



NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday April 19, 2023

4:00 p.m.

Library Board 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 | Geisler |
| A. Call to order and roll call | |
| B. Correspondence | |
| C. Public comment | |
| II. Consent items | |
| A. Minutes of regular meeting of March 15, 2023 | |
| B. Unaudited Monthly Revenue & Expense Reports for March 2023 | |
| C. Unaudited Year-End Revenue & Expense Report for December 2022 | |
| III. Reports/Discussion Items/Action Items | |
| A. Action Item: Confidentiality of Patron Records Policy | Geisler |
| B. Action Item: Library Account Creation & Loan Policy | Geisler |
| C. Action Item: Internet Use Policy | Geisler |
| D. Action Item: Conflict of Interest Statement | Geisler |
| E. Action Item: MSR Space Needs Study Update | Geisler |
| F. Discussion Item: Board of Trustees Member Recommendation | Geisler |
| G. Strategic Plan Goals & Objectives #3 | Ollhoff |
| H. Wisconsin Trustee Essential #27: Trustee Orientation and Continuing Education | Ollhoff |
| IV. Library Director's Report | Ollhoff |
| V. President's remarks | Geisler |
| VI. Adjournment | Geisler |

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

The Library is wheelchair accessible. If additional special accommodations are needed, please call the library at the number listed above.

Our Mission: Serving the Merrill area through traditional and innovative services, T.B. Scott Free Library connects people to their community and the world, promotes literacy and civic engagement, encourages and supports life-long learning, ensures free and open access to ideas and provides opportunities for recreation.

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting March 15, 2023

Opening

President Mike Geisler called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Rick Blake, Darcy Dalsky, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank, and Jim Wedemeyer. Excused: Katie Breitenmoser. Also present: Laurie Ollhoff, Andrea Bennett, Maria Pregler, and camera operator.

The Board reviewed correspondence received from

Consent items

R. Martinovici/E. McCrank /C to approve the minutes of the regular meeting of February 15, 2023.

A. Huftel/R. Blake/C to accept the monthly Unaudited Revenue and Expense Report for January 2023.

No action taken. The monthly Unaudited Revenue and Expense Report for December 2022 deferred to April 15, 2023, Board of Trustees meeting.

Reports/discussion items/action items

- A. E. McCrank/A. Huftel/C** to approve Action Item: Public Use of Meeting Rooms.
Discussion historical data related to use and fees charged. It has not been a money maker for the library. Removing user fees will generate more use of our spaces made available to the community.
- B. E. McCrank/D. Dalsky/C** to approve Action: Reference and other Copying/Printing.
No discussion.
- C. R. Blake/A. Huftel/C** to approve Action Item: Endowment Fund Request – Youth Services
Discussion related to Merrill -Go-Round services for library programming and the accessibility offered year-round.
- D. R. Blake/D. Dalsky/C** to approve Action Item: 2022 Local Library Report
L. Ollhoff presented the infographic version of the 2022 Local Library Report and asked for questions from Board members.
- E. Space Needs Study Update.** L. Ollhoff provided update on the status of the ongoing study. Board members were provided MSR Designs summary of the focus groups that were held on Tuesday, February 28, with a request that they review, contact L. Ollhoff with questions, and gather their thoughts for further discussion at the April 19, 2023, Board meeting. L. Ollhoff requested that this items be place on April's Agenda for further discussion and action, if required.
- F. Upcoming Expiration of Board Member Terms.** Two board members have terms that will expire in June 2023. D. Dalsky will continue on the Board for another term. J. Wedemeyer has asked to step down. Various board members will reach out and provide recommendations for an appointment to fill that vacancy.
- G. Strategic Plan Goals and Objectives #2.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #2. E. McCrank noted revised presentation and stated appreciation for the new format that highlights new entries.
- H. Wisconsin Trustee Essential #26: The Public Library System Board—the Broad Viewpoint.** L. Ollhoff provided copies of Trustee Essential #26 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 will hold a book sale in Spring, date yet to be determined.
- Introduced new Head of Adult Services, Maria Pregler. First day was Monday, March 13, 2023.

- Expressed the significance of the Space Needs Study and how it will positively impact the library's process for the 2024-2028 Long Range Plan that begins in June.
- Provided an update on various necessary building improvements, which include fire and security updates.

President's remarks

- Thank you to everyone in attendance.

R. Martinovici /A. Huftel/C moved to adjourn the meeting at 4:20 p.m. The next regular business meeting of the Board of Trustees is scheduled for April 19, 2023, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
45110-43220 Library CARES Grant	0.00	0.00	0.00	0.00	0.00
45110-43510 CARES - COVID-19 Reimb	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	212.00	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	221,435.00	221,435.00	50.00	221,434.00
TOTAL Intergovernmental	484,602.00	221,647.00	221,647.00	45.74	262,955.00
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,600.00	262.84	821.82	31.61	1,778.18
TOTAL Public Charges-Services	2,600.00	262.84	821.82	31.61	1,778.18
<u>Miscellaneous Revenues</u>					
45110-48400 Library Endowment Reimb.	0.00	0.00	0.00	0.00	0.00
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	500.00	0.00	(500.00)
45110-48475 Library Programs Revenue	0.00	1,750.00	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	1,750.00	4,650.00	0.00	(4,650.00)
TOTAL REVENUES	487,202.00	223,659.84	227,118.82	46.62	260,083.18
EXPENDITURES					
=====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	186,343.00	16,766.76	31,818.09	17.08	154,524.91
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	48,089.73	98,233.96	22.80	332,572.04
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	4,837.87	11,117.23	23.39	36,402.77
55110-01-52000 Retirement (WRS)	35,562.00	4,092.57	9,340.91	26.27	26,221.09
55110-01-52500 Prior Service-Debt Serv.	3,857.00	3,857.00	3,857.00	100.00	0.00
55110-01-54000 Health Insurance	83,378.00	6,882.53	18,628.93	22.34	64,749.07
55110-01-55000 Life Insurance	4,011.00	268.82	805.76	20.09	3,205.24
TOTAL Personnel Services	794,981.00	84,795.28	173,801.88	21.86	621,179.12

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	700.00	0.00	0.00	0.00	700.00
55110-02-16000 Elevator Contract/Inspect	3,000.00	93.50	93.50	3.12	2,906.50
55110-02-16250 HVAC Service	2,000.00	0.00	0.00	0.00	2,000.00
55110-02-16500 Fire/Security System Cont	1,900.00	0.00	0.00	0.00	1,900.00
55110-02-21000 Water and Sewer	1,700.00	383.38	428.22	25.19	1,271.78
55110-02-22000 Electric	24,000.00	1,771.33	5,537.31	23.07	18,462.69
55110-02-22500 Fuel - Natural Gas	8,400.00	2,937.19	10,182.91	121.23	(1,782.91)
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	340.58	510.87	15.03	2,889.13
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,500.00	161.78	485.34	32.36	1,014.66
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	0.00	0.00	0.00
TOTAL Contractual Services	47,400.00	5,687.76	17,238.15	36.37	30,161.85
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,500.00	290.53	462.69	30.85	1,037.31
55110-03-10500 Library Supplies	6,500.00	613.21	1,857.94	28.58	4,642.06
55110-03-11000 Postage	1,900.00	28.07	425.32	22.39	1,474.68
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	43.09	76.76	5.29	1,373.24
55110-03-31000 Misc. - Petty Cash	0.00	(125.00)	(225.00)	0.00	225.00
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	400.00	400.00	20.00	1,600.00
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	189.00	0.00	(189.00)
55110-03-41000 Public Relations/Publicit	2,500.00	0.00	0.00	0.00	2,500.00
55110-03-41001 Misc Rev - Publicity	0.00	339.00	339.00	0.00	(339.00)
55110-03-41250 Programming - Adult	10,000.00	94.99	115.77	1.16	9,884.23
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	758.51	1,637.20	21.83	5,862.80
55110-03-41501 Misc Rev-Programming-Yout	0.00	506.00	1,103.16	0.00	(1,103.16)
55110-03-41750 Hospitality	300.00	0.00	0.00	0.00	300.00
55110-03-41751 Misc Rev-Hospitality	0.00	120.00	120.00	0.00	(120.00)
55110-03-44000 Janitor Supplies	5,000.00	454.41	454.41	9.09	4,545.59
55110-03-50000 M/R-General Repair/Maint.	5,600.00	1,151.96	1,247.12	22.27	4,352.88
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	537.92	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	5,212.69	14,874.44	31.31	32,625.56
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	9,400.00	2,381.00	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	2,381.00	2,507.00	26.67	6,893.00

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	0.00	103.60	0.00	(103.60)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	0.00	0.00	0.00
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	103.60	0.00	(103.60)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,700.00	329.64	1,566.20	16.15	8,133.80
55110-13-10100 Adult Dept Non-Fiction	10,150.00	1,278.37	3,164.13	31.17	6,985.87
55110-13-10200 Adult Dept Paperbacks	750.00	39.95	115.42	15.39	634.58
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	425.50	927.22	21.56	3,372.78
55110-13-20000 Youth Children's Books	16,500.00	3,685.27	3,734.38	22.63	12,765.62
55110-13-20100 Young Adult Books	2,600.00	382.79	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	80.00	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	6,221.52	10,094.44	19.79	40,905.56
<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	22.00	305.74	12.23	2,194.26
55110-14-10200 Adult Dept CDs	900.00	69.85	139.35	15.48	760.65
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	225.53	445.72	14.86	2,554.28
55110-14-10500 Adult Dept Videos	0.00	0.00	0.00	0.00	0.00
55110-14-20000 Youth Audiobooks & CDs	1,800.00	0.00	42.59	2.37	1,757.41
55110-14-20100 Youth Videos, DVDs & CD-R	1,300.00	0.00	70.12	5.39	1,229.88
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	0.00	0.00	0.00	500.00
55110-14-45000 Ebooks/Digital Content	6,001.00	114.95	229.90	3.83	5,771.10
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	432.33	1,233.42	7.71	14,767.58
<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	22.05	22.05	0.22	9,977.95
55110-15-47500 Software/Upgrades	985.00	192.31	212.30	21.55	772.70
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: MARCH 31ST, 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	214.36	545.18	1.20	44,817.82
 TOTAL EXPENDITURES	 1,011,645.00	 104,944.94	 220,398.11	 21.79	 791,246.89
REVENUES OVER/(UNDER) EXPENDITURES	(524,443.00)	118,714.90	6,720.71	0.00	(531,163.71)

Monthly Statistical Report

T.B. Scott Free Library

March 2023

LIBRARY ACTIVITY	Mar 2023	Mar 2022	% Change	Mar 2021	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic	5,079	4,440	14.4%	3,706	37.0%	13,223	11,047	19.7%
Average Daily Traffic	188	164	14.6%	137	37.2%	176	151	16.8%
Meetings Held	12	9	33.3%	6	100.0%	26	23	13.0%
Attendance	66	66	0.0%	27	144.4%	149	186	-19.9%
Classes/Groups w/o Program	10	8	25.0%	9	11.1%	26	23	13.0%
Attendance	177	139	27.3%	132	34.1%	532	387	37.5%
New Card Registrations	44	36	22.2%	14	214.3%	130	93	39.8%
Volunteer Hours Worked	14	13	7.7%	15	-3.4%	42	33	27.3%

TECHNOLOGY USE	Mar 2023	Mar 2022	% Change	Mar 2021	% Change	YTD 2023	YTD 2022	% Change
Wireless Use*	1,536	521	194.8%	2,646	-42.0%	3,992	2,362	69.0%
Internet Computers								
Adult	400	316	26.6%	238	68.1%	1,102	848	30.0%
Youth	56	25	124.0%	40	40.0%	165	50	230.0%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	62	19	226.3%	14	342.9%	151	57	164.9%
TOTAL USE	518	360	43.9%	292	77.4%	1,418	955	48.5%

*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*	Mar 2023	Mar 2022	% Change	Mar 2021	% Change	YTD 2023	YTD 2022	% Change
Programs Given								
Adult	3	4	-25.0%	5	-40.0%	15	6	150.0%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	17	3	466.7%	6	183.3%	31	8	287.5%
TOTAL	20	7	185.7%	11	81.8%	46	14	228.6%
Program Attendance								
Adult	51	116	-56.0%	12	325.0%	225	120	87.5%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	434	7	6100.0%	505	-14.1%	691	23	2904.3%
TOTAL	485	123	294.3%	517	-6.2%	916	143	540.6%

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

Self-Directed Activities

	Date	#
Little Bluebirds Club		11
Activity Bags - Preschool		100
Scavenger Hunt		200

Outreach

	Date	#
Critic's Choice Movie	3/22/2023	19

Teen

Date	#
------	---

Adult

	Date	#
Author Chat - Sarah Ruffi/Real Writers Group	3/11/2023	26
Cover to Cover Book Club	3/16/2023	6
1 on 1 Tech Help(2 sessions)		2

Youth

	Date	#
Family Storytime(3 Sessions)		49
Toddler Storytime(4 Sessions)		30
Wiggle, Giggle, Shake(4 Sessions)		100
Parkside	3/7/2023	27
Trinity Preschool	3/9/2023	34
Trinity 4K	3/9/2023	11
Start with Art	3/15/2023	32
Zendor the Comedy Magician	3/23/2023	135
Boys & Girls Club	3/31/2023	16

BORROWERS		Mar 2023	Mar 2022	% Change	Mar 2021	% Change
City	Adult	3,941	3,916	0.6%	4,177	-5.6%
	Youth	943	977	-3.5%	1,091	-13.6%
County	Adult	3,403	3,359	1.3%	3,552	-4.2%
	Youth	858	853	0.6%	931	-7.8%
Other	Adult	383	359	6.7%	541	-29.2%
	*ILL	440	437	0.7%	433	1.6%
	Youth	78	71	9.9%	109	-28.4%
TOTAL BORROWERS		10,046	9,972	0.7%	10,834	-7.3%

*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	Mar 2023	Mar 2022	Mar 2021	YTD 2023	YTD 2022
Endowment Fund	\$ -	\$ -	\$ -	\$ 200	\$ 690
Special Projects Fund	\$ 100	\$ 510	\$ 50	\$ 760	\$ 935
Gifts/Memorials	\$ 667	\$ 130	\$ 715	\$ 1,073	\$ 966

RESOURCE SHARING	Mar 2023	Mar 2022	% Change	Mar 2021	% Change	YTD 2023	YTD 2022	% Change
V-Cat Received	1,681	1,632	3.0%	1,781	-5.6%	4,631	4,743	-2.4%
V-Cat Sent	1,456	1,393	4.5%	1,966	-25.9%	4,043	4,072	-0.7%
ILL Received	73	62	17.7%	50	46.0%	147	121	21.5%
ILL Sent	119	70	70.0%	38	213.2%	341	259	31.7%

CIRCULATION		Mar 2023	Mar 2022	% Change	Mar 2021	% Change	YTD 2023	YTD 2022	% Change
Audiobooks	Adult	206	155	32.9%	237	-13.1%	446	538	-17.1%
	Youth	53	68	-22.1%	67	-20.9%	142	157	-9.6%
Books-Fiction	Adult	3,042	2,835	7.3%	2,589	17.5%	8,196	8,024	2.1%
	Youth	3,185	3,055	4.3%	2,719	17.1%	8,952	7,882	13.6%
Books-Nonfiction	Adult	1,114	824	35.2%	897	24.2%	3,351	2,469	35.7%
	Youth	930	770	20.8%	871	6.8%	2,427	1,905	27.4%
CDs/Cassettes	Adult	214	122	75.4%	161	32.9%	704	335	110.1%
	Youth	36	64	-43.8%	20	80.0%	67	159	-57.9%
DVD/Blu-Ray/VHS	Adult	892	838	6.4%	1,272	-29.9%	2,701	2,527	6.9%
	Youth	556	403	38.0%	375	48.3%	1,442	963	49.7%
Games	Adult	1	1	0.0%	1	0.0%	4	1	300.0%
	Youth	66	21	214.3%	56	17.9%	172	53	224.5%
Magazines	Adult	260	360	-27.8%	362	-28.2%	732	824	-11.2%
	Youth	-	-	N/A	-	#DIV/0!	-	-	#DIV/0!
Other	Adult	86	56	53.6%	57	50.9%	212	155	36.8%
	Youth	27	36	-25.0%	117	-76.9%	119	86	38.4%
PHYSICAL ITEMS SUB TOTAL		10,668	9,608	11.0%	9,801	8.8%	29,667	26,078	13.8%
Digital Library	Audiobooks	1,125	1,046	7.6%	904	24.4%	3,124	2,868	8.9%
	eBooks	1,156	1,212	-4.6%	1,288	-10.2%	3,332	3,398	-1.9%
	*Magazines	63	94	-33.0%	97	N/A	179	315	-43.2%
	Music/Videos	-	-	N/A	-	#DIV/0!	-	1	-100.0%
DOWNLOADS SUB TOTAL		2,344	2,352	-0.3%	2,289	2.4%	6,635	6,582	0.8%
TOTAL CIRCULATION		13,012	11,960	8.8%	12,090	7.6%	36,302	32,660	11.2%

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

MATERIALS CIRCULATING	Mar 2023	Mar 2022	% Change	Mar 2021	% Change	YTD 2023	YTD 2022	% Change
% Nonprint Materials Circulated	20.0%	18.4%	9.1%	24.1%	-16.9%	20.25%	19.1%	6.2%
% Print Materials Circulated	80.0%	81.6%	-2.0%	75.9%	5.4%	79.75%	80.9%	-1.5%
% Adult Materials Circulated	54.5%	54.0%	0.9%	56.9%	-4.2%	55.10%	57.0%	-3.4%
% Youth Materials Circulated	45.5%	46.0%	-1.0%	43.1%	5.5%	44.90%	43.0%	4.5%

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: DECEMBER 31ST, 2022

10 -General Fund

Library

ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
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REVENUESIntergovernmental

45110-43215 Federal Grants	0.00	0.00	992.64	0.00	(992.64)
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	0.00	0.00	0.00
45110-43515 Federal ARPA - Am Rescue	15,000.00	0.00	15,000.00	100.00	0.00
45110-43517 WI Humanities Council	0.00	9,320.00	9,320.00	0.00	(9,320.00)
45110-43790 County Library Aid	453,671.94	0.00	453,672.00	100.00	(0.06)
TOTAL Intergovernmental	468,671.94	9,320.00	478,984.64	102.20	(10,312.70)

Public Charges-Services

45110-46710 Library Revenue	8,000.00	459.61	2,821.40	35.27	5,178.60
TOTAL Public Charges-Services	8,000.00	459.61	2,821.40	35.27	5,178.60

Miscellaneous Revenues

45110-48400 Library Endowment Reimb.	0.00	10,852.09	10,852.09	0.00	(10,852.09)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	3,917.58	0.00	(3,917.58)
45110-48475 Library Programs Revenue	0.00	0.00	5,324.27	0.00	(5,324.27)
45110-48492 Merrill Foundation Donation	0.00	2,500.00	2,500.00	0.00	(2,500.00)
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	13,352.09	22,593.94	0.00	(22,593.94)

TOTAL REVENUES	476,671.94	23,131.70	504,399.98	105.82	(27,728.04)
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EXPENDITURESPersonnel Services

55110-01-11000 Salaries - Regular	177,695.00	13,777.28	158,157.25	89.00	19,537.75
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	411,911.00	44,862.74	391,000.39	94.92	20,910.61
55110-01-22000 Overtime	0.00	0.00	12.35	0.00	(12.35)
55110-01-23000 Longevity	0.00	0.00	3,609.01	0.00	(3,609.01)
55110-01-51000 Social Security	45,105.00	3,002.63	41,484.85	91.97	3,620.15
55110-01-52000 Retirement (WRS)	33,982.00	2,330.45	31,962.86	94.06	2,019.14
55110-01-52500 Prior Service-Debt Serv.	3,660.00	0.00	3,660.00	100.00	0.00
55110-01-54000 Health Insurance	99,373.00	5,873.20	84,416.95	84.95	14,956.05
55110-01-55000 Life Insurance	3,714.00	267.89	3,360.76	90.49	353.24
TOTAL Personnel Services	775,440.00	70,114.19	717,664.42	92.55	57,775.58

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2022

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	5,943.50	0.00	(6,943.50)
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	635.08	90.73	64.92
55110-02-16000 Elevator Contract/Inspect	3,000.00	0.00	3,232.84	107.76	(232.84)
55110-02-16250 HVAC Service	2,000.00	0.00	399.00	19.95	1,601.00
55110-02-16500 Fire/Security System Cont	1,900.00	1,429.76	2,656.15	139.80	(756.15)
55110-02-21000 Water and Sewer	1,700.00	366.51	1,575.17	92.66	124.83
55110-02-22000 Electric	24,000.00	4,014.95	30,471.39	126.96	(6,471.39)
55110-02-22500 Fuel - Natural Gas	8,400.00	3,212.71	26,117.86	310.93	(17,717.86)
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	340.58	3,438.05	101.12	(38.05)
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,500.00	159.48	1,915.09	127.67	(415.09)
55110-02-26000 Office Equipment Service	800.00	0.00	195.00	24.38	605.00
55110-02-27000 Lost-Damaged Materials	0.00	70.99	332.92	0.00	(332.92)
TOTAL Contractual Services	47,400.00	9,594.98	77,912.05	164.37	(30,512.05)
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,500.00	418.65	2,562.74	170.85	(1,062.74)
55110-03-10500 Library Supplies	6,500.00	565.23	6,689.34	102.91	(189.34)
55110-03-11000 Postage	1,900.00	59.01	1,052.05	55.37	847.95
55110-03-13000 Copier/Printing	500.00	0.00	189.00	37.80	311.00
55110-03-21000 Membership Dues	250.00	199.00	399.00	159.60	(149.00)
55110-03-30500 Mileage	1,450.00	106.46	803.43	55.41	646.57
55110-03-31000 Misc. - Petty Cash	0.00	100.00	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	0.00	1,131.89	56.59	868.11
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	4,286.01	0.00	(4,286.01)
55110-03-41000 Public Relations/Publicit	2,500.00	113.20	2,181.20	87.25	318.80
55110-03-41001 Misc Rev - Publicity	0.00	0.00	564.00	0.00	(564.00)
55110-03-41250 Programming - Adult	10,000.00	131.03	4,753.31	47.53	5,246.69
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	8,964.00	0.00	(8,964.00)
55110-03-41500 Programming - Youth	7,500.00	364.80	7,650.69	102.01	(150.69)
55110-03-41501 Misc Rev-Programming-Yout	0.00	254.30	4,526.27	0.00	(4,526.27)
55110-03-41750 Hospitality	300.00	0.00	383.97	127.99	(83.97)
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	28.75	0.00	(28.75)
55110-03-44000 Janitor Supplies	5,000.00	4,795.93	10,463.58	209.27	(5,463.58)
55110-03-50000 M/R-General Repair/Maint.	5,600.00	527.14	3,891.06	69.48	1,708.94
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	695.92	10,071.80	402.87	(7,571.80)
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	47,500.00	8,330.67	70,592.09	148.61	(23,092.09)
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	9,400.00	0.00	12,129.00	129.03	(2,729.00)
55110-05-50220 COVID-19 Expense	0.00	0.00	475.08	0.00	(475.08)
TOTAL Fixed Charges	9,400.00	0.00	12,604.08	134.09	(3,204.08)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: DECEMBER 31ST, 2022

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	14,400.00	20,739.60	0.00	(20,739.60)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	2,500.00	5,417.97	0.00	(5,417.97)
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	16,900.00	26,157.57	0.00	(26,157.57)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,700.00	116.80	11,337.71	116.88	(1,637.71)
55110-13-10100 Adult Dept Non-Fiction	10,150.00	340.87	12,309.86	121.28	(2,159.86)
55110-13-10200 Adult Dept Paperbacks	750.00	58.51	649.56	86.61	100.44
55110-13-10300 Adult Dept Reference	500.00	0.00	522.45	104.49	(22.45)
55110-13-10400 Adult Dept Large Print	4,300.00	648.71	5,496.66	127.83	(1,196.66)
55110-13-20000 Youth Children's Books	16,500.00	1,560.26	17,857.93	108.23	(1,357.93)
55110-13-20100 Young Adult Books	2,600.00	155.87	2,794.63	107.49	(194.63)
55110-13-20200 Youth Services Reference	0.00	0.00	240.50	0.00	(240.50)
55110-13-30000 Standing Orders	0.00	0.00	0.00	0.00	0.00
55110-13-40000 Professional Books	0.00	0.00	163.81	0.00	(163.81)
55110-13-50000 Magazines/Periodicals	6,500.00	3,415.44	4,819.61	74.15	1,680.39
55110-13-60000 Pamphlets	0.00	0.00	0.00	0.00	0.00
55110-13-75000 Misc Rev - Print	0.00	0.00	0.00	0.00	0.00
TOTAL Print Media - Library	51,000.00	6,296.46	56,192.72	110.18	(5,192.72)
<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	400.94	1,163.57	46.54	1,336.43
55110-14-10200 Adult Dept CDs	900.00	40.94	814.10	90.46	85.90
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	89.61	2,326.82	77.56	673.18
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	1,800.00	100.00	0.00
55110-14-20100 Youth Videos, DVDs & CD-R	1,300.00	0.00	640.37	49.26	659.63
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	0.00	489.93	97.99	10.07
55110-14-45000 Ebooks/Digital Content	6,001.00	229.90	6,163.01	102.70	(162.01)
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	409.90	0.00	(409.90)
TOTAL Non-Print Media-Library	16,001.00	761.39	13,807.70	86.29	2,193.30
<u>Technology</u>					
55110-15-30000 ARPA - 2022 Allocation	9,011.00	868.85	9,011.00	100.00	0.00
55110-15-31000 Computer Supplies	3,000.00	441.51	1,249.09	41.64	1,750.91
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	600.00	4,170.00	100.00	0.00
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	4,635.02	9,135.02	101.50	(135.02)
55110-15-42500 Computer Equipment	10,000.00	10,051.55	10,051.55	100.52	(51.55)
55110-15-47500 Software/Upgrades	985.00	618.98	1,563.28	158.71	(578.28)
55110-15-70000 V-Cat Shared Automation	17,208.00	0.00	18,732.47	108.86	(1,524.47)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2022

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	54,374.00	17,215.91	53,912.41	99.15	461.59
TOTAL EXPENDITURES	1,001,115.00	129,213.60	1,028,843.04	102.77	(27,728.04)
REVENUES OVER/(UNDER) EXPENDITURES	(524,443.06)	(106,081.90)	(524,443.06)	0.00	0.00

Policies

CONFIDENTIALITY OF PATRON RECORDS POLICY

Approved: 12/09/81; Reviewed and Revised 01/22/2003, 10/21/2009, 12/16/2015, 2/17/2021, 4/19/2023.
Review Date: 2028

I. Purpose

It is the responsibility of the library to keep personally identifiable information it collects about library users confidential.

II. ~~Chapter 43.40~~ Wisconsin Statute 43.30

- (A) Reading interests and activities of library users are protected under Wisconsin Statute 43.30 ~~(+)~~, which reads as follows:

43.30 Public library records.

(1b) In this section:

(ae) "Collection agency" has the meaning given in s. 218.04 (1) (a).

(ag) "Custodial parent" includes any parent other than a parent who has been denied periods of physical placement with a child under s. 767.41 (4).

(b) "Law enforcement officer" has the meaning given in s. 165.85 (2) (c).

(1m) Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).

(2) A library supported in whole or in part by public funds may disclose an individual's identity to another library for the purpose of borrowing materials for the individual only if the library to which the individual's identity is being disclosed meets at least one of the following requirements:

(a) The library is supported in whole or in part by public funds.

(b) The library has a written policy prohibiting the disclosure of the identity of the individual except as authorized under sub. (3).

(c) The library agrees not to disclose the identity of the individual except as authorized under sub. (3).

Policies

(3) A library to which an individual's identity is disclosed under sub. [\(2\)](#) and that is not supported in whole or in part by public funds may disclose that individual's identity to another library for the purpose of borrowing materials for that individual only if the library to which the identity is being disclosed meets at least one of the requirements specified under sub. [\(2\) \(a\)](#) to [\(c\)](#).

(4) Upon the request of a custodial parent or guardian of a child who is under the age of 16, a library supported in whole or part by public funds shall disclose to the custodial parent or guardian all library records relating to the use of the library's documents or other materials, resources, or services by that child.

(5)

(a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.

(b) If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

(6)

(a) Subject to par. [\(b\)](#) and notwithstanding sub. [\(1m\)](#), a library that is supported in whole or in part by public funds may report the following information as provided in par. [\(c\)](#):

1. Information about delinquent accounts of any individual who borrows or uses the library's documents or other materials, resources, or services.

2. The number and type of documents or materials that are overdue for each individual about whom information is submitted under subd. [1.](#)

(b) If a public library discloses information as described in par. [\(a\)](#), the information shall be limited to the individual's name, contact information, and the amount owed to the library.

(c) A library may report the information as described in par. [\(a\)](#) to any of the following:

1. A collection agency.

2. A law enforcement agency, but only if the dollar value of the individual's delinquent account is at least \$50.

History: [1981 c. 335](#); [1991 a. 269](#); [2003 a. 207](#); [2007 a. 34, 96](#); [2009 a. 180](#); [2015 a. 169](#).

Policies

- ~~43.30 Public Library Records. (1) Records of any library which is in whole or part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries as authorized under sub. (2) and (3).~~
- ~~(2) A library supported in whole or in part by public funds may disclose an individual's identity to another library for the purpose of borrowing materials for the individual only if the library to which the individual's identity is being disclosed meets at least one of the following requirements:~~
- ~~(a) The library is supported in whole or in part by public funds.~~
 - ~~(b) The library has a written policy prohibiting the disclosure of the identity of the individual except as authorized under sub. (3)~~
 - ~~(c) The library agrees not to disclose the identity of the individual except as authorized under sub. (3).~~
- ~~(3) A library to which an individual's identity is disclosed under sub. (2) and that is not supported in whole or in part by public funds may disclose that individual's identity to another library for the purpose of borrowing materials for that individual only if the library to which the identity is being disclosed meets at least one of the requirements specified under sub. (2) (a) to (c). History: 1981 c. 335; 1991 a. 269.~~

Policies

(B) The Library Board of Trustees interprets this statute to include all transactions associated with the use of library materials including registration records, circulation records, interlibrary loan forms, records of reference questions, and other documents or electronic records which would link the individual with particular materials or services.

(C) Library staff will maintain respect for confidentiality regarding patron reading or related interests in both informal conversation as well as formal duties.

(D) E-books and other electronic resources are located outside of the library's web site and are therefore not governed by the T. B. Scott Library's policy on confidentiality of library records. Patrons are responsible for reviewing privacy policies of electronic resource vendors for further information on the privacy of their transactions. Patrons who "opt in" to online library catalog features that keep a record of their reading history are responsible for information compiled through such services.

III. Requests for Information by Library Users

(A) Individuals may only check out materials on their own library accounts. Individuals will be permitted to view their registration and circulation records only upon presentation of their library card, library notice, or acceptable identification. Corroborating identification may be required at the discretion of library staff. Information as to circulation activity (titles, number of items charged, existence of overdues or bills) will be given by telephone only if the caller can correctly state his/her name, address, telephone number, and the last four digits of his/her library barcode number.

(B) A parent or guardian inquiring about the library records of a child under ~~age 18~~ **age 16** must present that child's library card or show proof that they are the person listed as parent or guardian in the child's registration record. An adult conducting library business for another adult must present written permission from that person and/or that person's library card or library notice. Library staff will not knowingly give one person's registration or circulation information to another person without proper authorization.

Policies

IV. Requests for Information by Law Enforcement Officials

Records shall not be made available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized by a court of competent jurisdiction. Upon receipt of such request, the library Director or supervisor in charge will consult with the City Attorney or the State Attorney General and will respond to the request according to advice of counsel. The library staff will cooperate fully with the terms of the request and will release those records, *and only those records specified*, to the authority. Any cost incurred by the library in performing a court-ordered search may be billed to the agency requesting the search.

V. Limitations

(A) This policy shall not be construed as a guarantee by the library of any absolute right to privacy to its patrons. The library is not responsible for information gained from a patron record by anyone other than the patron if the patron has lost or loaned his/her card or if someone has obtained the patron information by illegal or inappropriate methods.

(B) Library staff may use the patron database for fundraising or the marketing of Library events and/or services, if authorized by the Board of Trustees.

(C) Library staff work with the City Attorney's office to pursue delinquent accounts. Patron records may be released to the City Attorney as a part of this procedure, which is outlined in our Checkout Policies, solely for the purpose of protecting public property.

Policies

LIBRARY ACCOUNT CREATION & LOAN POLICY

Approved: 1/11/1978

Reviewed and Revised: 11/19/2003, 8/18/2004, 10/21/2009, 11/19/2014, 08/21/2019, 04/19/2023

Review Date: 2028

T. B. Scott Free Library will loan materials to all residents of Lincoln County. People residing outside of Lincoln County but owning property or attending an educational institution in Lincoln County shall be considered residents for the purposes of this policy.

People who desire to borrow materials from the library must have or obtain a valid V-Cat library card. Before issuing a library card, the library requires reasonable verification of the person's full identity with first and last name, including current address, driver's license number or state-issued identification card number (if the patron has a license or state-issued ID), and, in the case of a minor, the name, address and driver's license number or state-issued identification card number of a parent or guardian. In addition, children who have not yet entered 6th grade must have parental permission for full access to the library's collections. The parent/legal guardian assumes responsibility for lost or overdue library materials of minors.

People who are not residents of Lincoln County are allowed to borrow materials on-site according to agreements and conditions established by the Wisconsin Valley Library Service and the state of Wisconsin. As allowed by state law, T. B. Scott Free Library will request reimbursement for the cost of on-site loans to people who are not residents of Lincoln County, if lending costs to residents of a particular county exceed \$100 in a calendar year.

Any person who will be living in Lincoln County for one year or less may apply for a Visitor's Card. This card entitles the person to all library privileges. A deposit of \$10.00 is required for each Visitor's Card.

Library materials, except materials classified as high demand items and types of materials noted in the following paragraph, will be loaned to nonresidents of Lincoln County through the V-Cat Shared Automation Consortium and through the Wisconsin Interlibrary Loan System according to the policies established by those organizations.

Certain types of materials may be used in the library only, and will not be loaned, including reference materials, archival materials, and microforms.

The use of the library and/or its services, including the loan of materials, may be denied if library policy or procedures are violated, including the following: failure to return library materials or pay penalties; destruction of library property; disturbance of other library users; or any objectionable conduct on library premises.

Policies

Refer also to the following policies: School and Teacher Services; Borrowing Privileges-
Parental/Guardian Rights and Responsibilities, Overdues and Fines; Standard of
Conduct for Library Patrons.

Policies

INTERNET USE

Approved: 6/19/1997; reviewed and revised 7/17/2002, 1/16/2008, 6/19/2013, 4/17/2019; reviewed 4/19/23.

Review Date: 2028

T. B. Scott Library endeavors to develop collections, resources, and services responsive to advances in technology-evolving community needs, and supporting life-long learning.

The Internet offers worldwide access to ideas, information, and commentary that can be personally, professionally, and culturally enriching. Providing access through workstations and wireless capabilities to the global network enables the library to greatly expand the information services we offer.

General Internet Usage

1. Library staff may impose restrictions such as time limits on the use of Library equipment.
2. Adult users should be cautious when giving personal information. Children are advised to practice safe digital citizenship and not share personal information with any person on the Internet without a parent's permission. Extreme caution by the user is advised when using email, chat rooms, social networking sites, instant mail, and other forms of electronic communication.
3. There is no privacy guarantee for Internet or email.
4. Users are financially responsible for printing requested by them.

Legal and Acceptable Uses

The Library expects that all use of electronic information resources such as the Internet will be responsible and ethical, consistent with the purpose for which these resources are provided. Examples of unacceptable uses include, but are not limited to the following:

1. Harassment of other users or violation of their privacy
2. Libeling, slandering or maliciously offending other users
3. Violation of copyright laws or software licensing agreements
4. Misrepresenting oneself as another user or attempting to modify or gain access to files, passwords, or data belonging to others
5. Making changes to the setup or configurations of the software or hardware on library computers; using software not installed by the library
6. Attempting to crash, degrade performance of or gain unauthorized access to the Library's or other computer systems and networks
7. Damaging equipment, software or data belonging to the Library or other users
8. Sending, receiving, or displaying text or graphics which may reasonably be construed by Library staff as offensive to the public. Offensive material may include material that is sexual, hateful or violent in nature; that encourages activities that are dangerous or illegal; or harassing, demeaning, or belligerent messages.

Policies

Violations may result in restrictions on or loss of Internet and/or Library use. Illegal uses of computers may also be subject to prosecution by local, state or federal authorities.

Responsibilities of Users

The Internet is a global entity with a highly diverse user population. It is not possible for library staff to control specific information people locate on the Internet. Internet users need to be good information consumers, questioning the validity of information they find.

Users access Library computer hardware, software and documentation at their own risk. The Library is not responsible for equipment malfunction, loss of data, damage to user-owned equipment, or electronic transactions of any type related to the public use of library computer resources. Saving work on a USB drive, as an email attachment, or through cloud computing resources is advised. Saving to the hard drive is not recommended.

The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof, such as debts incurred from for-pay services.

Policy Enforcement

While respecting the individual user's right to privacy, Library staff reserves the right to monitor use of Internet workstations to ensure compliance with this policy. Staff may terminate computer workstation sessions or request wireless network users to cease use of the wireless network if any behavior which they judge to be in conflict with this policy is observed. Misuse or abuse of Library computers or Internet access may result in loss of Internet usage and/or suspension of Library privileges.

Copyright

U.S. copyright law (Title 17, U.S. Code) prohibits unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including email, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.

Children's Use of the Internet

1. Children (under age 17) must have an Internet Use Permission Form signed by a parent/guardian. The parent/guardian must specify whether or not the minor must use a filtered computer. Internet computers in the Youth Services Department are filtered for content suitable for children. Parents must realize that no filter is 100% effective and that filtering provided by a private company may or may not agree with what the parent would filter. Some material suitable for children will also be inadvertently filtered.

Policies

2. Major responsibility for what children read or see on the Internet rests with the child's parent or caregiver. Helpful resources can be found at the Common Sense Media website (www.common Sense Media.org).
3. Library staff may monitor minors' use of Internet sites for inappropriate/harmful materials (see definition above) by watching what children access. Staff may also check the history files of computers. Minors who deliberately access inappropriate/harmful sites may lose Internet privileges. It is not possible for library staff to control all information children locate on the Internet.
4. Chat room use is prohibited on filtered computers in the Youth Services Department.
5. Any unauthorized access (hacking and other unlawful activities) by a minor will result in the minor's loss of Internet privileges. The Library will also contact law enforcement agencies if appropriate.
6. Any person found to be disclosing, disseminating, or using personal identification information of a minor in an unauthorized manner will be reported to appropriate law enforcement agencies and also be prohibited from further Library computer use.

Notice to Minors:

Children under the age of 17:

1. Must follow all the rules in this policy, including all rules listed above under "Legal and Acceptable Uses".
2. Must not disclose personal identification information about themselves or any other person.
3. Must use the Internet computers in the Youth Services Department, which are filtered for content, if parent/guardian has directed.



Conflict of Interest Statement for T.B. Scott Free Library Board of Trustee Members

No board member or board committee member, or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with T.B. Scott Free Library, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.

No board or committee members should perform, for any personal gain, services to any T.B. Scott Free Library supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.

No board or committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to any T.B. Scott Free Library supplier of goods or services or any other organization that is engaged in doing business with or serving T.B. Scott Free Library unless it has been determined by the board, on basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the president for decision and/or for referral to the board of trustees for decision, where appropriate.

I have received, read and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

Date _____

Signature _____



SPACE NEEDS STUDY OVERVIEW

T.B. Scott Free Library

mission / vision / responses

T.B. Scott 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 Vision

To cultivate a library environment so vital that everyone desires to be an active library user.

T.B. Scott Service Responses

- Visit a comfortable space: Physical and virtual spaces
- Create and support readers: Lifelong literacy
- Stimulate civic engagement
- Encourage curiosity, imagination, and exploration

staff visioning

Theme I: Encourage curiosity, imagination, and exploration

What programs and offerings are wildly successful in encouraging curiosity and exploration (offered at T.B. Scott Free Library or at peer libraries)?

Kids programs can have 80-120 attendees but can also be particularly noisy.

Hands on activities are very popular and often have waitlists.

People come in wanting a tour of the historic spaces of the library.

Author talks are very popular, hosted down in the lower level.

"Music in the Stacks" event is very popular on the third floor.

Other popular groups are the writer's group and book clubs.

Activity bags are wildly popular for all ages.

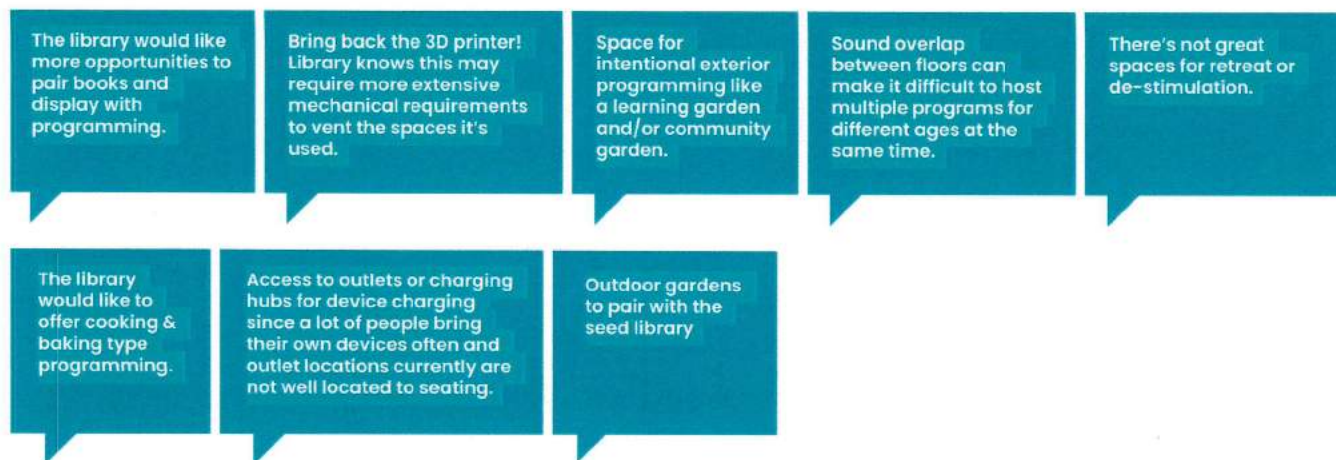
Moderated "Controversial Topic Events" have been heavily attended in the past.

Library of things is popular, but location of the collection is on third floor and far to walk some of the items to check out.

Adult movie night is popular

focus on encourage curiosity, imagination, and exploration

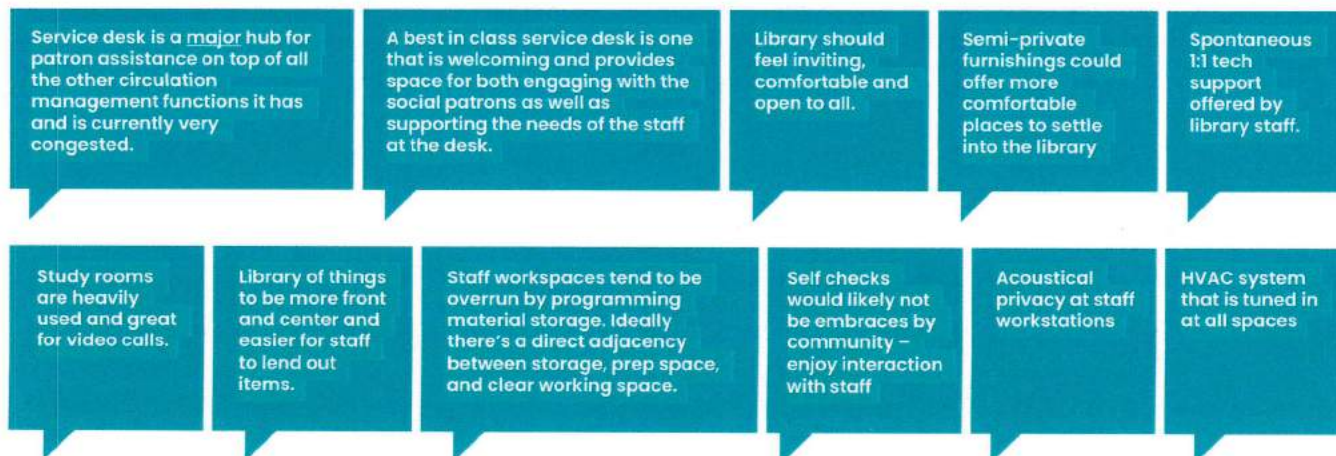
What programs or services do you wish the library could offer, but can't due to building constraints (e.g., space, technology, acoustics, etc.)?



Theme 2: Staff spaces and service points

Q1: What is best in class for staff workspaces?

Q2: What is "best in class" for customer service?



Theme 3: Pandemic Changes

Q1: What are the lessons from the pandemic that should be continued?

Curb side pick up is still desired by some patrons.

Activity bags are still very popular

Needing a room for medical appointments are a continued request

Virtual programming is not popular with the community

Theme 4: Indicators of success

As you consider the library 20 years from now, what looks different with operations, services, and offerings that has caused the continuation of your reputation as the gem of your community of lifelong learners?

Bookmobile!

AI used as ways to relieve patron's frequently asked questions.

Having a true makers space that can be flexible, messy, and support ever evolving tech and analog making for all ages.

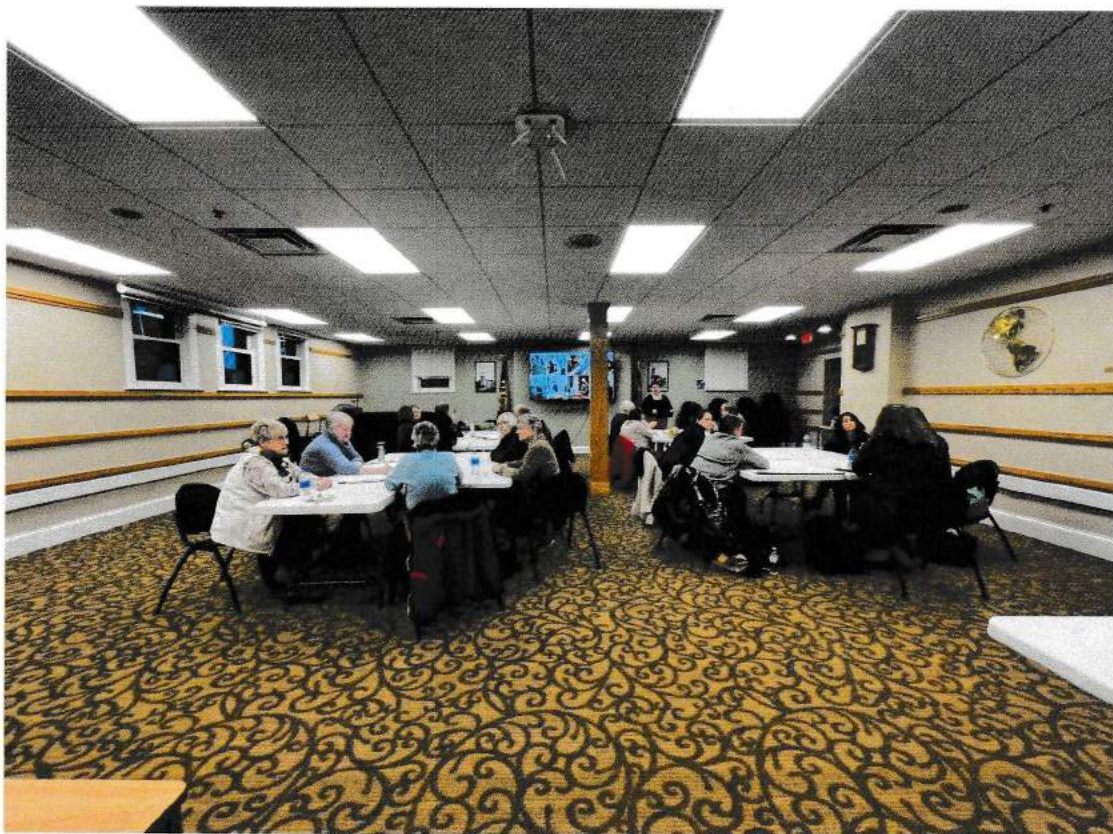
Community Garden

Computer lab/space for teaching computer skills

Having programming that brings in Teens, 20 and 30 year olds to the library.

Spaces to support collaborative and engaging [video] game playing.

community visioning



Theme 1:

Encourage curiosity, imagination, and exploration

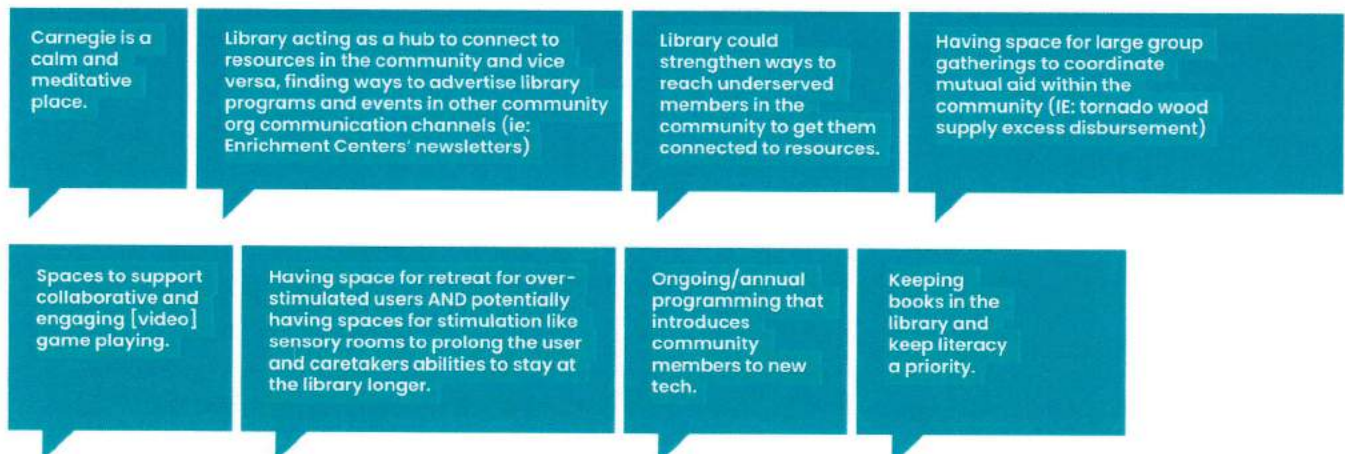
What programs and offerings are wildly successful in encouraging curiosity and exploration (offered at T.B. Scott Free Library or at peer libraries)?



Theme 2:

Fostering a community of lifelong learners

How might a revitalized library interior promote and encourage community members to become lifelong learners?



Theme 3:

Identifying opportunity to expand services and programming

What programs or services do you wish the library could offer, but can't due to current constraints (e.g., space, technology, acoustics, etc.)?



Theme 4:

Pandemic Changes

What services and offerings at the T.B. Scott Free Library did you especially appreciate during the pandemic and should continue to be offered?



Theme 5: Indicators of success

The revitalization succeeds in creating a library environment so vital and vibrant that local and regional community members are coming in droves to use the library building. What has changed in the offerings and/or building that compels them to come?

"Creator in Residence" for 2-3 months that hosts classes and shares about their work.

Programming with animals

Provide outreach to people who can't come to the library

Children's museum-like rotating interactive exhibits and other museum like elements telling the history of the library.

guiding principles

guiding principles

Connective

The library will continue to be the gem of the city, fostering experiences of civic engagement, collaboration, and openness, as well as connect patrons to community resources and each other.

Adaptable

The building will support a diversity of users needs and is able to respond to future growth and innovation while being grounded in literacy.

Inclusive

The library facilities, services, and programming will be welcoming, comfortable, and varied to support a full spectrum of users both current and future.

Outreach

Ensure the community is aware and has access to the collection and various resources the library has to offer.

Meeting Minutes



Date 3/13/2023
Project Name T.B. Scott Free Public Library Visioning
Project Number 2020004

Meeting Date 2/28/2023
Present Lauren Gardner, Interior Designer, MSR Design
Kristilyn Vercruysse, Architect, MSR Design
Laurie Ollhoff, Library Director, TB Scott Free Public Library
Andrea Bennett, Assistant Director, TB Scott Free Public Library
Cc: Traci Lesneski, CFO, MSR Design

Re: Day Summary

MSR was on site from 8:00am until 7:00pm

Staff Visioning Session 8:30am to 10:00am

Below are the staff members in attendance:

Laurie Ollhoff
Andrea Bennett
Tena Gnewuch
Kevin Wendt
Faith Martinson
Evan Marzahn
Chris Sprague
Donna Plautz
Kay Andrews
Terri Akey
Cat Oftedahl
Kyle Gulke

- MSR presented the library mission, library vision, described the process of visioning and recommendations.
- MSR presented the following themes to the staff and asked for feedback. (See Visioning Summary Presentation)
 - Theme 1: Encourage curiosity, imagination, and exploration
 - Theme 2: Staff spaces & service points
 - Theme 3: Pandemic Changes
 - Theme 4: Indicators of success

After meeting MSR walked with Laurie Ollhoff and Andrea Bennett to discuss the various spaces:

- **Ground Floor:**

- Public Meeting Room:
 - Removing the pole in the center of the room would be desired.
 - The library put together a campaign to raise funds to remove the pole. The library raised a large amount of money but it was not enough to cover the cost of the removal.
 - The current floor finish is carpet and the library would like to keep the formal nature of the carpet but agree that a durable floor finish would be desired in this room to handle messy programming.
 - Storage is fine but not great.
 - Technology is adequate.
- Staff Lounge:
 - The staff lounge does not have a ceiling in it but has access to daylight. Due to the access to daylight this could be a good space for staff offices.
 - The kitchen area is in good working order with a sink, refrigerator, counter space and storage.
 - The current millwork could be turned into storage / work room and the lounge could be used for work space. The room is slightly smaller than the staff office space and needs more exploration into layout.
- Staff office space:
 - There is ample space for staff in the current office space.
 - Lockers are industrial looking but utilized. It is our understanding that the lockers could be smaller.
 - Could be very beneficial to provide loading dock / accept deliveries to this area (but difficult because of grade change). Original design had a dumb waiter but it is our understanding that the dumb waiter was value engineered out of the 2000.
 - Deliveries are large boxes of supplies, courier bins (blue tubs), and cleaning supplies and are currently accepted at the front desk (main entry)
 - Enlarged work stations would be preferred and having access to all surfaces from the desk is helpful.
 - No layout space or collaborative working surface is necessary.
 - Right now there are two formal desk and a work station for cataloging with organized upper cabinets.
 - There is plumbing and some millwork in this space that could be easily turn into the kitchenette for the lounge space.
- Bathrooms (multiple stall) with drinking fountain with water filler.
 - Are in good working order and appear to be ADA compliant.
- Circulation and storage rooms
 - Functional
- Elevator / elevator control room
 - Functional
- Friends storage under the stair

- Door needs to be kept open to ensure the pipes don't freeze in the winter. Not desired.
- **First floor** (up 3'-3" from ground floor) – main entry floor
 - Front door / vestibule
 - Functional
 - Service Desk
 - The area behind the services desk can get very crowded. Deliveries arrive here.
 - The service desk is very popular with patrons and can cause congestion at the front door.
 - Area behind the service desk is congested.
 - All staff has to sign in and out behind the desk.
 - Library is working towards a digital version of this which could alleviate some space conflicts
 - Deliveries take up space along back wall
 - Rack in the back corner of the room is taking up space
 - Library is looking into getting it mounted to the wall.
 - Double sided shelving in middle of space is adequate space for holds.
 - Overhead door is not used and has a foam insert installed to prevent air flow
 - Book return room
 - Needs to be 1 hour rated (however the interior book drops open to the entry corridor are not rated).
 - Space is adequate. Open space is used for book truck storage.
 - Visual connection between book return room and the service desk is desired to allow staff in book return room to keep an eye on the front desk.
 - This would need to be rated glass or a fire shutter but may be worth the investment.
 - Sunroom
 - Original seating counter did not work as it is in a blind spot. Friends store work there very well.
 - People do enjoy and utilize this room.
 - MSR propose to expand the opening in that wall to help alleviate the congestion at the service desk. Friends display would have to be modified or relocated.
 - Stair area
 - Currently being used for seating and some tax forms (seasonal).
 - From staff visioning – this could be a good location for the library of things while providing lounge seating in the middle of the space. Could be used for both.
 - Acoustics are a bit of a problem with the big open stairway. People do use the stairs frequently. Mounting acoustical panels on the wall and underside of the stair could be beneficial.
- **Second Level** – youth area and Carnegie stack area (large print, audio CD books, fiction paper backs)

- Youth Service desk
 - Well utilized by patrons.
- Bathroom (multiple stall) with drinking foundation.
 - Are in good working order and appear to be ADA compliant.
- Bathroom family
 - Is in good working order and appears ADA compliant.
- Youth stacks, play, and seating area
 - Youth occupies all the addition on this floor.
 - Larger youth programming involves moving of picture book bins – these are hard to move.
 - Current area has carpet but it is old so library is not concerned about staining. This would ideally be a cleanable surface in the future.
 - Current number of computers works for space (4) for youth.
 - Collection on stair side of the floor is sparse and that space could be better utilized. Potential for a flexible maker space or meeting room that allows spill out would be ideal in this area.
 - Stacks are taller than necessary for the number of shelves being used.
 - Activity board and coat hooks mounted to walls are well used
- Activity room
 - The casework is well utilized
 - Space is used by both adults and children.
 - Connects to youth service area – which also doubles as the activity room storage area.
- Exterior balcony
 - The exterior balcony is not used and is too narrow for any furniture or seating areas.
 - Great view of nature area behind library.
- Youth staff
 - Storage is happening in the office space area.
 - Current amount of work surface is adequate.
- Storage area near exist stair.
 - could be used as office space.
- Carnegie area
 - All aspects of this room (except for non built in furniture) need to remain as is.
 - Not well utilized by patrons.
 - Patrons who do use it are regulars.
 - Library would like to activate this area for more use but still keep the feel of the space.
 - Most adult users go up to third floor to sit.
- Carnegie staff area

- There is no lid on this space and noise can be distracting.
- **Third Level** – adult services, genealogy, seating area, study areas, stacks, study rooms, board room and desktop computers
 - Service desk
 - is well utilized
 - Bathroom – 1 unisex with drinking fountain outside.
 - Are in good working order and appear to be ADA compliant.
 -
 - Building in counters are not needed or desired in most cases and do not allow flexibility of spaces
 - 8 desktop computers which currently meets demands.
 - Genealogy room
 - Room has recently been modified to serve as a general purpose meeting room.
 - Equipment has been moved to main floor area but is noisy.
 - Genealogy is by appointment only and is volunteer
 - Collection is provided by Genealogy group and some is provided by library.
 - Genealogy volunteers liked having the room as a research area but it wasn't fully utilized.
 - Shelving along the perimeter near the door and in back of room.
 - Group study room (4 people)
 - Can be reserved and is very popular.
 - Study room (2 people with counter)
 - This room has a built in countertop but could be utilized as a 4 person study room with the removal of the countertop.
 - Study room (2 people with a countertop)
 - This room has a built in countertop and is too small to be a 4 person study room but could have different / varied furniture in it without the countertop.
 - Board room
 - Room has a sink and built in millwork and good storage.
 - Large flat screen TV.
 - Furniture is stately and not flexible.
 - Currently has carpet.
 - Room could be used as an adult activity room with the following changes
 - Flexible furniture (chairs and tables)
 - Change to a cleanable floor
 - Sink works well for clean up of activities.
 - Formal meetings can be held in genealogy or Ground level community room.
 - Stacks

- The current stacks are taller than necessary for the number of shelves being used.
- Study counters prevent flexibility along the perimeter of the stacks.
- Middle Seating area
 - This area is sparse with seating.
 - Seating at the window is well used.
 - Desktop computers are two to table (back to back) half of the tables are mobile to allow larger programming to take place in the central space.
 - Great view to natural area in the back.
- Adult staff area
 - The alcove to the staff area is no longer needed.
 - The office next to the director appears to be too large for the need.
 - The long office is very customized and oddly proportioned. This area could be better utilized with more width.
 - MSR would suggest modifications to the area to create better use of the space and better office configurations. All staff areas should maintain access to daylight and views.
- LAN room
 - MSR did not go inside.

MSR took field measurements for Revit model until Community Meeting

Community Visioning Session 5:30pm to 6:45pm

Below are the community members in attendance:

Mike Geisler
 Barb Rothlisbery
 Kevin Rells
 Sandy Rells
 John Greenwood
 Mark Guninske
 Kate Morris
 Roxie Johnson
 Rosanne Schleif
 Pat Burg
 Bea Lebal
 Elizabeth McCrank
 Sharon Anderson
 Annie Amenson
 Audrey Haftel
 Sarah Stum
 Chantel Kuczmarski
 Tricia Lazare
 Robyn Swart

- MSR presented the library mission, library vision, described the process of visioning and recommendations.

- MSR presented the following themes to the community and asked for feedback. (See Visioning Summary Presentation)
 - Theme 1: Encourage curiosity, imagination, and exploration
 - Theme 2: Fostering a community of lifelong learners
 - Theme 3: Identifying opportunity to expand services and programming
 - Theme 4: Pandemic Changes
 - Theme 5: Indicators of success

Kristilyn Vercruysse, AIA, Senior Associate

612.616.8148 | kristilyn@msrdesign.com

**These observations and comments represent my understanding of matters discussed and conclusions reached during our meeting. Please review and notify me of any concerns or different understanding you may have. I assume these minutes to be substantially correct unless notified otherwise in writing within ten (10) days.*



1

3D View 1

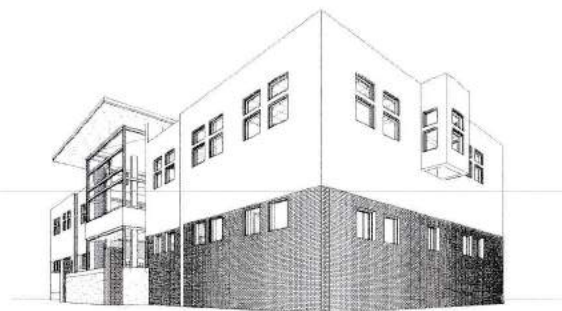
P004



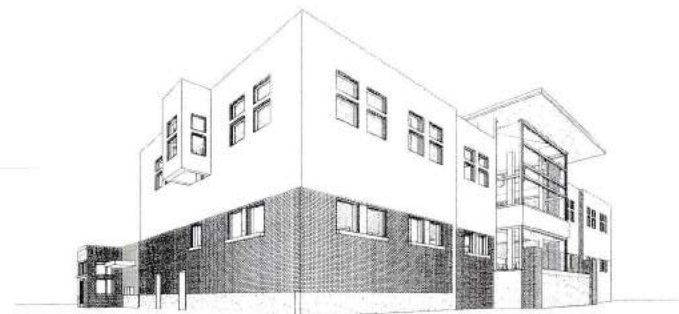
1 3D View 1
P001



2 3D View 2
P004



3 3D View 3
P005



4 3D View 4
P004



1 3D View 1

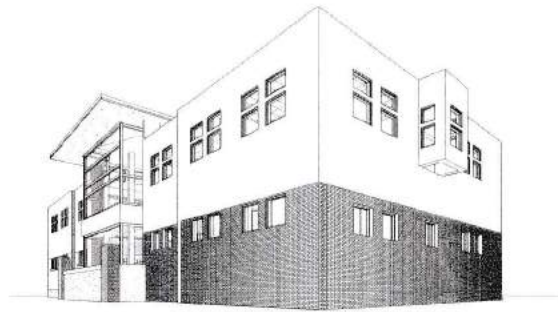
P004



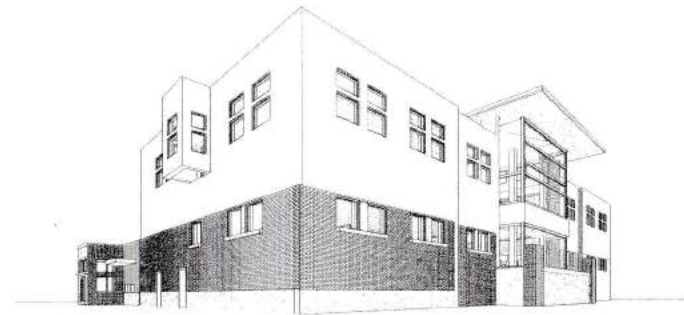
1 3D View 1
FIG. 1



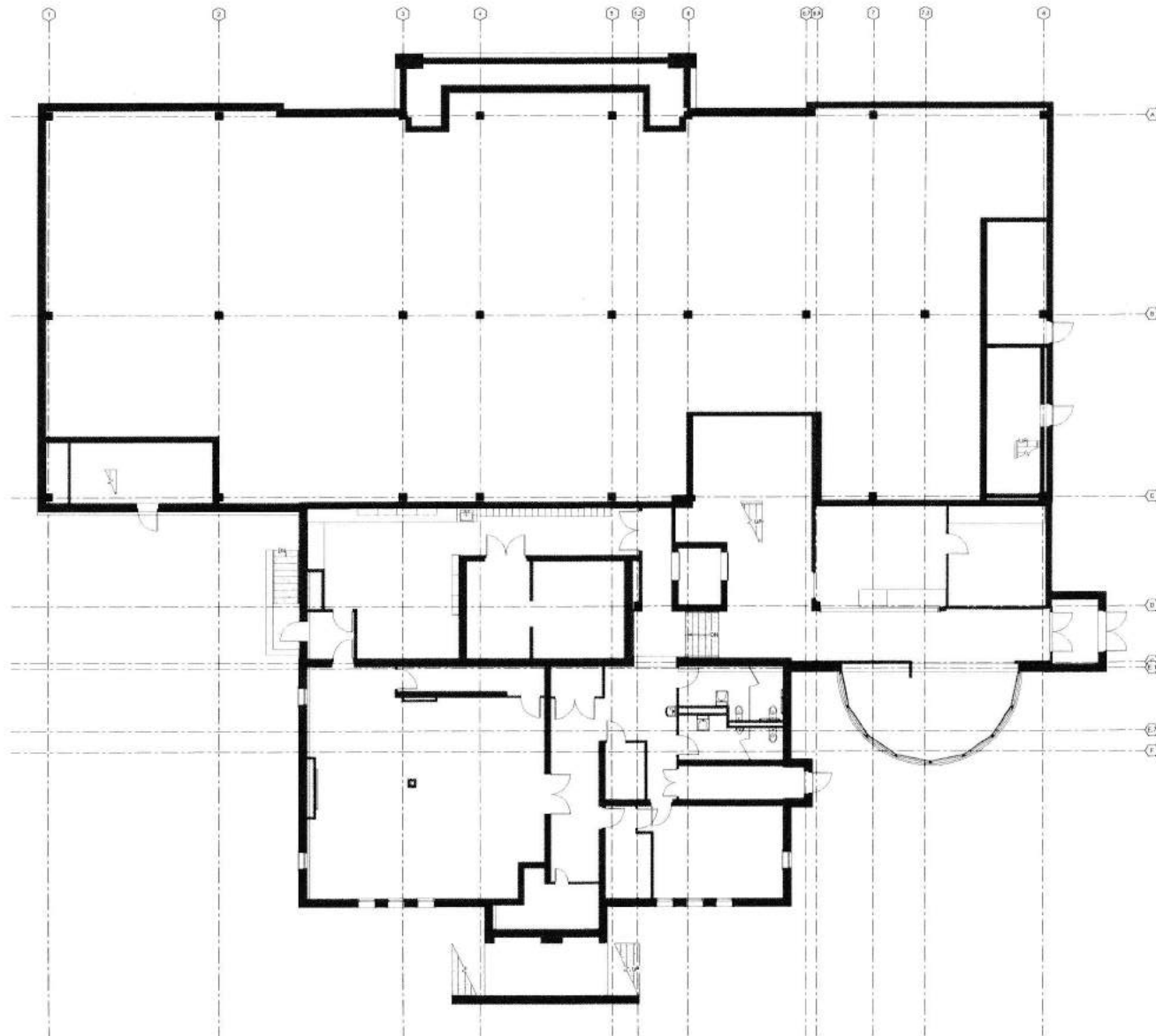
2 3D View 2
FIG. 2



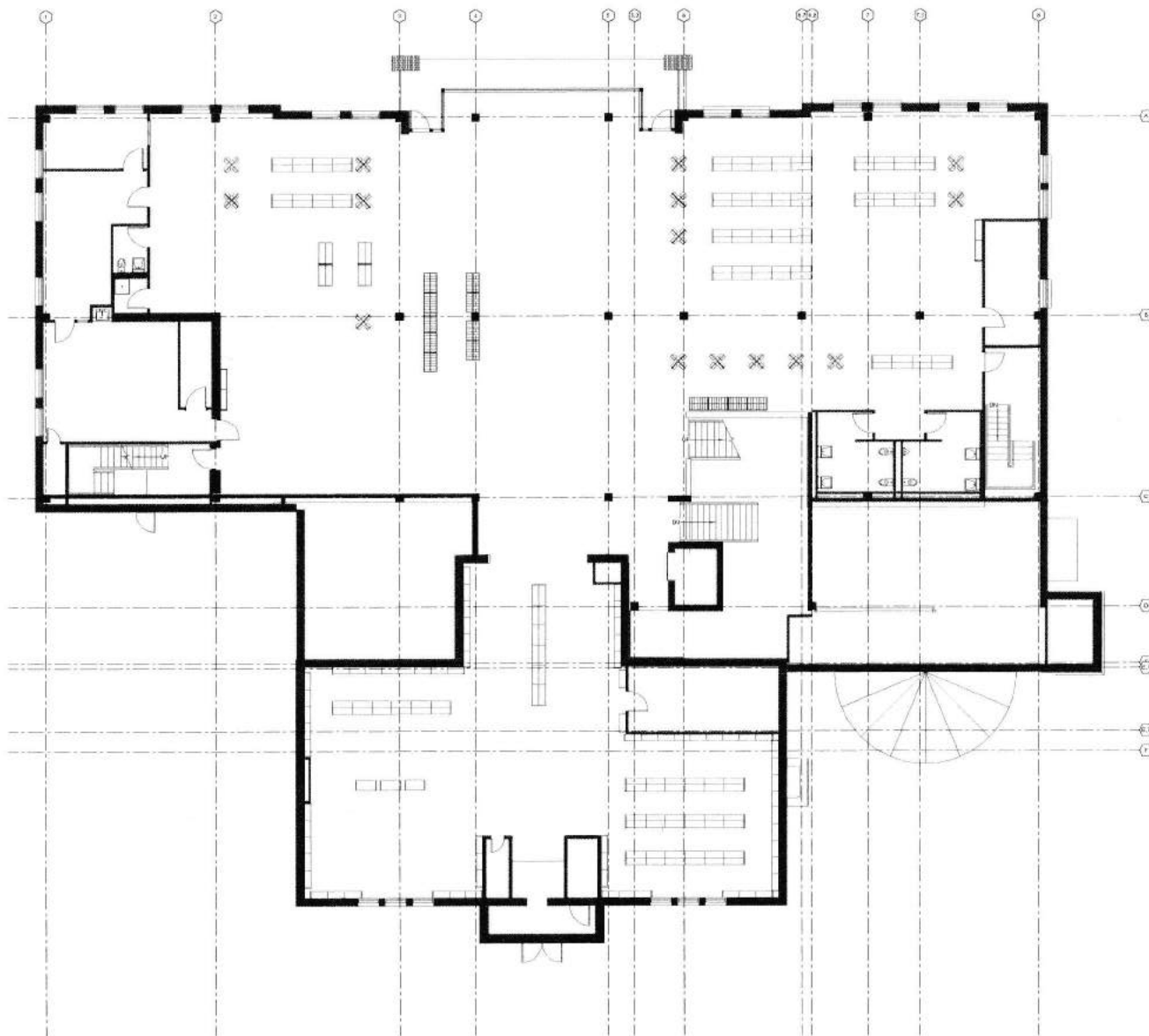
3 3D View 3
FIG. 3



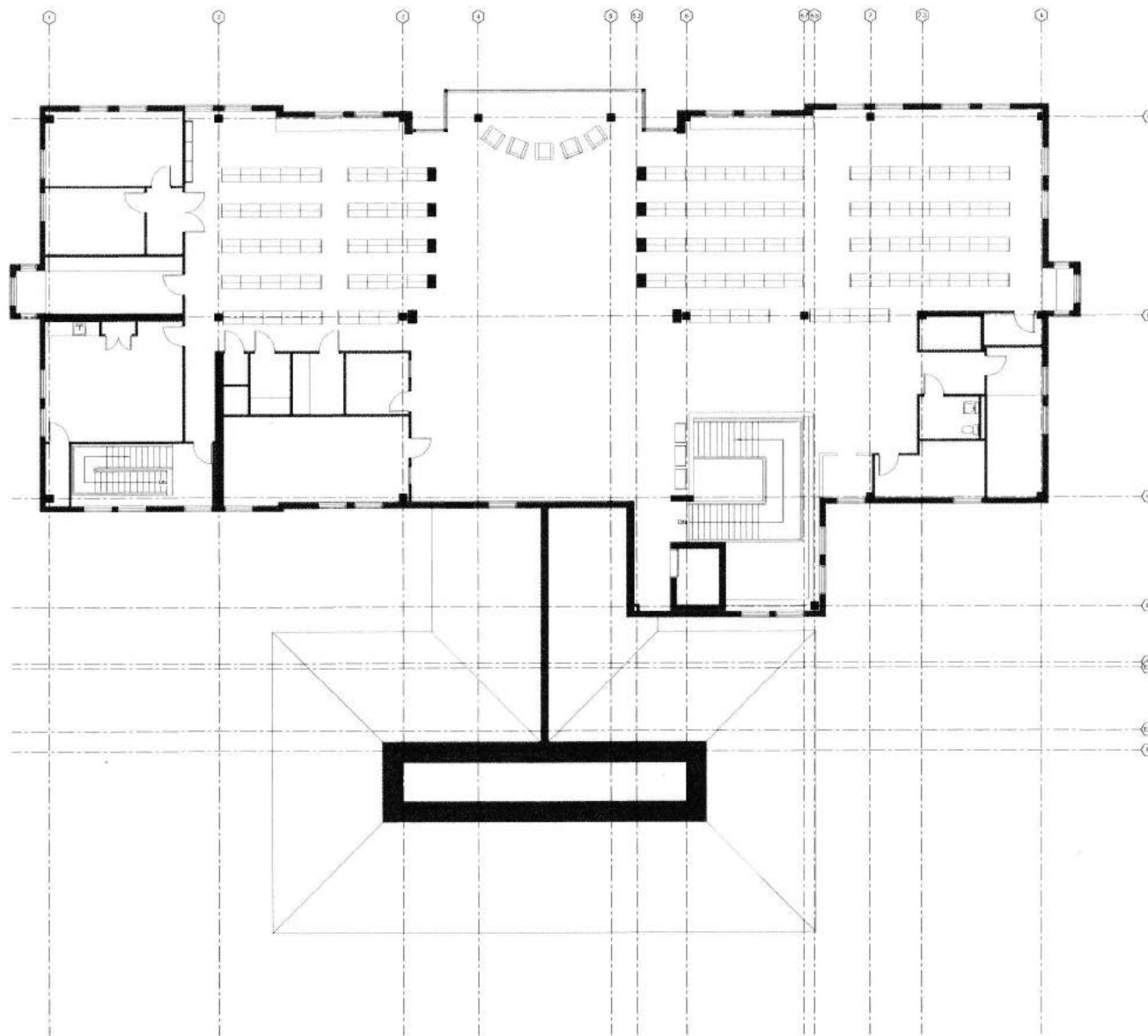
4 3D View 4
FIG. 4



1 LEVEL 1 FLOOR PLAN EXISTING
PORT 1/8" = 1'-0"



1 LEVEL 2 FLOOR PLAN EXISTING
P012 1/8" = 1'-0"



1 LEVEL 3 FLOOR PLAN EXISTING
 P1003 1/8" = 1'-0"

Goal #3:

Develop and execute programming, serving a broad range of ages and interests, expanding our awareness of diversity in our community.

Objective 3.1: Continue to provide technology-related programs

Measure: Assess interest for new programs by performing an online survey & attendance at tech-related events

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

Current Year : Latest Progress: Next Step: Our online Summer Reading Program, offered to all ages using Beanstack, will begin June 5, 2023. 4/10/23 AB.

Tech help Tuesdays offered to adults/seniors will offer services based on patron need. Will begin late April/Early May. 4/11/23 MP.

PAST YEARS ARCHIVE: Use of Facebook Live, BlueJeans Online for virtual meetings as a result of COVID19. 05/2020 LO. Online Summer Reading program for adults and youth (Beanstack) will be rolled out 6/12/20 CF/LO. SM conducted Short Story bookclub via BlueJeans 5/11/20. LO conducting The Great Scotty BakeOff via BlueJeans to contestants in their homes. 08/2020 & 10/2020. Virtual Family Storytimes are being provided via YouTube twice monthly with accompanying take and make activity bags 10/14/20 CF. Virtual Family Fun Night Sing-A-Long Concert held December 2020 with 524 views. 1/13/21 CF. Development of library program survey for adults for 2021 completion. 05/21 LO. Online Summer Reading program offered to all ages starting June 7, 2021 5/11/21 CF. Family Storytimes are being provided weekly via Facebook Live with accompanying activity bags 10/11/21 AB. On-line Adult/Family programming continues in October with the Great Scotty Bake-Off on 10/28/21. 10/11/21. LO. Online Summer Reading Program offered to all ages starting June 6, 2022. 4/8/22 AB. During Wisconsin Science Festival Week in October, we offered an augmented reality program for youth, using in house iPads. 11/8/22 AB

Objective 3.2: Develop a staff schedule that allows for community outreach, professional development, and additional library programs

Measure: Review, analyze and update existing staff schedule yearly to ensure staff levels and overall structure of library staffing with changing patron activity

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

Current Year : Latest Progress: Next Step: Restructured Admin Team and evaluated scheduling to allow for back-up training in essential roles of the Library. 4/10/23 LO. Board approval of library closure for staff development days to include the following: Martin Luther King, Jr. Day; President's Day; Juneteenth Day (June 19 or alternate day if it falls on a weekend); Indigenous People's Day; and Veterans Day. June 19 has been planned to include safety training with City EMS, team building exercises; and detailed overview of WVLS resources to libraries. 4/10/23. LO

PAST YEARS ARCHIVE: Significant changes in desk staffing commenced September 2019. Staff are now cross-trained to work at all 3 service desks. At this time, staff meetings are monthly where issues/concerns are discussed related to this process. Five staff members were selected to receive scholarships to attend the ARSL Virtual Conference. Each staff member attended 2 sessions and were encouraged to watch recorded sessions that will be available until 12/2020. Completed 12/20. SS. Laurie attended WAPL 05/2021. LO Ongoing assessment of staffing needs at 4 service points 10/7/2021. JZ Staff schedules and duties under review. Staff meetings are bi-monthly and emphasize professional skills such as reference, readers' advisory, and customer service. 04/08/22 JZ. Laurie Ollhoff attended the Public Library Association conference; Andrea attended the Wisconsin Association of Public Libraries conference; Faith Martinson attended the Basic Cataloging professional development class. JZ 6/22/2022. Laurie Ollhoff attended and presented at the Wisconsin Library Association Conference Nov 1-4, 2022. LO 11/8/2022.

Objective 3.3: Collaborate with area local agencies to create programs to support the diverse interests of adult area residents

Measure: Each program year will consist of two programs, of those already offered, which focus on suggestions provided by the library's patron demographics and/or expand on the community's cultural diversity.

Responsible staff: Head of Adult Services

Current Year : Latest Progress: Next Step: Currently setting up meetings to work with ARDC to offer memory care, fall prevention and Protecting Your Brain from Aging. Also working with an attorney to offer estate planning workshop(s). 4/11/23 MP

PAST YEARS ARCHIVE: Develop event programming with Lincoln Co. Healthy Minds (Kirstin Bath, Deb Moellendorff) - ongoing; collaboration with WVLS for digital preservation and archives for AAC Oral History & River Bend Trail Project digital preservation. Developed Lincoln County Collaborates with Healthy Minds, MEC, ADRC, Tomahawk Public Library, Tomahawk Senior Center, Ascension hospitals, to provide activity kits for seniors and homebound residents in Lincoln Co. for Nov/Dec, Jan/Feb and March/April 2021. Collaborate with Monk Botanical Gardens for adult programming, i.e. Pizza Garden Fun. 05/02/2021. LO. Lifting Lincoln County collaborative group coordinating outreach activity kits for fall distribution. 10/11/21. LO. B.A.C.A. (Bikers Against Child Abuse) Mission Forum on 4/30/2022 to include Lincoln Co. Social Services, City of Merrill Police Department, & HAVEN representatives. 4/8/2022 LO.

Objective 3.4: Create programs for all ages that highlight local talent, resources and cultural heritage

Measure: Youth Services will introduce one new program initiative in each of the next five years: Year one: formal art instruction from Leigh Yawkey Woodson for youth commenced in 2019. Year two: pursuing toddler dance opportunity with Central Wisconsin School of Ballet in 2020. Year three 2021: pursuing virtual presentations by local talents due to COVID-19.

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

Current Year : Latest Progress: Next Step: We welcomed local talent “Zendor the Comedy Magican”, to the delight of our patrons, with a total of 135 attending. Educators from the Woodson Art Museum have brought their Start with Art program to our storytime group this spring. 4/10/23 AB.

Working with Evan Marzahn to create and promote a monthly knitting/crocheting club. 4/11/23 MP

Objective 3.5: Provide programs that promote school readiness and improve learning outcomes while supporting diversity

Measure: Little Bluebirds Club will incorporate reading about diverse cultures.

Responsible staff: Assistant Director/Head of Youth Services

Current Year : Latest Progress: Next Step: Current enrollment is 301. In addition to a free book, upon completion the child will choose an item from our treasure chest, focusing on developmental skills. 4/10/23 AB.

PAST YEARS ARCHIVE: The Little Bluebirds Club premiered 7/31/19 and includes a list of multicultural book recommendations for parents. Little Bluebirds Club roll out 8/31/19: each child enrolled receives folder with book celebrating diversity and prize book list updated to include diverse titles. Partnered with Pine River School on Kick-Off Event with 70 in attendance. Enrollment update for 12/31/20 is 231 with 13 completions CF. Enrollment update for 5/11/21 is 232. Enrollment update for 10/11/2021 is 236 with 15 completions. Little Bluebirds Club promotion and new look planned for roll out early 2022 10/11/21 AB. The promotion and new look have been well received. Current enrollment is 263. 4/8/22 AB.

Trustee Orientation and Continuing Education

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Trustee Orientation

To carry out their duties effectively, new trustees need information about the library's services, needs, and plans. They also need some understanding of the legal responsibilities of the library board and the relationship of the board to the municipality, and to the library director and other library staff. A good orientation will provide new trustees with the answers they need to undertake their duties confidently.

The orientation program should be planned step by step by the library board, with the assistance of the library director. Orientation should start as soon as possible after the new board member is appointed—before the first meeting, if possible. See the attached [Sample Trustee Orientation Outline](#) for ideas.

Trustee Continuing Education

Even the most knowledgeable and experienced library trustee needs continuing education to stay informed about new laws, new technologies, and new possibilities for library service. Library services and library policies must constantly change to keep pace with changing community needs, new laws, and new technologies. Library leaders, including library trustees, who stay informed of these changes, will be better able to provide high-quality library service to their community.

Probably the most valuable type of continuing education experience for trustees is attendance at system or statewide workshops or at conferences such as the annual Wisconsin Association of Public Libraries (WAPL) and Wisconsin Library Association (WLA) conferences. One of the most rewarding aspects of system and statewide workshops is the opportunity to share experiences and ideas with trustees from other libraries. Information about these workshops and conferences is available in your system newsletter.

Because trustees are busy people with many commitments, it may be difficult to find the time to participate in many workshops and conferences. Fortunately, there are many other ways to learn and stay informed.

Newsletters and Discussion Lists

Your library system's newsletter is a great source of regional and statewide library news and developments.

One of many benefits to membership in Wisconsin Library Trustees and Friends (WLTF) is the WLTF newsletter, which contains news and information important to Wisconsin library trustees.

In This Trustee Essential

- The importance of new trustee orientation
- Why continuing education is essential for all trustees
- Opportunities for continuing education even for busy trustees

The Division for Libraries and Technology has used a variety of methods to disseminate information to the Wisconsin library community. The newest method of communicating is the *Wisconsin Libraries for Everyone* blog (wilibrariesforeveryone.blogspot.com); we encourage trustees to follow this blog. The final issue of the *Channel Weekly* electronic newsletter was published on December 18, 2014. *Channel Weekly* archives will be available indefinitely on the DPI website.

For many years the Division for Libraries and Technology has sponsored an email discussion list, WISPUBLIB, as a way to allow the Wisconsin public library community to share news and ideas and to get answers to questions about public library services, policies, laws, etc. Beginning in the fall of 2015 the Division is using the social media tool Google+ Communities as a way of offering an efficient, flexible venue for sharing news, ideas, and resources within in our Wisconsin public library community.

The Division encourages public library and library system staff and trustees, as well as anyone with an interest in public library issues, to subscribe to the various Google+ Communities sponsored by the Division.

Other Continuing Education Ideas

Short continuing education sessions can be held during library board meetings. This is a way to reach every trustee on the board (hopefully) and also a way to involve the board in brainstorming or problem-solving discussions on issues that may be important to the library.

The *Trustee Essentials* that make up this handbook can be used for short continuing education sessions held during regular or special board meetings. The meeting agenda should alert board members that a particular *Trustee Essential* will be reviewed at the next board meeting. Each board member should read the *Trustee Essential* in advance of the meeting and bring to the meeting any questions or thoughts concerning the issues raised by the *Trustee Essential*. Most of the *Trustee Essentials* include discussion questions. Perhaps a board member (especially one with experience on the topic to be covered) or the library director or a library system staff person could volunteer in advance to lead the discussion.

The DLT has produced "Trustee Training Modules" that can also be used to guide trustee continuing education sessions at regular or special board meetings. These modules are available in PowerPoint and web versions at <http://dpi.wi.gov/pld/boards-directors>. These modules are designed to be used for continuing education sessions led by a knowledgeable trustee or librarian.

Keep in mind that your library system offers professional consulting services to member library staff and member library boards. These consultants are knowledgeable about a wide range of library practices and issues, as well as new laws and new technologies that may be of interest to your library. Consider inviting a library system consultant or other expert to lead a continuing education session at a regular or special board meeting.

Active involvement in an organization like the Wisconsin Library Trustees and Friends (WLTF) and/or the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) is another excellent way to keep up to date on library issues and share ideas with fellow trustees.

Websites

The DLT maintains a Wisconsin Library Trustee Resource Page at <http://dpi.wi.gov/pld/boards-directors>. This webpage features the Trustee Training Modules discussed above, as well as many other resources to support the activities of library trustees. Many library system websites also have important information for library trustees.

Budgeting for Trustee Continuing Education

The annual library budget should include funding for trustee continuing education. Funding should be provided to pay the expenses for trustees to attend library system workshops and send at least one trustee per year to the annual WAPL and/or WLA conferences. Funding should also be provided for at least one trustee's membership in WLTF (and WLA).

Discussion Questions

1. What issues do you want to learn more about? Where can you turn to learn more about those issues?
2. Should the Wisconsin Library Trustees and Friends look into voluntary certification for library trustees? If so, what should be required to earn certification?

Sources of Additional Information

- Attached Sample Trustee Orientation Outline
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)
- Wisconsin Library Trustee Resource Page at <http://dpi.wi.gov/pld/boards-directors>
- Wisconsin Library Trustees and Friends (WLTF) at wla.wisconsinlibraries.org/wltf
- Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) at www.ala.org/altaff

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 – April 19, 2023

Events

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

- 1st ever Adult Puzzle Competition on Saturday, April 29, 2023, @11am. This will be a three-hour event in the Community Room. Pre-registration of teams consisting of at least two members is required by Friday - April 21 at 5pm. Each team will be provided an identical 750-piece puzzle. Prizes will be awarded to the three teams with the most correctly connected pieces.
- On Wednesday, April 26 @10:30am, the library welcomes back the Leigh Yawkey Woodson Art Museum and their Start with Art Program. Following Storytime, families with young children can experience children's literature and learn about the elements of art and design through guided projects facilitated by the Art Museum staff.
- 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.

WVLS

- I was asked to provide an evaluation of the Director, Marla Sepnaski, for Wisconsin Valley Library System by the WVLS representative Diane Peterson.

Friends of the Library

- Friends of the Library Spring Book Sale is scheduled to begin Thursday, April 20, and end on Saturday, April 22. Saturday is Fill a Bag of Library Materials for \$2.

Library Director's Report

- National Library Week 2023, which takes place during the week of April 23-29, will be celebrated with the theme "There's More to the Story." Libraries are full of stories in a variety of formats from picture books to large print, audiobooks to eBooks, and more. Our staff will be highlighting our "More" next week with short videos and images of all the other great items and programs we offer to the community and beyond. Youth Services will have a weeklong scavenger hunt and Adult Services will have a trivia competition going on, as well. Adults will have the opportunity to win an iPad and youth will have an opportunity to win various prizes, as well.
- Gearing up for the Summer Reading Challenge "All Together Now" in Youth and Adult Services. The online platform Beanstack will be used again this year. Funding sources for Beanstack became available for the school district so we are hopeful that there will be increased participation. Once again, we will offer both an online and paper format for our patrons. Youth Services has some great programs in place and the Adult Department will be facilitating a multi-generational puzzle competition titled "Putting It All Together Now." We have received a considerable amount of monetary donations from local businesses in support of the summer reading program. As in the past, the Friends provide monetary support made possible through their ever-so-popular book sales. We are extremely appreciative of the support we receive from the community and could not do it without them.
- The Library's Seed Library is up and running. Our own Cat Oftedahl in Youth Services was featured in the Wisconsin Valley Library Service newsletter talking up our seed library and how excited our patrons are to grab some seeds and see how they grow. We have our own AeroGarden setup starting seeds to tempt our patrons in to doing the same. Be sure to check it out near the Circulation Desk.
- Plans are underway for the June 19 Staff Development Day to include safety and security training with the City of Merrill EMS.