



NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday January 17, 2023

4:00 p.m.

Community Room

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

Agenda

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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 20, 2023 | |
| B. Unaudited Monthly Revenue & Expense Reports for December 2023 | |
| C. Monthly Statistical Report for December 2023 | |
| III. Reports/Discussion Items/Action Items | |
| A. Action Item: Request to the Endowment Fund for Payment of PerMar Fire Alarm System Upgrade Required by State of Wisconsin | Geisler |
| B. Action Item: Request to Dissolve Book Fund Account into Endowment Fund Account | Geisler |
| C. Action Item: Endowment Fund Report | Mamer |
| D. Discussion Item: MSR Design Youth Services Renovation Update | Ollhoff |
| E. Discussion Item: 2024-2028 Long Range Plan Survey Report | Ollhoff |
| F. Discussion Item: Solar Bond Impact Update | Ollhoff |
| G. Discussion Item: Library Board of Trustees Member Recommendations | Ollhoff |
| H. Strategic Plan Goals & Objectives #1 – 5 Review | Ollhoff |
| I. Wisconsin Trustee Essential #9: Managing the Library's Money | Ollhoff |
| IV. Library Director's Report | Ollhoff |
| V. President's remarks | Geisler |
| VI. Adjournment | Geisler |

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

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

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

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting December 20, 2023

Opening

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

Notes of thank you to T.B. Scott Free Library for donations by staff members were received from Pine Crest Nursing Home and Boys & Girls Club of Merrill – Prairie River Middle School. Note of thank you from Kindhearted Home Care, LLC, staff and the clients they bring to the Library for Adult Story Time. Note with monetary donation for Wisconsin State Park passes & youth snowshoes from the Friends of the Council Grounds.

No public comment was made.

Consent items

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

K. Breitenmoser/R. Martinovici/C to accept the monthly Unaudited Revenue and Expense Report for November 2023.

E. McCrank/A. Huftel/C accept the Monthly Statistical Report for November 2023.

Reports/discussion items/action items

- A. E. McCrank/K. Breitenmoser/C** to approve the **Social Media Policy**. No further discussion.
- B. E. McCrank/K. Breitenmoser/C** to approve the Customer-Facing Social Media Policy. E. McCrank asked for clarification on whether this was a proactive or reactive measure resulting from issues on the library's social media. L. Ollhoff indicated that it was a proactive measure recommended by library organizations. No further discussion.
- C. MSR Design Youth Services Update** was provided by L. Ollhoff. Full schematic drawings have been delivered to N. Wszalek, the City's Facilities Maintenance Manager. He will contact a local contractor to obtain an estimate of the constructions cost related to the project completion. N. Wszalek, the local contractor, library administration, and representatives of MSR Design will meet to discuss details before an estimate is prepared.
- D. 2024-2028 Long Range Plan Survey Update** was provided by L. Ollhoff. The survey data is in the process of analyzation by E. Brewster, A. Lersch, and L. Ollhoff with a Final Report to the Board at the January 2024 Board of Trustees Meeting.
- E. Adjacent Church Update:** L. Ollhoff reported that library staff have seen minimal activity recently. Nothing further to report.
- F. Strategic Plan Goals and Objectives #5.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #1. No further discussion.
- G. Wisconsin Trustee Essential #8: Developing the Library Budget.** L. Ollhoff provided copies of Trustee Essential #8 for review and questions. No further discussion.

Library Director's Report

- Library program highlights were provided.
- Nothing to report from the Wisconsin Valley Library System representative Diane Peterson. WVLS Director's Report was provided for review.
- Friends of the Library did not hold their poinsettia fundraiser this year with hopes to bring it back in 2024. Friends of the Library will reconvene in March 2024 after their snowbird members return.
- Vintage postcard mural is complete. M. Duginski, a library patron, will frame the original postcard with description to be displayed next to the mural.

- Youth Services Activity Room project is moving forward with project estimates by a local contractor.
- Reiterate that the draft of Strategic Plan Community Survey Report to be presented at the Board of Trustees Meeting in January 2024.
- Outreach and collaboration continue with other area non-profits to provide programming to community members. Library will provide a venue for "Stepping On," an adult services program facilitated by the ADRC of Central Wisconsin.
- The [Northern Wisconsin ILS Consortium Exploration \(NICE\)](https://nicelibraries.org/) Team continues to meet as it works through the process of consolidating the Wisconsin Valley Library Service and Northern Waters Library Service systems into one. NICE Team updates related to the pending consolidation can be found at <https://nicelibraries.org/>.

President's remarks

- Thank you to everyone.

R. Martinovici/ E. McCrank/C moved to adjourn the meeting at 4:26 p.m. The next regular business meeting of the Board of Trustees is scheduled for January 17, 2024, 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, 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	1,557.00	0.00	(1,557.00)
45110-43220 Library CARES Grant	0.00	0.00	0.00	0.00	0.00
45110-43510 CARES - COVID-19 Reimb	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	0.00	212.00	0.00	(212.00)
45110-43515 Federal ARPA - Am Rescue	41,733.00	0.00	41,733.00	100.00	0.00
45110-43517 WI Humanities Council	0.00	0.00	0.00	0.00	0.00
45110-43790 County Library Aid	442,869.00	0.00	442,870.00	100.00	(1.00)
TOTAL Intergovernmental	484,602.00	0.00	486,372.00	100.37	(1,770.00)
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,600.00	841.72	4,535.54	174.44	(1,935.54)
TOTAL Public Charges-Services	2,600.00	841.72	4,535.54	174.44	(1,935.54)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	300.00	0.00	(300.00)
45110-48400 Library Endowment Reimb.	0.00	799.37	2,331.79	0.00	(2,331.79)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	34.87	2,870.37	0.00	(2,870.37)
45110-48475 Library Programs Revenue	0.00	250.00	5,576.22	0.00	(5,576.22)
45110-48492 Merrill Foundation Donation	0.00	0.00	0.00	0.00	0.00
45110-48500 Grant - Mead Witter	0.00	0.00	0.00	0.00	0.00
45110-48525 Grant - Community Liaison	0.00	0.00	0.00	0.00	0.00
45110-48555 Grant - WVLS System Aid	0.00	96.07	96.07	0.00	(96.07)
45110-48750 Grant - Walmart	0.00	0.00	0.00	0.00	0.00
45110-48999 Focus on Energy Grants	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	1,180.31	11,174.45	0.00	(11,174.45)
TOTAL REVENUES	487,202.00	2,022.03	502,081.99	103.05	(14,879.99)
EXPENDITURES					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	186,343.00	21,082.82	169,863.63	91.16	16,479.37
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	49,060.28	421,079.74	97.74	9,726.26
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	3,504.00	0.00	3,590.88	102.48	(86.88)
55110-01-51000 Social Security	47,520.00	3,553.45	44,668.80	94.00	2,851.20
55110-01-52000 Retirement (WRS)	35,562.00	2,862.47	37,053.27	104.19	(1,491.27)
55110-01-52500 Prior Service-Debt Serv.	3,857.00	0.00	3,857.00	100.00	0.00
55110-01-54000 Health Insurance	83,378.00	5,696.96	87,869.03	105.39	(4,491.03)
55110-01-55000 Life Insurance	4,011.00	306.63	3,517.81	87.70	493.19
TOTAL Personnel Services	794,981.00	82,562.61	771,500.16	97.05	23,480.84

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Contractual Services					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	700.00	0.00	865.70	123.67	(165.70)
55110-02-16000 Elevator Contract/Inspect	3,000.00	0.00	3,342.88	111.43	(342.88)
55110-02-16250 HVAC Service	2,000.00	0.00	2,680.00	134.00	(680.00)
55110-02-16500 Fire/Security System Cont	1,900.00	1,250.60	2,160.72	113.72	(260.72)
55110-02-21000 Water and Sewer	1,700.00	370.29	1,560.87	91.82	139.13
55110-02-22000 Electric	24,000.00	1,955.20	26,003.30	108.35	(2,003.30)
55110-02-22500 Fuel - Natural Gas	8,400.00	1,072.69	17,059.83	203.09	(8,659.83)
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	407.02	2,472.51	72.72	927.49
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,500.00	97.81	1,894.62	126.31	(394.62)
55110-02-26000 Office Equipment Service	800.00	0.00	0.00	0.00	800.00
55110-02-27000 Lost-Damaged Materials	0.00	11.79	74.13	0.00	(74.13)
TOTAL Contractual Services	47,400.00	5,165.40	58,114.56	122.60	(10,714.56)
Supplies & Expenses					
55110-03-10000 Office Supplies	1,500.00	157.95	2,737.80	182.52	(1,237.80)
55110-03-10500 Library Supplies	6,500.00	968.71	6,294.11	96.83	205.89
55110-03-11000 Postage	1,900.00	589.51	1,561.28	82.17	338.72
55110-03-13000 Copier/Printing	500.00	0.00	645.00	129.00	(145.00)
55110-03-21000 Membership Dues	250.00	247.00	547.00	218.80	(297.00)
55110-03-30500 Mileage	1,450.00	61.37	957.87	66.06	492.13
55110-03-31000 Misc. - Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	425.00	2,238.15	111.91	(238.15)
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	2,114.37	0.00	(2,114.37)
55110-03-41000 Public Relations/Publicit	2,500.00	168.21	1,297.21	51.89	1,202.79
55110-03-41001 Misc Rev - Publicity	0.00	0.00	913.00	0.00	(913.00)
55110-03-41250 Programming - Adult	10,000.00	710.45	4,586.67	45.87	5,413.33
55110-03-41251 Misc Rev-Programming Adul	0.00	250.00	330.00	0.00	(330.00)
55110-03-41500 Programming - Youth	7,500.00	0.00	6,032.30	80.43	1,467.70
55110-03-41501 Misc Rev-Programming-Yout	0.00	0.00	7,757.38	0.00	(7,757.38)
55110-03-41750 Hospitality	300.00	77.54	165.43	55.14	134.57
55110-03-41751 Misc Rev-Hospitality	0.00	96.07	263.33	0.00	(263.33)
55110-03-44000 Janitor Supplies	5,000.00	96.78	3,500.14	70.00	1,499.86
55110-03-50000 M/R-General Repair/Maint.	5,600.00	322.67	4,349.63	77.67	1,250.37
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	1,800.77	15,694.41	627.78	(13,194.41)
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	47,500.00	5,972.03	61,985.08	130.49	(14,485.08)
Fixed Charges					
55110-05-10000 Ins.-Property, Liability,	9,400.00	0.00	13,391.00	142.46	(3,991.00)
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	9,400.00	0.00	13,391.00	142.46	(3,991.00)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 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	30,177.00	32,711.56	0.00	(32,711.56)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	379.00	1,219.49	0.00	(1,219.49)
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	30,556.00	33,931.05	0.00	(33,931.05)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,700.00	473.53	9,350.42	96.40	349.58
55110-13-10100 Adult Dept Non-Fiction	10,150.00	823.98	10,801.54	106.42	(651.54)
55110-13-10200 Adult Dept Paperbacks	750.00	61.01	661.33	88.18	88.67
55110-13-10300 Adult Dept Reference	500.00	0.00	531.95	106.39	(31.95)
55110-13-10400 Adult Dept Large Print	4,300.00	575.94	4,284.50	99.64	15.50
55110-13-20000 Youth Children's Books	16,500.00	1,091.39	12,393.36	75.11	4,106.64
55110-13-20100 Young Adult Books	2,600.00	214.52	1,974.64	75.95	625.36
55110-13-20200 Youth Services Reference	0.00	0.00	0.00	0.00	0.00
55110-13-30000 Standing Orders	0.00	0.00	0.00	0.00	0.00
55110-13-40000 Professional Books	0.00	0.00	135.97	0.00	(135.97)
55110-13-50000 Magazines/Periodicals	6,500.00	154.30	3,794.12	58.37	2,705.88
55110-13-60000 Pamphlets	0.00	0.00	0.00	0.00	0.00
55110-13-75000 Misc Rev - Print	0.00	0.00	0.00	0.00	0.00
TOTAL Print Media - Library	51,000.00	3,394.67	43,927.83	86.13	7,072.17
<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	353.54	2,251.92	90.08	248.08
55110-14-10200 Adult Dept CDs	900.00	140.64	865.62	96.18	34.38
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	380.58	2,738.69	91.29	261.31
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	956.47	1,730.74	96.15	69.26
55110-14-20100 Youth Videos, DVDs & CD-R	1,300.00	0.00	335.95	25.84	964.05
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	127.83	725.38	145.08	(225.38)
55110-14-45000 Ebooks/Digital Content	6,001.00	38.95	6,070.90	101.16	(69.90)
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	34.87	0.00	(34.87)
TOTAL Non-Print Media-Library	16,001.00	1,998.01	14,754.07	92.21	1,246.93
<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	2,847.64	94.92	152.36
55110-15-32000 Library CARES IT Expense	0.00	0.00	0.00	0.00	0.00
55110-15-32750 T1/Internet Access	4,170.00	600.00	4,815.00	115.47	(645.00)
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	2,303.03	23.03	7,696.97
55110-15-47500 Software/Upgrades	985.00	44.78	1,406.16	142.76	(421.16)
55110-15-70000 V-Cat Shared Automation	17,208.00	0.00	17,549.41	101.98	(341.41)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 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	644.78	28,921.24	63.76	16,441.76
 TOTAL EXPENDITURES	 1,011,645.00	 130,293.50	 1,026,524.99	 101.47	 (14,879.99)
REVENUES OVER/ (UNDER) EXPENDITURES	(524,443.00)	(128,271.47)	(524,443.00)	0.00	0.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 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	0.00	2,971.76	0.00	(2,971.76)
TOTAL Intergovernmental	0.00	0.00	2,971.76	0.00	(2,971.76)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	315.07	4,296.99	0.00	(4,296.99)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	315.07	4,296.99	0.00	(4,296.99)
<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	534.92	3,104.40	0.00	(3,104.40)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	534.92	3,104.40	0.00	(3,104.40)
TOTAL REVENUES	0.00	849.99	10,373.15	0.00	(10,373.15)
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	0.00	358.32	0.00	(358.32)
55110-03-12650 Library Photocopier Expen	0.00	487.34	3,413.97	0.00	(3,413.97)
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	408.49	2,901.82	0.00	(2,901.82)
TOTAL Supplies & Expenses	0.00	895.83	6,674.11	0.00	(6,674.11)
TOTAL EXPENDITURES	0.00	895.83	6,674.11	0.00	(6,674.11)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(45.84)	3,699.04	0.00	(3,699.04)
FUND TOTAL REVENUES	159,324.00	16,205.33	608,746.14	382.08	(449,422.14)
FUND TOTAL EXPENDITURES	270,369.00	61,019.83	582,071.79	215.29	(311,702.79)
REVENUES OVER/(UNDER) EXPENDITURES	(111,045.00)	(44,814.50)	26,674.35	0.00	(137,719.35)
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*** END OF REPORT ***

Monthly Statistical Report

T.B. Scott Free Library

December 2023

LIBRARY ACTIVITY	Dec 2023	Dec 2022	% Change	Dec 2021	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic	4,567	3,660	24.8%	2,718	68.0%	62,458	48,362	29.1%
Average Daily Traffic	190	159	19.5%	118	61.0%	208	162	28.5%
Meetings Held	11	6	83.3%	8	37.5%	203	88	130.7%
Attendance	77	31	148.4%	44	75.0%	1,203	542	122.0%
Classes/Groups w/o Program Attendance	8	5	60.0%	8	N/A	76	65	16.9%
	154	85	81.2%	128	20.3%	1,520	1,180	28.8%
New Card Registrations	13	27	-51.9%	13	N/A	533	536	-0.6%
Volunteer Hours Worked	14	13	3.8%	30	-55.0%	210	161	30.1%

TECHNOLOGY USE	Dec 2023	Dec 2022	% Change	Dec 2021	% Change	YTD 2023	YTD 2022	% Change
Wireless Use	1,608	946	70.0%	1,904	-15.5%	18,807	12,500	50.5%
Internet Computers								
Adult	337	295	14.4%	186	81.4%	4,106	3,728	10.2%
Youth	51	65	-21.6%	15	239.8%	1,130	523	116.1%
Other Computers								
Adult	-	-	N/A	-	N/A	-	-	N/A
Youth	40	33	21.8%	18	123.3%	681	381	78.8%
TOTAL USE	429	393	9.1%	219	95.7%	5,918	4,632	27.8%

PROGRAMS*	Dec 2023	Dec 2022	% Change	Dec 2021	% Change	YTD 2023	YTD 2022	% Change
Programs Given								
Adult	13	3	333.3%	2	550.0%	96	34	182.4%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	9	5	80.0%	5	80.0%	126	58	117.2%
TOTAL	22	8	175.0%	7	214.3%	222	92	141.3%
Program Attendance								
Adult	182	35	420.0%	4	4450.0%	1,196	469	155.0%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	150	95	57.9%	110	36.4%	2,880	1,286	124.0%
TOTAL	332	130	155.4%	114	191.2%	4,076	1,755	132.3%

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

Self-Directed Activities

Little Bluebirds Club
Scavenger Hunt
Holiday Hygge

Outreach

Critic's Choice Movie

Youth

Family Storytime (1 Session)
Wiggle Giggle Shake (4 Sessions)
Gingerbread Houses
Parkside 4K (2 Sessions)
Start with Art

Date

12/16/2023
12/27/2023
12/5/2023
12/7/2023
12/13/2023

#

6
96
46
22
21
49
31
30
19

Adult

1 on 1 Tech Help
Back to Tech
Kindhearted (3 Sessions)
Believe & Achieve (2 Sessions)
Judicare Legal Aid
Real Writers Group
Adult Gingerbread Houses
BYOB Club
Cover to Cover
Multi-Generational Puzzle Competition

Date

12/1/2023
12/4/2023
12/9/2023
12/12/2023
12/13/2023
12/21/2023
12/28/2023

#

1
3
67
18
4
10
8
4
8
38

DECEMBER 2023

BORROWERS		Dec 2023	Dec 2022	% Change	Dec 2021	% Change
City	Adult	3,571	3,890	-8.2%	3,960	-9.8%
	Youth	855	957	-10.7%	1,013	-15.6%
County	Adult	3,181	3,329	-4.4%	3,405	-6.6%
	Youth	765	862	-11.3%	878	-12.9%
Other	Adult	371	376	-1.3%	353	5.1%
	*ILL	449	441	1.8%	435	3.2%
	Youth	77	76	1.3%	70	10.0%
TOTAL BORROWERS		9,269	9,931	-6.7%	10,114	-8.4%

Nov 2021: Initiated "fine free" policy
 Dec 2021: Purge of inactive patrons completed due to waiver of fines as a result of the "fine free" policy
 Nov 2023: Purge of inactive patrons completed

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

DONATIONS	Dec 2023	Dec 2022	Dec 2021	YTD 2023	YTD 2022
Endowment Fund	\$ 2,455	\$ -	\$ 1,325	4,955	\$ 690
Special Projects Fund	\$ 78	\$ 2,375	\$ 50	5,730	\$ 5,466
Gifts/Memorials	\$ 546	\$ 311	\$ 330	3,488	\$ 2,768

RESOURCE SHARING	Dec 2023	Dec 2022	% Change	Dec 2021	% Change	YTD 2023	YTD 2022	% Change
V-Cat Received	1,188	1,542	-23.0%	1,473	-19.3%	16,614	19,892	-16.5%
V-Cat Sent	1,071	1,095	-2.2%	1,189	-9.9%	14,891	14,940	-0.3%
ILL Received	51	31	64.5%	43	18.6%	531	557	-4.7%
ILL Sent	89	76	17.1%	41	117.1%	1,086	1,071	1.4%

CIRCULATION		Dec 2023	Dec 2022	% Change	Dec 2021	% Change	YTD 2023	YTD 2022	% Change
Audiobooks	Adult	149	190	-21.6%	145	2.8%	1,972	2,283	-13.6%
	Youth	20	40	-50.0%	15	33.3%	515	679	-24.2%
Books-Fiction	Adult	2,393	2,377	0.7%	2,660	-10.0%	32,309	32,427	-0.4%
	Youth	2,529	2,461	2.8%	2,003	26.3%	36,732	37,931	-3.2%
Books-Nonfiction	Adult	836	914	-8.5%	819	2.1%	11,851	10,879	8.9%
	Youth	506	467	8.4%	459	10.2%	7,975	7,852	1.6%
CDs/Cassettes	Adult	198	205	-3.4%	162	22.2%	2,152	1,938	11.0%
	Youth	35	19	84.2%	22	59.1%	242	446	-45.7%
DVD/Blu-Ray/VHS	Adult	818	980	-16.5%	894	-8.5%	9,579	8,949	7.0%
	Youth	362	319	13.5%	299	21.1%	5,668	4,661	21.6%
Games	Adult	4	2	100.0%	-	N/A	30	28	7.1%
	Youth	24	44	-45.5%	24	N/A	574	524	9.5%
Magazines	Adult	190	219	-13.2%	249	-23.7%	2,612	2,799	-6.7%
	Youth	-	-	N/A	7	-100.0%	-	-	N/A
Other	Adult	78	62	25.8%	41	90.2%	1,036	731	41.7%
	Youth	25	19	31.6%	155	-83.9%	382	312	22.4%
PHYSICAL ITEMS SUB TOTAL		8,167	8,318	-1.8%	7,954	2.7%	113,629	112,439	1.1%
Digital Library	Audiobooks	1,046	828	26.3%	839	24.7%	12,888	11,411	12.9%
	eBooks	1,017	957	6.3%	1,175	-13.4%	12,644	12,620	0.2%
	*Magazines	260	80	225.0%	78	233.3%	1,737	1,070	62.3%
	Music/Videos	-	-	N/A	-	N/A	-	1	-100.0%
DOWNLOADS SUB TOTAL		2,323	1,865	24.6%	2,092	11.0%	27,269	25,102	8.6%
TOTAL CIRCULATION		10,490	10,183	3.0%	10,046	4.4%	140,898	137,541	2.4%

MATERIALS CIRCULATING	Dec 2023	Dec 2022	% Change	Dec 2021	% Change	YTD 2023	YTD 2022	% Change
% Nonprint Materials Circulated	21.0%	22.6%	-7.2%	22.1%	-5.0%	19.49%	18.3%	6.7%
% Print Materials Circulated	79.0%	77.4%	2.1%	77.9%	1.4%	80.51%	81.7%	-1.5%
% Adult Materials Circulated	57.1%	59.5%	-4.0%	62.5%	-8.6%	54.16%	53.4%	1.4%
% Youth Materials Circulated	42.9%	40.5%	5.8%	37.5%	14.3%	45.84%	46.6%	-1.6%

T.B. Scott Free Library
Board of Trustees
January 17, 2024
Endowment Fund Request
Fire Alarm System -- PerMar Security Services

The City of Merrill Common Council approved the capital improvement expenditure for the upgrade of the Library's Fire Alarm System in the amount of \$35,000 to be expensed in 2023. Subsequently, the Plan was submitted to the Wisconsin Department of Safety and Professional Services for approval. On December 22, 2023, a Conditional Approval was granted. As part of the plan approval, a condition was made that 2 additional Fire Strobes and 14 additional Fire Horn Strobes were to be added to the installation plan in order for the Library to be within state compliance. The additional cost for these required components is in the amount of \$4,535. A copy of the Fire Alarm System Proposal from PerMar Security Services dated December 29, 2023, is attached for reference.

We respectfully request payment in the amount of \$4,535 from the T.B. Scott Free Library Endowment Fund in order to proceed with the installation of the upgraded Fire Alarm System.

Total Amount Requested

\$4,535.00

Respectfully submitted,

Laurie A. Ollhoff
Library Director
T.B. Scott Free Library



**SECURITY
SERVICES**

Fire Alarm System Proposal

Wausau

1322 Schofield Av

Schofield WI 54476

Phone: (715) 355-9670

Fax: (715) 355-9690

Sales Rep:

Lynn Louze

(715) 355-9670

LLouze@permarsecurity.com

Wisconsin License # 1109225

Proposal Number: Q75142

Proposal Date: 12/29/2023

Security Alarm Systems * Fire Alarm Systems * Video Surveillance * Access Control Systems * 24 Hour Monitoring

Site Information

Name: **TB Scott Library**
106 W First St
Merrill WI 54452

Phone: **(715) 722-1127**

Fax:

Billing Information

Name: **TB Scott Library**
106 W First St
Merrill WI 54452

Phone: **(715) 722-1127**

Fax:

Contact: **Nick Wszalak**

Package Detail

Qty Item Description

2 Fire Strobe

14 Fire Horn Strobe

Location

State approved plans required additional Strobes

State approved plans required additional Horn/Strobes

All prices are valid for 30 days from the proposal date.

Outright Sale

Term

**36
Months**

Monthly

\$0.00

Installation Amount

\$4,535.00

Scope of Work

Additional devices required by the State

Customer to Supply

Credit terms are Net 30. Project quotation does not include any applicable taxes.

Sign & Date _____ --

T.B. Scott Free Library
Board of Trustees
January 17, 2024

Request to Dissolve Book Fund Account into Endowment Fund Account

For the purpose of accounting and streamlining creation of financial reports for review, a request is made to close out and dissolve the Book Fund Account into the T. B. Scott Free Library Endowment Fund Account at Crossbridge Community Bank, Merrill, Wisconsin.

TB Scott Free Library 2023 Community Survey Report

December 29, 2023

Prepared by Erica Brewster, Data and Technology Services Consultant

Wisconsin Valley Library Service



Prepared and Edited by Laurie A. Ollhoff, Library Director

T.B. Scott Free Library



TB Scott Free Library 2023 User Survey Report

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TB Scott Free Library 2023 User Survey Report

TB Scott Free Library Executive Summary

PURPOSE OF SURVEY

Library users were provided the opportunity to complete a 17-question Library Community Survey between October 15 and November 15, 2023, distributed via paper and electronic format. The intent of this survey was to assist with the development of the next 5-year phase of the library's strategic plan beginning in 2024. The first 13 questions were multiple-choice responses, with the final 4 open-response.

RESULTS

There were 127 total respondents that completed the survey, or 4.0% of active T.B. Scott Free Library users: 78 respondents from City of Merrill residents, 43 respondents from other Lincoln County communities, 6 respondents from other Wisconsin Valley Library Service counties.

WORTH NOTING

With the state park and other recreational activities in the area, Merrill is considered to be a summer destination. The timing of this survey did not offer the opportunity for the library's summertime seasonal users to share their thoughts. The library's 2023 summer reading program participation was one of the largest seen in years. Survey participation and responses likely would have looked different had the survey completion been scheduled during that timeframe.

KEY FINDINGS

- Valuable resource of information and reading material.
- Friendly and knowledgeable staff
- Youth Services Department staff and the programs highly regarded with respect to materials and services
- Availability of internet, Wi-Fi, and technology support are desirable and appreciated features
- Requests to expand program offerings for individuals with special needs, seniors, and multi-generational
- Beautiful and calming place

GENERAL THEMES FROM COMMENTS

- Love the Library: It is a beautiful space. Of the 127 respondents, this by far was the most overwhelming
- It's all about the books: The selection and the recommendations
- Staff: Overwhelming comments reflected appreciation of the friendly and knowledgeable staff
- Educational opportunities: Via increased programming and online learning portals
- Programming: Desire for more programming for all age groups
- Social network for area residents: meeting spaces, book clubs, multi-generational events
- Technology training and digital literacy: Need for constant staff training and increased technology help offerings to the public

TB Scott Free Library 2023 User Survey Report

- Communication and Public Relations: Improve communication to the community of the what the library has to offer

RECOMMENDATIONS

- Improve library marketing of library materials, services, events, and space availability
- Generate specialized programs to focus on a variety of age groups and abilities
- Focus on technology training for staff with the intent to share this knowledge with the community
- Continue to provide a diverse collection to the community of readers

TB Scott Free Library 2023 User Survey Report

Survey introduction demonstrated that the greatest percentage of survey respondents to be city residents.

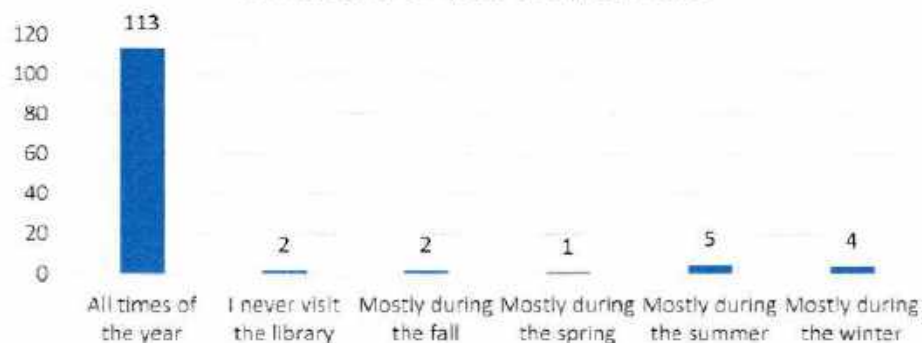
Where do you reside?



All but two of the respondents reported having a library card; the two that did not answer "Yes" stated they were "Unsure."

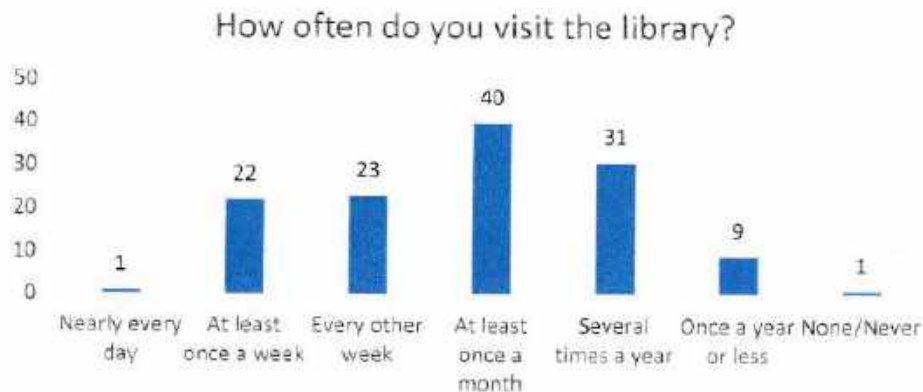
The vast majority of respondents reported visiting the library during the entire year, not in a specific season. TB Scott Free Library does report having a number of summer-only visitors, but as this survey was distributed in the fall it is likely most of those visitors were not aware of and did not take the survey.

What time of year do you visit?

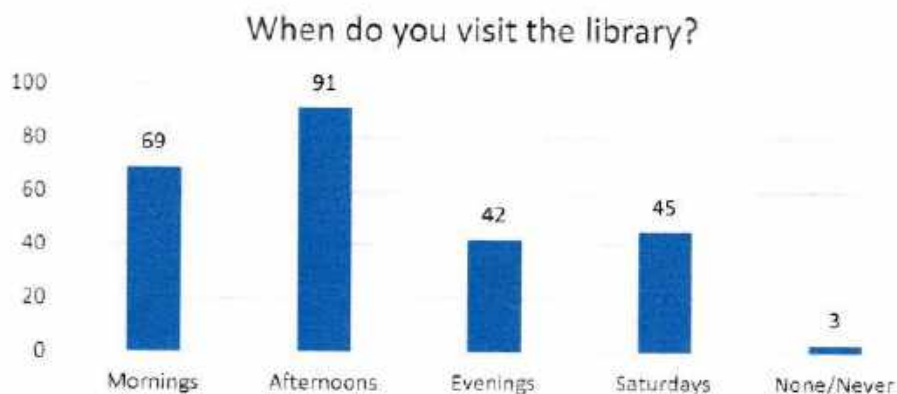


The responses to, "How often do you visit the library?" created a nice bell curve, with the single most common response being at least once per month (40/127, 32%), another third visiting more frequently (daily/weekly/twice a month), and the final third of responses being less frequent than one time per month.

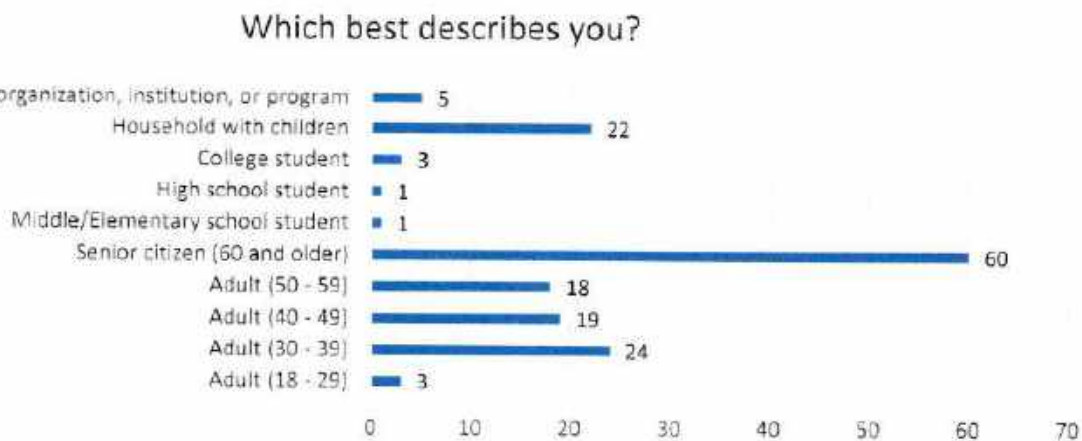
TB Scott Free Library 2023 User Survey Report



More than one response per person was allowed for, “When do you visit the library?” Mornings and afternoons were the most common responses (88%) with evenings and Saturdays having equal responses each.



Nearly half (60/127, 47%) of the respondents were adults 60+. The next third of responses (37/127, 30%) were split evenly between adults 50-59 and 40-49, with the next fifth (and second largest responding group) adults age 30-39 (24/127, 19%).



Due to the formulation of the demographic question, the interpretation of results is challenging. Respondents were able to select both age categories and general descriptors (College student, High school student, Middle/Elementary school

TB Scott Free Library 2023 User Survey Report

student, Household with children, Representative of an organization, institution, or program), but not required to select both. Age categories were not provided for typical middle/elementary school students or high school students.

All 127 respondents chose at least one demographic category; 27 chose a second category. In two cases, it appears two respondents filled out the survey together. The "Middle/Elementary school student" responses were combined with one Adult (40-49), and one Adult (50-59) response was combined with Adult (30-39). One High School student, one College student, and two that identified as "Household with Children" did not choose a separate age category. All choosing "Representative of an organization" also chose a corresponding age category.

(See responses highlighted in yellow for complicating results.)

Which best describes you?							
Row Labels	Adult (30 - 39)	Middle/Elementary school student	College student	Household with children	Representative of an organization	(blank)	Grand Total
Adult (18 - 29)			2	1			3
Adult (30 - 39)				12	1	10	23
Adult (40 - 49)		1		4		14	19
Adult (50 - 59)	1			1	1	15	18
College student						1	1
High school student						1	1
Household with children						2	2
Senior citizen (60 and older)				1	2	57	60
Grand Total	1	1	2	19	4	100	127

For the purposes of analyzing results, the five specific age categories, high school student, college student, and Household with children (for those that did not indicate a correlating age category) were used.

TB Scott Free Library 2023 User Survey Report

Use of Services

Use of Library Services

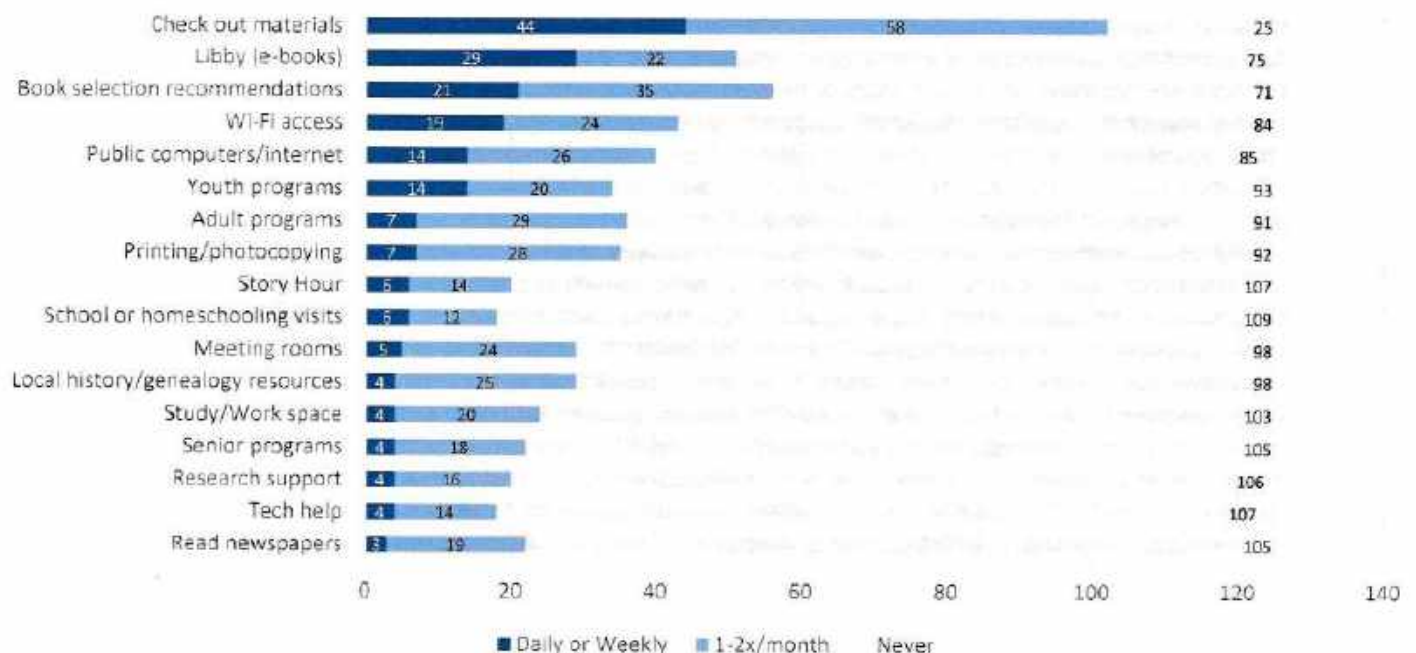
Respondents were asked which services they use, and how frequently they use them at T.B. Scott Free Library. Respondents could select as many services as they wanted. All 127 respondents gave answers to each item.

9. Tell us how often you use the services at T.B. Scott Free Library: (Check all that apply)

	Frequently (Daily)	Often (weekly)	Occasionally (2x/month)	Rarely (1x/month)	Never
A. Books, magazines, DVDs, CDs, Library of Things, and other items available for use					
B. Local History / Genealogy Resources					
C. Adult Programming					
D. Senior Programming					
E. Youth Programming					
F. Story Hour					
G. Meeting Rooms					
H. Work/Study Space					
I. Internet/Computer Device Access					
J. WiFi (wireless internet)					
K. Libby (e-book reading app)					
L. Photocopying/Printing					
M. Reading newspapers for leisure					
N. Education (Home School/Class Visits)					
O. Book selection and recommendations					
P. Technology help					
Q. Research support					

The following chart shows the number of respondents saying they use a service daily or weekly (dark blue) or 1-2x/month (light blue). "Never" responses are light grey. Of the 17 options, 13 had the maximum of 127 responses; those with fewer than 127 responses were Technology help (125), Research support (126), Public computers/internet (125), and Libby/e-books (126).

How often do you use services at TB Scott Free Library?



TB Scott Free Library 2023 User Survey Report

Use of Services

Most Popular Services

The five most popular services, etc. based solely on these survey results and in descending order are:

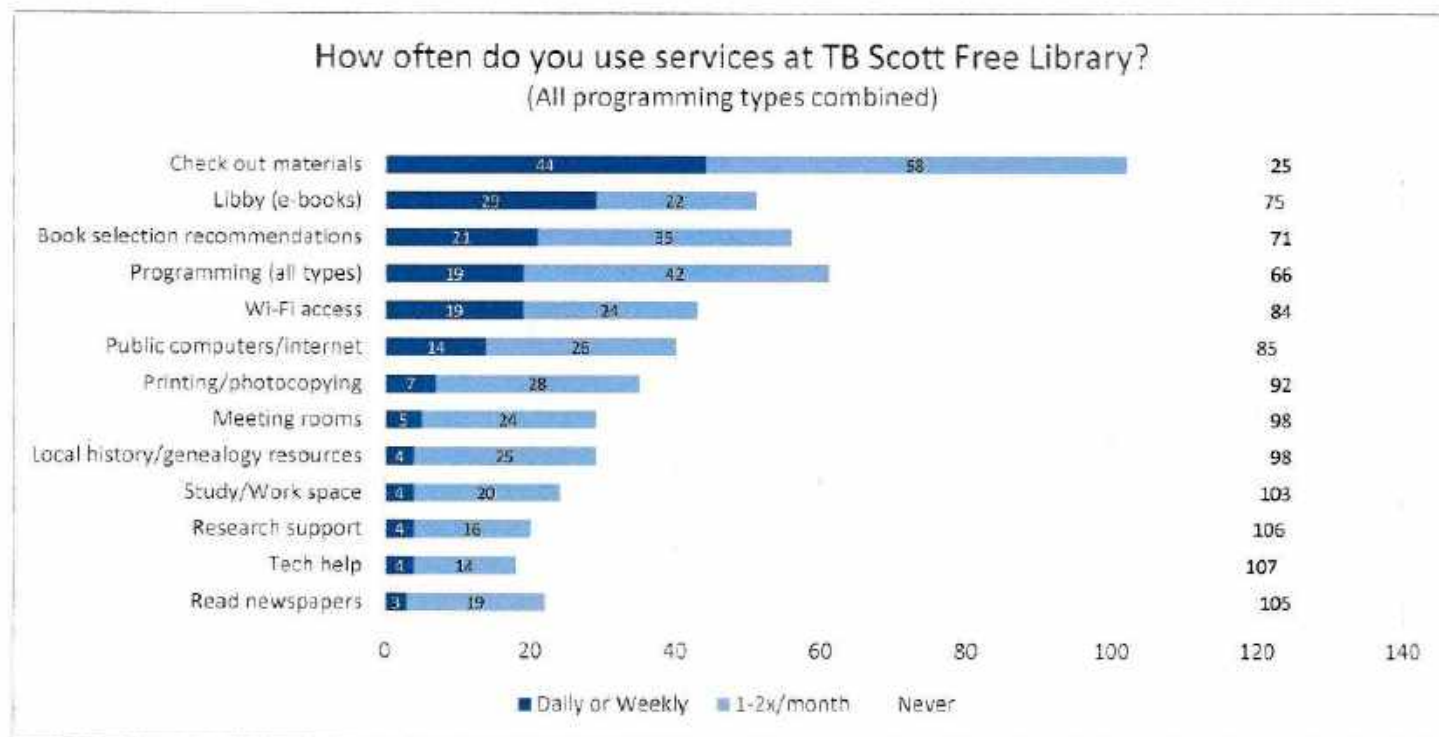
1. Acquiring/using books and magazines offered through the library
2. Book selections and recommendations
3. Libby/eBook reading app
4. WI FI/Wireless Internet
5. Internet/Computer Device Access

Least Popular Services

The five least popular services, etc. based solely on these survey results are:

- Senior Programming
- Story Hour
- Education/Home visits
- Tech Help
- Reading Newspaper

Library programming targeted at specific age groups (Story Hour, teen, adult, and senior programming, school/home school visits) may also be interpreted as an aggregate response when considering the use of overall "Library programming." 19/127 respondents said they use some kind of programming "Daily or Weekly," and 42 said "1-2x month). Then the chart would look like:



This moves library programming into the top 5 most popular library services. Also of note: for frequency of use, if youth/adult/senior programs are generally scheduled 1-2x per month, it is expected that there would be more responses for that frequency.

TB Scott Free Library 2023 User Survey Report

Use of Services

Use of Library Services by Category

Library services can be broken into several categories for further analysis. These are:

Use of Library Materials

- Materials for checkout
- Libby (e-books)
- Book selection recommendations
- Reading newspapers for leisure

Use of Programming Services

- Adult programs
- Youth programs
- Senior programs
- Story Hour
- School/Homeschooling visits

Technology and Business Services

- Wi-Fi access
- Public computers/internet
- Printing/Photocopying

Space Use

- Meeting rooms
- Study/Work space

Research Services

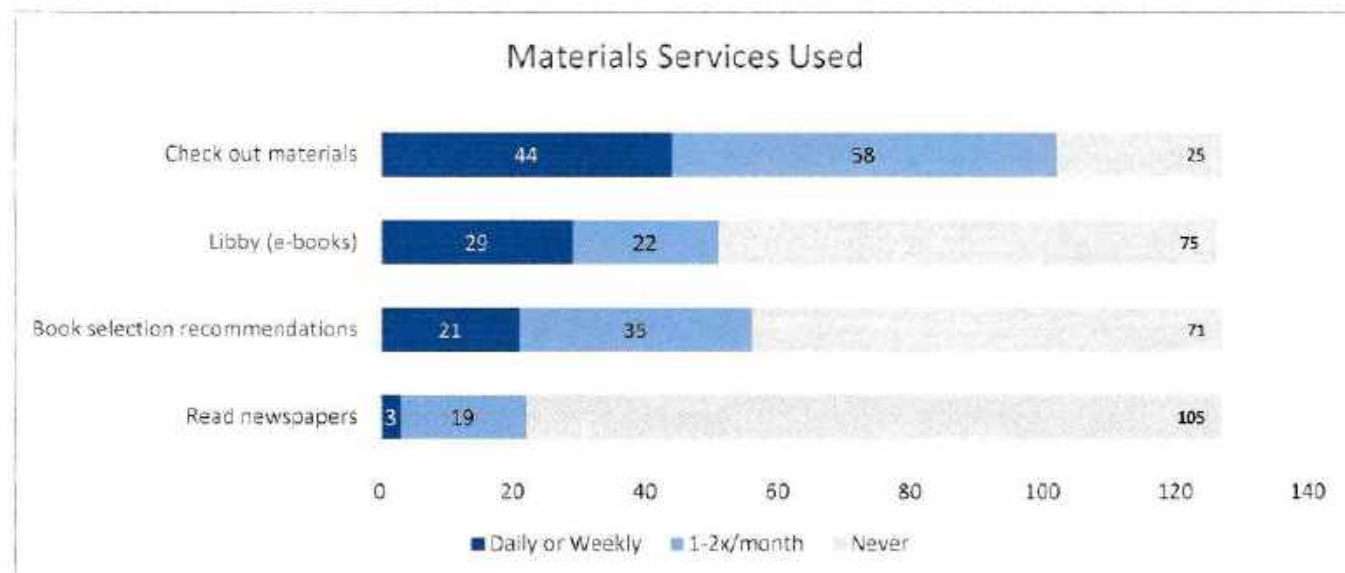
- Local history/Genealogy resources
- Research support
- Tech help

TB Scott Free Library 2023 User Survey Report

Use of Material Services

Use of Library Materials Services

Use of library materials includes physical items available for checkout (books, magazines, DVDs, CDs, Library of Things, etc.), e-books and audiobooks available through Libby, book selection recommendations from librarians, and daily/weekly newspapers available for reading in the library.



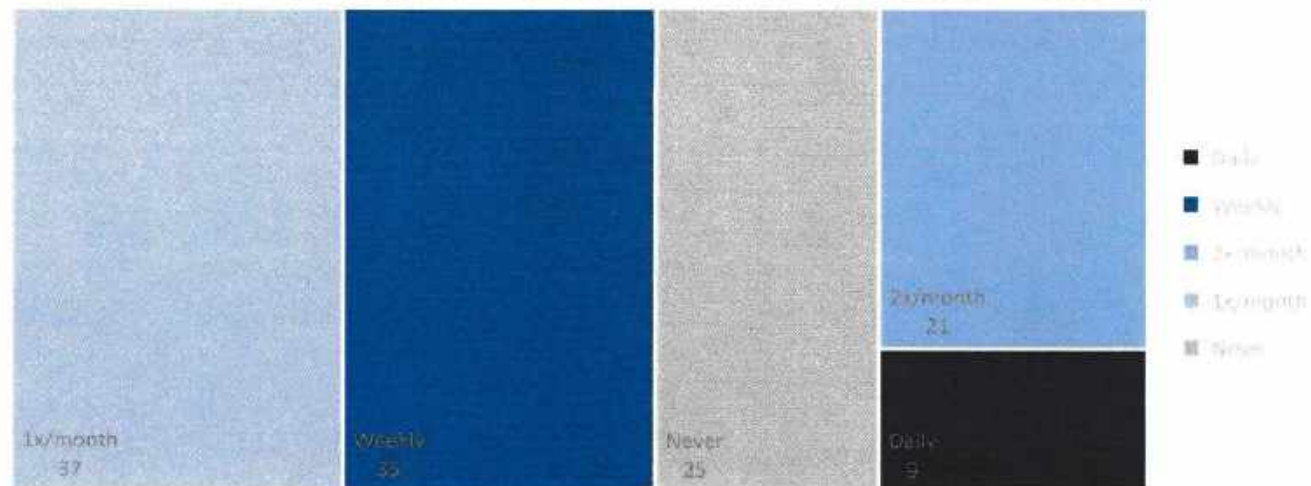
Library materials for checkout is by far the most popular library service offered (used by 102 or 80% of respondents), followed closely by e-material (Libby) use (51 respondents, 40%) and services for helping find recommendations for those items (56, 44%). Newspapers were only used by 21 of the 127 respondents (17%).

TB Scott Free Library 2023 User Survey Report

Use of Material Services

Use of physical materials for checkout

How often do you **check out materials** from TB Scott Free Library?

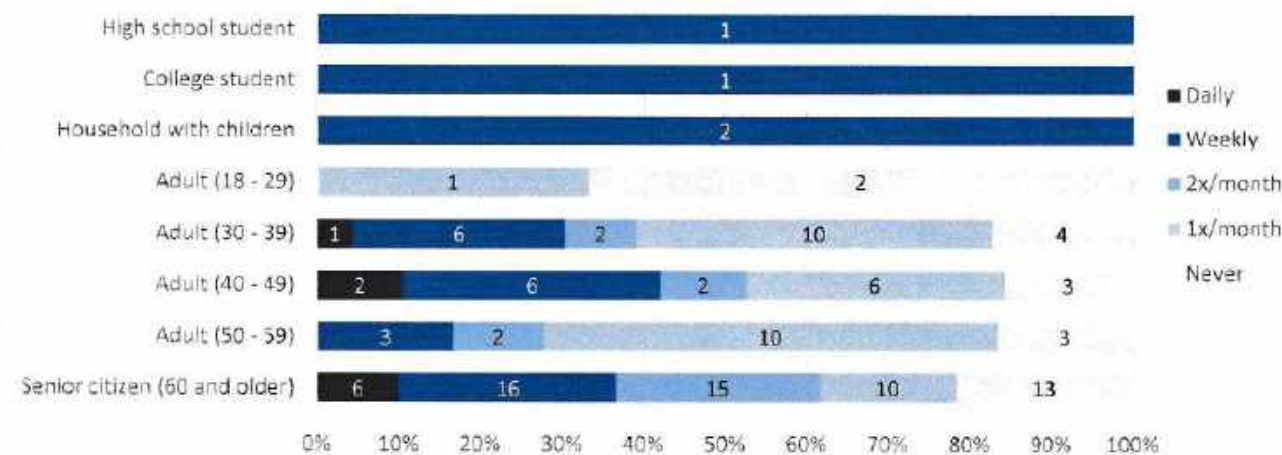


- 80% (102/127) of respondents said they check out/use library books/magazines from TB Scott Free Library.
- More than one third of respondents (44/127) said they check out/use library books/magazines daily or weekly.
- 45% (58/127) said they check out/use library books/magazines one to two times a month.

It can be useful to understand which age groups are using which library services.

The following chart shows the frequency of use of library materials by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One “high school student” responded to the survey and that respondent (100%) said they use physical materials on a weekly basis.

How often do you **check out materials** from TB Scott Free Library?



TB Scott Free Library 2023 User Survey Report

Use of Material Services

Use of e-materials (books, audiobooks) via Libby

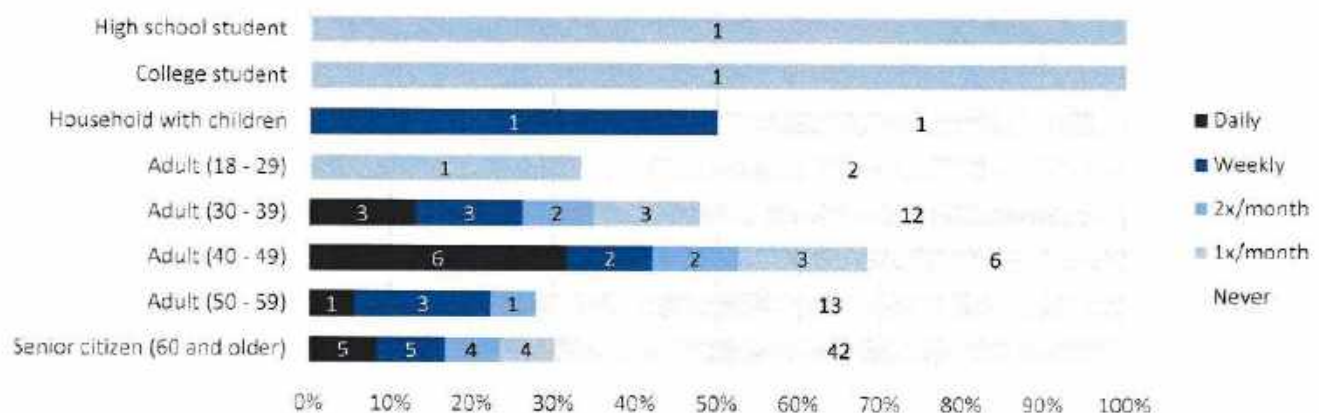
How often do you **use Libby** from TB Scott Free Library?



- Use of e-materials through Libby is the second most popular way to directly use library resources.
- 40% of respondents report using Libby at least 1x/month; a quarter report using it daily or weekly.

Adults age 30+ are the most likely to report using Libby daily or weekly.

How often do you **use Libby** to access e-materials from T.B. Scott Free Library?*



* This chart shows the frequency of use of Libby by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they use Libby 1 time per month.

TB Scott Free Library 2023 User Survey Report

Use of Material Services

Use of book selection recommendations

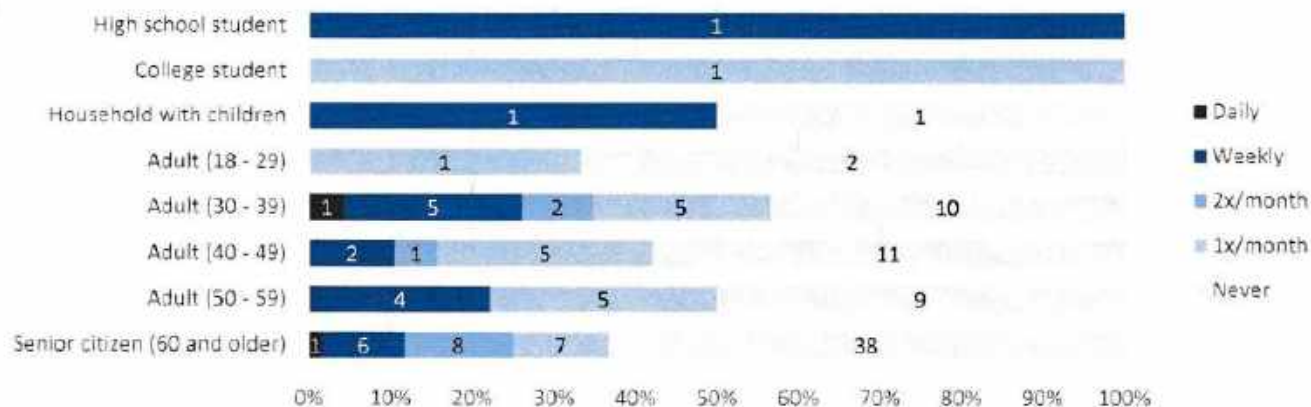
How often do you use **book selection recommendations** at TB Scott Free Library?



- 44% responded that they use the service at least once a month, making it the second most popular service on this survey.
- More than a quarter use this service 1-2x/month.
- Nearly 1/5 of respondents report using book recommendations daily or weekly.

Book selection recommendations appear to be used generally across demographic groups responding to the survey.

How often do you use **book selection recommendations** from TB Scott Free Library?*



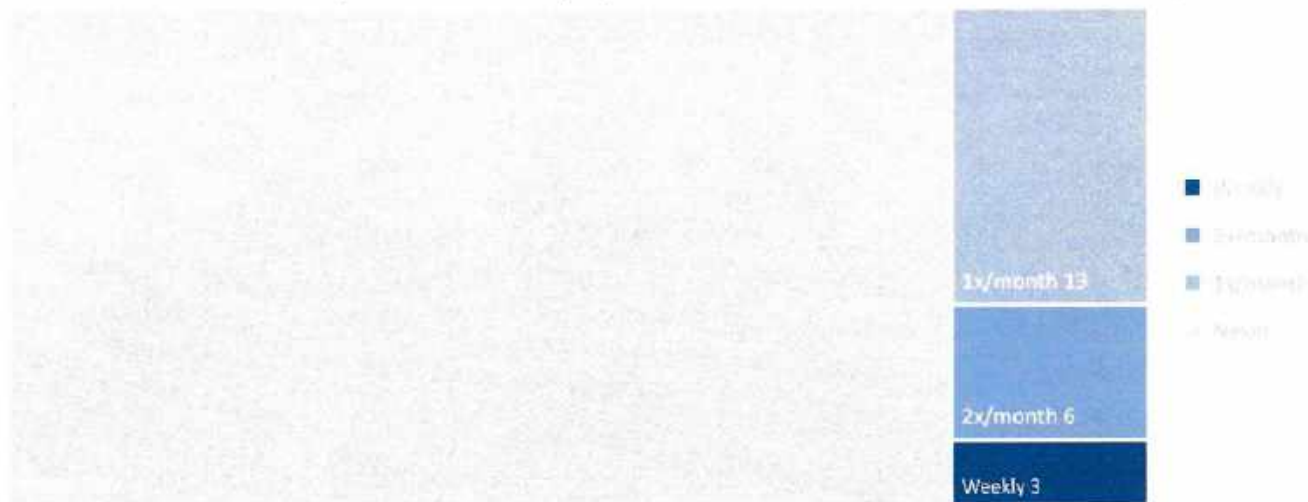
* This chart shows the frequency of use of book selection recommendations by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they use book selection recommendations on a daily basis.

TB Scott Free Library 2023 User Survey Report

Use of Material Services

Use of newspapers for leisure reading

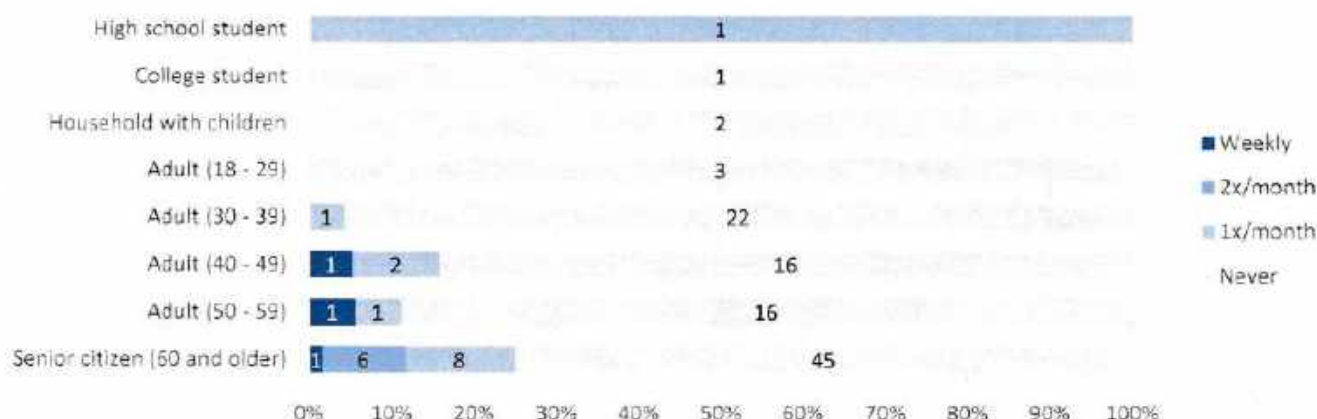
How often do you **read newspapers for leisure** at TB Scott Free Library?



Use of newspapers for leisure reading was the least used service per this survey. None of the respondents reported daily use; only 17% reported using newspapers at all.

While the age demographic for using newspapers did skew to age 30 and above, the high school respondent did report some use of newspapers in the library.

How often do you **read newspapers for leisure** at T.B. Scott Free Library?*



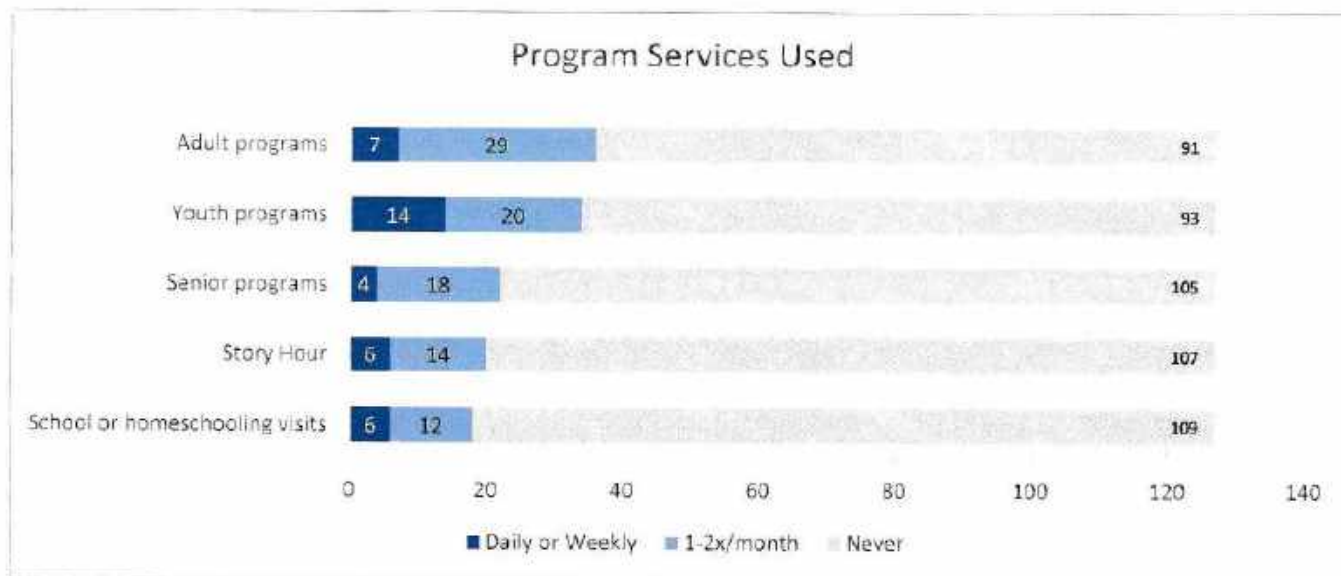
* This chart shows the frequency of use of newspapers for leisure reading by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they use newspapers 1x/month

TB Scott Free Library 2023 User Survey Report

Use of Programming Services

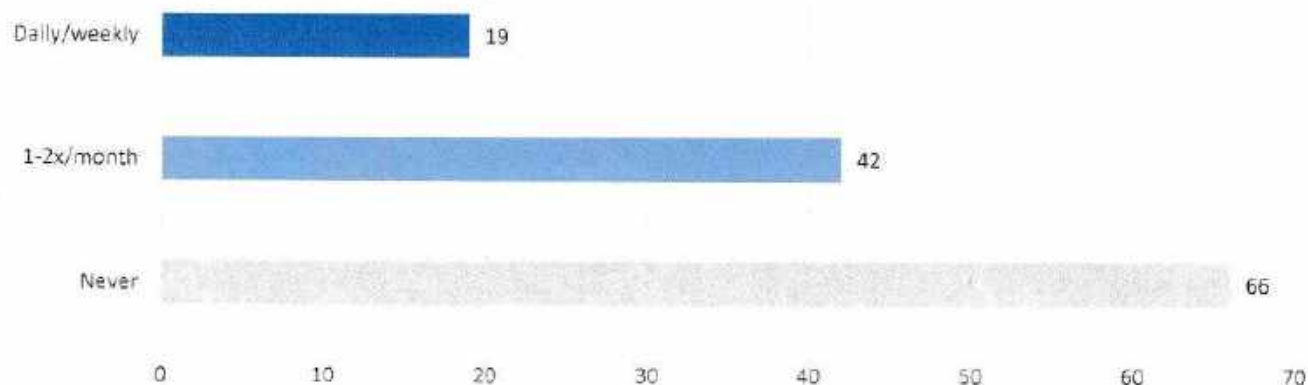
Use of Programming Services

Participation in programs at TB Scott Free Library includes attendance at adult, youth, senior, and story hour programs, plus use of the library for school or homeschooling visits. As these programs are targeted to specific age groups, it is expected that there would be less cross-over use among types of programs than there might be in other service categories.



Overall, 19 out of 127 (15%) respondents said they use some kind of programming “Daily or Weekly,” and 42 (33%) said “1-2x month.”

Frequency of participation in programming at TB Scott Free Library



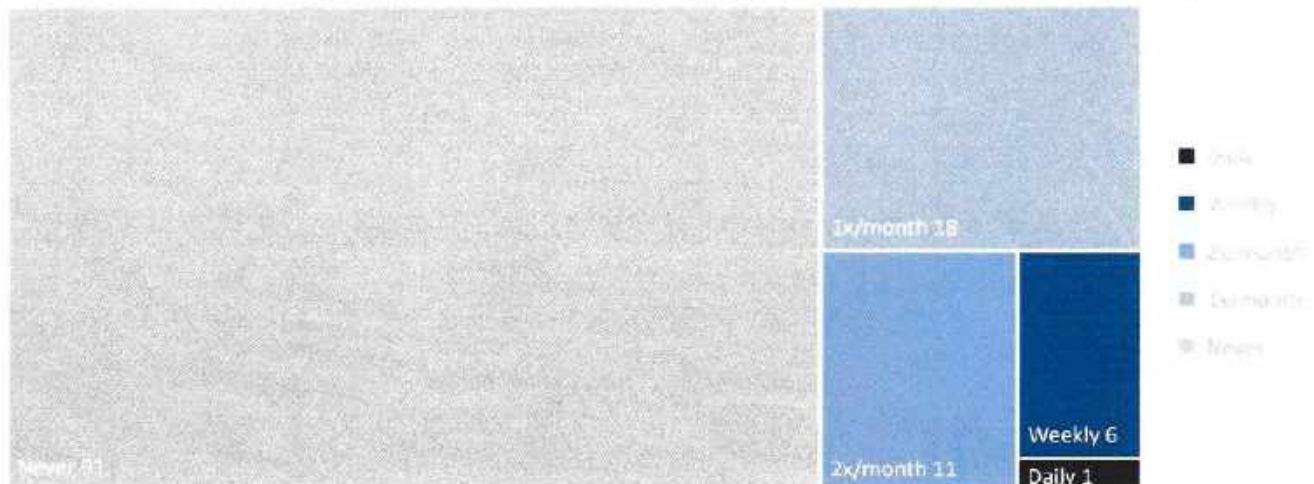
Additionally, programs for different target age groups may be offered at different frequencies, so this may affect the responses chosen. It is not possible to say from this survey that respondents wouldn’t participate in more programs more frequently if they were offered in their target age group.

TB Scott Free Library 2023 User Survey Report

Use of Programming Services

Participation in adult programming

How often do you **participate in adult programs** at TB Scott Free Library?

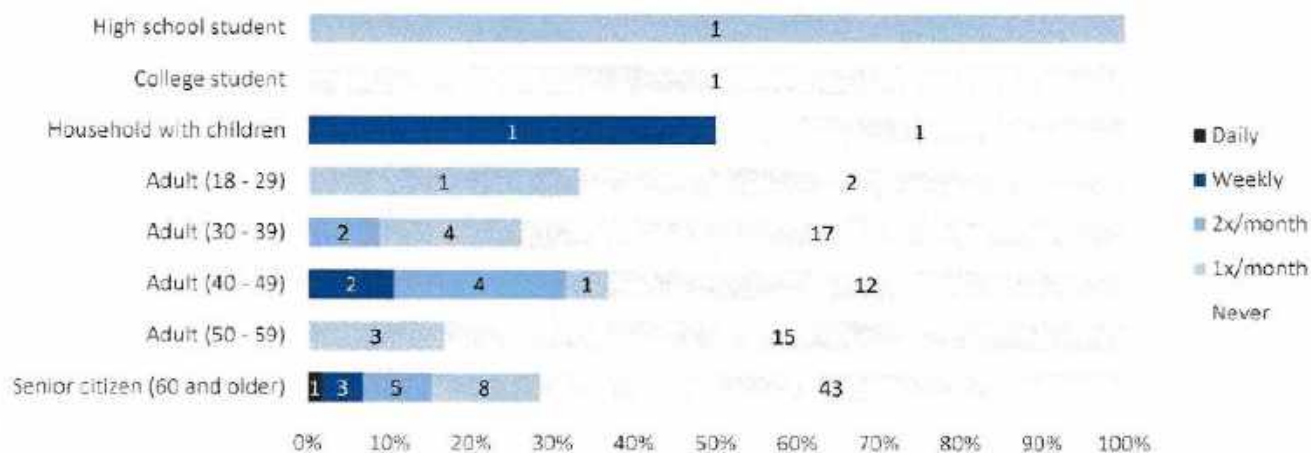


- Among the categories of programs offered at TB Scott Free Library, adult programs were the most popular among survey respondents.
- Of the 127 respondents, more than a quarter (36, 28%) participate, with most (29, 23%) reporting participating 1-2x/month.

This aligns with the majority of respondents being in the adult target group.

- Adults age 40-49 reported the most participation in adult programs (7/12, 58% of adults 40-49).

How often do you **participate in adult programs** at TB Scott Library?*



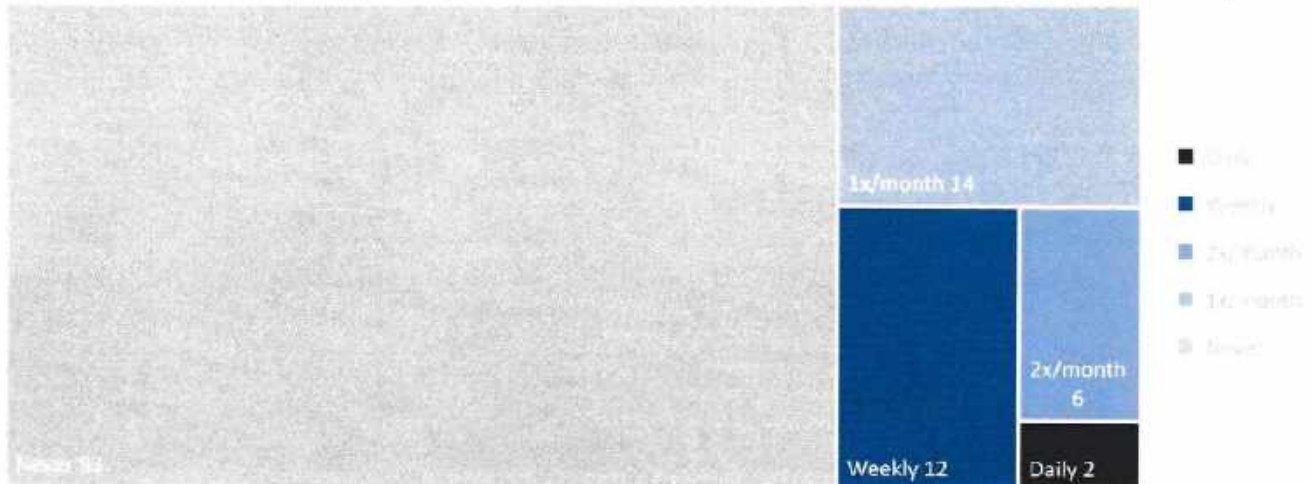
* This chart shows the frequency of participation in adult programs by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they participate in adult programs 2x/month.

TB Scott Free Library 2023 User Survey Report

Use of Programming Services

Participation in youth programming

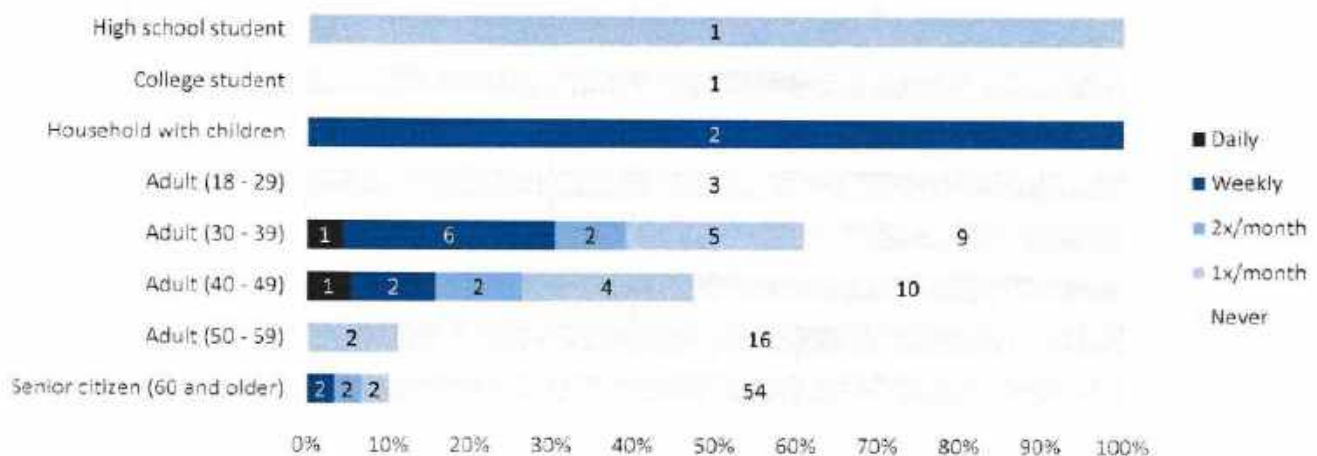
How often do you **participate in youth programming** at TB Scott Free Library?



- 34 of 127 respondents (27%) state they do participate in youth programs, nearly equal to the participation in adult programs. Youth programming is the next most popular type of programming for respondents to this survey.
- Respondents also report participating more often, with 11% saying they participate daily or weekly while only 6% stated daily/weekly participation in adult programs.

A number of adults over the age of 30 (33) reported participating in youth programs. This might indicate involvement of parents/caregivers in their children's activities or might indicate a wider appeal of youth program topics.

How often do you **participate in youth programs** at TB Scott Library?*

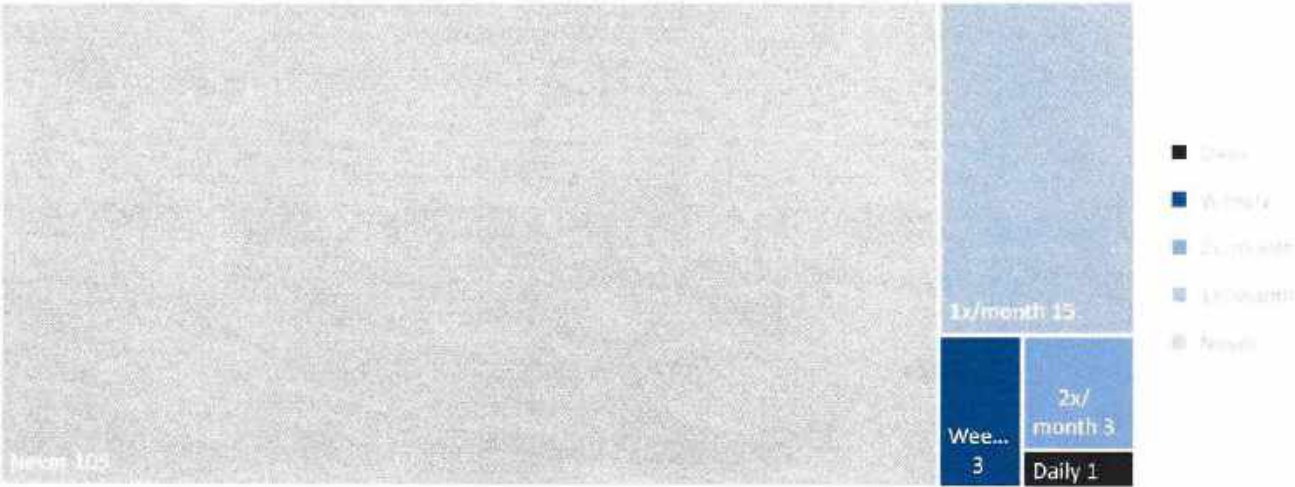


* This chart shows the frequency of participation in youth programs by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they participate in youth programs 2x/month.

TB Scott Free Library 2023 User Survey Report
Use of Programming Services

Participation in senior programming

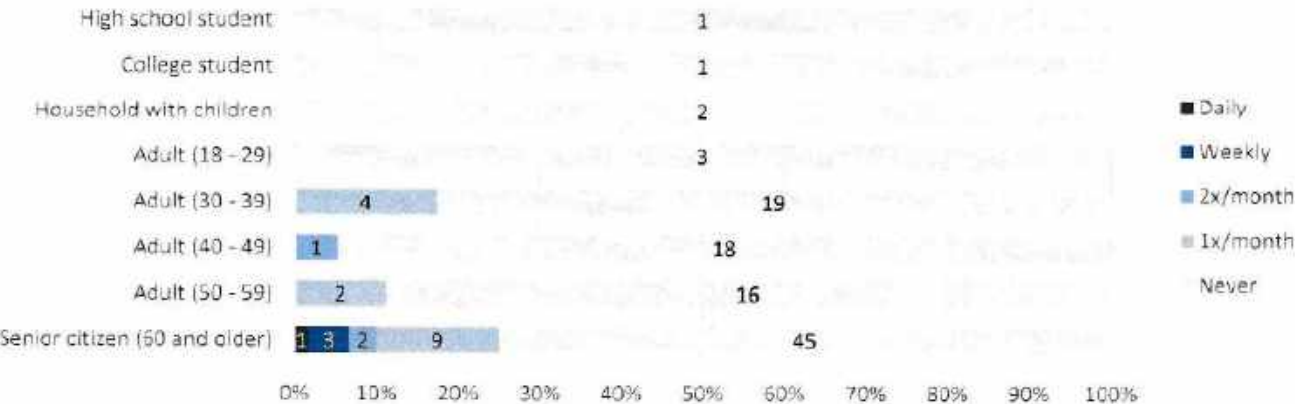
How often do you **participate in senior programs** at TB Scott Free Library?



- 22 (17%) of the 127 respondents said they participated in senior programs.
- Most of those reported participating 1-2x per month.

Age demographics are important for understanding responses to senior program participation. Generally these programs are targeted at ages 60+. This demographic did make up the majority of the respondents to the survey (60/127 responses). Of these, 15 (25%) said they participate in senior programs, ranging from daily to 1x/month. Seven other adults (12%) ages 30-59 also reported participating in senior programs.

How often do you **participate in senior programs** at TB Scott Free Library?*



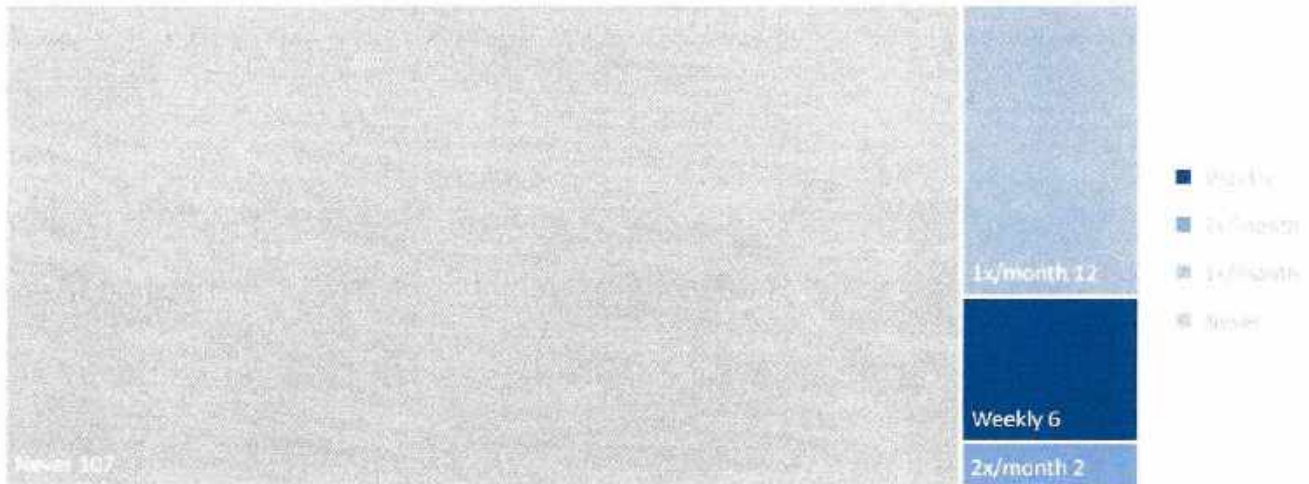
* This chart shows the frequency of participation in senior programs by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they never participate in senior programs.

TB Scott Free Library 2023 User Survey Report

Use of Programming Services

Participation in Story Hour

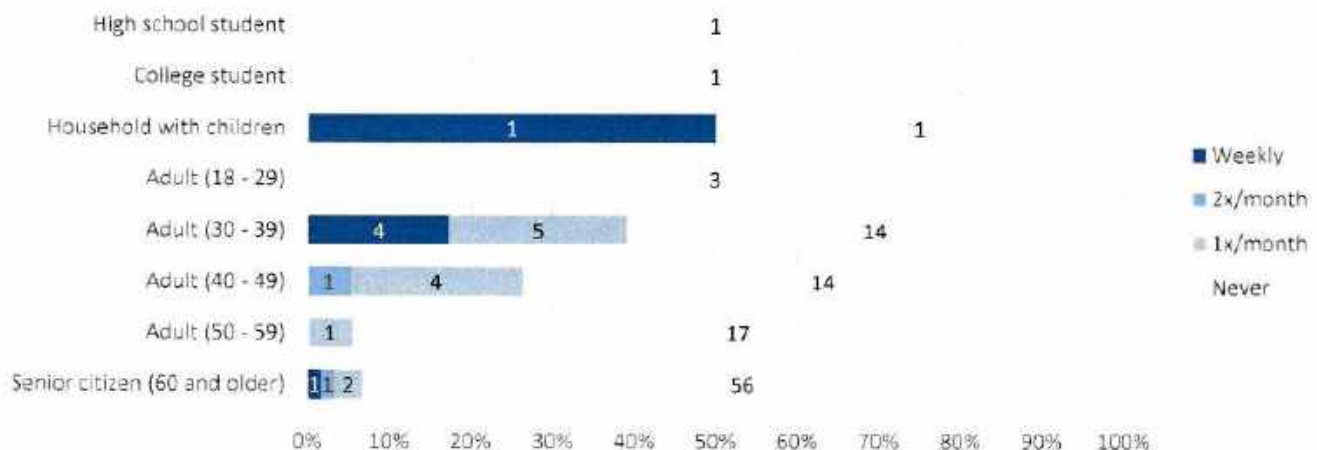
How often do you **participate in Story Hour** at TB Scott Free Library?



- Of the regular programs included on the list, the fewest respondents reported participating in Story Hour programs.
- Only 16% (20) stated they ever participated in Story Hour programs.
- Of those, most (14/20, 70%) reported participating 1-2x/month; only 6 reported participating weekly.

Since Story Hour is mainly targeted at preschool aged children it would make sense that most of the respondents were in the caregiver age-range (adult 30-60+). Most (9) were in the adult age 30-39 category.

How often do you **participate in Story Hour** at TB Scott Free Library?*



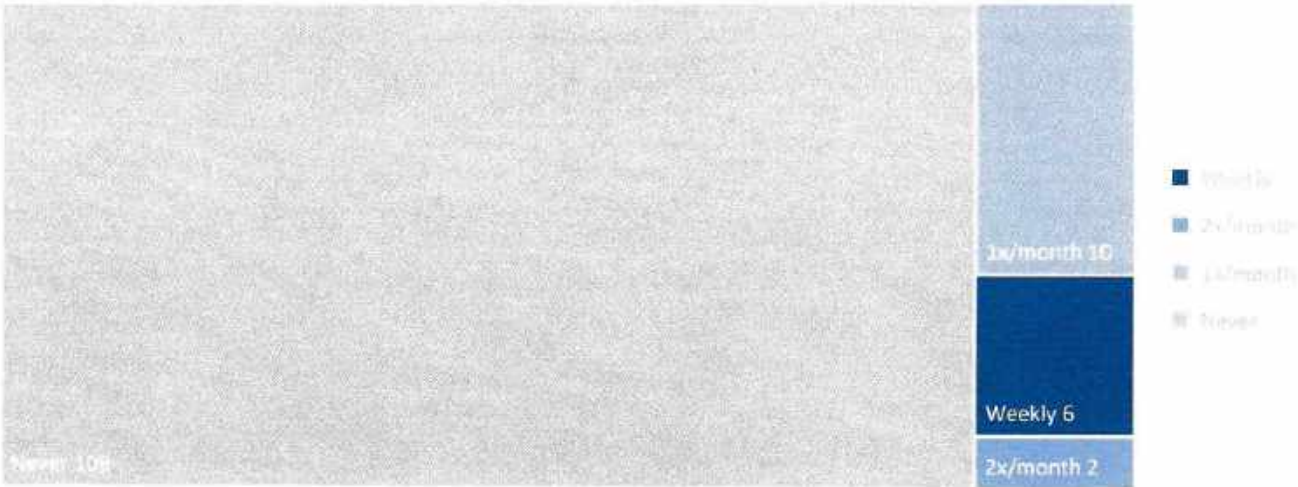
* This chart shows the frequency of participation in Story Hour programs by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they never participate in Story Hour.

TB Scott Free Library 2023 User Survey Report

Use of Programming Services

Use of library for school class or homeschool group visits

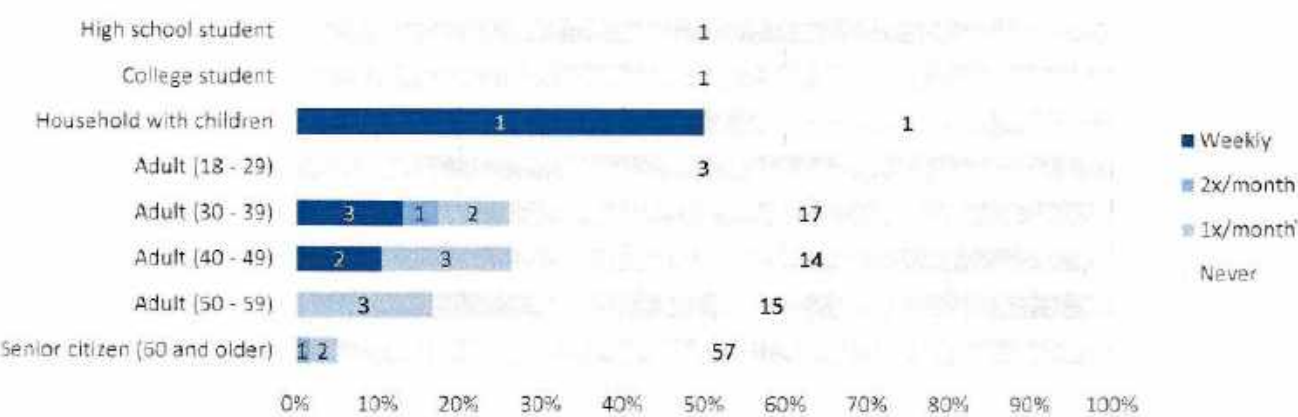
How often do you use TB Scott Free Library for school or homeschool visits?



- Use of the library for school or homeschool visits is very similar to the pattern for Story Hour program participation.
- 14% of respondents (18) say they use the library for this purpose.
- 6 use it weekly; 12 use it 1-2x/month.

And again, similar to Story Hour, adults age 30-60+ report using the library for this purpose.

How often do you use TB Scott Free Library for school or homeschool visits?*

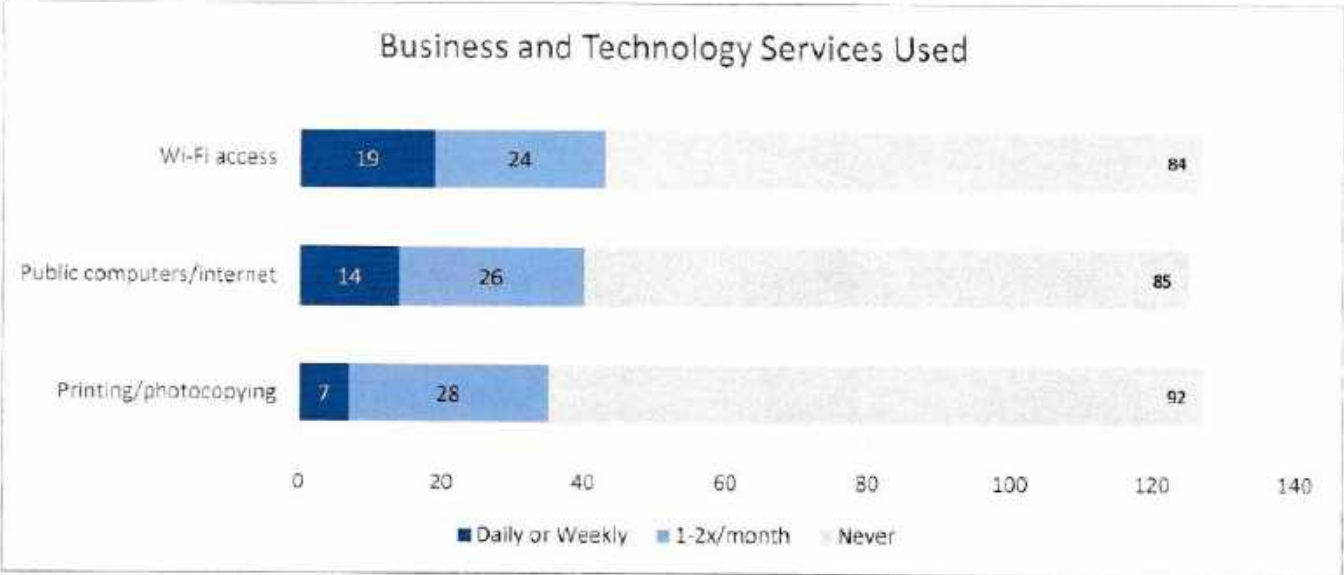


* This chart shows the frequency use of the library for school or homeschool visits by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they use the library for school or homeschool visits.

TB Scott Free Library 2023 User Survey Report
Use of Technology and Business Services

Use of Technology and Business Services

Technology and business services at T.B. Scott Free Library include free Wi-Fi access, access to public computers and internet, and printing and photocopying services.



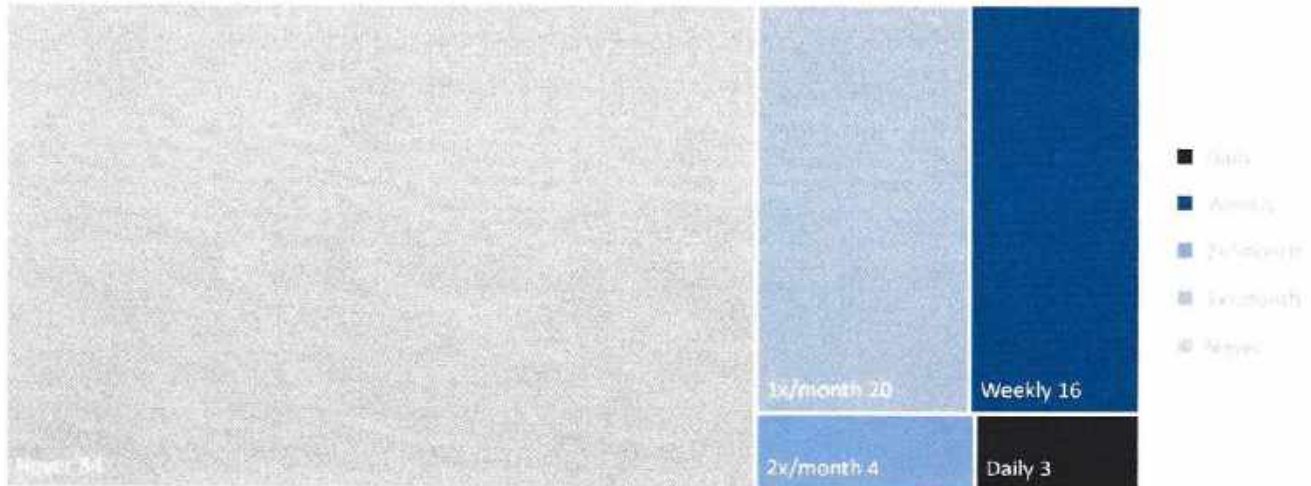
In general technology and business services are equally used by survey respondents with Wi-Fi acces being the most popular and used most frequently; public computers and printing/photocopying are used less frequently but by about the same number of respondents.

TB Scott Free Library 2023 User Survey Report

Use of Technology and Business Services

Use of public Wi-Fi

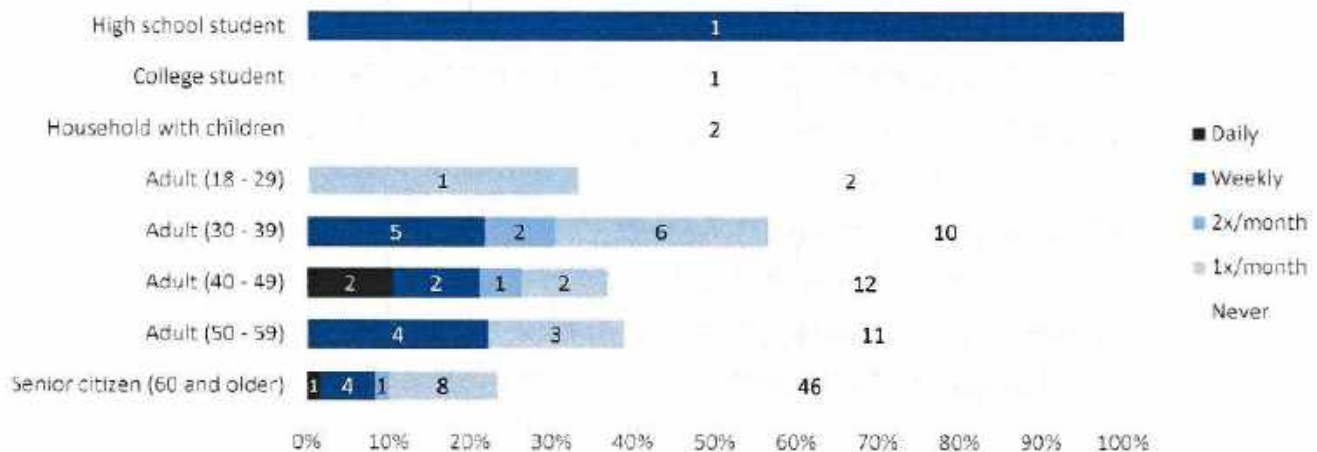
How often do you use public Wi-Fi access at TB Scott Free Library?



- Just over one-third (43 of 127, or 34%) of respondents said they used Wi-Fi access at the library.
- 24/127 said they used it 1-2x/month; 19 said they used it daily or weekly.

Use was fairly evenly spread over the demographic groups. The largest number of users and most frequent use of Wi-Fi was reported by those in the middle age range of 30-49.

How often do you use public Wi-Fi access at TB Scott Free Library?*



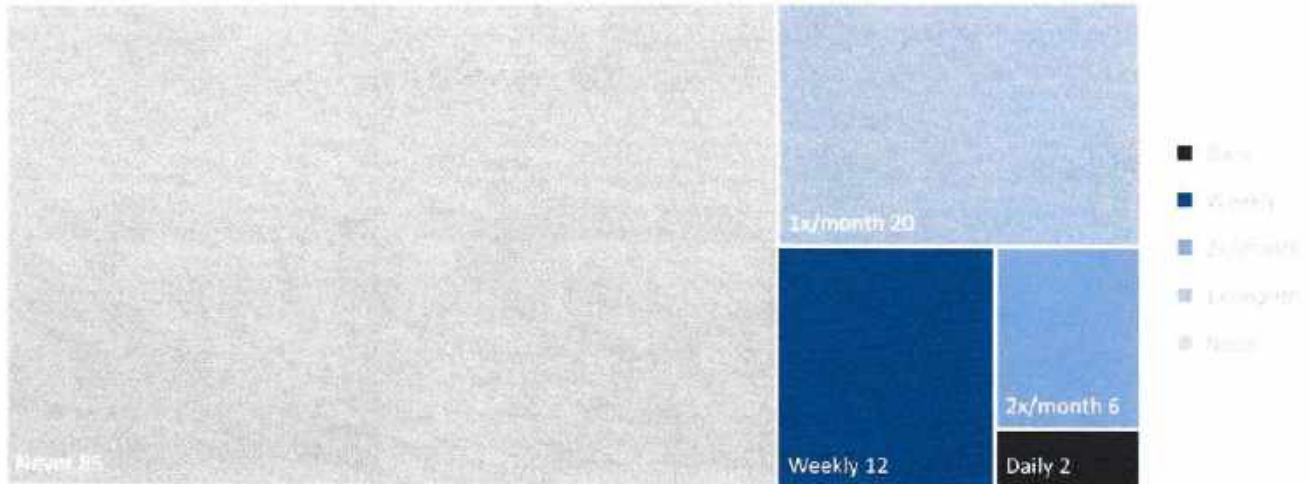
* This chart shows the frequency use of the library for Wi-Fi use by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they use the library for Wi-Fi access weekly.

TB Scott Free Library 2023 User Survey Report

Use of Technology and Business Services

Use of public computer/internet

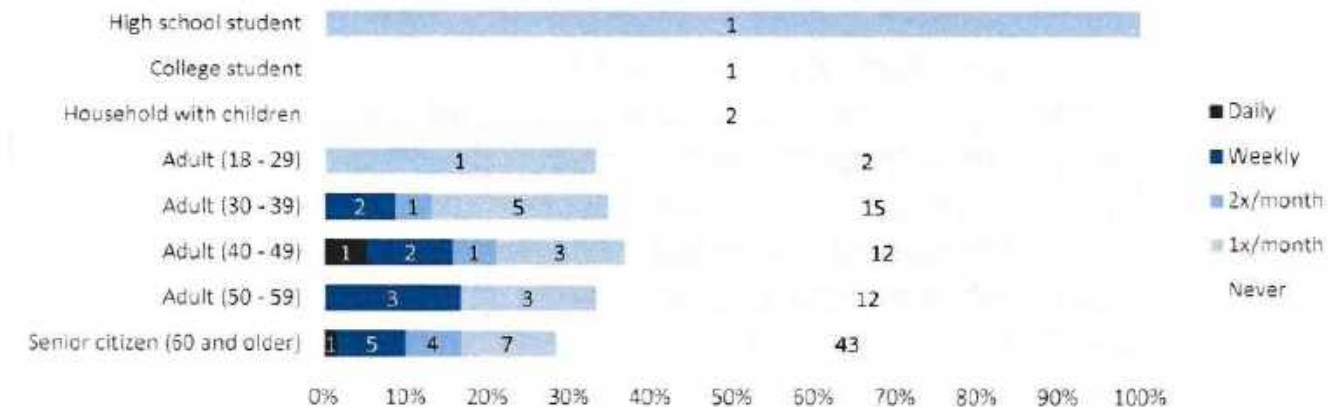
How often do you use public computers or internet at TB Scott Free Library?



- The next-most reported used technology/business service was public computers or internet. Just under one-third (32%, 40/125 respondents) said they used public computers or internet.
- 14/125 reported using it daily or weekly; 26/125 reported using it 1-2x/month.

The age demographic reporting using public computers for internet was more evenly distributed across age groups with no single group clearly dominating.

How often do you use public computers or internet at TB Scott Free Library?*

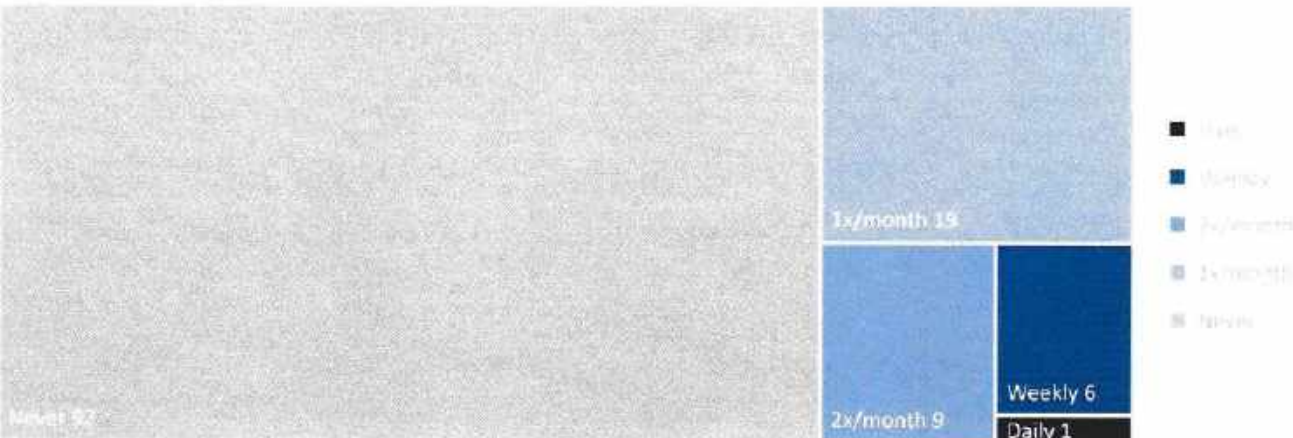


* This chart shows the frequency use of the library for public computer/internet use by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they use the library for public computers 1x/month.

TB Scott Free Library 2023 User Survey Report
Use of Technology and Business Services

Use of printing/photocopying services

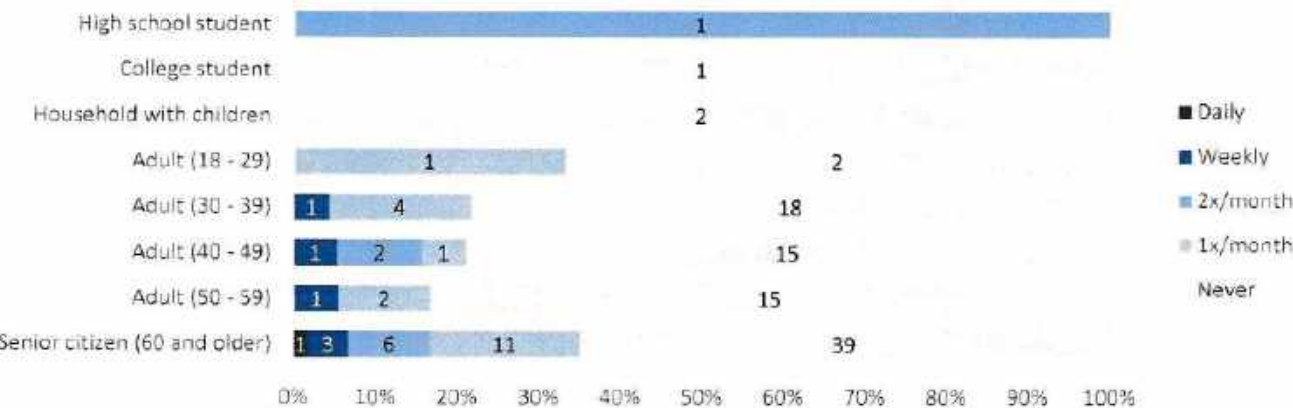
How often do you use printing or photocopying services at TB Scott Free Library?



- Just over a quarter (28%, 35 out of 127) of respondents reported using printing and photocopying services.
- Fewer (only 6%, 7 out of 127) reported using these services daily or weekly than other technology and business services.

Use of printing and photocopying was mildly skewed to adults 60+.

How often do you use printing or photocopying services at TB Scott Free Library?*



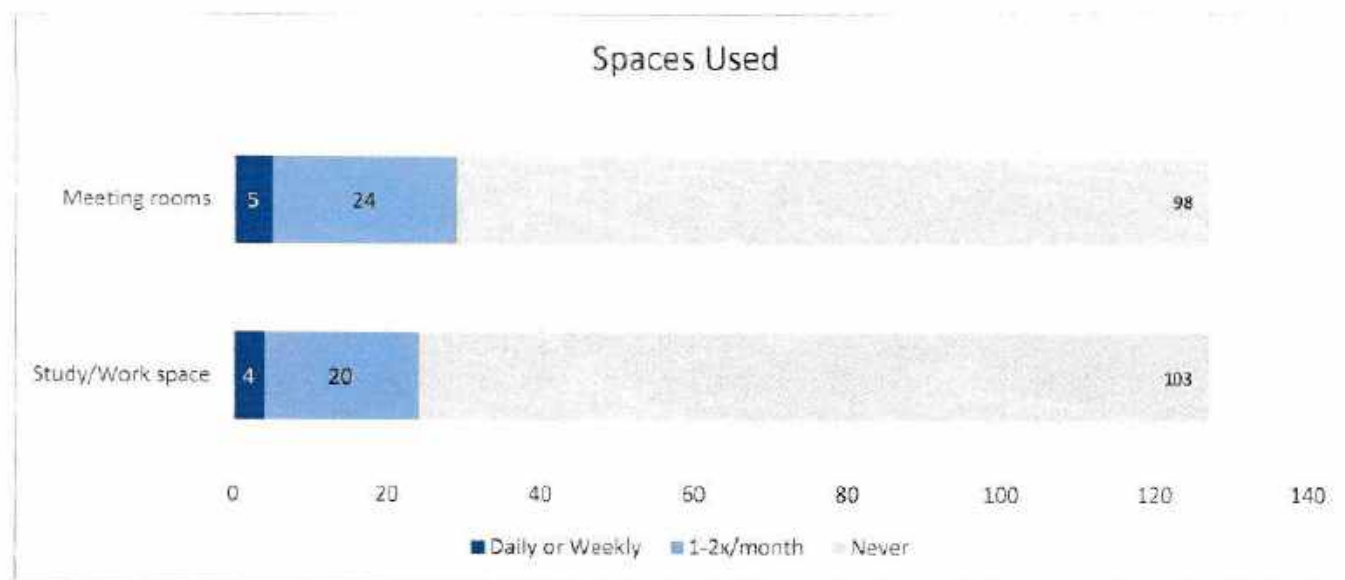
* This chart shows the frequency use of the library for printing/photocopying services use by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they use the library for printing/photocopying 2x/month.

TB Scott Free Library 2023 User Survey Report

Use of Library Spaces

Use of Library Space

Library meeting rooms and space for studying or work were the space use services asked about in this survey.



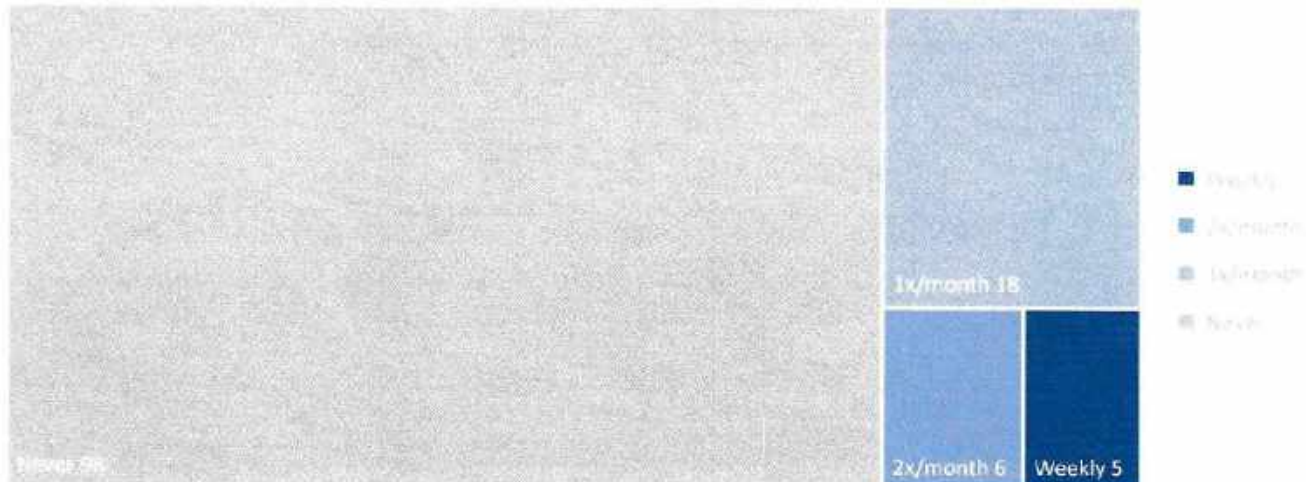
While 77% of survey respondents (98/ 127) said they never used meeting rooms and 81% (103/127) said they didn't use space for studying or working, still a quarter of respondents said they did use the space. Most used it 1-2x/month.

TB Scott Free Library 2023 User Survey Report

Use of Library Spaces

Use of meeting rooms

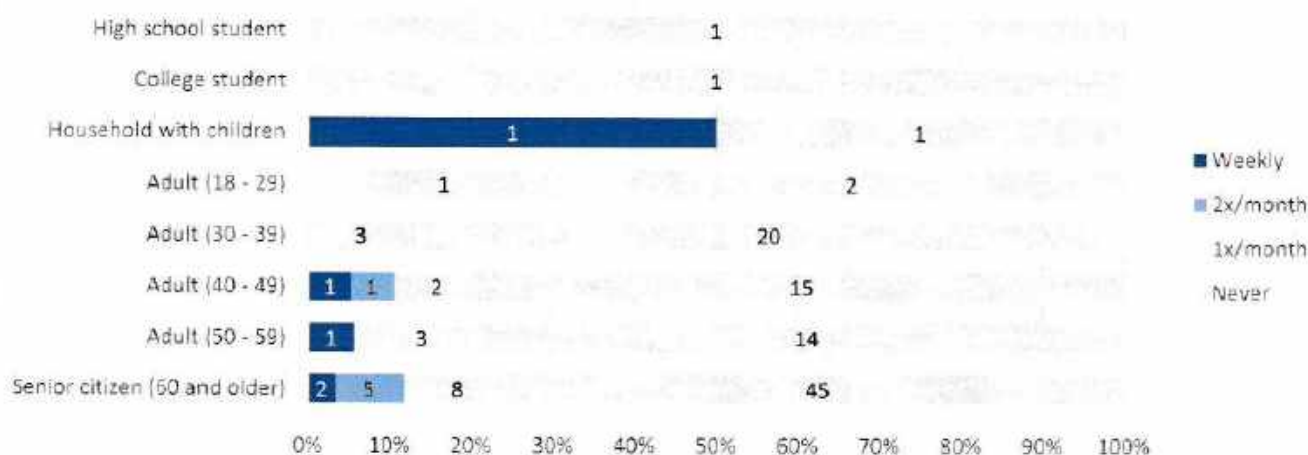
How often do you **use meeting rooms** at TB Scott Free Library?



- Approximately one quarter (23%) of survey respondents said they used meeting rooms at the library.
- Most of those (24/29, 83%) use the meeting spaces 1-2x/month.

Use of meeting spaces doesn't appear to be associated with age groups.

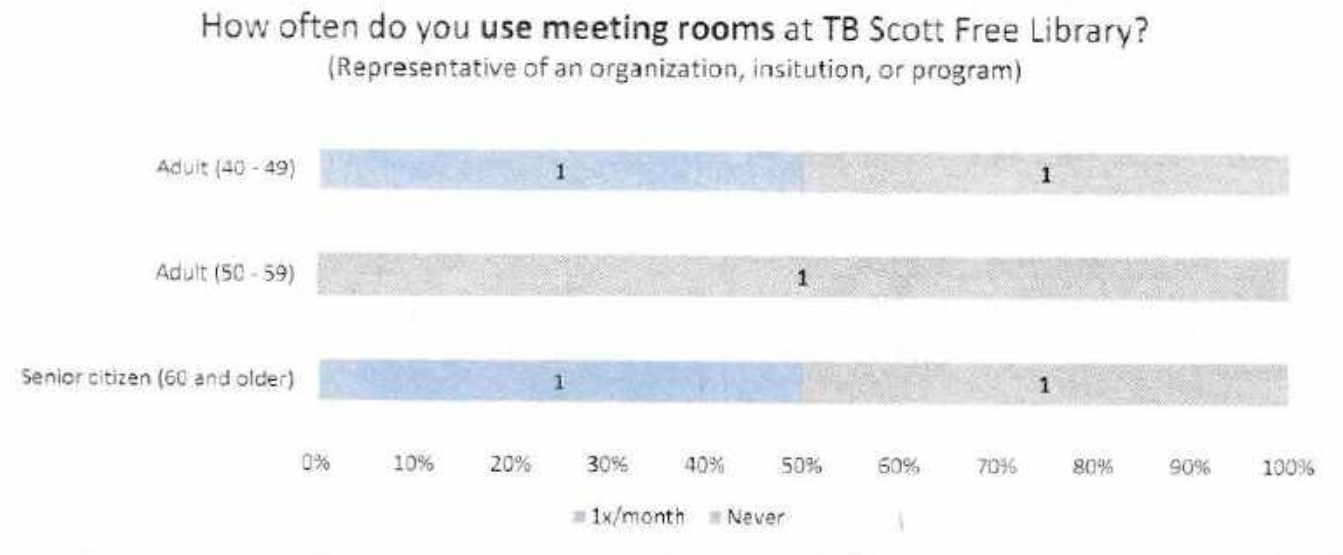
How often do you **use meeting rooms** at TB Scott Free Library?*



* This chart shows the frequency use of the library for meeting space use by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they use the library meeting spaces 1x/month.

TB Scott Free Library 2023 User Survey Report
Use of Library Spaces

The survey gave respondents the option of choosing “Representative of an organization, institution, or program” in the demographic question. Five respondents selected that description in addition to age categories. However, it doesn’t appear this designation is strongly correlated with use of library meeting space.



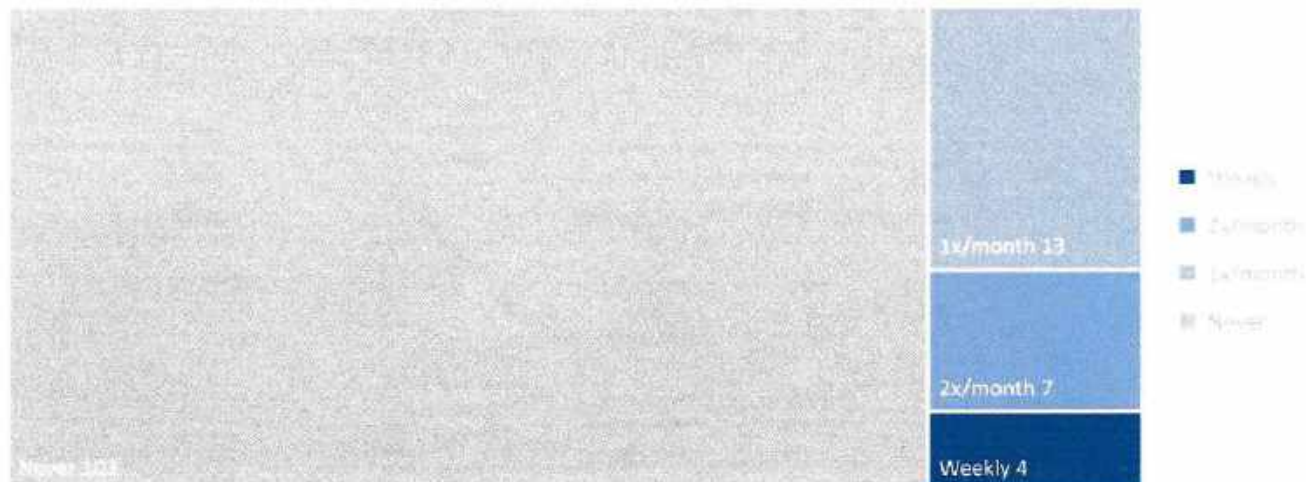
Only two of the five “representative” respondents reported using meeting space, and the frequency of use was 1/x month. The other three stated they “never” used meeting space.

TB Scott Free Library 2023 User Survey Report

Use of Library Spaces

Use of work or study spaces

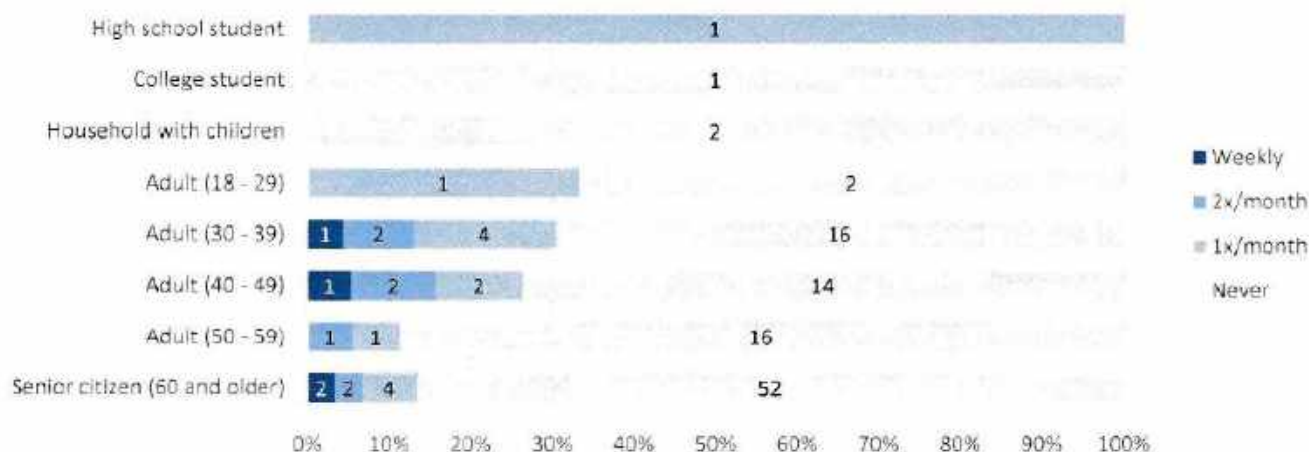
How often do you **use work or study space** at TB Scott Free Library?



- Fewer survey respondents reported using work or study space at the library than using general meeting space.
- Still, nearly one fifth (24/127) of respondents did report using work or study space, mostly 1-2x/month.

Use of work and study space skewed slightly toward the younger adult respondents (ages 18-49).

How often do you **use work or study space** at TB Scott Free Library?*



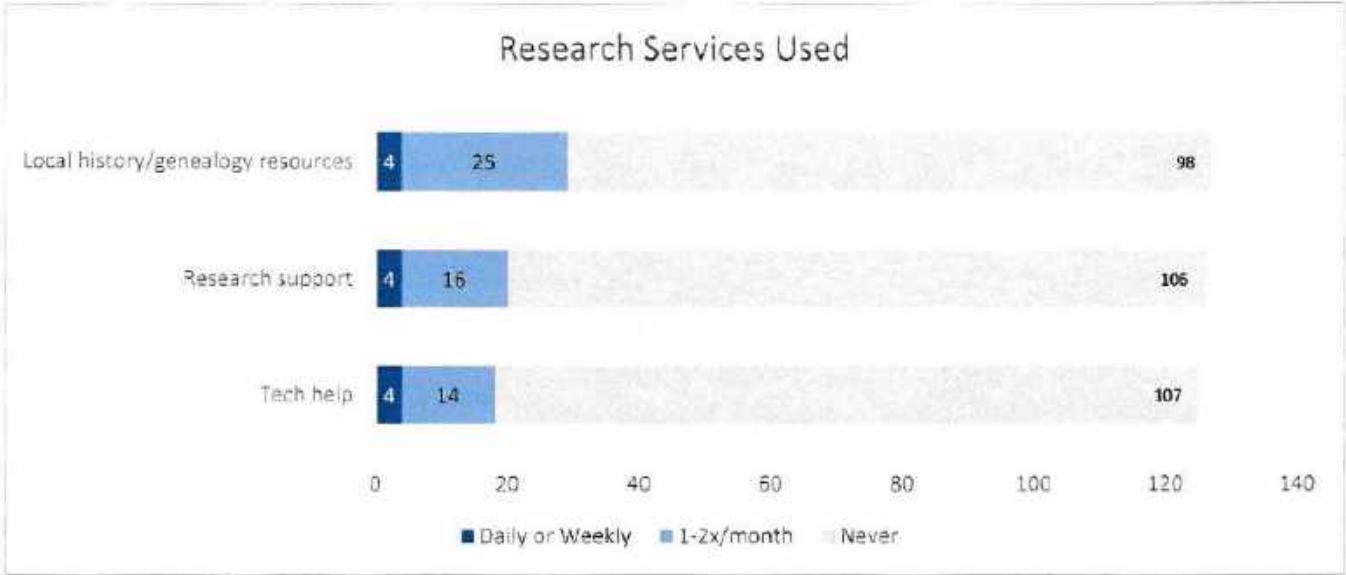
* This chart shows the frequency use of the library for work or study space use by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they use the library work or study spaces 2x/month.

TB Scott Free Library 2023 User Survey Report

Use of Research Services

Use of Research Services

Research services included in this survey were: local history/genealogy resources, general research support, and assistance with technology.



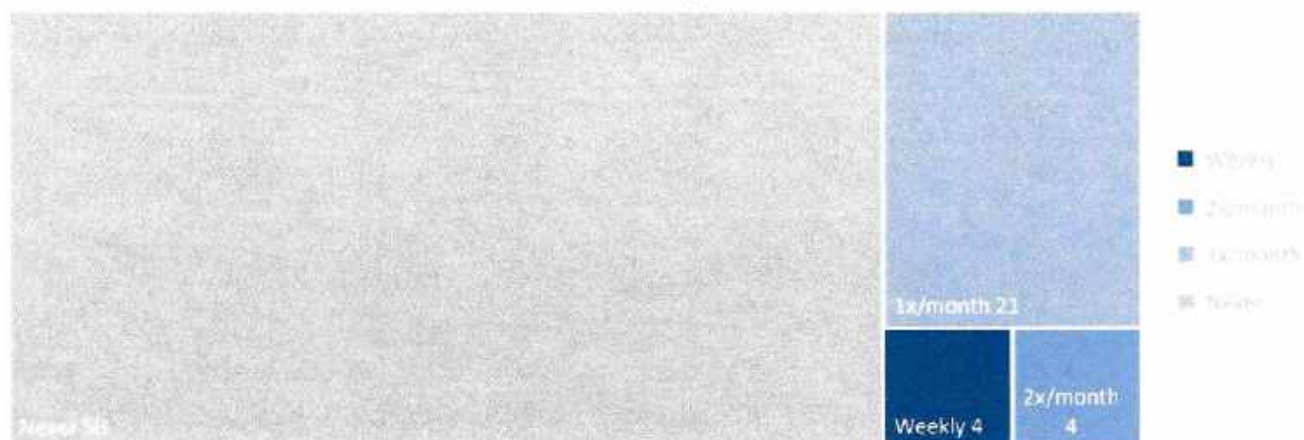
About half (53%, 67/127) of repondents reported using some form of research services at TB Scott Free Library. Of these, most reported using local history or genealogy resources, and technology support was the least reported service used.

TB Scott Free Library 2023 User Survey Report

Use of Research Services

Use of local history and genealogy resources

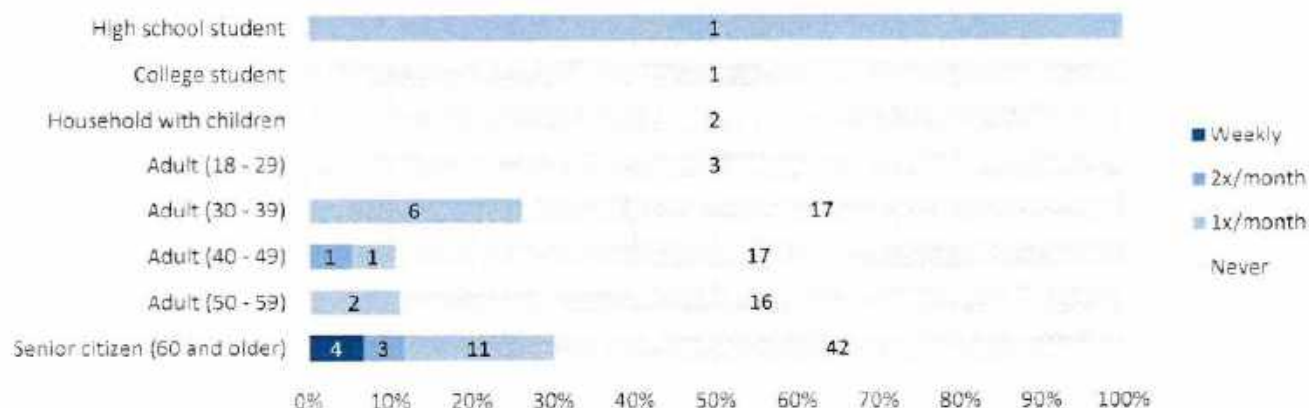
How often do you use local history/genealogy resources at TB Scott Free Library?



- About a quarter (23%, 29/127) reported using local history/genealogy resources.
- Of these, most (25/29) reported using it 1-2x/month.

The demographic age range did skew older, with nearly a third (30%) of 60+ respondents saying they used these resources. This demographic included all of those reporting they used local history/genealogy resources weekly.

How often do you use Local History/Genealogy resources at TB Scott Library?*

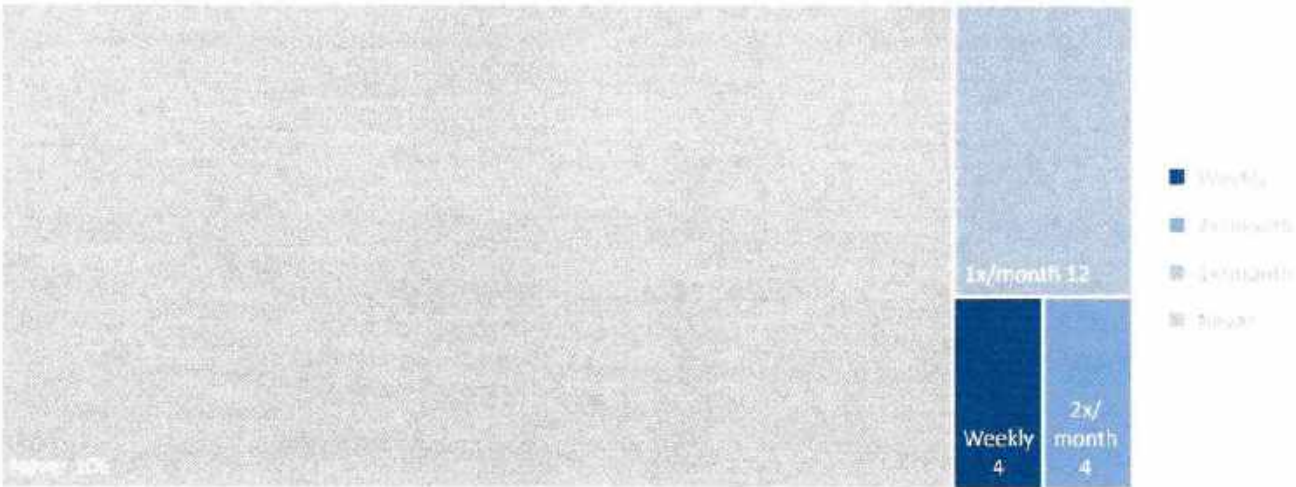


* This chart shows the frequency use of the library for local history and genealogy by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they use the library's local history and genealogy resources 1x/month.

TB Scott Free Library 2023 User Survey Report
Use of Research Services

Use of general research support

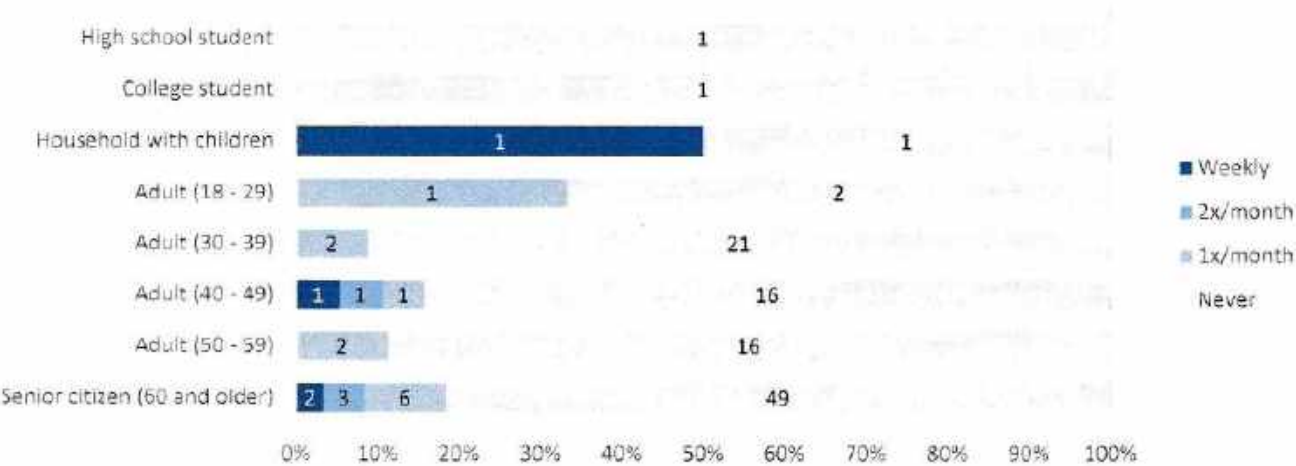
How often do you use research support at TB Scott Free Library?



- Fewer than one fifth (16%, 20/126) of the respondents reported using the library for general research support.
- A few (4/20) did report using research support weekly.

Unlike local history and genealogy resources, research support sees use across a wider age demographic.

How often do you use research support at TB Scott Free Library?*

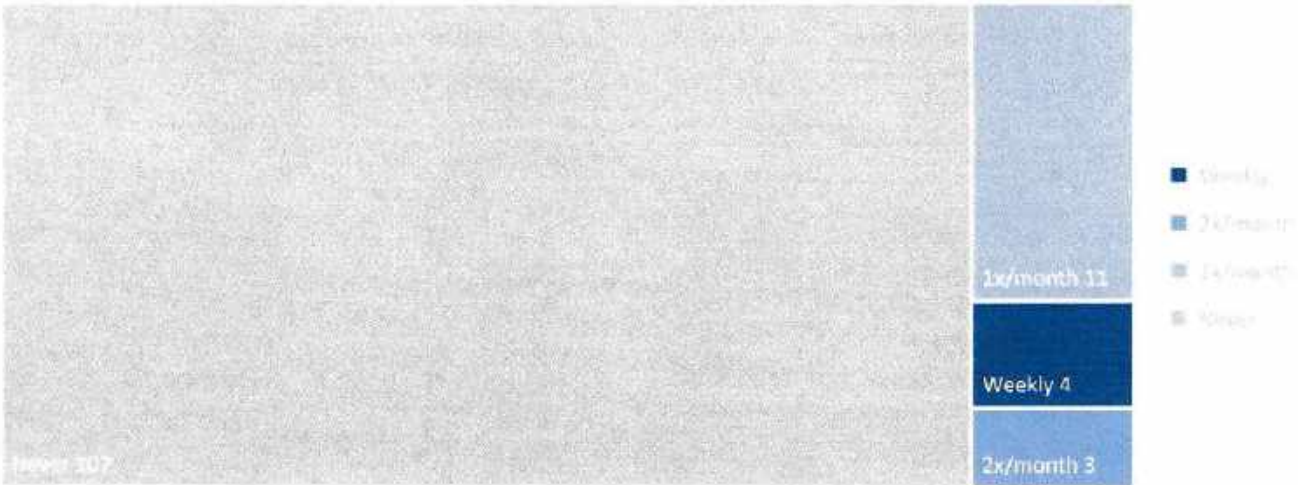


* This chart shows the frequency use of the library for general research support by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they never use the library's general research support.

TB Scott Free Library 2023 User Survey Report
Use of Research Services

Use of technology help

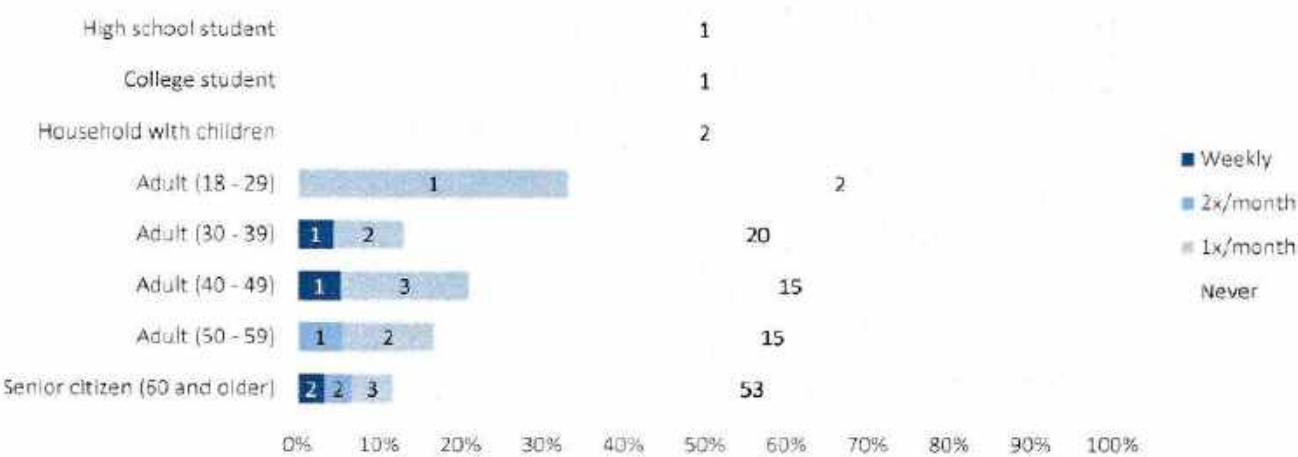
How often do you **use technology help** at TB Scott Free Library?



- Technology help was the least popular of the research services among the survey respondents. Only 18/125 (14%) reported using the service.

While it isn't reported as a widely used service, it is used by a broad demographic.

How often do you use **technology help** at TB Scott Free Library?*



* This chart shows the frequency use of the library for technology help by different demographic groups responding to the survey. Each line shows 100% of responses for that demographic group. Example: One "high school student" responded to the survey and that respondent (100%) said they never use the library's technology help.

TB Scott Free Library 2023 User Survey Report

Top three library services

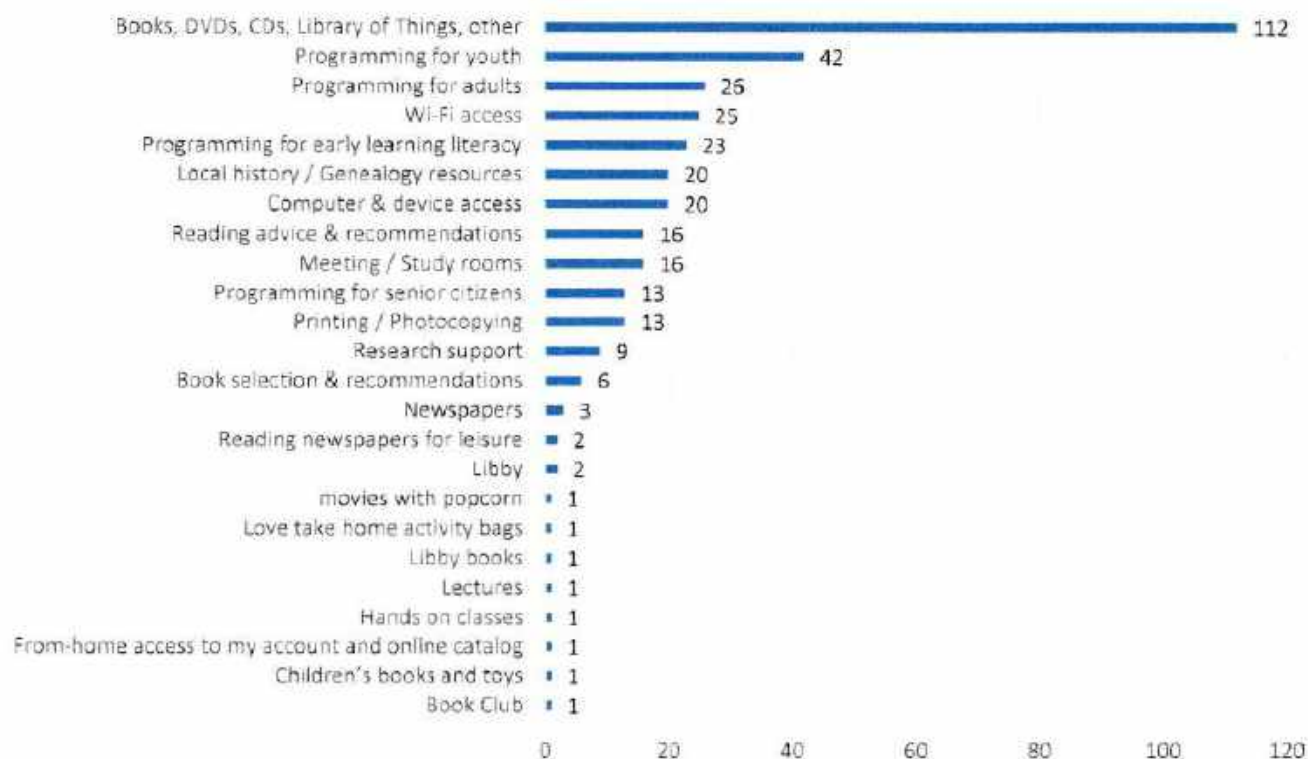
Survey respondents were asked to select their top three most important library services from a list of 13 options or provide their own response.

10. Which three library services are most important to you?

- ☐ Books, DVDs, CDs, Library of Things, and Other Items Available for Use
- ☐ Local History / Genealogy Resources
- ☐ Programming for early learning literacy
- ☐ Programming for youth
- ☐ Programming for adults
- ☐ Programming for senior citizens
- ☐ Computer & Device Access
- ☐ Meeting & Study Rooms
- ☐ Wi-Fi Access
- ☐ Printing/Photocopying
- ☐ Research Support
- ☐ Newspapers
- ☐ Book selection and Recommendations
- ☐ Other:

Which three library services are most important to you?

number of responses = 356



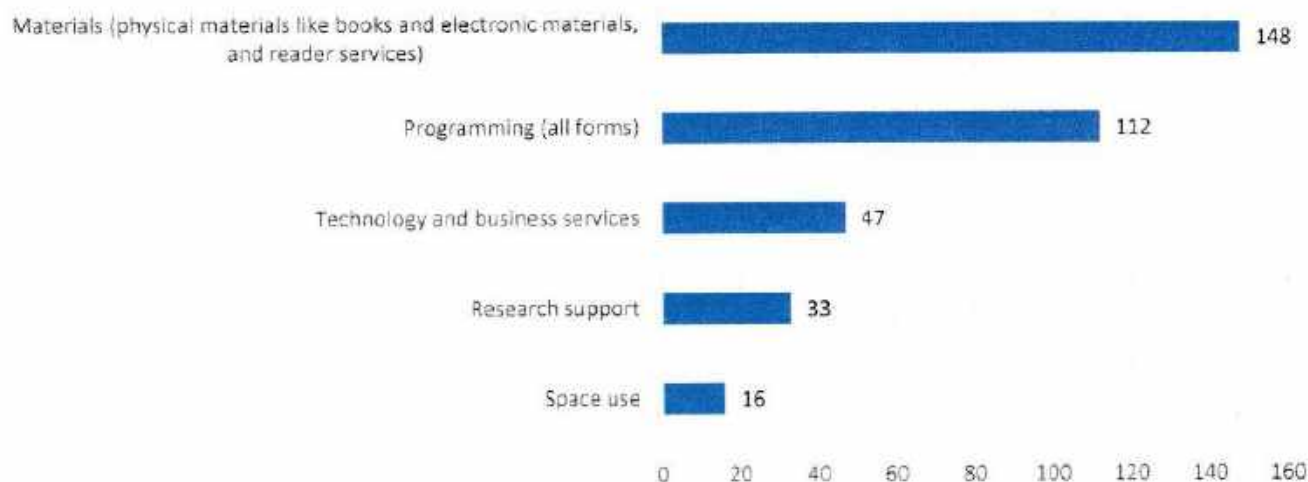
TB Scott Free Library 2023 User Survey Report

- Physical library materials (books, DVDs, CDs, Library of Things, etc.) was far and away the most common response, which is much in line with the most used service reported in this survey.
- Programming was the next largest response, especially when the responses for youth, adults, early literacy, and senior citizens are combined.
- Additional responses included:
 - Movies with popcorn
 - Take home activity bags
 - Lectures
 - Hands-on classes
 - From-home access to library account and online catalog/ordering books
 - Children's books and toys
 - Book Club

The following chart shows the responses grouped as categorized totals: Materials, Programs, Technology and Business, Research Support, and Space.

Which **three library services** are most important to you?

Categorized totals, number of responses = 356



TB Scott Free Library 2023 User Survey Report

Top three community needs

Survey respondents were asked to select what they saw as the top three needs in their community from a list of 13 choices, plus the option to add their own.

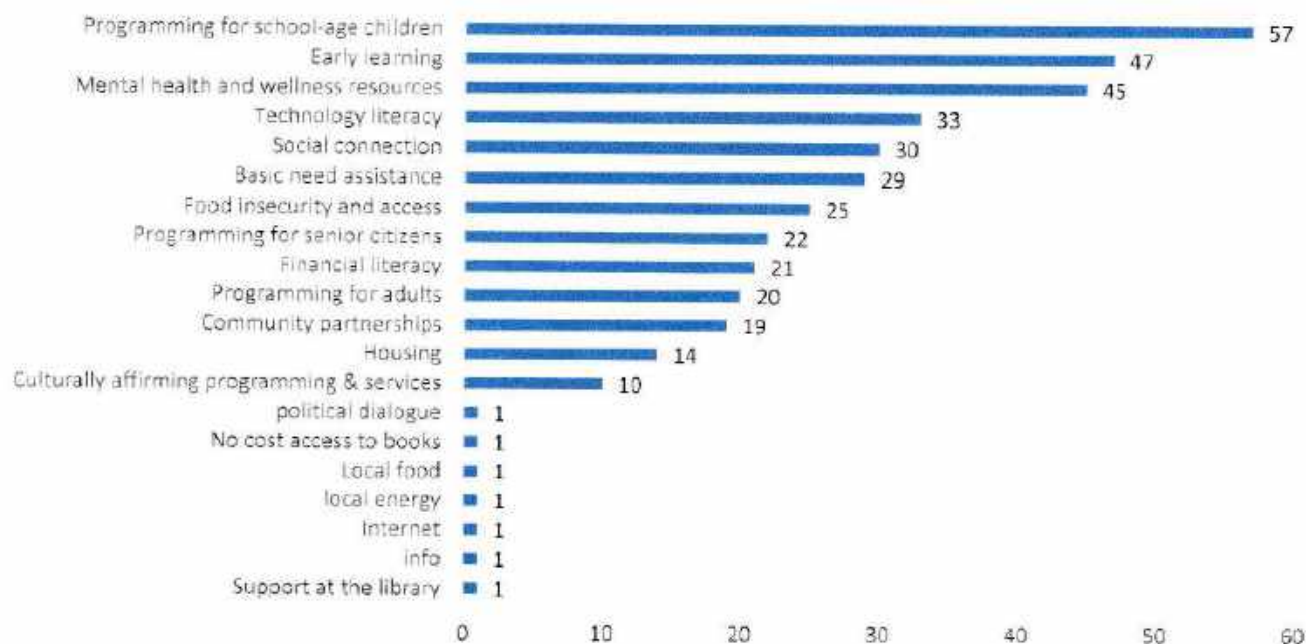
11. What do you believe are the top 3 greatest needs in your community?

- ☐ Early learning
- ☐ Programming for school-age children
- ☐ Programming for adults
- ☐ Programming for senior residents
- ☐ Technology literacy
- ☐ Financial literacy
- ☐ Community partnerships
- ☐ Culturally affirming programming and services
- ☐ Social connection
- ☐ Basic need assistance
- ☐ Mental health and wellness resources
- ☐ Food insecurity and access
- ☐ Housing
- ☐ Other:

TB Scott Free Library 2023 User Survey Report

What do you believe are the **three greatest needs** in your community?

number of responses = 379



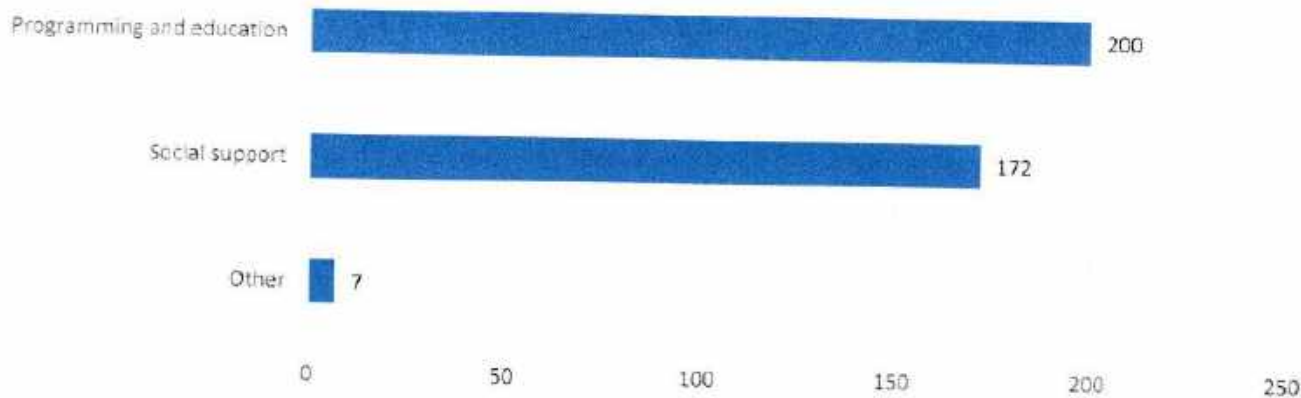
- Programming for school-aged children (15% of responses, 57/379) and early literacy (12%, 47/379) led this list while other types of programming fell further down. Combined, programs for school aged children and early literacy accounted for over a quarter of all responses (27%).
 - When other forms of programming are added in, it increases the total to more than half (53%) of all responses
 - Programming for senior citizens (22/379) – 6%
 - Programming for adults (20/379) – 5%
 - Technology literacy (33/379) – 12%
 - Financial literacy (21/379) – 6%
- Social support options account for over two-fifths of responses (45%). These included:
 - Mental health and wellness resources (33/379) – 8%
 - Social connection (30/379) – 8%
 - Basic need assistance (29/379) – 8%
 - Food insecurity and access (25/379) – 7%
 - Housing (14/379) – 4%
 - Community partnerships (19/379) – 5%
 - Culturally affirming programming and services (10/379) – 3%
- Free responses (7/379, 2%) were as follows
 - Political dialogue
 - No-cost access to books
 - Local food
 - Local energy
 - Internet
 - Info

TB Scott Free Library 2023 User Survey Report

- Support at the library

The following chart shows the question responses grouped as categorized totals: Programming and education, Social support, Other.

What do you believe are the **three greatest needs** in your community?
Categorized totals, n=379



Learning about library events

Survey respondents were asked to indicate how they learn about library events.

12. What resources do you use to find out about library events? (Choose the top three)

- ☐ Word of mouth
- ☐ Library website/events calendar
- ☐ Social media (Facebook, Instagram)
- ☐ Library flyer/calendar
- ☐ Library staff
- ☐ Print ads, newspaper
- ☐ Organizations
- ☐ Radio, TV ad
- ☐ City website
- ☐ Chamber calendar
- ☐ Other

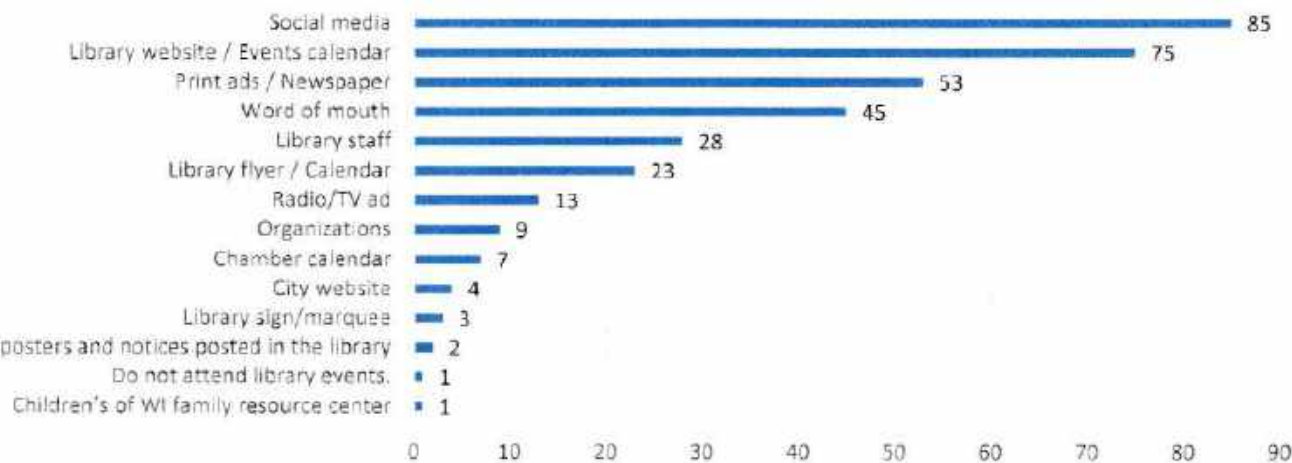
The top five responses are as follows:

1. Social media continues to lead the responses (85/349, 25%),
2. Library website/events calendar (75/349, 21%).
3. Print ads and newspaper articles are still noticed by respondents (53/349, 15%).
4. Word of mouth (45/349, 13%)
5. Library staff (28/349, 8%)

Word of mouth and library staff are not to be discounted as important communication tools – together they account for nearly a fifth of responses (21%), or as many as the library website/events calendar.

What resources do you use to find out about library events?

number of responses = 349



TB Scott Free Library 2023 User Survey Report

Learning about community events

Survey respondents were asked to indicate how they learn about community events.

13. What resources do you use to find out about city/county events? (Choose the top three)

- ☐ Word of mouth
- ☐ Library website/events calendar
- ☐ Social media (Facebook, Instagram)
- ☐ Print ads, newspaper
- ☐ Organizations
- ☐ Radio, TV ad
- ☐ City website
- ☐ Chamber calendar
- ☐ Other

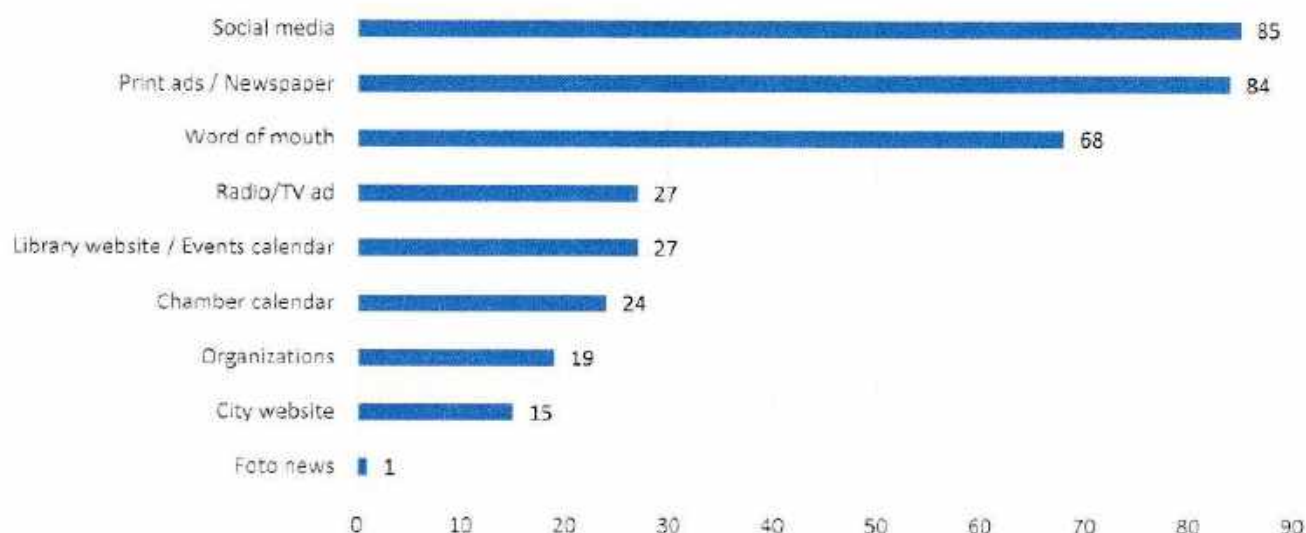
The top five responses are as follows:

1. Social media (85/350, 24%)
2. Print ads/newspaper (54/350, 24%)
3. Word of mouth (68/350, 19%)
4. Radio/TV ad (27/350, 8%)
5. Library website/events calendar (27/350, 8%)

The Chamber calendar came in 6th, with 24/350, or 7% of responses. The remaining responses were: Organizations (19/350, 5%), City website (15/350, 4%) and one "Other" response (1%).

What resources do you use to find out about city/county events?

number of responses = 350



TB Scott Free Library 2023 User Survey Report

Summary of Open-Ended Questions

RESULTS

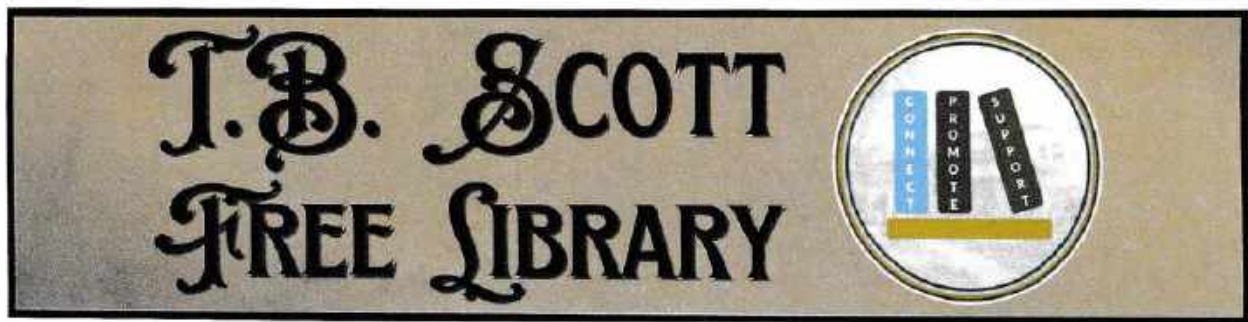
We had 127 total respondents complete the survey, or 4.0% of active T.B. Scott Free Library patrons. Of the 127 respondents, 116 completed the 4 open-ended questions. Following is an overview:

- What do you like best about the library (top three most frequent responses)?
 - Friendly and knowledgeable staff
 - Variety of resources
 - Youth Services Department
- What do you see as the library's strengths (top three most frequent responses)?
 - Friendly and knowledgeable staff
 - Diverse collection
 - Community involvement
- What are your ideas for improving the library in ways that the library can best serve you, your family, and/or the community that are not related to library programming (top three most frequent responses)?
 - Education: Resource for online learning opportunities and increased technology help opportunities
 - Social: More visible at community events; multi-generational offerings outside of programming
 - Other: Expansion of take-home kits for all age groups
- What other programs, services, and/or materials do you believe the library should provide to the community to meet the community's needs in the next five years (top three most frequent responses)?
 - Increased public relations and advertising of services
 - Presentations by experts on specific topics, i.e. Medicare, social security, estate planning
 - Food pantry

While there were many more suggestions and comments, those listed above rose to the top. That does not mean that other comments and suggestions will not be considered. They may simply fall under the highlighted responses as a means to support goals and objectives that are developed as a result of the survey.

TB Scott Free Library 2023 User Survey Report

Appendix A: 2024-2028 Long Range Plan Community Survey, TB Scott Free Library, Merrill, Wisconsin



T.B. Scott Free Library Community Survey

Planning for the Future: The 2024-2028 Strategic Plan

T. B. Scott Free Library is in the process of developing the next 5-year strategic plan, aimed at providing the very best services to our community. A critical component of the process is gathering information from community members to establish priorities and create a focused direction for the library.

The survey should take approximately 10-15 minutes to complete. The survey deadline is November 15, 2023. Thank you for taking the time to participate.

1. Do you have a library card/account?
 - ☐ Yes (if you answered "Yes," skip to #3)
 - ☐ No
 - ☐ Unsure
2. If you answered "No" to question #1, why do you not have a library card? (check all that apply)
 - ☐ I only do things at the library that do not require a library card/account
 - ☐ I don't believe T.B. Scott Free Library has what I need
 - ☐ I am not a year-round area resident
 - ☐ I do not think about using the library
 - ☐ N/A
 - ☐ Other: _____
3. Are you a resident of the City of Merrill?
 - ☐ Yes (if you answered "Yes", please skip to #5)
 - ☐ No
4. If you answered NO to the previous question, where do you reside:
 - ☐ Elsewhere in Lincoln County
 - ☐ Another Wisconsin Valley Library Service County (Clark, Forest, Langlade, Marathon, Oneida, Taylor)
 - ☐ Elsewhere in Wisconsin
 - ☐ Outside of Wisconsin

5. If you visit the library, what time of year do you usually come?
- ☐ All times of the year
 - ☐ Mostly during the spring
 - ☐ Mostly during the summer
 - ☐ Mostly during the fall
 - ☐ Mostly during the winter
 - ☐ I never visit the library (If you check this box, please skip to #8)
6. How often do you visit the library?
- ☐ Nearly every day
 - ☐ At least once a week
 - ☐ Every other week
 - ☐ At least once a month
 - ☐ Several times a year
 - ☐ Once a year or less
 - ☐ None/Never
7. If you visit the library, when do you come (check all that apply):
- ☐ Mornings
 - ☐ Afternoons
 - ☐ Evenings
 - ☐ Saturdays
 - ☐ None/Never
8. Which best describes you (check all that apply)?
- ☐ Senior citizen (60 and older)
 - ☐ Adult (50 - 59)
 - ☐ Adult (40 - 49)
 - ☐ Adult (30 - 39)
 - ☐ Adult (18 - 29)
 - ☐ College student
 - ☐ High school student
 - ☐ Middle/Elementary school student
 - ☐ Household with children
 - ☐ Representative of an organization, institution, or program

9. Tell us how often you use the services at T.B. Scott Free Library: (Check all that apply)

	Frequently (Daily)	Often (weekly)	Occasionally (2x/week)	Rarely (1x/month)	Never
A. Books, magazines, DVDs, CDs, Library of Things, and other items available for Use					
B. Local History / Genealogy Resources					
C. Adult Programming					
D. Senior Programming					
E. Youth Programming					
F. Story Hour					
G. Meeting Rooms					
H. Work/Study Space					
I. Internet/Computer Device Access					
J. WiFi (wireless internet)					
K. Libby (ebook reading app)					
L. Photocopying/Printing					
M. Reading newspapers for leisure					
N. Education (Home School/Class Visits)					
O. Book selection and recommendations					
P. Technology help					
Q. Research support					

10. Which three library services are most important to you?

- ☐ Books, DVDs, CDs, Library of Things, and Other Items Available for Use
- ☐ Local History / Genealogy Resources
- ☐ Programming for early learning literacy
- ☐ Programming for youth
- ☐ Programming for adults
- ☐ Programming for senior citizens
- ☐ Computer & Device Access
- ☐ Meeting & Study Rooms
- ☐ Wi-Fi Access
- ☐ Printing/Photocopying
- ☐ Research Support
- ☐ Newspapers
- ☐ Book selection and Recommendations
- ☐ Other:

11. What do you believe are the top 3 greatest needs in your community?

- ☐ Early learning
- ☐ Programming for school-age children
- ☐ Programming for adults
- ☐ Programming for senior residents
- ☐ Technology literacy
- ☐ Financial literacy
- ☐ Community partnerships
- ☐ Culturally affirming programming and services
- ☐ Social connection
- ☐ Basic need assistance
- ☐ Mental health and wellness resources
- ☐ Food insecurity and access
- ☐ Housing
- ☐ Other:

12. What resources do you use to find out about library events? (Choose the top three)

- ☐ Word of mouth
- ☐ Library website/events calendar
- ☐ Social media (Facebook, Instagram)
- ☐ Library flyer/calendar
- ☐ Library staff
- ☐ Print ads, newspaper
- ☐ Organizations
- ☐ Radio, TV ad
- ☐ City website
- ☐ Chamber calendar
- ☐ Other

13. What resources do you use to find out about city/county events? (Choose the top three)

- ☐ Word of mouth
- ☐ Library website/events calendar
- ☐ Social media (Facebook, Instagram)
- ☐ Print ads, newspaper
- ☐ Organizations
- ☐ Radio, TV ad
- ☐ City website
- ☐ Chamber calendar
- ☐ Other

While the following four questions are optional, your input is crucial for the library to provide the absolute best service to our community. We know you are busy, and we would truly appreciate it if you would take the time to thoughtfully consider and answer the questions.

14. What do you like best about the library?

15. What are the library's strengths?

16. What other programs, services, and/or materials should the Library provide to the community to meet its needs in the next five years?

17. What are your ideas for improving the library in ways that the library can best serve you, your family, or the community that are not related to library programming?

TB Scott Library

Solar Bond Impact Update

1/5/2024

Your **solar bond purchase of \$26,000** in 2017 is equivalent to a **17.33 kW system (43 solar panels)*** that has so far generated an estimated **146,250 kWh!**

Your purchase makes a measurable difference in creating a greener world.



Avoided

203,288 lbs (or 102 tons)
of Carbon Dioxide (CO2)



Avoided

239.8
Barrels of oil
consumed



Generated

20
Avg homes worth of
electricity annually

Thank you for your continued solar stewardship!

Bond purchases made by LSC members help create a pool of money we can then lend to project owners to leverage more solar per dollar spent. In return, LSC pays its bondholders a dependable return on their investment with the interest earned from our various project loans.

* Assuming one 400 watt solar panel deployed in an active 50kW array costs roughly \$600 after incentives (\$2.50 per watt before incentives and \$1.50 after incentives).

Learn more about these statistics at <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

Legacy
Solar
Co-op



T. B. SCOTT FREE LIBRARY



LONG-RANGE STRATEGIC PLAN GOALS & OBJECTIVES

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Goal #1:

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

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

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

Responsible staff: Head of Adult Services

Latest progress: Next Step: While the Adult Read programs have taken a hiatus, work is in progress to evaluate and revamp the Adult READ. LO 1/23. Reinstated Adult READ as of 5/2023. MP 7/2023. Offering our first Adult Gingerbread House Craft this winter. Working on creating an Adult Winter Read to begin mid-January. Working with the YS team to provide more multigenerational programming. 12/11/23. Re-vamping the Adult Read Program(s) to be more inclusive of the elderly homebound patrons. MP. 12/30/23.

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

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

Measure: One new event each program year

Responsible staff: Head of Adult Services

Latest progress: Next Step: The Real Writers Group was launched in January to include author/writer presentations periodically. The group will meet monthly at the library. LO 2/23.

Began a new Bring Your Own Book Club in April of 2023. Also looking into other forms of clubs we can incorporate. 4/11/23 MP. Created PR for new and existing book clubs to inform patrons of what programs are currently available to join. 7/23 MP.

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

PAST YEARS ARCHIVE: Afternoon with Author Jim Finucan highlighting book Wild Counselor LO 1/2020. Author Scott Spoolman scheduled to share non-fiction writing process of Wisconsin State Parks book title on 4/30/2020. (This event cancelled as a result of COVID19 precautions). Use of tech tools to record and promote New Book collections for patrons to check out digitally or through curbside pickup. Masked reads available for patrons to request LO 08/07/2020. Continuation of online Beanstack platform with Winter READ Challenge to include prizes. LO 1/2021. Co-sponsored Author Lauren Fox virtual visit on 02/23/2021 in collaboration with other WI libraries and publisher Penguin Random House. LO 02/2021. The 2021 Summer READ challenge theme offered up an opportunity to collaborate with a local wine bar for "Tales & Cocktails" on 6/23 that was widely received. Attendees could enjoy a cocktail while listening to poetry and book trailers from library staff members, which generated interest in new titles from the library collection. LO 8/2021. Cover-to-Cover Book Club was turned over to library staff management by book club members. A Cover-to-Cover Book Club Staff Team was created, and staff rotation was developed during the transition. The book club facilitator duties are now held by one staff member with the assistance of the Cover-to-Cover Book Club Staff Team. LO 1/10/2022. At the first annual Summer Solstice event, sponsored by the River Bend Trail, the director, assistant director, and outreach librarian attended and hosted an open mic for poetry reading and provided supplies for people to write their own poems. Puzzles were offered as take-away items and prize drawing registration was set up to engage attendees. LO/JZ 6/22/2022. The completion of the Summer Adult READ was highlighted with an Author Chat with Patti Sec, a Wisconsin author from Lake Hallie, and drawing for Challenge prizes. LO 9/2022.

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

Measure: Open Play Literacy Center in September 2020.

Responsible staff: Assistant Director/Head of Youth Services

Latest progress: Next Step: New furniture, shelving, and sensory wall were purchased in May. Some items have arrived and are being enjoyed by all. AB 7/11/23. New items purchased have arrived and the Play Literacy Area is now complete. Reading, pretend play, and social opportunities are enjoyed by all. AB 12/11/23.

PAST YEARS ARCHIVE: SS identified revenue stream from Library funds for start of project in 2019. Books ordered & received. Awning purchased and in place. Updated timeline for opening space to the public is September 2020. Exploring Play Literacy Center use by family reservation during COVID-19 with personal health protocols and implementation of cleaning/ protocols for space CF 8/6/20. Rolling building closures once again delay Literacy Center opening 1/13/21 CF. September 2021 projected opening of Literacy Center CF 8/5/21. Area parent/daycare provider, Becky Johnson, is scheduled to

visit Literacy Center week of August 16 to carry out trial run of Center CF 8/5/21. Trial run was completed in August 2021. Literacy Center opening has been delayed due to high numbers of COVID cases AB 1/8/2022. The Play Literacy Center project is underway and has moved to the open play area in the Youth Services Department. A sensory wall has been installed and we plan to add more play opportunities over the next year. AB 7/7/22.

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

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

Responsible staff: Assistant Director/Head of Youth Services

Latest progress: Next Step: Planning is underway for online Summer Reading Program (Beanstack) 2023, along with performers and other programming. Will continue outreach to local daycares and preschools for participation in summer reading. AB (2/8/23). The summer reading program is winding down and our numbers have surpassed those of last year. We offered both online and paper options with participation from daycare groups, Parkside and Trinity. We hosted two performers, with a total of 333 attending, along with weekly craft days and scavenger hunts. The summer reading program was a huge success. AB 7/11/23. We saw an increase in participation this past summer, with almost 500 children/teens participating. Over 700 books were given away to children between summer reading and the free lunch for kids site. AB 12/11/23.

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

Goal #2:

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

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

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

Responsible staff: Head of Adult Services

Current Year : Latest Progress : Next Step: Space Needs Study Vision Focus Group discussions held on Tuesday, February 28, that offered community members the opportunity to share their expectations of the public library in their community. 3/8/23 LO. Working with the Merrill Historical Society and members of the AAC to develop civic-minded community discussions/presentations. 8/8/23 MP. Partnering with the AAC, BMT and Economic Development to create a Community Read which will focus on the need for volunteerism in the community. The Community Read will close with an opportunity for participants to attend a Community Volunteer Fair. MP. 12/30/23.

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

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

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

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

Current Year : Latest Progress : Next Step: Working closely with various team members of the Aging & Disability Resource Center (ADRC) to bring awareness to community and staff related to various national programs and resources available to individuals through community programs and staff development. 8/8/23 MP. Collaborating with the ADRC to start a “Stepping On” program, which will assist 50+ community members gain better physical strength and balance. MP. 12/30/23.

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

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

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

Responsible staff: Library Director

Current Year : Latest Progress: Next Step: Laurie attended a virtual workshop sponsored by the American Library Association titled “Preparing for Program Challenges at your Public Library” and a virtual meeting presentation of the Wisconsin Library Association Intellectual Freedom SIG titled “Successfully Navigating a Program Challenge” in order to ascertain

materials that will guide and assist staff with program formatting and public relations of informative events that are related to controversial issues. LO. 8/31/23. Laurie attended the WLA Public Library Director Boot Camp where sessions focused on Material Challenge Readiness and the Development of Strong Relationships with Library Stakeholders. LO. 12/30/23

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

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

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

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

Current Year : Latest Progress: Next Step: We continue to play an active role in the Youth Justice Collaboration Committee. Working alongside our community partners, we continue to try and help meet the needs of youth in our community 3/6/23 AB.

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

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

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

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

Current Year : Latest Progress: Next Step: Scheduled separate legislator listening sessions with Wisconsin Senator Felzkowski and U.S. Representative Tiffany. 02/23. LO. A plan is underway to hold a mock election for younger youth, and a Democracy wall question for older youth, to be held in November 2023. AB 8/7/23. Currently working with members of the AAC to hold community forums on issues of local interest. 8/8/2023 MP. The mock election and Democracy wall were a hit with the youth with a total participation of 168 children. 12/30/23 AB. Partnering with the AAC, BMT and Economic Development to create a Community Read which will focus on the need for volunteerism in the community. The Community Read will close with an opportunity for participants to attend a Community Volunteer Fair. MP. 12/30/23.

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

Goal #3:

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

Objective 3.1: Continue to provide technology-related programs

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

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

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

Back to Tech sessions offered to adults/seniors will offer services based on patron need on a monthly/bi-weekly basis. Began in September with a focus on Kindle/Libby. 9/13/23 MP.

Youth Services will be offering an augmented reality program during Wisconsin Science Festival Week in October. 9/8/23 AB.

Continue to offer tech help services to patrons on a walk-in basis. Working with Chris Sprague to set up a schedule of "Back to Tech" public classes on various pieces of technology. 12/30/23. MP.

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

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

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

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

Current Year : Latest Progress: Next Step: Restructured Admin Team and evaluated scheduling to allow for back-up training in essential roles of the Library. 4/10/23 LO. Board approval of library closure for staff development days to include the following: Martin Luther King, Jr. Day; President's Day; Juneteenth Day (June 19 or alternate day if it falls on a weekend); Indigenous People's Day; and Veterans Day. June 19 has been planned to include safety training with City EMS, team building exercises; and detailed overview of WVLS resources to libraries. 4/10/23. LO. Weekend rotation schedule solidified with new hires. 06/01/23. LO. Desk schedule in Excel-Microsoft 365 for virtual access for ease of updating. 6/01/23. LO

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

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

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

Responsible staff: Head of Adult Services

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

story time and a craft programming for special needs adults. Also working with Department of Agriculture, Trade and Consumer Protection to offer self interest programs. 9/13/23 MP.

PAST YEARS ARCHIVE: Develop event programming with Lincoln Co. Healthy Minds (Kirstin Bath, Deb Moellendorff) - ongoing; collaboration with WVLS for digital preservation and archives for AAC Oral History & River Bend Trail Project digital preservation. Developed Lincoln County Collaborates with Healthy Minds, MEC, ADRC, Tomahawk Public Library, Tomahawk Senior Center, Ascension hospitals, to provide activity kits for seniors and homebound residents in Lincoln Co. for Nov/Dec, Jan/Feb and March/April 2021. Collaborate with Monk Botanical Gardens for adult programming, i.e. Pizza Garden Fun. 05/02/2021. LO. Lifting Lincoln County collaborative group coordinating outreach activity kits for fall distribution. 10/11/21. LO. B.A.C.A. (Bikers Against Child Abuse) Mission Forum on 4/30/2022 to include Lincoln Co. Social Services, City of Merrill Police Department, & HAVEN representatives. 4/8/22 LO.

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

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

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

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

Working with Evan Marzahn to create and promote a monthly knitting/crocheting club. Started Back to Tech program with Chris Sprague to assist patrons in gaining better understanding of technology and technology-based resources. Partnering with area resources to provide awareness of organization of legal documents (estate planning, living wills, power of attorney, trusts). 9/13/23 MP.

Educators from the Woodson Art Museum will bring their Start with Art program to our storytime group again beginning in October. We now host Wiggle, Giggle, Shake, a music and movement program, by Children’s Wisconsin and United Way. This program runs weekly year-round. 9/8/23 AB.

Held of Holiday Hygge event on 12/16/23. Mary Ament entertained with her harp music. 46 people were in attendance. Also working with Judicare Legal Aid to offer free legal advice to those in need. Will begin offering the "Stepping On" program in partnership with the ADRC in March. 12/30/23. MP.

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

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

Responsible staff: Assistant Director/Head of Youth Services

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

The Little Bluebirds program is going strong. We have 311 currently enrolled with 26 completions. 9/8/23 AB.

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

Goal #4:

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

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

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

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

Current Year : Latest Progress: Next Step: Addition of Wisconsin State Park Passes for checkout through collaboration with the Wisconsin Library Association and the Wisconsin Department of Natural Resources. 5/1/23. LO

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

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

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

Responsible staff: Head of Adult Services

Current Year : Latest Progress: Next Step: In collaboration with the Wisconsin Bureau of Consumer Protection, a program titled “Common Scams & Frauds Targeting Seniors” will be held late in summer. Other similar programs are under development. 05/10/23. LO. Teaming up with Chris Sprague to offer various “Back-to-Tech” trainings open to the public on a monthly/bi-monthly basis based on patron need. In collaboration with the Wisconsin Bureau of Consumer Protection, offering a “Identity Theft” program in April of 2024 10/6/23. MP

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

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

Measure: Provide outreach programs at outside facilities.

Responsible staff: Head of Adult Services

Current Year : Latest Progress: Next Step:

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

Offered a "Back to School" program for the residence of Pine Crest in September. Also began offering story/craft time for clientele of Kindhearted in late July. Will begin offering the same services to clientele of Believe and Achieve Learning and Recreational this month. 10/6/23. MP.

Re-vamped our Adult Winter Read to become completely paper based for those who are home/nursing home bound. Currently providing story/craft hour for three separate facilities 3-4 times monthly. Also looking into providing some sort of program assistance to GiGi's Playhouse out of Wausau. 12/30/23. MP.

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

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

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

Responsible staff: Assistant Director/Head of Youth Services

Current Year : Latest Progress: Next Step: We collaborated with PRMS 5th grade teacher, Mrs. Novitch, and provided library card applications, so all students had the opportunity to get a library card. Students later came for a library tour, participated in games and activities, and

checked out books. St. John students in grades 4, 5, 6, & 7 were also provided with library card applications and, classes came for a library visit each quarter to check out books. 5/10/23 AB.

A collaboration with Pine River School for Young Learners is underway. Classes will visit the library for storytime in the fall and spring. NTC and St. Francis 4K classes will join them, bringing all Merrill 4K classes to the library this school year. St. John students in grades 5-8 will visit the library each quarter to check out books. 10/7/23 AB.

A collaboration with PRMS 5th grade teacher Kristen Novitch is underway. We will provide the opportunity for all students to register for a library card. The goal is to schedule class visits twice this semester to see what we have to offer and allow the students time to check out books. 12/30/23. AB.

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

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

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

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

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

A program entitled "Herbal Medicine 101" was offered in September. Currently working with Monk Botanical Gardens to offer a Mushroom foraging program in 2024. Working with Chris Sprague to offer technology-based hands on programs to adults of all ages. Also offering various puzzle competitions for all ages throughout the year. 10/6/23 MP. STEAM activity bags are available the month of October in collaboration with the Wisconsin Science Festival.

Youth Services staff are putting together take-home STEAM kits for school age children. They will be available for pick up monthly. 12/30/23. AB.

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

Goal #5:

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

Objective 5.1: Revise and maintain the master capital plan for the library that focuses on areas not included in the City's 20-year capital plan

Measure: This plan will be placed on the library board agenda twice yearly to review progress and revise

Responsible staff: Library Director

Current Year : Latest Progress: Next Step: Review completed; building security and keyless entry upgrade to take place; carpet replacement rotation to begin. LO. 01/18/23. Evaluation of Space Needs Study and next steps brought forth to the trustees at the monthly board meeting on 6/21/2023. LO. 6/12/23.

PAST YEARS ARCHIVE: Review done 2/19 & 8/19; plan was reviewed at 8/20 Board meeting. Bathroom update project completed 11/20. Utilizing master plan for end of year funds available due to adjustments in activity and services with pandemic 12/20 SS. Review done 3/16/22; only major project in the coming year is repaving the public parking lot. JZ 3/22/22.

Objective 5.2: Reorganize and create new service points and staff spaces in order to better support learning and facilitate access to frequently used services, spaces, collections

Measure: Year one will address reorganization of Youth Services reference desk and circulation area. Year two will address evaluating & revising Adult Dept service desk area & 3D printer workspace.

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

Current Year : Latest Progress: Next Step:

Based upon research and evaluation of 3D printer workspace needs, the library will not purchase a 3D printer in the foreseeable future. LO. 05/30/23. Creation of small seating areas designed for small group reading and/or conversation. LO. 07/23.

PAST YEARS ARCHIVE: YS service desk and west YS furnishings/collections revised to create family friendly early learning space. Soft teen seating added in Fall 2019 with help of YJCC monies; more private comfortable seating spaces created. Library of Things reorganization at ARef to highlight items available for checkout to patrons. 2/1/2020 LO Board approved Foundation Phase of Space Needs Assessment 11/19; due to current pandemic, plans are suspended until prudent to resume. 11/20 New picture book display units (8) purchased to promote holiday and non-fiction picture book circulation. CF 12/8/20 New picture book display units (8 ordered 12/8/20) now scheduled for delivery the week of July 30, 2021. CF 7/8/21 Parenting collection weeded and relocated to shelving in family friendly space. STEM kit collection moved to shelving in early learning space to facilitate access to this popular new collection. CF 7/8/21. New announcement boards & pamphlet displays for Circulation to be installed for easy access and better visibility; LO 7/15/21. Evaluated and researched service desk replacements with final decision made to purchase mobile ergonomically designed touch-button height adjustability desk units from Yakety Yak Furniture. LO 11/30/21. New picture book bins are now being utilized to promote holiday and new read-along collection. AB 11/2/21. Replacement service desks for Youth Services and Adult Services have been received and will be installed this summer. LO 6/1/22. Learning Games have been reorganized and moved to the shelving unit in the play literacy area. AB 6/1/22. Friends of the Library perpetual book sale area relocated to circulation lounge area for greater exposure and available space. LO 6/1/2022.

Objective 5.3: Continue to explore partnerships with the schools and local agencies to address afterschool safety issues and use of library by all residents

Measure: Staff will continue to actively address afterschool issues

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

Current Year : Latest Progress: Next Step: B&G Club-Wausau Prairie River Middle School open and accepting students; open house on Monday, 2/13 @3:45PM; we will work with B&G Club to support programming opportunities. LO 01/18/2023. B&G Club is up and running at PRMS. We welcomed the group for a craft project this spring and will continue to support ongoing program opportunities. AB 6/9/23. Collaborative efforts initiated with adult care service agencies for programming designed for adults with special needs. LO. 06/13/2023. Continue to work with Believe and Achieve and Kindhearted to offer special needs story/craft time 2-3 times per month or as requested. MP 11/7/2023. YS staff is in contact with the PRMS librarian, who helps support the library, by sharing program opportunities. A B&G Club group will be visiting the library in February and taking part in our STEAM building program. 12/30/23 AB.

PAST YEARS ARCHIVE: CF participating in Youth Justice Collaborative Committee and Lincoln County After School Network to facilitate collaboration on after school programming with other area agencies. Community Liaison Position created in 2019-Position not yet filled but actively pursuing possible applicants 12/20; Position is essential with MAPS restructure plan for 2021-2022 school year. LO attended Trauma Informed Care Agency Strategic Planning Meeting to develop actions steps for services to be offered by area residents/patrons. 11/20 LO Community Liaison Position filled 2/21. CF 7/8/21. JZ and LO toured Boys & Girls Club of Wausau; meeting was held to discuss Merrill location and

Objective 5.4: Create movable spaces for patron use that are adaptable to user needs

Measure: Add collaborative spaces for small group use.

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

Current Year : Latest Progress: Next Step: MSR Design Space Needs Study Focus Group sessions set for Thursday, 2/25. LO 01/18/2023. Library of Things relocated to 1st floor to allow access and promote to all age groups. LO. 04/20/2023. Addition of puzzle station on 3rd floor Adult Services. LO. 06/2023.

PAST YEARS ARCHIVE: Casters placed on picture book display units to facilitate creation of large program space which worked well for summer events in 2019. Two new tables/with chairs sized for youth purchased and placed out on the YS floor Nov/Dec 2019 1/7/20 CF. Researching movable furniture that offer opportunities for small group meetings via use of seating with movable panels, etc. - ongoing and in conjunction with Space Needs Study; LO 07/21. Furniture placement in Adult Services for small group conversation. LO 6/1/2022.

Objective 5.5: Continue to serve and strengthen the community by providing meals while promoting library services to youth and families

Measure: Offer summer meal program annually. Increase participation by 1% annually.

Responsible staff: Assistant Director/Head of Youth Services

Current Year : Latest Progress: Next Step: We are partnering with Christ United Methodist Church, the Kids Summer Food Program Site, and will provide free books to children and teens picking up lunches. AB 6/9/23. Investigating the possibility of offering Cooking 101 classes through the ADRC and other venues. Also working with Kyle to plan a "Cookbook club." MP

6/12/2023. Initiated on-going collaboration with the Food Pantry to order after school snacks. Kwik Trip donated funds to purchase fresh fruit as additional after school snack offerings.
11/6/23 AB. This summer we will continue partnering with Christ United Methodist Church, the Kids Summer Food Program site, and will provide books for kids and teens picking up lunches.
12/30/23. AB.

PAST YEARS ARCHIVE: CF initiated contract with DPI to become a Summer Food Service Program Site. 327 meals were served summer of 2019. Collaboration with Food Pantry now permits Library to order after school snacks starting Fall 2019. CF 2020 Summer Food Service Program served 225 meals...decline in numbers due to COVID and inability to serve meals in the Library building. CF 12/8/20 In preliminary discussions for meals in Summer 2021. 1/21 SS T. B. Scott approved as Summer Food Service Program site for grab and go meals summer 2021. Meals being served M - W June 8 through July 21. To date 253 meals served. CF 7/8/21. 2021 Food Service Program served 364 meals. AB 11/2/21. For summer 2022, we are partnering with area churches providing free meals for kids and teens June-August. Christ United Methodist Church parking lot will be the Summer Food Service Program Site, while the library will provide free books to give away to children. JZ 6/1/2022

Managing the Library's Money

The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see [Trustee Essential #8: Developing the Library Budget](#)).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See [Trustee Essential #8: Developing the Library Budget](#).)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

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In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
5. The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board.

Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at <http://dpi.wi.gov/pld/data-reports/annual-report>. A *Sample Trust/Gift Fund Report* is attached.

Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

Sources of Additional Information

- [*Sample Trust/Gift Fund Report*](#)
- 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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Sample Library Trust / Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See *Trustee Essential* #9 for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds under library board control, including transfers to foundations.

Date		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expenditures	Balance
	Anytown Natl. Bank					
	CD #123456					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	Village Donation Account	\$ 800	\$ 1,450		\$ (1,200)	\$ 1,050
	Donations Trans- ferred to Community Foundation	\$ 3,700	\$ 1,200			\$ 4,900
	Anytown Natl. Bank					
	checking acct. #123456					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
Yearly total for all accounts		\$ 10,500	\$ 3,750	\$ 300	\$ (2,200)	\$ 12,350

Library Director's Report – January 17, 2024

Events

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

Here are some highlights of library programming:

- 4-week Watercolor Class began on Tuesday, January 9, 2024, 10AM-12PM and will continue through Tuesday, January 30. Knitting for Beginners was held on Thursday, January 11, 2024, 5-7PM
- Real Writer's Group continues to meet monthly with Author Chats
- Storytime for Adults with Special Needs is a hit and will continue indefinitely. We currently have members from Believe and Achieve Day Care Center, Kindhearted Home Care Center, and Opportunity Development Center that regularly come for Storytime and a hands-on activity.
- Brain Health Basics facilitated by the ADRC, Tuesday, January 23, 2024, 3-4:30PM
- Critics Choice Movie, Wednesday, January 24, 2024, 1PM.
- Start with Art: Woodson Art Museum is back on Wednesday, January 24, 2024, 10:30-11:30AM.
- Judicare Legal Clinic, Monday, February 5, 2024, 12:30-4:30PM
- Building Merrill Together Community READ facilitated by the Merrill AAC begins on Tuesday, February 6, 2024,
- Family Storytime on Wednesdays from 10:30-11:30AM
- Wiggle, Giggle, Shake on Fridays from 10:30-11:30AM

WVLS

- Nothing to report from Diane Peterson, our WVLS representative.

Friends of the Library

- Nothing to report.

Library Director's Report

- Staff Development Day consisted of team building activities and Libby training for all staff. It was a great way to start the New Year. The Library administration team and staff would like to thank the Library Board of Trustees for their continued support. Training that is provided during staff development days each year offers opportunities for staff to learn new things and review procedures already in place to better serve the community.
- The 2024-2028 Strategic Plan process continues to move forward as the Community Survey Report is reviewed at the January 2024 Library Board of Trustees Meeting. Next steps will be: 1) Creation of Goals & Objectives by Library Administration Team for review by the Library Board of Trustees at the April 2024 Meeting.
- It is a busy time of year at the library as we close out 2023 and gear up for the Wisconsin Department of Public Instruction Public Library Annual Report completion. Deadline for completion and submission to the State is Thursday, February 22, 2024. Board of Trustees approval will be slated for the February 21, 2024, Board Meeting.
- The Northern Wisconsin ILS Consortium Exploration (NICE) Team Project continues. Subcommittees continue to meet as the evaluation continues of the feasibility of the Wisconsin Valley Library System and Northern Waters Library System merger into one library system. Nothing more to report at this time.
- Save the date: Saturday, February 24, 2024, @5PM. T.B. Scott Free Library Staff and Board Member Gathering