



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, August 21, 2023, at 12:00 noon
Library Headquarters, Wausau Community Room.**

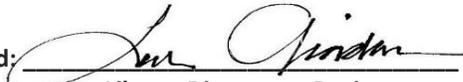
Persons wishing to attend the meeting by computer or phone may log or call into the **meeting beginning five (5) minutes prior to the start time indicated above using the following website <https://meet.goto.com/758330069> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in 758-330-069.**

When you enter the meeting, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

AGENDA

- 1. (12:00 p.m.) Call to Order**
- 2. Acknowledgement of Visitors**
- 3. Approval of Minutes**
- 4. Bills and Services Report**
- 5. (10 minutes) Public Comments** *(Anyone addressing the Library Board is asked to do so in a respectful, professional, and courteous manner. The "Public Comments" portion of this meeting is offered as an opportunity for concerned citizens of Marathon County to be heard. The Board, however, is under no obligation to provide this forum. As such, any misuse could result in the removal of these privileges. Any person who wishes to address the Library Board during the "Public Comment" portion of meetings may only provide comment pertaining to an item on the agenda. He or she must sign in or e-mail their name, address, and the topic they wish to present to the Library Personnel Specialist no later than five minutes before the start of the meeting library-administration@mcpl.us)*
- 6. (15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
 - A. President**
 - B. Other Board Members**
 - C. Library Director**
 - D. Board Committees**
 - E. Friends of the Library**
 - F. MCPL Foundation**
 - G. Wisconsin Valley Library Service**
- 7. (5 minutes) 2024 WVLS Resource Library Agreement – For Discussion and Possible Action**
- 8. (10 minutes) Legal Implications of Public Library Rating Systems – For Discussion and Informational Purposes Only**
- 9. (15 minutes) Public Library Rating Systems Discussion – For Discussion and Informational Purposes Only**
- 10. Announcements**
- 11. Request for Future Agenda Items**
- 12. Next Meeting Dates**
 - Monday 09/18/2023
 - Monday 10/16/2023
 - Monday 11/20/2023
 - Monday 12/18/2023

13. Adjournment

Signed: 
Library Director or Designee

*All times are approximate and subject to change

*Any person planning to attend this meeting who need special accommodations in order to participate should call the Library Administration Office at 715-261-7213 or e-mail library-administration@mcpl.us one business day before the meeting

EMAILED TO: Wausau Daily Herald, City Pages, and
EMAILED TO: Other Media Groups
EMIALED BY: H. Wilde
EMAILED DATE: August 15, 2023
EMAILED TIME: 9:45 a.m.

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____
TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, July 17, 2023.

Present: Kari Sweeney, Becky Buch, Gary Gisselman, Brent Jacobson, LeeAnn Podruch, Reid Rayome, Leah Giordano

Absent: Andrea Sheridan (excused)

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Marla Sepnafski and 76 additional visitors and 12 remote visitors.

The meeting was called to order at 12:00 p.m. by Kari Sweeney.
Kari Sweeney acknowledged visitors at the meeting.

A MOTION WAS MADE BY BECKY BUCH; SECONDED BY BRENT JACOBSON TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE JUNE 19, 2023 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY LEEANN PODRUCH; SECONDED BY REID RAYOME TO APPROVE THE JUNE 2023 BILLS AND SERVICES REPORT. MOTION CARRIED.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY BECKY BUCH TO TEMPORARILY AMEND THE PROCEDURE AS LISTED FOR THIS MEETING TO ALLOW COMMENTS ON ALL TOPICS RELEVANT TO THE LIBRARY. MOTION CARRIED.

Public Comments – Members of the public shared comments. Written comments sent prior to the meeting were shared with board members.

President – None

Other Board Members – None

Director's Report – Presented in the Board packet and by Director Leah Giordano.

- The Summer Library Program is going well.
- A meeting between the director and WiLS to plan details for the Strategic Plan will happen this week.

Board Committees – None

Friends of the Library – The Friends of the Library are purchasing tote bags and T-shirts to sell to the public. Purchases from Wausau's Artrageous Weekend to be added to the MCPL collection for check out will be discussed at the next meeting.

MCPL Foundation – None

Wisconsin Valley Library Service – Trustee Training Week is August 21st-25th and can be viewed live or recorded.

Lost & Unattended Items Policy – This item was moved from the last meeting so that the new policy adheres to relevant Wisconsin Statutes.

A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY BRENT JACOBSON TO APPROVE THE POLICY. MOTION CARRIED.

Book Challenge appeal for *Let's Talk About it: The Teen's Guide to Sex, Relationships, and Being a Human* by Erika Moen and Matthew Nolan – The Appeal committee recommended keeping the book and not using a rating system. The Board of Trustees discussed the specific book in the appeal and the request to implement a rating system at MCPL.

A MOTION WAS MADE BY REID RAYOME; SECONDED BY LEEANN PODRUCH TO ADOPT THE RECOMMENDATION OF THE MATERIALS RECONSIDERATION REVIEW COMMITTEE AS STATED IN ITS REPORT, SPECIFICALLY THAT THE BOOK BE RETAINED IN THE COLLECTION AND THAT THE LIBRARY NOT DEVELOP, ADOPT, OR IMPLEMENT A RATING SYSTEM.

Roll Call Vote:

Reid Rayome – Yes
Gary Gisselman – Yes
Becky Buch – No
Brent Jacobson – No
LeeAnn Podruch – Yes
Kari Sweeney – Yes
Andrea Sheridan – Not Present for vote

MOTION CARRIED.

Announcements – President Kari Sweeney thanked the public for coming to the meeting.

Request for Future Agenda Items – A request was made to add an agenda item for discussion on rating systems and the potential legal ramifications of rating systems.

A MOTION WAS MADE BY BRENT JACOBSON; SECONDED BY GARY GISSELMAN TO ADJOURN AT 1:08 P.M. MOTION CARRIED.


Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for August 21, 2023.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, June 19, 2023.

Present: Kari Sweeney, Becky Buch (remote), Gary Gisselman, Brent Jacobson, LeeAnn Podruch, Reid Rayome, Andrea Sheridan, Leah Giordano

Absent:

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, and David Hahn Remote visitor: Marla Sepnafski

The meeting was called to order at 12:00 p.m. by Kari Sweeney.
Kari Sweeney acknowledged visitors at the meeting.

A MOTION WAS MADE BY BRENT JACBOSON; SECONDED BY GARY GISSELMAN TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE MAY 15, 2023 MEETING. MOTION CARRIED.

A MOTION WAS MADE BY LEANN PODRUCH; SECONDED BY REID RAYOME TO APPROVE THE MAY, 2023 BILLS AND SERVICES REPORT. MOTION CARRIED.

Public Comments – None

President – None

Other Board Members – None

Director's Report – Presented in the Board packet and by Director Leah Giordano. The Summer Library Program is off to an exciting start. The recent reptile show was a big hit with around 400 people at the Wausau location, 200 at Rothschild and almost 100 people at Edgar.

Board Committees – None

Friends of the Library – The Friends of the Library continue their monthly sales. They are moving from bi-monthly board meetings to monthly meetings.

MCPL Foundation – The next Foundation meeting is in July.

Wisconsin Valley Library Service – The WVLS Board met on May 20th and will meet again in August. The 2023-2025 state budget and library aid was approved. Trustees are encouraged to participate in Trustee Training Week, August 21st-25th. The webinars will be recorded and archived for those unable to attend live.

Lost & Unattended Items Policy- Discussion of this policy is postponed until “Finders/Keepers” state statutes can be evaluated to ensure that the policy follows these requirements.

Athens New Building Update- The Director and Branch Coordinator were able to view the building and get a feel for the space as the new walls were going up. There is a space for an internal book drop and the purchase of a new book slot is being examined. The move in dates are not finalized yet, so staff will continue to plan programs as normal and move them as needed.

Library Service Highlight: Technology Services – presented by Ben Krombholz, Library Specialist

- Computers with common software, free Wi-Fi and Wi-Fi hotspots are available at all MCPL locations.
- Staff can help patrons through one-on-one Tech Time appointments. Often patrons want help with job searches and applications, learning new devices, accessing e-books or help with social media.
- Tech classes are a way for staff to work with several people at one time on a specific technology topic.
- Electronic devices including laptops, tablets, E-readers, Playaways, and AV equipment are available for checkout.
- Photocopiers and scanners are available at all of the branches while other equipment is at limited locations.

Announcements- The Board was provided with the 2022 Systems Information and Public Library Statistics from WVLS.

Request for Future Agenda Items- The Board will revisit the Lost and Unattended Items policy at a future meeting.

**A MOTION WAS MADE BY BRENT JACOBSON; SECONDED BY ANDREA SHERIDAN
TO ADJOURN AT 12:29 P.M.**


Library Director or Designee

Marathon County Public Library Bills for Approval July, 2023

Library

52131 Financial, Banking and Investment Services		
Unique Management Services Inc	81.55	
Financial, Banking and Investment Service	<u>81.55</u>	
52250 Telephone, Internet and Cable		
Charter Communications	605.82	
Frontier	623.99	
Clerks Office	138.09	
WiscNet	1100	
Telephone, Internet and Cable	<u>2467.9</u>	
52561 Reimburse County		
Everett Roehl Marshfield Public Library	317	
Reimburse County	<u>317</u>	
52990 Sundry Contractual Services		
Amazon Capital Services	11.97	
Baker & Taylor Company	3078.78	
Blackstone Publishing	20.65	
Loyal Public Library	22.95	
Minocqua Public Library	24.95	
Rhineland Public Library	29.98	
Sundry Contractual Services	<u>3189.28</u>	
53110 Postage and Courier		
Clerks office	193.45	
Postage and Courier	<u>193.45</u>	
53130 Printing and Forms		
Roto Graphic Printing Inc	80	
Printing and Forms	<u>80</u>	
53142 Software - IT		
Heartland Business Systems	432	
Software - IT	<u>432</u>	
53161 Books Library		
Amazon Capital Services	1189.31	
Baker & Taylor Company	22953.5	
DC Everest School District	70	
OverDrive Inc	1038.94	
Books Library	<u>25251.75</u>	
53168 Audio-Visual Materials		
Amazon Capital Services	198.75	
Baker & Taylor Company	2180.13	
Blackstone Publishing	505.74	
Midwest Tape LLC	246.59	
Playaway Products LLC	50.34	
Audio-Visual Materials	<u>3181.55</u>	

53190 Office Supplies		
Amazon Capital Services		463.43
Rainbow Printing		1720
Staples		321.96
	Office Supplies	2505.39
53260 Advertising		
Wausau Area Newcomer Service, LLC		25
	Advertising	25
53321 Personal Auto Mileage		
Staff		174.05
	Personal Auto Mileage	174.05
53494 Technology Supplies		
Amazon Capital Services		215.36
	Technology Supplies	215.36
53936 Other Supplies		
Amazon Capital Services		153.49
BroDart		475.59
Demco		1284.21
Filmtools		926.4
	Other Supplies	2839.69
55320 Building/Offices Rent		
Edgar, Village		1649.98
Hatley, Village		1658.33
Marathon City, Village of		794.66
Mosinee, City		45.27
Rothschild, Village of		2250
WI Public Service Corporation		325.76
	Building/Offices Rent	6724
Library Gifts/Donations		
53161 Books Library		
Baker & Taylor Company		1142.3
	Books Library	1142.3
53168 Audio-Visual Materials		
Baker & Taylor Company		143.94
	Audio-Visual Materials	143.94
53936 Other Supplies		
Amazon Capital Services		656.39
Kenland Music, Inc.		1400
Ray, Jeremy M.		1600
REGI Raptor Education Group Inc		350
Tank Mates LLC		691
The Mike Schneider Band		1005
	Other Supplies	5702.39

CIP Library

52990 Sundry Contractual Services		
WI Library Services Inc		3000
Sundry Contractual Services	<hr/>	3000

53494 Technology Supplies		
Amazon Capital Services		918
Technology Supplies	<hr/>	918

53936 Other Supplies		
Office Enterprises Inc		4683.22
Tank Mates LLC		590
Other Supplies	<hr/>	5273.22

Grand Total		63857.82
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Marathon County Public Library Budget vs Actual (Library cost center) for July, 2023

Ledger Account	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
Library Cost Center				
Revenue*				
49210 Transfer from the General Fund	\$ 356,603.00	\$ 356,603.00	\$ 356,603.00	\$ -
46170 Sale of Maps, Poll Lists, Copies	\$ 10,000.00	\$ 1,287.24	\$ 2,888.97	\$ 2,888.97
46190 Other General Government Fees	\$ 20,000.00	\$ -	\$ 19,766.54	\$ 19,766.54
46710 Library Fees	\$ 50,000.00	\$ 2,906.59	\$ 30,228.15	\$ (49,771.85)
48200 Rental of Buildings and Property	\$ 43,153.00	\$ -	\$ 21,076.50	\$ (22,076.50)
Total Revenues	\$ 479,756.00	\$ 360,796.83	\$ 430,563.16	\$ (49,192.84)

Personnel Expenses				
51111 Salaries and Wages	\$ 2,087,903.00	\$ 153,058.74	\$ 1,118,925.74	\$ 968,977.26
51120 Overtime	\$ -	\$ -	\$ -	\$ -
51390 Other Special Pay	\$ (69,000.00)	\$ 1,709.78	\$ 12,195.70	\$ (81,195.70)
51580 Unemployment Compensation	\$ 2,085.00	\$ -	\$ -	\$ 2,085.00
51510 Social Security	\$ 159,783.00	\$ 11,064.05	\$ 80,960.69	\$ 78,822.31
51520 Retirement Employers Share	\$ 131,080.00	\$ 9,572.50	\$ 58,007.56	\$ 73,072.44
51541 Dental Insurance	\$ 12,651.00	\$ 918.09	\$ 6,075.99	\$ 6,575.01
51550 Life Insurance	\$ 943.00	\$ 37.20	\$ 238.25	\$ 704.75
51560 Workers Compensation	\$ 1,283.00	\$ 263.64	\$ 1,593.14	\$ (310.14)
51590 Other Employer Contributions	\$ 37,998.00	\$ 1,701.00	\$ 25,140.46	\$ 12,857.54
51593 Health Insurance	\$ 500,900.00	\$ 34,883.55	\$ 234,923.83	\$ 265,976.17
55182 Dental Insurance Premium	\$ -	\$ -	\$ -	\$ -
55183 Health Insurance Premium	\$ -	\$ -	\$ -	\$ -

55184 Life Insurance Premium	\$	-	\$	-	\$	-	\$	-
Personnel Expenses Totals	\$	2,865,626.00	\$	213,208.55	\$	1,538,061.36	\$	1,327,564.64

Operating Expenses

52130 Accounting and Audit Services	\$	1,300.00	\$	-	\$	-	\$	1,300.00
52131 Financial, Banking and Investment Services	\$	1,300.00	\$	81.55	\$	524.25	\$	775.75
52192 Other Professional Services	\$	6,500.00	\$	-	\$	-	\$	6,500.00
52250 Telephone, Internet and Cable	\$	25,000.00	\$	2,467.90	\$	9,475.99	\$	15,524.01
52420 Machinery/Equipment Maintenance Services	\$	6,500.00	\$	-	\$	6,059.00	\$	441.00
52932 Copier Charges	\$	-	\$	-	\$	454.20	\$	(454.20)
52561 Reimburse County	\$	5,000.00	\$	317.00	\$	5,322.00	\$	(322.00)
52140 Technology Services	\$	27,500.00	\$	-	\$	-	\$	27,500.00
52990 Sundry Contractual Services	\$	56,000.00	\$	3,189.28	\$	21,253.84	\$	34,746.16
53110 Postage and Courier	\$	2,500.00	\$	193.45	\$	218.48	\$	2,281.52
53130 Printing and Forms	\$	10,000.00	\$	80.00	\$	3,731.00	\$	6,269.00
53142 Software - IT	\$	-	\$	432.00	\$	2,529.20	\$	(2,529.20)
53161 Books Library	\$	280,326.00	\$	25,251.75	\$	128,820.70	\$	151,505.30
53168 Audio-Visual Materials	\$	60,527.00	\$	3,181.55	\$	27,307.73	\$	33,219.27
53169 E-Books Library	\$	29,100.00	\$	-	\$	29,088.59	\$	11.41
53190 Office Supplies	\$	28,800.00	\$	2,505.39	\$	15,666.00	\$	13,134.00
53220 Subscriptions	\$	40,000.00	\$	-	\$	18,045.01	\$	21,954.99
53240 Membership Dues	\$	104,701.00	\$	-	\$	104,181.84	\$	519.16
53250 Registration Fees/tuition	\$	4,000.00	\$	-	\$	974.00	\$	3,026.00
53260 Advertising	\$	4,000.00	\$	25.00	\$	1,067.20	\$	2,932.80
53321 Personal Auto Mileage	\$	3,000.00	\$	174.05	\$	814.38	\$	2,185.62
53350 Meals	\$	400.00	\$	-	\$	-	\$	400.00
53360 Lodging	\$	400.00	\$	-	\$	-	\$	400.00

53410 Meeting Expenses	\$	2,000.00	\$	-	\$	479.85	\$	1,520.15
53494 Technology Supplies	\$	10,000.00	\$	215.36	\$	1,565.16	\$	8,434.84
53916 Other Personal Effects	\$	-	\$	-	\$	69.75	\$	(69.75)
53936 Other Supplies	\$	13,000.00	\$	2,839.69	\$	4,112.01	\$	8,887.99
55190 Insurance Other Premiums	\$	44,961.00	\$	-	\$	-	\$	44,961.00
55320 Building/Offices Rent	\$	65,000.00	\$	6,724.00	\$	30,396.76	\$	34,603.24
Operating Expenses Total	\$	831,815.00	\$	47,677.97	\$	412,156.94	\$	419,658.06
Total Expenditures	\$	3,697,441.00	\$	260,886.52	\$	1,950,356.39	\$	1,747,084.61
Net	\$	(3,217,685.00)	\$	99,910.31	\$	(1,519,793.23)	\$	1,697,891.77

*Previously not itemized and shown as expected revenue while Workday issues were resolved.

Marathon County Public Library Budget vs Actual (additional cost centers) July, 2023

	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
Library - Gift/Donation Cost Center				
Total Revenues*	167,326.00	172,638.25	226,384.54	59,058.54
Total Expenditures	167,326.00	6,988.63	39,871.20	127,454.80
Library - Gift/Donation Cost Center Net	0.00	165,649.62	186,513.34	186,513.34
CIP- Library Cost Center				
Total Revenues*	639,835.00	639,836.70	639,836.90	1.90
Total Expenditures	639,835.00	9,191.22	120,973.49	518,861.51
CIP-Library Net Change	0.00	630,645.48	518,863.41	518,863.41

*Revenue from 2022 was rolled over to the new Workday system. This was previously shown as expected revenue.

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of July 2023

Branch	2022 CURRENT MONTH	2023 CURRENT MONTH	% CHANGE	2022 YEAR-to-DATE	2023 YEAR-to-DATE	% CHANGE
ATHENS	1,289	1,484	15.13%	9,228	11,673	26.50%
EDGAR	1,691	1,049	-37.97%	11,311	9,000	-20.43%
HATLEY	2,214	2,252	1.72%	11,611	13,104	12.86%
MARATHON	2,956	2,647	-10.45%	19,387	17,789	-8.24%
MOSINEE	2,383	2,838	19.09%	16,642	17,914	7.64%
ROTHSCHILD	8,084	8,355	3.35%	54,916	57,025	3.84%
SPENCER	1,092	1,436	31.50%	7,878	8,062	2.34%
STRATFORD	2,272	2,376	4.58%	13,642	14,783	8.36%
WAUSAU	32,201	34,650	7.61%	199,182	214,017	7.45%
WAUSAU DRIVE UP	1,527	1,652	8.19%	13,358	12,672	-5.14%
HOMEBOUND	800	587	-26.63%	6,410	4,379	-31.68%
ILL	161	103	-36.02%	1,206	1,161	-3.73%
OVERDRIVE	14,626	16,210	10.83%	97,587	107,886	10.55%
GRAND TOTAL	71,296	75,639	6.09%	462,358	489,465	5.86%

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

July 2023

	CUSTOMER STATISTICAL CLASSES								TOTAL NON-RESIDENT CIRC	TOTAL CIRC	% of CIRC by BRANCH
	WVLS-CLARK	WVLS-LANGLADE	WVLS-LINCOLN	SCLS-PORTAGE	NFLS-SHAWANO	WVLS-TAYLOR	SCLS-WOOD				
ATHENS	91	0	18	0	0	416	0	525	11,673	4.50%	
EDGAR	0	0	9	0	0	0	0	9	9,000	0.10%	
HATLEY	0	0	0	0	0	0	0	0	13,104	0.00%	
MARATHON	1	0	0	1	0	3	0	5	17,789	0.03%	
MOSINEE	1	0	0	61	0	0	2	64	17,914	0.36%	
ROTHSCHILD	19	0	5	55	0	1	4	84	57,025	0.15%	
SPENCER	296	0	0	0	0	15	2	313	8,062	3.88%	
STRATFORD	3	0	0	0	0	1	0	4	14,783	0.03%	
WAUSAU	82	0	1,732	146	0	58	0	2,018	214,017	0.94%	
WAUSAU DRIVE UP	0	0	87	0	0	0	0	87	12,672	0.69%	
MISC*									113,426		
TOTAL MCPL	493	0	1,851	263	0	494	8	3,109	489,465	0.64%	
% of CIRC											
by COUNTY	0.10%	0.00%	0.38%	0.05%	0.00%	0.10%	0.00%				

*MISC=HOMEBOUND,WVLS-D,WVLS-L,III, OVERDRIVE

TOTAL MONTHLY CUSTOMER COUNT

For the month of July 2023

	2022 CURRENT MONTH	2023 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	66,045	59,225	-10.33%
RESIDENT CHILD	8,155	8,495	4.17%
HOMEBOUND	171	96	-43.86%
STAFF	65	66	1.54%
TEMPORARY	464	584	25.86%
TOTAL FOR MARATHON COUNTY	74,900	68,466	-8.59%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,965	2,888	-2.60%
CHILD	218	230	5.50%
TEMPORARY	24	28	16.67%
TOTAL FOR NON-COUNTY ON SITE BORROWER	3,207	3,146	-1.90%
INTERLIBRARY LOAN			
ILL	402	410	1.99%
GRAND TOTAL	78,509	72,022	-8.26%



Marathon County Public Library

Director Report

August 2023

Highlights

Strategic Plan Update

Director Leah Giordano met with WiLS Strategic Planning consultants Laura and Melissa on July 18 for an initial 'planning to plan' meeting. In this meeting, Leah and the consultants refined the process and established a more concrete timeline. Also during this first planning meeting, guidelines and recommendations for the makeup of a Strategic Plan Steering Committee were discussed. Steering committee members will participate in the process periodically to offer insights and help direct the plan's progress.

Since then, Committee members have been contacted and confirmed, and the consultants will be reaching out to them in the near term to set up an initial meeting. WiLS consultants will facilitate a roughly 90-minute virtual kickoff meeting with this Strategic Planning Steering Committee. The meeting's agenda will include:

1. An overview of the process including the phases and associated activities to develop a timeline/calendar for the process
2. An overview of the steering committee's role
3. An overview of the communication plan for the process
4. Time for questions and suggestions

Stay tuned for more strategic planning updates to come!

Library Services

July was a busy month for Library Services. The Youth Services department continued weekly story times and bi-weekly story times at the parks. Teen Dungeons and Dragons continued to be a hit! Over 10 teens attended weekly and we've been seeing some of them around the library more often with their families. "Read to a Therapy Dog" was held on Thursdays and always drew a crowd. Popular book displays for our youngest patrons included themes of "All Together Now," summer, and construction. The Adult Services department welcomed a new member to the team on July 24—Jordan B.! We are thrilled to have a new part-time Library Specialist on board. Adult Services held two story time and craft events for Adaptive Communities, a new collaboration for us this summer, and both were well-attended. The Marathon County Historical society brought historical swim and bathing suits into the library for an entertaining and educational in-person event on July 18. Another summer-themed history event was held in-person at the historical society; presenters told true stories of historical shipwrecks and rescues. Our Let's Talk! Social Hour program continued to draw folks eager to reach out and get to know

each other. Our craft events this month included an opportunity for teens to create their own fanciful butterfly headband and a well-attended “Retro Friendship Bracelet and Pins” event for adults. Popular book displays for adults and young adults included “American Stories,” “Dog Days of Summer,” “It’ Could’ve Been You: Historical Fiction,” and “BBQ Books.” Both teams are actively planning for fall programming.

Branches

Summer has been a fun and busy time across all of our locations. It would be impossible to share all of the wonderful things happening in all of our locations this summer, but here are some highlights. Additional information (and photos!) can be found on our social media and in monthly reports.

In Hatley and Mosinee, local outdoorsman Jeremy Ray led an excellent outdoor skills program focused on several outdoor skills books that patrons also had a chance to check out after the program. 27 patron attended in Mosinee and 12 in Hatley. In Hatley, Ray and participants truly embraced outdoor learning and completed activities outside in the rain!

In Marathon and Stratford, musician and entertainer Ken Lonquist entertained crowds with his fun and engaging songs. 140 people attended in Marathon and 20 in Stratford.

In Stratford, our Be My Neighbor Story Time on July 19 welcomed 78 people. Our Youth Library Team helped us act out Kathryn Otoshi’s book *One*, which teaches children about being a good friend and standing up to bullies together. Stratford Police Chief Tom Koontz and Officer Sydney Nussbaum also helped with our Story Time. They read a book about police work, answered questions from the kids, and brought two squad cars for the children to see. They even let them sound the sirens! In addition, the children enjoyed a fun craft, with the youth team assisting.

Book Club and Family Story Time continue to be well attended at many of our locations. Patrons have also visited our locations for a variety of craft weeks, Lego events, sidewalk chalk parties, and educational programs. Creative book displays were featured at all locations including ones like “Read the Book, Watch the Movie,” “Celebrate America,” “Red, White & Blue, These Books Are for You”, and “Reclaimed: The Art of Recovery” (inspired by the current Leigh Yawkey exhibit).

Our bi-monthly branch coordinator meeting was held on July 21st. We discussed library updates, tech questions and issues, teen/youth engagement, and SLP.

In staffing news, Nikki, our Athens Branch Coordinator had her last day on July 14th. Interviews were held for this position on July 28th. Kitty R., our Circulation Team Lead, was selected for this position and will be starting in Athens on August 21st. We are all very excited to have Kitty join the branch team after working collaboratively with her for many years. Megan V., our 20 hour Marathon City assistant, started as the 30 hour branch assistant in Rothschild on 7/24. We are very happy to welcome her to Rothschild! Interviews for the open Marathon City position will be held soon.

Library Services Statistics & Activities

News

- Kate and Tara attended a Reconsideration Committee meeting on July 6
- Kate met with a representative from Midwest Tape on July 12
- Chad attended a Central Wisconsin Book Festival meeting on July 10
- Allycia met with Katelyn to brainstorm names for our strategic plan on July 17
- Jordan B. joined the Library Services team on July 24 as a part-time Library Specialist
- Julie subbed at the Athens branch
- Tara worked on STEM kits that we plan on adding to the juvenile circulating collection
- Kate met with a UWM student to assist with an assignment for library school
- Library Services staff held orientation for Jordan the week of July 24
- Katelyn attended a WLA Leadership Development Institute meeting on July 10
- Katelyn attended the Team Lead meeting on July 12
- Katelyn held an exit interview with Nikki on July 12
- Katelyn met with the D&D programmers on July 12
- Katelyn met with Maria to discuss her upcoming practicum on July 14
- Katelyn attended the Library Board meeting on July 17
- Katelyn held a branch Coordinators Meeting on July 21
- Katelyn organized orientation for Jordan the week of July 24
- Katelyn met with a consultant about MCPL Staff Day on July 25
- Katelyn attended a WLA Leadership Development Institute session on July 26
- Katelyn held interviews (alongside Leah and Heather W.) for the open Athens Branch Coordinator position on July 28
- Katelyn held interviews (alongside Taylor and Heather W.) for the open Library Specialist Position on July 31
- Katelyn held rounding with individual staff throughout the month
- MCPL study rooms were booked 65 times in July
- Notary: 26 appointments
- Proctoring: 0
- Tech Time: 6 appointments
- Homebound Services:
 - Items sent out: 327
 - Volunteer deliveries completed: 18
 - New (or recently returned) HB patrons: 1
 - Active HB accts at the start of the month: 90
 - Reading slips, letters, or notes received: 35
 - Activity packets sent: 14
 - Patrons directed to WTBBL: 1
- Weeding:
 - Marathon: Young Adult Fiction, Young Adult Nonfiction, Young Adult Graphic Novels
 - Mosinee: Adult Large Print
 - Rothschild: Adult DVD, Adult Nonfiction
 - Spencer: Large Print
 - Stratford: Biographies and Paperbacks

Events and Programs

Youth Events

Story Times:

- July 5: Play and Learn Story Time — 13
- July 5: Play and Learn Story Time — 20

- July 6: Family Story Time—35
- July 10: Story Time at Airport Park—54
- July 11: Family Story Time—15
- July 12: Play and Learn—18
- July 12: Play and Learn—48
- July 13: Family Story Time—28
- July 18: Family Story Time—26
- July 19: Play and Learn—33
- July 19: Play and Learn—18
- July 20: Family Story Time—26
- July 24: Story Time at the Park (moved indoors)—20
- July 25: Family Story Time—15
- July 26: Play and Learn—18
- July 26: Play and Learn—36
- July 27: Family Story Time—25
- July 28: Daycare Tour and Story Time—10

Other Programs:

- July 6: LENA—5
 - July 11: Teen Dungeons and Dragons—17
 - July 11: Pokemon Club—42
 - July 12: Tween Book Club—1
 - July 13: LENA—6
 - July 13: Shark Week with Dino Chris—12
 - July 15: 4H Rockets—8
 - July 18: Teen Dungeons and Dragons—13
 - July 20: Read to a Therapy Dog—40
 - July 25: Teen Dungeons and Dragons—10
 - July 25: Jurassic Park 30th Anniversary—6
 - July 27: LENA—7
 - July 27: Read to a Therapy Dog—12
 - July 27: LEGO Club—20
 - July 28: Teen Movie—1
 - July 1-31: Grab and Go Flowergram—367
 - July SLP BINGO Card Young Child—21
 - July SLP BINGO Card Child—60
 - July SLP BINGO Card Young Adult—5
 - July Total Number of Books Give Away—126
- **Number of July Youth Services programs – 35**
 - **Total attendance for July Youth Services programs – 1034**

Adults/All Ages Events

- All Month: Grab and Go Friendship Bracelets – 113 kits distributed in Wausau
- July 12: Butterfly Headband – 3
- July 12: Let's Talk! Social Hour – 9
- July 15: History Speaks @ Marathon County Historical Society: Shipwrecked and Rescued – 48
- July 18: Making a Splash: A History of Bathing Suits – 12
- July 19: Extension Gardening: Intro to Composting (2 sessions, 10am and 6pm) – 16 total
- July 22: Climate Fiction Reads book club – 3
- July 27: Retro Friendship Bracelets and Pins – 17
- Storytime and craft with Adaptive Communities – 10

- Storytime and craft with Adaptive Communities – 20
- **Number of July programs and activities – 9**
- **Total attendance/participation for July programs – 251**

Media Summary

Social Media Statistics:

- Facebook (MCPL): 4,970 followers (+40)
 - New likes (+25)
 - Unfollows (0)
- Twitter: 1,223 followers (-2)
- Pinterest: 967 followers (-2)
- Goodreads: 330 friends (+3); 1,459 reviews (+4)
- Instagram: 1,086 followers (+9)
- YouTube: 515 subscribers (-2)

Hot Happenings in the River District (email newsletter)

- July 5 – Story Time in the Parks (July & Aug dates)
- July 12 – Friends of MCPL Members Only Book Sale on July 15
- July 19 – Trail Tales Returns to Oak Island Park
- July 26 – August Book Clubs

WSAW Channel 7

- July 12 – MCPL Marathon City Branch to offer DIY photo coaster craft - <https://www.wsaw.com/2023/07/12/mcpl-marathon-city-branch-offer-diy-photo-coaster-craft/>
- July 17 – Marathon County Parks Department, library team up for free swim day <https://www.wsaw.com/2023/07/17/marathon-county-parks-department-library-teams-up-free-swim-day/>
- July 24 – Options for summer fun at the Marathon County Public Library <https://www.wsaw.com/video/2023/07/24/options-summer-fun-marathon-county-public-library/>
- July 24 – Keep your kids busy this summer with events at the Marathon County Public Library <https://www.wsaw.com/2023/07/24/keep-your-kids-busy-this-summer-with-events-marathon-county-public-library/>
- July 24 – Central Wisconsin Book Festival Scheduled for September – October <https://www.wsaw.com/2023/07/24/central-wisconsin-book-festival-scheduled-september-october/>
- July 26 - Central Wisconsin counties provide ‘cooling centers’ all week to get you out of the heat <https://www.wsaw.com/2023/07/26/central-wisconsin-counties-provide-cooling-centers-all-week-get-you-out-heat/>

City Pages

- July 13 – Highlights: Prehistoric Facts with Dino Chris
- July 13 – Big Guide - Ongoing: Mobile Wi-Fi Hotspots available at MCPL; Events: Check Out State Parks at Your Library, MCPL Craft Friendship Bracelets, Mosinee Book Club, Stratford Book Club; Lectures: Making a Splash A History of the Bathing Suit, Intro to Composting; Kids/Teens: MCPL Craft Flowergrams, Play & Learn Story Time, Wausau Family Story Time, Magnet Craft, Kindness Rocks!, Hatley Outdoor Story Time, Marathon City Story Time, Prehistoric Facts with Dino Chris, Wausau Summer Lego Block Party.
- July 20 – Big Guide – Ongoing: Mobile Wi-Fi Hotspots available at MCPL; Events: Check Out State Parks at Your Library, MCPL Craft Friendship Bracelets, Climate Fiction Book Club, Prehistoric Facts with Dino Chris, Rothschild Book Club, MCPL Craft Retro Friendship Bracelets & Pins.
- July 27 – Big Guide – Ongoing: Mobile Wi-Fi Hotspots available at MCPL; Events: MCPL Craft Friendship Bracelets, MCPL Craft Retro Friendship Bracelets & Pins, MCPL Craft Book Page

Flowers, Under the Stars Story Time, Friends of MCPL Book Sale, Crafts & Games Social Hour, Edgar Book Club, Hatley Book Club, Athens Book Club, Marathon City Book Club, Stratford Book Club, Mosinee Book Club, Rothschild Book Club; Kids/Teens: MCPL Craft Flowergrams, Wausau July Family Story Time, Marathon City July Family Story Time, Wausau Aug Family Story Time, Hatley Outdoor Story Time, Edgar Family Story Time, Play & Learn Story Time, Rothschild & Stratford Dinosaur Dimensions, Marathon City Aug Family Story Time, Read to a Therapy Dog, Marathon City & Rothschild Summer Lego Block Party, Sidewalk Chalk Art, Magnet Craft, Farm Animal Puppets, Story Time at the Park, Athens Family Story Time, Clothespin Sunflower Wreath Craft, Rothschild Family Story Time, Pokemon Club

Mosinee Times

- July 6 – MCPL July Book Clubs
- July 13 – MCPL, Extension Marathon County to offer free class on composting
- July 20 – Marathon County Public Library, Parks Department to offer Under the Stars Story Time

Record Review

- July 6 – People – Athens: MCPL Book Club, Kindness Rocks!, MCPL Story Time; Edgar: MCPL Book Club, MCPL Story Time; Marathon: Ken Lonquist Music, Summer Lego Block Parties, MCPL Book Club, MCPL Story Time; Stratford: Kindness Rocks!, Ken Lonquist Music, MCPL Book Club
- July 12 – People – Athens: MCPL Book Club, MCPL Story Time; Edgar: MCPL Story Time; Marathon City: Elephant & Piggie Party, Summer Lego Block Party, MCPL Story Time; Stratford: MCPL Book Club, MCPL Story Time; Marathon County: Elderly & disabled transportation listening sessions (MCPL Athens, Hatley, Stratford meeting locations)
- July 19 – People – Marathon City: Elephant & Piggie Party, MCPL Story Time, MCPL Book Club; Stratford: MCPL Story Time, MCPL Book Club; Athens: MCPL Story Time, MCPL Book Club; Edgar: MCPL Story Time, MCPL Book Club; Marathon County: Elderly & disabled transportation listening sessions (MCPL Athens, Hatley, Stratford meeting locations)
- July 26 – People – Stratford: Dinosaur Dimensions, MCPL Story Time, MCPL Book Club; Athens: MCPL Story Times, Farm Puppets, MCPL Book Club; Edgar: MCPL Story Time, MCPL Book Club; Marathon City: Sidewalk Chalk Art, MCPL Story Time, Lego Block Parties, MCPL Book Club; Marathon County: Elderly & disabled transportation listening sessions (MCPL Hatley meeting location)
- July 26 – Paging Through History: Summer Library Fun in Stratford – 1998 (SLP water gun activity)

Wausau Pilot & Review

- July 4 – Marathon County Public Library programs: Teens, adults
<https://wausapilotandreview.com/2023/07/04/marathon-county-public-library-programs-teens-adults/>
- July 13 – Marathon County Public Library programs - adult
<https://wausapilotandreview.com/2023/07/13/marathon-county-public-library-programs-adults-2/>
- July 16 – Marathon County Public Library to review book challenge appeal -
<https://wausapilotandreview.com/2023/07/16/marathon-county-public-library-to-review-book-challenge-appeal/>
- July 18 – Marathon County Library Board retains challenged book, rejects rating system
<https://wausapilotandreview.com/2023/07/18/marathon-county-library-board-retains-challenged-book-rejects-rating-system/>
- July 18 – Your letters: Library Board Fails Kids Again
<https://wausapilotandreview.com/2023/07/18/your-letters-library-board-fails-kids-again/>
- July 21 – Marathon County Public Library book clubs: August
<https://wausapilotandreview.com/2023/07/21/marathon-county-public-library-book-clubs-august-4/>
- July 24 – Marathon County Public Library to host event to celebrate artists
<https://wausapilotandreview.com/2023/07/24/marathon-county-public-library-to-host-event-to-celebrate-artists/>

- July 25 – Marathon County Public Library programs
<https://wausapilotandreview.com/2023/07/25/marathon-county-public-library-programs-39/>
- July 27 - August story time dates set at Marathon County Public Library
<https://wausapilotandreview.com/2023/07/27/august-story-time-dates-set-at-marathon-county-public-library/>
- July 28 –Marathon County Public Library youth programs
<https://wausapilotandreview.com/2023/07/28/marathon-county-public-library-youth-programs-4/>

Wausau Daily Herald

- July 26 – Police Release Name of Wausau woman who died Tuesday while cooling off in Wisconsin River <https://www.wausadailyherald.com/story/news/local/2023/07/26/woman-dies-while-cooling-off-in-wisconsin-river-tuesday-in-downtown-wausau/70469130007/>

Wausau Times/Buyers Guide

- July 12 – Adults invited to MCPL Wausau to learn about swimwear of the past
- July 12 – Out & About – Ongoing: Mobile Wi-Fi Hotspots Available at MCPL now thru the end of 2023; Events: MCPL Craft Friendship Bracelets, Mosinee Book Club; Kids/Teens: MCPL Craft Flowergrams, Play & Learn Story Time, Wausau Family Story Time, Marathon City Family Story Time, Rothschild Family Story Time, Outdoor Story Time (Hatley), Prehistoric Facts with Dino Chris, Wausau Summer Lego Block Party, Marathon City Summer Lego Block Party, All about Rockets,
- July 12 – MCPL, Extension Marathon County to offer free class on composting
- July 26 – Marathon County Public Library Youth Events (Aug 1-15, 2023)
- July 26 – MCPL Book Clubs: August 2023
- July 26 – Out & About – Ongoing: Mobile Wi-Fi Hotspots Available at MCPL now thru the end of 2023

Materials

Youth

	2023 Annual Budget	Rollover from 2022	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 8/03/2023	% Spent
Juvenile Audiobooks	\$9,000.00	\$0.00	\$9,000.00	\$750.00	\$3,357.26	\$5,642.74	63%
Juvenile CDs	\$500.00	\$0.00	\$500.00	\$41.67	\$310.86	\$189.14	38%
Juvenile DVDs	\$8,500.00	\$22.48	\$8,522.48	\$708.33	\$5,916.62	\$2,605.86	31%
Juvenile Video Games	\$2,300.00	\$30.68	\$2,330.68	\$191.67	\$1,061.15	\$1,269.53	54%
Young Adult Audio Books	\$1,650.00	\$70.35	\$1,720.35	\$137.50	\$766.52	\$953.83	55%
Juvenile e-books	\$1,500.00	\$0.00	\$1,500.00	\$125.00	\$134.08	\$1,365.92	91%
Youth AV Subtotal	\$23,450.00	\$123.51	\$23,573.51	\$1,954.17	\$11,546.49	\$12,027.02	51%
Juvenile Fiction	\$25,500.00	\$55.72	\$25,555.72	\$2,125.00	\$9,476.66	\$16,079.06	63%
Juvenile NonFiction	\$27,500.00	\$57.47	\$27,557.47	\$2,291.67	\$12,867.79	\$14,689.68	53%
Juvenile Picture Books	\$30,000.00	\$104.35	\$30,104.35	\$2,500.00	\$12,900.49	\$17,203.86	57%
Juvenile Spanish	\$1,400.00	\$0.00	\$1,400.00	\$116.67	\$452.61	\$947.39	68%
Juvenile Standing Order	\$7,500.00	\$0.00	\$7,500.00	\$625.00	\$1,786.22	\$5,713.78	76%

Print							
Young Adult Fiction	\$12,000.00	\$43.96	\$12,043.96	\$1,000.00	\$4,156.50	\$7,887.46	65%
Young Adult Graphic Novels	\$3,500.00	\$142.16	\$3,642.16	\$291.67	\$1,274.59	\$2,367.57	65%
Young Adult NonFiction	\$3,400.00	\$0.00	\$3,400.00	\$283.33	\$1,642.84	\$1,757.16	52%
Youth Print Subtotal	\$110,800.00	\$403.66	\$111,203.66	\$9,233.33	\$44,557.70	\$66,645.96	60%
Youth Services TOTAL	\$134,250.00	\$527.17	\$134,777.17	\$11,231.43	\$56,104.19	\$78,672.98	58%

Adult

	2023 Annual Budget	Rollover from 2022	Total w/carryover	Monthly Allotment	Free Balance	Spent as of Aug. 2, 2023	% Spent
Adult Audiobooks	\$12,000.00	\$549.01	\$12,549.01	\$1,090.91	\$5,691.72	\$6,308.28	52.57%
Adult Music CD	\$5,500.00	\$699.42	\$6,199.42	\$500.00	\$2,454.24	\$3,045.76	55.38%
Adult DVD	\$17,500.00	\$1,043.69	\$18,543.69	\$1,590.91	\$6,003.47	\$11,496.53	65.69%
Adult Video Games	\$1,550.00	\$119.98	\$1,669.98	\$140.91	\$744.11	\$805.89	51.99%
Adult AV Subtotal	\$36,550.00	\$2,412.10	\$38,962.10	\$3,322.73	\$14,893.54	\$21,656.46	59.25%
Adult Paperbacks	\$3,035.00	\$164.63	\$3,199.63	\$275.91	\$1,814.52	\$1,220.48	40.21%
Adult Paperbacks S.O.	\$2,415.00	\$0.00	\$2,415.00	N/A	\$1,450.00	\$965.00	39.96%
Adult Fiction	\$47,000.00	\$429.81	\$47,429.81	\$4,272.73	\$15,884.57	\$31,115.43	66.20%
Adult LT Fiction	\$7,500.00	\$74.55	\$7,574.55	\$681.82	\$2,857.15	\$4,642.85	61.90%
***Adult LT S.O.	\$6,000.00	\$0.00	\$6,000.00	\$545.45	\$4,100.03	\$1,899.97	31.67%
Adult Non-fiction	\$67,000.00	\$2,592.19	\$69,592.19	\$6,090.91	\$23,615.57	\$43,384.43	64.75%
Adult Non-fiction S.O.	\$2,000.00	\$0.00	\$2,000.00	N/A	\$1,212.98	\$787.02	39.35%
Adult Biographies	\$12,000.00	\$336.33	\$12,336.33	\$1,090.91	\$4,395.84	\$7,604.16	63.37%
Adult Spanish	\$750.00	\$66.43	\$816.43	\$68.18	\$350.41	\$399.59	53.28%
Adult Hmong	\$750.00	\$0.00	\$750.00	\$68.18	\$489.58	\$260.42	34.72%
Overdrive - ebooks	\$15,000.00	\$0.00	\$15,000.00	\$1,363.64	\$7,772.45	\$7,227.55	48.18%
Adult Print Subtotal	\$163,450.00	\$3,663.94	\$167,113.94	\$14,859.09	\$63,943.10	\$99,506.90	60.88%
Adult Services TOTAL	\$200,000.00	\$6,076.04	\$206,076.04	\$18,181.82	\$78,836.64	\$121,163.36	60.58%

Support Services Statistics & Activities

Circulation Team

- New library card applications processed by the Circulation Team: 236
- Circulation total for Wausau First Floor: 34,650
- Ashley H processed 103 Interlibrary Loan items
- July Passports News: The MCPL Passport team accepted a total of 47 passport applications accepted at \$35.00 each and 73 photos were taken at \$10.00 each for a total of \$2,375 recorded. We also assisted with 27 renewal applications.
 - 32 Adult Passport Books
 - 15 Minor Passport Books
- 7/12/23 & 7/25/23 Leads attended Team Lead meetings with Director and/or Managers
- 7/14/23 Kitty R attended the V-CAT Cooperative Circulation Meeting
- Circulation Team completed distribution of the 50 OutWiGo State Park Pass event the 2nd week of July.
- 7/20/23 Circulation Team Meeting was held with Support Services Manager
- 7/24/23 Kitty R held Sierra training with Jordan B, the new Library Services staff member.
- 7/1/ to 7/10/23 Ashley H and Maggie B assisted the Homebound program while Jailin P was out. 587 items were checked out to Home bound patrons.
- Ashley H viewed "[Privacy and Wisconsin Public Libraries Tutorial for Front-Line Staff](https://wvls.org/continuing-education/)" webinar found here: <https://wvls.org/continuing-education/>
- Olivia B and Erin Q worked with young adults navigating the Dungeons and Dragons (D&D) program. Approximately eighteen young adults are participating in the program on a weekly basis.
- Olivia and Erin met with Jailin, Julie, and Katelyn to talk about organizing D&D one day events for September-December as well as something for National Board Game Week.
- 7/31/23 Maggie B trained with Kitty R to create transit lists for searching.
- Erin ran another noted damage list, much smaller this month and mostly workroom repairs. She also is taking inventory of magazines to take note of which ones are missing.
- Jeff P continued to monitor the training of our newest passport acceptance agents, which is going well.
- Over the course of the month, three patrons were asked to leave the library for the day due to minor policy violations, and three were banned for a greater length of time due to other policy violations.

Support Services Team

- As part of the information gathering process, Alexander encouraged all staff to review the ILS demo recordings and documents. He asked staff to state their preference for Koha or Sierra and explain their reasons.
- Chris L and James B worked with Rachel M of WVLS on a change to the Sierra load table on 7/10. MCPL grid-ordered titles now have an "On Order" Item record attached automatically. This will allow all patrons to place holds on upcoming items even if another V-Cat library adds their copy first (which was not previously the case). We expect this to reduce patron frustration at not being able to request a title on order due to another library's "high demand" copies.
- WVLS staff recently learned that there were no patron blocks in place with OverDrive to prevent access to Wisconsin's Digital Library due to fines and fees. The situation was corrected on 7/10. A block was put in place to prevent access to OverDrive and the Libby app for WVLS patrons who owe more than \$25.

- Alexander, Dawn L and Kate S met with a Midwest Tape/Hoopla representative on 7/12 to discuss their company's offerings and EDIFACT potential (for more efficient invoice processing).
- Team Leads met with Leah 7/12.
- ILS Evaluation/Review Committee met 7/13. James B and Dawn L also participated. A Bywater representative answered questions about Koha.
- Janice A filled in at Main Desk 7/14.
- Chris L and James B met with Katie Z of WVLS to discuss creation of an On Order browse category in Aspen on 7/18.
- Chris L and Kayla K covered Main Desk for the Circ Team meeting 7/20, while Dawn L covered Drive Thru.
- ILS Evaluation/Review Committee members met with staff from CLAMS consortium (Massachusetts) on 7/21 to hear about their recent experience moving from Sierra to the Koha (hosted by Bywater) ILS.
- James B and Tara H made a plan to re-format the Young Adult Graphic Novel labels. In most cases, the Dewey call number will be eliminated to simplify shelving and browsing (since in most cases the Dewey call number on graphic novels is the same and therefore uninformative). A typical graphic novel call no. will change from YA 741.5973 BATMA to YA GN BATMA, for example. Kayla K will do most of the relabeling for Wausau and the Branches with help from the Page Team.
- The Wi-Fi hotspot lending program has proven popular! The staff continue to seek ways to distribute them more equitably and quickly among MCPL's libraries.
- Support Services Team Leads met with Alexander 7/25.
- Circulation total for Wausau Drive Up: 1,652.

Page Team

- Shifting continued in adult non-fiction. We are part way through the 600's.
- As time allows, inventory continues. We are up to adult audiobooks with call numbers "REM".
- We assisted Support Services in relabeling efforts and we are currently working on the young adult graphic novels with a new labeling system.
- We arranged for a free trial of an RFID inventory wand to assess whether it could make our inventory process more efficient than our current barcode-based setup.
- The old Easy Reader code still exists and there are three remaining items still checked out. Our new sorter will bring these to our attention when they return, and they will be adjusted at that time.
- Ollie did routine switch-overs for new adult fiction, adult non-fiction, and young adult collections.
- David and Ollie did some troubleshooting with Lyngsoe on the sorter because we were getting an error code that we couldn't figure out how to reset - now we know.
- Ollie worked Saturday July 22nd to help cover for the Circulation team.
- Lynelle C. had the great idea of putting out resources on mental health/suicide prevention in pertinent areas in adult non-fiction and after approval she set up a little station with information pamphlets on 988 in the 362's.
- Kate S. had Ollie work on bins of possible withdrawals sent in from Rothschild for her. She unboxed, sorted, and withdrew most items and set aside some for further investigation on potential switch-outs or withdrawal.
- On 7/12 and 7/25 Ollie attended Team Lead meetings.
- On 7/26 Ollie did Page orientation with Library Services new member Jordan B.

- Throughout the month of July the page team shelved 30,997 items. They handled an additional 3,454 more items for holds or transits to home libraries.

Information Technology

- Met with Lisa Czech from the Village of Athens to go over network and electrical needs for the new Athens library building.
- Gathered quotes from multiple vendors to replace the self-checkout machines.
- Configured a new Meeting Owl device for virtual meetings.
 - Captures the entire room with a 360-degree camera, mic, and speaker.
 - Sits in the center of the room and intelligently zooms in on whoever is speaking.
- Several projects remain ongoing:
 - Update to Fiber at Branches – TEACH Network Services (TNS) contract start date is 02/01/2024. Schedule of new service installs likely to be released in January of 2024.
 - Athens: Joshua Klingbeil from WVLS is investigating if TEACH will be able to run a fiber line to the new building location as a “New Build” scenario this fall.
 - Edgar:
 - *Hatley: Connected to WCAN on 05/12/2023*
 - Marathon City:
 - Mosinee:
 - *Rothschild: Fiber Connection through Rothschild PD*
 - Spencer:
 - Stratford:
 - Continued organization of the IT work area and server areas.
 - Creating technology tutorials for staff.
 - Investigate what needs to be done to continue outdoor Wi-Fi antennae installation at remaining branches.
 - Athens: Pending approval to install in new building.
 - *Edgar: Installed*
 - Hatley: Pending install
 - Marathon City:
 - *Mosinee: Installed*
 - Rothschild: Need written permission to install
 - Spencer:
 - *Stratford: Installed*
- Additional projects are on the horizon:
 - Plan a deployment date for Windows 11. (Will be deployed with new patron computers)
 - Plan a deployment date for new patron computers. (*Q3 or Q4 of 2023 or Q1 of 2024*)
 - Investigate having the branches use IP phones like the ones used in Wausau.
 - Investigate moving library to Office 365 licensing instead of the current Office 2013 in use.
 - Investigate hosting Teams phones on our own Microsoft tenant.
 - Investigate hosting mcpl.us email on our own Microsoft tenant.
 - Investigate replacing our time and print management software, CASSIE.
 - Investigate Wireless printing options.
 - Investigate a way to persistently standardize patron PC configuration.

Branch Statistics & Activities

Athens Monthly Report

Events and Programs

- Book Club: This month the Athens Book Club read *In Five Years* by Rebecca Serle. A lively discussion was held on July 11 with 7 patrons attending.
- Athens held another of its Summer Library Programs this month. We ran the Kindness Rocks! event featuring rock painting from July 10-15. There were 13 participants.
- Grab and Go kits were offered to patrons this month. Choices of kits included Flowergrams, with 11 patrons enjoying the craft, and Friendship Bracelets, with 10 patrons enjoying the craft.
- Upcoming Programs: The Athens Book Club will be reading *The Orphan Collector* by Ellen Marie Wiseman for August. Book Club meets on Tuesday, August 8 at 2:00pm in the Board Room of the Athens Village Hall. Family story time during the summer will continue on the following dates: 8/7 and 8/21. During the week of August 8th, patrons can stop by any time at the Athens library to participate in our Farm Animal Puppets craft. Kids will be able to make paper bag puppets of the animals that will be shown during the Athens Fair the following week.

Circulation Statistics

- Athens had a total of 0 curbside appointments in the month of July.
- In July, Athens circulated a total of 1,484 items. This is a 15.13% increase from July of 2022. In 2023 year-to-date, Athens has circulated 11,673 items. This is a 26.5% increase from 2022.

Library News

- This month's adult displays included "Read the Book, Watch the Movie" featuring a variety of kids' books and the movies that were made from them, and "Celebrate America" showcasing books with red, white, and blue on the cover.
- We sent in our YA graphic novels to Wausau for relabeling.
- Shahara helped out extra hours at Athens this month while Nikki helped out at Rothschild.
- Nikki's last day at the library was July 14. Thank you to everyone who helped out at Athens this month during the transitional time.

Facilities

- David visited the new building for the library early in July to map out technology equipment placement.
- The Athens Library will be closed on Saturday, August 19th for the Athens Fair.
- On Saturday, July 29, there was a rain leak from a blocked duct outside and part of the carpet got wet. No books or furniture were disturbed. It is now dry.
- July 14 was Nikki Framke's last day. Several librarians pitched in to help Shahara at the Athens Branch July and scheduled through mid-August.

Edgar Monthly Report

Events and Programs

- Grab & Gos
 - Friendship Bracelets: 15 taken by Edgar patrons
 - Flowergrams: 10 taken by Edgar patrons
- Edgar held a Friendship Bracelet event (7/3-7/8) with 10 people participating
- Edgar held a Kindness Rocks! event (7/17-7/22) with 22 people participating
- Book club discussed the book *The Wonderful Wizard of Oz*
- Story time was held on the 18th with 0 in attendance, so we made the craft into Grab and Go's and 9 were taken by our patrons
- 5 children participated in SLP at Edgar with a total of 6 books being given out
- 5 Children signed up for 1,000 books before kindergarten

Circulation Statistics

- The circulation statistics for the month of July were 1,049 items checked out. This is a 37.97% decrease for the same month last year. A total of 9,000 items have been checked out so far this year. This is a 20.43 % decrease from 2022.
- There were 0 curbside pickups for the month.

Library News

- Hannah filled in at Rothschild on the 7th, 11th, and 25th
- Hannah filled in at Marathon on the 22nd and 27th
- Hannah attended the Branch Coordinator Meeting

Facilities Updates

- None at this time.

Hatley Monthly Report

Events and Programs

- Book Club – *The Silent Patient*. We had a total of 8 participants.
- Grab N Go programs
 - Grab n Go – Flowergrams – we had a total of 40 to start the quarter off with and gave out 29 kits in July leaving us with 11 for August and September.
 - Grab n Go – Friendship Bracelets – we had a total of 25 to start the quarter off with and gave all 25 away in July.
- Story Time is held weekly on Tuesdays @ 10:30a
 - July 11th we did books on Cows and had a total of 18 participants show up. 5 adults and 13 children.
 - July 18th we did books on Magic and had 29 participants show up. 9 adults and 20 children.
 - July 25th we did books by Laura Numeroff and had 16 participants show up. 4 adults and 12 children.
- SLP Program – Call of the Wild happened the afternoon of July 12th and we had a total of 12 patrons, 4 adults, 5 children and 3 teens. This program was scheduled to be outdoors and did happen outdoors despite the rain!
- History of the Fair led by Ben Clark of the Historical Society had 2 adults show up to learn on July 20th.
- The Magic Wands SLP craft program ran July 17th through the 22nd. Over the course of the week we had 49 total patrons come in create their very own magic wands. 14 adults, 44 children and 5 teen.
- On July 26th we create bugs using Tin Cans. Patrons had the opportunity to create grasshoppers, bumblebees and butterflies. We had 31 participants come in. 7 adults, 22 children and 2 teens
- In July we had a total of 17 kids turn in Bingos with us giving out a total of 22 books. 2prek, 14k-5, and 1teen.
- Upcoming Programs
 - Book Club on August 8th *The Nightingale*
 - Grab N Go Crafts – Flowergrams
 - Locker Magnets will be August 14th – 19th
 - Sidewalk Chalk will be August 21st – 26th
 - Sunflower Wreaths on August 7th
 - Sink or Float with PBS Kids on August 23rd
 - Story Times are EVERY Tuesday morning at 10:30a outdoors unless it is in raining.

Circulation Statistics

- Hatley circulated 2,252 for the month of July. This is a 1.72% increase. Year to date is 13,104 items. This is a 12.86% increase from last year.

Library News

- Heather both helped in Rothschild, Athens, and Marathon City

- Wanda and Katie E helped cover shifts.
- Heather attended the Branch Coordinator Meeting.
- Heather completed rounding with Katelyn.
- Regular re-labeling has been paused.
- YA Graphic Novels are being sent in for re-labeling.
- Inventory is currently paused until given the OK from WVLS

Facilities Updates

- Talk of village getting 3 Library Guests Only parking signs to try and help keep those spots open when the community room is booked and we are open.

Marathon City Monthly Report

Events and Programs

- Book Club: Megan and 9 patrons had a thoughtful discussion of the memoir *Where'd You Go, Bernadette* by Maria Semple. The book club meets on the second Monday of the month from 5:45-6:45 pm. The next book club session will meet on Monday, August 14th with a discussion of the book *I'll Give you the Sun* by Jandy Nelson.
- Story Time: Our 30-45 minute family story time programs are held on Thursday mornings at 10:30 am. We had 40 caregivers and children join in the fun with themed stories, songs and activities during 3 regular events this month. The themes we focused on in June were caterpillars, butterflies and frogs. We also hosted a special Elephant and Piggie Party where Lisa read favorite Elephant and Piggie books by Mo Willems. This story time also featured songs, finger plays, games and Elephant and Piggie crafts. We had a great turn out with 25 caregivers and children attending.
- We held two DIY craft events in the month of July, including a DIY photo coaster with 30 participants, and "Kindness Rocks" week where 65 people dropped in to decorate rocks with colorful designs and positive messages to take home or hide throughout the community. Our weekly Lego Block Party is being held on Fridays from 1:00 – 3:00 during the summer. We had 15 block builders come during 4 sessions. On Tuesday, July 12 Ken Longuist a Madison-based folk singer and story teller entertained over 150 students and community members at Marathon Elementary. We also had two Grab & Go activities during the month of July. We gave out 60 Flower-grams and 35 Friendship bracelet kits.
- In August, our monthly book club, weekly story times and Lego block parties will be held, as usual. During the week of August 7, we will have a Sidewalk Chalk Art week. Children of all ages and their families are encouraged to stop by the library during open hours to decorate the sidewalks with uplifting messages and drawings. During the week of August 21, a Magnet Craft will be available. Patrons can stop in any time during open hours to create cute magnets to use in their lockers or to post a note or picture on their refrigerator.

Circulation Statistics

- Marathon circulated 2,647 items during the month of July, which is a 10.45% decrease from this time last year. So far in 2023, Marathon has circulated 17,789 items. This is a 8.24% decrease over last year.

Library News

- Children have been bringing in their bingo cards to receive their reading reward for the SLP reading club. Over 30 children have received books so far.
- Lisa attended the bi-monthly coordinator's meeting on July 21
- Megan accepted a position at the Rothschild Branch. We will miss her very much!!
- The search is on for the best candidate to fill the Branch Assistant position vacated by Megan.
- We received a new shelving unit, new door mats and a colorful new rug in front of the main desk.

Facilities Updates

- None at this time.

Mosinee Monthly Report

Events and Programs

- Book Club: 7 patrons joined this month, including one new member, on the 17th.
- Our monthly Yarn and Games Social Hour brought in 3 patrons this month.
- Our second Gentle Yoga and Meditation programs with a total of 4 participants this month on the 7th. It was such a fun program to do in our spacious upstairs space!
- On the 11th we hosted the Humane Society of Marathon County for a special Family Storytime with a dog guest of honor Kate. Fourteen patrons had a ton of fun hearing animal stories from Katie as well as the Humane Society's Riki and Indi. Plus, they got to meet adoptable Kate and learn all about the amazing work the Humane Society does as well as how to properly meet animals for the first time. We can't wait to host this program again!
- Our second Summer Reading Program event took place at River Park on the 18th. Local outdoorsman Jeremy Ray led an excellent outdoor skills program to a total of 27 enthusiastic patrons, all focused on several outdoor skills books that patrons also had a chance to check out after the program.
- We had a popular friendship bracelet making craft week, with a total of 25 participants.
- Children and adult grab and go craft kits were a big hit again this month, with all 20 adult friendship bracelet kits and all 49 flowergram children's kits taken.
- Passive Programs: For the summer we're encouraging patrons to lift each other up by writing positive messages on balloons. We added 23 kind messages from patrons to our wall for a total of 47 wonderfully uplifting messages so far.
- So far we've had a total of ten patrons participate in our Summer Reading Program Bingo to earn their free books.
- Upcoming Programs: In August we'll continue Adult Book Club and Yarn and Games Social Hour, and also have our rescheduled Children's Obstacle course on the 15th. The first weekend in August is also an Art Celebration in honor of American Artist Appreciation month, where patrons will be able to check out books and artwork as well as create several of their own masterpieces! We will host a weeklong craft event where patrons of all ages can create magic wands, and the following week we'll host a week-long craft event where patrons can make their own magnets.

Circulation Statistics

- Mosinee circulated 2,838 items in July 2023. This is a 19.09% increase. Mosinee has circulated 17,914 items in 2023. This is a 7.64% increase.

Library News

- Displays: We still have our displays out that fit our ongoing Summer Reading Program theme of All Together Now. Our display behind the circulation desk reminded patrons that "Books Unite Us", while our adult fiction section held books in honor of community heroes like nurses for a "Not All Heroes Wear Capes" display. Our picture books held friendship and kindness themed books in honor of our All Together Now theme, and our juvenile fiction section encouraged readers to "Be a Rainbow in Someone's Else's Cloud". Finally, our large display by the computers held a "One World, Many Stories" display so readers could learn different perspectives, and our historic fireplace held nonfiction and fiction stories in honor of "Man's Best Friend".
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- Katie covered at the Rothschild, Marathon City, and Hatley branches multiple times this month.
- Sarah attended the Coordinator meeting on the 21st.

Facilities Updates

- After almost hitting the year mark on our new entrance lock project, Sarah reached out to both A&A Lock Services and the City of Mosinee again and after meeting with A&A Lock Services again, the project should now be completed as soon as possible.
- We are still waiting to hear on the timeline for our historic window restoration.

Rothschild Monthly Report

Events and Programs

- Summer has been a fun and busy time at the library! So far, we have had 53 kids participate in our summer reading bingo and we have handed out 67 books.
- Story time is scheduled for every other Tuesday during the summer. In July, we had 13 participants at one story time. The second story time was cancelled due to staff illness.
- In July, book club met and 7 members discussed *The Lioness* by Chris Bohjalian. In August, the club will discuss *This Tender Land* by William Kent Krueger.
- 6 people joined us for Lego Block Party and were thrilled to use their imaginations and build interesting creations in the library. The theme for July was summer celebrations and we saw some awesome creations! We also held a craft week for kids where 66 people created magic wands, and a craft week where 34 people made friendship bracelets. Both grab and go craft kits were also popular in July. We handed out 41 adult kits and 20 kid kits. We also held a DIY craft night for adults where 5 participants made book page flower crafts. We also sent home 8 grab and go kits with left over supplies.
- In July, we had various book displays around the library including ones featuring dinosaurs, novels turned into graphic novels, as well as books highlighting our SLP them and summer reads that fell under the heading "Fishing for a good book?"

Circulation Statistics

- In July, Rothschild circulated 8,355 items. This is 3.35% increase from last year. In 2023, Rothschild circulated 57,025 items. This is 3.84% increase from last year.
- We had 0 curbside pickups.

Library News

- Megan V. started as the 30 hour branch assistant in Rothschild on 7/24. We are very happy to welcome her to the team!
- Laura attended the branch coordinator meeting on 7/21.
- Megan attended county orientation on 7/25.
- Heather, Katie, Nikki, Shahara, and Hannah all covered shifts in Rothschild. Thank you so much for the help! Wanda covered a shift in Hatley.
- Rothschild staff completed many collection maintenance tasks. We weeded the adult nonfiction and the adult DVDs, and shifted the adult nonfiction and YA collections. We also continued with the disc cleaning and relabeling projects.

Facilities Updates

- None at this time.

Spencer Monthly Report

Events and Programs

- Grab N Go Flowergram started on July 1st. All 17 kits were taken within the first two weeks of July.
- Also in July was a Grab N Go Friendship Bracelet which was also very popular. All 15 kits were taken very quickly.
- The week of July 10 – 15 Spencer featured, "Magnet Craft". All supplies and instructions to make decorative magnets were supplied. 23 patrons came in to make their personalized magnets.
- Bee Kind Story Time was held on July 20th in the park behind the library. After the story time, a Be Kind craft was held where the children made a kindness chain displaying kind words such as, "I am sorry", "thank you" and kind actions like, patience, smile, being friendly. 28 were in attendance.
- Blooming Together is a summer project in the Spencer Library. Children are asked to color a picture of a flower, which we provide. When they return the colored flower we add it to our "blooming together" hanging quilt. In the month of July, 14 flowers were added to the quilt.

- During the Summer Reading Program, all children checking out items received Legos to add to the creation that is being built by others. They are working together to see what they can build together. For each item checked out they receive one Lego, up to 7 pieces. In the month of July, 82 children have participated.
- In the month of July, Spencer has gifted 14 books to participants of the SLP who completed the BINGO card in their activity book.

Circulation Statistics

- Spencer has circulated 1,436 items in the month of July. This is an increase of 31.50%. Spencer has circulated 8,062 items in 2023. This is an increase of 2.34%.

Library News

- Audrey attended the virtual Branch Coordinators meeting on July 21st.
- Audrey wrote an article for the Village Voice listing all the upcoming events for August and the library hours.
- Young Adult Graphic Novels were sent to Wausau for new labels.
- Lue Miller filled in at Athens Library on the 27th.
- Darla Redetzke filled in at Spencer on Monday, July 10th.
- Adult Fiction and Non-fiction were taken from the 14 day status to 21 day status.
- Adult Large Type fiction were weeded out.
- Audrey was contacted by the TRG, a paper covering Spencer, Loyal, Greenwood and Granton. They would like for me to write a weekly or biweekly update on programs and events held at the Spencer Library.

Facilities Updates

- None at this time.

Stratford Monthly Report

Events and Programs

- Musician and entertainer Ken Lonquist visited our branch on July 11. Twenty people attended.
- Our Be My Neighbor Story Time on July 19 welcomed 78 people. Our Youth Library Team helped us act out Kathryn Otoshi's book *One*, which teaches children about being a good friend and standing up to bullies together. Stratford Police Chief Tom Koontz and Officer Sydney Nussbaum also helped with our Story Time. They read a book about police work, answered questions from the kids, and brought two squad cars for the children to see. They even let them sound the sirens! In addition, the children enjoyed a fun craft, with the youth team assisting.
- 70 patrons enjoyed our Grab & Go Flowergram Craft Kit.
- 20 patrons enjoyed our Grab & Go Friendship Bracelet Craft Kit.
- We had 39 people participate in our Rock Painting craft activity offered July 11 and 12.
- Eight people attended our Book Club on July 18 to discuss *Rock Paper Scissors* by Alice Feeney.
- So far this summer, 26 children have participated in the Summer Reading Club, and we have given out 37 prize books.

Circulation Statistics

- We circulated 2,376 items in July. This is a 4.58% increase from last year. So far in 2023, we circulated 14,783 items. This is an 8.36% increase from 2022.

Library News

- We provided a *Red, White & Blue, These Books Are For You* display for adults. The display featured books with red, white and blue covers. We also had several displays for our 2023 Summer Library Reading Program.
- Darla subbed for Audrey in Spencer on Monday, July 10.
- We sent in youth graphic novels to Support Services for relabeling.
- We weeded our paperbacks.
- MJ attended the Branch Coordinators' Meeting on July 21, where MJ presented on Engaging Teens in the Library

Facilities Updates

- On July 13, our new refrigerator and microwave arrived.
- On July 30 & 31, the inside and outside of our building was sprayed for bug removal.

Special thanks to Katelyn, Laura, Alexander, Taylor, Chad, David, Team Leads and Branch Coordinators for this month's contributions!

WISCONSIN VALLEY LIBRARY SERVICE**Board of Trustees Meeting**

May 20, 2023

Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is August 19, 2023.

President Tom **Bobrofsky** called the meeting to order at 9:31 AM. Roll call was taken by **Wendt** and a quorum was declared present.

Present

Tom Bobrofsky, President
 Mike Otten, Treasurer
 Sonja Ackerman, member
 Jim Backus, member*
 Carol Bartlein, member*
 Jessica Bernett, member*
 Eileen Grunseth, member
 Louise Olszewski, member
 Kay Palmer, member
 Judy Peterson, member
 Petra Pietrzak, member
 Kari Sweeney, member

Excused

Diane Peterson, member
 Pat Pechura, Vice-President

Others Present

Marla Sepnafski, WVLS Director
 Susie Hafemeister, WVLS staff
 Josh Klingbeil, WVLS staff
 Jamie Matczak, WVLS staff*
 Brenda Walenton, WVLS staff
 Kris Adams Wendt, WVLS staff
 Katie Zimmermann, WVLS staff
 Judy Bobrofsky, guest

*denotes remote attendance

Vacant

Marathon County representative

NOTE: All exhibits may be accessed at <https://wvls.org/bot-agenda-exhibits/>.

CONSENT AGENDA APPROVAL:

Bobrofsky requested that all the reports under item 9 be moved to the bottom of the agenda between items 15 and 16. Board members were asked to consider moving action items to the top of the agenda for subsequent meetings and provide feedback prior to August 19.

Grunseth/J. Peterson motion to approve the agenda as amended. All aye. Motion carried.

APPROVAL OF MINUTES (Exhibit 1):

Olszewski/J. Peterson motion to approve minutes from the March 18, 2023 WVLS Board meeting and May 3, 2023 Executive Committee meeting. All aye. Motion carried.

FINANCIAL REPORTS AND CURRENT BILLS (Exhibits 2-7):

Ackerman/Sweeney motion to approve the financial reports and current bills as presented. All aye. Motion carried.

WVLS TREASURER'S REPORT (Exhibit 8):

Grunseth/Olszewski motion to approve the January - April 2023 WVLS Treasurer's Report as presented. All aye. Motion carried.

APPROVAL OF WVLS DIRECTOR PERFORMANCE EVALUATION:

Grunseth /Olszewski motion to convene into closed session for consideration of the performance evaluation of the WVLS Director pursuant to WI Statutes Section 19.85(1)(c). All aye on a roll call vote. Motion carried.

The meeting was convened into closed session at 9:26 AM. WVLS staff and guests were either excused from the room or requested to leave the virtual meeting platform, except for Marla Sepnafski and Brenda Walenton who joined the conversation at the board's request.

Sweeney/Pietrzak motion to return to open session. All aye on a roll call vote. Motion carried. The Board returned to open session at 10:00 AM. **Grunseth/J. Peterson motion to approve the Director's evaluation and recommended salary increase. All aye. Motion carried.**

2022 AUDITOR'S REPORT (Exhibits 18,18a):

Walenton reviewed the management letter from Kerber Rose which included recommendations appropriate to the size of the WVLS organization. There were no issues of non-compliance. Paper copies of the entire report will be made available to the members.

Ackerman/Olszewski motion to approve the 2022 WVLS Auditor's Report. All aye. Motion carried.

WVLS EMPLOYEE CODE OF CONDUCT POLICY, draft (Exhibit 19):

WVLS REST PERIODS POLICY, draft (Exhibit 20):

WVLS ATTENDANCE POLICY, draft (Exhibit 21):

Walenton reviewed revisions to the WVLS Employee Code of Conduct, Rest Periods and Attendance Policies.

Otten/Palmer motion to approve the WVLS Employee Code of Conduct, Rest Periods and Attendance Policies as revised. All aye. Motion carried.

2024 TECHNOLOGY PLANNING GUIDE: NARRATIVE FOR WVLS MEMBER LIBRARIES, revised (Exhibit 22):

Klingbeil reviewed the 2024 Technology Planning Guide Narrative for WVLS Member Libraries which provides an overview of Libraries WIN core technology services and budget planning details to assist member libraries in preparing 2024 municipal budget requests.

Ackerman/Grunseth motion to approve the 2024 Technology Planning Guide Narrative for WVLS Member Libraries as presented. All Aye. Motion carried.

2024 WPLC DIGITAL BUYING POOL SHARES, revised (Exhibit 23):

Klingbeil walked board members through the projected 2024 cost to each WVLS member library for the Wisconsin Public Library Consortium (OverDrive) buying pool and magazine shares.

Palmer/Sweeney motion to approve the 2024 WPLC Digital Buying Pool Shares document as presented. All aye. Motion carried.

REPORTS:

Resource Library (Exhibit 9): The Resource Library Report includes the agenda and Director's Report for the upcoming May 15, 2023 MCPL Board of Trustees meeting, as well as agendas and minutes from March and April 2023. **Sweeney** provided updates on MCPL strategic planning process and the proposed new quarters for the Athens Branch.

COLAND (Exhibit 10):

Otten and **Klingbeil** shared the May 12 agenda, March 10 minutes and highlights from the most recent meetings of the Council for Libraries and Network Development (COLAND).

WVLS Director's Report (Exhibits 11, 11a, 11b, 11c):

Sepnafski and other WVLS staff members in attendance took turns reviewing items in the Director's Report while taking comments and questions. Two WVLS staff changes in April were noted; the departure of Public Library Services Consultant **Anne Hamland** and the

addition of **Erica Brewster** for Technology and Public Services Support (see also page 2 of Exhibit 11 for more details). Extra exhibits provided library delegation testimony, photos and attendance details from the April 26 Joint Finance Committee hearing in Minocqua (see also pages 5-6 of Exhibit 11 for a legislative update), as well as the V-Cat Top 10 Accomplishments of 2022 infographic.

WVLS V-CAT Steering Committee (Exhibit 12): Highlights of the March 15 V-Cat Steering Committee meeting were covered by **Zimmermann** during the Director's Report.

WVLS Library Advisory Committee (Exhibit 13): Highlights of the April 12 Library Advisory Committee were shared by Matczak. T.B. Scott Free Library Director Laurie Ollhoff was selected as the 2024 LAC Vice-President/President-Elect to serve alongside incoming 2024 President-Elect Katie Aldrich from Northcentral Technical College. The second 2023 LAC meeting is scheduled for Thursday, August 17.

2023 WAPL Conference Report (Exhibit 14): WVLS staff and board members shared reports from the April 26-28 WAPL Conference in Oshkosh.

V-CAT Council (Exhibit 15,15a): Highlights of the April 6 V-Cat Council meeting were covered by **Zimmermann** during the Director's Report.

NWLS/WVLS Joint ILS Consortium Exploration (Exhibit 16): **Zimmermann** provided a project update regarding the Northern Waters Library Service (NWLS) and Wisconsin Valley Library Service (WVLS) collaborative joint ILS consortium exploration project to determine the value and feasibility of an ILS merger between the two systems and respective ILS consortia.

2022 WVLS Statistics Booklet (Exhibit 17): A revised format 2022 WVLS Statistics Booklet has been released as a pdf file with paper copies to be available soon.

CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES: Topics shared in the round robin discussion were: Senator James and Representative Hurd holding a listening session at the Withee Public Library (**Olszewski**), library trustees sharing resources on Instagram (**Sweeney**) as well as informally by friends across state borders (**Pietrzak**), upcoming September 28-October 1 Central Wisconsin Book Festival (**Ackerman**), and numerous reading recommendations.

REQUEST FOR FUTURE AGENDA ITEMS: None noted.

WVLS Library Advisory Committee meeting – Thursday, August 17

WVLS Board of Trustees meeting – Saturday, August 19

ADJOURNMENT: Grunseth/Olszewski motion to adjourn. All aye. Motion carried. The meeting was adjourned at 11:55 AM.

Respectfully submitted, Kris Adams Wendt, Meeting Recorder

~~2023~~ **2024**
STATUTORY RESOURCE LIBRARY AGREEMENT
Between the
MARATHON COUNTY PUBLIC LIBRARY
And the
WISCONSIN VALLEY LIBRARY SERVICE

Article I: INTENT

The Marathon County Public Library (hereinafter referred to as MCPL) agrees to remain a member in good standing of the Wisconsin Valley Library Service (hereinafter referred to as WVLS) for the duration of this contract. MCPL further agrees to fulfill all the responsibilities required for system membership in accordance with the signed membership agreement between MCPL and WVLS and in compliance with Chapter 43 of the *Wisconsin Statutes*. In return, WVLS agrees to provide to MCPL the full range of goods and services offered to other member public libraries on the same basis as those goods and services are offered to those other member public libraries.

The provisions which follow are intended to formalize the relationship between the WVLS and the MCPL in its role as resource library for the WVLS for the year of ~~2023~~ **2024**. This document incorporates by specific reference, as if set forth in full, all the terms and conditions of the WVLS Member Participation Agreement and is not intended to conflict therewith.

Signatures on this Agreement indicate that WVLS has designated MCPL as the resource library for WVLS and that MCPL has agreed to serve in that capacity. These actions are in accord with Wis. Stats. 43.16.

Article II: RESOURCE LIBRARY SERVICES

MCPL agrees to make its total collection available for the reference and interlibrary loan services which are provided to member libraries by WVLS staff. Access includes providing to any resident of the system area the same library services, on the same terms that it provides its own residents. MCPL is entitled to make use of the collections of other system member libraries for general interloan purposes on the same terms that other system members are entitled to make use of MCPL materials for interloan purposes as a basic condition of system membership.

In accordance with Wis. Stats. 43.16(2) MCPL, as the resource library, is required to: (a). have a collection of at least 100,000 volumes; (b) be open to the public at least 50 hours each week; and (c). employ at least one full-time permanent reference librarian with a master's degree in library science. Should MCPL fail to meet all of the above requirements, the WVLS board shall enter into a supplementary contract with the academic library with the largest operating budget of all academic libraries in the system area, or with a resource library in an adjacent system.

Article III: SYSTEM SERVICES

WVLS is obligated by Wis. Stat. 43.24(2)(b) to provide backup reference, information and interlibrary loan services from the resource library, including the development of and access to specialized collections.

Article IV: OTHER PROVISIONS

A. Negotiations for renewal or revision of this contract for 2024 shall begin no later than July 1, ~~2023~~ **2024**. This Agreement may be modified by mutual written consent of both parties.

B. The term of this Agreement shall be January 1 – December 31, ~~2023~~ **2024**. If no Agreement for ~~2024~~ **2025** can be reached through the negotiation process, this contract can be extended through ~~2024~~ **2025** by the Department of Public Instruction’s Division for Libraries and Technology in accordance with Wis. Stat. 43.16(1)(a).

SIGNED: MARATHON COUNTY PUBLIC LIBRARY

By: _____ Date _____
KARI SWEENEY, President, MCPL Board of Trustees

By: _____ Date _____
LEAH GIORDANO, Director, MCPL

SIGNED: WISCONSIN VALLEY LIBRARY SERVICE

By: _____ Date _____
TOM BOBROFSKY, President, WVLS Board of Trustees

By: _____ Date _____
MARLA SEPNAFSKI, Director, WVLS

MCPL/WVLS SUPPLEMENTARY SERVICES AGREEMENT (January 1, ~~2023~~ 2024 – December 31, ~~2023~~ 2024)

Article I: INTENT

The provisions which follow are intended to formalize the relationship between the Wisconsin Valley Library Service (hereinafter referred to as WVLS) and the Marathon County Public Library (hereinafter referred to as MCPL) in its role as resource library for the WVLS. These provisions concern services and transactions which are of mutual benefit to both parties and are not part of the Statutory Resource Library Agreement between these parties.

This document incorporates, by specific reference as if set forth in full, all of the terms and conditions of the Wisconsin Valley Library Service Member Participation Agreement and is not intended to conflict therewith.

Article II: FACILITIES AND SUPPORT SERVICES PROVIDED BY MCPL

A. Rent

MCPL agrees to provide to WVLS space in their Wausau location for use as general WVLS office and storage space. Refer to Exhibit A for the specific areas occupied by WVLS.

The annual rental charge includes utilities, janitorial services, use of the staff lounge, restrooms, and MCPL's public meeting room on a scheduled basis for WVLS business. WVLS staff shall refer requests for repair/maintenance services to MCPL Director. The Marathon County Facilities and Capital Management Department retains the discretion as to any action taken on maintenance and repair services. If a request is denied, the MCPL Director will explain denial to WVLS and attempt to work out alternative actions.

It is the responsibility of WVLS to furnish those areas which it rents, and MCPL and WVLS will each maintain proper ownership records for their own equipment, furniture, etc.

MCPL reserves the right to lease space to WVLS on a semi-annual basis. Under this arrangement, WVLS will pay its rent ~~within the first and third quarters of the year~~ **quarterly** upon receipt of bill for same from MCPL. The payment for rent is nonrefundable.

Likewise, WVLS reserves the right to lease space from MCPL on a semi-annual basis. Under this arrangement, WVLS will pay its rent quarterly upon receipt of bill for same from MCPL. The payment for rent is nonrefundable.

Should either agency wish to sever this landlord/tenant relationship within the term of this agreement, a 90-day notice shall be provided to the board of trustees of each agency.

B. Photocopying

MCPL will attempt to include WVLS in MCPL copier contracts. As provided by those contracts, agrees to try to provide the WVLS office with a working photocopy machine of similar age and with similar features as other MCPL machines; and agrees to invoice WVLS for the use it makes of these photocopy machines at a rate which is no higher than that paid to the vendor by MCPL.

C. Telecommunications

WVLS participates in the telephone services in place in the main facility of MCPL. WVLS shall pay all its telecommunication charges upon receipt of bill. WVLS utilizes and controls specified lines and will pay all ongoing charges arising from their use. WVLS will pay all costs arising from any WVLS-requested changes to this configuration (including possible installation of high-speed data lines).

D. Payments

All payments by WVLS to MCPL pursuant to this section shall be paid as set forth in Exhibit B attached hereto and incorporated by specific reference.

Article III: SUPPORT SERVICES PROVIDED BY WVLS

Collection Development

WVLS provides MCPL with a collection development grant to enhance its specialized collections. This grant will be spent, in its entirety, during the term of this agreement.

Article IV: GOVERNANCE

MCPL recognizes its unique position as the resource library for the WVLS and its statutory requirement to provide, at all times, at least one member of its library board to serve as a member of the WVLS Board of Trustees.

Directors of both MCPL and WVLS shall share all minutes of open session board meetings with the other's governing board. They shall also make themselves available to various committees of each other's boards for purposes of planning which affects both agencies, acting as information providers, etc.

The MCPL representative to the WVLS board shall, in the course of his/her duties, attend board meetings of each agency and, in so doing, report on the status and current operations of the agency represented.

MCPL holds a permanent seat on the WVLS Library Advisory Committee.

Article V: OTHER PROVISIONS

A. Future Agreements

Negotiations for renewal or revision of this Agreement for 2024 shall begin no later than July 1, ~~2023~~ **2024**. This Agreement may be modified by mutual written consent by both parties.

B. Term of Agreement

The term of this Agreement shall be January 1 – December 31, ~~2023~~ **2024**.

SIGNED: MARATHON COUNTY PUBLIC LIBRARY

By: _____ Date _____
KARI SWEENEY, President, MCPL Board of Trustees

By: _____ Date _____
LEAH GIORDANO, Director, MCPL

SIGNED: WISCONSIN VALLEY LIBRARY SERVICE

By: _____ Date _____
TOM BOBROFSKY, President, WVLS Board of Trustees

By: _____ Date _____
MARLA SEPNAFSKI, Director, WVLS

EXHIBIT A

2023 2024 RENT FOR WVLS OFFICE SPACE IN MCPL'S WAUSAU FACILITY

Kitchen	155	square feet
Server Room	104	" "
Office Suite I	1,992	" "
Office Suite II	297	" "
Delivery Area	<u>46</u>	
	2,594	square feet

The space occupied by WVLS and the cost of renting that space will be addressed annually by the MCPL and WVLS Board of Trustees.

In August ~~2022~~ **2023**, the MCPL Board agreed to rent space to WVLS for \$16.25/sq. ft. for a one-year period (~~2023~~ **2024**).

2,594 sq. ft. x \$16.25/sq. ft. = **\$42,153** (~~2023~~ **2024** annual rent).

EXHIBIT B

FINANCIAL IMPACT OF MCPL/WVLS 2023 SUPPLEMENTARY SERVICES AGREEMENT

Re: Article II: Facilities & Support Services Provided by MCPL to WVLS

A. Rent - As determined by MCPL Board of Trustees, WVLS pays MCPL in ~~2023~~ **2024**:

January 1- March 31, 2023 2024	\$10,538.25
April 1 - June 30, 2023 2024	\$10,538.25
July 1 - September 30, 2023 2024	\$10,538.25
October 1 - December 31, 2023 2024	\$10,538.25

B. Photocopying - Based on WVLS use at MCPL internal per copy cost.

Invoiced by MCPL in ~~2023~~ **2024**. **Per Use**

C. Telecommunications - Based on WVLS use.

Invoiced by Marathon County in ~~2023~~ **2024**. **Per Use**

Re: Article III: Support Services Provided by WVLS to MCPL

Collection Development - WVLS contribution to enhance specialized collections of the resource library.

Invoiced by MCPL in ~~2023~~ **2024**. **~~\$10,000~~ \$11,000**