



COUNTY OF MARATHON  
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

A meeting of the Marathon County Public Library Board of Trustees,  
Monday, November 20, 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/444506653> or number [1 866 899 4679](tel:18668994679). Access Code for dialing in 444-506-653.

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](mailto: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. (10 minutes) Meeting Room Policy Update – For Discussion and Possible Action
8. (10 minutes) Library Service Highlight: New Self Checkouts – For Discussion and Informational Purposes Only
9. Announcements
10. Request for Future Agenda Items
11. Next Meeting Dates
  - Monday 12/18/2023
  - Monday 01/22/2024
  - Monday 02/19/2024
  - Monday 03/18/2024
12. 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](mailto: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: November 14, 2023  
EMAILED TIME: 11:00 a.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, October 16, 2023.

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

Absent: Andrea Sheridan

Others: Alexander Johnson, Heather Wilde, Stephanie Martell, David Hahn Remote visitors: one additional remote visitor

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

**A MOTION WAS MADE BY LEEANN PODRUCH; SECONDED BY REID RAYOME TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE SEPTEMBER 2023 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY BRENT JACOBSON TO APPROVE THE SEPTEMBER 18, 2023, BILLS AND SERVICES REPORT. MOTION CARRIED.**

Public Comments –None

President – The MCPL Board of Trustees was presented with the Lee Burress Intellectual Freedom Award from the Wisconsin Council of Teachers of English. Kari Sweeney, Reid Rayome and Gary Gisselman accepted the award on October 13<sup>th</sup>.

Other Board Members – None

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

- The library will be fully staffed on October 30<sup>th</sup>.
- Kitty R. is the new branch coordinator at Athens and is working on the layout of the shelving in the new location. Movers will be moving items to the new location the week of November 6<sup>th</sup>.

Board Committees – None

Friends of the Library – The members-only sale is this Saturday, October 21<sup>st</sup>. The next Friends meeting is October 23<sup>rd</sup>.

MCPL Foundation – The next Foundation meeting is in November.

Wisconsin Valley Library Service – The next WVLS Board meeting will be in November. Next week is the Wisconsin Library Association conference in Middleton.

January 2024 Meeting Date Change Due to Marathon County having a staff day on January 15, 2024, the Board of Trustees meeting will move to January 22, 2024.

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY LEEANN PODRUCH TO MOVE THE JANUARY BOARD MEETING TO JANUARY 22, 2024. MOTION CARRIED.**

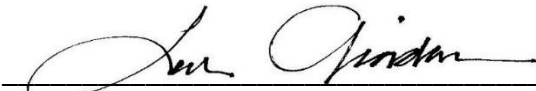
2024 MCPL Holiday Closures – In 2024 MCPL will discontinue floating holidays for staff and align with the standard county holiday schedule by closing the day after Thanksgiving and New Year’s Eve.

**A MOTION WAS MADE BY BRENT JACOBSON; SECONDED BY BECKY BUCH TO APPROVE THE 2024 MCPL HOLIDAY CLOSURE SCHEDULE. MOTION CARRIED.**

Announcements - None

Request for Future Agenda Items - None

**A MOTION WAS MADE BY BRENT JACOBSON; SECONDED BY REID RAYOME TO ADJOURN AT 12:15 P.M. MOTION CARRIED.**



Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for November 20, 2023.

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, September 18, 2023.

Present: Kari Sweeney, Becky Buch, Gary Gisselman, LeeAnn Podruch, Reid Rayome, Andrea Sheridan, Leah Giordano

Absent: Brent Jacobson

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell, David Hahn, Marla Sepnafski, Chad Dally and two additional visitors. Remote visitors: Jamie Matczak, and two additional remote visitors

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

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY BECKY BUCH TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE AUGUST 21, 2023 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY LEEANN PODRUCH; SECONDED BY GARY GISSELMAN TO APPROVE THE AUGUST 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 Strategic Planning Steering Committee had their kickoff meeting and are gathering community contact names for the one-on-one interview process and the community conversations. The director is reviewing the survey from WiLS for release to community members in October. Board members are encouraged to promote the survey with library users and non-users.
- The WVLS director retreat was September 15<sup>th</sup> and was an opportunity to meet with other directors to discuss issues that all libraries face.

Board Committees – None

Friends of the Library –

- The Friends had their members only sale and made over \$370.
- The Friends of the Library purchased artwork for the library at the Art Festival using matching funds in addition to funds that they already had.
- T-shirts and totes are now available for sale at the main desk in Wausau.

MCPL Foundation – The Foundation approved a donation to Children’s Wisconsin, an organization that provides Play and Learn programming at the library.

Wisconsin Valley Library Service – The 2024 Plan and Budget for WVLS has been approved. The WVLS Board also approved scholarships for two MCPL staff members to attend the Wisconsin Library Association conference in October.

2024 Library Budget – To offset increased system membership fees and other expenses escalating due to inflation, the library has combined two team lead positions, cut a seasonal position, and reduced operational costs where possible. This resulted in an overall budget request of only 1% over last year’s request. The County Administrator proposed reducing this budget by \$61,000 to keep the library’s reserve funds near \$300,000.

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY REID RAYOME TO APPROVE THE BUDGET WITH THE \$61,000 REDUCTION PER THE COUNTY ADMINISTRATOR. MOTION CARRIED.**

Library Service Highlight: Central Wisconsin Book Fest- Presented by Chad Dally, Library Specialist.

- MCPL started the Central Wisconsin Book Fest in 2017. In 2021 McMillan Public Library in Wisconsin Rapids and Portage County Library joined the festival.
- Several sponsors provide venues and/or funding for authors and publicity.
- There are 23-24 events planned this year across the three communities and include locations like the Elks Club, Whitewater, Stewart Inn, and participating libraries.
- This year Firekeeper’s Daughter was the Community Read and related events will include a book discussion and a virtual event.
- Stevens Point and Wausau will each be hosting poetry walks during the month of September.
- This event requires year-round planning and work.

Announcements - None

Request for Future Agenda Items - None

**A MOTION WAS MADE BY BECKY BUCH; SECONDED BY LEEANN PODRUCH TO ADJOURN AT 12:28 P.M. MOTION CARRIED.**

  
Library Director or Designee

## Marathon County Public Library Bills for Approval October, 2023

<b>Library</b>		
52131 Financial, Banking and Investment Services		
Unique Management Services Inc	\$	34.95
	<b>\$</b>	<b>34.95</b>
52250 Telephone, Internet and Cable		
Charter Communications	\$	512.95
Frontier	\$	628.73
County charges for telephone	\$	70.86
	<b>\$</b>	<b>1,212.54</b>
52560 Other Special Services		
Amazon Capital Services	\$	33.42
Baker & Taylor Company	\$	4,566.11
	<b>\$</b>	<b>4,599.53</b>
52561 Reimburse County		
Everett Roehl Marshfield Public Library	\$	315.00
	<b>\$</b>	<b>315.00</b>
52932 Copier Charges		
Marco Technologies LLC	\$	460.73
	<b>\$</b>	<b>460.73</b>
52990 Sundry Contractual Services		
Colby Community Library	\$	63.00
	<b>\$</b>	<b>63.00</b>
53110 Postage and Courier		
County charges for postage	\$	376.91
	<b>\$</b>	<b>376.91</b>
53130 Printing and Forms		
Roto Graphic Printing Inc	\$	247.00
	<b>\$</b>	<b>247.00</b>
53161 Books Library		
Amazon Capital Services	\$	5,144.42
Baker & Taylor Company	\$	33,971.77
OverDrive Inc	\$	1,840.03
	<b>\$</b>	<b>40,956.22</b>
53168 Audio-Visual Materials		
Amazon Capital Services	\$	583.59
Baker & Taylor Company	\$	2,910.05
Blackstone Publishing	\$	1,121.80
Midwest Tape LLC	\$	2,532.51
Playaway Products LLC	\$	1,159.93
	<b>\$</b>	<b>8,307.88</b>
53190 Office Supplies		
Amazon Capital Services	\$	570.38
Staples	\$	490.56
ULINE Inc	\$	512.85
Athens Hardware	\$	10.75
	<b>\$</b>	<b>1,584.54</b>
53260 Advertising		
Amazon Capital Services	\$	22.99
Multi Media Channels LLC	\$	348.00
Wausau Area Newcomer Service, LLC	\$	25.00
	<b>\$</b>	<b>395.99</b>

53321 Personal Auto Mileage			
Staff		\$	268.43
	<b>Personal Auto Mileage</b>	\$	<b>268.43</b>
53494 Technology Supplies			
Amazon Capital Services		\$	44.70
Carahsoft Technology Corporation		\$	427.50
	<b>Technology Supplies</b>	\$	<b>472.20</b>
53936 Other Supplies			
Envisionware, Inc.		\$	3,745.00
WI Valley Library Service		\$	487.59
	<b>Other Supplies</b>	\$	<b>4,232.59</b>
55320 Building/Offices Rent			
Marathon City, Village of		\$	1,296.97
WI Public Service Corporation		\$	213.10
	<b>Building/Offices Rent</b>	\$	<b>1,510.07</b>
<b>Library - Gifts/Donations</b>			
53161 Books Library			
Baker & Taylor Company		\$	353.06
	<b>Books Library</b>	\$	<b>353.06</b>
53168 Audio-Visual Materials			
Baker & Taylor Company		\$	115.16
Midwest Tape LLC		\$	727.89
	<b>Audio-Visual Materials</b>	\$	<b>843.05</b>
53936 Other Supplies			
Amazon Capital Services		\$	673.46
Bergin, Mary		\$	500.00
Dunbar, Carol J.		\$	250.00
Gulig, Nick		\$	850.00
Hansen, Kristine		\$	250.00
Houston, Victoria		\$	400.00
J Ryan Stradal, Inc		\$	4,910.00
Landvik, Lorna		\$	650.00
Multi Media Channels LLC		\$	658.00
Shih, David		\$	850.00
Tank Mates LLC		\$	701.00
Vihos, Lisa		\$	250.00
	<b>Other Supplies</b>	\$	<b>10,942.46</b>
<b>CIP Library</b>			
53936 Other Supplies			
Amazon Capital Services		\$	927.14
Athens, Village		\$	2,736.91
Library Furniture International, LLC		\$	6,616.93
Traf-Sys Inc.		\$	1,311.00
	<b>Other Supplies</b>	\$	<b>11,591.98</b>
<b>Grand Total</b>		\$	<b>88,768.13</b>

Marathon County Public Library Budget vs Actual (Library cost center) for October, 2023

Ledger Account	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<b><u>Library Cost Center</u></b>				
<b>Revenues</b>				
46170 Sale of Maps, Poll Lists, Copies	\$ 10,000.00	\$ 1,070.74	\$ 6,679.72	\$ (3,320.28)
46190 Other General Government Fees	\$ 20,000.00	\$ 3,100.00	\$ 30,601.54	\$ 10,601.54
46710 Library Fees	\$ 50,000.00	\$ 3,091.45	\$ 39,048.25	\$ (10,951.75)
48200 Rental of Buildings and Property	\$ 43,153.00	\$ 10,538.25	\$ 42,153.00	\$ (1,000.00)
49210 Transfer from the General Fund	\$ 356,603.00	\$ -	\$ 356,603.00	\$ -
<b>Total Revenues</b>	<b>\$ 479,756.00</b>	<b>\$ 17,800.44</b>	<b>\$ 475,085.51</b>	<b>\$ (4,670.49)</b>
<b>Personnel Expenses</b>				
51111 Salaries and Wages	\$ 2,087,903.00	\$ 153,309.71	\$ 1,655,652.61	\$ 432,250.39
51120 Overtime	\$ -	\$ -	\$ -	\$ -
51390 Other Special Pay	\$ (69,000.00)	\$ 1,749.82	\$ 17,385.10	\$ (86,385.10)
51580 Unemployment Compensation	\$ 2,085.00	\$ -	\$ -	\$ 2,085.00
51510 Social Security	\$ 159,783.00	\$ 11,066.60	\$ 120,026.17	\$ 39,756.83
51520 Retirement Employers Share	\$ 131,080.00	\$ 9,705.41	\$ 91,819.22	\$ 39,260.78
51541 Dental Insurance	\$ 12,651.00	\$ 908.84	\$ 8,793.30	\$ 3,857.70
51550 Life Insurance	\$ 943.00	\$ -	\$ 313.44	\$ 629.56
51560 Workers Compensation	\$ 1,283.00	\$ 178.50	\$ 2,430.62	\$ (1,147.62)
51590 Other Employer Contributions	\$ 37,998.00	\$ 1,722.00	\$ 31,803.46	\$ 6,194.54
51593 Health Insurance	\$ 500,900.00	\$ 34,475.13	\$ 338,076.92	\$ 162,823.08
<b>Personnel Expenses Total</b>	<b>\$ 2,865,626.00</b>	<b>\$ 213,116.01</b>	<b>\$ 2,266,300.84</b>	<b>\$ 599,325.16</b>



## Operating Expenses

52130 Accounting and Audit Services	\$	1,300.00	\$	-	\$	-	\$	1,300.00
52131 Financial, Banking and Investment Services	\$	1,300.00	\$	34.95	\$	792.20	\$	507.80
52192 Other Professional Services	\$	6,500.00	\$	-	\$	6,500.00	\$	-
52250 Telephone, Internet and Cable	\$	25,000.00	\$	1,212.54	\$	18,242.29	\$	6,757.71
52420 Machinery/Equipment Maintenance Services	\$	6,500.00	\$	-	\$	6,059.00	\$	441.00
52560 Other Special Services	\$	47,000.00	\$	4,599.53	\$	26,587.66	\$	20,412.34
52561 Reimburse County	\$	5,000.00	\$	315.00	\$	5,817.00	\$	(817.00)
52140 Technology Services	\$	27,500.00	\$	-	\$	-	\$	27,500.00
52932 Copier Charges	\$	-	\$	460.73	\$	4,733.13	\$	(4,733.13)
52990 Sundry Contractual Services	\$	9,000.00	\$	63.00	\$	5,335.53	\$	3,664.47
53110 Postage and Courier	\$	2,500.00	\$	376.91	\$	1,144.14	\$	1,355.86
53130 Printing and Forms	\$	10,000.00	\$	247.00	\$	4,299.00	\$	5,701.00
53142 Software - IT	\$	-	\$	-	\$	3,576.80	\$	(3,576.80)
53161 Books Library	\$	280,326.00	\$	40,956.22	\$	215,000.21	\$	65,325.79
53168 Audio-Visual Materials	\$	60,527.00	\$	8,307.88	\$	44,672.71	\$	15,854.29
53169 E-Books Library	\$	29,100.00	\$	-	\$	29,088.59	\$	11.41
53190 Office Supplies	\$	28,800.00	\$	1,584.54	\$	19,012.44	\$	9,787.56
53220 Subscriptions	\$	19,000.00	\$	-	\$	4,119.65	\$	14,880.35
53221 Electronic Subscriptions	\$	21,000.00	\$	-	\$	15,729.93	\$	5,270.07
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	\$	395.99	\$	2,119.58	\$	1,880.42
53321 Personal Auto Mileage	\$	3,000.00	\$	268.43	\$	1,630.35	\$	1,369.65
53340 Commercial Travel	\$	-	\$	-	\$	3.10	\$	(3.10)
53350 Meals	\$	400.00	\$	-	\$	-	\$	400.00
53360 Lodging	\$	400.00	\$	-	\$	-	\$	400.00

53410 Meeting Expenses	\$	2,000.00	\$	-	\$	582.16	\$	1,417.84
53494 Technology Supplies	\$	10,000.00	\$	472.20	\$	2,491.84	\$	7,508.16
53916 Other Personal Effects	\$	-	\$	-	\$	63.90	\$	(63.90)
53936 Other Supplies	\$	13,000.00	\$	4,232.59	\$	9,035.11	\$	3,964.89
55190 Insurance Other Premiums	\$	44,961.00	\$	-	\$	-	\$	44,961.00
55320 Building/Offices Rent	\$	65,000.00	\$	1,510.07	\$	38,540.67	\$	26,459.33
<b>Operating Expenses Total</b>	<b>\$</b>	<b>831,815.00</b>	<b>\$</b>	<b>65,037.58</b>	<b>\$</b>	<b>570,332.83</b>	<b>\$</b>	<b>261,482.17</b>
<b>Total Expenditures</b>	<b>\$</b>	<b>3,697,441.00</b>	<b>\$</b>	<b>278,153.59</b>	<b>\$</b>	<b>2,836,633.67</b>	<b>\$</b>	<b>860,807.33</b>
<b>Net</b>	<b>\$</b>	<b>(3,217,685.00)</b>	<b>\$</b>	<b>(260,353.15)</b>	<b>\$</b>	<b>(2,361,548.16)</b>	<b>\$</b>	<b>856,136.84</b>

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

	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<b>Library - Gift/Donation Cost Center</b>				
Total Revenues	\$ 167,326.00	\$ 1,500.00	\$ 241,884.54	\$ 74,558.54
Total Expenditures	\$ 167,326.00	\$ 12,138.57	\$ 62,745.30	\$ 104,580.70
<b>Library - Gift/Donation Cost Center Net</b>	<b>\$ -</b>	<b>\$ (10,638.57)</b>	<b>\$ 179,139.24</b>	<b>\$ 179,139.24</b>
<b>CIP- Library Cost Center</b>				
Total Revenues	\$ 639,835.00	\$ -	\$ 639,837.50	\$ 2.50
Total Expenditures	\$ 639,835.00	\$ 11,591.98	\$ 156,443.12	\$ 483,391.88
<b>CIP-Library Net Change</b>	<b>\$ -</b>	<b>\$ (11,591.98)</b>	<b>\$ 483,394.38</b>	<b>\$ 483,394.38</b>

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of October 2023

Branch	2022 CURRENT MONTH	2023 CURRENT MONTH	% CHANGE	2022 YEAR-to-DATE	2023 YEAR-to-DATE	% CHANGE
ATHENS	1,779	1,988	11.75%	13,699	16,324	19.16%
EDGAR	1,503	1,281	-14.77%	16,094	12,530	-22.14%
HATLEY	1,867	1,987	6.43%	17,724	19,277	8.76%
MARATHON	2,745	2,452	-10.67%	27,459	25,127	-8.49%
MOSINEE	2,753	2,405	-12.64%	24,789	25,469	2.74%
ROTHSCHILD	7,935	7,796	-1.75%	79,647	80,451	1.01%
SPENCER	1,314	1,255	-4.49%	11,684	11,303	-3.26%
STRATFORD	1,631	2,147	31.64%	18,979	21,304	12.25%
WAUSAU	28,825	31,229	8.34%	291,440	309,905	6.34%
WAUSAU DRIVE UP	1,915	1,877	-1.98%	18,848	18,032	-4.33%
HOMEBOUND	832	433	-47.96%	8,949	5,842	-34.72%
ILL	143	188	31.47%	1,775	1,653	-6.87%
OVERDRIVE	14,264	17,668	23.86%	140,203	157,961	12.67%
<b>GRAND TOTAL</b>	<b>67,506</b>	<b>72,706</b>	<b>7.70%</b>	<b>671,290</b>	<b>705,178</b>	<b>5.05%</b>

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

October 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	137	0	18	0	0	596	0	751	16,324	4.60%	
EDGAR	0	0	9	0	0	0	0	9	12,530	0.07%	
HATLEY	0	0	18	0	0	0	0	18	19,277	0.09%	
MARATHON	1	0	10	1	0	3	0	15	25,127	0.06%	
MOSINEE	1	0	0	76	0	0	2	79	25,469	0.31%	
ROTHSCHILD	97	0	7	65	0	1	4	174	80,451	0.22%	
SPENCER	444	0	0	0	0	15	34	493	11,303	4.36%	
STRATFORD	3	0	0	0	0	1	0	4	21,304	0.02%	
WAUSAU	126	0	2,545	189	0	126	5	2,991	309,905	0.97%	
WAUSAU DRIVE UP	0	0	101	0	0	0	0	101	18,032	0.56%	
MISC*									165,456		
TOTAL MCPL	809	0	2,708	331	0	742	45	4,635	705,178	0.66%	
% of CIRC by COUNTY	0.11%	0.00%	0.38%	0.05%	0.00%	0.11%	0.01%				

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

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## TOTAL MONTHLY CUSTOMER COUNT

For the month of October 2023

	2022 CURRENT MONTH	2023 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	66,555	52,001	-21.87%
RESIDENT CHILD	8,187	8,496	3.77%
HOMEBOUND	127	98	-22.83%
STAFF	66	65	-1.52%
TEMPORARY	460	566	23.04%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>75,395</b>	<b>61,226</b>	<b>-18.79%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	3,001	2,552	-14.96%
CHILD	228	232	1.75%
TEMPORARY	26	24	-7.69%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWER</b>	<b>3,255</b>	<b>2,808</b>	<b>-13.73%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	402	412	2.49%
<b>GRAND TOTAL</b>	<b>79,052</b>	<b>64,446</b>	<b>-18.48%</b>

# Marathon County Public Library

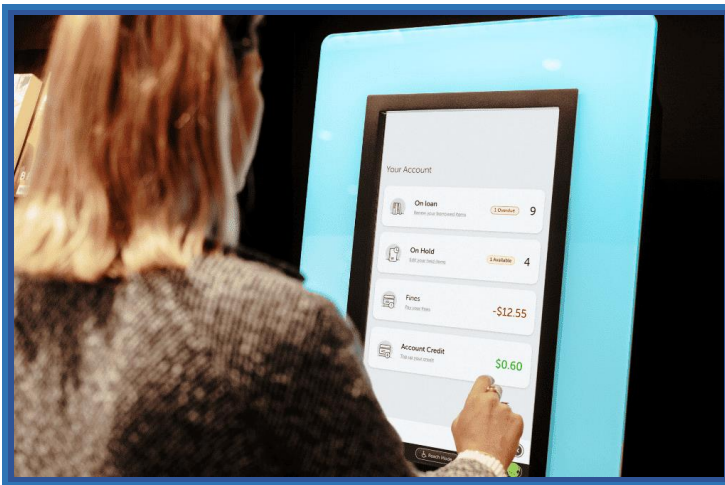
## Director Report

### November 2023

## Highlights

### New Self-Checkout Kiosks Installed

We've reached another milestone in our long-running technology refresh project: replacing all six of our self-checkout stations. Our old units served us well for longer than typically expected (over a decade) but had begun to fail beyond repair over the past few years, so the time had come to bring in a more reliable and up-to-date version. After reviewing available options, we ordered from FE Technologies - a newer player in the American library world, but with a longer history overseas, good references from libraries here in the States, and reasonable maintenance costs.



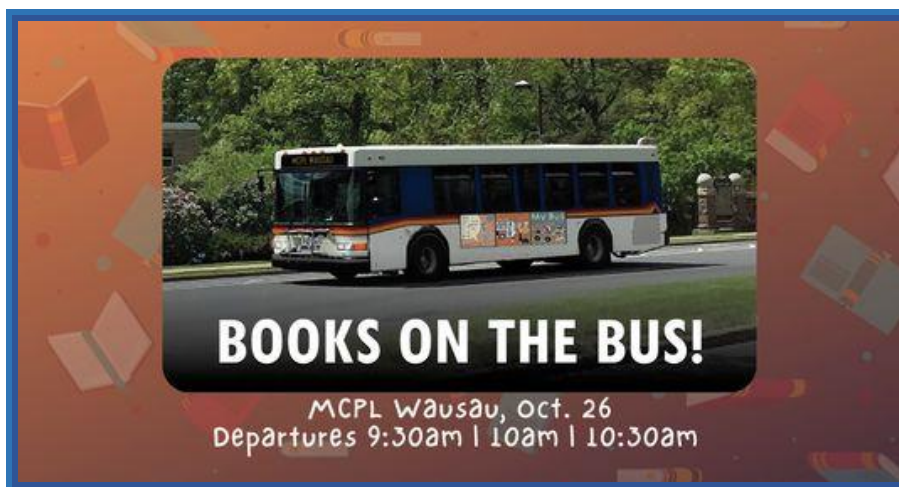
The new units will provide the core features patrons have come to expect (namely, the ability to check out quickly without assistance from a staff person), and will do it in style, with a display we can customize to fit the library's aesthetic. They also come with a halo light around the screen, which can change color if an error occurs during a transaction - that way, staff can notice at a glance if a patron needs assistance and intervene promptly to ensure the smoothest experience. Additionally, patrons will enjoy plenty of desktop space split evenly on both sides of the unit's scanner, which will make it easy to keep track of which books still need to be checked out, and which ones are good to go (moving them from left to right as they check out, for example).

As before, these units will serve our busiest locations, with one at the Rothschild branch, one in the Wausau children's section, and four near the Wausau circulation desk. At the time of writing, we are in the process of removing the old units, and expect the new ones to be installed and fully operational by the time this Board meets. Please stop by and try one of them yourself!

*-Alexander J, Support Services Manager*

## Library Services

October was a busy month full of programs and outreach for the Youth Services department. The team worked together to throw a very popular “Mario Party.” We had over 300 people in the library for Mario-themed activities! Another popular program this month was the highly-requested “Books on the Bus!” event, a collaboration with the Wausau Metro. Around 100 participants listened to bus-themed stories and then rode the city bus. Youth Services staff also introduced the library to new patrons of all ages: The Wausau School District sent four kids in the gifted and talented program to the library for an in-depth tour as part of their mentor program. Additionally, New Beginnings for Refugees brought in two families to get acquainted with MCPL and learn about the services libraries provide in the United States. The group with New Beginnings received a tour of the library, got library cards, and signed up for 1000 Books before Kindergarten. Outreach was also on our minds this month. Taylor attended DC Everest’s 4K Night in early October and chatted with over 50 families about the library. Youth staff continued our partnership with Marathon County 4-H and were recognized as their “Friend of the Year.” Rose received the award on behalf of the library, and it is displayed proudly on the Youth Services Reference Desk.



The Adult Services team kept busy this month with Tech Time and notary appointments, the bimonthly team meeting, planning for 2024, and working on projects. Some programming highlights include: A full “Computer Basics—Internet & Privacy” class, a well-attended “Craft Swap” held in the Community Room, and a timely “Preparing for Winter” gardening class in collaboration with Extension Marathon County. Our partnership with Adaptive Communities continues to be popular; two programs were held with the group in October and Julie K. is planning to continue collaborating with the group in 2024. During the month of October, we chose a week to gather Reference Interaction statistics to report out to the DPI. We’re thrilled to see how many people we help every day across all of our locations. In order to help spread the



word about all of the services and programs at MCPL, Chad our Event & Program Coordinator was invited by WXCO 98.9/1230AM for ongoing radio spots. The first spots were aired this month, and we're excited by this opportunity to reach more patrons. -Katelyn S, Library Services Manager

## Branches

Our Athens branch staff are readying the library for its upcoming move to 203 Alfred Street. The move is scheduled for November 6<sup>th</sup> - 10<sup>th</sup>. Staff members have been busy packing the office, receiving new items for the library, shelf reading the collection, and are ready for the transition to the new location. We look forward to welcoming the public to our new and improved space in mid-November!

Edgar will be hosting a community cookbook and recipe swap in early November. We're inviting patrons from around the Edgar area to share favorite recipes with each other. The recipes will be compiled from this program and made into a community cookbook that will eventually be available for checkout at the library. Can't make it on November 6? Submit your recipe any time after that during regular business hours and we'll add it to the book! For more information, contact the Edgar branch library at 715-352-3155.

Hatley hosted a very popular Learn to Knit program in mid-October. An experienced member of the knitting club in Hatley visited the library to introduce and teach patrons the art of knitting! This program registration filled up quickly, so an additional program will be held next spring to reach more participants.

Rothschild and Mosinee both hosted art displays from local elementary schools. In Rothschild, patrons could see seasonal bat and pumpkin paintings by Rothschild Elementary School 1<sup>st</sup> and 4<sup>th</sup> graders, and in Mosinee, artwork created by Mosinee Elementary School 2<sup>nd</sup> graders focused on the theme camping at night. The Spencer branch celebrated National 4-H week in early October by displaying projects created by the Spencer 4-H Club. Many community members enjoyed looking at the variety of projects and artwork in all three locations



Family escape rooms were hosted at both Stratford and Rothschild. These events were extremely popular and families loved working together to try to solve puzzles and unlock the breakout boxes. In Stratford, 57 guests of all ages enjoyed our *Trick or Triumph Escape Rooms* on Oct. 20<sup>th</sup> -23<sup>rd</sup>, and in Rothschild, 28 participants played *Treasures in the Attic* on Oct 26<sup>th</sup>.

In staffing news, Lisa M. started as a new branch assistant in Marathon City on October 2<sup>nd</sup>. She participated in an orientation week in Wausau and is now settling in at the Marathon City location. We are excited to welcome her to the team. Additionally, Lue M., the Spencer branch assistant returned from her leave on October 28<sup>th</sup>. Everyone was happy to welcome her back as well. The branch team is happy to be fully staffed at the moment as we head into the busy holiday season.

-Laura W, Branch Team Lead

## Library Services Statistics & Activities

### News

- Robyn V. attended Marathon County Orientation at the courthouse on October 2
- Taylor attended the DC Everest 4K Night at Mount Olive on October 3; she talked with over 50 families about MCPL
- Kate and Tara visited the Marathon City and Mosinee branches on October 4 to provide collection support
  - Kate created a to-do list for our Marathon Branch to support needed collection updates
- The Adult Services team held a meeting on October 11
- Julie, Taylor, and Katelyn attended the team leads meeting on October 11
- The Programming Committee met on October 16
- Taylor gave a library tour to four fifth graders who are part of the Wausau School District Mentor Program
- Chad appeared on WXCO 98.9/1230AM on October 17 and October 24 to discuss upcoming library events
- The Youth Services team held their monthly meeting on October 18
- Robyn attended a Teen Library Council meeting at the Portage County Public Library on October 19 to observe and talk with the Youth Services staff about teen programming
- Taylor gave a library tour to two Afghan refugees who are part of the New Beginnings program on October 20
- Rose accepted the 2023 Friend of Marathon County 4-H award on behalf of the library on October 22
- Taylor led Book on the Bus (partnership with Wausau Metro) three times on October 26
- Rose collaborated with 4-H Marathon County for the Day of the Dead: Celebration & “Coco” on October 28
- Ben updated event on the Marathon County library webpage to use jQuery feed
- Ben revisited GovDelivery e-newsletter options and features with Sarah S.
- Ben created a new Google form for booking the meeting rooms
- Julie organized and collected statistics for Reference Interactions at all MCPL locations for a week during October
- Julie met with Katie Zimmermann from WVLS to discuss options for displaying historical collections online in Aspen
- Julie began taking class on nonfiction reader’s advisory
- Kate discussed creating a “New Adult CD” division on the library catalog with James and Chris
- Kathy explored a potential partnership with the Marathon County Outreach Task Force
- Jailin covered in Marathon and Spencer

- Chad covered in Marathon
- Jailin attended a training on book covers in Aspen
- Jordan continued working on the historical newspaper cataloging project
- Maria continued her practicum in Youth Services
- Rose is working with 4-H Marathon County to plan programming and collaboration for 2024
- Adult Services and Youth Services turned in their completed 2024 Programming Budget Requests to Katelyn
- The Adult Services team evaluated Udemy as a resource and passed on their feedback to Katelyn
- The Library Services team met with Lisa M. during her orientation the first week of October
- The Library Services team curated book displays for all ages throughout the month
- The Library Services team created new booklists in Aspen for reader's advisory
- The Library Services team engaged in professional development opportunities throughout the month
- Katelyn organized and held orientation for Lisa M., the new Library Assistant at our Marathon City Branch, the first week of October
- Katelyn met with Alexander and Dawn to discuss changes to newspaper delivery on October 3
- Katelyn gave Kristie Hauer, WVLS Public Services Consultant, a tour of Wausau headquarters on October 4
- Katelyn met with Julie to set the agenda for the reference meeting on October 5
- Katelyn attended the EEEDC meeting on October 5
- Katelyn met with Maria to check in about her Youth Services Practicum on October 10
- Katelyn met with Heather W. to discuss the Meeting Room Policy and Study Room procedure on October 19
- Katelyn attended a meeting with consultant Rachel Arndt on October 19 to plan for MCPL Staff Development Day in December
- Katelyn attended the final session of the WLA Leadership Development Institute (and graduated from the six month program) in Middleton, WI on October 24
- Katelyn held rounding with individual staff throughout the month
- MCPL study rooms were booked 81 times in October
- Notary: 19 appointments
- Proctoring: 0 appointments
- Tech Time: 7 appointments
- Homebound Services:
  - Items sent out: 294
  - Volunteer deliveries completed: 20
  - New (or recently returned) HB patrons: 4
  - Active HB accts at the start of the month: 87
  - Reading slips, letters, or notes received: 37
  - Activity packets sent to nursing homes (outreach): 15
- Weeding:
  - Edgar: Adult Large Print
  - Marathon City: Adult Fiction
  - Rothschild: Adult Music CD, Juvenile Fiction and Series
  - Spencer: Adult Audiobook
  - Stratford: Adult Audiobook
  - Wausau: Juvenile DVD, Picture Books

## Events and Programs

### Youth Events

#### Story Times:

- Oct. 2: Tales for Tots—36
- Oct. 3: Bouncing Babies—24
- Oct. 4: Play and Learn Story Time—39

- Oct. 5: Pumpkin Party Family Story Time—20
- Oct. 7: Pumpkin Party Family Story Time—14
- Oct. 9: Tales for Tots Story Time —33
- Oct. 10: Bouncing Babies Story Time—15
- Oct. 11: Play and Learn—48
- Oct. 12: Family Story Time—24
- Oct. 16: Tales for Tots—30
- Oct. 17: Bouncing Babies—25
- Oct. 18: Play and Learn—38
- Oct. 19: Family Story Time—32
- Oct. 23: Tales for Tots—28
- Oct. 24: Bouncing Babies Story Time—15
- Oct. 25: Play and Learn Story Time—42
- Oct. 30: Tales for Tots—30
- Oct. 31: Bouncing Babies—4

#### Other Programs:

- Oct. 5: LEGO Club—13
  - Oct. 10: Pokémon Club—34
  - Oct. 17: Wausau School District Mentor Group—4
  - Oct. 18: Teen D&D One Shot—8
  - Oct. 19: LEGO Club—15
  - Oct. 20: New Beginnings Tour—6
  - Oct. 25: The New Super Mario Bros. Movie morning showing—24
  - Oct. 25: The New Super Mario Bros. Movie afternoon showing—29
  - Oct. 26: Books on the Bus—92
  - Oct. 26: Mario World LEGOs—68
  - Oct. 27: The New Super Mario Bros. Movie morning showing—22
  - Oct. 27: Mario World LEGOs—42
  - Oct. 25-28: Mario passive activities—320
  - Oct. 28: Day of the Dead with 4H—10
  - Oct. 1-31: Grab and Go Fall Garland—345
- **Number of October Youth Services programs – 33**
  - **Total attendance for October Youth Services programs – 1196**

#### Adults/All Ages Events

- All Month: Grab and Go Ribbon Bookmarks – 100
- Oct. 1-23: Two Sentence Horror Story Contest – 36 entries, 244 votes cast
- Oct. 1: CWBF – Kristine Hansen: Frank Lloyd Wright’s Wisconsin (2 sessions) – 39
- Oct. 1: CWBF – “Indigenizing History” with Patty Loew (Stevens Point) – 18
- Oct. 1: CWBF – Carol Dunbar: “A Winter’s Rime” – 13
- Oct. 1: CWBF – Live Virtual Q&A with Angeline Bouley – 27
- Oct. 4: Computer Basics – Internet Basics & Privacy – 10
- Oct. 11: Social Hour (2 sessions) – 2
- Oct. 14: Craft Swap – 35 (with many more who donated a lot of supplies but didn’t attend the swap)
- Oct. 17: Adaptive Communities Arts & Crafts - 18
- Oct. 18: Extension Gardening – Preparing for Winter (2 sessions) – 13
- Oct. 24: MCPL Movie Night – “Asteroid City” – 0
- Oct. 26: Anime Afternoon – 1

- Oct. 30: Adaptive Communities Arts and Crafts - 9
- **Number of October programs and activities – 17**
- **Total attendance/participation for October programs – 582**

## Media Summary

### Social Media Statistics:

- Facebook (MCPL): 5,110 (+35)
  - New likes (+22)
  - Unfollows (0)
- Twitter: 1,224 followers (+4)
- Pinterest: 966 followers (+0)
- Goodreads: 339 friends (+0); 1,474 reviews (+3)
- Instagram: 1,106 followers (+6)
- YouTube: 521 subscribers (+8)

### Hot Happenings in the River District (email newsletter)

- Oct 4 – WAU Craft Swap
- Oct 11 – WAU Craft Swap
- Oct 18 – Two Sentence Horror Story Contest
- Oct 25 – Fall-themed family events (HAT DIY Wine Cork Pumpkins, ROT Treasure in the attic Breakout Box, WAU Day of the Dead w/4-H)

### WOAW Channel 9

- Oct 14 – Marathon County Board Member Wants Discussion on How Libraries are Funded  
[https://www.waow.com/news/top-stories/marathon-county-board-member-wants-discussion-on-how-libraries-are-funded-books-offered/article\\_c522c30e-693d-11ee-bdc6-574609d3f75d.html](https://www.waow.com/news/top-stories/marathon-county-board-member-wants-discussion-on-how-libraries-are-funded-books-offered/article_c522c30e-693d-11ee-bdc6-574609d3f75d.html)

### WSAU 550 AM

- Oct 14 – Library Funding to be Considered by Marathon County Board  
<https://wsau.com/2023/10/12/library-funding-to-be-considered-by-marathon-county-board/>

### WSAW Channel 7

- Oct. 26 – Books on the Bus Story Time will give children and their families memorable and fun public bus experience - <https://www.wsaw.com/2023/10/26/books-bus-storytime-will-give-children-their-families-memorable-fun-first-public-bus-experience/>
- Oct. 27 – Recognizing Day of the Dead - <https://www.wsaw.com/2023/10/27/recognizing-day-dead/>

### City Pages

- Oct. 5 - Big Guide – Ongoing – Mobile Wi-Fi Hotspots available at MCPL; Events – Crafts & Games Social Hour (MOS), Marathon City Book Club, Edgar Book Club, Hatley Book Club, MCPL Cribbage (SPE), Athens Book club, Craft Supply Swap (WAU), Mosinee Book club; Outdoors – Learn to knit (HAT); Kids/Teens – Grab & Go Fall Garland, MCPL Two Sentence Story Contest, Tales for Tots (WAU), Family Story Time (ATH), Bouncing Babies Story Time (WAU), Play & Learn (WAU), Family Story Time (STR), Tornadoes, Weather & You (HAT), Family Story Time (WAU), Pumpkin Party Story Time (WAU), Family Story Time (MAR), LEGO Block Party (WAU), Read to a therapy Dog (ROT)
- Oct. 12 – Kids Corner – Lists MCPL events in Oct. below, plus the following: “Treasure in the Attic” Breakout Box (ROT), Anime Afternoon (WAU), Mario LEGO Building (WAU), Mario Party Movie (WAU), Mario LEGO Building (WAU)
- Oct. 12 – Big Guide – Ongoing - Mobile Wi-Fi Hotspots available at MCPL; Events – Craft Supply Swap (WAU), Mosinee Book Club, As the Page Turns Book Club (SPE), Stratford Book Club, Halloween Escape Room (STR), Friends of MCPL Members Only Book Sale; Lectures/Workshops –

- Learn to Knit (HAT), Extension Gardening: Preparing for Winter (WAU), Fraud Detection Class (SPE); Kids/Teens – Grab & Go Fall Garland, MCPL Two Sentence Story Contest, Tales for Tots (WAU), Family Story Time (ATH), Bouncing Babies Story Time (WAU), Play and Learn (WAU), Family Story Time (STR), Family Story Time (WAU), Family Story Time (STR), Tornadoes Weather & You (ROT), DIY Worry Monster (MOS), Pokémon Club (EDG), Family Story Time (ROT), Family Story Time (EDG), Pokémon Club (ROT), LEGO Block Party (WAU), Pokémon Club (MOS), Teen Dungeons & Dragons: One Shot Game (WAU), Fizzy Art (MOS), Mario Party (WAU)
- Oct. 19 – Big Guide – Ongoing - Mobile Wi-Fi Hotspots available at MCPL; Events – Friends of MCPL Members Only Sale, MCPL Movie Night, Rothschild Book Club, Wine Cork Pumpkin Craft (HAT); Lectures – Fraud Detection Class (SPE)
  - Oct. 26 - Ongoing - Mobile Wi-Fi Hotspots available at MCPL; Events – Friends of MCPL Book Sale, Crafts & Games Social Hour (MOS); Lectures – Medicare 101 (STR), Medicare 101 (EDG); Kids/Teens – Grab & Go Fall Garland, Tales for Tots (WAU), Bouncing Babies (WAU), Family Story Time (WAU), Family Story Time (MAR), Mario Party (WAU), “Treasure in the Attic” Breakout Box (ROT), Anime Afternoon (WAU), Mario LEGO Building (WAU), Mario Party Movie (WAU), Mario LEGO Building (WAU), Day of the Dead Celebration & Movie (WAU), Play & Learn (WAU), Family Story Time (STR), Family Story Time (WAU), family Story Time (MAR), LEGO Block Party (WAU), Read to a Therapy Dog (ROT), LEGO Block Party (ROT)

#### Mosinee Times

- Oct. 5 - MCPL October Book Clubs
- Oct. 12 – MCPL October Book Clubs
- Oct. 26 – Browse Thousands of Items at Friends of MCPL Book Sale November 1-4

#### Record Review

- Oct. 4 – People – Athens: MCPL Book Club, MCPL Story Time; Edgar: MCPL Book Club, MCPL Story Times; Marathon: MCPL Book Club, MCPL Story Times
- Oct. 11 – People – Athens: MCPL Story Time; Edgar: Pokémon Club, MCPL Story Times; Marathon: MCPL Story Times; Stratford: MCPL Escape Room, MCPL Book Club, MCPL Story Times; Marathon County: MCPL Grab & Go Craft
- Oct. 18 – People - Athens: MCPL Story Time; Marathon: MCPL Story Times; Stratford: MCPL Escape Room, MCPL Story Times; Marathon County: MCPL Grab & Go Craft
- Oct. 24 – Sisters Discuss HOOAH of WI - <https://www.centralwinews.com/uncategorized/2023/10/24/sisters-discuss-hooah-of-wi/?destination=record-review>
- Note: this online article seems to be a list of upcoming events, similar to the Record Review’s “People” section, despite the title
- Oct. 25 – People – Athens: MCPL Story Time, MCPL Book Club; Edgar: MCPL Story Time, MCPL Recipe Swap, Medicare 101, MCPL Book Club, Pokémon Club; Marathon: MCPL Story Time, MCPL Book Club; Stratford: MCPL Story Time, Medicare 101, MCPL Book Club

#### Wausau Pilot & Review

- Oct. 2 - Reports: Book challenges reach record highs in 2023 - <https://wausaupilotandreview.com/2023/10/01/reports-book-challenges-reach-record-highs-in-2023/>
- Oct. 9 – Marathon County supervisor proposes pulling library funding, abolishing library system - <https://wausaupilotandreview.com/2023/10/09/marathon-county-supervisor-proposes-pulling-library-funding-abolishing-library-system/>
- Oct. 10 – Your Letters: Attempt to abolish Marathon County Public Library is unacceptable - <https://wausaupilotandreview.com/2023/10/10/your-letters-attempt-to-abolish-marathon-county-public-library-is-unacceptable/>
- Oct. 10 – Marathon County Public Library Programs, adults - <https://wausaupilotandreview.com/2023/10/10/marathon-county-public-library-programs-adults-6/>

- Oct 17 – Marathon County Public Library programs - <https://wausapilotandreview.com/2023/10/17/marathon-county-public-library-programs-43/>
- Oct 18 – Marathon County Public Library Board of Trustees named winner of Lee Buress Intellectual Freedom Award 2023 - <https://wausapilotandreview.com/2023/10/18/marathon-county-public-library-board-of-trustees-named-winner-of-lee-buress-intellectual-freedom-award-2023/>
- Oct 19 – Congratulations go to library board - <https://wausapilotandreview.com/2023/10/19/your-letters-congratulations-go-to-library-board/>
- Oct. 24 – MCPL receives Friend of 4-H Award - <https://wausapilotandreview.com/2023/10/24/mcpl-receives-friend-of-4-h-award/>
- Oct. 26 – Marathon County Public Library Youth Programs: November - <https://wausapilotandreview.com/2023/10/25/marathon-county-public-library-youth-programs-november/>
- Oct. 28 – Marathon County Public Library programs - <https://wausapilotandreview.com/2023/10/28/marathon-county-public-library-programs-44/>
- Oct. 28 – November Story Time dates set at Marathon County Public Library - <https://wausapilotandreview.com/2023/10/28/november-story-time-dates-set-at-marathon-county-public-library/>
- Oct. 29 – Marathon County Public Library Book Clubs: November - <https://wausapilotandreview.com/2023/10/29/marathon-county-public-library-book-clubs-november-5/>

#### Wausau Times/Buyers Guide

- Oct. 11 – MCPL Wausau to host Craft Supply Swap; MCPL Stratford Branch to offer Halloween-themed escape room
- Oct. 18 – Out & About – Ongoing: Mobile Wi-Fi Hotspots available at MCPL now thru end of 2023
- Oct. 18 – MCPL, Extension Marathon Co. to offer class on preparing lawns & gardens for winter
- Oct. 25 - Out & About – Ongoing: Mobile Wi-Fi Hotspots available at MCPL now thru end of 2023

#### WXCO 1230 AM, 98.9 FM

- Oct 17 – What is happening at the Marathon County Public Library with Chad Dally - <https://civicmedia.us/shows/chad-holmes-show/2023/10/17/we-discuss-what-is-happening-at-the-marathon-county-public-library-with-chad-dally-plus-its-playoff-time-for-hs-girls-volleyball-and-boys-soccer-get-out-there-and-support-the-student-athl>
- Oct 24 – Chad Dally of the Marathon County Public Library joins us to talk about a number of activities and special events coming up <https://civicmedia.us/shows/chad-holmes-show/2023/10/24/chad-dally-of-the-marathon-county-public-library-joins-us-to-talk-about-a-number-of-activities-and-special-events-coming-up-also-we-follow-some-severe-t-storm-warnings-in-our-listening-area>

## Materials

### Youth

	2023 Annual Budget*	Rollover from 2022	Total Appropriation	Monthly Allotment	Free Balance**	Spent as of 11/03/2023	% Spent
<b>Juvenile Audiobooks</b>	\$10,500.00	\$0.00	\$10,500.00	\$954.55	\$396.15	\$10,103.85	96%
<b>Juvenile CDs</b>	\$500.00	\$0.00	\$500.00	\$45.45	\$214.14	\$285.86	57%
<b>Juvenile DVDs</b>	\$6,500.00	\$22.48	\$6,522.48	\$592.95	\$645.23	\$5,877.25	90%
<b>Juvenile Video Games</b>	\$2,550.00	\$30.68	\$2,580.68	\$234.61	\$356.84	\$2,223.84	86%
<b>Young Adult Audio Books</b>	\$1,900.00	\$70.35	\$1,970.35	\$179.12	\$637.58	\$1,332.77	68%



Juvenile e-books	\$1,500.00	\$0.00	\$1,500.00	\$136.36	\$134.08	\$1,365.92	91%
<b>Youth AV Subtotal</b>	<b>\$23,450.00</b>	<b>\$123.51</b>	<b>\$23,573.51</b>	<b>\$2,143.05</b>	<b>\$2,384.02</b>	<b>\$21,189.49</b>	<b>90%</b>
Juvenile Fiction	\$25,500.00	\$55.72	\$25,555.72	\$2,323.25	\$1,014.91	\$24,540.81	96%
Juvenile NonFiction	\$27,500.00	\$57.47	\$27,557.47	\$2,505.22	\$1,429.46	\$26,128.01	95%
Juvenile Picture Books	\$30,000.00	\$104.35	\$30,104.35	\$2,736.76	\$1,061.74	\$29,042.61	96%
Juvenile Spanish	\$1,400.00	\$0.00	\$1,400.00	\$127.27	\$0.76	\$1,399.24	100%
Juvenile Standing Order Print	\$7,500.00	\$0.00	\$7,500.00	\$681.82	-\$122.71	\$7,622.71	102%
Young Adult Fiction	\$12,000.00	\$43.96	\$12,043.96	\$1,094.91	\$1,531.58	\$10,512.38	87%
Young Adult Graphic Novels	\$3,500.00	\$142.16	\$3,642.16	\$331.11	\$485.03	\$3,157.13	87%
Young Adult NonFiction	\$3,400.00	\$0.00	\$3,400.00	\$309.09	\$235.98	\$3,164.02	93%
<b>Youth Print Subtotal</b>	<b>\$110,800.00</b>	<b>\$403.66</b>	<b>\$111,203.66</b>	<b>\$10,109.42</b>	<b>\$5,636.75</b>	<b>\$105,566.91</b>	<b>95%</b>
<b>Youth Services TOTAL</b>	<b>\$134,250.00</b>	<b>\$527.17</b>	<b>\$134,777.17</b>	<b>\$12,252.47</b>	<b>\$8,020.77</b>	<b>\$126,756.40</b>	<b>94%</b>

Notes: \*Youth AV funds reallocated as follows: \$2000 removed from JDVD, \$1500 added to JACD, \$250 added to JVG, \$250 added to YAACD; \*\*Youth Print funds will be reallocated to account for end-of-year standing order purchases

#### Adult

	2023 Annual Budget	Rollover from 2022	Total w/carryover	Monthly Allotment	Free Balance	Spent YTD	% Spent
<b>Adult Audiobooks</b>	\$12,000.00	\$549.01	\$12,549.01	\$1,090.91	\$587.54	\$11,961.47	99.68%
<b>Adult Music CD</b>	\$4,800.00	\$699.42	\$5,499.42	\$436.36	\$377.94	\$5,121.48	106.70%
<b>Adult DVD</b>	\$17,900.00	\$1,043.69	\$18,943.69	\$1,627.27	\$336.66	\$18,607.03	103.95%
<b>Adult Video Games</b>	\$1,550.00	\$119.98	\$1,669.98	\$140.91	-\$5.08	\$1,675.06	108.07%
<b>Adult AV Subtotal</b>	<b>\$36,250.00</b>	<b>\$2,412.10</b>	<b>\$38,662.10</b>	<b>\$3,295.45</b>	<b>\$1,297.06</b>	<b>\$34,952.94</b>	<b>96.42%</b>
<b>Adult Paperbacks</b>	\$2,435.00	\$164.63	\$2,599.63	\$221.36	\$306.69	\$2,292.94	94.17%
<b>Adult Paperbacks S.O.</b>	\$965.00	\$0.00	\$965.00	N/A	\$0.00	\$965.00	100.00%
<b>Adult Fiction</b>	\$47,000.00	\$429.81	\$47,429.81	\$4,272.73	\$2,380.10	\$45,049.71	95.85%
<b>Adult LT Fiction</b>	\$7,500.00	\$74.55	\$7,574.55	\$681.82	-\$319.04	\$7,893.59	105.25%
<b>***Adult LT S.O.</b>	\$6,000.00	\$0.00	\$6,000.00	\$545.45	\$2,988.09	\$3,011.91	50.20%
<b>Adult Non-fiction</b>	\$69,350.00	\$2,592.19	\$71,942.19	\$6,304.55	-\$98.21	\$72,040.40	103.88%
<b>Adult Non-fiction S.O.</b>	\$2,000.00	\$0.00	\$2,000.00	N/A	-\$96.22	\$2,096.22	104.81%
<b>Adult Biographies</b>	\$12,000.00	\$336.33	\$12,336.33	\$1,090.91	\$1,678.74	\$10,657.59	88.81%
<b>Adult Spanish</b>	\$750.00	\$66.43	\$816.43	\$68.18	\$391.62	\$424.81	56.64%



<b>Adult Hmong</b>	\$750.00	\$0.00	\$750.00	\$68.18	\$273.62	\$476.38	63.52%
<b>Overdrive - ebooks</b>	\$15,000.00	\$0.00	\$15,000.00	\$1,363.64	\$2,438.98	\$12,561.02	83.74%
<b>Adult Print Subtotal</b>	<b>\$163,750.00</b>	<b>\$3,663.94</b>	<b>\$167,413.94</b>	<b>\$14,886.36</b>	<b>\$9,944.37</b>	<b>\$157,469.57</b>	<b>96.16%</b>
<b>Adult Services TOTAL</b>	<b>\$200,000.00</b>	<b>\$6,076.04</b>	<b>\$206,076.04</b>	<b>\$18,181.82</b>	<b>\$11,241.43</b>	<b>\$192,422.51</b>	<b>96.21%</b>

Notes: \$104.70 Credit expected for Adult DVD; Funds moved: \$1450 Adult Paperback Standing Order to Adult Non-fiction, \$600 Adult Paperback to Adult Non-fiction, \$300 Adult Music CD to Adult Non-fiction, and \$400 Adult Music CD to Adult DVD.

## Support Services Statistics & Activities

### Circulation Team

- New library card applications processed by the Circulation Team: 196
- Checkout total for Wausau First Floor: 31,229
- Ashley H processed 188 Interlibrary Loan items
- October Passports News: The MCPL Passport team accepted a total of 58 passport applications accepted at \$35.00 each and 63 photos were taken at \$10.00 each for a total of \$2,660 recorded. We also assisted with 16 renewal applications.
  - 39 Adult Passport Books
  - 19 Minor Passport Books
- Ashley H
  - Covered shifts for coworkers on the Circulation team and the Page team.
  - Took the initiative to dust overlooked shelves.
  - Assisted the Page Team by running pull-lists as well as doing switch-overs in Young Adult Fiction, Adult Non-Fiction, and Adult Fiction.
  - Worked on two weeding lists for Adult Fiction.
- Olivia B
  - Coordinated a Teen D&D Halloween one-shot story program for 8 teens. After participating, those teens also showed interest in participating in other library programs and forming self-sustaining connections of their own.
  - Olivia, Jailin, and Robyn all met with Matt Pijan, co-owner of Evercon to coordinate upcoming events for the Teen D&D program.
  - Created an email template and a summary document of important information for patrons with passport application appointments to know prior to their appointment. Previously this information was conveyed verbally. By sending it in writing, we expect this to provide clarity that will improve service to patrons and reduce staff time required to deliver this service effectively.
- Maggie B
  - Helped Support Services by doing initial item processing, covering at the drive-through, and loading transit bins.
  - Helped Page Team by routinely emptying bins and sorting carts, particularly on transit days.
  - Continues to help with Homebound as needed.
- Erin Q

- Began assisting James on a public note clean-up project. Started with 30,000 records and have reduced it to 23,000 records so far.
- Covered basic Homebound Services tasks during staff outage.
- Discovered invalid links on our website leading to the County's website and notified staff for correction.
- Assisted the Page Team on transit days and helped by doing switch-overs for Young Adult Fiction, Adult Non-Fiction, and Adult Fiction.
- Jeff P
  - Continues to keep the passport program running
  - Handled deleting juvenile accounts and moving fines to parent's accounts
  - Took care of weekly supply order/requests
- Over the course of the month, four patrons were banned for different lengths of time due to policy violations.

## Support Services Team

- James B and Chris L participated in the V-Cat Bibliographic and Interface Committee meeting on 10/3. Discussion centered on the results of the SkyRiver trial. It was noted that a higher percentage of SkyRiver records were rejected for not meeting standards vs. OCLC records, mainly because of missing information in the 300 field (Physical Description, e.g. page numbers). The committee discussed the possibility of training V-Cat catalogers to add the information to the 300 field themselves when needed. Under those circumstances the percentage of SkyRiver records rejected would be lower. With that in mind, the data will be re-evaluated and discussion will resume at the December Bibliographic Committee meeting.
- James B accompanied Kate S and Tara H (Collection Development Team) on visits to Mosinee and Marathon City branch locations on 10/4 to serve as a consultant on cataloging and shelving questions.
- Support Services Team gave a tour and overview of our department to new Library Assistant Lisa M on 10/9.
- Team Leads met with Leah 10/11.
- James B and Chris L attended V-Cat-sponsored training to upload cover images to Aspen on 10/12. The majority of cover images in the Aspen catalog come from Content Café and other sources, but occasionally there is no image available. Reasons may include: small publisher or self-publisher, old title, etc. Participants were trained to scan their library's item (which protects the library from accusations of copyright infringement as opposed to pulling an image from the internet) and upload the scanned image to Aspen (our public-facing catalog).
- In the case of library-created kits (Traveling Tales, Book Club Kits) it is often preferable to use a generic cover image for the entire collection (rather than attempt to represent each kit with its own image). Chris L coordinated with Ben K of Library Services who created a polished-looking cover image for the Traveling Tales collection.
- Support Services Team Leads met with Alexander 10/20.
- As of 10/23, the Wausau Daily Herald and Marshfield News-Herald are being delivered by the US Postal Service. Gannett has indicated that no other delivery option is available. This presents a challenge to providing good service to our patrons. Traditionally newspaper carriers delivered in the early morning, ensuring that the paper was available for the first patron that walked in (as often happens). USPS delivery times can vary, and some Branches have not been routinely receiving mail, as most things they need are delivered in the transit bins. Dawn L and other library staff are working through these issues to ensure all locations receive their copies in a timely manner.

- Kayla K sent out the Monthly & Quarterly Missing/Missing in Inventory reports for searching. Staff at all locations are being asked to search for every item on the list (not just items from their own location). Monthly Missing August 2023: Found 3 of 14 (21%) Quarterly Missing April-June 2023: Found 8 of 67 (12%).
- The new “On Order” browse categories in the Aspen catalog are not working exactly as desired. The “Sort by” filter is set to “Date Purchased Desc”. In general this puts the most-recently ordered titles on top, but in this case, the newest titles are appearing near the bottom of the list. An Aspen help ticket revealed that Aspen is unable to recognize “Date Purchased” for items with an “On Order” status. Katie Z of WVLS has asked Aspen to add this ability to their development queue. In the meantime, we expect this browse category to still be useful to patrons interested in browsing (and placing holds on) items that have not yet arrived.
- Dawn L continues to work with our vendors to ensure accuracy and quality in our order fulfillment. A recent example: a B&T DVD order was duplicated (cause unknown). Dawn noticed the issue right away and contacted B&T several times, asking that the duplicate order be cancelled. She was assured that they would do that. Then the DVDs started showing up (Ordered: 2 Received: 4). The latest instruction from B&T is to send any unwanted DVDs back for credit, but as they do not all come in at the same time, Dawn and other staff must revisit the issue repeatedly.
- Dawn L is also working with the Collection Development Team on fund balances as we approach year-end.
- Circulation total for Wausau Drive Up: 1,877.

## Page Team

- The Page Team welcomed Christine J. as a new member on October 30<sup>th</sup>.
- Did routine switch-overs for new Adult collections and Young Adult collections.
- Completed the Missing and Missing in Inventory August 2023 list and found nothing. Also completed the Quarter Two Missing and Missing in Inventory List and we found three items.
- Completed one juvenile weeding list for picture books and one weeding list for juvenile seasonal collection.
- Pulled the whole Thanksgiving seasonal collection from storage and distributed portions to each branch location in mid-October.
- Throughout the month of October the Page Team shelved 28,289 items. They handled an additional 3,312 more items for holds or transits to home libraries.

## Information Technology

- Purchased a new set of 68 computers and stands from WVLS to replace our aging public-use computers.
- Installed and terminated new network cables as well as a new network rack at the new Athens branch location in anticipation of the move in early November.
- The Village of Athens has agreed to have an external Wi-Fi antennae installed on their new building, which (once installed) will allow the library to project the library’s Wi-Fi signal into that building’s parking lot.
- We have obtained a perpetual license for SolarWinds Dameware Remote Support software. This will replace TightVNC as the software we use to do remote support sessions on the MCPL computers. Among other features, Dameware has the ability to wake up a computer that is sleeping or turned off and integrates with our existing Web Help Desk software. This should accelerate issue resolution at branch locations since it will allow for troubleshooting while those locations are closed, and may save additional mileage costs.

- Several projects remain ongoing:
  - Update to fiber at branches – TEACH Network Services (TNS) contract start date is 02/01/2024.
  - Schedule of new services installs likely to be released in January of 2024.
    - Athens: It looks like we can treat Athens as a new install and Josh K. at WVLS has initiated the install process. An on “On Site” inspection will be scheduled before proceeding.
    - Edgar:
      - *Hatley: Connected to WCAN on 05/12/2023*
    - Marathon City:
    - Mosinee:
      - *Rothschild: Fiber Connection through Rothschild PD (WiscNet)*
    - Spencer:
    - Stratford:
  - Creating technology tutorials for staff.
  - Investigate what needs to be done to continue outdoor Wi-Fi antennae installation at remaining branches.
    - Athens: Pending scheduling
    - *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)
  - 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 CASSIE. (*Pharos?*) (*WVLS Server*)
  - Investigate Wireless printing options. (*Princh?*) (*cloud based service*)

## Branch Statistics & Activities

### Athens Monthly Report

#### Events and Programs

- Book Club: This month the Athens Book Club read *Paris Apartment* by Lucy Foley. A group discussion was held on October 10, with 4 readers attending.
- Grab and Go kits were presented for October.
- Upcoming Programs: The Athens Book Club will be reading *Tuck Everlasting* by Natalie Babbitt for November. Book Club meets on Tuesday, November 14 at 2:00pm in the New Building Board Room at 203 Alfred Street. December Book Club will be *Children’s Blizzard* by Melanie Benjamin. A new list of books for 2024 will be coming out soon.
- Family Story time is held on Mondays at 10:30am. Athens has been averaging 19 children and adults per session.
- Class Visits: There were 13 class visits during the month of October.

- Athens had one very happy young lad who finished the 1000 books before Kindergarten program.

#### Circulation Statistics

- In October, Athens circulated a total of 1988 items. This is 11.75% increase from October of 2022. In 2023 year-to-date, Athens has circulated 16,324 items. This is a 19.16% increase from 2022.
- Athens had a total of 1 curbside appointments in the month of October.

#### Library News

- The upcoming move to 203 Alfred Street, Athens is scheduled for November 6-10. We are packing the office, receiving new items for the library, shelf-reading the collection, and are ready for the transition to a new location.
- The 2024 Programming Budget request was sent to Katelyn on 10/16.
- Reference Stats were collected the week of October 16-20 and sent to Julie K.
- Kitty R has chosen the 2024 book Club choices to be sent to the event planners.
- Kitty R worked at the Spencer Branch on 10/17.
- Shahara filled in at the Spencer Branch on October 18, 19, 23, and 25, to assist as needed.
- Kitty assisted with a proctoring appointment on 10/20.

#### Facilities

- Painting, trim work, electrical, and carpet have all been completed in the new 203 Alfred Street location. Templates have been made for shelf placement. Stephanie M and Kitty R have been in contact with the moving company.
- David H has the technology end of the move ready to go.

## Edgar Monthly Report

#### Events and Programs

- Book club discussed the book *Practical Magic* by Alice Hoffman on the 10th with 4 attending, including a new person. Everyone agreed that it was terrible, and they are all looking forward to November's book (*All Creatures Great and Small*).
- Story time was held on the 3rd with 5 in attendance, and on the 17th with 3 in attendance, with a pumpkin hand craft (5) and a quail hat craft after (3).
- Pokémon Club was held on the 16th with 10 in attendance; there were 'Pokémon Catcher' crafts for participants, as well as coloring pages. The library was very busy during the event with other family members who did not want to participate.
- Grab and go crafts: 10 adult participants (ribbon bookmark), 15 youth participants (fall garland).
- 1 child turned in their 400 sheet, and another turned in her 200 sheet for 1,000 books before kindergarten. They received their stickers and books and their stars were moved to the corresponding number on our wall display.
- A stack of recipes were dropped off in anticipation for the community cookbook event on November 6<sup>th</sup>, and many patrons are excited.

#### Circulation Statistics

- The circulation statistics for the month of October were 1,281 items checked out. This is a 14.77% decrease for the same month last year. A total of 15,530 items have been checked out so far this year. This is a 22.14 % decrease from 2022.
- There were 0 curbside pickups for the month.

#### Library News

- Sarah covered in Edgar during book club on the 10th
- Hannah filled in at Marathon on the 18th
- Hannah covered shifts for Christina while she was on vacation from the 4th to the 11th
- Christina covered shifts for Hannah while she was on vacation from the 20th to the 27th
- The pumpkin patch self-directed program ended with 21 pumpkins on the wall.
- The cozy mystery display was very popular and will be left up through November.

## Facilities Updates

- Rosie the Roomba has been promoted since our regular cleaning person retired; she's doing great.

## Hatley Monthly Report

### Events and Programs

- Book Club – *Leaving Time*. We had a total of 9 participants.
- Grab n Go programs
  - Grab n Go – Fall Ribbons – we gave out 15 from the 40 we started with, leaving us with 25 for November and December
  - Grab n Go – Bookmarks – we gave out 13 from the 25 we started with, leaving us with 11 for November and December.
- Story Time is held weekly on Tuesdays @ 10:30a
  - October 3<sup>rd</sup> we did books by David Shannon and had 0 participants.
  - October 17<sup>th</sup> we did books on Bats and had 0 participants.
  - October 24<sup>th</sup> we did books on Pumpkins and had 0 participants.
  - October 31<sup>st</sup> we did books on Halloween and Monsters and had 2 participants. 1 adult and 1 child.
- Wednesday October 4<sup>th</sup> we had our Tornados, Weather and You program. We had 2 participants (1 adult and 1 child). Brad Miller gave a great talk about weather.
- Tuesday October 10<sup>th</sup> we did special Story Time about Fire Safety! We had a total of 13 participants (4 adults and 9 children) stop by to hear books and songs about fire safety and firemen followed by a talk by our Local Volunteer Fire Department.
- Monday October 16<sup>th</sup> we held our Learn to Knit Program which had 12 participants. We had to turn people away and will be planning another Learn to Knit program in April that will consist of 2 sessions.
- Wednesday October 25<sup>th</sup> we did our Wine Cork Pumpkins. We had 7 participants come and create a unique pumpkin using wine corks and paint.
- Upcoming Programs
  - Book Club on November 14th – *One Plus One*
  - Grab N Go Crafts – Ribbon Bookmarks and Fall Garland
  - Story Times are EVERY Tuesday morning at 10:30a
  - Simple Circuit Turkeys Monday November 6th

### Circulation Statistics

- Hatley circulated 1,987 for the month of September. This is a 6.43% increase. Year to date is 19,277 items. This is a 8.76% increase from last year.

### Library News

- Heather helped cover a shift in Mosinee
- Wanda W, Julie G, and Sarah M all helped cover shifts here
- Sending 2 bins for relabeling every 2 weeks
- Inventory resumed and is going well

## Facilities Updates

- Village approved 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. Still waiting on them to arrive.

## Marathon City Monthly Report

### Events and Programs

- Book Club: Lisa and 8 patrons had a lively, thoughtful discussion of the book *Mexican Gothic* by Silvia Morena-Garcia. 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, November 13th with a discussion of the book *There, There* by Silvia Tommy Orange.

- Story Time: Our 30 minute family story time programs are held on Thursday mornings at 10:30 am. We had 28 caregivers and children join in the fun with themed stories, songs and activities during 3 events in October. The themes we focused on in September were Fire Fighter/trucks, Leaves and Pumpkins.
- In November, our monthly book club and weekly story times will be held, as usual.

#### Circulation Statistics

- Marathon circulated 2,452 items during the month of October, which is a 10.67% decrease from this time last year. So far in 2023, Marathon has circulated 25,127 items. This is an 8.49% decrease over last year.

#### Library News

- Our new Library Assistant, Lisa Michlig joined the team and is settling in very well. We are so glad that she is here!
- Many staff members (Laura, Megan, Heather B., Ben, Chad, Julie K., Jailin, Katie E., Sarah, MJ and Hannah) helped cover shifts in September and October while we were short-handed; Lisa H. was on vacation and off for her son's wedding. The help was much appreciated!
- We are focusing on weeding, re-labeling and shifting the collection.

#### Facilities Updates

- Sprinkler system was winterized.

## Mosinee Monthly Report

#### Events and Programs

- Book Club: 7 patrons joined Sarah this month for a lively discussion on the 16th.
- Our monthly Yarn and Games Social Hour brought in no patrons this month.
- Family Story Time started up this month, to be held on the first Tuesday of the month at 2 p.m. through December. We had 2 participants this month.
- Our DIY Wreath program was very successful! Pre-registration quickly filled up and all ten registered patrons had a lot of fun meeting new people, sharing ideas, and making creative wreath designs that they could take with them. All participants said they'd love to attend another session or similar programs, and were excited to hear about our upcoming adult programming.
- The first session of our monthly Pokémon club brought in 11 patrons on the 19th, for trading card time, activity sheets, and even a scavenger hunt!
- During the week of the 16th, 14 patrons made their very own Worry Monster, a creative place to put their worries while learning about emotions and healthy coping behaviors.
- Katie ran a creative Fizzy Art program on the 24th with 5 patrons making unique designs.
- Self-Directed Programs: This month we asked patrons what their favorite spooky story or movie is, with 18 responses.
- We had 49 fall garland grab and go craft kits taken this month, along with 32 ribbon bookmark craft kits.
- Upcoming Programs: In November, Book Club, Family Story Time, Pokémon Club, and our monthly Yarn and Games Social Hour will continue. We will also have a special historical presentation on the 14th about a Mock Communist Takeover in Mosinee, a Gentle Yoga and Meditation class on the 15th, and a teen-focused Bad Art Night on the 28th.

#### Circulation Statistics

- Mosinee circulated 2,405 items in October 2023. This is a 12.64% decrease. Mosinee has circulated 25,469 items in 2023. This is a 2.74% increase.

#### Library News

- Displays: In honor of International Magic Week, a "Do you believe in magic?" display decorated our fireplace, while Indigenous authors were featured for our display in honor of Indigenous People's Day on the 9th. A large "Get wrapped up in a mystery" display featured mystery books for all ages along with fun mummy decorations. Many patrons commented on our fun

“Bookworm? I’m a book dragon!” display behind the circulation desk. Children checked out fall themed picture books along with “Stories that go bump in the night”.

- Artwork from our local second grade classes was displayed in the children’s area this month. All artwork was themed around camping at night, and used white colored pencil and pastels on black paper to make their night scene really pop.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- The week of the 9th, staff collected statistics on the number of reference questions asked at each location.
- Sarah covered at Marathon City, Edgar, and Hatley, while Katie covered in Marathon City. Special thanks to MJ and Heather for covering Mosinee.
- Sarah was awarded a WVLS scholarship to attend the Wisconsin Library Association conference on October 24th-27th, had a fantastic time learning from all the presenters and networking, and cannot thank WVLS enough for the opportunity!

### Facilities Updates

- We are still waiting to hear on the timeline for our historic window restoration.
- The roof was inspected on the 16th as part of an ongoing issue with roof leaks, particularly in the Second Street entrance stairwell.

## Rothschild Monthly Report

### Events and Programs

- Story time is scheduled for every other Tuesday. In October, we had 23 participants at two story times. The first story time of the month was our special *Rain or Shine Story Time* with meteorologist Justin Loew. Justin was a wonderful guest reader and the families had a great time hearing weather stories and making a rain cloud craft.
- In October, book club met and 9 members discussed *The Christie Affair* by Nina de Gramont. In November, the club will discuss *Lessons in Chemistry* by Bonnie Garmus.
- Our two special youth programs in October were *Tornadoes, Weather, and You* with meteorologist Brad Miller (7 participants) and *Treasures in the Attic*, a breakout box challenge for elementary school aged children and their families (28 participants). The breakout box was very well received and we hope to bring it back soon!
- Pokémon Club continued to be a big hit with participants! 18 people joined us to trade cards, socialize, play the game, and make Pokémon painted rocks. We hope the enthusiasm continues into future months. We also hosted Buddy the therapy dog for our monthly Read to A Therapy Dog session. The 6 readers loved sharing stories with Buddy! Buddy will be back at the library on Thursday, November 2nd. Our regular Lego Block Party saw 8 participants as well.
- Our two grab and go crafts went over well as always – 50 children picked up the leaf garland craft, and 30 adults picked up the ribbon bookmark craft.
- In October, we had various book displays around the library including “Who? What? Where?” “It’s Pumpkin Spice (and Not-so-nice) Season!” “Stranger Things,” and “Score a Good Book.”

### Circulation Statistics

- In October, Rothschild circulated 7,796 items. This is -1.75% decrease from last year. In 2023, Rothschild circulated 80,451 items. This is 1.01% increase from last year.
- We had 0 curbside pickups.

### Library News

- Laura attended the monthly team leads meeting on 10/11 and a programming committee meeting on 10/16.
- Kristie Hauer from WVLS visited the branch on 10/4.
- Staff tracked reference questions for our annual tally week.
- Staff weeded the adult music CDs and the juvenile fiction and juvenile series. We also made some tweaks to the juvenile series to better align with Wausau.



- Laura covered shifts in Marathon and Spencer, and Wanda and Julie each covered a shift in Hatley.

#### Facilities Updates

- None at this time.

## Spencer Monthly Report

#### Events and Programs

- Cribbage was held at the library on October 10th. Twelve players came ready to play!
- On October 11th, all three Kindergarten classes came to the library for a visit. Audrey read them two stories, showed them where the picture books were located and talked about checking out books. Then each child was allowed to check out one book each. A total of 39 attended.
- Grab N Go crafts were available starting October 2nd. The quarterly craft was “Fall Garland.
- All 17 crafts were taken by the middle of October.
- The Grab N Go “Ribbon Bookmark” was the adult craft for this quarter. All of the 20 ribbon bookmarks were handed out in October.
- We changed our wall quilt to a new theme for this fall season. The wall quilt is now, “Gather Together” with colored pictures of fall leaves. We had 33 children bring in colored pictures of leaves.
- Book club was held on October 16th. *One True Loves* by Taylor Jenkins Reid was discussed and enjoyed by 16 adults.
- On October 24th two representatives from AARP came to the Spencer Library to talk about Fraud and Scams. The representatives talked about ways to protect yourself, what to watch for, red flags and also to not be hard on yourself if you are a victim. There were 17 adults attending this program with many compliments for the information given.
- On October 25th, Audrey did a story time for the Rookie Rocket Day Care Center which is located in the Spencer Elementary School. Stories of pumpkins were read to 19 attendees.
- Audrey did two visits to the 4 year old Pre-K classes at the Spencer Elementary School. These visits were held on Wednesday, October 25th and Thursday, October 26th. Stories were read to 41 total attendees.

#### Circulation Statistics

- Spencer has circulated 1,255 items in the month of October. This is a decrease of 4.49%. Spencer has circulated 11,303 items in 2023. This is a decrease of 3.26%.

#### Library News

- National 4-H week was October 1-7. The Spencer 4-H Club displayed projects that were made by young 4-H children for the Central Wisconsin Fair this past August. Many library patrons enjoyed looking at the variety of projects.
- The railroad did repair on the tracks in Spencer the week of October 9-13th. This repair closed the main street in Spencer and the road leading to the Spencer Library. A detour was set up around Spencer allowing patrons to get to the library during the construction.
- Audrey enjoyed a vacation in October; thank you to the subs from other branch locations and Wausau!
- Audrey was surprised as some patrons came in to wish her a “Happy Appreciate Your Favorite Librarian Day.”
- Audrey held her rounding with Katelyn on October 10th.

#### Facilities Updates

- The Village of Spencer gifted the library a new 4 x 6 area rug that says “KEEP CALM AND READ ON.”

## Stratford Monthly Report

#### Events and Programs

- Our Family Story Time on Wednesday mornings welcomed 88 people in October.

- St. Joe's students enjoyed story times and book check-outs this month at our branch. On Oct. 9, six Pre-K and K students visited with their teacher, and on Oct. 3 and Oct. 17, a total of 18 1st-4th grade students visited with their teacher.
- Seven adult patrons attended our Book Club in October to discuss *Marmee* by Sarah Miller.
- Fifty-seven guests of all ages enjoyed our Trick or Triumph Escape Rooms on Oct. 20, 21 and 23. This was our first time offering an escape room program here, and it was a big hit with our patrons. Many requested that we host more in the future.
- Our Self-Directed Program in October offered patrons an opportunity to guess how many googly eyes were in a jar. Almost 80 people submitted guesses, and the three closest earned a prize.
- We have submitted our Winter23 and Spring24 event ideas, and have begun planning for our Summer and Fall Library Programming.

#### Circulation Statistics

- We circulated 2,147 items in October. This is a 31.64% increase from last year. So far in 2023, we circulated 21,304 items. This is a 12.25% increase from 2022.

#### Library News

- In October, we featured a "Killer Thrillers" and an autumn book display for our adult patrons, as well as a display of Halloween and autumn-themed books for children and teens.
- MJ covered a shift in Marathon City on Oct. 17 and in Mosinee on Oct. 24.
- Darla covered a shift in Spencer on Oct. 24.
- We sent in books for relabeling.

#### Facilities Updates

- David Hahn, IT Specialist, visited our branch on Oct 6. He changed our door counter, installed the receipt printer, and fixed the issues we were experiencing on our Public Access Catalog.
- The Village has replaced our bike rack, which was stolen a few months ago.

# Director's Report

## WVLS BOARD OF TRUSTEES MEETING

September 16, 2023

## CORRESPONDENCE

### Libraries Share Their Appreciation of the WVLS SLP Grant

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

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

### Gratitude for Wessler Scholarship Memorial

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

### WVLS Advocacy Support is Appreciated

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

## PEOPLE / LIBRARIES / SYSTEMS IN THE NEWS



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

### Dr. Williams Visits the Greenwood Community Library

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

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

### Brewster Joins WiLS Data Classroom Cohort

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

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

### LEAN WI Systems on Track to Hire a Shared Position

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

## STATE NEWS

### WPLC Board Meeting Highlights

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

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

### Preparations for Upcoming Solar Eclipses

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



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

## GRANT and SCHOLARSHIP PROJECTS

### 2023/2024 Professional Learning Grant

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

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

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

Colleagues selected to receive the 2023 WLA Conference scholarships include:

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

Congratulations to all!

### 2023/2024 LSTA Improved Discovery Solutions Grant

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

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

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

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

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

## **V-CAT and ILS ADMINISTRATION PROJECTS**

### **Key Projects**

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

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

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

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

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

## Council and Committee Meeting Highlights

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

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

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

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

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

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



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

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

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

## MARKETING PROJECTS

### WVLS Promotes “Library Card Sign-Up Month”

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

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

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

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



## WLA Conference

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

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

## Website Services Projects

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

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

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

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

-- Nick Andrews, Elmwood Library

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

-- Ruth Reiling, Colby Community Library

# TECHNOLOGY PROJECTS OVERVIEW

## LEAN WI Core Infrastructure

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

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

### LEAN WI Service Explorations

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

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

### WVLS Internal Projects, Library Projects, and Core Services Support

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

-- Carsyn Soderstrom, Thorp Public Library Director

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

## PUBLIC LIBRARY CONSULTANT SERVICES

### Public Library Services

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

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

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

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

## Inclusive Services

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

# CONTINUING EDUCATION & TRAINING OPPORTUNITIES

## NEW! Two Recorded Webinars on Genealogy and Social Media Trends

Two recorded webinars now available to WVLS members are:

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

## Upcoming Fall 2023 V-Cat Training Opportunities

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

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

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

### WVLS Youth Services Workshop Slated for November 30

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

### 2024 Wild Wisconsin Winter Web Conference

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

## INFO TO GO

### Wisconsin Library Buildings and Spaces Project

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

### Wisconsin Public Library Staff Compensation Summary Report

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

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

Highlights from the report include:

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

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

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

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

## UPCOMING EVENTS / MEETINGS

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

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

Thank you for reading!

Marla

ITEM NUMBER: 8.01  
CHAPTER 8: Facility and  
Equipment  
Management  
Policy  
CODE:

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Title: Meeting Room Policy  
Effective Date: 1-1995  
Authorized By: Library Director  
Date of Last Revision: 5-2021 12-2023

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### ***Library Bill of Rights***

*“VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”*

### **Uses and Priorities Among Users**

#### ~~USES AND PRIORITIES AMONG USERS:~~

#### In General:

~~In general,~~ Meeting rooms may be used for programs sponsored by groups or individuals.

#### Appropriate uses include:

- Public gathering spaces are intended to be commercial-free environments where groups may come together to learn and exchange ideas.
- Public gathering places are available to the public regardless of the beliefs or affiliations of groups requesting their use.
- Permission to use a public gathering place does not constitute an endorsement by the library of the program or point of view expressed.

#### Costs:

~~Use of library meeting rooms is free and contingent upon the user participating in an approved purpose or activity.~~

#### Priority for Use:

~~In determining priority for use of the library meeting rooms~~ When two or more users seek to utilize the same time slot, the following hierarchy of priorities shall be utilized:

Priority 1: LIBRARY: First priority shall be given to any part of the Library's own program, including: staff and board meetings, story time hours and programs conducted by the staff, and instruction or guidance in the use of the Library.

Priority 2: LIBRARY SPONSORED: If one of the conflicting users is not part of the library's own program, priority shall be given to any program in



which the Library is a sponsor, participant, or co-operating agency, such as Friends of the Library, Wisconsin Valley Library Service, The Literacy Council, and other library organizations.

Priority 3: GOVERNMENT: If the potential users are not part of the library's own program or a library sponsored program, priority shall be given to use by Marathon County and other governmental units.

Priority 4: OTHERS: Finally if the above categories of users are not implicated, priority shall be given to use by service agencies, non-profit agencies, general public, and businesses.

~~Use of Meeting Rooms. Library meeting rooms are not an appropriate venue for the following activities: private parties, for profit meetings, testing, marketing, promotions, interviewing (in general), depositions or other discovery-related proceedings, attorney-client interviews, guardian ad litem interviews or wards, mediation or other alternative dispute resolution proceedings, or private for-profit tutoring.~~

Prohibited Activities include:

- Social purposes: parties and other events such as weddings, birthdays, retirements, etc.
- Commercial activities: no admission fees or tuition, sales of products or services, or other direct fundraising activities. Exceptions may be made for library-sponsored groups, programs, or events.
- Interviews: for job candidates, vendors, or any other recruitment purposes is not permitted in our meeting room.
- Depositions: attorney-client interviews or any other confidential legal discussions may not be conducted in our meeting room.
- Tutoring: offering private, for-profit tutoring or educational services in our meeting rooms is not allowed.
- Gambling: games of chance, bingo, casinos or wagering of any kind may not be part of any program, meeting, or event.

In addition to the above prohibition, library meeting rooms ~~cannot be used for:~~ reservations may be rejected

1. Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
2. ~~A meeting where an admission or other fee or tuition is charged by a group/individual other than the Library itself, the Library Foundation or the Friends of the Library.~~

3. Programs whose purpose is the sale, advertising, or promotion of products or services or includes selling a product or service with the exception of those provided by the Library itself, the Library Foundation, or Friends of the Library.
4. A return engagement by a group who that has abused the facility, equipment, or library regulations in a previous use of the room.

## **Reserving A Room**

### ROOM RESERVATIONS:

Meeting rooms are available at all nine library locations in the County.

Reservations for Wausau, Mosinee and Stratford meeting rooms must be made by submitting an electronic application from the library website.

~~Meeting rooms are available at all nine library locations in the County. Reservations for Wausau, Mosinee and Stratford meeting rooms must be made by submitting an electronic application from the library website. Meeting rooms at other branch locations (Athens, Edgar, Hatley, Marathon, Rothschild, and Spencer) must be reserved with the village or city in which the library is located.~~

Applications are available online from the Library's website. The completed application must be submitted 10 calendar days prior to the meeting date to allow sufficient time for processing. Reservations will be confirmed during business the Library's open hours.

The application must be signed by an authorized adult representative of the group who shall attend the meeting. This person shall be personally responsible for the conduct of the meeting and for any damages.

Meeting rooms may be reserved up to 90 days in advanced.

A group or individual may have the meeting room on reserve for meetings in sequence, such as every third Tuesday, with a maximum of two (2) meetings per month up to 90 days in advance.

Use of the meeting room is restricted to the hours reserved.

Meeting rooms at other branch locations (Athens, Edgar, Hatley, Marathon, Rothschild, and Spencer) must be reserved with the village or city in which the library is located. Individual municipality meeting room rules apply.

## **Reservation Cancellations**

### Cancellation of Meetings:

The Library should be notified 24 hours prior to the scheduled meeting time or as soon as possible if it is necessary to cancel a reservation.

Failure to notify the Library of a cancelled meeting may result in forfeitures of future meeting room privileges.

Repeated cancellations may affect a group's ability to reserve meeting rooms in the future.

### **Equipment Reservations**

#### **EQUIPMENT RESERVATIONS:**

Wireless internet access is available in the Library's meeting rooms. Groups may provide their own laptop computer and projector or reserve the Library's equipment. Setup and technical support is not provided by the Library.

Groups may bring their own AV equipment to use. Additional equipment may be reserved from the Library depending on current availability. No charge will be made for use of the equipment.

#### **ADMISSION:**

~~All programs and meetings shall be open to all members of the public.~~

### **Capacity**

#### **CAPACITY:**

~~Wausau Community Room: The Wausau Community Room has a maximum seating capacity of 99 persons.~~

~~The **minimum number of users is 20 persons** for the Wausau Community Room.~~

~~Second Floor Conference Room (Wausau): The Second Floor Conference Room (Wausau) has a maximum capacity of 20 persons.~~

~~Stratford Branch: Stratford Branch has a maximum seating capacity of 36 persons 30 adults, 50 children.~~

~~Mosinee Branch: Mosinee Branch has a maximum seating capacity of 99 persons.~~

### **Hours**

#### **HOURS:**

Meeting rooms may be reserved for hours when the library is normally open. Meetings must adjourn no later than 30 minutes before the Library closing time to allow participants time to exit the building by closing time.

### **Food and Beverages**

#### FOOD AND BEVERAGES:

Covered beverages and light snacks are allowed in the all meeting rooms. Groups are required to provide all supplies and are responsible for cleaning up.

~~A kitchen unit is available at Stratford, Mosinee, and the Wausau Community Room at Wausau.~~

No alcoholic beverages will be permitted. No cooking may be done (including slow cookers or Sterno chafing fuel).

All Marathon County Public Library buildings are smoke-free.

### **Cost**

Use of library meeting rooms is free and contingent upon the user participating in an approved purpose or activity.

### **General Rules of Use**

#### GENERAL RULES OF USE

Room Arrangement and Maintenance: Chairs and tables are available for groups to set up to meet their needs. ~~Because of limited staff, the Library cannot assume responsibility for setting up the rooms or for cleaning the rooms after each use.~~ The responsibility for setup and clean up is assumed by the group using a room. Chairs and tables must be returned to their original arrangement following a meeting.

~~Only~~ Marathon County Public Library cardholders are eligible to book Meeting Rooms and Study Rooms. Other groups will be reviewed on a case by case basis.

Group Check-In: The group must check in with the Reference Desk in Wausau or with staff at Mosinee and Stratford immediately prior to obtaining access to the meeting room. Staff will unlock the room and check out checkout any reserved equipment to the contact person or his/her representative. Any equipment checked out is to be returned to the Reference Desk or designated area at a Branch.

Use of Equipment: Non-library equipment or materials may not be stored in the meeting rooms or elsewhere in the building without prior permission.

The Library does not provide assistance with carrying supplies or equipment, and custodial help and assistance with the operation of equipment ~~is~~ are not available.

Use of Library Name: The library's name may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. Marathon County Public Library may not be used as the official address or headquarters of any group.

All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the library must clearly state that the meeting is not sponsored by the Marathon County Public Library. Copies of all promotional materials pertaining to the meeting must be approved by sent or brought to the Library at least 7 days prior to the meeting.

Communication of Meeting Information: The contact person agrees that the library may give out name and contact information to the public. The library will communicate scheduled meetings (group name, time, date and place of meeting) in the meeting room reservation calendar. The information may also be posted digitally in the library where the meeting is being held.

Rejection of Reservation Requests: The Library Director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular Library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this Policy or the Library Rules of Conduct. In determining whether such likelihood exists, the Library Director, or designee may take into consideration the contents of the Application, the history of the group's Meeting Room use in the Library, and such other information as he or she may deem appropriate.

A Meeting Room is not considered reserved until the Application is received, approved, and confirmed by the Library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

~~Revocation of Meeting Room Privileges:~~ Failure to observe general use policies may result in loss of meeting room privileges.

Americans with Disabilities Act: Groups using the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in accessible format in response to a request.

Displays: Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the Library may be removed from the walls.

Unattended Minors: Parents or caregivers who bring children to meetings in the Library are responsible for those children. Children of any age who cannot conduct

themselves appropriately or require repeated staff intervention, may not be left unattended anywhere in the building. Please refer to Unattended Customer Policy.

Political Meetings: Political meetings may be held for the discussion of issues but such meetings may not involve fundraising, party caucuses or meetings closed to the public.

Licenses: Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.

~~Food and Alcohol: No cooking may be done. No alcohol may be served at any time.~~

Smoking and Use of Burning Materials: No smoking is permitted. Burning or any materials, including incenses and candles, is prohibited.

~~Gambling: No gambling is permitted.~~

Weather: The Library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.

Access to Rooms: Library personnel must have free access to the meeting room at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

~~The meeting room policy is determined by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees as it deems in the interests of the Library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing.~~

Liability for Damages: The library reserves the right to charge the applicants for cleaning, maintenance, repair, and replacement due to any damages which are determined to be proximately caused by participants at the meeting or event and are determined to be reasonably under the control of the applicant or any organization applicant represents.

The contact person is liable for damage to the facilities and equipment and for maintaining safety regulations including room capacity.

The library is not responsible for items left in the meeting rooms, before, during or following the meeting.

Insurance and Exception: Any meeting or event which will be attended by 75 or more persons shall be subject to a risk assessment by the Marathon County Risk Manager. The scope of the proposed use may require a certificate of insurance, hold harmless agreement or contract. The Marathon County Risk Manager may elect to waive the

insurance requirement if ~~they~~ ~~he or she~~ determines that the planned meeting or event does not present a substantial or significant liability or property damage exposure to the library or Marathon County.

This policy shall not be construed to apply to meetings or events involving expressive activity which enjoy the protection of the U.S. and Wisconsin Constitutions. To qualify for this exception, applicant shall be required to either:

1. Agree to indemnify, protect, defend, and hold harmless the library, Marathon County, their officers and employees against all claims, damages, expenses, loss or liability arising out of the proposed use and determine to be proximately caused by the acts or omissions of the applicant and/or any participants in the planned meeting or event who are determined to be reasonably under control of the applicant, or any organization applicant represents. This indemnity shall not foreclose claims made against the county by the applicant, or any organization applicant represents, and shall not foreclose claims made by third parties; or
2. Agree to redesign or reschedule the permitted meeting or event to respond to specific risks, hazards, and dangers to the public health and safety identified by ~~the~~ Marathon County Risk Manager as being reasonably foreseeable consequences of the meeting or event.

~~**NOTE: This is an application, not a reservation form. No plans should be made regarding the use of meeting rooms and no advertising should be done until a written confirmation is received.**~~ If the application is not filled out completely, it will be returned unprocessed. Please refer to the Meeting Room Policy or ask for assistance if you have questions. (715-261-7200)

~~**Reservations will be confirmed during the Library's open hours Monday through Friday. They must be received at least 10 calendar days prior to the meeting date to allow sufficient time for processing.**~~

~~**All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the Library must clearly state that the meeting is not sponsored by the Marathon County Public Library. Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 7 days prior to the meeting.**~~

~~**PLEASE NOTE: These meeting rooms are not an appropriate venue for the following activities, including but not limited to: parties, testing, marketing, promotions, interviewing (in general), depositions or other discovery-related proceedings, attorney-client interviews, guardian ad-litem interviews of wards, mediation or other alternative dispute resolution proceedings, or private for-profit tutoring.**~~