



NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday March 15, 2023

4:00 p.m.

Library 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 | Geisler |
| A. Call to order and roll call | |
| B. Correspondence | |
| C. Public comment | |
| II. Consent items | |
| A. Minutes of regular meeting of February 15, 2023 | |
| B. Unaudited Monthly Revenue & Expense Reports for February 2023 | |
| C. Unaudited Year-End Revenue & Expense Report for December 2022 | |
| III. Reports/Discussion Items/Action Items | |
| A. Action Item: Public Use of Meeting Rooms | Geisler |
| B. Action Item: Reference and Other Copying/Printing | Geisler |
| C. Action Item: Endowment Fund Request – Youth Services | Geisler |
| D. Action Item: 2022 Local Library Report | Geisler |
| E. Discussion Item: MSR Space Needs Study Update | Geisler |
| F. Discussion Item: Upcoming Expiration of Board Member Terms | Geisler |
| G. Strategic Plan Goals & Objectives #2 | Ollhoff |
| H. Wisconsin Trustee Essential #26: The Public Library System Board—the Broad Viewpoint | 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 February 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: Darcy Dalsky, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank, and Jim Wedemeyer. Excused: Rick Blake; Katie Breitenmoser. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.

The Board reviewed correspondence received from Community Food Pantry of Merrill, WI thanking us for our recent donation of 87 pounds of food for their clients.

Consent items

E. McCrank/A. Huftel/C to approve the minutes of the regular meeting of January 18, 2023.

Typographical error in date of minutes noted to correctly state January 18, 2023.

The monthly Revenue and Expense Report for December 2022 deferred to March 16, 2023, Board of Trustees meeting as the 2022 budget has not been finalized by the City's Financial Director.

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

Reports/discussion items/action items

- A. E. McCrank/R. Martinovici/C** to approve Action Item: WI DPI Public Library Annual Report
L. Ollhoff explained data placed in the report was consistent with information provided throughout the year in monthly reports to the board.
- B. R. Martinovici/D. Dalsky/C** to approve Action Item: Statement Concerning Public Library System
Statement was read by L. Ollhoff with a brief discussion on the great support received throughout 2022.
- C. E. McCrank/A. Huftel/C** to approve Action Item: Endowment Fund Report
R. Mamer, Treasurer, provided the annual report related to the Library Endowment Fund.
No action required on Action Item: Short-Term Investments
R. Mamer brought to the attention of the Board the possibility of moving investments to other financial institutions in order to optimize the investments. Research will be completed by the Endowment Fund Committee.
- D. Space Needs Study Update.** L. Ollhoff provided update on the status of the ongoing study. The public has been invited and we have received names of interested individuals that will attend. The February 23, 2023, Vision Session. The day will begin with a discussion with the library staff team at the biweekly staff meeting. MSR Design will tour the building and grounds to develop drawings of the facility spaces along with site measurements and photographs. At 5:30PM, a Community Visioning Session will take place with invited community members and stakeholders.
- E. Strategic Plan Goals and Objectives #1.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #1.
- F. Wisconsin Trustee Essential #25: Liability Issues.** L. Ollhoff provided copies of Trustee Essential #24 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.
- The completion of the Wisconsin DPI Annual Report was a huge success as a result of the amazing staff here at T.B. Scott and the State Report Team at WVLS and we are well on our way to complete the local report for the March Board meeting.
- Sign placement in the library parking lot has helped to alleviate congestion from 3-4PM allowing for adequate patron parking.

- L. Ollhoff spoke on her attendance at the 2023 Wisconsin Library Association Library Legislative Day in Madison to meet with our local legislators. It is a budget year and legislative support of library funding was our focus as we told our Library Love Stories. The Life Cycle of a Book infographic was provided to legislators and was provided to the Board.
- The old elm tree cookie table is nearing completion with Derek Krzanowski, a local woodworker.

President's remarks

- Thank you to everyone in attendance.

Additional remarks made by E. McCrank regarding the request of Lincoln County Board of Supervisor Ken Wickham that the Library write a letter of support related to the efforts of the Lincoln County Broadband Committee to secure funding by working with Spectrum to secure a Public Service Commission grant for broadband expansion in our area. The Board has supported these efforts in the past and will continue to do so.

A. Huftel /D. Dalsky/C moved to adjourn the meeting at 4:41 p.m. The next regular business meeting of the Board of Trustees is scheduled for March 15, 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: FEBRUARY 28TH, 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	0.00	0.00	0.00
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	0.00	0.00	442,869.00
TOTAL Intergovernmental	484,602.00	0.00	0.00	0.00	484,602.00
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,600.00	420.39	558.98	21.50	2,041.02
TOTAL Public Charges-Services	2,600.00	420.39	558.98	21.50	2,041.02
<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	2,400.00	2,400.00	0.00	(2,400.00)
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	2,400.00	2,900.00	0.00	(2,900.00)
TOTAL REVENUES					
	487,202.00	2,820.39	3,458.98	0.71	483,743.02
EXPENDITURES					
=====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	186,343.00	9,799.04	15,051.33	8.08	171,291.67
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	430,806.00	32,775.56	50,144.23	11.64	380,661.77
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	3,163.94	6,279.36	13.21	41,240.64
55110-01-52000 Retirement (WRS)	35,562.00	2,645.23	5,248.34	14.76	30,313.66
55110-01-52500 Prior Service-Debt Serv.	3,857.00	0.00	0.00	0.00	3,857.00
55110-01-54000 Health Insurance	83,378.00	5,873.20	11,746.40	14.09	71,631.60
55110-01-55000 Life Insurance	4,011.00	269.48	536.94	13.39	3,474.06
TOTAL Personnel Services	794,981.00	54,526.45	89,006.60	11.20	705,974.40

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 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	0.00	0.00	0.00	3,000.00
55110-02-16250 HVAC Service	2,000.00	0.00	0.00	0.00	2,000.00
55110-02-16500 Fire/Security System Cont	1,900.00	0.00	0.00	0.00	1,900.00
55110-02-21000 Water and Sewer	1,700.00	44.84	44.84	2.64	1,655.16
55110-02-22000 Electric	24,000.00	2,019.75	3,765.98	15.69	20,234.02
55110-02-22500 Fuel - Natural Gas	8,400.00	3,357.09	7,245.72	86.26	1,154.28
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	170.29	5.01	3,229.71
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	323.56	21.57	1,176.44
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	5,753.75	11,550.39	24.37	35,849.61
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,500.00	125.66	172.16	11.48	1,327.84
55110-03-10500 Library Supplies	6,500.00	570.15	1,244.73	19.15	5,255.27
55110-03-11000 Postage	1,900.00	386.13	397.25	20.91	1,502.75
55110-03-13000 Copier/Printing	500.00	290.00	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	49.67	197.67	13.63	1,252.33
55110-03-31000 Misc. - Petty Cash	0.00	(15.00)	(100.00)	0.00	100.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	0.00	0.00	0.00	2,000.00
55110-03-32001 Misc Rev - Educ & Conf	0.00	189.00	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	0.00	0.00	0.00	0.00
55110-03-41250 Programming - Adult	10,000.00	20.78	20.78	0.21	9,979.22
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	531.66	878.69	11.72	6,621.31
55110-03-41501 Misc Rev-Programming-Yout	0.00	433.16	433.16	0.00	(433.16)
55110-03-41750 Hospitality	300.00	0.00	0.00	0.00	300.00
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	0.00	0.00	0.00
55110-03-44000 Janitor Supplies	5,000.00	0.00	0.00	0.00	5,000.00
55110-03-50000 M/R-General Repair/Maint.	5,600.00	95.16	95.16	1.70	5,504.84
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	3,939.90	5,843.15	233.73	(3,343.15)
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	47,500.00	6,616.27	9,661.75	20.34	37,838.25
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	9,400.00	126.00	126.00	1.34	9,274.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	9,400.00	126.00	126.00	1.34	9,274.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 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	103.60	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	103.60	103.60	0.00	(103.60)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,700.00	156.77	1,236.56	12.75	8,463.44
55110-13-10100 Adult Dept Non-Fiction	10,150.00	1,727.05	1,885.76	18.58	8,264.24
55110-13-10200 Adult Dept Paperbacks	750.00	52.83	75.47	10.06	674.53
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	349.62	501.72	11.67	3,798.28
55110-13-20000 Youth Children's Books	16,500.00	49.11	49.11	0.30	16,450.89
55110-13-20100 Young Adult Books	2,600.00	0.00	0.00	0.00	2,600.00
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	124.30	124.30	1.91	6,375.70
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	2,459.68	3,872.92	7.59	47,127.08
<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	194.66	283.74	11.35	2,216.26
55110-14-10200 Adult Dept CDs	900.00	69.50	69.50	7.72	830.50
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	30.92	220.19	7.34	2,779.81
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	42.59	42.59	2.37	1,757.41
55110-14-20100 Youth Videos, DVDs & CD-R	1,300.00	70.12	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	114.95	1.92	5,886.05
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	522.74	801.09	5.01	15,199.91
<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	310.83	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	0.00	0.00	10,000.00
55110-15-47500 Software/Upgrades	985.00	19.99	19.99	2.03	965.01
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: FEBRUARY 28TH, 202310 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTAL Technology	45,363.00	330.82	330.82	0.73	45,032.18
TOTAL EXPENDITURES	1,011,645.00	70,439.31	115,453.17	11.41	896,191.83
REVENUES OVER/(UNDER) EXPENDITURES	(524,443.00)	(67,618.92)	(111,994.19)	0.00	(412,448.81)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2023

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES =====					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	1,061.78	2,700.76	0.00	(2,700.76)
TOTAL Intergovernmental	0.00	1,061.78	2,700.76	0.00	(2,700.76)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	313.08	704.27	0.00	(704.27)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	313.08	704.27	0.00	(704.27)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	0.00	0.00	0.00	0.00
45110-48257 WI Humanities - Grant	0.00	0.00	0.00	0.00	0.00
45110-48277 Summer Programs-Donations	0.00	0.00	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	256.89	582.78	0.00	(582.78)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	256.89	582.78	0.00	(582.78)
TOTAL REVENUES	0.00	1,631.75	3,987.81	0.00	(3,987.81)
EXPENDITURES =====					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	243.24	283.23	0.00	(283.23)
55110-03-12650 Library Photocopier Expen	0.00	571.81	571.81	0.00	(571.81)
55110-03-12675 Library Vending - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-22725 Summer Programs-Expenses	0.00	0.00	0.00	0.00	0.00
55110-03-25000 Library Grants - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-40500 Memorial Books-Expense	0.00	860.97	883.13	0.00	(883.13)
TOTAL Supplies & Expenses	0.00	1,676.02	1,738.17	0.00	(1,738.17)
TOTAL EXPENDITURES	0.00	1,676.02	1,738.17	0.00	(1,738.17)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(44.27)	2,249.64	0.00	(2,249.64)
FUND TOTAL REVENUES					
	159,324.00	61,080.05	208,989.16	131.17	(49,665.16)
FUND TOTAL EXPENDITURES					
	270,369.00	82,324.90	90,325.91	33.41	180,043.09
REVENUES OVER/(UNDER) EXPENDITURES	(111,045.00)	(21,244.85)	118,663.25	0.00	(229,708.25)
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*** END OF REPORT ***

Monthly Statistical Report

T.B. Scott Free Library

February 2023

Library building closed to public (curbside pick-up services offered) January 1, 2021 to February 14, 2021 due to COVID-19.

LIBRARY ACTIVITY	Feb 2023	Feb 2022	% Change	Feb 2021	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic *	4,049	3,361	20.5%	2,862	41.5%	8,144	6,607	23.3%
Average Daily Traffic *	176.04	146	20.5%	239	-26.3%	169.67	144	18.1%
Meetings Held	7	7	0.0%	-	N/A	14	14	0.0%
Attendance	26	77	-66.2%	-	N/A	83	120	-30.8%
Classes/Groups w/o Program	7	9	-22.2%	5	40.0%	16	15	6.7%
Attendance	152	148	2.7%	82	85.4%	355	248	43.1%
New Card Registrations	44	30	46.7%	11	300.0%	86	57	50.9%
Volunteer Hours Worked	7	12	-45.8%	12	-45.8%	28	21	31.0%

*Due to COVID-19 building closure, gate statistics were not collected for the month of January 2021.

TECHNOLOGY USE	Feb 2023	Feb 2022	% Change	Feb 2021	% Change	YTD 2023	YTD 2022	% Change
Wireless Use*	1,298	501	159.1%	1,911	-32.1%	2,456	1,841	33.4%
Internet Computers								
Adult	313	264	18.7%	133	135.6%	702	532	32.0%
Youth	49	16	208.6%	17	190.5%	109	25	337.5%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	52	N/G**	N/A	6	N/A	89	N/A	N/A
TOTAL USE	415	280	48.1%	156	165.8%	901	557	61.7%

*Statistical outputs are atypical system wide and are under review by WVLS following the migration of the network to a new controller in January 2022.

**Not given due to AWE Learning's online customer portal network being down during collection period of statistics.

PROGRAMS*	Feb 2023	Feb 2022	% Change	Feb 2021	% Change	YTD 2023	YTD 2022	% Change
Programs Given								
Adult	8	2	300.0%	12	-33.3%	12	2	500.0%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	6	4	50.0%	7	-14.3%	14	5	180.0%
TOTAL	14	6	133.3%	19	-26.3%	26	7	271.4%
Program Attendance								
Adult	122	4	2950.0%	129	-5.4%	174	4	4250.0%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	103	14	635.7%	256	-59.8%	257	16	1506.3%
TOTAL	225	18	1150.0%	385	-41.6%	431	20	2055.0%

*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	#	Outreach	Date	#
Little Bluebirds Club		8	Critic's Choice Movie	2/22/2023	20
Activity Bags - Preschool		100	Watercolor Class(4 Sessions)		46
Activity Bags - School Age		98			
Trinity Activity Bags		40	Teen	Date	#
Scavenger Hunt		48			

Adult

	Date	#	Youth	Date	#
1 on 1 Tech Help(9 Sessions)		13	Wiggle Giggle Shake (2 Sessions)		33
Author Chat - Jim Finucan/Writers Group	2/11/2023	28	Family Storytime(4 Sessions)		70
Cover to Cover	2/16/2023	6			
Space Needs Study Visioning Session	2/28/2023	22			

FEBRUARY 2023

BORROWERS		Feb 2023	Feb 2022	% Change	Feb 2021	% Change
City	Adult	3,919	3,983	-1.6%	4,313	-9.1%
	Youth	944	1,006	-6.2%	1,095	-13.8%
County	Adult	3,380	3,429	-1.4%	3,646	-7.3%
	Youth	859	876	-1.9%	942	-8.8%
Other	Adult	379	360	5.3%	557	-32.0%
	*ILL	439	437	0.5%	433	1.4%
	Youth	520	73	612.3%	111	368.5%
TOTAL BORROWERS		10,440	10,164	2.7%	11,097	-5.9%

*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		Feb 2023	Feb 2022	Feb 2021	YTD 2023	YTD 2022
Endowment Fund		\$ -	\$ 25	\$ 300	\$ 200	\$ 690
Special Projects Fund		\$ 225	\$ -	\$ 1,295	\$ 660	\$ 425
Gifts/Memorials		\$ 186	\$ 568	\$ 1,048	\$ 406	\$ 836

RESOURCE SHARING		Feb 2023	Feb 2022	% Change	Feb 2021	% Change	YTD 2023	YTD 2022	% Change
V-Cat Received		1,448	1,475	-1.8%	1,502	-3.6%	2,950	3,111	-5.2%
V-Cat Sent		1,174	1,337	-12.2%	1,780	-34.0%	2,587	2,679	-3.4%
ILL Received		41	28	46.4%	42	-2.4%	74	59	25.4%
ILL Sent		117	83	41.0%	45	160.0%	222	189	17.5%

CIRCULATION		Feb 2023	Feb 2022	% Change	Feb 2021	% Change	YTD 2023	YTD 2022	% Change
Audiobooks	Adult	65	175	-62.9%	180	-63.9%	240	383	-37.3%
	Youth	51	64	-20.3%	41	24.4%	89	89	0.0%
Books-Fiction	Adult	2,630	2,531	3.9%	2,102	25.1%	5,154	5,189	-0.7%
	Youth	2,779	2,418	14.9%	1,922	44.6%	5,767	4,827	19.5%
Books-Nonfiction	Adult	1,129	807	39.9%	653	72.9%	2,237	1,645	36.0%
	Youth	750	590	27.1%	506	48.2%	1,497	1,135	31.9%
CDs/Cassettes	Adult	333	92	262.0%	103	223.3%	490	213	130.0%
	Youth	14	45	-68.9%	20	-30.0%	31	95	-67.4%
DVD/Blu-Ray/VHS	Adult	880	733	20.1%	739	19.1%	1,809	1,689	7.1%
	Youth	432	268	61.2%	259	66.8%	886	560	58.2%
Games	Adult	2	-	N/A	1	100.0%	3	-	N/A
	Youth	55	10	450.0%	23	139.1%	106	32	231.3%
Magazines	Adult	224	242	-7.4%	205	9.3%	472	464	1.7%
	Youth	-	-	N/A	-	N/A	-	-	N/A
Other	Adult	52	41	26.8%	38	36.8%	126	99	27.3%
	Youth	55	18	205.6%	56	-1.8%	92	50	84.0%
PHYSICAL ITEMS SUB TOTAL		9,451	8,034	17.6%	6,848	38.0%	18,999	16,470	15.4%
Digital Library	Audiobooks	968	870	11.3%	825	17.3%	1,999	1,822	9.7%
	eBooks	1,046	1,071	-2.3%	1,223	-14.5%	2,176	2,186	-0.5%
	*Magazines	68	95	-28.4%	157	-56.7%	116	220	-47.3%
	Music/Videos	-	1	-100.0%	2	-150.0%	-	1	-100.0%
DOWNLOADS SUB TOTAL		2,082	2,037	2.2%	2,207	-5.7%	4,291	4,229	1.5%
TOTAL CIRCULATION		11,533	10,071	14.5%	9,055	27.4%	23,290	20,699	12.5%

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

MATERIALS CIRCULATING		Feb 2023	Feb 2022	% Change	Feb 2021	% Change	YTD 2023	YTD 2022	% Change
% Nonprint Materials Circulated		20.5%	18.0%	14.0%	21.3%	-3.8%	20.38%	19.5%	4.6%
% Print Materials Circulated		79.5%	82.0%	-3.1%	78.7%	1.0%	79.62%	80.5%	-1.1%
% Adult Materials Circulated		56.2%	57.5%	-2.2%	58.7%	-4.2%	55.43%	58.8%	-5.7%
% Youth Materials Circulated		43.8%	42.5%	3.0%	41.3%	6.0%	44.57%	41.2%	8.1%

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
REVENUES					
<u>Intergovernmental</u>					
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	<u>453,671.94</u>	<u>0.00</u>	<u>453,672.00</u>	<u>100.00</u>	<u>(0.06)</u>
TOTAL Intergovernmental	468,671.94	9,320.00	478,984.64	102.20	(10,312.70)
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	<u>8,000.00</u>	<u>459.61</u>	<u>2,821.40</u>	<u>35.27</u>	<u>5,178.60</u>
TOTAL Public Charges-Services	8,000.00	459.61	2,821.40	35.27	5,178.60
<u>Miscellaneous Revenues</u>					
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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)
EXPENDITURES					
<u>Personnel Services</u>					
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	<u>3,714.00</u>	<u>267.89</u>	<u>3,360.76</u>	<u>90.49</u>	<u>353.24</u>
TOTAL Personnel Services	775,440.00	70,114.19	717,664.42	92.55	57,775.58

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	6,943.50	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 Programing - 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)

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>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

REFERENCE AND OTHER COPYING/PRINTING

**Approved: 10/12/1983; reviewed and revised 3/3/2003; 7/16/2008;
1/16/2013; reviewed 3/21/2018; reviewed 3/15/2023.
Review Date: 2028**

GENERAL

The library may charge for photocopying and printing at photocopiers and printers to defray financial costs, conserve resources, and ensure equity-of-access standards. The establishment of printing fees is also authorized by the library's Internet Use Policy.

AUTHORITY

Library staff members are authorized to waive photocopying and printing fees in extraordinary circumstances. Regular fee waivers for persons or entities (e.g., the Friends of T.B. Scott Library) may be authorized by the Library Director. The Library Board has the authority to establish and revise photocopying and printing fees.

REFERENCE COPYING/PRINTING

As a reference service, the library will provide an individual patron up to 5 pages of free photocopying per visit of specific information found only in reference books which may not leave the library building.

The library will provide an individual patron up to 5 pages of free staff-assisted printing per visit of specific information found only on the Internet.

Reasons for this policy include:

1. Students frequently need information found only in reference books or online and often do not have time to do research here, nor are they prepared for photocopy charges.
2. This policy helps prevent the theft of or damage to expensive reference materials that are restricted to use on the library premises.
3. The Internet has become a major source of reference information.

Policies

PUBLIC USE OF MEETING ROOMS

Approved: 2/9/83;

Reviewed and revised 4/21/99; 10/17/01; 3/15/06; 7/15/09; 2/16/11;
7/20/2016, 5/19/2021; 3/15/23

Review Date: 2028

The library maintains meeting rooms for library-sponsored or co-sponsored programs that support the library's mission. Meeting rooms may also be made available to individuals and organizations, subject to rules and regulations established by the library Board of Trustees.

A. General Conditions

1. Multiple rooms throughout the library are available and may be reserved based upon the needs of the requestor. ~~Available Meeting Rooms and Features:—~~

~~a. Church Mutual Community Room (lower level)~~

~~—Capacity: approximately 75~~

~~—Kitchen with sink, refrigerator, & microwave is available.~~

~~b. Hermien Livingston Board Room (Adult Department, third floor)~~

~~—Capacity: 20 people~~

~~—Sink and small refrigerator are available.~~

~~c. Story Hour Room (Youth Services Department, second floor)~~

~~—Capacity: 20 people~~

~~—Sink is available.~~

~~d. Semling-Menke (Large) Study Room (Adult Department, third floor)~~

~~—Capacity: 4 people.~~

~~e. Small Study Rooms #1 and #2 (Adult Department, third floor)~~

~~—Capacity: 2-3 people each.~~

2. Priorities for library meeting room use:

a. Library-sponsored meetings or programs.

b. Library-related meetings or programs.

c. Meetings sponsored by City of Merrill or Lincoln County agencies.

d. Educational, cultural, or civic meetings or programs.

e. Other meetings and activity appropriate to the library.

f. Purely social functions (e.g. birthday parties, showers, company parties, mixers) are not allowed.

The library Director reserves the right to determine justifiable use of library facilities and/or to cancel room reservations.

3. Conditions for library meeting room use:

a. No admission or other fees are charged (see C1-C3 below).

b. No sales or other commercial transactions occur (see C4-C5 below).

c. Meetings or other uses are always open to the public.

d. Meetings or other uses do not interfere with regular library operations.

Organizations conducting business meetings or presenting programs may wish to restrict or limit public comments during all or part of their meetings or programs. Any such restrictions should be announced at the beginning

Policies

of a meeting or other room use and should in no way interfere with the public's ability to attend, observe or otherwise experience the program.

4. Meeting room availability:
 - a. Meeting rooms are generally available for use when the library is open.
 - b. Meeting room use when the library is closed must be approved by the Director and is subject to staff availability (see After-Hours Policy).
 - c. Meeting room use, including clean-up, must end before the library's closing time, unless arrangements are made at least one week in advance for staff to remain after regular hours of operation.
5. In an emergency, such as inclement weather or a loss of electricity, the library reserves the right to close the library and cancel all meeting room use.
6. Use of illegal drugs, alcoholic beverages, and tobacco products is prohibited on library premises.
7. No non-library program held in the meeting room may be broadcast or televised without permission of the library Director.
8. No individual, group, or organization using meeting rooms will discriminate on the basis of race, color, national origin, gender, religion, handicapped status or age in the provision of services. Meeting room users are responsible for providing qualified interpreters and/or auxiliary aids as requested.

B. Meeting Room Reservations and Usage Charges

1. Reservations Generally:
 - a. ~~The Community Room, Board Room, and Story Hour Room may be reserved on a first come, first served basis.~~ Reservations and changes to reservations may be made online, by phone or in person.
 - b. Prompt notification to the library of a room reservation cancellation is requested, so others may have an opportunity to use the room.
 - c. ~~The large (Semling-Menke) and Small~~ third floor study rooms are available on a first come, first served basis. Library staff have discretion to reserve study rooms in special circumstances.
2. The person reserving a meeting room must be eighteen years of age or older. Groups whose members are under the age of eighteen must be accompanied by one adult chaperone for each ten participants.
3. Reservations for regular meetings by the same group will be accepted no more than three (3) months in advance. Conditional reservations may be accepted farther in advance with the understanding that library needs may result in rescheduling or canceling of the tentative booking.
4. Fees for frequent meeting room use:
 - a. No fee is charged for "one-time" use of meeting rooms by library-related or governmental organizations.
 - b. When a person or entity uses meeting rooms on a frequent basis (more than twice in a six-month period), \$10.00 per session for every additional meeting in that period is charged to defray utility and maintenance costs. Meeting room use without reservations does not

Policies

- count toward frequent meeting room use charges.
- c. Exceptions to the room charge may only be made by vote of the library Board of Trustees.
- 5. General standards and fees for meeting room setup and condition:
 - a. Meeting room users are responsible for any advance preparations, setting up and putting away furnishings used for their meeting, and clearing away their own materials and any trash.
 - b. Meeting room users assume responsibility for any damage to the room or its contents. The library reserves the right to charge a fee for any needed repairs, replacements, or cleaning.
 - c. If refreshments are being served, food service areas are also expected to be left in satisfactory condition.
 - d. If library staff determines that meeting room and food service areas have not been left in satisfactory condition, a cleanup charge of at least \$25 may be assessed.
- 6. Serving food and beverages:
 - a. The kitchen in the lower level and food preparation spaces in the Board Room and Story Hour room are available to prepare and serve beverages and other light refreshments.
 - b. It is recommended to obtain permission to serve food or beverages so library staff can make necessary arrangements.
 - c. The meeting room user is responsible for providing food, beverages, and all supplies needed to prepare and serve them.
 - d. Library consumables, e.g., paper products, food, tablecloths, may not be used. Library coffee pots, dishes, and microwaves may be used, provided they are cleaned (and dishes & equipment dried) after use.
- 7. Audio-visual and other equipment:
 - a. Library audio-visual equipment is available for use if requested as part of a room reservation. There is no fee for the use of AV equipment. The library does not provide AV equipment operators.
 - b. The piano in the Community Room may be used for recitals or similar events. Music teachers or performers may schedule rehearsals and performances.

C. Admission/Sales/Solicitation

- 1. Admission may be charged for programs sponsored by the library and its affiliated organizations.
- 2. Non-library organizations using meeting rooms may not charge an admission fee.
- 3. Educational courses conducted by non-profit agencies may charge fees for learning materials or course credits, but the program must be open for observation to members of the public who don't pay fees.
- 4. Fund raising and sales are not permitted. However, selling goods that directly or indirectly benefit the library is permitted in the meeting room and other areas of the library. When an author/artist takes part in a library-

Policies

sponsored program, the library may arrange for the sale of the author's/artist's works at the program.

5. Solicitation of library patrons or staff is not permitted on library grounds.

D. Publicity

1. Groups using meeting rooms must produce and provide their own publicity.
2. The name, address, or phone number of the library may not be used as the official address or headquarters of any organization except those affiliated with the library.
3. The use of meeting rooms by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.

E. Damages and Liability

1. The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms.
2. The library is not responsible for personal injury to any member, affiliated person, guest of an organization or program attendee using a library meeting room.
3. Any group using library meeting rooms and its members shall be held responsible for loss of library equipment, furnishings or materials, or for willful or accidental damage to the library building, grounds, collections or equipment caused by the individual, group or organization, its members, or those attending its program.

F. Denial of Meeting Room Privileges

1. Disruptive behavior is not permitted. Individuals exhibiting disruptive behavior will be asked to leave the library.
2. Failure to abide by the library's meeting room policy and by its rules of conduct may result in the cancellation of existing reservations and/or refusal to honor future reservation requests.

G. Exceptions:

1. Exceptions to the meeting room policy and fee waivers must be approved by the library Board of Trustees.
2. However, the library Director is granted authority to waive rules and fees, if in his/her judgment, emergency or other conditions warrant such action. The Director will report all such waivers to the Board at its next regularly scheduled meeting.

**T.B. Scott Free Library
Board of Trustees
Endowment Fund Request-Bussing for Library Programs
March 15, 2023**

To extend our outreach to more local schools and, remove transportation and monetary barriers in our community, I respectfully request funding for the cost of bussing for patrons attending all Library programs. An annual stipend not to exceed \$2,000, should adequately cover the cost of the Merrill Go Round and Wendorf Bus Services for school classes and patrons attending Library programs.

In the past the Endowment Fund has graciously provided funding to cover the cost of bussing for library patrons attending summer library programs. I am asking for an extension of that funding so patrons can attend programs year-round without monetary and transportation barriers. This will also allow Youth Services to invite classes from local schools to the Library for special programs.

T. B. SCOTT FREE LIBRARY

A PLACE FOR ALL SEASONS



2022 ANNUAL REPORT

OUR IMPACT

The T. B. Scott Free Library continued to provide valued services and programming to the Merrill area community through outreach and innovative technology as the pandemic continued in 2021. We remained committed to the Library's core objectives: promotion of reading, provide reliable information, encourage life-long learning, and network with the community to provide programs and services.

Adult Program
Attendance
609



Youth Service
Activity Bags
894



Registered
Borrowers = 9,931

88

Meetings Held
(536 people)

Program Attendance 1,921

Class Visits 65 (1,188 children)

Digital Items Checked Out = 25,102

Total Physical Items
Checked Out
111,925

Outside of V-Cat 128 .114%

Other V-Cat Libraries 8,315 7.429%

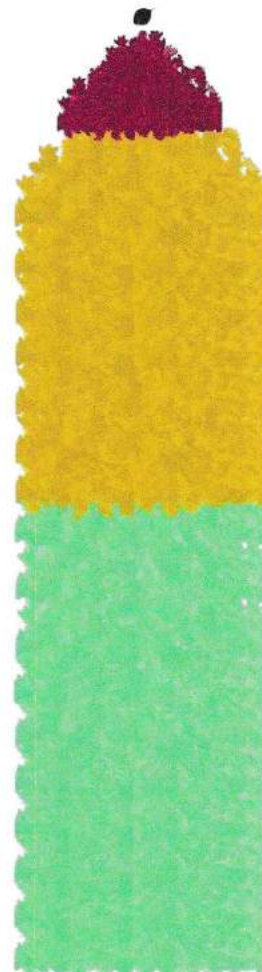
County 47,335 42.292%

City 56,147 50.165%

44,309
VISITS
MADE TO
LIBRARY
WEBSITE

48,362
VISITS
MADE TO
T.B. SCOTT
FREE LIBRARY

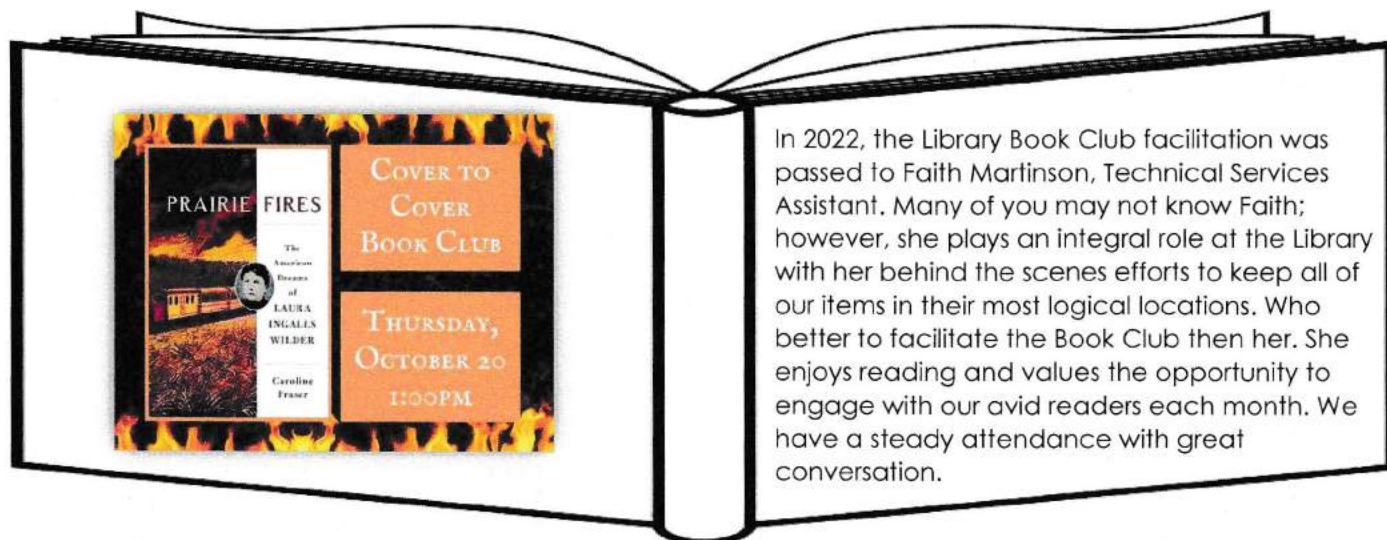
92,671 TOTAL LIBRARY VISITS



STRATEGIC PRIORITY 1

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

COVER-TO-COVER BOOK CLUB GROWS



EDUCATIONAL PARTNERSHIPS



Youth Services staff worked closely with area educators every year to offer opportunities of classroom extension to the Merrill area community members. In 2022, staff

worked closely with Trinity Lutheran School and their middle school students under the guidance of 7th grade teacher Rachael Waldburger. Students were provided mini canvas and easel kits donated and assembled by the Library with instructions from Mrs. Waldburger to paint their favorite spot in Merrill. The project did not stop there. Students were then asked to write about their favorite spots and share the project stories with their classmates. The finished projects ultimately landed at the Library where they were put on display the month of April as part of the library's Beyond Books Community Artshare.



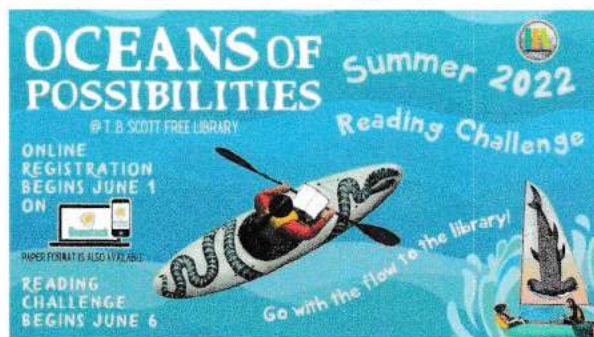
SEASONAL READING PROGRAMS

Summer 2022 Youth Readers

Youth = 409
Teens = 42

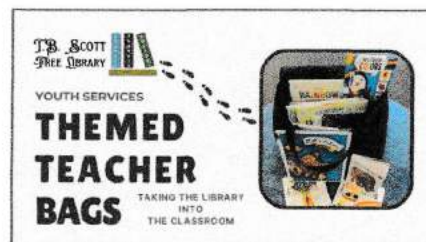
Summer 2022 Adult Readers

Adults = 46
Books read = 551
Badges awarded = 267



THEMED BOOK BAG REQUESTS

Teachers = 191
Items Requested = 5850



STRATEGIC PRIORITY 2

Promote, support, and serve as a center for the practice & development of civic discourse, helping to develop responsible citizens by infusing a sense of the importance of democracy

COMMUNITY INVOLVEMENT

LISTENING SESSIONS
@THE LIBRARY
with
SENATOR
FELZKOWSKI

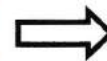


YOUTH & DEMOCRACY DEMONSTRATED



November elections were held at the Library for area youth. Children participated in a mock election to help them understand the importance of democracy. They were offered the opportunity to cast their ballot for their favorite book character. The candidates running this year were Pete the Cat and Peppa Pig. We had a total of 50 children cast their vote, with Pete the Cat winning this year's election.

MERRILL ACTIVE & AWARE CITIZENS GROUP



In 2022, the Merrill Aware & Active Citizens membership made the decision to file papers with the State of Wisconsin to become a 501c3 non-profit organization. The Merrill Aware & Active Citizens group was an offshoot of a program series, Building Merrill Together, that was initiated by the Library in 2016. Conversation was initiated at the time with the Interactivity Foundation that believes in the importance and power of civic discussion. More specifically, we believe that the capacity of our country's citizens to engage collaboratively in meaningful civil conversations about public matters is a necessary and vital component of our democracy.

COUNTY SHERIFF FORUM



The Library in collaboration with the UW-Extension Lincoln County office, Tomahawk Public Library, and League of Women Voters, hosted the 2022 Lincoln County Sheriff Candidate Forum which provided residents of Lincoln County the opportunity to listen to the candidates as they shared their ideas for the future of the county and ask their own questions. The event was recorded by Merrill Productions.

STRATEGIC PRIORITY 3

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

MEETING THE NEEDS OF A DIVERSE COMMUNITY

~ ADULT SERVICES ~

It was a year stacked with wonderful Wisconsin authors. The Library enjoyed bringing authors from around the state to Merrill.

~ OUTREACH SERVICES ~

- ♦ The Seed Library was once again a great producer sprouting a new variety of seeds for the choosing. The sunflower seeds were the frontrunner in seed choice.
- ♦ The refresh of the Beyond Books Community ArtShare was a huge success in 2022 thanks in part to the Library's Outreach Coordinator, Donna Plautz. A lifelong resident of the Merrill community, Donna has a sense of what is available and what people will enjoy viewing in the Carnegie Wing of the Library. The Library encourages our community members to stop by from time to time to check out what is on display.

~ YOUTH SERVICES ~

In April, the Library welcomed children and families back to the Library for in-person programming for all youth programs. It was wonderful watching families as they meandered through the books and enjoyed the plethora of hands-on games and toys. It was a glorious sight to see families together again enjoying stories, crafts, magic shows, and the company of friends.



STRATEGIC PRIORITY 4

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

RESOURCE INVESTMENT

COLLECTION ACCESSIBILITY & DEVELOPMENT



- Patrons experienced a new look and more user-friendly catalog to browse for material check out from T.B. Scott Free Library and surrounding libraries. The most notable features of the Library catalog were the visual experience and the expanded "Narrow Your Results" that allows patrons to fine tune their checkout possibilities.
- Donations to WPLC for increased digital collection materials made available through OverDrive and the Libby app continued in 2022 as the Library noted the increased demand for digital material.
- These efforts are all made possible as a result of our association with the Wisconsin Valley Library Service.



AUGMENTED REALITY — OH MY!

What is augmented reality? It is a modern technology that superimposes a computer-generated image on a user's view of the real world, thus providing a composite view.

Youth were invited to experience the wonder of augmented reality throughout the Library. They could take a picture with a dinosaur, walk a dog around the Library, and go on a virtual scavenger hunt.



TRY IT BEFORE YOU BUY IT ... OR SIMPLY DO IT FOR FUN



Library of Things development was taken to a new level with the addition of many new items in 2022. Library card holders/patrons have access to a variety of items. The concept of the Library of Things is to give our community members the opportunity to try something new or make use of a tool for a project without a personal monetary outlay. Once the patron has had an opportunity to use an item, they can choose to purchase a similar item on their own. It is a "try it before you buy it" type program. If you're not seeing something you would like to be available for checkout, go to the Library's "[Suggest a Purchase](https://www.tbsscottlibrary.org/suggest-a-purchase-form/)" link (<https://www.tbsscottlibrary.org/suggest-a-purchase-form/>) and make a suggestion. We always do our best to offer patrons the best service

STRATEGIC PRIORITY 5

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

LEGO DAY AT THE LIBRARY



In conjunction with the Community Artshare display, "WAIT? THAT'S LEGO?" the Library celebrated all things Lego and Youth Services held an all-day Lego event. Stations were set up for kids to

create their own Lego masterpiece. Kids went on a Lego scavenger hunt and had to guess how many Legos were in the jar. Everyone who participated was put into a drawing to win a new Lego set. This event was a huge hit for the whole family!

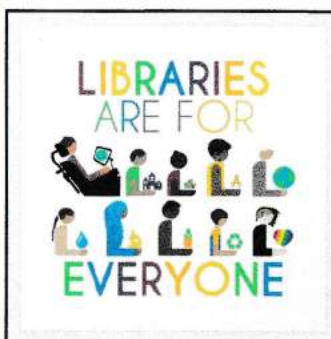
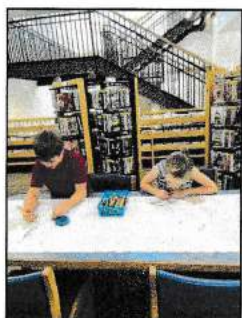


PASSIVE PROGRAMMING



Children of all ages enjoyed a variety of activities when visiting the Library. Materials were randomly placed on

tables throughout the Youth Services Department. The Library also offered monthly activity bags to extend the Storytime experience at home. Throughout the year children were able to meander through the Library on a scavenger hunt, make a craft, help with our sticker mosaic, or enjoy our play literacy area.

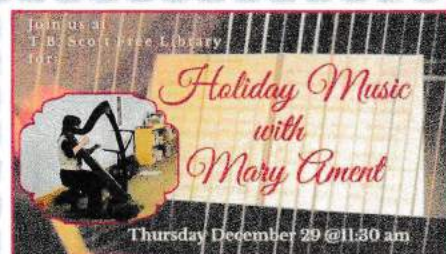


ERGONOMICS & ACCESSIBILITY

In 2022, Library staff and patrons saw a welcomed change to the Adult Services and Youth Services Department service desks. Desks that once were rather large and consumed an enormous amount of floor space, became a more inviting service desk and ergonomically accommodating working space for staff. The desk units offer more flexibility and openness that allow for additional patron-accommodating spaces on each floor.



MUSIC LIVE AT THE LIBRARY



Music in the Stacks returned in person to the Library on Thursday, December 29, 2022, with the talented Mary Ament as she played her harp for patrons. While she was setup in the Youth Services Department, patrons on every floor of the Library were serenaded by the strings of her harp.



@TBScottFreeLibrary



@tbscottlibrary_merrill

106 W. 1st Street
Merrill, WI 54452

715.536.7191

tbscottlibrary.org

LIBRARY BOARD OF DIRECTORS

MIKE GEISLER

President—City Appointee

AUDREY HUFTTEL

Vice President—City Appointee

RICHARD MAMER

Financial Secretary—City Appointee

RYAN MARTINOVICI

MAPS Representative

KATIE BREITENMOSER

County Appointee

ELIZABETH MCCRANK

County Board Representative

DARCY DALSKY

City Appointee

JAMES WEDEMEYER

City Appointee

RICK BLAKE

City Council Appointee

MISSION STATEMENT

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.

FRIENDS OF THE LIBRARY

Friends Purpose:

- ◆ To support the T.B. Scott Free Library in developing its facilities and services for the community.
- ◆ To encourage gifts and bequests to the Library.
- ◆ To stimulate support and use of the Library.
- ◆ To promote knowledge of the functions, services, resources and needs of the Library.
- ◆ To enjoy the fellowship of Library friends.

2022 Fundraisers



Photo credit:
Voss Studio

Laurie A Ollhoff
Library Director

Goal #2:

Promote, support, and serve as a center for the practice and development of civic discourse, helping to develop responsible citizens by infusing a sense of the importance of democracy.

Objective 2.1: Expand opportunities for civic engagement by providing opportunities for conversation on topics of interest to the Merrill Community

Measure: In each calendar year, of the programs we are already providing, two programs will be provided whose subject reflects current issues being faced in our community.

Responsible staff: Laurie Ollhoff

Current Year : Latest Progress : Next Step: Space Needs Study Vision Focus Group discussions held on Tuesday, February 28, that offered community members the opportunity to share their expectations of the public library in their community.

PAST YEARS ARCHIVE: Through the AAC-developing and conducting citizen participation events to discuss current topics. SS & Mr. Greenwood participating in Kettering Foundation Initiatives for Democratic Practices Research Exchange 7/2019- Spring 2021; In conjunction with Author Jim Finucan's visit to highlight his book Wild Counselor, the Library's Building Merrill Together (BMT) series continued with the event "Homelessness: A First Hand Account" will include MAC Home Director Teresa Anthony for discussion of the Merrill area homelessness issue; Another BMT series event, Bullying: How Do We Prevent It? Forum held on 1/29 in collaboration with MAPS at PRMS; the library's Words Worth Hearing (WWH) series continued with "Written Off-The Documentary: A Personal Story of Opioid Addiction" viewing in collaboration with Lincoln County Healthy Minds and other medical and mental health organizations in the area. LO 1/8/2020; Library moderating with John Greenwood facilitating on-line discussions focused on HBO mini-series "John Adams" in 10-11/2020. LO 9/4/2020. Laying groundwork for digital/paper format of a Democracy Wall. 09/04/2021. LO With UW-Extension, League of Women Voters, and City of Merrill, the library sponsored the Electoral Forum on 3/14/22, featuring moderated debates between the candidates for mayor and for city clerk. 100 people attended 3/22/22 JZ. Director and Assistant Director serving on Citizen Advisory Group to develop survey instrument to gauge community feelings on diversity; in progress 4/8/2022 JZ.

Objective 2.2: Collaborate with state and national organizations for the purpose of providing programming that provides state, national and global awareness

Measure: *Each program year, two events will include resources obtained outside of the immediate area*

Responsible staff: Assistant Director and Library Director

Current Year : Latest Progress : Next Step:

PAST YEARS ARCHIVE: AAC group feedback was submitted to the City of Merrill for use during the Strategic Planning process 11/19-1/2020. Feb. 13, 2020 National Issue Forum-Making Ends Meet was conducted. SS. WWH-Immigrant Journeys from South of the Border--¡Mi travesía hasta Wisconsin! Exhibit and Program contracted with Wisconsin Humanities Council was to begin 4/26--postponed as a result of COVID-19 WI SafeAtHome Order: Exhibit and forum is on the library's proposed schedule. "On Immigration" exhibit scheduled with on-line panel discussion facilitated by WHC & Local Voices Network (LVN) date TBD. 12/2020 LO. Immigration Exhibit remains on the program agenda with WHC to include an online Forum if in-person programming is not feasible. (working with CV). LO 12/2020. Update on Immigration Exhibit: Scheduled for 10/3-10/16. 4/2021 LO. WHC Immigrant Journeys from South of the Border/ ¡Mi travesía hasta Wisconsin! Exhibit on display from 10/4-10/13 with Take N' Make Kits (passive programming) made available to visitors of the exhibit: @400 visitors with 50 Kits. 2/3/2022 LO.

Objective 2.3: Staff attend and participate in events, in person or through virtual attendance, that promote the development of supportive civic discourse

Measure: Staff will attend one workshop/training offering in each calendar year for the term of the G&O

Responsible staff: Library Director

Current Year : Latest Progress: Next Step:

PAST YEARS ARCHIVE: LO attended and presented at the inaugural Toward One Wisconsin Conference to glean ideas and collaborate on ways to promote inclusivity and diversity through services and programming at the library. SS participating in Kettering Foundation Learning Exchanges through Spring 2021. Update on Kettering Foundation Learning Exchanges: Public event to be scheduled 8/12/2021 in recognition of grant completion. 4/2021 LO. Attendance at Toward One Wisconsin Virtual Conference 10/12-10/13. 9/4/2021. LO Four staff met with Wisconsin State Assembly Representative Cal Callahan on 3/18/22 to discuss libraries and legislation. 3/22/22 JZ. LO will attend the WLA Conference Nov. 1-4 and participate in various sessions that will offer opportunities to create programs that support civic discourse. 10/10/22. LO

Objective 2.4: Support the role of government to maintain order and help transform young lives by participating in the restorative justice model building peaceful community in Lincoln County

Measure: Youth Services will support the juvenile justice system by accepting one youth offender for community service annually

Responsible staff: Andrea Bennett and Library Director

Current Year : Latest Progress: Next Step: We continue to play an active role in the Youth Justice Collaboration Committee. Working alongside our community partners, we continue to try and help meet the needs of youth in our community 3/6/2023 AB.

PAST YEARS ARCHIVE: 2 youth offenders have completed their community service obligation as of 10/14/2019. No youth offenders carrying out community service in 2020 due to COVID-19 and staffing turnover at Lincoln County Social Services. 1/13/21 CF. 1 youth offender has completed 39 hours of a community service obligation as of 4/14/21 CF.

Objective 2.5: Develop and execute programming that builds informed, engaged, and civil deliberation in the community through presentations, forums, & other programming models, exploring public policy issues &/or aspects of the democratic deliberative process

Measure: Two youth program initiatives around the 2020 election cycle will be offered in the next 2 years. Year 2021: Democracy wall initiative on two topics for both adults and youth to be facilitated virtually/in-person via various platforms.

Responsible staff: Andrea Bennett and Laurie Ollhoff

Current Year : Latest Progress: Next Step: Scheduled separate legislator listening sessions with Wisconsin Senator Felzkowski and U.S. Representative Tiffany. 02/2023. LO

PAST YEARS ARCHIVE: CF in conceptual phase of creating program plan for 2020: looking to iCivics and PRMS teachers for inspiration as programming is developed. Skyping with candidates being considered CF 1/7/20. Surveyed PRMS teachers in June and August about possible fall 2020 collaboration. One teacher expressed interest in Skype chat with presidential nominees of 2 major political parties and 2 teachers expressed an interest in exploring the topic of election integrity with library assistance. However, no teachers have followed up with Library to initiate programming CF 9/8/20. Mock election held for youth featuring storybook characters as candidates November 2020 with 10 participating=The Lorax won. 1/13/21 CF. Currently planning a democracy wall for children 10 and up and a mock election for younger children. Both programs are set to begin the first week of November 2021 AB 9/4/21. Democracy wall question and mock election, highlighting storybook characters, held for children November 2021 with 61 participating. 2/3/2022 AB. Completed and received WH Recovery Grant in conjunction with the Merrill AAC. 2/3/2022. LO. A mock election, featuring storybook characters Pete the Cat and Peppa Pig, is underway for the month of November 10/7/22 AB. In collaboration with the UW-Extension Lincoln County office and the League of Women Voters, the library organized the 2022 Sheriff Candidate Forum on 10/24/2022 featuring a moderated Q&A forum for the three candidates in the Fall general election. 10/10/22 LO.

The Public Library System Board—the Broad Viewpoint

26

This *Trustee Essential* is primarily addressed to library system trustees.

As a library system trustee, you occupy a unique position in Wisconsin's pattern of library services. You can benefit from virtually all the other *Trustee Essentials* and the *Trustee Tools* (see in particular [Trustee Essential #1: The Trustee Job Description](#)), yet you must deal with relationships, authorities, and specific responsibilities that deserve separate treatment. Perhaps most important of all, when you represent the library system, you need to consider not only your community or your county, but the entire region served by your library system and the many libraries and users of that region.

Background

Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals.

To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 381 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

In return for agreeing to the membership requirements, membership in a system brings benefits to libraries and their patrons because state aid:

- expands and improves the interlibrary loan network
- provides specialized staff assistance and continuing education opportunities to local library staff and trustees

In This Trustee Essential

- Background on the creation of public library systems
- System services and accountability
- Responsibilities of the library system board

- facilitates delivery services and communications
- guarantees mutual borrowing privileges
- expands the use of new technologies
- supports various other cooperative services and projects

The creation of public library systems fostered the establishment of a strong network of resource sharing and mutually beneficial interdependence. Wisconsin's seventeen public library systems developed in distinct ways in response to the needs of their member libraries and area residents. The systems have continued to evolve as changes in society, resources, and technology create new demands and opportunities.

System Services and Accountability

In Section [43.24\(2\)](#) the statutes clearly state the services a public library system must provide. (For a list of these services, see [Trustee Essential #17: Membership in the Library System](#).) However, considerable flexibility is allowed in setting priorities so that each system can meet the needs of its particular geographic area and member libraries. As a system trustee, you are called on to use your insight and judgment to the fullest in establishing your system's priorities.

The fact that systems receive significant funding directly from the state sets them apart from other public library institutions. It means that system boards are accountable to the Division for Libraries and Technology and must focus on the mandates of service itemized in Wisconsin Statutes Section 43.24(2). In addition to its participation in a statewide sharing network, the system's accountability to the state for funding means that system boards must maintain a broader view of the development and provision of services.

Many of you will also be serving on the boards of member libraries or on county governing boards. (See also [Trustee Essential #17: Membership in the Library System](#).) Each of you has a responsibility to represent your constituency by bringing questions or concerns to the attention of the system board. At the same time, when that board deliberates and acts, it does so on behalf of the entire service area; and that service area is part of the larger statewide network. Thus, to be effective as a system trustee, you must strive for fairness and consider system-wide goals and the interests of all residents served by the system.

Responsibilities of the Public Library System Board

A public library system board of trustees has the same legal powers as a municipal library board with respect to system-wide functions and services that a municipal library board has with respect to local functions and services. Therefore, most of the other *Trustee Essentials* dealing with library board responsibilities also apply to system library boards.

Each public library system board of trustees must hire a thoroughly qualified system director to carry out the system's often-complex responsibilities. The director should possess a detailed knowledge of the profession and of the state's

overall library program so that information, options, and explanations can be clearly presented for board deliberation. Library system directors must hold Grade I Certification from the Division for Libraries and Technology. (See also [*Trustee Essential #5: Hiring a Library Director*](#) and [*Trustee Essential #19: Library Director Certification*](#).)

Library system boards have significant responsibilities for fiscal policy-making, fiscal planning, and fiscal oversight. In single-county public library systems (with the statutory exception of the Milwaukee County Federated Library System) the county's officers maintain custody of most funds and pay system bills. All other library systems, however, must develop and maintain their own policies and procedures for handling fiscal matters. Each operates its own business office, paying bills and wages, keeping personnel records, complying with state and federal tax regulations, and maintaining full records of income and disbursements. Library systems are required to have annual audits of their financial activities. All system employees involved in handling funds should be bonded appropriately. (See also [*Trustee Essential #8: Developing the Library Budget*](#), [*Trustee Essential #9: Managing the Library's Money*](#), and [*Trustee Essential #11: Planning for the Library's Future*](#).)

Under Wisconsin law, public library system employees are eligible to participate in state retirement and insurance programs. If the system does not choose those options, it must provide its own coverage.

Public library systems must comply with Wisconsin and federal laws dealing with equal opportunity and nondiscrimination. In addition, the system must develop its own job descriptions, wage scales, vacation and sick leave policies, and other personnel policies. (See [*Trustee Essential #7: The Library Board and Library Personnel*](#) and [*Trustee Essential #10: Developing Essential Library Policies*](#).)

Relationships to Member Libraries and Member Counties

Like your counterparts at other service levels, you are policy-makers. As a system trustee, however, you cannot make policies for any system member libraries. You should avoid any unnecessary interference with the autonomy of member libraries. (See also [*Trustee Essential #10: Developing Essential Library Policies*](#).)

On the other hand, public library systems do have the power to expel, or reduce aid or service to, any member municipality or county that does not meet the system membership requirements (see [*Trustee Essential #17: Membership in the Library System*](#)).

For purposes of governmental cooperation, a public library system is defined as a "municipality" (Wisconsin Statutes Section [66.0301\(1\)\(a\)](#)) and therefore is able to enter into contracts with other "municipalities" (cities, towns, villages, counties, other library systems). Contracts entered into by public library systems include those for access and services with all member libraries, counties, adjacent and other systems, and the system's resource library. These contracts form a large part of the operational structure of each system. You should be aware of the content, purpose, and effect of each contract entered into by the board.

You and the other system trustees, together with the system director, should be willing to meet with boards of member libraries whenever invited to explore topics of mutual concern, to explain system objectives and procedures, and to build strong bridges of communication. (See also [*Trustee Essential #17: Membership in the Library System.*](#))

Public library systems are expected to take a leadership role in studying and implementing new capabilities and technologies which can help all members *extend and enhance services to their customers*. You need to develop your skills as a visionary and an evaluator in order to be open to opportunities for improvements in regional services. You will also need to help your board determine what priority will be placed on library enterprises of a regional nature which might require system investment. This is an area of responsibility where the broader viewpoint of the library system trustee is crucial.

Additional Responsibilities

Effective public library system trustees should be willing to assume a leadership role in legislative lobbying or advocacy at the state and federal level. Like other library trustees, you should recognize that the political process, at all levels, is the means by which scarce financial resources are distributed. Those who make the best case for their funding needs are heeded. "Lobbying" need not carry a negative connotation; informative communications (written and/or in person) to local, state, and federal representatives will keep them aware of citizen concern for access to high-quality library service. These elected representatives are, in the final analysis, just that: representatives. For them to represent the public, they will need to hear about public desires, needs, and values. (See also [*Trustee Essential #13: Library Advocacy.*](#))

Public library systems are firmly in place as examples of effective resource sharing among public libraries. The systems are also vehicles for exploring means of cooperation among other types of libraries. You will need to become familiar with the other types of library organizations in your region.

These types can be defined as follows:

- *Academic libraries* are an integral part of a college, university, or other academic institution for postsecondary education. They are organized and administered to meet the learning and research needs of students, faculty, and affiliated staff of the institution.
- *School libraries/media centers* support the curricular needs of a single elementary or secondary school. Their collections and related equipment serve students, teachers, and affiliated staff.
- *Special libraries* can be found in business firms, professional associations, government agencies, research laboratories, and other organized groups and are established to serve a specialized clientele.

The degree to which formal agreements and contracts have been developed between a public library system and any or all of the other types of libraries within the system's service area varies greatly. You should recognize that investigations

and decisions about this form of cooperation are part of your responsibility as a system trustee.

Sources of Additional Information

- Your 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](#).)

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Library Director's Report – March 15, 2023

Events

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

- Youth Services is trying something new this year and will be offering a program during Spring Break. Local magician, Zendor the Comedy Magician, will be entertaining attendees with his amazing, laugh out loud magic show.
- Critic's Choice Movie held on March 22 will feature Percy vs. Goliath. A cantankerous old farmer takes on a giant corporation in a case that makes it all the way to the supreme court. Christopher Walken stars in this epic root-for-the-underdog drama based on true events. Take a break and come join some of our regular movie goers.
- Adult Watercolor Class was a huge success. We know our patrons enjoy hands-on programs and our hope is to bring them more of what they like!

WVLS

- *There is nothing to report from WVLS representative Diane Peterson.*

Friends of the Library

- Friends will be holding their Spring Book Sale. Date yet to be determined.

Library Director's Report

- Ready for the next chapter at T.B. Scott Free Library with new Head of Adult Services Maria Pregler with her first day being Monday, March 13. Maria comes to us with 12 years of experience at the Antigo Public Library. We are excited to expand adult programming and look forward to what Maria can bring to the library and the community we serve.
- I know we will talk about the Space Needs Study separately during the meeting, but I want to share with all of you how important this process is to me. I will be using what we learn from our visioning session and subsequent conversations with the MSR Design team and others in the community as we move towards another round of long-range planning. I am forecasting that the planning process for our 2024-2028 Long Range Plan will begin in June. Art Lersch played an integral part in overseeing the last long range planning process and I will be seeking his assistance or recommendations for facilitators for the next 5-year plan.
- Nick is working with vendors for the replacement of our fire and security control system. It is need of an update and was placed on the city's capital improvement list for 2023 at the Library. We anticipate moving towards a keyless fob entry for the building entry and administrative offices.
- Brian Woller, the library's part-time maintenance person, can be seen throughout the day touching up the paint throughout the building. It has been an extremely long time since the library's walls have been refreshed. They were in desperate need of new paint.