



NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday February 21, 2024

4:00 p.m.

Community Room

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

Agenda

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|--|---------|
| I. Opening | Geisler |
| A. Call to order and roll call | |
| B. Correspondence | |
| C. Public comment | |
| II. Consent items | |
| A. Minutes of regular meeting of January 17, 2024 | |
| B. Unaudited Monthly Revenue & Expense Reports for January 2024 | |
| C. Monthly Statistical Report for January 2024 | |
| III. Reports/Discussion Items/Action Items | |
| A. Action Item: Wisconsin Department of Public Instruction 2023 Annual Report Approval | Geisler |
| B. Discussion Item: Jane Zander Trust Account Report | Mamer |
| C. Discussion Item: MSR Design Youth Services Renovation Update | Ollhoff |
| D. Discussion Item: Library Board of Trustees Member Recommendations | Ollhoff |
| E. Strategic Plan Goals & Objectives #1 Review | Ollhoff |
| F. Wisconsin Trustee Essential #10: Developing Essential Library Policies | Ollhoff |
| IV. Library Director's Report | Ollhoff |
| V. President's remarks | Geisler |
| VI. Adjournment | Geisler |

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

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

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

T. B. Scott Free Library · Board of Trustees
Minutes of the Regular Meeting January 17, 2024

Opening

President Michael Geisler called the regular meeting of the Board of Trustees to order at 4:01 p.m. in the Library Community Room. Present: Katie Breitenmoser, Chris Grunenwald, Ryan Martinovici, Elizabeth McCrank, Richard Mamer. Excused: Darcy Dalsky, Audrey Huftel. Unexcused: Michael Caylor. Also present: Laurie Ollhoff, Andrea Bennett, Cat Oftedahl, and camera operator.

Note of recognition received from Jill Underly, Superintendent of the Wisconsin Department of Public Instruction to library staff for dedication to the learners in our State. Note of thanks to T.B. Scott Free Library for donations by staff members to the Merrill Fire Department "Tree of Hope" fundraiser.

No public comment was made.

Consent items

R. Martinovici/ R. Mamer/C to approve the minutes of the regular meeting of December 20, 2023.

R. Martinovici/ E. McCrank/C to accept the monthly Unaudited Revenue and Expense Report for December 2023. E. McCrank highlighted the roughly \$15,000 surplus on the report. L. Ollhoff clarified that the amount as of the date of the report showed the surplus. However, payments for 2023 expenses were made since the date of the report submitted with the Board meeting packet. A revised report will show a balance amount of \$0.00. No further discussion.

E. McCrank/K. Breitenmoser/C accept the Monthly Statistical Report for December 2023.

Reports/discussion items/action items

- A. E. McCrank/R. Martinovici/C** to approve the Request to the Endowment Fund for Payment of PerMar Fire Alarm System Upgrade Invoice in the amount of \$4,535. Discussion included an explanation for the request. State of Wisconsin Department of Safety and Professional Services review of the upgrade plan required installation of additional equipment originally not written into the plan. The City's approved 2023 capital projects amount of \$35,000 for the project was insufficient. No further discussion.
- B. Action Item:** Request to Dissolve Book Fund Account into Endowment Fund Account moved to follow the Endowment Fund Report.
- C. R. Martinovici/K. Breitenmoser/C** to approve the T.B. Scott Free Library Endowment Fund Report and the dissolution/integration of the Book Fund Account into the Library Endowment Fund General Account. Report was provided and reviewed by R. Mamer. Discussion included steps being taken to streamline fund reporting. No further discussion.
- D. MSR Design Youth Services Update** was provided by L. Ollhoff. In holding patten until N. Wszalek, the local contractor, library administration, and representatives of MSR Design meet to discuss details of schematic drawings rendered by MSR Design before an estimate is prepared.
- E. 2024-2028 Long Range Plan Report** was summarized by L. Ollhoff. Highlights included: the process and the work that went into creating a useful report. E. McCrank followed up with questions and comments related to the number of respondents, the respondent base, the validity of the results, and next steps. Highlights included: The majority of respondents were regular patrons. While addressed to some degree, community needs may have been slightly missed because of the survey delivery. Checking out books was the top response. Youth and adult programming were not far behind. History and genealogy were of some importance to respondents. Surprisingly, senior programming was lower in interest of respondents. Again, this leads back to the delivery of the survey. L. Ollhoff expressed the need to refine the existing survey and invite residents in assisted living facilities to complete the survey to better reflect that demographic. No further discussion.

- F. Solar Bond Impact Update:** L. Ollhoff reviewed report received from Legacy Solar Co-op. No further discussion.
- G. Strategic Plan Goals and Objectives #5.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #1-5. L. Ollhoff explained that the 2018-2023 Goals and Objectives would continue to be utilized and updated until the 2024-2028 Strategic Plan was approved and put into practice. No further discussion.
- H. Wisconsin Trustee Essential #9.** Managing the Library's Money. L. Ollhoff provided copies of Trustee Essential #9 for review and questions. No further discussion.

Library Director's Report

- Library program highlights were provided.
- Thank you to the Library Board of Trustees for the continued support of staff development days.
- The Library administration team will begin the process of evaluating and developing the Library's next set of Goals and Objectives for the 2024-2028 Strategic Plan. This will be provided at the April 2024 Board of Trustees Meeting.
- Report on Wisconsin Department of Public Instruction Annual Report process. With an anticipated approval date at the February 2024 Board of Trustees Meeting.
- The Northern Wisconsin ILS Consortium Exploration continues to move forward with subcommittee appointments to determine feasibility of a system merger. Nothing further to report.
- Board members are invited to a staff and board social gathering in February.

President's remarks

- Thank you to everyone.

K. Breitenmoser/R. Martinovici/C moved to adjourn the meeting at 4:36 p.m. The next regular business meeting of the Board of Trustees is scheduled for February 21, 2024, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary

Meeting recording: <https://vimeo.com/904612662>

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET 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	327.43	327.43	10.91	2,672.57
TOTAL Public Charges-Services	3,000.00	327.43	327.43	10.91	2,672.57
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
45110-48492 Merrill Foundation Donation	0.00	0.00	0.00	0.00	0.00
45110-48500 Grant - Mead Witter	0.00	0.00	0.00	0.00	0.00
45110-48525 Grant - Community Liaison	0.00	0.00	0.00	0.00	0.00
45110-48555 Grant - WVLS System Aid	0.00	0.00	0.00	0.00	0.00
45110-48750 Grant - Walmart	0.00	0.00	0.00	0.00	0.00
45110-48999 Focus on Energy Grants	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<u>TOTAL REVENUES</u>					
	448,104.29	327.43	327.43	0.07	447,776.86
<u>EXPENDITURES</u>					
=====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	187,920.00	7,228.40	7,228.40	3.85	180,691.60
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	16,999.23	16,999.23	3.84	426,105.77
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	3,601.65	3,601.65	7.42	44,945.35
55110-01-52000 Retirement (WRS)	36,770.00	3,086.27	3,086.27	8.39	33,683.73
55110-01-52500 Prior Service-Debt Serv.	3,934.00	3,934.00	3,934.00	100.00	0.00
55110-01-54000 Health Insurance	83,902.00	5,696.96	5,696.96	6.79	78,205.04
55110-01-55000 Life Insurance	3,936.00	309.15	309.15	7.85	3,626.85
TOTAL Personnel Services	811,686.00	40,855.66	40,855.66	5.03	770,830.34

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	700.00	0.00	0.00	0.00	700.00
55110-02-16000 Elevator Contract/Inspect	3,300.00	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	1,762.47	1,762.47	5.87	28,237.53
55110-02-22500 Fuel - Natural Gas	30,000.00	1,334.80	1,334.80	4.45	28,665.20
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	203.51	203.51	5.99	3,196.49
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	98.18	4.91	1,901.82
55110-02-26000 Office Equipment Service	500.00	0.00	0.00	0.00	500.00
55110-02-27000 Lost-Damaged Materials	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	74,500.00	3,398.96	3,398.96	4.56	71,101.04
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,800.00	0.00	0.00	0.00	1,800.00
55110-03-10500 Library Supplies	8,000.00	162.72	162.72	2.03	7,837.28
55110-03-11000 Postage	1,200.00	3.92	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	0.00	0.00	0.00	1,000.00
55110-03-31000 Misc. - Petty Cash	0.00	(125.00)	(125.00)	0.00	125.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	0.00	0.00	0.00	2,000.00
55110-03-32001 Misc Rev - Educ & Conf	0.00	628.11	628.11	0.00	(628.11)
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	0.00	0.00	0.00	0.00
55110-03-41250 Programming - Adult	7,000.00	31.97	31.97	0.46	6,968.03
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	0.00	0.00	0.00
55110-03-41500 Programming - Youth	7,500.00	300.00	300.00	4.00	7,200.00
55110-03-41501 Misc Rev-Programming-Yout	0.00	339.43	339.43	0.00	(339.43)
55110-03-41750 Hospitality	300.00	0.00	0.00	0.00	300.00
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	0.00	0.00	0.00
55110-03-44000 Janitor Supplies	6,000.00	325.85	325.85	5.43	5,674.15
55110-03-50000 M/R-General Repair/Maint.	4,000.00	0.00	0.00	0.00	4,000.00
55110-03-50001 Mis Rev-M/R General/Cont	0.00	0.00	0.00	0.00	0.00
55110-03-50275 M/R - Contingency	10,000.00	0.00	0.00	0.00	10,000.00
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	51,500.00	1,667.00	1,667.00	3.24	49,833.00
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	12,000.00	0.00	0.00	0.00	12,000.00
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	12,000.00	0.00	0.00	0.00	12,000.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	0.00	0.00	0.00	0.00
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	0.00	0.00	0.00
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,500.00	200.47	200.47	2.11	9,299.53
55110-13-10100 Adult Dept Non-Fiction	10,000.00	230.04	230.04	2.30	9,769.96
55110-13-10200 Adult Dept Paperbacks	750.00	0.00	0.00	0.00	750.00
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	122.52	122.52	2.85	4,177.48
55110-13-20000 Youth Children's Books	16,000.00	2,020.79	2,020.79	12.63	13,979.21
55110-13-20100 Young Adult Books	2,500.00	0.00	0.00	0.00	2,500.00
55110-13-20200 Youth Services Reference	0.00	0.00	0.00	0.00	0.00
55110-13-30000 Standing Orders	0.00	0.00	0.00	0.00	0.00
55110-13-40000 Professional Books	0.00	0.00	0.00	0.00	0.00
55110-13-50000 Magazines/Periodicals	5,000.00	0.00	0.00	0.00	5,000.00
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	2,573.82	2,573.82	5.30	45,976.18
<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	42.33	42.33	2.12	1,957.67
55110-14-10200 Adult Dept CDs	800.00	0.00	0.00	0.00	800.00
55110-14-10300 Adult Dept CD-ROMs Circ.	0.00	0.00	0.00	0.00	0.00
55110-14-10301 Misc Rev-Adult Software	0.00	0.00	0.00	0.00	0.00
55110-14-10400 Adult Dept DVDs	2,500.00	0.00	0.00	0.00	2,500.00
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	0.00	0.00	0.00	750.00
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	0.00	0.00	0.00	500.00
55110-14-45000 Ebooks/Digital Content	6,200.00	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	42.33	42.33	0.30	14,207.67
<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	18.00	18.00	0.45	3,982.00
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: JANUARY 31ST, 2024

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	0.00	0.00	0.00	0.00	0.00
TOTAL Technology	38,070.00	18.00	18.00	0.05	38,052.00
TOTAL EXPENDITURES	1,050,556.00	48,555.77	48,555.77	4.62	1,002,000.23
REVENUES OVER/(UNDER) EXPENDITURES	(602,451.71)	(48,228.34)	(48,228.34)	0.00	(554,223.37)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2024

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	2,023.06	2,023.06	0.00	(2,023.06)
TOTAL Intergovernmental	0.00	2,023.06	2,023.06	0.00	(2,023.06)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	314.79	314.79	0.00	(314.79)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	314.79	314.79	0.00	(314.79)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	0.00	0.00	0.00	0.00
45110-48257 WI Humanities - Grant	0.00	0.00	0.00	0.00	0.00
45110-48277 Summer Programs-Donations	0.00	0.00	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	208.55	208.55	0.00	(208.55)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	208.55	208.55	0.00	(208.55)
TOTAL REVENUES	0.00	2,546.40	2,546.40	0.00	(2,546.40)
<u>EXPENDITURES</u>					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12650 Library Photocopier Expen	0.00	0.00	0.00	0.00	0.00
55110-03-12675 Library Vending - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-22725 Summer Programs-Expenses	0.00	0.00	0.00	0.00	0.00
55110-03-25000 Library Grants - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-40500 Memorial Books-Expense	0.00	62.00	62.00	0.00	(62.00)
TOTAL Supplies & Expenses	0.00	62.00	62.00	0.00	(62.00)
TOTAL EXPENDITURES	0.00	62.00	62.00	0.00	(62.00)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	2,484.40	2,484.40	0.00	(2,484.40)
FUND TOTAL REVENUES	160,074.37	92,385.51	92,385.51	57.71	67,688.86
FUND TOTAL EXPENDITURES	243,771.00	42,429.80	42,429.80	17.41	201,341.20
REVENUES OVER/(UNDER) EXPENDITURES	(83,696.63)	49,955.71	49,955.71	0.00	(133,652.34)

*** END OF REPORT ***

City of Merrill Reserved and Designated Fund Equity		As of 1/31/2024 Detail Summary Information			
Description	Account Number	12/31/23 Balance	2024 Revenue	2024 Expenses	01/31/24 Balance
N/L - Library Health Ins.	26-31-5457	\$10,000.00			
Tax Levy	45110-41110				
Net Library Health Ins.			\$0.00	\$0.00	\$10,000.00
N/L - Library State Aid	26-31-5401	\$0.00			
Library - State Aid Revenue	45110-43690				
Library - State Aid Expense	55110-03-12600				
Net Library State Aid			\$0.00	\$0.00	\$0.00
N/L - Cross-County Borrowing	26-31-5415	\$12,067.04			
Library - Cross-County Revenue	45110-43790		\$2,023.06		
Library - Cross-County Expense	55110-03-12625				
Net Library Cross-County Borrowing			\$2,023.06	\$0.00	\$14,090.10
N/L - Library Photocopier	26-31-5425	\$11,935.08			
Library - Photocopier Revenue	45110-46713		\$314.79		
Library - Photocopier Expenses	55110-03-12650				
Net Library Photocopier			\$314.79	\$0.00	\$12,249.87
N/L - Library Grants	26-31-5425	\$0.00			
Library - Grant Revenue	45110-48250				
Summer Programs - Donations	45110-48277				
Library - Grant Expense	55110-03-25000				
Net Library - Grants			\$0.00	\$0.00	\$0.00
N/L - Memorial Books	26-31-5455	\$10,805.97			
Library - Memorial Book Rev.	45110-48500		\$208.55		
Library - Memorial Book Exp.	55110-03-140500			\$62.00	
Net Library Memorial Books			\$208.55	\$62.00	\$10,952.52
Net N/L - T.B. Scott Library		\$44,808.09	\$2,546.40	\$62.00	\$47,292.49



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

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

II. LIBRARY COLLECTION					
				a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>				57,615	2,916
2. Electronic Books <i>E-books</i>				165,994	
3. Audio Materials				5,475	151
4. Electronic Audio Materials <i>Downloadable</i>				71,470	
5. Video Materials				4,362	175
6. Electronic Video Materials <i>Downloadable</i>				0	
7. Other Materials Owned <i>Describe</i> Hands-on resources, language games, board games, seed library, AV equipment, and software				347	
8a. Electronic Collections <i>Locally Owned or Leased</i>				1	
8b. Electronic Collections <i>Purchased by library system or consortia</i>				6	
8c. Electronic Collections <i>Provided through BadgerLink</i>				62	
9. Total Electronic Collections <i>Local, regional, and state</i>				69	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>				79	

III. LIBRARY SERVICES					
1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
113,036	52,051	1,400		10,999	12,183
					Method for Counting ILL Transactions Categorized ILL Transactions
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)		10,506		11,704	
WISCAT		492		477	
Other (includes OCLC, manual tracking or other methods)		1		2	
3. Number of Registered Users		d. Overdue Fines	4. Reference Transactions		5. Library Visits
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method b. Annual Count
4,414	4,404	8,818	No	Survey Week(s) 14,820	Actual Count 62,458
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet		
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		c. Method	d. Annual Count	a. Method b. Annual Count
32	26		Actual Count	6,922	Actual Count 18,807
8. Website Visits	9. Electronic Collection Retrieval				
	a. Local	b. Other	c. Statewide	d. Total	
47,167	0	1,737	413	2,150	
10. Uses of Electronic Materials by Users of Your Library					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials
12,650	12,888	0	25,538		1,732

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

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

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	109	17	0	80	18	224
Total Attendance	2,009	871	0	957	536	4,373

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	109	17	0	80	18
Total Attendance	2,009	871	0	957	536
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	221	3	224		
Total Attendance	4,063	310	4,373		

11i. Describe the library's in-person programs: Programs included regular story time for all ages, technology instructional sessions, digital literacy, financial literacy, summer performers, collaborative programs with other area organizations, book clubs, author chats, civic engagement forums, puzzle competitions, music at the library, and movie days.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

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

12g. Which platforms does the library use to host the library's live, virtual programs: 0

12h. Describe the library's live, virtual programs: This was not utilized in 2023.

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

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

13g. Which platforms does the library use to host the library's pre-recorded programs: 0

13h. Describe the library's pre-recorded programs: This was not utilized in 2023.

IV. LIBRARY GOVERNANCE

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

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Mike	Geisler	204 Cottage St.	Merrill	54452	mvgeisler@charter.net
2. Ryan	Martinovici	113 N. Polk St	Merrill	54452	ryan.martinovici@mapseed
3. Darcy	Dalsky	1005 Monroe St	Merrill	54452	darcylemke@hotmail.com
4. Richard	Mamer	604 E. Main St.	Merrill	54452	bmamer@gmail.com
5. Michael	Caylor	409 N. Scott St.	Merrill	54452	michael.caylor@ci.merrill
6. Katie	Breitenmoser	W6982 Joe Snow Rd.	Merrill	54452	katie.b1@outlook.com
7. Chris	Grunenwald	W4291 Smith Rd	Merrill	54452	grunen24@yahoo.com
8. Elizabeth	McCrank	204 E. 5th St.	Merrill	54452	emccrank@gmail.com
9. Audrey	Huftel	702 Charles St.	Merrill	54452	taighuftel@charter.net
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

9

V. LIBRARY OPERATING REVENUE

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

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

[illegible]

2. County

a. Home County Appropriation for Library Services

Subtotal 2a	\$442,870
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b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Lanlade	\$1,639		
Oncida	\$648		
Taylor	\$413		
Price	\$271		
Subtotal 2b			\$2,971

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SLP Performer Grant	\$300	Workshops / Meetings / Scholarships	\$110
Library Legislative Day	\$212		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	876
		Subtotal 3	\$1,498

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

Program or Project		Amount
2023-37994	Professional Learning	\$0
2024-37994	Professional Learning	\$1,557
	American Rescue Grant	\$41,733
Subtotal 4		\$43,290

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

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

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

	\$41,109
--	----------

7. All Other Operating Income

\$22,268

8. Total Operating Income *Add 1 through 7*

\$1,120,181

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

	\$603,171
--	-----------

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

	Yes
--	-----

VI. LIBRARY OPERATING EXPENDITURES

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

1. Salaries and Wages Include maintenance, security, plant operations		2. Employee Benefits Include maintenance, security, plant operations	
\$639,203		\$132,297	

3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
\$46,630	\$6,106	\$8,331	\$875	\$61,942

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
WVLS	WPLC E-Content Buying Pool	Contract	\$4,646
WVLS	OverDrive Advantage Donation	Contract	\$0
WVLS	V-Cat Annual Maintenance	Contract	\$17,549
WVLS	V-Cat Barcodes / Patron Cards	Contract	\$406
WVLS	LeanWI Technology / Enterprise Services	Contract	\$2,970
WVLS	LeanWI Technology / Equipment Purchased	Contract	\$941
WVLS	Movie Licensing Subscription	Contract	\$689
WVLS	Delivery	Contract	\$0
WVLS	Supplies - Miscellaneous	Contract	\$30
Subtotal 4			\$27,231

5. Other Operating Expenditures	\$172,775
---------------------------------	-----------

6. Total Operating Expenditures Add 1 through 5	\$1,033,448
---	-------------

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	\$43,290
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VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income

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

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal	0	\$0	\$0
b. State	0	\$0	\$0
c. Municipal	Addition of building keyless entry and upgrade of the fire security system	\$35,000	\$35,000
d. County	0	\$0	\$0
e. Other	Electronic and standard outdoor signs --payment by the Library Endowment	\$17,195	\$17,195
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$52,195	\$52,195

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

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

1. Total Amount of Other Funds at End of Year \$610,806

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year \$1,410,123

X. STAFF

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

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

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$76,080	40.00
Assistant Director/Head of Youth ⁺	Deputy / Associate / Assistant Lib ⁺	Librn. no-MLS	\$53,961	40.00
Head of Adult Services	Associate Librarian (non-MLS)	Librn. no-MLS	\$48,843	40.00
Circulation Coordinator	Office Support (Top)	MLS (ALA)	\$45,373	40.00
Technology Services Coordinator	Technical Support/Computer Tech ⁺	Librn. no-MLS	\$45,373	40.00
Outreach Coordinator	Associate Librarian (non-MLS)	Librn. no-MLS	\$36,321	40.00
Technical Processing Coordinator	Clerk - Technical Services	Librn. no-MLS	\$40,107	40.00
Youth Services Specialist	Associate Librarian (non-MLS)	Librn. no-MLS	\$34,563	40.00

b. Other Paid Staff See Instructions

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Bookkeeper	Bookkeeper	Other	\$41,040	40.00
Library Assistant II	Library Assistant - Public Services	Other	\$78,787	83.00
Library Assistant I	Clerk - Public Services	Other	\$46,968	60.00
Maintenance Supervisor	Facility Engineering Manager (Main)	Other	\$33,300	20.00
Custodial Assistant	Building Maintenance Worker	Other	\$22,225	23.00

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

a. Persons Holding the Title of Librarian

Master's Degree from an ALA
Accredited Program (FTE)

2.00

Other Persons Holding the
Title of Librarian (FTE)

6.00

Subtotal 2a

8.00

b. All Other Paid Staff (FTE)

Include maintenance, plant
operations, and security

5.65

c. Total Library Staff
(FTE)

13.65

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			61,095
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
		100	51,428
2. Circulation to Nonresidents Living in the Library's County			51,528
3. Circulation to Nonresidents Living in Another County in the Library System		9,123	263
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		9	97
			106
5. Circulation to All Other Wisconsin Residents	75	6. Circulation to Persons from Out of the State	
		0	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Langlade	0	f.	
b. Marathon	0	g.	
c. Oneida	133	h.	
d. Price	97	i.	
e. Taylor	130	j.	

XII. TECHNOLOGY

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

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	27	23	0
Total Self-Directed Activity Participation	1,011	2,562	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	0	4	54
Total Self-Directed Activity Participation	0	49	3,622

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Andrea	Bennett	abennett@tbscottlibrary.org

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Laurie	Ollhoff	director@tbscottlibrary.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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

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

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

XV. CERTIFICATION

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

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

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

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

County

Lincoln

The T.B. Scott Free Library Board of Trustees hereby states that in 2023 the Wisconsin Valley Library Service
Name of Public Library *Name of Public Library System / Service*

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

Indicate with an X one of the above statements

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

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

In 2023, the Library System administration and staff spent a great deal of time evaluating processes and support provided to member libraries. In doing so, this library observed changes being made that only improved the existing effective leadership and guidance that had been experienced in past years and continued to experience in 2023. The system met the needs of the library.

XV. CERTIFICATION

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

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

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Mike Geisler	

COMMENTS

SECTION_I

11. Fax No.

Fax machine no longer available--2024-01-26

SECTION_II

8b. Other Electronic Collections (purchased by library system or consortia)

Wisconsin Valley Library Service supported Ancestry Library Edition, Foundations in Wisconsin, Gale Courses, Novelist Plus, Novelist Select. The OverDrive Magazine Collection is also included in this number. Gale Courses subscription ended on October 31, 2023. Foundations in Wisconsin will no longer be available as a digital resource after December 31, 2023.--2024-02-06

10. Subscriptions (Includes periodicals and newspapers, but excludes those in electronic format)

Cost of magazine subscriptions has increased tremendously. Weighting the use to the cost, the library made the decision to cancel certain subscriptions.--2024-01-31

SECTION_III

4a. Method Used to Count Reference Transactions

Library visitor/patron traffic has increased as a result of numerous reasons to include new multiple ongoing programs. As a result, the foot traffic has increased along with call-ins for information related to the library and its many resources.--2024-02-05

4b. Reference Transactions

Library visitor/patron traffic has increased as a result of numerous reasons to include new multiple ongoing programs. As a result, the foot traffic has increased along with call-ins for information related to the library and its many resources.--2024-01-31

5b. Library Visits

The counting device in place is more reliable and is consistently serviced to confirm it is functioning properly. It was determined that batteries needed replacement on a more regular basis, which in turn provides more accuracy in the count we provide.--2024-01-31

SECTION_V

Local Government Revenue

The amount reported in Section V Library Revenue #9 of the 2022 Annual Report was incorrectly stated as a result of a misinterpretation of what was being requested. The amount reported in #1 of the 2023 Annual Report is the correct amount.--2024-01-31

Amount

Lincoln County Youth Services Activity Program Aide--2024-01-31

6. Funds Carried Forward

Cross County Borrowing, Photocopier Account, Health Insurance, Gifts & Memorials Account--2024-01-31

Other Revenue

E-Commerce Revenue \$712.42 + Gifts & Memorials Received \$3,104.40 + Other Revenue \$3,823.12, Friends of the Library \$2,870.37 + Endowment Fund \$2,331.79 + Program Reimbursements \$5,276.22 + SLP Donors \$4,150.00--2024-01-31

SECTION_VI

b. Electronic Materials

The substantial increase in this line entry for 2023 is a result of the 2022 amount not placed correctly in the 2022 report. The 2022 amount for electronic materials was \$6,403.--2024-02-05

SECTION_XI

Circulation

Circulations to Langlade County residents who reside outside the city of Antigo = 329.--2024-02-06

T B SCOTT FREE LIBRARY

MERRILL, WISCONSIN

UNAUDITED FINANCIAL STATEMENT

FOR THE PERIOD ENDED

December 31, 2023

T B SCOTT FREE LIBRARY
STATEMENT OF ASSETS AND FUND BALANCES
HELD BY FINANCIAL SECRETARY

As of December 31, 2023 and December 31, 2022

	December 31, <u>2023</u>	December 31, <u>2022</u>
ASSETS		
Crossbridge Bank		
Money Market	\$ 71,633.70	\$ 240,209.70
C.D. Book Fund	0.00	19,179.81
C.D.	0.00	109,193.43
Edward Jones		
Money Market	15,312.24	10,519.00
Corporate Bonds & Bond Funds	90,878.70	86,184.76
C.D.	225,000.00	
Incredible Bank		
C.D.	<u>207,981.55</u>	<u>102,814.20</u>
 TOTAL ASSETS	 <u>\$ 610,806.19</u>	 <u>\$ 568,100.90</u>
FUND BALANCES		
Endowment Fund	\$ 446,020.91	\$ 199,238.58
Memorial Book Fund	0.00	19,179.81
Special Projects	163,362.42	68,961.67
Vanselow Bequest	0.00	206,573.84
Zander Bequest	1,422.86	48,597.00
Basement Project	<u>0.00</u>	<u>25,550.00</u>
 TOTAL FUND BALANCES	 <u>\$ 610,806.19</u>	 <u>\$568,100.90</u>

T B SCOTT FREE LIBRARY
STATEMENT OF RECEIPTS AND DISBURSEMENTS
BY FINANCIAL SECRETARY

For the Periods Ended December 31, 2023 and December 31, 2022

	December 31, <u>2023</u>	December 31, <u>2022</u>
RECEIPTS		
Interest Income	\$ 12,588.54	\$ 4,719.60
Donations-		
Endowment	4,235.16	3,809.76
Special Projects	36,047.42	85,354.15
Zander Bequest	41,746.69	43,020.86
Unrealized Gain on Investment	<u>4,204.98</u>	<u>0.00</u>
Total Receipts	<u>\$ 98,822.79</u>	<u>\$ 136,904.37</u>
DISBURSEMENTS		
Special Projects & Other	\$ 56,117.50	\$ 39,518.56
Books	0.00	117.97
Unrealized Loss On Investments	<u>0.00</u>	<u>13,505.80</u>
Total Disbursements	<u>\$ 56,117.50</u>	<u>\$ 53,142.33</u>
Excess (Deficit) of Receipts over Disbursements	\$ 42,705.29	\$ 83,762.04
Beginning Fund Balance	<u>568,100.90</u>	<u>484,338.86</u>
Ending Fund Balance	<u>\$ 610,806.19</u>	<u>\$ 568,100.90</u>

T B SCOTT FREE LIBRARY
ANALYSIS OF FUND BALANCE

For the Periods Ending December 31, 2023 and December 31, 2022

	December 31, <u>2023</u>	December 31, <u>2022</u>
ENDOWMENT FUND		
Balance January 1	\$ 199,238.58	\$ 208,393.20
Transferred from Vanselow	206,573.84	
Transferred from Book Fund	19,179.81	
Receipts		
Donations	4,235.16	3,809.76
Interest	12,588.54	541.52
Disbursements	0.00	
Unrealized Gain <Loss> On Investments	<u>4,204.98</u>	<u><13,505.80></u>
Balance Period End	<u>\$ 446,020.91</u>	<u>\$ 199,238.58</u>
MEMORIAL BOOK FUND		
Balance January 1	\$ 19,179.81	\$ 19,262.43
Receipts		
Donations	0.00	0.00
Interest	0.00	35.35
Disbursements (Transferred to Endowment)	<u><19,179.81></u>	<u><117.97></u>
Balance Period End	<u>\$ 0.00</u>	<u>\$ 19,179.81</u>
ZANDER BEQUEST		
Balance January 1	\$ 48,597.02	\$ 13,989.04
Donations	41,746.69	43,020.86
Disbursements	<u><56,117.50></u>	<u><8,412.88></u>
Transferred to Spec Proj.	<u><32,803.35></u>	
Balance Period End	<u>\$ 1,422.86</u>	<u>\$ 48,597.02</u>

TB SCOTT FREE LIBRARY
ANALYSIS OF FUND BALANCE

For the periods Ending December 31, 2023 and December 31, 2022

	December 31, <u>2023</u>	December 31, <u>2022</u>
WOLDEN/TOCKLEY FUND		
Balance January 1	\$ 0.00	\$ 10,800.00
Receipts - Interest	0.00	0.00
Transfer to Special Projects	<u>0.00</u>	<u><10,800.00></u>
Balance Period End	<u>\$ 0.00</u>	<u>\$ 0.00</u>
SPECIAL PROJECTS		
Balance January 1	\$ 68,961.67	\$ 0.00
Donations	36,047.42	85,354.15
Disbursements	0.00	<27,192.48>
Transer	<u>58,353.33</u>	<u>10,800.00</u>
Balance Period End	<u>\$ 163,362.42</u>	<u>\$ 68,961.67</u>
VANSELOW BEQUEST		
Balance January 1	\$ 206,573.84	\$ 206,394.19
Receipts		0.00
Interest		179.65
Disbursements (Transferred to Endowment)	<u><206,573.84></u>	<u>0.00</u>
Balance Period End	<u>\$ 0.00</u>	<u>\$ 206,573.84</u>
BASEMENT PROJECT		
Balance January 1,	\$ 25,550.00	\$ 25,550.00
Receipts		0.00
Interest		0.00
Disbursements (Transferred to Spec Projects)	<u><25,550.00></u>	<u>0.00</u>
Balance Period End	<u>\$ 0.00</u>	<u>\$ 25,550.00</u>

TB SCOTT FREE LIBRARY
STATEMENT OF UNSPENT INTEREST AVAILABLE
IN THE ENDOWMENT FUND
As of December 31, 2023

	<u>Donations</u>	<u>Unspent Income</u>	<u>Total</u>
ENDOWMENT FUND			
Balance January 1, 2023	\$ 201,245.73	\$ <2,007.15>	\$ 199,238.58
Transferred from Vanselow	203,319.80	3,254.04	206,573.84
Transferred from Book Fund	19,175.00	4.81	19,179.81
Receipts January 1, 2023 to December 31, 2023	4,235.16	12,588.54	16,823.70
Unrealized Gain FMV	<u>0.00</u>	<u>4,204.98</u>	<u>4,204.98</u>
Balance December 31, 2023	<u>\$ 427,975.69</u>	<u>\$ 18,045.22</u>	<u>\$ 446,020.91</u>
VANSELOW BEQUEST			
Balance January 1, 2023	\$ 203,319.80	\$ 3,254.04	\$ 206,373.84
Transfer to Endowment	<u><203,319.80></u>	<u><3,254.04></u>	<u><206,373.84></u>
Balance December 31, 2023	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

TB Scott Free Library Endowment Fund

Disbursements 1/1/23 - 6/30/23

		58779.96	Graphic House
1/30/23	City of Merrill	2800.00	
2/16/23	Premier	5615.00	
2/16/23	Graphic House	11642.69	
4/12/23	M&R Design	510.09	
5/22/23	Cengage Learning	286.46	
5/22/23	M&R Design	3169.15	
5/23/23	Library Furniture Int'l		
	Total	<u>\$ 32803.35</u>	

TB Scott Free Library Endowment Fund

Disbursements 7/1/23 - 12/31/23

7/5/23	Schools in	\$ 2954.27
7/20/23	Richard Mamar, CPA, SC	400.00
7/20/23	TB Scott Library	1532.42
9/8/23	Playscapes	1110.36
9/11/23	Library Furniture Int'l	3169.16
9/29/23	MSR Design	9864.00
10/18/23	MSR Design	1441.00
11/16/23	Playscape	461.00
12/21/23	Playscapes	817.00
12/21/23	Tom Lambrecht Art + Design	1565.00

Total 7/1-12/3 \$ 23314.21

total 1/1-6/30 32803.35

total for Year \$ 56,117.56

TB Scott Free Library Endowment Fund

Disbursements 7/1/23 - 12/31/23

7/5/23	Schools in	\$ 2954.27
7/20/23	Richard Mamer, CPA, SC	400.00
7/20/23	TB Scott Library	1532.42
9/8/23	Playscapes	1110.36
9/11/23	Library Furniture Int'l	3169.16
9/29/23	MSR Design	9864.00
10/18/23	MSR Design	1441.00
11/16/23	Playscape	461.00
12/21/23	Playscape	817.00
12/21/23	Tom Lambrecht Art + Design	1565.00

Total 7/1-12/3 \$ 23314.21

total 1/1-6/30 32803.35

total for Year \$ 56,117.56

Goal #1:

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

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

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

Responsible staff: Head of Adult Services

Latest progress: Next Step: While the Adult Read programs have taken a hiatus, work is in progress to evaluate and revamp the Adult READ. LO 1/23. Reinstated Adult READ as of 5/2023. MP 7/2023. Offering our first Adult Gingerbread House Craft this winter. Working on creating an Adult Winter Read to begin mid-January. Working with the YS team to provide more multigenerational programming. 12/11/23. Re-vamping the Adult Read Program(s) to be more inclusive of the elderly homebound patrons. MP. 12/30/23. Began a 3-part Community Book Read revolving around volunteerism. Will continue through first week of March. MP. 2/24.

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

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

Measure: One new event each program year

Responsible staff: Head of Adult Services

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

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

Beginning in July, developed story and crafts hour for clients from Kindhearted 3-4 times per month. Began offering the same program for clients of Believe and Achieve in October and for clients of Opportunity Development Center in November. MP 12/23. Created Unplugged Adult Winter Read to take place during the month of February. Began a 3-part Community Book Read revolving around volunteerism to coincide with Volunteer Fair in March. MP. 2/24.

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

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

Measure: Open Play Literacy Center in September 2020.

Responsible staff: Assistant Director/Head of Youth Services

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

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

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

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

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

Responsible staff: Assistant Director/Head of Youth Services

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

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

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](#)

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Library Director's Report – February 21, 2024

Events

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

Here are some highlights of library programming:

- Real Writer's Group with Author Chats continues to meet monthly on the 2nd Saturday.
- Storytime for Adults with Special Needs continues and is gaining traction.
- Critics' Choice Movie, Wednesday, February 28, 2024, 1PM. If you have the afternoon off, it's a movie you won't want to miss.
- Building Merrill Together Community READ discussion facilitated by the Merrill AAC highlighting the book, *Wonder Drug: 7 Scientifically Proven Ways That Serving Others Is the Best Medicine for Yourself*, continues. There are free copies of the book available if you are interested in participating in the discussion.
- Back to Tech is back with Maria and Chris highlighting different topics each month. February's highlight on February 22 @ 1:30PM will be Basics for Email.
- The ADRC will be hosting a workshop focusing on Managing Caregiver Stress on Wednesday, March 13, 2:00PM-3:00PM.
- NEW Knitting and Crochet Circle meets every 3rd Thursday of the month from 5:00PM-6:45PM
- Two Book Clubs: Cover-to-Cover that meets every 3rd Thursday at 1:00PM facilitated by Faith Martinson and BringYourOwnBook Club that meets every 2nd Wednesday from 4:00PM-5:00PM.
- A four-part Introduction to Meditation series begins on Friday, February 23, at 3:30PM-4:30PM with Introduction to Meditation with Amanda Greene. Additional sessions will be held on Saturday, February 24 from 10AM-11:30AM, March 15 – 3:30PM-4:30PM
- Landlord & Tenant Rights & Responsibilities under WI Law with Jeff Kersten from the Wisconsin bureau of Consumer Protection on Wednesday, March 20, 1:00PM-2:00PM.
- Start with Art: Woodson Art Museum on the 2nd 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

- Nothing to report.

Library Director's Report

- Circulation Department flooring was replaced during Library Staff Development Day. As of the writing of this report, I was informed that the work may spill over into Tuesday. However, we have backup plans to remain open to serve our patrons. The library entry may still be in a bit of disarray and look slightly different when you arrive for the Board meeting.
- Staff Development on Monday, February 19, 2024, will focus on mental health and wellness of mind, body, and spirit. We can best serve our community if we take care of ourselves. It will be a good day!
- Casual Friday Donations are a long-time tradition at the Library. While it might appear to be a small thing, the staff participation in this fun fundraising opportunity has made an impact. I am proud to say that our 2023 efforts have raised the most amount of money since this began in 2004. The staff collected \$1,600 in 2023. These funds are

shared with Haven, the Humane Society, the Food Center, St. Vincent DePaul, the Boys & Girls Club, just to name a few organizations that benefit.

- We have seen an influx of room reservations recently. Adding the Genealogy Room and the Semling-Menke Study Room to the list of rooms available for reservation has proven to be beneficial for our community members. It has become more apparent that the addition of the activity room in the Youth Services Department is a move in the right direction.
- The Northern Wisconsin ILS Consortium Exploration (NICE) Team Project continues. Subcommittees continue to meet as the evaluation continues of the feasibility of the Wisconsin Valley Library System and Northern Waters Library System merger into one library system. Nothing more to report at this time. The ILS Vendor Selection Recommendation was recently made and has since been revisited as a result of some possible cost savings. This is an ongoing process that by nature changes daily. The Collaborative Decision-Making Targeted Workgroup has also made recommendations. Details can be found at the N.I.C.E. Project website (<https://nicelibraries.org/>)
- Save the date: Saturday, February 24, 2024, @5PM. T.B. Scott Free Library Staff and Board Member Gathering