



NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday November 15, 2023

4:00 p.m.

Community Room

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

Agenda

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|--|---------|
| I. Opening | Geisler |
| A. Call to order and roll call | |
| B. Correspondence | |
| C. Public comment | |
| II. Consent items | |
| A. Minutes of regular meeting of October 18, 2023 | |
| B. Unaudited Monthly Revenue & Expense Reports for October 2023 | |
| C. Monthly Statistical Report for October 2023 | |
| III. Reports/Discussion Items/Action Items | |
| A. Action Item: Library Board Bylaws | Geisler |
| B. Action Item: Purge Dormant Accounts with Fees Over \$5 | Ollhoff |
| C. Action Item: Youth Services Endowment Fund Request | Ollhoff |
| D. Discussion Item: MSR Design Youth Services Renovation Update | Ollhoff |
| E. Discussion Item: 2024-2028 Long Range Plan Survey Update | Ollhoff |
| F. Discussion Item: Church Update | Ollhoff |
| G. Strategic Plan Goals & Objectives #5 | Ollhoff |
| H. Wisconsin Trustee Essential #7: The Library Board and Library Personnel | |
| 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 October 18, 2023

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: Michael Caylor, Darcy Dalsky, Chris Grunenwald, Audrey Huftel, Richard Mamer, Ryan Martinovici, and Elizabeth McCrank. Also present: Laurie Ollhoff, Andrea Bennett, Tena Gnewuch, Donna Plautz, and camera operator.

No public comment was made.

Consent items

E. McCrank/A. Huftel/C to approve the minutes of the regular meeting of September 20, 2023.

A. Huftel/D. Dalsky/C to accept the monthly Unaudited Revenue and Expense Report for September 2023.

E. McCrank/R. Martinovici/C accept the Monthly Statistical Report for September 2023. E. McCrank commented on the statistics and the continued growth of library resource use and program attendance.

Reports/discussion items/action items

A. M. Caylor/C. Grunenwald/C to approve the **Standard of Conduct for Library Patrons Policy**.

Review was required since the lifting of the COVID19 precautions in May 2023 and for the addition of inclusive language in its introduction as noted by L. Ollhoff.

B. R. Martinovici/E. McCrank/C to approve the **Public Use of Meeting Rooms**. L. Ollhoff presented minor revisions related to cancellation notification and signage allowed in the library for meetings scheduled at the library. Questions concerning revisions by E. McCrank were addressed by L. Ollhoff.

C. MSR Design Youth Services Update was provided by Lauren Gardner, Interior Designer with MSR Design via BlueJeans virtual attendance. L. Gardner reviewed a PowerPoint presentation that provided an overview of the plan and the resulting draft of a schematic drawing of the Youth Services Activity/Meeting Room. Questions brought forward by Board members were addressed by L. Gardner. Next steps will be to have the final rendering of the schematic design prepared for project quote by a local contractor to ascertain approximate costs to determine the breadth of a capital fund drive.

D. 2024-2028 Long Range Plan Survey Update was provided by L. Ollhoff. The Community Survey has gone live. Individuals may complete the Survey online or on paper. Paper copies are available at all service desks and will be entered into the Survey bank manually. The deadline for completion of the Survey is November 15, 2023. Data from the Survey will be gathered, reviewed, and summarized in a Final Report to the Board at the January 2024 Board of Trustees Meeting.

E. Strategic Plan Goals and Objectives #4. L. Ollhoff provided updates on Strategic Plan Goals and Objective #4. No further discussion.

F. Wisconsin Trustee Essential #6: Evaluating the Library Director. L. Ollhoff provided copies of Trustee Essential #6 for review and questions. No further discussion.

Library Director's Report

- Library program highlights announced.
- Nothing to report from the Wisconsin Valley Library System representative Diane Peterson.
- Friends of the Library is getting ready for the Fall Book Sale to be held from October 26 – October 28. There is no room for books in the Friends' closet. Books have got to go. Extra efforts are being made to make books available for purchase. Cat Oftedahl, library staff, has joined the Friends of the Library and has taken on the task of bagging children's books to be purchased on an ongoing basis until such time that the Friends' closet can store incoming donations sufficiently.

- The Library Donation portal has gone live and can be found at <https://www.tbscottlibrary.org/donate-to-the-library/>. An updated endowment fund brochure is in printing at Reindl Printing and will be distributed to the funeral homes in the area and provided with the URL for the Donate to the Library page.
- The Library's 2nd Staff Development Day was well received by all staff in attendance from T.B. Scott Free Library and the Tomahawk Public Library. Michelle Dennis from the Hedburg Public Library in Janesville, WI, did an outstanding job sharing her knowledge as the Director of Security and offered up numerous scenarios for staff members to discuss and apply.
- The November Staff Development Day to be held on Friday, November 10, will focus on dementia-friendly library training. Certified trainers from the ADRC of Central Wisconsin will facilitate the workshop which will put the Library on the state and national map as a dementia-friendly library. This is just one step in the development of a dementia-friendly community.
- The [Northern Wisconsin ILS Consortium Exploration \(NICE\)](https://nicelibraries.org/) Team continues to meet as it works through the process of consolidating the Wisconsin Valley Library Service and Northern Waters Library Service systems into one. NICE Team updates related to the pending consolidation can be found at <https://nicelibraries.org/>.
- An invitation was extended to the Library Board of Trustees to attend the unveiling of the street marker honoring Natalie Scribner, the Library's longest serving librarian, from 1922 – 1948. The unveiling will take place on Monday, October 23, 2023, @12 p.m. at the street sign corner of Polk Street and Main Street. A press release with this announcement can be found in the FotoNews.

President's remarks

- Thank you to everyone.

R. Martinovici/M. Caylor/C moved to adjourn the meeting at 4:32 p.m. The next regular business meeting of the Board of Trustees is scheduled for November 15, 2023, at 4:00 p.m. in the Library Community Room.

Respectfully submitted,
Laurie Ollhoff, Secretary

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
45110-43220 Library CARES Grant	0.00	0.00	0.00	0.00	0.00
45110-43510 CARES - COVID-19 Reimb	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	0.00	212.00	0.00	(212.00)
45110-43515 Federal ARPA - Am Rescue	41,733.00	0.00	41,733.00	100.00	0.00
45110-43517 WI Humanities Council	0.00	0.00	0.00	0.00	0.00
45110-43790 County Library Aid	442,869.00	0.00	442,870.00	100.00	(1.00)
TOTAL Intergovernmental	484,602.00	0.00	484,815.00	100.04	(213.00)
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,600.00	200.48	3,301.20	126.97	(701.20)
TOTAL Public Charges-Services	2,600.00	200.48	3,301.20	126.97	(701.20)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	0.00	300.00	0.00	(300.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	1,532.42	0.00	(1,532.42)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	2,456.50	0.00	(2,456.50)
45110-48475 Library Programs Revenue	0.00	0.00	5,326.22	0.00	(5,326.22)
45110-48492 Merrill Foundation Donation	0.00	0.00	0.00	0.00	0.00
45110-48500 Grant - Mead Witter	0.00	0.00	0.00	0.00	0.00
45110-48525 Grant - Community Liaison	0.00	0.00	0.00	0.00	0.00
45110-48555 Grant - WVLS System Aid	0.00	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	9,615.14	0.00	(9,615.14)
TOTAL REVENUES	487,202.00	200.48	497,731.34	102.16	(10,529.34)

EXPENDITURES

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Personnel Services

55110-01-11000 Salaries - Regular	186,343.00	13,760.32	135,020.49	72.46	51,322.51
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	430,806.00	32,603.61	339,527.94	78.81	91,278.06
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	3,504.00	0.00	0.00	0.00	3,504.00
55110-01-51000 Social Security	47,520.00	3,434.65	36,674.41	77.18	10,845.59
55110-01-52000 Retirement (WRS)	35,562.00	2,907.10	31,047.14	87.30	4,514.86
55110-01-52500 Prior Service-Debt Serv.	3,857.00	0.00	3,857.00	100.00	0.00
55110-01-54000 Health Insurance	83,378.00	6,712.23	65,784.84	78.90	17,593.16
55110-01-55000 Life Insurance	4,011.00	309.15	2,902.03	72.35	1,108.97
TOTAL Personnel Services	794,981.00	59,727.06	614,813.85	77.34	180,167.15

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	700.00	0.00	865.70	123.67	(165.70)
55110-02-16000 Elevator Contract/Inspect	3,000.00	0.00	3,342.88	111.43	(342.88)
55110-02-16250 HVAC Service	2,000.00	0.00	2,680.00	134.00	(680.00)
55110-02-16500 Fire/Security System Cont	1,900.00	119.00	600.12	31.59	1,299.88
55110-02-21000 Water and Sewer	1,700.00	0.00	1,190.58	70.03	509.42
55110-02-22000 Electric	24,000.00	2,832.85	22,543.94	93.93	1,456.06
55110-02-22500 Fuel - Natural Gas	8,400.00	451.22	15,434.51	183.74	(7,034.51)
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	1,861.98	54.76	1,538.02
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,500.00	97.81	1,699.01	113.27	(199.01)
55110-02-26000 Office Equipment Service	800.00	0.00	0.00	0.00	800.00
55110-02-27000 Lost-Damaged Materials	0.00	8.24	62.34	0.00	(62.34)
TOTAL Contractual Services	47,400.00	3,712.63	50,281.06	106.08	(2,881.06)
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,500.00	94.99	2,527.28	168.49	(1,027.28)
55110-03-10500 Library Supplies	6,500.00	398.76	5,085.66	78.24	1,414.34
55110-03-11000 Postage	1,900.00	0.00	963.62	50.72	936.38
55110-03-13000 Copier/Printing	500.00	0.00	290.00	58.00	210.00
55110-03-21000 Membership Dues	250.00	0.00	300.00	120.00	(50.00)
55110-03-30500 Mileage	1,450.00	97.35	869.12	59.94	580.88
55110-03-31000 Misc. - Petty Cash	0.00	130.00	0.00	0.00	0.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	0.00	1,396.15	69.81	603.85
55110-03-32001 Misc Rev - Educ & Conf	0.00	340.37	1,697.37	0.00	(1,697.37)
55110-03-41000 Public Relations/Publicit	2,500.00	0.00	850.00	34.00	1,650.00
55110-03-41001 Misc Rev - Publicity	0.00	0.00	618.00	0.00	(618.00)
55110-03-41250 Programming - Adult	10,000.00	593.48	3,578.49	35.78	6,421.51
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	80.00	0.00	(80.00)
55110-03-41500 Progammng - Youth	7,500.00	632.11	5,139.91	68.53	2,360.09
55110-03-41501 Misc Rev-Programming-Yout	0.00	0.00	7,757.38	0.00	(7,757.38)
55110-03-41750 Hospitality	300.00	0.00	0.00	0.00	300.00
55110-03-41751 Misc Rev-Hospitality	0.00	0.00	167.26	0.00	(167.26)
55110-03-44000 Janitor Supplies	5,000.00	647.55	2,888.49	57.77	2,111.51
55110-03-50000 M/R-General Repair/Maint.	5,600.00	476.72	3,930.59	70.19	1,669.41
55110-03-50001 Mis Rev-M/R General/Cont	0.00	0.00	0.00	0.00	0.00
55110-03-50275 M/R - Contingency	2,500.00	3,460.30	13,783.88	551.36	(11,283.88)
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	47,500.00	6,871.63	51,923.20	109.31	(4,423.20)
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	9,400.00	0.00	13,391.00	142.46	(3,991.00)
55110-05-50220 COVID-19 Expense	0.00	0.00	0.00	0.00	0.00
TOTAL Fixed Charges	9,400.00	0.00	13,391.00	142.46	(3,991.00)

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	0.00	2,534.56	0.00	(2,534.56)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	606.50	840.49	0.00	(840.49)
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	606.50	3,375.05	0.00	(3,375.05)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,700.00	892.50	7,751.90	79.92	1,948.10
55110-13-10100 Adult Dept Non-Fiction	10,150.00	1,437.48	9,505.66	93.65	644.34
55110-13-10200 Adult Dept Paperbacks	750.00	63.52	527.36	70.31	222.64
55110-13-10300 Adult Dept Reference	500.00	129.95	531.95	106.39	(31.95)
55110-13-10400 Adult Dept Large Print	4,300.00	252.87	3,258.95	75.79	1,041.05
55110-13-20000 Youth Children's Books	16,500.00	1,859.19	10,657.35	64.59	5,842.65
55110-13-20100 Young Adult Books	2,600.00	182.46	1,446.51	55.64	1,153.49
55110-13-20200 Youth Services Reference	0.00	0.00	0.00	0.00	0.00
55110-13-30000 Standing Orders	0.00	0.00	0.00	0.00	0.00
55110-13-40000 Professional Books	0.00	0.00	135.97	0.00	(135.97)
55110-13-50000 Magazines/Periodicals	6,500.00	0.00	1,089.59	16.76	5,410.41
55110-13-60000 Pamphlets	0.00	0.00	0.00	0.00	0.00
55110-13-75000 Misc Rev - Print	0.00	0.00	0.00	0.00	0.00
TOTAL Print Media - Library	51,000.00	4,817.97	34,905.24	68.44	16,094.76
<u>Non-Print Media-Library</u>					
55110-14-10000 Adult Dept Audio Books	0.00	0.00	0.00	0.00	0.00
55110-14-10100 Adult Dept Books on CD	2,500.00	308.91	1,812.06	72.48	687.94
55110-14-10200 Adult Dept CDs	900.00	115.80	681.12	75.68	218.88
55110-14-10300 Adult Dept CD-ROMs Circ.	0.00	0.00	0.00	0.00	0.00
55110-14-10301 Misc Rev-Adult Software	0.00	0.00	0.00	0.00	0.00
55110-14-10400 Adult Dept DVDs	3,000.00	224.14	2,070.59	69.02	929.41
55110-14-10500 Adult Dept Videos	0.00	0.00	0.00	0.00	0.00
55110-14-20000 Youth Audiobooks & CDs	1,800.00	0.00	774.27	43.02	1,025.73
55110-14-20100 Youth Videos, DVDs & CD-R	1,300.00	0.00	335.95	25.84	964.05
55110-14-30000 Microfilm	0.00	0.00	0.00	0.00	0.00
55110-14-40000 Learning Games/Story Boxe	500.00	108.53	242.70	48.54	257.30
55110-14-45000 Ebooks/Digital Content	6,001.00	189.95	5,755.10	95.90	245.90
55110-14-45001 Misc Rev-Ebooks/Digital	0.00	0.00	0.00	0.00	0.00
55110-14-45900 Misc Rev - Non-Print	0.00	0.00	0.00	0.00	0.00
TOTAL Non-Print Media-Library	16,001.00	947.33	11,671.79	72.94	4,329.21
<u>Technology</u>					
55110-15-30000 ARPA - 2022 Allocation	0.00	0.00	0.00	0.00	0.00
55110-15-31000 Computer Supplies	3,000.00	0.00	1,041.94	34.73	1,958.06
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	3,570.00	85.61	600.00
55110-15-32900 Charter Fiber-VOIP	0.00	0.00	0.00	0.00	0.00
55110-15-40000 Computer/Network Maintena	9,000.00	0.00	0.00	0.00	9,000.00
55110-15-42500 Computer Equipment	10,000.00	0.00	1,785.35	17.85	8,214.65
55110-15-47500 Software/Upgrades	985.00	21.33	1,340.16	136.06	(355.16)
55110-15-70000 V-Cat Shared Automation	17,208.00	0.00	17,549.41	101.98	(341.41)

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTAL Technology	45,363.00	21.33	25,286.86	55.74	20,076.14
TOTAL EXPENDITURES	1,011,645.00	76,704.45	805,648.05	79.64	205,996.95
REVENUES OVER/ (UNDER) EXPENDITURES	(524,443.00)	(76,503.97)	(307,916.71)	0.00	(216,526.29)

City of Merrill Reserved and Designated Fund Equity		As of 10/31/2023 Detail Summary Information			
Description	Account Number	12/31/22 Balance	2023 Revenue	2023 Expenses	10/31/23 Balance
N/L - Library Health Ins.	26-31-5457	\$10,000.00			
Tax - Levy	45110-41110		\$0.00	\$0.00	\$10,000.00
Net Library Health Ins.					
N/L - Library State Aid	26-31-5401	\$0.00			
Library - State Aid Revenue	45110-43690				
Library - State Aid Expense	55110-03-12600		\$0.00	\$0.00	\$0.00
Net Library State Aid					
N/L - Cross-County Borrowing	26-31-5415	\$9,453.60			
Library - Cross-County Revenue	45110-43790		\$2,971.76		
Library - Cross-County Expense	55110-03-12625			\$358.32	
Net Library Cross-County Borrowing			\$2,971.76	\$358.32	\$12,067.04
N/L - Library Photocopier	26-31-5425	\$11,052.06			
Library - Photocopier Revenue	45110-46713		\$3,684.80		
Library - Photocopier Expenses	55110-03-12650			\$2,856.65	
Net Library Photocopier			\$3,684.80	\$2,856.65	\$11,880.21
N/L - Library Grants	26-31-5425	\$0.00			
Library - Grant Revenues	45110-48250				
Summer Programs - Donations	45110-48277				
WI Humanities Grant	45110-48257				
Library - Grant Expense	55110-03-25000		\$0.00	\$0.00	\$0.00
Net Library - Grants					
N/L - Memorial Books	26-31-5455	\$10,603.39			
Library - Memorial Book Rev.	45110-48500		\$2,288.36		
Library - Memorial Book Exp.	55110-03-140500			\$2,082.42	
Net Library Memorial Books			\$2,288.36	\$2,082.42	\$10,809.33
Net N/L - T.B. Scott Library		\$41,109.05	\$8,944.92	\$5,297.39	\$44,756.58

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

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES =====					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	2,971.76	0.00	(2,971.76)
TOTAL Intergovernmental	0.00	0.00	2,971.76	0.00	(2,971.76)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	348.81	3,684.80	0.00	(3,684.80)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	348.81	3,684.80	0.00	(3,684.80)
<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	346.96	2,288.36	0.00	(2,288.36)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	346.96	2,288.36	0.00	(2,288.36)
TOTAL REVENUES	0.00	695.77	8,944.92	0.00	(8,944.92)
EXPENDITURES =====					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	358.32	0.00	(358.32)
55110-03-12650 Library Photocopier Expen	0.00	179.11	2,856.65	0.00	(2,856.65)
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	253.15	2,082.42	0.00	(2,082.42)
TOTAL Supplies & Expenses	0.00	432.26	5,297.39	0.00	(5,297.39)
TOTAL EXPENDITURES	0.00	432.26	5,297.39	0.00	(5,297.39)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	263.51	3,647.53	0.00	(3,647.53)
FUND TOTAL REVENUES					
	159,324.00	21,204.48	557,907.94	350.17	(398,583.94)
FUND TOTAL EXPENDITURES					
	270,369.00	16,631.69	491,866.76	181.92	(221,497.76)
REVENUES OVER/(UNDER) EXPENDITURES	(111,045.00)	4,572.79	66,041.18	0.00	(177,086.18)
=====					

Monthly Statistical Report

T.B. Scott Free Library

October 2023

LIBRARY ACTIVITY	Oct 2023	Oct 2022	% Change	Oct 2021	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic *	5,427	4,684	15.9%	3,678	47.6%	52,936	40,599	30.4%
Average Daily Traffic *	217	180	20.6%	141	53.9%	211	161	31.0%
Meetings Held	22	12	83.3%	7	214.3%	169	69	144.9%
Attendance	131	85	54.1%	51	156.9%	975	460	112.0%
Classes/Groups w/o Program Attendance	9	9	N/A	9	N/A	59	53	11.3%
	209	168	24.4%	148	41.2%	1,199	972	23.4%
New Card Registrations	43	53	-18.9%	25	72.0%	491	467	5.1%
Volunteer Hours Worked	17	10	70.0%	21	-19.0%	179	133	34.6%

TECHNOLOGY USE	Oct 2023	Oct 2022	% Change	Oct 2021	% Change	YTD 2023	YTD 2022	% Change
Wireless Use*	1,680	1,545	8.7%	2,531	-33.6%	15,296	10,393	47.2%
Internet Computers	Adult 340	401	-15.2%	359	-5.3%	3,465	3,069	12.9%
	Youth 80	59	35.6%	24	233.3%	1,021	421	142.5%
Other Computers	Adult -	-	N/A	-	N/A	-	-	N/A
	Youth 55	36	52.8%	13	323.1%	589	307	91.9%
TOTAL USE	475	496	-4.2%	396	19.9%	5,075	3,797	33.7%

PROGRAMS*	Oct 2023	Oct 2022	% Change	Oct 2021	% Change	YTD 2023	YTD 2022	% Change
Programs Given	Adult 11	2	450.0%	5	120.0%	68	25	172.0%
	Teen -	-	N/A	-	N/A	-	-	N/A
	Youth 12	10	20.0%	12	N/A	104	47	121.3%
TOTAL	23	12	91.7%	17	35.3%	172	72	138.9%
Program Attendance	Adult 140	25	460.0%	416	-66.3%	854	356	139.9%
	Teen -	-	N/A	-	N/A	-	-	N/A
	Youth 252	261	-3.4%	242	4.1%	2,393	1,063	125.1%
TOTAL	392	286	37.1%	658	-40.4%	3,247	1,419	128.8%

*As of January 2022, program statistics will be reported following the metrics specified by the Department of Public Instruction.
A full summary of programs/activities offered within the month is supplied below.

Self-Directed Activities

	Date	#	Adult	Date	#
Little Bluebirds Club		33	Judicare Legal Aid	10/2/2023	3
Preschool Activity Bags		75	Kindhearted (3 sessions)		67
Science Activity Bags		50	Adult Puzzle Competition	10/7/2023	20
Halloween Scavenger Hunt		83	Believe and Achieve	10/10/2023	5
			BYOB Club	10/11/2023	1
			Author Chat w/Steven Wilton & RV	10/14/2023	12
			Cover to Cover	10/19/2023	8
			Tarot 101	10/30/2023	6
			1 on 1 Tech (6 Sessions)		9
			<u>Outreach</u>		
			Community Baby Shower	10/3/2023	72
			Critic's Choice Movie	10/25/2023	18

Teen

Youth

Toddler Storytime (4 Sessions)
Family Storytime (3 Sessions)
Start With Art
Wiggle Giggle Shake (3 Sessions)

10/11/2023

OCTOBER 2023

BORROWERS		Oct 2023	Oct 2022	% Change	Oct 2021	% Change
City	Adult	3,618	3,852	-6.1%	4,317	-16.2%
	Youth	867	966	-10.2%	1,062	-18.4%
County	Adult	3,194	3,295	-3.1%	3,657	-12.7%
	Youth	769	865	-11.1%	905	-15.0%
Other	Adult	391	370	5.7%	547	-28.5%
	*ILL	444	436	1.8%	435	2.1%
	Youth	76	75	1.3%	102	-25.5%
TOTAL BORROWERS		9,359	9,859	-5.1%	11,025	-15.1%

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

Apr 2021: Purge of inactive patrons completed

Nov 2021: Initiated "fine free" policy

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

DONATIONS	Oct 2023	Oct 2022	Oct 2021	YTD 2023	YTD 2022
Endowment Fund	\$ 500	\$ -	\$ -	2,200	\$ 690
Special Projects Fund	\$ 1,085	\$ -	\$ 25	3,551	\$ 3,066
Gifts/Memorials	\$ 143	\$ 70	\$ 260	2,672	\$ 2,401

RESOURCE SHARING	Oct 2023	Oct 2022	% Change	Oct 2021	% Change	YTD 2023	YTD 2022	% Change
V-Cat Received	1,281	1,912	-33.0%	1,496	-14.4%	14,310	16,790	-14.8%
V-Cat Sent	1,281	1,213	5.6%	1,295	-1.1%	12,642	12,623	0.2%
ILL Received	41	54	-24.1%	74	-44.6%	430	477	-9.9%
ILL Sent	87	103	-15.5%	44	97.7%	926	880	5.2%

CIRCULATION		Oct 2023	Oct 2022	% Change	Oct 2021	% Change	YTD 2023	YTD 2022	% Change
Audiobooks	Adult	136	184	-26.1%	201	-32.3%	1,680	1,876	-10.4%
	Youth	32	62	-48.4%	17	88.2%	474	587	-19.3%
Books-Fiction	Adult	2,658	2,717	-2.2%	2,545	4.4%	27,537	27,409	0.5%
	Youth	3,207	3,620	-11.4%	2,134	50.3%	30,995	32,363	-4.2%
Books-Nonfiction	Adult	1,030	966	6.6%	912	12.9%	10,107	9,005	12.2%
	Youth	641	694	-7.6%	650	-1.4%	6,877	6,722	2.3%
CDs/Cassettes	Adult	143	170	-15.9%	108	32.4%	1,846	1,570	17.6%
	Youth	22	30	-26.7%	16	37.5%	186	406	-54.2%
DVD/Blu-Ray/VHS	Adult	757	635	19.2%	847	-10.6%	7,998	7,189	11.3%
	Youth	505	347	45.5%	355	42.3%	4,968	3,977	24.9%
Games	Adult	4	2	100.0%	3	33.3%	24	20	20.0%
	Youth	36	52	-30.8%	66	-45.5%	524	426	23.0%
Magazines	Adult	267	221	20.8%	255	4.7%	2,206	2,419	-8.8%
	Youth	-	-	N/A	1	-100.0%	-	-	N/A
Other	Adult	99	23	330.4%	62	59.7%	889	598	48.7%
	Youth	57	24	137.5%	135	-57.8%	311	278	11.9%
PHYSICAL ITEMS SUB TOTAL		9,594	9,747	-1.6%	8,307	15.5%	96,622	94,845	1.9%
Digital Library	Audiobooks	1,224	966	26.7%	941	30.1%	10,740	9,618	11.7%
	eBooks	1,151	951	21.0%	1,142	0.8%	10,672	10,656	0.2%
	*Magazines	297	99	200.0%	87	241.4%	1,144	893	28.1%
	Music/Videos	-	-	N/A	-	N/A	-	1	-100.0%
DOWNLOADS SUB TOTAL		2,672	2,016	32.5%	2,170	23.1%	22,556	21,168	6.6%
TOTAL CIRCULATION		12,266	11,763	4.3%	10,477	17.1%	119,178	116,013	2.7%

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

MATERIALS CIRCULATING	Oct 2023	Oct 2022	% Change	Oct 2021	% Change	YTD 2023	YTD 2022	% Change
% Nonprint Materials Circulated	18.7%	15.7%	19.0%	21.8%	-14.3%	19.56%	17.8%	9.6%
% Print Materials Circulated	81.3%	84.3%	-3.5%	78.2%	4.0%	80.44%	82.2%	-2.1%
% Adult Materials Circulated	53.1%	50.5%	5.2%	59.4%	-10.6%	54.12%	52.8%	2.5%
% Youth Materials Circulated	46.9%	49.5%	-5.3%	40.6%	15.5%	45.88%	47.2%	-2.8%

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES BYLAWS

Adopted by the T. B. Scott Free Library Board of Trustees 6/18/2008

**Amended: 7/20/2011, 11/20/2013, 2/15/2017; 11/25/2020; Reviewed
11/15/23.**

Review Date: 2026

Article I Identification

This organization is the Board of Trustees of the T. B. Scott Free Library, located in Merrill, Wisconsin, established by the Wisconsin municipality of Merrill, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II Membership

Section 1. Appointments. Membership on the Board of Trustees shall be in accordance with the Wisconsin State Statutes and Administrative Code. As of July 1, 1973, the Board of Trustees is made up of nine members serving three-year terms. Six residents of the city are appointed by the Merrill Mayor and confirmed by the Common Council. The Superintendent of the Merrill Area Public Schools or the Superintendent's representative shall also be a member of the Board, as provided by State Statute. Two residents of Lincoln County shall be appointed by the County Board Chair and confirmed by the County Board.

Section 2. Terms of Office. Only one member of the Common Council shall be a member of the Board of Trustees at any one time. Only one member of the County Board shall be a member of the Board of Trustees at any one time.

Section 3. Compensation. No compensation shall be paid to the Board of Trustees for their service as such, but they may be reimbursed for their actual expenses incurred in performing duties outside the city if so authorized by the Board of Trustees. Board members may receive reimbursement for necessary expenses incurred in performing their duties if so authorized by the Library Board and the municipal governing body.

Section 4. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. If at all possible, members shall notify the Library Director by noon of the meeting day if they cannot attend a meeting.

Article III Officers

Section 1. Officers. The officers of the Board shall be the President, the Vice-president, and the Financial Secretary of the Endowment Fund. The Library Director shall act as the Board Secretary, but is not considered to be a member of the Board of Trustees.

Section 2. Election. The President of the Board shall appoint a Nominating Committee at the November meeting of the Board. The Nominating Committee shall prepare a slate of officers consisting of a President, a Vice-president, and a Financial Secretary for presentation to the Board at the annual meeting in January. Additional nominees may be proposed from the floor at the annual meeting, providing that prior consent of the nominee(s) has been obtained. The officers shall be chosen by a majority vote of the members of the Board present at the annual meeting.

Section 3. Term. The officers shall be elected for a one-year term commencing on the date of their election. A vacancy in the presidency shall be filled by the Vice-president. Vacancies in the offices of Vice-president or Financial Secretary shall be filled at the next meeting of the Board after the vacancy occurs. No member shall hold more than one office at a time.

Section 4. President's Duties. The President shall preside at all Board meetings, appoint all committees, call special meetings, decide all points of order, execute all documents authorized by the Board; serve as an ex-officio voting member of all committees except the Nominating Committee, and generally perform the duties of a presiding officer.

Section 5. Vice-President's Duties. The Vice-president shall preside in the absence of the President and shall assume the office of President if the President is not able to serve.

Section 6. Financial Secretary's Duties. The Financial Secretary shall serve as the Chair of the Endowment Committee and shall semiannually make the proper reports showing in detail the amount, investment income, and disbursements from the trust funds in his/her charge in accordance with the Wisconsin State Statute 43.58(6) and (7)(d).

Section 7. Library Director's Duties. The Director of the Library shall have sole responsibility for administration of the Library under the direction and review of the Board. He/she also shall act as Secretary for the Board, except when his/her appointment or salary are being discussed or decided. He/she shall issue notice of all regular and special meetings, keep true and accurate minutes of all meetings, and otherwise perform the general duties of a secretary.

Article IV Meetings

Section 1. Regular Meetings. The regular meeting of the Board of Trustees shall be held the third Wednesday of each month unless an alternate date is approved by the Board.

Section 2. Annual Meeting. The regular meeting in January of each year will be the annual meeting, which shall include the election of officers.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate Board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current Board minutes shall be posted by the Library in print and/or electronic formats.

Section 5. Special Meetings. Special meetings shall be called by the President whenever, in the President's judgment, they may be necessary or at the written request of three trustees. Only business stated on the meeting notice may be transacted during the meeting. Notice stating the time and place of any special meeting and purpose for which it is called shall be given each member of the Board and to City Hall at least 48 hours in advance of such meeting, unless such notice is waived by a 2/3 majority of the Board members and corresponds to current state open meeting laws.

Section 6. Quorum. A quorum for the transaction of business at any Board meeting shall consist of a majority of the members of the Board.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meeting law (WI Stat. 19.81-19.98).

Section 8. Parliamentary Authority. The Standard Code of Parliamentary Procedure by Alice Sturgis, latest edition, shall be the parliamentary authority governing all meetings of the Board of Trustees and its committees, in all cases in which it is not inconsistent with these bylaws and any statutes applicable to this Board.

Article V Committees

Section 1. Standing Committees. There shall be three standing committees of the Board of Trustees: Personnel and Finance, Building and Grounds, and the Endowment Fund. Committee appointments shall be made at the February Board meeting. Committees shall make recommendations to the Board as pertinent to Board meeting agenda items. Any member of the Library Board may attend meetings of any committee.

Section 2. Personnel and Finance Committee. The Personnel and Finance Committee shall supervise personnel and financial matters and make recommendations to the Board concerning those areas.

Section 3. Building and Grounds Committee. The Building and Grounds Committee shall oversee all matters pertaining to the general care of the building and grounds and make recommendations to the Board on those matters.

Section 4. Endowment Fund Committee. The Endowment Fund Committee shall supervise all endowments and trust funds administered by the Board of Trustees and shall make recommendations to the Board concerning these matters. One of the committee members shall be the Financial Secretary.

Section 5. Nominating Committee. (See Article III, Section 2.)

Section 6. Ad Hoc Committees. Ad hoc committees for the study of special issues shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 7. No committee shall have other than advisory powers.

Article VI Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the T. B. Scott Free Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall ensure supervision and maintenance of the buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good for the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. Board members shall work cooperatively as needed with the director(s) and other staff to meet the needs of library users.

Section 9. The Board shall approve, prior to submission, the required annual report to the Wisconsin Department of Public Instruction's Division for Libraries and Technology, as well as annual reports to the Common Council and County Board.

Section 10. Board members shall follow all guidelines on confidentiality of records.

Section 11. Board members shall accept Board decisions and work toward implementing them even if the decisions do not conform to the individual's personal opinions.

Article VII Expenditures

Expenditures of library funds shall be in accordance with the Wisconsin State Statutes and Administrative code. All bills and claims shall be approved by the Board, signed and initialed by the library secretary or her/his designee, then forwarded to the City Finance Director/City Treasurer for payment. Recurring payments, including payroll, may be paid by the due date and then submitted to the Board at its next regular meeting. In such cases where payments are required prior to a board meeting, any two Board members may approve all bills and claims and forward them to the City Finance Director/City Treasurer for the issuing of payment.

Article VIII Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall attend all Board meetings, acting as secretary (but may be excused from closed sessions), but shall have no vote.

Article IX Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the T. B. Scott Free Library in which they have a direct or indirect financial interest.

Section 2. A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article X General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board of Trustees, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken. A majority of a quorum may pass an amendment.

Potential Patron Purge - November 2023

Record No.	Exp. Date	Money Owed	Last Circ Date
p10543168	12/29/2006	\$ 122.86	12-30-2003
p11500591	3/4/2007	\$ 87.08	05-24-2004
p11452511	5/14/2007	\$ 42.98	06-20-2003
p11512003	6/1/2007	\$ 42.98	04-13-2005
p10525361	6/11/2007	\$ 28.90	11-12-2004
p10525117	10/15/2007	\$ 22.00	09-19-2005
p10559942	12/1/2007	\$ 26.95	04-12-2005
p10050164	12/30/2007	\$ 166.65	09-14-2007
p11563436	6/14/2008	\$ 63.93	08-11-2005
p11319720	11/12/2010	\$ 84.80	12-18-2001
p10278357	11/13/2010	\$ 82.91	10-24-2010
p11539215	12/11/2010	\$ 69.95	03-15-2008
p11322299	1/11/2011	\$ 214.95	01-22-2008
p11423468	1/15/2011	\$ 31.94	08-09-2004
p10760337	1/21/2011	\$ 59.97	07-21-2008
p10536036	5/29/2011	\$ 11.99	05-17-2010
p10538355	6/20/2011	\$ 49.90	02-14-2011
p10823657	7/16/2011	\$ 60.00	10-29-2008
p10832622	8/11/2011	\$ 15.00	03-12-2010
p10834709	8/18/2011	\$ 12.98	02-13-2009
p11352280	9/6/2011	\$ 35.00	01-11-2007
p11366011	10/24/2011	\$ 48.50	04-02-2002
p1059873x	10/24/2011	\$ 59.85	06-10-2002
p1057086x	10/24/2011	\$ 116.87	01-12-2000
p10520429	10/24/2011	\$ 132.71	07-25-94
p11419271	10/28/2011	\$ 26.36	12-12-2002
p10185677	10/28/2011	\$ 94.95	02-23-2001
p10561845	10/28/2011	\$ 195.20	10-14-94
p10565553	10/30/2011	\$ 18.98	08-27-2002
p10530745	11/3/2011	\$ 45.66	12-10-2001
p10030189	11/11/2011	\$ 24.00	10-25-2013
p1054513x	11/11/2011	\$ 36.00	03-14-2001
p10581480	11/11/2011	\$ 69.94	01-25-2001
p10543570	11/11/2011	\$ 217.95	03-28-2001
p10560877	11/12/2011	\$ 33.51	03-23-95
p10879808	1/28/2012	\$ 76.69	03-03-2009
p10714911	5/6/2012	\$ 22.49	04-11-2010
p10415117	5/17/2012	\$ 19.99	07-15-2019
p11619296	7/7/2012	\$ 20.95	11-07-2009
p11560241	7/23/2012	\$ 13.49	07-29-2009
p10953693	8/23/2012	\$ 13.98	08-23-2010
p10953826	8/23/2012	\$ 50.50	10-04-2010
p10960673	9/14/2012	\$ 34.00	10-02-2009
p10960661	9/14/2012	\$ 330.64	10-08-2009
p10915412	10/3/2012	\$ 44.90	10-04-2009
p10980921	11/18/2012	\$ 12.95	06-18-2012

Potential Patron Purge - November 2023

p11367489	12/2/2012	\$	13.00	10-04-2013
p10633418	2/5/2013	\$	23.00	07-22-2010
p10830169	2/22/2013	\$	58.98	06-04-2010
p11049741	6/28/2013	\$	17.00	08-18-2010
p11414625	7/18/2013	\$	159.00	04-09-2009
p10665626	8/1/2013	\$	53.44	08-04-2010
p10881104	8/15/2013	\$	120.97	02-04-2011
p11605248	8/16/2013	\$	19.95	10-19-2010
p10953000	8/19/2013	\$	29.00	04-01-2013
p10203126	9/2/2013	\$	74.85	09-07-2010
p1108778x	10/11/2013	\$	14.99	12-22-2010
p11615989	12/3/2013	\$	13.98	03-08-2012
p11396520	12/14/2013	\$	34.95	12-19-2014
p11528266	2/10/2014	\$	16.00	07-08-2005
p11414972	2/20/2014	\$	5.95	08-03-2004
p11356893	2/20/2014	\$	9.95	03-28-2003
p11632446	2/20/2014	\$	147.80	01-04-2003
p11120800	2/23/2014	\$	11.00	01-18-2014
p1078195x	3/3/2014	\$	50.94	06-30-2008
p10728508	3/13/2014	\$	22.00	10-15-2007
p11563679	3/13/2014	\$	55.50	07-05-2005
p1073093x	3/13/2014	\$	109.75	10-17-2007
p11415289	3/13/2014	\$	202.40	01-26-2004
p11616672	3/17/2014	\$	6.99	- -
p1072851x	3/17/2014	\$	27.95	10-15-2007
p1060828x	3/17/2014	\$	96.89	10-30-2006
p10728491	3/17/2014	\$	109.89	10-08-2007
p10704115	3/17/2014	\$	124.82	08-10-2007
p11575530	3/17/2014	\$	213.14	07-03-2006
p11513019	3/21/2014	\$	36.61	06-09-2004
p10676065	3/22/2014	\$	10.00	06-06-2007
p11569724	3/22/2014	\$	15.00	01-12-2007
p11577320	3/22/2014	\$	15.60	09-23-2005
p1155437x	3/22/2014	\$	19.98	01-21-2006
p10543193	3/22/2014	\$	45.95	04-17-2003
p10705211	3/22/2014	\$	65.00	09-11-2007
p1067410x	3/22/2014	\$	86.10	10-29-2007
p10742219	3/22/2014	\$	222.80	11-28-2007
p1162968x	3/22/2014	\$	280.67	11-22-2006
p1044516x	4/4/2014	\$	34.95	04-07-2009
p10484383	4/4/2014	\$	67.86	03-07-2006
p11353326	4/5/2014	\$	19.00	05-01-2012
p11544181	4/13/2014	\$	19.95	01-22-2005
p11139353	4/28/2014	\$	27.70	11-20-2013
p11143642	5/11/2014	\$	14.00	05-12-2011
p10651548	6/13/2014	\$	33.31	12-20-2007
p11160019	6/20/2014	\$	25.98	09-06-2011

Potential Patron Purge - November 2023

p1117416x	7/25/2014	\$	17.00	05-21-2012
p11173798	7/25/2014	\$	21.00	09-13-2013
p11174158	7/25/2014	\$	421.72	06-18-2012
p10594450	9/5/2014	\$	258.62	02-04-2015
p1172089x	10/3/2014	\$	7.99	08-07-2015
p11200078	10/9/2014	\$	7.99	12-04-2011
p11199830	10/9/2014	\$	107.95	11-01-2011
p10745506	11/8/2014	\$	90.30	01-30-2008
p11219889	11/30/2014	\$	361.88	06-18-2012
p11150658	12/5/2014	\$	28.98	12-13-2011
p11391042	12/8/2014	\$	68.95	09-06-2002
p11223431	12/13/2014	\$	12.00	12-14-2011
p11224137	12/15/2014	\$	34.00	05-21-2012
p11531332	1/22/2015	\$	19.98	01-25-2005
p11109385	2/13/2015	\$	98.90	02-22-2012
p11079952	2/15/2015	\$	44.91	10-01-2010
p1124964x	3/9/2015	\$	33.95	03-09-2012
p10849567	3/16/2015	\$	30.00	11-07-2013
p10598212	4/24/2015	\$	20.00	02-04-2016
p10035345	4/27/2015	\$	12.00	12-27-97
p11264329	4/27/2015	\$	85.89	04-05-2016
p11267902	5/9/2015	\$	128.91	05-09-2012
p10093035	6/4/2015	\$	64.95	02-19-2001
p1161190x	6/11/2015	\$	189.65	10-29-2012
p11284468	6/15/2015	\$	20.00	06-15-2012
p11524662	7/13/2015	\$	25.90	04-06-2012
p11305332	8/6/2015	\$	460.51	09-04-2012
p11538466	8/9/2015	\$	70.90	04-01-2000
p11307833	8/10/2015	\$	15.00	02-28-2013
p10514661	9/17/2015	\$	171.99	09-17-2012
p11333315	10/24/2015	\$	32.00	11-06-2013
p11371195	10/24/2015	\$	39.90	05-07-2002
p11335579	10/30/2015	\$	46.79	05-04-2015
p11341257	11/19/2015	\$	33.30	01-09-2015
p10428409	1/12/2016	\$	74.99	01-09-2015
p11621060	1/20/2016	\$	8.25	02-21-2014
p11608742	1/31/2016	\$	12.00	06-05-2014
p10765037	2/4/2016	\$	30.75	10-30-2013
p10950722	2/13/2016	\$	66.23	03-14-2010
p11649732	3/5/2016	\$	45.90	04-02-2014
p11661823	4/15/2016	\$	11.99	01-09-2015
p11544582	4/24/2016	\$	35.99	08-03-2015
p11467253	4/27/2016	\$	30.80	05-05-2016
p11684859	6/17/2016	\$	56.50	08-05-2014
p11686327	6/19/2016	\$	49.99	04-02-2014
p1168642x	6/20/2016	\$	80.53	06-30-2014
p11687824	6/25/2016	\$	27.99	08-07-2015

Potential Patron Purge - November 2023

p10899583	7/9/2016	\$	5.10	05-18-2015
p11502563	7/29/2016	\$	74.85	09-23-2004
p10589983	8/20/2016	\$	12.98	01-26-99
p11190528	9/10/2016	\$	45.79	08-07-2015
p10903963	9/16/2016	\$	15.99	11-01-2013
p10715022	10/5/2016	\$	9.99	03-31-2015
p11107121	10/6/2016	\$	40.00	08-08-2016
p11723336	10/11/2016	\$	651.81	04-07-2017
p11723543	10/12/2016	\$	30.00	10-01-2014
10481.55				

**T.B. Scott Free Library
Board of Trustees
Endowment Fund Request-Little Bluebirds Program
November 15, 2023**

To continue offering the Little Bluebirds early literacy program at T.B. Scott Free Library, I respectfully request funding for books and supplies. This program began as "1000 Books Before Kindergarten" in the fall of 2013. A few years ago, the focus of the early literacy program was recalibrated to encompass all developmental skills necessary for early literacy development and school readiness and, at that time, renamed Little Bluebirds.

The Board of Trustees graciously approved funding via the Endowment Fund for supplies and books gifted to our young patrons as they reached each milestone. The funds originally provided are almost depleted. We respectfully request for an extension of funding, not to exceed \$1000 per year to be replenished annually on or about January 15. This is a valuable program in which we provide parents/guardians with early literacy information and tools they can use to engage with their child as they learn and grow.

Goal #5:

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

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

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

Responsible staff: Library Director

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

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

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

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

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

Current Year : Latest Progress: Next Step:

Based upon research and evaluation of 3D printer workspace needs, the library will not purchase a 3D printer in the foreseeable future. LO. 05/30/2023. Creation of small seating areas designed for small group reading and/or conversation. LO. 07/2023.

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

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

Measure: Staff will continue to actively address afterschool issues

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

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

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

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

Measure: Add collaborative spaces for small group use.

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

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

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

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

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

Responsible staff: Assistant Director/Head of Youth Services

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

6/12/2023. Initiated on-going collaboration with the Food Pantry to order after school snacks. Kwik Trip donated funds to purchase fresh fruit as additional after school snack offerings. 11/6/23 AB.

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

The Library Board and Library Personnel

7

The most important determinant of library service quality is the training, experience, attitude, and motivation of the library staff. Developing and maintaining a high-quality library staff requires careful decision-making and cooperation by both the library board and the library director.

Role of the Board / Role of the Director

The most direct personnel responsibility of the library board is the hiring and supervision of the library director (see [Trustee Essential #5: Hiring a Library Director](#) and [Trustee Essential #6: Evaluating the Director](#)), but the board's responsibilities extend to issues that affect all library staff. It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.

While both the library board and the library director have significant personnel responsibilities, the library will operate most effectively if the two parties cooperate and communicate on important personnel matters, while avoiding intrusion into each other's area of responsibility. Keep in mind that:

- The library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.
- The library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.

Staff duties and compensation are another area where cooperation is essential. While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

In This Trustee Essential

- The roles of the board and the library director on personnel issues
- How board decisions can affect the quality of library staff and library services

Lines of Communication

While trustees will want to know the individuals who comprise the staff and what they think about the library and its policies, services and collections, trustees must be very careful to avoid undermining the authority of the director if he/she is going to be able to manage effectively. Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.

Because the library board may want input from the staff on certain issues, the board should solicit such input through the director. In addition, the library board may decide to obtain library staff input on the director's performance as part of a formal evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

Staff Compensation Levels

The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide (see the [Sources of Additional Information](#) section below for sources of this data). Compensation for library staff should be in line with other community positions that require similar training and responsibilities.

Personnel Policy

It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. (For more information, see [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#).) Your municipality or county may have personnel department staff that keeps up to date on these laws. Knowledgeable individuals should review all proposed changes in the personnel policy. To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues. For more information about the employment-related requirements of the ADA including a sample job description, see [*Trustee Essential #5: Hiring a Library Director*](#).

Sample personnel policies are available from the Wisconsin Public Library Policy Resource Webpage at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Library Employee Unions

The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights. Note: Under [*2011 Wisconsin Act 10*](#), collective bargaining for most public employees (including library staff) was sharply curtailed.

In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes. Therefore, it is the library board (or a designee of the library board acting under library board supervision) that negotiates with any union(s) representing library employees. An individual familiar with [*Chapter 43*](#), library board concerns, and collective bargaining law should handle all labor negotiations on behalf of the board. Knowledgeable individuals should assist in the development of library board collective bargaining strategy. The library board must ratify any union agreements involving library employees.

The library board may not abrogate or delegate its legal responsibilities for establishing library policies and personnel policies or for determining the duties and compensation of all library staff. In addition, the library board may not take away the library director's legal authority to hire and supervise all other library staff.

Personnel Records and Board Meetings on Personnel Issues

Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues. See [*Trustee Essential #14: The Library Board and the Open Meetings Law*](#) and [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information.

Continuing Education for Library Staff

Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules. (See [Trustee Essential #19: Library Director Certification](#).)

Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

Sources of Additional Information

- Your regional library system staff (see [Trustee Tool B: Library System Map and Contact Information](#))
- Your municipal attorney and municipal personnel staff.
- Sample personnel policies on the Wisconsin Public Library Policy Resource page (<http://dpi.wi.gov/pld/boards-directors/policy-resources>)
- Annual nationwide Public Library Data Service Statistical Report (available from the Public Library Association)
- Wisconsin Association of Public Libraries Sample Library Position Descriptions (contact WLA or your library system)
- State publications on employment laws (dwd.wisconsin.gov/er/)
- Federal Laws Prohibiting Job Discrimination: Questions and Answers (www.eeoc.gov/facts/qanda.html)

Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org

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 – November 15, 2023

Events

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

Here are some highlights of library programming:

- **Storytime for Early Childhood** Students is underway. The coordinated visits with Pine River School for Young Learners and other early childhood centers in the area are not displayed on the public events calendar, but we can guarantee that the Youth Services behind-the-scenes calendar is FULL! This collaboration has been made possible through the support of the Library Endowment Fund.
- **Storytime for Adults with Special Needs** is also underway. We currently collaborate with Believe & Achieve Adult Center and Kindhearted, LLC. Staff from the centers along with the adults in their care ride the city bus to the library for Storytime specifically designed to fit their needs. This has been a huge success.
- **Cover-to-Cover Book Club** members continue to meet every third Thursday of the month. Staff member, Faith Martinson, has done a wonderful job of facilitating the group.

WVLS

- Nothing to report from Diane Peterson, our WVLS representative.
- Next WVLS Board of Trustees Meeting – Saturday, November 18, 2023

Friends of the Library

- Friends of the Library had an amazing turnout for the book sale. They sold \$1,614.27 worth of books! Wow! The best they have done in quite some time. The proceeds from the sale will help to support programming at the Library. For that we are truly grateful!

Library Director's Report

- If you hadn't already noticed, the mural at Circulation is complete or close to completion. Tom Lambrecht set aside Friday, November 10, to begin work on the mural. We took advantage of our closure for the day for Staff Development to allow for Tom to work with minimal distractions.
- Advertising of the Endowment Fund Donation portal is under way. Brochures have been delivered to the funeral homes. Once again, here is the link to the library website donation page: <https://www.tbscottlibrary.org/donate-to-the-library/>. Please feel free to direct individuals to the website when considering a donation.
- The T.B. Scott Free Library Community Survey deadline to complete will have expired on the day of the Board of Trustees meeting. As of Monday, November 6, 2023, the library has received 93 online responses and 18 paper-format responses. A survey report will be drafted and provided to the Board at the January 2024 Board meeting.
- The final Staff Development Day was held on Friday, November 10. The topic for the workshop was: Dementia-Friendly Library training. The workshop was facilitated by Scott Seeger and Jennifer Thompson from the ADRC of Central Wisconsin. This training allows for the library to be recognized as a Dementia-Friendly Library in the state of Wisconsin. The hope is that the library will provide the impetus for creating a [dementia-friendly community](#) in the City of Merrill and surrounding communities.
- We continue to work on outreach and collaboration with other community non-profits and support systems. One area that we continue to focus on is the senior population in the community. We are in the process of adding "Stepping On" to our adult programming series. Stepping On is a seven-week workshop using adult education to

develop the knowledge and skills needed to help older adults prevent falls. It focuses on how strength and balancing exercises, medication management, home safety, footwear, vision, and mobility all play an important part in fall prevention. The workshop:

- Increases awareness of fall risks
- Helps participants be more informed about the factors that contribute to their risk of falling
- Includes guest experts on certain topics
- Follows through on the use of prevention strategies after the workshop is completed
- Includes a follow-up "booster" class to review achievements

This program does require the need for volunteers willing to facilitate the workshops. The ADRC of Calumet, Outagamie and Waupaca Counties have worked with numerous facilities in their area and have had notable participation from community members.

- The Wisconsin Library Association Conference was Wednesday, October 26, - Friday, October 28. Andrea Bennett, Maria Pregler, and I attended. As always there way more sessions on various topics than there is time to attend. I often wish I could clone myself for such events. Andrea, Maria, and I will share highlights from the sessions we attended during the Board meeting.
- In past reports, I have mentioned the Northern Wisconsin ILS Consortium Exploration (NICE) Team and the charge that has been placed upon the Team to evaluate and develop a plan of consolidation of the Wisconsin Valley Library Service and the Northern Waters Library Service Systems. Included in my report for your review is a map that sets out where the systems are currently, what counties are in each system, and the magnitude of the system size upon consolidation. I am happy to answer any questions at any time regarding the process of consideration for consolidation and am happy to take back questions to the Team from the members of the Library Board.
- As always, we love visitors to the library. Please stop in any time to see all that the library has to offer our community.

