0.4%
	Youth	3,208	3,107	3.3%	2,392	34.1%	34,203	35,470	-3.6%
Books-Nonfiction	Adult	908	960	-5.4%	791	14.8%	11,015	9,965	10.5%
	Youth	592	663	-10.7%	646	-8.4%	7,469	7,385	1.1%
CDs/Cassettes	Adult	108	163	-33.7%	142	-23.9%	1,954	1,733	12.8%
	Youth	21	21	N/A	33	-36.4%	207	427	-51.5%
DVD/Blu-Ray/VHS	Adult	763	780	-2.2%	903	-15.5%	8,761	7,969	9.9%
	Youth	338	365	-7.4%	421	-19.7%	5,306	4,342	22.2%
Games	Adult	2	6	-66.7%	2	N/A	26	26	N/A
	Youth	26	54	-51.9%	52	-50.0%	550	480	14.6%
Magazines	Adult	216	161	34.2%	221	-2.3%	2,422	2,580	-6.1%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	69	71	-2.8%	52	32.7%	958	669	43.2%
	Youth	46	15	206.7%	130	-64.6%	357	293	21.8%
PHYSICAL ITEMS SUB TOTAL		8,840	9,276	-4.7%	8,541	3.5%	105,462	104,121	1.3%
Digital Library	Audiobooks	1,102	965	14.2%	897	22.9%	11,842	10,583	11.9%
	eBooks	955	1,007	-5.2%	1,154	-17.2%	11,627	11,663	-0.3%
	*Magazines	333	97	243.3%	140	137.9%	1,477	990	49.2%
	Music/Videos	-	-	N/A	1	-100.0%	-	1	-100.0%
DOWNLOADS SUB TOTAL		2,390	2,069	15.5%	2,192	9.0%	24,946	23,237	7.4%
TOTAL CIRCULATION		11,230	11,345	-1.0%	10,733	4.6%	130,408	127,358	2.4%

MATERIALS CIRCULATING	Nov 2023	Nov 2022	% Change	Nov 2021	% Change	YTD 2023	YTD 2022	% Change
% Nonprint Materials Circulated	17.4%	18.8%	-7.5%	22.9%	-24.0%	19.38%	17.9%	8.1%
% Print Materials Circulated	82.6%	81.2%	1.7%	77.1%	7.1%	80.62%	82.1%	-1.8%
% Adult Materials Circulated	51.9%	53.9%	-3.7%	56.7%	-8.4%	53.93%	52.9%	1.9%
% Youth Materials Circulated	48.1%	46.1%	4.3%	43.3%	11.0%	46.07%	47.1%	-2.2%

Social Media Policy

Approved: 12/20/2023. Review Date: 2028

Purpose

The T.B. Scott Free Library uses social media to maintain a community-focused presence in our users' online lives, as it applies to the Library's mission statement. Social media provides an avenue for users to discover library services and resources and learn about upcoming events and library news.

Posts made by library staff on Library social media platforms shall assist with the Library's mission statement, "to make a positive difference in the community;" and may include Library announcements; promotion of free thought, speech, press, dissemination of knowledge, instruction and study; links to resources; and relevant news from outside the library. Staff shall not post commercial, religious, and overtly political content. Staff shall respect copyright laws when posting someone else's work, attributing it to the original author and linking to the work's original publication.

Content

The library's social media profiles and platforms may include the following:

- Basic library information, such as hours, location, and contact details
- Photos and videos of the library building, staff, and special events
- Schedules of upcoming events
- Readers' advisory tools and featured resources from the collection
- Links to the library's online catalog and other resource-discovery tools
- Other appropriate Facebook applications developed by library staff or a third party.

Original Posts

Library staff can make original posts and comments on the library's platforms. These guidelines also apply to content that the library posts via all other social media accounts and tools. Staff must conduct themselves as representatives of the Library and the City of Merrill.

Privacy

The links between the library's Facebook profile and users' profiles can create a positive sense of community. However, as users post more of their personal information online, library staff must take a responsible approach to the privacy of both users and staff.

The Library staff reserves the right to take down any abusive or inappropriate posts that violates this policy. Posting names should only be used when permission has been granted by subject and will not be used for commercial purposes.

Comments

Any comments or post that is taken down from the site must be documented by the employee responsible for the site and turned in to the Library Director. Documentation must include a copy of the post, time of post, date of post, name of individual responsible for the content, and any other relevant information to the situation. If content is removed, in addition to documenting, staff should send a message to any members of the public that violate the policy.

"The T.B. Scott Free Library removed your recent content from its social media site because it was in violation of the T.B. Scott Free Library Social Media Policy.

Please avoid posting any inappropriate content in the future. If you do not refrain, the T.B. Scott Free Library reserves the right to remove or block you as a member of this group. Thank you for your cooperation."

Other Pages

The library may connect to the social media pages of other groups and individuals, for instance by "liking" a page on Facebook, "following" a user on Instagram, etc. Staff should exercise judgment in deciding which pages are appropriate to connect to in this way and must confer with the Library Director.

The library does not use social media to imply endorsement of political figures or beliefs, religious organizations, or commercial entities. Library staff reserves the right to remove any comments, "likes" or tags.

Electronic Communications

All T.B. Scott Free Library staff must adhere to the Electronic Communications & Information Systems Policy along with any other related federal, state, or local regulations.

Public Record

While all Public Libraries are limited public forums, all T.B. Scott Free Library social media accounts are subject to State of Wisconsin Public record law 19.21 and 43.30. Any content on these sites related to Library Business is considered public record.

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. Offering our first Adult Gingerbread House Craft this winter. Working on creating an Adult Winter Read to begin mid-January. Working with the YS team to provide more multigenerational programing. 12/11/2023.

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.

Beginning in July, developed story and crafts hour for clients from Kindhearted 3-4 times per month. Began offering the same program for clients of Believe and Achieve in October and for clients of Opportunity Development Center in November. 12/23

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. New items purchased have

arrived and the Play Literacy Area is now complete. Reading, pretend play, and social opportunities are enjoyed by all. AB 12/11/23.

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. We saw an increase in participation this past summer, with almost 500 children/teens participating. Over 700 books were given away to children between summer reading and the free lunch for kids site. AB 12/11/23.

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.

Developing the Library Budget

8

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached [Sample Format of a Minimal Library Budget](#) for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also [Trustee Essential #13: Library Advocacy](#).)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

Operating Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
Operating Income Total	\$ 67,000	\$ 68,000	\$ 69,000

Operating Expenditures	2011 Actual	2012 Budget	2013 Budget
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
Operating Expenditures Total	\$ 67,000	\$ 68,000	\$ 69,000

Capital Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

Capital Expenditures	2011 Actual	2012 Budget	2013 Budget
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
Capital Expenditures Total	\$ 2,000	\$ 3,000	\$ 3,000

Total of All Expenditures	\$ 69,000	\$ 71,000	\$ 72,000
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*State law requires that all information-providing public library services be provided free of charge. (See [Trustee Essential #8: Developing the Library Budget](#) for details.)

Library Director's Report – December 20, 2023

Events

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

Here are some highlights of library programming:

- Multi-generational Puzzle Competition on Thursday, December 28, from 1-3pm.
- Enjoy the holidays with a festive movie! The Critic's Choice Movie Event is Dec 27 at 1 pm. Scott Calvin, portrayed by Tim Allen, inadvertently becomes the jolly old elf. Can you guess the movie?
- The library is closed Monday, December 25, Tuesday, December 26, and Monday, January 1, 2024, for the holidays.

WVLS

- Nothing to report from Diane Peterson, our WVLS representative.
- Director's Report for the WVLS Board of Trustees Meeting – Saturday, November 18, 2023 is attached for your review.

Friends of the Library

- Friends decided not to hold the Poinsettia Sale this year and hope to bring it back next year.
- No meetings will be held until March 2024 as a result of numerous snowbirds that serve on the Executive Committee.

Library Director's Report

- The mural is complete, and we have had nothing but wonderful comments about the artwork. Mark Duginski, a library patron, has volunteered to frame the postcard that inspired the mural along with a brief explanation of the postcard with a listing of the buildings that appear in the mural.
- The Youth Services Activity Room Renovation Project continues to move on to the next step. Schematic rendering by MSR Design will be shared with a local contractor/estimator to determine the approximate cost of the renovation.
- The Strategic Plan Community Survey Report will be drafted and provided to the Board at the January 2024 Board meeting. Erica Brewster, Art Lersch, and I, as Library Director, are evaluating the data that will assist with goal setting for the next strategic plan.
- As part of our continued collaboration and outreach into the community, the Library will provide the venue for numerous ADRC programs beginning in 2024. The first in this series of programs will be:
 - **Dementia Basics** for family members, caregivers, or just anyone interested in learning more about dementia. This educational opportunity provided by staff from the Aging and Disability Resource Center (ADRC) of Central Wisconsin will give people some basic knowledge about dementia. Areas covered include definition of dementia, the types of dementia, differences between normal aging and dementia, and how to offer support and make plans for the future when living with dementia.
 - **Brain Health Basics** for anyone interested in learning more about taking care of the brain. The public will be invited to join staff from the Aging and Disability Resource Center (ADRC) of Central Wisconsin to learn important options and choices in life that promote a healthy brain.
- The Northern Wisconsin ILS Consortium Exploration (NICE) Team Project continues. A recent recommendation was made by the ILS Vendor Selection Workgroup for *migration to a consolidated ILS managed by KOHA should the decision be made to*

consolidate the two library systems. There are numerous workgroups assigned to different aspects of the transition and consolidation. Target date for the completion of the evaluation by the NICE Team is set for June 2024. Upon completion of the evaluation, the WVLS V-Cat Committee and the WVLS Board of Trustees will be directed to vote on the potential 2025 library system consolidation.

I am happy to answer any questions at any time regarding the process of consideration for consolidation and am happy to take back questions to the Team from the members of the Library Board.

- I would like to wish all of you a wonderful holiday season – Merry Christmas, Happy Hanukkah, Happy Kwanzaa, Happy Diwali, and Las Posadas.

Director's Report

WVLS BOARD OF TRUSTEES MEETING

November 18, 2023

CORRESPONDENCE

WVLS Board Appointments

Four WVLS trustees have terms set to expire at the end of the year: **Tom Bobrofsky** (Clark County), **Kay Palmer** (Marathon County), **Pat Pechura** (Oneida County) and **Eileen Grunseth** (Taylor County). Notifications were sent to the clerks in those counties in October, and we anticipate hearing back from them following their December 2023 and January 2024 county board meetings when appointments to the WVLS Board are approved. A replacement to fill the unexpired term for Tyson Cain (Marathon County) who resigned in 2021 remains unfilled.

Pat Pechura (Oneida County) and **Eileen Grunseth** (Taylor County) have announced their plans to resign from the WVLS Board, so those counties will be making new appointments.

Colleagues Share Their Appreciation

WVLS Director's Retreat. *"I just want to say **thank you** again for the opportunity to provide facilitation services for the WVLS Directors' Retreat. You are a total pro at providing meaningful professional development and running a well-organized day of content. It was a bonus for me to get to work with Michelle and Angela, too. ... I look forward to de-briefing in the near future. If I can help provide services to WVLS again, please let me know. You and the WVLS crew are excellent collaborators."* – **Rachel Arndt**; Rachel Arndt Consulting LLC

"WVLS and the Director Retreat Team, thank you for putting together a great day! It was ALL good and I took away a great number of ideas and advice. The in-person networking is so important, and I thank you for providing that opportunity!" – **Laurie Ollhoff**; Director, T.B. Scott Library, Merrill

WLA Conference. *"Hi Jamie, ... And thank you, as well, for the spectacular WLA conference experience. Every detail, from the incredibly thoughtful welcome bags, the energizers in the exhibit halls, the morning speakers, meals, programs, and venue, was just fantastic! How you do it all, I don't know, but I hope you had a rejuvenating week and are continuing to celebrate you and your team's success."* – **Angela Schneider**, Public Library Development Consultant, Winnefox Library System

PEOPLE / LIBRARIES / SYSTEMS IN THE NEWS

LEAN WI Systems on Track to Hire a Shared Position

LEAN WI partner systems – IFLS Library System, Northern Waters Library Service and WVLS – are planning to collectively hire and share a full-time Technology Support Consultant. This unique position

will provide support to over 100 libraries across the northern half of the state in such service areas as website development and support, digitization processes, and projects involving data visualization and analysis. The position was posted in late September, applications were received in October, and interviews will be held in November.

MCPL Board Receives Lee Buress Intellectual Freedom Award



(Left to right) Gary Gisselman, MCPL Trustee; Reid Rayome, MCPL Trustee; Kari Sweeney, MCPL Board President; and Trista Owczarzak, WCTE Second Vice President and WCTE Awards Chair

The Wisconsin Council of Teachers of English (WCTE) has recognized the Marathon County Public Library (MCPL) with the Lee Buress Intellectual Freedom Award for demonstrating a commitment to intellectual freedom and free speech.

MCPL Board members received the award at a WCTE luncheon on October 13 in Wausau. "The selection committee was impressed by the ways in which you have advocated for expression free from censorship within your libraries," said WTCE.

The Lee Bures Intellectual Freedom Award was created in 2016 by the National Council of Teachers of English to recognize individuals, groups or institutions for advancing the cause of intellectual freedom. It was begun in honor of Lee Bures, a long-time educator at UW-Stevens Point. Each state may name one award winner annually.

The MCPL Board of Trustees joins previous winners recognized by WCTE, including the Cooperative Children's Book Center (Madison), Sauk Prairie High School and Mount Horeb High School.

(edited from [Wausau Pilot and Review](#); October 18, 2023)

Transitions

In October, **David Krantz** informed his system colleagues of his plan to resign as Director of the Southwest Wisconsin Library System (Platteville). He accepted a position as ILS/Interlibrary Loan Consultant at the Winding Rivers Library System (LaCrosse).

South Central Library System (Madison) Director **Martha Van Pelt** has announced that she plans to retire sometime in February or March 2024. In her announcement, Marty became the SCLS Director in September 2010 and has worked as a professional librarian for 40 years. WVLS wishes Marty all the best in her retirement.

In mid-August **Greg Mickells** announced his plan to retire as Director of the Madison Public Library effective February 2, 2024. During his 11-year tenure, Mickells' work took him to three continents representing Madison Public Library in China, The Gambia, and Denmark, and to the White House in 2016 where Madison Public Library was recognized with a National Medal for Museum and Library Service. The Bubbler at Madison Public Library was recognized with a Wisconsin Innovation Award, and the Library was selected as a Top Innovator by Urban Libraries Council in the Race and Social Equity category. Eight staff members have been recognized as Library Movers & Shakers by *Library Journal*. Madison Public Library serves as the resource library for the South Central Library System. A job description and application for the position are available on the [Madison Jobs website](#)

WVLS COLLECTION DEVELOPMENT

Replacement for Gale Courses

Research and trial for possible products to replace Gale Courses has been on-going. In October, member library staff had access to a trial of Udemy for Business. Rachel and Kristie received feedback from member library staff on the trial through email as well as a virtual meeting. A demo and trial of LinkedIn learning is scheduled for December. Additional trials are being sought for other learning platforms.

Makerspace Collection

Previously, Wisconsin Valley Library Service, IFLS Library System, and Northern Waters Library Service teamed up to provide makerspace kits, equipment, story time kits, and memory kits for member libraries to book using the Lend Items booking program. Recently, items available in the WVLS makerspace underwent assessment and evaluation. Some items were removed due to relevance, low

usage, or condition. Ideas to add to the collection are currently being sought from member library staff. Member library staff request makerspace kits and equipment online and the items are transported by courier.

GRANT and SCHOLARSHIP PROJECTS

NEW! 2024 WVLS Marketing Support Grant

In 2024, WVLS will offer a Marketing Support Grant, a pilot project and opportunity for WVLS libraries to evaluate their library's marketing efforts and to work toward a library marketing plan or marketing campaign.

Libraries will receive \$250-500 in funds to support their marketing plan or campaign. Grant recipients will: assess current library marketing, create, and execute library marketing goals, and discover new target audiences as part of their plan or campaign.

The grant application is available on the [WVLS webpage](#). The deadline to apply is Tuesday, December 12.

2023/2024 LSTA Professional Learning Grant

WVLS to Award PLA Conference Scholarships. WVLS is awarding scholarships to area library staff to attend the national 2024 Public Library Conference, held in Columbus, Ohio, from April 3-5, 2024. Valued at \$2,400, this scholarship may be used to cover some/all expenses for:

- Early Bird/Advanced Conference Registration
- One Author Lunch
- Roundtrip Economy Class Air Transportation
- 4 nights of conference lodging (including transportation from airport)
- Airport parking and mileage to/from airport

The scholarship application deadline is Friday, December 1. For more information and an application form, [visit the WVLS Scholarships and Grants webpage](#).

2023/2024 LSTA Improved Discovery Solutions Grants

LSTA [Joint Cooperative Cataloging Grant](#). The primary goal of this project is to build upon the foundational work completed during the 2022/2023 grant project. As a participant in this project, **Rachel Metzler** attended the first meeting of the Statewide Bibliographic Standards group. This group's goal is to set up standards for the entire state to follow regarding Bibliographic records.

LSTA [Joint ILS Consortium Exploration Grant](#). The primary goal of this project is to build upon the foundational work completed during the [2022/2023 Grant Project](#) and to facilitate next steps toward a

merged ILS. Information about the Northern Wisconsin ILS Consortium Exploration (NICE) project is shared in today's meeting packet as [Exhibit 15](#) and on the [NICE Website](#).

2021-2023 Emergency Connectivity Fund (ECF)

LEAN WI partners were awarded an aggregate of **\$309,832.45** across three applications for continuity of existing mobile hotspot data services through 2023 and for additional devices and funding of services through 2023. Two services expansion awards for additional devices and service plans remain unutilized due to lack of expressed need for additional devices across the partnership. Those awards cannot be used to further extend services on existing hotspots which are already covered by a third "continuity" award for the 12 months of calendar year 2023. Approximately \$94,000 in ECF support will have been consumed by the end of December 2023 from the original and extension awards.

2023-2024 LSTA Sparsity Aid Grant

(Additional Notes on) Continuity of Mobile Hotspots Services Through 2024. LEAN WI Partners are finalizing services renewal negotiations with mobile hotspots services vendor and a corresponding minimum level of continuity support utilizing 2023-2024 LSTA funding. We anticipate being able to support continuity of services for two devices per location within existing utilization. There may be some room to support new utilization during 2024 by libraries not currently lending mobile hotspots, but any such expansion would be limited and first-come-first-serve. Libraries utilizing the minimum level continuity of service will have the option to expand service levels or device capacity during 2024 at their own expense.

Microsoft Licensing Renewals and Expansions. The bulk of the joint pool of LSTA (approximately \$70,000) for the 2023-2024 season is currently designated to Microsoft licensing renewals and additional services in 2024 in the 2024 LEANWI budget. The 2024 LEANWI budget (maintained under the WVLS full system budget) is the first to directly incorporate the entirety of an LSTA season's combined allocations, which is expected to streamline budget management and projects funding reconciliation and increase overall transparency of funding sources and expenditures within the scope of LEANWI operations.

LEGISLATIVE UPDATE

Save the Date for Library Legislative Day 2024! (Exhibit 14a)

The Wisconsin Library Association's [2024 Library Legislative Day](#) will be headquartered at the Best Western Premier Park Hotel on Capitol Square in Madison on February 6. This is the same hotel where the WVLS delegation stayed last year. Given that last year's attendance seriously stretched the Madison Public Library meeting space capacity, it has been decided to move the morning briefing to the Park Hotel. It is anticipated that the registration cost per person will be raised due to the change in venue. Registration is expected to open on December 4 and close on January 12. Stay tuned for more information regarding speakers, room rates, reservations and registration as details are finalized. Bus

transportation from Wausau to Madison, as well as WVLS scholarships will be available for library staff and trustees to attend LLD 2024.

V-CAT and ILS ADMINISTRATION PROJECTS

Key Projects

Fine Free Lending Expansion. WVLS made changes to provide fine free lending at the Minocqua and Antigo libraries. With these changes, Minocqua and Antigo joined the following libraries that have system-generated fine free lending:

- Antigo – all locations/items/patrons
- Crandon - juvenile items only
- Dorchester - all items/patrons
- Loyal - all items/patrons
- Laona – all items for juvenile patrons, teachers, staff
- Medford – juvenile items/all patrons
- Merrill – most items (fines for some equipment)/all patron
- Minocqua – all items/patrons
- Rhinelander – most items (fines for some equipment/kits)/all patrons
- Stetsonville – juvenile books not high demand
- Wabeno – all items/patrons

Other libraries that have system-generated fine free lending: Gilman – most items for teacher patrons for most items; MCPL – most items for homebound patrons; and Owen – most items for staff.

Council and Committee Meeting Highlights

V-Cat Council. During its meeting on November 2, the V-Cat Council passed the following: Financial Reports for August and September; Library Card Application and Patron Record Guidelines; an updated V-Cat Volume Field Recommendation to include language that more clearly describe what materials are included/excluded in records; and an Updated Multi-Item Sets Recommendation to include language that more clearly describes what materials are included/excluded in records.

There was a brief discussion on the ILS Evaluation and Review Committee's final report and recommendation that was shared with the Council in September. The Council did not act on the recommendation.

The Northern Wisconsin ILS Consortium Exploration (NICE) Report was discussed. Council members were updated on the formation of targeted workgroups and decision-making processes for this project. (The NICE Report is shared as **Exhibit 15** in the meeting packet.)

V-Cat Bibliographic and Interface Committee. During its October 3 meeting, the committee continued its investigation of SkyRiver as an alternative to OCLC, the product currently used by V-Cat. The committee will also consider possible adjustments to the current OCLC contract that expires in June

2024. During its meeting in December, the committee will prepare a recommendation to take to the V-Cat Council in February 2024.

The **V-Cat Cooperative Circulation Committee**. During its October 13 meeting, the committee reviewed and updated a standardized library card application and draft Patron Record Guidelines. Following the review and editing process, the committee voted to present the documents for approval at the November V-Cat Council meeting.

The committee received 21 responses to a survey sent to V-Cat Council members about practices for extended checkout periods and limits for materials. The committee will discuss the information gathered from the survey at its December meeting.

MARKETING PROJECTS

Website Services Projects

Erica Brewster continues twice-monthly “office hour” website trainings in addition to the two monthly “Website 201: [Just] Beyond the Basics” for those who have done the first-time training but aren’t yet ready to tackle the more advanced topics presented in the regular office hours. Times will be adjusted in December based on survey feedback for best staff availability.

Additional training and reference materials are regularly added to <https://training.librarieswin.org/>.

A new **Website Accessibility Learning Group** has been established with eight website managers to begin the long process of understanding adaptive website design. The goal of this group is to eventually create guidelines and best practices for both initial website design and for routine updates that are fully accessible to screen readers and other assistive devices for those with low/no vision and other needs who use our library websites. This group will meet monthly as a learning group until a specific project or resource is identified or can be developed.

Interviews for the shared technology support consultant position will occur in November; the role of this position will be to provide additional website support and development to Libraries Win members (libraries across WVLS, IFLS Library System and Northern Waters Library Service).

WVLS Newsletter Highlights

Published during the first week of each month, the WVLS Newsletter showcases ways that member libraries are providing service and support to their communities, national library news, WVLS updates and more. Following are headlines from recently published newsletters:

- [September 2023](#) - “WLA Conference Scholarships Available,” “Public Library First Amendment Audits,” “Minocqua Holds Swiftie Night at the Library,” “MCPL Makes a Splash,” “Withee Receives AED,” “Schedule Tally Week in October.”

- [October 2023](#) - "Upcoming Professional Development," "Tomahawk Hosts Special Visitors," "Metzler Shares Training and Resources," "Central Wisconsin Book Festival Celebrates 7th Year," "Aspen Discovery Update," "Antigo Continues Focus on Arts," "Colby Donates Kits to Patients."
- [November 2023](#) - "Scholarships Available for PLA Conference," "Registration Open for WVLS Youth Services Workshop," "12 Things to Know About: Eileen Grunseth," "Guest Feature: Eau Claire Hosts "Card Crawl," "MCPL Holds Two Sentence Horror Story Contest," "Save the Date for Wild Wisconsin," "Updates to Libby."

Thank you to all area library staff for sharing news from their libraries!

TECHNOLOGY PROJECTS OVERVIEW

LEAN WI Core Infrastructure

Engineering Lead, **Kris Schwartz**, has been affecting updates and network switching hardware migrations for the datacenter in preparation for the deprecation of two aging core switches. These particular switches predated the establishment of the LEAN WI partnership and in fact were due for lifecycle replacement over six years ago. Their longevity isn't necessarily remarkable as that class of switch is generally expected to outlive normal support lifecycles by two to three times, but it is noteworthy that they are the last active components making up the original blended IFLS and WVLS WANs.

The TEACH division of the Wisconsin Department of Administration (DOA) has a new contract for statewide networking. The current network and services, labeled "BadgerNet Service," is being replaced by a new network, labeled "TEACH Network Service." AT&T will continue to be the Managed Service Provider (MSP) for the state networking fabric and is currently in the process of migrating service connections for schools and libraries across the state. A handful of IFLS and NWLS libraries have been migrated, though AT&T has run into issues with the migration of the IFLS head-end and thus far all WVLS services. We are still waiting to learn more about the migration scheduling for all WVLS and several IFLS and NWLS sites, anticipating a highly compressed flurry of scheduling activity during December and January. The end of the current "BadgerNet" contract is January 31, 2024.

LEAN WI Service Explorations

LEAN WI partners have begun a relationship with a new Microsoft Licensing vendor and are working with its team of licensing experts to better understand program renewal and new procurement options. Current licensing maintenance is active through June 2024. The partnership is still piloting Snipe-IT, an asset management software which will help all three partners update asset tracking methods and practices in a unified manner. WVLS is working with LEANWI partners to review technology asset inventory methods to better track and work with libraries for regular replacement of computers and end-user equipment. The partnership is maintaining active participation across several channels of data utilization and data "dashboard" conversations, working groups, and committees as we continue to enhance our own current data history service, statistics dashboards, and automated reports tooling.

WVLS Internal Projects, Library Projects, and Core Services Support

Tech inventory site visits to the final three libraries (Three Lakes, Withee, and Dorchester) will be completed by November 13. The Laona, Wabeno, and Crandon libraries will need follow-up visits to assess information not gathered during the first visit. Five-year computer replacement plans were submitted to 17 of 23 libraries with TB Scott Library (Merrill) and MCPL not included. Computer replacement plans for the remaining six libraries will be completed by the end of November.

Shared network drives were created for 20 libraries that didn't previously have them; training on use has been provided for five libraries and the rollout to the remaining 15 libraries is ongoing. These drives allow staff to save items onto a network server – essentially LEANWI-owned “cloud” storage – to be accessed from any staff computer using the proper login credentials. This may be used to efficiently share access to documents that are used/edited by multiple staff and to serve as a protected backup service at no charge to libraries.

Ongoing projects include:

- review internet/service outage response plan and documentation (including reviewing new communications tools options);
- Pharos timing software server update/migration (Antigo, Abbotsford, Rib Lake, Westboro);
- DeepFreeze console migration;
- Princh managed printing and hotspot circulation documentation; and
- SharePoint and general Microsoft products administration training.

PUBLIC LIBRARY CONSULTANT SERVICES

Public Library Services

Collaboration. Kristie Hauer recently met with **Hannah Good Zima**, Outreach Coordinator at Nicolet Federated Library System, and **Kristin Laufenberg**, Consulting and Outreach Librarian at Outagamie Waupaca Library System, to overlay main duties to examine if any opportunities for collaboration exist. The three will meet again in December to continue this exploration.

Library Visits. Over the last three months, Kristie completed visits with all WVLS member libraries. The goal of these visits was to get acquainted with library staff, see their library spaces, collect feedback, and gather ideas for future projects and initiatives. The information collected will help plan future youth services workshops, youth services information exchange meetups, and support member library staff in such areas as adult services, youth services, workforce development, and inclusive services. In addition to library visits, feedback was also obtained through an online survey and virtual one-on-one meetings.

Library Programming. Assistance was provided to the Clark County libraries on developing a library passport program. The idea of the program is for patrons to visit multiple, or all, libraries in a specific area to experience the various locations, services, and collections. Generally, passport programs include an incentive for completing the program or an entry into a prize drawing. While the program is in

development, there's no timeline for implementing currently. There has also been discussion and interest in offering a passport program system-wide to include all member libraries.

YSIEs. YSIEs (Youth Services Information Exchange), informal gatherings of youth services staff to network with others, tour youth spaces, and gain knowledge and ideas from one another, are being scheduled for 2024. Member library staff prefer a mixture of in-person and virtual meetups. In-person meet-ups will be held at the Granton and Minocqua libraries. Virtually meet-ups are also being scheduled, some of which may be held with youth services staff from IFLS Library System member libraries.

WVLS Website. The Adult Services, Children's Services, and Teen Services pages on the WVLS website have been significantly updated. Outdated information and links were removed, and relevant information was added. The pages were also formatted in a consistent manner making them easier to navigate.

Data Analysis and Reporting

Erica Brewster participated in the kickoff session of the inaugural WILS Data Classroom cohort. The Data Classroom is designed for library and system staff to develop skills in identifying and utilizing library-specific data sources, develop data collection and management methods, and creating data visualizations. Access to WILS's newly developed Data Dashboard is included with the course, so Erica will have the opportunity to test the data for WVLS libraries included in the dashboard as part of the overall coursework and final project.

There are six members of the inaugural group; Erica is the only system representative and the other five are library directors. The five content sessions will cover identifying the library data ecosystem, data collection and identifying new data sources, assessment and evaluation, data analysis, and data visualization with storytelling. Each member needs to identify a research topic and complete a project to present at the closing session.

Erica is also participating in the statewide data dashboard review committee. The goal of this group is to identify options for providing individual libraries, systems, and stakeholders equitable access to useful and timely data and data resources. The kickoff meeting was held in October and the group will meet monthly into early 2024.

Inclusive Services

Inclusive Services Updates were published in October and November and distributed to member libraries in WVLS and Northern Waters Library Service. The [October Update](#) shared resources on IMLS grants to make small and rural libraries accessible as well as an IMLS grant for teen mental health. It also covered the importance of [pronouncing names correctly for children](#), the current controversy over a self-identified Native writer, and showcasing EDI offerings at the WLA Fall Conference. The [November Update](#) showcased several recent professional journal articles that featured topics on equity, diversity,

and inclusion. Resources included were the new [ALA Library Advocacy Action Plan Workbook](#), and the new [PEN America report](#) about book banning and library services in prisons.

State Meetings

WISCAT. A meet and greet and feedback session between **Rachel Metzler** and WISCAT Technical Coordinator **Joy Pohlman** was held on October 9. Joy learned how Interlibrary Loan works at WVLS and Rachel shared suggestions for improvements.

Workforce Development. **Kristie Hauer** attended a planning meeting with South Central Library System Workforce Development Consultant Mark Jochem, and Kris Porter and Lori Nieman from the Department of Workforce Development. Three meet-n-greet sessions are being planned for Spring 2024 and will be held at job centers in Wisconsin Rapids, Marathon County, and Rhinelander. Member library staff who attend will receive a tour of the job center, hear from workforce development partners in the area, view updates to the job center website, and leave with a binder full of resources and contact information specific to the member library's service area.

WPLC. WPLC Board members, System Directors, and committee chairs attended a WPLC Visioning Session on October 16 at Portage County Public Library in Stevens Point. During this meeting, new goals and priorities were discussed including the creation of a strategic plan, mission statement, and vision for WPLC. The group also discussed the possibility of statewide delivery coming over the umbrella of WPLC and sustainable funding for the digital library.

The WPLC Board met on October 23. In addition to approving the new officers, the board approved the creation of a strategic plan, mission, and vision workgroup. The board also approved the 2024 [Digital Library Steering Committee seat apportionment](#) and the [2024 project management agreement](#).

CONTINUING EDUCATION & TRAINING OPPORTUNITIES

NEW Digital Bytes

[Shared Google Sheets.](#) In this *Digital Byte*, **Kristie Hauer** walks through the shared Google sheets, a tool to assist member libraries with library programming and selecting performers. Topics reported on in the Shared Google Sheets are "Best Practices," "Summary of Recommended Performers," "Storywalks," and "Adult Services Programming."

[Visual Tips for Presentations.](#) In this *Digital Byte*, **Jamie Matczak** talks about tips for creating presentations, including keeping visuals simple, font guidelines, colors and more.

[2022 WVLS Statistics Booklet.](#) In this *Digital Byte*, **Erica Brewster** gives an overview of the booklet and talks about how this information can be used for your library.

[Wisconsin Talking Book & Braille Library](#). In this *Digital Byte*, **Kristie Hauer** reviews the services and resources provided by the Wisconsin Talking Book and Braille Library and how public libraries can be a connecting point for patrons that experience temporary or permanent visual or physical limitations.

WVLS Workshop for Youth Services Staff Coming Soon!

The 2023 WVLS Youth Services Workshop will be held on **November 30** at the TB Scott Free Library in Merrill. Offered annually, this workshop brings together area colleagues who serve youth for a day of networking, brainstorming, and training.

This year's workshop will feature presentations on teen programs, summer library program planning for 2024, ACES (adverse childhood experiences), and the Summer Math Program offered by the Wisconsin Mathematics Council. Featured presenters include **Nancy Baacke**, advocate and community educator at HAVEN, Inc and **Cathy Pescinski**, teen librarian at Shawano County Library.

Participants receive continuing education contact hours for attending the workshop. Registration and meal information is available [here](#).

MCPL Staff In-Service Day

Jamie Matczak is working with **Rachel Arndt** from Rachel Arndt Consulting to host a Marathon County Public Library staff in-service on Friday, **December 1** at the Wausau Branch. The event will feature topics on emotional well-being, collaboration, project management and small group work. All MCPL locations will be closed to the public that day.

NEW! WVLS to Offer Public Library Annual Report Support

To prepare public library directors and staff for the 2023 annual report process, WVLS is providing a "Mapping Your Way through the Annual Report" briefing on Thursday, **December 14**.

Section-by-Section Review of the Annual Report, the 9:00 am-noon morning session, will offer in-person as well as remote attendance. This session will detail what information needs to be collected for annual reports, what data WVLS provides libraries to accurately complete annual report questions, and best practices for accurately collecting data and reporting annual report information.

Team Workshop your Annual Report, the 1:00-3:00 pm afternoon session, will be available to those who attend in-person. Begin organizing annual report information. Member libraries will be able to work with the WVLS Annual Report Team and with other public library colleagues to address general annual report questions and concerns and offer guidance on issue-specific matters.

More information, as well as a registration link, is available [here](#).

12th Annual Wild Wisconsin Winter Web Conference

WVLS is working with colleagues from the South Central Library System and IFLS Library System on final details for the 12th annual Wild Wisconsin Winter Web Conference scheduled for **January 24-25, 2024**. The conference will feature 14 sessions and have tracks for Marketing, Management, Internal Communications and Programming. [Registration will open](#) in early December.

INFO TO GO

- On October 23, the City of Merrill named a street sign after former T.B. Scott Library Director **Natalie H. Scribner**. Director of the T.B. Scott Free Library from 1922 until the time of her death in 1948, Scribner quadrupled the library's collection from 25,000 items to 100,000 items and advocated for cost-effective policies, increased technology, and increased access for rural areas. A brief article is shared here: [Merrill honors librarian of 25 years with a street sign](#); News 12; October 18, 2023.
- [Gen Z and Millennials: How They Use Public Libraries and Identify Through Media Use](#). Released by Kathi Inman Berens, Ph.D. and Rachel Noorda, Ph.D. of Portland State University, this report discusses the attitudes and behaviors Gen Z and millennials have regarding libraries.

UPCOMING EVENTS / MEETINGS

- November 6 – WPLC (Wisconsin Public Library Consortium) Data Dashboard Workgroup meeting
- November 7 – Joint WPLC Technology Steering and Operations Committee meeting
- November 9 – WPLC Digital Library Steering Committee meeting
- November 10 – COLAND (Council on Library and Network Development) meeting
- November 14 – Taylor County Broadband Committee meeting
- November 14 – DPI-hosted meeting of System Directors
- November 14 – Wisconsin Early Childhood Collaborating Partners (Northwest) meeting
- November 14 – DNR Parks Pass Q&A
- **November 15 - WVLS/IFLS/NWLS Website 202: [Just] Beyond the Basics Training**
- November 15 – DPI-hosted Library Services Data Workgroup meeting
- November 16 – NICE Funding Formula and Budget Workgroup meeting
- November 17 – WiLS webinar: 36-hour workweek
- November 18 - **WVLS Board of Trustees meeting**
- **November 21 - WVLS/IFLS/NWLS Website Accessibility Training**
- November 21 – DPI-hosted meeting of Inclusive Services Consultants
- November 21 – 2023/2024 LSTA Cooperative Cataloging Project meeting
- November 23 – **WVLS OFFICE CLOSED**
- November 24 – **WVLS OFFICE CLOSED**
- November 27 – WPLC Technology Backup Steering Committee meeting

- November 28 – Library Workforce Connection (LWC) meeting
- **November 30 – WVLS Annual Youth Services Workshop; T.B. Scott Library, Merrill**
- **December 1 – MCPL Staff In-Service.** All locations closed.
- December 4 – WPLC Digital Archives Backup Steering Committee
- **December 5 – WVLS V-Cat Bibliographic Control / Interface Committee meeting**
- December 5 - WPLC Data Dashboard Workgroup meeting
- December 7 – Cooperative Summer Library Program (CSLP) Symposium
- **December 8 – WVLS V-Cat Cooperative Circulation Committee meeting**
- **December 11 - WVLS/IFLS/NWLS Website Office Hour**
- December 13 – DPI-hosted meeting of Continuing Education Consultants
- **December 14 – WVLS Annual Report Workshop; virtual/in-person; WVLS office**
- December 14 – Department of Employee Trust Funds meeting
- December 15 – **WVLS Holiday Gathering.** WVLS office closes at 11:00 a.m.
- December 19 - 2023/2024 LSTA Cooperative Cataloging Project meeting
- **December 19 - WVLS/IFLS/NWLS Website Accessibility Training**
- **December 21 - WVLS/IFLS/NWLS Website 202: [Just] Beyond the Basics Training**
- **December 21 - WVLS/IFLS/NWLS Website Office Hour**
- December 25 – **WVLS OFFICE CLOSED**
- December 26 – **WVLS OFFICE CLOSED**

2024

- January 1 – **WVLS OFFICE CLOSED**
- **January 8 - WVLS/IFLS/NWLS Website Office Hour**
- January 12 - COLAND (Council on Library and Network Development) meeting
- January 12 – WPLC Data Dashboard Workgroup meeting
- January 16 - 2023/2024 LSTA Cooperative Cataloging Project meeting
- **January 16 - WVLS/IFLS/NWLS Website Accessibility Training**
- January 17 – DPI-hosted Library Services Data Workgroup meeting
- **January 24 – 25 – 12th Annual Wild Wisconsin Winter Web Conference**
- **February 1 – WVLS V-Cat Council meeting**
- **February 6 – WLA's Library Legislative Day; Madison**
- February 18 - **WVLS Board of Trustees meeting**

Thank you for reading!

Marla