

NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday, February 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

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|--|---------|
| I. Opening | Geisler |
| A. Call to order and roll call | |
| B. Correspondence | |
| C. Public comment | |
| II. Consent items | |
| A. Minutes of regular meeting of December 21, 2022 | |
| B. Monthly Revenue & Expense Reports for December 2022 | |
| C. Monthly Revenue & Expense Reports for January 2023 | |
| III. Reports/Discussion Items/Action Items | |
| A. Action Item: WI DPI Public Library Annual Report | Geisler |
| B. Action Item: Statement Concerning Public Library System Effectiveness | Geisler |
| C. Action Item: Endowment Fund Report | Mamer |
| D. Action Item: Short-Term Investments | Mamer |
| E. Space Needs Study Update | Ollhoff |
| F. Strategic Plan Goals and Objectives #1 | Ollhoff |
| G. Wisconsin Trustee Essential #25: Liability Issues | Geisler |
| 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 January 18, 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, Katie Breitenmoser, Darcy Dalsky, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank, and Jim Wedemeyer. Excused: Richard Mamer. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.

The Board reviewed correspondence received from the Merrill Historical Society, Inc., confirming receipt of library historical documentation to be archived at the Merrill Historical Society, Inc., museum.

Consent items

E. McCrank/K. Breitenmoser/C to approve the minutes of the regular meeting of December 21, 2022.

R. The monthly Revenue and Expense Report for December 2022 deferred to February 16, 2023, Board of Trustees meeting as the 2022 calendar year had not been finalized by the City's Financial Director.

Reports/discussion items/action items

A. E. McCrank/D. Dalsky/C to approve **Inclement Weather Policy**.

B. J. Wedemeyer/D. Dalsky/C to approve **Fines/Fees Policy**.

C. E. McCrank/R. Blake/C to approve **Amended Fund Request-Electronic Announcement Sign**.

Discussion regarding the additional funding request took place as a result of unforeseen 2022 budget shortfall.

D. D. Dalsky/A. Huftel/C to approve **Endowment Fund Request-Library Name Sign**.

E. R. Blake/K. Breitenmoser/C to approve **Library Closure Request for Annual Staff Development**.

Discussion followed with an explanation of the intent for closures to allow collaboration with other area libraries facilitating annual regularly scheduled staff development on federally recognized holidays to include Martin Luther King, Jr., Day; President's Day; Juneteenth Day; Indigenous People's Day; and Veteran's Day.

F. J. Wedemeyer/E. McCrank/C **Disclaimer of Entire Interest in the Nathan Kloske Estate**.

Discussion followed to grant Director Laurie Ollhoff authorization to sign the Disclaimer on the Library's behalf. Mr. Kloske's bequest to T.B. Scott Free Library consisted of outdated books that did not comply with the Library's Collection Development Policy guidelines and as a result were not accepted.

G. **Space Needs Study Update**. L. Ollhoff provided update on the status of the ongoing study. On February 23, 2023, MSR Design will facilitate the first step in the process with a Visioning 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.

H. **Library Long Range Plan**. L. Ollhoff shared that the current Long Range Plan will come to an end in December 2023 and that the process for developing a new five-year plan would begin mid year.

I. **Strategic Plan Goals and Objectives Full Review**. L. Ollhoff provided updates on Strategic Plan Goals and Objectives in its entirety.

J. **Wisconsin Trustee Essential #24: Library Friends and Library Foundations**. 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.

- L. Ollhoff announced that there was a change in direction for the search to hire an Assistant Director/Head of Adult Services. There was an interest in the Assistant Director duties by the current Head of Youth Services. A decision was made to promote from within and that Andrea Bennett, Head of Youth Services had accepted the newly created position of Assistant Director/Head of Youth Services. This required further review and revision of current positions. New posting for the redesigned position of Head of Adult Services was then put in place. We are accepting applications and have received two as of the meeting date.
- Staff is currently gathering data for the Wisconsin Department of Public Instruction Annual Library Report that will be put forth to the Board of Trustees for approval at the scheduled February Board Meeting.
- Status provided on the Merrill Aware and Active Citizens group and the creation of a non-profit organization that developed as a result of past programming offerings. A website for the non-profit is in its development stages, which will promote the work of the non-profit to support and enhance civic engagement in the Merrill community.
- Status provided on the keyless entry/FOB system being installed at the library similar to what is in place at City Hall. This is a City Council approved Capital Project for 2023.

President's remarks

- No remarks were made.

R. Blake /D. Dalsky/C moved to adjourn the meeting at 4:31 p.m. The next regular business meeting of the Board of Trustees is scheduled for February 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: 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	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)
<u>Public Charges-Services</u>					
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
<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	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)
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	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	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 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)

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

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

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES =====					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	6,084.65	0.00	(6,084.65)
TOTAL Intergovernmental	0.00	0.00	6,084.65	0.00	(6,084.65)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	365.31	3,691.69	0.00	(3,691.69)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	365.31	3,691.69	0.00	(3,691.69)
<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	374.99	2,809.94	0.00	(2,809.94)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	374.99	2,809.94	0.00	(2,809.94)
TOTAL REVENUES	0.00	740.30	12,586.28	0.00	(12,586.28)
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	177.88	769.58	0.00	(769.58)
55110-03-12650 Library Photocopier Expen	0.00	706.57	2,167.40	0.00	(2,167.40)
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	492.65	2,916.70	0.00	(2,916.70)
TOTAL Supplies & Expenses	0.00	1,377.10	5,853.68	0.00	(5,853.68)
TOTAL EXPENDITURES	0.00	1,377.10	5,853.68	0.00	(5,853.68)
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	(636.80)	6,732.60	0.00	(6,732.60)
FUND TOTAL REVENUES	134,324.00	6,265.88	480,324.00	357.59	(346,000.00)
FUND TOTAL EXPENDITURES	231,000.00	107,444.41	547,474.59	237.00	(316,474.59)
REVENUES OVER/ (UNDER) EXPENDITURES	(96,676.00)	(101,178.53)	(67,150.59)	0.00	(29,525.41)
=====					

*** END OF REPORT ***

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
45110-43220 Library CARES Grant	0.00	0.00	0.00	0.00	0.00
45110-43510 CARES - COVID-19 Reimb	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	0.00	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	138.59	138.59	5.33	2,461.41
TOTAL Public Charges-Services	2,600.00	138.59	138.59	5.33	2,461.41
<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	500.00	500.00	0.00	(500.00)
45110-48475 Library Programs Revenue	0.00	0.00	0.00	0.00	0.00
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	500.00	500.00	0.00	(500.00)
TOTAL REVENUES					
	487,202.00	638.59	638.59	0.13	486,563.41
EXPENDITURES					
=====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	186,343.00	5,252.29	5,252.29	2.82	181,090.71
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	17,368.67	17,368.67	4.03	413,437.33
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	3,115.42	3,115.42	6.56	44,404.58
55110-01-52000 Retirement (WRS)	35,562.00	2,603.11	2,603.11	7.32	32,958.89
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	5,873.20	7.04	77,504.80
55110-01-55000 Life Insurance	4,011.00	267.46	267.46	6.67	3,743.54
TOTAL Personnel Services	794,981.00	34,480.15	34,480.15	4.34	760,500.85

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 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	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	0.00	0.00	0.00	1,700.00
55110-02-22000 Electric	24,000.00	1,746.23	1,746.23	7.28	22,253.77
55110-02-22500 Fuel - Natural Gas	8,400.00	3,888.63	3,888.63	46.29	4,511.37
55110-02-23100 Janitorial Services Contr	0.00	0.00	0.00	0.00	0.00
55110-02-23250 Facility Cleaning Service	3,400.00	0.00	0.00	0.00	3,400.00
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	161.78	10.79	1,338.22
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	5,796.64	5,796.64	12.23	41,603.36
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,500.00	46.50	46.50	3.10	1,453.50
55110-03-10500 Library Supplies	6,500.00	674.58	674.58	10.38	5,825.42
55110-03-11000 Postage	1,900.00	11.12	11.12	0.59	1,888.88
55110-03-13000 Copier/Printing	500.00	0.00	0.00	0.00	500.00
55110-03-21000 Membership Dues	250.00	0.00	0.00	0.00	250.00
55110-03-30500 Mileage	1,450.00	148.00	148.00	10.21	1,302.00
55110-03-31000 Misc. - Petty Cash	0.00	(85.00)	(85.00)	0.00	85.00
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	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	10,000.00
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	347.03	347.03	4.63	7,152.97
55110-03-41501 Misc Rev-Programming-Yout	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	5,600.00
55110-03-50001 Mis Rev-M/R General/Cont	0.00	0.00	0.00	0.00	0.00
55110-03-50275 M/R - Contingency	2,500.00	1,903.25	1,903.25	76.13	596.75
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	47,500.00	3,045.48	3,045.48	6.41	44,454.52
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	9,400.00	0.00	0.00	0.00	9,400.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	9,400.00	0.00	0.00	0.00	9,400.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 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	0.00	0.00	0.00
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	0.00	0.00	0.00
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,700.00	1,079.79	1,079.79	11.13	8,620.21
55110-13-10100 Adult Dept Non-Fiction	10,150.00	158.71	158.71	1.56	9,991.29
55110-13-10200 Adult Dept Paperbacks	750.00	22.64	22.64	3.02	727.36
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	152.10	152.10	3.54	4,147.90
55110-13-20000 Youth Children's Books	16,500.00	0.00	0.00	0.00	16,500.00
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	0.00	0.00	0.00	6,500.00
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	1,413.24	1,413.24	2.77	49,586.76
<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	89.08	89.08	3.56	2,410.92
55110-14-10200 Adult Dept CDs	900.00	0.00	0.00	0.00	900.00
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	189.27	189.27	6.31	2,810.73
55110-14-10500 Adult Dept Videos	0.00	0.00	0.00	0.00	0.00
55110-14-20000 Youth Audiobooks & CDs	1,800.00	0.00	0.00	0.00	1,800.00
55110-14-20100 Youth Videos, DVDs & CD-R	1,300.00	0.00	0.00	0.00	1,300.00
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	0.00	0.00	0.00	6,001.00
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	278.35	278.35	1.74	15,722.65
<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	0.00	0.00	3,000.00
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	0.00	0.00	0.00	985.00
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: JANUARY 31ST, 2023

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL Technology	45,363.00	0.00	0.00	0.00	45,363.00
 TOTAL EXPENDITURES	 1,011,645.00	 45,013.86	 45,013.86	 4.45	 966,631.14
REVENUES OVER/(UNDER) EXPENDITURES	(524,443.00)	(44,375.27)	(44,375.27)	0.00	(480,067.73)

City of Merrill Reserved and Designated Fund Equity		As of 1/31/2023 Detail Summary Information			
Description	Account Number	12/31/22 Balance	2023 Revenue	2022 Expenses	01/31/23 Balance
N/L - Library Health Ins.	26-31-5457	\$10,000.00			
Tax :Levy	45110-41110				
Net Library Health Ins.			\$0.00	\$0.00	\$10,000.00
N/L - Library State Aid	26-31-5401	\$0.00			
Library - State Aid Revenue	45110-43690				
Library - State Aid Expense	55110-03-12600				
Net Library State Aid			\$0.00	\$0.00	\$0.00
N/L - Cross-County Borrowing	26-31-5415	\$9,453.60			
Library - Cross-County Revenue	45110-43790		\$1,638.98		
Library - Cross-County Expense	55110-03-12625			\$39.99	
Net Library Cross-County Borrowing			\$1,638.98	\$39.99	\$11,052.59
N/L - Library Photocopier	26-31-5425	\$11,052.06			
Library - Photocopier Revenue	45110-46713		\$391.19		
Library - Photocopier Expenses	55110-03-12650				
Net Library Photocopier			\$391.19	\$0.00	\$11,443.25
N/L - Library Grants	26-31-5425	\$0.00			
Library - Gram Revenue	45110-48250				
Summer Programs - Donations	45110-48277				
Library - Grant Expense	55110-03-25000				
Net Library - Grants			\$0.00	\$0.00	\$0.00
N/L - Memorial Books	26-31-5455	\$10,603.39			
Library - Memorial Book Rev.	45110-48500		\$325.89		
Library - Memorial Book Exp.	55110-03-140500			\$22.16	
Net Library Memorial Books			\$325.89	\$22.16	\$10,907.12
Net N/L - T.B. Scott Library		\$41,109.05	\$2,356.06	\$62.15	\$43,402.96

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

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	1,638.98	1,638.98	0.00	(1,638.98)
TOTAL Intergovernmental	0.00	1,638.98	1,638.98	0.00	(1,638.98)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	391.19	391.19	0.00	(391.19)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	391.19	391.19	0.00	(391.19)
<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	325.89	325.89	0.00	(325.89)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	325.89	325.89	0.00	(325.89)
TOTAL REVENUES	0.00	2,356.06	2,356.06	0.00	(2,356.06)
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	39.99	39.99	0.00	(39.99)
55110-03-12650 Library Photocopier Expen	0.00	0.00	0.00	0.00	0.00
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	22.16	22.16	0.00	(22.16)
TOTAL Supplies & Expenses	0.00	62.15	62.15	0.00	(62.15)
TOTAL EXPENDITURES	0.00	62.15	62.15	0.00	(62.15)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	2,293.91	2,293.91	0.00	(2,293.91)
FUND TOTAL REVENUES	159,324.00	147,909.11	147,909.11	92.84	11,414.89
FUND TOTAL EXPENDITURES	270,369.00	8,001.01	8,001.01	2.96	262,367.99
REVENUES OVER/(UNDER) EXPENDITURES	(111,045.00)	139,908.10	139,908.10	0.00	(250,953.10)
=====					

*** END OF REPORT ***

Monthly Statistical Report

T.B. Scott Free Library

January 2023

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

LIBRARY ACTIVITY	Jan 2023	Jan 2022	% Change	Jan 2021	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic *	4,095	3,246	26.2%	-	N/A	4,095	3,246	26.2%
Average Daily Traffic *	164	141	16.1%	-	N/A	163.80	141.13	16.1%
Meetings Held	7	7	N/A	1	600.0%	7	7	N/A
Attendance	57	43	32.6%	1	5600.0%	57	43	32.6%
Classes/Groups w/o Program	9	6	50.0%	-	N/A	9	6	50.0%
Attendance	203	100	103.0%	-	N/A	203	100	103.0%
New Card Registrations	42	27	55.6%	8	425.0%	42	27	55.6%
Volunteer Hours Worked	21	9	133.3%	8	162.5%	21	9	133.3%

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

TECHNOLOGY USE	Jan 2023	Jan 2022	% Change	Jan 2021	% Change	YTD 2023	YTD 2022	% Change
Wireless Use*	1,158	1,340	-13.6%	2,169	-46.6%	1,158	1,340	-13.6%
Internet Computers								
Adult	389	268	45.0%	17	2248.9%	389	268	45.0%
Youth	60	9	563.0%	0	45953.8%	60	9	563.0%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	37	22	69.4%	-	N/A	37	22	69.4%
TOTAL USE	486	299	62.4%	17	2812.2%	486	299	62.4%

*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*	Jan 2023	Jan 2022	% Change	Jan 2021	% Change	YTD 2023	YTD 2022	% Change
Programs Given								
Adult	4	-	N/A	4	N/A	4	-	N/A
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	8	1	700.0%	4	100.0%	8	1	700.0%
TOTAL	12	1	1100.0%	8	50.0%	12	1	1100.0%
Program Attendance								
Adult	52	-	N/A	8	550.0%	52	-	N/A
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	154	2	7600.0%	97	58.8%	154	2	7600.0%
TOTAL	206	2	10200.0%	105	96.2%	206	2	10200.0%

*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	#	Teen	Date	#
Little Bluebirds Club (New & On-going Participants)		5			
Pre-School Activity Bags		100	Youth		
			Wiggle Giggle Shake (3 Sessions)		41
			Family Storytime (2 Sessions)		47
			Parkside 4K (2 Sessions)		37
			Parkside Preschool	1/31/2023	29

Adult

	Date	#
Author Chat/Writers Group	1/14/2023	31
Cover to Cover	1/19/2023	2
QPS Job Fair	1/26/2023	6

Outreach

	Date	#
Critic's Choice Movie	1/25/2023	13

BORROWERS		Jan 2023	Jan 2022	% Change	Jan 2021	% Change
City	Adult	3,893	3,975	-2.1%	4,392	-11.4%
	Youth	956	1,003	-4.7%	1,112	-14.0%
County	Adult	3,347	3,423	-2.2%	3,700	-9.5%
	Youth	870	874	-0.5%	951	-8.5%
Other	Adult	377	357	5.6%	1,000	-62.3%
	*ILL	439	436	0.7%	-	N/A
	Youth	78	71	9.9%	113	-31.0%
TOTAL BORROWERS		9,960	10,139	-1.8%	11,268	-11.6%

*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		Jan 2023	Jan 2022	Jan 2021	YTD 2023	YTD 2022
Endowment Fund		\$ 200	\$ 665	\$ -	200	\$ 665
Special Projects Fund		\$ 435	\$ 425	\$ 2,010	435	\$ 425
Gifts/Memorials		\$ 220	\$ 268	\$ 267	220	\$ 268

RESOURCE SHARING		Jan 2023	Jan 2022	% Change	Jan 2021	% Change	YTD 2023	YTD 2022	% Change
V-Cat Received		1,502	1,636	-8.2%	1,600	-6.1%	1,502	1,636	-8.2%
V-Cat Sent		1,413	1,342	5.3%	1,637	-13.7%	1,413	1,342	5.3%
ILL Received		33	31	6.5%	39	-15.4%	33	31	6.5%
ILL Sent		105	106	-0.9%	46	128.3%	105	106	-0.9%

CIRCULATION		Jan 2023	Jan 2022	% Change	Jan 2021	% Change	YTD 2023	YTD 2022	% Change
Audiobooks	Adult	175	208	-15.9%	132	32.6%	175	208	-15.9%
	Youth	38	25	52.0%	35	8.6%	38	25	52.0%
Books-Fiction	Adult	2,524	2,658	-5.0%	1,493	69.1%	2,524	2,658	-5.0%
	Youth	2,988	2,409	24.0%	1,149	160.1%	2,988	2,409	24.0%
Books-Nonfiction	Adult	1,108	838	32.2%	460	140.9%	1,108	838	32.2%
	Youth	747	545	37.1%	560	33.4%	747	545	37.1%
CDs/Cassettes	Adult	157	121	29.8%	64	145.3%	157	121	29.8%
	Youth	17	50	-66.0%	32	-46.9%	17	50	-66.0%
DVD/Blu-Ray/VHS	Adult	929	956	-2.8%	430	116.0%	929	956	-2.8%
	Youth	454	292	55.5%	158	187.3%	454	292	55.5%
Games	Adult	1	-	N/A	2	-50.0%	1	-	N/A
	Youth	51	22	131.8%	13	292.3%	51	22	131.8%
Magazines	Adult	248	222	11.7%	76	226.3%	248	222	11.7%
	Youth	-	-	N/A	1	-100.0%	-	-	N/A
Other	Adult	74	58	27.6%	31	138.7%	74	58	27.6%
	Youth	37	32	15.6%	112	-67.0%	37	32	15.6%
PHYSICAL ITEMS SUB TOTAL		9,548	8,436	13.2%	4,748	101.1%	9,548	8,436	13.2%
Digital Library	Audiobooks	1,031	952	8.3%	928	11.1%	1,031	952	8.3%
	eBooks	1,130	1,115	1.3%	1,380	-18.1%	1,130	1,115	1.3%
	*Magazines	48	125	-61.6%	-	N/A	48	125	-61.6%
	Music/Videos	-	-	N/A	2	-100.0%	-	-	N/A
DOWNLOADS SUB TOTAL		2,209	2,192	0.8%	2,310	-4.4%	2,209	2,192	0.8%
TOTAL CIRCULATION		11,757	10,628	10.6%	7,058	66.6%	11,757	10,628	10.6%

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

**December 2022: Kits included in Fiction

MATERIALS CIRCULATING		Jan 2023	Jan 2022	% Change	Jan 2021	% Change	YTD 2023	YTD 2022	% Change
% Nonprint Materials Circulated		20.2%	20.9%	-3.2%	21.3%	-4.7%	20.25%	20.9%	-3.2%
% Print Materials Circulated		79.8%	79.1%	0.8%	78.7%	1.3%	79.75%	79.1%	0.8%
% Adult Materials Circulated		54.6%	60.0%	-8.9%	56.6%	-3.5%	54.63%	60.0%	-8.9%
% Youth Materials Circulated		45.4%	40.0%	13.4%	43.4%	4.6%	45.37%	40.0%	13.4%



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 01-23)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library T.B. Scott Free Library		2. Public Library System Wisconsin Valley Library Service			
3a. Head Librarian First Name Laurie	3b. Head Librarian Last Name Ollhoff	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 11/30/2025	
6a. Street Address 106 W. First St.	6b. Mailing Address or PO Box 106 W. First St.	7. City / Village / Town Merrill	8a. ZIP 54452	8b. ZIP4 2398	9. County Lincoln
10. Library Phone Number 7155367191	11. Fax Number	12. Library E-mail Address of Director director@tbscottlibrary.org			
13. Library Website URL www.tbscottlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 5	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 27,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number VJKT3BU69N9	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	49	0	0
19b. Number of winter weeks	38	0	0
19c. Summer hours open per week	46	0	0
19d. Number of summer weeks	14	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,506	0	0

PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards issued during COVID-19	Yes
Reference Service During COVID-19	No
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	No
External Wi-Fi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
-------------------------------------	--

Additional building closure and reopening dates, please describe

II. LIBRARY COLLECTION					
				a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>				62,334	4,090
2. Electronic Books <i>E-books</i>				170,664	
3. Audio Materials				6,343	131
4. Electronic Audio Materials <i>Downloadable</i>				68,625	
5. Video Materials				4,202	193
6. Electronic Video Materials <i>Downloadable</i>				0	
7. Other Materials Owned <i>Describe</i> Hands-on resources, language games, board games, seed library, AV equipment, and software				343	
8a. Electronic Collections <i>Locally Owned or Leased</i>				1	
8b. Electronic Collections <i>Purchased by library system or consortia</i>				7	
8c. Electronic Collections <i>Provided through BadgerLink</i>				63	
9. Total Electronic Collections <i>Local, regional, and state</i>				71	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>				97	

III. LIBRARY SERVICES				
1. Circulation Transactions		2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Circulation of Other Physical Items (subset of 1a.)	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
111,925	52,442	1,094	10,908	13,815
Method for Counting ILL Transactions Categorized ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>
Integrated Library Systems (ILS)		10,404		13,326
WISCAT		502		489
Other (includes OCLC, manual tracking or other methods)		2		0
3. Number of Registered Users		d. Overdue Fines	4. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count
4,837	4,652	9,489	Survey Week(s) ☒	5,928
		No		
5. Library Visits		b. Annual Count		
a. Method		Actual Count		
		48,362		
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method
32	26	Actual Count	6,548	Actual Count
				b. Annual Count
				12,500
8. Website Visits		9. Electronic Collection Retrieval		
a. Local		b. Other	c. Statewide	d. Total
44,140		0	1,070	2
				1,072
10. Uses of Electronic Materials by Users of Your Library				
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials
12,620	11,411	1	24,032	1,220

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	41	18	0	36	2	97
Total Attendance	677	527	0	583	26	1,813

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	33	18	0	36	2
Total Attendance	656	527	0	583	26
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	86	3	89		
Total Attendance	1,575	217	1,792		

11i. Describe the library's in-person programs: We were able to provide more in-person programs as the community members became more comfortable and desired more opportunities to visit the library. Programs included regular story time, summer performers, collaborative programs with other area organizations, book clubs, author chats, civic engagement forums, music at the library, and movie days.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	8	0	0	0	0	8
Total Live Virtual Attendance	21	0	0	0	0	21
Total views of live programs that were recorded and posted for asynchronous viewing	106	0	0	0	0	

12g. Which platforms does the library use to host the library's live, virtual programs: Facebook, BlueJeans, and YouTube

12h. Describe the library's live, virtual programs: Storytime and Civic Engagement Forum

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

13g. Which platforms does the library use to host the library's pre-recorded programs: YouTube and Facebook

13h. Describe the library's pre-recorded programs: This was not utilized in 2022.

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Mike	Geisler	204 Cottage St.	Merrill	54452	mvgeisler@charter.net
2. Ryan	Martinovici	113 N. Polk St	Merrill	54452	ryan.martinovici@mapse
3. Darcy	Dalsky	1005 Monroe St	Merrill	54452	darcylemke@hotmail.com
4. Richard	Mamer	604 E. Main St.	Merrill	54452	bmamer@gmail.com
5. Rick	Blake	711 E. 1st St	Merrill	54452	rick.blake@ci.merrill.wi.us
6. Katie	Breitenmoser	W6982 Joe Snow Rd.	Merrill	54452	katie.b1@outlook.com
7. Jim	Wedemeyer	204 N. Van Rensselaer St.	Merrill	54452	jameswedemeyer@fronti
8. Elizabeth	McCrank	204 E. 5th St.	Merrill	54452	emccrank@gmail.com
9. Audrey	Huftel	702 Charles St.	Merrill	54452	taighuftel@charter.net
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count					
9					

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Merrill	\$524,443
City		\$0
Subtotal 1		\$524,443

2. County**a. Home County Appropriation for Library Services**

Subtotal 2a \$453,672

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Langlade	\$2,665		
Oneida	\$1,874		
Taylor	\$1,296		
Price	\$249		
Subtotal 2b			\$6,084

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
SLP Performer Grant	\$240	Workshops / Meetings / Scholarships	\$17
Library Legislative Day	\$408		

b. Funds Carried Forward from Previous Year

c. Other State Funded Program 1,996

Subtotal 3 \$2,661

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
3-2022-251 Professional Learning	\$3,213
American Rescue Plan Act	\$24,011
FYR22-026 Wisconsin Humanities Grant	\$9,320
Subtotal 4	\$36,544

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		\$0
	\$0		\$0
Subtotal 5			\$0

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$34,376

7. All Other Operating Income

\$27,583

8. Total Operating Income Add 1 through 7

\$1,085,363

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$524,443

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations

\$594,264

2. Employee Benefits Include maintenance, security, plant operations

\$123,401

3. Library Collection Expenditures

a. Print Materials

\$58,045

b. Electronic Materials

\$0

c. Audiovisual Materials

\$7,972

d. All Other Library Materials

\$7,433

Subtotal 3

\$73,450

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Amount	Provider	Amount
WPLC E-Content Buying Pool	\$4,784	Movie Licensing	\$0
OverDrive Advantage Donation	\$100		
V-Cat Annual Maintenance	\$18,732		
V-Cat Barcodes / Patron Cards	\$703		
Technology / Enterprise Services	\$2,970		
Technology / Equipment Purchased	\$0		
Subtotal 4			\$27,289

5. Other Operating Expenditures

\$216,238

6. Total Operating Expenditures Add 1 through 5

\$1,034,642

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

\$36,544

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year

\$568,101

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

\$1,376,095

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$76,080	40.00				
Assistant Director	Librn. no-MLS	\$53,961	40.00				
Head of Youth Services	Librn. no-MLS	\$51,307	40.00				
Head of Circulation	MLS (ALA)	\$45,373	40.00				
Technology Coordinator	Librn. no-MLS	\$45,373	40.00				
Tech Processing	Librn. no-MLS	\$40,107	40.00				
Youth Services Specialist	Librn. no-MLS	\$34,563	40.00				
Outreach Coordinator	Librn. no-MLS	\$36,321	40.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Bookkeeper	Other	\$41,041	40.00	Custodial Assistant	Other	\$33,026	40.00
Department Assistant	Other	\$51,136	52.00				
Library Assistant	Other	\$65,054	80.00				
Shelver	Other	\$7,255	13.00				
Maintenance Supervisor	Other	\$39,177	20.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a			
2.00	6.00	8.00	6.13		14.13

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			55,778
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
2. Circulation to Nonresidents Living in the Library's County		89	47,246
3. Circulation to Nonresidents Living in Another County in the Library System		7,950	365
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		0	53
5. Circulation to All Other Wisconsin Residents		52	6. Circulation to Persons from Out of the State
			23
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No		
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
a. Oneida	194	f.	
b. Price	53	g.	
c. Taylor	156	h.	
d. Langlade	0	i.	
e.		j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. Library type of Internet Connection <i>Mark all that apply</i>	3. Is the library CIPA compliant ?
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? Yes	Yes a. State TEACH line No b. Other broadband connection Local, cable, telco, community network, etc.	No

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	19	8	0
Total Self-Directed Activity Participation	708	630	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	0	0	27
Total Self-Directed Activity Participation	0	0	1,338
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Andrea	Bennett	abennett@tbscottlibrary.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Laurie	Ollhoff	director@tbscottlibrary.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Mike Geisler	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Laurie Ollhoff	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Lincoln

The T.B. Scott Free Library Board of Trustees hereby states that in 2022 the Wisconsin Valley Library Service
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

The year 2022 was filled with numerous transitional phases at the library. During these times especially and throughout the remainder of the year, system staff provided effective leadership and guidance and met the needs of the library.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed

➤

Mike

Geisler

COMMENTS

SECTION I

11. Fax No.

Fax machine no longer available--2023-01-24

Closed Outlets Due to COVID-19

We did not close as a result of Covid in 2022.--2023-02-03

Public Services During COVID-19

We did not close as a result of Covid in 2022.--2023-02-06

Reference Service During COVID-19

We did not close as a result of Covid in 2022.--2023-02-03

Additional building closure and reopening dates, please describe:

The library returned to standard service during 2022 and had no additional COVID-related closures.--2023-02-01

SECTION II

1a. Books in Print (end of year total)

In 2022, a change was made to the datapoints(s) used to classify Books in Print, Audio Materials, Video Materials, and Other Materials Owned. This change was necessary to provide data for the new 2022 requirement to report Circulation of Other Physical items in Section III. 1c.--2023-01-27

6. Electronic Video Materials (downloadable)

In 2022, the video resources in this collection were removed as they are no longer supported by OverDrive.--2023-02-01

7a. Other Materials Owned

In 2022, a change was made to the datapoint(s) used to classify Books in Print, Audio Materials, Video Materials, and Other Materials Owned. This change was necessary to provide data for the new 2022 requirement to report Circulation of Other Physical items in Section III. 1c.--2023-01-27

SECTION III

4b. Reference Transactions

While this year's number calculation is much lower than 2021, it is more closely aligned with calculations made in years prior to 2021. We believe the calculations made in 2021 were overstated as a result in staffing and guidelines presented.--2023-02-01

5b. Library Visits

The drastic increase in library visits was the result of some phenomenal programming that returned to the library post-COVID pandemic.--2023-02-01

Number of Public Use Computers

Workstations were reduced as a result of physical changes to library spaces. In addition, to those changed, the library had an overabundance of computers that were not necessarily in good working order. A change in tech staffing prompted a close evaluation of computers available at the library and were recycled through the Good News Project.--2023-02-01

Workstations were reduced as a result of physical changes to library spaces. In addition, to those changes, the library had an overabundance of computers that were not necessarily in good working order. A change in tech staffing prompted a close evaluation of computers available at the library and were recycled through the Good News Project.--2023-02-01

Number of Public Use Computers with Internet Access

Workstations were reduced as a result of physical changes to library spaces. In addition, to those changes, the library had an overabundance of computers that were not necessarily in good working order. A change in tech staffing prompted a close evaluation of computers available at the library and were recycled through the Good News Project.--2023-02-01

Number of Uses (sessions) of Public Internet Computers

There was increased patron traffic as 2022 continued that in turn brought greater use of library computers.--2023-02-01

Wireless Internet Uses

An upgrade to the wireless network controller at the beginning of 2022 changed the nature of client connection logging. It appears that past statistics may have included roughly 2 additional session counts per active session.--2023-02-01

SECTION V

Amount

FYI: Funds were received in 2021, however, the amount was reported in 2021 in Section V #7 by the previous director at the time.--2023-02-02

Other Revenue

Photocopier \$3,691.69 + Gifts/Memorials Account \$2,809.94 + Other Revenue \$2,292.02 + Friends \$3,536.70 + Endowment \$10,852.09 + CM Cares Donation \$2,500 + Program Reimbursements \$241.70 + SLP Donors \$600 + E-Commerce Revenue \$529.38--2023-02-01

SECTION VI

1. Salaries and Wages

Salaries & Wages were down as a result of a reduction in positions related to resignations for a good portion of the year and broug in new hires at lower salaries.--2023-02-01

SECTION IX

Additions

This amount includes a 2021 year-end adiinstment of +\$162 902 as a result of new director at that time providing incorrect dollar

Goal #1:

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

Objective 1.1: Continue active promotion of seasonal Adult Read programs and events

Measure: Maintain reader involvement numbers with Total Reader increase of 1% each season

Responsible staff: Laurie Ollhoff

Latest progress: Next Step: Reviewing statistics from Adult Winter & Summer Read In. Decrease in participation by 7% from Winter to Summer READ in 2019--Goal not met. LO 1/8/2020. Reviewed numbers to determine whether or not to continue both seasonal Adult READ sessions. Winter 2020 saw an increase from the Winter 2019 & Summer 2019 sessions. From Winter 2019 to Winter 2020 saw a 1.1% increase and Summer 2019 to Winter 2020 saw a 1.8% increase in participants. LO 8/6/2020. As a result of COVID19 developed online platform along with YS; resulted in a significant decrease in adult participation from Summer 2019 to Summer 2020: 41%. Goal was not met. It appears that the adult reader demographics does not support online platforms. LO 12/2020. Promotion began for Winter 2021 Adult READ with challenge sponsored by Simon & Schuster. We were able to maintain Summer 2020 to Winter 2021 adult participation with a slight decrease of 5%. The 2021 Summer Adult READ will continue online & in paper format. LO 3/2021. With a bit more promotion and local awareness of the Beanstack online platform, we were able to show an increase in reader participation. We enrolled 70 adult readers for Summer 2021, a 118% increase from Summer 2020 and a 140% increase from Winter 2021. We had positive feedback directed towards the online version. LO 8/2021. Summer Adult READ 2022 continued utilizing Beanstack and a paper entry form. Numbers appear to be trending at an even pace and total participation is expected to meet or exceed last summer's participation numbers. LO 7/2022. Summer READ Program was complete on 7/30/2022 with 46 new adult readers enrolled; while numbers were good, there was a decrease in participation from Summer 2021 by roughly 35%. LO 9/2022. While the Adult Read programs have taken a hiatus, work is in progress to evaluate and revamp the Adult READ. LO 1/2023.

Objective 1.2: Maintain current programming focusing on adult readership and introduce new opportunities to promote adult readership

Measure: One new event each program year

Responsible staff: Laurie Ollhoff.

Latest progress: Next Step: Afternoon with Author Jim Finucan highlighting book Wild Counselor LO 1/2020. Author Scott Spoolman scheduled to share non-fiction writing process of Wisconsin State Parks book title on 4/30/2020. (This event cancelled as a result of COVID19 precautions). Use of tech tools to record and promote New Book collections for patrons to check

out digitally or through curbside pickup. Masked reads available for patrons to request LO 08/07/2020. Continuation of online Beanstack platform with Winter READ Challenge to include prizes. LO 1/2021. Co-sponsored Author Lauren Fox virtual visit on 02/23/2021 in collaboration with other WI libraries and publisher Penguin Random House. LO 02/2021. The 2021 Summer READ challenge theme offered up an opportunity to collaborate with a local wine bar for “Tales & Cocktails” on 6/23 that was widely received. Attendees could enjoy a cocktail while listening to poetry and book trailers from library staff members, which generated interest in new titles from the library collection. LO 8/2021. Cover-to-Cover Book Club was turned over to library staff management by book club members. A Cover-to-Cover Book Club Staff Team was created, and staff rotation was developed during the transition. The book club facilitator duties are now held by one staff member with the assistance of the Cover-to-Cover Book Club Staff Team. LO 1/10/2022. At the first annual Summer Solstice event, sponsored by the River Bend Trail, the director, assistant director, and outreach librarian attended and hosted an open mic for poetry reading and provided supplies for people to write their own poems. Puzzles were offered as take-away items and prize drawing registration was set up to engage attendees. LO/JZ 6/22/2022. The completion of the Summer Adult READ was highlighted with an Author Chat with Patti See, a Wisconsin author from Lake Hallie, and drawing for Challenge prizes. LO 9/2022. The Real Writers Group was launched in January to include author/writer presentations periodically. The group will meet monthly at the library. LO 2/2023.

Objective 1.3: Provide a space that helps parents and other caregivers develop early literacy skills in children age birth – 5 years

Measure: Open Play Literacy Center in September 2020.

Responsible staff: Andrea Bennett

Latest progress: Next Step: SS identified revenue stream from Library funds for start of project in 2019. Books ordered & received. Awning purchased and in place. Updated timeline for opening space to the public is September 2020. Exploring Play Literacy Center use by family reservation during COVID-19 with personal health protocols and implementation of cleaning/protocols for space CF 8/6/20. Rolling building closures once again delay Literacy Center opening 1/13/21 CF. September 2021 projected opening of Literacy Center CF 8/5/21. Area parent/daycare provider, Becky Johnson, is scheduled to visit Literacy Center week of August 16 to carry out trial run of Center CF 8/5/21. Trial run was completed in August 2021. Literacy Center opening has been delayed due to high numbers of COVID cases AB 1/8/2022. The Play Literacy Center project is underway and has moved to the open play area in the Youth Services Department. A sensory wall has been installed and we plan to add more play opportunities over the next year. AB 7/7/22.

Objective 1.4: Continue active promotion of Youth Summer Reading programs and events

Measure: Increase the Summer Library Reading Program completion rate by 3% annually

Responsible staff: Andrea Bennett

Latest progress: Next Step: Librarian did summer outreach to Parkside Preschool promoting SLP summer of 2019. Youth SLP increased by 6.5% (426 vs. 400 in 2018). Teen SLP increased 7.27% (59 vs. 55 in 2018). CF 9/10/19. Summer of 2020, Library offered traditional paper Reading Program & added Online Summer Reading Program (aka Beanstack) to insure patron safety due to COVID-19. Youth Services worked to increase 2020 summer reading sign-ups by promoting Group Summer Reading option to Parkside & Trinity personnel. While overall reading participation declined in summer 2020 (total readers Youth 199 & Teen 20), daycare centers participated for the first time due to ease of Beanstack use. CF 8/6/20. Planning Online Summer Reading Program for youth along with paper option and virtual entertainment (with possible outdoor programming) CF 3/11/21. SLP participation increased by 63% for Youth (326) and by 50% for Teens (30) in summer 2021. Familiarity with Beanstack reading software and promotion of Beanstack by MAPS third and fifth grade teachers was key to increase in numbers. Daycare center participation and Summer Playground participation also drove increase. The Library hosted one virtual and two outdoor performers. The virtual performance was not well attended, however the outdoor programs filled CF 8/5/21. Planning Online Summer Reading Program (Beanstack), along with possible outdoor programming for Summer 2022. Will promote Beanstack by connecting with MAPS teachers and inviting Parkside, Trinity, and Summer Playground groups to participate AB 1/8/22. Youth 2022 SLP participation increased 38% (451 vs 326 in 2021). We offered both online and paper options with participation including Parkside Daycare and Summer Playground groups. We hosted two performers, 2 programs each, with approximately 80 attending each program. AB 9/22. Planning is underway for online Summer Reading Program (Beanstack) 2023, along with performers and other programming. Will continue outreach to local daycares and preschools for participation in summer reading. AB (2/8/23).

Liability Issues

25

Generally, library trustees need fear no personal loss or liability for the honest performance of their official duties and exercise of powers granted by law. Wisconsin Statutes (Section [893.80\(4\)](#)) and court cases generally provide that public officials are immune from individual liability for actions performed within the scope of their office.

But personal liability is still possible for intentional or careless injuries or damages, illegal use of public funds or authority, ethics and conflict-of-interest law violations, public records law violations, and open meetings law violations. In the case of open meetings law violations, an individual board member who is found to be in violation of the law may be fined and must pay the fine personally, without reimbursement from the library or municipality.

Library boards must also avoid taking actions that violate rights guaranteed by the federal constitution or federal law. Special care must be exercised in actions that concern discrimination laws, employment laws, and First Amendment rights. Before taking any actions that may jeopardize these rights, it is strongly recommended that the board seek the advice of the municipal attorney (or county corporation counsel in the case of a consolidated county public library board).

Wisconsin Statutes provide that if a claim is brought against the library board because of an act or omission of the library board and the claim is disallowed by the library board, the claimant may bring action against the municipality or county (Section [43.58\(3\)](#)). Because the municipality or county is ultimately liable for any legal missteps by the library board, municipal and county attorneys are very willing to assist the library board with any legal questions.

Under most circumstances, municipalities have a legal responsibility to provide legal counsel to officers and employees (including library officers and employees) in proceedings brought because of actions taken while carrying out the duties of the office or position. Generally, under these circumstances, the municipality must also indemnify or pay for judgments for damages as well as other costs and legal fees. (See Wisconsin Statutes Section [895.46\(1\)\(a\)](#) for the details, including the limitations, of this law.)

Protections from Liability

You can greatly lessen the possibility of liability if you, and your fellow board members, do all of the following:

- Become knowledgeable about the various laws that apply to library board actions and library operations (such as the state open meetings and public records laws, state and local ethics laws and state and federal employment laws). See *Trustee Essential* [#7](#), [#14](#), [#15](#), and [#16](#) for more information about these laws.

In This Trustee Essential

- Basic issues concerning trustee and municipal liability
- Actions you can take to limit liability

- Adopt written policies for operating the library and review all library policies on a regular cycle, ensuring that all policies (including the personnel policy) are reviewed at least every three years. See *Trustee Essentials #7* and *#10* for more information.
- Exercise care and diligence in board consideration of new or revised policies. Review each policy in light of the “four tests of a legally defensible policy” from *Trustee Essential #10: Developing Essential Library Policies*.
- Vote against any proposed board action that you believe is illegal or improper. Vote to table an issue if you believe insufficient information has been provided on which to base an informed opinion. Make sure the minutes reflect your vote.
- Act and speak for the library only when authorized to do so by the full board.
- Avoid even the appearance of conflict of interest. (See *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* for more information.)
- Consult with library system staff and/or the municipal or county attorney if you have concerns about the legality of any action or failure to take an action.

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*.)

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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This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

Library Director's Report – February 15, 2023

Events

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

- The Library has a new writer's group. Rachael Waldburger along with Jim Finucan and Tom Burg have agreed to guide other writers in the area on their writing journeys. It is a program we have been working to develop for some time as it has been repeatedly requested by community members.
- Critic's Choice Movie: I encourage you to stop in and enjoy the movie if your schedule allows.
- Adult Watercolor Class: 4-week class begins on Tuesday, February 7

WVLS

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

Friends of the Library

- There is nothing to report from the Friends of the Library. They took off the month of January as many members were in much warmer places.

Library Director's Report

- Closing in on hiring a new Head of Adult Services. Interviews took place during the week of February 6 with offer to be made by Friday, February 17, at the latest.
- State Report preparation was a team effort involving our amazing staff at T.B. Scott Free Library with additional support from the Wisconsin Valley Library Service. What was presented at today's meeting was made possible by the great collaboration we have in-house and with our library system.
- Next on our preparation list is the local 2022 Annual Report that will be presented at the March 2023 Board meeting.
- Signs have been placed in the library parking lot by the city street department to help alleviate the congestion at the end of the school day into the evening hours that prevented library patrons from safely parking in the library parking lot. The signs state "Parking Reserved for Library Business Only." Merrill PD was stationed here last week for a few days after installation and there has been a considerable improvement in parking availability for library patrons.
- I attended the Wisconsin Library Association (WLA) sponsored Library Legislative Day on Tuesday, February 7, with 15 other library staff/board members from the Wisconsin Valley Library Service. This is a budget year, so our mission is to "Tell Our Library Stories" to demonstrate how important their support is for funding public libraries. At the same time, we provided our legislators with tools to guide them when their constituents contact them with questions and/or concerns about their libraries in their communities. Most recently, book selection and material availability has been in the forefront. WLA created an infographic "The Life Cycle of a Book" that contained information related to collection development and book challenges. As a side note, we were informed by the WLA Legislative Committee that SB10 also known as the "Tittle Bill" was dead. I have provided you with a copy of the infographic along with the SB10
- Met with Mike and Derek Krzanowski on the completion of the Elm Tree Cookie Table. Images have been selected and shared with Derek. We are excited to see this amazing piece at the library. It will be located in the stairwell area on the first floor.



THE LIFE CYCLE

of a Library Book

Library Staff

Board-Approved Collection Development Policy

Staff Selects

Professional Journals (e.g. Publishers Weekly, Library Journal, BookList), Magazines, Newspapers, Staff Expertise

Purchased

Baker & Taylor, Ingram, Local Bookstores, Amazon, Direct from Publisher

Processed

Stamped, Labeled, and Covered

Cataloged

Added to online catalog

Shelved

Children's, Young Adult, or Adult

Copies Added

Community demand triggers the purchase of more copies

Systems' ILS Deliveries

Checked In

Reshelved

Weeded

Deselected or damaged material given to Friends for booksale or recycling

Staff Selects New Books

Library Patron

Community Member/Taxpayer

90% of library budgets come from municipal governments (city, village, town, county, tribal, etc.)

Patron Request

Word of mouth, media mentions, newspapers, magazines, BookTok, etc.

Read in Library

Hold Placed

Interlibrary Loan (ILL) Requested

Checked Out

Returned

Material Challenged (See other side)



WISCONSIN
LIBRARY
ASSOCIATION

wisconsinlibraries.org
wla@wisconsinlibraries.org

When there is a

BOOK CHALLENGE

Challenges to Library Materials

Libraries have policies and procedures in place to respectfully address a community member's concerns. It begins long before an item is placed in the collection.

How are **MATERIALS ADDED** to a library's collection?

- A locally appointed Library Board of Trustees develops a Collection Development Policy to guide its library's selection of materials.
- Local library staff use their training and expertise, professional book reviews, and patron requests to purchase materials that fit the Library Board's Collection Development Policy and reflect the needs and interests of the local community.
- Librarians locate materials in the library based on their professional expertise, knowledge of the community, and the Collection Development Policy.

What process does a library use to deal with a **MATERIALS CHALLENGE**?

The library's board-approved Collection Development Policy details a process for responding to materials challenges:

- When a patron notifies the library of an item they believe should be removed or relocated, staff provide the patron with a materials-reconsideration form that allows the patron to express their concerns.
- Staff review the submission; read, listen, or watch the item in its entirety; and determine whether the item complies with the Collection Development Policy.
- The Library Director notifies the patron in writing of its decision. The patron has the opportunity to appeal the decision to the Library Board.
- If the patron appeals the decision, the Library Board conducts its own review in relation to the Collection Development Policy. The Library Board notifies the patron of its decision in writing.



Always feel free to talk to your local library director with questions or concerns.



wisconsinlibraries.org
wla@wisconsinlibraries.org



State of Wisconsin
2023 - 2024 LEGISLATURE

LRB-1355/1
SWB&FFK:skw

2023 SENATE BILL 10

January 27, 2023 - Introduced by Senators JACQUE, QUINN and TOMCZYK, cosponsored by Representatives TITTL, SORTWELL, ALLEN, BINSFELD, GOEBEN, GREEN, GUNDRUM, MAGNAFICI, MURPHY, PENTERMAN, SCHRAA, TUSLER, WICHGERS and BODDEN. Referred to Committee on Mental Health, Substance Abuse Prevention, Children and Families.

- 1 **AN ACT** *to amend* 119.04 (1); and *to create* 43.75 and 118.073 of the statutes;
2 **relating to:** pupil or minor access to harmful material in public libraries and
3 to harmful material or offensive material in public schools.

Analysis by the Legislative Reference Bureau

This bill requires public libraries and public schools, including charter schools, to take steps to prevent pupils and minors from accessing harmful material on computers. Under the bill, "harmful material" is defined as 1) any picture, photograph, drawing, sculpture, motion picture film, or similar visual representation or image of a person or portion of the human body that depicts nudity, sexually explicit conduct, sadomasochistic abuse, physical torture, or brutality and that is harmful to children; or 2) any book, pamphlet, magazine, printed matter however reproduced or recording that contains matter described in item 1, or explicit and detailed verbal descriptions or narrative accounts of sexual excitement, sexually explicit conduct, sadomasochistic abuse, physical torture, or brutality and that, taken as a whole, is harmful to children.

The bill requires any public library that provides a public access computer and any school board or independent charter school to do at least one of the following with respect to the public access computer or school computer to which pupils and minors have access: 1) equip the computer with software that will limit a pupil's or minor's ability to gain access to harmful material; 2) purchase Internet connectivity from an Internet service provider that provides filter services to limit access to harmful material; or 3) develop and implement a policy that establishes measures to keep

SENATE BILL 10

pupils and minors from gaining access to harmful material. Under the bill, a public library or public school may allow a pupil or minor to access harmful material on the Internet if the parent or guardian of the pupil or minor consents to that access.

Beginning in the 2024-25 school year, the bill requires each school board and operator of an independent charter school to adopt a policy that specifies criteria for determining whether certain material is offensive material, which, under the bill, means the material is offensive to prevailing standards in the adult community with respect to what is suitable for children. Under the bill, if a public school pupil will view or otherwise have access to offensive material as part of classroom instruction, the school must provide the parent or guardian of the pupil with an outline of the curriculum and a summary of the instructional materials that contain the offensive material, information regarding how the parent or guardian may inspect the complete curriculum and instructional materials, and an explanation of the exemption available to parents and guardians under the bill. The bill requires each public school to make the complete curriculum and all instructional materials available for inspection by parents or guardians upon request. Under the bill, no pupil may be required to take any such instruction if the pupil's parent or guardian files with the teacher or school principal a written request that the pupil be exempted. Finally, the bill provides that no public school or public school employee may show or provide to any pupil offensive material for which the school did not follow the requirements under the bill regarding parental notice and opportunity to exempt pupil participation.

For further information see the local fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

1 **SECTION 1.** 43.75 of the statutes is created to read:

2 **43.75 Responsibilities of public libraries with a public access**
3 **computer. (1)** In this section:

4 (a) "Harmful material" has the meaning given in s. 948.11 (1) (ar).

5 (b) "Public access computer" means a computer that is all of the following:

6 1. Located in an elementary or secondary public school or public library.

7 2. Frequently or regularly used directly by a minor.

8 3. Connected to a computer communication system.

SENATE BILL 10**SECTION 1**

1 (2) A public library that provides a public access computer shall ensure that
2 minors do not have access to harmful material on the Internet through use of the
3 public access computer by doing at least one of the following:

4 (a) Equipping each public access computer with software that will limit a
5 minor's ability to gain access to harmful material.

6 (b) Purchasing Internet connectivity for each public access computer from an
7 Internet service provider that provides filter services to limit access to harmful
8 material.

9 (c) Developing and implementing by January 1, 2024, a policy that establishes
10 measures to restrict minors from gaining computer access to harmful material.

11 (3) Notwithstanding sub. (2), a public library that provides a public access
12 computer may allow a minor to access harmful material on the Internet if the parent
13 or guardian of the minor consents to that access.

14 **SECTION 2.** 118.073 of the statutes is created to read:

15 **118.073 Limiting pupil and minor access to harmful material.** (1) In
16 this section:

17 (a) "Harmful material" has the meaning given in s. 948.11 (1) (ar).

18 (b) "Offensive material" means any of the following that a school board or
19 operator of a charter school under s. 118.40 (2r) or (2x) determines is patently
20 offensive to prevailing standards in the adult community as a whole with respect to
21 what is suitable for children:

22 1. Any picture, photograph, drawing, sculpture, motion picture film or similar
23 visual representation or image of a person or portion of the human body that depicts
24 nudity, as defined in s. 948.11 (1) (d), sexually explicit conduct, sadomasochistic
25 abuse, physical torture or brutality.

SENATE BILL 10**SECTION 2**

1 2. Any book, pamphlet, magazine, printed matter however reproduced or
2 recording that contains any matter enumerated in subd. 1., or explicit and detailed
3 verbal descriptions or narrative accounts of sexual excitement, as defined in s. 948.11
4 (1) (f), sexually explicit conduct, sadomasochistic abuse, physical torture or brutality.

5 **(2)** (a) A school board or the operator of a charter school under s. 118.40 (2r) or
6 (2x) shall ensure that pupils and minors do not have access to harmful material on
7 the Internet by doing at least one of the following:

8 1. Equipping each computer to which a pupil or minor has access with software
9 that will limit the pupil's or minor's ability to gain access to harmful material.

10 2. Purchasing Internet connectivity for each computer to which a pupil or minor
11 has access from an Internet service provider that provides filter services to limit
12 access to harmful material.

13 3. Developing and implementing by January 1, 2024, a policy that establishes
14 measures to restrict pupils and minors from gaining computer access to harmful
15 material.

16 (b) Notwithstanding par. (a), a school board or the operator of a charter school
17 under s. 118.40 (2r) or (2x) may allow a pupil or minor to access harmful material on
18 the Internet if the parent or guardian of the pupil or minor consents to that access.

19 **(3)** Beginning in the 2024-25 school year, each school board and operator of a
20 charter school under s. 118.40 (2r) or (2x) shall adopt a policy specifying criteria that
21 the school board or operator will use to determine whether an item described under
22 sub. (1) (b) 1. or 2. is an offensive material.

23 **(4)** Beginning in the 2024-25 school year, if a pupil will view or otherwise have
24 access to offensive material as part of classroom instruction in a public school,
25 including a charter school, the school board or the operator of the charter school

SENATE BILL 10

1 under s. 118.40 (2r) or (2x) shall provide the parent or guardian of the pupil with an
2 outline of the curriculum and a summary of the instructional materials that contain
3 the offensive material, information regarding how the parent or guardian may
4 inspect the complete curriculum and instructional materials, and an explanation of
5 the exemption under sub. (5). The school board or operator shall make the complete
6 curriculum and all instructional materials available for inspection by a parent or
7 guardian upon request at any time, including prior to their use in the classroom.

8 (5) Beginning in the 2024-25 school year, no pupil may be required to take any
9 instruction subject to sub. (4) if the pupil's parent or guardian files with the teacher
10 or school principal a written request that the pupil be exempted.

11 (6) Beginning in the 2024-25 school year, no school board, operator of a charter
12 school under s. 118.40 (2r) or (2x), or employee of a school board or operator may show
13 or provide to any pupil offensive material for which the school board or operator did
14 not follow the requirements under subs. (4) and (5).

15 **SECTION 3.** 119.04 (1) of the statutes is amended to read:

16 119.04 (1) Subchapters IV, V, and VII of ch. 115, ch. 121, and ss. 66.0235 (3) (c),
17 66.0603 (1m) to (3), 115.01 (1) and (2), 115.28, 115.31, 115.33, 115.34, 115.343,
18 115.345, 115.363, 115.364, 115.365 (3), 115.366, 115.367, 115.38 (2), 115.415, 115.445,
19 118.001 to 118.04, 118.045, 118.06, 118.07, ~~118.075~~, to 118.076, 118.10, 118.12,
20 118.125 to 118.14, 118.145 (4), 118.15, 118.153, 118.16, 118.162, 118.163, 118.164,
21 118.18, 118.19, 118.196, 118.20, 118.223, 118.225, 118.24 (1), (2) (c) to (f), (6), (8), and
22 (10), 118.245, 118.25, 118.255, 118.258, 118.291, 118.292, 118.293, 118.2935, 118.30
23 to 118.43, 118.46, 118.50, 118.51, 118.52, 118.53, 118.55, 118.56, 120.12 (2m), (4m),
24 (5), and (15) to (27), 120.125, 120.13 (1), (2) (b) to (g), (3), (14), (17) to (19), (26), (34),
25 (35), (37), (37m), and (38), 120.137, 120.14, 120.20, 120.21 (3), and 120.25 are

SENATE BILL 10**SECTION 3**

1 applicable to a 1st class city school district and board but not, unless explicitly
2 provided in this chapter or in the terms of a contract, to the commissioner or to any
3 school transferred to an opportunity schools and partnership program.

4 **SECTION 4. Effective dates.** This act takes effect on the day after publication,
5 except as follows:

6 (1) The treatment of ss. 43.75 and 118.073 (2) takes effect on the first day of the
7 6th month beginning after publication.

8 (END)

Library Director's Report – February 15, 2023

Events

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

- The Library has a new writer's group. Rachael Waldburger along with Jim Finucan and Tom Burg have agreed to guide other writers in the area on their writing journeys. It is a program we have been working to develop for some time as it has been repeatedly requested by community members.
- Critic's Choice Movie: I encourage you to stop in and enjoy the movie if your schedule allows.
- Adult Watercolor Class: 4-week class begins on Tuesday, February 7

WVLS

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

Friends of the Library

- There is nothing to report from the Friends of the Library. They took off the month of January as many members were in much warmer places.

Library Director's Report

- Closing in on hiring a new Head of Adult Services. Interviews took place during the week of February 6 with offer to be made by Friday, February 17, at the latest.
- State Report preparation was a team effort involving our amazing staff at T.B. Scott Free Library with additional support from the Wisconsin Valley Library Service. What was presented at today's meeting was made possible by the great collaboration we have in-house and with our library system.
- Next on our preparation list is the local 2022 Annual Report that will be presented at the March 2023 Board meeting.
- Signs have been placed in the library parking lot by the city street department to help alleviate the congestion at the end of the school day into the evening hours that prevented library patrons from safely parking in the library parking lot. The signs state "Parking Reserved for Library Business Only." Merrill PD was stationed here last week for a few days after installation and there has been a considerable improvement in parking availability for library patrons.
- I attended the Wisconsin Library Association (WLA) sponsored Library Legislative Day on Tuesday, February 7, with 15 other library staff/board members from the Wisconsin Valley Library Service. This is a budget year, so our mission is to "Tell Our Library Stories" to demonstrate how important their support is for funding public libraries. At the same time, we provided our legislators with tools to guide them when their constituents contact them with questions and/or concerns about their libraries in their communities. Most recently, book selection and material availability has been in the forefront. WLA created an infographic "The Life Cycle of a Book" that contained information related to collection development and book challenges. As a side note, we were informed by the WLA Legislative Committee that SB10 also known as the "Tittle Bill" was dead. I have provided you with a copy of the infographic along with the SB10
- Met with Mike and Derek Krzanowski on the completion of the Elm Tree Cookie Table. Images have been selected and shared with Derek. We are excited to see this amazing piece at the library. It will be located in the stairwell area on the first floor.