



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**A meeting of the Marathon County Public Library Board of Trustees,  
Monday, February 19, 2024, 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/604495965> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in 604-495-965.**

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) Library Policy Updates – For Discussion and Possible Action**
  - A. 10.14 - E-Reader and Handheld Scanner Policy
  - B. 6.08 - Recognition of Personnel Policy
- 8. (10 minutes) Strategic Plan: Mission and Vision Statements – For Discussion and Possible Action**
- 9. (10 minutes) Approval of Annual Report for DPI – For Discussion and Possible Action**
- 10. ( 5 minutes) Statement Concerning System Effectiveness – For Discussion and Possible Action**
- 11. Announcements**
- 12. Request for Future Agenda Items**
- 13. Next Meeting Dates**
  - Monday 03/18/2024
  - Monday 04/15/2024
  - Monday 05/20/2024 – Marathon City Branch Library
  - Monday 06/17/2024

14. 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: February 13, 2024

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, January 22, 2024.

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

Absent: Andrea Sheridan

Others: Heather Wilde, Stephanie Martell, David Hahn, and Lance Leonhard. Remote visitors: one

The meeting was called to order at 11:59 p.m. by Kari Sweeney. Kari Sweeney acknowledged visitors at the meeting.

The Board moved the closed session to the beginning of the meeting to accommodate County Administrator Leonhard's schedule.

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY BECKY BUCH TO CONVENE IN CLOSED SESSION. MOTION CARRIED.**

A. Pursuant to §§ 19.85(1) (c) for the purpose of Director Performance Evaluation.

B. Roll call vote:

Gary Gisselman	Yes
Reid Rayome	Yes
Kari Sweeney	Yes
LeeAnn Podruch	Yes
Nathan Turajski	Yes
Becky Buch	Yes
Andrea Sheridan	Not present

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY LEEANN PODRUCH TO RETURN TO OPEN SESSION. MOTION CARRIED.**

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY LEEANN PODRUCH, BASED ON THE INFORMATION RECEIVED FROM COUNTY ADMINISTRATION, TO APPROVE THE AMENDED PERFORMACE EVALUATION AS DISCUSSED IN CLOSED SESSION. MOTION CARRIED.**

**A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY BECKY BUCH TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE DECEMBER 18, 2023, MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY REID RAYOME TO APPROVE THE DECEMBER 2023 BILLS AND SERVICES REPORT. MOTION CARRIED.**

### Public Comments –None

President – The Public Library Trustee Ethic’s Statement has been provided to Trustees attending in person and will be emailed to the remaining Trustees. Trustees are asked to review, sign, and return the document.

### Other Board Members – None

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

- The Strategic Plan Steering Committee will meet on January 25<sup>th</sup> to hear a presentation by the consultants and discuss the survey information gathered.
- Library leadership continues to attend NICE meetings exploring the combining of ILS services between Northern Waters and WVLS.
- Director Giordano received a WVLS scholarship and will be attending Library Legislative Day on February 6<sup>th</sup>.
- The library has added a Mamava lactation pod at the Wausau location for staff and patrons.
- MCPL will be receiving a donated triceratops skeleton from Colossal Fossils soon that will be displayed in the first-floor rotunda.
- MCPL had over 1400 new Overdrive users register last year.

### Board Committees – None

Friends of the Library – The most recent Friends of the Library sale made over \$1000 including new memberships. The Friends had their annual meeting on January 13<sup>th</sup>.

MCPL Foundation – The Foundation Board met on January 11<sup>th</sup> and are planning to send out donation requests in spring.

Wisconsin Valley Library Service – Trustee Sweeney shared that she plans to attend Legislative Day.

Strategic Plan: Mission and Vision Statements – Trustees were presented with documents from WiLS, the Strategic Plan consultant, with the current mission and vision statement and a list of potential revised mission and vision statements. After discussion the Trustees decided to revisit the information after the steering committee reviews the survey results so that public input is taken into consideration.

### Announcements - None

Request for Future Agenda Items Discussion of the mission and vision statement will be added to a future meeting agenda.

**A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY REID RAYOME TO ADJOURN AT 1:07 P.M. MOTION CARRIED.**

  
\_\_\_\_\_  
Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for February 19, 2024.

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

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

Absent: Becky Buch, Brent Jacobson

Others: Alexander Johnson, Katelyn Sabelko, Heather Wilde, Stephanie Martell and one additional visitor. Remote visitors: Marla Sepnafski

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

**A MOTION WAS MADE BY LEEANN PODRUCH; SECONDED BY GARY GISSELMAN TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE NOVEMBER 2023 MEETING. MOTION CARRIED.**

**A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY REID RAYOME TO APPROVE THE NOVEMBER 20, 2023, BILLS AND SERVICES REPORT. MOTION CARRIED.**

Public Comments –None

President – None

Other Board Members – Trustees Rayome and Sheridan attended the ribbon cutting event in Athens and reported that it looks nice and there was a good turnout with many positive comments.

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

- The Strategic Plan is going well after a one-month shift in the timeline. December 21<sup>st</sup> is the final date for the online survey and community Q & A boards.
- Proposed vision and mission statements from the Strategic Plan process can be shared at the January Board meeting.
- February 6<sup>th</sup> the Director will be attending Legislative Day in Madison. WVLS provides scholarships and a bus for those wishing to attend.
- Director Giordano and MCPL managers are participating in NICE groups to work with other area library representatives to look at the possibility of Northern Waters Library Service and Wisconsin Valley Library Service sharing an ILS (Integrated Library System).

Board Committees – None

Friends of the Library – The Friends are working on a plan to add shelving to their sales area.

MCPL Foundation – None

Wisconsin Valley Library Service – Trustee Sweeney shared that she plans to attend Legislative Day.

Library Service Highlight: Interlibrary Loan (ILL) - Presented by Ashley Hetzel, Library Assistant

- ILL is a way for patrons to get materials that are not available in our consortium.
- Requested materials need to meet certain requirements, including a publish date over two years, a value greater than \$10, and the item must be less than 75 years old.
- Items can be requested from participating libraries in Wisconsin, Minnesota, South Dakota and North Dakota.
- Patrons are allowed to request up to 5 items per month.
- Patrons can view what's available thru Interlibrary Loan (WISCAT) on MCPL's website and can fill out a form to request items.
- So far in 2023, MCPL has borrowed 713 ILL items from other libraries and lent out 997 items.

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY KARI SWEENEY TO CONVENE IN CLOSED SESSION. MOTION CARRIED.**

A. Pursuant to §§ 19.85(1) (c) for the purpose of conducting a performance evaluation of the Director.

B. Roll call vote:

Andrea Sheridan	Yes
LeeAnn Podruch	Yes
Gary Gisselman	Yes
Reid Rayome	Yes
Kari Sweeney	Yes
Brent Jacobson – not present	
Becky Buch- not present	

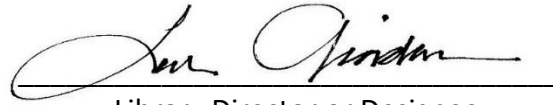
**A MOTION WAS MADE BY REID RAYOME; SECONDED BY KARI SWEENEY TO RETURN TO OPEN SESSION. MOTION CARRIED.**

**A MOTION WAS MADE BY REID RAYOME; SECONDED BY LEEANN PODRUCH TO APPROVE THE PERSONNEL EVALUATION AS DISCUSSED. MOTION CARRIED.**

Announcements - None

Request for Future Agenda Items – Strategic Plan updates will be added to the agenda as available.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY REID RAYOME TO ADJOURN AT 12:56 P.M. MOTION CARRIED.

A handwritten signature in black ink, appearing to read "Reid Rayome", written over a horizontal line.

Library Director or Designee



**Marathon County Public Library Budget vs Actual (Library cost center) for December, 2023 As of 2/12/24\***

<b>Ledger Account</b>	<b>Amended Budget</b>	<b>Actuals (Current Period)</b>	<b>Actuals (YTD)</b>	<b>Budget Remaining</b>
<b><u>Library Cost Center</u></b>				
<b>Revenues</b>				
46170 Sale of Maps, Poll Lists, Copies	\$ 10,000.00	\$ 1,277.78	\$ 9,184.50	\$ (815.50)
46190 Other General Government Fees	\$ 20,000.00	\$ 1,525.00	\$ 34,421.54	\$ 14,421.54
46710 Library Fees	\$ 50,000.00	\$ 12,833.93	\$ 54,067.72	\$ 4,067.72
48200 Rental of Buildings and Property	\$ 43,153.00	\$ -	\$ 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>\$ 15,636.71</b>	<b>\$ 496,429.76</b>	<b>\$ 16,673.76</b>
<b>Personnel Expenses</b>				
51111 Salaries and Wages	\$ 2,087,903.00	\$ 154,780.39	\$ 1,964,786.58	\$ 123,116.42
51390 Other Special Pay	\$ (69,000.00)	\$ 1,742.78	\$ 20,877.70	\$ (89,877.70)
51580 Unemployment Compensation	\$ 2,085.00	\$ -	\$ -	\$ 2,085.00
51510 Social Security	\$ 159,783.00	\$ 11,191.74	\$ 142,364.29	\$ 17,418.71
51520 Retirement Employers Share	\$ 131,080.00	\$ 9,618.12	\$ 111,076.44	\$ 20,003.56
51541 Dental Insurance	\$ 12,651.00	\$ 908.84	\$ 10,610.98	\$ 2,040.02
51550 Life Insurance	\$ 943.00	\$ 35.73	\$ 386.66	\$ 556.34
51560 Workers Compensation	\$ 1,283.00	\$ 94.40	\$ 2,618.87	\$ (1,335.87)
51590 Other Employer Contributions	\$ 37,998.00	\$ 1,701.00	\$ 35,226.46	\$ 2,771.54
51593 Health Insurance	\$ 500,900.00	\$ 34,475.13	\$ 407,027.18	\$ 93,872.82
<b>Personnel Expenses Total</b>	<b>\$ 2,865,626.00</b>	<b>\$ 214,548.13</b>	<b>\$ 2,694,975.16</b>	<b>\$ 170,650.84</b>

## Operating Expenses

52130 Accounting and Audit Services	\$	1,300.00	\$	2,335.42	\$	2,335.42	\$	(1,035.42)
52131 Financial, Banking and Investment Services	\$	1,300.00	\$	81.55	\$	908.70	\$	391.30
52192 Other Professional Services	\$	6,500.00	\$	-	\$	6,500.00	\$	-
52250 Telephone, Internet and Cable	\$	25,000.00	\$	1,386.69	\$	21,673.78	\$	3,326.22
52420 Machinery/Equipment Maintenance Services	\$	6,500.00	\$	-	\$	6,059.00	\$	441.00
52140 Technology Services	\$	-	\$	1,670.00	\$	1,725.00	\$	(1,725.00)
52560 Other Special Services	\$	47,000.00	\$	3,568.31	\$	35,192.88	\$	11,807.12
52561 Reimburse County	\$	5,000.00	\$	-	\$	5,907.00	\$	(907.00)
52140 Technology Services	\$	27,500.00	\$	-	\$	-	\$	27,500.00
52932 Copier Charges	\$	-	\$	481.10	\$	5,697.69	\$	(5,697.69)
52990 Sundry Contractual Services	\$	9,000.00	\$	1,042.77	\$	8,324.63	\$	675.37
53110 Postage and Courier	\$	2,500.00	\$	188.53	\$	1,707.21	\$	792.79
53130 Printing and Forms	\$	10,000.00	\$	-	\$	4,430.00	\$	5,570.00
53142 Software - IT	\$	-	\$	413.64	\$	4,817.72	\$	(4,817.72)
53161 Books Library	\$	282,826.00	\$	26,526.34	\$	282,357.97	\$	468.03
53168 Audio-Visual Materials	\$	60,527.00	\$	5,515.20	\$	58,376.50	\$	2,150.50
53169 E-Books Library	\$	29,100.00	\$	-	\$	29,088.59	\$	11.41
53190 Office Supplies	\$	28,800.00	\$	1,031.14	\$	21,451.16	\$	7,348.84
53220 Subscriptions	\$	19,000.00	\$	101.93	\$	17,180.55	\$	1,819.45
53221 Electronic Subscriptions	\$	18,500.00	\$	2,811.90	\$	18,541.83	\$	(41.83)
53240 Membership Dues	\$	104,701.00	\$	-	\$	104,181.84	\$	519.16
53250 Registration Fees/tuition	\$	4,000.00	\$	-	\$	1,124.00	\$	2,876.00
53260 Advertising	\$	4,000.00	\$	878.93	\$	3,717.99	\$	282.01
53321 Personal Auto Mileage	\$	3,000.00	\$	52.20	\$	2,123.78	\$	876.22
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	\$	1,477.84	\$	2,168.51	\$	(168.51)
53494 Technology Supplies	\$	10,000.00	\$	398.50	\$	3,392.35	\$	6,607.65
53916 Other Personal Effects	\$	-	\$	-	\$	63.90	\$	(63.90)
53936 Other Supplies	\$	13,000.00	\$	852.47	\$	10,855.18	\$	2,144.82
55190 Insurance Other Premiums	\$	44,961.00	\$	44,961.00	\$	44,961.00	\$	-
55320 Building/Offices Rent	\$	65,000.00	\$	13,520.94	\$	61,352.16	\$	3,647.84
<b>Operating Expenses Total</b>	<b>\$</b>	<b>831,815.00</b>	<b>\$</b>	<b>109,296.40</b>	<b>\$</b>	<b>766,219.44</b>	<b>\$</b>	<b>65,595.56</b>
Total Expenditures	\$	3,697,441.00	\$	323,844.53	\$	3,461,194.60	\$	236,246.40
Net Change	\$	(3,217,685.00)	\$	(308,207.82)	\$	(2,964,764.84)	\$	252,920.16

\* Additional credit card items (\$918.75 expense and \$119.99refund) have not cleared in workday yet. These items were included in the annual report numbers.

Marathon County Public Library Budget vs Actual (additional cost centers) December, 2023 as of 2/12/24

	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<b>Library - Gift/Donation Cost Center</b>				
Total Revenues	\$ 167,326.00	\$ 28,500.00	\$ 271,616.54	\$ 104,290.54
Total Expenditures	\$ 167,326.00	\$ 2,566.36	\$ 68,833.83	\$ 98,492.17
<b>Library - Gift/Donation Cost Center Net</b>	<b>\$ -</b>	<b>\$ 25,933.64</b>	<b>\$ 202,782.71</b>	<b>\$ 202,782.71</b>
<b>CIP- Library Cost Center</b>				
Total Revenues	\$ 639,835.00	\$ (2.50)	\$ 639,835.00	\$ -
Total Expenditures	\$ 639,835.00	\$ 51,374.00	\$ 270,585.03	\$ 369,249.97
<b>CIP-Library Net Change</b>	<b>\$ -</b>	<b>\$ (51,376.50)</b>	<b>\$ 369,249.97</b>	<b>\$ 369,249.97</b>

## Marathon County Public Library Bills for Approval January, 2024

Library			
52131 Financial, Banking and Investment Services			
Unique Management Services Inc		\$	93.20
	<b>Financial, Banking and Investment Services</b>	<b>\$</b>	<b>93.20</b>
52250 Telephone, Internet and Cable			
Charter Communications		\$	542.94
	<b>Telephone, Internet and Cable</b>	<b>\$</b>	<b>542.94</b>
52560 Other Special Services			
Baker & Taylor Company		\$	417.92
	<b>Other Special Services</b>	<b>\$</b>	<b>417.92</b>
52990 Sundry Contractual Services			
Baker & Taylor Company		\$	3,289.00
Frances L Simek Memorial Library		\$	18.00
United States Postal Service		\$	70.00
	<b>Sundry Contractual Services</b>	<b>\$</b>	<b>3,377.00</b>
53142 Software - IT			
Heartland Business Systems		\$	413.64
	<b>Software - IT</b>	<b>\$</b>	<b>413.64</b>
53161 Books Library			
Baker & Taylor Company		\$	1,444.70
OverDrive Inc		\$	530.38
	<b>Books Library</b>	<b>\$</b>	<b>1,975.08</b>
53168 Audio-Visual Materials			
Baker & Taylor Company		\$	146.53
Midwest Tape LLC		\$	64.48
	<b>Audio-Visual Materials</b>	<b>\$</b>	<b>211.01</b>
53190 Office Supplies			
Amazon Capital Services		\$	757.40
Demco		\$	270.71
Mosinee, City		\$	272.69
	<b>Office Supplies</b>	<b>\$</b>	<b>1,300.80</b>
53221 Electronic Subscriptions			
Mango Languages		\$	9,978.08
Value Line Publishing LLC		\$	4,060.00
	<b>Electronic Subscriptions</b>	<b>\$</b>	<b>14,038.08</b>
53321 Personal Auto Mileage			
Staff		\$	9.50
	<b>Personal Auto Mileage</b>	<b>\$</b>	<b>9.50</b>
53494 Technology Supplies			
Carahsoft Technology Corporation		\$	162.45
	<b>Technology Supplies</b>	<b>\$</b>	<b>162.45</b>
53936 Other Supplies			
Amazon Capital Services		\$	20.80
	<b>Other Supplies</b>	<b>\$</b>	<b>20.80</b>
55320 Building/Offices Rent			
Hatley, Village		\$	1,643.07
Mosinee, City		\$	32.09
WI Public Service Corporation		\$	489.52
	<b>Building/Offices Rent</b>	<b>\$</b>	<b>2,164.68</b>

**Library - Gifts/Donations**

## 53161 Books Library

Amazon Capital Services	\$	138.36
Baker & Taylor Company	\$	775.57
Cengage Learning Inc	\$	1,782.00
<b>Books Library</b>	<b>\$</b>	<b>2,695.93</b>

## 53168 Audio-Visual Materials

Blackstone Publishing	\$	128.09
<b>Audio-Visual Materials</b>	<b>\$</b>	<b>128.09</b>

## 53462 Tool Allowance-Employees

Staff reimb (Michaels)	\$	38.46
<b>Tool Allowance- Employees</b>	<b>\$</b>	<b>38.46</b>

## 53936 Other Supplies

Amazon Capital Services	\$	512.47
Wehr, Janell	\$	56.09
Wisconsin Library Association, Inc.	\$	45.00
<b>Other Supplies</b>	<b>\$</b>	<b>613.56</b>

**CIP Library**

## 53936 Other Supplies

Demco	\$	5,930.20
<b>Other Supplies</b>	<b>\$</b>	<b>5,930.20</b>

**Grand Total****\$ 34,133.34**

## Marathon County Public Library Budget vs Actual (Library cost center) for January, 2024

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	\$ 12,000.00	\$ 1,019.88	\$ 1,019.88	\$ (10,980.12)
46190 Other General Government Fees	\$ 24,000.00	\$ 2,310.00	\$ 2,310.00	\$ (21,690.00)
46710 Library Fees	\$ 45,000.00	\$ 3,022.79	\$ 3,022.79	\$ (41,977.21)
48200 Rental of Buildings and Property	\$ 42,153.00	\$ 10,538.25	\$ 10,538.25	\$ (31,614.75)
48900 Other Miscellaneous Revenues	\$ 61,494.00	\$ 25.20	\$ 25.20	\$ (61,468.80)
<b>Total Revenues</b>	<b>\$ 184,647.00</b>	<b>\$ 16,916.12</b>	<b>\$ 16,916.12</b>	<b>\$ (167,730.88)</b>
<b>Personnel Expenses</b>				
51111 Salaries and Wages	\$ 2,078,706.00	\$ 150,234.76	\$ 150,234.76	\$ 1,928,471.24
51120 Overtime	\$ 22,935.00	\$ -	\$ -	\$ 22,935.00
51390 Other Special Pay	\$ -	\$ 1,735.74	\$ 1,735.74	\$ (1,735.74)
51580 Unemployment Compensation	\$ 2,102.00	\$ -	\$ -	\$ 2,102.00
51510 Social Security	\$ 160,775.00	\$ 10,856.52	\$ 10,856.52	\$ 149,918.48
51520 Retirement Employers Share	\$ 131,875.00	\$ 9,574.29	\$ 9,574.29	\$ 122,300.71
51541 Dental Insurance	\$ 12,031.00	\$ 778.57	\$ 778.57	\$ 11,252.43
51550 Life Insurance	\$ 7,016.00	\$ 35.73	\$ 35.73	\$ 6,980.27
51560 Workers Compensation	\$ 1,261.00	\$ 91.33	\$ 91.33	\$ 1,169.67
51590 Other Employer Contributions	\$ 30,030.00	\$ 1,680.00	\$ 1,680.00	\$ 28,350.00
51593 Health Insurance	\$ 508,987.00	\$ 35,447.36	\$ 35,447.36	\$ 473,539.64
<b>Personnel Expenses Total</b>	<b>\$ 2,955,718.00</b>	<b>\$ 210,434.30</b>	<b>\$ 210,434.30</b>	<b>\$ 2,745,283.70</b>

### Operating Expenses

52130 Accounting and Audit Services	\$	1,300.00	\$	-	\$	-	\$	1,300.00
52131 Financial, Banking and Investment Services	\$	1,200.00	\$	93.20	\$	93.20	\$	1,106.80
52192 Other Professional Services	\$	6,500.00	\$	-	\$	-	\$	6,500.00
52250 Telephone, Internet and Cable	\$	22,750.00	\$	542.94	\$	542.94	\$	22,207.06
52420 Machinery/Equipment Maintenance Services	\$	6,500.00					\$	6,500.00
52140 Technology Services	\$	16,000.00					\$	16,000.00
52560 Other Special Services	\$	34,000.00	\$	417.92	\$	417.92	\$	33,582.08
52561 Reimburse County	\$	6,400.00					\$	6,400.00
52932 Copier Charges	\$	6,500.00					\$	6,500.00
52990 Sundry Contractual Services	\$	15,000.00	\$	3,377.00	\$	3,377.00	\$	11,623.00
53110 Postage and Courier	\$	1,700.00					\$	1,700.00
53130 Printing and Forms	\$	5,000.00					\$	5,000.00
53142 Software - IT	\$	6,000.00	\$	413.64	\$	413.64	\$	5,586.36
53161 Books Library	\$	274,250.00	\$	1,975.08	\$	1,975.08	\$	272,274.92
53168 Audio-Visual Materials	\$	60,000.00	\$	211.01	\$	211.01	\$	59,788.99
53169 E-Books Library	\$	34,252.00					\$	34,252.00
53190 Office Supplies	\$	27,000.00	\$	1,300.80	\$	1,300.80	\$	25,699.20
53220 Subscriptions	\$	18,600.00					\$	18,600.00
53221 Electronic Subscriptions	\$	31,000.00	\$	14,038.08	\$	14,038.08	\$	16,961.92
53240 Membership Dues	\$	118,497.00					\$	118,497.00
53250 Registration Fees/tuition	\$	3,500.00					\$	3,500.00
53260 Advertising	\$	4,000.00					\$	4,000.00
53321 Personal Auto Mileage	\$	3,500.00	\$	9.50	\$	9.50	\$	3,490.50
53410 Meeting Expenses	\$	2,700.00					\$	2,700.00
53494 Technology Supplies	\$	3,000.00	\$	162.45	\$	162.45	\$	2,837.55



53936 Other Supplies	\$	10,000.00	\$	20.80	\$	20.80	\$	9,979.20
55190 Insurance Other Premiums	\$	48,000.00					\$	48,000.00
55320 Building/Offices Rent	\$	65,000.00	\$	2,164.68	\$	2,164.68	\$	62,835.32
<b>Operating Expenses Total</b>	<b>\$</b>	<b>832,149.00</b>	<b>\$</b>	<b>24,727.10</b>	<b>\$</b>	<b>24,727.10</b>	<b>\$</b>	<b>807,421.90</b>
Total Expenditures	\$	3,787,867.00	\$	235,161.40	\$	235,161.40	\$	3,552,705.60
Net Change	\$	(3,603,220.00)	\$	(218,245.28)	\$	(218,245.28)	\$	3,384,974.72

Marathon County Public Library Budget vs Actual (additional cost centers) January, 2024

	Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<b>Library - Gift/Donation Cost Center</b>				
Total Revenues	\$ 100,000.00	\$ 24,000.00	\$ 24,000.00	\$ (76,000.00)
Total Expenditures	\$ 100,000.00	\$ 3,476.04	\$ 3,476.04	\$ 96,523.96
<b>Library - Gift/Donation Cost Center Net</b>	<b>\$ -</b>	<b>\$ 20,523.96</b>	<b>\$ 20,523.96</b>	<b>\$ 20,523.96</b>
<b>CIP- Library Cost Center</b>				
Total Revenues	\$ 360,000.00	\$ -	\$ -	\$ (360,000.00)
Total Expenditures	\$ 360,000.00	\$ 5,930.20	\$ 5,930.20	\$ 354,069.80
<b>CIP-Library Net Change</b>	<b>\$ -</b>	<b>\$ (5,930.20)</b>	<b>\$ (5,930.20)</b>	<b>\$ (5,930.20)</b>

## TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of January 2024

Branch	2023 CURRENT MONTH	2024 CURRENT MONTH	% CHANGE	2023 YEAR-to-DATE	2024 YEAR-to-DATE	% CHANGE
ATHENS	1,894	2,198	16.05%	1,894	2,198	16.05%
EDGAR	1,418	1,165	-17.84%	1,418	1,165	-17.84%
HATLEY	1,790	1,507	-15.81%	1,790	1,507	-15.81%
MARATHON	2,354	2,325	-1.23%	2,354	2,325	-1.23%
MOSINEE	2,447	2,487	1.63%	2,447	2,487	1.63%
ROTHSCHILD	7,544	7,789	3.25%	7,544	7,789	3.25%
SPENCER	1,052	1,255	19.30%	1,052	1,255	19.30%
STRATFORD	1,932	1,887	-2.33%	1,932	1,887	-2.33%
WAUSAU	27,850	30,990	11.27%	27,850	30,990	11.27%
WAUSAU DRIVE UP	1,935	1,909	-1.34%	1,935	1,909	-1.34%
HOMEBOUND	537	660	22.91%	537	660	22.91%
ILL	191	133	-30.37%	191	133	-30.37%
OVERDRIVE	15,832	18,829	18.93%	15,832	18,829	18.93%
<b>GRAND TOTAL</b>	<b>66,776</b>	<b>73,134</b>	<b>9.52%</b>	<b>66,776</b>	<b>73,134</b>	<b>9.52%</b>

\*MCPL Athens branch was closed November 6-11, 2023 to move into new location

## ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

January 2024

	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	29	0	0	0	0	135	0	164	2,198	7.46%	
EDGAR	0	0	0	0	0	0	0	0	1,165	0.00%	
HATLEY	0	0	0	0	0	0	0	0	1,507	0.00%	
MARATHON	0	0	0	0	0	0	0	0	2,325	0.00%	
MOSINEE	0	0	0	0	0	0	0	0	2,487	0.00%	
ROTHSCHILD	23	0	1	0	0	0	0	24	7,789	0.31%	
SPENCER	139	0	0	0	0	0	1	140	1,255	11.16%	
STRATFORD	0	0	0	0	0	0	0	0	1,887	0.00%	
WAUSAU	21	0	196	0	0	4	3	224	30,990	0.72%	
WAUSAU DRIVE UP	1	0	5	0	0	0	0	6	1,909	0.31%	
MISC*									19,622		
TOTAL MCPL	213	0	202	0	0	139	4	558	73,134	0.76%	
% of CIRC by COUNTY	0.29%	0.00%	0.28%	0.00%	0.00%	0.19%	0.01%				

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

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## TOTAL MONTHLY CUSTOMER COUNT

For the month of January 2024

	2023 CURRENT MONTH	2024 CURRENT MONTH	% CHANGE
<b>MARATHON COUNTY</b>			
RESIDENT ADULT	58,287	52,377	-10.14%
RESIDENT CHILD	8,146	8,596	5.52%
HOMEBOUND	115	101	-12.17%
STAFF	69	63	-8.70%
TEMPORARY	405	478	18.02%
<b>TOTAL FOR MARATHON COUNTY</b>	<b>67,022</b>	<b>61,615</b>	<b>-8.07%</b>
<b>NON-COUNTY ON SITE BORROWERS</b>			
ADULT	2,791	2,588	-7.27%
CHILD	225	229	1.78%
TEMPORARY	26	23	-11.54%
<b>TOTAL FOR NON-COUNTY ON SITE BORROWERS</b>	<b>3,042</b>	<b>2,840</b>	<b>-6.64%</b>
<b>INTERLIBRARY LOAN</b>			
ILL	405	413	1.98%
<b>GRAND TOTAL</b>	<b>70,469</b>	<b>64,868</b>	<b>-7.95%</b>



# Marathon County Public Library Director Report February 2024

## Highlights

### MCPL County Spotlight Program Series

Starting in January 2024, MCPL Wausau is offering a monthly meet-and-greet program featuring various city and county department heads on a rotating basis – a city official one month, a county official the next month. The officials are given a chance to discuss issues, initiatives and events that are important to them. Library staff may ask a few questions and attendees in the audience will also have an opportunity to ask questions, too.



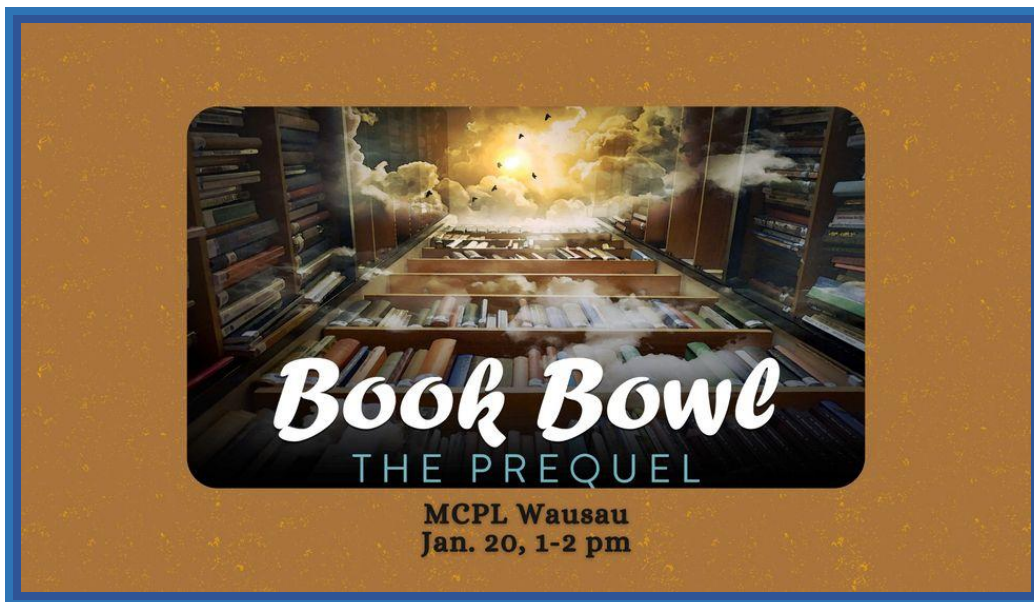
Programs scheduled so far include leaders from Wausau’s Police, Fire, and Community Development departments, and the heads of the Marathon County Sheriff’s Department and Health Department will also be joining us. Guests for the rest of the series have yet to be determined.

*-Chad Dally, Library Specialist*

## Library Services

Our ongoing collaboration with schools in Marathon County remained strong in January. The Youth Services team welcomed 136 Mosinee 1st graders to MCPL-Wausau this month; over 50

students received their very first library card during their visit. We also welcomed 28 3rd and 4th graders from St. Peter Lutheran School to the library for a tour and a fun lesson about our aquarium. Robyn V. visited John Muir Middle School for an outreach opportunity; she presented to 45 middle schoolers about opportunities for teens at the library. Rose D. represented MCPL at the Thomas Jefferson Elementary School Literacy Night; Rose helped participants create a bookmark craft and shared information about the library to 37 attendees. Like in years past, Robyn V. and Taylor W. hosted a Book Bowl practice event for the Wausau School District Book Bowl participants. Over 30 students attended and practiced their book knowledge while having a blast in the library. Rose D. and Taylor W. continued to plan and organize county-wide activities for SLP, ongoing collaborations with the Parks and Recreation department, and program partnerships with Marathon County 4-H.



Outreach was also a highlight for our Adult Services team. Jailin P. and Julie K. visited Rennes Heath & Rehab Center in Weston to share information about our Homebound Program. Jailin and Julie brought Homebound applications and welcomed three new participants to the program.

Chad D. compiled programming and event statistics for the annual DPI report. We are thrilled to share that we hosted double the amount of in-person programs for the Marathon County community in 2023 versus 2022. We also doubled attendance by a wide margin: In 2023 MCPL hosted 931 in-person programs with 18,925 attendees! Our focus in 2023 was to increase in-person programming and build back attendance. Programming staff are proud of the forward momentum created in 2023, and have identified areas of improvement for 2024.

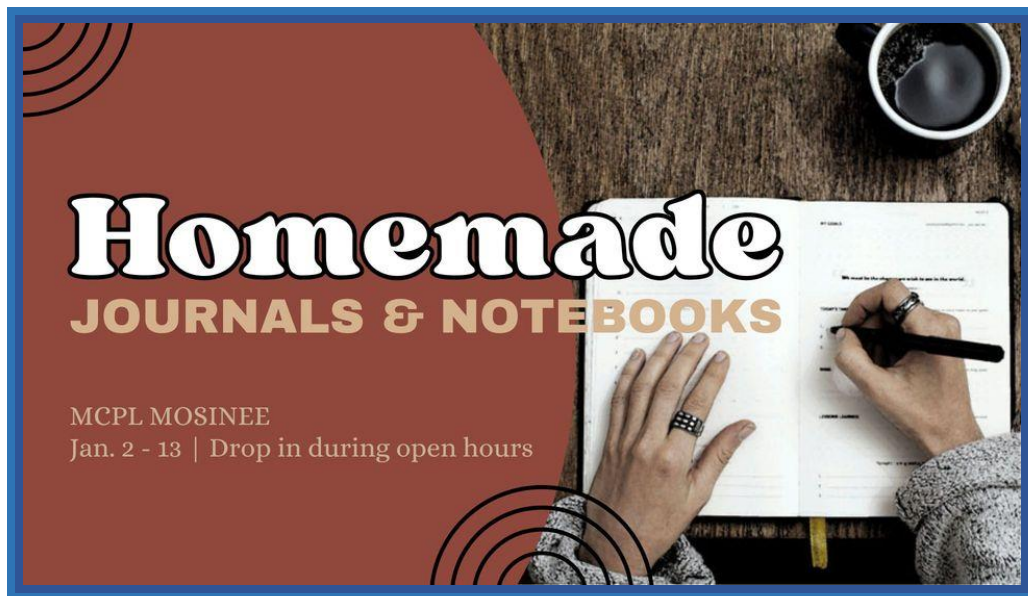
Kathy G. and Jordan B. continued to help Kate S. with a large volume of weeding throughout January. Julie reviewed our periodical and database budget and assessed current needs and opportunities in preparation for a February meeting. Ben K. compiled website data for the DPI annual report and continued exploring options for a staff intranet replacement; currently Ben is testing the feasibility of using Microsoft Teams for this purpose. Allycia ran a publicity campaign and appeared on local news to promote the Mamava, which was recently installed in the library

on the first floor. Library Services staff also attended the Marathon County “Imagine 2024” Staff Development day on January 15.

-Katelyn S, Library Services Manager

## Branches

In Athens, items were received to accentuate the new library -- a bean bag for the Tween room, bulletin boards throughout the library, a clock, and a folding step ladder. The remainder of the children’s room shelving should be arriving in February to complete the move. Additionally, the Athens municipal building now has a digital sign where library programming will be advertised. For the first two weeks of the month, Mosinee staff encouraged patrons to start off the New Year with a healthy habit. Patrons were able to make their very own notebook or journal using a binding machine borrowed from WVLS. Thirty-one patrons got creative and left the library with their handmade creation!



Class visits continue to be popular in many locations. In Marathon City, the 4K class from St. Mary’s School has been making monthly visits to the library since October. Lisa H. reads them themed stories and sings a song or two. Then, the students get an opportunity to check out a book with their own library card. The class of 22 students and 2 teachers visit on the second Wednesday of the month. In Spencer, the Spencer Elementary School kindergarten class visited twice, as well as students from the Bethany Mennonite School of Spencer. Athens and Stratford also hosted multiple classes.

In Spencer, a Kirigami snowflakes event was held on Wednesday, January 3rd. Kirigami is a method of paper cutting and folding much like origami. This program was well received by 21, all impressed with their snowflakes. The final project was also featured in an article in the local paper, the TRG.

In January, various creative book displays were hosted in all locations, including ones like “Snowplow Stories,” “Janu-hairy” (books about hair! Who knew there were so many?!), “Dragon



Appreciate Day,” and “I only have pies for you.” The Mosinee branch also had a humorous display telling patrons that sometimes “Big books last longer than New Year’s Resolutions”. Many branch staff members attended Imagine 2024 sponsored by Marathon County on January 15. It was held at the Lake View Conference Center. Staff participated in discussions about wellness strategies, communication, resolving conflict, cyber security and other sessions.

*-Laura W, Branch Team Lead*

## Library Services Statistics & Activities

### News

- The Library Services Team attended the county-wide Imagine 2024: Staff Enrichment Day on Jan 15
- The Adult Services Team held their bimonthly meeting on Jan 24; they will meet again in March
- The Youth Services Team held their monthly meeting on Jan 23
- The Team Leads meeting was held on Jan 10 (attended by Taylor and Julie)
- The Policies and Procedures Committee (in attendance: Kate, Taylor, Rose) met on Jan 16<sup>th</sup> with representatives from the Friends of the Library
- Library Services participated in professional development opportunities throughout the month
- Library Services curated book displays and booklists for patrons throughout the month
- Allycia began research into a print promotion project for the library and Marathon County Facebook groups for local events
- Allycia ran publicity campaigns for the Mamava, Stratford youth advisory group (YOLO), and hotspots
- Allycia was interviewed by Channel 7 about our Tales for Tots Story Time program
- Ben researched/enabled new website plugins w/ WVLS (media replace, duplicate, author box)
- Ben compiled database statistics for DPI annual report
- Ben continued development of the MCPL site theme, search box, and staff intranet
- Chad met with the Central Wisconsin Book Festival Committee on Jan 16
- Chad appeared on WXCO 98.9FM/1230AM on Jan 3, 16, and 30 to talk about upcoming library programs and MCPL resources
- Chad compiled statistics for the DPI annual report
- Jailin and Julie met with Katie Z. from WVLS to discuss making our indexed obituary searchable in Aspen
- Jailin and Julie held an outreach event at Rennes Rehab to share about our Homebound Program on Jan 31
- Jailin and Robyn met with Olivia B to discuss ongoing teen Dungeons and Dragons events; the group also met with the organizer of Evercon to discuss outreach possibilities
- Jailin continued working with the Forthcoming Fiction and Aspen Grouping workgroups
- Jordan and Julie sent historical editions of the Mosinee Times to our Mosinee branch
- Jordan continued assisting Kate to withdraw weeded books and working with Allycia to order supplies for the Library Services team
- Jordan joined the WiseLearn Resources group focused on Learning, Libraries, and Gaming in Wisconsin
- Julie reviewed our periodical and database budget and current needs, reaching out to vendors as needed for information
- Julie attended the WLA Best Book committee meeting
- Julie facilitated the ordering and delivery of tax forms and continues to support our branch locations
- Kate focused on weeding and sorting through a large number of book bins sent in from our branch locations
- Kate finalized the Adult Collection budget lines for 2024, including gifts

- Kate spent the remaining WVLS money from 2023
- Kate facilitated the addition of pink stickers to new Large Print books (with help from Support Services and Ollie)
- Kathy continued working on the Aspen Grouping project and helped withdraw items from Sierra
- Kathy began a bulletin board revamp project
- Robyn designed an activity sheet for the new STEM Kits that will soon be in circulation
- Robyn visited John Muir Middle School on Jan 24 to lead a craft and share information about the library with students
- Robyn prepped programming for February and assists the Youth Services team with class visits to the library from Mosinee Elementary School and St. Peter Lutheran School
- Rose presented ideas for county-wide SLP programs at the Branch Coordinators meeting on Jan 19
- Rose installed a new theme in the Early Literacy Center—the “Just Roll With It” café and bakery
- Rose met with Bayli Christorf on Jan 23 to discuss MCPL participation in Fun Free Weekend in June—this will be our second year holding story time during the popular weekend at Rib Mountain State Park
- Rose represented MCPL at the Book Swap/Literacy Night at Thomas Jefferson Elementary School and shared information about the library with students
- Tara met with Support Services to discuss the idea and logistics of making favorites consistent across all MCPL locations
- Tara reviewed Wausau favorites to determine what characters/shows could be withdrawn or moved to easy readers/picture books
- Tara helped with school visits to the library on Jan 11 and 25
- Tara finalized several inventory/activity sheets for the STEM Kits that will soon be in circulation
- Taylor met with Mark from the Parks and Recreation department to discuss summer programming on Jan 18
- Taylor attended the Branch Coordinator meeting to discuss SLP on Jan 19
- Taylor assisted with class visits to the library on Jan 11 and 25
- Katelyn supported various strategic planning initiatives and attended related meetings throughout the month
- Katelyn began the hiring process for the open Hatley Branch Coordinator position and met with search committee to discuss applicants
- Katelyn prepared to hold a year-long professional development “book club” for staff; participants will read materials focused on library services to teens and young adult development throughout 2024
- Katelyn held rounding with individual staff throughout the month
- Katelyn attended a NICE team meeting on Jan 16
- Katelyn attended virtual sessions from the Wild Wisconsin Winter Web Conference Jan 24-25
- Katelyn held an exit interview with Heather B. on Jan 24
- Katelyn held the bimonthly Branch Coordinator Meeting on Jan 19; Branch Coordinators will meet again in March
- MCPL study rooms were booked 91 times in January
- Notary: 15 appointments
- Proctoring: 0 appointments
- Tech Time: 14 appointments
- Homebound Services:
  - Items sent out: 454
  - Volunteer deliveries completed: 21
  - New (or recently returned) HB patrons: 4
  - Active HB accts at the start of the month: 82
  - Reading slips, letters, or notes received: 55
- Weeding:
  - Hatley: Adult Fiction

- Marathon: Adult Nonfiction
- Stratford Adult Fiction, Adult Large Print
- Wausau: Adult Nonfiction, Adult Large Print, Adult Music CDs, Juvenile Favorites, Young Adult Graphic Novels-Manga

## Events and Programs

### Youth Events

#### Story Times:

- Jan. 2: Bouncing Babies—18
- Jan. 4: Family Story Time—24
- Jan. 8: Tales for Tots—37
- Jan. 9: Bouncing Babies—14
- Jan. 11: Family Story Time—16
- Jan. 16: Bouncing Babies—24
- Jan. 18: Family Story Time—18
- Jan. 22: Tales for Tots—37
- Jan. 23: Bouncing Babies—19
- Jan. 25: Narwhal Story Time—32
- Jan. 27: Narwhal Story Time—24
- Jan. 29: Tales for Tots—32
- Jan. 30: Bouncing Babies—20

#### Other Programs:

- Jan. 4: LEGO Club—27
- Jan. 9: Pokémon Club—42
- Jan. 11: Mosinee 1st Grade Tour—68
- Jan. 16: St. Peter 3rd & 4th Grade Tour—28
- Jan. 18: Crafts and Dragons—4
- Jan. 20: Book Bowl: The Prequel—30
- Jan. 23: John Muir “Leisure Library” Outreach—45
- Jan. 24: Thomas Jefferson Literacy Night—37
- Jan. 25: Mosinee 1st Grade Visit—68
- Jan. 30: Animal Collage—6
  
- **Number of January Youth Services programs – 23**
- **Total attendance for January Youth Services programs – 670**

### Adults/All Ages Events

- Jan. 8: Adaptive Communities Arts & Crafts – 10
- Jan. 10: MCPL Social Hour (10am) – 1
- Jan. 10: MCPL Social Hour (6pm) – 11
- Jan. 16: Extension Gardening: Using Kitchen Scraps (10am) – 4
- Jan. 16: Extension Gardening: Using Kitchen Scraps (6pm) – 5
- Jan. 18: City Spotlight: Wausau Police Chief Matt Barnes – 10
- Jan. 23: Adaptive Communities Arts & Crafts – 18
  
- **Number of January programs and activities – 7**
- **Total attendance/participation for January programs – 59**

## Media Summary

### Social Media Statistics:

- Facebook followers (MCPL): 5,179 (+34)
  - New likes (+28)
  - Unfollows (0)
- Twitter: 1,225 followers (+4)
- Pinterest: 964 followers (-1)
- Goodreads: 341 friends (+1); 1,491 reviews (+3)
- Instagram: 1,118 followers (+6)
- YouTube: 523 subscribers (+1)

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

- January 24 – MCPL Wausau installs Mamava lactation pod
- January 31 – Antique Appraisal at MCPL Wausau

### CWB Radio News

- January 29 - MCPL Announces Extension of Wi-Fi Hotspot Lending Pilot Program - <https://cwbradio.com/news/?id=43115>

### WLAK 107.5 FM, 1260 AM Lake Air

- January 18 – How Libraries Are Supporting Your Community: An Interview with Chad Dally - <https://lakeair.radio/news/2024/01/18/how-wisconsin-libraries-are-supporting-your-community-an-interview-with-chad-dally>
  - This is a text article based off the WXCO interview on Jan. 17. Includes links to the full interview on Spotify and Youtube.

### WSAW Channel 7

- January 12 – Growing Plants from Food Scraps Classes offered in Wausau - <https://www.wsaw.com/2024/01/11/growing-plants-food-scraps-classes-offered-wausau/>
- January 30 – Tales for Tots offered weekly at the Marathon County Public Library - <https://www.wsaw.com/video/2024/01/30/tales-tots-offered-weekly-marathon-county-public-library-wausau/> (with Allycia Smith, Marketing Specialist)

### WXCO 1230 AM, 98.9 FM

- January 3 -...We talk to Chad Dally of the Marathon County Public Library on programs for the new year - <https://civicmedia.us/shows/chad-holmes-show/2024/01/03/grand-theater-wausau-paf-executive-director-sean-wright-talks-about-upcoming-shows-like-stomp-coming-next-week-to-the-grand-plus-the-adventures-of-heading-to-nyc-to-book-the-new-seasons-shows-plus> (with Chad Dally, Events Coordinator)
- January 17 – We talk to Chad Dally of the Marathon County Public Library about upcoming activities and events... - <https://civicmedia.us/shows/chad-holmes-show/2024/01/16/we-talk-to-chad-dally-of-the-marathon-county-public-library-about-upcoming-activities-and-events-coming-in-the-next-few-weeks-also-a-discussion-with-wausau-west-senior-basketball-standout-kelly-kray> (with Chad Dally, Events Coordinator)
- January 30 – We talk to Chad Dally of the Marathon County Public Library... <https://civicmedia.us/shows/chad-holmes-show/2024/01/30/we-talk-to-chad-dally-of-the-marathon-county-public-library-about-whats-going-on-there-in-the-first-segment-and-then-are-joined-by-wausau-school-board-candidate-sarah-marie-brock-for-the-rest-of-the> (with Chad Dally, Events Coordinator)

### City Pages

- January 4 – Big Guide – Ongoing: Mobile Wi-Fi Hotspots available at MCPL; Events: Marathon City Book Club, Edgar Book Club, Hatley Book Club, Spencer Cribbage, Athens Book Club, Social Hour (WAU), Friends of MCPL Meeting & Author Visit (WAU) Stratford Book Club, Mosinee Book Club, Rothschild Book Club; Lectures & Workshops: Homemade Journals & Notebooks (MOS), DIY Terrarium (MOS), Starting New Plants from Kitchen Scraps (WAU); Kids/Teens: Bouncing Babies

Story Time (WAU), Hatley Family Story Time, Play & Learn (WAU), Wausau Family Story Time, Marathon Family Story Time, Wausau Lego Block Party, Rothschild Lego Block Party, Tales for Tots (WAU), Wings of Fire Party (MOS), Wausau Pokémon Club, Stratford Family Story Time, After School Art (EDG), Edgar Lego Block Party, Rothschild Family Story Time, Edgar Family Story Time, Mosinee Branch Teen Advisory Group, Rothschild Pokémon Club, Wausau Lego Block Party, Mosinee Pokémon Club, Crafts & Dragons for Teens (WAU), Book Bowl: The Prequel (WAU), Tales for Tots (WAU), Athens Family Story Time, After School Art (EDG), Narwhal Tales (WAU), MCPL & 4-H: LEDS & Circuits, Tales for Tots (WAU), Athens Family Story Time, Play & Learn: It's Frosty Inside (STR), Yarn Art for Kids (MOS), Repurpose: Magazine Animal Art (MOS); Lifelines: Long-term Care 101 (STR & EDG)

- January 11 – Metro Briefs: Library getting triceratops replica. Kids Corner – Bouncing Babies Story Time (WAU), Hatley Family Story Time, Play & Learn (WAU), Wausau Family Story Time, Marathon Family Story Time, Stratford Family Story Time, Edgar Lego Block Party, Rothschild Family Story Time, Edgar Family Story Time, Mosinee Branch Teen Advisory Group, Rothschild Pokémon Club, Wausau Lego Block Party, Mosinee Pokémon Club, Crafts & Dragons for Teens (WAU), Book Bowl: The Prequel (WAU), Tales for Tots (WAU), Athens Family Story Time, After School Art (EDG), Narwhal Tales (WAU), MCPL & 4-H: LEDs & Circuits (WAU), Tales for Tots (WAU), Athens Family Story Time, Play & Learn: It's Frosty Inside (STR), Yarn Art for Kids (MOS), Repurpose: Magazine Animal Art (ROT). Big Guide – Events: Friends of MCPL Meeting & Author Visit (WAU), Stratford Book Club, Gentle Yoga (SPE), Board Fame Night (ATH), City Spotlight: Wausau Police Chief Barnes (WAU), Mosinee Book Club, Rothschild Book Club. Lectures/Workshops: Homemade Journals & Notebooks (MOS), DIY Terrarium Craft (MOS), Starting New Plants from Kitchen Scraps (WAU). Kids/Teens: Bouncing Babies Story Time (WAU), Family Story Time (HAT), Play & Learn (WAU), Wausau Family Story Time, Marathon City Family Story Time, Stratford Family Story Time, Edgar Lego Block Party, Rothschild Family Story Time, Edgar Family Story Time, Mosinee Branch Teen Advisory Group, Rothschild Pokémon Club, Wausau Lego Block Party, Mosinee Pokémon Club, Crafts & Dragons for Teens (WAU), Book Bowl: The Prequel (WAU), Tales for Tots (WAU), Athens Family Story Time
- January 18 – Big Guide – Events: Board Game Night (ATH), City Spotlight Talks: Wausau Police Chief Barnes (WAU), Mosinee Book Club, Rothschild Book Club, Wintry Wine Bottle Snowman (HAT), Friends of MCPL Members Only Sale, Antique Appraisal (WAU). Kids/Teens: Bouncing Babies Story Time (WAU), Family Story Time (HAT), Play & Learn (WAU), Wausau Family Story Time, Stratford Family Story Time, Wausau Lego Block Party, Mosinee Pokémon Club, Crafts & Dragons for Teens (WAU), Book Bowl: The Prequel (WAU), Tales for Tots (WAU), Athens Family Story Time
- January 25 – Big Guide – Events: Intro to Libby & eBooks (ROT), Friends of MCPL Book Sale, Antique Appraisal (WAU), Paper Heart Spinner (STR), Marathon City Book Club, Edgar Book Club, Hatley Book Club, Athens Book Club, Mosinee Book Club, As the Page Turns (Spencer) Book Club, Stratford Book Club, Rothschild Book Club. Arts/Exhibits: Art Cluster (WAU). Kids/Teens: Bouncing Babies Story Time (WAU), Family Story Time (HAT), Play & Learn (WAU), Wausau Family Story Time, Marathon Family Story Time, Stratford Family Story Time, Narwhal Tales, MCPL & 4-H: LEDs & Circuits (WAU), Tales for Tots (WAU), Athens Family Story Time, Play & Learn: It's Frosty Inside (STR), Yarn Art for Kids (MOS), Repurpose: Magazine Animal Art (ROT), Wausau Family Story Time, Marathon Family Story Time, Wausau Lego Block Party, Read to a Therapy Dog (ROT).

#### Mosinee Times

- January 18 – MCPL January Book Clubs (MOS & ROT)
- January 25 – Get an Heirloom or Antique Appraised at Event at MCPL Wausau (“What’s It Worth? Antique Appraisal”)

#### Record Review

- January 3 – People – Athens: MCPL Book Club, Family Story Time; Edgar: Family Story Time, Edgar Book Club, After School Art, Lego Block Party; Marathon: MCPL Book Club, Family Story Time; Stratford: Family Story Time, Play & Learn: It's frosty inside

- January 3 – Top 10 Local Stories of 2023 (Mentioned in #6: “Books removed after parents object” title references Stratford’s school libraries, and #7: “Athens citizens help relocated village facilities”)
- January 10 – People – Athens: Family Story Time; Edgar: Family Story Time, After School Art, Lego Block Party; Marathon: Family Story Time; Stratford: Family Story Time, Play & Learn
- January 17 – People – Athens: Board Game Night, Family Story time; Edgar: After School Art; Marathon: Family Story Time; Stratford: Family Story Time
- January 24 – People – Athens: Board Game Night, Family Story time; Stratford: Family Story Time, Play & Learn
- January 30 – People – Athens: Board Game Night, Family Story Time; Edgar: Lego Block Party, Family Story Time; Marathon: Family Story Time; Stratford: Paper Heart Spinner, Family Story Time

### Wausau Pilot & Review

- January 5 – Marathon County Public Library programs - <https://wausapilotandreview.com/2024/01/05/marathon-county-public-library-programs-adults-11/>
- January 16 – Library to host antique appraisal event - <https://wausapilotandreview.com/2024/01/16/library-to-host-antique-appraisal-event/>
- January 19 – Marathon County Public Library programs - <https://wausapilotandreview.com/2024/01/19/marathon-county-public-library-programs-45/>
- January 27 – Library installs lactation pod in downtown Wausau for breastfeeding parents - <https://wausapilotandreview.com/2024/01/26/library-installs-lactation-pod-in-downtown-wausau-for-breastfeeding-parents/>
- January 28 – Marathon County Public Library sets February Story time Dates - <https://wausapilotandreview.com/2024/01/28/marathon-county-public-library-sets-february-story-time-dates/>
- January 30 – Historical Society to feature Krueger shootout in next History Speaks event - <https://wausapilotandreview.com/2024/01/30/historical-society-to-feature-krueger-shootout-in-next-history-speaks-event/>
- January 31 – Marathon County Public Library programs - <https://wausapilotandreview.com/2024/01/31/marathon-county-public-library-programs-46/>

### Wausau Times/Buyers Guide

- January 3 – Monthly Social Hour for adults at MCPL Wausau
- January 10 – Community invited to MCPL for talk with Wausau Police Chief
- January 31 – Community invited to MCPL for talk with County Sherriff Billeb

## Materials

### Youth

	2024 Annual Budget	Rollover from 2023	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 02/02/2024	% Spent
<b>Juvenile Audiobooks</b>	\$10,000.00	\$0.00	\$10,000.00	\$909.09	\$10,000.00	\$0.00	0%
<b>Juvenile CDs</b>	\$300.00	\$30.54	\$330.54	\$30.05	\$300.00	\$30.54	9%
<b>Juvenile DVDs</b>	\$7,500.00	\$99.53	\$7,599.53	\$690.87	\$7,004.96	\$594.57	8%
<b>Juvenile Video Games</b>	\$2,350.00	\$0.00	\$2,350.00	\$213.64	\$2,010.08	\$339.92	14%
<b>Young Adult Audio Books</b>	\$1,800.00	\$0.00	\$1,800.00	\$163.64	\$1,800.00	\$0.00	0%
<b>Juvenile e-books</b>	\$2,000.00	\$0.00	\$2,000.00	\$181.82	\$2,000.00	\$0.00	0%

<b>Youth AV Subtotal</b>	<b>\$23,950.00</b>	<b>\$130.07</b>	<b>\$24,080.07</b>	<b>\$2,189.10</b>	<b>\$23,115.04</b>	<b>\$965.03</b>	<b>4%</b>
Juvenile Fiction	\$26,000.00	\$10.05	\$26,010.05	\$2,364.55	\$24,092.26	\$1,917.79	7%
Juvenile NonFiction	\$26,000.00	\$53.24	\$26,053.24	\$2,368.48	\$25,038.27	\$1,014.97	4%
Juvenile Picture Books	\$30,000.00	\$0.00	\$30,000.00	\$2,727.27	\$28,191.62	\$1,808.38	6%
Juvenile Spanish	\$1,500.00	\$23.56	\$1,523.56	\$138.51	\$1,500.00	\$23.56	2%
Juvenile Standing Order Print	\$7,500.00	\$0.00	\$7,500.00	\$681.82	\$7,387.07	\$112.93	2%
Young Adult Fiction	\$12,200.00	\$0.00	\$12,200.00	\$1,109.09	\$12,113.57	\$86.43	1%
Young Adult Graphic Novels	\$3,700.00	\$30.98	\$3,730.98	\$339.18	\$3,381.71	\$349.27	9%
Young Adult NonFiction	\$3,400.00	\$0.00	\$3,400.00	\$309.09	\$3,001.51	\$398.49	12%
<b>Youth Print Subtotal</b>	<b>\$110,300.00</b>	<b>\$117.83</b>	<b>\$110,417.83</b>	<b>\$10,037.98</b>	<b>\$104,706.01</b>	<b>\$5,711.82</b>	<b>5%</b>
<b>Youth Services TOTAL</b>	<b>\$134,250.00</b>	<b>\$247.90</b>	<b>\$134,497.90</b>	<b>\$12,227.08</b>	<b>\$127,821.05</b>	<b>\$6,676.85</b>	<b>5%</b>

Adult

	2024 Annual Budget	Rollover from 2023	Total w/carryover	Monthly Allotment	Free Balance	Spent YTD	% Spent
<b>Adult Audiobooks</b>	\$11,500.00	\$279.58	\$11,779.58	\$1,045.45	\$10,007.33	\$1,772.25	15.41%
<b>Adult Music CD</b>	\$5,000.00	\$102.72	\$5,102.72	\$454.55	\$4,400.24	\$702.48	14.05%
<b>Adult DVD</b>	\$17,750.00	\$284.08	\$18,034.08	\$1,613.64	\$15,389.72	\$2,644.36	14.90%
<b>Adult Video Games</b>	\$1,550.00	\$0.00	\$1,550.00	\$140.91	\$1,550.00	\$0.00	0.00%
<b>Adult AV Subtotal</b>	<b>\$35,800.00</b>	<b>\$666.38</b>	<b>\$36,466.38</b>	<b>\$3,254.55</b>	<b>\$31,347.29</b>	<b>\$4,452.71</b>	<b>12.44%</b>
<b>Adult Paperbacks</b>	\$2,500.00	\$6.29	\$2,506.29	\$227.27	\$2,500.00	\$6.29	0.25%
<b>Adult Paperbacks S.O.</b>	\$450.00	\$0.00	\$450.00	N/A	\$450.00	\$0.00	0.00%
<b>Adult Fiction</b>	\$47,000.00	\$139.22	\$47,139.22	\$4,272.73	\$39,230.75	\$7,908.47	16.83%
<b>Adult LT Fiction</b>	\$7,500.00	\$96.97	\$7,596.97	\$681.82	\$5,855.83	\$1,741.14	23.22%
<b>***Adult LT S.O.</b>	\$5,500.00	\$0.00	\$5,500.00	\$500.00	\$5,342.14	\$157.86	2.87%
<b>Adult Non-fiction</b>	\$71,000.00	\$386.22	\$71,386.22	\$6,454.55	\$63,761.02	\$7,625.20	10.74%
<b>Adult Non-fiction S.O.</b>	\$2,000.00	\$0.00	\$2,000.00	N/A	\$2,000.00	\$0.00	0.00%
<b>Adult Biographies</b>	\$11,000.00	\$37.54	\$11,037.54	\$1,000.00	\$9,744.89	\$1,292.65	11.75%
<b>Adult Spanish</b>	\$500.00	\$11.33	\$511.33	\$45.45	\$500.00	\$11.33	2.27%
<b>Adult Hmong</b>	\$750.00	\$0.00	\$750.00	\$68.18	\$750.00	\$0.00	0.00%
<b>Overdrive - ebooks</b>	\$16,000.00	\$0.00	\$16,000.00	\$1,454.55	\$15,197.64	\$802.36	5.01%

<b>Adult Print Subtotal</b>	<b>\$164,200.00</b>	<b>\$677.57</b>	<b>\$164,877.57</b>	<b>\$14,927.27</b>	<b>\$145,332.27</b>	<b>\$19,545.30</b>	<b>11.90%</b>
<b>Adult Services TOTAL</b>	<b>\$200,000.00</b>	<b>\$1,343.95</b>	<b>\$201,343.95</b>	<b>\$18,181.82</b>	<b>\$176,679.56</b>	<b>\$23,998.01</b>	<b>12.00%</b>

## Support Services Statistics & Activities

### Circulation Team

- New library card applications processed by the Circulation Team: 237
- Checkout total for Wausau First Floor: 30,990
- Ashley H processed 133 Interlibrary Loan items
- January Passports News:
  - 31 Adult Passport Books
  - 19 Minor Passport Books
  - 3 Adult Passport Cards (attached to passport book applications)
  - 3 Minor Passport Cards (attached to passport book applications)

The MCPL Passport team accepted a total of 50 passport applications at \$35.00 each, and 73 photos were taken at \$10.00 each for a total of \$2,480.00 recorded. We also assisted with 29 renewal applications.

We submitted our annual recertification packet to remain a Passport Acceptance Facility and it was accepted.

- Ashley H:
  - Helped do switch-overs for Adult Fiction.
  - Updated the MCPL Book Club Kit List for WISCAT.
  - Conducted additional ILL work beyond traditional circulations:
    - Renewals:
      - Under \$10 per Amazon.com: 1
      - Unfilled requests: 10
      - Too new: 2 (informed patrons of purchase suggestion instead)
      - Library of Congress items: 6
      - V-Cat items: 4
      - Non-MCPL patron: 1
      - Over 5 requests within the month: 1
      - Inquiries to other ILL libraries: 2
- Olivia B:
  - Finished inventory of the adult videogames and updated list of missing items.
  - Four teens attended the D&D craft event (making dice roller potion bottles).
  - Updated the Damaged and Missing Pieces Branch packet to make it clearer for billing scenarios. Emailed the branches the new packet as well as a briefing about the new public-facing mcpl.billing email
  - Billed for around \$339.19 worth of items.
  - Met with Matt from Evercon about the upcoming DM and Player Bootcamps. Began to plan for the Convention table March 1-3.
  - Helped move tables and chairs around to make room for the triceratops as well as make the Young Adult area a safer space for teens. Put up more signs to denote that the tables and chairs are for teen use only.
  - Dusted the tops of shelves in the Young Adult and Adult Audio sections.



- Maggie B.
  - Ordered monthly supplies for the team.
  - Continued to assist with the Homebound program.
  - Helped the Page team by emptying bins, sorting carts, and doing transits.
  - Juvenile to Adult account switch-overs.
  - Completed the Missing and Missing in Inventory November 2023 report and found one item.
- Erin Q
  - Helped with switch-overs for the seasonal collection being sent in/out to the branches.
  - Started scanning the crosswords from popular magazines to keep a copy on hand in case patrons write in the library's copy
  - Pulled 2022 magazines to prepare for periodical purge
  - Completed an Adult CD weeding list.
  - Assisted in training Gina W. on the Page team.
  - Helped the Page team by emptying bins, sorting carts, and doing transits.
- Over the course of the month, five patrons were banned for different lengths of time due to policy violations.

## Support Services Team

- Kayla K sent out the 2023 Quarter 3 Missing Report for searching at all locations.
- Kayla K marked the items which have been "Missing" or "Missing in Inventory" since 2021 for deletion. 83 items.
- Janice A is training Kayla K in encumbering funds in Sierra.
- James B and Chris L completed cataloging and processing of the STEM Kits. James created engaging cover images for the Aspen display. Support Services Team is pleased to have had a role bringing these new resources to our community's children.
- Team Leads met with Leah 1/10.
- Team members participated in Marathon County's Imagine 2024 Staff Enrichment Day on 1/15.
- Chris L demonstrated Sierra's Create Lists function to Library Marketing Specialist Allycia S on 1/18. Allycia may be able to use Create Lists to identify patron sets for future marketing endeavors.
- Kayla K and James B covered the Main Desk during the Circ Team meeting on 1/18.
- The Easy Reader/Favorites project is moving forward. GOAL: To achieve consistency in Easy Reader and Favorites collections across all MCPL locations in order to make finding titles easier for both staff and patrons, as well as improve efficiency and consistency when ordering, cataloging, and processing items.
  - New location codes for branch easy readers (red, blue, green, yellow). New call numbers: ER (first 5 of author). Color dot assigned at Wausau during cataloging/processing.
  - New location codes and call numbers for favorites: FAV (first 5 of character/show). Formerly, Favorites spine labels displayed first 5 of author. This meant that books in the same category had different spine labels and it was necessary to maintain/consult a list of Favorites categories when shelving/searching. A standardized call number based on character/show will allow all FAV BARBI to shelve together naturally and be more intuitive for our patrons.
  - James B and Chris L attended the Branch Coordinator meeting on 1/19 to present the plan, which was primarily created by Tara H of Collection Development and James B in consultation with Katelyn and the Children's Team.

- James B used Global Update to remove unnecessary internal notes as part of his ongoing cleanup project.
- Dawn L completed the 2023 fiscal close and the opening of the 2024 funds. She also revamped the 2024 spreadsheets.
- Dawn L is also:
  - Reviewing the 2023 Koha Acquisition comparison to Sierra notes to ensure they are conclusive and accurate.
  - Creating additional Sierra process functionality notes for Koha development, e.g. Cancellations, Adjustments.
  - Reviewing non-Sierra but Acquisition processes that may be incorporated within the Koha Acquisitions model e.g. documentation of Amazon orders. These may be out of scope but might influence current development.
- Dawn L reports that managing magazine subscriptions is challenging. An ever-increasing number of publishers are requiring subscriptions to be ordered direct (as opposed to ordering through a jobber such as Ebsco), are discontinuing print publication (going digital), or quitting business altogether.
- Circulation total for Wausau Drive Up: 1,909.

## Page Team

- Did routine switch-overs for new Adult collections and Young Adult collections.
- Worked at getting all the seasonal Thanksgiving and Christmas items back into storage. We sent the Valentine's Day items out mid-January.
- Made notable progress on the big shifting project in Adult non-fiction. We are midway through the 400's now.
- Welcomed a new page, Gina W., on January 8<sup>th</sup>.
- Said goodbye to Christine J. on January 30<sup>th</sup>.
- Throughout the month of January the Page Team shelved 26,748 items. 10,453 of those items were juvenile books. They handled an additional 3,666 more items for holds or transits to home libraries.

## Information Technology

- Made several minor improvements in the self-checkout kiosks' settings to better support patron privacy, clarify onscreen instructions, and generally improve ease of use.
- The materials sorter is now capable of displaying (and printing on receipts) all letters we have been able to test it with. Previously, it was unable to correctly display most characters not present in English. For example, when asked to display "qué" (a common Spanish word), it would instead display "quÃ©" (it would also display "Ã³" instead of "ó", "Ã¼" instead of "ü", etc.). We are glad to have secured this improvement from the vendor, both for the sake of accuracy and to ensure that readers of all languages feel welcome and understood when using any library service.
- Discussions regarding the expansion of the materials sorter are underway. The expanded sorter will have the capability to do a finer sort (with two additional bins), which will reduce the amount of staff time required to get items back to the shelves for patron use.
- Other enhancements and upgrades were largely tabled in favor of immediate maintenance needs due to staff outage.
- Several projects remain ongoing:
  - Update to fiber at branches:
    - 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: Installed*
  - *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*)
  - Investigate standardizing printer model at all locations for consistent patron service and simplified troubleshooting

## Branch Statistics & Activities

### Athens Monthly Report

#### Events and Programs

- Book Club: This month the Athens Book Club read *The Maid* by Nita Prose. A group discussion was held on January 9, with 4 readers attending.
- Upcoming Programs: The February Athens Book Club will be reading *Take my Hand* by Dolen Perkins-Valdez. Book Club will meet on Tuesday, February 13 at 2:00pm in the library. March Book Club will be *Black Cake* by Charmaine Wilkerson.
- Family Story time is held on Mondays at 10:30am. We started the new season on January 22, which will run until May 5, 2024. Athens has averaged 16 children and 6 adults per session during the month of January.
- We hosted 11 class visits. Kitty R. had a discussion and storytelling session during two of these visits. The discussion was about choosing the right books for forensics and the art of storytelling.
- Two people participated in the open yarn works night held on Thursdays.

#### Circulation Statistics

- In January, Athens circulated a total of 2,198 items. This is 16.05% increase from January of 2023. In 2024 year-to-date, Athens has circulated 2,198 items. This is a 16.05% increase from 2023.

## Library News

- Shahara and Kitty proctored 3 tests during the month of January.
- Kitty R. attended Imagine 2024 sponsored by Marathon County on January 15. It was held at the Lake View Conference Center. Staff participated in discussions about wellness strategies, communication, resolving conflict, cyber security and other sessions.
- Kitty virtually attended the Branch Coordinator meeting on January 19.
- Kitty and Shahara are prepping for a fun-filled summer reading program, *Adventure begins @ your library*.

## Facilities

- Items were received to enhance the new library: A bean bag for the Tween room, bulletin boards throughout the library, a clock, and a folding step ladder. The remainder of the children's room shelving should be arriving in February to complete our move.
- The Athens municipal building now has a digital sign. Library programming will be advertised on this sign along with other village happenings.

## Edgar Monthly Report

### Events and Programs

- Book club discussed the book *The Chilbury Ladies Choir* by Jennifer Ryan on the 9th with 5 attending. The February book selection is *Just Last Night* by Mhairi McFarlane.
- Story time was held on the 2nd with 2 in attendance, and on the 16th with 3 in attendance followed by a volcano craft and a whale craft.
- After School Art was held on the 10th with none in attendance and on the 24th with 1 in attendance.
- On the 10th an insurance specialist came to discuss Long Term Care with 3 in attendance.
- On the 13th we had our Lego Block Party with none in attendance; however, there was a nasty snowstorm.
- 1 child turned in their 500 sheet and 1 turned in their 700 sheet for 1,000 books before kindergarten; their stars were moved to the corresponding number on our wall display.

### Circulation Statistics

- The circulation statistics for the month of January were 1,165 checked out. This is a 17.84% decrease for the same month last year. A total of 1,165 items have been checked out so far this year. This is a 17.84 % decrease from 2023.

## Library News

- Hannah attended Imagine 2024 on the 15th
- Hannah attended the Branch Coordinator Meeting on the 19th
- The Edgar branch received 1 new shelf for New Adult Nonfiction; we now have two new shelves for New Adult items, and they have been well received and get compliments often
- Nonfiction was able to be shifted, allowing for more room as well as Adult Large Type.

## Facilities Updates

- None at this time.

## Hatley Monthly Report

### Events and Programs

- Book Club read *Winter Garden*. We had a total of 6 participants (which is more than we expected due to the weather that happened!)
- Story Time is held weekly on Tuesdays @ 10:30a
  - January 2nd we did "New" as a theme and had 5 participants
  - January 9th we had no participants
  - January 16th we had no participants
  - January 23rd we did "Animals in Winter" as the theme and had 3 participants
  - January 30th we did "Groundhogs/Shadows" as the theme and had 10 participants

- Wednesday January 24th we held our Wine Bottle Snowmen Craft Program. We had 9 participants show up to create their own unique Snowman by wrapping white yarn around a wine bottle and decorating it with felt, ribbon and snowflake stickers.
- Upcoming Programs
  - Book Club on February 9th will discuss *Small Great Things*
  - Story Times are EVERY Tuesday morning at 10:30a
  - Woven Hearts on Monday February 12th

#### Circulation Statistics

- Hatley circulated 1,507 for the month of January. This is a 15.81% decrease. Year to date is 1,507 items. This is an 15.81% decrease from last year.

#### Library News

- Heather participated in Imagine 2024
- Hatley staff are sending 2 bins in to Wausau for relabeling every 2 weeks
- Inventory resumed and is going well
- Heather attended the Branch Coordinator Meeting
- Programs for the Spring and most of Summer have been planned and submitted
- Wanda W, Julie G, and Sarah M helped cover shifts
- Heather completed her Exit Interview and submitted her resignation. Her last day is Friday February 2nd.

#### 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 M. and 8 patrons had a lively, thoughtful discussion of the book *Devil in the White City* by Erik Larson. 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, February 12th with a discussion of the book *People We Meet on Vacation* by Emily Henry.
- Story Time: Our 30 minute family story time programs are held on Thursday mornings at 10:30 am. We had 18 caregivers and children join in the fun with themed stories, songs and activities during 4 events in January. The themes we focused on this month were having a cold/flu, hibernation, mittens and bedtime.
- The 4K class from St. Mary's School has been making monthly visits to the library since October. Lisa H. reads them themed stories and sings a song or two. Then the students get an opportunity to check out a book with their own library card. The class of 22 students and 2 teachers visits on the second Wednesday of the month.
- In February, our monthly book club, St. Mary's 4K visits and weekly story times will be held, as usual.

#### Circulation Statistics

- Marathon circulated 2,325 items during the month of January, which is a 1.23% decrease from this time last year. So far in 2024, Marathon has circulated 2,325 items. This is a 1.23% decrease over last year.

#### Library News

- We are continuing to work on weeding, shifting and rearranging the collection, along with planning events for late spring and SLP.
- Lisa H. attended Imagine 2024 and the Branch Coordinator's meeting during the week of January 15.

#### Facilities Updates

- Village maintenance is replacing some broken blinds.

- Marathon Plumbing made a routine check of sprinkler system, fixed leaky toilets and adjusted water heater.

## Mosinee Monthly Report

### Events and Programs

- Our first session of Lego Block Party brought in 8 patrons on the 2nd.
- For the first two weeks of the month, we encouraged patrons to start off the New Year with a healthy habit, by giving patrons an opportunity to make their very own notebook or journal, complete with a binding machine borrowed from WVLS. Thirty-one patrons got creative and left the library with their handmade creation!
- On the 9th, Sarah a fun Wings of Fire Party, where 5 patrons had the opportunity to make their own flying dragon craft and dragon eggs, find out which Dragonet they were, play a Wings of Fire matching game, and even “feed the dragons” with a homemade bag toss game that the kids loved!
- On the 11th, Sarah led an informational DIY Terrarium program where 9 patrons used their creativity to make their very own terrariums, and everyone had a ton of fun and had great feedback from this program!
- Katie’s first session of our new Mosinee Teen Advisory Group brought in one teen on the 16th.
- Eight patrons joined us for our January session of Adult Book Club on the 22nd, delayed one week due to Martin Luther King, Jr. Day.
- Family Story Time started back in January with penguin themed books, activities, and a craft. Eleven patrons joined us for our first session of the New Year.
- Ten patrons joined us for January’s session of our popular Pokémon Club. In addition to meeting new friends and trading cards, children had fun doing a scavenger hunt (back by popular demand!), making origami Pokémon crafts, and doing a Pokémon themed bag toss game.
- Passive Programs: This month 2 patrons told us their New Year’s Resolution.
- Upcoming Programs: In February, Lego Block Party, Adult Book Club, Pokémon Club, Family Story Time, and our Teen Advisory Group will continue. We will also host a Local History Social Hour on the 12th where patrons are encouraged to bring in photos and memorabilia they want to share with others in the community, with Sarah on hand to showcase our microfilm and print resources. We will also have a Cat Lover Craft and Social Hour on the 13th, where patrons are invited to bring in photos to share of their animal companions, make homemade cat toys, and also get a chance to take home their own cat nip starter plant, propagated from Sarah’s garden! We’ll finish off the month with a creative folded bracelet program on the 29th led by Katie.

### Circulation Statistics

- Mosinee 2,487 items in January 2024. This is 1.63% increase. Mosinee has circulated 2,487 items in 2024. This is a 1.63% increase.

### Library News

- Displays: Our children’s section featured books about bears, as well as books featuring dragons in honor of Appreciate a Dragon Day on the 16th. Our “I only have pies for you” display by the public computers featured baking books in honor of National Pie Day on January 23rd. The adult fiction section featured books with hats on the cover in honor of National Hat day, and our fireplace featured motivational books in honor of National Motivation and Inspiration day on January 2nd. Our circulation desk had a humorous display telling patrons that sometimes “Big books last longer than New Year’s Resolutions”.
- Staff continued sending in items that needed new spine labels, and appreciate all the hard work Support Services is doing!
- Sarah and Katie attended Imagine 2023, the Marathon County wide staff development day on the 15th.
- Sarah attended the Branch Coordinator meeting on the 19th and did a presentation about her experience at the 2023 Wisconsin Library Association Conference.

## Facilities Updates

- We are still waiting to hear on the timeline for our historic window restoration.
- A&A Lock Services installed a lock to our back staff room door on the 19th, with the key matching the outside entrance doors.

## Rothschild Monthly Report

### Events and Programs

- Story time is scheduled for every other Tuesday. In January, we had 17 participants at two story times. On February 6th, we will have a special snowplow story time where a snowplow driver from the village of Rothschild will bring a snowplow to our parking lot to show the kiddos. We are excited for this program, even if there is no snow to plow!
- In January, 8 members of our book club met on Wed., Jan 24th to discuss *The Guest List* by Lucy Foley. In February, we will discuss *The Martian* by Andy Weir.
- Pokémon Club continued to be a hit with participants! 13 people joined us to trade cards, socialize, play the game, and make their own Pokémon cards. We hope the enthusiasm continues into future months. Our regular Lego Block Party saw 13 participants as well. Buddy our therapy dog took a break in January, but he will return in February.
- On January 31st we had an adult library learning class about e-books and Libby. We had a lot of interest in this class, but unfortunately only one participant. We are going to try the class again later this year with an evening time to see if that works better for people.
- In January, we had various book displays around the library including "Snowplow Stories" "Janu-hairy" (books about hair! Who knew there were so many?!)

### Circulation Statistics

- In January, Rothschild circulated 7,789 items. This is 3.25% increase from last year. In 2024, Rothschild circulated 7,789 items. This is 3.25% increase from last year.

### Library News

- Laura attended the team leads' meeting on 1/10 and the Branch Coordinator Meeting on 1/19. Wanda, Julie, Megan, and Laura attended the County's day on imagine training on 1/15.
- Rothschild staff covered shifts in Hatley.
- Staff weeded easy reader and graphic novel collections.

## Facilities Updates

- None at this time.

## Spencer Monthly Report

### Events and Programs

- Our Kirigami Snowflakes event was held on Wednesday, January 3rd. Kirigami is a method of paper cutting and folding much like origami. This program was well received by 21, all impressed with their snowflakes.
- Cribbage at the Library was held on January 9th. Six adults braved the cold day to come and enjoy the afternoon with other cribbage players.
- On January 10th, the Spencer Kindergarten classes came to visit the library. Audrey read two stories and each child was allowed to check out one book. There were 40 in attendance.
- On January 11th, Lue Miller did an Outreach Program at the Rookie Rockets Day Care Center. Lue read two stories to the 13 children attending the day care.
- Lue Miller did a class visit to the Pre-Kindergarten class at Spencer Elementary. Lue read two fun stories to the children. There was 21 in attendance.
- A Gentle Yoga class was held on January 17th. Christine Jensen led the group of 9 through a series of stretches and relaxation poses.
- A passive program, Snowman Snow Globe was available for the month of January. Six children had fun making the craft.

- The Bethany Mennonite School of Spencer came to the library on January 24th. Fourteen children from the 2nd grade and the 3rd grade class enjoyed stories read to them by Lue Miller and then were allowed to check out one item each.
- On January 31st, the Spencer Elementary Kindergarten classes returned for another visit. Two stories were read by Audrey to the classes. Each student was allowed to check out a book. There were 40 attending the visit.

#### Circulation Statistics

- Spencer circulated 1,255 items in the month of January. This is an increase of 19.30%. Spencer has circulated 1,255 items in 2024. This is an increase of 19.30%.

#### Library News

- Audrey wrote an article for the TRG (Clark County newspaper) and the Village Voice (local Spencer paper) listing the upcoming events for the Spencer Library and the hours.
- The Spencer Police Chief walked around the Spencer Library talking about safety measures that can be taken in case of an active shooter. Shawn is willing to work with me on a more detailed plan.
- Audrey attended the 2024 Imagine Day on January 15th.
- Books were again sent to Wausau to have faded labels replaced.
- Audrey and Laura Wood held their rounding session on January 17th. On the same day Audrey and Lue Miller held their rounding session.
- Inventory for 2024 has started in Spencer.
- The TRG printed an article with photos of the Kirigami Snowflake program held at Spencer Library.

#### Facilities Updates

- The Spencer Village workers came to the library to change the faucet in the sink behind the circulation desk.

## Stratford Monthly Report

#### Events and Programs

- We hosted a total of 68 people during four Family Story Times in January. We explored the theme of imagination this month through books, songs, fingerplays, and felt storyboards.
- On Jan. 9 and 23, a total of 18 St. Joe's 1st-4th graders enjoyed a story time and book checkout at our library while visiting with their teacher.
- On Jan. 29, six St. Joe's students also enjoyed a story time and book check-out at our branch while visiting with their teacher.
- Donna Heil, a local health and life insurance agent, presented an informational program on Long-Term Care on Jan. 8. There was one attendee.
- Seven adult patrons attended our Book Club on Jan. 17 to discuss *The Extraordinary Life of Sam Hell* by Robert Dugoni.
- Nine people attended Play & Learn with Children's Wisconsin on Jan. 29. The theme for the month was "It's Frosty Inside," and offered an opportunity for children to enjoy a sensory bin filled with fake snow as well as create artistic snowmen.
- Forty patrons enjoyed coloring bookmarks while visiting our branch this month.

#### Circulation Statistics

- We circulated 1,887 items in January. This is a 2.33% decrease from last year. In 2024, we have circulated 1,887 items. This is a 2.33% decrease from 2023.

#### Library News

- In January, we featured a "Winter was Made for Warm Blankets and Big Books" display, as well as a New Year/New You book display.
- MJ attended Imagine 2024 in Wausau on Jan. 15.
- We weeded Adult Fiction.
- We sent in books for relabeling.



- We worked on Children's Non-Fiction inventory.

#### Facilities Updates

- The branch's carpets were cleaned on Jan. 26 by Schmidtke Cleaning Services of Marshfield.
- Darla covered a part of MJ's shift on Jan. 24 and switched weekends with her in January to accommodate MJ's appointments/commitments.

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

November 18, 2023

Wausau, Wisconsin

NOTE: These minutes are to be regarded as the unofficial record of the meeting until the Board of Trustees has approved them. The next Board meeting is February 17, 2024.

President Tom **Bobrofsky** called the meeting to order at 9:30 AM. Roll call was taken by **Wendt** and a quorum was declared present.

**Present**

Tom Bobrofsky, President  
 Pat Pechura, Vice-President  
 Mike Otten, Treasurer  
 Sonja Ackerman, member  
 Jim Backus, member\*  
 Jessica Bernett, member\*  
 Eileen Grunseth, member  
 Louise Olszewski, member  
 Kay Palmer, member  
 Diane Peterson, member\*  
 Petra Pietrzak, member\*  
 Kari Sweeney, member

**Others Present**

Marla Sepnafski, WVLS Director  
 Kristie Hauer, WVLS staff\*  
 Susie Hafemeister, WVLS staff  
 Josh Klingbeil, WVLS staff\*  
 Kris Adams Wendt, WVLS staff\*  
 Katie Zimmerman, WVLS staff  
 Judy Bobrofsky, guest

\*denotes remote attendance

**Excused**

Carol Bartlein, member\*  
 Judy Peterson, member

**Vacant**

Marathon County representative

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

**CONSENT AGENDA APPROVAL**

**Olszewski/Ackerman motion to approve the agenda as presented. All aye. Motion carried.**

**APPROVAL OF MINUTES** (Exhibit 1)

**Ackerman/Grunseth motion to approve minutes from the September 16, 2023 WVLS Board meeting. All aye. Motion carried.**

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

**Pechura/Grunseth motion to approve the financial reports and current bills as presented. All aye. Motion carried.**

**MEMORANDUM OF UNDERSTANDING: WiLS CONSULTING SERVICES FOR NWLS AND WVLS ILS MERGER EXPLORATION PROCESS** (Exhibit 8):

**Zimmerman** explained the purpose of this proposal is to define the parameters and costs of the consulting and facilitation services WiLS will provide to Northern Waters Library Service (NWLS) and WVLS.

**Otten/Olszewski motion to approve the Memorandum of Understanding outlining consulting services for the NWLS and WVLS ILS merger exploration process. All aye. Motion carried.**

**MEMORANDUM OF UNDERSTANDING AND PARTICIPATION AGREEMENT;****EXPECTATIONS AND COSTS FOR PARTICIPATION IN WiLS DATA CLASSROOM** (Exhibit 9):

**Sepnafski** explained the purpose of this participation agreement MOU is to define expectations and costs for WVLS staff member **Erica Brewster** as a participant in the WiLS Data Classroom.

**Pechura/Grunseth motion to approve the Memorandum of Understanding and participation agreement for WVLS staff enrollment in WiLS Data Classroom. All aye. Motion carried.**

**MEMORANDUM OF UNDERSTANDING: WiLS AND WVLS SERVICES FOR WPLC DATA DASHBOARD DEVELOPMENT WORKGROUP PROJECT MANAGEMENT (Exhibit 10):**

Sepnafski and Klingbeil provided background about the statewide Wisconsin Public Library Consortium (WPLC) Data Dashboard Development Workgroup project facilitated by WiLS for which WVLS will serve as the fiscal agent.

**Sweeney/Ackerman motion to approve the Memorandum of Understanding regarding WiLS and WVLS services for WPLC Data Dashboard Development Workgroup project management. All aye. Motion carried.**

**RECOGNITION OF RETIRING WVLS BOARD MEMBERS:** Bobrofsky presented certificates of appreciation to **Pat Pechura**, who served as a WVLS Board member from May 2011 to December 2023, and **Eileen Grunseth**, who served as a WVLS Board member from January 2012 to December 2023. Expressions of hearty thanks and regrets at their impending departure ensued.

**2024 WVLS LIBRARY ADVISORY COMMITTEE MEMBER APPOINTMENTS (Exhibit 11):**  
**Ackerman/Grunseth motion to approve the 2024 WVLS Library Advisory Committee member appointments as presented. All aye. Motion carried.**

**2024 WVLS V-CAT STEERING COMMITTEE MEMBER APPOINTMENTS (Exhibit 12):**  
**Palmer/Olszewski motion to approve the 2024 WVLS V-Cat Steering Committee member appointments as presented. All aye. Motion carried.**

**2024 WVLS BOARD OF TRUSTEES NOMINATING COMMITTEE MEMBER APPOINTMENTS:**  
**Bobrofsky** appointed **Sweeney** as chair of the Nominating Committee, along with **Grunseth** and **Olszewski**. Their recommendations for the offices of President, Vice-President and Treasurer will be presented for a vote at the February 17 meeting.

**TEMPORARY APPOINTMENT OF PRESIDENT (Bobrofsky), VICE-PRESIDENT (Pechura), and TREASURER (Otten) TO RETAIN DUTIES FROM JANUARY 1, 2024 THROUGH THE FIRST 2024 BOARD MEETING:**

**Grunseth/Sweeney motion to approve the temporary appointment of President Bobrofsky, Vice-President Pechura and Treasurer Otten to retain their duties from January 1, 2024 through the first 2024 Board meeting on February 17, noting that after Pechura's term ends on December 31, 2023 the Vice-President slot will be vacant until February 17. All aye. Motion carried.**

**REPORTS:**

**Resource Library (Exhibit 13):** The Marathon County Public Library Resource Library Report includes the agenda and Director's Report for the October 16, 2023 MCPL Board of Trustees meeting, as well as the agenda and minutes from September 2023. **Sweeney** reported that the Wisconsin Council of Teachers of English (WCTE) has honored MCPL with the **Lee Buress Intellectual Freedom Award** for demonstrating a commitment to intellectual freedom and free speech. The award was presented on October 13 in Wausau. A brief discussion of Marathon County approval of MCPL's 2024 budget request prompted **Bobrofsky** to announce that the Clark County Board had approved a raise to 85% reimbursement under Act 150 for services provided by Clark County libraries to residents of county municipalities that do not otherwise directly support a public library.

**WVLS Director's Report** (Exhibits 14): **Sepnafski** and other WVLS staff members in attendance took turns reviewing items in the Director's Report while taking comments and questions. **Wendt** announced that **2024 Library Legislative Day** would be held on February 6, 2024 at the Best Western Park Hotel in Madison.

**NWLS/WVLS Joint ILS Consortium Exploration** (Exhibit 15): **Zimmerman** elaborated on Exhibit 15 during her contribution to the Director's Report. With the use of 2023-2024 LSTA grant funds WVLS and NWLS will again contract with WiLS to coordinate meetings, facilitate the project processes and prepare a final report.

**COLAND** (Exhibit 16): **Otten** shared highlights from the November 10 COLAND meeting in Elkhorn, that included presentations on the Prairie Lakes Library System Merger and National School Library Trends in Intellectual Freedom.

**V-CAT Council** (Exhibit 19): **Zimmerman** drew Board members' attention to the agenda and minutes from the November 2, 2023 V-Cat Council meeting during the Director's Report.

**2023 WLA Conference and Staff Report** (Exhibit 18): The board's attention was drawn to staff reports highlighting presentations from the 2023 WLA Annual Conference held October 24 – October 27 in Middleton. WVLS staff members **Jamie Matczak** and **Brenda Walenton** served as Conference Committee Chair and Exhibits Coordinator respectively.

**CONCERNS, COMMENTS AND ANNOUNCEMENTS FROM AREA LIBRARY PERSONNEL AND TRUSTEES:** **Pechura** and **Grunseth** shared parting remarks. A lively discussion of artificial intelligence spilled over from the WLA Conference reports.

**REQUEST FOR FUTURE AGENDA ITEMS:** Items were not solicited.

Calendar

WLA Library Legislative Day – Tuesday, February 6, 2024

WVLS Board of Trustees meeting: Saturday, February 17, 2024

**ADJOURNMENT:** **Grunseth/Pechura motion to adjourn. All aye. Motion carried.** The meeting was adjourned at 12:04 PM.

Respectfully submitted, Kris Adams Wendt, Meeting Recorder

ITEM NUMBER: 10.14 a-c  
CHAPTER 10: Circulation  
CODE: Policy  
COMPUTER ID: CIBPR-7

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Title: ~~E-Reader and Handheld Scanner Checkout Policy and~~  
Patron Agreement  
Effective Date: 11-2018  
Authorized By: Library Director  
Date of Last Revision: ~~10-2021~~ 02-2024

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### **Marathon County Public Library E-Reader and handheld scanner Checkout Policy and Patron Agreement**

- Patrons must have a valid MCPL (or V-CAT) library card in good standing (see Policy 10.10 a-c for definition of good standing).
- ~~Each time before checking out an e-reader or handheld scanner, the patron will need to sign a copy of the MCPL e-reader and handheld scanner checkout policy and patron agreement.~~ Before checking out an e-reader for the first time, patrons must sign a copy of the MCPL E-Reader Policy and Patron Agreement, which will be kept on file.
- Patrons must be 18 years old or older.
- The patron must show library card AND current government-issued photo ID (driver's license, state ID, passport, etc.) each time they check out an e-reader device ~~or handheld scanner~~.
- Overdue fines of \$1.00 a day will be applied to the account if not returned by the due date.
- E-reader devices ~~and handheld scanners~~ will circulate for 14 days, and can be renewed up to two times for 14 days if there are no holds for another patron on the device.
- The patron understands that e-reader devices ~~and handheld scanners~~ must be returned inside the library, to a **staff person**, at the same location and same desk as where the item was checked out. If the device is returned to either an indoor or outdoor book drop, the patron will be charged a minimum of \$25.00 for unnecessary risk to the device.

- Return all parts of the device that are contained in the plastic box, including the box itself.
  - E-Reader: the E-reader, the USB cable, the charger and protective cover.
  - ~~Handheld Scanner: handheld scanner, auto-feed dock, charging cable, AC adapter, microfiber cloth, quick start guide, user manual, micro SD card and micro SD card case.~~
  
- Any missing items may result in charges to be determined by library staff.
- Use only the provided power adapter and cable for charging.
- ~~E-reader:~~ If the patron makes notes, creates bookmarks, logs into a password protected Wi-Fi spot, link their email or social network account, they are responsible for deleting their information from the device before return.
- DO NOT erase or deregister the device. If the library's registration is disturbed by a user, the charge to the user will be a minimum of \$25.00 to be determined by library staff.
- ~~E-reader:~~ DO NOT download/buy additional books or apps on the e-reader. Do NOT archive or delete books or apps from the device. If the library's content is disturbed by a user, the charge to the patron will be a minimum of \$25.00 to be determined by library staff.
- ~~E-reader:~~ DO NOT connect the e-reader to a personal computer or laptop.
- ~~E-reader:~~ DO NOT change security settings.
- ~~Handheld scanner: the patron is responsible for deleting any personal photos or scanned items from the device's SD card before return.~~

Name (please print):

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I understand that the device will be inspected for condition and content before and after patron use. Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss or theft and added content. Costs will vary depending on the device and must be paid immediately.

By signing this document, I verify that I have read and understand the e-reader ~~and handheld scanner~~ checkout policy and patron agreement. \_\_\_\_\_ (initials)

By signing this document, I acknowledge that I am financially responsible for the e-reader ~~or handheld scanner~~ and accessories and acknowledge that I may be held criminally responsible for theft if the e-reader ~~or handheld scanner~~ is not returned. \_\_\_\_\_ (initials)

~~\*Patrons will need to sign this agreement each time they checkout an e-reader device or handheld scanner.~~

Signature:

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Library Card Number:

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ITEM NUMBER: 6.08  
CHAPTER 6: Library Board  
CODE: Policy  
COMPUTER ID: LIB-8

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Title: Recognition of Personnel  
Effective Date: 7-23-84  
Authorized By: Library Board of Trustees  
Date of Last Revision: 2/2009

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Marathon County Public Library Recognition and Retirement Banquet

The Library will participate in the annual recognition/retirement banquet provided by Marathon County.



## *Current MCPL Mission and Vision Statements*

### **Marathon County Public Library Building Blocks Adopted by the Library Board 5-21-2007**

#### **Business we are in:**

- Transforming Lives

#### **Mission**

- To enrich lives by promoting lifelong learning, and actively providing the community with access to ideas, information, and opportunities to connect.

#### **Vision**

- A democratic and informed society must have free, equal, and open access to information. We empower citizens to improve their lives, their governments, and their communities.

#### **Guiding Principles:**

- **Literacy & Lifelong learning for all ages** – We envision a world in which everyone can read, write, evaluate information, and effectively apply technology to lead healthy, productive, and fulfilling lives.
- **Emerging Technologies** – We empower the people of Marathon County with the technology to connect to the world and the future.
- **Form Strong Partnerships** – We provide opportunities to connect through partnerships with individuals, public and nonprofit agencies, community groups, educators and businesses.
- **Equitable Access** – We provide access to a broad array of content, as well as training and assistance, to help people successfully navigate and use information.

### **Marathon County Public Library Core Values and Behaviors Adopted by the Library Board 5-19-2003**

#### **Service:**

- Serves the customer first
- Serves with empathy, genuineness, eagerness, energy and enthusiasm
- Listens for, seeks and creates opportunities to serve with excellence and willingness to “go the extra mile”
- Manages oneself to maintain a consistently positive and helpful “service mindset”
- Finds new and creative ways to serve better
- Provides a “personalized touch”
- Willing to be playful and have fun

#### **Respect:**

- Accepts, values and honors diversity and everyone’s worthiness
- Values and honors the work and contribution of the library and public service
- Shows acceptance and understanding by being open, courteous and

## *Current MCPL Mission and Vision Statements*

considerate

- Speaks about concerns with the appropriate person; does not engage in conversation that diminishes others
- Generous with recognition and acknowledgment
- Manner, grooming and appearance reflect and communicate respect for and commitment to our work
- Relates as a willing and generous colleague and member of the community

### **Learning:**

- Embraces lifelong learning, development, and continuous improvement
- Relates to everyone as a possible source for learning something
- Continually seeks and participates in self-assessment
- Actively seeks self improvement and development through feedback and coaching opportunities
- Eagerly shares one's own learning and helps to develop the talents, knowledge and skills of others

### **Ownership:**

- Keeps promises, commitments, timelines and deadlines
- Behaves in a trustworthy manner
- Displays initiative and is willing to be held accountable for behavior, quality, efficiency and results
- Chooses to be a part of and constructive voice for the improvement of the team, division, organization and community
- Participates actively and constructively in change efforts
- Supports leadership and management
- Adheres to existing policies, guidelines, procedures and practices; and participates in efforts to improve them
- Communicates freely, openly, honestly and accurately; seeks and gives information
- Listens for, seeks, gives, receives and responds to feedback and opportunities to make things better
- Contributes helpful energy and creative ideas
- Uses resources in a thrifty, cost-effective and creative manner to maximize their value.

### **PROMISES WE KEEP TO OUR CUSTOMERS:**

1. Make exploration and discovery enjoyable and manageable.
2. Make every contact an inviting visit to discover more.
3. Be approachable, respectful, friendly, neighborly and efficient guides for helping you find and get what you need.

## **Mission statement checklist**

### **Is/does your statement**

- Clearly indicate the scope and direction of the library's activities
- Address the organization's fundamental reason for existing
- Broad enough to allow flexibility in its implementation but not so broad that there is a lack of focus
- Provide a template for decision-making by library staff and board
- Clear and understandable to all
- Compelling and memorable

## **Mission Statement Drafts**

To enrich lives by providing the community access to ideas, information, and opportunities to connect.

To enrich lives by providing access to information, inspiration, and opportunities to connect.

To enrich quality of life by providing the community access to ideas, experiences, information, and opportunities.

Enhance the individual and the community through facilitating access to curated information sources while providing support.

To improve the quality of life and connection in the community through programs and resources that provide inspiration, information, and entertainment for all.

To enhance community connections and enrich the quality of life through programs and resources that inform, inspire, and entertain.

## *MCPL Mission & Vision Statement Drafts*

*from WiLS Consultants based on staff SOAR session*

### **Vision statement checklist**

#### **Is/does your statement**

- Set a standard of excellence
- Clarify direction and purpose and align with the mission statement
- Inspire enthusiasm and commitment
- Bridge the present and future
- Clear and easy to understand
- Ambitious (not limited by current circumstances or what is perceived to be possible)

### **Vision Statement Drafts**

We connect people to the world

Connecting people to the world

Connecting you to the world

Our community connected to the world

Transforming Lives

Growing with the community

Growing with our community

We support individuals as they work to enhance their lives through information and opportunities

We are a welcoming center of lifelong learning to support an informed and evolving community

Transforming lives through empowerment and inspiration

Find your purpose in life and your place in the world

Help our communities reach their highest potential



**I. GENERAL INFORMATION**

1. Name of Library Marathon County Public Library		2. Public Library System Wisconsin Valley Library Service			
3a. Head Librarian First Name Leah	3b. Head Librarian Last Name Giordano	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 08/31/2026	
6a. Street Address 300 N. First St.	6b. Mailing Address or PO Box 300 N. First St.	7. City / Village / Town Wausau	8a. ZIP 54403	8b. ZIP4 5405	9. County Marathon
10. Library Phone Number 7152617200	11. Fax Number (715)261-7210	12. Library E-mail Address of Director leah.giordano@co.marathon.wi.us			
13. Library Website URL www.mcpl.us		14. No. of Branches 8	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 82,700	21a. Did your library or a branch move to a new facility during the fiscal year? Yes	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number CJBVG6GK66Q5	

**HOURS OF OPERATION**

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	60	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week	0	0	0
19d. Number of summer weeks	0	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,120	0	0

**II. LIBRARY COLLECTION**

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	305,397	21,078
2. Electronic Books <i>E-books</i>	166,698	
3. Audio Materials	22,435	1,061
4. Electronic Audio Materials <i>Downloadable</i>	71,746	
5. Video Materials	29,234	1,237
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe</i> Video games, Laptops, E-readers, Artwork, AV Equipment	1,033	
8a. Electronic Collections <i>Locally Owned or Leased</i>	8	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	6	
8c. Electronic Collections <i>Provided through BadgerLink</i>	62	
9. Total Electronic Collections <i>Local, regional, and state</i>	76	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	368	

**III. LIBRARY SERVICES**

1. Circulation Transactions	c. Circulation of Other Physical Items		2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	(subset of 1a.)	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
645,861	328,557	5,770	31,455	43,800	
Method for Counting ILL Transactions    Categorized ILL Transactions					
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)		30,428		43,042	
WISCAT		1,027		758	
Other (includes OCLC, manual tracking or other methods)		0		0	
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL	Yes	a. Method	
61,274	2,835	64,109		b. Annual Count	
				Survey Week(s) <input type="checkbox"/>	
				18,148	
				5. Library Visits	
				a. Method	
				b. Annual Count	
				Survey Week(s) <input type="checkbox"/>	
				147,888	
6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
106	86	Survey Week(s)	23,504		
8. Website Visits		9. Electronic Collection Retrieval			
		a. Local	b. Other	c. Statewide	d. Total
254,833		114,032	14,914	2,178	131,124
10. Uses of Electronic Materials by Users of Your Library					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials	
89,630	89,237	0	178,867	13,305	

**In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)**

**In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)**

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	436	169	39	229	78	951
Total Attendance	8,543	5,127	957	2,510	2,085	19,222

**In-Person Programs and Program Attendance Annual Count**

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	436	169	38	228	60
Total Attendance	8,543	5,127	939	2,483	1,833
	11f. Onsite In-Person - Subtotal		11g. Offsite In-Person - Subtotal		11h. Total
Number of Programs	856	75	931		
Total Attendance	14,374	4,551	18,925		

11i. Describe the library's in-person programs: Book clubs, movies, story times, crafts, author readings, tech classes

**Live Views of Virtual Programs and Virtual Program Attendance Annual Count**

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	1	1	18	20
Total Live Virtual Attendance	0	0	18	27	252	297
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	28	2,150	2,178

12g. Which platforms does the library use to host the library's live, virtual programs: YouTube, Zoom

12h. Describe the library's live, virtual programs: Local history series, author reading

**Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count**

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	3	0	0	3
Total Pre-Recorded Program Views	0	0	42	0	0	42

13g. Which platforms does the library use to host the library's pre-recorded programs: YouTube

13h. Describe the library's pre-recorded programs: monthly writing group prompts

**IV. LIBRARY GOVERNANCE**

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1. Kari	Sweeney	609 Gray Place	Wausau	54403	whatkarireads@gmail.com
2. Reid	Rayome	2113 Lillie Street	Wausau	54403	reid.rayome@co.marathon.wi.gov
3. Gary	Gisselman	319 Park Ave.	Wausau	54403	gary.gisselman@co.marathon.wi.gov
4. Andrea	Sheridan	1814 Poplar Lane	Wausau	54403	andrea.sheridan@co.marathon.wi.gov
5. Becky	Buch	1721 N 2nd Ave.	Wausau	54401	becky.buch@co.marathon.wi.gov
6. Nathan	Turajski	1012 N 10th Street	Wausau	54403	nturajski@protonmail.com
7. LeeAnn	Podruch	214900 Lakefront Drive	Hatley	54440	lgpodruch@gmail.com
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members  
 Include vacancies in this count

7



**V. LIBRARY OPERATING REVENUE**

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
		\$0
<b>Subtotal 1</b>		<b>\$0</b>

2. County

a. Home County Appropriation for Library Services Subtotal 2a \$3,337,685

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
<b>Subtotal 2b</b>			

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SLP Performer Grant	\$2,700	Workshops / Meetings / Scholarships	\$500
		Resource Agreement	\$52,822
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
<b>Subtotal 3</b>			<b>\$56,022</b>

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount	
2023-37904 Professional learning	\$1,790	
2024-37904 Professional learning	\$842	
<b>Subtotal 4</b>		<b>\$2,632</b>

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
<b>Subtotal 5</b>			

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$523,929

7. All Other Operating Income

\$185,464

8. Total Operating Income Add 1 through 7

\$4,105,732

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$3,723,220

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

No

**VI. LIBRARY OPERATING EXPENDITURES**

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations \$1,964,787	2. Employee Benefits Include maintenance, security, plant operations \$730,189
--	---

3. Library Collection Expenditures				
a. Print Materials \$295,791	b. Electronic Materials \$37,048	c. Audiovisual Materials \$60,288	d. All Other Library Materials \$0	Subtotal 3 \$393,127

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
WVLS	WPLC E-Content Buying Pool	Contract	\$29,089
WVLS	OverDrive Advantage Donation	Contract	\$0
WVLS	V-Cat Annual Maintenance	Contract	\$78,300
WVLS	V-Cat Barcodes / Patron Cards	Contract	\$488
WVLS	LeanWI Technology / Enterprise Services	Contract	\$6,900
WVLS	LeanWI Technology / Equipment Purchased	Contract	\$0
WVLS	Movie Licensing Subscription	Contract	\$908
WVLS	Delivery	Contract	\$0
WVLS	Supplies - Miscellaneous	Contract	\$2,434
WVLS	County Service Fee	Contract	\$18,726
Everett Roehl Marshfield Public Library	Cross Border Agreement- Subscription fee	Contract	\$5,907
			Subtotal 4 \$142,752
5. Other Operating Expenditures			\$419,972
6. Total Operating Expenditures Add 1 through 5			\$3,650,827
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			\$2,632

**VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**

1. Capital Income and Expenditures by Source of Income <i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>			
Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other	Second half of new sorter, patron computers, shelving, furniture, legal fees	\$270,585	\$270,585
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$270,585	Total Expenditure \$270,585

**VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. <i>Wis. Stat. s. 43.58(6)(a)</i>	1. Total Amount of Other Funds at End of Year	\$369,250
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**IX. TRUST FUNDS**

1. Total Amount of Trust Funds Held by the Library Board at End of Year	\$0
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**X. STAFF**

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$96,578	40.00
Library Manager	Department Head / Coordinator / Supervisor	MLS (ALA)	\$74,384	40.00
Library Manager	Manager/Supervisor of Support Staff	MLS (ALA)	\$73,923	40.00
Librarian	Librarian (MLS)	MLS (ALA)	\$64,480	40.00
Librarian	Librarian (MLS)	MLS (ALA)	\$66,248	40.00
Librarian	Librarian (MLS)	MLS (ALA)	\$66,560	40.00
Librarian	Librarian (MLS)	MLS (ALA)	\$59,916	40.00

b. Other Paid Staff See Instructions

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Lead Branch Coordinator	Branch Manager	Other	\$37,630	24.00
IT Specialist	Technical Support/Computer Technician	Other	\$52,428	40.00
Branch Coordinator	Branch Manager	Other	\$292,157	244.00
Web Content Specialist	Web Content Administrator	Other	\$56,042	40.00
Library Business Specialist	Office Support (Top)	Other	\$109,484	80.00
Lead Library Specialist	Library Assistant - Technical Services	Other	\$50,898	40.00
Library Specialist	Associate Librarian (non-MLS)	Other	\$348,098	404.00
Lead Library Assistant	Library Assistant - Public Services	Other	\$45,030	40.00
Library Assistant	Clerk - Public Services	Other	\$394,153	519.00
Lead Library Page and other pages	Page/Shelver	Other	\$140,133	216.00

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
7.00	0.00	7.00	41.18	48.18

**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			22,764
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
2. Circulation to Nonresidents Living in the Library's County		0	0
3. Circulation to Nonresidents Living in Another County in the Library System		5,139	5,689
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		9,332	73
5. Circulation to All Other Wisconsin Residents		2,517	6. Circulation to Persons from Out of the State
			14
7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
a. Clark	1,181	f. Taylor	1,028
b. Langlade	0	g. Waupaca	0
c. Lincoln	3,107	h. Wood	73
d. Portage	0	i.	
e. Shawano	0	j.	

**XII. TECHNOLOGY**

**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	15	61	6
Total Self-Directed Activity Participation	207	2,342	39
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	26	152	260
Total Self-Directed Activity Participation	585	3,345	6,518

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Taylor	Weinfurter	taylor.weinfurter@co.marathon.wi.us

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Julie	Kinney	julie.kinney@co.marathon.wi.us

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

**I CERTIFY THAT**, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee  	Name of President or Designee Print or type  Kari Sweeney	Date Signed
Library Director / Head Librarian Signature  	Library Director / Head Librarian Print or type  Leah Giordano	Date Signed

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County  
  
Marathon

The Marathon County Public Library Board of Trustees hereby states that in 2023 the Wisconsin Valley Library Service  
*Name of Public Library* *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

*Indicate with an X one of the above statements*


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

**XV. CERTIFICATION**

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Kari Sweeney	

## COMMENTS

## SECTION\_I

21a. Did your library or a branch move to a new facility during the report year?

The Athens branch moved to a new location - 203 Alfred St.--2024-02-09

## SECTION\_II

8a. Electronic Collections (Locally owned or leased)

AtoZ databases, Booklist, Mango Languages, NY Times, ProQuest: Digital Sanborn (1/1-3/31 only), ProQuest: Statistical Abstracts (1/1-3/31only), Tumble Weed Press, Value Line--2024-01-24

8b. Other Electronic Collections (purchased by library system or consortia)

Wisconsin Valley Library Service supported Ancestry Library Edition, Foundations in Wisconsin, Gale Courses, Novelist Plus, Novelist Select. The OverDrive Magazine Collection is also included in this number. Gale

Courses subscription ended on October 31, 2023. Foundations in Wisconsin will no longer be available as a digital resource after December 31, 2023.--2024-02-06

AtoZ databases, Booklist, Mango Languages, NY Times, ProQuest: Digital Sanborn (1/1-3/31 only), ProQuest: Statistical Abstracts (1/1-3/31only), Tumble Weed Press, Value Line--2024-01-24

## SECTION\_III

4b. Reference Transactions

10/17/23-10/23/23 - 349(survey week)x 52 weeks= 18,148--2024-01-24

5b. Library Visits

12/3/2023-12/9/23 5688(from counter)\*52(weeks)/2(compensate for in/out)--2024-01-24

6a., Number of Public Use Computers

Additional computers were added for the public that were previously in storage due to COVID.--2024-02-09

6b., Number of Public Use Computers with Internet Access

Additional computers were added for the public that were previously in storage due to COVID.--2024-02-09

8., Number of Website Visits

Number from WVLS.--2024-02-07

9a., Local Electronic Collection Retrievals (locally owned or leased)

Significant decrease in use of AtoZ after spike in 2022 - unknown reason--2024-01-24

## SECTION\_IV

Mr/Ms

New to the board in January, 2024.--2024-02-09

## SECTION\_V

Home County Subtotal

\$3,217,685(net after county board lowered budget) +\$120,000 (maintenance)--2024-01-24

Amount

rent (42,153), resource library funds(10,000), copier (668.60)--2024-01-24

Amount

from WVLS- LG - ALA--2024-01-24

Amount

from WVLS - AJ - WLA--2024-01-24

6. Funds Carried Forward

This is higher than usual due to the \$350,000 being carried over for operating expenses.

Usually this money would be saved for capital expenses, but was used in 2023 to cover the lower budget from the county.--2024-02-09

Includes \$350,000 carried over for operating expenses not covered by county supervisor approved budget for 2023. also includes gift account carry over, book an AV encumbered funds rolled over.--2024-02-05

Other Revenue

Includes \$20,560.76 in ecommerce from WVLS, copies, faxes, gift account income and other fine money.--2024-02-05

Current Year Appropriation

\$3,603,220 (reg)+\$120,000(maintenance)--2024-01-24

## SECTION\_VI

Amount

Removed from this section and put in Section VII - Capital Expenses - per WVLS--2024-02-07

Description

MCPL and Everett Roehl Marshfield Public Library have a cross border arrangement in which MCPL will pay 70% of the subscription fee for Marathon County residents using the Everett Roehl Marshfield Library.

Patrons will pay the remaining 30% of the subscription fee.--2024-02-07

5. Other Operating Expenditures

Includes the \$120,000 budgeted for the library's maintenance. The actual cost of the maintenance was \$203,603 and the county facilities covered the additional cost.--2024-02-08

## SECTION\_VII

Revenue

Includes computers purchased from WVLS-removed from Section VI #4 per WVLS--2024-02-07

## SECTION\_X

Position

Lead page position and pages combined due to lack of additional lines.--2024-02-05

## SECTION\_XI

Circulation

Circulations to Langlade County residents who reside outside the city of Antigo = 318.--2024-02-06

Circulation

In previous years only the following municipalities in Portage County were counted as having a local library: Villages of Amherst, Plover, Rosholt, and the City of Stevens Point.--2024-02-06



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Marathon County Public Library

3. Branch Email Address

leah.giordano@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Leah

6. Branch Head Last Name

Giordano

## II. ADDRESS

1. Branch Street Address

300 N. First St.

2. Branch Mailing Address or PO Box

300 N. First St.

3. City / Village / Town

Wausau

4a. ZIP Code

54403

4b. ZIP4

5405

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 261-7200

4. Branch Square Footage

82,700

## IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	60	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0





# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Athens Branch

3. Branch Email Address

kitty.roesler@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Kitty

6. Branch Head Last Name

Roesler

## II. ADDRESS

1. Branch Street Address

203 Alfred St.

2. Branch Mailing Address or PO Box

203 Alfred St.

3. City / Village / Town

Athens

4a. ZIP Code

54411

4b. ZIP4

0910

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 257-7292

4. Branch Square Footage

3,109

## IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Edgar Branch

3. Branch Email Address

hannah.detlaff@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Hannah

6. Branch Head Last Name

Detlaff

## II. ADDRESS

1. Branch Street Address

224 S. Third Ave.

2. Branch Mailing Address or PO Box

224 S. Third Ave.

3. City / Village / Town

Edgar

4a. ZIP Code

54426

4b. ZIP4

0228

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 352-3155

4. Branch Square Footage

2,046

## IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Hatley Branch

3. Branch Email Address

heather.bain@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Heather

6. Branch Head Last Name

Bain

## II. ADDRESS

1. Branch Street Address

435 Curtis Ave.

2. Branch Mailing Address or PO Box

435 Curtis Ave.

3. City / Village / Town

Hatley

4a. ZIP Code

54440

4b. ZIP4

9784

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 446-3537

4. Branch Square Footage

3,707

## IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Marathon Branch

3. Branch Email Address

lisa.haessly@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Lisa

6. Branch Head Last Name

Haessly

## II. ADDRESS

1. Branch Street Address

515 Washington St.

2. Branch Mailing Address or PO Box

PO Box 381

3. City / Village / Town

Marathon

4a. ZIP Code

54448

4b. ZIP4

0245

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 443-2775

4. Branch Square Footage

3,050

## IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Joseph Dessert Branch

3. Branch Email Address

sarah.moscattello@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Sarah

6. Branch Head Last Name

Moscattello

## II. ADDRESS

1. Branch Street Address

123 Main St.

2. Branch Mailing Address or PO Box

123 Main St.

3. City / Village / Town

Mosinee

4a. ZIP Code

54455

4b. ZIP4

1441

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 693-2144

4. Branch Square Footage

5,942

## IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Rothschild Area Branch

3. Branch Email Address

laura.wood@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Laura

6. Branch Head Last Name

Wood

## II. ADDRESS

1. Branch Street Address

211 Grand Ave.

2. Branch Mailing Address or PO Box

211 Grand Ave.

3. City / Village / Town

Rothschild

4a. ZIP Code

54474

4b. ZIP4

1173

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 359-6208

4. Branch Square Footage

3,240

## IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	46	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Spencer Branch

3. Branch Email Address

audrey.kohlbeck@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Audrey

6. Branch Head Last Name

Kohlbeck

## II. ADDRESS

1. Branch Street Address

105 Park St.

2. Branch Mailing Address or PO Box

105 Park St.

3. City / Village / Town

Spencer

4a. ZIP Code

54479

4b. ZIP4

0398

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 659-3996

4. Branch Square Footage

2,072

## IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0



# DO NOT FILE WITH DPI

## I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Stratford Branch

3. Branch Email Address

maryjo.netzer@co.marathon.wi.us

4. Salutation

Ms.

5. Branch Head First Name

Mary Jo

6. Branch Head Last Name

Netzer

## II. ADDRESS

1. Branch Street Address

213201 Scholar St.

2. Branch Mailing Address or PO Box

213201 Scholar St.

3. City / Village / Town

Stratford

4a. ZIP Code

54484

4b. ZIP4

0074

5. County

Marathon

## III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(715) 687-4420

4. Branch Square Footage

3,000

## IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	34	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0