



## CITY OF MERRILL

### LIBRARY BOARD

AGENDA • WEDNESDAY, MARCH 27, 2024

**Regular Meeting**

**Community Room**

**4:00 PM**

#### **I. Opening**

1. Call to order and roll call
2. Correspondence
3. Public comment

#### **II. Consent Items**

1. Minutes of regular meeting of February 21, 2024
2. Unaudited Monthly Revenue & Expense Reports for February 2024
3. Monthly Statistical Report for February 2024

#### **III. Reports/Discussion Items/Action Items**

1. Action Item: Review and approval of Animals in the Library Policy
2. Action Item: Review and approval of Loan Policy
3. Action Item: Endowment Fund Request to Purchase Family Computer Workstation
4. Action Item: Endowment Fund Request to Purchase Lawn Mower for Library Property
5. Action Item: Approval of Jane Zander Trust Account Report as reported by Richard Mamer at the February 2024 Board of Trustees Meeting
6. Discussion Item: 2023 T.B. Scott Free Library Local Annual Report
7. Discussion Item: MSR Design/Local Contractor Youth Services Project Update
8. Strategic Plan Goals & Objectives #2 Review
9. Wisconsin Trustee Essential #10: Developing Essential Library Policies

#### **IV. Library Director's Report**

#### **V. President's Remarks**

#### **VI. Date and Time of Next Meeting**

#### **VII. Adjournment**

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

The Library is accessible to the physically disadvantaged. If special accommodation is needed, please contact the library at the number listed above.

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

**T. B. Scott Free Library · Board of Trustees**  
Minutes of the Regular Meeting February 21, 2024

**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, Ryan Martinovici, Elizabeth McCrank, Richard Mamer, Darcy Dalsky, Audrey Huftel. Unexcused: Michael Caylor. Also present: Laurie Ollhoff, Andrea Bennett, Kyle Gulke, and camera operator.

No correspondence to report.

No public comment was made.

**Consent items**

**E. McCrank/ R. Martinovici/C** to approve the minutes of the regular meeting of January 17, 2024.

**R. Martinovici/ E. McCrank/C** to accept the monthly Unaudited Revenue and Expense Report for January 2024. E. McCrank addressed the process of payment for longevity and how it is handled should someone retire. L. Ollhoff provided clarification. No further discussion.

**E. McCrank/K. Breitenmoser/C** accept the Monthly Statistical Report for January 2024. E. McCrank referenced increased circulation numbers in all areas with recognition of the hard work by staff.

**Reports/discussion items/action items**

- A. R. Martinovici/K. Breitenmoser/C** to approve the Wisconsin Department of Public Instruction 2023 Annual Report. L. Ollhoff read the proposed Statement Concerning Public Library System Effectiveness for approval by the Board of Trustees. No further discussion.
- B. Jane Zander Trust Account Report** was given by R. Mamer. R. Mamer also made mention of other bequests made to the Library. This discussion item will be added to the March Agenda for approval to accept the Jane Zander Trust Account Report given at the February 21, 2024, Board of Trustees Meeting. No further discussion.
- C. MSR Design Youth Services Update** was provided by L. Ollhoff. City Maintenance Supervisor, N. Wszalek, is in communication with a local contractor. They are reviewing the schematics provided by MSR Design. L. Ollhoff indicated that she requested that an estimate be completed before the March Board of Trustees Meeting in order to provide project numbers to the Board members.
- D. Library Board of Trustees Member Appointments** was addressed by M. Geisler. In anticipation of the retirement of R. Mamer from the Library Board of Trustees, a search for his replacement has been ongoing. D. Dalsky has agreed to take on the responsibility of Financial Secretary. City resident, Barbara Rothlisberg, has expressed interest in being a member of the Library Board. As a result, a recommendation for a new city-appointed board member will be made by L. Ollhoff to Mayor Hass for appointment approval at an upcoming City Council meeting. No further discussion.
- E. Strategic Plan Goals and Objectives #1.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #1. No further discussion.
- F. Wisconsin Trustee Essential #10.** Developing Essential Library Policies. L. Ollhoff provided copies of Trustee Essential #10 for review and questions. No further discussion.

**Library Director's Report**

- Library program highlights were provided. Lot is going on at the Library.
- Circulation Department upgrades are underway. Carpet has been replaced with laminate flooring. Additional upgrades continue.
- Staff Development held on Monday, February 19, focused on health and wellness of the mind, body, and spirit, which is beneficial for staff working with the public on a daily basis.

- Staff Casual Friday Donations hit an all-time high in 2023. These funds are shared with numerous non-profits in the area.
- The Northern Wisconsin ILS Consortium Exploration continues to move forward with subcommittee appointments to determine feasibility of a system merger. Details were provided related to the timeline and the decision-making process that is in place. E. McCrank inquired about the size of the collection should the two systems merge. L. Ollhoff will obtain those numbers to share at the next Board of Trustees meeting.
- Board members were reminded of the upcoming staff and board social gathering.

**President's remarks**

- Thank you to everyone.

**K. Breitenmoser/A. Huftel/C** to move the next regular business meeting of the Board of Trustees to March 27, 2023, at 4:00 p.m. in order to ensure a quorum. Discussion included numerous Board members indicating they would be out of town as a result of Spring Break in the local school district.

**R. Martinovici/E. McCrank/C** moved to adjourn the meeting at 4:32 p.m. The next regular business meeting of the Board of Trustees is scheduled for March 27, 2024, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,  
Laurie Ollhoff, Secretary

Meeting recording: [https://youtu.be/MM\\_7l6ypexI?si=IWD-Mm6\\_O6WzqT35](https://youtu.be/MM_7l6ypexI?si=IWD-Mm6_O6WzqT35)



CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2024

10 -General Fund  
Library

|                                         | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-----------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>REVENUES</u>                         |                  |                   |                 |                |                   |
| =====                                   |                  |                   |                 |                |                   |
| <u>Intergovernmental</u>                |                  |                   |                 |                |                   |
| 45110-43215 Federal Grants              | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-43220 Library CARES Grant         | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-43510 CARES - COVID-19 Reimb      | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-43514 State of WI Grants          | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-43515 Federal ARPA - Am Rescue    | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-43517 WI Humanities Council       | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-43790 County Library Aid          | 445,104.29       | 0.00              | 0.00            | 0.00           | 445,104.29        |
| TOTAL Intergovernmental                 | 445,104.29       | 0.00              | 0.00            | 0.00           | 445,104.29        |
| <u>Public Charges-Services</u>          |                  |                   |                 |                |                   |
| 45110-46710 Library Revenue             | 3,000.00         | 240.55            | 567.98          | 18.93          | 2,432.02          |
| TOTAL Public Charges-Services           | 3,000.00         | 240.55            | 567.98          | 18.93          | 2,432.02          |
| <u>Miscellaneous Revenues</u>           |                  |                   |                 |                |                   |
| 45110-48023 Sale - Library Furniture    | 0.00             | 120.00            | 120.00          | 0.00           | ( 120.00)         |
| 45110-48400 Library Endowment Reimb.    | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-48450 Insurance Reimbursement     | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-48455 Friends of Lib. Reimb.      | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-48475 Library Programs Revenue    | 0.00             | 582.30            | 582.30          | 0.00           | ( 582.30)         |
| 45110-48492 Merrill Foundation Donation | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-48500 Grant - Mead Witter         | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-48525 Grant - Community Liaison   | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-48555 Grant - WVLS System Aid     | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-48750 Grant - Walmart             | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 45110-48999 Focus on Energy Grants      | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Miscellaneous Revenues            | 0.00             | 702.30            | 702.30          | 0.00           | ( 702.30)         |
| TOTAL REVENUES                          | 448,104.29       | 942.85            | 1,270.28        | 0.28           | 446,834.01        |
| <u>EXPENDITURES</u>                     |                  |                   |                 |                |                   |
| =====                                   |                  |                   |                 |                |                   |
| <u>Personnel Services</u>               |                  |                   |                 |                |                   |
| 55110-01-11000 Salaries - Regular       | 187,920.00       | 14,455.36         | 21,683.76       | 11.54          | 166,236.24        |
| 55110-01-11020 Wages - COVID Functions  | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-01-21000 Wages - Perm - Regular   | 443,105.00       | 33,876.65         | 50,875.88       | 11.48          | 392,229.12        |
| 55110-01-22000 Overtime                 | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-01-23000 Longevity                | 3,572.00         | 0.00              | 0.00            | 0.00           | 3,572.00          |
| 55110-01-51000 Social Security          | 48,547.00        | 3,586.91          | 7,188.56        | 14.81          | 41,358.44         |
| 55110-01-52000 Retirement (WRS)         | 36,770.00        | 3,072.94          | 6,159.21        | 16.75          | 30,610.79         |
| 55110-01-52500 Prior Service-Debt Serv. | 3,934.00         | 0.00              | 3,934.00        | 100.00         | 0.00              |
| 55110-01-54000 Health Insurance         | 83,902.00        | 5,696.95          | 11,393.92       | 13.58          | 72,508.08         |
| 55110-01-55000 Life Insurance           | 3,936.00         | 0.00              | 309.15          | 7.85           | 3,626.85          |
| TOTAL Personnel Services                | 811,686.00       | 60,688.82         | 101,544.48      | 12.51          | 710,141.52        |

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2024

10 -General Fund  
Library

|                                          | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>Contractual Services</u>              |                  |                   |                 |                |                   |
| 55110-02-11500 Outside Legal             | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-02-15000 Contract Services         | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-02-15500 Snow Removal Services     | 700.00           | 0.00              | 0.00            | 0.00           | 700.00            |
| 55110-02-16000 Elevator Contract/Inspect | 3,300.00         | 0.00              | 0.00            | 0.00           | 3,300.00          |
| 55110-02-16250 HVAC Service              | 400.00           | 0.00              | 0.00            | 0.00           | 400.00            |
| 55110-02-16500 Fire/Security System Cont | 2,600.00         | 0.00              | 0.00            | 0.00           | 2,600.00          |
| 55110-02-21000 Water and Sewer           | 1,600.00         | 0.00              | 0.00            | 0.00           | 1,600.00          |
| 55110-02-22000 Electric                  | 30,000.00        | 1,939.54          | 3,702.01        | 12.34          | 26,297.99         |
| 55110-02-22500 Fuel - Natural Gas        | 30,000.00        | 1,310.82          | 2,645.62        | 8.82           | 27,354.38         |
| 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         | 218.13            | 421.64          | 12.40          | 2,978.36          |
| 55110-02-23500 Misc Facility/Equip Servi | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-02-25000 Telephone                 | 2,000.00         | 98.18             | 196.36          | 9.82           | 1,803.64          |
| 55110-02-26000 Office Equipment Service  | 500.00           | 0.00              | 0.00            | 0.00           | 500.00            |
| 55110-02-27000 Lost-Damaged Materials    | 0.00             | 124.74            | 124.74          | 0.00           | ( 124.74)         |
| TOTAL Contractual Services               | 74,500.00        | 3,691.41          | 7,090.37        | 9.52           | 67,409.63         |
| <u>Supplies &amp; Expenses</u>           |                  |                   |                 |                |                   |
| 55110-03-10000 Office Supplies           | 1,800.00         | 435.43            | 435.43          | 24.19          | 1,364.57          |
| 55110-03-10500 Library Supplies          | 8,000.00         | 912.68            | 1,075.40        | 13.44          | 6,924.60          |
| 55110-03-11000 Postage                   | 1,200.00         | 0.00              | 3.92            | 0.33           | 1,196.08          |
| 55110-03-13000 Copier/Printing           | 300.00           | 0.00              | 0.00            | 0.00           | 300.00            |
| 55110-03-21000 Membership Dues           | 400.00           | 0.00              | 0.00            | 0.00           | 400.00            |
| 55110-03-30500 Mileage                   | 1,000.00         | 33.17             | 33.17           | 3.32           | 966.83            |
| 55110-03-31000 Misc. - Petty Cash        | 0.00             | 125.00            | 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         | 15.71             | 15.71           | 0.79           | 1,984.29          |
| 55110-03-32001 Misc Rev - Educ & Conf    | 0.00             | 182.26            | 810.37          | 0.00           | ( 810.37)         |
| 55110-03-41000 Public Relations/Publicit | 2,000.00         | 0.00              | 0.00            | 0.00           | 2,000.00          |
| 55110-03-41001 Misc Rev - Publicity      | 0.00             | 349.00            | 349.00          | 0.00           | ( 349.00)         |
| 55110-03-41250 Programming - Adult       | 7,000.00         | 634.43            | 666.40          | 9.52           | 6,333.60          |
| 55110-03-41251 Misc Rev-Programming Adul | 0.00             | 502.13            | 502.13          | 0.00           | ( 502.13)         |
| 55110-03-41500 Programming - Youth       | 7,500.00         | 868.75            | 1,168.75        | 15.58          | 6,331.25          |
| 55110-03-41501 Misc Rev-Programming-Yout | 0.00             | 0.00              | 339.43          | 0.00           | ( 339.43)         |
| 55110-03-41750 Hospitality               | 300.00           | 19.08             | 19.08           | 6.36           | 280.92            |
| 55110-03-41751 Misc Rev-Hospitality      | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-03-44000 Janitor Supplies          | 6,000.00         | 35.78             | 361.63          | 6.03           | 5,638.37          |
| 55110-03-50000 M/R-General Repair/Maint. | 4,000.00         | 171.39            | 171.39          | 4.28           | 3,828.61          |
| 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         | 10,000.00        | 583.33            | 583.33          | 5.83           | 9,416.67          |
| 55110-03-50750 M/R- Equipment Maint.     | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Supplies & Expenses                | 51,500.00        | 4,868.14          | 6,535.14        | 12.69          | 44,964.86         |
| <u>Fixed Charges</u>                     |                  |                   |                 |                |                   |
| 55110-05-10000 Ins.-Property, Liability, | 12,000.00        | 126.00            | 126.00          | 1.05           | 11,874.00         |
| 55110-05-50220 COVID-19 Expense          | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Fixed Charges                      | 12,000.00        | 126.00            | 126.00          | 1.05           | 11,874.00         |

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2024

10 -General Fund  
Library

|                                          | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <u>Capital Outlay</u>                    |                  |                   |                 |                |                   |
| 55110-08-50000 Special/Major Projects    | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-08-50001 Misc Rev-Special/Major Pr | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-08-50500 Capital Equipment/Outlay  | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-08-50501 Misc Rev-Capital Equip/Ou | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-08-57500 Property Damages          | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Capital Outlay                     | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| <u>Print Media - Library</u>             |                  |                   |                 |                |                   |
| 55110-13-10000 Adult Dept Fiction        | 9,500.00         | 910.67            | 1,111.14        | 11.70          | 8,388.86          |
| 55110-13-10100 Adult Dept Non-Fiction    | 10,000.00        | 114.13            | 344.17          | 3.44           | 9,655.83          |
| 55110-13-10200 Adult Dept Paperbacks     | 750.00           | 104.41            | 104.41          | 13.92          | 645.59            |
| 55110-13-10300 Adult Dept Reference      | 500.00           | 0.00              | 0.00            | 0.00           | 500.00            |
| 55110-13-10400 Adult Dept Large Print    | 4,300.00         | 469.60            | 592.12          | 13.77          | 3,707.88          |
| 55110-13-20000 Youth Children's Books    | 16,000.00        | 1,906.03          | 3,926.82        | 24.54          | 12,073.18         |
| 55110-13-20100 Young Adult Books         | 2,500.00         | 745.42            | 745.42          | 29.82          | 1,754.58          |
| 55110-13-20200 Youth Services Reference  | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-13-30000 Standing Orders           | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-13-40000 Professional Books        | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-13-50000 Magazines/Periodicals     | 5,000.00         | 80.00             | 80.00           | 1.60           | 4,920.00          |
| 55110-13-60000 Pamphlets                 | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-13-75000 Misc Rev - Print          | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Print Media - Library              | 48,550.00        | 4,330.26          | 6,904.08        | 14.22          | 41,645.92         |
| <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    | 2,000.00         | 0.00              | 42.33           | 2.12           | 1,957.67          |
| 55110-14-10200 Adult Dept CDs            | 800.00           | 63.32             | 63.32           | 7.92           | 736.68            |
| 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           | 2,500.00         | 200.58            | 200.58          | 8.02           | 2,299.42          |
| 55110-14-10500 Adult Dept Videos         | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-14-20000 Youth Audiobooks & CDs    | 1,500.00         | 0.00              | 0.00            | 0.00           | 1,500.00          |
| 55110-14-20100 Youth Videos, DVDs & CD-R | 750.00           | 76.80             | 76.80           | 10.24          | 673.20            |
| 55110-14-30000 Microfilm                 | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-14-40000 Learning Games/Story Boxe | 500.00           | 18.00             | 18.00           | 3.60           | 482.00            |
| 55110-14-45000 Ebooks/Digital Content    | 6,200.00         | 0.00              | 0.00            | 0.00           | 6,200.00          |
| 55110-14-45001 Misc Rev-Ebooks/Digital   | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-14-45900 Misc Rev - Non-Print      | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Non-Print Media-Library            | 14,250.00        | 358.70            | 401.03          | 2.81           | 13,848.97         |
| <u>Technology</u>                        |                  |                   |                 |                |                   |
| 55110-15-30000 ARPA - 2022 Allocation    | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-15-31000 Computer Supplies         | 1,900.00         | 0.00              | 0.00            | 0.00           | 1,900.00          |
| 55110-15-32000 Library CARES IT Expense  | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-15-32750 T1/Internet Access        | 4,170.00         | 0.00              | 0.00            | 0.00           | 4,170.00          |
| 55110-15-32900 Charter Fiber-VOIP        | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-15-40000 Computer/Network Maintena | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| 55110-15-42500 Computer Equipment        | 10,000.00        | 0.00              | 0.00            | 0.00           | 10,000.00         |
| 55110-15-47500 Software/Upgrades         | 4,000.00         | 102.48            | 120.48          | 3.01           | 3,879.52          |
| 55110-15-70000 V-Cat Shared Automation   | 18,000.00        | 0.00              | 0.00            | 0.00           | 18,000.00         |

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 202410 -General Fund  
Library

|                                     | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| 55110-15-71000 Computer Contingency | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Technology                    | 38,070.00        | 102.48            | 120.48          | 0.32           | 37,949.52         |
| <hr/>                               |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                  | 1,050,556.00     | 74,165.81         | 122,721.58      | 11.68          | 927,834.42        |
| REVENUES OVER/(UNDER) EXPENDITURES  | ( 602,451.71)    | ( 73,222.96)      | ( 121,451.30)   | 0.00           | ( 481,000.41)     |

**Monthly Statistical Report**  
**T.B. Scott Free Library**  
**February 2024**

| LIBRARY ACTIVITY                      | Feb 2024 | Feb 2023 | % Change | Feb 2022 | % Change | YTD 2024 | YTD 2023 | % Change |
|---------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Library Facility Traffic              | 6,014    | 4,049    | 48.5%    | 3,361    | 78.9%    | 11,179   | 8,144    | 37.3%    |
| Average Daily Traffic                 | 251      | 176      | 42.6%    | 146      | 71.9%    | 232.90   | 167      | 39.5%    |
| Meetings Held                         | 22       | 7        | 214.3%   | 7        | 214.3%   | 44       | 14       | 214.3%   |
| Attendance                            | 95       | 26       | 265.4%   | 77       | 23.4%    | 191      | 83       | 130.1%   |
| Classes/Groups w/o Program Attendance | 19       | 7        | 171.4%   | 9        | 111.1%   | 27       | 16       | 68.8%    |
|                                       | 336      | 152      | 121.1%   | 148      | 127.0%   | 523      | 355      | 47.3%    |
| New Card Registrations                | 79       | 44       | 79.5%    | 30       | 163.3%   | 119      | 86       | 38.4%    |
| Volunteer Hours Worked                | 16       | 10       | 60.0%    | 12       | 33.3%    | 40       | 32       | 25.0%    |

| TECHNOLOGY USE     | Feb 2024 | Feb 2023 | % Change | Feb 2022 | % Change | YTD 2024 | YTD 2023 | % Change |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Wireless Use       | 1,438    | 1,298    | 10.8%    | 508      | 183.1%   | 2,896    | 2,456    | 17.9%    |
| Internet Computers |          |          |          |          |          |          |          |          |
| Adult              | 358      | 313      | 14.4%    | 264      | 35.6%    | 678      | 702      | -3.4%    |
| Youth              | 68       | 49       | 38.8%    | 16       | 325.0%   | 111      | 109      | 1.8%     |
| Other Computers    |          |          |          |          |          |          |          |          |
| Adult              | -        | -        | N/A      | -        | N/A      | -        | -        | N/A      |
| Youth              | 129      | 52       | 148.1%   | N/G**    | N/A      | 214      | 89       | 140.4%   |
| TOTAL USE          | 555      | 414      | 34.1%    | 280      | 98.2%    | 1,003    | 900      | 11.4%    |

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

| PROGRAMS           | Feb 2024 | Feb 2023 | % Change | Feb 2022 | % Change | YTD 2024 | YTD 2023 | % Change |
|--------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Programs Given     |          |          |          |          |          |          |          |          |
| Adult              | 19       | 8        | 137.5%   | 2        | 850.0%   | 36       | 12       | 200.0%   |
| General Interest   | 3        | N/A      | N/A      | N/A      | N/A      | 6        | N/A      | N/A      |
| Youth              | 11       | 6        | 83.3%    | 4        | 175.0%   | 17       | 14       | 21.4%    |
| TOTAL              | 33       | 14       | 135.7%   | 6        | 450.0%   | 59       | 26       | 126.9%   |
| Program Attendance |          |          |          |          |          |          |          |          |
| Adult              | 230      | 122      | 88.5%    | 4        | 5650.0%  | 400      | 174      | 129.9%   |
| General Interest   | 17       | N/A      | N/A      | N/A      | N/A      | 44       | N/A      | N/A      |
| Youth              | 228      | 103      | 121.4%   | 14       | 1528.6%  | 335      | 257      | 30.4%    |
| TOTAL              | 475      | 225      | 111.1%   | 18       | 2538.9%  | 779      | 431      | 80.7%    |

**Self-Directed Activities**

|                                | Date | #  |
|--------------------------------|------|----|
| Little Bluebirds Club          |      | 11 |
| Activity Bags - Preschool      |      | 75 |
| STEAM Kits                     |      | 32 |
| Scavenger Hunt - Animal Tracks |      | 95 |
| Scavenger Hunt - Leap Year     |      | 91 |

**Adult**

|                                             | Date      | #  |
|---------------------------------------------|-----------|----|
| 1 on 1 Tech Help (9 sessions)               |           | 12 |
| Believe and Achieve (2 sessions)            |           | 12 |
| Kindhearted (4 sessions)                    |           | 90 |
| Opportunity Development Center (2 sessions) |           | 23 |
| Community Read (2 sessions)                 |           | 11 |
| Judicare Legal Aid                          | 2/5/2024  | 7  |
| Estate Planning w/Mandy Roberts             | 2/13/2024 | 19 |
| Cover to Cover Book Club                    | 2/15/2024 | 6  |
| Adult Puzzle Competition                    | 2/17/2024 | 18 |
| Back to Tech                                | 2/22/2024 | 4  |
| Intro to Meditation w/Amanda Greene         | 2/23/2024 | 0  |
| Mind-Body-Soul Connection w/Amanda Greene   | 2/24/2024 | 4  |
| Legends and Lore of Winter w/Chad Lewis     | 2/27/2024 | 17 |

**Outreach**

|                       | Date      | #  |
|-----------------------|-----------|----|
| Critic's Choice Movie | 2/28/2024 | 19 |

**Teen**

|  | Date | # |
|--|------|---|
|--|------|---|

**Youth**

|                                    | Date      | #  |
|------------------------------------|-----------|----|
| Family Storytime (3 sessions)      |           | 67 |
| Wiggle, Giggle, Shake (2 sessions) |           | 40 |
| Parkside Preschool                 | 2/6/2024  | 28 |
| Parkside/Trinity 4K                | 2/8/2024  | 35 |
| Parkside 4K                        | 2/8/2024  | 13 |
| Invitation to Build                | 2/13/2024 | 15 |
| Start With Art                     | 2/14/2024 | 27 |
| Boys & Girls Club- Build           | 2/15/2024 | 3  |

**General Interest**

|                    | Date      | #  |
|--------------------|-----------|----|
| Real Writers Group | 2/10/2024 | 11 |
| BYOB Club          | 2/14/2024 | 2  |
| Knit/Crochet Club  | 2/15/2024 | 4  |

## FEBRUARY 2024

| BORROWERS       |       | Feb 2024 | Feb 2023 | % Change | Feb 2022 | % Change |
|-----------------|-------|----------|----------|----------|----------|----------|
| City            | Adult | 3,597    | 3,919    | -8.2%    | 3,983    | -9.7%    |
|                 | Youth | 873      | 944      | -7.5%    | 1,006    | -13.2%   |
| County          | Adult | 3,211    | 3,380    | -5.0%    | 3,429    | -6.4%    |
|                 | Youth | 787      | 859      | -8.4%    | 876      | -10.2%   |
| Other           | Adult | 378      | 379      | -0.3%    | 360      | 5.0%     |
|                 | *ILL  | 450      | 439      | 2.5%     | 437      | 3.0%     |
|                 | Youth | 78       | 520      | -85.0%   | 73       | 6.8%     |
| TOTAL BORROWERS |       | 9,374    | 10,440   | -10.2%   | 10,164   | -7.8%    |

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

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

| DONATIONS             | Feb 2024 | Feb 2023 | Feb 2022 | YTD 2024 | YTD 2023 |
|-----------------------|----------|----------|----------|----------|----------|
| Endowment Fund        | \$ 123   | \$ -     | \$ 25    | \$ 1,267 | \$ 200   |
| Special Projects Fund | \$ 87    | \$ 225   | \$ -     | \$ 152   | \$ 660   |
| Gifts/Memorials       | \$ 187   | \$ 186   | \$ 568   | \$ 389   | \$ 406   |

| RESOURCE SHARING | Feb 2024 | Feb 2023 | % Change | Feb 2022 | % Change | YTD 2024 | YTD 2023 | % Change |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| V-Cat Received   | 1,261    | 1,448    | -12.9%   | 1,475    | -14.5%   | 2,593    | 2,950    | -12.1%   |
| V-Cat Sent       | 1,191    | 1,174    | 1.4%     | 1,337    | -10.9%   | 2,607    | 2,587    | 0.8%     |
| ILL Received     | 30       | 41       | -26.8%   | 28       | 7.1%     | 72       | 74       | -2.7%    |
| ILL Sent         | 114      | 117      | -2.6%    | 83       | 37.3%    | 206      | 222      | -7.2%    |

| CIRCULATION              |              | Feb 2024 | Feb 2023 | % Change | Feb 2022 | % Change | YTD 2024 | YTD 2023 | % Change |
|--------------------------|--------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Audiobooks               | Adult        | 185      | 65       | 184.6%   | 175      | 5.7%     | 369      | 240      | 53.8%    |
|                          | Youth        | 47       | 51       | -7.8%    | 64       | -26.6%   | 84       | 89       | -5.6%    |
| Books-Fiction            | Adult        | 2,313    | 2,630    | -12.1%   | 2,531    | -8.6%    | 4,902    | 5,154    | -4.9%    |
|                          | Youth        | 3,123    | 2,779    | 12.4%    | 2,418    | 29.2%    | 5,998    | 5,767    | 4.0%     |
| Books-Nonfiction         | Adult        | 1,020    | 1,129    | -9.7%    | 807      | 26.4%    | 2,081    | 2,237    | -7.0%    |
|                          | Youth        | 691      | 750      | -7.9%    | 590      | 17.1%    | 1,315    | 1,497    | -12.2%   |
| CDs/Cassettes            | Adult        | 112      | 333      | -66.4%   | 92       | 21.7%    | 272      | 490      | -44.5%   |
|                          | Youth        | 11       | 14       | -21.4%   | 45       | -75.6%   | 20       | 31       | -35.5%   |
| DVD/Blu-Ray/VHS          | Adult        | 723      | 880      | -17.8%   | 733      | -1.4%    | 1,600    | 1,809    | -11.6%   |
|                          | Youth        | 425      | 432      | -1.6%    | 268      | 58.6%    | 792      | 886      | -10.6%   |
| Games                    | Adult        | -        | 2        | -100.0%  | -        | N/A      | 2        | 3        | -33.3%   |
|                          | Youth        | 37       | 55       | -32.7%   | 10       | 270.0%   | 72       | 106      | -32.1%   |
| Magazines                | Adult        | 215      | 224      | -4.0%    | 242      | -11.2%   | 444      | 472      | -5.9%    |
|                          | Youth        | -        | -        | N/A      | -        | N/A      | -        | -        | N/A      |
| Other                    | Adult        | 67       | 52       | 28.8%    | 41       | 63.4%    | 153      | 126      | 21.4%    |
|                          | Youth        | 37       | 55       | -32.7%   | 18       | 105.6%   | 50       | 92       | -45.7%   |
| PHYSICAL ITEMS SUB TOTAL |              | 9,006    | 9,451    | -4.7%    | 8,034    | 12.1%    | 18,154   | 18,999   | -4.4%    |
| Digital Library          | Audiobooks   | 1,162    | 968      | 20.0%    | 870      | 33.6%    | 2,455    | 1,999    | 22.8%    |
|                          | eBooks       | 998      | 1,046    | -4.6%    | 1,071    | -6.8%    | 2,114    | 2,176    | -2.8%    |
|                          | Magazines    | 271      | 68       | 298.5%   | 95       | 185.3%   | 572      | 116      | 393.1%   |
|                          | Music/Videos | -        | -        | N/A      | 1        | N/A      | -        | -        | N/A      |
| DOWNLOADS SUB TOTAL      |              | 2,431    | 2,082    | 16.8%    | 2,037    | 19.3%    | 5,141    | 4,291    | 19.8%    |
| TOTAL CIRCULATION        |              | 11,437   | 11,533   | -0.8%    | 10,071   | 13.6%    | 23,295   | 23,290   | 0.0%     |

| MATERIALS CIRCULATING           | Feb 2023 | Feb 2022 | % Change | Feb 2021 | % Change | YTD 2023 | YTD 2022 | % Change |
|---------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| % Nonprint Materials Circulated | 18.3%    | 20.5%    | -11.0%   | 18.0%    | 1.4%     | 18.81%   | 20.4%    | -7.7%    |
| % Print Materials Circulated    | 81.7%    | 79.5%    | 2.8%     | 82.0%    | -0.3%    | 81.19%   | 79.6%    | 2.0%     |
| % Adult Materials Circulated    | 51.5%    | 56.2%    | -8.5%    | 57.5%    | -10.5%   | 54.11%   | 55.4%    | -2.4%    |
| % Youth Materials Circulated    | 48.5%    | 43.8%    | 10.9%    | 42.5%    | 14.2%    | 45.89%   | 44.6%    | 3.0%     |



# Policies

## **ANIMALS IN THE LIBRARY**

**Approved: 6/21/2006, 9/16/2009, 5/21/2014, 6/19/2019, 3/27/2024**

**Review Date: 2029**

### **SERVICE ANIMALS: DEFINED**

A person with a disability or a service animal trainer who is accompanied by a service animal is allowed full use of the library. Service animals include seeing eye or guide dogs, as well as any dog, signal dog, miniature horse, or other animal individually trained to provide assistance to an individual with a disability, regardless of whether the animal has been licensed or certified by a state or local government.

### **SERVICE ANIMALS: IDENTIFICATION**

Not all service animals wear special collars or harnesses. If staff are not certain that an animal is a service animal, they may ask the person who has the animal if it is a service animal required because of a disability and may ask what tasks the animal has been trained to perform. However, staff may not require special ID cards for the animal or ask about the person's disability.

### **SERVICE ANIMALS: RESPONSIBILITY**

The care or supervision of a service animal is the sole responsibility of its owner. A service animal may be excluded from the library if

- the animal is out of control and the animal's owner does not take effective action to control it, or
- the animal poses a direct threat to the health or safety of others.

The library may charge the owner of a service animal for damages caused by a service animal, just as it would charge non-disabled people for damages to library property.

### **ANIMALS OTHER THAN SERVICE ANIMALS**

While pets are not allowed in the library, "comfort" animals (that accompany people to lower their anxiety, also called "therapy" or "mental health" animals, usually without specific training other than obedience) may be allowed in the library at staff discretion, provided that the animal fully complies with all provisions of "Service Animals: Responsibility" stated above.

Animals other than service animals are also allowed in the library when they are part of library programming, such as the Read to a Dog program.

# Policies

## LOAN POLICY

**Approved:** 1/11/1978

**Reviewed and Revised:** 11/19/2003, 8/18/2004, 10/21/2009, 11/19/2014,  
08/21/2019, 03/27/2024

**Review Date:** 2029

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

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

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

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

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

Certain types of materials may be used in the library only, and will not be loaned, including reference materials, archival materials, **genealogy materials**, and microforms. **As stated in the previous paragraph, the following items will not be loaned to nonresidents of Lincoln County through the V-Cat Shared Automation Consortium or through the Wisconsin Interlibrary Loan System: Library of Things.**

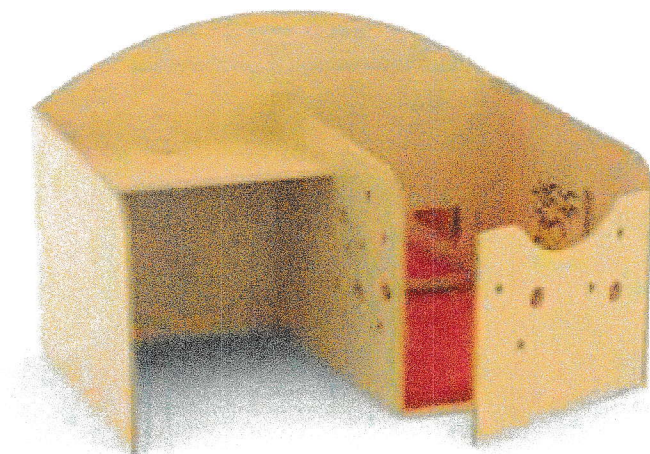
The use of the library and/or its services, including the loan of materials, may be denied if library policy or procedures are violated, including the following: failure to return library materials or pay penalties; destruction of library property; disturbance of other library users; or any objectionable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

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

**T.B. Scott Free Library  
Board of Trustees  
Endowment Fund Request  
Family Computer Workstation  
March 27, 2024**

To help meet the needs of parents/caregivers with young children, the Library has purchased a Family Workstation for use in the Youth Services Department. This family friendly workstation offers a convenient spot for parents to work while their baby or toddler is next to them in a safe and engaging play environment. The play space offers three sensory panels along with an acrylic mirror to engage and nurture developmental skills. An upholstered, cleanable mat is provided for comfort and a latched gate allows for easy access to the play area.

I respectfully request funding in the amount of \$4390.60, to cover the remaining balance of the Family Workstation. For our patrons who don't have access to the internet at home, the Library is essential. The addition of this workstation helps create a more accessible and inclusive environment for the whole family.







**TMC Furniture Inc.**

119 E. Ann St.  
Ann Arbor, MI 48104  
United States  
Phone: 734-622-0080  
Fax: 734-622-0088

**Credit Memo**

**Sold To:** T.B. Scott Free Library  
106 W. 1st St.  
Merrill, WI 54452  
United States

**Ship To:** T.B. Scott Free Library  
106 W. 1st St.  
Merrill, WI 54452  
United States

**Invoice Number:** 61598-1  
**Invoice Date:** 03/21/2024  
**Customer:** TBSC100

**Salesman:** House Account  
**Terms:** Net 15 Days

17137

| <u>Item</u>             | <u>Quantity</u> | <u>Description</u>            | <u>Revision</u> | <u>Unit Price</u>  | <u>Amount</u>      |
|-------------------------|-----------------|-------------------------------|-----------------|--------------------|--------------------|
| 1                       | 1               | DEPOSIT -                     |                 | -\$319.6000 / EA   | -\$319.60          |
| 2                       | 1               | DEPOSIT FOR FREIGHT CHARGES - |                 | -\$1,008.4000 / EA | -\$1,008.40        |
| <b>Sub-total:</b>       |                 |                               |                 |                    | <b>-\$1,328.00</b> |
| <b>Sales Tax:</b>       |                 |                               |                 |                    | <b>\$0.00</b>      |
| <b>Shipped Via TBD:</b> |                 |                               |                 |                    | <b>\$0.00</b>      |
| <b>Invoice Total:</b>   |                 |                               |                 |                    | <b>-\$1,328.00</b> |
| <b>Paid To Date:</b>    |                 |                               |                 |                    | <b>\$0.00</b>      |
| <b>Balance Due:</b>     |                 |                               |                 |                    | <b>-\$1,328.00</b> |

**TMC Furniture Inc.**

119 E. Ann St.  
Ann Arbor, MI 48104  
United States  
Phone: 734-622-0080  
Fax: 734-622-0088

**Invoice**

**Sold** T.B. Scott Free Library  
**To:** 106 W. 1st St.  
Merrill, WI 54452  
United States

**Ship** T.B. Scott Free Library  
**To:** 106 W. 1st St.  
Merrill, WI 54452  
United States

**Invoice Number:** 61598  
**Invoice Date:** 02/22/2024  
**Customer:** TBSC100

**Salesman:** House Account  
**Terms:** Net 15 Days

17137

| <u>Item</u>                 | <u>Quantity</u> | <u>Description</u>            | <u>Revision</u> | <u>Unit Price</u> | <u>Amount</u>            |
|-----------------------------|-----------------|-------------------------------|-----------------|-------------------|--------------------------|
| 1                           | 1               | DEPOSIT -                     |                 | \$4,710.2000 / EA | \$4,710.20               |
| 2                           | 1               | DEPOSIT FOR FREIGHT CHARGES - |                 | \$1,008.4000 / EA | \$1,008.40               |
| <b>Sub-total:</b>           |                 |                               |                 |                   | <b>\$5,718.60</b>        |
| <b>Sales Tax:</b>           |                 |                               |                 |                   | <b>\$0.00</b>            |
| <b>Shipped Via TBD:</b>     |                 |                               |                 |                   | <b>\$0.00</b>            |
| <b>Order Total:</b>         |                 |                               |                 |                   | <b>\$11,437.20</b>       |
| <b><i>Paid To Date:</i></b> |                 |                               |                 |                   | <b><i>\$5,718.60</i></b> |
| <b><i>Balance Due:</i></b>  |                 |                               |                 |                   | <b><i>\$5,718.60</i></b> |

**TMC Furniture Inc.**

119 E. Ann St.  
Ann Arbor, MI 48104  
Phone: 734-622-0080  
Fax: 734-622-0088

## Quotation

Quote T.B. Scott Free Library  
To: , WI

|               |            |               |                              |
|---------------|------------|---------------|------------------------------|
| Quote Number: | 17105      | Project Name: |                              |
| Quote Date:   | 12/01/2023 | Expires:      | 12/31/2023                   |
| Customer:     |            | Inquiry:      |                              |
| Salesman:     | UNKNOWN... | Terms:        | 50% Deposit, 50% Before Ship |
| Ship Via:     |            | Phone:        |                              |
|               |            | FAX:          |                              |

Thank you for the opportunity to submit this quote for WI-T.B. Scott Free Library.

| <u>Item</u> | <u>Part Number</u><br><u>Description</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <u>Revision</u> | <u>Quantity</u> | <u>Price</u>     |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------------|
| 1           | CFW4572MDGD3<br>Family Workstation - Single-Faced w/ ImPrinted Sides, Gate,<br>3 Learning Panels<br>Dimensions: 45 in. D x 72 in. W x 47.66 in. OH<br>Worksurface Dimensions: 22.75 in. D x 35 in. W x 29 in. H<br>Materials: .75 in. Maple Plywood w/ Maple Veneer<br>Worksurface Material: 1.25 in. Premium Particle Board w/<br>TMC Standard Laminate<br>Laminate: Wilsonart Fusion Maple 7909-60<br>(2) Exterior Walls Single-Sided ImPrinted Design: Garden<br>Landscape<br>Worksurface Edge: .125 in. Maple Edgebanding 20<br>Other Panel Edges: 1.6mm Maple Edgebanding 20<br>Back Panel Finish (Both Sides): Clear 01<br>All Other Panels Finish: Clear 01<br>CNC CutOuts on Middle Divider and Front Panel<br>(1) Upholstered Floor Mat, 3 in. Thick (Fabric Included)<br>Fabric: Momentum Sina Pearson Everywhere EPU<br>Fabric Color: Lime 76<br>Yardage Required per Unit: 2.5 Yards<br>MISC:<br>(1) Gate w/ Safety Lock, Scoop<br>(1) 3 in. Dia. Grommet A-G3 [White, Plastic] - Centered in<br>back of worksurface.<br>(1) Corner Wire Manager<br>(1) Wire Access Hole<br>PFFP TOPCOAT<br>Installation Instructions<br><br>(1) Custom Acrylic Play Mirror<br>Dimensions: 28 in. W x 14 in. H<br>Materials: .75 in. Baltic Birch w/ Maple Veneer & InSet<br>Acrylic Mirror<br>Frame Finish: Clear 01<br><br>Note(s):<br>- Mirror mounted on back panel; centered on child side.<br>- Inside of unit machined to accept (2) Learning Activity<br>Panels + (1) above the mirror. Price includes (1) Flat Style<br>panel, listed separately. |                 | 1               | \$6,346.8000 /EA |

Quote Number: 17105 (continued from page 1)

| Item | Part Number<br>Description                                                                                                                                                                                                                                                                                                                                                                        | Revision | Quantity | Price            |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|------------------|
| 2    | APC1616-BE01<br>Activity Panel - Buzzing Bees<br>Dimensions: 16 in. W x 16 in. H x 1 in. Thick<br>Material: Premium Maple Plywood w/ Maple Veneer<br>Edge: Plywood Edge Veneer<br>ImPrinted Design: Buzzing Bees<br>Activity Style: Sliding<br>Mounting Style: Taper Locks<br>Finish: Clear 01<br><br>Note: Price reflects upgrade from flat panel.                                               |          | 1        | \$150.0000 /EA   |
| 3    | APC1616-BF01<br>Activity Panel - Butterflies in Flight<br>Dimensions: 16 in. W x 16 in. H x 1 in. Thick<br>Material: Premium Maple Plywood with Maple Veneer<br>Edge: Plywood Edge Veneer<br>ImPrinted Design: Butterflies In Flight - Panel - IM00294<br>ImPrinted Design: Butterflies In Flight - Slider - IM00295<br>Activity Style: Slider<br>Mounting Style: Taper Locks<br>Finish: Clear 01 |          | 1        | \$651.0000 /EA   |
| 4    | APC1616-SD01<br>Activity Panel - Swimming Dogs<br>Dimensions: 16"W x 16"H x 1" Thick<br>Material: Premium Maple Plywood with Maple Veneer<br>Edge: Plywood Edge Veneer<br>Imprinted Design: Swimming Dogs<br>Activity Style: Sliding<br>Mounting Style: Taper Locks<br>Finish: Clear 01                                                                                                           |          | 1        | \$651.0000 /EA   |
| 5    | APC1616-PW01<br>Activity Panel - Tractor Plowing<br>Dimensions: 16 in. W x 16 in. H x 1 in. Thick<br>Material: Premium Maple Plywood w/ Maple Veneer<br>Edge: Plywood Edge Veneer<br>ImPrinted Design: Tractor Plowing<br>Activity Style: Sliding<br>Mounting Style: Taper Locks<br>Finish: Clear 01                                                                                              |          | 1        | \$651.0000 /EA   |
| 6    | APC1616-LN01<br>Activity Panel - Little Naturalist Activity Panel<br>Dimensions: 16 in. W x 16 in. H x 1 in. Thick<br>Material: Premium Maple Plywood with Maple Veneer<br>Edge: Plywood Edge Veneer<br>ImPrinted Design: Little Naturalist<br>Activity Style: Slider<br>Mounting Style: Taper Locks<br>Finish: Clear 01                                                                          |          | 1        | \$651.0000 /EA   |
| 7    | FREIGHT<br>Freight Charges<br>Special Services Included - Limited Access (Library) and<br>Liftgate<br><br>If Needed, Add:<br>Call Before Delivery - \$50<br>Inside Delivery - \$200                                                                                                                                                                                                               |          | 1        | \$1,008.4000 /EA |

**Total: \$10,109.20**

Notes:

All prices are Net.  
Quotes are valid for 30 days.  
Freight and Crating are included.  
Installation is NOT included.  
All shipments are FOB our factory in Grand Rapids, MI.



Quote Number: 17105 (continued from page 2)

| <u>Item</u> | <u>Part Number</u><br><u>Description</u> | <u>Revision</u> | <u>Quantity</u> | <u>Price</u> |
|-------------|------------------------------------------|-----------------|-----------------|--------------|
|-------------|------------------------------------------|-----------------|-----------------|--------------|

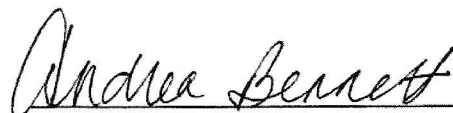
Some materials and designs may still need to be specified; prices may vary.

Terms for first time or custom orders require a 50% payment to process, with the balance due prior to shipping. International orders are 100% payment prior to processing.

Credit terms for domestic orders are Net 15 days from shipment date after credit approval.

Lead times vary. Allow at least 10 weeks lead-time from receipt of Approvals and Deposit; add 4-6 weeks for custom.

It is the customer's responsibility to make sure this quote accurately reflects customer drawings and written specifications. We reserve the right to modify this quote due to errors and omissions.



By Christina Kirwin  
TMC Furniture Inc.

# POWER HOUSE LAWN & LEISURE

2500 E Main St  
Merrill, Wisconsin, 54452  
United States  
7157220232

## Quote

03/19/2024 10:56 am

Quote #: 154  
Ticket: 220000007532  
Register: Front Counter Register  
Employee: Dave  
Company: T B Scott Free Library  
Customer: T B Scott Free Library  
Address: 106 West 1st Street, Merrill, WI, 54452,  
Mobile: 715-536-7191  
Email: nick.wszalek@ci.merrill.wi.us (Primary)

| Items                                                                                                       | #         | Price            |
|-------------------------------------------------------------------------------------------------------------|-----------|------------------|
| <b>Gravely 991270 ZTHD 52..w/Kawasaki V-Twin Engine*</b>                                                    |           |                  |
| Retail \$7434.00                                                                                            | 1 x       | \$6199.00        |
| Your Price \$6199.00 *                                                                                      | \$6199.00 | \$6199.00        |
| Man. SKU: 991270                                                                                            |           |                  |
| <b>Set/Up Prep ZERO - Includes uncrating, seat and lever installation, hook up battery, adust tracking*</b> | 1 x       | \$50.00          |
| Man. SKU: 99990                                                                                             | \$50.00   | \$50.00          |
| Subtotal                                                                                                    |           | \$6249.00        |
| Total Tax                                                                                                   |           | \$0.00           |
| <b>Total</b>                                                                                                |           | <b>\$6249.00</b> |

\* No Tax Applied  
Thank You T B Scott Free Library !





# IS ELEMENTAL



J.B. Scott

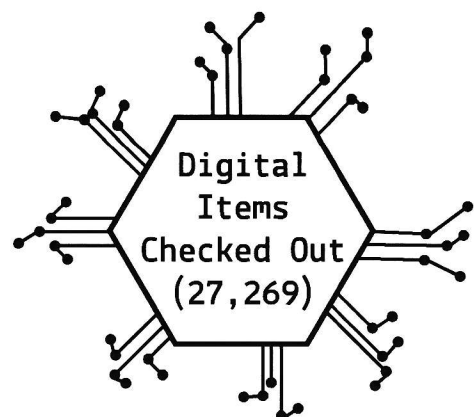
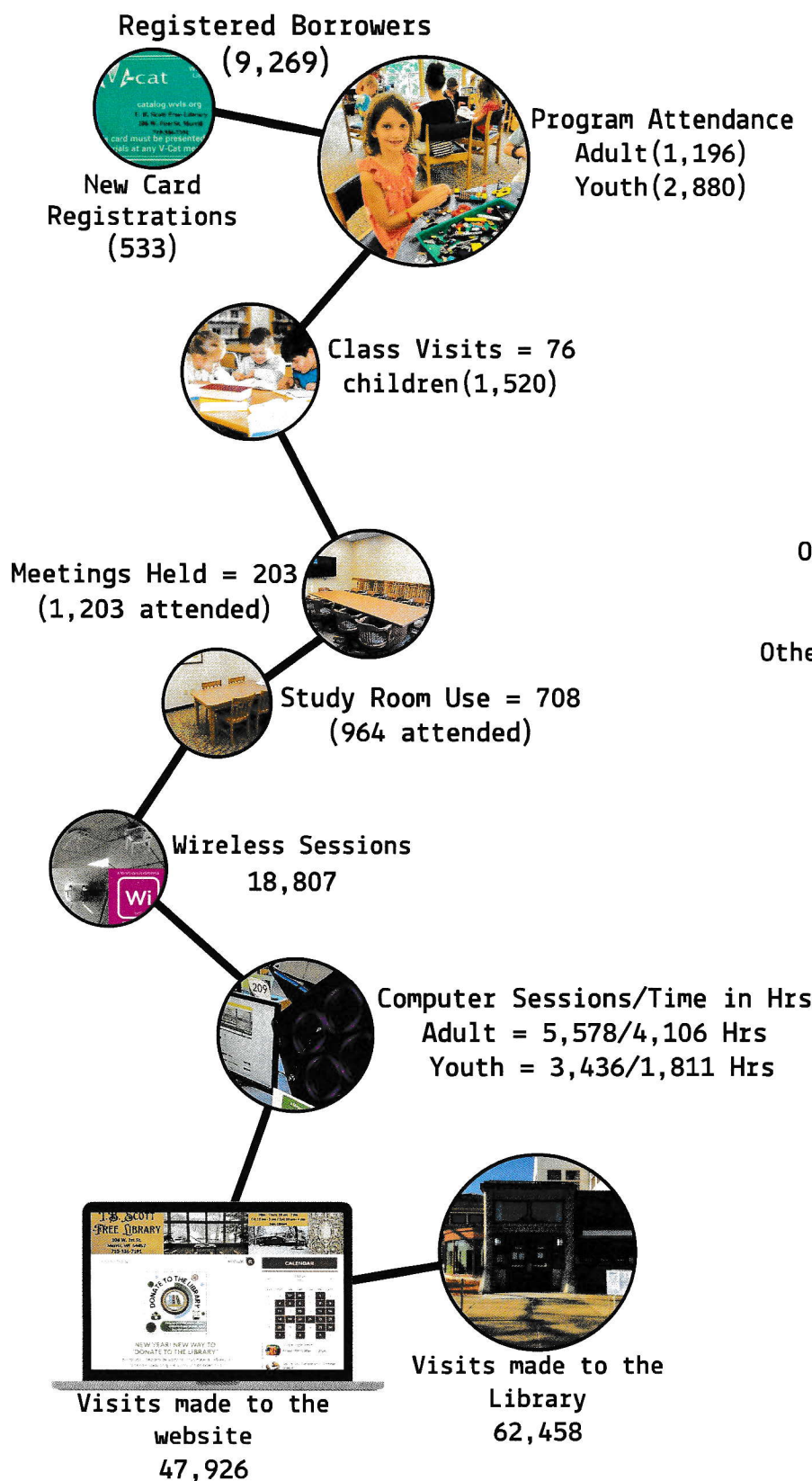
The Library

My J.B. Scott  
Mysteries



# OUR IMPACT

## A Quick Look at the Library's Key Elements



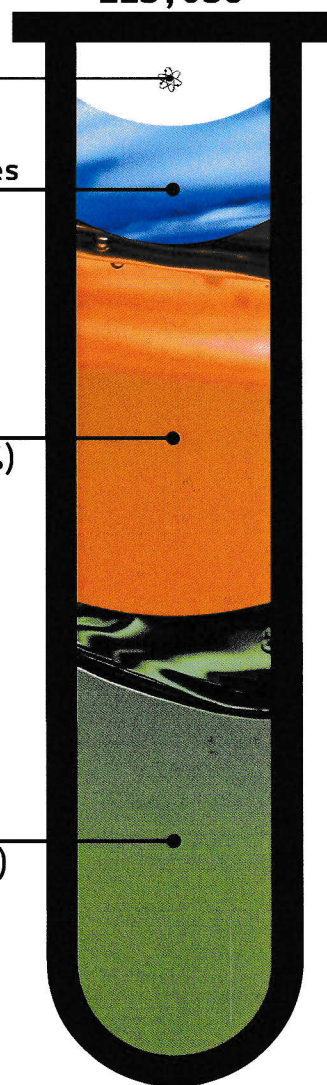
**Total Physical Items Checked Out**  
113,036

**Outside of V-Cat**  
174 (.15%)

**Other V-Cat Libraries**  
9,393 (8.31%)

**County**  
51,528 (45.59%)

**City**  
51,941 (45.95%)





# STRATEGIC PRIORITY 1

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

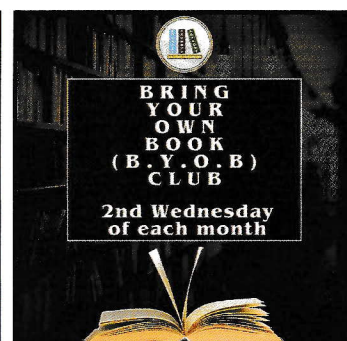
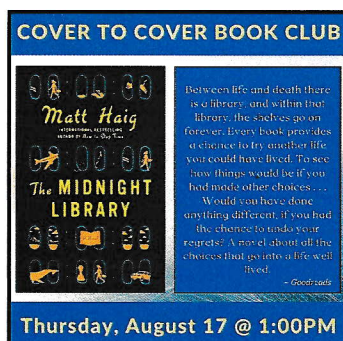
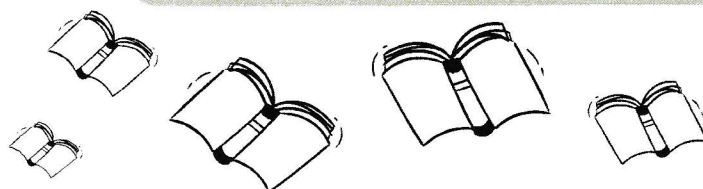
## BOOK CLUBS SOAR

Book Clubs are the heart of libraries. T.B. Scott Free Library is no exception. The Cover-to-Cover Book Club has offered an active connection to books every month since 1997. Let's do the math:

$$\begin{array}{r} 26 \text{ years} \\ \times 12 \text{ months per year} \\ \hline = 312 \text{ books} \end{array}$$

That is a lot of books read and discussed over the years! With the recent emergence of virtual meetings and presentations, the authors themselves will sometimes join in on the discussion. Book selections vary from month to month with fiction and non-fiction titles.

In 2023, the library began expanding book club offerings with the creation of the **Bring Your Own Book (BYOB) Club** and opened its meetings spaces for area book clubs to gather. To the Gen Z's and Millennials in the community, we know you are out there. What will bring you to a Book Club at the Library? It is certain that there will be more opportunities for more book clubs in 2024.



## LITERACY PARTNERSHIPS



The Merrill community has numerous activity centers that offer adults with special needs the opportunity to achieve independence by participating in activities throughout the community. The Library in collaboration with Kindhearted Care, LLC, Believe & Achieve Adult Day Center, and Opportunities Development Center (ODC) has created an Adult Story Time that focuses on literacy with a whole lot of fun. Each month the participants hear stories, sing, and create some amazing artwork to share with their family and friends.

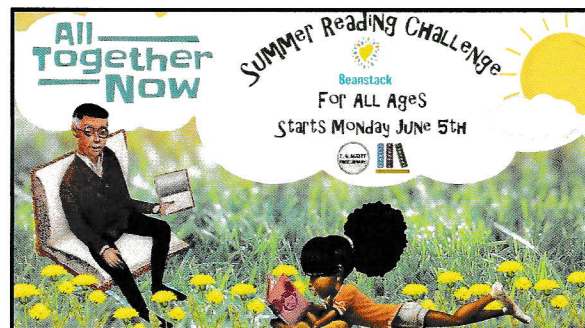
## SEASONAL READING PROGRAMS

### Summer 2023 Youth Readers

Youth = 428  
Teens = 53

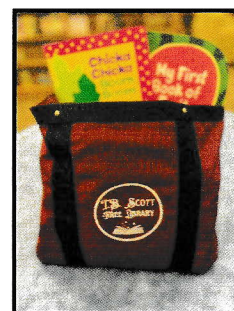
### Summer 2023 Adult Readers

Adults = 44



## THEMED BOOK BAG REQUESTS - The Library's Partnership with Area Educators

Total  
Number of  
Teachers  
146



Total  
Number of  
Items  
Requested  
3246

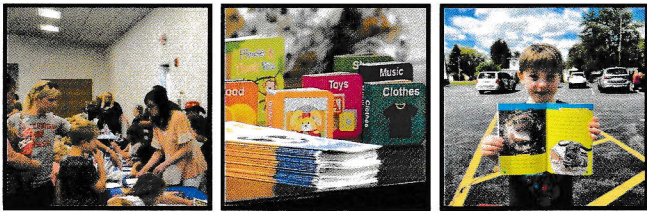


# STRATEGIC PRIORITY

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

## PROMOTING-SUPPORTING-SERVING

The Library could be seen throughout the Community in 2023. Staff enjoyed the opportunity to interact with adults and youth from Merrill and the surrounding area in numerous settings. Conversations varied from one age group to another; however, the focus remained "How can the library support the needs of the community in safe and inclusive manner?" The Merrill Area Community Night Out offered an interactive puzzle-making station. Adults could converse while the youth colored to their hearts content.



### GEARING UP FOR THE 2024-2028 STRATEGIC PLAN

The end of 2023 brought to an end the Library's 2018-2023 Strategic Plan. In June 2023, the process to re-evaluate the Library's position among similar-size libraries based upon its physical size and the population of the community began with the Library Administrative Team visiting libraries throughout the state. We evaluated spaces and met with staff with questions in hand to ensure productive conversations. In September, the Library team worked to develop a Community Survey that members throughout our area could complete answering questions related to their experiences with the Library and their interest in what the library currently provided and what they wished to be considered in the future. The data from the Survey has been extrapolated and a report is on file at the Library that the public is welcome to review. The Library team was then set to the task of developing the Goals & Objectives for the 2024-2028 Strategic Plan, The completion of this step is set for April 2024 at which time it will be presented to the Board of Trustees for

approval. Check back for the review of the final steps in the process in the 2024 Annual Report. We are excited to see what the next five years brings to the Library and its patrons.

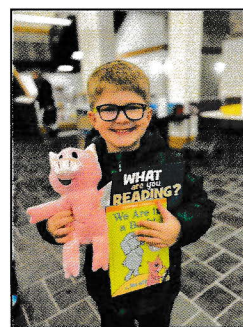


### WE ARE YOUR DEMENTIA-FRIENDLY LIBRARY

Learning is a journey not a destination. And, the Library is one of the best places to put that into practice. Staff Development Days were developed and play a critical role in supporting and preparing the library team to provide the best service possible to the members of our community. Through a partnership with the Aging & Disability Resource Center, we brought the training to the Library team to help us earn the designation of a Dementia Friendly Library.

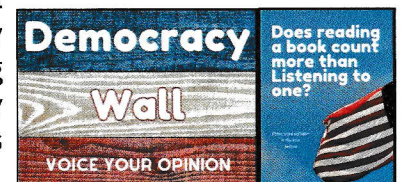


### DEMOCRACY & YOUTH



The Library provides young patrons an opportunity to participate in the most democratic process, voting. An election was held. Votes were cast by the Library's young patrons and Piggy won! And so did this young patron after the election was held and his name

was drawn from the youth that participated in the election. The Library's young patrons truly enjoy being involved in the election process. They also enjoyed the right to have their voices heard as part of a Democracy Wall activity specifically designed for young Library patrons by the Youth Services team.





# STRATEGIC PRIORITY

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

## MEETING THE NEEDS OF A DIVERSE COMMUNITY

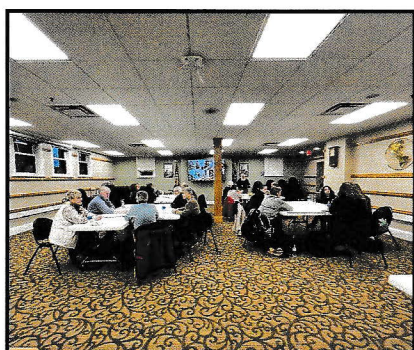
### ~MULTI-GENERATIONAL~



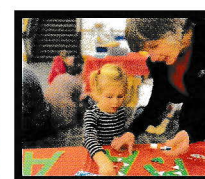
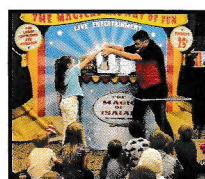
The Library was full of activity in 2023 on all levels. The committed staff worked diligently to develop programs that would meet the needs of all community members. Developing and keeping connections from one generation to the next is critical for a communities sustainability. As you read through the Annual Report, you will see the pattern that has developed for the Library to help in achieving that goal.



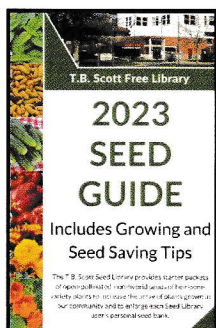
### ~ADULT SERVICES~



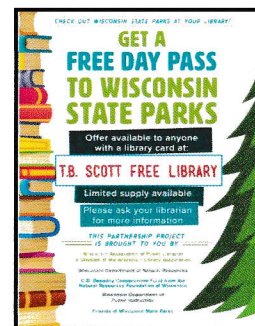
### ~YOUTH SERVICES~



### ~OUTREACH SERVICES~



The Library's Seed Library remains an outreach staple and has grown roots in the community. The 2023 growing season was on display through hydroponic growing methods. As libraries have transformed over the years, T.B. Scott has also grown into new areas of outreach into the community. The Library's outreach expansion created a relationship with the Wisconsin State Park System. Much like the library is a gem to this community, the Merrill Council Grounds is as well. Patrons had the opportunity to "checkout" a FREE pass to use at any state park to include the Merrill Council Grounds.





# STRATEGIC PRIORITY

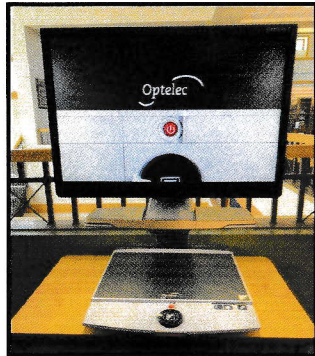
Provide collections, digital resources, and technology resources responsive to community interests and needs

## RESOURCE INVESTMENT

### VALUED ADDITION TO THE LIBRARY THROUGH COMMUNITY PARTNERSHIPS

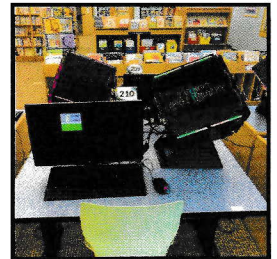
In an effort to meet the needs of all community members the Library continuously adds resources that enhance the library experience. In 2023, the Library was fortunate to receive a donation for an updated low-vision desktop device from Midstate Independent Living Choices (MILC). This resource is available to patrons on the 3rd floor in the Adult Services Department. While the unit is located in the Adult Services Department, it is available to library patrons of all ages. Individuals interested in learning more about the low-vision device and how it works may schedule an appointment.

Individuals familiar with the use of the equipment may stop in any time to use it. We are always looking for more ways to make the library experience more about the patrons who use it.



### BRINGING NEW AND UPDATED TECH TOOLS FOR YOU

Always striving to improve the patron experience and developing a collection that patrons will enjoy, in 2023 the Library invested in new Youth Services work stations.



Purchase of this form of equipment can be made through the cost-savings made available through a statewide purchasing consortium. In layman's terms, "We get more bang for our buck through volume purchases." What you are seeing in the image of books is audio books with the audio feature built right right into the book structure. No longer does a reader need a separate tape

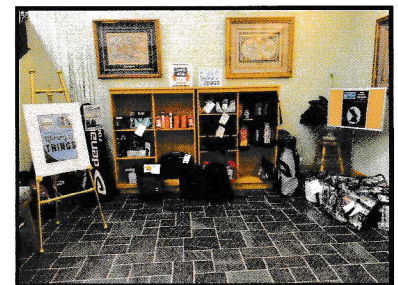
or a CD player to listen to a book. It's right there in their hands in the book for their listening pleasure and to read along developing their literacy skills with a feeling of independence.



### MORE THAN JUST BOOKS...ELEMENTALLY SPEAKING



Libraries have transformed and libraries are more than just books. The Library has branched out and is offering more programs devoted to the interests of community members and continues to expand the Library of Things that was first developed in 2018. After five years of expansion, the Library of Things relocated to the first floor in a space of its own. The relocation offers patrons the opportunity to view the items available for check out more closely. The addition of an assortment of cake pans was by far the largest development in the Library of Things collection in 2023. Patrons may request the cake of their choice at the Circulation Desk after browsing through the Cake Binder on display.



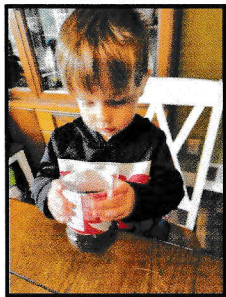
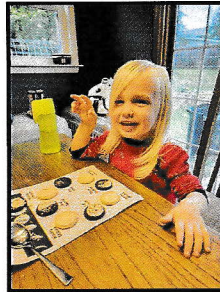


# STRATEGIC PRIORITY

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

## TAKING THE LIBRARY INTO YOUR HOME

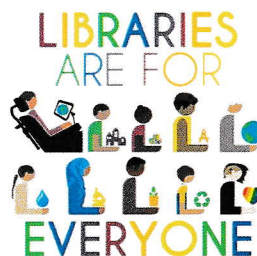
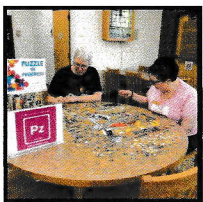
What young reader doesn't enjoy taking home a great book from the Library to read? Even better, what young patron doesn't enjoy taking a project kit from the library to enjoy a hands-on activity at home? Of course, at the Library, we know the answer Library families have asked for more and we have wholeheartedly replied, "Absolutely!



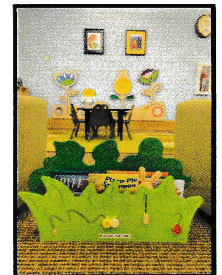
Enjoy!" The increased number of activity bags could not be made possible, however, without the support of the library's wonderful community partners. There are way too many to list here. So, if you see a business name on an activity bag the next time you grab one for the kids, now you know the importance of this recognition.

## PUTTING THE PIECES TOGETHER

What better way to relax, besides reading a book, then putting a puzzle together with your friends!



## LET'S PLAY TOGETHER



READ! PLAY!  
LEARN!

That is so what a Library is about! If you haven't been to the Library recently, it might be time for a visit. In 2023, the Youth Services team worked diligently to create a fun, safe, and inclusive environment for youth of all ages. Our literacy play center is so much fun that it is sometimes difficult for even staff to get things done . . . just kidding.



Youth Services staff modeled for this image just for this report. No real marshmallows were consumed.

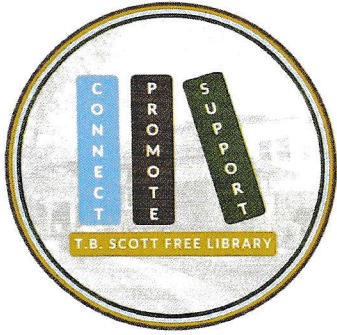
## WHERE DO WE GO FROM HERE

### Space Needs Study

After being rescheduled numerous times since 2018 for reasons beyond Library control, the Library's contracted Space Needs Study with MSR Design, Architecture firm from Minneapolis, MN, began in January 2023. The Library administration team met numerous times with the MSR Design Team. A Plan was put in place and focus group meetings were scheduled and held in February 2023. The Final Report, which is available for public viewing, stressed numerous areas of concern, one of which was the need for additional meeting & activity spaces. Libraries have transformed over the years along with the needs of community members. A recommendation was made by Library administration to the Library Board of Trustees that an addition of a meeting/activity room in the Youth Services Department be made to allow for increased programming and greater support of community needs. The decision was made to pursue the addition in 2024. Stay tuned for more 2024.







@TBScottFreeLibrary



@tbscottlibrary\_merrill

**106 W. 1st  
Street**

**Merrill, WI 54452**

**715.536.7191**

**tbscottlibrary.org**

## LIBRARY BOARD OF DIRECTORS

### **MIKE GEISLER**

President - City Appointee

### **AUDREY HUFTEL**

Vice President - City Appointee

### **RICHARD MAMER**

Financial Secretary - City Appointee

### **RYAN MARINOVICI**

MAPS Representative

### **KATIE BREITENMOSER**

County Appointee

### **ELIZABETH MCCRANK**

County Board Representative

### **DARCY DALSKY**

City Appointee

### **CHRIS GRUNENWALD**

City Appointee

### **MICHAEL CAYLOR**

City Council Appointee

## MISSION STATEMENT

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

## FRIENDS OF THE LIBRARY

### *Friends Purpose:*

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

### 2023 Fundraiser

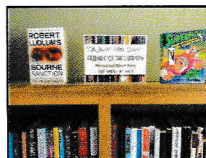
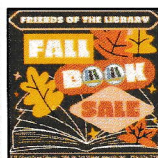
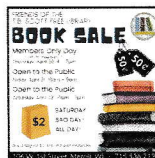


Photo credit:  
Voss Studio

**Laurie A. Ollhoff**  
Library Director



## Goal #2:

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

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

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

Responsible staff: 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. Developing a Volunteer Focus Group with the BMT for 20-30 year olds to focus on possible community needs and/or actions. 3/2024 MP.

**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. Continually working with the ADRC to bring knowledge of brain health and Dementia health. Also offering various programs from the Division of Trade & Consumer Protection to better protect the community members. 3/2024 MP.

**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. Developing a Volunteer Focus Group to better understand the needs of the community to younger generations. 3/2024

**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.

# Developing Essential Library Policies

# 10

Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see [Trustee Essential #7: The Library Board and Library Personnel](#)) and the board bylaws (see [Trustee Essential #3: Bylaws—Organizing the Board for Effective Action](#)) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both “external policies” (policies that determine how the library serves the public) and “internal policies” (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that “[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.” Additional broad authority is granted by Section 43.58(4): “... [T]he library board shall supervise the administration of the public library and shall appoint a librarian... and prescribe [library employee] duties and compensation.”

## Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.
2. Board discusses, revises (if necessary), and approves policies.
3. Director makes sure staff and public are aware of policies.
4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

The library board must approve all policies in properly noticed public meetings (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for details).

### In This Trustee Essential

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?



In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and strategic plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see <http://dpi.wi.gov/pld/boards-directors/policy-resources> for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing with Challenges to Materials or Policies*).

## Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

**Test #1: Policies must comply with current statutes and case law.** For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

**Test #2: Policies must be reasonable** (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

**Test #3: Policies must be clear** (not ambiguous or vague). For example:

- A policy that says, "Library use privileges will be revoked if a patron has too many overdue books," is too vague to be fairly administered.

**Test #4: Policies must be applied without discrimination.** For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the [Wisconsin Public Library Policy Resources](#) page.

## Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. “Micro-management” of library operations by the board is, in almost all cases, an unnecessary use of the board’s time and a practice that can undermine the authority of the library director. (See [Trustee Essential #6: Evaluating the Director](#) for recommended procedures for handling any concerns about the director’s performance.)

## Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a “bad” library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

## Sources of Additional Information

- [Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries](#)
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Your municipal or county attorney
- [Wisconsin Public Library Policy Resources](#)



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# Library Director's Report – March 27, 2024

## Events

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

Here are some highlights of library programming:

- Watercolor Workshop continues in April
- Judicare Legal Clinic continues to serve members of our community on Monday, April 1, from 1-4PM
- Local author Veronica Hinke is scheduled to present on Saturday, April 13, to discuss her new book and other tidbits about the Titanic. Attendees will Journey Back to the Titanic as they watch the Titanic movie starring Leonardo DiCaprio and Kate Winslet while enjoying themed refreshments.
- Identity Theft: Protect and Prevent w/ Jeff Kersten will be held on Wednesday, April 17, from 1-2:30PM
- Classroom Start with Art: Woodson Art Museum on the 2<sup>nd</sup> Wednesday is a great success. The adults enjoy it as much as the kids.
- 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

- Friends of the Library Spring Book Sale is scheduled for April 18 – April 20. As a result, April's Board meeting will take place in the Board Room on the 3<sup>rd</sup> floor of the Library.

## Library Director's Report

- Circulation Department renovations are nearing completion. Work was completed to better insulate the exterior drop boxes to minimize the fluctuation in temps in the workroom and upgrade counter space.
- We are closely collaborating with the Aging & Disability Resource Center and their staff. The library will regularly have workshops focusing on dementia and other areas of concern for our seasoned community members.
- Adult Services Department has connected with the Wisconsin Bureau of Consumer Protection to bring consumer-focused workshops and presentations to the Library. We recently had a presentation related to Landlord/Tenant information and April's presentation will focus on identity theft.
- Building great connections with other non-profits in the area and throughout the state to keep our community members informed.
- 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. The NICE Project Committee will be holding a Town Hall Meeting on Tuesday, April 9, from 10:30-11:30 am. Members of the board are invited to join if they wish to learn more. You can join us at the library or join in on the meeting from home using this link: <https://us06web.zoom.us/j/89996684794?pwd=HEGgLTJTODilpIC7Rk0k2bDyqJWqXo.1> Details can be found at the N.I.C.E. Project website (<https://nicelibraries.org/>)
- Last but certainly not least, Nick Wszalek, the Library and City Maintenance Manager, has resigned and has moved to MAPS as their Director of Buildings, Grounds, and Transportation. I, for one, will miss his expertise and assistance. There is no way we



could keep our Library functioning safely without his assistance and hard work. With his help, we have averted some unnecessary costs because of the proactive maintenance he provides and oversees when working with equipment vendors. He will be difficult to replace, but a necessary replacement. I am hopeful that the City will find a knowledgeable replacement quickly.