



NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday May 17, 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

- | | |
|---|---------|
| I. Opening | Huftel |
| A. Call to order and roll call | |
| B. Correspondence | |
| C. Public comment | |
| II. Consent items | |
| A. Minutes of regular meeting of April 19, 2023 | |
| B. Unaudited Monthly Revenue & Expense Reports for April 2023 | |
| III. Reports/Discussion Items/Action Items | |
| A. No policy reviews or updates | Huftel |
| B. Action Item: Endowment Fund Request from Youth Services | Huftel |
| C. Discussion Item: Process for 2024-2028 Strategic/Long Range Plan | Ollhoff |
| D. Discussion Item: Church Property Status | Ollhoff |
| E. Strategic Plan Goals & Objectives #4 | Ollhoff |
| F. Wisconsin Trustee Essential #1: The Trustee Job Description | Ollhoff |
| IV. Library Director's Report | Ollhoff |
| V. Vice President's remarks | Huftel |
| VI. Adjournment | Huftel |

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 April 19, 2023

Opening

President Mike Geisler called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Board Room. Present: Rick Blake via BlueJeans Virtual Meeting Room Portal, Darcy Dalsky, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank, and Jim Wedemeyer. Excused: Katie Breitenmoser. Also present: Laurie Ollhoff, Andrea Bennett, Kristilyn Vercruysse of MSR Design (4:25pm) via BlueJeans Virtual Meeting Room Portal, and camera operator.

No correspondence to review.

No public comment was made.

Consent items

E. McCrank/A. Huftel/C to approve the minutes of the regular meeting of March 15, 2023.

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

E. McCrank/R. Martinovici/C to accept the monthly Unaudited Revenue and Expense Report for December 2022.

Reports/discussion items/action items

- A. D.Dalsky/R. Martinovici/C** to approve Action Item: Confidentiality of Patron Records Policy. L. Ollhoff presented revisions required to reflect changes to WI State Statutes.
- B. A. Huftel/E. McCrank/C** to approve Action Item: Library Account Creation & Loan Policy. L. Ollhoff presented minor revisions to more accurately state verification requirements for library account creation and by what means verification can be made.
- C. R. Martinovici/D. Dalsky/C** to approve Action Item: Internet Use Policy. L. Ollhoff presented the policy for review as no revisions were necessary.
- D. No Action Required.** Conflict of Interest Statements were provided to all Board of Trustees, which required their signature to confirm understanding and acceptance of the terms of the Conflict of Interest Statements. These statements will be kept on file at the Library.
- E. No Action Required.** The Board of Trustees were provided a summary and Revit Digital Designs of the Space Needs Study completed by MSR Design. Kristilyn VerCruysse of MSR Design attended the meeting and was available to answer questions. Discussion took place related to the documentation provided and the library will continue to move forward with low-cost solutions to provide continued high-quality service to the community. Discussions are to continue related to the suggested addition of an additional meeting room space to be located on 2nd floor in the Youth Services Department.
- F. Discussion Item:** Board of Trustee James Wedemeyer will be retiring and stepping down from the Library Board of Trustees effective June 1, 2023. Discussion included mention of local resident and attorney, Chris Gruenenwald, as the Library Board's recommendation to Mayor Hass. L. Ollhoff will pass on this recommendation to Mayor Hass for appointment at the May City Council meeting.
- G. Strategic Plan Goals and Objectives #3.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #3. E. McCrank commented on data collection and how to best gauge program success. L. Ollhoff shared that the library has asked attendees to complete surveys in the past with limited case. While participation is always the best gauge of success, it is not the only means of determining success. Attendee satisfaction is often considered as well. The library will continue to seek ways to better gauge program success.
- H. Wisconsin Trustee Essential #27. Trustee Orientation and Continuing Education** L. Ollhoff provided copies of Trustee Essential #27 for review and questions.

Library Director's Report

- Library program highlights for upcoming events were provided
- Nothing to report from Diane Peterson, Wisconsin Valley Library Service (WVLS) representative.
- Friends Spring Book Sale to be held Thursday, April 20, 2023, through Saturday, April 22, 2023. Lots of books to sell.
- New outdoor signs are now complete. The Library name sign was designed by Premier Printing, Merrill, WI, and the Library electronic announcement sign was installed by Graphic House, Wausau, WI.
- The Library will be celebrating National Library Week "There's More to the Story" with a number of activities in the Youth Services and Adult Services Departments and prizes to follow. The Library will be highlighting the "More" throughout the week on the Library website and social media. The week will end with a Puzzle Competition for Adults on Saturday, April 29, 2023.
- The Library staff are working hard getting ready for another successful Summer Reading Challenge, "All Together Now." Programs and activities will be highlighted throughout the summer on the Library website and social media. The online platform Beanstack will once again be the reading tracker made possible through a contract with the Wisconsin Department of Public Instruction. School Districts throughout the State were invited to participate on the Beanstack platform, as well, so we are hopeful that there will be increased participation in our area as a result.
- The Library's Seed Library is up and running with our very own Cat Oftedahl being featured in the Wisconsin Valley Library Service newsletter.
- Plans for the first of many staff development days set for June 19, 2023, are underway. The Library will be closed to the public for the entire day.

President's remarks

- M. Geisler, Board President, will be on vacation at the time of the next Library Board of Trustee's Meeting and Vice President A. Huftel will preside over the meeting.

R. Martinovici /A. Huftel/C moved to adjourn the meeting at 4:55 p.m. The next regular business meeting of the Board of Trustees is scheduled for May 17, 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: APRIL 30TH, 2023

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
45110-43220 Library CARES Grant	0.00	0.00	0.00	0.00	0.00
45110-43510 CARES - COVID-19 Reimb	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	0.00	212.00	0.00	(212.00)
45110-43515 Federal ARPA - Am Rescue	41,733.00	0.00	0.00	0.00	41,733.00
45110-43517 WI Humanities Council	0.00	0.00	0.00	0.00	0.00
45110-43790 County Library Aid	442,869.00	0.00	221,435.00	50.00	221,434.00
TOTAL Intergovernmental	484,602.00	0.00	221,647.00	45.74	262,955.00
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,600.00	224.18	1,046.00	40.23	1,554.00
TOTAL Public Charges-Services	2,600.00	224.18	1,046.00	40.23	1,554.00
<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	1,350.00	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	1,350.00	6,000.00	0.00	(6,000.00)
TOTAL REVENUES					
	487,202.00	1,574.18	228,693.00	46.94	258,509.00
EXPENDITURES					
=====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	186,343.00	13,760.32	45,578.41	24.46	140,764.59
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	31,312.27	129,546.23	30.07	301,259.77
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	3,343.53	14,460.76	30.43	33,059.24
55110-01-52000 Retirement (WRS)	35,562.00	2,901.19	12,242.10	34.42	23,319.90
55110-01-52500 Prior Service-Debt Serv.	3,857.00	0.00	3,857.00	100.00	0.00
55110-01-54000 Health Insurance	83,378.00	6,712.23	25,341.16	30.39	58,036.84
55110-01-55000 Life Insurance	4,011.00	276.83	1,082.59	26.99	2,928.41
TOTAL Personnel Services	794,981.00	58,306.37	232,108.25	29.20	562,872.75

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 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	865.70	865.70	123.67	(165.70)
55110-02-16000 Elevator Contract/Inspect	3,000.00	(8.50)	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	119.00	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	1,715.06	7,252.37	30.22	16,747.63
55110-02-22500 Fuel - Natural Gas	8,400.00	2,244.46	12,427.37	147.94	(4,027.37)
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	170.29	681.16	20.03	2,718.84
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,500.00	159.56	644.90	42.99	855.10
55110-02-26000 Office Equipment Service	800.00	0.00	0.00	0.00	800.00
55110-02-27000 Lost-Damaged Materials	0.00	49.99	49.99	0.00	(49.99)
TOTAL Contractual Services	47,400.00	5,315.56	22,553.71	47.58	24,846.29
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,500.00	407.01	869.70	57.98	630.30
55110-03-10500 Library Supplies	6,500.00	359.08	2,217.02	34.11	4,282.98
55110-03-11000 Postage	1,900.00	46.09	471.41	24.81	1,428.59
55110-03-13000 Copier/Printing	500.00	0.00	290.00	58.00	210.00
55110-03-21000 Membership Dues	250.00	0.00	0.00	0.00	250.00
55110-03-30500 Mileage	1,450.00	54.70	131.46	9.07	1,318.54
55110-03-31000 Misc. - Petty Cash	0.00	25.00	(200.00)	0.00	200.00
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	300.00	700.00	35.00	1,300.00
55110-03-32001 Misc Rev - Educ & Conf	0.00	28.00	217.00	0.00	(217.00)
55110-03-41000 Public Relations/Publicit	2,500.00	146.00	146.00	5.84	2,354.00
55110-03-41001 Misc Rev - Publicity	0.00	279.00	618.00	0.00	(618.00)
55110-03-41250 Programming - Adult	10,000.00	1,920.46	2,036.23	20.36	7,963.77
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	0.00	0.00	0.00
55110-03-41500 Programing - Youth	7,500.00	160.23	1,797.43	23.97	5,702.57
55110-03-41501 Misc Rev-Programming-Yout	0.00	(183.52)	919.64	0.00	(919.64)
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	227.82	682.23	13.64	4,317.77
55110-03-50000 M/R-General Repair/Maint.	5,600.00	96.53	1,343.65	23.99	4,256.35
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	0.00	6,381.07	255.24	(3,881.07)
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	47,500.00	3,866.40	18,740.84	39.45	28,759.16
<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: APRIL 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	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	798.93	2,365.13	24.38	7,334.87
55110-13-10100 Adult Dept Non-Fiction	10,150.00	1,005.39	4,169.52	41.08	5,980.48
55110-13-10200 Adult Dept Paperbacks	750.00	57.86	173.28	23.10	576.72
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	246.69	1,173.91	27.30	3,126.09
55110-13-20000 Youth Children's Books	16,500.00	915.92	4,650.30	28.18	11,849.70
55110-13-20100 Young Adult Books	2,600.00	0.00	382.79	14.72	2,217.21
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	3,024.79	13,119.23	25.72	37,880.77
<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	220.48	526.22	21.05	1,973.78
55110-14-10200 Adult Dept CDs	900.00	62.87	202.22	22.47	697.78
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	252.55	698.27	23.28	2,301.73
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	134.17	134.17	26.83	365.83
55110-14-45000 Ebooks/Digital Content	6,001.00	4,760.50	4,990.40	83.16	1,010.60
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	5,430.57	6,663.99	41.65	9,337.01
<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	0.00	310.83	10.36	2,689.17
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	232.29	23.58	752.71
55110-15-70000 V-Cat Shared Automation	17,208.00	0.00	0.00	0.00	17,208.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 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	19.99	565.17	1.25	44,797.83
TOTAL EXPENDITURES	1,011,645.00	75,963.68	296,361.79	29.30	715,283.21
REVENUES OVER/ (UNDER) EXPENDITURES	(524,443.00)	(74,389.50)	(67,668.79)	0.00	(456,774.21)

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

LIBRARY ACTIVITY	Apr 2023	Apr 2022	% Change	Apr 2021	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic *	4,692	4,043	16.1%	3,594	30.6%	17,915	15,090	18.7%
Average Daily Traffic *	196	156	25.6%	138	42.0%	181	152	19.1%
Meetings Held	17	10	70.0%	8	112.5%	43	33	30.3%
Attendance	97	83	16.9%	51	90.2%	246	269	-8.6%
Classes/Groups w/o Program Attendance	10	10	0.0%	9	11.1%	36	33	9.1%
	216	162	33.3%	131	64.9%	748	549	36.2%
New Card Registrations	32	72	-55.6%	24	33.3%	162	165	-1.8%
Volunteer Hours Worked	13	14	-7.1%	13	0.0%	60	47	27.7%

TECHNOLOGY USE	Apr 2023	Apr 2022	% Change	Apr 2021	% Change	YTD 2023	YTD 2022	% Change
Wireless Use*	1,388	587	136.5%	2,642	-47.5%	5,380	2,949	82.4%
Internet Computers								
Adult	373	294	26.7%	234	N/A	1,475	1,142	29.1%
Youth	64	19	235.0%	44	N/A	229	69	231.4%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	45	17	162.1%	16	N/A	196	74	164.3%
TOTAL USE	481	330	45.7%	294	N/A	1,899	1,285	47.8%

*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*	Apr 2023	Apr 2022	% Change	Apr 2021	% Change	YTD 2023	YTD 2022	% Change
Programs Given								
Adult	5	2	150.0%	2	150.0%	20	8	150.0%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	15	3	400.0%	5	200.0%	46	11	318.2%
TOTAL	20	5	300.0%	7	185.7%	66	19	247.4%
Program Attendance								
Adult	74	27	174.1%	13	469.2%	299	147	103.4%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	228	94	142.6%	140	62.9%	919	117	685.5%
TOTAL	302	121	149.6%	153	97.4%	1,218	264	361.4%

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

Self-Directed Activities

	<u>Date</u>	<u>#</u>
Little Bluebirds Club		11
Preschool Activity Bags		100
NLW Scavenger Hunt		39
NLW Craft Activity		29
<u>Adult</u>	<u>Date</u>	<u>#</u>
Author Chat w/Pamela Alwin Fullerton & the Real Writers Group		27
BYOB Club	4/11/2023	1
Cover to Cover Book Club	4/20/2023	4
Adult Puzzle Competition	4/29/2023	26
1 on 1 Tech Help(4 sessions)		4

Outreach

	<u>Date</u>	<u>#</u>
Critic's Choice Movie	4/26/2023	16
<u>Teen</u>	<u>Date</u>	<u>#</u>
<u>Youth</u>	<u>Date</u>	<u>#</u>
Family Storytime(3 Sessions)		54
Toddler Storytime(4 Sessions)		31
Wiggle, Giggle, Shake(4 Sessions)		46
Peep House Program	4/4/2023	25
Parkside(2 sessions)	4/6/2023	46
Start with Art	4/26/2023	26

BORROWERS		Apr 2023	Apr 2022	% Change	Apr 2021	% Change
City	Adult	3,964	3,704	7.0%	4,191	-5.4%
	Youth	944	948	-0.4%	1,083	-12.8%
County	Adult	3,424	3,192	7.3%	3,569	-4.1%
	Youth	848	865	-2.0%	923	-8.1%
Other	Adult	384	358	7.3%	545	-29.5%
	*ILL	444	437	1.6%	433	2.5%
	Youth	78	71	9.9%	109	-28.4%
TOTAL BORROWERS		10,086	9,575	5.3%	10,853	-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		Apr 2023	Apr 2022	Apr 2021	YTD 2023	YTD 2022
Endowment Fund		\$ -	\$ -	\$ -	\$ 200	\$ 690
Special Projects Fund		\$ -	\$ 75	\$ 75	\$ 760	\$ 1,010
Gifts/Memorials		\$ 148	\$ 181	\$ 380	\$ 1,221	\$ 1,147

RESOURCE SHARING		Apr 2023	Apr 2022	% Change	Apr 2021	% Change	YTD 2023	YTD 2022	% Change
V-Cat Received		1,363	1,638	-16.8%	1,640	-16.9%	5,994	6,381	-6.1%
V-Cat Sent		1,144	1,336	-14.4%	1,598	-28.4%	5,187	5,408	-4.1%
ILL Received		66	46	43.5%	68	-2.9%	213	167	27.5%
ILL Sent		82	108	-24.1%	34	141.2%	423	367	15.3%

CIRCULATION		Apr 2023	Apr 2022	% Change	Apr 2021	% Change	YTD 2023	YTD 2022	% Change
Audiobooks	Adult	184	205	-10.2%	211	-12.8%	630	743	-15.2%
	Youth	30	25	20.0%	50	-40.0%	172	182	-5.5%
Books-Fiction	Adult	2,514	2,739	-8.2%	2,689	-6.5%	10,710	10,763	-0.5%
	Youth	2,829	3,364	-15.9%	2,671	5.9%	11,781	11,246	4.8%
Books-Nonfiction	Adult	942	894	5.4%	975	-3.4%	4,293	3,363	27.7%
	Youth	821	702	17.0%	812	1.1%	3,248	2,607	24.6%
CDs/Cassettes	Adult	191	286	-33.2%	137	39.4%	895	621	44.1%
	Youth	19	49	-61.2%	22	-13.6%	86	208	-58.7%
DVD/Blu-Ray/VHS	Adult	711	683	4.1%	974	-27.0%	3,412	3,210	6.3%
	Youth	425	374	13.6%	338	25.7%	1,867	1,337	39.6%
Games	Adult	-	4	N/A	-	N/A	4	5	-20.0%
	Youth	43	35	22.9%	53	-18.9%	215	88	144.3%
Magazines	Adult	227	224	1.3%	339	-33.0%	959	1,048	-8.5%
	Youth	-	-	N/A	1	-100.0%	-	-	N/A
Other	Adult	84	55	52.7%	70	20.0%	296	210	41.0%
	Youth	9	22	-59.1%	160	-94.4%	128	108	18.5%
PHYSICAL ITEMS SUB TOTAL		9,029	9,661	-6.5%	9,502	-5.0%	38,696	35,739	8.3%
Digital Library	Audiobooks	1,102	910	21.1%	899	22.6%	4,226	3,778	11.9%
	eBooks	1,078	1,048	2.9%	1,133	-4.9%	4,410	4,446	-0.8%
	*Magazines	101	103	-1.9%	92	N/A	280	417	-32.9%
	Music/Videos	-	-	N/A	-	N/A	-	1	-100.0%
DOWNLOADS SUB TOTAL		2,281	2,061	10.7%	2,124	7.4%	8,916	8,642	3.2%
TOTAL CIRCULATION		11,310	11,722	-3.5%	11,626	-2.7%	47,612	44,381	7.3%

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

MATERIALS CIRCULATING		Apr 2023	Apr 2022	% Change	Apr 2021	% Change	YTD 2023	YTD 2022	% Change
% Nonprint Materials Circulated		18.8%	18.0%	4.4%	21.2%	-11.4%	19.91%	18.8%	6.0%
% Print Materials Circulated		81.2%	82.0%	-1.0%	78.8%	3.1%	80.09%	81.2%	-1.4%
% Adult Materials Circulated		53.7%	52.7%	2.0%	56.8%	-5.3%	54.78%	55.9%	-1.9%
% Youth Materials Circulated		46.3%	47.3%	-2.2%	43.2%	7.0%	45.22%	44.1%	2.4%

T.B. Scott Free Library
Board of Trustees
Endowment Fund Request
Early Literacy Play Space

To finish the final stages of the play literacy center, I respectfully request funds to purchase the items listed below. The current loveseat and chairs in our play area are in of need replacement. The Playscapes and SchoolsIn items will help organize the themed pretend play center and provide a space for children and their caregivers to play and read together.

Library Furniture International Loveseat/ 2 Chairs	\$6,338.31
Playscapes Sensory Wall/Book Bin	\$2,338.30
SchoolsIn Shelving/Toddler Benches	\$2,954.27
Total	\$11,630.88

4/25/2023

Lead Time: 10-13 weeks

LFI QT-3221 Proposal For:

TB Scott Free Library, WI

SEATING QUOTE

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-1	2			Wide Lounge Chair	\$ 1,661.04	\$ 3,322.08
			RUO-1	Rendezvous Lounge Chair - Wide 38"W x 32"D x 35"H 26" Seat Width Fully Upholstered Wood Legs Wood Finish: Vanilla		
			Graded-In	Textile, Grade M: Mayer Sequel, color Wasabi		
			Product Representation			
S-2	1			Wide Lounge Chair	\$ 1,992.00	\$ 1,992.00
			RU-2	Rendezvous Loveseat - Standard Width 40"W x 29.25"D x 37"H 42" Seat Width Fully Upholstered Wood Legs Wood Finish: Vanilla		
			Graded-In	Textile, Grade M: Mayer Sequel, color Khaki		
			Product Representation			
TOTAL FOB FACTORY						\$ 5,314.08
FREIGHT + DELIVERY + INSTALLATION * non union / non-prevailing wage labor *						\$ 1,024.23
TOTAL						\$ 6,338.31
50% DEPOSIT						\$ 3,169.15

QUOTATION TERMS

* quotes are valid for 30 days from date at top of this page

* quotes are based on stated quantities; any change in quantity may require re-quoting

* prices include standard materials/finishes unless otherwise noted

* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote

* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.
* Storage Costs—if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge

4/25/2023

Lead Time: 10-13 weeks

LFI QT-3221 Proposal For:

TB Scott Free Library, WI

SEATING QUOTE

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				PAYMENT TERMS		
				50% deposit, balance due upon completion		
				TO ACCEPT THIS QUOTE:		
				* sign and date below as formal acknowledgement of the quote terms		
				* please forward a deposit if one is required per the quote terms		
				* please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact		
				* LFI will coordinate and schedule in-bound freight of your order.		
				* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.		
				* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.		
				* Factories and freight carriers will require digital photography of any damage related issues.		
				Signature _____ Date _____		
				TOTAL	\$	6,338.31

Quotation # P2000000776
Quotation Date: Apr 24, 2023
Quotation Valid Until: May 24, 2023

Bill to:

Andrea Bennett
T.B. Scott Free Library
106 W 1st St Merrill,
Wisconsin, 54452-2398
United States
T: 17155367191
E: abennett@tbsscottlibrary.org

Ship to:

Andrea Bennett
T.B. Scott Free Library
106 W 1st St Merrill,
Wisconsin, 54452-2398
United States
T: 17155367191
E: abennett@tbsscottlibrary.org

Product	Lead time	SKU	Price	Qty	Extended
 Meadow with Ladybug Sensory Panel by NOVUM, 096621MB	12-14 Weeks	096621MB.	\$817.00	1	\$817.00
 Meadow Book Display by HABA Pro, 120997	2-4 Weeks	120997.	\$461.00	1	\$461.00
 Meadow Sensory Activity Panel by NOVUM, 096622MB	12-14 Weeks	096622MB.	\$817.00	1	\$817.00

Quote comment:

Please visit www.playscapes.com to place your order, or email your PO to orders@playscapes.com. Website accepts credit cards or you may choose to be invoiced, and can reference a PO#. Questions can be sent to Katie@playscapes.com

Subtotal: \$2,095.00
Shipping & Handling: \$293.30
Grand Total: \$2,388.30

Lead times on some items may be greater than the 12-14 weeks indicated due to temporary supplier disruptions. If your order is time-sensitive, please contact us for more information. *Prices shown are your confidential dealer net costs and are subject to change at any time. Freight charged is a percentage of buying price, based on the destination. Standard truck deliveries are tailgate only. Inside delivery and liftgate bear additional charges.



PO Box 429367
Cincinnati, OH 45242
www.SchoolsIn.com

Questions about your Quote?

Contact Shelby
P: 877-808-9444
shelby.hoyng@schoolsIn.com



Quote: QUO-019817

Prepared On: 11/14/2022

Valid Until 5/8/2023

Bill To:	Ship To:
T.B. Scott Free Library	T.B. Scott Free Library Andrea Bennett 106 1st St Merrill, WI 54452 PHONE: (715) 536-7191
	Account # A-54819

Shipment 1

SKU	Description	QTY	Unit Price	Total Price
<u>WHI-WB0506</u>	Nature View Curve Out Sofa	1	\$660.08	\$660.08
				
<u>WHI-WB0248</u>	Nature View Acrylic Back Cabinet - 30"H	1	\$340.34	\$340.34
				
<u>WHI-WB0508</u>	Nature View Curve In Sofa	1	\$603.24	\$603.24
				
<u>WHI-WB0249</u>	Nature View Acrylic Back Cabinet - 36"H	1	\$382.97	\$382.97
				
Subtotal:				\$1,986.63



PO Box 429367
Cincinnati, OH 45242
www.SchoolsIn.com

Questions about your Quote?

Contact Shelby
P: 877-808-9444
shelby.hoyng@schoolsinc.com



Shipping: Lift Gate

\$710.33

Shipment 2

SKU	Description	QTY	Unit Price	Total Price
CFK-XX56-GBT	KIDSoft Tranquil Trees Rug - Rectangle - 6'W x 9'L Select color: Green	1	\$257.31	\$257.31
				
Subtotal:				\$257.31
Shipping:				\$0.00

Product Total: \$2,243.94

Shipping Total: \$710.33

Sales Tax: \$0.00

Grand Total \$2,954.27

Shipping Methods

Ground: Ground shipping refers to individual packages weighing less than 70 pounds that shippers send through regular carriers, such as FedEx or UPS.

Tailgate: With Tailgate Delivery, the driver brings your items to the back of the trailer. From there, the customer is responsible for moving the items off the truck and into the building. For the safety of our customers, the tailgate delivery option is not available on heavy loads without a loading dock or a fork lift.

Lift Gate: Lift Gate delivery allows a motorized platform on the back of the truck to carefully lower your items to the ground. Once the items are on the ground, you are responsible for moving them into the building. If you do not have an elevated platform/dock or a fork lift, we recommend lift gate service.

Inside Delivery: Inside Delivery allows the driver to deliver the order onto your loading dock or up to 10 feet inside the front door on the ground floor. Freight carriers are not insured to handle packages - which can be heavy or difficult to handle - past the back of the truck unless Inside Delivery is indicated.



PO Box 429367
Cincinnati, OH 45242
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Questions about your Quote?

Contact Shelby

P: 877-808-9444

shelby.hoyng@schools.in



Goal #4:

Provide collections, digital resources, and technology resources responsive to community interests and needs.

Objective 4.1: Continue to provide unique collections that introduce new ideas, build skills, and stimulate curiosity

Measure: Add one new collection annually, based on requests by our library patrons

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

Current Year : Latest Progress: Next Step: Working with Chris Sprague to create a “First Chapter Friday” video series to raise awareness of new(er) purchased adult titles. 4/11/23 MP. Addition of Wisconsin State Park Passes for checkout through collaboration with the Wisconsin Library Association and the Wisconsin Department of Natural Resources. 5/1/23. LO

PAST YEARS ARCHIVE: “Library of Things” purchased--2 Orion StarBlast Telescopes, 10 donated fishing poles & 2 donated Birding Kits. Fleet Farm donation/purchase 2 sets of snowshoes. YS will introduce Wonderbooks in 2020. These are the next generation of read-alongs that support struggling readers and that can be switched to “literacy mode” to extend learning. Introducing Teen Freebie Collection Jan. 2020-attempt to eliminate barriers to books for teens who don’t have a library card or have a card that is not in good standing. Working to create a culture of teen readers 1/7/20 CF. First Wonderbook purchase made: 6 titles totaling \$300 and all currently checked out. 11/30/20 CF Developed virtual browsing shelves via Google Slides platform for adults and MAPS educators. 12/2020; LO. YS augmented popular next generation read-along collection with purchase of VOX books : all in one read-along with audio built into book. Children just push a button and read. 6/4/21 CF. Purchase of Zoom Audio Recorders for local genealogy groups, oral history collection and other audio-related projects. 3/2021 LO. The ukulele is the first of several musical instruments that will be added to the Library of Things. 11/2021 LO. YS to make large purchase of read-alongs to build this popular new collection in 2022. The current learning game collection will be reorganized, reshelfed, and focus on early literacy and STEM 11/8/21 AB. Green Screen Kit purchased and added to Library of Things for in-house media creation and patron checkout. 05/22 LO. The learning game collection is available again for check out after reorganization. A large number of new read-alongs have been purchased due to the popularity of this new collection. 5/22 AB. Ice Age Trail Explorer Kit made possible by a donation from the Ice Age Trail Alliance. 11/22. LO.

Objective 4.2: Collaborate with local entities for programming related to technology training and other professional development needs

Measure: Provide two technology workshops per year, in addition to the current monthly technology training sessions

Responsible staff: Head of Adult Services

Current Year : Latest Progress: Next Step: In collaboration with the Wisconsin Bureau of Consumer Protection, a program titled “Common Scams & Frauds Targeting Seniors” will be held late in summer. Other similar programs are under development. 05/10/23. LO

PAST YEARS ARCHIVE: Online Gale Courses offered 24/7 to patrons with in-person support as requested. Dorothea Salo-UWMadison-Badger Talks: Staying Safe Online/Saving Your Digital Stuff to be rescheduled in 2021. 1/21 LO Online training during monthly staff meetings provided by WVLS. 11/20 LO. Compassion Resilience Workshop Train-the-Trainer with WVLS/WI DPI for staff and community outreach purposes. 05/2021 LO. Collaboration with Healthy Minds Coalition to provide wellness workshops to staff and surrounding community members. 11/2021 LO. One-to-One Patron Tech Assistance has returned. 5/2022 LO. WVLS Digi-byte recordings added to library staff meetings. 11/22. LO.

Objective 4.3: Collaborate with area assisted living facilities to enhance outreach programming to be held on and off site

Measure: Provide outreach programs at outside facilities.

Responsible staff: Head of Adult Services

Current Year : Latest Progress: Next Step:

Working with Donna Plautz to brainstorm needed services to outreach patrons. 4/11/23 MP

PAST YEARS ARCHIVE: Meeting with MAHA staff to gather needs assessment; Survey to be prepared for resident completion in 2020. Awaiting receipt of completed surveys (delayed as a result of COVID19) 6/20 LO. Outreach deliveries continue to assisted living, personal residences and nursing homes as situations and conditions warrant-Passive programming collaboration “Lifting Lincoln County” Activity Bags for isolated adults with numerous area non-profits in Lincoln County to continue through Spring 2021. 11/20 LO. Homebound patrons continue to seek assistance for delivery of library materials. Delivery options under evaluation. 11/2021. LO Established an institutional affiliation with Haven. 05/03/22 JZ. Homebound delivery evaluation determined the need to continue and enhance the program. 11/22. LO

Objective 4.4: Support area schools in providing resources for teachers and students

Measure: Collaborate with MAPS to expend \$1,000 annually on collections that support their curriculum

Responsible staff: Assistant Director/Head of Youth Services

Current Year : Latest Progress: Next Step: We collaborated with PRMS 5th grade teacher, Mrs. Novitch, and provided library card applications, so all students had the opportunity to get a library card. Students later came for a library tour, participated in games and activities, and checked out books. St. John students in grades 4, 5, 6, & 7 were also provided with library card applications and, classes came for a library visit each quarter to check out books. 5/10/23 AB.

PAST YEARS ARCHIVE: YS has begun to purchase easy readers that are leveled according to the Fountas & Pinnell Reading Literacy Program adopted by MAPS. MAPS uses Fountas & Pinnell as an assessment tool as well as a literacy program. In 2020 we transformed our Easy Reader shelves to provide a set of books parents can look to that are organized as they would be at the schools in support of early literacy. Expenditures estimated at \$400 in 2020 11/10/20 CF. Survey sent to PRMS proposing fall program collaboration with T. B. Scott pledging purchase of resources to facilitate collaboration... awaiting survey results 6/10/20 CF. PRMS did not choose to collaborate with Library fall 2020 11/10/20 CF. MAPS High School-Josh Zalewski collaboration related to STAR-Net Dream-Build-Create Engineering Program offering 11/2020 LO. Lincoln County Social Services Restorative Justice Grant monies spent to support collection of emotional/social learning tools (therapeutic books and Buddha Board etc.) and given to Trina Knospe, middle school counselor at MAPS. Materials housed in Trina's office to help with treatment/therapy 6/4/21 CF. Currently in contact with 5th grade PRMS language arts teacher planning a Spring 2022 group read and correlating STEM project 11/8/21 AB. All PRMS 5th grade students visited the library in May for a tour and to check out books 5/22 AB. Collaboration currently underway with PRMS 5th grade teachers with a goal to get each student a library card. We will then set up regular visits for the classes for checkout 12/12/22 AB.

Objective 4.5: Provide programs and collections that incorporate STEM education opportunities for all ages

Measure: Purchase Ozobots, and other learning technology for in-house use and as part of the Learning Game collection. Purchase of STEM and tactile items for Library of Things adult services collection.

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

Current Year : Latest Progress: Next Step: A virtual scavenger hunt was offered during National Library Week in the Youth Services Department. Our upcoming Summer Activity Bags will offer a variety of STEM activities. 5/10/23 AB.

PAST YEARS ARCHIVE: “Library of Things” purchase-2 Orion StarBlast Telescopes & 2 donated Birding Kits. Purchase of POUND Music/Exercise Activity Kit for patron checkout as addition to “Library of Things” 6/20 LO. Summer Project Packs feature STEM education activities 6/10/20 CF. Thermal Imaging Camera added to “Library of Things” made possible through a grant from WPSC 10/21/2020 LO. First 3 STEAM Kits purchased at a cost of \$300; 2 of 3 Kits checked out 11/10/20 CF. Expended \$995.92 in cross-county funds to add more STEAM Kits to popular new hands-on learning collection 6/4/21 CF. Donation of sewing machine and 8mm-Digital Converter accepted and added to “Library of Things.”

The Trustee Job Description

1

Job Title

Public Library Trustee

General Function

Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

Qualifications

- serious commitment to being a library trustee
- serious commitment to the provision of library services within your community
- ability to attend regularly scheduled board meetings and be an active member of the library board
- willingness to become familiar with Wisconsin library law, standards for libraries, and principles and practices for ensuring that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents
- commitment to freedom of expression and inquiry for all people

Principal Activities

1. Prepare for and attend regular board meetings.

The library board meeting will be the primary opportunity for you to contribute to the development of your library. To get the most from the meetings, and to be able to share your skills and knowledge, you must attend each meeting after having read and thought about the issues and topics that will be discussed. While you and your fellow trustees are busy people, it is important that the full board meet on a monthly basis to conduct business. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with Wisconsin's open meetings law. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) and [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.

One of the library board's most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. Once a determination is made as to how much money will be needed, the request must be carefully and accurately prepared and then presented to the municipal governing body; for example, the village board or the city council. Trustees should attend the governing body meetings when budget requests are presented so that they can answer questions about need and account for how previous appropriations benefited the citizens and the community. After municipal funding has been approved, the library board must monitor the use of these public funds to assure that they provide what was intended. By law, only the library board has the authority to approve expenditures made by the library. (See [*Trustee Essential #8: Developing the Library Budget*](#) and [*Trustee Essential #9: Managing the Library's Money*](#).)

3. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.

Certainly the money is important to pay staff, buy materials, and maintain the facilities, but a library cannot operate successfully without policies that assure consistent and equitable treatment of all users while at the same time protecting the resources of the institution. Developing and adopting these policies is another important responsibility of a library board. Each trustee acts as a contact with other members of the community and has the chance to hear about concerns or desires relating to the library. The comments you receive from the public can help you and the other members of the board address the community standards through thoughtful and fair policies. Understanding the feelings of community members and the challenges the staff faces in operating the library can prepare you to participate with other board members and the director in defending policies that may provoke controversy. As needs, processes, and services change within the library, there will be a need to review, revise, and add policies. It can be helpful for the board to establish a routine procedure for reviewing policies to be sure that they remain current. This is often accomplished by the board looking at individual policies at meetings throughout the year. (See [*Trustee Essential #10: Developing Essential Library Policies*](#).)

4. Help determine and advocate for reasonable staff salaries and benefits.

If the library is to offer meaningful and accessible services to the residents of your community, it must have a trained, certified library director and other capable assistants to provide those services. To attract capable employees, and to keep them once they are hired and oriented, it will be crucial that the library board offer reasonable and competitive compensation, including a meaningful wage and benefits like health insurance, retirement, sick leave, and vacation. By providing

adequate compensation for staff, the library board will help local officials and the public generally to understand the importance of the library and the complexity of the tasks involved with providing good library services. (See [Trustee Essential #7: The Library Board and Library Personnel](#).)

5. Assist in the hiring, supervising, and evaluating of the library director.

Though it is hopefully not a regular task, there may come a time when the library board must hire a new director. If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a significant impact on the tone and quality of library service. In the one-person library, the library director often becomes the personification of the entire institution. So it is important that this task be given serious consideration and that each trustee takes an active role in selecting and then welcoming and orienting the new director. Finally, in order to assure that you do not have to go through this process unnecessarily, the library board needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements. Your willingness as a trustee to participate in these processes will greatly contribute to the library's overall effectiveness. (See [Trustee Essential #5: Hiring a Library Director](#); [Trustee Essential #6: Evaluating the Director](#); and [Trustee Essential #7: The Library Board and Library Personnel](#).)

6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development. This opportunity and responsibility is satisfied at an informal and formal level. Informally, just being visible and accessible as a library trustee and communicating with your neighbors will allow you to gather important information about how the library can help its customers. In a more formal fashion, the library board may decide to conduct a community survey and/or call together a focus group to help it pinpoint important issues. Active participation by each trustee at both levels will be invaluable to the library's progress. (See [Trustee Essential #11: Planning for the Library's Future](#).)

7. Act as an advocate for the library through contacts with civic groups and public officials.

Gathering information on community needs will certainly put you in contact with your community; the purpose of that activity is to focus development energies. Other kinds of contacts are also important, however, and their purpose will be to raise awareness of the library and promote its services. It has been written that the core of effective politics is the building of rapport. Since local politics are personal, your contacts on behalf of the library with public officials from the municipality, the county, and the state will advance the cause of your institution. In the same way, building rapport and networking with civic and service groups will advance your cause with your customers and potential individual supporters.

This is an area where an individual trustee can directly help the library in a significant way. (See [Trustee Essential #13: Library Advocacy](#).)

8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.

Public libraries in our country and state are founded on the principle that for a democracy to function properly it must have an educated electorate, and to be educated, people must have free access to the broadest possible array of information. Libraries, along with other institutions such as the press and the judiciary, have long stood as protectors of the individual's right to have the information that he or she requires to thrive in and contribute to society. Regardless of these basic rights, though, sometimes people seek to limit the access of others to certain ideas and presentations. It is a responsibility of your library board, and each member of that board, to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you. While the board must have a carefully devised process for addressing challenges and speak in a single voice on *censorship issues to the public and the media*, it is up to you as a trustee to take the time to become informed about the principles and issues. While it is said that a public library without something to offend everyone is not doing its job, it is not the job of the library board to offend, but rather to defend the rights of each citizen to search for the truth through his or her own journey. The nation's and the library's future relies on unrestricted access to information. (See [Trustee Essential #22: Freedom of Expression and Inquiry](#) and [Trustee Essential #23: Dealing with Challenges to Materials and Policies](#).)

9. Assist in the formulation and adoption of a strategic plan for the library. Periodically review and revise strategic plan.

Working through the budget process, developing policies, and studying community needs and making contacts with individuals and groups prepares you for the valuable process of formulating plans for the library's future. Your library may be accomplishing great things already, but as the world changes, the library must change with it. Trustees, as the citizen representatives with detailed information about how the library functions, are in an ideal position to assist with planning. Your important role in planning will be to investigate, along with the library director, different planning options and then decide on the most appropriate process for your library. If additional resources are required to fulfill the plans, you can also help to establish the amount and identify sources. Finally, once proposed plans are approved by the full board, you can continue to participate by being active in the annual review of the library's plan, during which you can suggest revisions that will keep the library on course. A plan is a means to an end, and it will be the active participation of each trustee in the planning process that will offer ongoing strength and insight to the library board as it pursues its responsibility for library development. (See [Trustee Essential #11: Planning for the Library's Future](#).)

10. Attend Wisconsin Library Association conferences, regional

system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Wisconsin Library Trustees and Friends (WLTF).

As you have probably concluded by now, the library trustee's job is complex and demanding. At the same time, though, it can be stimulating and exceedingly rewarding. One way to maintain energy and enthusiasm, as well as to increase understanding of trusteeship, is to participate in the various opportunities for education that are available to trustees. Through your director or direct mailings, you should be regularly informed of upcoming seminars, workshops, and conferences. Another method for gaining insights and ideas and also a great way to rejuvenate the spirit and not feel alone in the challenges you face is to get involved in the state library trustee association. The network of friends that can be developed through WLTF will keep you interested and vital; your participation in the association will strengthen the statewide library community, and that, in turn, will help your library as well.

So you're a public library trustee! Thank you.

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 – May 17, 2023

Events

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

- Wiggle, Giggle, Shake is on Thursdays @10:30am brought to us by Children's Wisconsin and the United Way. This program will continue through the summer and beyond.
- Storytimes continue in Youth Services through the middle of May.
- Thursday, May 18, @1pm, Cover-to-Cover Book Club. They will be discussing *Before We Were Yours* by Lisa Wingate.
- Wednesday, May 24, 2023, @1PM – Critic's Choice Movie – *Race* (2016). This is the story of Jesse Owens, the 1936 Olympics, and Nazi Germany. It is a film about family, society, and the "fastest man alive." Rated: PG-13. Snacks will be provided.
- In collaboration with the Friends of the Council Grounds State Park, the library will host Rosie Page, Coordinator of the Wisconsin Headwaters Invasive Partnership, on Saturday, June 3, @10am to speak on Invasive Species of Wisconsin. After her presentation, attendees will follow Rosie to the Council Grounds for a Nature Walk where she will talk about the invasive species that are located at the Council Grounds.

WVLS

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

Friends of the Library

- Friends of the Library Spring Book Sale was a huge success. Lots of books were sold and there is now room for more donated books to be collected for the next sale in Fall.

Library Director's Report

- The library is now fully staffed. We are currently working to create back-up systems for staffing in the areas that require certain skills. Bookkeeping is a prime example where back-up training is essential. The admin team is currently reviewing position duties and responsibilities to verify that essential training needs have been met.
- Final touches are being completed for the Summer Reading Challenge "All Together Now" in Youth and Adult Services. Looking forward to another great turnout. Last summer was phenomenal and we are hoping to top that in 2023.
- Plans for the June 19 Staff Development Day are near completion. Waiting for confirmation from Chief Klug from the Fire Department on the details for the morning. The day will also include team building activities, diversity and equity discussions, and a review of library resources available through Wisconsin Valley Library Services. The schedule is subject to change should the local EMS staff be called away for emergencies.
- I attended the Wisconsin Association of Public Libraries (WAPL) Conference in Oshkosh, Thursday, April 27, & Friday, April 28. Lots of great material shared. It was especially productive for me as there was a session that covered long range strategic plans and the process as we begin to review and revise the 2018-2023 Long Range Plan to make certain that the 2024-2028 Long Range Plan moves in the right direction and is measurable. It was also great to network with other directors throughout the state while gathering intel on how to create a healthy environment for staff and members of the community. It is a process and by no means do I know it all. I am a lifelong learner and educator and value the opportunity to garner more knowledge which in turn I can share with the incredible staff I work with daily at the library.
- We have a new collection item in our Library of Things as a result of a collaborative effort between the Wisconsin Library Association and the Wisconsin Department of Natural Resources. We are offering one-day State Park Passes with the checkout of a Wisconsin State Park Pass Informational Binder. There are various libraries throughout the state that are

offering the same service in different formats. With the location of Council Grounds, we felt it was logical for us to participate. Libraries purchased the one-day passes in packs of 10 for \$50. How each library proceeded to distribute the passes to their local patrons was open-ended and offered some flexibility in the process. The passes are available for checkout and must be used between May 1 – December 31, 2023. The collaborating partners hope to be able offer this program each year. The program will be evaluated at year end.

- **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.
- You should have recently received an email from Wisconsin Department of Public Instruction informing you and all other Library Board of Trustees throughout the state of a Wisconsin Statewide Access to [United for Libraries](#) online professional development suite. If you have not received this email, please let me know. If you are interested in the webinars that they offer, you will be required to set up an account as a Wisconsin resident to have access to the materials. Once again, if you need assistance, please let me know.
- On a more personal note, I am a first-time grandma and loving it! 😊