



NOTICE OF REGULAR MEETING

T. B. SCOTT FREE LIBRARY BOARD OF TRUSTEES

Wednesday September 20, 2023

4:00 p.m.

Community Room

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

Agenda

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|---|---------|
| I. Opening | Geisler |
| A. Call to order and roll call | |
| B. Correspondence | |
| C. Public comment | |
| II. Consent items | |
| A. Minutes of regular meeting of August 16, 2023 | |
| B. Unaudited Monthly Revenue & Expense Reports for August 2023 | |
| C. Monthly Statistical Report for August 2023 | |
| III. Reports/Discussion Items/Action Items | |
| A. Action Item: Endowment Fund Financial Account Authorized Users | Geisler |
| B. Action Item: Endowment Fund Request for Post Card Mural by Tom Lambrecht Art & Design, LLC | Ollhoff |
| C. Discussion Item: Merrill Historical Society Collaboration | Ollhoff |
| D. Discussion Item: 2024-2028 Long Range Plan Library Visit Report | Ollhoff |
| E. Discussion Item: Church Status | Ollhoff |
| F. Strategic Plan Goals & Objectives #3 | Ollhoff |
| G. Wisconsin Trustee Essential #5: Organizing the Board for Effective Action | 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 August 16, 2023

Opening

President Michael Geisler called the regular meeting of the Board of Trustees to order at 3:58 p.m. in the Library Community Room. Present: Darcy Dalsky, Chris Grunenwald, Audrey Huftel, Richard Mamer, Ryan Martinovici, Elizabeth McCrank. Excused: Katie Breitenmoser and Michael Caylor. Also present: Laurie Ollhoff, Andrea Bennett, and camera operator.

L. Ollhoff presented letters received from the Merrill Chamber of Commerce Hanging Flower Basket Project Committee and the Society of St. Vincent de Paul for the generous donations made to each organization made possible through the library staff's monthly fundraising efforts on Blue Jean Fridays.

No public comment was made.

Consent items

A. Huftel/R. Martinovici/C to approve the minutes of the regular meeting of July 19, 2023.

E. McCrank/R. Martinovici/C to accept the monthly Unaudited Revenue and Expense Report for July 2023.

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

Reports/discussion items/action items

- A. D. Dalsky/R. Martinovici/C** to approve the MSR Design Project Phase 1 & Project Estimate by Local Contractor along with payment by the Endowment Fund to MSR Design in the amount of \$9,864 for Project Phase 1. L. Ollhoff presented the MSR Fee Planning Schedule that was divided into numerous phases. L. Ollhoff's recommendation was to move forward with Project Phase 1 and to secure cost estimates for the project from a local contractor. This first step would provide a baseline then to determine funding sources and the potential for a capital campaign.
- B. R. Mamer/E. McCrank** to approve the renewal of the Solar Service & Lease Agreement between TBS Solar, LLC, and T.B. Scott Free Library. L. Ollhoff presented options. Discussion included the initial purpose of the project that focused on education and creating awareness of alternative energies.
- C. Board Committee Appointments:** M. Geisler presented final committee appointments. M. Caylor accepted the appointment to the Buildings and Grounds Committee. R. Martinovici accepted the appointment to the Personnel & Finance Committee.
- D. Endowment Fund Treasurer:** R. Mamer expressed the need to seek a replacement as he prepares to step down in the near future. Discussion included options and the potential of the Board to hire a local accountant to serve in that capacity.
- E. Church Property Status:** L. Ollhoff had nothing new to report. The rezoning request that was made to the Common Council by the new owner was no longer considered as deadlines had not been met and there had been new further communication by the new owner. As a result, the new owner will need to reapply for rezoning if they wish to do so. E. McCrank stated that M. Caylor would be able to provide an update at September's Board meeting.
- F. Strategic Plan Goals and Objectives #2.** L. Ollhoff provided updates on Strategic Plan Goals and Objective #2.
- G. Wisconsin Trustee Essential #4: Effective Board Meetings and Trustee Participation.** L. Ollhoff provided copies of Trustee Essential #4 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 while taking a hiatus from formal meeting, they are gearing up for the Fall Book Sale.
- The library's patron parking lot is now complete. The two handicapped parking spots are now located together on the south end of the parking lot. Hoping for a safe start to the school year with the new parking spot formation.
- Lots of great things to look at on the 2nd floor of the library. The Carnegie Wing always has great displays, and the current LEGO display will not disappoint. The Youth Services Department has updated features and furniture that the young patrons are sure to enjoy.
- The Long-Range Strategic Plan process continues to move forward with a summary of library visits *set to be presented at September's Board meeting and the development of a community survey for October.*
- Meetings have been set or are in the process of being set for the newly appointed Board members to receive their Board of Trustees Orientation. All Library Board members are welcome to visit the Library Director at any time. The door is always open.
- Board members were reminded that Wisconsin's Trustee Training Week is August 21-August 25. Pertinent topics are included in the sessions that will run each day and are virtual. Sessions are recorded to allow Board members to view at a later time if they are unable to attend the live session.
- Staff Gathering is scheduled for Saturday, August 26, @12:30pm at the Fromm Estate. All staff and Board members are invited to attend and receive a tour of the estate that has been made possible by the Fromm Bros. Historical Preservation Society. Please RSVP to L. Ollhoff.

President's remarks

- Thank you to everyone.

R. Martinovici/D. Dalsky/C moved to adjourn the meeting at 4:32 p.m. The next regular business meeting of the Board of Trustees is scheduled for September 20, 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: AUGUST 31ST, 2023

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
45110-43215 Federal Grants	0.00	0.00	0.00	0.00	0.00
45110-43220 Library CARES Grant	0.00	0.00	0.00	0.00	0.00
45110-43510 CARES - COVID-19 Reimb	0.00	0.00	0.00	0.00	0.00
45110-43514 State of WI Grants	0.00	0.00	212.00	0.00	(212.00)
45110-43515 Federal ARPA - Am Rescue	41,733.00	41,733.00	41,733.00	100.00	0.00
45110-43517 WI Humanities Council	0.00	0.00	0.00	0.00	0.00
45110-43790 County Library Aid	442,869.00	0.00	221,435.00	50.00	221,434.00
TOTAL Intergovernmental	484,602.00	41,733.00	263,380.00	54.35	221,222.00
<u>Public Charges-Services</u>					
45110-46710 Library Revenue	2,600.00	(233.49)	2,931.33	112.74	(331.33)
TOTAL Public Charges-Services	2,600.00	(233.49)	2,931.33	112.74	(331.33)
<u>Miscellaneous Revenues</u>					
45110-48023 Sale - Library Furniture	0.00	300.00	300.00	0.00	(300.00)
45110-48400 Library Endowment Reimb.	0.00	0.00	1,532.42	0.00	(1,532.42)
45110-48450 Insurance Reimbursement	0.00	0.00	0.00	0.00	0.00
45110-48455 Friends of Lib. Reimb.	0.00	0.00	1,850.00	0.00	(1,850.00)
45110-48475 Library Programs Revenue	0.00	876.22	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	1,176.22	9,008.64	0.00	(9,008.64)
TOTAL REVENUES					
	487,202.00	42,675.73	275,319.97	56.51	211,882.03

EXPENDITURES

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Personnel Services

55110-01-11000 Salaries - Regular	186,343.00	13,760.32	100,619.69	54.00	85,723.31
55110-01-11020 Wages - COVID Functions	0.00	0.00	0.00	0.00	0.00
55110-01-21000 Wages - Perm - Regular	430,806.00	32,348.48	258,619.21	60.03	172,186.79
55110-01-22000 Overtime	0.00	0.00	0.00	0.00	0.00
55110-01-23000 Longevity	3,504.00	0.00	0.00	0.00	3,504.00
55110-01-51000 Social Security	47,520.00	3,415.14	28,100.58	59.13	19,419.42
55110-01-52000 Retirement (WRS)	35,562.00	2,889.74	23,820.21	66.98	11,741.79
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	52,360.38	62.80	31,017.62
55110-01-55000 Life Insurance	4,011.00	308.78	2,285.83	56.99	1,725.17
TOTAL Personnel Services	794,981.00	59,434.69	469,662.90	59.08	325,318.10

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Contractual Services</u>					
55110-02-11500 Outside Legal	0.00	0.00	0.00	0.00	0.00
55110-02-15000 Contract Services	0.00	0.00	0.00	0.00	0.00
55110-02-15500 Snow Removal Services	700.00	0.00	865.70	123.67	(165.70)
55110-02-16000 Elevator Contract/Inspect	3,000.00	0.00	3,342.88	111.43	(342.88)
55110-02-16250 HVAC Service	2,000.00	0.00	0.00	0.00	2,000.00
55110-02-16500 Fire/Security System Cont	1,900.00	0.00	238.00	12.53	1,662.00
55110-02-21000 Water and Sewer	1,700.00	0.00	813.03	47.83	886.97
55110-02-22000 Electric	24,000.00	2,750.22	17,247.91	71.87	6,752.09
55110-02-22500 Fuel - Natural Gas	8,400.00	510.27	14,548.80	173.20	(6,148.80)
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	1,454.96	42.79	1,945.04
55110-02-23500 Misc Facility/Equip Servi	0.00	0.00	0.00	0.00	0.00
55110-02-25000 Telephone	1,500.00	157.72	1,532.96	102.20	(32.96)
55110-02-26000 Office Equipment Service	800.00	0.00	0.00	0.00	800.00
55110-02-27000 Lost-Damaged Materials	0.00	20.11	54.10	0.00	(54.10)
TOTAL Contractual Services	47,400.00	3,641.83	40,098.34	84.60	7,301.66
<u>Supplies & Expenses</u>					
55110-03-10000 Office Supplies	1,500.00	135.88	2,204.90	146.99	(704.90)
55110-03-10500 Library Supplies	6,500.00	372.22	3,522.43	54.19	2,977.57
55110-03-11000 Postage	1,900.00	54.23	936.49	49.29	963.51
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	74.32	644.47	44.45	805.53
55110-03-31000 Misc. - Petty Cash	0.00	(20.00)	(160.00)	0.00	160.00
55110-03-31001 Misc Rev-Petty Cash	0.00	0.00	0.00	0.00	0.00
55110-03-32000 Education & Conference	2,000.00	0.00	1,013.65	50.68	986.35
55110-03-32001 Misc Rev - Educ & Conf	0.00	0.00	217.00	0.00	(217.00)
55110-03-41000 Public Relations/Publicit	2,500.00	0.00	785.00	31.40	1,715.00
55110-03-41001 Misc Rev - Publicity	0.00	0.00	618.00	0.00	(618.00)
55110-03-41250 Programming - Adult	10,000.00	311.51	2,842.92	28.43	7,157.08
55110-03-41251 Misc Rev-Programming Adul	0.00	80.00	80.00	0.00	(80.00)
55110-03-41500 Programming - Youth	7,500.00	246.69	3,356.45	44.75	4,143.55
55110-03-41501 Misc Rev-Programming-Yout	0.00	0.00	7,673.38	0.00	(7,673.38)
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	0.00	1,789.34	35.79	3,210.66
55110-03-50000 M/R-General Repair/Maint.	5,600.00	220.32	1,965.76	35.10	3,634.24
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	163.34	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	1,638.51	38,570.63	81.20	8,929.37
<u>Fixed Charges</u>					
55110-05-10000 Ins.-Property, Liability,	9,400.00	10,884.00	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	10,884.00	13,391.00	142.46	(3,991.00)

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

10 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
55110-08-50000 Special/Major Projects	0.00	0.00	2,534.56	0.00	(2,534.56)
55110-08-50001 Misc Rev-Special/Major Pr	0.00	0.00	0.00	0.00	0.00
55110-08-50500 Capital Equipment/Outlay	0.00	0.00	0.00	0.00	0.00
55110-08-50501 Misc Rev-Capital Equip/Ou	0.00	0.00	0.00	0.00	0.00
55110-08-57500 Property Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	2,534.56	0.00	(2,534.56)
<u>Print Media - Library</u>					
55110-13-10000 Adult Dept Fiction	9,700.00	1,393.16	6,302.46	64.97	3,397.54
55110-13-10100 Adult Dept Non-Fiction	10,150.00	581.93	7,382.22	72.73	2,767.78
55110-13-10200 Adult Dept Paperbacks	750.00	75.47	416.04	55.47	333.96
55110-13-10300 Adult Dept Reference	500.00	0.00	0.00	0.00	500.00
55110-13-10400 Adult Dept Large Print	4,300.00	331.23	2,614.84	60.81	1,685.16
55110-13-20000 Youth Children's Books	16,500.00	529.80	7,318.85	44.36	9,181.15
55110-13-20100 Young Adult Books	2,600.00	9.99	950.87	36.57	1,649.13
55110-13-20200 Youth Services Reference	0.00	0.00	0.00	0.00	0.00
55110-13-30000 Standing Orders	0.00	0.00	0.00	0.00	0.00
55110-13-40000 Professional Books	0.00	0.00	61.14	0.00	(61.14)
55110-13-50000 Magazines/Periodicals	6,500.00	39.98	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	2,961.56	26,136.01	51.25	24,863.99
<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	215.51	1,395.96	55.84	1,104.04
55110-14-10200 Adult Dept CDs	900.00	100.90	516.29	57.37	383.71
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	249.37	1,569.07	52.30	1,430.93
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	83.52	774.27	43.02	1,025.73
55110-14-20100 Youth Videos, DVDs & CD-R	1,300.00	0.00	317.99	24.46	982.01
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	5,450.20	90.82	550.80
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	764.25	10,157.95	63.48	5,843.05
<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	21.76	885.96	29.53	2,114.04
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	926.29	1,218.55	123.71	(233.55)
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: AUGUST 31ST, 202310 -General Fund
Library

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
55110-15-71000 Computer Contingency	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
TOTAL Technology	45,363.00	948.05	25,009.27	55.13	20,353.73
TOTAL EXPENDITURES	1,011,645.00	80,272.89	625,560.66	61.84	386,084.34
REVENUES OVER/(UNDER) EXPENDITURES	(524,443.00)	(37,597.16)	(350,240.69)	0.00	(174,202.31)

City of Merrill Reserved and Designated Fund Equity		As of 8/31/2023 Detail Summary Information			
Description	Account Number	12/31/22 Balance	2023 Revenue	2023 Expenses	08/31/23 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				
Net Library State Aid			\$0.00	\$0.00	\$0.00
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			\$333.08	
Net Library Cross-County Borrowing			\$2,971.76	\$333.08	\$12,092.28
N/L - Library Photocopier	26-31-5425	\$11,052.06			
Library - Photocopier Revenue	45110-46713		\$3,000.59		
Library - Photocopier Expenses	55110-03-12650			\$2,092.63	
Net Library Photocopier			\$3,000.59	\$2,092.63	\$11,960.02
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		\$1,791.41		
Library - Memorial Book Exp.	55110-03-140500			\$1,476.12	
Net Library Memorial Books			\$1,791.41	\$1,476.12	\$10,918.68
Net N/L - T.B. Scott Library		\$41,109.05	\$7,763.76	\$3,901.83	\$44,970.98

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

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

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
45110-43690 Library State Aid	0.00	0.00	0.00	0.00	0.00
45110-43790 Cross-County Borrowing Rev.	0.00	0.00	2,971.76	0.00	(2,971.76)
TOTAL Intergovernmental	0.00	0.00	2,971.76	0.00	(2,971.76)
<u>Public Charges-Services</u>					
45110-46713 Library - Photocopier Rev.	0.00	356.50	3,000.59	0.00	(3,000.59)
45110-46715 Library - Vending Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	0.00	356.50	3,000.59	0.00	(3,000.59)
<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	507.81	1,791.41	0.00	(1,791.41)
45110-48575 Wal-Mart Grant	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	507.81	1,791.41	0.00	(1,791.41)
TOTAL REVENUES	0.00	864.31	7,763.76	0.00	(7,763.76)
EXPENDITURES					
=====					
<u>Supplies & Expenses</u>					
55110-03-12600 State Aid - Expense	0.00	0.00	0.00	0.00	0.00
55110-03-12625 Cross-County - Expense	0.00	0.00	333.08	0.00	(333.08)
55110-03-12650 Library Photocopier Expen	0.00	635.42	2,092.63	0.00	(2,092.63)
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	60.14	1,476.12	0.00	(1,476.12)
TOTAL Supplies & Expenses	0.00	695.56	3,901.83	0.00	(3,901.83)
TOTAL EXPENDITURES	0.00	695.56	3,901.83	0.00	(3,901.83)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	168.75	3,861.93	0.00	(3,861.93)
FUND TOTAL REVENUES	159,324.00	37,748.54	531,130.84	333.37	(371,806.84)
FUND TOTAL EXPENDITURES	270,369.00	67,865.51	451,347.03	166.94	(180,978.03)
REVENUES OVER/(UNDER) EXPENDITURES	(111,045.00)	(30,116.97)	79,783.81	0.00	(190,828.81)
=====					

Monthly Statistical Report
T.B. Scott Free Library
August 2023

LIBRARY ACTIVITY	Aug 2023	Aug 2022	% Change	Aug 2021	% Change	YTD 2023	YTD 2022	% Change
Library Facility Traffic	5,084	4,409	15.3%	3,815	33.3%	42,692	32,001	33.4%
Average Daily Traffic	188	163	15.5%	147	28.1%	212	159	33.6%
Meetings Held	26	4	550.0%	4	550.0%	124	53	134.0%
Attendance	154	12	1183.3%	27	470.4%	729	346	110.7%
Classes/Groups w/o Program Attendance	1	-	100.0%	2	-50.0%	42	37	13.5%
	11	-	100.0%	15	-26.7%	837	674	24.2%
New Card Registrations	50	59	-15.3%	28	78.6%	383	381	0.5%
Volunteer Hours Worked	20	20	-2.5%	15	30.0%	140	107	30.4%

TECHNOLOGY USE	Aug 2023	Aug 2022	% Change	Aug 2021	% Change	YTD 2023	YTD 2022	% Change
Wireless Use	1,606	1,301	23.4%	2,375	-32.4%	12,068	7,397	63.1%
Internet Computers								
Adult	321	341	-5.9%	278	15.5%	2,802	2,307	21.5%
Youth	149	107	39.3%	34	338.2%	869	316	175.0%
Other Computers								
Adult	-	-	N/A	-	N/A	-	1	100.0%
Youth	72	43	67.4%	25	188.0%	484	240	101.7%
TOTAL USE	542	491	10.4%	337	60.8%	4,155	2,864	45.1%

PROGRAMS*	Aug 2023	Aug 2022	% Change	Aug 2021	% Change	YTD 2023	YTD 2022	% Change
Programs Given								
Adult	8	4	100.0%	4	100.0%	44	20	120.0%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	5	2	150.0%	3	66.7%	81	29	179.3%
TOTAL	13	6	116.7%	7	85.7%	125	49	155.1%
Program Attendance								
Adult	120	35	242.9%	84	42.9%	581	289	101.0%
Teen	-	-	N/A	-	N/A	-	-	N/A
Youth	66	131	-49.6%	244	-73.0%	1,934	667	190.0%
TOTAL	186	166	12.0%	328	-43.3%	2,515	956	163.1%

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

**PROGRAMS (Not included in program count above)

Self-Directed Activities

	Date	#	Adult	Date	#
Little Bluebirds Club		15	BYOB Club	8/9/2023	5
All Together Now - Sensory Bin Play		5	Author Chat w/Jim Finucan & Real Writers	8/9/2023	16
All Together Now - Puzzle Program		1	Kindhearted, LLC (2 sessions)		46
All Together Now - Movie		1	Cover to Cover Book Club	8/17/2023	6
All Together Now - Coloring		1	Common Scams & Frauds Targeting Senio	8/29/2023	12
**YS Summer Reading Program (6/5/23 - 7/16/23)		481	1 on 1 Tech Help (7 sessions)		10
**Adult Summer Reading Program (6/5/23 - 7/31/23)		41			

Teen

	Date	#	Outreach	Date	#
			Community Night Out	8/1/2023	225
			Critic's Choice Movie	8/23/2023	15

Youth

	Date	#
Wiggle, Giggle, Shake (5 sessions)		66
Trinity Daycare	8/7/2023	11

AUGUST 2023

BORROWERS		Aug 2023	Aug 2022	% Change	Aug 2021	% Change
City	Adult	3,765	3,809	-1.2%	4,281	-12.1%
	Youth	956	956	0.0%	1,071	-10.7%
County	Adult	3,323	3,272	1.6%	3,628	-8.4%
	Youth	836	859	-2.7%	913	-8.4%
Other	Adult	393	374	5.1%	545	-27.9%
	*ILL	444	435	2.1%	434	2.3%
	Youth	80	74	8.1%	104	-23.1%
TOTAL BORROWERS		9,797	9,779	0.2%	10,976	-10.7%

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

DONATIONS	Aug 2023	Aug 2022	Aug 2021	YTD 2023	YTD 2022
Endowment Fund	\$ -	\$ -	\$ 1,621	200	\$ 690
Special Projects Fund	\$ 1,186	\$ 1,756	\$ 46	2,191	\$ 2,966
Gifts/Memorials	\$ 498	\$ 175	\$ 358	2,145	\$ 2,190

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

RESOURCE SHARING	Aug 2023	Aug 2022	% Change	Aug 2021	% Change	YTD 2023	YTD 2022	% Change
V-Cat Received	1,459	2,002	-27.1%	1,393	4.7%	11,764	13,298	-11.5%
V-Cat Sent	1,339	1,244	7.6%	1,266	5.8%	10,120	10,147	-0.3%
ILL Received	36	57	-36.8%	90	-60.0%	368	387	-4.9%
ILL Sent	105	97	8.2%	60	75.0%	759	684	11.0%

CIRCULATION		Aug 2023	Aug 2022	% Change	Aug 2021	% Change	YTD 2023	YTD 2022	% Change
Audiobooks	Adult	189	205	-7.8%	166	13.9%	1,383	1,535	-9.9%
	Youth	63	111	-43.2%	37	70.3%	384	451	-14.9%
Books-Fiction	Adult	3,035	3,129	-3.0%	2,694	12.7%	22,046	21,965	0.4%
	Youth	3,046	3,661	-16.8%	1,932	57.7%	24,736	25,544	-3.2%
Books-Nonfiction	Adult	1,174	1,236	-5.0%	1,037	13.2%	8,191	7,273	12.6%
	Youth	654	629	4.0%	510	28.2%	5,638	5,356	5.3%
CDs/Cassettes	Adult	189	208	-9.1%	135	40.0%	1,606	1,275	26.0%
	Youth	9	29	-69.0%	35	-74.3%	144	325	-55.7%
DVD/Blu-Ray/VHS	Adult	744	793	-6.2%	977	-23.8%	6,558	5,989	9.5%
	Youth	548	480	14.2%	502	9.2%	4,092	3,261	25.5%
Games	Adult	2	1	100.0%	-	100.0%	19	16	18.8%
	Youth	64	59	8.5%	55	16.4%	449	324	38.6%
Magazines	Adult	187	181	3.3%	277	-32.5%	1,707	1,959	-12.9%
	Youth	-	-	N/A	3	-100.0%	-	-	N/A
Other	Adult	103	93	10.8%	99	4.0%	703	504	39.5%
	Youth	23	43	-46.5%	80	-71.3%	231	223	3.6%
PHYSICAL ITEMS SUB TOTAL		10,030	10,858	-7.6%	8,539	17.5%	77,887	76,000	2.5%
Digital Library	Audiobooks	1,014	1,091	-7.1%	883	14.8%	8,420	7,615	10.6%
	eBooks	1,020	1,147	-11.1%	1,147	-11.1%	8,500	8,672	-2.0%
	*Magazines	93	84	10.7%	131	100.0%	655	719	-8.9%
	Music/Videos	-	-	N/A	-	N/A	-	1	-100.0%
DOWNLOADS SUB TOTAL		2,127	2,322	-8.4%	2,161	-1.6%	17,575	17,007	3.3%
TOTAL CIRCULATION		12,157	13,180	-7.8%	10,700	13.6%	95,462	93,007	2.6%

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

MATERIALS CIRCULATING	Aug 2023	Aug 2022	% Change	Aug 2021	% Change	YTD 2023	YTD 2022	% Change
% Nonprint Materials Circulated	19.3%	18.6%	3.5%	24.4%	-21.1%	19.99%	18.3%	9.3%
% Print Materials Circulated	80.7%	81.4%	-0.8%	75.6%	6.8%	80.01%	81.7%	-2.1%
% Adult Materials Circulated	56.1%	53.8%	4.1%	63.1%	-11.1%	54.20%	53.3%	1.7%
% Youth Materials Circulated	43.9%	46.2%	-4.8%	36.9%	19.0%	45.80%	46.7%	-1.9%



TOM LAMBRECHT
ART & DESIGN LLC

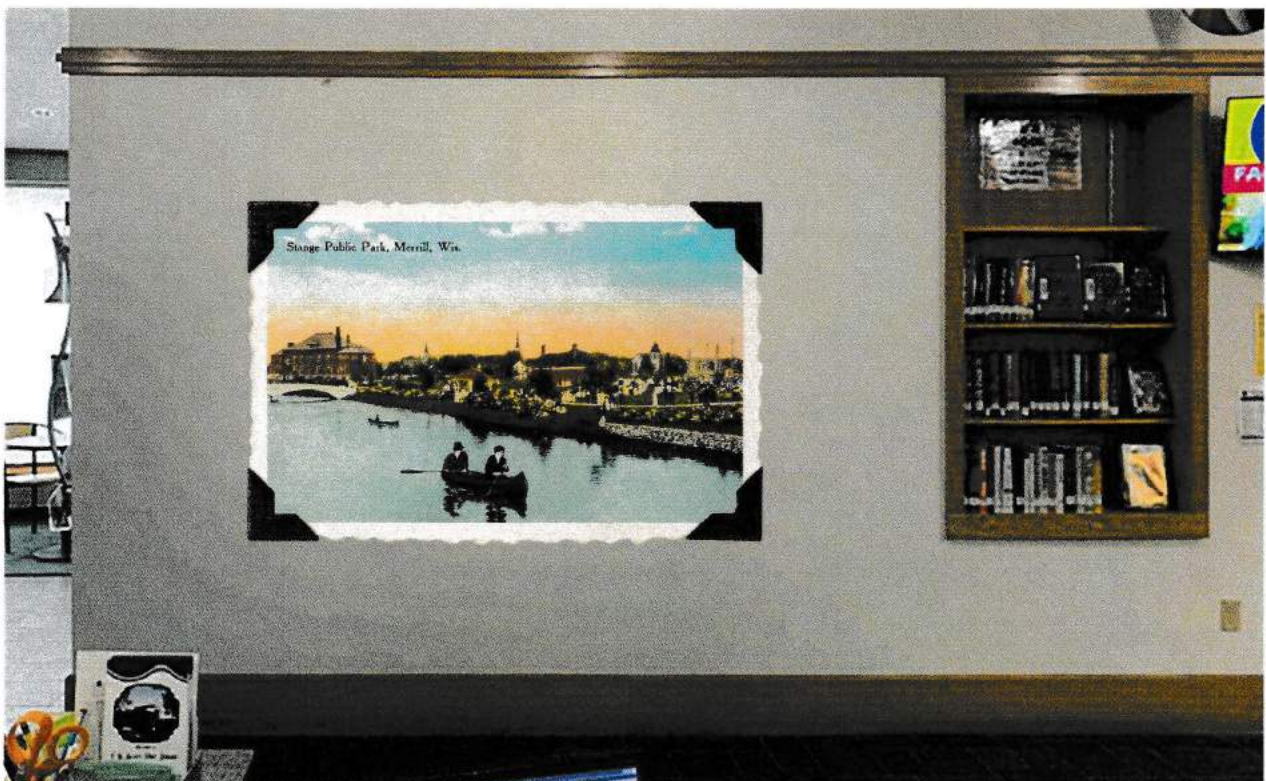
226040 BAYVIEW DRIVE
WAUSAU, WI 54401
715.551.3625
www.lambrechtart.com
f Tom Lambrecht Art

QUOTE NO: 0000130-2
DATE: 9.2.2023

CUSTOMER: T.B. Scott Free Library
106 1st Street
Merrill, WI 54452
Attn: Laurie Porath Ollhoff

JOB DESCRIPTION:

Create a hand-painted mural with a vintage photo corner border as shown below using high-quality acrylic paint. Tom Lambrecht Art & Design LLC to provide materials as needed, and mask area to keep clean while in progress. Timeframe to be determined upon acceptance of quote.



TOTAL:
\$1,565.00

ACCEPTANCE:

I accept the quote, and agree to pay in full within 30 days after completion of work.

Name

Date

**2024-2028 LONG RANGE STRATEGIC PLAN
LIBRARY VISIT SUMMARY****VISIT SCHEDULE:**

LIBRARY	DIRECTOR	DATE OF VISIT
Chippewa Falls Public Library	Joe Niese	June 14, 2023
Rice Lake Public Library	Rachel Thomas	June 14, 2023
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Monona Public Library	Ryan Claringbole	June 15, 2023
DeForest Area Public Library	Jan Berg	June 15, 2023

QUESTIONS PRESENTED TO EACH LIBRARY VISITED:

NOTE: Conversations at each library were organic. As a result, some of the responses to the questions listed below may not have been as direct. The summary prepared below the question section provides a glance into the workings of the libraries visited.

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 9. What other responsibilities do those staff members have?
 10. Do you make use of specific software for scheduling purposes? How do you manage requests for time off and the subsequent coverage of service desks?
 11. How has your use of space changed with the changing role of libraries?
 12. How have your operations permanently changed from pre- to post-pandemic?
 13. Do you have a procedure in place for patron inquiries related to questionable materials and requests for relocation or removal?
 14. If you had a library wish list, what would be at the top of that list?
-

Service Points/Layout

- LO: Observed four service points: Circulation, Reference, Children's area, and Young Adult area. The statement was made that the Young Adult area is rarely used. It is adjacent to the Library Director's office and the library's tech support area.
- AB: There are four service points. Circulation, reference, children's, young adult. The circulation desk is within sight of both the reference and children's desks, but those two service points do not have a sight line with each other. There is no sight line to the young adult desk located on the second floor.
- MP: Main serve point was staffed, but no other serve points with staff were available. Children's area did have a bell at the desk to ring for assistance. Second floor was not staffed. The service desk was wheelchair accessible.

Staffing:

- LO: 10 FTE and 5 PT. Circulation & Reference that are regularly staffed, a Children's area staffed 50%, and a separate Young Adult area with a 2nd floor open-balcony concept that is occasionally staffed dependent upon programming, etc. All full-time staff are scheduled at service desks. The tech services staff member does not have specific scheduled time at a desk but will fill in as needed.
- AB: There are 15 people on staff (5-FT, 10-PT). Full-time staff have scheduled desk shifts and there is some cross training between departments. The circulation and reference desks are always staffed. The children's desk is only staffed 50% of the time and, young adult desk is only occasionally staffed. Scheduling is done with "When to Work" software. Time off requests are submitted in paper format.
- MP: Director knew staff and what positions they held.

Programming:

- LO: A fair amount of outreach programming takes place at schools, farmers markets, and community events. Staff are encouraged to make recommendations for programming and facilitate when the schedule allows. The majority of the programming does stem from the Children's Department. There is no local bus service, so program attendance is strictly through personal drop-off. A grant offered the opportunity to purchase a book bike, which allowed staff to take books out into the community. Passive programming has continued since its heavy use during COVID restrictions. Take N' Makes for adults continues to be popular.
- AB: Everyone is encouraged to share programming ideas. Most of the programming is done by the children's librarian, two reference staff, and the director. Outreach is done by both adult and children's librarian. Staff travel to local schools, farmers markets, and community functions. They own a book bike they have recently begun using. There is no local bus transportation. The book bike will allow them to take books out into the community more often.
- MP: No additional comments.

Policies:

- LO: A copy of the library's "Request for Reconsideration of Library Materials" was provided to us. No other policy discussion took place. They currently do not have a schedule for review in place.
- AB: The director provided each of us with a copy of their "Request for Reconsideration of Library Materials" form.
- MP: No additional comments.

Space & Operations:

- LO: The currently facility is landlocked, which restricts any type of expansion.
- AB: They wish for more space but are land locked so expansion is not an option. Since COVID they have made a permanent change in operating hours and continued with take-n-make kits, especially for adults. The number of passive programming has increased. Curbside pick-up has continued since COVID operations began.
- MP: Felt like I was walking into someone's revamped warehouse/garage. Only accessible restroom was in vestibule of library. Restroom was small and not well lit. I didn't notice a baby changing station. Elevator to second floor was not up to ADA standards. I don't believe a standard wheelchair or stroller would fit. Both adult and children's shelving were too high and not wheelchair friendly. Shelf checkout was not front and center, but to the back of the service desk. Hold shelf was also not visible to public walking in.

Wish List:

- LO: New larger building with more staff, a fully-furnished kitchen, and more meeting spaces.
- AB: At the top of their wish list: kitchen, more meeting spaces, new larger building, and more staff.
- MP: No additional comments provided.

Miscellaneous Comments:

- The Library is closed on Sundays.
- They are one of three libraries in IFLS that do their own cataloging otherwise it is centralized.
- There is no security system. They have self-service holds and self-checkout stations as their space allows for such setup.
- Bagged food program in outside vestibule for privacy. However, a security camera in the vestibule has it in sight.

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-

Service Points/Layout

- LO: Two service desks: Circulation/Adult Services/Reference located at the library entrance staffed with two staff members and one in Youth Services staffed with one staff member.
- AB: There is one desk for both circulation and reference upon entering the library. This is typically staffed with 2 people. The children's desk is located on the second floor and staffed with 1 person.
- MP: Front service point was well staffed.

Staffing:

- LO: Library employed 18 staff members: 5 FTE and 13 PTE. Position titles vary: librarian, library assistants, library pages. Hours for part-time staff varied between 11, 16, and 20 hours per week. Cataloging is centralized at the IFLS Library System offices so staffing for that purpose is not necessary. Staff is cross trained to some degree, which allows them to cover desk shifts throughout the entire library. There is always a designated manager on duty. Library job descriptions were provided for review. Schedules are created through Google Sheets; no other formal scheduling program is utilized.
- AB: There are 18 people on staff (5- FT, 13- PT). Part-time staff hours vary each week between 11, 16, and 20 hours. They do not do their own cataloging. There is a small amount of cross training.
- MP: Front service point was well staffed. The director did not know how many staff she had, including how many were full-time and part-time. Felt some disconnect with the director.

Programming:

- LO: All staff are involved with programming. Part-time Library Assistants are offered opportunities to take lead on programs they are interested in facilitating. The Adult & Teen Program Coordinator and Volunteer Coordinator takes lead on most adult programs. The library regularly attends area events to highlight what it has to offer. The outreach is limited to nursing home deliveries and day car deliveries made by library staff as a result of no bus service to the library.
- AB: Everyone, full-time and part-time staff, are expected to help with programming. All part-time library assistants are expected to take the lead on some programming. All staff working in the children's department are expected to do Storytime during their Saturday shift. Each staff member is also expected to sign up to help with at least one summer program. They have two part-time staff that do most of the outreach. Because there is no local bus system, staff travel to daycares and schools to drop off books and do programs.
- MP: The library built a beautiful community room in 2020 that's used for a variety of programs. However, due to the cost, the library then had to decimate its adult collections. The lack of fiction/non-fiction/AV was shocking. I'm still wondering how they're meeting DPI collection standards. They have a very large, mostly empty basement that's used for programming/meetings, as well. Very large

library of things collection that the Director mentioned she hoped to grow. Does it circulate as well as their physical collections?

Policies:

- LO: The Director provided a copy of the library's Request for Material Review/Reconsideration. Like many libraries, this policy was recently revised and approved by the library board. It is prepared similar to the T.B. Scott policy and their procedure is similar for staff to follow, as well.
- AB: The director provided Laurie with a copy of their "Request for Reconsideration of Library Materials" form. This was recently revised by the director.

Space & Operations:

- LO: Since the pandemic, the library has seen a definite increase in foot traffic. More people equate to the need for more space. The need for space to include more private meeting spaces has become more apparent as well as the need for larger programming space. Curbside service continues to be offered; however, it isn't utilized as often as it was previously.
- AB: The collection is very small, especially the adult collection. A new community room was addition was added a few years ago and is only available for private events during closed hours. There is an outside entrance to the room. Two study rooms are located in the adult department.
- MP: Felt like a library and had a beautiful big screen at the front entrance to inform the public of what is going on. Also had flyers in front vestibule for events. The service desk was not wheelchair accessible. Public computer stations were spaced out but near the door, which didn't leave a lot of room for patron privacy. Family restrooms were near the main entrance; however, regular public were only available in the community room.

Wish List:

- LO: A full 2nd floor or a Bookmobile to expand collection and take it out into the community.
- AB: More space to expand the collection.
- MP: Continued growth of the Library of Things collection.

**2024-2028
LONG RANGE
STRATEGIC
PLAN
LIBRARY VISIT
SUMMARY**

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-

Service Points/Layout

LO: There are three service points: Circulation desk at the entry/exit, Reference desk located in the center of the one-floor library, and Youth Services that is located around the corner slightly from the Circulation desk.

It is a setup with a fairly open concept which lends itself to noise control. There is a meeting room off to the right when you enter the main library area that serves as their memory digitization studio for patrons. They also have a STEAM room that is underutilized as a result of staffing issues. It is set back in a corner with no site lines or windows to offer any way to supervise with existing staff. It was built with donor specifications at the time. It is a space that needs a space needs study to allow for maximum use of space and the current director is aware of the issues. The hope is to gradually redesign the interior for optimal use. Unfortunately, the director's office is not private by any means, so sensitive issues are observed by everyone. Like many libraries I have visited, MCL has a teen/young adult space that is rarely used.

AB: There are three service points. The circulation desk is close to the main entry doors. Straight ahead, close to the copier/printer, is the reference desk. The children's desk is located around the corner from the circulation desk, close to the children's books.

MP: Flyers inside vestibule doors offering services and programs. Shelf checkout available near main service desk. Also, within sight of both reference desk/circulation in case help is needed. Do not recall where their hold shelf was located. Main service desk and youth desk were wheelchair accessible. Beautiful space, but not well planned out/used. Director is in a fishbowl office.

Staffing:

LO: The Circulation desk and Reference desk are staffed at all times; The Youth Services desk is staffed 50% of the time and I was under the impression that staffing for YS primarily coincided with the Summer Reading program.

AB: The Circulation desk and Reference desks are always staffed. The children's desk is staffed approximately 50% of the time.

MP: Youth librarian is available, but youth desk is not staffed all the time.

Programming:

LO: The information provided here was gathered from a follow-up conversation as the library tour cut into our Q & A time. The Youth Service staff handles most of the programming, outside presenters are booked for various programs as the remaining staff does not facilitate a great deal of programming.

AB:

MP:

Policies:

LO: The Library's Reconsideration Policy was recently reviewed by the Board in June. All the Library policies are available for review on the library's website.

AB: The Director has been working on revising/rewriting policies as needed. She is currently working on writing a new strategic plan.

Space & Operations:

LO: The library appears to have adequate workspace for staff. The library offers self-checkout with Envisionware and self-service holds and pickup. Patron space is in need of restructuring and the Director is aware of this issue and has hopes for a redesign that would make better use of the space.

AB: They have a self-service holds shelf and self-checkout station. They appear to have security, but we did not ask if it was functional. There is a small space dedicated to young adults, but it is rarely used. There are two meeting rooms and a makerspace room. The makerspace room is underutilized at this time, mostly due to the number of staff, and upgrades it would take to make the room functional and safe. Although the building is only 10 years old, the director is hoping to gradually redesign the interior to separate and better utilize the space.

MP: Flyers inside vestibule doors offering services and programs. Shelf checkout is available near main service desk. Also, within sight of both reference desk/circulation in case help is needed. Do not recall where their hold shelf was located. Main service desk and youth desk were wheelchair accessible. Beautiful space, but not well planned out/used. Outside lockers are available for patrons to pick up checked out items after hours. Meeting room spaces were by appointment only; hoping to add more rooms in the future. The shelving was higher and not short person/handicapped accessible.

Wish List:

LO: Better use of space which will include an evaluation process and more outdoor lockers for patron pick-up of checked out items after library hours.

AB: Redesign interior space, use the space in the back for check-in more efficiently, and more lockers outside for after-hours pick-up.

MP:

**2024-2028 LONG RANGE STRATEGIC PLAN
LIBRARY VISIT SUMMARY****VISIT SCHEDULE:**

LIBRARY	DIRECTOR	DATE OF VISIT
Chippewa Falls Public Library	Joe Niese	June 14, 2023
Rice Lake Public Library	Rachel Thomas	June 14, 2023
Mukwonago Community Library	Abby Armour	June 15, 2023
Monona Public Library	Ryan Claringbole	June 15, 2023
DeForest Area Public Library	Jan Berg	June 15, 2023

QUESTIONS PRESENTED TO EACH LIBRARY VISITED:

NOTE: Conversations at each library were organic. As a result, some of the responses to the questions listed below may not have been as direct. The summary prepared below the question section provides a glance into the workings of the libraries visited.

1. How many service points are in the library and where are they located?
 2. Is the main circulation desk sized appropriately for demand?
 3. What responsibilities are required at each desk? What duties are done by staff at a desk?
 4. Does each service point have adequate communication with other staff areas?
 5. What is the minimum number of hours you have a staff member working at a service desk per week? Per month?
 6. Do your full-time employees have scheduled time at a service desk?
 7. Who does programming at your library?
 8. What level of outreach does your library provide to your community? What does this type of programming entail?
 9. What other responsibilities do those staff members have?
 10. Do you make use of specific software for scheduling purposes? How do you manage requests for time off and the subsequent coverage of service desks?
 11. How has your use of space changed with the changing role of libraries?
 12. How have your operations permanently changed from pre- to post-pandemic?
 13. Do you have a procedure in place for patron inquiries related to questionable materials and requests for relocation or removal?
 14. If you had a library wish list, what would be at the top of that list?
-

Service Points/Layout

- LO: The Library is multi-level with multiple entrances. Currently, two entrances are available to patrons, one on the lower level and another on the second level. The lower-level entrance is not monitored by staff. The lower-level entrance takes you to the Friends book sale area. There were restrooms, an open lounge area, and meeting rooms located on this level. The stairway and elevator took you to the 2nd floor. Adult Services went in one direction and Youth Services was in the other direction. There were two service points on the 2nd floor: Adult Services/Library Reference desk located near the elevator and stairwell and Youth Services around the corner. There were multiple study rooms and meeting rooms. There was a rather large room in the Adult Services area that was specifically for quiet reading and study. It is worth mentioning that this library was constructed in an octagon shape. There were some very odd, wasted spaces.
- AB: There are two entrances. One on the lower/ground level. There are meeting rooms, storage, break room, restrooms, and Friends sale on this level. No collections are on this floor and the space is not staffed. The second entrance is up on the main/second level located in the children's department. There are two service points. The circulation and reference desk are together, and they try to staff this desk with 2 people. Next to the reference desk is a self-service holds shelf and self-checkout station. The children's desk is the second service point.
- MP: There are two service points. The first floor is not staffed. I suspect it leaves first time patrons feeling confused. Public restrooms only available on first floor. Also had the appearance of blood in several areas. The elevators were spacious enough for a larger stroller and/or wheelchair. Children's area is not staffed except for during story time. The main service desk is staffed in shifts of two with one being on desk and one being "on call". The main service desk is not wheelchair accessible.

Staffing:

- LO: Staffing consists of a total of 20. There are 5 full-time, 3 salaried part time, 6 part-time Library Assistants (11 hours/week) and 6 Pages. Full-time staff typically work three 4-hour desk shifts per week; the remaining desk coverage is filled by part-time staff. The Youth Services desk is only staffed 50% of the time or less dependent upon available staff.
- AB: There are 20 total staff (5-FT, 3-PT salaried, 6-Library Assistants, 6-Pages). The salaried PT work between 20-24 hours per week. The Library Assistants work 11 hours per week. Full-time staff typically work one 3-4-hour desk shift per week. The rest of the desk coverage is done by the part-time staff. The Youth Services desk is only staffed 50% of the time, or less.

Programming:

- LO: Full-time staff are responsible for library programming. There is one part-time staff member that facilitates a program as part of a grant she wrote and received for the library. Part-time staff ordinarily is not involved with programming. Both Adult Services and Youth Services provide outreach services which consists of delivery of materials and on-location events. The Library also has a Bookmobile that is used for outreach purposes, as well. Outreach service staff go to the many parks in the area.

AB: The full-time staff are in charge of implementing all programs. One part-time library assistant heads up a grant funded program she wrote a grant for. This is an exception, typically the part-time staff does not do programming. Outreach is done in both children's and adult departments. They visit daycares and assisted living facilities. They have a book bike they would like to utilize more often.

Policies:

LO: The library has a Request for Reconsideration policy with a very brief form that individuals are required to complete. Individuals must be a resident of the City for the request to be considered.

AB: The questionable materials policy in place states the person who voices concern must be a resident of the city for the statement to be reviewed. The board feels this is acceptable because materials are purchased with city taxpayer funds.

Space & Operations:

LO: The Library has no security system in place. As mentioned earlier, the library is an octagonal shape which creates some very unusual spaces. Storage space is hard to come by in the Library. Observed some ADA compliance issues with how areas are set up and the accessibility to services. Public computers are set up with little privacy for patrons. The lower level of the library houses the city-owned boardroom for city council meetings and other city engagements. There is a dedicated quiet space on the 2nd floor with comfortable seating and a fireplace. The Library purchased outdoor lockers for patrons to pick up checked-out library materials after library hours. However, they have not been able to get them to work properly.

AB: There is no security system. They have self-service holds and self-checkout. They have a small young adult space separated from the children's department. There is a quiet room that is rather large and completely closed off with walls/doors. It is expected that when in this room, there is to be no talking. Patrons who want a nice quiet space can utilize this room. Google is used for staff scheduling. They have lockers outside the main doors but have not been able to get them to work properly.

MP: Children's area is not staffed except for during story time. The main service desk is staffed in shifts of two with one being on desk and one being "on call". The main service desk is not wheelchair accessible. The shelving was higher in some areas than others. Did have a few public computers that were out in the open with little privacy. There was a dedicated reading room with a view/fireplace. The community room with stage was not handicapped accessible. Open Sundays seasonally. The city-owned boardroom was also not spaced apart enough for anyone with a wheelchair/stroller.

Wish List:

LO: More staff. More shelving. Pop-up libraries. More book displays.

AB: The director would like to see more displays, pop-up libraries using the book mobile, and more staff.

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-

Service Points/Layout

- LO: A beautiful Norsk-style library. Essentially three floors: basement/lower level, 1st floor/main level, and 2nd level/balcony. Open concept with high ceilings on the main level with wraparound balcony-style second floor. The majority of adult materials are located on the balcony level with seating spaces. One service point is centrally located with a circular service desk for reference and circulation that is regularly staffed with 2-3 people. General organization of space is haphazard. The main level houses youth services with no designated play area and a youth services activity/programming room. The main level also is home to their historical society and has two designated rooms for a museum and a workroom. Computers for adults and youth are located in the same area, which I find concerning. Staff office space and two meeting rooms are also located on the main level. The lower level, which essentially has open access to the public at all times, houses two small meeting rooms, a board, and a makerspace room. Public restrooms are only available on the lower level thus the reason for open access. A bathroom for staff is located in the staff workroom area. There is no materials security system.
- AB: There is one main service point located in the center of the library. This serves the purpose of reference, checking in, and checking out of materials. The desk seems to be sized appropriately, although cluttered with items on top, and is always staffed with 2-3 people. The library is an open concept, with a wraparound balcony on the second floor with adult fiction and nonfiction material. There is no service desk on the second floor. The children's department is small, with no designated play area. There is no separate young adult area. Computers are located in the adult section and are the only ones in the library. Children and teens also use these computers. There are two small meeting rooms, a community room, and a makerspace room in the basement. There is also a full kitchen to use as needed. The only public restrooms are located in the basement. Staff have a restroom on the main floor in their workroom space. There is no security system.
- MP: Main service desk was not handicapped accessible and made me wonder how they served anyone due to the clutter of their library of things being displayed on it. No other service desks were available. The elevator was very spacious. The only restrooms available were in the basement. Two large community rooms were available for public use.

Staffing:

- LO: While the director was not specific on position titles, she mentioned that she believes she has roughly 20 staff members since she approves 20 timecards. It breaks down to 8.7 full-time and 11.66 part-time staff members. Full-time staff typically do not work desk shifts; they only fill in when necessary, as a result of vacations or when other staff members call in an absence. Scheduling is completed using Excel spreadsheets.
- AB: There are approximately 20 people on staff. 8-9 are full-time and the rest are part-time. Part-time staff work all desk shifts. Full-time staff only fill in when needed. Scheduling is done using an Excel spreadsheet.

MP: Second floor was not staffed, nor did I see a reference desk for someone to sit at. The Director did not know how many people were full-time or part-time but knew that she turned in 20 timesheets. Full-time people are not expected to work at the service desks.

Programming:

- LO: Programming tasks are assigned to heads of departments with the help of volunteers. The library collaborates with the senior center to provide programming and services to the senior center and the homebound patrons.
- AB: All department heads are responsible for programming. They do joint programs with the senior center and do book delivery to individuals.

Policies:

- LO: The library follows the ALA guidelines for reconsideration of materials/book challenges. No other information was provided by the director.
- AB: The director did not give clear information regarding their policy for challenged materials.

Space & Operations:

- LO: Circulation numbers are down, and the library has directed their focus towards more programming. They have instituted a pop-up story hour. They also offer programming and reading in the park. There is a park located across the street from the library and adjacent to the youth services activity room. The youth services area lacks a play area for toddlers and the youth services materials are housed in zip-tied milk crates on platforms.
- AB: Since COVID they have seen an increase in program attendance and a decrease in circulation. Because of this, they are focusing more on programming.
- MP: According to their website, they have three self-checkouts available to the public, but I don't recall seeing them, nor did I see a hold shelf available to the public. Childrens area was well kept, but the milk crate shelving was terrifying. The second floor was not staffed, nor did I see a reference desk for someone to sit on.

Wish List:

- LO: More development space as the Library is currently landlocked; a sink for the workshop/makerspace room in the lower level.
- AB: On the director's wish list: more space and a sink in their workshop/makerspace room.
- MP:

Goal #3:

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

Objective 3.1: Continue to provide technology-related programs

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

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

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

Back to Tech sessions offered to adults/seniors will offer services based on patron need on a monthly/bi-weekly basis. Began in September with a focus on Kindle/Libby. Began offering a story time for special needs adults bi-weekly in July.

9/13/2023 MP.

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

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

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

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

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

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

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

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

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

Responsible staff: Head of Adult Services

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

story time and a craft programming for special needs adults. Also working with Department of Agriculture, Trade and Consumer Protection to offer self interest programs. 9/13/2023 MP.

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

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

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

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

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

Working with Evan Marzahn to create and promote a monthly knitting/crocheting club. Started Back to Tech program with Chris Sprague to assist patrons in gaining better understanding of technology and technology-based resources. Partnering with area resources to provide awareness of organization of legal documents (estate planning, living wills, power of attorney, trusts). 9/13/2023 MP.

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

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

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

Responsible staff: Assistant Director/Head of Youth Services

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

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

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

Bylaws—Organizing the Board for Effective Action

3

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

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

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Sample Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

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

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

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

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

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

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

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

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

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

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

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

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

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

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

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

Article VIII. Conflict of Interest

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

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

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

Article IX. General

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

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

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

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

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

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Library Director's Report – September 20, 2023

Events

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

Here are some highlights:

- Wiggle, Giggle, Shake move to Fridays @10:30am brought to us by Children's Wisconsin and the United Way. This program will continue through the summer and beyond.
- Fall programming is up and running in both Youth Services and Adult Services. Please be sure to check the [library's event calendar](#) from time to time to see if there is anything of interest to you. We encourage you to attend library events.

WVLS

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

Friends of the Library

- Friends of the Library members have set the dates for their Fall Book Sale. It will be held on Thursday, October 26, for the Friends of the Library members and Friday, October 27 – Saturday, October 28, for the public.

Library Director's Report

- In order to accept donations more readily from individuals from outside of the area and from individuals who strictly handle finances digitally, the Library has established a PayPal account with charitable status. The Library's website will include a portal on the "Donate to the Library" page that will offer the opportunity for individuals to donate to the T.B. Scott Free Library Endowment General Fund or Special Projects fund. A link will be sent to all Board members when it is complete.
- I have recently been asked to join the [Northern Wisconsin ILS Consortium Exploration \(NICE\)](#) Team. Project documents may be found at the link provided: <https://nicelibraries.org/meeting-documents/>. Here is a brief synopsis related to the creation of the NICE Team:
 - Wisconsin Valley Library Service (WVLS) and the Northern Waters Library Service (NWLS) have been engaged in a comprehensive joint ILS consortium exploration project to determine value and feasibility of an ILS merger between our two systems and respective ILS consortia. NWLS and WVLS applied for and received LSTA funding for this project and are working with WILS consultants to guide the process. The exploration revisited the Project WIN initiative and other successful ILS mergers. Both library systems have been in the process of evaluating their current Integrated Library System products and other vendors. It was recently recommended by the NICE Team at the Wisconsin Valley Library Services V-Cat Meeting in September to move forward with a consolidated consortium.

- My inclusion on the Team will allow for T.B. Scott Free Library to have a seat at the table as the process moves forward and to ensure that the interest of the Library's patrons and the services we provide to them is kept as a priority.
- The library administration team has developed a list of questions to potentially be included in the local Long-Range Plan Survey to be disseminated in October to area residents. Art Lersch from the UW Extension Office and Erica Brewster, Wisconsin Valley Library Services Data & Technology Services Consultant, are in the process of their review of the draft. If the review is complete by the date of the Board meeting, a copy of the draft will be provided at that time.
- Kristilyn Vercruysse and the MSR Design team are in the process of developing the schematic drawings for the Youth Service Department Activity/Meeting Room and will be working closely with the library admin team and youth services department staff. A report is forthcoming.
- The second Staff Development Day is scheduled for Monday, October 9. Tomahawk Public Library staff will be joining us for a workshop facilitated by Michelle Dennis from Hedberg Public Library on the topic of library security and working with patrons.
- Be sure to stop in the library to check out the current Community ArtShare exhibit which highlights the kitchen collection of one of our own, Tena Gnewuch. It is amazing what others find interesting to collect! You may even find an item you still use in your kitchen.

Director's Report

WVLS BOARD OF TRUSTEES MEETING

August 19, 2023

CORRESPONDENCE

Libraries Share Their Appreciation of the WVLS SLP Grant

"Dear Wisconsin Valley Library Service, I can't thank you enough for your generous grant donation. With this grant money we hosted Randy Peterson, an award-winning children's musician. His performance was a hit with a total attendance of 181 people. Our Summer Reading Program was a huge success, with almost 500 kids participating. It is with the support and generosity of our community members that we are able to provide books for children to keep in their hope and bring so many wonderful programs to the children in our community. Thanks again!" -- Andrea Bennett, Head of Youth Services/Assistant Director, T.B. Scott Library (Merrill)

"...I just talked with the nursing home activity director (it is across the street from the library) and they brought several residents over for the outdoor program to join our regular library patrons. She said they really loved [the Tracy Chipman program] and how much [she] engaged each of them personally. We had about 32 participants for the evening program. Several people talked with her after the program to ask questions about storytelling or to comment on the program. It was a beautiful evening. Thank you WVLS for helping us bring this program to our community this summer." -- Krista Blomberg, Youth Services Coordinator/Assistant Director, Rib Lake Public Library

PEOPLE / LIBRARIES / SYSTEMS IN THE NEWS

Otten Reappointed to COLAND

WVLS Trustee Michael Otten has been reappointed to the Council on Library and Network Development (COLAND). Created by the Wisconsin State Legislature in 1979, COLAND advises the State Superintendent of Public Instruction (DPI) to ensure that all state citizens have access to library and information services. The 19-member council, appointed by the governor, functions as a forum through which librarians and members of the public identify, study, and collect public testimony on issues affecting Wisconsin libraries and other information services. COLAND holds open meetings six times per year and conducts hearings on library policies and publications. (A link to COLAND's most recent report is shared in the "Info to Go" section later in this report.)

Mike's term will run through July 2026.

Congratulations, Mike!

WVLS Hires Public Library Services Consultant

On August 7, WVLS welcomed Shawano County Library Director **Kristie Hauer** as the new Public Library Services Consultant for WVLS. She replaces **Anne Hamland**, who resigned from the position on April 28.

Kristie brings a wealth of knowledge and experience to the position. Working in libraries since 1999, Kristie worked as a school librarian for 5 years and as a Director of the Shawano County Library for the last 15 years. In 2018, she launched a project to join a city-county library and 5 municipal libraries to form a countywide consolidated library system. The 18-month process was a challenge, but in the end it improved and stabilized library services throughout Shawano County. Also, while at the Shawano County Library, Kristie prioritized innovative and accessible services available through the library by increasing the number and diversity of programs available, offering remote and mobile printing, lending hotspots, and developing a Library of Things collection.

Other work experiences include teaching a graduate level course on Rural Libraries as an adjunct professor at Louisiana State University, Baton Rouge, LA and serving as a Preschool Specialist Librarian at the Appleton Public Library. She also has done several presentations at state and national conferences. Examples include:

- *Lib-Con: You Don't Want this Meeting to be an Email* (session on creating and hosting staff development days) – 2023 WAPL Conference
- *Getting Your Board on Board: Policy Development with Your Library Board* (co-presented with Nicolet Federated Library System representatives) – 2022 WLA Conference
- Assisted with *Creating a Dynamite Dozen* (teen programs) presentation – A Shawano County Library staff member presented this session at the 2022 ARSL, WLA Conference, and Iowa Librarians Conferences
- *Don't Stand So Close to Me* (session on physically-distanced programming as a result of COVID) – 2021 WAPL Conference
- *Find Them Where They're At (Patrons, that is!)* (session on outreach programs) – 2019 WAPL and ARSL Conferences
- *Escape Rooms @ the Library* – 2018 ARSL Conference

Kristie holds an undergraduate degree in English and Humanistic Studies from UW-Dreen Bay, and a Master's of Library Science from UW-Milwaukee.

Feel free to reach out to Kristie at khauer@wvls.org.

Matczak Presents for Southwest Wisconsin Library System and UW-Madison's Information School

Jamie Matczak was the morning presenter during an in-service for the Dodgeville Public Library on Friday, August 11. Her presentation focused on customer service trends, body language, tips for "hot topic" conversations and best practices for colleagues working together. Jamie also presented a webinar as part of the UW-Madison's Information School 'Advocacy Crash Course' series on Thursday, August 17.

Her presentation covered best practices in face-to-face presentations, including preparing for an audience, creating interesting visuals, developing confidence, and maintaining rapport.

WVLS Ends Subscription to Gale Courses

Due to low usage and high cost per use, WVLS has decided to cancel its subscription to Gale Courses. Courses will be available through October 31, but libraries should plan to remove Gale Courses information from their websites before October 1. Member libraries have been notified of this change in service and asked to contact Erica Brewster at help@librarieswin.org if assistance was needed to remove information from their websites.

With this change, WVLS is exploring alternative educational digital resources. WVLS ILS and Database Support Specialist **Rachel Metzler** recently met with our new Gale representative to discuss other products, like Udemy, for us to consider. Colleagues are invited to contact Rachel at rmetzler@wvls.org to suggest databases for WVLS to consider.

Staff Changes at DPI

Former Head of Interlibrary Loan at UW Madison, Joy **Pohlman** joined DPI on June 5 as the new WISCAT Technical Coordinator. Also, **Arshad Iqbal** was hired as the new Grants Specialist and Federal Grants Coordinator. Interlibrary Loan Coordinator **Christine Barth** retired from her position on July 3. **Diane Casselberry** became the newest Interlibrary Loan Librarian on July 17.

WVLS looks forward to working with the Library Services Team's newest members!

GRANT and SCHOLARSHIP PROJECTS

Professional Learning Funds 2023-24

WVLS will be receiving LSTA funding for 2023-24, specifically for continuing education and professional development for its member libraries. These funds should help offset costs of continuing education courses and statewide and national conferences. More information will be shared at future meetings.

Wisconsin Libraries Talk About Race

Thanks to a 2022-2023 LSTA grant through the Institute of Museum and Library Services, a group of Wisconsin consultants held a series of webinars and facilitator-led workshops in May and June to support diversity, equity, and inclusion (DEI) efforts in libraries and communities called *Wisconsin Libraries Talk About Race*.

The two webinars offered were [How to Move Past Midwest Nice and Towards Safety and Belonging](#) on May 4, and [Build Skills & Take Action to Stand Up for Diversity, Equity & Inclusion](#) on May 7

In June, in-person workshops on "Becoming an Active Ally" were held at the Waunakee Public Library on June 15, and at the L.E. Phillips Memorial Library in Eau Claire on June 16. The training began with a

general discussion of allyship practices within organizations and wider communities, before moving into a specific focus on allyship practices that are supportive of BIPOC and LGBTQIA2S+ people.

Thanks to continued LSTA funding in 2023-2024, a group of Wisconsin consultants will again plan a series of webinars and workshops to continue the Wisconsin Libraries Talk About Race initiative. Now in its third year, **Sherry Machones**, WVLS Inclusive Services Consultant and Northern Waters Library System Director, will serve as the project's lead. A call for volunteers to assist with this initiative will occur this month. Watch for new webinars, workshops, and other opportunities to occur in 2024.

2022/2023 LSTA Improved Discovery Solutions Grants

LSTA Cooperative Cataloging Grant. Eight Wisconsin Public Library Systems were awarded an LSTA grant to investigate current and potential cataloging standards across the state as suggested during the multi-year Public Library System Redesign (PLSR) study. Colleagues from each system worked with WiLS consultants to design survey and focus group processes that were completed in February.

WiLS analyzed data and information provided through survey and focus group processes to create a final report. Key takeaways from the report were:

- There are vast differences in how public library systems in Wisconsin approach and deploy cataloging practices. However, there are several similarities among the public library systems that provide a starting point for considering the next steps.
- It has been deemed beneficial when catalogers learn from one another by sharing and participating in large-scale cooperative cataloging.
- Consistency in the patron experience is a primary benefit of shared and standard cataloging practices.
- With shared practices and standards, deduplication of efforts will be achievable.
- The vast differences currently existing among systems – predominantly between those that employ centralized versus decentralized or cooperative cataloging – are some of the biggest barriers to address when planning for collaborative efforts across the state.
- Additional barriers identified include limited staff time and capacity, varying levels of staff experience and skills, challenges to identifying and establishing effective communication channels, and the need to establish and maintain an easily accessible repository of standards and procedures.

The grant project concluded in June with several grant participants researching the set-up of authority vendors as a way to expend unencumbered LSTA grant funds.

More information about this grant project is available in this [video summary](#) and in the final report, [Statewide Cooperative Cataloging Research Project: Phase I Research and Information Gathering](#), and the report's [Executive Summary](#).

A grant application for Phase II of this work has been submitted to DPI.

LSTA Joint ILS Consortium Exploration Project. Grant funds were awarded for a comprehensive joint ILS consortium exploration project to determine the value and feasibility of an ILS merger between WVLS and NWLS respective consortia. With the announcement of the grant award, a project name was selected, NICE (Northern Wisconsin ILS Consortium Exploration), and a NICE Team was formed. The NICE Team met several times throughout the grant project under the guidance of WILS consultants hired to assist with the process.

The NICE Team concluded its grant project work in June. Based on the data and information gathered, the NICE Team determined that an ILS merger is feasible. The Team recommends:

- NWLS and WVLS pursue a joint ILS and move towards shared practices and policies.
- The refinement of a clear roadmap of the next steps and key decision points to be shared with all stakeholders.

A [final report](#) is now available on the [NICE Website](#), as well as [brief key takeaways and recommendations summary](#). The [ILS Merger Feasibility Report](#), a June 2023 video presentation of findings, will be shared with the WVLS Board as part of this report, and also at upcoming meetings of the NWLS Board of Trustees and Northern Waters Library Network, and the WVLS V-Cat Council.

LEGISLATIVE UPDATE

State Library Aid Receives an Increase in 2023-2025 Biennium

The Legislative Joint Finance Committee (JFC) voted approval of the state library aid package supported by the Wisconsin Library Association (as detailed in documents [LINKED HERE](#) at the WLA website) on June 13 as part of [Omnibus Public Education Motion 103](#). An excerpt from JFC Omnibus Motion 103 is shared with this report as [Exhibit 15a](#). The package remained intact during full legislative review and was signed into law by **Governor Tony Evers** on July 5!!

WVLS and the other 14 regional systems will share an increase of \$2 million in the first year of the 2023-2025 biennium and an additional \$4 million in the second year to provide infrastructure supporting local libraries. The appropriation will raise base funding at the end of the two-year cycle to \$24,013,100, a \$9 million improvement in the past decade over the 2013-2014 biennium which was the mid-point in a 6-year funding freeze.

In addition to achieving requested funding for library systems, statewide library resource contracts, BadgerLink and Newsline for the Blind, it was also a joy to also see Recollection Wisconsin granted its own line item for \$450,000 over the next biennium after six years of library community advocacy on its behalf.

Senator Mary Felzkowski (SD-12) and **Representative Tony Kurtz** (AD-50) were our library champions on the Joint Finance Committee. Three WVLS area legislators were among those who wrote letters to JFC

members in support of WLA's state library aid package: **Representatives Cal Callahan** (AD-35), **Jim Edming** (AD-87) and **Rob Swearingen** (AD-34).

Final footnote to the budget process: See **Exhibit 15b** [[Legislative Fiscal Bureau Paper 658 Public Library System Aids.pdf](#)] for an analysis of public library system aids funding choices prepared for JFC consideration by the Legislative Fiscal Bureau (LFB) as Paper #658 (yellow highlights added by WVLS). As anticipated by the WLA Library Development & Legislation Team, more generous increases recommended by both the Department of Public Instruction and the Governor's Executive Budget did not receive sufficient support around the JFC table. The aggregate \$6 million raise to base funding proposed by WLA was then selected over two other alternatives for lesser amounts. *Having the Wisconsin Library Association identified by name in a LFB paper and accompanied by talking points sourced from WLA budget papers, was an unprecedented occurrence.*

V-CAT and ILS ADMINISTRATION PROJECTS

Key Projects

Purge of Adult Patron Records. WVLS plans to purge adult patron records that are expired and inactive over 5 years with no fines. DPI requires that patron records are purged at least once every three years for a public library to report the number of registered users in its annual report. While purging inactive patron records has historically been the responsibility of V-Cat member libraries, there are over 12,000 adult patron records in the V-Cat database that could be purged. Information about purging patron records was emailed to V-Cat member libraries, and WVLS will follow-up with each library as necessary.

Change Made in OverDrive Setup. A change was recently made in the OverDrive setup to use Clean Card Numbers. With this change, library staff will no longer need to merge patron barcodes in the OverDrive Marketplace when a patron receives a new barcode number.

Unifying Naming Convention of Sierra Location Codes. WVLS staff made changes to unify the naming convention of Sierra location codes to improve performance of Aspen searches using the Detailed Location filter. Adjustments were made to use the most common form of existing location codes.

Cataloging. **Rachel Metzler** held a Koha Cataloging Exploration meet up with catalogers in the system. During this meet up, the attendees looked at some possible workflows for cataloging in Koha. A load profile was updated in Sierra to automatically add an on-order item record in addition to the order record during MCPL acquisitions process. Cataloging training on attaching items was provided to **Katie Kirby** from the E.U. Demmer Memorial Library, Three Lakes.

Council and Committee Meeting Highlights

V-Cat Council. During its meeting on June 1 the V-Cat Council approved the March-April 2023 and 2024 V-Cat Appropriations Plan including V-Cat membership shares. Following are additional highlights:

- WVLS is limiting usage of high demand item types to use for recently acquired items only. This change will help to make the annual report data more accurate. It will also streamline the process for batch high demand conversion, which we are in the process of testing to reduce the amount of work for libraries.
- A plan for purging patron records was shared, noting that additional information would be sent to member libraries by email.
- The change to OverDrive Clean Card Numbers was announced. This change means that library staff will no longer need to merge patron barcodes in OverDrive.
- A demonstration on how to use the Detailed Location filter was provided. The Detailed Location filter now includes the ability to search for locations, which is an improvement over showing the 100 most popular location codes. This feature can be helpful in finding items in smaller collections, and when creating a search or list to highlight a library's materials in the catalog or on library websites.
- The V-Cat Recommendation of 7-Days on Hold Shelf was reviewed. Libraries were asked to clear the hold shelf daily per the Timeline for Tasks Recommendation.

V-Cat Bibliographic and Interface Committee. Following its May meeting, a new procedure was put into place that assists with naming Playaway formats that have been put into Aspen. In August, the Committee learned how Aspen "Audience" filters work and was given a demo of Innovative's cataloging utility, SkyRiver. Committee members will soon enter a trial of this product.

V-Cat ILS Evaluation and Review Committee. During meetings in June and July, the Committee continued its review of information gathered during sight visits and to get answers to remaining questions. Committee members used the Koha live test environment to assess further information needed. Members of the Koha team attended the Committee's July 13 meeting to respond to questions from V-Cat members. Also, WVLS arranged a time to talk with a library consortium that migrated from a Sierra ILS to a Koha ILS to learn from their perspectives and experiences. The Committee will meet several times in August to prepare a report and a recommendation to present to the V-Cat Council in September.

MARKETING PROJECTS

Website Services Projects

Erica Brewster assumed full responsibility for managing the Libraries Win Website Service and providing day-to-day support for 87 library websites across IFLS Library System (52), Northern Waters Library Service (12) and WVLS (23). She is also managing seven websites on behalf of the three systems. In June and July, 17 online trainings were offered including seven trainings specifically for first-time website managers. Nine sessions were recorded and posted to the [YouTube playlist](#) for those unable to attend.

Seventy-two website managers from all three systems in the Libraries Win website project responded to a survey about skills and needs for website training support. Three quarters of respondents said they felt

Exhibit 15

average or above average in their enjoyment and ability to manage their website, but some expressed low confidence with some basic management skills. Those participating in Website 101 training or who have received step-by-step help now express high confidence and feel far less intimidated by the website management process.

Thanks Erica! I am so excited that we figured this out. I was dreading this task, but it wasn't too bad. I have a lot less fear of the next update. Thanks again, I really appreciate your help.

-- **Katy Larson**, Spooner Memorial Library

Thank you! I love when you send me instructions. 😊 I now have a folder that I put these in! You ROCK! -- **Katie Schneider**, Spring Valley Public Library

It was fun to work on the website, once I had a clue what I was doing. Haha. Thanks for making me do it myself. -- **Lisa Bragg-Hurlburt**, Colfax Public Library

Currently a new training website is under construction at <https://training.librarieswin.org/> as a central repository for website training resources and documentation.

New website development (mainly for NWLS partners, with potential for 17 additional websites in that system alone) is still on hold, but Brewster is beginning to collect information from interested libraries and has provided direction for how a library can begin preparing for when the service resumes (<https://training.librarieswin.org/website-101/new-website-pre-planning/>).

WVLS Newsletter Highlights

Published during the first week of each month, the WVLS newsletter showcases ways that member libraries are providing service and support to their communities, national library news, WVLS updates and more. Recent articles include:

- [June 2023](#) - "Wisconsin Trustee Training Week Set for August," "2023 WLA Conference Major Speakers Announced," "10 Things to Know About: Tom Bobrofsky," "MCPL-Rothschild Holds New Program," "Rhinelander Pivots Programs Since COVID-19," "NICE Team Update."
- [July 2023](#) - "Registration Open for Trustee Training Week," "Greenwood Awarded ALA Grant," "Colby Receives Kindness Statue," "WAAL/TSS Conference Happening in August," "WVLS Libraries Participate in State Parks Program," "Sepnafski Shares Budget Expertise," "NICE Team Update."
- [August 2023](#) - "New Staff Member to Join WVLS," "Get Ready for Library Card Sign-Up Month," "Rhinelander Serves as Food Wagon Location," "Guest Feature: Library Offers Menstrual Products," "Crandon Completes Green Space Project," "Minocqua Creates Community Banner," "Registration Open for Tech Days 2023."

Thank you to all area library staff for sharing news from their libraries!

TECHNOLOGY PROJECTS OVERVIEW

WVLS Internal Projects, Library Projects, and Core Services Support

Site Visits. Since beginning work in April, **Erica Brewster** has completed site visits to 11 libraries and 2 branches. Visits to the remaining libraries are being scheduled for August/early fall. Brewster is meeting with the library director or designated technology staff to review and update the technology asset inventory (currently focusing on computers, printers, peripherals, and various software/services; future visits will focus on updates to network infrastructure) and develop a strategy for updating outdated devices and to share documentation with the library. In addition, libraries responded to a survey of use/interest in use of technology services offered by WVLS/LEAN WI, including print management (Princh), public computer timing software (Pharos), Kajeet hot spots for public deployment. Results:

- Library staff can review the shared asset inventory to confirm accuracy and inform WVLS of changes to asset and asset use.
- Libraries are placing orders or making plans to place orders to replace outdated equipment.
- Computers receive a general health check, updated, and follow-up concerns are noted.
- Assessment of staff training needs and interests.

Comprehensive on-site technology consultation visits allow for a broad, proactive conversation about each library's unique and often changing needs for both public and staff computing in the larger context of public library service rather than just focusing on solving an acute problem. Once a baseline of service is established for each library, future conversations can be strategic while addressing immediate concerns.

Additional Projects. Other projects being worked on include:

- migrate Pharos (public computer timing program) for five libraries currently using the program to an updated server which involves manually recreating current settings on the new server then scheduling after-hours work to remove and reinstall the programs on all public PCs and redirecting to the new server;
- review Deep Freeze (public PC management software that prevents changes to computers) configuration and console status at all member libraries and prepping for migration of consoles not currently visible to a central console;
- deploy Patch-My-PC software update/maintenance program for force updating internet browsers and other select updates on public and staff PCs; and
- develop a working document for libraries and internal staff for reporting and responding to internet/service outages, including after hours support.

PUBLIC LIBRARY CONSULTANT SERVICES

WPLC Board Meeting and 2024-2025 Budget Increases

Rachel Metzler attended the Wisconsin Public Library Consortium (WPLC) Board meeting on June 12. During this meeting, the board discussed the formula for digital library magazine subscription and decided on a formula using 75% magazine usage and 25% population for the 2024 budget. The allocation for the digital library magazine subscription in the 2024 WPLC budget is \$100,000 statewide. The WVLS portion of this will be \$3,921. This amount will be invoiced to member libraries in 2025. See NOTE below.

The Board also approved the [2024 budget](#) and a preliminary [2025 budget](#) (which is subject to change). The 2024 budget includes a statewide increase of \$93,194 over the 2023 budget. This increase is due to the continued 5% increase to the collection budget, an increase in project management costs, and an additional scholarship to attend Digipalooza, a national OverDrive Conference, which next occurs in 2025. For the 2025 budget, the statewide increase is approximately \$71,000 from the 2024 budget.

NOTE: WVLS uses a bill behind method for WPLC costs for our libraries. In 2024, libraries will be invoiced for their portion of the 2023 costs. They will see an increase in costs related to the addition of the digital library magazine subscription based on their patrons' usage of the magazine collection and population, ranging from \$9.08 to \$1,906.88 in addition to their member shares. Member shares are calculated based on usage of the OverDrive collection (not including magazines) and population. This budget is available to view on the [WVLS website](#).

In 2025, WVLS member libraries will see an increase in their member share because of the increase in the 2024 WPLC budget. The WVLS buying pool increases \$3,106 from 2023, while magazines are budgeted \$3,921 (this is a decrease from the 2023 budget for magazines at \$3,960).

Additionally, the Board is planning an in-person Visioning Session for WPLC Board members for Fall 2023. The Visioning Session may include the following potential topics: 501c3 discussion, technology collaborations, statewide delivery, and sustained funding for the Wisconsin Digital Library.

Inclusive Services

Sherry Machones provided an Inclusive Services Update with WVLS and Northern Waters Library Service member libraries in June and July.

The [June Update](#) shared resources on the Prison Libraries Act of 2023, the U.S. Department of Arts and Culture Honor Native Land Virtual Acknowledgement Pack, information on trauma-informed approaches as a way to promote safety, empowerment, and healing to patrons, and news on increases of banning works by Native American authors.

The [July Update](#) was very lengthy as there was much to share that month. The update addressed sessions from the 2023 American Library Association Conference in Chicago; highlighted a newly

released Cooperative Children's Book Center (CCBC) *2022 Diversity Statistics* report that shares the number of books received by and about Black, Indigenous, and People of Color (BIPOC); and shared the [Library Resilience Toolkit](#) from the City Library Collective, a [Mental Health Toolkit](#) from Mental Health America; and the Public Library Association's [Public Library Services for Strong Communities Report](#).

Data Analysis and Reporting

The Department of Public Instruction Library Services Team released the results and report of a statewide Data Landscape Survey in June. Understanding and using data is a new focus for the DPI and a statewide Library Data Services Workgroup has been established. **Erica Brewster**, WVLS's newly minted Data and Technology Services Consultant, is a member of this workgroup and will be charged with developing and implementing a data analysis, training, and communication strategy for WVLS and member libraries while learning and coordinating efforts happening statewide.

Initial steps were to revise the *WVLS Statistics* booklet to include more graphs and definitions to help interpret WVLS member library annual report data. A *Digital Byte* explaining the *WVLS Statistics* booklet and ways in which to use the data will be available soon.

Initial goals for this role are training library directors, staff, and library boards on interpreting and using statistics from both the annual report and other quantitative and qualitative sources, improving library advocacy for funding and community support, and identifying tools and resources for gathering, collating, analyzing, and disseminating useful library statistics and stories.

CONTINUING EDUCATION & TRAINING OPPORTUNITIES

Wisconsin Trustee Training Week

Registration is open for this year's Wisconsin Trustee Training Week webinars. All webinars will begin at 12 p.m.

- Monday, August 21 – [How to Use Marketing to Position Your Library in Challenging Times](#) with Angela Hursh
- Tuesday, August 22 – [Wisconsin Library Law](#) with Kris Turner
- Wednesday, August 23 – [Nurturing Your Library Culture](#) with Jeannie Dilger
- Thursday, August 24 – [LGBTQ-Inclusive Trusteeship](#) with Ray Lockman
- Friday, August 25 – [Elected Officials are People, Too](#) with Lori Fisher

All webinars will be recorded and archived if trustees and library staff are unable to attend the live sessions. [See the website](#) for more information on the programs and to register.

Tech Days 2023

Tech Days is an annual collaboration between all 15 public library systems and the WI Department of Public Instruction to provide webinars to the library community on technology-related topics. Tech Days 2023, this year's 2-day event, will be held on September 12 and 13 and offers the following webinars:

- Tuesday, September 12, 10 am: Artificial Intelligence and the Library: The Current Landscape
- Tuesday, September 12, 1 pm: Dealing with Digital Distractions: Ideas and Recommendations for Libraries
- Wednesday, September 13, 10 am: When A Service Desk Isn't Enough: One-on-One Tech Assistance
- Wednesday, September 13, 1 pm: Making the Most of BadgerLink

Visit the [2023 Tech Days website](#) to find descriptions of the webinar sessions, read about the presenters, and to register for the sessions. All webinars will be recorded and captioned. Each webinar is worth 1.5 technology hours toward Wisconsin public library director certification.

WVLS Director's Retreat

Registration is now open for the WVLS Director's Retreat to be held on Friday, September 15, at the Hilton Garden Inn in Wausau. This year's theme, "Coming Together," will focus on improving community connections, reviewing library trends, and developing meaningful relationships with employees. Guest speakers include **Michelle Dennis**, Head of Public Services at the Hedberg Public Library in Janesville, and **Dr. Constance Kassor**, Associate Professor of Religious Studies at Lawrence University in Appleton. Registration for this workshop is by invitation only and several library directors from WVLS and surrounding systems have already let us know they plan to attend. We are excited for this event too!

Recent Trainings

Several new *Digital Bytes*, short training sessions produced by WVLS staff and colleagues from other libraries, have been recorded and made available online: Recent Digital Bytes include:

[Sources of Law](#): Wisconsin State Law Library's **Carol Hassler** from the Wisconsin State Law Library goes over the general structure of the U.S. Legal System, researching a law, and where to discover primary and secondary resources. This training is the fifth in a five-part "Legal Research" Digital Byte series.

[ILovePDF](#): **Erica Brewster** highlights a free online that merges, splits, compresses, converts, and rotates PDF files.

[Tips for Taking Better Photos](#): **Jamie Matczak** shares 13 tips for taking better photos on cell phones in this Digital Byte.

Legal Programs in Libraries: **Carol Hassler** from the Wisconsin State Law Library talks about how public libraries in Wisconsin facilitate access to legal aid programs and law-related resources. This training is the fourth in a five-part “Legal Research” *Digital Byte* series.

INFO TO GO

COLAND Biennial Report on Wisconsin Libraries, 2021-2023

The Council on Library and Network Development (COLAND) recently submitted its [Biennial Report on the Value of Library Services, Statistical Report, Challenges, Opportunities, and Recommendations](#) and to State Superintendent of Public Instruction Dr. Jill Underly and members of the WI Department of Public Instruction Team. The report recommends:

- Support affordable statewide broadband and digital equity.
- Support adequate staffing at libraries.
- Maintain or increase current staff retention rates for all libraries.
- Encourage youth to consider the field of library science.
- Protect intellectual freedom and the Freedom to Read.
- Reduce barriers to licensing/certification for librarians, especially those which disproportionately affect underrepresented groups.
- Continue to advocate for state aid to libraries at a level that will maintain or increase potential impact.
- Ensure library facilities and buildings are well maintained, provide sufficient space and are capable of meeting the needs of their customers.

UPCOMING EVENTS / MEETINGS

- August 1 - **WVLS V-Cat Bibliographic Control / Interface Committee meeting**
- August 2 – WPLC (Wisconsin Public Library Consortium) Technology Steering Committee meeting
- August 4 – SRLAAW (System and Resource Library Administrator’s Association of Wisconsin) meeting; Marathon County Public Library
- August 8 – **WVLS V-Cat Bibliographic Control / Interface Committee meeting**
- August 10 - **WVLS V-Cat ILS Evaluation and Review Committee meeting**
- August 11 – **WVLS V-Cat Cooperative Circulation Committee meeting**
- August 15 – DPI-hosted meeting of System Directors
- August 15 – DPI-hosted meeting of System Youth Services Consultants
- August 15 – Taylor County Library Board meeting
- August 16 – **WVLS V-Cat ILS Evaluation and Review Committee meeting**
- August 16 - System Technology Staff Annual Gathering; Kilbourn Public Library, Wisconsin Dells
- August 16 - Library Services Data Workgroup meeting
- August 17 – **WVLS Library Advisory Committee meeting**
- August 17 - **WVLS/IFLS/NWLS Website Office Hours**
- August 19 - **WVLS Board of Trustees meeting**

Exhibit 15

- August 21-25 – **Wisconsin Trustee Training Week**
- August 22 - WLA Conference Planning Committee meeting
- August 23 – DPI-hosted meeting of System Continuing Education Consultants
- September 4 – **WVLS OFFICE CLOSED**
- September 7 – **WVLS V-Cat Council meeting**
- September 8 – COLAND (Council on Library and Network Development) meeting
- September 12 – 13 – **2023 Tech Days Webinars**
- September 15 – **WVLS Public Library Directors Retreat**; Hilton Inn, Wausau
- September 16 - **WVLS Board of Trustees meeting**
- September 20 – **WVLS V-Cat Cataloging Training on Attaching Items**
- September 27 – DPI-hosted meeting of System Continuing Education Consultants
- September 27 – **WVLS V-Cat Sierra Cataloging Training on Marc Alerts**
- 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 13 – **WVLS V-Cat Cooperative Circulation Committee meeting**

Thank you for reading!

Marla