



NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday October 18, 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

- | | |
|---|---------|
| I. Opening | Geisler |
| A. Call to order and roll call | |
| B. Correspondence | |
| C. Public comment | |
| II. Consent items | |
| A. Minutes of regular meeting of September 20, 2023 | |
| B. Unaudited Monthly Revenue & Expense Reports for September 2023 | |
| C. Monthly Statistical Report for September 2023 | |
| III. Reports/Discussion Items/Action Items | |
| A. Action Item: Standard of Conduct for Library Patrons Policy Review | Geisler |
| B. Action Item: Public Use of Meeting Rooms | Ollhoff |
| C. Discussion Item: MSR Design Youth Services Renovation Update | Ollhoff |
| D. Discussion Item: 2024-2028 Long Range Plan Survey Update | Ollhoff |
| E. Discussion Item: Endowment Fund Donations & Updated Brochure | Ollhoff |
| F. Strategic Plan Goals & Objectives #4 | Ollhoff |
| G. Wisconsin Trustee Essential #6: Evaluating the Director | 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 September 20, 2023

Opening

President Michael Geisler called the regular meeting of the Board of Trustees to order at 4:00 p.m. in the Library Community Room. Present: Michael Caylor, Chris Grunenwald, Audrey Huftel, Ryan Martinovici, and Elizabeth McCrank. Excused: Darcy Dalsky. Not present: Richard Mamer. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.

L. Ollhoff presented letters received from Al Curtis, a Pine Crest Nursing Home resident, thanking the library for the outreach services provided to homebound patrons and others unable to come to the library and from the American Red Cross for the generous donation made to the organization made possible through the library staff's monthly fundraising efforts on Blue Jean/Casual Day Fridays.

No public comment was made.

Consent items

E. McCrank/A. Huftel/C to approve the minutes of the regular meeting of August 16, 2023.

A. Huftel/R. Martinovici/C to accept the monthly Unaudited Revenue and Expense Report for August 2023.

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

Reports/discussion items/action items

- A. E. McCrank/M. Caylor/C** to approve: Authorization for Richard A. Mamer or Michael V. Geisler as the signers on all financial accounts of the T.B. Scott Free Library and its Endowment Fund. This authorization includes the opening of any deposit or share account(s) of subject organization. Said individuals shall be authorized to endorse checks and money orders for the payment of money or otherwise withdraw or transfer funds on deposit with the following financial institutions:

- a. Crossbridge Community Bank, Merrill, Wisconsin
- b. Edward Jones Investments, Merrill, Wisconsin
- c. Incredible Bank, Merrill, Wisconsin

These shall be single signature accounts.

M. Geisler stated the purpose of this authorization to provide assurance that the Endowment Fund accounts can be accessed when necessary and adds depth to those responsible for the management of the funds. No further discussion.

- B. A. Huftel/R. Mamer/C** to approve the Endowment Fund Request for Post Card Mural at the Library entrance in the amount of \$1,565. E. McCrank asked for clarification on the decision-making process. L. Ollhoff explained the process and the connection to the artist who will paint a historical Merrill area post card that includes a view of the original Carnegie library along the Prairie River. No further discussion.
- C. Merrill Historical Society Collaboration** effort was presented by L. Ollhoff. The Library was approached to assist in the process of digitizing materials that only the library has in its possession. This proposed project would be the result of the Merrill Historical Society being designated as a recipient of a grant from the Bierman Family Foundation. L. Ollhoff stated the Library willingly accepted the request to assist.
- D. The 2024-2028 Long Range Strategic Plan Library Visit Report** was presented by L. Ollhoff. Discussion included highlights from the visits. Similarities were seen between libraries related to the need for more meeting spaces, better use of existing spaces, and space needs evaluations. Conversations with other state libraries by the Library administration team provided some assurances to the direction.

- E. **Church Status (100 Polk St.)** was discussed. M. Caylor stated that nothing currently is being done with the property. The property is now privately owned and is back on the tax roll. L. Ollhoff mentioned that library staff had witnessed some minor maintenance activity.
- F. **Strategic Plan Goals and Objectives #3.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #3.
- G. **Wisconsin Trustee Essential #5: Organizing the Board for Effective Action.** L. Ollhoff provided copies of Trustee Essential #5 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 have scheduled their Fall Book Sale for Thursday, October 26 – Saturday, October 28.
- The Library has created an online monetary donation portal for donations to the T.B. Scott Free Library Endowment Fund at <https://www.tbscottlibrary.org/donate-to-the-library/>. M. Caylor recommended that the funeral homes in the area be contacted and provided with the URL for the Donate to the Library page.
- T.B. Scott Free Library has been asked to join the [Northern Wisconsin ILS Consortium Exploration \(NICE\)](https://nicelibraries.org/) Team as the Wisconsin Valley Library Service works in collaboration with the Northern Waters Library Service to consolidate the two systems into one. Information related to the work that has been complete to date and the recommendation by the NICE Team to consolidate can be found at <https://nicelibraries.org/>.
- A draft of 2024-2028 Long Range Strategic Plan Survey questions has been in collaboration with Art Lersch, U.W. Extension Area Director, and Erica Brewster, WVLS Data and Technology Services Consultant. This survey will be shared with area residents in October as part of the planning process for the 2024-2028 Long Range Strategic Plan.
- The Library is moving forward with MSR Design in the development of schematic designs for the Youth Services Department Activity/Meeting Room. Draft designs and report is forthcoming.
- The Library's 2nd Staff Development Day will be held on Monday, October 9, along with staff from the Tomahawk Public Library. The workshop will be facilitated by Michelle Dennis from the Hedburg Public Library in Janesville, WI. Ms. Dennis will present on library security and working with patrons.
- Mention was made that individuals should take the opportunity to visit the Library's Community Artshare that is currently housing the historical kitchen collection of one the Library's staff members, Tena Gnewuch.

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 October 18, 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: SEPTEMBER 30TH, 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	221,435.00	442,870.00	100.00	(1.00)
TOTAL Intergovernmental	484,602.00	221,435.00	484,815.00	100.04	(213.00)
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,600.00	169.39	3,100.72	119.26	(500.72)
TOTAL Public Charges-Services	2,600.00	169.39	3,100.72	119.26	(500.72)
<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	606.50	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	606.50	9,615.14	0.00	(9,615.14)
TOTAL REVENUES	487,202.00	222,210.89	497,530.86	102.12	(10,328.86)
EXPENDITURES =====					
<u>Personnel Services</u>					
55110-01-11000 Salaries - Regular	186,343.00	20,640.48	121,260.17	65.07	65,082.83
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	48,305.12	306,924.33	71.24	123,881.67
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	5,139.18	33,239.76	69.95	14,280.24
55110-01-52000 Retirement (WRS)	35,562.00	4,319.83	28,140.04	79.13	7,421.96
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	59,072.61	70.85	24,305.39
55110-01-55000 Life Insurance	4,011.00	307.05	2,592.88	64.64	1,418.12
TOTAL Personnel Services	794,981.00	85,423.89	555,086.79	69.82	239,894.21

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 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	2,680.00	2,680.00	134.00	(680.00)
55110-02-16500 Fire/Security System Cont	1,900.00	243.12	481.12	25.32	1,418.88
55110-02-21000 Water and Sewer	1,700.00	377.55	1,190.58	70.03	509.42
55110-02-22000 Electric	24,000.00	2,463.18	19,711.09	82.13	4,288.91
55110-02-22500 Fuel - Natural Gas	8,400.00	434.49	14,983.29	178.37	(6,583.29)
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	1,658.47	48.78	1,741.53
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,500.00	68.24	1,601.20	106.75	(101.20)
55110-02-26000 Office Equipment Service	800.00	0.00	0.00	0.00	800.00
55110-02-27000 Lost-Damaged Materials	0.00	0.00	54.10	0.00	(54.10)
TOTAL Contractual Services	47,400.00	6,470.09	46,568.43	98.25	831.57
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,500.00	227.39	2,432.29	162.15	(932.29)
55110-03-10500 Library Supplies	6,500.00	1,164.47	4,686.90	72.11	1,813.10
55110-03-11000 Postage	1,900.00	27.13	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	127.30	771.77	53.23	678.23
55110-03-31000 Misc. - Petty Cash	0.00	30.00	(130.00)	0.00	130.00
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	382.50	1,396.15	69.81	603.85
55110-03-32001 Misc Rev - Educ & Conf	0.00	1,140.00	1,357.00	0.00	(1,357.00)
55110-03-41000 Public Relations/Publicit	2,500.00	65.00	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	142.09	2,985.01	29.85	7,014.99
55110-03-41251 Misc Rev-Programming Adul	0.00	0.00	80.00	0.00	(80.00)
55110-03-41500 Progammig - Youth	7,500.00	1,151.35	4,507.80	60.10	2,992.20
55110-03-41501 Misc Rev-Programming-Yout	0.00	84.00	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	451.60	2,240.94	44.82	2,759.06
55110-03-50000 M/R-General Repair/Maint.	5,600.00	1,488.11	3,453.87	61.68	2,146.13
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	0.00	10,323.58	412.94	(7,823.58)
55110-03-50750 M/R- Equipment Maint.	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	47,500.00	6,480.94	45,051.57	94.85	2,448.43
<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: SEPTEMBER 30TH, 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	233.99	233.99	0.00	(233.99)
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	233.99	2,768.55	0.00	(2,768.55)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,700.00	556.94	6,859.40	70.72	2,840.60
55110-13-10100 Adult Dept Non-Fiction	10,150.00	685.96	8,068.18	79.49	2,081.82
55110-13-10200 Adult Dept Paperbacks	750.00	47.80	463.84	61.85	286.16
55110-13-10300 Adult Dept Reference	500.00	402.00	402.00	80.40	98.00
55110-13-10400 Adult Dept Large Print	4,300.00	391.24	3,006.08	69.91	1,293.92
55110-13-20000 Youth Children's Books	16,500.00	1,479.31	8,798.16	53.32	7,701.84
55110-13-20100 Young Adult Books	2,600.00	313.18	1,264.05	48.62	1,335.95
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	74.83	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	3,951.26	30,087.27	58.99	20,912.73
<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	107.19	1,503.15	60.13	996.85
55110-14-10200 Adult Dept CDs	900.00	49.03	565.32	62.81	334.68
55110-14-10300 Adult Dept CD-ROMs Circ.	0.00	0.00	0.00	0.00	0.00
55110-14-10301 Misc Rev-Adult Software	0.00	0.00	0.00	0.00	0.00
55110-14-10400 Adult Dept DVDs	3,000.00	277.38	1,846.45	61.55	1,153.55
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	17.96	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	0.00	134.17	26.83	365.83
55110-14-45000 Ebooks/Digital Content	6,001.00	114.95	5,565.15	92.74	435.85
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	566.51	10,724.46	67.02	5,276.54
<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	155.98	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	100.28	1,318.83	133.89	(333.83)
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: SEPTEMBER 30TH, 2023

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL Technology	45,363.00	256.26	25,265.53	55.70	20,097.47
TOTAL EXPENDITURES	1,011,645.00	103,382.94	728,943.60	72.06	282,701.40
REVENUES OVER/ (UNDER) EXPENDITURES	(524,443.00)	118,827.95	(231,412.74)	0.00	(293,030.26)

City of Merrill Reserved and Designated Fund Equity		As of 9/30/2023 Detail Summary Information			
Description	Account Number	12/31/22 Balance	2023 Revenue	2023 Expenses	09/30/23 Balance
N/L - Library Health Ins.	26-31-5457	\$10,000.00			
Tax Levy	45110-41110				
Net Library Health Ins.			\$0.00	\$0.00	\$10,000.00
N/L - Library State Aid	26-31-5401	\$0.00			
Library - State Aid Revenue	45110-43690				
Library - State Aid Expense	55110-03-12600		\$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		\$3,335.99		
Library - Photocopier Expenses	55110-03-12650			\$2,677.54	
Net Library Photocopier			\$3,335.99	\$2,677.54	\$11,710.51
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				
Net Library - Grants			\$0.00	\$0.00	\$0.00
N/L - Memorial Books	26-31-5455	\$10,603.39			
Library - Memorial Book Rev.	45110-48500		\$1,941.40		
Library - Memorial Book Exp.	55110-03-140500			\$1,829.27	
Net Library Memorial Books			\$1,941.40	\$1,829.27	\$10,715.52
Net N/L - T.B. Scott Library		\$41,109.05	\$8,249.15	\$4,865.13	\$44,493.07

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 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	335.40	3,335.99	0.00	(3,335.99)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	335.40	3,335.99	0.00	(3,335.99)
<u>Miscellaneous Revenues</u>					
45110-48250 Library Grants - Rev	0.00	0.00	0.00	0.00	0.00
45110-48257 WI Humanities - Grant	0.00	0.00	0.00	0.00	0.00
45110-48277 Summer Programs-Donations	0.00	0.00	0.00	0.00	0.00
45110-48500 Memorial Books-Revenue	0.00	149.99	1,941.40	0.00	(1,941.40)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	149.99	1,941.40	0.00	(1,941.40)
TOTAL REVENUES	0.00	485.39	8,249.15	0.00	(8,249.15)
EXPENDITURES					
=====					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	25.24	358.32	0.00	(358.32)
55110-03-12650 Library Photocopier Expen	0.00	584.91	2,677.54	0.00	(2,677.54)
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	353.15	1,829.27	0.00	(1,829.27)
TOTAL Supplies & Expenses	0.00	963.30	4,865.13	0.00	(4,865.13)
TOTAL EXPENDITURES	0.00	963.30	4,865.13	0.00	(4,865.13)
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	(477.91)	3,384.02	0.00	(3,384.02)
FUND TOTAL REVENUES	159,324.00	5,084.39	536,529.92	336.75	(377,205.92)
FUND TOTAL EXPENDITURES	270,369.00	23,888.04	475,235.07	175.77	(204,866.07)
REVENUES OVER/ (UNDER) EXPENDITURES	(111,045.00)	(18,803.65)	61,294.85	0.00	(172,339.85)
=====					

**Monthly Statistical Report
T.B. Scott Free Library
September 2023**

LIBRARY ACTIVITY	Sep 2023	Sep 2022	% Change	Sep 2021	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic *	4,817	3,914	23.1%	3,281	46.8%	47,509	35,915	32.3%
Average Daily Traffic *	193	157	22.7%	131	47.1%	210	159	32.2%
Meetings Held	23	4	475.0%	5	360.0%	147	57	157.9%
Attendance	115	29	296.6%	30	283.3%	844	375	125.1%
Classes/Groups w/o Program	8	7	14.3%	5	60.0%	50	44	13.6%
Attendance	153	130	17.7%	88	73.9%	990	804	23.1%
New Card Registrations	65	33	97.0%	30	116.7%	448	414	8.2%
Volunteer Hours Worked	22	15	46.7%	22	N/A	162	123	31.7%

TECHNOLOGY USE		Sep 2023	Sep 2022	% Change	Sep 2021	% Change	YTD 2023	YTD 2022	% Change
Wireless Use*		1,548	1,451	6.7%	2,399	-35.5%	13,616	8,848	53.9%
Internet Computers	Adult	323	360	-10.3%	242	33.6%	3,125	2,667	17.2%
	Youth	72	46	56.5%	13	453.8%	941	362	159.9%
Other Computers	Adult	-	-	N/A	-	N/A	-	-	N/A
	Youth	50	32	56.3%	15	233.3%	534	272	96.3%
TOTAL USE		445	438	1.6%	270	65.0%	4,600	3,301	39.4%

PROGRAMS*		Sep 2023	Sep 2022	% Change	Sep 2021	% Change	YTD 2023	YTD 2022	% Change
Programs Given	Adult	13	3	333.3%	5	160.0%	57	23	147.8%
	Teen	-	-	N/A	-	N/A	-	-	N/A
	Youth	11	8	37.5%	4	175.0%	92	37	148.6%
TOTAL		24	11	118.2%	9	166.7%	149	60	148.3%
Program Attendance	Adult	133	42	216.7%	55	141.8%	714	331	115.7%
	Teen	-	-	N/A	-	N/A	-	-	N/A
	Youth	207	135	53.3%	73	183.6%	2,141	802	167.0%
TOTAL		340	177	92.1%	128	165.6%	2,855	1,133	152.0%

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

Self-Directed Activities

<u>Self-Directed Activities</u>	<u>Date</u>	<u>#</u>	<u>Adult</u>	<u>Date</u>	<u>#</u>
Little Bluebirds Club		18	Kindhearted (2 Sessions)		48
Activity Bags - Preschool		75	Jerry Apps Presentation	9/7/2023	4
Scavenger Hunt		43	Back to Tech	9/8/2023	4
Question Raffle		20	Author Chat w/Jim & Rachael & Real Writer	9/9/2023	12

Teen

<u>Teen</u>	<u>Date</u>	<u>#</u>			
			BYOB Club	9/13/2023	4
			Cover to Cover Book Club	9/21/2023	8
<u>Youth</u>	<u>Date</u>	<u>#</u>	Herbalism 101	9/26/2023	8
Toddler Storytime (2 Sessions)		24	1 on 1 Tech Help (4 Sessions)		6

Youth

<u>Youth</u>	<u>Date</u>	<u>#</u>	<u>Herbalism 101</u>	<u>9/26/2023</u>	<u>8</u>
Toddler Storytime (2 Sessions)		24	1 on 1 Tech Help (4 Sessions)		6
Family Storytime (3 Sessions)		47	<u>Outreach</u>	<u>Date</u>	<u>#</u>
Wiggle, Giggle, Shake (3 Sessions)		61	Pine Crest	9/6/2023	13
Parkside 4K - pm	9/7/2023	16	Critic's Choice Movie	9/27/2023	13
Trinity/Parkside 4K - am	9/7/2023	38	Elemental Movie	9/30/2023	2

SEPTEMBER 2023

BORROWERS		Sep 2023	Sep 2022	% Change	Sep 2021	% Change
City	Adult	3,798	3,837	-1.0%	4,305	-11.8%
	Youth	941	961	-2.1%	1,067	-11.8%
County	Adult	3,349	3,274	2.3%	3,646	-8.1%
	Youth	833	859	-3.0%	908	-8.3%
Other	Adult	396	369	7.3%	544	-27.2%
	*ILL	444	437	1.6%	434	2.3%
	Youth	81	75	8.0%	103	-21.4%
TOTAL BORROWERS		9,842	9,812	0.3%	11,007	-10.6%

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

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

DONATIONS	Sep 2023	Sep 2022	Sep 2021	YTD 2023	YTD 2022
Endowment Fund	\$ 1,500	\$ -	\$ -	1,700	\$ 690
Special Projects Fund	\$ 275	\$ 100	\$ -	2,466	\$ 3,066
Gifts/Memorials	\$ 384	\$ 141	\$ 199	2,529	\$ 2,331

RESOURCE SHARING	Sep 2023	Sep 2022	% Change	Sep 2021	% Change	YTD 2023	YTD 2022	% Change
V-Cat Received	1,265	1,580	-19.9%	1,345	-5.9%	13,029	11,878	9.7%
V-Cat Sent	1,241	1,263	-1.7%	1,385	-10.4%	11,361	11,410	-0.4%
ILL Received	21	36	-41.7%	64	-67.2%	389	423	-8.0%
ILL Sent	80	93	-14.0%	55	45.5%	839	777	8.0%

CIRCULATION		Sep 2023	Sep 2022	% Change	Sep 2021	% Change	YTD 2023	YTD 2022	% Change
Audiobooks	Adult	161	157	2.5%	172	-6.4%	1,544	1,692	-8.7%
	Youth	58	74	-21.6%	31	87.1%	442	525	-15.8%
Books-Fiction	Adult	2,833	2,687	5.4%	2,422	17.0%	24,879	24,692	0.8%
	Youth	3,052	3,199	-4.6%	2,131	43.2%	27,788	28,743	-3.3%
Books-Nonfiction	Adult	886	806	9.9%	885	0.1%	9,077	8,039	12.9%
	Youth	598	672	-11.0%	583	2.6%	6,236	6,028	3.5%
CDs/Cassettes	Adult	97	125	-22.4%	114	-14.9%	1,703	1,400	21.6%
	Youth	20	51	-60.8%	13	53.8%	164	376	-56.4%
DVD/Blu-Ray/VHS	Adult	683	565	20.9%	900	-24.1%	7,241	6,554	10.5%
	Youth	371	369	0.5%	386	-3.9%	4,463	3,630	22.9%
Games	Adult	1	2	-50.0%	-	N/A	20	18	11.1%
	Youth	39	50	-22.0%	49	-20.4%	488	374	30.5%
Magazines	Adult	232	239	-2.9%	230	0.9%	1,939	2,198	-11.8%
	Youth	-	-	N/A	3	-100.0%	-	-	N/A
Other	Adult	87	71	22.5%	48	81.3%	790	575	37.4%
	Youth	23	31	-25.8%	155	-85.2%	254	254	N/A
PHYSICAL ITEMS SUB TOTAL		9,141	9,098	0.5%	8,122	12.5%	87,028	85,098	2.3%
Digital Library	Audiobooks	1,096	1,037	5.7%	909	20.6%	9,516	8,652	10.0%
	eBooks	1,021	1,033	-1.2%	1,085	-5.9%	9,521	9,705	-1.9%
	*Magazines	192	75	156.0%	92	108.7%	847	794	6.7%
	Music/Videos	-	-	N/A	1	-100.0%	-	1	-100.0%
DOWNLOADS SUB TOTAL		2,309	2,145	7.6%	2,087	10.6%	19,884	19,152	3.8%
TOTAL CIRCULATION		11,450	11,243	1.8%	10,209	12.2%	106,912	104,250	2.6%

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

MATERIALS CIRCULATING	Sep 2023	Sep 2022	% Change	Sep 2021	% Change	YTD 2023	YTD 2022	% Change
% Nonprint Materials Circulated	16.8%	16.4%	2.5%	23.0%	-26.7%	19.66%	18.1%	8.6%
% Print Materials Circulated	83.2%	83.6%	-0.5%	77.0%	8.0%	80.34%	81.9%	-1.9%
% Adult Materials Circulated	54.5%	51.1%	6.5%	58.7%	-7.3%	54.23%	53.1%	2.2%
% Youth Materials Circulated	45.5%	48.9%	-6.9%	41.3%	10.3%	45.77%	46.9%	-2.5%

Policies

STANDARD OF CONDUCT FOR LIBRARY PATRONS

Approved: 11-10-82. Reviewed and modified 2-17-99. Reviewed and reaffirmed 3-17-04; reviewed and modified 5-21-08, 6-17-09, 6-16-10, 2-15-12, 4/15/2015; 06/19/2019; temporarily replaced by COVID-19 Restrictions/Protocols version 05/20/2020; 10/18/23
Review Date: 2028

- All patrons are expected to respect the rights, property, health, and safety of others using or working at the library in order to render its use most beneficial to the greatest number. *The library is committed to provide a safe, welcoming, and inclusive place and as an institution promotes and supports literacy, learning and innovation.*

Examples of Inappropriate Behavior:

- Noisy Behavior:
 - Loud talking & whistling
 - Disruptive use of cellular phones
 - Use of MP3 players/iPods, or other personal electronic devices that disturbs others
- Behavior disruptive or a hindrance to public use of the library or posing a potential health hazard:
 - Harassment or physical, sexual, or verbal abuse of library users or staff, which may include initiating unwanted conversations, impeding access to the building, and swearing or profanity directed at others.
 - Rowdy behavior such as fighting on library property, running in the building, and throwing objects.
 - Excessive socializing and/or excessive public displays of affection.
 - Failure to meet a reasonable standard of personal hygiene.
 - Failure to wear shirts/blouses and shoes. Swimsuits must be covered.
 - Sleeping in the library or on library property.
 - Misuse of library furnishings, e.g., placing feet on furniture, or sitting on chair backs, counters, tables, or on the floor, unless permitted in a program or activity space.
 - Blocking aisles with backpacks and personal belongings, or storing them in locations other than chairs and counters.
 - Exceeding posted seating limits for tables and study rooms.
- Abuse/vandalism of library facilities, materials or equipment, including attempting to access computer programs or computer system software restricted to staff use.

Policies

Examples of Inappropriate Behavior (continued):

- Failure to follow rules and regulations:
 - Any unlawful behavior, such as theft, gambling, exhibitionism/flashing, loitering (including refusal to leave the library promptly at closing), possession, sale or use of alcoholic beverages or illegal substances on library property.
 - Possession of firearms, explosives, or any item deemed a dangerous weapon, as specified in the Code of Ordinances for the City of Merrill. Weapons will be allowed on library premises at the library director's discretion, if used for programming and/or informational and educational purposes.
 - Use of tobacco products on library property.
 - Irresponsible behavior related to food or beverages (permitted in all areas except the Local History and Genealogy Room); patrons may be held responsible for damage caused to library property arising from such behavior, and may consequentially lose library eating or drinking privileges.
 - Distributing literature, taking surveys, asking patrons or employees to sign petitions, or similar activities.
 - Soliciting in the library or on library grounds, except as allowed under Meeting Room policies.
 - Bringing animals, except those used to aid people with disabilities, into the library unless part of a library-sponsored program. Animals may not be left unattended on library property.

Parents or other legal guardians are responsible for the behavior of their minor children in the library. Also see the library's "Unattended Children in the Library" policy.

Procedures to be used by staff in enforcing this standard:

Library staff will intervene in situations that present a danger to the safety of people or property, interfere with the rights of others, constitute disturbing or inappropriate use of the library, and/or involve the commission of illegal acts.

1. Request that the patron(s) immediately discontinue any inappropriate behavior.
2. If the disruptive behavior does not improve, speak to the patron again.
3. If the disruptive behavior still does not improve after having spoken to the patron(s) a second time, contact a supervisor.
4. If a supervisor is not available, explain to the patron that s/he/they must leave or the police will be called.
5. Call the police.

Policies

When an individual's inappropriate conduct is serious or repeated, the library Director may, at his/her discretion, restrict that individual's access to the library and/or suspend or revoke library services to the person. Individuals who violate federal or state laws or local ordinances may be prosecuted.

Policies

PUBLIC USE OF MEETING ROOMS

Approved: 2/9/83;

Reviewed and revised 4/21/99; 10/17/01; 3/15/06; 7/15/09; 2/16/11;
7/20/2016, 5/19/2021; 3/15/23; 10/18/23

Review Date: 2028

The library maintains meeting rooms for library-sponsored or co-sponsored programs that support the library's mission. Meeting rooms may also be made available to individuals and organizations, subject to rules and regulations established by the library Board of Trustees.

A. General Conditions

1. Multiple rooms throughout the library are available and may be reserved based upon the needs of the requestor.

2. Priorities for library meeting room use:

- a. Library-sponsored meetings or programs.
- b. Library-related meetings or programs.
- c. Meetings sponsored by City of Merrill or Lincoln County agencies.
- d. Educational, cultural, or civic meetings or programs.
- e. Other meetings and activity appropriate to the library.
- f. Purely social functions (e.g. birthday parties, showers, company parties, mixers) are not allowed.

The library Director reserves the right to determine justifiable use of library facilities and/or to cancel room reservations.

3. Conditions for library meeting room use:

- a. No admission or other fees are charged (see C1-C3 below).
- b. No sales or other commercial transactions occur (see C4-C5 below).
- c. Meetings or other uses are always open to the public.
- d. Meetings or other uses do not interfere with regular library operations.

Organizations conducting business meetings or presenting programs may wish to restrict or limit public comments during all or part of their meetings or programs. Any such restrictions should be announced at the beginning of a meeting or other room use and should in no way interfere with the public's ability to attend, observe or otherwise experience the program.

4. Meeting room availability:

- a. Meeting rooms are generally available for use when the library is open.
- b. Meeting room use when the library is closed must be approved by the Director and is subject to staff availability (see After-Hours Policy).
- c. Meeting room use, including clean-up, must end before the library's closing time, unless arrangements are made at least one week in advance for staff to remain after regular hours of operation.

5. In an emergency, such as inclement weather or a loss of electricity, the library reserves the right to close the library and cancel all meeting room use.

6. Use of illegal drugs, alcoholic beverages, and tobacco products is prohibited

Policies

on library premises.

7. No non-library program held in the meeting room may be broadcast or televised without permission of the library Director.
8. No individual, group, or organization using meeting rooms will discriminate on the basis of race, color, national origin, gender, religion, handicapped status or age in the provision of services. Meeting room users are responsible for providing qualified interpreters and/or auxiliary aids as requested.

B. Meeting Room Reservations and Usage Charges

1. Reservations Generally:
 - a. Reservations and changes to reservations may be made online, by phone or in person.
 - b. Prompt notification, **at least 72-hours in advance of the scheduled date and time**, to the library of a room reservation cancellation is **requested** **required**, so others may have an opportunity to use the room.
 - c. **Should prompt notification not be made after two occurrences, the library director reserves the right to deny the requesting party the use of library meeting spaces.**
 - c. Small third-floor study rooms are available on a first come, first served basis. Library staff have discretion to reserve study rooms in special circumstances.
2. The person reserving a meeting room must be eighteen years of age or older. Groups whose members are under the age of eighteen must be accompanied by one adult chaperone for each ten participants.
3. Reservations for regular meetings by the same group will be accepted no more than three (3) months in advance. Conditional reservations may be accepted farther in advance with the understanding that library needs may result in rescheduling or canceling of the tentative booking.
4. Fees meeting room use:
 - a. No fees will be charged to individuals, non-profits, or governmental agencies.
 - c. Exceptions to the room charge may only be made by vote of the library Board of Trustees.
5. General standards and fees for meeting room setup and condition:
 - a. Meeting room users are responsible for any advance preparations, setting up and putting away furnishings used for their meeting, and clearing away their own materials and any trash.
 - b. Meeting room users assume responsibility for any damage to the room or its contents. The library reserves the right to charge a fee for any needed repairs, replacements, or cleaning.
 - c. If refreshments are being served, food service areas are also expected to be *left in satisfactory condition*.
 - d. If library staff determines that meeting room and food service areas have not been left in satisfactory condition, a cleanup charge of at least \$25 may be assessed.

Policies

6. Serving food and beverages:

- a. The kitchen in the lower level and food preparation spaces in the Board Room and Story Hour room are available to prepare and serve beverages and other light refreshments.
- b. It is recommended to obtain permission to serve food or beverages so library staff can make necessary arrangements.
- c. The meeting room user is responsible for providing food, beverages, and all supplies needed to prepare and serve them.
- d. Library consumables, e.g., paper products, food, tablecloths, may not be used. Library coffee pots, dishes, and microwaves may be used, provided they are cleaned (and dishes & equipment dried) after use.

7. Audio-visual and other equipment:

- a. Library audio-visual equipment is available for use if requested as part of a room reservation. There is no fee for the use of AV equipment. The library does not provide AV equipment operators.
- b. The piano in the Community Room may be used for recitals or similar events. Music teachers or performers may schedule rehearsals and performances.

C. Admission/Sales/Solicitation

1. Admission may be charged for programs sponsored by the library and its affiliated organizations.
2. Non-library organizations using meeting rooms may not charge an admission fee.
3. Educational courses conducted by non-profit agencies may charge fees for learning materials or course credits, but the program must be open for observation to members of the public who don't pay fees.
4. Fund raising and sales are not permitted. However, selling goods that directly or indirectly benefit the library is permitted in the meeting room and other areas of the library. When an author/artist takes part in a library-sponsored program, the library may arrange for the sale of the author's/artist's works at the program.
5. Solicitation of library patrons or staff is not permitted on library grounds.

D. Publicity

1. Groups using meeting rooms must produce and provide their own publicity.
2. The name, address, or phone number of the library may not be used as the official address or headquarters of any organization except those affiliated with the library.
3. The use of meeting rooms by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.
4. Directional signs are not allowed to be displayed for non-library group room reservations.

Policies

E. Damages and Liability

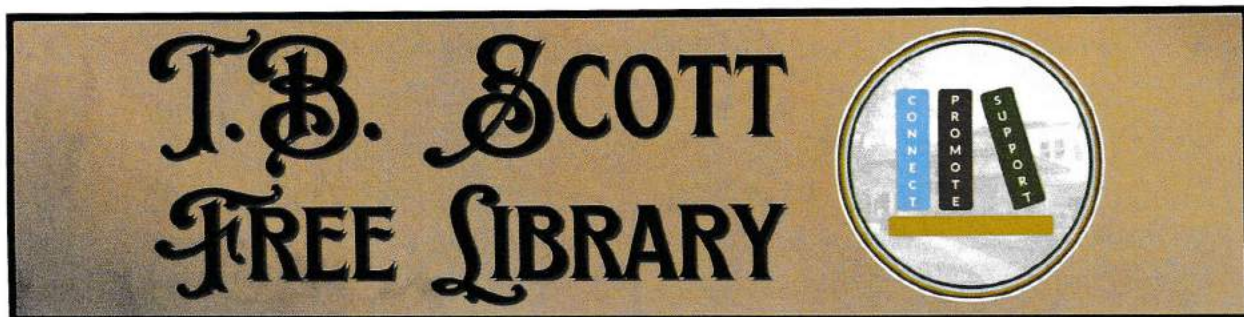
1. The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms.
2. The library is not responsible for personal injury to any member, affiliated person, guest of an organization or program attendee using a library meeting room.
3. Any group using library meeting rooms and its members shall be held responsible for loss of library equipment, furnishings or materials, or for willful or accidental damage to the library building, grounds, collections or equipment caused by the individual, group or organization, its members, or those attending its program.

F. Denial of Meeting Room Privileges

1. Disruptive behavior is not permitted. Individuals exhibiting disruptive behavior will be asked to leave the library.
2. Failure to abide by the library's meeting room policy and by its rules of conduct may result in the cancellation of existing reservations and/or refusal to honor future reservation requests.

G. Exceptions:

1. Exceptions to the meeting room policy and fee waivers must be approved by the library Board of Trustees.
2. However, the library Director is granted authority to waive rules and fees, if in his/her judgment, emergency or other conditions warrant such action. The Director will report all such waivers to the Board at its next regularly scheduled meeting.



T.B. Scott Free Library Community Survey

Planning for the Future: The 2024-2028 Long-Range Strategic Plan

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

The survey should take approximately 10-15 minutes to complete. The survey deadline is October 31, 2023. Thank you for taking the time to participate.

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

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

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

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

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

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

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

- ☐ Early learning
- ☐ Programming for school-age children
- ☐ Programming for adults
- ☐ Programming for senior residents
- ☐ Technology literacy
- ☐ Financial literacy
- ☐ Community partnerships
- ☐ Culturally affirming programming and services

- ☐ Social connection
- ☐ Basic need assistance
- ☐ Mental health and wellness resources
- ☐ Food insecurity and access
- ☐ Housing
- ☐ Other:

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

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

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

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

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

14. What do you like best about the library?

15. What are the library's strengths?

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

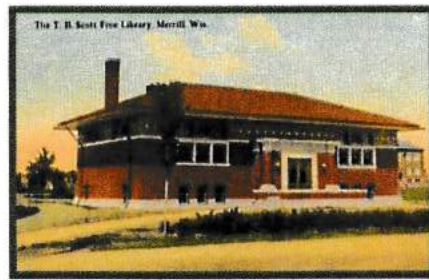
17. What are your ideas for improving the library in ways that the library can best serve you, your family, or the community that are not related to library programming?

LEGACIES

The T.B. Scott Free Library has been fortunate over the years to receive generous and continuing support from the corporate sector as well as individuals. Few other investments represent the chance to serve so many people. A gift to the Library Endowment Fund in any amount is a gift of knowledge. Gifts of all sizes to the Library Endowment Fund are greatly appreciated and are 100% tax deductible per the IRS Code Sec. 501(c)(3). The Library Endowment Fund provides a flexible program of giving for individuals, families, foundations, and businesses to positively impact the Library and our community through enhanced and sustainable quality service.

LIBRARIES...

hold the wealth of the world. They allow free access to the accumulated thought of many cultures. They open their doors to all of us; they connect us to one another. Gifts to libraries are a time-honored way of contributing to the quality of life of the community, and by extension, the world at large. When we give a gift to our community library, we affirm the people and the places that hold meaning and promise for us. We leave a legacy for the enrichment of this and future generations.



THE LIBRARY AS LEGACY



The T.B. Scott Free Library Endowment Fund

106 WEST FIRST STREET • MERRILL, WI 54452
715-536-7191 • WWW.TBSCOTTLIBRARY.ORG

T.B. SCOTT FREE LIBRARY'S ENDOWMENT FUND

The Endowment Fund was established in 1981 by the Library Board of Trustees to assure current and enduring financial support for the T.B. Scott Free Library by continuing the tradition of philanthropy and the spirit of innovation that built the library over 100 years ago. The Endowment Fund is dedicated to building a funding reserve to strengthen the library's assets beyond tax-based support and lift its resources and services to standards of excellence. The Endowment Fund provides a permanent source of funds to be used for special collections or projects that will enhance and sustain the quality service the citizens of the Merrill area have come to expect from the library. An online

Donation Portal

(<https://www.tbscottlibrary.org/donate-to-the-library/>) is available to accept your donation or if you wish you may complete the form included in the brochure and mail to the Library.



Donation Portal

DESIGNATED ACCOUNTS

Separate accounts within the Endowment Fund have been established to meet the needs of the Library and to offer flexibility for donors.

The General Endowment Fund Account is for substantial additions and/or repairs for buildings, materials, landscaping, furnishings, and equipment. Only the interest from these monies is used to fund projects which are not part of normal operating expenses.

The Special Projects Account provides funding for projects that will offer new, improved, or innovative services, conveniences, programs, or collections. Expenditures from this portion of the Fund are not restricted to interest income only, but do require Trustee approval.

The Memorial Books Account

Books or other library materials may be purchased as a memorial or in observance of a special occasion through a donation to this account. Materials purchased from these funds are designated by a special bookplate and require the completion of the Gift & Memorial Selection Form. (<http://bit.ly/3EY5SUm>)

Options for donations to the T.B. Scott Free Library Endowment Fund:

- Online donation: <https://www.tbscottlibrary.org/donate-to-the-library/>
- Send this donation form to the T.B. Scott Free Library Endowment Fund

Name _____ Phone No. _____

Address _____

Amount of Donation \$ _____ Please place my donation in the following account (check one):

_____ General Fund _____ Special Projects _____ Memorial Books (Gift & Memorial Selection Form <http://bit.ly/3EY5SUm>)

The donation is in honor of or in memory of _____

Please notify the following person of this donation (name and address): _____

Mail the completed form with check to: T.B. Scott Free Library, 106 W. 1st St., Merrill, WI 54452

Goal #4:

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

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

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

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

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

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

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

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

Responsible staff: Head of Adult Services

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

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

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

Measure: Provide outreach programs at outside facilities.

Responsible staff: Head of Adult Services

Current Year : Latest Progress: Next Step:

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

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

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

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

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

Responsible staff: Assistant Director/Head of Youth Services

Current Year : Latest Progress: Next Step: We collaborated with PRMS 5th grade teacher, Mrs. Novitch, and provided library card applications, so all students had the opportunity to get a library card. Students later came for a library tour, participated in games and activities, and checked out books. St. John students in grades 4, 5, 6, & 7 were also provided with library card applications and, classes came for a library visit each quarter to check out books. 5/10/23 AB.

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

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

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

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

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

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

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

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

Evaluating the Director

Evaluating the library director is often one of the more difficult tasks faced by a public library board of trustees, but it doesn't need to be. It is only difficult when a board is unsure of the process to follow or the criteria to be used to evaluate the job performance of their director. The following is a discussion of the methodology and criteria a board may use to carry out the review. Though this *Essential* is a discussion of evaluating the director, some of these methods may be used by the director to evaluate other staff.

There are several good reasons for carrying out a review of your library director:

- A review provides the director with formal feedback on his/her job performance.
- A review can be a tool for motivation, encouragement, and direction.
- A review can provide the board with valuable information about the operations and performance of the library.
- A review can help to establish a record of unsatisfactory performance if there is ever cause to discipline the director or terminate employment.
- A review can give the board and the director a formal opportunity to evaluate the job description and adjust it as necessary.

A well-executed performance review is the culmination of formal and informal communication carried out throughout the year regarding the activities of the director. Problems are best brought to the attention of the director as they occur, rather than stored up for the annual review. Success, accomplishment, and simple hard work or dedication should be acknowledged as it is observed, as well as at the annual review.

Who Should Carry Out the Review?

Though it is the board as a whole that is responsible for oversight of library operations and the activities of the library director, often boards decide to delegate the task of developing a preliminary evaluation of the director to a personnel committee or specially appointed committee of the board. Whether the whole board takes part or a committee does the work depends on the makeup of the board and the time available to board members. Often a board may have experienced managers or human resource professionals among its members. Other board members may be less experienced in personnel management. The key here is consistency and deciding ahead of time who will take part. At any rate, the *entire* board should review, discuss, and approve the final written evaluation.

Those charged with carrying out the evaluation should avoid relying on chance comments from library employees. Comments solicited from employees *with the knowledge of the director* can be helpful when solicited in a formal, organized

6

In This Trustee Essential

- Reasons for evaluating the director
- Who should carry out the review
- The basis and criteria for the review
- Methods and questions to consider

fashion. Board members should bear in mind that the director is hired to manage the daily operations of the library on behalf of the board and community. The chain of communications should always flow from library employees through the director to the board.

The Basis for the Review

The performance review should be based on three factors:

1. The director's performance as it relates to a written job description (see attached sample form, which incorporates points from the sample job description furnished with *Trustee Essential #5*).
2. A list of objectives for the preceding year jointly written and agreed upon by the director and the board.
3. The success of the library in carrying out service programs, as well as the director's contribution to that success.

The director's job description should be kept up to date and be a realistic statement of the work that needs to be done. The director needs to know what is expected. For example, what role will the director play in fundraising? Is the director the primary fundraiser, or is a volunteer or member of the board the primary fundraiser? Is the director expected to work a service desk? Is the director expected to attend every city council meeting? A director should not be faulted for failing to do something that was never officially decided at the time of hire or at a later board meeting.

Including a discussion of the director's job description at the time of hire and during the annual performance review provides an opportunity to change the job description as the needs of the organization change. Job descriptions need to change as technology and environmental factors affect them. The library director is the resident authority on what is new at the library and how tasks change in light of new priorities. Board members can learn a lot about the library by discussing changes in staff job descriptions with the director.

Establishing a list of objectives for the director is important to assure continued growth for the director as an individual as well as for the organization. Some objectives may be project oriented, such as completing a weeding of the collection in the coming year, or upgrading the automation system. Other objectives may be more personal, such as those contributing to professional development. Though the director should be the one primarily responsible for suggesting his or her objectives for the coming year, they should be discussed and agreed upon by the board.

The objectives of the director should be closely related to the strategic plan of the library. Establishing objectives can be an exercise in creativity in searching for new ways to improve the library. Failure to attain some objectives does not necessarily indicate poor job performance. Many times, outside factors may have prevented success or a director may simply have been too ambitious in the number of projects planned for a year. Some objectives may not be reached because they were experimental in nature. The important factors to remember when evaluating

objectives are progress, initiative, and the willingness of the director to expand the limits of his or her work and understanding. A director who accomplishes all of his/her objectives may be an exceptional employee or may simply have been quite conservative in what he or she set out to do.

Assessing the degree to which the director contributes to the success of the organization can be especially helpful to library boards as they evaluate the director. Library board members are continually viewing the library from the outside, since they do not participate in the daily management of the organization. Good board members are library users who experience library services first hand. As community leaders, they are aware of the image of the library within the community. The library board needs to be able to examine the resources of the library and the resourcefulness of the director and see how these have been utilized to manage library services successfully.

Examining resource management is a far more reliable tool for reviewing the library director than relying on subjective comments from individuals. The board has a variety of resources at its disposal by which to evaluate resource management. The monthly financial statement and statistical reports are good examples. Your library system office can also suggest a variety of output measures by which the board may judge the success of the library and, by extension, the success of the director.

How to Conduct the Review

When conducting the annual formal performance review, it is very helpful to have the director fill out review forms as a self-assessment. The board, or review committee, should fill out a second set of forms. By comparing assessments, the director and board can easily establish areas of agreement and work to resolve disagreements. All discussions of the director's job performance should be carried out in legally posted closed session meetings. (See *Trustee Essential #14: The Library Board and the Open Meetings Law*.)

The director's self-assessments may or may not be considered part of the permanent record; however, the director should have the opportunity to respond in writing to reviews placed in his or her permanent file. Written comments should always be part of the permanent record with one copy kept at the library and a second copy kept at city hall. No performance review should ever be placed in a personnel file without the knowledge of the director. The director should sign the review indicating that he or she has been given the opportunity to read and discuss the evaluation. Signing a review should not be construed as agreement.

The basis of the evaluation should be the up-to-date job description and the annual performance objectives agreed to by the director and board. See the *Sample Annual Library Board Calendar* (attached to *Trustee Essential #4: Effective Board Meetings and Trustee Participation*) for a possible evaluation timetable. There are many forms available for your adaptation and use when evaluating a director. Your library system office should be able to furnish you with some samples. (See also the attached *Sample Performance Appraisal Form*.) Here are some key questions to consider in the evaluation process:

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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- How well has the director utilized the resources available to him/her? Is library service provided efficiently and effectively at your public library?
- Does the community like and respect the director? Is he/she accessible? Do people enjoy coming to the library?
- Is the library in good financial shape? Does the director stay within the budget and provide clear and timely reports to the board? Does the annual budget, as initially drafted by the director, adequately reflect the needs for library service in the community? Is the director successful in obtaining necessary funding (with the help and involvement of the board)?
- Does the director communicate effectively to staff? Is he/she a good supervisor?
- Is use of the library increasing? If not, why not? (Success is not strictly the responsibility of the director, but of course he/she has much direct influence.)
- Is the director creative, willing to try new things, and does he or she give considerable effort to making programs work?
- Does the director accurately and fully provide the board with the information you need to do your job? Does the director provide the board with well-considered advice?
- Has the director put appropriate effort into achievement of the annual objectives agreed to between the board and director? Is the director striving to accomplish the goals and objectives of the library's strategic plan?

This *Trustee Essential* was written to give library trustees a brief overview of the general performance evaluation process. Those boards contemplating establishing a review process, or trustees taking part for the first time, are well advised to contact their system office for assistance.

Sources of Additional Information

- Attached *Sample Performance Appraisal Form*
- Your regional library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)

Sample Performance Appraisal Form

[Note: This sample should be adapted to reflect the job description of your director and the needs of your local library.]

Job Title: LIBRARY DIRECTOR

Name: _____ Date: _____

Reason for Appraisal: End of Probation ___ Annual ___ Final ___ Other ___

Administrative Services

Specific Duties:

1. Act as the library board's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.
10. Inform and advise the library board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Collection Management

Specific Duties:

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Service and Service Promotion:

Specific Duties:

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.

3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Facilities Management

Specific Duties:

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Certification:

Board President's Signature _____ Date _____

Library Director's Signature _____ Date _____

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Library Director's Report – October 18, 2023

Events

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

Here are some highlights:

- Start with Art collaboration with the Leigh Yawkey Art Museum returned this fall with the first session on October 11 and will continue on either the 2nd or 3rd Wednesday of each month through December. Check the library calendar for the specific dates.
- Author Chat & Real Writers Group meets on the 2nd Saturday of each month from 11am - 12pm. There are some pretty talented writers in the area. Perhaps, you are one of them. Feel free to check out the workshop-style meeting.
- Tarot Card Reading 101 with Kelly Keyser-Millar will take place on Monday, October 30, from 4 - 7pm just in time for Halloween.
- An ADRC Medicare Part D Seminar is scheduled for Thursday, November 2, from 1 – 2:30pm
- The library's genealogy group is currently holding a Beginners Genealogy Class on Wednesdays from 3:30 – 7pm.
- And, if you ever want to shake your sillies out with the littles in your life, you could always stop in on Fridays from 10:30 - 11:30am to attend Wiggle, Giggle, Shake facilitated by the Children's Wisconsin staff.

WVLS

- Nothing to report from Diane Peterson, our WVLS representative.
- I have included a link to the [Wisconsin Valley Library Service September 2023 Director's Report](#) for your review.

Friends of the Library

- Friends of the Library are busy cleaning up the closet. At the most recent board meeting, the Friends agreed to having children book bags put together with the plethora of books that are currently stored in the library closet. They are running out of room. This is in addition to all of the books that will be out for the upcoming book sale on October 26 – October 28.

Library Director's Report

- The Endowment Fund Donation portal is complete. The link to the library website donation page is <https://www.tbscottlibrary.org/donate-to-the-library/>.
- The T.B. Scott Free Library Community Survey is complete and ready to be shared with the community. I have provided each of the Board members with a copy for your review. Art Lersch from the UW Extension Office and Erica Brewster, Wisconsin Valley Library Services Data & Technology Services Consultant, have completed their review with recommended revisions. They will be instrumental in evaluating the data that is gathered through the survey. A survey report will be drafted and provided to the Board at the January 2024 Board meeting.
- The second Staff Development Day was held on Monday, October 9. It was a great opportunity for the T.B. Scott Free Library staff to network with the Tomahawk Public Library staff since we are the two libraries that serve Lincoln County residents. The workshop facilitated by Michelle Dennis from Hedberg Public Library was well received by everyone. Michelle shared the following that I thought was worth sharing with all of you:

Five Universal Truths of Human Interaction:

from *Verbal Judo: The Gentle Art of Persuasion* by George Thompson

(T.B. Scott Free Library has this book in our collection)

1. All people want to be treated with dignity and respect.
2. All people want to be asked rather than told to do something.
3. All people want to be informed as to why they are being asked or ordered to do something.
4. All people want to be given options rather than threats.
5. All people want a second chance when they make a mistake.

This global message promoting respect, understanding, and forgiveness can connect all people everywhere. Using our words for a defined purpose can create the forward momentum.

- November Staff Development Day is scheduled for Friday, November 10. The topic for that workshop will be: Dementia-Friendly Library training. The workshop will be facilitated by Scott Seeger and Jennifer Thompson from the ADRC of Central Wisconsin. The hope is that the library will provide the impetus for creating a [dementia-friendly community](#).
- The Wisconsin Library Association Conference is Wednesday, October 26, - Friday, October 28. Andrea Bennett, Maria Pregler, and I will be attending. Andrea and Maria were awarded scholarships from Wisconsin Valley Library Service, which will cover the conference fee and hotel accommodations.
- The Northern Wisconsin ILS Consortium Exploration (NICE) Team continues to meet related to the library system consolidation. Maria Pregler was asked to be a member of a workgroup that will focus on the ILS Vendor Selection. Maria had previously been a member of a Wisconsin Valley Library Service) WVLS workgroup that reviewed WVLS's current system with other vendors and will serve well in this workgroup.
- As always, we love visitors at the library. Please stop in any time to see all that the library has to offer our community.

Director's Report

WVLS BOARD OF TRUSTEES MEETING

September 16, 2023

CORRESPONDENCE

Libraries Share Their Appreciation of the WVLS SLP Grant

"Thank you for the grant for a Summer Reading Program Performer. We were able to get "The Magic of Isaiah." The children and adults really enjoyed his magic program. Thank you." – **Neillsville Public Library**

"We can't thank you enough for the generous Performer Grant you give us each year. The Summer Performance has become a staple amongst the community, enjoyed by both the young and old. Each summer, we find a new show to dazzle everyone, and none of this would be possible without your support. We look forward to continuing our partnership with you in the future, and hope you will never forget how important you are to the Withee Library, and the community as a whole. This year's animal show was a huge sensation with everyone who attended. We are still hearing about it, even as the summer comes to an end. Thank you..." -- **Withee Public Library Director Brandon Hardin, and the Withee Public Library Board of Trustees**

Gratitude for Wessler Scholarship Memorial

"Dear Marla, I received the letter you sent to AJ Holly Funeral Home regarding the donation [WVLS] made in memory of my mother, Mariann Ferrin. (I am her daughter, Mariann A.). My family and I were very touched by this and my mother would have been deeply moved that she was remembered this way. I believe we met many years ago when I still lived in Wausau or when visiting my parents, but do remember your name, as my mom often mentioned her co-workers and her time at WVLS with fondness. I personally am deeply moved that she is remembered this way and both my parents strongly supported learning and education. Thank you so much for your important work in this field. – Marianne A. Ferrin, daughter of deceased former WVLS employee, Mariann Ferrin.

WVLS Advocacy Support is Appreciated

"Dear Marla, we appreciate your support and input throughout this process of developing and organizing a funding presentation to the Clark County Board. The color flyer created by WVLS staff was an important part of our presentation. We were also very pleased to see you among the library supporters that evening, knowing it was a long drive for you too. Thank you. -- Vlasta Blaha, on behalf of the Clark County Library Board members.

PEOPLE / LIBRARIES / SYSTEMS IN THE NEWS



Greenwood Community Library Director **Amber Brill** (left) offers a warm welcome to Assistant State Superintendent **Dr. Darrell Williams** on August 22, the first day of school for area students.

Dr. Williams Visits the Greenwood Community Library

To celebrate the first day of school on August 22, DPI's Assistant State Superintendent for the Division for Libraries and Technology **Dr. Darrell Williams** visited the Greenwood Elementary School and Greenwood Community Library. During his library visit, Director **Amber Brill** filled him in on the history of the library building, and the types of programs the library provides for the community. As they are both veterans, Amber and Dr. Williams also shared their experiences while in the military.

Thank you for visiting the WVLS area, Dr. Williams!

Brewster Joins WiLS Data Classroom Cohort

WVLS Data and Technology Services Consultant **Erica Brewster** will be a member of the inaugural WiLS Data Classroom cohort. The Data Classroom is designed for library and system staff to develop skills in identifying and utilizing library-specific data sources, develop data collection and management methods,

and creating data visualizations. Access to WiLS's newly developed Data Dashboard is included with the course, so Erica will have the opportunity to test the data for WVLS libraries included in the dashboard as part of the overall coursework and final project.

LEAN WI Systems on Track to Hire a Shared Position

LEAN WI partner systems – IFLS Library System, Northern Waters Library Service and WVLS – are planning to collectively hire and share a full-time Technology Support Consultant. This unique position will provide support to over 100 libraries across the northern half of the state in such service areas as website development and support, digitization processes, and projects involving data visualization and analysis. The position will be posted in late September, with interviews planned in mid-November.

STATE NEWS

WPLC Board Meeting Highlights

The Wisconsin Public Library Consortium (WPLC) Board met on August 7. Highlights from that meeting include:

- A decision that System Directors as well as WPLC Board members would be invited to attend the WPLC Visioning Session in October. WPLC committee chairs and staff with useful information for breakout sessions will also be invited.
- A DPI update that management of statewide delivery will transition to WPLC and that a proposal to create an ongoing statewide delivery steering committee is in the works. DPI is preparing information to share for the October visioning session's breakout discussion on delivery.
- Approval of \$5,200 from the Research and Development account for the marketing committee to use for Facebook ads, radio spots on Wisconsin Public Radio, as well as the printing of fliers and posters.
- A thorough discussion on a possible new resource: *New York Times Digital*. The offer would provide access to library users in the entire state for NYT News, Cooking, Games, the Wirecutter, and the Athletic. As the set up for this resource will not be able to provide individual library- and system-level statistics on usage, a formula for determining cost will need to be explored. To gauge interest, a survey will be sent to member libraries in October/November.

Preparations for Upcoming Solar Eclipses

Two solar eclipses are coming to North America in the coming months. An annular eclipse will occur on Saturday, October 14, 2023, and a total eclipse will occur on Monday, April 8, 2024. WVLS has received free solar-viewing glasses from The Space Science Institute and the WI Department of Public Instruction to pass along to member libraries to use in programming and/or to distribute to patrons. DPI also has created 4 solar science kits that can be reserved and used by library staff for programming. Two kits support multi-generational use and two are geared towards younger audiences. The kits contain telescopes, sunoculars, and sunspotters along with program activity ideas. Comprehensive information

on Solar Eclipse Activities for Libraries (SEAL) is available on the Starnet (Science Technology Activities and Resources for Libraries) [website](#).

GRANT and SCHOLARSHIP PROJECTS

2023/2024 Professional Learning Grant

WVLS Awards WLA Annual Conference Scholarships. The Wisconsin Valley Library Service (WVLS) recently announced the availability of scholarships for library staff and trustees to attend the 2023 Wisconsin Library Association (WLA) Conference in Middleton from October 24-27. Details about the WLA Conference can be found [here](#). The scholarship will cover expenses up to \$1,200 for the following:

- Conference registration (WLA member or non-member)
- Award's Reception and conference tours
- Mileage reimbursement (WVLS rate) to/from the conference
- Up to 3 nights of conference lodging (Oct. 24, 25 and 26)

To be eligible, the applicant must currently work at a WVLS member public library or serve as a trustee for a member library and must have one year of experience working in public libraries or serving on a public library board as of October 1, 2023.

Colleagues selected to receive the 2023 WLA Conference scholarships include:

Alexander Johnson, Marathon County Public Library
Andrea Bennett, T.B. Scott Free Library (Merrill)
Denise Chojnacki, Rhinelander District Library
Krista Blomberg, Rib Lake Public Library
Maria Pregler, T.B. Scott Free Library (Merrill)
Maxx Handel, Frances L. Simek Memorial Library (Medford)
Rita Ludvigsen, Western Taylor County Public Library (Gilman)
Sarah Moscatello, Marathon County Public Library

Congratulations to all!

2023/2024 LSTA Improved Discovery Solutions Grant

LSTA Joint Cooperative Cataloging Grant. The primary goal of this [2023/2024 Grant Application](#) is to build upon the foundational work completed during the 2022/2023 grant project. Ultimately, the project plans to establish a statewide bibliographic standards group, provide statewide training on the use of Marc Edit, create a shared repository for the library systems to share documentation, complete a comparison analysis of each system's bibliographic records to identify differences, explore improved discovery options with WISCAT staff, and more. This new project will increase the number of participating systems from eight to ten. (See Exhibits 13 and 13a in this meeting packet.)

LSTA [Joint ILS Consortium Exploration Grant](#). In 2022, WVLS and Northern Waters Library Service (NWLS) collaborated to engage in a comprehensive joint consortium exploration project to determine value and feasibility of a merger between our two Integrated Library Systems implementations and respective ILS consortium. The project, known as the **Northern Wisconsin ILS Consortium Exploration (NICE)** project, resulted in a [final report](#) that indicated 93% of survey takers among the two systems and their member libraries supported increased collaboration around the ILS and that an ILS merger was feasible. To continue the work of this grant, a 2023/2024 LSTA [Joint ILS Consortium Exploration Grant](#) application for \$50,000 was submitted to DPI. The goal of this grant is to facilitate next steps toward a merged ILS. Additional grant funding will enable WVLS and NWLS to hire consultants to assist with the process so that the project can be completed in an efficient and timely manner without compromising service to our libraries in the coming year.

Information about the NICE project is available on the [NICE Website](#).

2023 Emergency Connectivity Fund (ECF) - Extension of services for existing mobile hotspot devices and additional devices and services

LEAN WI partners were awarded an aggregate of **\$309,832.45** across three applications for continuity of existing mobile hotspot data services through 2023 and for additional devices and funding of services through 2023. Two awards for additional devices and service plans have thus far gone unutilized due to lack of expressed need for additional devices across the partnership and differences in currently available service plan levels from original scope. Those awards allow for up to 12 months of service from the period of July 2022 through June 2024 and one or both may yet be feasibly meaningful to utilize in full or part - before the June 2024 window. Awards cannot be used to further extend services on existing hotspots which are already covered by a third "continuity" award for the 12 months of calendar year 2023. Approximately \$57,000 is expected to be consumed by the end of December 2023 for that third award.

V-CAT and ILS ADMINISTRATION PROJECTS

Key Projects

Correction. The 2024 Proposed V-Cat Annual Maintenance Shares document incorrectly reported the 2023 V-Cat Maintenance amounts. Share amounts for 2023 shares, approved by V-Cat Council in June of 2022 are accurate and were invoiced correctly per the 2023 budget documents. V-Cat Shares Information for 2024 shares are correct as approved by V-Cat Council in June and WVLS BOT in August. An updated version of the approved 2024 V-Cat Annual Maintenance spreadsheet noting the error is posted with the 2024 V-Cat Budget documents on the WVLS [website](#).

Purge of Adult Patron Records. In August WVLS purged over 11,000 adult patron records that were expired and inactive over 5 years with no fines. DPI requires that patron records are purged at least once every three years if your library reports the number of registered users in the annual report. Additional information, and the opportunity to opt out of the patron purge, was emailed to member libraries ahead of the purge.

Aspen Discovery Checked Out/Available Elsewhere. Aspen now displays a yellow “Checked Out/Available Elsewhere” with a “Where is it?” link instead of a green “On Shelf” with a “Where is it?” link when a local copy is checked out and a copy is available at another library.

Aspen Audience Search Limiter. Audience in Aspen is determined by item location codes. V-Cat member libraries assign Sierra Location Codes to best fit the needs of their individual library and community. Currently the patron experience in Aspen reflects the autonomy of individual libraries. If items are assigned to location codes that have a mix of juvenile, young adult and adult item locations, they can appear in searches for each audience limiter. For example, George Orwell’s *Animal Farm* will appear with both Adult and Young Adult searches as there are libraries that shelve them in Adult and Young Adult collections. Another example, the book *Harry Potter and the Deathly Hallows* will appear in Juvenile, Adult, and Young Adult as libraries choose to shelve it differently. WVLS is considering cases in which location code changes, or adjustments to translation maps could provide more accurate audience classification.

TSS Conference. A joint virtual conference of the Wisconsin Association of Academic Libraries (WAAL) and the Wisconsin Library Association Technical Services Section (TSS) took place on Friday August 4. Rachel Metzler attended sessions on meeting the needs of community, copyright and AI, improving discovery, library of things collections, clean data, and inclusive metadata.

Council and Committee Meeting Highlights

V-Cat Council. During its September 7 meeting, the V-Cat Council passed the following recommendations and recommendation updates:

- Updated V-Cat Damaged and Missing Pieces Guideline
- New V-Cat Billable Damage Guidelines
- Updated V-Cat Circulation Guideline on Overrides Recommendation
- New V-Cat Volume Field Recommendation
- Updated Multi-Item Sets Recommendation

Damaged and Missing Pieces Flowcharts were shared for staff to use when following the Damaged and Missing Pieces procedure.

The ILS Evaluation and Review Committee’s final report and recommendation were presented. The Council may choose to take action on the recommendation in November or postpone a decision until a later date.

The Northern Wisconsin ILS Consortium Exploration (NICE) project report and brief key takeaways document were shared along with a report presentation video. In addition, information was provided on a 2023/2024 LSTA grant opportunity to support the continuation of the NICE Project into mid-2024.

V-Cat Bibliographic and Interface Committee. During its meeting on August 8, the committee discussed the Audience search limiter in Aspen Discovery, a method for reporting Aspen record grouping errors, and possible improvements to the Aspen Discovery “More Like This” recommendations. Innovative

interfaces presented a demonstration of SkyRiver cataloging utility, and the committee is participating in a three-week live trial of the product.

The V-Cat Cooperative Circulation Committee. On August 24, the committee decided to bring a new Billable Damage Guideline to V-Cat Council to make it easier for staff at V-Cat libraries to make decisions about how to handle damage on newer and older items. Minor changes were suggested to the current Damaged and Missing Pieces guideline for an improved workflow. Flowcharts, with processes broken down into a series of yes and no questions, were also developed to make it easier for staff to follow the Damaged and Missing Pieces procedures. Additional edits were made to the standard library card application and further edits will be made during the meeting in October.

V-Cat ILS Evaluation and Review Committee. The V-Cat ILS Evaluation and Review Committee met on August 10, 16 and 24 to finalize a recommendation and final report. After a lengthy and detailed review, the committee recommends that WVLS and V-Cat use Sierra from Innovative. The committee recognizes that the V-Cat Council may wish to delay action on this recommendation pending the resolution of the NICE project. While both Sierra and Koha have beneficial features, the committee found Sierra to have a light advantage in the areas of cataloging, reporting, and acquisitions. In addition, the committee found that the library staff's familiarity with Sierra and associated workflows outweighed any of the potential benefits of a migration to a new product or vendor. The [full report](#) and [appendices](#) are available on the [V-Cat ILS Evaluation and Review page](#) of the WVLS website.

MARKETING PROJECTS

WVLS Promotes "Library Card Sign-Up Month"

Spearheaded by the American Library Association, [Library Card Sign-Up Month](#) is a national campaign held in September to emphasize the importance of library cards to a child's education and to combat illiteracy.

In 2022, the Public Library System Marketing Cohort promoted this campaign in two ways. First, WVLS member public libraries were added to a [getyourlibrarycard.org](#) website. Created by the Bridges Library System in Waukesha, the website directs area residents to sign up for digital library cards from their county and library.

To promote the [getyourlibrarycard.org](#) website during Library Card Sign-Up Month in September and beyond, WVLS sent out vinyl, die-cut stickers to libraries, upon request, in late August. These can be placed on water bottles, laptops, phone cases and more.



WVLS further promoted Library Card Sign-up Month with a feature article in an August issue of Monday Mentions that provided links to free resources available on the ALA website, resources available through WVLS and ideas from the Marathon County Public Library, Granton Community Library and Loyal Public Library. Colleagues were encouraged to contact WVLS for website support and assistance with writing press releases.

WLA Conference

In anticipation of the WLA Conference in October, Jamie Matczak has created several videos to support and promote the conference:

- **Presentation Tips:** In this video, five areas of presentation tips, geared toward assisting presenters giving break-out sessions, are shared.
- **Room Monitor Volunteers:** This three-minute video highlights instructions for room monitor volunteers at the conference. Tips include ensuring speakers use microphones, assisting people with mobility devices, and keeping track of time.
- **Promotional Video:** This short video features “singing” from the WLA Conference Committee members promoting that registration is open.

Website Services Projects

A special “office hour” organized by our IFLS Library System partner was recently held for all libraries using the LEAN WI website service. A guest presenter from the Center for Independent Living-Western Wisconsin provided attendees with user/developer perspectives on website accessibility for those with low/no vision and who use adaptive technology tools such as screen readers. Website accessibility is an evolving and complex topic area, but one all the LEAN WI website partners want to keep in mind and learn more about as we make our resources accessible to the widest population possible.

Erica Brewster is providing additional training opportunities for first-time website managers (four additional trainings, up to four participants each), as well as bi-monthly “office hour” trainings on special topics. In September two additional trainings, “Website 201: [Just] Beyond the Basics,” will be offered for those who have done the first-time training but aren’t yet ready to tackle the more advanced topics presented in the regular office hours.

The twice-monthly topical trainings continue to be recorded for those who can’t participate live. Additional training and reference materials are regularly added to <https://training.librarieswin.org/>.

“These recordings have been really helpful; thanks for making them happen!”

-- Nick Andrews, Elmwood Library

“Thank you for your time today! I learned so much more in person than I could’ve exchanging 50 emails. I appreciate your time to show me how to get around in the website better and I can’t wait to start playing.”

-- Ruth Reiling, Colby Community Library

TECHNOLOGY PROJECTS OVERVIEW

LEAN WI Core Infrastructure

The partnership completed a joint bulk procurement of networking equipment for as-needed replacements of failing equipment and proactive replacement of end-of-life equipment at libraries.

Some parts are still on backorder but are expected to be fulfilled by October. A new server has been established for WVLS which has been successfully tested and re-enables utilization of LEAN WI Windows Deployment Services (WDS) to quickly “image” new or re-image existing computers.

LEAN WI Service Explorations

LEAN WI partners have been experiencing communications challenges with our current **Microsoft Licensing** vendor and are exploring licensing expertise and procurement options from other vendors on the relevant Wisconsin VendorNet contract. Current licensing maintenance is active through June 2024. Though there are still approximately 9 months to complete a vendor transition, added complexities such as changes in Microsoft’s licensing models coupled with uncertainty in costs per unit of service warrants prioritizing this exploration.

The partnership is currently piloting **Snipe-IT**, an asset management software which will help all three partners update asset tracking methods and practices in a unified manner. WVLS is working with LEAN WI partners to review technology asset inventory methods to better track and work with libraries for regular replacement of computers and end-user equipment.

WVLS Internal Projects, Library Projects, and Core Services Support

“I just wanted to thank you for all your help and support yesterday, it really means a lot how supportive you and everyone at WVLS has been, despite me starting at a ‘weird’ time. I’m so glad that I have one less thing to worry about with all our computers.”

-- Carsyn Soderstrom, Thorp Public Library Director

Erica Brewster continues site visits to WVLS member libraries to assess end-user technology (mainly staff and public PCs and related items). She completed seven more in August (with follow-up to two libraries) and will schedule the remaining five visits for September/October.

PUBLIC LIBRARY CONSULTANT SERVICES

Public Library Services

Library Visits. During August, Public Library Services Consultant **Kristie Hauer** completed visits to eight member libraries. In September, 23 visits are scheduled with the remaining 4 visits to occur in October. The goal of the visits is to meet member library staff, see their library’s spaces, collect feedback, and solicit ideas for future projects and initiatives. The ideas and information collections will help plan future youth services workshops and youth services information exchange meet-ups, and shape support to member library staff in such areas as adult services, youth services, workforce development, and inclusive services. In addition to in-person library visits, feedback is also being obtained through an online survey and virtual one-on-one meetings slated for late fall.

Information on Library Programming. WVLS maintains programming-related spreadsheets that allow member library staff to log their youth and adult programs and StoryWalks. While member libraries find

these resource-sharing tools to be helpful as they aggregate programming ideas from others, the spreadsheets have become a bit disorganized. As a result, a heavy re-organization of the spreadsheets is underway. Once completed, WVLS will market the availability of the updated tools. Further, a *Digital Byte* training video will be created that offers tours of the shared resources and best practices for using them.

Blog Post on Public Library First Amendment Audits. *What is a first amendment audit and how can public libraries prepare for them?* **Kristie Hauer** answers these questions and more in this helpful *Digital Lites* blog post on [Public Library First Amendment Audits](#).

Inclusive Services

Inclusive Services Updates were published in August and September and distributed to member libraries in WVLS and Northern Waters Library Service. The [August Update](#) shared resources on DPLA's [Banned Book Club](#), designing age-inclusive websites, and shared continuing education opportunities about social service apps, AI and vision loss, disability inclusion, and LGBTQ inclusive trusteeship. The [September Update](#) showcased two recent professional journals that featured topics on equity, diversity, inclusion, and social justice, continuing education opportunities including free fall ASL online classes from the Oklahoma School for the Deaf, and additional articles on book challenges, storytelling workshops for those incarcerated, the American Indian Annual Summer Institute in Red Cliff, and space design for the deaf community.

CONTINUING EDUCATION & TRAINING OPPORTUNITIES

NEW! Two Recorded Webinars on Genealogy and Social Media Trends

Two recorded webinars now available to WVLS members are:

- [Genealogy Basics with Ancestry](#). Presented by Marathon County Public Library Adult Services Librarian **Julie Kinney**, this webinar helps libraries to identify family members and fill out a basic family tree chart, perform a basic Ancestry search, and more. This webinar is worth 1 contact hour toward public library certification.
- [Social Media: Trends and Challenges](#). Social media expert **Laura Solomon** takes an in-depth look at what's happening now with social media and the challenges libraries may have going forward.

Upcoming Fall 2023 V-Cat Training Opportunities

Member libraries are welcome to participate in any one or more of the following V-Cat related trainings offered by WVLS staff:

- Wednesday, September 20 at 10 – V-Cat Sierra Cataloging Training – Attaching Items
- Wednesday, September 27 at 10 – V-Cat Sierra Cataloging Training – MARC Alerts
- Thursday, October 5 at 9:30 – V-Cat In-Person Training Day – Z39.50 Catalog Training and Circa Inventory and Alternative Inventory Methods
- Wednesday, October 11 at 10:30 – V-Cat Aspen Refresher Training

- Thursday, October 12 at 10:00 - V-Cat Sierra Cataloging Training - Cover Images
- Wednesday, October 18 at 10:30 – V-Cat Sierra Create Lists the Easy Way

WVLS Youth Services Workshop Slated for November 30

This year's annual Youth Services Workshop will be held on November 30 at the TB Scott Free Library in Merrill. Offered annually, this workshop brings together area colleagues who serve youth for a day of networking, brainstorming, and training. The upcoming workshop will feature presentations on teen programs, summer library program planning for 2024, ACES (adverse childhood experiences), and the Summer Math Program offered by the Wisconsin Mathematics Council. Participants receive continuing education contact hours for attending the workshop.

2024 Wild Wisconsin Winter Web Conference

WVLS continues to work with colleagues from the South Central Library System and IFLS Library System to plan speakers for this annual state conference scheduled for January 24-25, 2024. The conference will include tracks on Marketing, Management, Internal Communications and Programming. Eighty percent of the speakers have already committed! Registration for the conference will open in late November.

INFO TO GO

Wisconsin Library Buildings and Spaces Project

[This new resource](#) is geared toward Wisconsin public library directors, staff and trustees on library building and renovation projects. On-demand webinars and resources from professionals across the state are available, as well as a list of recently completed projects from Wisconsin libraries. Topics include renovation, space reconfiguration, new building projects, and more.

Wisconsin Public Library Staff Compensation Summary Report

A final report on the Public Library Staff Compensation Survey is now available. The purpose of the report is to provide staff salaries and position classification information to help library boards determine appropriate compensation to attract and retain the best possible employees for the positions.

Prior to using the report, library directors are encouraged to review the [Wisconsin Public Library Staff Compensation Summary Report](#) and toolkit to effectively utilize the data presented in the report. The complete report and toolkit are available at <https://www.srlaaw.org/compensation-study>.

Highlights from the report include:

- **Participation:** The survey engaged 305 participants (or 80% of public libraries in Wisconsin), predominantly from the Western, Southeast, and Northern regions.
- **Data Collection:** Participants were asked to review a list of 46 survey job titles and descriptions, and to provide their pay range, annual work hours, benefit eligibility, paid leave eligibility, and MLS requirements.

- **Total Rewards:** Participating libraries commonly provide benefits such as Wisconsin Retirement System (WRS) participation, health insurance, bereavement/funeral leave, and dental insurance.
- **Compensation:** Statewide, Library Directors earn an average of \$27.56-\$31.37 hourly. Compensation often correlates with population size; municipalities exceeding 50,000 residents pay \$49.73-\$66.73 hourly.

The survey is part of a Library Services Technology Act-funded library staff compensation study coordinated by the System and Resource Library Administrators Association of Wisconsin (SRLAAW) and conducted by Carlson Dettmann Consulting.

The Compensation Survey supports the [Wisconsin Department of Public Instruction's 2023-2027 LSTA goal](#) to support the recruitment and retention of library staff, including administrative, professional, and support roles, reflecting their diverse communities.

UPCOMING EVENTS / MEETINGS

- SEPTEMBER – [LIBRARY CARD SIGN-UP MONTH](#)
- September 4 – **WVLS OFFICE CLOSED**
- September 5 – Clark County Finance Committee meeting
- September 5 – [WVLS/IFLS/NWLS Website Management 101 Training](#)
- September 6 – [WVLS Consultant visits to libraries in Antigo, Elcho, Rhinelander and Wabeno](#)
- September 6 – [WVLS/IFLS/NWLS Website Management 101 Training](#)
- September 7 – [WVLS V-Cat Council meeting](#)
- September 7 – [WVLS/IFLS/NWLS Website Management 101 Training](#)
- September 7 – Statewide Delivery meeting
- September 8 – COLAND (Council on Library and Network Development) meeting; Bayfield
- September 11 – Rhinelander District Library Open House
- September 11 – [WVLS Consultant visits to libraries in Colby, Abbotsford, Dorchester and Stetsonville](#)
- September 12 - DPI-hosted meeting of System Directors
- September 12 - [WVLS/IFLS/NWLS Website Office Hour](#)
- September 12 - [WVLS/IFLS/NWLS Website Management 101 Training](#)
- September 12 – 13 – [2023 Tech Days Webinars](#)
- September 14 – WPLC Digital Library Steering Committee meeting
- September 15 – [WVLS Public Library Directors Retreat](#); Hilton Inn, Wausau
- September 16 - **WVLS Board of Trustees meeting**
- September 19 - DPI-hosted meeting of System Directors
- September 19 - DPI-hosted meeting of System Inclusive Services Consultants
- September 19 – [WVLS NICE Project meeting](#)
- September 20 – [WVLS Consultant visits to libraries in Greenwood, Loyal, Neillsville and Granton](#)

- September 20 - [WVLS V-Cat Cataloging Training on Attaching Items](#)
- September 20-23 – Association for Rural and Small Libraries (ARSL) Conference; Wichita, Kansas
- September 21 – [WVLS Consultant visits to libraries in Westboro, Rib Lake, Medford and Athens](#)
- September 21 - [WVLS/IFLS/NWLS Website Office Hour](#)
- September 21 - [WVLS/IFLS/NWLS Website Beyond the Basics Training](#)
- September 25 – [WVLS Consultant visits to libraries in Gilman, Thorp, Withee and Owen](#)
- September 26 – The Library Workforce Connection (LWC) meeting
- September 27 – DPI-hosted meeting of System Continuing Education Consultants
- September 27 – [WVLS V-Cat Sierra Cataloging Training on Marc Alerts](#)
- September 29 – [WVLS Consultant visits to libraries in Spencer, Stratford, Edgar and Marathon City](#)
- October 1 – 7 - [BANNED BOOKS WEEK](#)
- October 3 – [WVLS V-Cat Bibliographic Control / Interface Committee meeting](#)
- October 4 – [WVLS Consultant visits to libraries in Wausau, Rothschild and Mosinee](#)
- October 5 – [WVLS V-Cat In-Person Training Day](#)
- October 10 – [WVLS/IFLS/NWLS Website Office Hours](#)
- October 10 - WLA Conference Planning Committee meeting
- October 11 – [WVLS V-Cat Sierra / Aspen Training](#)
- October 12 - [WVLS V-Cat Cataloging Training on Cover Images](#)
- October 13 – [WVLS V-Cat Cooperative Circulation Committee meeting](#)
- October 15 – 21 - [NATIONAL FRIENDS OF LIBRARIES WEEK](#).
- October 16 – WPLC Visioning Session; Stevens Point
- October 17 - [WVLS NICE Project meeting](#)
- October 17 - DPI-hosted meeting of System Youth Services Consultants
- October 18 – [WVLS V-Cat Training on Create Lists, the Easy Way](#)
- October 19 - [WVLS/IFLS/NWLS Website Office Hour](#)
- October 19 – Workforce Development Collaboration Workshop; Hayward
- October 23 – WPLC (Wisconsin Public Library Consortium) Board meeting
- October 24 - The Library Workforce Connection (LWC) meeting
- October 24-27 – [WLA Annual Conference; Middleton](#)
- November 2 - [WVLS V-Cat Council meeting](#)
- November 10 – COLAND (Council on Library and Network Development) meeting
- November 18 - [WVLS Board of Trustees meeting](#)
- November 30 – [WVLS Annual Youth Services Workshop; T.B. Scott Library, Merrill](#)

Thank you for reading!

Marla