



**COUNTY OF MARATHON
WAUSAU, WISCONSIN**

OFFICIAL NOTICE AND AGENDA

**A meeting of the Marathon County Public Library Board of Trustees,
Monday, March 18, 2024, at 12:00 noon
Library Headquarters, Wausau Community Room.**

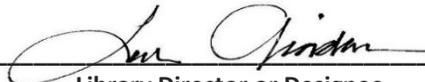
Persons wishing to attend the meeting by computer or phone may log or call into the **meeting beginning five (5) minutes prior to the start time indicated above using the following website <https://meet.goto.com/914203637> or number [1 877 309 2073](tel:18773092073). Access Code for dialing in 914-203-637.**

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

AGENDA

- 1. (12:00 p.m.) Call to Order**
- 2. Acknowledgement of Visitors**
- 3. Approval of Minutes**
- 4. Bills and Services Report**
- 5. (10 minutes) Public Comments** *(Anyone addressing the Library Board is asked to do so in a respectful, professional, and courteous manner. The "Public Comments" portion of this meeting is offered as an opportunity for concerned citizens of Marathon County to be heard. The Board, however, is under no obligation to provide this forum. As such, any misuse could result in the removal of these privileges. Any person who wishes to address the Library Board during the "Public Comment" portion of meetings may only provide comment pertaining to an item on the agenda. He or she must sign in or e-mail their name, address, and the topic they wish to present to the Library Personnel Specialist no later than five minutes before the start of the meeting library-administration@mcpl.us)*
- 6. (15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.**
 - A. President**
 - B. Other Board Members**
 - C. Library Director**
 - D. Board Committees**
 - E. Friends of the Library**
 - F. MCPL Foundation**
 - G. Wisconsin Valley Library Service**
- 7. (5 minutes) 10.12: Laptop/Tablet Checkout Policy and Patron Agreement – For Discussion and Possible Action**
- 8. (5 minutes) 2023 Fund Transfer – For Discussion and Possible Action**
 - A. Library Fund Transfer**
 - B. Friends and Foundation Donations Transfer**
- 9. (10 minutes) Library Service Highlight: Support Services – For Discussion and Informational Purposes Only**
- 10. Announcements**
- 11. Request for Future Agenda Items**
- 12. Next Meeting Dates**
 - Monday 04/15/2024
 - Monday 05/20/2024 – Marathon City Branch Library
 - Monday 06/17/2024
 - Monday 07/15/2024

13. Adjournment

Signed: 
Library Director or Designee

*All times are approximate and subject to change

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

EMAILED TO: Wausau Daily Herald, City Pages, and

EMAILED TO: Other Media Groups

EMIALED BY: H. Wilde

EMAILED DATE: March 12, 2024

EMAILED TIME: 3:30 p.m.

NOTICE POSTED AT COURTHOUSE

BY: _____

DATE: _____

TIME: _____

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, February 19, 2024.

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

Absent:

Others: Alexander Johnson, Katelyn Sabelko, David Hahn and Stephanie Martell. Remote visitors: Marla Sepnafski

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

A MOTION WAS MADE BY ANDREA SHERIDAN; SECONDED BY REID RAYOME TO APPROVE THE BOARD OF TRUSTEE MINUTES FROM THE JANUARY 22, 2024, MEETING. MOTION CARRIED.

A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY BECKY BUCH TO APPROVE THE JANUARY 2024 BILLS AND SERVICES REPORT. MOTION CARRIED.

Public Comments –None

President – Director Leah Giordano and President Kari Sweeney attended Library Legislative Day and talked to five elected officials about libraries and thanked them for their budgetary support.

Other Board Members – None

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

- As part of a philanthropic effort, Witmer Furniture has provided several wood shelving units to the library.
- The library is working on a plan to add passport photo services at Athens.
- The Strategic Plan Steering Committee is meeting on Thursday, February 22, 2024.
- Due to the rise in incidents at the library, the Director is talking with the County Administrator, Sheriff, and Police Chief on options to increase safety and security.

Board Committees – None

Friends of the Library – At the sale January 31-February 3, the Friends of the Library took in \$5132.63 from memberships and book sales.

MCPL Foundation – None

Wisconsin Valley Library Service –The WVLS board met on February 17, 2024 and reviewed the annual report that WVLS provides to DPI.

Library Policy Updates

- 10.14 E-Reader and Handheld Scanner Policy
- 6.08 Recognition of Personnel Policy

A MOTION WAS MADE BY GARY GISSELMAN; SECONDED BY ANDREA SHERIDAN TO APPROVE THE LIBRARY POLICY UPDATES 10.14 AND 6.08. MOTION CARRIED.

Strategic Plan: Mission and Vision Statements – Trustees discussed the mission and vision statement updates. The board agreed to send any additional thoughts and suggestions to Director Giordano by Wednesday, February 21st, so that they can be included in the discussion by the Steering Committee.

Approval of Annual Report for DPI

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY LEEANN PODRUCH TO APPROVE THE ANNUAL REPORT. MOTION CARRIED.

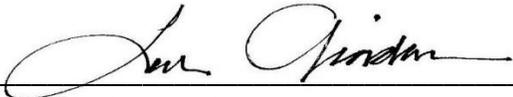
Statement Concerning System Effectiveness

A MOTION WAS MADE BY LEEANN PODRUCH; SECONDED BY REID RAYOME TO APPROVE THE STATEMENT CONCERNING SYSTEM EFFECTIVENESS. MOTION CARRIED.

Announcements - None

Request for Future Agenda Items – Trustees asked that an update on the incidents and security at the library be shared by the Director at the next meeting.

A MOTION WAS MADE BY KARI SWEENEY; SECONDED BY NATHAN TURAJSKI TO ADJOURN AT 12:43 P.M. MOTION CARRIED.



Library Director or Designee

Note: These minutes subject to approval at the next Library Board meeting scheduled for March 18, 2024.

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 PERFORMANCE 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 25th 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 6th.
- 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 13th.

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

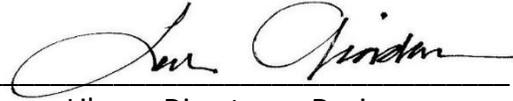
Wisconsin Valley Library Service – Trustee Sweeney shared that she plans to attend Legislative Day.

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.

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

Library Director or Designee

Marathon County Public Library Bills for Approval February, 2024

Library

52131	Financial, Banking and Investment Services	
	Unique Management Services Inc	139.8
	Financial, Banking and Investment Services	139.80
52250	Telephone, Internet and Cable	
	Charter Communications	469.87
	Frontier	696.49
	Telephone, Internet and Cable	1,166.36
52560	Other Special Services	
	Amazon Capital Services	11.97
	Baker & Taylor Company	3683.77
	Center Point Large Print	904.8
	Rockford Map Publishers Inc.	10.95
	Other Special Services	4,611.49
52990	Sundry Contractual Services	
	Frances L Simek Memorial Library	16
	Superior Public Library	12.98
	Tomahawk, City	40
	Sundry Contractual Services	68.98
53130	Printing and Forms	
	Roto Graphic Printing Inc	57
	Printing and Forms	57.00
53161	Books Library	
	Amazon Capital Services	2363.98
	Baker & Taylor Company	20845.7
	OverDrive Inc	2814.26
	Rockford Map Publishers Inc.	63.75
	Books Library	26,087.69
53168	Audio-Visual Materials	
	Amazon Capital Services	415.1
	Baker & Taylor Company	1346.54
	Blackstone Publishing	100.6
	Midwest Tape LLC	1072.21
	Audio-Visual Materials	2,934.45
53190	Office Supplies	
	Amazon Capital Services	737.91
	Nassco	150.75
	Staples	220.46
	Office Supplies	1,109.12
53220	Subscriptions	
	Ebsco Information Services	16.23
	The Mosinee Times	33
	Subscriptions	49.23
53260	Advertising	
	Greater Wausau Chamber of Commerce	325
	Wausau Pilot & Review Corp	800
	Advertising	1,125.00
53321	Personal Auto Mileage	
	Staff	163.61
	Personal Auto Mileage	163.61
53494	Technology Supplies	

	Amazon Capital Services	793.95
	Technology Supplies	793.95
53936	Other Supplies	
	Amazon Capital Services	216.57
	BroDart	211.74
	Demco	1454.76
	Other Supplies	1,883.07
55320	Building/Offices Rent	
	Charter Communications	73.07
	Mosinee, City	45.27
	Rothschild, Village of	2250
	Schmidtke's Cleaning Services LLC	626
	WI Public Service Corporation	500.77
	Building/Offices Rent	3,495.11
Library - Gifts/Donations		
52164	Contractual Services	
	Tank Mates LLC	1093
	Contractual services	1,093.00
52172	Artist and Event Performances Services	
	Moran, Mark F	450
	Artist and Event Performance Services	450.00
53161	Books Library	
	Baker & Taylor Company	1291.4
	Center Point Large Print	7363.44
	Books Library	8,654.84
53168	Audio-Visual Materials	
	Baker & Taylor Company	33.1
	Midwest Tape LLC	241.34
	Audio-Visual Materials	274.44
53936	Other Supplies	
	Amazon Capital Services	323.76
	Staples	10.55
	Other Supplies	334.31
CIP Library		
52990	Sundry Contractual Services	
	Diversified Installation Service, Inc.	662.5
	Sundry Contractual Services	662.50
53936	Other Supplies	
	American Fence Company	5980
	Other Supplies	5,980.00
58120	Furniture, Fixtures and Equipment	
	The Samuels Group Inc	8132
	Furniture, Fixtures and Equipment	8,132.00
Grand Total		69,265.95

Marathon County Public Library Budget vs Actual (Library cost center) for February, 2024*

Ledger Account	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
<u>Library Cost Center</u>				
Revenues				
46170 Sale of Maps, Poll Lists, Copies	12000	1260.17	2280.05	-9719.95
46190 Other General Government Fees	24000	2680	4990	-19010
46710 Library Fees	45000	2507.64	5530.43	-39469.57
48200 Rental of Buildings and Property	42153	0	10538.25	-31614.75
48900 Other Miscellaneous Revenues	61494	0	25.2	-61468.8
Total Revenues	\$ 184,647.00	\$ 6,447.81	\$ 23,363.93	\$ (161,283.07)
Personnel Expenses				
51111 Salaries and Wages	2078706	152679.44	265972.59	1812733.41
51120 Overtime	22935			22935
51390 Other Special Pay	0	1675.61	3375.1	-3375.1
51580 Unemployment Compensation	2102			2102
51510 Social Security	160775	11075.69	19288.19	141486.81
51520 Retirement Employers Share	131875	9644.88	16869.9	115005.1
51541 Dental Insurance	12031	778.57	1178.18	10852.82
51550 Life Insurance	7016	34.74	53.25	6962.75
51560 Workers Compensation	1261	93.09	162.11	1098.89
51590 Other Employer Contributions	30030	1659	2925.1	27104.9
51593 Health Insurance	508987	35447.36	53677.44	455309.56
Personnel Expenses Total	2955718	213088.38	363501.86	2592216.14

Operating Expenses

52130 Accounting and Audit Services	1300			1300
52131 Financial, Banking and Investment Services	1200	139.8	233	967
52192 Other Professional Services	6500			6500
52250 Telephone, Internet and Cable	22750	1166.36	1761.74	20988.26
52420 Machinery/Equipment Maintenance Services	6500			6500
52140 Technology Services	16000			16000
52560 Other Special Services	34000	4611.49	5029.41	28970.59
52561 Reimburse County	6400			6400
52932 Copier Charges	6500			6500
52990 Sundry Contractual Services	15000	68.98	3932.7	11067.3
53110 Postage and Courier	1700			1700
53130 Printing and Forms	5000	57	57	4943
53142 Software - IT	6000	0	413.64	5586.36
53161 Books Library	274250	26087.69	28062.77	246187.23
53168 Audio-Visual Materials	60000	2934.45	3145.46	56854.54
53169 E-Books Library	34252			34252
53190 Office Supplies	27000	1109.12	3545.65	23454.35
53220 Subscriptions	18600	49.23	124.17	18475.83
53221 Electronic Subscriptions	31000	0	14038.08	16961.92
53240 Membership Dues	118497			118497
53250 Registration Fees/tuition	3500			3500
53260 Advertising	4000	1125	1125	2875
53321 Personal Auto Mileage	3500	163.61	173.11	3326.89
53410 Meeting Expenses	2700			2700
53494 Technology Supplies	3000	793.95	956.4	2043.6
53936 Other Supplies	10000	1883.07	1903.87	8096.13

55190 Insurance Other Premiums		48000				48000
55320 Building/Offices Rent		65000		3495.11		59340.21
Operating Expenses Total	\$	832,149.00	\$	43,684.86	\$	70,161.79
						\$
Total Expenditures	\$	3,787,867.00	\$	256,773.24	\$	433,663.65
						\$
Net Change	\$	(3,603,220.00)	\$	(250,325.43)	\$	(410,299.72)
						\$
						3,192,920.28

*Part of payroll on January reports were reallocated to 2023 by Finance Department in late February

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

	Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
Library - Gift/Donation Cost Center				
Total Revenues	100,000.00	217.10	24,217.10	(75,782.90)
Total Expenditures	100,000.00	10,806.59	14,734.01	85,265.99
Library - Gift/Donation Cost Center Net	0.00	(10,589.49)	9,483.09	9,483.09
CIP- Library Cost Center				
Total Revenues	360,000.00	0.00	0.00	(360,000.00)
Total Expenditures	360,000.00	14,774.50	20,915.70	339,084.30
CIP-Library Net Change	0.00	(14,774.50)	(20,915.70)	(20,915.70)

Marathon County Public Library Budget vs Actual (Library cost center) for December, 2023 As of 3/11/24*

Ledger Account	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
Library Cost Center				
Revenues				
46170 Sale of Maps, Poll Lists, Copies	10000	1277.78	9184.5	-815.5
46190 Other General Government Fees	20000	1525	34421.54	14421.54
46710 Library Fees	50000	12833.93	54067.72	4067.72
48200 Rental of Buildings and Property	43153	0	42153	-1000
49210 Transfer from the General Fund	356603	0	356603	0
Total Revenues	\$ 479,756.00	\$ 15,636.71	\$ 496,429.76	\$ 16,673.76
Personnel Expenses				
51111 Salaries and Wages	2087903	191722	2001728.19	86174.81
51390 Other Special Pay	-69000	1779.03	20913.95	-89913.95
51580 Unemployment Compensation	2085	0	0	2085
51510 Social Security	159783	13835.76	145008.31	14774.69
51520 Retirement Employers Share	131080	11967.39	113425.71	17654.29
51541 Dental Insurance	12651	1287.8	10989.94	1661.06
51550 Life Insurance	943	52.95	403.88	539.12
51560 Workers Compensation	1283	116.71	2641.18	-1358.18
51590 Other Employer Contributions	37998	2114.9	35640.36	2357.64
51593 Health Insurance	500900	51692.41	424244.46	76655.54
Personnel Expenses Total	\$ 2,865,626.00	\$ 274,568.95	\$ 2,754,995.98	\$ 110,630.02

Operating Expenses

52130 Accounting and Audit Services	1300	2335.42	2335.42	-1035.42
52131 Financial, Banking and Investment Services	1300	81.55	908.7	391.3
52192 Other Professional Services	6500	0	6500	0
52250 Telephone, Internet and Cable	25000	1386.69	21673.78	3326.22
52420 Machinery/Equipment Maintenance Services	6500	0	6059	441
52140 Technology Services	0	1670	1725	-1725
52560 Other Special Services	47000	3568.31	35192.88	11807.12
52561 Reimburse County	5000	0	5907	-907
52140 Technology Services	27500	0	0	27500
52932 Copier Charges	0	481.76	5698.35	-5698.35
52990 Sundry Contractual Services	9000	1042.77	8324.63	675.37
53110 Postage and Courier	2500	188.53	1707.21	792.79
53130 Printing and Forms	10000	0	4430	5570
53142 Software - IT	0	413.64	4817.72	-4817.72
53161 Books Library	282826	26526.34	282357.97	468.03
53168 Audio-Visual Materials	60527	5515.2	58376.5	2150.5
53169 E-Books Library	29100	0	29088.59	11.41
53190 Office Supplies	28800	1031.14	21451.16	7348.84
53220 Subscriptions	19000	1020.68	18099.3	900.7
53221 Electronic Subscriptions	18500	2811.9	18541.83	-41.83
53240 Membership Dues	104701	0	104181.84	519.16
53250 Registration Fees/tuition	4000	0	1124	2876
53260 Advertising	4000	878.93	3717.99	282.01
53321 Personal Auto Mileage	3000	52.2	2123.78	876.22
53340 Commercial Travel	0	0	3.1	-3.1
53350 Meals	400	0	0	400
53360 Lodging	400	0	0	400
53410 Meeting Expenses	2000	1477.84	2168.51	-168.51
53494 Technology Supplies	10000	398.5	3392.35	6607.65

53916 Other Personal Effects	0	0	63.9	-63.9
53936 Other Supplies	13000	732.48	10735.19	2264.81
55190 Insurance Other Premiums	44961	44961	44961	0
55320 Building/Offices Rent	65000	13520.94	61352.16	3647.84
Operating Expenses Total	\$ 831,815.00	\$ 110,095.82	\$ 767,018.86	\$ 64,796.14
Total Expenditures	\$ 3,697,441.00	\$ 384,664.77	\$ 3,522,014.84	\$ 175,426.16
Net Change	\$ (3,217,685.00)	\$ (369,028.06)	\$ (3,025,585.08)	\$ 192,099.92

* Credit card payments and personnel expenses from 2023 paid in 2024, backdated to 2023 by Finance in February.

Marathon County Public Library Budget vs Actual (additional cost centers) December, 2023 as of 3/11/24

	Amended Budget	Actuals (Current Period)	Actuals (YTD)	Budget Remaining
Library - Gift/Donation Cost Center				
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
Library - Gift/Donation Cost Center Net	0.00	25,933.64	202,782.71	202,782.71
CIP- Library Cost Center				
Total Revenues	639,835.00	(2.50)	639,835.00	0.00
Total Expenditures	639,835.00	51,374.00	270,585.03	369,249.97
CIP-Library Net Change	0.00	(51,376.50)	369,249.97	369,249.97

TOTAL CIRCULATION STATISTICAL SUMMARY

For the month of February 2024

Branch	2023 CURRENT MONTH	2024 CURRENT MONTH	% CHANGE	2023 YEAR-to-DATE	2024 YEAR-to-DATE	% CHANGE
ATHENS	1,670	2,020	20.96%	3,564	4,218	18.35%
EDGAR	1,347	1,316	-2.30%	2,765	2,481	-10.27%
HATLEY	1,690	1,742	3.08%	3,480	3,249	-6.64%
MARATHON	2,582	2,146	-16.89%	4,936	4,471	-9.42%
MOSINEE	2,294	2,388	4.10%	4,741	4,875	2.83%
ROTHSCHILD	7,688	7,266	-5.49%	15,232	15,055	-1.16%
SPENCER	1,044	1,152	10.34%	2,096	2,407	14.84%
STRATFORD	1,877	1,900	1.23%	3,809	3,787	-0.58%
WAUSAU	28,736	30,347	5.61%	56,586	61,337	8.40%
WAUSAU DRIVE UP	1,755	1,821	3.76%	3,690	3,730	1.08%
HOMEBOUND	567	580	2.29%	1,104	1,240	12.32%
ILL	193	156	-19.17%	384	289	-24.74%
OVERDRIVE	14,260	17,554	23.10%	30,092	36,383	20.91%
GRAND TOTAL	65,703	70,388	7.13%	132,479	143,522	8.34%

ON-SITE CIRC TO NON-RESIDENT CUSTOMERS

February 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	63	0	0	0	0	219	0	282	4,218	6.69%	
EDGAR	0	0	0	0	0	0	0	0	2,481	0.00%	
HATLEY	0	0	0	0	0	0	0	0	3,249	0.00%	
MARATHON	16	0	10	0	0	0	0	26	4,471	0.58%	
MOSINEE	0	0	0	0	0	0	0	0	4,875	0.00%	
ROTHSCHILD	27	0	13	0	0	1	0	41	15,055	0.27%	
SPENCER	227	0	0	0	0	0	2	229	2,407	9.51%	
STRATFORD	0	0	0	0	0	0	0	0	3,787	0.00%	
WAUSAU	40	0	344	0	0	31	5	420	61,337	0.68%	
WAUSAU DRIVE UP	7	0	5	0	0	0	0	12	3,730	0.32%	
MISC*									37,912		
TOTAL MCPL	380	0	372	0	0	251	7	1,010	143,522	0.70%	
% of CIRC by COUNTY	0.26%	0.00%	0.26%	0.00%	0.00%	0.17%	0.00%				

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

TOTAL MONTHLY CUSTOMER COUNT

For the month of February 2024

	2023 CURRENT MONTH	2024 CURRENT MONTH	% CHANGE
MARATHON COUNTY			
RESIDENT ADULT	58,461	52,601	-10.02%
RESIDENT CHILD	8,093	8,586	6.09%
HOMEBOUND	109	99	-9.17%
STAFF	68	63	-7.35%
TEMPORARY	448	475	6.03%
TOTAL FOR MARATHON COUNTY	67,179	61,824	-7.97%
NON-COUNTY ON SITE BORROWERS			
ADULT	2,806	2,607	-7.09%
CHILD	222	227	2.25%
TEMPORARY	26	25	-3.85%
TOTAL FOR NON-COUNTY ON SITE BORROWERS	3,054	2,859	-6.39%
INTERLIBRARY LOAN			
ILL	407	413	1.47%
GRAND TOTAL	70,640	65,096	-7.85%



Marathon County Public Library Director Report March 2024

Highlights

Solar Eclipse Programming

All nine MCPL locations plan to celebrate the 2024 total solar eclipse! As part of a grant, MCPL received solar eclipse glasses to give away for free. Prior to the eclipse date of April 8, we've planned a variety of eclipse-themed programs and events across Marathon County. (For our bookworms, we've also curated a list of [books](#) about solar eclipses that patrons can use to browse materials available through MCPL!) Eclipse glasses will be prioritized for program participants, but glasses can also be picked up "first come first served" at all locations starting on Monday, April 1 and will be handed out until April 8 while supplies last. Events range from an "Eclipse Scavenger Hunt" to a presentation on the solar eclipse of 1919. We have programs planned for all ages! More details can be found on our website. *-Taylor W, Youth Services Librarian*



Enhanced Library Security Measures

Following discussions between Chief Barnes of the Wausau Police Department (WPD) and Library Director Giordano, a collaborative approach to bolster library security has been initiated. WPD will resume daily walkthroughs at the library based on officer availability. Chief Barnes acknowledged the increasing incident rates and expressed support for dedicated library

security. These discussions were extended to Marathon County Sheriff Billeb and County Administrator Leonhard, resulting in an initial meeting to explore security options. The meeting identified potential resources, including:

- Northcentral Technical College's law enforcement program: Exploring opportunities for student or graduate involvement.
- North Central Health Care's security team: Investigating potential for collaboration or shared services.
- Reserve deputies or contracted security services: Assessing feasibility and cost-effectiveness.

This proactive approach aims to fortify the security infrastructure of the library, ensuring a safer environment for both patrons and staff. The collaborative effort reflects a commitment to addressing the evolving security challenges faced by the library, and further updates will be provided as progress unfolds.

Library Services

It may still be winter, but planning for the 2024 Summer Library Program was in full swing for the Library Services team in February! Special events, activities, story times in the park, and more have been planned to fill our community's summer days with fun. Everyone on the team plays a role in supporting SLP—the team is currently working on promoting and marketing events, brochure design, and coordinating crafts and programs across all MCPL locations. While we wait for those warm summer days, the team filled February with fun opportunities for all ages. Lego Block Parties, Pokémon Club, and a wax paper lantern craft were popular with children and families. A Dungeons and Dragons Master Bootcamp and Anti-Valentine's Day Party brought some elusive teens into the library. The Adult Services team offered computer classes, a very popular antique appraisal event, and another county spotlight program featuring Sheriff Chad Billeb. The team continued to broaden their outreach efforts in person, on the radio, and through local news.

-Katelyn S, Library Services Manager



Branches

Rothschild hosted a special snowplow-themed story time on February 6th that was very well received! After songs and stories, a Village of Rothschild snowplow operator brought a snowplow to our parking lot to show the kiddos. Even though there was no snow, everyone had a great time! Photos can be found on MCPL's social media. Over 40 people attended!

Spencer's annual "Honor Flight Mail Call" program was held on February 7th. A total of 37 adults attended the event, and 559 cards were created or donated. These heartfelt cards will be given to veterans participating in the next Honor Flight leaving the Central Wisconsin Airport. This event continues to be special for the Spencer community—and you may have even seen it on local news! Branch Coordinator Audrey was interviewed by WAOW leading up to and after the event.



Story time was a popular opportunity for families and young children in February. Our Edgar and Athens branches celebrated growing attendance, and Mosinee offered a special yoga story time that was popular with families. Our Athens branch is also welcoming children to help decorate the new library. Bulletin boards are up in the Children's section of the branch, and local students will have a hand in maintaining them.

In Marathon City and Stratford, school visits brightened up the month. The 4K class from St. Mary's school continues to make monthly visits to our Marathon branch. Branch Coordinator Lisa H. facilitates story time during these visits and students have the opportunity to check out books with their own library cards. In Stratford, students from St. Joe's visited the branch throughout the month for story time. The love of reading starts early!

Stratford also welcomed teens into the library for the first "Third Thursday" drop-in meeting for their Youth Library Opportunities (YOLO) group. Team members helped brainstorm ideas for upcoming summer events and fall YOLO activities, played some games, and discussed books they were reading.

In Mosinee, cat lovers had an opportunity to connect and create during a “Cat Lover Craft and Social Hour.” Patrons had the opportunity to make several different kinds of no-sew cat toys, check out cat-themed books, make cat origami, and more.

Multiple branch locations received new lounge chairs to replace old and damaged seating and freshen up reading areas. The chairs are very comfortable and durable—and they look great! Branch staff have received positive feedback from patrons.

In staffing news, Heather B. resigned her position as Hatley Branch Coordinator. Her last day was February 2nd. Interviews for the open position were held in mid-February. Staff members from a wide variety of locations have picked up shifts in Hatley during this transitional period, and we are very thankful for all of the help! We look forward to welcoming a new Hatley Branch Coordinator to the team in March.

-Katelyn S, Library Services Manager

Library Services Statistics & Activities

Team News & Projects

- Notary: 22 appointments
- Proctoring: 0 appointments
- Tech Time: 5 appointments
- Homebound Services:
 - Items sent out: 375
 - Volunteer deliveries completed: 20
 - New (or recently returned) HB patrons: 0
 - Active HB accts at the start of the month: 88
 - Reading slips, letters, or notes received: 45
- Weeding:
 - Rothschild: Adult Fiction, Juvenile Nonfiction, Board Books, Picture Books
 - Spencer: Board Books
 - Wausau: Adult Nonfiction, Young Adult Storage, Young Adult Graphic Novels & Manga Storage, Juvenile DVDs
- MCPL study rooms were booked 95 times in February
- Outreach:
 - Chad was interviewed on WXCO Radio Feb 13 & 27
 - Julie attended an Adaptive Communities event
 - Allycia attended the Greater Wausau Chamber of Commerce Marketing Hub event
- Ongoing projects:
 - Central Wisconsin Book Festival (Chad)
 - Obituary index accessibility in Aspen (Jailin)
 - Library history digitization project (Julie)
 - Adding Tonies to Youth collection (Tara)
 - Summer Library Program (Tara, Rose, Robyn, Ben, Chad, Allycia)
 - The Policies and Procedures Committee met on February 27 (Kate, Taylor, and Rose)
 - Dream Big - Strategic Plan marketing (Allycia)
 - Website and staff intranet development (Ben)

Events and Programs

Youth Events

Story Times:

- Feb. 5: Tales for Tots—32
- Feb. 6: Bouncing Babies—10
- Feb. 8: Family Story Time—36

- Feb. 12: Tales for Tots—24
- Feb. 13: Bouncing Babies—8
- Feb. 15: Family Story Time—26
- Feb. 19: Tales for Tots—45
- Feb. 20: Bouncing Babies—14
- Feb. 20: Story Time with Yuyi Morales—40
- Feb. 22: Pete the Cat Story Time—30
- Feb. 24: Pete the Cat Story Time—42
- Feb. 26: Tales for Tots—32
- Feb. 27: Bouncing Babies—12
- Feb. 29: Family Story Time—24

Other Programs:

- Feb. 1: LEGO Block Party—28
- Feb. 5: Tween STEAM—6
- Feb. 6: YALL—0
- Feb. 10: 4H No Bake Delights—20
- Feb. 10: Teen D&D: Game Master Bootcamp—6
- Feb. 13: Pokémon Club—60
- Feb. 13: Teen Anti-Valentine’s Day Party—5
- Feb. 15: LEGO Block Party—15
- Feb. 27: Wax Paper Lanterns—15
- **Number of February Youth Services programs – 23**
- **Total attendance for February Youth Services programs – 530**

Adults/All Ages Events

- Feb. 3: What’s it Worth? Antique Appraisal – 57
- Feb. 6: Adaptive Communities Stories and Arts & Crafts – 12
- Feb. 8: County Spotlight: Sheriff Chad Billeb – 19
- Feb. 14: MCPL Social Hour (2 sessions) – 4
- Feb. 14: Computer Basics – Keyboard and Mouse – 1
- Feb. 20: Extension Gardening – Growing Citrus Indoors (2 sessions) – 12
- Feb. 21: Computer Basics – Desktop, Files and Windows – 5
- Feb. 26: Adaptive Communities Stories and Arts & Crafts – 17
- Feb. 28: Computer Basics – Internet Basics – 2
- **Number of February programs and activities – 11**
- **Total attendance/participation for February programs – 129**

Media Summary

Social Media Statistics:

- Facebook followers: 5,223 (+44)
 - New likes: 21
 - Unfollows: 0
- Twitter: 1,219 followers (-6)
- Pinterest: 963 followers (-1)
- Goodreads: 344 friends (+3); 1,491 reviews (+0)
- Instagram: 1,124 followers (+6)
- YouTube: 522 subscribers (-1)

Hot Happenings in the River District (email newsletter)

- February 7 – Art Cluster Exhibit @ MCPL Wausau
- February 14 – Triceratops announcement (MCPL Wausau)
- February 21 – Wi-Fi Hotspot extension
- February 28 – Yarn Wall Hanging (MCPL Wausau)

Central WI Radio (WCCN 107.5 FM & WPKG 92.7 FM)

- February 27 – Marathon County Public Library locations celebrating the 2024 Total Solar Eclipse - <https://cwbradio.com/news/?id=43530>

WAVL 100.5 FM

- February 12 – Upcoming Library Events – Hearts & Crafts EDG, Woven Hearts HAT, Local History Social Hour MOS, Wausau Social Hour (with Allycia Smith, Marketing Specialist)

WOAW Channel 9

- February 5 – Lactation pod now available at MCPL - https://www.waow.com/news/top-stories/lactation-pod-now-available-at-mcpl/article_40ee4aac-c47f-11ee-92a9-b3af8802b47a.html (with Allycia Smith, Marketing Specialist)
- February 7 – Honor Flight Mail Call held in Spencer - https://www.waow.com/news/honor-flight/honor-flight-mail-call-held-in-spencer/article_8fd5e9c2-c637-11ee-a77a-8f65699f7687.html (with Audrey Kohlbeck, Spencer Branch Coordinator)
- February 8 – Sheriff speaks with community on issues - https://www.waow.com/news/sheriff-speaks-with-community-on-issues/article_d0d7cf34-c6c4-11ee-b69c-8b8a599864c4.html
- February 22 – Free gardening class at MCPL Stratford - https://www.waow.com/news/free-gardening-class-at-mcpl-stratford/article_9d2fab04-d162-11ee-bc9d-0fca34eedf8c.html
- Youtube version of same story - <https://www.youtube.com/watch?v=QoFAK8HsqmM>
- February 23 - Groundwater conversation at Marathon County Public Library - https://www.youtube.com/watch?v=uaoBkmK_Un8

WSAW Channel 7

- February 8 – Hatley library offering free craft class on Feb. 12 (Woven Hearts) - <https://www.wsaw.com/2024/02/08/hatley-library-offering-free-craft-class-feb-12/> (with Allycia Smith, Marketing Specialist)
- February 22 – MCPL offering computer basics classes - <https://www.wsaw.com/2024/02/22/mcpl-offering-computer-basics-classes-make-using-them-easier/>

WXCO 1230 AM, 98.9 FM

- February 13 – We talk to Chad Dally of the Marathon County Public Library about upcoming activities... - <https://civicmedia.us/shows/chad-holmes-show/2024/02/13/we-talk-to-chad-dally-of-the-marathon-county-public-library-about-upcoming-activities-plus-are-joined-by-members-of-the-dallas-string-quartet-who-will-be-performing-a-special-show-at-the-grand-theatre>
- February 27 - Chad Dally of the Marathon County Public Library joins us to talk about what is coming up at libraries throughout the county... - <https://civicmedia.us/shows/chad-holmes-show/2024/02/27/chad-dally-of-the-marathon-county-public-library-joins-us-to-talk-about-what-is-coming-up-at-libraries-throughout-the-county-plus-a-major-cnn-story-comes-out-on-the-wisconsin-native-who-was-one-of>

City Pages

- February 1 – Big Guide – Ongoing – Mobile Wi-fi hotspots available at MCPL; Events – Friends of MCPL Book Sale, Antique Appraisal (WAU), Paper Heart Spinner Craft (STR), Honor Flight Mail Call (SPE), County Spotlight: Sheriff Bileb, Local History Social Hour (MOS), Hearts & Crafts (EDG), Woven Heart Craft (HAT), Marathon City Book Club, Edgar Book Club, Hatley Book Club, Athens Book Club, Mosinee Book Club, As the Page Turns Book Club (SPE), Stratford Book Club, Rothschild Book Club, ; Lectures/Workshops – Computer Basics: Mouse & Keyboard (WAU), Computer Basics: files, desktop, & Windows (WAU), Computer Basics: Internet (WAU). Arts – Art Cluster (WAU). Kids/Teens – Yarn Art for kids (MOS), Family Story Time (WAU), Family Story Time (MAR), LEGO Block Party (WAU), Read to a Therapy Dog (ROT), LEGO Block Party (ROT), Tales for Tots (WAU), Family Story Time (ATH), STEAM Lab (WAU), Bouncing Babies Story Time (WAU), Family Story Time (HAT), Snow Plow Story Time (ROT), Family Story Time (EDG), LEGO Block Party (MOS), Young Adult Library Leaders (WAU), Play & Learn (WAU), Family Story Time (STR), Yoga Story Time (MOS), MCPL & 4-H: No Bake Delights (WAU), LEGO Block Party (EDG), Pokemon Club (WAU), Anti-Valentines Party for Teens (WAU), After School Art (EDG), LEGO Block Party (WAU), Pokemon Club (MOS), I Heart Art (ROT), Pokemon Club (EDG), Pete the Cat Celebration (WAU), Play & Learn: Stampin’ Fun (STR), Wax Paper Stained Glass Lantern (WAU), After School Art (EDG), Folded Paper Bracelets (MOS)
- February 8 – Library announces attendance surges, dinosaur arrival - <https://thecitypages.com/library-announces-attendance-surges-dinosaur-arrival/?fbclid=IwAR1ujKr8mHkuEVB9q90qyDP7AeCUSJZE5Dok79VaemEgf2ajzllqMYMOr5I>
- Digital version of print article that appeared in Feb. 8 issue
- February 8 – Big Guide – Ongoing - Mobile Wi-fi hotspots available at MCPL; Events – County Spotlight: Sheriff Bileb (WAU), Local History Social Hour (MOS), Hearts & Crafts (EDG), Woven Heart Craft (HAT), Marathon City Book Club, Edgar Book Club, Hatley Book Club, MCPL Spencer Cribbage, Athens Book Club, Cat Lover Craft & Social Hour (MOS), MCPL Social Hour (WAU), Classic Movie Night (ROT), Board Game Night (ATH), Friends of MCPL Members Only Book Sale, Mosinee Book Club, As the Page Turns Book Club (SPE), Stratford Book Club, Rothschild Book Club. Lectures/Workshops – Computer Basics: Keyboard & Mouse (WAU)
- February 15 – Big Guide – Ongoing – Mobile Wi-Fi hotspots available at MCPL, Edgar Community Cookbook; Events – Classic Movie Night (ROT), Friends of MCPL Members Only Book Sale, Mosinee Book Club, As the Page Turns Book Club (SPE), Gentle Yoga & Meditation (MOS), Stratford Book Club, Rothschild Book Club. Lectures/Workshops – Computer Basics: Keyboard & Mouse (WAU), Embroidery 101 (EDG), Computer Basics: files, desktop, Windows (WAU). Arts – Art Cluster (WAU). Kids/Teens – Family Story Time (MAR), Family Story time (WAU), Tales for Tots (WAU), Family Story Time (ATH), Bouncing Babies Story Time (WAU), Family Story Time (HAT), Play & Learn (WAU), Family Story Time (STR), LEGO Block Party (WAU), Pokemon Club (MOS), I Heart Art (ROT), Pokemon club (ROT), Family Story Time (ROT), Family Story Time (EDG), Teen Advisory Group (MOS), Pokemon Club (ROT), Pete the Cat Celebration (WAU), Play & Learn: Stampin’ Fun (STR), Wax Paper Stained Glass Lantern (WAU), After School Art (EDG), Folded Paper Bracelets (MOS).

- February 22 – Big Guide – Ongoing – Mobile Wi-Fi Hotspots Available at MCPL, Edgar Community Cookbook. Events – Rothschild Book Club. Lectures/Workshops – Computer Basics: internet (WAU), Yarn Wall Hanging (WAU). Arts – Art Cluster (WAU). Kids/Teens – Family Story Time (WAU), Family Story Time (MAR), Tales for Tots (WAU), Family Story Time (ATH), Bouncing Babies Story Time (WAU), Family Story Time (HAT), Play & Learn (WAU), Family Story Time (STR), Pete the Cat Celebration (WAU), Play & Learn: Stampin’ Fun (STR), Wax Paper Stained Glass Lantern (WAU), After School Art (EDG), Folded Paper Bracelets (MOS), Month of Crafts & Coloring (MOS), Happy Birthday Dr. Seuss! (HAT), LEGO Block Party (ROT), Tales for Tots (WAU), Family Story Time (ATH), STEAM Lab (WAU), Bouncing Babies Story Time (WAU), Family story Time (HAT), Family Story Time (ROT), Family Story Time (EDG), LEGO Block Party (MOS), Young Adult Library Leaders (WAU), Play & Learn (WAU), Breakfast Story Time (MOS), Family Story Time (WAU), Family Story Time (MAR), LEGO Block Party (WAU), Read to a Therapy Dog (ROT), LEGO Block Party (EDG).
- February 29 – Big Guide – Ongoing - Mobile Wi-Fi Hotspots Available at MCPL, Edgar Community Cookbook. Events – Marathon City Book club, Edgar Book club, Hatley Book Club, Spencer Branch Cribbage, Athens Book Club, Craft Supply Swap, MCPL Social Hour, Stratford Young Adult Book Club, Mosinee Book Club, As the Page Turns Book club (SPE), Board game night (ATH), Rothschild Book club, Solar eclipse chalk art (WAU, MOS, ROT, MAR, EDG), Eclipse Scavenger Hunt (ATH, HAT, ROT, SPE, STR), DIY Cereal Box Eclipse Viewer (MOS, ROT). Outdoors – See the sun in a new light! (WAU). Lectures/Workshops – Yarn Wall Hanging Craft (WAU), Starting seeds indoors (STR), Computer Basics: Mouse & keyboard (MOS), City Spotlight: Wausau fire chief, Computer Basics: desktop, files & Windows (MOS), Computer Basics: Internet (MOS), The 1919 Solar Eclipse w/Dr. Aaron Steffen (WAU). Kids/Teens – Family story time (WAU), Family Story Time (MAR), Folded Paper Bracelets (MOS), Month of Crafts & Coloring (MOS), Happy Birthday Dr. Seuss! (HAT), LEGO Block Party (ROT), Tales for Tots (WAU), Family Story Time (ATH), STEAM Lab (WAU), Bouncing Babies Story time (WAU), Family Story Time (HAT), Family Story Time (ROT), Family Story Time (EDG), LEGO Block Party (MOS), Young Adult Library Leaders (WAU), Play & Learn (WAU), Family Story Time (STR), Breakfast Story Time (MOS), Family Story Time (WAU), Family Story Time (MOS), LEGO Block Party (WAU), Read to a therapy dog (ROT), LEGO Block Party (EDG), Pokemon Club (WAU), After School Art (EDG), Crafts & Dragons: Create a player notebook (WAU), Pokemon Club (EDG), Mosinee Branch Teen Advisory Group, Pokemon Club (ROT), Dinosaur Stomp Story Time (WAU), LEGO Block Party (WAU), Watch it grow! (WAU), Dinosaur Stomp Story Time (WAU), MCPL & 4-H Photography Basics (WAU), Prehistoric Facts with Dino Chris (WAU), Yarn Art (WAU), Spring Craft Week (MAR), Play & Learn: Sensory Play (TR), Beaded Keychain (ROT), After School Art (EDG), CD Eclipse Art for Teens (WAU), Beach Party! (WAU).

Mosinee Times

- February 7 – Marathon County Public Library: Gentle Yoga & Meditation

Record Review

- February 7 – People – Athens: Book club, Board Game Night, Family Story Times; Edgar: Book Club, Hearts & Crafts, After School Art, Pokemon club, LEGO Block Party, Family Story Times; Marathon City: Book Club, Family Story Time; Stratford: Book club, Family Story Time; Marathon County: Wifi Hotspots still available
- February 14 – People – Athens: Board Game Night, Family Story Times; Edgar: Embroidery 101, New Edgar Cookbook, Pokémon Club, Family Story Times; Marathon City: Family Story times; Stratford: Book Club, Family Story Times; Marathon County: Wi-Fi hotspots still available
- February 21 – People – 1918 Krueger shootout to be discussed Saturday in Wausau. Athens: Family story time; Edgar: After School Art, New Edgar Cookbook; Marathon City: Family Story Time; Stratford: Family Story Time; Marathon County: Wi-Fi hotspots still available.

Wausau Daily Herald

- February 3 – Patricia Schoonover Obituary (former library employee, memorial donations to MCPL) -<https://www.wausaudailyherald.com/obituaries/pwix0710246>

Wausau Pilot & Review

- February 9 – Marathon County Public Library Programs - <https://wausapilotandreview.com/2024/02/09/marathon-county-public-library-programs-47/>
- February 21 – Water Experts to lead conversation on Marathon County’s groundwater testing - <https://wausapilotandreview.com/2024/02/20/water-experts-to-lead-conversation-on-marathon-countys-groundwater-water-testing/>
- February 22 – Marathon County Public Library book clubs - <https://wausapilotandreview.com/2024/02/22/marathon-county-public-library-book-clubs-march-4/>
- February 22 – Marathon County Public Library programs - <https://wausapilotandreview.com/2024/02/22/marathon-county-public-library-programs-48/>
- February 23 – Marathon County Public Library programs, youth - <https://wausapilotandreview.com/2024/02/23/marathon-county-public-library-programs-youths-2/>

Wausau Times/Buyers Guide

- February 14 – Out & About – Mobile Wi-Fi Hotspots available at MCPL
- February 28 – Out & About – Mobile Wi-Fi Hotspots, Edgar Community Cookbook

Materials

Youth

	2024 Annual Budget	Rollover from 2023	Total Appropriation	Monthly Allotment	Free Balance	Spent as of 03/04/2024	% Spent
Juvenile Audiobooks	\$10,000.00	\$0.00	\$10,000.00	\$909.09	\$8,824.35	\$1,175.65	12%
Juvenile CDs	\$300.00	\$30.54	\$330.54	\$30.05	\$300.00	\$30.54	9%
Juvenile DVDs	\$7,500.00	\$99.53	\$7,599.53	\$690.87	\$5,973.47	\$1,626.06	21%
Juvenile Video Games	\$2,350.00	\$0.00	\$2,350.00	\$213.64	\$1,770.92	\$579.08	25%
Young Adult Audio Books	\$1,800.00	\$0.00	\$1,800.00	\$163.64	\$1,800.00	\$0.00	0%
Juvenile e-books	\$2,000.00	\$0.00	\$2,000.00	\$181.82	\$1,549.69	\$450.31	23%
Youth AV Subtotal	\$23,950.00	\$130.07	\$24,080.07	\$2,189.10	\$20,218.43	\$3,861.64	16%
Juvenile Fiction	\$26,000.00	\$10.05	\$26,010.05	\$2,364.55	\$21,216.03	\$4,794.02	18%
Juvenile NonFiction	\$26,000.00	\$53.24	\$26,053.24	\$2,368.48	\$22,955.14	\$3,098.10	12%
Juvenile Picture Books	\$30,000.00	\$0.00	\$30,000.00	\$2,727.27	\$24,873.43	\$5,126.57	17%
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	\$7,142.33	\$357.67	5%
Young Adult Fiction	\$12,200.00	\$0.00	\$12,200.00	\$1,109.09	\$10,861.54	\$1,338.46	11%
Young Adult Graphic Novels	\$3,700.00	\$30.98	\$3,730.98	\$339.18	\$2,947.27	\$783.71	21%
Young Adult NonFiction	\$3,400.00	\$0.00	\$3,400.00	\$309.09	\$2,895.76	\$504.24	15%
Youth Print Subtotal	\$110,300.00	\$117.83	\$110,417.83	\$10,037.98	\$94,391.50	\$16,026.33	15%

Youth Services TOTAL	\$134,250.00	\$247.90	\$134,497.90	\$12,227.08	\$114,609.93	\$19,887.97	15%
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Adult

	2024 Annual Budget	Rollover from 2023	Total w/carryover	Monthly Allotment	Free Balance	Spent YTD	% Spent
Adult Audiobooks	\$11,500.00	\$279.58	\$11,779.58	\$1,045.45	\$10,007.33	\$1,772.25	15.41%
Adult Music CD	\$5,000.00	\$102.72	\$5,102.72	\$454.55	\$4,184.08	\$918.64	18.37%
Adult DVD	\$17,750.00	\$284.08	\$18,034.08	\$1,613.64	\$14,221.36	\$3,812.72	21.48%
Adult Video Games	\$1,550.00	\$0.00	\$1,550.00	\$140.91	\$1,550.00	\$0.00	0.00%
Adult AV Subtotal	\$35,800.00	\$666.38	\$36,466.38	\$3,254.55	\$29,962.77	\$5,837.23	16.31%
Adult Paperbacks	\$2,500.00	\$6.29	\$2,506.29	\$227.27	\$2,204.15	\$302.14	12.09%
Adult Paperbacks S.O.	\$450.00	\$0.00	\$450.00	N/A	\$450.00	\$0.00	0.00%
Adult Fiction	\$47,000.00	\$139.22	\$47,139.22	\$4,272.73	\$33,028.75	\$14,110.47	30.02%
Adult LT Fiction	\$7,500.00	\$96.97	\$7,596.97	\$681.82	\$5,855.83	\$1,741.14	23.22%
***Adult LT S.O.	\$5,500.00	\$0.00	\$5,500.00	\$500.00	\$5,161.00	\$339.00	6.16%
Adult Non-fiction	\$71,000.00	\$386.22	\$71,386.22	\$6,454.55	\$60,558.66	\$10,827.56	15.25%
Adult Non-fiction S.O.	\$2,000.00	\$0.00	\$2,000.00	N/A	\$1,936.25	\$63.75	3.19%
Adult Biographies	\$11,000.00	\$37.54	\$11,037.54	\$1,000.00	\$8,442.02	\$2,595.52	23.60%
Adult Spanish	\$500.00	\$11.33	\$511.33	\$45.45	\$500.00	\$11.33	2.27%
Adult Hmong	\$750.00	\$0.00	\$750.00	\$68.18	\$647.14	\$102.86	13.71%
Overdrive - ebooks	\$16,000.00	\$0.00	\$16,000.00	\$1,454.55	\$13,105.67	\$2,894.33	18.09%
Adult Print Subtotal	\$164,200.00	\$677.57	\$164,877.57	\$14,927.27	\$131,889.47	\$32,988.10	20.09%
Adult Services TOTAL	\$200,000.00	\$1,343.95	\$201,343.95	\$18,181.82	\$161,852.24	\$38,825.33	19.41%

Support Services Statistics & Activities

Circulation Team

- Welcomed our new team member Mai Yia L on 2/19
- New library card applications processed by the Circulation Team: 219
- Checkout total for Wausau First Floor: 30,347
- Ashley H processed 156 Interlibrary Loan items
- February Passports News:
 - 35 Adult Passport Books
 - 15 Minor Passport Books
 - 3 Adult Passport Cards (2 attached to a passport book applications, 1 a solo card application)
 - 0 Minor Passport Cards

The MCPL Passport team accepted a total of 51 passport applications at \$35.00 each, and 53 photos were taken at \$10.00 each for a total of \$2,315.00 recorded. We also assisted with 6 renewal applications.

- Ashley H:
 - Helped do switch-overs for Adult Biographies.
 - Ran multiple pull lists throughout the month
 - Updated the MCPL Book Club Kit List for WISCAT.
 - Conducted additional ILL work beyond traditional circulations:
 - Renewals: 4 phone calls, 11 emails
 - Under \$10 per Amazon.com: 1
 - Unfilled requests: 1
 - Too new: 1 (informed patron of purchase suggestion instead)
 - Library of Congress items: 1
 - V-Cat items: 4
 - Request bill for borrowed item not returned by MCPL patron: 1
 - Invoices for lost ILL items by MCPL patrons: 1
 - Emails to Wausau West for pick-up: 2
 - Inquiries: 7 phone calls, 8 emails.
- Olivia B:
 - Damaged Status Clean Up – Went through all old billed items and if they were paid for marked them as Withdrawn.
 - Eleven “missing pieces” letters sent, six second notices sent, three items not returned and billed for.
 - Policies and Procedures Committee Meeting – Finalized edits on Friends and Donations related policies and procedures. Small edit to ILL policy.
 - Designed a T-shirt for the Friends.
 - Prepped for Evercon – met with Robyn and Jailin to put together display board and table.
 - Billed for ~ \$277.24 worth of damaged items.
- 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.
 - Assisted in Support Services by unboxing and tagging books.
 - Juvenile to Adult account switch-overs.
- Erin Q
 - Completed the 2022 periodical purge.
 - New non-fiction switchovers.
 - CD weeding list completed.
 - Made notes of what 2023-2024 magazine issues we have extras of in the spreadsheet.
 - New YA switchovers.
 - YA weeding/storage/swap-outs.
 - New adult fiction switchovers.
 - Magazine and Newspaper training with new circulation team member Mai Yia.
- Over the course of the month, seven patrons were banned for different lengths of time due to policy violations.

Support Services Team

- Dawn L. reports that Baker & Taylor is once again sending materials prior to their release date, which they have not been able to do consistently for the past several years. This is good news, because sending materials early allows us to catalog and process them so they are ready for immediate circulation on their release date.
- Chris L attended the V-Cat Council meeting on 2/1.
- Team Leads met with Leah 2/14.
- Support Services Team met the Circ Team's new Library Assistant Mai Yia L on 2/20 and gave her a tour and brief introduction to our department.
- James B has been appointed to the Policy and Procedure Committee. It is an internal (staff) committee which makes recommendations on updates/changes that the Library Management Team and then the Library Board reviews before being enacted. James' first meeting with the committee was 2/27.
- Katie Z of WVLS finished creating the following new location codes for all branches:

Easy Readers Red	Board Books New
Easy Readers Blue	Easy Readers New
Easy Readers Green	Favorites New
Easy Readers Yellow	
- The new codes will make it easier for staff and patrons to find items on the shelves and offer consistency among all locations.
- The Juvenile Favorites relabeling project continues. Branches are sending in Favorites for relabeling on a rotating schedule. Kayla K is relabeling books from branch locations, while Chris L and James B are relabeling books from Wausau.
- The library will be adding Tonies to the Children's collection! A Toniebox is a rechargeable speaker which plays preloaded stories and songs when a child places a Tonie figurine on top of the speaker. Tonies are available for many popular characters (example: Frozen: Elsa, Anna, Olaf). Tara H of Collection Development, James B, Chris L, the Management team and others are working through the many details that must be considered: loan rules, account setup, cataloging, circulation-ready packaging, labeling, Aspen display. Support Services is excited to help bring this resource to our community.
- Dawn L has created new reports to track discrepancies between encumbered and actual prices. Example: a book is ordered which shows a price of \$50, so that is the amount which is encumbered. Then, when the book is received, the invoice shows a price of \$46 with \$4 shipping, so \$46 is the book's actual price and the \$4 difference (discrepancy) is attributed to the Processing fund. Discrepancies are inevitable, tracking them as they occur will save time when balancing later.
- It has been a very active month for managing the Library's magazine subscriptions. The following publications have gone to direct order, digital or ceased publication within the last 4 weeks: America's Civil War, World War II, CQ Amateur Radio, American History, Interweave Knits, Beanz, Animal Tales, J-14.
- Circulation total for Wausau Drive Up: 1,821.

Page Team

- Did routine switch-overs for new Adult collections and Young Adult collections.
- Sent out St. Patrick's Day books.
- Continued to shift in adult non-fiction. Made it to the end of the 200's.
- Throughout the month of January, the Page Team shelved 28,115 items. They handled an additional 3,366 more items for holds or transits to home libraries.

Information Technology

- We have secured a new Lexmark Color Laser MFP (Multi-Function Product) Printer in order to determine whether it will meet our needs as a standardized model for all MCPL locations. The new unified model is intended to replace our assortment of aging printers in order to provide consistent patron service and simplified troubleshooting.
- Discussions regarding the expansion of the materials sorter have continued. 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.
- Additional discussion with our sorter vendor (Lyngsoe), the ILS vendor (Innovative), and WVLS are underway in order to ensure that our sorter is configured to save maximum staff time, particularly by accurately sorting items with unusual statuses (e.g. "Missing in Inventory").
- Staff received additional training from FE Technologies on customizing and managing our new self-checkout machines.
- 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*)

Branch Statistics & Activities

Athens Monthly Report

Events and Programs

- Book Club: This month the Athens Book Club read *Take my Hand* by Dolen Perkins-Valdez. A group discussion was held on February 13, with 6 attending.
- Upcoming Programs: The March Athens Book Club will be reading *Black Cake* by Charmaine Wilkerson. Book Club will meet on Tuesday, March 12 at 2:00pm in the library. April Book Club will be *Rosemary* by Kate Clifford Larsen.
- Family Story time is held on Mondays at 10:30am. Storytime will be weekly until May 5, 2024. Athens has averaged 15 children and 5 adults per session during the month of February.
- There were 13 class visits. Kitty R. read the book *The Big Necessaries* by Beth Weiler who was an alumni from their school. A book discussion entailed.
- On Feb 15, four family members participated in board game night.
- 15 people participated in our passive Origami Heart art project that ran from February 1-14.
- A Dr. Seuss passive craft project will run through March 2nd.

Circulation Statistics

- In February, Athens circulated a total of 2,020 items. This is 20.96% increase from February of 2023. In 2024 year-to-date, Athens has circulated 4,218 items. This is a 18.35% increase from 2023.
- Athens had a total of 0 curbside appointments in the month of February.

Library News

- Kitty worked at Marathon City on 2/6, and Spencer Branch on 2/24. Shahara helped out in Edgar on 2/12.
- 2/13 - Shahara virtually attended the Branch Assistant Meeting.
- The Lunar Eclipse Library Scavenger hunt is planned and ready to roll out on April 1.
- Kitty and Shahara continue to prep for a fun-filled summer reading program, *Adventure begins @ your library*.

Facilities

- Our lounge chair arrived on 2/9 and was placed for patrons to enjoy. Various local art pieces have been placed throughout the library.
- Two bulletin boards were hung in our Children's department on 2/14. Local school children will create our bulletin boards during the school year. We are grateful for community members who have helped hanging the bulletin boards, and anchoring our shelves.
- Athens is anticipating the final installment of our metal book shelves for our children's room in March 2024.
- Local Community members have offered their services decorating out fireplace mantel. Original art is the main focus.

Edgar Monthly Report

Events and Programs

- Book club discussed the book *Just Last Night* by Mhairi McFarlane on the 13th with 7 in attendance, including a new person! We had a really good discussion and Hannah is expecting more members in March.
- Story time was held on the 6th with 7 people in attendance and on the 20th with 3 in attendance.
- After School Art was held on the 14th and on the 28th with 0 in attendance.
- On the 12th we had a Hearts and Crafts event that focused on how the heart works and activities related to Valentine's Day with 4 in attendance.
- On the 10th we had our Lego Block Party with 8 in attendance.
- Pokémon Club was on the 19th with 2 in attendance. We made buttons using a WVLS/ILS kit.

- 1 child turned in their 800 sheet, and 1 child turned in their 400 sheet for 1,000 books before kindergarten and the stars were moved to the corresponding number on our wall display.
- On the 21st we had an Embroidery 101 event with 2 in attendance, and they showed a lot of interest in future needle art events.
- 14 Students from St. Johns School visited on the 29th and learned how to order books in the library and on Libby, they did activities to help learn where things are in the library.

Circulation Statistics

- The circulation statistics for the month of February were 1,316 checked out. This is a 2.30% decrease for the same month last year. A total of 2,481 items have been checked out so far this year. This is a 10.27 % decrease from 2023.
- There were 0 curbside pickups for the month.

Library News

- Hannah filled in during Story Time in Marathon on the 8th
- Megan covered a shift on the 9th

Facilities Updates

- The library was a drop-off location for the county ground water testing project. Employees with the water department were in the library on the 12th, 19th, 21st and 28th.

Hatley Monthly Report

Events and Programs

- Book Club – This month’s book club was led by a patron. They were discussing Jodi Picoult’s *Small Great Things*. There were 8 participants. Robin checked in with them a number of times and the discussion was lively and engaging.
- Story Time is held weekly on Tuesdays @ 10:30a. These were done as self-led sessions this month. Robin was able to pop in and lead a craft on a couple of occasions!
 - February 6th we did “Chocolate” as a theme and had 7 participants.
 - February 13th Robin choose the theme of “Sneezing/Sick” (appropriate for the season) there were 5 participants. The kids got to make an adorable “sneezing man” craft.
 - The February 20th story time highlighted our “I Can Read” easy readers and encouraged kids to read to other kids. Robin provided take home work sheets that coincided with some of the titles. There were 5 participants.
 - February 27th we did “Dinosaurs” as the theme and had 8 participants. A dinosaur wrist band was made for fun!
- February 12th we held our Woven Heart Craft Program. We had 7 participants show up to create their own woven heart. Yarn was woven around a cardboard template in the shape of a heart. Patrons got creative with colors and designs.
- Upcoming Programs
 - Book Club on March 12th will discuss *Spare* by Prince Harry
 - Story Times are EVERY Tuesday morning at 10:30a. These will be self-led again in March.
 - “Happy Birthday Dr. Seuss” craft day will be held on Saturday March 2nd
 - Craft Swap will be held on March 18th
 - Escape rooms will take place March 25th-30th

Circulation Statistics

- Hatley circulated 1,742 items for the month of February. This is a 3.08 increase. Year to date is 3,249 items. This is a 6.64 decrease from last year.

Library News

- Completed Adult Fiction weeding
- Reorganization of Favorites has begun; Favorites are being sent in for relabeling
- Robin attended the branch assistant meeting on Feb 13th
- Heather completed her last day Friday, February 2nd
- Many amazing MCPL staffers helped cover shifts, which is so appreciated

- A Dr. Seuss display was created to celebrate his birthday
- 2022 Magazines were pulled
- New chairs arrived to brighten our fireplace area

Facilities Updates

- Maintenance replaced a furnace belt on the 17th.
- Marathon County CPZ set up a drop off for water samples for the village on Feb 7th. The library was asked to collect any samples that came in after the drop off was no longer manned by CPZ staff.

Marathon City Monthly Report

Events and Programs

- Book Club: Lisa M. and 6 patrons had a lively, thoughtful discussion of the book *People We Meet on Vacation* by Emily Henry. 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, March 11th with a discussion of the book *Saturday Night at the Lakeside Supper Club* by J. Ryan Stradal.
- Story Time: Our 30 minute family story time programs are held on Thursday mornings at 10:30 am. We had 31 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 bubbles, ducks, penguins and Dr. Seuss.
- 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 March, our monthly book club, St. Mary's 4K visits and weekly story times will be held, as usual. During the week of March 25 (Spring Break), we will hold a Spring Craft Week offering a variety of fun EZ spring craft projects for kids.

Circulation Statistics

- Marathon circulated 2,146 items during the month of February, which is a 16.89% decrease from this time last year. So far in 2024, Marathon has circulated 4,471 items. This is a 9.42% 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.
- In March, Lisa will attend the virtual coordinator's meeting.

Facilities Updates

- Village maintenance replaced broken blinds in the office area and drive-up window.
- We received 4 new lounge chairs for our seating area.

Mosinee Monthly Report

Events and Programs

- Our first session of Lego Block Party brought in 3 patrons on the 6th.
- Family Story Time in February was a special Yoga Story Time. Eight patrons learned yoga moves, breathing techniques, and early literacy skills all rolled into one creative Story Time ran by Katie.
- On the 12th five patrons came in to discuss local history, items they brought in to share, and checked out the resources the library has on our community.
- On the 13th 8 patrons joined Sarah for a really fun Cat Lover Craft and Social Hour. Patrons had the opportunity to make several different kinds of no-sew cat toys, check out cat-themed books, make cat origami, make cat paw bookmarks, and play cat-themed games including a homemade cat-themed bag toss game Sarah made. There were also activity and coloring sheets, a passive program where patrons shared their cat's names and favorite memories, two child friendly crafts, and catnip plants and seeds patrons could take home provided by Sarah's garden!
- Three patrons joined us for February's session of our popular Pokémon Club.

- Seven patrons joined us for our February session of Adult Book Club.
- Our Gentle Yoga and Meditation class series started back up and brought in 4 patrons.
- Katie's second session of our new Mosinee Teen Advisory Group brought in 1 teen.
- Our month ended off with a creative Paper Bracelet program but unfortunately no patrons joined Katie for this craft.
- Passive Programs: This month 54 patrons made a card for someone they love at our "kindness station" set up at our children's table, and 36 patrons told us something they've always wanted to do in honor of "Plant the Seeds of Greatness" month.
- Upcoming Programs: In March, Lego Block Party, Adult Book Club, Pokémon Club, Family Story Time, and our Teen Advisory Group will continue. We will also host our annual March Month of Crafts and Coloring, where a new activity will be rotated throughout the month in the children's section, in honor of National Craft Month. We'll also be hosting our popular Community Craft Swap program again where patrons can drop off and/or take gently used or new craft supplies. Julie Kinney will also be coming to lead three different Computer Basics classes.

Circulation Statistics

- Mosinee 2,388 items in February 2024. This is 4.10% increase. Mosinee has circulated 4,875 items in 2024. This is a 2.83% increase.

Library News

- Displays: Behind the circulation desk we had a funny display for patrons: "Bored? We have books! Curious? We have books! Hungry? Still only books, sorry." We also had a display featuring books with red covers, a romance display, a display for Black History Month, and a special "Leap into a Good Book" display for Leap Year.
- Staff started sending in children's favorites that will be re-labeled, and really appreciate all the hard work Support Services is doing!
- Special thanks to Wanda for covering on the 7th!

Facilities Updates

- We are still waiting to hear on the timeline for our historic window restoration.
- PerMar did an inspection of our alarm system on the 28th.

Rothschild Monthly Report

Events and Programs

- Story time is scheduled for every other Tuesday. In February, we had 61 participants at two story times. The February 6th story time was our special snowplow story time and was very well received! After songs and stories, a Village of Rothschild snowplow operator brought a snowplow to our parking lot to show the kiddos. Even though there was no snow, everyone had a great time! Photos can be found on MCPL's social media.
- In February, members of our book club met to discuss *The Martian* by Andy Weir. In March, the club will read and discuss *Becoming Mrs. Lewis* by Patti Callahan Henry.
- Pokémon Club continues to be well received. This month, 8 people joined us to trade cards, socialize, play the game, and make their own Poké Ball jars. We hope the enthusiasm continues into future months. Our regular Lego Block Party saw 24 participants as well. Buddy, our therapy dog, returned in February and visited with 8 patrons. Over the summer months, we will add additional dates and an additional dog.
- We had two special events in February. On February 15th, we hosted the classic movie Charade for 2 participants. We also hosted an "I Heart Art" program on February 16th, where children and their families could create a variety of heart themed art projects. This program had 14 participants and many of them asked us to host similar programs in the future.
- On February 12th, the branch hosted a listening session for State Senator Tomczyk in our building's board room.

- In February, we had various book displays around the library including “And the Oscar Goes To…” “Favorite Books from 1000 Books before Kindergarten” and “Have fun storming the castle!” (Castle themed books to highlight our castle art exhibit from the Rothschild Elementary School).

Circulation Statistics

- In February, Rothschild circulated 7,266 items. This is a 5.49% decrease from last year. In 2024, Rothschild circulated 15,055 items. This is a 1.16% decrease from last year.

Library News

- Laura attended the programming committee meeting on 2/5 and the team leads’ meeting on 2/14. Wanda, Julie, Megan, and Deborah attended the Branch Assistant Meeting on 2/13.
- Rothschild staff covered shifts in Hatley and Mosinee.
- Four new chairs for our seating area were delivered. The patrons are enjoying these new seats.
- Staff weeded the adult fiction, board books, picture books, and J nonfiction. We also pulled all 2022 magazines.

Facilities Updates

- None at this time.

Spencer Monthly Report

Events and Programs

- On February 6th, the 1st graders from Bethany Mennonite School in Spencer came to the library for a visit. Audrey read them a story, then they were allowed to check out books. Six students attended the visit.
- On February 7th, Lue Miller did a class visit with the Pre-Kindergarten class at Spencer Elementary. Lue read two stories to the class. There were 16 in attendance.
- On February 8th, Audrey went to the Thursday morning Pre-Kindergarten class at Spencer Elementary to read them two stories and talked about the library and how to handle library books. A total of 19 attended.
- Spencer’s annual, “Honor Flight Mail Call” was held on February 7th. The Honor Flight Mail call is a very special program at the Spencer Library. Patrons come to the library, to make heartfelt cards that are handed out on the next Honor Flight leaving CWA in April or May. The goal was to have 300 cards made, we met our goal and beyond with a total of 559 cards. Cards were also donated from Cindy’s Stampin from Neillsville. A total of 37 adults came to the library that evening.
- “Cribbage At The Library” was held on February 13th. Six adults enjoyed playing cribbage and making new cribbage friends.
- On February 22nd, Lue Miller did an outreach program at the Rookie Rocket Day Care Center. Lue read two stories to the 11 in attendance.
- On Monday, February 19th, the Spencer Book Club held their monthly meeting. This month they added an extra session in the afternoon to accommodate some who don’t enjoy being out at night. This month’s selection, *West With Giraffes* by Lynda Rutledge, was very well received by the 17 adults who joined in the discussion.

Circulation Statistics

- Spencer circulated 1,152 items in the month of February. This is an increase of 10.34%. Spencer has circulated 2,407 items in 2024. This is an increase of 14.84%.

Library News

- Audrey was interviewed two times by WAOW for the Honor Flight Mail Call program. The first interview aired on Tuesday, the 6th of February introducing the program. The second interview was held that evening during the program and aired on 10:00pm broadcast.
- Spencer Library started sending in their favorite books for the new labels that will be made.
- February 7th, Audrey and Katelyn held their rounding.
- On February 14th, Audrey filled in at Stratford while MJ was on vacation.

- Audrey wrote an article for both the TRG (Clark County newspaper) and the Village Voice (a local Spencer paper) listing the upcoming events for the Spencer Library and the hours.
- Spencer continued to work on 2024 inventory.
- Audrey wrote a book review on *Happy Place* by Emily Henry.
- Chris Helgestad, the new Spencer Village Administrator came in to see if we needed anything.
- New adult books were changed to 3 week books and shelved accordingly.

Facilities Updates

- Stephanie Martell delivered two new lounge chairs in the library. The chairs are being enjoyed by our patrons.

Stratford Monthly Report

Events and Programs

- We hosted a total of 58 people during four Family Story Times in February. This month, we borrowed two WVLS/IFLS story time kits (Music and Sensory) and utilized the books, ideas, activities, and other educational tools to enhance our programs.
- On Feb. 6 and 20, 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 Feb. 26, six St. Joe's Pre-K/K students also enjoyed a story time and book check-out at our branch while visiting with their teacher.
- Five patrons attended our first Third Thursday drop-in day Feb. 15 for our Youth Library Opportunities (YOLO) group. Team members helped brainstorm ideas for upcoming summer events and fall YOLO activities, played some games, and discussed books they were reading.
- We offered a Paper Heart Spinner self-directed activity on Feb. 13 and 14, but unfortunately there were 0 participants.
- Eight patrons attended our Book Club on Feb. 21 to discuss *Horse* by Geraldine Brooks.
- Three people attended Play & Learn with Children's Wisconsin Marshfield Family Resource Center on Feb. 26. The theme for the month was "Stampin' Fun," and offered an opportunity for children to develop their cognitive and motor skills by creating art with stamps.
- More than 60 patrons enjoyed a Leaf Day Frog Scavenger Hunt while visiting our branch this month.
- Many patrons enjoyed the Magna Tiles we borrowed from a WVLS kit for several weeks.

Circulation Statistics

- We circulated 1,900 items in February. This is a 1.23% increase from last year. In 2024, we have circulated 3,787 items. This is a .58% decrease from 2023.

Library News

- In February, we featured a "Black History Month" book display, as well as a Valentine's Day book display.
- The Stratford Area Historical Society displayed antique Valentine's Day cards at our library.
- The middle school and high school art teachers visited our library on Feb. 20 to discuss ideas on how they can collaborate with our branch, such as with student art displays or possible projects students could work on to help decorate the library.
- A member of Congressman Tom Tiffany's staff visited our branch Feb. 28 to assist residents in federal matters concerning Veterans Affairs, Social Security, the Internal Revenue Service, Medicare, passports, and more. No patrons visited during this hour.
- Darla worked extra hours for MJ while she was on vacation Feb. 13 and Feb. 14. Audrey worked here on Feb. 14 to assist Darla during the morning when Story Time was scheduled.
- We weeded Adult Large Type Fiction.
- We sent in Favorite readers for the relabeling project.
- We completed inventory for Juvenile Non-Fiction, New Adult Fiction, New Adult Large Type Fiction, New Adult Non Fiction, and New Adult Biographies.

Facilities Updates

- On Feb. 9, Stephanie delivered our new chairs and table for our main library, as well as two area rugs for our children's library. The new furniture and accessories have given the interior a beautiful and functional update! We have already received a lot of compliments and appreciation about the refresh from our patrons. Thank you!
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Director's Report

WVLS BOARD OF TRUSTEES MEETING
February 17, 2024

PEOPLE IN THE NEWS

WVLS Board Welcomes New Trustee

The Taylor County Board has appointed a new representative to the WVLS Board effective January 1, 2024. **Candice Grunseth** has accepted the appointment for a 3-year term. She replaces **Eileen Grunseth**, who retired from the Board at the end of 2023.

Trustees who have volunteered to stay on the WVLS Board for another 3-year term and have been reappointed by their respective counties include Clark County representative **Tom Bobrofsky** and Marathon County representative **Kathryn Palmer**.

Currently there are two vacancies on the Board. One is a Marathon County appointment to replace **Tyson Cain** who left the board in 2021, and the other is an Oneida County appointment to replace **Pat Pechura** who retired from the board at the end of 2023.

WVLS Leadership in 2024 (Exhibit 16a)

As we reflect on the accomplishments of 2023 (mentioned later in this report) and begin 2024, it is important to acknowledge that we realistically could not accomplish what we do without the wisdom and expertise, counsel and support of others. The leadership of so many is truly at the very heart of what makes WVLS successful. Attached to this report is a WVLS Leadership List for 2024 (Exhibit 16a). WVLS is so grateful to all on the WVLS Team, colleagues throughout the WVLS community and in other systems, who have assumed leadership positions on our behalf, and we look forward to working with a great group of people throughout the year. WVLS appreciates the work WVLS leaders do!

Library Legislative Day 2024 (Exhibit 16b)

The Wisconsin Library Association Library Legislative Day was well attended on February 6 with 183 librarians, trustees and other supporters registered from around the state. The morning briefing program held at the Best Western Park Hotel included remarks from **Governor Tony Evers**, **Senator Mary Felzkowski**, **Representative Tony Kurtz**, Assistant State Superintendent Division for Libraries and Technology **Dr. Darrell Williams**, and WLA Government Relations Advisor **Steve Conway**. Senator Felzkowski, her staff aide Stamen Ivanov, Representative Kurtz and his staff aide Danielle Zimmerman were given special recognition for their work to secure an additional \$6 million in state aid to public library systems in the 2023-2025 state budget from the Joint Finance Committee.

Attending from WVLS member libraries were Antigo Public Library Director Ada Demlow, Crandon Public Library Director Laurie Renel-Faledas, Loyal Public Library Director Teresa Hall and Trustee Jim Mildbrand, Marathon Co. Public Library Director Leah Giordano, Minocqua Public Library Director Peggy O’Connell, Neillsville Public Library Director Janay Ziebell, Rhinelander District Library Director Virginia Roberts, Simek Memorial Library (Medford) Director Maxx Handel, Tomahawk Public Library Director Heidi O’Hare, and T.B. Scott Free Library (Merrill) Director Laurie Ollhoff. WVLS was further represented by Board Members Tom Bobrofsky, Louise Olszewski, Mike Otten, Petra Pietrzak, and Kari Sweeney, as well as staff members Marla Sepnafski, Erica Brewster, Brenda Walenton and Kris Adams Wendt. The WVLS team visited all 11 legislators whose districts include portions of WVLS counties, sharing some appointments with five colleagues from IFLS, NFLS and NWLS. **See Exhibit 16b** for photos of visits the WVLS LLD cohort had with legislators whose districts include portions of WVLS counties. These handouts were shared in information packets for Library Legislative Day participants and legislators: “The Life Cycle of a Library Book” and “When There is a Book Challenge” (**Exhibit 16d-1**) and “Shelving of a Library Book” and “Using the Library you’re your Child: Parental Rights and Responsibilities” (**Exhibit 16d-2**).

2023 IN REVIEW

State Level News

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

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

Arrowhead and Lakeshores Public Library Systems Merge. In late fall 2022, member counties of the Arrowhead Library System and Lakeshores Library System voted to merge the systems. On January 1, 2023, a new **Prairie Lakes Library System** (PLLS) was formed to include Rock, Racine and Walworth Counties.

OverDrive Sunsets Legacy App. To help public libraries welcome more users to Libby, the OverDrive legacy app was sunset at the end of April 2023. The OverDrive app had been removed from the Apple App Store, Google Play, and Microsoft Store in early 2022. More information is available at [Meet Libby: The App from OverDrive](#).

Personnel Changes

New Leader for DPI's Division for Libraries and Technology. In January 2023, State Superintendent Jill Underly announced the appointment of **Dr. Darrell L. Williams** as the Assistant State Superintendent for the Division for Libraries and Technology.

The Library Services Team welcomed **Arshad Iqbal** as the new Grants Specialist and Federal Grants Coordinator in May. Former Head of Interlibrary Loan at UW-Madison **Joy Pohlman** joined DPI on June 5 as the new WISCAT Technical Coordinator. **Diane Casselberry** became the newest Interlibrary Loan Librarian on July 17.

Director of Oshkosh Public Library/Winnefox Library System Retires. **Jeff Gilderson-Duwe**, director of the Oshkosh Public Library and Winnefox Library System retired from his shared roles in June 2023. In early May, the Winnefox Library System Board voted to appoint Winnefox Library System Assistant Director **Clairellyn Sommersmith** to be the system's first full-time Director since its establishment in 1976. In November 2023, the Oshkosh Public Library announced the appointment of **Darryl Eschete** as the new director of the library. Eschete served as the Director at West Des Moines Public Library (Iowa) since 2012, and before that was the director of the Chippewa Falls Public Library (WI). Eschete started his new position in January 2024.

SCLS Director and SCLS Resource Library Director Announced Retirement Plans. South Central Library System (Madison) Director **Martha Van Pelt** announced her plan to retire sometime in February or March 2024. Madison Public Library Director **Greg Mickells** retired on February 2, 2024.

SWLS Director Resigns. In October, **David Krantz** announced his plan to resign as Director of the Southwest Wisconsin Library System (Platteville) to accept a position as ILS/Interlibrary Loan Consultant at the Winding Rivers Library System (La Crosse). In January 2024, the Southwest Wisconsin Library System's Board of Trustees hired **Angela Noel** as its new System Director. Angela served as Director of the Dodgeville Public Library and held previous public director positions in Broadhead and Richland Center.

New Resources Available to Libraries and Systems

Privacy Tutorials. Wisconsin public library workers have access to tutorials covering the basics of privacy and public libraries, with specific attention to Wisconsin laws. These tutorials were created by the University of Wisconsin-Madison's iSchool, with support from Wisconsin Public Library Systems, the Wisconsin Department of Public Instruction and Institute for Museum and Library Services.

- [Privacy and Wisconsin Public Libraries Tutorial for Front-Line Staff](#): This tutorial includes three modules. Each module consists of a short (8-9 minute) video, links to additional reading, and a short comprehension quiz. The goal is to help front-line staff understand the reasons behind privacy policies and laws, as well as learning how to interact effectively with library users about privacy.

- [Privacy and Wisconsin Public Libraries Tutorial for Managers and Directors](#): Library directors and managers can access a short tutorial with suggestions for working with staff, creating policies, and other administrative tasks related to protecting patron privacy.

Wisconsin Library Buildings and Spaces Project. Geared toward Wisconsin public library directors, staff and trustees who are planning library building and renovation projects, [this new resource](#) includes on-demand webinars and resources from professionals across the state as well as a list of recently completed projects from Wisconsin libraries. Topics include renovation, space reconfiguration, new building projects, and more.

Wisconsin Public Library Staff Compensation Toolkit. This toolkit provides staff salaries and position classification information to help library boards determine appropriate compensation to attract and retain the best possible employees for the positions. Prior to working with municipalities on benefits for library staff, library administrators and boards are encouraged to review the [SRLAAW Wisconsin Public Library Staff Compensation Report Executive Summary](#) and other resources in the toolkit to effectively utilize the data presented in the report. The complete report and toolkit are available at <https://www.srlaaw.org/compensation-study>. Highlights from the report include:

- **Participation:** The survey engaged 305 participants (or 80% of public libraries in Wisconsin), predominantly from the Western, Southeast, and Northern regions.
- **Data Collection:** Participants were asked to review a list of 46 survey job titles and descriptions, and to provide their pay range, annual work hours, benefit eligibility, paid leave eligibility, and MLS requirements.
- **Total Rewards:** Participating libraries commonly provide benefits such as Wisconsin Retirement System (WRS) participation, health insurance, bereavement/funeral leave, and dental insurance.
- **Compensation:** Statewide, Library Directors earn an average of \$27.56-\$31.37 hourly. Compensation often correlates with population size; municipalities exceeding 50,000 residents pay \$49.73-\$66.73 hourly.

COLAND Biennial Report on Wisconsin Libraries, 2021-2023. In July 2023, the Council on Library and Network Development (COLAND) submitted its [2021-2023 Biennial Report on the Value of Library Services, Statistical Report, Challenges, Opportunities, and Recommendations](#) to State Superintendent of Public Instruction Dr. Jill Underly and members of the WI Department of Public Instruction Team. The report recommends:

- Support affordable statewide broadband and digital equity.
- Support adequate staffing at libraries.
- Maintain or increase current staff retention rates for all libraries.
- Encourage youth to consider the field of library science.
- Protect intellectual freedom and the Freedom to Read.

- Reduce barriers to licensing/certification for librarians, especially those which disproportionately affect underrepresented groups.
- Continue to advocate for state aid to libraries at a level that will maintain or increase potential impact.
- Ensure library facilities and buildings are well maintained, provide sufficient space and are capable of meeting the needs of their customers.

News From Member Libraries

Committee Appointments

Neillsville Public Library Director **Janay Ziebell** was selected as the 2024 V-Cat Chair Elect. Northcentral Technical College Librarian **Katie Aldrich** was selected as the 2024 Library Advisory Committee Chair Elect.

Legislative Joint Finance Committee Budget Hearings

Neillsville Public Library Director **Janay Ziebell** attended the budget hearing in Eau Claire on April 11. Minocqua Public Library Director **Peg O'Connell** attended the budget hearing in Minocqua on April 26.

Leadership Changes

Erica Brewster resigned as director of the E.U. Demmer Library (Three Lakes) in February. The Demmer Library Board hired the library's accounts manager and technical services librarian **Peter Kotarba** as the new director in April. In December, Kotarba announced his resignation from the Library Director position to work at the Appleton Public Library as its new Adult Services and Engagement Librarian. His last day at the Demmer Library was January 8, 2024.

In early November, Wabeno Public Library Director **Cynthia Lemerande** announced her plan to retire at the end of the month and **Jasmine Hanson** was hired by the Wabeno Public Library Board as the new director for the library.

2023 Mentorship Program Partnerships

Nine public library director mentee/mentor partnerships were in place in 2023.

- **Three newly developed public library director mentee/mentor partnerships:**
 - Laurie Ollhoff (T.B Scott Free Library/Merrill) with Susan Heskin (Superior Public Library)
 - Ada Demlow (Antigo Public Library) with Kristie Hauer (Shawano County Library/WVLS)
 - Peter Kotarba (Demmer Memorial Library/Three Lakes) with Heidi O'Hare (Tomahawk Public Library)
 - Discussions relating to Staff Development/Team Building, Budgeting, and Community Collaboration were among the top areas of need from mentees.
- **Three public library director mentee/mentor partnerships that were continued:**
 - Leah Giordano (Marathon County Public Library) with Sarah Sugden (Brown County Library)

- Melissa Highfill (Westboro Public Library) with Carla Huston (Jean M. Thomsen Memorial Library/Stetsonville)
- Amber Brill (Greenwood Area Library) with Kay Heiting (Granton Community Library)
- One mentor noted during a check-in: *“Everything seems to be going fine, and we do communicate regularly.”*
- **Three public library director mentee/mentor partnerships that were completed:**
 - Rita Ludvigsen (Western Taylor County Public Library/Gilman) with Tammie Blomberg (Rib Lake Public Library)
 - Carsyn Soderstrom (Thorp Public Library) with Julie Beloungy (Thorp School District)
 - Laurie Renel-Faledas (Crandon Public Library) with Erica Brewster (Demmer Memorial Library/Three Lakes/WVLS)

Recipients of WVLS Scholarships

WVLS awarded 19 continuing education scholarships in 2023.

Wisconsin Library Association’s Library Legislative Day (Madison; February 7, 2023)

- Ada Demlow, Antigo Public Library
- Carla Huston, Jean M. Thomsen Public Library (Stetsonville)
- Katelyn Sobelko, Marathon County Public Library
- Laurie Ollhoff, T.B. Scott Free Library (Merrill)
- Teresa Hall, Loyal Public Library
- Virginia Roberts, Rhinelander District Library

WEMTA (Wisconsin Educational Media and Technology Association) Conference (Rothschild; February 5-7, 2023)

- Julie Beloungy, School District of Thorp
- Kay Heiting, Granton Community Library and Granton School District
- Kristie Heistad, Antigo Public Library

ALA (American Library Association) Conference (Chicago, Illinois; June 22-27, 2023)

- Annette Miller, Tomahawk Public Library
- Leah Giordano, Marathon County Public Library

Wisconsin Library Association (WLA) Conference (Middleton; October 24-27, 2023)

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

WLA/WAPL Conferences, Workshops and Webinar Presenters

- **Katelyn Sabelko**, Marathon County Public Library, was part of a virtual panel discussion for WiLSWorld Short *“Book Challenge Hindsight: What You Wish You’d Known”* on March 24.
- **Tammie Blomberg**, Rib Lake Public Library Director, presented the session on *“My End of the Boat is Sinking”* at the 2023 Wisconsin Association of Public Libraries (WAPL) Conference. The WAPL Conference was held April 26-28 in Oshkosh.
- Three area colleagues presented at the WLA Conference held October 24-27 in Middleton. Rib Lake Public Library Assistant Director **Krista Blomberg** presented a session on *“Playful Learning at the Library: Deepening Family & Community Engagement with PBS Kids.”* **Kay Heiting**, Granton Community Library Director, and **Julie Beloungy**, Library Media Specialist in the School District of Thorp, presented a session on *“DRA Numbers and Decodables: What is this and Why does it matter?”*
- Marathon County Public Library Adult Services Librarian **Julie Kinney** did a recorded webinar for WVLS on [Genealogy Basics with Ancestry](#).

Wisconsin Valley Library Service News

Staff Changes

Anne Hamland. WVLS gave a fond farewell to Public Library Services Consultant Anne Hamland following her decision to step away from her professional career and WVLS. Hired in July 2016 as the WVLS Communications Coordinator, Anne became the WVLS Public Library Services Consultant in 2017, a position she held until her resignation on April 28.

Erica Brewster. WVLS welcomed Erica Brewster to the WVLS team on April 3. Initially WVLS was going to hire Erica for project-based work following her resignation from the Demmer Library, but there was a bit of an "opportunity whirlwind" for us to apply her enthusiasm and aptitude for tech-related projects more fully and to address the Technology Support Specialist position that had been unfilled for several months and Public Library Services Consultant position that had just opened. With the hire of a full-time Public Services Consultant (below), Erica’s title became Data and Technology Support Consultant.

Kristie Hauer. On August 7, WVLS welcomed Shawano County Library Director Kristie Hauer as the new full-time Public Library Services Consultant for WVLS. Working in libraries since 1999, Kristie worked as a school librarian for 5 years and as a Director of the Shawano County Library for the last 15 years. In 2018, she launched a project to join a city-county library and 5 municipal libraries to form a countywide consolidated library system. Other work experiences include teaching a graduate level course on Rural Libraries as an adjunct professor at Louisiana State University, Baton Rouge, LA and serving as a Preschool Specialist Librarian at the Appleton Public Library. She also has done several presentations at state and national conferences.

Brendan Tuckey. In late 2023, LEAN WI partner systems – IFLS Library System, Northern Waters Library Service and WVLS – collectively hired Brendan Tuckey as a shared full-time Technology Support

Consultant. This unique position will provide support to over 100 libraries across the northern half of the state in such service areas as website development and support, digitization processes, and projects involving data visualization and analysis. Through the LEAN WI partnership, Brendan will also provide website support to libraries in the Winding Rivers Library System. For the past 15 years, Brendan and his family have owned and operated a farm that produces organic vegetables. Brendan holds a Bachelor of Science degree in Computer Science from Victoria University (Wellington, New Zealand), and several AWS (Amazon Web Services) certifications. Born in Wellington, New Zealand, Brendan now calls northern Wisconsin home. Brendan's first day as a member of the LEAN WI Team was January 8, 2024.

Speaking Engagements

WVLS Continuing Education Consultant **Jamie Matczak** completed a new Continuing Education course called "Perfecting Your Presentations" for the iSchool at UW-Madison. This four-week course offered in Spring 2023 examined strategies and best practices on being prepared and confident public speakers. Learners had to create and deliver a presentation as a culmination of the course. She participated in an [Advocacy Series](#) in August 2023 for the iSchool at UW-Madison. The series focused on different facets of advocacy, including community engagement, outreach, social media strategies, data visualization and presentation skills. Matczak's webinar, "Fine-Tuning Your Presentations," was held on August 17. Matczak was the morning presenter during an in-service for the Dodgeville Public Library on Friday, August 11. Her presentation focused on customer service trends, body language, tips for "hot topic" conversations and best practices for colleagues working together.

WiLS Data Classroom Cohort

Erica Brewster became a member of the inaugural WiLS Data Classroom cohort. The Data Classroom is designed for library and system staff to develop skills in identifying and utilizing library-specific data sources, develop data collection and management methods, and creating data visualizations. Access to WiLS's newly developed Data Dashboard is included with the course, so Erica has an opportunity to test the data for WVLS libraries included in the dashboard as part of the overall coursework and final project.

Wisconsin Library Association Conference

Jamie Matczak served as Chair of the 2023 Wisconsin Library Association (WLA) Conference Planning Committee, and WVLS Business Manager **Brenda Walenton** served as Co-Chair of the Exhibits Committee. The 2023 WLA Conference was held October 24-27 at the Madison Marriott West in Middleton.

Wisconsin Public Library Consortium

In February 2023, the WPLC (Wisconsin Public Library Consortium) Board added **Rachel Metzler** and three other WPLC Board members to the **2023 Budget Committee**. As a Board Liaison to the Digital Library Steering Committee, Metzler helped to determine the amount of the annual buying pool. **Erica Brewster** and **Joshua Klingbeil** were members of WPLC's **Data Dashboard Workgroup** charged with evaluating existing library data dashboards of public library systems in Wisconsin and those used by other states or non-library examples to help determine suitability for a statewide data dashboard pilot

project. Information on the Workgroup's *Finding and Recommendations Report* will be shared in the March 2024 Director's Report.

WVLS Board Activities

Examples of important decisions the WVLS Board of Trustees made in 2023 include:

- **February Meeting:** A Staff COLA Adjustment – raising it from 2% (approved in September 2022) to an additional 3% COLA
- **March Meeting:** A new WVLS Labor Law Posting Policy and 2022 WVLS Annual Report
- **May Meeting:** *2022 Auditor's Report*; revisions to WVLS employee code of conduct, rest periods and attendance policies; *2024 Technology Planning Guide*; and revised 2024 WPLC Digital Buying Pool Shares
- **August Meeting:** 2023 MCPL/WVLS Resource Library Agreement; a new social media policy; and 2023/2024 NWLS/WVLS Improved Discovery Solutions Grant Pre-Application (NICE Project)
- **September Meeting:** 2024 WVLS Plan and Budget (which includes two new grant opportunities for member libraries – a 2024 WVLS Marketing Support Grant and a 2024 Math Programming Grant); 2024 Health Insurance increases; *2025 WVLS Technology Planning Guide*; 2023/2024 Improved Discovery Solutions Grant: Collaborative Cataloging
- **November Meeting:** Three MOUs – WiLS Consulting Service for NWLS and WVLS Merger Exploration Process, Expectations and Costs for Participation in WiLS Data Classroom, and WiLS and WVLS Services for WPLC Data Dashboard Development Workgroup Project Management; and appointments to the 2024 WVLS Library Advisory and WVLS V-Cat Steering Committees

WVLS Board members attended:

- February: WLA's Library Legislative Day in Madison
- April: Legislative Joint Committee on Finance Budget Hearing in Minocqua
- June: ALA Conference in Chicago, Illinois
- October: WLA Conference in Middleton

WVLS board members advocated for libraries and systems by attending state-level COLAND meetings, municipal/county library board meetings and city council and county board meetings. Trustees wrote letters of support for library budgets and library board appointments and maintained contact with WI legislators that represent WVLS counties throughout the year.

WVLS Services

ADVOCACY and MARKETING

Three Northern Library Systems Advocate for State Library Aid

On April 26, 22 librarians and trustees from WVLS, Northern Waters Library Service and Nicolet Federated Library System attended a 2023 state budget public hearing before the legislative Joint Committee on Finance held at Lakeland Union High School (LUHS) in Minocqua. Three WLA speakers - **Kris Adams Wendt** (WVLS), **Dominic Frandrup** (Door County Library) and **Kristie Hauer** (Shawano County Library) – stepped to the mic and shared five minutes of testimony during the first hour of the hearing.

The Minocqua delegation was organized by Site Captains **Sherry Anderson** (NWLS), **Kathy Pletcher** (NFLS trustee), and **Wendt**, all three members of WLA's Library Development and Legislation Committee (LD&L). An aggregate total of 75 library supporters participated in budget hearings statewide.

WVLS 2022 System Information & Public Library Statistics Booklet

Published annually, the booklet shares member library service trends using data from their public library annual reports and highlights how libraries benefited their communities. This edition underwent a significant revision to update the layout and design of the report and to include additional information by way of charts and definitions of key measures. Also new with the 2022 edition, the printing of the booklet was outsourced to a local company. Copies of the *WVLS 2022 System Information & Public Library Statistics* booklet was shared with the WVLS Board of Trustees in May and distributed to area library directors, library board presidents, county library board chairs, municipal and county clerks, and area legislators. The booklet was posted to the WVLS website [here](#). A *Digital Byte* on the booklet was created that summarized the information reported and offered tips on how to interpret and use the information presented.

COLLABORATION

Following is a list of ways in which WVLS collaborated with other public library systems in 2023:

- The LEAN WI partnership was maintained to afford increased technology efficiencies, capacity and expertise among three systems – IFLS, NWLS and WVLS.
- LEAN WI partners worked together at the end of 2023 to develop and begin the hiring process for a new shared technology service and support role to fortify website hosting platform and site development and management consultation services.
- The Winding Rivers Library System expressed interest in bringing LEAN WI website service to its member libraries in 2024.
- WVLS worked collaboratively with IFLS and NWLS on grant applications on behalf of member libraries across the northern half of the state. Examples included: Emergency Connectivity and LSTA grants.
- WVLS continued its strong partnership with IFLS Youth Services Consultant to draft monthly Starred Reviews for youth materials and provide support and guidance of benefit to member libraries in both systems.
- A partnership with NWLS provided for the exchange of expertise and enhanced service in the areas of Inclusive Services and Continuing Education and Training.
- WVLS collaborated with several public library systems across the state to bring continuing education opportunities like the Wild Wisconsin Winter Web Conference, Spring Webinar Series, Trustee Training Week, and Tech Days to member library staff and trustees.
- A collaboration of the Northern Waters Library Service, IFLS Library system and WVLS offered a unique collection of programming materials to our member libraries. Available, through an online booking system, Lend Items, the collection features memory kits from NWLS, programming and literacy kits from IFLS, and makerspace items from WVLS.

- With funding from 2022/2023 and 2023/2024 LSTA Improved Discovery Solutions Grants, a Joint ILS Consortium Exploration Project collaboration between the Northern Waters Library System and WVLS is underway. In late 2022, a year-long investigation determined that overarching goals of a joint ILS consortium are to provide increased ILS administrative support to member libraries and improved service to library users was both desirable and feasible.
- 2022/2023 and 2023/2024 LSTA Improved Discovery Solutions Grants awarded NWLS implemented and continues a Cooperative Cataloging Exploration Project launched in late 2022. The goal of this collaboration of WVLS and several other public library systems is to seek opportunities for statewide standardization of bibliographic records.
- LEAN WI partners continued the practice of consolidating our respective LSTA “Sparsity Award” allocations to be managed as one award primarily for joint use licensing, services, and equipment. This shared project management allows for greater efficiency in overall grant management and for broader, more holistic awareness of our needs, to best utilize the support.
- The IFLS Library System invited WVLS and NWLS member libraries to participate in their annual bulk library supply order conducted in March.
- Monthly meetings of public library services consultants from WVLS, Nicolet Federated Library System (NFLS) and Outagamie Waupaca Library System (OWLS) was initiated in late 2023 to learn more about each system’s services, priorities and challenges, and to seek ways to collaborate.

COLLECTION DEVELOPMENT

WVLS maintained several of its subscriptions to databases including **Ancestry: Library Edition**, **Novelist Plus** and **Novelist Select** on behalf of its member libraries and their patrons in 2023. Due to low usage and high cost per use, WVLS cancelled its subscription to **Gale Courses** at the end of October. The publisher of **Foundations in Wisconsin** discontinued its availability as an online resource in December.

COMMUNICATIONS

In 2023, WVLS published 12 **WVLS Newsletters**, 43 posts to the WVLS **Digital Lites** blog (that included a monthly **Inclusive Services Update** from NWLS Director and WVLS Inclusive Services Consultant Sherry Anderson), and 51 “**Monday Mention**” emails.

Public services staff at member libraries also received WVLS **Public Services Updates** and monthly “**Starred Reviews**,” a collaboration between WVLS and the IFLS Library System.

The WVLS and WVLS YSIE (Youth Services Information Exchange) **Facebook** pages were maintained, as was the WVLS **website** and 12 separate **email lists** for member library staff geared to their interests and responsibilities.

COMMUNITY

Due to public health concerns, very few in-person events were held in 2022. 2023 saw higher attendance at the **2023 WLA Library Legislative Day** than in 2022, and a recovery of two continuing

education opportunities: the WVLS co-sponsored 35th **Children’s Book Fest**, an event that was cancelled in 2022; and **WVLS Retreat for Public Library Directors**, an event that hadn’t been held since 2019. Also, DPI hosted two in-person “bootcamps” for new public library directors, an event that hadn’t been held in several years.

WVLS hosted several virtual and in-person trainings and discussions including hybrid **Youth Services Information Exchanges (YSIE)** opportunities, several **V-Cat trainings**, and a **2023 Public Library Annual Report** training in December. Opportune networking and discussions among peers occurred at the **WVLS Director’s Retreat** in September and **Youth Services Workshop**.

Technology Support visits were made to all libraries throughout the year. During the last half of 2023, new WVLS Public Library Services Consultant Kristie Hauer visited all WVLS member libraries to get acquainted with library staff, see each library’s public spaces, collect feedback, and gather ideas for future projects and initiatives. Visits to member libraries offered time for quality conversations between WVLS staff and member library colleagues.

COMPUTER PROCUREMENT

Steps were taken in 2023 to improve efficiency in WVLS computer procurement and provisioning process on behalf of member libraries. **Brenda Walenton** and **Erica Brewster** now serve collectively as the lead on handling all aspects of the procurement, staging, deployment, and billing processes with **Joshua Klingbeil** supplementing any part of the process, when necessary, as their backup.

CONTINUING EDUCATION and TRAINING

WVLS offered **56 contact hours of continuing education** opportunities by way of webinars, in-person workshops and recorded webinars in 2023.

The **2023 Wild Wisconsin Winter Web Conference** held in January offered 14 webinars with tracks in marketing, library management, sustainability, and reference and reader’s advisory.

Three recorded webinars produced by WVLS in 2023 include “How to Write Effective Survey Questions to Get Useful Data,” Social Media: Challenges and Trends,” and “Genealogy Basics with *Ancestry*.”

Three in-person workshops co-hosted/hosted by WVLS in 2023 include the Children’s Book Fest in Rhinelander; WVLS Director’s Retreat in Wausau; and WVLS Annual Youth Services Workshop in Merrill.

WVLS added **11 new video trainings** to its *Digital Bytes* training series. Examples of topics covered include “13 Tips for Library Legislative Day,” “Legal Problems in Libraries,” “Tips for Taking Better Photos,” WVLS Stats Booklet,” “Wisconsin Talking Book & Braille Library,” and “CCBC Resources.” Launched in early 2018, *Digital Bytes* are recorded and captioned digital trainings of 30 minutes or less and are archived on the WVLS website at <https://wvls.org/digital-bytes/>.

In-person and online **Sierra ILS training** was provided on cataloging (offered in the Spring and Fall), Create Lists, Aspen record grouping and Aspen cover images, and on inventory methods. Brief training

segments were provided during V-Cat Council meetings to highlight V-Cat Guidelines, Sierra functions, and Aspen features.

GRANT PROJECTS

Following is a summary of grant projects that WVLS managed and/or participated in during 2023.

2022/23 LSTA Professional Development Grant - \$21,717 – supported the 2022 Wild Wisconsin Winter Web Conference and 2023 Spring Webinar series. It also funded the following scholarships:

- 2022 Association of Rural and Small Libraries (ARSL) Conference (4)
- 2022 Wisconsin Library Association (WLA) Conference (3)
- 2023 WI Educational Media and Technology Association (WEMTA) Conference (3)
- 2023 American Library Association (ALA) Annual Conference (2)

The **2023/24 LSTA Professional Development Grant** - \$21,525 - has thus far funded the following scholarships:

- 2023 WLA Conference (8)
- 2024 Public Library Association (PLA) Conference (3)

Funding from a competitive **2022/2023 LSTA Improved Discovery Solutions Grant** - \$25,000 – launched a Joint ILS Consortium Exploration Project collaboration between WVLS and the Northern Waters Library System in late 2022. The project, named NICE (Northern Wisconsin ILS Consortium Exploration), formed a team of representatives from each of the systems to assist with this project. The outcome of the year-long exploration determined that merging the two integrated library systems was a valuable and feasible endeavor.

Funding from a **2023/2024 LSTA Improved Discovery Solutions Grant** - \$50,000 - was awarded to WVLS to facilitate next steps of the Joint ILS Consortium Exploration Project collaboration between WVLS and the Northern Waters Library System toward a merged ILS.

With funding from a competitive **2022/2023 LSTA Improved Discovery Solutions Grant** - \$25,000 - awarded to NWLS, a Cooperative Cataloging Exploration Project launched in late 2022. A collaboration of seven public library systems, this project will develop a report on cataloging practices and opportunities for statewide standardization of bibliographic records.

Funding from a **2023/2024 LSTA Improved Discovery Solutions Grant** - \$50,000 – was awarded to NWLS to continue the foundational work completed during the 2022/2023 grant project. Ultimately, the project plans to establish a statewide bibliographic standards group, provide statewide training on the use of Marc Edit, create a shared repository for the library systems to share documentation, and complete a comparison analysis of each system’s bibliographic records to identify differences. This new project increases the number of participating systems from eight to ten.

WVLS collaborated with IFLS and NWLS on grant applications on behalf of member libraries across the northern half of the state.

- Approximately \$309,900 in **Emergency Connectivity Fund (ECF)** support was awarded for three applications, though only one award was utilized. LEAN WI partners leveraged approximately \$56,900 in awarded ECF support to continue data plan subscriptions for the initial batch of ECF supported hotspot devices. Overall utilization and demand for devices and services did not exceed the capacity of the initial batch, so the other awards for two additional applications for more devices and data plans at different service levels were not utilized.
- The **2022/2023 LSTA Sparsity Aid** allocations (sub-awarded by WI DPI) – LEAN WI partners’ aggregate total, \$75,297 - utilized approximately \$49,700 for “purchased services” such as cybersecurity training and testing platform access, continuation of Splashtop Remote licensing for member libraries’ staff to use, an upgraded service level required for our helpdesk system, 3rd party patch management integration software for our Microsoft System Center management suite, etc. Approximately \$18,700 was utilized for “non-capital objects” (equipment costing less than \$5,000 per unit), primarily for transport-supporting networking equipment. Approximately \$6,800 was utilized for “indirect costs” shared by each partner system to support grant-related projects and operations.
- The **2023/2024 LSTA Sparsity Aid** allocation – LEAN WI partners’ aggregate total, \$77,028 – will utilize the majority of the grant during the first half of calendar year 2024, though approximately \$3,800 was utilized at the end of 2023 for additional transport-supporting networking equipment.

TECHNOLOGY AND WEBSITE SUPPORT

Technology Support

Technology orientation relating to use of **Deep Freeze** public computer lockdown software, public computer best practices, particularly in the area of patron privacy, and functions of **Pharos timing software** (where applicable) were provided to all library staff (directors and/or technology and frontline staff) available during **Erica Brewster’s** on-site library visits at 25 locations in 2023.

Member libraries’ computers were updated to the latest supported operating systems. Staff began initial assessments of each library’s technology status and strategic planning to establish documentation and groundwork for future technology projects planning. Inventory reports for member libraries were prepared to submit to a shared LEAN WI inventory system.

Documentation and FAQs were created for libraries currently using a print management system or for those who may be interested in having one available for library users in the future. Ultimately, the goal of effort was to improve members’ understanding of the service and associated onboarding process and to increase the number of libraries using the service.

LEAN WI was represented across each of the three technology-related steering committees in the Wisconsin Public Library Consortium (WPLC). **Joshua Klingbeil** and other LEAN WI staff continued to

provide leadership, guidance and support for the Statewide Collaborative Backup and Archive project. Klingbeil helped with reshaping the Backup and Archive Steering Committees into working groups to be more agile and less encumbered by the WPLC government structure.

LEAN WI partners continued the practice of consolidating each system's LSTA "Sparsity Award" allocation to be managed as one award primarily for joint licensing, services and equipment. This shared project management allowed for greater efficiency in overall grant management and for broader, more holistic awareness of our needs to best utilize the support.

LEAN WI maintained these relationships with primary vendors 2023:

- Dell - to support multi-system joint computer procurement.
- Princh – for public computer and BYOD (Bring Your Own Device) print management.
- Kajeet – for mobile hotspot devices, data services plans, and centralized management services.
- AT&T and secondary vendors – a proactive engagement strategy was implemented with management teams after a number of AT&T-led "Badgernet" to "TEACH Network" data transport network service migrations failed during the 3rd and 4th quarters of 2023.

Website Services Support

Several new tools were rolled out to help libraries manage their websites more efficiently. One new tool is a plugin for setting expiration dates to posts so a web manager doesn't need to go back into the website to manually remove information about an event after it is over.

The process of **migrating existing websites** from a third-party host/DNS provider to the LEAN WI services platform for remainder of viable IFLS Library System libraries using a third-party service provider continued in 2023. **Onboarding libraries in the Northern Waters Library System** will be a priority in 2024.

The **Winding Rivers Library System** expressed interest in utilizing LEAN WI's website support services for their member libraries in 2024.

Staff surveyed website managers at 85 libraries and **developed a training plan for onboarding new website managers** and providing live virtual, recorded, and written training on website topics. **A new training website was developed** with new information added on a regular basis.

Four regularly scheduled website training opportunities were offered each month to colleagues in libraries across the LEAN WI partnership using LEAN WI's website layout and design consultation services.

A **Website Accessibility Learning Group** was formed in 2023 that includes website managers from systems and public libraries who have a special interest in learning about and implementing design tools for websites that maximize accessibility mainly for those with low/no vision. The main charge/goal of this group, which meets monthly, is to establish best practices for website design and management so

they can be interpreted by those who don't have a usual visual interaction with a website. These services include good contrast design, and proper use of Alt Text for images and headings to outline a page to maximize compatibility with screen readers.

V-CAT ADMINISTRATION

See also **2023 V-Cat Top 10 Accomplishments** shared as **Exhibit 16c** with this report.

Initiated in 2022, the **NICE (Northern Wisconsin ILS Consortium Exploration) Project**, an ILS merger investigation between Northern Waters Library Service and WVLS, continued in 2023. It builds on the work of Project WIN, a 2013-2014 merger investigation of the WVLS IFLS Library System and NWLS ILS consortiums. Key takeaways of the NICE Team's exploration were shared in a [Feasibility Report](#) and [Video Summary](#) that were presented to the WVLS Board of Trustees in August, and V-Cat Council in September. Project documents, FAQ and Feedback form are posted to the [NICE website](#).

Libraries reported positive feedback about **the lists of materials over 10 years old and not checked out** in the past 10 years sent by WVLS as a result of goals set during the V-Cat Collection Development meet up. The list proved to be a helpful tool for record clean up and item review. Libraries were invited to email WVLS staff for assistance with similar lists.

In August, staff purged adult patron records that were expired and inactive over 5 years with no fines. The WI Department of Public Instruction requires that patron records be purged at least once every three years for a library to report the number of registered users in the annual report. Historically purging patron records had been the responsibility of V-Cat member libraries, however there were over 12,000 records in the V-Cat database without fines or fees that were expired and inactive for 5 years or more. Libraries were given the opportunity to opt out of the purge and WVLS sent libraries reports of purged patrons upon request. **Over 11,000 patron records were purged.**

Shoutbomb Broadcast was implemented to deliver optional text message reminders and event promotions to library patrons.

Sierra Snacks, brief trainings offered at meetings of the V-Cat Council, covered Processes for Clearing the Expired Hold Shelf (February), Internal Note Fields and In-Transit Messages (April) Patron Account Review (June), Sierra Patron Blocks Table and Manual Patron Blocks (September) the use of patron messages (November).

The V-Cat Council approved the use of V-Cat Special Project funds to seek legal counsel to review of a draft library card application and to respond to questions related to patron records. **A new library card application form and guidelines** were approved by the V-Cat Council in November.

Fine Free Lending Expansion. WVLS made changes to provide fine free lending at the Minocqua and Antigo libraries. With these changes, Minocqua and Antigo joined the following libraries that have system-generated fine free lending:

- Antigo – all locations/items/patrons

- Crandon - juvenile items only
- Dorchester - all items/patrons
- Loyal - all items/patrons
- Laona – all items for juvenile patrons, teachers, staff
- Medford – juvenile items/all patrons
- Merrill – most items (fines for some equipment)/all patron
- Minocqua – all items/patrons
- Rhinelander – most items (fines for some equipment/kits)/all patrons
- Stetsonville – juvenile books not high demand
- Wabeno – all items/patrons

Other libraries that have system-generated fine free lending: Gilman – most items for teacher/patrons; MCPL – most items for homebound patrons; and Owen – most items for staff.

Improvements were made to the Aspen Discovery catalog, and to database records to enhance discovery of new materials. WVLS worked with interested library staff to create a record grouping team to identify and correct record grouping errors in the Aspen Discovery Catalog. An additional improvement was made to the Aspen Discovery Catalog to include a new format label of “Read-Along Book.” WVLS worked closely with the Aspen team to improve format assignments for Blu-Rays and Blu-Ray/DVD Combo packs.

The **V-Cat ILS Evaluation and Review Committee** completed a comprehensive evaluation and review of vendor product information and support that began in March 2022. As part of its charge, the Committee gathered product information from vendors, their customers, and library staff – comparing the capabilities of several systems to the needs of V-Cat member library staff as well as the needs of the consortium as a whole. In addition to demonstrations, surveys, additional discussion and follow up with vendors and product users, the Committee evaluated the final two candidate systems directly (through ongoing daily use in Sierra's case, and use of a sandbox version of Koha provided by ByWater). A final report that summarized the Committee’s findings and recommended the V-Cat consortium stay with its current vendor (Sierra from Innovative Interfaces, Inc.) was presented to the V-Cat Council in September. A formal decision on this recommendation by the V-Cat Council and the WVLS Board of Trustees is on hold pending decisions made within the NICE project.

UPCOMING EVENTS / MEETINGS

- January 8 – **NICE (Northwoods ILS Consortium Exploration) Delivery Workgroup meeting**
- January 8 – **WVLS/IFLS/NWLS Website Office Hour: Media Management**
- January 10 – Technology Support Visit; Edith Evans Community Library (Laona) and Wabeno Public Library
- January 10 – Statewide Bibliographic Standards Committee meeting
- January 11 – Technology Support Visit; Crandon Public Library
- January 12 – Technology Support Visit; E.U. Demmer Library (Three Lakes)

- January 12 – Council on Library and Network Development (COLAND) meeting
 - January 12 – WPLC (Wisconsin Public Library Consortium) Data Dashboard Workgroup meeting
 - January 16 - DPI-hosted meeting of System Directors
 - January 16 – DPI-hosted meeting of System Inclusive Services Consultants
 - January 16 – System/Public Library Website Accessibility Learning Group meeting
 - January 16 – 2024 WLA Conference Planning Committee meeting
 - January 17 – DPI-hosted Library Services Data Workgroup meeting
 - January 17 – Wabeno Public Library Director orientation
 - January 17 - [WVLS/IFLS/NWLS Website Office Hour: Website 201 \[Just\] Beyond the Basics](#)
 - January 18 – [WVLS Youth Services Information Exchange \(YSIE\) gathering](#)
 - January 18 - [WVLS/IFLS/NWLS Website Office Hour: Website 201 \[Just\] Beyond the Basics](#)
 - January 18 - [WVLS/IFLS/NWLS Website Office Hour: Print Plugin](#)
 - January 19 – COLAND Broadband Committee meeting
 - January 23 – DPI-hosted meeting of System Directors
 - January 23 – [NICE Collaborative Decision-Making Workgroup meeting](#)
 - January 24-25 – [“2023 Wild Wisconsin Winter Web Conference”](#)
 - January 30 - DPI-hosted meeting of System Directors
 - January 30 – WVLS/OWLS/NFLS Public Library Services Consultants’ collaboration meeting
 - January 31 – A (Brief) Look at Books for Children & Teens; A CCBC (Cooperative Children’s Book Center) Short
- HAPPY LIBRARY LOVERS MONTH!**
- February 1 – [WVLS V-Cat Council meeting](#)
 - February 2 – [WVLS Library Legislative Day Cohort meeting](#)
 - February 5 – SRLAAW (System and Resource Library Administrators Association of WI) meeting
 - February 5-6 – Wisconsin Library Association’s LIBRARY LEGISLATIVE DAY
 - February 7 – WECCP (Wisconsin Early Childhood Collaborating Partners) meeting
 - February 8 – DPI-hosted meeting with NWLS and WVLS to discuss LSTA Grant Projects
 - February 9 – WVLS Marketing Grant cohort meeting
 - February 12 – [NICE Funding Scenario and Budget Workgroup meeting](#)
 - February 12 – DPI-hosted meeting of System Interlibrary Loan Coordinators
 - February 12 - [WVLS/IFLS/NWLS Website Office Hour: Using Alt+Text for Images](#)
 - February 12-13 – Customer Service Training; Disneyland Resort, California
 - February 13 – DPI-hosted meeting of System Directors
 - February 13 - WPLC Technology Steering Committee meeting
 - February 14 – Statewide Bibliographic Standards Committee meeting
 - February 15 - [WVLS/IFLS/NWLS Website Office Hour: Website 201 \[Just\] Beyond the Basics](#)
 - February 15 - [WVLS/IFLS/NWLS Website Office Hour: Website Blog Posts](#)
 - February 15 – WPLC Digital Library Steering Committee meeting
 - February 17 – [WVLS Board of Trustees meeting](#)
 - February 19 – WPLC Board meeting

- February 20 – DPI-hosted meeting of System Youth Services Consultants
- February 20 - 2024 WLA Conference Planning Committee meeting
- February 20 – Statewide Cooperative Cataloging Workgroup meeting
- February 20 - **System/Public Library Website Accessibility Learning Group meeting**
- February 21 - **WVLS/IFLS/NWLS Website Office Hour: Website 201 [Just] Beyond the Basics**
- February 28 – DPI-hosted meeting of System Continuing Education Consultants
- February 29 – **V-Cat Training Day 1: V-Cat Sierra Tools for Weeding and Collection Development**
- February 29 – **“Identity, Burnout, and Vocational Awe;”** a webinar offered through a 2024 LSTA Grant project, WI Libraries Talk About Race
- March 3 – 5 – **WEMTA (Wisconsin Educational Media and Technology Association) Conference**, Wisconsin Dells
- March 4 – WPLC Technology Backup Committee meeting
- March 5 - DPI-hosted meeting of System Directors
- March 5 – **WVLS V-Cat Bibliographic Control / Interface Committee meeting**
- March 7 – WVLS presentations at [Hoot-Con](#), a Conference for NFLS and OWLS libraries; Green Bay
- March 8 - COLAND meeting
- March 8 - WVLS presentations at [Hoot-Con](#), a Conference for NFLS and OWLS libraries; Marinette
- March 8 – **WVLS V-Cat Cooperative Circulation Committee meeting**
- March 11 - **WVLS/IFLS/NWLS Website Office Hour**
- March 12 – WVLS presentations at [Hoot-Con](#), a Conference for NFLS and OWLS libraries; Little Chute
- March 13 - Statewide Bibliographic Standards Committee meeting
- March 13–15 – AspenCON 2024; Golden, Colorado
- March 14 – **V-Cat Training Day 2: Aspen Record Grouping**
- March 16 – **WVLS Board of Trustees meeting**

Thank you for reading!

Marla

ITEM NUMBER: 10.12 a-b
CHAPTER 10: Circulation
CODE: Policy
COMPUTER ID: CIBPR-6

Title: Laptop/Tablet **In-House Technology Use** Checkout Policy and Patron Agreement
Effective Date: 1-1-2011
Authorized By: Library Director
Date of Last Revision: ~~10-2021~~ **3-2024**

Patron name (please print): _____

Marathon County Public Library ~~Laptop/Tablet~~ **In-House Technology Use Checkout Policy and Patron Agreement**

The Marathon County Public Library (MCPL) makes laptop computers available for use inside any MCPL locations **location**. Tablet devices **and handheld scanners** ~~will be~~ **are** available at the Wausau Headquarters.

- **Patrons** ~~You~~ must have a valid MCPL (or V-CAT) library card in good standing (see Policy 10.10 a-c for definition of good standing) **to check out a laptop, tablet, or handheld scanner**.
- **Patrons must be at least 18 years old to check out a device. Exceptions to this may be made at the discretion of library staff.**
- **Patrons must present their library card AND leave their current government-issued ID (drivers license, state ID, passport, etc.) each time they check out a device. The ID will be returned to the patron when the device and accompanying equipment (ex: charging cable) is returned.**
- Before checking out a **device** ~~laptop or tablet~~ for the first time, patrons must sign a copy of the MCPL ~~Laptop/Tablet~~ **In-House Technology Use** Checkout Policy and Patron Agreement, which will be kept on file.
- ~~Patrons must be 18 years old or older to check out a laptop or tablet. Exceptions to this may be made at the discretion of library staff.~~
- ~~Patrons must show library card AND leave their current government-issued photo ID (drivers license, state ID, passport, etc.) each time they check out a laptop or tablet. The ID will be returned to the patron when the equipment is returned.~~
- **The loan period for a laptop, tablet, or handheld scanner is two hours. Renewals may be granted by library staff, but are subject to device availability and patron demand. Library devices must be returned to the desk where they were checked out at the time the device is due, and at least 15 minutes prior to the library closing.**

- MCPL **in-house use only devices** laptops or tablets may not be removed from the library building. **Patrons must keep devices and accompanying equipment with them at all times.**
- **If patrons do not return the device on time, patrons will be charged a fine of \$10.00 for every hour or portion of an hour after the time the device was due.**
- **Failure to return the device and accompanying equipment in good condition will result in the patron being charged for the full replacement cost, and a report of the theft may be made to the appropriate law enforcement agency. If the device is returned damaged, the patron will be held responsible for all repair and replacement costs.**
- ~~Patrons must keep the laptop or tablet and any additional equipment with you them at all times. If the laptop, tablet or other equipment is stolen or damaged while checked out, the patron will be held responsible for all costs involved up to a maximum amount of \$1,000.~~
- ~~DO NOT take the laptop or tablet into a public restroom. For safekeeping, patrons may leave the laptop or tablet with a staff person at any desk for a brief time.~~
- ~~Use only the provided power adapter and cable for charging.~~
- ~~Data must be saved to a removable storage device (ex: USB). Any files saved to the device will be automatically erased upon the device's return. **Data must be saved to a removable storage device (ex: USB).** The library accepts no responsibility for lost or stolen files.~~
- ~~Patrons are responsible for deleting any personal information from the device before returning.~~
- **While using any library device, patrons should not:**
 - **Use personal charging cords, cables, or power adapters with the device.**
 - ~~DO NOT T~~ **take the device** laptop or tablet into a public restroom. For safekeeping, patrons may leave the **device** laptop or tablet with a staff person at any desk for a brief time.
 - ~~DO NOT D~~ **download, purchase, uninstall, delete, or move any files, software, or applications on library devices** the laptop or tablet. If the library's content is disturbed by a patron, the charge to the patron will be a minimum of \$25.00 as determined by library staff.
 - ~~DO NOT F~~ **factory reset or restore the library devices** laptop or tablet. ~~If applicable, DO NOT~~
 - **C**hange the security settings. If the library's registration **on any device** is disturbed by a user **patron**, the charge to the patron will be a minimum of \$25.00 as determined by library staff.
- ~~The loan period for a laptop or tablet is two hours. Patrons may renew the laptop or tablet for one additional two-hour session if no one is waiting to use the laptop or tablet. Patrons are allowed one check-out and renewal per day.~~

- ~~• Laptops or tablets must be returned to the desk where they were checked out at the time it is due, and at least 15 minutes prior to the library closing.~~
- ~~• If patrons do not return the laptop or tablet on time, patrons will be charged a fine of \$10.00 for every hour or portion of an hour after the time the laptop or tablet was due.~~
- ~~• Failure to return the device will result in the patron being charged for the full cost of the laptop or tablet replacement, and a report of the theft to the appropriate law enforcement agency.~~

By signing this document, I verify that I have read and understand the Laptop/Tablet **In-House Technology Use Checkout Policy and Patron Agreement.**
_____ (initials)

By signing this document, I understand that the Library wireless connections are not secure, and I will take appropriate caution with personal information while using a library **device computer.** _____ (initials).

By signing this document, I acknowledge that I am financially responsible for the laptop or tablet **device and its accessories and acknowledge that I will be held criminally responsible for theft if the **device** laptop is not returned.** _____ (initials)

~~* A new agreement will need to be signed when changes are made to the policy.~~

Name (please print): _____

Library Card Number: _____

Signature: _____



To: Marathon County Public Library Board Members
From: Leah Giordano, Library Director
Date: 3/18/24
Subject: 2023 to 2024 Library Fund Transfer

2023 Fund Balance Sources

Personnel Expenses	\$ 110,630
Operating Expenses	\$ 64,796
Revenue	\$ 16,674

TOTAL **\$192,100**

Suggested allocation

*Operations (county budget deficit)	\$ 61,494
Books	\$ 795
AV	\$ 796
Positive Fund Balance (CIP)	\$129,015

TOTAL **\$192,100**

***Reduction from 2024 requested budget**



To: Marathon County Public Library Board Members
From: Leah Giordano, Library Director
Date: 3/18/24
Subject: 2023 Year End Friends and Foundation Donations Transfer

Transfer of donations to Friends of MCPL via check – balance in Gift account 12/31/23 -\$3,944.64

Transfer of donations to MCPL Foundation via check – balance in Gift account 12/31/23 -\$23,801.51